

**NCVS-554**  
(2-8-2008)



U.S. Department  
of Commerce

Economics and Statistics  
Administration

U.S. CENSUS  
BUREAU

# **NATIONAL CRIME VICTIMIZATION SURVEY (NCVS)**

# **FIELD REPRESENTATIVE'S CAPI INFORMATION CARD BOOKLET**

**2008–2009**

*(Cut along broken lines)*

## PRIVACY ACT INFORMATION

"The U.S. Census Bureau is conducting the National Crime Victimization Survey for the Bureau of Justice Statistics of the United States Department of Justice under the authority of Title 13, United States Code, Section 8. Section 9 of this law requires us to keep all information about you and your household strictly confidential. The survey's purpose is to provide information on the kinds and amount of crime committed against households and individuals throughout the country. All survey information will be used for statistical purposes only. Also, Title 42, Section 3732, United States Code, authorizes the Bureau of Justice Statistics, Department of Justice, to collect information using this survey. Title 42, Sections 3789g and 3735, United States Code, also requires us to keep all information about you and your household strictly confidential.

Participation in this survey is voluntary and there are no penalties for refusing to answer any questions. However, your cooperation is extremely important to help ensure the completeness and accuracy of this much needed information."

## DO NOT CALL REGISTRY

With the establishment of the Do Not Call Registry in 2003, respondents may begin asking Census Bureau staff to stop calling them because they are on the Registry. This Registry is designed to screen out unwanted telemarketing calls. Collecting Census Bureau survey data is NOT telemarketing.

Use the following statement if respondents mention they are on the National Do Not Call Registry:

**"As a Federal government agency, the Census Bureau is not engaged in telemarketing and we are not covered by the Do Not Call Registry."**

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## COMMON QUESTIONS AND SUGGESTED ANSWERS

### What is this survey all about?

This survey, called the National Crime Victimization Survey (NCVS), collects data measuring the types and amount of crime involving persons 12 years of age and older. Periodically, the survey includes such additional topics as crime in schools, identity theft, contacts with law enforcement, and crime in the workplace.

### How was I selected for this survey?

Actually, we selected your living quarters, not you personally, for this survey. We scientifically selected approximately 48,000 addresses across the country to represent the entire population. At each selected address, we interview household members 12 years of age and older. If your household should move away while your address is still in the survey, we would interview the new family that moves in.

### Information about your participation

We are conducting this survey under the authority of Title 13, United States Code, Section 8. Section 9 of this law requires us to keep all information about you and your household strictly confidential. We may use this information only for statistical purposes. Also, Title 42, Section 3732, United States Code, authorizes the Bureau of Justice Statistics, U.S. Department of Justice, to collect information using this survey. Title 42, Sections 3789g and 3735, United States code also requires us to keep all information about you and your household strictly confidential.

### I thought that the U.S. Census Bureau operated only every 10 years, when they counted people. What is the Census Bureau doing now?

In addition to the decennial census, which is conducted every 10 years, the U.S. Census Bureau collects many different kinds of statistics. We conduct other censuses required by law on a regular basis, including the censuses of business and manufacturers and the census of state and local governments. Additionally, we collect data on a monthly basis to provide current information on such topics as labor force participation, retail and wholesale trade, various manufacturing activities, and trade statistics. We also conduct yearly surveys of business, manufacturing and governments, family income, and education.

PRIVACY ACT/  
COMMON  
QUESTIONS  
(Right)

(Cut along broken line)

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## USES OF THE NCVS DATA

The NCVS provides information on crimes that are of interest to the general public, government agencies, and the criminal justice community, to name a few.

### GOVERNMENT AGENCIES

The NCVS is used by many government agencies to measure the effectiveness of government programs and to develop victim assistance, compensation, and prevention programs. Some specific examples are:

- **DEPARTMENT of JUSTICE**

The Bureau of Justice Statistics (BJS) of the U.S. Department of Justice is responsible for collecting, analyzing, publishing, and disseminating statistical information on crime, its perpetrators and victims, and the operation of justice systems at all levels of government. The BJS is also responsible for providing timely and accurate data about crime and the administration of justice to the President, Congress, other government officials, and the general public.

- **DEPARTMENT of EDUCATION**

Uses the NCVS findings to measure nonfatal victimizations at school in order to inform the nation on the current nature of crime in schools and the prevalence of students victimized at school.

- **DEPARTMENT of HEALTH AND HUMAN SERVICES**

Uses the NCVS findings to examine the magnitude of nonfatal workplace victimizations and identify occupations and workplaces at high-risk for violence so that effective preventive measures are developed.

### EDUCATIONAL INSTITUTIONS

Many academics and researchers use the NCVS data to prepare reports and scholarly publications. Researchers also use the NCVS information to study various issues including:

- Why certain persons are victimized more than others,
- The characteristics of attempted versus actual victimizations,
- The reasons why persons do not report incidents to the police, and
- Victimization of juveniles, domestic violence, gun-related crimes, multiple victimizations, and so forth.

### OTHER USERS OF THE NCVS DATA

- **National Crime Prevention Council**

Uses the NCVS data to develop programs on crime prevention and to train and educate individuals, communities, and organizations throughout the United States on effective crime prevention practices.

- **Community groups**

Use the data to develop neighborhood watch programs.

- **Law enforcement agencies**

Use the NCVS findings for training purposes, and the findings can be seen in crime prevention public service announcements and in crime documentaries. Law enforcement agencies in various cities also use NCVS data to increase:

- Citizen cooperation with officials in deterring and detecting crime,
- Special police strike forces to combat those crimes which the survey indicates as being most prevalent, and
- Street and park lighting programs in those areas with the highest reported crime rates.

## USES OF THE NCVS — CONTINUED

### OTHER USERS OF THE NCVS DATA — Continued

- **Print and broadcast media**

Regularly cite NCVS findings when reporting on a host of crime-related topics.

- **Other uses of the NCVS**

Other reasons why data users want the crime victimization information produced from the NCVS include:

- Planning for public education programs, police patrol strategies and new communities and housing projects. This type of planning requires knowledge of the characteristics of victimized persons and households, as well as when and where victimizations occur.
  - Conducting feasibility studies and planning programs for the restitution and compensation to victims of crime. These studies and programs require information on the nature and extent of injury and loss that results from criminal victimization.
  - Assessing the need for property identification programs. These programs require information on the amount of property recovered after burglaries and thefts.
  - Understanding more about the nature and extent of biases in police data on known offenses. These studies require knowledge of the levels of nonreporting to the police, together with information on the kinds of victimization that are disproportionately not reported to the police.
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**USES OF THE  
NCVS  
(Left/Right)**

(Cut along broken line)

## LISTING REMINDERS

### PERMIT SEGMENTS

- ☞ List by observation. Enter a dash (–) in column (2) for single units or enter the appropriate unit designations in column (2) for multi-units.
- ☞ Introduce yourself to a household member at a single-unit address or a knowledgeable person at a multi-unit address and verify that you have listed all units that use the basic address. Make corrections as necessary.

### EXAMPLES FOR VERIFYING THE LISTING

#### SINGLE UNIT ADDRESS –

Verify the listing with a household member by asking:

**What is your exact address?** *(Verify that the address given matches the address printed on the listing sheet.)* **I have listed one unit at** *(Read basic address).* **Are there other living quarters – either occupied or vacant – at this address?"**

**MULTI-UNIT ADDRESS (Permit segments only) –** Verify the listing with a building superintendent, manager, rental agent, or other knowledgeable person, such as a long-time resident by asking:

**"What is your exact address?** *(Verify that the address given matches the address on the listing sheet.)* **I have listed apartments \_\_\_\_\_ through \_\_\_\_\_ at** *(Read basic address).* **Have I listed any units that are not used as living quarters? (PAUSE) Have I missed any living quarters – either occupied or vacant – which use the basic address** *(Read basic address)?"*

- ☞ Explain in the "Footnotes" section any differences between number of units expected and number of units found.
- ☞ Complete the "Multi-units" section, if applicable.
- ☞ Complete the "Listed and Updated" section.

#### MULTI-UNIT ADDRESS (Unit segments only)

- ☞ Locate the unit designation for the the current NCVS sample and conduct the interview. Take additional action only if:
  - ▶ The expected number of units is between 2 and 4,
  - ▶ There are missing and/or duplicate unit designations to resolve, or
  - ▶ You cannot find the current sample unit(s).
- ☞ Refer to Form 11–8, Volume I, of the Listing and Coverage Manual: A Survival Guide for the Field Representative, for specific instructions for these three situations.

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### WHEN TO FILL THE CAPI CASE LEVEL NOTES IN THE INSTRUMENT

- Type A Noninterviews (all kinds, except confirmed refusals)
- Type B Noninterviews (all kinds)
- Type C Noninterviews (all kinds)
- Type Z Noninterviews (all reasons)
- Proxy Interviews (all reasons, with details of proxy conditions)
- Partial Interviews *(Specify Line #'s missing information)*
- Classification of Living Quarters Problems
- Conducted an interview for the entire household with a nonhousehold respondent *(Specify details of Proxy Conditions and who the nonhousehold member is.)*
- Anytime after a contact or attempted contact with the household.

**SUMMARY TABLE FOR DETERMINING WHO IS TO BE INCLUDED AS A MEMBER OF THE HOUSEHOLD**

<b>A. PERSONS STAYING IN SAMPLE UNIT AT TIME OF INTERVIEW</b>	Include as member of household	
<p><b>Any person in unit, including members of family, lodgers, servants, farm hands, or other employees, visitors, etc.</b></p> <p>1. Ordinarily stay here all the time (sleep here) . . . . .</p> <p>2. Here temporarily – no living quarters held for persons elsewhere . . . . .</p> <p>3. Here temporarily – living quarters held for persons elsewhere . . . . .</p> <p><b>In Armed Forces</b></p> <p>1. Stationed in this locality, usually sleep here . . . . .</p> <p>2. Temporarily here on leave – stationed elsewhere . . . . .</p> <p><b>Students</b></p> <p>1. Living here while attending school . . . . .</p> <p>2. Here on short holiday, usually live at school . . . . .</p> <p>3. Here on summer vacation from school . . . . .</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>No</p> <p>No</p> <p>No</p> <p>No</p> <p>No</p>
<p><b>B. ABSENT PERSONS WHO USUALLY LIVE HERE</b></p> <p><b>Inmates of specified institutions</b> – Absent because inmate in a specified institution, regardless of whether or not living quarters held for person here . . . . .</p> <p><b>Persons temporarily absent away visiting friends, on vacation, in general hospital, etc.</b> (including veterans' facilities that are general hospitals) – Living quarters held here for person . . . . .</p> <p><b>Absent in connection with job</b></p> <p>1. Living quarters held here for person – temporarily absent "while on the road" in connection with a job (e.g., traveling salespersons, railroad personnel, bus driver, long haul truck drivers) . . . . .</p> <p>2. Living quarters held here and elsewhere for person but comes less often (e.g., construction engineers) . . . . .</p> <p>3. Living quarters held here at home for unmarried college student away from home during summer school vacation . . . . .</p> <p><b>In Armed Forces</b> – Were members of this household at time of induction but currently stationed elsewhere . . . . .</p> <p><b>Students</b> – Living away while attending school . . . . .</p> <p><b>Seamen</b> – Living quarters held here for person . . . . .</p>	<p>No</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>No</p> <p>No</p> <p>No</p> <p>Yes</p>	<p>No</p> <p>No</p> <p>No</p> <p>No</p> <p>No</p> <p>No</p> <p>No</p> <p>No</p>
<p><b>C. EXCEPTIONS AND DOUBTFUL CASES</b></p> <p><b>Person with two concurrent residences</b></p> <p>1. Regularly sleep greater part of week in another locality . . . . .</p> <p>2. Regularly sleep greater part of week here . . . . .</p> <p><b>Citizens of foreign countries temporarily in the United States</b></p> <p>1. Living on premises of an Embassy, Ministry, Legation, Chancellery, or Consulate . . . . .</p> <p>2. Not living on premises of an Embassy, Ministry, etc. –</p> <p>    a. If living and studying here and no usual place of residence elsewhere in the United States . . . . .</p> <p>    b. If living and working here and no usual place of residence elsewhere in the United States . . . . .</p> <p>    c. If merely visiting or traveling in the United States . . . . .</p> <p><b>Student nurses living at school</b> . . . . .</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>No</p> <p>No</p> <p>No</p> <p>No</p> <p>No</p> <p>No</p>

**LISTING REMINDERS/ Entering "Case Level Notes" (Left)**

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**SUMMARY TABLE FOR HOUSEHOLD MEMBERSHIP (Right)**

(Cut along broken line)

## TABLE OF EDUCATION CODES

**What is the highest level of school you completed or the highest degree you received?**

<b><u>Precode</u></b>	<b>Elementary</b>
1	1st grade
2	2nd grade
3	3rd grade
4	4th grade
5	5th grade
6	6th grade
7	7th grade
8	8th grade
	<b>High School</b>
9	9th grade
10	10th grade
11	11th grade
12	12th grade (No diploma)
13	High school graduate (Diploma or equivalent)
	<b>College</b>
14	Some college (No degree)
15	Associate's degree
16	Bachelor's degree (e.g. BA, AB, BS)
17	Master's degree (e.g. MA, MS, MEng, MSW, MBA)
18	Professional School degree (e.g. MD, DDS, DVM, LLB, JD)
19	Doctorate degree (e.g. PhD, EdD)
20	Never attended, preschool, kindergarten

# CÓDIGOS DE EDUCACIÓN

**¿Cuál es el nivel más alto escolar que Usted ha completado o el título escolar más alto que Usted ha recibido?**

**Código      **Primaria****

- 1      1 grado
- 2      2 grado
- 3      3 grado
- 4      4 grado
- 5      5 grado
- 6      6 grado
- 7      7 grado
- 8      8 grado

**Secundaria**

- 9      9 grado
- 10     10 grado
- 11     11 grado
- 12     12 grado (SIN DIPLOMA)
- 13     Graduado de escuela secundaria (DIPLOMA o su equivalente)

**Universidad**

- 14     Algunos créditos universitarios (SIN DIPLOMA)
- 15     Título asociado universitario
- 16     Título de bacheller universitario (e.g. BA, AB, BS)
- 17     Título de maestría (e.g. MA, MS, Meng, MSW, MBA)
- 18     Título profesional (e.g. MD, DDS, DVM, LLB, JD)
- 19     Título de doctorado (e.g. PhD, EdD)
- 20     Nunca asistió o solo guardería infantil o kindergarten

**EDUCATION  
CODE  
ENGLISH  
(Left)**

**EDUCATION  
CODE  
SPANISH  
(Right)**

(Cut along broken line)



## **HISPANIC ORIGIN**

**Are you Spanish, Hispanic, or Latino? Include people of the following origins –**

Mexican

Mexican-American

Chicano

Puerto Rican

Cuban

Cuban-American

Central or South American  
(Spanish Countries)

Other Spanish origin

## **ORIGEN ESPAÑOL**

**¿Es Usted Español, Hispano, o Latino? Incluya a personas de los siguientes orígenes -**

Mexicano(a)

Mexicano(a)-Americano(a)

Chicano(a)

Puerto Riqueño(a)

Cubano(a)

Americano(a)-Cubano(a)

Centro-Americano(a) o Sudamericano(a)  
(Países de habla hispana)

De otro origen español

**HISPANIC  
ORIGIN  
ENGLISH  
(Left)**

**HISPANIC  
ORIGIN  
SPANISH  
(Right)**

(Cut along broken line)

## **RACE**

**Please choose one or more races that you consider yourself to be.**

### **Precode**

- 1 White
- 2 Black or African American
- 3 American Indian or Alaska Native
- 4 Asian (Japanese, Chinese, Filipino, Korean, Asian Indian, Vietnamese, or other Asian)
- 5 Native Hawaiian or other Pacific Islander

## **RAZA**

**Favor de escoger una o más razas a las que Usted considere que Usted pertenece.**

### **Código**

- 1   Blanco(a)
- 2   Negro(a) o Africano(a) Americano(a)
- 3   Indio(a) Americano(a) o Nativo(a) de Alaska
- 4   Asiático(a) (Japonés(a), Chino(a), Filipino(a), Coreano(a), Indio(a) Asiático(a), Vietnamita, u otros Asiáticos)
- 5   Nativos de Hawai u otras Islas del Pacífico

**RACE  
ENGLISH  
(Left)**

**RACE  
SPANISH  
(Right)**

(Cut along broken line)

# EMPLOYMENT

## Which of the following best describes your job?

### Medical Profession – As a –

#### Precode

- 11 Physician?
- 12 Nurse?
- 13 Technician?
- 14 Other Medical Profession? – *Specify* \_\_\_\_\_

### Mental Health Services Field – Are your duties –

- 15 Professional (Social worker/psychiatrist)?
- 16 Custodial care?
- 17 Some other Mental Health Services Profession? – *Specify* \_\_\_\_\_

### Teaching Profession – Were you employed in a –

- 18 Preschool?
- 19 Elementary?
- 20 Junior high or middle school?
- 21 High school?
- 22 College or university?
- 23 Technical or industrial school?
- 24 Special education facility?
- 25 Other Teaching Profession? – *Specify* \_\_\_\_\_

### Law Enforcement or Security Field – Were you employed as a –

- 26 Law enforcement officer?
- 27 Prison or jail guard?
- 28 Security guard?
- 29 Other Law Enforcement Profession? – *Specify* \_\_\_\_\_

### Retail Sales – Were you employed as a –

- 30 Convenience or liquor store clerk?
- 31 Gas station attendant?
- 32 Bartender?
- 33 Other Retail Sales Profession? – *Specify* \_\_\_\_\_

### Transportation Field – Were you employed as a –

- 34 Bus driver?
- 35 Taxi cab driver?
- 36 Other Transportation Field Profession? – *Specify* \_\_\_\_\_

**OR**

- 37 **Something else?** – *Specify* \_\_\_\_\_

# EMPLEO

## ¿Cuáles de los siguientes mejor describe su trabajo?

### Profesiones Médicas – ¿Como un(a) –

#### Código

- 11 Doctor en Medicina?
- 12 Enfermera?
- 13 Tecnólogo Médico?
- 14 Otro? – *Especifique* \_\_\_\_\_

### Servicios de Salud Mental – ¿Son sus obligaciones –

- 15 Profesional (trabajador social/psiquiatra)?
- 16 Cuidado de Enfermos (Custodial Care)?
- 17 Otro? – *Especifique* \_\_\_\_\_

### Profesiones de Enseñanza – ¿Estaba Ud. empleado en un(a) –

- 18 Institución preescolar?
- 19 Escuela primaria?
- 20 Escuela intermedia?
- 21 Escuela secundaria?
- 22 Colegio o universidad?
- 23 Escuela técnica o industrial?
- 24 Facilidad de educación especial?
- 25 Otro? – *Especifique* \_\_\_\_\_

### Cumplimiento de la Ley o en Profesiones de Seguridad – ¿Estaba Ud. empleado como un(a) –

- 26 Oficial de la ley o policía?
- 27 Guardia de prisión o cárcel?
- 28 Guardia de seguridad?
- 29 Otro? – *Especifique* \_\_\_\_\_

### Ventas al detal – ¿Estaba Ud. empleado como un(a) –

- 30 Ayudante en licorería o tienda de comestibles de venta rápida?
- 31 Ayudante de estación de gasolina?
- 32 Cantinero/Tabernero (Bartender)?
- 33 Otro? – *Especifique* \_\_\_\_\_

### Profesiones de Transporte – ¿Estaba Ud. empleado como un –

- 34 Chofer de autobús?
- 35 Chofer de taxi?
- 36 Otro? – *Especifique* \_\_\_\_\_
- 
- 37 **Alguna otra cosa? – *Especifique*** \_\_\_\_\_

EMPLOYMENT  
ENGLISH  
(Left)

EMPLOYMENT  
SPANISH  
(Right)

## **HOUSEHOLD INCOME**

**Which category represents the  
TOTAL HOUSEHOLD income  
during the past 12 months?**

<b><u>Precode</u></b>	<b><u>Income Range</u></b>
11	Less than \$5,000
12	\$5,000 to \$7,499
13	\$7,500 to \$9,999
14	\$10,000 to \$12,499
15	\$12,500 to \$14,999
16	\$15,000 to \$17,499
17	\$17,500 to \$19,999
18	\$20,000 to \$24,999
19	\$25,000 to \$29,999
20	\$30,000 to \$34,999
21	\$35,000 to \$39,999
22	\$40,000 to \$49,999
23	\$50,000 to \$74,999
24	\$75,000 and over

## INGRESO DEL HOGAR

**¿Qué categoría representa el ingreso TOTAL de los miembros del hogar durante los últimos 12 meses?**

<u>Código</u>	<u>Rango de Ingresos</u>
11	Menos de \$5,000
12	\$5,000 to \$7,499
13	\$7,500 to \$9,999
14	\$10,000 to \$12,499
15	\$12,500 to \$14,999
16	\$15,000 to \$17,499
17	\$17,500 to \$19,999
18	\$20,000 to \$24,999
19	\$25,000 to \$29,999
20	\$30,000 to \$34,999
21	\$35,000 to \$39,999
22	\$40,000 to \$49,999
23	\$50,000 to \$74,999
24	\$75,000 y más



## **NCVS DEFINITION OF RAPE**

Forced sexual intercourse includes both psychological coercion as well as physical force. Forced sexual intercourse means vaginal, anal, or oral penetration by the offender(s). This category also includes incidents where the penetration is from a foreign object, such as a bottle.

## **NCVS DEFINITION OF PRESENCE DURING AN INCIDENT**

**NCVS  
DEFINITION OF  
RAPE  
(Left)**

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**NCVS  
DEFINITION OF  
PRESENCE  
(Right)**

"Presence" during an incident means a sample household member at the time of the interview:

- ✓ Was at the immediate scene of the crime during the incident

**AND**

- ✓ Was in a place that was reachable by the offender, so that the offender could have or did attack, threaten to attack, or stolen something directly from the household member.

*(Cut along broken line)*

# TYPE Z NONINTERVIEWS

## Situations Causing Type Z Noninterviews

**A Type Z noninterview indicates that you completed interviews with at least the household respondent, but were unable to complete an interview with one or more eligible members.**

**(Precode 1) Never Available** – The following conditions must be met to classify an individual respondent as a Type Z noninterview using Precode (1):

1. You made repeated attempts to reach the individual respondent.
2. You are sure the individual respondent is **not** temporarily absent.
3. You have a completed interview with the household respondent.

**(Precode 2) Refused** – Use Precode (2) when an individual respondent refuses to be interviewed. You should also code an individual respondent as refused when either:

- Another person refuses to allow an interview with an eligible household member, such as an elderly parent or 14 year-old child.
- An acceptable proxy respondent refuses to give an interview for an eligible respondent who is unable to respond for himself/herself due to a physical and/or mental problem or is temporarily absent from the sample address.

**(Precode 3) Physically/Mentally Unable to Answer and No Proxy Available** – The household member must have health and/or mental illness problems that are continuous throughout the entire interview period and you are unable to find an eligible proxy respondent for this person.

**(Precode 4) Temporarily Absent and No Proxy Available** – An individual respondent is temporarily away from home and not expected to return before the closeout date and you are unable to find an eligible proxy respondent for this person.

**(Precode 5) Other Type Z Situations** – You are not able to interview an eligible respondent (*other than the household respondent*) and the situation does not fit Type Z codes 1 through 4. An example is:

- Insufficient number of Incident Reports are completed, or incomplete Incident Reports, based on the screen questions.

Refer to Part A, Chapter 3 of the NCVS-550 CAPI Interviewing Manual for additional information concerning Noninterviews.

# PROXY INTERVIEWS

## Proxy Interviews for Household Members

Only **THREE** conditions allow you to take a proxy interview for a household member. These conditions are:

1. A parent will not allow you to speak to his/her **12- or 13- year old** child to conduct the interview.
2. An eligible household member is temporarily absent during the **entire** interview period.
3. An eligible household member is physically or mentally incapacitated continuously throughout the **ENTIRE** interview period, due to health or mental illness problems.

**TYPE Z  
NONINTERVIEW  
(Left)**

**PROXY  
INTERVIEWS  
(Right)**

## Qualifications of a Proxy Respondent

If you must take a proxy interview for an acceptable reason, the Proxy Respondent must meet these criteria:

1. A **household member** who is at least 18 years old,
2. Is very knowledgeable of the proxy person, and
3. Has already completed his/her own NCVS interview by self-response.

## Exceptions to the Age Requirement for a Proxy Respondent

1. The household's reference person or one of the other persons who owns or rents the home is under 18 years of age

**OR**

2. All household members are under 18 years of age.

Refer to Part C, Chapter 1 of the NCVS-550 CAPI Interviewing Manual for additional proxy information.

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## QUICK REFERENCE GUIDE

### BASIC DEFINITIONS AND CONCEPTS

The purpose of this quick reference guide is to provide you basic definitions and concepts used in the National Crime Victimization Survey. This guide does not take the place of the Interviewing Manual, but instead is to be used in conjunction with the manual. The Interviewing Manual remains the definitive reference source for detailed definitions and explanations.

The guide is in alphabetical order for ease of reference in locating terms. Only short definitions or explanations of the words or concepts are provided.

**Annual household income** – The total income of the household head and all members of the household for the 12 months preceding the interview. This includes wages, salaries, net income from business or farms, pensions, interest, dividends, rent, Social Security payments and any other form of monetary income received by household members who are 14 years of age or older.

**Armed Forces** – List current members of the Armed Forces living in the household. Consider as "Armed Forces" any members of the United States Army, Navy, Air Force, Marine Corps and Coast Guard and the reserve units of these branches if on active duty status for several months. Also include commissioned officers from the U.S. Public Health Service, cadets at U.S. military academies, and National Guard in Federal Service.

**Borrowed property** – Items that belonged to a household member that were stolen while in the possession of a friend, neighbor, co-worker, and so forth are counted as stolen property. If the items were borrowed but not returned, they are not counted as stolen property.

**CAPI** – (Computer-Assisted Personal Interviewing) A method of interviewing whereby field representatives use a laptop computer to conduct decentralized interviewing.

**Eligible NCVS respondent** – Any household member 12 years of age or older.

**Household members** – Household members are those persons staying in the sample unit who have no usual residence elsewhere.

**Household respondent** – The household respondent is the household member that you select to be the **first household member interviewed**. The household respondent must be able to provide information for all persons in the sample household, as well as for herself/himself. In most cases the household respondent must be 18 years of age and knowledgeable about the household. Usually, this is one of the persons who owns or rents the sample unit.

**Housing unit** – A single room or a group of rooms occupied as separate living quarters. There must be direct access and the occupants must live separately.

**Incident** – A specific criminal act involving one or more victims and offenders.

**Individual respondent** – An individual respondent is a household member who is an eligible NCVS respondent who is not the Household Respondent, 12 years of age or older.

**Noninterview household** – A household for which information is not obtained because (a) the unit is occupied but an interview was not possible, or (b) the unit is occupied by persons not eligible for interview, or (c) the unit is not occupied or not eligible for sample.

**NPC** – National Processing Center, located in Jeffersonville, Indiana. A data processing facility that supports a multitude of operations, such as mail processing, editing and coding, and statistical and geographic operations.

**Origin** – Heritage, nationality, lineage, or country of birth of the person or their ancestors.

**Police offender** – Type of Law Enforcement Officers we consider as possible offenders when offender is a police officer (e.g., campus, park, transit, harbor, airport police).

**Personal crimes** – Involve direct contact between offenders and eligible household members during an incident, regardless of whether the crimes were attempted or completed. A separate Incident Report is completed for each eligible household member who was personally victimized during the incident.

## QUICK REFERENCE GUIDE – Continued

**Presence** – Determines whether any sample household member was at the immediate scene of the crime during the incident and was in a place that was reachable by the offender so that the offender could have attacked, threatened to attack, or stolen something directly from a household member.

**Property crimes** – Do not involve any personal contact between a household member and an offender.

**Proxy interview** – An interview in which someone other than the intended household member answers the interview questions for the eligible household member.

**Proxy person** – The intended household member who is unable to answer the interview questions for himself/herself.

**Proxy respondent** – The person who is eligible to answer the interview questions for the proxy person.

**Race** – The race or races that the person considers himself/herself to be. Respondents base the concept of "race" on self-identification.

**Recognizable business** – To be a recognizable business, these three conditions must be met: It must be a commercial establishment operated by a household member, a sign must be present that is clearly visible to the general public from the outside of the business, and if operated from sample address the sign announcing the business must be located on the sample household property.

**Reference person** – A Reference Person is a responsible adult household member who is not likely to permanently leave the household. To meet this goal, the person must qualify as a household member, be an owner/renter, and be at least 18 years of age (in most cases). Only one person is considered the reference person. The reference person may or may not be the household respondent.

**Segments, area** – Usually a small area of land found in rural parts of the country. It has defined boundaries, e.g., roads, rivers, or railroad tracks and must be listed before interviewing. Living quarters in area segments do not always have addresses with street names and house numbers. As a result, field representatives may need to list the units by description.

**Segments, GQ** – Comprised of one or more GQs that were identified in the same Census blocks screened to be in the unit frame.

**Segments, permit** – Consists of one or more basic addresses of structures built since the 2000 Census. These addresses are obtained from the local jurisdictions that issue permits for new residential construction.

**Segments, units** – Consists of one or more basic addresses selected from the most recent Census files. Unit segments are usually found in urban areas of the country and contain both complete and incomplete addresses, but mostly complete addresses.

**Self-employed** – Working for profit or fees at (his/her) OWN business, shop, office, farm, etc. May be incorporated or unincorporated.

**Summary** – An item used to assist in the classification of crimes. Information to include: what was taken; whether only nonhousehold property was stolen; how entry was gained; how the victim was threatened/attacked; what weapons were present and how they were used; any injuries; what the victim was doing at the time of attack/threat; if the respondent was present; whether the incident was reported to the police. If a police officer was the offender, did the police officer act in the line of duty or act within his/her authority. Also record information not already provided.

While a summary should give a sense of what actually happened, also use the summary as a mechanism to provide additional information; that is, information NOT already collected during the collection of the incident report.

**Type A Noninterviews** – Households that are occupied by persons eligible for interview but information has not been obtained.

**Type B Noninterviews** – Units which are either unoccupied or which are occupied solely by persons not eligible for interview.

**Type C Noninterviews** – Units that are ineligible for sample.

**Type Z Noninterviews** – Eligible household members, who are NOT the household respondent, who are not interviewed.

**QUICK  
REFERENCE  
GUIDE  
(Left/Right)**

(Cut along broken line)

## **GUIDELINES FOR COMPLETING THE SUMMARY SECTION OF THE NCVS CAPI INSTRUMENT**

### **WHERE RESPONDENT WAS DURING INCIDENT:**

#### **Things to mention in the summary section:**

- A specific description about where respondent was and what they were doing when the incident occurred.

Examples – Respondent was at home sleeping; respondent was watching TV at home, respondent was in restaurant; respondent was at work.

### **WHERE INCIDENT HAPPENED:**

#### **Things to mention in the summary section:**

- If the incident occurred in or near the respondent's residence, then the incident should have an entry in Item LOCATION\_IN\_HOME or in Item LOCATION\_NEAR\_HOME. Please specify in the summary where exactly in or near the respondent's residence the incident occurred. If the incident happened on a porch, specify whether the porch was an open porch or whether it was an enclosed porch.

Example – Offender stole lawn furniture from respondent's enclosed front porch.

### **RESPONDENT MENTIONS A GARAGE:**

#### **Things to mention in the summary section:**

- Specify whether the garage was attached to the house or detached from the house.
- Specify how the offender entered the garage.

Examples – Offender entered attached garage through an opened door; offender entered detached garage after breaking glass in a locked window.

### **CAR STOLEN/BROKEN INTO:**

#### **Things to mention in the summary section:**

- Specifically describe where the car was parked at the time it was stolen/broken into.

Examples – Car was in parking lot at work/shopping mall; car was in the respondent's driveway; car was in the respondent's attached/detached garage.

### **RESPONDENT WAS THREATENED:**

#### **Things to mention in the summary section:**

- Describe specifically the nature of the threat.

Examples – Threatened to hurt the respondent; threatened to rape the respondent; threatened to kill the respondent; threatened to burn the respondent's house down.

### **WEAPON PRESENT:**

#### **Things to mention in the summary section:**

- Describe the weapon used or threatened to be used.
- Describe how the weapon was used or threatened to be used.

Examples – Offender threatened to hit the respondent with a wrench; offender pointed a gun at the respondent.

### **PURSE OR WALLET STOLEN WHILE OUT SHOPPING OR RUNNING ERRANDS:**

#### **Things to mention in the summary section:**

- Describe when the respondent noticed the item was stolen.

Examples – Respondent noticed her purse was gone while at the counter paying; several hours later the respondent discovered his wallet was missing.

### **PROPERTY BROKEN INTO WAS A VACATION/RENTAL HOME:**

#### **Things to mention in the summary section:**

- How is property used, that is, exclusively as a rental property or does the respondent stay there sometimes.

Examples – Respondent's vacation home where they live 6 months out of the year was broken into while they were at the sample address; while respondent was renting their vacation home to renters someone broke into it.



**1. When a Police Officer was the offender (Item POLICEFINDOUT = 16) you should answer these questions in the Item SUMMARY.**

- **Was the victim/respondent arrested?**
- **Did the victim/respondent press charges against the police officer?**
- **What did the police officer do?**  
(a complete description of the police officer's actions)
- **What did the respondent/victim do?**  
(a description of the victim's actions)
- **Was any property confiscated by the police?**
- **Was the confiscated property returned, kept as evidence, etc.?**
- **Did the police officer use, or attempt to use, a hand gun or a billy club?**  
(was it drawn or used)
- **Was the police officer on or off duty?**

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## **CODING THEFTS/ATTEMPTED THEFTS**

### **2. What to Include/Exclude as THEFT/ATTEMPTTHEFT**

#### **a. What to INCLUDE**

- items belonging to any member of the household, regardless of age, taken in a **burglary or household theft**.
- items belonging to any member of the household **12 years of age or older**.
- items belonging to any member of the household who is under 12 years of age **ONLY** if the theft took place at sample address/vacation home and child was not attacked or threatened with physical harm during the incident.
- items **regardless of value** (for example, accept thefts of "worthless" and "priceless" items).
- items that are the **personal property** of an individual household member.
- items that belong to the **entire household**.
- items that belong to an **unrecognizable business**.

#### **b. What to EXCLUDE**

- items that belong to a **recognizable business** in the sample unit, even if the business is owned by a household member.
- items that belong to some other **commercial establishment**, even if the business is owned by a household member.
- items belonging to the **owner of a house**, apartment, or room that a **household member** was renting at the time of the incident.
- items belonging to a **nonhousehold member**.
- items that the respondent or another household member had **borrowed from a nonhousehold member**.
- items **loaned to a friend, neighbor**, etc., and not returned. (However, if someone stole the items **from** the friend, neighbor, etc., **include** the items.)
- items belonging to a household member **under age 12**, taken in any type of crime other than a burglary or household theft.
- items belonging jointly to a legally separated husband and wife who are not yet divorced, and the offender is one of the spouses.

**COMPLETING  
THE SUMMARY  
(Left)**

**CODING  
THEFTS/  
ATTEMPTED  
THEFTS  
(Right)**

(Cut along broken line)



## STANDARD ABBREVIATIONS TO USE

Additional, **ADDL**  
Address, **ADR**  
Agendum, **AG**  
Again, **AGN**  
Answering Machine or Morning, **AM**  
Answering Machine Message Left, **AMML**  
Answering Machine No Message Left, **AMNML**  
Answer, **ANS**  
Appointment, **APPT**  
Apartment, **APT**  
Association, **ASSN**  
Assessor, **ASSR**  
Assistant, Assist, **ASST**  
Avenue, **AVE**  
Available, **AVL**  
Building, **BLDG**  
Block, **BLK**  
Boulevard, **BLVD**  
Broken, **BRKN**  
Best Time, **BT**  
Battery, **BTRY**  
Complete Interview, **C**  
CallBack, **CB**  
Could Not, **CDNT**  
CD-ROM Phone Disc, **CDNT**  
Central Daylight Time, **CDT**  
Circle, **CIR**  
Called, **CIR**  
Closed, **CLD**  
Completed Interview, **CMPINT**  
Count, **CNT**  
Contact, **CNTC**  
County, **CNTY**  
Company, **CO**  
Complete, **COMP**  
Continue, **CONT**  
Cooperate, **COOP**  
Contact Person, **CP**  
Court, **CRT**  
Central Standard Time, **CST**  
Directory Assistance, **DA**  
Daughter, **DAU**  
Disconnected, **DISC**  
Drive, **DR**  
Descriptive Address, **DSC ADR**  
Duplicate, **DUP**  
East, **E**  
Eastern Daylight Time, **EDT**  
Exact Match, **EM**  
Eastern Standard Time, **EST**  
Female, **F**  
Fax Machine, **FAX**  
Fast Data, **FD**  
Find/Found, **FND**  
Field Representative, **FR**  
Friday, **FRI**  
Front, **FRNT**  
Foot/Feet (Distance), **FT**  
Followup, **FU**  
Forward, **FWD**  
Guess Call Back, **GCB**  
Group, Group Home, **GRP**  
Hard Call Back, **HCB**  
Hang Up, **HGUP**  
Household, **HH**  
Household Member, **HHM**  
History, **HIST**  
Hawaiian Standard Time, **HST**  
Housing Unit, **HU**  
Highway, **HWY**  
Identification, **ID**  
Immediate, **IMMD**  
Include, **INCL**  
Income, **INCM**  
Internet, **INET**  
Information, **INFO**  
Inside, **INSD**  
Interview/Interviewer, **INTV/INTVR**  
Line Number, **LN**  
Language Problem, **LNG PRB**  
Laptop Computer, **LPTP**  
Large, **LRG**  
Listing Sheet, **LS**  
Left, **LT**  
Letter, **LTR**  
Leave, **LV**  
Male, **M**  
Member (household), **MBR**  
Mountain Daylight Time, **MDT**  
Manager, **MGR**  
Mobile Home Park, **MHP**  
Mile(s), **MI**  
Message Left, **ML**  
Month, **MO**  
Monday, **MO**  
Missed Appointment, **MSDAPPT**  
Message, **MSG**  
Mountain Standard Time, **MST**  
Multiple Units, **MU**  
Move, Moved, **MV(D)**  
North, **N**  
Not Available/Not Applicable, **NA**  
Northeast, **NE**  
Not in Service, **NIS**  
No Message Left, **NML**  
No One Home, **NOH**  
(A, B, or C Noninterview Type), **NO INT**  
Nearby, **NRBY**  
Number, **NUM**  
Northwest, **NW**

## STANDARD ABBREVIATIONS TO USE – Cont.

Organization, **ORG**  
Original Sample Person, **OSP**  
Other, **OTH**  
Outside, **OTSD**  
Pacific Daylight Time, **PST**  
Person, **PER**  
Phone, Phone Number, **PH**  
Park, **PK**  
Parkway, **PKY**  
Place, **PL**  
Afternoon/Evening, **PM**  
Property Manager, **PMGR**  
Place of Business, **POB**  
P.O. Box, **PO BOX**  
Place of Employment, **POE**  
Possible, **POS**  
Previous, **PREV**  
Property, **PROP**  
Partial Interview, **PRT INT**  
Provide, **PRVD**  
Pacific Standard Time, **PST**  
Public Library, **PUB LIB**  
Personal Visit, **PV**  
Proxy, **PXY**  
Question, **QST**  
Questionnaire, **QSTNR**  
Road/Rural Delivery, **RD**  
Received, **RECD**  
Refused, **REF**  
Reference Person, **REF PER**  
Request, **RQ**  
Rooming House, **RH**  
Reluctant, **RLCT**  
Roommate, **RM**  
Ring No Answer, **RNA**  
Rural Route, **RR**  
Rural Route Delivery, **RRD**  
Respondent, **RSP**  
Right, **RT**  
Route, **RTE**  
South, **S**  
Sample Address, **SA**  
Saturday, **SAT**  
Soft Call Back, **SCB**  
Screen (computer), **SCRN**  
Said, **SD**  
Southeast, **SE**  
Senior Field Representative, **SFR**  
Signal, **SGNL**  
Sheet#, Line#, **S\_L\_**  
Small, **SM**  
Sample Person, **SP**  
Spoke With, **SPW**  
Spanish Speaking, **SS**  
Spanish Speaking Household, **SSHH**  
Social Security Number, **SSN**  
Street, **ST**  
Status, **STAT**  
Sunday, **SUN**  
Supervisor, **SUP**  
Southwest, **SW**  
Temporarily Absent, **TA**  
Terrace, **TER**  
Thursday, **THUR**  
Talk(ed), **TLK(D)**  
Tomorrow, **TOMO**  
Turnpike, **TPK**  
Trail, **TR**  
Trailer, **TRLR**  
Trailer Park, **TRLR PRK**  
Transmission/Transmitted, **TRNSM**  
Transfer, **TRSFR**  
Tuesday, **TUE**  
Tax Assessor, **TX AS**  
Unable to Locate, **UTL**  
Vacant, **VAC**  
Visited, **VST(D)**  
West, **W**  
Wednesday, **WED**  
Within, **W/IN**  
Week, **WK**  
Without, **W/OUT**  
Wrong, **WRG**  
World Wide Web/Internet, **WWW**  
Time, Two Times, Three Times, etc., **X, 2X, 3X, etc.**  
Extra, **XTR**  
Yukon Daylight Time, **YDT**  
Year(s), **YR(S)**  
Yukon Standard Time, **YST**

STANDARD  
ABBREVIATIONS  
(Left/Right)

(Cut along broken line)

# 2008

Holidays

Day to Begin NCVS Interviewing

JANUARY							FEBRUARY							MARCH						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5						1	2							1
6	7	8	9	10	11	12	3	4	5	6	7	8	9	2	3	4	5	6	7	8
13	14	15	16	17	18	19	10	11	12	13	14	15	16	9	10	11	12	13	14	15
20	21	22	23	24	25	26	17	18	19	20	21	22	23	16	17	18	19	20	21	22
27	28	29	30	31			24	25	26	27	28	29	23	24	25	26	27	28	29	
													30	31						

  

APRIL							MAY							JUNE						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5					1	2	3	1	2	3	4	5	6	7
7	8	9	10	11	12	13	4	5	6	7	8	9	10	8	9	10	11	12	13	14
14	15	16	17	18	19	20	11	12	13	14	15	16	17	15	16	17	18	19	20	21
21	22	23	24	25	26	27	18	19	20	21	22	23	24	22	23	24	25	26	27	28
28	29	30					25	26	27	28	29	30	31	29	30					

  

JULY							AUGUST							SEPTEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4						1	2	1	2	3	4	5	6	
6	7	8	9	10	11	12	3	4	5	6	7	8	9	7	8	9	10	11	12	13
13	14	15	16	17	18	19	10	11	12	13	14	15	16	14	15	16	17	18	19	20
20	21	22	23	24	25	26	17	18	19	20	21	22	23	21	22	23	24	25	26	27
27	28	29	30	31			24	25	26	27	28	29	30	28	29	30				
							31													

  

OCTOBER							NOVEMBER							DECEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4						1	1	2	3	4	5	6		
5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13
12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20
19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27
26	27	28	29	30	31		23	24	25	26	27	28	29	28	29	30	31			
							30													

Holidays

- |                       |                               |                       |              |
|-----------------------|-------------------------------|-----------------------|--------------|
| January 1 . . . . .   | New Year's Day                | September 1 . . . . . | Labor Day    |
| January 21 . . . . .  | Martin Luther King's Birthday | October 13 . . . . .  | Columbus Day |
| February 18 . . . . . | Presidents' Day               | November 11 . . . . . | Veterans Day |
| March 23 . . . . .    | Easter                        | November 27 . . . . . | Thanksgiving |
| May 26 . . . . .      | Memorial Day                  | December 25 . . . . . | Christmas    |
| July 4 . . . . .      | Independence Day              |                       |              |

# 2009

Holidays

Day to Begin NCVS Interviewing

JANUARY							FEBRUARY							MARCH						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
				<input type="radio"/> 1	<input type="checkbox"/> 2	3	<input type="checkbox"/> 1	2	3	4	5	6	7	<input type="checkbox"/> 1	2	3	4	5	6	7
4	5	6	7	8	9	10	8	9	10	11	12	13	14	8	9	10	11	12	13	14
11	12	13	14	15	16	17	15	<input type="radio"/> 16	17	18	19	20	21	15	16	17	18	19	20	21
18	<input type="radio"/> 19	20	21	22	23	24	22	23	24	25	26	27	28	22	23	24	25	26	27	28
25	26	27	28	29	30	31								29	30	31				

  

APRIL							MAY							JUNE						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
			<input type="checkbox"/> 1	2	3	4					<input type="checkbox"/> 1	2	<input type="checkbox"/> 1	2	3	4	5	6		
5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13
<input type="radio"/> 12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20
19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27
26	27	28	29	30			24	<input type="radio"/> 25	26	27	28	29	30	28	29	30				
							31													

  

JULY							AUGUST							SEPTEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
			<input type="checkbox"/> 1	2	<input type="radio"/> 3	4						<input type="checkbox"/> 1	<input type="checkbox"/> 1	2	3	4	5			
5	6	7	8	9	10	11	2	3	4	5	6	7	8	6	<input type="radio"/> 7	8	9	10	11	12
12	13	14	15	16	17	18	9	10	11	12	13	14	15	13	14	15	16	17	18	19
19	20	21	22	23	24	25	16	17	18	19	20	21	22	20	21	22	23	24	25	26
26	27	28	29	30	31		23	24	25	26	27	28	29	27	28	29	30			
							30	31												

  

OCTOBER							NOVEMBER							DECEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
				<input type="checkbox"/> 1	2	3	<input type="checkbox"/> 1	2	3	4	5	6	7	<input type="checkbox"/> 1	2	3	4	5		
4	5	6	7	8	9	10	8	9	10	<input type="radio"/> 11	12	13	14	6	7	8	9	10	11	12
11	<input type="radio"/> 12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19
18	19	20	21	22	23	24	22	23	24	25	<input type="radio"/> 26	27	28	20	21	22	23	24	<input type="radio"/> 25	26
25	26	27	28	29	30	31	29	30						27	28	29	30	31		

Holidays

- |                       |                               |                       |              |
|-----------------------|-------------------------------|-----------------------|--------------|
| January 1 . . . . .   | New Year's Day                | September 7 . . . . . | Labor Day    |
| January 19 . . . . .  | Martin Luther King's Birthday | October 12 . . . . .  | Columbus Day |
| February 16 . . . . . | Presidents' Day               | November 11 . . . . . | Veterans Day |
| April 12 . . . . .    | Easter                        | November 26 . . . . . | Thanksgiving |
| May 25 . . . . .      | Memorial Day                  | December 25 . . . . . | Christmas    |
| July 3 . . . . .      | Independence Day              |                       |              |

CALENDAR  
2008  
(Left)

CALENDAR  
2009  
(Right)

# INSTRUCTIONS FOR SPANISH NCVS INTERVIEWS

## For Spanish-Speaking Field Representatives

Items on the Spanish Language Instrument correspond to the same items on the English Language Instrument. When interviewing a respondent in Spanish, you should make your entries directly in the Spanish version. The Spanish Language Instrument is accessible by pressing the "Shift" and "F5" Keys, simultaneously. In the pop-up window select "Spanish" and then click on the "OK" button. To toggle back to the English Language Instrument, repeat these steps and select "English" in the pop-up window.

If a respondent speaks Spanish and English, conduct the interview in the language both you and the respondent feel most comfortable using.

Both Spanish and English interviews may be conducted in the same household. For example, you may complete an interview for a Spanish-speaking household respondent and complete an English Language Interview for an English-speaking household member. Note such situations in the "Case Level Notes" to aid in the office check-in and processing of these cases.

Crime Incident Reports may be more difficult for a Spanish-speaking respondent to understand in English than the screen questionnaire; therefore, you may use the Spanish Language Instrument even if you asked the screen questions in English.

Be sure all **write-in** entries are in English.

## For Non-Spanish-Speaking Field Representatives using a Translator/Interpreter

When you conduct interviews with Spanish-speaking respondents, share the laptop with the interpreter after toggling to the Spanish Language Instrument for him/her to read the questions.

Enter the answers into the laptop. The interpreter should **never** fill out the questionnaires.

## For All Field Representatives

Also available are Spanish translations of the NCVS-572(L) and NCVS-573(L) introductory letters, the NCVS-593(L) and NCVS-594(L) Thank You letters, and the 11-38A Request for Appointment notices.

## CASE MANAGEMENT FUNCTION KEYS

<u>KEY</u>	<u>FUNCTION</u>	<u>KEY</u>	<u>FUNCTION</u>
<b>F1</b> .....	Help	<b>F7</b> .....	Notes
<b>F2</b> .....	Interview	<b>F8</b> .....	View
<b>F3</b> .....	Next Tab	<b>F9</b> .....	Sort
<b>F4</b> .....	Go to (Detail/Case List)	<b>F10</b> .....	Exit
<b>F5</b> .....	Reports	<b>Shift + F6</b> ..	Map
<b>F6</b> .....	Listing	<b>Ctrl + T</b> ....	Interview Time Preference

**FUNCTION  
KEYS  
(Right)**

## CAPI FUNCTION KEYS

<u>KEY</u>	<u>FUNCTION</u>	<u>KEY</u>	<u>FUNCTION</u>
<b>F1</b> .....	Question Help	<b>Shift + F1</b> ...	Show HH
<b>F2</b> .....	(Unassigned)	<b>Shift + F2</b> ...	FAQs
<b>F3</b> .....	(Unassigned)	<b>Shift + F3</b> ...	RI FAQs
<b>F4</b> .....	Jump Menu	<b>Shift + F4</b> ...	(Unassigned)
<b>F5</b> .....	Show Status	<b>Shift + F5</b> ...	Language
<b>F6</b> .....	(Unassigned)	<b>Shift + F6</b> ...	(Unassigned)
<b>F7</b> .....	Item Notes/Remarks	<b>Shift + F7</b> ...	Show Notes/Remarks
<b>F8</b> .....	Return	<b>Shift + F8</b> ...	(Unassigned)
<b>F9</b> .....	Skip Forward	<b>Shift + F9</b> ...	New HHR
<b>F10</b> .....	Exit	<b>Shift + F10</b> ..	Show Function Keys
<b>F11</b> .....	Calculator	<b>Shift + F11</b> ..	Show Standard Abbrev.
<b>F12</b> .....	Copy Down (Repeat)	<b>Shift + F12</b> ..	Show Original Notes (RI)

<u>KEY</u>	<u>FUNCTION</u>	<u>KEY</u>	<u>FUNCTION</u>
<b>END</b> .....	Next Question on Path	<b>Ctrl + F7</b> ...	Case Level Notes
<b>HOME</b> ...	First Question on Path	<b>Ctrl + K</b> ....	Show Function Keys
<b>Ctrl + F3</b> .	Show Question Text	<b>Ctrl + M</b> ....	Show DK and Refused
<b>Ctrl + D</b> ..	Don't Know	<b>Ctrl + R</b> ....	Refused
<b>Ctrl + F</b> ..	Search Tag	<b>Ctrl + F11</b> ...	Calendar
<b>Ctrl + H</b> .	Info	<b>Ctrl + T</b> .....	Interview Time Preference
		<b>Alt + S</b> .....	Save