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HEALTH INTERVIEW SURVEY

INTERVIEWER'S MANUAL

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

TABLE OF CONTENTS

PART A

DESCRIPTION OF THE SURVEY AND PERSONS TO BE INTERVIEWED

Page

CHAPTER 1. DESCRIPTION OF THE SURVEY..... A-1-1

A. Purpose of the National Health Survey..... A-1-1
1. General..... A-1-1
2. Examples of uses of the data..... A-1-2
a. Helps give direction to health expenditures.... A-1-2
b. Occurrence and severity of illness and disability..... A-1-2
c. Control of accidents..... A-1-3
d. Health of the aged..... A-1-3
e. Health education and research..... A-1-3
f. Health facilities—hospital care, rehabilitation, insurance, etc..... A-1-3
g. Factors related to various diseases..... A-1-4
3. Who uses the data..... A-1-4
B. Sponsorship of the survey..... A-1-4
1. The Health Interview Survey (NHS-HIS)..... A-1-4
2. The Health Examination Survey (NHS-HES)..... A-1-4
3. The Health Records Survey (NHS-HRS)..... A-1-5
C. Design of the sample on which the Health Interview Survey is based..... A-1-5
1. Selection of sample PSU's..... A-1-5
2. Selection of sample segments and households..... A-1-5
3. The quarterly sample..... A-1-5
D. Scope of the survey..... A-1-6
E. Information accorded confidential treatment..... A-1-6

CHAPTER 2. THE HOUSING UNIT AND WHOM TO INCLUDE IN THE SURVEY..... A-2-1

A. The housing unit..... A-2-1
1. Many kinds of living quarters..... A-2-1
2. Examples of housing units and "other" units..... A-2-1
3. Household, defined..... A-2-2
4. Definition of a housing unit..... A-2-2
5. Direct access, defined..... A-2-2
6. Kitchen or cooking equipment, defined..... A-2-3
a. Kitchen..... A-2-3
b. Cooking equipment..... A-2-3
7. "Other" unit, defined..... A-2-3
B. Rules for handling unusual situations..... A-2-3
1. Trailers, boats, tents and railroad cars..... A-2-3

Page

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

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

Page

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

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

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

Page

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

Page

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

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

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

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

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

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

Page

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

PART D

THE HEALTH QUESTIONNAIRE AND HOW TO CONDUCT THE INTERVIEW

Page

CHAPTER 1. INTRODUCTION D-1-1

A. Description of materials D-1-1
1. HIS-1 questionnaire D-1-1
a. Purpose D-1-1
b. Contents and layout D-1-1
(1) Household page D-1-1
(2) Probe pages D-1-1
(3) Condition page D-1-2
(4) Hospital page D-1-2
(5) Doctor Visits page D-1-2
(6) Person page D-1-2
(7) Format D-1-2
2. Flashcard booklet D-1-2
3. Calendar card D-1-3
4. Arthritis Supplement D-1-3
B. Use of materials and interviewing sequence D-1-3
1. Step 1 ..... D-1-3
2. Step 2 ..... D-1-4
3. Step 3 ..... D-1-4
4. Step 4 ..... D-1-4
5. Step 5 ..... D-1-4
6. Step 6 ..... D-1-4
7. Step 7 ..... D-1-5
C. General interviewing instructions D-1-5
1. Symbols, type face and use of pronouns D-1-5
a. Symbols used D-1-5
(1) Use of three dots D-1-5
(2) Use of two dashes D-1-5
(3) Use of one dash D-1-5
(4) Words in parentheses D-1-5
(5) Words in brackets D-1-5
(6) Skip instructions D-1-5
b. Print type used D-1-5
c. Use of pronouns D-1-6
2. How to make entries D-1-6
a. Don't know D-1-7
b. Interval, range D-1-7
c. "None" entries D-1-8
d. Corrections D-1-8
3. More than one questionnaire D-1-8
4. Footnotes and comments D-1-9
5. Recording answers when received D-1-10

Page

CHAPTER 2. HOUSEHOLD PAGE D-2-1

A. General D-2-1
B. Items 1-9, 11, Identification D-2-1
1. Items 1, 2a and 2b, PSU, Segment number and Segment type D-2-1
2. Item 3, Serial number D-2-1
3. Item 4, Sample D-2-1
4. Item 5, Regional office number D-2-1
5. Item 6, Identification code D-2-1
6. Item 7, Number of books D-2-1
7. Item 8, Street address D-2-2
8. Item 9, Determination of "year built" in Area Segment at time of interview D-2-2
a. Identification of units for which "year built" is required D-2-2
b. Procedures for determing "year built" D-2-2
(1) When and how to ask item 9 ..... D-2-2
(a) Definition of "year built" D-2-3
(b) Ask additional questions D-2-3
(c) Structure built before April 1, 1960 ..... D-2-3
(2) When not to inquire about "year built" D-2-3
(a) New construction D-2-3
(b) Units in special kinds of structures D-2-3
(c) If "year built" not determined D-2-4
(3) "Extra" units D-2-4
9. Item 11, Special dwelling place D-2-4
C. When to complete items 10 and 12-18 ..... D-2-4
1. Item 10, Mailing address D-2-4
2. Item 12, Type of living quarters D-2-5
3. Item 13, Coverage questions D-2-5
a. Which of items 13a-c to ask D-2-5
b. Item 13d, If none of items 13a-c to be asked D-2-5
c. How to ask items 13a-c for vacant units D-2-5
4. Table X on the back of questionnaire D-2-5
a. Column (2) D-2-6
b. Column (3) D-2-6
c. Column (4) D-2-6
d. Column (5) D-2-6
e. Columns (6)-(8) D-2-6
(1) Column (6) D-2-6
(2) Column (7) D-2-6
(3) Column (8) D-2-6
f. Column (9) D-2-7
g. Columns (10) and (11) D-2-7
(1) Column (10) D-2-7
(2) Column (11) D-2-7
h. Item E D-2-7
5. Item L, Land usage D-2-7

Page

a. Item 14, Own, rent or rent free..... D-2-8
(1) Own..... D-2-8
(2) Rent..... D-2-8
(3) Rent free..... D-2-8
b. Items 15a and b..... D-2-8
(1) General definition..... D-2-9
(2) Definition of "place" for "Owned or "Rent free". D-2-9
(3) Definition of "place" for renters..... D-2-9
(4) More than one unit on same place..... D-2-9
(5) If "place" is definitely in built-up area.... D-2-9
c. Item 15c, Sale of produce ($50 or more)..... D-2-10
(1) Sales from this "place"..... D-2-10
(2) Place..... D-2-10
(3) More than one unit..... D-2-10
(4) Special situation..... D-2-10
d. Item 15d, Sale of produce ($250 or more)..... D-2-10
(1) Follow same rules as for item 15c..... D-2-10
6. Item 16, Telephone..... D-2-11
7. Item 17, Observed households..... D-2-11
8. Item 18, Name and code of interviewer..... D-2-11
D. Item 19, Noninterviews..... D-2-11
1. Partially completed interviews..... D-2-12
2. Type A noninterviews..... D-2-12
a. Refusal..... D-2-12
b. No one at home - repeated calls..... D-2-12
c. Temporarily absent..... D-2-12
d. Other Type A..... D-2-12
3. Type B noninterviews..... D-2-12
a. Vacant - nonseasonal..... D-2-13
b. Vacant - seasonal..... D-2-13
c. Usual residence elsewhere..... D-2-13
d. Armed Forces..... D-2-13
e. Other Type B..... D-2-13
(1) Unit under construction..... D-2-14
(2) Unit being created from conversion of former unit..... D-2-14
(3) Vacant - migratory workers..... D-2-14
(4) Temporary business or storage..... D-2-14
(5) Vacant trailer space..... D-2-14
(6) Units not yet started in Permit Segments.... D-2-14
4. Type C noninterviews..... D-2-14
a. Demolished..... D-2-14
b. In sample by mistake..... D-2-14
c. Eliminated in subsample..... D-2-15
d. Built after April 1, 1960..... D-2-15
e. Other Type C..... D-2-15

Page

(1) Non-existent..... D-2-15
(2) Unfit for human habitation..... D-2-15
(3) Permanently converted to business or storage..... D-2-15
(4) Mergers..... D-2-15
(5) Other..... D-2-15

E. Item 20, Record of calls..... D-2-15
1. Calls for entire household and for a person or family group not related to head..... D-2-15
2. Return calls for individual respondents..... D-2-16
3. Illustration of how to fill item 20..... D-2-16

F. Noninterview households..... D-2-17

G. Extra questionnaires needed for a household..... D-2-17

CHAPTER 3 - PROBE PAGES 2-11

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

A. Introducation..... D-3-1
1. Eligible respondent: Who can answer the questions... D-3-1
a. Eligible respondent for questions 1 and 2..... D-3-1
b. Eligible respondent for remaining part of questionnaire..... D-3-1
(1) 17 or 18 year-olds..... D-3-1
(2) Related defined..... D-3-2
(3) Children..... D-3-2
(4) Adults not related..... D-3-2
c. Exceptions to eligible respondent rule..... D-3-2
d. Return call may be necessary..... D-3-3
2. Question 1, Names of household members..... D-3-3
a. Members of the Armed Forces..... D-3-3
(1) Armed Forces defined..... D-3-4
(2) Armed Forces Reserve..... D-3-4
b. Who are household members..... D-3-4
c. Delete the name if not household member..... D-3-5
d. Use additional questionnaires if more than six household members..... D-3-7
e. Prescribed order of listing household..... D-3-7
f. How to enter names..... D-3-7
3. Question 2, Relationship to head of household..... D-3-8
a. Head of household..... D-3-8
(1) Head, defined..... D-3-8
(2) If "Head" deleted..... D-3-9
(3) Examples of relationship entries..... D-3-9
(4) Person unrelated to the head..... D-3-9
b. Persons in "special dwelling places", rooming houses, etc..... D-3-9
4. Separate questionnaires for nonrelated persons..... D-3-9
5. Questions 3 and 4, How to ask the questions..... D-3-10
a. Question 3, Age at last birthday, race and sex... D-3-10

Page

(1) Race D-3-11
(a) White D-3-11
(b) Other D-3-11
(c) Mixed parentage D-3-11
(2) Sex D-3-11
b. Question 4, Marital status D-3-11
(1) Annulled marriages D-3-12
(2) Separated persons D-3-12
(3) Common-law marriages D-3-12
6. Item C D-3-12
a. Conditions to be entered in item C2 ..... D-3-12
b. Source of condition D-3-13
7. Item H, Whom to interview D-3-14
B. Two-week reference period, defined D-3-15
1. Calendar card D-3-15
C. Questions 5 and 6 ..... D-3-17
1. Question 5, Number of disability days D-3-17
a. Introduction D-3-17
b. Order of asking question 5 ..... D-3-17
c. Question 5a, Bed disability past two weeks D-3-17
d. Question 5b, How many days in bed D-3-18
(1) Day in bed, defined D-3-18
e. Question 5c, Days lost from work for persons 17 years of age or older D-3-18
(1) Work, defined D-3-19
(2) Work day, defined D-3-19
(3) Disregard school days D-3-19
f. Question 5d, Days lost from school for persons 6-16 years old D-3-19
(1) School day, defined D-3-19
(2) School vacation D-3-20
(3) Disregard work days D-3-20
g. Check for number of days reported in questions 5c and 5d D-3-20
h. Question 5e, Number of work-loss or school-loss days in bed D-3-20
(1) How to ask D-3-20
i. Question 5f, Restricted activity past two weeks D-3-20
(1) How to ask D-3-21
(2) Things he usually does, defined D-3-21
(3) Illustrations D-3-22
(4) Problem cases D-3-22
j. Question 5g, Number of cut-down days D-3-22
(1) Cut down for as much as a day, defined D-3-22
(2) Cut-down days during reference period D-3-23
2. Question 6, Condition(s) causing days recorded in question 5 ..... D-3-24

Page

a. Order of asking question 6 ..... D-3-24

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

A. Questions 7, 8 and 9, Dental visits D-3-25
1. Question 7, Two-week dental visits D-3-25
a. Dentist, defined D-3-26
2. Question 8, Purpose of dental visits D-3-26
3. Interviewer Check Item D-3-27
a. Question 9a D-3-27
4. Question 9, When to ask D-3-27
b. Question 9b D-3-28
B. Questions 10 and 11, Hospital stays in past two weeks D-3-28
1. Question 10, Two-week hospital stays D-3-29
a. Question 10a D-3-29
b. Question 10b D-3-29
c. Question 10c D-3-29
d. Record two-week hospital stays in item C1 ..... D-3-29
2. Question 11, Reason for two-week hospital stay D-3-29
a. Question 11a D-3-29
b. Question 11b D-3-30
c. Question 11c D-3-30
d. Where to go next D-3-30

SECTION III. PAGES 6 AND 7 - QUESTIONS 12-17 - DOCTOR VISITS AND MUSCULOSKELETAL AND SKIN CONDITIONS D-3-31

A. Questions 12-16, Doctor's visits D-3-31
1. Question 12-14 ..... D-3-31
a. Doctor, defined D-3-31
b. Visit, defined D-3-32
c. Question 12 ..... D-3-32
(1) How to ask D-3-32
(2) How to record the answer D-3-32
d. Questions 13a-c D-3-32
(1) How to ask D-3-33
(a) Avoid duplicating visits already reported D-3-33
e. Question 13d, How many times D-3-33
f. Question 14, Telephone calls to or from a doctor for medical advice D-3-33
g. Make entry in "Dr. visits" box D-3-34
h. Question 15, When to ask and purpose D-3-36
(1) Question 15a D-3-36
(2) Question 15b D-3-36
(3) Question 15c D-3-36
(4) Question 15d D-3-36
(5) Questions 15e and f D-3-36
(a) Question 15e D-3-36

Page
(b) Question 15f..... D-3-37
i. Interviewer Check Item..... D-3-37
j. Question 16a, Interval since last doctor visit... D-3-37
k. Question 16b, Twelve-month doctor visits..... D-3-38
B. Question 17, Condition list, Cards A-1, A-2, A-3 and B... D-3-39
1. How to ask..... D-3-39
2. Card A-1..... D-3-39
3. Card A-2..... D-3-40
4. Card A-3..... D-3-40
5. Qualified responses to question 17..... D-3-40
6. If the respondent asks you to explain a condition.... D-3-41
7. Card B..... D-3-41
a. How to ask..... D-3-41
b. What to enter in item C2..... D-3-41
C. Where to go next..... D-3-42

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

A. Questions 18-28, Major activity and limitation of that activity..... D-3-43
1. Order of asking questions 18-28..... D-3-43
B. Questions 18 and 19, Main activity during past 12 months. D-3-43
1. Main activity, defined..... D-3-43
a. Working, defined..... D-3-43
b. Keeping house, defined..... D-3-44
c. Retired, defined..... D-3-44
d. Going to school, defined..... D-3-44
e. 17 + something else, defined..... D-3-44
f. 6-16 something else, defined..... D-3-44
2. More than one activity..... D-3-44
3. How to ask questions 18a-c, persons age 17 years and over..... D-3-44
4. Questions 19a and b, For persons 6-16 years of age... D-3-45
C. Question 20, Limitation of major activity for children 1-5 years of age..... D-3-46
1. Question 20a, Able to take part in ordinary play..... D-3-46
2. Question 20b, Limited in kind of play..... D-3-46
3. Question 20c, Limited in amount of play..... D-3-46
D. Question 21, Limitation of activity for children under one year of age..... D-3-46
1. Question 21a, Limited in any way..... D-3-46
2. Question 21b, Limited in what way..... D-3-46
E. Questions 22a-d, Retired or 17+ something else..... D-3-47
1. Question 22a, Health keeps from working..... D-3-47
2. Question 22b, Limited in kind of work..... D-3-47

Page

3. Question 22c, Limited in amount of work..... D-3-47
4. Question 22d, Limitation in kind or amount of other activities..... D-3-47

F. Question 23, Limited in amount or kind of work or housework..... D-3-48
1. Question 23a, Able to work at all..... D-3-48
2. How to ask question 23b..... D-3-48
3. How to ask question 23c..... D-3-49
4. Question 23d, Limited in other activities..... D-3-49

G. Question 24..... D-3-49

H. Question 25, Limited to certain types of schools or kind of school activity..... D-3-49
1. How to ask questions 25a and b..... D-3-49
2. Limited to certain types of schools or in school attendance..... D-3-49
3. Question 25c..... D-3-50

I. Question 26..... D-3-50

J. Question 27..... D-3-50

K. Question 28, Condition causing limitation..... D-3-51
1. How to ask questions 28a-c..... D-3-51
a. When "Old age" is reported to question 28..... D-3-51
b. Limitations due to temporary conditions..... D-3-52
2. Question 28c..... D-3-52

SECTION V. PROBE PAGES 10 AND 11 - QUESTIONS ON HOSPITALIZATIONS AND MOBILITY LIMITATION

A. Introduction..... D-3-53
1. Order of asking questions 29-31..... D-3-53

B. Questions 29-31..... D-3-53
1. Question 29, Hospitalizations since specified date... D-3-53
a. Being in a hospital, defined..... D-3-54
2. Question 30, Stays in nursing homes, etc..... D-3-54
a. How to ask question 30..... D-3-55
3. Recording number of times..... D-3-55
4. Question 31, Check on question 29..... D-3-55
a. Question 31..... D-3-55
b. Question 31b..... D-3-55
c. Question 31c..... D-3-56
d. Examples of question 31..... D-3-56

C. Questions 32-36, Mobility limitation..... D-3-57
1. Question 32, Stay in bed all or most of the time..... D-3-57
2. Questions 33-35..... D-3-57
3. Question 36, About how long had this condition..... D-3-58
a. Question 36a..... D-3-58
b. Questions 36b-d, Condition causing limitation.... D-3-58
(1) How to ask..... D-3-58
(2) Old age is reported..... D-3-58
c. Limitations due to temporary conditions..... D-3-58

Page

SECTION VI. PROBE PAGES 12 AND 13 - QUESTIONS ON USE OF SPECIAL AIDS D-3-61

A. Question 37, Use of special aids..... D-3-61
B. Table SA..... D-3-61
1. Columns (a) and (b)..... D-3-62
2. Column (c)..... D-3-62
3. Column (d)..... D-3-62
4. Column (e)..... D-3-62
5. Column (f)..... D-3-62
6. Column (g)..... D-3-62
C. Item R, Who responded..... D-3-62
1. Adults..... D-3-62
2. Children..... D-3-63
3. At home but not interviewed..... D-3-63
D. Where to go next..... D-3-63

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

A. General procedure..... D-4-1
1. Order of filling Condition page..... D-4-1
2. Extra questionnaires needed for more than seven conditions..... D-4-2
B. Detailed description of questions 1-3 of the Condition page..... D-4-2
1. Item 1..... D-4-2
a. Person number..... D-4-2
b. Name of condition..... D-4-2
2. Question 2 "Doctor ever talked to"..... D-4-2
a. "Doctor talked to" defined..... D-4-2
b. Long term conditions..... D-4-3
c. Temporary conditions..... D-4-3
d. Type of doctor defined..... D-4-3
3. Interviewer check item..... D-4-4
a. "Accident or injury" box..... D-4-4
b. "On Card C" box..... D-4-4
(1) Conditions on Card C..... D-4-4
c. "Neither" box..... D-4-5
4. Questions 3a-e..... D-4-5
a. Question 3a, Asking the question..... D-4-6
(1) Other conditions: Doctor not talked to..... D-4-6
(2) Recording adequate name or description of condition..... D-4-6
(3) Card C condition reported in answer to 3a.... D-4-7
b. Question 3b, Cause of condition..... D-4-7
(1) Cause given previously..... D-4-7
(2) How to record the answer to 3b..... D-4-7
(3) If cause is an accident or injury..... D-4-7

Page

c. Question 3c, Kind of trouble..... D-4-7
(1) When to ask question 3c..... D-4-8
(2) Measles..... D-4-8
(3) Cysts, tumors, or other growths..... D-4-8
d. Question 3d, How allergy or stroke affects person D-4-9
e. Question 3e, Part of body affected..... D-4-9
(1) Conditions for which question 3e must be asked..... D-4-9
(2) Detail needed in question 3e..... D-4-10
5. "Main condition": Condition to which remaining questions refer when there is an entry of two conditions in question 3 on the same Condition page D-4-10
C. Types of reporting problems..... D-4-11
1. Dental conditions..... D-4-12
2. Pregnancy and childbirth..... D-4-12
3. Menstruation and menopause..... D-4-12
4. Illness resulting from vaccination, immunization.etc. D-4-12
5. Mental illness..... D-4-13
6. Operations..... D-4-13
7. Reaction to drugs..... D-4-13
8. Illnesses occurring in past 12 months not now present D-4-13
9. Caution about deciding two conditions are the same... D-4-13
a. Procedure for conditions which are reported to be the same..... D-4-14
D. Question 4-9, Accidents and injuries..... D-4-14
1. When to fill the accident question..... D-4-14
a. When to fill an additional Condition page..... D-4-15
b. Definition of accidents and injuries..... D-4-15
(1) Difference between "accidents" and "injuries"..... D-4-16
(2) Injuries, defined..... D-4-16
(a) Poisonings..... D-4-16
(b) Continued exposure..... D-4-16
2. Question 4, When did the accident (or injury) occur?. D-4-17
3. Effects of accident or injuries..... D-4-17
a. How to ask and record the answer..... D-4-17
b. Question 5b..... D-4-18
(1) Purpose of question 5b..... D-4-18
(2) How to ask and record the answer to question 5b..... D-4-18
4. Question 6, Motor vehicle involved..... D-4-19
a. Question 6a..... D-4-20
(1) Motor vehicle defined..... D-4-20
(2) Involvement not restricted to collision..... D-4-20
b. Question 6b, Number of motor vehicles involved... D-4-20
c. Question 6c, Was motor vehicle moving..... D-4-21
(1) How to ask the question..... D-4-21
(2) Moving defined..... D-4-21
5. Question 7, Where did the accident happen..... D-4-21
a. Home, defined..... D-4-21
(1) At home (inside house)..... D-4-21
(2) At home (adjacent premises)..... D-4-22

Page

b. Street and highway..... D-4-22
c. Farm..... D-4-22
d. Industrial place..... D-4-22
e. School..... D-4-22
f. Place of recreation and sports..... D-4-22
g. Other..... D-4-23
6. Question 8, At work when accident happened..... D-4-23
7. Question 9, How accident happened..... D-4-23
E. Condition page, questions 10-26..... D-4-23
1. Question 10..... D-4-23
a. Eye condition defined..... D-4-24
2. Question 10a, When to ask..... D-4-24
a. Ability to read newspaper print with glasses..... D-4-24
3. Questions 11-15, Restricted activity past two weeks.. D-4-24
a. Question 11..... D-4-25
(1) "Things he usually does" defined; question 11 D-4-25
(a) Illustrations..... D-4-25
(b) In bed or in a hospital..... D-4-26
(c) Problem cases..... D-4-26
b. Question 12, Days cut down in past two weeks..... D-4-26
(1) "Cut down for as much as a day" defined; question 12..... D-4-26
(2) ALL days equally important..... D-4-27
c. Question 13, Bed days in past two weeks..... D-4-28
(1) "Days in bed" defined..... D-4-28
(2) Check entry..... D-4-28
d. Question 14, Days lost from work for persons 17 years of age or older..... D-4-28
(1) When to ask..... D-4-28
(2) How to ask for males and females..... D-4-29
(3) "Work" defined..... D-4-29
(4) "Work loss day" defined..... D-4-29
(5) Disregard school days..... D-4-29
e. Question 15, Days lost from school for persons 6-16 years of age..... D-4-29
(1) "School-loss day" defined..... D-4-29
(2) School vacation..... D-4-30
(3) Disregard work days..... D-4-30
4. Check for number of days reported in questions 14 and 15..... D-4-30
5. Check between questions 12, 13, 14, and 15..... D-4-30
6. Differences between Restricted Activity days in probe question 5 and on the Condition page..... D-4-30
7. Questions 16 and 17, Onset of condition..... D-4-31
a. Question 16a, First noticed during past three months or before..... D-4-31

Page

(1) "First noticed" defined..... D-4-31
(2) "Past 3 months" defined..... D-4-32
b. Question 16b, First noticed during past two weeks D-4-32
c. Question 16c..... D-4-32
d. Question 17, First noticed during past 12 months or before..... D-4-32
8. Item AA, Interviewer instruction on when to continue with questions 18-26..... D-4-32
9. Interviewer Check Item..... D-4-33
10. Questions 18-26, Purpose and order of asking..... D-4-33
a. Question 18, What was done for this condition.... D-4-34
b. Question 19, How long before talking to a doctor.. D-4-34
c. Question 20, Do or take anything before seeing a doctor..... D-4-34
d. Question 21, Now take any medicine or treatment.. D-4-35
(1) Question 21a..... D-4-35
(2) Question 21b, Recommended by doctor..... D-4-35
e. Question 22, Ever had surgery for condition..... D-4-35
f. Question 23, Ever hospitalized for condition..... D-4-36
g. Question 24, Number of doctor visits during the past 12 months..... D-4-36
h. Questions 25 and 26..... D-4-36
(1) Question 25, Bed days during past 12 months.. D-4-36
(a) Help the respondent to estimate..... D-4-36
(b) Check entry..... D-4-36
(2) Question 26a, How much condition bothers him. D-4-37
(3) Question 26b, Bothered to what extent..... D-4-37
(4) Question 26c, Still have this condition..... D-4-37
(5) Question 26d, Condition cured or under control..... D-4-37
(6) Question 26e, How long person had this condition..... D-4-38
i. Where to go next..... D-4-38

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

A. Use of the Hospital page..... D-5-1
1. When to complete the Hospital page..... D-5-1
2. General procedure for the Hospital page..... D-5-1
3. Use the appropriate word when asking the question.... D-5-2
B. Filling the Hospital page..... D-5-2
1. Item 1, Person number..... D-5-2
2. Question 2, Date entered hospital..... D-5-2
a. Caution regarding correct entry for year..... D-5-4
3. Question 3, Name and address of hospital..... D-5-4
a. Check local telephone directory..... D-5-5
4. Question 4, Number of nights in hospital, nursing home, etc..... D-5-5
a. Not overnight, delete..... D-5-6
b. Entire stay prior to reference period..... D-5-6

Page

5. Question 5, Nights in past 12 months and 2 weeks; in hospital last Sunday night..... D-5-6
   a. Question 5a, Number of nights in past 12 months.. D-5-6
   b. Question 5b, Nights in hospital, nursing home, etc., during last week or the week before..... D-5-7
   c. Question 5c, Still there last Sunday night..... D-5-7
6. Question 6, Condition causing hospitalization or stay in nursing home, rest home or similar place..... D-5-7
   a. Accidents or injuries..... D-5-8
   b. Deliveries and births..... D-5-8
   c. Check with question 25 of the appropriate Condition page..... D-5-9
7. Question 7..... D-5-9
8. Question 8a, Operations performed..... D-5-9
   a. Surgical operation, defined..... D-5-9
   b. How to record surgical operations..... D-5-10
   c. Setting of fractures and dislocations and stitching of cuts and wounds..... D-5-10
9. Item 9..... D-5-11
10. Special note on frequent hospitalizations for the same person..... D-5-11
11. Where to go next..... D-5-11

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

A. General instructions..... D-6-1
   1. When to fill a Doctor Visits page..... D-6-1
   2. Details of two-week doctor visits..... D-6-1
      a. Item 1, Person number..... D-6-1
      b. Introductory statement..... D-6-1
         (1) Question 2a, Date of visit..... D-6-2
         (2) Question 2b, Probe question for additional visits..... D-6-3
      c. Questions 3-8, Order of asking..... D-6-3
         (1) Question 3, Place of visit..... D-6-3
         (2) Question 4, How long did it take?..... D-6-4
         (3) Question 5, Appointment..... D-6-5
         (4) Question 6, How long waited..... D-6-5
         (5) Question 7, Kind of doctor..... D-6-5
         (6) Question 8a, Purpose of visit..... D-6-6
         (7) Question 8b, When to ask..... D-6-8
      d. Checking the number of doctor visit columns with the number listed in item C1..... D-6-8
      e. Two or more doctors seen on same visit..... D-6-8
      f. Visit to doctor and laboratory on same visit..... D-6-9
      g. Illness condition first reported on Doctor Visits page..... D-6-9
      h. Where to proceed next..... D-6-9

Page

CHAPTER 7. PERSON PAGES 32-35 ..... D-7-1

A. Purpose of questions 38-41, How to ask D-7-1
1. Question 38, Education D-7-1
a. Make only one mark D-7-1
b. Regular school D-7-1
c. Nonregular school D-7-2
d. Junior high school D-7-2
e. Postgraduate schooling D-7-2
f. Other school systems D-7-2
g. No schooling D-7-3
h. Question 38b, Grade (year) finished D-7-3
2. Question 39, Service in Armed Forces D-7-3
a. Questions 39a-d D-7-3
(1) "Armed Forces," defined D-7-3
(2) Service, defined D-7-4
b. Questions about "War" service D-7-4
3. Question 40, Work status in past 2 weeks D-7-4
a. Work defined D-7-5
b. Question 40b, With a job or business D-7-5
(1) Job, defined D-7-5
(a) Seasonal job D-7-5
(b) Persons "On call" D-7-5
(2) Business, defined D-7-6
c. Question 40c, Looking for work or on layoff D-7-6
(1) How to record the answers D-7-6
(2) Looking for work, defined D-7-6
(3) Layoff, defined D-7-7
d. Question 40d, Which, looking or on layoff D-7-7
4. Question 41, Occupation, industry, class of worker D-7-7
a. Job or business to which question 41 applies D-7-7
b. Looking for work or on layoff or both D-7-7
c. Question 41a, Name of employer D-7-8
(1) Government D-7-8
(2) Self-employed D-7-8
d. Question 41b, Kind of business or industry D-7-8
(1) Description needed D-7-8
(2) Avoid use of the word "company" D-7-9
(3) Multiple activity businesses D-7-9
(4) Distinguish among manufacturing, wholesale, retail and service D-7-9
(5) Manufacturers' sales offices D-7-10
(6) Government organization D-7-10
(7) Business in own home D-7-11
(8) Domestic and other private household workers. D-7-11
(9) Examples of adequate entries for question 41b D-7-11
e. Question 41c, Kind of work (occupation) D-7-15
(1) Detail needed D-7-15
(2) Other cautions D-7-15
(3) Examples of adequate entries for question 41c D-7-17

Page

f. Question 41d, Class of worker..... D-7-20
(1) "Private-paid," defined..... D-7-20
(2) "Government-Fed.," defined..... D-7-20
(3) Caution..... D-7-21
(4) "Government-Other," defined..... D-7-21
(5) "Own," defined..... D-7-21
(6) "Non-paid," defined..... D-7-22
(7) "Never worked," defined..... D-7-22
(8) Special cases..... D-7-22
(a) Domestics and other odd job workers..... D-7-22
(b) Farm workers..... D-7-22
(c) Partnerships..... D-7-23
(d) Clergymen..... D-7-23
(e) Public utility employees..... D-7-23
(9) Check for inconsistencies..... D-7-23
5. Where to go next..... D-7-23
6. Purpose of questions 42 and 43, How to ask..... D-7-24
a. Question 42, Family income..... D-7-24
(1) Income of all related members..... D-7-24
(2) Income of unrelated persons..... D-7-25
(3) Problem cases..... D-7-25
(4) Approximation acceptable..... D-7-25
(5) Reasons for obtaining income..... D-7-25
b. Question 43, Public assistance..... D-7-25
(1) Question 43a..... D-7-26
(2) Question 43b..... D-7-26
(3) Question 43c..... D-7-26
(4) Question 43d..... D-7-27
7. Supplement Check Item..... D-7-27
a. Arthritis Supplement..... D-7-27
b. Where to go next..... D-7-27

CHAPTER 8. ARTHRITIS SUPPLEMENT..... D-8-1

A. When to fill..... D-8-1
B. Who may respond..... D-8-1
C. Identifying information..... D-8-1
D. Order of asking questions..... D-8-1
E. Questions..... D-8-2
1. Question 1-4, Sensitivity to certain symptoms..... D-8-2
a. Question 1, Stiffness in joints..... D-8-2
b. Questions 2-4, Pain, swelling, pain or soreness in joints..... D-8-2
2. Question 5, Which wrist..... D-8-2
3. Question 6, Finger joints bothered..... D-8-3
4. Questions 7 and 8, Elbows and knees bothered..... D-8-3
5. Question 9, Old accident or injury..... D-8-3

Page

6. Question 10, First told you had arthritis..... D-8-4
7. Question 11..... D-8-4
8. Question 12, bothered the most..... D-8-4
9. Question 13, Treatment..... D-8-4
10. Question 14, Seeing a social worker..... D-8-4
11. Question 15, Use of aids and treatments..... D-8-5
12. Table I..... D-8-5
13. Question 16, Use of aspirin..... D-8-5
    a. Question 16a..... D-8-5
    b. Question 16b..... D-8-5
    c. Question 16c..... D-8-6
    d. Question 16e..... D-8-6
14. Question 17, Injection or shots for arthritis..... D-8-6
15. Question 18, Drugs and medicines recommended by a medical doctor..... D-8-6
16. Question 19, Medicine not prescribed by a medical doctor..... D-8-7
17. Table II, Kind of medicine..... D-8-7
18. Question 20, Use of aids..... D-8-7
19. Question 21, Rest during the day..... D-8-8
20. Question 22..... D-8-8
21. Table III, Person seen..... D-8-9
    a. Question 1..... D-8-9
    b. Question 2..... D-8-9
    c. Question 3..... D-8-9
    d. Question 4..... D-8-9
    e. Questions 5 and 6..... D-8-9
    f. Question 7..... D-8-10
22. Question 23, Special job training..... D-8-10
23. Question 24, Changed or left a job..... D-8-10
24. Question 25, Arthritis Foundation..... D-8-10
25. Where to go next..... D-8-11

PART E

INTERVIEWING TECHNIQUES, QUALITY AND QUANTITY OF WORK AND ADMINISTRATIVE

Page

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

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

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

Page

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

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

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

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

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

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

HIS-100
(1969)

PART A

DESCRIPTION OF THE SURVEY

AND

PERSONS TO BE INTERVIEWED

CHAPTER 1

DESCRIPTION OF THE SURVEY

A. Purpose of the National Health Survey

1. General

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

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

We went from depression to prosperity and through two wars.

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

Public and private health programs were enlarged.

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

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

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

reporting illnesses were limited to hospitalized illnesses and certain contagious diseases.

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

2. Examples of uses of the data

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

a. Helps give direction to health expenditures

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

b. Occurrence and severity of illness and disability

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

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

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

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

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

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

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

greatly assisted by reliable statistics on illness and disability.

g. Factors related to various diseases

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

3. Who uses the data

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

B. Sponsorship of the survey

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

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

1. The Health Interview Survey (NHS-HIS)

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

2. The Health Examination Survey (NHS-HES)

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

3. The Health Records Survey (NHS-HRS)

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

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

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

1. Selection of sample PSU's

The sample for the survey was designed as follows:

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

(a) Forming combinations of one or more counties or parts of counties from all of the counties in the United States,

(b) then grouping together those county combinations that had similar characteristics such as geographic region, size and rate of growth of population, principal industry and type of agriculture

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

2. Selection of sample segments and households

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

3. The quarterly sample

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

sample of the population. Each sample is identified by the letter "B" plus a number; for example, B-43, B-44, etc. A segment will never be assigned for interviewing more than once in a sample.

D. Scope of the survey

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

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

E. Information accorded confidential treatment

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

CHAPTER 2

THE HOUSING UNIT AND WHOM TO INCLUDE IN THE SURVEY

A. The housing unit

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

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

1. Many kinds of living quarters

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

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

2. Examples of housing units and "other" units

Ordinarily a <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 <u>other units</u> are: a room in a boarding house, a cot in a bunkhouse for migratory workers, a room in a nurses' home or an unoccupied trailer site.

3. Household, defined

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

4. Definition of a housing unit

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

(a) when the occupants do not live and eat with any other persons in the structure

AND

(b) when there is either—

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

OR

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

5. Direct access, defined

Living quarters have direct access if there is either:

(a) an entrance to the living quarters directly from the outside of the structure

OR

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

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

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

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

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

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

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

      OR

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

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

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

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

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

2. Guests' and servants' quarters

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

a. Guest quarters

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

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

b. Servants' quarters

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

3. Boarding house

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

If there are four or fewer rooms for rent to boarders, combine these rooms with the landlord's quarters (or with each other if the landlord does not live in the structure). In this situation,

interview all of the occupants on one questionnaire (or one set of questionnaires). Consider the entire living space as one housing unit.

4. Rooming house

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

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

5. Combination rooming and boarding house

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

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

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

definition should be considered as part of the housing unit through which access to the room is gained.

6. Hotels

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

a. Nontransient hotel

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

b. Transient hotel

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

7. YMCA's and YWCA's

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

8. Motels, tourist camps or courts, etc.

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

9. Vacation cabins — For vacation cabins in resort areas, apply the following rules:

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

b. Cabin <u>not</u> in group of five under single management — A vacation cabin <u>not</u> in a group of five as defined above is classified as a "housing" unit. However, a vacation cabin used as overflow sleeping quarters for the main house is considered as part of the main house.

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

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

<u>An "other" unit</u>, if it is--

(a) in transient quarters such as a guest house; or

(b) in a barracks or bachelor-officer quarters; or

(c) in quarters other than those described in (a) and (b) above <u>and</u> does not meet the housing unit definition.

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

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

migrant family are considered as quarters for one worker regardless of the number of workers in the family.

(1) Quarters for five or more workers — If there are quarters for five or more workers, consider as an "other" unit each unit within the structure. A unit is the living space occupied by one person (or one family if migrant families are housed in the structure) such as bed, bunk or room.

(2) Quarters for four or fewer workers — If the structure contains quarters for four or fewer workers, classify the entire structure as an "other" unit.

b. Living quarters other than those in bunkhouses and barracks-type structures — If the living quarters are not in a bunkhouse or other barracks-type structure, classify as an "other" unit each unit which does not meet the housing unit definition; classify as a "housing" unit each unit which does meet the housing unit definition.

5. Flophouses and missions — In flophouses and missions e.g., Salvation Army shelters, classify as an "other" unit:

(a) each unit for persons except resident managerial staff and their families; and

(b) each unit for the resident managerial staff which does not meet the housing unit definition.

Classify as a "housing" unit each unit for resident managerial staff which meets the housing unit definition.

6. General hospitals including VA and Armed Forces hospitals, children's hospitals and maternity hospitals — In general, hospitals including VA and Armed Forces hospitals, children's hospitals and maternity hospitals, classify as an "other" unit each unit for resident employees, if the unit does not meet the housing unit definition. (Note that nurses' quarters are always "other" units.) Also classify as "other" unit each unit for guests of patients.

Classify as a "housing" unit, each unit for resident employees, other than nurses, which meets the housing unit definition.

7. Nurses' homes or quarters — In nurses' homes or nurses' quarters in hospitals, institutions and similar places, each unit (room or suite of rooms) should be classified as an "other" unit.

8. Recreational and religious camps

The classification of units in recreational and religious camps depends upon whether the camp is operated for adults or children.

a. Adults' (or family) recreational and religious camps

In adults' (or family) recreational and religious camps, classify as "other" unit:

(1) each unit for permanent guests or resident employees which does <u>not</u> meet the housing unit definition; and

(2) each unit for transient guests (if such quarters were included because the management could not distinguish between quarters for transient and permanent guests).

Classify as a "housing" unit each unit for permanent guests or resident employees which meets the housing unit definition.

b. Children's recreational and religious camps

In recreational and religious camps run for children, consider as an "other" unit each unit which is for resident employees and which does <u>not</u> meet the housing unit definition. Quarters for children in children's camps are excluded from the survey.

Classify as a "housing" unit, each unit for resident employees which meets the housing unit definition.

9. Private residential clubs and tourist homes

A private residential club or tourist home is to be classified as a special dwelling place only if it contains five or more rooms or groups of rooms to be rented out. If there are fewer than five rooms or groups of rooms for rent, combine these rooms or groups of rooms with the landlord's quarters (or with each other if the landlord does not live in the structure) and consider as one housing unit.

In private residential clubs and tourist homes that meet the special dwelling place definition, classify as "other" unit:

(1) each unit for transient guests; and

(2) each unit which is for permanent guests or resident employees and which does <u>not</u> meet the housing unit definition.

Classify as a "housing" unit, each unit for permanent guests or resident employees which meets the housing unit definition.

10. Nursing, convalescent and rest homes

In determining whether a place which offers nursing, convalescent or rest care is a special dwelling place, apply this rule: If the place is providing, or has accommodations to provide nursing care or domiciliary and personal care (as required) for three or more patients or paying guests, classify it as a special dwelling place, i.e., a nursing, convalescent or rest home. Examples of care provided in these places are nursing care, help in feeding, aid in getting around, tray service, etc.

In special dwelling places of these types, only the "staff" quarters are included in the Health Interview Survey, that is, quarters for the operator of the home and for resident employees and their families.

11. Specified institutions listed in Appendix A to Part A

In the specified institutions listed in Appendix A to Part A, classify as "other" unit each unit for resident employees that does not meet the housing unit definition. (Note that nurses' quarters are always "other" units.) Also classify as an "other" unit, each unit reserved for guests of patients, visitors to inmates, etc.

Classify as a "housing" unit, each unit for resident employees which meets the housing unit definition.

12. Special Note

For the purposes of this survey, living quarters in certain types of special dwelling places are divided into two kinds of units: "staff" and "nonstaff."

a. "Staff" units

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

b. "Nonstaff" units

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

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

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

1. Typical family group

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

2. Additional household members - ask about separate quarters

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

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

If any of the persons recorded in questions 1 and 2 say they live separately from the others, ask about the access to the quarters they occupy and their cooking arrangements. If they have <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 3.

3. Five or more boarders or roomers

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

4. Vacant living quarters

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

a. Direct access

OR

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

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

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

E. Office assistance in difficult cases

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

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

F. Whom to include in the survey

1. General rules

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

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

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

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

2. Usual place of residence defined

In most cases, usual place of residence means the place the person would name in reply to the question, "Where do you live?" More specifically, it is the place where the person usually sleeps. A usual place of residence must be specific living quarters held for the person to which he is free

to return at any time. A mail address alone does not constitute a usual place of residence.

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

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

3. Persons to be counted as household members

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

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

(1) living at home at the time of the interview; or

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

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

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

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

(e) Domestic or other employees who live with the household and sleep in the sample unit.

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

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

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

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

4. Persons not to be counted as household members

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

(a) Persons who were formerly members of the household but who at the time of interview:

(1) are absent because they (regardless of age) are living elsewhere attending school at the time of the interview. (If they are away from the school on summer vacation, do not count them at their school home.)

(2) are inmates of correctional or penal institutions, mental institutions, homes for the aged or needy, rest homes or convalescent homes, homes or hospitals for the chronically ill or handicapped, regardless of how long they are expected to remain there.

(3) are now living in nurses' homes, convents or monasteries, or other places in which residents may expect to reside for long periods of time.

(4) are now working abroad if their regular place of duty is abroad.

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

(6) are members of the Armed Forces not living at home. We are not covering military personnel in this survey. (For definition of Armed Forces, see Part D, Chapter 3.)

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

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

(d) Domestic employees or other persons employed by the household who do not sleep in the sample unit. (If, however, they occupy quarters which has no cooking equipment but which is on the same property as the sample unit (main house) consider them as household members.)

G. Rules for counting special classes of persons

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

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

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

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

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

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

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

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

OR

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

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

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

CHAPTER 3

THE SAMPLE UNITS TO BE INCLUDED IN THE SURVEY

A. General

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

1. Types of segments

B Segments

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

Area Segments

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

2. Use of front and tab of Segment Folder

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

a. Determine week of interview

Determine the week of interview from the last date, i.e., for the current sample, entered in Section I on the front of the Segment Folder. Do no interviewing in the segment before the week specified.

b. Determine identification information for segment

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

(1) PSU code and name

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

(2) Grid reference

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

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

(3) Place

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

(4) Type of segment

The type of segment (TA, NTA or B) will be entered in the "Type" box on the tab of the Segment Folder. Also, item 6b on the questionnaires prepared by your office will be marked "A" (Area), "B" (B Segment), "P" (Permit B Segment) or "LSDP" (Large Special Dwelling Place).

The two types of Area Segments, TA (Take All) and NTA (Non-Take All), are discussed in Section D on page A-3-5. (Refer to Part F of the Manual for B Segments.)

(5) Sample

A sample designation is assigned to each three-month period ("sample") in the calendar year. For example, the period April-June 1967 is designated B-41 and July-September 1967, B-42. The sample in which you are interviewing is the last one entered in the sample box on the tab of the Segment Folder.

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

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

Sample

B-38	B-42				

c. Section IV, Special Instructions and notes

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

d. Other entries on the folder

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

B. Area Segments

This chapter tells you how to identify sample units in Area Segments. See Part A, Chapter 2, for definition of units ("housing" units and "other" units); and, kinds of units in special dwelling places .

1. Materials

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

2. Segment Map

A detailed map of the segment is attached to the inside cover of the Segment Folder. The exact segment boundaries are outlined in red on this map. See Section E on page A-3-6 for instructions on use of the Segment Map.

3. Use of Segment List

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

a. Heading items

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

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

b. Segment boundaries or direction of travel

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

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

c. Column 2, Street name or road

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

d. Column 3, House number or side of road

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

e. Column 4, Description or location

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

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

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

g. Column 6, Serial number — A serial number entered in column 6 corresponds to the serial number entered in item 7 of the questionnaire.

h. Column 7, Additions and deletions — You will make entries in column 7 when you add or delete a sample unit, in accordance with instructions in paragraphs F and G.

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

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

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

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

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

1. TA Segments — TA Segments are included in only one sample. In most TA segments, you will conduct an interview at each unit listed on the Segment List, unless it has been crossed off, and at other units you find in the segment. Note that the current sample designation is entered in column 5 of the Segment List for each of the units listed.

Occasionally you may be assigned a TA Segment in which you will interview only some of the units. We call this a "subsampled" TA Segment. Paragraph J, page A-3-19 contains special instructions for handling units found in subsampled TA segments.

2. NTA Segments

NTA Segments may be in more than one sample because they contain more households than are assigned for interview in any particular sample. Interviews are to be conducted only at the addresses designated for the current sample (indicated in column 5 of the Segment List) and at any unlisted units found at the sample addresses.

Questionnaires will be provided for addresses designated for the current sample. You must prepare questionnaires for unlisted units found at the sample addresses and determined to be "extra" units.

D. Use of maps to locate Area Segments

1. Use of Grid Map

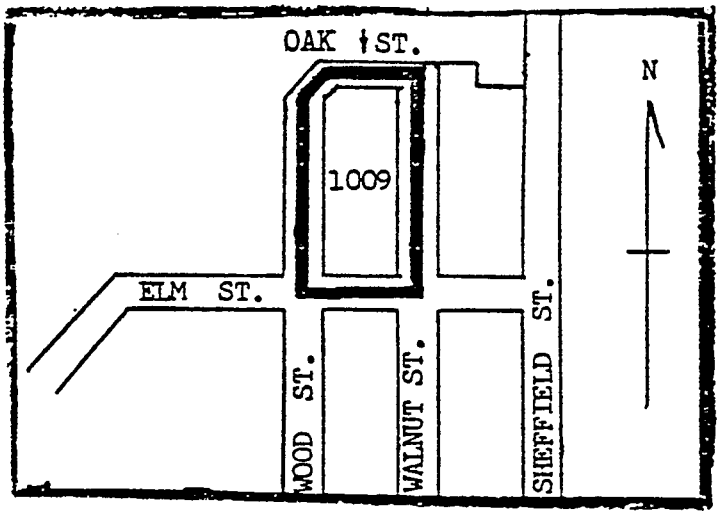
Use the Grid Map furnished with your assignment to find the general location of a segment. The Grid Map will cover a large enough area so that you can spot the general location of a segment in relation to major landmarks of the city or county.

2. Use of Segment Map

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

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

STREET MAP



b. Other kinds of Segment Maps — Segments in rural areas are outlined on County Highway maps or on reproductions of hand-drawn maps prepared by other interviewers.

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

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

a. General instructions for checking listing of TA Segments

New units found and units missed in listing are called "extra" units and are to be treated as instructed in paragraph G.1 on page A-3-11.

If you find a unit listed in error, outside the segment boundaries, demolished or converted permanently to commercial use, cross it off the Segment List and enter in column 7 the reason and date deleted, e.g., Demolished 7/67. Do not cross off units involved in a merger - see section 2 on page A-3-14 -- or units which you determine to be built after 4-1-60.

After completing the listing check and making any necessary additions or deletions, enter your initials and the month and year (e.g., 12-67) in the space provided on the inside of the Segment Folder to show that the listing of the TA Segment has been brought up-to-date at the time of interview.

All units should be listed, whether occupied, vacant or under construction.

b. Detailed instructions on checking listing in TA Segments

Follow the detailed instructions given below in checking the listing of TA Segments.

(1) Determine precise boundaries of segment from Segment Map

Start at the point on the segment boundary where the original lister started. Determine the precise boundaries of the segment from the Segment Map attached to the inside of the Segment Folder.

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

(2) Specific procedure in rural TA Segments

For TA Segments in rural areas, follow the route of the original listing. However, cover all roads within the boundaries shown on the map, even if the original listing shows no units located on a given road. If a road itself is a boundary, the center of the road is considered the boundary and all units on the side of the road which is within the segment are to be interviewed. If a rural road is not a boundary, canvass both sides of the road at the same time.

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

(3) Specific procedure in urban segments

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

(4) Structures which cross segment boundaries

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

2. Procedure in NTA Segments

In NTA Segments do not update the listing sheets during your interviewing visit, unless you are instructed to do so on the front of the Segment Folder. Locate sample addresses in the order streets (or roads) appear on the listing sheets.

Check to see that sample units are inside the segment boundaries. Return the questionnaire for any unit outside the segment boundaries as

a noninterview: Type C--"In sample by mistake" and footnote that it is outside the segment, describing the situation fully. Do not cross the unit off the list at time of interview.

F. Treatment of sample units

Fill a questionnaire for each sample unit. Fill only the front of the questionnaire for any Type C noninterviews, e.g., demolished units, nonexistent units, etc., assigned to you for interviewing. At each sample unit, you will need to apply the definition of a housing unit to identify separate households. (For the definition of a "housing" unit, see Part A, Chapter 2.)

1. Usually only one housing unit

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

2. More than one housing unit

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

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

3. Sample unit is combined with another unit

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

Some examples of a merger are:

(1) a two-unit structure converted to a one-family house since the segment was listed;

(2) a single-unit structure erroneously listed as containing two units.

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

G. Procedures for handling extra, merged or converted units

1. "Extra" units

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

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

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

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

a. If unit is in a TA Segment

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

(1) If the unit is discovered in updating the segment, add it to the next unused line of the last Segment List. In column 7, on the line on which you have listed the extra unit, write "extra," the reason it was not listed originally and the date (month and year). A typical entry might be: "Extra, new construction, 12-67."

If the "extra" unit is discovered in asking questionnaire items 13a, b or c, and you determine from Table X that it is a separate

unlisted unit, add it to the last Segment List. Enter in column 7 "extra" and the item number which led to its discovery. For example, "Extra, item 13a."

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

(2) Interview the household in the "extra" unit (except as noted above). Use a questionnaire from your supply of blank forms. See Part D, Chapter 2 for instructions on filling identification items on the questionnaire.

(3) Leave item 3 blank on the front of the questionnaire for "extra" units. Be sure to enter the complete address (including the post office and State) in item 8 for vacant, as well as occupied, units. If more than one questionnaire is needed for an occupied unit, enter the complete address on all questionnaires for that unit.

In a TA Segment which has been subsampled, follow instructions in Section I on page A-3-19.

b. If unit is in an NTA Segment

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

(1) Make no entries on the Segment or Supplemental List.

(2) Interview the household in the "extra" unit only if it is on the same property as the original unit. "Property" is defined as the land (with buildings) on which is located the address of the original sample unit. This "property" could range from a single-family house and a lot to a 200-acre farm.

(3) Leave item 3 blank on the front of the questionnaire for "extra" units. Be sure to enter the complete address (including the post office and State) in item 8 for vacant, as well as occupied, units. If more than one questionnaire is needed for an occupied unit, enter the complete address on all questionnaires for that unit.

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

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

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

(1) Farm buildings

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

(2) Does not include structures intended as living quarters

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

d. If unit is in a B Segment

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

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

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

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

2. Merged units

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

For Area Segments--On the line for each, except the first, of the merged units listed, enter in column 7, "merged," the sheet and line number of the first of the merged units listed and the date the merger was discovered.

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

a. Interviewing merged units

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

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

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

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

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

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

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

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

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

3. Converted units

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

H. Special dwelling places

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

1. Places located in Area or LSDP Segments

a. Special Dwelling Listing Sheet

A Special Dwelling Listing Sheet will have been prepared for special dwelling places found at time of listing. The name, address and type of special dwelling place and the number of units will be entered on the form. In addition, the Regional Office will have prepared a Special Dwelling Worksheet for each place, except those in TA Segments.

b. Sample units selected from a complete listing

For special dwelling places in which sample units (that is, rooms, suites of rooms, beds, etc.) were selected from a complete listing, the address or location of the place will be entered in item 2 on the questionnaire. The name of the place, type code, and description of the sample unit will be entered in item 4.

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

c. Sample units selected from a register

For a special dwelling place in which a register of units is available (as for example, a list of rooms in a dormitory), you will select the sample units directly from the register. Instructions for selecting sample units are given in Part A, Appendix B. You must enter the address or location of each selected unit in column 3 on the worksheet and in Item 4 on the front of a questionnaire.

d. New or missed special dwelling place

If in checking the listing of a TA Segment you find a special dwelling place for which no Special Dwelling Listing Sheet has been provided, prepare one and list all units (staff or unclassified) in the place on it. Fill a questionnaire for each unit listed unless the segment is subsampled. (See paragraph I on page A-3-19 .)

2. Places located in B Segments

For places located in B Segments, follow the instructions in Chapter 4 of Part F in this manual. If current sample units are to be selected from a register, also follow instructions in Part A, Appendix B.

Questionnaires for current sample units will be prepared in the same manner as indicated in paragraph 1 above.

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

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

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

4. Housing unit changed to entire special dwelling place

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

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

5. More than one unit on Segment List found to be in special dwelling place

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

(a) the name, address and type of place

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

Interview any "staff" or "unclassified" units designated for the current sample on the Segment List. Report current sample units found to be "nonstaff" units as Type C noninterview.

For example, units in a nontransient hotel may have been listed on separate lines of the Segment List and the hotel may change to a transient type by the time of interview. Retain the place on the Segment List in this case and interview all units designated for the current sample. Report the situation on an INTER-COMM.

6. Special Dwelling place discovered in answer to questionnaire items 13a, b or c

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

7. Further instructions on special dwelling places

Detailed instructions on how to proceed in special dwelling places are to be found in Part A, Chapter 2 and Appendixes A and B to Chapter 3.

8. Office assistance in difficult cases

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

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

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

(1) If you discover an "extra" while interviewing at a sample unit, interview the "extra" but do not add it to the Segment List. Attach an INTER-COMM to the questionnaire explaining the situation. For example, "Converted basement apartment discovered through coverage question 13a when interviewing Jone's household."

(2) If you discover a unit when updating the segment, add the unit to the Segment List and extend the subsampling pattern. Conduct an interview if the unit is listed on a line designated for sample.

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

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

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

1. Updating

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

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

2. Determine units to be interviewed

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

a. If fewer than 20 units

If there are fewer than 20 units listed, enter the current sample designation opposite each added unit on the Segment and Special Dwelling Listing Sheet and fill a questionnaire for each unit, with one exception. If the segment is in a permit area, do not prepare a questionnaire for any units in structures built after April 1, 1960; send an INTER-COMM to the office explaining the situation.

b. If more than 20 units

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

(1) If segment is in a permit area

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

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

(2) If segment is in non-permit area — If the segment is in a non-permit area, subsample the units as instructed in paragraph c.

c. How to subsample

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

*Exlude units built after 4/1/60 in permit areas

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

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

d. Example of subsampling

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

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

e. Which units to interview after subsampling	After you have subsampled the units, interview only those for which there is still a sample designation in the appropriate column of the Segment List and Special Dwelling Listing Sheet, if any. For originally listed units which were eliminated in subsampling, return the assigned questionnaires as Type C non-interviews: "Eliminated in subsample."
f. Report subsampled segments on Segment Folder	Record the subsampling rate on the Segment Folder in Section IV-B for each segment that you subsample. Report this as follows: "Subsampled by taking every_____."

APPENDIX A TO PART A

CODES FOR TYPES OF SPECIAL DWELLING PLACES
(ITEM 4 ON HOUSEHOLD PAGE)

I. Specified Institutions

Codes	Types
	Correctional Institutions
11	State and Federal penitentiaries, prisons and reformatories
11	State and Federal prison farms and camps
11	County and city jails, workhouses, penitentiaries
11	County and city prison farms and camps
11	Federal detention headquarters
12	State and Federal training or industrial schools
12	County and municipal training or industrial schools
12	Private schools for delinquents, such as "House of the Good Shepherd," "Boys Town," etc.
	Mental Institutions
21	Homes and training schools for mentally handicapped
21	Homes, training schools, colonies and villages for epileptics
21	State, Federal, county and city hospitals for mentally ill
21	Private hospitals and sanitariums for mentally ill
22	Hospitals for the treatment of alcoholics and drug addicts
23	Veterans Administration mental hospitals
	Homes for the Aged, Infirm and Needy
31	Orphan asylums
31	Children's homes
32	County homes, almshouses, poor farms, etc.
33	Fraternal or religious home for the aged
34	Commercial residences for the aged
35	Homes and schools for the blind
36	Homes and schools for the deaf
37	Hospital or resident schools, orthopedic hospitals and homes for the crippled
38	Soldiers' and sailors' homes
39	Veterans Administration homes (domiciliary care)
40	**Nursing, Convalescent and Rest Homes**

Codes	Types
	Other Hospitals and Homes Providing Specialized Care
51 ...	Tuberculosis sanitariums
52 ...	Veterans Administration tuberculosis hospitals
53 ...	Homes for incurables
54 ...	Chronic and cancer hospitals
55 ...	Maternity homes for unmarried mothers
56 ...	Detention and receiving homes

II. Other Special Dwelling Places

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

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

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

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

b. Infirmary

71 ... Hotels, Transient-Type

72 ... YMCA, Transient-Type

73 ... YWCA, Transient-Type

74 ... YMHA, Transient-Type

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

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

77 ... Motel, Transient-Type

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

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

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

HIS-100
(1969)

Codes	Types
	Facilities for Housing Students
81 ...	School dormitory
82 ...	Fraternity
83 ...	Sorority
84 ...	Schools with resident students(other than for the needy or infirm and other than resident schools with separate codes 93 and 94--see below)
93 ...	Schools with resident students and with predominantly nonsalaried faculty such as nuns or priests
94 ...	Schools with resident students and operated primarily for religious training (other than those with predominantly nonsalaried faculty) such as Bible Institutes
	Facilities for Housing Workers
85 ...	Dormitory for workers
86 ...	Bunkhouse (provided that it has or is expected to have quarters for five or more farm or ranch hands)
87 ...	Labor camp
88 ...	Logging camp
89 ...	Migratory workers' camp

Additional Other Places

00 ... Nurses' Homes

01 ... Flophouses

02 ... Missions

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

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

05 ... Trailer Camps

06 ... Tent Camps

07 ... Armed Forces Installations

08 ... Armed Forces Hospitals

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

91 ... Convents

92 ... Monasteries

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

APPENDIX B TO PART A

SELECTING SAMPLE UNITS FROM A REGISTER IN A SPECIAL DWELLING PLACE

A. Purpose of Appendix B

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

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

1. When the Special Dwelling Worksheet is used

a. In area and LSDP segments

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

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

(2) type of register and its location.

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

b. In B Segments

Part F, Chapter 4, contains instructions on the Special Dwelling Worksheet for special dwelling places in B Segments.

CAUTION: <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 Section I

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

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

2. Kinds of special dwelling place units

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

a. Special dwelling places containing "staff" and "nonstaff" units

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

(1) Specified institutions (those listed in Part I of Appendix A to Part A)

(2) General hospitals

(3) Armed Forces hospitals

(4) Veterans' hospitals (general, medical and surgical)

(5) Children's camps

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

(1) "Nonstaff" units, defined

"<u>Nonstaff</u>" units are defined as:

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

OR

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

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

(2) "Staff" units, defined

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

(3) Special case: Units in nurses' homes

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

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

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

In all other types of special dwelling places, it is not necessary to make a distinction and all units are referred to as "unclassified" units. These are the housing units, rooms, beds, etc., occupied or intended for occupancy by all persons in the special dwelling place with these exceptions. See Part C, Table D, Column 5 on pages C-73 and C-74 for kinds of unclassified units to be included in Armed Forces installations, adult recreational and religious camps, and transient hotels.

c. How to sample "staff" units

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

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

3. Units to be selected

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

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

Excerpt From Special Dwelling Worksheet

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

Red line →

4. Points to be noted in sampling from register

In sampling from a register, note the following points:

a. Be sure register is current and identify units selected

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

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

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

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

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

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

The circled sample numbers above the red line in column 2 of the appropriate section of the worksheet represent the units that would be selected for interview if the total number of units entered in item e were correct. When you visit the special dwelling place, you may find that the number of special dwelling place units is actually different from the number entered for the current sample in item e. Note that more than one sample may be designated in the heading of the worksheet; for example, the first column in the heading may be for B-40 and the second column for B-44. Be sure to refer to the column for the proper sample.

a. If actual number is larger

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

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

Excerpt From Special Dwelling Worksheet

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

b. If actual number is smaller

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

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

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

d. When to count a bed as a separate unit

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

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

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

f. Use of register of persons

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

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

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

John Brown, baker

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

Josephine de Ritz, hostess

Guy Orlando, orchestra leader

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

g. Units added below red line on worksheet

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

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

7. Use of partially filled questionnaires

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

HIS-100
(1969)

PART D

THE HEALTH QUESTIONNAIRE
AND
HOW TO CONDUCT THE INTERVIEW

CHAPTER 1

INTRODUCTION

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

A. Description of materials

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

1. HIS-1 questionnaire

a. Purpose

The HIS-1 is the basic document used in the Health Interview Survey. In it you will record pertinent information reported during the interview. The tabulated answers from all of the sample households become the basis for statistical reports about the health of the Nation.

b. Contents and layout

The HIS-1 questionnaire contains several groups of pages. Each group covers a certain type of information.

(1) Household page

The Household page is the cover page of the questionnaire. This page contains identification information and questions about the residence of the persons living in the sample household.

(2) Probe pages

Pages 2-13 are called "Probe" pages because they contain questions which are designed to "pick up" disability, activity and mobility limitations, illness conditions, hospitalizations, doctor visits, special aids used, etc.

Pages 2 and 3 of the questionnaire contain probe questions about restricted activity and the conditions causing this restriction. Dental and hospital visit questions are on pages 4 and 5. Pages 6 and 7 contain questions about doctor visits, impairments, and musculoskeletal and skin conditions. Pages 8 and 9 contain questions about activity limitations. Pages 10 and 11 contain questions about hospitalizations and mobility limitations. Pages 12 and 13 contain questions about the use of special aids.

(3) Condition page — There are seven Condition pages in the questionnaire. These pages consist of detailed questions about illnesses and injuries reported in response to the probe questions on pages 2-13 or elsewhere in the questionnaire.

(4) Hospital page — There is one Hospital page. This page contains questions about hospitalizations reported during the interview.

(5) Doctor Visits page — There is one Doctor Visits page. These questions are asked for visits or calls to a doctor within the past two weeks.

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

(7) Format — The Probe pages (2-13) and the Person pages (32-35) are arranged in a seven column format. The questions to be asked the respondent appear on the left side of the page and the answers are entered in the six numbered columns which appear to the right of the questions; a separate column for each person. The answers for each person are to be recorded in his column on each of these pages.

Each Condition page consists of two facing pages containing information about one condition.

The Hospital and Doctor Visits pages are arranged in a columnar format. The questions to be asked appear on the left side of the page and the answer space is provided to the right of the questions. There are four columns for hospitalizations and five columns for doctor visits.

2. Flashcard booklet — The flashcard booklet is made up of a group of cards. Some of these flashcards are shown to the respondent while others are used only by the interviewer.

On Card A-1 is a list of impairments; Card A-2, a list of musculoskeletal conditions; and Card A-3, a list of skin conditions.

Card B consists of a list of symptoms and a list of "other arthritis" conditions.

Card C is a list of illness conditions for which questions 3a-e on the Condition page need not be asked.

Card D is used with certain questions in the Arthritis Supplement.

Card I is a list of income groups to be used when asking the income question (42). There are yearly calendars for 1967, 1968 and 1969 and a card giving the dates of various holidays in 1968 and 1969. Another card contains a list of items to fill on the Household page for each type of noninterview.

3. Calendar card

A separate calendar card is furnished with each week's assignment. On this card, prior to the actual interviewing, outline in red, the two-week reference period. The card is handed to the respondent and is referred to at different times throughout the interview to remind the respondent of a particular two-week period.

4. Arthritis Supplement

The Arthritis Supplement is filled for each person reporting arthritis or one of the "other arthritis" conditions.

B. Use of materials and interviewing sequence

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

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

1. Step 1

(a) After arriving at the sample household, check the address of the sample unit in the Segment Folder to make sure that this address appears in item 8 of the questionnaire. Also, check item 9 to see if the "year built" question is to be asked.

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

(c) Questions 7-11 on Probe pages 4 and 5 are asked next. These questions cover dental visits and hospitalizations during the past two weeks.

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

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

(f) Probe pages 10 and 11 contain questions covering hospitalizations during the past 12 months; mobility limitation; and the conditions causing the limitation.

(g) Question 37 on Probe pages 12 and 13 is asked next. This question covers the use of special aids.

2. Step 2 — After completing the Probe pages, complete a separate Condition page for each condition listed in item C2 except those reported from Card B.

3. Step 3 — After completing all required Condition pages, complete a column of the Hospital page for each hospitalization indicated in item C1. Complete a column for each hospitalization reported for the first person, then for each other person in the household in the order they appear on the questionnaire.

4. Step 4 — The Doctor Visits page is completed next. Fill a doctor visit column for the first person with doctor visits recorded in item C1, then for each other person in the order they appear.

A separate column should be filled for each reported doctor visit.

5. Step 5 — Pages 32-35, Person pages are completed next. They contain questions about personal characteristics such as education, veteran status, work status and income.

6. Step 6 — Any required Arthritis Supplements are filled after completing the Person pages.

7. Step 7 — The Household page is the last page of the questionnaire to be completed.

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) Use of one dash — Where one dash (—) appears, insert the object being referred to, e.g., the special aid used in Table SA, or whatever is appropriate for the question. A dash is also used as a reminder to pause briefly when reading a question, e.g., the onset question 16 on the Condition page.

(4) Words in parentheses — Words in parentheses are alternative wordings of the question and are used as appropriate for a particular situation.

(5) Words in brackets — Vertically aligned words or phrases within brackets are alternatives from which one or more is to be selected.

(6) Skip instructions — Numbers or letters in parentheses following answer check boxes indicate the question to ask next. If no skip instruction is given, continue with the next question.

b. Print type used — The questions to be asked of the respondent appear in heavy black type. Instructions to you appear in italics or light face type.

c. Use of pronouns

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

If you are interviewing a person only for himself, substitute the word "you" for the phrase "anyone in the family".

2. How to make entries

Written entries are to be made wherever a write-in box or space is provided for a written entry, e.g., the name of a condition. Wherever a "check box" is provided an "X" is to be entered as appropriate. See illustration below:

4a. Did the accident happen during the past 2 years or before that time?	[X] During the past 2 years *(4b)* [ ] Before 2 years *(5a)*
b When did the accident happen?	[ ] Last week [ ] 3–12 months [ ] Week before [ ] 1–2 years [X] 2 weeks – 3 months

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

Some questions pertain to length of time, that is, months and/or years. If there is only one answer space, enter the number of years including parts, e.g., $1\frac{1}{2}$. If there are both months and years answer spaces, enter the number of months and years in the appropriate spaces. For example, $1\frac{1}{2}$ years should be entered 6 Months 1 Year.

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

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

b. Did -- finish the -- grade (year)?

Ask for all males 17 years or over:
39a. Did -- ever serve in the Armed Forces of the U

b. Was any of his service during a war?

c. Was any of his service between June 27, 1950, a

d. Was any of his service after January 31, 1955?

b.	☐ Yes	☐ No
39a.	☒ Yes	☐ No (40)
b.	☐ Yes (40) ☐ No	☒ DK
c.	☐ Yes (40) ☐ No	☒ DK
d.	☐ Yes ☒ No (40)	☐ DK (40)

b. 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 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 24 on the Condition page the respondent says, "Oh, between 12 and 14 times"; your entry in question 24 would be--

24. During the past 12 months, about how many times has -- seen or talked to a doctor about his . . . ?
(Do not count visits while a patient in a hospital.)

12-14 Times 000☐ None

c. "None" entries

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

beginning Monday, _____, and ending this past Su

5a. During those 2 weeks, did -- stay in bed because of any

b. During that 2-week period, how many days did -- stay in bed

5a. ☒ Yes (5b) ☐ No

b. None Days

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

25.

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

____Days 000☒ None

d. 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

An incorrect numerical entry is lined out and the correct number entered, e.g., ~~5~~ 4

3. More than one questionnaire

The number of questionnaires needed in a household will depend on household composition and on how many conditions, hospitalizations, etc., are reported for that household. Additional questionnaires will be needed for a household if any of the following occurs:

(a) There are more than seven conditions <u>or</u> four hospitalizations <u>or</u> five doctor visits.

(b) There are more than six related persons in the household.

(c) There are persons not related to the head of the household.

If a second questionnaire is required because of (a) above, the pages of the first questionnaire should be used to record the information as long as there is room. Only when all of the pages of a particular type are filled in the first questionnaire may the second questionnaire be used.

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

4. Footnotes and comments

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

When it is necessary to footnote an explanation or comment, you must indicate to which entry that explanation or comment applies. This should be done by writing the number of the footnote, e.g., 2/, both at the source of the footnote and next to the footnote itself.

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

See illustration on the following page.

CONDITION 2	1. Person number	Name of condition
Name of condition."	_____	Allergy
	2. Did -- ever at any time talk to a doctor 1 ☐ Yes 2 ☐ No	
on" entry in item 1 and mark	☐ Accident or injury *(4)* ☐ O	
n," record adequate or illness.	3a. What did the doctor say it was? Did he give it a medical name? Allergy ✓	
	b. What was the cause of . . . ? ☐ Accident or injury *(4)*	
ludes the words:	c. What kind of . . . is it?	

✓ Same as condition 3.

CONDITION 3	1. Person number	Name of condition
Name of condition."	_____	Hay fever
	2. Did -- ever at any time talk to a doctor ab 1 ☐ Yes 2 ☐ No	
on" entry in item 1 and mark	☐ Accident or injury *(4)* ☐ On	
o," record adequate n or illness.	3a. What did the doctor say it was? Did he give it a medical name? Hay fever ✓	
	b. What was the cause of . . . ? ☐ Accident or injury *(4)*	
ludes the words:	c. What kind of . . . is it?	

✓ Same as condition 2.

5. Recording answers when received

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

CHAPTER 2

HOUSEHOLD PAGE

A. General

The front page of the questionnaire is the Household page. It consists of 21 items, some of which are filled by the regional office prior to the interview; some by you during the interview, and some after the interview. The information obtained on the Household page gives a general picture of the characteristics of the sample unit.

B. Items 1-9, 11, Identification

Items 1-6, 8 and 11 and the instruction boxes in items 9, 13 and L will have been filled by the regional office when you receive your assignment

1. Items 1, 2a and 2b, PSU, Segment number and Segment type

These items are filled in advance by the regional office from the tab of the Segment Folder.

2. Item 3, 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.)

3. Item 4, Sample

This item, sample designation, is filled in advance by the regional office from the tab of the Segment Folder.

4. Item 5, Regional office number

This item, the regional office code number, is filled in advance by the regional office.

5. Item 6, Identification code

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

6. Item 7, Number of books

If you use only one questionnaire for a household, fill this item to read, "Book 1 of 1 Books." If it is necessary to use two questionnaires, item 1 on the first questionnaire should be filled to read, "Book 1 of 2 Books" and on the second, "Book 2 of 2 Books." Corresponding entries should

be made when three or more questionnaires are used. The entries in item 7 are to be made after the interview is completed.

7. Item 8, Street address

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

8. Item 9, 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 built 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 newly constructed units found in certain Area Segments since they would have a chance to being selected for interview more than once. The "year built" check identifies the units to be deleted.

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

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

The office will mark the "Ask" box in item 9 if "year built" is required at time of interview. Do <u>not</u> determine "year built" at time of interview if the "Do not ask" box has been marked by the regional office.

b. Procedures for determining "year built"

Follow these procedures when the "Ask" box is marked in item 9.

(1) When and how to ask item 9

At sample units which require "year built" determination, ask first: "When was this structure originally built?" This must be done <u>before</u> you begin the health interview.

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

If the person from whom you are obtaining the information does not know, ask him to estimate "year built". If you are unable to obtain the

information from anyone, as a last resort, estimate "year built" and enter "Est." beside the answer box.

(a) Definition of "year built" — "Year built" refers to the date the original construction was completed. It does not refer to any later remodeling, additions or conversions or to the date houses were moved to a particular site. If a house has been moved, "year built" refers to the date its construction was completed on its original site.

(b) Ask additional questions — If the answer to your first question is not specific enough to complete item 9, ask additional questions to determine whether the structure was built before or after April 1, 1960.

(c) Structure built before April 1, 1960 — If you determine that the structure was built after April 1, 1960, mark the "After" box in item 9, ask item 13c (if required) and return the questionnaire as noninterview - Type C, "Built after April 1, 1960."

(2) When not to inquire about "year built" — Do not inquire about "year built" in the following cases even though your office has marked the "Ask" box in item 9.

(a) New construction — If the entire structure is under construction, mark the "Built after April 1, 1960" box and return the questionnaire as a Type C noninterview. (If the structure is being remodeled or converted, inquire as instructed above.)

(b) Units in special kinds of structures — Do not determine "year built" for living quarters located in the following structures even though they appear to have been built after April 1, 1960. Interview these living quarters in the usual manner.

(1) Special dwelling places

(2) Federal housing for military personnel and their families

(3) Factories, schools, public buildings, stores, churches and other predominantly non-housing unit structures. A predominantly non-housing unit structure is one in which more than 50 percent of the floor space is nonresidential.

(4) Living quarters not located in structures, for example, trailers, tents and boats.

(c) If "year built" not determined — If the office has marked the "Ask" box for a sample unit in one of the places described in paragraph (b) above, make no entry in item 9. Instead, footnote the reason it was not asked, e.g., "Sample unit is a small apartment in rear of store."

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

Do not determine "year built" for "extra" units in segments located in nonpermit areas. (These segments are identified with a stamp which reads, "Do not determine year built NPA," in Part IV C of the Segment Folder.)

9. Item 11, Special dwelling place — This item will be filled by your regional office if the name and type appears on the Segment List. In cases where you discover a special dwelling place, you should enter the special dwelling place name and type in those units which must be interviewed.

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

C. When to complete items 10 and 12-18 — Complete items 10 and 12-18 at the end of the interview after completing any Arthritis Supplements required.

1. Item 10, Mailing address — In item 10, always ask, "What is your mailing address?" If the mailing address is the same as the street address given in item 8, mark the box entitled, "Same as 8." Otherwise, enter the complete mailing address in the space provided in 10.

2. Item 12, Type of living quarters

Mark the box for "Housing unit" or "Other unit" according to the rules in Part A, Chapter 2. Mark item 12 for Type A and Type B noninterviews as well as for interviewed units. Leave item 12 blank for Type C noninterviews.

3. Item 13, Coverage questions

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

a. Which of items 13a-c to ask

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

b. Item 13d, If none of items 13a-c to be asked

Your office will enter an "X" in 13d, "None," if you are to omit item 13 entirely. In this case, leave item 13 blank and go directly to item L.

c. How to ask items 13a-c for vacant units

If you find that a sample unit is vacant, ask item 13a, b or c of a neighbor, janitor, apartment manager, etc. Modify the question to refer to the vacant unit. For example, in asking 13a of a neighbor, you should say, "Are there living quarters for more than one group of people in that vacant house next door?" If the answer to item 13a, 13b or 13c is "No," continue with the interview.

If the answer to item 13a, 13b or 13c is "Yes," fill Table X as specified in paragraph 4, below.

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

4. Table X on the back of questionnaire

Table X is designed to record the existence of additional living quarters at the sample address and to help determine whether the living quarters are a part of the unit being interviewed or constitue an "extra" unit to be interviewd on a separate questionnaire.

Fill Table X as follows: Use a separate line of Table X for all quarters reported; for example,

if the respondent reports that there are additional living quarters in the basement and on the second floor, you would fill one line for the basement and another line for the second floor. If more lines are needed, extend those in Table X into the footnote space below Table X.

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

b. Column (3) — If the unit is already listed, enter its segment list sheet and line number in column (3) and continue interviewing the original household. If the unit is <u>not</u> listed, follow the instructions in column (3) for unlisted units.

c. Column (4) — In marking column (4) of Table X, refer to columns (2)-(4) on the line of the B Segment Address List for the original sample unit. If the "extra" unit is within the specific address of the sample unit, circle "Yes" in column (4) and continue Table X. If the "extra" unit is NOT within the specific sample address, circle "No" in column (4) and discontinue filling Table X.

d. Column (5) — The purpose of column (5) is to determine whether there are living quarters for more than one group of people in the space reported as "extra"; for example, whether there are living quarters for two separate groups of people on the second floor. Circle "Yes" or "No" in (5), as applicable. Use a separate line of Table X for all living quarters reported. When more than one line is filled as a result of "Yes" in column (5), fill column (5) for the first line only.

e. Columns (6)-(8) — The questions in these columns will determine whether the space is separate living quarters.

(1) Column (6) — If the space recorded in column (2) is occupied, circle "Yes" or "No", as appropriate. Make no entry in (6) if the space is unoccupied.

(2) Column (7) — Circle "Yes" or "No", as appropriate, for both occupied and vacant spaces.

(3) Column (8) — Ask the question in column (8) for both occupied and vacant quarters. If the unit is vacant and has no direct access or cooking equipment, ask whether the last occupants had cooking equipment.

f. Column (9)

Use this column to classify the information recorded in columns (6)-(8) as follows:

If the space is neither a "Housing unit" nor "Other unit," circle "N." If occupied, add the occupants to the questionnaire for the sample unit at which discovered. Complete a separate questionnaire for each unrelated person or family group.

If the space qualifies as a separate unit, circle "HU" or "OT," as appropriate and interview the occupants of these quarters on a separate questionnaire.

g. Columns (10) and (11)

These questions apply only if the space is classified as a housing unit (HU) and is in a B Segment.

(1) Column (10)

Record the last two digits of the year in which the quarters were created. If the year it was created was 1959 or 1960, ask if it was during the first half (F) or last half (L) of the year and enter the appropriate letter before the year in column (10).

(2) Column (11)

If the unit was created before July 1960, record the last name of the household head on April 1, 1960 in column (11). Also enter the first name if the respondent provides it. If the respondent does not know who lived in the unit on April 1, 1960, enter "DK." If the respondent has difficulty recalling, try to help him by referring to the Census date, April 1, 1960.

h. Item E

If an "extra" unit is discovered in either a B or NTA Segment, complete item E above Table X.

Item E requires the serial number of the original sample unit; the item number (item 13a, 13b or 13c) by which the "extra" unit was found; and if the extra unit is in an NTA Segment, the segment list sheet and line number of the first unit listed on the same property as the original sample unit.

5. Item L, Land usage

Items 14 and 15 on land usage are not filled for every household.

As indicated on the questionnaire, if the "Rural" box is marked in item L, go to item 14. If the

"All other" box is marked, omit items 14 and 15 and ask question 16.

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

a. Item 14, Own, rent or rent free

Ask 14 and record the respondent's answer by marking the appropriate box.

(1) Own

Mark this box if the owner or co-owner is living at the sample unit, even though he may be absent from the household for a short period of time such as a family member in the Armed Forces or temporarily working away from home.

Mark the "Own" box even if the place is mortgaged or not fully paid for.

The owner need not be the head of the household.

A cooperative apartment is owned only if the owner lives in it.

In the case of a trailer which is owned by the occupant but which is parked on rented ground, the land is considered to be the unit for the land usage question. Mark the box for "Rent" in such a case.

(2) Rent

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

(3) Rent free

Mark this box if the persons occupying the place neither own nor rent it.

Places of this kind are usually occupied rent free by persons in exchange for services rendered, e.g., a caretaker, a farm worker or janitor who receives the use of a house or apartment as part of his wages. A tenant farmer who does not pay money rent should be reported as occupying the unit "Rent free."

b. Items 15a and b

If the answer to item 14 is "Own" or "Rent free," ask question 15a. If "Rent" is marked in item 14, ask 15b. Mark the box for "Yes" or "No" as indicated by the respondent's answers. When questions arise, use the following definitions as a guide.

(1) General definition	In most cases, the "place" has a clearly defined meaning. For example, in a built-up area, the "place" is likely to be one sample unit consisting of a house and lot. In the open country, on the other hand, it may consist of a whole tract of land or a combination of two or three pieces of land on which the sample units are located. If there is any question as to what is meant by "place", use the following explanation. The "place" consists of one or more tracts of land which the respondent considers to be the same property, farm (or ranch) or estate. These tracts may be adjoining or they may be separated by a road or creek or other pieces of land.
(2) Definition of "place" for "Owned" or "Rent free"	Places which are "Owned" or "Rent free" include the entire acreage considered to be part of the same "place", including any part rented out to others. Even if the owner rents out all the land <u>but continues to live on it</u>, the rented land should be regarded as part of the owner's "place".
(3) Definition of "place" for renters	For renters, the "place" would include only the house and land <u>for which they are paying rent</u>, and not the entire acreage or property of the owner. This is an especially important distinction and one which you should explain to the respondent, if necessary.
(4) More than one unit on same place	If there is more than one sample unit on the same "place" (as defined above), the answer for each unit must be the same. For example, an owner lives in one sample unit on a "place" of 150 acres; his hired hand lives rent free in a separate sample unit on the same "place". The answer to item 15a would be "Yes" for each unit. Remember again, however, that if there is a cash renter on this property, we are referring only to the land which <u>he</u> rents.
(5) If "place" is definitely in built-up area	There may be certain areas coded "Rural" which have been built up into apartment areas, suburban housing developments and the like. In such cases where the place is obviously a private home on a lot or an apartment, mark "No" for item 15a or b without asking the question. Also, mark the "No" box in item 15d.

If the sample unit is in a rural (not built-up) area, the question is to be asked, even if the unit appears to be just a house and lot.

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

If the answer to item 15a or b is "Yes," ask item 15c and record "Yes" or "No" as the case may be. It is not necessary to find out the precise amount, so long as the answer can be classified as $50 or more ("Yes") or less than $50 ("No"). Note that the question refers to gross sales during the past 12 months. If questions arise on the meaning of "sales for this place," use the following as a guide.

(1) Sales from this "place"

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

(2) Place

The "place" is the same as that referred to in item 15a or b.

(3) More than one unit

If there is more than one sample unit on a "place" (remembering how "place" is defined differently for owners and renters), the answer for each unit must be the same. For instance, the owner lives in one unit on a "place" of 15 acres. His total sales amounted to $780. His hired hand lives rent free in a separate unit on the "place". Each of the two units would have "Yes" in item 15a and "Yes" in item 15c.

(4) Special situation

If the respondent has recently moved to the "place" and he has not sold any farm products, explain that this question refers to sales made from the "place" during the past 12 months, either by him or by someone else. If he is unable or unwilling to make an estimate, report the item as "DK" (don't know).

d. Item 15d, Sale of produce ($250 or more)

If the answer to item 15a or b is "No," ask item 15d and mark "Yes" or "No" as required.

(1) Follow same rules as for item 15c

In completing item 15d, follow the same instructions as were given for item 15c for sales, definition of "place", more than one unit and the special situation. The only difference is that item 15d refers to sales of $250 or more. (The

higher amount of sales from a "place" of less than 10 acres must have been made for it to be classified as a farm.)

If the "place" is obviously a private home on a lot or an apartment, item 15d can be marked "No" without asking the question.

6. Item 16, Telephone

Ask 16 and enter the telephone 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.

7. Item 17, Observed households

Item 17 is used to indicate whether the interview was or was not observed.

8. Item 18, Name and code of interviewer

Sign your name in the space provided in item 18 after you have completed the entire interview for a household or are turning in the questionnaire as a final noninterview. Also enter the code which has been assigned to you by your office.

D. Item 19, Noninterviews

Item 19 is used to record any instance in which you are not able to obtain complete interviews for part or all of a household.

A completed interview is one in which you have asked all questions on personal characteristics and health for all members of a household. If a respondent has refused to answer a few of the questions, such as that on income, but has provided the rest of the information to the best of his knowledge, the interview is considered completed.

In a case where an interview is <u>not</u> 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 you are uncertain as to what type of noninterview should be recorded, do not mark item 19. Send an INTER-COMM, explaining the circumstances, with the questionnaire when you return it to your regional office.

1. Partially completed interviews

If an interview has been obtained for one or more members of a household, but not for all members, it is considered only a partial interview and has nearly the same effect on our statistics as Type A noninterviews. Every effort must be made to avoid them as well as Type A's.

For partial interviews, enter the person number of the noninterviewed persons in the footnote space on the front of the questionnaire and give the noninterview reason, in full, for each such person or group.

2. Type A noninterviews

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

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

a. Refusal

Occasionally a respondent may refuse to be interviewed. When this is the case, mark the "Refusal" box in item 19. Also, in a footnote, explain the pertinent details regarding the respondent's reason for refusing to grant the interview.

b. No one at home - repeated calls

Mark this box if, after making repeated calls, you have not found an eligible respondent at home even though there are people living there during the interview week.

c. Temporarily absent

Mark this box if the usual residents of a household are temporarily out of town and will not return until after the end of the interview week; make certain that the unit is not vacant.

d. Other Type A

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

3. Type B noninterviews

Type B noninterviews consist of vacant units, units occupied solely by persons who are not household members by Census definition and certain other special situations.

a. Vacant - nonseasonal

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

b. Vacant - seasonal

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

c. Usual residence elsewhere

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

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

Note, however, that the sample unit must be actually occupied at the time of interview to be classified here. Usually, this means that you will need to contact a household member to learn that a unit is to be classified properly as "Usual residence elsewhere." Sample units being held for persons with usual residence elsewhere who are not actually living there at the time of interview, should be classified as vacant, even if fully furnished and not for sale or rent. See paragraphs 3a and b above.

d. Armed Forces

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

e. Other Type B

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

(1) Unit under construction	Consider a unit as "under construction" if the construction has not proceeded to the point where all exterior windows and doors have been installed and final usable floors are in place. If the construction has proceeded to this point, the reason for noninterview should be reported as vacant. See paragraphs 3a and b above.
(2) Unit being created from conversion of former unit	Include here, units being created from the conversion of a former unit. Use the same criteria for completion of construction as in the case of "Unit under construction."
(3) Vacant - migratory workers	Include here, units now vacant and used only for the temporary accommodation of migratory workers.
(4) Temporary business or storage	Include here, units temporarily used for business or storage purposes but expected to revert to residential use. If a unit has been permanently converted to business or storage use, it is to be classified as a Type C noninterview.
(5) Vacant trailer space	You may occasionally be assigned to interview the occupants of a designated trailer space in a trailer camp. If the space has no trailer on it, include it here.
(6) Units not yet started in Permit Segments	You may be assigned a segment with the letter "P" following the segment number and find that construction at a sample unit in the segment has not been started. Treat this unit as a Type B noninterview, "Other" and specify, "Permit granted, construction not started."
4. Type C noninterviews	Type C noninterviews include units which ordinarily would not be listed or sampled for this segment and which you have eliminated as sample units in accordance with the instructions in Part A, Chapter 2.
a. Demolished	"Demolished" units have been totally or partially torn down. If merely vacant pending demolition, classify as vacant. See paragraphs 3a and b.
b. In sample by mistake	This classification refers to units that should not have been listed originally. The units may be outside segment boundaries, never intended for residential use, etc. Describe the situation fully.

c. Eliminated in subsample	Mark this box when you have eliminated a unit in subsampling, in accordance with instructions in Part A, Chapter 2.
d. Built after April 1, 1960	Mark this box when you have made the "year built" determination and found that the sample unit is in a structure which was built <u>after</u> April 1, 1960.
e. Other Type C	This category will include all the classes of units listed below. In each case, mark the "Other" box and in the "Specify" space state the reason briefly, e.g., nonexistent.
(1) Non-existent	Include here, any unit which you have not been able to find. Describe the situation fully.
(2) Unfit for human habitation	An unoccupied unit which has become unfit for human habitation and is beyond repair so that it is <u>no longer considered living quarters</u> should be included here.
(3) Permanently converted to business or storage	Include here, any unit that has been permanently converted to business or storage use.
(4) Mergers	Include as Type C "Other," merger units which are noninterview because they have been merged with another unit. See the instructions in Part A, Chapter 3.
(5) Other	Include here, any other Type C noninterviews and describe them in full.
E. Item 20, Record of calls	This is a record of all visits made to a household to complete your interviewing and is to include all visits made regardless of whether or not you found anyone home. Count as "visits", only actual attempts to contact the household, such as, ringing the doorbell or knocking on a door. Do <u>not</u> include telephone calls for appointments.
1. Calls for entire household and for a person or family group not related to head	Enter the date and time of each visit in the column for the particular visit you are making. That is, enter the date and time of the first call in the first column, for the second call in the second column, etc. For the date, enter the month and

day, e.g., 9:20 A.M., 7:30 P.M., etc. This time represents the time you make the call, not the time you complete the interview.

After you have completed an interview, enter the ending time in the space provided and enter an "X" in the "Com." (completed) column, indicating that the interview was completed. This should be done before you leave the household. Do not "round" the beginning and ending times to the nearest five minutes but use exact times (to the minute).

For noninterviewed households, enter only the dates and times when calls were made. Leave the "Ending time" blank.

Each unrelated household member or family group is interviewed separately. Therefore, enter the date and time of each call made and the beginning and ending time of interview for the unrelated person(s) on a separate questionnaire. Enter this information on the separate questionnaire even though you may not have to return to the household at a different time to interview these persons. If you are unable to interview these nonrelated persons, enter the reason for noninterview on the separate questionnaire.

2. Return calls for individual respondents

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

If there are unrelated household members, the "X" mark used in item 20, to indicate a completed interview, will be made on the questionnaire that was completed for the last unrelated person or group that was interviewed. See example on following page.

3. Illustration of how to fill item 20

On the following page is an illustration of how to fill item 20. 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.

HIS-100
(1960)

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

Item		1	Com.	2	Com.	3	Com.	4	Com.
Hld	Date	Jan 6		Jan 7					
	Beginning time	10:30 AM		7:45 PM					
	Ending time			8:30 PM					

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

Person No. 5	Date	Jan. 7		Jan. 8		Jan. 9			
	Beginning time	8:30 PM		7:45 PM		8:10 PM			
	Ending time					8:30 PM	X		
	Date								

F. 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
1-15	1-13	1-11
L	L	18-20
18-20	15	
	18-20	

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

G. Extra questionnaires needed for a household

If more than one questionnaire is needed to complete the interview for a household, items 1, 2a, 2b, 3 and 7 should be completed on each additional questionnaire.

CHAPTER 3

PROBE PAGES 2-11

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

A. Introduction

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

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

1. Eligible respondent: Who can answer the questions

a. Eligible respondent for questions 1 and 2

Questions 1 and 2 (name and relationship of all household members) may be asked of any "responsible" adult member of the household whether or not they are related to the head of the household. "Responsible" means anyone who is not mentally incompetent or too ill to be able to think clearly about the questions being asked. "Adult" means a person 19 years old or older or any person who has been married.

b. Eligible respondent for remaining part of questionnaire

The "eligible" respondent may answer the remaining questions for all related persons in the household, both adults and children. However, the other related adults listed should be interviewed for themselves if available.

(1) 17 or 18 year-olds

Single persons 17 or 18 years old may not respond for other family members but may respond for themselves under the following circumstances:

(a) If there is no related person in the household who is 19 years old or over; for example, if the household consists of two unrelated 17 or 18 year-old boys living in a school dormitory room, each may respond for himself.

(b) If they are present during the interview with an older respondent, 17 or 18 year-old persons may respond entirely or partly for themselves. However, do not make any extra effort to have them participate.

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

(2) Related, defined — "Related" means related by blood, marriage or adoption.

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

(4) Adults not related — Adults not related to the head of the household (partners, roomers or servants) are to answer all questions (after question 2) for themselves.

If, however, such persons have related family members in the household, any responsible adult member of that family may answer the questions for that family group. If adults not related to the head are not at home at the time of the original interview, a return call must be made to interview them.

c. Exceptions to eligible respondent rule — In the following two cases, a person who is not a related member of the sample household can be considered an acceptable respondent.

(1) You may interview someone who is responsible for the care of a person who is not competent to answer the questions for himself provided there are no related members of the household who can answer for that person. The person who provides the care may or may not be a member of the household. For this type of case, explain the circumstances, e.g., Person is mentally incompetent and unable to respond for self; respondent takes care of her during the day.

(2) A member of the Armed Forces who lives at home with his family may be interviewed for his family, but no health information is obtained for him.

d. Return call may be necessary

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

2. Question 1, Names of household members

After asking the "year built" question, if required, and determining that the household is to be interviewed, ask question 1a on page 2. Continue with question 1b and record the names in the appropriate columns in the order indicated on page D-3-8. Then ask questions 1c and 1d as reminders about persons who may be overlooked by the respondent. List each person named by the respondent in answer to questions 1a-d who is a household member. There is an asterisk above the "Yes" box for questions 1c-e. The asterisk refers to the instruction: "Apply household membership rules." 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. Thus, Armed Forces members not living at home should not be listed

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

a. Members of the Armed Forces

For the purpose of question 1f, "adult" means a person who is 17 years old or over. The question is asked at this point to avoid asking unnecessary questions about active members of the Armed Forces who are not to be included in this survey. Ask question 1f if any of the males in the household could be an adult.

Although exact ages have not been determined at this point in the interview, it should be possible, in most cases, to have a general idea of the age of household members. For example, the apparent age of a female respondent who is head of the household should indicate whether her son living at home could be 17 years old or over. When in doubt, always ask question 1f.

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

Although question 1f is primarily for males, if in asking the question it is discovered that a listed female household member is in the Armed Forces, enter her person number in question 1f.

(1) Armed Forces, defined

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

Do <u>not</u> count as members of the Armed Forces, persons working in civilian positions for the Armed Forces, persons serving in the Merchant Marine, persons in a National Guard unit not activated as part of the regular Armed Forces or civilians who train only <u>part</u> time as reservists.

(2) Armed Forces Reserve

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

b. Who are household members

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

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

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

Does 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 unless he is in the Armed Forces, e.g., Person 3 lives away at school.

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

Treat Armed Forces members in the following manner:

(1) Note in the name or relationship space of the questionnaire either "Living at home" or "Not living at home" for all Armed Forces members listed.
(2) Delete them by drawing a large X through items 1 through C to be certain no health information is gathered for them.

See illustration on following page.

1a. What is the
b. What are the
c. I have listed
d. Have I miss
e. Do any of th
If any adult
f. Are any of
active duty

2. How is --
3. How old w

1. Recor
2. Reco

name.
who live here.
as friends, relatives, or roomers? Yes* [ ] No [X]
ome? [ ] [X]
[X] [ ]

* Apply household membership rules.

[X] Yes → Col(s) 1 (Delete) [ ] No

d Sex

number(s) where it was reported.

1) Person 3 lives away at school.

a.	First name (1) John	RACE 1 W 2 N OT
	Last name Jones	SEX 1 M 2 F
2.	Relationship (Living at Home)	AGE
3.	HEAD	

Hosp.	Dr. visits
____ (NP)	____ (NP)
[ ] None (NP)	[ ] None (NP)

Q. no.	Condition

First name (3) Sally	RACE 1 W 2 N 3 OT
Last name	SEX 1 M 2 F
Relationship	AGE

Hosp.	Dr. visits
____ (NP)	____ (NP)
[ ] None (NP)	[ ] None (NP)

Q. no.	Condition

d. Use additional questionnaires if more than six household members

All members of the household, regardless of whether they are related to the head, are to be listed on one questionnaire (or one set of questionnaires if there are more than six persons in a household). However, only questions 1 and 2 will be filled in the original questionnaire for household members not related to the head. If there are 7-12 members in a household, list them on a second questionnaire and change the column numbers to "7," "8," etc., in the manner shown below. If there are more than 12 members in the household, use additional questionaires in a similar manner.

1a.	First name Ø 7		1a.	First name Ø 8

e. Prescribed order of listing household

List the members of the household in the following order:

(1) Head of household
(2) Wife of the head
(3) Unmarried children of the head, or of the wife, in order of their ages, beginning with the oldest
(4) Married sons and daughters (in order of age) and their families listed in this order; husband, wife, children
(5) Other persons related to the head
(6) Roomers and other persons not related to the head

If, among the persons not related to the head, there are married couples or persons otherwise related among themselves, they should be listed in the order indicated for the families of married children (group 4). The names and relationships of each person or family not related to the head will be transcribed to a separate questionnaire with each person entered in the same column as he was in the original questionnaire. See pages D-3-9 and 10.

f. How to enter names

Use column 1 for the head of the household and use a separate column for each of the other persons. Do not skip columns.

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

①	②	③	④	⑤
John	Betty	Olive	Samuel	Thomas
Doe	——	Poe	——	Roe
Head	Wife	Daughter	Grandson	Roomer

3. Question 2, Relationship to head of household

Enter the relationship of each person to the <u>head</u> of the household. If the respondent has previously given you this information, you need not ask this question, simply record the relationship.

a. Head of household

Accept as the head of the household the person whom the respondent names as the head.

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

(1) Head, defined

If a question is raised as to what is meant by the head of a household, say that he (she) is the person who is regarded as the head by the members of the household. In most cases, the head is the chief breadwinner of the family, although this is not always true. In some cases, the head may be the parent of the chief earner or may be the only adult member of the household.

Armed Forces members living at home are household members about whom we want no health information.

If one is the household head, the family relationships should be made accordingly. If an Armed Forces member is not living at home, the wife or other family group head will then be designated as the household head.

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

(3) Examples of relationship entries — Some typical examples of relationship entries are: wife, son, daughter, stepson, stepdaughter, father, mother, grandson, daughter-in-law, aunt, cousin, nephew, roomer, servant, hired hand, partner and maid.

(4) Person unrelated to the head — If there are any persons in the household who are <u>not</u> related to the head but are related to each other, their relationship to each other should be shown also. For example, a roomer and his wife must be listed as "roomer" and "roomer's wife"; a maid and her daughter must be shown as "maid" and "maid's daughter."

b. Persons in "special dwelling places", rooming houses, etc. — You may be assigned to interview persons who live in "special dwelling places" (institutions, hospitals, hotels for transients, facilities for housing students or workers, summer camps, trailer or tent camps, etc.).

In all such places, follow the rules in paragraphs (3) and (4) above for relationship entries in question 2, e.g., head, wife, etc.

4. Separate questionnaires for nonrelated persons — A separate questionnaire must be completed for <u>each</u> listed unrelated person or family group. After recording the names of all household members and completing questions 1 and 2 on the first questionnaire, transcribe the names and relationships of the unrelated household members to a separate questionnaire in the <u>same</u> column. Do <u>not</u> change the column numbers (person numbers) when transcribing the names. For each questionnaire for unrelated persons, fill the identification items (PSU, Segment number and Serial number) and item 7 and continue the interview for these

persons in the prescribed manner. These specified entries are required on a separate questionnaire even if you know, at this point, there will be no completed interview for the nonrelated person(s).

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

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

Item C is used for recording conditions and other information picked up in some of the later probe questions. After completing question 3 for the last person, skip over item C and go to question 4. Item C is placed in this position on the questionnaire for ready reference when filling any of the succeeding pages. It will be explained later in this chapter.

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

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

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

Be sure to obtain the age of each person at his <u>last</u> birthday. For babies under one year of age, enter "under 1" in the answer space. If the respondent does not know the exact age of the person, ask him to estimate it as closely as he can.

If the person refuses to give his own age or the age of someone else in the family, make the best estimate you can and footnote the fact that the age is estimated.

If a specific age (65years) cannot be estimated, record a range of the person's probable age, e.g., est. 10-15 years, est. 45-55 years. The following examples represent entries that would not be acceptable age estimates: over 25 years, 17 + years, etc. These examples are unacceptable because they do not indicate whether the person is a young adult, middle-aged or an elderly person.

(1) Race — Three codes are used for race: "W" for white, "N" for Negro and "OT" for other. The race of the respondent can usually be marked by observation and you may assume the race of all related persons is the same as that of the respondent unless you learn otherwise. Circle the proper letter when you are recording the person's age.

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

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

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

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

(2) For mixtures of nonwhite races, i.e., Negro or other, report the Negro race unless the non-Negro race predominates and the person is regarded in the community as of the other nonwhite race. In this case, circle "OT."

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

b. Question 4, Marital status — Ask question 4 on marital status only for persons 17 years old and over. If the person is under 17 years of age, mark "Under 17," without asking the question even though you may have learned that the person is married, widowed, divorced or separated.

For persons 17 and over, if it is obvious from the relationship entries that two of the household members are husband and wife, mark the box for "Married" without asking the question. If the person is the mother or father of a household member, leave off the phrase "...or never married" in asking the question.

(1) Annulled marriages — Consider persons whose only marriage has been annulled as "Never married."

(2) Separated persons — Accept a respondent's statement that a person is separated. If, however, the respondent raises a question as to the meaning of "separated," explain that the term refers only to married persons who have a legal separation or who have parted because they do not get along with each other.

Persons who are separated from their spouse because of the circumstances of their employment, service in the Armed Forces or similar reasons (other than marital discord) should be classified as <u>married</u>, not separated.

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

6. Item C

Item C1 provides space where the number of hospitalizations (Hosp.) and doctor visits (Dr. visits) can be recorded for each person. If no hospitalizations or doctor visits are reported, this information will also be indicated in item C1 by entering an "X" in the "None" box.

Item C2 is provided for recording all conditions requiring Condition pages along with identification of where these conditions were picked up. Certain entries not requiring a Condition page (those reported only on Card B), are also entered in C2. Thus, item C2 serves as a summary of conditions requiring Condition pages and those entries not requiring a Condition page.

a. Conditions to be entered in item C2 — Conditions reported in answer to those probe questions that are specifically designed to pick up conditions are to be entered in item C2. Also enter:

(1) A condition first reported on the Hospital page if it is on Card A or there were nights in the hospital during the past two weeks.

(2) Any condition first reported in question 8 on the Doctor Visits page.

(3) Those conditions first reported on a Condition page which meet the criteria specified in the Condition page chapter (D-4).

(1) Volunteered conditions (general)

A volunteered condition is one that is not a direct answer to the content of the particular question asked or that is reported other than in response to a question.

Any volunteered condition which meets requirements (a) or (b), or both, is entered in item C2.

(a) It is listed on Card A or you have reason to believe the condition is a musculoskeletal or skin condition.

(b) The respondent, when volunteering the condition, also says that it--

1) caused 1 + restricted activity, bed or work (school) loss days in the past two weeks

OR

2) resulted in a hospitalization during the past two weeks

OR

3) resulted in a doctor visit during the past two weeks

OR

4) caused either an activity or mobility limitation.

Do not probe to determine if one of the above four criteria occurred.

If the respondent volunteers a condition which does not meet one of the above requirements, do not list it in item C2 or fill a Condition page.

b. Source of condition

If a condition is reported during the asking of the probe questions record the number of the question in item C2 at which point the condition was reported. If a condition is reported in some other part of the interview, record, instead, the type of page, abbreviating as follows:

Condition page - Cond.
Hospital page - Hosp.
Doctor Visits page (or column) - Dr. Visits

These same rules apply to volunteered conditions.

If a condition is recorded in item C2 for a particular person and is later reported a second time in answer to another question, do not record this condition again on another line of item C2. Instead, record the question number or page type in which the condition was reported again. This entry should be made in an unfilled question number column in item C2 to the right of or below the original question number entry. See the following illustration.

C	1. Record the number of Hospitalizations, and Docto		Hosp.	Dr. visits
			1 (NP) ☐ None (NP)	____ (NP) ☐ None (NP)
	2. Record each condition in the person's column,		Q. no.	Condition
			6 11 17	Arthritis

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

7. Item H, Whom to interview

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

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

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

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

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

interview for all related members, since they will be interviewed at a separate time on a separate questionnaire.

B. Two-week reference period, defined

Different reference or recall periods are used for the various probe questions.

The "past two weeks" refers to the two weeks (14 days) just prior to the week in which the interview is conducted. The two-week period starts with Monday and ends with (and includes) last Sunday night. No days of the interview week are to be included. For example, if the interview is conducted on Tuesday, January 7, 1969, "the past two weeks" would refer to the period beginning on Monday, December 23, 1968 through Sunday night, January 5, 1969. No illness, hospitalization or health-related event starting after January 5 (last Sunday night) would be included, no matter how serious it might be. This principle applies to all succeeding questions.

If you record something of this kind and afterwards learn that it should not have been recorded, delete or correct the entry, as appropriate, and explain the deletion in a footnote.

This rule does not apply to household membership or personal characteristics such as age, marital status or membership in the Armed Forces, all of which apply as of the time of interview.

1. Calendar card

In order to help the respondent identify the correct reference period for these questions, hand him the special two-week reminder calendar (white card) with the dates of the two-week reference period (the past two weeks) outlined in red.

Before starting each interviewing assignment, prepare two or three calendar cards by outlining the dates of the two-week reference period in red, in accordance with the following example.

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

The combination of a straight edge and a sharp pencil or pen makes a much neater job and one which is more presentable than a free-hand outline.

EXAMPLE OF WEEK 01 OF SAMPLE B-48

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
1968 DECEMBER	1	2	3	4	5	6	7
	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
	29	30	31				
1969 JANUARY				1	2	3	4
	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27	28	29	30	31	

Red line (the past two weeks)

Week 01 - B-48 (interview week)

In the rare cases in which the interview for an assignment week is delayed until the following week, prepare a new calendar card showing the reference period as changed, i.e., the two-week period ending the Sunday night just before your actual interview date.

After asking question 5, let the respondent keep the two-week reminder calendar (with the two-week reference period outlined) until the end of the interview. This will enable him to refer to it whenever you find it necessary to remind him of the two-week period.

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

C. Questions 5 and 6

1. Question 5, Number of disability days

Question 5 is asked to obtain the number of days, if any, that each person in the household had to remain in bed, had to restrict his usual activity and had to lose time from work or school during the two weeks preceding the interview. 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. Introduction

The introduction above question 5a is read to the respondent to inform him of the purpose of the survey and some of the topics to be covered during the interview. This introduction also is designed to establish, in the respondent's mind, the reference period for probe questions 5-8 and 10-15. We do this by handing him the calendar card with the two-week reference period marked in red and then indicating orally the beginning and ending dates of the two-week reference period.

The regional office will have stamped the correct beginning and ending dates on the blank lines before mailing your assignment to you. If additional questionnaires are needed for nonrelated household members or for "extra" units, enter the correct beginning and ending dates in question 5 before the interview, if possible. In those rare cases where an interview for an assignment week is delayed until the following week, change the stamp-in dates.

The introduction above question 5a should be read only once for a family. If there are nonrelated members of the household, it should be read again for each unrelated person or group before asking question 5a.

b. Order of asking question 5

All appropriate parts of question 5 and question 6 are asked as a block for each individual. Starting with Person 1, ask question 5a and all other necessary parts of question 5; then ask any required parts of question 6. Repeat the procedure for the next related household member and so on.

c. Question 5a, Bed disability past two weeks

The purpose of this question is to determine if anyone in the family had to stay in bed because of some illness or injury. In asking question 5a, make sure that the respondent understands

that you are interested in the two-week reference period shown on your calendar card.

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

d. Question 5b, How many days in bed

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

(1) Day in bed, defined

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

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

Also, all hospital days or days as a patient in a sanitarium or nursing home are to be counted as bed days whether or not the patient was actually lying in bed at the hospital, sanitarium or nursing home.

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

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

If the "None" box is marked, ask 5f as is indicated. If work-loss days are reported, go to the instructions in 5e; then ask either 5e or f, depending upon whether bed days were also reported.

(1) Work, defined

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

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

The alternate version of the question is used for females.

(2) Work day, defined

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

(3) Disregard school days

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

f. Question 5d, Days lost from school for persons 6-16 years old

This question should be asked only if the person is a child aged 6-16. If the respondent indicates that no days were lost from school or the person was on vacation during this two-week period, mark the "None" box for question 5d and skip to question 5f.

Also mark "None" if the child is aged 6-16 but does not attend school. If the person lost days from school, enter the number in the appropriate person column and go to question 5e or f.

(1) School day, defined

Count only the days when more than half of the school day was lost from school due to an illness or injury.

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

(2) School vacation

Since school vaction periods are not all the same, this question is asked even during periods of the year which might normally be considered school vacation periods.

(3) Disregard work days

If a person 6 through 16 years of age works instead of, or in addition to, going to school, record only the days lost from school (disregarding any days lost from work).

g. Check for number of days reported in questions 5c and 5d

Since hardly anyone works seven days a week or goes to school seven days a week, you should follow up such replies as "The whole two weeks" or "All last week," etc. Do not enter "14" or "7" automatically but reask the question in order to find out the actual number of days lost from work or school. If a person actually lost 14 days from work or school during "the past two weeks," enter "14" but explain in a footnote that these days were actually lost.

h. Question 5e, Number of work-loss or school-loss days in bed

Ask question 5e only if the respondent reports bed days in question 5b <u>and</u> either work-loss days in question 5c or school-loss days in question 5d.

The purpose of question 5e is to determine if any of the bed days and days lost from work or school that were reported were the same days. The entry in question 5e can be equal to but <u>not greater</u> than the number of bed days reported in question 5b, or the work/school-loss days reported in question 5c or 5d.

(1) How to ask

In asking question 5e, insert in the first set of dashes the number of work-loss days or school-loss days recorded in 5c or d. Select the word within the brackets that fits the situation. For example, if the person lost two days from work, question 5e should be asked as follows: "On how many of these two days lost from work, did you stay in bed all or most of the day?". If one school day was lost, ask "On that day John lost from school, did he stay in bed all or most of the day?"

i. Question 5f, Restricted activity past two weeks

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

(1) To find out if, in addition to, any bed days or work or school-loss days reported earlier, the person had to cut down on his usual

activities on any other days during the two-week reference period.

(2) To find out if the person had any cut-down (restricted activity) days during the two-week period even though no bed days, school-loss or work-loss days were reported in questions 5a-d.

(3) To find out if persons under 17 years had work-loss days or persons 17 + years had school-loss days. These would not have been reported in question 5c or d.

(1) How to ask

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

(2) Things he usually does, defined

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

On Sundays or holidays, these 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.

(3) Illustrations

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

A student was kept away from school.

A person who lives on a farm was kept from caring for the farm or home either completely or had to cut out all but the essential chores.

An elderly person who normally takes a daily walk in the park was kept from doing so.

(4) Problem cases

In borderline cases where usual activities are 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 usual activities to include only those associated with his retirement. The question, then, would refer to those activities.

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

Question 5g is asked to determine the number of cut-down days if the "Yes" box is marked in question 5f.

There is a parenthetical statement from which you select the appropriate words to use if any days were reported in 5a-d. The procedure is the same as that outlined for question 5f. The parenthetical phrases in 5g are used only if bed, work-loss or school-loss days were reported previously.

(1) Cut down for as much as a day, defined

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

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

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

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

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

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

(2) Cut-down days during reference period

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

To illustrate the concept involved in the preceding paragraph, consider the following example:

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

be "2" (the one work-loss day should have been already reported in 5c).

After recording the number of cut-down days in question 5g, ask question 6a for that person. If you receive an answer of "None" to question 5g, mark the "None" box and go to the instructions above question 6a.

2. Question 6, Condition(s) causing days recorded in question 5

Parts a, b and c of question 6 are asked about each person for whom at least one day was reported in answer to questions 5a-g.

a. Order of asking question 6

Ask question 6a right after asking question 5f or 5g.

Questions 6a and b are asked for all reported kinds of restricted activity.

In question 6a, you must select the phrase or phrases from within the brackets according to the answers you have recorded in question 5 for that person.

If, for example, a person had two bed days in question 5b, one work-loss day in question 5c and three cut-down days in question 5g, questions 6a and b must be asked as follows: "What condition caused you to stay in bed, miss work or cut down during the past two weeks?" Then enter the condition(s) in item C2 and ask question 6b, "Did any other condition cause you to stay in bed, miss work or cut down during that period."

If only cut-down days are recorded (question 5g), you would ask question 6a, using only the phrase "cut down," e.g., What condition caused you to cut down during the past two weeks?, and continue in the manner described above, referring only to "cut down" when asking question 6b.

If "Yes" is marked in 6b, ask question 6c and record the condition reported in item C2. Continue to reask 6b (and enter condition in item C2) until a "No" is received in 6b and go to the next person.

After asking questions 6a-c for that person, ask question 5a for the next person or ask question 7 if you have asked question 6 for all required persons.

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

A. Questions 7, 8 and 9, Dental visits

Questions 7 and 8 are about visits to a dentist during the past two weeks. Question 9 asks about the last visit to a dentist and the number of dental visits in the past 12 months. Questions 7-9 are asked after completing questions 5 and 6 for all household members.

Questions 7-9 are asked for the following purposes:

(1) To obtain a count of the number of dental visits during the two-week reference period.

(2) To find out what conditions caused the persons to visit the dentist.

(3) To learn how long it's been since a person last saw a dentist for persons with no two-week visits.

(4) To find out the number of times, if any, a person saw a dentist during the past 12 months.

1. Question 7, Two-week dental visits

Question 7a is asked once for a family. This is the first time we ask a family style question so be sure to insert the names or relationships of all family members when asking question 7a. If the answer is "No," go to the check item above question 9 and leave the remaining parts of question 7 and question 8 blank.

If "Yes" is received to question 7a, question 7b is asked to find out which person in the household went to the dentist during the two-week reference period. Mark the "Dental visit" box in the appropriate column for each person who went to a dentist during the past two weeks.

Question 7c is asked as a reminder to the respondent to report any other persons who visited a dentist during the past two weeks.

If the answer to 7c is "Yes," reask 7b and c until you get a final "No" answer to 7c. Once you get a "No" answer to 7c, go to 7d.

Question 7d is asked only for those persons who reported a two-week dental visit. It is asked to obtain the number of times the person went to a dentist during that period.

After asking question 7d for the first person reporting a dental visit, go to the next person reporting dental visits and ask 7d for that person. After asking question 7d for all appropriate persons, go to question 8.

Do not include dental visits in the number of doctor visits reported, or carry dental visits reported in question 7d up to the "Dr. visits" box in item C1. Dental visits do not require a doctor visit column.

a. Dentist, defined

A dentist is a person who is concerned with the prevention, diagnosis, and treatment of diseases of the teeth and adjacent tissues. Some examples are: dental hygienist, oral surgeon, orthodontist, peridontist.

2. Question 8, Purpose of dental visits

Questions 8a-c are to be asked only for persons reporting dental visits in question 7d. If no dental visits are recorded in question 7d for a person, leave the answer spaces for questions 8a-c blank in his column.

Questions 8a-c are asked as a block for each person beginning with the first person who reported two-week dental visits. When first asking 8a for a person, omit the parenthetical "other". If the respondent reports an illness condition in 8a, enter that condition in 8a of the appropriate person's column and ask question 8b, using the word "other". Question 8b is a reminder to the respondent that you are interested in all conditions for which the person visited a dentist. If "Yes," mark the "Yes" box in 8b and reask 8a. Record these additional conditions in question 8a. Keep asking 8b to see if there are other conditions until the response is "No."

If the person went to a dentist for an examination, cleaning or X-ray, mark the "Exam. or cleaning" box in 8a and ask question 8b, using the word "specific" to find out if the visit was for a specific condition. If the respondent says no

"specific" condition was treated or discussed during the visit, i.e., "No" to 8b, mark the "No specific" box. If a condition is reported, mark "Yes" in 8b and record the condition in 8a. Reask 8b, this time using the word "other", and follow the procedure given in the above paragraph.

Question 8c is asked about each condition recorded in 8a for the purpose of determining whether or not to carry the condition up to item C2. If the answer to 8c is "Yes," mark the "Yes" box and carry that condition up to item C2.

Reask question 8c about any other condition recorded in 8a and if "Yes," also carry that condition up to item C2. The "Yes" box to question 8c for subsequent conditions for that person will not be marked in the answer space; however, still follow the appropriate skip instructions.

After asking question 8c, record the answer and enter any conditions which caused sickness during the past two weeks in item C2. Then, go to the next person who reported dental visits and ask questions 8a-c as appropriate.

3. Interviewer Check Item

After completing question 8, as appropriate, for the family, complete the Interviewer Check Item above question 9 for the first person. Then ask question 9a or b as instructed.

If dental visits were reported for a person in question 7, mark the "2 week dental visit" box in the person's column and ask question 9b. If no dental visits were reported for a person, mark the "No dental visit" box in that person's column and ask question 9a. After marking one of the boxes in the check item and asking the appropriate part(s) of question 9 for one person, fill the Interviewer Check Item and question 9 for the next person.

4. Question 9, When to ask

Part of question 9 will be asked for each person, depending upon the skip instructions in the Interviewer Check Item.

a. Question 9a

Question 9a is asked for each person who has not seen a dentist during the past two weeks.

Mark the answer box in each person's column as follows:

Past 2 weeks not reported--Mark this box if at this point the respondent reports a visit during the two-week reference period. In such cases, mark this box and the "Dental visit" box in 7b and ask questions 7d and 8 for that person. Do not change the negative entry in question 7 but do record the new responses in the answer spaces for these questions. Then skip to question 9b.

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

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

Years--If the person has not seen or talked to a dentist for more than 12 months, enter the number of years and parts of years that have passed since the person last saw a dentist. If the answer is in terms of an interval or range, enter both limits, e.g., five or six years ago should be enter as 5-6.

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

b. Question 9b

Question 9b is asked for all persons who have seen a dentist during the past 12 months. Thus it will be asked if visits are recorded in question 7d or the answer to question 9a is less than 12 months.

Enter the number of visits reported in each person's column.

B. Questions 10 and 11, Hospital stays in past two weeks

Questions 10 and 11 are asked to find out if any family member was a patient in a hospital during the past two weeks, and if so, the condition for which the person was in the hospital.

If you learn that this hospital visit did not include an overnight stay, do not count it in question 10. (However, if the visit meets the definition of a doctor visit, it should be included in the number of doctor visits reported in questions 12-16.)

1. Question 10, Two-week hospital stays — Questions 10a-c are asked for the purpose of finding which persons in the family stayed in the hospital at any time during the two-week reference period.

   a. Question 10a — Question 10a is asked family style. If the "No" box is marked, leave the remaining parts of questions 10 and 11 blank and go to question 12 on pages 6 and 7.

   b. Question 10b — Question 10b is asked only if the "Yes" box is marked in question 10a. The answer to question 10b is indicated by marking the "In hospital" box in the answer columns for those persons who are reported as having been in a hospital during the past two weeks. If a person was not in the hospital during that period, leave question 10b blank in that person's answer space.

   c. Question 10c — After asking question 10b and recording the answers, ask question 10c as a reminder to the respondent to report any other persons who were patients in a hospital during the past two weeks. If the answer to question 10c is "Yes," reask question 10b and mark the "In hospital" box for each additional person who was in the hospital during the past two weeks, then reask question 10c. Repeat this process of asking 10b and 10c until you get a final "No" answer. In cases where the "Yes" box is marked in question 10c, the "No" box must also be marked indicating that you kept reasking questions 10b and c until you received a final "No" answer.

   d. Record two-week hospital stays in item C1 — Any two-week hospital stays must be recorded in the "Hosp." box of item C1 by entering the number lightly in that box. If additional hospitalizations are picked up while asking the hospital probe questions 29-31, add them to the number of two-week stays reported.

2. Question 11, Reason for two-week hospital stay — Questions 11a-c are asked as a block for each person who reports a hospital stay (overnight or longer) during the past two weeks.

   a. Question 11a — Question 11a is asked to find out for what condition the person was in the hospital during the past two weeks. If the person entered for tests,

examinations or observation, the answer should reflect the reason for the observation or examination; any condition discovered at this time or the final diagnosis. If the final diagnosis indicated no condition was present, this fact should be footnoted but not carried to item C2.

Question 11a is asked only for those persons who were reported as having been in a hospital during the past two weeks, i.e., "In hospital" box marked in question 10b.

The answers to question 11a should be entered in item C2 in the appropriate person's column. Also, be sure to record the question number (11) where the condition was picked up.

b. Question 11b

Question 11b serves as a reminder to the respondent about any other condition for which the person might have received treatment or advice while he was in the hospital.

If the hospitalization was for a delivery, carry this condition to item C2 for the mother and ask question 11b. When asking question 11b for the baby, omit the word "other". If the answer is "No," do not make any entry in item C2 for the baby, but footnote the fact the hospitalization was for birth.

c. Question 11c

If you receive a "Yes" answer to question 11b, ask 11c, "What condition?" if the respondent hasn't already given you that information. Record all conditions reported in this question in item C2.

If you receive a "No" answer to question 11b, ask question 11a for the next person who had a two-week hospital stay.

d. Where to go next

After asking question 11 for all persons who reported having been a patient in a hospital during the past two weeks, turn to probe pages 6 and 7 and ask question 12.

SECTION III. PAGES 6 AND 7
QUESTIONS 12-17 - DOCTOR VISITS AND MUSCULOSKELETAL AND SKIN CONDITIONS

A. Questions 12-16, Doctor's visits

Questions 12-16 ask about the following:

Visits or calls to or from doctors during the past two weeks (12-14).

The condition(s) for which a doctor was seen (15).

The length of time since a doctor was last seen if no visits were reported in the past two weeks (16a).

The total number of times a doctor was seen during the past 12 months (16b).

1. Questions 12-14

There are two purposes of questions 12-14:

(a) To determine if the person had any medical attention from any medical doctors (MD or DO) during the past two weeks.

(b) To determine the number of visits and telephone calls the person made to a medical doctor during the past two weeks.

Ask question 12 separately for each person in the household, beginning with Person 1 and continuing with Person 2, etc. Next ask question 13 family style and question 14 family style.

a. Doctor, defined

If questions arise regarding the definition of a doctor or what constitutes a visit, use the following as a guide.

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

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

b. Visit, defined

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

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

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

c. Question 12

Question 12 uses the term "medical doctor" rather than using just "doctor". The parenthetical statement, "Do not count the doctors he saw while he was in the hospital," should be read only for those persons who reported being an <u>inpatient</u> in the hospital during the past two weeks (an entry in the "Hosp." box of item C1).

(1) How to ask

Ask question 12 using the parenthetical phrase, "the 2 weeks outlined in red on that calendar," as often as necessary. The respondent must be kept aware of the two-week period and should be referred to the calendar at convenient points in the interview, especially in large household.

(2) How to record the answer

Enter the number of visits or mark "None" for each person.

d. Questions 13a-c

Question 13 is an additional probe for doctor visits.

(1) How to ask

The wording of question 13 depends on the answer to question 12. If one or more visits have been reported in question 12, question 13a 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 12 for the head, you should ask question 13a 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 12, ask question 13a without including the parenthetical phrase.

If the answer is "No," go to question 14.

If the answer is "Yes," ask question 13b and mark the "Doctor visit" box in that (each) person's column. Then ask question 13c. If "Yes," reask 13b and c and continue in this manner until you get a final "No" answer to question 13c. Once a "No" answer is received to question 13c, mark the "No" box alongside 13c and ask 13d for each person with the "doctor visit" box marked in 13b.

(a) Avoid duplicating visits already reported

If visits have already been reported in question 12, these same visits should not be entered again in question 13. However, be careful to include any additional visits which have not been previously reported in question 12.

e. Question 13d, How many times

Starting with the first person listed for whom the "Doctor visit" box has been marked in question 13b, ask question 13d and record the number of doctor visits that are reported, bearing in mind that any visits recorded in question 12 should not be recorded in question 13.

f. Question 14, Telephone calls to or from a doctor for medical advice

Question 14a is asked family style and is to be asked regardless of the answers to questions 12 and 13.

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

to treatment or advice given by the doctor directly or transmitted through the nurse. Do not count telephone calls solely for making an appointment, discussing a bill or calls confined to some topic not directly related to the person's health.

If telephone calls have already been reported in the earlier "visit" questions, do not record them again in question 14.

The procedure for asking questions 14a-d is the same as that for questions 13a-d.

g. Make entry in "Dr. visits" box

Review the entries in questions 12-14 for each person and complete the "Dr. visits" box in each person's column before going to question 15.

If you learn that any of the visits reported in question 12 or 13 occurred while the person was a patient in the hospital, footnote the situation, explaining the number of visits occurring while an inpatient. For example, if the respondent states in answer to question 12 that she had five doctor visits in the past two weeks (three while she was in the hospital and two after she returned home), you would enter 5 in question 12 and write a footnote, 1/Three visits while inpatient in hospital. Then enter 2 in item C1, "Dr. visits" box.

A hospital <u>inpatient</u> is defined as a patient who remains overnight or longer.

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

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

C	1. Record the number of Hospitalizations, an
	2. Record each condition in the person's c

Hosp.	Dr. visits
____ (NP) ☐ None (NP)	3 (NP) ☐ None (NP)

Q. no.	Condition

Hosp.	Dr. visits
____ (NP) ☐ None (NP)	____ (NP) ☒ None (NP)

Q. no.	Condition

12.	During the past 2 weeks (the 2 weeks outlined times did -- see a medical doctor? (Do not count the doctors he saw while he was	12. ☐ None; 2 Number of visits (NP)
	(Besides those visits) 13a. During that 2-week period did anyone in the fam clinic for shots, X-rays, tests, or examinations?	
	b. Who was this? -- Mark "Doctor visit" box in pe	13b. ☐ Doctor visit
	c. Anyone else?	
	If "Doctor visit," ask: d. How many times did -- visit the doctor during	d. ____ Number of visits (NP)
	14a. During that period, did anyone in the family got a doctor over the telephone?	
	b. Who was the phone call about? -- Mark "Phone	14b. ☒ Phone call
	c. Any calls about anyone else?	
	If "Phone call," ask: d. How many telephone calls were made to get m	d. 1 Number of calls (NP)

12.	During the past 2 weeks (the 2 weeks outlined times did -- see a medical doctor? (Do not count the doctors he saw while he was	12. ☒ None; ____ Number of visits (NP)
	(Besides those visits) 13a. During that 2-week period did anyone in the fam clinic for shots, X-rays, tests, or examinations?	
	b. Who was this? -- Mark "Doctor visit" box in pe	13b. ☐ Doctor visit
	c. Anyone else?	
	If "Doctor visit," ask: d. How many times did -- visit the doctor during	d. ____ Number of visits (NP)
	14a. During that period, did anyone in the family got a doctor over the telephone?	
	b. Who was the phone call about? -- Mark "Phone	14b. ☐ Phone call
	c. Any calls about anyone else?	
	If "Phone call," ask: d. How many telephone calls were made to get m	d. ____ Number of calls (NP)

h. Question 15, When to ask and purpose

Question 15 is asked for each person reporting doctor visits in questions 12-14 to find out the specific conditions causing the visit.

(1) Question 15a

Ask question 15a and carry each condition reported up to item C2 for that person after marking the "Condition" box. Then go to 15d. If in answer to question 15a, no specific condition is reported but the respondent reports pregnancy as the reason for the doctor visit, mark the "Pregnancy" box in that person's column and skip to question 15e. If the reason for the doctor visit(s) was for an examination or preventative care only, mark the "No condition" box in question 15a and ask 15b for that person.

(2) Question 15b

Question 15b is asked only if the "No condition" box in question 15a is marked. It is asked as an additional probe to determine if the person saw the doctor about any specific condition and if so, what that condition was. If "No" is received to 15b, mark the "No" box, leave questions 15c-f blank and go the the next person and ask question 15a, if required.

(3) Question 15c

Ask question 15c if "Yes" is received in 15b. Record the condition reported in answer to 15c in item C2 in the appropriate person's column; then ask question 15d.

(4) Question 15d

Question 15d is asked as a reminder to the respondent about any other condition for which he might have been treated or received advice during the doctor visit(s). If "Yes" is received in 15d, mark the "Yes" box and reask 15c and 15d until you get a "No" response to question 15d. Be sure to record all conditions reported in answer to 15c in item C2. Once you get a "No" response to question 15d, go to the next person and ask question 15a, if required.

(5) Questions 15e and f

Questions 15e and f are asked only if the "Pregnancy" box is marked in question 15a.

(a) Question 15e

The purpose of question 15e is to find out if there was any sickness because of the pregnancy during the past two weeks. Pregnancy is not considered an illness condition and should not be carried up to item C2 unless there were some complications or illness conditions associated with it during the past two weeks. "Sick" means whatever the

respondent thinks it means; we make no attempt to define it to her. If the response is "No," go to 15a for the next person.

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

i. Interviewer Check Item — After asking questions 15a-f, as appropriate, for each person reporting two-week doctor visits, mark one of the boxes in the Interviewer Check Item above question 16 for the first person listed, then ask question 16 as instructed.

If doctor visits were reported for a person in questions 12-14, mark the "Doctor visits in Q.'s 12-14" box in that person's column. If no doctor visits were reported for a person in questions 12-14 but that person was hospitalized during the past two weeks, mark the "2-week hospital stay and no doctor visits" box in that person's column. If doctor visits are reported for a person and he also had a hospital stay during the past two weeks, mark the box, Doctor visits in Q.'s 12-14." If there were no doctor visits reported, nor a two-week hospital stay for the person, mark the "No visit reported" box. After marking one of the boxes for that person, follow the skip instructions to question 16a or 16b.

j. Question 16a, Interval since last doctor visit — If the "No visit reported" box is marked, ask question 16a for that person.

The purpose of 16a is to determine the time interval since a doctor was last seen. For question 16a, the doctor may have been last seen while the person was a patient in a hospital.

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

Past 2 weeks not reported--Mark this box if at this point the respondent reports a visit during the two-week reference period. (This might happen occasionally when the respondent misunderstands

questions 12-14 or forgets to report a visit that should have been reported there.) For these kind of cases, mark this box and reask questions 12 and 15 for that person. Correct the negative entry in question 12 and enter the number of doctor visits in the answer space. Correct the entry in the "Dr. visits" box in item C1. Also, record in item C2 any condition reported in answer to question 15 and ask question 16b.

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

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

Years (one or more)--If the person has not seen or talked to a doctor for more than 12 months, enter the number of years and part of years that have passed since this person last saw or talked to a doctor on the last line of the answer space. Thus, if the person's last visit had been 18 months ago, the entry would be, 1½ years. If the answer is in terms of an interval or range, enter both limits, e.g., 6 or 8 years ago, should be written as, 6-8.

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

k. Question 16b, Twelve-month doctor visits

Question 16b is asked if there were doctor visits or a hospitalization during the past two weeks, or, if the person saw a doctor at some other time during the past twelve months.

Enter the number of doctor visits in the appropriate person's column and go to the Interviewer Check Item for the next person.

For question 16b, be sure the respondent does not include those times he saw a doctor as a patient in the hospital.

NOTE: Seeing a doctor when a hospital patient is included in 16a but does not count as a regular doctor visit in 16b.

If the only doctor seen during the past 12 months was while the person was a patient in a hospital, mark the "Only when in hospital" box.

B. Question 17, Condition list, Cards A-1, A-2, A-3 and B

Question 17 consists of reading the list of impairments, musculoskeletal and skin conditions and symptoms given on Cards A-1, A-2, A-3 and B in the flashcard booklet.

Question 17 is asked after question 16 has been completed for all family members.

1. How to ask

Begin question 17 by reading the introductory statement above the question on Card A-1, "Now I'm going to read a list of conditions. Does anyone in the family (you, your - -, etc.) HAVE any of these conditions?" Insert the names or relationships of all family members in the parentheses.

After reading each condition, wait for a "Yes" or "No" reply before going to the next condition. This procedure is necessary in order to be certain the respondent has had time to think about each condition. If two respondents are present, wait for <u>each</u> to reply to a condition before going on to the next one.

When you receive a "Yes" response, ask "Who was this?" Record the condition and "17" in item C2 in the appropriate person's column. Then ask if anyone else has had the condition. For example, "During the past 12 months, did anyone else have lumbago?" When you receive a final "No" answer to that item, continue asking about the remaining conditions by reasking the main question, e.g., During the past 12 months, did anyone in the family have osteomyelitis? This is to remind the respondent that the remaining items refer to the entire family.

When a "yes" response is given to two or more conditions listed together, e.g., trouble with fallen arches, flatfeet or clubfoot, ask an additional probe at this time to determine which condition the person had.

2. Card A-1

On Card A-1 is a list of three impairments. These conditions should be recorded only if they are present <u>now</u>. If it is clearly evident that an

impairment is not now present, do not record it. For example, paralysis present six months ago which is no longer present should not be recorded in item C2.

3. Card A-2

On Card A-2 is a list of musculoskeletal conditions. These are selected chronic conditions about which we are particularly interested.

The time reference period for this card is the past 12 months immediately prior to the week of interview. If the respondent seems uncertain about the time period, an easy way to describe it is to take "last Sunday's" date and ask about the period from that date a year ago to last Sunday night. For example, if "last Sunday's" date was January 5, 1969--then the period you are asking about is January 5, 1968 through January 5, 1969.

Any condition on Card A-2 which the person had at any time during the past 12 months should be recorded, even if the problem has been corrected or removed. For example, a bone spur was removed six months ago.

4. Card A-3

On Card A-3 is a list of skin conditions. This Card is handled in the same manner as card A-2.

5. Qualified responses to question 17

Sometimes respondents give a conditional "Yes" answer to one of the conditions listed on Card A-2 or A-3. For example:

(a) In response to "Trouble with acne" the respondent says, "I have acne but I don't have any trouble with it." You would not enter this condition in item C2.

(b) In response to "Lumbago," the respondent says, "I had lumbago three years ago." You should ask, "Did you have lumbago during the past 12 months," or a similar probe. If the answer is "Yes," enter lumbago in item C2; if "No," continue reading the list of conditions.

In other cases, respondents give conditions other than those you are asking about. These conditions must be entered in item C2 unless you are certain they are not musculoskeletal or skin conditions and they do not meet the requirements listed on pages D-3-12 and 13. For example:

(a) In reply to "Skin ulcer," the respondent says, "I had a stomach ulcer." You would not enter stomach ulcer in item C2.

(b) When reading "Bursitis or synovitis," the respondent says, "I was in bed two days last week with sinusitis"; this meets the volunteered condition requirements and "sinusitis" must be entered in item C2.

(c) In reply to "Osteomyelitis," the respondent says, "No, but I have chronic spondylitis." You may not know the meaning of this medical term, therefore, it should be entered in item C2 since it may be a musculoskeletal or skin condition.

6. If the respondent asks you to explain a condition — If in reading the condition list, Card A-2, the respondent asks, "What is that?" say something like the following: "It's a condition of the muscles or joints." For questions asked about a condition on Card A-3, say something like, "It's a skin condition." In most cases this will satisfy the respondent.

7. Card B — Card B contains a list of symptoms to be read to the respondent plus a list of "other arthritis" conditions to be used as an interviewer reference.

a. How to ask — Symptoms AA, BB, CC and DD are to be read for those persons who have not reported arthritis or one of the "other arthritis" conditions. Insert the names of all <u>family</u> members reporting arthritis or any of the "other arthritis" conditions in the parentheses when asking the question.

b. What to enter in item C2 — For each "Yes" answer, ask: "Who was this?" and then ask, "What was the cause of this?" Enter whatever the respondent says is the cause of the symptom in item C2 for that person. For example, "Old age," or "I sprained my ankle three weeks ago," etc., should be entered in item C2. If the cause is not known, enter "DK cause" and the double letter. Use the double letter of each symptom as the source of the cause entered in item C2 (AA, BB, etc.). No Condition page is required for these entries if Card B is the only place it is reported.

C. Where to go next — After asking questions 12-17 for all household members, turn to proble pages 8 and 9 and ask the questions on major activity and activity limitations.

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

A. Questions 18-28, Major activity and limitation of that activity

Questions 18-28 are asked to determine a person's major activity and further to determine if he is limited because of illness or impairment in performing that activity. If he is limited, we want to know what condition causes his limitation.

1. Order of asking questions 18-28

As a guide to the proper order of asking questions 18-28, instructions have been printed to the right of each answer space indicating where to go next when you are to skip to another question.

Questions 18 and 19 are asked or marked across for all persons. Then ask questions 20-28 as a block for each person beginning with Person 1 as you are instructed in the answer space of questions 18 and 19. The instructions in the left margin indicate which question to ask first, or item to mark, depending on the person's age.

All persons 17 years or older will be asked question 18a first; all persons 6-16 years of age will be asked question 19a first. For children under six, mark either the "1-5 yrs." box or the "Under 1" box.

B. Questions 18 and 19, Main activity during past 12 months

Questions 18 and 19 ask what the person was doing most of the past 12 months. The phrase, "most of the past 12 months" should be emphasized to remind the respondent we are referring to the entire year, not to the present time.

1. Main activity, defined

Main or major activity is defined as that activity which the person considers his major activity during the past 12 months. If a question as to the meaning of the term is raised, follow these definitions.

a. 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 counted as working.

b.	Keeping house, defined	Keeping house includes all housework around the person's own home but does not include paid housework for someone else.
c.	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.
d.	Going to school, defined	Going to school includes attendance at public or private schools, whether the course is vocational or academic. Include special schools, e.g., for retarded children or corrective schools for delinquents. Include attendance at a university or other institution for adult training or education. This category can include ages 6-16 and 17 or over.
e.	17 + something else, defined	Persons aged 17 years and over will be classified as "17 + something else" if they do not fit into any of the other categories (working, keeping house, retired, going to school).
f.	6-16 something else, defined	Persons aged 6-16 will be classified as "6-16 something else" if they do not fit into any of the other activities (working, keeping house, going to school). A couple of examples of persons who would be classified into this category are: a 16-year-old who had dropped out of school more than six months ago and has yet to find a job. a six-year-old child who has yet to begin school but will begin when he is old enough.
2.	More than one activity	If a person says that he has had more than one kind of activity, mark the activity at which the person spent the most time during the past 12 months. Thus, if a woman has kept house and also worked, mark the box which describes the activity that took up most of her time during the past 12 months. If the person spent equal time at two types of activities, select the one which the <u>person</u> considers more important.
3.	How to ask questions 18a-c, persons age 17 years and over	When asking these questions for males, ask question 18a as follows: "What was - - doing most of the past 12 months (pause and continue) working or doing something else?" Thus, ask the two parts of the question in succession without waiting for a reply to the first part. The manner of asking the

questions is similar for females but use the alternate wording. Thus, men are not to be asked if they were keeping house.

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

If the answer to this question fits any of the appropriate boxes, "Working," "Keeping house," "Retired" or "going to school," mark that box and go to the next person and ask question 18 or 19 or mark the "1-5 yrs." or "Under 1" box.

If he is the last family member, go back to the answer space for Person 1 and follow the skip instructions.

If the answer is "Something else," ask question 18b. If the answer to 18b corresponds to one of the first four check boxes, mark the appropriate box and go to the next person. If the person is aged 17-44 and the answer to 18b does not correspond to one of the first four check boxes, mark the "17+ something else" box and go to the next person.

If the person is 45 years old or over and the answer to question 18b does not correspond to one of the first four check boxes, ask question 18c. If the answer to question 18c is "Retired," mark that box. If the answer to question 18c is something other than "Retired," mark the "17 + something else" box and go to the next person.

4. Questions 19a and b, For persons 6-16 years of age

Question 19a will be asked about all persons aged 6-16 years. If the answer is "Going to school" or possible "Working" or "Keeping house," mark the appropriate box and follow the instructions in the parentheses. If "Something else" is the answer, ask question 19b. If the answer to 19b cannot be assigned to one of the check boxes, mark the "6-16 something else" box.

After filling 18 and 19 for all family members, go back to Person 1's column and read the skip instructions which tell you the question to ask next.

C. Question 20, Limitation of major activity for children 1-5 years of age

Question 20 is designed to determine if children 1-5 years old have limitation of their major activity.

1. Question 20a, Able to take part in ordinary play

Question 20a is designed to determine if the child can take part at all in ordinary play. Mark the appropriate box and follow the skip pattern.

2. Question 20b, Limited in kind of play

Question 20b is asked for all children if a "Yes" is received in 20a.

It is asked to determine if the child is limited in the kind of play he can participate in because of his health. If, for example, a child is unable to play strenuous games or is unable to run or jump or climb because of his health, he would be limited in the "kind of play he can do because of his health."

3. Question 20c, Limited in amount of play

Question 20c is asked only if the answer to 20b is "No."

It is asked to determine if the child is limited in the amount of play he can engage in because of his health. If a child needs special rest periods or is unable to play for long periods at a time because of his health, he should be considered as "limited in the amount of play."

D. Question 21, Limitation of activity for children under one year of age

Question 21 is asked for all children under one year of age to find out if they are limited in any way because of their health, and if so, in what way they are limited.

1. Question 21a, Limited in any way

For all children under one year of age, ask question 21a.

2. Question 21b, Limited in what way

If "Yes" is marked in question 21a, ask question 21b. Record the respondent's answer verbatim. Then ask question 27.

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

E. Questions 22a-d, Retired or 17+ something else

Questions 22a-d are asked for persons who are reported as "Retired" or "17 + something else" in question 18. The purpose of these questions is to determine if these persons are limited in some way because of some illness or impairment.

1. Question 22a, Health keeps from working

Since the person's major activity was reported as "Retired" or "17+ something else," question 22a is asked to find out if the person's health keeps him from working.

2. Question 22b, Limited in kind of work

Question 22b is asked only if a "No" answer is marked in question 22a. Question 22b is asked to determine if the person's health limits the kind of work he could do if he were to work. We want to know whether the person would expect his health to limit the kind of work he might do if he were to work.

3. Question 22c, Limited in amount of work

Question 22c is asked only if a "No" answer was received in 22b. Question 22c asks about limitation in the amount of work a person could do because of his health. Since the person, in most cases, will not presently be working, the word "could" is used to convey the idea that if the person was presently working, would his health limit the amount of work he could do. The only difference in concept between this question and question 22b is that 22b asks about limitation in kind or type of work and 22c asks about limitation in amount or quantity of work the person could do.

4. Question 22d, Limitation in kind or amount of other activities

Question 22d is asked only if a "No" answer is received to question 22c.

The person's <u>other</u> activities include anything other than work. If he isn't presently working, whatever his major activity is would be included in this question. This question differs from 22b and c in that it asks about limitation of the person's actual activities, whereas 21b and c ask about limitation in activity (work) in which the person might not be engaged.

F. Question 23, Limited in amount or kind of work or housework

Question 23 is asked of all persons who reported their major activity as "Working" or "Keeping house" during the past 12 months. The intent of this question is to determine if these persons are limited in some way in performing this major activity because of some illness or impairment.

In asking question 23, select the word within the parentheses which describes the person's major activity. For example:

(1) If the person is reported in question 18 as "Working," ask question 23b as follows-- "Is he limited in the kind of work he can do because of his health?"

(2) If the person is reported as "Keeping house" in question 18, ask question 23b as follows-- "Is she limited in the kind of housework she can do because of her health?"

1. Question 23a, Able to work at all

Question 23a is asked of all persons who were working or keeping house most of the past 12 months to determine if they are presently able to work (keep house) at all.

A person could have reported in question 18 that he had been working during most of the past 12 months but because of some recent disability or disabling condition, is now unable to work at all.

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

2. How to ask question 23b

Question 23b is asked if "Yes" is marked in 23a. Limitation in the kind of work a person can do because of his health might be illustrated as follows:

A person is unable to do certain kinds of manual work because of his health, such as lifting or carrying materials, or a person is unable to work where a lot of standing or walking is required.

Limitation in the kind of housework a person is able to do because of health might include such things as:

A housewife is unable to do certain kinds of housework which require her to lift heavy materials

or do strenuous housework, such as scrubbing floors.

3. How to ask question 23c

Question 23c is asked of all persons who report "No" in 23b. The question should be asked using either the word "work" or "housework" which appears in the parentheses. See paragraph F above.

"Limited in the amount of work or housework a person can do because of his health" can be illustrated as follows:

A person is unable to work full time or must have periodic rest periods because of his health.

4. Question 23d, Limited in other activites

Ask question 23d if "No" is marked in question 23c. Question 23d is to determine if the person, although not limited in his main activity, is limited in other types of activities.

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

G. Question 24

Question 24 is asked only if the "6-16 something else" box is marked in question 18. It is asked for the purpose of determining if the person is able to go to school, although his major activity during the past 12 months was other than going to school.

H. Question 25, Limited to certain types of schools or kind of school activity

Question 25 is asked of those persons reported in questions 18 and 19 as "Going to school" or "6-16 something else" but <u>able</u> to go to school ("Yes" in 24).

1. How to ask questions 25a and b

Ask question 25 using the parenthetical word (would) when "Yes" has been marked in question 24. Ask question 25b following the same procedure as in question 25a.

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

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

(a) needs special schools or special teaching.

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

3. Question 25c

Question 25c is asked of all persons who reported their major activity during the past 12 months as going (or able to go) to school and who were not limited in school attendance ("No" in 25b).

This question is to determine if the person, although not limited in school attendance, is limited in other types of activities. For purposes of this question, other activities might include participation in various recreation or sporting activities.

I. Question 26

Question 26 is asked of all persons 1+ years of age who did not report any activity limitation in question 20, 22-25.

Question 26 serves as a catchall question to pick up limitations that did not fit in any of the categories mentioned earlier. Because some people do not think of missing limbs and things of that nature as health problems, "disability" is included in question 26.

If a condition is given in response to question 26a, reask 26b to determine <u>how</u> the person is limited. Enter the condition if no other information is given.

J. Question 27

Question 27 is asked of all persons who reported some kind of activity limitation in questions 20-26.

In answer to question 27, we want to know the length of time the person has been limited by this health problem not how long the person has had the condition causing the limitation.

In asking question 27, choose the appropriate phrase within the brackets and add to it the italicized portion of the question where the limitation was reported. For example, if the response to 22b was "Yes," question 27 would be asked: "About how long has he been limited in (the kind of work he could do)?"

In questions 22a and 23a, the phrases to be inserted when asking question 27 are not italicized. The italicized word in question 22a

should be "work," and the italicized phrase in question 23a should be "work, keep house, at all."

When a limitation is reported in question 21 or 26, insert the respondent's description of the limitation when asking 27, e.g., About how long has he been unable to drive a car. If the final answer to question 26 is only a condition, ask question 27, "About how long has he been limited by his ...?"

To help remember the particular question where the limitation was reported, it might be helpful to leave your finger by that question when you skip to question 27.

K. Question 28, Condition causing limitation

For all persons who indicate some degree of limitation in any of questions 20-26, it is necessary to ask question 28.

1. How to ask questions 23a-c

Ask question 28a and enter the condition in the person's column in item C2. Then ask question 28b to give the respondent an opportunity to report any other condition which may also be causing the limitation. Any additional conditions reported should also be recorded in the person's column in item C2. Continue to reask 28a and 28b until a "No" is obtained; then mark the "No" box in that person's column in 28b and go to question 28c.

If you have received a condition in response to 26, do not ask 28a but ask 28b. Record the condition in item C2 using 28 as the source.

a. When "Old age" is reported to question 28

Occasionally, with older persons, the answer given to question 28a will be "Old age." Do not enter "old age" in item C2. Instead, ask the alternate question below question 28a. If the response to this question is "Yes," find out what specific condition causes this limitation by reasking question 28a. Then record this condition in item C2. Continue to ask questions 28a and b, recording all additional conditions causing the limitation in item C2. If a person reporting "old age" to question 28a is unable to attribute the limitation to any specific condition, mark the "Old age only" box, leave the remaining parts of question 28 blank and go to the next person.

b. Limitations due to temporary conditions

If the only condition(s) reported in answer to question 28 is a temporary condition which is defined as--

(1) pregnancy

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

go back and reask the question which picked up the limitation with the introductory statement, e.g., Except for your broken leg, would you be limited in the kind of work you could do because of your health?, and correct the original entry. Continue to ask any other appropriate limitation questions for this person. Enter the name of the temporary condition in a footnote indicating that besides the condition listed, no other condition caused the limitation. Do not list temporary conditions (as defined above) in item C2 or carry them through a Condition page. All other conditions should be recorded and a Condition page completed. The decision on whether other conditions are temporary or permanent will be made at the coding level.

2. Question 28c

Question 28c is asked to determine <u>which</u> condition is the main cause of a person's activity limitation when two or more conditions have been reported in questions 28a and b.

If only one condition has been reported in questions 28a and b, do not ask question 28c; however, be sure to mark the "Only one condition" box in each person's column who reports that only one condition caused the activity limitation.

Therefore, for each person reporting an activity limitation, either question 28c must be asked or the "Only one condition" box must be marked.

After asking question 28c, enter the condition that the respondent says is the <u>main</u> cause of the activity limitation in the answer space for that person in question 28c; then go to the next person. If in response to question 28c, the respondent mentions a condition not previously reported, enter that condition in 28c and also in item C2.

SECTION V. PROBE PAGES 10 AND 11
QUESTIONS ON HOSPITALIZATIONS AND MOBILITY LIMITATION

A. Introduction

Pages 10 and 11 of the questionnaire are designed to identify those household members who have been hospitalized during the past year or who have a mobility limitation. More detailed information on any reported hospitalizations will be obtained later in the interview on the appropriate Hospital page. This is similar to the transfer of the illnesses and doctor visits reported on pages 2-9 to the Condtion pages and Doctor Visits pages for the details of each illness or doctor visit.

1. Order of asking questions 29-31

Question(s)	Order of asking
29a and b	Person 1 first; then each household member in the order in which they are listed.
30a and b	All family members at one time.
30c	Each person where "Yes" is marked in question 30b.
31a-c	Asked only for children one year of age or less.

B. Questions 29-31

1. Question 29, Hospitalizations since specified date

Question 29 is asked separately for each household member. If no hospitalizations are reported, mark "No" in 29a and mark the "None" box in the "Hosp." box in item C1. Then go to the next person.

If two-week hospital visits were previously reported in answer to probe question 10, mark the "Yes" box in question 29a for this person without asking the question. However, ask question 29b to determine the number of times this person was hospitalized during the past 12-month period. If necessary, correct the entry in the "Hosp." box of item C1 to reflect the total number of hospitalizations this person had during the 12-month reference period, i.e., including any during the past two weeks.

A date will have been entered in question 29a 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, January 6, 1969, ask the question, "Have you been in a hospital at any time since December 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 29a is "Yes," ask 29b. Enter the number of times in the column for that person and in the "Hosp." box of item C1. (For each "time" recorded in this question, a Hospital column 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 30, Stays in nursing homes, etc.

Question 30 is about stays in nursing homes, convalescent homes, rest homes and the like. For the purpose of this survey, a "stay" in any one of these kind of places is counted the same as a hospital "stay." That is, a column of the Hospital page must be filled for each.

"Nursing home, convalescent home or similar place," means any type of "home," sanitarium or other such type of place which provides medical or personal care to persons because of health reasons, advanced age or the like. Unlike patients in

general hospitals, patients in these places are apt to remain for long periods of time. Some examples of places of the kind referred to in question 30 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 30, as long as the person is a household member at the time of interview.

a. How to ask question 30

Question 30 is a family style question. If the answer is "No," mark the "No" box and go to question 31. If the answer is "Yes," ask question 30b. Mark the "Yes" box for the person(s) for whom the "stay" was reported in the appropriate column(s).

3. Recording number of times

If one or more nursing home "stays" are reported, record the number in 30c, then go to the "Hosp." box in item C1. Correct the previous entry for this person and enter the total number of hospital and nursing home "stays" reported in 29 and 30.

4. Question 31, Check on question 29

Question 31 is a check on question 29 to insure that hospitalizations for deliveries or births are not forgotten. If no baby under one year is listed, make no entries in question 31 but go to question 32.

a. Question 31

If a baby, age one or under, is listed on the questionnaire, ask question 31a. 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 <u>on</u> or <u>after</u> the reference date shown in question 29, ask question 31b. If the baby's birthdate is <u>before</u> the reference date, no further questions or entries for question 31 are required.

b. Question 31b

If the baby was born within the reference period (on or after the date stamped in question 29a and before last Sunday (midnight)), ask question 31b. If the answer to this question is "Yes," check <u>question 29b</u> for <u>both</u> the baby <u>and</u> 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 29b 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 29b for the baby and ask question 31c for the mother (or vice versa). If a hospitalization has been reported in question 29b for both the baby and the mother, then ask 31c for both the baby and the mother.

c. Question 31c

Question 31c is asked for the baby and the mother if any hospitalizations were reported in question 29b and it has been determined in answer to questions 31a and 31b that the baby was born in a hospital within the reference period. If the answer to 31c is "No," change the entry in 29b to reflect this "missed" hospital stay.

d. Examples of question 31

Here are two examples which illustrate the procedure:

You are interviewing in January 1969. You find a child listed on the questionnaire as a one-year-old, so according to the instruction, you ask question 31a, "When was - - born?" You find in response to this question that the baby was born on November 7, 1967 (the date stamped in question 29a is December 1). Since the baby was not born within the time reference period, you only need to enter the baby's birthdate in question 31a, leaving 31b and 31c blank.

Or, for example, there is a baby listed as "Und. 1," so you ask question 31a. The baby's birthdate is found to be within the reference period so you ask question 31b, "Was the baby born in a hospital?" You find out that the baby was born in a hospital but see that no hospitalizations have been recorded in question 29b for the baby, but two hospitalizations have been recorded in question 29b for the mother. The instruction to 31b tells you to enter "1" in 29b for the baby and ask question 31c for the mother to determine if the two hospitalizations already entered in 29b for her includes her hospitalization for the baby's delivery. You find that it does not so you change the "2" hospitalizations already recorded in question 29b for the mother to "3."

In filling this question, bear in mind that questions 31a and 31b refer only to the baby and the entries should appear only in his column of the questionnaire. For question 31c, 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 29b.

After completing questions 29-31, check to see that you have entered in item C1 the total number of hospital stays reported for each person in questions 10 and 29-31.

C. Questions 32-36, Mobility limitation

These questions are asked family style with additional questions to be asked individually of anyone reporting one of the limitations.

1. Question 32, Stay in bed all or most of the time

Ask question 32a once for the entire family. If the response is "No," go to question 33. If "Yes," ask 32b to determine who it is and mark the "Stays in bed" box in each person's column. Then ask 32c as an additional probe to determine if any other persons in the household stay in bed all or most of the time because of ill health.

Continue reasking 32b and c until a final "No" is received.

2. Question 33-35

The parenthetical phrase "(Besides - -)" is used in questions 33a, 34a and 35a if "Yes" has been recorded for anyone in questions 32a, 33a or 34a. Insert for the dashes the name or relationship of the person(s) whose column is marked "Stays in bed," "Stays in the house," or "Needs help in getting around." Follow the same procedure in completing the b and c parts of questions 33 through 35 as for question 32 above.

If at some point when asking questions 32-34, you determine that each family member has a limitation, i.e., stays in bed, stays in the house or needs help in getting around, leave the remaining questions in this series (33-35) blank. For example: When you are interviewing in a two-person household, you learn that the head must stay in bed and the wife stays in the house because of health. Omit questions 34 and 35 for this family and skip to question 36.

3. Question 36, About how long had this condition

Question 36 is asked to determine how long the person has had this mobility limitation and and what condition causes it.

Ask question 36 for each person with a limitation reported in questions 32-35. If no limitations are reported, "No" to questions 32-35, leave this question blank.

a. Question 36a

When asking question 36a, insert for the dashes the name or relationship of the person reporting the limitation. Then select the phrase within the brackets that fits the type of mobility limitation reported. For example, if the person has to stay in the house all day, "Yes" in question 33a, question 36a would be asked as follows: About how long has your husband had to stay in the house?"

b. Questions 36b-d, Condition causing limitation

Questions 36b-d are asked to determine which conditions cause a person's mobility limitation. If more than one is reported, ask which one is the main cause of the limitation.

(1) How to ask

Ask question 36b and enter the condition in the person's column in item C2. Then ask question 36c to give the respondent an opportunity to report any other condition which may also be causing this limitation. Any additional conditions reported should be recorded in item C2. Continue asking 36b and c until you get a "No" answer.

(2) Old age is reported

Occasionally, with older persons, the answer given to question 36b will be "old age." In these cases, ask: "Is this caused by any specific condition?" If the response is "Yes," find out what specific condition causes this limitation and record the condition in item C2. Continue asking questions 36b and c, recording all additional conditions causing the limitation in item C2. If the limitation can be attributed to no condition other than "old age", mark that box and skip to the next person.

c. Limitations due to temporary conditions

If the only condition(s) reported in answer to question 36 is a temporary condition which is defined as--

(1) pregnancy or

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

go back and reask the question which picked up the limitation with the introductory statement, e.g., Except for your broken leg, would you have trouble in getting around freely by yourself?, and correct the original entry. Continue to ask any other appropriate limitation questions for this person. Enter the name of the temporary condition in a footnote indicating that besides the condition listed, no other condition caused the limitation. Do not list these temporary conditions (as defined above) in item C2 or carry them through a Condition page. All other conditions should be recorded and a Condition page completed.

SECTION VI. PROBE PAGES 12 AND 13
QUESTIONS ON USE OF SPECIAL AIDS

A. Question 37, Use of special aids

Question 37 consists of a list of special aids. It is asked in a manner similar to Cards A and B. Wait for a "Yes" or "No" reply to each aid before reading the next category.

When a "Yes" response is received to any of the aids, ask 37b and enter the person number and number designation of that aid (1-9) on a line of Table SA. Then ask 37c, and if another person uses the same type of aid, enter this information on the next line of Table SA. Continue asking "Anyone else," until you receive a "No" answer. Thus, for each aid, you will have both the "Yes" and "No" boxes marked or only the "No" box marked, but never the "Yes" box alone. Read the entire list of special aids (1-9) before asking columns (c)-(g) in Table SA for any "Yes" response.

If hand or foot is reported in response to artificial arm or leg, mark the "Yes" box and footnote this information.

If questions arise concerning the use of a brace, or special shoes, use the following as a guide:

A brace of any kind--Do not include braces for teeth or braces or trusses for hernias. If only these are reported, mark the "No" box and continue.

Special shoes--We are interested in shoes of special construction or design which are used to help the person in getting around. Do not count as special shoes oversized shoes purchased because the person has corns or bunions, etc.

If any other kind of aid for getting around is mentioned, enter this aid on the line in category 9.

After completing category 9, fill a line of Table SA across for each aid reported.

B. Table SA

Use a separate line of Table SA for each aid reported. If more than three aids are reported, use the footnote space at the bottom of the page to enter the information. Columns (c)-(g) are asked across for each aid listed.

1. Columns (a) and (b) — Column (a) and (b) will be filled as you read the list in question 37.

2. Column (c) — Ask the question in column (c), "Does he use one or two — (at a time)," if the aid reported is in categories 1-6. Do not use the words in parentheses, "(at a time)," for an artificial arm or leg.

   In the answer space, mark the 1 or 2 box or enter any other number on the "Other" line. In general, a person will not use more than two of any type of aid at one time. Braces worn on the arms and legs is one example where the "Other" line will be filled.

3. Column (d) — When asking the question in column d, insert for the dash the type of aid indicated in column (b). Enter the condition reported in the blank space in column (d) and in item C2, using question 37 as the place where the condition was reported. If the condition was previously reported, just enter "37" in the "Q. no." space in item C2. Do not ask question (d) if the aid is an artificial arm or leg, but be sure to enter the missing extremity in Table SA and in item C2.

4. Column (e) — In column (e), insert for the dash the aid reported, and mark the appropriate box. If the response does not fit any of the answer boxes, write in the reply.

5. Column (f) — In column (f), insert the type of aid in place of the dash. Mark the "Less than 1 month" box or enter the number of months or years including parts, for example, $1\frac{1}{2}$, depending upon the response given.

6. Column (g) — Ask the question in column (g) and mark the appropriate answer box in column (g). Include as gifts, aids obtained through welfare, charitable organizations, etc. In these cases, write in the responses. If the answer does not fit a box, write in the reply.

C. Item R, Who responded — Item R is for the purpose of identifying who responded for probe questions 5-37. Mark one of the boxes in item R as follows:

1. Adults — If the person responded to questions 5-37 <u>entirely</u> for himself, mark the box "Responded for self-entirely." Consider a person to have responded entirely for himself if he was present during all of this part of the interview.

If he responded partly for himself, mark the box "Responded for self-partly" and enter the column number of the person who partly responded for him. Consider a person to have "Responded for self-partly" if he was present long enough for one or more of the probe questions to be addressed directly to him.

For adults not present, enter the column number of the person or persons who responded for them.

2. Children

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

3. At home but not interviewed

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

D. Where to go next

After completing item R on the questionnaire, check item C2 to see if any conditions are entered. If so, fill a separate Condition page for each condition which requires one. If no such conditions are entered, check item C1 and fill a hospital page column for each hospitalization recorded. If no hospitalizations are recorded, go to the Doctor Visits page or to the Person pages.

CHAPTER 4

CONDITION PAGE

A. General procedure

The questions on the Condition page are asked separately for each condition recorded in item C2. If no Condition pages are required, leave these pages blank.

Each condition which requires a Condition page is entered in item C2. Item C2 may also contain responses to Card B; their source will be indicated by a double letter (AA, BB, etc.). If these entries were reported only in response to Card B, do not fill Condition pages for them.

When a condition requiring a Condition page is first reported after completing the probe pages, enter it in item C2 at the time it is reported. Fill a Condition page for it after you have completed the entire page on which it was reported, e.g., after completing <u>all</u> required columns for hospitalizations, unless it is reported on a Condition page. In this case, fill a Condition page for it before completing Condition pages for the next person.

1. Order of filling Condition page

Successive Condition pages are filled in the following order: Fill the first Condition page for the first condition listed for Person 1. Continue consecutively, condition by condition, until <u>each</u> condition recorded in item C2 has been carried through a separate Condition page. Continue by carrying all of Person 2's conditions listed through separate Condition pages, then Person 3, etc., in the order the persons are listed.

The condition number which appears in the upper left-hand corner of the Condition page is to be entered to the right of the condition in item C2. This should be done at the time the condition is carried from item C2 to the Condition page.

2. Extra questionnaires needed for more than seven conditions

If there are more than seven conditions reported, use extra questionnaires. In this case, fill item 7 (Book ___ of ___ Books) and enter the PSU, Segment and Serial number on the Household page of each extra questionnaire. Leave the remaining items on the Household page blank for the second and any succeeding questionnaires. Number the Condition pages consecutively. Thus, if there were more than seven conditions, the number of the first Condition page in the second questionnaire must be changed from one to eight.

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

1. Item 1

The entries for item 1 are to be transcribed from item C2 to the Condition page before you ask question 2.

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.

b. Name of condition

The "Name of condition" is to be transcribed verbatim from the illness entry in item C2.

2. Question 2 "Doctor ever talked to"

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

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

a. "Doctor talked to" defined

If a question is raised, "talking to" a doctor about a condition includes the following cases:

(1) A visit by the person to the doctor.

(2) A visit by the doctor to the person. (If the doctor visits the household to see one patient and while there examines or visits professionally another member of the household, count this visit as "doctor talked to" for each individual for each condition receiving the doctor's attention.)

(3) Talking to or seeing a doctor in a clinic or at a hospital (either as an inpatient or an outpatient).

(4) Telephone calls to the doctor's office that involve receiving suggestions for treatment or advice from the doctor even if they are transmitted through the nurse and the doctor was not spoken to directly.

(5) The case in which the person who had the condition is himself a doctor and he followed his own treatment or advice.

(6) Talking to a family member who is a doctor.

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

b. Long term conditions

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

c. Temporary conditions

In the case of conditions which 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 similar conditions.

d. Type of doctor defined

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

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

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

Do not make a special inquiry about the kind of doctor consulted. It is not intended that you tell the respondent the survey definition of who is considered a doctor. For example, if a person said in answer to question 2, "I saw a chiropractor, do you consider him a doctor?" you would not need to answer "Yes" or "No" but tell him we are interested in any doctor he may have talked to. Mark "No" in question 2 for the condition about which a chiropractor was seen.

3. Interviewer check item

Between questions 2 and 3 there is an interviewer check item which should be filled immediately after recording the answer to question 2.

Examine the "Name of condition" entry in item 1, then mark one of the three boxes:

(a) "Accident or injury"
(b) "On Card C"
(c) "Neither"

a. "Accident or injury" box

If the "Name of condition" entry in item 1 indicates that an accident or injury was involved, mark the "Accident or injury" box and go to question 4. This box should be marked for such entries as: broken leg, bruised hip, torn ligaments in knee, gunshot wound in arm, cut finger, bee sting, dog bite, etc. These are all examples of entries in which an accident or injury was involved. Additional information regarding the definition of accidents and injuries is given in paragraph D1 of this chapter (Page D-4-14).

b. "On Card C" box

If the condition was not obviously caused by an accident or injury, refer to Card C of the flashcard booklet to see if the condition is listed there. If it is listed on the card, mark the "On Card C" box and go to question 10 which is at the top of the continuation Condition page.

(1) Conditions on Card C

Names of illnesses given by respondents are often sufficient to permit medical coding without further probing. This is true of the specified conditions listed on Card C and so it is not necessary to ask questions 3a-e for these conditions. However, Card C is an exclusive list. Do not apply the Card C rule to conditions which you feel are <u>synonyms</u> of the listed condition.

For example, "hernia (any kind)" is on Card C, while "rupture" is not; mark the "Neither" box and ask questions 3a-e as applicable for "rupture" but mark the "On Card C" box for "hernia" and go to question 10. "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., bursitis caused by an accident, mark the "On Card C" box but go to questions 4-9 before going to question 10.

c. "Neither" box

If the "Name of condition" entry in item 1 does not involve an accident or injury and is not a condition on Card C, mark the box entitled "Neither" and proceed to question 3a.

4. Questions 3a-e

For purposes of analysis, all illnesses and injuries reported will be translated into medical codes. Since the coding system to be used provides for over 1,500 different conditions, it is desirable that the descriptions of 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:

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

a specific description of what the trouble was, that is, the specific kind of trouble,

the part of the body affected.

Questions 3a-e are designed to obtain this needed information.

a. Question 3a, Asking the question

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

(1) Other conditions: Doctor not talked to

If a doctor was not talked to about an illness condition, do not ask 3a but instead: transcribe to question 3a the item 1 entry "Name of condition;" or if the entry in item 1 is vague or incomplete, ask the respondent to describe the condition and enter this description in 3a.

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

(2) Recording adequate name or description of condition

If question 3a is asked, enter whatever the respondent tells you the doctor said, <u>using the respondent's own words</u>. If the medical name given by the respondent is one which is unfamiliar to you, ask him to spell it for you. If the exact spelling is not known, record it phonetically but also ask the respondent to describe how it affects him and record a description of the condition.

In all cases, bear in mind that the entry in question 3a should be as exact and complete as possible. Therefore, if the respondent does not know the "medical name" or if his answer is vague, e.g., "It's my liver," "I've got a bad heart," "Something I ate," "Some kind of ailment," do not accept it. Instead, ask the person to describe the condition further, e.g., "What's wrong with your liver?"; "In what way is your heart bad?"; "How does this food you said you ate affect you?"; "What kind of ailment do you have?"

It is also permissible to copy the "Name of condition" entry to question 3a if that entry is clearer and more complete than the respondent's final answer to question 3a or he says he does not know what the doctor said it was.

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

	(3) Card C condition reported in answer to 3a	If in answer to question 3a a Card C condition is reported, you may skip directly to question 10 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 <u>all</u> conditions except those on Card C, those involving an accident or injury or for cancer or arthritis.
	(1) Cause given previously	If <u>cause</u> has already been reported and recorded in question 3a, there is no need to reask the the cause or enter it again in question 3b. If the <u>cause</u> was given in answer to question 3a but was not recorded in 3a, enter the <u>cause</u> in question 3b without reasking the question.
	(2) How to record the answer to 3b	Enter verbatim the answer given by the respondent. If the respondent does not know the cause, enter "DK" for "Don't Know" in question 3b.
	(3) If <u>cause</u> is an accident or injury	If the response to question 3b indicates that the <u>cause</u> is an accident or injury, mark the "Accident or injury" box in question 3b and skip to question 4.
c.	Question 3c, <u>Kind</u> 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 <u>kind</u> of condition the person has. For example, "heart trouble," "kidney trouble" and "stomach disorder" are all general terms which give a specific part or organ of the body but not a specific <u>kind</u> 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 is asked. These conditions are "arthritis," "asthma," "cyst," "growth," "measles," "rupture," "tumor," and "ulcer." This question should also be asked if question 3a or question 3b contains the word, "ailment," "attack," "condition," "defect," "disease," "disorder" or "trouble." These terms also appear in the instruction column for question 3c.

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

(2) Measles

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

<u>Regular measles</u>	<u>German measles</u>
"8 day" measles	Rubella
Rubeola	"3 day" measles
"Old fashioned" measles	
"Black" measles	
"Hard" measles	
"Bad" measles	
"Red" measles	

If the respondent does not use any of these terms, record his words verbatim.

(3) Cysts, tumors, or other growths

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

d. Question 3d, How allergy or stroke affects person

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

"How does the allergy affect him?"

or

"How does the stroke affect him?"

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

The information needed is not "Kind of trouble" but how the disease affects the person, that is, what the manifestations are. For example, in the case of an allergy, the person may have been affected with a swelling in some part of the body, with a breaking out or itching, with sneezing, eyes watering, nasal trouble 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 for certain conditions and for certain parts of the body. These are listed in the instruction column to the left of and below question 3e

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

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

The conditions for which the "part of body" must be recorded are as follows:

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

(2) Detail needed in question 3e

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

There are other detailed entries besides those listed which are acceptable, for example, "finger," "toe," "arch," "neck," etc. If an entire arm or leg is affected, state that this is so by entries such as "one entire arm" or "one whole leg"; do not simply enter "arm" or "leg."

If the part of the body affected is the eye or ear, or any part of the arm or leg, ask whether one or both are affected. The use of the singular or plural is acceptable except in those cases where the use of the singular or plural does not show specifically whether one or both are affected. For example, in the case of "eye infection" or "deafness" an entry of "one" or "both" (eyes or ears) must be made.

5. "Main condition": Condition to which remaining questions refer when there is an entry of two conditions in question 3 on the same Condition page

Occasionally, question 3 will contain two separate conditions, one being the cause of the other, e.g., a condition entered in question 3a and a separate condition in 3b, as in the following examples (the condition marked by an asterisk is the main condition and is the condition which the remaining questions on the Condition page are asked about):

Example 1

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

Example 2

Question 3a - Pain in knee
Question 3b - Trick knee*

Example 3

Question 3a - Back trouble*
Question 3b - Bone spur*

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

If neither condition is on Card A, carry the first condition (the main condition) through that Condition page (see example 1). Do not fill a Condition page for the second condition.

If one of the conditions is on Card A and the other is not, the remaining questions on the Condition page are to be asked for the Card A condition (the main condition) as in example 2.

If both of the conditions are on Card A (see example 3), carry the first condition through the remainder of the Condition page. Enter the second condition in item C2 only if the second condition was present during the past 12 months. If this second condition is to be entered in item C2, do so at the time it is reported so that a Condition page will be filled for it before starting the Condition pages for the next person. If the second condition was not present during the past 12 months (and thus does not require a Condition page), indicate this fact in a footnote on the Condition page for the first condition, as in the following example:

Question 3a - Back trouble

Question 3b - Bone spur

Footnote entry - 1/ Bone spur removed more than 12 months ago.

C. Types of reporting problems

The following paragraphs call attention to some conditions that may cause problems:

1. Dental conditions	If teeth were pulled or other dental surgery performed, record in question 3 the name of the disease or condition that necessitated the pulling of the teeth or surgery.
2. Pregnancy and childbirth	Normal pregnancy is not to be considered as illness but if there are complications which caused restricted activity or medical attention in the past two weeks, the complication(s) (morning sickness, swollen ankles, etc.) should be recorded in question 3. Delivery or childbirth, even when normal, should be reported for the mother on the Condition page if it occurred "during the past 2 weeks," since this condition involves bed days and usually hospitalization. In recording a delivery, either state that it is normal or that there were complications. If there were complications, enter "delivery" and also a description of the complications in questions 3a through 3e on the Condition page. Do not record "pregnancy" if you mean "normal delivery" or "childbirth." Birth during the past two weeks is not to be reported on a Condition page for the baby unless there were birth complications for the baby or the baby had some other illness. For such cases, enter the specific condition; do not enter just "birth."
3. Menstruation and menopause	Normal menstruation is not illness. However, if the respondent reports that menstruation has caused restricted activity or she saw a doctor for this condition during the past two weeks, it should be recorded, for example, excessive or slight "flow," delayed or painful menstruation or frequent or irregular menstruation. Any menopausal sysptoms mentioned as above should also be included.
4. Illness resulting from vaccination, immunization, etc.	Vaccination and immunization in themselves are not illnesses. However, they may cause temporary illness with such symptoms as fever, headaches, etc. Illness involving restricted activity or doctor visits in the past two weeks, resulting from vaccination or immunization

should be included as in the following example: "Fever and headache" in question 3a; "smallpox vaccination" in question 3b. The questions on the Condition page would apply to "Fever and headache."

5. Mental illness

If mental illness is reported by the respondent, try to get the medical name and record that in question 3a. If the medical name is not known, enter a description of how it affects the person.

6. Operations

If the only description the respondent gives of an illness is the name of an operation, ask what the condition was that made it necessary to have the operation and record that condition in question 3a along with the operation. Also, record the present ill-effects, if any.

7. Reaction to drugs

If the respondent reports a reaction to drugs taken causing illness with disability or medical attention reported in the past two weeks, three things should be recorded in 3a: the reaction, the drug and the reason for taking the drug. For example, "skin rash - penicillin - virus."

8. Illnesses occurring in past 12 months not now present

For conditions experienced during the past 12 months, e.g., conditions on Card A which the person no longer has (for example, a slipped disc has been repaired or a skin ulcer which has been removed), show what the trouble was at the time the person had the condition.

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

Question 3a - Skin ulcer 1/

Question 3b - D.K.

Question 3c - D.K.

Question 3e - Face

1/ Skin ulcer removed six months ago.

9. Caution about deciding two conditions are the same

Do not attempt to "diagnose" conditions which appear to be the same or to make decisions that the two conditions are the same because they seem to be alike, e.g., "skin trouble" and "dermatitis."

Do not probe to determine whether two conditions are the same. It is only when the respondent indicates that they are the same by his answers to the questions or that the conditions are exactly identical that you are to consider the two conditions are the same. Otherwise, record them separately in item C2 and carry each condition through a separate Condition page.

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

If, when you begin to fill a Condition page, the respondent actually says that one condition is the same as another condition, for which you have already completed a Condition page, follow this procedure:

(1) Leave, on the Condition pages, the separate entries for each condition reported but enter a footnote on the two Condition pages that the conditions are the same. Refer to the conditions by number, e.g., "Conditions 1 and 2 are the same."

(2) Since you will already have taken the first condition through all questions of a Condition page, do not ask the remaining questions on the Condition page for the other condition or conditions which have been reported as being the same as the first one.

D. Questions 4-9, Accidents and injuries

Questions 4-9 obtain information about ALL accidents or injuries which are recorded on a Condition page. Question 9 is asked for accidents that happened during the past 2 weeks unless a moving motor vehicle was involved.

1. When to fill the accident question

If a condition being carried through the Condition page is not an accident or injury or was not caused by an accident or injury, leave the accident questions blank.

Birth injuries to either the mother or the child do not require the completion of the accident questions. However, you should make sure that the injury occurred during the act of delivery, not later. Injuries occurring after birth do require these questions to be completed.

A condition such as "broken (perforated) (ruptured) eardrum" may be caused by an accident or injury or may be due to some other cause, such as a childhood disease. Always ask what caused the broken eardrum or other such conditions. If the

cause was an accident or injury, fill the accident questions. If the cause was other than an accident or injury, or if the respondent does not know the cause, the accident questions are not needed.

If the respondent does not know whether a condition was caused by an accident or injury, or cannot recall such an occurrence when an accident is indicated, do not fill these questions. Explain the circumstances in the footnote space, e.g., "Doctor says probably caused by blow on head but respondent cannot recall such an occurrence happening."

If a condition was caused by more than one accident, and both are 3 months + or both are less than 3 months, fill the accident questions for the most recent one and give the date(s) (month and year) of the other accident(s) in a footnote.

Multiple injuries, reported in question 5a, resulting from a single accident, should be reported together in the same set of accident questions on a single Condition page.

a. When to fill an additional Condition page

If a condition is caused by an accident that happened more than 3 months ago, and a later accident (less than 3 months ago) aggravated this condition, an additional Condition page is required. One Condition page will pertain to the 3 months + accident and the other to the one that happened less than 3 months ago. Do not enter this condition again, however, in item C2.

If two or more present effects reported in 5b are the results of the same accident, each requires a separate Condition page, including questions 4-9. If the answers to questions 4-9 are the same, transcribe the information from the first Condition page for that accident. Fill a Condition page for each present effect in the same order as they are listed in question 5b.

When such additional conditions requiring Condition pages are reported, enter them in item C2 at the time they are reported.

b. Definition of accident and injuries

Accidents may occur with or without a resulting injury. For purposes of this survey, we are not interested in reporting accidents in which there was no injury involved.

(1) Difference between "accidents" and "injuries"

The terms "accident" and "injury" may be used interchangeably. There are cases, however, when an injury may occur when an accident is not involved, e.g., a battle.

All injuries are to be carried through the accident questions whether or not they were associated with an accident.

(2) Injuries, defined

There are many kinds of injuries, such as cuts, bruises, burns, sprains, fractures, etc. "Insect stings," "animal bites," "sunburn," "sun poisoning," "heat or sun strokes," "blisters," "frostbite," "frozen feet," etc., are also considered as injuries.

(a) Poisonings

Illnesses resulting from poisonings also count as injuries. A poisoning can occur from swallowing, drinking, breathing or coming in contact with some poisonous substance or gas. Poisoning also may occur from an overdose of a substance that is nonpoisonous when taken in normal doses.

Such occurrences are considered injuries (and the accident questions are required) whether or not the illness was from a one-time occurrence or was the result of continued exposure.

Note: Sometimes the words "poison" or "poisoning" are used to describe conditions which are diseases or illnesses not classified as injuries, e.g., "poison oak," "poison ivy," "ptomaine or food poisoning." These do not require the accident questions.

(b) Continued exposure

Except for poisonings (see above), exposure to heavy lifting, loud noise, and other similar hazards are considered injuries only when they are one-time occurrences. For example, a punctured eardrum resulting from a loud explosion would be considered an injury, but continued exposure to loud noises at work resulting in partial deafness would not be considered as injury. For the latter case, do not ask these questions, but footnote the entry in question 3a or 3b to state that the condition was caused by continued exposure to loud noises at work. Follow the same procedure if the cause is continued heavy lifting, continued strain, etc.

2. Question 4, When did the accident (or injury) occur?

The purpose of question 4a is to determine whether the accident (or injury) occurred "During the past 2 years" or "Before 2 years."

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

If the response does not provide enough information to mark the right box, ask additional questions. For example, if the respondent says that the accident happened "3 months ago," find out whether it was less than three months or more than three months ago, before marking the appropriate box, that is, "2 weeks - 3 months" or "3-12 months." This applies to any answer the respondent gives which falls on the borderline, i.e., "2 weeks ago," "3 months ago," "1 year ago." If the accident was exactly three months ago (three months prior to last Sunday's date), mark the "2 weeks - 3 months" box. If the accident occurred exactly 12 months ago (one year), mark the "3-12 months" box.

3. Effects of accident or injuries

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

a. How to ask and record the answer

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

General, vague answers such as "hit," "blood clot," "bumped," "mashed," etc., are not acceptable entries for the kind of injury since they do not provide sufficient information on the nature of the injury. The specific part of body which was injured must be reported in the same detail required in question 3e. Following are some examples of adequate and inadequate entries for question 5a:

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

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

b. Question 5b

(1) Purpose of question 5b

For accidents or injuries which happened more than three months ago, we need to know how the injury affects the person now. This information is obtained by asking question 5b.

(2) How to ask and record the answer to question 5b

Record the part of body in the same detail and in the same manner as for question 5a. Record only the part of body which presently manifests any ill-effects of the old injury.

If the present effects have been reported earlier in question 3, question 5b need not be asked again but the entries must be transcribed to 5b from question 3. For example, if the entry in 3a is "missing hand" and the entry in 3b is "auto accident," the information must be transferred to 5b as follows: "one hand" in the part of body space and "missing" in the space for present effects. These entries can be made without actually asking the first part of question 5b. However, you must ask, "Is he affected any other way?"

Also, when question 5b is asked and the answer is vague or expressed only in terms of some limitation, enter the limitation but also transcribe the entry in question 3, if that represents a more adequate description of the present effects. For example, in question 3, a person has been reported as having a stiff elbow caused

by an accident. In answer to 5b the respondent says, "He can't bend his arm." In this case enter "can't bend arm" on the first line and the question 3 entry, i.e., "stiff elbow" on the second line.

Record the present ill-effects experienced not the injury itself. For example, entries of "stiff shoulder," "pains in upper arm," etc., would describe the present ill-effects.

It is not necessary that the person be suffering from the ill-effects this instant before reporting them in 5b. If the person is subject to periodic recurring attacks of a condition caused by an old accident or injury, these effects should be recorded.

If a person reports ill-effects of an old injury they should be recorded even though they may not "bother" him within the literal meaning of the word. For example, a person may report a stiff elbow caused by an old football injury. He may say he has gotten used to it and it never bothers him. "Stiff elbow" would be considered the present ill-effects of an old injury.

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

For accidents or injuries occurring three months ago or longer, the remaining questions on the Condition page (questions 10-26) refer to the present effects recorded in question 5b. That is, the present effects are considered the "main condition" rather than the injury itself.

4. Question 6, Motor vehicle involved

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

a. Question 6a

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

(1) Motor vehicle defined

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

Motor vehicles include cars, buses, trucks, fire engines, motorcycles, motorized bicycles, motorized scooters and trolleys not operating on rails. In addition, farm machinery, construction machinery, tractors and army tanks are considered motor vehicles <u>only</u> when in transport, under their own power, on a land highway. Devices used solely for moving persons or materials within the confines of a building or its premises are not considered motor vehicles.

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

(2) Involvement not restricted to collision

Mark "Yes" for each accident involving a motor <u>vehicle</u> in any way at all, regardless of whether the person was in the vehicle and regardless of whether the vehicle was moving at the time of the accident. The "Yes" box would be marked in question 6a, for example, for the following situations: a pedestrian hit by a car; a person hurt while boarding or leaving a bus; a person on a bicycle hurt by running into a parked car; a person hurt while repairing a car. These would be reported as accidents involving a motor vehicle as well as the case of a person hurt in a collision or some other type of accident while riding in a motor vehicle.

b. Question 6b, Number of motor vehicles involved

Question 6b is to be asked if the answer to question 6a is "Yes."

Again, be careful that only <u>motor</u> vehicles are reported as involved in the accident and exclude non-motor vehicles.

c. Question 6c, Was motor vehicle moving

Ask question 6c if the answer to question 6a is "Yes," regardless of the answer to question 6b.

(1) How to ask the question

If only one motor vehicle was involved ("No" in question 6b), question 6c is to be asked without the parenthetical phrase.

If a motor vehicle and a non-motor vehicle were involved, e.g., a bus and train collision, substitute "motor vehicle" or "bus" for "it" in the question to be sure the respondent understands that question 6c refers to the motor vehicle and not to the other vehicle.

(2) Moving defined

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

5. Question 7, Where did the accident happen

Question 7 is to be asked for each accident (or injury).

Use the following definitions as a guide:

a. Home, defined

"Home" as used here includes not only the person's own home but <u>also any other home</u>, vacant or occupied, in which he might have been when he was injured, as well as homes being <u>remodeled</u> or <u>undergoing</u> repair. Do not consider an accident occurring at a house <u>under construction</u> as occurring at home, but mark the box "Industrial place" for these.

(1) At home (inside house)

Mark "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 <u>within</u> motel or hotel rooms. The lobby, corridors and other public places within the motel or hotel premises are not to be regarded as "home" but are to be marked as "Other," and specified.

(2)	At home (adjacent premises)	Mark "At home (adjacent premises)" if the accident occurred in the yard, the driveway, patios, gardens or walks to the house or a garage. On a farm, the adjacent premises include the home premises or garage, but not the barns or other buildings (unless used as a garage) or the land under cultivation.
b.	Street and highway	The phrase "street and highway" means the entire width between property lines of which any part is open for the use of the public as a matter of right or custom. Note that this includes more than just the traveled part of the road. "Street and highway" includes the whole right-of-way. Public sidewalks are part of the street but private driveways, private lanes, private alleys and private sidewalks are <u>not</u> considered part of the street.
c.	Farm	Mark "Farm" 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	Mark "Industrial place" if the accident occurred in industrial places such as a factory building, a railway yard, a warehouse, a workship, a loading platform of a factory or store, etc. A construction project (houses, buildings, bridges, new roads, etc.) is included in this class, as well as buildings undergoing remodeling. Private homes which are undergoing remodeling are not to be classified as industrial places, but instead should be classified as "home." Other examples of "industrial place" are logging camps, shipping piers, oil fields, shipyards, sand and gravel pits, canneries and auto repair garages.
e.	School	Mark "School" if the accident occurred 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	Mark "Place of recreation and sports, except at school" if the accidents occurred in places which are designed for sports and recreation, such as bowling alley, amusement park, baseball field, dance hall, lake or mountain or beach resort and stadium. In contrast, a person injured while sledding on a hill near his home, for example, would not be marked as "sports and recreation" even though sledding is a sport. Places of recreation" or sports located on the premises of an industrial place should be classified as "Industrial place."

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

g. Other

Mark the box "Other" if the specific types of places listed above do not describe where the accident happened. If "Other" is marked, specify in the space provided the exact type of place, such as, grocery store, restaurant, office building, church, etc. General entries such as "Armed Forces" are not satisfactory, since a person can be in the Armed Forces and have an accident in any one of several kinds of places.

6. Question 8, At work when accident happened

Ask or mark question 8 for ALL accidents or injuries. Use the following as a guide:

Consider an injury as occurring "at work" if the person was on duty at the time of the accident. Thus, a salesman traveling from town to town would be "at work" if an injury occurred en route between towns, but a person on his way to an office job who had an accident en route would not be considered as having been injured "at work."

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

Mark "Under 17 at time of accident" if the person was under 17 years of age at the time of the accident or injury.

7. Question 9, How accident happened

Question 9 is asked for all accidents occurring during the past 2 weeks except those involving moving motor vehicles. We are interested in the objects involved in the accident and injury. Some examples might be, "burned on toaster," "tripped on light cord and hit table," etc. Record both the object that caused the accident and the object that caused the injury. If a condition such as stroke is given, enter this also.

E. Condition page, questions 10-26

Questions 10-26 comprise the second half of the Condition page.

1. Question 10

There must be an entry in one of the four boxes in question 10 for each Condition page being completed.

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

Mark the "Und. 6" box if the person is under six years old regardless of whether or not the condition is an eye condition.

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

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

a. Eye condition defined

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

2. Question 10a, When to ask

If "First eye condition" box is marked, ask question 10a for all persons six years old or over. If any other box is marked, skip question 10a and go to question 11. Do not copy the answers to question 10a from the first eye Condition page to any succeeding eye Condition page.

a. Ability to read newspaper print with glasses

Question 10a applies to the total vision a person has. Impaired vision in only one eye would not necessarily affect a person's ability to read newspaper print. Therefore, if the person is blind (or has impaired vision) in one eye, make sure the respondent understands that the question refers to the person's ability to read with either one or the other eye.

Be sure to read the question clearly so that the respondent hears the phrase "with glasses," since many people who have serious eye trouble can read ordinary newspaper print when they are wearing their glasses, even though they may not be able to read without them.

If the person cannot read (is illiterate), question 10a is to be marked on the basis of whether he can see well enough to read if he knew how.

3. Questions 11-15, Restricted activity past two weeks

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

Refer the respondent to the TWO-week calendar for questions 11-15 as often as necessary, since these questions refer to the past two weeks.

For injuries occurring less than three months ago, questions 11-15 refer to the injury itself and/or any ill-effects which were present during "the past two-weeks." Ask questions 11-15 for <u>each</u> condition regardless of the answers to probe question 5.

a. Question 11

In asking question 11, insert the name of the condition or the injury you are asking about. If the name of the condition is too long or too difficult to pronounce, it is permissible to shorten it or to refer to it, for example, as your "hip condition" or "your husband's eye injury," and so on; but this may be done only if the respondent clearly understands what condition or injury you are talking about.

Record the respondent's answer to question 11 without explaining "the things he usually does." However, if questions are raised, use the following as a guide:

(1) "Things he usually does" defined; question 11

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.

(a) 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 the home either completely or had to cut out all but the essential chores; an elderly person who normally takes a daily walk in the park was kept from doing so.

(b) 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.

(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.

b. Question 12, Days cut down in past two weeks — Ask question 12 if a "Yes" answer was given to question 11. 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.

(1) "Cut down for as much as a day" defined; question 12 — Accept the respondent's answer to question 12, but if questions are raised as to the meaning of "cut down for as much as a day," use the following as a guide:

A day of restricted activity (cut down) is a day when a person cuts down on his usual activities for the whole of that day on account of an illness or injury. "Usual activities" for any day means the things that the person would usually do on that day, as defined on page D-4-25.

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

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

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

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

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

(2) ALL days equally important

The reference period for question 12 includes Saturdays and Sundays. ALL the days of the week are of equal importance in this question, even though the types of activities which were cut down might not be the same on week-ends as on regular week days. If necessary, this should be brought to the attention of the respondent.

To illustrate the concept involved in the preceding paragraph, consider the following examples:

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 12 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 12.

c. Question 13, Bed days in past two weeks

Do not leave this question blank if "Days" have been entered in question 12.

(1) "Days in bed" defined

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

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

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

(2) Check entry

Since all days in bed are to be included in question 12, the number of days entered in question 13 can never be greater than the number in question 12.

d. Question 14, Days lost from work for persons 17 years of age or older

This question is for the purpose of finding out if a person lost time from work because of the condition you are asking about on this Condition page.

(1) When to ask

Ask question 14 if there are "Days" entered in 12 and the person is 17 years old or over.

Mark the "None" box if no days were lost from work or if the person doesn't work.

If you learn that the person would not have been working during the past two weeks, whether he had been sick or well, mark the "None" box without asking the question for any other conditions for which question 14 requires an entry.

(2) How to ask for males and females

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

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

(3) "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.

(4) "Work loss day" defined

Count as a "day lost from work" any day in which the person stayed home from work for all or most of the day because of the condition being inquired about. All or most of the day is defined as more than half of the hours usually spent at work.

(5) 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).

e. Question 15, Days lost from school for persons 6-16 years of age

Ask question 15 if you have "Days" entered in question 12 and the person 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 15 requires an entry.

(1) "School-loss day" defined

Count as a day lost from school any day in which the person stayed home from school all or most of the day because of the condition being inquired about. All or most of the day is defined as missing more than half of the hours in which they school is usually in session. For example,

if the youngster did not go to school until after lunch, this would count as a day lost from school. However, if he had missed only an hour or two, this would not count as a day lost from school.

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

(2) School vacation — Since school vacation periods are not all the same, this question is asked even during the periods of the year which might normally be considered vacation periods.

(3) Disregard work days — If a youngster 6 through 16 years of age works instead of, or in addition to, going to school, record only the days lost from school (disregarding any days lost from work).

4. Check for number of days reported in questions 14 and 15 — Since hardly anyone works seven days a week or goes to school seven days a week, you should follow-up such replies as "the whole two weeks" or "all last week," etc. Do not enter "14" or "7" automatically but reask the question in order to find out the actual number of days lost from work or school. If a person actually lost 14 days from work or school during "the past two-weeks," enter "14" but explain in a footnote that these days were actually lost.

5. Check between questions 12, 13, 14, and 15 — The number of days entered in question 12 (cut down days) must be equal to or greater than the number of days entered in any one of questions 13, 14 or 15, 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. Differences between Restricted Activity days in probe question 5 and on the Condition page — It is possible that the total number of days reported for all conditions will be greater than the number of days reported in probe question 5 on pages 2 and 3, since the person on any given day can cut down or be in bed for more than one condition. Such entries may be consistent. However, responses which are actually inconsistent may also be reported (e.g., only one condition in question 6 and entries in question 5 and on Condition page

differ). Regardless of the nature of these differences, no edit should be made between the entries in probe question 5 on pages 2 and 3 and the entries in questions 11-15 on the Condition page. Accept what the respondent reports.

7. Questions 16 and 17, Onset of condition

Questions 16 and 17 are designed to find out when the condition began. This information is coded into one of the following "onset" categories:

last week
week before
more than 2 weeks ago
3-12 months
more than 12 months ago

a. Question 16a, First noticed during past three months or before

Note that question 16a is in two parts. Ask the first part and pause momentarily for an answer, i.e., "When did he first notice his ...?" If the respondent does not answer the first part, ask the second part, "Was it during the past 3 months or before that time?"

In the case of recent accidents or injuries, the time interval since the accident or injury occurred is already marked in question 4b. If the accident was reported as having occurred during the past three months, transcribe the entry from question 4, without asking question 16.

However, in the case of "present effects" of old injuries (more than three months old) you will have to ask 16a to find out when the "present effects" were first noticed because question 4b only asks when the old (original) injury or accident happened and not when the "present effects" of the old injury were first noticed.

(1) "First noticed" defined

The time when a condition was first noticed refers to the time when it <u>first</u> began to give any trouble or show any symptoms. This could have been prior to the time when the condition was diagnosed, if these were symptoms which later proved to be the diagnosed condition.

In the case of the after effects of an old injury (one which happened more than three months ago), question 16a refers to when the <u>present ill-effects</u> were first noticed.

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

(2) "Past 3 months" defined

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

b. Question 16b, First noticed during past two weeks

Question 16b is asked if the condition was first noticed <u>during</u> the past three months ("During 3 months" box marked).

If the respondent indicates that the condition was first noticed during the past two weeks (the two weeks preceding interview week), mark the "Past 2 weeks" box. If the condition was first noticed before the past two weeks, mark the "More than 2 weeks ago" box and skip to item AA. The "More than 2 weeks ago" box should be marked only if the condition started before the past two weeks but within the past three months.

c. Question 16c

Question 16c is asked if the "Past 2 weeks" box is marked in question 16b. Mark the appropriate box based on the respondent's reply.

If the condition was "first noticed" during the week of interview, make no further entries for that condition, but explain the situation in a footnote, e.g., "first noticed during interview week."

d. Question 17, First noticed during past 12 months or before

Question 17 is asked only if the condition was first noticed more than three months ago ("More than 3 months ago" box marked in 16a).

8. Item AA, Interviewer instruction on when to continue with questions 18-26

Item AA provides instructions about when to continue with questions 18-26.

If the condition being carried through the Condition page was reported in probe question 17, 28, 36, or is on Card A of the flashcard booklet, continue with questions 18-26. Otherwise, leave questions 18-26 blank for this condition and go to the next condition. Also, do not continue if the condition is missing extremities or organs of the body (all or part of). Missing fingers, hand, arm, toes, feet or leg are all considered as missing extremities.

If a Condition page is being filled for a musculoskeletal or skin disorder, e.g., skin infection, which is not specifically mentioned on Card A, consider it to be on Card A and carry it past AA. If you have reason to believe a condition is a musculoskeletal or skin condition, also carry it past AA.

If questions 18-26 are to be asked for this condition, go to the interviewer check item above question 18.

9. Interviewer Check Item

In order to determine which question to ask next, 18 or 19, look at the entry in question 2, "talk to a doctor." Mark the appropriate box in the Interviewer Check Item above question 18. The two check boxes are:

"Doctor seen" (19)
"Doctor not seen" (18)

If the entry in question 2 is "DK" then leave both boxes blank, write "DK" and go to question 18.

10. Questions 18-26, Purpose and order of asking

The purpose of questions 18-26 is to obtain information about what people who have musculoskeletal, skin or other chronic conditions do or take for them and the extent to which they are bothered by these conditions.

Question 18 is asked for those conditions for which a "No" or "DK" was received in answer to question 2. Questions 19-24 are asked for those conditions for which a "Yes" was received in answer to question 2. Questions 25 and 26 are asked for all conditions carried past item AA.

a. Question 18, What was done for this condition

The phrase "do or take" means anything the person did for this condition. Record whatever the respondent reports whether medically oriented or not. For example, taking aspirin or using a heating pad would be considered "doing or taking" something for that particular condition. The respondent might report some patent medicines, home remedies, etc. - record these also. Then ask, "Anything else?" If the respondent reports that nothing was done or taken, record "nothing."

After entering the respondent's verbatim response, go to question 25.

b. Question 19, How long before talking to a doctor

Question 19 is asked to determine how long a time the person noticed something was wrong before he talked to a doctor about it.

The definition of "something wrong" includes any symptom or problem the person had that gave him an indication that he was not well. If the respondent is uncertain of the time period to which this question refers, ask the probe printed below question 19 to help him determine the length of time.

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., $1\frac{1}{2}$ years, $2\frac{1}{2}$ months, etc. If the time reported is less than one day, enter "1" on the "Days" line. If the response is "immediately" or "right away," ask the probe question to determine the actual length of time, e.g., 3 days, 1 week, etc. If the respondent reports that the condition was discovered by a doctor on a visit for some other reason, mark the box "Discovered by doctor" and go to question 21.

c. Question 20, Do or take anything before seeing a doctor

Question 20 is similar in content to question 18 but is asked only if a doctor was seen for this condition whereas question 18 is asked only if a doctor was not seen.

Ask question 20, inserting the name or relationship of the person (--) as well as the condition (...) which was reported.

The method of asking and recoding the answer to question 20 is the same as for question 18 except that in question 20 a check box has been added for responses indicating that "Nothing" was done prior to seeing a doctor. The emphasis of the questions is on "before - - talked to a doctor." The time reference period is from the time the person first felt that something was wrong up to the time he first saw or talked to a doctor.

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

Mark the "Nothing" box if the respondent reports nothing was taken or done before talking to a doctor.

d. Question 21, Now take any medicine or treatment

Question 21 is asked to determine whether the person now takes any medicine or treatment for this condition, and if so, whether this was recommended by a doctor. The medicine or treatment may be on a regular basis as one paraffin treatment per day for arthritis, or on an irregular basis as when the medicine or treatment is taken whenever the person experiences an attack of the condition, such as applying heat or liniment for a muscle spasm.

(1) Question 21a

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

(2) Question 21b, Recommended by doctor

The medicine does not have to be prescription medicine but anything the doctor advised or recommended. This is also true for the treatment, e.g., placing a sheet of plywood under the mattress.

e. Question 22, Ever had surgery for condition

Ask question 22 to determine whether the person ever had surgery for <u>this</u> condition. For example, if the reported condition was a "skin ulcer" and a question arises about which skin ulcer, ask the question, "Have you ever had surgery for <u>this</u> skin ulcer?" We are interested in this particular skin ulcer, not any the respondent may have had in the past.

f. Question 23, Ever hospitalized for condition

In question 23, the definition for "this condition" is the same as in question 22. For example, if the reported condition was a slipped disc, question 23 should be asked in the following way, "Were you ever hospitalized for this slipped disc?" The question about being hospitalized only pertains to this slipped disc, not to any slipped disc the person might have had in the past.

g. Question 24, Number of doctor visits during the past 12 months

Question 24 is asked to determine the number of doctor visits in the past 12 months for this condition. Record the number of doctor visits reported by the respondent on the line provided or mark the "None" box. The instruction within the parenthesis should be read to the respondent whenever a hospitalization was reported for the person for whom the condition page is being filled.

h. Questions 25 and 26

Questions 25 and 26 are asked for all conditions carried past item AA regardless of whether or not a doctor was ever seen.

(1) Question 25, Bed days during past 12 months

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

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

(a) Help the respondent to estimate

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

(b) Check entry

The number of days in bed in question 25 cannot be less than the number in question 13, since "the past 2 weeks" is part of the "past 12 months."

(2)	Question 26a, How much condition bothers him	The purpose of question 26 is to find out if the person still has the condition and if so how much it "bothers" him. If the respondent says that the condition bothers him either "all of the time," "often," "once in a while," or "never," mark whichever box applies. If the answer given is not the same as one of the categories included in the question, reask the question, and if the answer still is not the same as one of the listed categories, mark the "Other" box and record the respondent's answer verbatim. The only exception to this rule is if the answer given indicates that the person is not bothered at all by the condition, you may mark the "Never" box. 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 26b, Bothered to what extent	If the respondent indicates in 26a that the condition does bother him, ask question 26b to determine to what extent he is bothered. If the answer given is one of the printed categories, mark whichever box applies and go to the next condition. If the answer given is not the same as one of the categories in the question, follow the same procedures as given for question 26a. The "NC" next to the answer spaces means "next condition."
(4)	Question 26c, Still have this condition	If in question 26a, the respondent indicates that the condition does not bother the person at all, ask question 26c. If he still has the condition, mark the "Yes" box and go to the next person or next condition.
(5)	Question 26d, Condition cured or under control	Question 26d is asked to determine whether the condition is cured or is under control. It is always asked if "No" is marked in question 26c. If the condition is "cured," mark that box and go to question 26e. If it is "under control," mark that box and go to the next condition. If the respondent answers in some other way, mark the "Other" box and record the respondent's response verbatim and go to the next condition.

In this question, "under control" refers to persons who, by following a certain diet, taking medicine, and so forth, no longer have the symptoms of the condition. However, if they were to stop following their regimen, the symptoms might recur.

(6) Question 26e, How long person had this condition — Ask question 26e if the answer to question 26d is "cured" to determine how long the person had the condition before it was cured. If a question is raised, the time period to be reported is from the time the person first noticed something was wrong until the condition was considered "cured." Record the number of months and/or years or mark the "Less than one month" box.

i. Where to go next — After completing question 26e for the condition, go to the next condition. If this is the last condition recorded in item C2 for the family members, go to the Hospital page.

CHAPTER 5

HOSPITAL PAGE

A. Use of the Hospital page

The Hospital page is used to record detailed information about stays in hospitals, nursing homes, rest homes, convalescent homes, etc. If no hospitalizations are reported, leave these pages blank.

The Hospital page consists of two facing pages containing columns for four hospitalizations. One column is completed for each hospitalization before going to the next column. If more than four stays are reported, use additional questionnaires as needed.

The instructions in later paragraphs use the word "hospital". However, the instructions given for a hospital stay also apply to stays in nursing homes, rest homes and similar places.

1. When to complete the Hospital page

The Hospital page is to be completed after the Condition pages have been completed for the family.

2. General procedure for the Hospital page

The "Hosp." box in item C1 in each person's column will indicate which persons were in hospitals or nursing homes, rest homes and similar places during the specified time period and the number of times. Each stay is to be recorded in a separate column, even if a person went there more than once for the same condition.

Begin with the hospitalization(s) for the first person listed who has one or more hospitalizations reported in item C1. Fill the first column. Then go to the next column for the next hospitalization and so on until all hospital stays have been recorded.

Each column represents information about a particular hospital stay, and all the questions apply to that stay.

If a person was moved (transferred) from one hospital to another, e.g., from an emergency

hospital to a general hospital, each is to be recorded as a separate stay.

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

Since a separate column is filled for each stay (time) in a hospital, the number of columns filled for a person must equal the total number of hospitalizations in that person's column of item C1. If not, correct the figure in the probe questions 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 C1 as you complete each column. If the person had a total of three hospital stays recorded in item C1, there should be three check marks, "3 ."

3. Use the appropriate word when asking the question

Because the Hospital page is filled for stays in regular hospitals and also for stays in nursing homes, convalescent homes, rest homes and similar places, it is necessary to insert the appropriate word, type of place, in each question. The questions are set up with the words "nursing home" set off in parentheses.

Use the term "nursing home" if the stay was in a nursing home, or "hospital" if the stay was in a hospital. If you learn that the stay was in a rest home or some other such type place, substitute the appropriate type of place, e.g., rest home, when asking the questions.

B. Filling the Hospital page

1. Item 1, Person number

In item 1, write in the person number of the person for whom the column is being completed. It is essential that this number be correct. Otherwise, all the hospital information will be assigned to the wrong person.

2. Question 2, Date entered hospital

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

Then determine which place the person was in last, e.g., "Which place were you in last, the hospital or the nursing home?" so that you can insert the appropriate word in the following questions. Then continue with question 2.

If the person was in a hospital or a nursing home more than once during the period, add the parenthetical phrase, "the last time," to the end of question 2. As indicated by this phrase, the most recent hospital or nursing home stay is to be recorded first if the person had more than one stay. If more than one hospital stay is reported for the same person, use the introductory statement for only the first hospital column for that person. For the remaining columns, begin with the question, "When did you enter the hospital the time before?" and so on, for each subsequent hospitalization. Write in the month, day and year the person entered the hospital.

If the respondent cannot furnish the exact date, obtain the best estimate possible. Use the calendars or the list of holidays in the back of your flashcard booklet to assist the respondent in recalling dates. Ask whatever additional questions seem appropriate.

Some examples of questions you might ask to assist the respondent in recalling dates are:

Can you recall the approximate date?

Do you know which week of the month it was?

Do you recall the day of the week you entered the hospital?

Was it before or after Memorial Day (or some other special date)?

Was it in the early part, the middle part or the last part of the month?

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, Name and address of hospital

In question 3, enter the name and address of the hospital (nursing home, rest home, sanitarium, etc.). The exact street address is not required, but the name of the street on which the hospital is located is needed to help in identifying the hospital. If the name of the street is not known, enter "DK." If the city is not known or the hospital is not in a city, enter the county and State.

It is important to obtain the full and complete name of the hospital in order to classify each hospital by type. If the respondent abbreviates the name or supplies only a shortened local name, for example, "county hospital," "general hospital," etc., when he means "Baker County Hospital" or "Detroit General Hospital," etc., it will be necessary to obtain and record the full name.

Be sure that you have the correct name of the hospital. For example, "Baker County" may operate a hospital but its name is "Jeremiah Wilson Memorial Hospital." In such a case, it would be impossible to identify "Baker County Hospital" for classification. In cases in which it is possible that the respondent could be giving the name as it is referred to locally, ask the respondent if that is the complete name of the hospital.

In the case of college infirmaries, we need to know the name of the university or college and whether it is the student health center (clinic) or the college hospital. For example, "Infirmary at UCLA" would not be classifiable, whereas, "UCLA Student Health Service" or "University of California Hospital" would be.

Be sure that your entries of the name of the hospital, the street, and the city or county are legible. If the respondent is not sure how to spell any one of the names, spell it phonetically and footnote that it is a phonetic spelling.

a. Check local telephone directory

If you are interviewing in the general area in which the hospital is located and have ready access to a local telephone directory, check it for doubtful hospital names. Also, if the respondent does not know the name of the street on which the hospital is located, check the telephone directory for that, when possible.

4. Question 4, Number of nights in hospital, nursing home, etc.

Enter in question 4, the total nights spent in the hospital. Do not include any nights in the interview week. However, all nights in the hospital through "last Sunday night" are to be entered, including nights prior to the date stamped in questions 29 and 30.

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. 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?

Always try to obtain some approximation of the number of nights if the exact number is not known.

If the respondent's answer is in terms of days, repeat the question so that he understands we are interested only in the number of nights. For

example, a first answer of, "I was in for seven days," might mean six, seven or eight nights. Such answers should always be followed up by repeating the question or asking an additional question to clarify the answer.

a. Not overnight, delete

If it is learned that the person did not remain overnight for this stay in the hospital, enter "None" in question 4 but do not ask any further questions about this hospitalization. Delete this hospitalization by X-ing out the remainder of the column. Then, correct the figure in probe questions 29-31 and explain the reason for the deletion, e.g. Did not remain overnight.

b. Entire stay prior to reference period

If the respondent's answer to the date of hospital entry for question 2 and the number of nights for question 4 indicates that the entire stay was prior to the reference period, that is, before the date specified in questions 29 and 30, check with the respondent to verify that you have the correct date of entry and number of nights.

Do not delete this hospitalization, even if you verify that the entire stay was prior to the reference period. Explain in a footnote that you have verified the date of entry and number of nights, and that the stay was prior to the reference period. Complete the remaining entries required on the Hospital page.

5. Question 5, Nights in past 12 months and 2 weeks; in hospital last Sunday night

Question 5 is divided into three parts, and each part can usually be answered based on the information obtained earlier in questions 2 and 4. In such cases, do not ask the questions, but be sure to make the appropriate entries.

a. Question 5a, Number of nights in past 12 months

"The past 12 months" is defined from "last Sunday's" date a year ago through last Sunday night, and includes both the beginning and ending dates.

If the answer to question 5a is not clear from earlier information, ask the question, again, using the appropriate yearly calendar to assist the respondent in recalling dates.

If all the nights in question 4 were in the past 12 months, copy the question 4 figure to question 5a.

If none of the nights in question 4 were in the past 12 months, enter a dash (for none) in question 5a. Do not delete the page in such a case. Complete the remaining entries on the page.

b. Question 5b, Nights in hospital, nursing home, etc., during last week or the week before

If the date in question 2 and the number of nights in question 4 show that one of the nights in the hospital, nursing home, etc., could possible have been last week or the week before, enter a dash in question 5b. If there is any chance at all that any part of the hospitalization was in the two-week reference period, and the answer is not clear from earlier information, ask the question and record the number of nights or enter a dash as the case may be.

c. Question 5c, Still there last Sunday night

Mark the appropriate box for this hospital stay in question 5c. If the date in question 2 and the number of nights in question 4 show that this stay could not possibly have included last Sunday night,mark the "No" box without asking the question. If there is any doubt, ask the question.

Note that even if the person was in the hospital last Sunday night for his most recent hospital stay, "No" would be marked in question 5c for any previous hospital stays reported for him.

6. Question 6, Condition causing hospitalization or stay in nursing home, rest home or similar place

In question 6, enter the medical name, if known. If not known, enter the best description of the condition which the respondent can give.

The entry in question 6 should fully describe the condition for which the person entered the hospital. As indicated in the instructions to the left of the question, all the rules for the entry of "cause," "kind," or "part of body" for the Condition page apply to entries in question 6. If "cause," "kind," and "part of body" is required and this information is not known by the respondent, enter "DK" on the line. If the present effects of stroke or allergy are needed, enter these effects on the "Kind" line.

The entry in question 6 should represent the condition for which the person entered the hospital, if it is known. However, in the case of a person going to the hospital for tests or

diagnosis, enter the results of the tests or the final diagnosis if known; otherwise, enter the trouble or condition that made the tests seem necessary.

If the respondent reports that a person entered the hospital to have an operation, enter in question 6, the condition which made the operation necessary. If the condition for which the operation was done is unknown, enter this fact together with the name or description of the operation, e.g., To have hysterectomy; DK reason.

If it is reported that more than one condition was diagnosed or treated during a particular hospital stay, enter all such conditions.

a. Accidents or injuries

If the entry in question 6 is the result of an injury which occurred during the three-month period preceding the date of interview, the rules for the entries of "part of body" and "nature of injury" that apply to the Condition page also apply to question 6. If the entry in question 6 is the present effect of an injury that occurred more than three months ago, the Condition page rules for "part of body" and "present effects" also apply here.

b. Deliveries and births

For deliveries and births, question 6 should be asked this way:

(1) For the mother--
Ask, "Was this a normal delivery?" If "Yes," mark the "Normal delivery" box and go to question 8. If "No," ask "What was the matter?" and record on the condition line the respondent's description of the complications, e.g., delivery-breech.

(2) For the baby--
Ask, "Was the baby normal at birth?" If "Yes," mark the "Normal at birth" box and go to question 8. If "No," ask, "What was the matter?" and record on the condition line the respondent's description of what was wrong with the baby, e.g., newborn-incubator baby.

Note that the delivery for the mother may be "Normal" but the baby may be born with a deformity. Conversely, the mother's delivery may have complications, e.g., Caesarian section, but the baby may be normal. In some cases, it is possible that

the mother's delivery may be complicated by an illness condition. When in doubt as to what constitutes "complications," enter all available information.

c. Check with question 25 of the appropriate Condition page

If the hospitalization is for a condition which has been carried beyond item AA of a Condition page, ask if the nights reported in question 5a of the Hospital page have been included in the number of days reported in question 25 of the appropriate Condition page. If they have not, correct the figure in question 25. If there was more than one hospital stay for this condition during the 12-month period, make sure that all nights in the hospital, because of the condition, are included in question 25 of the Condition page. (This check may be made after the hospital column(s) for the person has been completed.)

7. Question 7

In question 7, the time reference is ever and should be asked for all conditions except deliveries and births. Do not ask question 7 for conditions associated with pregnancies, abortions, etc. Mark the appropriate box or leave question 7 blank for deliveries, births and associated conditions.

8. Question 8a, Operations performed

Ask question 8a for hospital stays as well as for stays in nursing homes, rest homes, etc., since some of the procedures, which by our definition are operations, may be performed in these places.

If any operations were performed on the person during this stay in the hospital, mark the "Yes" box and ask 8b. Enter the name of the operation in the write-in space. If the name of the operation is not known, ask the respondent to describe what was done and enter this description. Then ask 8c. If "Yes," mark the "Yes" box and describe the operation. Continue to ask 8c until you receive a "No" answer and then mark the "No" box.

If the answer to question 8a is "No," mark the "No" box and go to item 9.

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), etc. Injections, transfusions and routine blood tests are not to be reported as surgical operations; neither is pumping out or washing out of the stomach or bowels. Also, do not count routine circumcision for a newborn baby as an operation.

b. How to record surgical operations

If the condition for which the operation was performed is not already recorded in question 6, ask for the name of it and record it in question 8, in addition to the name of the operation. For example, if the respondent states "amputation of one leg above knee," ask the name of the condition for which the operation was performed--it may be "diabetic gangrene," "leg lacerated in automobile accident," "osteomyelitis," etc.

If the name of the operation is not known, record in question 8 the condition for which it was performed. The following examples show the correct method of reporting:

Amputation of one foot--diabetic gangrene

Operation for varicose ulcers on both upper legs

Be sure to record each operation, if more than one was performed during this stay in the hospital.

c. Setting of fractures and dislocations and stitching of cuts and wounds

In some cases, respondents may not think of the setting of fractures and dislocations or the stitching of cuts or wounds as operations. If the person entered the hospital for such an injury and the respondent says no operation was performed, ask if the bone or joint was set or if stitches were taken in the cut or wound. If the answer is "Yes," enter the action taken as the name of the operation, e.g., "Broken wrist" in question 6; "Wrist set" in question 8.

If the respondent should say that the bone was not set, etc., explain the circumstances in 8b.

9. Item 9

Item 9 gives instructions on how to handle conditions first reported on the Hospital page.

A condition first reported in question 6 or 8 should have a completed Condition page only if some part of the hospitalization was during the past two weeks OR if the condition is included on Card A. If the hospital stay is for delivery and some part of the stay was during the past two weeks, a Condition page is required for the mother but not for the newborn baby if he was normal at birth. If he was not normal at birth, a Condition page is also required for the baby.

In cases where a Condition page is required, enter this condition in item C2 after competing this hospital column. Then carry the condition(s) through the Condition page after completing columns for all required hospitalizations.

10. Special note on frequent hospitalizations for the same person

It sometimes happens that a person has been in and out of the hospital several 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 a column for each different stay.

11. Where to go next

After completing the required hospital columns and all additional Condition pages, turn to the Doctor Visits page (page 30 of the questionnaire).

CHAPTER 6

DOCTOR VISITS PAGE

A. General instructions

The Doctor Visits page consists of two facing pages containing columns for five doctor visits, one column for each visit reported. If there are more than five doctor visits reported for a family, an additional questionnaire is needed.

1. When to fill a Doctor Visits page

A doctor visits column is completed for each doctor visit or call. Before asking any of the questions on the Doctor Visits page, refer to the "Dr. visit" box in item C1 to see if any doctor visits or calls were reported for the family. If this check reveals no doctor visits were reported, leave the Doctor Visits page blank.

2. Details of two-week doctor visits

Fill one column for each doctor visit or call in the two-week reference period. Begin with the first person reporting doctor visits and continue in the same manner for each succeeding person.

Make a check mark to the right of the number of visits in item C1 as you complete each doctor visits column, e.g., 2✓. This indicates that two doctor visit columns have been completed for that person.

a. Item 1, Person number

Enter in this item the person number of the person for whom the "visit" information is being obtained. This entry identifies the person who has made the visit and is essential for tabulation purposes. If it is incorrect, all of the "visit" information will be attributed to the wrong person.

b. Introductory statement

The introductory statement which appears above question 2a on the Doctor Visits page is to be read only once for each family. It should be read before asking question 2a for the first doctor visit, thus, it serves as a means of leading the respondent into the questions on the Doctor Visits page.

(1) Question 2a, Date of visit

Question 2a is for recording the date (month and day) of each reported doctor visit. Ask the question as worded, unless you know the "visit" you are asking about is a telephone call in which case say, "On what date during that two-week period did - - talk to a doctor?"

In recording the date of the visit, enter both the month and the date of the month, e.g., July 23. An estimate of the exact date of the month is acceptable, but use the two-week calendar to help the respondent recall the exact date as closely as possible. If the exact date cannot be determined, at least determine the week. In this case, mark the "Last week" or the "Week before" box. If more than one visit has been reported for a person, it is desirable (but not mandatory) to have the most recent visit listed first.

If in recording the date of the 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 column blank. Change the probe questions (12-15) to reflect the actual number of visits in the past two weeks. Question 16 is changed accordingly.

(a) If the person then has no doctor visits during the past two weeks, correct the entry in the Interviewer Check Item above probe question 16 and ask question 16a, "About how long has it been since - - saw or talked to a medical doctor?" If the last visit was prior to the two-week reference period, mark the appropriate box in probe question 16a. If the visit took place during the interview week, reduce the number in 16b by the number of visits deleted.

(b) If the person still has visits reported during the past two weeks, leave the Interviewer Check Item and question 16a as they are. If the visit took place during the interview week, reduce the number in 16b by the number of visits deleted.

(2) Question 2b, Probe question for additional visits

The purpose of this question is to remind the respondent of any additional visits that he may have forgotten to report earlier but which the specific doctor visit dates asked for in question 2a may remind him of.

If any additional two-week visits are reported, reask question 2a, using the word "other" and record the date(s) for the additional visit(s) in question 2a of the next column(s).

Note that question 2b must always have a "No" entry in a person's last doctor visit column since a "Yes" entry in question 2b requires the filling of another column which in turn requires the reasking of question 2b. If the answer to that question is "Yes," still another doctor visit column must be filled. If the answer is "No," that is the last column for the person.

c. Questions 3-8, Order of asking

Fill questions 3-8 in sequence for each doctor visit reported. These questions are asked after question 2b has been asked for the person's last doctor visit.

(1) Question 3, Place of visit

Ask question 3, inserting the date of visit, e.g., "Where did he see the doctor on July 7th--at a clinic, hospital, doctor's office or some other place?" If the response to this question is "Hospital" or "Clinic," additional questions are asked to determine if this was the outpatient clinic, emergency room, company clinic, etc. Mark the box which indicates the kind of place (not the name of the place) in accordance with the following definitions:

While inpatient in hospital is defined as any doctor's visit which occurred while the person was in a hospital overnight or longer. Mark this box and do not ask questions 4-8 but go on to the next doctor's visit or to the Person pages.

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.

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.

Hospital Out-Patient Clinic and Hospital Emergency Room are defined as annexes or units of a hospital where persons may go for medical care without being admitted as inpatients. (Inpatient doctor visits are not to be counted--see "While inpatient in hospital" above.)

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.

Company or Industry Clinic 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.)--In the space provided, specify or give the best description of the place which you can obtain. This space is to be filled only if the "Other" box is marked.

If "Home" or "Telephone" is marked in question 3, skip to question 7.

(2) Question 4, How long did it take?

The purpose of this question is to obtain the time interval that elapsed between the point of origin and when the person reached the destination reported in question 3. Do not include any elapsed time used for intermediate stops. For example, stopping at the store, the laundry, etc. If the response given is less than an hour, record the number of minutes. If longer, record the number of hours including parts, e.g., 1½.

If questions are raised, tell the respondent we are interested only in the time it took to get from where he started (home, the office, school, etc.) to the doctor's office. For example:

(a) If a mother stops at school to pick up her son to drive him to the doctor's office, count only the time from the school to the doctor's office.

(b) If a woman stops at the store on her way to the doctor's office, do not include the time spent in the store.

If the respondent does not know how long it took, ask: "About how long does it usually take him to get there for that visit?"

(3) Question 5, Appointment

If questions arise regarding the definition of an appointment or what constitutes an appointment, use the following as a guide.

In general, an appointment means that the person is expected at the doctor's office, clinic, etc. This does not necessarily mean the person is expected at a specific time. For example, a person is told, "All appointments are filled but come in and we'll fit you in between three and four," consider this an appointment.

(4) Question 6, How long waited

The definition of waiting includes all waiting time the respondent mentions, whether in the waiting room or in an examination room waiting to see the doctor. Record "Minutes" or "Hours" in the same manner as in question 4.

If a nurse administered the treatment or relayed the doctor's instructions, count the time waiting to see the nurse as the time waiting to see the doctor.

If the respondent does not know the time spent waiting and cannot provide an estimate, mark the "DK" box.

(5) Question 7, Kind of doctor

If the respondent says that the doctor is a specialist, ask the follow-up question which appears below the boxes and record the kind of specialist named by the respondent. If the respondent does not know the term for the specialist, but only knows what he specialized in, enter that information in the space provided, e.g., specializes in heart ailments, X-ray doctor, etc.

For this question, a specialist is defined as a medical doctor who limits his practice to certain groups of people (children, women, etc.), certain conditions (diabetes, arthritis, etc.), certain parts of the body (nose and throat, eyes, etc.) or special procedures (anesthesia, radiology, etc.).

If the respondent does not know whether the doctor is a general practitioner or a specialist, enter "DK" and in the footnote space add any description of the case which will assist in determining whether or not this doctor is a specialist.

Double entries should not be made in question 7, e.g., GP and internist, without some further explanation of the entry. That is, if the respondent cannot specifically say whether the doctor is a GP or an internist, the entry in question 7 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 MD" and also describe what he does, e.g., chiroprator, oral surgeon--dentist. Do not delete these kinds of doctor visits from the Doctor Visits page even though they do not fit the definition of a medical doctor described earlier.

(6) Question 8a, Purpose of visit

Ask question 8a, inserting the date the visit was made. Then write in the response verbatim and mark one or more of the boxes provided which best describes the answer given. Use the following as a guide:

Diagnosis or treatment refers to--

(a) an examination or test to diagnose an illness, regardless of whether the examination or tests resulted in a diagnosis

or

(b) treatment or advice given by the doctor or under the doctor's supervision.

X-rays either for diagnostic purposes or treatment would be included in this class. A diagnosis for one or more conditions can be made at the same time that a person had a general checkup; in that case, mark both "General checkup" and "Diagnosis or treatment" for the purpose of the visit.

Pre or Postnatal care refers to consultation concerning the care of the mother, not the baby. It includes visits by the mother to the doctor for checkups during pregnancy and also during the

period right after delivery. Consultation for illnesses not related to pregnancy or delivery should be included in the category of "Diagnosis or treatment."

General checkup refers to visits to a doctor for the purpose of determining the general state of the person's health. This category includes checkups for general purposes and also those for specific purposes such as physical examinations required to obtain employment, for college entrance, to obtain insurance, etc.; periodical (yearly) general check-ups; visits to the well-baby clinic; etc.

However, visits to a doctor for a checkup or examination for only a specific condition such as when a person goes at regular intervals for a checkup for T.B. or a heart condition, should not be classified as "General checkup" but as "Diagnosis or treatment."

Eye examination (glasses) refers only to examinations of the eyes for the purpose of establishing a need for eyeglasses or for a change in the type of eyeglasses being worn. Any other eye examination or treatment of an eye condition is classified to "Diagnosis or treatment."

Immunization refers only to visits to the doctor for the purposes of receiving immunizations and vaccinations for preventative care of particular diseases.

Other is used to record medical services received other than those defined above or those which you do not know how to classify. Record the type of service as reported by the respondent. If necessary, use the footnote space for continuing the description of the medical service received.

Sometimes more than one service is provided during the same visit; if this is discovered, all services received during one visit are to be entered. However, do not probe for any additional services but enter them only if they are voluntarily reported together, e.g., the respondent say, "I had a prenatal checkup","The doctor also gave me a polio shot for protection." In this case, mark both "Pre or Postnatal care" and "Immunization."

(7) Question 8b, When to ask

Ask question 8b only if the "Diagnosis or treatment" box is marked in 8a <u>and</u> there are two or more doctor visits for that person. Thus, 8b must be asked for each of these visits. If only one doctor visit has been reported for this person, do not ask 8b. The condition for that visit would have been reported in the probe pages.

Ask question 8b and record <u>all</u> conditions (or reasons for seeing the doctor) mentioned for that person in the answer space.

If you already have a condition in the write-in box in 8a, you may enter "Same" in the answer space in 8b without asking the question.

d. Checking the number of doctor visit columns with the number listed in item C1

Before leaving the Doctor Visits pages, count the number of completed doctor visit columns for each person and see if this number is at least as great as the number of visits reported in item C1 for each person.

The sum of the visits and telephone calls recorded in item C1 for the person should not be more than the number of doctor visit columns for that person.

If the number of visits in item C1 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 C1 was incorrect, change the entries in probe questions 12-16 and footnote the reason for the difference. If that number is correct, fill whatever additional doctor visit columns are required.

The number of doctor visit columns can exceed the sum of the visits recorded in item C1 since additional visits might be reported in asking question 2b.

e. Two or more doctors seen on same visit

If two or more doctors were seen on the <u>same</u> visit, fill a doctor visit column 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 sees doctors with different specialties, for example, a dermatologist in one office and an internist in a neighboring office. It might also occur when a person visits his family doctor who, in the course of the same visit, calls in a specialist to examine or treat the person.

f.	Visit to doctor and laboratory on same visit	The foregoing rule also applies if a person visits a doctor and the doctor immediately sends him to a neighboring laboratory for tests, X-rays, and so forth. Consider this a separate visit if the laboratory is not a part of the doctor's office or clinic and renders a separate bill for its services.
g.	Illness condition first reported on Doctor Visits page	Enter any condition or injury <u>first</u> reported on the Doctor Visits page in item C2 and fill a Condition page for it after completing all required doctor visit columns.
h.	Where to proceed next	After completing the Doctor Visits pages for all reported doctor visits, continue the interview with the Person pages.

CHAPTER 7

PERSON PAGES 32-35

A. Purpose of questions 38-41, How to ask

Questions 38 and 39 are designed to obtain information about education and veteran status. Question 40 is concerned with work status during the past 2 weeks and 41 obtains the occupation and industry of those persons who are in the labor force. These questions are asked as a block or the "Under 17" box is marked for each person, beginning with the first person listed.

1. Question 38, Education

Ask question 38a, 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 38b-41d blank for that person.

a. Make only one mark

Circle only one number to report the answer to this question. Thus, if the highest grade a person has attended is the junior year of high school, circle the "11" opposite "High." Circle the highest grade attended regardless of "skipped" or "repeated" grades.

b. Regular school

Count only grades attended in a regular school where persons are given formal education in graded public or private schools, whether day or night school, and whether attendance was full time or part time. A "regular" school is one which advances a person toward an elementary or high school diploma or a college, university or professional school degree.

If the respondent tells you he did graduate from high school but that "they only had 11 years of school back then," ask if he received a high school diploma. If "Yes," circle the High "12" and mark "Yes" in 38b. If "No," circle the High "11" and mark "Yes" in 38b.

If a person volunteers that he completed college in less than four years and he obtained a degree (graduated), question 38a may be circled College "4" and question 38b marked "Yes." If on the other hand, the person did not graduate or receive a college degree, then the entry in question 38a should reflect the actual number of years the person attended college and question 38b 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 38a and "Yes" in question 38b. If a person completed the fifth year of a five-year degree program and received a bachelor's degree, then circle College "5" in question 38a, and mark "Yes" in question 38b.

c. Nonregular school

Do not count education or training received in nonregular schools, such as vocational, trade or business schools, outside the regular school system. For example, barber colleges, beautician schools, citizenship schools, and dancing schools are not to be counted.

Likewise, do not count training received "on the job," or correspondence school training unless it is given by a regular school and is credited toward a school diploma or college degree.

d. Junior high school

If the highest grade a person has attended is in a junior high school, determine the number of years attended and record the grade as if it had been in a school system with eight years of elementary school and four years of high school.

e. Postgraduate schooling

For persons who have attended postgraduate <u>high school</u> but have not attended a regular college, circle the "12" opposite "High."

For those with postgraduate <u>college</u> training, circle the "5+" opposite "College."

f. Other school systems

If the person attended school in a foreign country, in an ungraded school, under a tutor, or under other special circumstances, give the nearest equivalent of his highest grade attended or the number of years of attendance.

g. No schooling — For persons who have not attended school at all mark the "None" box and go to question 39a.

h. Question 38b, Grade (year) finished — Ask question 38b for all persons who are shown in question 38a as having attended school. Mark the "Yes" box if the person has completed the entire grade or academic year entered in question 38a. 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 38b for a person who may be currently enrolled in the regular school system would be "No." For example, a 17-year-old boy enrolled in the fourth year of high school would have High - "12" circled in question 38a but since he would not yet have completed this grade the "No" box would be marked in question 38b.

For a person marked as College - "5" in question 38a, mark the "Yes" box in question 38b if he has gone through <u>one or more</u> postgraduate academic college year, mark the "Yes" box without asking question 38b.

2. Question 39, Service in Armed Forces — Ask question 39a on service in the Armed Forces, only of <u>males</u> 17 years old and over. For females of that age, skip question 39 and go directly to 40.

a. Questions 39a-d — If the answer to question 39a is "No," skip the remaining parts of question 39 and go to question 40. If the answer to question 39a is "Yes," ask the remaining parts of question 39 that are appropriate, as indicated on the questionnaire.

(1) "Armed Forces," defined — "Armed Forces" means the U. S. Army, Navy, Air Force, Marine Corps or Coast Guard and any National Guard Unit which was activated as part of the regular Armed Forces.

(2) Service, defined

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 six-month active duty program are to be counted as having been on active duty in the Armed Forces. Persons who are in this program but only attend weekly reserve meetings, summer camp or the like and have not completed the six-month program, have not been on "Active duty."

Do not count as service in the Armed Forces working in civilian positions for the Armed Forces, serving in the Merchant Marine, or serving in a National Guard Unit not activated as part of the regular Armed Forces.

b. Questions about "War" service

Accept the respondent's answers to questions 39b-e 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
Viet Nam Conflict	- August 4, 1964, to present

If the respondent reports "Yes" to question 39b and then adds that his service was during the Viet Nam Conflict, mark the "No" box in this question. Questions 39c-e will not be asked for this person but you will still need to mark the appropriate box for these questions, that is question 39c "No," 39d "Yes," and 39e "Yes."

3. Question 40, Work status in past 2 weeks

Question 40a is asked for each person 17 years old or over.

If questions arise as to the meaning of "work", use the following definition as a guide:

a. Work, defined

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

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

A person who worked at any time last week or the week before, even for an hour, is to be marked "Yes" for question 40a.

b. Question 40b, With a job or business

Question 40b is asked if "No" is marked in 40a. When questions arise, consider as having a job or business a person who was temporarily absent from his job or business all of last week and the week before because of vacation, bad weather, labor dispute, or personal reasons such as illness but who expects to return when these events are ended. Also mark "Yes" for a person who says that he has a new job which he has not yet started but enter a footnote, "New job--not yet started."

(1) Job, defined

A person has a job when he has a definite arrangement with one or more employers to work for pay (full-time or part-time).

(a) Seasonal job

Seasonal employment is considered a job only during the season and not during the off-season.

(b) Persons "On call"

A person "on call" to work only when his services are needed is not considered to have a job during weeks when he does not work. For example, a substitute teacher who was not called to work last week or the week before would be marked "No" for question 40b.

(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.

c. Question 40c, Looking for work or on layoff

Question 40c is asked regardless of the answer to question 40b. The reason for asking the question of persons who have answered "Yes" to 40b is that a person who is not working but considers himself as having a job may actually be on temporary layoff or looking for a job and we want to provide such persons an opportunity to say whether this is so.

(1) How to record the answers

Mark the "Yes" box if the respondent's answer indicates that the person was either <u>looking for work</u> or on <u>layoff</u> or both.

(2) Looking for work, defined

<u>Looking for work</u> refers to any effort to get a job or to establish a business or profession. A person was looking for work if he actually tried to find work during the past two weeks and also if he made such efforts previously (i.e., within the past 60 days) and was waiting during the past two weeks to hear the results of these earlier efforts.

Some examples of looking for work are: registering at an employment office; visiting, telephoning, or writing applications to prospective employers; placing or answering advertisements for a job; and being "on call" at a personnel office or at a union hiring hall, etc.

(3) Layoff, defined

A person is said to be on layoff if he is waiting to be called back to a job from which he has been temporarily laid off or furloughed. Layoffs can be due to slack work, plant retooling or remodeling, seasonal factors, and the like. If a person was not working because of a labor dispute at his own place of employment, he is not to be considered "on layoff" but with a job from which he is absent.

d. Question 40d, Which, looking or on layoff

If the answer to question 40c is "Yes," ask question 40d and mark the appropriate answer, i.e., "Looking," "Layoff," or "Both" as indicated by the respondent's answer.

4. Question 41, Occupation, industry, class of worker

Fill questions 41a through 41d for all persons marked "Yes" in any one of questions 40a, b, or c, i.e., the 2-week labor force question.

a. Job or business to which question 41 applies

For persons who worked during the past two weeks ("yes" to question 40a) and for persons with a job but not at work ("yes" to question 40b), these questions are about the present job. If a person worked at or has more than one job, these questions refer to the job at which he spends the most time. If equal time is spent at each job, it refers to the one the respondent considers most important or has had longer.

For a person who has answered "Yes" to question 40b because he has a new job on which he is to report in the near future, ask question 41 about his last job or business. In case such a person has never previously had a job or business, enter "Never worked" in question 41a, skip to 41d and mark the "Never worked" box.

b. Looking for work or on layoff or both

For a person who did not work and did not have a job but is either looking for work or on layoff, these questions refer to the last full-time civilian job the person had. A "full-time" job is one at which the person worked 35 or more hours per week and which lasted two or more consecutive weeks.

If a person who has reported "Yes" to question 40c only, has never previously had a full-time civilian job or business, enter "Never worked" or "Never had full-time job" in question 41a, leave questions 41b and c blank, and mark the "Never worked" box in 41d.

c. Question 41a, Name of employer

Ask question 41a, and enter the name of the company, business, government agency, or other employer. Do not use abbreviations in question 41a unless that is all the respondent can give you for the name of the employer.

For persons who work for employers without company names such as a farm, a dentist or lawyer's office, etc., write the name of the owner.

Persons working for various private employers such as baby sitters, domestics, etc., should be reported as "private families."

(1) Government

For employees of a government agency, record the specific organization and state whether the organization is Federal (U. S.), State, county, etc. For example, U. S. Treasury Department, State Highway Police, City Tax Office, etc. It is not sufficient to report merely "U. S. Government" or "Police Dept.," etc.

(2) Self-employed

If the person for whom you are obtaining the information is self-employed, ask if the place of business or establishment has a name (such as Twin City Barber Shop, Capitol Construction, etc.), and write it in 41a. If there is no business name, write "self-employed," "own business," etc.

d. Question 41b, Kind of business or industry

The entry in question 41b 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 manufacturer of men's clothing, should be reported as working in "Men's clothing manufacturing."

If the different activities are carried on at separate locations, describe the activity where the person works. For example, a coal mine owned by a large steel manufacturer should be reported as "coal mine," the separate paint factory of a large chemical manufacturer should be reported as "paint manufacturing."

A few specified activities, when carried on at separate locations, are exceptions to the above. The activity of the parent organization should be recorded for research laboratories, warehouses, repair shops, and storage garages, when these kinds of establishments exist primarily to serve their own parent organizations rather than the public or other organizations. For example, if a retail department store has a separate warehouse for its own use, the entry for the warehouse employees should be "retail department store" rather than "warehouse."

(4) Distinguish among manufacturing, wholesale, retail and service

It is essential to distinguish among manufacturing, wholesale, retail, and service companies. Even though a manufacturing plant sells its products in large lots to other manufacturers, wholesalers, or retailers, it should be reported as a manufacturing company.

A wholesale establishment buys, rather than makes, products in large quantities for resale to retailers, industrial users, or to other wholesalers.

A retailer sells primarily to individual consumers or users but seldom makes products.

Establishments which render services to individuals and to organizations, such as hotels, laundries, cleaning and dyeing shops, advertising agencies, and automobile repair shops, are engaged in providing services. They should not be reported as retailers but should show the type of services provided, e.g., "TV and radio repair."

(5) Manufacturers' sales offices — A separate sales office set up by a manufacturing firm to sell to other business organizations and located away from the factory or headquarters of the firm is recorded as "(product) manufacturers' sales office." For example, a St. Louis shoe factory, has a sales office in Chicago; "shoe manufacturers sales office" is the correct entry for workers in the Chicago office.

(6) Government organization — Usually the name of the government agency is adequate, for example, "U. S. Census Bureau," "City Fire Department." (Note: This is the only exception to the rule for not entering the name of the employer in 41b.) However, sometimes the names of government agencies are not fully descriptive of their business or activity. A correct entry in 41b for a County Highway Commission might be one or any combination of the following: "county road building," "county road repair," "county contracting for road building (or repair)." For a State Liquor Control Board, the correct entry might be "State licensing of liquor sales" or "State liquor retailer."

If the business or main activity of a government employer is not clear, you should ask in what part of the organization the person works and then report that activity. For example, for a City Department of Public Works, a correct entry might be one of the following: "city street repair," "city garbage collection," "city sewage disposal," or "city water supply."

(7) Business in own home

Some people carry on businesses in their own homes. Report these businesses as if they were carried on in regular stores or shops. For example: dressmaking shop, lending library, retail antique furniture store, insurance agency, piano teaching, boardinghouse, rest home, boarding children (for a foster home), etc.

(8) Domestic and other private household workers

When the name of a single individual is given as the employer, find out whether the person works at a place of business or in a private home. The proper industry entry for a domestic worker employed in the home of another person is "private home."

(9) Examples of adequate entries for question 41b

Following are some examples of inadequate and adequate entries for kind of business and industry (question 41b). It is not intended that you try to memorize these examples. However, you should study them carefully and refer to them periodically to familiarize yourself with the types of entries that are proper and adequate.

Inadequate	Adequate
Agency -	Collection agency, advertising agency, real estate agency, employment agency, travel agency, insurance agency.
Bakery -	Wholesale bakery (sells to grocers, restaurants, hotels, etc.), retail bakery (sells only to private individuals).
Box factory -	Paper box factory, wooden box factory, metal box factory.
Club, private club -	Golf club, fraternal club, night club, residence club, boardinghouse.
Coal company -	Coal mine, retail coal yard, wholesale coal yard.
Credit company -	Credit rating service, loan service, retail clothing store (sometimes called a credit company).

Inadequate	Adequate
Dairy -	Dairy farm, dairy depot, dairy bar, dairy products--wholesale, dairy products--retail, dairy products--manufacturing.
Engineering company -	Engineering consulting firm, general contracting, wholesale heating equipment, construction machinery factory.
Express company -	Motor freight, railway express agency, railroad car rental (for Union Tank Car Company, etc.), armored car service.
Factory, mill or plant -	Steel rolling mill, hardware factory, aircraft factory, flour mill, hosiery mill, commercial printing plant.
Foundry -	Iron foundry, brass foundry, aluminum foundry.
Fur company -	Fur dressing plant, fur garment factory, retail fur store, fur wholesaler, fur repair shop.
Laundry -	(a) Own home laundry (for a person doing laundry for pay in her own home). (b) Laundering for private family (for a person working in the home of a private family). (c) Commercial laundry (for a person working in a steam laundry, hand laundry, Chinese laundry, French laundry or similar establishment). (d) Self-service laundry (for a person working in an establishment where the customer brings her own laundry and pays a fee to use the washing machine or other equipment).

Inadequate	Adequate
Lumber company -	Sawmill, retail lumber yard, planing mill, logging camp, lumber manufacturer.
Mine -	Coal mine, gold mine, bauxite mine, iron mine, copper mine, lead mine, marble quarry, sand and gravel pit.
Nylon factory -	Nylon chemical factory (where chemicals are made into fibers), nylon textile mill (where fibers are made into yarn or woven into cloth), women's nylon hosiery factory (where yarn is made into hosiery).
Office -	Dentist's office, physician's office, public stenographer's office, life insurance agency.
Oil company -	Oil drilling, petroleum refinery, retail gasoline station, petroleum pipeline, wholesale oil distributor.
Packinghouse -	Meat packing plant, fruit cannery, fruit packing shed (wholesale packers and shippers).
Pipeline -	Natural gas pipeline, gasoline pipeline, petroleum pipeline, pipeline construction.
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.

Inadequate	Adequate
Rayon factory -	Rayon chemical factory (where chemicals are made into fibers), rayon textile mills (where fibers are made into yarn or woven into cloth), rayon dress manufacturing (where cloth is made into garments).
Repair shop -	Shoe repair shop, radio repair shop, blacksmith shop, welding shop, auto repair shop, machine repair shop.
School -	City elementary school, private kindergarten, private college, State university, etc. Distinguish between public and private, including parochial, and identify the highest level of instruction provided such as junior college, senior high school.
Tailor shop -	Tailoring and cleaning shop (provides a valet service), custom tailor shop (makes clothes to customer's order), men's retail clothing store.
Terminal -	Bus terminal, railroad terminal, boat terminal, truck terminal, airport.
Textile mill -	Cotton cloth mill, woolen cloth mill, cotton yarn mill, rayon thread mill.
Transportation company -	Motor trucking, moving and storage, water transportation, airline, street railway, taxicab service, subway, elevated railway, railroad, petroleum pipeline, car loading service.
Water company -	Water supply, irrigation system, water filtration plant.
Well -	Oil drilling, oil well, salt well, water well.

e. Question 41c, Kind of work (occupation)

The entry in question 41c should describe the kind of work the person himself does, that is, his occupation. The job title is adequate only if it tells clearly and specifically what he does; for example: "janitor," "sales clerk," "TV serviceman," "auto mechanic." If his job title is not an adequate description, find out what he does and enter this information in question 41c; for example, "nails heels on shoes," "operates dough-cutting machine." When more space is needed, continue the entry in a footnote.

(1) Detail needed

One-word occupational descriptions are seldom adequate. We need to know what type of a nurse or engineer, clerk, teacher, etc., a person is. For example, practical nurses, registered nurses, and nurse's aides are put in different groups in census statistics, so a full description is necessary. Refer to the examples in paragraph (3) below for this kind of detail needed to describe specific occupations.

(2) Other cautions

There are some additional special cautions which you should observe:

Apprentice versus trainee

An "apprentice" is under a contract during his training period but a "trainee" is not. Include both the occupation and the word "apprentice" or "trainee" in the description, e.g., apprentice plumber, plumber trainee.

Contractor versus skilled worker

A "contractor" is engaged principally in obtaining building or other contracts and supervising the work. A skilled worker who works with his own tools should be described as a carpenter, plasterer, plumber, electrician, etc., even though he hires others to work for him.

Housekeeper (paid) versus housemaid	A "paid housekeeper" employed in a private home for wages has the full responsibility for the management of the household. A housemaid (general housework), hired girl, or kitchen maid does not.
Interior decorator versus painter or paperhanger	An "interior decorator" designs the decoration plans for the interiors of homes, hotels, offices, etc., and supervises the placement of furniture and other decorations. A house painter or a paperhanger only does painting or hangs paper.
Machinist versus mechanic or machine operator	A "machinist" is a skilled craftsman who constructs all kinds of metal parts, tools, and machines through the use of blue prints, machine and hand tools, and precision measuring instruments. A mechanic inspects, services, repairs, or overhauls machinery. A machine operator operates a factory machine (drill press operator, winder, etc.).
Secretary versus official secretary	The title "secretary" should be used for secretarial work in an office. A secretary who is an elected or appointed officer of a business, lodge, or other organization should be reported as an "official secretary."
Names of departments or places of work	Occupation entries which give only the name of the department or a place of work are unsatisfactory. Examples of such unsatisfactory entries are "works in warehouse," "works in crating department," "works in cost control." The occupation entry must tell what the worker himself does, not what his department does.

Specialist	If the word "specialist" is reported as part of a job title, be sure to include a brief description of the actual duties. For example, for a "transportation specialist" the actual duties might be any one of the following: "Gives cost estimates of trips," "plans trips or tours," "conducts tours," "schedules trains," or "does economic analysis of transportation industry."

(3) Examples of adequate entries for question 41c

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 yourself with the types of entries that are proper and adequate for question 41c.

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.

Inadequate	Adequate
Entertainer -	Singer, dancer, acrobat, musician.
Factory worker -	Electric motor assembler, forge heater, turret-lathe operator, weaver, loom fixer, knitter, stitcher, punch press operator, spray painter, riveter.
Farmworker -	Farmer--for the owner, operator, tenant or share cropper who is self-employed. Farm manager--for the person hired to manage a farm for someone else. Farm foreman--for the person who supervises a group of farm hands or helpers. Farmhand or farm helper--for those who do general farmwork. Fruit picker or cotton chopper are examples of persons who do a particular kind of farmwork, rather than general farmwork. When the place of work is a ranch, indicate specifically rancher, ranch manager, ranch foreman, and ranch hand or helper, as shown above in the case for similar types of farmworkers.
Fireman -	Locomotive fireman, city fireman (city fire department), fire fighter, stationary fireman, fire boss.
Foreman -	Specify the craft or activity involved, as foreman-carpenter, foreman-truck driver.
Laborer -	Sweeper, charwoman, porter, janitor, stevedore, window washer, car cleaner, section hand, gardener, hand trucker.

Inadequate	Adequate
Layout man -	Patternmaker, sheet-metal worker, compositor, commercial artist, structural steel worker, boilermaker, draftsman, coppersmith.
Mechanic -	Auto mechanic, dental mechanic, radio mechanic, airplane mechanic, office machine mechanic.
Nun -	Specify the type of work done, if possible, as housekeeper, art teacher, organist, cook, laundress, registered nurse.
Nurse -	Registered nurse, nursemaid, practical nurse, nurse's aide, student, professional nurse.
Office worker -	Typist, secretary, receptionist, comptometer operator, file clerk, bookkeeper, physician's attendant.
Salesman -	Advertising salesman, insurance salesman, bond salesman, canvasser, driver-salesman (routeman), fruit peddler, newsboy.
Supervisor -	Typing supervisor, chief bookkeeper, steward, kitchen supervisor, buyer, cutting and sewing forelady, sales instructor, route foreman.
Teacher -	College teachers should be recorded by subject and title, for example, "Englist 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 41d, Class of worker

For each person with entries in questions 41a-c, record the class of worker by marking one of the boxes in question 41d.

The information given in answer to questions 41a-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 federal offices.

This class excludes paid employees of the American Red Cross, the U. S. Chamber of Commerce and similar civic and national organizations. Such employees would be classified as "Private-paid," not as "Government-Fed."

Work for private organizations doing contract work for branches of the Federal government should not be classified as "Government-Fed."

(3) Caution

The words, "Federal," "State," "County," "City," appear frequently in the names of private companies. Also, the names of some government agencies may appear to be private organizations. You must determine whether the employer is private or government (Federal or Other) in these cases. Also, school teachers and other professional people working for pay sometimes report themselves as self-employed. Be sure you have the correct "class-of-worker" entry for such persons.

(4) "Government-Other," defined

Government-Other workers include persons who work for any branch of the government other than the Federal government, e.g., State, city, county, etc. This includes employees of public schools, government-owned bus lines, etc.

Included also in this class are civilian employees of the National Guard, persons elected to paid offices, employees of international organizations such as the U. N. and employees of foreign governments.

This class excludes paid employees of the American Red Cross, the U. S. Chamber of Commerce and similar civic and national organizations. Such employees would be classified as "Private-paid," not as "Government-Other."

Work for private organizations doing contract work for branches of State or local governments should not be classified as "Government-Other."

(5) "Own," defined

This class includes persons working for profit or fees in their OWN business, farm shop, office, etc.

"Own business" includes persons who have their own tools or equipment and provide services on a contract, subcontract, job, etc., basis, such as carpenters, plumbers, taxicab operators, truck operators, etc.

This class excludes superintendents, foremen, managers, or other executives hired to manage a business or farm or salesman working for commission.

Officers of corporations are not to be reported as owning their own business even though they do own all or part of the corporation stock.

(6) "Non-paid," defined

This class includes work without pay on a farm or in a business operated by a relative. The relative need not be a member of the household.

Room and board and a cash allowance are not counted as pay for these family workers. Do not check the "Non-paid" box if the person receives money for such work; this person should be classified as "Private-paid."

(7) "Never worked," defined

This 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 41a) but has a job or business which will begin in the near future or is looking for work.

(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 owns or rents the land, should be marked "Own."

Persons who have their own equipment and provide services to farmers such as combine operator or a cotton-picking machine operator, should also be marked "Own."

Farm managers, foremen, farm hands, etc., who work for wages or salary or at piece-rates (e.g., tomato pickers) should be classified as "Private-paid," or "Government-Other," or "Government-Fed." as the case may be, but not as "Own."

(c) Partnerships — Two or more persons who operate a business in partnership should each be reported as self-employed in their own business. The word "Own" is not limited to one person.

(d) Clergymen — Preachers, ministers, priests, rabbis and other clergymen attached to a particular congregation or church organization are to be classified as "Private-paid."

Clergymen working in a civilian "Federal" or "Other" government position, e.g., prison chaplain, would be marked in the "Gov't-Fed." or "Gov't-Other" box in question 41d.

Clergymen not attached to any particular church organization and who conduct religious services on a fee basis are regarded as self-employed and in their "Own" business.

Nuns receive "pay-in-kind" and should be classified as "Private-paid."

(e) Public utility employees — Public utilities are subject to governmental regulation. Transportation, communication, electric light and power, gas, water, garbage collection and sewage disposal facilities are owned by either government or private organizations. Be sure to distinguish between government operated and private organizations in recording class of worker for public utility employees.

(9) Check for inconsistencies — You should always check to be sure that the entries for questions 41a-d are consistent. For example, a person whose employer and industry in 41a and 41b is "Government-Fed." should not be checked "Private-paid" in 41d. A person whose industry in 41b is "retail jewelry store" should not have an occupation of "barber" in 41c, etc. All entries for questions 41a-d apply to the same job, business or profession.

5. Where to go next — After completing questions 38-41 for all family members, as appropriate, go to question 42.

6. Purpose of questions 42 and 43, How to ask

Questions 42 and 43 are designed to obtain information about family income and public assistance, relief or welfare money received from State or local agencies.

Question 42 is asked once for a family. Question 43 is asked family style of those families who report incomes in Groups A-E.

a. Question 42, Family income

Question 42 is asked to obtain the total combined income for all related household members during the past 12 months. Each unrelated household member or group should be asked question 42 individually at the time he is interviewed.

Read the introductory phrase, "Please look at this card," hand Card I to the respondent, and then ask question 42.

It is important to read all parts of this question so the respondent will know which person's income should be included and what types of income are to be included.

(1) Income of all related members

Question 42 covers the income of the head of the household and all other household members who are related to the head. Thus, it may cover the income of two married couples who are related to each other and living together. Mark the box corresponding to the selected income group in the column of each person in this group of related persons.

Income to be reported is gross cash income (excluding pay in kind) except in reporting income for a family with their own farm or business; in that case, net income should be reported.

If the question is raised, this should be income before taxes are deducted.

Also include in the family income figure, the income of a member of the Armed Forces who is living at home with his family even though we do not record health information about him. If he is not living at home, include allotments and other money received by the family from him.

(2) Income of unrelated persons — On the questionnaire prepared for each roomer, servant or other person not related to the household head, mark the box for his or her individual income. If two or more such persons are related to each other, e.g., roomer and roomer's wife, mark the box for their combined incomes in the column for each member of the group.

(3) Problem cases — Nearly all respondents will answer the income question without hesitation. An occasional respondent may refuse to answer the question, however, even though you may explain that the information will be kept strictly confidential. In that case, enter "Refused" in question 42. If the respondent does not answer the question for some other reason, enter this reason. These entries are to be made in the question area of 42.

(4) Approximation acceptable — The fact that income is divided into groups on the income card and that you ask "Which of these income groups?" should indicate to the respondent that an approximation is acceptable. If he appears not to understand, or to be trying to figure out the exact income, or says he cannot give the exact income, point out that we are interested only in the income group and that an estimate is acceptable.

(5) Reasons for obtaining income — The income is important in the statistics for separating the families we interview into groups that live differently. The way these different income groups live often 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.

b. Question 43, Public assistance — Question 43 is only asked for those families whose incomes were less than $5,000 during the past 12 months, i.e., group A-E marked in question 42. Do not ask question 43 if the answer to 42 is "DK" or "refused."

The purpose of question 43 is to find out if a family with an income of less than $5,000 received any public assistance money, relief money or welfare money from a State or local government.

(1) Question 43a

Question 43a is asked family style for each family unit in a household that reported income in groups A through E.

Mark the appropriate box to the right of the question and follow the skip instruction.

Include only cash payments which are made directly to the family.

If a question arises about what to include as public assistance money, relief money or welfare money from State or local governments, use the following as a guide:

Include: aid to dependent children, aid to the blind, public welfare (State), old age assistance and so forth.

Do not include: workman's compensation, unemployment insurance, food stamps or food, payment of rent, pay in kind, payments to a hospital, private assistance from persons or organizations, Christmas baskets, money from the Salvation Army or other private organizations.

(2) Question 43b

Question 43b is asked if the "Yes" box is marked in 43a. Mark the appropriate box to the right of the question and follow the skip instruction.

If in question 43a or b, a respondent tells you that she or some other related family member received only a one time lump sum payment from some State or local government, mark the "No" box and footnote the situation.

(3) Question 43c

Ask only if "Yes" in question 43b. Mark the box "Receives aid" in the column for each person who receives aid.

If all the members haven't reported receiving aid, ask: "Anyone else?" If "No," go on to 43d. If "Yes," mark the appropriate boxes and reask until a "No" is given.

(4) Question 43d

Question 43d is asked individually for each person for whom you have marked the "Receives aid" box in 43c. Insert the person's name or relationship for the dashes so the respondent knows about whom you are asking. Record the verbatim response in the person's column. If more than one family member receives the same kind of aid, enter "Same as col. __" in the columns for the other family members. If more than one kind of aid is given, enter all of them.

If in answer to 43a, the respondent says "Yes" and in answer to 43d, the respondent gives one of the kinds of assistance which we don't want to include, enter it in 43d anyway and leave the original entry in 43a as it is.

7. Supplement Check Item

The Supplement Check Item is used to determine if an Arthritis Supplement is required. Only one supplement is to be completed for any person, regardless of how many arthritis-like conditions are reported for him.

a. Arthritis Supplement

Review the entries in item C2 for each person listed. An Arthritis Supplement is required for each person reporting one or more of the listed conditions. Enter the number of Arthritis Supplements required on the line provided or mark the "None" box.

b. Where to go next

If any supplements are required, fill them at this time. If no supplements are required, go to the Household page.

CHAPTER 8

ARTHRITIS SUPPLEMENT

A. When to fill

The Arthritis Supplement is filled after the income and welfare questions and before the Household page. A supplement must be filled for each person who reports arthritis or any of the arthritis-like conditions listed on Card B and in the Supplement Check Item on the Person page. A supplement is not required if arthritis is reported only in answer to Card B.

If the person reports arthritis and one of the other arthritis-like conditions, ask the questions on the supplement about the arthritis, since this is our primary interest for the supplement. If the person only reports one of the other arthritis-like conditions, e.g., gout, substitute the name of that condition for "arthritis" when asking the questions that use the word "arthritis". If, on the Condition page, the respondent says the condition reported as arthritis is some other condition, not listed in the Supplement Check Item, do not fill a supplement for that condition. For example, if a respondent says his "arthritis" is really "bursitis", no supplement is required. Don't complete more than one supplement for any person.

In this chapter we refer to "arthritis" but the same rules apply for any of the other arthritis-like conditions listed in the Supplement Check Item.

B. Who may respond

Whenever possible, interview the person who has arthritis, or other condition, for himself, even if he did not participate earlier in the interview. If the arthritic is not at home at the time of the interview, you may interview the person who completed the basic interview.

C. Identifying information

Before asking the first question, transcribe the PSU, Segment, Serial and Sample Numbers and the name and person number of the sample person from the questionnaire to the cover page of the Arthritis Supplement. You may enter your name and interviewer code and fill the respondent box either at this time or after the supplement is completed.

D. Order of asking questions

Generally, you will ask the questions in numerical order. However, sometimes you will omit some questions or their parts. In these instances, when you skip questions, skip instructions are indicated in the answer spaces.

E. Questions

1. Question 1-4, Sensitivity to certain symptoms

After completing the cover page, enter the time you began the Arthritis Supplement in the space above question 1. Line out whichever time reference is inappropriate, i.e., a.m. or p.m.

Before asking question 1a, read the introduction above it, inserting for the dashes the name of the arthritic. If the supplement is being filled for one of the other arthritis-like conditions, substitute the name of the other condition for "arthritis". For example: "Earlier in the interview you told me about your husband's rheumatism. This is a matter...."

a. Question 1, Stiffness in joints

The word "STIFFNESS", is to be stressed when asking question 1a. This stiffness may be in any of the joints, including the back or neck. If the answer is "Yes," ask 1b and 1c, if "No," skip to question 2.

In question 1b, enter the time of day or mark the "Never" box.

If the answer to question 1b is not a specific time, e.g., about two hours after I get up, ask an additional probe such as: "What time do you usually get up in the morning." Then add the number of hours originally reported to the time the person arises to get the time to be entered in 1b. For example, if the stiffness goes away two hours after getting out of bed and the person usually gets up at 8:00 a.m., the entry in 1b would be 10:00 a.m.

The wrists are one set of joints which are especially sensitive to arthritis. Question 1c is asked to determine if the wrists, in particular, have been stiff when first getting out of bed in the morning.

b. Questions 2-4, Pain, swelling, pain or soreness in joints

Questions 2-4 are asked in a manner similar to question 1. Be certain to stress the words in capital letters (PAIN, SWELLING, and PAIN OR SORENESS) when asking these questions. If "Yes" is given in answer to one of these symptoms, ask the second part of that question to determine if the wrists are affected in this way.

2. Question 5, Which wrist

If the person reported that he had stiffness, pain, etc., in his wrists in questions 1c, 2b, 3b or 4b, ask question 5.

3. Question 6, Finger joints bothered

Botheration of certain combinations of joints in the fingers is often characteristic of certain forms of arthritis. Question 6a is designed to determine which groups of finger joints are bothered by arthritis.

If the answer to 6a is "Yes," hand the respondent Card D of the flashcard booklet so he can identify the finger joints affected.

Mark all of the colors or numbers that the person mentions. Should the person be unable to tell you the colors of the joints affected because he is color-blind, ask him to tell you the number or show you which joints of his hands are bothered by arthritis.

4. Questions 7 and 8, Elbows and knees bothered

The answers to questions 7 and 8, when combined with the answers to question 6, will give us an indication of the severity of the person's arthritis.

Question 7 asks about the elbows, while question 8 asks about the knees. For these two questions, we do not need to know in what way or how much the knees or elbows are affected, but only whether or not they are bothered. If the respondent says that the elbows or knees are bothered in any way by their arthritis, mark the "Yes" box and ask part b of the question, "Which elbow/knee is affected?"

If "DK" is given to question 7a or 8a, enter that response but do not ask question 7b or 8b.

5. Question 9, Old accident or injury

The purpose of question 9 is to determine if the person presently has pain, swelling or stiffness in any joint as the result of an old accident or injury. We do not define what is meant by "old injury."

If the person has any of these symptoms because of any accident or injury, mark the "Yes" box and ask 9b. If the accident or injury happened during the past 12 months, go to question 10. If the accident or injury happened more than 12 months ago, ask 9c.

In question 9c, mark all joints which the respondent reports were hurt in any accident which happened

more than 12 months ago. For example, elbow, knee, etc. Determine whether it was the right or left elbow, knee, etc., and mark both boxes if both were hurt.

6. Question 10, First told you had arthritis

Mark the category which corresponds to the kind of person the respondent mentions. The definition of a medical doctor is the same for questions on this supplement as it is for the basic questionnaire. If the respondent says that no one ever told him that he had arthritis, but he diagnosed it himself, mark the "Other" box and write in "self".

7. Question 11

Mark the box which fits the respondents answer or enter the number of years including parts of years. If you recall that a doctor was never consulted about this condition, mark the "Doctor never seen" box without asking the question.

8. Question 12, Bothered the most

When asking question 12, pause between the first phrase of the question and the answer choices, i.e.,"When did your arthritis bother you the most (pause) during the past 12 months...?" If the arthritis was first noticed during the past 12 months, mark the "When first noticed it" box.

If the respondent's arthritis bothered him the most at some time other than the past 12 months or when he first noticed it, mark the "Some other time" box. It is not necessary to specify when the "other time" was.

9. Question 13, Treatment

The purpose of question 13 is to find out how many persons with arthritis are treated by specific kinds of professional health workers.

"Chiropodist" and "podiatrist" appear in parentheses in line a. Do not read them to the respondent. They are on the questionnaire to indicate to you the specific kinds of foot doctors for whom you would mark the "Yes" box. It is not necessary to probe to determine if the foot doctor giving the treatment was a chiropodist or podiatrist.

10. Question 14, Seeing a social worker

People sometimes discuss the problems caused by arthritis with a social worker. Question 14b is to determine if the social worker seen is a medical social worker, i.e., is from a hospital.

If the respondent volunteers that the social worker is from a clinic, if possible, determine the kind of clinic and enter this information.

11. Question 15, Use of aids and treatments

Question 15 asks about the utilization of various kinds of aids and treatment for arthritis. First read the introductory question including the parenthetical phrase. Then read down the list of treatments, a-g, and mark the "Yes" or "No" box for each aid or treatment. Whenever you receive a "Yes" answer to one of the treatments on the list, follow the arrow to Table I and ask question 1 (and 2, if required). Whenever a "No" answer is given, mark the "No" box and read the next type of treatment listed.

After completing a line of Table I for a "Yes" answer, reread the opening question to be certain that the respondent is aware of the reference period. Substitute the next aid or treatment listed for the parenthetical phrase, e.g., "Have you EVER used diathermy or paraffin for your arthritis?"

12. Table I

For each "Yes" answer to question 15, one or both of the columns in Table I must be filled. For splints, casts and braces, ask on which joints they are worn. Your column (2) entries must be in the same detail as for the Condition page. For example, "one knee," "both wrists."

If the person is not presently using splints, casts or braces, repeat the introductory question and continue reading the list of aids and treatments.

13. Question 16, Use of aspirin

a. Question 16a

In question 16, we are interested only in the three products listed, Aspirin, Anacin, and Bufferin. If any other similar product is mentioned, mark the "No" box and skip to question 17. When another product is mentioned here, be sure to enter that product in either question 18 or 19.

b. Question 16b

If aspirin is not used daily, mark the "No" box in question 16b and skip to question 17.

c. Question 16c — We are interested in the average number taken each day.

d. Question 16e — In question 16e, we want to know for how long the respondent has been taking aspirin every day. The amount taken during that period need not be the same each day or the same amount reported in 16c. Here "aspirin" refers also to Anacin and Bufferin.

14. Question 17, Injection or shots for arthritis

When answering question 17a, some respondents may volunteer the name of the medication being injected. You need not record the name of the medication; just mark the "Yes" box.

Gold shots are frequently used to control certain kinds of arthritis. The answers to questions 17a and 17b will give us an estimate of how many people with arthritis use this treatment among those persons who have arthritis.

Because of the nature of these shots, persons receiving gold shots should know what gold shots are. For persons who do not know what gold shots are and ask you what they are, say something like this: "I think it's a treatment sometimes used for arthritis."

15. Question 18, Drugs and medicines recommended by a medical doctor

From question 18, we can determine what medicines, if any, besides Aspirin, Anacin, Bufferin and shots, the arthritic uses. If the respondent mentions any of the medicines listed in the answer space for 18b, mark the corresponding box. Then ask "Anything else," until you receive a "No."

If other drugs or medicines are mentioned, mark the "Other" box and write in the names of the medicines. If the spelling is difficult, ask the respondent to spell it for you. If the respondent doesn't know the name, ask: "Do you know what it is supposed to do for your arthritis?" Enter the answer in a footnote. If the respondent doesn't know the name or how it affects him, mark the "Other" box and enter "DK."

If he volunteers to show you his medicine bottles, don't discourage him. Frequently the names of the medicines are written on the label of the bottle or box.

16. Question 19, Medicine not prescribed by a medical doctor

People, in the hope of receiving relief from their arthritis, sometimes use medicines not prescribed by a medical doctor. Others with self-diagnosed arthritis use medicines which friends or relatives have recommended. Question 19 is asked to determine the extent to which persons have EVER used these types of remedies or medicines. Record whatever remedies or medicines the respondent mentions. They may include patent medicines, liniment, heat treatments, vinegar and honey, brass chains, copper bracelets, diet, etc.

Enter in Table II, the name or description of each remedy or medication reported in question 19. Continue to ask: "Anything else," until you get a final "No" answer. Then, complete Table II.

17. Table II, Kind of medicine

Ask the questions in columns (b) and (c) for the first remedy or medicine listed. Then, ask (b) and (c) for the next one listed, etc., until these questions have been asked for each remedy listed.

18. Question 20, Use of aids

Question 20 contains a list of kinds of help that some people with arthritis need. Begin question 20 by reading the introduction. Follow it with, "Do you use the help of another person or special aid when getting in...."

Wait for a "Yes" or "No" answer. If the answer is "No," read the next part of the question. If the answer is "Yes," ask: "What kind of help is this— a person or some kind of aid?" Mark either or both boxes, depending on the answer. Then reread the introductory part of question 20 and the next part of the question, e.g.,"Do you use the help of another person or special aid when rolling onto your side in bed?"

If you recall from previous information (mobility probe questions) that the person has to stay in bed all of the time, footnote that the person "has to stay in bed all of the time". In this case, skip questions 20a-d and begin this series by asking 20e.

In question 20d, "completely dress yourself" means the entire procedure. Thus, if the respondent uses an aid or has another person help in dressing

in any way because of arthritis, mark the "Yes" box. Some examples are: help with buttons, zippers, tying shoes, etc.

19. Question 21, Rest during the day

Sometimes a person has to rest more than once during the day because of his arthritis. Record in 21b, the time of day the person first rests after getting up in the morning.

In question 21d, if a person rests more than once, record the length of time the person rests the first time. If he cannot tell you exactly, accept an estimate or range for an answer, e.g., usually an hour, 10-20 minutes, etc.

Question 21e is asked so that we can determine how long the person can be up and around before he must stop and rest. Question 21e is also used in conjunction with the information obtained in question 1 of this supplement to see how long a person has stiffness before it goes away.

20. Question 22

If the respondent asks what we mean by "PRESENTLY", tell him that if he has a regular schedule for seeing someone for his arthritis, this would be considered presently. Thus, if a person sees a doctor monthly, a chiropractor every six weeks, goes to a clinic every three weeks, etc., he sees someone presently for his arthritis.

If the person volunteers the frequency of these visits, enter this information in the footnote space.

If the response is "Yes," ask 22c. If "No," ask 22b.

For various reasons, some people do not see anyone for their arthritis. Question 22b attempts to find out why. If the answer given to 22b is similar to one of the answer boxes, mark that box. If the answer does not fit one of the boxes or if you don't know how to classify it, mark the "Other" box and record his answer verbatim. Then go to question 23.

Questions 22c and d ask who the respondent is seeing. If the response to 22c is "Doctor - -," mark the "Medical doctor" box in Table III unless the respondent tells you he is not a medical doctor. Mark the "Other" box in Table III if he is not a doctor.

Continue to ask if he is seeing anyone else for arthritis until you receive a "No" response.

21. Table III, Person seen

Use one column of Table III for each person mentioned in answer to 22c or d. If more than three persons are mentioned, enter the necessary information for the additional people in a footnote.

Ask questions 1-7 of Table III down as a block for each medical doctor seen. Ask 2 and 4-7 for each other person seen.

a. Question 1

Enter the full names and addresses of the doctors in question 1. If the person goes to a clinic and sees different doctors each time, try to find out the name of the last doctor seen. If the respondent cannot tell you the name of the doctor he saw, enter the name and address of the clinic.

b. Question 2

Question 2 will give us some idea about how people select someone to treat their arthritis.

If the doctor was recommended by the family doctor because he is an arthritis specialist, mark the "Referred by doctor" box.

c. Question 3

Question 3 is similar to question 7 of the Doctor Visits page and should be asked regardless of the answer to question 2. If the person tells you, at this time, that the doctor is a "chiropractor," "naturopath," or some other kind of nonmedical doctor, enter the type of person he is in 3b and continue filling that column for that person.

d. Question 4

If the answer to question 4 is a date during interview week, ask the respondent when he last saw that health care person before the visit during interview week.

Mark the "Past two weeks" box or record the number of "weeks" or "months."

e. Questions 5 and 6

If you recall that the visit reported in question 4 was also reported in a doctor visits column, you may transcribe the information from the doctor visits column to questions 5 and 6 without asking those questions (use the most recent visit). If the visit was at a clinic, determine the kind

of clinic and enter this information. If the person was seen in the arthritic's home, do not ask questions 6 and 7, but go to the next column.

For question 6, enter the number of minutes or hours as reported. If the respondent cannot tell you how long this trip took, ask him about how long it usually takes. You may enter a range (10-20 minutes) if that is the way the respondent replies.

Count only the time it took to get to the doctor's office or clinic. If intermediate stops were made for one reason or another, deduct the time spent for these side trips from the time given.

f. Question 7

Mark as many boxes as apply. If the answer does not fit the preprinted categories, mark the "Other" box and write in the mode of transportation used. If the person used a train and a bus to get to his destination, you would mark both the "Bus and subway" box and the "Other" box and write in "train".

22. Question 23, Special job training

With the answers to this question, we hope to assess the utilization of rehabilitation facilities in training the arthritic. It will also give some idea about whether greater efforts should be made to afford persons with arthritis more rehabilitative services.

Enter the full name of the place mentioned and the city and state where it is located. It may be a Vocational Rehabilitation Center, Veterans Administration Hospital, some company training plan for the handicapped, etc.

23. Question 24, Changed or left a job

Question 24 is designed to determine the economic impact of arthritis in the general population.

"Own" in 24c, refers to the arthritic's income only and should not include the income of any other family members. Thus, if the sample person's husband also had arthritis and she had to change or leave a job to care for him, her income would not have changed because of her arthritis. However, if her arthritis forced her to make a change in jobs, it should be counted.

24. Question 25, Arthritis Foundation

Question 25 has two purposes:

(a) To provide some idea of the most effective means for getting information concerning

potential care and services to persons who have arthritis.

(b) To provide an estimate of the health care provided to persons with arthritis by the largest voluntary arthritis agency.

In questions 25b and d, enter the respondent's reply verbatim.

If the answer to 25c is "Don't know," enter a "DK" in the answer space and do not ask question 25d.

25. Where to go next

After completing question 25, enter the time in the "Ending time" space. Cross out the time reference which does not apply (a.m. or p.m.).

If more Arthritis Supplements are required for this family, complete them at this time. If this is the last, or only, supplement required, complete the Household page of the basic questionnaire (HIS-1).

HIS-100
(1969)

PART E

INTERVIEWING TECHNIQUES

QUALITY AND QUANTITY OF WORK

AND ADMINISTRATIVE

CHAPTER 1

THE INTERVIEW

A. Purpose of this chapter

This chapter covers the techniques and procedures essential for accurate interviewing.

B. How to begin the interview

1. Introduce yourself to the respondent

The first step in the interview is to introduce yourself, state that you are from the United States Bureau of the Census, and show your identification card. Use the following introduction:

> "I am _____ from the United States Bureau of the Census; here is my identification (show your identification card). We are making a survey for the United States Public Health Service." (Be sure to mention that the survey is being conducted for the United States Public Health Service.)

If you are not invited in immediately after you have introduced yourself and determined that the household is to be interviewed, you may add, "May I come in?"

2. Ask the first question as soon as possible

After seating yourself, begin immediately with the first question of the interview:

> "What is the name of the head of this household?"

The sooner you get the respondent to participate in the interview, the better. To start off with the interview is much more desirable than to describe the types of questions you are planning to ask.

a. Advance letter

An advance letter (sometimes called the "Dear Friend" letter) is sent out from the regional office immediately prior to the week of interview. It is sent only to those households for which a specific street address or mailing address has been obtained. This letter tells the respondent that his household has been selected for inclusion in the sample and briefly explains the general purpose of the survey.

Even though the advance letter is sent to inform the household of your visit, you should not ask whether it has been received or voluntarily supply the respondent with a copy. Drawing attention to the letter might interfere with the introduction as specified above. However, if the respondent questions why you are there, you may use the material in the letter in making your explanation.

3. If persons outside immediate family are present

If persons who are not members of the immediate family are present, suggest to the respondent before continuing that he might prefer to talk to you in a more private place. Even though a respondent might not refuse to be interviewed under these circumstances, the presence of outsiders might cause a reluctance to talk about certain types of illnesses which could result in a loss of information.

4. Explaining the survey

You will find that most respondents will accept the brief explanation in your introduction of the reason you are taking the survey. However, there will be a few who will want more information about the survey and you should be prepared to answer their questions. There may be a few others who are reluctant to give information, or who may actually refuse to be interviewed because they don't want to be bothered or because they don't believe the survey has any real value.

a. Respondent questions purpose

If a respondent questions the purpose of the survey, explain that it is being taken to obtain information on the health of the people of the entire country. Point out that all information about individuals will be given confidential treatment. If it is necessary to give additional explanation, you should base it on the material given in Part A, Chapter 1 of this Manual, using you own words to suit the level of the understanding of the respondent.

If a respondent questions you as to whether the Health Interview Survey has any connection with any National or local health program or legislation, use the following statement as a guide:

> The National Health Survey (of which the Health Interview Suvey is a part) was set up by an Act of Congress in 1956. The National Health Survey Act was originally proposed by the Eisenhower administration but it was supported by both major political parties and also by the American Medical Association, and other organizations.
>
> The reason it received this support from all groups was because it was intended to be--and still is--a fact-finding survey only--with no axe to grind at all.
>
> Everybody realized that the information about people's health and medical care, was very badly needed, and they trusted the Survey to be concerned only with gathering facts about these health problems--and <u>not</u> with how the problems should be solved.
>
> Actually, when there are controversies about how to solve some health problem both sides turn to the Health Interview Survey for the facts on the situation because they trust the Survey to be unbiased.

b. Confusion with other Census work

If the respondent confuses this survey with other Census work, or the 10-yaar Census, explain that this is one of the many special surveys that the Census is asked to carry out because of its function as an objective fact-finding agency and because of its broad experience in conducting surveys.

c. Why this household

If you are asked why you are interviewing this particular household, explain that this happens to be one of the representative addresses picked. Who lives at the address, and whether or not they have problems with their health, had nothing to do with the selection. Taken as a group, the people living at these sample addresses will represent the total population of the United States in the health statistics produced and published by the Public Health Service in their various publications.

d. Respondent questions time required for interview

If the respondent asks how much time will be required for the interview, tell him that this depends on the number of people in the family and on their health conditions. Do <u>not</u> say that the interview will take only a few minutes.

If the respondent states that he has no time right now for an interview, find out when you can come back. However, always assume (without asking) that the respondent has the time right now unless he tells you otherwise.

e. Refusals

Our experience has been that very few respondents actually refuse to cooperate. However, if you have difficulty in obtaining an interview, explain the purpose and importance of the survey, and stress the confidential treatment accorded all information furnished by the respondent. This should be done also at any point during the interview if the respondent should hesitate to answer certain questions.

C. Your own manner

Your greatest asset in conducting an interview efficiently is to combine a friendly attitude with a business-like manner. If a respondent's conversation wanders away from the interview, try to cut it off tactfully--preferably by asking the next question on the questionnaire. Over-friendliness and concern on your part about the respondent's personal troubles may actually lead to your obtaining less information.

It is especially important in this survey that you maintain an objective attitude. Do not indicate a personal opinion about replies you receive to questions, even by your facial expression or tone of voice. Since the illness discussed may be of a personal or serious nature, expressions of surprise, disapproval, or even sympathy on your part may cause respondents to give untrue answers or to withhold information. Your own objectivity about the questions will be the best method for putting the respondent at ease and making him feel free to tell you of the conditions and impairments in his family.

Avoid "talking down" to respondents when explaining terms but give as direct and simple explanations as possible.

D. How to ask the questions

1. Follow the order on the questionnaire

Ask the questions in the order specified in these instructions. If you change the order, it is likely that both you and the respondent will become confused. This is especially true of the health questions, which refer to different periods of time. Asking the questions out of order would force the respondent to keep jumping back and forth between time periods and would invite confusion.

Again, as pointed out earlier, the Condition, Hospital and Doctor Visits pages are asked only after all of the probe questions on conditions hospitalizations and doctor visits have been asked for each related member of the household. Going back and forth between the probe questions and the various pages would be the "hard way" to conduct the interview and it is certain that if you fail to follow the correct interviewing sequence you would not remember to ask every question for every person.

2. Information given out of turn or volunteered

Sometimes respondents will start describing the health of the family in answer to the very first question and will cover their own illnesses and those of other family members in such a way that it is difficult to keep straight which person has which condition. When this happens, you should explain your problem to the respondent, namely,

that you cannot keep up with him in recording the information and, at the same time, be sure that you are recording accurately what he says. Then, ask him to permit you to ask the questions as they appear so that he won't need to give the information more than once.

If, however, a single condition is volunteered (reported not in response to any question or not in answer to the content of the particular question asked), a Condition page is required for it if it meets the requirements outlined in Chapter D-3.

3. Ask each question exactly as worded

You are to ask each question exactly as it appears on the questionnaire, except for the substitution of the name of the person for the dashes, "him" or "her" and so forth.

The wording and order of each question have been tested in actual interviewing and have been carefully designed to give the desired information. Therefore, the uniformity and value of the final results depend on all interviewers asking the questions in the same order and with the same wording.

a. Do not ask question when the answer has been provided earlier

However, you should avoid asking questions unnecessarily. It is bad interviewing practice to ask a question when the respondent has already provided you with the specific answer. It may confuse the respondent, or even antagonize him, and may result in loss of information for later questions in the interview.

If you are sure of the specific answer, you may make the appropriate entry without asking the question. However, if you are not sure about the earlier answer, it is good interviewing practice to verify the answer by saying something like this example: "I believe you told me earlier that a motor vehicle was involved in the accident, is this correct?"

Of course, if you do not remember the answer to any question, you must always ask it exactly the way it appears on the questionnaire.

4. Avoid influencing the respondent

Experience in other studies has shown that respondents tend to agree with what they think you expect them to say even though the facts in the case may be different. Therefore you must avoid "leading" the respondent by adding words to the questions or making slight changes in them that might indicate an answer you expect to hear. Even slight changes which may seem to make no apparent difference can prove harmful and should be avoided. For example, the question, "During those two weeks did you stay in bed because of any illness or injury?" is greatly changed in meaning when changed to, "You didn't stay in bed during those two weeks because of any illness or injury, did you?"

The question, "What did the doctor say it was? Did he give it a medical name?" would have a different meaning if changed to, "Did the doctor say you had bronchitis?"

Changes in question wording such as these suggest answers to the respondent and must be avoided. In an effort to be helpful the respondent may say, "Yes, that was it" or "That is true" or "That sounds about right," whereas the facts may have been quite different. Sometimes the respondent may not know the answers to the questions, and if this is the case, the fact that he doesn't know should be recorded.

5. Listen to the respondent

Listen to the respondent until he finishes his statement. Failure to do so can result in your putting down incorrect or incomplete entries. The two most common types of errors made in this regard are:

(a) Failure to listen to the last half of the sentence because you are busy recording the first half.

(b) Interrupting the respondent before he has finished, especially if the respondent hesitates. A respondent often hesitates

when trying to recollect some fact, and you should allow sufficient time for this to be done. Also, people will sometimes answer "I don't know" at first, when actually they are merely considering a question. When you think that this may be the situation, wait for the respondent to finish the statement before repeating the question or asking an additional question.

6. Repeat the question when necessary

The respondent may not always understand the question when it is first asked, and sometimes you can tell from the answer that the question has not been understood. In this case, repeat the question using the same phrasing as you used originally. This should not prove to be embarrassing since what you said the first time was not heard or understood. Frequently the respondent is capable of understanding the question but has missed a word or two. If you think it is helpful, you can preface the repetition of the question by a phrase such as "I see," "Oh, yes," and the like, and then repeat the actual question. A conversational tone will go far in making the question sound new, even though you are using exactly the same words.

7. Repeating the answer

Sometimes it is helpful to repeat the respondent's answer and then pause expectantly. Often this will bring out additional information on the subject. It is also useful as a check on your understanding of what has been said, especially if the statements or comments given have not been entirely clear.

8. Do not practice medicine

You are to interview the respondent, not practice medicine. Do not try to decide yourself whether or not any member of the household is ill. Enter on the questionnaire everything the respondent mentions. If a person mentions some condition but makes light of it or expresses doubt that he was "ill," enter the condition on the questionnaire anyway and ask the appropriate questions about it.

Do not attempt to diagnose a respondent's illness from his symptoms, or to substitute names of diseases for the respondent's own description of the trouble. If a respondent's answer to a question is not specific or detailed enough, ask

additional questions in acoordance 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 HIS-501

The flashcard booklet must be used for various parts of the interview. To keep the interview moving smoothly, you must learn how to handle the card correctly. Also, you should have a second flashcard booklet for the respondent's use so that the necessity of passing the flashcard booklet back and forth can be reduced to a minimum or eliminated altogether.

E. Asking additional questions

1. When to ask additional questions

Sometimes a person will give you an answer which does not furnish the kind of information you need or one which is not complete. You should always ask additional questions in such cases, being careful to encourage the respondent to do the explaining without your suggesting what the explanations might be. In all sections of the questionnaire, you should ask as many questions as necessary to satisfy yourself that you have obtained complete and accurate information insofar as the respondent is able to give it to you.

Be sure to keep asking additional questions until you have a complete picture and all the pertinent details.

However, do not "over-probe." If the respondent says she does not know the answer to a question, to try to insist that she give some answer to the question might not only irritate the respondent, but also make her wonder about our interest in accurate responses.

2. How to ask additional questions

Additional questions must be asked in such a way that you obtain the information required without suggesting specific answers to the respondent.

There are many acceptable phrases that you can use to draw out the respondent. For example, "Please explain that a little more," "Please describe what you mean," or "What was the operation for?" might be used when the information given is sketchy or incomplete. In every case you will need to fit the questions to the information which has already been given.

In some instances you may need to suggest specific alternatives to the respondent when general phrases have not been successful in obtaining the information. This is also an acceptable method for asking additional questions, provided the respondent is never given a single choice. Any items specifically suggested to the respondent must always consist of two or more choices.

The examples below call attention to some acceptable methods for asking additional questions as well as to methods that are not acceptable.

	Acceptable	Not acceptable
(a)	Can you tell me the approximate number of days?	Would you say it was six days?
(b)	You said you first noticed the condition about a year ago. Was it more than 12 months ago or less than 12 months ago?	Was it more than a year ago?

	Acceptable	Not acceptable
(c)	Do you all live and eat together?	Are you all one household?
(d)	Does she live the greater part of the year here or at her sister's home?	Is she a member of this household?
(e)	What kind of asthma is it?	Is it bronchial asthma?

The "Not acceptable" questions in examples (c) and (d) show an interviewer who is unable to apply Census rules for determining the composition of a household, and expects the respondent (who doesn't know the Census rules) to make the decision.

The "Not acceptable" questions in examples (a) and (e) illustrate an invitation to the respondent to just say "Yes" without giving any thought to the question.

The "Acceptable" question in example (b) illustrates a proper way to give the respondent an opportunity to tie an event to a particular period of time. The "Not acceptable" question is again an invitation to the respondent to say "Yes."

F. Recording information correctly

1. General

Recording the information exactly is just as important a part of the interview as asking the questions correctly. This involves writing clearly and plainly, recognizing in advance the amount of space allotted for descriptive entries and adjusting the size of your writing to fit into the space provided. If additional description is required, make free use of the footnote space. Be careful not to leave blank spaces where they should be filled in. You must use a black lead pencil.

2. Recording answers of "don't know"

As mentioned earlier, every effort should be made to encourage the respondent to give specific and complete answers to the questions. However, it may happen sometimes that the respondent doesn't have the information needed to answer a question. In such cases, you should enter "DK" for "don't know" in the space for the answer.

Do not use "DK" to indicate that you, the interviewer, don't know whether or not to ask the questions.

The use of "DK" is only to indicate that the respondent does not know the answer to a particular question. It is not to be used to fill answers for questions that you may have overlooked at the time of interview. If, after an interview, you discover blanks on the questionnaire for questions which should have been asked, leave the items blank.

G. Review of work

It is important that you review your finished work.

1. At close of interview

Be sure to look over the questionnaire while you are in the house and with the respondent so that you can ask any additional questions that are needed. Some things you might check for are:

(a) Check to see that a Condition page has been completed for each condition listed in item C2.

(b) Check to see that a hospital column has been completed for each hospital/nursing home stay indicated in item C1.

(c) Check to see that a doctor visits column has been completed for each doctor visit or call recorded in item C1.

(d) Check to see that you have filled the number of Arthritis Supplements required.

(e) Check to see that all "person" information has been correctly recorded on the Person pages for each household member. This includes income.

2. Prior to transmittal

A careful review in the household should eliminate the need for any extensive review of the questionnaires. Except for the few items on the Household page which are completed after the interview, all other entries should be made in the household at the time of the interview.

If you do make a review of your questionnaires at home, do not make any entries of information which should have been furnished by the respondent and recorded during the interview.

H. Letter to be left at household after interview

You will receive a supply of "Thank You" letters (Form NHS-HIS-601) signed by the Surgeon General of the U. S. Public Health Service. One of these is to be left at each household after the interview has been completed. The letter thanks the respondent briefly for his cooperation and can be shown by the person interviewed to other members of the household who were not at home at the time of your call.

In leaving the letter you can say something like the following: "Here is a letter of appreciation from the U. S. Public Health Service," or "Here is a letter from the Public Health Service thanking you for your cooperation in this survey."

I. Use of telephone

Telephone calls can be used for the following purposes only:

(1) To make appointments.

(2) To obtain one or two items of information for which the respondent has specifically invited you to telephone later.

Such calls should be made by use of a local telephone wherever practicable.

CHAPTER 2

MAINTAINING BALANCE BETWEEN QUALITY AND QUANTITY OF WORK

A. Introduction

1. The group you are joining

You are joining a group of over 1,000 Census interviewers who each month interview some 35,000 households on a Current Population Survey, and a Monthly Labor Survey, about 8,000 businessmen on a Current Business Survey and about 3,500 households in the Health Interview Survey.

All Census interviewers are given continuous guidance and counsel during training periods in the Regional Office and through on-the-job observation of their interviewing and activities related to interviewing.

Periodically, supervisors independently re-interview some of the households to determine whether the interviewers understand and are following the correct survey procedures. Interviewers are also told what production is expected of them, that is, in terms of completing assignments efficiently and economically.

2. Rules to become a successful interviewer

Except for the types of questions asked, many of the techniques and procedures these interviewers apply will also be used by you in the Health Interview Survey.

It would be well for you to know and apply, at the outset, several fundamental rules to become a successful interviewer--one who will consistently enjoy the pride of accomplishment of a job well done.

(a) Know precisely what your job is.
(b) Obtain the required information as correctly as you can.
(c) Record this information accurately and completely.
(d) Work efficiently, with a minimum of lost motion.
(e) Complete your assignment on time.

Your supervisory staff will give you all possible assistance toward helping you attain these objectives as quickly as possible.

B. Importance of careful work

1. Know your questionnaire

As you no doubt realize by now, you must become very familiar with the organization of the questionnaire, the skip pattern of the questioning and the types of entries you have to make in each item. Your initial training will have given you a start on this. Becoming a skilled interviewer can be achieved only by maintaining an active interest in all phases of the HIS program, with close and continuing study of the instructions contained in this Manual and with the application of these instructions in your actual field work.

2. Review completed questionnaires

Be sure to review all your questionnaires in the household as instructed in Part E, Chapter 1. This is the only way to be sure that you have obtained all the required information.

C. Plan each day's travel

Before you start, make sure you have a good plan of the segments you will visit each day. This plan should take into account the possibility of having to go back to each segment up to three times. Consider all such factors in planning the day's work, and take time each morning to decide how you can get to the necessary segments using the least number of miles.

D. Getting enough successful interviews

One major requirement of a successful survey is to obtain information from every occupied household assigned to you. You should try your very hardest to obtain interviews at all occupied households. You should work conscientiously to obtain interviews at those households where no one is at home during the day and from the few respondents who may be reluctant to cooperate.

E. Plan your calls

1. Concentrate on "Not home"

Frequently, however, there are households whose occupants are not home when you call. These are usually households of a single person or a working husband and wife. After your first call when you find no one home ask neighbors, janitors or switchboard operators, when the absent persons usually come home. Then, make your next visit coincide with the information given you about the best time to call. If you are unable to find out when someone is most likely to be home, don't waste your time calling again during the day, but make your second call during the evening hours, since experience has shown that it is during these hours when you are most likely to find people at home. Conscientious application of these procedures will enable you to complete your interview within the authorized number of calls. If other attempts fail, try to get the name of the head of a "not home" household, so you can telephone him for an appointment.

F. Number of calls allowed

To keep the number of calls to a single household within reason, you should limit your calls on a household to three (at different times of the day or evening). If you have to obtain interviews from additional specific individuals in a household, two more visits may be made.

G. Quality standards

Just like every organization which operates on a large-scale basis, we have to continuously inspect our product--which is statistics--to insure that there are no flaws. Here is a summary of the things that are done to make sure our product is consistently of the highest quality.

1. Some of your households will be reinterviewed

Every so often, certain households you have interviewed are revisited by the program supervisor and interviewed again. This is to insure that you understand and consistently apply the correct rules. Any differences found are reviewed with you so that your performance can be improved as needed.

2. Excessive Type A noninterviews

There are some few households in which it is difficult to find someone at home or in which the persons are reluctant to give information. In order to insure that you are meeting these problems satisfactorily, your office will notify you if such 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 beyond the established deadline, you should use the telephone. In other cases, making your inquires by an INTERCOMM will allow your supervisor to think your problem and his answer out more completely, and will lessen the possiblity of any misunderstanding.

Directions for filling the INTERCOMM appear on the back of the last sheet of each set of the forms.

H. Production standards

The yearly budget for an operation as large as this one, is determined some time in advance of the time the expenditures start. This budget assumes that each interviewer will complete his work within a prescribed number of hours and keep his travel within a prescribed number of miles.

For this reason, production standards have been established so that each interviewer may know what is expected of him. These standards are based on past experience, taking into account insofar as possible the size and nature of the assignment area. Details on how these are measured are given in the Administrative Handbook for Interviewers.

These production standards represent the performance which must be met or bettered in order that the Health Interview Survey can operate within its budget.

Your supervisor will keep you informed at all times as to the performance standards required of you. At regular intervals, generally once every 3 months, you will be told how your performance compared with the established standards. Where necessary, your supervisor will advise you on ways to improve your performance which will help you meet the standards that the Bureau of the Census expects of each interviewer.

CHAPTER 3

ADMINISTRATIVE

A. General information

When you were interviewed you were given the essential facts about your job. Further information about your job is given in your Administrative Handbook for Interviewers. The Handbook also contains information and instructions for the pay procedure for claiming salary and reimbursements, travel and per diem, and accidents and injuries. You should familiarize yourselves thoroughly with these instructions.

B. Hours of work

Since you must complete your work within a certain week, you will be required to work evenings and some Saturdays to enable you to interview persons not usually home during the day. Of course, no interviewing should be done on Sundays, except when specifically requested by respondents.

C. Confidentiality of survey information

Information obtained in this survey must not be discussed with or disclosed to any person except other Census and U. S. Public Health Service employees. This applies even to members of your immediate family.

1. Falsification of information

The same laws and regulations that require confidentiality also stipulate severe penalties for any Census employee who deliberately falsifies any information.

2. Bureau of the Census Administrative Order

Your responsibilities in this regard are set forth in the Bureau of the Census Administrative Order reprinted in Appendix A to Part E.

D. Use of Forms 11-35 and 11-35A

With each assignment, you will receive Forms 11-35 and 11-35A.

The white Form 11-35 is for your use to keep as a control on the progress of your work. The green sheet, Form 11-35a, must be completed and returned to the office immediately after receiving and checking in an assignment. Enter in "Date received" the date you received the shipment and check carefully that each item listed is in the package. If any item listed is not in the package, check "All not received" and describe what is missing. If you need any supplies, use the back of Form 11-35A. However, if you need supplies at any other time, request the items and amount needed by INTER-COMM to your regional office.

E. Transmittal of materials

Transmit all "materials" for a segment to the regional office together, in the same package. These include all questionnaires (completed interviews and final noninterviews), and the Segment Folder.

Mail the materials on the day you make your last call, i.e., complete your last interview, in the (each) segment, without exception.

If you have picked up an "extra" unit(s), enter "Extra" in the serial number column of the "Record of Transmittal" on the Segment Folder, following the serial numbers for questionnaires received from your office.

Enter the date you are mailing the "materials" for the segment on the Segment Folder in the "Date of Shipment" column opposite serial number "01."

1. Late transmittal

If, in unusual circumstances, you are permitted to complete any questionnaires after interview week, enter the following notation in the lower left hand corner of the mailing envelope: "Late transmittal for Week ____" (enter the appropriate interview week number, e.g., 01, 02, etc.).

2. Packaging and mailing

You must make sure that every mailing piece--whether it be a card or a large package--has the correct address of your office on it. To insure this, envelopes and labels having the office address on them will be given to you. You will be shown during your initial training how to package materials satisfactorily for mailing.

APPENDIX A TO PART E

CONFIDENTIAL NATURE OF INFORMATION COLLECTED IN NATIONAL HEALTH SURVEYS

1. PURPOSE OF SURVEYS:

National Health Surveys are conducted for the U. S. Public Health Service to obtain accurate and current statistics as to the amount, distribution, and effects of illness and disability in the United States, and the health services received as a result of these conditions.

2. PARTICIPATION BY BUREAU OF THE CENSUS:

The Bureau of the Census is cooperating in the surveys by collecting and compiling the data for the Public Health Service.

3. NONDISCLOSURE OF INFORMATION:

National Health Surveys involve obtaining on a continuing basis details of the personal health records of a large number of individuals throughout the Nation. The Public Health Service has given assurance to the public that information identifying the individual will be held strictly confidential, will be used solely by persons engaged in and only for, the purposes of the survey, and will not be disclosed or released to other persons or for any other purpose. Bureau of the Census employees will observe this assurance of confidentiality and are subject to the Public Health Service as well as Department of Commerce and Bureau of the Census laws against unauthorized disclosure. In addition, the sworn statement or affidavit of nondisclosure each employee signs upon entering on duty pertains to National Health Surveys the same as to our programs.

4. SUBPOENA OF RECORDS:

In the event of a record collected in the National Health Survey being subpoenaed any Bureau employee upon whom such subpoena is served will communicate with the Director of the Census through your regional office. Action to satisfy such subpoena will be taken only as authorized by Public Health Service R gulation, Section 1.108 of Title 42, Code of Federal Regulations.

5. PENALTIES FOR UNATUHORIZED DISCLOSURE OR FALSIFICATION:

Unauthorized disclosure of individual information collected in the National Health Surveys is punishable by a fine of up to $1,000, or imprisonment up to one year, or both (18 U.S.C. 1905).

Deliberate falsification by an employee of any information in the Survey is punishable by a fine of up to $10,000, or imprisonment up to five years, or both (18 U.S.C. 10001).

By Direction: _____ Dated: _____

APPENDIX B TO PART E

DIAGNOSTIC ERROR CODES

Error Code	Definition
00	Condition reported in probe question 17 not entered in item C2. Condition page not filled for condition reported in item C2 or Condition page not filled for a condition on Card A, first reported on a filled Condition page.
01	"Present effects" not given on Condition page but "old" operation entered.
02	"Condition" which was reason for "operation," "laboratory tests," "observation," etc., not given on same page, Condition or Hospital, e.g., "stomach operation" but no entry of reason for operation; or the results of tests or final diagnosis not given with no entry to indicate results or final diagnosis not known.
03	Question 3a of Condition page or question 6 of Hospital page left blank; only "part of body" is entered; or "part of body" entered with very vague description, e.g., "bad back," "stomach bothers," "limps," "heart failure," etc. (with no indication as to what is wrong); or "Condition on Card C" box checked for a condition which is not on Card C.
04	"Cause" not given in question 3b, Condition page or question 6, Hospital page, for a condition not on Card C and not due to an accident or injury.
05	"Kind" (or "Manifestation") not given in question 3c, Condition page or question 6, Hospital page, for the specified conditions in question 3c.
06	"Effects" not given in question 3d, Condition page or in question 6, Hospital page, for <u>allergy</u> or <u>stroke</u>.
07	"Part of body" affected inadequate or not given in question 3e, Condition page or question 6, Hospital page, for the specified conditions in 3e.
08	Accident questions (4-9, Condition page) not filled for an injury or for a condition due to an accident or injury. (Footnote entry, "Same accident as condition 2," is not acceptable.)
09	"Part of body" not given or inadequate in question 5a or in question 5b, Condition page or question 6, Hospital page, for an accident or injury.

Error Code	Definition
10	Inadequate description of "Kind of injury" in 5a, Condition page or question 6, Hospital page, for accidents or injuries.
11	"Present effects" inadequate or not given in 5b, Condition page, for injury which happened before three months ago.
12	Question 10a not asked for persons six years old or over, with eye condition reported on Condition page.
13	Hospital page not filled for a hospital stay reported in item C1.
14	Impossible date or omission in question 2, Hospital page.
15	Omission or inconsistent entries in questions 4-5c of Hospital page.
16	Condition page not filled for condition reported on Hospital page only, and condition is on Card A or, there were one or more nights in question 5b, Hospital page.

HIS-100
(1969)

INDEX

(Parts A, D and E)

Page

- A -

AA (item)..... D-4-32
Able to work..... D-3-48
Ability to read newspaper print with glasses..... D-4-24
Accident or injury:
  Arthritis Supplement q. 9.... D-8-3
  Condition page:
    Accident or injury box..... D-4-4
    Additional..... D-4-15
    Definition..... D-4-15
    Difference between..... D-4-16
    Effects of, q. 5..... D-4-17
    How happened, q. 9..... D-4-23
    Motor vehicle involved q. 6 D-4-19
    When occurred, q. 4..... D-4-17
    Where happened, q. 7..... D-4-21
  Hospital page q. 6..... D-5-8
Activity, probe qq. 18-28:
  Limitation of..... D-3-43
  Main or major..... D-3-43
  More than one..... D-3-44
Adequate description of condition, Condition p. q. 3a. D-4-6
Adequate & inadequate entries:
  Condition p. q. 5..... D-4-18
  Hospital p. q. 6..... D-5-7
  Probe p. q. 41b..... D-7-11
  Probe p. q. 41c..... D-7-17
Additional:
  Condition pp. for accidents and injuries..... D-4-15
  Doctor visits, probe q. 2b... D-6-3
  Questions for accurate information..... E-1-9
Adjacent premises, Condition p. q. 7..... D-4-22
Administrative information..... E-3-1
Adult (Probe pp.):
  Defined..... D-3-1
  Item H..... D-3-14
  Item R..... D-3-62
  Not related to head..... D-3-2

Page

- A ---Continued

Advance letter..... D-1-2
Affect, Condition p.:
  Allergy or stroke, q. 3d.... D-4-9
  Part of body, q. 3e..... D-4-9
Age, Probe p. q. 3..... D-3-10
Aidsand treatments for arthritis, AS q. 15..... D-8-5
Aids used for arthritis, AS q. 20..... D-8-7
Allergy, Condition p. q. 3d... D-4-9
Annulled marriages..... D-3-12
Appointment, Doctor Visits p. q. 5..... D-6-5
Area Segments:
  Definition..... A-3-1
  Materials for..... A-3-3
  Merged units..... A-3-14
  Types..... A-3-5
Armed Forces:
  Active duty, defined..... D-3-4
  Active members..... D-3-3
    At home..... D-3-5
  Defined for Person p. q. 39. D-7-3
  Hospitals..... A-2-9
  Installations..... A-2-7
  Reserve..... D-3-4
  Service for Person p. q. 39. D-7-3
  Type B noninterview..... D-2-13
Arthritis Foundation..... D-8-10
Arthritis Supplement:
  Description..... D-1-2
  Identifying information..... D-8-1
  When to fill..... D-8-1
Ask each question as worded... E-1-6
Ask first question as soon as possible..... E-1-10
Asking additional questions... E-1-9
At home, Item R..... D-3-63
At home at time of interview.. D-3-14
At work when accident happened D-4-23

Page

- B -

B Segments..... A-3-1
  Converted units..... A-3-16
  Extra unit..... A-3-14
  Merged units..... A-3-15
Babies:
  Deliveries & births,
   Hospital p. q. 6..... D-5-8
  Included as HH members..... A-2-14
  Probe q. 31b..... D-3-55
  Probe q. 31c..... D-3-56
  Recording age, probe q. 3.... D-3-10
Barracks-type structures..... A-2-8
Bed days:
  Defined..... D-3-18
  Past 12 months, Condition
   p. q.25..... D-4-36
  Past two weeks, Condition p.
   q. 13..... D-4-28
Being in a hospital, defined... D-3-54
Births & deliveries, Hospital
 p. q. 6..... D-5-8
Boarding house..... A-2-4
  Combination with rooming
   house..... A-2-5
Boats..... A-2-3
Bothered:
  Condition p. qq. 26a & b..... D-4-37
  Most with arthritis, q. 12 AS D-8-4
Boundaries:
  Determining, of segment..... A-3-8
  Structures crossing..... A-3-9
Brace of any kind..... D-3-61
Brackets..... D-1-5
Brothers' residences..... A-2-8
Built after April 1, 1960..... D-2-15
Bunkhouses..... A-2-8
Bureau of the Census
 Administrative Order..... E-3-1
Business, Person page:
  Defined, q. 40..... D-7-6
  Entries, q. 41b..... D-7-11
  In own home, q. 41b..... D-7-11
  Kind, q. 41b..... D-7-8
  Multiple activity, q. 41b.... D-7-9
  Or job, q. 40..... D-7-5

Page

- C -

C1 (item):
  Check number of doctor visits
   with..... D-6-8
  Correcting entry:
    Hospitalizations..... D-3-53
    Nursing homes..... D-3-55
  What to enter..... D-3-12
C2 (item):
  Transcribe to Condition p.... D-4-2
  What to enter..... D-3-12
  ..... D-3-41
Cabins..... A-2-7
Calendar card:
  Condition p. qq. 11-15..... D-4-24
  Example of..... D-3-16
  In interviewing..... D-1-3
  Probe qq..... D-3-15
Camps..... A-2-6
Card A-1..... D-3-39
Card A-2..... D-3-40
Card A-3..... D-3-40
Card B..... D-3-41
Card C:
  Condition reported in answer
   Condition p. q. 3a..... D-4-7
  Conditions on..... D-4-4
Cause of condition, Condition
 p. q. 3b..... D-4-7
Childbirth:
  Condition p..... D-4-12
  Hospital p., q. 6..... D-5-8
Children:
  Item R..... D-3-63
  1-5, limitation..... D-3-43
  Under one, limitation..... D-3-46
Children's hospitals as SDP.... A-2-9
Chiropodist..... D-8-4
Class of worker, Person p.
 q. 41d..... D-7-20
Clergymen, Person p. q. 41d... D-7-23
Clinic:
  AS, qq. 5 and 6..... D-8-9
  Doctor Visits p. q. 3..... D-6-3
Code on Segment Folder..... A-3-1
Code of interviewer..... D-2-11

Page

- C ---Continued

Comments and footnotes..... D-1-9
Common-law marriages..... D-3-12
Completed interview, defined... D-2-11
Completion of work on time..... E-2-4
Condition:
  Adequate for Condition p. q. 3a..... D-4-7
  Carried past AA..... D-4-36
  Cause, Condition p. q. 3b.... D-4-7
  Entered in item C2..... D-3-12
  List, Cards A-1, 2, 3 and B.. D-3-39
  Main, when entry of two, Condition p. q. 3..... D-4-10
  On Card A..... D-4-11
  On Card C..... D-4-4
  To ask part of body..... D-4-9
Condition first noticed during:
  Past three months or before.. D-4-31
  Past 12 months..... D-4-32
  Past two weeks..... D-4-32
  Week of interview..... D-4-32
Condition first reported:
  Doctor Visits page..... D-6-9
  Hospital page..... D-5-11
Condition onset, Condition p. qq. 16 and 17..... D-4-31
Condition page:
  Content and layout..... D-1-2
  General procedure..... D-4-1
  When to fill additional..... D-4-15
Conditions causing:
  Days in probe q. 5..... D-3-24
  Dental visits..... D-3-26
  Doctor visits..... D-3-26
  Hospital stays, probe q. 11a. D-3-29
  Hospitalization, q. 6, Hospital page..... D-5-7
  Limitations..... D-3-51
  Mobility limitations..... D-3-58
  Reporting problems, Condition page q. 3..... D-4-11
Conditions reported to be the same..... D-4-14
Confidential treatment of information..... A-1-6
..... E-3-1

Page

- C---Continued

Control forms, 11-35 & 11-35A.. E-3-2
Convalescent homes:
  Hospital page..... D-5-2
  Probe q. 30..... D-3-54
Convents..... A-2-8
Converted unit:
  Procedure for handling..... A-3-16
  To business or storage..... D-2-15
Cooking equipment..... A-2-3
Correcting entries..... D-1-8
Coverage, item 13, HH page..... D-2-5
Courts..... A-2-6
Cured, Condition p. q. 26d..... D-4-37
Cut down:
  Days, defined..... D-3-22
  For as much as a day, Condition p. q. 12..... D-4-26
  Two-week period, probe q. 5f. D-3-23
Cuts, stitching, Hospital p. q. 8..... D-5-10
Cysts, tumors, growths, Condition p. q. 3c..... D-4-8

- D -

Dash (one)..... D-1-5
Dashes (two)..... D-1-5
Data, use of..... A-1-2
Date entered hospital, Hospital page q. 2..... D-5-2
Date of visit, Doctor Visits p. q. 2a..... D-6-2
Day defined:
  Cut-down, probe q. 5g..... D-3-22
  School, probe q. 5d..... D-3-19
  Work, probe q. 5c..... D-3-19
Days cut down, Condition p. q. 12..... D-4-26
Days in bed:
  Condition p. q. 13..... D-4-28
  Probe q. 5b..... D-3-18
Days lost from:
  School, Condition p. q. 15... D-4-29
  School, probe q. 5d..... D-3-19
  Work, Condition p. q. 14..... D-4-28
  Work, probe q. 5c..... D-3-18
Deleting hospitalization..... D-5-6

Page

- D ---Continued

Deleting household member..... D-3-5
Deliveries and births:
  Hospital p. q. 6..... D-5-8
  Probe q. 31..... D-3-55
  Reporting problems, Condition p. q. 3..... D-4-12
Demolished, Type C noninterview D-2-14
Dental visit:
  Interviewer Check Item..... D-3-27
  Purpose, probe q. 8..... D-3-26
  Time reference boxes, defined D-3-28
  Two-week, probe q. 7..... D-3-25
Dentist, defined for probe q. 7 D-3-26
Diagnosis or treatment:
  Doctor Visits p. q. 8a..... D-6-6
  Doctor Visits p. q. 8b..... D-6-8
Diagnostic Error Codes..... E-3-5
Direct access, defined..... A-2-2
Disability days, probe q. 5.... D-3-17
Dislocations, setting, Hospital p. q. 8..... D-5-10
Do or take anything before seeing doctor..... D-4-34
Doctor:
  AS, Table II..... D-8-9
  Condition page:
    Do or take anything before seeing, q. 20..... D-4-34
    Ever talked to, q. 2..... D-4-3
    How long before talking to, q. 19..... D-4-34
    Medicine recommended by, q. 21..... D-4-35
    Not talked to for asking q. 3..... D-4-6
    Seen or not seen, Int. Check Item..... D-4-33
  Doctor Visits pages:
    Kind, GP or specialist, q.7 D-6-5
    Two or more seen on same visit..... D-6-8
  Probe page questions 12-16:
    Defined..... D-3-31
    Telephone calls..... D-3-33
Doctor visits:
  Condition p. q. 24..... D-4-36
  Page:
    Content and layout..... D-1-2
    Date..... D-6-2

Page

- D ---Continued

Doctor visits:--Continued
  Page:--Continued
    General instructions..... D-6-1
    Place of boxes, defined.... D-6-3
    Purpose of boxes, defined.. D-6-6
    When to fill..... D-6-1
  Probe pages:
    Avoid duplicating..... D-3-33
    Box, entry..... D-3-34
    Conditions causing, q. 15.. D-3-36
    Defined..... D-3-32
    Interval boxes, defined, q. 16a..... D-3-37
    Questions 12-16..... D-3-31
    Telephone calls..... D-3-33
    Twelve-month, probe q. 16b.. D-3-38
Domestic employees in separate house or cabin..... A-2-16
Domestic workers, probe q. 41b. D-7-11
Domestics for probe q. 41d..... D-7-22
Don't know answers..... E-1-12
Dormitories..... A-2-8
Dots (three)..... D-1-5
Drugs, problems in reporting reaction to..... D-4-13
Drugs and medicines:
  Recommended by an MD for arthritis..... D-8-6
  Not prescribed by an MD for arthritis..... D-8-7

- E -

E (item)..... D-2-7
Editing reports..... E-2-4
Education, Person p. q. 38..... D-7-1
Eligible respondent..... D-3-1
  Exceptions..... D-3-2
Eliminated in subsample, Type C noninterview..... D-2-15
Employer, name of, probe q. 41a D-7-8
Entries:
  Corrections..... D-1-8
  Don't know..... D-1-7
  How to make..... D-1-6
  Interval, range..... D-1-7
  None..... D-1-8
Ever--Condition page:
  Had surgery, q. 22..... D-4-35
  Hospitalized, q. 23..... D-4-36
  Talked to doctor, q. 2..... D-4-3

Page

- E ---Continued

Exposure (continued)..... D-4-16
Extra questionnaires:
If more than 7 conditions.... D-4-2
Information to complete for household items..... D-2-17
Extra unit:
Procedure for handling..... A-3-11
Structures in column 4 of Segment List..... A-3-13
Eye condition defined for Condition p. q. 10..... D-4-24
Able to read newspaper print. D-4-24
Unable to read newspaper print..... D-4-24
Eye examination, Doctor Visits q. 8a..... D-6-7

- F -

Falsification..... E-3-1
Family income, probe q. 42..... D-7-24
Farm, Condition p. q. 7..... D-4-22
Farm workers, probe q. 41d..... D-7-22
Females, probe q. 18a..... D-3-45
Females, Condition p. q. 14.... D-4-29
Finger joints bothered..... D-8-3
First eye condition, Condition p. q. 10..... D-4-24
First noticed, defined, Condition page q. 16a..... D-4-31
First time hospitalized, Hospital p. q. 7..... D-5-9
First told you had arthritis... D-8-5
Flashcard booklet..... E-1-9
Description..... D-1-2
Flophouses..... A-2-9
Footnotes and comments..... D-1-9
Foreign countries, citizens of. A-2-17
Fractures, setting, Hospital p. q. 8..... D-5-10
Fraternity houses..... A-2-8
Frequent hospitalizations..... D-5-11

- G -

General checkup, Doctor Visits p. q. 8a..... D-6-7
General hospitals..... A-2-9

Page

- G ---Continued

General practitioner or specialist:
AS, Table III..... D-8-9
Doctor Visits p. q. 9..... D-6-6
Going to school, defined..... D-3-44
Government, probe q. 41a..... D-7-8
Government-Fed, probe q. 41d... D-7-20
Government organization probe q. 41b..... D-7-10
Government-Other, probe q. 41d. D-7-21
Grade (year) finished school probe q. 38b..... D-7-3
Grid map, use of..... A-3-6
Grid reference on Segment Folder..... A-3-2
Group training..... E-2-5
Growth, Condition p. q. 3c..... D-4-8
Guests' quarters..... A-2-4

- H -

H (item)..... D-3-14
Head:
Defined..... D-3-8
Deleted..... D-3-9
Relationship to..... D-3-8
Unrelated..... D-3-9
Home:
Defined, Condition p. q. 7... D-4-21
Adjacent premises..... D-4-22
Inside house..... D-4-21
Study..... E-2-5
Two or more..... A-2-16
Visit for AS, qq. 5 and 6.... D-8-10
Work away from..... A-2-16
Hospital:
Armed Forces..... A-2-9
Children's..... A-2-9
Days counted as bed days, Condition page:
Question 11..... D-4-26
Question 12..... D-4-28
Question 25..... D-4-36
General..... A-2-9
Maternity..... A-2-9
Page:
Content and layout..... D-1-2
Date entered, q. 2..... D-5-2

Page

- H ---Continued

Hospital:--Continued
  Page:--Continued
    General procedure..... D-5-1
    Name and address, q. 3.... D-5-4
  Probe pages:
    Being in, q. 29..... D-3-54
    Reason for stay, q. 11.... D-3-29
    Recording stay in C1..... D-3-29
    Stay in past two weeks q. 10..... D-3-28
  VA..... A-2-9
Hospitalization:
  Hospital page:
    Condition causing, q. 6... D-5-7
    Frequent..... D-5-11
    Prior to reference period. D-5-6
  Probe page q. 29, since specified date..... D-3-53
Hotels, transient and nontransient..... A-2-6
Hours of work..... E-3-1
House:
  Inside, Condition p. q. 7... D-4-21
  Stays in, probe q. 33a..... D-3-57
Household, defined..... A-2-2
Household picked for survey... E-1-4
Household members:
  Additional..... A-2-12
  How to enter names..... D-3-7
  Persons counted as..... A-2-14
  ..... D-3-4
  Persons not counted as..... A-2-15
  ..... D-3-5
  Prescribed order of listing. D-3-7
Household page:
  Content and layout..... D-1-1
  General..... D-2-1
  Identification items (1-9, 11)..... D-2-1
Household workers, probe q. 41b..... D-7-11
Housework, limitation..... D-3-48
Housing unit:
  Changed to entire special dwelling place..... A-3-18
  Definition..... A-2-2
  Examples..... A-2-1
  Persons just moved in..... A-2-17
How long before talking to doctor, Condition p. q. 18... D-4-34

Page

- H --- Continued

How long had condition before cured, Condition p. q. 26.... D-4-38

- I -

Identification items:
  Arthritis Supplement..... D-8-1
  Household page..... D-2-1
Illness--problems in reporting
  Condition page:
    Mental..... D-4-13
    Occurring in past 12 months not now present..... D-4-13
    Resulting from immunization, vaccination, etc..... D-4-12
Immunization:
  Doctor Visits q. 8a..... D-6-7
  Problems in reporting..... D-4-12
Impairments, Card A-1..... D-3-39
Inadequate & adequate entries:
  Condition p. q. 5..... D-4-18
  Hospital p. q. 6..... D-5-7
  Probe q. 41b..... D-7-11
  Probe q. 41c..... D-7-17
Income:
  Probe q. 42..... D-7-24
  Reasons for obtaining..... D-7-25
Industrial place, Condition p. 7..... D-4-22
Industry, examples of for probe q. 41b..... D-7-11
Industry, kind for probe q. 41b..... D-7-8
Influencing respondent..... E-1-7
Information:
  Out of turn..... E-1-5
  Provided earlier..... E-1-6
  Recording..... E-1-11
Injuries and accidents:
  Condition page:
    At work, q. 8..... D-4-23
    Definition for qq. 4-9.... D-4-15
    Effects of, q. 5..... D-4-17
    How happened, q. 9..... D-4-23
    Motor vehicle involved, q. 6..... D-4-19
    Multiple..... D-4-15
    When to fill qq. 4-9..... D-4-14
    When occurred, q. 4..... D-4-17
    Where happened, q. 7..... D-4-21
  Hospital p. q. 6..... D-5-8

Page

- I ---Continued

Injury causing temporary limitation:
In answer probe q. 28 ..... D-3-52
In answer to probe q. 36.... D-3-59
Institutions, specified..... A-2-11
..... A-3-23

Interval:
Entries..... D-1-7
Since last dental visit..... D-3-7
Since last doctor visit..... D-3-37
Interview:
Pacing..... E-1-9
Techniques and procedures... E-1-1
Week:
Defined..... D-3-15
How to determine..... A-3-1
Interviewer:
Communication..... E-2-5
Importance of careful work.. E-2-2
Rules to become successful.. E-2-1
Interviewer Check Item:
Condition page:
After q. 2..... D-4-4
Doctor seen or not seen... D-4-33
Probe pages:
Dental visit..... D-3-27
Doctor visit..... D-3-37
Supplement..... D-7-27
Interviewing:
General instructions..... D-1-5
Materials..... D-1-3
Sequence..... D-1-3
Interviews, successful..... E-2-2
Introduction for interview.... E-1-1

- J -

Job, Changed or left, AS q. 24. D-8-10
Job training, AS q. 23..... D-8-10
Job or business:
Probe question 40..... D-7-5
Probe question 41..... D-7-7
Joints, stiffness, pain,
swelling or soreness, AS..... D-8-2
Junior high school, Person p.
q. 38..... D-7-2

Page

- K -

Keeping house, defined probe
qq. 18 and 19..... D-3-44
Kind:
Business or industry, probe
q. 41b..... D-7-8
Doctor, Doctor Visits p. q.7 D-6-5
Injury and part of body,
Condition p. q. 5..... D-4-17
Medicine, Table II AS..... D-8-7
Trouble, Condition p. q. 3c. D-4-7
Work, probe q. 41c..... D-7-15
Kitchen, defined..... A-2-3
Korean War..... D-7-4

- L -

L (item)..... D-2-7
Labor camps..... A-2-8
Land usage, item L..... D-2-7
Last week or week before:
Doctor Visits p. q. 2a..... D-6-2
Hospital p. q. 5b..... D-5-7
Late transmittal..... E-3-2
Law authorizing survey..... E-1-3
Length of visit, Doctor Visits
p. q. 4..... D-6-4
Less than one month, Condition
p. q. 26e..... D-4-38
Letter left at household..... E-1-13
Limitation:
Major activity, probe qq.
18-28..... D-3-43
Mobility, probe qq. 32-36... D-3-57
Listen to respondent..... E-1-7
Living quarters:
Household page item 12..... D-2-5
Kinds..... A-2-1
Logging camps..... A-2-8
Looking for work or on layoff:
Layoff, defined..... D-7-7
Looking, defined..... D-7-6
Probe q. 40..... D-7-6
Probe q. 41..... D-7-7

Page

- M -

Mailing address, Household p. item 10..... D-2-4
Mailing and packaging materials E-3-2
Main activity during past 12 months..... D-3-43
More than one activity..... D-3-44
Main condition when entry of two, Condition p. q. 3..... D-4-10
Major activity--see main activity
Males:
Condition p. q. 14..... D-4-29
Probe q. 18a..... D-3-44
Map:
Grid:
Reference..... A-3-2
Use of..... A-3-6
Segment..... A-3-3
Use of..... A-3-6
Street..... A-3-7
Marital status, probe q. 4..... D-3-11
Annulled marriages..... D-3-12
Common-law marriages..... D-3-12
Separated persons..... D-3-12
Maternity hospitals..... A-2-9
Measles, Condition p. q. 3c.... D-4-8
Medical advice by telephone.... D-3-33
Medicine:
Condition p. q. 21..... D-4-35
Do not practice..... E-1-8
Medicines and drugs:
Not prescribed by M.D. for arthritis..... D-8-7
Recommended by M.D. for arthritis..... D-8-7
Menstruation and menopause..... D-4-12
Mental illness..... D-4-13
Merged unit:
Procedure for handling..... A-3-14
Type C noninterview..... D-2-15
Migratory workers..... A-2-17
Camps..... A-2-8
Missions..... A-2-9
Mistake, in sample by, Type C noninterview..... D-2-14
Mobility limitation, probe qq. 32-36..... D-3-57
Monasteries..... A-2-8
Motels..... A-2-6
Months and years, entering..... D-1-6

Page

- M ---Continued

Motor vehicle, Condition p. q.6 D-4-19
Moving, q. 6c..... D-4-21
Multiple activity businesses probe q. 41b..... D-7-9
Multiple injuries reported in q. 5a, Condition p..... D-4-15
Musculoskeletal conditions Card A-2..... D-3-40

- N -

Name:
Of household member..... D-3-3
Of interviewer, Household p. item 18..... D-2-11
On Segment Folder..... A-3-1
Name and address of hospital, q. 3, Hospital p..... D-5-4
National Health Survey:
Confidential treatment..... A-1-6
Data, use of..... A-1-2
Purpose..... A-1-1
Sample selection..... A-1-5
Scope..... A-1-6
Sponsorship..... A-1-4
Whom to include..... A-2-13
Needs help getting around D-3-57
Neither box, Int. check item, Condition p..... D-4-5
Never worked, defined for probe q. 41d..... D-7-22
Nights in hospital, Hospital p.:
Conditions carried beyond AA of Condition p..... D-5-9
Last week or week before q.5b D-5-7
Not overnight, delete..... D-5-6
Number, q. 4..... D-5-5
Past 12 months, q. 5a..... D-5-6
Still there last Sunday, q.5c D-5-8
None entries..... D-1-8
Nonexistent, Type C noninterview..... D-2-15
Noninterview:
Item 19, Household p..... D-2-11
Type A..... D-2-12
Type B..... D-2-12
Type C..... D-2-14
Nonpaid, defined, probe q. 41d. D-7-22
Nonregular school, Person p. q. 38..... D-7-2

Page

- N ---Continued

Nonrelated persons:
  Separate questionnaires..... D-3-9
  To head..... D-3-9
Nonstaff units..... A-2-11
Nontransient hotel..... A-2-6
No one home, noninterview..... D-2-12
Not an eye condition, Condition
  p. q. 10..... D-4-24
Not overnight in hospital..... D-5-6
Now take any medicine or
  treatment, Condition p. q. 21. D-4-35
NTA Segments:
  Extra units..... A-3-11
  Instructions..... A-3-6
  Procedure..... A-3-9
Number of calls allowed..... E-2-3
Numbering conditions..... D-4-1
Nurse transmitting doctor's
  instructions..... D-3-34
Nurses' homes or quarters..... A-2-9
Nursing home:
  Hospital page..... D-5-2
  If special dwelling place.... A-2-11
  Stay in, probe q. 30..... D-3-54

- O -

Observation..... E-2-5
Observed households..... D-2-11
Objects involved in accident
  and injury..... D-4-23
Occupation, industry, class of
  worker, probe q. 41..... D-7-7
  Class of worker..... D-7-20
  Kind of business or industry. D-7-8
  Kind of work..... D-7-15
  Name of employer..... D-7-8
Office assistance in difficult
  cases..... A-2-13
On Card C box..... D-4-4
Onset of condition, Condition
  p. qq. 16 and 17..... D-4-31
Operation, surgical, Hospital
  p. q. 8a..... D-5-9
Operations, problems in
  reporting..... D-4-13

Page

- O ---Continued

Other:
  Condition p. q. 7..... D-4-23
  Doctor Visits q. 8a..... D-6-7
  Race, probe q. 3..... D-3-11
  School systems, Person p.
    q. 38..... D-7-2
  Type A noninterview..... D-2-12
  Type B noninterview..... D-2-13
  Type C noninterview..... D-2-15
  Unit, defined..... A-2-3
    Examples..... A-2-1
Own:
  Defined for probe q. 41d.... D-7-21
  Household p. item 14..... D-2-8

- P -

Pacing the interview..... E-1-9
Packaging and mailing..... E-3-2
Parentheses..... D-1-5
Part of body:
  Condition p. q. 3e..... D-4-9
  Condition p. q. 5..... D-4-17
Partially completed interviews D-2-12
Partially filled question-
  naires..... A-3-34
Partner, household relation-
  ship..... D-3-8
Partnership, probe q. 41d..... D-7-23
Past three months, Condition
  p. q. 16a..... D-4-32
Past 12 months:
  Condition p. q. 17..... D-4-32
  Hospital p. q. 5a..... D-5-6
Past two weeks:
  AS, question 4..... D-8-9
  Condition p. q. 16b..... D-4-32
  Doctor Visits p. q. 2a..... D-6-2
  Probe q. 40..... D-7-4
Person:
  Number:
    Arthritis Supplement..... D-8-1
    Condition page..... D-4-2
    Doctor visits page..... D-6-1
    Hospital page..... D-5-2
  Page, content and layout.... D-1-2
  Seen for Table III of AS.... D-8-9

Page

- P ---Continued

Persons:
  Citizens of foreign countries A-2-17
  Counted as household members. A-2-14
  Domestic employees..... A-2-16
  Just moved into housing unit. A-2-17
  Not counted as household members..... A-2-15
  Outisde of immediate family present..... E-1-2
  Two or more homes..... A-2-16
  Working away from home..... A-2-16
Place, definition..... D-2-9
Place on Segment Folder..... A-3-2
Place of recreation and sports, Condition p. q. 7..... D-4-22
Place of visit, Doctor Visits q. 3..... D-6-3
Plan each day's travel..... E-2-2
Play, limitation, probe q. 20.. D-3-46
Podiatrist..... D-8-4
Poisonings, Condition p. qq. 4-9..... D-4-16
Postgraduate schooling, Person p. q. 38..... D-7-2
Pre or postnatal care, Doctor Visits q. 8a..... D-6-6
Pregnancy:
  Major activity limitation.... D-3-52
  Mobility limitation..... D-3-58
Pregnancy and childbirth:
  Hospital p. q. 6..... D-5-8
  Problems in reporting..... D-4-12
Presently:
  AS, q. 22..... D-8-8
  Probe p. q. 23..... D-3-48
Priests' residences..... A-2-8
Print type..... D-1-5
Private paid, probe q. 41d..... D-7-20
Private residential clubs..... A-2-10
Probe for additional doctor visits, 2b..... D-6-3
Probe pages, content and layout D-1-1
  Introduction..... D-3-1
Problem cases, usual activity, Condition p. q. 11..... D-4-26
Problems reporting conditions.. D-4-11
Production standards..... E-2-6
Pronouns..... D-1-5
PSU on Segment Folder..... A-3-1

Page

- P ---Continued

Public assistance, probe q. 43. D-7-25
Public utility employees, probe q. 41d..... D-7-23
Purpose of survey..... A-1-1
Purpose of visit:
  Doctor Visits p. q. 8a..... D-6-6
  Probe q. 14..... D-3-36

- Q -

Qualified responses, probe q. 17..... D-3-40
Quality standards..... E-2-3
Questionnaires
  Additional..... D-3-7
    Household page items to fill..... D-2-7
    If more than 7 conditions.. D-4-2
    Separate for nonrelated persons..... D-3-9
  HIS-1..... D-1-1
  How to ask the questions..... E-1-5
  More than one..... D-1-8
  Partially filled..... A-3-34
  Recording answers when received..... D-1-10
Questions, additional..... E-1-9

- R -

R (item), Who responded..... D-3-62
Race, probe q. 3..... D-3-11
Railroad cars..... A-2-3
Range entries..... D-1-7
Reaction to drugs, problems in reporing..... D-4-13
Received aid, probe q. 43c..... D-7-26
Record of calls, item 20, HH.p. D-2-15
Recording:
  Answers when received..... D-1-10
  Information..... E-1-11
Recreational camps, adults' and children's..... A-2-10
Referred by doctor, Table III of AS..... D-8-9
Refusal--noninterview..... D-2-12
Refusals for interview..... E-1-4
Regular school, Person p. q. 38 D-7-1
Reinterview..... E-2-3
Relationship to head..... D-3-8
Relief money..... D-7-25

Page

- R ---Continued

Religious camps, adults' and children's..... A-2-10
Rent, item 14, HH. p..... D-2-8
Rent free, item 14, HH. p..... D-2-8
Repeating questions and answers D-1-8
Residence, usual place..... A-2-13
Respondent:
Arthritis Supplement..... D-8-1
Avoid influencing..... E-1-7
Item H..... D-3-14
Item R..... D-3-62
Listen to..... E-1-7
Rest during day for AS..... D-8-8
Rest home:
If special dwelling place.... A-2-11
Stay in, q. 30 Probe p..... D-3-54
Restricted activity:
Differences between probe q. 5 and Condition page..... D-4-30
Past two weeks:
Condition p. qq. 11-15..... D-4-24
Probe p. q. 5f..... D-3-20
Retail, probe q. 41b..... D-7-9
Retired, probe qq. 18-19..... D-3-44
Return calls:
For eligible respondent..... D-3-3
Item 20, HH. page..... D-2-16
Review of work..... E-1-12
Roomer, household relationship. D-3-9
Rooming house..... A-2-5
Combination with boarding house..... A-2-5
Rural TA Segments..... A-3-9

- S -

Sale of produce:
$50 or more..... D-2-10
$250 or more..... D-2-10
Sample:
On Segment Folder..... A-3-2
Selection of survey..... A-1-5
Units, treatment..... A-3-10
Found to be used as overflow of living quarters... A-3-15

Page

- S ---Continued

School:
Condition p. q. 7..... D-4-22
Day, defined..... D-3-19
Going to, defined..... D-3-44
Person p. q. 38, attended... D-7-1
Resident students..... A-2-8
School-loss day:
Condition page:
During vacation, q. 15.... D-4-30
Persons 17+, q. 14..... D-4-29
Persons 6-16, q. 15..... D-4-29
Probe page:
During vacation, q. 5d.... D-3-20
In bed, q. 5e..... D-3-20
Persons 17+, q. 5c..... D-3-19
Persons 6-16, q. 5d..... D-3-19
Schooling, Person page:
Grade (year) finished q. 38b D-7-3
None, q. 38..... D-7-3
Postgraduate, q. 38..... D-7-2
Scope of survey..... A-1-6
Seasonal job, probe q. 40..... D-7-5
Segment Folder, information on A-3-1
Segment List, use of..... A-3-3
Segments, A and B..... A-3-1
Self-employed, probe q. 41a... D-7-8
Separate questionnaires for nonrelated persons..... D-3-9
Separated persons..... D-3-12
Servants' quarters A-2-4
Service, Person page:
Armed Forces, q. 39..... D-7-4
Question 41b..... D-7-9
Setting fractures, dislocations & stitching cuts & wounds.... D-5-10
Seventeen plus, defined..... D-3-44
Sex, probe q. 3..... D-3-11
Shoes, special..... D-3-61
Sisters' residences..... A-2-8
Six-sixteen, something else... D-3-44
Skin conditions, Card A-3..... D-3-40
Skip instructions..... D-1-5
Special aids:
Arthritis Supplement..... D-8-7
For artificial arm or leg... D-3-62

Page

- S --Continued

Special aids:--Continued
More than one..... D-3-62
Use of, probe q. 37..... D-3-61
Special Dwelling Listing Sheet. A-3-16
Special dwelling places
Codes..... A-3-23
Before conducting interview.. A-3-17
Discovered in answer to items 13a, b or c..... A-3-19
Further instructions for..... A-3-19
Household p., item 11..... D-2-4
Housing unit changed to..... A-3-18
Interviewing in..... D-3-9
More then one unit on Segment List found to be in..... A-3-18
New or missed..... A-3-17
Office assistance with..... A-3-19
Rules for classifying..... A-2-7
Sample units..... A-3-17
Social worker for arthritis.... D-8-4
Sorority houses..... A-2-8
Special job training, AS, q. 23 D-8-10
Sponsorship of survey..... A-1-4
Staff units..... A-2-11
How to sample..... A-3-29
In special dwelling places... A-3-28
Stays in bed all or most of the time:
Arthritis Supplement..... D-8-7
Probe qq. 32-36..... D-3-57
Still in hospital last Sunday night, Hospital p. q. 5c..... D-5-7
Street maps..... A-3-7
Street & Highway Condition p. q. 7..... D-4-22
Stroke, Condition p. q. 3d..... D-4-9
Students, housing of..... A-2-8
Subsample..... A-3-21
Supplement Check Item, probe p. q. 34..... D-7-27
Surgery, Condition p. q. 22.... D-4-35
Surgical operation, Hospital p. q. 8..... D-5-9
Survey, explaining of..... E-1-2
Symbols..... D-1-5
Symptoms, Card B..... D-3-41

Page

- T -

TA Segments:
Extra unit..... A-3-11
How to treat added units subsampled..... A-3-19
Procedure..... A-3-7
Updating..... A-3-20
Table I of AS..... D-8-5
Table SA..... D-3-51
Table III of AS..... D-8-9
Table II of AS..... D-8-7
Table X, how to fill..... D-2-5
Telephone:
Call to or from doctor, probe q. 14..... D-3-33
Directory for hospital name Hospital p. q. 3..... D-5-5
Household page, item 16..... D-2-11
Use of..... E-1-13
Temporarily absent, noninterview..... D-2-12
Temporary:
Activity limitation, probe q. 28..... D-3-52
Layoff from job..... D-7-7
Mobility limitation, probe q. 36..... D-3-58
Tents..... A-2-3
Thank You letter..... E-1-13
Things he usually does:
Condition p. q. 11..... D-4-25
Probe q. 5f..... D-3-21
Three months or before, q. 16a Condition p..... D-4-31
Time for interview..... E-1-4
Tourist camps..... A-2-6
Tourist court..... A-2-6
Tourist homes..... A-2-10
Trailers..... A-2-3
Training, group..... E-2-5
Transient hotel..... A-2-6
Transmittal of materials..... E-3-2
Review prior to..... E-1-13
Treatment:
AS, qq. 13 and 15..... D-8-4
Condition p. q. 21..... D-4-35

Page

- T ---Continued

Trouble, kind, Condition p. q. 3c..... D-4-7
Tumors, Condition p. q. 3c.... D-4-8
Twelve-month doctor visits, probe q. 16b..... D-3-38
Twelve months:
Condition p. q. 17..... D-4-32
Hospital p. q. 5a..... D-5-6
Two conditions, Condition p. q. 3..... D-4-10
Two or more doctors seen on same visit..... D-6-8
Two weeks:
Condition p. q. 16b..... D-4-32
Hospital p. q. 5b..... D-5-7
Two-week reference period..... D-3-15
Type of:
Doctor, Condition p. q. 2... D-4-3
Noninterview..... D-2-12
Segment on Segment Folder... A-3-2

- U -

Under control, Condition p. q. 26d..... D-4-37
Under six
Activity limitation..... D-3-46
Condition p. q. 10..... D-4-24
Unfamiliar medical terms..... D-4-6
Unfit for human habitiation, Type C noninterview..... D-2-15
Unrelated persons:
Income for probe q. 42..... D-7-25
Separate questionnaires..... D-3-9
To head..... D-3-9
Unusual situations..... A-2-3
Urban TA Segment..... A-3-9
Usual residence elsewhere, Type B noninterview..... D-2-13

- V -

VA hospitals..... A-2-9
Vacant:
Living quarters..... A-2-12
Nonseasonal Type B non-interview..... D-2-13
Seasonal Type B noninterview D-2-13

Page

- V ---Continued

Vacation cabin..... A-2-7
Vaccination, problems in reporting..... D-4-12
Viet Nam Conflict..... D-7-4
Visit to doctor defined, probe qq. 12-14..... D-3-32
Volunteered:
Conditions..... D-3-13
Information..... E-1-5

- W - & - Y -

Waited, Doctor Visits p. q. 6.. D-6-5
War service, probe q. 39..... D-7-4
Week of interview..... A-3-1
..... D-3-15
Welfare money..... D-7-25
What was done, Condition p. q. 18..... D-4-34
When accident happened, Condition p. q. 4..... D-4-17
Wholesale, probe q. 41b..... D-7-9
Whom to interview..... D-3-14
Wording..... E-1-6
Work:
Condition page:
Days lost from, q. 14..... D-4-28
Days to disregard for 6-16. D-4-30
Person page:
Kind, q. 41c..... D-7-15
Status, q. 40..... D-7-4
Probe page:
Days lost, q. 5c..... D-3-18
Disregard for 6-16..... D-3-20
Limited, q. 21..... D-3-47
Worker, class of, probe q. 41d. D-7-20
Workers, facilities for housing A-2-8
Working:
Defined, probe qq. 18 and 19. D-3-43
Hours of interviewer..... E-3-1
World War II..... D-7-4
Wounds, stitching, Hospital p. q. 8..... D-5-10
Year built, determination in Area Segment..... D-2-2
YMCA's..... A-2-6
YWCA's..... A-2-6