Form NHS-HIS-100X
FY 1968

HEALTH INTERVIEW SURVEY

INTERVIEWER'S MANUAL

U.S. DEPARTMENT OF COMMERCE
Bureau of the Census
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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 nonwhite population, principal industry, and type of agriculture.

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

2. Selection of sample segments and households

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

3. The quarterly sample

The entire group of households assigned for interviewing in any one quarter of the year is called a sample, since it represents a complete sample of the population. Each sample is identified by the letter "B" plus a number; for example, 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 <u>housing unit</u> 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 <u>75 percent or more</u> 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 <u>more than 25 percent</u> 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 <u>and</u> does <u>not</u> meet the housing unit definition.
2.	Convents, monasteries, and sisters', brothers', or priests' residences	The procedure for classifying the living quarters, in convents, monasteries, and sisters', brothers', or priests' residences depends upon the number of units in the place.
	a. Five or more rooms for sisters, brothers, or priests	If there are five or more rooms for sisters, brothers, or priests, classify as "other unit" each unit for sisters, brothers, or priests, and each unit for resident lay employees which does <u>not</u> meet the housing unit definition.
	b. Four or fewer rooms for sisters, brothers, or priests	If there are four or fewer rooms for sisters, brothers, or priests <u>and</u> the residence is part of a school for resident students, hospital, orphanage, or similar establishment, classify the units according to the rules for that particular place. If the convent, monastery, etc., is <u>not</u> part of an establishment, treat the entire place as one housing unit.
3.	Facilities for housing students—quarters in schools for resident students, dormitories, sorority or fraternity houses	In all facilities for housing students, classify as an "other unit," each unit for students and each unit for resident employees, such as janitors, housemothers, and resident faculty or administrative personnel, which does <u>not</u> meet the housing unit definition.
4.	Facilities for housing workers—bunkhouses, labor or logging camps, migratory workers camps, etc.	The procedure for classifying the living quarters in facilities for housing workers depends upon the type of structure.

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

8. Recreational and religious camps	The classification of units in recreational and religious camps depends upon whether the camp is operated for adults or for children.
a. Adults' (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 <u>not</u> 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 <u>not</u> 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 <u>not</u> 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 <u>and</u> personal care (as required) for <u>3 or more</u> 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 <u>resident</u> 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

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

1. Typical family group

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

2. Additional household members - ask about separate quarters

If in addition to the head and his family the listing of persons in questions 1 and 2 contains a 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 <u>either</u> direct access <u>or</u> 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 2 on "Noninterviews.") Vacant living quarters constitute a housing unit if they have either:

a. Direct access

OR

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

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

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

E. Office assistance in difficult cases

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

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

F. Whom to include in the survey

1. General rules

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

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

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

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

2. Usual place of residence defined

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

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

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

3. Persons to be counted as household members

Count 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, <u>count them at their own home</u>.

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 <u>less than 24 hours duration</u>, 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 3.)

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 6b 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					

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 7 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.

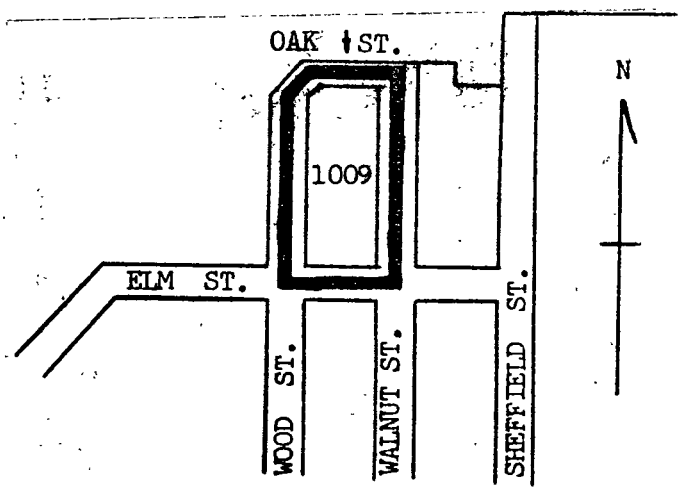
b. Use of segment map

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.

BLOCK MAP



(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 <u>old</u> 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 <u>all</u> 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 <u>inside</u> 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 13a, 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 13."

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 7 blank on the front of the questionnaire for "extra" units. Be sure to enter the complete address (including the post office and State) in Item 2 for vacant, as well as occupied, units. If more than one questionnaire is needed for an occupied unit, enter the complete address on all questionnaires for that unit,

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 7 blank on the front of the questionnaire for "extra" units. Be sure to enter the complete address (including the post office and State) in Item 2 for vacant, as well as occupied, units. If more than one questionnaire is needed for an occupied unit, enter the complete address on all questionnaires for that unit.

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

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

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

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

(2) 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 2 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 2 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 <u>not</u> 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 <u>units</u> 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 13a, b, or c

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

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 <u>all</u> 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 13a, 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

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

In applying the subsample pattern in segments containing a special dwelling place, treat the two lists, the 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
76.....Tourist homes } dwelling place definition

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

Facilities for Housing Students

81.....School dormitory
82.....Fraternity
83.....Sorority
84.....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....
94....} See Facilities for Housing Students
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: <u>Be sure</u> 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 accomodations 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 <u>each bed</u> in such rooms as a separate unit in selecting your sample.

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

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

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

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

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

John Brown, baker

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

Josephine de Ritz, hostess

Guy Orlando, orchestra leader

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

6. Identify adequately in 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 <u>above the red line</u> in column 2 of the appropriate section of the worksheet represent the units that would be selected for interview if the total number of units entered in Item e were correct. When you visit the special dwelling place, you may find that the number of special dwelling place units is actually different from the number entered for the current sample in Item e. Note that more than one sample may be designated in the heading of the worksheet; for example, the first column in the heading may be for B-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			
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 7 the last name of the household head if the unit is occupied, or "Vacant" if it is unoccupied.

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

8. Use of partially filled questionnaires

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

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

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

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

NHS-HIS-100X
FY 1968

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-1X Questionnaire

a. Purpose of NHS-HIS-1X Questionnaire

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

b. Contents and layout of the NHS-HIS-1X Questionnaire

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

(1) Household page

There is <u>one</u> 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

Pages 2-9 are called "Probe" pages because they contain probe questions which are designed to <u>pick up</u> disability, activity limitations, illness conditions, hospitalizations, doctor visits, motor vehicle accidents, etc. Later in the interview the Condition page (Hospital page, Doctor Visits page, Home Care page, etc.) will be used to ask more detailed questions about any illness conditions (hospitalizations, doctor visits, home care, or motor vehicle accidents) 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 either below the question or in the appropriate person columns. Some probe questions require only one entry in the column with the question instead of marking each person column. The answers are to be made by writing in names of conditions, numbers, or by "X'ing" boxes.

Pages 2 and 3 of the questionnaire contain probe questions about disability and doctor visits. Pages 4 and 5 contain questions about digestive conditions. Pages 6 and 7 contain questions about activity limitations. Pages 8 and 9 contain questions about hospitalizations, home care and motor vehicle accidents. Detailed questions are asked later in the interview about the conditions reported in these probe questions and about the doctor visits, hospitalizations, home care and motor vehicle accidents.

(3)	Condition	There are 8 Condition pages in the questionnaire. These pages contain detailed questions about illnesses and injuries reported in response to the probe questions on pages 2-7.
(4)	Hospital page	There are 3 Hospital pages in the questionnaire. These pages contain questions about hospitalization recorded in the questionnaire.
(5)	Doctor Visits page	There are 2 Doctor Visits pages each with two sets of Doctor Visits questions. These Doctor Visits questions are asked for recent visits to a doctor.
(6)	Home Care page	There is one Home Care page in the questionnaire. This page is filled for a person 55 years old or over if he receives any personal care at home.
(7)	Health Insurance	There are 2 pages of questions about the health insurance coverage of members of the household.

(8) Person page

There are 2 Person pages in the questionnaire. These 2 Person pages contain six columns, one column for each person. The Person page has questions about education, veteran status, work status, occupation and industry, and work-loss insurance.

The probe pages (2-9) and the Person pages (38-39) 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. The answers for each person are to be recorded in his column on each of these pages.

See Illustration A on pages D-1-6 and D-1-7.

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 the right hand column contains the answer spaces. There are some variations but this is the usual arrangement.

See Illustration B on page D-1-8.

c. How to make entries

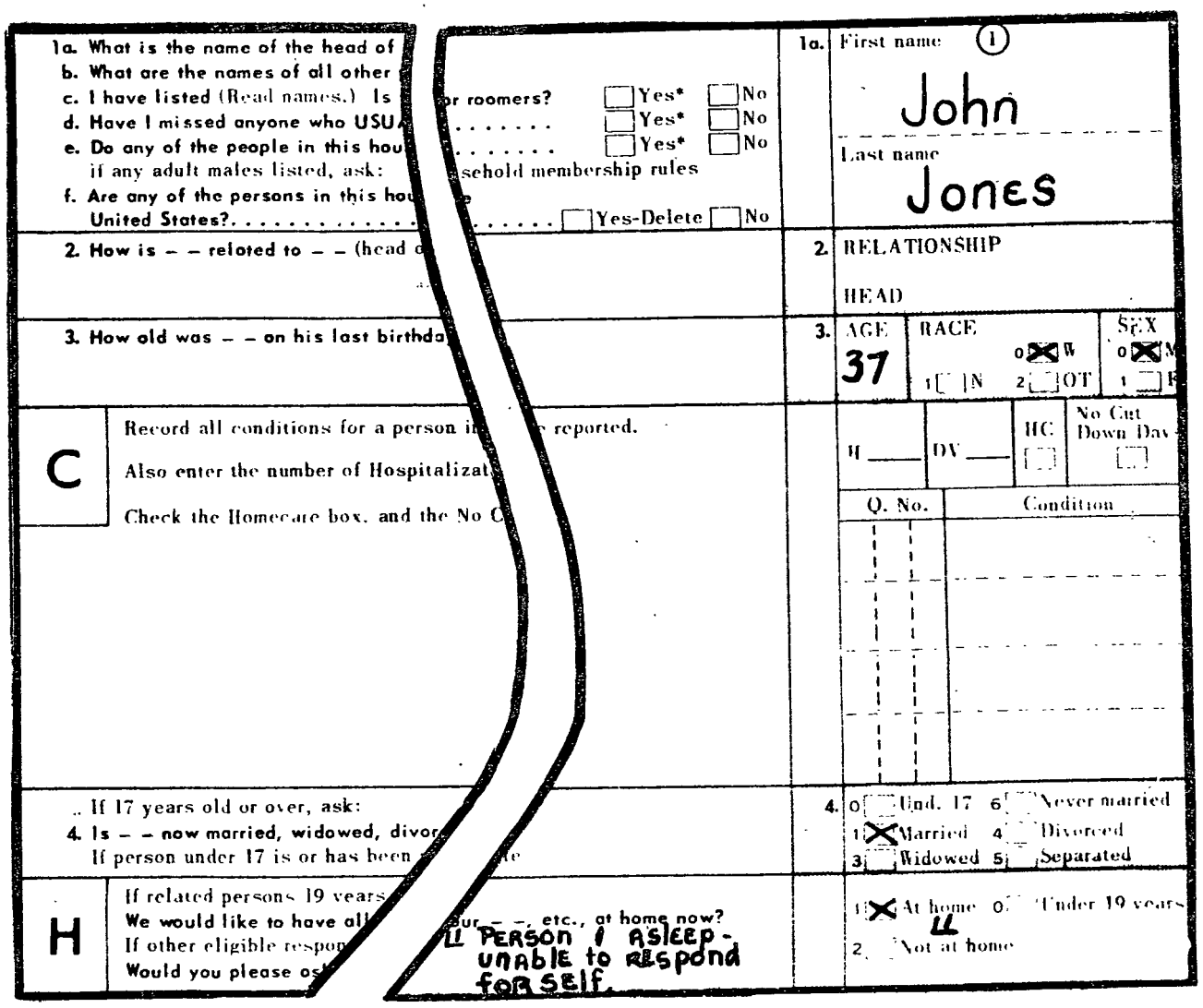
Conventional or written entries are to be made wherever a write-in box or space is provided for a written entry, e.g., the name of a condition, etc. Wherever a Yes or No box is provided an "X" is to be entered. Wherever a list of categories with check boxes appear on the questionnaire, the answer is indicated by marking an "X" in the check box near the appropriate category. See Illustration C.

d. Explanations and footnotes

Explanations and footnotes may be entered in most blank areas on the questionnaire. The shaded boxes and Washington Use areas should be kept free of footnotes since these areas are used by coders in processing the questionnaire. If a shaded border appears around a

check box or answer area, make any required answers in that area but avoid making any footnotes or comments in that area.

See the following example:


1a. What is the name of the head of
b. What are the names of all other
c. I have listed (Read names.) Is
d. Have I missed anyone who USU
e. Do any of the people in this hou
if any adult males listed, ask:
f. Are any of the persons in this hou
United States?. . . . . .

or roomers? ☐ Yes* ☐ No
. . . . . ☐ Yes* ☐ No
. . . . . ☐ Yes* ☐ No
sehold membership rules
. . . . . ☐ Yes-Delete ☐ No

1a. First name (1) John
Last name Jones

2. How is – – related to – – (head o

2. RELATIONSHIP HEAD

3. How old was – – on his last birthda

3. AGE 37 RACE 0 ☒ W 1 ☐ N 2 ☐ OT SEX 0 ☒ M 1 ☐ F

C
Record all conditions for a person i reported.
Also enter the number of Hospitalizat
Check the Homecare box. and the No C

H ___ DV ___ HC ☐ No Cut Down Day ☐

Q. No.	Condition

.. If 17 years old or over, ask:
4. Is – – now married, widowed, divor
If person under 17 is or has been e

4. 0 ☐ Und. 17 6 ☐ Never married
1 ☒ Married 4 ☐ Divorced
3 ☐ Widowed 5 ☐ Separated

H
If related persons 19 years
We would like to have all
If other eligible respon
Would you please as

ur – –, etc., at home now?
1 PERSON I ASLEEP - UNABLE TO RESPOND FOR SELF.

1 ☒ At home 0 ☐ Under 19 years
2 ☐ Not at home

Revised August 1967

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ILLUSTRATION A

PROBE PAGE 2

Questions appear on the left side.

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

1a. First name ①
Last name

2. How is – – related to – – (Head of household)?

2. RELATIONSHIP
HEAD

3. How old was – – on his last birthday? – Also mark Race and Sex

3. AGE RACE SEX
W N OT M F

C Record all conditions for a person in this space in the person's column with question number(s) where reported.
Also enter the number of Hospitalizations and Doctor Visits.
Check the Home use box, and the No Cut Down Days box, if applicable

Q No.	Condition	H	OV	HC	No Cut Down Days

4. If 17 years old or over, ask
4. Is – – now married, widowed, divorced, separated, or never married? – Mark one box for each person
If person under 17 is or has been married mark the "Ind. 17" box and give marital status in a footnote

4. 0 Ind. 17 4 Never married
1 Married 4 Divorced
2 Widowed 5 Separated

H If related persons 18 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 – –, your – – etc., at home now?
If other eligible respondents are at home, ask
Would you please ask – –, – –, etc., to join us?

1 At home 0 Ind. < 18 years
2 Not at home

HAND CALENDAR TO RESPONDENT

5a. During the past two weeks (the 2 weeks outlined in red on that calendar) did – – stay in bed all or most of the day because of any illness or injury?
b. During that two week period, how many days did – – have to stay in bed all or most of the day?
c. During that two week period, did he have to cut down on the things he usually does because of illness or injury?
d. Did – – have to cut down for as much as a day?
e. How many days in total did – – have to cut down during that two week period?
If 17 years old or over, ask
f. How many days did illness or injury keep – – from work during these two weeks?
For females add: Not counting work around the house
If 6-16 years old, ask
g. How many days did illness or injury keep – – from school during these two weeks?

5a. Yes Ask b
00 No Ask c
b. ____ Days Ask c
c. Yes Ask d
No Go to 6a
d. Yes Ask e
00 No Go to 6a
e. ____ Days Ask f or g
If under 6 yrs Go to 6a
f. 00 None
____ Days Go to 6a
g. 00 None
____ Days Go to 6a

If 1+ days recorded in Q 5e, ask
6a. What condition caused – – to cut down on the things he usually does during the past two weeks? – Enter conditions in C above
b. During the past two weeks, did any other condition cause him to cut down on the things he usually does?

6a. Not cut down 1st
Go to next person
b. Yes Mark a and b
No Go to next person

7. During the past 2 weeks (the 2 weeks outlined in red on that calendar) how many times has – – seen a doctor either at home or at a doctor's office, or clinic?

7. None
____ Number of visits

8a. (Besides these visits) During that 2-week period has anyone in the family been to a doctor's office or clinic for shots, x-rays, tests, or examinations? Yes – Ask b and No – Go to c
b. Who was this? – Mark "Yes" in person's column
c. Anyone else? Yes – Mark b and c No – Go to d
For each "Yes" marked, ask
d. How many times did – – visit the doctor during that period? – For each visit mark on "more" basis

8a. Yes
b. Yes Doctor's visits
d. ____ Number of visits

9a. During that period, did anyone in the family get any medical advice from a doctor over the telephone? Yes – Ask b and No – Go to 10
b. If "Yes" ask Who was the phone call about? – Mark "Yes" in person's column.
c. Any calls about someone else? Yes – Mark b and c No – Go to d
For each "Yes" marked, ask
d. How many telephone calls were made to get medical advice about – –?

9a. Yes
b. Yes
d. ____ Number of calls

If doctor was seen or talked to during the past two weeks, ask
10a. For what condition did – – see or talk to a doctor during the past two weeks? – Enter condition here and in C above
b. During that period, did – – see or talk to a doctor for any other condition?
If pregnancy reported ask During the past 2 weeks was – – sick because of her pregnancy?
If "Yes" ask What was the matter?

10a. 2 week visits in Q 7-9
b. Yes Mark 10a
No Go to next person

If no visits reported in questions 7-9, ask,
11. ABOUT how long has it been since – – saw or talked to a doctor?
(Estimate is acceptable. If less than 1 year check appropriate "Months" box
If more than 1 year enter number of whole years.)

11. 0X Past 2 weeks not reported
Mark Q 7 and 10
xX In hospital in past 2 weeks
Ask Q 10
vO 2 weeks-6 months
nO Over 12 months
____ Years 00 Never

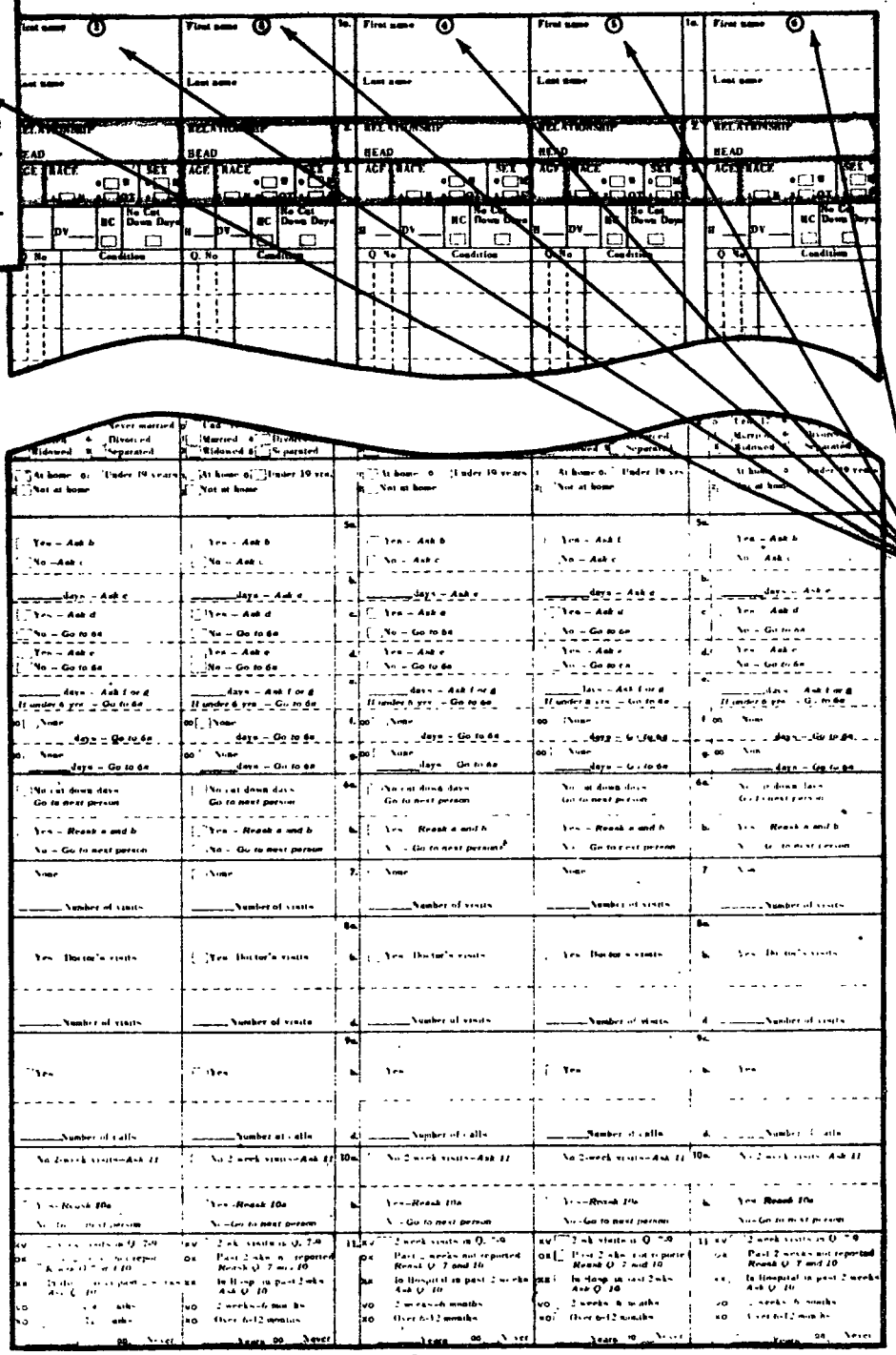
Page 2

NHS-HIS-100X
FY 1968

ILLUSTRATION A

PROBE PAGE 3

A column for person 1 is on the opposite page--Probe Page 2 following the probe questions



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

ILLUSTRATION B

Ask question 9a for all conditions.	**9a. During the past two weeks, did his . . . cause h he usually does?**	☐ Yes ☐ No – *Go to 14a*
	b. Did he have to cut down for as much as a day?	☐ Yes ☐ No – *Go to 14a*
Ask questions 10 and 11 if "Yes" marked in question 9b.	**10. How many days did he have to cut down duri**	_____ Days
	11. During that two-week period, how many da of the day?	_____ Days ☐ None
Ask question 12 if person is 6–16 years old.	**12. How many days did his . . . keep him fro**	_____ Days ☐ None
Ask question 13 if person is 17 years old or over.	**13. How many days did his . . . keep him (For females add) not counting work**	_____ Days ☐ None
Ask question 14 for all conditions.	**14a. When did he first notice his . . . ? Was it during the past 3 months or be**	2 ☐ During 3 months 6 ☐ Before 3 months – *Go to 15*
	b. Did he first notice it during the past	☐ Past 2 weeks 3 ☐ Before 2 weeks – *Go to AA*
	c. Which week, last week or the week bef	0 ☐ Last week 1 ☐ Week before } *Go to AA*
Ask question 15 only if condition was first noticed "Before 3 months."	**15. Did . . . first notice it during the past 12**	4 ☐ 3 – 12 months 5 ☐ Before 12 months

Instructions for interviewer to follow.

Questions to ask are printed in this area in bold face so they stand out clearly.

This is the answer space.

ILLUSTRATION C

Shown below are examples of how some entries are to be made.

4a. Did the accident happen during the past 2 years or before that time?

- [X] 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

Month	Year
JANUARY	1967

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

Ask for all accidents or injuries:

5a. At the time of the accident what part of the body was hurt? What kind of injury was it? Anything else?

Part(s) of body	Kind of injury
hand	lacerated and bruised
lower arm	broken

19. About how long did -- have any of these symptoms before he talk

4 day(s) ____ month(s)
____ week(s) ____ year(s)

20. Does -- take any medicine or treatment which a doctor advised fo

1 [X] Yes 2 [ ] No

e. Corrections

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

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

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

☒ Yes ☒ No

2. Flashcard Booklet

The Flashcard Booklet is made up of a group of flashcards. Card C is a list of illness conditions for which Questions 3a-e on the Condition page need not be asked. Card I is a list of income groups to be used when asking the income question (39). There are yearly calendars for 1966, 1967, and 1968. Another card contains a table of tolerances for recording the hospital and surgeons' bills on the Hospital page. Another card contains a list of items to fill on the Household page for different types of noninterviews. The last card is a Motor Vehicle Accident Flashcard to be used in filling the Motor Vehicle Accident Supplement. Some of these flashcards are shown to the respondent, while asking specific questions throughout the interview. Other flashcards are used only by the interviewer 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. Motor Vehicle Accident Supplement

The Motor Vehicle Accident Supplement is filled for each motor vehicle accident

reported in the probe pages (question 27). The supplement contains questions about the nature of the injuries suffered by household members, the way in which the accident occurred, and other detailed questions about the accident.

B. Use of materials and interviewing sequence

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

The materials needed to conduct an interview are: NHS-HIS-1X questionnaire, flashcard booklet, segment folder, 2 week calendar card, Motor Vehicle Accident Supplement and Thank You letter.

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

1. Step 1

(a) After arriving at the sample household, you must first check the address of the sample unit in the segment folder to make sure that this address appears in Item 2 of the questionnaire. Also, you must check Item 3 to see if the "Year Built" question is to be asked.

(b) After making your introduction and being invited into the household, begin the interview by verifying the address and asking "year built" if required. Then proceed to question 1(a) on probe page 2 of the questionnaire. Then ask each of the ensuing questions in the proper order and record the answers in the appropriate column of the questionnaire. Questions 2, 3, and 4 are asked separately beginning with Person 01, then 02, 03, etc. Item H is asked for all adults in the family.

Questions 5 and 6 are asked as a block beginning with Person 01, then 02, 03, etc.

Any conditions reported in pages 2-7 must be recorded in item C along with the question number where the condition was picked up.

Question 7 is asked individually for each household member beginning with person 01. Questions 8 and 9 are asked family style. Questions 10 and 11 are filled separately for each person beginning with person 01.

Question 12 is asked family style, i.e., it is asked for all members of the family at once.

Questions 13-21 are asked as a block for each person beginning with Person 01, then 02, 03, etc. The person's age determines which of the questions to ask first. Then all appropriate questions for that person are indicated by following the skip instructions located to the right of the answer box.

(c) After completing probe pages 6 and 7, turn to probe pages 8 and 9 of the questionnaire and continue asking the hospital probe questions 22-24. Question 22 is asked individually for each person beginning with Person 01, then 02, 03, etc.

Question 23 is asked for household members 1 year old or under.

Question 24 is a family style question and is to be asked for all members of the family at once.

(d) Questions 25 and 26 are Home Care probe questions.

Question 25 is asked individually for each household member 55 years old or over.

Question 26 is asked individually

for persons 55 years old or over who reported all "No's" to question 25.

(e) Questions 27 and 28 are motor vehicle questions. Question 27 is to be asked individually for each household member beginning with Person 01. Next, question 28 is to be asked individually for each household member, 14 years old or over, beginning with Person 01.

After completing questions 27 and 28, fill Item R.

2. Step 2

After completing the probe pages, complete a separate condition page for each condition listed in Item C. You must complete a page for all conditions for Person 01 first, then Person 02, and so on.

If no conditions are listed in Item C, enter "None" in Item 1 of the first Condition page and leave the remaining Condition pages blank.

3. Step 3

After completing all required Condition pages, complete a Hospital page for each hospitalization indicated in Item C. If no hospitalizations are reported, 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, check Item C for any reported doctor visits.

A separate set of doctor visits questions (two sets of doctor visits questions per page) should be filled for each reported doctor visit.

5. Step 5

In this step first check Item C to see if any Home Care pages are required. If so, fill one Home Care page for each person receiving home care. If no Home Care pages are

required leave the Home Care page blank and go to the health insurance questions, pages 36 and 37.

6. Step 6

Questions 29 through 33 are about health insurance coverage. Questions 29-32 are asked family style and each reported health insurance plan is carried through Table HI. Question 33 is completed after questions 29-32 have been asked and all reported plans carried through Table HI. Question 33 is asked only for persons 65 or over.

7. Step 7

In this step, the Person page (38 and 39) is filled. One column is filled for each household member listed in question 1.

In completing the Person page ask questions 34-37 as a block for each person, beginning with Person 01, then 02, etc.

After asking questions 34-37 for each household member, question 38 is asked for each person 17 years old or over in the labor force who reported one or more work loss days in question 5a on probe pages 2 and 3. After completing question 38 for each eligible person, ask question 39 family style and record the income group in the column for each family member.

8. Step 8

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

Complete Items 11-21 and 23 in numerical order as required at the end of the interview.

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

9. Step 9

The Motor Vehicle Accident Supplement is to be filled after completing all of the items on the questionnaire except the ending time of interview.

One Motor Vehicle Accident Supplement must be filled for each separate Motor Vehicle Accident reported in probe question 27 of Probe pages 8 and 9.

C. General interviewing instructions

1. Symbols, type face and use of pronouns

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

a. Symbols used

The following symbols are used throughout the questionnaire wherever they apply.

(1) Use of three dots

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

(2) Use of two dashes

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

(3) Words in parentheses

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

b. Questions in heavy type; interviewer instructions in italics and light face

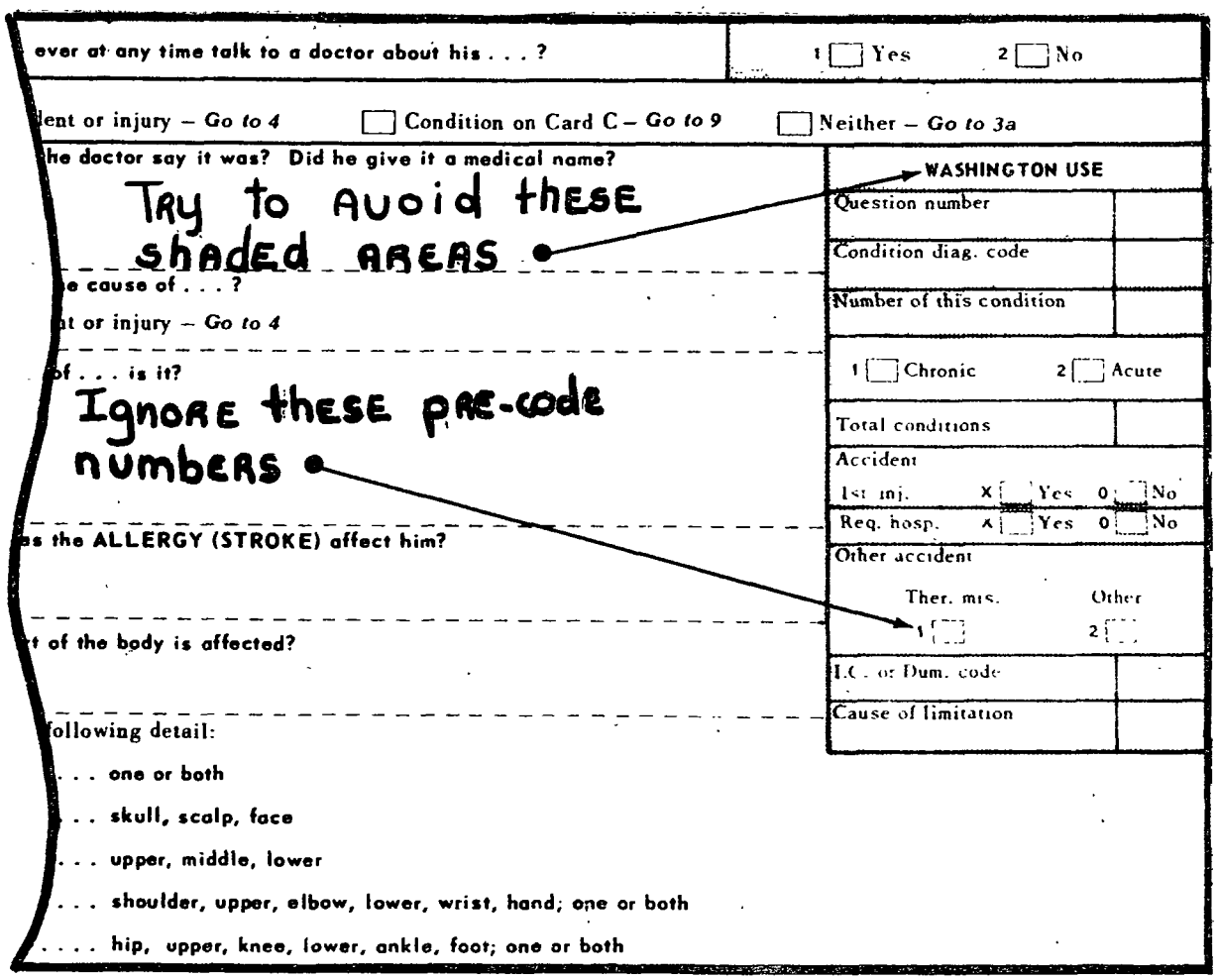
The questions to be asked the respondent appear in heavy black type. Instructions to the interviewer appear in italics or light face type.

c. Use of pronouns

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

d. Washington Use areas, shaded answer areas and pre-codes

There are areas labeled "Washington Use" in the questionnaire--make no entries in these areas as they are for the use of the processors. You may also notice that some of the answer spaces have light shading around the outside and some of the answer boxes have small numbers near them. You should ignore these small pre-code numbers and shaded borders as they are used by persons who will process the data on the questionnaire. Try to keep any footnotes out of these shaded areas.


ever at any time talk to a doctor about his . . . ? 1 [ ] Yes 2 [ ] No

lent or injury – *Go to 4* [ ] Condition on Card C – *Go to 9* [ ] Neither – *Go to 3a*

he doctor say it was? Did he give it a medical name?

Try to Avoid these shaded AREAS

e cause of . . . ?

t or injury – *Go to 4*

f . . . is it?

Ignore these pre-code numbers

s the ALLERGY (STROKE) affect him?

t of the body is affected?

following detail:

. . . one or both

. . skull, scalp, face

. . . upper, middle, lower

. . . shoulder, upper, elbow, lower, wrist, hand; one or both

. . . . hip, upper, knee, lower, ankle, foot; one or both

WASHINGTON USE

Question number	
Condition diag. code	
Number of this condition	
1 [ ] Chronic 2 [ ] Acute	
Total conditions	
Accident	
1st inj. X [ ] Yes 0 [ ] No	
Req. hosp. X [ ] Yes 0 [ ] No	
Other accident	
Ther. mis. 1 [ ] Other 2 [ ]	
I.C. or Dum. code	
Cause of limitation	

2. "Don't know"

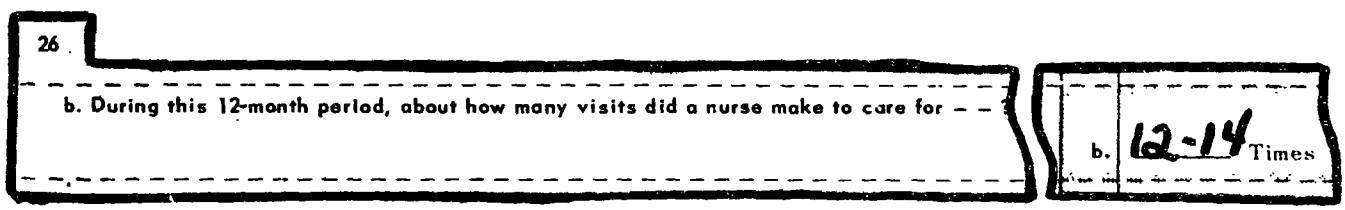
In answering questions on the questionnaire, the respondent may indicate that he doesn't know the answer. In these cases, the entry in the answer space for that question must indicate that the respondent doesn't know the answer. Either write "Don't know" (DK) in the answer space and/or mark the "DK"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

In most cases, the above procedure will be adequate, however, if an explanation is needed, include it in a footnote.

3. Interval, range

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

Example: In answer to question 26b on the Probe page the respondent says: "Oh, I'd say between 12 and 14 visits." Your entry in question 26b would be:


26
b. During this 12-month period, about how many visits did a nurse make to care for - -
b. 12-14 Times

4. Estimates

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

24. About how many days during the past 12 months, has his . . . k	est. 20 Days ☐ None

5. "None" entries

When an answer of "None" is received to one of the questions, check the "None" box. If there is no "None" box, write "None" in the answer space.

12. How many days did his . . . keep him from school during that tw	_____ Days ☒ None
23. During the past 12 months about how many times has -- seen o	_____ Times ☒ None

6. More than one questionnaire

The number of questionnaires needed in a household will depend on how many conditions, hospitalizations, etc., are reported for that household. Additional questionnaires will be needed if there are more than: 8 conditions <u>or</u> 3 hospitalizations <u>or</u> 4 doctor visits <u>or</u> more than one person receiving home care <u>or</u> there are more than 6 persons in the household.

In a situation where a second questionnaire is required, the pages of the first questionnaire should be used to record the information as long as there is room. Only when all of the particular kind of pages are filled in the first booklet may the second booklet be used.

In all cases, Item 1 of the Household page must reflect the number of questionnaires used

in a given household. For example, if three 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 the processors 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 near the answer box of the entry to which the explanation or comment applies, preferably on the same page.

In situations where it isn't possible to make the explanation or comment in the answer area or item to which it applies, the comment should be in a footnote elsewhere on the page. For this purpose, there are specific footnotes sections on the various questionnaire pages. For all pages of the questionnaire, footnotes may be entered in the margin of the questionnaire but should be kept out of the shaded areas and Washington Use areas.

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. Also include the number of the footnote, e.g, 2/ both at the source of the footnote and next to the footnote itself.

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

ONDITION NO. 2

1. Person number 1

number and "name of
nd ask question 2.

Name of condition. ALLERGY

conditions

2. Did – – ever at any time talk to a doctor about his . . . ? 1 [X] Yes 2

"Name of condition" entry in
d mark

[ ] Accident or injury – *Go to 4* [ ] Condition on Card C – *Go to 9* [X] Neither – *Go to 3a*

r talked to", ask:

3a. What did the doctor say it was? Did he give it a medical name?

ALLERGY → ⇓

WASHINGT

Question number

Condition diag. cod

not talked to" record adequate
of condition or illness.

⇓ SAME as Condition 3.

ONDITION NO. 3

1. Person number 1

number and "name of
nd ask question 2.

Name of condition. HAYFEVER

conditions

2. Did – – ever at any time talk to a doctor about his . . . ? 1 [X] Yes 2

"Name of condition" entry in
d mark

[ ] Accident or injury – *Go to 4* [ ] Condition on Card C – *Go to 9* [X] Neither – *Go to 3a*

r talked to", ask:

3a. What did the doctor say it was? Did he give it a medical name?

HAYFEVER → ⇓

WASHINGTO

Question number

Condition diag. cod

not talked to" record adequate
of condition or illness.

⇓ SAME as Condition 2.

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 answer space at the time the answer is received from the respondent.

CHAPTER 2

THE HOUSEHOLD PAGE

A. General

The front page of the questionnaire 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 questionnaire 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 2, 4-10, and the instruction box in Items 3, 13 and L will have been filled by the Regional Office when you receive your assignment.

1. Item 2, 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 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" 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 who 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 constructions 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 <u>before</u> or <u>after</u> April 1, 1960.

(c) Structure built <u>before</u> 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 <u>after</u> April 1, 1960 — If you determine that the structure was built after April 1, 1960, check that box in Item 3, ask Item 3c (if required) and return the questionnaire as noninterview - Type C, "After 4-1-60."

(2) When not to inquire about "year built" — Do not inquire about "year built" in the following cases even though your office has checked the "Ask" box in Item 3.

(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 <u>not</u> 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 <u>non-housing</u> unit structures: a predominantly non-housing unit structure is one in which <u>more</u> 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 nonpermit areas. (These segments are identified with a stamp which says "Do not determine year built NPS" in Part IV C of the Segment Folder.)
3. Item 4, Special dwelling place	This item will be filled by your Regional Office if the name and type appears on the Segment List. In cases where you discover a special dwelling place you should fill these items with the name and the type of the special dwelling place in those units which must be interviewed. "Sample Number" should be left blank in these cases. Chapter 3, Part A describes the procedure to follow for newly discovered special dwelling places.
4. Item 5, PSU	This item, PSU, is filled in advance by the Regional Office from the tableof the segment folder. You must fill this item on additional booklets used in a household.
5. Item 6a, Segment number	This item, Segment number, 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.
6. Item 6b, Type of Segment	This item is filled in advance by the Regional Office.

7.	Item 7, Serial number	This item will be filled in advance by the Regional Office. For an "extra" unit, leave this item blank. (All serial numbers for "extra" units will be assigned by the Regional Office.) You must fill this item in additional booklets for a household.
8.	Item 8, Sample	This item, sample designation, is filled in advance by the Regional Office from the tab of the segment folder.
9.	Item 9, Regional Office number	This item, the Regional Office code number, is filled in advance by the Regional Office.
10.	Item 10, Identification code	This item, the identification code, is filled in advance from the tab of the segment folder.
11.	Special dwelling, Place, type, code	The box to the right of Item 10 is for the special dwelling place, type, code and will be filled by the Regional Office even for those special dwelling places which you discover at the time of interview. That is why it is important that you fill in the "Name" and "Type" in Item 4 in such cases.
D.	Instruction above Item 11	The instruction above Item 11 to "Complete Items 11-21 and 23 at the end of the interview" is a reminder when these items are to be filled. Whether they should be filled depends on the circumstances.
E.	Item 11, Mailing address	If the address shown in Item 2 is a complete mailing address check the box entitled "Same as 2" otherwise obtain the complete mailing address and enter it in the space provided in 11.
F.	Item 12, Type of living quarters	Mark the box for "Housing unit" or "Other unit" according to the rules in Part A, Chapter 2. Mark Item 12 for Type A and Type B noninterviews as well as for interview units. Leave Item 12 blank for Type C noninterviews.

G. Item 13, Coverage questions

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

1. Which of Items 13a-c to ask

Your office will indicate which of Items 13a-13c you are to ask by entering an "X" in the "Ask" box above each item. Do not ask those items for which the "Ask" box is left blank.

2. If none of Items 13a-c to be asked

Your office will enter an "X" in the "Do Not Ask question 13" box if you are to omit Item 13 entirely. In this case, leave Item 13 blank and go directly to Item L.

3. How to ask Items 13a-c for vacant units

If you find that a sample unit is vacant, ask Items 13a, b, or c of a neighbor, janitor, apartment manager, etc. Modify the question to refer to the vacant unit. For example, in asking Item 13a 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 13a, b, or c answered "No"

If the answer to Items 13a, 13b, or 13c is "No," check the "No" box and continue with the interview.

5. If Items 13a, b, or c answered "Yes"

If the answer to Items 13a, 13b, or 13c 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 <u>and</u> vacant space. If the space is vacant and has no direct access or cooking equipment, ask whether the last occupants had cooking equipment.
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 <u>only if the space is classified as a housing unit (9a) and is in</u> 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 <u>before July 1960</u>, 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.

H. Item L, Land usage

Items 14 and 15 on land usage are not filled for every household. This is determined by the Identification Code Number entered in Item 10.

1. Item L, How to fill

Item L is a check item to tell you when to proceed with Items 14 and 15 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 14 and 15. If the "All other" box is checked, omit Items 14 and 15 and ask question 16.

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 14, Own, rent or rent-free

Ask the question in Item 14 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 cooperative apartment is owned only if the owner lives in it.

In the case of a trailer which is owned by the occupant but which is parked on rented ground, the land is considered to be the unit for the land usage question. 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 15a-b

If the answer to Item 14 is "Own" or "Rent free," ask the question in Item 15a "Does this place have 10 or more acres?" If "Rent" is checked in Item 14, ask 15b "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 15a would be "Yes" for each unit. Remember again, however, that if there is a cash renter on this property, we are referring only to the land which he rents.

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 15a or b without asking the question. Also, mark the "No" box in Item 15d.

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 15c, Sale of produce ($50 or more)

If the answer to Item 15a or b is "Yes" ask Item 15c 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 15a 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 15a and "Yes" in Item 15c.

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 15d, Sale of produce ($250 or more)	If the answer to Item 15a or b is "No" ask Item 15d. Ask the question as worded and mark "Yes" or "No" as required.
a. Follow same rules as for Item 15c	In completing Item 15d, follow the same instructions as were given for Item 15c for sales, definition of "place," more than one unit, and the special situation. The only difference is that Item 15d refers to sales of $250 or more. (The higher amount of sales from a place of less than 10 acres must have been made for it to be classified as a farm.) If the place is obviously a private home on a lot or an apartment, Item 15d can be checked "No" without asking the question.
I. Items 16 and 17	Ask Items 16 and 17 at interviewed "housing units" only. For interviewed "other" units (Item 12 on Household page), do not ask or fill Items 16 and 17.
J. Item 16, Total number of rooms	Ask Item 16 as worded, enter the response in the space provided. Count in Item 16 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.
K. Item 17, Bedrooms	Ask Item 17 as worded and record the response in the space provided. Enter in Item 17 the number of rooms in the unit which are mainly used as bedrooms. A bedroom is a room intended <u>primarily</u> 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 16 and 17, one room housing units are always considered as having one room (q. 16) and <u>no</u> bedrooms (q. 17). In this case enter a dash in the write-in box in question 17. Describe the situation in the footnote space, e.g., "one room apartment."
L. Item 18, Telephone	If there is a telephone in the unit, enter the number in the space provided. If the household has a telephone but the number is not obtained, footnote the reason. The "None" box is to be marked only in those cases where there is no telephone in the household at all.

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

M. Item 19, Interviewer check item

Item 19 is to be filled for all completed interviews. After completing Item 18 review the entries for each person in question 27c. If any motor vehicle accidents are recorded in question 27c enter in Item 19 the number of Motor Vehicle Accident Supplements required - one for each separate motor vehicle accident reported.

N. Item 20, For observed households

Item 20 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 20. 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 20 at the same time you sign your name in Item 21.

O. Item 21, Name and code of interviewer

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

P. Item 22, Noninterviews

Item 22 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 22. Send an INTER-COMM, explaining the circumstances, with the questionnaire when you return it to your Regional Office.

1. Partially completed interviews

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

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

2. Type A noninterviews

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

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

a. Refusal

An occasional respondent may refuse to be interviewed. When this is the case, mark the "Refusal" box in Item 22. Also, in the footnotes space, write out all the pertinent details regarding the respondent's reason for refusing to grant the interview.

b. No one at home--reported calls	Mark this box if, after making the permitted number of calls, you have not found an eligible respondent at home even though there are people living there during the interview week.
c. Temporarily absent	Mark this box if the usual residents of a household are temporarily out of town, and will not return until after the end of the interview week; make certain that the unit is not vacant.
d. Other Type A	This category will include occupied units on impassable roads, quarantined households, and any other Type A cases not listed above. In the specified space state the reason briefly, e.g., "impassable roads."
3. Type B noninterviews	Type B noninterviews consist of vacant units, units occupied solely by persons who are not household members by Census definition, and certain other special situations.
a. Vacant-nonseasonal	Mark this box for all vacant units intended for year-round occupancy, regardless of where they are located. However, do <u>not</u> 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."
b. Vacant-seasonal	Mark this box for vacant units intended for only seasonal occupancy. These may be in summer or winter resort areas, used only during the hunting season, etc., (<u>except</u> units for migratory workers).
c. Usual residence elsewhere	This category is for units occupied solely by persons who have usual residence elsewhere as defined in Part A, Chapter 3. In resort areas, particularly, there will be many houses, apartments, etc., occupied by

persons and families who have homes elsewhere. When an occupied summer or winter home is one of the sample addressed 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.

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

e. Other Type B — This category will include all the classes of units listed below. In each case, mark the "Other" box and in the specify space state the reason briefly, e.g., "under construction."

(1) Unit under construction — Consider a unit as "under construction" if the construction has not proceeded to the point where all exterior windows and doors have been installed and final usable floors are in place. If the construction has proceeded to this point, the reason for noninterview should be reported as "vacant."

(2) Unit being created from conversion of former unit — Indicate here units being created from the conversion of a former unit. Use the same criteria for completion of construction as in the case of "unit under construction."

(3) Vacant--migratory workers — Indicate here units now vacant and used only for the temporary accommodation of migratory workers.

(4) Temporary business or storage	Indicate here units temporarily used for business or storage purposes, but expected to revert to residential use. If a unit has been permanently converted to business or storage use, it is to be classified as a Type C noninterview.
(5) Vacant trailer space	You may occasionally be assigned to interview the occupants of a designated trailer space in a trailer camp. If the space has no trailer in it, classify it here.
(6) Units not yet started in permit segments	You may be assigned a segment with the letter "P" following the segment number and find that construction at a sample unit in the segment has not been started. Treat this unit as a Type B noninterview, "Other" and specify "Permit granted, construction not started."
4. Type C noninterviews	Type C noninterviews include units which oridinarily would not be listed or sampled for this segment, and which you have eliminated as sample units in accordance with the instructions in Part A, Chapter 2.
a. Demolished	"Demolished" units have been totally or partially torn down. If merely vacant pending demolition, classify as vacant.
b. In sample by mistake	This classification refers to units that should not have been listed originally. The units may be outside segment boundaries, never intended for residential use, etc. Describe the situation fully.
c. Eliminated in subsample	Mark this box when you have eliminated a unit in subsampling, in accordance with instructions in Part A, Chapter 2.
d. Built after April 1, 1960	Mark this box when you have made the "year built" determination and found that the sample unit is in a structure which was built <u>after</u> April 1, 1960.

e. Other Type C	This category will include all the classes of units listed below. In each case, mark the "OTHER" box and in the specify space state the reason briefly, e.g., "non-existent."
(1) Non-existent	Classify here any unit which you have not been able to find. Describe the situation fully.
(2) Unfit for human habitation	An unoccupied unit which has become unfit for human habitation and is beyond repair so that it is <u>no longer considered living quarters</u> should be classified here.
(3) Permanently converted to business or storage	Classify here any unit that has been permanently converted to business or storage use.
(4) Mergers	Classify as Type C "Other-Merger" units which are noninterview because they have been merged with another unit. See the instructions in Part A, Chapter 3.
(5) Other	Classify here any other Type C noninterviews and describe them in full.
Q. Item 23, 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 ending time in the space provided and enter an "X" in the "Completed" (COM) column - indicating that the interview was completed. This should be done before you leave the household. Do not "round" the beginning and ending times to the nearest five minutes, but use exact times (to the minute).

For noninterview households enter only the dates and times when calls were made - leave the "ending time" blank.

2. Return calls for individual respondents

If it is necessary to make return calls to a household to complete interviews for individual respondents (lodgers, roomers, etc.), record the calls by entering the person's number and the date and time the call was made for that person and the time the interview ended for that person.

3. Illustration of how to fill Item 23

Below is an illustration of how to fill Item 23. 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.

Item		1	Com.	2	Com.	3	Com.	4	Com.
Household	Date	July 5		July 5					
	Beginning time	10:30 A.M.		7:45 P.M.					
	Ending time			8:30 PM					
Person No. 5	Date					July 6		July 7	
	Beginning time					7:45 P.M.		8:10 P.M.	
	Ending time							8:30 P.M.	X
Person No. ____	Date								
	Beginning time								
	Ending time								

R. Noninterview households

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

Type A	Type B	Type C
2-15	2-13	2-11
L	L	21-23
21-23	15	
	21-23	

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

S. 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 (Items 13a, 13b, or 13c) 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.

T. Extra questionnaires needed for a household

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

CHAPTER 3 (PROBE PAGES 2-9)

SECTION I. PAGES 2 and 3
QUESTIONS ON PERSONAL CHARACTERISTICS, RESTRICTED ACTIVITY AND DOCTOR VISITS

A. Introduction

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

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 7 and 8. This is done by crossing out the printed number and entering the new number just to the right of it, as follows:

~~2~~ 7 , ~~2~~ 8

1. Eligible respondent: Who can answer the questions

a. Eligible respondent for questions 1 and 2

Questions 1 and 2 (name and relationship of all household members) may be asked of any "responsible" adult member of the household. "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 remaining part of questionnaire

The remaining questions on the questionnaire may be asked of the "eligible" respondent for all related persons, both adults and children, in the household, but only for the other adults listed if they are not at home at the time of the 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 all questions (after question 2) for themselves. If, however, such persons have related family members in the household, any responsible adult member of that family may answer the questions for that family group. If adults not related to the head are not at home at the time of the original interview, a return call must be made to interview them.

c. Exceptions to eligible respondent rule

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

(1) You may interview someone who is responsible for the care of a person who is not competent to answer the questions for himself provided there are no related members of the household who can answer for that person. The person who provides the care may or may not be a member of the household. For this type of case, explain the circumstances, e.g., "only household member is mentally incompetent and unable to respond for self; respondent is 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" questions 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 an asterisk beside each "Yes" box in questions 1c-1e. The asterisk refers to the instruction: Apply household membership rules. Do <u>not</u> list a person if it is known at this point in the interview that he is not a household member by Census definition.

<u>List each person</u> named by the respondent in answer to questions 1a-1d who <u>is</u> 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 1a, 1b — Begin with question 1a. Record the name of the head of the household (in column 1), then ask question 1b and record the names of all persons named by the respondent in the order indicated on page D-3-9 in the appropriate columns of the questionnaire.

(2) Question 1c — Before asking the question in 1c, say to the respondent, "I have listed," and read the names of all persons listed in response to questions 1a and 1b. 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 1d — Ask question 1d: "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 1e and 1f — Questions 1e and 1f are to be asked to help determine whether or not the persons already listed from questions 1a-1d are to be considered household members.

You may have learned in question 1c or 1d 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 1e and 1f 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 and footnote the reason for the deletion.

(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). Footnote the reason for deletion.

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 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.

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

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

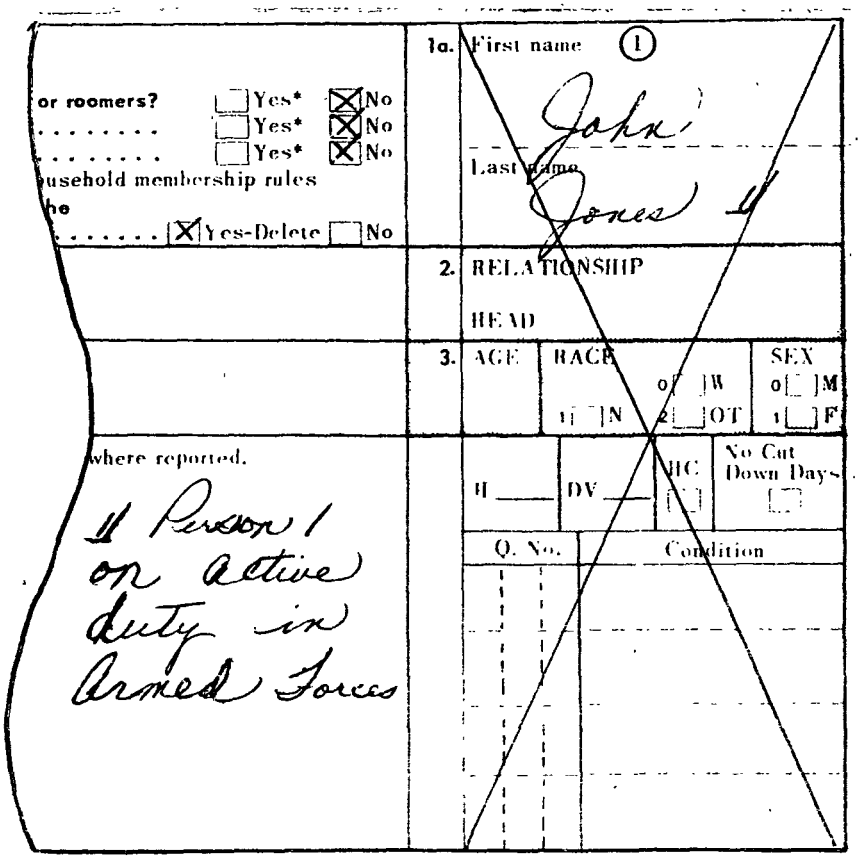
"Does your daughter live in the town where she goes to college or does she sleep here and go back and forth to classes?"

"Does 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 Item C. Explain the reason for the deletion in a footnote, e.g., "Person 1 in Armed Forces."



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). However, only questions 1 and 2 will be filled in the original questionnaire for unrelated household members. If there are 7-12 members in a household, list them on a second questionnaire and change the column numbers to "7," "8," etc., in the manner 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). Each person or family not related to the head will be transcribed to a separate questionnaire with each person entered in the same column as he was in the original questionnaire. See D-3-12.

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:

1	2	3	4	5
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. Separate questionnaires for nonrelated persons

A separate questionnaire must be completed for each interviewed unrelated person or family group. After recording the names of all household members and completing questions 1 and 2 on the first questionnaire, transcribe the names of the unrelated household members to a separate questionnaire in the same column. Do not change the column numbers or person numbers when transcribing the names. For each questionnaire completed for unrelated persons, fill the identification items (PSU, segment, serial number) and Item 1 and continue the interview for these persons in the prescribed manner.

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

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

Item C is used for recording conditions picked up in some of the later probe questions. After completing question 3 for the last person, skip over Item C and go to question 4. Item C is placed in this position on the questionnaire for a specific purpose which is explained later in this chapter.

Ask question 4 for each person before you fill Item H.

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

The illustration below summarizes the order of asking the questions in a four-person household: the wife is the respondent on questions 1 and 2 for all household members, and on questions 3 and 4 for related persons; a roomer responds to questions 3 and 4 for himself.

ILLUSTRATION

Questions	Head 1	Wife 2	Daughter 3	Roomer 4
1 2	Asked about all household members			
3	1st	2nd	3rd	Roomer responds for himself
4	1st	2nd	3rd	For self

7. Question 3, Age at last birthday, race and sex

Be sure to obtain the age of each person at his last birthday. If the respondent does not know the exact age of the person, ask him to estimate it as closely as he can.

Enter the age in the answer space for question 3 in each person's column. 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" enter "under 1" in the answer space.

a. Race and sex

As a rule, do not ask about race and sex but simply mark the proper boxes 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 about the person's sex.

8. Question 4, Marital status

Ask question 4, on marital status, only for persons 17 years old and over. If the person is under 17 years of age, mark "Und. 17," without asking the question, even though you may have learned that the person is married, widowed, divorced, or separated. 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 <u>married not separated</u>.

c. Common-law marriages

Consider persons with common-law marriages as married.

9. Item C

Item C is provided for the purpose of recording all conditions along with the numbers of the questions where these conditions were picked up in the probe pages. It also provides space

where the number of Hospitalizations (H) and Doctor Visits (DV) can be recorded for each person. If any person requires Home Care (HC) or has no cut down days that information is also recorded in Item C by placing an "x" in the appropriate check box.

Item C is arranged at the top of the page so that the information recorded in Item C can be seen regardless of the page you are filling.

a. How to record conditions

The detailed instructions for filling Item C will be discussed along with the probe questions.

10. Item H Whom to interview

After completing questions 1-4, 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" box for each adult on the basis of the respondent's answer. In the case of children, mark the "Under 19" box unless a person under 19 years of age is the respondent. In that case mark the "At home" box.

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

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

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 the probe questions.

In the case of unrelated persons (partners, roomers, servants, etc.), this "at home" determination is not to be made until after 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.

B. Two-week reference period defined: Questions 5-10

Different reference or recall periods are used for the various probe questions. The reference period for questions 5-10 on page 2 is "the past 2 weeks."

The "past 2 weeks" 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 18, 1967 "the past two weeks" would refer to the period from Monday, July 3, 1967 through Sunday night, July 16, 1967; no illness starting after July 16 would be included, no matter how serious it might be. This principle applies to all succeeding questions.

1. Calendar card

In order to help the respondent identify the correct reference period for questions 5-10, hand him the special 2-week reminder calendar (white card) with the dates of the 2-week reference period (the past 2 weeks) 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 then a free-hand outline.

EXAMPLE FOR WEEK 01 OF SAMPLE B-42

	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

("The past 2 weeks")

Week 01 - B-42

(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 5, 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.

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

2. 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 outlined in red on that calendar" but use the oral reference, i.e., "that is, the 2-week period which ended this past Sunday night." Use the oral reference as often as you feel it is needed.

ILLUSTRATION

Order of asking questions 5-11

Questions	Ask in order:		
	Person 1 Head	Person 2 Wife	Person 3 Son
5 6 7	1st	2nd	3rd
8		All family members at one time	
9		All family members at one time	
10			
11			

C. Questions 5 and 6

Questions 5 and 6 are asked as a block for each person.

1. Question 5, Number of disability days

Question 5 is asked to obtain the number of days, if any, that each person in the household had to remain in bed, had to restrict his usual activity, and had to lose time from work or school. In addition to providing data on disability, the responses to these questions will also indicate if the following question (6), on cause of disability, should be asked.

a. Order of asking question 5

All appropriate parts of question 5 and question 6 are to be asked as a block for each individual. Starting with Person 1, ask question 5a and all other necessary parts of question 5, if required question 6, as determined by the answers. Then repeat the procedure for the next household member and so on.

It is necessary that you follow the proper skip pattern in asking all parts of questions 5 and 6. Questions 5a <u>and</u> <u>either</u> 5b or c are asked of all household members.

2. Question 5a, Bed disability past 2 weeks

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

When asking question 5a, insert the name of the person you are talking about or his relationship to the respondent. If you are interviewing the wife about Person 1 you would say: "During the past two weeks, the 2 weeks outlined in red on that calendar, did your husband stay in bed all or most of the day because of any illness or injury?". To be sure that the respondent understands the time period which question 5a asks about, refer to the calendar card when asking this question

for the first person in the household. However it is not necessary to refer to it when asking 5a for the other family members unless you feel that the respondent does not understand the time period involved. If the answer to question 5a is "Yes," ask question 5b. If the response to 5a is "No," ask 5e.

a. "Day in bed" defined

Count as a "day in bed" any day on which the person was kept in bed either all or most of the day because of the condition being inquired about. All or most of the day is defined as more than half of the daylight hours. Taking a nap on "general principles" should not be counted as a day in bed.

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

All hospital days or days as a patient in a sanitarium or nursing home, are to be counted as bed days even though the patient was not actually lying in bed at the hospital, sanitarium or nursing home.

3. Question 5b, How many days in bed

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

4. Question 5c, Restricted activity past 2 weeks

Question 5c is to be asked only if the response to 5a is "No," i.e., the person did not have to stay in bed. If the answer is "Yes," ask question 5d. If the answer is "No" go to question 6 and check the "No cut down" days box in the person's column and in Item C for that person then leave the remaining parts of question 5 blank for that person.

Record the respondent's answer to question 5c without explaining "the things he usually does." However, if questions are raised, the following guide should be used.

a. "Things he usually does" defined; question 5c

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 if he cut down the entire day.

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.

b. 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.

c. Problem cases

In borderline cases, where "usual activity" is difficult to determine, accept the respondent's view of what he himself considers to be his "usual activities." For example, a man with a heart condition may still consider his "usual activity" to be "working," even though the heart condition has prevented him from working for a year or more. You should accept his statement that "working" is his "usual activity." In another example, a man may say

that a heart attack six months ago forced him to retire from his job or business, he does not expect to return to work, and considers his present "usual activities" to include only those associated with his retirement. The question, then, would refer to those activities.

5. Question 5d, Cut down for as much as a day

Question 5d must be asked if the "Yes" box is checked in question 5c. If question 5c is checked "No" leave the remaining parts of question 5 blank for that person and go directly to question 6a and check the "No cut down days" box.

a. Cut down as much as a day defined: Question 5d

Accept the respondent's answer to question 5d, 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.

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.

6. Question 5e, Number of cut down days

Question 5e is asked of all persons who reported "Yes" in question 5d or reported days in bed in 5b. Since by definition all bed days must also be restricted activity days (cut down), the entry in 5e must be equal to or greater than the entry in 5b.

Note that the "two-week period" in question 5e includes Saturdays and Sundays. All the days of the week are of equal importance in this question, even though the types of activities which were cut down might not be the same on week-ends as on regular days. If necessary, this should be brought to the attention of the respondent.

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

After recording days in 5e, ask either 5f or 5g about this person, depending on the person's age. If the person is under 6, do not ask either 5f or 5g but go directly to question 6a.

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

This question is for the purpose of finding out if the persons you are asking about lost time from work (during those 2 weeks) because of illness. It is to be asked only if there is an entry in 5e and the individual is in the 17+ age group. Ask the question as worded and record the response in the appropriate space in that person's column. If no days were lost from work, check the "None" box.

a. Work defined

"Work" includes paid work as an employee for someone else for wages, salary, commission, or pay "in kind" (meals, living quearters, 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.

Since housewives may not differentiate between work as defined here and housework, it may be necessary for you to clarify this point.

b. Work day defined

Count only the days when the whole day was lost from work due to an illness or injury. If however, the person works only part of a day and he loses that time, count this as a day lost.

c. 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).

8. Question 5g, Days lost from school for persons 6-16 years old

This question should be asked only if there are days reported in 5e and the person is a child aged 6-16. If no days were lost from school, check the "None" box for question 5g. Also check "None" if the child is aged 6-16 but does not attend school.

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 person went to school at noon would not count as a day lost from school. However, if the person's regular school day is less than a whole day and that amount of time was lost from school on account of illness, it would 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 person 6 through 16 years of age works instead of, or in addition to, going to school record only the days lost from school (disregarding any days lost from work).
9. Check for number of days reported in questions 5f and 5g	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 reask 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 "the past 2 weeks," enter "7" or "14" but explain in a footnote that these days were actually lost.
10. Question 6, Condition(s) causing days recorded in question 5e	Parts a and b of question 6 are to be asked about each person for whom at least 1 day was reported in answer to question 5e. Check the "No cut down days" box for each individual to whom question 6 does not apply, i.e., "No" in both 5a and 5c. Also check the "No cut down days" in Item C for that person before going on to the next person.
a. Order of asking question 6	Ask question 6a right after asking question 5f or 5g (or 5e if the person is under 6 years old). After asking 6a and recording the condition(s) in Item C ask 6b. If you get a "Yes" answer to 6b continue to ask a and b until you

get a "No," then check that box. When you have completed both parts of question 6 for the first appropriate person, go to question 5a for the next person.

b. Entries for question 6

At least one condition should be recorded in each column in which the check box item "No cut down days" is not checked.

c. How to record conditions in Item C

After a condition has been reported in answer to a probe question, record it on a line provided in Item C (which appears at the top of the page). Enter to the left of the condition the number of the questions where it was picked up, e.g., 6, 10, etc. Enter the first question number in the first col. Use the 2nd and 3rd cols. to record other q. nos. if the same condition is reported later.

D. Questions 7-11, Doctor's Visits

Questions 7-11 ask about the following: visits or calls to or from doctors during the past 2 weeks (7-9); the condition(s) for which a doctor was seen (10); and length of time a doctor was last seen if no visits were reported in the past 2 weeks (11).

1. Purpose of questions 7-9

There are two purposes of questions 7-9. The first is to determine if the person had any medical attention during the past 2 weeks including all medical doctors, dentists or hospital inpatient care in order that the condition(s) for which these visits were made can be obtained.

The second purpose of these questions is to determine the number of visits the person made to a medical doctor during the past 2 weeks.

Since the definition of a doctor in these questions depends on the purpose for which it is to be used, e.g., a dentist would not count as a two-week doctor visit, (for purposes of filling a Doctor's Visit page) but would be recorded and footnoted in order to determine in question 10 what condition caused the person to go to the dentist.

2. Question 7, How to ask the question

Question 7 is asked individually for each related person listed before going on to question 8.

Ask question 7 as worded using the parenthetical statement "(the 2 weeks outlined in red on that calendar)," as often as necessary. The respondent must be kept aware of the 2-week period and should be referred to the calendar at convenient points in the interview, especially in large households.

a. Question 7, How to record the answer

Record the answer to question 7 by entering the number of visits reported on the line provided for that purpose in the column of the person you are asking about.

If no doctor visits are reported for a person in question 7, 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 for purpose of counting number of doctor visits in Item C

For the purpose of filling a doctors visit section the term "doctor" covers only medical doctors (M.D.) and osteopathic physicians (D.O.). Include all visits to medical doctors regardless of whether they are general practitioners or specialists. Ophthalmologists have an M.D. degree and are counted as medical specialists.

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

(2) Visit defined for counting visits in Item C.

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

Also to be included as visits to a doctor are telephone calls to or from a doctor (except requests for appointments or inquiries about a bill) and visits to a doctor's office, a clinic, a medical center or the outpatient department of a hospital where a person goes for treatment or examination ordered by a doctor but where he may not literally see or talk to a doctor. (All these types of "visits" may be reported in

question 7, but some of them are the kind people generally tend to forget, so questions 8 and 9 are designed specifically to remind the respondent about them). Do not count doctor visits while the person is an inpatient in a hospital.

(3) Doctor defined for purposes of determining the condition for which the medical attention was necessary (to be counted in answer blocks for questions 7-9)

For purposes of determining the condition for which the person sought medical advice, include all visits to medical doctors as defined above and in addition include visits while an inpatient in a hospital and visits to a dentist.

Do not count other practitioners who do not have an M.D. degree as medical doctors (e.g., still exclude optometrists, chiropractors, etc.)

(a) 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 only if the examination or service involves one or a few identical procedures and is given uniformly to everyone getting the service, such as the polio immunization program or the "patch" test at school. Football or armed service physicals should be <u>included as doctor visits</u> since they include examinations of the eyes, ears, heart, lungs, etc. (i.e., more than a few procedures). Marginal cases should be included as visits and the circumstances noted in a footnote. Also exclude visits to a doctor's office only to accompany someone else, such as child.

(b) How to count inpatient hospital visits for Item C

For purposes of obtaining the <u>number</u> of doctor visits to enter in Item C, exclude doctor visits which were made while the person was an inpatient in a hospital.

If you learn that any of the visits reported in questions 7 and 8 occurred while the person was an inpatient in the hospital, record the total number of visits in the space provided and footnote the situation, explaining the number of

visits occurring while an inpatient. If the respondent states in answer to question 7 that she had 5 doctor visits in the past 2 weeks (3 while she was in the hospital and 2 after she returned home), you would enter 5 in question 7 and write a footnote "1/ of these 5 visits, 3 were while an inpatient in the hospital." Then enter "2" in Item C, D. V. box.

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

It is not necessary to footnote visits to the hospital for outpatient care.

3. Question 8, Additional probe for doctor visits: How to ask question 8a

Question 8a is to be asked after question 7 has been asked for the last related household member. Question 8a is to be asked for all related household members at the same time, that is, "family style."

The wording of question 8a depends on the answer to question 7. If one or more visits have been reported in question 7, question 8a 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 7 for the head, you should ask question 8a as follows: "Besides your husband's three visits, during that two-week period have either you or your husband been to a doctor's office or clinic for shots, X-rays, tests or examinations?"

If no visits have been reported in question 7, ask question 8a 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 is "No," check the "No" box in the stub with the question and go to question 9.

If the answer is "Yes," check the "Yes" box in the stub and ask question 8b, "Who was this?". Check the "Yes" box in that (each) person's column. Then ask question 8c "Anyone else?" and check the "Yes" or "No" box in that stub. If "Yes" check the "Yes" box alongside this question and check the "Yes" box in the person's column. Reask question 8c and continue in this manner until you get a final "No" answer to question 8c. Once a "No" answer is received to question 8c check the "No" box in the stub and ask 8d.

a. Avoid duplicating visits already reported in question 7

If visits have already been reported in question 7, these same visits should not be entered again in question 8. However, be careful to include any additional visits which have <u>not</u> been previously reported in question 7.

b. Definition of visits for questions: Exclude visits for shots or examinations given on a mass basis

If a question is raised, the definition of "visit" referred to above for question 7 applies also to question 8. And 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 similar place to receive an immunization, a single chest X-ray, or a certain diagnostic procedure which was being administered identically to all persons who were at the place for this purpose, this would <u>not</u> be counted as a visit. Do not record visits to non M.D.'s even though the person went to the non M.D. for a specific condition, e.g., a visit to an optometrist or chiropractor.

c. Question 8d, How many times

Starting with the first person listed for whom "Yes" has been checked in his column in question 8b, ask question 8d and record the number of separate times the person made such visits, bearing in mind that any visits recorded in question 7 should not be recorded in question 8. If any such visits are reported in question 8, correct the entries as necessary. Do not read the statement in light face which follows the question, i.e., "Exclude visits made on a 'mass' basis.'" This is only a reminder to you to exclude such visits.

4. Question 9, Telephone calls to or from a doctor for medical advice

Question 9a is asked family style and is to be asked regardless of the answers to questions 7 and 8.

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 9.

The procedure for question 9a and asking questions 9b-d are the same as those for questions 8a-d.

a. Enter total doctor visits in Item C

All visits to medical doctors, including visits while an inpatient in a hospital and visits to a dentist will be entered in questions 7-9. However, include in a footnote the number of each of these types of visits (dental visits and inpatient hospital visits) that are included in the entries in questions 7, 8 and 9.

This is necessary, since when you are asking question 10, you must refer to any visit to a dentist or a doctor in or out of the hospital, further you should EXCLUDE in the "DV" box in Item C those visits to a dentist or to a doctor while an inpatient in the hospital. The following illustration will give an example of how to carry the visits reported in questions 7-9 to Item C.

ILLUSTRATION

C	Record all conditions for a		H ___	DV 1	HC ☐	No Cut Down Days ☐
	Also enter the number of H		Q. No.		Condition	
	Check the Homecare box.					

7. During the past 2 week either at home or at a d		7.	☐ None 1/ ___2___ Number of visits
8a. (Besides those visits) Du clinic for shots, x-rays, t		8a.	
b. Who was this? – Mark "Yes		b.	☑ Yes Doctor's visits
c. Anyone else? ☐ Yes			
For each "Yes" marked, as d. How many times did – – visi		d.	2/ ___1___ Number of visits
9a. During that period, did anyon	6 and c	9a.	
b. If "Yes," ask: Who was the p	10	b.	☐ Yes
c. Any calls about anyone else?			
For each "Yes" marked, ask: d. How many telephone calls were m		d.	___ Number of calls

1/ one of these visits is an inpatient hospital visit.
2/ Visit reported in Question 8 was to a dentist.

5. Question 10, Condition for which doctor seen

For each person with no doctor visits reported in questions 7-9, check the "No 2-week visits" box in his column and go on to the next person with question 10.

For persons with 1 or more doctor visits in the past 2 weeks, ask both parts a and b of question 10 before proceeding to the next person. Record <u>all</u> conditions (or reasons for seeing the doctor) mentioned for the person in his column in question 10a. Also enter each condition in Item C above his column with the following exceptions:

> Do not record in the condition section of Item C (but do enter in 10a) such reasons for seeing the doctor as: general check-up, routine innoculation or immunization, and pregnancy check-up unless the person went to the doctor for a specific condition.

If the doctor found a condition during the check-up, that condition should be recorded.

If "pregnancy" or "pregnancy check-up" is reported ask the additional question "During the past 2 weeks was -- sick because of her pregnancy?". If the answer is "Yes" ask "What was the matter?" and record that condition.

After asking question 10a and recording in question 10a and Item C any reported conditions ask question 10b. Check the "Yes" or "No" box in the appropriate person's column. If "Yes" is checked reask question 10a and record any additional conditions reported. If "No" is checked in question 10b check the "2-week visits in questions 7-9" box above question 11 if appropriate and leave question 11 blank. Then ask question 10a for the next person with visits reported in questions 7-9.

a. Special cases

Since the purpose of question 10 is to determine the specific condition(s) for which the person sought medical advice additional probe questions may be necessary. Some of the special cases which may occur are as follows.

(1) Pregnancies

Below and to the right of question 10b is an instruction to remind you if pregnancy is reported in question 10a or 10b to ask if the person was sick during the past 2 weeks because of her pregnancy. If so, you must ask "What was the matter?" and record the person's response in question 10a and Item C. If she was not sick because of the pregnancy record this fact in question 10a but do not record this information in Item C.

(2) Routine check-up or physical examination

If no condition is reported but the person saw a doctor for a general check-up it is necessary for you to ask "Did -- talk to the doctor about any specific condition?" If "Yes," record all of the conditions in Item C which he spoke to the doctor about. If he didn't speak to the doctor about any specific condition "indicate in the space for the question "Check-up - no condition."

(3) Dentist visits

If the visit(s) in questions 7-9 include visits to a dentist you must also determine the specific condition for which he saw the dentist. If the condition reported was a toothache, abscess or some other specific condition, record this in Item C, with the following exception: If the response indicates that he went to the dentist for routine cavity filling ("to have his teeth filled") it will be necessary to ask this additional probe, "During the past 2 weeks, was -- sick because of his dental condition?" If "Yes," find out what was the matter and record this in Item C. If "No" enter "cavities - not sick" in question 10. As a guide for asking these additional questions use the probes for pregnancy but insert the word "dental condition" for "pregnancy."

6. Question 11, Interval since last doctor visit

Question 11, 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 questions 7-9 or if the only visits reported in the past 2 weeks were dentist visits.

If no visits have been reported in questions 7-9 ask question 11 as worded and record the answer in the person's column as follows:

Past two weeks not reported Check this box if the respondent reports a visit during the 2-week reference period. (This might happen occasionally when the respondent misunderstands questions 7-9 or forgets to report a visit that should have been reported there. For these kind of cases check this box and read questions 7 and 10 for that person. Do not change the original negative entries in questions 7-9 but record the number of doctor visits that were later reported both in the answer space in question 7 and in the "DV" box in Item C.

In hospital in past 2 weeks Check this box if the person last saw a doctor as an inpatient in a hospital during the past 2 weeks - if this box is checked you must

ask question 10 for that person. Do not delete the original entry in question 10a (no 2-week visits). Record any condition reported in Item C.

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

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

Years--1 or more If the person has not seen or talked to a doctor for more than 12 months, enter the number of years that have passed on the last line of the answer space. Thus, if the person's last visit had been over 12 months ago, the entry would be "1 year"; if it were almost 2 years but not quite, the entry would also be "1 year." If the answer is in terms of an interval or range, enter both limits, e.g., "6 or 8 years ago" should be written as "6-8."

Never Check the "Never" box if a person has been reported as never having seen or talked to a medical doctor.

7. When conditions are the same

Consider a condition to be the same if it is reported using the same terms, e.g., rheumatism and rheumatism in shoulder, or if the respondent tells you it is the same condition she told you about before, e.g., "That's my arthritis I told you about before." These are the cases which may be considered the same. Record all other conditions even though you may think they are the same as a condition reported previously - the respondent is the only one who can make this determination.

8. Filling Item C for conditions reported more than once

If the condition which has been recorded in Item C for a particular person is reported a second time in answer to another probe question, do not record this condition again on another line of Item C. However, be sure to record the question number in which the condition was reported again. The question number should be entered in an unfilled question number column in Item C to the right of the original question number entry. See the following illustration:

ILLUSTRATION

Item C

H____	DV____	HC ☐	No cut down days ☐

Q. No.		Condition
6	10	Flu

9. How to handle volunteered conditions

If during the interview a condition is volunteered, enter this cond. in Item C and complete a condition page, and indicate the condition number in which this was volunteered.

10. Where to go next

After asking questions 7-11 for each household member, continue by asking question 12a on pages 4 and 5.

CHAPTER 3

SECTION II

PROBE QUESTION 12 - DIGESTIVE CONDITIONS LIST

A. Question 12, Condition list

Question 12 is asked after asking question 11 for all appropriate persons in the household. The purpose of question 12, which contains a list of 31 digestive conditions, is to find out if anyone in the family had one or more of the digestive conditions listed in the past 12 months.

1. Layout of list

Question 12a is printed several times in the list of digestive conditions as a reminder to you to reask the question between conditions 8 and 9, 15 and 16 and 24 and 25. By repeating the question the respondent is reminded of the 12-month reference period and that the question applies to all family members.

2. Digestive condition defined

A digestive condition is any condition listed in probe question 12.

B. How to ask question 12

Question 12 is asked family style for all related members of the household at once. Unrelated household members must be asked question 12 separately at the time they are interviewed.

1. Question 12a

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

After reading a condition, check the box in either the "Yes" or "No" column to the right of that condition, according to the response given. If the respondent reports that someone in the family had the condition, check the box in the "Yes" column and ask probe questions b and c. Continue to ask b and c until a

"No" answer is obtained, then check the "No" box. Therefore for each condition listed you will have either only the "No" box checked or both the "Yes" and "No" box checked, but never the "Yes" box alone. If all the questions are checked "No," go to question 13 on page 6.

2. Probe questions 12b and 12c

Probe questions 12b and 12c are printed to the right of the "Yes" - "No" boxes and to the left of the person column on page 4. They are to be asked only if you get a "Yes" response to one of the conditions in 12a. The answers to probe questions b and c are to be recorded on the appropriate line and person's column by checking the "Yes" box and recording the name of the digestive condition in Item C at the top of the page.

a. Question 12b, Who had the condition

After a "Yes" answer has been given for a condition listed in question 12a, ask question 12b, "Who was this?". Check the "Yes" box on the same condition line in the appropriate person's column and enter the condition and question number where it was picked up (12) in Item C. Then ask question 12c.

b. Question 12c, Anyone else

After question 12b ask, "During the past 12 months, has anyone else had ...?", inserting the name of the condition when asking the question. If the respondent answers "Yes" to question 12c, reask questions 12b and c. If "No," check the "No" box. Then reread question 12a and continue reading the remaining conditions on the list. When all of the conditions have been read, go to question 13 on page 6.

If a volunteered condition is the only condition picked up on that line for that person, do not check the "Yes" box, just record the name of the condition on that line and in Item C at the top of the questionnaire.

3.	"Other" digestive condition	Condition number 2 is not a specific condition but is a probe question designed to pick up any other gallbladder trouble not included in the specific condition of gallstones. Condition numbers 2, 8, 9, 10, 11, 15, 18, 22, 26, 29, 30 and 31 are also designed to pick up other digestive conditions which are not included in the specific conditions printed in the list. Wherever the respondent says "Yes" to one of these "Other" probe questions, you must find out the name of the condition by asking "What kind of --- is it?", and record it on the appropriate line of Item C for the person who has (had) it.
4.	Volunteered conditions	If a condition is volunteered in a specific item (not "others") and it is not listed in question 12, it must be recorded on the line where it was volunteered in the appropriate person's column and in Item C. Do not check the "Yes" box for the probe question or in the person's column.
5.	If the respondent asks you to explain a condition	If in reading the condition list in question 12 the respondent asks "What is that?" instead of saying "If you had it you'd know what it was," say something like the following: "It's a condition of the digestive system." This should satisfy the respondent.

CHAPTER 3

SECTION III

PROBE PAGES 6 AND 7

MAJOR ACTIVITY AND LIMITATION OF THAT ACTIVITY

A. Questions 13-21, Major activity and limitation of that activity

Questions 13-21 are asked to determine a person's major activity and further to determine if he is limited because of illness in performing that activity. If he is limited, you will also obtain the condition which causes his limitation. Questions 13-21 as appropriate are asked as a block for each person.

1. Order of asking questions 13-21

The order of asking questions 13-21 is somewhat complicated. As a guide to the proper order, instructions have been printed in the left hand margin and to the right of each answer space indicating where to go next.

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

All persons 17 years or older will be asked question 13a first, all persons 6-16 years of age will be asked question 14a first; all persons 1-5 will first be asked question 15a; and for all persons under 1 year of age question 16a will be asked first. Then, depending upon the answer to these questions, the particular skip pattern will be determined as indicated in the answer space.

B. Questions 13 and 14, Main activity during past 12 months

Questions 13 and 14 ask what the person was doing most of the past 12 months.

1. How to ask questions 13a-c, Persons aged 17 years and over

Question 13a will be asked of all persons aged 17 years and over.

In asking questions about males, ask question 13a as follows: "What was - - doing most of the past 12 months--(pause and continue) working or doing something else?". Thus, ask the two parts of the question in succession, without waiting for a reply to the first part. The manner of asking the questions is similar for females but use the alternate wording. Thus, men are not to be asked if they were keeping house. However, if the respondent says a man was keeping house most of the past 12 months, check the box "Keeping house."

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

If the answer is "Something else" and the person is 45+ years old, ask question 13b, "Is -- retired?" If the answer is "Yes," mark the "Retired" box and continue to the next appropriate question. However, if he is not retired, ask question 13c.

Question 13c is asked of all persons who respond "Something else" in question 13a and are under 45 years of age, or who answer "No" to question 13b. Ask, "What was -- doing?" If the answer to question 13c is "Going to school," or "he's retired" check the appropriate box and continue to the next appropriate question for that person as indicated after the check box. If the answer to question 13c does not indicate the person's main activity, e.g., "nothing" or "just sitting around," check the "17 + something else" box and go to question 17a.

a. Main activity defined	Main or major acitivity is defined as that activity which the person considers his major activity during the past 12 months. In answer to this question accept the respondent's reply if it corresponds to one of the check boxes. However, if a question as to the meaning of the terms is raised, follow these definitions.
b. 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.
c. Keeping house defined	Keeping house includes all house work around the person's own home but does not include paid house work for someone else.
d. Retired defined	Consider a person retired if he reports himself as retired. If on the other hand he reports himself unable to work or something else he should be classified as "17 + something else" rather than retired.
e. Going to school defined	Going to school includes attendance at public or private schools, whether the course is vocational or academic. Include special schools, e.g., for retarded children or corrective schools for delinquents. Include attendance at a univerisity or other institution for adult training or education. This category can include ages 6-16 and 17 or over.
f. 17 years+ something else defined	Persons aged 17 years and over will be classified as "17 + something else" if they do not fit into any of the other categories (working, keeping house, retired, going to school).
g. 6-16 something else defined	Persons aged 6-16 will be classified as "6-16 something else" if they are not categorized in to any of the other activities (working, keeping house, going to school) but are not in school. A couple of examples of persons who would be classified into this category are:

A 16 year old who had dropped out of school more than 6 months ago and has yet to find a job.

A 6 year old child has yet to begin school but will begin when he is old enough.

h. Past 12 months defined

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

i. 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 activities check the one which the person considers more important.

2. Questions 14a-b for persons 6-16 years of age

Question 14a will be asked of all persons aged 6-16 years. Ask question 14a as worded. If the answer is "Going to school" or possibly "Working" or "Keeping house," check the appropriate box and continue on to the next appropriate question for that person as indicated after the check box. If "Something else" is the answer, ask question 14b. If the answer to 14b cannot be assigned to one of the check boxes, check the "6-16 something else" box.

C. Question 15, Limitation of major activity for children 1-5 years of age

Question 15 is designed to determine if children 1-5 years old have limitation of their major activity.

1. Question 15a, Able to take part in ordinary play

Question 15a is designed to determine if the child can take part at all in ordinary play. Ask the question as worded. If "Yes," check "Yes" and ask question 15b. If "No," check "No" and ask question 21.

2. Question 15b, Limited in amount or kind of play

Question 15b is asked of all children who were reported as "Yes" in question 15a. Ask the question as worded. If "Yes," check "Yes" and ask question 21. If "No," check "No" and go to the next person.

a. Examples

The following are examples of what constitutes limited in kind or amount of play:

Needs special rest periods, unable to play strenuous games, unable to play for long periods at a time.

D. Question 16, Limitation of activity for children under 1 year of age

Question 16 is asked for all children under 1 year of age to find out if they are limited in any way because of their health, and if so, the way in which they are limited.

1. Question 16a, Limited in any way

For all children under 1 year of age ask question 16a. If "Yes" mark the "Yes" box and ask question 16b; if "No" check the "No" box and go to the next person.

2. Question 16b, Limited in what way

If "Yes" is checked in question 16a, ask question 16b, and record the respondent's response verbatim. Then ask question 21.

A limitation of a child under 1 year of age might include extra long rest periods, limited in play activity and so forth.

E. Questions 17a and b, Retired or 17 + something else

All persons who report their major activity as "Retired" or "17 + something else" in question 13, will be asked question 17a. Ask question 17a as worded. If "Yes," check the "Yes" box and ask question 17b for that person. If "No," check the "No" box and ask question 21 for that person.

If "Yes" to 17a ask question 17b as worded. If "Yes" to question 17b go to question 21, if "No" go to question 18c.

F. Question 18, Limited in amount or kind of work or housework

Question 18 is asked of all persons who reported their major activity as "Working," or "Keeping house." The intent of this question is to determine if these persons are limited in some way in performing this major activity because of some chronic illness or impairment.

1. How to ask question 18a

In asking question 18a you must insert the correct word within the two parentheses depending upon the person's major activity.

(a) If the person is reported in question 13 as "Working," ask question 18 as follows: "Is -- limited in the kind or amount of work he can do because of his health?".

(b) If the person is reported as keeping house in question 13, ask question 18 as follows: "Is -- limited in the kind or amount of housework she can do because of her health?".

2. Limited in kind or amount defined

The concept of limitation of activity is intended to describe the person's normal ability to perform his major activity. Do not include short-term disability caused by temporary illness or injury. Most respondents understand this question without any explanation. However, "Able to work (keep house)" but "limited in the kind or amount of work (housework)" in some cases may need additional explanation. Some examples of the kinds of limitations are listed below.

a. Worker or persons able to work

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.

b. Housekeepers

Unable to lift children, wash or iron or do housework for long periods at a time, etc.

3. Limitation due to a temporary illness

Since these limiation questions are designed to describe the person's over-all ability to perform his major activities, any limitation due to a temporary illness must be excluded. If it is apparent that the respondent is reporting a temporary limitation, you must ask additional probes to determine if he is normally limited in some way, e.g., the respondent reports "Well, since my husband broke his leg, he is unable to work." You might ask, or when asking question 18a you will ask, "When your husband's leg is healed, will he be limited in the kind or amount of work he can do because of his health?"

4. Question 18b, Able to work at all

Question 18b is asked of all persons who reported working or keeping house as their major activity during the past 12 months but are limited in their major activity, "Yes" in question 18a.

The reason question 18b is asked of all persons who reported being limited in their major activity is to determine if they are presently able to work (keep house) at all.

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

Regardless of the answer to question 18b, ask question 21 next.

The definition of "Unable to work" which applies to this question is as follows: Persons who are unable to work or keep house at all because of some long term illness are considered unable to work or to keep house, as the case may be. The concept of "unable" includes only general overall inability to work or keep house. Do not include inability to work or keep house caused by some temporary illness or injury.

5. Question 18c, Limited in other activities

Ask question 18c if "No" is checked in either question 17b or question 18a. Question 18c is to determine if the person, although not limited in his main activity, is limited in other types of activities.

Ask question 18c as worded. If "Yes," check that box and go to question 21. If "No," check the "No" box and go to the next person.

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

G. Question 19

Question 19 is asked only if the "6-16 something else" box is checked in question 14. It is asked for the purpose of determining if the person is able to go to school, although his major activity during the past 12 months was other than going to school.

If the answer to question 19 is "Yes," check the "Yes" box and go to question 20. If the answer is "No" check that box and go to question 21.

H. Question 20, Limited to certain types of schools or kind of school activity

Question 20 is similar to question 18 except it is asked of those persons reported in questions 13 and 14 as "Going to school" or "6-16 something else" but able to go to school (19).

1. How to ask questions 20a and 20b

Ask question 20a as worded (using the parenthetical statement when appropriate). If "Yes" check "Yes" and ask question 21. If "No" check "No" and ask question 20b. Ask question 20b following the same procedure as in question 20a.

2. Limited to certain types of schools or in school attendance

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

Needs special schools or special teaching, or can attend school for only part of the day.

3. Question 20c

Question 20c is asked of all persons who reported their major activity during the past 12 months as going (or able to go) to school, and who were not limited in their major activity.

This question is to determine if the person, although not limited in his main activity, is limited in other types of activities. For purposes of this question, other activities might include working, keeping house, or participation in various recreation or sporting activities.

Ask question 20c as worded. If "Yes" check the "Yes" box and ask question 21. If "No" check the "No" box and go to the next person.

I. Question 21, Condition causing limitation

For all persons in any of questions 13-20 who indicate some degree of limitation, it is necessary to ask question 21.

Ask the question (21a) as worded and enter the condition in the person's column in 21a and in Item C. Then ask questions 21b and c to give the respondent an opportunity to report any other condition which may also be causing the limitation. These additional conditions reported should also be recorded in the person's column and Item C. Continue to ask 21c until a "No" is obtained. If no additional conditions cause the limitation, check the "No" box in that person's column in 21b and go to the next person. If the only condition(s) reported in answer to question 21 are temporary conditions such as (1) pregnancy, (2) injuries which occurred 3 months ago or less ask question 21a as follows "Except for your broken leg, ("pregnancy,"), what condition causes the limitation?" If no condition other than these temporary conditions can be listed as causing the limitation, enter the names of the temporary conditions in question 21a with a footnote indicating that besides the conditions listed no other conditions caused the limitation. Go back and reask the question which picked up the limitation with the introductory statement, "Except for your broken leg, would you be limited in the kind or amount of work you could do because of your health?", and continue to ask any other appropriate limitation questions for this person. Do not list temporary conditions (as defined above) in Item C or carry through a Condition page.

CHAPTER 3

SECTION IV. PAGES 8-9, QUESTIONS ON HOSPITALIZATION, HOME CARE AND MOTOR VEHICLE ACCIDENTS

A. Introduction

Pages 8 and 9 of the questionnaire are an extension of probe pages (2-7) in the sense that they are designed to identify those household members who have been hospitalized or who require some kind of care at home or who have been in a motor vehicle accident. More detailed information on any reported hospitalizations, home care or motor vehicle accidents will be obtained later in the interview on the appropriate Hospital page, Home Care page, Motor Vehicle Supplement, etc. This is similar to the transfer of the illnesses and doctor visits reported on pages 2-7 to the Condition pages and Doctor Visits pages for the details of each illness or doctor visit.

1. Order of asking questions on pages 8 and 9

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 8.

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

Question(s)	Order of Asking
22a-b	Person 1 first; then each related household member in the order in which he is listed.
23a-c	Asked only for children 1 year of age or less.
24a-b	All related family members at one time.
24c	Each person (in the order in which he is listed) checked "Yes" in question 24a.

Question(s)	Order of Asking
25-26	First listed person 55 years of age or more; then each additional person 55 or over. (For persons under 55, the box entitled "Under 55" must be marked in person's column above question 25.)
27a-d	Person 1 first; then each related household member in the order in which he is listed.
28a-b	Person 1 first; then each realted household member 14 years old or over in the order in which he is listed.

B. Questions 22-24

Questions 22-24 are asked as a block for all household members before going on to question 25.

1. Question 22, Hospitalizations since specified date

Question 22a 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 22b, before asking question 22a for the next person.

A date will have been entered in question 22a 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 10, 1967, 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 22a is "Yes," ask 22b, "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 questionnaire is to be filled later in the interview.)

a. "Being in a hospital" defined

If a respondent should ask what is meant by "being in a hospital," explain that this means remaining overnight in a hospital as an inpatient for some illness condition for childbirth, for an operation, etc. Going to an outpatient clinic in a hospital or to visit another person who is a patient there, should not be counted as "being in a hospital."

2. Question 23, Check on question 22

Question 23 is a check on question 22 to insure that hospitalizations for deliveries or births are not forgotten.

Following the instructions on the questionnaire (above question 23a), 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 23a for that (each) baby. If no baby is listed make no entries in question 23, but go to question 24.

a. Question 23a

If a baby age 1 or under is listed on the questionnaire ask question 23a, "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 22a, ask question 23b. If the baby's birthdate is before the reference date, no further question or entry for question 23 is required for the baby.

b. Question 23b

If the baby was born within the reference period (on or after the date stamped in question 22a and before last Sunday (midnight)), ask question 23b, "Was -- born in a hospital?". If the answer to this question is "Yes" then check question 22b 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 22b 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 22b for the baby and ask question 23c for the mother (or vice versa) correcting the entry in 22b as necessary. If a hospitalization has been reported in question 22b for both the baby and the mother then ask 23c for both the baby and the mother.

c. Question 23c

Question 23c, "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 22b, and it has been determined in answer to questions 23a and 23b that the baby was born in a hospital within the reference period. If the answer to 23c is "No," change the entry in 22b to reflect this "missed" hospital stay.

d. Examples of question 23

Here are two examples which illustrate the procedure: You find a child listed on the questionnaire as 1-year-old, so according to the instruction, you ask question 23a. "When was -- born?" You find in response to this question that the baby was born on May 7, 1966 (the date stamped in question 22a is "June 1," (1966). Since the baby was not born within the time reference period you only need to enter the baby's birthdate in question 23a, leaving 23b and 23c blank.

In this example there is a baby listed as "Und. 1" so you ask question 23a. The baby's birthdate is found to be within the reference period so you ask question 23b. "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 22b for the baby, but two hospitalizations have been reported in question 22b for the mother. The instruction to 23b tells you to enter "1" in 22b for the baby, and ask question 23c for the mother to determine if the 2 hospitalizations already entered in 22b 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 22b for the mother to "3".

In filling this question, bear in mind that questions 23a and 23b refer only to the baby and the entries should appear only in his column of the questionnaire. For question 23c, 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 22b.

3. Question 24, Stays in "nursing homes," etc.

Question 24 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 provides medical or personal care to persons because of health reasons, advanced age or the like. Unlike patients in general hospitals, patients in these places are apt to remain for long periods of time. Some examples of places of the kind referred to in question 24 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 24, as long as the person is a household member at the time of interview.

a. How to ask question 24

Ask question 24a for all related household members at once. If the answer is negative, check the "No" box and go to question 25. If the answer to question 24a is "Yes," check the "Yes" box and ask question 24b then check the "Yes" box for the persons for whom the "stay" was reported in the appropriate column. Ask "Anyone else?" until you receive a "No" answer. Then, for those persons ask and record the answer to 24c: 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 24c and 22b

In recording the "number of times" in question 24c (and this rule also applies to 22b) 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 24c 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 22b would be "2"; and the correct entry for 24c 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). After asking questions 22-24 for all household members record the total number of hospitalizations for each person in Item C by entering the number in the "H" box for each person's column. If "None" enter a dash.

b. Where to go next

After asking questions 22-24 for each related household member and recording the number of hospitalizations in the appropriate person column of questions 22-24 and carrying the totals for each person to Item C continue by asking questions 25 and 26.

C. Questions 25-26, Home Care

The "Home Care" questions (25 and 26) 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 box entitled "Under 55" in the person's column above question 25 and go to the next person. For household members 55 or over mark the "55 or over" box and ask question 25a.

1. 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 nonchronic 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 25-26 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 Home Care page (see Chapter 7 of Part D).

2. Question 25, Home Care

Before asking question 25a for the first person in the household 55 or over read the introductory phrase which appears on the questionnaire just above question 25a: "The following questions refer to different kinds of personal care some people need at home." Then ask question 25a, 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 25a without repeating the introduction.)

If the answer to question 25a is "Yes," mark the "Yes," box; leave the remaining parts of question 25 blank; skip question 26 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 right of the "Yes" box.

If the answer to question 25a is "No," mark the "No" box and ask question 25b. Continue this procedure through questions 25c and 25d. That is, if an affirmative answer is received to any one of the questions, mark the "Yes" box opposite the appropriate question and go on to the next person. For each negative answer, mark the appropriate box and go on to the question which follows, i.e., 25c and/or 25d as the case may be. If the respondent gives a "Don't know" answer to any part of question 25 enter "DK" in the answer column for the person and ask the next part - the same as if a "No" answer was received.

Question 25d is asked for a person who has answered "No" to questions 25a-c; and is designed to bring out any type of Home Care that has been received (but not directly covered in questions 25a-c) in terms of the

definition previously given, namely, any help or assistance from another person because of some health related reason.

a. Response problems in question 25

Most respondents will interpret the various parts of question 25 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 completing the Home Care page.

If an unusual situation arises which makes it impossible to mark either the "Yes" or "No" box explain the situation in a footnote.

3. Question 26, Home visits by nurse

Question 26, 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 25.

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 26a is affirmative, mark the "Yes" box and ask questions 26b and c. If the answer is "No" mark that box and go to the next listed person.

In question 26b, 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 26b the total number of separate visits made by all "nurses." As indicated above an estimate is acceptable. However, if a person has had a home visit from a nurse during the past 12 months, but can't supply even an approximation of the number (and this will be most likely) enter "DK" in a footnote and ask question 26c.

a. 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 26b as "10" visits, footnote such cases, e.g., "sleep in."

b. Question 26c, Nurses' visits during past 2 weeks

Question 26c is to be asked for all persons reporting "nurses' visits" during the past 12 months, ("Yes" marked in question 26a and "1" or more or "DK" in 26b)

Ask question 26c and mark "Yes," or "No" in accordance with the respondent's answer. The reference period for this question is "the past 2 weeks" as defined previously.

As will be explained later in Chapter 7 of the part of the Manual, a Home Care page 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 25), 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 26c).

c. Check "HC" box in Item C

After asking questions 25 and 26 for all applicable persons in the household check the "HC" box in Item C for each person who requires home care, i.e., if the "Yes" box is checked in questions 25a-d or in question 26c.

4. Where to go next

After completing questions 25-26 for all applicable persons, proceed to questions 27 and 28.

D. Questions 27-28, Motor vehicle questions

1. Purpose

Question 27 is designed to determine if during the past 12 months any family member has been involved in a motor vehicle accident. The purpose of question 27 is to pick up motor vehicle accidents of any kind. The purpose of question 28 is to find out the number of persons 14 years old or over who have driven a motor vehicle at any time during the past 12 months and of those persons who have driven, the total number of years they have been driving.

2. Motor vehicle defined

A motor vehicle is any mechanically or electrically powered device, not operated on rails, upon which or by which any person or property may be transported or drawn upon a land highway. A land highway is any street, road, path, etc., (either public or private) which is customarily used for vehicular traffic. Any object such as a trailer, coaster, sled, or wagon attached to a motor vehicle is considered a part of the motor vehicle.

Motor vehicles include cars, buses, trucks, fire engines, motorcycles or motorized bicycles. In addition, farm machinery, construction machinery, tractors, and army tanks are considered motor vehicles <u>only</u> when in transport,

under their own power, on a 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 nonmotor vehicles such as trains, streetcars or bicycles as motor vehicles. Such accidents should be recorded as "No" in question 27 on the questionnaire. However, if a person is on a nonmotor vehicle which is involved in an accident with a motor vehicle it is considered a motor vehicle accident, e.g., if a person was on a train when the train ran into a car, this person would be considered as in a motor vehicle accident.

3. Time reference

The time reference for questions 27 and 28 is the past 12 months as defined earlier.

E. Order of asking question 27

After completing questions 25 and 26 for each person 55 or over, read the introductory statement above question 27 as follows: "These next questions are about motor vehicle accidents, that is, accidents involving cars, trucks, buses, motorcycles and so forth. We are interested in all types of motor vehicle accidents even if no one was injured."

Then ask question 27a of Person 1, i.e., "During the past 12 months, has -- been in a motor vehicle accident either as a driver, passenger or pedestrian?" If the person you are asking about is under 14 years old, omit the word "driver" when asking the question. If the answer is "Yes" check that box and ask questions 27b-d; if the answer to question 27a is "No" check this box and ask question 27a for the next person. Follow the above procedure for each household member listed.

1. Question 27b

Question 27b is asked as worded, "How many motor vehicle accidents has -- been in during the past 12 months?" inserting the name or relationship of the person being referred to. Enter the number of accidents this person has been in during the past 12 months on the line provided.

2. Question 27c

Ask question 27c, "On what date(s) did the accident(s) happen?" using the appropriate wording according to the number of accidents reported in question 27b above. Record the month, day and year of the accident on the first line provided. Use the written abbreviation for the month. Do not use a number. If two or more accidents are reported for a single individual, obtain the date of each accident, using the second and third lines as necessary. If a person was involved in more than three accidents, record the dates of these accidents in the space along side this question.

3. Question 27d

Ask question 27d after recording the date(s) of the accident(s) in 27c, "Was - - in any other motor vehicle accident during the past 12 months?" and record the answer to this question. If "Yes" reask questions 27c-d; if "No" ask question 27a for the next person listed. If this is the last person, go to question 28.

F. Questions 28a-b

Questions 28a-b are handled as a block for each person in the household who is 14 years of age or older. After a "No" has been checked in question 27a or d for the last person, ask question 28a, i.e., "Has - - driven a motor vehicle during the past 12 months?" for Person 1. If "Yes" check the "Yes" box and ask question 28b, i.e., "How many years has - - been driving?". The number of years this person has been driving includes those years the person drove even though he did not have a permit to drive. Also include the time the person spent in long-term institutions if he was able to drive had he not been confined to the institution. For example, a 30 year old man began driving at age 15. He had driven ever since except for a period of 2 years when he was hospitalized. The entry in question 28b should be "15 years" even though he did not actually drive all of the 15 years (he actually drove only 13 years), he could have driven had he not been in the hospital. Record the number of completed years the person has been driving on the line provided, e.g., record $1\frac{1}{2}$ years as 1, $2\frac{1}{2}$ years as 2, etc. If the

person has been driving for less than one year, check the box marked "Less than 1 year." After recording the appropriate answer in question 28b for this person, ask question 28a of the next person listed who is 14+ years of age.

If a "No" is given in answer to question 28a check the "No" box and immediately ask question 28a of the next appropriate person.

There must be an entry in question 28a in each person's column. Therefore, for all persons under 14 years of age, be sure to check the "Under 14 years" box.

G. Item R, Who responded

Item R is for the purpose of identifying who responded for probe questions 5-28. Check one of the boxes in Item R as follows.

1. Adults

If the adult person responded for questions 5-28 entirely for himself, check the box "Responded for self-entirely." If he responded partly for himself, check the box "Responded for self-partly" and enter the column number of the person who partly responded for him. For adults not present, enter the column number of the person or persons who responded for them.

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

Consider a person to have "Responded for self-partly" if he was present long enough for one or more of the probe questions to be addressed directly to him.

2. Children

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

3. "At home" but not interviewed

If you have 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.

H. Where to go next

After completing Item R on the questionnaire check Item C to see if any conditions are entered. If so, fill a separate condition page for each condition recorded.

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 probe questions 6-21 and recorded in Item C.

1. Order of filling Condition page

Successive Condition pages are to be filled in the following order: fill the first Condition page for the first condition listed for Person 1, then continue consecutively, condition by condition, until each condition listed in questions 6-21 are recorded in Item C has been carried through a separate Condition page. Continue by carrying all of Person 2's conditions listed through a separate Condition page, then Person 3, etc., in the order the persons are listed.

Assign a "Condition Number" to each condition as you complete the Condtion page for it. Begin with number "1" in each household. Enter the condition number in the space at the upper left of the Condition page and to the right of the condition in Item C.

2. Extra questionnaires needed for more than 8 conditions

If there are more than 8 conditions reported, use (an) extra questionnaire(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 questionnaire. The remaining items on the Household page are to be left blank for the second and any succeeding questionnaires. Continue to number the Condition pages consecutively. Thus, if there were more than eight conditions, the number of the first Condition page in the second questionnaire would be 9.

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 instruction column to the left of questions 17-25 or any other available space including the margins. Do not write in any space set off for Washington Use.

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

1. Item 1

The entries for Item 1 are to be transcribed from Item C to the Condition page.

a. Person number

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

b. Name of condition

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

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 tothe 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 outpatient) is to be considered as talking to a doctor.

Consider as "talking to a doctor" any telephone calls to the doctor's office that involve receiving suggestions for treatment or advice from the doctor <u>even if they are transmitted through the nurse and the doctor wasn't spoken to directly</u>. Consider talking about the condition to a family member who is also a doctor as talking to a doctor (mark "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. Long term conditions

For conditions which a person usually has for sometime, such as the conditions shown in question 12, 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. Temporary conditions

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

d. Type of doctor defined

For the purposes of question 2, consulting MD's, osteopaths or dentists (for dental conditions) will be considered as talking to a doctor but consulting chiropractors, chiropodists, 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 instructions 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-3f for these conditions. However, Card C is an exclusive list. Do not apply the Card C rule to conditions which you feel are <u>synonyms</u> of the listed condition

For example, "hernia ("hiatal" or "umbilical" only)" is on Card C while "rupture" is not; ask questions 3a-3e as applicable for "rupture"-just plain or "hernia" but check the "Condition on Card C" box for "umbilical 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 <u>not</u> 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.

4. Questions 3a-3f, 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 1,500 different conditions, it is desirable that the descriptions on the questionnaire be as complete and detailed as you can make them.

The best description of an illness is its exact medical title. Sometimes the statements of respondents do not always give a complete description of the condition. When the respondent does not know the exact medical title of the illness, one or more of three different kinds of information generally need to be obtained in order to try to assign the most exact medical code:

A specific description of what the trouble was, that is, the specific <u>kind</u> 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-3f 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. Question 3b through 3f 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 and 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 is 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 what the doctor said it was.

Question 3a should never be left blank or have an entry of "DK" when the "Neither" box has been marked.

(3) Card C, Condition reported in answer to 3a

If in answer to question 3a a Card C condition is reported, you may skip directly to question 9 after recording the name of the condition in 3a. It is not necessary to change the entry in the boxes above question 3a.

b. Question 3b, Cause of condition

Question 3b is to be asked for all conditions except those on Card C, those involving an accident or injury, or for cancer.

(1) Cause given previously

If "cause" has already been reported and recorded in question 3a, there is no need to reask the cause or enter it again in question 3b. If the "cause" was given in answer to question 3a but was not recorded in 3a, simply enter the "cause" in question 3b without reasking the question.

(2) How to record the answer to 3b

Enter verbatim the answer given by the respondent.

If the respondent 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.

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 eight 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," "hernia," "measles," "tumor," "rupture" and "ulcer." This question should also be asked if question 3a or question 3b contains the word, "ailment," "attack," "condition," "defect," "disease," "disorder," or "trouble" which are vague descriptions. 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 <u>specific kind</u>, 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 is "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:

Regular measles	German measles
"8 day measles"	Rubella
Rubeola	"3 day measles"
"Old fashioned" measles	
"Black" measles	
"Hard" measles	
"Bad" measles	
"Red" measles	

If the respondent does not use any of these terms, record 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). Also ask kind for such entries as "flesh tumor" and "bone cyst" which describes only the site or part of body. 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. An entry giving only the part of body affected, e.g., left side, is inadequate since we need to know how the person is affected.

e. Question 3e, Part of body affected

Question 3e is to be asked only for certain 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 questions 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 the words:

Abscess	Inflammation
Ache (except headache)	Neuralgia
Bleeding	Neuritis
Blood clot	Pain
Boil	Palsy
Cancer	Paralysis
Cramps (except menstrual)	Rupture
	Sore
Cyst	Soreness
Damage	Tumor
Growth	Ulcer
Hemorrhage	Weak
Infection	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.

f. Question 3f, Eye condition or vision problem

Question 3f is to be asked for all persons 6 years old or over for whom an eye condition or vision problem of any kind has been reported. An eye condition is any condition which mentions the eyes such as "watery or weak eyes," "near- or far-sightedness," cataracts, glaucoma, etc. Ask question 3f for all eye conditions even though the instructions above 3a may refer you to question 4 or 9. Always check one of the three boxes above question 3f 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 3f should not be asked.

Ask question 3f only once for each person even though that person may have more than one eye condition or vision problem. Ask question 3f 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 3f. Do not copy the answers to question 3f from the first eye condition page to any succeeding eye condition pages.

Question 3f 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.

(1) Question 3f, Ability to read newspaper print with glasses

Question 3f 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 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 box "Yes" or "No."

If the person cannot read (is illiterate), question 3f is to be checked on the basis of whether he can see well enough to read if he knew how.

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: Loss of weight
Question 3b: Stomach ulcer*

Example 2

Question 3a: Spastic colon*
Question 3b: Cancer of the colon*

Example 3

Question 3a: Loss of appetite
Question 3b: Gallstones*

Example 4

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

In cases of this kind, a determination must be made as to which of these is the "main" condition; that is, the condition to which the remaining questions apply. The procedures for making this determination are as follows:

If neither condition is in question 12, 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 in question 12 and the other is not, the remaining questions on the Condition page are to be asked for the question 12 condition as in examples 1 and 3.

If both of the conditions are in question 12 (see example 2), carry the first condition through the remainder of the Condition page. Then carry the second condition through a separate 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: Spastic colon
Question 3b: Cancer

Footnote entry: Cancer 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 which caused restricted activity in the past 2 weeks, the complication(s) (morning sickness, swollen ankles, etc.) should be recorded in question 3. Delivery or childbirth, even when normal, should be reported for the mother on the Condition page if it occurred "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 has caused restricted activity or she saw a doctor for this condition during the past 2 weeks, this should be recorded, for example, excessive or slight "flow," delayed or painful menstruation, or frequent or irregular menstruation. Any menopausal symptoms mentioned as above should be included.
4.	Illness resulting from vaccination, immunization, etc.	Vaccination and immunization in themselves are not illnesses. However, they may cause temporary illness with such symptoms as fever, headaches, etc. Illness involving restricted activity or doctor visits in the past 2 weeks, 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.
7.	Reaction to drugs	If the respondent reports as an illness in the past 2 weeks a reaction to drugs taken, with disability reported, three things should be recorded in 3a: the reaction, the drug, and the reason for taking the drug. For example, "skin rash-penicillin-virus."
8.	Illnesses occurring in past 12 months not now present	For conditions experienced during the past 12 months, e.g., conditions in question 12, which the person no longer has (for example, a hernia which has been repaired or an ulcer which has been removed), show what the trouble was at the time the person had the condition and footnote how long it has been since the person had this condition. Enter the footnote wherever this information is reported. For example, if a person had a stomach ulcer removed, the entry in question 3 might be as follows: Question 3a - Dumping syndrome Question 3b - Ulcer[1] Question 3c - DK Question 3e - Stomach 1/Footnote space - "Ulcer 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) <u>after</u> "last Sunday night" should be recorded on the questionniare. If you have recorded something

this kind and afterwards learn that it should not have been recorded, delete or correct the entry as appropriate and wxplain 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.

11. Conditions reported later in the interview

The probe questions on pages 2-7 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, Home Care page, Doctor Visits page, Person page, Household page or with the Motor Vehicle Accident Supplement.

All such conditions are to be carried back to a Condition page if they do not already appear there and (1) they caused restriced activity during the past 2 weeks; or (2) they are listed in question 12; or (3) they saw a doctor about the condition during the past two weeks. 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 6-21, 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, e.g., "stomach trouble" and "stomach ulcer."

It is only when the respondent indicates that they are the same by his answers to the questions or that the conditions are exactly identical that you are to consider that two conditions are the same.

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.

If two or more conditions are the present effects of the same accident, fill a separate Condition page including questions 4-8, for each condition. If the answer to questions 4-8 are the same, transcribe the information from the first condition for that accident.

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 <u>not</u> 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 poisonings 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 1967 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	
July	1967	☒ 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	
July	1967	[X] 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 "2 weeks - 3 months" box. If the accident occurred exactly 12 months ago (1 year) check the "3-12 months" box.

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

3. Question 5, Present effects

Questions 5a and 5b are designed to obtain information about the part of body injured and the kind of injury sustained.

a. 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.

Adequate		Inadequate (indicated by an asterisk)	
Part(s) of body	Kind of injury	Part(s) of body	Kind of Injury
Knee	Fractured	Knee	Crushed*
Upper leg	Bruised	Leg*	Mashed*
Eye	Bruised	Eye	Hit*
Brain	Concussion	Head*	Injured*
Hand	Cut	Finger	Caught in door*
Lower back	Dislocated	Back*	Hurt*

If the accident happened during the past 3 months (q. 4b) do not ask question 5b but go directly to question 6a. If the accident happened before 3 months ago, ask question 5b.

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 9-15) must refer to the present effects of the accident or injury recorded in question 5b. That is, the <u>present effects</u> 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 box: "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 <u>only</u> when in transport, under their own power, on a land highway. Devices used solely for moving persons or materials within the confines of a building or its premises are not considered motor vehicles.

Some respondents may think of certain non-motor vehicles such as trains, streetcars or bicycles as motor vehicles and report accidents involving those vehicles as "Yes" answers to question 6a. Be careful that such accidents are recorded as "No" in question 6a on the questionnaire.

(2) Involvement not restricted to collision

Mark "Yes" for each accident involving a <u>motor vehicle</u> in any way at all, regardless of whether the person was in the vehicle and regardless of whether the vehicle was moving at the time of the accident. The "Yes" box would be marked in question 6a, for example, for the following situations: A pedestrian hit by a car; a person hurt while boarding or

leaving a bus; a person on a bicycle hurt by running into a parked car; a person hurt while repairing a car. These would be reported as accidents involving a motor vehicle as well as the case of a person hurt in a collision or some other type of accident while riding in a motor vehicle.

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" box if more than one motor vehicle was involved and mark the "No" box 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), substitute "motor vehicle" or "bus" for "it" in the question to be sure the respondent understands that question 6c refers to the motor vehicle and not to the other vehicle.

(2) Moving defined

In most cases it will be easy for the respondent to determine whether or not the motor vehicle was moving at the time of the accident, but in some instances a question may arise. Consider that the motor vehicle was moving if the wheels were moving (this includes skidding) or if the vehicle had come to a stop just an instant before the 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 box 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 box "Industrial place" for these.

(1) At home (inside house)

Mark the box "At home (inside house)" if the accident occurred while the person was inside the house, in any room or porch but not an inside garage. Porches or steps leading directly to porches or entrances are considered as "inside the house." Falling out of a window or falling off a roof or porch also are included as "inside the house." Also to be included in this category are injuries happening within motel or hotel rooms. The lobby, corridors, and other public places within the motel or hotel premises are not to be regarded as "home" but are to be checked as "Other," and specified.

(2) At home (adjacent premises)

Mark the box "At home (adjacent premises)" if the accident occurred in the yard, the driveway, patios, gardens or walks to the house, or a garage. On a farm, the adjacent premises include the home premises or garage, but not the barns or other buildings (unless used as a garage) or the land under cultivation.

b. Street and highway

The phrase "Street and highway" means the entire width between property lines of which any part is open for the use of the public as a matter of right or custom. Note that this includes more than just the traveled part of the road. "Street and highway" includes the whole right of way. Public sidewalks are part of the street but private driveways, private lanes, private alleys and private sidewalks are 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, except at school" is to be marked for accidents occurring in places which are designed for sports and recreation, such as bowling alley, amusement park, baseball field, dance hall, lake or mountain or beach resort, and stadium. In contrast, a person injured while sledding on a hill near his home, for example, would not be marked as "sports and recreation" even though sledding is a sport. Places of recreation or sports located on the premises of an industrial place should be classified as "Industrial place." Exclude recreation and sports <u>at school</u> from this class, since it would be marked in the "School" box.
g. Other	Mark the box "Other" if the specific types of places listed above do not describe where the accident happened. If "Other" is marked,

specify in the space provided the exact type of place, such as, grocery store, restaurant, office building, church, etc. General entries such as "Armed Forces" are not satisfactory, since a person can be in the Armed Forces and have an accident in any one of several kinds of places.

6. Question 8, At work when accident happened

Question 8, "Was -- at work, 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 box using the following as a guide:

Mark the box (4) "Under 17 at time of accident" 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 Services" for any injury or poisoning which occurred while the person was in the armed service (excluding the Reserves), regardless of whether he was on duty at the time it occurred. For example, mark the box "While in Armed Services" for a sailor who was away from his ship when he slipped, fell on the ice and broke his leg on a downtown street.

E. Condition page, questions 9-25

Questions 9-25 comprise the second half of the Condition page. Refer the respondent to the TWO-week calendar for questions 9-13 as often as necessary since questions 9-13 refer to the past two weeks.

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 "the past 2 weeks."

1. Questions 9-13, 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.

If the "No cut down days" box in Item C is marked for the person for whom you are filling the Condition page, do not ask questions 9-13 but mark the "No" box in question 9a and go to question 14a.

If the "No cut down days" box is left blank in Item C for this person, that indicates restricted activity days were reported in question 5 on pages 2 and 3, and you must ask questions 9-13 even if only one condition has been reported.

If the person has restricted activity days and has more than one condition recorded for him in Item C, you must ask questions 9-13 for each condition to determine how many restricted activity days were due to each condition.

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" box and go to question 14a.

If the answer to question 9a is "Yes," mark the "Yes" box and ask question 9b.

If the answer to question 9b is "No," mark the "No" box and go to question 14a.

If the answer to question 9b is "Yes" mark the "Yes" box and ask question 10.

Record the respondent's answer to question 9a without explaining "the things he usually does." However, if questions are raised use the following as a guide.

b. "Things he usually does" defined; question 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-4-32.

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 <u>last week or the week before</u> on which the condition caused the person to cut down on the things he usually does for as much as a day. The days to be entered here are not necessarily consecutive days.

The answer to question 10 is to be <u>entered</u> on the line provided in the shaded area. If the answer is an estimate then write "Est." If the respondent "doesn't know," enter "DK" on the line provided.

Note that the "two-week period" in question 10 includes Saturdays and Sundays. <u>All</u> the days of the week are of equal importance in this

question, even though the types of activities which were cut down might not be the same on week-ends as on regular week days. If necessary, this should be brought to the attention of the respondent.

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

Enter the total number of days <u>this condition</u> kept the person in bed or mark the "None" box.

<u>Do not leave this question blank if "Yes" is marked in question 9b</u>.

(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" box if no days were lost from school and also if the person does not go to school (and is between the ages of 6-16 inclusive). Once you have learned that the person would not have been going to school during that period whether he had been sick or well, mark the "None" box without asking the question for any other conditions for which question 12 requires an entry.

Leave question 12 blank for all persons over 16 years of age or under 6 years old.

a. "School day" defined

Count only the days when the whole school day was lost from school due to an illness or injury.

For example, a day when the youngster went to school at noon would not count as a day lost from school. However, if the youngster's regular school day is less than a whole day

	and that amount of time was lost from school on account of illness, it should be counted as a whole day lost from school.
b. School vacation	Since school vacation periods are not all the same, this question is 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 <u>only</u> 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. Mark the "None" box if no days were lost from work or if the person doesn't work. Note that if a person 17 or over has "cut down for more than a day" he 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" box 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 such replies as "the whole 2 weeks" or "all last week," etc. Do not mark "14" or "7" automatically but reask the question in order to find out the actual number of days lost from work or school. If a person actually lost 14 days from work or school during "the past two-weeks," enter "14" but explain in a footnote that these days were actually lost.
5. Check between questions 10, 11, 12, and 13	The number of days entered in question 10 (cut down days) 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 disability reported (question 10, 11, 12 or 13) which are caused by more than one condition, enter the number of days for each condition reported.

For example:

> It is possible that the total number of days reported for all conditions will be greater than the number of days reported in question 5 on pages 2 and 3 since the person on any given day can cut down or be in bed for more than one condition. Therefore, no edit should be made between the entries in probe question 5 on pages 2 and 3 and the entries in questions 9-13 on the Condition page.

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 box 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, i.e., "When did he first notice his ..." If the respondent does not answer the first part ask the second part, "Was it during the past 3 months or before that time?".

If the condition was first noticed <u>during</u> the past 3 months, mark the "During 3 months" box and go to question 14b.

If the respondent says the condition was first noticed <u>more</u> than 3 months ago, mark the "Before 3 months" box and go to question 15.

If the respondent has previously indicated when this condition was first noticed, mark the appropriate box 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 if the accident was reported as having occurred during the past 3 months.

However, 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 stomach ulcer, the date might be many years ago. Some conditions, which a person has all of the time, manifest themselves in more serious ways from time to time. It is the date the trouble was first noticed that is referred to here, not necessarily the date of the most recent attack or flare-up.

(2) "Past 3 months" defined

The past 3 months refers to the 3 month period immediately prior to the week of interview and which included "last Sunday night." Thus, for an interview being conducted on Monday, July 10, "the past 3 months" refers to the period from April 9 through July 9.

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 months" box marked).

Mark the box which corresponds to the respondent's answer. If the respondent indicates that the condition was first noticed during the past 2 weeks (the 2 weeks preceding interview week), mark the "Past 2 weeks" box and ask question 14c.

If the condition was first noticed before the past 2 weeks, mark the "Before 2 weeks" box and go to Item AA. The "Before 2 weeks" 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" box is marked in question 14b. Ask the question as worded and mark the appropriate box.

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" box marked in 14a).

If the condition was "first noticed" during the past 12 months mark the "3-12 mos." box. If the condition was first noticed more than 12 months ago, mark the "Before 12 months" box.

8. Item AA, Interviewer instruction on when to continue with questions 16-25

Item AA provides instructions about when to continue with questions 16-25.

If the condition started "Before 3 months," or is one of the conditions listed in Item AA (regardless of "onset") continue with questions 16-25. Do <u>not</u> continue if the condition started "During the past 3 months" (unless the condition is one of those listed). Also do <u>not</u> continue if the condition is a "current" accident or injury, present effects of an "old" accident or injury or a condition caused by pregnancy.

If questions 16-25 are not required for a condition leave questions 16-25 blank for that condition and go to the next condition.

If questions 16-25 must be asked for this condition, go to the interviewer check item above question 16.

9. Interviewer check item

In order to determine which question to ask next, you must mark one of the boxes in the interviewer check item above question 16. The two check boxes are:

- ☐ "Doctor not seen" in question 2 - Ask question 16.
- ☐ "Doctor seen" in question 2 - Ask question 17.

After looking at the entry in question 2, ("See or talk to a doctor") check whichever box applies.

You are to ask only one of questions 16 or 17 and the box checked determines which question should be asked.

10. Questions 16-25, Purpose and order of asking

The purpose of questions 16-25 is to obtain more precise information about what people who have digestive or other chronic conditions do or take for them and the extent to which they are bothered by these conditions.

Question 16 is asked for those conditions for which "no doctor was seen or talked to." Questions 17-23 are asked for those conditions for which a "doctor was seen or talked to." Questions 24-25 are asked for all conditions carried past AA.

a. Question 16, What was done for this condition

Question 16 is asked if the first interviewer check box below Item AA has been checked.

Ask "During the past 12 months what did -- do or take for his ...?" Then ask "Did he do or take anything else for his ...?" until you get a "No" answer.

The phrase "do or take" means anything the person did for this condition. Record whatever the respondent reports whether medically oriented or not. For example, drinking more milk or using a heating pad would be classified

as "doing or taking" something for that particular condition. The respondent might report some patent medicines, home remedies, etc. If the respondent reports that nothing was done or taken record "nothing." The answer is to be recorded in the answer space to the right of the question. If more space is needed use the space below the question. Then go to question 24.

b. Question 17, Do or take anything before seeing a doctor

Question 17 is similar in content to question 16 but is asked only if a doctor was seen for this condition whereas question 16 is asked only if a doctor was not seen.

Ask question 17, inserting the name or relationship of the person (--) as well as the condition (...) which was reported.

As in question 16, the concept of "do or take" includes anything which the person might have done or taken for the condition, regardless of whether or not it was medically based. The emphasis of the question is on "before -- first talked to a doctor." The time reference period is from the time the person first felt that something was the matter up to the time he first saw or talked to a doctor. Then ask "Did he do or take anything else for his ...?"

Record the respondent's answer verbatim. If there is not enough room in the answer space, use the space below the question. If the respondent reports that it was discovered by a doctor on a visit for some other reason, record "did nothing, discovered by doctor." If the respondent did not take or do anything for this condition record "nothing." Then go to question 18.

c. Question 18, Kind of symptoms

Question 18 is asked to determine what symptoms a person had before he first talked to a doctor about them. "Symptoms" as used here, is defined as anything the person had which gave him an indication that something was wrong. Record all the "symptoms" which the respondent mentions.

If the respondent has reported one or more symptoms in answer to question 18 ask, "Anything else" for each symptom reported or repeat

question 18 inserting the phrase "Did he have any other symptom?" in the appropriate place until a "No" answer is obtained.

If it is reported that the person "felt bad" try to get a more definite answer by asking how the person felt bad and record that. If this is all the respondent can report, record that and footnote it "all he could tell me."

If "symptoms" are reported in question 18, go to question 19.

If no "symptoms" are reported in question 18, check the "None" box and go to question 20.

d. Question 19, How long had symptoms before talking to a doctor

Question 19 is asked to determine the length of time the person had any of the symptoms before he talked to a doctor about them. The symptoms referred to are the symptoms recorded in question 18. If only one symptom is recorded, reword the question to "About how long did -- have this symptom before he talked to a doctor about it?".

The "symptoms" could have changed during the time the person had this condition before he talked to a doctor and the length of time to be recorded is from the time he had the first "symptom," even though he no longer had that symptom when the condition was diagnosed. For example, the person first had a pain in the stomach 2 years ago which went away after about a year and he began vomiting blood six months ago. He saw the doctor then (6 months ago) and discovered he had a stomach ulcer. The length of time to be reported is the "1½ years" for the pain in the stomach since that was the period of time which lapsed between the first symptom and when he saw the doctor.

Record the number of day(s), week(s), month(s), or year(s). Record whatever the respondent reports, including part weeks, months, or years, e.g., 1½ years, 2½ months, etc.

e. Question 20, Take any medicine or treatment advised by doctor

Question 20 is asked to determine whether the person takes any medicine or treatment which a doctor advised for this condition. The medicine or treatment may be on a regular basis as one insulin shot per day for diabetes; or an irregular basis as when the medicine or treatment is taken whenever the person experiences an attack of the condition as an antacid for an ulcer attack. The medicine does not have to be prescription medicine but anything the doctor advised or recommended. This is also true for the treatment, e.g., placing a sheet of plywood under the mattress.

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

f. Question 21, EVER had surgery for condition

Question 21 is asked to determine whether the person ever had surgery for this kind of condition and is not restricted to <u>this</u> condition. Insert the plural form of the condition when reading the question and do <u>not</u> preface the condition with a pronoun, his, hers, etc., e.g., ask "Have you ever had surgery for <u>hernias</u>; not "Have YOU EVER had surgery for your <u>hernia</u>?" Check the "Yes" or "No" box and go on to question 22.

g. Question 22, EVER hospitalized for condition

Ask question 22, "Was -- ever hospitalized for ...?" Insert the name of the condition in plural form <u>without</u> the words his, hers, on this as you did in question 21. For example, if the reported condition was stomach ulcer, question 22 should be asked in the following way, "Were you ever hospitalized for stomach <u>ulcers</u>?". The question about being hospitalized may pertain to this stomach ulcer or to any stomach ulcer the person might have had in the past.

After checking either the "Yes" or "No" box in question 22, ask question 23.

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

Question 23 is asked to determine the number of doctor visits in the past 12 months for this condition. Record the number of doctor visits reported by the respondent on the line provided or check the "None" box. After recording the answer to question 23, go to question 24. Do not include any doctor visits that were made while the person was an inpatient in a hospital.

i. Questions 24 and 25

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

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

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

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

(a) Help the respondent to estimate

Sometimes it may be necessary to assist a forgetful respondent in making an estimate of the number of days. For example, you might ask, "How many days during a month did your ... usually keep you in bed; how many months was this the pattern?" or the same type of question might be asked in terms of weeks.

(b) Check entry

The number of days in bed in question 24 cannot be less than the number in question 11 since "the past 2 weeks" is part of the "past 12 months."

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

The purpose of question 25 is to find out if the person still has the condition and if so how much it "bothers" him.

Ask question 25a as worded, "Does hi ... bother him a great deal, some, very little, or not at all?" If the respondent says that the condition bothers him either "a great deal," "some," or

"very little" check whichever box applies and go to the next condition. If the respondent indicates that the condition does not bother him at all, check that box and ask question 25b next. If the answer given is not the same as one of the categories included in the question, check the "Other" box and record the respondent's answer verbatim. If the answer given here can be interpreted to mean that the person is not bothered at all by the condition, record that answer and ask 25b. If the answer indicates that the person is "bothered" to any extent, record that answer and go to the next condition.

There is no definition for the term "bother" in this question but is to be defined by the respondent. If the respondent elaborates on what "bother" means to him, write it in the answer space. In this question we are interested in the respondent's evaluation of the extent to which a condition troubles him.

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

(4) Question 25c, Condition cured or under control — Question 25c is asked to determine whether the condition is cured or is under control. It is always asked if a "No" is checked in question 25b. If it is "cured" check the appropriate box and go to question 25d. If it is "under control" check that box and go to the next condition. If the respondent answers in some other way, check the "Other" box and record the respondent's response verbatim and go to the next condition. In this question, "under control" refers to persons who, by following a certain diet, taking medicine, and so forth, no longer have the symptoms of the condition. However, if they were to stop following their regimen, the symptoms might recur.

(5) Question 25d, How long person had this condition	Ask question 25d if the answer to question 25c is "cured" to determine how long the person had the condition. If a question is raised, the time period to be reported is from the time the person had the first symptom of the condition until the condition was considered "cured." Record the number of months or years including parts ($1\frac{1}{2}$, etc.).
j. Where to go next	After completing question 25d for the condition, go to the next condition. If this is the last condition recorded in Item C for the family members go to the first Hospital 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 22 and 24 on pages 8 and 9 and recorded in the "H" box in Item C. The Hospital page consists of two facing pages in the questionnaire. Questions 1-8 on the first page must be filled for all reported stays. Questions 9-17 are 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 right of "Person number."

2. General procedure for the Hospital page

The "H" box in Item C in each person's column will indicate which persons in the household were in hospitals or nursing homes, rest homes, and similar places during the specified time period and the number of times. Each stay 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 Item C.

Each page represents information about a particular hospital stay, and all the questions apply to <u>that</u> 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 <u>two</u> separate stays.

When a hospitalization is for childbirth, fill one set of Hospital pages for the mother, and a <u>separate</u> 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 of hospitalizations in that person's column of Item C. If it does not, correct the figure in Item C and explain the reason for the correction in a footnote, e.g., "Respondent misunderstood--actually only one time in hospital."

Make a check mark to the right of the number in Item C as you complete each set of Hospital pages. If the person had a total of 3 hospital stays reported, there should be 3 check marks, "3✓✓✓." 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 <u>each</u> 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 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 the person number of the person for whom the page is being completed. It is essential that this number is correct. Otherwise, all the hospital information will be attributed to the wrong person.

2. Question 2, Date entered hospital

Read the introductory statement to question 2, inserting the relationship or name of the person for the dashes. If stays are reported in both a hospital and nursing home, read the introductory phrase like this: "You said that you were in a hospital 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.

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 22 and 24.

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 remainder of the Hospital page, correct the figure in question 22 or 24 on page 8 or 9 and in Item C, then explain the reason for the deletion, e.g., "Did not remain overnight."

b. Entire stay prior to reference period

If the respondent's answer to the date of hospital entry for question 2 and the number of nights for question 3 indicates that the entire stay was prior to the reference period, that is, before

the date specified in questions 22 and 24, 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 question 13 on page 6, 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" on 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 condition for which the person entered the hospital, if it is known. However, in the case of a person going to the hospital for tests or diagnosis, enter the results of the tests or the final diagnosis if known; otherwise, enter the trouble or condition that made the tests seem necessary.

If the respondent reports that a person entered the hospital to have an operation, enter in question 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 7. 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 <u>for the baby</u> ask, "Was the baby normal at birth?". If "Yes," enter "Normal at birth" and go to question 7. 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 <u>at</u> 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 24 of the appropriate Condition page

If the hospitalization is for a condition which has been carried beyond Item AA of a Condition page, ask if the nights reported in question 4a of the Hospital page have been included in the number of days reported in question 24 of the

appropriate Condition page. If they have not, correct the figure in question 24. If there was more than one hospital stay for this condition during the period, make sure that all nights in the hospital, because of the condition, are included in question 24 of the Condition page. (This check may be made after the Hospital page(s) for the person has been completed.)

6. Question 6

Question 6 should be asked for all conditions except deliveries and births. Mark the appropriate box or leave question 6 blank for deliveries and births and then go on to question 7a.

7. Question 7a, Operations performed

Ask question 7a for hospital stays as well as for stays in nursing homes, rest homes, etc., since some of the procedures, which by our definition are operations, may be performed in these places.

If any operations were performed on the person during the stay in the hospital, check the "Yes" box and ask 7b, "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 7c, "Any other operations?" If "Yes," check the "Yes" box and describe the operation. Continue to ask 7c until you receive a "No" answer and then check the "No" box.

If the answer to question 7a is "No," check the "No" box and go to question 8.

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 7, 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 7, 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 7).

If the respondent should say that the bone was <u>not</u> set, etc., explain the circumstances in the "Operation" box.

8. Question 8, Name and address of hospital

In question 8, 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 interviewer check item below question 8.

9. Interviewer check item

The interviewer check item below question 8 must be filled for all hospital stays before proceeding. This check item gives instructions on where to go next.

Refer to question 4c above the interviewer check item. 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" box and go to Item 18.

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" box and ask question 9.

10. Questions 9-17, Ask for completed hospital stays

Questions 9-17 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 9-17 are asked regardless of the age of the person.

11. Question 9, Total amount of the bill

Question 9 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 health insurance, Social Security Medicare, by the person himself, and/or relatives in the same household and sources such as other friends, family members not in household, any welfare agency, or any welfare agency, or any organization such as the National Cancer Institute, or by Armed Forces Medicare.

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 questions 10 and 11. However, if a separate bill was rendered for the baby, enter this amount in question 9 on the baby's Hospital page and ask the remaining questions as appropriate.

If in question 9 the respondent reports that there was "no charge" for the hospitalization, record the answer and ask questions 10 and 11. 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 10 and 11 must be asked when "no charge" is entered in question 9 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 9.

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. However, if these costs are given separately, include them in the total amount reported for the hospital bill.

12. Question 10a, Health insurance paid any part of bill

After asking question 9, ask question 10a for all completed hospital stays even if the answer to question 9 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 questions 10b and 10c.

If "No," check the "No" box and go to question 11.

a. Definition of health insurance for questions 10 and 13

Health insurance as defined for question 10 must include a specific provision to pay some or all of the hospital bill. Health insurance as defined for question 13 must include a specific provision to pay some or all of the doctor's and surgeon's bill.

A plan, in order to be considered insurance, must be a formal one with defined membership and benefits, rather than an informal one. (For example, an employer simply paying the hospital bill for an employee would not be included as insurance.)

We are not concerned with who paid the premium (i.e., price of health insurance). The premium may have been paid by the insured person, his family or employer or union or a group or club to which he belongs.

(1) Types of inclusions

The insuring organizations may be either nonprofit groups (such as Blue Cross) or commercial groups (such as Mutual of Omaha).

Payments by the insurance company may be made directly to the hospital or doctor, or directly to the person himself.

Include both conventional plans which insure payment of medical bills and prepayment plans which insure medical services (i.e., benefits consist of services of medical staff employed by company rather than payment of bills).

Include as hospital health insurance both the type with benefits dependent upon the amount of the hospital bill (e.g., 80% of the hospital bill) and the type with benefits dependent upon the length of the hospital stay (e.g., $10 per day in hospital for the first 30 days and $5 per day thereafter).

Include Social Security Medicare (a health insurance which covers persons 65 years and over).

(2) Exclusions

For the purposes of this survey, health insurance excludes the following kinds of plans:

(a) Plans limited to "dread diseases" only, such as polio or cancer.

(b) Insurance that pays bills only for accidents (e.g., liability insurance held by a car or property owner; insurance that covers children for accidents at camp or school; insurance for a worker that covers him only for accidents, injuries, or diseases incurred on the job).

(c) Insurance that pays only for loss of income - only on the basis of the number of days missed from work.

(d) Free care (e.g., public assistance, Armed Forces Medicare, care given under the "Crippled Children's" plan, care of persons admitted to hospitals for research purposes). Another type of free care is Medicaid--a federally sponsored program which pays part of the health expenditures for certain low income families.

(However, as earlier stated, Social Security Medicare is considered health insurance.)

(a) When and how to use above definition

It may not be obvious from the name of some plans whether they are health insurance or not. If in doubt ask additional probe questions, using the above definition as a guide. Plans which are not within this definition of health insurance should be entered in the "Other" line of source of payment table.

b. Question 10b, Name of health insurance plan(s)

Question 10b 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 10c, Any other plans

After recording all of the plans which the respondent mentions in response to question 10b, ask question 10c, "Did any other health insurance plan pay part of this hospital bill?" If "Yes" reask 10b, then reask 10c until you get a "No" answer.

d. Question 10d, Amount paid by each plan

For each health insurance plan which has been recorded, ask question 10d, "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 10d 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 11 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 10, "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," check the box on line D and write in Armed Forces Medicare and enter the amount on that line.

13. Question 11, Who paid the 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 11, 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 9. If the total is accounted for, skip11a and ask 11b. Otherwise, ask both 11a and 11b.

a. Question 11a, How to ask

Question 11 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 11a depends on the information you have already recorded in question 10.

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 11a 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, than check the appropriate category.

(2) Definitions of categories

If a question is reised 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 family, line C: Check this box if any part of the hospital bill was paid for directly by the person himself or by related household members.

Other, line D: Check this category for all other sources of payment and specify the source as fully as possible.

The following definitions are of the items which should be specified in the "other" category:

(a) Accident Insurance--If the respondent reports accident insurance as the source of payment, record this in the "other" category but find out the following information:

1. Name of plan

2. Type of coverage

3. Who owns the policy

Examples:

A. Liberty Mutual Automobile Liability Insurance owned by other party involved in the accident with respondent.

B. All-State Comprehensive Automobile Insurance which is part of the liability insurance carried by respondent.

C. Mutual of Omaha Accident Insurance which is owned by respondent to pay for medical expenses caused by all accidental injuries.

D. Mutual of Omaha School Accident Insurance which pays for hospitalization resulting from accidents while school children are at school or at school sponsored activities.

(b) Armed Forces Medicare - Armed Forces Medicare is available only to military personnel and their dependents. The following persons are eligible for Armed Forces Medicare:

1. Active duty personnel and their dependents.

2. Retired Armed Forces personnel and their dependents.

3. Dependents of deceased Armed Forces personnel who died on active duty or in retirement status.

(c) Charity - Many charitable organizations pay some or all of the medical care costs of people unable financially to pay these bills. Organizations, such as church groups and fund organizations are to be coded to the other category and so specified. Some of these groups are:

Latter Day Saints
Crippled Children's Fund
Knights of Templar

Junior League
Polio Fund
Cancer Association

(d) Employee Fringe Benefits - Employees, who work for such groups as hospitals, may be given reductions or no charge for services rendered by the hospital or group for whom they work. Record this in the other category. Enter amount as "no charge" if this is the response.

(e) Employer - In some instances, employers who do not have a formal insurance plan with defined membership (see definition for health insurance) for employees may pay for the employee's hospital expense. Record such cases in the "other" category but determine first that this is not health insurance for which the employee pays premiums through or by his employer.

(f) Family Member Not in Household - If a related person not in household paid the cost of hospitalization, check the "other" category but specify that this is a "related person not in the household."

(g) Federal, State, or Local Government - Respondents may report the source of payment as some government agency. For example, Federal Government Agencies which might have paid hospital care costs are Kerr Mills, Veteran's Administration, Fulbright Exchange Program, etc. Examples of State and local government agencies which might pay costs of hospitalizations are any State aid, State, city or county hospitals, etc. If responses of "free care - prison inmate," "department of mental health," "public assistance," or "welfare" are received, probe for federal, State or local sponsorship.

(h) Friend - If a friend paid the hospital bill, check "other" but specify that a friend was the person responsible for paying the bill.

(i) Medicaid - Specify what kind of Medicaid and code to "other." Example: New York or California Medicaid.

(j) Railroad Retirement - Railroad Retirement is a form of Social Security Medicare and should be marked on line B "Social Security Medicare" but footnote this information.

(k) Workmen's Compensation - Worker's Compensation is not considered health insurance and should be coded to the "other" category. Record what the respondent says. Examples of what responses might be expected when workmen's compensation paid the medical care costs are: State Industrial Insurance, State Disability Insurance, Industrial Compensation, Industrial Insurance, State Worker's Compensation, State Compensation Insurance, Compensation Insurance, etc.

(l) Other - Any other response to who paid the hospital care costs should be recorded and classified as much as possible by finding out who paid the bill and what kind of organization it is.

b. Questions 11b and 11c

After checking all the categories which the respondent mentions in answer to question 11a, ask question 11b.

If the amounts in lines A and B are equal to the total amount of the bill in question 9, ask question 11b with the following modification, "Did any other person or agency pay any part of the hospital bill?".

If "Yes" to 11b, check the "Yes" box and ask question 11c. Check each additional category which the respondent mentions. Continue to ask 11b and 11c until you get a "No" answer to 11b, then go to 11d.

If "No" to 11b, check the "No" box and go to question 11d. However, if no source is reported in question 11, do not ask 11d.

c. Question 11d

Question 11d is to be asked for <u>each</u> category which has been checked in the table for question 11, excepting lines A and B (Health insurance and Social Security Medicare) since those amounts have already been entered.

In asking question 11d, 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 11d and follow the instructions given there.

14. 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 D.

Compare the grand total entered in question 11 with the total amount of the hospital bill in question 9, then check one of the two boxes below question 11d.

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 question 12.

If the grand total does not agree with the amount of the hospital bill, refer to the "Table of Tolerances for Doctors' and Surgeons' or Hospital Bills" in the flashcard booklet.

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 question 12.

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 question 12.

If you are unable to resolve the difference, footnote that fact and go to question 12.

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 9. The difference allowed by the Table of Tolerances is based on the amount of the hospital bill (Q. 9). 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.9) falls. The figure on the right of the line for that range gives the dollar amount of the tolerance. The "amount paid" (Q. 11) may be greater or less than the hospital bill (Q. 9) by the amount in the right (tolerance) column.

b. "DK" entry in question 9 or 11

If there is a "DK" entry either in question 9 or in any part of question 11 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 question 12.

15. Questions 12-14, Doctor's and/or surgeon's bill

Questions 12-14 are on the amount of the doctor's and/or surgeon's bill for this stay, and how much of the bill was paid for by insurance and other sources of payment. These questions must be asked regardless of whether or not any surgery was performed.

a. Question 12a, Amount of the doctor's and surgeon's bill

Question 12a asks for the amount of the doctor's and surgeon's bill for this stay and should not include any part of the hospital bill.

(1) Doctor's and surgeon's bill defined

The term "doctor's and surgeon's bill" means only the bill submitted by the doctors and surgeons <u>not</u> the hospital bill, or bills for special nurses and the like which are usually submitted separately. If an anesthesiologist submitted a separate bill, it should be included here in addition to any other doctor's or surgeon's bill.

b. Question 12b

Question 12b is asked to determine if the respondent has included the amount of the doctor's and surgeon's bills in the hospital bill given in question 9. If it has been included, footnote the amount of the hospital bill by subtracting the doctor's and surgeon's bill from the hospital bill. If it was not included, check the "No" box and go to question 13. Also indicate any changes in the amount paid by health insurance or other sources if the entries in questions 9 and 10 include payment for expenses other than the hospital bill.

c. Questions 13-14, Payment of doctor's and surgeon's bill

Questions 13-14 for doctor's and surgeon's bills should be asked following the same procedures as that described on the hospital questions, 10 and 11. The definitions of health insurance and other sources of payment was given previously.

16. Interviewer check item preceding questions 15-17

After completing questions 12-14, go to the interviewer check item preceding questions 15-17 and mark one of the boxes based on the age of the person for whom you are filling the Hospital page. These boxes are located below the interviewer check item.

If the person is 55 years old or over, mark the "55 and over" box and ask question 15a.

If the person is under 55 years old, mark the "Under 55" box and go to Item 18.

17. Questions 15-17, Convalescence period following hospitalization for persons 55 years old and over

Questions 15-17, on the period of convalescence following hospitalization, are to be asked for each hospital stay for persons 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 15a, 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 8 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 16.

If "Some other place" is checked, ask question 15b.

(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 15b, Kind of place

Ask question 15b if question 15a 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., but do not enter the specific name of the place. However, if the name of the place is all the respondent can provide, enter this and add a footnote, "DK--kind of place."

If the place the person went to is a hospital, nursing home, rest home, etc., determine if a Hospital page has been filled for this stay, then 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 16-17 but fill a Hospital page for the newly reported hospital stay.

c. Question 16, Bed days following hospitalization

For persons for whom "home" has been marked in question 15a, ask question 16.

Mark the "Number of days," the "None" box or the "Still in bed" box, based on the respondent's answer.

If the person was still confined to bed as of "last Sunday night," mark the "Still in bed" box. If the person is still in bed, do not ask question 17 but check the "Still confined to house" category in question 17. Then skip to Item 18.

d. Question 17, Period confined to house

Except for those persons for whom "Still in bed" has been marked in question 16, question 17 is to be asked for all persons for whom the "Home" box has been checked in question 15a.

The intent of the question is to obtain the total number of days the person was confined to the house, including any bed days.

If a question comes up, explain that "confined to the house" means having to remain inside the house or on the adjacent premises, such as the porch or yard, except for doctor appointments or for emergencies. The person would not have to be in bed to be "confined to the house."

The word "house" also means apartment, room, etc., the idea being that we want to find out the total number of days the person was confined to the house after the particular hospitalization you are asking about.

If the person was not confined to the house for even one day, mark the "None" box. This is possible only for the persons for whom "None" or "DK" has been entered in question 16.

If the person was still confined to the house as of "last Sunday night" mark the "Still confined to house" box.

18. Item 18, 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 7 if it does not already have a completed Condition page and:

a. 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 well newborn baby, but only for the mother; that is, if she was hospitalized "last week or the week before.")

or

b. The stay was for a condition listed in Item AA on the Condition page. (If a condition listed has been "corrected" during the hospital stay, it should still be carried back and a Condition page filled.)

19.	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.
20.	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 2 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 Home Care pages. Before asking any of the questions on the Doctor Visits page, refer to the "DV" box in Item C on pages 2 and 3 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 any members of the household, go on to the Home Care pages 34 and 35.

2. 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. Complete one set of doctor visits questions for each of his visits, and continue in the same manner for each succeeding person for whom a two-week doctor visit has been reported.

Make a check mark to the right of the number in Item C as you complete each Doctor Visits section, e.g., D.V., 2 . This indicates that two Doctor Visits sections have been completed for this person.

The doctor visits questions are to be asked in the following order:

Step 1: Write in 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 entries 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 Home Care pages (34-35).

a. Item 1, Person number

Enter in this item the person number of the person for whom the "visit" information is being obtained. This entry identifies the person who has made the visit and is essential for tabulation purposes. If it is incorrect 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 recorded in Item C for the person is not more than the number of Doctor Visits sections for that person. Record each visit or call in a separate Doctor Visits section.

If the number of visits in Item C is more, try to determine the reason for the difference. If, after discussing the matter with the respondent, you learn that the number of visits in Item C 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 recorded in Item C 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, write in "last week" or the "week before" in the answer space.

If in recording the date of visit, you learn that the visit actually took place outside the reference period (either before the two-week dates or during interview week) footnote that it is out of the reference period and leave the remainder of that Doctor Visit section blank. Then change Item C and the probe questions to reflect the actual number of visits in the past 2 weeks. Change question 11 accordingly:

If the person then has no doctor visits during past 2 weeks

(1) If the visit was during interview week - ask when did he last visit a doctor before the date in interview week.

(2) If the last visit was prior to the two-week reference period, mark the appropriate box in probe question 11.

If the person still has visits reported during past 2 weeks

(1) Leave question 11 as it is.

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 b 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 box 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 were persons may go for medical care without being admitted as inpatients. (Inpatient doctor visits are not to be counted--see "Inpatient in Hospital," below.)

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 space to the right the best description of the place which you can obtain, this space is to be filled only if the "Other" box is marked.

While Inpatient in Hospital is defined as any visit which occurred while the person was an inpatient in a hospital, i.e., he remained in a hospital overnight or longer. If this is reported as a doctor's visit, check the box and stop here. Then go on to the next doctor's visit, or to the Home Care pages.

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 who has paid or who will be expected to pay all or part of the bill.

If there is no charge (no bill rendered at all) enter that fact together with the reason, e.g., "No charge for telephone call"; "No charge, V.A."; "No charge, free vaccination"; "No charge, welfare case"; "No charge, doctor is family relative," etc.

If the exact amount of the bill is unknown, accept the respondent's best estimate. Enter DK (for "Don't know") only in those cases where a bill has been or will be rendered but the respondent cannot give 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 and delivery--$150.00--about 12 visits." If additional room is needed for the explanation, use the footnote space which appears to the left of questions 3, 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 the number listed in Item C on pages 2 and 3

Before leaving the Doctor Visits pages, count the number of completed Doctor Visits sections for each person and see if this number is at least as great as the number of visits reported in Item C for each person. If so, go to the Home Care pages; if not, make sure a Doctor Visits section is completed for each reported visit in the household or there is an explanation for the difference.

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 Home Care pages.

CHAPTER 7

HOME CARE PAGES

A. General

The Home Care pages (34 and 35) are to be filled for all persons who are 55 years of age or over who have a "Yes" marked in any of questions 25a-d or 26c of probe page 8 or 9 of the NHS-HIS-1X Questionnaire. The Home Care pages are designed to be filled for only one person. If more than one person in the household requires Home Care pages, fill out a separate set of Home Care pages in another questionnaire for each such person.

The Home Care pages must be completed after the Doctor Visits pages are filled.

B. Home Care pages

1. How to fill

The person number of the first person requiring home care should be entered in the box at the top of page 34. Do not fill the Control Box—this is for Washington use only.

Footnotes or comments may be entered in the designated areas on both pages or in any available space.

C. Detailed description of home care questions

The definition of "home care" as applied to the questions on the Home Care pages is the same as for probe questions 25 and 26 of the questionnaire.

1. Introduction

The introductory statement which appears above question 1a is for the purpose of reminding the respondent that this person had been reported earlier in the interview, as needing home care.

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"--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," check the "No" box and read the next item.

Both parts of 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," "neighbor," "nurse," "Mrs. Brown's friend," 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 up stairs 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 activitites

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 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 in question 1a.

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.). (3) Maid Service, if for cleaning, washing or preparation of meals.

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 25a-d or 26c and the answers to question 1 on the Home Care page which indicate that the person does not receive home care. If you determine that the person does not receive home care as previously defined (e.g., person only received care from a physician or outside the home or the person misunderstood questions 25a-d or 26c), proceed as follows:

1. Correct the entries in questions 25a-d or 26c and footnote the situation, i.e., "Only receives injections from doctor."

2. Ask questions 26a-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 page.

3. If the Home Care pages are still not required (based on the answer to 26c), enter a footnote explaining the situation and go on to the next page (36).

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 page 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 conditions. If a specific condition is mentioned for which there is no Condition page, fill a Condition page for it after filling the Home Care page. Ask "Anything else?" until a "No" is received.

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 is 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 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 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 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 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. This box should also be checked if the person 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 (e.g., 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 while on some days he requires another person in the house constantly 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 any of 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 <u>each</u> 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, e.g., 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, e.g., 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 live 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 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 nurse?". 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" column.

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 is 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. Footnote this situation and include any overlapping hours.

If the person usually receives less than one hour of care per day, check the "Less than 1 hour" column. Record the completed hours for all hours over one, e.g., record $3\frac{1}{2}$ as 3. Check the "DK" column 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 nurse (Are the nurses) paid for these services?".

Check the "Yes" or "No" column 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 <u>it is</u> 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 item is to determine which of the remaining questions to ask and is based on the entries in column (4) and the age of the person receiving home care. If an entry of "Yes" is checked in column (4) 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 questions 7 and 8 for these persons.

If all entries in column (4) are "No" or only box A in column (1) has been marked, 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 person line 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. 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 "Don't know" 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). It 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.

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, 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 government 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 and 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 for the dashes the name of the person receiving care.

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 page.

If the respondent cannot give a "Yes" or "No" answer enter "DK" and skip question 8b (leaving it blank) and go to the next page.

b. 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 pages	Any condition which is first reported while completing the Home Care page should have a Condition page completed for it after completing the Home Care pages.
13.	Where to go next	After completing the Home Care pages for all persons 55 years of age or over who received personal care at home, go to the Health Insurance questions on pages 36 and 37.

CHAPTER 8

HEALTH INSURANCE

A. Purpose

The purpose of questions 29-33 are to find out what types of health insurance people have, who is covered by each type, the names of the plans, the coverage they provide and the number of health plans people have.

1. Definition of health insurance

Health insurance includes any insurance plan specifically designed to pay all or part of the medical or hospital expenses of the insured person. A plan, in order to be considered insurance, must be a formal one with defined membership and benefits, rather than an informal one. (For example, an employer simply paying the hospital bill for an employee would not be included as insurance.)

We are not concerned with who paid the premium (i.e., price of health insurance). The premium may have been paid by the insured person, his family or employer or union or a group or club to which he belongs.

a. Types of inclusions

The insuring organizations may be either nonprofit groups (such as Blue Cross) or commercial groups (such as Mutual of Omaha). Payments by the insurance company may be made directly to the hospital or doctor, or directly to the person himself.

Include both conventional plans which insure payment of medical bills and prepayment plans which insure medical services (i.e., benefits consist of services of medical staff employed by company rather than payment of bills).

Include as hospital health insurance both the type with benefits dependent upon the amount of the hospital bill (e.g., 80% of the hospital bill) and the type with benefits dependent upon the length of the hospital stay (e.g., $10 per day in hospital for the first 30 days and $5 per day thereafter).

Include Social Security Medicare (a health insurance which covers persons 65 years and over).

b. Exclusions

For the purposes of this survey, health insurance excludes the following kinds of plans:

(1) Plans limited to "dread disease" only, such as polio or cancer.

(2) Insurance that pays billsonly for accidents (e.g., liability insurance held by a car or property owner; insurance that covers children for accidents at camp or school; insurance for a worker that covers him only for accidents, injuries, or diseases incurred on the job).

(3) Insurance that pays only for loss of income only on the basis of the number of days missed from work.

(4) Free care (e.g., public assistance, Armed Forces Medicare, care given under the "crippled children's" plan, care of person admitted to hospitals for research purposes). Another type of free care is Medicaid --- a federally sponsored program which pays part of the health expenditures for certain low income families.

(However, as earlier stated, Social Security Medicare is considered health insurance.)

2. Name of plans

We are interested in the specific names of insurance plans. If the respondent gives the name of a union or the name of his employer, repeat the question in the form, "Do you know the name of the insurance plan?" After repeating the question, if the name of the plan is not given, enter the name of the union or the employer. Do not enter the name of the employer if the name of the plan is entered.

B. How to ask and record answers

Questions 29 through 32 are family style and are asked once for everybody in the family. Each individual question is completely asked and the answers recorded before going on to the next question. For example, question 29 is asked and Table H.I. filled for it (assuming a "Yes" to 29a) before question 30a is asked. An entry is needed in Table H. I. for each "Yes" response gotten to questions 29a, 30a, 31a, or 32a. It is again emphasized that Table H. I. is filled as you go along rather than at the conclusion of this series of questions.

Table H.I. is discussed in more detail at the conclusion of the discussion on questions 29-32.

Question 33 is asked individually of those individuals in the family who are of age 65 or older. No entry is made in Table H.I. as a result of question 33, but the entries are made in the appropriate person's column.

C. How to begin

Introduce the questions on health insurance by reading the introductory phrase at the top of page 36, i.e., "These next questions are about health insurance. We are interested in all kinds of health insurance which pays for MOST KINDS of illness. However, we do not want to include insurance which pays ONLY for accident." Continue on with question 29a.

D. Question 29, Hospital insurance

Question 29 is asked to determine whether anyone in the family is covered by a health insurance plan which pays all or part of a hospital bill.

1. "Insurance that pays hospital bills" defined

Hospital insurance is insurance which pays all or part of the hospital bill for the hospitalized person. The hospital bill should include only the bill submitted by the hospital itself, not the doctor's or surgeon's bill or the bill for special nurses. The hospital bill always includes the cost of room and meals and may also include the costs of other services such as operating room, laboratory tests, and X-rays.

2. Procedure

Question 29 is asked family style for each family unit in a household. Ask this and all other questions exactly as worded. If the answer to question 29a is "No" check the "No" box and follow the printed instructions on the questionnaire (i.e., "go to 30a"). If the answer is "Yes" check the "Yes" box and follow the printed instructions to the right of this box (i.e., ask 29b and 29c).

3. 29b and 29c

Ask 29b and record the question number (29) and name of the plan in column (1) of line A of Table H.I. Enter the question number where the plan was elicited, e.g., 29, to the left of the name of the plan in column (1). Next ask 29c.

If a "Yes" response is obtained to 29c, reask 29b and 29c until a "No" is gotten to 29c. Record each plan that is reported on a separate line in column (1) of Table H.I. After getting a "No" to 29c, complete Table H.I. for each hospital plan entered in column (1). All entries required in Table H.I. as a result of question 29, must be completed before question 30a is asked.

E. Question 30, Surgeon insurance

Question 30 is designed to find out whether anyone in the family is covered by a health insurance plan which pays all or a part of a surgeon's bill. Plans which have already been recorded in question 29 are <u>not</u> to be listed again.

1. Insurance that pays the surgeon's bill defined

<u>Insurance which pays all or part of the surgeon's bill for an operation</u> includes any insurance which pays all or part of the bill of the doctor or surgeon for an operation or delivery. It may also include visits to the doctor's or surgeon's office prior to admission or after discharge from the hospital. The surgery may be performed in a doctor's office.

2. Procedure

Question 30 is asked family style of each family unit in a household. If any plans have been reported in question 29, use the introduction within the parentheses to begin the question, i.e., "Besides the (Blue Cross or Aetna) plans you told me about --, etc. If the answer to question 30a is "No" check the "No" box and go to question 31a. If the answer is "Yes," check the "Yes" box and ask 30b and 30c.

3. 30b and 30c

Ask 30b and record the question number (30) and the name of the plan in column (1) of Table H.I. Be sure that this is a "new" plan and does not duplicate any of the plans listed in response to question 29. If the respondent gives the name of a plan which is the same as one you have already recorded in Table H.I., ask "Is this the Gold Cross plan you told me about before?" If it is another plan with the same name which perhaps covers different household members, it should be listed. Next, ask 30c. If a "Yes" response is obtained to 30c, reask 30b and 30c until a "No" is gotten to 30c. After getting a "No" to 30c complete Table H.I. (columns (2) - (8)) for each plan reported in response to question 30 before asking question 31a.

F. Question 31, Home calls or office visit insurance

Question 31 is asked to determine whether anyone in the family is covered by a health insurance plan which pays all or part of a doctor's bill for home calls or office visits. Plans already recorded as a result of questions 29 and 30 are not to be listed again.

1. Insurance that pays all or part of a doctor's bill for home calls or office visits

The type of insurance which question 31 asks about is that which pays all or part of a doctor's bill for home calls or office visits, excluding insurance that pays ONLY for surgical or delivery care. This type of insurance would cover all or part of a doctor's bill for home calls or office visits for most kinds of sickness.

When additional explanation is required use the following as a guide.

Insurance which pays all or part of the bill for home calls of office visits for "most kinds of sickness" includes:

(a) Plans which pay the costs of doctors' care with no restrictions as to the number of calls or the nature of the ailment.

(b) Plans which cover most illnesses, but exclude a few such as mental diseases, tuberculosis or conditions which started before a person enrolled in the plan.

(c) "Deductible" plans that pay for doctor visits for most kinds of sickness but only after the person himself has paid a certain amount such as $50 or $100, or after the person has been ill for a specified period of time.

(d) Plans issued in conjunction with a group practice prepayment plan, e.g., Group Health Association of Washington, D. C., The Kaiser Plan in the Far West and HIP in New York.

Do not include as "doctor visit insurance," insurance that pays only for visits made to a doctor's office in relation to surgery, such as pre- or postsurgical treatment or pre- or postnatal treatment (pregnancies). Insurance that pays only for these types of visits should be included in the surgical insurance category.

2. Procedure

Question 31 is asked family style of each family unit in the household. Use the parenthetical statement if one or more plans are reported in question 29 or 30. If the answer to question 31a is "No" or is a plan which you have already recorded in response to questions 29 or 30, check the "No" box and go to question 32a. If the answer is "Yes," check the "Yes" box and ask questions 31b and 31c.

3. 31b and 31c

Ask 31b and record the question number (31) and name of the plan in column 1 of Table H.I. Be sure that no duplications have occurred. Next, ask 31c. If a "Yes" answer is received to 31c, reask 31b and 31c until you receive a "No" to 31c. After getting a "No" to 31c, complete columns (2)-(8) of Table H. I. for all plans reported in response to question 31 before asking question 32a.

G. Question 32, Deductible health insurance

Question 32 obtains information as to whether or not anyone in the family is covered by a deductible health insurance plan which pays some part of a bill for doctor visits or for hospital or surgical care after a certain amount has been paid by the family.

1. Deductible health insurance

Deductible insurance plans are those that pay for certain health expenditures for most kinds of sickness but only after the person has paid a certain amount himself, such as $50 or $100, or after the person has been ill for a specified period of time.

2. Procedure

The procedure to follow for questions 32a, 32b and 32c is the same as the procedure outlined for questions 29 through 31.

H. Table H. I.

Table H. I. is the means by which you record and "carry through" positive responses to questions 29 through 32. The various plans are to be recorded in the table on lines A-H as needed. No lines should be left blank between plans, and each should be entered on a separate line.

The names of the plans are recorded on consecutive lines as they are picked up from questions 29 through 32. After writing the number of the question where the plan was reported, write the name of the insurance policy in column (1) of Table H.I. Both the number of the question and the name of the policy should appear in column (1). After all health insurance plans have been entered from one question, carry the health plan through columns (2)-(8).

Since some of the questions in columns (2)-(5) are identical to the probe questions which picked up the health insurance plans, it will not be necessary for you to reask that particular column, but rather check the "Yes" box and go to the next column. For example, for any hospital insurance plan reported in question 29, it will not be necessary to ask the question in column (2) since you know that this is a hospital insurance plan. Likewise, for surgical insurance reported in question 30, it will not be necessary to ask the question in column (3). For the doctor visits insurance reported in question 31, it will not be necessary to ask the question in columns (4) or (5).

However, for question 32 it is necessary to ask all of the appropriate questions in columns (2)-(5) since we don't know exactly what type of coverage they are reporting in this question.

1. Column (1), Name of plan

The number of the question (29-32) which yielded the plan should be entered first and then the name of the plan should be entered. Thus for each plan or policy listed in column (1), its "source" question number should precede it. The name of the health insurance plans should be listed on lines A-H in the order obtained.

2. Column (2), Does this plan pay all or part of a hospital bill

This question is asked of all plans obtained from questions 30-32. If the hospital plan was picked up in question 29, you will check "Yes" box in column (2) but not ask the question in column (2), since it is obvious from question 29 that some hospital coverage is provided by the plan. The definition of hospital bill is the same as the one used in question 29.

3. Column (3), Does the plan pay all or part of a surgeon's bill

This question is asked of all plans and policies picked up in response to questions 29, 31 and 32. In the case of plans picked up in response to question 30, column (3) is not asked since question 30 covers the question in column (3). For question 30, do not ask column (3) of Table H.I.; instead automatically check the "Yes" box and proceed to column (4). Surgeon's bill has already been defined for question 30.

4. Column (4), Does this plan pay all or part of a doctor's bill for home calls or office visits

This question is asked of all policies obtained from questions 29, 30 and 32. The probe in column (4) is not asked for any plans picked up in response to question 31 since this information is contained within the context of the question. For plans picked up in question 31, merely check the "Yes" box in column (4) without asking the question, skip the probe in column (5) and go on to the probe in column (6). The definitions relevent to this question are the same as those contained in question 31. Be sure to include in this column only doctor visits insurance as previously stated in question 31.

5. Column (5), Does this plan pay any part of a doctor's bill for home calls or office visits after a certain amount has been paid by the family

This question is asked only when the "No" box for this question in column (4) has been checked, i.e., the respondent says that the plan does not pay all or part of a doctor's bill for home calls or office visits. Because question 31 deals with insurance for home and office visits (i.e., "Yes" in column (4)), column (5) is never asked for policies picked up from this question. When column (5) is asked, check the "Yes" or "No" box and go on to column (6).

6. Column (6), Which members of the family are covered by (name of plan)

Column (6) of Table H.I. is to be asked for all plans listed in column (1) of the table. All persons in the household are to be accounted for in the column either as "covered" by the plan or "not covered." To record this information just circle the appropriate person numbers in terms of whether or not a given household member is covered or not covered by a particular health insurance plan. If there are more than six household members, write in the person numbers in the appropriate section just above the printed numbers, i.e., if persons 7 and 8 are covered and 9 is not covered, enter 7 and 8 in top half of column (6) of that line and enter 9 in the bottom half of that line.

7. Column (7), Are all of these persons covered by the same policy

Column (7) is asked only if 2 or more members of a family are covered (or are said to be covered) by a given health insurance plan. If the response to column (7) is "No" you must probe to determine what other policies are involved and list these on separate lines of Table H.I. with the notation that they were picked up from column (7) of Table H.I. Correct column (6) (coverage) as necessary.

8. Column (8), Is this (name of plan) which covers -- a Social Security Medicare plan

Column (8) of Table H.I. for each policy is asked for each person of age 65 or older who is covered by a given plan. Record in column (8) the person number of each household member age 65 or older and check the "Yes" or "No" box under each in accordance with whether or not the plan is a Social Security Medicare plan.

I. Question 33, Social Security Medicare

Question 33 is somewhat different from the others on health insurance. It differs in that it is asked only of those persons of age 65 or over. For persons under 65, check the "Under 65" box and go to the next person. The question asks specifically about the supplemental benefits of the Social Security Medicare program.

1.	Social Security Medicare Supplementary Benefits defined	The Social Security Medicare Supplemental Benefits plan is defined as that health insurance plan administered by the Federal Government (Social Security Administration) which pays for doctor visits and for which the respondent or some agency (on his behalf) must pay $3.00 per month.
2.	Procedure	Complete the interviewer check item above question 33 and follow the instructions beside the appropriate check boxes. For respondents under age 65, do not ask question 33, instead go to the next person. For respondents age 65 or older, ask question 33a.
3.	Question 33a	Ask question 33a for the appropriate person and record the answer by checking the "Yes" or "No" box in that person's column. If the answer to 33a is "Yes," ask question 33b. If the answer to 33a is "No," stop and go on to the next person.
4.	Question 33b	Question 33b (asked only when a positive response is obtained to 33a) requires reference to Table H.I. If a respondent responds "Yes" to 33a but has no plans listed in Table H.I. upon which to base question 33b, do not ask 33b and leave it blank. If the respondent has plan(s) listed for him in Table H.I., ask 33b for <u>each</u> plan: "Is this the (name of plan) you told me about before?" Question 33b requires that you record the line number of the plan(s) about which you are asking and a check in the "Yes" or "No" box to indicate the respondent's answer to the question for each plan.
J.	Where to go next	After asking question 33 for the last person 65 or over or checking the "Under 65" box in the interviewer check item above question 33 for the last person, go to the Person page on pages 38 and 39.

CHAPTER 9

PERSON PAGE

A. Use of Person page (38-39)

The Person page obtains information about education, veteran status, work status in the past 2 weeks, work loss, occupation and industry, class of worker, income loss due to days missed from work, 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 Health Insurance questions on pages 36 and 37. 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 34-37 as a block for Person 1.

After recording the entries for Person 1, complete questions 34-37 for Person 2 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 34-37 for all household members fill the interviewers' check item above 38 and follow the directions on the questionnaire. Ask question 38 for each person before asking question 39 on income. After completing question 38 for all required persons ask question 39 and 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 34-38 and the instructions for them appear on the left of the page, and the answer spaces appear in columns on the right hand side of the page.

1. Question 34, Education

Ask question 34a, highest grade of school attended, only of persons 17 years old and over. If the person is under 17 years of age, mark the "Und. 17" box and leave questions 34b-37d blank for that person.

a. Make only one mark

Circle only one number to report the answer to this question. Thus, if the highest grade a person has attended is the junior year of high school, circle the "11" opposite "High." 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" circle the "High," "12," and mark "Yes" in 34b. If "No" circle the "High," "11," and mark "Yes" in 34b.

If a person volunteers that he completed college in less than 4 years and he obtained a degree (graduated), question 34a may be circled "College 4" and question 34b marked "Yes." If on the other hand, the person did not graduate or receive a college degree, then the entry in question 34a should reflect the actual number of years the person attended college and question 34b asked and marked accordingly.

If a person volunteers that he completed four years of college but he did not get a degree because he was enrolled in a five year program,

such as engineering circle "College 4" in question 34a and "Yes" in question 34b. If a person completed the fifth year of a five year degree program and received a bachelor's degree, then circle question 34a "College 5" and question 34b "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, circle the "12" opposite "High."

For those with postgraduate college training, circle the "5+" opposite "College."

f. Other school systems

If the person attended school in a foregin country, in an ungraded school, under a tutor, or under other special circumstances, give the nearest equivalent of his highest grade attended or the number of years of attendance.

g. No schooling

For persons who have not attended school at all mark the "None" box and go to question 35a.

h. Question 34b, (Grade) year finished

Ask question 34b for all persons who are shown in question 34a as having attended school. Mark the "Yes" box if the person has completed the entire grade or academic year entered in question 34a. Mark the "No" box if the person did not finish the grade or year. For example, a person may have completed only a half year, or he may have failed to "pass" the grade.

Note that the entry in question 34b for a person who may be currently enrolled in the regular school system would be "No." For example, a 17-year-old boy enrolled in the fourth year of high school would have "High-4" marked in question 34a but since he would not yet have completed this grade the "No" box would be marked in question 34b.

For a person marked as "College - 5" in question 34a, mark the "Yes" box in question 34b if he has gone through <u>one or more</u> postgraduate academic years. Otherwise mark the "No" box.

If the answer to question 34a indicates that the person completed more than one post-graduate academic college year, mark the "Yes" box without asking question 34b.

2. Question 35, Service in Armed Forces

Ask question 35a on service in the Armed Forces, only of <u>males</u> 17 years old and over. For females, 17 years old or over check the female box and go to question 36.

a. Question 35a

If the answer to question 35a, "Did -- ever serve in the Armed Forces of the United States?" is "No," skip the remaining parts of question 35 and go to 36. If the answer to question 35a is "Yes," ask the remaining parts of question 35 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. Persons in the reserve who have served on the 6-month active duty program are to be counted as having been on active duty in the Armed Forces.

Do not count as members of the Armed Forces persons working 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 35b — If the answer to question 35a is "Yes," ask question 35b, "Was any of his service during a war?" Mark the "Yes" box if any of the person's service was during both war and peace and leave the remaining parts of question 35 blank for that person if "Yes" is marked in 35b. Mark the "No" box in question 35b if the person's only service was during peacetime. For those with "No" or "DK" to question 35b, ask question 35c.

c. Question 35c — Question 35c is to be asked when you have received a "DK" or a "No" answer to 35b.

d. Question 35d — Question 35d is to be asked when you have received a "DK" or a "No" answer to 35c. If any of the person's service occurred after January 31, 1955, question 35d should be marked "Yes."

e. Questions about "War" service — Accept the respondent's answers to questions 35b, 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 35b and then adds that his service was during the Viet Nam Conflict, mark the "No" box in this question. Questions 35c and d will not be asked for this person but you will still need to mark the appropriate box for these questions, that is question 35c "No" and 35d "Yes." After completing question 35 ask question 36 for that person.

3. Question 36, Work status in past 2 weeks

Question 36a is to be asked for <u>each</u> 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 <u>not</u> count work around a person's own house or <u>volunteer</u> <u>unpaid</u> work for a church or charity.

A person who worked at <u>any</u> <u>time</u> last week or the week before, even for an hour, is to be marked "Yes" for question 36a.

b. Where to proceed next

If "Yes" is marked in question 36a omit questions 36b-36d and go to question 37.

If "No" is marked in question 36a <u>both</u> questions 36b and 36c must be asked.

c. Question 36b, With a job or business

Ask question 36b as worded and mark the "Yes" or "No" box 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 36b.

(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 36c, Looking for work or on layoff

Question 36c is to be asked regardless of the answer to question 36b. The reason for asking the question of persons who have answered "Yes" to 36b 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" box if the respondent's answer indicates that the person was either <u>looking for work</u> or on <u>layoff</u> or both.

(2) Looking for work defined

<u>Looking for work</u> refers to any effort to get a job or to establish a business or profession. A person was looking for work if he actually tried to find work during the past two weeks and also if he made such efforts previously (i.e., within the past 60 days) and was waiting during the past two weeks to hear the results of these earlier efforts.

Some examples of looking for work are: registering at an employment office; visiting, telephoning, or writing applications to prospective employers; placing or answering advertisements for a job; and being "on call" at a personnel office or at a union hiring hall, etc.

(3) Layoff defined

A person is said to be on <u>layoff</u> if he is waiting to be called back to a job from which he has been temporarily laid off or furloughed. Layoffs are generally due to slack work at the person's place of employment. However, they may also be due to plant retooling or remodeling, seasonal factors, and the like. If a person was not working because of a labor dispute at his own place of employment, he is not to be considered "on layoff" but with a job from which he is absent.

e. Question 36d, Which, looking or on layoff

If the answer to question 36c is "Yes," ask question 36d: "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.

4. Question 37, Occupation, industry, class of worker

Fill questions 37a to 37d for all persons marked "Yes" in any one of questions 36a b, or c, i.e., the 2-week labor force question.

a. Job or business to which question 37 applies

For persons who worked during the past two weeks ("Yes" to question 36a) and for persons <u>with a job</u> ("Yes" to question 36b), these questions are about the <u>present</u> job. If a person worked at or has more than one job, these questions refer to the job at which he spends the most time. If equal time is spent at each job, it refers to the one the respondent considers most important.

For a person who has answered "Yes" to question 36b because he has a new job on which he is to report in the near future, question 37 should be asked about his <u>last</u> job or business. In case such a person has never previously had a job or business, enter "Never worked" in question 37a and skip to 37d and mark the "Never worked" box.

b. Looking for work or on layoff or both

For a person who did not work and did not have a job but is either looking for work or on layoff, these questions refer to the last full-time civilian job the person had. 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 <u>and</u> which last two consecutive weeks or more.

If a person who has reported "Yes" to question 36c only, has never previously had a full-time civilian job or business, enter "Never worked" or "Never had full-time job" in question 37a, leave questions 37b-c blank, and mark the "Never worked" box in 37d.

c. Question 37a, Name of employer

Ask question 37a, and enter the name of the company, business, government agency, or other employer.

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.

Do not use abbreviations in question 37a unless that is all the respondent can give you for the name of the employer.

(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 37a. If there is no business name, write "self-employed," "own business," etc.

d. Question 37b, Kind of business or industry

The entry in question 37b should tell clearly and specifically what the company or business does at the location where the person works. Do not repeat the name of the employer in this entry.

(1) Description needed

In order to give a clear and exact description of the industry, the entry must state or indicate both a general and a specific function for the employer; for example, cattle ranch, copper mine, fountain pen manufacturer, 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 37b for a County Highway Commission might be one or any combination of the following: "county road building," "county road repair," "county contracting for road building (or repair)." For a State Liquor Control Board, the correct entry might be "State licensing of liquor sales" or "State liquor retailer."

If the business or main activity of a government employer is not clear, you should ask in what part of the organization the person works and then report that activity. For example, for a City Department of Public Works, a correct entry might be one of the following: "city street repair," "city garbage collection," "city sewage disposal," or "city water supply."

(7) Business in own home

Some people carry on businesses in <u>their own</u> 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 37b

Following are some examples of inadequate and adequate entries for kind of business and industry (question 37b). 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 foundr 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 quary, 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 37c, Kind of work (Occupation)	The entry in question 37c should describe the kind of work the person himself does, that is, his occupation. The job title is adequate only if it tells clearly and specifically what he does; for example: "janitor," "sales clerk," "TV serviceman," "auto mechanic." If his job title is <u>not</u> an adequate description, find out what he does and enter this information in 37c, for example, "nails heels on shoes," "operates dough-cutting machine." When more space is needed, continue the entry in a footnote.
(1) Detail needed	One-word occupational descriptions are seldom adequate. We need to know what type of a nurse or engineer, clerk, teacher, etc., a person is. For example, practical nurses, registered nurses, and nurse's 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:
<u>Apprentice</u> versus <u>trainee</u>	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.
<u>Contractor</u> versus <u>skilled worker</u>	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 transporation industry."

(3) Examples of adequate entries for question 37c

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 37c.

Inadequate	Adequate
Adjuster -	Claim adjuster, brake adjuster, machine adjuster, complaint adjuster, insurance adjuster.
Agent -	Freight agent, insurance agent, sales agent, advertising agent, purchasing agent.
Caretaker or custodian -	Servant, janitor, guard, building superintendent, gardener, 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, coppersmith.
Mechanic -	Auto mechanic, dental mechanic, radio mechanic, airplane mechanic, office machine mechanic.
Nun -	Specify the type of work done, if possible, as housekeeper, art teacher, organist, cook, laundress, registered nurse.
Nurse -	Registered nurse, nursemaid, practical nurse, nurse's aide, student, professional nurse.

Inadequate	Adequate
Office worker -	Typist, secretary, receptionist, comptometer operator, file clerk, bookkeeper, physician's attendant.
Salesman -	Advertising salesman, insurance salesman, bond salesman, canvasser, driver-salesman (routeman), fruit peddler, newsboy.
Supervisor -	Typing supervisor, chief bookkeeper, steward, kitchen supervisor, buyer, cutting and sewing forelady, sales instructor, route foreman.
Teacher -	College teachers should be recorded by subject and title, for example, "English instructor" or "history professor." For high school and elementary school teachers, grade or level is adequate; for example, "fourth grade teacher" or "junior high school teacher."
Technician -	Medical laboratory technician, dental laboratory technician, X-ray technician.
Tester -	Cement tester, instrument tester, engine tester, battery tester.
Trucker -	Truck driver, trucking contractor, electric trucker, hand trucker.

f. Question 37d, Class of worker

For each person with entries in questions 37a-c, record the class of worker in one of the boxes in question 37d.

The information given in answer to questions 37a-c will usually be sufficient for identifying "class of worker." If the information previously supplied is not adequate for this purpose, ask additional questions as necessary, for example, "Did he work for himself in his own business, or did he work for someone else?"

The definition for "class of worker" entries are as follows:

(1) "Private-paid" defined

This class includes all persons working for a private employer for wages, salary or commissions. This includes also compensation by tips, piece rates or pay in kind, if received from a nongovernmental source, regardless of whether the source is a large corporation or a single individual. Work for wages or salary for settlement houses, churches, unions and other nonprofit organizations is also to be classified here.

War veterans who work for a private employer may also receive VA (GI) subsistence payments; they should be reported as "Private-paid"--not as government workers.

(2) "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, foreman, managers, or other executives hired to manage a business or farm or salesman working for commission.

Officers of corporations are not to be reported as owning their own business even though they do own all or part of the corporation stock.

(6) "Non-paid" defined

This class includes work without pay on a farm or in a business operated by a relative. The relative need not be a member of the household.

Room and board and a cash allowance are not counted as pay for these family workers. Do not check the "Non-paid" box if the person receives money for such work; this person should be classified as "Private - paid."

(7) "Never Worked" defined

This box is to be marked for cases where the person has never worked before ("Never worked" or "Never had a full-time job" entered in 37a) but has a job or business which will begin in the near future.

(8) Special cases

If any of the following special cases are brought to your attention, employ the following rules:

(a) Domestics and other odd job workers

A maid, laundress, cook, cleaning woman, gardener, or baby sitter working in another person's home should be classified as "Private-paid."

(b) Farm workers

A person who operates a farm for himself, regardless of whether he <u>owns</u> or <u>rents</u> the land, should be marked "Own."

Persons who have their own equipment and provide services to farmers such as 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 <u>own</u> business. The word "Own" is not limited to one person.

(d) Clergymen

Preachers, ministers, priests, rabbis and other clergymen attached to a particular congregation or church organization are to be classified as "Private-paid."

Clergymen working in a civilian "Federal" or "Other" government position, e.g., prison chaplain, would be marked in the "Gov't-Fed." or "Gov't-Other" box in question 37d.

Clergymen not attached to any particular church organization and who conduct religious services on a fee basis are regarded as self-employed and in their "Own" business.

Nuns receive "pay-in-kind" and 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 questions 37a-d are consistent. For example, a person whose employer and industry in 37a and 37b is "Government-Fed." should <u>not</u> be checked "Private-paid" in 37d. a person whose industry in 37b is "retail jewelry store" should <u>not</u> have an occupation of "barber" in 37c, etc. All entries for questions 37a-d apply to the <u>same</u> job, business or profession.

5. Interviewer Check Item

Fill this item according to the directions on the questionnaire.

a. Part a, Not in Labor Force or Under 17

If the person is under 17 years old, or is not in the labor force (questions 37a-d blank) check "Not in Labor Force" and go on to the next person.

b. Part b, In Labor Force

If the person is in the labor force (question 37 filled) look at question 5f on the questionnaire to see if the person lost any days from work in the

past 2 weeks because of illness or injury and make the appropriate entry for that person, e.g., "3 work-loss days." If you have checked the "Not in Labor Force" or "Under 17" box or "No work-loss days - in LF," go on to the next person. If there have been work-loss days, "Work-loss days" box checked, continue with question 38a.

6. Question 38, Income loss

Before asking question 38 for each person with work-loss days, read the introduction: "Earlier you said that - - lost - - days from work during the past 2 weeks," using the person's name in the first pair of dashes and the number of days he lost from work in the second pair of dashes. The number of days the person lost from work during the two week period can be found in question 5f on pages 2 and 3. If the person is self-employed, ask question 38b next. For other workers ask question 38a after the introduction.

a. Question 38a

This question is to be asked if the person is not self-employed. It is to be asked to determine whether or not the person received any wages or salary from his employer for the work days he missed because of illness or injury. If the answer is "Yes," ask c; if "No," ask b.

b. Question 38b

This question is to be asked if the person is self-employed or if he answered "No" to question 38a. It is for the purpose of determining whether or not he had insurance that paid him for any of the income he lost on the days he missed from work. If the answer to 38b is "Yes," ask 38c. If the answer is "No," ask 38d.

c. Question 38c

This question is to be asked if the answer to 38a or b is "Yes." If the person did not receive full pay for the days he lost because of illness or injury, check the "No" box and ask both questions 38d and e. If the person received a full wage or salary or income for the days he missed work because of illness or injury, check the "Yes" box and skip to question 38f.

d. Question 38d

This question is to be asked if "No" is checked in 38b or 38c. The purpose of this question is to find the amount of wages, salary or income that was lost during the days that were missed from work. The amount of loss is defined as the amount of salary, wages or income he would have received had he worked, minus the amount he actually received. Do not include in the amount received, social security benefits, rents from property, retirement benefits or help from relatives. If the person doesn't know the exact amount of the loss, ask him to give his best estimate. The entry should include dollars and cents.

Next go to question 38e.

e. Question 38e

Question 38e is to be asked if the answer to 38c is "No" and there is a dollar entry in 38d. If the entry in 38d is "DK," leave 38e blank and go to 38f. The purpose of question 38e is to determine more precisely how much income this person lost. The appropriate box should be marked in reference to the total amount of income lost in question 38d - determining whether this was "Before" or "After" taxes would have been deducted.

f. Question 38f

Question 38f is asked for everyone with work loss days reported. The purpose of this question is to find out what their income usually is per week so that it is possible to determine the portion of the persons last pay that was lost. The entry should include dollars and cents. If the respondent can only give you the yearly or monthly salary, record that amount and indicate the time period for which the salary was paid - rather than trying to quote the weekly income of the household.

g. Question 38g

Question 38g is asked following 38f to determine more precisely the person's weekly earnings. The appropriate box - "Before" or "After" should be marked. "Before taxes" means before taxes are deducted and "after taxes" means after taxes are deducted from the amount reported in 38i (weekly earnings). If the respondent can only give the weekly take home pay (excluding taxes and other deductions) enter that amount and enter a footnote explaining that the amount is the take home pay. Any other qualified answer should also be footnoted.

h. Question 38h

Question 38h is to be asked if "Yes" is checked in question 38a or 38b. Otherwise leave 38h blank and go to the next person. The purpose of question 38h is to determine the source of payment where part or all of the wages, salary or income was paid for the time lost from work.

For purposes of marking this question, a sick leave plan is a plan offered by an employer or a union for its employees in which a specific amount of sick leave is given wherein the employee can remain away from the job because of illness or injury without loss of pay or at a reduced rate of pay.

Loss-of-pay insurance is insurance which is paid for by the person himself or his employer, etc., to replace, in full or in part, wages, salary or income lost as a result of days away from work on account of illness or injury. As a rule, insurance of this kind differs from the sick leave plan in that premiums must be paid and the benefits are received independent from the place of employment.

Check the "Other" box and write in any other source of payment. If the person receives income from more than one source list all sources in question 38h.

After marking the entry in question 38h, go to the next person and mark the Interviewer Check Item above question 38.

After completing the check item or asking question 38 for the last person, go to question 39.

(1) Where to go next

After completing question 38, go on to the next related person in the household. If this is the last related person in the household, go to question 39.

7. Question 39, Family income

Question 39 is asked to obtain the total combined income for the entire household during the past 12 months.

a. When to ask question 39

Question 39 must be asked after completing questions 34-38 for all related household members.

Each unrelated household member should be asked question 39 individually at the time he is interviewed.

b. How to ask question 39

Open your flashcard booklet to Card I, then ask the first part of question 39, "Which of these income groups represents your total combined family income for the past 12 months, that is, yours, your--'s, etc.?" Include income from all sources such as wages, salaries, social security or retirement benefits, help from relatives, rents from property and so forth. Hand Card I to the respondent and finish reading the rest of question 39.

It is important to read all parts of this question so the respondent will know which person's income should be included and what types of income are to be included.

c. Income of all related members

Question 39 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. Check the appropriate box in the column of each related person, corresponding to the income group selected for the group of related persons.

Income to be reported is gross cash income (excluding pay in kind) except in reporting income for a family with their own farm or business; in that case, net income should be reported.

If the question is raised, this should be income <u>before</u> 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 box for his or her individual income, with one exception--if two or more such persons are related to each other (e.g., roomer and roomer's wife), mark the code for their combined incomes in the column for each member of the group.

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 39" in question 39. If the respondent does not answer the question for some other reason, enter this reason.

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 <u>group</u> 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. 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 10

THE MOTOR VEHICLE ACCIDENT SUPPLEMENT

A. When to fill a supplement

A Motor Vehicle Accident Supplement must be filled for each separate accident reported in question 27c. After completing Items 11-18, as applicable, on the Household page, make the appropriate entry in Item 19, the "Motor vehicle accident check box," to see if a supplement is needed. Review question 27c on pages 8 and 9 for each person, then enter the total number of supplements required or if "None" check the "None" box.

(1) A separate supplement must be filled for each separate accident.

(2) If two or more household members were in the same accident, one supplement will be filled for that accident.

(3) A separate supplement must be filled for each unrelated household member even though only one accident was involved.

B. Identifying information

Before asking question 1 of the accident supplement, transcribe the PSU, Segment, and Serial number from the questionnaire to the space provided on the cover page of the Motor Vehicle Supplement. Also enter the Sample number in the upper right hand corner of the page.

Then enter the person number, age and name of each household member involved in this accident in a separate person column on the first inside page. There are four person columns provided on each supplement. If more than four persons in the family are involved in the same motor vehicle accident, a second supplement must be used. After recording the identifying information in the person columns, enter the date of the accident in the appropriate space at the top of page 2.

C. Order of asking questions 1-23

The way in which the questions on the Motor Vehicle Supplement are asked depends upon the number of household members involved in the accident; however, the order of asking the questions remains the same regardless of the number of persons involved.

Below is a general outline of the order in which these questions should be asked:

Block of questions or single questions	Ask for
Introduction, Question 1	All related household members in the accident at one time.
Questions 2-4	After completing question 1, these questions are asked as a block for each related household member in the accident in the order they are listed in the person columns on the supplement. Questions 2-4 are asked for the first person listed, then for the second person, etc.
Question 5	Question 5 is asked about the accident only once after completing question 4 for the last person listed on the supplement. Ask question 5 only if "no injuries" have been reported for all persons in the household who were in the accident.
Questions 6-7	Questions 6-7 are asked about the accident only once--after completing question 5.
Questions 8-11	After completing questions 6-7, ask questions 8-11 as a block for each person.
Interviewer Check Box	After question 10 (or 11), check one box according to the answers given in questions 6 and 8. The remaining questions (12-23) on the supplement are asked only once about the accident.
Question 12	Ask if all of the persons in the family involved in the accident were outside the motor vehicle (Interviewer Check Box 3 marked).
Questions 13-14	Ask if there were 2 or more motor vehicles involved and one or more of the persons listed were inside the motor vehicle (Check Box 2 marked).
Question 15	Ask if only one motor vehicle was involved and one or more of the persons listed were inside the motor vehicle (Check Box 1 marked).
Question 16	Ask if questions 14 or 15 were asked.
Questions 17-23	After completing the appropriate questions, 12-16, ask questions 17-23.

1. Introduction and question 1

Introduce the accident supplement by saying, "You said that - - (and - - were) was in a motor vehicle accident on _____ (date)?", inserting the name or names of the persons in the accident and the date of the accident as recorded at the top of the page. After this introduction, mark the interviewer check box and ask the part of question 1 indicated in the instruction to the right of the interviewer check box that was marked.

If only 1 person in the family reported that they were in a motor vehicle accident, check the "1 person" box and skip question 1a. Begin with question 1b, "Besides - - was anyone else in the family in this accident?", inserting the name(s) or the person(s) involved in the appropriate place. List each person reported and continue to ask question 1b until a "No" answer is received. When a "No" answer is received, check the "No" box and ask questions 2-4 for each person listed on the supplement.

If 2 or more persons in the household were in the accident, begin with question 1a. This question is asked to determine if each person listed on the supplement was actually in the same accident. If "Yes" is received to question 1a, check the "Yes" box and ask question 1b. If "Yes" is also given in answer to question 1b, check the "Yes" box and record all persons mentioned in a separate person's column. After all family members reported in 1b have been listed, check the "No" box in question 1b and go to questions 2-4.

If a "No" answer is received to question 1a, check the "No" box and determine which family members were in the same accident. Delete the persons listed who were not in the same accident. Fill a separate supplement for each different accident.

2. Questions 2-4, How to ask

Questions 2-4 are handled as a block for each person involved in the accident. Ask questions 2-4 for the person listed in the first column to the right of the question. Then ask questions 2-4 for the second person, if one is listed, and so forth until all persons involved in the accident have been asked these questions.

a. Questions 2a–d, Type of injuries, if any

Ask question 2a as worded, "Was - - hurt or injured in any way in this accident?", inserting the name of the person involved. If "Yes," check the "Injured" box in this person's column and ask question 2b. If "No," check the "Not injured" box and go to question 3.

If the "Injured" box is checked, ask question 2b, "At the time of the accident, what part of his body was hurt?". Record each part of body the respondent mentions on a separate line. Next ask question 2c, "What kind of injury was it?", for each body part listed, inserting the body part as necessary, e.g., "What kind of injury was it to face?". Record on the same line the kind of injury obtained for that part of body.

After recording the "part of body" injured and the "kind of injury" reported, ask question 2d, "Did - - have any other injuries in this accident?". If "Yes," check the "Yes" box and reask questions 2b–d. If "No," check the "No" box and go to question 3. Repeat questions 2b–d until a "No" is recorded in question 2d.

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 must be written. Answers such as "back," "head," "leg," are not sufficient. Answers for "part of body" and "kind of injury" are required in the same detail as for questions 3a–3e of the Condition page. Following are some examples to clarify adequate and inadequate entries.

ADEQUATE		INADEQUATE (indicated by an asterisk)	
Part(s) of body	Kind of injury	Part(s) of body	Kind of injury
Knee	Fractured	Knee	Crushed*
Upper leg	Bruised	Leg*	Mashed*
Eye	Bruised	Eye	Hit*
Brain	Concussion	Head*	Injured*
Hand	Cut	Finger	Caught in door*
Lower back	Dislocated	Back*	Hurt*

b. Questions 3a-b, Doctor talked to

The way in which question 3a is asked depends upon whether or not an injury was reported in question 2. If a person reported an injury, question 3a would be asked as follows, "Did - - ever see or talk to a doctor because of this injury (these injuries)?". If no injury was reported, the word "accident" would be substituted for the word "injury," thus, "Did - - ever see or talk to a doctor because of this accident?".

Check the "Yes" or "No" box according to the answer given. If "Yes," ask question 3b, if "No," go to question 4.

For questions 3a and 3b, the definition of doctor is the same as for the Condition page. If a dentist was seen, check the "Yes" box and indicate the doctor was a dentist.

Question 3b, "How long after the accident did - - see the doctor," is designed to obtain the interval that elapsed between the actual time of the accident and the time the person was seen by a doctor. The answer that is recorded should be as exact as the respondent is able to provide. However, if the respondent can only estimate the time lapse, record this answer but indicate that it is an estimate. If the respondent indicates that it was less than an hour, ask for the number of minutes. Record the number of hours (including parts of hours, $1\frac{1}{2}$, etc, if given) up to a day, or the number of days (including parts of a day if given, e.g., a day and a half) that elapsed between the accident and the doctor visit.

After completing question 3b for this person, go to question 4.

c. Question 4, Disability days

The purpose of question 4 is to determine the number of disability days (bed days, restricted activity days and days lost from school or work) as a result of the motor vehicle accident being asked. This question will be asked regardless of whether or not this person reported an injury.

The reference period for question 4 is determined by the date of the accident, therefore any days of disability during the period beginning with the date of the accident to last Sunday night

should be included. It should be noted that these days need not be continuous, but you should enter the total number of days of disability from the date of the accident, excluding any days occurring during interview week. However, in such cases where you find that the days reported were not continuous, footnote the situation.

For example, Person 1 was involved in a moter vehicle accident on June 15, 1967 and the date of interview is July 5, 1967. In answer to question 4b, the respondent says that the accident caused Person 1 to be in bed ever since the date of the accident. The entry in question 4b should be "18." If Person 2 was involved in the same accident on June 15, 1967, but had been in and out of bed several times since the accident, the actual number of days that Person 2 remained in bed all or most of the day between June 15 and last Sunday night should be recorded in question 4b.

(1) Questions 4a-b, Bed days

Question 4a determines whether or not the person remained in bed for all or most of a day as a result of any injury from the accident or from the accident itself. The definition of "bed days" is the same as the one found in Section I of Chapter 3, Part D of the Manual. Hospital days are counted as "bed days."

Like question 3a, the way in which question 4a is asked depends upon whether or not the person was injured in the accident; thus, if injured, ask "Did the injury from this accident keep -- in bed all or most of a day?"; or, if not injured, substitute the word "accident" in place of the word "injury."

If a "Yes" response is given to question 4a, check that box and ask question 4b, "How many days did the (injury from this) accident keep-- in bed all or most of a day?". Then, ask question 4d to get the total number of restricted activity days. If "No" in question 4a, check that box and skip to question 4c.

(2) Question 4c, Cut-down days

Question 4c is asked in all instances where the response to question 4a was "No," that is, "Even though - - didn't have to remain in bed, did this injury (accident) cause him to cut down on the

things he usually does for as much as a day?". The definitions relating to this question, i.e., "cut down," "usually does," and "most of a day" are the same as the ones used in question 5 on probe pages 2 and 3. However, make sure that any disability days reported in this question are a result of some health reason related to this accident and not because the person had to curtail certain activities while his motor vehicle was being repaired.

(3) Question 4d, Total cut-down days

If a "Yes" answer is received to 4c, or if 1+ days are recorded in question 4b, ask question 4d to determine the total number of days this person had to cut down because of the accident (or the injuries obtained from the accident), "In total, how many days did - - have to cut down on the things he usually does for as much as a day?". The number of cut-down days must be the same as or greater than the number of bed day (if any) reported in 4b.

After asking question 4d, ask question 4e or 4f, depending on the age of the person for whom these questions are being asked.

If "No" is checked in question 4c, skip question 4d and ask questions 2-4 as a block for the next person listed on the supplement. If there are no other persons listed, go to question 5.

(4) Question 4e, Days lost from school for persons 6-16 years of age

Question 4e, "How many days did the injury (accident) keep - - from school?", should be asked of all persons between the ages of 6 through 16 for whom question 4d was asked.

Mark the "None" box if no days were lost from school or if the person does not go to school. If you learn earlier that the person would not have been going to school during that period since the accident, whether or not he had been injured, mark the "None" box without asking the question. The definitions of "school" and "school days" remain the same as the earlier ones used in probe question 5 on the questionnaire.

(5) Question 4f, Days lost from work for persons 17 years of age or older

Question 4f is asked in all cases where question 4d was asked and the person involved is age 17 or older, "How many days did the injury (accident) keep -- from work (for females, add) not counting work around the house?" Mark the "None" box if no days were lost from work or if the person doesn't work. The definition of work and days lost from work is the same as the one used in probe question 5 of the questionnaire.

(6) Question 4g, Condition causing cut-down days

If "no injury" was reported in question 2a for this person and "cut-down" days are reported in 4d, ask question 4g, "What condition caused -- to cut down on the things he usually does?" While the word "condition" is to be emphasized when asking the question, record verbatim the respondent's answer even though no condition is reported. The reply might be, "I had to take a day off from work to have a complete checkup to make sure nothing was wrong."

After asking question 4g if required, go to the next person listed or to question 5.

3. Question 5, Was anyone injured

Ask question 5 after completing questions 2-4 for all persons listed, but ONLY if "no injuries" have been reported for all family members. The purpose of question 5 is to find out if ANYONE was injured in the accident, whether or not they were household members. If the answer to question 5 is "Yes," check the "Yes" box and go to question 6 which appears appears at the top of page 4. If "DK" is given in response to question 5, enter "DK" and go to question 6. If the answer to question 5 is "No," check the "No" box and do not ask the remaining questions on the supplement. In this case, return the supplement with the identification items and questions 1-5 filled along with the completed questionnaire for that household.

If question 5 does not have to be asked, i.e., one or more persons listed on the supplement reported an injury, mark the "Family member injured" box above question 5 and go to question 6.

4. Questions 6-7

After completing question 5 on the supplement, ask question 6a, and if needed, questions 6b and 7.

a. Question 6a, Number of motor vehicles involved

Question 6a is asked once for each accident. The definition of motor vehicle in this question is the same as the definition used on probe questions 27-28. Ask question 6a, "How many motor vehicles were involved in this accident?" and check either the box marked "One" or "Two or more," according to the answer given.

If only one motor vehicle was involved, ask question 6b.

If two or more motor vehicles were involved, check the "Two or more" box and enter the number of vehicles involved in the space provided. Skip questions 6b and 7 and ask question 8 of the first person listed on the supplement.

b. Question 6b, Moving

If "One" is checked in question 6a, ask question 6b as worded, i.e., "Was the motor vehicle moving at the time of the accident?". In most cases it will be easy for the respondent to determine whether or not the motor vehicle was moving at the time of the accident, but in some instances a question may arise. Consider that the motor vehicle was moving if the wheels were moving (this includes skidding) or if the vehicle had come to a stop just an instant before the accident occurred. If "Yes," check the "Yes" box and go to question 8. If "No," check that box and ask question 7.

5. Question 7, How accident happened (non-moving)

For all non-moving accidents ("No" in question 6b), ask question 7. The purpose of this question in addition to determining how the accident happened for non-moving motor vehicle accidents, is to find out for sure whether or not the motor vehicle was moving at the time of the accident. For those accidents which did not involve a moving motor vehicle, it is necessary to determine the circumstances surrounding the accident.

Ask question 7 as worded, "How did the accident happen?". If the accident did not involve a moving motor vehicle, check the "Non-moving" box and classify the circumstances to the categories provided. Leave the remainder of the supplement blank, i.e., Stop.

Explanation of the categories are as follows:

Caught in door - Includes any accident caused by either closing or opening the door of a non-moving motor vehicle.

Fell getting in or out - Includes falls while getting in or out of a non-moving motor vehicle.

Injured while repairing vehicle - Includes all injuries caused while repairing a non-moving motor vehicle.

Other - If you cannot classify the accident to any of the above categories and no moving motor vehicle was involved, check the "Other" box and describe the circumstances in the space provided. If more space is needed, use a footnote.

If in explaining how the accident happened the respondent indicates that the motor vehicle was moving at the time or the instant before the accident, check the "Moving" box and ask question 8 for the first person listed.

6. Questions 8-11

Questions 8-11 are handled as a block and are asked of each person in the order they are listed on the supplement.

a. Question 8, Outside or inside motor vehicle

There are two versions of question 8. The first one is asked of persons 14 years or over, i.e., "At the time of the accident, was - - outside the vehicle, getting in or out of it, a passenger, or was he the driver?"; the second one is asked of all persons under 14 years, "At the time of the accident, was - - outside the vehicle, getting in or out of it, or was he a passenger?".

If 1 motor vehicle is involved, the phrase "the vehicle" refers to the motor vehicle; if 2 or more vehicles are involved it refers to any of the motor vehicles involved, e.g., the person could be "inside" the street car but "outside" of the car involved, so "outside" should be marked in this case.

The next question that will be asked depends upon the answer given to question 8. If the person was outside the vehicle, check the "Outside" box and ask question 9; if a passenger, check that box and go to question 10a; or, if a driver, check that box and go to question 10b. If the person reported that he was either getting in or out of a motor vehicle when the accident took place, check that box and ask questions 8-11 for the next person on the supplement. If no other persons were involved, go to the interviewer check box at the bottom of the page.

If you learn that the person was the driver or a passenger on a motorcycle, check the appropriate box and footnote the fact that the person was on a motorcycle and then go to question 11 instead of 10a or 10b.

It is expected that most people will answer question 8 without hesitation and will classify themselves consistently with the definitions of the survey. In some cases questions might arise regarding the correct way to report for "outside," "inside" or "getting in or out" of a vehicle.

(1) "Outside" defined

In addition to the obvious situations of being "outside" a motor vehicle when an accident occurs, such as fixing a tire, working on the engine or being hit by a motor vehicle when the person is on foot (or sitting or lying on the ground), there are some less obvious situations when the injured person is to be considered as "outside" the motor vehicle. These are:

(a) Hanging on to some outside part of a motor vehicle with the person's body outside; for example, a person riding on the fender of a car or hanging on to the tailgate of a truck.

(b) While riding in a non-motor vehicle (e.g., railroad train, bicycle, streetcar or horse-drawn vehicle).

(c) While riding in or on a "pedestrian conveyance" such as a coaster wagon, baby carriage or while on roller skates.

(2) "Inside" defined

"Passenger" or "Driver" should be checked when the person was inside the motor vehicle when the accident happened. The box for "Passenger" should be checked if he was in the vehicle but not driving at the time of the accident.

Also consider the person as "inside":

(a) If he was thrown or falls out of a motor vehicle at the time of the accident.

(b) If he had his arms, legs, head or any other parts of his body protruding from the motor vehicle when the accident happened, but the rest of his body was inside.

(c) If he was riding in the "bed" of a truck or on an "open" motor vehicle such as a motorcycle, motor scooter, tractor, etc.

(d) If he was inside a motor vehicle which was <u>not</u> moving but which was involved in any accident with a motor vehicle which <u>was</u> moving.

(3) "Getting in or out" defined

The classification of "getting in or out" of a motor vehicle at the time of the accident is not likely to raise problems since it is usually easy to recognize. For example, while boarding or leaving a bus or while jumping off a truck would be easily identifiable as an accident belonging to this class. Also included in this class are:

(a) Jumping or getting off a motorcycle, motor scooter, etc.

(b) Entering or leaving a non-moving motor vehicle struck by a moving motor vehicle.

b. Question 9, On foot, bicycle, or some other vehicle

Question 9 is asked for all persons reported in question 8 as being outside the motor vehicle at the time of the accident.

Ask question 9 as worded, i.e., "Was - - on foot, on a bicycle or in some other vehicle?". Record the answer by checking the appropriate box for persons on foot or on a bicycle. For any other response, check the "Other" box and specify the vehicle and/or circumstances.

Then ask questions 8-11 for the next person listed or go to the interviewer check box if this is the last or only person listed on the supplement.

c. Question 10, Where sitting and use or availability of seat belts

One or more parts of question 10 will be completed for each person who reported in question 8 that they were either a passenger or the driver of a motor vehicle at the time of the accident.

(1) Question 10a, Where sitting

If the person was a "passenger," ask question 10a, "Was - - sitting in the front or back seat?", and check the appropriate box ("Front" or "Back") according to their response. Then ask question 10b. If the person was in a station wagon and was riding in the middle seat, check the box for "Back seat."

However, if the person was a passenger in a bus, for example, the "Other" box would be checked in question 10a with this fact recorded on the line provided. No other parts of question 10 would be asked for this person. Instead, questions 8-11 would be asked of the next person listed, or, if this was the last person, go to the interviewer check box.

If the person was riding a motorcycle at the time of the accident, check the "Motorcycle" box and go to question 11.

(2) Question 10b, Wearing seat belts

Question 10b is asked if "Driver" is marked in question 8 or "Front" or "Back" is checked in question 10a. After asking this question, "Was - - wearing a seat belt?", check the "Yes" or "No" box. If "Yes," go to questions 8-11 for the next person or the interviewer check item if no other person is listed. If the response to question 10b is "No," ask question 10c. If you find out for the first time that the person was on a motorcycle, check that box and go to question 11.

(3) Question 10c, Availability of seat belts

If, in question 10b, the person reported that he was not wearing a seat belt at the time of the accident, ask 10c, "Were there seat belts where he was sitting?". Check either the "Yes" or "No" box according to the answer given. Then ask questions 8-11 for the next person, or if no other person, fill the interviewer check item.

d. Question 11, Wearing a helmet

Ask question 11 for all persons on a motorcycle at the time of the accident, either as a driver or passenger, "Was - - wearing a helmet at the time of the accident?". Go directly to question 11 from questions 8, 10a or 10b, leaving the remaining parts of question 10 blank wherever you determine the person was on a motorcycle.

After asking question 11 and recording the answer, ask questions 8-11 for the next person. After filling question 11 for the last person, go to the interviewer check box below question 11.

(1) "Motorcycle" defined

For purposes of question 11, a motorcycle is defined as any two wheeled vehicle powered with a motor. A "motor scooter," "motor bike" and a "motorcycle" would all be included in this category, even if a side car is attached.

7. Interviewer check box

The purpose of the interviewer check box is to determine what question should be asked after questions 1-11 have been completed. In order to determine which of the three interviewer check boxes to mark, look at the entries in questions 6 and 8 and proceed as follows:

If "One" is checked in question 6a and "Passenger," "Driver," or "Getting in or out" is recorded in question 8 for any person, check the first box, "One motor vehicle with 1 or more family members inside," then go to question 15.

If "Two or more" is checked in question 6a and "Passenger," "Driver," or "Getting in or out" is reported in question 8 for any person, check the second box, "Two or more motor vehicles with 1 or more family members inside," then go to question 13.

If "Outside" is checked in question 8 for all family members, check the third box, "All family members outside motor vehicle," then go to question 12.

8. Questions 12-23

Questions 12-23 are asked only once for each accident and are in reference to detail about the accident rather than the persons involved in the accident.

9. Question 12

Question 12 is asked if all the persons involved in the accident were outside the motor vehicle.

a. Question 12a, Year and make of motor vehicle

If all family members were "outside," ask question 12a, "What was the year and make of the motor vehicle involved?". Record the year and make of the motor vehicle on the lines provided and ask question 12b.

b. Question 12b, Type of motor vehicle

Question 12b is asked to determine the type of motor vehicle. Ask question 12b as worded and check the appropriate box that describes the type of motor vehicle, i.e., sedan, convertible, hardtop or station wagon. If it is some other type, check the "Other" box and record the type on the line provided, e.g., "sports car" or "bus,"

etc. If the person cannot answer this question, do some additional probing to gain a description of the vehicle, such as asking, "Was it a car, bus, truck or something else?". Then ask, "What kind of car (truck) was it?". Enter the verbatim response. If the motor vehicle involved was a truck, determine the type of truck, e.g., "pick-up, dump, tractor-trailer, etc.," and record this information on the line next to the "Other" check box.

c. Question 12c, Registration

After recording the answer to question 12b, ask question 12c, "In what State was this vehicle registered?". If the respondent does not understand the term registered, explain that this means the State in which the license plates were obtained. After recording the State, skip to question 18.

10. Question 13

Question 13 is asked if there were two or more motor vehicles involved in the accident and one or more family members were inside the motor vehicle. The purpose of question 13 is to determine which of the motor vehicles were moving; more specifically, whether the motor vehicle the household members were in was moving at the time of the accident.

a. Question 13a, Moving

If the answer to question 13a, "Was the motor vehicle - - was (they were) in moving at the time of the accident?", is "Yes," check that box and go to question 13c; if "No," mark that box and ask question 13b.

b. Question 13b, Moving instant before

If "No" to question 13a, ask 13b as worded, "Was it moving the instant before the accident happened?". The term "instant" in this question indicates that the act of stopping was related to the accident, such as:

(1) Bringing the vehicle to a stop in an unsuccessful attempt to avoid the accident, or

(2) Being struck by another because of a sudden stop.

However, do not include in this category a vehicle which has stopped and is struck for some reason not related to the act of stopping, i.e., a vehicle is stopped for a traffic light and is struck by another vehicle whose driver just failed to stop. Do not consider the vehicle stopped for the traffic light as moving the instant before the accident happened.

c. Question 13c, Other vehicle moving

Question 13c is asked after "Yes" is checked in question 13a or after asking question 13b, "Was the other motor vehicle moving at the time of the accident?" Check either the "Yes" or "No" box according to the answer given. If "Yes," go to question 14; if "No," ask question 13d.

d. Question 13d, Moving instant before

Question 13d, "Was the other motor vehicle moving the instant before the accident happened?", is asked if a "No" response is obtained in question 13c. Check the appropriate box according to the respondent's answer, then go to question 14. The same definitions given for question 13b also apply to 13d.

11. Questions 14a-b, Point of impact

Question 14a is asked for all accidents involving two or more motor vehicles after completing the entries in question 13.

The purpose of this question is to determine the point or area of impact for the motor vehicles involved in the collision.

a. Question 14a

Question 14a is asked to determine the point of impact on the automobile in which the family members were riding. Hand the respondent the Motor Vehicle Flashcard on the back cover of the Flashcard Booklet and ask the question, "Assuming this is the motor vehicle -- was in, in what lettered area of the motor vehicle did the impact occur?" Check the lettered box corresponding to the lettered area on the picture of the automobile on the flashcard. If the point of impact was in more than one lettered area, check all the appropriate boxes as the case may be.

b. Question 14b

Question 14b is to determine the point of impact on the other motor vehicle(s) involved in the accident. If more than two motor vehicles collided, enter a footnote explaining the point of impact on each motor vehicle involved. The method of asking question 14b is the same as for question 14a except that the respondent will already have the Motor Vehicle Flashcard.

12. Question 15, How accident happened (1 vehicle)

If only 1 motor vehicle was involved in the accident and the household members were inside the vehicle, ask question 15a, "How did the accident happen; was it a collision with some other object or did it happen in some other way?". If the respondent says that it was a collision with some other object, mark the box, "Collision with object," skip to question 15c and ask, "What type of of object was it?". Record a description of the object in the space provided, then go to question 16.

If in answer to question 15a, the response is that the accident happened in some other way, check the box marked "Other way" and ask question 15b, "How did the accident happen?". Check the box that best describes how the accident happened, e.g., "Turned over" or "Sudden stop (no collision)." If the response given does not fit one of the specific categories, check the "Other" box and write-in a brief description of how the accident happened. Then go to question 16.

The category, "Turned over," should include only those accidents in which no collision occurred but the vehicle turned over because of loss of a wheel, excessive speed or some other reason.

13. Question 16

a. Questions 16a-c, Year, make, type of motor vehicle; registration

Questions 16a-c are asked of all persons who were inside the motor vehicle ("Driver," "Passenger," or "Getting in or out" checked in question 8), regardless of the number of motor vehicles involved. The instructions for questions 16a-c are the same as for questions 12a-c.

Question 16d is asked after recording the entry in question 16c.

b. Question 16d, Dollar amount of damage

After recording the answer to question 16c, ask question 16d, "In terms of dollars, about how much damage was done to the motor vehicle - - was (they were) in?". If 1 family member was in the accident, insert the name of the person in the appropriate place when asking this question. If 2 or more persons were involved, insert the phrase, "they were," when reading the question.

The dollar amount entered should represent the total cost of repairing the vehicle, including any amount paid by insurance of any person involved in the accident and not just the amount paid by the family being interviewed.

If the motor vehicle involved in the accident was "totaled," obtain an estimate of the value of the vehicle at the time of the accident, and enter that amount. Indicate in a footnote the vehicle was totaled. "Totaled" means that the amount to repair the damage done to the car was greater than the actual value of the car.

14. Question 17, Purpose of the trip

For those persons who were inside the motor vehicle (or getting in or out) at the time of the accident, after completing question 16, ask "What was the main purpose of the trip—working, going to or from work, or some other purpose?". If the purpose was "working" or "going to or from work" check the appropriate box and go to question 18. If the response given does not fit the 2 categories listed or if there is some doubt as to how to classify it, check the "Other" box and ask b, "What was the purpose?", recording the respondent's remarks about the purpose of the trip. Then go to question 18.

If there was more than one purpose for the trip, try to obtain the most important reason and record that. If the respondent is unable to determine the "main" purpose from among several, record all of the purposes.

15. Questions 18-23

Questions 18-23 are asked of all motor vehicle accidents regardless of the number of motor vehicles involved or whether the persons were inside or outside the vehicle at the time of the accident.

16. Question 18, Where accident happened

The purpose of question 18 is to determine where the accident occurred, i.e., on the road or shoulder of the road or somewhere else. If it occurred on the road or on the shoulder of the road, it is important to find out if it happened at an intersection and, if so, what kind(s) of traffic control(s) there were, if any.

a. Questions 18a-b, Road, shoulder, or somewhere else

Ask question 18a, "Did the accident happen on the road, on the shoulder of the road, or somewhere else?", and check the appropriate box.

If the accident happened on the road or on the shoulder of the road, check that box and go to 18c. However, if the answer given is "somewhere else," check the "Other" box and ask 18b, "Where did it happen?". Record the answer in the answer space. If the response to question 18b indicates that it occurred within an intersection, check "Yes" in question 18c and go to question 18d, otherwise skip to question 19.

Use the following definitions as a guide in determining which box to check.

Road is that portion of a trafficway which is improved, designed or ordinarily used for vehicular travel, exclusive of the shoulder.

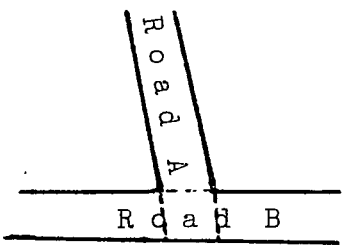
Shoulder is that portion of the road on which motor vehicles may maneuver, but which does not normally permit the vehicular speeds that are possible on the road. The shoulder of the road is normally used for emergency parking, travel by pedestrians, farm machinery, or horse-drawn vehicles.

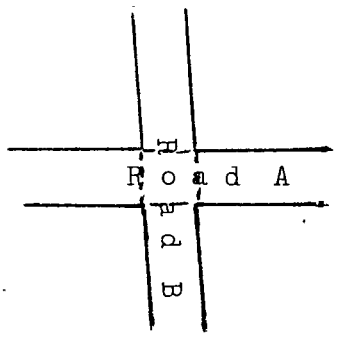
Note: We are interested in where the accident originally occurred, i.e., if the accident happened on the road but one or more of the vehicles ended up on the shoulder of the road, you will check "On road."

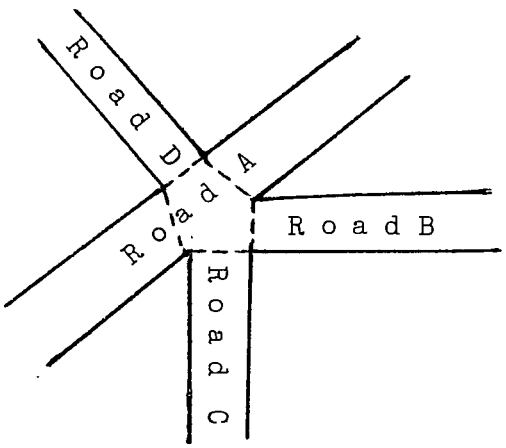
b. Question 18c, Intersection

If "On road" or "On shoulder" is checked in question 18a, ask "Did this accident happen within an intersection?". If "Yes," check that box and ask question 18d; if "No," check that box and go to question 19. Emphasize the word within when asking the question in order to

not get "Yes" answers for those accidents which happened at an intersection. An intersection is defined as that area of the thoroughfare where two or more roads meet and one or more cross one another or that area indicated within the dotted lines in the following examples.







c. Questions 18d-e, Type of traffic control, if any

If the accident happened within an intersection as reported in question 18b or c, ask "Did the intersection have a traffic control, such as a policeman, a traffic light, a stop or yield sign or something else?". If "Yes," determine the kind of traffic control by asking question 18e, "What kind of traffic control was it?", then go to question 19. If the intersection did not have a traffic control ("No" to question 18d) mark the "No" box and then go to question 19.

If the respondent reports that there were two or more controls at the intersection, e.g., a stop sign and a policeman, check all of the appropriate boxes. The "Other" box would be marked, for example, when a blinking red or yellow light was reported.

After completing the appropriate parts of question 18, go to question 19.

17. Question 19

a. Question 19a, Daylight, dusk, dark or dawn

Ask question 19a as worded, "Did the accident happen during daylight, dusk, dark or dawn?", and check the appropriate box. However, if the answer to this question is different from those given, such as twilight, do not probe, just write in that response.

b. Question 19b, Time

After recording the answer to question 19a, ask question 19b, "About what time was it?". Enter the time of the accident on either the A.M. or P.M. line, whichever applies. However, if the respondent reports that the accident happened at 12 o'clock, probe to determine whether it occurred at noon or at midnight and check that box.

If the respondent is not sure about the time the accident took place, ask for an estimate and enter "Est." after the answer.

18. Question 20, Location of accident

Ask question 20, "Did the accident happen in a residential or business district, in the open country or somewhere else?", and check the box coinciding with the respondent's answer. If you are unsure as to how to classify the response, check the "Other" box and specify. Then go to question 21.

19. Question 21, Condition of road

Ask question 21, "What was the condition of the road at the time of the accident; was it wet, dry, icy or something else.". Then check the appropriate box. If the description of the road condition is different from the specific categories listed, check the "Other" box and record a brief description of the road condition. If a person does not know, don't overprobe, enter D.K. Ask question 22 next.

20. Question 22, Weather

Ask question 22 as worded, "What was the weather like at the time of the accident; was it clear, rainy, foggy, snowy, cloudy, or something else?", and check the appropriate box. If "something else" check the "Other" box and specify. Then ask question 23.

21.	Question 23, Miles from home	Ask question 23, "About how many miles from home did the accident happen?" If the person is not sure exactly how many miles from home the accident occurred, ask for his best estimate.
	a. "Home" defined	"Home" is considered the person's usual place of residence by Census definition. If the family is on vacation when the accident occurred, home would be their "home" or usual place of residence and not the motel or temporary residence where they are staying on their vacation. If the family has no usual residence, "home" would be wherever they lived at the time of the accident.
22.	Where to go next	After completing question 23, complete any other required Motor Vehicle Supplements. If this was the last supplement required, thank the respondent and end the interview.

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FY 1968

PART E

INTERVIEWING TECHNIQUES

QUALITY AND QUANTITY OF WORK

AND ADMINISTRATIVE

CHAPTER 1.

THE INTERVIEW

A. Purpose of this chapter

This chapter covers the techniques and procedures essential for accurate interviewing.

B. How to begin the interview

1. Introduce yourself to the respondent

The first step in the interview is to introduce yourself, state that you are from the United States Bureau of the Census, and show your identification card. Use the following introduction:

> "I am _____ from the United States Bureau of the Census; here is my identification (show your identification card). We are making a survey for the United States Public Health Service." (Be sure to mention that the survey is being conducted for the United States Public Health Service.)

If you are not invited in immediately after you have introduced yourself and determined that the household is to be interviewed, you may add, "May I come in?"

2. Ask the first question as soon as possible

After seating yourself, begin immediately with the first question of the interview:

> "What is the name of the head of this household?"

The sooner you get the respondent to participate in the interview, the better. To start off with the interview is much more desirable than to describe the types of questions you are planning to ask.

a. Advance letter

An advance letter (sometimes called the "Dear Friend" letter) is sent out from the Regional Office immediately prior to the week of interview. It is sent only to those households for which a specific street address or mailing address has been obtained. This letter tells the respondent that his household has been selected for inclusion in the sample and briefly explains the general purpose of the survey.

Even though the advance letter is sent to inform the household of your visit, you should not ask whether it has been received or voluntarily supply the respondent with a copy. Drawing attention to the letter might interfere with the introduction as specified above. However, if the respondent questions why you are there, you may use the material in the letter in making your explanation.

3. If persons outside immediate family are present

If persons who are not members of the immediate family are present, suggest to the respondent before continuing that he might prefer to talk to you in a more private place. Even though a respondent might not refuse to be interviewed under these circumstances, the presence of outsiders might cause a reluctance to talk about certain types of illnesses which could result in a loss of information.

4. Explaining the survey

You will find that most respondents will accept the brief explanation in your introduction of the reason you are taking the survey. However, there will be a few who will want more information about the survey and you should be prepared to answer their questions. There may be a few others who are reluctant to give information, or who may actually refuse to be interviewed because they don't want to be bothered or because they don't believe the survey has any real value.

a. Respondent questions purpose

If a respondent questions the purpose of the survey, explain that it is being taken to obtain information on the health of the people of the entire country. Point out that all information about individuals will be given confidential treatment. If it is necessary to give additional explanation, you should base it on the material given in Part A, Chapter 1 of this manual, using 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 <u>not</u> with how the problems should be solved.
>
> Actually, when there are controversies about how to solve some health problem both sides turn to the Health Interview Survey for the facts on the situation because they trust the Survey to be unbiased.

b. Confusion with other Census work

If the respondent confuses this survey with other Census work, or the 10-year Census, explain that this is one of the many special surveys that the Census is asked to carry out because of its function as an objective fact-finding agency and because of its broad experience in conducting surveys.

c. Why this household

If you are asked why you are interviewing this particular household, explain that this happens to be one of the representative addresses picked. Who lives at the address, and whether or not they have problems with their health, had nothing to do with the selection. Taken as a group, the people living at these sample addresses will represent the total population of the United States in the health statistics produced and published by the Public Health Service in their various publications.

d. Respondent questions time required for interview

If the respondent asks how much time will be required for the interview, tell him that this depends on the number of people in the family and on their health conditions. Do 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 Pages 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 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

<u>However</u>, you should avoid asking questions unnecessarily. It is bad interviewing practice to ask a question when the respondent has already provided you with the specific answer. It may confuse the respondent, or even antagonize him, and may result in loss of information for later questions in the interview.

If you are sure of the specific answer you may make the appropriate entry without asking the question. However, if you are not sure about the earlier answer, it is good interviewing practice to verify the answer by saying something like this example: "I believe you told me earlier that a motor vehicle was involved in the accident --. Is this correct?"

Of course, if you do not remember the answer to any question, you must always ask it exactly the way it appears on the questionnaire.

4. Avoid influencing the respondent

Experience in other studies has shown that respondents tend to agree with what they think you expect them to say even though the facts in the case may be different. Therefore, you must avoid "leading" the respondent by adding words to the questions or making slight changes in them that might indicate an answer you expect to hear. Even slight changes which may seem to make no apparent difference can prove harmful and should be avoided. For example, the question "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-501X

The Flashcard booklet must be used for various parts of the interview. 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. However, in some interviews, it may be more efficient to use only <u>your</u> 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.

	Acceptable	Not Acceptable
a.	Can you tell me the approximate number of days?	Would you say it was six days?
b.	You said you first noticed the condition about a year ago. Was it more than 12 months ago or less than 12 months ago?	Was it more than a year ago?

	Acceptable	Not Acceptable
c.	Do you all live and eat together?	Are you all one household?
d.	Does she live the greater part of the year here or at her sister's home?	Is she a member of this household?
e.	What kind of asthma is it?	Is it bronchial asthma?

The "Not Acceptable" questions in examples c. and d. show an interviewer who is unable to apply Census rules for determining the composition of a household, and expects the respondent (who doesn't know the Census rules) to make the decision.

The "Not Acceptable" questions in examples a. and e. illustrate an invitation to the respondent to just say "Yes" without giving any thought to the question.

The "Acceptable" question in example b. illustrates a proper way to give the respondent an opportunity to tie an event to a particular period of time. The "Not Acceptable" question is again an invitation to the respondent to say "Yes."

F. Recording information correctly

1. General

Recording the information exactly is just as important a part of the interview as asking the questions correctly. This involves writing clearly and plainly, recognizing in advance the amount of space allotted for descriptive entries and adjusting the size of your writing to fit into the space provided. If additional description is required, make free use of the footnote space. Be careful not to leave blank spaces where they should be filled in. You must use a black lead pencil.

2. Recording answers of "don't know"

As mentioned earlier, every effort should be made to encourage the respondent to give specific and complete answers to the questions. However, it may happen sometimes that the respondent doesn't have the information needed to answer a question. In such cases, you should enter "DK" for "don't know" in the space for the answer.

Do not use "DK" to indicate that you, the interviewer, don't know whether or not to ask the questions.

The use of "DK" is only to indicate that the respondent does not know the answer to a particular question. It is not to be used to fill answers for questions that you may have overlooked at the time of interview. If, after an interview, you discover blanks on the questionnaire for questions which should have been asked, leave the items blank.

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 in Item C.

b. Check to see that a Hospital page is completed for each hospital/nursing home stay indicated in Item C.

c. Check to see that a Doctor Visits section has been completed for each doctor visit reported in Item C.

d. Check to see that you have filled a Home Care page for each person over 55 for whom home care was reported in Item C.

e. Check to see that you have filled the number of Motor Vehicle Supplements required.

f. 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 entries should be made in the household at the time of the interview.

If you do make a review of your questionnaires at home, do not make any entries of information which should have been furnished by the respondent and recorded during the interview.

H. Letter to be left at household after interview

You will receive a supply of "Thank You" letters (Form NHS-HIS-601) signed by the Surgeon General of the U. S. Public Health Service. One of these is to be left at each household after the interview has been completed. The letter thanks the respondent briefly for his cooperation, and can be shown by the person interviewed to other members of the household who were not at home at the time of your call.

In leaving the letter you can say something like the following: "Here is a letter of appreciation from the U. S. Public Health Service," (or) "Here is a letter from the Public Health Service thanking you for your cooperation in this survey."

I. Use of telephone

Telephone calls can be used for the following purposes only:

(1) To make appointments.

(2) To obtain one or two items of information for which the respondent has specifically invited you to telephone later.

Such calls should be made by use of a local telephone wherever practicable.

CHAPTER 2.

MAINTAINING BALANCE BETWEEN QUALITY AND QUANTITY OF WORK

A. Introduction

1. The group you are joining

You are joining a group of over 1,000 Census interviewers who each month interview some 35,000 households on a Current Population Survey, and a Monthly Labor Survey, about 8,000 businessmen on a Current Business Survey and about 3,500 households in the Health Interview Survey.

All Census interviewers are given continuous guidance and counsel during training periods in the Regional Office and through on-the-job observation of their interviewing and activities related to interviewing.

Periodically, supervisors independently 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 alloted time, i.e., during the interview week for the assignment. Therefore, except for some unusual circumstance such as illness, <u>you must start your assignment on Monday of interview week</u> 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 beyone 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 subpenaed, any Bureau employee upon whom such subpena is served will communicate with the Director of the Census through your Regional Office. Action to satisfy such subpena will be taken only as authorized by Public Health Service Regulation, Section 1.108 of Title 42, Code of Federal Regulations.

5. PENALTIES FOR UNAUTHORIZED DISCLOSURE OR FALSIFICATION:

Unauthorized disclosure of individual information collected in the National Health Surveys is punishable by a fine of up to $1,000, or imprisonment up to one year, or both (18 U.S.C. 1905).

Deliberate falsification by an employee of any information in the Survey is punishable by a fine of up to $10,000, or imprisonment up to five years, or both (18 U.S.C. 10001).

By Direction: _____ Dated: April 18, 1957

APPENDIX B (PART E)

[APPENDIX B (PART E)]

DIAGNOSTIC ERROR CODES

Error Code	Definition
00	Condition page not filled for condition reported in questions 5-28 on pages 2 - 9 or Condition page not filled for a condition in question 12 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, or 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 3f 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 22 or 24 on page 8 or 9.
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 in Item AA or there were one or more nights in question 4b, Hospital page.