

**2016 NYCHVS Spanish Translation Research  
Protocol 2 (Renter Occupied)  
Cognitive Interview Protocol Guide**

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**PARTICIPANT ID #:** \_\_\_\_\_

**DATE:** \_\_\_ / \_\_\_ /2016

**COGNITIVE INTERVIEWER NAME:**

**START TIME:** \_\_\_\_: \_\_\_\_ AM / PM

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**SECTION I. INTRODUCTION & INTERVIEW CONSENT**

(COGNITIVE INTERVIEWER: READ/PARAPHRASE)

**INTRODUCTION**

Thank you for your time today. My name is \_\_\_\_ and I work for [the US Census Bureau/\_\_\_\_\_]. Let me begin by telling you a little more about what we'll be doing today. The United States Census Bureau counts the population in the U.S. and also conducts various kinds of surveys.

Today, with your help, we will test some new questions that were developed for the New York City Housing and Vacancy Survey. I'm going to play the part of a Census interviewer who knocks on your door to ask you these survey questions. We are going to use your comments and experiences as well as the comments and experiences of other participants to help improve the survey. I did not create the survey, so don't feel like you have to hold back on your thoughts to be polite to me. We appreciate your help so we can make the survey work well for everyone.

**CONSENT**

**COGNITIVE INTERVIEWER: PLACE THE CONSENT FORM IN FRONT OF PARTICIPANT, THEN READ:**

Before we start, I would like you to read over the document in front of you. This document explains a little bit about this interview and provides information about your rights as a participant. It also asks for your permission to have this session audio recorded. Only those of us connected with the project will review the tape and it will be used solely for research purposes. Your name will not be associated with the tape or any of the other data collected during the session. Please ask me any questions you have about this document. Once you have finished reading the document, please sign it.

**PARTICIPANT READS AND SIGNS FORM. IF PARTICIPANT PROVIDES CONSENT TO HAVE THE SESSION AUDIO TAPED: I will now turn on the audio recorder.**

## THINK ALOUD

Thank you. I'd like you to answer the questions as you would if we were at your doorstep, with one big difference. What I would like you to do is tell me what you are thinking and feeling as you come up with your answers. Instead of thinking to yourself, I'd like you to think out loud, and I will remind you to do this from time to time. I will also ask you some questions about your answers. I am really interested in how these questions work for you, so there are no wrong answers.

Let's do a practice question before we start: Please think aloud as you answer the question, how many windows are in your home?

[GIVE FEEDBACK ON THE THINK ALOUD THEY DID. EITHER YOU HAD A GOOD UNDERSTANDING OF HOW THEY CAME UP WITH THE WINDOWS OR PROBE SO YOU CAN GET A SENSE OF HOW THEY CAME UP WITH THE NUMBER THEY JUST TOLD YOU. YOU CAN ALSO MODEL THE THINK ALOUD FOR THEM]

Great, that's what I want you to do throughout our session. I will remind you to think aloud if you get quiet.

Do you have any questions before we begin? [INTERVIEWER: ANSWER QUESTIONS.]  
Okay, let's get started.

[INTERVIEWER: REMIND R TO THINK ALOUD THROUGHOUT. PROBE ON ANY DIFFICULTY OR HESITATIONS THE RESPONDENT SHOWS, EVEN IF NO PROBES ARE WRITTEN AT THAT QUESTION.]

## SECTION II. COGNITIVE INTERVIEW

### M. How many people:

1. How did you come up with your answer?
2. Was there anyone you weren't sure whether to include? IF YES: Can you tell me more about that?
3. What does the phrase "hogar usual" [usual home] mean to you in this question?
4. Other notes:

**Q1a, b, c – Name, Sex, Age:**

5. Other notes:

**Q1 d and Flashcard 1 – Relationship:**

6. What does the word “inquilino” [roomer/boarder] mean to you in this question?

7. What does the phrase “hijo de crianza del programa *Foster* del gobierno” [foster child] mean to you in this question?

8. What does the phrase “compañero de casa (*roommate*)” [roommate] mean to you in this question?

9. Other notes:

**Q1e, f, Flashcard 2 – Ethnicity/Race:**

10. Other notes:

**Q1g, h – Spouse/Parent in HH:**

11. Other notes:

**Q2a. In-Mover:**

12. In your own words, what do you think this question is asking?

13. What does the word “albergue” [shelter] mean to you in this question?

14. Does that mean the same thing or something different than a “refugio” [shelter]? Which word do you think would be easier for most people to understand?

15. Other notes:

**Q3, Flashcard 3- Most recent place:**

16. Other notes:

**Q4a, b – Year of move:**

17. Other notes:

**Q5. First occupant:**

18. In your own words, what is this question asking?

19. What does the phrase “renovación total” [gut rehabilitation] mean to you in this question?

20. Does that mean the same thing, or something different than “renovación general” [gut rehabilitation]? Which phrase do you think would be easier for most people to understand?

21. Other notes:

**Q6. Reason for Move:**

22. [INTERVIEWER: WRITE DOWN R'S VERBATIM ANSWER TO THIS QUESTION]

23. One of the categories on our list of reasons people move includes the phrase “arrendador (*landlord*)” [landlord]. What does this phrase mean to you?

24. Does that mean the same thing, or something different than “propietario” [landlord]?  
Which do you think would be easier for most people to understand?

25. Other notes:

**Q7a, b, c, Flashcard 4 - Place of birth:**

26. Other notes:

**Q8. Building type:**

27. In your own words, what do you think this question is asking?

28. What does the term “urbanización” [development] mean to you in this question?

29. Does that mean the same thing, or something different than “desarrollo de viviendas”  
[development]?

30. How about “complejo” [development]?

31. Which do you think would be easier for most people to understand (urbanización, desarrollo  
de viviendas, complejo)?

32. Other notes:

**Q9a. Owned:**

33. In your own words, what do you think this question is asking?

34. Other notes:

**Q9b. Cooperative Shares:**

35. IF R WAS ASKED THIS QUESTION: In your own words, what do you think this question is asking?

36. IF R WAS ASKED THIS QUESTION : Other notes:

**Q9c – Rent:**

37. In your own words, what do you think this question is asking?

38. Other notes:

**Q10a,b. Condominium/Cooperatives only:**

39. IF R WAS ASKED THIS QUESTION: What does the phrase “un plan que excluía el desalojo” [non-eviction plan] mean to you in this question?

40. IF R WAS ASKED THIS QUESTION Are you familiar with the English phrase “non-eviction plan”? IF YES: What does this phrase mean to you?

41. Other notes:

**Q20. Units in building:**

42. Other notes:

**Q21. Owner in building:**

43. Other notes:

**Q22a, b – Floors in building:**

44. Other notes:

**Q23a, b, c – Accessibility:**

45. Does the word “ascensor” [elevator] mean the same thing to you as “elevador” [elevator]?  
Which word do you think would be easier for most people to understand?

46. Other notes:

**Q24a. Rooms:**

47. Where there any rooms that you weren't sure whether to include? IF YES: Which ones?

48. Other notes:

**Q24b. Bedrooms:**

49. IF R WAS ASKED THIS QUESTION: What does the word “dormitorio” [bedroom] mean to you in this question?

50. IF R WAS ASKED THIS QUESTION: We are asking about rooms where people sleep in this question. Is there another word you would use instead of “dormitorio” [bedroom] for that kind of room?

51. IF R WAS ASKED THIS QUESTION: Other notes:

**Q25a, b, c – Plumbing:**

52. Other notes:

**Q26a, b, c – Kitchen:**

53. Other notes:

**Q27. Heat:**

54. Other notes:

**Q28a, b, c, d, e – Utility costs:**

55. Other notes:

**Q29. Lease:**

56. IF R WAS ASKED THIS QUESTION: Other notes:

**Q30. Monthly rent:**

57. IF R WAS ASKED THIS QUESTION: Other notes:

**Q31a, b – Government programs pay rent:**

58. IF R WAS ASKED THIS QUESTION: Other notes:

**Q32a, b- Heat breakdown:**

59. What does this question mean to you in, in your own words? INTERVIEWER: READ Q32a.

60. Other notes:

**Q33. Additional sources of heat:**

61. Other notes:

**Q34. Functioning air conditioning:**

62. Other notes:

**Q35a, b, c – Mice, cockroaches, Exterminator:**

63. Other notes:

**Q36a, b – Cracks, holes:**

64. Other notes:

**Q37a, b – Plaster, paint:**

65. What does the word “yeso” [plaster] meant to you in this question?

66. Does it mean the same thing or something different than “repello” [plaster]?

67. Which word do you think would be easier for most people to understand?

68. Other notes:

**Q38. Water leaking:**

69. Other notes:

**Q39. Neighborhood condition:**

70. Other notes:

**Q40a, b – Work:**

71. Other notes:

**Q41. Vacation/layoff:**

72. IF R WAS ASKED THIS QUESTION: What does the term “separado (*layoff*)” [layoff] mean to you in this question?

73. IF R WAS ASKED THIS QUESTION: Does it mean the same thing or something different than “recorte de personal” [layoff] to you?

74. IF R WAS ASKED THIS QUESTION: How about “reducción de personal” [layoff]? Does that mean the same thing or something different to you?

75. IF R WAS ASKED THIS QUESTION: Which do you think would be the easiest for most people to understand (separado (*layoff*), recorte de personal, reducción de personal)?

76. IF R WAS ASKED THIS QUESTION: Other notes:

**Q42. Looking for work:**

77. IF R WAS ASKED THIS QUESTION: Other notes:

**Q43, Flashcard 5 - Reason not looking:**

78. IF R WAS ASKED THIS QUESTION: Other notes:

**Q44. Last work:**

79. IF R WAS ASKED THIS QUESTION: Other notes:

**Q45a, b, c - Employment:**

80. IF R WAS ASKED THIS QUESTION: Other notes:

**Q46a, b - Title and activities:**

81. IF R WAS ASKED THIS QUESTION: Other notes:

**Q47. Type of business:**

82. IF R WAS ASKED THIS QUESTION: Other notes:

**Q48a, b – Weeks/hours:**

83. IF R WAS ASKED THIS QUESTION: Other notes:

**Q49a, b, c – Income:**

84. In your own words, what are these instructions asking you to do? INTERVIEWER: READ INSTRUCTIONS BEFORE Q49a.

85. In your own words, what is this question asking? INTERVIEWER: READ Q49b.

86. Other notes:

**Q49d, e – Government benefits:**

87. What does the phrase “Seguro Social” [Social Security] mean to you in this question?

88. Have you heard of the English title for the program, “Social Security?”

89. Which do you think would be easier for most people to understand?

90. Other notes:

**Q49f, g – Other government benefits:**

91. What does the word “sobreviviente” [survivor] mean to you in this question?

92. Other notes:

**Q50a, b, Flashcard 6 – Education:**

93. Did you have any difficulty coming up with your answer to these two questions about education? Why or why not?
94. What does “programa ocupacional, vocacional o de formación de oficio” [occupational, vocational, or apprenticeship] mean to you in this question? Can you give some examples of when a person would select this category?
95. What does the term “ESL” mean to you in this question?
96. Other notes:

**Q51a, b – Year moved:**

97. Other notes:

**Q52a, b, c, d, e, f – Public assistance:**

98. What does the term “asistencia pública” mean to you in this question?
99. Other notes:

**Q53a, b – Cell phone:**

100. Other notes:

**Q54a, b, c – Health:**

101. Other notes:

**Q55 – Interruption in services:**

102. What does the term “teléfono fijo (land line)” [landline] mean to you in this question?

103.Had you heard the English word “landline” before?

104.Other notes:

**Q56a, b, c – Housing affordability:**

105.In your own words, what is this question asking? INTERVIEWER: REREAD Q56a.

106.Other notes:

**Q57a, b – Immigration to US:**

107.IF R WAS ASKED THIS QUESTION: Other notes:

**Q58. Immigration to NYC:**

108.IF R WAS ASKED THIS QUESTION: Other notes:

**CLOSING STATEMENT**

109.Other notes:

Is there anything else you’d like to tell me that we haven’t had a chance to discuss yet?

110.Notes:

I have just a few final questions for you.

111.How well do you speak English? Very well, well, not well, or not at all?

112.Can you tell me more about why you answered the way you did?

113. When you answered how well you speak English, did you take reading into account?

114. When you answered how well you speak English, did you take accent into account?

115. [IF R ANSWERED WELL AT PROBE 121] What would you have to be able to do in order to answer “very well”?

116. ALL RS: For you, what is the difference between speaking English “well” and speaking “very well”? [IF NEEDED: What can people who speak ‘very well’ do that people who only speak ‘well’?]

117. [IF THEY REPORT ANY ENGLISH PROFICIENCY] At what age did you start speaking English?

118. And just one more question. Today I’ve asked you to complete survey questions in Spanish, but I imagine that sometimes you receive surveys or government forms in English. When that happens, what do you normally do? [IF NEEDED: Would you look for a Spanish help number, try to find a friend or relative to help you, or just ignore it?]

### **SECTION III. CONCLUSION/PAYMENT**

Those were all of my questions. I appreciate you taking the time to speak with me. Your answers were very helpful. Now I’m going to turn the tape recorder off. [TURN OFF TAPE RECORDER. HAND RESPONDENT INCENTIVE].

This is the payment to thank you for your time today. Please open the envelope and double check that the payment for \$60 is all there, and then please fill out this receipt. [HAVE RESPONDENT PUT THEIR NAME, ADDRESS, SIGNATURE, AND DATE ON VOUCHER FORM.]

Thank you!