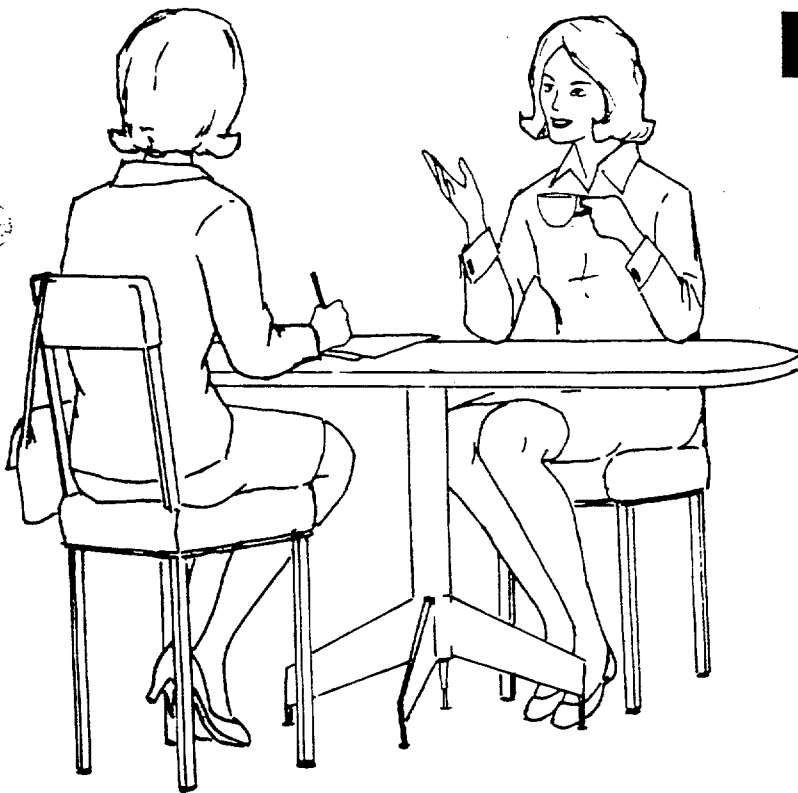


**HIS-100
(1975)**

HEALTH INTERVIEW SURVEY

Interviewer's Manual



U.S. DEPARTMENT OF COMMERCE
Social and Economic Statistics Administration
BUREAU OF THE CENSUS
Acting as Collecting Agent for U.S. Public Health Service

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PART A

THE HEALTH INTERVIEW SURVEY AND YOU

CHAPTER 1

DESCRIPTION OF THE SURVEY

A Purpose of
the Health
Interview
Survey

1 General

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

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

The Nation went from depression to prosperity and through two wars.

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

Public and private health programs were enlarged.

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

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

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

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

2 Examples of uses of the data

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

a Helps give direction to health expenditures

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

b Occurrence and severity of illness and disability

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

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

c Control of accidents

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

d Health of the aged

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

e Health education and research

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

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

f Health facilities - hospital are, 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 manufactures are also greatly assisted by reliable statistics on illness and disability.

g Factors related to various diseases

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

3 Who uses the data

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

B Sponsorship of the Survey

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

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

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1 The Health
Interview
Survey (HIS)

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

2 The Health
and Nutrition
Examination
Survey (HANES)

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

3 The Hospital
Discharge
Survey (HDS)

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

4 The Health
Records
Survey (HRS)

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

C Design of the HIS
sample

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 40,000 households are interviewed. These households are located in the 50 states and the District of Columbia.

1 Selection of
sample PSU's

The HIS sample is designed as follows:

- (a) All the counties in the United States, as reported in the most recent Decennial Census, are examined.
- (b) Counties which have similar characteristics are grouped together. These characteristics include geographic region, size and rate of growth of population, principal industry, type of agriculture, etc.

- (c) From each group, one or a set of counties is selected to represent all of the counties in the group. The selected counties (or sets of counties) are called primary sampling units, which we abbreviate to PSU. There are 376 PSU's in the HIS sample.

2 Sample ED's and segments

Within each PSU:

- (a) A sample of Census Enumeration Districts (ED's) is selected.
- (b) Each selected ED is divided into either small land areas or groups of addresses. These land areas and groups of addresses are called segments.
- (c) Each segment contains addresses which are assigned for interview in one or more samples. There are five types of segments: Area, Permit, Address, Cen-Sup, and Special place.

3 Sample units

Depending on the type of segment, you will either interview at units already designated on a listing sheet, or you will list the units at a specific address and interview those on designated lines of the listing sheet. In either case it is a sample of addresses, not persons or families.

4 Sample of newly constructed units

In areas where building permits are issued for new construction (Permit Areas), we select a sample of building permits issued since the last Decennial Census. These addresses are assigned as permit segments.

In places where no building permits are required (Non-Permit Areas), newly constructed units are listed and interviewed in area segments. In Non-Permit Areas, only Area segments are assigned.

5 Sample of special places

Some sample units are located in places with special living arrangements, such as dormitories, institutions, convents, or mobile home parks. Special place segments are composed of special places which were identified in the 1970 Decennial Census. Units in special places which were not identified as such in the 1970 Census may appear in Area and Address segments.

6 The quarterly
sample

For purposes of quarterly tabulations of data, separate samples are designated for each quarter of the year. Each quarterly sample is then distributed into 13 weekly samples, of approximately equal size, so that any seasonal factors will not distort the survey results.

The sample designation identifies the calendar year and quarter in which sample units are interviewed. For example, 751 designates the sample beginning in January 1975; 752 designates the sample beginning in April 1975.

D Scope of the survey

Each year, health information is gathered for every civilian person in 40,000 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

YOUR JOB PERFORMANCE IN HIS

A General

As an interviewer for the Health Interview Survey you will be assigned to work in one of the sample area (PSU's). Your duties will be much the same on each assignment, although you may also perform various functions in different parts of the sample area.

B Basic field duties

It will be your responsibility to perform field duties of the following types:

- 1 Listing or updating units at time of interview in address and Take All (TA) places in special place segments.
- 2 Prelisting or updating area segments and Non Take All (NTA) places in special place segments.
- 3 Interviewing at units designated for the current sample in various types of segments.

You will interview households mainly by personal interview and occasionally by telephone. Courtesy and discretion at all times are especially important in gaining the confidence and cooperation of the respondents.

C Additional duties

You will also be expected to:

- 1 Be available for day and evening work.
- 2 Read instructional material and complete problem exercises.
- 3 Complete your assignment within a prescribed period of time.
- 4 Make weekly transmittals of completed work to your office.
- 5 Keep an accurate daily record of the work you do, the time you spend, and the miles you travel.

6 Meet the standards of accuracy and efficiency described below.

D Standards of performance for interviewers

The Health Interview Survey is operated on a fixed budget which means that every phase of the survey must be conducted in the most efficient way. Otherwise, it will be impossible to conduct the survey or to continue the employment of the persons assigned to it.

The success of HIS depends on each interviewer getting and recording accurate and complete information. Otherwise, no amount of review or correction can improve the reliability of the results. Equally important, if you do not complete your assignments efficiently in the prescribed time period, the survey cannot be conducted within its time schedule or its budget.

Standards of performance have been established so that each interviewer will know what is required.

1 Production standards

We have determined the amount of time (based on past experience of HIS interviewers) required to complete each assignment accurately at a reasonable working pace. This standard, which includes time for travel, listing, interviewing, and other required activities, will be compared with the amount of time you actually take for the assignment, to see how efficiently you are performing your work.

Always begin on Monday of "interview" week and complete your interviews as soon as possible during that week. Completion of your assignment within the specified time is not only important from a cost standpoint, but is also essential in order to meet production deadlines.

a Planning your travel route

The time and mileage spent in traveling from one segment to the next is one of the major costs of the survey. Hold travel to a minimum by carefully planning which segments to visit on a particular day and the order in which to visit them.

b Reduction
of
callbacks

Costs and timing are also affected by the number of callbacks (revisits to an address) required. You may find that your rate of production is relatively high during the first few days of interviewing because somebody is at home at most of the addresses you visit. However, production may fall off if you have scattered callbacks. You can minimize this by planning your initial visits at the most productive time, and by tying in callbacks with remaining initial visits to the same part of the sample area.

Where a household is not at home at your first visit, make a careful inquiry of neighbors, janitors, etc., to find out when would be the best time to call back.

c Efficient
conduct of
interviews

Another time saver is the efficient conduct of interviews. If you are thoroughly familiar with the sequence of items on the HIS-1 questionnaire, and how to fill each one, you can conduct a rapid and efficient interview without sacrificing accuracy. Be prepared to explain the purpose of the survey briefly and clearly, how the information is used, and related subjects. You will be given copies of publications which you can show the respondent to help you in your explanation. You should also save any articles from local newspapers or magazines that report results of Census survey work in association with the National Center for Health Statistics.

2 Quality of
interviewing

No matter how efficiently the survey is conducted, the results may be seriously affected by incomplete, or inaccurately filled, listing and interview forms. In rating interviewers, the quality of their work is given as much weight as their productivity. This manual, and other materials which will be provided, contain all of the instructions needed to list and interview. Learn how to use the manual to look up unfamiliar things. Also, learn how to use the INTERviewer COMMunication to advise your office of special situations or problems.

- a Interviewer's error rate
Each week, your supervisor will give you a report of errors detected in the course of reviewing your work. The report will specify steps you should take to avoid similar errors in the future. Serious and frequent errors can be eliminated if you are thoroughly familiar with the instructions, and if you ask the questions on the questionnaire in a uniform and consistent fashion.

- b Field evaluation of interviewer's work
Aside from office review, there will be field observation of each interviewer's listing and interviewing work. From time to time you will be observed by your supervisor, as you actually perform these duties. Your office will also reinterview some of your households to be sure that you obtain accurate and complete information.

- 3 Performance rating
Each quarter, your supervisor will tell you how your performance in the preceding quarter compared with the production and mileage allowances, and how you may improve your performance. The administrative handbook for interviewers gives standards of performance, and tells how to accurately complete payroll and other administrative forms.

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(1975)

PART D

HOW TO INTERVIEW HIS

CHAPTER 1. INTRODUCTION

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

A Description of Materials

1 HIS-1 Questionnaire

- a Purpose - The HIS-1 is the basic document used in the Health Interview Survey. In it you will record pertinent information reported during the interview. The tabulated responses from the questionnaires for all of the sample households become the basis for statistical reports about the health of the Nation.
- b Contents and Layout - The questionnaire contains several types of pages. Each type covers a certain kind of information.
 - 1) Household Page - The Household page is the front cover of the questionnaire. This page contains identification information and questions about the residence of the sample household.
 - 2) Probe Pages - Pages 2-11 are called "Probe" pages because they contain questions which are designed to "pick up" disability, activity limitations, illness conditions, doctor visits, hospitalizations, etc.

Pages 2 and 3 of the questionnaire contain probe questions about restricted activity, the conditions causing restriction and two-week accidents and injuries. Dental visit questions are on pages 4 and 5. Pages 6 and 7 contain questions about doctor visits. Pages 8 and 9 contain questions about activity limitations. Pages 10 and 11 contain questions about hospitalizations, certain selected conditions, and a general health question.
 - 3) Condition Page - There are seven Condition pages (12-25). These pages consist of questions designed to gather detailed information about illnesses and injuries reported in response to the probe questions.
 - 4) Doctor Visits Page - This page (26 and 27) consists of questions about visits or calls to a doctor within the past two weeks.
 - 5) Hospital Page - This page (28 and 29) consists of questions about hospitalizations within the past 12 or 13 months.

- 6) Injury Page - This page (30 and 31) consists of questions concerning accidents or injuries which occurred within the past six months.
- 7) HMO Page - These pages (32-35) consists of questions concerning health insurance coverage.
- 8) Person Pages - There are two different Person pages. The first (36 and 37) contains questions about education, veteran status, work status, and industry and occupation. The second (38 and 39) contains questions about income and marital status.
- 9) Table X, Item E - This page (40) consists of questions to determine if additional living quarters at this address are part of the sample unit or an EXTRA unit.

c Format

- 1) The Probe pages, the Injury page, the HMO page, and the Person pages are arranged in a seven-column format. Ask the respondent the questions on the left side of the page; enter the answers in the six numbered columns which appear to the right of the questions—a separate column for each person. Record the answers for each person in his column on each of these pages.
- 2) Each Condition page consists of two facing pages containing questions about a single condition.
- 3) The Two-Week Doctor Visits and Hospital pages are also arranged in columnar format. Ask the questions on the left side of the page; answer space is provided in the four columns to the right of the questions on each page.

2 Flashcard Booklet

The flashcard booklet is made up of a group of cards. Some of the cards are shown to the respondent while others are used only by you, the interviewer. The cards are arranged in the order of use in the interview rather than alphabetically.

- a The inside of the front cover, Card HM, contains a summary table for determining who is to be included as a household member.
- b Use Card A, the Age Verification Chart, in probe question 3 to determine the person's age.
- c Use Cards J, K, and L to select the sample person(s).

A2

- d Show Card S (Q. 31) to the respondent when asking the condition list in Spanish speaking households.
- e Card C is a list of illness conditions for which questions 3a-e on the Condition page need not be asked.
- f Use Cards E1-E4 as guides when editing the Condition and Hospital pages.
- g Card I is a list of income groups shown to the respondent when asking the income questions (37 and 39).
- h There are yearly calendars for 1974 and 1975, and a card giving the dates of various holidays in 1974 and 1975.
- i There is a card containing a list of items to fill for extra questionnaires.
- j On the inside back cover is a brief explanation of the survey.

3 Accident Supplements

The Accident Supplement obtains information about each separate accident reported in question 3 of the Injury page for which a doctor was consulted or which resulted in restricted activity.

4 Calendar Card


A separate calendar card is furnished with each week's assignment. Hand the card to the respondent and refer to it at different times throughout the interview to remind the respondent of a particular two-week period. Before starting each interviewing assignment, prepare two or three calendar cards by outlining the dates of the two-week reference period in red. The beginning and ending dates should correspond with the two-week dates stamped in questionnaire item C2 by your Regional Office.

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

An example of a calendar card showing the two-week reference period for Week 01 of Sample 751 is given below.

Red line (the
past two weeks)

Week 01 - 751
(interview week)


 UNITED STATES
 HEALTH INTERVIEW SURVEY
 1974 - 1975

| | Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|------------------|-----|-----|-----|-----|-----|-----|-----|
| DECEMBER 1974 | 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 | | | | |
| JANUARY 1975 | | | | 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 | |
| | | | | | | | |

B Use of Materials and Interviewing Sequence

- 1 The materials needed to conduct an interview are: HIS-1 Questionnaire, HIS-1A Accident Supplement, HIS-501 Flashcard Booklet, Segment Folder, Calendar Card, "Thank You" letter, and HIS-1B Family Medical Expenses supplement.
- 2 The following is a summary of the sequence of using these materials:
 - a Step 1 - After receiving your assignment, check the address of the current sample unit on the listing sheet in the Segment Folder to make sure that this address appears in item 6a of the questionnaire.
 - b Step 2 - When you reach the sample household, verify the address with the respondent and list the units at the address on the listing sheet if this was not previously done. Ask "YEAR BUILT" if required, and questions 8 and 9 as applicable. Complete Table X, if required.

B2

- c Step 3 - Complete probe questions 1-item H. Hand the Calendar Card to the respondent, ask questions 4-32 and complete item R.
- d Step 4 - Complete a separate Condition page for each condition listed in item C2.
- e Step 5 - Complete a column of the Doctor Visits page for each doctor visit indicated in item C1.
- f Step 6 - Complete a column of the Hospital page for each hospitalization indicated in item C1.
- g Step 7 - Complete the Injury page.
- h Step 8 - Complete a column of the Accident Supplement for each separate accident reported in question 3 on the Injury page.
- i Step 9 - Complete the HMO pages.
- j Step 10 - Complete the Person pages, using Card I with questions 37 and 39.
- k Step 11 - Complete the Household page, items 10-22 and review the questionnaire for completeness.
- l Step 12 - Thank the respondent, leave the "Thank You" letter and Family Medical Expenses Supplement.

C General Interviewing Instructions

1 Symbols, Type Face, and Use of Pronouns

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

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

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

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

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

23. Was -- at work at his job or business when the accident happened?

- 3) Use of One Dash - Where a single dash (-) appears, pause and then continue with the remainder of the question.

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

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

17a. During the past 12 months, (that is since (date) a year ago), about how many times did -- see or talk to a medical doctor? (Do not count doctors seen while a patient in a hospital.) (Include the -- visits you already told me about.)

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

If one or more days in 4-8, ask 9; otherwise go to next person.

9a. What condition caused -- to { stay in bed
miss work
miss school
cut down } during the past 2 weeks?

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

C1

| | | |
|-------|-----------|-------------------------------|
| 9a. | 1 | Y |
| | 2 | N (N) |
| ----- | | |
| 9b. | ____ Days | |
| | 00 | <input type="checkbox"/> None |

| | | |
|-------|-------------------------------------|--|
| 9a. | Enter condition in Item C Ask 9b | |
| ----- | | |
| 9b. | Y | |
| | N (NP) | |

| | | |
|-----------|---|-------------------------------------|
| A5 | <input type="checkbox"/> Accident or injury | <input type="checkbox"/> Other (NC) |
|-----------|---|-------------------------------------|

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

| |
|--|
| Do not ask for children 1 yr. old and under. |
| 12a. During the past 12 months (that is, since ____ (date) ____ a year ago), about how many visits did -- make to a dentist? (Include the -- visits you already told me about.) |
| ----- |
| b. ABOUT how long has it been since -- LAST went to a dentist? |

c Use of Pronouns

- 1) Address the respondent by the proper title, e.g., Mr., Mrs., Miss, etc., unless specifically requested by the respondent to use his first name. When asking about other adult members of the family, substitute appropriate pronouns, such as "he" or "she," or use the relationship of the person involved.
- 2) If you are interviewing a one or two person household, substitute "you" or "you and your husband" for the phrase "anyone in the family."
- 3) For children under 17, change the question(s) to "When did anyone last see or talk to a doctor about --'s (your daughter Jane's, your son John's) ...?" or whatever is appropriate.

2 How to Make Entries

- a Make written entries wherever a write-in space is provided for a written entry, for example, the name of a condition.

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

- b Wherever a "check box" is provided, enter an "X," as appropriate.

20a. Did the accident happen during the past 2 years or before that time?
 During the past 2 years Before 2 years (21a)

b. When did the accident happen?
 Last week Over 3-12 months
 Week before 1-2 years
 2 weeks-3 months

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

24a. Was a car, truck, bus, or other motor vehicle involved in the accident in any way? 1 Y 2 N (NC)

b. Was more than one vehicle involved? Y N

c. Was it (either one) moving at the time? 1 Y 2 N

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

11a. During the past 2 weeks, did anyone in the family, that is you, your --, etc., go to a dentist? Y N (12)

b. Who was this? - Mark "Dental visit" box in person's column.

c. During the past 2 weeks, did anyone else in the family go to a dentist? Y (Reask 11b and c) N
If "Dental visit," ask:
d. During the past 2 weeks, how many times did -- go to a dentist?

C2

e If "Y" is circled, also circle "N" even if the question is not asked, for example, in a one person household.

(Besides those visits)

14a. During that 2-week period did anyone in the family go to a doctor's office or clinic for shots, X-rays, tests, or examinations? Y
N (15)

b. Who was this? - Mark "Doctor visit" box in person's column.

c. Anyone else? Y (Reask 14b and c)
N

If "Doctor visit," ask:

d. How many times did -- visit the doctor during that period?

f Use two digits for month and date entries.

Earlier, you told me that -- had seen or talked to a doctor during the past 2 weeks.

2a. On what (other) dates during that 2-week period did -- visit or talk to a doctor? 2a. 01 02 OR 7777 Last week
 8888 Week before
Month Date

b. Were there any other doctor visits for him during that period? b. Y (Reask 2a and b) N (Ask 3-6 for each visit)

19. Record of calls

| Month | Date | Beginning time | Ending time | Comp. |
|-------|-------|----------------|--------------|-------|
| 1 | 06 20 | a.m. p.m. | a.m. p.m. | |

g Some questions require a written entry for length of time in months or years. Enter whole numbers as reported, dropping any fractions. If the response is a number of months greater than 12, divide it by 12 and round down to the nearest number of years.

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

27a. Less than 1 month
1 ___ Mos. 2 1 Yrs.

2) If the answer is "Six weeks," enter:

27a. Less than 1 month
1 1 Mos. 2 ___ Yrs.

- h Don't Know - In answering questions, the respondent may indicate that he does not know the answer. If, after probing, he still cannot answer the question, 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 circle "DK."

| | | | |
|---|------|-----|----|
| 1. Have you ever heard the term, "Health Maintenance Organization," or "HMO"? | 1. Y | 2 N | OK |
|---|------|-----|----|

| | |
|--|--|
| If 17 years old or over, ask: 33a. What is the highest grade or year -- attended in school? ----- b. Did -- finish the -- grade (year)? | <input type="checkbox"/> Under 17 (NP) <input type="checkbox"/> None (34) |
| | 33a. Elem: 1 2 3 4 5 6 7 8 High: 9 10 11 12 College: 1 2 3 4 5 6+ |
| | 1. Y <i>dk</i> 2 N |

i Interval, Range

- 1) Boxes are provided for intervals in several places. If the response does not provide enough information to mark the right box, ask additional questions. For example, if the respondent says "Six months ago" in response to question 2 on the Condition page, find out whether it was less than six months or more than six months ago, then mark the appropriate box, that is, "2 wks.-6 mos." or "Over 6-12 mos." It is necessary to probe any time the respondent gives an answer which falls on the borderline, such as "Two weeks ago," "Three months ago," "One year ago." If the answer falls exactly at the breaking point, for example, exactly 6 months ago, mark the lower category, in this case "2 wks.-6 mos."

| | | |
|--|---|--|
| 2. When did -- last see or talk to a doctor about his ...? | | |
| 1 <input type="checkbox"/> In interview week (Reask 2) | 2 <input type="checkbox"/> Past 2 wks. (Item C) | 3 <input type="checkbox"/> 2-4 yrs. |
| | 4 <input checked="" type="checkbox"/> 2 wks.-6 mos. | 5 <input type="checkbox"/> 5+ yrs. |
| | 6 <input type="checkbox"/> Over 6-12 mos. | 7 <input type="checkbox"/> Never |
| | 8 <input type="checkbox"/> 1 yr. | 9 <input type="checkbox"/> DK if Dr. seen |
| | | 10 <input type="checkbox"/> DK when Dr. seen |

- 2) Sometimes in answer to certain questions requiring a single numerical entry, the respondent may not be able to give an exact number but may answer in terms of a range or interval. You may have to assist him in making an estimate. 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. In such cases, try as tactfully as possible to obtain a specific number, even if it is an estimate. However, do not force the issue to the point where it harms the interview. If the final answer is an interval or range, for example, "From 10 to 12," then record "10-12" in the answer space.

| | |
|--|--|
| Ask if 17+ years: 7. How many days did his ... keep him from work during that 2-week period? (For females): not counting work around the house? | 10-12 Days (9) 00 <input type="checkbox"/> None (9) |
|--|--|

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

| | |
|--|---|
| Ask if 17+ years: 7. How many days did his ... keep him from work during that 2-week period? (For females): not counting work around the house? | — Days (9) 00 <input checked="" type="checkbox"/> None (9) |
|--|---|

| | | |
|--|--|--|
| <p>This survey is being conducted to collect information on the Nation's health. I will ask about visits to doctors and dentists, illness in the family, and other health related items. (Hand calendar)</p> <p>The next few questions refer to the past 2 weeks, the 2 weeks outlined in red on that calendar, beginning Monday, (date), and ending this past Sunday, (date).</p> <p>4a. During those 2 weeks, did — stay in bed because of any illness or injury?</p> <p>b. During that 2-week period, how many days did — stay in bed all or most of the day?</p> | | <p>4a. 00 N</p> <p>b. — Days</p> <p>If age: 17+ (5) 6-16 (8) Under 6 (8)</p> |
|--|--|--|

- k Corrections - Do not erase an entry since it is often impossible to distinguish between the erasure and the intended entry. Make corrections of the entries in the questionnaire as follows:

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

| |
|---|
| For allergy or stroke, ask: d. How does the allergy (stroke) affect him? <i>Other sneezes</i> |
|---|

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

22. Where did the accident happen?

1 At home (inside house)

2 At home (adjacent premises)

3 Street and highway (includes roadway and public sidewalk)

4 Farm

5 Industrial place (includes premises)

6 School (includes premises)

7 Place of recreation and sports, except at school

8 Other - Specify →

6. During that 2-week period, how many days did his . . . keep him in bed all or most of the day?

1 Days

None

- 3) Line out an incorrect numerical entry and enter the correct number.

5. During that period, how many days did he cut down for as much as a day?

2, 3 Days

None (9)

- 4) Line out an incorrectly circled entry and circle the correct answer.

10. Can -- see well enough to read ordinary newspaper print WITH GLASSES with his

{ left } eye? . . . 2 N

{ right } 2 N

3 More Than One Questionnaire

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

- 1) There are more than six related persons in the household.
- 2) There are household members not related to the head of the household.

3) There are more than seven conditions or four two-week doctor visits or four hospitalizations.

4) There are more than two Health Maintenance plans or three health insurance plans.

b If a second questionnaire is required because of 3) or 4) above, use the pages of the first questionnaire to record the information as long as there is room. Only when all of the pages of a particular type are filled in the first questionnaire is the second questionnaire needed.

c Complete a separate questionnaire for each unrelated household member or family group, including noninterviewed persons.

4 Shaded Areas (Zipitone) - These areas have two purposes:

1 Make no entries in these areas.

2 Ask the questions above these areas for each person before going to the question below the shaded area for the first person.

| | | | |
|---|---------------------|--------|--|
| 10a. During the past 2 weeks, did anyone in the family, that is you, your --, etc., have any (other) accidents or injuries? | Y | N (//) | |
| b. Who was this? - Mark "Accident or injury" box in person's column. | | | 10b. <input type="checkbox"/> Accident or injury |
| c. What was the injury? | | | c. Injury |
| d. Did anyone have any other accidents or injuries during that period? If "Accident or injury," ask: | Y (Reask 10b and c) | N | |
| e. As a result of the accident, did -- see a doctor or did he cut down on the things he usually does? | | | e. Y (Enter injury in Item C) N |

5 Persons Under 17

Mark the "Und. 17" box for persons under 17 years of age regardless of marital status, work status, etc.

| | |
|---|--|
| H | 0 <input checked="" type="checkbox"/> Under 17 |
| | 1 <input type="checkbox"/> At home |
| | 2 <input type="checkbox"/> Not at home |

6 Events Occurring During Past Two Weeks

- a Do not include any illness, hospitalization or health-related event starting during interview week no matter how serious it might be. 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.
- b 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.

7 Footnotes and Comments

- a Relevant and precise footnotes or comments are often helpful to the processors in coding various parts of the questionnaire or in solving problems which arise out of inconsistencies or omissions, estimates, etc. When possible, make notes or comments near the answer box containing the entry to which the explanation or comment applies or in the footnote space.
- b When you footnote an explanation or comment, indicate to which entry that explanation or comment applies. Do this by writing the number of the footnote, for example, "1/" both at the source of the footnote and next to the footnote itself.

| | |
|--|---|
| <p>17a. During the past 12 months, (that is since (date) a year ago), about how many times did -- see or talk to a medical doctor? (Do not count doctors seen while a patient in a hospital.) (Include the -- visits you already told me about.)</p> | <p>17a. 000 <input checked="" type="checkbox"/> Only when in hospital 000 <input type="checkbox"/> None --- Number of visits</p> |
| <p>b. ABOUT how long has it been since -- LAST saw or talked to a medical doctor?</p> <p><i>only visit while in hosp. past 2 wks.</i></p> | <p>b. 1 <input type="checkbox"/> 2-week DV 2 <input type="checkbox"/> Past 2 weeks not reported (13 and 16) 3 <input type="checkbox"/> 2 wks.-6 mos. ✓ 4 <input type="checkbox"/> Over 6-12 mos. 5 <input type="checkbox"/> 1 year 6 <input type="checkbox"/> 2-4 years 7 <input type="checkbox"/> 5+ years 8 <input type="checkbox"/> Never</p> |

8 How to Record Answers

In the interest of accuracy, record all answers on the questionnaire exactly as they are obtained from the respondent at the time they are reported. It is extremely important that entries are legible and clearly understandable.

HIS-100
(1975)

CHAPTER 2. HOUSEHOLD PAGE

Chapter 2 describes how and when to fill each item on the Household page.

①

Item 1, Book of Books

①

| |
|---------------------------------|
| 1. Book _____ of _____ books |
|---------------------------------|

If you use only one questionnaire for a household, fill this item to read, "Book 1 of 1 books." If you use two questionnaires, fill item 1 on the first questionnaire to read, "Book 1 of 2 books" and the second, "Book 2 of 2 books. Make corresponding entries when three or more questionnaires are used. Complete the entries in item 1 after the interview.

② — ⑤

Items 2 through 5, Identification

② — ⑤

| 2. D.C.C. number | 3. Sample | 4. Segment type | 5. Control number | | |
|------------------|-----------|--|-------------------|---------|--------|
| | | <input type="checkbox"/> Area <input type="checkbox"/> Permit <input type="checkbox"/> Address <input type="checkbox"/> Cen-Sup <input type="checkbox"/> Special place | PSU | Segment | Serial |

- 1 These items are filled in advance by the office. They identify the sample units.
- 2 EXTRA Units - Transcribe from the questionnaire for the original sample unit, items 2-5, except for serial number. Leave the space for serial number blank, as this is assigned later by the office.
- 3 Two or More Questionnaires for One Household - For second and additional questionnaires prepared for the household, transcribe items 2-5, including serial number, from the first questionnaire for the household.

6

Item 6, Address

6

| | | | |
|---|-------|----------|--------------------|
| 6a. What is your exact address? (Include House No., Apt. No., or other identification and ZIP code) | | | Listing Sheet |
| ----- | | | Sheet No. _____ |
| City | State | ZIP code | Line No. _____ |
| b. Is this your mailing address? <input type="checkbox"/> Same as 6a | | | |
| X Mark box or specify if different. Include ZIP code. | | | |
| ----- | | | |
| City | State | ZIP code | |
| c. Special place name | | | Sample unit number |
| | | | Type code |

- 1 After your introduction, verify the address in 6a before beginning the interview by asking "What is your exact address?"
 - a Make corrections and additions, including the ZIP code, as necessary. Cross out, DO NOT ERASE, incorrect entries and write the correct entry above it. Any address correction made in 6a must also be made on the listing sheets as instructed in Part C.
 - b For EXTRA units, fill item 6a with a complete enough description so that the EXTRA unit can easily be distinguished from the original unit.
- 2 After the respondent answers 6a, ask item 6b, "Is this your mailing address?"
 - a If the address in 6a is identical to the mailing address, mark the box "Same as 6a" in 6b. If there are any differences, enter the complete mailing address in item 6b. ALWAYS include the ZIP code in 6b.
 - b The mailing address should be as complete as possible, for example, an adequate urban mailing address includes house number (and apartment number, if any), street, name of city supplying postal service, and ZIP code. In rural areas, an adequate mailing address includes route no. (box no., if any), name of Post Office, and ZIP code. General delivery or box no. and P.O. city and ZIP code are also acceptable mailing addresses.

6

Address (Continued)

6

- 3 Item 6c is filled by the office for units in special places. If at time of interview you find a regular unit is actually a unit in a special place, fill the space labeled "Special place name."
 - a See Part C, Topic 47 for information on special place procedures. A complete list and description of the types of special places is given in Part C, Table A.
 - b For EXTRA units, transcribe the special place name from item 6c on the HIS-1 for the original sample unit to item 6c on the new HIS-1 for the EXTRA unit.

⑦

Item 7, Year Built

⑦

| | |
|--|---|
| 7. YEAR BUILT <input type="checkbox"/> Ask \rightarrow | <input type="checkbox"/> Do NOT Ask |
| When was this structure originally built? | |
| <input type="checkbox"/> Before 4-1-70 (Continue interview) | <input type="checkbox"/> After 4-1-70 (Go to 9c, complete if required and end interview) |

- 1 The HIS sample is kept up to date by supplementing address information from the 1970 Census with a sample of building permits issued since April 1, 1970. The selected permit addresses are included in the survey as permit segment addresses. In area segments that are located in permit-issuing areas, each newly constructed unit must be reported as a Type C noninterview. Otherwise, it could have a chance to come into sample more than once. See Part C, Topic (64) for more information about YEAR BUILT.
- 2 Item 7 is marked by the office. If the ASK box is marked, ask item 7 for both vacant and occupied units. If the unit is a noninterview, try to get the information from a knowledgeable person, such as an apartment manager or long-term resident of the neighborhood. All sample units in a multi-unit structure are considered built at the same time.
 - a If the structure containing the sample unit was built before 4-1-70:
 - 1) Mark the Before 4-1-70 box.
 - 2) Continue the interview.
 - b If the structure containing the sample unit was built after 4-1-70:
 - 1) Mark the After 4-1-70 box.
 - 2) Ask item 9c, if required.
 - 3) End the interview.
 - 4) Mark the Type C noninterview reason, "Built after April 1, 1970."

7

Year Built (Continued)

7

3 EXTRA Units

- a Determine YEAR BUILT for EXTRA units in area segments in permit areas. If the EXTRA unit is in the same structure as the original sample unit, the YEAR BUILT is the same for both units.
- b Do not determine YEAR BUILT for EXTRA units in address segments, permit segments, special place segments, cen-sup, or area segments in nonpermit area.

4 Exceptions - See Section F in Topic 64 in Part C.

8

Item 8, Type of Living Quarters

8

| |
|---|
| 8. Type of living quarters ————— 1 <input type="checkbox"/> Housing unit 2 <input type="checkbox"/> OTHER unit |
|---|

Mark the box for Housing unit or OTHER unit according to the definitions given in Part C, Topics 25 and 39 for Type A and Type B noninterviews as well as for interviewed units. Leave item 8 blank for Type C noninterviews.

9

Question 9, Coverage

9

| | |
|---|---|
| 9. Area segments ONLY | |
| <input type="checkbox"/> a. Are there any occupied or vacant living quarters besides your own in this building? | |
| Y (fill Table X) | N |
| <input type="checkbox"/> b. Are there any occupied or vacant living quarters besides your own on this floor? | |
| Y (fill Table X) | N |
| <input type="checkbox"/> c. Is there any other building on this property for people to live in - either occupied or vacant? | |
| Y (fill Table X) | N |
| <input type="checkbox"/> d. None | |
| ▶ GO TO PROBE PAGE 2 | |

- 1 Questions 9a-c are coverage questions which are asked only in area segments. They are intended to discover EXTRA units. For further information about coverage questions, see Part C, Topic 17.
 - 2 Your office will indicate which of questions 9a-c you are to ask in area segments by marking the appropriate box(es) in question 9.
 - 3 If the None box is marked, omit question 9 entirely and go directly to question 1 on Probe page 2.
 - 4 If you find that a sample unit is a Type A or B noninterview, ask 9a, b, or c of a janitor, apartment manager, neighbor, etc. If you find that a sample unit is a Type C noninterview, ask question 9c (if it is marked) of a knowledgeable person in the area. Modify the question to refer to the noninterview unit. For example, in asking 9a of a neighbor, you should say, "Are there living quarters for more than one group of people in that vacant house next door?"
 - 5 If the answer to question 9a, 9b, or 9c is "No," go to question 1 on Probe page 2.
 - 6 If the answer to question 9a, 9b, or 9c is "Yes," fill Table X on the back of the questionnaire and then go to question 1 on Probe page 2. See Part D, Chapter 11, and Part C, Topic 54 for procedure to follow.
- 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.
- 7 EXTRA Units - Do not ask coverage questions for EXTRA units. For these units make no entries in question 9.
 - 8 Go to question 1 on page 2 after completing question 8, or question 9, if required. Complete the remaining questions on the Household page after the interview.

| | | | |
|--|---|---------------------------------------|--|
| 10. Land use | 2 <input type="checkbox"/> RURAL | 1 <input type="checkbox"/> URBAN (13) | |
| | -- Regular units and Special Place units coded 85-88 in 6c, go to 11. | | |
| | -- Special Place units not coded 85-88 in 6c, go to 13. | | |
| 11. Do you own or rent this place? | <input type="checkbox"/> Own | <input type="checkbox"/> Rent | <input type="checkbox"/> Rent for free |
| 12a. Does this place you (own/rent/rent for free) have 10 acres or more? | 1 Y (12b) | 2 N (12c) | |
| b. During the past 12 months did sales of crops, livestock, and other farm products from this place amount to \$50 or more? | 1 Y (13) | 2 N (13) | |
| c. During the past 12 months did sales of crops, livestock, and other farm products from this place amount to \$250 or more? | 1 Y | 2 N | |

1. Item 10 is marked by the office. For EXTRA units, mark the same box in item 10 that is marked for the original unit.

- a. If the office has marked RURAL and the sample unit is either a regular unit or a special place unit coded 85-88 in item 6c, go to question 11.
- b. If the office has marked RURAL and the sample unit is a special place unit not coded 85-88 in 6c, skip questions 11 and 12, and go to question 13. The office will automatically circle "N" in question 12c for these cases.
- c. If the office has marked URBAN, skip questions 11 and 12, and go to question 13.

2. Question 11, (Tenure) Own, Rent, or Rent for Free

- a. Own - Mark "Own" if the owner or co-owner is living at the sample unit, even though he is not the head of the household or he is absent, such as a family member in the Armed Forces or temporarily working away from home.
 - 1) Mark the "Own" box even if the place is mortgaged or not fully paid for.
 - 2) A cooperative apartment is owned only if the owner lives in it.
 - 3) In the case of a trailer which is owned by the occupant but which is parked on rented ground, the land is considered to be the unit for the land usage question. Mark the box for "Rent" in such a case.
- b. Rent - Mark "Rent" if any money rent is paid or contracted for. The rent may be paid by persons not living in the unit, for example, a welfare agency.
- c. Rent for Free - Mark "Rent for free" for places occupied rent free by persons in exchange for services rendered, such as caretaker, a farm worker, or janitor who receives the use of a house or apartment as part of his wages. Report a tenant farmer who does not pay money rent as occupying the unit "Rent for free."

3 Question 12, Sale of Farm Products from This Place

a Question 12a - Ask question 12a by selecting the phrase in parenthesis that matches the box marked in question 11.

- 1) The question "Does this place you (own/rent/rent for free) have 10 acres or more?" refers to the amount of land included in the PLACE which contains the sample unit.

In some cases the PLACE may be one sample unit consisting of a house and lot. In other cases it may consist of a whole tract of land or a combination of two or three pieces of land on which the sample unit is located.

If there is any question, consider as PLACE 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.

Explain the meaning of PLACE to the respondent if there seems to be some question.

- 2) More Than One Unit on Same Place - If there is more than one sample unit on the same place (as defined above), the answer for each unit must be the same. For example, an owner lives in one sample unit on a place of 150 acres; his hired hand lives rent free in a separate sample unit on the same place. The answer to question 12a would be "Y" (Yes) for each unit. Remember again, however, that if there is a cash renter on this property, we are referring only to the land which he rents.
- 3) 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, circle "N" without asking these questions.

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

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

- 1) Sales from This Place - By sales of crops, livestock and other farm products is meant the gross amount received for the sale of crops, vegetables, fruits, nuts, livestock and livestock products (milk, wool, etc.), poultry and eggs, nursery and forest products produced on this place.
 - 2) Place - The place is the same as that referred to in question 12a.
 - 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 "Y" in question 12a and "Y" in question 12b.
 - 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 this past 12 months, either by him or by someone else. If he is unable or unwilling to make an estimate, enter "DK" (don't know).
- c Question 12c, Sale of Produce (\$250 or More) - In completing question 12c, follow the same instructions as were given for question 12b for sales, definition of place, more than one unit and the special situation. The only difference is that question 12c refers to sales of \$250 or more. The higher amount of sales from a place of less than 10 acres is required for it to be classified as a farm. If the place is obviously a private home on a lot or an apartment, circle "N" in question 12c without asking the question.

13

Question 13, Number of Rooms

13

13. How many rooms are in this --? Rooms
Count the kitchen but not the bathroom.

- 1 Use an applicable term, such as trailer, house, your living quarters, etc., when asking the question. If there are several housing units in a structure, make sure that the rooms you are counting are only for the housing unit you are interviewing.
- 2 Count only whole rooms, such as living rooms, dining rooms, kitchen, finished basement or attic rooms, recreation rooms, permanently enclosed sunporches, bedrooms, or other rooms suitable or used for living purposes. Count as a separate room a dinette, kitchenette, or "half-room" which is partitioned off from floor to ceiling; but count as only one room a kitchenette and dinette separated only by shelves or cabinets. Room equipped with movable partitions from floor to ceiling are separate rooms.
- 3 Do not count bathrooms, strip or pullman kitchens, halls or foyers, alcoves, pantries, laundries, closets or storage space, unused basement or attic rooms not suitable for living quarters, or porches, unless they have been permanently enclosed and are suitable for year-round use.

14

Question 14, Number of Bedrooms

14

14. How many bedrooms are in this --? Bedrooms
If "None" describe in footnotes.

- 1 Enter in question 14 the number of rooms in the unit which are mainly used as bedrooms. A bedroom is a room intended primarily to be slept in. In some houses, the upper floor can be made into one or more bedrooms; consider such quarters as bedrooms only if they are finished off. Do not count as a bedroom a combination bedroom-living room or a den which is intended primarily for purposes other than sleeping.
- 2 For purposes of filling questions 13 and 14, one room housing units are always considered as having one room (question 13) and no bedrooms (question 14). In this case enter a dash in question 14. Describe the situation in the footnote space, for example, "one room apartment."

15

Question 15, Telephone Number

15

| | |
|---|------------------|
| 15. What is the telephone number here? 2 <input type="checkbox"/> None | Area code/Number |
|---|------------------|

Ask question 15 and enter the telephone number including the area code in the space provided. If the household has a telephone but the number is not obtained, enter the reason. Mark the "None" box only for those cases where there is no telephone in the household. If the respondent asks why you want the number, explain that the number will save the expense and time of a personal callback if you find that some needed information is missing.

Items 16 and 17

16 — 17

Interview Observed, Interviewer's Name and Code

16 — 17

| | |
|----------------------------------|-----|
| 16. Was this interview observed? | |
| 1 Y | 2 N |

| | |
|------------------------|------|
| 17. Interviewer's name | Code |
|------------------------|------|

- 1 Item 16, Observed Households - Fill item 16 for all households.
- 2 Item 17, Name and Code of Interviewer - Sign your name in the space provided on all questionnaires 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.

Item 18, Noninterviews

18. Noninterview reason

TYPE A

1 Refusal - Describe in a footnote }
2 No one at home - repeated calls } Fill items 1-6a,
3 Temporarily absent - Footnote } 7-10, 12a-c
4 Other (Specify) 7 } as applicable,
16-19

TYPE B

1 Vacant - nonseasonal }
2 Vacant - seasonal } Fill items 1-6a,
3 Usual residence elsewhere } 7-10, 12a-c
4 Armed Forces } as applicable,
5 Other (Specify) 7 } 16-19

TYPE C

1 Unused line of listing sheet }
2 Demolished } Fill items 1-6a,
3 Merged } 6c if required,
4 Outside segment } 9c if marked,
5 Built after April 1, 1970 } 16-19
6 Other (Specify) 7 }

- 1 Noninterviews are classified into three general groups. See Chapter 13 for an explanation of Type A reasons; and Part C, Topic 35 for an explanation of Type B and C reasons.
- 2 Item 18 is used to report any instance in which you are unable to obtain an interview at a unit or for part of a unit. In each such case you must mark the appropriate noninterview reason. If you are unable to interview an unrelated person or group, enter the reason for noninterview in item 18 on the separate questionnaire.
- 3 If an interview has been obtained for one or more related members of a family unit but not for all eligible members, consider it a completed interview. Enter the person number of the noninterviewed person in the footnote space on the front of the questionnaire and give the noninterview reason, in full, for each such person. Do not make any entry in item 18.

Item 19, Record of Calls

| 19. Record of calls | | | | |
|---------------------|------|----------------|--------------|-------|
| Month | Date | Beginning time | Ending time | Comp. |
| | | a.m. p.m. | a.m. p.m. | |
| | | a.m. p.m. | a.m. p.m. | |
| | | a.m. p.m. | a.m. p.m. | |
| | | a.m. p.m. | a.m. p.m. | |
| | | a.m. p.m. | a.m. p.m. | |
| | | a.m. p.m. | a.m. p.m. | |

1 Record all visits made to a household to complete the initial interview including visits made when you found no one home. An "initial interview" is one in which the questions on the basic questionnaire have been completed. Count as "visits," only actual attempts to contact the household, such as ringing the doorbell or knocking on the door. Do not include telephone calls for appointments or additional calls to complete questions for persons not at home at the time of the initial interview or for questions which were overlooked.

a Enter the date and time of each visit on the line for the particular visit you are making. That is, enter the date and time of the first call on the first line, for the second call on the second line, etc.

b For the date, use two digits for month and date entries. For the time, indicate a.m. or p.m. by circling the one that is applicable. For example, 01/19, 9:20 a.m. or 01/20, 7:00 p.m., etc. The beginning time represents the time you knock on the door.

c After you have completed the initial interview, enter the ending time in the space provided. The interval between the beginning and ending times gives the actual time in the household, including any in-household waiting time and time spent completing the Accident Supplements during the initial interview. Do not "round" the beginning and ending times to the nearest five minutes but use exact times (to the minute). Enter an "X" in the "Comp." (completed) column, indicating that the interview was completed even if there are items requiring callbacks outstanding. Do this before you leave the household.

19 Record of Calls (Continued)

19

- d A completed interview is one in which you have asked all questions on health and personal characteristics for most related 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, consider the interview completed.
- 2 Complete item 19 for each separate family unit. Enter the date and time of each call made and the beginning and ending time of interview for unrelated person(s) on separate questionnaire(s). 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.
- a If an interview is obtained for a family unit, but not for an unrelated person, mark the completed column on the family's questionnaire. Leave this column blank on the questionnaire prepared for the unrelated person.
- b For unrelated household members, mark "X" in item 19, to indicate a completed interview, on each questionnaire that was completed for each unrelated person or group that was interviewed.
- 3 For noninterviewed households, enter only the dates and times when calls were made. Leave the "Ending time" blank.
- 4 Illustration of How to Fill Item 19 - On this page and the following page are illustrations of how to fill item 19. In example 1, no one was at home on the first trip to the household. The housewife and 20-year-old son were interviewed for themselves and for other related household members on the second trip. A roomer could not be interviewed until the fourth trip.

Example 1

These entries were recorded on the first questionnaire for the related household members.

| 19. Record of calls | | | | |
|---------------------|-------|---|--|-------|
| Month | Date | Beginning time | Ending time | Comp. |
| 1 | 01 16 | 10:30 ^{a.m.} / _{p.m.} | ^{a.m.} / _{p.m.} | |
| 2 | 01 17 | 7:45 ^{a.m.} / _{p.m.} | 8:30 ^{a.m.} / _{p.m.} | X |
| 3 | | ^{a.m.} / _{p.m.} | ^{a.m.} / _{p.m.} | |
| 4 | | ^{a.m.} / _{p.m.} | ^{a.m.} / _{p.m.} | |
| 5 | | ^{a.m.} / _{p.m.} | ^{a.m.} / _{p.m.} | |
| 6 | | ^{a.m.} / _{p.m.} | ^{a.m.} / _{p.m.} | |

19 Record of Calls (Continued)

19

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

| 19. Record of calls | | | | |
|---------------------|------|----------------|-------------|------|
| Month | Date | Beginning time | Ending time | Com. |
| 01 | 17 | 8:30 a.m. | 8:30 p.m. | |
| 01 | 18 | 10:00 a.m. | 10:00 p.m. | |
| 01 | 19 | 8:10 a.m. | 8:30 p.m. | X |
| 4 | | a.m. | a.m. | |
| 5 | | a.m. | a.m. | |
| 6 | | a.m. | a.m. | |

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

Example 2

Column (1)

Column (2)

| 19. Record of calls | | | | |
|---------------------|------|----------------|-------------|------|
| Month | Date | Beginning time | Ending time | Com. |
| 01 | 22 | 6:30 a.m. | 7:09 a.m. | X |
| 2 | | a.m. | a.m. | |
| 3 | | a.m. | a.m. | |
| 4 | | a.m. | a.m. | |
| 5 | | a.m. | a.m. | |
| 6 | | a.m. | a.m. | |

| 18. Noninterview reason | |
|---|--|
| TYPE A | |
| 1 <input type="checkbox"/> Refusal - Describe in a footnote | } Fill items 1-6J, 7-10, 12J-c as applicable, 16-19 |
| 2 <input type="checkbox"/> No one at home - repeated calls | |
| 3 <input checked="" type="checkbox"/> Temporarily absent - Footnote | |
| 4 <input type="checkbox"/> Other (Specify) 7 | |
| TYPE B | |
| 1 <input type="checkbox"/> Vacant - nonseasonal | } Fill items 1-6a, 7-10, 12J-c as applicable, 16-19 |
| 2 <input type="checkbox"/> Vacant - seasonal | |
| 3 <input type="checkbox"/> Usual residence elsewhere | |
| 4 <input type="checkbox"/> Armed Forces | |
| 5 <input type="checkbox"/> Other (Specify) 7 | |
| TYPE C | |
| 1 <input type="checkbox"/> Unused line of listing sheet | } Fill items 1-6a, 6c if required, 9c if marked, 16-19 |
| 2 <input type="checkbox"/> Demolished | |
| 3 <input type="checkbox"/> Merged | |
| 4 <input type="checkbox"/> Outside segment | |
| 5 <input type="checkbox"/> Built after April 1, 1970 | |
| 6 <input type="checkbox"/> Other (Specify) 7 | |

Column (3)

| 19. Record of calls | | | | |
|---------------------|------|----------------|-------------|------|
| Month | Date | Beginning time | Ending time | Com. |
| 01 | 22 | 7:10 a.m. | 7:10 p.m. | |
| 01 | 23 | 7:12 a.m. | 7:35 p.m. | X |
| 3 | | a.m. | a.m. | |
| 4 | | a.m. | a.m. | |
| 5 | | a.m. | a.m. | |
| 6 | | a.m. | a.m. | |

| 19. Record of calls | | | | |
|---------------------|------|----------------|-------------|------|
| Month | Date | Beginning time | Ending time | Com. |
| 01 | 22 | 7:10 a.m. | 7:10 p.m. | |
| 2 | | a.m. | a.m. | |
| 3 | | a.m. | a.m. | |
| 4 | | a.m. | a.m. | |
| 5 | | a.m. | a.m. | |
| 6 | | a.m. | a.m. | |

out of town for 3 wks.

20

Item 20, Record of Callbacks Required

20

20. List column numbers of sample persons
requiring callbacks.

_____ None

- 1 Item 20 is a check item to enable you to know which person(s) require a callback. Each SAMPLE PERSON aged 19 and over must answer questions 12-14 on the HMO page FOR HIMSELF. If he is not available at the time of the initial interview, make a telephone callback to obtain this information. Enter the column number or number of all such persons on the line provided. If all sample persons 19+ were interviewed during the initial interview, mark the "None" box.
 - a Item 20 must always have an entry. Before leaving the household, review the questionnaire to see which persons were not interviewed for themselves when required. If telephone calls are required, determine the best time for these calls and enter this in the footnote space on the Household page.
 - b If the household has no telephone or if a telephone call is not acceptable, arrange to make a return visit if you are in the neighborhood, for example, down or across the street. Do not make return calls to an area just to obtain questions 12-14 on the HMO page. In these cases, enter a footnote in question 22.

Item 21, Record of Callbacks

| 21. Record of telephone calls | | | | |
|-------------------------------|------|----------------|--------------|---------------------|
| Month | Date | Beginning time | Ending time | Col. Nos. completed |
| 1 | | a.m. p.m. | a.m. p.m. | |
| 2 | | a.m. p.m. | a.m. p.m. | |
| 3 | | a.m. p.m. | a.m. p.m. | |

- Use item 21 to record information concerning telephone callbacks to complete questions 12-14 on the HMO page for sample persons 19+ not available during the initial interview. Enter the date and beginning time before you dial the number so that all telephone attempts will be recorded. "Attempts" include those calls in which an interview is obtained as well as those resulting in busy signals, wrong numbers, not at home, etc. Also enter the column numbers of the persons interviewed in the "Col. Nos. completed" column.
- If return visits are made because a telephone call could not be made, complete item 21 and footnote "pers. no. ___, no telephone," or "pers. # ___, telephone interview not acceptable."
- Illustration of How to Fill Item 21

a In this example, column ④ was interviewed during the first telephone call, column ① during the second.

| 21. Record of telephone calls | | | | |
|-------------------------------|-------|----------------|--------------|---------------------|
| Month | Date | Beginning time | Ending time | Col. Nos. completed |
| 1 | 01 20 | 11:42 a.m. | 11:46 p.m. | 4 |
| 2 | 01 20 | 1:10 a.m. | 1:13 p.m. | 1 |
| 3 | | a.m. p.m. | a.m. p.m. | |

b In this example, column ④ was interviewed on a return call.

| 21. Record of telephone calls | | | | |
|-------------------------------|-------|----------------|--------------|---------------------|
| Month | Date | Beginning time | Ending time | Col. Nos. completed |
| 1 | 01 19 | 2:02 a.m. | 2:05 p.m. | 4-4 |
| 2 | | a.m. p.m. | a.m. p.m. | |
| 3 | | a.m. p.m. | a.m. p.m. | |

1/ person no. 4. no Telephone

22

Item 22, Noninterview for Sample Persons 19+

22

22. Enter reason for noninterviews for sample persons.

1 Refusal (*Specify*) _____

2 No one at home - repeated calls

3 Temporarily absent (*Specify*) _____

4 Other (*Specify*) _____

1 In item 22, enter the reason the sample person 19+ did not answer the questions on the HMO page.

CHAPTER 3. PROBE PAGES

Chapter 3 discusses each question on Probe pages 2-11, how to fill it, and the necessary information about it.

A Eligible Respondent for Questions 1 and 2

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

B Eligible Respondent for Remaining Part of Questionnaire and Supplement

The "eligible" respondent may answer most of the remaining questions on the basic questionnaire for all related persons, both adults and children under 19 years of age. This same respondent may answer the questions on the Accident Supplement for all related persons. However, a sample person aged 19 or over must answer questions 12-14 on the HMO page for himself.

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

c Exception to 17 and 18-Year-old Respondent Rule

1) If an unmarried couple is living together as husband and wife, regardless of age, interview them together on a single questionnaire. Each can respond for each other and for any of their children.

- 2) An unmarried person living with one or more of their children can respond for themselves and their children regardless of the person's age, even if living with their parents. However, if the person is under 19, they cannot respond for other household members.
- 2 Children - Information about a child is normally obtained from one of the parents or other related adults in the household. If an unrelated person is usually responsible for the child's care, that person may respond for the child.
 - a If the respondent has a foster child or ward living in his home, he should answer the questions about the child. Do not enter these children on a separate questionnaire, but treat them as related household members.
 - b When interviewing in a prep or boarding school where the occupants are under 17, arrange for a responsible, knowledgeable person to be present during the interview. The child may or may not respond for himself but in any case footnote the situation. For example, "Head master responded," or "Counsellor present."
- 3 Adults Not Related - Adults not related to the head of the household (partners, roomers, or servants) are to answer all questions after question 2, for themselves. If, however, such persons have related family members in the household, any responsible adult member of that family may answer the questions for that family group. If no eligible respondent for the unrelated persons is at home at the time of the original interview, a return call must be made to interview them.

C Exception to Eligible Respondent Rule

- 1 You may interview someone who is responsible for the care of a person who is not competent to answer the questions for himself, except for the HMO page, 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, for example, 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 return visits to the household in order to interview an "eligible respondent" as defined in paragraph B above. For example, if a respondent does not appear to be "responsible" because of extreme age, illness, etc., stop the interview and arrange to make a return call to interview another respondent. 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.

①

Question 1, Household Membership

①

| | | |
|---|---|---|
| <p>1a. What is the name of the head of this household? - Enter name in first column.</p> <p>b. What are the names of all other persons who live here? - List all persons who live here.</p> <p>c. I have listed (Read names.) Is there anyone else staying here now, such as friends, relatives, or roomers?</p> <p>d. Have I missed anyone who USUALLY lives here but is now away from home?</p> <p>e. Do any of the people in this household have a home anywhere else?</p> <p>If any adult males listed, ask: *Apply household membership rules.</p> <p>f. Are any of the persons in this household now on full-time active duty with the Armed Forces of the United States? 1 Y Col(s) _____ (Delete) 2 N</p> | <p>Yes* No</p> <p><input type="checkbox"/> <input type="checkbox"/></p> <p><input type="checkbox"/> <input type="checkbox"/></p> <p><input type="checkbox"/> <input type="checkbox"/></p> | <p>1a. First name ①</p> <p>-----</p> <p>Last name</p> |
|---|---|---|

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

Enter the first name in the space provided at the top and enter the last name in the space below that. Apply the following definitions:

- a Household - The entire group of persons who live in one housing unit or one OTHER unit. It may be several persons living together or one person living alone. It includes the household head and any relatives living in the unit. The household may also include roomers, servants, or other persons not related to the head.
- b Head of Household - The person who is regarded as the head by the members of the household. It may be the chief breadwinner of the family, the parent of the chief earner, the only adult member of the household, or a member of the Armed Forces living at home about whom we want no health information. In husband-wife households, list the husband first, even if the wife is considered the head.

2 Question 1b - Continue with question 1b and record the names in the appropriate columns. List all members of the household, including unrelated persons, on one questionnaire (or one set of questionnaires if there are more than six persons in a household).

- a If there are 7-12 members in a household, use a second questionnaire and change the column numbers to "7," "8," etc., as shown below. If there are more than 12 members in the household, use additional questionnaires in a similar manner. Enter the last name of the person you list in the first column on second and successive questionnaires even when it is the same as the name listed on the first questionnaire.

| | |
|---|--|
| <p>1a. First name ⑦</p> <p><i>James</i></p> <p>-----</p> <p>Last name</p> <p><i>Jones</i></p> | <p>1a. First name ⑧</p> <p><i>Kate</i></p> <p>-----</p> <p>Last name</p> <p><i>-</i></p> |
|---|--|

① Household Membership (Continued)

①

- b If the persons reported in response to question 1, represent a "typical family group," such as husband, wife, and unmarried children, a parent and child, two or more unmarried sisters, or some similar clear-cut arrangement, consider all the members as a single household.

If, in answer to questions 1b-1d, the respondent reports a married son and his family or relatives, such as a mother, uncle, or cousin, ask if they all live and eat together as one family.

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

If any of the persons reported in answer to question 1 say they live separately from the others, ask about the access to the quarters they occupy and their kitchen facilities. If the quarters have either direct access or complete kitchen facilities, 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 given in Part D, Chapter 12.

- c Prescribed Order of Listing Household - List them 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.
- 7) If, among the persons not related to the head, there are married couples or persons otherwise related among themselves, list them in the order indicated for the families of married children (group 4).

① Household Membership (Continued)

①

- d How to Enter Names - Enter the names as you did for the head of the household. If there are two persons in the household with the same first and last names, they must be further identified by a middle initial or name or as Sr., Jr., etc. Do not assume members of the household have the same last name. However, for each member of the household with the same last name as the person in the preceding column, enter a long dash instead of repeating the last name.

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

- 3 Questions lc-le - Questions lc and ld serve as reminders about persons who may be overlooked by the respondent. List each person named by the respondent in answer to these questions provided he is a household member. Question le serves to delete possible nonhousehold members from the list. There is an asterisk above the "Yes" box for questions lc-le that refers to the instruction, "Apply household membership rules."

- a Household Membership - Generally, two categories of persons in a household are considered as members of the household.

- 1) Persons, whether present or temporarily absent, whose usual place of residence at the time of the interview is the household. Usual place of residence is the place where the person usually sleeps.
- 2) Persons staying in the household who have no usual place of residence elsewhere.

Further details are given in Sections 6-10 of this topic.

- b Always ask any additional questions needed in order to properly determine who are household members. Examples of such questions are as follows:

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

① Household Membership (Continued)

①

- 2) Does your daughter live in the town where she goes to college or does she sleep here and go back and forth to classes?
- 3) Do your family and your son's family all live and eat together?
- 4) Does your cousin have direct access to her room?

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.

4. Question 1f - Ask the question at this point to avoid asking unnecessary questions about active members of the Armed Forces who are not included in this survey. For the purpose of question 1f, "adult" means any male who is 17 years old or over.
 - a Although exact ages have not been determined at this point in the interview, it should be possible, in most cases, to have a general idea of the age of household members. For example, the apparent age of a female respondent who is head of the household should indicate whether her son living at home could be 17 years old or over. When in doubt, always ask question 1f.
 - b 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, circle "Y" and enter her person number in question 1f.
 - c Armed Forces - "Active duty in the Armed Forces" means full-time active duty in the U.S. Army, Navy, Air Force, Marine Corps, or Coast Guard, and any National Guard unit presently activated as part of the regular Armed Forces. Included in "active duty" is the six-month period a young man may serve in connection with the provisions of the Reserve Forces Act of 1955.
 - d Do not count as members of the Armed Forces, persons working in civilian positions for the Armed Forces, persons serving in the Merchant Marines, persons in a National Guard unit not activated as part of the regular Armed Forces or civilians who train only part time as reservists.
 - e 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 to be counted as members of the household.

① Household Membership (Continued)

①

5 Delete the Name if Not Household Member

a If a person whose name has been listed on the questionnaire is considered to have a usual place of residence elsewhere, is living in a separate unit or is not a household member for any other reason (following the rules in Section 8 of this topic), delete as follows:

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

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

| | | | | | | | |
|--|---|---|------------------------------------|------------------------------------|------------------------------------|------------------------------------|------------------------------------|
| 1a. What is your usual place of residence? b. What are the reasons for this? c. I have lived in this place for _____ months. d. Have I ever lived in a separate unit? e. Do any other persons live in this unit? f. Are any other persons living in this unit? g. Are any other persons living in this unit? | Yes* <input type="checkbox"/> No <input checked="" type="checkbox"/> | 1. First name ① <i>John</i> | AGE | First name ② <i>Karen</i> | AGE | First name ③ <i>Kathy</i> | AGE |
| | | 2. Relationship + HEAD <i>Living at home</i> | RACE 1 W 2 B 3 OT | Last name <i>Jones</i> | RACE 1 W 2 B 3 OT | Last name <i>—</i> | RACE 1 W 2 B 3 OT |
| 2. How long has this person lived in this unit? 3. When was this person born? | 1 (Delete) 2 N | 2. Relationship + HEAD <i>Living at home</i> | SEX 1 M 2 F | Relationship <i>wife</i> | SEX 1 M 2 F | 2. Relationship <i>daughter</i> | SEX 1 M 2 F |
| C e it was reported. | DOCTOR | DOCTOR | HOSP. | DOCTOR | HOSP. | DOCTOR | HOSP. |
| | <input type="checkbox"/> None (NP) | <input type="checkbox"/> None (NP) | <input type="checkbox"/> None (NP) | <input type="checkbox"/> None (NP) | <input type="checkbox"/> None (NP) | <input type="checkbox"/> None (NP) | <input type="checkbox"/> None (NP) |
| | Q. No. | Q. No. | Condition | Q. No. | Condition | Q. No. | Condition |

6 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 mailing address alone does not constitute a usual place of residence.

① Household Membership (Continued)

①

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

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

7 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, that is, a hospital where most patients remain for a short period of time only, regardless of how long their stay has been in the hospital.
- c New-born babies who have not yet left the hospital.
- d Students of any age (including student nurses) who live in the sample unit while attending school. If they are at home on summer vacation at the time of the interview, consider them as household members of their own home.
- e Crew members of a vessel who consider the sample unit as their home. This rule applies regardless of the length of their trips and regardless of whether they are at home or on the vessel at the time of your visit.
- f Domestic or other employees who live with the household and sleep in the sample unit.
- g Boarders or roomers who regularly sleep in the sample unit.
- h Civilians who usually live in the sample unit but who are temporarily abroad on a vacation or in connection with their work.
- i Persons temporarily visiting with the household but who have no usual place of residence elsewhere.

① Household Membership (Continued)

①

8 Nonhousehold 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 and attending school at the time of the interview. If they are away from the school on summer vacation, do not count them at their school home.
 - 2) Are inmates of correctional or penal institutions, mental institutions, homes for the aged or needy, rest homes or convalescent homes, homes or hospitals for the chronically ill or handicapped, regardless of how long they are expected to remain there.
 - 3) Are now living in nurses' homes, convents or monasteries, or other places in which residents may expect to reside for long periods of time.
 - 4) Are now working abroad if their regular place of duty is abroad.
 - 5) Are members of the Armed Forces. We are not covering military personnel in this survey. For definition of Armed Forces, see Section 4 of this topic.
- b Persons temporarily visiting with the household who have a usual place of residence elsewhere to which they are free to return to at any time.
- c Persons who take their meals with the household but usually lodge or sleep elsewhere.
- d Domestic employees or other persons employed by the household who do not sleep in the sample unit. If, however, they occupy quarters which have no cooking equipment but which are on the same property as the sample unit (main house), consider them as household members.

9 Special Classes of Persons

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

① Household Membership (Continued)

①

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 weekends or other nonwork 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 - Interview the household member living in the housing unit on the day of your interview 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. Interview the household occupying the unit at the time of your interview, that is, Saturday.

Citizens of Foreign Countries - Citizens of foreign countries and other persons who are living on the premises of an embassy, ministry, legation, chancellery, 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:

a They are permanently living in the United States.

or

b 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.

Consider persons not included in paragraphs a and b above 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.

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① Household Membership (Continued)

①

- 10 Difficult Cases - If you cannot clearly determine from the instructions how to proceed in problem cases, call your office for assistance. Before calling, however, assemble all the information that you think would be useful to your office in advising you on how to proceed.

2

Question 2, Relationship

2

| | |
|---|-------------------------|
| 2. How is -- related to -- (Head of household)? | 2. Relationship HEAD |
|---|-------------------------|

- 1 Question 2, Relationship - Enter the relationship of each person to the head of the household. If the respondent has previously given you this information, you need not ask this question, but do record the relationship.
 - a Head of Household - There must be one and only one head of the household. In some households you will find two or more unrelated persons sharing a housing unit. Since there can be only one head, designate one as the "Head" and call each of the others "Partner."
 - b Armed Forces Members - If an Armed Forces member is living at home and is reported to be the household head, show the family relationships accordingly. If an Armed Forces member is not living at home, designate the wife or other family group head as the household head. Do not obtain any information about active Armed Forces members except income.
 - c If "Head" Deleted - If the person originally designated as the head of the household is deleted for any reason, other than Armed Forces member living at home, designate another person as "Head" and change the relationship entries of the other household members if necessary.
 - d Common-Law Marriages - If an unmarried couple is living together as husband and wife, consider them as married and treat as any other husband-wife situation.
- 2 Example of Relationship Entries - Some typical examples of relationship entries are: Wife, son, daughter, stepson, stepdaughter, father, mother, grandson, daughter-in-law, aunt, cousin, nephew, roomer, hired hand, partner, and maid.
- 3 Persons Unrelated to the Head - If there are any persons in the household who are not related to the head but are related to each other, their relationship to each other should be shown also. For example, list a roomer and his wife as "roomer" and "roomer's wife;" list a maid and her daughter as "maid" and "maid's daughter."
- 4 Persons in "Special Places," Rooming Houses, Etc. - In "special places" (institutions, hospitals, hotels for transients, facilities for housing students or workers, summer camps, trailer or tent camps) or rooming or boarding houses, follow the rules in paragraphs 2 and 3 above for relationship entries in question 2.

② Relationship (Continued)

②

- 5 Separate Questionnaires for Nonrelated Persons - Complete a separate questionnaire for each listed unrelated person or family group in the household. After recording the names of all household members and completing questions 1 and 2 on the first questionnaire, transcribe the names and relationships of the unrelated household members to a separate questionnaire. Change the column number of each person to agree with the one on the first questionnaire. For example, a roomer is listed as Person 5. Transcribe his name and relationship to the first column of the extra questionnaire and change the column number from 1 to 5.

For each questionnaire for unrelated persons, fill identification items 1 through 5 and ask question 6b, mailing address, of the unrelated persons. Often an unrelated household member may have a mailing address different from the household head. If the mailing address is the same as that entered in item 6a on the first questionnaire, mark the box "Same as 6a" in question 6b on this questionnaire. If the mailing address is different from that entered in item 6a, enter the mailing address in question 6b as reported by the respondent. Continue the interview for these persons in the prescribed manner after completing the interview for the basic family unit. These specified entries are required on a separate questionnaire even if you know, at this point, there will be no completed interview for the nonrelated person(s).

3

Question 3, Date of Birth, Age, Race, and Sex

3

| | | | | |
|---|--|--|--|----------|
| 3. What is ---'s date of birth? (Enter date and Age, and circle Race and Sex) | | | | AGE |
| | | | | RACE |
| | | | | 1 W |
| | | | | 2 B |
| | | | | 3 OT |
| | | | | SEX |
| | | | | 1 M |
| | | | | 2 F |
| | | | | 3. Month |
| | | | | Date |
| | | | | Year |

Ask question 3 for each person, enter date and Age, and circle Race and Sex.

1 Age - Obtain the exact date of birth and enter it in the appropriate space, for example, 05/25/1919. Enter all four digits of the year. If you cannot get the exact date, enter the approximate date, or if you can get only the year, enter DK/DK/1919. From the date of birth, determine the age of the person on his last birthday using the Age Verification Chart. Verify the age with the respondent and then enter it in the "Age" box. For babies under one year of age, enter "Und. 1" in the answer space.

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

2 Race - Three codes are used for race: "W" for White, "B" for Black, and "OT" for Other. The race of the respondent can usually be marked by observation. 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. If you cannot fill this item by observation, ask: "What is ---'s race?" Use the following codes:

White: Includes Latin-Americans unless they are definitely Black, Indian, or other nonwhite.

Black: Black or Negro.

Other: Race other than White or Black, including Japanese, Chinese, American Indian, Korean, Eskimo, and Hindu.

Code the race of the father for persons of racial mixtures. Code the race of the child if different from the adopting parents.

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

(C)

Item C and Reference Dates

(C)

| | | | |
|---|---|------------------------------------|------------------------------------|
| C | 1. Record the number of Doctor Visits and Hospitalizations | DOCTOR | |
| | | <input type="checkbox"/> None (NP) | <input type="checkbox"/> None (NP) |
| | | <input type="checkbox"/> None (NP) | <input type="checkbox"/> None (NP) |
| | 2. Record each condition in the person's column, with the question number(s) where it was reported. | Q. No. | Condition |
| | Reference dates | | |
| | 2-week period _____ | | |
| | Dentist and Doctor visit probe _____ | | |
| | Hospital probe _____ | | |
| | Injury probe _____ | | |

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

a. Item C1 indicates for each person:

- 1) The number of two-week doctor visits reported.
- 2) The number of hospitalizations reported.

If no doctor visits or hospitalizations are reported for a person, indicate this in C1 by marking the "None" box in that person's column.

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

1) Conditions to be Entered in Item C2 - Enter in item C2 any conditions reported in answer to those probe questions that are specifically designed to pick up conditions during the course of the interview prior to the Condition page. These will be health problems or accidents resulting in two-week restricted activity (questions 9, 10); a doctor visit during the past two weeks (questions 10, 17); limitation of activity (question 27); or conditions listed in or reported while asking the condition list (question 31) if present during the past 12 months.

a) If conditions are "volunteered" (given in response to probe questions not specifically designed to pick up conditions) in the probe questions leading up to those designed to pick up conditions, do not list them in C2 at the time they are initially reported. Instead, keep the "volunteered" condition in your mind, and wait until you get to the next question specifically designed to pick up a condition. At that time, remind the respondent about the condition if she doesn't mention it. Then enter the condition and the probe question designed for this purpose in item C2. For example, if the respondent answered 4b, "I spent three days in bed due to a cold," enter "9-cold" in C2.

Ⓒ Item C and Reference Dates (Continued)

Ⓒ

- b) The exception to the above is when you get a "volunteered" condition in response to question 32. In this case, probe to determine if it caused a two-week doctor visit, restricted activity during the past two weeks, or limitation of activity. Enter the condition in C2, if it meets our criteria, and 32 as the source.
- c) Also enter in C2 certain conditions reported while completing the Condition page as described in Chapter 4. Chapters 5 and 6 contain instructions for entering conditions in C2 from the Doctor Visit and Hospital pages.

Do not enter in C2 any condition reported after the Hospital page. Footnote these conditions and where they were reported so that if the household is reinterviewed, these conditions will be accounted for.

- 2) 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 the time the condition is reported. If a condition is reported in some other part of the interview, record instead the type of page, abbreviating as follows:

Condition page - Cond.
 Two-Week Doctor Visits page - D.V.
 Hospital page - Hosp.

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

| | | | |
|--------------------------------|---|---|---------------------------------------|
| C | 1. Record the number of Doctor Visits and Hospitalizations | DOCTOR | - 32F. |
| | | <input checked="" type="checkbox"/> None (NP) | <input type="checkbox"/> in case (NP) |
| | | (NP) | 1 INP |
| | 2. Record each condition in the person's column, with the question number(s) where it was reported. | Q. No. | Condition |
| Reference dates | Jan 13 Jan 26 | 27.9 | cataracts |
| 2-week period | Jan 26 | Hosp | Dorm. Behav. |
| Dentist and Doctor visit probe | July 1 | | |
| Hospital probe | July 1 | | |
| Injury probe | | | |

© Item C and Reference Dates (Continued) ©

- 2 Reference Dates - "Reference dates" on page 2, under the instructions for item C2, will be filled in advance by the Regional Office.
 - a If additional questionnaires are needed for unrelated household members or for EXTRA units, enter the correct reference dates in this space.
 - b If an entire interview is delayed until the week following interview week, prepare a new calendar card showing the new reference period, that is, the two-week period ending the Sunday night immediately prior to your actual interview date. Also, correct the "Reference dates" entered in C2 to reflect the new reference period.
 - c Two-Week Reference Period - The "past two weeks" refers to the two weeks (14 days) just prior to the week in which the interview is conducted. The two-week period starts with Monday and ends with (and includes) last Sunday night. Do not include any days of the interview week. For example, if the interview is conducted on Tuesday, January 14, 1975, "the last two weeks" would refer to the period beginning on Monday, December 30, 1974, through Sunday night, January 12, 1975.
 - d Dentist and Doctor Visit Probe - This date is "last Sunday's" date a year ago, and is the closing date of the two-week reference period. For example, if you interview Wednesday, January 15, 1975, the reference date would be January 12, 1974.
 - e Hospital Probe - This date is 13 or 14 months before interview week, to pick up hospitalizations which started before the 12-month reference period but which may have extended into it. It is the first of the month which preceded the month in which Monday of interview week falls. For example, if you're interviewing Saturday, February 1, 1975, the Monday of interview week was in January; therefore, the hospital probe reference date is December 1, 1973.
 - f Injury Probe - This date is the first of the month, six months prior to the month in which Monday of interview week falls. For example, if you're interviewing Saturday, February 1, 1975, the Monday of interview week was in January; therefore, the injury probe reference date is July 1, 1974.



Selecting the Sample Person



| | |
|--|--------------------------------|
| Refer to Flashcard _____ to determine Sample Persons; mark SP boxes. | SP <input type="checkbox"/> |
|--|--------------------------------|

There will be an entry (J, K, or L) after the word "Flashcard" to indicate the correct flashcard to use when determining the sample person(s).

- 1 Determining the Sample Persons - The sampling pattern for determining the sample person is based on the total number of related and unrelated household members including any deleted persons. On the flashcard the entries in the first column indicate the number of household members. The numbers in the second column specify the corresponding column numbers of sample persons on the HIS-1.

For example, if "J" was entered on the HIS-1, and there were five persons in the household, the persons in columns 1 and 4 would be the sample persons for this household. Mark the "SP" box at the top of the column(s) of selected sample persons. If there are more than 15 persons in the household, call the Regional Office for instructions.

- 2 EXTRA Units - For EXTRA units, use the same flashcard used for the original sample unit. Enter the flashcard letter (J, K, or L) on the questionnaire for the EXTRA unit.
- 3 Added Units with No Preassigned Serial Numbers - If you add units to the listing sheet, find the flashcard letter assigned on the questionnaire with the highest serial number. Starting with the next flashcard letter, assign letters in sequence to each questionnaire for which serial numbers were not preassigned. For example, if "L" were entered on the questionnaire with the highest serial number, your entries would be "J," then "K," then "L." Do not confuse this instruction with EXTRA units above.
- 4 Persons Deleted from the Questionnaire - If a person is deleted from the questionnaire (an X is drawn through his column), do not substitute for him in any way. Include the deleted person in your total count of household members (in column 1 of the flashcard), and enter an X in the "SP" box, if he is selected as a sample person. However, do not obtain information for a sample person who is deleted from the questionnaire.

(H)

Item H, At Home

(H)

| | | | |
|----------|---|----------|---|
| H | If related persons 17 years old or over are listed in addition to the respondent, say: We would like to have all adults who are at home take part in the interview. Is your --, your --, etc., at home now? If "Yes" ask: "Please ask them to join us." | H | 0 <input type="checkbox"/> Under 17 1 <input type="checkbox"/> At home 2 <input type="checkbox"/> Not at home |
|----------|---|----------|---|

After completing questions 1-3, mark one box in item H for each person. Note the instruction that if related persons 17 years old or over are listed in addition to the respondent, say: "We would like to have all adults who are at home take part in the interview. Is your --, your --, etc., at home now?"

- 1 If other eligible respondents are at home, say: "Please ask them 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, he should be the best source of information about them.
- 2 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 questions 4-32.
- 3 In the case of unrelated persons (partners, roomers, etc.), this "at home" determination is not made until after completing the interview for all related members. Record "At home" for an unrelated person at the time you conduct the interview with that person. Persons unrelated to the head of the household who are related to each other are treated the same as any other family group.

| | | |
|--|--|--|
| <p>This survey is being conducted to collect information on the Nation's health. I will ask about visits to doctors and dentists, illness in the family, and other health related items. (Hand calendar) The next few questions refer to the past 2 weeks, the 2 weeks outlined in red on that calendar, beginning Monday, _____ (date) _____, and ending this past Sunday, _____ (date) _____.</p> | | |
| <p>4a. During those 2 weeks, did -- stay in bed because of any illness or injury?</p> | <p>4a. <input type="checkbox"/> Y (4b) <input type="checkbox"/> N</p> | <p>If age: 17+ (5) 6-16 (6) Under 6 (8)</p> |
| <p>b. During that 2-week period, how many days did -- stay in bed all or most of the day?</p> | <p>b. _____ Days</p> | |
| <p>5. During those 2 weeks, how many days did illness or injury keep -- from work? (For females): not counting work around the house?</p> | <p>5. _____ WL days } (7) <input type="checkbox"/> None } (8)</p> | |
| <p>6. During those 2 weeks, how many days did illness or injury keep -- from school?</p> | <p>6. _____ SL days <input type="checkbox"/> None (8)</p> | |
| <p>If one or more days in 4b, ask 7, otherwise go to 8.</p> | | |
| <p>7. On how many of these -- days lost from $\left\{ \begin{array}{l} \text{work} \\ \text{school} \end{array} \right\}$ did -- stay in bed all or most of the day?</p> | <p>7. _____ Days <input type="checkbox"/> None</p> | |
| <p>8a. (NOT COUNTING the day(s) $\left\{ \begin{array}{l} \text{in bed} \\ \text{lost from work} \\ \text{lost from school} \end{array} \right\}$) Were there any (other) days during the past 2 weeks that -- cut down on the things he usually does because of illness or injury?</p> | <p>8a. 1 Y 2 N (8)</p> | |
| <p>b. (Again, not counting the day(s) $\left\{ \begin{array}{l} \text{in bed} \\ \text{lost from work} \\ \text{lost from school} \end{array} \right\}$) During that period, how many (other) days did he cut down for as much as a day?</p> | <p>b. _____ Days <input type="checkbox"/> None</p> | |

- 1 Read the introduction above question 4a to the respondent once 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 inform the respondent of the reference period for probe questions 4-11 and 13-16. Do this by handing him the calendar card with the appropriate two-week reference period marked in red and then indicate orally the beginning and ending dates of the two-week reference period as entered in "2-week period" of item G2. Ask all appropriate questions, 4-9, as a block for each individual, starting with the first person listed. Repeat the procedure for the next related household member and so on.
- 2 Ask questions 4-8 to obtain the number of days, if any, that each person in the household remained in bed, lost time from work or school, or restricted his usual activity because of illness or injury during the two weeks preceding the interview.
- 3 Question 4, Bed Disability Past Two Weeks - Ask question 4 to determine if the person you are asking about spent any days in bed during the past two weeks because of illness or injury.

④-⑧ Two-Week Activity Limitation (Continued)

④-⑧

- a Day in Bed - Any day on which the person was kept in bed either all or most of the day because of illness or injury. All or most of the day is defined as more than half of the daylight hours (or of the hours that the person is usually awake, if he works a night shift). Taking a nap on "general principles" should not be counted as a day in bed. Also, count all days as a patient in a hospital, sanitarium, or nursing home as bed days whether or not the patient was actually lying in bed at the hospital, sanitarium or nursing home. Exclude hospital days for a normal newborn, unless the baby had some complication or illness.
- b Bed - Anything used for sleeping, including sofa, cot or mattress. If a person was on the sofa watching TV because he was too ill to get around, he would be "in bed." The important distinction here is whether the person was ill enough that he had to be in bed for all or most of the day.
- 5 Question 5, Days Lost from Work - Ask this question for each individual in the 17+ age group to determine if the person you are asking about lost time from work during those two weeks because of illness or injury. Use the alternate version of the question for females.
- a Work - Paid work as an employee for someone else for wages, salary, commission or pay "in kind" (meals, living quarters, or supplies provided in place of cash wages). Also, include work in the person's own business, professional practice or farm, and work without pay in a business or farm run by a related household member.
- Exclude work around the house, volunteer unpaid work, such as for church, Red Cross, or charity, and service in the Armed Forces.
- b Work Loss Day - Any scheduled work day when more than half of the day was lost due to an illness or injury. If the person works only part of a day and he loses more than half of that time, count it as a day lost.
- c Disregard School Days - If a person 17 years of age or over goes to school instead of, or in addition to, working, record only the days lost from work (disregarding any days lost from school). Include any days lost from school for persons 17 and over in cutdown days, question 8.
- 6 Question 6, Days Lost from School - Ask this question if the person is aged 6-16 to determine if the person lost any days from school during the past two weeks because of illness or injury.

- a School Loss Day - Any scheduled school day when more than half of the day was lost due to an illness or injury. If a person goes to school only part of a day and he loses more than half of that time, count it as a day lost.
- b School Vacation - Since school vacation periods are not all the same, ask this question even during periods of the year which might normally be considered school vacation periods.
- c Disregard Work Days - If a person 6 through 16 years of age works instead of, or in addition to, going to school, record only the days lost from school (disregarding any days lost from work). Include any days lost from work for persons 6 through 16 years of age in cutdown days, question 8.
- 7 Check for Number of Days Reported in Questions 5 and 6 - Since hardly anyone works seven days a week or goes to school seven days a week, follow up such replies as "The whole two weeks" or "All last week," etc. Do not enter "14" or "7" automatically. Reask the question in order to find out the actual number of days lost from work or school. If a person actually lost 14 days from work or school during "the past two weeks," enter "14" but explain in a footnote that these days were actually lost.
- 8 Question 7, Number of Work-Loss or School-Loss Days in Bed - Ask question 7 only if the respondent reports bed days in question 4b and either work-loss days in question 5 or school-loss days in question 6. If "N" is circled in 4a, skip to question 8.
- a The purpose of question 7 is to determine if any of the bed days and days lost from work or school were the same days. The entry in question 7 can be equal to but not greater than the number of bed days reported in question 4b, or the work/school-loss days reported in question 5 or 6.
- b In asking question 7, insert the number of work-loss days or school-loss days recorded in 5 or 6 for the first set of dashes. Select the words within the brackets that fit the situation. For example, if the person lost two days from work, ask question 7 as follows: "On how many of these two days lost from work did you stay in bed all or most of the day?" If one school day was lost, ask "On that day John lost from school, did he stay in bed all or most of the day?"
- 9 Question 8a, Restricted Activity Past Two Weeks - Ask question 8a for each person, unless he had 14 days in bed. In this case, circle "N" without asking the question. Question 8a has three purposes:

To find out if persons under 17 years had work-loss days or persons 17 or over had school-loss days. Do not record these in question 5 or 6.

To find out if, in addition to any bed days or work or school-loss days reported earlier, the person cut down on his usual activities on any other days during the two-week reference period.

To find out if the person had any cut-down (restricted activity) days during the two-week period even though no bed days, school-loss or work-loss days were reported in questions 4-6. Include in question 8 any school-loss days reported for a child under 6.

- a Things He Usually Does - The things a person usually does are the person's "usual activities." For school children and most adults, "usual activities" 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 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.

"Usual activities" on Sundays or holidays are the things the person usually does on such days, such as going to church, playing golf, visiting friends or relatives, staying at home and listening to the radio, reading, looking at television, etc.

- 1) The following examples illustrate cases of persons cutting down on the things they usually do because of illness or injury: A person in school was kept away from school; a person who worked away from home was kept away from work; a farmer or a housewife was kept from caring for the farm or the home either completely or had to cut out all but the essential chores; an elderly person who normally takes a daily walk in the park was kept from doing so.
- 2) In borderline cases, where "usual activity" is difficult to determine, accept the respondent's view of what he himself considers to be his "usual activities." For example, a man with a heart condition may still consider his "usual activity" to be "working" even though the heart condition has prevented him from working for a year or more. 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 How to Ask - In asking question 8a, 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 4-6, ask 8a as follows: "Were there any days during the past two weeks that -- cut down on the things he usually does because of illness or injury?" If a person had previously reported two work-loss days and one day in bed, ask the question as follows: "NOT COUNTING the day in bed and days lost from work, were there any other days during the past two weeks that you cut down on the things you usually do because of illness or injury?"

10 Question 8b, Number of Cut-Down Days - The procedure is the same as that outlined for question 8a. The parenthetical phrases in 8b are used only if bed, work-loss, or school-loss days were reported previously.

a Cut Down as Much as a Day - A day of restricted 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.

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

2) The 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.

b The reference period for question 8 includes Saturdays and Sundays. ALL the days of the week are of equal importance in this question, even though the types of activities which were cut down might not be the same on weekends as on regular weekdays. If necessary, mention this to the respondent. To illustrate this concept, consider the following example:

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④-⑧ Two-Week Activity Limitation (Continued)

④-⑧

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 8b would be "2." The one work-loss day should have been reported in 5.

Question 9, Condition Causing Two-Week Limitation

| If one or more days in 4-8, ask 9, otherwise go to next person. | | |
|---|---|--|
| 9a. What condition caused -- to | { stay in bed miss work miss school cut down } | 9a. Enter condition in item C Ask 9b |
| ----- | | |
| b. Did any other condition cause him to | { stay in bed miss work miss school cut down } | b. Y N (NP) |
| ----- | | |
| c. What condition? | | c. Enter condition in item C Reask 9b |

- 1 Ask parts a, b, and c of question 9 about each person for whom at least one day was reported in answer to questions 4-8.
- 2 In questions 9a and b, select the phrase or phrases from within the brackets according to the answers you have recorded in questions 4-8 for that person.
 - a If, for example, a person had two bed days in question 4b, one work-loss day in question 5, and three cut-down days in question 8b, ask question 9a 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 9b, "Did any other condition cause you to stay in bed, miss work, or cut down during that period?"

When multiple phrases are used, be sure to say "or" when asking the question since a person may stay in bed or miss work for different conditions. "And" implies you are referring to the same condition.

- b If only cut-down days are recorded (question 8b), ask question 9a using only the phrase "cut down," and continue in the manner described above, referring only to "cut down" when asking question 9b. For example, "What condition caused you to cut down during the past two weeks?"
- 3 Caution Regarding Pregnancy, Delivery, and Birth
 - a Do not consider normal pregnancy 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 item C2. If there were no complications, enter "pregnancy" or "normal pregnancy" in item C2.
 - b Record normal delivery or childbirth for the mother if it caused restricted activity, that is, bed (including routine hospital days), work or school loss, or cut-down days during the past two weeks.
 - 1) If the delivery or childbirth occurred during the past two weeks, record "normal delivery" in item C2.

⑨ Condition Causing Two-Week Activity Limitation (Continued) ⑨

- 2) If the delivery or childbirth occurred before the two-week period, record the complications in item C2. If there were no complications, record "normal delivery" in item C2.
- c Do not record birth during the past two weeks for the baby unless there were birth complications for the baby or the baby had some other illness. For such cases, enter the specific condition; do not enter just "birth" in item C2.

Question 10, Two-Week Accidents or Injuries

| | | | |
|---|---------------------|-------|--|
| 10a. During the past 2 weeks, did anyone in the family, that is you, your --, etc., have any (other) accidents or injuries? | Y | N (1) | |
| b. Who was this? - Mark "Accident or injury" box in person's column. | | | 10b. <input type="checkbox"/> Accident or Injury |
| c. What was the injury? | | | Injury |
| d. Did anyone have any other accidents or injuries during that period? | Y (Reask 10b and c) | N | e. |
| If "Accident or injury," ask: | | | Y (Enter Injury In Item C) |
| e. As a result of the accident, did -- see a doctor or did he cut down on the things he usually does? | | | N |

- Question 10a - This is the first time we ask a "family" question (once for a family). Insert the names or relationships of all family members when asking the question. If any accident or injury condition has been previously reported, insert the parenthetical "other." For example, "During the past two weeks, did anyone in the family, that is, you, your husband, or your son have any other accidents or injuries?"

 - Accidents and Injuries - The terms "accident" and "injury" may be used interchangeably. There are cases, however, when an injury may occur when an accident is not involved, for example, a war injury, a shooting, a stabbing, etc.
 - Injury - Cuts, bruises, burns, sprains, fractures, etc. "Insect stings," "animal bites," "sunburn," "sun poisoning," "heat or sun strokes," "blister," "frostbite," "frozen feet," and "poisoning" are also considered as injuries.
 - Poisoning - Illnesses resulting from swallowing, drinking, breathing or coming in contact with some poisonous substance or gas. Poisoning may also occur from an overdose of a substance that is nonpoisonous when taken in normal doses. Exclude conditions which are diseases or illnesses, such as "poison oak," "poison ivy," "ptomaine or food poisoning."
- Questions 10b-10d - Ask these questions as appropriate. If the respondent reports an injury, record the injury (cut hand, bruised leg, etc.) in the answer space for 10c. If there was an accident but no injury, enter the word "Accident" in the answer space for 10c. An example of this might be a person in a car accident who received no injury.
- Question 10e, See a Doctor or Cut Down - If the response to 10e is "Yes," circle "Y" in that person's column and enter the question 10c entry in item C2. If a person had more than one accident or injury during the past two weeks, each one which resulted in a doctor visit or cut down activity must be entered separately in item C2 and a separate Condition page filled for each. However, if a single accident resulted in multiple injuries, enter these on a single line of item C2.

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⑩ Two-Week Accidents or Injuries (Continued)

⑩

Doctor - Contact between a person and a doctor for the purpose of obtaining medical advice, treatment, or examination. Include telephone calls to or from a doctor, visits to a doctor's office, a clinic, a medical center, or the outpatient department of a hospital where a person goes for treatment or examination ordered by a doctor but where he may not actually see or talk to a doctor. If you learn that a person saw a dentist for this accident or injury, consider this as "Yes."

11

Question 11, Two-Week Dental Visits

11

| | | | |
|---|---------------------|--------|--|
| 11a. During the past 2 weeks, did anyone in the family, that is you, your ---, etc., go to a dentist? | Y | N (12) | |
| b. Who was this? - Mark "Dental visit" box in person's column. | | | 11b. <input type="checkbox"/> Dental visit |
| c. During the past 2 weeks, did anyone else in the family go to a dentist? | Y (Reask 11b and c) | N | |
| If "Dental visit," ask: | | | |
| d. During the past 2 weeks, how many times did --- go to a dentist? | | | d. _____ No. of dental visits (NP) |

1 Ask question 11a once for a family.

a Dentist - A person who has been trained in the prevention, diagnosis, and treatment of diseases of the teeth and adjacent tissues. Some examples are: Oral surgeon, orthodontist, periodontist, dental hygienist.

b Exclude visits for dental services given on a mass basis, such as examinations given a group of children at school. If you are in doubt, include the visit and explain the circumstances in a footnote.

2 Ask questions 11b-11d as appropriate.

12

Question 12, Twelve-Month Dental Visits

12

| | | |
|--|--|---|
| Do not ask for children 1 yr. old and under. | | 00 <input type="checkbox"/> None |
| 12a. During the past 12 months (that is, since (date) a year ago), about how many visits did -- make to a dentist? (Include the -- visits you already told me about.) | | 12a. _____ Number of visits |
| b. ABOUT how long has it been since -- LAST went to a dentist? | | b. 1 <input type="checkbox"/> 2-week dental visit (NP) 2 <input type="checkbox"/> Past 2 weeks not reported (11) 3 <input type="checkbox"/> 2 weeks-6 months 4 <input type="checkbox"/> Over 6-12 months 5 <input type="checkbox"/> 1 year 6 <input type="checkbox"/> 2-4 years 7 <input type="checkbox"/> 5+ years 8 <input type="checkbox"/> Never |

- 1 Ask question 12 as a block for each person, after completing question 11 for all family members.
- 2 Question 12a, Twelve-Month Dental Visits - Ask question 12a inserting the date entered in "Reference dates" for "Dentist and Doctor visit probe" the first time the question is asked and at any other time you feel it necessary. If any two-week dental visits have been reported for this person, add the parenthetical statement inserting the number of visits previously reported for the dashes.
 - a If "checkup" is mentioned, rephrase the question by asking "Including any visits for a checkup, how many separate visits did you make to a dentist since -- a year ago?" or something similar. Some respondents have two or three visits for fillings or other work as a result of a checkup but only report "One," meaning one checkup. We want to count each visit.
 - b For children one year old and under, mark the "None" box without asking the question even if dental visits have been reported for them.
- 3 Question 12b, Interval Since Last Saw Dentist - Mark the "2-week dental visit" box in question 12b, without asking the question, for persons who have reported a two-week dental visit. Mark the "Never" box, without asking the question, for children age one or under even if dental visits have been reported for them. Ask 12b for all other persons and mark the appropriate answer box in each person's column as follows:

⑫ Twelve-Month Dental Visits (Continued)

⑫

Past 2 weeks not reported - Mark this box if at this point the respondent reports a visit during the two-week reference period. Also, mark the "Dental visit" box in 11b and ask question 11d for that person. Record the new response in the answer column for this question for this person. If necessary, correct the entry in 11a. Verify or correct the entry in 12a.

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

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

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

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

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

Never - Mark this box if the person has never visited a dentist or is one year old or under.

13

Question 13, Two-Week Doctor Visits

13

| | |
|--|---|
| 13. During the past 2 weeks (the 2 weeks outlined in red on that calendar) how many times did -- see a medical doctor? | 13. 00 <input type="checkbox"/> None _____ Number of visits } NP |
|--|---|

1 Question 13, Two-Week Doctor Visits - Ask question 13 for each person, using the parenthetical phrase "the two weeks outlined in red on that calendar," as often as necessary. The respondent must be kept aware of the two-week period and should be referred to the calendar at convenient points in the interview, especially in a large household.

2 Medical Doctor

- a The term "doctor" covers only medical doctors (MD) and osteopathic physicians (DO). Include all visits to medical doctors regardless of whether they are general practitioners or specialists. Ophthalmologists (occulists) have an MD degree and are counted as medical specialists.
- b Consulting chiropractors, chiropodists, dentists, podiatrists, naturopaths, Christian Science healers, opticians, optometrists or other types of people giving medical care are not counted.
- c Do not make a special inquiry about the kind of doctor consulted or tell the respondent the survey definition of who is considered a doctor. If the respondent volunteers he saw a chiropractor, rephrase the question and ask "Did you see or talk to a medical doctor during the past two weeks?"

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

- a A visit by the person to the doctor, 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.
- b A visit by the doctor to the person. If the doctor visits the household to see one patient and while there examines or visits professionally another member of the household, count this visit as "doctor seen" for each individual for each condition receiving the doctor's attention.
- c Telephone calls to or from a doctor (except requests for appointments or inquiries about a bill), including calls concerning the obtaining or renewal of a prescription.

13 Two-Week Doctor Visits (Continued)

13

- d The case in which the person is himself a doctor and he followed his own treatment or advice.
- e Talking on an informal basis to a family member or friend who is a doctor to obtain medical advice.
- f Exclude visits for shots or examinations (such as chest X-rays) administered on a mass basis. 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, do not count this as a visit.

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

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

14 Question 14, Two-Week Shots, X-Rays, Test, and Examinations

14

| | | |
|--|--------------------------|--|
| (Besides those visits) | | |
| 14a. During that 2-week period did anyone in the family go to a doctor's office or clinic for shots, X-rays, tests, or examinations? | Y N (15) | |
| b. Who was this? - Mark "Doctor visit" box in person's column. | | 14b. <input type="checkbox"/> Doctor visit |
| c. Anyone else? | Y (Reask 14b and c) N | |
| If "Doctor visit," ask: | | |
| d. How many times did -- visit the doctor during that period? | | d. ____ Number of visits (NP) |

- 1 The wording of question 14a depends on the answer to question 13. If one or more visits were reported in question 13, ask question 14a 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 13 for the head, ask question 14a as follows: "Besides those visits during that two-week period, did either of you go to a doctor's office or clinic for shots, X-rays, tests, or examinations?" If no visits were reported in question 13, ask question 14a without including the parenthetical phrase. Any visits recorded in question 13 should not be recorded in question 14.
- 2 Ask questions 14b-14d as appropriate.

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15

Question 15, Two-Week Medical Advice by Phone

15

| | | |
|--|--------------------------|--|
| 15a. During that period, did anyone in the family get any medical advice from a doctor over the telephone? | Y N (16) | |
| b. Who was the phone call about? - Mark "Phone call" box in person's column. | | 15b. <input type="checkbox"/> Phone call |
| c. Any calls about anyone else? | Y (Reask 15b and c) N | |
| If "Phone call," ask: | | |
| d. How many telephone calls were made to get medical advice about -- ? | | d. _____ Number of calls (NP) |

- 1 Ask question 15a regardless of the answers to questions 13 and 14. For this question, include telephone calls to or from the doctor or doctor's office which are related to treatment or advice given by the doctor directly or transmitted through the nurse. Do not count telephone calls solely for making an appointment, discussing a bill, or calls confined to some topic not directly related to the person's health. If telephone calls have already been reported in the earlier "visit" questions, do not record them again in question 15.
- 2 Ask questions 15b-d as appropriate.

16

Question 16, Condition Causing Two-Week Medical Advice

16

| | | |
|--|------|---|
| Fill item C, (DOCTOR), from 13-15 for all persons. Ask 16a for each person with visits in DOCTOR box. | | <input type="checkbox"/> Condition (Item C THEN 16d) <input type="checkbox"/> Pregnancy (16e) <input type="checkbox"/> No condition |
| 16a. For what condition did -- see or talk to a doctor during the past 2 weeks? | 16a. | |
| b. Did -- see or talk to a doctor about any specific condition? | b. | Y N (NP) |
| c. What condition? | c. | Enter condition in Item C Ask 16d |
| d. During that period, did -- see or talk to a doctor about any other condition? | d. | Y (16c) N (NP) |
| e. During the past 2 weeks was -- sick because of her pregnancy? | e. | Y N (16d) |
| f. What was the matter? | f. | Enter condition in item C (16d) |

1 Make Entry in "DOCTOR" Box in C1 - Review the entries in questions 13-15 for each person and enter the total number of doctor visits reported in the "DOCTOR" box in C1 in each person's column before going to question 16. The following illustration will give an example of how to record the visits reported in questions 13-15 in item C1.

| | | | | | | | |
|---|--|------------------------------------|------------------------------------|---|------------------------------------|------------------------------------|------------------------------------|
| C | 1. Record the number of Doctor Visits and Hospitalizations | DOCTOR | HOSP. | DOCTOR | HOSP. | DOCTOR | HOSP. |
| | | <input type="checkbox"/> None (NP) | <input type="checkbox"/> None (NP) | <input checked="" type="checkbox"/> None (NP) | <input type="checkbox"/> None (NP) | <input type="checkbox"/> None (NP) | <input type="checkbox"/> None (NP) |
| | | 1 (NP) | (NP) | (NP) | (NP) | 2 (NP) | (NP) |

| | | | |
|--|--|--|---|
| 13. During the past 2 weeks (the 2 weeks outlined in red on the times did -- see a medical doctor? (Besides those visits) 14a. During that 2-week period did anyone in the family clinic for shots, X-rays, tests, or examinations? b. Who was this? - Mark "Doctor visit" box in c. Anyone else? If "Doctor visit," ask: d. How many times did -- visit the doctor? 15a. During that period, did anyone in the doctor over the telephone? b. Who was the phone call about? c. Any calls about anyone else? If "Phone call," ask: d. How many telephone | 13. 00 <input checked="" type="checkbox"/> None } A.P Number of visits } 14a. <input checked="" type="checkbox"/> Doctor visit d. 1 Number of visits (NP) | 13. 00 <input checked="" type="checkbox"/> None } NP Number of visits } 14a. <input type="checkbox"/> Doctor visit d. Number of visits (NP) | 13. 00 <input type="checkbox"/> None } NP Number of visits } 14a. <input type="checkbox"/> Doctor visit d. Number of visits (NP) |
| 15b. <input type="checkbox"/> Phone call d. Number of calls (NP) | 15b. <input type="checkbox"/> Phone call d. Number of calls (NP) | 15b. <input checked="" type="checkbox"/> Phone call d. 1 Number of calls (NP) | 15b. <input checked="" type="checkbox"/> Phone call d. 1 Number of calls (NP) |

①⑥ Condition Causing Two-Week Medical Advice (Continued)

①⑥

- 2 Question 16 - Ask question 16 for each person with doctor visits reported in questions 13-15 to find out the specific conditions causing the visit.
- a Question 16a, For What Condition - Ask question 16a and record in item C2 each condition for that person after marking the "Condition" box. If in answer to question 16a, 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. Include as visits for pregnancy, visits by the woman for consultation or checkups during the pregnancy. If the reason for the doctor visit(s) was for an examination or preventive care only, mark the "No condition" box in question 16a.
- b Questions 16b and c, Any Specific Condition - Ask question 16b as an additional probe to determine if the person saw the doctor about any specific condition, and if so, what that condition was. Record all conditions reported in answer to 16c in item C2.
- c Question 16d, Any Other Condition - Ask question 16d as a reminder to the respondent about any other condition for which treatment or advice was received during the doctor visit(s). Once you get a "No" response to question 16d, go to the next person and ask question 16a, if it is required.
- d Questions 16e and f, Pregnancy - Ask questions 16e and f only if you marked the "Pregnancy" box in question 16a.
- 1) Question 16e, Sick Because of Pregnancy - The purpose of 16e is to find out if there was any sickness during the past two weeks because of the pregnancy. Do not consider pregnancy as an illness condition and do not record it in item C2 unless there were some complications or illness conditions associated with it during the past two weeks. "Sick" means whatever the respondent thinks it means--make no attempt to define it to her.
- 2) Question 16f, Condition of Pregnancy - If the respondent reports some sickness during the past two weeks because of the pregnancy ("Yes" in 16e), ask question 16f and record the condition in item C2 for that person.

17

Question 17, Twelve-Month Doctor Visits

17

| | |
|--|---|
| <p>17a. During the past 12 months, (that is since <u> </u> (date) <u> </u> year ago), about how many times did -- see or talk to a medical doctor? (Do not count doctors seen while a patient in a hospital.) (Include the -- visits you already told me about.)</p> | <p>17a. <input type="checkbox"/> Only when in hospital <input type="checkbox"/> None <u> </u> Number of visits</p> |
| <p>b. ABOUT how long has it been since -- LAST saw or talked to a medical doctor?</p> | <p>b. <input type="checkbox"/> 2-week DV <input type="checkbox"/> Past 2 weeks not reported (13 and 16) <input type="checkbox"/> 2 wks.-6 mos. <input type="checkbox"/> Over 6-12 mos. <input type="checkbox"/> 1 year <input type="checkbox"/> 2-4 years <input type="checkbox"/> 5+ years <input type="checkbox"/> Never</p> |

- 1 Ask both parts of question 17 as a block for each person after completing question 16 for all family members. Do not include dental visits in question 17. If you learn reported visits are dental visits, rephrase the questions to "Exclude the dental visit you told me about," and "... last saw or talked to a medical doctor, not counting the dentist?"
- 2 Question 17a, Twelve-Month Doctor Visits - Ask question 17a inserting the date entered in "Reference dates" for "Dentist and Doctor visit probe" and include the first parenthetical statement the first time the question is asked and at any other time you feel it necessary. If any two-week doctor visits have been reported for this person, include the second parenthetical statement inserting the number of doctor visits previously reported for the dashes.
 - a If "checkup" is mentioned, rephrase the question by asking "Including any visits for a checkup, how many separate visits did you make to a doctor since -- a year ago?" Here, as in the dental visit question, we want to count each visit.
 - b. If you learn that any of the visits reported in question 13 or 14 occurred while the person was a patient in the hospital, correct the answer(s) to exclude the inpatient visits. If all of the person's visits during the 12-month period were while in the hospital, mark the "Only when in hospital" box.
- 3 Question 17b, Interval Since Last Saw Doctor - Seeing a doctor while a hospital inpatient is included in 17b, but not in 17a.

Mark the "2-week DV" box in 17b, without asking the question, for persons who have reported a two-week doctor visit. Ask 17b for all other persons and mark the appropriate answer box in each person's column as follows:

⑪ Twelve-Month Doctor Visits (Continued)

⑪

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

Reask questions 13 and 16 for that person and make the necessary corrections in these questions. Correct the entry in the "DOCTOR" box in item C1 for that person, record in item C2 any new condition reported and verify or correct 17a.

Make corrections to the two-week doctor visit probe questions only when asking this question. Do not change the entries in questions 13-15, because of any information given later in the interview but do correct C1.

NOTE: If the only doctor seen during the past two weeks was while an inpatient in a hospital, do not mark a box in 17b but footnote the situation.

Mark the remaining answer categories using the rules given for question 12b.

| | | |
|---------------------|--|---|
| <p>Ages 17+</p> | <p>18a. What was -- doing MOST OF THE PAST 12 MONTHS - (For males): working or doing something else? (For females): keeping house, working, or doing something else? If "something else," ask: b. What was -- doing? If 45+ years and was not "working," "keeping house," or "going to school," ask: c. Is -- retired? d. If "retired," ask: Did he retire because of his health?</p> | <p>18. & 19.</p> <p><input type="checkbox"/> Working (23a) <input type="checkbox"/> Keeping house (23b) <input type="checkbox"/> Retired, health (22) <input type="checkbox"/> Retired, other (22) <input type="checkbox"/> Going to school (25) <input type="checkbox"/> 17+ something else (22) <input type="checkbox"/> 6-16 something else (24)</p> |
| <p>Ages 6-16</p> | <p>19a. What was -- doing MOST OF THE PAST 12 MONTHS - going to school or doing something else? If "something else," ask: b. What was -- doing?</p> | |
| <p>Ages under 6</p> | | <p><input type="checkbox"/> 1-5 years (20) <input type="checkbox"/> Under 1 (21)</p> |

1 Ask questions 18-27 as a block for each person. The instructions in the left margin indicate which question to ask first, or item to mark, depending on the person's age. Ask all persons 17 years or older question 18a first; all persons 6-16 years of age question 19a first. For children under six, mark either the "1-5 years" box or the "Under 1" box. As a guide to the proper order of asking questions 18-27, instructions have been printed to the right of each answer space indicating where to go next when you are to skip to another question.

2 Questions 18 and 19, Main Activity During Past 12 Months - Emphasize the phrase "most of the past 12 months" to remind the respondent you are referring to the entire year, not just to the present time. If a person says that he has had more than one kind of activity, mark the activity at which the person spent the most time during the past 12 months. Thus, if a woman has kept house and also worked, mark the box which describes the activity that took up most of her time during the past 12 months. If the person spent equal time at two types of activities, select the one which the person considers more important.

a How to Ask Questions 18a-d, Persons Aged 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) working or doing something else?" Ask the question similarly for females, but use the alternate wording.

- 1) If the response to 18a fits any of the appropriate boxes, "Working," "Keeping house," (even for men), or "Going to school," mark the box.
- 2) If the response is "Something else," ask question 18b. If this response corresponds to one of the check boxes, mark the appropriate one. If the response is "Retired," ask 18d. If the person is aged 17-44 and the response to 18b does not correspond to one of the first five check boxes, mark the "17+ something else" box.

18-19 Major Activity (Continued)

18-19

- 3) If the person is 45 years old or over and the response to question 18b does not correspond to one of the first four check boxes, ask question 18c. If the response to question 18c is "Yes," ask 18d. If the response to 18c is "No," mark the "17+ something else" box.
 - 4) If the response to any part of 18a-c is "Retired," ask 18d. If this is "Yes," mark the "Retired, health" box. If any other reason for retirement is given, or if the response is "No," mark the "Retired, other" box.
 - 5) Consider persons in the Armed Forces most of the past 12 months and now separated from the service, as "17+ something else."
- b Questions 19a and b, Persons 6-16 Years of Age - If the response is "Going to school," "Working" or "Keeping house," mark the appropriate box and follow the instructions in the parentheses. If "Something else" is the response, ask question 19b. If the response to 19b cannot be assigned to one of the check boxes, mark the "6-16 something else" box.

20

Question 20, Limitation of Activity for Children 1-5 Years of Age

20

| | | | |
|---|------|----------|----------|
| 20a. Is -- able to take part at all in ordinary play with other children? | 20a. | Y | 1 N (27) |
| b. Is he limited in the kind of play he can do because of his health? | b. | 2 Y (27) | N |
| c. Is he limited in the amount of play because of his health? | c. | 2 Y (27) | N (26) |

If 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." (20b)

If a child needs special rest periods or is unable to play for long periods at a time because of his health, consider him as "limited in the amount of play." (20c)

21

Question 21, Limitation of Activity for Children Under One Year of Age

21

| | | | |
|---|------|------------|----------|
| 21a. Is -- limited in any way because of his health? | 21a. | 1 Y | 8 N (NP) |
| b. In what way is he limited? Record limitation, not condition. | b. | _____ (27) | |

If a condition is given in response to question 21a or b, reask 21b to determine how the child is limited. Enter the condition if no other information is given. A limitation of a child under one year of age might include extra long rest periods, limited play activity, and so forth.

22

Question 22, Retired or "17- Something Else"

22

| | | | |
|---|------|----------|--------|
| 22a. Does -- health now keep him from working? | 22a. | 1 Y (27) | N |
| b. Is he limited in the kind of work he could do because of his health? | b. | 2 Y (27) | N |
| c. Is he limited in the amount of work he could do because of his health? | c. | 2 Y (27) | N |
| d. Is he limited in the kind or amount of other activities because of his health? | d. | 3 Y (27) | N (26) |

- 1 Question 22a, Health Keeps from Working - If the person's major activity was reported as "Retired, health," "Retired, other" or "17+ something else," ask question 22a to find out if the person's health presently keeps him from working. Many times a person who has retired from one job because of health, is able to do some other kind of work, for example, the bricklayer who retired because of a bad back is now the manager of a retail liquor store.
- 2 Question 22b, Limited in Kind of Work - Ask question 22b to determine if the person's health would limit the kind of work he could do if he were to work. Since the person, in most cases, will not presently be working, the word "could" in 22b and c is used to convey the idea that if the person were presently working, would he be limited by his health.
- 3 Question 22c, Limited in Amount of Work - Ask question 22c to determine if the person's health would limit the amount of work he could do if he were to work.
- 4 Question 22d, Limitation in Kind or Amount of Other Activities - Ask question 22d to determine if the person's health limits the kind or amount of his other activities. Other activities include anything other than work, such as recreation, sports, hobbies, church, etc.

23

Question 23, Limited in Kind or Amount of Work or Housework

23

| | | | |
|---|------|----------|--------|
| 23a. Does -- NOW have a job? | 23a. | Y (23c) | N |
| b. In terms of health, is -- NOW able to (work - keep house) at all? | b. | Y | N (27) |
| c. Is he limited in the kind of (work - housework) he can do because of his health? | c. | 2 Y (27) | N |
| d. Is he limited in the amount of (work - housework) he can do because of his health? | d. | 2 Y (27) | N |
| e. Is he limited in the kind or amount of other activities because of his health? | e. | 3 Y (27) | N (26) |

- 1 Question 23a, Now Have a Job - Ask question 23a of all persons who reported "Working" in question 18 or 19 to determine if they presently have a job.
- 2 Question 23b, Now Able to Work or Keep House at All - Ask question 23b of all persons whose usual activity was working, but who do not have a job now, and of persons whose usual activity was keeping house. When asking 23b-d, select the appropriate word within the parentheses.

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

- 3 Question 23c, Limited in Kind of Work or Housework - Consider a person who is unable to do certain kinds of manual work because of his health, such as lifting or carrying materials, or a person who is unable to work where a lot of standing or walking is required as limited in the kind of work he can do.

Consider a housewife who is unable to do certain kinds of housework which require her to lift heavy materials or do strenuous housework, such as scrubbing floors as limited in the kind of housework she can do.

- 4 Question 23d, Limited in Amount of Work or Housework - Consider a person who is unable to work full time or must have periodic rest periods because of his health as being limited in the amount of work or housework he can do.
- 5 Question 23e, Limited in Other Activities - Ask question 23e 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, limitations in participating in sports, clubs, hobbies, church, civic projects, athletics, games, etc.

(24)-(25) Questions 24 and 25, "6-16 Something Else," or "Going to School"

(24)-(25)

| | | | |
|--|------|----------|----------|
| 24. In terms of health would -- be able to go to school? | 24. | Y | 1 N (27) |
| 25a. Does (would) -- have to go to a certain type of school because of his health? | 25a. | 2 Y (27) | N |
| b. Is he (would he be) limited in school attendance because of his health? | b. | 2 Y (27) | N |
| c. Is he limited in the kind or amount of other activities because of his health? | c. | 3 Y (27) | N |

- 1 Question 24, Able to go to School - Ask question 24 only if the "6-16 something else" box is marked in questions 18 and 19 to determine if the person is able to go to school, although his major activity during the past 12 months was something else.
- 2 Question 25, Limited to Certain Types of Schools or Kind of School Activity - Ask question 25 about those persons reported in questions 18 and 19 as "Going to school" or "6-16 something else" but able to go to school ("Y" circled in 24).
 - a Questions 25a and b, Limited to Certain Types of Schools or in School Attendance - When "Y" has been circled in 24, ask 25a and b using the parenthetical phrase (would) and (would he be). Consider a person who attends a special school or a person who can attend school for only part of a day as being limited.
 - b Question 25c, Limited in Kind or Amount of Other Activities - Ask question 25c to determine if a person, although not limited in school attendance, is limited in other types of activities. For purposes of this question, other activities might include participation in various recreation or sporting activities.

26

Question 26, Limited in ANY WAY

26

| | | | |
|---|------|---|--------|
| 26a. Is --- limited in ANY WAY because of a disability or health? | 26a. | Y | N (NP) |
| .b. In what way is he limited? Record limitation, not condition. | b. | | |

Ask question 26 about all persons 1+ years of age who did not report any activity limitation in question 20, 22, 23, or 25. This question serves as a catchall question to remind the respondent of limitations that were not reported in answer to earlier questions. "Disability" is included in question 26, because some people do not think of missing limbs, blindness, and things of that nature as health problems. If you are aware of such a situation, do not probe or record it unless the respondent reports it. If a condition is given in response to question 26a or b, reask 26b to determine how the person is limited. Enter the condition if no other information is given.

27

Question 27, How Long Limited and Cause

27

| | |
|---|---|
| 27a. About how long has he { been limited in -- been unable to -- had to go to a certain type of school? } | 27a. 000 <input type="checkbox"/> Less than 1 month 1 ____ Mos. 2 ____ Yrs |
| b. What (other) condition causes this limitation? If "old age" only, ask: Is this limitation caused by any specific condition? | b. Enter condition in item C Ask 27c <input type="checkbox"/> Old age only (NP) |
| c. Is this limitation caused by any other condition? Mark box or ask: | c. Y (Reask 27b and c) N <input type="checkbox"/> Only 1 condition |
| d. Which of these conditions would you say is the MAIN cause of his limitation? | d. Enter main condition |

- 1 Ask question 27 of all persons who reported some kind of activity limitation in questions 20-26 to determine how long the person had this limitation and what condition causes it.
- 2 How Long Had This Limitation - In question 27a, we want to know the length of time the person has been limited by this health problem, not how long the person has had the condition causing the limitation.
 - a In asking question 27a 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," ask question 27a: "About how long has he been limited in the kind of work he could do?"
 - b If the limitation is reported in question 22a, ask question 27a as: "About how long has he been unable to work?"
 - c When a limitation is reported in question 21 or 26, insert the respondent's description of the limitation when asking 27, for example, "About how long has he been unable to drive a car?" If the final answer to question 21 or 26 is a condition, ask question 27, "About how long has he been limited by his ...?"
- 3 Questions 27b-d, Condition Causing Limitation - Ask questions 27b-d to determine what condition causes a person's activity limitation and if more than one is reported, which one is the main cause of the limitation. Record the condition(s) in item C2 using "27" as the source.
 - a How to Ask - Ask question 27b and enter the condition in that person's column in item C2. Continue to reask 27b, using the parenthetical "other" and 27c until a "No" is obtained.

If you have received a condition in response to question 21 or 26, skip 27b and ask 27c.

27 How Long Limited and Cause (Continued)

27

- b "Old Age" is Reported - Occasionally the answer given to question 27b will be "Old age." Do not enter "Old age" in item C2. Instead, ask the alternate question below question 27b and record the condition(s) in item C2. If the limitation can be attributed to no other condition, mark the "Old age only" box.
- c Limitations Due to Pregnancy or Recent Injuries - If the only condition(s) reported in answer to question 27 is

pregnancy (including delivery)

or

an injury which occurred less than three months ago that did not result in obvious permanent disability such as a broken leg,

enter the name of the condition in a footnote. Reask the question which picked up the limitation using an introductory statement, such as "Except for your broken leg, would you be limited in the kind of work you could do because of your health?" and correct the original entry. Continue to ask any other appropriate limitation questions for this person. Do not make entries in item C to indicate that pregnancy or recent injuries, as specified above, was reported in answer to question 27.

- d Main Condition - Question 27d determines which condition is the main cause of a person's activity limitation when two or more conditions have been reported in questions 27b and c.
- 1) If only one condition has been reported in questions 27b and c, mark the "Only one condition" box in that person's column, and omit question 27d.
 - 2) After asking question 27d, enter the condition that the respondent says is the main cause of the activity limitation in the answer space for that person, then go to the next person. If in response to question 27d, the respondent mentions a condition not previously reported, enter that condition in 27d and also in item C2.
 - 3) If the respondent is unable to determine the main cause from several, indicate this by an entry of "unable to select main cause," "all the same," "both," or something similar.

28

Question 28, Hospitalizations Since Specified Date

28

| | | | |
|--|------|----------------|------------|
| 28a. Was -- a patient in a hospital at any time since (date) a year ago? | 28a. | Y | N (Item C) |
| b. How many times was -- in a hospital since (date) a year ago? | b. | Times (Item C) | |

- 1 Although the survey is primarily concerned with hospitalizations which occurred during the past 12 months, for statistical purposes, we also need to know about hospitalizations which occurred just before the past 12 months. In this way we pick up hospitalizations which started before the "past 12 months" but which actually extended into the 12-month period. For these reasons the hospitalization probe question is asked for a period of 13 to 14 months.
- 2 Ask question 28a separately for each household member, inserting the "Reference date" entered in C2 for the "Hospital probe." If no hospitalizations are reported, circle "N" in 28a and mark the "None" box in the "HOSP." column in item C1 for this person.
- 3 Ask 28b for each person for whom the answer to question 28a is "Yes." Enter the number of times in the column for that person and in the "HOSP." box of item C1.
- 4 Patient in a hospital - being admitted and staying overnight or longer in a hospital. Exclude visits to emergency rooms, or outpatient clinics.

Question 29, Stays in Nursing Homes, Etc.

| | | | |
|---|---|--------|-------------------------|
| 29a. Was anyone in the family in a nursing home, convalescent home, or similar place since _____ (date) _____ a year ago? | Y | N (30) | |
| b. Who was this? - Circle "Y" in person's column. If "Y," ask: | | | 29b. Y |
| c. During that period, how many times was -- in a nursing home or similar place? | | | c. _____ Times (Item C) |

- 1 "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 29 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" as long as the person is a household member at the time of interview.
- 2 If one or more nursing home "stays" are reported, record the number in 29c, 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 28 and 29.

30

Question 30, Check on Question 28

30

| Ask for each child 1 year old or under if date of birth is on or after reference date. | | | |
|--|------|---|--------|
| 30a. Was -- born in a hospital? If "Yes," and no hospitalizations entered in his and/or mother's column, enter "1" in 28b and item C. If "Yes," and a hospitalization is entered for the mother and/or baby, ask 30b for each. | 30a. | Y | N (NP) |
| b. Is this hospitalization included in the number you gave me for --? If "No," correct entries in 28 and item C for mother and/or baby. | b. | Y | N |

- 1 Question 30 is a check on question 28 to insure that hospitalizations for deliveries or births are not forgotten. If no baby aged one or under is listed, make no entries in question 30 but go to question 31.
- 2 Question 30a - If a child under two years old is listed on the questionnaire, look at question 3 of the column in which the baby is listed. If the baby's birth date is before the reference date, no further questions or entries for question 30 are required.

If the baby was born within the hospital reference period (on or after the date entered in C2 and before last Sunday (midnight)), ask question 30a. If the answer to this question is "Yes," check question 28b for both the baby and the mother to see if any hospitalizations have been reported. If no hospitalizations have been reported for either the baby or the mother, enter "1" in question 28b 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 28b for the baby and ask question 30b for the mother (or vice versa). If a hospitalization has been reported in question 28b for both the baby and the mother, then ask 30b for both the baby and the mother.
- 3 Question 30b - Ask and mark question 30b for the baby and the mother if any hospitalizations were reported in question 28b for either, and you have determined in answer to question 30a that the baby was born in a hospital within the reference period. If the answer to 30b is "No," change the entry in 28b to reflect this "missed" hospital stay.
- 4 Examples of Question 30 - Here are two examples which illustrate the procedure:
 - a You are interviewing in January 1975. You have an 18-month old child listed on the questionnaire as a one-year old, with question 3, date of borth, as July 7, 1973, (the reference date for the hospital probe is December 1). Since the baby was not born within the time reference period, you do not need to make any entries in question 30.

- b Or, for example, there is a baby listed as "Und. 1." The baby's birth date is within the reference period so you ask question 30a, "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 28b for the baby, but two hospitalizations have been recorded in question 28b for the mother. The instruction for 30a tells you to enter "1" in 28b and item C for the baby and ask question 30b for the mother to determine if the two hospitalizations already entered in 28b for her include her hospitalization for the baby's delivery. You find that it does not, so change the "2" hospitalizations already recorded in question 28b and in item C for the mother to "3."
- 5 In filling this question, remember that question 30a refers only to the baby and the entries should appear only in his column of the questionnaire. For question 30b, 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 28b.

31

Question 31, Condition List

31

| | | |
|---|-----------------------------------|---------------------------------|
| <p>31a. DURING THE PAST 12 MONTHS, did anyone in the family (you, your --, etc.) have --</p> <p>If "Yes," ask 31b and c</p> <p>b. Who was this? Enter name of condition and letter of line where reported in appropriate person's column in item C.</p> <p>c. During the past 12 months, did anyone else have . . . ?</p> | A. Gallstones? | I. Any disease of the pancreas? |
| | B. Any other gallbladder trouble? | J. Ulcer? |
| | C. Cirrhosis of the liver? | K. Hernia or rupture? |
| | D. Fatty liver? | L. A disease of the esophagus? |
| | E. Hepatitis? | M. Gastritis? |
| | F. Yellow jaundice? | N. FREQUENT indigestion? |
| | G. Any other liver trouble? | O. Any other stomach trouble? |
| | H. Diabetes? | P. Enteritis? |

| | | |
|--|----------------------------------|---|
| <p>31a. DURING THE PAST 12 MONTHS, did anyone in the family have --</p> <p>If "Yes," ask 31b and c</p> <p>b. Who was this? Enter in item C</p> <p>c. During the past 12 months, did anyone else have . . . ?</p> | Q. Diverticulitis? | <p>W. Cancer of the stomach, colon or rectum?</p> <p>X. During the past 12 months did anyone in the family have any other condition of the digestive system? If "Yes," ask, "Who was this? - What was the condition?" (Enter in item C)</p> |
| | R. Colitis? | |
| | S. Spastic colon? | |
| | T. FREQUENT constipation? | |
| | U. Any other bowel trouble? | |
| | V. Any other intestinal trouble? | |

1 Question 31 concerns selected conditions that affect the digestive system. Ask question 31 for the family after completing question 30. If you are questioned as to the meaning of any of the terms in question 31, say "I'm not sure but it is a condition of the digestive system." Do not attempt to explain or describe any of the conditions.

a Ask question 31, "During the past 12 months, did anyone in the family (you, your --, etc.) have . . ." and read the first listed condition. Insert the names or relationships of all family members in the parentheses the first time you ask question 31a. Emphasis is placed on "During the past 12 months." Record all conditions reported while asking question 31 (even if the condition is not listed in question 31) if present during the past 12 months. An additional probe may be necessary to determine this.

NOTE: Do not consider flu, grippe, and cold affecting the digestive system as question 31 conditions and do not record them in C2 if answered in response to question 31.

- b After reading each condition, wait for a "Yes" or "No" reply before going to the next condition. This procedure is necessary in order to be certain the respondent has had time to think about each condition. If two respondents are present, wait for each person to reply to a condition before going on to the next condition. As you ask each condition, make a check mark (✓) in the column to the right of it to keep your place in the list.
- c When you receive a "Yes" response, ask question 31b, "Who was this?" and record the condition and letter in item C2 in the appropriate person's column. If a "Yes" response is given to two or more conditions listed together, for example, hernia or rupture, ask an additional probe at this time to determine which of the listed conditions the person had and enter this in C2.

Then ask 31c for the condition. For example, "During the past 12 months did anyone else have hepatitis?" If "Yes," ask 31b and enter the condition and letter in item C2 in that person's column. Continue reasking 31b and c until you receive a final "No" answer to that condition. Then ask about the remaining conditions by reasking the main question without the parenthesis. This is to remind the respondent that we are interested in whether anyone in the family had any of the remaining conditions during the past 12 months.

- d If the same condition is reported more than once in question 31, you need only enter the letter for the item where it was first reported. Thus, you will have only one letter per condition in item C2.
- 2 In some cases, respondents report conditions other than those you are asking about or conditions which are difficult to classify and you may not know whether this response is really a "Yes" or "No" to your question. In such cases, enter the reported condition and letter in C2 and reask the question. For example, in reply to "Colitis?" the respondent says, "I have a nervous colon." Enter "nervous colon" in C2 and reask "Did anyone in the family have colitis?"
- 3 If the respondent gives a listed condition before you have asked it, record it with the letter at which it is reported. For example, you ask, "Any other gallbladder trouble?" and the reply is, "No, but I have liver trouble." Record "B-liver trouble" in item C2. When you come to "any other liver trouble," ask "Besides yourself, did anyone else in the family have any other liver trouble?"
- 4 The entries on lines B, G, I, L, O, U, V, and X are not specific conditions but are general questions designed to pick up any other digestive conditions which are not included in the SPECIFIC conditions listed in question 31.

31 Condition List (Continued)

31

- a If a condition which includes the part of body shown in items B, G, I, L, O, U, or V has been reported in answer to an earlier probe question, ask the question without reference to the entry in C2. Enter the appropriate item 31 letter in C2 next to the condition already entered. For example, if "upset stomach" is reported in question 9, enter "O" in C2 and ask, "Any other stomach trouble?" However, if a person reports "pancreatitis" in answer to question 9, but says "No" to "Any disease of the pancreas?", do not consider pancreatitis as a question 31 condition.
- b Do not consider other digestive conditions (item X) as question 31 conditions unless they are reported while asking the condition list.
- 5 When a SPECIFIC condition in question 31 has already been reported in answer to an earlier probe question, enter the appropriate letter beside the condition in C2 and rephrase the question, for example, "Did anyone in the family, besides your husband, have gallstones?"

If a condition is given in answer to one of the general categories, enter the condition in C2. If, however, the respondent just says "Yes" without reporting a condition, record the general category in C2, for example, "stomach trouble." Do not probe at this time to obtain a definite condition.

32

Question 32, General Health Question

32

| | | | | | | | | | |
|--|------|---|---|---|---|---|---|---|---|
| 32. Compared to other persons --'s age, would you say that his health is excellent, good, fair, or poor? | 132. | 1 | E | 2 | G | 3 | C | 4 | P |
|--|------|---|---|---|---|---|---|---|---|

Question 32 is a general health question to determine the respondent's own evaluation of his health and that of each member of his family as compared to other persons of the same age. If the respondent does not understand, reask the question emphasizing the phrase, "Compared to other persons --'s age." Circle the appropriate response according to the respondent's reply.

(R)

Item R, Respondent

(R)

| | | |
|-----------------------|---|---|
| R Q.'s 4-32 | For persons 17 years old or over, show who responded for (or was present during the asking of) Q.'s 4-32. | 1. Responded for self-entirely |
| | If persons responded for self, show whether entirely or partly. For persons under 17 show who responded for them. | 2. Responded for self-partly Person _____ was respondent |

Item R, Who Responded - Item R is used to identify the respondent for probe questions 4-32. Mark item R as follows:

- 1 Adult - If the person responded to questions 4-32 entirely for himself, mark the box "Responded for self-entirely." Consider a person to have responded entirely for himself if he was present (in the same room or within hearing distance) during the asking of all of questions 4-32, even if he did not answer any questions directly.
 - a If he responded partly for himself, mark the box "Responded for self-partly" and enter the column number of the person who partly responded for him. Consider a person to have "Responded for self-partly" if he was present (in the same room or within hearing distance) during the asking of at least one, but not all of questions 4-32.
 - b For adults not present, enter the column number of the person or persons who responded for them.
 - c Persons 17 and 18 years of age may respond for themselves if they live alone or are in the presence of a related adult but, unless they are married, cannot answer any questions for other family members.
- 2 Children - For unmarried persons under 17, enter in item R the column number of the person or persons who responded for them.
- 3 Interpreter - When an interpreter is involved, consider the person(s) providing the information to the interpreter as the respondent.

CHAPTER 4. CONDITION PAGE

A General Procedure

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

If a condition requiring a Condition page is first reported after you have completed the Probe pages, enter it in item C2 at the time it is reported. Fill a Condition page for this new condition after you have completed the entire page on which it was reported, for example, after completing all required columns for hospitalizations, unless it is reported on a Condition page. In this case, fill a Condition page for it before completing any other Condition pages.

B Order of Filling Condition Pages

Complete the Condition pages in the order they are listed in item C. Fill the first Condition page for the first condition listed for Person (1). Continue consecutively, condition by condition, until each condition recorded in item C2 for Person (1) has been carried through a separate Condition page. Continue by carrying all of Person (2)'s conditions listed through separate Condition pages, then Person (3), etc.

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

C Extra Questionnaires Needed for More Than Seven Conditions

If there are more than seven conditions reported, use extra questionnaires and number the Condition pages consecutively. Thus, for more than seven conditions, you must change the number of the first Condition page in the second questionnaire to eight.

D Types of Reporting Problems

1 Dental Conditions - If teeth were pulled or other dental surgery performed, record in question 3 the name of the disease or condition that necessitated the pulling of the teeth or surgery.

2 Pregnancy and Childbirth

a Normal pregnancy is not considered as illness but if there are complications which caused restricted activity or medical attention in the past two weeks, record the complication(s) (morning sickness, swollen ankles, etc.) in question 3a.

b Delivery or childbirth, even when normal, should be reported for the mother on the Condition page if it caused restricted activity, that is, bed (including routine hospital days), work or school-loss, or cut-down days during the past two weeks. Date of onset for these cases should be the date of delivery.

1) In recording a delivery, state whether it was 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."

2) Do not report birth during the past two weeks on a Condition page for the baby unless there were birth complications for the baby or the baby had some other illness. For such cases, enter the specific condition, not just "birth."

3 Menstruation and Menopause

a Normal menstruation is not illness. However, if the respondent reports that menstruation has caused restricted activity or she saw a doctor for this condition during the past two weeks, it should be recorded, for example, excessive or slight "flow," delayed or painful menstruation, or frequent or irregular menstruation.

b Any menopausal symptoms causing restricted activity, or a two-week doctor visit should also be recorded.

4 Illness Resulting from Vaccination or Immunization - Vaccination and immunization in themselves are not illnesses. However, they may cause temporary illness with such symptoms as fever, headaches, etc. Illness involving restricted activity or doctor visits in the past two weeks, resulting from vaccination or immunization, should be recorded in item C2.

5 Mental Illness - If mental illness is reported by the respondent, try to get the medical name and record it in question 3a. If the medical name is not known, enter a description of how it affects the person.

6 Operations - If the only description the respondent gives of an illness is the name of an operation, ask what the condition was that made the operation necessary and record that condition in question 3a along with the operation. Also, record any present ill-effects. "Vasectomy" is on Card C and is an exception to this rule.

- 7 Reaction to Drugs - If the respondent reports a reaction to drugs taken causing illness with restricted activity or medical attention in the past two weeks, three things should be recorded in 3a: The reaction, the drug, and the reason for taking the drug. For example, "skin rash - penicillin - virus."
- 8 Caution About Deciding Two Conditions Are the Same - Do not attempt to "diagnose" conditions which appear to be the same or to make decisions that the two conditions are the same because they seem to be alike, for example, "deformed foot" and "club foot."
- a Do not probe to determine whether two conditions are the same. It is only when the respondent indicates they are the same by his answers to the questions or when the names of conditions are identical, that you are to consider the two conditions as the same. Otherwise, record them separately in item C2 and carry each condition through a separate Condition page.
- b If the respondent actually says that one condition is the same as another for which you have already completed a Condition page, follow this procedure:
- 1) Leave, on the Condition pages, the separate entries for each condition reported, but enter a footnote on the two Condition pages that the conditions are the same. Refer to the conditions by number, for example, "Conditions 1 and 2 are the same."
 - 2) Since you will already have taken the first condition through all questions of a Condition page, you will usually not need to ask the remaining questions for any other condition which has been reported as being the same as the first one.

NOTE: Conditions listed or reported in question 31 require certain additional information. For example, questions 11-19 are required for conditions from 31 but are not required for conditions reported elsewhere. When you are asking about a condition listed or reported in question 31 and the respondent says that it is the same as a condition for which you have already completed a Condition page, be sure that on one of the pages you have asked all the questions appropriate for a condition reported in question 31. For example, if you have in item C2:

Question number 27 - Shortness of breath - 1

Question number K - Hernia - 2

When filling the Condition page for "hernia," the respondent says the two conditions are the same. When you are told these are the same, skip to item AA and questions 11-19 on this page before footnoting "Same as condition 1." The reason for this is that these questions are not required for "shortness of breath" but are required for "hernia" because it is a question 31 condition.

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

E Questions 3a-e, Condition Details

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

- 1 The best description of a condition is its exact medical title. Sometimes the statements of respondents do not always give a complete description of the condition. When the respondent does not know the exact medical title of the illness, one or more of three different kinds of information generally needs to be obtained in order to assign the most exact medical code:
 - a The respondent's statement of the cause.
 - b A specific description of the kind of trouble.
 - c The part of the body affected.
- 2 Ask questions 3b-3e about the entries in question 3, not the entry in item 1.
- 3 IF ANY NEEDED ENTRIES FOR 3b-3e HAVE BEEN RECORDED PREVIOUSLY IN QUESTION 3, IT IS NOT NECESSARY TO REASK THE QUESTION OR REENTER THE ANSWER.

F If More Than One Condition is Given in Item 1 and Question 3

- 1 If in item 1 or question 3 there is more than one condition which is listed or reported in question 31, each requires a separate Condition page unless the respondent volunteers that these conditions are the same. Do not attempt to determine if a reported condition is the same as one listed in the condition list.

a If the second condition is listed or reported in question 31, determine if it was present during the past 12 months and complete a separate Condition page for it if it was present. If the second condition was from question 31 and 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.

b Following are some examples of how to handle these situations:

1) Item 1 - Colitis
Question 3a - Spastic colon } Both present during
the past 12 months

or

Item 1 - Colitis
Question 3a - Colitis } Both present during
Question 3b - Spastic colon } the past 12 months

In these cases, enter "spastic colon" in C2 with "Cond." as the source. After completing the Condition page for "colitis," fill a Condition page for "spastic colon" before filling any other Condition pages.

2) Item 1 - Bowel trouble
Question 3a - Cancer of the colon removed two years ago

In this case, no separate Condition page is required.

3) Item 1 - Liver trouble
Question 3a - Liver degeneration

In this case, do not consider "liver degeneration" as a question 31 condition unless it was reported while asking the condition list.

2 Also complete separate Condition pages when question 3a contains more than one condition. For example:

Question 27 and item 1 - Foot trouble

Question 3a - Corns and calluses

- a Carry the first condition, "corns," through the remainder of this Condition page. Enter the second condition, "calluses," in item C2 with "Cond." as the source, at the time it is reported so that a page will be filled for it before any other Condition pages are filled.
- 3 Separate Condition pages are also required for each present effect reported for a condition the person no longer has. For example:

Item 1 - Stroke

Question 3a - Stroke

Question 3b - High blood pressure

Question 3d - Poor vision in one eye and one entire arm paralyzed

- a Carry the first condition, "poor vision in one eye," through the remainder of this Condition page. Enter the second condition, "one entire arm paralyzed," in C2 with "Cond." as the source and fill a Condition page for it before filling any other Condition pages.

G Questions 4-8, Restricted Activity Past Two Weeks

The purpose of these questions is to separate the conditions causing persons to cut down on their usual activities for as much as a day, from those conditions not affecting usual activities. Ask questions 4-8 for each condition marked in item A2 without regard to the answers to probe questions 4-8 on page 2.

- 1 Refer the respondent to the calendar card for questions 4-8 as often as necessary, since these questions refer to the past two weeks.
- 2 For injuries occurring less than three months ago, questions 4-8 refer to the injury itself and/or any ill-effects which were present during "the past two weeks." For injuries occurring more than three months ago, questions 4-8 refer to the present effects.
- 3 In Bed or in a Hospital - If a person is sick in bed or in the hospital (because of the condition you are asking about), always count him as cutting down on the things he usually does. This includes a chronic invalid who spends all of his time in bed because of the condition you are asking about.
- 4 Check for Number of Days Reported in Questions 7 and 8 - Since hardly anyone works seven days a week or goes to school seven days a week, follow up replies of "the whole two weeks," "all last week," etc. Do not enter "14" or "7" automatically but reask the question in order to find out the actual number of days lost from work or school. If a person actually lost 14 days from work or school during "the past two weeks," enter "14" but explain in a footnote that these days were actually lost.

- 5 Check Between Questions 5, 6, 7, and 8 - The number of days entered in question 5 (cut-down days) must be equal to or greater than the number of days entered in any one of questions 6, 7, or 8, since days in bed or days lost from school or work represent "cutting down on usual activities." If there are inconsistencies of this kind, ask additional questions to ascertain the correct number to be recorded.
- 6 Differences Between Restricted Activity Days in Probe Questions 4-8 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 questions 4-8 on pages 2 and 3, since the person on any given day can cut down or be in bed for more than one condition. Such entries may or may not be consistent. Therefore, do not compare the entries in probe questions 4-8 on pages 2 and 3 and the entries in questions 4-8 on the Condition page. Accept what the respondent reports.

H Questions 20-24, Accidents and Injuries

These questions obtain information about ALL accidents or injuries which are recorded on a Condition page.

- 1 Record multiple injuries, resulting from the same accident, together in the same set of accident questions on a single Condition page if the accident occurred during the past three months.
- 2 Each separate accident requires a separate Condition page unless the same condition was caused by more than one accident, all of which occurred three months or more ago. In this case, fill the accident questions for the most recent accident and give the date(s) (month and year) of the other accident(s) in a footnote.
- 3 If a condition is caused by an accident that happened more than three months ago, and a later accident (less than three months ago) aggravated this condition, an additional Condition page is required. One Condition page will pertain to the earlier accident and the other to the one that happened less than three months ago. Enter the other injury in item C2 so that there are entries in C2 to correspond to the two Condition pages.
- 4 If two or more present effects reported in 21b are the results of the same accident, each requires a separate Condition page. In these cases, footnote "Same accident as condition ____, " in questions 20-24. Fill a Condition page for each present effect in the same order as they are listed in question 21b. When such additional conditions requiring Condition pages are reported, enter them in item C2 at the time they are reported.

①

Item 1, Person Number and Name of Condition

①

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

Transcribe the entries for item 1 to the Condition page before you ask question 2.

- 1 Person Number - Write in the number of the person who has the condition for which this particular Condition page is being filled.
- 2 Name of Condition - Transcribe the "Name of condition" verbatim as entered in item C2.

②

Question 2, When Last Saw or Talked to Doctor

②

| | | |
|---|---|---|
| 2. When did -- last see or talk to a doctor about his . . . ? | | |
| 1 <input type="checkbox"/> In interview week (Reask 2) | 2 <input type="checkbox"/> Past 2 wks. (Item C) | 3 <input type="checkbox"/> 2-4 yrs. |
| 2 <input type="checkbox"/> 2 wks.-6 mos. | 3 <input type="checkbox"/> Over 6-12 mos. | 4 <input type="checkbox"/> 5 yrs. |
| 3 <input type="checkbox"/> 1 yr. | 4 <input type="checkbox"/> Never | 5 <input type="checkbox"/> DK if Dr. seen |
| | 5 <input type="checkbox"/> DK when Dr. seen | |

1 Ask question 2 for each condition entered in item 1. In asking the question, substitute the name or relationship of the person for the dashes, and the name of the condition for the three dots.

a Doctor Seen or Talked To

This person saw or talked to a doctor if there was:

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

b Type of Doctor

- 1) The term "doctor" includes only medical doctors (MD) and osteopathic physicians (DO). Include all visits to medical doctors regardless of whether they are general practitioners or specialists. Ophthalmologists (occulists) have an MD degree and are counted as medical specialists. Also, include dentists (for dental conditions).

② When Last Saw or Talked to Doctor (Continued)

②

- 2) Consulting chiropractors, chiropodists, podiatrists, naturopaths, Christian Science healers, opticians, optometrists or other types of people giving medical care are not counted.
 - 3) Do not make a special inquiry about the kind of doctor consulted or tell the respondent the survey definition of who is considered a doctor. If the respondent volunteers he saw a chiropractor, rephrase the question and ask "When did you last see or talk to a medical doctor?"
- 2 For conditions which usually last a long time, such as heart trouble, high blood pressure, hay fever, arteriosclerosis, arthritis, etc., a person might not consult a doctor every time he experiences an occurrence (attack) of the trouble. Question 2 refers to the last time a doctor was seen or talked to for that condition since it first started.
 - 3 For conditions which usually last a short time, and which a person may have repeatedly, such as colds, virus, flu, injuries occurring less than three months ago (that did not result in obvious permanent disability), etc., question 2 refers to the last time a doctor was talked to about this particular episode. Question 2 does not refer to the times he talked to a doctor about previous attacks of colds, virus or other similar short-term conditions.
 - 4 Mark the answer box for question 2 of each Condition page as follows:

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

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

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

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

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② When Last Saw or Talked to Doctor (Continued)

②

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

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

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

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

DK if Dr. seen - The respondent does not know if a doctor was ever seen for this condition.

DK when Dr. seen - The respondent cannot give an estimate as to when a doctor was seen for this condition.

(A1)

Interviewer Check Item A1

(A1)

A1

Examine "Name of condition" entry and mark

Accident or injury (A2) On Card C (A2) Neither (3c)

- 1 Fill interviewer check item A1 immediately after recording the answer to question 2. Examine the "Name of condition" entry in item 1, then mark one of the three boxes.
- 2 "Accident or Injury" - If the "Name of condition" entry in item 1 indicates that an accident or injury was involved, mark this box and go to item A2.
 - a Accidents and Injuries - Accidents may occur with or without a resulting injury. For purposes of this survey, we are not interested in accidents in which there was no injury involved, unless reported in probe question 10.
 - 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, for example, a war injury, a shooting, a stabbing, etc.
 - 2) Injuries - There are many kinds of injuries, such as cuts, bruises, burns, sprains, fractures, etc. "Insect stings," "animal bites," "sunburn," "sun poisoning," "heat or sunstrokes," "blisters," "frostbite," "frozen feet," etc., are also considered as injuries.
 - 3) Poisonings - Illnesses resulting from swallowing, drinking, breathing or coming in contact with some poisonous substance or gas are also counted as injuries. Poisoning may also occur from an overdose of substance that is nonpoisonous when taken in normal doses.

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

NOTE: Also mark this box if this page was completed because of multiple present effects of an old condition or injury in question 21b on a previous Condition page.

b Caution Regarding Accidents and Injuries

- 1) Do not mark the "Accident or injury" box for birth injuries to either the mother or the child. However, make sure that the injury occurred during the act of delivery, not later. For injuries occurring after birth, do mark this box.

(A1) Interviewer Check Item A1 (Continued)

(A1)

- 2) A condition, such as "broken (perforated) (ruptured) eardrum" may be caused by an accident or injury or may be due to some other cause, such as childhood disease. Always ask what caused the broken eardrum or other such conditions.
- 3) If the respondent does not know whether a condition was caused by an accident or injury, or cannot recall such an occurrence when an accident is indicated, do not mark this box. Explain the circumstances in a footnote, such as "Doctor says blow on head but respondent cannot recall."
- 4) Exposure to heavy lifting, loud noise, and other similar hazards are considered injuries only when they are one-time occurrences. For example, a punctured eardrum resulting from a loud explosion would be considered an injury, but continued exposure to loud noises at work resulting in partial deafness would not be considered an injury. For the latter case, do not mark this box, but indicate that the condition was caused by continued exposure to loud noises at work. Follow the same procedure if the cause is continued heavy lifting, continued strain, etc.

3 "On Card C" - If the condition is not an injury and was not obviously caused by an accident, refer to Card C of the flashcard booklet to see if the condition is listed there. If it is listed, mark this box and go to item A2.

- a Names of illnesses given by respondents are often sufficient to permit medical coding without further probing. This is true of the specified conditions listed on Card C and so it is not necessary to ask questions 3a-e for these conditions. However, Card C is an exclusive list. Do not apply the Card C rule to conditions which you feel are synonyms of the listed conditions.

For example, "hernia (all types)" is on Card C, while "rupture" is not; mark the "Neither" box and ask questions 3a-e, as applicable, for "rupture" but mark the "On Card C" box for "hernia." "Stomach ulcer," "duodenal ulcer," "gastric ulcer," and "peptic ulcer" are on Card C while "ulcer(s)" (unspecified) is not. If you are in doubt, consider the condition not to be on Card C.

- b If the respondent volunteers the information that a Card C condition was caused by an accident, for example, bursitis caused by an accident, mark the "On Card C" box. In these cases mark the "Accident or injury" box in item A4 before going to item A2 so you will not forget to fill the accident questions.

4 "Neither" - If the "Name of condition" entry in item 1 does not involve an accident or injury and is not a condition on Card C, mark this box and go to question 3a.

3a

Question 3a, Name of Condition

3a

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

- 1 Ask question 3a when a doctor has been talked to about an illness, even if the only time a doctor was seen was during interview week and the "Never" box is marked in question 2. Also, ask question 3a if question 2 is marked "Never" but the person reported seeing a non-medical doctor, such as a chiropractor. If a doctor was not talked to about an illness condition, do not ask 3a but instead record an adequate description of the condition.
- 2 Enter whatever the respondent tells you the doctor said, using the respondent's own words. If the medical name given by the respondent is one which is unfamiliar to you, ask him to spell it for you. If the exact spelling is not known, record it phonetically but also ask the respondent to describe how it affects him and record a description of the condition. In all cases, remember that the entry in question 3a should be exact and as complete as possible. Therefore, if the respondent does not know the "medical name" or if his answer is vague, for example, "It's my liver," "I've got a bad heart," "Something I ate," "Some kind of ailment," do not accept it. Instead, ask the person to describe the condition further, for example, "What's wrong with your liver?", "In what way is your heart bad?", "How does this food affect you?", "What kind of ailment do you have?"
 - a It is permissible to copy the "Name of condition" entry to question 3a if that entry is clearer and more complete than the respondent's final answer to question 3a or he says he does not know what the doctor said it was.
 - b Question 3a should never be left blank or have an entry of "DK" when the "Neither" box has been marked in item A1.
 - c If in answer to question 3a (or a later part of question 3) a Card C condition is reported, complete the remaining parts of question 3 according to the instructions for each part.

3b

Question 3b, Cause of Condition

3b

Do not ask for Cancer
b. What was the cause of . . . ?
 Accident or injury (A2)

- 1 Ask question 3b for all conditions except cancer. Enter the respondent's answer verbatim.
- 2 If cause is reported in answer to question 3a, enter the cause in question 3b without asking the question. For example, a reply of "Overwork caused a strain on my heart," should be recorded as "strained heart" in 3a, "overwork" in 3b.

3c

Question 3c, Kind of Trouble

3c

| | | | | |
|--|-----------|----------|---------|----------|
| If the entry in 3a or 3b includes the words: | | | | } Ask c: |
| Ailment | Condition | Disorder | Trouble | |
| Anemia | Cyst | Growth | Tumor | |
| Asthma | Defect | Measles | Ulcer | |
| Attack | Disease | Rupture | | |
| c. What kind of . . . is it? | | | | |

- 1 Ask question 3c if any of the terms listed above this question appear in 3a or b and the required information has not been given previously. If the respondent's first answer indicates that he does not understand what information is desired, reask question 3c, emphasizing the word "kind." If the respondent does not know the specific kind, record what he does say about it or enter "DK."
- 2 With respect to the medical coding requirements for certain illness conditions, the entries in question 3a or 3b do not always show the exact kind of condition the person has. For example, "heart trouble," "kidney trouble" and "stomach disorder" are all general terms which give a specific part or organ of the body but not a specific kind of illness or trouble. Thus, heart trouble might be of several different kinds—angina, coronary, rheumatic, leakage, etc.; kidney trouble could mean kidney stones, nephritis, bladder infection, etc.; stomach trouble could refer to any number of digestive disturbances, such as ulcers, appendicitis, intestinal flu, etc. In question 3c, we want to give the respondent an opportunity to provide more specific information if he knows it.
- 3 One of the terms listed for which 3c (kind) is asked is "measles." The reason for this is to distinguish between rubeola (regular measles) and rubella (German measles). The following terms are considered adequate to make this distinction:

Regular measles

German measles

Rubeola

Rubella

"8 day" measles

"3 day" measles

"Old fashioned" measles

"Black" measles

"Hard" measles

"Bad" measles

"Red" measles

3c

Kind of Trouble (Continued)

3c

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

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

NOTE: Do not ask 3c for the term "disease," if it is commonly used as part of the name of a specific disease, for example, "Parkinson's disease."

3d

Question 3d, How Allergy or Stroke Affects Person

3d

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

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

"How does the allergy affect him?"

or

"How does the stroke affect him?"

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

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

Question 3e, Part of Body Affected

If in 3a-d there is an impairment or any of the following entries:

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

Ask e:

e. What part of the body is affected?

Show the following detail:

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

1 Ask question 3e when any entry in questions 3a-d indicates an impairment listed in paragraph 2 below, or is one of the conditions listed above this question. Phrase the question to obtain the needed information, for example, "Does your deafness affect one or both ears?" or "What part of the back is affected?"

2 Impairments for which question 3e must be asked:

Deafness, trouble hearing, or any other ear condition.

Blindness, trouble seeing, or any other eye condition.

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

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

3 For the impairments listed in paragraph 2 and conditions listed above question 3e which affect the "eye," "head," "back," "spine," "vertebra," "arm," or "leg," question 3 must show the specific detail that is required as given below question 3e.

a There are other detailed entries besides those listed which are acceptable, for example, "finger," "toe," "arch," "neck," etc. If an entire arm or leg is affected, state that this is so by entries, such as "one entire arm" or "one whole leg;" do not simply enter "arm" or "leg" only.

b If the part of the body affected is the eye or ear, or any part of the arm or leg, ask whether one or both are affected.

(A2)

Interviewer Check Item A2

(A2)

| | | | |
|----|--|--------------------------------|--------------------------------|
| A2 | Ask remaining questions as appropriate for the condition entered in: | | |
| | <input type="checkbox"/> Item 1 | <input type="checkbox"/> Q. 3b | <input type="checkbox"/> Q. 3d |
| | <input type="checkbox"/> Q. 3a | <input type="checkbox"/> Q. 3c | |

Mark one of the boxes in item A2 to indicate the condition that questions 4-19 are asked about.

- 1 If you marked "Accident or injury" or "On Card C" in item A1, ask questions 4-19 about the entry in item 1. For example:

Question 27 and item 1 - Bursitis - Mark the "Item 1" box.

- 2 If the same condition is given in item 1 and question 3a, ask questions 4-19 about the entry in question 3a.

Question 16 and item 1 - Allergy

Question 3a - Allergy

Question 3b - Dust

Question 3d - Constant wheezing

} Mark the "Q. 3a" box

- 3 If different conditions are given in item 1 and question 3, you must determine which of these is the condition to which questions 4-19 apply. This might occur when one condition is a medical name and the other a description; or two medical names; or one condition is the cause of another.

Use the following rules when there are different conditions in item 1 and question 3 to determine which box to mark in item A2:

- a If neither condition is listed or reported in question 31, ask questions 4-19 about the entry in question 3a. For example:

Question 9 and item 1 - Curvature of spine

Question 3a - Arthritis

Question 3b - DK

} Mark the "Q. 3a" box

The exception to this rule is that for old conditions, which the person no longer has, ask questions 4-19 about the present effects. Mark the box to indicate where the present effects were reported. For example:

(A2) Interviewer Check Item A2 (Continued)

(A2)

Question 27 and item 1 - Stroke

Question 3a - Stroke

Question 3b - High blood pressure

Question 3d - Paralyzed entire arm

} Mark the
"Q. 3d"
box

- b If one of the conditions is listed or reported in question 31 and the other is not, ask questions 4-19 about the condition from question 31. For example:

Question C and item 1 - Cirrhosis of the liver

Question 3a - Alcoholism

Question 3b - Lack of willpower

or

Question O and item 1 - Stomach trouble

Question 3a - Improper diet

Question 3b - Eating greasy foods

} Mark the
"Item 1"
box

} Mark the
"Item 1"
box

- c If both conditions are listed or reported in question 31, and present during the past 12 months, complete a Condition page for the first condition reported. Then complete a separate Condition page for the second condition. For example:

First Condition page

Question E and item 1 - Hepatitis

Question 3a - Yellow jaundice

Question 3b - Malaria

} Mark the
"Item 1"
box

In the above situation, enter "Yellow jaundice" in C2 if not already entered and ask about "hepatitis."

(A2) Interviewer Check Item A2 (Continued)

(A2)

Second Condition page

Condition and item 1 - Yellow jaundice

Question 3a - Yellow jaundice

Question 3b - Malaria

} Mark the
"Item 1"
box

- d Do not consider a condition as a question 31 condition unless it is listed or reported while asking the condition list even though it may be similar to one listed. For example:

Question N and item 1 - Frequent indigestion

Question 3a - Duodenal stones

Question 3b - DK

} Mark the
"Item 1"
box

In this case, only one Condition page is required for "frequent indigestion."

4

Question 4, Restricted Activity, Past Two Weeks

4

| | | |
|--|-----|---------|
| 4. During the past 2 weeks, did his . . . cause him to cut down on the things he usually does? | 1 Y | 2 N (9) |
|--|-----|---------|

- 1 In asking question 4, insert the name of the condition or the injury you are asking about. If the name of the condition is too long or too difficult to pronounce, you may shorten it or refer to it, for example, as your "hip condition" or "your husband's eye injury," and so on; but this may be done only if the respondent clearly understands what condition or injury you are talking about.
- 2 Things He Usually Does - The things a person usually does are the person's "usual activities." For school children and most adults, "usual activities" 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 would 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 The following examples illustrate cases of persons cutting down on the things they usually do because of illness or injury, a person in school was kept away from school; a person who worked away from home was kept away from work; a farmer or a housewife was kept from caring for the farm or the home either completely or had to cut out all but the essential chores; an elderly person who normally takes a daily walk in the park was kept from doing so.
- b In borderline cases, where "usual activity" is difficult to determine, accept the respondent's view of what he himself considers to be his "usual activities." For example, a man with a heart condition may still consider his "usual activity" to be "working" even though the heart condition has prevented him from working for a year or more. You should accept his statement that "working" is his "usual activity." In another example, a man may say that a heart attack six months ago forced him to retire from his job or business, he does not expect to return to work, and considers his present "usual activities" to include only those associated with his retirement. The question, then, would refer to those activities.

5

Question 5, Days Cut Down in Past Two Weeks

5

| | |
|--|--|
| 5. During that period, how many days did he cut down for as much as a day? | <input type="text"/> Days <input type="checkbox"/> None (9) |
|--|--|

- 1 Enter the total number of different days during last week or the week before on which the condition caused the person to cut down on the things he usually does for as much as a day. The days need not be consecutive.

- 2 Cut Down as Much as a Day - A day of restricted activity (cut down) is a day when a person cuts down on his usual activities for the whole of that day on account of an illness or injury. "Usual activities" for any day mean the things that the person would usually do on that day.
 - a Restricted activity does not imply complete inactivity but it does imply the minimum of the things a person usually does. A special nap for an hour after lunch does not constitute cutting down on usual activities for as much as a day, nor does the elimination of a heavy chore, such as cleaning ashes out of the furnace or hanging out the wash. All or most of a person's usual activities for the day must have been restricted for the person to have a cut down day.

 - b The 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.

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

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

6

Question 6, Bed Days in Past Two Weeks

6

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

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

7

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

7

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

- 1 Mark the "None" box if no days were lost from work or if the person doesn't work. If you learn that the person would not have been working during the past two weeks, whether he had been sick or well, mark the "None" box without asking the question for any other conditions for which question 7 requires an entry.
- 2 Work - Paid work as an employee for someone else for wages, salary, commission or pay "in kind" (meals, living quarters, or supplies provided in place of cash wages). Also, include work in the person's own business, professional practice or farm and work without pay in a business or farm run by a related household member.

Exclude work around the house, volunteer unpaid work, such as for church, Red Cross, charity, and service in the Armed Forces.
- 3 Work-Loss Day - Any scheduled work day in which the person stayed home from work for all or most of the day because of the condition for which you are completing this page. All or most of the day is defined as more than half of the hours usually spent at work.
- 4 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). Include any days lost from school for persons 17 and over in days of restricted activity (question 5).

8

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

8

| | |
|---|---|
| Ask if 6-16 years: 8. How many days did his . . . keep him from school during that 2-week period? | ____ Days oo <input type="checkbox"/> None |
|---|---|

1 If the person is between the ages of 6-16 and no days were lost from school, or he does not attend school, mark the "None" box. If you learn that the person would not have been going to school during that period whether he had been sick or well, mark the "None" box without asking the question for any other conditions for which question 8 requires an entry.

2 School-Loss Day - Any scheduled school day when more than half of the day was lost because of this condition. For example, if the person did not go to school until after lunch, count this as a day lost from school.

If the person's regular school day is less than a whole day and that amount of time or most of it was lost from school on account of illness, count it as a day lost from school.

3 School Vacation - Ask this question even during the periods of the year which might normally be considered vacation periods, since school vacation periods are not all the same and some persons attend summer sessions.

4 Disregard Work Days - If a person 6-16 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). Any days lost from work for persons 6-16 years of age should be included in days of restricted activity (Question 5).

Question 9, Onset of Condition

9. When did -- first notice his ...?

1 Last week

4 2 weeks-3 months

2 Week before

5 Over 3-12 months

3 Past 2 weeks-DK which

6 More than 12 months ago

(Was it during the past 12 months or before that time?)

(Was it during the past 3 months or before that time?)

(Was it during the past 2 weeks or before that time?)

- 1 First Noticed - When a condition first began to give any trouble or show any symptoms. If the respondent seems uncertain of the date of onset, ask the first probe, "Was it during the past 12 months or before that time?" Ask the additional probe questions as necessary in order to mark the appropriate box. If the answer has been given in response to a previous question, mark the appropriate box without asking question 9.
- a For the aftereffects of an old injury (one which happened more than three months ago), it is the day when the present ill-effects were first noticed.
- b For a condition that has continued for a long time, as might be the case with deafness, mental retardation, or stomach ulcer, the date might be many years ago. Some conditions, which a person has all of the time, manifest themselves in more serious ways from time to time. It is the date the trouble was first noticed, not the date of the most recent attack or flare-up.
- c For conditions which usually last a short time, such as colds, virus, flu, etc., but occur frequently, it is the date of the most recent attack.

3 Reference Period

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

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

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

(A3)

Interviewer Check Item A3

(A3)

| | | |
|----|---|---|
| A3 | <input type="checkbox"/> 1 Not an eye cond. (AA) | <input type="checkbox"/> 3 First eye cond. (6+ yrs.) (10) |
| | <input type="checkbox"/> 2 First eye condition. (under 6) (AA) | <input type="checkbox"/> 4 Not first eye cond. (AA) |

There must be an entry in one of the four boxes in item A3 for each completed Condition page. An eye condition is any condition concerning the eyes or vision, such as watery or weak eyes (except as effects of allergy), conjunctivitis, cataracts, glaucoma, etc. Ask the respondent if the condition is an eye condition if you do not know or are not sure.

- 1 "Not an eye cond." - Mark this box for each condition which is not an eye condition.
- 2 "First eye condition (under 6)" - Mark this box if the person is under six years old and this is the first or only eye condition or vision problem he has.
- 3 "First eye cond. (6+ yrs.)" - Mark this box if this is the first or only eye condition or vision problem the person has and he is six years old or over.
- 4 "Not first eye cond." - Mark this box if the condition on this Condition page is an eye condition but is not the first eye condition for this person.

10

Question 10, Vision Question

10

| | | | |
|--|-----------|----------------|-----|
| 10. Can -- see well enough to read ordinary newspaper print WITH GLASSES with his | { left } | eye? . . . 1 Y | 2 N |
| | { right } | 1 Y | 2 N |

- 1 If you marked "First eye cond. (6+ yrs.)" in A3, ask question 10. Be sure to read the statement clearly so that the respondent hears the phrase "with glasses" since many people who have serious eye trouble are not limited when they are wearing their glasses, even though they may be limited without them. If the person uses glasses, the answers to question 10 should be in terms of what the person can read when he is using his glasses.
- 2 Ask question 10 separately for each eye. When asking question 10 for a person, first use "left" and circle "Y" or "N" according to his response. Then reask question 10 using "right" and circle the appropriate letter.
- 3 If the person cannot read (is illiterate), the question refers to whether he can see with either eye well enough to read if he knew how.

AA

Item AA, When to Complete Questions 11-19

AA

| | |
|----|---|
| AA | <input type="checkbox"/> 1 Missing extremity or organ (A4) |
| | <input type="checkbox"/> 2 Condition listed or reported in probe question 31 Y 2 N (A4) |
| | <input type="checkbox"/> 3 Doctor seen (12) <input type="checkbox"/> 4 Doctor not seen (11) |

- 1 Mark one of the first two boxes in item AA to indicate if the condition is a missing extremity or organ, or is listed or reported in probe question 31.
- 2 Consider missing finger, hand, arm, toe, foot, or leg as missing extremities. Missing breast, kidney, lung, etc., are considered missing organs of the body.
- 3 If the condition is from question 31, circle "Y" and mark "Doctor seen" or "Doctor not seen."
 - a If the entry in question 2 is "Never" or "DK if doctor seen," mark "Doctor not seen." Also, mark this box if the only time a doctor was seen was during interview week. Mark "Doctor seen" if a doctor visit is indicated in question 2.
 - b Continue with questions 11-19, as appropriate. These questions obtain information about what people who have certain conditions do or take for them and the extent to which they are bothered by these conditions.

11

Question 11, Do or Take Anything for Condition

11

11. During the past 12 months what did -- do or take for his . . . ? (Write in)
 Anything else? _____ (18)

The phrase "do or take" means anything the person did or took for this condition. Record whatever the respondent reports whether medically oriented or not. For example, taking aspirin or using a special diet would be considered as "doing or taking" something. 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."

12

Question 12, How Long Before Talking to Doctor

12

12. After -- first noticed something was wrong, about how long was it before he talked to a doctor about it - was it a matter of days, weeks, or months?

000 Discovered by dr. (14) 2 _____ Days 4 _____ Months
 100 Less than one day 3 _____ Weeks 5 _____ Years

The definition of "something wrong" includes any symptom or problem the person had that gave an indication that he was not well.

If the response is "Immediately" or "Right away," reask the last part of the question, for example, "Was it a matter of days, weeks, or months?", to determine the actual length of time.

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." This means the person had no indication or symptoms of this condition prior to the doctor telling him about it.

13

Question 13, Do or Take Anything Before Seeing Doctor

13

| | |
|--|------------|
| 13. BEFORE -- talked to a doctor about his . . . , did he do or take anything for it? | 1 Y 2 N |
|--|------------|

Question 13 is similar in content to question 11 but is asked only if a doctor was seen for this condition. 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 about this condition. Here again, we are referring to the first occurrence of this condition.

14

Question 14, Now Take Any Medicine or Treatment

14

| | |
|--|-----------------|
| If "Diabetes," ask 14a; otherwise go to 14c. | 1 Y (15) 2 N |
| 14a. Does -- take insulin injections for his diabetes? | 1 Y (15) 2 N |
| b. Does he take diabetes pills? | 1 Y (15) 2 N |
| c. Does -- NOW take any medicine or treatment for his . . . ? | 1 Y 2 N (15) |
| d. Was any of this medicine or treatment recommended by a doctor? | 1 Y 2 N |

- 1 If the respondent reports "insulin pills" in answer to question 14a, consider this a "No" response. Circle "Y" in 14b without asking the question.
- 2 In 14c, the medicine or treatment may be on a regular basis, such as a daily tablet for colitis or on an irregular basis when the medicine or treatment is taken whenever the person experiences an attack of the condition, such as maalox for ulcer.
- 3 The medicine does not have to be prescription medicine but anything the doctor advised or recommended. This is also true for the treatment of a condition, for example, wearing a truss for hernia.

15-16

15-16

Questions 15 and 16

Ever Had Surgery/Hospitalization for Condition

| | |
|--|-----|
| 15. Has he ever had surgery for this condition? | 1 Y |
| | 2 N |
| 16. Was he ever hospitalized for this condition? | 1 Y |
| | 2 N |

- 1 If the reported condition was "hepatitis" and a question arises, ask the question, "Have you ever had surgery for this hepatitis?" We are interested in this particular hepatitis, not any the respondent may have had in the past which was subsequently cured.
- 2 The definition for "this condition" in question 16 is the same as in question 15.

17

17

Question 17

Number of Doctor Visits During the Past 12 Months

| | |
|--|-----------------------------------|
| 17. During the past 12 months, about how many times has -- seen or talked to a doctor about his . . . ? | _____ Times |
| (Do not count visits while a patient in a hospital.) | ooo <input type="checkbox"/> None |

In question 17, include the phrase within the parentheses if a hospitalization was reported for the person for whom the Condition page is being filled. Ask the question even if the answer to question 2, "When last saw or talked to doctor?", is more than a year ago. The reason for this is that question 2 is asked about the entry in item 1 (from item C2), while question 17 may be asked about the entry in item 1 or question 3. Make no change in question 2 because of the answer to question 17.

18

Question 18, Bed/Work Loss Days During Past 12 Months

18

18a. 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

Ask if 17+ years:
b. About how many days during the past 12 months has _____ Days
this condition kept him from work?
For females: Not counting work around the house? 000 None

- 1 Include days in the hospital during the past 12 months for this condition as bed days.

The number of days in bed in question 18a, cannot be less than the number in question 6, since "the past two weeks" is part of the "past 12 months." When inconsistencies occur, resolve the differences with the respondent.

- 2 In question 18b, record the number of workloss days during the past 12 months for persons 17+ for this condition. The entry for this question cannot be less than the entry in question 7. If this situation occurs, resolve the differences with the respondent as in question 18a.

Question 19, Condition Bothers

19a. How often does his . . . bother him - all of the time, often, once in a while, or never?

1 All the time 2 Often 3 Once in a while
 0 Never (19c) 4 Other - Specify _____

b. When it does bother him, is he bothered a great deal, some, or very little?

1 Great deal 2 Some 3 Very little
 4 Other - Specify _____

All the time in 19a (A4)

c. Does -- still have this condition?

1 Y (A4) N

d. Is this condition completely cured or is it under control?

2 Cured 3 Under control (A4)
 4 Other - Specify _____ (A4)

e. About how long did -- have this condition before it was cured?

0 Less than one month _____ Months _____ Years

- 1 In this question we are interested in the respondent's evaluation of the extent to which a condition troubles him. Therefore, there is no definition for the term "bother;" it is to be defined by the respondent.
 - a Mark the appropriate box in 19a depending on the answer you receive. If the answer given is not the same as one of the categories included in the question, reask the question. 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. If the answer given indicates that the person is not bothered at all by the condition, mark the "Never" box.
 - b Ask question 19b to determine to what extent he is bothered. Follow the same procedures as given for question 19a.
 - c If you marked "All the time" in 19a, mark the box above 19c and go to A4. Otherwise, ask 19c and circle the appropriate letter.
 - d Ask question 19d to determine whether the condition is cured or is under control. "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 doing these things, the symptoms might recur.
 - e Ask question 19e 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."

(A4)

Interviewer Check Item A4

(A4)

| | |
|-----------|---|
| A4 | <input type="checkbox"/> Accident or injury <input type="checkbox"/> Other (NC) |
|-----------|---|

Complete item A4 for each condition. Carry all injuries through the accident questions whether or not they were associated with an accident.

(20)

Question 20, When Did the Accident (or Injury) Occur

(20)

| | |
|---|---|
| 20a. Did the accident happen during the past 2 years or before that time? | |
| <input type="checkbox"/> During the past 2 years | <input type="checkbox"/> Before 2 years (21a) |
| ----- | |
| b. When did the accident happen? | |
| <input type="checkbox"/> Last week | <input type="checkbox"/> Over 3-12 months |
| <input type="checkbox"/> Week before | <input type="checkbox"/> 1-2 years |
| <input type="checkbox"/> 2 weeks-3 months | |
| ----- | |
| Complete from 20b; if not clear, ask: | |
| c. Did the accident happen since <u> (date) </u> of this year? | |
| 1. Y (Item C, THEN 21) | 2. N |

- 1 Ask question 20a to determine whether the accident (or injury) occurred "During the past 2 years" or "Before 2 years."
- 2 Ask question 20b only if the accident or injury occurred during the past two years. If the accident was exactly three months ago (three months prior to last Sunday's date), mark the "2 weeks-3 months" box. If the accident occurred exactly 12 months ago, mark the "Over 3-12 months" box.
- 3 Question 20c can usually be answered based on the information in 20b. Make the appropriate entry whether you ask the question or not. If the accident occurred since the date in "Injury probe" in "Reference dates" go to C2 and circle the number for this condition.

Question 21, Effects of Accident or Injury

21a. At the time of the accident what part of the body was hurt?
What kind of injury was it? Anything else?

| Part(s) of body | Kind of injury |
|-----------------|----------------|
| | |
| | |

If accident happened more than 3 months ago, ask:

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

| Part(s) of body | Present effects |
|-----------------|-----------------|
| | |
| | |

- Ask the first part of question 21 and record in the space provided the "part(s) of body" which the respondent mentions. Next ask, "What kind of injury was it?" and record in the answer space the kind of injury for each part of body. Ask "Anything else?" and record any other "part(s) of body" and "kind of injury" for any other injuries mentioned.
- General, vague answers, such as "hit," "blood clot," "bumped," "mashed," etc., are not acceptable entries for the kind of injury since they do not provide sufficient information on the nature of the injury. The specific part of body which was injured should be recorded in the same detail as shown below question 3e. The following are some examples of adequate entries for question 21a:

| <u>Adequate</u> | | <u>Inadequate</u> | |
|------------------------|-----------------------|------------------------|---------------------------|
| <u>Part(s) of body</u> | <u>Kind of injury</u> | <u>Part(s) of body</u> | <u>Kind of injury</u> |
| Knee | Fractured | Arm | Crushed |
| Upper leg | Bruised | Leg | Mashed |
| Eye | Bruised | Spine | Hit with ball |
| <u>1/</u> Head | Concussion | Head | Injured |
| Hand | Cut | Arm | Caught in washing machine |
| Lower back | Dislocated | Back | Hurt |

1/ Part of head is not required for concussion.

(21) Effects of Accident or Injury (Continued)

(21)

- 3 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 2lb. Record the part of body in the same detail and in the same manner as for question 2la. Record only the part of body which presently manifests any ill-effects of the old injury.
- a If the present effects have been reported earlier in question 3, question 2lb need not be asked again but the entries must be transcribed to 2lb from question 3. For example, if the entry in 3a is "missing hand" and the "Accident or injury" box is marked in 3b, the information must be transferred to 2lb 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 2lb. However, you must ask, "Is he affected in any other way?"
 - b When the answer to 2lb is vague or expressed only in terms of some limitation, enter the limitation but also transcribe the entry from question 3, if that represents a more adequate description of the present effects. For example, in question 3, a person has a stiff elbow caused by an accident. In answer to 2lb, the respondent says, "He can't bend his arm." In this case, enter "can't bend arm" on the first line and the question 3 entry, that is, "stiff elbow" on the second line. In cases where the question 3 answer does not clarify the entry, reask question 2lb to determine how the person is affected.
 - c It is not necessary that the person be suffering from ill-effects this instant to report them in 2lb. If the person is subject to periodic recurring attacks of a condition caused by an old accident or injury, record these effects.
 - d If a person reports ill-effects of an old injury, record them even though they may not "bother" him within the literal meaning of the word. For example, a person may report a stiff elbow caused by an old football injury. He may say he had gotten used to it and it never bothers him. "Stiff elbow" would be considered the present ill-effects of the old injury.
 - e For an injury which happened earlier but has not yet healed, enter the original injury in question 2lb as the "Present effects." For example, in the case of a fractured hip occurring four months before the interview, the entry "fractured hip" is appropriate in question 2lb if the fracture has not yet healed. For these cases, indicate that the injury has not yet healed.

NOTE: "Slipped disc," "slipped vertebrae," "dislocated disc," or "ruptured disc" are acceptable "present effects."

22

Question 22, Where Did the Accident Happen

22

22. Where did the accident happen?
- 1 At home (inside house)
 - 2 At home (adjacent premises)
 - 3 Street and highway (includes roadway and public sidewalk)
 - 4 Farm
 - 5 Industrial place (includes premises)
 - 6 School (includes premises)
 - 7 Place of recreation and sports, except at school
 - 8 Other - Specify →

- 1 Home - "Home" as used here includes not only the person's own home but also any other home, vacant or occupied, in which he might have been when he was injured, as well as homes being remodeled or undergoing repair. Do not consider an accident occurring at a house under construction as occurring at home, but mark the box "Industrial place" for these.
 - a At Home (Inside House) - The accident occurred while the person was inside the house, in any room or porch but not an inside garage. Consider porches, or steps leading directly to porches or entrances, as "inside the house." Falling out of a window or falling off a roof or porch also are included as inside the house. Also include in this category injuries happening within motel or hotel rooms. The lobby, corridors and other public places within the motel or hotel premises are not regarded as "home." Mark them as "Other," and specify.
 - b At Home (Adjacent Premises) - The accident occurred in the yard, the driveway, patios, gardens or walks to the house or a garage. On a farm, the adjacent premises include the home premises or garage, but not the barns or other buildings (unless used as a garage) or the land under cultivation.
- 2 Street and Highway - "Street and highway" means the entire width between property lines of which any part is open for use of the public as a matter of right or custom. This includes more than just the traveled part of the road. "Street and highway" includes the whole right-of-way. Public sidewalks are part of the street but private driveways, private lanes, private alleys, and private sidewalks are not considered part of the street.
- 3 Farm - The accident occurred in a farm building or on land under cultivation but not in the farm home or premises. "Farm" includes a ranch, as used here.

22 Where Did the Accident Happen (Continued)

22

- 4 Industrial Place - The accident occurred in industrial places, such as a factory building, a railway yard, a warehouse, a workshop, a loading platform of a factory or store, etc. Include construction projects (houses, buildings, bridges, new roads, etc.) as well as buildings undergoing remodeling. Do not classify private homes undergoing remodeling as industrial places, but classify them as a "home." Other examples of "industrial places" are logging camps, shipping piers, oil fields, shipyards, sand and gravel pits, canneries, and auto repair garages.
- 5 School - The accident occurred either in the school buildings or on the premises (campus). Include all types of schools, elementary, high schools, colleges, business schools, etc.
- 6 Place of Recreation and Sports - The accident occurred in places designed for sports and recreation, such as a bowling alley, amusement park, baseball field, dance hall, lake, mountain or beach resort and stadium. Exclude places of recreation and sports located on the premises of an industrial place or school, and places not designed for recreation or sports, such as a hill used for sliding or a river used for boating or swimming.
- 7 Other - The specific types of places listed above do not describe where the accident happened. If "Other" is marked, specify the exact type of place, such as grocery store, restaurant, office building, church, etc. General entries, such as "Armed Forces" are not satisfactory, since a person can be in the Armed Forces and have an accident in any one of several kinds of places.

23

Question 23, At Work When Accident Happened

23

23. Was -- at work at his job or business when the accident happened?
1 Y While in Armed Services
2 N Under 17 at time of accident

- 1 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."
- 2 Mark "While in Armed Services" for any injury or accident which occurred while the person was in the Armed Service, 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.

Question 24, Motor Vehicle Involved

| | | |
|---|-----|----------|
| 24a. Was a car, truck, bus, or other motor vehicle involved in the accident in any way? | 1 Y | 2 N (NC) |
| b. Was more than one vehicle involved? | Y | N |
| c. Was it (either one) moving at the time? | 1 Y | 2 N |

Ask question 24 to determine if any motor vehicles were involved in the accident and in what way they were involved.

1 Motor Vehicle - A power operated vehicle, not on rails, for transporting persons or property, intended for use on a land highway, either public or private; or a self-propelled nonhighway vehicle, such as construction equipment, tractor, farm machinery, or tank when operating on a highway. Attached objects, such as a sled, coaster, or trailer are considered as part of the motor vehicle.

2 Normotor vehicles - Recreation vehicles, such as mini-bikes, go-carts, or snowmobiles are not usually included in the definition of motor vehicles. The only time they are classified as motor vehicles is when they are in operation on a land highway. Do not consider certain normotor vehicles, such as trains, streetcars, or bicycles as motor vehicles.

3 Circle "Y" in question 24a for each accident involving a motor vehicle in any way at all, regardless of whether the person was in the vehicle and regardless of whether the vehicle was moving at the time of the accident. For example, a pedestrian hit by a car, a person on a bicycle hurt by running into a parked car, a person hurt while repairing a car. Report these as accidents involving a motor vehicle as well as the case of a person hurt in a collision or some other type of accident while riding in a motor vehicle.

4 In question 24b, be careful that only motor vehicles are included. Exclude normotor vehicles.

5 Motor Vehicle, Moving - If there is a question, consider the motor vehicle as moving if the wheels were moving (this includes skidding) or if the vehicle had come to a stop just an instant before the accident occurred.

a If only one motor vehicle was involved ("No" in question 24b), ask question 24c without the parenthetical phrase.

b If a motor vehicle and a normotor vehicle were involved, for example, a bus and train collision, substitute "motor vehicle" or "bus" for "it" to be sure the respondent understands that question 24c refers to the motor vehicle and not to the other vehicle.

CHAPTER 5. DOCTOR VISITS PAGES

A General Procedure

The Two-Week Doctor Visits page consists of two facing pages containing columns for four doctor visits. Complete a separate doctor visits column for each doctor visit or call recorded in the "DOCTOR" box in item C1. If none were reported, leave the Two-Week Doctor Visits page blank. If there are more than four two-week doctor visits reported for a family, use additional questionnaires. Begin with the first person reporting doctor visits, complete a column for each of his doctor visits, and continue in the same manner for each succeeding person.

- B Two or More Doctors Seen on Same Visit - If two or more doctors were seen on the same visit, fill a doctor visit column for each doctor seen and indicate this in a footnote. Situations of this kind generally occur when a person visits a clinic where he sees doctors with different specialties; for example, a dermatologist in one office and an internist in another office. It might also occur when a person visits his family doctor who, in the course of the same visit, calls in a specialist to examine or treat the person.
- C 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.
- D Consistency Check - You may find it helpful to make a check mark to the right of the number of visits in item C1 as you complete each doctor visits column, for example 2 ✓. This indicates that two doctor visit columns have been completed for that person. Before leaving the Two-Week Doctor Visits pages, count the number of completed doctor visit columns for each person (excluding any that you have deleted). If this number differs from the number of visits in item C1, make any corrections necessary to make the entries consistent as follows:

Add to C1 any additional visits first reported in question 2b on the Doctor Visits page.

or

Subtract from item C1 any that you have deleted because they were outside the two-week reference period or "mass visits."

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

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

If when filling a doctor visit column, a "mass visit" is discovered, delete it by "X"-ing out the entire column and writing "mass visit" in the column. Probe to determine if there were any other two-week visits and if so, enter the person number and the date in question 2 and complete a column. If there were no other doctor visits, enter "mass visit" and correct the entry in item C1, if necessary.

- F Illness Condition First Reported on Two-Week Doctor Visits Page - Enter any condition or injury first reported on the Two-Week Doctor Visits page in item C2 and fill a Condition page for it after completing all required doctor visit columns. This rule applies even if the condition itself was not present during the past two weeks. For example, in 6a you record "check up after operation"; in 6c you record "gallstones." A Condition page is required for "gallstones" even if they were not present during the past two weeks.

①

Item 1, Person Number

①

| |
|------------------------|
| 1. Person number _____ |
|------------------------|

Enter the person number for whom the "visit" information is being obtained. This entry identifies the person who has made the visit and is essential for tabulation purposes. If it is incorrect, all of the "visit" information will be attributed to the wrong person.

2

Question 2, Date of Visit

2

| | | |
|--|-----------------------|---|
| Earlier, you told me that -- had seen or talked to a doctor during the past 2 weeks. | 2a. | OR { 7777 <input type="checkbox"/> Last week 8888 <input type="checkbox"/> Week before |
| 2a. On what (other) dates during that 2-week period did -- visit or talk to a doctor? ----- | Month Date | |
| b. Were there any other doctor visits for him during that period? | b. Y (Reask 2a and b) | N (Ask 3-5 for each visit) |

- 1 Read the introductory statement above question 2a only once for each family before asking question 2a for the first doctor visit. Insert for the dashes the names of all family members for whom you have recorded doctor visits in the "DOCTOR" box in C1.
- 2 Use question 2a to record the date of each doctor visit. Ask the question as worded, unless you know the "visit" you are asking about is a telephone call, in which case say, "On what date during that two-week period did -- talk to a doctor?" If more than one visit is reported for a person, it is desirable (but not mandatory) to have the most recent visit listed first.
 - a 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, determine the week. In this case, mark the "Last week" or the "Week before" box.
 - b If in recording the date of the visit, you learn that the visit actually took place outside the reference period (either before the two-week dates or during interview week), enter the date in 2a but delete this doctor visit by X-ing out the remainder of the column and correct item C1.
- 3 Question 2b serves to remind the respondent of any additional visits that he may have forgotten to report earlier. Enter the dates of all visits reported in C1 for this person, then ask the question.
 - a If any additional two-week visits are reported, circle "Y" in the last column for this person and reask question 2a, using the word "other". Record the column number of this person and the date(s) for the additional visits(s) in question 2a of the next column(s).
 - b Note that question 2b must always have a "No" entry in a person's last doctor visit column since a "Yes" entry in question 2b requires the filling of another column which in turn requires the reasking of question 2b. If the answer to that question is "Yes," still another doctor visit column must be filled. If the answer is "No," that is the last column for the person.

3

Question 3, Place of Visit

3

| | |
|--|--|
| <p>3. Where did he see the doctor on the <u> </u> (date), at a clinic, hospital, doctor's office, or some other place?</p> <p>If Hospital: Was it the outpatient clinic or the emergency room?</p> <p>If Clinic: Was it a hospital outpatient clinic, a company clinic, or some other kind of clinic?</p> | <p>3. <input type="checkbox"/> 0 While inpatient in hospital (Next DV)</p> <p><input type="checkbox"/> 1 Doctor's office (group practice or doctor's clinic)</p> <p><input type="checkbox"/> 2 Telephone</p> <p><input type="checkbox"/> 3 Hospital Outpatient Clinic</p> <p><input type="checkbox"/> 4 Home</p> <p><input type="checkbox"/> 5 Hospital Emergency Room</p> <p><input type="checkbox"/> 6 Company or Industry Clinic</p> <p><input type="checkbox"/> 7 Other (Specify) <u> 7 </u></p> |
|--|--|

Ask question 3, inserting the date of the visit. If the response to this question is "Hospital" or "Clinic," ask the appropriate probe question to determine if this was the outpatient clinic, emergency room, company clinic, etc. Mark the box which indicates the kind of place (not the name of the place) in accordance with the following definitions:

- 1 While Inpatient in Hospital - Any doctor's visit which occurred while the person was in a hospital overnight or longer.
- 2 Doctor's Office - The office of a doctor in private practice. This may be an office in the doctor's home, an individual office in an office building or a suite of offices occupied by several doctors. This category also includes "doctor's clinic," meaning the offices of a group of doctors.
- 3 Telephone - A telephone call made to, or from a doctor or doctor's office which relates to treatment or advice given by a doctor directly or transmitted through a nurse.
- 4 Hospital Outpatient Clinic - A unit of a hospital where persons may go for medical care without being admitted as an inpatient.
- 5 Home - Any place the person was staying at the time of the doctor's visit. It may be his own home, the home of a friend, a hotel room, etc.
- 6 Hospital Emergency Room - A unit of a hospital where persons may receive medical care, usually of an urgent nature, without or before being admitted as an inpatient.
- 7 Company or Industry Clinic - A company or plant doctor's office or clinic which is operated solely for the employees of that company or industry.
- 8 Other (Dispensaries, Community Health Centers, Etc.) - Specify or give the best description of the place which you can obtain.

4

Question 4, Kind of Doctor

4

| | |
|--|--|
| 4. Is the doctor a general practitioner or a specialist? | 4. 01 <input type="checkbox"/> General practitioner <input type="checkbox"/> Specialist - What kind of specialist is he? <u> / </u> |
|--|--|

- 1 If the respondent says the doctor is a specialist, mark the "Specialist" box and ask the follow-up question. Record the kind of specialist named by the respondent. If the respondent does not know the term for the specialist, but only knows that he specializes in, enter that information in the space provided, for example, heart ailments, X-ray doctor, etc.
 - a A general practitioner is a medical doctor who does not limit his practice to a specialty.
 - b A specialist is a medical doctor who limits his practice to certain groups of people (children, women, etc.), certain conditions (diabetes, arthritis, etc.), certain parts of the body (eyes, ears, nose and throat, etc.) or special procedures (anesthesia, radiology, etc.).
 - c Do not make double entries, for example, GP and internist, without some further explanation of the entry. If the respondent cannot specifically say whether the doctor is a GP or an internist, your entry should reflect this fact such as "GP or internist—DK which."
 - d If the respondent does not know whether or not the person rendering the service for this visit is a doctor, enter "DK if Dr." Also enter any other information available which describes the person providing the service, such as "lab technician," or "X-ray technician."

- 2 If you learn that the doctor is not a medical doctor at all, it is particularly important that this fact be noted. In this case, enter "Not an MD" and also describe what he does, for example, chiropractor, oral surgeon, dentist. Do not delete these kinds of doctor visits from the Doctor Visits page even though they do not fit the definition of a medical doctor described earlier.

NOTE: In this question we are interested in the specialty of the doctor even though the doctor himself was not seen.

5

Question 5, Doctor Seen or Talked To

5

| | | | |
|---|----|-----|-----|
| 5. During this visit (call) did -- actually see (talk to) the doctor? | S. | 1 Y | 2 N |
|---|----|-----|-----|

This question determines whether the doctor was actually seen or talked to during this visit, whether by the person himself or through another person. If the person only saw or talked to a nurse in the doctor's office, circle "N." If "Telephone" is marked in question 3, use the phrases "call" and "talk to" when asking question 5.

Question 6, Purpose of Visit

| | |
|--|---|
| <p>6a. Why did he visit (call) the doctor on <u> </u> (date) ? Write in reason Mark appropriate box(es)</p> | <p>6a.</p> <p>1 <input type="checkbox"/> Diag. or treatment (6c) 3 <input type="checkbox"/> General checkup (6b) 2 <input type="checkbox"/> Pre or Postnatal care 4 <input type="checkbox"/> Eye exam. (glasses) 5 <input type="checkbox"/> Immunization 6 <input type="checkbox"/> Other</p> <p style="text-align: right;">} (Next DV)</p> |
| <p>b. Was this for any specific condition? Mark box or ask: c. For what condition did -- visit (call) the doctor on <u> </u> (date) ?</p> | <p>b. Y (Enter condition in 6a and change to "Diag. or treatment") N (Next DV) <input type="checkbox"/> Condition reported in 6a</p> <p>c.</p> |

1 Ask question 6a, inserting the date the visit was made. Then write in the response verbatim and mark one or more of the boxes provided which best describes the answer given.

a Diagnosis or Treatment

1) An examination or test to diagnose an illness, regardless of whether the examination or tests resulted in a diagnosis.

or

2) Treatment or advice given by the doctor or under the doctor's supervision. Include X-rays either for diagnostic purposes or treatment in this class.

Also, mark this box when the visit is for the detection of a single condition by use of a glaucoma test, diabetes test, T.B. test, or a pap smear for cancer. Do not enter the condition in 6c or C2 unless it was discovered on this visit.

If the visit is for a specific condition and while there the person is given a general checkup, mark both the "Diag. or treatment" and the "General checkup" boxes.

b General Checkup - A visit to a doctor for the purpose of determining the general state of the person's health. This category includes checkups for specific purposes, such as physical examinations required to obtain employment, for college entrance, to obtain insurance, periodic (yearly) general checkups, visits to the well-baby clinic, etc.

However, do not classify a visit to a doctor for a checkup or examination for a specific condition, such as when a person goes at regular intervals for a checkup for T.B. or a heart condition, as "General checkup." Classify this as "Diag. or treatment."

⑥ Purpose of Visit (Continued)

⑥

- c Pre or Postnatal Care - Consultation concerning the care of the mother, not the baby. Include visits by the mother to the doctor for checkups during the pregnancy and also during the period just after delivery. Exclude consultation for illnesses not related to pregnancy or delivery.
 - d Eye Examination - An examination of the eyes for the purpose of establishing a need for eyeglasses or for a change in the type of eyeglasses being worn. Any other eye examination or treatment of an eye condition is classified as "Diag. or treatment."
 - e Immunization or Vaccination - Shots or injections to prevent particular diseases.
 - f Other - Used to record medical services received other than those listed or those which you do not know how to classify. Record the type of service as reported by the respondent. If necessary, use the footnote space for continuing the description of the medical service received.
- 2 Sometimes more than one service is provided during the same visit; if this is discovered, record all services received during one visit. However, do not probe for any additional services but enter them only if they are voluntarily reported together, for example, the respondent says, "I had a prenatal checkup; the doctor also gave me heat treatment for a slipped disc." In this case, mark both "Pre or Postnatal care" and "Diag. or treatment."
- NOTE: If multiple reasons are given for the same doctor visit, follow the skip instruction for the category appearing first in the list.
- 3 Ask question 6b only if the "General checkup" box is marked in 6a. If a condition is given, circle "Y" and enter the condition in 6a. Then correct the box in 6a to "Diag. or treatment."

If it is volunteered that a condition was discovered during a routine physical examination, do not enter this condition as the reason for the doctor visit unless there were symptoms which led to the examination. If there were symptoms of this condition, make the necessary corrections. If there were no symptoms, leave the original entries.

- 4 Ask or mark 6c only if the "Diag. or treatment" box is marked in 6a.
- a If you already have a condition in the write-in box in 6a, mark "Condition reported in 6a" in the answer space in 6c without asking the question.

⑥ Purpose of Visit (Continued)

⑥

- b If you ask 6c, record all conditions (or reasons for seeing the doctor) mentioned for that person in the answer space.
- c If the person visited the doctor for tests but no specific condition was discovered, enter the response verbatim.

NOTE: If the entry in 6a is "check up after operation," "checkup after accident," or something similar, the "Diag. or Treatment" box should be marked in 6a. Ask question 6c to obtain the name of the condition requiring these checkups. You must complete a Condition page for this condition if first reported on this page.

CHAPTER 6. HOSPITAL PAGE

A General Procedure

The Hospital page consists of two facing pages containing columns for four hospitalizations. Complete a separate hospital column for each hospitalization recorded in the "Hosp" box in item C1. If no hospitalizations are reported, leave these pages blank. If there are more than four hospitalizations reported for a family, use additional questionnaires. Begin with the first person reporting hospitalizations. Complete a column for each of his hospitalizations, and continue in the same manner for each succeeding person in the order they are listed in question 1.

- 1 If a person was moved (transferred) from one hospital to another, for example, from an emergency hospital to a general hospital or from a general hospital to an extended care facility, record each as a separate stay.
- 2 When a hospitalization is for childbirth, fill one column for the mother and a separate column for the baby.

B Consistency Check - The number of columns filled for a person must equal the total number of hospitalizations in that person's column of item C1. If not, correct the figure in item C1 and explain the reason for the correction in a footnote. You may find it helpful to make a checkmark 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 checkmarks, for example, "3✓."

C Use the Appropriate Word When Asking the Question

Because the Hospital page is filled for stays in regular hospitals as well as for stays in nursing homes, convalescent homes, rest homes and similar places, refer to the appropriate type of place in each question. The questions contain the words "nursing home" in parentheses. The instructions in later paragraphs use the word "hospital." However, the instructions given for a hospital stay also apply to stays in nursing homes, rest homes and similar places.

D Special Note on Frequent Hospitalizations for the Same Person

Sometimes a person has been in and out of the hospital several times during the reference period. If the respondent cannot remember or does not know the details of each different stay, ask him to estimate the necessary information using the calendar when needed. Enter all available information in a separate column for each estimated stay.

E Check With Question 6 or 18 of Appropriate Condition Page

If the hospitalization is for a condition for which you have filled a Condition page, ask if the nights reported in question 6 of the hospital column have been included in the number of bed days reported in question 6, or question 18e if the condition was carried past item AA. If they have not, correct the entry in question 6 or 18a. This check may be made after the hospital column(s) for the person have been completed.

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①

Item 1, Person Number

①

| |
|------------------------|
| 1. Person number _____ |
|------------------------|

Enter the person number of the person for whom the column is being completed. This number must be correct. Otherwise, all the hospital information will be assigned to the wrong person.

2

Question 2, Date Entered Hospital

2

| | | | | | | |
|---|--|-------------------------------|--|-------|------|------|
| You said that -- was in the hospital (nursing home) during the past year. | | USE YOUR CALENDAR | | Month | Date | Year |
| 2. When did -- enter the hospital (nursing home) (the last time)? | | Make sure the YEAR is correct | | 2. | | 19__ |

- 1 Read the introductory statement above question 2 once for a family before asking question 2 for the first hospitalization. Insert for the dashes the names of all family members for whom you have recorded hospitalizations in the "Hosp" column in C1. If stays are reported in both a hospital and nursing home, read the introductory phrase as follows: "You said that you were in a hospital and a nursing home during the past year. Which place where you in last, the hospital or the nursing home?" so that you can insert the appropriate word in the following questions. Then continue with question 2.
- 2 If the person was in a hospital or a nursing home more than once during the period, add the parenthetical phrase, "the last time," to the end of question 2. Record the most recent hospital or nursing home stay first if the person had more than one stay. For the remaining columns, begin with the question, "When did you enter the hospital the time before?" and so on, for each subsequent hospitalization.
- 3 If the respondent cannot furnish the exact date, obtain the best estimate possible. Use the calendars or the list of holidays in your flashcard booklet to assist the respondent in recalling dates. Ask whatever additional questions seem appropriate.

Some examples of questions you might ask to assist the respondent in recalling dates are:

Can you recall the approximate date?

Do you know which week of the month it was?

Do you recall the day of the week you entered the hospital?

Was it before or after Memorial Day (or some other special date)?

Was it in the early part, the middle part or the last part of the month?

- a If, after your additional probing, the respondent is unable to give an exact date, determine whether it was the early, middle, or late part of the month; winter, spring, summer, or fall; or one of two months, such as 05-06; or between two dates, such as 06-10.
- b 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.

② Date Entered Hospital (Continued)

②

- 4 Experience has shown that it is very easy to make a mistake in entering the year a person was hospitalized, particularly when you are working in a different calendar year from the reported year of hospitalization. In all cases, make sure that you have entered the correct year in question 2.

3

Question 3, Name and Address of Hospital

3

| | |
|--|------------------------|
| 3. What is the name and address of this hospital (nursing home)? | Name |
| | Street |
| | City (or county) State |

- 1 Enter the name and address of the hospital (nursing home, rest home, sanitarium, etc.). The exact street address is not required, but the name of the street on which the hospital is located is needed to help identify the hospital. If the name of the street is not known, enter "DK." If the city is not known or the hospital is not in a city, enter the county and State.
- 2 It is important to obtain the full and complete name of the hospital in order to classify each hospital by type. If the respondent abbreviates the name or supplies only a shortened local name, such as county hospital or general hospital, when he means Baker County Hospital or Detroit General Hospital, it is necessary to obtain and record the full name.
 - a Be sure that you have the correct name of the hospital. For example, Baker County may operate a hospital but its name is Jeremiah Wilson Memorial Hospital. In such a case, it would be impossible to identify Baker County Hospital for classification. In cases in which it is possible that the respondent could be giving the name as it is referred to locally, ask the respondent if that is the complete name of the hospital.
 - b For college infirmaries, we need to know the name of the university or college and whether it is the student health center (clinic) or the college hospital. For example, infirmary at UCLA would not be classifiable, whereas, UCLA Student Health Service or University of California Hospital would be.
- 3 Be sure that your entries of the name of the hospital, the street, and the city or county are legible. If the respondent is not sure how to spell any one of the names, spell it phonetically and footnote that it is a phonetic spelling.
- 4 If you are interviewing in the general area in which the hospital is located and have ready access to a local telephone directory, check it for doubtful hospital names. Also, if the respondent does not know the name of the street on which the hospital is located, check the telephone directory for that, when possible.

4

Question 4, Number of Nights in Hospital

4

| | | |
|---|----|--------------|
| 4. How many nights was -- in the hospital (nursing home)? | 4. | _____ Nights |
|---|----|--------------|

- 1 In question 4, enter the total nights spent in the hospital. Do not include any nights in the interview week. However, enter all nights in the hospital through "last Sunday night" including nights prior to the date used in the hospital probe questions.

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. Always follow up such answers by repeating the question or asking an additional question to clarify the answer.

- 2 Not Overnight, Delete - If you learn that the person did not remain overnight for this stay in the hospital, enter a dash (-) in question 4 and do not ask any further questions about this hospitalization. Delete this hospitalization by X-ing out the remainder of the column and correct the figure in item C.
- 3 Entire Stay Prior to Reference Period, Delete - If the respondent's answer to the date of hospital entry for question 2 and the number of nights for question 4 indicates that the entire stay was prior to the reference period, that is, before the date specified in the hospital probe question, check with the respondent to verify that you have the correct date of entry and number of nights. If the entire stay was prior to the reference period for the hospital probe question, delete this hospitalization by X-ing out the remainder of the column and correct the figure in item C. Explain in a footnote that you have verified the date of entry and number of nights, and that the stay was prior to the reference period.

5

**Question 5, Nights in Past 12 Months and Two Weeks;
in Hospital Last Sunday Night**

5

| | |
|---|-----------------------------|
| Complete 5 from entries in 2 and 4; if not clear, ask the questions. | |
| 5a. How many of these -- nights were during the past 12 months? ----- | 5a. _____ Nights |
| b. How many of these -- nights were during the past 2 weeks? ----- | b. _____ Nights |
| c. Was -- still in the hospital (nursing home) last Sunday night for this hospitalization (stay)? | c. Y N |

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.

- 1 Question 5a, Number of Nights in Past 12 Months - "The past 12 months" is defined as from "last Sunday's" date a year ago (entered in dentist and doctor visit reference date in C2) through last Sunday night, and includes both the beginning and ending dates.
 - a. If the answer to question 5a is not clear from earlier information, ask the question, using the appropriate yearly calendar to assist the respondent in recalling dates.
 - b. If all the nights in question 4 were in the past 12 months, copy the question 4 figure to question 5a.
 - c. If none of the nights in question 4 were in the past 12 months, enter a dash (for none) in question 5a. Do not delete the column in such a case. Complete the remaining entries in the column.

- 2 Question 5b, Nights in Hospital During Last Two Weeks - If the date in question 2 and the number of nights in question 4 show that none of the nights in the hospital could possibly have been last week or the week before, enter a dash in question 5b. If there is any chance at all that any part of the hospitalization was in the two-week reference period, and the answer is not clear from earlier information, ask the question and record the number of nights or enter a dash as the case may be.

- 3 Question 5c, Still There Last Sunday Night - Circle "Y" or "N" for this hospital stay in question 5c. If the date in question 2 and the number of nights in question 4 show that this stay could not possibly have included last Sunday night, circle "N" without asking the question. If there is any doubt, ask the question.

NOTE: If the person was in the hospital last Sunday night for his most recent hospital stay, "N" would be circled in question 5c for any previous hospital stays reported for him.

6

Question 6, Condition Causing Hospitalization

6

| | |
|---|--|
| <p>6. For what condition did -- enter the hospital (nursing home) - do you know the medical name? If medical name unknown, enter an adequate description.</p> <p>For delivery ask: Was this a normal delivery? For newborn, ask: Was the baby normal at birth?</p> <p>If "NO," ask: What was the matter?</p> <p>Show CAUSE, KIND, and PART OF BODY in same detail as required for the Condition page.</p> | <p>6. <input type="checkbox"/> Normal delivery <input type="checkbox"/> Normal at birth</p> <p>Condition</p> <p>Cause <input type="checkbox"/> On Card C <input type="checkbox"/> Acc. or Inj.</p> <p>Kind</p> <p>Part of body</p> |
|---|--|

- 1 The entry in question 6 should fully describe the condition for which the person entered the hospital. If the medical name is not known, enter the best description of the condition which the respondent can give. All the rules for the entry of "cause," "kind," or "part of body" for the Condition page apply to entries in question 6. If this information is required in question 6 but is not known by the respondent, enter "DK" on the line. If the present effects of allergy are needed, enter these effects on the "kind" line.
 - a For the persons going to the hospital for tests or diagnosis, enter the results of the tests or the final diagnosis if known; otherwise, enter the trouble or condition that made the tests seem necessary and indicate the results or final diagnosis is not known (dk).
 - b If the person entered the hospital to have an operation, other than "vasectomy," enter in question 6 the condition which made the operation necessary. For example, if the response is "Amputation of one leg above knee," ask for the condition which made the operation necessary—it may be diabetes, leg cut in accident, etc. If the condition for which the operation was done is unknown, enter this fact together with the name or description of the operation, for example, "Hysterectomy, DK reason."
 - c If more than one condition was diagnosed or treated during a particular hospital stay, enter all such conditions.
 - d If the condition for which the person entered the hospital is on Card C, mark the "On Card C" box to indicate no further entries are required. Do not mark this box if a Card C condition is given in answer to a later part of question 6, for example, cause, kind, or part of body. If two conditions are reported as the reason for entering the hospital and one is not on Card C, record the required entries for cause, kind, and part of body for this condition.
 - e If the condition for which the person entered the hospital indicates that an accident or injury was involved, mark the "Acc. or Inj." box and proceed as in paragraph 2, below.

6

Condition Causing Hospitalization (Continued)

6

- 2 Accidents or Injuries - If the entry in question 6 is the result of an injury, the rules for the entries of "part of body" and "kind of injury" that apply to the Condition page, question 21a, also apply to question 6, for example, "one lower leg broken."
- 3 Deliveries and Births - For deliveries and births, ask question 6 this way:
- a For the mother ask, "Was this a normal delivery?" If "Yes," mark the "Normal delivery" box and go to question 7. If "No," ask, "What was the matter?" and record on the condition line the respondent's description of the complications, for example, delivery—breech.
 - b For the baby ask, "Was the baby normal at birth?" If "Yes," mark the "Normal at birth" box and go to question 7. If "No," ask "What was the matter?" and record on the condition line the respondent's description of what was wrong with the baby, for example, newborn—incubator baby, jaundice.

NOTE: The delivery for the mother may be "Normal" but the baby may be born with a deformity. Conversely, the mother's delivery may have complications, for example, Caesarian section, but the baby may be normal. In some cases, it is possible that the mother's delivery may be complicated by an illness condition. When in doubt as to what constitutes "complications," enter all available information.

①

Question 7, Operations Performed

①

| | | |
|--|-----|--|
| 7a. Were any operations performed on -- during this stay at the hospital (nursing home)? | 7a. | Y N (P) |
| b. What was the name of the operation? | b. | |
| If name of operation is not known, describe what was done. | | Y (Describe) <u>7</u> N |
| c. Any other operations during this stay? | c. | |

- 1 Ask question 7 for stays in nursing homes, rest homes, etc., as well as for hospital stays, since some of the procedures, which by our definition are operations, may be performed in these places.
- 2 If any operations were performed during this stay in the hospital, enter the name of the operation in the write-in space in 7b or 7c. If the name of the operation is not known, ask the respondent to describe what was done and enter this description. Be sure to record each operation, if more than one was performed during this stay.
 - a Operation - Any cutting of the skin, including stitching of cuts or wounds. Include cutting of other tissue, scraping of internal parts of the body, for example, curettage of the uterus, and setting of fractures and dislocations. Also, include the insertion of instruments in body openings for internal examination and treatment, such as bronchoscopy, proctoscopy, cystoscopy, and the introduction of tubes for drainage. Include anything ending in "-ectomy," for example, appendectomy (removal of appendix), tonsillectomy (removal of tonsils), etc.
 - b 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 (put in traction or in a cast) or if stitches were taken in the cut or wound. If the answer is "Yes," enter the action taken as the name of the operation, for example, "Broken wrist" in question 6, "Wrist set" in question 7. If the respondent reports that the bone was not set, etc., explain the circumstances in 7b.
 - c Exclude injections, transfusions and routine blood tests, pumping out or washing out of the stomach or bowels. Also, exclude routine circumcision for a newborn baby. It is not necessary to enter these terms in question 7. If operations of this kind are reported, ask 7c before circling "N" in 7a.

⑦ Operations Performed (Continued)

⑦

4 If more than one operation is performed, or if the operation was not performed for the condition recorded in question 6, ask for the name of the condition and record it in question 7 in addition to the name of the operation.

a An acceptable entry would be:

Question 6 - Tonsillitis

Question 7 - Tonsillectomy

or

Question 6 - Goiter

Question 7 - Removal of thyroid gland

b An unacceptable entry would be:

Question 6 - Gallstones

Question 7 - Removed gallbladder and hysterectomy

or

Question 6 - Kidney trouble

Question 7 - Cystoscope and removal of tumor

In b above, we need to know the reason for the hysterectomy or the site and kind of tumor.

Ⓟ

Interviewer Check Item P

Ⓟ

P

If the condition in 6 or 7 is in 3l or there is "1" or more nights in 5b, a Condition page is required. If there is no Condition page, enter condition in item C and fill a page for it after completing columns for all required hospitalizations.

- 1 Item P gives instructions on how to handle conditions first reported on the Hospital page.
 - a A condition first reported in question 6 or 7 should have a completed Condition page only if some part of the hospitalization was during the past two weeks or if the condition is a question 3l condition.
 - b If the hospital stay is for delivery and some part of the stay was during the past two weeks, complete a Condition page for the mother but not for the newborn baby if he was normal at birth. If he was not normal at birth, complete a Condition page for the baby.
- 2 When a Condition page is required, enter this condition in item C2 after completing this hospital column. Then carry the condition(s) through the Condition page after completing columns for all required hospitalizations.

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CHAPTER 7. INJURY PAGE

- 1 The Injury page consists of questions concerning accidents and injuries that occurred during the past six months. The reference dates in item C2 include the reference date for these questions.
- 2 Ask question 1 for the entire family before going to question 2. Complete question 2, items A and B and question 3 for a person before going to question 2 for the next person.

1

Question 1, Accident or Injury Since Specified Date

1

| These next questions are about accidents and injuries that caused anyone in the family to see or talk to a doctor OR cut down on the things they usually do for as much as a day. | Table I | | Had injury | Number of accidents |
|---|---------|--|------------|---------------------|
| | AA | A cut or bruise? | | |
| <p>1a. Since _____ (date) _____, did you, your --, etc., have -</p> <p>If "Yes," ask:</p> <p>b. Who was this? (Circle "Y" in this person's column.)</p> <p>c. Since _____ (date) _____, how many different accidents resulting in . . . did -- have that caused him to see or talk to a doctor OR cut down on the things he usually does?</p> <p>d. Since _____ (date) _____, did anyone else have . . . ?</p> <p>(If "Yes," reask 1b-d.)</p> | BB | A strain or sprain? | BB | Y |
| | CC | A burn or scald? | CC | Y |
| | DD | A concussion or other head injury? | DD | Y |
| | EE | A dislocation or a broken bone? | EE | Y |
| | FF | A gunshot wound? | FF | Y |
| | GG | An injury due to suffocation? | GG | Y |
| | HH | An injury due to electric shock? | HH | Y |
| | II | An animal bite? | II | Y |
| | JJ | A reaction to medication or cosmetics? | JJ | Y |
| | KK | Any poisoning from swallowing, breathing, or coming in contact with a poisonous substance? | KK | Y |
| | LL | Any injury to the teeth, mouth, or jaws? | LL | Y |
| | MM | Any injury to the neck, back, or spine? | MM | Y |
| | NN | Any injury to the eyes, ears, or nose? | NN | Y |
| | OO | | OO | Y |
| | PP | | PP | Y |
| | QQ | | QQ | Y |
| | RR | | RR | Y |

- 1 Read the entire introduction to the respondent and emphasize the word "OR" before asking question 1a. If questions arise, be sure the respondent understands we are interested in accidents and injuries that resulted in a visit or telephone call to a doctor or which required the person to cut down for as much as a day. Use the date entered in item C2 "Injury probe" and ask question 1a inserting the names or relationships of all family members and read the first listed injury.
 - a After reading each injury, wait for a "Yes" or "No" reply before going to the next one. This procedure is necessary in order to be certain the respondent has had time to think about each type of injury. If two respondents are present, wait for each person to reply to an injury before going on to the next injury. As you ask each injury, make a check mark (✓) in the column to the right of it to keep your place in the list.
 - b When you receive a "No" response to 1a, continue with the next listed injury without reasking 1a. When you receive a "Yes" response to 1a, ask 1b and circle "Y" in the "Had injury" column for the person who had this injury.

① Accident or Injury Since Specified Date (Continued) ①

- c Next, ask lc and enter in his column the number of accidents during the reference period in which the person had this type of injury. After obtaining an answer to lc, ask ld to determine if anyone else in the family had this type of injury. For example, "Since June 1, did anyone else have a burn or scald?" If "Yes" complete Table I by circling "Y" in the "Had injury" column for this injury for this person and reask questions lc and d. When you receive a final "No" to ld, continue with the next type of injury by reasking question la. This is to remind the respondent that the remaining injuries refer to the entire family.
- d If, when you ask lc for a person, the respondent says there were no accidents serious enough to cause cut down days or a doctor visit, line through the circled "Y" in the "Had injury" column and do not make any entries in the "No. of Accidents" column for the person for this injury.

NOTE: If the respondent reports a reaction to medication or cosmetics, reword question lc to read "Since (date), how many different times did -- have a reaction to medication or cosmetics that caused him to see or talk to a doctor or cut down on the things he usually does?" Count each reaction, even if to the same medication or cosmetic, that caused a doctor visit or cut down days. Use the term "reaction" instead of "accident" when asking any questions about this type of injury. Also reword the question if the respondent reports "insect bite," "bee sting," etc.

- 2 If the respondent gives a listed injury before you ask about it, make a check mark to the left of Table I so that you will know an injury of this type has been reported. For example, you ask "a strain or sprain?" and the response is "a dislocation."
- 3 If the response is an injury not listed specifically but a part of body is mentioned, consider it to be either LL, MM, or NN if it is one of the parts listed there. For example, you ask "a sprain or strain?" and the response is "wrenched back." Make a check mark to the left of MM in Table I so that when you come to this letter you will know an injury was reported affecting one of these parts of body.
- 4 If the response is not exactly as listed and no part of body is given, enter the injury on the first unused line of Table I. For example, you ask "a sprain or strain?" and the response is "ruptured disc." Don't try to make it fit as an "injury to the neck, back, or spine."

①

Accident or Injury Since Specified Date (Continued)

①

- 5 When you reach this injury which was mentioned earlier in Table I, verify the response and start with question 1b. For example, "You said that someone had a ruptured disc, who was this?" When you get to question 1d in cases like this, ask the question and insert the injury as listed in Table I. For example, in the case of the "wrenched back," ask 1d, "Since (date), did anyone else have any injury to the neck, back, or spine?" Do not ask question 1d for those injuries which you wrote in on lines OO-RR.

②

Question 2, Any Other Injuries

②

| | | | |
|---|-----|-----|---------|
| 2a. Since <u> (date) </u> , did -- have any (other) injuries (besides . . .)? | 2a. | 1 Y | 2 N (A) |
| ----- | | | |
| b. What type of injury did he have? (Complete Table I and reask 2a.) | | | |

- 1 You must insert the appropriate references in the parenthetical phrases (date, person, and type of injury) when asking question 2a for a person for whom any injuries have been reported in question 1. For example, "Since April 1, did you have any other injuries besides a cut or bruise and a burn or scald?"
- 2 If "Yes" to 2a, ask 2b to determine the type of injury. If it is one of those specifically listed, or the injury is not specifically listed but a part of body is identified, circle "Y" in the "Had injury" column on the appropriate line of Table I and ask 1c only. If both a listed injury and a part of body are given, record the response for the type of injury. For example, if the response is "broken jaw," circle "Y" for "a dislocation or broken bone" instead of "Any injury to the teeth, mouth, or jaws." Otherwise, enter the injury on the first unused line of Table I and circle "Y" in the "Had injury" column and ask 1c only. Then reask 2a until a final "No" is received.

NOTE: If more than four lines are necessary, enter a footnote indicating the person number, type of injury, and number of accidents. Include these injuries and accidents when asking question 3.

(A)

Interviewer Check Item A

(A)

| | | | |
|----------|---|----------|---|
| A | Verify that all accidents circled in item C are represented in Table I. | A | <input type="checkbox"/> No accidents circled in item C <input type="checkbox"/> 1+ accidents circled in item C and entered in Table I |
|----------|---|----------|---|

- 1 To complete this item, look at item C2. If you circled a condition number for a person, you must have an entry in Table I for this person which accounts for each condition circled in item C. Verify this by asking "I believe you said your back condition was caused by a strain. Is this the strain or sprain you just told me about?", "Was your broken arm the dislocation or broken bone you just told me about?", "Was your painful leg caused by the gunshot wound you just told me about?"

- 2 When you are verifying that you have accounted for all the circled conditions in C2, and there are multiple injuries in Table I, select the injury which you feel is the most probable cause of the circled condition. For example, you have "bad back" circled in C2 and "strain or sprain" and "an injury due to suffocation" in Table I. In this case, verify by asking, "Was your bad back caused by the strain or sprain you just told me about?" If the answer is "Yes," mark the appropriate box in item A and continue with item B. If the response is "No," or if there is no entry in Table I, ask "What injury caused the ...?" and enter the name of condition you circled in C2 for the dots.

Circle "Y" in the "Had injury" column on the appropriate line of Table I and ask 1c only. Then mark the appropriate box and go to item B.

(B)

Interviewer Check Item B

(B)

| | | | |
|----------|--|----------|---|
| B | | B | <input type="checkbox"/> No injuries in I (NF) <input type="checkbox"/> One injury in I (Enter number of accidents in 3, then NP) <input type="checkbox"/> 2+ injuries in I (3) |
|----------|--|----------|---|

To complete this item, look at Table I and mark the appropriate box.

3

Question 3, Total Number of Accidents

3

| | |
|--|------------------------------|
| 3. You told me -- had -- accidents in which he had Since _____ (date) _____ how many TOTAL ACCIDENTS did he have in which these injuries occurred? | 3. _____ Number of accidents |
| NOTE: Fill Accident Supplement column for each accident. | |

- 1 Ask question 3 to determine the total number of accidents for persons who report more than one type of injury in Table I. Insert the number of accidents and each injury reported in Table I when asking the question. For example, "You told me you had three accidents in which you had a cut or bruise and one accident in which you had a gunshot wound. Since (date), how many total accidents did you have in which these injuries occurred?"
- 2 The total number of accidents must be at least as great as the largest number of accidents reported in Table I for any one injury since any one accident may result in one or more injuries. If discrepancies occur, resolve them with the respondent and correct the entry in Table I.
- 3 After completing question 3 for all household members fill an Accident Supplement for each person reporting an accident. The instructions for the Accident Supplement are in Chapter D10.

CHAPTER 8. HEALTH MAINTENANCE ORGANIZATION PAGE

A General

Pages 32 and 33 obtain information about Health Maintenance Organizations (HMO's) and prepaid group practice plans. Pages 34 and 35 obtain information about other types of health insurance and whether the family has a particular doctor or place from which they receive medical care.

B Order of Acceptable Respondent

- 1 If the head of the household is available at the time of the initial interview, he must answer questions 1-3 for himself and questions 4-11 for the entire family.
- 2 If the head is not available, but his spouse is, then she must answer questions 1-3 for herself and questions 4-11 for the entire family.
- 3 If neither the head nor spouse is available at the time of the initial interview, the household respondent must answer questions 1-3 for himself and questions 4-11 for the entire family.

(R1)

Interviewer Check Item R1

(R1)

| | | |
|------------------|---------------------------------|----------------|
| R1 | <input type="checkbox"/> Head | } (1-11) |
| | <input type="checkbox"/> Spouse | |
| | <input type="checkbox"/> Other | |
| Person No. _____ | | |

Always mark one box in Item R1 in the first column of the HMO page and enter the person number of the respondent.

(Intro)

Introduction

(Intro)

HMO PAGE

In some parts of the country medical care is provided by Health Maintenance Organizations or HMO's. A "Health Maintenance Organization" or "HMO" is a medical group in which one doctor or a group of doctors provides medical care to all members, including office visits and hospital services. This medical care is provided for a fixed amount paid at regular intervals.

1. Read the introduction, which includes the definition of an HMO or prepaid group practice plan, to the respondent. An HMO or prepaid group practice plan provides a complete program of health care covering all the medical needs of the members for a periodic fixed amount regardless of how much or how little care is received by the member rather than reimbursing the doctor (or other medical person) out of pocket, or through a medical insurance plan for each service received.

These plans generally have their own medical centers which provide doctors, specialists, laboratory and X-ray services and other health care needs.

For example, Mr. Jones pays a monthly premium to Group Health of St. Paul. He, his wife and children are covered by this plan and may go to the Group Health Clinic for any medical treatments and services they require. Mr. Jones will receive no additional charges for the care received by his family regardless of how many visits they make.

This differs from a general health insurance program which pays a fixed sum or portion of a bill for a given treatment as the charge is incurred; if a balance of the bill remains, the insured member is personally responsible for its payment.

Intro

Introduction (Continued)

Intro

- 2 The premiums or the costs may be paid by the insured person, his family, his employer, his union, a club, a fraternal organization or some other group of which the insured person is a member. Often, the premium is paid by an employer as a fringe benefit. The insuring organizations may be either nonprofit or commercial groups.

1-3

Questions 1 to 3, Heard of HMO or
Prepaid Group Practice Plan

1-3

| | | | |
|--|-----|---------|------|
| 1. Have you ever heard the term, "Health Maintenance Organization," or "HMO"? | 1 Y | 2 N | 9 DK |
| 2. Have you ever heard the term, "Prepaid Group Practice Plan"? | 1 Y | 2 N | 9 DK |
| If "Y" in 1 or 2, ask; otherwise go to 7 | | | |
| 3a. Can you name (a Health Maintenance Organization or/a prepaid group practice plan)? | 1 Y | 2 N (7) | |
| b. What is the name? | | | |

- 1 Ask questions 1-3 to determine if the respondent has ever heard the term "Health Maintenance Organization" or "Prepaid Group Practice Plan," and if so, whether he can name such a plan.
- 2 When asking question 3, use the phrase "Health Maintenance Organization" if "Yes" is reported in question 1 only. Use the phrase "prepaid group practice plan" if "Yes" is reported in question 2 only. Use both phrases if "Yes" is reported in both 1 and 2. Record any plans mentioned by the respondent even if you feel it is not an HMO or prepaid group practice plan.

Question 4, Belong to HMO or Prepaid Group Practice Plan

| | | | |
|--|--------------------|---------|----------|
| 4a. Does anyone in the family belong to a Health Maintenance Organization or a prepaid group practice plan? | 1 Y | 2 N (7) | 9 DK (7) |
| ----- | | | |
| b. What is the name? Record in Table P below. | | | |
| ----- | | | |
| c. Does anyone in the family belong to any other Health Maintenance Organization or prepaid group practice plan? | Y (Reask 4b and c) | N | DK |

1 If the respondent tells you in answer to question 4a that someone in the family belongs to a Health Maintenance Organization or a prepaid group practice plan, ask 4b and record the name of the plan in Table P. We are interested in the specific names of the plans, for example, Group Health, HIP, Kaiser, etc. Do not record the type of plan, such as family plan, major medical, high or low option. If the respondent says he has such a plan but does not know the name, ask if you can obtain the name from his membership card and enter it in Table P. If the membership card is not available, but the respondent gives the name of his union or employer, enter this in Table P and indicate that the name of the plan is unknown.

Sometimes families may belong to two or more HMO's. An example of this and how to enter the information in Table P is: suppose you learn that the entire Jones family is enrolled in the prepaid group practice plan, but the oldest daughter is enrolled in the plan on her own through her employer. Record these plans on separate lines of Table P, since these are actually two separate policies.

It is not necessary to probe to determine whether family members are covered by more than one policy.

2 Ask 4c to determine whether anyone in the family belongs to any other Health Maintenance Organization or prepaid group practice plan. If so, continue to reask 4b and 4c until you receive a "No" response to 4c. Record all plans in Table P before going to question 5.

**Table P, Questions 5 and 6,
Details of Plan**

| TABLE P | | ASK FOR EACH PLAN LISTED IN TABLE P | |
|---------|--|---|---|
| Plan 1 | 5a. Name of plan _____ | 6a. Does -- belong to this <u>(name)</u> plan? | 6a. <input type="checkbox"/> 1 Belongs <input type="checkbox"/> 2 Does not belong (NP) |
| | b. Who is the policyholder or subscriber of this <u>(name)</u> plan? _____ | b. Does he ever see a doctor who is not a part of this plan? | b. 1 Y 2 N (NP) 3 DK (NP) |
| | c. How long has <u>(name of subscriber)</u> belonged to this <u>(name)</u> plan? 1 _____ Mos. 2 _____ Yrs. | c. Why does -- sometimes see other doctors? _____ _____ _____ | c. _____ _____ _____ |
| | | d. Is there any other reason -- sometimes sees doctors who are not part of this plan? | d. Y (Reask 6c and d) N (NP) |

1 If you listed more than one plan in Table P, ask questions 5b and 6 for the first plan before going to questions 5b and 6 for the second plan, and so on. Mention the name of the plan, as indicated, so the respondent knows to which plan you are referring.

2 In question 5b, the policyholder or subscriber is the person who signs the contract for the plan entered in 5a. In most cases this will be the employee or the member of the group through which the insurance was obtained.

In question 5c, enter the number of months or years the subscriber has continuously belonged to this plan.

3 Question 6a determines which family members belong to this particular plan. If the person is covered by this plan, mark the "Belongs" box and ask question 6b for this person. If he is not covered by this plan, mark the "Does not belong" box and ask question 6a for the next person for this plan. If the respondent does not know if the person is covered or not, enter "DK" and go to the next person.

If "Yes" to 6b, ask 6c to determine why this person sees doctors who are not part of this plan. Enter the response verbatim, then ask 6d. Continue to reask 6c and d until a final "No" is received to 6d. Then go to the next person and ask 6a for this plan.

7

Question 7, Health Insurance

7

| | | | |
|---|--------------------|----------|-----------|
| 7a. (Besides <u>plan</u>) Is anyone in the family covered by a health insurance plan which pays any part of a hospital, doctor's, or surgeon's bill? | 1 Y | 2 N (10) | 3 DK (10) |
| b. What is the name of the plan? Record in Table H. I. below. | | | |
| c. Is anyone in the family covered by any other health insurance plan? | Y (Reask 7b and c) | N | |

- 1 A health insurance plan is specifically designed to pay all or part of the hospital, doctor, surgeon, or other medical expenses of the insured individual. The plan, in order to be considered as insurance, must be a formal one with defined membership and benefits. For the purpose of this survey, health insurance excludes the following:
- a Plans limited to "dread diseases" only, such as polio or cancer.
 - b Insurance that pays only on the basis of the number of days missed from work.
 - c Public welfare, Medicaid, care given children under the "Crippled Children's Program," etc.
 - d Insurance that pays only for accidents, such as liability insurance held by a car or property owner, insurance covering children for accidents at school or camp, etc.
 - e Care given to dependents of military personnel (CHAMPUS).
 - f Veteran's benefits.
 - g Insurance that pays only for dental bills.
 - h Social Security Medicare.
 - i "Income maintenance" insurance which pays the person a fixed amount of money both in and out of the hospital.

NOTE: However, DO include "extra cash" insurance plans which pay a person a fixed amount of money ONLY WHILE HE IS A PATIENT IN A HOSPITAL. Use this distinction only if questions arise. Do not probe.

⑦ Health Insurance (Continued)

⑦

- 2 The premiums or the costs may be paid by the insured person, his family, his employer, his union, a club, a fraternal organization or some other group of which the insured person is a member. Often the premium is paid by an employer as a fringe benefit. The insuring organizations may be either nonprofit or commercial groups. Payments by the insurance company may be made directly to the hospital or doctor, or directly to the person himself.
- 3 We are interested in the specific names of the plans, for example, Mutual of Omaha, Blue Cross, John Hancock, etc. Do not record the type of plan, such as family plan, major medical, high or low option. If the respondent gives the name of a union or the name of his employer, ask "Do you know the name of the plan?" If he does not, enter the name of the union or the employer and indicate that the name of the plan is unknown. Do not enter the name of the employer if the name of the plan is entered.
- 4 Complete question 7 in the same manner as question 4. If there are plans entered in Table P, use the parenthetical phrase and insert the name or names of the plans when asking question 7.

8-9

Table H.I., Questions 8 and 9,
Details of Plan

8-9

| TABLE H. I. | | ASK FOR EACH PLAN LISTED IN TABLE H. I. | |
|-------------|--|--|--|
| Plan 1 | 8a. Name of plan | 9. Is --- covered under this <u>(name)</u> plan? | 9. 1 <input type="checkbox"/> Covered (NP) 2 <input type="checkbox"/> Not covered (NP) |
| | b. Who is the policyholder or subscriber of this <u>(name)</u> plan? | | |

Complete questions 8b and 9 in the same manner as questions 5b and 6a.

10

Question 10, One Particular Doctor or Place

10

| | |
|--|--|
| 10. Is there ONE particular doctor or place -- usually goes to when he is sick or when you need advice about his health? | 10. 1 <input type="checkbox"/> Y 2 <input type="checkbox"/> N (NP) |
|--|--|

Emphasize the word "ONE" when asking this question. If the respondent does not answer "Yes" or "No" but says she has particular doctors for particular problems, reask the question. If a "Yes" or "No" is still not obtained, enter "DK" and go to question 12. Do not lead the respondent by referring to "family doctor" or "regular doctor." If the person is bedridden but has a particular doctor come to his home to give him medical care or advice, consider this as a "Yes" response.

11

Question 11, Where Receives Care

11

| | |
|---|---|
| <p>11. Where do you go for this care or advice for --, to a clinic, hospital, doctor's office, or some other place?</p> <p>If Hospital: Is this an outpatient clinic or the emergency room?</p> <p>If Clinic: Is this a hospital outpatient clinic, a company clinic, or some other kind of clinic?</p> | <p>1 <input type="checkbox"/> Private dr's office</p> <p>2 <input type="checkbox"/> Home</p> <p>3 <input type="checkbox"/> Doctor's clinic</p> <p>4 <input type="checkbox"/> Group practice</p> <p>5 <input type="checkbox"/> Hosp. Outpatient Clinic</p> <p>6 <input type="checkbox"/> Hosp. Emerg. Room</p> <p>7 <input type="checkbox"/> Company or Industry Clinic</p> <p><input type="checkbox"/> Other - Specify <u>7</u></p> |
|---|---|

If the person is unsure as to whether the place is a private doctor's office, doctor's clinic, or group practice, mark the "Private doctor's office" box. If the response to this question is "Hospital" or "Clinic," ask the appropriate probe question to determine if this was the outpatient clinic, emergency room, company clinic, etc.

R2

Interview Check Item R2

R2

| | |
|----|---|
| R2 | <p>0 <input type="checkbox"/> HH Resp. SP 19+ (NP)</p> <p>1 <input type="checkbox"/> Not SP or SP under 19 (NP)</p> <p>2 <input type="checkbox"/> SP 19+ callback required (NP)</p> <p>3 <input type="checkbox"/> SP 19+ avail. (12-14)</p> |
|----|---|

- 1 Mark one box in Item R2 for each person after completing question 10 or 11 for all family members and follow the appropriate skip pattern. If the head, spouse, or household respondent who responded for the family is also a sample person, mark the "HH Resp. SP 19+" box in his column.
- 2 Sample persons aged 19 and over must answer questions 12-14 for themselves. If they are not available at the time of the initial interview, arrange for a telephone appointment to complete these questions.

Introduction, Questions 12-14, Heard of HMO or Prepaid Group Practice Plan

In some parts of the country medical care is provided by Health Maintenance Organizations or HMO's. A "Health Maintenance Organization" or "HMO" is a medical group in which one doctor or a group of doctors provides medical care to all members, including office visits and hospital services. This medical care is provided for a fixed amount paid at regular intervals.

| | | | | |
|---|------|-----|----------|---------------------|
| 12. Have you ever heard the term, "Health Maintenance Organization," or "HMO"? | 12. | 1 Y | 2 N | 3 DK |
| 13. Have you ever heard the term, "Prepaid Group Practice Plan"? | 13. | 1 Y | 2 N | 3 DK |
| If "Y" in 12 or 13, ask; otherwise go to NP. | | | | |
| 14a. Can you name (a Health Maintenance Organization/or prepaid group practice plan)? | 14a. | 1 Y | 2 N (NP) | |
| b. What is the name? | -b. | | | _____ |
| | | | | <i>Name of plan</i> |

When asking questions 12-14 during a callback, read the introduction and complete questions 12-14 in the same manner as questions 1-3.

CHAPTER 9. PERSON PAGES

A General Procedure

Person pages 36 and 37 obtain information about education, veteran status, and work status during the past two weeks. Pages 38 and 39 obtain information about income and marital status.

B How to Ask

- 1 Ask questions 33 through 36 as a block for each person 17+ before going to the next person. If the person is under 17 years of age, mark "Under 17" in 33a and leave questions 33b-36e blank.
- 2 Then ask questions 37-39 before going to question 40.

Question 33, Education

| | |
|--|--|
| If 17 years old or over, ask: 33a. What is the highest grade or year -- attended in school? ----- b. Did -- finish the -- grade (year)? | <input type="checkbox"/> Under 17 (NP) <input type="checkbox"/> None (34) |
| | 33a. Elem: 1 2 3 4 5 6 7 8 High: 9 10 11 12 College: 1 2 3 4 5 6+ |
| | b. 1 Y 2 N |

- 1 Circle only one number to indicate the highest grade or year attended regardless of "skipped" or "repeated" grades.
- 2 Regular School - Count only grades attended in a regular school where persons are given formal education in graded public or private schools, whether day or night school, and whether attendance was full time or part time. A "regular" school is one which advances a person toward an elementary or high school diploma or a college, university or professional school degree.
 - a If the respondent tells you he did graduate from high school but "they only had 11 years of school back then," ask if he received a high school diploma. If "Yes," circle the "12" opposite "High" and circle "Y" in 33b. If "No," circle the "11" opposite "High" and circle "Y" in 33b.
 - b If a person volunteers that he completed college in less than four years and he obtained a degree (graduated), circle "4" opposite "College" and circle "Y" in 33b. If the person did not graduate or receive a college degree, enter the actual number of years he attended college in question 33a, ask question 33b, and mark accordingly.
 - c If a person volunteers that he completed four years of college but did not get a degree because he was enrolled in a five-year program, such as engineering, circle "4" opposite "College" in question 33a and "Y" in question 33b. If a person completed the fifth year of a five-year degree program and received a bachelor's degree, then circle "5" opposite "College" in question 33a and "Y" in 33b.
 - d Also, persons may attend professional schools (law, medicine, dentistry) after less than four years of college. When the respondent answers in terms of these schools, obtain the equivalent in college years. For nurses, ask to determine the exact grade attended. If a nurse received her training in a college, determine grade attended in college. However, if training was received at a nurses school or hospital training school and did not advance the person towards a regular college degree, determine grade attended at the last regular school.

33 Education (Continued)

33

- 3 Nonregular School - Do not count education or training received in nonregular schools, such as vocational, trade or business schools, outside the regular school system. For example, do not count barber colleges, beautician schools, citizenship schools, and dancing schools; likewise, do not count training received "on the job," or service sponsored or correspondence school training unless it is given by a regular school and is credited toward a school diploma or college degree.
- 4 Junior High School - If the highest grade a person has attended is in a junior high school, determine the number of years attended and record the grade as if it has been in a school system with eight years of elementary school and four years of high school.
- 5 Postgraduate Schooling - For persons who have attended postgraduate high school but have not attended a regular college, circle the "12" opposite "High."

For those with postgraduate college training, circle the "5" or "6+," as appropriate, opposite "College."
- 6 Other School Systems - If the person attended school in a foreign country, in an ungraded school, under a tutor, or under other special circumstances, give the nearest equivalent of his highest grade attended or the number of years of attendance.
- 7 No Schooling - For persons who have not attended school at all, mark the "None" box.
- 8 Question 33b, Grade (Year) Finished

- a If a person completed only a half year or failed to "pass" the grade, circle "N." Also circle "N" for a person who is currently enrolled in the regular school system. For example, a 17-year-old boy enrolled in the fourth year of high school would have "12" circled opposite "High" in question 33a, but since he would not yet have completed this grade, circle "N" in question 33b.
- b For a person with "6+" circled opposite "College" in question 33a who has gone through two or more postgraduate academic college years, circle "Y" in question 33b without asking the question.

Question 34, Service in Armed Forces

| | | | |
|--|--|------|-------------------|
| Ask for all males 17 years or over: | | | |
| 34a. Did -- ever serve in the Armed Forces of the United States? | | 34a. | 1 Y 2 N (35) |
| b. When did he serve? | | | |
| Circle code in descending order of priority. Thus if person served in Vietnam and in Korea, circle VN. | Vietnam Era (Aug. '64 to present) VN | b. | 1 VN 4 WWI |
| | Korean War (June '50-Jan. '55) KW | | 2 KW 5 OS |
| | World War II (Sept. '40-July '47) WWII | | 3 WWII 9 DK |
| | World War I (April '17-Nov. '18) WWI | | |
| | Other Service (all other periods) OS | | |

1 Ask question 34 only for males 17 years old and over. For females, go to question 35.

a Armed Forces - U.S. Army, Navy, Air Force, Marine Corps or Coast Guard and any National Guard Unit which was activated as part of the regular Armed Forces.

b Armed Forces Service--"Active Duty" - Include the six-month period served in connection with the provisions of the Reserve Forces Act of 1955. Persons who are in this program but only attend weekly reserve meetings, summer camp or the like and have not completed the six-month program, have not been on "active duty."

c Exclude as service in the Armed Forces, persons working in civilian positions for the Armed Forces, serving in the Merchant Marine, or serving in a National Guard Unit not activated as part of the regular Armed Forces.

2 If a question is raised as to what dates are covered by a given war, use the dates on the questionnaire.

Circle one of the codes listed in 34b based on the following rules:

a If the person served in one or more of the four major conflicts of this century, that is, the Vietnam Era, the Korean War, World War II, or World War I, circle the code for the most recent wartime service, regardless of any peacetime service.

b For persons who served in a time period other than those noted above, circle "OS" for "Other Service (All other periods)." The "OS" code also covers service prior to World War I.

35

Question 35, Work Status in Past Two Weeks

35

| | | | |
|---|------|------------------------------------|---------------------------------|
| 35a. Did -- work at any time last week or the week before - not counting work around the house? | 35a. | 1 Y (36) | 2 N |
| b. Even though -- did not work during these 2 weeks, does he have a job or business? | b. | 1 Y | 2 N |
| c. Was he looking for work or on layoff from a job? | c. | 1 Y | 2 N (36) |
| d. Which - looking for work or on layoff from a job? | d. | 1 <input type="checkbox"/> Looking | 3 <input type="checkbox"/> Both |
| | | 2 <input type="checkbox"/> Layoff | |

1 Question 35a, Worked Last Week or Week Before - Ask question 35a for each person 17 years old or over. Circle "Y" in 35a for a person who worked at any time last week or the week before, even for an hour.

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

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

2 Question 35b, With a Job or Business - 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. Circle "Y" for a person who says that he has a new job which he has not yet started, but enter a footnote, "New job--not yet started."

a Job - A definite arrangement with one or more employers to work for pay, full time or part time.

b On Call - Do not consider a person "on call" to work only when his services are needed as having a job during weeks when he does not work; for example, a substitute teacher who did not work last week or the week before.

c Seasonal - Consider seasonal employment as a job only during the season and not during the off-season.

- d Business - 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 by a listing in the classified section of the phone book, a display sign, or distributes cards or leaflets publicizing the place.
- 3 Questions 35c and d, Looking for Work or on Layoff - 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.
- a Looking for Work - Any effort to get a job or to establish a business or profession. A person was looking for work if he actually tried to find work during the past two weeks and also, if he made such efforts within the past 60 days, and was waiting during the past two weeks to hear the results of these earlier efforts. Some examples of looking for work are: Registering at an employment office; visiting, telephoning, or writing applications to prospective employers; placing or answering advertisements for a job; and being "on call" at a personnel office or at a union hiring hall, etc.
- b Layoff - Waiting to be called back to a job from which 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 considered "on layoff" but with a job from which he is absent.

36

Question 36, Industry, Occupation, and Class of Worker

36

| | |
|---|---|
| 36a. For whom did -- work? Name of company, business, organization, or other employer | 36a. Employer |
| b. What kind of business or industry is this? For example, TV and radio manufacturing, retail shoe store, State Labor Dept., farm | b. Industry |
| c. What kind of work was -- doing? For example, electrical engineer, stock clerk, typist, farmer | c. Occupation |
| d. What were --'s most important activities or duties? For example, types, keeps account books, files, sells cars, operates printing press, finishes concrete | d. Duties |
| <p>Complete from entries in 36a-d; if not clear, ask:</p> <p>e. Was -- an employee of PRIVATE company, business, or individual for wages, salary, or commission? P -- a FEDERAL government employee? F -- a STATE government employee? S -- a LOCAL government employee? L -- self-employed in OWN business, professional practice, or farm? If not a farm, ask: Is the business incorporated? Yes I No (or farm) SE -- working WITHOUT PAY in family business or farm? WP -- NEVER WORKED NEV</p> | <p>e. Class of worker</p> <p>1 <input type="checkbox"/> P 5 <input type="checkbox"/> I 2 <input type="checkbox"/> F 6 <input type="checkbox"/> SE 3 <input type="checkbox"/> S 7 <input type="checkbox"/> WP 4 <input type="checkbox"/> L 8 <input type="checkbox"/> NEV</p> |

- 1 Ask questions 36a through 36e for all persons with "Y" circled in any one of questions 35a, b, or c.
- 2 For persons who worked during the past two weeks ("Yes" to question 35a) and for persons with a job but not at work ("Yes" to question 35b), these questions are about the present job. If a person worked at or has more than one job, these questions refer to the job at which he spends the most time. If equal time is spent at each job, it refers to the one the respondent considers most important or has had longer.
- 3 If a person is looking for work, on layoff from a job, or has a new job to begin in the near future, ask question 36 about his last "full-time" job or business. If he has never had a full-time civilian job or business, enter "Never worked" in question 36a, skip to 36e and mark the "NEV" box. A "full-time" job is one at which the person worked 35 or more hours per week.

36

Industry, Occupation, Class of Worker (Continued)

36

36a

4 Question 36a, Name of Employer - Enter the name of the company, business, government agency, or other employer. Do not use abbreviations in question 36a 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."

36a

a Government - For employees of a government agency, record the specific organization and state whether the organization is Federal (U.S.), State, county, etc. For example, U.S. Treasury Department, State Highway Police, City Tax Office, etc. It is not sufficient to report merely U.S. Government for Police Dept., etc.

b Self-employed - If the person for whom you are obtaining the information is self-employed, ask if the place of business or establishment has a name (such as Twin City Barber Shop, Capitol Construction, etc.), and write it in 36a. If there is no business name, write "self-employed," "own business," etc.

36b

5 Question 36b, Kind of Business or Industry - Do not repeat the name of the employer in this entry. Question 36b should tell clearly and specifically what the company or business does at the location where the person works.

36b

a In order to give a clear and exact description of the industry, the entry must state or indicate both a general and a specific function for the employer; for example, copper mine, fountain pen manufacturer, wholesale grocery, retail bookstore, road construction, shoe repair service. The words mine, manufacturer, wholesale, retail, construction, and repair service show the general function. The words fountain pen, grocery, bookstore, road, and shoe indicate the specific function.

b Avoid Use of the Word "Company" - Do not use the word "company" in this entry. It does not give useful information. If the respondent reports that he works for a metal furniture company, ask "Do they manufacture or do they just sell it?" If they just sell it, ask "Do they sell to other stores (which would be wholesale) or to individuals (which would be retail)?" Accordingly, in such a case the possible replies would be "furniture manufacturer," "furniture wholesaler," or "furniture retailer." Note that where possible, you should specify for furniture manufacturers the major material used—wood, metal, plastic, etc., but for the selling operation, it is not necessary, since furniture wholesalers and retailers very often sell various types.

c Multiple Activity Businesses - Some firms carry on more than one kind of business or industrial activity. If the activities are carried on at the same location, describe only the major activity of the establishment. For example, employees in a retail salesroom, located at the factory of a company primarily engaged in the manufacturing of men's clothing, should be reported as working in "Men's clothing manufacturing."

36b

Industry, Occupation, Class of Worker (Continued)

36b

- 1) If the different activities are carried on at separate locations, describe the activity where the person works. For example, report a coal mine owned by a large steel manufacturer as "coal mine;" report the separate paint factory of a large chemical manufacturer as "paint manufacturing."
 - 2) A few specified activities, when carried on at separate locations, are exceptions to the above. Record the activity of the parent organization for research laboratories, warehouses, repair shops, and storage garages, when these kinds of establishments exist primarily to serve their own parent organizations rather than the public or other organizations. For example, if a retail department store has a separate warehouse for its own use, the entry for the warehouse employees should be "retail department store" rather than "warehouse."
- d Distinguish Among Manufacturing, Wholesale, Retail and Service - It is essential to distinguish among manufacturing, wholesale, retail, and service companies. Even though a manufacturing plant sells its products in large lots to other manufacturers, wholesalers, or retailers, it should be reported as a manufacturing company. Use the following as a guide:
- 1) A wholesale establishment buys, rather than makes, products in large quantities for resale to retailers, industrial users, or to other wholesalers.
 - 2) A retailer sells primarily to individual consumers or users but seldom makes products.
 - 3) Establishments which render services to individuals and to organizations such as, hotels, laundries, cleaning and dyeing shops, advertising agencies, and automobile repair shops are engaged in providing services. Report these as retailers but show the type of services provided, for example, TV and radio repair.
- e Manufacturers' Sales Offices - Record 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 as "(product) manufacturers' sales office." For example, a St. Louis shoe factory has a sales office in Chicago; "shoe manufacturer's sales office" is the correct entry for workers in the Chicago office.
- f Government Organization - Usually the name of the government agency is adequate, for example, U.S. Census Bureau, City Fire Department.

- 1) If the activity of the government agency is absolutely clear, the name of the agency is sufficient. In such cases, enter "Same as above" in 36b. However, sometimes the names of government agencies are not fully descriptive of their business or activity. A correct entry in 36b 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 State Liquor Control Board, the correct entry might be "State licensing of liquor sales" or "State liquor retailer."
 - 2) If the business or main activity of a government employer is not clear, you should ask in what part of the organization the person works and then report that activity. For example, for a City Department of Public Works, a correct entry might be one of the following: "City street repair," "city garbage collection," "city sewage disposal" or "city water supply."
- g Persons Who Do Not Work at One Specific Location - Some people's work is done "on the spot" rather than in a specific store, factory, or office. In these cases, report the employer for whom they work in item 36a and the employer's business or industry in 36b. Among those who normally work at different locations at different times are Census interviewers, building painters, and refrigeration mechanics. Their industry entries might be U.S. Census Bureau, building contractor, or refrigeration repair service. For example, a local retail chain is doing remodeling of several stores, one at a time. They have a contract with a building contractor to furnish a small crew each day for the several months needed to do the work. Even though these people report to a retail store each day, they work for the building contractor.
- h Business in Own Homes - Some people carry on businesses in their own homes. Report these businesses as if they were carried on in regular stores or shops. For example, dressmaking shop, lending library, retail antique furniture store, insurance agency, piano teaching, boarding house, rest home, boarding children (for a foster home), etc.
- i 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." For a person cleaning a doctor's office which is in the doctor's own home, the proper entry is "doctor's office." This also applies to others, such as dentists or lawyers.

36b

Industry, Occupation, Class of Worker (Continued)

36b

- j Examples of Adequate Entries for Question 36b - The following are examples of inadequate and adequate entries for kind of business and industry (question 36b). 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. |
| Aircraft components Aircraft parts | Airplane engine parts factory, propeller manufacturing, electronic instruments factory, wholesale aircraft parts, etc. |
| Auto or automobile components Auto or automobile parts | Auto clutch manufacturing, wholesale auto accessories, automobile tire manufacturing, retail sales and installation of mufflers, battery factory, etc. |
| Bakery | Bakery plant (makes and sells to wholesalers, retail stores, restaurants, or home delivery), wholesale bakery (buys from manufacturer and sells to grocers, restaurants, hotels, etc.), retail bakery (sells only on premises to private individuals but may bake its own goods on premises). |
| Box factory | Paper box factory, wooden box factory, metal box factory. |
| City or city government | City Street Repair Department, City Board of Health, City Board of Education. |
| Private club | Gold club, fraternal club, night club, residence club. |
| 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). |

36b

Industry, Occupation, Class of Worker (Continued)

36b

Inadequate

Adequate

Dairy

Dairy farm, dairy depot, dairy bar, wholesale dairy products, retail dairy products, dairy products manufacturing.

Discount house
Discount store

Retail drug store, retail electrical appliances, retail general merchandise, retail clothing store, etc.

Electrical components
manufacturer
Electrical parts
manufacturer
Electronic components
manufacturer
Electronic parts
manufacturer

Electronic tube factory, memory core manufacturing, transistor factory, manufacturer tape readers, etc.

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.

Freight company

Motor freight, air freight, railway, water transportation, etc.

Fur company

Fur dressing plant, fur garment factory, retail fur store, wholesale fur, 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).

36b

Industry, Occupation, Class of Worker (Continued)

36b

Inadequate

Adequate

| | |
|---|--|
| | c. Self-service laundry (for a person working in an establishment where the customer brings her own laundry and pays a fee to use the washing machine or other equipment). |
| Lumber company | Sawmill, retail lumber yard, planing mill, logging camp, wholesale lumber, lumber manufacturer. |
| Manufacturer's agent Manufacturer's representative | Specify product being sold, such as jewelry manufacturer's representative, lumber manufacturer's agent, electric appliance manufacturer's representative, chemical manufacturer's agent, etc. |
| Mine | Coal mine, gold mine, bauxite mine, iron mine, copper mine, lead mine, marble quarry, sand and gravel pit. |
| Nylon or rayon factory | Nylon or rayon chemical factory (where chemicals are made into fibers); nylon or rayon textile mill (where fibers are made into yarn or woven into cloth); women's nylon hosiery factory (where yarn is made into hosiery); rayon dress manufacturing (where cloth is made into garments). |
| Office | Dentist's office, physician's office, public stenographer's office. |
| Oil company Oil industry Oil plant | Oil drilling, petroleum refinery, retail gasoline station, petroleum pipeline, wholesale oil distributor, retail fuel oil. |
| Packing house | 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). |

36b

Industry, Occupation, Class of Worker (Continued)

36b

Inadequate

Adequate

Public utility

Electric light and power utility, gas utility, telephone company, water supply utility. If the company provides more than one service, specify the services; such as gas and electric utility, electric and water utility.

Railroad car shop

Railroad car factory, railroad repair shop, street railroad repair shop.

Repair shop

Shoe repair shop, radio repair shop, blacksmith shop, welding shop, auto repair shop, machine repair shop.

Research

- a. Permanent-press dresses (product of the company for which research is done, when the company or organization does research for its own use), Brandeis University (name of university at which research is done for its own use), St. Elizabeth's Hospital (name of hospital at which medical research is done for its own use).
- b. Commercial research (if research is the main service which the company sells, and the research is done under contract to another company).
- c. National Geographic, Cancer Association, Brookings Institution (name of the nonprofit organization).

School

City elementary school, private kindergarten, private college, State university. Distinguish between public and private, including parochial, and identify the highest level of instruction provided, such as junior college, senior high school.

Tailor shop

Dry cleaning shop (provides valet service), custom tailor shop (makes clothes to customer's order), men's retail clothing store.

Terminal

Bus terminal, railroad terminal, boat terminal, airport.

Textile mill

Cotton cloth mill, woolen cloth mill, cotton yarn mill, nylon thread mill.

36b

Industry, Occupation, Class of Worker (Continued)

36b

Inadequate

Adequate

Transportation
company

Motor trucking, moving and storage, water
transportation, air transportaion, airline,
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.

36c

6 Questions 36c and 36d, Kind of Work - The answer in question 36c should tell clearly and specifically the kind of work or nature of duties performed by the person. The answer in question 36d should tell you the person's most important activities or duties. Often, the response to question 36d together with the response to question 36c, will give you the information needed to make the person's occupation description complete, and thus, adequate.

36c

a How to Ask - Ask question 36c as worded, record the respondent's answer, and then ask question 36d. When the combination of entries in both questions 36c and 36d does not give you an adequate description of the person's occupation, ask additional probing questions for question 36c until the total combined information adequately describes the person's job. If you cannot confine your entry to the space provided, continue in the notes section.

b Example of Combined Entries - The following example is provided to help clarify the use of the combined information in 36c and 36d.

Inadequate

Adequate

Adequate

36c - Mechanic

36c - Mechanic

OR

36c - Mechanic, auto
body repairman

36d - Repairs cars

36d - Fixes dents,
replaces fenders
and other repairs
to auto bodies

36d - Repair cars

In this case it is important to distinguish between the person who works on auto bodies from the person who des automobile engine repair work. Either of the above adequate combined responses does that.

36c

Industry, Occupation, Class of Worker (Continued)

36c

- c Examples of Adequate Entries for Question 36c - The following are examples of inadequate and adequate job entries. If the combined entries for questions 36c and 36d provide the kind of information shown in the listing of adequate examples, accept them as being adequate.

InadequateAdequate

| | |
|--|--|
| Accounting Accounting work | Certified public accountant, accountant, accounting machine operator, tax auditor, accounts-payable clerk, etc. |
| Adjuster | Brake aduster, machine adjuster, merchandise complaint adjuster, insurance adjuster. |
| Agent | Freight agent, insurance agent, sales agent, advertising agent, purchasing agent. |
| Analyst Analyzer | Cement analyst, food analyst, budget analyst, computer-systems analyst, etc. |
| Caretaker or custodian | Servant, janitor, guard, building superintendent, gardener, groundskeeper, sexton, property clerk, locker attendant, vault attendant. |
| Claim examiner Claim investigator Claims adjuster Claims analyst Claims authorizer | Unemployment benefits claims taker, insurance adjuster, right-of-way claims agent, merchandise complaint adjuster, etc. |
| Clerical Clerical work Clerk | Stock clerk, shipping clerk, sales clerk. A person who sells goods in a store is a salesman or <u>sales clerk</u> —do not report them merely as a clerk. |
| Data processing | Computer programmer, data typist, key punch operator, computer operator, coding clerk, card tape converter operator. |
| Doctor | Physician, dentist, veterinarian, osteopath, chiropractor. |
| Engineer | Civil engineer, locomotive engineer, mechanical engineer, stationary engineer, aeronautical engineer. |
| Entertainer | Singer, dancer, acrobat, musician. |

36c

Industry, Occupation, Class of Worker (Continued)

36c

Inadequate

Adequate

Equipment operator

Road grader operator, bulldozer operator, trencher operator.

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.

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.

Graphic arts

Illustrator, commercial artist, poster artist, art layout man, etc.

Group leader

Group leader on assembly line, harvest crew boss, clerical group leader, labor gang leader, recreation group leader, etc.

InadequateAdequate

Heavy equipment
operator

Specify the type of equipment, such as:
Clam-shovel operator, derrick operator,
monorail crane operator, dragline operator,
Euclid operator, etc.

Helper

Baker's helper, carpenter's helper, janitor's
helper, etc.

IBM clerk
IBM machine operator
IBM operator

IBM card puncher, IBM tabulator, sorting
machine operator, proof machine operator, etc.

Interior decorator

Be sure that entries in question 36c differentiate
between the interior decorator who plans and
designs interiors for homes, hotels, etc., and
those who paint, paperhang, etc.

Investigator

Insurance claim investigator, income tax
investigator, financial examiner, detective,
social welfare investigator, etc.

Laborer

Sweeper, charwoman, baggage porter, janitor,
stevedore, window washer, car cleaner, section
hand, hand trucker.

Layout man

Pattern-maker, sheet-metal worker, compositor,
commercial artist, structural steel worker,
boilermaker, draftsman, coppersmith.

Maintenance man

Groundskeeper, janitor, carpenter, electrician.

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
Nursing

Registered nurse, nursemaid, practical nurse,
nurse's aide, student, professional nurse.

Office clerk
Office work
Office worker

Typist, secretary, receptionist, comptometer
operator, file clerk, bookkeeper, physician's
attendant.

36c

Industry, Occupation, Class of Worker (Continued)

36c

Inadequate

Adequate

Program analyst

Computing-systems analyst, procedure analyst, vocational director, manufacturing liason planner, etc.

Program specialist

Program scheduler, data-processing-systems supervisor, metal-flow coordinator, etc.

Programmer

Computer programmer, electronics data programmer, radio or TV program director, senior computer programmer, production planner, etc.

Research
Research and
development
Research and testing
Research assistant
Research associate
Research specialist
Research work

Specify field of research, as research physicist, research chemist, research mathematician, research biologist, etc. Also, if associate or assistant, research associate chemist, assistant research physicist, research associate geologist, etc.

Salesman

Advertising salesman, insurance salesman, bond salesman, canvasser, driver-salesman (routeman), fruit peddler, newsboy.

Scientist

Specify field, for example, political scientist, physicist, sociologist, home economist, oceanographer, soil scientist, etc.

Specialist

If the word specialist is reported as part of a job title, be sure to include a brief description of the actual duties in question 36d. 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."

Shipping department

What does the worker himself do? Shipping and receiving clerk, crater, order picker, typist, wraps parcels, etc.

InadequateAdequate

| Supervisor | Typing supervisor, chief bookkeeper, steward, kitchen supervisor, buyer, cutting and sewing forelady, sales instructor, route foreman. | | | | | | | | | | | | | | | | |
|--|--|--------------|----------------|-----------|---|--------------|---|------------|---|------------|-------|-------------|---------|-------------|--------------|---------|----------------------------|
| Systems analyst Systems specialist | Computing-systems analyst, contract coordinator-manufacturer, production planner, etc. | | | | | | | | | | | | | | | | |
| Teacher | Teachers should report the level of school they teach and the subject. Those below high school who teach many subjects may just report level. College teachers should report title. Following are some illustrations: | | | | | | | | | | | | | | | | |
| | <table border="0" style="margin-left: 40px;"> <thead> <tr> <th style="text-align: left;"><u>Level</u></th> <th style="text-align: left;"><u>Subject</u></th> </tr> </thead> <tbody> <tr> <td>Preschool</td> <td>-</td> </tr> <tr> <td>Kindergarten</td> <td>-</td> </tr> <tr> <td>Elementary</td> <td>-</td> </tr> <tr> <td>Elementary</td> <td>Music</td> </tr> <tr> <td>Junior High</td> <td>English</td> </tr> <tr> <td>High School</td> <td>Physical Ed.</td> </tr> <tr> <td>College</td> <td>Mathematics (Professor)</td> </tr> </tbody> </table> | <u>Level</u> | <u>Subject</u> | Preschool | - | Kindergarten | - | Elementary | - | Elementary | Music | Junior High | English | High School | Physical Ed. | College | Mathematics (Professor) |
| <u>Level</u> | <u>Subject</u> | | | | | | | | | | | | | | | | |
| Preschool | - | | | | | | | | | | | | | | | | |
| Kindergarten | - | | | | | | | | | | | | | | | | |
| Elementary | - | | | | | | | | | | | | | | | | |
| Elementary | Music | | | | | | | | | | | | | | | | |
| Junior High | English | | | | | | | | | | | | | | | | |
| High School | Physical Ed. | | | | | | | | | | | | | | | | |
| College | Mathematics (Professor) | | | | | | | | | | | | | | | | |
| 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. | | | | | | | | | | | | | | | | |
| Works in stock room, bakery, office, etc. | Names of departments or places of work are unsatisfactory. The entry must specify what the worker himself does; for example, "shipping clerk" or "truck loader," not "works in shipping department;" "cost accountant" or "filing clerk," <u>not</u> "works in cost control." | | | | | | | | | | | | | | | | |

- d Occupation of the Self-employed - When a person is self-employed, ask the occupation question: "What kind of work was — — doing?" Do not enter proprietor as the occupation unless the person actually spends most of his time in the management of the business. If the person spends most of his time in his trade or craft, record that as his occupation, that is, shoe repairman, beautician, or carpenter, as the case may be.

36c

Industry, Occupation, Class of Worker (Continued)

36c

- e Caution on Occupations of Young Persons - Professional, technical, and skilled occupations usually require lengthy periods of training or education which a young person normally cannot have. Upon further inquiry, you may find that the young person is really only a trainee, apprentice, or helper (for example, accountant trainee, electrician trainee, apprentice electrician, electrician's helper).
- f Unusual Occupations - You may encounter occupations which sound strange to you. Accept such entries if the respondent is sure the title is correct. For example, "sand hog" is the title for a certain worker engaged in the construction of underwater tunnels, and "printer's devil" is sometimes used for an apprentice printer. Where these or any other unusual occupation titles are entered, add a few words of description if the combined entries do not clarify the response.
- 1) Apprentice Versus Trainee - An "apprentice" is under contract during his training period but a "trainee" is not. Include both the occupation and the word "apprentice" or "trainee," as the case may be, in the description, for example, apprentice plumber, buyer trainee.
 - 2) Baby Sitter Versus Boarding Children - A baby sitter usually cares for children in the home of her employer. Where the children are cared for in the worker's home, the occupation is "boarding children."
 - 3) Contractor Versus Skilled Worker - A "contractor" is engaged principally in obtaining building or other contracts and supervising the work. Classify a skilled worker who works with his own tools as a carpenter, plasterer, plumber, electrician, and the like, even though he hires others to work for him.
 - 4) 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.
 - 5) Interior Decorator Versus Painter or Paperhanger - An "interior decorator" designs the decoration plans for an interior of homes, hotels, offices, etc., and supervises the placement of the furniture and other decorations. A house painter or paperhanger only does painting or hangs paper.

36c

Industry, Occupation, Class of Worker (Continued)

36c

- 6) Machinist Versus Mechanic or Machine Operator - A "machinist" is a skilled craftsman who constructs metal parts, tools, and machines through the use of blue prints, machine and hand tools, and precise measuring instruments. A "mechanic" inspects, services, repairs, or overhauls machinery. A machine operator operates a factory machine (drill press operator, winder, etc.).
- 7) Secretary Versus Official Secretary - Use the title "secretary" for secretarial work in an office; report a secretary who is an elected or appointed officer of a business, lodge, or other organization as an "official" secretary.
- 8) 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 shipping department," "works in cost control." The occupation entry must tell what the worker himself does, not what his department does.

36d

- g Importance of Question 36d - The responses to the activity question, question 36d, are very important for coding purposes. Although the question may seem redundant in some cases, the responses often permit more accurate coding of the occupation. We cannot provide you with a complete list showing when an activity response together with the job title is adequate or when additional probing is necessary. However, we would like to stress the importance of the activity question in providing more detail even though it may not appear to. Here are some examples showing the value of question 36d:

36d

| | |
|--------------------------------|--|
| 36c - Telephone Co. serviceman | 36c - Telephone Co. serviceman |
| 36d - Installs phones in homes | 36d - Repairs telephone transmission lines |

Both of these examples are an adequate combination of responses. However, with the additional information obtained from item 36d, the two responses identify different occupations even though the responses to question 36c are the same. These two telephone company servicemen will be assigned different occupation codes.

| | |
|-------------------------------------|--------------------------------------|
| 36c - Bookkeeping | 36c - Bookkeeper |
| 36d - Keeping and balancing ledgers | 36d - Operates a bookkeeping machine |

Again, adequate responses are obtained in both, but on the basis of the detail provided by question 36d, these occupations will be coded in different categories.

36d

Industry, Occupation, Class of Worker (Continued)

36d

These two examples illustrate the importance of the activity question, question 36d, in obtaining adequate responses even though the question may seem repetitive.

36e

7 Question 36e, Class of Worker - For each person with entries in questions 36a-d, record the class of worker by marking one of the boxes in question 36e. The information given in answer to questions 36a-d 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, "Was he a local government employee?"

36e

- a Private-Paid - Mark "P" for work for a private employer for wages, salary or commissions. This includes also, compensation by tips, piece rates, or pay in kind, if received from a nongovernmental source, regardless of whether the source is a large corporation or a single individual. Include work for wages or salary for settlement houses, churches, unions, and other nonprofit organizations, such as Red Cross and U.S. Chamber of Commerce. Also, include work for private organizations doing contract work for State or local governments.
- b Government, Federal - Mark "F" for any branch of the Federal Government, including government-owned bus lines, government-owned electric power utilities, etc. Includes civilian employees of the Armed Forces and persons elected to paid federal offices. Mark "F" also for employees of international organizations, (for example, United Nations) and for employees of foreign governments, such as persons employed by the French Embassy or by the British Joint Services Mission. This rule applies only to those persons already listed in accordance with the instructions on whom to interview.
- c Government, State - Mark "S" for employees of State governments. This would include paid State officials, State police, and employees of State universities and colleges.
- d Government, Local - Mark "L" for employees of cities, towns, counties, and other local areas. Included here would be city owned bus lines, electric power companies, water and sewer services, etc. Employees of public elementary and secondary schools work for local governments. Since State Boards of Education often control subject content of schools any may also contribute money to the local areas for schools, some school employees think that they are State employees. But unless they work for a special school, such as for handicapped or experimental elementary school of the State University, they are in almost all cases local employees.

- e Self-employed - Mark "SE" for persons working for profit or fees in OWN business, farm, shop, office, etc.
- 1) Include persons who have their own tools or equipment and provide services on a contract, subcontract, or job basis, such as carpenters, plumbers, taxicab operators, or truck operators.
 - 2) Exclude handymen, off job workers, superintendents, foremen, managers, or other executives hired to manage a business or farm, salesmen working for commission, and offices or corporations.
 - a) If, in reply to your question, the respondent indicates that the business or profession is incorporated, mark "I."
 - b) If, in reply to your question, the respondent indicates that the business or profession is not incorporated, mark "SE." Also mark the "SE" box if the business is a farm.

NOTE: However, if the operator of the family enterprise has a wage or salary job in addition to the family farm or business, mark "P" and not "I" or "SE" in question 36e.

- f Nonpaid - Mark "WP" for work WITHOUT PAGE on a farm or unincorporated business operated by a related member of the household. Do not count room and board and a cash allowance as pay for these family workers; however, if the worker receives money which is definitely considered to be wages for work performed, mark "P."
- g Never Worked - Mark "NEV" for a person looking for work who never before held a full-time civilian job lasting two consecutive weeks or more.
- h Cautions Regarding Class-of-Worker Entries
- 1) Corporation Employees - Report employees of a corporation as employees of a private employer (except for a few cases of employees of government corporations, such as the Commodity Credit Corporation, who must be properly reported as Federal government employees). Do not report corporation employees as owning their business even though they may own part of all of the stock of the incorporated business. If a respondent says that a person is self-employed, and you find that the business is incorporated, mark the "I" box.

36e

Industry, Occupation, Class of Worker (Continued)

36e

- 2) Domestic Work in Other Persons' Homes - Report maid, laundress, cook, or cleaning woman working in another person's home as working for a private employer.
 - 3) Partnerships - Report two or more persons who operate a business in partnership as self-employed in own business. The word "own" is not limited to one person.
 - 4) Public Utility Employees - Although public utilities (such as transportation, communication, electric light and power, gas, water, garbage collection, and sewage disposal facilities) are subject to government regulations, they are owned by either government or private organizations. Distinguish between government-operated and privately-owned organizations in recording class of worker for public utility employees.
 - 5) Work for Pay "In Kind" - Pay "in kind" includes room, board, supplies, and food, such as eggs or poultry on a farm. This is considered pay except for a member of the family. Report persons who work for pay "in kind" as employees of a private company or individual.
 - 6) Work on an Odd-job or Casual Basis - Report work on an odd-job or casual basis as work of an employee for a private company, business, or individual. For example, do not report the baby sitter employed in other peoples' households as self-employed.
 - 7) Clergymen and Nuns - Mark "P" for preachers, ministers, priests, rabbis, and other clergymen except in the following two cases:
 - a) Record a clergyman, such as a prison chaplain working in a civilian government job as a government employee—"F," "S," or "L" in question 36e.
 - b) Record a clergyman not attached to a particular congregation or church organization, who conducts religious services in various places on a fee basis, as self-employed in his own professional practice—"SE" in question 36e.
- Mark "P" for nuns who receive pay in kind.
- 8) Registered and Practical Nurses—Private Duty - Report registered nurses and practical nurses who report "private duty" for kind of business as "SE."

- 9) PX (Post Exchange) Employees Versus Officer's Club, N.C.O. Club Employees, Etc. - Report persons working at a post exchange as "F." This nonprofit organization is controlled by government officials acting in their official capacity.
- 10) Foster Mothers and Child Care—Own Home - Report foster mothers and others who report their occupation as "child care" and industry as "own home" as "SE" class of worker. A foster mother and other persons who consider themselves as working for profit and who provide childcare facilities in their own homes are furnishing the shelter and meals for certain time periods and are to be considered as operating their own business.
- 11) Boarding House Keepers - Report boarding house keepers who consider themselves as working and who perform this work in their own homes as "Own home" for industry with "SE" class of worker. Report those who do this work for someone else for wages or salary or pay in kind as "boarding house" for industry with "P" class of worker.
- 12) Sales or Merchandise Employees - Report persons who own a sales franchise and are responsible for their own merchandise and personnel as "Retail or Wholesale Sales" for industry with "SE" class of worker. Report persons who do sales work for someone else (such as an Avon or Tupperware representative) as "P" for class of worker. Also for such people, indicate whether they sell door-to-door or use the party plan method.
- 13) Post Office and TVA Employees - Report persons who work for the Post Office Department and Tennessee Valley Authority as federal employees and mark them as "F."
- 14) Comsat and Amtrak - Comsat and Amtrak are private companies and you should report the employees of these companies as "P."

37

Question 37, Family Income

37

| | |
|--|---|
| Hand Card I | |
| 37. Which of those income groups represents your total combined family income for the past 12 months - that is yours, your --'s, etc.? Include income from all sources such as wages, salaries, social security or retirement benefits, help from relatives, rent from property, and so forth. | Group 03 <input type="checkbox"/> D 07 <input type="checkbox"/> H 00 <input type="checkbox"/> A 04 <input type="checkbox"/> E 08 <input type="checkbox"/> I 01 <input type="checkbox"/> B 05 <input type="checkbox"/> F 09 <input type="checkbox"/> J 02 <input type="checkbox"/> C 06 <input type="checkbox"/> G 10 <input type="checkbox"/> K |

- 1 Ask question 37 once for a family to obtain the total combined income for all related household members during the past 12 months. Ask this question of each unrelated household member or group individually at the time he is interviewed. If the respondent does not or will not answer the question for some reason, enter the reason in a footnote.
 - a Hand Card I to the respondent, and then ask question 37.
 - b Read the income question just as it appears on the questionnaire. After you ask the income question, give the respondent enough time to prepare his estimate and mark the appropriate box. Where necessary, help the respondent obtain the total by summing the income of several family members or the income from several sources.
- 2 Income of All Related Members - We want the money income of the household head plus that of all his relatives who are currently household members. Also, include the income of a member of the Armed Forces who is living at home with his family even though we do not record health information about him. If he is not living at home, include allotments and other money received by the family from him. If the head of the household is living alone or with no other relatives, include his income only.
- 3 Income of Unrelated Persons - On the questionnaire prepared for each roomer, servant or other person not related to the household head, mark the box for his or her individual income. If two or more such persons are related to each other, for example, roomer and his wife, mark the box for their combined incomes.
- 4 Include as Income - Wages and salaries, (including tips and cash bonuses), net income from business or farm, pensions, dividends, interest, rents, welfare, unemployment or workmen's compensation, alimony, child support, and other periodic money income. Also include money periodically received from friends or relatives not living in the household.
- 5 Do Not Count as Income
 - a Income in kind, such as room and board, free meals in restaurants, value of crops produced by a farmer but consumed by his family, etc.
 - b Insurance payments or lump sum inheritances.

37

Family Income (Continued)

37

- c Occasional gifts of money from persons not living in the household or any exchange or money between relatives living in the same household.
 - d Money received from selling one's own house, car, or other personal property.
 - e Withdrawals of savings from banks.
 - f Tax refunds.
- 5 Where "Zero" Income Reported - When no one in the family had income or when a "loss" or "broke even" was reported as the total income for the family, mark the Group "A" box. Before accepting an answer of "No income," be sure the respondent understands all of the things we count as income.
- 6 Get Best Estimate - In difficult cases, you may have to help the respondent. Find out who worked during the past 12 months, how much they made a week, etc.; find out who operated a business or farm; or who received any pension, dividends, etc.
- 7 Reasons for Obtaining Income - Income is important in statistics for separating families into groups that live differently. The way these different income groups live often affects their health. For example, income indicates:
- a Differences in ability to obtain adequate health care.
 - b Differences in ability to afford food for adequate diets to prevent diseases, such as malnutrition in children.

Questions 38 and 39, Person Income

| | |
|--|---|
| <p>38a. Which (other) family members received some income during the past 12 months? Mark "Income" box in person's column.</p> | <p>38a. <input type="checkbox"/> Income</p> |
| <p>b. Did any other family members receive any income during the past 12 months? Y (Reask 38a and b) N</p> | |
| <p>If only one person with "Income" box marked, go to 40. If 2 or more persons with "Income" box marked, ask 39 for each:</p> | <p>Group 03 <input type="checkbox"/> D 07 <input type="checkbox"/> H 00 <input type="checkbox"/> A 04 <input type="checkbox"/> E 08 <input type="checkbox"/> I</p> |
| <p>39. Which of these income groups represents ---'s income for the past 12 months?</p> | <p>39. 01 <input type="checkbox"/> B 05 <input type="checkbox"/> F 09 <input type="checkbox"/> J 02 <input type="checkbox"/> C 06 <input type="checkbox"/> G 10 <input type="checkbox"/> K</p> |

1 Ask questions 38a-b if there are two or more family members to obtain the persons within the family who received any income at all during the past 12 months.

a Ask question 38a and mark the "Income" box in each person's column, including ones for deleted Armed Forces members living at home, reported as receiving income during the past 12 months. Then ask question 38b to determine if any other family members received some income during the past 12 months. If the answer is "Yes," reask 38a using the parenthetical "other" and mark the "Income" box in that person's column. Continue to reask 38a and b until a final "No" is received to 38b, then go to question 39.

b If only one person receives income or if it is a one-person household, mark the "Income" box in that person's column, circle "N" in 38b, and go to question 40.

2 If there are two or more persons for whom you have marked the "Income" box in question 38, ask question 39 for each including deleted Armed Forces members living at home.

This question obtains the income group which corresponds to the income received by each person during the past 12 months.

Do not probe to correct any inconsistencies between the responses given to question 39 and the family income reported in question 37.

3 Mark Social Security or Welfare checks which are in the parent's name but intended for the child in the child's column. If more than one person is covered by a bulk check, probe to determine the individual income. If this is unknown, put the total amount in the column for the person to whom the check is made out and footnote the situation. Follow this same procedure when recording income or allotments received from Armed Forces members living away from home.

40

Question 40, Marital Status

40

| | |
|--|---|
| If 17 years old or over, ask: | |
| 40. Is -- now married, widowed, divorced, separated, or never married? | 40. <input type="checkbox"/> Under 17 |
| | <input type="checkbox"/> Married - spouse present |
| | <input type="checkbox"/> Married - spouse absent |
| | <input type="checkbox"/> Widowed |
| | <input type="checkbox"/> Divorced |
| | <input type="checkbox"/> Separated |
| | <input type="checkbox"/> Never married |

- 1 For persons 17 and over, if it is obvious from the relationship entries that two of the household members are husband and wife, mark one of the "Married" boxes without asking the question.
 - a Mark "Married-spouse present" for each married household member whose spouse is also listed on the questionnaire. This includes Armed Forces members living at home as well as those whose spouses are temporarily absent.
 - b Mark "Married-spouse absent" for a married person who is temporarily separated, for reasons other than marital discord, and whose husband or wife is not a member of the same household. This includes Armed Forces members who are not living at home.
- 2 Annulled Marriages - Consider persons whose only marriage has been annulled as "Never married."
- 3 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 of marital discord.

Classify 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) as married-spouse absent, not separated.

CHAPTER 10. ACCIDENT SUPPLEMENT

A General Procedure

After you complete the Injury page for all persons in the household, complete a separate Accident Supplement form for each person for whom one or more accidents were reported in question 3 of the Injury page. Complete a separate column on the supplement for each accident. If more than two accidents are reported for the same person, use an additional Accident Supplement. Complete question 1, item A, and question 2 for all accidents for a person before going to item B. Then complete item B through question 18 for the first accident before recording any information for the next accident.

B Items a-f

(a) - (f)

Identification Items

(a) - (f)

| | | | | | |
|---|-------------------|------------------|------------------|-------------------|-------------------------|
| O.M.B. No. 68-R1600; Approval Expires March 31, 1976 | | | | | |
| NOTICE - All information which would permit identification of the individual will be held in strict confidence, will be used only by persons engaged in and for the purposes of the survey, and will not be disclosed or released to others for any purposes. | | | | | |
| a. PCSU | b. Segment number | c. Serial number | d. Person number | e. Name of person | f. |
| | | | | | Page ____ of ____ pages |

Transcribe the identifications items from the questionnaire to the supplement, including the person number and name. Complete item f on a household basis, as in item 1 of the HIS-1.

C Questions 1-18

(1)

Question 1, Date Accident Happened

(1)

| | | | |
|---|-------|------|----------|
| 1a. You told me that -- had ____ accidents since (date) ____ . On about what date did he have the (last, next) accident? | Month | Date | Year |
| | | | 197 ____ |
| 1b. Did -- have any other accidents since (date) ____ that caused him to see or talk to a doctor or cut down for as much as a day? Y (1a) N | | | |

① Date Accident Happened (Continued) ①

Insert the person's name for the dashes and the number of accidents reported in question 3 of the Injury page for the line when asking question 1a. Insert the date entered in "Injury probe" in C2 for the (date) space. Use the parenthetical "last" the first time you ask the question if more than one accident is reported for him, then use "next." Thus you will enter the date of each accident reported in question 3 before going to 1b. If the respondent has trouble remembering the exact date, try to obtain the month.

After entering the dates of all accidents reported in question 3 on the Injury page, ask question 1b to determine if this person had any other accidents since the date specified in the "Injury probe" in C2. If "Yes," omit the first sentence in 1a and use the word "next." For example "On about what date did he have the next accident?"

① Interviewer Check Item A ①

| | | |
|----------|--|--|
| A | | <input type="checkbox"/> 1+ conditions circled in item C(2) <input type="checkbox"/> No conditions circled in item C(B) |
|----------|--|--|

Refer to item C2 to see if you have circled any condition numbers. Mark the appropriate box and follow the skip instruction.

② Question 2, Accident Caused Condition ②

| | |
|--|------------------------|
| <p>Ask for each condition circled in item C</p> <p>2. Which of these accidents caused the . . . you told me about earlier? (Record the number of the Condition in the appropriate column.)</p> | Condition number _____ |
|--|------------------------|

- 1 If more than one condition number is circled, insert the name of the first condition for which you circled the condition number, the first time you ask the question. Record the Condition page number in the appropriate column on the line provided. Then ask about other conditions for which you circled numbers.
- 2 If one or more condition numbers are circled in C2 and only one accident reported for this person, verify that all the conditions were due to the same accident, then enter the Condition page numbers.

(B)

Interviewer Check Item B

(B)

| | |
|----------|---|
| B | <input type="checkbox"/> Condition number in 2 (9) |
| | <input type="checkbox"/> No condition number in 2 (3) |

Mark the appropriate box in item B according to the entry in question 2 in this column.

(3)

Question 3, Times Talked to Dr., Days Cut Down

(3)

| | |
|---|--|
| 3a. How many times did -- see or talk to a doctor as a result of the accident on <u> </u> (date) ? | _____ Visits (4) ooo <input type="checkbox"/> None |
| b. How many days did -- cut down for as much as a day? | _____ Days (5b) ooo <input type="checkbox"/> None (Next acc.) |

Insert the date of the accident from question 1a when asking question 3a. The definition of "seeing or talking to a doctor" is the same as that used in the Probe pages.

If the injury you are asking about is "a reaction to medication or cosmetics," use the term "reaction" instead of "accident" when asking this and any other applicable questions.

If the injury you are asking about is "insect bite" or "sting," use the term "reaction," "insect bite," or "sting," whichever seems appropriate when asking this and any other applicable questions.

4

Question 4, Where Saw Doctor

4

| | |
|---|--|
| <p>4a. Where did -- FIRST see or talk to the doctor -- at a clinic, hospital, doctor's office, or some other place?</p> <p>If hospital: Was it a hospital outpatient clinic or the emergency room?</p> <p>If clinic: Was it a hospital outpatient clinic, a company clinic, or some other kind of clinic?</p> | <p><input type="checkbox"/> 0 While inpatient in hospital</p> <p><input type="checkbox"/> 1 Doctor's office (group practice or doctor's clinic)</p> <p><input type="checkbox"/> 2 Telephone</p> <p><input type="checkbox"/> 3 Hospital outpatient clinic</p> <p><input type="checkbox"/> 4 Home</p> <p><input type="checkbox"/> 5 Hospital emergency room (5)</p> <p><input type="checkbox"/> 6 Company or industry clinic</p> <p><input type="checkbox"/> 7 Other - Specify _____</p> |
| <p>b. As a result of this accident, did -- ever go to a hospital emergency room?</p> | <p>1 Y 2 N</p> |

If the response to this question is "Clinic" or "Hospital," ask the appropriate probe question to determine if this was the outpatient clinic, emergency room, company clinic, etc.

5

Question 5, Restricted Activity

5

| | |
|---|--|
| <p>5a. How many days did -- cut down for as much as a day?</p> | <p>_____ Days</p> <p>ooo <input type="checkbox"/> None (6)</p> |
| <p>b. How many days did this accident keep him in bed all or most of the day?</p> | <p>_____ Days</p> <p>ooo <input type="checkbox"/> None</p> |
| <p>If 17+, ask:</p> | |
| <p>c. How many days did this accident keep -- from work? (For females): not counting work around the house?</p> | <p>_____ Days (6)</p> <p>ooo <input type="checkbox"/> None (6)</p> |
| <p>If 6-16, ask:</p> | |
| <p>d. How many days did this accident keep -- from school?</p> | <p>_____ Days</p> <p>ooo <input type="checkbox"/> None</p> |

Complete this question in the same manner as questions 5-8 on the Condition page. The reference period is from the date of the accident.

Questions 6-8, Kind of Injury, Part of Body,
Where Accident Happened, at Work

| | | |
|--|---|--|
| <p>6a. At the time of the accident, what part of the body was hurt?</p> <p>b. What kind of injury was it?</p> <p>c. Did he have any other injuries in this accident?</p> | Part of body | Kind of injury |
| | | |
| | | |
| <p>7. Where did the accident happen?</p> | <p>1 <input type="checkbox"/> At home (inside house)</p> <p>2 <input type="checkbox"/> At home (adjacent premises)</p> <p>3 <input type="checkbox"/> Street and highway (includes roadway and public sidewalk)</p> <p>4 <input type="checkbox"/> Farm</p> <p>5 <input type="checkbox"/> Industrial place (includes premises)</p> <p>6 <input type="checkbox"/> School (includes premises)</p> <p>7 <input type="checkbox"/> Place of recreation and sports, except school</p> <p>8 <input type="checkbox"/> Other - Specify <input type="checkbox"/></p> <p>_____</p> | |
| <p>8. Was -- at work at his job or business when the accident happened?</p> | <p>1 Y (12)</p> <p>2 N (12)</p> | <p>3 <input type="checkbox"/> While in armed services (12)</p> <p>4 <input type="checkbox"/> Under 17 at time of accident (12)</p> |

Complete these questions in the same manner as questions 21a, 22 and 23 on the Condition page.

Questions 9-11, Times Talked to Dr., Where Talked to Dr., Restricted Activity

| | |
|---|--|
| 9. How many times did -- see or talk to a doctor as a result of the accident on _____ (date) _____ ? | _____ Visits 000 <input type="checkbox"/> None (11) |
| 10a. Where did -- FIRST see or talk to the doctor -- at a clinic, hospital, doctor's office, or some other place? If hospital: Was it a hospital outpatient clinic or the emergency room? If clinic: Was it a hospital outpatient clinic, a company clinic, or some other kind of clinic? | 0 <input type="checkbox"/> While inpatient in hospital 1 <input type="checkbox"/> Doctor's office (group practice or doctor's clinic) 2 <input type="checkbox"/> Telephone 3 <input type="checkbox"/> Hospital outpatient clinic 4 <input type="checkbox"/> Home 5 <input type="checkbox"/> Hospital emergency room (11) 6 <input type="checkbox"/> Company or industry clinic 7 <input type="checkbox"/> Other - Specify _____ |
| b. As a result of this accident, did -- ever go to a hospital emergency room? | 1 Y 2 N |
| If accident happened in past 2 weeks, go to 12. 11a. How many days did -- cut down for as much as a day? | _____ Days 000 <input type="checkbox"/> None (12) |
| b. How many days did this accident keep him in bed all or most of the day? | _____ Days 000 <input type="checkbox"/> None |
| If 17+ ask: c. How many days did this accident keep -- from work? (For females: not counting work around the house?) | _____ Days (12) 000 <input type="checkbox"/> None (12) |
| If 5-16, ask: d. How many days did this accident keep -- from school? | _____ Days 000 <input type="checkbox"/> None |

These are the same as questions 3a, 4 and 5 but are asked for conditions for which you have previously completed a Condition page. If the accident happened during the past two weeks, do not ask question 11.

Questions 12 and 13, Motor Vehicle Involved

| | | |
|--|--|---|
| 12a. Was a car, truck, bus or other motor vehicle involved in the accident in any way? | 1 Y | 2 N (14) |
| b. Was more than one vehicle involved? | Y | N |
| c. Was it (either one) moving at the time? | 1 Y | 2 N |
| 13a. Was -- outside the vehicle, getting in or out of it, a passenger, or was -- the driver? | 1 <input type="checkbox"/> Outside (b) | 3 <input type="checkbox"/> Passenger (c) |
| | 2 <input type="checkbox"/> Getting in or out (c) | 4 <input type="checkbox"/> Driver (c) |
| b. What kind(s) of motor vehicle was involved? | 1 <input type="checkbox"/> Car } (14) | 4 <input type="checkbox"/> Truck } (14) |
| | 2 <input type="checkbox"/> Taxi } (14) | 5 <input type="checkbox"/> Motorcycle } (14) |
| | 3 <input type="checkbox"/> Bus } (14) | <input type="checkbox"/> Other - Specify } (14) |
| c. What kind of motor vehicle was -- in (getting in or out of)? | 1 <input type="checkbox"/> Car | 4 <input type="checkbox"/> Truck |
| | 2 <input type="checkbox"/> Taxi | 5 <input type="checkbox"/> Motorcycle |
| | 3 <input type="checkbox"/> Bus | <input type="checkbox"/> Other - Specify |

1 Complete question 12 in the same manner as question 24 on the Condition page.

2 Do not include the last part of question 13a which refers to "driver" for persons under 14 years of age. The word "vehicle" refers to any of the motor vehicles. For example, if a person was "inside" a train, but "outside" of the car involved, mark "Outside."

a "Outside" also includes a pedestrian hit by a car as well as someone hanging on to some outside part of a motor vehicle. For example, consider a person riding on the fender of a car or hanging onto the tailgate of a truck as being "outside."

b "Getting in or out" includes boarding or leaving a bus, getting off a truck, jumping or getting off a motorcycle, motor scooter, etc., or entering or leaving a stationary motor vehicle struck by a moving motor vehicle.

c Indicate whether the person was the driver or a passenger only if he was "inside" the motor vehicle at the time of the accident. "Inside" also includes persons who fell or were thrown out of a motor vehicle, persons with part of the body protruding from the vehicle and part inside, a person riding in the bed of a truck, such as in the back of a pick-up truck, and persons on an open vehicle, such as motorcycle or tractor.

13

Motor Vehicle Involved (Continued)

13

- 3 If the person was "Outside" the vehicle, ask question 13b and mark as many boxes as apply.
- 4 If the person was a "Passenger," the "Driver," or was "Getting in or out" of the vehicle, ask question 13c and mark the box which describes the kind of motor vehicle involved in the accident. Mark only one box in 13c. If more than one motor vehicle was involved, mark 13c to reflect which type of motor vehicle the person was getting into or out of, or of which he was the passenger or driver.
- 5 If none of the boxes on 13b or 13c describe the kind of vehicle(s) involved, mark "Other" and specify the kind.

14

Question 14, Doing What at Time of Accident

14

| | |
|--|--|
| 14. What was -- doing at the time of the accident? | |
|--|--|

Enter the response to this question verbatim, for example, "washing dishes," "mowing the lawn," "getting in car with bag of groceries."

15

Question 15, How Accident Happened

15

| | |
|----------------------------------|--|
| 15. How did the accident happen? | |
|----------------------------------|--|

Record the response to this question verbatim. For example, caught foot between pedal and chain of bicycle, slipped on rug and fell down steps, twisted back throwing ball, etc.

Questions 16 and 17, Products or Objects

| | |
|---|----------------------------------|
| 16. What product or object came into contact with --- and actually caused the injury? | 1. _____ 2. _____ 3. _____ |
| 17. What other products or objects were involved in the accident? Anything else? | 1. _____ 2. _____ 3. _____ |

"Product" or "Object" as used here includes animals, other persons, knives, poisons, cosmetics, medication, platforms, ditches, holes and ruts in the roadway, walls, trees, etc.,

- 1 Enter the products or objects causing the injury on the line provided in question 16. Probe for a complete description of the product or object. For example, if the response is "hot iron," ask if it was an electric iron or a flat iron. If the response is "knife," ask if it was a pen knife, a butcher knife, or a table knife. If the person had a reaction to medicine, determine if it was taken orally or injected. We are not interested in specific brand names, such as "Tide," "Lysol," etc.
- 2 Ask question 17 to obtain any other products or objects involved in the accident. Again, probe for a complete description of the product or object. For example, if the response is "TV," ask if it was a portable or console model. If the response is "rug," ask if it was a scatter rug, or linoleum. Ask "Anything else?" and record any other products or objects until a final "No" is received.
- 3 If the respondent answers question 17 by saying there were no other products or objects involved in the accident, write "None" or "Nothing" in the answer space.

18

Question 18, Other Contributing Factors

18

| | |
|---|---|
| 18. Did anything else contribute to the accident, such as weather, lighting conditions, and so forth? | Y (Specify) <input checked="" type="checkbox"/> N (Next Acc.) <input type="checkbox"/> <hr/> <hr/> |
|---|---|

Enter the respondent's answer verbatim, for example, traffic light not working, slippery road, stair tread loose, carelessness, etc.

CHAPTER 11. TABLE X AND ITEM E

(X)

Table X

(X)

| TABLE X - LIVING QUARTERS DETERMINATIONS AT LISTED ADDRESS | | | |
|--|--|---|--|
| Line No. | LOCATION OF UNIT | ● If listed, enter sheet and line number, STOP Table X, and continue interview for original sample unit. ● If unlisted, go to 4. | ● If outside AREA SEGMENT boundary; mark box below, STOP Table X, and go to Household Page, item 9, or Probe page, question 1 (as applicable). |
| | Where are these quarters located? Enter exact description or location, e.g., basement; 2nd floor, rear. | | |
| (1) | (2) | (3) | (4) |
| 1 | | S ___ L ___ | <input type="checkbox"/> Outside segment boundary |
| 2 | | S ___ L ___ | <input type="checkbox"/> Outside segment boundary |
| 3 | | S ___ L ___ | <input type="checkbox"/> Outside segment boundary |

NOTE: Be sure to continue interview for original sample unit.

| Are these (specify location) quarters for more than one group of people? If "Yes," fill one line for each group. | USE OR CHARACTERISTICS | | | | CLASSIFICATION | | |
|---|--|--|---|---------|---|--------------|--|
| | OCCUPIED | | ALL QUARTERS | | N - Not a separate unit - Add occupants to this questionnaire. (Complete a separate questionnaire for each unrelated person or family group.) | HU } OT } | Separate unit - interview on a separate questionnaire. |
| | Do the occupants of these (specify location) quarters live and eat with any other group of people? | | Do these quarters in (specify location) have: | | | | |
| | | Direct access from the outside or through a common hall? | Complete kitchen facilities for this unit only? | | | | |
| (5) | (6) | (7) | (8) | (9) | | | |
| Yes No | Yes - Go to 9 and circle N No | Yes No | Yes No | N HU OT | | | |
| Yes No | Yes - Go to 9 and circle N No | Yes No | Yes No | N HU OT | | | |
| Yes No | Yes - Go to 9 and circle N No | Yes No | Yes No | N HU OT | | | |

- 1 Table X is designed to record the existence of additional living quarters at the sample address and to help determine whether the living quarters are a part of the unit being interviewed or constitute an EXTRA unit, to be interviewed on a separate questionnaire.
- 2 See Part C, Topic (54) for instructions for filling Table X.
- 3 Be sure to continue the interview for the original sample unit after filling Table X.

(E)

Item E

(E)

| | | | | |
|---|--|--|---------------|-------------|
| E | If this questionnaire is for an EXTRA unit, enter Control Number of original sample unit _____ | If in AREA SEGMENT, also enter for FIRST unit listed on property _____ | LISTING SHEET | |
| | | | Sheet number | Line number |

Complete item E (above Table X) on each questionnaire prepared for an EXTRA unit. Item E requires the control number of the original sample unit; and if the EXTRA unit is in an area segment, the Area Segment Listing Sheet and line number of the first unit listed on the same property as the original sample unit.

CHAPTER 12. PROCEDURES FOR EXTRA UNITS AND MERGED UNITS

A EXTRA Units

- 1 An EXTRA unit is an unlisted unit, found at the sample address at time of interview. For a more complete discussion of EXTRA units, refer to Part C, Topic 18.
- 2 Prepare an HIS-1 for each EXTRA unit, whether occupied or vacant.
 - a Transcribe to this questionnaire, heading items 2, 3, and 4 from the questionnaire for the original unit.
 - b Transcribe PSU and segment number to item 5 but leave the space for serial number blank.
 - c Item 7, YEAR BUILT - Mark the Ask or Do NOT Ask box the same as for the original unit.
 - d Item 10, Land use - Mark the URBAN/RURAL boxes the same as for the original sample unit.
 - e Fill item E on the back of the questionnaire for the EXTRA unit.
 - f If the EXTRA unit is occupied, complete the questionnaire in the usual fashion. If the EXTRA unit is vacant, fill the questionnaire as you would for any vacant unit.

See page E1-10 for items which must be filled prior to transmittal.

- 3 Prepare an INTER-COMM; fill the heading items and explain how the EXTRA unit was discovered. Attach the INTER-COMM to the questionnaire for the EXTRA unit.

B Merged Units

- 1 A merger is a unit which is formed by the combination of two or more units. The resulting unit may or may not be in the current sample.
 - a To determine if the merged unit should be interviewed, see Part C, Topic 33 of the manual.
 - b For merged units discovered at time of updating, see Part C, Topic 33.

2 Questionnaires

- a First Unit Involved in Merger—A Current Sample Unit - If the first of the listed units which are involved in the merger is a 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 those questionnaires as Type C—merged.
 - b First Unit Involved in Merger—Not a Current Sample Unit - If the first of the listed units involved in the merger is not a current sample unit but the merger involves one or more other units for which you do have questionnaires, return all the questionnaires as Type C—merged.
 - c On the Questionnaire Used for the Merger - Enter in item 6a the complete description or address of the units now merged. In the footnotes section, enter the date the merger was discovered.
- 3 In addition to the entries required on the questionnaires for merged units, certain notations must be made on the listing sheet. For these instructions, refer to Part C, Topic 33 .
 - 4 Prepare an INTER-COMM; fill the heading items and specify sheet and line numbers of the merged units. Attach the INTER-COMM to the questionnaires for the merged units.

CHAPTER 13. NONINTERVIEW HOUSEHOLDS

A General

A noninterview household is one for which information is not obtained because:

The unit is occupied but an interview was not possible.

or

The unit is occupied by persons not eligible for interview.

or

The unit is not occupied.

- 1 Noninterviews are classified into three groups—Types A, B, and C. The Type A group consists of households occupied by persons eligible for interview and for whom you would have filled questionnaires if you had obtained an interview. Sample units which are not interviewed for other reasons are Type B and C noninterviews. They are covered in Part C of this manual.
- 2 Every Type A noninterview means we are losing valuable information and our sample returns may not be representative of the population. These noninterviews may arise under the following circumstances:
 - a No one is found at home in spite of repeated visits.
 - b The entire family is temporarily away during all of the interview period.
 - c The respondent refuses to give information.
 - d The unit, although occupied, cannot be reached because of impassable roads.
 - e An interview cannot be made because of serious illness or death in the family.
 - f You are unable to locate a sample unit.

Under some circumstances, Type A noninterviews are unavoidable. However, if you establish good relations with your respondents and make your visits when people are likely to be home, you can avoid many noninterviews.

B Questionnaires for Noninterviews

Return a questionnaire for each noninterview sample unit. Mark the noninterview reason in item 18 and fill other items as indicated on the questionnaire.

C How to Report Type A Noninterviews

Mark one of the four boxes in HIS-1, item 18: "Refusal," "No one at home," "Temporarily absent," or "Other" as defined below for units occupied by persons eligible for interview which were not interviewed.

- 1 Refusal - Occasionally, a household may refuse to give any information. For example, the manager of a hotel or other type of special place may refuse to allow you to interview persons in the special place. In a footnote, explain the pertinent details regarding the respondent's reason for refusing to grant the interview. Return the HIS-1 as a Type A noninterview with "Refusal" marked.

Explain the circumstances on an Inter-Comm for any refusal household, attach it to the HIS-1 involved and mail it to the DCC with your other completed work. Your office will send a letter to the respondent (carbon copy to you) requesting the household's cooperation and stating that you will call on them again. If your supervisor will be in the area on other business, he may also visit the refusal household to try to obtain their cooperation.

- 2 No One at Home - If no one is at home at your first call, proceed as follows:

Fill a Request for Appointment (Form 11-38 or 11-38a) indicating when you plan to call back. Enter your name and telephone number in the space provided.

Also enter the date and time you said you would call back in a footnote on the Household page.

In situations in which the use of appointment forms is impractical, call back in an effort to contact the household. Try to find out from neighbors, janitors, or other knowledgeable persons when the occupants will be home.

If you have made a number of callbacks at various times of the day and still have been unable to contact the respondent, return the HIS-1 as noninterview, marking the "No one at home" box in item 18. Do not confuse this reason with the noninterview reason "Temporarily absent."

- 3 Temporarily Absent - When no one is home at the first visit, find out from neighbors, janitors, etc., whether the occupants are temporarily absent. Report a household as "Temporarily absent" if all of the following conditions are met:

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All the occupants are away temporarily on a vacation, business trip, caring for sick relatives, or some other reason, and will not return before your close-out date for that week.

and

The personal effects of the occupants, such as furniture are there. Even if the furniture is there, be sure it is the occupant's furniture because it could be a furnished unit for rent.

and

The unit is not for rent or for sale during the period of absence.

EXCEPTION: The unit is for rent or sale; however, it is not available until a specified time when the present occupants will leave the unit. For example, the present occupants are trying to sell their house with an agreement that they would not have to move until two weeks after the selling date. If, when you arrive to interview the unit, you discover that it has not been sold and that the occupants are away for the interview period, mark "Temporarily absent" as the noninterview reason.

and

The unit is not a summer cottage or other seasonal type unit.

If the occupants will return on a certain date, record this date in the notes space of the Household page and the source of the information, such as a neighbor. If the date of their expected return is before the end of the interview period, make a return visit, if feasible.

- 4 Other - Mark occupied units which are noninterview for reasons other than "Refusal," "No one at home," or "Temporarily absent," as "Other" in HIS-1, item 18, with the specific reason entered in the space provided.

Among others, these reasons could include the following:

"No eligible respondent"

"Death in family"

"Household quarantined"

"Roads impassable" - During the winter months or in case of floods or similar disaster, there may be households which cannot be reached because of impassable roads. In such cases, ascertain whether or not it is occupied from neighbors, local grocery stores, gasoline service stations, Post Office or rural mail carrier, the county recorder of deeds, the U.S. Forest Service (Department of Agriculture) or other local officials.

If you determine the unit is occupied, mark "Other" in item 18 and describe the circumstances in the space provided.

If you determine the unit is vacant, determine which box to mark in item 18, Type B, using the criteria given in Part C, Topic 35.

D Type B and C Noninterviews

Mark the category that indicates why a sample unit is a Type B or C noninterview. An explanation of Type B and C noninterview reasons is given in Part C, Topic 35. Use the Other--Specify categories to describe any Type B or Type C noninterview for which a reason has not been provided. An INTER-COMM must accompany all Type C noninterviews.

CHAPTER 14. FAMILY MEDICAL EXPENSES SUPPLEMENT

A General

During quarter 751 (January-March 1975), you will drop off a form, the HIS-1B(a), which obtains information about family medical expenses. The respondent and his family will complete this form and mail it to the Regional Office. The cover page has a letter which explains the purpose of this form and instructions for completing the form are on the second page. The remainder of the form contains questions on medical and dental expenses incurred by each person during 1974 as well as questions on the costs of health insurance coverage for the entire family.

- 1 Transcribe the PSU, segment number, and serial number of the household to the space provided on the cover page. Also enter the column number of the head of the household and your name and code. Enter the name and person number of each related family member on a separate page of the form. Keep them in the same order as they appear on the HIS-1.
- 2 After filling these identification items, hand the form to the respondent with an envelope pre-addressed to the Regional Office and say something like the following:

"Here is a form containing questions about medical expenses which we would like you to complete. I have also given you a self-addressed envelope which requires no postage so that you can return the form to our office when you are finished. The form is self-explanatory and shouldn't take long to fill out. I would appreciate it if you could complete and return it to us within the next five days. There are complete information and instructions about the form on the cover page and on page 2 to assist you in filling the form."

- 3 Leave as many forms as required for the household. For example, if there are nine related members in the Smith household, you would leave two forms for the household.

Give a separate booklet to each unrelated household member or group of unrelated members (e.g., roomer and roomer's wife) after completing the interview for such persons. Enter the column number of the unrelated person and the head of each family unit as the household head on their HIS-1B(a). For example, if Pat Moore, a roomer in the Jones household, is person number 5 on the HIS-1, enter "5" as the household head on the Family Medical Expenses Form you complete for Pat Moore.

B Family Medical Expenses Control Record

The Control Record, HIS-1B(d), is a record of the HIS-1B(a)'s which have been left at interviewed households and is used by the Regional Office for control purposes and for any necessary follow-up. Each household in a segment must be entered on the Control Record, including those households which are final noninterviews (A, B, or C). Complete the Control Record at any time prior to transmittal of the segment to the Regional Office.

The Control Record is divided into heading items and two sections. You will complete the heading items (from HIS-1) and Section I; the Regional Office will complete Section II.

1 Complete Section I as follows:

- Enter the serial number of the household.
- For noninterviews, transcribe the serial number to column (a) and in column (b), "Noninterviews," mark the box for the type, for example, " A."
- Complete columns (c) and (d) for completed interviews. Enter the complete mailing address. Enter the area code and telephone number or mark the "No phone" box.
- Enter the names and column numbers of all related persons in the appropriate column, one person to a line as they are listed on the questionnaire. Be sure the person number agrees with the person number for that person on the questionnaire. If you delete a person on the questionnaire, do not enter his name or number on the Control Record. For the head of the household only, also enter a title, e.g., Mr., Mrs., Miss, Sister Mary, Father John, etc. Enter the first name first, then the last name, e.g., Mr. John Jones. Same last names may be shown by a dash.

If there are unrelated persons (or groups) within a household, or more than six persons in a household, enter their names and the serial number in a separate block on the Control Record. Make sure that the person numbers match those on the HIS-1 questionnaires.

Transmit the Control Records with the questionnaires and the segment folder. Before transmitting the assignment, review the Control Records to be sure you have completed at least one block per household (including noninterviews), providing all the required information.

In the event that a respondent does not return the HIS-1B(a) form, the Regional Office will initiate some follow-up action, either by mail or by telephone, to obtain the information. Because of this possibility, it is especially important that we have a correct and adequate mailing address and telephone number (or the fact that the household does not have a telephone) for all interviewed households. It is extremely important that you complete the forms legibly.

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PART E

INTERVIEWING TECHNIQUES AND ADMINISTRATIVE

CHAPTER 1. INTERVIEWING TECHNIQUES

A How to Begin the Interview

1 Introduce Yourself to the Respondent

a The first step in the interview is to introduce yourself, including these five points:

- 1) Your name.
- 2) The U.S. Bureau of the Census.
- 3) Your Identification Card.
- 4) The fact that it is a health survey.
- 5) U.S. Public Health Service.

b A suggested introduction is:

"I am _____ from the United States Bureau of the Census; here is my identification (show your identification card). We are taking a health survey for the United States Public Health Service."

c If you are not invited in immediately after you have introduced yourself, and you determine that the household is to be interviewed, you may add, "May I come in?"

2 Ask the First Question as Soon as Possible

a After seating yourself, begin immediately with the first question of the interview: "What is your exact address?" The sooner the respondent begins to participate in the interview, the better. To start off with the interview is much more desirable than to describe the types of questions you are planning to ask.

b An advance letter, sometimes called the "Dear Friend" letter, is sent out from the Regional Office on Monday preceding 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.

- c If persons who are not members of the immediate family are present, suggest to the respondent before continuing that he might prefer to talk to you in a more private place. Even though a respondent might not refuse to be interviewed under these circumstances, the presence of outsiders might cause a reluctance to talk about certain types of illnesses which could result in a loss of information.

3 Explaining the Survey

a Background of the Health Interview Survey

- 1) The National Health Survey, of which the Health Interview Survey is a part, was set up by an Act of Congress in 1956. The National Health Survey is supported by both major political parties, by the American Medical Association, and other organizations.
- 2) The National Health Survey is a fact-finding survey only. Everyone realizes the importance of information about people's health and medical care, and they trust the survey to be concerned only with gathering facts about these health problems—and not with how the problems should be solved. Actually, when there are controversies about how to solve some health problem both sides turn to the Health Interview Survey for the facts on the situation because they trust the survey to be unbiased.
- 3) If the respondent confuses this survey with other census work, or the 10-year Census, explain that this is one of the many special surveys that the Census Bureau is asked to carry out because of its function as an objective fact-finding agency and because of its broad experience in conducting surveys.

b Purpose of the Survey

- 1) You will find that most respondents will accept your introduction as the reason you are taking the survey. However, there will be a few who will want more information about the survey and you should be prepared to answer their questions. There may be a few others who are reluctant to give information, or who may actually refuse to be interviewed because they don't want to be bothered or because they don't believe the survey has any real value.

- 2) If a respondent questions the purpose of the survey, use the explanation on the inside back cover of your flashcard booklet. If it is necessary to give an additional explanation, you should base it on the material given in Part A, Chapter 1 of this Manual, using your own words to suit the level of understanding of the respondent.
 - 3) 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 Why This Household - 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. Each address represents approximately 1,300 households. 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.
- d How Long Will It Take
- 1) This depends on the number of people in the family and on their health conditions. Do not say that the interview will take only a few minutes.
 - 2) 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.

B Your Own Manner

- 1 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. Overfriendliness and concern on your part about the respondent's personal troubles may actually lead to your obtaining less information.

- 2 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 illnesses in his family.
- 3 Avoid "talking down" to respondents when explaining terms but give as direct and simple explanations as possible.

C How to Ask the Questions

- 1 Ask the Questions in the Order Specified - 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.
- 2 Complete the Condition, Doctor Visits, and Hospital pages - after all of the probe questions on conditions, doctor visits, and hospitalizations 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.
- 3 Information Given Out of Turn or Volunteered - Sometimes respondents will start describing the health of the family in answer to the very first question and will cover their own illnesses and those of other family members in such a way that it is difficult to keep straight which person has which condition. When this happens, you should explain your problem to the respondent, namely, that you cannot keep up with him in recording the information and, at the same time, be sure that you are recording accurately what he says. Then, ask him to permit you to ask the questions as they appear so that he won't need to give the information more than once.

If, however, a single condition is volunteered (reported while asking questions not designed to pick up conditions), during the asking of the probe questions, refer to D3-15, paragraph 1b to determine if it should be entered in item C2.

C4

4 Ask Each Question as Instructed - The wording and order of each question have been tested in actual interviewing and have been carefully designed to obtain the desired information. Therefore, the uniformity and value of the final results depend on all interviewers asking the questions in the same order and with the same wording.

a Avoid Asking Questions Unnecessarily - It is bad interviewing practice to ask a question when the respondent has already provided you with the specific answer. It may confuse the respondent, or even antagonize him, and may result in loss of information for later questions in the interview.

b If you are sure of the specific answer, you may make the appropriate entry without asking the question. However, if you are not sure about the earlier answer, it is good interviewing practice to verify the answer by saying something like: "I believe you told me earlier that a motor vehicle was involved in the accident, is this correct?"

5 Avoid Influencing the Respondent

a Experience in other studies has shown that respondents tend to agree with what they think you expect them to say, even though the facts in the case may be different. Therefore, you must avoid "leading" the respondent by adding words to the questions or making slight changes in them that might indicate an answer you expect to hear.

b Even slight changes which may seem to make no apparent difference can prove harmful and should be avoided. For example, the question, "During those two weeks did you stay in bed because of any illness or injury?" is greatly changed in meaning when changed to, "You didn't stay in bed during those two weeks because of any illness or injury, did you?" The question, "What did the doctor say it was? Did he give it a medical name?" would have a different meaning if changed to, "Did the doctor say you had glaucoma?"

c Changes in question wording such as these suggest answers to the respondent and must be avoided. In an effort to be helpful the respondent may say, "Yes, that was it" or "That is true" or "That sounds about right;" whereas, the facts may have been quite different.

d Sometimes the respondent may not know the answers to the questions, and if this is the case, record the fact that he doesn't know.

- 6 Listen to the respondent until he finishes his statement. Failure to do so can result in your putting down incorrect or incomplete entries. The two most common types of errors made in this regard are:
 - a Failure to listen to the last half of the sentence because you are busy recording the first half.
 - b Interrupting the respondent before he has finished, especially if the respondent hesitates. A respondent often hesitates when trying to recollect some fact, and you should allow sufficient time for this to be done. Also, people will sometimes answer "I don't know" at first, when actually they are merely considering a question. When you think that this may be the situation, wait for the respondent to finish the statement before repeating the question or asking an additional question.
- 7 Repeat the Question - The respondent may not always understand the question when it is first asked, and sometimes you can tell from the answer that the question has not been understood. In this case, repeat the question using the same phrasing as you used originally. This should not prove to be embarrassing since what you said the first time was not heard or understood. Frequently the respondent is capable of understanding the question but has missed a word or two. If you think it is helpful, you can preface the repetition of the question by a phrase, such as "I see," "Oh, yes," and the like, and then repeat the actual question.
- 8 Repeat the Answer - Sometimes it is helpful to repeat the respondent's answer and then pause expectantly. Often this will bring out additional information on the subject. It is also useful as a check on your understanding of what has been said, especially if the statements or comments given have not been entirely clear. For example, "Including your doctor visit last week, that makes three times during the past two weeks?"
- 9 Do Not "Practice Medicine"
 - a Do not try to decide yourself whether or not any member of the household is ill. If a person mentions some condition but makes light of it or expresses doubt that he was "ill," enter the condition on the questionnaire anyway and ask the appropriate questions about it.
 - b Do not attempt to diagnose a respondent's illness from his symptoms, or to substitute names of diseases for the respondent's own description of the trouble. If a respondent's answer to a question is not specific or detailed enough, ask additional questions in accordance with instructions in paragraph E below. However, the final entry must always represent what the respondent said, in his or her own words.

C10

10 Pacing the Interview

- a Try to avoid hurrying the interview even under trying circumstances. If the respondent senses that you are in a rush to complete the questions and get out of the house, she will probably cooperate by omitting important health information which she might feel would take too much time to explain and record.
 - b Maintaining a calm, unhurried manner and asking the questions in an objective and deliberate way will do much to promote an attitude of relaxed attention on the part of the respondent.
- 11 The flashcard booklet must be used for various parts of the interview. To keep the interview moving smoothly, learn how to handle the booklet. Also, have a second flashcard booklet for the respondent's use so that the necessity of passing the flashcard booklet back and forth can be reduced to a minimum.

D Asking Additional Questions (Probing)

1 When to Ask Additional Questions

- a Sometimes a person will give you an answer which does not furnish the kind of information you need or one which is not complete. Ask additional questions in such cases, being careful to encourage the respondent to do the explaining without suggesting what the explanations might be. Ask as many questions as necessary to satisfy yourself that you have obtained complete and accurate information insofar as the respondent is able to give it to you.
- b Be sure to keep asking additional questions until you have a complete picture and all the pertinent details.
- c However, do not "over-probe." If the respondent says she does not know the answer to a question, do not try to insist that she give some answer. This might irritate the respondent, and also make her wonder about our interest in accurate responses.

2 How to ask Additional Questions

- a Ask in such a way that you obtain the information required without suggesting specific answers to the respondent. For example, "Please explain that a little more," "Please describe what you mean," or "What was the operation for?" Fit the questions to the information which has already been given.

- b In some instances you may need to suggest specific alternatives to the respondent when general phrases have not been successful in obtaining the information. This is also an acceptable method for asking additional questions, provided the respondent is never given a single choice. Any items specifically suggested to the respondent must always consist of two or more choices. The examples below illustrate both acceptable and unacceptable methods for asking additional questions.

AcceptableNot acceptable

- | | |
|--|------------------------------------|
| 1) Can you tell me the approximate number of days? | Would you say it was six days? |
| 2) You said you first noticed the condition about a year ago. Was it more than 12 months ago or less than 12 months ago? | Was it more than a year ago? |
| 3) Do you all live and eat together? | Are you all one household? |
| 4) Does she live the greater part of the year here or at her sister's home? | Is she a member of this household? |
| 5) What kind of asthma is it? | Is it bronchial asthma? |
- c The "Not acceptable" questions in examples 3) and 4) show an interviewer who is unable to apply Census rules for determining the composition of a household, and expects the respondent (who doesn't know the Census rules) to make the decision.
- d The "Not acceptable" questions in examples 1) and 5) illustrate an invitation to the respondent to just say "Yes" without giving any thought to the question.
- e The "Acceptable" question in example 2) illustrates a proper way to give the respondent an opportunity to tie an event to a particular period of time. The "Not acceptable" question is again an invitation to the respondent to say "Yes."

E

E Recording Information Correctly

Recording information correctly is just as important a part of the interview as asking the questions correctly. This involves writing clearly and plainly, recognizing in advance the amount of space allotted for descriptive entries and adjusting the size of your writing to fit into the space provided. If additional description is required, make free use of the footnote space. Be careful not to leave blank spaces where they should be filled in.

- 1 Use a black lead pencil or ball point pen.
- 2 Use "DK" for "don't know" only to indicate that the respondent does not know the answer to a particular question. Do not use it to fill answers for questions that you may have overlooked at the time of interview.
- 3 If, after an interview, you discover blanks in the questionnaire for questions which should have been asked, leave the items blank.

F Review of Work

- 1 At Close of Interview - Look over the questionnaire while you are in the house and with the respondent so that you can ask any additional questions that are needed. Check to be sure:
 - a You have completed a Condition page for each condition listed in item C2.
 - b You have completed a two-week doctor visits column for each doctor visit or call recorded in item C1.
 - c You have completed a hospital column for each hospital/nursing home stay recorded in item C1.
 - d You have completed all questions on the Injury page and all required Accident Supplements.
 - e You have completed all required questions on the HMO page. If the adult sample person is not available at this time, you must enter his column number in item 20 of the Household page.

- f You have completed all "person information."
- g You have entered dates and times for callbacks on the Household page.
- h You have left a HIS-1B(a) with all required information completed.

2 Prior to Transmittal

- a Review the Household pages for completeness. Verify that you have correctly filled the following items:

1) EXTRA Units

- 1 through 5 (Except serial number.)
- 6
- 7 (Ask or Do NOT Ask box must be marked same as for original unit.
YEAR BUILT boxes marked, if required.)
- 8
- 10 (RURAL or URBAN box must be marked same as for original unit.)
- 11 through 12 (If required.)
- 13 through 22
- Item E

2) Nonrelated Household Members

- 1 through 6
- 6b
- 15 through 22

3) More Than One Questionnaire for Related Household Members

- 1 through 5
- 17

4) Noninterviews

All items must be completed as specified in item 18.

- b When you review your questionnaires, do not enter any information which should have been furnished by the respondent and recorded during the interview.

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•G "Thank You" Letters

The "Thank You" letters are signed by the Director of the National Center for Health Statistics. Leave one of these at each household after the interview has been completed. The letter thanks the respondent briefly for his cooperation and can be shown by the person interviewed to other members of the household who were not at home at the time of your call. In leaving the letter, say something, such as: "Here is a letter of appreciation from the U.S. Public Health Service," or "Here is a letter from the Public Health Service thanking you for your cooperation in this survey."

H Use of Telephone

Use a local telephone wherever practicable. Telephone only:

- 1 To make appointments.
- 2 To obtain one or two items of information for which the respondent has specifically invited you to telephone later.
- 3 To complete the HMO page for sample persons 19+.

Consult your Administrative Handbook on use of long distance calls.

CHAPTER 2. ADMINISTRATIVE

A Transmittal of Materials

- 1 Transmit all "materials" for a segment to the Regional Office together, in the same package. These include all questionnaires (completed interviews and final noninterviews), and the Segment Folder.
- 2 Mail the materials on the day you make your last call, that is, complete your last interview, in the (each) segment, but no later than Saturday of interview week.
- 3 If you feel you will not be able to complete your assignment by Saturday of interview week but can complete it by Monday or Tuesday of the following week, contact your office by Friday for instructions.
- 4 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.
- 5 Enter the date you are mailing the "materials" for the segment in the Segment Folder in the "Date of Shipment" column opposite serial number "01."
- 6 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, for example, 01, 02, etc.).

APPENDIX A TO PART E

CONFIDENTIAL NATURE OF INFORMATION COLLECTED
IN NATIONAL HEALTH SURVEYS

- 1 General - National Health Surveys are conducted for the U.S. Public Health Service by the Bureau of the Census.
- 2 Nondisclosure of Information - The Health Interview Survey involves obtaining on a continuing basis details of the personal health records of a large number of individuals throughout the Nation. The Public Health Service has given assurance to the public that information identifying the individual will be held strictly confidential, will be used solely by persons engaged in and only for, the purposes of the survey, and will not be disclosed or released to other persons or for any other purpose. Bureau of the Census employees will observe this assurance of confidentiality and are subject to the Public Health Service as well as Department of Commerce and Bureau of the Census laws against unauthorized disclosure.
- 3 Subpoena of Records - In the event of a record collected in the Health Interview Survey being subpoenaed, any Bureau employee upon whom such subpoena is served will communicate with the Director of the Census through your Regional Office. Action to satisfy such subpoena will be taken only as authorized by Public Health Service Regulations, Section 1.108 of Title 42, Code of Federal Regulations.
- 4 Penalties for Unauthorized Disclosure or Falsification - Unauthorized disclosure of individual information collected in the National Health Surveys is punishable by a fine of up to \$1,000, or imprisonment up to one year, or both (18 U.S.C. 1905). Deliberate falsification by an employee of any information in the survey is punishable by a fine up to \$10,000, or imprisonment up to five years, or both (18 U.S.C. 1001).

APPENDIX B TO PART E

DIAGNOSTIC ERROR CODES

| <u>Error Code</u> | <u>Definition</u> |
|-------------------|---|
| 01 | "Present effects" not given on Condition page but "old" operation (3 mos.+) entered in question 3. |
| 02 | "Condition" which was reason for "current" operation (-3 mos.), laboratory tests, surgery, observation, etc., not given on same Condition page, or "condition" which was reason for operation, laboratory tests, surgery, observation, etc., not given in same hospital column. For example, "stomach operation" but no entry of reason for operation; or the results of tests or final diagnosis not given with no entry to indicate results or final diagnosis not known. If code 02 is assigned, assign no other code. |
| 03 | Question 3a of Condition page or question 6 of Hospital page "DK" or left blank; only "part of body" is entered; or "part of body" entered with only very vague description of condition, for example, "bad back," "stomach bothers," "limps," "heart failure," etc., (with no indication as to what is wrong); or "Condition on Card C" box marked for a condition which is not on Card C. If code 03 is assigned, assign no other code. |
| 04 | "Cause" not given in question 3b, Condition page or question 6; Hospital page, for a condition other than cancer. |
| 05 | "Kind" (or "Manifestation") not given in question 3c, Condition page or question 6, Hospital page, for the conditions specified in question 3c. |
| 06 | "Effects" (or "Manifestation") not given in question 3d, Condition page for <u>allergy</u> or <u>stroke</u> . "Effects" (or "Manifestation") not given in question 6, Hospital page, for allergy. |
| 07 | "Part of body" affected inadequate or not given in question 3e, Condition page or question 6, Hospital page, for the specified conditions or impairments. |
| 08 | Accident questions (20-24, Condition page) not filled for an injury or for a condition due to an accident or injury. Footnote entry, "Same accident as condition _____," is acceptable. |

Error CodeDefinition

- 09 "Part of body" not given or inadequate in question 21a or in question 21b, Condition page or question 6, Hospital page, for an accident or injury.
- 10 Inadequate description of "kind of injury" in 21a, Condition page or in question 6, Hospital page, for accident or injury.
- 11 "Present effects" inadequate or not given in 21b, Condition page, for injury which happened before three months ago.
- 12 Question 10 not asked for persons six years old or over when eye condition reported on Condition page.
- 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, with one or more nights in question 5b, Hospital page or a question 31 condition.
- 17 Condition page not filled for condition reported on Two-Week Doctor Visits page only.
- 18 Positive responses in probe questions 4-8, 10 and/or 16 and no entry in item C2.
- 19 Limitation reported in probe questions 20-26 and no entry in item C2.
- 20 Condition page not filled for a condition recorded in item C2.
- 21 No separate Condition page filled when more than one condition is on a single Condition page in question 3a.
- 22 Positive responses to probe questions 28-30 and no entry in item C1.
- 23 Hospital page not filled for hospitalization reported in item C1.