

**2016 NYCHVS Spanish Translation Research
Protocol 3 (Vacant)
Cognitive Interview Protocol Guide**

PARTICIPANT ID #: _____

DATE: ___ / ___ /2016

COGNITIVE INTERVIEWER NAME:

START TIME: ____: ____ AM / PM

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.

INTRO FOR VACANT UNITS

The New York City Housing and Vacancy Survey is conducted at all types of homes, including vacant homes. When a home is vacant, a Census interviewer talks to a property manager or neighborhood about that home. Today I'd like to do the interview with you about a vacant home in your building. How many vacant homes are in your building? [INTERVIEWER: IF MORE THAN ONE, HAVE RESPONDENT DO INTERVIEW ABOUT UNIT THEY ARE MOST KNOWLEDGEABLE ABOUT.]

Let's pretend I knocked on your door and I'm going to ask you questions about that home.

SECTION II. COGNITIVE INTERVIEW

Do you have any questions before we begin? [INTERVIEWER: ANSWER QUESTIONS.]

Okay, let's get started. Remember that my questions today are about that vacant home in your building.

[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.]

Q59. First occupancy:

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

2. What does the phrase “renovación total” [gut rehabilitation] mean to you in this question?
3. 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?
4. Other notes:

Q60. Units in building:

5. Other notes:

Q61. Owner in building:

6. Other notes:

Q62a, b – Floors in building:

7. Other notes:

Q63 a b, c – Accessibility:

8. 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?
9. Other notes:

Q64a. Rooms:

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

Q64b. Bedrooms:

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

13. 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?

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

Q65a. Complete plumbing:

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

16. Other notes:

Q65b. Exclusive plumbing:

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

18. Other notes:

66a. Complete kitchen:

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

20. How did you come up with your answer to this question?

21. Other notes:

Q66b. Exclusive kitchen:

22. In your own words, what is this question asking?
23. How did you come up with your answer to this question?
24. Other notes:

Q67. Heat:

25. How did you come up with your answer to this question?
26. Other notes:

Q68a. Building type:

27. In your own words, what do you think this question is asking?
28. How did you come up with your answer to this question?
29. What does the term “urbanización” [development] mean to you in this question?
30. Does that mean the same thing, or something different than “desarrollo de viviendas” [development]?
31. How about “complejo” [development]?
32. Which do you think would be easier for most people to understand (urbanización, desarrollo de viviendas, complejo)?

33. Other notes:

Q69. How long vacant:

34. Other notes:

Q70a. Owner/renter occupied previously:

35. How did you come up with your answer to this question?

36. Other notes:

Q70b. Condominium/cooperative

37. How did you come up with your answer to this question?

38. Other notes:

Q71. Available for rent:

39. Other notes:

Q72. Reasons not available:

40. IF R WAS ASKED THIS QUESTION: How did you come up with your answer to this question?

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

Q73. Monthly asking rent:

42. IF R WAS ASKED THIS QUESTION: In your own words, what is this question asking?

43. IF R WAS ASKED THIS QUESTION: How did you come up with your answer to this question?

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

CLOSING STATEMENT

45. Other notes:

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

46. Notes:

I have just a few final questions for you.

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

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

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

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

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

52. 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'?]

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

54. 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!