
NCVS-546
(Revised November 2010)

National Crime Victimization Survey (NCVS) CAPI

REINTERVIEWER'S MANUAL



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TOPIC 1. OBJECTIVE OF THE NCVS CAPI REINTERVIEW

The reinterview program for the National Crime Victimization Survey (NCVS) Computer Assisted Personal Interview (CAPI) consists of a CAPI Quality Control (QC) reinterview. Questions about age are included, after roster verification, in order to determine if all teenagers (12 to 18 years of age) in the household are being reported. Teenagers who have been in school within the last six months are eligible for the School Crime Supplement (when it is collected). Other demographic characteristics (sex, race, Hispanic origin, marital status), household income, and household tenure (own or rent) will also be verified and/or collected during reinterview. Included in the NCVS CAPI QC instrument are questions for a response error (RE) analysis. The RE analysis will be used as an additional tool to determine the quality of the NCVS data. The RE questions, asked only for complete original interviews, are asked of the household respondent and of a randomly chosen RE sample person.

The primary purpose of the NCVS CAPI QC reinterview is to detect and deter (senior) field representatives ((S)FRs) who may be falsifying data. The NCVS reinterview determines whether the original (S)FR knowingly falsified information or needs retraining because of a high number of errors. The reinterview consists of a sample of units that were interviewed or were classified originally as Type B or C noninterviews.

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TOPIC 2. OVERVIEW OF QC REINTERVIEW

QC Sample

The QC Sample is selected by Headquarters (HQ) and sent to the Regional Offices (ROs) to make assignments.

Eligible Cases

The QC reinterview sample includes complete original interviews and Type B and Type C noninterviews (with and without available telephone numbers).

Ineligible Cases

Original NCVS CAPI cases not eligible for QC reinterview are:

- Type A noninterviews,
- Observed cases, and
- Cases reassigned to an FR in a different RO.

Note: Original Type A noninterviews and reassigned cases are not selected by HQ for either QC random or supplemental reinterview. However, the RO can activate them as supplemental reinterview cases if they are among the inactive supplemental cases.

Observed Cases

Once an observed interview is completed, the observer should mark the case as “observed” in the SFR Functions on the FR’s laptop. If this is done properly, the “observed” flag will come in with the completed case. Observed cases are not eligible for reinterview.

If the RO identifies an observed case in the reinterview workload that was not made ineligible, the RO can assign it to a laptop in the office and code the case as a RO Discretion, “Observed during the original interview.”

Eligible Respondents and Callbacks

The QC reinterview respondent is the person who responded in the original interview. For complete original interviews in reinterview, there will be a household respondent and an RE sample person (possibly the same person). If the household respondent is unavailable when conducting reinterview by telephone, **a proxy is NOT allowed for the household respondent. Proxies are also not allowed for the RE sample person.**

For cases treated as Type B and C original noninterviews in reinterview, if the contact person is unavailable, proxies are acceptable. The proxy respondent must be 18 years of age

or older and knowledgeable about the status of the sample unit. A callback is necessary if a proxy can not be reached.

Telephone Preferred

Conduct QC reinterview by telephone whenever possible. If reinterview treats the case as an original Type B or C noninterview, use the B/C contact person information to conduct reinterview.

When a QC reinterview case does not have a telephone number, or the number listed is not valid, use all resources available to obtain a valid telephone number. Some suggested resources are: contact person(s), phone discs, management offices, post offices, web sites, and interview notes. If unsuccessful, contact the RO.

Personal Visit

Do a personal visit if you cannot conduct a QC reinterview by phone and the unit is within 50 miles AND you have RO permission to conduct a personal visit reinterview.

Some situations that require a personal visit are:

- The household does not have a valid telephone number.
- The telephone number provided in reinterview case management is not the correct number for the household the (S)FR interviewed.
- The household does not want to give information by telephone.
- The noninterview case does not have a valid contact person telephone number.

Note: The “50-mile rule” allows the RO to classify cases that have no phone number and are more than 50 miles from a NCVS CAPI reinterviewer as a RO Discretion, “More than 50 miles from nearest reinterviewer and no phone number.”

Timing

Conduct QC reinterviews as soon as possible once assignments for the NCVS CAPI are certified and HQ has loaded the reinterview cases into the RI_STATUS table.

You will generally receive a QC reinterview case on your laptop two to three days after the original case is completed. Each QC reinterview case should be completed within two weeks of the completion of the original case.

QC reinterview for the NCVS CAPI is expected to begin one week after NCVS CAPI production starts in 2006. For each interview period:

- Reinterview begins one to three days after the start of production interviewing,
- Reinterview ends two weeks after interview closeout in the ROs, and
- Reinterview closeout in the ROs is three business days after reinterview ends.

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TOPIC 3. SAMPLE SELECTION

How the QC Sample is Selected

For the NCVS CAPI, HQ selects the QC reinterview sample in two stages after the original assignments are certified. First it selects a sample of (S)FRs who work on the NCVS CAPI. Then it selects cases to be reinterviewed for each experienced (S)FR and for each inexperienced (S)FR. The RO supervisor will then assign the selected reinterview cases to you.

For this survey, an inexperienced FR is one who has less than five years of Bureau experience. An inexperienced SFR is one who has less than two months of Bureau experience.

How the Respondents are Chosen

The household respondent is the person who answered the majority of the questions. This is set by the NCVS instrument. The RE sample person is randomly selected at Headquarters from among the household members age 12 or older who have complete original interviews.

Supplemental QC Reinterview

The RO may add any interviewer with an original assignment for supplemental QC reinterview. The RO may place an (S)FR in supplemental reinterview if:

- The (S)FR is suspected of falsification,
- The (S)FR has had trouble classifying noninterviews correctly, or
- The (S)FR has problems with other aspects of the interview procedures.

Prior to Assignment Certification

The RO can assign an (S)FR to supplemental QC reinterview for a subsequent interview period or before assignments are certified for the current interview period. HQ will then select the cases for the supplemental QC reinterview.

During Interview Period

A day or two after the regular NCVS cases interview cases are assigned, eligible NCVS cases that are not part of the QC regular or supplemental reinterview samples become “inactive” reinterview cases. If necessary, the RO staff can activate any of these “inactive” cases and assign them to SFRs for reinterview.

Activating Inactive Cases

Call the NCVS Supervisor to have inactive cases activated, that is, assigned to you, if you need more cases to better detect whether falsification occurred, or if you feel you need to check more cases for some other reason. The RO may also choose to activate more cases for an (S)FR.

If an inactive case is activated, it will appear on the laptop exactly like the other reinterview cases. **You must complete all cases that have been activated.**

Timing

The input file for activated cases will be transmitted to you when you make your reinterview transmission.

Confidentiality

It is imperative that you and office staff understand the importance of keeping confidential the names of (S)FRs and cases selected for reinterview. Reinterview is compromised if the (S)FR has advance knowledge that any of his/her cases will be reinterviewed.

TOPIC 4. LAPTOP OPERATIONS FOR QC REINTERVIEW

Location	NCVS CAPI QC reinterview is selected as a separate survey option in case management.
Reinterview Software	<p>Reinterviewers authorized to conduct the NCVS CAPI QC reinterview must have the NCVS CAPI reinterview software loaded on their laptop before they will be able to receive the NCVS CAPI reinterview cases.</p> <p>SFRs and office staff can pick up the QC reinterview software once it's available on the server by performing a pre-set transmission.</p>
Selecting NCVS CAPI QC Reinterview	Select the "Reint NCVS" icon from the Windows desktop.
Reinterviewer Transmissions	<p>Until the first NCVS CAPI QC reinterview case appears in your case management, your laptop will not indicate if you will receive a reinterview assignment. After each transmittal, check case management to see if you received any reinterview cases.</p> <p>Check your mail messages daily to see if the supervisor has sent a message alerting you to a reinterview assignment.</p> <p>To send completed reinterview cases, select the "Transmissions" icon. Select "Reint NCVS" and perform either a "Daily" or "Final" transmission. Note: Do <u>not</u> perform a FINAL transmission until all work has been completed. After each transmittal, check the NCVS CAPI reinterview case management to see if any (more) reinterview cases transmitted to the laptop.</p>
Case Management	QC reinterview case management screens and functions are almost identical to the NCVS CAPI case management screens and functions. Information that appears on the reinterview case management screens will come from the NCVS CAPI original interview.
<i>QC Reinterview Respondent Name</i>	The Original Data Tab displays the QC reinterview respondent name. For complete original interviews, this name will be the household respondent's name. For original Type B/C noninterviews, the reinterview respondent is the contact person listed on the Contacts Tab.

Reinterviewers can access the contact person's name by selecting the Contacts Tab.

***QC Reinterview
Codes***

For each QC reinterview case, the reinterview (RI) "Outcome" and "Action" codes are displayed on the Assignment Tab in the details pane. The "QC Outcome" code is displayed on the Original Data Tab in the details pane. A list of these codes appears in Topic 7 of this manual.

TOPIC 5. CONDUCTING THE QC REINTERVIEW

QC Reinterview Instrument

The QC reinterview instrument has two paths, depending on whether the reinterview is conducted by telephone or personal visit. Within each of these two paths, the instrument also has different paths based on whether it treats the original case as a complete interview or a Type B or C noninterview.

The questions asked in the QC reinterview attempt to determine if the (S)FR properly completed the original survey and to detect any falsification. The instrument also asks response error questions to measure consistency in response.

“Don’t Know” and “Refusal” Response Choices

The QC reinterview instrument allows “don’t know” or “refusal” as possible responses to certain questions. These two response choices are not displayed, but the reinterviewer can enter CTRL-D for “don’t know” and CTRL-R for “refusal” when allowed.

QC Reinterview Questions for Cases Treated as Original Interviews

Interview Verification

- CONTACT_C asks if an interviewer contacted the household respondent on or about the original interview date and asked questions about crime incidents that happened to the household during the reference period.
- ORMODE asks if the interviewer visited in person or called on the telephone.
- POLITE asks if the interviewer was polite and professional.
- LENGTH_H and LENGTH_M are filled by the respondent’s answer to a question about the length of the interview.
- LAPTOP asks if the interviewer used a laptop computer.

Household Roster Verification

The ROSTER_1 thru ROSTER_4 screens list the household roster (each person's name and information such as relationship, age, sex, race, and household composition code) collected or determined during the NCVS CAPI interview. The household composition code (HHCCODE) describes changes in household status for each person. (See Table 1, below, for the values of HHCCODE.) The roster line will be shaded blue if the individual entered the household (HHCCODEs 10 - 14) but will be gray if the individual left the household (HHCCODEs 15 - 19). If the individual's status did not change (HHCCODE = "21"), then the roster line is not shaded.

Table 1. HHCCODE - Membership status this period

HHCCODE	Description
10	Person turned 12
11	Returned from school or college
12	Returned from institution
13	Entered because of marriage/separation/divorce
14	Person entered HH for reason other than above
15	Person died
16	Left for school or college
17	Entered institution
18	Left because of marriage/separation/divorce
19	Person left HH for reason other than above
20	Visitor - residence elsewhere
21	No change to membership

The roster screens list household members first, followed by non-household members. The listing of non-household members (visitors or individuals who left the household) is in gray. Use these roster screens when reinterviewing cases treated as original interviews to verify that the household roster reported in the original is correct.

- ROSTER_1 asks if the roster (list of individuals in the household) is correct.
- ROSTER_2 instructs you to enter the line numbers of the household members who weren't living or staying at the household on the interview date.
- ROSTER_3 asks if anyone is missing from the roster.
- ROSTER_4 instructs you to enter the name of each missing household member who was living or staying there on the interview date.

Function key Shift-F1 allows you to access the household roster at any time in the reinterview instrument.

Demographic Characteristic Verification/Collection for Household Members

After verifying the roster (as correct or incorrect), you ask the household respondent questions about the demographic characteristics of household members. These screens are described below.

- RI_AGECHECK asks if the age reported for a household member was reported correctly.
- RI_AGERANGE asks for the age range for a household member if the age wasn't reported or wasn't reported correctly.
- RI_SEX_VER asks if the sex reported for a household member was reported correctly.
- RI_SEX asks for the sex of a household member if the age wasn't reported.
- RI_RACE_VER asks if the race reported for a household member was reported correctly.
- RI_RACE asks for the race of a household member if the age wasn't reported or wasn't reported correctly.

- RI_RACE_SPECIFY collects the race of a household member if “some other race” was the response to RI_RACE.
- RI_ORIGIN_VER asks if the Hispanic origin reported for a household member was reported correctly.
- RI_ORIGIN asks for the Hispanic origin of a household member if the Hispanic origin wasn't reported.
- RI_MARITAL_VER asks if the marital status reported for a household member was reported correctly.
- RI_MARITAL asks for the marital status of a household member if the marital status wasn't reported or wasn't reported correctly.

Verification/Collection of Household Income and Tenure

After verifying and/or collecting demographic data about household members, you will ask questions to verify and/or collect information about the household income and household tenure (own or rent).

- RI_INCOME_VER asks if the household income was reported correctly.
- RI_INCOME asks for the household income if the household income wasn't reported or wasn't reported correctly.
- RI_TENURE_VER asks if the tenure (whether the household owns or rents) was reported correctly.
- RI_TENURE asks for the tenure if the tenure wasn't reported or wasn't reported correctly.

Household Respondent

After age verification/collection for household members, you re-ask the household respondent questions about household thefts, break ins, and vehicular thefts. These screens are described below.

- RI_SQTHEFT asks if anything was stolen during the reference period.
- RI_SQBREAKIN asks if anyone broke in, or attempted to break in, to the household during the reference period.
- RI_SQTOTALVEHICLES asks for the total number of vehicles owned by any member of the household during the reference period.
- RI-SQMVTHEFT asks if any vehicle, or part of any vehicle, was stolen or used without permission during the reference period.

The wording of the crime questions differs from that in the original interview to ensure that the same time period is referenced in both the reinterview and the original interview. Associated with these questions are follow-up questions, as in the NCVS, that request more details about the crimes. If the household respondent is not available after a number of attempts, the reinterview instrument will NOT allow a proxy.

RE Sample Person

After asking the household respondent the household crime questions, you ask the RE sample person about crimes affecting him/her. If the RE sample person is not available the reinterview instrument will NOT allow a proxy to answer questions for the RE sample person.

- RI_SQATTACKWHERE asks if, other than any incidents previously mentioned, the RE sample person was attacked, threatened, or had anything stolen during the reference period.
- RI_SQATTACKHOW asks if the RE sample person was attacked, threatened, or had anything stolen in any of a list of ways.
- RI_SQATTACKKNOWNOFF asks if the RE sample person was attacked, threatened, or had anything stolen by someone he/she knows.
- RI_SQSEXUAL asks if the RE sample person was

forced or coerced into unwanted sexual activity.

- RI_SQCALLPOLICECRIME asks if the RE sample person reported any incidents not previously mentioned in reinterview that he/she thought was a crime and happened to him/her during the reference period.
- RI_SQNOCALLPOLICECRIME asks if the RE sample person did NOT report any incidents that he/she thought was a crime and happened to him/her during the reference period.

NOTE: The household respondent and the RE sample person may be the same person; you will not select either of them. The NCVS RI instrument automatically fills the names of the household respondent and RE sample person when appropriate.

QC Reinterview Questions for Cases Treated as Original Noninterviews

With Contact Person Information:

- CONTACT_N asks if an interviewer visited or called regarding the sample unit address.
- STATUS asks if the Type B/C noninterview status is correct, if the noninterview status would be understandable to a respondent (e.g., *demolished*).
- STAT_PROBE asks what the status of the sample unit address was on or about the interview date, if the noninterview status would not be understandable to a respondent (e.g., *outside segment boundaries*).

Without Contact Person Information:

There are no special questions for original Type B/C noninterview cases which have no contact person information. Rather, the reinterview instrument paths to the VERBYOBS screen, which instructs you to use any available resource to verify the noninterview status reported by the (S)FR.

Reinterview Noninterviews

Make a reinterview case a reinterview noninterview **only** if

you cannot complete it after several attempts. For cases treated as original Type B and C noninterviews, a case is a reinterview noninterview **only** if you cannot verify the original noninterview status.

If you make a reinterview case a reinterview noninterview, the reinterview instrument directs you to enter the outcome which describes the type of reinterview noninterview. The question “WHICH OUTCOME DESCRIBES THIS REINTERVIEW CASE?” on screen NONINT pertains to the reinterview noninterview type and not the original noninterview status.

Remember, for a complete reinterview of an original noninterview, you must verify whether the original noninterview status reported by the (S)FR is correct or incorrect. For a reinterview noninterview, you must enter the noninterview type that describes why **you** are **not** able to complete the **reinterview** case.

RO Discretion Cases

You may make a reinterview case a “RO discretion” case only if the RO approves or requests it. The RO discretion reinterview outcome is only for certain types of QC reinterviews that cannot be completed (i.e. hard to interview original case, more than 50 miles from nearest reinterviewer and no phone number, observed during original interview, personal visit needed but not authorized, etc.).

To make a case a RO discretion case, choose “5 - RO/HQ Discretion - Type A (Contact Supervisor)” on the METHOD screen in the reinterview instrument. The next screen, RO_DISC, cautions you to obtain your supervisor’s permission before choosing one of the listed RO discretion options.

Reinterview Notes

Reinterview Notes can be accessed either through the reinterview instrument or through Case Management.

Accessing Notes from the Reinterview Instrument:

Enter details that further explain the reinterview case in the reinterview notes. The RINOTES_PRE screen at the end of the reinterview instructs you to enter reinterview notes about the case, or to view and edit existing reinterview

notes.

You can view the original interview notes, enter reinterview notes, or view or edit existing reinterview notes at any time in the reinterview instrument.

- Press SHIFT-F12 to view the original interview notes.
- Press CTRL-F7 to enter new reinterview notes or to view or edit existing reinterview notes.

Accessing Notes Through Case Management:

The “Main Display” will indicate whether a case has notes by an “R,” for reinterview, or an “O,” for original, in the notes column.

For opened and incomplete reinterview cases, such as cases that need a “call back,” you can view reinterview notes by selecting F7 “Notes” at the “Main Display” screen.

You can also view reinterview notes and original interview notes for reinterview cases that have been wrapped up and deleted from your case list in the “Main Display.” To do this, select F8, “View” from the “Main Display,” then select “Display Cases.” At the “Display Cases” screen, select “All.” Next highlight the case you are interested in and select F7 “Notes” to view reinterview notes and original interview notes.

Frequently Asked Questions

Frequently Asked Questions for the **reinterview**, which can also be accessed by Shift-F3 from inside the reinterview instrument, can be found by clicking on the “FAQs” tab in the instrument.

Frequently Asked Questions for the **original** survey, which can also be accessed by Shift-F2 from inside the reinterview instrument, can be found by clicking on the “FAQ” tab in the instrument.

Instrument Function Keys

Descriptions of the functions keys, comparing original interview and reinterview, are listed in the table below.

Table 1. Instrument Function Keys

	Reinterview	Original Interview
The “F” Keys		
F1	Item specific Help	Question Help
F2		Jump Menu
F3		Display Status
F4	Jump Menu	Jump Menu
F5		Display Status
F6		
F7	Enter item specific notes	Item Notes/Remarks
F8	Return from skip	Return
F9		Skip to next Person/Sec
F10	Exit - Skip to END (of the reinterview - FIN screen)	Exit
F11		Calculator
F12	Copy	Repeat
The “Shift-F” Keys		
Shift-F1	Display the household roster (HHCOMP screen)	Show HH
Shift-F2	FAQs (Display the Original Survey Frequently Asked Questions - H_PURPOSE screen)	FAQ
Shift-F3	Reinterview FAQs (RIREASON screen)	Display History
Shift-F4		
Shift-F5		Language
Shift-F6		
Shift-F7	View Remarks/Item notes (read only)	Show notes/Remarks
Shift-F8		
Shift-F9		Change Respondent
Shift-F10	Display function keys	Display Function Keys
Shift-F11	Display standard abbreviation list (H_ABBREVI screen)	Display Standard Abbr.
Shift-F12	Display original CAPI notes	

	Reinterview	Original Interview
The “Ctrl” Keys		
Ctrl-D	Don't know (D)	Don't Know
Ctrl-E		Blaise Report Error
Ctrl-F		Search Tag
Ctrl-H	Show info	
Ctrl-K	Display function key descriptions (KEY_REF screen)	Display function key descriptions
Ctrl-M	Show Don't Know and Refusals	Show Don't Know and Refused
Ctrl-R	Refusal (®)	Refusal
Ctrl-F3		Show Question Text
Ctrl-F7	Access reinterview notes (read/write)	List of Remarks/Item notes
Special Purpose Keys (on laptop)		
Esc	Cancel	Cancel
Home	Moves to beginning of form	
End	Moves to first unanswered field on path	Moves to first unanswered field on path
Page Up	Moves backward one page/screen	Moves backward one page/screen
Page Down	Moves forward one page/screen	Moves forward one page/screen
Up Arrow	Move upward or backward one field	Move upward or backward one field
Down Arrow	Moves downward or forward one field	Moves downward or forward one field
Left Arrow	Moves to previous field	Moves to previous field
Right Arrow	Moves to next field	Moves to next field

F10 Function Key

F10 allows you to exit a case at any time during the reinterview. Use F10 if you must end the reinterview because either you or the respondent can no longer continue at that time or the respondent refuses to continue. F10 brings you to the FIN screen, which in turn leads to the APPT screen. At the APPT screen you can either schedule a date and time to continue the reinterview, or you can enter

“1” if you do not intend to follow up.

- If you enter a date and time, the instrument sets the outcome to 202, which allows you to reaccess the case later.
- If you enter “1,” the instrument leads you to the RI_OUTCM screen, where you can make the case a reinterview noninterview.

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TOPIC 6. FEEDBACK AND FOLLOW-UP

If there are no discrepancies discovered during QC reinterview, you may contact the (S)FR to commend him/her on a job well done.

What is Falsification?

Data falsification occurs if the (S)FR knowingly deviates from current interview procedures to avoid interviewing or interviewing correctly. This includes:

- making up some or all information,
- misclassifying eligible units as Type B or C noninterviews, and
- deliberately not following all or part of the NCVS CAPI interview procedures.

What You Should Do If You Suspect Falsification

Whenever you suspect an (S)FR of falsifying data or deliberately not following the interview procedures, contact the RO program supervisor immediately. Do not contact the (S)FR before speaking to the program supervisor.

If you suspect falsification and need additional information about the original interview, the RO may request original interview responses from HQ. These original interview responses are contained in trace files.

The Form 11-163

The RO program supervisor will investigate the (S)FR's assignment and complete a Form 11-163, Field Representative Data Falsification Follow-up, when you suspect falsification, unless the RO can clear your suspicions. The RO program supervisor may require your assistance in investigating cases and completing the Form 11-163.

When Should You Contact the Original (S)FR?

When you do not suspect falsification and the supervisor has no objections with you conferring with the (S)FR, then meet with the (S)FR as soon as possible after completing reinterview. The meeting with the (S)FR should be in person. If a personal meeting is not possible, then a phone conversation is acceptable.

When meeting with the (S)FR, review the correct procedures for interviewing and clear up any misconceptions.

Before ending the discussion with the (S)FR, verify that the (S)FR understands how to resolve any detected errors in the future. Vary the nature and extent of the instructions according to the seriousness of the errors.

Most importantly, compliment the (S)FR for all the work that he/she performed correctly.

Discrepancies between Original Interview and Reinterview

During the course of the reinterview, the reinterview instrument checks for certain discrepancies between your entries and those reported in the original instrument.

- If the reinterview instrument detects any of these discrepancies, the FALSIF screen displays “Your reinterview indicates the following discrepancies:” and a list of the detected discrepancies.
- If there are no detected discrepancies, the FALSIF screen displays “Your reinterview did not indicate any discrepancies.”

This listing of discrepancies or statement that there are no detected discrepancies should aid you in determining whether or not you should suspect falsification.

The codes and descriptions of the possible discrepancies the reinterview instrument checks are:

<u>Code</u>	<u>Description</u>
1	The reinterview respondent said no one contacted the household regarding the NCVS.
2	The reinterviewer determined that the original status was incorrect.
3	The status of the case was completed by observation in the original interview. The reinterviewer determined that the original status was incorrect.
4	The case was a Type A in the original interview. The reinterviewer determined that the original status was incorrect.

- 5 The (S)FR classified the unit as a Type B or Type C Noninterview and the reinterviewer determined that it should have been an Interview or Type A.
- 6 The reinterview respondent indicated that the original status was incorrect.
- 7 The household roster was incorrect.
- 8 Not all survey questions were asked in the interview.
- 9 The (S)FR conducted a telephone interview only instead of a personal visit interview, as required.
- 10 This case was conducted by a personal visit and the reinterview respondent said the (S)FR did not use a laptop.
- 11 The (S)FR entered a bad telephone number for the case.
- 12 Reinterview sample person answered the crime incident questions in the interview, but did not answer them in reinterview.
- 13 Demographic characteristic(s) was/were incorrectly recorded on roster.
- 14 The household income and/or tenure was/were incorrectly recorded.

Minor Errors

If there are minor discrepancies that do not lead you to suspect major procedural problems or possible falsification, call the program supervisor and discuss the discrepancies with him/her. You or the RO supervisor should then call and discuss them with the (S)FR. If you are instructed to call the (S)FR, offer suggestions for correcting faulty techniques or wrong concepts.

Serious Errors

If the discrepancies are indications of serious errors that lead you to suspect major procedural misunderstandings or possible falsification, the program supervisor should be the one to discuss the reinterview with the (S)FR. In this case,

you should neither call the (S)FR regarding the reinterview nor mention to the (S)FR that he/she has been in reinterview.

It is possible that the supervisor may elect to put the (S)FR in supplemental reinterview to resolve any questions about the quality of the (S)FR's work.

The program supervisor, in consultation with their coordinator, may elect to retrain an (S)FR whose reinterview indicates they are having serious problems with the survey concepts, procedures, or interviews. This may be done by a phone discussion, by special needs observation, or by having the (S)FR attend all or part of initial training again.

Requesting (S)FRs Be Placed In Supplemental Reinterview

You can request the RO to place an (S)FR into supplemental reinterview for a subsequent NCVS interview period or for other surveys that the (S)FR works on if:

- You suspect that the (S)FR falsified data,
- The (S)FR had trouble classifying noninterviews correctly,
- The (S)FR had trouble with other parts of the interview procedures, or
- A need to check an (S)FR's work arises at the end of the current NCVS interview period, giving insufficient time to reinterview the (S)FR in that interview period.

TOPIC 7. QC OUTCOME, REINTERVIEW (RI) OUTCOME, AND ACTION CODES**No Suspected Falsification:**

¹ Disposition	² Outcome	Action	Description
N/A	200	00	New case, not started
N/A	202	01	Accessed instrument, no interview or insufficient partial
1	201	10	Original interview or noninterview verified as correct
Type As			
003	214	21	Unable to complete, bad telephone number
013	214	21	Unable to locate
014	216	21	No one home
015	217	21	Temporarily absent
033	218	21	Refused
034	213	21	Language problem
035	218	21	Respondent can't remember
036	215	21	Insufficient partial
037	219	21	Other Type A
Type Bs			
017	226	31	Vacant
019	227	31	Vacant, storage of household furniture
020	230	31	Converted to temporary business or storage
021	231	31	Unoccupied mobile home, trailer, or tent site
022	234	31	HH institutionalized or temporarily ineligible
023	228	31	Unfit, to be demolished
038	224	31	Entire HH under or over age limit
039	225	31	Temporarily occupied by persons with URE
41	233	31	Other Type B
Type Cs			
024	240	41	Demolished
025	241	41	House or trailer moved
026	243	41	Converted to permanent business or storage
027	245	41	Condemned
030	250	41	Deceased
031	251	41	Moved out of country
042	248	41	Other Type C

¹Disposition (i.e., variable RI_DISP) equals: 001-059 - No suspected falsification
060+ - Suspected falsification

²All cases except OUTCOME 200, 202, and 201 go to Supervisory Review.

Disposition	Outcome	Action	Description
Misclassified Cases			
043	301	11	Originally classified as a B, should have been an Interview or Type A
044	301	11	Originally classified as a C, should have been an Interview or Type A
046	301	11	Originally classified as a B, should have been a C
048	301	11	Originally classified as a C, should have been a B
058	301	11	Other misclassification - specify in the notes
Discrepancy Cases			
004	301	11	Discrepancy - laptop not used
005	301	11	Discrepancy - not all questions asked in original interview
006	301	11	Discrepancy - use of proxy in original when self response is required
007	301	11	Discrepancy - use of ineligible proxy in original when proxy is allowed
009	301	11	Discrepancy - incorrect household roster
011	301	11	Discrepancy - telephone interview when personal visit required
016	301	11	Discrepancy - incorrect demographic data on roster
028	301	11	Discrepancy - incorrect income and/or tenure data
012	301	11	Other discrepancy - no suspected falsification
RO/HQ Discretion			
029	312	21	HQ discretion - permanent (sample adjustment)
052	311	21	RO discretion - permanent (hard to interview original case)
053	312	21	RO discretion - temporary (more than 50 miles from nearest reinterviewer and no phone number)
054	312	21	RO discretion - temporary (observed during the original interview)
055	312	21	RO discretion - temporary (personal visit needed, but not authorized)
056	312	21	HQ discretion - temporary (case management, CAPI control problems)
057	312	21	RO discretion - temporary (other)

Suspected Falsification:

Disposition	Outcome	Action	Description
060	301	11	Suspected falsification of a case turned in as an interview
Type As			
105	214	21	Unable to complete, bad telephone number
067	214	21	Unable to locate
068	216	21	No one home
069	217	21	Temporarily absent
086	218	21	Refused
087	213	21	Language problem
089	215	21	Insufficient partial
090	219	21	Other Type A
Type Bs			
071	226	31	Vacant
073	227	31	Vacant, storage of household furniture
074	230	31	Converted to temporary business or storage
075	231	31	Unoccupied tent or trailer site
076	234	31	HH institutionalized or temporarily ineligible
077	228	31	Unfit, to be demolished
091	224	31	Entire HH under or over age limit
092	225	31	Temporarily occupied by persons with URE
094	233	31	Other Type B
Type Cs			
078	240	41	Demolished
079	241	41	House or trailer moved
080	243	41	Converted to permanent business or storage
081	245	41	Condemned
083	250	41	Deceased
084	251	41	Moved out of country
095	248	41	Other Type C

Disposition	Outcome	Action	Description
Misclassified Cases			
096	301	11	Originally classified as a B, should have been an Interview or Type A
097	301	11	Originally classified as a C, should have been an Interview or Type A
099	301	11	Originally classified as a B, should have been a C
101	301	11	Originally classified as a C, should have been a B
103	301	11	Other misclassification - specify in the notes
Discrepancy Cases			
061	301	11	Discrepancy - incorrect household roster
062	301	11	Discrepancy - not all questions asked in interview
063	301	11	Discrepancy - use of proxy in original when self response is required
064	301	11	Discrepancy - use of ineligible proxy in original when proxy is allowed
065	301	11	Wrong unit/person visited originally
066	301	11	Other discrepancy - suspected falsification
111	301	11	Discrepancy - telephone interview when personal visit required
117	301	11	Discrepancy - incorrect demographic data on roster
118	301	11	Discrepancy - incorrect income and/or tenure data
112	301	11	Discrepancy – laptop not used (RESERVE)

Reinterview (RI) Outcome Codes

The reinterview (RI) outcome codes listed above refer to the outcome of the reinterview, not the original interview. They are generic among all CAPI reinterviews. Many of the RI outcome codes correspond to their equivalent in the original interview. However, some do not. Also, there are some original outcome codes that are not listed as possible RI outcome codes because they are not realistic outcomes for reinterview.

Assignment of Codes

The reinterview instrument sets the QC outcome and RI outcome codes based on your entries to the reinterview questions. Case Management assigns the action code based on the RI outcome code.

Notes

Notes