NCVS Attachments – Table of Contents

NCVS Control Card 1
CAPI Screenshot of OMB Number and Expiration Date........ 10
NCVS-110 (Factsheet) 11
NCVS-110_SP (Spanish Factsheet) 13
NCVS-521 (CAPI Self-Study) 15
NCVS-522 (Initial Training Guide) 227
NCVS-522.1 (Initial Training Workbook) 677
NCVS-541 (Reinterview Instrument)........ 698
NCVS-546 (Reinterview Manual) 739
NCVS-547 (Reinterivew Self-Study) 769
NCVS-550 (CAPI Manual) 851
NCVS-570 (Regional Office Manual) 1832
NCVS-572s (Initial Contact Letter – Regional and Different Languages) 2240
NCVS-573s (Follow-up Interview Letter)........ 2262
NCVS-593s (Thank You Letter) 2276
NCVS-594s (Final Interview Thank You Letter) 2278
NCVS-1 (Screening Instrument) 2280
NCVS-2 (Incident Report)........ 2291

TENURE

Ask or verify:

Are your living quarters...

- Read answer categories.

1. **Owned or being bought by ^YOU_NAME or someone in ^YOUR_HIS_HER household?**
2. **Rented for cash?**
3. **Occupied without payment of cash rent?**

STUDENTHOUSING

- If apparent, enter precode without asking.

Are ^YOUR_NAME living quarters presently used as student housing by a college or university?

1. Yes
2. No

PUBLICHOUSING

Is this building owned by a public housing authority?

1. Yes, public housing
2. No, not public housing

PUBLICHOUSING MGRVERIFY

- If possible, verify PUBLICHOUSING entry of 1 (Yes) with the manager of building.

1. ***Able to verify*** Public housing
2. Not public housing
3. ***Unable to verify*** Telephone
4. Other - Specify

PUBLICHOUSING MGRVERIFYSPEC

- Specify the reason why you are unable to verify the public housing status for this housing unit.

INDIANRESERVATION HU

- If apparent, enter precode without asking.

Are your living quarters located on an American Indian Reservation or on American Indian Lands?

1. Yes
2. No

FARMSALES

During the past 12 months did sales of crops, livestock, and other farm products from this place amount to $1,000 or more?

1. Yes

2. No

ACCESS

◆ Please mark whether or not the sample household has direct access to their living quarters.

1. Direct
2. Through another unit - Not a separate HU; combine with unit through which access is gained

TYPEOFHOUSING UNIT

◆ Please select one box that describes the type of housing unit.

1. House, apartment, flat
2. HU in nontransient hotel, motel, etc.
3. HU permanent in transient hotel, motel, etc.
4. HU in rooming house
5. Mobile home or trailer with no permanent room added
6. Mobile home or trailer with one or more permanent rooms attached
7. HU not specified above - Describe
8. Quarters not HU in rooming or boarding house
9. Unit not permanent in transient hotel, motel, etc.
10. Unoccupied site for mobile home, trailer, or tent
11. Student quarters in college dormitory
12. Other unit not specified above - Describe

TYPEOFHOUSING UNITSPEC7

◆ Please specify the other type of "Housing Unit".

TYPEOFHOUSING UNITSPEC12

◆ Please specify the other type of "Other Unit".

NUMBEROFUNITS

◆ Observe or ask:

How many housing units are in this structure?

1. 1
2. 2
3. 3
4. 4
5. 5-9
6. 10+
7. Mobile home/trailer
8. Only OTHER units

DIRECTENTRANCE TOUNIT

◆ Observe or ask:

Does the unit have an outside entrance, patio doors, or windows, etc., on the ground level - or outside stairs leading directly to this unit?

1. Yes
2. No
3. Don't know

GATEDWALLED COMMUNITY

◆ Ask if unsure

Is this unit in a gated or walled community that restricts access by non-residents or requires entry codes, key cards, or security guard approval to access?

1. Yes
2. No

RESTRICTEDACCESS

◆ Ask if unsure:

Is this unit in a building that requires a special entry system such as entry codes, key cards, or security guard approval to access?

1. Yes
2. No

NAMECHECK

I have ^YOU_READ listed as living or staying at ^THIS_THAT address.

LN	NAME	REL	AGE	SEX	MARITAL	STATUS
^L_NO	^NAME	^REL	^AGS	^SEX	^MARITAL	^PNEED

Are ALL of these people still living or staying at ^THIS_THAT address?

1. Yes
2. No

REFPERSTILLLIVE

◆ Ask or verify

Does ^REFPERSON still live at this address?

1. Yes
2. No

NEWREFPER

What is the name of the person (or one of the persons) who owns or rents that home? Would that be you?

◆ Enter line number of the new reference person or 31 if someone not listed

LN	NAME	HHRESP	REL	SEX	AGE
^L_NO	^NAME	^HHLD_R	^REL	^SEX	^AGS

01.-30. Line number 01 – Line number 30
31. Someone not listed above

NEWREFPER_FNAME

What is their name?

◆ Enter the new reference person's first name on this screen and last name on the next screen

NEWREFPER_LNAME

What is their last name?

◆ Enter new reference person's last name**.**

VFYSEX

◆ Ask if necessary:

^IS_ARE ^REFPERSON male or female?

1. Male
2. Female

MEMBERCHANGES

◆ Enter reason why there is a change in household membership for this person.

◆ If no change is needed for this person, press the ENTER key without selecting a precode.

◆ Use the arrow keys to move through the table and REVIEW/UPDATE demographics. When done, press Page Down.

10. ***WHY ENTERED HOUSEHOLD:*** Person turned 12
11. Returned from school or college
12. Returned from institution
13. Entered because of marriage/separation/divorce
14. Person entered household for reasons other than above
15. ***WHY LEFT HOUSEHOLD:*** Person died
16. Left for school or college
17. Entered institution
18. Left because of marriage/separation/divorce
19. Person left household for reasons other than above
20. Visitor - residence elsewhere
21. NO Change to Membership

HHROSTER_FNAME

What are the names of all people living or staying ^HERE_THERE? Start with the person who ^OWNS_RENTS this home.

- Enter first name on this screen.
- ^MEM_NONMEM
- Enter 999 to leave the table.

HHROSTER_LNAME

What are the names of all people living or staying ^HERE_THERE? Start with the person who ^OWNS_RENTS this home.

- Enter last name on this screen.

SEX

- Ask if necessary:

^AREYOU_IS_C ^NONHHRNAME_CC male or female?

1. Male
2. Female

RELATIONSHIP

- ^NEWREFPERRVW

What is ^YOUR_NAME_CC^NMS_CC relationship to ^REFPERSON?

11. Husband
12. Wife
13. Son
14. Daughter
15. Father
16. Mother
17. Brother
18. Sister
19. Other relative
20. Nonrelative

HHMEMBER

^DO_DOES_C_CC ^YOU_NAME_CC usually live ^HERE_THERE?

- If "No", probe for usual residence elsewhere.

1. Yes
2. No

HSEMEMURE

^DO_DOES_C_CC ^YOU_NAME_CC have a usual place of residence elsewhere?

1. Yes
2. No

HHLDCOVERAGE

Have I missed anyone else living or staying ^HERE_THERE such as any babies, any lodgers, or anyone who is away at present traveling or in the hospital?

L_NO   NAME

^L_NO ^NAME

1. Yes
2. No

ENTIREHHURE

- All people on the household roster have a usual residence elsewhere.
- Enter 1 to exit this case.
- Then, reenter this case to code it a Noninterview (Type B - Entire Household URE) via START_CP.

1. Enter 1 to Continue

PICK1STHHRESP

- Enter the line number for the person with whom you are speaking.
- This person should be at least 18 years of age and knowledgeable about the household.

LN   NAME

^L_NO   ^NAME

01.-30. Line number 01 – Line number 30

AGECHECK

I have ^YOU_NAME_CC listed as ^AGE_NO ^YEAR_YEARS old^AS_OF_LAST_MONTH Is that correct?

1. Yes, age IS correct
2. No, age is NOT correct

BRTHDATEMO

What is ^YOUR_NAME_CC^NMS_CC date of birth?

- Enter month on this screen.

1. January
2. February
3. March
4. April
5. May
6. June
7. July
8. August
9. September

10. October
11. November
12. December

BRTHDATEDY

What is ^YOUR_NAME_CC^NMS_CC date of birth?

- Enter day on this screen

BRTHDATEYR

What is ^YOUR_NAME_CC^NMS_CC date of birth?

- Enter year on this screen

- If year is less than 1890, enter 1890

VFYAGE

That would make ^YOU_NAME_CC ^AGE_NO ^YEAR_YEARS old^AS_OF_LAST_MONTH Is that correct?

1. Yes
2. No

ESTAGE

Even though you don't know ^YOUR_NAME_CC^NMS_CC exact birthdate, ^AGE_GUESS ^HE_SHE_WAS_ON ^HIS_HER ^LAST_BDAY

AGERNG

^AGE_RANGE

- Read appropriate age categories.

1. **0 - 11 years old?**
2. **12 - 13 years old?**
3. **14 - 15 years old?**
4. **16 - 17 years old?**
5. **18 - 24 years old?**
6. **25 - 34 years old?**
7. **35 - 49 years old?**
8. **50 - 65 years old?**
9. **66 years old or older?**

MARITAL

- Enter new marital status for ^NAME_CC

LAST REPORTED AS: **^MARITAL**

- If in doubt, ask:

^AREYOU_IS_C ^NONHHRNAME_CC now married, widowed, divorced, separated or ^HAVE_YOU_HAS_HE_SHE_CC never been married?

1. Married

2. Widowed
3. Divorced
4. Separated
5. Never married

ARMEDFORCES

LAST REPORTED AS: **^MILITARY**

^AREYOU_IS_C ^NONHHRNAME_CC now in the Armed Forces?

1. Yes
2. No

EDUCATIONATTAIN

<Flashcard Booklet> (Page 6)

LAST REPORTED AS: **^EDUCATIONATTAIN**

What is the highest level of school ^YOU_NAME_CC completed or the highest degree ^YOU_HE_SHE_CC received?

1. 1st grade
2. 2nd grade
3. 3rd grade
4. 4th grade
5. 5th grade
6. 6th grade
7. 7th grade
8. 8th grade
9. 9th grade
10. 10th grade
11. 11th grade
12. 12th grade (No diploma)
13. High school graduate (Diploma or equivalent)
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 (PhD, EdD)
20. Never attended, preschool, kindergarten

ATTENDINGSCHOOL

LAST REPORTED AS: **^ATTENDINGSCHOOL**

^AREYOU_IS_C ^NONHHRNAME_CC currently attending or ^REGULAR_SCHOOL enrolled either full-time or part-time in a college or university, trade, or vocational school?

1. Regular school
2. College/University

3. Trade school
4. Vocational school
5. None of the above schools

SP_ORIGIN

<Flashcard Booklet> (Page 8)

^AREYOU_IS_C ^NONHHRNAME_CC Spanish, Hispanic, or Latino?

1. Yes
2. No

RACE

<Flashcard Booklet> (Page 10)

- If personal interview show flash card.
- If telephone interview read answer categories.
- Do not probe.

Please choose one or more races that ^YOU_NAME_CC consider/considers ^YOURSELF_HIMSELF_HERSELF_CC to be.

1. White
2. Black or African American
3. American Indian or Alaska Native
4. Asian
5. Native Hawaiian or Other Pacific Islander
6. Other - Specify

RACE_SPECIFY

- Specify the other race for this person.

National Crime Victimization Survey -- NCVS Questions ver 43.13 (05/26/2015)

Forms | Answer | Navigate | Options | Help | Hide Watch Window

Main | HH Roster | New HHR | FAQs | Supplement_Info | Contact | F10

- OMB NOTICE

- Read the NOTICE statement to the respondent only if they have a serious grievance and would like to make a complaint regarding the survey.

- Allow the respondent time to copy the agency title and address provided in the NOTICE statement.

OMB No. 1121-0111: Approval Expires: 8/31/2015

NATIONAL CRIME VICTIMIZATION SURVEY NOTICE -

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, 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. According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB number. Comments about this survey or recommendations for reducing its length may be sent to the Chief, Victimization Statistics Branch, Bureau of Justice Statistics, Washington, D.C. 20531.

1. Proceed with interview
2. Return to FAQ list

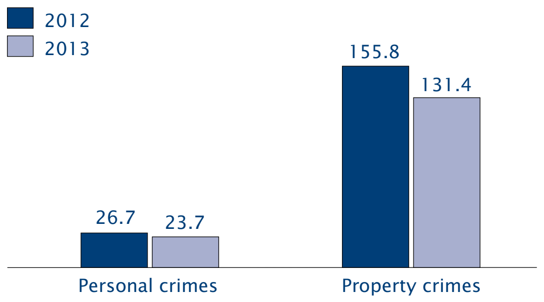
OMB Notice

Comparing Crime Data

- By comparing the NCVS data over time, criminal justice planners can determine whether or not there are any meaningful changes in criminal victimization patterns for certain types of crime.
- In 2012, the personal crime rate was 26.7 victimizations per 1,000 persons age 12 or older, which is not statistically different from 23.7 victimizations per 1,000 persons age 12 or older in 2013 (see Figure 4).
- The overall property crime rate decreased from 155.8 victimizations per 1,000 households in 2012 to 131.4 victimizations per 1,000 households in 2013.

Figure 4.

Comparison of Crime From 2012 to 2013
(Rate per 1,000 persons age 12 or older)



Note: For personal crimes, the rates are not statistically different from each other.

Source: Bureau of Justice Statistics, National Crime Victimization Survey, 2012–2013.

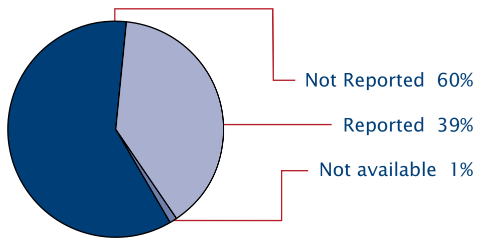
Reporting Crimes to the Police

- The NCVS was intended to complement what is known about crime from the Federal Bureau of Investigation's annual compilation of information reported to police (Uniform Crime Reports). The NCVS, which also counts incidents not reported to the police, provides a detailed picture of crime incidents, victims, and trends from the victim's perspective. In 2013, the majority of crimes measured by the NCVS (60 percent) were not reported to the police (see Figure 5).

Figure 5.

Reporting Crimes to the Police in 2013
(In percent)

All crimes



Note: Not available is not statistically different from zero.

Source: Bureau of Justice Statistics, National Crime Victimization Survey, 2013.

A Word About Confidentiality

- We use the information you provide for statistical purposes only. Anyone who might see your answers has to take an oath and is subject to a fine and/or imprisonment for improperly disclosing any information you provide (U.S. Code, Title 13, Section 9 and 214).
- The charts and graphs shown in this factsheet were created from a compilation of data provided by respondents like you and are examples of how the data are used to provide information on many topics related to crime and victimization. Your name and address are NOT part of the statistical totals released to the public.
- It is illegal for us to provide anyone, including other government agencies, with information about you as an individual.

Source and Accuracy

- Data presented in this factsheet are based on people and households that responded to the NCVS in 2012 and 2013. The resulting estimates are representative of the entire population. However, the data are subject to error arising from sampling and nonsampling error. All comparisons presented in this factsheet have taken sampling error into account, and are significant at the 90 percent confidence level, unless otherwise stated. For information on sampling error, nonsampling error, and survey methology, please see the "National Crime Victimization Survey: Technical Documentation" document located at <www.bjs.gov/content/pub/pdf/ncvstd13.pdf>.

Other Publications

- This factsheet contains only a few of the highlights of the NCVS findings. The BJS publishes other reports periodically to meet the needs of the many interested people in law enforcement, government, and the private sector who analyze the crime problem and plan programs for combating it. By participating in the NCVS, you are contributing to the knowledge needed to plan effective programs to combat crime.
- The BJS publishes a wide variety of special reports on topics such as Black and Hispanic victims, elderly victims, robbery victims, rape, motor vehicle theft, and so forth. You may obtain the most recent copies of these and other reports based on the NCVS data by writing to or visiting the BJS Web site at:

  National Criminal Justice
  Reference Service (NCJRS)
  P.O. Box 6000
  Rockville, MD 20849-6000

  http://bjs.gov

Useful Information

National Domestic Violence Hotline
1-800-799-SAFE
1-800-787-3224 (TTY)

National Center for Victims of Crime
1-202-467-8700
http://victimsofcrime.org/

Child Help®
National Child Abuse Hotline
1-800-4-A-CHILD

Eldercare Locator
1-800-677-1116

Issued February 2015
NCVS-110 (02-15)

2013 National Crime Victimization Survey

Factsheet—2013 Data

U.S. Department of Commerce
Economics and Statistics Administration
U.S. CENSUS BUREAU
census.gov

What Is the National Crime Victimization Survey?

The National Crime Victimization Survey (NCVS) is a nationwide survey based on a sample of households. The survey is designed to obtain detailed information about people victimized by certain types of crime, such as theft, burglary, motor vehicle theft, robbery, assault, rape, and purse snatching/pocket picking.

The NCVS:

- Reflects crimes that victims do not report to the police, as well as those that are reported.
- Is the primary source of detailed information on the characteristics of both the victim and the crime and gives a more complete picture of the extent and nature of crime in the United States.

Uses of the NCVS data:

- The NCVS provides information used by law enforcement, judicial, and correctional agencies to improve their effectiveness and planning.
- The U.S. Department of Education measures the prevalence and nature of student victimizations at school.
- The U.S. Department of Housing and Urban Development measures crime in public housing.
- The U.S. Department of Agriculture measures how crime affects farmers.
- The U.S. Department of Health and Human Services identifies occupations and workplaces at high risk for violence so that effective preventative measures are developed.
- Academics and researchers in educational institutions use the NCVS data to prepare reports and scholarly publications, which are used in a number of academic disciplines, including sociology, criminology, psychology, and political science.

Who conducts this survey?

- The U.S. Census Bureau conducts the NCVS for the Bureau of Justice Statistics (BJS) of the U.S. Department of Justice.
- The Census Bureau collects and processes the information and aids the BJS in the analysis of the data.
- The BJS is responsible for the publication of the results.

How is the information collected?

- The NCVS involves interviews of households scientifically sampled in all 50 states and the District of Columbia.
- Sample survey methods permit the study of small numbers of people to obtain needed facts about the entire population of the country. These methods greatly reduce the cost of collecting information.
- Interviews are conducted by Census Bureau interviewers either in person or by telephone.

How was I selected for this survey?

- We scientifically select a cross-section of addresses, not you personally, to represent all households in the United States for this survey.
- We interview each selected address once every 6 months over a 3-year period for a total of seven interviews.
- If you move away while your dwelling is still in the survey, we will interview the family that moves in.

Your participation is important.

- Participation in this survey is voluntary and there are no penalties for refusing to answer any questions. However, whether you were victimized or not, your cooperation is extremely important to help ensure the completeness and reliability of the survey results. Your answers not only represent your household, but also hundreds of other similar households.

What Information Do You Get From This Survey?

- Types and amount of crimes committed.
- Characteristics of victims.
- Offender characteristics for violent offenses.
- Details of crimes, including:
  - When and where crimes occur.
  - Economic loss to the victim.
  - Extent of injuries suffered by the victim.
  - Whether the victim knew the offender or whether they were strangers.
  - Whether the offender used a weapon.
  - Whether the police were notified.

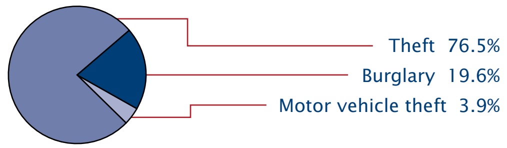
What Are the Results From the NCVS?

- The BJS releases the results of the NCVS on an annual basis, as well as issuing special topical reports on a periodic basis. It publishes only aggregate statistics on the country as a whole and never releases information about you as an individual.
- Results for 2013, the most recent year in which annual estimates are available, showed that assaults were the single most prevalent type of crime committed against persons age 12 or older (personal crime). They comprised 82.7 percent of all personal victimizations in 2013 (see Figure 1).
- Assaults are defined as unlawful physical attacks or threats of attack made directly toward a person face-to-face. They are classified as simple or aggravated, with the severity of attack ranging from simple or minor to nearly fatal.
- The remainder of the personal crimes include robbery, rape/sexual assault, and purse snatching/pocket picking. These crimes collectively account for the remaining 17.3 percent of personal victimizations in 2013.
- As illustrated in Figure 1, thefts, such as lawn furniture stolen from a backyard or a bicycle stolen from the driveway, were the most common property crimes reported for 2013, accounting for 76.5 percent of all property crimes. Other property crimes included burglary, at 19.6 percent, and motor vehicle theft, at 3.9 percent.

Figure 1.

2013 Personal Crimes
(Percent of total victimizations)

2013 Property Crimes
(Percent of total victimizations)



Source: Bureau of Justice Statistics, National Crime Victimization Survey, 2013.

Personal Crimes

Sex of victim:

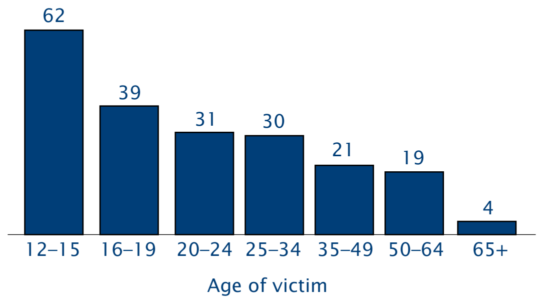
- For personal crimes of violence in 2013, males age 12 or older experienced 24 victimizations per 1,000 persons, which is not statistically different from females age 12 or older who experienced 23 victimizations per 1,000 persons.

Age of victim:

- A person's age affects the likelihood of becoming a victim of crime. In 2013, NCVS findings show that people age 12 to15 are most likely to be victimized and those 65 or older are least likely to be victimized (see Figure 2).
- People age 12 to 15 had 62 victimizations per 1,000 persons. People age 65 or older had 4 victimizations per 1,000 persons.

Figure 2.

**2013 Personal Crimes:
Age of Victim**
(Rate per 1,000 persons age 12 or older)



Note: Not all groups are statistically different from each other.

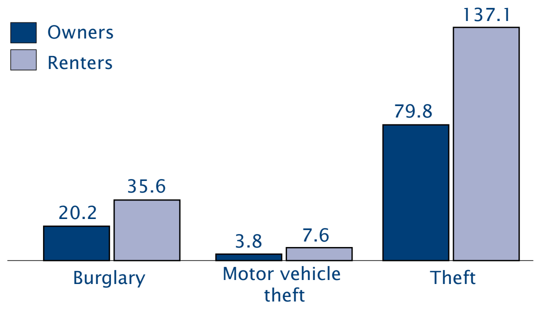
Source: Bureau of Justice Statistics, National Crime Victimization Survey, 2013.

Property Crimes

- We classify property crimes reported to the NCVS into three major types: burglary, motor vehicle theft, and theft (includes both attempted and completed crimes).
  - Burglary consists of the actual or attempted unlawful entry of a house, apartment, or other residential structure, such as a homeowner's garage.
  - Motor vehicle theft includes theft and attempted theft of cars, trucks, motorcycles, and other vehicles legally entitled to use the public roads and highways.
  - Theft, the most prevalent property crime, occurs when an offender takes or attempts to take cash or property without personal contact. Incidents involving theft of property from within the sample household would classify as a theft if the offender has a legal right to be in the house, otherwise the incident would classify as a burglary.
- As illustrated in Figure 3, renters had higher rates of victimization in 2013 than homeowners for each of the three major types of property crimes.

Figure 3.

2013 Property Crimes: Owners vs. Renters
(Rate per 1,000 households)



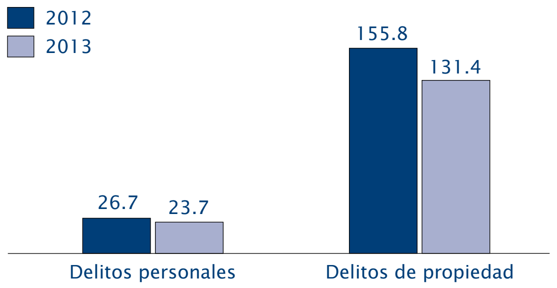
Source: Bureau of Justice Statistics, National Crime Victimization Survey, 2013.

Comparación de los Datos Sobre los Delitos

- Mediante la comparación de los datos de la NCVS en el transcurso del tiempo, los planificadores de justicia criminal pueden determinar si ha habido cambios significativos o no en los patrones de casos de víctimas de delitos para ciertos tipos de delitos.
- En el 2012, el número de personas que fueron víctimas de delitos fue de 26.7 por cada 1,000 personas de 12 años o más, lo cual no es estadísticamente diferente de 23.7 por cada 1,000 personas de 12 años o más en el 2013 (vea la Ilustración 4).
- En los delitos de propiedad hubo una disminución de 155.8 casos de víctimas de delitos por cada 1,000 hogares en 2012 a 131.4 casos de víctimas de delitos por cada 1,000 hogares en el 2013.

Ilustración 4.

Comparación de delitos desde el 2012 al 2013
(Tasa por cada 1,000 personas de 12 años o más)



Nota: Para los delitos personales, las tasas no son estadísticamente diferentes entre sí.

Fuente: Buró de Estadísticas Judiciales, Encuesta Nacional de Víctimas de Delitos, 2012-2013.

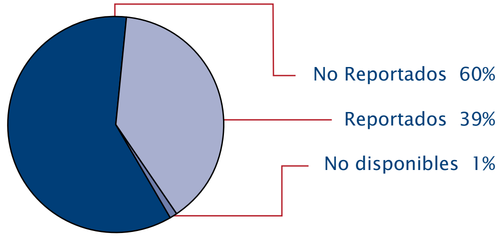
Delitos Que se Reportaron a la Policía

- La NCVS fue concebida para complementar lo que se conoce acerca de los delitos a partir de la recopilación anual de información reportada a la policía (Uniform Crime Reports). La encuesta, que también cuenta los incidentes que no fueron reportados a la policía, proporciona un panorama detallado de los incidentes delictivos, las víctimas y las tendencias desde la perspectiva de las víctimas. En el 2013, la mayoría de los delitos calculados por la NCVS (60 por ciento) no se habían reportado a la policía (vea la Ilustración 5).

Ilustración 5.

Delitos reportados a la policía en el 2013
(en por ciento)

Todos los delitos



Nota: No disponibles no es estadísticamente diferente de cero.

Fuente: Buró de Estadísticas Judiciales, Encuesta Nacional de Víctimas de Delitos, 2013.

Unas Palabras Sobre la Confidencialidad

- Usamos la información que usted proporciona para fines estadísticos solamente. Cualquier persona que pueda ver sus respuestas tiene que prestar un juramento y está sujeto a una multa o una condena de cárcel si revela de manera inapropiada cualquier información que usted proporcione (secciones 9 y 214 del título 13 del Código de los Estados Unidos).
- Las tablas y gráficas que se muestran en esta hoja informativa han sido creadas a partir de una recopilación de datos provistos por respondedores como usted, y son ejemplos de cómo se usan los datos para proveer información sobre muchos temas relacionados con los delitos y los casos de víctimas de delitos. Su nombre y su dirección NO forman parte de los totales estadísticos que se hacen públicos.
- Es ilegal que nosotros le proporcionemos información sobre usted como individuo a cualquier entidad, incluida cualquier otra agencia del gobierno.

Fuentes y Precisión

- Los datos que se presentan en esta hoja informativa se basan en las personas y los hogares que respondieron a la NCVS en el 2012 y el 2013. Los estimados que se obtuvieron como resultado son representativos de toda la población. Sin embargo, los datos están sujetos a errores de la muestra y errores ajenos a la muestra. Todas las comparaciones que se presentan en esta hoja informativa han tenido en cuenta los errores de la muestra y son significativos a un nivel de confianza del 90 por ciento, a menos que se indique de otra manera. Para obtener más información sobre los errores de la muestra, errores ajenos a la muestra y la metodología de la encuesta, vea el documento “Encuesta Nacional de Víctimas de Delitos: documentación técnica” que se encuentra en <http://www.bjs.gov/content/pub/pdf/ncvstd13.pdf>.

Otras Publicaciones

- Esta hoja informativa solamente contiene algunos de los datos de las conclusiones de la NCVS. El BJS publica periódicamente otros reportes para satisfacer las necesidades de muchas personas interesadas en el orden público, el gobierno y el sector privado que analizan los problemas criminales y planifican programas para combatirlos. Al participar en la NCVS, usted está contribuyendo al conocimiento que se necesita para planificar programas efectivos para combatir el crimen.
- El BJS publica una amplia variedad de informes especiales sobre temas, tales como víctimas de raza negra e hispanos, víctimas de edad avanzada, delito de violación, víctimas de robos, robo de vehículos, etc. Usted puede obtener las copias más recientes de estos y otros informes de datos de la NCVS escribiendo al BJS o visitando el sitio en Internet de la BJS:

National Criminal Justice
Reference Service (NCJRS)
P.O. Box 6000
Rockville, MD 20849-6000

http://bjs.gov

Información Útil

Línea Nacional Sobre Violencia Doméstica
1-800-799-SAFE
1-800-787-3224 (TTY)

Centro Nacional Para Víctimas de Delitos
1-202-467-8700
http://victimsofcrime.org/

Ayuda Para los Niños
Línea Nacional Para Abuso Infantil
1-800-4-A-CHILD

Localizador de Atención a Ancianos (Eldercare)
1-800-677-1116

Publicado en Febrero de 2015
NCVS-110 (2-15)

2013 Encuesta Nacional de Víctimas de Delitos

Hoja Informativa—2013

Departamento de Comercio de los EE.UU.
Administración de Economía y Estadísticas
OFICINA DEL CENSO DE LOS EE.UU.
census.gov

United States Census Bureau

¿Qué es la Encuesta Nacional de Víctimas de Delitos?

La Encuesta Nacional de Víctimas de Delitos (NCVS) es una encuesta nacional que se basa en una muestra hogares. La encuesta está diseñada para obtener información detallada acerca de las personas que han sido víctimas de determinado tipo de delitos, como robo, hurto, robo de automóvil, atraco, asalto, violación y víctima de carteristas o que le arrebataran el bolso.

La NCVS :

- Refleja los delitos que las víctimas no reportan a la policía, así como aquellos que sí reportan.
- Actualmente es la única fuente de información detallada sobre las características de las víctimas y de los delitos, y proporciona una imagen más detallada de la extensión y la naturaleza del delito en los Estados Unidos.

Usos de los datos de las NCVS:

- La NCVS provee información que es utilizada por las agencias de orden público, judiciales y correccionales para mejorar su eficacia y su planificación.
- El Departamento de Educación de los EE.UU. determina la incidencia y la naturaleza de los casos en que los estudiantes son víctimas de delitos en las escuelas.
- El Departamento de Vivienda y Desarrollo Urbano de los EE.UU. determina la incidencia de delitos en las viviendas públicas.
- El Departamento de Agricultura de los EE.UU. determina cómo los delitos afectan a los granjeros.
- El Departamento de Salud y Servicios Humanos de los EE.UU. identifica las ocupaciones y los lugares de trabajo en los que hay alto riesgo de violencia, de manera que se creen medidas preventivas efectivas.
- Instituciones educativas: Muchos académicos e investigadores usan los datos de la NCVS para preparar informes y publicaciones científicas que se utilizan en un sinnúmero de disciplinas, incluidas la sociología, la criminología, la psicología y las ciencias políticas.

¿Quién lleva a cabo la encuesta?

- La Oficina del Censo de los EE.UU. lleva a cabo la NCVS para el Buró de Estadísticas Judiciales (BJS) del Departamento de Justicia de los EE.UU.
- La Oficina del Censo recopila y procesa la información y ayuda al BJS en el análisis de los datos.
- El BJS es responsable por la publicación de los resultados.

¿Cómo se recopila la información?

- La NCVS incluye entrevistas a una muestra científica de hogares en los 50 estados y el Distrito de Columbia.
- Los métodos de encuesta por muestra permiten el estudio de pequeños números de personas, con el objetivo de obtener datos acerca de toda la población del país. Estos métodos reducen considerablemente el costo de la recopilación de información.
- Los entrevistadores de la Oficina del Censo llevan a cabo las entrevistas, ya sea en persona o por teléfono.

¿Cómo fui seleccionado para esta encuesta?

- Seleccionamos científicamente una muestra de direcciones característica, no a usted personalmente, para representar a todos los hogares en los Estados Unidos para esta encuesta.
- Entrevistamos a cada una de las direcciones seleccionadas una vez cada 6 meses en un periodo de 3 años, para un total de siete entrevistas.
- Si usted se muda a otro lugar mientras su residencia está incluida en la encuesta, entrevistaríamos a la familia que se mude a su antigua residencia.

Su participación es importante.

- La participación en esta encuesta es voluntaria, y no hay penalidad por negarse a contestar las preguntas. Sin embargo, ya haya sido usted víctima de un delito o no, su cooperación es de extrema importancia para ayudar a garantizar que los resultados de la encuesta estén completos y sean confiables. Sus respuestas no solamente representan a su hogar, sino también a otros cientos de hogares similares.

¿Qué Información Reciben Ustedes de Esta Encuesta?

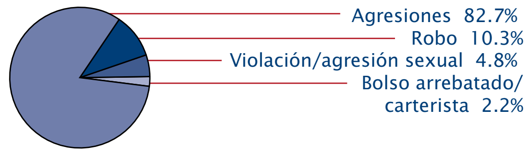
- Los tipos y la cantidad de delitos cometidos.
- Características de las víctimas.
- Características de los infractores de delitos violentos.
- Detalles de los delitos, incluidos:
  - Cuándo y dónde ocurren los delitos.
  - Las pérdidas económicas causadas a la víctima.
  - La magnitud de los daños sufridos por la víctima.
  - Si la víctima conocía al infractor o si eran desconocidos.
  - Si el infractor usó un arma.
  - Si se notificó a la policía.

¿Cuáles Son los Resultados de la NCVS?

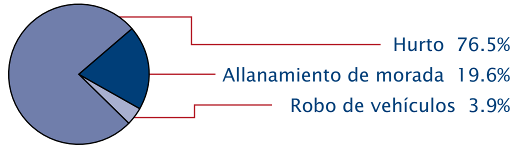
- El BJS publica anualmente los resultados de la NCVS, además de la presentación de informes temáticos especiales periódicamente. Solamente se publican estadísticas generales sobre el país en su totalidad, nunca se da a conocer información sobre usted como individuo.
- Los resultados para el 2013, el año más reciente en el que estuvieron disponibles los estimados anuales, mostraron que las agresiones eran el tipo de delito más frecuente cometido contra una persona (delitos personales). Estos constituían alrededor del 82.7 por ciento de todos los delitos personales en el 2013 (vea la Ilustración 1).
- Las agresiones se definen como ataques físicos ilegales o amenazas que se hacen directamente a la persona frente a frente. Estas se clasifican como menores o graves, y la severidad de los ataques puede ir desde simple o menor hasta casi mortal.
- Los delitos personales restantes incluyen robo, violación/agresión sexual, arrebatar bolsos/ carteristas. Estos delitos en su conjunto constituyen el restante 17.3 por ciento de los sufridos por las víctimas de delitos personales en el 2013.
- Como se muestra en la Ilustración 1, los hurtos, como el robo de los muebles de jardín en el patio o el robo de una bicicleta en la entrada de la casa, fueron los delitos de propiedad más comunes reportados en el 2013, lo cual constituye alrededor del 76.5 por ciento de todos los delitos de propiedad. Otros delitos contra la propiedad incluyen el allanamiento de morada, con alrededor del 19.6 por ciento, y los robos de automóviles, con alrededor del 3.9 por ciento.

Ilustración 1.

Delitos personales en el 2013
(Por ciento total de casos de víctimas de delitos)



Delitos de propiedad en el 2013
(Por ciento total de casos de víctimas de delitos)



Fuente: Buró de Estadísticas Judiciales, Encuesta Nacional de Víctimas de Delitos, 2013.

Delitos Personales

Sexo de las víctimas:

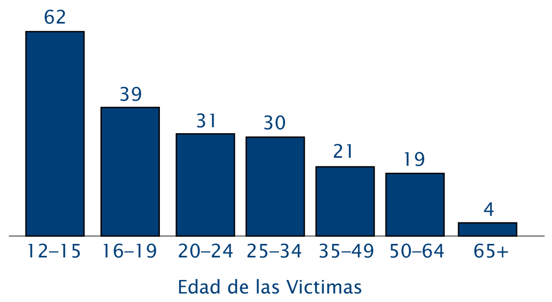
- Para los delitos personales violentos en el 2013, las personas de sexo masculino de 12 años o más experimentaron 24 casos de víctimas de delitos por cada 1,000 personas, lo cual no es estadísticamente diferente de las personas de sexo femenino de 12 años o más que experimentaron 23 casos de víctimas de delitos por cada 1,000 personas.

Edad de las víctimas:

- La edad de la persona influye en la probabilidad de que se convierta en víctima de un delito. En el 2013, las conclusiones de la NCVS muestran que las personas de edades entre 12 y 15 años tenían más probabilidades de ser víctimas de un delito, mientras la personas de 65 años de edad o más tenían menos probabilidades (vea la Ilustración 2).
- Las personas de edades entre 12 y 15 años fueron víctimas de 62 delitos personales por cada 1,000 personas. Las personas de 65 años de edad o más fueron víctimas de 4 delitos por cada 1,000 personas.

Ilustración 2.

Delitos personales en el 2013: edad de las víctimas
(Tasa por cada 1,000 personas de 12 años o más)



Nota: No todos los grupos son significativamente diferentes entre sí estadísticamente.

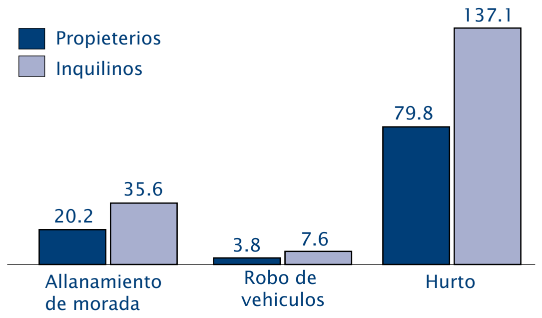
Fuente: Buró de Estadísticas Judiciales, Encuesta Nacional de Víctimas de Delitos, 2013.

Delitos de Propiedad

- Clasificamos los delitos de propiedad que se reportan a la NCVS en tres tipos principales: allanamiento de morada, robo de automóviles y hurto (incluidos los intentos y los delitos consumados).
  - El allanamiento de morada consiste en la entrada o intento de entrada en una casa, apartamento o estructura residencial, como el garaje de un propietario de vivienda.
  - El robo de vehículos los robos e intentos de robo de automóviles, camiones, motocicletas y otros vehículos que tengan derecho legal a usar las carreteras y autopistas públicas.
  - El hurto, el más común de los delitos de propiedad, ocurre cuando el infractor adquiere o trata de adquirir dinero o propiedades sin contacto personal. Los incidentes que incluyan la sustracción de propiedades desde el interior de un hogar en la muestra deben ser clasificados como hurto si el infractor tiene derecho legal a estar en la casa, de lo contrario se deben clasificar como allanamiento de morada.
- Como se muestra en la Ilustración 3, los inquilinos tuvieron mayores índices de casos de víctimas de delitos en el 2013 que los propietarios de viviendas para cada uno de los principales tipos de delitos de propiedad.

Ilustración 3.

Delitos de Propiedad en el 2013: Propietarios comparados con Inquilinos
(Tasa por cada 1,000 hogares)



Fuente: Buró de Estadísticas Judiciales, Encuesta Nacional de Víctimas de Delitos, 2013.

NCVS-521
(10/2014)

National Crime Victimization Survey

CAPI Self-Study
For NCVS Field Representatives

United States™
Census
Bureau

Table of Contents

Lesson	Title	Page
	Self-Study Instructions	i
1	Introduction to the National Crime Victimization Survey	1-1
2	Basic Interviewing Techniques	2-1
3	NCVS Sample Design and Control Number	3-1
4	The NCVS Field Representative's Manuals for CAPI	4-1
5	Blaise and the NCVS	5-1
6	Case Management	6-1
7	The Person Level Contact History Instrument (pCHI)	7-1
8	More Details About Your Job	8-1
9	The Blaise Basics: the Survey Instrument	9-1
10	The NCVS CAPI Instrument	10-1
11	The NCVS Front Section	11-1
12	The NCVS Middle Section - Basic Household Questions	12-1
13	The NCVS Middle Section - NCVS Screen Questions	13-1
14	The NCVS Middle Section - Crime Incident Report	14-1
15	The NCVS Middle Section - Other Survey Questions	15-1
16	The NCVS Back Section	16-1
17	Practice Interview	17-1
18	Final Review Exercise	18-1

NOTES

Self-Study Instructions

Welcome!

Welcome to the U.S. Census Bureau and to the National Crime Victimization Survey, also called the NCVS. This self-study prepares you for the initial NCVS classroom training and for your job as an NCVS field representative or FR. As an NCVS FR, you will be conducting interviews via computer-assisted personal interviewing (CAPI). Computer-assisted interviewing allows you to key responses from respondents directly into a computer program on a laptop. We call the computer program that runs the NCVS interview the “**instrument**.” The instrument on your laptop consists of all the questions you could possibly ask a respondent. For the NCVS, CAPI interviews are those that you conduct by personal visit and telephone interview.

Generic Pre-classroom Training

Complete the generic interviewer pre-classroom training before you start this NCVS self-study. Refer to your Welcome Letter for a concise list of instructional products for your generic pre-classroom training, as well as your password, and the 11-900 Curriculum Plan. The Curriculum Plan gives the sequence of instructions for the generic pre-classroom training.

You must also complete the Automated Listing and Mapping Instrument (ALMI) at Time of Interview (TOI) Self-study, Form 11-826, before completing this self-study. If you do not have the instructional materials for your generic pre-classroom training and for the ALMI-TOI training, contact your regional office immediately.

If you have not completed the generic pre-classroom training, please notify your supervisor immediately and **DO NOT** begin this self-study. Only proceed with this self-study if you have completed the pre-classroom training.

Time Allowed

Charge only the actual time it takes you to complete this self-study. You may charge **up to 10 hours** to complete the self-study, so keep a record of the time you spend working on it using the “NOTES” page at the end of self-study. Also use the “NOTES” page to enter any questions you may have as you complete each lesson, so you can discuss them with your instructor during classroom training.

Charge Time to Appropriate Project Number

Charge the time that you spend completing this self-study *(not to exceed 10 hours)* to **the appropriate project number and task code 520.** The project number depends on the year the self-study is completed (refer to the chart below). It is extremely important that you charge to the correct project number.

Self-study completed between	Charge to project	Task code
January – December 2014	7523014	520
January – December 2015	7523015	520
January – December 2016	7523016	520
January – December 2017	7523017	520

Review of the Generic Pre-classroom Training

A summary of the generic pre-classroom training:

Laptop Computer Video

The “Getting to Know Your Laptop Computer” video instructed you on the use of your laptop computer. The video included details on the hardware components of the laptop, startup, log on, shut down procedures, steps to change the laptop battery, and your legal responsibility regarding the use and care of the laptop.

Windows CBT

The computer-based training (CBT) program taught you basic windows usage and introduced you to laptop applications such as transmissions, system tools, and mail.

InterAct Pre-classroom Learning Magazine

From the 11-901, InterAct Preclassroom Learning Magazine, you learned the role and responsibilities of an FR and tools and techniques for succeeding in the field.

WINFRED

The 11-12 (WIN), Windows Field Representative Earnings Data (WINFRED) Self-Study, provided you with the basic knowledge of the time and attendance software. The WINFRED CBT provided you with hands-on practice entering your payroll information.

ALMI TOI

From the ALMI TOI training you learned that this system was developed to allow you access, in a read-only mode, to the Demographic Area Address Listing (DAAL) results. ALMI provides you with automated maps to help you locate sample units in area segments at the time of current survey interviewing. Since access to ALMI is read-only, you cannot update the automated maps or listing.

Other Topics

In the generic pre-classroom training you also learned:

- Safety on the job includes wearing the proper clothing, packing emergency items in your vehicle, and locking all valuables in the trunk while interviewing.
- The Census Bureau conducts a decennial census every ten years and conducts many surveys that complement the decennial census.
- Confidentiality is an important part of conducting surveys for the Census Bureau.
- Primary sampling units (PSUs) are sample counties selected scientifically to represent the entire United States for conducting surveys.
- Practicing good interviewing techniques is necessary for all field representatives.
- The computer has distinct parts, such as a hard drive, a monitor, a keyboard, and a battery.

Finally, a video was included to give you an idea of a typical day for a Census Bureau FR.

Materials Needed for this Self-Study

You need the following materials to complete this self-study. Call your supervisor if you are missing any of:

1 Your laptop and all related accessories

2 NCVS-550, CAPI Interviewing Manual for Field Representatives (electronic document on laptop)

3 NCVS-554, Field Representative's CAPI Information Card Booklet

4 NCVS-572(L), Introductory Letter (incoming)

5 NCVS-573(L), Introductory Letter (continuing)

6 Pen or Pencil

About this Self-Study

This self-study contains 18 lessons. Lesson 7 is a Computer Based Training (CBT) on the Person Level Contact History Instrument (pCHI). Lessons 1-6 and 8-16 each end with a review exercise followed by an answer key. After you complete each exercise, check your answers to see how well you have learned the major points of the lesson.

Lessons 1 through 3 introduce you to the NCVS, basic interviewing techniques, and the design of the NCVS sample. Lesson 4 illustrates using your interviewing and listing manuals. Lesson 5 introduces you to some of the laptop keys you will use to navigate through the survey instrument. Lessons 6 through 15 explain the different components of the instruments used in managing your sample cases and in conducting the NCVS interviews. Lesson 17 consists of a practice interview and Lesson 18 is a final review exercise which reviews key points presented throughout the self-study.

Since we will discuss Lesson 18 during the classroom training, make sure to bring your completed self-study with you to the classroom training.

Throughout this self-study, you will see instructions to stop and read other materials. Place a checkmark in the brackets [ ] that follow these instructions so you can find your place more easily when you return to the self-study.

At the end of this self-study, you will:

- See the differences in screen layouts in both case management and the survey instrument;
- Practice some basic navigation in the instrument;
- Become familiar with the NCVS interviewing manual and looking up answers to questions in the manual;
- State the basic rules of interviewing;
- Explain specific NCVS definitions and concepts;
- Use the instrument by entering demographic data; and
- Complete an interview by following a script.

Begin

Starting with Lesson 1, complete each lesson in the sequence it is presented. If possible, complete each lesson without interruption. Schedule any breaks between lessons.

NOTES

Lesson 1. Introduction to the National Crime Victimization Survey

Objective

The objectives of this lesson are to:

- Give you a brief overview of the National Crime Victimization Survey (NCVS).
- Explain how the data collected for this survey are used.

Purpose of the NCVS

The Bureau of Justice Statistics (BJS), of the U.S. Department of Justice, sponsors the NCVS, which is the Nation's primary source of information on criminal victimization. Each year, data are obtained from a nationally representative sample of 78,000 households on the frequency, characteristics and consequences of criminal victimization in the United States. The survey enables the BJS to estimate the likelihood of victimization by rape, sexual assault, robbery, assault, theft, household burglary, and motor vehicle theft for the population as a whole, as well as for segments of the population such as women, the elderly, members of various racial groups, city dwellers, or other groups. The NCVS provides the largest national forum for victims to describe the impact of crime and characteristics of violent offenders.

The BJS needs the NCVS data primarily to obtain an accurate, up-to-date measure of the kinds of crimes, as well as the number of crimes committed against persons 12 years of age and older. This survey is widely used by policy makers at all levels of government -- including crime prevention groups, people who help crime victims, researchers, the media, as well as others. It has also been used by the Supreme Court in making decisions. The survey informs data users in a neutral, unbiased way to help them make public policy, plan new ways to attack crime, and evaluate the effectiveness of existing crime prevention programs.

Since not all crimes are reported to the police, the NCVS provides a more complete picture of crime in the United States, because it not only collects data about crimes reported to the police, but also about crimes that are not reported to the police. The NCVS provides statistics about crimes which supplement those maintained by police records.

Statistics from the NCVS are published in reports that deal with types of crime, characteristics of victims, locations of crime, and other detailed information. The cover page from one such publication issued by the BJS is shown on page 1-6.

Take a minute now and look at page 1-6. [ ]

NCVS History

The NCVS has been conducted since 1972. Field Representatives (FRs) contact a specific number of households every month and ask the survey questions of each household member who is 12 years of age and older. The addresses for these households are selected randomly and scientifically from addresses throughout the country.

"Selling" the Survey

If you can explain convincingly why the NCVS is being conducted, your respondents will be more willing to participate. In other words, you must be able to "sell" the survey. If you give solid, logical answers to their questions, you can usually persuade reluctant respondents to allow you to conduct the NCVS interview.

Frequently Asked Questions

Listed below are some frequently asked questions and suggested answers. By the end of the training, you should be able to answer these questions without hesitation.

1. **What is this survey all about?**

   The NCVS is conducted monthly to collect information on the kinds and amount of crime in the United States. From a sample of households throughout the United States, we interview all household members who are at least 12 years of age.

2. **Why can't you get this information from police records?**

   Based on information received in previous survey years, we have found that over half of all crimes go unreported to the police. Since this survey includes crimes that are both reported and unreported, data users can get a more complete picture of crime in the United States from this survey.

3. How can this survey help to fight crime?

The results of this survey show a variety of information about crime victims, offenders, types of crimes being committed, and types of places where these crimes occur. All of this information is put to good use by law enforcement agencies, community groups, and government agencies throughout the country to lower the incidence of crime.

4. Why was I selected for this survey?

Actually, we selected your address, not you personally. Using statistical methods, we selected approximately 78,000 addresses across the country to represent the entire population. If your household should move away while your address is still in the survey, we interview the new family that moves into the home.

5. Why do you need to interview me when I don't have any crimes to report?

Your participation is important whether or not you report a crime. We cannot accurately find out the percentage of people who experience crime unless we get information from both victims and non-victims. By examining the differences between victims and non-victims, we can try to determine why certain individuals become victims, while others do not.

6. Why waste my tax dollars on a silly survey?

The survey tells us about the amount and nature of crime, as well as crime trends and crimes not reported to the police. It can help save taxpayer money when new programs are developed focusing on the people who are most likely to be victims of crime by making crime prevention and control programs more effective.

7. How can I know for sure that you are who you say you are?

Besides my identification badge, I can give you a telephone number to call so you can verify with my supervisor that I work for the U.S. Census Bureau.

8. Is this survey authorized by law?

Yes. We are conducting this survey under the authority of Title 13 of the 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, of the United States Code authorizes the Bureau of Justice Statistics of the U.S. Department of Justice to collect information using this survey. Title 42, Sections 3789g and 3735 of the United States Code also require us to keep all information about you and your household strictly confidential.

Becoming familiar with these questions and answers will add to your confidence in gaining a successful interview. A more complete list of general survey questions and answers is on pages A2-23 through A2-29 of the NCVS-550 manual.

Take a moment now to look over the complete list of questions and answers in the NCVS-550 manual. [ ]

Confidentiality

It is important that you understand and maintain strict confidentiality of information. Information collected in the survey is released only in the form of summary statistics. Information concerning an individual is **NEVER** available to anyone except sworn Census Bureau employees. Other government agencies, including the FBI and the IRS, cannot gain access to individual Census Bureau records. The assurance of confidentiality is one of the reasons people are usually willing to participate. All Census Bureau employees must take an oath to uphold this confidentiality. Do not permit any unauthorized persons, even members of your own family, to see the information that you collect. The Census Bureau takes its confidentiality promise to respondents very seriously. A Census Bureau employee can be fined up to $250,000 and/or imprisoned for up to 5 years if the employee is found guilty of an unauthorized disclosure of individual information provided to the Census Bureau.

Confidentiality Rules

Rules to help you maintain confidentiality during everyday activities:

1. Lock your car when it contains NCVS materials and store these materials out of view.

2. Do not leave phone numbers *(other than your own)* on notes left at a respondent's door. For example, don't leave the phone numbers of friends, other employees, or relatives.

3. Do not leave completed NCVS materials at home where others might see them or leave your NCVS cases opened on your laptop so others can see the case.

4. If you leave NCVS materials or your laptop in a hotel or motel room, make sure that they are kept in a locked briefcase.

5. Do not leave NCVS materials (such as survey brochures), with nonhousehold members or apartment managers, unless left in sealed envelopes.

6. Use discretion when forced to interview a respondent on a front porch, in a yard, or in a place where the interview can be overheard. Also, use discretion when forced to conduct an interview in the presence of a nonhousehold member.

Review Exercise

Complete the review exercise that starts on page 1-7. Compare your answers to the answer key which follows the review exercise, then continue with Lesson 2.

Illustration of a Crime Victimization Report

U.S. Department of Justice
Office of Justice Programs
Bureau of Justice Statistics

October 2013, NCJ 243389

Bulletin

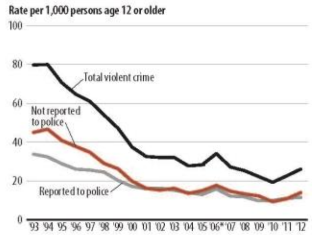
Criminal Victimization, 2012

Jennifer Truman, Ph.D., Lynn Langton, Ph.D., and Michael Planty, Ph.D., *BJS Statisticians*

In 2012, for the second consecutive year, violent and property crime rates increased for U.S. residents age 12 or older, according to the Bureau of Justice Statistics' (BJS) National Crime Victimization Survey (NCVS). The overall violent crime rate (which includes rape or sexual assault, robbery, aggravated and simple assault) rose from 22.6 victimizations per 1,000 persons in 2011 to 26.1 in 2012 (**figure 1**). Violent victimizations that were not reported to police increased from a rate of 10.8 per 1,000 persons in 2011 to 14.0 in 2012 and accounted for the majority of the increase in total violence. The apparent increase in the rate of violent crimes reported to police from 2011 to 2012 was not statistically significant.

The overall property crime rate (which includes household burglary, theft, and motor vehicle theft) increased from 138.7 per 1,000 households in 2011 to 155.8 per 1,000 in 2012. Similar to violent crime, the rate for property crime not reported to police increased during the period, from 86.1 to 101.9 victimizations per 1,000 households. However, there was no statistically significant change in the rate of property crime victimization reported to police.

FIGURE 1
Violent victimization reported and not reported to police, 1993–2012



Note: See appendix table 1 for estimates and standard errors.
*Due to methodological changes in the 2006 NCVS, use caution when comparing 2006 criminal victimization estimates to other years. See *Criminal Victimization, 2007*, NCJ 224390, BJS web, December 2008, for more information.
Source: Bureau of Justice Statistics, National Crime Victimization Survey, 1993–2012.

HIGHLIGHTS

- The rate of violent victimization increased from 22.6 victimizations per 1,000 persons age 12 or older in 2011 to 26.1 in 2012. Crime not reported to police and simple assault accounted for the majority of this increase.
- Violent victimizations not reported police increased from 10.8 per 1,000 persons in 2011 to 14.0 in 2012.
- The apparent increase in the number and rate of serious violent crime from 2011 to 2012 was not statistically significant.
- The rate of property crime increased from 138.7 per 1,000 households in 2011 to 155.8 in 2012.
- From 2011 to 2012, there were no statistically significant changes in the rates of domestic violence, violence involving an injury, or firearm violence.
- In 2012, 44% of violent victimizations and 54% of serious violent victimizations were reported to police.
- There was no significant change in the percentage of crime victims receiving assistance from victim service agencies from 2011 to 2012 (about 8%).
- Violent crime rates increased slightly in 2012 for blacks but remained stable for whites and Hispanics.
- In 2012, residents in urban areas continued to experience the highest rate of violent crime.

BJS

Lesson 1 - Review Exercise

1. Who sponsors the National Crime Victimization Survey (NCVS)?

   ____

2. The purpose of the NCVS is to: ***(Mark all answers that apply.)***

   ___ obtain an accurate, up-to-date measure of the kinds and amount of crimes committed against persons who are 12 years of age and older.

   ___ provide statistical information on crime and its impact on society.

   ___ plan new ways to attack crime.

   ___ evaluate the effectiveness of existing crime prevention programs.

3. Field Representatives (FRs) contact a specific number of households every month and ask the survey questions of each household member who is 12 years of age and older.

   TRUE **FALSE**

4. If a reluctant respondent suggests that you get this crime information from the police, tell the respondent that: ***(Mark the correct answer.)***

   ___ Over half of all crimes go unreported to the police.

   ___ The police are not allowed to provide our agency with crime information.

   ___ It is easier to collect crime information directly from crime victims.

5. If a reluctant respondent says that she doesn't have any crimes to report and there is no need to complete the NCVS interview, you can explain that: ***(Mark the correct answer.)***

    ___ You will ask the short version for respondents with no crimes to report.

    ___ After asking a few NCVS questions, the respondent may remember a crime.

    ___ By examining the differences between victims and non-victims, we can try to determine why certain individuals become victims, while others do not.

6. All Census Bureau employees take an oath to uphold the confidentiality of information collected for an individual or household participating in our surveys.

    TRUE **FALSE**

Now compare your answers to the answer key on the next page(s).

Lesson 1 - Answer Key

1. Who sponsors the National Crime Victimization Survey (NCVS)?

   Bureau of Justice Statistics, U. S. Department of Justice.
   (Page 1-1)

2. The purpose of the NCVS is to: ***(Mark all answers that apply.)***

   X obtain an accurate, up-to-date measure of the kinds and amount of crimes committed against persons who are 12 years of age and older.

   X provide statistical information on crime and its impact on society.

   X plan new ways to attack crime.

   X evaluate the effectiveness of existing crime prevention programs.
   (Page 1-1 and 1-2)

3. Field Representatives (FRs) contact a specific number of households every month and ask the survey questions of each household member who is 12 years of age and older.

   TRUE
   (Page 1-2)

4. If a reluctant respondent suggests that you get this crime information from the police, tell the respondent that: ***(Mark the correct answer.)***

   X Over half of all crimes go unreported to the police.

   ___ The police are not allowed to provide our agency with crime information.

   ___ It is easier to collect crime information directly from crime victims.
   (Page 1-2)

5. If a reluctant respondent says that she doesn't have any crimes to report and there is no need to complete the NCVS interview, you can explain that: ***(Mark the correct answer.)***

   ___ You will ask the short version for respondents with no crimes to report.

   ___ After asking a few NCVS questions, the respondent may remember a crime.

   _X_ By examining the differences between victims and non-victims, we can try to determine why certain individuals become victims, while others do not.

   (Page 1-3)

6. All Census Bureau employees take an oath to uphold the confidentiality of information collected for an individual or household participating in our surveys.

   TRUE
   (Page 1-4)

Continue with Lesson 2.

Lesson 2. Basic Interviewing Techniques

Objective

The objectives of this lesson are to:

- Introduce you to your job as an NCVS CAPI Field Representative (FR).
- Introduce you to interviewing techniques to help you do your job.

Three Basic Elements

There are three basic elements in any interview situation:

- The interviewer *(an FR like you)*
- The respondent *(the person answering your questions)*
- The survey questions *(the NCVS interview)*

Let's look at each element separately.

Your Job: Personal Visit and Telephone Interviews

As an FR working on the NCVS, you play a important role in this vital program. Your primary goal is to obtain complete interviews with each person who is 12 years age and older at each sample address assigned to you. You will conduct both personal visit and telephone interviews to complete your monthly assignments for the NCVS.

You also must be able to reassure household members that all information they report will be kept strictly confidential and will be used only to prepare statistical summaries. No information identifying an individual or household is released.

Sell the Survey and Know Its Data Uses

The first step in gaining cooperation from all respondents is to know how to sell the survey and how the NCVS data is used. You should be able to explain the importance of the survey and be able to answer any questions that a respondent may have.

In Lesson 1, you read about the most frequently asked questions and how you should respond, along with the importance of learning background information about the

NCVS. Use this information to convince respondents of the importance of the NCVS and show the benefits of the survey results. Give brief, appropriate, and accurate information when talking to a respondent about the NCVS.

Example

Let's look at an example. You visit Megan Moe and she tells you that her house was broken into twice in the last 3 months. Since she reported these crimes to her local police department, she wants you to go to them for a report.

You could tell Megan Moe that the NCVS obtains a more complete picture of a crime than the police records can provide, because we ask about the offender’s characteristics and the consequences a victim suffers as a result of a crime.

Explain the Sampling

Sometimes respondents may want to know how they were chosen to be interviewed. You can say:

We select living quarters, not you personally for this survey. We scientifically selected approximately 78,000 addresses across the country to represent the entire population. At each selected address, we interview household members who are 12 years of age and older. If your household moves away while your address is still in the survey, we interview the new family that moves in.

Create an Objective Atmosphere

During an interview, it is important to develop an objective, non-threatening, non-judgmental atmosphere. While interviewing a respondent, do not show signs of approval or disapproval of any information that you receive. Your words and actions can help or hinder the interview.

- Shaking your head or frowning indicates disapproval just as clearly as if you had spoken.

- If the respondent thinks you favor one answer more than the other, he/she may give that answer. As a result, you will influence the interview and possibly the survey.

Remain Neutral

The skill of remaining neutral and creating an objective atmosphere is a difficult one. It comes with experience. Practice using neutral expressions and gestures during an interview such as "uh-huh," "I've got that," a simple nod, or "Yes, I see." These signs tell a respondent that you are listening, without leading, influencing, or biasing the information that you receive.

Be Sincere

A sincere interest in people will make your interviewing task easier and more enjoyable. However, no instructions or training can provide a substitute for the combination of intuition and poise which an FR must use when someone in the household opens the door or when a respondent answers the telephone. Your voice, tone, and words must convey your credibility and that of the survey. If your approach is uncertain, the respondent will know it.

Be Professional

In your capacity as an FR, you represent the United States Government. This is an important role which requires you to take a professional approach towards your work.

FR's ID Card

When you come to class, you will be given an Identification Card. It will prove that you are an employee of the United States Census Bureau. Always carry it with you when you are conducting personal visit interviews, and show it to the respondent when you introduce yourself.

Introductory Letter

In many cases, the household members will be expecting you. The regional office (RO) sends a letter to each sample address before a sample household’s first personal visit interview for the NCVS. This letter introduces the survey and explains the voluntary nature of the study, while stressing the importance of participation. It also tells respondents that any information given to a Census Bureau representative will be held in strict confidence.

The letter indicates that an FR will be visiting the household soon. If you learn during your introduction that the household did not receive a copy of this letter, you must provide them with one and allow them time to read it.

Look among your materials for the NCVS-572(L), Introductory Letter and read it now.

[ ]

Introduce Yourself

When you access the NCVS interviewing instrument, it gives you an introduction to read to the respondent. You will be prompted to insert your name as part of the introduction, which also contains:

- The fact that you represent the United States Census Bureau.
- Your reason for contacting the household, whether in person or by telephone.
- An inquiry about whether or not the household received a letter from the Census Bureau about the NCVS and your visit.

An example of the introduction for the first visit to an assigned household:

"Good (morning/afternoon). I'm *(your name)* from the U.S. Census Bureau. Here is my identification. *(Show ID card.)* The Census Bureau is conducting a survey here and throughout the Nation to determine how often people are victims of crimes. Did you receive our letter?"

Feel Comfortable With Your Introduction

You must feel comfortable with your introduction so it sounds natural. Adapt your approach to the situation. Different respondents have various kinds of concerns and questions; be prepared to give correct and courteous answers.

Two Types of Information

You collect two types of information in the NCVS interview:

- Information about the entire household, and
- Information about each household member who is 12 years of age or older.

Types of NCVS Respondents

The NCVS respondents are classified as two types:

1) individual respondent and
2) household respondent.

Individual Respondents

Individual respondents are household members who are 12 years of age or older. Obtain information about each of these household members by self-response; interview each of these persons directly and separately.

Household Respondent

Although most adult household members are technically eligible to be the household respondent, try to interview the ***most knowledgeable household member***. This is because in addition to the individual respondent questions, the household respondent is asked questions about the entire household. Therefore, the household respondent should be the person who appears to know -- or might reasonably be expected to know -- the answers to the household questions.

The household respondent must be a current household member ***who is at least 18 years of age***, except for a few unusual situations which we will discuss in class. The household questions are asked only once in a sample household during each interview period, which is once every 6 months for 7 interview periods. You **must** complete the household respondent's interview **before** you can interview any other eligible household members.

Proxy Interviews

You may encounter situations in which one household member needs to provide the answers for another household member. This is known as a "proxy" interview. We will discuss these situations and who is eligible to be a proxy respondent in detail during classroom training.

Become Familiar With the Survey Questions

To be efficient in conducting interviews, become thoroughly familiar with how to complete each NCVS question. We will cover the specific items in detail in class.

Ask Questions as Worded

For now, the most basic rule to remember is to:

- Ask the NCVS questions **EXACTLY AS WORDED** on the screen, and

- Follow all instructions carefully.

The information you collect for the NCVS, or any other survey, is not valid unless **all FRs ask all questions in the same way.**

If a question seems awkward, or if you feel you are talking down to a respondent, resist the temptation to apologize or change the question. Simply ask it as worded.

Review Exercise

Complete the review exercise that starts on the following page. Compare your answers to the answer key which follows the review exercise, then continue with Lesson 3.

Lesson 2 - Review Exercise

1. Your primary goal is to obtain complete ______with each sample ____assigned to you.

2. As an NCVS FR, you should be able to: ***(Mark all answers that apply.)***

   ____ (a) Explain the importance of the survey.

   ____ (b) Answer any questions that a respondent may have.

   ____ (c) Determine if a sample household keeps a home safe for valuables.

3. As you complete your NCVS assignments, you will be conducting both

   ____________________ and __________________ interviews.

4. Your ______________________ ___________________ proves that you are an employee of the United States Census Bureau.

5. A proper introduction to the NCVS for a personal visit interview should contain the following information: ***(Mark all answers that apply.)***

   ____ (a) Your home address and telephone number.

   ____ (b) Your name.

   ____ (c) The fact that you represent the United States Census Bureau.

   ____ (d) Your reason for contacting the household whether in person or by telephone.

   ____ (e) An inquiry whether or not the household received a letter from the Census Bureau about the NCVS and your visit.

6. The household respondent must be a current household member who is at least _______ years of age, except in a few unusual situations.

7. In most cases, self response is not necessary and it is acceptable for one household member to answer all of the survey questions for all other household members.

   TRUE **FALSE**

8. It is important to ask the NCVS questions as worded so that all respondents hear the same questions in the same order, ensuring the validity of the survey data.

   TRUE **FALSE**

Compare your answers against the answer key on the next page(s).

Lesson 2 - Answer Key

1. Your primary goal is to obtain complete **interviews** with each sample **address** assigned to you.
(Page 2-1)

2. As an NCVS FR, you should be able to: ***(Mark all answers that apply.)***

 __X__ (a) Explain the importance of the survey.

 __X__ (b) Answer any questions that a respondent may have.

 ____ (c) Determine if a sample household keeps a home safe for valuables.
(Page 2-1)

3. As you complete your NCVS assignments, you will be conducting both **personal visit** and **telephone** interviews.
(Page 2-1)

4. Your **Identification Card** proves that you are an employee of the United States Census Bureau.
(Page 2-3)

5. A proper introduction to the NCVS for a personal visit interview should contain the following information: ***(Mark all answers that apply.)***

 ____ (a) Your home address and telephone number.

 __X__ (b) Your name.

 __X__ (c) The fact that you represent the United States Census Bureau.

 __X__ (d) Your reason for contacting the household, whether in person or by telephone.

 __X__ (e) An inquiry whether or not the household received a letter from the Census Bureau about the NCVS and your visit.
(Page 2-4)

6. The household respondent must be a current household member who is at least **18** years of age, except in a few unusual situations.
   (Page 2-5)

7. In most cases, self response is not necessary and it is acceptable for one household member to answer all of the survey questions for all other household members.

   FALSE
   (Page 2-5)

8. It is important to ask the NCVS questions as worded so that all respondents hear the same questions in the same order, ensuring the validity of the survey data.

   TRUE
   (Page 2-5)

Continue with Lesson 3.

Lesson 3. NCVS Sample Design and Control Number

Objectives

The objectives of this lesson are to:

- Provide a brief overview of what is referred to as a "sample";
- Explain how the NCVS sample is selected; and
- Explain where to locate information about the NCVS.

Definition of "Sample"

A "sample" is a portion or specimen of a whole object, group, population, etc., from which we learn something about the whole object, group, population, etc.

For example: Television ratings for the entire United States are based on a sample of about 1,500 households.

Sample Survey

The NCVS is a sample survey. The sample for the NCVS consists of approximately 78,000 addresses throughout the United States. These addresses are scientifically selected so that characteristics of the people who reside at these addresses are representative of the entire population.

NCVS Sample Designations

The NCVS sample designations consist of the letter "J", "JB", or "KB", followed by a 2-digit number. The sample designation for the 2000 sample design cases begins with J25 or J26. Sample boost cases added (starting in 2013) begin with JB or KB. 2010 sample design cases, the sample designation is J or K, followed by 28, 29, 30, 16, or 17. The sample designation for each unit is shown on the listing sheets, along with the address of each unit assigned to you for interview.

Sample Units

Addresses selected for the NCVS sample are called "sample" units or "sample" addresses. A sample unit is occupied usually by one household *(a family, a group of unrelated persons living together, or a person living alone)*. Each sample unit represents hundreds of other similar units. Therefore, when an FR omits or obtains incorrect information about one sample unit, the error is multiplied hundreds of times.

Control number

There are two parts of the sample (the 2000 sample cases and the 2010 sample cases). Each part has a different style of control number:

2000 SAMPLE: In the 2000 sample cases, each sample unit is identified uniquely by a control number, which consists of the following:

- PSU number *(5 digits)*
- Segment number *(2 digits)*
- Segment number suffix *(2 characters)*
- Sample designation *(3 characters)*
- Sample designation suffix *(1 digit)*
- Serial number *(2 digits)*
- Serial number suffix *(1 character)*
- Household number *(1 digit)*
- Spinoff indicator *(2 digits)*

When you receive your assignment, the segment number suffix, the sample designation suffix, and the serial number suffix MAY often be blank.

2010 SAMPLE: In the 2010 sample cases, each sample unit is identified uniquely by a control number, which consists of the following:

- Survey code (2 digits)
- PSU state code (2 digits)
- PSU county code (3 digits)
- Frame code (1 digits)
- Sample designation code (3 digits)
- Sequence number #1 (4 digits)
- Sequence number #2 (2 digits)
- Time of interview (5 digits)

Primary Sampling Unit (PSU) (2000 sample design)

To select the NCVS sample, the United States is first divided into geographic areas. Each of these areas consists of one county or pseudo-county *(in Hawaii and New England)* with similar characteristics, such as geographic region, principal industry, and rate of population increase.

This entire sample area of land is called a --

"Primary Sampling Unit" (PSU).

All PSUs are identified by a 5-digit code. The first 2 digits identify the state, and in most cases the last 3 digits identify the county.

Segments (2000 sample design)

We then divide each PSU into smaller land areas or segments and assign each segment with a 4-digit segment number. Two characters are reserved for the segment number suffix. In most cases the segment number suffix will be blank or 1 character.

Serial number/Suffix (2000 sample design)

The 2-digit serial number and the 1-character serial number suffix uniquely identify the sample units within a segment. In most cases the serial number suffix is blank.

Sample Designation/Suffix (2000 sample design)

The three-character sample designation (for example, J25) and the one-digit sample designation suffix are part of the control number. The “J” indicates that this is a sample designated for the NCVS. The remaining digits indicate the sample number. In most cases the sample designation suffix is blank.

Household Number (2000 sample design)

When a housing unit enters the sample, it is assigned a household number of “1.” Each time a household moves out of a sample address and a new household replaces the previous household the household number increases by 1.

Spinoff Indicator (2000 sample design)

For the NCVS, the 2-digit spinoff indicator is always zeros.

Survey code (2010 sample design)

The survey code identifies the survey. For NCVS the code is 02.

Field Primary Sample Unit (2010 sample design)

Primary Sample Unit is a five-digit number that shows the geographic area where the sample unit is located. The first two digits identify the FIPS (Federal Information Processing Standards) state code; the last three digits identify the FIPS county code.

Frame Indicator (2010 sample design)

The Frame Indicator shows what frame the sample unit is in. A "G" indicates the group quarters frame, "U" for unit frame, and "C" for coverage improvement frame cases.

Sample designation (2010 sample design)

Sample designations are three characters in length and vary, depending on the survey.

Sequence numbers 1 and 2 (2010 sample design)

Sequence numbers 1 and 2 are assigned to provide uniqueness to each control number.

Survey-Specific Time-of-Interview Codes (2010 sample design)

These numbers indicate survey-specific time-of-interview codes, such as Address ID or Spinoff Indicator.

How Often Is a Sample Address Interviewed?

A sample address that is selected for the NCVS is contacted every 6 months for 3 years, until the household has been interviewed a total of 7 times. For example, if a household is interviewed in January 2015 for the first time, that household is interviewed again in July 2015, January 2016, July 2016, January 2017, July 2017 and January 2018.

Only the **first interview** with a sample household must be conducted in person. The remaining interviews *(2nd through 7th)* are conducted by telephone by a field representative (FR).

When Household Members Change

The NCVS is a sample of addresses. If the occupants of a sample address change, you interview the people who currently live at the address and consider the address to be their usual place of residence. Always interview the current household members at an assigned sample address. Each time an entire household changes, you assign the new household the next higher household number.

Unique ID

No two sample addresses should ever have the same combination of sample designation and control number. This is the main source to identify a sample address.

Review Exercise

Complete the review exercise on the next page. Make sure to compare your answers to the answer key that follows the review exercise, then continue with Lesson 4.

Lesson 3 - Review Exercise

1. Which households are interviewed in the NCVS each month? ***(Mark the correct answer.)***

   _____ All the households in the United States.

   _____ All the households in selected counties.

   _____ A sample of households which represents all households in the United States.

2. The NCVS sample is selected by a scientific process.

   TRUE **FALSE**

3. The NCVS sample is selected from names, not addresses.

   TRUE **FALSE**

4. What do we call addresses selected for the NCVS sample? ***(Mark the correct answer.)***

   _____ Sample places

   _____ Sample areas

   _____ Sample units

   _____ Segments

5. The information that you collect from a sample unit represents information for: ***(Mark the correct answer.)***

   _____ The sample unit only

   _____ Hundreds of other similar units

   _____ All 78,000 units in the survey

6. What happens when an FR omits or obtains incorrect information at a sample unit? ***(Mark the correct answer.)***

   _____ The error affects only the sample unit.

   _____ The error is multiplied hundreds of times.

7. How often is a sample unit normally interviewed in the NCVS? ***(Mark the correct answer.)***

   _____ Every 6 months for 3 years for a total of seven interviews

   _____ Every month for 3 years

   _____ Every month for 6 months

8. No two sample addresses should ever have the same combination of sample designation and control number.

   TRUE **FALSE**

Compare your answers
to the answer key on the next page(s).

Lesson 3 - Answer Key

1. Which households are interviewed in the NCVS each month? ***(Mark the correct answer.)***

   ______ All the households in the United States.

   ______ All the households in selected counties.

   __**X**__ A sample of households which represents all households in the United States.
   (Page 3-1)

2. The NCVS sample is selected by a scientific process.

   TRUE
   (Page 3-1)

3. The NCVS sample is selected from names, not addresses.

   FALSE
   (Pages 3-1, 3-3)

4. What do we call addresses selected for the NCVS sample? ***(Mark the correct answer.)***

   ______ Sample places

   ______ Sample areas

   __**X**__ Sample units

   ______ Segments
   (Page 3-1)

5. The information that you collect from a sample unit represents information for: ***(Mark the correct answer.)***

   ______ The sample unit only

   __**X**__ Hundreds of other similar units

   ______ All 78,000 units in the survey
   (Pages 3-1)

6. What happens when an FR omits or obtains incorrect information at a sample unit? ***(Mark the correct answer.)***

   ______ The error affects only the sample unit.

   __X__ The error is multiplied hundreds of times.
   (Page 3-1)

7. How often is a sample unit normally interviewed in the NCVS? ***(Mark the correct answer.)***

   __X__ Every 6 months for 3 years for a total of seven interviews

   ______ Every month for 3 years

   ______ Every month for 6 months
   (Page 3-4)

8. No two sample addresses should ever have the same combination of sample designation and control number.

   TRUE
   (Page 3-4)

Continue with Lesson 4.

Lesson 4. The NCVS Field Representative's Manuals for CAPI

Objective

In this lesson, we will discuss the primary sources of information that you will have. These are electronic documents, located on your laptop:

- The NCVS-550 -- CAPI Interviewing Manual for Field Representatives;
- The NCVS Form 11-922 – Field Representative's Guide to Locating Sample Addresses; and
- The Form 11-8, Volume II -- Listing and Coverage: A Survival Guide for the Field Representative Volume II: Demographic Area Address Listing (DAAL).

We will start by going over your NCVS-550, CAPI Interviewing Manual for Field Representatives. Please get your laptop out and find it now. Click on the "Manuals" icon on your laptop to locate it in the Manuals folder.

[ ]

Introduction to the NCVS-550

The NCVS-550 CAPI Interviewing Manual for Field Representatives is a reference document containing all the information you need to successfully complete your NCVS assignment. It is installed on your laptop as an indexed, searchable file. As you gain experience, you will become a proficient FR, but the manual is designed to answer specific questions about your assignment and the NCVS.

How the Manual is Organized

Refer to your NCVS-550 manual as you read the following paragraphs.

Your interviewing manual is divided into four main parts:

- Part A: *The National Crime Victimization Survey and You,*
- Part B: *National Crime Victimization Survey CAPI Instrument,*
- Part C: *Survey Concepts*, and
- Part D: *NCVS Case Management and Contact History Instrument*.

At the front of the manual is a Table of Contents. The sections and chapters are numbered using the following method, **for example**:

"Page A2-4" refers to Part A, Chapter 2, page 4.

"Page B3-5" refers to Part B, Chapter 3, page 5.

“Page C1-10" refers to Part C, Chapter 1, page 10.

Part A: The National Crime Victimization Survey and You

Part A contains information on the history of the NCVS and talks about your job duties and materials. This section of the manual discusses -

- the purpose and sponsor of the survey,
- sample design,
- use of the data,
- eligible respondents,
- general interviewing techniques,
- basic survey procedures,
- your job duties, and so on.

Take a few minutes now to look through Part A.

[ ]

Part A, Chapter 6 “Noninterviews”

Now look at Part A, Chapter 6.

Chapter 6 includes information on NCVS noninterviews. When you are assigned an NCVS case and cannot get a completed interview either for the entire household or for an eligible household member, that case is considered either a household or person noninterview. The chapter starts off with a general discussion of the household noninterviews, and then a topic for each type of noninterview (A, B, C, and Z), and the procedures for classifying a case as a noninterview.

Read about the four types of NCVS interviews beginning on page A6-2. Your reading ends on page A6-4 with the discussion of Type Z noninterviews.

[ ]

Part B: The National Crime Victimization CAPI Instrument

Part B contains information on the NCVS interview, an explanation of the three parts of the NCVS instrument (front, middle, and back), and the items contained within each part.

Go to the Table of Contents in the front of your manual to Part B.

[ ]

Notice that Part B is further broken down into six chapters.

Chapter 1, "Overview of the NCVS Instrument"

Chapter 1 contains information about the NCVS Blaise CAPI instrument, so before classroom training, review it carefully. This chapter contains detailed information regarding the layout of the question screens, navigating within the instrument, and using function keys. Function keys are any of a set of keys on a computer keyboard that when pressed activates a special function or operation.

Go to Topics 1 and 2 of this chapter. These topics introduce you to the design of the survey instrument and the layout of the question screens. Read these two topics now.

[ ]

Next, locate Topic 5, "Navigation and Using Function Keys" and read this topic now. [ ]

You have the flexibility to navigate through the instrument as dictated by your interview. You can navigate by using the mouse or the keyboard (or a combination of both). However, this self-study focuses on keyboard-based navigation only.

Take a few minutes to read through this topic now. You will learn about this information in detail during classroom training. [ ]

Chapter 2, "Front Section of the NCVS Instrument"

This chapter gives you a basic overview of some of the front screens of the instrument. The Front section of the instrument, which also will be discussed in a later lesson, is designed to:

- Provide the telephone number to dial and the introduction to read to the person who answers your telephone call.
- Identify possible interviewing problems.

- Verify that you reached the correct address and household.
- Verify that you are speaking to an eligible household respondent and, if necessary, to select another eligible household respondent.

Chapter 3,"Middle Section of the NCVS Instrument -Introduction & Screening Items"

Chapter 3 covers the screen layout and instructions for specific items within the screening component of the instrument. The variable names pertaining to a concept or other kind of information are included in the manual.

Chapter 4, "Middle Section of the NCVS Instrument - Incident Report Items"

Chapter 4 covers the screen layout and instructions for specific items within the incident component of the instrument. Each item has a unique variable name. The variable name pertaining to a concept or other kind of information is included in the manual. Therefore, if you are having trouble with a particular item within the instrument, identify its variable name and look up that variable in your manual.

Chapter 4 also contains important information about how to write a summary report when you have completed collecting details about a crime incident. Each summary report should be written so that anyone reading it can get a clear, well-defined picture of how the respondent was victimized.

Detailed discussions of the Middle section of the instrument, which contains the screening questions and the incident questions are covered in Part C of the manual and also discussed later in this self-study.

Chapter 5, "Middle Section of the NCVS Instrument- Additional Incidents, Unduplication, and Help Screens"

This chapter gives you an overview of how to handle adding incidents and reviewing incidents for duplication in the middle section of the NCVS CAPI instrument. This chapter also provides a list of "Help" screens available to you for specific NCVS items within the instrument. Turn to Topic 3 of Chapter 5 in your NCVS CAPI interviewing manual and look over the different help screens that are available to you as you conduct NCVS interviews.

[ ]

Chapter 6, "Back Section of the NCVS Instrument"

This chapter discusses the Back section of the instrument which is made up of screens that you use to:

- Make appointments to recontact a sample household to complete an interview.
- Thank respondents for their participation in the NCVS.
- Enter any final notes about the case.

Further discussion of the Back section of the instrument is provided later in this self-study.

Part C: "Survey Concepts"

This part of the manual contains information related to survey concepts, and not so much to the instrument. Part C covers all the concepts used in the NCVS interview. Chapter 1 provides concept definitions and examples for the basic NCVS concepts. Chapter 2 covers the concepts that you will encounter as you are screening for crimes, and Chapter 3 explains the concepts pertaining to the reporting of crime incidents. It is **extremely** important that you develop a good understanding of these concepts.

Take a few minutes now to look through Part C.

Part D: NCVS Case Management and Contact History Instrument

Part D discusses Case Management and the Person Level Contact History Instrument (pCHI), which are the two systems you use to track your cases and contacts with households and respondents. *Case Management* helps you organize and manage your assignments while the *survey instrument* contains the survey questions you will ask respondents. These two systems are integrated so that they "talk" to each other. That is, you must "tell" case management what case you want to interview in order to pull that case up. Likewise, any changes you make to the address, contact information, or notes feed back and forth between the instrument and case management.

Go to the Table of Contents for Chapter 1 now.

[ ]

Chapter 1 (about Case Management) is divided into four topics:

- introduction,
- getting into case management,
- telecommunications, and
- the address book.

Chapter 1, Topic 2, Getting into Case Management

Now go to Chapter 1, Topic 2 in Part D of your manual. [ ]

This section of your manual includes information on logging into your laptop, as well as how the screens are set up and how the function keys work in Case Management. You will practice using some of the function keys and learning about your screen setup later in the self-study. Also, during classroom training, you will practice using these function keys and learn about your screen setup in more detail.

Chapter 1, Topic 3, Telecommunications

Topic 3 covers important information on saving (backing up) and transmitting your completed work. This topic also covers reading, creating, and sending mail using the electronic mail transmission program.

Chapter 2, Person Level Contact History Instrument

Chapter 2 covers all the details for using the Person Level Contact History Instrument or pCHI. The pCHI allows you to keep track of household contacts and contacts with individual respondents.

[ ]

Go to the Table of Contents for Chapter 2 now. You can see that the chapter gives an overview of the pCHI, information on how it works along with Case Management, how to handle contact information for both households with rosters and households without rosters. The final topic describes how to use pCHI in specific situations.

Index

The NCVS-550 manual contains an index that helps you locate information in the manual for specific NCVS subjects or items in the NCVS instrument. (You may also use the search function in Adobe Acrobat to locate specific terms or phrases.)

Form 11-922 and 11-8 (Volume II) Manuals

The Form 11-922 Field Representatives' Guide to Locating Sample Addresses provides an overview of sample design, listing and coverage terminology, and instructions for locating sample addresses. The Form 11-8 (Volume II), Listing and Coverage: A Survival Guide for the Field Representative Volume II: Demographic Area Address Listing (DAAL) provides instruction for electronic listing and mapping via the laptop computer. They are both in the "Manuals" folder on your laptop.

Organization of the Form 11-922 and 11-8 (Volume II) Manuals

FORM 11-922 -- Refer to Form 11-922, Field Representatives' Guide to Locating Sample Addresses as you read the following paragraphs. On the laptop, go to Page i of this manual and look at the Table of Contents.

[ ]

This manual is divided into five chapters and four appendixes. Also provided is a glossary of terms used throughout the manual and a subject index. After the Table of Contents, Chapter 1 provides a general overview of the structure and contents of the manual.

FORM 11-8 (VOLUME II) -- Now look at the Form 11-8 (Volume II), "Listing and Coverage: A Survival Guide for the Field Representative, Volume II: Demographic Area Address Listing (DAAL)" on the laptop. It consists of three chapters and seven appendixes. Go to Chapter 1, Overview: Case Management, and see a complete list of the topics covered in Chapter 1. A similar listing of topics appears at the beginning of each chapter.

[ ]

Take a few minutes to look over this manual. You can also use the "search" function to find terms and information here.

Review Exercise

Complete the review exercise on the following page. Check your answers against the answer key that follows the review exercise, then continue with Lesson 5.

Lesson 4 - Review Exercise

1. Which of the following two manuals contains a section covering basic NCVS survey concepts?

   ____ Form 11-8, Listing and Coverage: A Survival Guide for Field Representatives (Volume II)

   ____ NCVS-550, CAPI Interviewing Manual for Field Representatives

2. Identify the Part (A, B, C, or D) of the NCVS-550, CAPI Interviewing Manual for Field Representatives, where you would find information on the following subjects:

   ____ Historical overview of the NCVS

   ____ How to answer questions from respondents

   ____ How to access a case to conduct an NCVS interview.

   ____ Discussion of the instrument's front, middle, and back sections.

   ____ Where to look up a definition of the NCVS concept of presence during an incident.

   ____ How the function keys work in case management

3. Which of the following manuals do you use to find listing and coverage procedures?

   ____ Form 11-8, Listing and Coverage: A Survival Guide for the Field Representative, Volume II

   ____ NCVS-550, CAPI Interviewing Manual for Field Representatives

   ____ Form 11-922, Field Representatives' Guide to Locating Sample Addresses

4. List the Part and Topic of the NCVS-550 manual which provides instructions for completing the summary of the crime incident report.

   ____

5. Which chapter of the 11-922 manual provides listing and coverage terminology?

   ____

Compare your answers to the answer key on the next page(s).

Lesson 4 - Answer Key

1. Which of the following two manuals contains a section covering basic NCVS survey concepts?

____ Form 11-8, Listing and Coverage: A Survival Guide for Field Representatives (Volume II)

__X__ NCVS-550, CAPI Interviewing Manual for Field Representatives

(Page 4-1)

2. Identify the Part (A, B, C, or D) of the NCVS-550, CAPI Interviewing Manual for Field Representatives, where you would find information on the following subjects:

A Historical overview of the NCVS

A How to answer questions from respondents

D How to access a case to conduct an NCVS interview.

B Discussion of the instrument's front, middle, and back sections.

C Where to look up a definition of the NCVS concept of presence during an incident.

B How the function keys work in case management

(Page 4-1 and the NCVS-550 Manual Table of Contents)

3. Which of the following manuals do you use to find listing and coverage procedures?

____ Form 11-8, Listing and Coverage: A Survival Guide for the Field Representative, Volume II

____ NCVS-550, CAPI Interviewing Manual for Field Representatives

__X__ Form 11-922, Field Representatives' Guide to Locating Sample Addresses

(Page 4-7)

4. List the Part and Topic of the NCVS-550 manual which provides instructions for completing the summary of the crime incident report.

   Part B, Chapter 4

   (Page 4-4)

5. Which chapter of the 11-922 manual provides listing and coverage terminology?

   Chapter 1, Part 1.3

   (Pages 4-7 and Page i, 11-922 manual Table of Contents)

Continue with Lesson 5

NOTES

Lesson 5. Blaise and the NCVS

Objectives

At the end of this lesson, you will be familiar with the system in which the NCVS survey instrument operates and:

- See the overall benefits of using a Blaise instrument.
- Familiarize yourself with some of the basic keys that you will use to navigate or "move around" in the NCVS survey instrument.

What is Blaise?

Blaise is the name of the software in which the NCVS instrument is programmed. The "instrument" is the automated questionnaire, or the computer program used to present the survey questions.

The Blaise system allows computer-assisted interviewing to be done using Windows operating systems, which simply means that features such as the use of color and graphics are available. The NCVS also uses a Windows-based Case Management system, important for managing your work.

How does Blaise change the way we look at things?

The Windows environment enables user-friendly display of information. Throughout training you will practice identifying information and learning where to look for things in Blaise.

Blaise Benefit

Some of the benefits of using Blaise are that:

- Navigation is easy;
- "Answer fields," or places where you enter a respondent's answers, are visible on the screen so it is easy to determine where you are within the instrument;
- There are a variety of ways to do the same thing so we expect you will develop individual preferences that will make interviewing on the laptop easier for you (i.e., using keystrokes or using the mouse to move the cursor).

Entering Information

You can enter information and navigate through the instrument by using the keyboard and/or a mouse. Throughout this self-study you will focus on using the keyboard. To enter information and navigate through the instrument, you use several keys on your laptop. Look at the illustration on the next page and take note of where these keys are.

You use various Function Keys:Tab, PageUp and PageDown, Enter, and End, as well as the up, down, right and left arrow keys to navigate through the instrument. Typing the appropriate precode and pressing “Enter” takes you to the next question or item in the Blaise instrument. The “End” key takes you to the next unanswered question, which is good for getting back to where you left off if you need to re-enter the case.

You will practice using these keys later in the self-study and during classroom training.

Summary Points

The Windows-compatible software we use for the NCVS CAPI instrument is called Blaise.

The Blaise software offers many benefits such as: easy navigation, more capability to see “where you are” within the instrument; and a variety of ways to do the same thing so you can develop individual preferences that make interviewing on the laptop easier for you (i.e., using keystrokes or using the mouse to move the cursor).

Familiarize yourself with the keys on your keyboard, particularly the tab key, the enter key, the end key, the PageUp and PageDown keys, the up, down, right and left arrow keys, and the function keys.

Review Exercise

Complete the review exercise for this lesson. Compare your answers to the answer key which follows the review exercise and continue with Lesson 6.


Tab key
Function keys
End key
Enter key
LATITUDE D400
Arrow Keys
Page Up
Page Down

Lesson 5 - Review Exercise

1. The Windows-compatible software we use for the NCVS CAPI instrument is called CASES.

   TRUE **FALSE**

2. The advantage of using a "Windows" operating systems is that features such as the use of color and graphics are available.

   TRUE **FALSE**

3. If you re-enter a case, which key do you press to take you to the next unanswered question?

   ___ PageUp

   ___ PageDown

   ___ Enter

   ___ End

4. Places where you enter a respondent's answers on the screen are called _______.

5. The ______ is the automated questionnaire, or the computer program used to present the survey questions.

Compare your answers to the answer key on the next page.

Lesson 5 - Answer Key

1. The Windows-compatible software we use for the NCVS CAPI instrument is called CASES.

   FALSE
   (Page 5-1)

2. The advantage of using a "Windows" operating systems is that features such as the use of color and graphics are available.

   TRUE
   (Page 5-1)

3. If you re-enter a case, which key do you press to take you to the next unanswered question?

   ___ PageUp
   ___ PageDown
   ___ Enter
   X End
   (Page 5-2)

4. Places where you enter a respondent's answers on the screen are called **answer fields**.
   (Page 5-1)

5. The **instrument** is the automated questionnaire, or the computer program used to present the survey questions.
   (Page 5-1)

Continue with Lesson 6.

NOTES

Lesson 6. Case Management

Objectives

During this lesson, you will learn some of the basic ways that information is displayed in Case Management for a Windows-based survey. In this lesson, you will:

- review some Case Management screen layouts;
- learn how to identify different parts of the screen;
- learn about the Case Management function keys.

What is Case Management?

Case Management is an application that helps you (and staff at headquarters) manage your work. Case Management provides a list of all sample cases in your NCVS monthly assignment, along with additional information that is helpful to you in managing your work, such as appointments, telephone numbers, respondent names, and so on. Some of the function keys used in Case Management work differently than in the survey instrument screens.

Practice

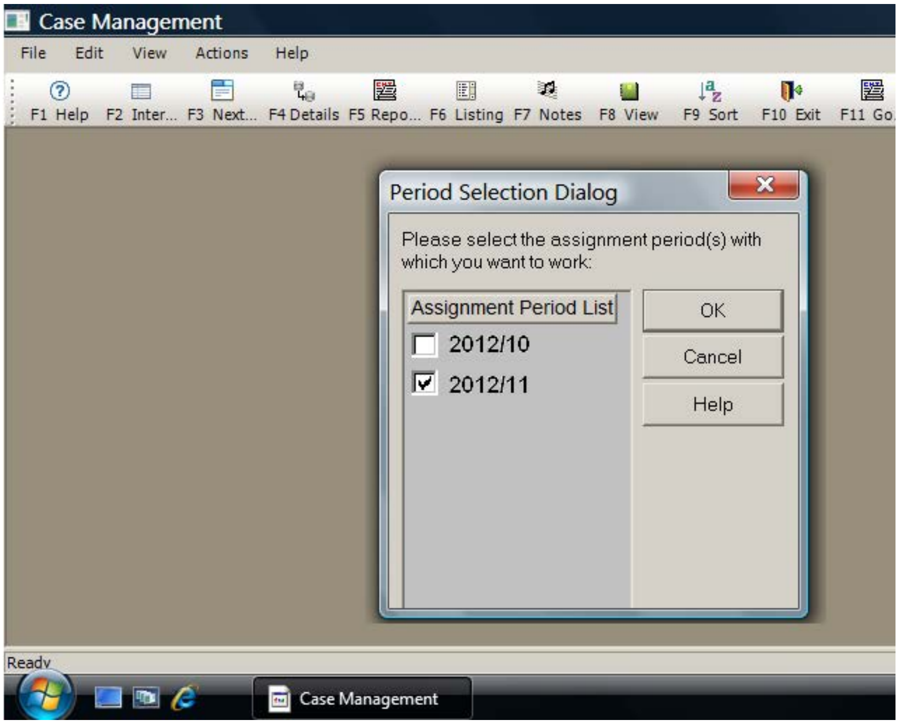
The best way to familiarize yourself with NCVS Case Management is by hands-on practice. To do this, get into Training Case Management and install your training cases.

- Turn your computer on, and log into Entrust using your profile name and password.
- Double click on the Training icon on your desktop.
- Select NCVS from the survey list and press Enter (or click OK).

Highlight the row “NCS Classroom training” and press F5 to install your training cases.

- When you receive a message that the installation of training cases was successful, press Enter (or click OK).
- Get into the training cases in Case Management; **press F8.**

You should have a list of training cases on your screen. When you enter Case Management during production interviewing, a dialog box appears that asks you to select the assignment (interview) period with which you want to work (see example below of screen). Arrow up or down to the appropriate assignment period. (When using training cases, this screen does not appear.)

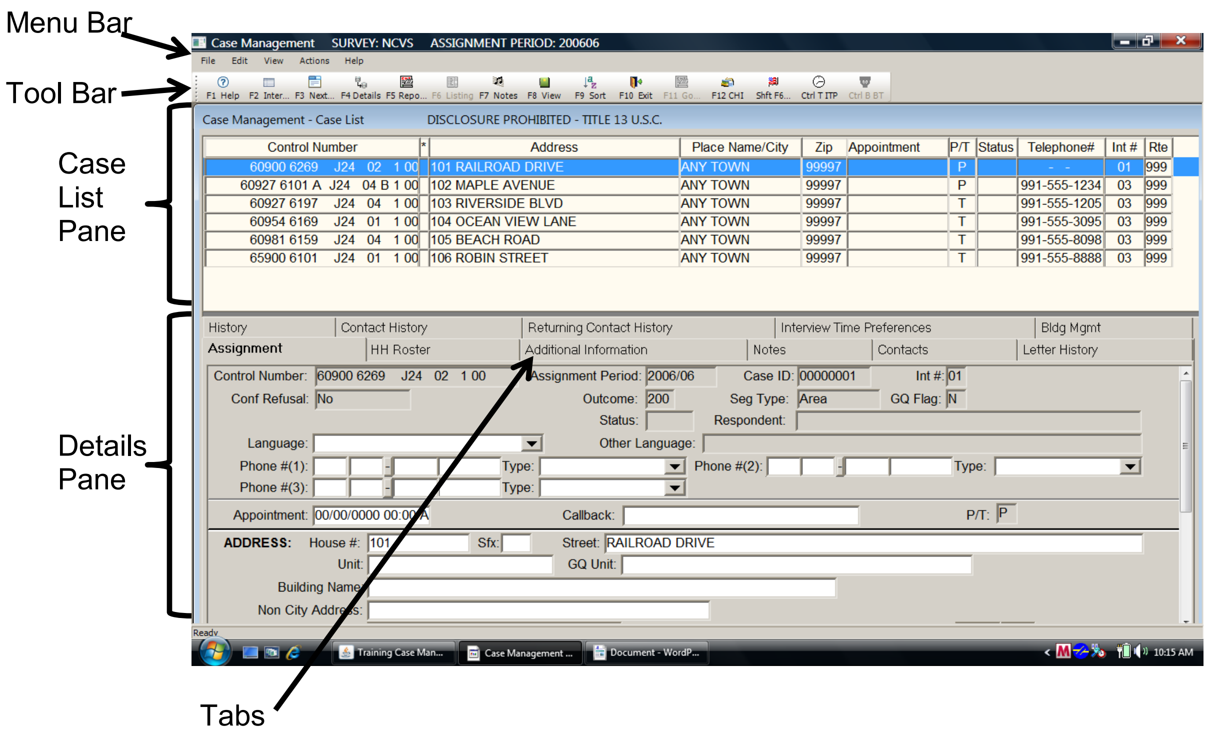


Follow the instructions in this lesson as you go through some Case Management functions.

Parts of Case Management

There are four main parts to the Case Management window. They are the:

- Menu Bar,
- Tool Bar,
- Case List Pane, and
- Details Pane.



MENU BAR

The first section of the Case Management window, called the Menu Bar, is at the top left corner of the screen. The Menu Bar shows the words File, Edit, View, Actions, and Help. These are called menu items. Most applications have a menu; however, different applications have different **menu items**.

Once a menu item is selected, you can move from one menu item to the next by using your **arrow** keys or by pressing the **Alt** key and the letter that is underlined in the menu item's name, for example, **Alt+H** will access the help drop down list. You can also select a menu item by using the mouse pad and clicking on the menu item you want to look at. A drop down menu appears, displaying information contained within the menu item.

TOOL BAR

Look at the next section of the Case Management window just below the menu bar. This section is the Toolbar. The Toolbar in Case Management lists the function keys and contains a symbol and name for each function key. Function keys are shortcuts for evoking specific actions within Case Management.

For example, look at the question mark symbol just below the words File and Edit on the Menu Bar. The question mark stands for the Help function key (**F1**) which is printed directly below the question mark. If you click on the question mark with your mouse you get the Help window, but you can also access the Help window by pressing the **F1** key.

Using the Function Keys

In this section of the self-study, we will discuss each function key. As you review each of the function keys listed on the Tool Bar, do not press a key unless instructed to do so.

F1 - Help

The **F1** key is the Help key. By pressing **F1**, you access Case Management Help, which explains a specific function of Case Management.

F2 - Interview

Press the **F2** key to begin an interview for the case currently highlighted on your case list.

Once you press the **F2** key to begin an interview, you are no longer in Case Management, and have at that point accessed the NCVS interviewing instrument.

F3 - Next Tab

Press the **F3** key and the view in the Details Pane changes from one tab to another. For example, if you are looking at the Assignment tab and press **F3**, the view changes to the HH Roster tab.

F4 - Go to (Case List/Details)

The **F4** key allows you to switch your focus between the Case List Pane and the Details Pane*.* Press **F4** so that the label on the toolbar for the **F4** button reads Case List. Notice that the Assignment tab is in red and your cursor is in the Control Number field. You are now in the Details Pane. Notice the Title Bar now says “Case Management – Details.” [ ]

Notice that some of the fields displayed in the Assignment tab are shaded and others are white. The fields that are in white are editable fields which means that you can make changes only to those fields. If you make any changes in the Details Pane, it is recommended that you save those changes (using the save shortcut Ctrl + S) before returning to the Case List Pane. However, if you do not save your changes before returning to the Case List Pane, you will be prompted to save any changes upon exiting Case Management or when you press **F2** to interview a case.

Press the **F4** key again, and you will see your cursor blinking in the Case List Pane in the last column to the right titled, "RTE." Now any action you take affects the Case List Pane.

F5 - Reports

Press the **F5** function key to view various reports to help you check the status of your overall assignment. Some of the types of reports you will be able to see are counts of your cases (all complete interviews, all noninterviews or Type As, etc.), overall response rates based on the information on your laptop, as well as your Type Z noninterview rate. You can select the report you want to view by using your down and up arrow keys until the report you want is highlighted. Select "OK" to view the report.

Click on F5-Reports in the Toolbar. **[ ]**

Highlight the "Counts" report and select "OK." When you are done viewing the report click on the "Close" button, which takes you back to your Case List.

F6 - Listing

The **F6** key is not used for the NCVS and is grayed out.

F7 - Notes

The **F7** key allows you to add notes and view existing notes for a highlighted case.

F8 - View

The **F8** key allows you to look at your cases in a variety of ways, such as those cases - -

• Not Started,
• Interviewed,
• Transmitted, etc.

Click on the **F8**-View button now to see the different ways you can view the cases in your assignment. **[ ]**

DO NOT press a key unless instructed to do so. You will have an opportunity to use these function keys during classroom training.

F9 - Sort

In organizing your work, you may find that you need to be able to see your cases in a different order, according to a specific field.

The **F9** key allows you to sort the list according to any column heading or any field within the Case List Pane. Cases are automatically sorted in the order of the control number, but that may not work best for you. For example, you may want to view your cases according to where they are located, in which case you may want to sort according to ZIP code. Or you may want to view your cases according to appointments you have made, in which case, you would sort according to appointment.

F10 - Exit Use the **F10** function key to exit Case Management.

F11 **F11** is inactive for the NCVS in Case Management.

F12 Press **F12** to access the Person Level Contact History Instrument (pCHI).

Shft F6 Although this function is not active for your training cases, during actual survey production work it opens the ALMI TOI map which enables you to open either an overview map or a block map for the case highlighted in your case list. Detailed instructions for opening and closing a map and exiting ALMI are in the *Automated Listing and Mapping Instrument (ALMI) at Time of Interview (TOI) Self-study*, Form 11-826 which you should already have completed.

Ctrl T Press the **CTRL+T** keys simultaneously to open the Interview Time Preferences (also known as ITP) application. This application allows you to view and record the best and worst times to contact a case. You can also access the Interview Time Preferences by clicking on the Ctrl +T ITP icon. You can view the interview time preferences on the Case List toolbar or by clicking on the Interview Time Preferences tab in the Details Pane.

Other Keys In addition to using the function keys alone, Case Management uses function keys in combination with other keys on the keyboard to allow you to perform some additional operations in Case Management. For example:

- **Shift** + **F1** - Displays General Help.
- **Alt** + **F4** - Closes the active window or exits the active program or help screen.
- **Shift** + **F8** - Returns you to the main Case Management screen from the Display Categories (**F8**) screen.

Other useful shortcut keys in Case Management include:

- **Ctrl** + **S** - Saves any changes you made to one or more editable fields.
- **Ctrl** + **Home** - Moves you to the first case in the list.
- **Ctrl** + **End** - Moves you to the last case in the list.

Practice Makes Perfect

After you begin working with your actual assignment, you will use Case Management functions every day. As you use them more, you will see how they work best for you.

Things change when you access the survey instrument ...

Case Management (and all of its functions) are separate from how things operate once you access the NCVS instrument. Once you use **F2** in Case Management to access a case, you have then accessed the NCVS instrument, and the function keys and the way in which you view information, etc., changes somewhat. Later in this self-study, you will have a chance to look at some NCVS screens and see how they differ from Case Management.

CASE LIST PANE

The Case List Pane is directly under the Toolbar. (See the illustration on Page 6-3.) It shows a line-by-line summary of some of the information about the housing units in your assignment.

All of your monthly cases are listed in the Case List Pane, and more information for the highlighted case is listed in the Details Pane. As you complete interviews, cases will no longer appear on this list.

The information displayed in the Case List Pane includes *Control Number, *, Address, Place Name/City, Zip, Appointment, P/T, Status, Telephone #, Int #, and Rte*. Most of the information displayed is self-explanatory; however, a few of the columns require further explanation.

Asterisk (*) Column

The appearance of an asterisk in the column between the Control Number and Address columns indicates that there is something special about the case, such as the case is a confirmed refusal and you are not to contact the case, or the case has been reassigned from another FR. When there is a special characteristic about a case, in addition to the asterisk, one or more small icons appear in the upper right corner of the Assignment tab in the Details pane. For example, if a case is a confirmed refusal a STOP sign icon displays. To view what is special about the case without getting into the Assignment tab, right click on the icon and a description of the icon is displayed.

P/T Column

The P/T column indicates that the case is to be contacted either by personal visit or by telephone. A “P” appears for those cases that require a personal visit and a “T” for those cases that are eligible for a telephone interview.

Status Column

The Status column indicates the status of the case. A code is entered in this column depending upon the outcome of the case. Some of the codes you frequently see are --

- no code (blank) appears in the Status column if the case has not been started;
- an “O” appears if you have opened a case but have not Completed the household respondent’s interview; and
- a “P” appears if you have completed the household respondent’s interview but need to complete interviews for other eligible members of the household.

Rte Column

The last column, “Rte” or route is a function that can be used to plan your route each day by prioritizing cases in the order in which you plan to interview each case. The entry of “999” that you see for all of your cases is the default setting for route. You will learn more about this during classroom training**.**

Scroll Through Your Case List

As you scroll through your case list (in the Case List Pane), the information in the Details Pane (portion of the screen below the Case List Pane) changes to reflect the case that is currently highlighted. *Try this now using your up arrow and down arrow keys.*

You can also use your Tab key to scroll down. Note how the information in the Details Pane changes. Scroll back to the top and make sure you have the first case on the case list highlighted.

DETAILS PANE

Look at the last part of the Case Management window, the Details Pane, in the illustration on Page 6-3. The Details Pane is the section of the screen just below the Case List Pane. Notice that the Details Pane has several sections called tabs. The names of these tabs are listed horizontally at the top of the Details Pane (about the middle of your screen). The tabs in the Details Pane are:

- Assignment
- HH Roster
- Additional Information
- Notes
- Contacts
- Letter Mgmt
- History
- Contact History
- Returning Contact History
- Interview Time Preferences.
- Bldg Mgmt

Each tab is like a folder in a file cabinet. Now click on each tab as they are discussed. Take a moment to look at the information under each tab in the Details Pane.

Assignment

The Assignment tab (which is highlighted by default) shows more detailed information about a case, such as the full address, telephone number, case ID, current outcome code, and so on. You can make changes in the white editable fields. [ ]

HH Roster

The HH Roster tab shows the household roster, which consists of the names of all household members from the last interview. It is updated by the instrument if any changes are made during the current interview period. The information in this tab is useful for callbacks to households with missing data. [ ]

Additional Information

This tab provides additional information for those cases that are in Group Quarters (GQ), such as the GQ name, type, number of units, contact name, contact address, etc. [ ]

Notes

The Notes tab only allows you to view notes regarding this case. If you or another FR enter notes for a case, you will see a red checkmark in front of the word “Notes.” The red checkmark is a quick way to tell if there is any information in the Notes folder. To add or edit notes use the **F7** function key. [ ]

Contacts

The Contacts tab contains the names, addresses, and telephone numbers of contact people who are persons other than members of the household. Sometimes you get information about the status of a unit from someone other than the occupant. This happens when a unit is vacant and you talk to a neighbor or a real estate agent, or when a unit does not exist and you are able to verify it with a reliable source, such as a post office. When you enter the contact person information in the instrument, you can see the information in the Contacts folder. [ ]

Letter Mgmt

This tab shows the history of the letters that have been sent from the regional office to the household, by type and date. [ ]

History

The History tab gives historical information about the case, such as the previous outcome, whether the case was a replacement household, or if the case was previously assigned to another FR. It also shows you the previous addresses during the current interview periods and captures and shows the outcome code, action code, and the date/time each time an FR enters into a case by pressing the **F2** function key. [ ]

Contact History and Returning Contact History

The Contact History and Returning Contact History tabs contain the history of previous visits/interviews for a case. They also keep a record of the strategies used and respondent behavior for the case. Contact History contains contact history for the current interview period; Returning Contact History contains history for the previous interview period. [ ]

Interview Time Preferences

This tab allows you to view the best and worst times to contact a case. The best times are shown in green and the worst times in red. To edit or enter good or bad times to contact, you may press “Ctrl” + “T” at any time during an interview. [ ]

To return to the Case List Pane, press the **F4** function key.

Bldg Mgmt

The last tab is the Building Management tab. It contains building manager contact information for large multi-unit buildings. If you are assigned a case in such a building, the building management’s contact information appears when you click the tab. [ ]

Review Exercise

Complete the review exercise on the next page. Compare your answers to the answer key that follows the review exercise, then continue with Lesson 7.

Lesson 6 - Review Exercise

1. One of the purposes of Case Management is to help you manage your monthly assignment.

   TRUE **FALSE**

2. Match the function keys below with their function in Windows Case Management:

_____**F1** Help	**A** - Lets you rearrange the listed cases according to your criteria.
_____**F2** Interview	**B** - Enables you to move from tab to tab in the Details Pane.
_____**F3** Next Tab	**C -** Displays the Notes field for the selected case.
_____**F4** Go to	**D** - Displays Case Management Help information about the active window.
_____**F5** Reports	**E** - Closes Case Management.
_____**F7** Notes	**F** - Opens the selected case so you can interview the respondent.
_____**F8** View	**G -** Toggles focus between the Case List pane and the Details pane.
_____**F9** Sort	**H** - Displays the CM Report Selection dialog box, in which you choose the report(s) you want.
_____**F10** Exit	**I** - Activates the Display Category Selected dialog box, in which you choose the category of cases you would like to see. This lets you look at a shorter list of cases, only those which fall into the category you choose.
_____**Ctrl+T**	**J** - Opens the ALMI TOI map.
_____**Shft F6-Map**	**K** - Opens the Interview Time Preferences application.

3. Identify the main section(s) of the Case Management system.

    _____ Menu Bar
    _____ File Bar
    _____ Case List Pane
    _____ Info Pane
    _____ Tool Bar
    _____ Details Pane

4. Which section of the Case Management lists all of your monthly cases?

    _____ Menu Bar
    _____ File Bar
    _____ Case List Pane
    _____ Info Pane
    _____ Tool Bar
    _____ Details Pane

5. Match the function keys below with their function in Case Management.

_____**Shift** + **F1**	**A** - Saves any changes you made to one or more editable fields.
_____**Alt** + **F4**	**B** - Moves you to the last case in the list.
_____**Shift** + **F8**	**C** - Displays General Help.
_____**Ctrl** + **S**	**D** - Moves you to the first case in the list.
_____**Ctrl** + **Home**	**E** - Returns you to the main Case Management screen from the Display Categories (**F8**) screen.
_____**Ctrl** + **End**	**F** - Closes the active window or exits the active program or help screen.

6. Match the tab in the Details Pane with its function.

___ Assignment	**A** - Displays notes.
___ HH Roster	**B** - Shows the contact people names, addresses and telephone numbers.
___ Additional Information	**C** - Displays the previous outcome code and the FR code of the person who previously interviewed the case.
___ Notes	**D** - Shows more detailed information about a case, such as the full address, telephone number, case ID, current outcome code.
___ Contact History	**E** - Displays the names of all household members.
___ Contacts	**F** - Contains information about previous visits, strategies used, and respondent behavior.
___ Letter Mgmt	**G** - Displays the best and worst times to contact a case.
___ History	**H** - Contains building manager contact information for large multi-unit buildings.
___ Bldg Mgmt	**I** - Provides additional information for GQ cases.
___ Interview Time Preferences	**J** - Provides type and date of respondent letters sent by the regional office.

Compare your answers to the answer key on the next page.

Lesson 6 - Answer Key

1. One of the purposes of Case Management is to help you manage your monthly assignment.

   TRUE
   (Page 6-1)

2. Match the function keys below with their function in Windows Case Management:

D F1 Help	**A.** Lets you rearrange the listed cases according to your criteria.
F F2 Interview	**B.** Enables you to move from tab to tab in the Details Pane.
B F3 Next Tab	**C.** Displays the Notes field for the selected case.
G F4 Go to	**D.** Displays Case Management Help.
H F5 Reports	**E.** Closes Case Management.
C F7 Notes	**F.** Opens the selected case so you can interview the respondent.
I F8 View	**G.** Toggles focus between the Case List pane and the Details pane.
A F9 Sort	**H.** Displays the CM Report Selection dialog box, in which you choose the report(s) you want.
E F10 Exit	**I.** Activates the Display Category Selected dialog box, in which you choose the category of cases you would like to see. This lets you look at a shorter list of cases, only those which fall into the category you choose.
K Ctrl+T	**J.** Opens the ALMI TOI map
J Shft F6-Map	**K.** Opens the Interview Time Preferences application.

(Pages 6-4 through 6-6)

3. Identify the main section(s) of the NCVS Case Management system.

 _X_ Menu Bar

 ____ File Bar

 _X_ Case List Pane

 ____ Info Pane

 _X_ Tool Bar

 _X_ Details Pane
 (Page 6-3)

4. Which section of the Case Management lists all of your monthly cases?

 ____ Menu Bar

 ____ File Bar

 _X_ Case List Pane

 ____ Info Pane

 ____ Tool Bar

 ____ Details Pane
 (Page 6-7)

5. Match the function keys below with their function in Case Management.

C Shift + **F1**	**A** - Saves any changes you made to one or more editable fields.
F Alt + **F4**	**B** - Moves you to the last case in the list.
E Shift + **F8**	**C** - Displays General Help.
A Ctrl + **S**	**D** - Moves you to the first case in the list.
D Ctrl + **Home**	**E** - Returns you to the main Case Management screen from the Display Categories (**F8**) screen.

B Ctrl + **End** **F** - Closes the active window or exits the active program or help screen.

(Pages 6-6 through 6-7)

6. Match the tab in the Details Pane with its function.

D Assignment	**A** - Displays notes.
E HH Roster	**B** - Shows the contact people names, addresses and telephone numbers.
I Additional Information	**C** - Displays the previous outcome code and the FR code of the person who previously interviewed the case.
A Notes	**D** - Shows more detailed information about a case, such as the full address, telephone number, case ID, current outcome code.
F Contact History	**E** - Displays the names of all household members.
B Contacts	**F** - Contains information about previous visits, strategies used, and respondent behavior.
J Letter Mgmt	**G** - Displays the best and worst times to contact a case.
C History	**H** - Contains building manager contact information for large multi-unit buildings.
H Bldg Mgmt	**I** - Provides additional information for GQ cases.
G Interview Time Preferences	**J** - Provides type and date of respondent letters sent by the regional office.

(Pages 6-9 through 6-10)

Continue with Lesson 7

Lesson 7. The Person Level Contact History Instrument (pCHI)

Person Level Contact History Instrument (pCHI)

The Person Level Contact History instrument (also known as pCHI) allows you to track NCVS contact history on a person level basis.

pCHI Computer Based Training (CBT)

Log onto your laptop and complete the pCHI Computer Based Training. Click on the NCVS pCHI icon in the CBT folder as shown below and follow instructions to complete the training.

When you have completed it, continue with Lesson 8.

NOTES

Lesson 8. More Details About Your Job

Objective

This lesson will help you understand the basic procedures for the NCVS, as well as provide you with an overview of specific household procedures.

Length of Time in Sample

Each address that is selected as a sample unit for the NCVS is usually interviewed seven times. These interviews are conducted once every 6 months over a period of 3 years. This allows us to compile a continuous record of the sample household's experiences at a reasonable cost and with the least amount of inconvenience to the household.

Enumeration Periods

We refer to each time a sample household's address is assigned for interview as an "enumeration period." Since we interview or attempt to interview each sample household seven times, there are seven "enumeration periods" for each sample address.

Reference Periods

The reference period for the NCVS covers the 6-month time period prior to the interview day. When conducting interviews, we are only interested in crime incidents that occurred during a household member's specific 6-month reference period. Even though the NCVS instrument inserts the appropriate reference period start date, it is still important that you understand how a household member's reference period is determined.

For the **first enumeration period**, each household member's reference period will start 6 months prior to the interview date on the first day of that month, and end on the day prior to the interview date.

For example: If a household respondent's first enumeration period interview is conducted on **March 1, 2015**, the current reference period for the household respondent is **September 1, 2014 to February 28, 2015**. If the remaining household members were interviewed for the first enumeration period on **March 4, 2015,** the current reference period for each of these household members is **September 1, 2014 to March 3, 2015**.

After the first enumeration period, reference periods for all **remaining enumeration periods** start on the date of the household member's last interview and end on the day prior to the member's current interview date. For example, if the respondent was previously interviewed on **February 3, 2015** and you are conducting the respondent's current interview on **August 8, 2015,** then the current reference period for this respondent is **February 3, 2015** to **August 7, 2015**.

By using this type of reference period, we can compile a continuous record of the household's experiences for the entire 3 years that they are in sample.

Personal vs Telephone Interviews

The first interview at a sample address is always conducted in person. Interviews with units in sample for their second through seventh interview should be conducted by telephone from a secure place in your home. We realize that there will be times when this is not possible, such as when the unit was a noninterview the previous enumeration, there is no telephone available in the sample unit, or the household indicated that a telephone interview is not acceptable.

After completing the household respondent's interview, always try to complete interviews for all remaining eligible household members during the same contact. Any follow-up contacts to interview remaining household members should be done by telephone. For sample units that are to be interviewed using the personal visit procedure, after you complete the household respondent's personal interview, you are allowed to make telephone callbacks to obtain interviews with the remaining household members.

Try to plan your personal visits during the most productive hours of the day and days of the week, so you can find household members at home to reduce the number of return visits to a sample address. Always remember to make the fewest number of trips to a sample area as possible to complete your assignment.

Interview Period

An interview period is the time that you are allowed to complete all of the NCVS interviews assigned for an interview month. Typically, the interview period begins on the first day of the month and continues almost the entire month. Your close-out date is typically a day or two before the last business day of the month.

Refusals

Occasionally, an entire household may refuse to participate in our survey. Make every effort to persuade the household to participate. If your attempts to gain a household's cooperation are unsuccessful, you need to indicate through the NCVS instrument that the household refuses to participate.

If the household respondent refuses his/her interview and there is not another eligible household member who can serve as the new household respondent, discontinue interviewing in the sample household. However, if there is another eligible household member who can serve as the new household respondent, you can interview that person as the new household respondent. Remember, BEFORE you can interview any other eligible household members, you must complete the household respondent's interview. When there is more than one eligible individual respondent, the refusal of one individual respondent does NOT end the NCVS interviews in the sample household.

Replacement Households

When an entire household moves out and the new household moves in (i.e., the sample household is not the same household as was interviewed in the previous enumeration period) the new household at the sample unit is referred to as a "replacement" household. Replacement households are treated as incoming or first time in sample households -- you must interview the household respondent in person, along with any remaining household members who are eligible for interview and available at the time of your visit. Callbacks for individual respondents can be done by telephone.

NCVS Changes

The survey sponsor, the BJS, is always looking for ways to improve the NCVS interview, as well as ways to collect information on topics of current interest. Some of these changes are temporary, while other changes could become permanent. Over the past few years, new or revised questions have been incorporated into the NCVS interview including questions about:

- Industries and occupation
- Hate crimes
- Disabilities

Starting With the Household Respondent

ALWAYS complete the household respondent's interview before interviewing any remaining eligible household members *(household members who are 12 years of age and older)*.

When you get into the NCVS CAPI instrument and the case is a returning (continuing) household, that is, a household in sample for its second through seventh interviews, you will be prompted to ask to speak with the household member who was the household respondent for the previous enumeration period. If that household member is not available, you will be instructed to identify another eligible household respondent.

Screening for Crime Incidents

The NCVS instrument presents questions for you to ask of the respondent that are designed to determine whether the respondent or the sample household has experienced any crime incidents during the 6-month reference period. This includes both actual crimes committed against the respondent as well as attempts.

Reporting Crime Incidents

If the respondent reports one or more crime incidents, then proceed through the incident report screens for each reported incident that occurred during the 6-month reference period. These screens are designed to gather information about:

- Where the incident took place
- Whether or not the respondent or other household members were present during the incident
- How the incident happened
- Any injuries that the respondent or other household members may have experienced during the incident
- Information about the offender(s).
- Details about the respondent's employer and job when the incident occurred while the respondent was working or on duty when the incident occurred.
- Whether or not the police were notified and reasons for not reporting the incident to the police.
- What the respondent was doing when the incident happened.

Review Exercise

Complete the review exercise that starts on the following page. Compare your answers to the answer key which follows the review exercise, then continue with Lesson 9.

Lesson 8 - Review Exercise

1. Each address that is selected as a sample unit for the NCVS is usually interviewed: ***(Mark the correct answer.)***

   _____ Only one time

   _____ Seven times

   _____ Three times

2. The reference period for the NCVS covers the following time period*:* ***(Mark the correct answer.)***

   _____ The 12 months prior to the interview month

   _____ The 6 months prior to the interview day

   _____ The 2 years prior to the interview month

3. The first NCVS interview at a sample address is always conducted in person.

   TRUE **FALSE**

4. When conducting first interviews at a sample household, you must complete the household respondent's interview as well as interviews with all other eligible household members by personal visit.

   TRUE **FALSE**

5. Typically, your interview period begins on the first day of the month and lasts for about: ***(Mark the correct answer.)***

   _____ 2 1/2 weeks

   _____ One month

   _____ 1 week

6. It does not matter which household member gets interviewed first for the NCVS.

   TRUE **FALSE**

7. When an entire household moves out and a new household moves in, the new household is referred to as a ______________________ and the interview with the new household should be treated like ______________________ households.

8. For the NCVS, we are only interested in actual crime incidents and want to exclude attempted incidents.

   TRUE **FALSE**

9. Interviews with units in sample for their second through seventh interview should be conducted by telephone from a secure place in your home.

   TRUE **FALSE**

Compare your answers against the answer key on the next page(s).

Lesson 8 - Answer Key

1. Each address that is selected as a sample unit for the NCVS is usually interviewed: ***(Mark the correct answer.)***

   __ Only one time

   _X_ Seven times

   __ Three times

   (Page 8-1)

2. The reference period for the NCVS covers the following time period*:* ***(Mark the correct answer.)***

   __ The 12 months prior to the interview month

   _X_ The 6 months prior to the interview day

   __ The 2 years prior to the interview month

   (Page 8-1)

3. The first NCVS interview at a sample address is always conducted in person.

   TRUE

   (Page 8-2)

4. When conducting first interviews at a sample household, you must complete the household respondent's interview as well as interviews with all other eligible household members by personal visit.

   FALSE

   (Page 8-2)

5. Typically, your interview period begins on the first day of the month and lasts for about: ***(Mark the correct answer.)***

   __ 2 1/2 weeks

   _X_ 1 month

   __ 1 week

   (Page 8-2)

6. It does not matter which household member gets interviewed first for the NCVS.

   FALSE

   (Page 8-4)

7. When an entire household moves out and a new household moves in, the new household is referred to as a **replacement household** and the interview with the new household should be treated like **incoming or first time in sample** households

   (Page 8-3)

8. For the NCVS, we are only interested in actual crime incidents and want to exclude attempted incidents.

   FALSE

   (Page 8-4)

9. Interviews with units in sample for their second through seventh interview should be conducted by telephone from a secure place in your home.

   TRUE

   (Page 8-2)

Continue with Lesson 9.

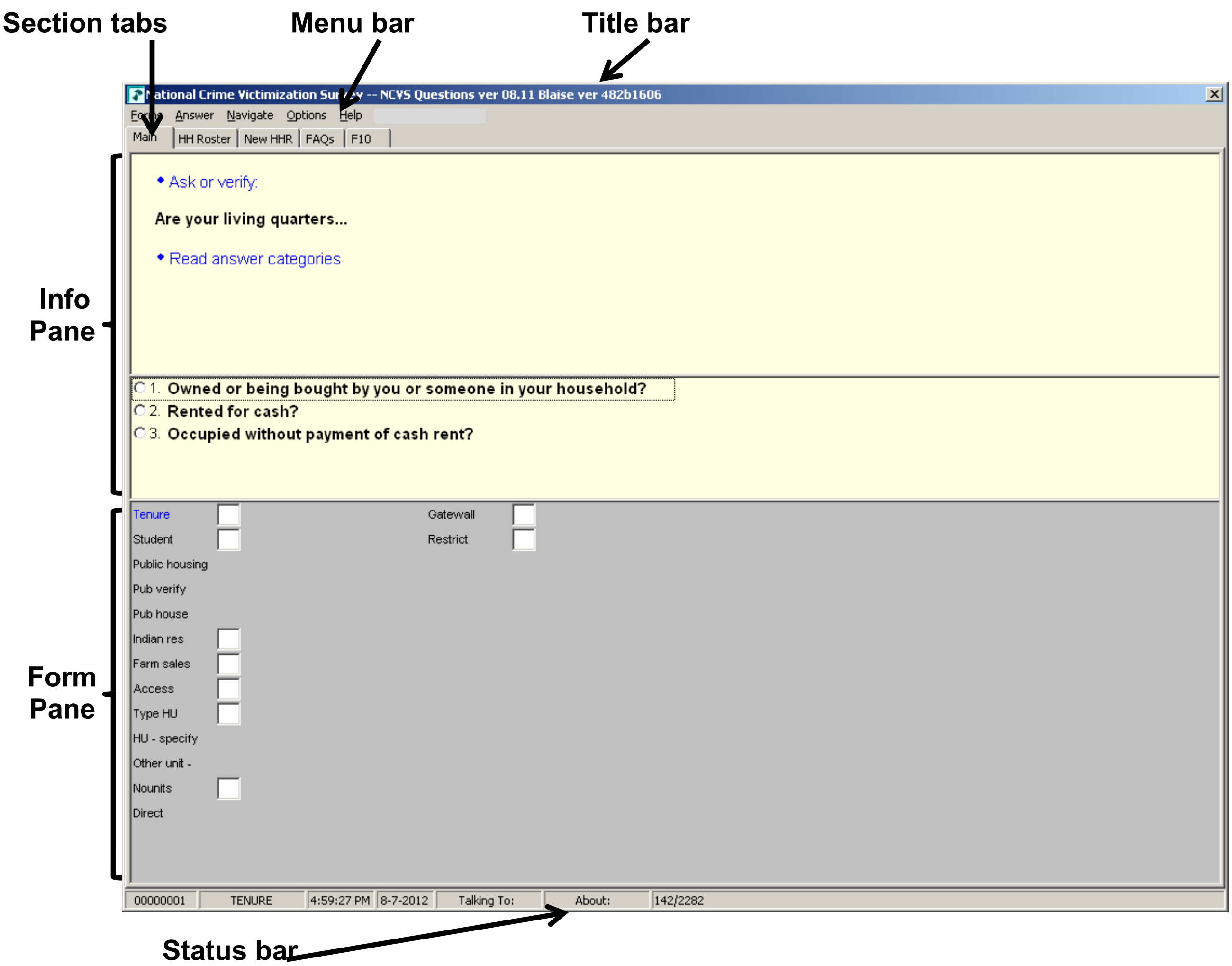
NOTES

Lesson 9. The Blaise Basics: The Survey Instrument

Purpose

The purpose of this lesson is to familiarize you with the basic setup of the NCVS instrument screens. At the end of this section, you will be able to:

- differentiate between respondent questions and FR instructions;
- locate different types of information on the screen; and
- locate Help items and other information on your screen.



Basic Elements of a NCVS Instrument Screen

The illustration on the previous page shows a screen from the NCVS instrument. The Blaise software features a distinctive split-screen display. The “screen” in Blaise refers to the entire area of the Blaise window, from the title bar on top to the status bar on the bottom.

Title Bar

The Title Bar identifies the name of the survey.

Menu Bar

The Menu Bar contains five menus:

- Forms
- Answer
- Navigate
- Options, and
- Help

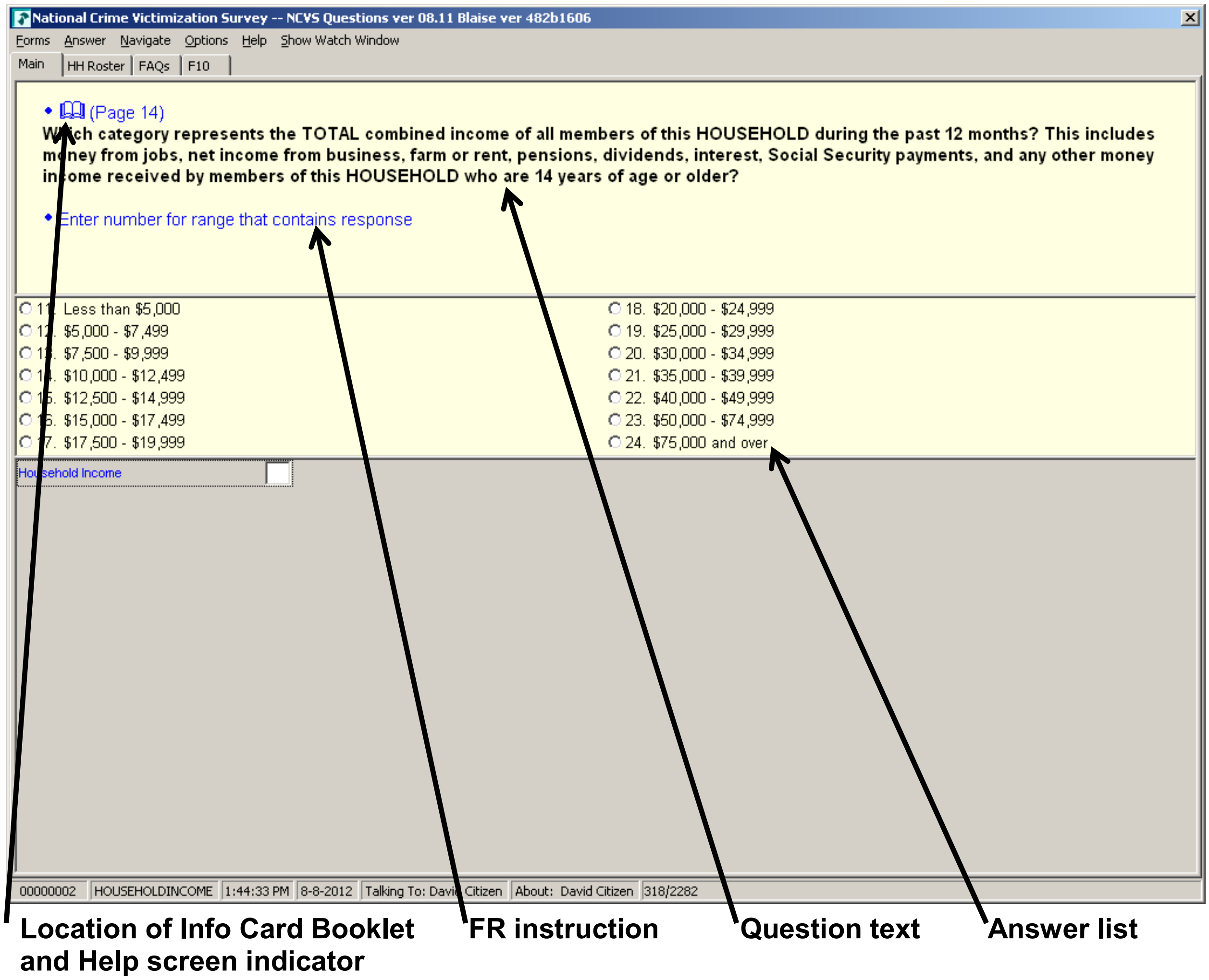
These menus each contain lists that help you navigate, enter data, and access help throughout the NCVS instrument.

Section Tabs

Section Tabs show the different sections of the NCVS instrument, as well as give you the option of displaying the household roster or answers to the most frequently asked questions about the survey.

Info Pane

The panes are the different areas of the screen. Each pane is surrounded by a border. The Info Pane contains the question text and any FR instructions for an item as well as the list of answer choices below the question.



Help Screens

Some questions have a "Help" screen. By accessing the Help screen, you can look at additional information to help you enter information for that screen. Access Help screens by pressing **F1**. For those questions that have a specific Help screen, the question mark (?) followed by [F1] appears in blue text in the top left of the question screen.

Information Card Booklet Icon

Looking at the illustration above, notice the graphic of a book (this type of graphic is called an icon). This icon indicates that, for this question, you must show the respondent the Information Card Booklet for your personal visit interviews and refer to it for your telephone interviews. Sometimes a number appears next to the icon.

The number next to the book indicates the page to refer to within the booklet. On your laptop, the graphic and page number reference, if provided, are in blue text.

Blue Text

Any time you see blue text in the Info Pane, it is an FR instruction for you to read to yourself, not aloud, to the respondent. For example, you may see an instruction that says “Read answer categories.”

Bold Black Text

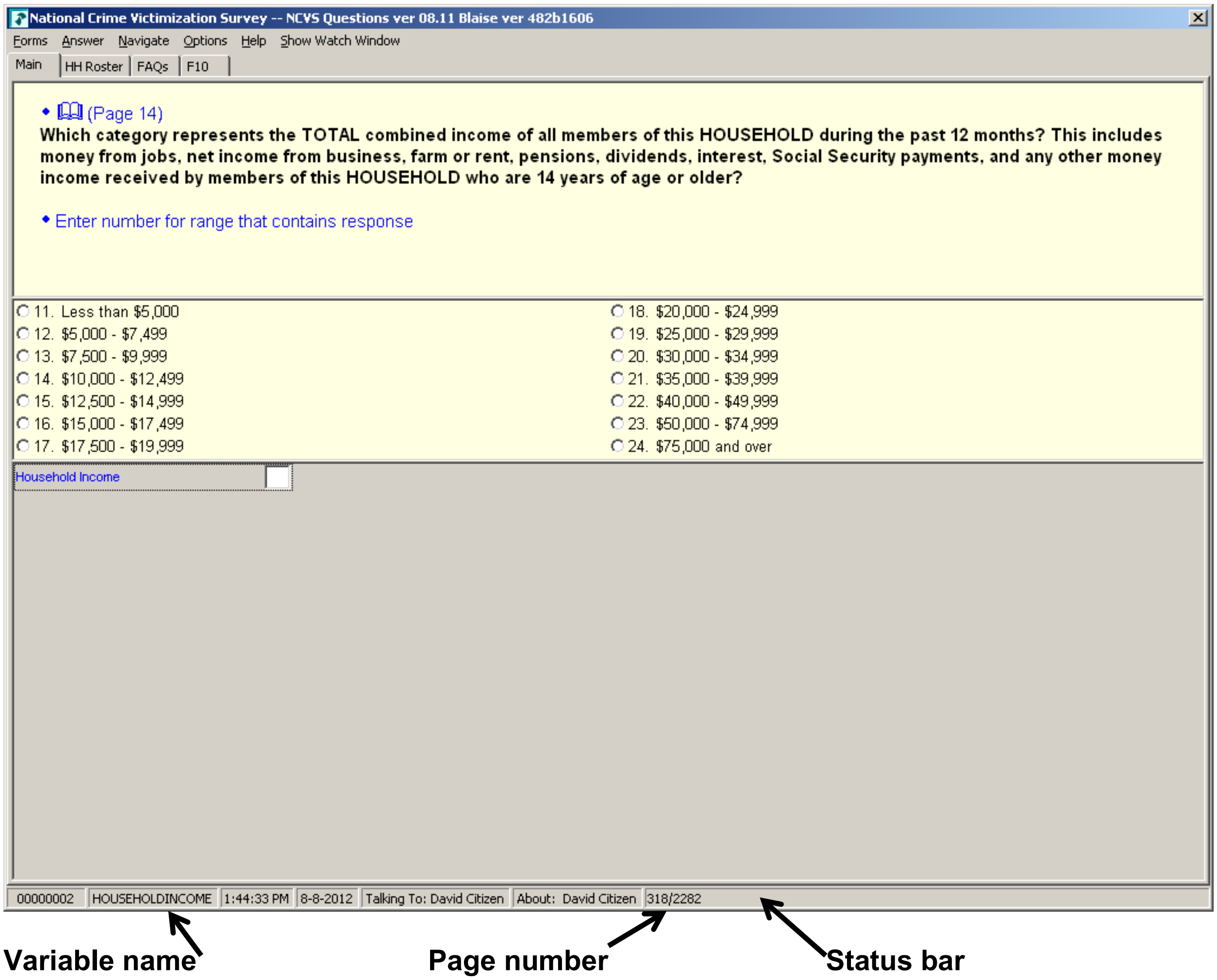
Bold black text in the Info Pane indicates that this is a question you read aloud to the respondent. On the previous page, the Income question appears in bold black text and is read aloud to the respondent. Note that some questions require you to read the answer categories aloud to the respondent. Remember, you are only required to read the answer categories to the respondent when the categories are in **bold** black text.

Gray Text

Gray text in the Info Pane indicates that you have the option to read the text to the respondent. This appears for questions in which you have read the same text to the respondent in a previous question. You may want to re-read the question text to reinforce the intent of the question.

Form Pane

The Form Pane contains data entry cells or spaces for entering responses. It shows a “map” of where you are within a section and displays previous information that has been collected for that part. Look at the illustration of the Form Pane on the next page.



The Form Pane is formatted differently depending on the type of information being obtained. You can change or update the information in boxes with white backgrounds. For example, if you make a mistake, you can back up and correct an entry. If the information is in a box with a gray background, it cannot be changed.

Locating Your Position Within the Form Pane

Looking at the second column of the Form Pane, you see that the information in the last box is displayed in white text within a dark box (on your screen that box is blue). This is how you know where you are within the Form Pane, or where your cursor is.

Status Bar

The Status Bar appears at the bottom of the screen and gives information about the case you are interviewing, such as the case ID, where you are within the instrument (i.e., section, page number), as well as the variable name. When you encounter an error that you must report to your regional office, supply the regional office with specific information from the Status Bar, including the section, page number, and the variable (screen) name.

Navigation

To navigate through the instrument, the key you use most often to move from one question to another is the **Enter** key. Pressing **Enter** after typing an entry ensures that the entry is “accepted” within the CAPI instrument and also takes you to the next question on the instrument path. Also, remember that if you need to re-enter a case and want to return to where you left off, pressing the **End** key takes you to the next unanswered question.

Use the arrow keys mostly when navigating sequentially from one item to the next. Use the Left and Right Arrows to navigate horizontally, and use the Up and Down Arrows to navigate vertically. Use the Page Up (**PgUp**) and Page Down (**PgDn**) keys when navigating sequentially, from one Form Pane to the next.

You will learn about the types of navigation, such as backing up and jumping to another section of the instrument, during classroom training. The **Tab** key, the **PgUp** and **PgDn** keys, the up, down, right and left arrow keys, the function keys, and of course, the **End** and **Enter** keys – are the ones you will use the most.

Review Exercise

Complete the review exercise that starts on the following page. Compare your answers to the answer key which follows the review exercise, then continue with Lesson 10.

Lesson 9 - Review Exercise

1. The Form Pane contains the specific survey questions and/or FR instructions for an item as well as listing the answer categories.

   TRUE **FALSE**

2. Text appearing in blue in the Info Pane is for you to read to yourself and not out loud to respondents.

   TRUE **FALSE**

3. Which key, when pressed, ensures that the entry is “accepted” within the CAPI instrument?

   ____ Tab key
   ____ End key
   ____ PgUp key
   ____ Enter key

4. The Info Pane shows you where you are within a section and displays previous information that has been collected within that section.

   TRUE **FALSE**

5. Where within the CAPI screen do you find information about the case such as the case ID and the question name?

   ____ Title Bar
   ____ Menu Bar
   ____ Status Bar

6. For those questions that have a specific Help screen associated with that question, which symbol appears in blue text followed by which function key?

   ____ Exclamation point (!) followed by F1
   ____ Question mark (?) followed by F10
   ____ Exclamation point (!) followed by F10
   ____ Question mark (?) followed by F1

7. Which color text indicates that you have the option to read the text to the question to reinforce its intent?

   ____ Blue text
   ____ Grey text
   ____ Black text
   ____ Red text

Compare your answers against the answer key on the next page.

Lesson 9 - Answer Key

1. The Form Pane contains the specific survey questions and/or FR instructions for an item as well as listing the answer categories.

   FALSE
   (Page 9-2)

2. Text appearing in blue in the Info Pane is for you to read to yourself and not aloud to respondents.

   TRUE
   (Page 9-4)

3. Which key, when pressed, ensures that the entry is "accepted" within the CAPI instrument?

   ____ Tab key
   ____ End key
   ____ PgUp key
   __X__ Enter key
   (Page 9-6)

4. The Info Pane shows you where you are within a section and displays previous information that has been collected within that section.

   FALSE
   (Page 9-4)

5. Where within the CAPI screen do you find information about the case such as the case ID and the question name?

   ____ Title Bar
   ____ Menu Bar
   __X__ Status Bar
   (Page 9-6)

6. For those questions that have a specific Help screen associated with that question, which symbol appears in blue text followed by which function key?

   ____ Exclamation point (!) followed by F1
   ____ Question mark (?) followed by F10
   ____ Exclamation point (!) followed by F10
   __X__ Question mark (?) followed by F1
   (Page 9-3)

7. Which color text indicates that you have the option to read the text to the question to reinforce its intent?

   ____ Blue text
   __X__ Grey text
   ____ Black text
   ____ Red text
   (Page 9-4)

Continue with Lesson 10.

Lesson 10. The NCVS CAPI Instrument

Objective

This lesson will familiarize you with certain features of the NCVS instrument, as well as its different sections. At the end of this lesson you should know the difference between the instrument's:

- Front section,
- Middle section, and
- Back section.

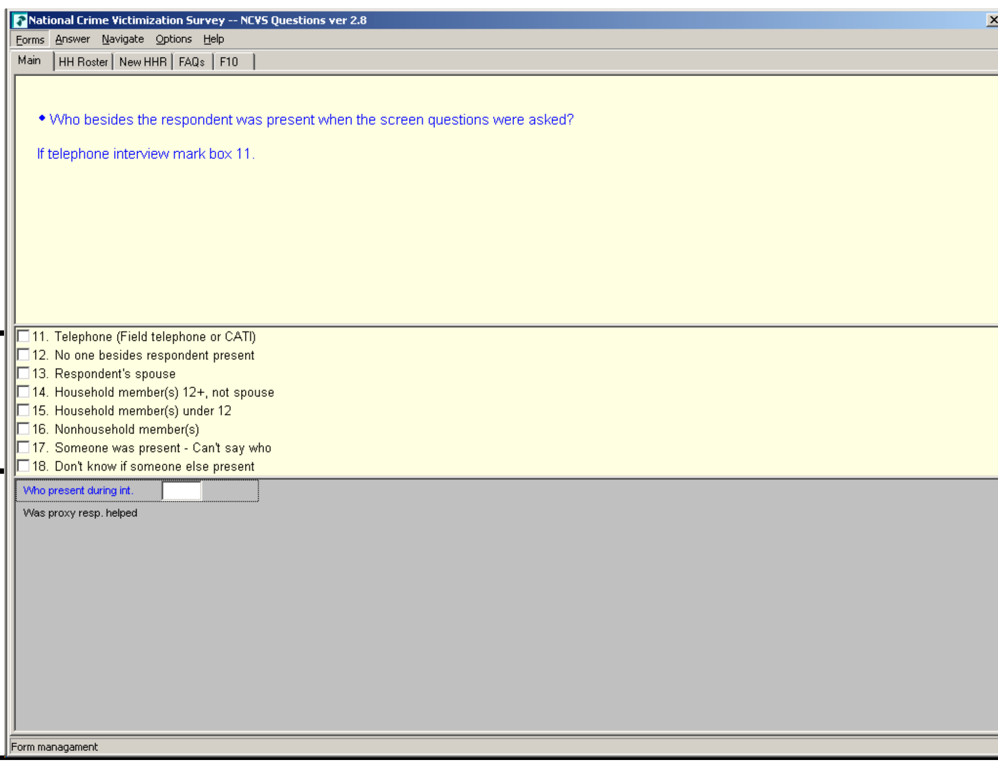
Ask Questions As Worded

When asking NCVS questions, ***do not change the words or omit any parts of the questions.*** Even if the change seems insignificant to you, it could change the way the respondent interprets the question. We want each respondent to hear the NCVS questions the same way, so the answers we get are comparable throughout the entire sample. Use neutral probes when the respondent does not seem to understand the question. When appropriate, verify the information entered.

Answer Categories

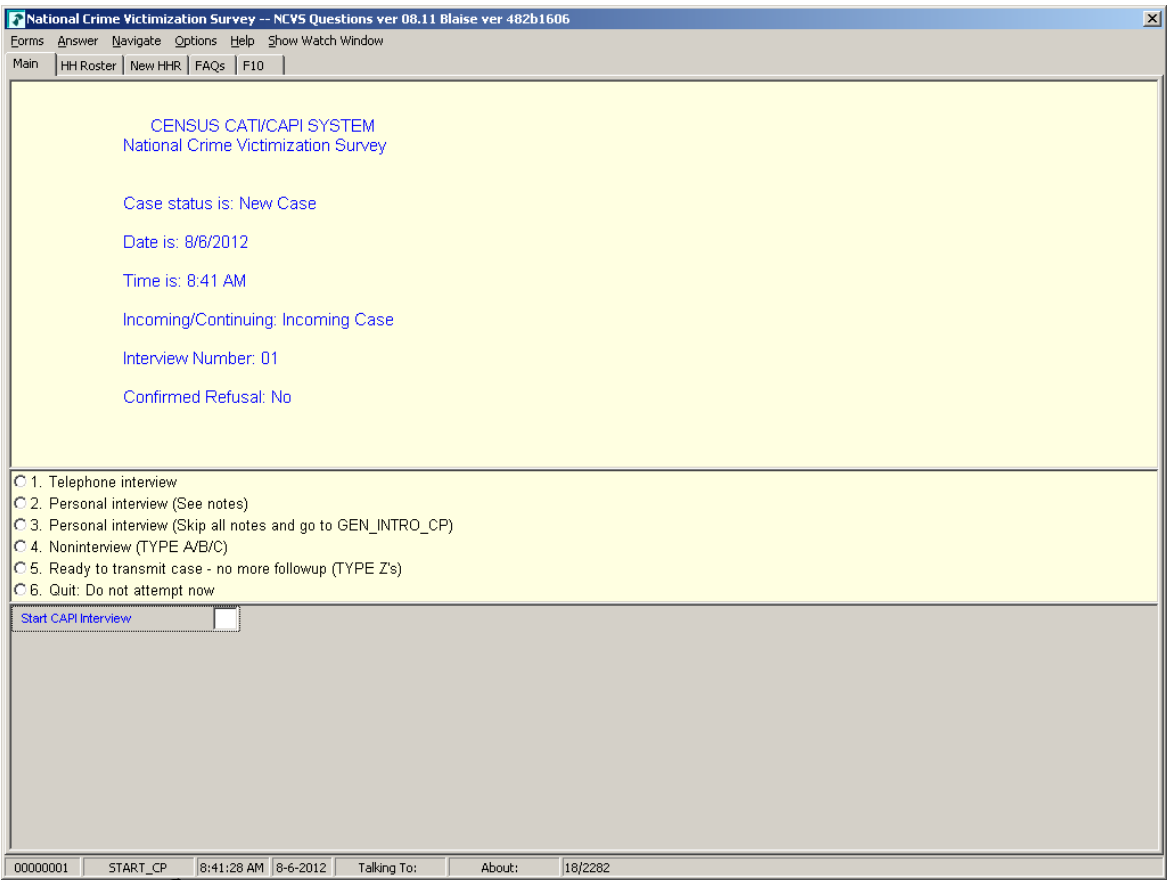
Notice that some question answer lists contain values starting with "11" rather than "1." This was designed to minimize errors in the data collected.

Answer List



Question/Item Name

A descriptive name or label has been assigned to each question/item.This label is referred to as the Blaise Variable Name and is displayed on the screen's Status Bar. For the NCVS, we refer to the Blaise Variable Name as the screen or item name. For example, the Blaise Variable Name for the question below is **START_CP**.



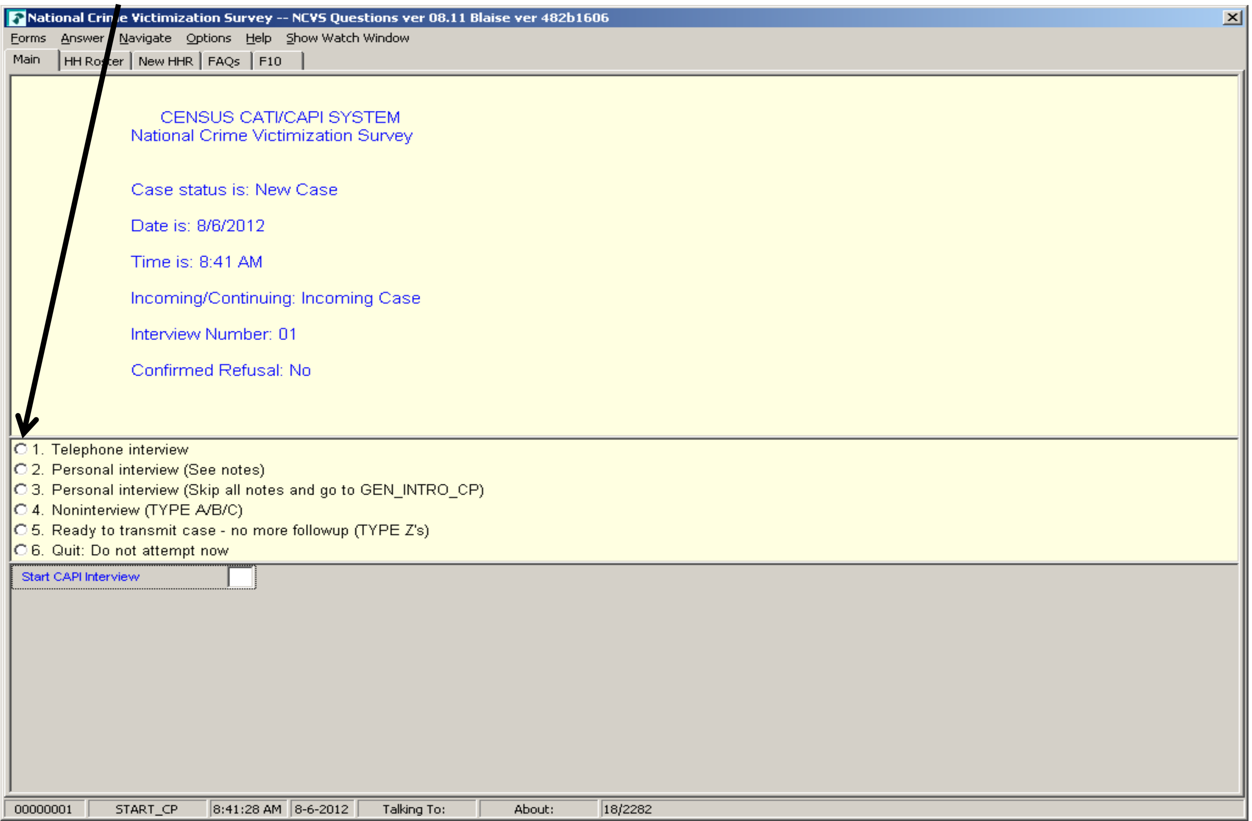
Variable name

Single and Multiple Response Categories

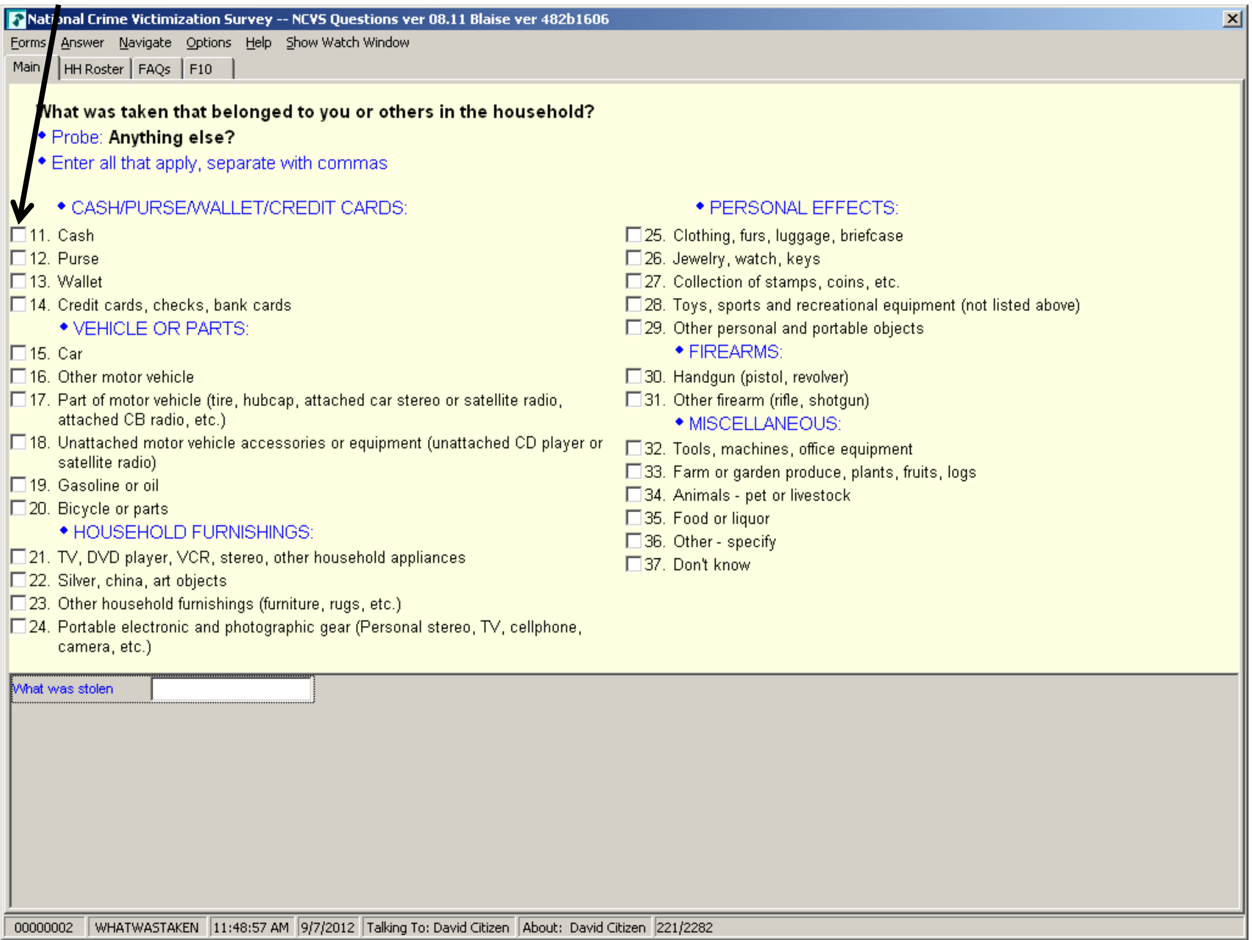
Some questions allow you to enter only one response, while others allow multiple answers. Notice that there are two types of responses, noted by radio buttons and boxes. Radio buttons (○) are used beside the response categories when a single response is required. Boxes (☐) are used beside the response categories when multiple entries are acceptable. Also, for questions that allow multiple responses the screen displays the FR instruction

“Enter all that apply.” In the illustrations below and on the next page, notice that the response field to the left of the answer categories differs between multiple and single response questions.

Single Response Question – “Radio Buttons”



Multiple Response Question – "Boxes"

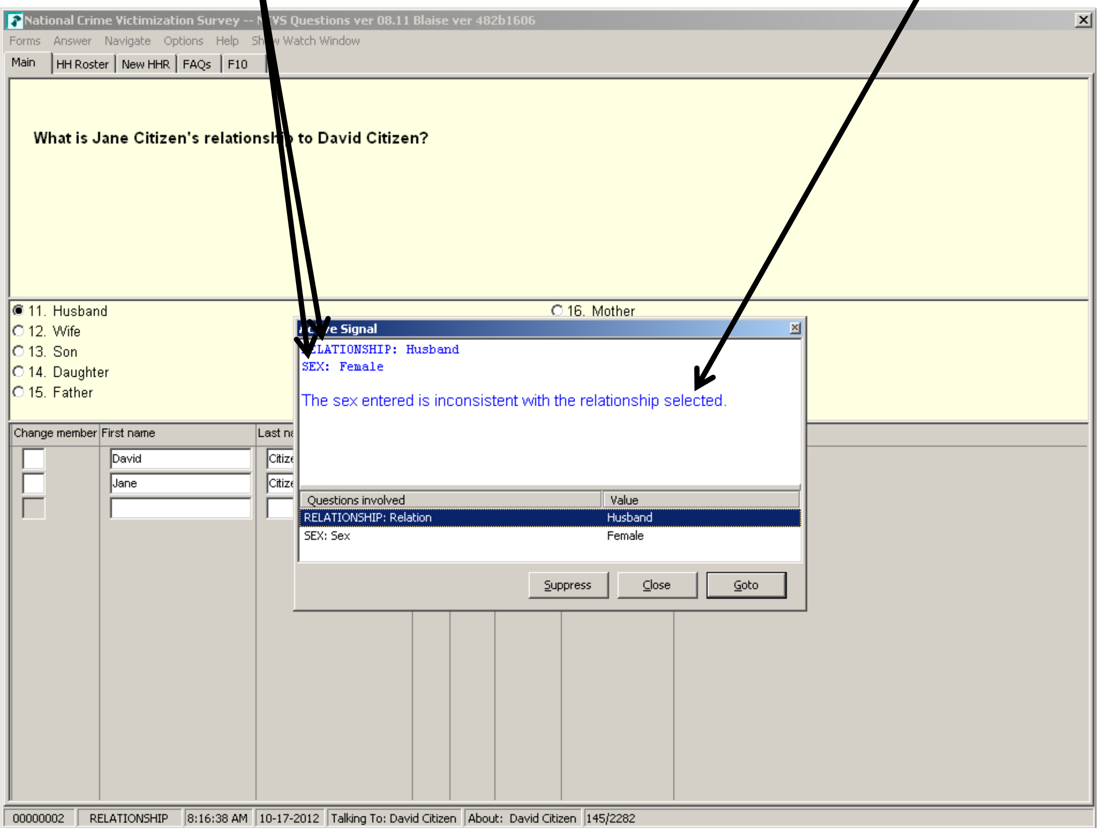


When you see response categories with boxes, before pressing "Enter," keep asking the appropriate probe, "**Anything else?**" or "**Any other way?**" and record all responses. Continue probing in this manner until you get a "No" response.

Edit Checks

In order to detect inconsistencies in the data at the time of collection, several questions contain edit checks. The edit checks examine the response to individual items and determine if the responses are consistent with the other data entered. An error message appears when possible errors (inconsistencies) are detected in the respondent's answers. The screen displays an error message and identifies the questions that are inconsistent.

Items with Inconsistent Responses **Edit Check Error Message**



Types of Edit Checks

There are two types of edit checks, **soft edit** checks and **hard edit** checks. A soft edit check appears for a situation like a 14 year old attending college (possible but not likely); a hard edit check appears for a situation like a 4 year old attending college (not possible).

- For soft edit checks, you can either accept the responses and therefore the inconsistency (select the **Suppress** button) OR resolve the error by going back (select the **GoTo** button) to the items in question and rechecking the responses.

- For hard edit checks, you must go back and resolve the inconsistency.

In many cases, the inconsistencies occur as a result of keying errors. To go back and correct a particular item, make sure that the item displayed in the "Questions involved" column of the "Edit Check Error Message" (refer to illustration on page 10-5) is highlighted; then click the **GoTo** button, which takes you to the question that needs correcting.

When resolving inconsistencies in a soft edit check, the pop-up window displays two screens in the “Questions Involved” column which you can choose from to select which answer you want to change. In the example on Page (10-5), if you want to fix the inconsistency by updating the relationship value, highlight the “RELATIONSHIP: Relation” row and select the **GoTo** button to return to the Relationship Screen to change the answer. If the respondent’s gender was incorrect, highlight the second row “SEX:sex” and select the **GoTo** button to change the respondent’s gender.

Don’t Know and Refused Responses

Some questions allow a “Don’t know” response. In the NCVS CAPI instrument, such questions either have a “Don’t know” category displayed as a valid response category or the category is “blind.” A blind “Don’t know” category is not displayed. The instrument allows you to enter a “Don’t know” response by pressing the “**CTRL**” + “**D**” keys if the respondent does not know the answer to the question. A question mark (?) then appears in the answer field. Also, some questions allow a “blind” refusal. For those questions, you can press the **“CTRL”** + **“R”** keys if the respondent refuses to answer. An exclamation point (!) then appears in the answer field.

Specify Fields

Some questions require that you enter a description of the respondent’s answer. For example, in the screener questions you enter a brief description of the incident when the respondent reports that he/she was a victim of crime. For questions that contain an “Other - specify” category record the respondent’s answer on the “Other - specify” screen if you are unable to classify the respondent’s answer into a predefined category. For these types of questions, as well as the crime incident report summary, the length of the “Specify” field varies:

- Screener questions – limited to 100 characters
- “Other – specify” categories, most are 35 characters
- Crime incident summary – 300 characters

If you need to record more information for a particular item, enter additional text in the “Item Level” notes by pressing the **F7** function key.

Overview of Front Section

The Front Section of the NCVS instrument lets you:

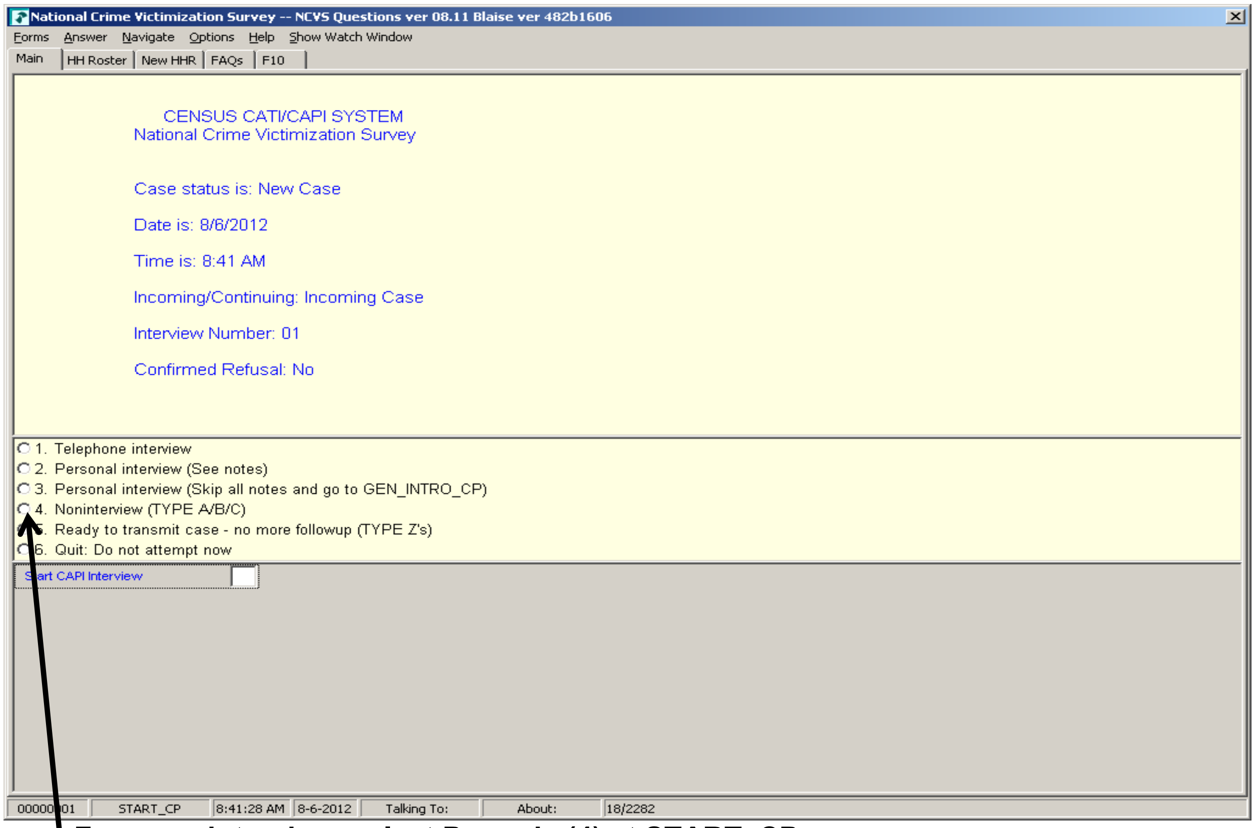
- Introduce and reintroduce the survey to the respondent;
- Record the type of interview you are conducting (personal visit or telephone);
- Record the outcome of your attempts to contact the household respondent or individual respondents; and
- Select a new household respondent when necessary.

The Front Section of the instrument also includes screens for verifying the sample address, the mailing address, and the sample address’ phone number and also captures person and household noninterview information.

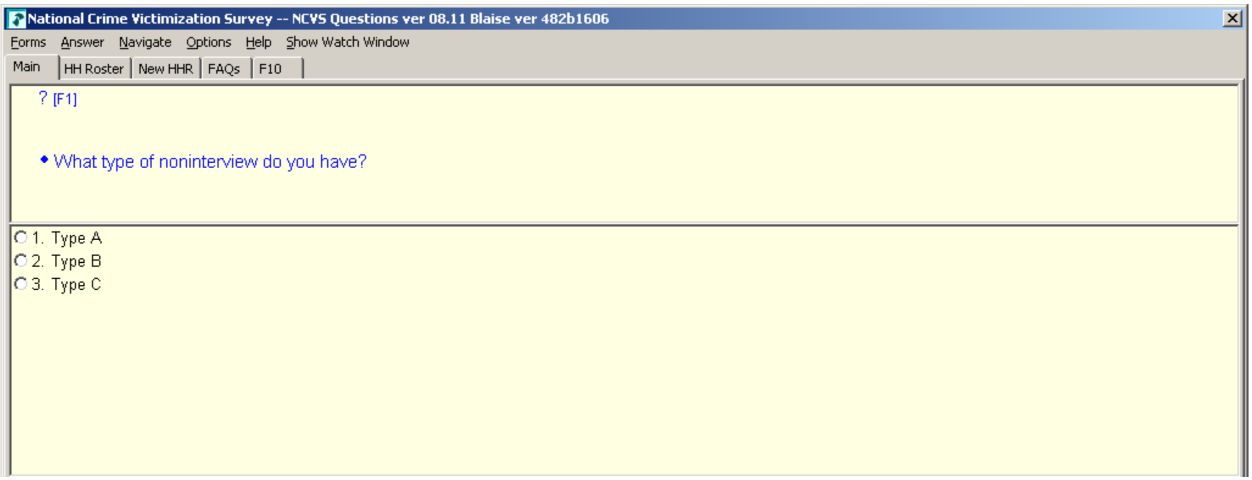
Look at the **START_CP** screen shown on the next page. This is the first screen in the instrument’s Front Section that appears when you enter the NCVS CAPI instrument from Case Management. At this screen you select whether to:

- Interview by telephone or personal visit,
- classify the case as a noninterview,
- transmit the case, or
- exit the case before attempting to conduct an interview.

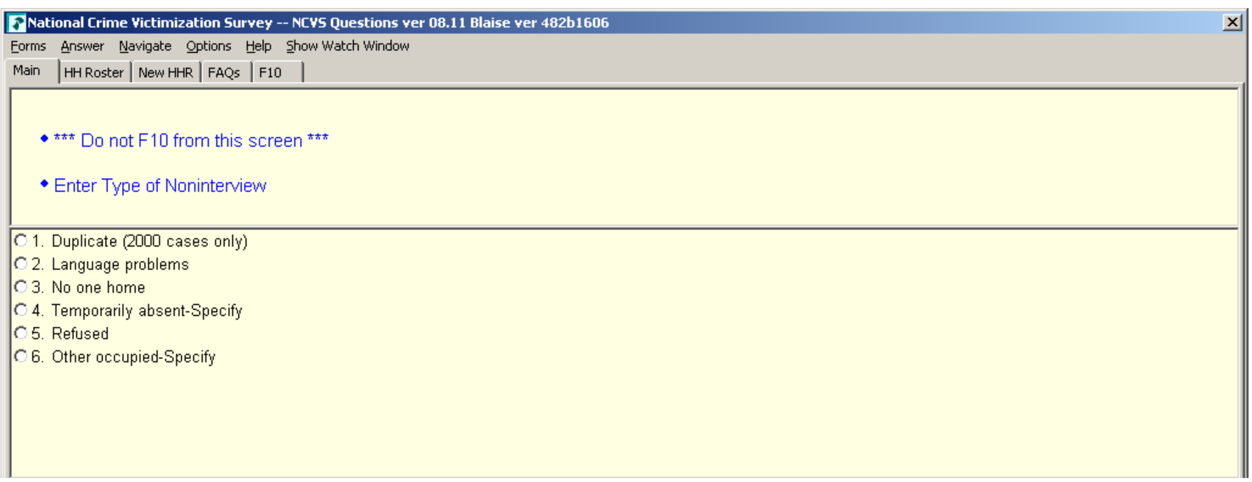
If a case is a Type A, B, or C noninterview, select category (4), “Noninterview” at the **START_CP** screen which takes you to the screen to classify the type of noninterview and code appropriate noninterview reasons.



For a noninterview, select Precode (4) at START_CP



Select the type of noninterview at NONTYP

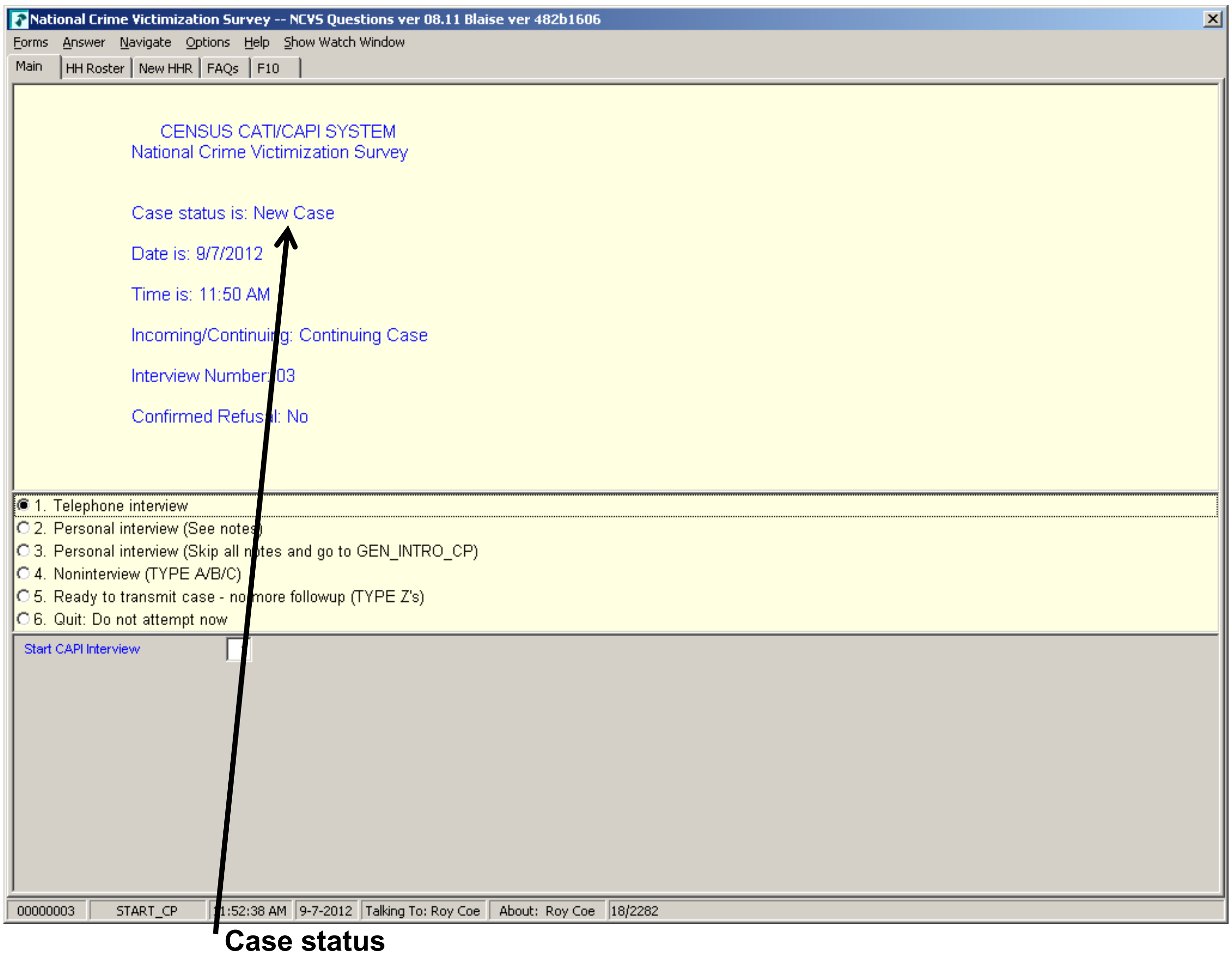


Select the reason for the noninterview at TYPEA (shown here), TYPEB, or TYPEC

However, if you are unable to interview an eligible household member **and** the household member is **not** the household respondent you must classify the respondent as a Type Z person noninterview. In CAPI, you classify household members for whom an interview was not obtained **after** you have completed interviews with all other eligible household members and are ready to transmit the case. When you enter “5 ” at **START_CP**, the Type Z block appears and asks you to record the best reason data were not collected for the respondent. We will practice classifying a household member as a Type Z noninterview during classroom training.

Also notice that at the **START_CP** Main Menu, the following information about the case is displayed:

- **Case Status -** Measures the progress of the case, such as "New Case," "Unreached Household," "Household reached, no respondent contact," "Household Refusal," "Household Respondent (complete)," "Noninterview," etc. (See illustration below.)



- **Date and Time -** Displays the current date and time.

- **Incoming (Interview 1)/Continuing (Interviews 2-7)** - Identifies whether the case is an incoming or continuing case.

- **Interview Number** - Identifies the case's interview number or enumeration period (1-7).

- **Confirmed Refusal** - Indicates whether or not the case is a confirmed refusal. An entry of "Yes" indicates that the case is a confirmed refusal and an entry of "No" indicates that it is not a confirmed refusal.

A replacement household is always considered "incoming," and requires a personal visit interview but retains the interview number of the parent. This is because the interview number is associated with the sample address, not with the current household.

Overview of Middle Section

The Middle Section of the NCVS instrument collects household characteristics and collects/updates the person level characteristics of the household roster. Information collected includes:

- the sample unit's tenure

- basic household data (names of all persons living in the household, relationship, household membership, birthday, age, marital status, sex, armed forces, education, ethnicity, and race)

- changes in household composition,

- use of telephone,

- building characteristics,

- household income, and so on.

The Middle Section of the NCVS instrument also contains:

- the screen questions,

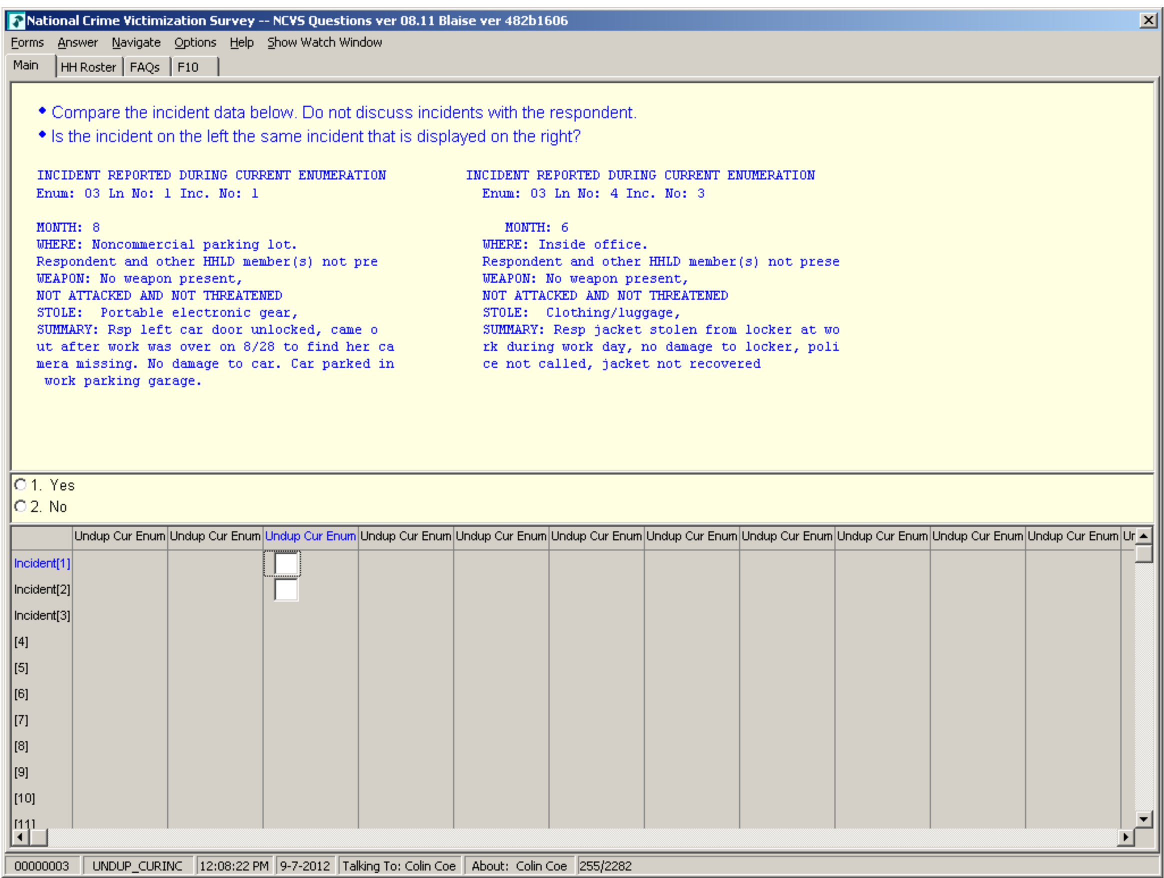
- the incident questions asked on the Crime Incident Report, and

- screens for comparing/unduplicating incidents reported in the current enumeration and previous enumeration periods.

To ensure that we do not collect duplicate information about incidents, the unduplication screens compare incident(s) reported by the current respondent against --

- other incidents reported during the current enumeration by the current respondent,
- incidents reported during the current enumeration by other respondents, and
- up to four incidents reported by any respondent in the household during the previous enumeration.

An example of a unduplication screen is shown below:



Overview of Back Section

The Back Section of the instrument includes thank you screens, screens for setting appointments and recording information, such as telephone numbers, best time to call, whether there are any language or hearing problems, case level notes, and screens for recording the incomplete status (either Refusal/Callback/Breakoff) of a household respondent's interview. The information you enter in the back of the instrument is fed back into Case Management and appears in different tabs in Case Management after you exit the case.

Tabs

Throughout the instrument, starting at the **START_CP** screen, there are various tabs you can access anytime during the interview. Four tabs appear on all screens:

- **Main** tab - used to return to the interview after pressing the “HH roster” or “FAQs” tab.
- **HH Roster** tab - Displays the Household composition. For an incoming case this tab is empty until you complete the household coverage items,
- **FAQs** tab - provides responses to Frequently Asked Questions about the survey.
- **F10** tab - which ends the interview.

Other tabs display depending on the progress of the interview. For example, the **New HHR** tab appears until you have completed the household roster. This tab can be used to change the household respondent. This tab will only display the persons eligible to act as the household respondent. If displayed, the tabs items are accessible from any item in the instrument.

Instrument Function Keys

Function keys are shortcuts for specific actions in the instrument. The function of some of the keys in the CAPI instrument **differs** from their function in Case Management. In the CAPI survey instrument you can display the function keys at any time by going to the Navigate menu and selecting “Show Function Keys.” You can also display the function keys by pressing the **Ctrl+K** keys.

KEY	**FUNCTION**	**KEY**	**FUNCTION**	**KEY**	**FUNCTION**
F1	Question Help	**Shift+F1**	Show HH	**END**	Next Question on Path
F2	(Unassigned)	**Shift+F2**	FAQs	**HOME**	First Question on Path
F3	(Unassigned)	**Shift+F3**	RI FAQs	**Ctrl+F3**	Show Question Text
F4	Jump Menu	**Shift+F4**	(Unassigned)	**Ctrl+D**	Don't Know
F5	Show Status	**Shift+F5**	Language	**Ctrl+F**	Search Tag
F6	(Unassigned)	**Shift+F6**	(Unassigned)	**Ctrl+H**	Info
F7	Item Notes/Remarks	**Shift+F7**	Show notes/Remarks	**Ctrl+F7**	Case Level Notes
F8	Return	**Shift+F8**	(Unassigned)	**Ctrl+K**	Show Function Keys
F9	Skip Forward	**Shift+F9**	(Unassigned)	**Ctrl+M**	Show DK & Refused
F10	Exit	**Shift+F10**	Show Function Keys	**Ctrl+R**	Refused
F11	Calculator	**Shift+F11**	Show Standard Abbr	**Ctrl+F11**	Calendar
F12	Copy Down (Repeat)	**Shift+F12**	Show Original Notes (RI)	**Ctrl+T**	Interview Time Preferences
		Alt +F4	Closes active window or exits active program or help screen	**Alt+S**	Save
				Alt +F4	Closes active window or help screen

The chart below further explains the operations of function keys in the NCVS survey instrument. During classroom training, you will practice using some of the function keys.

If you press function key:	***You can perform this operation within the instrument during the interview***
F1	**QUESTION HELP** Displays any help screens for the current question. Help screens are designed to aid you with a particular concept, to define the meaning or intent of a particular word, to provide specific probes, and so on.
F4	**JUMP MENU** Accesses a “Jump” menu, which enables you to jump back to a previously answered section of the incident report items. Note that this function only works in the incident report items, which are part of the middle section of the NCVS instrument.
ALT + F4	Closes the active window, closes help screen, or exits the active program.
F7	**ITEM NOTES/REMARKS** Allows you to view or add comments and explanations for the screen currently displayed.
F8	**RETURN** Allows you to skip back over a block of questions.
F10	**EXIT** Skips from the present question to the **REFCBBREAK_CP** Screen at the back of the instrument. You do this whenever you must make an early exit from the interview.
SHIFT + F5	**LANGUAGE** Allows you to switch from the English version of the instrument to the Spanish version for the current question and all subsequent questions.
SHIFT + F11	**SHOW STANDARD ABBREVIATIONS** Displays the standard recommended and accepted abbreviations for the NCVS. Abbreviations can be used to conserve space when entering text in item text boxes that allow only a limited number of characters.
END	Takes you to the next unanswered question in the instrument path.
CTRL + D	**DON’T KNOW** Allows you to record a don’t know response to a question when a separate “Don’t Know” response category is not a Precode in the answer list. Also referred to as a “Blind” Don’t Know.
CTRL + R	**REFUSED** Allows you to record a refusal to a question by the respondent.
CTRL + T	**INTERVIEW TIME PREFERENCES** Accesses the BOOST/BLOCK feature of the instrument for you to view or record the best times or worst times to contact the household.

Review Exercise

Complete the review exercise that starts on the following page. Compare your answers to the answer key that follows the review exercise and continue with Lesson 11.

Lesson 10 - Review Exercise

1. How can you tell questions that allow multiple responses from those that allow a single response in the NCVS CAPI instrument?

   _____ The answer fields for multiple response questions have radio buttons, while single response questions have square boxes.

   _____ An asterisk appears in the answer list.

   _____ The answer fields for multiple response questions have square boxes, while single response questions have radio buttons.

   _____ There is no distinction between the two types of responses.

2. The Middle Section of the NCVS CAPI instrument contains thank you screens and screens for setting callback appointments.

   TRUE **FALSE**

3. The uses of the function keys within the survey instrument are identical to those in Case Management.

   TRUE **FALSE**

4. You will capture Type Z information about NCVS noninterview respondents at the time you discover that the respondent is a noninterview.

   TRUE **FALSE**

5. A “blind” “Don’t know” or “blind” “Refusal” means that the survey instrument accepts such responses for certain questions even though “Don’t know” and “Refused” categories are not displayed.

   TRUE **FALSE**

6. What appears in the answer field when you press Ctrl+D for a blind “Don’t know”?

   _____ D
   _____ !
   _____ CtrlD
   _____ ?

7. What appears in the answer field when you press Ctrl+R for a blind “Refusal”?

   _____ R
   _____ !
   _____ CtrlR
   _____ ?

8. Some items contain edit checks that identify data inconsistencies or errors. “Suppress” accepts the inconsistency in a hard edit check.

   TRUE **FALSE**

9. “Goto” in an edit check returns you to inconsistent item(s) to make corrections to the items in both soft and hard edit checks.

   TRUE **FALSE**

10. Which keys do you press to display the function keys for the NCVS CAPI instrument?

    _____ Ctrl E
    _____ Ctrl K
    _____ Ctrl M
    _____ Ctrl R

Compare your answers against the answer key on the next page(s).

Lesson 10 - Answer Key

1. How can you tell questions that allow multiple responses from those that allow a single response in the NCVS CAPI instrument?

   _____ The answer fields for multiple response questions have radio buttons, while single response questions have square boxes.

   _____ An asterisk appears in the answer list.

   __X__ The answer fields for multiple response questions have square boxes, while single response questions have radio buttons.

   _____ There is no distinction between the two types of responses.

   (Page 10-2)

2. The Middle Section of the NCVS CAPI instrument contains thank you screens and screens for setting callback appointments.

   FALSE
   (Page 10-11)

3. The uses of the function keys within the survey instrument are identical to those in Case Management.

   FALSE
   (Page 10-13)

4. You will capture Type Z information about NCVS noninterview respondents at the time you discover that the respondent is a noninterview.

   FALSE
   (Page 10-9)

5. A “blind” “Don’t know” or “blind” “Refusal” means that the survey instrument accepts such responses for certain questions even though “Don’t know” and “Refused” categories are not displayed.

   TRUE
   (Page 10-6)

6. What appears in the answer field when you press Ctrl+D for a blind “Don’t know”?

_____ D
_____ !
_____ CtrlD
__X__ ?
(Page 10-6)

7. What appears in the answer field when you press Ctrl+R for a blind “Refusal”?

_____ R
__X__ !
_____ CtrlR
_____ ?
(Page 10-6)

8. Some items contain edit checks that identify data inconsistencies or errors. “Suppress”accepts the inconsistency in a hard edit check.

FALSE
(Page 10-5)

9. “Goto” in an edit check returns you to inconsistent item(s) to make corrections to the items in both soft and hard edit checks.

TRUE
(Page 10-6)

10. Which keys do you press to display the function keys for the NCVS CAPI instrument?

_____ Ctrl E
__X__ Ctrl K
_____ Ctrl M
_____ Ctrl R
(Page 10-13)

Continue with Lesson 11.

Lesson 11. The NCVS Front Section

Objective

The objectives of this lesson are to:

- Explain the design of the Front Section of the NCVS CAPI instrument.
- Provide an overview of the items that make up the Front Section of the survey instrument.

Introduction

The Front Section of the NCVS instrument is designed to:

- Give you case-level information to review before attempting to contact the sample household.
- Guide you through screens for making contact with a household respondent or an individual respondent for personal visit or telephone interviews, and record possible interviewing problems.
- Guide you through screens for selecting a new household respondent or new individual respondent.
- Update sample address, mailing address, and telephone number information for the household with the household respondent.

Getting into the NCVS Instrument

To access the NCVS instrument from Case Management to begin interviewing a sample case, press the **F2** key. Later in the self-study you will practice getting into the NCVS instrument and conducting an interview. For now, let's review some of the main screens you see when you enter the Front Section of the instrument.

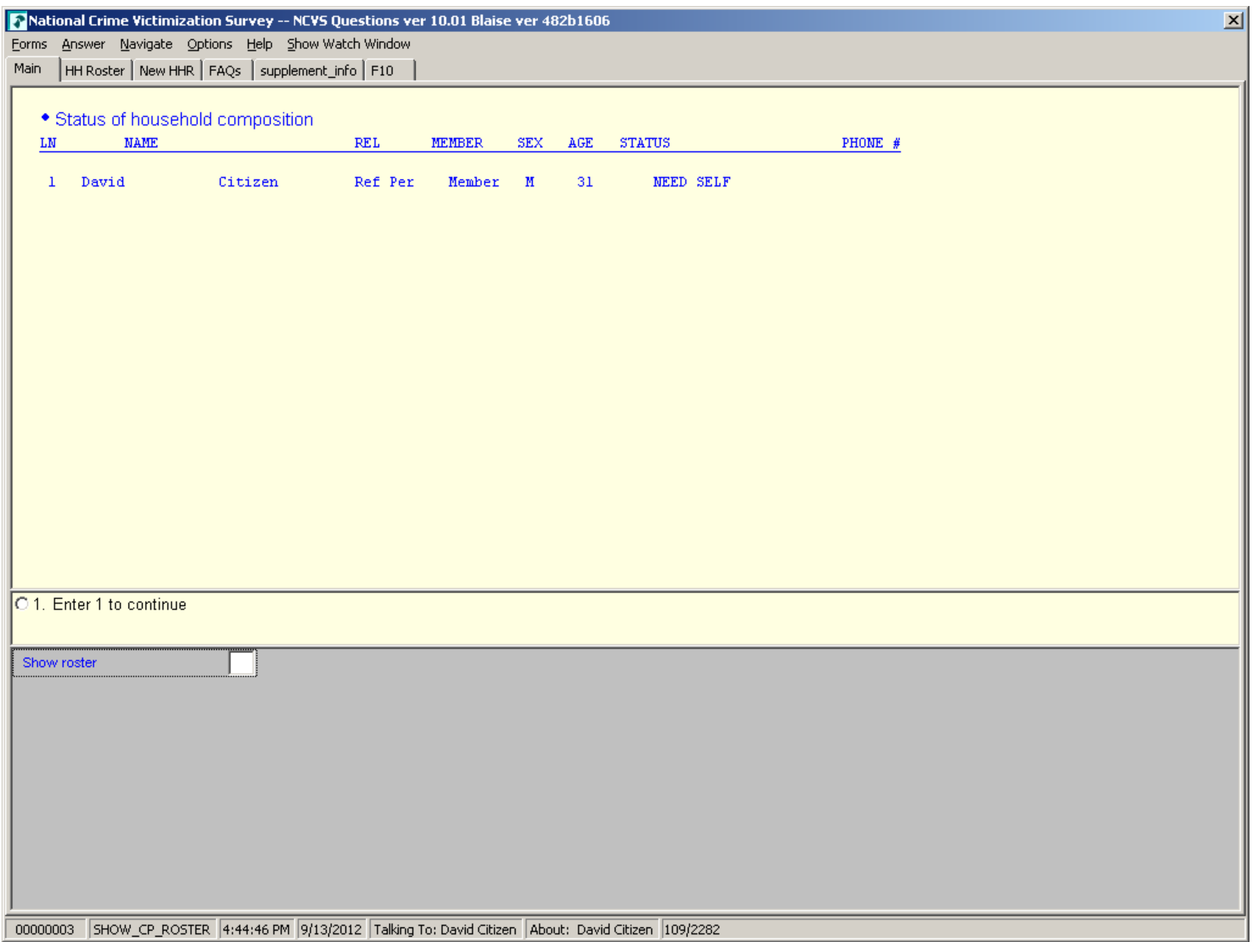
START_CP

Go to page B2-3 in your NCVS-550 manual and read about the **START_CP** screen, which is the first screen in the instrument's Front Section that appears when you enter the NCVS instrument from Case Management. The reading ends on page B2-4. [ ]

At this screen you select whether to proceed to interview the case by telephone or personal visit, classify the case as a Type A, B, or C noninterview, transmit the case, or get out of the case before attempting to conduct an interview.

SHOW_CP_ROSTER

After indicating at **START_CP** that you are ready to proceed to interview the sample case, when conducting interviews with continuing households (households that have been in sample previously) the instrument takes you to **SHOW_CP_ROSTER**. This screen displays the name and other information regarding the composition of the household, as shown below. Once you have reviewed this screen, enter 1 to proceed to the next screen.



Introductory Screen

The instrument goes to an introduction screen where you introduce yourself and the survey to the respondent. When talking to the household respondent, you inquire about whether or not the respondent received the NCVS introductory letter, at the **GETLETTER** screen.

Before the interview, your regional office sends an advance letter to the household to say that you will be contacting the household for an interview. For personal visit interviews, if the respondent does not recall receiving the letter, you must hand the respondent a copy of the introductory letter. Allow the respondent time to read the letter.

VERADD_CP

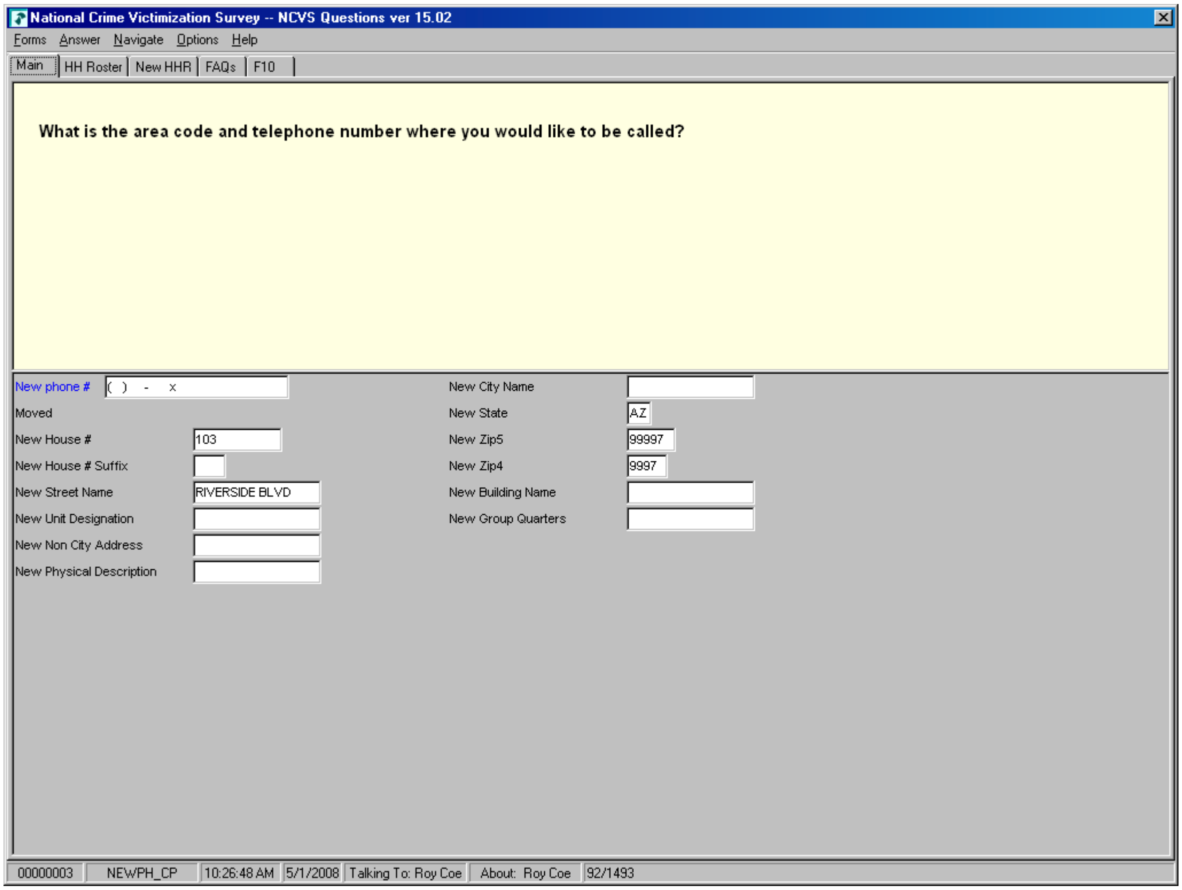
The next question you ask the household respondent is if the address listed on the screen for the household is the household's exact address. The question reads:

> **I have your address listed as ...**
>
> **Is that your exact address?**

If the respondent says: "This is 3423 Randolph Place," and the address reads, "3423 Randolph Street," first make sure that you are at the correct address before indicating in **VERADD_CP** that an "incorrect address was previously recorded."

From the **VERADD_CP** screen the instrument proceeds to **CHGPH_CP,** which asks if you need to change the household's current telephone number. Sometimes you may know that the current telephone number recorded for the household needs to be changed to another number. For example, when verifying the household's address the respondent may tell you to start calling at a different telephone number than previously recorded.

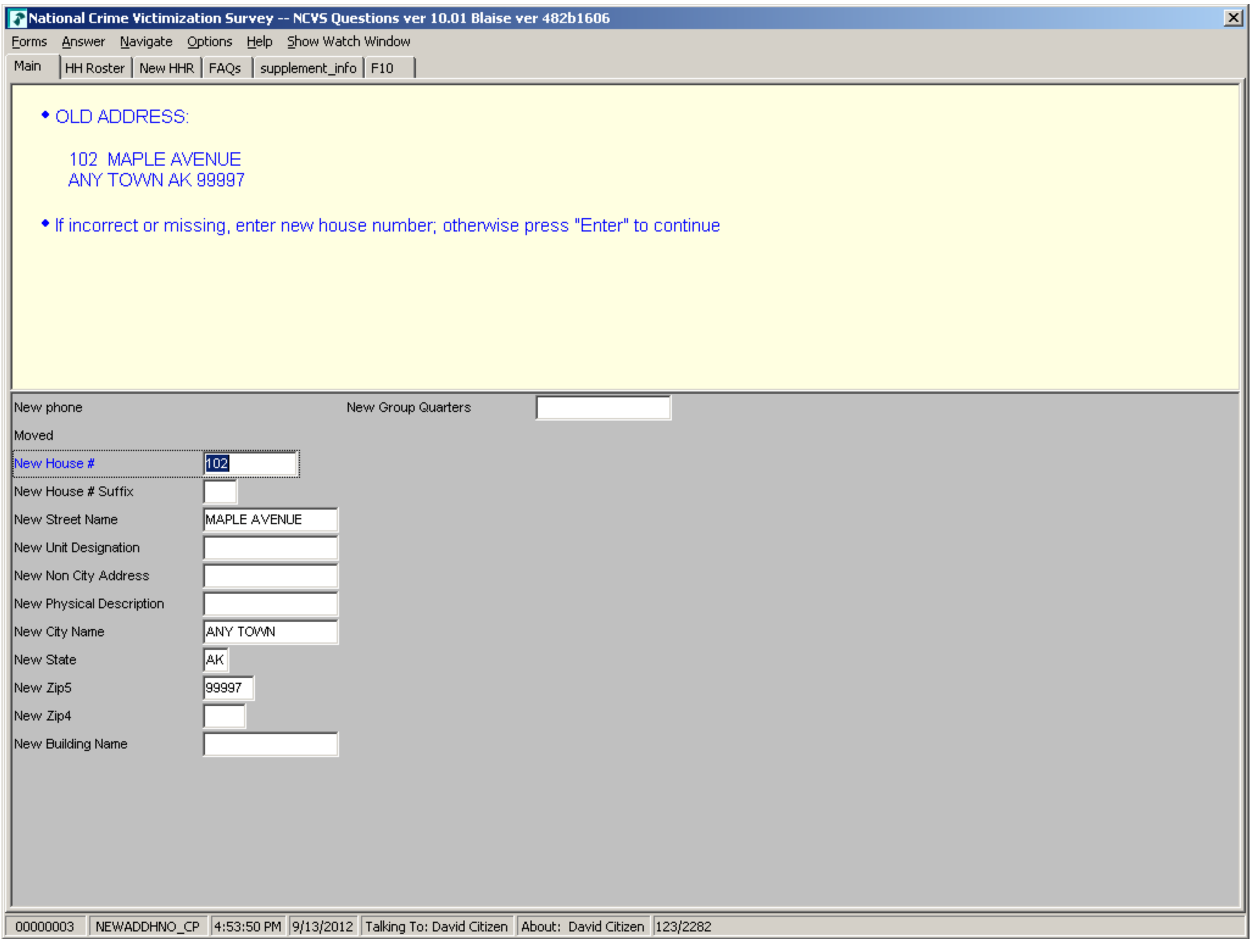
If you need to change the telephone number, the instrument takes you to screen **NEWPH_CP** to enter the new telephone number. (See illustration on next page.)



NEWADDNO_CP

If you discover that you reached the correct sample address but the address needs additions or corrections, you can edit the address at one of the **NEWADDNO_CP** screens as shown on the next page. Go to page B2-56 in your NCVS-550 manual and read about the address information you can update or correct when you are at this screen.

[ ]



If you discover that an assigned housing unit is actually a Group Quarters (GQ) unit and the "New Group Quarters" description is incorrect or needs to be completed, enter the description before pressing Enter. A GQ unit is a type of living quarters where the residents share common facilities, such as a college dormitory, or where residents receive authorized care or custody. Detailed procedures for working with GQs and explanations of the types of GQs are covered in Chapter 4 of the 11-922 FRs' Guide to Locating Sample Addresses, and in Chapter 3 of the 11-8 Volume II Listing and Coverage Manual.

Open your 11-922 Manual to Appendix C and read over the descriptions for institutional and noninstitutional GQs that begin on page 45 and end on page 50.

You can either press the TAB key or the ENTER key to move through the items and enter the correct information for those items that need to be updated. To exit this screen you need to proceed to the "New Group Quarters" field and then press Enter.

ADRCHECK_CP

The address check screen prompts you to select a reason or multiple reasons as to why the address information provided by the respondent did not match the displayed address for the household.

Go to page B2-57 of the NCVS-550 Manual and read the description of the 15 reasons you can select.

[ ]

MAILINGSAME_CP

At **MAILINGSAME_CP** you ask the respondent if the mailing address is the same as the household's physical address. If the address is not the same because the household's mail is sent to a different address, the instrument goes to the **VERIFYMAILING_CP** screen.

VERIFYMAILING_CP

At **VERIFYMAILING_CP** you re-verify the mailing address. If the respondent indicates that the mailing address is correct, the instrument goes to the Middle Section of the NCVS instrument. If the mailing address is incorrect, the instrument goes to the **NEWMAIL_CP** screen.

NEWMAIL_CP

NEWMAIL_CP allows you to modify the mailing address information for the household. It includes all of the same address fields for the sample address except the physical location description, such as "red house on corner," which is not part of the mailing address.

Review Exercise

Complete the review exercise on the next page. Compare your answers to the answer key that follows the review exercise, then continue with Lesson 12.

Lesson 11 - Review Exercise

1. The Front Section of the NCVS instrument is designed to: ***(Mark all that apply)***

    ____ Provide information about the case for you to review before attempting contact with the sample household.

    ____ Screen for crime incidents.

    ____ Guide you through screens for making contact with a household respondent or an individual respondent.

    ____ Collect detailed information about the incident reported.

    ____ Update sample address, mailing address, and telephone number information for the household with the household respondent.

2. Which function key do you press in Case Management to start the interview process with the household?

    ____ **F1**

    ____ **F2**

    ____ **F7**

    ____ **F10**

3. The first screen in the survey instrument's Front Section that appears when you enter the NCVS instrument from Case Management is:

    ____ **SHOW_CP_ROSTER**

    ____ **VERADD_CP**

    ____ **START_CP**

    ____ **HHROSTER**

4. A __________ is a type of living quarters where the residents share common facilities or where residents receive authorized care or custody.

Compare your answers to the answer key on the next page(s).

Lesson 11 - Answer Key

1. The Front Section of the NCVS instrument is designed to: ***(Mark all that apply)***

   __X__ Provide information about the case for you to review before attempting contact with the sample household.

   ____ Screen for crime incidents.

   __X__ Guide you through screens for making contact with a household respondent or an individual respondent.

   ____ Collect detailed information about the incident reported.

   __X__ Update sample address, mailing address, and telephone number information for the household with the household respondent.

   (Page 11-1)

2. Which function key do you press in Case Management to start the interview process with the household?

   ____ **F1**

   __X__ **F2**

   ____ **F7**

   ____ **F10**

   (Page 11-1)

3. The first screen in the survey instrument's Front Section that appears when you enter the NCVS instrument from Case Management is:

   ____ **SHOW_CP_ROSTER**

   ____ **VERADD_CP**

   _X_ **START_CP**

   ____ **HHROSTER**

   (Page 11-1)

4. A **Group Quarters** is a type of living quarters where the residents share common facilities or where residents receive authorized care or custody.
   (Page 11-5)

Continue with Lesson 12.

Lesson 12. NCVS Middle Section
Basic Household Questions

Objective

The objectives of this lesson are to:

- Explain the design and components of the Middle Section of the NCVS CAPI instrument.
- Provide an overview of the items that make up the first part of the Middle Section of the survey instrument: questions about the characteristics of the sample unit and its members.

NCVS Middle Section

The Middle Section of the NCVS instrument is made up of four main parts or sets of questions. These include:

1. Questions about the characteristics of the sample unit and its members.
2. Screening questions designed to identify all crime incidents which occurred during the respondent's **6-month reference period.**
3. Incident questions designed to collect detailed information about each crime incident reported by a sample household member.
4. Questions about employment, household income, use of telephone, contact information, and language requirements.

Basic Household Questions

The purpose of this first set of questions is to collect or update information about the characteristics of the household and its members. These questions are asked initially during the first interview and may be verified or updated in subsequent interviews. This part of the instrument contains questions about:

- the sample unit's tenure,
- building characteristics and basic household information (names of all persons living in the household),
- each person's relationship,

- household membership,
- birthday,
- age,
- marital status,
- sex,
- armed force status,
- education,
- ethnicity, and
- race.

The Basic Household Questions can be divided into two parts:

- Questions designed for the collection of household characteristics and
- Questions designed for the collection/updating of person level characteristics of the household roster.

Household Characteristics

Questions about the characteristics of the sample unit include the following:

TENURE

Go to page B2-61 of your interviewing manual and look at the question screen shot at the top of the page.

[ ]

Item **TENURE** determines if the sample unit is owned or being bought, rented for cash, or occupied without payment of cash rent. You ask **TENURE** for each sample unit in the first, third, fifth, and seventh interview (enumeration) periods. This question is used to determine if people who own their own home are more or less victimized than people who rent. The reason for asking this question four different times is that the tenure status could change.

STUDENTHOUSING

Go to page B2-63 of your interviewing manual and look at the screen shot for the **STUDENTHOUSING** question.

[ ]
This question determines if the sample unit is being used as student housing by a college or university. You ask or verify this question each enumeration period. The reason for asking or verifying this question each time is that the status of the housing unit could change between enumeration periods.

PUBLICHOUSING

The public housing question is asked during the odd numbered enumerations. This question determines if the sample unit is owned by a public housing authority, and is asked only if the sample unit is "Rented for cash" or "Occupied without payment of cash rent."

To be considered public housing the unit must be in a **federally funded** project. A unit located in a building that is funded by a state or local government or part of a federal assisted program, such as VA (veteran), FHA (Federal Housing Authority), voucher, or certificate assisted housing is NOT considered public housing for the NCVS.

PUBLICHOUSINGMGR VERIFY

If you determine that the sample unit ***is*** in a building that is owned by a public housing authority, you must:

- ✓ Locate the building manager and
- ✓ Verify that this is correct and that the building is indeed owned by a public housing authority.

This verification should be done during the first enumeration period for incoming cases and in the third, fifth, and seventh interview periods for continuing cases (or replacement households).

INDIANRESERVATIONHU

This item asks if the sample unit is located on an American Indian Reservation or American Indian Lands. On page B2-66 of your interviewing manual, read what is meant by an American Indian Reservation and American Indian Lands. The reading ends in the middle of page B2-67.

This screen only appears for you to ask during the sample unit's initial interview.

FARMSALES

FARMSALES is asked only during the first enumeration period interview. This question asks if sales of crops, livestock, and other farm products from the sample unit (or land on the sample unit's property) during the past 12 months were $1,000 or more, or less than $1,000. This item will be covered in more detail during classroom training.

ACCESS

Complete **ACCESS** by observation during your initial visit to the sample housing unit. This item is designed to indicate whether or not a sample household has direct access to their living quarters.

A living quarters has direct access when an occupant can either:

- Enter his/her living quarters directly from the outside of the structure, or

- Enter his/her living quarters from a common hall or lobby that is used by occupants of more than one unit.

If the only entrance to an occupant's living quarters is through a room or hall of another household's living quarters, then the living quarters does not have direct access. Therefore, the unit is not a separate housing unit and should be considered part of the housing unit through which access to it is gained.

TYPEOFHOUSINGUNIT

A housing unit (HU) is a group of rooms or a single room occupied as separate living quarters or intended for occupancy as separate living quarters. A housing unit may be occupied by a family or one person, as well as by two or more unrelated people who share the living quarters. For this item you will select a category that best describes the housing unit from one of the following types:

✓ House, apartment, flat

✓ HU in nontransient hotel, motel, etc.

✓ HU permanent in transient hotel, motel, etc.

✓ HU in rooming house

✓ Mobile home or trailer with no permanent room added

- ✓ Mobile home or trailer with one or more permanent rooms attached
- ✓ HU not specified above
- ✓ Quarters not HU in rooming or boarding house
- ✓ Unit not permanent in transient hotel, motel, etc.
- ✓ Unoccupied site for mobile home, trailer, or tent
- ✓ Student quarters in college dormitory
- ✓ Other unit not specified above

NUMBEROFUNITS

During your initial or first interview with a household, you need to determine how many housing units are in the structure. A structure is a separate building that either:

- Has open space on all sides *(no other building attached to it*) or
- Is separated from other structures by dividing walls that extend from ground to roof.

You can either ask the respondent this question if you have any doubt about the number of units in the structure or you can complete this item by observation.

DIRECTENTRANCETOUNIT

This question determines if there is some means of entering the sample unit directly from the outside, such as a door, patio doors, or windows, etc., on the ground level, or from outside stairs that lead directly to an outside entrance for the sample unit.

GATEWALLEDCOMMUNITY

This question determines if access to the household's community requires some kind of special entry procedure and the community is surrounded by walls, fences, or other barriers to restrict entrance to the community's homes by non-residents of the community. Some resort and retirement communities are good examples of gated or walled communities.

RESTRICTEDACCESS

This question determines if the household's unit is in a building that has restricted access that requires some type of special entry system, such as an intercom system where the occupants can identify and buzz in visitors or a security guard who monitors access into the building.

Person Level Characteristics

After collecting basic information about the sample unit, you go through a series of questions that builds or updates the household roster or composition. You collect or update information on the names of all persons living in the household and their -

- sex,
- relationship to the reference person,
- household membership status,
- birthday and age,
- marital status
- armed forces status,
- education,
- ethnicity, and
- race.

You also select (or change, if necessary) the household's reference person. The reference person is one of the persons who owns or rents the sample unit AND who is normally 18 years of age or older. The reference person for the household can be the household respondent, but he/she does not have to be the household respondent.

This lesson does not go over each of the personal characteristic items, as these items are addressed in the practice exercise as well as during classroom training when you complete the practice interview exercises.

Household Roster

When building the household roster, list the names of:

- All persons living or staying at the sample unit at the time of your visit or telephone call, and

- Any persons who usually live there but are temporarily absent.

Go to pages B2-81 and B2-82 in your NCVS-550 manual and read about who else to list.

[ ]

The ***preferred*** order for entering names when building the household roster is shown below. The order is by relationship to the reference person and is as follows:

- Reference person
- Husband or wife of reference person
- Unmarried children of the reference person or his/her spouse, starting with the oldest and ending with the youngest.
- Married sons and/or daughters of the reference person or his/her spouse followed by the married child's spouse, and each of their children (*oldest to youngest*)
- Other persons related to the reference person or his/her spouse.
- Lodgers and other nonrelatives staying at the sample address.

As you build the household roster, each person is assigned a unique line number. These numbers correspond to the order in which you list the occupants of a sample unit. The first person listed on the roster is **always** the reference person and therefore has a line number of one.

These numbers are important since you use line numbers, rather than names, to refer to any household member when entering text in the screening questions about what happened and in the incident summary. You refer to the reference person as L1, the second person listed as L2, and so on. Since the survey sponsor periodically requests to review the entries in the screening items and summary reports, we want to ensure that no identifying information about the respondent or the household are entered, such as names, address, telephone numbers. The only time it is acceptable to include information such as names, phone numbers, address location directions, etc., is in the Case Level Notes, particularly for difficult, potential, and actual noninterview cases. The lack of such information can impact subsequent interviews and can also prevent your supervisor from effectively working on following up with household refusals.

RELATIONSHIP

In **RELATIONSHIP**, collect the precise relationship of all members of the household to the **reference person**, such as husband, wife, son, daughter, and so on.

HHMEMBER

After determining the person's relationship to the reference person, identify whether or not each person is a member of the household by asking, **"Does *(person's name)* usually live here?"**

HHMEMBERURE

If you discover in **HHMEMBER** that a person **does not** usually live at the sample unit, the instrument goes to **HHMEMBERURE** to find out whether the person has a usual place of residence elsewhere by asking,

"Does *(person's name)* have a usual place of residence elsewhere?"

If a person usually lives and sleeps at the sample address and does not have a usual residence elsewhere, he or she is a household member.

"**Usual residents**" include such persons as lodgers and servants who usually live at the sample address. Also included are persons who usually live at the address, but are temporarily away for some reason. However, do not consider students living away at school as "usual residents."

Now take out your NCVS-554, Information Card Booklet, and open it to Page 5. Look over this summary table designed to help you determine household membership.

HHLDCOVERAGE

This question: "**Have I missed anyone else living or staying (HERE/THERE) such as any babies, any lodgers, or anyone who is away at present traveling or in the hospital?"** is asked each time the household is interviewed to ensure that we do not omit persons who may have moved into the household since the previous interview. Many household respondents forget to mention babies, lodgers, and visitors when asked about persons staying at their home.

Once you determine that the listing of persons in the household roster is complete, you will select a household respondent. This is the household member at the sample address who is answering the questions about the household for the current enumeration period and is one of the household members who is most knowledgeable about household matters. In most cases, this person must be at least 18 years of age.

SP_ORIGIN

This question: "**Are you Spanish, Hispanic, or Latino?"** is asked of each household member to determine if the person is Spanish, Hispanic or Latino. Go to Page B2-135 in your NCVS-550 manual and scan the list of groups, in the middle of the page, which distinguishes a person as being Spanish, Hispanic or Latino.

[ ]

Now open your NCVS-554 Information Card Booklet to Page 8 and look at the Hispanic Origin flash card. During a personal visit interview, show this flash card to the respondent as you ask this item. For Spanish-speaking respondents show the Hispanic Origin flash card on Page 9. During telephone interviews you must read the categories to the household respondent.

[ ]

SP_ORIGIN is asked of each household member during the initial visit and when a new person is added to the household during subsequent interviews.

RACE

This question is asked of the household respondent to choose one or more races that each household member considers himself/herself to be. It is asked separately for each household member and allows up to five different races to be reported for each household member. You also ask this race question during subsequent enumeration periods when a new person is added to the household.

During a personal visit interview, show the respondent the Race flash card on page 10 in your NCVS-554 Information Card Booklet. For Spanish-speaking respondents show this the Race flash card on page 11. During telephone interviews you must read the categories to the household respondent.

Take a moment now to look over this flash card.

[ ]

The Office of Management of Budget requires that the collection of data on race be based on self-identification. Therefore, you MUST ask this question for each household member even when the race of the respondent may seem obvious. If a respondent refuses to answer the race question, do NOT fill it by observation.

ROSTERREVIEW

When you have completed the demographic questions in the NCVS instrument for all household members, the **ROSTERREVIEW** screen appears. At this screen you can make changes to some of the demographic information you entered, such as the respondent's name, relationship, or sex. You will have the opportunity to make changes to the household roster later in training.

Review Exercise

Complete the review exercise for this lesson that starts on the following page. Compare your answers to the answer key which follows the review exercise and continue with Lesson 13.

Lesson 12 - Review Exercise

1. The tenure question determines if the sample unit is owned or being bought, rented for cash, or occupied without payment of cash rent.

   TRUE **FALSE**

2. To be considered public housing for the NCVS, a unit can be located in a building that is funded by the Federal government, a state or local government, or part of a federal assisted program.

   TRUE **FALSE**

3. The ______________________ is one of the persons who owns or rents the sample unit AND who is normally ___ years of age or older.

4. When building the household roster, the household respondent is always the first person listed.

   TRUE **FALSE**

5. You discover that a sample unit's garage was converted into an apartment. The only entrance to the apartment is through the kitchen of the sample unit. ***(Mark the correct answer.)***

   ___ The apartment has direct access and is considered a separate housing unit from the sample unit through which access to it is gained.

   ___ The apartment does not have direct access but is considered a separate housing unit from the sample unit through which access to it is gained.

   ___ The apartment has direct access but is not a separate housing unit from the sample unit through which access to it is gained.

   ___ The apartment does not have direct access and is not a separate housing unit from the sample unit through which access to it is gained.

6. The household roster should include all persons living or staying at the sample address at the time of the interview, including visitors and other persons who are not household members, but are in the sample unit and have stayed at the sample address at least ______________________ before the interview.

7. As you build the household roster, each person is assigned a unique line number. These numbers correspond to the order in which you list the occupants of a sample unit.

   TRUE **FALSE**

Compare your answers to the answer key on the next page(s).

Lesson 12 - Answer Key

1. The tenure question determines if the sample unit is owned or being bought, rented for cash, or occupied without payment of cash rent.

   TRUE
   (Page 12-2)

2. To be considered public housing for the NCVS, a unit can be located in a building that is funded by the Federal government, a state or local government, or part of a federal assisted program.

   FALSE
   (Page 12-3)

3. The **reference person** is one of the persons who owns or rents the sample unit AND who is normally **18** years of age or older.
   (Page 12-6)

4. When building the household roster, the household respondent is always the first person listed.

   FALSE
   (Page 12-6)

5. You discover that a sample unit's garage was converted into an apartment. The only entrance to the apartment is through the kitchen of the sample unit. ***(Mark the correct answer.)***

   __ The apartment has direct access and is considered a separate housing unit from the sample unit through which access to it is gained.

   __ The apartment does not have direct access but is considered a separate housing unit from the sample unit through which access to it is gained.

   __ The apartment has direct access but is not a separate housing unit from the sample unit through which access to it is gained.

   X The apartment does not have direct access and is not a separate housing unit from the sample unit through which access to it is gained.
   (Page 12-4)

6. The household roster should include all persons living or staying at the sample address at the time of the interview, including visitors and other persons who are not household members, but are in the sample unit and have stayed at the sample address at least **one night** before the interview.
(NCVS-550, page B2-96)

7. As you build the household roster, each person is assigned a unique line number. These numbers correspond to the order in which you list the occupants of a sample unit.

   TRUE
   (Page 12-7)

Continue with Lesson 13

Lesson 13. The NCVS Middle Section
NCVS Screen Questions

Objective

The objectives of this lesson are to:

- Explain the design of the second component of the Middle Section of the NCVS CAPI instrument.
- Provide an overview of the items that make up this section of the instrument.

NCVS Screen Questions

The second component of the Middle Section of the NCVS instrument is comprised of screening questions. These questions are referred to as the **screening items** of the NCVS instrument.

These questions can be subdivided into three parts:

1. Mobility Questions
2. Business Operated From Sample Address Questions
3. Crime Screen Questions.

Discussion of the individual questions within each set will be covered in detail during the classroom training.

Mobility Question: TIMEATADDRESS

TIMEATADDRESS is the first question in the screening section of the NCVS instrument and is used to determine the length of *continuous time* the respondent has lived at the sample address.

Business at Sample Address: BUSINESS

You ask the **BUSINESS** question only of the household respondent to determine if a sample household member operates a business from the sample address. If a business is operated from the sample address you will next need to determine if the business is a recognizable or unrecognizable business. Knowing this distinction is important for the following reasons:

- ✓ We keep crime incidents that involve property stolen from an unrecognizable business, but
- ✓ We do NOT keep crime incidents that ONLY involve property stolen from a recognizable business.

Go to Topic 2 in Part B, Chapter 3 of your NCVS-550 manual and read about recognizable and unrecognizable businesses on pages B3-7 and B3-8.

[ ]

Crime Screen Questions

These screen questions cover a wide variety of situations. They are designed to stimulate respondent recall of incidents by providing concrete examples of the kinds of crimes typically reported for the NCVS that could be overlooked by respondents. These screen questions ensure that we collect ALL incidents of crimes in a sample household that occurred during each respondent's **6-month reference period.**

All eligible NCVS respondents are asked questions about crime incidents for which they may have been a victim. However, the household respondent is asked a few additional screen questions about crimes against the household, as well as personal and property crimes committed against the household respondent. The additional questions cover:

- Things stolen from outside the house, such as lawn furniture or a garden hose.
- Things stolen from a household member under 12 years of age, such as a bicycle stolen from the home's driveway.
- Break-ins, attempted break-ins, or illegal entries at the sample address or at a hotel, motel, or vacation home where the respondent was staying.
- The total number of motor vehicles owned by the entire household during the six months prior to the interview.
- Thefts or attempted thefts of motor vehicles owned by the household including gasoline and motor vehicle parts.

If in the screen questions a respondent reports an incident that involves an attack or a threat of attack, or a theft or

attempted theft, you collect details about the incident later in the Crime Incident Report section of the instrument.
Go to Page B3-9 in your NCVS-550 Interviewer Manual on the laptop now and read about the crime screen questions. The reading ends on Page B3-29.

[ ]

Review Exercise

Complete the review exercise for this lesson that starts on the following page. Compare your answers to the answer key which follows the review exercise and continue with Lesson 14.

Lesson 13 - Review Exercise

1. The Crime Screen Questions asked of the household respondent include additional questions about the household such as attempted break-ins or illegal entries.

   TRUE **FALSE**

2. A business operated from a sample unit by a household member is considered recognizable if: ***(Mark all that apply.)***

   ____ There is a business sign visible from outside the sample unit.

   ____ The business is advertised in a newspaper, magazine, telephone book, or on the Internet.

   ____ A business sign must be located on the sample household's property.

   ____ There is a vehicle parked in the housing unit's driveway or in front of the sample unit that carries the business logo on it.

3. Crime incidents involving property stolen from a/an _________ business are kept for the NCVS.

   TRUE **FALSE**

4. The two parts of the screener question are referred to as the "question stem" and the "screener cues."

   TRUE **FALSE**

Compare your answers to the answer key on the next page(s).

Lesson 13 - Answer Key

1. The Crime Screen Questions asked of the household respondent include additional questions about the household such as attempted break-ins or illegal entries.

   TRUE

   (Page 13-2)

2. A business operated from a sample unit by a household member is considered recognizable if: ***(Mark all that apply.)***

   __X__ There is a business sign visible from outside the sample unit.

   ____ The business is advertised in a newspaper, magazine, telephone book, or on the Internet.

   __X__ A business sign must be located on the sample household's property.

   ____ There is a vehicle parked in the housing unit's driveway or in front of the sample unit that carries the business logo on it.

   (NCVS-550, Pages B3-7 and B3-8)

3. Crime incidents involving property stolen from a/an **unrecognizable** business are kept for the NCVS.

   TRUE

   (Page 13-1)

4. The two parts of the screener question are referred to as the "question stem" and the "screener cues."

   TRUE

   (NCVS-550, Page B3-9)

Continue with Lesson 14.

NOTES

Lesson 14. The NCVS Middle Section Crime Incident Report

Objective

The objectives of this lesson are to:

- Explain the design of the third component of the Middle Section of the NCVS CAPI instrument.
- Provide an overview of the items that make up this section of the instrument.

Crime Incident Report Questions

This third component of the NCVS instrument is designed to collect detailed information about each crime incident reported by each sample household member. It is important to record accurate and complete information about each reported crime incident to give a clear picture of what happened during the incident.

In most cases, you complete a separate set of crime incident report questions for each crime incident that a household member reports during his/her 6-month reference period. The only exception is a series of crimes which we will discuss in your classroom training.

Kinds of Information Collected

When you complete the Crime Incident Report section of the NCVS instrument, you ask the respondent about:

- When the crime incident took place;
- Where the crime incident occurred;
- Whether the respondent or other household members were present when the incident happened;
- How the crime incident was committed;
- What injuries the respondent may have suffered as a result of the crime incident;
- What actions the respondent took and whether those actions helped the situation in any way;
- Who committed the crime;

- Whether property that was stolen or damaged during the crime incident will be covered by insurance; and
- Whether the police were informed.

You also ask whether or not the respondent:

- Had a job or business at the time of the incident;
- Has any reason to suspect that the incident was a hate crime or crime of prejudice or bigotry; and
- Has any disabilities that may make the offender see him/her as being more vulnerable and, therefore, more likely to be victimized.

Later in this self-study as well as during classroom training, we will discuss the crime incident report items in detail. For this lesson, we will highlight just a few of these items.

OFFENDERLIVE

When the respondent tells you that the incident happened in his/her own home, in a detached building on his/her property, in a vacation home or second home, or in his/her hotel/motel room, you must determine whether or not the offender had a *legal right* to enter the respondent's home or lodging by asking:

Did the offender live (here/there) or have a right to be (here/there), for instance, as a guest or a repair person?

An offender has a legal right to enter a respondent's home or lodging when the offender:

✓ Was living or staying with the respondent at the time of the incident

OR

✓ Had the right to be in the home or lodging or had permission at the time of the incident to be inside the home or lodging, such as a maid from a cleaning service or a hotel maid, a babysitter, nurse, salespersons, friend, and so on. However, the offender must not have entered the sample unit fraudulently by misrepresenting his/her purpose to enter the dwelling.

RESTRICTEDAREA

When an incident happened in a commercial place, parking lots or garages, or on school property you determine if the incident happened in a restricted area by asking:

Did the incident happen in an area restricted to certain people or was it open to the public at the time?

A “restricted area” is one which only certain people are allowed to enter without being considered trespassers. An area “open to the public” at the time of the incident is one in which anyone has a right to enter the place.

HHMEMBERPRESENT

Understanding whether or not the respondent or any other current member of the household was **“present” during an incident** is a *very important part of the Crime Incident Report interview.*

For the NCVS, “presence” during an incident is intended to determine whether any 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.

ATTACK

Ask **ATTACK** to determine if the respondent was actually attacked during the incident. In other words, there was some type of **physical contact** between the offender and the respondent.

TRYATTACK

Ask **TRYATTACK** to determine if the offender tried to attack the respondent during the incident, but did NOT have any physical contact with the respondent. If there is any question in your mind whether or not the offender tried to attack the respondent, go with the respondent's perception.

THREATEN

Ask the question in Item **THREATEN** to determine whether the offender made a **face-to-face verbal threat to physically harm the respondent** during the incident. Both the respondent and the offender must be present and the threat must be voiced by the offender directly to the respondent.

Do NOT include threats made by:

- Telephone,
- Letter,
- Electronic mail or on the internet,
- FAX machine, or
- Threats delivered by someone other than the offender.

INJURY

Ask **INJURY** to determine if the respondent experienced any personal injuries during the attack and, if so, to identify what type of bodily injuries were suffered from the incident. Do not include mental or emotional suffering as an injury.

POLICEINFORMED

Item **POLICEINFORMED** is used to determine whether the police are aware that this incident took place, regardless of how they found out about it. For the NCVS, consider the police to be all regular police officers at the city, county, State, or Federal government level, as well as officers who work for sheriff's departments. Also include officers working for specialized police forces who are authorized to make arrests in a special area or jurisdiction (for example, campus police, park police, transit police, harbor police, and airport police).

For the NCVS, exclude as police officers any security forces, building guards, prison guards, fish and game wardens, fire marshals, and all others **who do not have the authority to make police arrests.**

DISABILITY QUESTIONS

Research has shown that people with disabilities may be more vulnerable to crime victimization. This series of questions asks about any health conditions, impairments, or disabilities the respondent has.

SUMMARY

SUMMARY is designed for you to summarize all of the pertinent facts surrounding a reported crime incident. Each summary report must be written so that anyone reading it can get a clear, well-defined picture of how the respondent was victimized. This field allows a maximum of 300 characters.

Include in the summary report any details that you feel are not evident from the answers in the incident report items. This is very important because, before sending a case for processing, editors often need more specific details than they can get from other entries for the incident report items. When this happens, they must rely on what is written in your summary report.

As you write your summary report, be careful not to use misleading words or phrases that may raise more questions about the incident, instead of clarifying what really happened. Also, when writing the summary it is very important that you refer to respondents by their line number, such as L1, L2, L3, and so forth and not by their name. Since the survey sponsor periodically requests to review the summary reports, we want to ensure that no identifying information about the respondent or the household, such as names, address, telephone numbers, are entered in the summary.

Other Incident Questions

We will cover some of the other incident report items in detail during the classroom training.

Probing

As you ask the detailed crime incident questions, there may be times when you need to probe for more information. At other times, you only need to verify answers.

You may encounter situations when the respondent gives an answer that does not quite fit the question. Probing is a technique in which you casually get the respondent to provide an answer that meets the question's objective. At these times, you must ask one or more probing questions.

Whenever the respondent's answer is not relevant to the question or the answer is unclear or incomplete, probe to get the required information.

Sometimes probes are displayed for you to ask the respondent when probing is necessary. These are called structured probes.

For example, for item **FARFROMHOME,** the question text incorporates a structured probe.

> **How far away from home did this happen?**
>
> **Probe: Was it within a mile, 5 miles, 50 miles or more?**

This probe asks a more specific question than the original, more general, question. It is worded so that we can get a more accurate answer from the respondent.

For item **WHATHAPPEN**, the following probe appears only if the respondent states he/she experienced unwanted sexual contact with force.

> **You mentioned some type of unwanted sexual contact with force. Do you mean forced or coerced sexual intercourse including attempts?**

This probe is necessary in order to determine if the unwanted sexual contact actually is an incident of rape.

Ways to Probe

If a probe is not displayed for a particular question, there are many ways to probe, including:

- Repeating the question;
- Pausing to give the respondent time to think;
- Asking for more information to find out what the respondent means;
- Stressing the generality of the question by asking for an estimate;
- Zeroing in *(In the example you just read, "How far away from home did this happen?", you would probe by asking, "Was it within a mile, 5 miles, 50 miles or more?").*

Probes Must Not Suggest Responses

As an FR, you may often think that you know what respondents mean, how they feel, and what their real opinion is, even though they have not expressed these feelings.

Do not assume and suggest an answer when you are probing. Avoid any comments that may lead a respondent to an answer. Probes must always be **NEUTRAL.**

Do Not Over Probe

Since probes, by nature, tend to press or challenge a respondent, limit your use of probes so that they do not have an adverse effect on the interview. Unless indicated in the questionnaire, only use probes when necessary to clarify a response.

Once the respondent has answered your question, do not continue to probe. You can avoid over-probing by knowing the question's objective. If you understand the main purpose for asking the question, then you will know when the respondent has answered it appropriately.

Review Exercise

Complete the review exercise for this lesson that starts on the following page. Compare your answers to the answer key which follows the review exercise, then continue with Lesson 15.

Lesson 14 - Review Exercise

1. In most cases, you complete a separate set of crime incident report questions for each crime incident that a household member reports during his/her 12-month reference period.

   TRUE **FALSE**

2. Collecting details about a reported crime incident is important so that we have a clear picture of what happened during the incident.

   TRUE **FALSE**

3. An offender has the right to be in the respondent's home if: ***(Mark all that apply)***

   ____ He was living or staying with the respondent when the incident happened.

   ____ Pushed his way into the dwelling when the respondent answered the door.

   ____ Was let into the dwelling by a child even though the parents would not have allowed access to the offender.

   ____ Had permission to enter the respondent's home because he was a repairman who was called to fix the kitchen sink.

   ____ Had permission to enter the respondent's home even though he fraudulently misrepresented himself as a repair person.

4. To be considered present during an incident, the household member must be at the _________ _______ 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.

5. An area that is ________ is one which only certain people are allowed to enter without being considered trespassers.

6. Probing is a technique in which you casually get the respondent to provide an answer that meets the question's objective.

   TRUE **FALSE**

7. Threats by an offender to physically harm the respondent includes face-to-face verbal threats as well as those made over the telephone.

   TRUE **FALSE**

8. The __________screen is designed for you to summarize all of the pertinent facts surrounding a reported crime incident.

9. How do you complete the **POLICEINFORMED** question, which asks "Were the police informed or did they find out about this incident in any way?" if the respondent states that she reported the theft of her purse to the building's security guard?

   _____ **Yes** (*Police informed*)

   _____ **No** (*Police not informed*)

   _____ **Don't know**

Compare your answers to the answer key on the next page(s).

Lesson 14 - Answer Key

1. In most cases, you complete a separate set of crime incident report questions for each crime incident that a household member reports during his/her 12-month reference period.

   FALSE
   (Page 14-1)

2. Collecting details about a reported crime incident is important so that we have a clear picture of what happened during the incident.

   TRUE
   (Page 14-1)

3. An offender has the right to be in the respondent's home if: ***(Mark all that apply)***

   __X__ He was living or staying with the respondent when the incident happened.

   ____ Pushed his way into the dwelling when the respondent answered the door.

   ____ Was let into the dwelling by a child even though the parents would not have allowed access to the offender.

   __X__ Had permission to enter the respondent's home because he was a repairman who was called to fix the kitchen sink.

   ____ Had permission to enter the respondent's home even though he fraudulently misrepresented himself as a repair person.

   (Pages 14-2, 14-3)

4. To be considered present during an incident, the household member must be 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.
   (Page 14-3)

5. An area that is **restricted** is one which only certain people are allowed to enter without being considered trespassers.
   (Page 14-3)

6. Probing is a technique in which you casually get the respondent to provide an answer that meets the question's objective.

   TRUE
   (Page 14-5)

7. Threats by an offender to physically harm the respondent includes face-to-face verbal threats as well as those made over the telephone.

   FALSE
   (Page 14-4)

8. The **SUMMARY** screen is designed for you to summarize all of the pertinent facts surrounding a reported crime incident.

   (Page 14-5)

9. How do you complete the **POLICEINFORMED** question, which asks "Were the police informed or did they find out about this incident in any way?" if the respondent states that she reported the theft of her purse to the building's security guard?

   _____ **Yes** (*Police informed*)

   __X__ **No** (*Police not informed*)

   _____ **Don't know**

   (Page 14-4)

Continue with Lesson 15.

NOTES

Lesson 15. The NCVS Middle Section Other Survey Questions

Objective

The objectives of this lesson are to:

- Explain the design of the fourth component of the Middle Section of the NCVS CAPI instrument.
- Provide an overview of the items that make up this section of the instrument.

Additional NCVS Questions

The fourth component of the Middle Section of the NCVS instrument is made up of questions about:

1. Employment
2. Total Household Income
3. Use of Telephone and Contact Information
4. Language requirements

Employment Questions

The employment questions are asked of each respondent who is 16 years of age or older. These questions are used to determine if the respondent had a job or worked at a business during the week prior to the interview. We also determine the type of job and the type of area in which the person is working. These questions are asked to identify those jobs which may increase or decrease a person's likelihood of becoming a crime victim.

Open your NCVS-554, Information Card Booklet, to page 12 and look over the employment flash card. This flash card is also provided in Spanish on page 13.

[ ]

During personal visit interviews, show the respondent the flash card as you ask the question and ask the respondent to choose the category which best describes his/her job. During telephone interviews, read the main employment categories until you get a "Yes" answer. Then read the subcategories contained within the main category selected.

Total Household Income

During the first, third, fifth, and seventh enumeration periods you ask the household respondent the household income (**HOUSEHOLDINCOME**) question. During the first interview with a household, show the household respondent the flashcard on page 14 of the Information Card Booklet and allow the respondent time to read the categories, make an estimate, and respond. For telephone interviews, read each of the following categories until the respondent identifies the appropriate income category.

Less than $5,000
$5,000 - $7,499
$7,500 - $9,999
$10,000 - $12,499
$12,500 - $14,999
$15,000 - $17,499
$17,500 - $19,999
$20,000 - $24,999
$25,000 - $29,999
$30,000 - $34,999
$35,000 - $39,999
$40,000 - $49,999
$50,000 - $74,999
$75,000 and over

The purpose of this question is to determine the TOTAL combined income of all members of the HOUSEHOLD during the past 12 months. This includes:

- Income received from jobs
- Net income from business, farm or rent
- Pensions
- Dividends and interest
- Social Security payments
- Alimony and child support
- Public assistance
- Any other money income received by members of the household who are **14 years of age or older**.

We do not need the respondent to identify the actual total household income just the income range. We are interested in the household’s combined income during the 12 months immediately preceding the date of interview, not the last calendar year unless they happen to coincide.

Use of Telephone and Contact Information

At the end of your first interview with a sample household, you ask the household respondent about the presence of a telephone in the sample unit, what the telephone number is, and whether a telephone interview is acceptable. You may need to explain to the respondent the reason for asking these questions. You can tell a household respondent that:

- In order to limit survey costs, future interviews should be conducted by telephone whenever possible.

- We need the household's telephone number to:

  - ✓ Make appointments to call other household members who are not present during your initial visit to their interview.

  - ✓ Re-contact respondents to obtain any missing information that a respondent may be unable to supply during an interview.

You can also record the best time to call or visit the household by accessing the Interview Time Preferences screen by pressing "CTRL" + "T." Collecting this information ensures that we contact each household at an acceptable time of day. You will practice using the Interview Time Preferences during classroom training.

After each respondent's interview, you also have the ability to collect phone numbers for each individual respondent.

Language Questions

The last questions in the Middle Section of the NCVS instrument pertain to language needs. These questions ask If the respondent's NCVS interview was conducted in a language other than English, and if so, what language.

Review Exercise

Complete the review exercise for this lesson that starts on the following page. Compare your answers to the answer key which follows the review exercise, then continue with Lesson 16.

Lesson 15 - Review Exercise

1. The employment questions are asked of each respondent who is 12 years of age or older.

   TRUE **FALSE**

2. When asking the household respondent the household income question, only include income received from jobs.

   TRUE **FALSE**

3. The TOTAL combined household income includes money income received:

   ____ during the 6 months preceding the interview by all members of the household who are 12 years of age or older.

   ____ during the 6 months preceding the interview by all members of the household who are 14 years of age or older.

   ____ during the 6 months preceding the interview by all members of the household who are 16 years of age or older.

   ____ during the 12 months preceding the interview by all members of the household who are 12 years of age or older.

   ____ during the 12 months preceding the interview by all members of the household who are 14 years of age or older.

   ____ during the 12 months preceding the interview by all members of the household who are 16 years of age or older.

4. One reason why questions are asked about the presence of a telephone in the sample unit and whether a telephone interview is acceptable is so you are able to conduct future interviews with the sample household by telephone in order to save survey costs.

   TRUE **FALSE**

Compare your answers to the answer key on the next page(s).

Lesson 15 - Answer Key

1. The employment questions are asked of each respondent who is 12 years of age or older.

   FALSE
   (Page 15-1)

2. When asking the household respondent the household income question, only include income received from jobs.

   FALSE
   (Page 15-2)

3. The TOTAL combined household income includes money income received:

   ____ during the 6 months preceding the interview by all members of the household who are 12 years of age or older.

   ____ during the 6 months preceding the interview by all members of the household who are 14 years of age or older.

   ____ during the 6 months preceding the interview by all members of the household who are 16 years of age or older.

   ____ during the 12 months preceding the interview by all members of the household who are 12 years of age or older.

   __X__ during the 12 months preceding the interview by all members of the household who are 14 years of age or older.

   ____ during the 12 months preceding the interview by all members of the household who are 16 years of age or older.

   (Page 15-2)

4. One reason why questions are asked about the presence of a telephone in the sample unit and whether a telephone interview is acceptable is so you are able to conduct future interviews with the sample household by telephone in order to save survey costs.

   TRUE
   (Page 15-3)

Continue with Lesson 16.

Lesson 16. The NCVS Back Section

Objective

The objectives of this lesson are to:

- Explain the design of the Back Section of the NCVS CAPI instrument.
- Provide an overview of the items that make up the back part of the survey instrument.

Introduction

The Back Section of the NCVS instrument is designed to guide you through screens for:

- Setting appointments.
- Recording information, such as telephone numbers, best time to call, and whether there are any language or hearing problems
- Recording the incomplete status (either Refusal/ Callback/Breakoff) of a respondent's interview.
- Entering case level notes to record appointments for an individual respondent other than the household respondent.
- Thanking the respondent for completing the interview.

The information you enter in the back of the instrument is fed back into Case Management and appears in different tabs in Case Management after you exit the case. Now let's review some of the main screens you see when you enter the Back Section of the instrument.

REFCBBREAK_CP

When you terminate an interview by pressing the F10 key or clicking on the F10 tab, the instrument goes to **REFCBBREAK_CP**. This item asks you if the interview ended because of a refusal, a callback is needed to complete the interview, if a breakoff occurred (for example, if the respondent hung up the telephone), or there was some other problem you encountered.

If you indicate that you need to call the respondent back to complete the interview, the instrument goes to **APPT** during a household respondent's interview; to **PERSAPPT** when interviewing individual respondents.

APPT

At **APPT** you set an appointment to conduct or complete the interview with the household respondent. Ask the respondent for a date and time that is best to complete the interview.

THANKYOU_CP

At **THANKYOU_CP**, thank the respondent for his/her participation in the survey. For all sample cases (except those that are in sample for the last time) you tell respondents that they will be contacted again in six months. Read the text displayed at **THANKYOU_CP**:

"Six months from now we will be contacting you again. Thank you for your time. You've been very helpful."

For cases that have completed their final interview, tell respondents that this is their last interview. Read the text displayed at **THANKYOU_CP**:

"This is the last regularly scheduled interview for this household, for the National Crime Victimization Survey. Thank you for your participation in this survey."

At **THANKYOU_CP** you also tell the respondent that a supervisor may call them to conduct reinterview. You may have to explain to respondents that reinterview is a quality control measure on interviewing. In reinterview, a sample of interviewed households are recontacted shortly after the original interview is completed and interviewed again. The purpose of the reinterview program is to deter and detect falsification by survey enumerators or FRs.

Review Exercise

Complete the review exercise on the next page. Compare your answers to the answer key that follows the review exercise, then continue with Lesson 17.

Lesson 16 - Review Exercise

1. The Back Section of the NCVS instrument is designed to guide you through screens for: ***(Mark all that apply.)***

    ____ Setting appointments.

    ____ Updating sample address, mailing address, and telephone number information for the household with the household respondent.

    ____ Recording information, such as telephone numbers, best time to call, and whether there are any language or hearing problems.

    ____ Making contact with a household respondent or an individual respondent.

    ____ Thanking the respondent for his/her participation.

    ____ Recording the incomplete status of a household respondent's interview.

2. When you terminate an interview by pressing the _____ key, the instrument proceeds to ______.

3. The information you enter in the back of the instrument is retained within the survey instrument and not fed back into Case Management.

    TRUE **FALSE**

4. The purpose of the _________ program is to _____ and _____ falsification by field representatives.

Compare your answers to the answer key on the next page(s).

Lesson 16 - Answer Key

1. The Back Section of the NCVS instrument is designed to guide you through screens for: ***(Mark all that apply.)***

   __X__ Setting appointments.

   ____ Updating sample address, mailing address, and telephone number information for the household with the household respondent.

   __X__ Recording information, such as telephone numbers, best time to call, and whether there are any language or hearing problems.

   ____ Making contact with a household respondent or an individual respondent.

   __X__ Thanking the respondent for his/her participation.

   __X__ Recording the incomplete status of a household respondent's interview.

   (Page 16-1)

2. When you terminate an interview by pressing the **F10** key, the instrument proceeds to **REFCBBREAK_CP**.

   (Page 16-1)

3. The information you enter in the back of the instrument is retained within the survey instrument and not fed back into Case Management.

   FALSE

   (Page 16-1)

4. The purpose of the **reinterview** program is to **deter** and **detect** falsification by or field representatives.

   (Page 16-2)

Continue with Lesson 17.

Lesson 17. Practice Interview

Objective

During this lesson, you will have the opportunity to familiarize yourself with the NCVS CAPI instrument by going through a practice interview. Since this is your first attempt at completing an NCVS CAPI interview, this interview will be much simpler than most of your actual interviews will be. The purpose of this self-study interview is to make you more familiar with the instrument. Concentrate on mastering navigation of the NCVS instrument and understanding the NCVS questions during your classroom training session.

Caution

To keep things simple, go straight through the scripted interview. DO NOT attempt to jump around to different sections or to enter “Don’t Know” and “Refused” answers unless instructed in the interview. If you follow the instructions throughout this lesson, you should not have any problems.

If you are in the middle of an interview and get off track by entering the wrong answer for a question, press the **left** or **up arrow** key in the lower right corner of your keyboard. This step will take you to the previous question so you can change the answer. If you enter an invalid response by mistake you may get a pop-up screen telling you that the value entered is invalid. Click the “OK” button or press the Esc (Escape) key to return to the question, then enter the correct answer.

What do I do when I have questions?

Write down any questions or comments you have while completing this interview on the pages at the end of this lesson and mention them during classroom training. Remember to write down the screen name if your question or comment pertains to a particular screen.

Follow the Instructions

Complete this practice interview in its entirety. The script includes the survey questions, statements, etc., that you, as the FR, will read as well as the respondent’s answers. Throughout this interview, you will see "FR" used to indicate what you, the field representative, should say or do, and an "R" is used to indicate what the respondent’s answers are. Below each FR and R exchange, the information to enter is in bold and parentheses. In order for a response to be recorded, you must press the ENTER key. All instructions to you are written in bold.

Access Training Case Management

Your practice interview is in Training Case Management. To access:

- Double click on the Training icon from your desktop.
- The window that pops up should read “Training Case Management” in the upper left corner of the screen.
- Use the up or down arrow key on your keyboard to highlight “NCVS” on the “Survey List” that is displayed in the “Survey Selection Dialog box.”
- Click the OK button or press Enter. When the Training Case Management main screen appears, make sure that “NCS Classroom” training is highlighted using the **up** or **down arrow** key.

Your NCVS training cases should already be installed. You can tell whether your cases have been installed by looking at the “Need to Install” column on this screen. If your cases are already installed you will see an **N** in the “Need to Install” column. Otherwise, a **Y** appears in that column.

If you need to install your cases, press the F5 function key and wait for the message that indicates that the installation of the training cases was successful. Once the message appears, press Enter to proceed.

******If you have trouble installing the training cases, notify your supervisor. It’s important to complete the practice exercise in this lesson before you go to classroom training.******

- Press **F8** to enter Training Case Management.

Access Your Case

For this practice interview, highlight the address **104 OCEAN VIEW LANE** and **press F2.**

DO NOT at any time get into the other households listed in your Case List as these cases will be used during classroom training. Also, after completing this practice exercise, **DO NOT** restart or re-install your training cases since doing so will delete the information you entered for this practice interview.

At the “NCVS Selected Case Confirmation Screen,” **press Enter** (or click OK).

TRAININGCASE

The first screen you see when accessing a training case is Item **TRAININGCASE**. When you are conducting a live interview with a production case this screen does not appear.

START_CP

START_CP is the first screen that is displayed. Look at the left of the status bar (bottom of your screen; second box from the left). You should see the word “**START_CP.**” This is the item or variable name. While completing this interview, if you feel lost, look for the variable name in the status bar. If it does not match the variable name you see in this lesson, use the “left” or “up” arrow to back up until you get to a screen that does match. Then re-enter your answers from that point.

At **START_CP**, notice that this is a continuing case. Also notice the “Interview Number” is “3” which indicates this is the third time this case will be interviewed. Therefore, there may be information already entered for this case from a previous interview.

Now let’s begin the interview. Remember to follow the scripted interview and make the entries as indicated using the keyboard. Be sure to read the instructions in **bold** since they describe specific screens and concepts as you go through the script.

PRACTICE INTERVIEW

START_CP **The interview date and time are displayed on the screen.**

(Enter 1, Telephone Interview)

SHOW_CP_ROSTER **Review the household roster. The screen shows the names of all persons living or staying at the household, their relationship, whether they are members of the household, their sex, age, and interview status. An interview NEED SELF tells you that you need to complete an interview with the respondent by self-response. After reviewing the household roster, enter 1 to continue.**

(Enter 1 to continue)

SHOW_INFO_CP **This screen prompts you to review or edit any case level notes, if any were entered in previous interviews, as well as any interview time preferences (best and worst times) to contact the household if such times were previously recorded. You can also enter new case level notes at this screen and interview time preferences. Access the Case Level Notes now.**

(Press Ctrl+F7 keys to view the Case Level Notes.)
(Enter a note into the Case Level Notes to practice this)
[ ]

To exit the Case Level Notes Editor, press F10. Do that now.
[ ]

Any time you change or enter any notes, a pop-up screen would appear asking you if you want to save the notes. Click on "Yes" now.

Now look to see if any preferred times to contact or not contact the household were recorded previously.

(Press the Ctrl+T keys to view the "Interview Time Preferences.")
[ ]

If the best times to contact the household were previously recorded, the time blocks appear in green. The worst time blocks appear in red. This grid can be accessed anywhere in the instrument by pressing Ctrl+T.

At this screen you can also enter the best and worst times to contact the household. To enter best or preferred times, left click on the appropriate hour slot. Left click 7:00 p.m. under Monday now.

[ ]

Notice that this time slot is now green.

To enter the worst times to contact a household, right click on the hour slot. Right click on 9:00 a.m. and 10:00 a.m. under Sunday now.

[ ]

Notice that these slots are now red. To exit this screen, press F10. Do that now. [ ]

Since you made changes to the grid, an Interview Time Preferences pop-up screen will appear asking if you want to save the changes. For this exercise, click on the "No" button.

(Enter 1 to continue)

HHNUM_VR_CP **(Enter 2, since you do not yet know whether this is a replacement household.)**

DIAL_CP **This screen instructs you to dial the household's telephone number, which is displayed in the screen along with the name of the prior household respondent and the sample unit's address.**

(Enter 1, Someone answers)

HELLO_1_CP FR: Hello. This is (your name) from the U.S. Census Bureau. May I please speak with Megan Moe?

R: Yes, this is Megan Moe speaking.

(Enter 1, This is the correct person)

GETLETTER_CP FR: I'm calling concerning the National Crime Victimization Survey. The Census Bureau is conducting a survey here and throughout the Nation to determine how often people are victims of crime. We contacted your household for this survey several months ago. Did you receive our introductory letter in the mail?

R: I don't think so.

For personal visit interviews, hand the respondent the introductory letter and give him/her time to read the letter before continuing with the interview. For telephone interviews, press the F1 function key and read through the lesson now. The key points contained within the letter are highlighted in this Help Screen and can be read to the respondent. Then press the Esc key to exit the Help screen.

(Enter 3)

VERADD_CP

FR: I have your address listed as 104 OCEAN VIEW LANE, Any Town, AR 99997. Is that your exact address?

R: Yes it is.

(Enter 1, Same address)

CHNGPH_CP

Sometimes at the beginning of an interview you may know that the household's telephone number has changed. At this screen you are given the opportunity to change the telephone number. DO NOT read the question to the respondent. For this interview, you do not need to change the phone number so select "No."

(Enter 2)

MAILINGSAME_CP

FR: Is your mailing address the same as your physical address?

R: Yes it is.

(Enter 1)

TENURE

FR: *Ask or verify* - Are your living quarters
- Owned or being bought by you or someone in your household?

R: Yes, we own our home.

Even though some items may already be pre-filled with a value based upon responses from a previous interview, it is important to ask or verify the question during the current enumeration in case there are changes since the previous interview. If in the current interview the response is the same, you can press the

Enter key rather than re-entering the response value. In this case, the response is different.

(Enter 1, Owned or being bought)

STUDENTHOUSING

FR: Are your living quarters presently used as student housing by a college or university?

R: No

(Enter 2)

NAMECHECK

FR: I have Ted Moe and Megan Moe listed as living or staying at that address.

Are ALL of these people still living or staying at that address?

R: Yes

(Enter 1)

HHLDCOVERAGE

FR: Have I missed anyone else living or staying there such as any babies, any lodgers, or anyone who is away at present traveling or in the hospital?

R: No

(Enter 2)

AGECHECK

FR: I have Ted Moe listed as 70 years old. Is that correct?

R: Yes it is.

(For purposes of this exercise, enter 1 “Yes” even if the age is different. This scenario will be discussed further in the classroom training.)

(Enter 1)

MARITAL

FR: *If in doubt ask* - Is Ted Moe now married, widowed, divorced, separated or has he never been married?

R: He’s married.

Remember, some items may already be pre-filled with a value based upon responses from a previous interview. If in the current interview the response is the same, you can press the Enter key rather than re-entering the response.

(Press Enter)

EDUCATIONATTAIN FR: What is the highest level of school Ted Moe completed or the highest degree he received?

R: He has a bachelor's degree in accounting.

(Enter 16)

ATTENDINGSCHOOL FR: Is Ted Moe currently attending or enrolled either full-time or part-time in a college or university, trade, or vocational school?

R: No

(Enter 5)

AGECHECK FR: I have you listed as 71 years old. Is that correct?

R: Yes it is.

(Enter 1)

MARITAL FR: *If in doubt ask* - Are you now married, widowed, divorced, separated or have you never been married?

R: I'm married.

(Press the Enter key since there is already a 1 pre-filled)

EDUCATIONATTAIN FR: What is the highest level of school you completed or the highest degree you received?

R: I have a bachelor's degree in education.

(Enter 16)

ATTENDINGSCHOOL FR: Are you currently attending or enrolled either full-time or part-time in a college or university, trade, or vocational school?

R: No.

	(Enter 5)
ROSTERREVIEW	**At this screen review the name, relationship, age, sex, and marital status information for correctness. If the information is not correct, you have the opportunity to make corrections to these items if you enter 2 in this screen. Let's assume that Megan Moe's age is incorrect because her birthday was not correct.**
	(Enter 2)
WHOTOCHANGE	**At this screen enter Megan Moe's line number, which is 2, since she is the respondent whose information you need to change.**
	(Enter 2)
WHATFIX	**Now select the category that needs to be changed. Since Megan Moe's age is incorrect, you must fix her birth date.**
	(Enter 3)
CHNG_BRTHDATE MO	**(Press Enter)**
CHNG_BRTHDATE DY	**(Press Enter)**
CHNG_BRTHDATE YR	**(Enter 1944)**
CHNG_ANYOTHER	**At this screen you can review your changes and back up if you need to make any further corrections. No additional changes are needed, so you can proceed with the interview.**
	(Enter 1)
ROSTERREVIEW	**The information displayed is now correct so you don't need to make any other changes.**
	(Enter 1)
TIMEATADDRESS	FR: Before we get to the crime questions, I have some questions that are helpful in studying where and why crimes occur.

How long have you lived at this address?

R: 15 years.

(**Enter 15)**

BUSINESS

FR: Does anyone in this household operate a business from this address?

R: No.

(Enter 2)

SQTHEFT

FR: I'm going to read some examples that will give you an idea of the kinds of crimes this study covers. As I go through them, tell me if any of these happened to you in the last 6 months, that is, since (date).

Was something belonging to YOU stolen, such as -

-- Things that you carry, like luggage, a wallet, purse, briefcase, book -
-- Clothing, jewelry, or cell phone -
-- Bicycle or sports equipment -
-- Things in your home - like a TV, stereo, or tools -
-- Things outside your home such as a garden hose or lawn furniture -
-- Things belonging to children in the household -
-- Things from a vehicle, such as a package, groceries, camera, or CDs -
OR
-- Did anyone ATTEMPT to steal anything belonging to you?

Ask only if necessary
Did any incidents of this type happen to you?

R: Yes.

This household was previously interviewed on (date).
Reminder! The date of the last interview is the basis for a respondent's reference period.

(Enter 1)

SQTHEFTTIMES

FR:How many times?

R: Once**.**

(Enter 1)

SQTHEFTSPEC FR: What happened?

R: A co-worker and I were walking to my car when two young men grabbed my leather tote bag and ran.

Briefly describe the incident in SQTHEFTSPEC. Remember, you are limited to 100 characters.

Also remember, when writing a description of what happened refer to the respondent and any other household member by his or her line number *(for example L1, L2) and* NOT by their name. If you click on the HH ROSTER tab, you will see the names of those persons living or staying in the household and their corresponding line number. Click on the HH ROSTER tab now.

You will see that Megan Moe's line number is 2. Now either click on the "Main" tab or enter 1 to continue on the toolbar to go back to SQTHEFTSPEC.

Enter the following summary.

L2 and co-worker were walking to L2's car when 2 young men grabbed L2's leather tote bag and ran.

(Press Enter to continue)

SQBREAKIN FR: Other than any incident already mentioned, has anyone -

-- Broken in or ATTEMPTED to break into your home by forcing a door or a window, pushing past someone, jimmying a lock, cutting a screen, or entering through an open door or window?

-- Has anyone illegally gotten in or tried to get into a garage, shed, or storage room?

OR

-- Illegally gotten in or tried to get into a hotel or motel room or vacation home where you were staying?

Ask only if necessary:
Did any incidents of this type happen to you?

R: No.

(Enter 2)

SQTOTALVEHICLES

FR: What was the TOTAL number of cars, vans, trucks, motorcycles, or other motor vehicles owned by you or any other member of that household during the last 6 months? Include those you no longer own.

R: We have two cars.

(**Enter 2)**

SQMVTHEFT

FR: During the last 6 months, other than any incident(s) already mentioned, were any of the vehicles -

-- Stolen or used without permission?
-- Did anyone steal any parts such as a tire, car stereo, hubcap, or battery?
-- Did anyone steal any gas from them?

OR

-- Did anyone ATTEMPT to steal any vehicle or parts attached to them?

Ask only if necessary
Did any incidents of this type happen to you?

R: No.

(Enter 2)

SQATTACKWHERE

FR: Other than any incidents already mentioned, since (date), were you attacked or threatened OR did you have something stolen from you -

-- At home including the porch or yard -
-- At or near a friend's, relative's, or neighbor's home-
-- At work or school -

-- In places such as a storage shed or laundry room, a shopping mall, restaurant, bank, or airport-
-- While riding in any vehicle -
-- On the street or in a parking lot -
-- At such places as a party, theater, gym, picnic area, bowling lanes, or while fishing or hunting-

OR

-- Did anyone ATTEMPT to attack or ATTEMPT to steal anything belonging to you from any of these places?

Ask only if necessary
Did any incidents of this type happen to you?

R: Just the incident I told you about earlier.

(Enter 2)

SQATTACKHOW FR: Other than any incidents already mentioned, has anyone attacked or threatened you in any of these ways -

-- With any weapon, for instance, a gun or knife -
-- With anything like a baseball bat, frying pan, scissors, or stick -
-- By something thrown, such as a rock or bottle -
-- Include any grabbing, punching, or choking,
-- Any rape, attempted rape, or other type of sexual attack -
-- Any face to face threats -

OR

-- Any attack or threat or use of force by anyone at all? Please mention it even if you are not certain it was a crime.

Ask only if necessary
Did any incidents of this type happen to you?

R: No.

(Enter 2)

SQTHEFTATTACKKNOWNOFF
FR: People often don't think of incidents committed by someone they know. Other than any incidents already mentioned, did

you have something stolen from you or were you attacked or threatened by-

-- Someone at work or school -
-- A neighbor or friend -
-- A relative or family member -
-- Any other person you have met or known?

Ask only if necessary:
Did any incidents of this type happen to you?

R: No.

(Enter 2)

SQSEXUAL

FR: Incidents involving forced or unwanted sexual acts are often difficult to talk about. Other than any incidents already mentioned, have you been forced or coerced to engage in unwanted sexual activity by -

-- Someone you didn't know -
-- A casual acquaintance -

OR

-- Someone you know well?

Ask only if necessary:
Did any incidents of this type happen to you?

R: No

(Enter 2)

SQCALLPOLICECRIME

FR: During the last 6 months, other than any incident(s) already mentioned, did you call the police to report something that happened to YOU which you thought was a crime?

R: No

(Enter 2)

SQNOCALLPOLICECRIME

FR: During the last 6 months, other than any incident(s) already mentioned, did anything which you thought was a crime happen to YOU, but you did NOT report to the police?

R: No

(Enter 2)

PRESENTFORSQS **(Enter 11, since this is a telephone interview)**

INC_REPORTS **This screen tells you that you have completed the screening questions and indicates the number of incidents reported in the screen questions and the number of refusals in the screen questions.**

(Enter 1)

INCIDENTINTRO

FR: You said before that during the last 6 months you and your co-worker were walking to your car when 2 young men grabbed your leather tote bag and ran. This happened just one time?

R: Yes, just once.

(Enter 1)

INCIDENTDATE

FR: In what month did this incident happen?

R: It happened in (pick date within 6-month reference period).

(Enter precode for appropriate month)

INCIDENTNUMBEROFTIMES

FR: Altogether, how many times did this type of incident happen during the last 6 months?

R: Just once.

(Enter 1)

INCIDENTTIME

FR: About what time did this incident happen?

R: Around 5:00 in the evening.

(Enter 13)

INCIDENTPLACE

FR: In what city, town, or village did this incident occur?

R: Right here in Any Town.

(Although you may think that Precode (1) is the natural choice here, Precode (3) is actually the correct choice.)

It is important to be aware of what the precodes are for each question. In this screen, the appropriate precode to enter is (3) "SAME city/town/village as present residence," based on the respondent's answer.

(Enter 3)

INCIDENTAIR

FR: Did this incident occur on an American Indian Reservation or on American Indian Lands?

R: No.

(Enter 2)

LOCATION_GENERAL

FR: Did this incident happen...

- -- In your home or lodging?
- -- Near your home or lodging?
- -- At, in, or near a friend's/relative's/neighbor's home?
- -- At a commercial place?
- -- In a parking lot or garage?
- -- At school?
- -- In open areas, on the street, or on public transportation?
- -- Somewhere else?

R: At school where I teach.

(Enter 16)

LOCATION_SCHOOL

FR: *Ask or verify* - Where at school did this incident happen?

R: In the school's parking lot.

(Enter 32)

RESTRICTEDAREA	FR:	*Ask or verify* - Did the incident happen in an area restricted to certain people or was it open to the public at the time?
	R:	Well, it was the school parking lot, but that's open to the public.
	(Enter 1)	
INSIDEOROUT	FR:	*Ask or verify* - Did it happen outdoors, indoors, or both?
	R:	Outdoors.
	(Enter 2)	
FARFROMHOME	FR:	*Ask or verify* - How far away from home did this happen?
	R:	The school is about 5 miles from my home.
	(Enter 3)	
HHMEMBERPRESENT	FR:	*Ask or verify* - Were you or any other member of this household present when this incident occurred?
	R:	Yes.
	(Enter 1)	
WHICHMEMBER	FR:	*Ask or verify* - Which household members were present?
	R:	Just me.
	(Enter 1)	
SEEOFFENDER	FR:	*Ask or verify* - Did you personally see an offender?
	R:	You bet I did.
	(Enter 1)	
WEAPONPRESENT	FR:	Did the offender have a weapon such as a gun or knife, or something to use as a weapon, such as a bottle or wrench?
	R:	No, I don't remember anything like that. They just used their hands to grab my tote bag.
	(Enter 2)	

ATTACK

FR: Did the offender hit you, knock you down, or actually attack you in any way?

R: No.

(Enter 2)

TRYATTACK

FR: Did the offender TRY to attack you?

R: No.

(Enter 2)

THREATEN

FR: Did the offender THREATEN you with harm in any way?

R: No. In fact, I don't think they said anything.

(Enter 2)

WHATHAPPEN

FR: What actually happened?

R: Like I said, these two guys came running at us as we were getting into my car, grabbed my tote bag, and ran off.

(Enter 11,)

FR: Anything else?

R: No

(Press Enter)

PROTECTSELF

FR: Did you do anything with the idea of protecting YOURSELF or your PROPERTY while the incident was going on?

R: Yes

(Enter 1)

ACTIONSDURINGINC

FR: What did you do?

R: I yelled at the guys.

(Enter 19)

FR: Anything else?

R: No.

(Press Enter)

INJACTIONHELP FR: Did your action help the situation in any way?

R: No.

(Enter 2)

ACTIONWORSE FR: Did your action make the situation worse in anyway?

R: No.

(Enter 2)

ANYONEPRESENT FR: Was anyone present during the incident besides you and the offender? (Other than children under age 12.)

R: Yes, my co-worker.

(Enter 1)

OTHERSACTIONS FR: Did the actions of this person help the situation in any way?

R: No.

(Enter 2)

OTHERSACTIONSWORSE

FR: Did the actions of this person make the situation worse in any way?

R: No.

(Enter 2)

PERSONSHARMED FR: Not counting yourself, were any of these persons present during the incident harmed *(Pause)*, threatened with harm *(Pause)*, or robbed by force or threat of harm?

(Do not include yourself, the offender, or children under 12 years of age.)

R: No.

(Enter 2)

ONEORMOREOFFENDERS

FR: *Ask or verify* - Was the crime committed by only one or by more than one offender?

R: There were two offenders.

(Enter 2)

HOWMANYOFFENDERS

FR: How many offenders?

R: As I just told you, there were two offenders.

Remember, even though you know the answer to this question, you must ask it because it does not show the "Ask or verify" instruction.

(Enter 2)

MULTOFFENDERKNEW

FR: Were any of the offenders known to you, or were they all strangers you had never seen before?

R: No, neither of us had seen them before.

(Enter 3)

MULTOFFENDERRECOG

FR: Would you be able to recognize any of them if you saw them?

R: Possibly.

(Enter 2)

MULTOFFENDERSIGHT

FR: Would you have been able to tell the police how they might find any of them, for instance, where they lived, worked, went to school, or spent time?

R: No.

(Enter 2)

MULTOFFENDERGENDER

FR: Were they male or female?

R: They were both male.

(Enter 1)

MULTOFFENDERYOUNG

FR: How old would you say the youngest was?

R: He was about 18.

(Enter 4)

MULTOFFENDEROLD

FR: How old would you say the oldest was?

R: Probably about 22.

(Enter 5)

MULTOFFETHNICITY

FR: Were any of the offenders Hispanic or Latino?

R: No

(Enter 2)

MULTOFFENDERRACE

FR: Were the offenders White, Black or African American, American Indian or Alaska Native, Asian, Native Hawaiian or Other Pacific Islander?

R: They were both White.

(Enter 1)

MULTOFFENDERGANG

FR: Were any of the offenders a member of a street gang, or don't you know?

R: I don't know.

(Enter 3)

MULTOFFENDERDRINKDRUG

FR: Were any of the offenders drinking or on drugs, or don't you know?

R: I really don't know.

(Enter 3)

MULTOFFENDERONLYTIME

FR: Was this the only time any of these offenders committed a crime against you or your household or made threats against you or your household?

R: Yes.

(Enter 1)

THEFT

FR: *Ask or verify* - Was something stolen or taken without permission that belonged to you or others in the household?

R: Yes.

(Enter 1)

WHATWASTAKEN

FR: What was taken that belonged to you or others in the household?

R: My leather tote bag.

(Enter 29,)

FR: Anything else?

R: I had three credit cards in my tote bag.

(Enter 14,)

FR: Anything else?

R: My car keys.

(Enter 26,)

FR: Anything else?

R: Yes, my watch. I had taken it off in the classroom and it was in my tote bag when the tote bag was stolen.

Category 26, which you already entered, includes watches.

FR: Anything else?

R: No.

(Press Enter)

WHOOWNEDSTOLENPROPERTY

FR: Did the stolen property belong to you personally, to someone else in the household, or to both you and other household members?

R: It was all mine.

(Enter 1)

ARTICLEINCAR

FR: *Ask or verify* - Were the articles IN or ATTACHED to a motor vehicle when they were taken?

R: No.

(Enter 2)

OTHERONPERSON

FR: *Ask or verify* - Was there anything the offenders took directly from you, for instance, from your pocket or hands, or something that you were wearing?

R: Yes.

(Enter 1)

ITEMSTAKEN

FR: Which items did the offenders take directly from you?

R: My tote bag and the items in it.

For this item, the categories selected in item WHATWASTAKEN are displayed.

(Enter 40, since all the items stolen were taken directly from the respondent or click on all the categories displayed.)

PROPERTYVALUE

FR: What was the value of the PROPERTY that was taken? Include recovered property. (Exclude any stolen cash, checks, or credit cards.)

R: I don't suppose the keys had any real monetary value. The tote bag was worth about $150 and the watch about $85.

To help you add the different values reported, you can press the F11 key to access the calculator function. You can also get to the calculator function by clicking on the Options tab and selecting Calculator.

Take a moment now to use the calculator. Then verify the total amount with the respondent before proceeding. [ ]

FR: **(Probe)** So, altogether, the stolen property was worth about $235. Is that correct?

R: Yes.

(Enter 235, then press Enter)

DECIDEDVALUE

FR: How did you decide the value of the property that was taken?

R: That was the cost for me to purchase the items.

(Enter 11,)

FR: Any other way?

R: Well, I paid about the same amount to replace some of the stolen items.

(Enter 12,)

FR: Any other way?

R: No.

(Press Enter)

ALLPARTRECOVERED

FR: Was all or part of the stolen property recovered, not counting anything received from insurance?

R: No, nothing.

(Enter 3)

RECOVEREDINSURANCE

FR: Was the theft reported to an insurance company?

R: No.

(Enter 2)

DAMAGED

FR: Other than stolen property was anything that belonged to you or other members of the household damaged in this incident?

R: No.

(Enter 2)

POLICEINFORMED

FR: Were the police informed or did they find out about this incident in any way?

R: Oh yes!

(Enter 1)

POLICEFINDOUT

FR: How did the police find out about it?

R: I called them.

(Enter 11)

REASONREPORT

FR: Besides the fact that it was a crime, did YOU have any other reason for reporting this incident to the police?

R: Well, I wanted to recover everything the two men stole from me.

(Enter 13,)

FR: Any other reason?

	R:	No
	(Press Enter)	
REPORTIMPORTANT	FR:	Which of these would you say was the most important reason why the incident was reported to the police?
	R:	I wanted to recover my property.
	(Enter 13)	
POLICEARRIVE	FR:	Did the police come when they found out about the incident?
	R:	Yes.
	(Enter 1)	
TIMEPOLICEARRIVE	FR:	How soon after the police found out did they respond? Was it within 5 minutes, within 10 minutes, an hour, a day, or longer?
	R:	They came about 25 minutes after I called.
	(Enter 3)	
POLICEACTION	FR:	What did they do while they were there?
	R:	They took a report from both me and my friend, questioned some of the people that had seen the incident, and told us they would investigate.
	(Enter 11, 14, 16,)	
	FR:	Anything else?
	R:	No.
	(Press Enter)	
POLICECONTACT	FR:	Did you or anyone in your household have any later contact with the police about the incident?
	R:	Yes.
	(Enter 1)	

POLICEINTOUCH

FR: Did the police get in touch with you or did you get in touch with them?

R: The police called me.

(Enter 1)

HOWPOLICECONTACT

FR: Was that in person, by phone, or some other way?

R: By phone.

(Enter 2)

POLICEFOLLOWUP

FR: What did the police do in following up this incident?

R: They told me they had uncovered no leads in the case and that they thought the possibility of recovering the tote bag and its contents was unlikely. They were just staying in touch.

(Enter 16,)

FR: Anything else?

R: No.

(Press Enter)

SIGNCOMPLAINT

FR: Did you or someone in your household sign a complaint against the offenders to the police department or the authorities?

R: No.

(Enter 2)

ARRESTMADE

FR: *Ask or verify* - As far as you know, was anyone arrested or were charges brought against anyone in connection with this incident?

R: Not that I know of.

(Enter 2)

AGENCYHELP

FR: Did you or someone in your household receive any help or advice from any office or agency -- other than the police -- that deals with victims of crime?

R: No.

(Enter 2)

CONTACTAUTHORITIES

FR: Have you or someone in your household had contact with any other authorities about this incident (such as a prosecutor, court, or juvenile officer)?

R: No.

(Enter 2)

ANYTHINGFURTHER

FR: Do you expect the police, courts, or other authorities will be doing anything further in connection with this incident?

R: No.

(Enter 2)

DOINGATINCIDENTTIME

FR: *Ask or verify* - What were you doing when this incident happened?

R: I had just left work and was about to drive home.

(Enter 12)

LOSTOTHERWORKTIME

FR: Did YOU lose any time from work because of this incident for such things as cooperating with a police investigation, testifying in court, or repairing or replacing damaged or stolen property?

R: No.

(Enter 6)

HHMEMLOSTWORKTIME

FR: Were there any household members 16 years or older who lost time from work because of this incident?

R: No.

(Enter 2)

TYPETRANSPORTATION

FR: *Ask or verify* - You told me earlier you were on the way from work when the incident happened.

What means of transportation were you using?

R: I was walking.

(Enter 14)

INCIDENTHATECRIME

FR: Hate crimes or crimes of prejudice or bigotry occur when offenders target people because of one or more of their characteristics or religious beliefs.

Do you have any reason to suspect the incident just discussed was a hate crime or crime of prejudice or bigotry?

R: I really don't know.

(Press Ctrl+D, then press Enter)

DISABILITY_INTRO

FR: Research has shown that people with disabilities may be more vulnerable to crime victimization. The next questions ask about any health conditions, impairments, or disabilities you may have.

(Enter 1)

HEARING

FR: Are you deaf or do you have serious difficulty hearing?

R: No.

(Enter 2)

VISION

FR: Are you blind or do you have serious difficulty seeing even when wearing glasses?

R: No.

(Enter 2)

LEARN_CONCENTRATE

FR: Because of a physical, mental, or emotional condition do you have serious difficulty:

Concentrating, remembering, or making decisions?

R: No.

(Enter 2)

PHYSICAL_LIMIT

FR: Walking or climbing stairs?

R: No.

(Enter 2)

DRESS_BATH

FR: Dressing or bathing?

R: No.

(Enter 2)

LEAVING_HOME

FR: Because of a physical, mental or emotional condition, do you have difficulty doing errands alone such as visiting a doctor's office or shopping?

R: No.

(Enter 2)

SUMMARY

Now write a summary about this incident. Remember, your summary must include all of the pertinent facts surrounding the reported incident and be written so that anyone reading it can get a clear, well-defined picture of how the respondent was victimized. Because you are limited to 300 characters, you may use abbreviations when writing your summary. Go to page B5-16 of your interviewing manual and review the acceptable

abbreviations you can use for the NCVS. The list of abbreviations ends on page B5-20.

[ ]

In addition to using these abbreviations when preparing your summary for an incident, you can also use them when entering any other written entries or notes in the NCVS instrument. Also remember when writing the summary to use the respondent's line number, not the respondent's name, when referring to the respondent. If you need additional space, you can press F7 to include additional notes.

Here is an example of what to enter, "*In 1/2013 at 5:15 pm 2 men took L2's leather tote bag as L2 & co-worker were walking to L2's car in school parking lot where L2 teaches. L2 not attacked, injured, or threatened. L2's tote bag contained credit cards, keys, & L2's watch. Total value of property stolen was $235. L2 called police.*"

After completing the summary, read it back to the respondent to make sure you have the facts entered correctly and have not omitted any pertinent information. When you read back the summary to the respondent insert the appropriate pronoun in place of the respondent's line number. As a result you may have to reword the summary slightly. For example, you would say:

In 1/2013 at 5:15 pm 2 men took <u>your</u> leather tote bag as <u>you</u> and a co-worker were walking to <u>your</u> car in your school parking lot where <u>you</u> teach. <u>You</u> were not attacked, injured, or threatened. <u>Your</u> tote bag contained credit cards, keys, and <u>your</u> watch. The total value of the property stolen was $235. You called the police.

(Press Enter)

SUMMARYPROBE

This screen asks if you have completed the summary. If you need to edit or need to continue entering summary text, press the "up" arrow key, otherwise enter 1 to continue. If you use the "Up" arrow key to return to the Summary, the next box is highlighted in blue. If you need to edit the Summary, move your mouse key to access the next box. Do this before making any revisions. *Please Note: If you begin clicking inside the text box, you will lose the Summary you just typed.*

(Enter 1)

INCIDENTTOADD **If, during the course of the interview, the respondent recalls any incidents that were not reported in the screen questions, at INCIDENTTOADD you indicate that other incidents need to be added for the respondent.**

(Enter 2)

CRIME_END **This screen tells you that you have completed all incidents for Megan Moe.**

(Enter 1)

ENDINCIDENT **The current incident is completed so enter 1 to continue.**

ENDSCREENER **Since there are no more incident reports to complete enter 1 to continue.**

JOBLASTWEEK FR: Did you have a job or work at a business LAST WEEK?

R: Yes.

(Enter 1)

JOBDESCRIPTION FR: *Ask or verify* -- Which of the following best describes your job?

Were you employed in the --

-- Medical Profession?
-- Mental Health Services Field?
-- Teaching Profession?

R: Yes, teaching profession. I teach the third grade.

If you were conducting a personal visit interview you would show the respondent the Employment Flash Card in the Information Card Booklet. Remember that screens with an associated flashcard will have an open book icon in the upper left hand corner of the Info pane.

(Enter 13)

TEACHINGJOB FR: Were you employed in a

-- Preschool?
-- Elementary school?

R: Yes, elementary school.

(Enter 19)

EMPLOYERTYPECURRENT

FR: *Ask or verify* - Is your job with a private company, business, or individual for wages?

R: No.

FR: The Federal government?

R: No.

FR: A State, county, or local government?

R: Yes, it's a county public school.

(Enter 3)

COLLEGEEMPLOYER FR: Are you employed by a college or university?

R: No.

(Enter 2)

CURRENTJOBMSATYPE

FR: While working at your job, do you work mostly in

- - A city?
- - Suburban area?
- - Rural area?

Or

- - Combination of any of these?

R: In a suburban area.

(Enter 2)

HOUSEHOLDINCOME FR: Which category represents the TOTAL combined income of all members of this HOUSEHOLD during the past 12 months? This includes money from jobs, net income from business, farm or rent, pensions, dividends, interest, Social Security payments, and any other money income received by members of this HOUSEHOLD who are 14 years of age or older.

R: I really don't want to answer that question.

For personal interviews, remember to always show the household respondent the Household Income flashcard located in the Information Card Booklet BEFORE asking this question. Allow the respondent time to read the categories, make an estimate, and respond. If necessary, explain that we do not need the respondent to identify the actual amount of the total household income, just the income range that it falls within.

FR: If you are more comfortable, you can provide a range that your household income falls within.

R: I'd rather not.

(Press Ctrl + R keys to record a refusal, then press Enter)

BESTTIME_NO SUNDAY Use this screen to update the interview time preference chart. After updating the chart (or if you do not need to update now), press "1" to continue.

RESPONDENTPHONE NUMBER FR: What is the telephone number where you would like to be called?

R: It's (555)555-5555.

RESPONDENTPHONE TYPE FR: What type of phone is this (for example, a home, office, or cell phone?

R: It's my cell phone.

(Enter 3)

RESPINTERVIEWLANG Was this respondent's interview conducted in a language other than English?

(Enter 2)

ENDPERSON **(Enter 1)**

ENDSCREENER **(Enter 1)**

NEXTPERSON

FR: I also need to talk with Ted Moe. Is Ted Moe at home now?

R: No, he is not at home.

Ted Moe is not available at the time of your interview with Megan Moe.

(Enter 33)

REFCBBREAK_CP

This question asks you if the interview with the household ended because of a refusal, a callback was needed, or a breakoff occurred. Since Ted Moe is not available at the time of your interview with Megan Moe and there are no other persons in the household to be interviewed, you will need to call back the household to complete Ted Moe's interview.

(Enter 2)

PERSAPPT

This screen tells you that you can enter appointment information for Ted Moe in the Case Level Notes by pressing Ctrl+F7.

Megan Moe tells you to call her husband back later in the day after 6:00 p.m. Press the Ctrl+F7 keys and enter a note to call the household back at 6:00 p.m. to complete Ted Moe's interview.

Remember, the only time it is acceptable to include information such as names, phone numbers, address location directions, etc., is when you are entering such information in the Case Level Notes.

After entering this note, press F10 to exit the Case Level Notes. After pressing the F10 key, a Note Editor pop-up screen will appear asking if you want to save the notes entered. Click "Yes."

Since Ted Moe is the only remaining household member to be interviewed, enter 1 to continue at PERSAPPT.

THANKYOU_INDIV

FR: Thank you. I'll call back at the time suggested.

(Enter 1)

VERIFY

This screen asks if you need to change the household's telephone number or review or edit the interview time

	preferences for this household. For this interview, you don't need to do either, so enter 2.
	(Enter 2)
CASE LEVEL NOTES	**Enter any additional notes about the case that you feel will be helpful for completing interviews with remaining eligible household members or for future interviews with the household.**
	Here is an example of what to enter in the Case Level Notes: "L2 completed interview, set up callback with L1."
	(Press F10)
	After pressing the F10 key, save the notes entered by pressing the "yes" button. You will then automatically return to Case Management. Click on the "OK" button at the Case Management pop-up screen.
CTATEMPT	**(Enter 2 for telephone - outgoing)**
TIMEOFCT	**(Enter 1 since you are entering pCHI at the time of the contact attempt)**
pCASECONTACT	**(Enter 1 [made contact with one or more eligible persons] because you were able to complete Megan Moe's interview during this contact attempt)**
PCONTACTPER	**(Enter 3 [noncontact] for L1 because Ted Moe was not at home during this contact.)**
PNOCONTACT	**(Enter 1 [person not home]) because Megan Moe said he was not at home [Page 17-34])**
PSTRATEGS	**(Enter 2 [scheduled appointment] because Megan Moe was able to provide a time for a callback)**
	Now enter the contact information for Megan Moe (L2):
PCONTACTPER	**(Enter 1 [made contact with Megan Moe])**
PCTTYPE	**(Enter 1 [completed interview]) because you were able to complete L2's interview)**

PRSPNDENT	**(Enter 98 [no concerns]; we'll assume Megan had no concerns about completing her interview)**
PSTRATEGS	**(Enter 98 [no strategies] because no additional strategies were needed to complete L2's interview)**

After answering pSTRATEGS, you exit the pCHI and return to Case Management.

This concludes the practice interview. During classroom training you will complete the interview with Ted Moe and then practice transmitting the completed case. Also, you will practice using the NCVS CAPI instrument in more detail during classroom training using the other training cases; therefore, DO NOT get into these cases before classroom training. DO NOT restart or re-install your training cases; otherwise, all the information you entered during this practice interview will be lost.

When you return to the Case Management case list, notice that a "P" appears in the "Status" column for this household. This indicates that the case is a sufficient partial which means that you completed the household respondent's interview but there remain other eligible household members whose interview still needs to be completed.

You can now exit Case Management by pressing the F10 key or clicking on the F10-Exit button on the Case Management toolbar.

Complete the final review exercise in Lesson 18

NOTES

Lesson 18. Final Review Exercise

Complete each item in the final review exercise. Bring all of your self-study materials to the classroom training, including your completed self-study.

1. The BJS needs the NCVS data primarily to obtain an accurate, up-to-date measure of the kinds and amount of crimes committed against persons 12 years of age and older.

   TRUE **FALSE**

2. The reference period is important because we only ask about crime incidents that occurred during this period. Listed below are interview dates for first month interviews. For these interviews, what is the 6-month reference period for crimes committed?

Date Of Interview	Reference Period
August 5	______________________
April 1	______________________
December 3	______________________

3. Listed below are the Moe family members and their ages. Answer the questions (3a - c) which follow:

Name	Age	Household Relationship
John Moe	**46**	**Reference person**
Megan Moe	**42**	**Wife**
Mary Moe	**20**	**Daughter**
Michael Moe	**8**	**Son**

When you make your initial visit to the Moe household, Megan Moe is the only person home. She answers the household characteristic questions, along with other questions relating to her family.

a. Who is the household respondent?

____

b. Which members of the Moe household are eligible respondents for the NCVS?

____

____

c. Are there any members of the Moe household who are not required to be interviewed for the NCVS?

YES **NO**

If yes, who? ________________________________

4. If the occupants at a sample address change between enumeration periods, you: ***(Mark the correct answer.)***

___ Try to locate the occupants' new address at the local post office.

___ Select another address randomly on the same block.

___ Interview the people who currently live at the sample address and who consider the address to be their usual place of residence.

5. ____________________ is an interviewing technique you can use to get the respondent to provide more information when the respondent's initial answer is unclear or incomplete.

6. A respondent is considered present during an incident if he/she is at the immediate scene of the crime during the incident and there is an opportunity for the offender to harm the respondent. In the following scenarios, indicate whether or not the respondent was present during the incident:

   a. A woman was putting her groceries in her car when a man approached her and stole her purse.

      PRESENT **NOT PRESENT**

   b. A man fell asleep on the beach and when he woke up his CD player and keys were gone.

      PRESENT **NOT PRESENT**

   c. A woman's leather coat was stolen from the coat room in the restaurant lobby while she was eating dinner at the restaurant.

      PRESENT **NOT PRESENT**

   d. The respondent was in the kitchen cooking dinner while the offender (who was a guest) was stealing jewelry and money from her bedroom dresser.

      PRESENT **NOT PRESENT**

   e. The respondent looked out his living room window and saw someone steal his 10-speed bicycle from his front yard. By the time he got outside, the person and his bicycle were gone.

      PRESENT **NOT PRESENT**

   f. A woman was asleep in her house and someone stole a motorcycle from the attached garage.

      PRESENT **NOT PRESENT**

   g. A man was asleep in his house and someone stole a lawn mower from the detached garage.

      PRESENT **NOT PRESENT**

   h. A woman was walking at the shopping mall and a man walked up behind her and shoved her.

      PRESENT **NOT PRESENT**

i. A man arrived home from work and saw someone stealing several lawn ornaments out of his yard. He got out of his car and started yelling at the offender, but the offender got away.

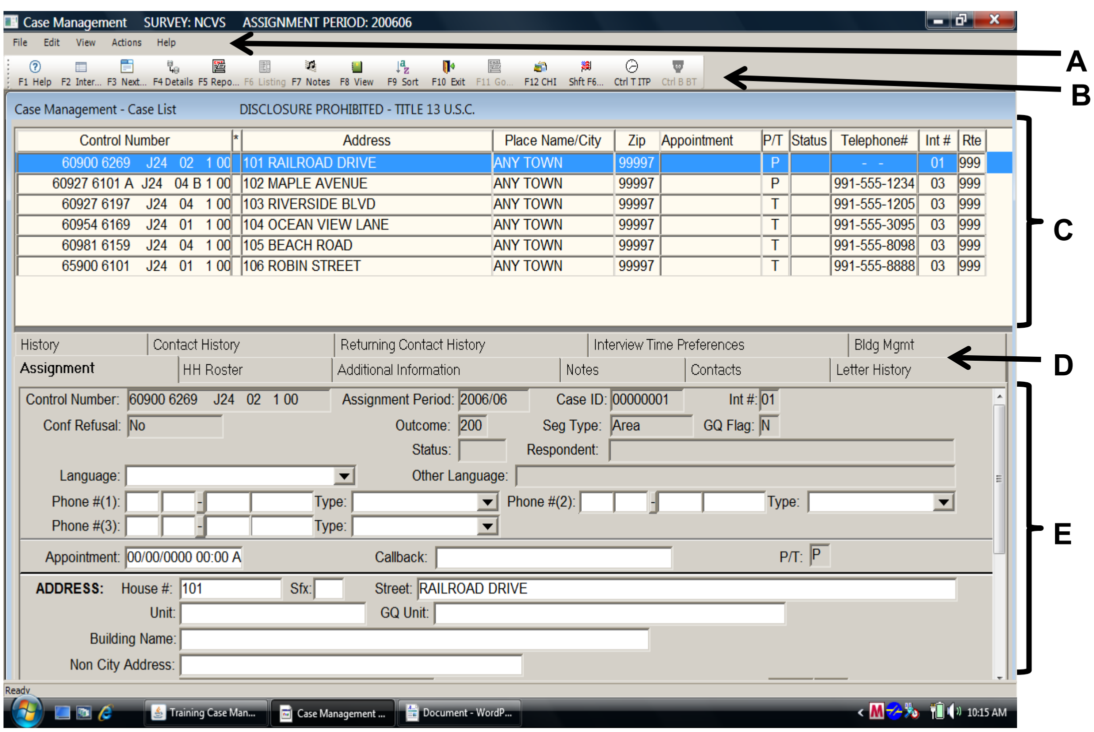
PRESENT **NOT PRESENT**

j. A woman on the subway was part of a group robbery when the offender showed a gun, passed around a bag, and told everyone in the subway car to put all their valuables in it.

PRESENT **NOT PRESENT**

7. Enter the letter next to each item that corresponds to the letter that points to a specific part of the NCVS Case Management window illustrated below.

_____ Case List Pane
_____ Toolbar
_____ Tabs
_____ Details Pane
_____ Menu Bar



8. Which button in the Case Management toolbar opens the ALMI TOI map? __________

9. Which key(s) when pressed in Case Management –

   a. Opens the selected case so you can interview the household? __________

   b. Opens the Interview Time Preferences application so you can review the best and worst times to call a case? __________

   c. Shows reports such as response rates? __________

   d. Allows you to look at cases in a variety of ways, such as those not yet opened and those already interviewed. __________

   e. Allows you to toggle between the Case List Pane and the Details Pane? __________

10. Which tab within Case Management displays the names of all household members from the last interview?

    ____

11. Which tab within Case Management shows detailed information about a case, such as the address, telephone number, case ID, current outcome code, and so on?

    ____

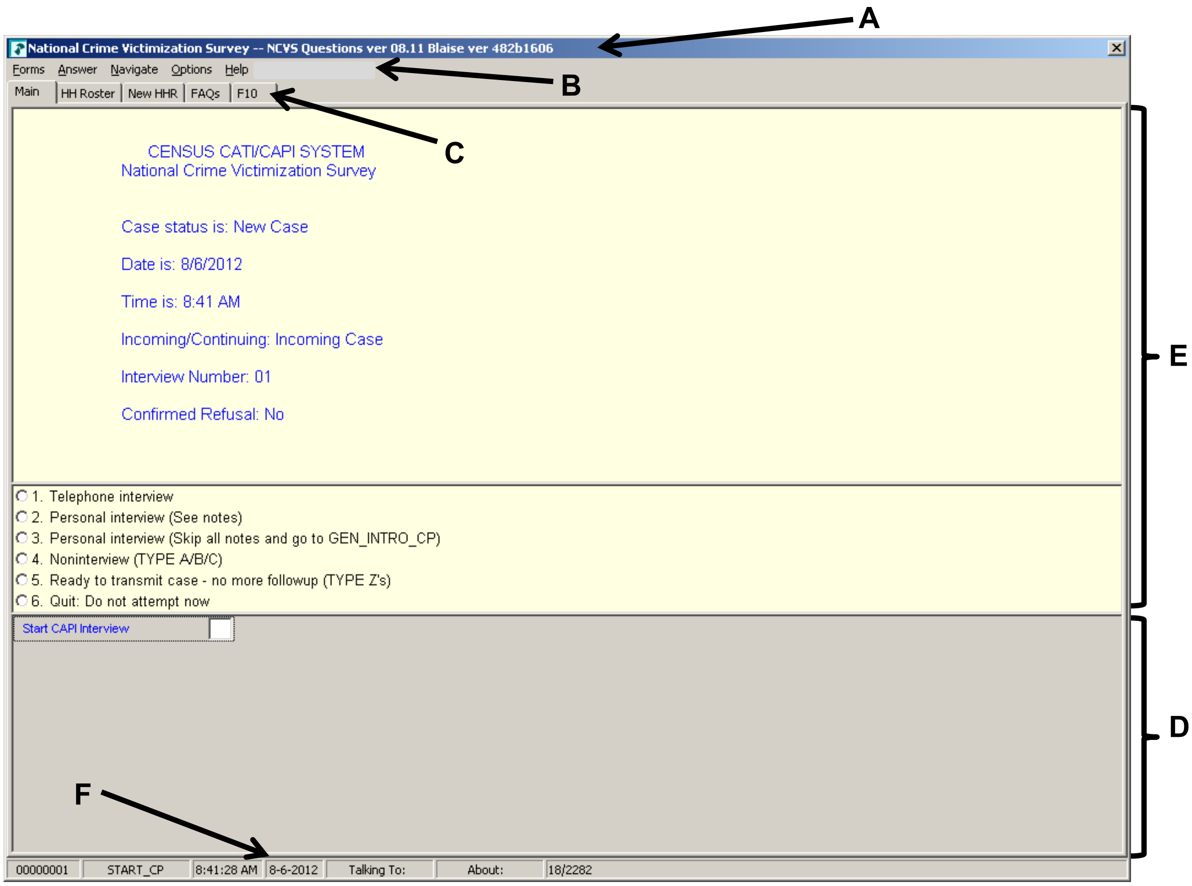
12. List two possible reasons why an asterisk might appear in the second column of the Case List Pane for a case.

    (1) ____

    (2) ____

13. Enter the letter next to each item that corresponds to the letter that points to a specific part of the NCVS CAPI instrument illustrated below.

_____ Info Pane
_____ Title bar
_____ Section Tabs
_____ Form Pane
_____ Menu Bar
_____ Status Bar



14. Describe in the answer space below how you identify or differentiate each item from other information on the screen.

    a. FR Instructions: ____

    b. Questions to ask respondents: _____________________________________

    c. Questions that require you to use the information booklet to show respondents:

    ____

    d. Questions that allow multiple answers: _______________________________

    e. Questions that allow only a single response: ___________________________

15. Which key, when pressed in the NCVS CAPI instrument, ensures that the entry is "accepted" within the instrument and moves to the next question?

    ____

16. Which Function key in the NCVS CAPI instrument allows you to enter Item Level Notes?

    ____

17. Which keys, when pressed while in the NCVS CAPI instrument, allow you to enter Case Level Notes?

    ____

18. Which Function key in the NCVS CAPI instrument allows you to end the interview?

    ____

19. Which section of the NCVS CAPI instrument collects basic household data as well as characteristics of the sample unit?

    _____ Front section
    _____ Middle section
    _____ Back section

20. The information entered in this section of the NCVS CAPI instrument is fed back into Case Management.

    _____ Front section
    _____ Middle section
    _____ Back section

21. At the START_CP screen, select category 4, Noninterview, to classify a person as a Type Z noninterview. (See illustration of this item on Page 18-6.)

    TRUE **FALSE**

22. In Case Management, fields that appear in ____________________ are ____________________ fields to which you may make changes.

23. In the NCVS CAPI instrument, ____________________ accepts data item inconsistencies in a ____________________ edit check.

24. Six months ago when you interviewed a sample household there were three household members. During the current month, you discover that two of the three household members moved out. You must create a replacement household and interview the remaining household member.

    TRUE **FALSE**

Bring your laptop and this completed self-study to the classroom training. Write down any questions you want to ask during the training.

NCVS-522(I)
(10/2014)

National Crime Victimization Survey

CAPI Classroom Guide for Initial Training of NCVS Field Representatives

United States Census Bureau

TABLE OF CONTENTS

Chapter	Title	Page
	Suggested Training Schedule	SS-1
	Instructions to the Trainer	i
1	Welcome and Introduction	1-1
2	Administrative Topics	2-1
3	Probing for Accuracy	3-1
4	Power of Persuasion	4-1
5	Case Management	5-1
6	ALMI TOI	6-1
7	Review of Self-study/Final Review Exercise	7-1
8	NCVS Concepts and Definitions	8-1
9	NCVS CAPI Instrument	9-1
	Practice Exercise 1- Building a Household Roster	9-8
	Practice Exercise 2 - Picking a New Household Respondent	9-42
	Practice Exercise 3 - Replacement Household by Telephone	9-72
	Practice Exercise 4 - Type A Noninterview	9-77
	Practice Exercise 5 - Type B Noninterview	9-90
	Practice Exercise 6 - Changing the Household Respondent	9-99
	Practice Exercise 7 - Selecting a New Reference Person	9-105

TABLE OF CONTENTS

Chapter	Title	Page
9	NCVS CAPI Instrument (Continued)	
	Practice Exercise 8 - Re-entering a Case to Complete Interview with Remaining Eligible Household Members	9-159
	Practice Exercise 9 - Classifying an NCVS Respondent as Type Z Noninterview	9-164
	Practice Exercise 10 - Unduplication of Incidents	9-167
	Practice Exercise 11 - Proxy Interview	9-193
	Practice Exercise 12 - Quitting a Case at Onset of Interview	9-224
	Practice Exercise 13 - Incident of Rape	9-225
	Practice Exercise 14 - Series Incidents	9-265
	Practice Exercise 15 - Adding an Incident	9-298
	Practice Exercise 16 - Accessing the NCVS CAPI Spanish Instrument	9-306
10	Transmission of Work	10-1
11	Performance and Supervisory Topics	11-1
12	2010 Redesign Listing and Coverage	12-1

Suggested Training Schedule

Before your classroom training session begins, read "Instructions to the Trainer," which follows this suggested training schedule. Make sure trainees log into their laptops before the start of each day.

DAY 1

Chapter	Title	Time (Mins.)	Time Elapsed
1	Welcome and Introduction	:15	:15
2	Administrative Topics	1:30	1:45
	BREAK	:15	2:00
2	Administrative Topics (Continued)	1:45	3:45
	LUNCH	1:00	4:45
3	Probing for Accuracy	1:00	5:45
	BREAK	:15	6:00
4	Power of Persuasion	1:00	7:00

Suggested Training Schedule

DAY 2

Chapter	Title	Time (Mins.)	Time Elapsed
4	Power of Persuasion (Continued)	1:00	1:00
	BREAK	:15	1:15
5	Case Management	1:00	2:15
	LUNCH	1:00	3:15
5	Case Management (Continued)	1:00	4:15
	BREAK	:15	4:30
6	ALMI TOI	1:30	6:00
7	Review of Self-Study	:30	6:30

Suggested Training Schedule

DAY 3

Chapter	Title	Time (Mins.)	Time Elapsed
8	NCVS Concepts and Definitions	1:00	1:00
9	NCVS CAPI Instrument		
	Practice Exercise 1- Building a Household Roster	:45	1:45
	BREAK	:15	2:00
	Practice Exercise 2 - Picking a New Household Respondent	:45	2:45
	Practice Exercise 3 - Replacement Household by Telephone	:30	3:15
	LUNCH	1:00	4:15
	Practice Exercise 4 - Type A Noninterview	:20	4:35
	Practice Exercise 5 - Type B Noninterview	:20	4:55
	Practice Exercise 6 - Changing the Household Respondent	:15	5:10
	BREAK	:15	5:25
	Practice Exercise 7 - Selecting a New Reference Person	:45	6:10
	Practice Exercise 8 - Re-entering a Case to Complete Interview with Remaining Eligible Household Members	:15	6:25
	Practice Exercise 9 - Classifying an NCVS Respondent as Type Z Noninterview	:15	6:40
	Practice Exercise 10 - Unduplication of Incidents	:30	7:10

Suggested Training Schedule

DAY 4

Chapter	Title	Time (Mins.)	Time Elapsed
9	NCVS CAPI Instrument (Continued)		
	Practice Exercise 11 - Proxy Interview	:30	:30
	Practice Exercise 12 - Quitting a Case at Onset of Interview	:05	:35
	BREAK	:15	:50
	Practice Exercise 13 - Incident of Rape	:30	1:20
	LUNCH	1:00	2:20
	Practice Exercise 14 – Series of Incidents	:30	2:50
	Practice Exercise 15 – Adding an Incident	:10	3:00
	Practice Exercise 16 - Accessing the NCVS CAPI Spanish Instrument	:10	3:10
	BREAK	:15	3:25
10	Transmission of Work	2:10	5:35
11	Performance and Supervisory Topics	:30	6:05
12	2010 Redesign Listing and Coverage	1:00	7:05

Instructions to the Trainer

Training Field Representatives is one of your most important roles as a supervisor. Your success depends in part on your ability to train a staff to do an effective job. There is no substitute for a motivated and competent staff in meeting your responsibility toward the accurate and timely completion of the National Crime Victimization Survey (NCVS).

No supervisor can expect an effective training session to occur if he or she is not prepared. To guarantee a positive session, you must prepare ahead of time:

Advance Preparation

About a week before this training session, send the pre-classroom generic training and the survey specific self-study materials to the trainees.

NOTE: If any trainees have already received the generic training while being trained for another demographic survey, such as the Current Population Survey, you need not send the trainee the generic training materials.

The pre-classroom generic training materials consist of:

✓ Welcome Letter (provides Census Bureau field representatives (FRs) with a brief statement regarding the importance of their job for communities and the country. It also provides a concise list of instructional products and includes a personal password for the Census Bureau issued laptop computer)

✓ 11-900, Curriculum Plan (provides the sequence in which the users access the instructional products of the generic pre-classroom training package)

✓ 11-6 (WIN), Quick Reference Guide (provides quick tips for using all Windows applications)

- ✓ 11-7 (WIN), Windows Laptop Users Guide (provides complete documentation of laptop applications) (electronic, on laptop)
- ✓ 11-8, Listing and Coverage: A Survival Guide for the Field Representative, Volume 2, Demographic Area Address Listing, and 11-922, Current Surveys Listing and Coverage. (electronic, on laptop)
- ✓ 11-12 (WIN), WINFRED Windows Field Representative Earnings Data Self-Study (provides basic knowledge of the time and attendance software, WINFRED) (electronic, on laptop)
- ✓ 11-55 (RO), Administrative Handbook for Regional Office Schedule A Employees (electronic, on laptop)
- ✓ 11-109, Personal Security Self-Study (familiarizes FRs with various personal security and safety options as they go to various communities performing their job) (electronic, on laptop)
- ✓ 11-901, InterAct Field Representative Pre-Classroom Learning Magazine (provides an introduction and overview of the FR’s role an responsibilities)
- ✓ 11-902, Getting it Done: The Job of a Field Representative Viewing Guide, and “GETTING IT DONE: The Job of a Field Representative” (Video provides FRs with an initial orientation to a typical day for Census Bureau Field Representatives)
- ✓ “Getting to Know Your Laptop Computer” (shows the hardware components of the laptop, startup, log on, shutdown procedures, and the steps to

change the laptop battery; also discusses the new hires' legal responsibility regarding the use and care of the laptop)

✓ "Field Representative Safety Video" (provides the FRs with various personal security and safety options as they go to various communities performing their job)

The pre-classroom survey specific training materials consist of the following:

✓ NCVS-521, CAPI Blaise Self-Study for New Field Representatives

✓ NCVS-550, CAPI Interviewing Manual for Field Representatives (electronic document on laptop)

✓ NCVS-554, Field Representative's CAPI Information Card Booklet

✓ NCVS-572(L), Introductory Letter

✓ NCVS-573(L), Introductory Letter

✓ Instruct trainees to complete the pre-classroom self-study material before attending the classroom training. Trainees must also complete the Windows Initial CBT and WINFRED CBT before the training session as noted in the 11-900 Curriculum Plan.

✓ pCHI CBT (on FR laptop)

- ✓ Study this training guide and become familiar with all the training concepts. This allows you to answer questions more easily and guide the trainees through a successful training session. The more familiar you are with this guide, the more at ease you will be in the classroom training.

- ✓ Try to identify any questions the trainees might ask or any areas that could need additional explanation.

- ✓ Conduct a “dry run” of the training, preferably in the presence of a colleague. A dry run is your practice session. You can practice your delivery, set your timing, make sure you have the correct materials, and know when and how to use these materials. A dry run also takes the nervousness out of that first training session.

- ✓ Assemble training materials for both you and the trainees well before the session. Make sure video equipment is present and in good working order.

- ✓ Several days before the training session, make sure you have all the needed materials for the classroom training. A list of trainer and trainee materials is provided in this section of your Training Guide.

- ✓ Notify all trainees ahead of time about all materials they must bring with them to the classroom training session.

At the Training Site

Prepare the training room before training begins:

- ✓ Arrange the seats and tables so each trainee has enough work space to spread out workbooks, manuals, and other NCVS materials and still be in sight of the instructor.

✓ Make sure electrical outlets are located along the walls so trainees can plug in laptop computers or extension cords.

✓ Make sure that a television, VCR, and projection system are available through the site provider and that they are in working order.

✓ Make sure that the training room can be secured (locked) during breaks and lunch periods.

✓ Plan the seating and prepare name cards for trainees.

✓ Place name cards and training materials at each trainee's place.

✓ Use a projection system, if possible. This method of delivery allows trainees to keep track of the screens for the walkthrough practice exercises and helps everyone stay together.

✓ Make sure the lighting is adequate and the room is well ventilated.

✓ Make sure a lectern and table are provided for the trainer.

✓ Remove ash trays (if any) and provide water.

✓ Locate the video required for this session:

Classroom Training Video/DVD

“Generic Refusal Avoidance”

Classroom Training

Videos (on the laptop) used for trainee pre-classroom work are:

PRE-CLASSROOM VIDEOS ON LAPTOP:

✓ “GETTING IT DONE: The Job of a Field Representative”

✓ “Getting to Know Your Laptop Computer”

✓ “Field Representative Safety Video”

The trainees are also required to complete the computer-based training (CBTs) as part of their pre-classroom work. You will review these CBTs with the trainees during classroom training.

Staying on Schedule

The schedule for this training session is a full four (4) days. To help you to stay on schedule:

1. **Do not allow discussions to get out of control**. While the training schedule allows for some open discussion periods, try not to spend too much time on any one topic.

2. **Try to keep the walkthrough practice interview moving**. Do not spend too much time on any one question.

3. **Keep the trainees on the correct question**. Make sure all the trainees are on the right question before you begin explaining the question.

Training Materials for Classroom Training

As the **TRAINER** you need:

1. NCVS-522(I) Guide for Training New NCVS CAPI Field Representatives

2. A copy of ALL trainee materials for your reference, including the pre-classroom training materials.

3. Laptop and projection device. Use a high quality overhead projector – one that can be used for long period without overheating. Be sure you have all the necessary accessory equipment well in advance, and *test the equipment before training*.

4. Video player and monitor

5. VIDEO: “Generic Refusal Avoidance”

6. 11-903, Getting Started - Administrative (Training Guide)

7. 11-903a, Getting Started - Administrative (Classroom Workbook)

8. 11-904, Probing for Accuracy (Training Guide)

9. 11-904a, Probing for Accuracy (Classroom Workbook)

10. 11-905, Power of Persuasion (Training Guide)

11. 11-905a, Power of Persuasion (Classroom Workbook)

12. 11-908, Payroll Trainer's Guide [Field Representative]

13. 11-924, 2010 Redesign New Hire Listing and Coverage Training (Training Guide)

14 11-38 and 11-38A, Request for Appointment

15. Trainee name cards

16. If possible, a flip chart easel, paper, and markers

Each **TRAINEE** needs one copy of each of the following materials in addition to the materials they received for the pre-classroom training:

1. NCVS-550.1, NCVS At a Glance

2. NCVS-522.1, Classroom Workbook

3. Data Quality Indicators handout (available in pdf on the FLD portal; ROs must supply copies)

4. NCVS-572(L), Introductory Letter

5. NCVS-573(L), Introductory Followup Letter
6. Form 11-38 and 11-38A, Request of Appointment
7. NCVS Function Key Template
8. Black lead pencil
9. 11-903a, Getting Started - Administrative (Classroom Workbook)
10. 11-904a, Probing for Accuracy (Classroom Workbook)
11. 11-905a, Power of Persuasion (Classroom Workbook)
12. NCVS-110 Fact Sheet
13. 11-830a ALMI TOI Workbook
14. 11-837 ALMI TOI Quick Reference Guide
15. 11-925, 2010 Redesign New Hire Listing and Coverage Training (Classroom Workbook).

Materials Trainees Need to Bring to Classroom Training

Each trainee must bring with them to the classroom training session:

1. Laptop computer (with electronic NCVS-550 CAPI Interviewing Manual for Field Representatives)
2. Self-Study for New Field Representatives (NCVS-521) (***Final review exercise completed)***
3. NCVS-554 Information Card Booklet
4. Field Representative Safety Viewing Guide
5. 11-6(WIN), Quick Reference Guide

6. 11-7(WIN), Windows Laptop Users Guide

7. 11-8, Listing and Coverage: A Survival Guide for the Field Representative, Volume 2, Demographic Area Address Listing, and 11-922, Current Surveys Listing and Coverage. (electronic, on laptop)

8. 11-12(WIN), WINFRED Windows Field Representative Earnings Data Self-Study ***(completed***)

9. 11-55 (RO), Administrative Handbook for Regional Office Schedule A Employees

10. 11-109, Personal Security Self-Study ***(completed***)

11. 11-901, InterAct Field Representative Pre-Classroom Learning Magazine

12. 11-902, Getting it Done: The Job of a Field Representative Viewing Guide

13. DVD ***(to be returned to trainer)*** with contents:

    - "GETTING IT DONE: The Job of a Field Representative"
    - "Getting to Know Your Laptop Computer"
    - "Field Representative Safety Video"

Post-Classroom Training Materials

At the conclusion of the training session, provide trainees with the following items, to complete at home as part of their post-classroom training:

✓ 11-906, InterAct II Post Classroom Learning Magazine

✓ 11-907, Safety Video Viewing Guide

✓ "Safety" video

Training Techniques

How you use this training guide is extremely important. Make sure you:

✓ **Read this guide word-for-word when training**. This is important so that uniform training is given throughout the country.

✓ **Complete all practice interviews**, because each interview covers a different situation.

✓ **Follow instructions carefully**. Throughout this training guide, you will see instructions which appear in parentheses ( ), centered, and bolded such as **(Allow time)**. These instructions are for you, the trainer, to follow. Do not read them aloud.

Questions and Answers

Questions and answers appear throughout this guide and are designated by "Q" and "A." Call on a different trainee each time you ask a question. This will help you determine which trainees are having difficulty understanding the information. Ask a question, pause, and then call on someone by name to answer it. This way everyone will have a chance to think of an answer.

A trainee's answer to a question may not always be worded exactly as it appears in this training guide, but may still be correct. However, if the answer is incorrect, make sure that all trainees hear and understand the correct answer. Make sure that you do this in a manner that will not embarrass the trainee.

If a trainee asks a question for which you do not know the answer, don't fumble for an answer or give an incorrect one. Admit that you don't know. You are not expected to have an immediate answer for every question. If you are not sure of an answer, have the entire group look for the answer in one of their manuals. This will ensure a comprehensive and correct explanation and reinforce the trainees' use of the manuals. However, if time is short, look up the answer during a break and answer the question when training resumes. If a trainee asks a question about a topic that you know is covered later in this guide, ask them to hold the question until you reach that topic in the training session.

A line "__________" preceding or following a question or statement means you should call on a trainee by name to answer the question or carry out some action.

For example:

__________, please continue the interview.

OR

Can you give me an example of how you would probe for this question, __________?

Use positive reinforcement to encourage trainees. If a trainee answers one of your questions correctly, reply with: "Very good," "Good job," or "That's correct." Throughout the training guide there are suggested places for you to call on a trainee, but you may find that you need to call on trainees more often in order to ensure that all trainees have the opportunity to answer a question or serve as the field representative during the practice interview exercises.

Numbers (1, 2, 3, etc.) or letters (a, b, c, etc.) introducing certain categories need not be read aloud, unless you feel that it helps to show the sequence of a procedure. Likewise, when bullets are used, numbers or letters can be substituted. If you choose numbers or letters, it is wise to write them in ahead of time, so you won't make any mistakes during the training.

Know the Training Guide

Study this training guide carefully. The more familiar you are with it, the more at ease you will be in the classroom. You will also be better prepared to answer questions and lead the trainees through a successful training session.

Stand During Training

Stand up during the training session. Your voice will project better and it will be easier to hold your trainees' attention.

Speak Clearly

Speak clearly and be convincing. Make certain everyone can hear you. Read at a normal rate of speed, not too slow and not too fast. Avoid speaking in a monotonous tone of voice.

Before the classroom training, read through parts of the training guide in the presence of another person. Ask that person to listen to your speech and provide you with suggestions and/or helpful advice.

Control of Training Session

Keep classroom discussions under control. If a discussion gets out of hand, interrupt and continue with the training. If a trainee insists on pursuing a point, ask the trainee to see you at break time. Keep the training moving so that you cover all of the material.

Do not neglect anyone – bring everyone into class discussions. Remember, always call on different trainees to answer questions.

Keep an upbeat, positive attitude during the training. Knowing the text and the content helps. Praise the trainees when they answer correctly or give helpful and positive comments.

Take Notes

Take the time to write down any comments or questions not covered in the training or in the reference manuals. You may want to write the comments or questions on a flip chart. Please send these questions to FLD Team at Headquarters so that we may respond to them.

Post Classroom Training

At the end of the training session, provide trainees with the following items, which they must complete at home as part of post-classroom training:

- ✓ 11-906, InterAct II Post Classroom Learning Magazine
- ✓ 11-907, Safety Video Viewing Guide
- ✓ “Safety” video
- ✓ 11-831, ALMI TOI Post-classroom Self-study

Some trainees may want to stay and talk with you after the training session. Make yourself available whenever possible. Talking with the FRs one-on-one is an excellent opportunity to learn about individual problems and concerns, get feedback on your effectiveness, and enhance the trainee’s learning.

Maintain confidentiality regarding any issues trainees bring up during the training or outside of class time.

Your credibility and the credibility of the program can quickly be undermined if discretion and confidentiality are not observed.

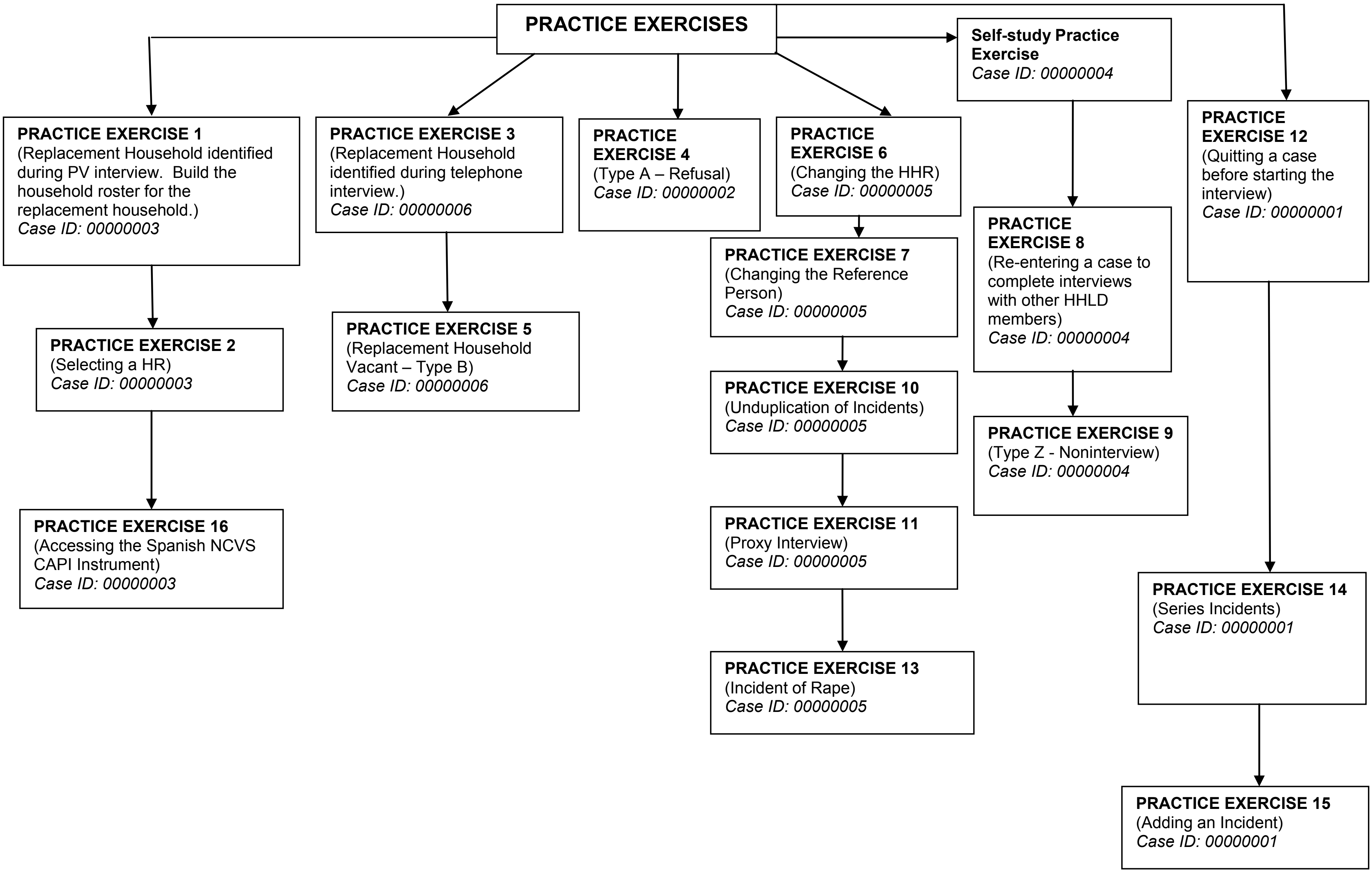
Training Updates

In the past few years, our survey sponsor, the Bureau of Justice Statistics, has incorporated new questions or modified existing ones about every 6 months to address current crime issues. We will issue updated training materials as quickly as possible following NCVS interview changes.

We appreciate feedback from you on the current training. Your comments and suggestions are valuable; we want to make sure that the training properly prepares staff to do an effective job.

Practice Interviews

During this training, trainees go through several practice exercises to familiarize themselves with the NCVS instrument. Since most of the training cases are used in more than one practice exercise and build on a previous exercise, the flowchart on the next page shows the interrelationship of the practice exercises.


PRACTICE EXERCISES
Self-study Practice Exercise
Case ID: 00000004
PRACTICE EXERCISE 1
(Replacement Household identified during PV interview. Build the household roster for the replacement household.)
Case ID: 00000003
PRACTICE EXERCISE 2
(Selecting a HR)
Case ID: 00000003
PRACTICE EXERCISE 16
(Accessing the Spanish NCVS CAPI Instrument)
Case ID: 00000003
PRACTICE EXERCISE 3
(Replacement Household identified during telephone interview.)
Case ID: 00000006
PRACTICE EXERCISE 5
(Replacement Household Vacant – Type B)
Case ID: 00000006
PRACTICE EXERCISE 4
(Type A – Refusal)
Case ID: 00000002
PRACTICE EXERCISE 6
(Changing the HHR)
Case ID: 00000005
PRACTICE EXERCISE 7
(Changing the Reference Person)
Case ID: 00000005
PRACTICE EXERCISE 10
(Unduplication of Incidents)
Case ID: 00000005
PRACTICE EXERCISE 11
(Proxy Interview)
Case ID: 00000005
PRACTICE EXERCISE 13
(Incident of Rape)
Case ID: 00000005
PRACTICE EXERCISE 8
(Re-entering a case to complete interviews with other HHLD members)
Case ID: 00000004
PRACTICE EXERCISE 9
(Type Z - Noninterview)
Case ID: 00000004
PRACTICE EXERCISE 12
(Quitting a case before starting the interview)
Case ID: 00000001
PRACTICE EXERCISE 14
(Series Incidents)
Case ID: 00000001
PRACTICE EXERCISE 15
(Adding an Incident)
Case ID: 00000001

Chapter 1 – Welcome and Introduction
(Approximate time: 15 minutes)

Instructor Preparation: • Have all trainees log into their laptop before you begin classroom training.
Objectives: • Provide trainees with an introduction to the training session.

Good morning. My name is ____________ and I will be your trainer for the National Crime Victimization Survey or the NCVS. As your supervisor, my job is to train you, answer any questions you have, and solve any problems that arise during the training.

> **(Tell trainees a little about yourself. Also, ask each trainee to introduce themselves and to give a short background about themselves. If they are not familiar with the area, you can tell them where the restrooms, water fountains, and eating places are located.)**

Our training is scheduled to last through **(Enter day)**. Each day we will have a short break in the morning and in the afternoon, as well as an hour for lunch. I'll ask you to return to your seats before the end of every break, so we don't fall behind schedule. Charge time and travel for this training session to **(<u>Enter project and task code</u>)**.

(*Trainer: Refer to the chart below to determine the correct project number and task code to which trainees are to charge their time and travel for this training session*.)

Training Occurs Between	***Charge to Project***	***Task Code***
January – December 2014	*7523014*	*520*
January – December 2015	*7523015*	*520*
January – December 2016	*7523016*	*520*
January – December 2017	*7523017*	*520*

(Pause)

Throughout this training session, don't hesitate to ask questions or let me know if you get lost along the way. I want each of you to feel comfortable and to learn as much as you can about the NCVS.

As you begin working on the NCVS, remember that you have a support system here to answer your questions and guide you along in becoming a proficient field representative.

The main purpose of the NCVS is to obtain an accurate and up-to-date measure of the amount and kinds of crime committed during a specific 6-month reference period. We collect this information from all sample household members who are 12 years of age and older. The NCVS also collects detailed information about specific incidents of criminal victimization that each respondent reports for the 6-month reference period.

The NCVS is sponsored by the Bureau of Justice Statistics (BJS), which is part of the U.S. Department of Justice. Currently, the NCVS is the largest ongoing statistical survey sponsored by the BJS. To succeed in providing timely and reliable statistics on crime and its impact on society, they contract with the U.S. Census Bureau to conduct the NCVS. The NCVS is the main source of information for measuring crime and assessing its impact.

All the data we collect for the NCVS are tabulated in the form of statistical summaries. No individuals who participate in this survey can ever be identified from the statistical totals that are released to the public. One of the reasons the U.S. Census Bureau is so successful in collecting information is that people know we are sworn to secrecy. You must not reveal any information you receive about individuals to any unauthorized persons. <u>An unauthorized person is any person who is not a sworn Census Bureau employee</u>. To ensure confidentiality of census data, only sworn Census Bureau employees can accompany you while on Census Bureau duty or have access to the schedules, lists, or statements you obtain for the Census Bureau. If it becomes necessary for a spouse, family member, or close friend to accompany you while you are conducting field activities, see me about swearing in that person BEFORE they accompany you on your job. However, we strongly discourage others from accompanying you on your job unless it's for official business. ***(Pause)***

You must understand and take very seriously your pledge to keep Census Bureau information confidential. The penalties for violating this provision of the law can be severe. You could be fined up to $250,000 and/or imprisoned for up to 5 years if you are found guilty of an unauthorized disclosure of individual information provided to the Census Bureau. Title 13 of the United States Code is the current law that controls Census Bureau operations and it is very specific regarding the protection of personal information.

Two of the most important interviewing skills you must possess as an NCVS field representative are being able to use the NCVS instrument correctly and smoothly and to use your reference manuals effectively. You were introduced to the organization of the NCVS interviewing and listing manuals in the NCVS self-study you completed before coming to class. You will have the opportunity to use both reference manuals again in this classroom training.

Also, during the self-study you were introduced to the NCVS Case Management, the Person Level Contact History instrument, and the survey instrument. Throughout this training, you also will have a chance to use them some more as you complete several practice exercises and interviews.

Are there any questions so far?

(Answer questions)

Next, we'll cover some administrative procedures, then review the pre-classroom self-study material that you were required to complete before coming to this classroom training session. Then we will talk about probing for accuracy and the power of persuasion before discussing the NCVS Case Management and survey instruments.

(Continue with the next chapter)

NOTES

Chapter 2 - Administrative Topics
(Approximate time: 3 hours, 15 minutes)

Instructor Preparation:

- Use this time to discuss administrative issues. (*Discussion of performance measures is covered in Chapter 11*.)
- Make sure each trainee has a copy of the 11-903a, Getting Started – Administrative (Classroom Workbook)

Objectives:

- Review your Regional Office administrative procedures.
- Complete administrative procedures.

Materials:

Trainee
11-12(WIN), WINFRED Windows Self-Study (completed)
11-109, Personal Security Self-Study (completed)
11-903a, Getting Started - Administrative (Classroom Workbook)

Trainer
11-12(WIN), WINFRED Windows Self-Study
11-109, Personal Security Self-Study
11-903, Getting Started - Administrative (Training Guide)
11-908, Payroll Trainer's Guide [Field Representative]

Review of the 11-109 Personal Security Self-Study	*Review the 11-109, Personal Security Self-Study. The self-study provides the FRs with various personal security and safety options as they go to various communities performing their job. Answer any questions*.
11-903, Administrative (Training Guide)	*Follow along with the 11-903 Administrative (Training Guide).*
11-908, Payroll Trainer's Guide	*Follow along with the 11-908, Payroll Trainer's Guide. This Guide also covers the 11-12 (WIN), WINFRED Self-Study as well as time and attendance and reimbursables*.

(Continue with the next chapter)

Chapter 3 – Probing for Accuracy
(Approximate time: 1 hour)

Instructor Preparation: • Make sure each trainee has a copy of the 11-904a, Probing for Accuracy (Classroom Workbook).
Objectives: • Introduce the trainees to the concept of probing.
Materials Needed: • 11-904, Probing for Accuracy (Training Guide) • 11-904a, Probing for Accuracy (Classroom Workbook) (1 for each trainee)

11-904, Probing for Accuracy (Training Guide)

Follow along with the 11-904, Probing for Accuracy (Training Guide), then continue with the next chapter.

(Continue with the next chapter)

Chapter 4 – Power of Persuasion
(Approximate time: 2 hours)

Instructor Preparation:

- Make sure each trainee has a copy of the 11-905a, Power of Persuasion (Classroom Workbook)

Objectives:

- Introduce the trainees to the concept of persuading respondents to participate.

Materials Needed:

- 11-905, Power of Persuasion (Training Guide)
- 11-905a, Power of Persuasion (Classroom Workbook) (1 for each trainee)

11-905, Power of Persuasion

Follow along with the 11-905, Power of Persuasion (Training Guide) then proceed to the next appropriate chapter.

(Continue with the next chapter)

Chapter 5 - Case Management
(Approximate time: 2 hours)

Instructor Preparation

- If available, make sure the projection device is set up.
- Make sure all trainees are logged into their laptops and using AC power. *(Make sure all trainees have access to electrical outlets to plug in their laptop computers. If necessary, help trainees use extension cords or adaptors to connect to outlets in the training room.)*

Objective:

- Provide trainees with practice using the NCVS Case Management instrument and the Case Management function keys.

Materials Needed:

Trainee
- Laptop computer

Trainer
- Laptop computer
- Projection device

Now we will discuss the NCVS Case Management. During the pre-classroom self-study, you were introduced to the menus, Toolbar, Case List and Details panes as well as the functions and keys used in Case Management. In this part of the training, we will review in more detail the parts of the Case Management window and the functions of Case Management. You will also have the opportunity to practice using the Case Management function keys.

As you learned in the self-study, Case Management is an important part of how you manage your cases and plan for interviewing. It provides you with various tools and features that allow you to manage your NCVS assignment each month. (***Pause***)

(Trainees should already be logged into their computers.)

Let's get into the NCVS Training file. At your Desktop, double click on the icon named "Training" to access Training Case Management. The window that pops up should read "Training Case Management" in the upper left corner of the screen. (***Pause***)

Now use the up or down arrow key on your keyboard to highlight "NCVS" on the "Survey List" that is displayed in the "Survey Selection Dialog box." ***(Pause)*** Now click the OK button or press Enter. When the Training Case Management main screen appears, make sure that "NCS Classroom" training is highlighted, using the up or down arrow key. (***Pause***)

Your classroom training cases should already be installed. You can tell whether your cases have been installed by looking at the "Need to Install" column on this screen. If your cases need to be installed, a **Y** appears in the "Need to Install" column otherwise an **N** appears in that column.

If your NCVS training cases are **NOT** installed, that is, if a **Y** appears in the "Need to Install" column, please raise your hand.

(If there are any trainees who need to install their cases, walk them through the installation process now. To install the NCVS training cases, have the trainee press the F5 function key and wait for the message that indicates that the installation of the training cases was successful. Once the message appears, the trainee can press Enter to proceed.

IMPORTANT NOTE: The trainee must go through the Practice Interview in Lesson 17 of the NCVS CAPI self-study since during classroom training the trainees re-enter the self-study training case to complete an interview with the remaining household member.)

Now press the F8 key to get to your Case List in Training Case Management.

(*Pause*)

In the top left corner of the screen, it should read “Case Management SURVEY NCVS.”

Case Management contains all the sample units in your NCVS assignment. It also provides additional information and functions that assist you in managing your cases. In the pre-classroom self-study you reviewed each of the various parts of the Case Management window, and learned how to navigate within the Case Management window.

As covered in the self-study, the first part of the Case Management window is the Menu Bar. The menu bar is the area of the window where the words File, Edit, View, Actions, and Help appear. The words along the menu bar are called menu items. Notice that most windows that pop up on your computer screen have a menu; however, different windows have different menu items depending on the functions you are able to perform while working within the specific window.

Click on the word “File” on the menu bar. **(*Pause*)** When you click on a menu item, you get a drop down menu with a list of functions you can perform. Using your right arrow key, look at the functions under the other menu items.

(Allow time)

In addition to using your arrow keys, you can move from one menu item to the next by pressing the **Alt** key, then pressing the letter that corresponds to the underlined letter on the menu item you want to open. For example, if you want to look at the functions under the “File” menu, press the **Alt** key, then press the “F” key instead of clicking on the word “File” on the menu bar. *Try this now*.

(Allow time)

To close the “File” menu, press the Escape (Esc) key, which is located in the top left corner of your keyboard. **(*Pause*)**

Now look at your toolbar. Remember, the toolbar is the second part of the Case Management window and is the area with the symbols just below the menu bar. On the toolbar notice the labels for each of the function keys included in the NCVS Case Management. Those that are currently active in the NCVS Case Management are in bold. Because you are in the Case Management window, each function key performs a Case Management operation that may differ from the operation it performs when you get into the NCVS instrument.

Before we begin working with the function keys, be aware that there are three ways to activate the operation or function that each function key performs. You can access the function through the menu bar, ***(Pause)*** through the toolbar by clicking on the function key button using your mouse pad, ***(Pause)*** and by pressing the function key on your keyboard. As we review each key, you will have the opportunity to practice the most common way of activating each function, which is by pressing the function key on your keyboard. You may use whichever method you choose.

Now we will take a more detailed look at the Case Management functions and see how Case Management can help you manage your assignments.

Highlight the case **102 Maple Avenue**. You may have to use your up or down arrow key to highlight it. The entire row of the highlighted case will appear in blue.

F1 -- Help

Now press the **F1** key.

(Allow time)

As you learned, this function key is used to bring up the internal Help menu. You should now see a help window called “About Case Management.” Take a quick look at some of the information you can get from this “Help” menu in the index on the left of the help screen.

(Allow time)

If you want information on something more specific, you can use the index tab on this window. Click on the Index tab or hold down the **Alt** key and press the letter “N” to get to the index menu item.

(Allow time)

On this screen you can type in a key word to look for information on a specific topic. In the white box, type in the keywords “Case Management.”

(Allow time)

As you type in the words, the search feature scrolls through the index to find it. When you see Case Management highlighted on your index folder, press the Enter key twice. ***(Pause)***

As soon as you press the Enter key, the box on the right side of the screen displays information about training Case Management. Now click on the “X” at the top right of the **HELP** window to close it.

You just accessed **F1 Help** using the **F1** function key. This will probably be the way you will most often access it; however, you can also access **HELP** using the icon on the toolbar or by pressing **Alt H**.

(Make sure all trainees have returned to the main Case List before discussing the next function key.)

F2 -- Interview

The most commonly used function key is the **F2 Interview** function key. **DO NOT** press this key until I tell you to. The **F2** function key initiates an interview for the selected case. After you decide which case to interview, you must highlight the address on the Case List pane, which is the third part of the Case Management window. To highlight the address on your Case List, you can use your mouse pad and then click on the address. ***(Pause)*** Let's try doing this now.

Highlight the third case on your case list by clicking on it. **(*Pause*)** Now click on another case and see how the highlight moves to the next case you clicked on. ***(Pause)***

You can also use your up and down arrow keys to move from one case to another in the Case List. Remember, as you move from one case to another, the information displayed in the Details pane, the bottom part of the Case Management window, changes as the specific case you highlight changes. *Try this now*.

(Allow time)

Now go to the case **102 Maple Avenue**. Once you have highlighted the address in the Case List, press **F2**. Notice the window that pops up. This is a confirmation screen that allows you to view the address selected before you confirm that you want to open the case. Always make sure that the control number and the address shown are for the correct case. We don't want to get into this case right now so click on the "Cancel" button to close the window. **(*Pause*)**

You can also access the **Interview** function by either clicking on the toolbar icon for **F2** or using the menu bar. The **F2** function on the menu bar is under the drop down menu for “Actions.” You can access this drop down menu by either clicking on the word Actions or holding down the **Alt** key and pressing the letter “A” which is the underlined letter in the word “Actions.”

(Make sure all trainees have returned to the main Case List before discussing the next function key.)

F3 – Next Tab

The next Case Management function key is the **F3 Next Tab** key. This key controls the display of the Details pane at the bottom half of the Case Management screen by moving you from tab to tab. By pressing the **F3** key, you can move between the tabs of the Details pane without using the mouse. Click on the Assignment tab located in the Details pane and then press the **F3** function key once.

(Allow time)

Notice that you moved from the Assignment tab to the HH Roster tab. Notice that the Control Number, Assignment Period, Case ID and selected demographic information about each household member are displayed under the household roster tab. Now press the **F3** key to proceed to the other tabs in the Details pane. As you move from tab to tab take a close look at some of the information under each tab. We will go over some of the key information under each tab later in training.

(Allow time)

You can also access the **Next tab** function by either clicking on the toolbar icon for **F3** or using the menu bar. The **F3** function on the menu bar is under the drop down menu for "View." ***(Pause)***

F4 -- GoTo

The **F4 GoTo** function key enables you to toggle between the Case List pane and the Details pane. Make sure the case, **102 Maple Avenue**, is highlighted on your case list. Then press the **F4** function key. Notice how the label on the Toolbar for this function key changes. When you are in the Case List pane, the F4 function key label will display the word "Details." When you are in the Details pane, the F4 function key label will display the word "Case List."

Press the F4 function key again until the label says "Details." (***Pause***) Now use the F3 function key to move to the different tabs within the Details pane. Notice that the tab you're on is highlighted in red. (***Pause***)

You can also access the **GoTo** toggle function by either clicking on the toolbar icon for **F4** or using the menu bar. The **F4** function on the menu bar is under the drop down menu for “View.”

(Make sure all trainees have returned to the main Case List before discussing the next function key.)

F5 -- Reports

The next function key is **F5 Reports**. Press the F5 function key. (***Pause***) You will see the Case Management Report Selection dialog box displayed for you to choose the reports you want to view. For the NCVS, there are three reports about your cases that are available for you to view -- a “Counts” report, a “Response Rate” report, and a “Type Z” rate report.

Highlight the “Counts” report and either click the OK button or press Enter to view the report. **(*Pause*)** As you can see, this report gives you a summary count of your NCVS cases based on category, such as the number of cases not started, the number of cases interviewed, the number of Type A noninterview cases, and so on. At the bottom of the report, you can see how many cases were marked as observed, transmitted, and received by headquarters.

The number of transmitted cases is a cumulative number, not a count for one day. All the numbers on this report are total counts. The total count of cases includes all cases currently in your interviewing assignment. The count of total cases would increase if you were reassigned cases from another FR during the interviewing period.

Close this report by clicking the “Close” button or by pressing Enter. **(*Pause*)** ☐

Now press **F5** again and highlight the Response Rate report. View this report by clicking the OK button or by pressing Enter. **(*Pause*)** ☐This report calculates your response rate based on the current information on your laptop. The NCVS response rate is calculated by dividing the number of interviews by the number of interviews plus the number of Type A noninterviews.

(Call on Trainee)

__________, read the “Note” displayed in the middle of this report.

(TRAINEE: *This response rate is based on information on your laptop. Your official response rate from your regional office may be different.)*

Thank you.

Because the office might adjust your response rate after the interview period is over, the rate calculated in this report is only an approximation.

Close this report. **(*Pause*)**

Now press **F5** one final time and select the Type Z Rate report. **(*Pause*)**

This report displays the total number of eligible people in your NCVS assignment and the number of those people who did not complete an NCVS interview. Based on this information, a Type Z nonresponse rate of eligible NCVS respondents in your assignment is calculated. This rate is based on information on your laptop and may differ from your official Type Z nonresponse rate you receive from the regional office. Like your overall response rate, the regional office might adjust your Type Z noninterview rate after the interview period is over. Therefore, the rate calculated in this report is only an approximation.

Close this report. **(*Pause*)**

Like the other functions already discussed, you can access the **Reports** function by either clicking on the toolbar icon for **F5** or using the menu bar. The **F5** function on the menu bar is under the drop down menu for "View."

(Make sure all trainees have returned to the main Case List before discussing the next function key.)

F7 -- Notes

The next active function in the NCVS Case Management is the **F7 Notes** function. This function displays the Notes field for a selected case. You may also edit the notes or enter new notes using this function. Press the F7 function key on your keyboard. The "Case Level Notes Editor" will come up for you to view, edit, or enter notes for a selected case. Enter a note of your choice in the space provided.

(Allow time)

To exit the "Notes Editor" press the F10 function key. **(*Pause*)** A "Notes Editor" pop-up screen will appear asking if you want to save the notes entered. Click the “Yes” button. **(*Pause*)** Now take a look at the Notes tab in the Details pane. When notes for a case are saved, you will see a red check mark in front of the word "Notes" on the Notes tab. The red check mark is a quick way to tell if there is any information in the Notes folder.

As with the other functions we discussed, you can access the **Note**s function by either clicking on the toolbar icon for F7 or using the menu bar. The **F7** function on the menu bar is under the drop down menu for “Actions.”

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(Make sure all trainees have returned to the main Case List before discussing the next function key.)

F8 -- View

The **F8 View** function activates the “Display Category Selected” dialog box, which allows you to select different views of your NCVS cases in Case Management. Press the **F8** function key. In the **main** Case Management screen, only those cases you haven’t completed are displayed on your case list. However, there might be times when you want to see a larger list of cases, such as ALL of the cases in your NCVS assignment, or you might want to see a shorter list, such as cases not started, or cases you’ve transmitted.

Arrow down to the category labeled “Not started” and then click the OK button or press Enter. You will see that your case list contains only the cases that you have not yet attempted to interview. Now press the **F8** function key again to return to the “Display Category Selection” menu.

Note that you cannot interview cases while in the ***F8 View*** *function. You must return to the main case list to start an interview.*

To return to the main Case Management screen, click the Case List button that is below the Cancel button. **(*Pause*)**

You can also access the **F8** function on the menu bar under the drop down menu for “View.”

(Make sure all trainees have returned to the main Case List before discussing the next function key.)

F9 -- Sort

The **F9 Sort** function allows you to sort cases by specific criteria, such as control number, appointment, status, place, and so on. Specifying a new sort changes the order in which cases are listed on the Case Management main screen so that you can manage your assignment more easily. If you specify a new sort, your new arrangement of records will still be there the next time you launch the application. Selecting the “Restore the default sort” puts your records back into their original order. For the NCVS the default sort is by control number.

Let’s try the Sort function. Press the **F9** function key. **(*Pause*)** Click on the first sort action, which is “Specify new sort” and then click the OK button. **(*Pause*)** The “Sort-Specify New Sort” dialog box appears. This dialog box has two panes, “Columns Available for Sorting” on the left and “Sort Columns” on the right. The Sort Columns pane shows you the current sort order for the records on your Case Management screen. If the box under “Ascending” is checked, your records are sorted from low to high. You can change the fields on which your records are sorted, and you can change the sort from ascending to descending or high to low.

Let’s try sorting your cases in a couple of different ways. If you look at the Sort Columns pane on the right, you see that your cases are currently sorted by control number. Let’s sort your cases now by interview number. To remove control number in the current Sort Columns, highlight “control_number” and then press the Control (Ctrl) and S keys simultaneously.

(Allow time)

Now let’s add a new column to the sort. Highlight “interview_number” in the “Columns Available for Sorting” pane on the left.

(Allow time)

Now press **Ctrl S** to move that column to the Sort Columns pane. Then click OK, which returns you to the main Case Management screen.

(Allow time)

Notice that your cases are no longer in control number order but are now sorted by interview number. The interview number column is the second to the last column on the Case List pane.

Does everyone see that?

(Help any trainees who may be having trouble.)

Now let’s try changing the interview number sort from ascending to descending order. Press F9 to get back into the sort function. To uncheck the Ascending box, highlight interview number in the Sort Columns pane and press the spacebar. *Try this now*.

(Allow time)

You can also check and uncheck the Ascending box by clicking on the box. Click on the box so that a check mark appears in the box. **(*Pause*)**

Now let’s add one more sort to the Sort Columns pane. However, let’s try a different way to add the column to the Sorts Column. In the “Columns Available for Sorting” pane locate and highlight “phone_number_1.”

(Allow time)

Now drag it across to the "Sort Columns." To do this, click on the left button on your mouse and drag the highlighted column to the Sort Columns pane.

(Allow time)

(Help any trainees who may be having trouble with the drag function.)

You can also drag columns from the right pane to the left pane using the same drag procedure. When you do this, your cases will no longer be sorted by that column item. Now click on the OK button to return to the main Case Management screen. **(*Pause*)**

Let's restore the default sort. Activate the sort function by one of the three ways we discussed.

(Allow time)

At the “Sort-Options” dialog box click on the “Restore default sort” button and click OK.

(Allow time)

Your cases are now sorted by control number, which is the default sort for the NCVS. A quick way to sort your records without using the **F9 Sort** function is to click the heading of the column you want to control your sorting. Click on the words “Control number” on the Control Number column, which is the first column on your Case List pane. (***Pause***) The first time you click the heading, cases will sort in ascending order, low to high. Click again to sort them high to low. **(*Pause*)** With this method of sorting, only one column can control the sorting.

You can also access the **Sort** function by either clicking on the toolbar icon for **F9** or by using the menu bar. The **F9** function on the menu bar is under the drop down menu for “View.” **(*Pause*)**

F10 -- Exit

The next function key we will discuss is the **F10 Exit** key. You actually used the **F10** key to exit the Notes Editor when you were practicing with the **F7** key. The **F10** key is used to exit Case Management. However, there are other ways to exit Case Management. You can press the **F10** icon on the Toolbar or go to the drop-down menu under File on the Menu Bar and select Exit. Right now, we will not practice using the **F10** function since we want to continue reviewing Case Management. **(*Pause*)**

F12 -- Contact History Instrument (CHI)

The last function key is **F12**, which for the NCVS opens the Person Level Contact History Instrument or pCHI, where you enter the details about the contacts you make with NCVS eligible household members. You completed a Computer Based Training (CBT) on this topic during your self-study. We’ll talk more about pCHI a little later.

Now let’s take a look at the Case List pane. Remember, the Case List pane is directly under the toolbar. It is the section of the window that shows a line-by-line summary of some of the information that relates to the cases in your assignment. As you complete interviews, completed cases no longer appear on this main list.

We will not go over all the columns in the Case List pane since most are self-explanatory. However, the one column that needs additional explanation is the last column, which is the “Rte” or Route column. This column is for your use in planning your travel route for your personal visit cases. For example, suppose that your work is dispersed in three different areas. You might decide to interview all cases on the east side of town on the first day, cases on the west side of town on the second day, and cases located in a rural area north of town on the third day. Therefore, you might want to put a number “1” in the Route column for all cases on the east side of town, a number “2” for cases on the west side of town, and a number “3” for cases north of town. These numbers can help you quickly identify the cases you want to work on during a particular trip.

To edit the number in the Route column you must first make sure that the Case List pane is the **active** window. If the Case List pane is active, the blue bar below the toolbar will read “Case Management - Case List.” If the blue bar on your computer reads “Case Management-Details” press F4 to activate the Case List pane. **(*Pause*)**

Highlight the case **103 Riverside Blvd** on the case list. (***Pause***) Click on the route number for that case which is 999. Delete the entire entry by pressing the delete key or the backspace key until the field is empty. These keys are located in the top right side of your keyboard.

(Allow time)

Then in the route field for this case, press the number “1” key on your keyboard. The number in your Route column for this case should now be “1.” **(*Pause*)** Once you have made your changes you need to press **Ctrl S** to save them. Do this now.

(Allow time)

When the save is complete, you will get a window that reads “Save Successful.” Press Enter to get past this window or click on the OK button. **(*Pause*)**

Now let's take a look at the last part of the Case Management window, the Details pane. The Details pane is the section of the screen just below the Case List pane. The Details pane has seven sections called tabs. The names of these tabs are listed horizontally at the top of the Details pane. Let's take a look at each of these tabs.

First highlight the case, **105 Beach Road**. **(*Pause*)** Make sure that you are in the Details pane. If you are in the Details pane, the blue bar on your computer should read "Case Management-Details" and one of the tabs in the Details pane should be highlighted in red. If you are not in the Details pane, press the F4 function key.

Assignment Tab

In the self-study, you were given a quick look at the information contained within the Assignment tab. Now we will take a closer look at the information in this tab. In the Assignment tab some fields are editable, meaning that you can make changes to that field, while others are not editable and can't be changed. The fields that you **cannot** edit or change are in gray and those that you can change are displayed in white. As you can see, the first item on the Assignment tab is the case's Control Number, which is not an editable field. Moving horizontally, the next item is the "Assignment Period" which is the year and month that you receive the case to interview. For your **actual** production cases, the assignment period will reflect the current year and month. **(*Pause*)**

Next is the "Case ID." The Case ID is an eight-digit number used to uniquely identify the case. Following the "Case ID" is the "Interview Number." This number typically reflects where the sample case falls within the sample rotation cycle. Usually, for incoming cases the interview number is "01." Cases in sample for the second time have an interview number of "02", for the third time an interview number of "03" and so on, up to interview "07" for cases in sample for their last interview. However, it is possible that a case such as those in permit segments, is introduced into sample "in the middle" of the interviewing cycle for the sample/panel/rotation. So it's possible for incoming cases to have an Interview Number of 02, 03, 04, and so on. **(*Pause*)**

Notice that the control number for the case “101 Railroad Drive” is different from the others. This is because 101 Railroad Drive is a case in the 2010 sample design. All the others are in the 2000 sample design. You saw examples of these and details about what all the different numbers mean in Lesson 3 of the self-study you completed before you came to class.

On the next line of the Assignment tab, you will see a confirmed "Refusal" field. If the case is a confirmed refusal the word “Yes” appears in that field; otherwise “No” is displayed. A confirmed refusal is a case in which the respondent adamantly refuses to be interviewed and demands that he/she not be contacted again. Cases that are confirmed refusals are not subject to follow-up in the regional office by a supervisor or manager, while simple refusals are subject to follow-up.

"Outcome" is the next field. The outcome code reflects the status of the work that has been done on the selected case. For the case we are looking at, the outcome code is 200. If you want to know what this or any other outcome code means, a list of possible outcome codes for the NCVS can be viewed in the Help screen. Press the F1 key and then use the index or search function to find the topic "Outcome Codes."

(Allow time)

You will see a list of surveys. Select "NCVS" and look at the outcome code descriptions.

(Allow time)

As you can see, an outcome code of 200 means that the case is a new case and has not been started. As you progress through the interview, the outcome code will change. A quick way to get a description of the outcome code is to right click on the outcome code.

Now click on the "X" in the top right corner of the **HELP** window to close it. You should be back at the Case Management Details pane. **(*Pause*)**

The next field in the Assignment tab is "Segment type." This field displays the appropriate segment type designation depending on whether the case is in a unit or group quarters segment. For cases that are in group quarters, the letters “GQ” will be displayed in the segment type field. The GQ flag, the next field in the Assignment tab, will contain the letter “Y.” For area, unit, and permit segments, the GQ flag displays the letter “N.”

The "Status" field in the Details pane contains the same information that is displayed in the status column of the Case List pane. Remember, if there isn’t an entry in the status column, it just means that the case has not been started yet using the F2 key.

When you first receive your monthly NCVS cases, the "Respondent" field contains the name of the household respondent from the previous interview. However, for incoming cases, this field will be blank. Once you have completed the household respondent’s current interview, this field is updated to reflect the name of the current household respondent. This respondent may be different than the household respondent in the previous interview.

The "Language" field is the first editable field in the Assignment tab. You can change or add information in this field, as well as any other editable fields, simply by deleting the old information and typing in the new information. If you know that an eligible household member in the selected case requires that his or her interview be conducted in a language other than English, you can specify what that language is by clicking on the down arrow button at the end of the field and selecting the appropriate language. Click on the arrow button to see a display of the different languages that you can select. Use the scroll bar on the right of the display to view all the languages listed. If you make a mistake and incorrectly select a language displayed, you can select the empty row to correct your error.

(Allow time)

Whenever you change or add information in the instrument that has a field in Case Management, that information is copied from the instrument into Case Management.

The next field in the Assignment tab is the “Other Language” field. This field reflects the "Other" specify entry you may have entered for the non-English language spoken by any eligible household member(s) that didn't fit into one of the predefined language categories.

“Phone number” and “Type” are the next fields in the Assignment tab. As you can see there is room for up to three phone numbers to be entered for a case. The “Type” field allows you to enter the type of phone number, such as home or work. Click on the arrow to the right of the “Type” field to see a drop down menu of telephone number types.

(Allow time)

At the end of the household respondent's interview, you can also change or enter additional phone numbers for the household. The information recorded is passed back to Case Management and copied to the "Phone number" and "Type" fields in Case Management.

The next editable field in the Assignment tab is "Appointment." The information entered in this field is for your personal use and is not collected or updated in the CAPI instrument and passed back to Case Management. Instead, only callback appointments captured in the instrument for the household respondent are passed back to Case Management and displayed in the "Callback" field.

Let's briefly go over how to enter a date and time in the "Appointment" field. Enter tomorrow's date by clicking on the "Appointment" field and then typing in the date. Enter two digits for month, two digits for day, and four digits for year.

(Allow time)

The appointment time is 3:00 P.M. If you are unable to enter P.M. use military time and enter 15 for the time. When you are finished entering the date and time information, press the Ctrl and S keys to save the information entered.
When you get the message that the information was saved successfully, press Enter or click the OK button. Notice that the "Appointment" field has been updated.

(Allow time)

Now look at the "Callback" field. If you need to contact the household respondent at a later date for a callback, you can enter that information here. The callback information will also be captured in the survey instrument and passed back or copied to this field.

The "P/T" field contains the same information that is displayed in the P/T column in the Case List pane. The letter “P” tells you that the case requires a personal visit interview, while the letter “T” indicates that the case is designated for a telephone interview.

The next field in the Assignment tab is “Address.” The first component of the Address field is "House Number." Notice that the "House Number" field in Case Management has two separate fields in which to make entries. The first field is for a regular house number such as 222. The second field is for a house number suffix such as “A.” So if the address were 222A GRANT STREET, the 222 goes in the first field and the “A” goes in the second field.

The next field is "Street." This is where the individual street name is located which is the only information entered in this field. The next fields are "Unit" and "GQ" designations. If your assigned case is a unit in a building that has a name, such as an apartment complex, then the building name may also be listed for you in the Building Name field. The next field of the Assignment tab is the "Non City-

Style" address. It is in this field that route and box descriptors, as well as route and box numbers, are entered, such as Rural Route 3 and PO Box 24.
As with other editable fields, you can correct the sample address from Case Management or within the NCVS instrument. Only correct addresses after you have verified the change with a knowledgeable person and always make sure you have located the correct sample unit.

The next field in the Assignment tab is “Mailing Address.” Use your down arrow key to view this field, which contains the same items that are in the address field. Now look at the fields below the mailing address field. You will see information such as FIPS state code, FIPS county code, tract and block number, and so forth. Now look at the Design field. This field tells you which sample design the case is in. The NCVS sample is from the 2000 sample design, therefore all cases have a value of “00” in this field.

Household Roster Tab

Now click on the "Household Roster tab." (***Pause***) The information on this tab is useful for callbacks to households with missing data. This tab contains the name and selected demographic data entered into the NCVS instrument about the individuals living or staying at the housing unit at the time of interview, such as their name, age, and date of birth. You can also see that the Control Number, Assignment Period, and Case ID information are at the top. At the far right side there is a column labeled OSP. This stands for Original Sample Person and is used by another Census Bureau survey, so you won't see information entered in this column for the NCVS. You also won't see any information entered for middle initial since this information is not collected in the NCVS instrument.

Additional Information Tab

Now click on the "Additional Information" tab. This tab contains additional information about the group quarters in which the sample case is located, such as the group quarters name, type, number of units, and the contact person's name.

Notes Tab

Now look at the "Notes" tab. The "Notes" tab contains the same Control Number, Assignment Period, and Case ID information as the previous tab, however this tab displays the Notes field for the selected case. Information can be entered in the notes at the end of the interview or by using the F7 key in Case Management. You may also edit your notes using this function. As mentioned earlier in training, if notes are entered for a case, you will see a red check mark in front of the word "Notes."

Contacts Tab

Now click on the "Contacts" tab. Here again you see the Control Number, Assignment Period, and Case ID. Sometimes you obtain information about the status of a unit from someone other than an occupant. This happens when a unit is vacant and you talk to someone such as an apartment manager, or when a unit does not exist and you are able to verify it with a reliable source, such as a post office. When you enter the contact person information in the instrument, you will be able to see the information in the "Contacts" folder. However, for the NCVS, contact information is only collected for one contact person.

Letter Mgmt Tab

The Letter Management tab displays information about any special letters that have been sent to the household, and allows you to request that the RO send various respondent letters to the household.

Click on the Letter Management tab. Notice the headings “Letters Requested” and “Letters Sent.” “Letters Requested” shows pending requests already sent, and lets you initiate new respondent letter requests. “Letters Sent” displays letters your Regional Office has sent. This list may be updated at varying time intervals depending on your Regional Office procedures.

(Tell trainees about your RO’s specific procedures and letter management policies here. Details of Letter Management system are contained in NCVS FR Memorandum 12-16, November 26, 2012)

History Tab

The next tab in the Details pane is the "History" tab. Click on this tab. (***Pause***) The information on the History tab includes the FR information for all FRs previously assigned to the case. This information appears just below the Control Number. If the case was previously assigned to another FR, the CAPI outcome code from the previous interview appears in the CAPI outcome column. For example, if in a previous interview another FR obtained a refusal for the case and sent it in as a "Type A Respondent Refused," code 218 appears in this column. The section of the History tab below the previous FR history area lists the previous address history. If you correct the address under the editable fields in the Assignment tab or in the instrument, the previous address information is stored here so that you can refer to it if needed.

Look at the "Record of Calls" box on the right side of this folder. The date, time, outcome code, and action code is recorded here each time you access or open the case using the F2 function key. This allows you to see how many times you have opened the case to attempt an interview. The action code listed on the record of calls is a number used by Headquarters to determine what to do with your case once it has been transmitted. In order for information to change in the "Record of Calls" section, the case has to be accessed using the F2 key. Just reviewing information about a case in Case Management will not change the "Record of Calls" field.

Contact History and Returning Contact History Tabs

The Contact History and Returning Contact History tabs contain the history of previous visits/interviews for a case. They also keep a record of the strategies used and respondent behavior for the case, which comes from the entries you make in the Person Level Contact History Instrument. You learned about the Contact History instrument in a CBT during your self-study. The Contact History tab contains contact history for the current interview period; Returning Contact History contains history for the previous interview period.

Interview Time Preferences Tab

Next is the "Interview Time Preferences" tab. In this tab you can only **view** the best and worst times to contact the household. However, you can edit these times or specify new times by pressing **Ctrl T** or by clicking on the "Ctrl T ITP" icon on the toolbar, which opens the Interview Time Preferences application. This application allows you to view **and** record the best and worst times to contact a case.

Let's practice working with the Interview Time Preferences application. Press **Ctrl + T**. **(*Pause*)** Preferred times to contact a household are called "Boost" times and will appear in green on the grid. Bad times to contact a household are called "Block" times and appear in red on the grid. If no times are specified, the hour slots appear in white.

Let's assume for this exercise that the respondent indicated that he did not want to be called on Sunday. There are three ways that you can block the hour slots under the Sunday column. One way is to move your mouse arrow to the first hour slot, 9:00 AM, under the Sunday column and then click your right mouse button. The 9:00 AM hour slot will now be in red. Repeat this step for all remaining hour slots under Sunday. *Try this now.*

(Allow time)

Now let’s clear what you just entered by clicking on the “Clear All” tab. ***(Pause)***

(Allow time)

Let’s try the second way to block times. Click on the “Boost/Block” field, which is located beneath the grid, and then select “Block.” **(*Pause*)** Under “Day of Week” select Sunday. **(*Pause*)** Under “Time” you can select specific times or if you want to block all of the time slots, select “All.” Let’s select “All.” **(*Pause*)** Now press the “Set” button. **(*Pause*)** The hour slots listed under the Sunday column should now appear in red. **(*Pause*)** Now clear what you just entered by clicking on the “Clear All” tab on the Toolbar.

(Allow time)

Now let's try a third way to block times for an entire day. Place your cursor on the column heading “SUN” and click your right mouse button. ***(Pause)*** The entire day is now blocked. To clear the entry, click on your right mouse button again.

(Allow time)

Now let's try entering the best or preferred times to contact the household. For this exercise, let's also assume that the respondent told you that he prefers to be called on Saturdays between noon and 4 o'clock in the afternoon.

There are two ways that you can specify the best times to contact the household. One way is to move your mouse arrow to the 12:00 PM hour slot under the Saturday column and then click your left mouse button. **(*Pause*)** The hour slot will now be in green. Repeat this step for the four remaining hour slots.

(Allow time)

Now let's clear what you just entered using the "Clear All" tab. **(*Pause*)**

Let's try the second way to boost times. Click on the "Boost/Block" field and select "Boost." **(*Pause*)** Under "Day of Week" arrow down to Saturday. **(*Pause*)** Under "Time" arrow down to 12:00 pm and then press the "Set" button. **(*Pause*)** The hour slot listed under the Saturday column should now appear in green. **(*Pause*)** You must repeat this process for each of four remaining hours. Do that now.

(Allow time)

To exit the Interview Time Preferences grid, press F10 or click on the F10 button on the toolbar. Then save your changes.

(Allow time)

Remember, if you make changes to any of the other editable fields in Case Management, to save those changes, press the **Ctrl** and **S** keys.

Building Mgmt Tab

The last tab is the Building Management tab. It contains building manager contact information for large multi-unit buildings. If you are assigned a case in such a building, the building management's contact information appears when you click the tab.

Shift F6 Map

Now let's go back and talk about the last function on the Case Management toolbar, **Shift F6**. The "Shift F6 MAP" icon opens the ALMI TOI map. This function enables you to open either an overview map or a block map for the case highlighted in your Case List. These maps are not available for training but you will have access to them during production interviewing. If you need detailed instructions for opening and closing a map and exiting ALMI, refer to the Automated Listing and Mapping Instrument Self-study, Form 11-826.

Now in the Assignment tab, look at the space to the right of the Interview number and GQ flag. If there is something special about a case, there will be one or more small icons displayed in that space. For example, if the case is a confirmed refusal, a STOP sign is displayed. If you are not sure what an icon means, you can right click on the icon and a description of the icon will be displayed.
This concludes our discussion of the NCVS Case Management. Are there any questions?

(Answer questions)

Now I'd like to talk about the Person Level Contact History Instrument or pCHI. You completed a Computer-Based Training or CBT about the Person Level Contact History Instrument during your self-study. In addition to completing interviews in the NCVS instrument, you must enter information into the pCHI each time you ATTEMPT to make contact or MAKE contact with a household or individual respondent. By taking just a few minutes you are providing valuable information to your Regional Office (RO), Headquarters, and the survey sponsor.

The ROs use reports generated from the pCHI data to give you feedback on your contact attempts and make suggestions for future contacts. Headquarters staff and the survey sponsors analyze pCHI data so they can determine reasons behind non-contact and refusal cases on the NCVS, then formulate strategies for dealing with them.

For example, after an FR has made six contact attempts for the same household at different times of the day and on different days of the week, and the FR has also spoken to the neighbors on more than one occasion and still has not been able to get a response from a household, is it worth making a seventh attempt? Maybe and maybe not. The pCHI data can help us determine if there should be a cutoff on the number of contact attempts made so that you can turn your attention to other cases. We can also determine from pCHI data if there is a need to make changes to the letters left at a respondent's home, so that they are targeted to a certain group of respondents who consistently refuse to participate.

There are several benefits for you, the FR, in the pCHI:

- pCHI is a tool you can use to help track and manage your caseload.
- pCHI provides a record of the best times to make contact so you can use your time efficiently.
- pCHI shows the work that you put into each case since you record every contact attempt.
- For longitudinal surveys like the NCVS, you can see pCHI records from the previous interview period.

- pCHI records follow a case, so if a case is reassigned, the new FR has a history of contact attempts and outcomes.

You have the ability to leave FR notes in a case; however, you must complete the pCHI entries as well. Your FR notes are very difficult to analyze since each FR enters different information and you may not record a note for EVERY contact attempt. pCHI data is consistent and easy to read. The pCHI standardizes contact information for better tracking and more efficiently produces reports that can be used by various reviewers.

These are all reasons why filling out the pCHI is so important. Does anyone have further questions on the pCHI?

(Answer questions, continue with the next lesson)

Chapter 6 – ALMI TOI
(Approximate time: 1 hour, 30 minutes)

Instructor Preparation:

- Make sure each trainee has a copy of the 11-830a, Automated Listing and Mapping Instrument (ALMI) Time of Interview (TOI) Training (Classroom Workbook).

Objectives:

- Introduce the trainees to the concept of ALMI TOI.

Materials Needed:

- 11-830, Automated Listing and Mapping Instrument (ALMI) Time of Interview (TOI) Training (Training Guide)
- 11- 830a, Automated Listing and Mapping Instrument (ALMI) Time of Interview (TOI) Training (Classroom Workbook). (1 for each trainee)
- 11-831 Post Classroom Self Study (1 for each trainee)
- 11-837 ALMI TOI Quick Reference Guide. (1 for each trainee)
- 11-837 GPS Instruction “Locating Sample Units” (1 for each trainee)

11-830, ALMI TOI (Training Guide)

Follow along with the 11-830, ALMI TOI (Training Guide) then continue with the next chapter.

(Continue with next chapter)

Chapter 7 – Review of the Pre-Classroom Self-Study Materials (Total approximate time: 30 minutes)

Objectives:
- Review the pre-classroom training materials.
- Provide trainees information on computer care.
- Discuss the answers to the Final Review Exercise in the NCVS-521 CAPI Self-Study.

Materials Needed:

Trainee
- 11-901, InterAct Pre-Classroom Learning Magazine (completed)
- NCVS-521, CAPI Blaise Self-Study (Lesson 18 completed)

Trainer
- 11-7(WIN), Windows Laptop User Guide
- 11-901, InterAct Pre-Classroom Learning Magazine

Over the past few days (weeks), you completed some pre-classroom self-study materials. These materials gave you background information about the laptop computer and the NCVS. During this classroom training, we will review some operations you already learned. You will also learn details on several other topics.

Let's start with the video you watched, "Getting to Know Your Dell D400 Laptop Computer." Did all of you watch the video?

(Make a mental note of the trainees who did not watch the video.)

The video shows the hardware components of your laptop, startup, logon, shutdown procedures, and the steps to change the laptop battery. The video also discusses your legal responsibility regarding the use and care of the laptop.

Let's take a few minutes to discuss any questions or concerns that you have about any of the features of your laptop computer.

(Allow time)

Does anyone have any questions about the computer screen ***(Pause)***, the controls for the video display ***(Pause)***, the connectors on the back and side of the computer ***(Pause)***, the compartments, the keyboard, or accessory equipment?

> **(Allow time for an open discussion period, not to exceed 15 minutes. If necessary, also refer to the User's Guide to help you answer any questions about the hardware features. If you can't answer a particular question (or time runs out before you can answer all questions), write them down, do the research as soon as possible, and get answers for the trainees.)**

Let me give you a couple of ideas for taking care of your computer out in the field. First, always carry the computer in your carrying case so that it's hidden. If you must leave it in the car, place something over it to hide it. On very hot or very cold days, don't leave your computer in your car for extended periods. Try to keep the laptop computer in a controlled environment as much as possible.

I also have a couple of important reminders about operating the computer. We configure each laptop computer to help you conduct your job effectively. We modified the system setup on each computer and made entries for various settings. Please do not experiment by trying to change the configuration on your computer. ***(Pause)***

Also, **DO NOT load any personal software packages on your computer!** Never use any diskette or CD in this computer **other than** those we provide to you. Personal software packages or other diskettes or CDs may interfere with the computer operation for the NCVS and for any other surveys you work on. They could also infect your machine and the mainframe computer at headquarters with a computer virus.

Does anyone have any questions about the proper use of your laptop computer?

(Answer questions)

You were also required to read the 11-901, InterAct Pre-Classroom Learning magazine.

(Hold up a copy of the magazine.)

All of you should have read the magazine.

(Ask trainees to raise their hand if they read the magazine. Make a mental note of those who did not. Direct them to complete this requirement.)

The magazine gave an overview of your role and responsibilities as a Field Representative. It also contained important how-to information on getting started with the laptop computer. Its content included:

- Mission of the Census Bureau,
- Information about the job of an FR,
- Overview of survey design and development,
- Confidentiality,
- Personal safety, and
- Logging into the laptop.

Does anyone have any questions about the materials you read in the magazine?

(Answer questions)

Next on the list are the Windows CBT and the Person Level Contact History Instrument (pCHI) CBT. Again, all of you should have completed both of those

CBTs. The Windows CBT taught you basic Windows usage and trained you on the Census-developed applications on the laptop. These include transmissions, system tools, mail, and so on. The pCHI CBT went over the screen layout and functions and uses of the pCHI instrument, used for keeping track of contacts and contact attempts for households and individual respondents. We'll practice using the pCHI later in the training.

Any questions about the CBTs?

(**Answer questions)**

A video and viewing guide were also included in with your pre-classroom material. The "Getting it Done: The Job of a Field Representative" video provided you with an initial orientation to a typical day for Census Bureau Field Representatives. The video also showed a realistic, positive, and encouraging portrayal of the job on a Field Representative.

The corresponding Viewing Guide included a question and answer format to help you recognize and retain the key information presented in the video.

We'll discuss more on this topic later in this training session.

Any questions about this topic?

(Answer questions)

In your pre-classroom work, you learned about an important responsibility. That's your pledge to keep Census Bureau information confidential. The last paragraph in your Oath of Office applied specifically to this obligation. In this oath, you swore not to disclose any information you obtain as a Census Bureau employee to any person, either during or after your employment. You must be careful that no unauthorized person looks at listing sheets or looks at files and data on your laptop. This restriction applies to members of your family and to respondents.

Does anyone have any questions about survey confidentiality?

(Answer questions)

Now take out your NCVS-521, CAPI Self-Study, and open it to page 18-1.

(Allow time)

Let's go over the final review exercise from Lesson 18 of this self-study. As I call on each of you, please read the question and give us your answer. If anyone has a question as we go through this exercise, let me know and I will try to answer it.

(Call on one trainee to answer each question. Use the following answer key to answer any questions. Refer trainees back to the

appropriate page in the self-study to reinforce a specific survey concept or procedure if needed.)

Please start us off with Question 1, ________.

1. The BJS needs the NCVS data primarily to obtain an accurate, up-to-date measure of the kinds and amount of crimes committed against persons 12 years of age and older.

   TRUE ***(NCVS-521, Page 1-1)***

2. The reference period is important because we only ask about crime incidents that occurred during this period. Listed below are interview dates for first month interviews. For these interviews, what is the 6-month reference period for crimes committed?

Date Of Interview	Reference Period
August 5	**February 1 through August 4**
April 1	**October 1 through March 31**
December 3	**June 1 through December 2**

(NCVS-521, Page 8-1)

3. Listed below are the Moe family members and their ages. Answer the questions (3a - c) which follow:

Name	Age	Household Relationship
John Moe	**46**	**Reference person**
Megan Moe	**42**	**Wife**
Mary Moe	**20**	**Daughter**
Michael Moe	**8**	**Son**

When you make your initial visit to the Moe household, Megan Moe is the only person home. She answers the household characteristic questions, along with other questions relating to her family.

a. Who is the household respondent?

Megan Moe

(NCVS-521, Page 2-5)

b. Which members of the Moe household are eligible respondents for the NCVS?

John, Megan, and Mary Moe

(NCVS-521, Page 2-5)

c. Are there any members of the Moe household who are not required to be interviewed for the NCVS?

YES

If yes, who? Michael Moe, since he is under 12 years of age.

(NCVS-521, Page 2-5)

4. If the occupants at a sample address change between enumeration periods, you: ***(Mark the correct answer.)***

   __ Try to locate the occupants' new address at the local post office.

   __ Select another address randomly on the same block.

   _X_ Interview the people who currently live at the sample address and who consider the address to be their usual place of residence.

   (NCVS-521, Page 8-3)

5. **Probing** is an interviewing technique you can use to get the respondent to provide more information when the respondent's initial answer is unclear or incomplete.

   (NCVS-521, Page 14-5)

6. A respondent is considered present during an incident if he/she is at the immediate scene of the crime during the incident and there is an opportunity for the offender to harm the respondent. In the following scenarios, indicate whether or not the respondent was present during the incident:

   a. A woman was putting her groceries in her car when a man approached her and stole her purse.

      PRESENT

      (The woman was at the immediate scene of the crime during the incident and could have been harmed by the offender.)

b. A man fell asleep on the beach and when he woke up his CD player and keys were gone.

PRESENT

(Even though the man was sleeping while the incident took place, he was at the immediate scene of the crime and could have been harmed by the offender.)

c. A woman's leather coat was stolen from the coat room in the restaurant lobby while she was eating dinner at the restaurant.

NOT PRESENT

(The woman was not at the immediate scene of the crime, the coatroom, during the incident and the offender did not have an opportunity to harm the woman during the theft.)

d. The respondent was in the kitchen cooking dinner while the offender (who was a guest) was stealing jewelry and money from her bedroom dresser.

PRESENT

(The woman was at the immediate scene of the crime, her home, during the incident and could have been harmed by the offender. When an incident occurs inside the house, anywhere inside the house is considered the immediate scene of the crime.)

e. The respondent looked out his living room window and saw someone steal his 10-speed bicycle from his front yard. By the time he got outside, the person and his bicycle were gone.

NOT PRESENT

(The respondent was not at the immediate scene of the crime and there was no chance that he could have been harmed during the incident. The respondent was inside and the incident happened outside. Also, the offender was gone when the respondent got to the scene of the crime.)

f. A woman was asleep in her house and someone stole a motorcycle from the attached garage.

PRESENT

(The woman was at the immediate scene of the crime, her home [to which the garage was attached], during the incident, and even though asleep, could have been harmed by the offender.)

g. A man was asleep in his house and someone stole a lawnmower from the detached garage.

NOT PRESENT

(The man was not at the immediate scene of the crime because the garage was detached from the home, and could not have been harmed by the offender.)

h. A woman was walking at the shopping mall and a man walked up behind her and shoved her.

PRESENT

(The woman was at the immediate scene of the crime and was attacked by the offender.)

i. A man arrived home from work and saw someone stealing several lawn ornaments out of his yard. He got out of his car and started yelling at the offender, but the offender got away.

PRESENT

(The man was at the immediate scene of the crime and could have been harmed by the offender.)

j. A woman on the subway was part of a group robbery when the offender showed a gun, passed around a bag, and told everyone in the subway car to put all their valuables in it.

PRESENT

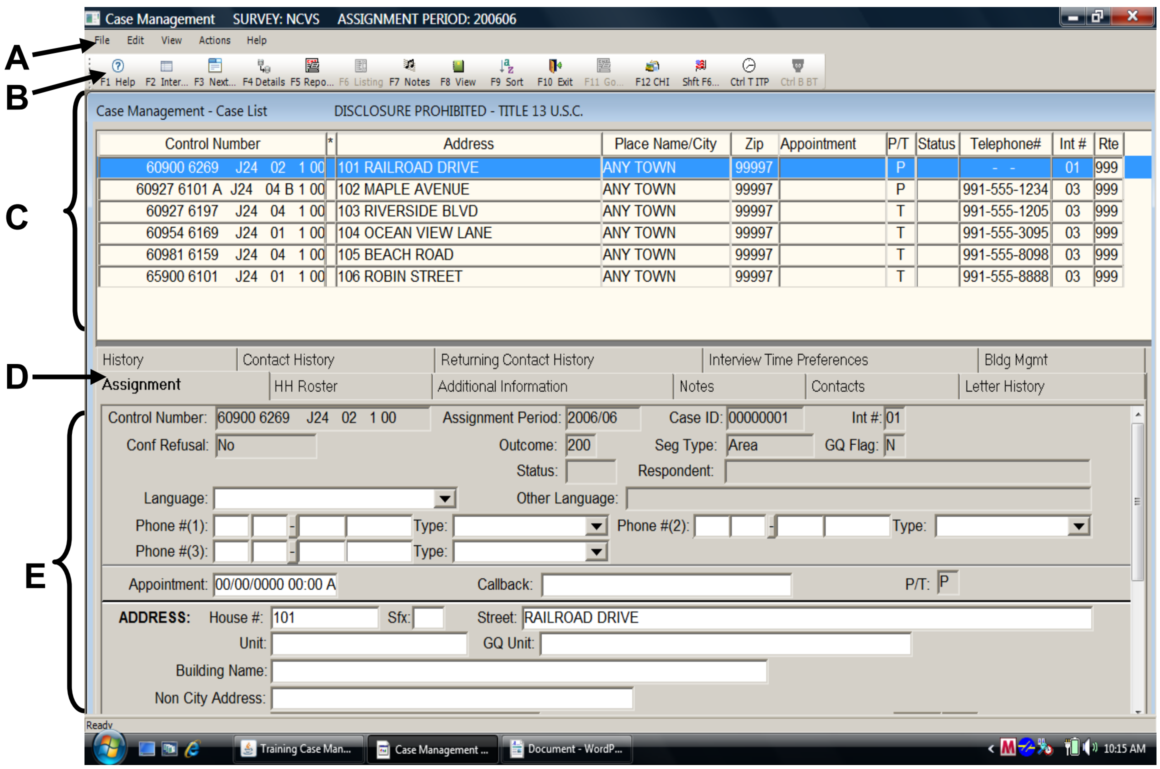
(The woman was at the immediate scene of the crime and had property stolen from her person.)

(NCVS-521, Page 14-3)

7. Enter the letter next to each item that corresponds to the letter that points to a specific part of the NCVS Case Management window illustrated below.

 C Case List Pane
 B Toolbar
 D Tabs
 E Details Pane
 A Menu Bar

(NCVS-521, Page 6-3)



8. Which button in the Case Management toolbar opens the ALMI TOI map?

   Shift+F6

   (NCVS-521, Page 6-6)

9. Which key(s) when pressed in Case Management - -

   a. Opens the selected case so you can interview the household? **F2**

   b. Opens the Interview Time Preferences application so you can review the best and worst times to call a case? **Ctrl+T**

   c. Shows reports such as response rates? **F5**

   d. Allows you to look at cases in a variety of ways, such as those not yet opened and those already interviewed. **F8**

   e. Allows you to toggle between the Case List Pane and the Details Pane? **F4**

   (NCVS-521, Pages 6-4 through 6-7)

10. Which tab within Case Management displays the names of all household members from the last interview?

    HH ROSTER

    (NCVS-521, Page 6-9)

11. Which tab within Case Management shows detailed information about a case, such as the address, telephone number, case ID, current outcome code, and so on?

    ASSIGNMENT

    (NCVS-521, Page 6-9)

12. List two possible reasons why an asterisk might appear in the second column of the Case List Pane for a case:

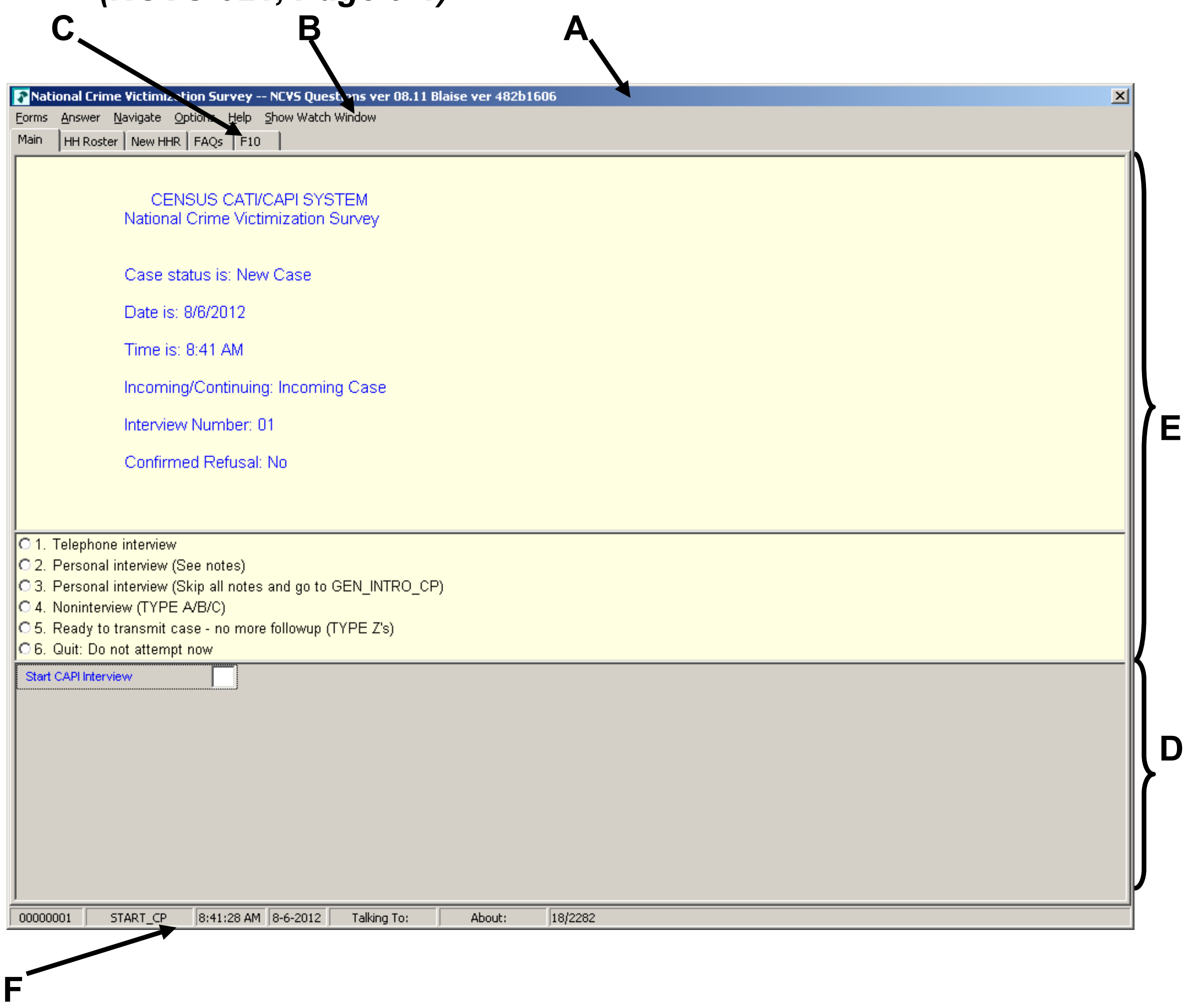
    (1) **Reassigned from another FR**
    (2) **Confirmed refusal or Language problem**

    (NCVS-521, Page 6-7)

13. Enter the letter next to each item that corresponds to the letter that points to a specific part of the NCVS CAPI instrument illustrated below:

E Info Pane
A Title bar
C Section Tabs
D Form Pane
B Menu Bar
F Status Bar

(NCVS-521, Page 9-1)



14. Describe in the answer space below how you identify or differentiate each item from other information on the screen:

    a. FR Instructions: **Blue text**

    b. Questions to ask respondents: **Bold black text**

    c. Questions that require you to use the information booklet to show respondents:

       Blue booklet icon in the upper left corner of the Info Pane

    d. Questions that allow multiple answers: **Square box to the left of answer categories**

    e. Questions that allow only a single response: **Radio button to the left of answer categories**

    (NCVS-521, Pages 9-4 and 10-2--10-4)

15. Which key, when pressed in the NCVS CAPI instrument, ensures that the entry is "accepted" within the instrument and moves to the next question?

    Enter

    (NCVS-521, Page 9-6)

16. Which Function key in the NCVS CAPI instrument allows you to enter Item Level Notes?

    F7

    (NCVS-521, Pages 10-14 and 10-15)

17. Which keys, when pressed while in the NCVS CAPI instrument, allow you to enter Case Level Notes?

    Ctrl+F7

    (NCVS-521, Page 10-14)

18. Which Function key in the NCVS CAPI instrument allows you to end the interview?

    F10

    (NCVS-521, Pages 10-14 and 10-15)

19. Which section of the NCVS CAPI instrument collects basic household data as well as characteristics of the sample unit?

    ____ Front section
    X Middle section
    ____ Back section

    (NCVS-521, Page 10-11)

20. The information entered in this section of the NCVS CAPI instrument is fed back into Case Management.

    ____ Front section
    ____ Middle section
    X Back section

    (NCVS-521, Page 10-13)

21. At the START_CP screen, select category 4, Noninterview, to classify a person as a Type Z noninterview.

    FALSE (*Category 4, Noninterview, is selected to classify a household as a Type A, Type B, or Type C noninterview. Enter Category 5, Ready to transmit - no more followup, to classify a person as a Type Z noninterview*.)

    (NCVS-521, Page 10-9)

22. In Case Management, fields that appear in **<u>white</u>** are **<u>editable</u>** fields to which you may make changes.

    (NCVS-521, Page 6-4)

23. In the NCVS CAPI instrument, **<u>suppress</u>** accepts data item inconsistencies in a **<u>soft</u>** edit check.

    (NCVS-521, Page 10-5)

24. Six months ago when you interviewed a sample household there were three household members. During the current month, you discover that two of the three household members moved out. You must create a replacement household and interview the remaining household member.

    FALSE ***(Replacement households are created when all of the household members from the previous interview have moved out. If at least one person from the previous interview is still living at the sample address, you interview them using the current case. If the previous residents move out, you may not create a replacement household until you have confirmed that new respondents have moved into the sample address.)***

    (NCVS-521, Page 8-3)

This concludes our review of the pre-classroom training materials and the NCVS self-study final review exercise. Are there any final questions about the material covered before we continue?

(Answer questions)

(Continue with the next chapter)

Chapter 8 – NCVS Concepts and Definitions
(Total approximate time: 1 hour)

Instructor Preparation:

- Make sure each trainee has a copy of the NCVS-522.1 Classroom Workbook and a copy of the NCVS-550.1, National Crime Victimization Survey (NCVS) "At a Glance."

Objectives:

- Familiarize trainees with survey concepts and definitions.

Materials Needed:

- NCVS-550.1 National Crime Victimization Survey (NCVS) "At a Glance"
- NCVS-522.1 Classroom Workbook
- NCVS-550 Interviewing Manual (electronic document on laptop)
- NCVS-554 Information Card Booklet

Before you have the opportunity to access and use the NCVS automated survey instrument, let's first review and discuss in more detail some survey concepts and definitions that were covered in the self-study, as well as other concepts you should be familiar with. Understanding these concepts, as well as others we will cover while completing the practice exercises, is critical for the collection of accurate data and for the proper crime classification of reported incidents.

Let's begin with an explanation of sample units. Sample units are addresses selected for the NCVS and are of two types, housing units and other units. A housing unit consists of separate living quarters in which the occupants live separately from any other individuals in the building and have direct access from outside the building or through a common hall or lobby. Examples of a housing unit include a house, an apartment, a mobile home or trailer, or group of rooms. ***(Pause)***

"Other units" are units located in non-institutional Group Quarters, such as homes for the elderly, college dormitories, and boarding houses where residents have their own room, groups of rooms, or beds. These residents also have access to some common facilities, such as a dining hall, lobby, living room, or recreational areas.

After classifying a sample unit's type, you will determine if the living quarters is presently being used as student housing by a college or university. For a sample address to be considered student housing, payment for housing must be made directly to a college or university.

Q. Let's say you are at a sample address and you are told that a room is rented out to college students. The student pays rent to the household respondent. Would that unit be considered student housing, ________?

A. No, because the student pays rent to the household respondent and not directly to a college or university.

Thank you.

Another important concept is public housing. Public housing is rental housing provided to eligible low-income families, the elderly, and persons with disabilities. Public housing comes in all sizes and types, from scattered single-family houses to high-rise apartments. For the NCVS, the sample address is considered public housing ONLY if it is located in a building owned by a public housing authority that is federally funded. Housing funded at the state and local levels is not considered public housing for the NCVS.

A sample unit represents hundreds of other similar units. Therefore, if you omit or obtain incorrect information about one sample unit, the error is multiplied hundreds of times.

Are there any questions?

(Answer questions)

Now let's review who can serve as the household respondent and the household reference person. The **household respondent** is a household member who must be **at least 18 years** of age and **knowledgeable** about the household. This household member will answer the household characteristic and household screen questions and MUST be interviewed BEFORE interviewing any other household member. You must at least complete the NCVS interview with the household respondent so that the household is a sufficient partial interview. If you can't complete an interview with the household respondent, the whole household will be classified as a Type A Noninterview. Now go to page C1-14 in the interviewing manual on your laptop and read the “Definition” and “Who Qualifies to be a Household Respondent.” The reading ends on the top of page C1-16.

(Allow time)

Q: If you visit a sample address for the first enumeration period and discover that the only household member home at that time is a 16-year-old son of the homeowner, could you interview the son as the household respondent, ________?

A: No. The son must be at least 18 years of age.

Thank you.

If you visited a sample household in which the household members are a husband, his wife, and their 18-year-old daughter and all members are available, it is better to interview either the husband or wife as the household respondent, rather than the 18-year-old daughter. This is because the parents are more likely to be knowledgeable about household information: birthdates, education levels, household income, and so on.

Now let's talk about the **reference person.** The reference person must be a responsible adult household member who is at least 18 years of age, and is also one of the persons who owns, rents, or occupies rent free the sample unit. Also, the reference person should be the first person you list as you build the household roster. Go to page C1-11 and read the “Definition” and the “Special Situations” you may encounter when identifying an eligible reference person. The reading ends in the middle of page C1-12.

(Allow time)

Q: Can the reference person in a sample household also be the household respondent, _________?

A: Yes, but the reference person does not have to be the household respondent.

Thank you.

The purpose of the reference person is to establish the relationship of all household members to one person who is likely to stay in the household. Are there any questions about who is eligible to be a household respondent and the reference person?

(Answer questions)

Let’s discuss household membership and usual place of residence. For a person to be considered a member of a sample household, he/she must be:

- Using the sample address as his/her usual place of residence at the time of the current interview even if the person is temporarily absent at the time of interview,

OR

- Staying temporarily at the sample address AND doesn't have a usual place of residence elsewhere.

Usual place of residence is a specific living quarters, whether a housing unit or a non-institutional group quarters unit, where a person lives and sleeps the greater part of the time and is free to return to at any time. Open your Information Card Booklet, NCVS-554, to page 5 and look over the summary table for determining household membership.

(Hold up the Information Card Booklet and allow time.)

Now open your Workbook to page 1 and answer the five questions using the information provided on page 5 in your Information Card Booklet.

(Allow time and then go over the answers)

Q: Paul Moe is staying in the sample unit, but is looking for another place to live. He has no other residence. Is Paul a household member?

A: Yes, because Paul does not have any other usual place of residence.

Q: Janet Voe is a paid housekeeper who lives in the sample unit. Is Janet a household member?

A: Yes, because the sample unit is her usual place of residence.

Q: When you interview the Zoe household, Mr. Zoe tells you that his daughter Emily is away at college. Is Emily a household member?

A: No, because Emily is residing away from the family residence while attending school. Her school residence is considered her usual place of residence.

Q: When you contact the Coe household, Pamela Coe, the household respondent, tells you that her husband, John, is serving with the Army and stationed in Iraq. Is John a household member?

A: No, because he is stationed in a different locality than the sample housing unit.

Q: If you list someone as living and staying at the sample unit as of the night before the interview and then determine at **HSEMEMURE** that the person usually lives somewhere else, what precode do you enter in **HSEMEMURE**?

A: Precode 2, “No.”

When you enter precode 2, “No” in **HSEMEMURE** for a person, that person is NOT considered a household member and you do not complete an NCVS interview for that person.

Are there any questions?

(Answer questions)

Each NCVS case assigned to you starts with a sample address. You interview the residents at that address for seven enumeration periods, even if the usual residents change during that time period. If all members of a household move out of the sample address, the new household is considered a replacement household. Replacement households are treated like incoming or first time in sample households in that you must interview the household respondent in person, along with any remaining household members who are eligible for interview and available at the time of your visit. However, the interview period or enumeration period for the sample address does not change. For example, if a unit is in sample for its third enumeration and you discover a replacement household at the sample unit, the interview period for the replacement household remains three and does not revert to one. ***(Pause)***

Q. Suppose last enumeration three brothers, Michael, John, and Pat Coe lived at the sample unit. When you contact the household during the current interview period, you discover that John and Pat moved out of the household and Michael's new wife, Sarah, has moved in. Is this household considered a replacement household, ___________?

A. No, because not all members of the household moved out.

Q. Now suppose that during the last enumeration, you interviewed the household at a sample address. This enumeration period, you return to the sample address to find that the household you interviewed last time has moved away and the address is vacant. Is this a replacement household?

A. No, this is not considered a replacement household. This is an error many FRs make. This is only considered to be a replacement household if a new household has moved into the sample address. You would code this address as a “Type B – vacant”.

Regardless of whether or not a sample unit is a replacement household, survey procedures require that you conduct NCVS interviews for all household members 12 years of age or older by self-response. Let’s talk about proxy interviews. You may encounter situations in which the household member is unable to complete his/her interview for himself/herself. For some cases, a proxy interview is allowed. Go to page C1-18 of the NCVS-550 manual on your laptop, and read the definition for a proxy interview. Also read the three reasons in which a proxy interview is acceptable for the NCVS and when a proxy interview is acceptable for household respondents. The reading ends on page C1-19.

(Allow time)

If you must take a proxy interview for an acceptable reason, your first choice for a proxy respondent is a household member who is at least 18 years old, very knowledgeable about the proxy person, and who has already completed his/her own NCVS interview by self-response. As you read in the manual, proxy interviews should be taken as a **last resort** since you may be collecting incomplete or inaccurate information; a proxy respondent is more likely to omit an incident or leave out some of the details about a reported incident.

Q: Suppose Mrs. Voe refuses to let you interview her daughter Mary, who is 15 years old. Can you conduct a proxy interview for Mary with Mrs. Voe, ____________?

A: No, a parent who does not allow you to speak to his/her child can only complete a proxy interview for children who are 12 and 13 years old.

Q: Suppose on September 8 you call the Coe household to conduct their NCVS interview. Jennifer Coe tells you that her husband, Fred, is on an extended business trip and will not return home until early October. Can you conduct a proxy interview with Mrs. Coe for Fred, ____________?

A: Yes, since the household member is temporarily absent during the entire interview period and will not return before closeout.

Now let's discuss the crimes measured by the NCVS. Locate the job aid, Form NCVS-550.1, NCVS At a Glance from your materials. This job aid provides some key information about the NCVS so it is good idea to keep this form handy when conducting your interviews. ***(Pause)*** Turn to page 6 of the job aid and read the information under the heading "Type of NCVS Crimes."

(Allow time)

The NCVS collects information on crimes suffered by individuals and households, whether or not those crimes were reported to law enforcement. These include crimes of rape, sexual assault, personal robbery, aggravated and simple assault, household burglary, theft, and motor vehicle theft. As you read, the NCVS does not measure homicide, kidnapping, commercial crimes, such as burglaries of stores, or the so-called victimless crimes, such as drunkenness, drug abuse, illegal gambling, con games, prostitution, and blackmail.

Crimes measured by the NCVS can be classified into two general types: crimes against persons and crimes against households. Crimes against persons, which are referred to as personal crimes and include rape, personal robbery, assault, purse snatching, and pocket picking, involve contact between the victim and offender. All three of the measured crimes against households, which are referred to as property crimes and include burglary, theft, and motor vehicle theft, are crimes that **do not** involve personal confrontation.

Go to page C2-3 in your interviewing manual and read Topic 2, Crimes Measured by the NCVS. The reading ends on page C2-6.

(Allow time)

It is important to know that threats of rape, sexual assault, personal robbery, and assault made against a respondent must be delivered verbally and face-to-face between the offender and the respondent **AND** the threat must involve the potential for physical harm to the respondent.

Let's determine if the following examples are acceptable NCVS threats:

Q: Nick sent an e-mail message to John warning him to stop seeing his ex-girlfriend or he would beat him up the next time he saw him. Is this an acceptable threat for the NCVS, _____________?

A: No, since the threat was not verbal and not face-to-face.

Q: Amy was driving home at night when a car pulled up behind her. The driver honked his horn, flashed his headlights, and then passed her at a high rate of speed. When passing her, Amy noticed that the driver made an obscene gesture at her. Amy said that she felt threatened. Is this an acceptable threat for the NCVS, ____________?

A: No, because the other driver did not verbally threaten to physically harm Amy.

Q: Eric was at an ATM when a man approached him and told him to hand over the money he just withdrew or else he would shoot him. Is this an acceptable threat for the NCVS, ____________?

A: Yes, because the threat was delivered verbally and face-to-face and involved the potential for physical harm to the respondent.

Let's try one more.

Q: James was outside in his yard when his neighbor Phil came over and warned James to stop parking in his parking space or he would slash his tires the next time he was parked in his reserve space. Is this an acceptable threat for the NCVS, _____________?

A: No, because the threat, although verbal and face-to-face, did not involve the potential for physical harm.

Thank you.

The most serious crime against households is burglary, which is the illegal or attempted entry of a structure. An example of **burglary** would be if a person actually broke into a house, or if a person having no right to be there entered through an unlocked door.

Theft, the most prevalent property crime, includes completed or attempted theft of property or cash without personal contact. Incidents involving theft of property from within the sample household are classified as theft if the offender has a legal right to be in the house, such as a maid, delivery person, or guest. If the offender has **no legal right** to be in the house, the incident is classified as a burglary. Examples of theft are: theft of cash by a houseguest, theft of a garden hose from the yard, theft of a briefcase or umbrella from a restaurant, or theft of a portable radio from the beach.

Any crime involving personal contact is not a household crime.

Q: What are personal crimes of violence, ________?

A: Crimes in which an offender attempted to attack or attacked a household member or threatened a household member with physical harm, robbed a household member by force or threat of physical harm.

Thank you.

Respondents sometimes report the theft of articles belonging to a household member under 12 years of age, such as a bicycle left outside the house. This can be considered a crime against the household, because the theft happened near the home. If the respondent mentions this type of incident, record it in the screen question. However, do not include the theft of items belonging to household members under 12 years of age when the theft takes place **away** from home; for example, a bicycle stolen from a school playground. Also, do not record any threats of physical harm or attacks to household members under 12 years of age. Since household members who are under 12 years of age are not eligible respondents for the NCVS, these crimes fall out of scope for the NCVS.

You also record all crimes to unrecognizable businesses, as these are included in the NCVS data. Go to page C2-9 of your Interviewing Manual, and read the definitions for recognizable and unrecognizable businesses. The reading ends on page C2-10.

(Allow time)

Q: If a respondent does sewing alterations in her house and she has a sign in her front yard which reads: “Alterations - Same Day Service,” is this a recognizable or unrecognizable business, __________________?

A: A recognizable business.

Q: One of your respondents prepares income tax forms in his basement and there is no sign outside his house advertising his services. He only advertises his business in the local newspaper. Do you consider his business recognizable or unrecognizable, ____________?

A: Unrecognizable.

As mentioned earlier, all crimes to **unrecognizable** businesses, such as the theft of business property, are included in the NCVS data. However, if a reported crime involves a recognizable business, report only the personal items stolen or any personal threats of physical harm or assaults that may occur to the respondent during a theft from a recognizable business. Do not include any stolen items that belong to the recognizable business.

Q: Let’s say that two thieves stole a sewing machine that belonged to a person’s recognizable alterations business. Do you include the theft in the NCVS, ____________?

A: No, because the stolen item belonged to a recognizable business.

Q: If a respondent uses a computer to prepare income tax forms in her unrecognizable business and her business computer was stolen. Do you include the theft when completing a Crime Incident Report, _______?

A: Yes, because the stolen computer belonged to an unrecognizable business.

Q: If a shopkeeper's wallet was stolen during the robbery of his small business, do you include the theft of the shopkeeper's wallet, _______?

A: Yes, because we want to include thefts of personal items, regardless of whether the personal theft took place at a recognizable or unrecognizable business.

Q: While conducting a screen interview, a respondent says that her recognizable business, which is located in a downtown store, was burglarized and she was attacked during the burglary. Do you record this incident? Why or why not?

A: Yes, because the household member was attacked during the burglary.

In this last situation, if any personal property or cash was stolen from the store owner, you record the stolen property and cash because it belongs to the respondent, and NOT to the recognizable business. If the respondent was attacked and only business property was stolen, record information on the attack, but exclude the theft of the business property from the crime incident report.

Are there any questions?

(Answer questions)

Sometimes respondents are unable to describe separately the details of each reported incident when they are similar. Six or more similar but separate events, which the respondent is unable to describe separately in detail to you, are called a **series** of crimes**.**

Go to page C3-3 in your Interviewing Manual and read the definition for series of crimes.

(Allow time)

Q: In **SQTHEFT**, Nicole reported that money was stolen from her desk at work on five different occasions. All incidents occurred during her 6-month reference period. Nicole never found out who stole the money and each time the circumstances were so similar that she cannot differentiate one incident from the other. Do these incidents qualify as a series of crimes, __________?

A: No, because although all the incidents were reported in the same screen question, all occurred during the 6-month reference period, and the respondent cannot recall enough details to report each incident separately, the respondent reported less than six similar incidents. **(OR SOMETHING SIMILAR)**

Are there any questions?

(Answer questions)

Now we'll discuss the structure of the crime incident report. The crime incident report section of the NCVS instrument is designed to gather detailed information about each time an incident or victimization occurred during the reference period.

The crime incident report is made up of twelve sections. Turn to Pages 4 and 5 of your classroom workbook and follow along as I describe each one:

1. ***Location and presence*** is the first section and collects information about where the incident occurred, details about a break-in when it happened at the respondent's home or lodging, and whether or not the respondent was present.

2. ***Attack/threat/injury/medical care*** section asks questions about how the respondent was attacked or threatened, injuries the respondent may have suffered (if any), whether the respondent sought medical care, and details about that medical care.

3. ***Emotional toll*** section asks questions about the emotional toll the crime took on the respondent, such as how it affected work, relationships, the respondent's emotional and physical health, and so on.

4. ***Actions against offender*** section asks about what actions were taken by the victim during the incident, whether those actions helped or made the situation worse, whether others were present at the scene, their actions, and so on.

5. ***Offender*** section asks about the number and characteristics of the offender(s) such as their gender and age, how well the victim knew the offender(s), whether offender(s) were drinking or on drugs and if the offender(s) belonged to a gang, and so on.

6. ***Attempted and completed thefts*** section asks about the type and value of any stolen items or about items the offender attempted to steal, whether items were in or attached to a motor vehicle, whether property was recovered, and so on.

7. ***Property damage and police*** section asks about whether there was any damage to household property and if so, how much it cost to repair or replace the damaged items, and about contact with the police and their response to the incident.

8. ***Activity at the time of the incident and time or money lost*** This section asks about what the respondent was doing when the incident happened and whether the respondent was employed at the time of the incident, and whether the respondent or other household members lost time or pay from work because of the incident.

9. ***Series of crimes*** section is asked when six or more incidents were coded as a series. This section asks how many incidents were part of the series, where they took place, how well the respondent knew the offenders, and so on.

10. ***Hate crime*** section asks about whether the respondent feels the incident was a hate crime, and if so, what the reason was for the hate crime, such as the respondent's religion, race, nationality, sexual orientation, and so on.

11. ***Disability*** section asks questions about any disabilities the respondent may have and whether they believe they were targeted because of their disability.

12. ***Summary*** section is where you enter a detailed descriptive summary of the crime incident.

Are there any questions about these twelve sections of the incident report?

(Answer questions)

Now let's go over several important items within the crime incident report. The first is the location in which the incident occurred. Go to Page B4-17 in the FR manual on your laptop to Item **LOCATION_GENERAL** so you can follow along.

(Allow time)

The type of place at which the incident took place falls into one of eight general categories – 1) *Inside OWN home,* 2) *Near OWN home*, 3) *Inside or near another's home,* 4) *Commercial place*, 5) *Parking lot or garage*, 6) *School*, 7) *Open area, on the street, or on public transportation*, AND 8) *Somewhere else*.

This item is **EXTREMELY IMPORTANT** because if you identify the wrong place, you will ask inappropriate questions and the incident may eventually classify into the wrong type of crime category. Each general location category is further subdivided into more specific locations. For example, if you select INSIDE OWN HOME you must determine more specifically where the incident took place. INSIDE OWN HOME covers **enclosed** structures owned or rented by the respondent. An enclosed structure is one which has a door or window to gain entry through such as the respondent's home, apartment, dormitory room, garage, shed, or an enclosed porch, or a vacation home, second home, hotel or motel room in which the respondent could have been staying at the time of the incident. This category also includes enclosed structures that are on the respondent's property but are detached from the main structure such as a detached garage or storage shed. Select INSIDE OWN HOME **only** if the offender got inside or tried to get inside the respondent's home or lodging facilities. It does not matter whether the offender entered by force, was let in, or gained entrance through an unlocked door.

For incidents that happened on an **unenclosed** porch, patio, or carport of the respondent's home, select NEAR OWN HOME rather than INSIDE OWN HOME. Although these areas are often attached to the home, they are not enclosed and do not have a door or window through which an offender could enter. After selecting NEAR OWN HOME you then select the appropriate subcategory of where the incident occurred near the respondent's home or lodging.

Here is an example: If someone stole potted plants from a respondent's unenclosed porch, select NEAR OWN HOME. Then select the appropriate subcategory titled "Own yard, sidewalk, driveway, carport, unenclosed porch" indicating where the incident occurred near the respondent's home or lodging. Select these same categories if an offender stole a respondent's baseball bat and glove from his carport.

Let's try a few more examples.

Q: If a respondent says that he was robbed in his motel room at a ski lodge, which general location category do you select, INSIDE OWN HOME or NEAR OWN HOME, ___?

A: INSIDE OWN HOME for the hotel or motel room respondent was staying in.

Q: Another respondent says that she was mugged in her own home by a thief. Which general location category do you select, INSIDE OWN HOME or NEAR OWN HOME, ___?

A: INSIDE OWN HOME

Q: A respondent says a lawn mower was stolen from her detached garage. Which general location category do you select, INSIDE OWN HOME or NEAR OWN HOME, ___?

A: INSIDE OWN HOME. As I just told you, INSIDE OWN HOME includes enclosed structures owned or rented by the respondent, including enclosed structures on the respondent's property detached from the main structure, such as a detached garage or storage shed.

Now let's go over the other general location categories. The third general category is INSIDE OR NEAR ANOTHER'S HOME. This category includes places where the incident may have happened that are **at, in, or near** the home of a respondent's friend, relative, or neighbor. Such places include: the dwelling or other building owned by a friend, relative, or neighbor; in a friend's, relative's, or neighbor's yard, driveway, carport, open porch; in the building where a respondent's friend, relative, or neighbor lives; or on the street immediately adjacent to the property of the respondent's friend, relative, or neighbor.

The fourth general location category is COMMERCIAL PLACE. This includes places such as: inside a restaurant, bar, nightclub, bank, gas station, office, factory or warehouse, and other commercial buildings such as a store. ***(Pause)***

The next category is PARKING LOT OR GARAGE. This includes commercial and noncommercial parking lots or garages as well as those provided to residents and guests of apartments, townhouses, rooming houses, dormitories, condominiums, and so forth. After selecting PARKING LOT OR GARAGE, probe to determine the specific type of parking lot or garage. Commercial parking lots or garages are those that are privately operated for profit AND require a parking fee regardless of whether or not the parking lot or garage is attended or unattended. In contrast, noncommercial parking lots or garages are those in which the general public can park free of charge, such as a shopping mall. They also include a parking lot or garage that has parking meters and those operated by a local, state, or Federal government regardless of whether or not a fee is required.

If it is unclear as to which type of parking lot the respondent is referring, probe to find out if the parking lot is privately owned and a fee is paid to park. Don't ask the respondent if it's a commercial or noncommercial parking lot or garage, because the respondent's definition of such parking lots may differ from the survey's definition. For this survey, the word "commercial" does not refer to who uses the parking lot, for example the parking lot of a commercial establishment such as a convenience store, restaurant, or mall. The word "commercial" refers to whether a company profits from fees charged to use that parking lot.

Q: What do you do if a respondent reports that while out shopping his car was stolen from a parking lot, _____?

A: Select the general location category, PARKING LOT OR GARAGE, ask whether the respondent was parked in a privately operated lot that charges a fee to park, and then mark the appropriate subcategory. **(OR SOMETHING SIMILAR)**

If a respondent tells you that an incident happened at her school, you will select the sixth general location category, SCHOOL. Then probe to determine if the incident took place inside or outside the school building, such as on the school parking area, play area, or school bus.

The next category, OPEN AREA, ON THE STREET, OR ON PUBLIC TRANSPORTATION covers a variety of places open to the general public that the incident could take place. This category includes places such as: apartment yard, park, playground, on some type of public transportation, or in a bus depot, train station, airport, or subway station. ***(Pause)***

When the incident happened at or in a place that doesn't fit any of the other location categories, select the final general location category, OTHER. You must describe the place such as hospital, library, church, on the beach, and so on.

When a respondent tells you that the incident occurred in his/her home or lodging, you ask if the offender had a right to enter the building or dwelling legally.

Q: Who would have a “right” to be in a dwelling, ______?

A: People who live there, friends or relatives of the household, salespersons, maintenance workers, or other persons who have been given permission to enter the home. **(OR SOMETHING SIMILAR)**

It’s possible that the offender was allowed inside the dwelling, but still did not have a “right” to be there. Children may let a stranger into the home, while adults would not. An offender may push his or her way in when the respondent answers the door, or an offender may have entered a dwelling by misrepresenting himself or herself as a repair person, police officer, and so forth. These persons do not have a right to be there.

If the offender didn’t have the right to be in the respondent’s home or other structure on the respondent’s property, you ask if the offender actually got in or just tried to get inside the respondent’s house, apartment, room, garage, shed, or enclosed porch. If the offender **did NOT** get inside or **did NOT** try to get inside any of the places inside the respondent’s home or lodging, the category INSIDE OWN HOME is an incorrect response. Probe to find out which of the other general location categories more appropriately applies and then back up in the instrument to correct the answer.

If the offender got inside or tried to get inside any of the places inside the respondent's home or lodging, you ask if there was any evidence that the offender got in by force or tried to get in by force. Visible evidence is evidence that can be seen after the incident takes place, such as a broken lock, a broken window, or a door jimmied. It does not refer to an open, undamaged door or an offender forcing a person to let him or her in.

Are there any questions?

(Answer questions)

Another **VERY CRITICAL** item on the Crime Incident Report is **PRESENCE**. If you enter someone as not being present during the incident and they were present, you will skip important questions about attacks, attempted attacks, and threats. This will affect the classification of the crime. On the other hand, if you mark someone as present during the incident when they were not present, you will ask the respondent irrelevant questions. To consider a household member present during an incident, there must be an opportunity for an offender to attack or threaten to attack the person or the possibility that an offender could take something directly from the household member.

Sometimes it's difficult to determine if the respondent was present since some respondents may not know what is meant by "present" for the NCVS. If this happens, then you need to probe. If you are still unsure after probing, consider the person present. This ensures that we will not miss important details, such as whether or not the respondent was attacked or threatened with physical harm.

Go to page C3-16 in the Interviewing Manual on your laptop and read the definition of "presence."

(Allow time)

There are three other important things you ***must*** *remember about presence*.

- **First**, the respondent does not have to be awake or conscious to be considered present.
- **Second**, the respondent does not have to be in the same room in the house where the incident happened to be considered present.
- **Third**, when a household member is in the house and the incident takes place in an attached garage or an enclosed porch, the household member is considered present during the incident. (However, if the garage is detached or the porch is unenclosed, a household member inside the house at the time of the incident is considered "not present.")

Now let's try a few examples.

Q: After a respondent heard a noise, she looked out her kitchen window and saw several young men running away from her detached garage. By the time she got to the garage, the men were gone. After looking around the garage, she discovered that some power tools were missing. Was the respondent present at the immediate scene of the crime, ________? Why or why not?

A: No. The detached garage was the immediate scene and she didn't arrive until after the crime was committed. **(OR SOMETHING SIMILAR)**

Q: If another respondent was asleep in his house when someone broke the patio door and entered his family room, would he be present, ________? Why or why not?

A: Yes. The house was the immediate scene of the crime and the respondent was in the house during the break-in. **(OR SOMETHING SIMILAR)**

Q: If a respondent has guests at her house and one of the guests steals something from her bedroom while the respondent is in the kitchen, is the respondent present, _______? Why or why not?

A: Yes. Anywhere inside the house is the immediate scene of the crime, even though the respondent was in a different room. The respondent could have been attacked or threatened with physical harm. **(OR SOMETHING SIMILAR)**

Q: If the offender puts his hands around the respondent's neck and chokes him, is the respondent present, _______________? Why or why not?

A: Yes, the respondent was at the immediate scene of the crime and was in fact attacked by the offender. **(OR SOMETHING SIMILAR)**

Thank you. This last example might seem like an obvious example, but you'd be surprised how often we see crime reports in which a respondent was attacked and clearly present during a crime incident, but has been marked as "not present." You must avoid errors like this one.

Are there any questions about presence during an incident?

(Answer questions)

Finally, let's review the NCVS reference period. Go to page C1-3 in the Interviewing Manual on your laptop and read the definition of a "reference period."

(Allow time)

Sometimes you will encounter a reported incident that occurred before the reference period start date or on the day of the interview. If you discover at **INCIDENTDATE** that the incident occurred before the reference period start date, the incident is considered **out-of-scope** and the instrument will not prompt you to collect any more information about the incident. If the incident occurred on the day of interview, collect the incident information as usual. During post-data collection processing the incident will be reviewed.

Are there any questions?

(Answer questions)

NOTES

Chapter 9 – NCVS Practice Interviews
(Total approximate time: 6 hours, 50 minutes)

Instructor Preparation:

- If available, set up projection device.
- Make sure all trainees are logged into their laptops and using AC power. *(Make sure all trainees have access to electrical outlets to plug in their laptop computers. If necessary, help trainees use extension cords or adaptors to connect to outlets in the training room.)*
- Make sure trainees have a copy of the NCVS-522.1 Classroom Workbook.
- Make sure trainees have copy of the NCVS-572(L) and the NCVS-573(L) Introductory letters, NCVS-110, Fact Sheet, and Forms 11-38 and 11-38A, Request for Appointment.

Objective:

- Familiarize trainees with the survey questions and their intent.
- Provide trainees with practice using the NCVS instrument and the instrument function keys.

Materials Needed:

Trainee
- Laptop computer
- Function key template
- Form 11-38, Request for Appointment
- Form 11-38A, Request for Appointment
- NCVS-522.1 Classroom Workbook
- NCVS-554, Information Card Booklet
- NCVS-572(L) Introductory Letter (*for incoming households*)
- NCVS-573(L) Introductory Letter (*for continuing households*)

Trainer
- Same as trainee materials
- Projection device

Before we get into the practice interviews, I want to talk about conducting the NCVS interviews in your assignment. As we've mentioned, for first time in sample households, and occasionally for other cases, you'll visit the household in person. For NCVS personal interviews, interview respondents in private, out of the hearing range of others whenever possible. Research has shown that we get more complete and accurate data when we interview away from other household members.

In a survey like the NCVS, which can cover some sensitive topics, if a respondent is interviewed in front of other people, they may not be fully truthful about their victimization experiences. Try to arrange private interviews for the NCVS. If household members sit down together for an interview, tell them that you wish to interview separately to ensure the confidentiality of the respondent's answers, and to ensure that we get the most complete and quality data. ONLY continue to interview with others present if the respondents refuse to be interviewed privately or a private interview is not possible (for example, in a small space like a studio apartment). Even in front of others, you still must conduct each interview at a conversational pace, and ask each respondent all the screen questions in their entirety. Are there any questions?

(Answer questions)

Another thing I want to emphasize is that you musk ask all the screener questions in their entirety at a conversational pace. Do not change the wording or paraphrase any questions, and do not omit any parts of questions. It's so important to ask all the questions and ask them as they are worded because they have been specifically designed to jog respondents' memories and help them recall incidents that they may have forgotten. The screener questions have been developed and refined since the beginning of the NCVS. You must ask all the screener questions as worded, wait for the answers, and enter those answers completely and accurately. If a respondent has forgotten an incident and you do not ask the screener question or cue that may help them remember it, we run the risk of not collecting that incident. These omissions and missed incidents can result in the crime rates we calculate being erroneously low, and in survey results being biased.

Because being the victim of a crime is an unpleasant experience, people may repress those memories, or the memory of the incident may decay so much that the respondent has trouble recalling the crime with accuracy. Also, for some respondents, crimes may be part of their everyday life and completely unremarkable to them until you, the interviewer, ask that screener question which sparks their memory or recall. People who live in environments in which these incidents commonly happen either forget them or think they are not important enough to mention.

Research has also shown that context is an important factor in people's ability to remember events. For example, a respondent may not recall a crime that happened at school when you ask the screener question about theft, but may remember it when you ask the screener question that focuses on the location of possible victimizations. As we'll discuss, these shifts in the focus of the screener questions and what may appear to be redundancies are a crucial part of the crime screener, to help respondents recall events they have experienced.

It is of the utmost importance that each respondent hears exactly the same questions in exactly the same way as every other survey respondent. Standardizing the way in which each FR asks the questions to over 16,000 respondents each month ensures that the data is collected consistently across the country. This helps us avoid bias and makes survey results more accurate.

We know that respondents and interviewers alike sometimes get impatient during these questions. If it becomes necessary, ask politely for the respondent to bear with you while you go through them, as you are required to read them as they are worded. Take your time and allow the questions to do the job for which they were intended – helping the respondent recall and enumerate any crime incidents they may have experienced. We can’t stress enough how important it is to ask all the screener questions, and ask them fully and completely, exactly as worded.

Are there any questions about why it’s so important to go through all the questions in the screening portion of the instrument?

(Answer questions)

Now we’ll turn our attention to the pacing of the NCVS interview. Remember this key point about pacing the NCVS interview: DO NOT RUSH to complete an interview under any circumstances. Rushing through the survey questions increases the possibility that the respondent will miss important parts of the question, misinterpret questions, and then give you an answer that is incomplete or inaccurate. Maintain a calm, unhurried manner and ask the questions clearly in an objective, deliberate way. This will help keep the respondent's attention.

When respondents sense that you are rushing through an interview, they may withhold information, thinking that it would take too long to explain the crime incident. Talking too fast may give the impression that you think the questions are either unimportant or sensitive in nature. By speaking in a confident voice and at a moderate pace, respondents are more likely to stay relaxed and responsive. Are there any questions about pacing?

(Answer questions)

You learned in the self-study about the different parts of the NCVS CAPI instrument and the function keys that are used in this instrument. You also practiced using the instrument by completing an interview. In this section of the classroom training, you will have the opportunity to go through several additional practice exercises to become more familiar with using the NCVS automated instrument. You will practice re-entering a case to complete an interview, conducting a proxy interview, choosing a new household respondent, changing the reference person, building a household roster, classifying a sample unit as a noninterview, classifying an eligible NCVS respondent as a Type Z noninterview, unduplicating incidents, and quitting a case before proceeding with the interview.

Before we begin the practice exercises, let's review how to correct answers to questions if you make a mistake. If you are in the middle of an interview and get off track by entering the wrong answer for a question, press the **left** or **up arrow** key in the lower right corner of your keyboard. This step takes you to the previous question so you can change the answer. If you have to go back several questions, keep pressing the **left** or **up arrow** key until you get to the question where you need to change the answer. You will practice changing a response to a previously answered question later in the training. **(*Pause*)** To return to the next unanswered question in the instrument path, you can press the "End" key. The "End" key is particularly important to use when you re-enter a case that was a partial interview for a respondent.

During the practice exercises, you will also have the opportunity to use some of the function keys that are available in the CAPI instrument. Remember, the functions of some of the keys within this instrument differ from their functions within Case Management, but some are the same. For example, the F1 key displays Help information in both Case Management and in the NCVS CAPI instrument. However, the F2 function key in Case Management opens the selected case so you can start the interview, while in the CAPI instrument this function key is not used.

To get an idea of the variety of functions you can use in the instrument, pull out the function key template and look at the keys available to you for use in the NCVS instrument.

(Hold up a template for Trainees to see)

(Allow time)

Now look at the chart on pages 2 and 3 of your Workbook and read over the more detailed description of the operations performed by each function key.

(Allow time)

Each function key or combination of keys allows you to perform specific tasks while working in the NCVS instrument. Many of these operations were discussed in the self-study you completed. You will have the opportunity to practice using some of these function keys as you go through the practice interview exercises.

Now we will begin the practice exercises. If you get off track or get stuck on a particular question, let me know right away so that you don't fall behind. Especially in the first two exercises, I will interrupt the interview often to provide an explanation about the intent or the meaning behind a question.

Also, **DO NOT** re-enter or reinstall your training cases at the end of the day, because that will delete all information entered during training. Finally, as we go through each practice exercise do not jump ahead of the class. That may cause delays for you and the rest of the trainees.

PRACTICE EXERCISE #1 –Building a Household Roster
Case ID: 00000003

(Approximate time: 45 minutes)

The first practice exercise covers building a household roster for a replacement household. The process of building a roster for incoming or first time in sample cases is the same as what we'll be going through for a replacement household. Make sure the case **103 Riverside Blvd** is highlighted. This is the case we want to interview, so press the F2 function key to access the NCVS CAPI instrument. Before you actually enter the instrument, confirm that you selected the correct case. At the "Confirmation Screen" check the information displayed to make sure you selected the right unit. **(*Pause*)** If the case selected is correct, click the OK button or press Enter. Do that now. You may see a screen that says "This is a training case." If you do, type (1) and press Enter to bypass it, both here and throughout this training.

(Allow time)

The **START_CP** screen is the first NCVS instrument screen that you see when you enter a case. Look at the information in blue text displayed in the Info Pane of the **START_CP** screen. Remember, any time you see blue text in the Info Pane it is an instruction for you to read the text to yourself and **not** to the respondent.

This screen provides you with the survey title, the case status, the current date and time, the incoming/continuing status, and confirmed refusal status.

Notice that the “Case Status” indicator, which measures the progress of the case throughout the interview process, identifies this household as a “New Case.” This means that this is your first attempt to interview the household for the current interview period.

Now look at the “Interview Number.” For this case, the interview number is 3. This tells you that this case is in sample for its third NCVS interview. (***Pause***) When the interview number is “1,” the Incoming/Continuing status field displays the word “incoming.” When the interview period is two through seven, this field usually displays the word “continuing.” For a replacement household, regardless of the interview period, this field displays the word "incoming."

The "Confirmed Refusal" field identifies a situation where a respondent adamantly refused to be interviewed and demanded that he/she not be contacted again. When a case is a confirmed refusal, the words "Confirmed Refusal" are displayed. If it is not a confirmed refusal, “No” is displayed.

After reviewing the information at **START_CP**, select the appropriate interview mode. For interviews you conduct by telephone, select Precode (1). For personal interviews, you have two options for recording the case’s interview status. Selecting Precode (2) classifies the case as a personal interview and enables you to view any notes that have been recorded previously for the case.

Selecting Precode (3) also classifies the case as a personal interview but allows you to bypass or skip any notes that have been recorded previously for the selected case. ***(Pause)*** To code a case as a Type A, B, or C noninterview, select Precode (4). Selecting Precode (4) at **START_CP** takes you to another item that collects additional information about the noninterview, such as the reason for the noninterview. ***(Pause)***

Enter Precode (5) for cases that are a sufficient partial. These are cases in which the interview is complete with at least the household respondent but there are other household members whose interview you were unable to complete and you have exhausted all attempts to interview these individuals. Before you can transmit these cases to Headquarters, you must code each noninterview person as a Type Z noninterview. Selecting Precode (5) at **START_CP** takes you to another screen that collects the line number of each Type Z noninterview person and the reason for the noninterview. ***(Pause)***

Enter Precode (6) if you want to quit the case, for example, if you decide that you don't want to interview the case at this time.

Now take a look at the "Status bar" at the very bottom of the Form Pane. This is the shaded portion of the screen. (***Pause***) Notice the fields "Talking to" and "About." The "Talking to" field contains the name of the person who answers the survey questions. The "About" field contains the name of the eligible NCVS household member for whom you need to obtain an interview. For self-response interviews, the name entered in both of these fields is always the same. For proxy interviews, the proxy respondent's name is entered in the "Talking To" field and the proxy person's name will appear in the "About" field. When you first enter a continuing case to interview for a given month, the first name that appears in these fields is that of the household respondent from the previous interview, since the household respondent is the first person with whom you must complete an interview. For incoming cases, these fields are blank until you build the household roster and select a household respondent.

Before we proceed with the interview, let's take a look at the composition of this household to get an idea of the number of people in the household and those who you need to interview. Remember, you can also view the household composition when you are in Case Management. To view the household roster in the NCVS CAPI instrument, you can either press the **SHIFT** and **F1** keys simultaneously or you can click on the "HH Roster" tab on the toolbar. Use one of these two methods now to view the household roster for this case.

(Allow time)

Notice that there are three members in this household, Roy, Mary, and Colin Coe. Roy Coe, who is line number 1, is currently designated as the household respondent. The "X" in the "HHR" column preceding his line number tells you that he is the household respondent. Remember, the household respondent must be a household member who is at least 18 years of age and knowledgeable about the household. This household member will answer the household characteristics and household screen questions in addition to the individual screen questions. Remember, you MUST interview the household respondent BEFORE interviewing any other household members.

Now look at the column labeled "REL" on the Household Roster screen. This column shows the relationship of the household members to the reference person. For this case, Mary Coe, who is line number 2, is the reference person. Remember, the reference person is usually one of the owners or renters of the sample unit. When you interview at a sample address for the first time, the first person listed will be designated as the reference person so you want to make sure that this person is one of the owners or renters of the sample unit.

Now take a look at the last column, the “STATUS” column. For any respondent whose interview you have not started, you will see “Need Self” displayed in the “STATUS” column. You could also see the following descriptions entered in the “STATUS” column as the interview progresses. You may see "NEED PROXY" if the respondent needs a proxy interview, "Partial-Int" for partial interviews, "REFUSED" for refusals, "Under 12" for household members under the age of 12, "Moved Out" for any household member who has moved out of the sample unit, "Deceased" for household members who have died, and so on. If you completed a respondent’s interview, the status would change to a final status of “DONE-Int” for a completed interview.

Let’s return to the **START_CP** screen. To return to this screen, either click on the “Main” tab, which is the first tab on the toolbar, or press “1” to continue.

(Allow time)

We need to indicate the case's type of interview or interview mode. **(*Pause*)** As we want to proceed and interview this case, we need to identify the type of interview we are conducting, that is, telephone or personal. Although this case should be interviewed by telephone as it's a third enumeration case, for this exercise we will conduct a personal interview. Remember, for personal interviews, you have two options for recording the case's interview status. Selecting category 2 classifies the case as a personal interview and lets you view any notes that may have been recorded previously for the case. Selecting category 3 also classifies the case as a personal interview but allows you to bypass or skip any notes that may have been recorded previously for the selected case.

Before we continue with the interview, I want to mention that there are two ways of recording a response. One way is by using your mouse pad and clicking on the radio button or square box preceding the answer category to be selected. The second way is by pressing the number on your keyboard that corresponds to the answer category to be selected. Press the number 3 key on your keyboard but **do not** press the Enter key just yet. **(*Pause*)** Notice that the radio button next to the answer category is filled and a "3" appears in the white answer field box in the Form Pane. **(*Pause*)** Does everyone see that?

(Help trainees who are having difficulty)

Now press Enter. This takes you to the **GEN_INTRO_CP** screen. This screen gives you the text for introducing yourself, instructions for starting the interview, and displays the household address. Look at the third FR instruction. **(*Pause*)** Notice that you are instructed to ask to speak to Roy Coe since he was the household respondent in the previous interview.

At the **GEN_INTRO_CP** screen, introduce yourself and show your identification. Notice the third instruction in the middle of the Info Pane. This instruction tells you to ask for an *eligible respondent*. Since this is a replacement household you can't ask to speak to a specific person since this household was not previously interviewed and there is no household respondent from the previous enumeration period. You need to ask for an eligible respondent.

_____________, please read the instruction of who qualifies as an eligible respondent.

(TRAINEE: *A household member at least 18 years of age and knowledgeable about the household.*)

Thank you.

Let's assume for this exercise that the person who answered the door is an eligible respondent.

Let's suppose that after introducing yourself and asking to speak to Roy Coe, the person who answered the door tells you that the Coe family moved. You need to enter 2, “Respondent not available” and then press Enter. Do that now. **(*Pause*)**

The next screen, **HHNUM_VR_CP,** asks you if the case is a replacement household. Remember, since the question is in blue text you are **NOT** to ask the respondent this question. Since you know that this is a replacement household, press 1, “Yes,” and then press Enter.

The next screen, **CK_REPLACE_CP**, is a check to make sure that this is truly a replacement household.

(Call on Trainee)

________________, please read the definition of a replacement household and the question that follows the definition.

(TRAINEE: ***A replacement household means that there are NO members of the household interviewed during the previous enumeration period living at this address. Are you sure this is a replacement household?*****)**

Thank you.

We are sure that this is a replacement household, so enter 1 and press Enter.

(Call on Trainee)

______________, what does the pop-up screen tell you?

(**TRAINEE:** ***This is the last screen before the roster and all incoming data is deleted and must be re-entered. You are about to start a new case and this action cannot be undone without the case being restarted. If "Yes", click SUPPRESS)***

Thank you.

Click Suppress to continue, as we are sure this is a replacement household.

At **GETLETTER_CP**, since this is a new household, before proceeding with the interview, you need to hand the respondent a copy of the NCVS-572(L) introductory letter and allow the respondent time to read it. ***(Pause)*** For incoming or first time in sample households, as well as for replacement households, hand the respondent a copy of the NCVS-572(L) letter. For continuing or second through seventh enumeration period households, hand the respondent a copy of the NCVS-573(L) letter. Pull out a copy of these two letters from your training materials and take a look at them.

(Allow time)

These letters comply with the provisions of the Privacy Act of 1974 that requires that all Federal agencies provide specific facts to anyone from whom they plan to collect personal information. These facts include the legal authority for collecting the information, the principal purpose for collecting the information, the uses of the data collected, and the mandatory or voluntary nature of the survey and any penalties. These letters also prepare the household for your visit or telephone call. Depending on procedures, the regional office or the field representative mails the NCVS-572(L) to a household just before it comes into sample for the first enumeration period. The NCVS-573(L) letter is usually mailed before each subsequent enumeration period.

For telephone interviews press the F1 function key and read to the respondent key points contained within the letter. Press the F1 function key now.

(Allow time)

The key points to convey to the respondent are:

- The National Crime Victimization Survey is conducted by the U.S. Census Bureau on behalf of the U.S. Department of Justice. It asks people about their experiences as victims of crime.

- The survey is voluntary and their participation is appreciated. Their address was one of a sample that was randomly selected for the survey to represent the entire population. Their responses are important to ensure data accuracy and completeness, regardless of whether or not the respondent or anyone in their household has experienced a crime.

- Information collected in this survey is strictly confidential by law and used for statistical purposes only.

- Survey results provide an understanding of the experiences of victims and are used in many ways. Citizens, legislators, policymakers, researchers, and others rely on this data to gain a better picture of crime victimization in their efforts to assist victims.

- Although the Census Bureau collects this information, it is not part of the U.S. Population Census. The Census Bureau, with their resources and expertise, collects data on many topics beyond the decennial census.

Now press the ALT + F4 keys to exit the Help screen.

Now let's proceed with the interview. During this exercise and in the other practice exercises throughout this training, I will call on one or more of you to serve as the field representative. You will ask the questions and I will act as the respondent. At certain points I will interrupt the interview to provide further explanation about a question.

________________, please continue the interview. As you enter a response, please tell us what you enter at each screen as you go through the interview.

GETLETTER_CP

FR: I'm here concerning the National Crime Victimization Survey. The Census Bureau is conducting a survey here and throughout the nation to determine how often people are victims of crime. Did you receive our introductory letter in the mail?

R: No.

(Enter 2, No)

VERADD_CP FR: I have your address listed as

103 Riverside Blvd
Anytown, AZ 99997

Is that your exact address?

R: Yes, it is.

(Enter 1, Same Address)

CHNGPH_CP **(This is an FR instruction asking if the current phone number needs to be changed)**

(Enter 2, No)

MAILINGSAME_CP FR: Is your mailing address the same as your physical address?

R: Yes it is.

(Enter 1, Yes)

(Interrupt and say)

Throughout the instrument, you will encounter questions in which you can either ask or verify the question. For such questions, if the respondent has indicated the answer earlier in the interview or the response from the previous enumeration is provided, you can verify the answer with the respondent without asking the question. Otherwise, you must ask the question as worded. Also, for questions in which you are not instructed to ask or verify the question, you **must** ask the question as worded.

You will also encounter some questions in which you are instructed to read the answer categories out loud to the respondent. As you read the categories, always speak as clearly and distinctly as possible and avoid rushing through the categories.

___________, please continue the interview.

TENURE

FR: *Ask or verify* - Are your living quarters

- - Owned or being bought by you or someone in your household?

- - Rented for cash?

R: Yes, rented for cash.

(Enter 2, Rented for cash)

STUDENTHOUSING

FR: *If apparent, enter precode without asking*
Are your living quarters presently used as student housing by a college or university?

R: No

(Enter 2, No)

PUBLICHOUSING

FR: Is this building owned by a public housing authority?

R: No

(Enter 2, No not public housing)

INDIANRESERVATIONHU

FR: *If apparent, enter precode without asking*
Are your living quarters located on an American Indian Reservation or on American Indian Lands?

(Interrupt and say)

Remember, if you are familiar with the area in which the sample address is located and know for sure whether or not the living quarters is located on an American Indian Reservation or on American Indian Lands, you can enter the appropriate precode in this item without asking the question. If there is any doubt in your mind, ask the question and then enter the appropriate precode that corresponds to the respondent's answer.

The sample unit is not on an American Indian Reservation or on American Indian Lands so enter Precode (2), "No." Now, to help you through the next couple of questions, here is some additional information about the household. The unit is a single unit apartment that has direct access.

Q: What precode do you enter for **ACCESS**, ____________?

A: Precode (1), "Direct."

Enter Precode (1). Now look at the twelve descriptions for type of housing unit*.

(Allow time)

Q: Which category do you select for this sample unit, _____________?

A: Category 1, House, apartment flat.

Enter Precode (1).

____________, please continue.

NUMBEROFUNITS FR: *Observe or ask*
How many housing units are in this structure?

R: About 10 units

(Enter 6, "10 +")

DIRECTENTRANCETOUNIT
FR: *Observe or ask* - Does the unit have an outside entrance, patio doors, or windows, etc. on the ground level or outside stairs leading directly to this unit?

R: Yes

(Enter 1, Yes)

GATEDWALLEDCOMMUNITY
FR: *Ask if unsure*
Is this unit in a gated or walled community that restricts access by non-residents or requires entry codes, key cards, or security guard approval to access?

R: No

(Enter 2, No)

RESTRICTEDACCESS FR: *Ask if unsure*

Is this unit in a building that requires a special entry system such as entry codes, key cards, or security guard approval to access?

R: No

(Enter 2, No)

(Interrupt and say)

Now you begin to build the household roster. You enter the first and last name of every person **who lives at the sample unit or who stayed at the sample address at least one night before the interview**. Turn to page 6 of your NCVS CAPI Classroom Workbook and read to yourself who should be listed.

(Allow time)

For each person you list, you record the first name, press enter, and then enter the last name.

_____________, please continue.

HHROSTER_FNAME FR: What are the names of all people living or staying here? Start with the name of the person or one of the people who rents this home.

R: That's me. My name is John Zoe.

(Enter John, press Enter)

HHROSTER_LNAME **(Enter Zoe, press Enter)**

SEX FR: *Ask if necessary*

Is John Zoe male or female?

(Interrupt and say)

You seldom need to ask this question, since you will either be talking directly to the respondent or you can usually determine the gender of other household members from the name you have collected. If there is any doubt, for example, when a household member's name is Jamie or Chris, then ask the household respondent if the person is male or female.

Enter 1, Male, for John Zoe.

Notice that the first person listed automatically becomes the reference person for the household. Code 21, which is the 2-digit relationship code for the reference person, is automatically entered in the "Relation" column for this person. Also the "HH member" column already has a "1" (one) inserted since we know that the first person listed is a household member. Press Enter to continue. ***(Pause)***

Continue collecting the names of all other people living or staying at the sample unit, until there are no more people to add to the roster. If the respondent doesn't automatically mention the next person's name, probe the household respondent to give you the names of all remaining persons living or staying at the sample address. You can probe by asking, "What are the names of all the **other** people living or staying here?" Repeat this question, as necessary, until you are sure that the household roster is complete. Also, after listing the first person, notice that the instrument automatically inserts the surname of the first person in the last name field for each subsequent person. If the last name is correct for each subsequent person, press Enter to proceed, otherwise change the entry to the appropriate surname.

Finally, when there are no more people to add to the roster, enter 999 in the next blank first name field and then press Enter to continue the interview.

____________, please continue.

HHROSTER_FNAME FR: What are the names of all the other people living or staying here?

R: There's my wife Maria Zoe.

(Enter Maria, then press Enter)

HHROSTER_LNAME **(Press Enter since the prefilled surname is correct)**

SEX FR: *Ask if necessary*
Is Maria Zoe male or female?

R: Female

(Enter 2, Female)

RELATIONSHIP FR: What is Maria Zoe's relationship to John Zoe?

(Interrupt and say)

An important skill you can use as an interviewer is the skill of active listening, which means using the information the respondent has already provided. One way to practice active listening in the next two questions is to verify the information without asking the full question, since the respondent already mentioned it in a previous question. For example, instead of asking "What is Maria Zoe's relationship to John Zoe?" here you could ask "Maria is your wife, is that correct?" to simply verify the answer. Using this active listening technique lets the respondent know that you are paying attention and makes the interview more efficient.

_________, please continue.

R: Wife

(Enter 12, Wife)

(Interrupt and say)

The next question, **HHMEMBER**, determines whether the person listed qualifies as a household member. Remember, for a person to be considered a member of a sample household, he/she must be using the sample address as his/her usual place of residence at the time of the interview or is staying temporarily at the sample unit at the time of the current interview AND doesn't have a usual place of residence elsewhere. ***(Pause)*** If you determine that a person is a not a member of the household, you do not collect any additional information about the person. _____________, please continue.

HHMEMBER FR: Does Maria Zoe usually live here?

R: Yes

(Enter 1, Yes)

HHROSTER_FNAME	FR:	What are the names of all the other people living or staying here?
	R:	My mother-in law, Rosa Nombre, is staying with us.
	(Enter Rosa, then press Enter)	
HHROSTER_LNAME	**(Enter Nombre)**	
SEX	FR:	*Ask if necessary* Is Rosa Nombre male or female?
	R:	Female
	(Enter 2, Female)	
RELATIONSHIP	FR:	What is Rosa Nombre's relationship to John Zoe?
	R:	Mother-in law
	(Enter 19, Other relative)	
HHMEMBER	FR:	Does Rosa Nombre usually live here?
	R:	Yes
	(Enter 1, Yes)	
HHROSTER_FNAME	FR:	What are the names of all the other people living or staying here?
	R:	My brother-in-law Carlos Nombre.
	(Enter Carlos, then press Enter)	

HHROSTER_LNAME **(Press Enter since Nombre already appears)**

SEX FR: *Ask if necessary*
Is Carlos Nombre male or female?

R: Male

(Enter 1, Male)

RELATIONSHIP FR: What is Carlos Nombre's relationship to John Zoe?

(Interrupt and say)

Although we know that we are talking to John Zoe, we have not yet selected the household respondent, so the instrument doesn't know who we are talking to. This is why the instrument is filling "John Zoe" at the end of the question rather than "you."

________, please continue.

R: Brother-in law

(Enter 19, Other relative)

HHMEMBER FR: Does Carlos Nombre usually live here?

R: No

(Enter 2, No)

HSEMEMURE FR: Does Carlos Nombre have a usual place of residence elsewhere?

R: Yes, he is just visiting us for a few days.

(Enter 1, Yes)

(Interrupt and say)

If Carlos Nombre did **NOT** have a usual place of residence elsewhere he would be considered a member of the household, and Precode (2) in the MEMBER column would be changed to 1 indicating that he is indeed a member of the household. Since Carlos Nombre is not a household member and has a usual place of residence elsewhere, you do not ask any more questions about him.

____________, please continue the interview.

HHROSTER_FNAME FR: What are the names of all the other people living or staying here?

R: There is no one else.

(Enter 999, then press Enter)

HHLDCOVERAGE FR: Have I missed anyone else living or staying here such as any babies, any lodgers, or anyone who is away at present traveling or in the hospital?

(Interrupt and say)

The purpose of this question is to make sure that no one has been missed. It may sound repetitive, but this question is important. Many respondents forget to mention babies, lodgers, and visitors. When you ask this question, you are reminding the household respondent of anyone he or she may have forgotten to mention.

Enter 2, “No” for this question.

At the next screen, **PICK1STHHRESP**, you need to pick a household respondent. You will see the names of all the persons listed on the household roster who are members. Enter the line number of the person with whom you are speaking, which is John Zoe, since earlier you asked to speak to someone in the household who was ***at least 18 years of age and knowledgeable about the household,*** and that person was John Zoe. Enter John Zoe’s line number, which is 1, at this screen **(PICK1STHHRESP).**

_____________, please continue.

BRTHDATEMO FR: What is your date of birth?

R: March 8, 1980

(Enter 3, March)

BRTHDATEDY **(Enter 8)**

BRTHDATEYR **(Enter 1980)**

(Interrupt and say)

After entering the respondent’s birthday, the instrument calculates the respondent’s age. Each household member’s age is calculated **AS OF THE LAST DAY OF THE MONTH PRECEDING THE INTERVIEW MONTH**. For example, if you are interviewing on April 2 and a household member turned 37 years old on March 31, the age displayed for you to confirm at the verify age (**VFYAGE)** screen will be “37.” However, if the person turned 36 years old on April 1, the age displayed will be “35.”

_____________, please continue the interview.

VFYAGE FR: That would make you 34 years old. Is that correct?

R: Yes

(Trainees may read a different age than displayed if training is conducted after 2014.)

(Enter 1, Yes)

MARITAL FR: *If in doubt, ask*
Are you now married, widowed, divorced, separated or have you never been married?

(Interrupt and say)

In many instances, you will already know the answer to this item without asking because of the names and relationships that you entered in the previous screens. Also, in subsequent interviews this screen displays the person’s marital status as reported in the previous enumeration period. If this is the case, you can verify with the respondent his/her marital status based on the information at the top of the screen. Previously collected marital status is displayed after the text “Last reported as.” The rest of the demographic questions have a similar display. If you don’t know the person’s marital status, then ask the question as worded. For household members who are 12 and 13 years of age, the instrument codes them automatically as "Never Married."

Enter 1, Married, for John Zoe.

After completing the marital status question you ask the Armed Forces question for each household member, male or female, who is between the ages of 18 and 65. Turn to page 7 of your Workbook and read when to consider a household member as "in the Armed Forces." Then answer the question at the bottom of page 7 of your Workbook.

(Allow time)

Now let's go over the workbook question and answer.

Q: Let's say that a household member is in the U.S. Army Reserves and spends two weeks on active duty in June of each year. If you are conducting an interview on June 7 and his wife says that he is away on active duty with the Army Reserve, what do you enter in **ARMEDFORCES** and why, __________?

A: Enter 2 "No," because the household member is only away for a short period of time on active reserve training. Members of the reserve component of any branch of the Armed Forces are only considered to be on active duty when they have been called to active duty by military order and are currently on active duty for several months.

However, if the household member was called to active duty to serve in Iraq, for example, then you enter 1, “Yes.”

__________, please continue the interview with the **ARMEDFORCES** question.

ARMEDFORCES FR: Are you now in the Armed Forces?

R: No

(Enter 2, No)

EDUCATIONATTAIN FR: *(SHOW FLASHCARD)*
What is the highest level of school you completed or the highest degree you received?

R: I have a bachelor’s degree.

(Enter 16, Bachelor’s degree)

(Interrupt and say)

For personal interviews, always remember to show the household respondent the Educational Attainment flashcard located in the NCVS Information Card Booklet BEFORE asking this question. __________, please continue.

ATTENDINGSCHOOL FR: Are you currently attending or enrolled either full-time or part-time in a college or university, trade, or vocational school?

(Interrupt and say)

This item is used to find out if a household member is attending or enrolled in school either full or part time at the time of the interview. Precode (1), Regular school, includes both public and private schools starting with kindergarten and continuing through elementary, middle, and high school. If a household respondent answers “No” to this item for a household member, enter Precode (5), “None of the above schools.” Also enter Precode (5) if the household member is attending a home school, a school devoted entirely to special education, such as an alternative school, or the person is working on completing his or her GED.

R: No

(Enter 5, None of the above schools)

__________, please continue.

SP_ORIGIN FR: *(SHOW FLASHCARD)*
Are you Spanish, Hispanic, or Latino?

(Interrupt and say)

For personal interviews, remember to always show the household respondent the Hispanic Origin flashcard located in the NCVS Information Card Booklet BEFORE asking this question. The booklet icon displayed in the top left of the Info Pane is a reminder to refer to the NCVS Information Card Booklet when asking this question. For this item, as well as other items requiring you to show a flashcard, you can also display the flashcard information on your screen by pressing the F1 function key. ***(Pause)*** Press F1 and look at the categories listed.

(Allow time)

Now press the ALT + F4 keys to exit the Help screen. It is very important to know that ALT +F4 is the way you escape from or exit the Help screens. Does everyone understand this?

In response to this question, John Zoe says that he is not Spanish, Hispanic, or Latino, so enter 2, No, and then press Enter.

__________, please continue.

RACE FR: *(SHOW FLASHCARD)*
Please choose one or more races that you consider yourself to be

(Interrupt and say)

As with the Hispanic Origin and Educational Attainment questions, when conducting personal visit interviews remember to ALWAYS show the household respondent the Race flashcard located in the NCVS Information Card Booklet BEFORE asking this question. Make sure to show the race flashcard no matter how obvious you think the answer may be. For telephone interviews, read the answer categories to the household respondent.

Notice that you can enter more than one race. Normally, you get straightforward answers when asking the race question. However, if a household respondent should refuse to answer this question and you cannot change his or her mind, press the Ctrl + R keys to record that the respondent refused the question. Under no circumstances are you to mark race by observation, probing, or asking a neighbor. Since the Census Bureau bases race on self-identification, you must ask this race question for each household member even when it seems obvious. Let's talk about race for a moment. When we use the term "race" on a Census Bureau survey, we are asking whether the person is White, Black/African American, American Indian or Alaska Native, Asian, Native Hawaiian or Other Pacific Islander. In the NCVS we ask for demographic characteristics such as race to learn about crime among many detailed population groups (for example, African Americans, Asians, etc.)

Race does not equal skin color.

When you ask the race question, you <u>are not</u> asking about the color of a person's skin. You are looking for the racial <u>group or groups</u> *with which that person most closely identifies, or the race or races that person considers him/herself to be.* For example, a person whose physical features are White could consider herself Black because the only parent who raised her was Black. In this case, if the person reports that she is Black, regardless of what her skin color or physical features might be, you must record her as Black.

Race is the <u>race or races</u> that the person considers him/herself to be.

The Census Bureau uses five different racial categories to classify a person's race: these are "White," "Black or African American," "American Indian or Alaska Native," "Asian," and "Native Hawaiian or other Pacific Islander." However, a person may use one or more of these categories to identify his/her race.

In response to this question, John Zoe says that he is White so enter 1, White, then press Enter.

___________, please continue.

BRTHDATEMO FR: What is Maria Zoe's date of birth?

R: July 15, 1983

(Enter 7, July)

BRTHDATEDY **(Enter 15)**

BRTHDATEYR **(Enter 1983)**

VFYAGE FR: That would make Maria Zoe 31 years old. Is that correct?

R: Yes

(Trainees may read a different age than displayed if training is conducted after 2014.)

(Enter 1, Yes)

MARITAL FR: *If in doubt, ask*
Is Maria Zoe now married, widowed, divorced, separated or has she never been married?

(Interrupt and say)

Notice that this question includes the instruction: "If in doubt, ask." You only need to ask this question if you don't already know the answer. _______, please continue.

R: She's married.

(Enter 1, Married)

ARMEDFORCES FR: Is Maria Zoe now in the Armed Forces?

R: No

(Enter 2, No)

EDUCATIONATTAIN FR: *(SHOW FLASHCARD)*
What is the highest level of school Maria Zoe completed or the highest degree she received?
R: She has a bachelor's degree.

(Enter 16, Bachelor's degree)

ATTENDINGSCHOOL FR: Is Maria Zoe currently attending or enrolled either full-time or part-time in a college or university, trade, or vocational school?

R: No

(Enter 5, None of the above schools)

SP_ORIGIN FR: *SHOW FLASHCARD*
Is Maria Zoe Spanish, Hispanic, or Latino?

R: Yes

(Enter 1, Yes)

RACE FR: *SHOW FLASHCARD*
Please choose one or more races that Maria Zoe considers herself to be.

R: White

(Enter 1, White)

BRTHDATEMO FR: What is Rosa Nombre's date of birth?

R: August 12, 1956

(Enter 8, August)

BRTHDATEDY **(Enter 12)**

BRTHDATEYR **(Enter 1956)**

VFYAGE FR: That would make Rosa Nombre 58 years old. Is that correct?

R: Yes

(Trainees may read a different age than displayed if training is conducted after 2014.)

(Enter 1, Yes)

MARITAL FR: *If in doubt, ask*
Is Rosa Nombre now married, widowed, divorced, separated or has she never been married?

R: She's widowed.

(Enter 2, Widowed)

ARMEDFORCES FR: Is Rosa Nombre now in the Armed Forces?

R: No

(Enter 2, No)

EDUCATIONATTAIN FR: *(SHOW FLASHCARD)*

What is the highest level of school Rosa Nombre completed or the highest degree she received?

R: I don't know.

(Enter Ctrl+D, then press Enter)

ATTENDINGSCHOOL FR: Is Rosa Nombre currently attending or enrolled either full-time or part-time in a college or university, trade, or vocational school?

R: No

(Enter 5, None of the above schools)

SP_ORIGIN FR: *SHOW FLASHCARD*
Is Rosa Nombre Spanish, Hispanic, or Latino?

R: Yes

(Enter 1, Yes)

RACE FR: *SHOW FLASHCARD*
Please choose one or more races that Rosa Nombre considers herself to be.

R: White

(Enter 1, White)

(Interrupt and say)

At the **ROSTERREVIEW** screen **don't** press Enter just yet. At this screen you want to make sure that the information you entered is correct. Suppose when you get to this screen, the respondent tells you that he is late for a meeting and can't finish his interview. However, he tells you to call him back later to complete the interview. Survey procedures require that you complete the household respondent's interview before you can interview any other eligible household members. At this point, you have two options. You can either exit the case and call John Zoe later to complete his interview before completing interviews with any other eligible household members. Or, if there are other eligible household members available to be interviewed at the time of your visit, you must pick and interview a new household respondent in order to interview any other eligible members who are available to be interviewed.

In the next exercise, we will go over the process of picking a new household respondent when this situation occurs. But before we continue with that exercise, does anyone have any questions about building a household roster?

(Answer questions)

PRACTICE EXERCISE #2 –Picking a New Household Respondent
Case ID: 00000003

(Approximate time: 45 minutes)

In the previous exercise, John Zoe, the household respondent, could not complete his interview. However, his wife, Maria Zoe, is also present during your initial contact with the household and is available to be interviewed. In order to complete her interview now and that of any other eligible household member present, you must select another qualified household respondent. Turn to page 8 of your Workbook and review the eligibility criteria for a household respondent.

(Allow time)

Click on the “New HHR” tab for a display of all members of the household who are eligible to be the household respondent. At this screen you pick another eligible household respondent. You can only use the "New HHR" tab to select a new household respondent if the original household respondent's interview **DID NOT** progress to the NCVS screen questions beginning with **TIMEATADDRESS**. Otherwise, you must end the original household respondent's interview by exiting the case using the F10 function and then re-entering the case to select a new household respondent.

Since John Zoe’s interview ended before getting to the **TIMEATADDRESS** question, you can select a new household respondent using the "New HHR" tab. Besides John Zoe, Maria Zoe is the only other household member present. Since she is eligible to serve as the new household respondent, you can enter her line number, which is 2, at the **NEWHHR** tab. Enter 2 at this screen. **(*Pause*)**

Since John Zoe’s interview progressed through the building characteristics and household roster questions, Maria Zoe’s interview begins at the **ROSTERREVIEW** question.

As mentioned previously, at the **ROSTERREVIEW** screen you are given the opportunity to review selected information that you have entered. If at this screen you indicated that the information listed is NOT correct, in subsequent screens you will be allowed to change the name, relationship, date of birth, sex, and marital status for any of the persons listed. For this case the information listed is correct, so enter 1.

Everyone should be at the **TIMEATADDRESS** question. Always read the introduction, which lets the respondent know that before asking the crime questions, you have a few questions to ask relating to where and why crimes occur. If the respondent answer is in fractions or partial months and the respondent has lived at the address more than one year, round up or down a year based on the number of months. For example, if the respondent says “5 years and 3 months,” round down to “5 years.” However, if the respondent says “5 years and 6 months,” round up to “6 years.” If a respondent has lived at the sample address for less than 12 months, enter code “0,” “Less than one year.”

_________, please continue the interview with Maria Zoe. Remember to tell us what you enter at each screen as you proceed through the interview.

TIMEATADDRESS FR: Before we get to the crime questions, I have some questions that are helpful in studying where and why crimes occur.

How long have you lived at this address?

R: We just moved here two months ago.

(Enter 0, Less than year)

MONTHSATADDRESS FR: *Ask or verify*
How many months?

(If the FR asks the question, remind them that they can simply verify the information since it was given in the answer to the previous question. For example, "You say you moved in two months ago, is that correct?)

R: Two

(Enter 2)

(Interrupt and say)

For this next item, **TIMESMOVEDIN5YEARS,** we want to know how many times the respondent has moved in the last 5 years. For those respondents who move frequently, such as military personnel moving from base to base, you may have problems getting them to remember exactly how many times they have moved. In this case, probe to get their best estimate.

_________, please continue.

TIMESMOVEDIN5YEARS

FR: Altogether, how many times have you moved in the last 5 years, that is since (date)?

R: Just once.

(Enter 1)

BUSINESS

FR: Does anyone in this household operate a business from this address?

R: Yes, my mother does tailoring from our home.

(Enter 1, Yes)

(Interrupt and say)

Since Maria Zoe said that someone in the household operates a business from the sample address, the next question is asked to determine if the business operated from the sample address is considered recognizable or unrecognizable. Remember, to be considered recognizable there must be a sign on the sample household's property that is visible to the public from outside the sample unit.

____________, please continue.

BUSINESSSIGN

FR: Is there a sign on the premises or some other indication to the general public that a business is operated from this address?

R: No

(Enter 2, No)

(Interrupt and say)

Since the business operated from the Zoe household is unrecognizable, remember any theft from the unrecognizable business operated by a sample household member will be included in the NCVS. ***(Pause)***

You will now begin “Household Respondent’s Screen Questions.” **SQTHEFT** is the beginning of what we call the “screen questions” or “screening questions.” The purpose of these questions is to remind the household respondent of crimes that occurred during the last six months. These questions cover a wide variety of situations and are designed to give respondents specific examples of types of crimes that are typically reported for the NCVS and could be overlooked by respondents. These screen items attempt to ensure that we collect ALL incidents of crime that occurred during each household member’s six-month reference period.

The kinds of things these questions will help the household respondent remember are:

1. Items which might have been taken;
2. Different types of crimes which may have occurred; and
3. Different places where crimes may have happened.

Also, **SQTHEFT** is the first item in which the respondent’s reference period is displayed. For those respondents who were interviewed previously and their interview was no longer than six months ago, the start date of the current reference period is the date of their previous interview. For those respondents who were interviewed more than 6 months prior to the current interview date, or were never interviewed before, the start date will be on the first day of the month 6 months prior to the current month of interview. ***(Pause)*** The reference period extends up to the day **before** the current interview date. Also, although the reference period is automatically filled, it is important to understand why you may see different reference periods for different respondents.

Now let's cover the proper way to ask the screen questions. Notice that **SQTHEFT** has multiple subcategories. After reading the introductory statements for **SQTHEFT**, ask the question as worded, pausing briefly after each subcategory. Pause long enough to let the respondent know that you are switching subcategories, but not long enough to make the respondent think you are expecting a response after each subcategory. On the telephone, do not pause too long between the subcategories or the respondent may think that you expect an answer after each subcategory. If the respondent answers "Yes" after a subcategory in a screen question, continue reading the remaining subcategories for that screen question before entering "1," Yes. This is to ensure that we do not miss any crime incidents. After reading all categories for a screening question, pause long enough to allow the respondent to reply. If the respondent doesn't give you an answer, then ask the question, "Did any incidents of this type happen to you?"

If you get a “Yes” response at a screen question, enter precode 1, “Yes” and then ask the respondent “How many times” the reported incident occurred. At this screen, record the total number of incidents reported at the screening question along with a brief description of what happened during each incident.

Sometimes a respondent may report an incident that was already reported in a previous screen question. If you are in doubt about an incident already reported, probe by asking something like: “Is this the same break-in that you mentioned earlier?” Also, if a respondent reports a crime that doesn’t relate to a particular screen question you are asking, you still record the incident in the screen question where it is reported.

For example, let’s say that you ask a respondent the following question in **SQMVTHEFT**, regarding any motor vehicles owned by household members: *“During the last 6 months were any of the vehicles stolen or used without permission? Did anyone steal any parts such as a tire, car stereo, hubcap, or battery? Did anyone steal any gas from them? OR Did anyone ATTEMPT to steal any vehicle or parts attached to them?”*

The respondent replies with: “No, but I had my wallet stolen two weeks ago.” If this happens, record the theft of the wallet in **SQMVTHEFT** even though the incident doesn’t relate to this screen question. Analysts are interested in seeing which screen questions remind respondents of specific types of crimes, so it is very important that you record each crime incident in the screen question in which the respondent reports it, even if the screen question has nothing to do with the crime reported. Are there any questions about recording the crime incident in the screener question where it is reported?

(Answer questions)

Although the screen questions dealing with the household are asked only of the household respondent, any household member could report a household crime, too. If any eligible household member reports a household crime that **has not** been reported earlier in the interview, accept the incident at the screen question where the respondent reports it. This is true even if the incident doesn't relate to the specific screen question. However, if more than one household member reports the same **household** crime, only record the household crime incident in **one** household member's screen questions. For example, a household respondent might report that in May the family van was stolen from their driveway. When you interview the household respondent's spouse, she also reports the theft of the family van in May. If you are sure that both reports are for the same incident, do not record the incident in the spouse's screen questions. However, if you are not certain that both household members reported the same household crime, record the incident in both household members' screen questions. In the incident section of the instrument, you will have the opportunity to indicate whether or not you believe the incidents are duplicates.

The only situations that require you to record the same crime incident in each household member's screen question are those in which more than one household member reports that he/she was a victim of a personal crime of violence or a personal theft with contact.

Also, sometimes respondents report the theft of articles belonging to a household member under 12 years of age, such as a bicycle left outside the house. This can be considered a crime against the household, because the theft happened near the home. If the respondent mentions this type of incident, record it in the screen question. However, **DON'T** include the theft of items belonging to household members under 12 years of age when the theft takes place away from home; for example, a bicycle stolen from a school playground. Also, do not record any threats of physical harm or attacks to household members under 12 years of age. Since household members who are under 12 years of age are not eligible respondents for the NCVS, these crimes fall out of scope for the NCVS.

Finally, when an incident is reported in a screen question, the subsequent screen questions will begin with the phrase "Other than any incidents already mentioned." Make sure to read this phrase as you ask the subsequent screen questions since we want to remind the respondent to exclude any incidents mentioned previously.

(The reference period month and year may differ from what the trainee reads depending on when training is conducted.)

_________, please continue the interview.

SQTHEFT FR: I'm going to read some examples that will give you an idea of the kinds of crimes this study covers. As I go through them, tell me if any of these happened to you in the last 6 months, that is, since (date).

Was something belonging to YOU stolen, such as

-- Things that you carry, like luggage, a wallet, purse, briefcase, book
-- Clothing, jewelry, or cellphone
-- Bicycle or sports equipment-
-- Things in your home - like a TV, stereo, or tools
-- Things outside your home such as a garden hose or lawn furniture
-- Things belonging to children in the household
-- Things from a vehicle, such as a package, groceries, camera, or CDs

OR

-- Did anyone ATTEMPT to steal anything belonging to you?

Ask only if necessary
Did any incidents of this type happen to you?

R: No

(Enter 2, No)

SQBREAKIN FR: Has anyone

-- Broken in or ATTEMPTED to break into your home by forcing a door or a window, pushing past someone, jimmying a lock, cutting a screen, or entering through an open door or window?

-- Has anyone illegally gotten in or tried to get into a garage, shed, or storage room?

OR

-- Illegally gotten in or tried to get into a hotel or motel room or vacation home where you were staying?

Ask only if necessary
Did any incidents of this type happen to you?

(Interrupt and say)

This question is asked only of the household respondent. In **SQBREAKIN**, include both break-ins and attempted break-ins of a household respondent's home or lodging, and second homes or vacation homes owned by the household respondent, as long as the homes were **not rented out** to someone else at the time of the incident. We are also asking about incidents in which the offender did not have the right to be in the household respondent's hotel or motel rooms, attached garages, or buildings on his or her property.

For this question, the respondent answers "No" so enter 2 to proceed to the next question, **SQTOTALVEHICLES,** which is also asked only of the household respondent. Take a look at the question. ***(Pause)*** This item asks about the total number of motor vehicles owned by the entire household during the 6-month reference period. After asking the question, you will remind the household respondent to include all vehicles that were owned by household members at any time during the last 6 months, even if they no longer own the vehicle.

Go to page **C2-16** in your Interviewing Manual and read Topic 5, Ownership of Motor Vehicles. The reading ends on page **C2-17**.

(Allow time)

Q. If a respondent sold one car during the reference period and bought a truck during the same period, what do you enter in **SQTOTALVEHICLES**, _____________?

A. 2, for two vehicles.

Q. If a respondent uses a minivan solely to carry equipment for his recognizable carpet installation business, do you count this business vehicle in **SQTOTALVEHICLES**, _______________?

A. No, because the business is recognizable.

Q. While a 19-year-old household member is away at college, his father allows him to use his older car. The car is stolen from the son's college dormitory parking lot. Do you count the theft of this older car when interviewing his father, _______________?

A. No, because the son is not considered a household member while he is living away from home attending college.

For the purpose of the NCVS, this car belongs to the son at college. While away at college, his residence at college is his usual place of residence. However, if the son was interviewed for the NCVS at his college residence, the theft would be recorded during the son's interview.

______________, please continue the interview.

SQTOTALVEHICLES FR: What was the TOTAL number of cars, vans, trucks, motorcycles, or other motor vehicles owned by you or any other member of that household during the last 6 months? Include those you no longer own.

R: We have two cars.

(Enter 2)

SQMVTHEFT FR: During the last 6 months, were any of the vehicles

- -- Stolen or used without permission?
- -- Did anyone steal any parts such as a tire, car stereo, hubcap or battery?
- -- Did anyone steal any gas from them?

OR

- -- Did anyone ATTEMPT to steal any vehicle or parts attached to them?

Ask only if necessary
Did any incidents of this type happen to you?

(Interrupt and say)

This question asks about the theft and attempted theft of any motor vehicle, as well as any parts attached to a motor vehicle owned by a household member during the last 6 months. This also includes items attached to the inside of the vehicle, such as a CD player, satellite radio, CB radio, steering wheel, and so on. If the respondent thinks there was an attempted theft, accept his or her judgment.

A respondent may answer in **SQMVTHEFT** that someone stole packages or clothing from a vehicle, or things that were not actually part of the vehicle. If this happens, always remember to record incidents in the screen question where the respondent reported the incident, even if there is another screen question that is more applicable.

Now let's get back to the interview. There was no theft or attempted theft of any motor vehicle, as well as any parts attached to a motor vehicle owned by any household member during the last 6 months, so enter 2, No, at **SQMVTHEFT**.

The next four questions ask about attacks, threats of physical harm, thefts, attempted attacks and thefts, and incidents involving forced or unwanted sexual acts committed by people known to the respondent, such as someone at work or school, a neighbor or friend, a relative or family member, some other person the respondent knows or has met, or someone the respondent does not know.

These threats can include verbal threats of attack or rape, and threats made with a weapon. However, they don't include threats made by telephone, email, or regular mail.

_________, please continue the interview. Remember to tell us what you enter at each screen as you proceed through the interview.

SQATTACKWHERE FR: Since (date), were you attacked or threatened OR did you have something stolen from you?

-- At home including the porch or yard

-- At or near a friend's, relative's, or neighbor's home
-- At work or school
-- In places such as a storage shed or laundry room, a shopping mall, restaurant, bank, or airport
-- While riding in any vehicle
-- On the street or in a parking lot
-- At such places as a party, theater, gym, picnic area, bowling lanes, or while fishing or hunting

OR

-- Did anyone ATTEMPT to attack or ATTEMPT to steal anything belonging to you from any of these places?

Ask only if necessary
Did any incidents of this type happen to you?

R: No

(Enter 2, No)

SQATTACKHOW FR: Has anyone attacked or threatened you in any of these ways?

-- With any weapon, for instance, a gun or knife
-- With anything like a baseball bat, frying pan, scissors, or stick
-- By something thrown, such as a rock or bottle
-- Include any grabbing, punching, or choking,
-- Any rape, attempted rape, or other type of sexual attack
-- Any face to face threats

OR

-- Any attack or threat or use of force by anyone at all? Please mention it even if you are not certain it was a crime.

Ask only if necessary
Did any incidents of this type happen to you?

R: No

(Enter 2, No)

SQTHEFTATTACKKNOWNOFF

FR: People often don't think of incidents committed by someone they know. Did you have something stolen from you or were you attacked or threatened by-

-- Someone at work or school
-- A neighbor or friend
-- A relative or family member
-- Any other person you have met or known?

Ask only if necessary
Did any incidents of this type happen to you?

R: No

(Enter 2, No)

SQSEXUAL

FR: Incidents involving forced or unwanted sexual acts are often difficult to talk about. Have you been forced or coerced to engage in unwanted sexual activity by -

-- Someone you didn't know -
-- A casual acquaintance -
OR

-- Someone you know well?

Ask only if necessary
Did any incidents of this type happen to you?

R: No

(Enter 2, No)

(Interrupt and say)

The next two questions are considered "catch-all" questions. These questions give the respondent another opportunity to report things that are believed to be crimes and may or may not have been reported to the police. Because these questions are more general, they may encourage the respondent to report some types of crimes that are not asked about elsewhere in the screen questions.

_____________, please continue the interview.

SQCALLPOLICECRIME

FR: During the last 6 months, did you call the police to report something that happened to YOU which you thought was a crime?

R: No

(Enter 2, No)

SQNOCALLPOLICECRIME

FR: During the last 6 months, did anything which you thought was a crime happen to YOU, but you did NOT report to the police?

R: No

(Enter 2, No)

Now I'd like to talk a little bit about the screener questions that we just asked. We know that respondents and field representatives alike sometimes get impatient during these questions, because they can sound repetitive, but there are reasons we ask the questions from so many different perspectives.

Context is an important factor in people's ability to remember events. For example, a respondent may not recall a crime that happened at school when you ask the screener question about theft, but may remember it when you ask the screener that asks about the location of possible victimizations. These shifts in the focus of the screener questions and what may appear to be redundancies are a crucial part of the crime screener, to help respondents recall events they have experienced.

Are there any questions about the screener section?

(Answer questions)

The next screen, **PRESENTFORSQS**, is used to determine if anyone was present or could have overheard all or part of the respondent's interview. If you are conducting the interview by telephone, enter Precode (11), Telephone. Precodes (12) through (18) are for personal visit interviews; enter all that apply. When completing this item, don't include yourself, the respondent, the person for whom you are taking a proxy interview, or any Census observers. ***(Pause)***

For this interview, no one besides the respondent was present so enter Precode (12) at **PRESENTFORSQS**. Also enter 1 at the next two screens, **NO_CRIMES** and **ENDSCREENER**. Since the respondent didn't report any crime incidents, the interview proceeds to the employment questions. ***(Pause)***

The employment questions are asked of all household members who are 16 years of age or older. These questions are important since the respondent's job may be a reason the respondent was or was not a victim of crime. The first question, **JOBLASTWEEK**, asks whether or not the respondent had a job or was working at a business during the week prior to the interview. If necessary, you can tell the respondent to NOT include volunteer work or work around the house.

If you get a "No" answer, then ask if the person worked at a job or business during the last 6 months. If the respondent had a job during the week prior to the interview or for at least two consecutive weeks during the 6 months prior to the interview, you will ask about the respondent's occupation. The occupations listed are considered to be jobs that tend to place a person at a higher risk for becoming a crime victim. You also ask if the respondent works for a private company, the Federal government, a local government, or is self-employed; whether the respondent is employed by a college or university; and the type of area where the respondent works. ***(Pause)***

These employment questions differ from those asked in the Crime Incident Report. As already mentioned, these questions are asked of all respondents who are at least 16 years of age and they relate to the respondent's **job during the**

week prior to the interview. However, the employment questions in the Crime Incident Report are asked of any respondent, but only if the incident happened while the respondent was working or on duty.

Another difference between these two series of employment questions is that the employment questions in the screen section are designed to obtain less detailed information about a respondent’s job, while the employment questions in the Crime Incident Report are designed to obtain more detailed information about the respondent’s job and employer at the time of the incident.

Now let's continue the interview. _________, please continue.

JOBLASTWEEK FR: Did you have a job or work at a business LAST WEEK?
If necessary: Do not include volunteer work or work around the house

R: Yes

(Enter 1, Yes)

(Interrupt and say)

For the next question, **JOBDESCRIPTION**, if you are conducting a personal visit interview, show the respondent the employment flashcard on page 12 in your Information Card Booklet before asking the question. This flashcard will make it easier for the respondent to identify into which category his or her job fits best. For telephone interviews, read the main headings, such as “Medical Profession” and “Mental Health Services Field,” until you get a “Yes” response.

Many of your respondents will fall into the “Something else” category. If someone wonders why their job is not specifically listed, briefly explain that these jobs were identified as “high risk” jobs and may increase or decrease a person’s likelihood of becoming a crime victim. Researchers use the entries in the “Something else” category looking for other high risk occupations to add to the existing list.

__________, please continue the interview.

JOBDESCRIPTION FR: *SHOW FLASHCARD*

Ask or verify
Which of the following best describes your job?
Were you employed in the - -

Medical Profession?
Mental Health Services Field?
Teaching Profession?
Law Enforcement or Security Field?
Retail Sales/
Transportation Field?
Something else?

R: Something else

(Enter 17, Something else)

JOBDESCRIPTIONSPEC
FR: Please specify the job.

R: I’m a Dividends Analyst

(Enter Dividends Analyst)

EMPLOYERTYPECURRENT

FR: *Ask or verify*
Is your job –
with a private company, business, or individual for
wages?

R: Yes

(Enter 1, Private company, business, or individual for wages)

COLLEGEEMPLOYER FR: Are you employed by a college or university?

R: No

(Enter 2, No)

CURRENTJOBMSATYPE

FR: While working at your job, do you work mostly in
- - A city?
- - Suburban area?
- - Rural area?

OR
- - Combination of these?

R: In a city

(Enter 1, A city)

(Interrupt and say)

The next question asks about household income. For personal interviews, always remember to show the household respondent the Household Income flashcard located on page 14 in the Information Card Booklet BEFORE asking this question. ***(Pause)***

Now turn to page **B3-46** in your NCVS-550 manual and read “What to Include” and “What to Exclude” in this item. The reading ends on page **B3-47**.

(Allow time)

Q: If a man receives $500 from his grandfather every other month, and the grandfather does not live with him, do you include this sum as household income, ________?
A: Yes.

Q: What if a person received a lump sum inheritance of $10,000 from an uncle __________?
A: No.

Q: Should the respondent include money received from a tax refund and the sale of his car as part of his household total income?
A: No.

___________, please continue the interview.

HOUSEHOLDINCOME FR: *SHOW FLASHCARD*
Which category represents the TOTAL combined income of all members of this HOUSEHOLD during the past 12 months? This includes money from jobs, net income from business, farm or rent, pensions, dividends, interest, Social Security

payments, and any other money income received by members of this HOUSEHOLD who are 14 years of age or older.

R: Category 23

(Enter 23, $50,000-$74,000)

(Interrupt and say)

If the respondent mentions a specific day or time to call or not to call, at the **BESTTIME_NOSUNDAY** screen you are given the opportunity to review or update the interview time preferences. You practiced updating the Interview Time Preferences earlier in training, so for this exercise just enter 1 to continue at this screen.

_________, please continue.

RESPONDENTPHONENUMBER

FR: What is the telephone number where you would like to be called?

R: It's (555) 555-1212.

(Enter 555-555-1212)

RESPONDENTPHONETYPE

FR: What type of phone is this (for example, a home, office, or cell phone)?

R: It's a home phone.

(Enter 1, Home)

RESPINTERVIEWLANGFR: Was this respondent's interview conducted in a language other than English?

R: Yes

(Enter 2, No)

This concludes Maria Zoe's interview. Enter 1 at the **ENDPERSON** screen and at the **ENDSCREENER** screen.

(Allow time)

At **NEXTPERSON**, you only read the names of the people whose interview status is "NEED SELF" and ask to speak to them.

Q: What are the names of the people you would ask to speak to?

A: Rosa Nombre or John Zoe.

Thank you.

We already know John Zoe is unavailable. Maria Zoe tells you that her mother, Rosa Nombre is not available to be interviewed at this time. Therefore, at the **NEXTPERSON** screen enter 33, "No other person available now." ***(Pause)*** At **REFCBBREAK_CP** enter 2, Callback, since Rosa Nombre and John Zoe are not available at the time of your interview with Maria Zoe. You must call back the household to complete John Zoe's and Rosa Nombre's interviews.

____________, what are you instructed to do at the **PERSAPPT** screen?

(TRAINEE*: Press Control+F7 to enter appointment information for this person in Case Level Notes and enter 1 to continue.)*

Thank you.

Press **Ctrl F7** and enter that you need to call back the household to complete John Zoe’s and Rosa Nombre’s interviews. Whenever you have to write text in which you refer to a respondent, such as the screen questions or item summaries, you must always use the respondent’s line number and **not** the respondent’s name. However, it is acceptable to use the respondent’s name when entering text in the Notes Editor as well as any other pertinent information such as address location, directions, and so on in the Case Level Notes. This is particularly important when you have difficult, potential, and real Type A cases. Enter a note that you need to call back the household to complete John Zoe’s and Rosa Nombre’s interview. Also, enter a date and time to contact them. When you are done entering this note, press the F10 function key or click on the F10 icon on the toolbar to exit the “Notes Editor.”

(Allow time)

Next, click the “Yes” button to the save the notes entered and then press 1 to continue at **PERSAPPT**.

(Allow time)

At the thank you screen, you thank Maria Zoe, then enter 1 to continue. **(*Pause*)** You don't need to make any changes to the telephone number and you don't need to access the Interview Time Preferences application, so at the **VERIFY** screen enter 2. **(*Pause*)**

At the "Case Level Notes Editor," you don't need to enter any **new** notes so press the F10 function key or click on the F10 icon on the toolbar to exit the "Notes Editor" and go to pCHI and then the Case Management Case List. Be sure to click "OK" to successfully update the database.

(Allow time)

Let's go through the pCHI screens. After exiting the NCVS instrument, the pCHI automatically appears. At the **CTATEMPT** screen, enter 1. Since this was a replacement household, we did a personal visit to conduct the interview

__________, please walk us through the entries for the next pCHI screens.

TIMEOFCT	(Enter 1, at time of contact attempt)
PCASECONTACT	(Enter 1, made contact with one or more eligible persons)
PCONTACTPER	(Enter 1, made contact with John Zoe)
PCTTYPE	(Enter 2, partial interview)

(Interrupt and say)

Remember, we started interviewing John Zoe, but he had to leave before we could ask the screener questions, so we changed the household respondent to Maria and completed her interview.

PNONINTER (Enter 1, inconvenient time)
pRSPNDENT (Enter 98, no concerns)

(Interrupt and say)

Since John did not have any concerns about completing his interview, select Precode 98. But look at Precodes 1-5; note that these are for ***other*** situations where a respondent is reluctant. The fact that this was an inconvenient time for John was recorded in **PNONINTER**, so we don't need to record it again here.

PSTRATEGS (Enter 2, scheduled an appointment)

(Interrupt and say)

After entering any strategies used for John, the instrument cycles to the next respondent, line 2, who is Maria Zoe. __________, please continue.

PCONTACTPER (LN 2) (Enter 1, made contact with Maria Zoe)
PCTTYPE (Enter 1, completed interview)
PRSPNDENT (Enter 98, no concerns)
PSTRATEGS (Enter 98, no strategies)

PCONTACTPER (LN 3) (Enter 3, noncontact)

PNOCONTACT (Enter 1, person not home)

PSTRATEGS (Enter 2, scheduled appointment)

After entering the strategy used for the last eligible person, you exit the pCHI. Click “OK” at the pop-up screen that tells you that the database has been successfully updated.

Notice that the letter “P” now appears in the “Status” column for this case. This tells you that you have started or accessed the case but have not gotten an interview for one or more persons in the household.

Click on the “Assignment” tab in the Details Pane. Locate the field labeled “Outcome” which is beneath the “Assignment Period” field. Using your right mouse pad button, click on the code, 204, entered in this field.

(Allow time)

_________, please read the description for this outcome code.

(TRAINEE: *Sufficient partial – follow-up needed*)

Thank you.

This means that you have completed the household respondent's interview but need to follow up with the household to interview one or more other persons in the sample unit.

If the interview for the household respondent was incomplete, outcome code 202, "Accessed instrument – insufficient partial" would have been displayed. We will discuss a few other outcome codes later in training. This concludes this exercise. Are there any questions?

(Answer questions)

PRACTICE EXERCISE #3 – Replacement Household by Telephone
Case ID: 00000006

(Approximate time: 30 minutes)

In this exercise we will go over what to do when you discover a replacement household during a telephone interview. This can occur when a household has moved but doesn't change their telephone number.

Highlight case **106 Robin Street** and press F2 to get into the NCVS CAPI instrument.

(Allow time)

At the **START_CP** screen enter 1, Telephone interview. Also enter 1 at the next two screens, **SHOW_CP_ROSTER** and **SHOW_INFO_CP.**

(Allow time)

At this point in the interview, you don't know that the household has moved. Therefore, at the **HHNUM_VR_CP** screen enter 2 "No" indicating that this is not a replacement household. Then at the **DIAL_CP** screen enter 1, Someone answers.

(Allow time)

____________, please be our FR for this exercise. Remember to tell us what you enter at each screen as you proceed through the interview.

HELLO_1_CP

FR: Hello. This is (TRAINEE'S NAME) from the U.S. Census Bureau.

May I speak with Jane Voe?

R: This is Jane.

(Enter 1, This is the correct person)

GETLETTER_CP

FR: I'm calling concerning the National Crime Victimization Survey. The Census Bureau is conducting a survey here and throughout the Nation to determine how often people are victims of crime. We contacted your household for this survey several months ago. Did you receive our introductory letter in the mail?

R: No we didn't.

(Enter 2, No)

VERADD_CP

FR: I have your address listed as

106 Robin Street
Any Town, CO 99997

Is that your exact address?

R: No, we moved three months ago.

(Enter 2, Moved (NOT same address))

MOVED_CP FR: Since your address rather than you personally was chosen for inclusion in the survey, no interview is required of you at this time. Thank you for your past cooperation. The help you gave us was an important contribution to the National Crime Victimization Survey data.

(Enter 1 to continue)

(Interrupt and say)

As you can see, when you entered code 1 at **MOVED_CP** indicating that the household moved, a hard edit error message popped up. This is because you indicated in the **HHNUM_VR_CP** screen that this was not a replacement household but in **VERADD_CP** screen you found out that the household moved.

________, please read what the message says.

(TRAINEE: *This case needs to be made a replacement household. Press GOTO to continue.*)

Thank you.

Click on the "Goto" button located in the bottom right corner of the error message screen. **(*Pause*)** Notice that the instrument takes you back to the screen that is highlighted, which is **HHNUM_VR_CP.**

Enter 1 in **HHNUM_VR_CP**. Since this is a telephone interview, the instrument then goes to **CK_REPLACE FOLLOWUP_CP**, which says, "You are attempting to code a replacement household during a telephone interview. A personal visit followup is required to verify new respondents have moved into the sample address before this case can be coded as a replacement." Since this household was contacted by telephone, we don't know if a new household has moved into the sample address. Enter Precode 1, "Possible replacement household," at this item.

In order for a replacement household to be created, new respondents have to have moved into the sample address. You must confirm this by following up with a personal visit. If no one has moved into the sample address, code the case as Type B, vacant.

You should now be at the **VERIFY** screen. Enter Precode (2) to exit the case. At the "Case Level Notes Editor," type a note indicating that the household members moved but did not change their telephone number.

(Allow time)

Press the F10 key to exit the "Case Level Notes Editor" and click "Yes" that you want to save the note entered for this case.

Since this was a contact attempt, we have to record information about it in pCHI. Use pCHI for all contact attempts, regardless of their outcome.

CTATEMPT (Enter 2, telephone, outgoing)

TIMEOFCT (Enter 1, yes)

At **PCASECONTACT** enter Precode 2, made contact with only non-eligible persons, because Jane Voe is no longer eligible to be interviewed at the sample address. Does everyone understand that?

(Answer questions)

At **NCTTEL**, select Precode 6, spoke with ineligible person. Use this precode in situations like the one we just went over -- when you are coding the original case as a replacement household during a personal visit or during a telephone contact, and there is a possibility that a replacement household exists because the previous household members have moved out.

Finally, enter Precode 5, at **STRATEGS,** “Called household,” to document the strategy used. Then press enter to exit the pCHI.

This concludes this exercise.

Are there any questions?

(Answer questions)

PRACTICE EXERCISE #4 - Type A Noninterview
Case ID: 00000002

(Approximate time: 20 minutes)

This practice exercise covers what to do when a sample unit is a Type A noninterview. As you learned in the pre-classroom self-study, sometimes you may not be able to get interviews for the entire household. ***(Pause)***

Type A noninterviews are one of four types of NCVS noninterviews you will encounter. Types A, B, and C noninterviews relate to the entire household or sample unit, while a Type Z noninterview relates to an individual household member who is NOT the household respondent. ***(Pause)***

Some noninterviews can be avoided, but there are some that are beyond your control. Type A noninterviews are **often avoidable**. A Type A noninterview consists of a household occupied by eligible respondents, but, for some reason, none of these persons can be interviewed. Remember, you must complete at least the household respondent's interview otherwise the entire household will be classified as a Type A noninterview. Because Type A noninterviews are often avoidable, it is part of your job to keep Type A noninterviews to a minimum. ***(Pause)*** To avoid Type A noninterviews, make your visits or calls when people are likely to be home. Often this means contacting respondents in the early evening and on Saturdays.

When you make your initial visit to a sample unit and find that no one is home, try to find out from neighbors, a janitor, the rental office, or from some other source, when it is likely that the household members will be home. However, in keeping with our confidentiality rules, **don't** mention the National Crime Victimization Survey by name when asking neighbors, janitors, and so on to help you determine when household members will be home. Instead, identify yourself and the fact that you are from the United States Census Bureau. Tell the person you are talking to that you are trying to contact someone at the specific address and ask if they know when it is likely that someone would be there. Then revisit the sample address at that time.

If the sources that you try are unable to provide any useful information, try visiting the sample unit at a different time of day on the next visit. If your initial visit was during the morning and you didn't find anyone at home, then try visiting in the afternoon or evening. We also provide a few forms that you can leave at the household to let them know that you have been there and plan to return.

Find Form 11-38, Request for Appointment, and 11-38A in your materials.

(Hold up a copy of Forms 11-38 and 11-38A. If your region uses other methods for requesting an appointment, mention them now.)

(Allow time)

Fill out the top of this form before leaving it at the address. This "Request for

Appointment" form says, "There was no one here when I called to obtain information for an important Census survey. In order to do this I plan to..." and then you can check a box that says when you will return to conduct the interview. Space is also provided on this form for you to enter the date and time when you intend to return, along with your name and telephone number. The bottom half of the form contains the identical information. Fill out both parts of this form and then separate them. Leave the top half at the sample address and keep the bottom half for your records. This will be your reminder to revisit the household at the time and day noted on the "Request for Appointment" form. Make sure that you keep your appointments and, if an emergency will keep you from making an appointment, notify the household, if possible.

Form 11-38A says the same thing as Form 11-38. However, it is designed to be hung on a door knob and it is perforated.

You will receive a supply of both forms to use in making interview appointments.

Are there any questions so far?

(Answer questions)

Another Type A noninterview that is often **avoidable** happens when a sample household refuses to be interviewed. In order for you to sell this survey to a "reluctant" respondent, you must be able to answer his or her questions about the survey.

Q: What do you say to a person who objects to participating in the NCVS because he or she feels that it is an invasion of privacy, ________?

A: I would stress the Census Bureau's excellent record concerning confidentiality and tell the respondent that the information is kept confidential by law. **(OR SOMETHING SIMILAR)**

Thank you. People object to participating in surveys for many different reasons. However, people are occasionally reluctant to participate because they don't understand why the survey is being taken, how important it is, or how the information will be used. That is why you must be prepared to provide this type of information about the NCVS. ***(Pause)***

Fortunately, the National Crime Victimization Survey has had fewer problems with reluctant respondents than some of our other surveys. Perhaps most people are aware that the crime problems in this country affect everyone. In any event, make sure that you can explain the importance of the NCVS and its many uses.

In your training materials, you should have an NCVS Fact Sheet, NCVS-110. Take it out now.

(Hold up a copy of the NCVS-110 Fact Sheet)

(Allow time)

The NCVS Fact Sheet, which is updated each year, provides summarized results from the most recent NCVS findings. These results are presented in text, graphs, and charts, and a copy of this brochure is mailed to each sample household prior to the first interview. For subsequent enumeration periods, you can hand or mail the respondent this brochure if:

- The respondent requests the type of information provided in this brochure.
- You discover a replacement household at the sample address.
- You feel that this brochure may encourage a respondent to cooperate.

Are there any questions?

(Answer questions)

Remember, each Type A noninterview has an adverse effect on the survey, because each Type A noninterview means lost data. Since this is a sample survey and each household represents many other households, you can understand why each completed interview is so important.

It is your job to keep your Type A's to a minimum. To avoid refusals, be friendly, but businesslike. Be prepared to explain the survey and answer a respondent's objections. Census Bureau information is confidential.

Are there any questions about Type A noninterviews?

(Answer questions)

Highlight the case, **102 Maple Avenue**. Let's look at a few things about this case before starting the interview. (***Pause***) Click on the "HH Roster" tab in the Details Pane to view the composition of the household. **(*Pause*)** This household contains only one respondent, David Citizen. Now let's see what is entered under the "History" tab. Remember, one way to move from one tab to the next in the Details Pane is to use the F3 function key. You can also click on the tab using your mouse pad. **(*Pause*)**

Notice that the "CAPI Outcome" for the previous interview for this case is 201. This means that the household was a completed interview in the previous interview period. Now let's look at the "Interview Time Preferences" tab to see if there are any times specified that are best to contact the household as well as any times that are worse times to contact the household.

(Allow time)

As you can see, no such times have been specified.

Now press the **F2** function key to start the interview and at the "Confirmation Screen" click OK or press Enter.

(Allow time)

Next, enter 1, "Telephone Interview" and at the next two screens, **SHOW_CP_ROSTER** and **SHOW_INFO_CP,** enter 1 to continue.

(Allow time)

This case is not a replacement household so in response to the question in the next screen, **HHNUM_VR_CP,** enter 2. **(*Pause*)** At the **DIAL_CP** screen enter 1, “Someone answers” and also enter a 1, “This is the correct person” at the **HELLO_1_CP** screen.

(Allow time)

(Call on Trainee)

__________, please read the introduction in **GETLETTER_CP**.

(TRAINEE: *I’m calling concerning the National Crime Victimization Survey. The Census Bureau is conducting a survey here and throughout the Nation to determine how often people are victims of crime. We contacted your household for this survey several months ago. Did you receive our introductory letter in the mail?*)

Thank you.

After reading the introduction to David Citizen, he tells you that he doesn’t want to participate. You explain the importance of the survey and his participation, but he still refuses to cooperate. At this point you need to end the interview. Terminate the interview using one of the three methods discussed earlier -- either by pressing the **F10** function key, clicking on the **F10** tab on the toolbar, or clicking on the Forms tab on the menu bar and arrow down to the “Exit” function.

(Allow time)

At the next screen, **REFCBBREAK_CP,** enter 1, "Refusal." ***(Pause)*** At the **VERIFY** screen review the information displayed and determine whether or not you need to make any changes. You also have the opportunity to review or update the Interview Time Preferences. Since you don't need to make any changes to the information displayed or need to update the ITP, enter 2 at the **VERIFY** screen. ***(Pause)*** At the "Case Level Notes Editor" record that the respondent refused to participate. Include as much information as possible about the refusal in the Notes to help your supervisor on follow-up for the case.

(Allow time)

Now press the **F10** function key or click on the F10 icon on the toolbar to exit the "Notes Editor." **(Pause)** Then fill the pCHI screens.

Let's step through the pCHI items for a Type A noninterview. At **CTATEMPT** enter 2, telephone (outgoing). At **TIMEOFCT** enter 1, Yes.

Q: In **PCASECONTACT**, which precode do you enter?

A: Precode 1, made contact with one or more eligible persons, because we made contact with Line 1, David Citizen.

Enter Precode 1 in **PCASECONTACT** and **PCONTACTPER**. At **PCTTYPE**, enter 3, unable to conduct interview. Since the respondent refused, select Precode 2, “Respondent is reluctant” at **PNONINTER**.

Q: Why do you think we do not enter Precode 5 in **PNONINTER** in this situation?

A: Because there is only one household member we can’t have a Type Z for this household. If they are a noninterview, the case becomes a Type A.

The respondent said they weren’t interested in participating.

Q: Which precode do we enter in **PRSPNDENT**, _________?

A: Precode 1, “Not interested”.

For this exercise, enter 98, no strategies in **PSTRATEGS**. Use that precode when no additional strategies were used. Press enter to exit the pCHI, since there are no other household members at this address.

(Allow time)

Notice that the letter “O” now appears in the “Status” column for this case. If there are no other people in this household to be interviewed and there is no chance of converting this case to an interview, you must close out the case and make it a Type A noninterview before it is considered done and the case can be transmitted. You can do this at any time before your interviewing closeout date.

However, it is highly recommended that you do this as quickly as possible so the case is transmitted to the regional office for review and possible follow-up.

Let's record this case as a Type A noninterview. Press **F2** to re-enter the CAPI instrument for this case. At the “Confirmation Screen” make sure you selected the correct household, **102 Maple Avenue**, and then click OK or press Enter.

(Allow time)

At the **START_CP** screen enter 4, “Noninterview.” The next screen asks you whether the case is a Type A, Type B, or Type C noninterview. Turn to page 9 of your Workbook and look over the noninterview reasons listed under each noninterview type.

(Allow time)

This is a Type A noninterview so enter 1, “Type A” at this screen. **(*Pause*)**
The purpose of the next screen, **TYPEA**, is to capture the noninterview reason. Notice that you are instructed **NOT** to exit this screen. This is because the noninterview outcome code gets set at this screen. We want to capture the noninterview reason, as this information is extremely important in understanding survey nonresponse.

It is **extremely important** that for this screen and any other screen in which you are instructed **NOT** to press F10 to exit the screen that you follow these instructions. If you find that you need to exit a case when at such screens, go back to the previous screen or to the next screen in which it is acceptable to exit the screen. If you don't follow the instructions, you will encounter major instrument problems.

Since David Citizen refused to participate, enter 3, “Refused” at this screen. ***(Pause)*** The intent of the next screen, **TYPEA_CK**, is to make sure that the case wasn't incorrectly classified as a Type A noninterview. Since we are sure that this is a Type A noninterview, enter 1 at this screen and then a 1 at the **THANKYOU_CP** screen to continue. **(*Pause*)** Since you don't need to make any changes to the case's phone number and you also don't need to access the Interview Time Preferences application, enter 2 at the **VERIFY** screen. **(*Pause*)** At the "Case Level Notes Editor" record that the respondent, David Citizen, refused to participate and that you made this case a Type A noninterview. Also, include any other pertinent information that may be useful during follow-up, such as whether or not the respondent was hostile.

Now exit the "Notes Editor" to return to pCHI and Case Management. We already recorded that the case was a Type A noninterview in pCHI, so when you get back to the **CTATEMPT** screen enter Precode (4), “Not attempting contact”. At **NOATTEMPT** enter Precode (2), “Readying case for transmission”.

(Allow time)

When you return to the Case Management Main screen, you will see that the case is no longer displayed on the Case List. However, you can view the case in other display lists, using the **F8** function. Press the F8 function key. (***Pause*)** Arrow down to the "Type A" display category, then click OK. **(*Pause*)** Any cases you make a Type A noninterview are displayed on this screen.

Now click on the Assignment tab. **(*Pause*)** Notice that the outcome code is now set to 218. Right click on this code to display a description of the Type A reason.

(Allow time)

Q: What reason is displayed, ___________?
A: Type A – refused.

Thank you.

Now press the Escape key. **(*Pause*)**

Press the **F8** function key again, arrow up to the "All" display, and then click OK.

(Allow time)

You will see a display of all cases in your monthly NCVS assignment, including those not yet started. To return to the Case Management Main screen, press F8 one more time and then click on the “Case List” button which is beneath the “Cancel” button.

(Allow time)

The process you followed for classifying a case as a Type A noninterview is **similar** to the process for classifying Type B and Type C noninterviews. In the next exercise, you will practice classifying a case as a Type B noninterview.

Remember, you must specify the noninterview reason for all Type A, Type B, and Type C cases in your monthly NCVS assignment before you can close out and transmit these cases.

This concludes this practice exercise. Are there any questions about the material covered in this exercise?

(Answer questions)

PRACTICE EXERCISE #5 - Type B Noninterview
Case ID: 00000006

(Approximate time: 20 minutes)

In this exercise you will practice coding a case as a Type B noninterview. Type B noninterviews consist of sample households that could be vacant or occupied entirely by persons who have a usual residence elsewhere. Although these cases are not eligible for interview during the current interview, they could become eligible at a later time. Unlike Type A noninterviews, Type B noninterviews are **unavoidable**. ***(Pause)***

In a previous exercise, when conducting a telephone interview at the household located at **106 Robin Street** you found out that the residents at this sample unit moved away three months ago but kept their telephone number. When you go to the sample address to conduct a personal interview with members of the replacement household, you discover that the household is vacant. According to survey procedures, when you are unable to interview a sample unit you must contact a neighbor, apartment manager, or similar person to obtain noninterview information about the unit or its residents. After talking to a neighbor, Joe Doe, you find out that the house was sold but the new owners have not moved in yet. If the sample unit was occupied by the new household you interview the new household. Because the sample unit is still vacant and will remain vacant through the interview month, you must enter the case and classify it as Type B noninterview.

Highlight the case 106 Robin Street and press the F2 function key to get into the NCVS CAPI instrument for this case.

(Allow time)

At the **START_CP** screen enter code 4, Noninterview (Type A/B/C). **(*Pause*)** At the **NONTYP** screen you enter the noninterview type. For this exercise, enter 2, Type B. **(*Pause*)** At the **TYPEB** screen, specify the Type B noninterview reason.

Turn to page 9 of your Workbook and examine the reasons for Type B noninterviews.

Notice that codes 225 through 233 are reasons for a Type B noninterview. Of those reasons, the most commonly entered reason is code 226, "Vacant-regular." The "Vacant-regular" category includes vacant units that are available for rent or sale, furnished or unfurnished, or units held off the market for personal reasons.

The "Vacant-regular" category also includes vacant seasonal units, such as mountain or beach resort cabins, as well as year-round units. A vacant unit that is dilapidated but is still considered a living quarters can still be classified as a "Vacant-regular" Type B noninterview.

If you encounter a vacant mobile home, trailer, tent, or other less common type of living quarters and it is intended for occupancy, you can classify it as a "Vacant-regular" Type B noninterview.

Q: Based on what we just covered, can you give me an example of a Type B, Vacant Regular unit, ________?

A: A vacant apartment unit available for rent. **(OR SIMILAR ANSWER)**

Thank you.

Code 227 is used when a vacant unit is used only for storing excess household furniture. For example, a garage apartment, or an apartment in an attic or basement that is used only for the storage of excess household furniture. Do not confuse a vacant unit used for storage of excess household furniture with a vacant unit offered for rent as a furnished apartment. Report the latter situation as a "Vacant-regular" unit.

Now look at code 225, "Temporarily occupied by persons with usual residence elsewhere (URE)." You would enter this Type B reason when a unit is occupied temporarily by persons who have a usual place of residence elsewhere. When a sample unit is occupied entirely by persons who have a usual residence elsewhere, do not interview those persons. Persons should only be interviewed at their usual residence and not at a temporary place of residence.

For example, a family whose usual residence is in Philadelphia, Pennsylvania, should not be interviewed while staying at a vacation cottage in Atlantic City, New Jersey.

Are there any questions?

(Answer questions)

One category that needs a little explanation is code 228, “Unfit or to be demolished.” To fit into this category, a sample unit must, first of all, be unoccupied. No matter how decrepit or run down a place looks, if somebody lives there, you must conduct an interview. But if it is unoccupied and the windows or doors no longer protect the interior, consider the unit to be unfit.

However, be careful not to rush to the conclusion that a unit is “Unfit or to be demolished.” Sometimes a boarded-up place is mistakenly classified as unfit, when, in fact, the boards are there to protect the windows and doors until it can be sold or rented. The point is that you cannot always go by first impressions. Many times you will have to inquire of residents or merchants in the area to make sure that you classify the vacant unit correctly.

The other part of code 228, “to be demolished,” only applies when there is positive evidence, such as a sign, notice, or mark on the house or on the block–stating that the unit is scheduled for demolition.

Let’s see if you remember what we just discussed.

Q: What kind of noninterview is a vacant-regular, ____________________?

A: Type B.

Q: If a sample unit is obviously unfit to live in and is not occupied as a living quarters, which noninterview reason do you select, ______________?

A: Type B - code 228, “Unfit or to be demolished.”

For this exercise, enter reason 1, “Vacant- regular.” **(*Pause*)** Unlike Type A noninterviews, with the exception of Type A - Temporarily Absent, there is one more step you must take when classifying noninterview cases as a Type B, Type C, or Type A -Temporarily Absent noninterview. You must record information about the person you contacted to obtain noninterview information about the unit or its residents.

At the **BCNAME** screen enter the name of the contact person you spoke to which is Joe Doe. At **BCTITL** enter the contact person’s title such as neighbor or apartment manager. For this case enter “Neighbor."

(Allow time)

At **BCNUM** enter Joe Doe’s telephone number as 999-555-9999 and then press Enter. **(*Pause*)** Press enter at **BCEXT** and at **BCPHTYPE** enter code 1, Home. **(*Pause*)**

Complete the next items using the following information about Joe Doe’s address:

House number and street name: **108 Robin Street**

City: **Any Town**

The contact person lives in Colorado, which is the same state as the sample unit. For your production interviews, you will be able to press Enter rather than entering the 2-character state abbreviation when the contact person lives in the same state as the sample unit. However, for the training instrument this feature is not active. ***(Pause)***

Let's assume that we don't know the state abbreviation for Colorado. Enter the letter "C." ***(Pause)*** Notice that you get a pop-up screen of state abbreviations. You will be taken to the first state whose name begins with the letter "C." Notice the third column displays state name. Arrow through the screen until you get to Colorado.

(Allow time)

Click on the "Select" button. ***(Pause)*** When you return to the contact information screen notice that the 2-character state abbreviation is filled in the answer field. ***(Pause)*** Now press Enter. Now enter the 5-digit zipcode, which is 99999. ***(Pause)*** The contact person doesn't know his 4-digit zipcode so press Enter.

Now enter 2 at the **BCOBS** screen since you didn't determine the noninterview status of this sample unit by observation. ***(Pause)*** At the **THANKYOU_CP** screen you thank Joe Doe for his time and then press 1 to continue. Then enter 2 at the **VERIFY** screen.

At the "Case Level Notes Editor" enter a note indicating the status of the household. Enter as much information as possible so that others who review the notes will have a good understanding of the case, then save your note and return to pCHI.

(Allow time)

Now let’s go through the pCHI items.

CTATEMPT	(Enter 1, personal visit)
TIMEOFCT	(Enter 1 since you are entering pCHI at the time of the contact attempt)
pCASECONTACT	(Enter 3, noncontact)
NCTPER	(Enter 8, spoke with neighbor and 10, completed case – Type B or C)
STRATEGS	(Enter 8, checked with neighbors)

Any questions about the pCHI items?

(Answer questions)

You will follow this same procedure for handling Type A- Temporarily Absent noninterviews and for Type C noninterviews. Like Type B noninterviews, Type C noninterviews are **unavoidable**. Once a unit is classified as a Type C noninterview, the sample unit is permanently removed from the NCVS sample and will not be assigned to you in subsequent enumeration periods. Like Type B noninterviews, the Type C noninterview reasons are self-explanatory for the most part. Let's go over a few of the Type C reasons that are shown on page 9 of your Workbook.

Code 240, "Demolished," means that the unit has been torn down, burned down, or otherwise destroyed, or is in the process of being demolished. ***(Pause)***

Code 242, "Outside segment," applies only to units in area segments. Select this reason when you find that a sample unit is outside the area segment boundaries and the unit was listed on the Area Segment Listing Sheet by mistake. ***(Pause)***

Code 243, "Converted to permanent business or storage," looks very similar to one of the Type B noninterview reasons.

Q: Suppose you find that a sample unit has been converted to a business or used for storage. What distinction must you make before you can classify it as either a Type B or Type C noninterview, _____________?

A: Find out whether the conversion is temporary or permanent. If it is <u>temporary</u>, it will classify as a <u>Type B</u> noninterview and, if it is <u>permanent</u>, it will classify as a <u>Type C</u> noninterview.

Thank you.

Code 244, "Merged," is used when you discover that a sample unit has been merged with another unit to form one "new" merged unit. ***(Pause)***

A unit is considered “Condemned” if there is positive evidence, such as a sign, notice, or mark on the house or in the block–stating that the unit is condemned. Once again, the unit must be **unoccupied** before you can select this code. If the unit is occupied, you must conduct an interview, even if there is a “condemned” sign posted. Remember, if the unit is vacant and no positive evidence is present that it is condemned, report the unit as “Vacant-regular,” code 226, Type B noninterview.

Notice the last reason listed for Type B noninterviews is a category called “Other.” Also notice the category “Other (including permit abandoned)” for Type C noninterviews. When you have a Type B or Type C noninterview that does not fit any of the other categories, use the “Other” category and specify the reason. However, before selecting the “Other” reason for a Type B or Type C noninterview, make sure that one of the reasons already listed doesn't apply.

This concludes this practice exercise. Are there any questions about the material covered in this exercise?

(Answer questions)

PRACTICE EXERCISE #6 – Changing the Household Respondent in Household with Other Eligible Respondents
Case ID: 00000005

(Approximate time: 15 minutes)

This practice exercise covers changing the household respondent. Highlight the case, **105 Beach Road,** and then look at the composition of the household. **(*Pause*)**

(Have trainees click on the HH Roster tab in Case Management)

(Call on Trainee)

_______________, how many people listed are eligible for the NCVS?

(TRAINEE: *Four*)

That's correct.

(Call on Trainee)

_______________, who is the household respondent for this case?

(TRAINEE: *Line 1, Joel Boe*)

That's correct.

Press the F2 function key to start the interview. Make sure that you have selected the correct address, **105 Beach Road**.

(Allow time)

In this exercise I will **not** give you screen-by-screen instructions on what to enter so listen carefully to the information I provide throughout the exercise.

First, this is a **telephone interview** (***Pause*****)** Second, the unit is **not a replacement** household. (***Pause*****)** Third, when you dial the telephone number **someone answers**. Now proceed through the various screens using the information I just provided. When you get to the **HELLO_1_CP** screen raise your hand.

(Allow time)

As with the previous exercises, I will call on one of you to serve as the FR. You will ask the questions and I will continue to act as the respondent. Again, at certain points I will interrupt the interview to provide further explanation about a question.

(Call on Trainee)

_______________, will you be our first FR? Remember to tell us what you enter at each screen as you proceed through the interview.

HELLO_1_CP FR: Hello. This is (TRAINEE'S NAME) from the U.S. Census Bureau. May I please speak with JOEL BOE?

R: Joel doesn't live here anymore.

(Enter 5, Person no longer lives here)

(Interrupt and say)

At the **HELLO_ALT2_CP** screen you need to pick a new household respondent since Joel Boe was the household respondent in the previous interview.

(Allow time)

Since Brian Public, Michael Goe, and Will Loe all qualify to serve as the new household respondent you need to ask to speak to one of them.

____________, please continue the interview.

HELLO_ALT2_CP FR: May I speak to Brian Public, Michael Goe, or Will Loe?

R: This is Brian.

(Enter 2, Line number of Brian Public)

GETLETTER_CP FR: I'm calling concerning the National Crime Victimization Survey. The Census Bureau is conducting a survey here and throughout the Nation to determine how often people are victims of crime. We contacted your household for this survey several months ago. Did you receive our introductory letter in the mail?

R: Yes, I believe we did.

(Enter 1, Yes)

VERADD_CP FR: I have your address listed as

105 Beach Road
Any Town, CA 99997-9997

Is that your exact address?

R: Yes it is.

(Enter 1, Same Address)

(Interrupt and say)

Sometimes at the beginning of an interview you may know that the household's telephone number has changed. At this **CHNGPH_CP** screen you are given the opportunity to change the telephone number.

CHNGPH_CP **(Instruct trainees to enter 2, No)**

____________, please continue.

MAILINGSAME_CP FR: Is your mailing address the same as your physical address?

R: Yes it is.

(Enter 1, Yes)

TENURE FR: *Ask or verify* - Are your living quarters

-- Owned or being bought by you or someone in your household?
-- Rented for cash?

R: Yes, we rent this home.

(Press Enter since the item is pre-filled or enter 2, Rented for cash)

STUDENTHOUSING FR: Are your living quarters presently used as student housing by a college or university?

R: No

(Enter 2, No)

PUBLICHOUSING FR: Is this building owned by a public housing authority?

R: No

(Enter 2, No not public housing)

NUMBEROFUNITS FR: *Observe or ask*
How many housing units are in this structure.

R: Just one.

(Enter 1, One)

(Interrupt and say)

This concludes this exercise in which you selected a new household respondent. In the next exercise we will continue to interview this household so **don't** exit this case or continue with this case yet.

Are there any questions about the material covered in this practice exercise?

(Answer questions)

PRACTICE EXERCISE #7 – Selecting a New Reference Person
Case ID: 00000005

(Approximate time: 45 minutes)

In this practice exercise you pick a new reference person since Joel Boe was not only the household respondent in the previous enumeration, but also the reference person. Turn to page 10 of your Workbook and read the definition of a reference person.

(Allow time)

Now let's continue interviewing the household.

_______________, please be our FR and continue the interview starting at **NAMECHECK**. Remember to tell us what you enter at each screen as you proceed through the interview.

NAMECHECK

FR: I have Joel Boe, Brian Public, Michael Goe, and Will Loe listed as living or staying at this address.

Are ALL of these people still living or staying at this address?

R: No

(Enter 2, No)

REFPERSTILLLIVE FR: Does Joel Boe still live at this address?

(Interrupt and say)

This is another example of how active listening can help during an interview. When you first called the household, you were told that Joel Boe had moved out. You can verify that here instead of asking the question. __________, please continue.

R: No

(Enter 2, No)

NEWREFPER FR: What is the name of the person or one of the persons who owns or rents that home? Would that be you?

R: Yes

(Enter 2, Line number of Brian Public)

(Interrupt and say)

At the next screen, **MEMBERCHANGES**, you are asked to indicate the reason for a change in household membership for any member who entered or left the household since the previous interview.

The next few questions are a little tricky so let me walk you through them. The **MEMBERCHANGES** screen displays a table or grid showing the name, sex, relationship, and membership status of all persons living or staying at the sample unit as of the previous interview. It also contains a field for you to enter a code that describes the reason for a change in household membership. For Joel Boe, enter 19 in the "Change member" column since we don't know the specific reason why he left the household. After pressing Enter, look at the "Household member" column. His membership status changed from **1**, a member, to **2**, a nonmember. Also notice that his row is now shaded, so no more demographic data will be collected for him. Also notice that Brian Public is now the reference person since his relationship code was changed to 21.

Since there is no change in Brian Public's membership from the previous interview, you don't need to enter a reason code, so press Enter in the "Change member" column. Pressing Enter takes you to the "first" name field. If you need to make a change to the respondent's first name for reasons such as misspellings, you can do that here. Otherwise, press Enter to proceed to the next field or use the arrow key to move through the table to review or update the remaining information. We are not going to make any changes to either Brian's first or last name so arrow through those fields. **(*Pause*)**

Now press Enter in the "Change member" column for Michael Goe since there is no change in his membership since the previous interview. Then tab through the first and last name fields. Because the reference person changed, you now need to specify the relationship of the household member, Michael Goe, to the **NEW** reference person, Brian Public.

(Check to see if all trainees are on the "RELATIONSHIP" screen for Michael Goe. Help any trainees who may have fallen behind.)

____________, please be our FR and continue the interview starting at the **RELATIONSHIP** screen for Michael Goe. Don't forget to tell us what you enter at each screen as you proceed through the interview.

RELATIONSHIP FR: What is Michael Goe's relationship to you?

(Interrupt and say)

Before I provide a response to that question, let's see what happens when you enter 18, "Sister" in the relation field for Michael Goe. As you learned in the self-study, several questions contain edit checks to detect inconsistencies in the data at the time of data capture. The edit checks examine responses to individual items and determine if the responses are consistent with the other data entered. You also learned that there are two types of edit checks, soft and hard edits. You can recognize soft edits because you are given two options - "Suppress," which accepts the inconsistency, or "Goto" which returns you to the inconsistent item to make corrections. ***(Pause)***

Turn to pages 11 and 12 of your Workbook for an example of a soft and hard edit.

(Allow time)

What type of edit shows up when you enter 18 for Michael Goe, soft or hard?
(TRAINEE: *Soft*)

That's correct. How did you know that it was a soft edit?

(TRAINEE: *It contains a Suppress option that is only available for soft edits*)

That's right. You are **not** given the option to suppress or accept the inconsistent entry in a hard edit. The inconsistency must be resolved before you continue the interview in a hard edit.

Notice that the edit check pop up screen displays an error message and also identifies the questions that are inconsistent with one another.

___________, please read which questions are inconsistent with one another, the answers recorded in these questions, and the message that is displayed in the middle of the screen.

(TRAINEE: *RELATIONSHIP with an entry of Sister, and SEX with an entry of Male. The message reads: The sex entered is inconsistent with the relationship selected.*)

Remember, if you need to go back and correct one of the inconsistent items, make sure that the item displayed in the "Questions involved" column of the "Edit Check Error Message" is highlighted and then click the "Goto" button which takes you to that question to correct.

In our example, we **don't** want to accept the inconsistent entry for **RELATIONSHIP** so make sure **RELATIONSHIP** is highlighted. Click the "Goto" button, which returns you to the relationship question for Michael Goe. Michael Goe and Brian Public are friends so enter 20, "Nonrelative" at the **RELATIONSHIP** screen.

___________, please continue being our FR and ask the membership question for Michael Goe.

HHMEMBER FR: Does Michael Goe usually live there?

R: Yes, he does.

(Enter 1, Yes)

(Interrupt and say)

You have returned to the **MEMBERCHANGES** screen. Press Enter in the "Change member" column for Will Loe, then tab through the first and last name fields. Because the reference person changed, you also need to specify Will Loe's relationship to the **NEW** reference person, Brian Public.

____________, please continue the interview starting at the **RELATIONSHIP** screen for Will Loe.

RELATIONSHIP FR: What is Will Loe's relationship to you?

R: We're friends.

(Enter 20, Nonrelative)

HHMEMBER FR: Does Will Loe usually live there?

R: Yes, he does.

(Enter 1, Yes)

(Interrupt and say)

Since there are no more persons listed who are living or staying at the sample unit, enter 999 in the first blank name field and then press Enter to leave the table or grid. You have just completed the process of selecting a new reference person and changing the relationship of the other household members to the new reference person. Are there any questions about that?

(Answer questions)

Now let’s complete the rest of Brian Public’s interview. _____________, please continue the interview.

HHLDCOVERAGE FR: Have I missed anyone else living or staying there such as any babies, any lodgers, or anyone who is away at present traveling or in the hospital?

R: Yes, my sister is recently separated from her husband and is staying here for awhile.

(Enter 1, Yes)

(Interrupt and say)

Because Brian Public answered “Yes,” that there are persons missing from the household roster, the instrument takes you back to the grid so you can make additions to the household roster.

_________, please continue the interview by asking for the name of the person who was missed.

HHROSTER_FNAME FR: What is the name of the person/people that is new to the household?

R: My sister Megan Moe

(Enter Megan, then press Enter)

HHROSTER_LNAME **(Enter Moe)**

SEX FR: *Ask if necessary*
Is Megan Moe male or female?

R: Female

(Enter 2, Female)

RELATIONSHIP FR: What is Megan Moe’s relationship to you?

(Interrupt and say)

Again, another example of how active listening can help during an interview. Since the question was already answered twice, you can verify that here instead of asking the question.

__________, please continue.

R: Sister

(Enter 18, Sister)

HHMEMBER FR: Does Megan Moe usually live there?

R: She is staying with us until she finds an apartment.

(Enter 1, Yes)

(Interrupt and say)

Before asking for the names of any other persons new to the household you must record the reason Megan Moe entered the household. Use the up arrow to go to the field containing Megan's name. Now use the left arrow to the blank "Change member" column in that row. You must enter the code that best describes the reason for this person being added to the household roster.

Q: What precode do you enter, ______________?

A: Precode 13, Entered because of marriage/separation/divorce.

That's correct. Thank you.

Enter Precode 13. Tab through the rest of the row until you get to the next row.

_______________, please continue the interview.

HHROSTER_FNAME FR: What is the name of the person/people that is new to the household?

R: There's no one else

(Enter 999 then press Enter)

HHLDCOVERAGE FR: Have I missed anyone else living or staying there such as any babies, any lodgers, or anyone who is away at present traveling or in the hospital?

R: No

(Enter 2, No)

AGECHECK FR: I have you listed as 30 years old.
Is that correct?

R: Yes it is.

(Trainees may read a different age than displayed if training is conducted after 2014.)

(Enter 1, Yes age IS correct)

MARITAL FR: *If in doubt, ask*
Are you now married, widowed, divorced,

separated or have you never been married?

R: I've never been married.

(Press Enter, since the item is pre-filled, or enter 5)

ARMEDFORCES FR: Are you now in the Armed Forces?

R: No

(Enter 2 or press the Enter key if there is already a 2 pre-filled)

EDUCATIONATTAIN FR: What is the highest level of school you completed or the highest degree you received?

R: I have a Master's degree

(Enter 17, Master's degree)

ATTENDINGSCHOOL FR: Are you currently attending or enrolled either full-time or part-time in a college or university, trade, or vocational school?

R: No

(Enter 5, None of the above schools)

AGECHECK FR: I have Michael Goe listed as 33 years old. Is that correct?

R: Yes it is.

(Trainees may read a different age than displayed if training is conducted after 2014.)

(Enter 1, Yes age IS correct)

MARITAL FR: *If in doubt, ask*
Is Michael Goe now married, widowed, divorced, separated or has he never been married?

R: He's never been married.

(Press Enter, if already pre-filled, or Enter 5)

ARMEDFORCES FR: Is Michael Goe now in the Armed Forces?

R: No

(Press Enter, if already pre-filled, or enter 2)

EDUCATIONATTAIN FR: What is the highest level of school Michael Goe completed or the highest degree he received?

R: He has a Bachelor's degree.

(Enter 16, Bachelor's degree)

(Mention that the FR can verify all these demographic items based on "last reported as:" fill, rather than asking the full question. For example: "We last recorded that Michael has a bachelor's degree, is that still correct?")

ATTENDINGSCHOOL FR: Is Michael Goe currently attending or enrolled either full-time or part-time in a college or university, trade, or vocational school?

R: No

(Enter 5, None of the above schools)

AGECHECK FR: I have Will Loe listed as 53 years old.
Is that correct?

R: Yes it is.

(Trainees may read a different age than displayed if training is conducted after 2014.)

(Enter 1, Yes age IS correct)

MARITAL

FR: *If in doubt, ask*
Is Will Loe now married, widowed, divorced, separated or has he never been married?

R: He's divorced

(Enter 3, Divorced)

ARMEDFORCES

FR: Is Will Loe now in the Armed Forces?

R: No

(Press Enter, if already pre-filled, or enter 2)

EDUCATIONATTAIN

FR: What is the highest level of school Will Loe completed or the highest degree he received?

R: High school

(Press Enter, if already pre-filled, or enter 13)

ATTENDINGSCHOOL

FR: Is Will Loe currently attending or enrolled either full-time or part-time in a college or university, trade, or vocational school?

R: No

(Enter 5, None of the above schools)

BRTHDATEMO FR: What is Megan Moe's date of birth?

R: June 1, 1978

(Enter 6, June)

BRTHDATEDY **(Enter 1)**

BRTHDATEYR **(Enter 1978)**

VFYAGE FR: That would make Megan Moe 36 years old. Is that correct?

R: Yes

(Trainees may read a different age than displayed if training is conducted after 2014.)

(Enter 1, Yes)

MARITAL FR: *If in doubt, ask*
Is Megan Moe now married, widowed, divorced, separated or has she never been married?

R: She's separated.

(Enter 4, Separated)

(Interrupt and say)

Sometimes the term "separated" causes confusion. Would you always know who to include in this category? Maybe not, so go to page **B2-110 in your NCVS-550 manual**.

(Allow time)

Q: Read out loud the instructions on this page for when to enter Precode (4) “Separated,” __________?

A: Enter Precode (4), “Separated,” when the household member:
- Is married, but has a legal separation.
- Is married, but parted from his/her spouse because of marital discord.
- Expects to obtain a divorce in the future.
- Intends to remain separated from his/her spouse permanently and never get a divorce.

If the person is separated from his/her spouse for reasons other than marital discord, enter Precode (1), “Married.”

Thank you.

____________, please continue.

ARMEDFORCES FR: Is Megan Moe now in the Armed Forces?

R: No

(Enter 2, No)

EDUCATIONATTAIN FR: What is the highest level of school Megan Moe completed or the highest degree she received?

R: A Bachelor’s degree

(Enter 16, Bachelor’s degree)

ATTENDINGSCHOOL FR: Is Megan Moe currently attending or enrolled either full-time or part-time in a college or university, trade, or vocational school?

R: No

(Enter 5, None of the above schools)

SP_ORIGIN

FR: Is Megan Moe Spanish, Hispanic, or Latino? Add in specific categories?

R: No

(Enter 2, No)

RACE

FR: Please choose one or more races that Megan Moe considers herself to be.

- - White
- - Black or African American
- - American Indian or Alaska Native
- - Asian
- - Native Hawaiian or Other Pacific Islander

R: White

(Enter 1, White)

(Interrupt and say)

The instrument now goes to the **ROSTERREVIEW** screen. At **ROSTERREVIEW** notice that Joel Boe is no longer listed as a part of the household roster. **(*Pause*)** Also, at this screen you must review for correctness selected information displayed, specifically, name, relationship, age, sex, and marital status, for each member of the household. If any of this information is incorrect, you can indicate that you need to make corrections by entering 2. For this interview, all information is correct so enter 1 to continue.

____________, please continue the interview.

TIMEATADDRESS

FR: Before we get to the crime questions, I have some questions that are helpful in studying where and why crimes occur.

How long have you lived at this address?

R: 5 years.

(Enter 5)

BUSINESS

FR: Does anyone in this household operate a business from this address?

R: No

(Enter 2, No)

SQTHEFT

FR: I'm going to read some examples that will give you an idea of the kinds of crimes this study covers. As I go through them, tell me if any of these happened to you in the last 6 months, that is, since (date).

Was something belonging to YOU stolen, such as
- -- Things that you carry, like luggage, a wallet, purse, briefcase, book
- -- Clothing, jewelry, or cellphone
- -- Bicycle or sports equipment-
- -- Things in your home - like a TV, stereo, or tools
- -- Things outside your home such as a garden hose or lawn furniture
- -- Things belonging to children in the household
- -- Things from a vehicle, such as a package, groceries, camera, or CDs

OR

-- Did anyone ATTEMPT to steal anything belonging to you?

Ask only if necessary
Did any incidents of this type happen to you?

R: Yes

(Enter 1, Yes)

SQTHEFTTIMES FR: How many times?

R: One time

(Enter 1)

SQTHEFTSPEC FR: What happened?

R: Lawn ornaments were stolen from the yard.

(Enter: Lawn ornaments were stolen from L2's yard.)

SQBREAKIN FR: Other than any incidents already mentioned, has anyone

-- Broken in or ATTEMPTED to break into your home by forcing a door or a window, pushing past someone, jimmying a lock, cutting a screen, or entering through an open door or window?
-- Has anyone illegally gotten in or tried to get into a garage, shed, or storage room?

OR

- - Illegally gotten in or tried to get into a hotel or motel room or vacation home where you were staying?

Ask only if necessary
Did any incidents of this type happen to you?

R: No

(Enter 2, No)

SQTOTALVEHICLES FR: What was the TOTAL number of cars, vans, trucks, motorcycles, or other motor vehicles owned by you or any other member of that household during the last 6 months? Include those you no longer own.

R: We have three cars and an SUV

(Enter 4)

(Interrupt and say)

In the next screen, **SQMVTHEFT**, notice the phrase “Other than any incident already mentioned.” Whenever a respondent has already reported an incident in an earlier screen question, this is displayed in this question as well as in subsequent questions. This lets the respondent know that we don’t want them to include any incidents they have already told you about. Reading this phrase to the respondent will help avoid the reporting of duplicate incidents.

_______________, please continue.

SQMVTHEFT FR: During the last 6 months, other than any incidents already mentioned, were any of the vehicles -

-- Stolen or used without permission?
-- Did anyone steal any parts such as a tire, car stereo, hubcap or battery?
-- Did anyone steal any gas from them?

OR

-- Did anyone ATTEMPT to steal any vehicle or parts attached to them?

Ask only if necessary
Did any incidents of this type happen to you?

R: No

(Enter 2, No)

SQATTACKWHERE FR: Other than any incidents already mentioned, since (date), were you attacked or threatened
OR did you have something stolen from you -

-- At home including the porch or yard
-- At or near a friend's, relative's, or neighbor's home
-- At work or school
-- In places such as a storage shed or laundry room, a shopping mall, restaurant, bank, or airport
-- While riding in any vehicle
-- On the street or in a parking lot
-- At such places as a party, theater, gym, picnic area, bowling lanes, or while fishing or hunting

OR

-- Did anyone ATTEMPT to attack or ATTEMPT to steal anything belonging to you from any of these places?

Ask only if necessary
Did any incidents of this type happen to you?

R: No

(Enter 2, No)

SQATTACKHOW

FR: Other than any incidents already mentioned, has anyone attacked or threatened you in any of these ways?

-- With any weapon, for instance, a gun or knife
-- With anything like a baseball bat, frying pan, scissors, or stick
-- By something thrown, such as a rock or bottle
-- Include any grabbing, punching, or choking,
-- Any rape, attempted rape, or other type of sexual attack
-- Any face to face threats

OR

-- Any attack or threat or use of force by anyone at all? Please mention it even if you are not certain it was a crime.

Ask only if necessary
Did any incidents of this type happen to you?

R: No

(Enter 2, No)

SQTHEFTATTACKKNOWNOFF

FR: People often don't think of incidents committed by someone they know. Other than any incidents already mentioned, did you have something stolen from you or were you attacked or threatened by-

-- Someone at work or school
-- A neighbor or friend
-- A relative or family member
-- Any other person you have met or known?

Ask only if necessary
Did any incidents of this type happen to you?

R: No

(Enter 2, No)

SQSEXUAL

FR: Incidents involving forced or unwanted sexual acts are often difficult to talk about. Other than any incidents already mentioned, have you been forced or coerced to engage in unwanted sexual activity by

-- Someone you didn't know -
-- A casual acquaintance -
OR
-- Someone you know well?

Ask only if necessary
Did any incidents of this type happen to you?

R: No

(Enter 2, No)

SQCALLPOLICECRIME

FR: During the last 6 months, other than any incident(s) already mentioned, did you call the police to report something that happened to YOU which you thought was a crime?

R: No

(Enter 2, No)

SQNOCALLPOLICECRIME

FR: During the last 6 months, other than any incident(s) already mentioned, did anything which you thought was a crime happen to YOU, but you did NOT report to the police?

R: No

(Enter 2, No)

This concludes the **screen questions** for Brian Public. At the **PRESENTFORSQS** (Present for Screen Questions) item enter 11 since this is a telephone interview.

I want to make sure that you're all aware that we expect you to ask all the questions in the NCVS screener fully and completely, at a conversational pace. We know that to do this, it takes about four minutes to interview a household respondent and three and a half minutes to interview someone who is not the household respondent. When you transmit your cases, we can tell how long it takes you to ask these questions in each interview. We also expect you to read all other NCVS questions fully and completely and at a conversational pace. These standards will be part of your performance plan; we'll discuss that later.

Are there any questions?

(Answer questions)

Let's continue with the practice interview. The **INC_REPORTS** screen indicates the total of number of incidents reported and whether or not the respondent refused to report the number of times an incident occurred. One incident was reported by Brian Public, so enter 1 at the **INC_REPORTS** screen.

___________, please continue with the incident questions.

INCIDENTINTRO FR: You said before that during the last 6 months lawn ornaments were stolen from your yard one time.

(Interrupt and say)

Notice that there are a couple of instructions telling you **NOT** to F10 from this screen. This is because doing so impacts the incident counter in the instrument. If you need to exit the case, enter 1 to continue at **INCIDENTINTRO** and then F10 at the next screen. However, don't press F10 because we want to continue this interview. Enter 1 at **INCIDENTINTRO** now.

In the next screen, **INCIDENTDATE,** notice that the beginning and ending months as well as the year of the reference period are displayed on the top right side of the Info Pane. In this training instrument these dates are not displaying correctly but in production the correct beginning and end dates will be displayed.

You can refer to this in case you have to remind the respondent of the reference period especially when the month given in **INCIDENTDATE** is outside this reference period. Turn to page 13 of your Workbook for an explanation of the NCVS reference period.

(Allow time)

___________, please continue with the **INCIDENTDATE** question.

INCIDENTDATE FR: In what month did this incident happen?

R: It happened in April.

(For training, make sure the month the incident occurred falls WITHIN the reference period; that is, within the last six months. Refer to chart on page 9-310.)

(Enter 4, April)

INCIDENTNUMBEROFTIMES

FR: *Ask or verify*
Altogether, how many times did this type of incident happen during the last 6 months?

R: Just once.

(Enter 1)

INCIDENTTIME FR: About what time did this incident happen?

R: It happened sometime during the night but I'm not sure what time.

(Enter 18, Don't know what time of night)

INCIDENTPLACE FR: In what city, town, or village did this incident occur?

R: Right here in Any Town.

(Enter 3, Same city/town/village as present residence)

(Interrupt and say)

The next question, **INCIDENTAIR**, differs from the housing unit question pertaining to American Indian Reservations (**INDIANRESERVATIONHU).** **INCIDENTAIR** asks whether the **incident** happened on an American Indian Reservation or on American Indian Lands whereas **INDIANRESERVATIONHU** asks if the **living quarters** for the sample address is located on an American Indian Reservation or on American Indian Lands.
___________, please continue.

INCIDENTAIR FR: Did this incident occur on an American Indian Reservation or on American Indian Lands?

R: No

(Enter 2, No)

(Interrupt and say)

Remember, this next question is EXTREMELY IMPORTANT. If the wrong category is selected, you will ask inappropriate questions and the incident may eventually be classified into the wrong type of crime category.

Select category 11 ONLY if the offender got inside or tried to get inside the respondent's home or lodging facilities regardless of whether the offender entered by force, was let in, or gained entrance through an unlocked door. Category 11 includes the respondent's house, apartment, dormitory room, attached or detached garage, shed, or an enclosed porch. Also included are vacation homes, second homes, hotel or motel rooms at which the respondent could have been staying at the time of the incident, or any detached structure on the respondent's property.

Remember, select category 12 for incidents that happened on an unenclosed porch, patio, or carport. Although these areas are often attached to the home, they are not enclosed and do not have a door or window through which an offender could enter.

_______________, please continue the interview.

LOCATION_GENERAL

FR: Did this incident happen

-- In your home or lodging?

R: Yes

(Enter 11, Inside home or lodging)

LOCATION_IN_HOME FR: Where in your home or lodging did this incident happen?

R: In my front yard

(Interrupt and say)

Notice that the categories listed in this screen apply to incidents that occurred either INSIDE an **enclosed** structure of the respondent's home, a building on the respondent's property, or inside a place the respondent was temporarily staying, such as a vacation home or hotel room and not outside the respondent's home.

Let's see what happens if we continue down this path of questions. Select category 11.

OFFENDERLIVE FR: Did the offender live there or have a right to be there, for instance, as a guest or a repair person?

R: No

(Enter 2, No)

OFFENDERINSIDE FR: Did the offender actually get INSIDE your house?

R: No

(Enter 2, No)

OFFENDERTRY FR: Did the offender TRY to get in your house?

R: No

(Enter 2, No)

(Interrupt and say)

_____________, please read the hard edit message that appears.

(TRAINEE: *Inconsistent entries in LOCATION_IN_HOME, OFFENDERLIVE, OFFENDERINSIDE, and OFFENDERTRY. The reported location of this incident was inside the respondent's home or lodging but it was also reported that the offender did not live there, actually get in, or try to get in.*

***Select GOTO to return to OFFENDERTRY and up-arrow to change LOCATION_IN_HOME, OFFENDERLIVE, OFFENDERINSIDE, and OFFENDERTRY*)**

Thank you.

Remember, if you select that a incident occurred inside the respondent's home or lodging facilities then that means that the offender got inside or tried to get inside the home regardless of whether the offender entered by force, was let in, or gained entrance through an unlocked door. Since the offender didn't get inside or try to get inside the respondent's home, you know that the location where the incident occurred was incorrectly identified. Therefore, you need to go back to the **LOCATION_GENERAL** screen and change the original answer.

Select the GoTo button and then press the up arrow until you get back to the **LOCATION_GENERAL** screen.

(Allow time)

Now change the answer to 12, "Near your home or lodging."

__________, please continue the interview with the **LOCATION_NEAR_HOME** question.

LOCATION_NEAR_HOME

FR: *Ask or verify*
Where near your home or lodging did this incident happen?

R: In the front yard

(Enter 15, Own yard, sidewalk, driveway, etc.)

Notice what happens next. A check item appears asking you to verify whether the incident happened in a garage and whether the garage was attached or detached. Since you know that the incident happened in the respondent's front yard, you can click "Suppress" to continue. However, if the incident had taken place in a garage, you would have to click "Goto" and change the answer to **LOCATION_GENERAL** to Precode (11), "Inside own home." Does everyone understand that?

(Allow time)

_______, please continue.

INSIDEOROUT

FR: *Ask or verify*
Did it happen outdoors, indoors, or both?

R: Outdoors

(Enter 2, Outdoors)

(Interrupt and say)

FARFROMHOME

FR: *Ask or verify*
How far away from home did this happen?

R: It was at my home.

(Enter 1, At, in, or near the building containing the respondent's home or next door)

HHMEMBERPRESENT FR: *Ask or verify*
Were you or any other household member present when this incident occurred?

R: No

(Enter 2, No)

(Interrupt and say)

Again, notice what happens. A check item appears asking you to verify whether or not the respondent or another household member was at the immediate scene of the crime during the incident. After verifying presence, if you determine they were present press the "Close" or "Goto" button. If you determine they really were not present, press the "Suppress" button. We do this check to make sure you have marked presence correctly; if you have not marked it correctly the instrument may not ask the right questions of the respondent. _______, please continue.

KNOWLEARNOFFENDERS
FR: Do you know or have you learned anything about the offender -- for instance, whether there was one or more than one offender involved, whether it was someone young or old, or male or female?

R: No

(Enter 2, No)

THEFT FR: *Ask or verify*
Was something stolen or was taken without permission that belonged to you or others in the household?

R: Yes

(Enter 1, Yes)

WHATWASTAKEN FR: What was taken that belonged to you or others in the household?

(Interrupt and say)

Some questions allow you to enter multiple responses. Can anyone tell me how you can tell those questions that accept multiple responses from those that allow only a single response?

(Call on Trainee if one volunteers; otherwise explain the difference using the text below.)

(TRAINEE: ***The answer categories for multiple response questions contain square boxes in front of them. The answer categories for single response questions contain radio buttons in front of them*****.)**

Thank you.

This is a multiple response question and you can record more than one response. Keep asking the appropriate probe "Anything else?" or "Any other way?" until you get a “No” response. When recording responses, you can either click on the box to select all appropriate categories or enter the appropriate category number in the answer field. When entering multiple responses, you must enter the response values by either using commas between each category value, such as “12 comma,” “13 comma,” “14 comma,” and so on or by pressing the spacebar after entering each response value. Let’s see what happens if you don’t do this.

I will give you two values to enter. Make sure that you **don't** press the Enter key after entering the values. First enter 27. Remember **don't** press the Enter key. **(*Pause*)** Now, without using commas or pressing the spacebar to separate the values, enter 28 but don't press Enter. Notice that the check mark for the first category entered gets deselected or unmarked and the second category never gets selected or marked. It is extremely important to enter commas or spaces between the answer values; otherwise, we may lose valuable data.

Now delete these entries by using your backspace key. ***(Pause)*** In response to this question, the respondent tells you that outdoor lawn ornaments were stolen. Take a look at the categories displayed.

Q: Which category do you select for the theft of the lawn ornaments, __________?

A: Code 36, Other

(If trainee says code 23, “Other household furnishings,” explain that this category applies to furnishings inside the house such as furniture, rugs, lamps, mirrors, and so on.)

After selecting category 36, assume the respondent said that nothing else was taken. Press enter. At the **WHATWASTAKEN_SPEC** screen specify what was taken.

(Allow time)

________, please continue the interview.

WHOOWNEDSTOLENPROPERTY

FR: Did the stolen property belong to you personally, to someone else in the household, or to both you and other household members?

(Interrupt and say)

This question is asked to identify the owners of the property or money that the offender stole during the incident. When we refer to household members we mean household members at the time of the interview, NOT just at the time of the incident. The property could belong *solely* to the respondent, to the respondent and other household members either *jointly or partially*, to other household members ONLY and NONE to the respondent, or to a nonhousehold member at the time of the interview. The property owner could be a current household member whose property was stolen from a former residence during the 6-month reference period.

R: They belonged to me and others in the household.

(Enter 2, Respondent and the other household member(s))

OTHERSOWNEDSTOLENPROPERTY

FR: Besides you, which household members owned the stolen property?

(Interrupt and say)

This question is asked to identify each household member who owned any or part of the property or money that the offender took without permission. If the property belongs to the entire household or to more than three household members, enter Precode (40), Household property. It is acceptable to enter Precode (40) and also enter one or more line numbers in situations in which the offender took both personal and household property.

R: They belonged to everyone.

(Enter 40, Household property)

ARTICLEINCAR

FR: *Ask or verify*
Was the article IN or ATTACHED to a motor vehicle when it was taken?

R: No

(Enter 2, No)

OTHERONPERSON

FR: *Ask or verify*
Was there anything ELSE the offenders took directly from you, for instance, from your pocket or hands, or something that you were wearing?

R: No

(Enter 2, No)

PROPERTYVALUE FR: What was the value of the PROPERTY that was taken? Include recovered property. (If jointly owned with nonhousehold members, include only share owned by household members.)

R: I remember it was exactly $50.86.

(Interrupt and say)

Remember, when entering monetary values, only enter the dollar amount and not the cents, so enter 51.

___________, please continue.

DECIDEDVALUE FR: How did you decide the value of the property that was taken?

R: That was the cost we paid to purchase the decorations.

(Enter 11, Original cost)

FR: Any other way?

R: No

(Press ENTER)

ALLPARTRECOVERED

FR: Was all or part of the stolen property recovered, not counting anything received from insurance?

R: No

(Enter 3, None)

RECOVEREDINSURANCE

FR: Was the theft reported to an insurance company?

R: No

(Enter 2, No)

DAMAGED

FR: Other than any stolen property, was anything that belonged to you or other members of the household damaged in this incident?

R: No

(Enter 2, No)

POLICEINFORMED

FR: Were the police informed or did they find out about this incident in any way?

R: No

(Enter 2, No)

NOTREPORTEDPOLICE

FR: What was the reason it was not reported to the police?

R: We didn't think it was important enough to bother the police.

(Enter 13, Minor or unsuccessful crime)

FR: Any other reason?

R: We also didn't want to take the time to report it.

(Enter 27, Did not want to or could not take time)

(If FR doesn't ask the probe for this question, remind trainees to ask the probe displayed on the screen for multiple entry questions.)

FR: Any other reason?

R: No

(Press Enter)

NOTREPORTIMPORTANT

FR: Which of these would you say was the most important reason why the incident was not reported to the police?

R: Because it just wasn't important enough to call the police.

(Enter 13, Minor or unsuccessful crime)

AGENCYHELP

FR: Did you or someone in your household receive any help or advice from any office or agency -- other than the police -- that deals with victims of crime?

R: No

(Enter 2, No)

DOINGATINCIDENTTIME

FR: *Ask or verify* - What were you doing when this incident happened?

R: I don't know.

(Enter 21, Don't know)

JOBDURINGINCIDENT

FR: *Ask or verify* - Did you have a job at the time of the incident?

R: Yes

(Enter 1, Yes)

LOSTOTHERWORKTIME

FR: Did you lose any time from work because of this incident for such things as cooperating with a police investigation, testifying in court, or repairing or replacing damaged or stolen property?

R: No

(Enter 6, None)

HHMEMLOSTWORKTIME

FR: Were there any household members 16 years or older who lost time from work because of this incident?

R: No

(Enter 2, No)

(Interrupt and say)

The next question, **INCIDENTHATECRIME**, begins a series of questions asking about hate crime. These questions are intended to find out whether the respondent was **victimized** due to prejudice or bigotry towards members of a specific group.

____________, please continue.

INCIDENTHATECRIME

FR: Hate crimes or crimes of prejudice or bigotry occur when offenders target people because of one or more of their characteristics or religious beliefs.

Do you have any reason to suspect the incident just discussed was a hate crime or crime of prejudice or bigotry?

R: I really don't know.

(Press Ctrl+D, then press Enter)

DISABILITY_INTRO FR: Research has shown that people with disabilities may be more vulnerable to crime victimization. The next questions ask about any health conditions, impairments, or disabilities you may have.

(Enter 1 to continue)

(Interrupt and say)

The introduction you just read begins a series of questions pertaining to disability. This introduction prepares the respondent for the type of questions you are about to ask and to explain why we are asking about possible health conditions, impairments, or disabilities.

The "disability" questions are used to collect information about the victimization of persons with health conditions, impairments, and disabilities. Many believe that people with disabilities are more likely to be targeted for victimization because offenders see them as being more vulnerable.

There are two main purposes for collecting this information. First, to increase our knowledge and awareness about crimes in which persons with disabilities have been victimized and second, to help the Federal government in developing new strategies for reducing crimes against disabled persons. ***(Pause)***

_____________, please continue.

HEARING

FR: Are you deaf or do you have serious difficulty hearing?

R: No

(Enter 2, No)

VISION

FR: Are you blind or do you have serious difficulty seeing even when wearing glasses?

R: No

(Enter 2, No)

LEARN_CONCENTRATE

FR: Because of a physical, mental, or emotional condition, do you have any difficulty in doing any of the following activities:

Concentrating, remembering, or making decisions?

R: No

(Enter 2, No)

PHYSICAL_LIMIT FR: Because of a physical, mental, or emotional condition, do you have serious difficulty:

Walking or climbing stairs?

R: No

(Enter 2, No)

DRESS_BATH FR: Because of a physical, mental, or emotional condition, do you have serious difficulty:

Dressing or bathing?

R: No

(Enter 2, No)

LEAVING_HOME FR: Because of a physical, mental, or emotional condition, do you have difficulty doing errands alone such as visiting a doctor's office or shopping?

R: No

(Enter 2, No)

(Interrupt and say)

If a respondent reports multiple incidents, you ask the full series of disability questions **only** for the first incident. However, if you have already completed an incident report for the respondent and the respondent **reported** a health condition, impairment, or disability, for subsequent incidents you will re-ask only two of the disability questions rather than re-asking all the disability questions. Also, when you have already completed an incident report for the respondent and the respondent **didn't** report a health condition, impairment, or disability, the instrument skips over **all** the disability questions for any subsequent incidents and continues with the summary report for the incident. ***(Pause)***

Now you need to write a summary about the incident. Remember, you are limited to 300 characters. You can record additional information in the CAPI case level notes. To save space in the summary box, you can also use abbreviations. The standard recommended abbreviations for the NCVS are found in the Help item on the Menu bar. To access the standard abbreviations click on the Help item or press the Shift and F11 keys. *Try this now* and take a few minutes to look at the list of abbreviations that are acceptable to use for the NCVS.

(Allow time)

You can also toggle between the summary and the Help screen by pressing the ALT and TAB keys. Also, the list of abbreviations is provided on pages 24 and 25 in the Information Card booklet.

When writing summary reports, you must include the ***who, what, when, where,*** and ***how*** of the incident and any pertinent details not covered in the incident report questions. Now turn to page 14 of your Workbook for the text you should enter in the Incident Summary.

(Allow time)

SUMMARY ***During night on (date) lawn ornaments stolen from L2's front yard while HH asleep. Belonged to entire HH. Incident not reported to police b/c not important enough. Also L2 didn't want to take time to report it. Value property $51. L2 doesn't know who took the ornaments. Nothing recovered.***

(Allow time)

At **SUMMARYPROBE** you can either return to the summary to edit it or you can continue with the interview. Let's go back to the summary for a moment, so press the UP arrow key. When you return to the summary you need to make sure that the text is not highlighted before editing or adding more text. Either press F2 or click on the text box to unhighlight the text. If you don't do this when you begin typing in additional text you will lose the text previously entered. Edit the summary by removing the word "entire" in the sentence "Ornaments belonged to entire HH." When you are done press Enter.

(Allow time)

At **SUMMARYPROBE** enter 1 to continue. **(*Pause*)**

The next screen, **INCIDENTTOADD**, provides you with the opportunity to add incidents that the respondent may have recalled during the interview but which were not already reported in the screen questions. **(*Pause*)** For this exercise, enter code 2.

The next screen, **CRIME_END**, tells you that you have completed all incident reports for Brian Public. Enter 1 to continue. Also, enter 1 at the **ENDINCIDENT** screen and a 1 at **ENDSCREENER**, which tells you that there are no more incidents to report.

At the **INTRO_ UNDUP** screen read the respondent the text, which tells them that you must review the incidents reported during the current interview for the household.

____________, please read the introduction to us.

(TRAINEE: ***Now it will just take me a minute to review the crime incidents I have recorded from you during this interview at your household***.)

Thank you. Now enter 1 to continue.

The next screen, **UNDUP_OLDINC**, compares incidents reported by the respondent during the current interview with those that were reported in the previous interview, either by the respondent or someone else in the household, to ensure that the current incident reported is not a duplicate of incidents reported in the past. Selected information about the current incident is displayed in the left column and selected information about the incident reported in a previous interview is displayed in the right column. Because the incident reported in a previous interview may have been reported by another household member, **DO NOT** discuss the incident with the current respondent, in order to maintain confidentiality.

Q: What can you tell me about the two incident reports being compared at this screen?

A: The incident report just collected is being compared to an incident report collected during the previous enumeration **(OR SOMETHING SIMILAR)**

The unduplication screens are set up to display the same type of information about the two incident reports. Where one incident report is displayed in a column to the left and is compared to another incident report displayed in a column to the right. As you can see, the information was set up to display the same data from each incident report in each row. For instance, the row with the header titled "Month" displays the month the incident occurred. When you read that row from left to right you see that the month of the incident on the left occurred in (month) and then incident displayed on the right occurred in December. This gives you an efficient way to compare incident reports.

Q: How can we tell which incident report is displayed in the left column and which incident report is displayed in the right column?

A: The first line under the FR instructions contains the headers **"incident reported during current enumeration**" over the column on the left and "**incident reported during previous enumeration**" above the right hand column **(or something similar.)**

Let's take a minute to compare the two incidents that are displayed.

(Allow time)

Q: ___________, are these incident reports duplicates of each other? Why or why not?

A: No

1. Because the incidents took place in different months.
2. Because they are not the same type of incident (i.e. stolen lawn ornaments versus the theft of two games) ***(OR SOMETHING SIMILAR)***

Are there any questions about why these are not duplicate incident reports?

(Answer questions)

Now that we've established that these two incidents are not the same, enter 2 to continue the interview. Since there are no more incidents to compare, the unduplication process is completed. At the **UNDUP_DONE** screen enter 1 to continue.

____________, please continue the interview with the employment questions.

JOBLASTWEEK FR: Did you have a job or work at a business LAST WEEK?
If necessary: Do not include volunteer work or work around the house.

R: Yes

(Enter 1, Yes)

(Interrupt and say)

Notice that this screen contains a book icon and a page reference at the top left of the screen. This lets you know there is a corresponding page in the NCVS-554 Information Card Booklet. During personal visit interviews, show the "Employment" flashcard to the respondent so they can see the job categories. Ask the question in Item **JOBDESCRIPTION**, then ask the respondent to identify on the flashcard the job category that best describes their job. Since this is a telephone interview, read the answer categories aloud to the respondent until they give a "Yes" response or provide an answer.

_________, please continue the interview at the screen **JOBDESCRIPTION**.

JOBDESCRIPTION FR: *Ask or verify*
Which of the following best describes your job?
Were you employed in the - -

Medical Profession?
Mental Health Services Field?
R: Yes, mental health field

(Enter 12, Mental Health Services Field)

MENTALHEALTHJOB FR: Are your duties -

Professional (Social worker/psychiatrist)?
Custodial care?
Some other Mental Health Profession?

R: It's professional, I'm a social worker .

(Enter 15, Professional)

EMPLOYERTYPECURRENT

FR: *Ask or verify*
Is your job with a private company, business, or individual for wages?

R: No

FR: The Federal government?

R: No

FR: A State, county, or local government?

R: Yes, it's with the state.

(Enter 3, A State, county, or local government)

COLLEGEEMPLOYER FR: Are you employed by a college or university?

R: No

(Enter 2, No)

CURRENTJOBMSATYPE

FR: While working at your job, do you work mostly in
- - A city?
- - Suburban area?
- - Rural area?

OR

- - Combination of these?

R: In a city

(Enter 1, A city)

HOUSEHOLDINCOME FR: *SHOW FLASHCARD*

(Interrupt and say)

Since this is a telephone interview, read the answer categories to the respondent until you get a "Yes" response.

What is the TOTAL combined income of all members of this HOUSEHOLD during the past 12 months? This includes money from jobs, net income from business, farm or rent, pensions, dividends, interest, Social Security payments, and any other money income received by members of this HOUSEHOLD who are 14 years of age or older.

-- Less than $5,000
-- Between $5,000 and $7,499
-- Between $7,500 and $9,999

(Interrupt and say)

R: It's about $150,000

(Enter 24, $75,000 and over)

At the next screen, **BESTTIME_NOSUNDAY**, you can review or update the Interview Time Preferences if you need to. For this exercise, enter 1 to continue.

__________, please continue the interview.

RESPONDENTPHONENUMBER (Enter 0)

RESPINTERVIEWLANGFR: Was this respondent's interview conducted in a language other than English?

R: No

(Enter 2, No)

(Interrupt and say)

This concludes Brian Public's interview. Enter 1 at the **ENDPERSON** screen and at the **ENDSCREENER** screen.

Brian Public tells you that Michael Goe, Will Loe, and Megan Moe are not available to be interviewed at this time. Therefore, at the **NEXTPERSON** screen enter 33, which takes you to **REFCBBREAK_CP**. This question asks you if the interview with the household ended because of a refusal, a callback was needed, a breakoff occurred, or because of a language or other problem. Since Michael Goe, Will Loe, and Megan Moe are not available to be interviewed, you will need to call the household back to complete their interview. Enter 2, "Callback."

(*Pause*) At **PERSAPPT** you may want to ask the respondent what time would be best to call the household back to complete the remaining interviews. At this screen you can either enter 1 to proceed and enter a note later in the "Case Level Notes Editor" or you can enter a note now by pressing Ctrl F7. Let's enter a note later, so enter 1 at **PERSAPPT**.

At the **THANKYOU_INDIV** screen you thank Brian Public and tell him that you will call back at the suggested time, if he provided a specific time for you to call. Enter 1 to continue.

You don't need to make any changes to the telephone number and you don't need to access the Interview Time Preferences application, so at the **VERIFY** screen enter 2. **(*Pause*)**

(Allow time)

Now at the "Case Level Notes Editor," enter a note that you have to call back the household to complete interviews with Michael Goe, Will Loe, and Megan Moe. For this exercise, assume that Brian Public told you to call back after 7:00 p.m. so also enter the date and time to call back the household.

(Allow time)

Press F10 to exit the "Notes Editor." When the "Case Level Notes Editor" pop-up screen appears asking if you want to save the notes entered, click the "Yes" button. You then automatically return to pCHI, then Case Management.

__________, will you walk us through the pCHI items? Note that we won't be collecting any contact information for L1, as he is no longer a household member.

CTATEMPT (Enter 2 for telephone, outgoing)

TIMEOFCT	(Enter 1 since you are entering pCHI at the time of the contact attempt)
PCASECONTACT	(Enter 1, made contact with one or more eligible persons])
PCONTACTPER	(Enter 1, made contact with Brian Public)
PCTTYPE	(Enter 1, completed interview)
PRSPNDENT	(Enter 98 since the respondent completed his interview without expressing any concerns about participating)
PSTRATEGS	(Enter 5, called household)
PCONTACTPER (LN3)	(Enter 3, noncontact)
PNOCONTACT	(Enter 1, person not home)
PSTRATEGS	(Enter 2, scheduled appointment)
PCONTACTPER (LN4)	(Enter 3, noncontact)
PNOCONTACT	(Enter 1, person not home)
PSTRATEGS	(Enter 2, scheduled appointment)
PCONTACTPER (LN5)	(Enter 3, noncontact)
PNOCONTACT	(Enter 1, person not home)
PSTRATEGS	(Enter 2, scheduled appointment)

Then we exit the pCHI, because we've updated the contact information for all the household members.

Click on the "OK" button at the Case Management pop-up screen.

(Allow time)

Notice that the status code changes to a “P”. This lets you know that you have completed the household respondent’s interview but that there are other eligible household members whose interview you still need to complete.

This concludes the interview for this practice exercise.

Are there any questions?

(Answer questions)

PRACTICE EXERCISE #8 - Re-entering a Case to Complete Interview with Remaining Eligible Household Members
Case ID: 00000004

(Approximate time: 15 minutes)

In this exercise you will practice re-entering a case. We'll be working with the training case for the Moe household. You already completed Megan Moe's interview, the household respondent, during the self-study Practice Interview. Now you need to call back the household to interview her husband, Ted Moe.

Highlight the case, **104 Ocean View Lane**. Start the interview by pressing the **F2** function key and get into the NCVS CAPI instrument for this case.

(Allow time)

At the **START_CP** screen, enter 1 since you are calling the household back to interview Ted Moe. Look at the next to the last column, "STATUS," on the **SHOW_CP_ROSTER** screen. As you can see, Megan Moe's interview is done but Ted Moe has an interview designation of "NEED SELF" which means that he still needs to be interviewed. Enter 1 at this screen to continue. **(*Pause*)**

At the **SHOW_INFO_CP** screen you can view any notes about the case by pressing **Ctrl F7** and you can look to see if there are any best or worst time preferences to contact this case by pressing the **Ctrl T** keys. For this exercise, enter 1 at the **SHOW_INFO_CP** screen to continue the interview. **(*Pause*)** The next screen you see is **WHOTOCALL_CP**. This screen displays the names of the household members with whom you still need to complete an interview. Notice that Ted Moe's name is listed. Enter 1 to select Ted Moe as the person to interview. **(*Pause*)**

At the **DIAL_CP** screen, call the household. Assume someone answers, so enter 1. **(*Pause*)** At the **HELLO_1_CP** screen read the introduction, then ask to speak to Ted Moe. The person who answered the phone calls Ted Moe to the telephone so at the **HELLO_1_CP** screen enter 2, "Correct person called to the phone."

At the next screen, **INTRO_REC_CP**, introduce yourself to Ted Moe since this is the first time you are talking to him. Also explain to him the purpose of the survey and tell him that you would like to complete his interview. However, Ted Moe tells you that he doesn't want to be interviewed. At this point, you should try to explain the importance of the survey and his participation. You can refer to the responses under the **F**requently **A**sked **Q**uestions tab to help explain the importance of the survey to him.

Let's take a look at some of the responses available. Click on the **FAQs** tab on the toolbar. As you can see, there are several questions that are frequently asked about the NCVS. Let's look at question 4, "Who uses this information? What good is it?" Enter 4.

_____________, please read the response to this question.

(TRAINEE: ***This survey is widely used by policy makers at all levels of government, crime prevention groups, people who help crime victims, researchers in many fields, the media, as well as others. It has sometimes been used by the Supreme Court in making decisions. The survey informs our users in a neutral, unbiased way to help them make public policy.)***

Thank you.

Let's take a look at one more question so enter 2 to return to the list of questions, then select question 3, "Why not ask the police about crimes?"

_____________, would you please read the response to Question 3?

(TRAINEE: ***Less than half of all crimes are reported to police. The survey is the only way we have to find out about these crimes. We also get the details about the characteristics of the crimes and the effects of the crime on the victim. The survey provides much more detailed information than we get from the police on both reported and unreported crime.)***

Thank you.

Now let's continue the interview, so enter 1.

After attempting to convince Ted Moe to participate he still refuses, so press F10 at the **INTRO_REC_CP** screen. **(*Pause*)** Then, enter 1 at the **REFCBBREAK_CP** screen and a 2 at the **VERIFY** screen.

At the "Case Level Notes Editor" enter "Ted Moe refused to be interviewed." It is acceptable to enter household members' names at the "Case Level Notes Editor." Exit and save the notes.

Now let's enter contact information in the pCHI.

CTATEMPT (Enter 2 for telephone, outgoing)

TIMEOFCT (Enter 1 since you are entering pCHI at the time of the contact attempt)

When you get to **pCASECONTACT**, look at the roster. Ted Moe is in blue text, which means that he is eligible for the NCVS and his interview has not been completed yet. Megan Moe is in gray text with a "C" next to her name, which means that she completed her NCVS interview in a previous contact, so we don't have to enter any pCHI information for her.

__________, please walk us through the remaining pCHI screens.

pCASECONTACT (Enter 1, made contact with one or more eligible persons)

(Interrupt and say)

Even though we did not complete his interview, we did speak with Ted Moe, so we want to note that contact was made.

PCONTACTPER (Enter 1, made contact with Ted Moe)

PCTTYPE (Enter 3, unable to conduct interview)

PNONINTER (Enter 5, potential Type Z)

(Interrupt and say)

Use this category, “Potential Type Z” for household members who are potential or confirmed Type Zs, as shown in this exercise.

Look at the next item, **PRSPNDENT**. Let’s say that Ted refused to participate because the survey is voluntary, and he’s too busy. What precodes do you enter, _________?

PRSPNDENT (Enter 5, survey is voluntary, and 2, too busy)

Thank you. When possible, enter the precodes in the order the respondent mentions them, just as we did here. This is so we can see how often a category is mentioned, and how often it is mentioned first. That would imply that it is the most important reason for that respondent.

PSTRATEGS (Enter 5, called household)

We don’t need to collect any contact information for Megan since she is grayed out. This concludes this practice exercise of re-entering a case to interview any remaining eligible household members.

Are there any questions?

(Answer questions)

PRACTICE EXERCISE #9– Classifying an NCVS Respondent as a Type Z Noninterview

Case ID: 00000004

(Approximate time: 15 minutes)

This next exercise covers classifying an NCVS respondent as a Type Z noninterview. When a case is ready to be transmitted, it means that the household doesn't require any more follow-up contacts. This is because you either interviewed all eligible members in the household, completed an interview with one or more eligible members and made every attempt to interview other household members but were unsuccessful, or the household was a Type A, Type B, or Type C noninterview.

If the household contains any members who have not been interviewed, either because they refused, were never available despite repeated attempts to interview them, they were physically or mentally unable to answer and no proxy was available, or they were temporarily absent and no proxy was available, you must specify the Type Z noninterview reason for every noninterview person in the household before you can transmit the case. Since this process can only be done at the time you are ready to transmit the case to Headquarters, it is very important that if you have identified any eligible household members as a noninterview early in the interview period, you annotate the reason in the CAPI notes so you don't forget the reason when you are ready to transmit the case later on.

Let’s go back to the training case for the Moe household. You completed Megan Moe’s interview, but her husband, Ted Moe, refused to be interviewed. There aren't any other eligible household members whose interview you need to complete so this case is ready to be transmitted. However, in order to transmit this case, you first need to specify the reason why Ted Moe is a Type Z noninterview. In the Case List, highlight the case **104 Ocean View Lane**. Start the interview by pressing the F2 function key and get into the NCVS CAPI instrument for this case.

(Allow time)

At the **START_CP** screen notice that the “Case Status” indicates that the household respondent’s interview was completed. Click on the household roster (HH Roster) tab on the toolbar to check the interview status of other eligible household members. Notice that Ted Moe’s status is "REFUSED" and that there are no other household members whose interview you need to complete.

Now click on the Main tab to return to the **START_CP** screen. Since this case doesn’t require any more follow-up, enter 5, “Ready to transmit case-no more follow up.” You now see a pop up screen that asks you if you are ready to transmit the case. Since this case doesn’t require any more follow-up you are ready to transmit it, so click the “Suppress” button. The **TYPE Z** screen tells you that no survey data was collected for Ted Moe and instructs you to select the reason that best describes why survey data were not collected for him. Enter 3 since Ted Moe refused to participate. At the **VERIFY** screen enter 2. In the "Case Level Notes Editor" enter that Ted Moe refused to participate, then save the notes entered.

(Allow time)

Since we got back into the NCVS instrument to code Ted as a Type Z and did not attempt another contact we can enter Precode (4), “Not attempting contact” at **CTATEMPT** and Precode (2), “Readying case for transmission” at **NOATTEMPT**. If we entered data in pCHI it would be a duplicate of the last record entered in pCHI; since there was not another attempt we don’t need to enter any contact information here. Does everyone understand that?

(Answer questions)

Notice that the case is no longer listed on the Case List.

This concludes this practice exercise. Are there any other questions?

(Answer questions)

PRACTICE EXERCISE #10 – Unduplication of Incidents
Case ID: 00000005

(Approximate time: 30 minutes)

In this exercise you will practice handling duplicate incidents. We will be working with the training case with the address **105 Beach Road.** You already completed Brian Public's interview. Now you are calling the household back to interview Michael Goe, Will Loe, and Megan Moe.

Highlight the case and then start the interview by pressing the F2 function key to get into the NCVS CAPI instrument for this case.

(Allow time)

At the **START_CP** screen, notice that the "Case Status" description changed from "New Case" to "Household Respondent Complete" since you completed the household respondent's interview. Enter 1 at this screen since you are calling the household back to interview other eligible household members. At the next screen, **SHOW_CP_ROSTER,** look at the column labeled "STATUS." Notice that you still need to complete interviews for Michael Goe, Will Loe, and Megan Moe. (***Pause***) Enter 1 at this screen and also enter 1 at the **SHOW_INFO_CP** screen. (***Pause***)

The next screen you see is **WHOTOCALL_CP**. This screen displays the name and the line number of household members with whom you still need to complete an NCVS interview. You can select either Michael Goe, Will Loe, or Megan Moe to interview next. Select Michael Goe. Enter his line number, 3, as the person to interview next. **(*Pause*)**

At the **DIAL_CP** screen call the household. Assume someone answers, so enter 1. **(*Pause*)**

__________, please continue the interview. Remember to tell us what you enter at each screen as you proceed through the interview.

HELLO_1_CP

FR: Hello. This is (TRAINEE'S NAME) from the U.S. Census Bureau. May I please speak to Michael Goe?

R: This is Michael Goe.

(Enter 1, This is the correct person)

INTRO_REC_CP

FR: We are talking with members of your household to obtain statistics on the kinds and amount of crime committed against individuals 12 years of age or older.

We would like to complete your interview now.

R: OK

(Enter 1, Proceed with interview)

INTERVIEWSTATUS **(Enter 1 to continue interview)**

TIMEATADDRESS

FR: Before we get to the crime questions, I have one or two questions that are helpful in studying where and why crimes occur.

How long have you lived at this address?

R: 5 years.

(Enter 5)

SQTHEFT

FR: I'm going to read some examples that will give you an idea of the kinds of crimes this study covers. As I go through them, tell me if any of these happened to you in the last 6 months, that is, since (date).

Was something belonging to YOU stolen, such as

-- Things that you carry, like luggage, a wallet, purse, briefcase, book
-- Clothing, jewelry, or cellphone
-- Bicycle or sports equipment-
-- Things in your home - like a TV, stereo, or tools
-- Things from a vehicle, such as a package, groceries, camera, or CDs-

OR

-- Did anyone ATTEMPT to steal anything belonging to you?

Ask only if necessary
Did any incidents of this type happen to you?

R: Yes

(Enter 1, Yes)

SQTHEFTTIMES FR: How many times?

R: One time

(Enter 1)

SQTHEFTSPEC FR: What happened?

R: Lawn ornaments were stolen from our front yard.

(Enter: Lawn ornaments stolen from household's front yard.)

SQATTACKWHERE FR: Other than any incidents already mentioned, since (date), were you attacked or threatened
OR did you have something stolen from you -

-- At home including the porch or yard
-- At or near a friend's, relative's, or neighbor's home
-- At work or school
-- In places such as a storage shed or laundry room, a shopping mall, restaurant, bank, or airport
-- While riding in any vehicle
-- On the street or in a parking lot
-- At such places as a party, theater, gym, picnic area, bowling lanes, or while fishing or hunting
OR

-- Did anyone ATTEMPT to attack or ATTEMPT to steal anything belonging to you from any of these places?

Ask only if necessary
Did any incidents of this type happen to you?

R: No

(Enter 2, No)

SQATTACKHOW

FR: Other than any incidents already mentioned, has anyone attacked or threatened you in any of these ways?

-- With any weapon, for instance, a gun or knife
-- With anything like a baseball bat, frying pan, scissors, or stick
-- By something thrown, such as a rock or bottle
-- Include any grabbing, punching, or choking,
-- Any rape, attempted rape, or other type of sexual attack
-- Any face to face threats

OR

R: *(Interrupts)* No, nothing like that at all.

(Interrupt and say)

This is a good place for us to talk about asking the respondent to wait until you are finished reading the whole question. Here, we are interrupted by the respondent before the FR has asked all the cues. Notice how the FR now politely asks the respondent to wait until the whole question is asked.

FR: If you could just bear with me while I finish reading the question, please.

-- Any attack or threat or use of force by anyone at all? Please mention it even if you are not certain it was a crime.

Ask only if necessary
Did any incidents of this type happen to you?

R: No

(Enter 2, No)

SQTHEFTATTACKKNOWNOFF

FR: People often don't think of incidents committed by someone they know. Other than any incidents already mentioned, did you have something stolen from you or were you attacked or threatened by-

-- Someone at work or school
-- A neighbor or friend
-- A relative or family member
-- Any other person you have met or known?

Ask only if necessary
Did any incidents of this type happen to you?

R: No

(Enter 2, No)

SQSEXUAL

FR: Incidents involving forced or unwanted sexual acts are often difficult to talk about. Other than any incidents already mentioned, have you been forced or coerced to engage in unwanted sexual activity by -

-- Someone you didn't know -
-- A casual acquaintance -

OR

-- Someone you know well?

Ask only if necessary
Did any incidents of this type happen to you?

R: No

(Enter 2, No)

SQCALLPOLICECRIME

FR: During the last 6 months, other than any incident(s) already mentioned, did you call the police to report something that happened to YOU which you thought was a crime?

R: No

(Enter 2, No)

SQNOCALLPOLICECRIME

FR: During the last 6 months, other than any incident(s) already mentioned, did anything which you thought was a crime happen to YOU, but you did NOT report to the police?

R: No

(Enter 2, No)

(Interrupt and say)

This concludes the **screen questions** for Michael Goe. At the "Present for Screen Questions" screen enter 11 since this is a telephone interview.

The **INC_REPORTS** screen tells you that an incident was reported by Michael Goe. Enter 1 at this screen.

__________, please continue with the incident questions.

INCIDENTINTRO FR: You said before that during the last 6 months lawn ornaments were stolen from your household's front time one time.

(Enter 1 to continue)

INCIDENTDATE FR: In what month did this incident happen?

R: It think it happened sometime in March.

(Make sure the month the incident occurred falls WITHIN the reference period. Refer to the chart on page 9-310.)

(Enter 3, March)

INCIDENTNUMBEROFTIMES

FR: *Ask or verify*
Altogether, how many times did this type of incident happen during the last 6 months?

R: Just once.

(Enter 1)

INCIDENTTIME FR: About what time did this incident happen?

R: I didn't notice that the ornaments were missing until the next day so it must have happened sometime during the night.

(Enter 18, Don't know what time of night)

INCIDENTPLACE FR: In what city, town, or village did this incident occur?

R: Right here in Any Town.

(Enter 3, Same city/town/village as present residence)

INCIDENTAIR FR: Did this incident occur on an American Indian Reservation or on American Indian Lands?

R: No

(Enter 2, No)

LOCATION_GENERAL

FR: Did this incident happen

-- In your home or lodging?
-- Near your home or lodging?

R: It happened in my front yard.

(Enter 12, Near your home or lodging)

LOCATION_NEAR_HOME

FR: *Ask or verify*
Where near your home or lodging did this incident happen?

(Interrupt and say)

An important skill you can use as an interviewer is the skill of active listening, which means using the information the respondent has already provided. One way to practice active listening at this screen is to verify the location without asking the full question, since the respondent gave us a detailed description of the location in a previous question. For example, instead of asking “Where near your home or lodging did this incident happen?” we can use the answer category to verify the answer by asking “You just said this happened in your front yard, is that correct?” Using this active listening technique will help the respondent know that you really are paying attention to their answers and make interviewing more efficient.

R: In the front yard

(Enter 15, Own yard, sidewalk, driveway, etc.)

Notice the pop-up that appears. It asks, “Did this incident happen in a garage? If yes, was the garage attached or detached?” In this example, the incident did not happen in a garage, so click “Suppress.” __________, please continue.

INSIDEOROUT FR: *Ask or verify*
Did it happen outdoors, indoors, or both?

R: Outdoors

(Enter 2, Outdoors)

FARFROMHOME FR: *Ask or verify*
How far away from home did this happen?

R: It was at my home.

(Enter 1, At, in, or near the building containing the

respondent's home or next door)

HHMEMBERPRESENT FR: *Ask or verify*
Were you or any other member of this household present when this incident occurred?

R: No

(Enter 2, No)

Notice that we have another pop-up screen: "Verify whether or not the respondent or another household member was at the immediate scene of the crime during the incident. If after verifying presence, you determine they were present, press the Close or Goto button. If after verifying presence, you determine they were not present, press the Suppress button." You must verify that the household member was in fact not present. After you verify, click "Suppress."

KNOWLEARNOFFENDERS

FR: Do you know or have you learned anything about the offender for instance, whether there was one or more than one offender involved, whether it was someone young or old, or male or female?

R: No

(Enter 2, No)

THEFT FR: *Ask or verify*
Was something stolen or taken without permission that belonged to you or others in the household?

R: Yes

(Enter 1, Yes)

WHATWASTAKEN FR: *Ask or verify*
What was taken that belonged to you or others in the household?

R: Outdoor lawn decorations

(Enter 36, Other)

FR: Anything else?

R: No

(Press Enter)

WHATWASTAKEN_SPEC **(Enter "Lawn ornaments")**

WHOOWNEDSTOLENPROPERTY
FR: Did the stolen property belong to you personally, to someone else in the household, or to both you and other household members?

R: To me and others in the household.

(Enter 2, Respondent and the other household member(s))

OTHERSOWNEDSTOLENPROPERTY
FR: Besides you, which household members owned the stolen property?

R: They belonged to everyone.

(Enter 40, Household property)

ARTICLEINCAR FR: *Ask or verify*

Was the article IN or ATTACHED to a motor vehicle when it was taken?

R: No

(Enter 2, No)

OTHERONPERSON FR: *Ask or verify*
Was there anything the offenders took directly from you, for instance, from your pocket or hands, or something that you were wearing?

R: No

(Enter 2, No)

PROPERTYVALUE FR: What was the value of the PROPERTY that was taken? Include recovered property. (If jointly owned with a nonhousehold member, include only share owned by household members.)

R: About $50

(Enter 50)

DECIDEDVALUE FR: How did you decide the value of the property that was taken?

R: That was the cost we paid to purchase the decorations.

(Enter 11, Original cost)

FR: Any other way?

R: No

(Press ENTER)

(If FR doesn't ask the probe for this question, remind trainees to ask the probe displayed on the screen for multiple entry questions.)

ALLPARTRECOVERED

FR: Was all or part of the stolen property recovered, not counting anything received from insurance?

R: No

(Enter 3, None)

RECOVEREDINSURANCE

FR: Was the theft reported to an insurance company?

R: No

(Enter 2, No)

DAMAGED

FR: Other than any stolen property, was anything that belonged to you or other members of the household damaged in this incident?

R: Yes, some shrubs were damaged.

(Enter 1, Yes)

DAMAGEDREPAIRED

FR: Were the damaged items repaired or replaced?

R: Yes, we had to replace the two bushes that were damaged.

(Enter 1, Yes, all)

ACTCOSTREPAIRREPLACE

FR: How much was the repair or replacement cost?

R: About $50

(Enter 50)

PAIDREPAIRS FR: Who paid for the repairs or replacement?

R: We did.

(Enter 2, Household members)

POLICEINFORMED FR: Were the police informed or did they find out about this incident in any way?

R: No

(Enter 2, No)

NOTREPORTEDPOLICE

FR: What was the reason it was not reported to the police?

R: We figured it was just kids playing around.

(Enter 14, Child offender(s); "kid stuff")

FR: Any other reason?

R: No

(Press Enter)

AGENCYHELP FR: Did you or someone in your household receive any help or advice from any office or agency -- other than the police -- that deals with victims of crime?

R: No

(Enter 2, No)

DOINGATINCIDENTTIME

FR: What were you doing when this incident happened?

R: I was probably sleeping.

(Enter 18, Sleeping)

JOBDURINGINCIDENT

FR: Did you have a job at the time of the incident?

R: Yes

(Enter 1, Yes)

LOSTOTHERWORKTIME

FR: Did you lose any time from work because of this incident for such things as cooperating with a police investigation, testifying in court, or repairing or replacing damaged or stolen property?

R: No

(Enter 6, None)

HHMEMLOSTWORKTIME

FR: Were there any household members 16 years or older who lost time from work because of this incident?

R: No

(Enter 2, No)

INCIDENTHATECRIME

FR: Hate crimes or crimes of prejudice or bigotry occur when offenders target people because of one or more of their characteristics or religious beliefs.

Do you have any reason to suspect the incident just discussed was a hate crime or crime of prejudice or bigotry?

R: No

(Enter 2, No)

DISABILITY_INTRO

FR: Research has shown that people with disabilities may be more vulnerable to crime victimization. The next questions ask about any health conditions, impairments, or disabilities you may have.

(Enter 1 to continue)

HEARING

FR: Are you deaf or do you have serious difficulty hearing?

R: No

(Enter 2, No)

VISION

FR: Are you blind or do you have serious difficulty seeing even when wearing glasses?

R: No

(Enter 2, No)

LEARN_CONCENTRATE

FR: Because of a physical, mental, or emotional condition,do you have serious difficulty:

Concentrating, remembering or making decisions?

R: No

(Enter 2, No)

PHYSICAL_LIMIT FR: Because of a physical, mental, or emotional condition, do you have serious difficulty: Walking or climbing stairs?

R: No

(Enter 2, No)

DRESS_BATH FR: Because of a physical, mental, or emotional condition, do you have serious difficulty: Dressing or bathing?

R: No

(Enter 2, No)

LEAVING_HOME FR: Because of a physical, mental, or emotional condition, do you have difficulty doing errands alone such as visiting a doctor's office or shopping?

R: No

(Enter 2, No)

(Interrupt and say)

Now you need to write a summary about the incident. Remember to answer who, what, when, where, and how in your summary. After you finish, turn to page 15 of your workbook for the text you should enter. When you are done completing and comparing the summary press Enter.

SUMMARY ***In (enter date within reference period) lawn decorations taken from L3's front yard at night. Hhld sleeping. Decorations belonged to the HH. Incident not reported to police since kid's stuff. Stolen items valued at $50. Shrubs damaged; cost to replace shrubs was $50. L3 doesn't know who took. No time lost from work. Nothing recovered.***

(Allow time)

After completing the summary you proceed to **SUMMARYPROBE.** You don't need to edit or continue entering any more summary text, so enter 1 to continue. **(*Pause*)** Now enter 2 at **INCIDENTTOADD** since the respondent did not recall during the interview any additional incidents that were not already reported in the screen questions. **(*Pause*)**

The next screen, **CRIME_END**, tells you that you have completed all incident reports for Michael Goe. Enter 1 to continue. Also, enter 1 at the **ENDINCIDENT** screen and a 1 at the **ENDSCREENER** screen, which tells you that there are no more incidents to report.

In the next screen, **INTRO_UNDUP**, remember you read the text to the respondent to let him or her know that you need to review the incidents reported during the current interview for the household. ***(Pause)*** The unduplication process is an NCVS process to ensure that **each reported incident is not a duplicate of another incident already reported for the respondent or the sample household in the current and previous enumeration periods.** This quality assurance measure is designed so that we can provide a more accurate measure of criminal victimization in the United States.

A "duplicate" incident report is a report of the same crime incident, not similar incidents. For example, when two different respondents report that Line Number 1's bicycle was stolen in January, this is considered a duplicate incident. Whereas, if Line Number 1 reports that their bicycle was stolen in November and Line Number 2's bicycle was stolen in September these incidents, although similar, are not considered duplicates because they are two separate crimes. This section of the instrument is set up to avoid double reporting of incidents.

Now enter 1 at the **INTRO_UNDUP** screen to continue. **(*Pause*)** If more than one incident was reported by the respondent OR by the respondent and someone else in the household during the current interview period, you review the remaining incidents to identify whether the incidents are potential duplicates.

In this exercise, both Michael Goe and Brian Public reported incidents during the current interview period, so at the **UNDUP_CURINC** screen, compare the incidents reported. During the unduplication process, in order to keep the data confidential, **DO NOT** discuss the incidents you are reviewing with the respondent, particularly when the incidents are reported by different household members.

Q: What comparisons will we be making in the unduplication section this time?

A: 1. We'll compare this respondent's incident report to the incident report collected for the household respondent.

2. We'll also compare this respondent's incident report to the incident report collected in the previous enumeration.

(Or something similar. Discuss any of these points that were not mentioned.)

Does everyone follow the logic that the instrument will prompt you to review the current incident report against two other incident reports?

(Answer questions)

Q: Based on the information displayed, how can we tell which incident report is the current respondent's incident and which incident report was collected during the household respondent's interview?

A: 1. The row of data that contains the header "***Enum***" or enumeration, also has the headers "***Ln No.***" for the Line number of the respondent who reported that incident and "***Inc. No.***" for the incident number.

2. You can also compare the summaries of the two incident reports to help differentiate between the two.

(Or something similar. Discuss any of these points that were not mentioned.)

As we discussed in the previous exercise, the unduplication screens were set up to display the same type of information about the two incident reports. One incident report is displayed in a column on the left and is compared to another incident report displayed in a column to the right. Let's take a minute to discuss the header ***Inc. No.*** or "incident number." That number is linked to the respondent who reported the incident. For example, if Line Number 2 reported two incidents, their first incident would have an Incident Number of 1, while their second incident would have an Incident Number of 2. As you can see from the **UNDUP_CURINC** screen we are comparing the first incident reported by Line Number 2 to the first incident reported by Line Number 3.

Does everyone understand what the Incident Number is and how it is displayed at this screen?

(Answer questions)

Let's take a minute to compare the two incidents that are displayed.

(Allow time)

Q: ___________, are these incidents duplicates of each other? Why or why not?

A: Yes, the incidents are the same; it was the same situation and it happened in the same time frame.

(Or something similar. If any of these points were left out of the answer, mention them now.)

Are there any questions about why these are duplicate incident reports?

(Answer questions)

Now that we've established that these two incident reports are the same incident, enter 1 at the **UNDUP_CURINC** screen.

In the next screen, **UNDUP_OLDINC**, incidents reported during the current interview are also compared to incidents reported in previous interviews to ensure that they aren't duplicates. Review the incidents to see if the current incident is a duplicate of one previously reported.

(Allow time)

Q: Are these two incident reports duplicates? Why or why not?

A: No.

1. Because the incidents took place in different locations.
2. Because they are not the same type of incident.

(Or something similar. If any of these points were left out of the answer, mention them now.)

The incidents don't appear to be duplicates so enter 2 at the **UNDUP_OLDINC** screen. Continue this process until there are no more incidents to compare.

(Allow time)

At the **UNDUP_DONE** screen, the unduplication process is completed. Enter 1 to continue.

_________, please continue the interview with the employment questions.

JOBLASTWEEK

FR: Did you have a job or work at a business LAST WEEK?
*If necessary***:** Do not include volunteer work or work around the house.

R: Yes

(Enter 1, Yes)

JOBDESCRIPTION

FR: *Ask or verify*
Which of the following best describes your job?
Were you employed in the - -
Medical Profession?
Mental Health Services Field?
Teaching Profession?
Law Enforcement or Security Field?

R: Yes, law enforcement

(Enter 14, Law Enforcement or Security Field)

MENTALHEALTHJOB FR: Were you employed as a -

Law enforcement officer?

R: Yes, I'm a police officer.

(Enter 26, Law enforcement officer)

EMPLOYERTYPECURRENT

FR: *Ask or verify*
Is your job with a private company, business, or individual for wages?

R: No

FR: The Federal government?

R: No

FR: A State, county, or local government?

R: Yes, it's with the state.

(Enter 3, A State, county, or local government)

COLLEGEEMPLOYER FR: Are you employed by a college or university?

R: No

(Enter 2, No)

CURRENTJOBMSATYPE

FR: While working at your job, do you work mostly in
- - A city?
- - Suburban area?
- - Rural area?
OR

- - Combination of these?

R: I would say it's a combination.

(Enter 4, Combination of these)

(Interrupt and say)

At **BESTTIME_NOSUNDAY** enter 1 to continue.
RESPONDENTPHONENUMBER (Enter 0 to continue)
RESPONDENTPHONETYPE (Enter 1, home)
RESPINTERVIEWLANG (Enter 2, No)

This concludes Michael Goe's interview. Enter 1 at the **ENDPERSON** screen and at the **ENDSCREENER** screen.This ends the interview for this practice exercise. In the next exercise we will continue with this case. Are there any questions about this exercise?

(Answer questions)

PRACTICE EXERCISE #11 – Proxy Interview
Case ID: 00000005

(Approximate time: 30 minutes)

In this practice exercise you will complete a proxy interview. Turn to page 16 of your Workbook to review the NCVS proxy rules.

(Allow time)

Now let's continue with the interview. Everyone should be at the **NEXTPERSON** screen. Notice that this is another screen where you are instructed **NOT** to F10. Please make sure that you follow this instruction.

Q: Can anyone tell me whose interview you still need to complete?
A: Will Loe's and Megan Moe's

That's correct.

After telling Michael Goe that you need to speak to Will Loe or Megan Moe he tells you that Will Loe had a stroke that left him cognitively impaired and he is unable to complete the interview himself. Michael Goe is eligible to serve as the proxy respondent for Will Loe and agrees to do so. At the **NEXTPERSON** screen enter Will Loe's line number, which is 4.

Take a look at the **INTERVIEWSTATUS** screen. It currently indicates that Will Loe's interview is a self-response interview. **(*Pause*)** Also, take a look at the "Talking to" and "About" fields at the bottom of the screen. Both of these fields contain Will Loe's name. **(*Pause*)** When you change the interview status to proxy and select a proxy respondent, you will notice that the "Talking to" field will contain Michael Goe's name, the proxy respondent.

To change the interview status from self to proxy, select Precode (2), "Change to a proxy interview" since you will be conducting Will Loe's interview by proxy and not by self-response. When you enter 2, notice that you get a soft edit informing you that the interview status is about to be changed to "Proxy interview." Here you have the option to either accept the change by clicking on the "Suppress" button or to go back to the **INTERVIEWSTATUS** screen and change the entry. Since you want to change the interview status for Will Loe to proxy, the entry of 2 is correct so click the "Suppress" button.

Michael Goe told you that Will Loe had a stroke and is unable to answer the survey questions, so at the **PROXYREASON** screen enter 2, "Proxy person is physically/mentally unable to answer." **(*Pause*)** At the next screen, **PROXYREASONSPEC,** describe the physical or mental condition that prevents the respondent from completing the interview by self-response. Turn to page 17 of your Workbook for examples of acceptable or valid proxy reasons.

(Allow time)

Now in the **PROXYREASONSPEC** screen enter “***L4 suffered a stroke.”*** Then press Enter.

(Allow time)

At the next screen, **PICKPROXYRESP**, enter the line number of the proxy respondent. Notice that Megan Moe’s name is not listed as an eligible proxy respondent. This is because she has not yet completed her interview by self-response. Now take a look at the last column in the Info Pane. Notice that Will Loe’s “Interview Status” changed from “Need Self” to “Need Prxy.”

Enter 3, which is Michael Goe’s line number, and then press Enter. At the next screen, **INTROPROXYSTATUS**, look at the five FR instructions in blue. These instructions tell you that you are conducting a proxy interview; that the interview is for Will Loe, and that you are talking to Michael Goe, the proxy respondent. Also look at the Status bar located in the grey portion at the bottom of the screen. Notice that the “Talking to” field now reflects the name of the proxy respondent, Michael Goe. The survey questions will now be worded so that you are asking Michael Goe about Will Loe.

Enter 1 at this screen.

__________________, please be our FR. Remember to tell us what you enter at each screen as you proceed through the interview.

TIMEATADDRESS

FR: Before we get to the crime questions, I have one or two questions that are helpful in studying where and why crimes occur.

How long has Will Loe lived at this address?

R: 10 years.

(Enter 10)

SQTHEFT

FR: I'm going to read some examples that will give you an idea of the kinds of crimes this study covers. As I go through them, tell me if any of these happened to Will Loe in the last 6 months, that is, since (date).

Was something belonging to WILL LOE stolen, such as –

-- Things that you carry, like luggage, a wallet, purse, briefcase, book
-- Clothing, jewelry, or cellphone
-- Bicycle or sports equipment-
-- Things in your home - like a TV, stereo, or tools
-- Things from a vehicle, such as a package, groceries, camera, or CDs-

OR
-- Did anyone ATTEMPT to steal anything belonging to Will Loe?

Ask only if necessary
Did any incidents of this type happen to him?

R: No

(Enter 2, No)

SQATTACKWHERE FR: Since (date), was Will Loe attacked or threatened OR did he have something stolen from him -

-- At home including the porch or yard
-- At or near a friend's, relative's, or neighbor's home
-- At work or school
-- In places such as a storage shed or laundry room, a shopping mall, restaurant, bank, or airport
-- While riding in any vehicle
-- On the street or in a parking lot
-- At such places as a party, theater, gym, picnic area, bowling lanes, or while fishing or hunting

OR

-- Did anyone ATTEMPT to attack or ATTEMPT to steal anything belonging to him from any of these places?

Ask only if necessary
Did any incidents of this type happen to Will Loe?

R: No

(Enter 2, No)

SQATTACKHOW FR: Has anyone attacked or threatened Will Loe in any of these ways?

-- With any weapon, for instance, a gun or knife
-- With anything like a baseball bat, frying pan, scissors, or stick

-- By something thrown, such as a rock or bottle
-- Include any grabbing, punching, or choking,
-- Any rape, attempted rape, or other type of sexual attack
-- Any face to face threats

OR

-- Any attack or threat or use of force by anyone at all? Please mention it even if you are not certain it was a crime.

Ask only if necessary
Did any incidents of this type happen to Will Loe?

R: No

(Enter 2, No)

SQTHEFTATTACKKNOWNOFF

FR: People often don't think of incidents committed by someone they know. Did Will Loe have something stolen from him or was he attacked or threatened by-

-- Someone at work or school
-- A neighbor or friend
-- A relative or family member
-- Any other person he has met or known?

Did any incidents of this type happen to him?

R: Yes

(Enter 1, Yes)

SQTHEFTATTACKKNOWNOFFTIMES

FR: How many times?

R: Two times.

(Enter 2)

SQTHEFTATTACKKNOWNOFFSPEC

FR: What happened?

R: One of the guys at the rehab center where Will goes threatened to beat him up.

(Enter "One of the guys at the rehab center where L4 goes threatened to beat him up")

SQSEXUAL

FR: Incidents involving forced or unwanted sexual acts are often difficult to talk about. Other than any incidents already mentioned, has he been forced or coerced to engage in unwanted sexual activity by -

-- Someone he didn't know -
-- A casual acquaintance -
OR
-- Someone he knows well?

Ask only if necessary
Did any incidents of this type happen to him?

R: No

(Enter 2, No)

SQCALLPOLICECRIME

FR: During the last 6 months, other than any incidents already mentioned, did Will Loe call the police to report something that happened to HIM which he thought was a crime?

R: No

(Enter 2, No)

SQNOCALLPOLICECRIME

FR: During the last 6 months, other than any incidents already mentioned, did anything which Will Loe thought was a crime happen to HIM, but he did NOT report to the police?

R: No

(Enter 2, No)

PRESENTFORSQS **(Enter 11, Telephone)**

INC_REPORTS **(Enter 1 to continue)**

INCIDENTINTRO FR: You said before that during the last 6 months one of the guys at the rehab center where Will Loe goes threatened to beat him up two times.

(Enter 1 to continue)

INCIDENTDATE FR: In what month did the first incident happen?

(Interrupt and say)

Since this incident happened more than one time, make sure that you let the respondent know that the questions you will be asking pertain to the first incident. Be sure to read the words “the first” when asking this question.

R: I think it happened sometime in October.

(Make sure the month the incident occurred falls OUTSIDE the reference period. Refer to the chart on page 9-310.)

(Enter 10, October)

(Interrupt and say)

Because the incident occurred outside the reference period, an edit error message pops up for you to verify the response given.

__________, please continue the interview by asking the question appearing in the edit error message.

FR: Did you say October?

R: Yes

(Select "Suppress" button)

OSINCNOTNEEDED FR: We are only asking about crimes that happened during the last 6 months. We will not collect information on this incident.

(Press 1 to continue)

INCIDENTDATEPROBE

FR: Did Will Loe have anything else like this happen between (date) and (date)?

R: This incident happened to him one other time.

(Interrupt and say)

The intent of this question is to find out if anything similar to the incident that is outside the reference period happened to the respondent during the reference period. However, this includes ONLY incidents that have NOT already been reported to you. The production instrument makes it clearer that we only are asking about incidents not already reported. For this exercise enter 2, No. By selecting "No" the current incident entry will be deleted. Now at **INC_REDUCE** enter that the first incident is outside the reference period, then press Enter. Notice that you have returned to **INCIDENTINTRO** which begins the incident report for the next incident.

_______________, please begin the incident report for the second incident.

INCIDENTINTRO FR: You said before that during the last 6 months one of the guys at the rehab center where Will Loe goes threatened to beat him up two times.

(Enter 1 to continue)

INCIDENTDATE FR: In what month did this incident happen?

R: I believe it happened in May.

(Make sure the month the incident occurred falls WITHIN the reference period. Refer to the chart on page 9-310.)

(Enter 5, May)

INCIDENTNUMBEROFTIMES
FR: *Ask or verify*
Altogether, how many times did this type of incident happen during the last 6 months?

R: Once

(Enter 1)

INCIDENTTIME

FR: About what time did this incident happen?

R: I'm not exactly sure but he is at rehab in the mornings between 9 and 12.

(Enter 11, After 6 a.m. –12 noon)

INCIDENTPLACE

FR: In what city, town, or village did this incident occur?

R: Right here in Any Town.

(Enter 3, Same city/town/village as present residence)

INCIDENTAIR

FR: Did this incident occur on an American Indian Reservation or on American Indian Lands?

R: No

(Enter 2, No)

LOCATION_GENERAL

FR: Did this incident happen

-- In Will Loe's home or lodging?
-- Near Will Loe's home or lodging?
-- At, in, or near a friend's/relatives/neighbor's home
-- At a commercial place?
-- In a parking lot or garage?
-- At school?

-- In open areas, on the street, or on public transportation?
-- Somewhere else?

R: It happened somewhere else, at the rehabilitation center

(Enter 36, Somewhere else)

LOCATION_SPEC **(Enter "Rehab center")**

RESTRICTEDAREA FR: *Ask or verify*
Did the incident happen in an area restricted to certain people or was it open to the public at the time?

R: It's restricted

(Enter 2, Restricted to certain people)

INSIDEOROUT FR: Did it happen indoors, outdoors, or both?

R: Indoors

(Enter 1, Indoors)

FARFROMHOME FR: *Ask or verify*
How far away from home did this happen?

R: The rehab center is about 10 miles from home.

(Enter 4, Fifty miles or less)

HHMEMBERPRESENT FR: *Ask or verify*
Was Will Loe or any other member of this household present when this incident occurred?

R: Yes

(Enter 1, Yes)

WHICHMEMBER FR: Which household members were present?

R: Just Will

(Enter 1, Victim only)

SEEOFFENDER FR: Did Will Loe personally see an offender?

R: Yes

(Enter 1, Yes)

WEAPONPRESENT FR: Did the offender have a weapon such as a gun or knife, or something to use as a weapon, such as a bottle or wrench?

R: No

(Enter 2, No)

ATTACK FR: Did the offender hit Will Loe, knock him down or actually attack him in any way?

R: No

(Enter 2, No)

TRYATTACK FR: Did the offender TRY to attack Will Loe?

R: No

(Enter 2, No)

THREATEN FR: Did the offender THREATEN Will Loe with harm in any way?

R: Yes

(Enter 1, Yes)

HOWTHREATEN FR: How was Will Loe threatened?

R: Well, the other guy at the rehab center threatened to beat up Will.

FR: Any other way?

R: No, that's it.

(Enter 13, Verbal threat of attack other than kill or rape)

IMPACT_JOB FR: Being a victim of crime affects people in different ways. Next I would like to ask you some questions about how being a crime victim may have affected you.

Did being a victim of this crime lead Will Loe to have significant problems with his job or schoolwork, or trouble with his boss, coworkers, or peers?

R: No

(Enter 2, No)

IMPACT_FAMILY FR: Did being a victim of this crime lead Will Loe to have significant problems with family members or friends, including getting into more arguments or fights than he did before, not feeling he could trust them as much, or not feeling as close to them as he did before?

R: No

(Enter 2, No)

HOW_DISTRESSING FR: How distressing was being a victim of this crime to Will Loe? Was it not at all distressing, mildly distressing, moderately distressing, or severely distressing?

R: Mildly distressing, I think.

(Enter 2, Mildly distressing)

PROTECTSELF FR: Did Will Loe do anything with the idea of protecting HIMSELF or his PROPERTY while the incident was going on?

R: No

(Enter 2, No/took no action/kept still)

DURINGINCIDENT FR: Was there anything Will Loe did or tried to do about the incident while it was going on?

R: No

(Enter 2, No/took no action/kept still)

ANYONEPRESENT FR: Was anyone present during the incident besides Will Loe and the offender? Other than children under age 12.

R: I don’t know

(Enter 3, Don’t know)

ONEORMOREOFFENDERS

FR: *Ask or verify*
Was the crime committed by only one or by more than one offender?

R: Just one offender

(Enter 1, Only one)

SINGOFFENDERKNEW

FR: Was the offender someone Will Loe knew or a stranger he had never seen before?

R: He knows the guy

(Enter 1, Knew or had seen before)

SINGOFFENDERHOWWELL

FR: How well did Will Loe know the offender -- by sight only, casual acquaintance, or well known?

(Interrupt and say)

"Sight only" means that the victim had seen the offender before, but had never said much to him or her. **"Casual acquaintance"** means that the victim knew the offender well enough to say more than just "Hello," but did not necessarily know the offender by name. Determining whether the offender was **"Well known"** should be the sole decision of the respondent. Only select this category when the respondent says the offender was well known to him or her.

R: By sight only

(Enter 1, Sight only)

SINGLEOFFENDERSIGHT

FR: Would Will Loe have been able to tell the police how they might find the offender, for instance, where he lived, worked, went to school, or spent time?

R: Yes

(Enter 1, Yes)

SINGOFFENDERGENDER

FR: Was the offender male or female?

R: Male

(Enter 1, Male)

SINGOFFENDERAGE

FR: How old would Will Loe say the offender was?

R: He was probably in his forties

(Enter 6, 30 or older)

SINGOFFENDERETHNICITY

FR: Was the offender Hispanic or Latino?

R: I don’t think so.

(Enter 2, No)

SINGOFFRRACE FR: What race or races was the offender? You may select more than one. Was the offender… White, Black or African American, American Indian or Alaska Native, Asian, or Native Hawaiian or Other Pacific Islander?

(Interrupt and say)

This question is asked to determine the offender's race as **perceived** by the respondent.

R: He is White.

(Enter 1, White)

SINGOFFENDERGANG

FR: Was the offender a member of a street gang, or doesn't Will Loe know?

R: I don't think that Will knows.

(Enter 3, Don't know)

SINGOFFENDERDRINKDRUG

FR: Was the offender drinking or on drugs, or doesn't Will Loe know?

R: He doesn't know.

(Enter 3, Don't know)

SINGLEOFFENDERONLYTIME

FR: Was this the only time this offender committed a crime or made threats against Will Loe or his household?

R: No

(Enter 2, No (there were other times))

THEFT

FR: *Ask or verify*
Was something stolen or was taken without permission that belonged to Will Loe or others in the household?

R: No

(Enter 2, No)

ATTEMPTTHEFT

FR: Did the offender ATTEMPT to take something that belonged to Will Loe or others in the household?

R: No

(Enter 2, No)

DAMAGED

FR: Was anything that belonged to Will Loe or other members of the household damaged in this incident?

R: No

(Enter 2, No)

POLICEINFORMED

FR: Were the police informed or did they find out about this incident in any way?

R: Yes

(Enter 1, Yes)

(Interrupt and say)

For a proxy interview, the next item, **POLICEFINDOUT**, begins a series of police questions that will NOT be directed to Will Loe, the person for whom the proxy interview is being taken. Instead, you ask the questions in Items **POLICEFINDOUT** through **ANYTHINGFURTHER** directly of the proxy respondent, Michael Goe. Just for this series of questions, we are interested in the proxy respondent’s feelings about why the police were or were not informed.

As you ask these questions notice that instrument substitutes the word “you” rather than Will Loe’s name.

_________, please continue the interview with **POLICEFINDOUT**.

POLICEFINDOUT FR: How did the police find out about it?

R: When Will told us about the incident Brian called the police to report the threat.

(Enter 12, Other household member)

POLICEARRIVE FR: Did the police come when they found out about the incident?

R: No

(Enter 2, No)

POLICECONTACT FR: Did you or anyone in your household have any later contact with the police about the incident?

R: No.

(Enter 2, No)

SIGNCOMPLAINT FR: Did you or someone in your household sign a complaint against the offender to the police department or the authorities?

R: No

(Enter 2, No)

ARRESTMADE FR: As far as you know, was anyone arrested or were charges brought against anyone in connection with this incident?

R: No

(Enter 2, No)

AGENCYHELP FR: Did you or someone in your household receive any help or advice from any office or agency -- other than the police -- that deals with victims of crime?

R: No

(Enter 2, No)

CONTACTAUTHORITIES

FR: Have you or someone in your household had contact with any other authorities about this incident (such as a prosecutor, court, or juvenile officer)?

R: No

(Enter 2, No)

ANYTHINGFURTHER FR: Do you expect the police, courts, or other authorities will be doing anything further in connection with this incident?

R: No, I really don't.

(Enter 2, No)

(Interrupt and say)

This concludes the series of police questions directed to Michael Goe. For the remaining questions, Will Loe's name is substituted in the questions.

Please continue, ____________.

DOINGATINCIDENTTIME

FR: What was Will Loe doing when this incident happened?

R: He was at rehab going through therapy.

(Enter 20, Other)

DOINGATINCIDENTTIME_SPEC (Enter "At rehab doing therapy")

JOBDURINGINCIDENT

FR: Did Will Loe have a job at the time of the incident?

R: No

(Enter 2, No)

MAJORACTIVITY

FR: What was his major activity the week of the incident – was he looking for work, keeping house, going to school, or doing something else?

R: He's retired, so he stays at home.

(Enter 5, Retired)

HHMEMLOSTWORKTIME

FR: Were there any household members 16 years or older who lost time from work because of this incident?

R: No

(Enter 2, No)

INCIDENTHATECRIME

FR: Hate crimes or crimes of prejudice or bigotry occur when offenders target people because of one or more of their characteristics or religious beliefs.

Does Will Loe have any reason to suspect the incident just discussed was a hate crime or crime of prejudice or bigotry?

R: No

(Enter 2, No)

DISABILITY_INTRO

FR: Research has shown that people with disabilities may be more vulnerable to crime victimization. The next questions ask about any health conditions, impairments, or disabilities Will Loe may have.

(Enter 1 to continue)

HEARING

FR: Is Will Loe deaf or does he have serious difficulty hearing?

R: No

(Enter 2, No)

VISION

FR: Is Will Loe blind or does he have serious difficulty seeing even when wearing glasses?

R: No

(Enter 2, No)

LEARN_CONCENTRATE

FR: Because of a physical, mental, or emotional condition, does Will Loe have serious difficulty:

Concentrating, remembering or making decisions?

R: No

(Enter 2, No)

PHYSICAL_LIMIT

FR: Because of a physical, mental, or emotional condition, does Will Loe have serious difficulty:

Walking or climbing stairs?

R: No

(Enter 2, No)

DRESS_BATH

FR: Because of a physical, mental, or emotional condition, does Will Loe have serious difficulty:

Dressing or bathing?

R: No

(Enter 2, No)

LEAVING_HOME

FR: Because of a physical, mental, or emotional condition, does Will Loe have difficulty doing errands alone such as visiting a doctor's office or shopping?

R: No

(Enter 2, No)

(Interrupt and say)

Now you must write a summary about the incident. Remember to include all pertinent facts surrounding the reported crime incident. Write each summary so that anyone reading it can get a clear, well-defined picture of how the person was victimized.

When writing the summary report remember the key words – WHO, WHAT, WHERE, WHEN, and HOW. Use the words to explain **who** was victimized, **what** happened, **where** and **when** the crime took place, and **how** the crime was executed. Also include other details about the crime, such as whether or not a weapon was used and whether or not the police were contacted.

Now complete the summary.

SUMMARY ***On (date) bet 6am-noon at rehab center male offender threatened to beat up L4. Happened once within last 6 months. L4 knows offender by sight only. L2 called police. Police did not do anything. Nothing taken, no weapon used.***

(Call on a couple of trainees to read the incident summary they wrote. Help identify what other details they should include in the summary if it seems incomplete.)

At **SUMMARYPROBE** enter 1 to continue. ***(Pause)*** Now enter 2 at **INCIDENTTOADD** since the respondent did not recall during the interview any additional incidents that were not already reported in the screen questions. (***Pause***)

The next screen, **CRIME_END**, tells you that you have completed all incident reports for Will Loe. Enter 1 to continue. Also, enter 1 at the **ENDINCIDENT** screen and a 1 at the **ENDSCREENER** screen, which tells you that there are no more incidents to report.

Now proceed through the incident unduplication screens. Remember, the **UNDUP_CURINC** screen displays incidents reported by the household during the current interview period for you to compare. The **UNDUP_OLDINC** screen compares incidents reported by the respondent during the current interview with those that were reported in previous interviews, either by the respondent or someone else in the household, to ensure that the incidents are not duplicates.

(Allow time)

INTRO_UNDUP	**(Enter 1 to continue)**
UNDUP_CURINC	**(Enter 2, No)**
UNDUP_OLDINC	**(Enter 2, No)**
UNDUP_DONE	**(Enter 1 to continue)**

___________, please continue the interview with **JOBLASTWEEK**.

JOBLASTWEEK FR: Did Will Loe have a job or work at a business LAST WEEK?
If necessary: Do not include volunteer work or work around the house.

R: No

(Enter 2, No)

JOBDURINGREFPERIOD
FR: Did he have a job or work at a business DURING THE LAST 6 MONTHS?

R: No

(Enter 2, No)

BESTTIME_NOSUNDAY (Enter 1 to continue)

RESPINTERVIEWLANG (Enter 2, No)

ENDPERSON (Enter 1 to continue)

ENDSCREENER (Enter 1 to continue)

(Interrupt and say)

This concludes Will Loe's interview. You still need to interview Megan Moe; however, Michael Goe says that she is not home right now so at **NEXTPERSON** enter code 33, No other person available now. ***(Pause)*** At **REFCBBREAK_CP** select code 2, Callback. ***(Pause)*** Now at **PERSAPPT** press Control F7 and enter a note to call back the household to complete Megan Moe's interview, then press F10 to exit the Notes Editor. Be sure to save the notes you entered.

(Allow time)

Now enter 1 at **PERSAPPT** and also at **THANKYOU_INDIV**. ***(Pause)*** At the **VERIFY** screen you don't need to make any changes to the telephone number nor do you need to review or edit the Interview Time Preferences application, so enter 2 to continue. (***Pause*)**

At the "Case Level Notes Editor" enter a note that "Line 4, Will Loe, is cognitively impaired and that his interview was completed by proxy by Line 3, Michael Goe." When you are done entering this note, press F10 to return to pCHI, then Case Management.

(Allow time)

Everyone should be at the **CTATEMPT** screen in pCHI. Is everyone there?

(Allow time, help any trainees who are not at the correct screen)

Before we continue, let's look at the household roster. Click on the "Roster Information" tab. Here we see the same five people listed in the NCVS instrument. Notice that L1 is in gray text and has an "I" next to the name. This means Joel Boe is no longer a household member. L2, Brian Public, is also in gray text and there's a "C" next to the name; that means his interview is complete. That leaves L3, L4, and L5 still eligible for entries in pCHI. We can also tell that Michael, Will, and Megan are still eligible for pCHI because their information is displayed in blue text.

Q: Who can tell me the two methods we can use now to get back to the **CTATEMPT** screen?

A: Either enter 1 to continue in the "Roster Information" tab or click on the pCHI tab.

Thank you. Use either method to get back to pCHI. _________, please walk us through the pCHI screens.

CTATEMPT (Enter 2 for telephone, outgoing)

TIMEOFCT (Enter 1, Yes)

pCASECONTACT (Enter 1, made contact with one or more eligible persons)

(Interrupt and say)

Notice that the instrument automatically goes to Item **PCONTACTPER** for L3, since we do not need to collect contact information for L1 or L2. _______, please continue.

PCONTACTPER (Enter 1, made contact with Michael Goe.)

PCTTYPE (Enter 1, completed interview)

(Interrupt and say)

For this respondent, let's assume there were no concerns about completing the interview and that no additional strategies were used. _______, please continue.

PRSPNDENT (Enter 98, no concerns)

PSTRATEGS (Enter 5, called household)

Thank you. __________, please walk us through the remaining pCHI screens.

PCONTACTPER(LN4) (Enter 2, made contact with proxy)
(If FR misses this, remind trainees that Will Loe's interview was completed by proxy)

PCTTYPE (Enter 1, completed interview)
PRSPNDENT (Enter 98, no concerns)
PSTRATEGS (Enter 5, called household)

(If necessary: explain that the fact that the interview was conducted by proxy was captured in a previous item, so we don't need to enter that in **PSTRATEGS**)

After completing the proxy interview for L4, Michael Goe tells you that Megan is not home. _________, please walk us through the pCHI items for L5.

PCONTACTPER(LN5) (Enter 3, noncontact)
PNOCONTACT (Enter 1, person not home)
PSTRATEGS (Enter 5, called household, and 2, scheduled appointment)

Press enter to return to Case Management. This concludes the interview for this practice exercise. Are there any questions?

(Answer questions)

PRACTICE EXERCISE #12 – Quitting a Case at Onset of Interview
Case ID: 00000001

(Approximate time: 5 minutes)

The next practice exercise covers what to do if you get into the CAPI instrument for a case but then decide that you don't want to start the interview. For example, you may realize that after checking the Interview Time Preferences that the time you accessed the case was a time that the sample unit requested not to be contacted. To quit a case is a simple process. At the Case Management Case List, highlight the case **101 Railroad Drive,** then press F2 to start the interview.

(Allow time)

At the **START_CP** screen enter Precode (6), "Quit, Do not attempt now." Then at the **VERIFY** screen, enter 2 since you don't need to make any changes to the telephone number nor do you need to review or update the interview time preferences. At the "Case Level Notes Editor" press F10 without entering any notes. When pCHI appears, enter Precode (4), "Not attempting contact" at **CTATEMPT**. At **NOATTEMPT** enter Precode (6), "Opened case/CHI by mistake". You return to the Case Management main screen to select another case to interview. This concludes this practice exercise. Are there any questions?

(Answer questions)

PRACTICE EXERCISE #13 – Incident of Rape
Case ID: 00000005

(Approximate time: 30 minutes)

In this exercise you will work with the training case with the address **105 Beach Road.** You already completed interviews with three of the four household members. Now you are calling the household back to interview Megan Moe. When you call the household back, Megan Moe answers the telephone and is available to be interviewed.

Highlight the case, then start the interview by pressing the F2 function key to get into the NCVS CAPI instrument for this case.

(Allow time)

__________, please begin the interview at the **START_CP** screen. Remember to tell us what you enter at each screen as you proceed through the interview.

START_CP	**(Enter 1, Telephone interview)**
SHOW_CP_ROSTER	**(Enter 1 to continue)**
SHOW_INFO_CP	**(Enter 1 to continue)**
WHOTOCALL_CP	**(Enter 5, Megan Moe)**

DIAL_CP	**(Enter 1, Someone answers)**	
HELLO_1_CP	FR:	Hello. This is (TRAINEE'S NAME) from the U.S. Census Bureau. May I please speak to Megan Moe?
	R:	This is Megan Moe
	(Enter 1, This is the correct person)	
INTRO_REC_CP	FR:	We are talking with members of your household to obtain statistics on the kinds and amount of crime committed against individuals 12 years of age or older. We would like to complete your interview now.
	R:	OK
	(Enter 1, Proceed with interview)	
INTERVIEWSTATUS	**(Enter 1 to continue interview)**	
TIMEATADDRESS	FR:	Before we get to the crime questions, I have one or two questions that are helpful in studying where and why crimes occur. How long have you lived at this address?
	R:	2 months
	(Enter 0)	

(Make sure trainees enter zero at TIMEATADDRESS, otherwise if trainees enter 2 the instrument interprets this entry as 2 years.)

MONTHSATADDRESS FR: *Ask or verify*
How many months?

R: 2 months

(Enter 2)

TIMESMOVEDIN5YEARS

FR: Altogether, how many times have you moved in the last 5 years, that is since (date)?

R: 2 times

(Enter 2)

SQTHEFT FR: I'm going to read some examples that will give you an idea of the kinds of crimes this study covers. As I go through them, tell me if any of these happened to you in the last 6 months, that is, since (date).

Was something belonging to YOU stolen, such as

-- Things that you carry, like luggage, a wallet, purse, briefcase, book
-- Clothing, jewelry, or cellphone
-- Bicycle or sports equipment-
-- Things in your home - like a TV, stereo, or tools
-- Things from a vehicle, such as a package, groceries, camera, or CDs-

OR

-- Did anyone ATTEMPT to steal anything belonging to you?

Ask only if necessary

Did any incidents of this type happen to you?

R: No

(Enter 2, No)

SQATTACKWHERE FR: Since (date), were you attacked or threatened OR did you have something stolen from you

-- At home including the porch or yard
-- At or near a friend's, relative's, or neighbor's home
-- At work or school
-- In places such as a storage shed or laundry room, a shopping mall, restaurant, bank, or airport
-- While riding in any vehicle
-- On the street or in a parking lot
-- At such places as a party, theater, gym, picnic area, bowling lanes, or while fishing or hunting

OR

-- Did anyone ATTEMPT to attack or ATTEMPT to steal anything belonging to you from any of these places?

Ask only if necessary
Did any incidents of this type happen to you?

R: Yes

(Enter 1, Yes)

SQATTACKWHERETIMES
FR: How many times?

R: Just once

(Enter 1)

SQATTACKWHERESPEC

FR: What happened?

R: I was leaving a shopping mall when a man attacked me and stole my purse.

(**L5 was leaving a shopping mall when a man attacked her and stole her purse.)**

SQATTACKHOW

FR: Other than any incidents already mentioned, has anyone attacked or threatened you in any of these ways?

-- With any weapon, for instance, a gun or knife
-- With anything like a baseball bat, frying pan, scissors, or stick
-- By something thrown, such as a rock or bottle
-- Include any grabbing, punching, or choking,
-- Any rape, attempted rape, or other type of sexual attack
-- Any face to face threats

OR

-- Any attack or threat or use of force by anyone at all? Please mention it even if you are not certain it was a crime.

Ask only if necessary
Did any incidents of this type happen to you?

R: No

(Enter 2, No)

SQTHEFTATTACKKNOWNOFF

FR: People often don't think of incidents committed by someone they know. Other than any incidents already mentioned, did you have something stolen from you or were you attacked or threatened by-

-- Someone at work or school
-- A neighbor or friend
-- A relative or family member
-- Any other person you have met or known?

Ask only if necessary
Did any incidents of this type happen to you?

R: No

(Enter 2, No)

SQSEXUAL

FR: Incidents involving forced or unwanted sexual acts are often difficult to talk about. Other than any incidents already mentioned, have you been forced or coerced to engage in unwanted sexual activity by

-- Someone you didn't know -
-- A casual acquaintance -

OR

-- Someone you know well?

Ask only if necessary
Did any incidents of this type happen to you?

R: No

(Enter 2, No)

SQCALLPOLICECRIME

FR: During the last 6 months, other than any incident(s) already mentioned, did you call the police to report something that happened to YOU which you thought was a crime?

R: No

(Enter 2, No)

SQNOCALLPOLICECRIME

FR: During the last 6 months, other than any incident(s) already mentioned, did anything which you thought was a crime happen to YOU, but you did NOT report to the police?

R: No

(Enter 2, No)

PRESENTFORSQS **(Enter 11, Telephone)**

INC_REPORTS **(Enter 1 to continue)**

INCIDENTINTRO FR: You said that during the last 6 months that you were leaving a shopping mall when a man attacked you and stole your purse one time.

(Enter 1 to continue)

INCIDENTADDRESS FR: Did this incident happen while you were living here or before you moved to this address?

R: A couple of months before I moved here.

(Enter 2, Before moving to this address)

INCIDENTDATE FR: In what month did this incident happen?

R: It happened in May.

(Make sure the month the incident occurred falls WITHIN the reference period. Refer to the chart on page 9-310.)

(Enter 4, May)

INCIDENTNUMBEROFTIMES

FR: *Ask or verify*
Altogether, how many times did this type of incident happen during the last 6 months?

R: Just one time.

(Enter 1)

INCIDENTTIME FR: About what time did this incident happen?

R: It happened around 9:30 in the evening.

(Enter 16, After 9 p.m. – 12 midnight)

INCIDENTPLACE FR: In what city, town, or village did this incident occur?

R: It happened in Midtown

(Enter 4, DIFFERENT city/town/village as present residence)

INCIDENTPLACESPEC (Enter Midtown)

INCIDENTSTATE FR: In what state did it occur?

R: California

(Enter CA)

INCIDENTCOUNTY FR: In what county did it occur?

R: Los Angeles County

(Enter Los Angeles)

COUNTYSTATE FR: Is this the same county and state as your present residence?

R: Yes

(Enter 1, Yes)

INCIDENTAIR FR: Did this incident occur on an American Indian Reservation or on American Indian Lands?

R: No

(Enter 2, No)

LOCATION_GENERAL

FR: Where did this incident happen?

R: It happened in the parking lot at our shopping mall.

(Enter 15, In a parking lot or garage)

LOCATION_PARKING

FR: *Ask or verify*
In what type of a parking lot or garage did this incident happen?

(Interrupt and say)

Remember, sometimes you may need to probe to determine if the parking lot is commercial or noncommercial. As mentioned earlier in training, noncommercial parking lots or garages are those in which the general public can park free of charge, such as a shopping mall. They also include a parking lot or garage that has parking meters and those operated by a local, state, or Federal government regardless of whether or not a fee is required. Commercial parking lots or garages are those that are privately operated for profit AND require a parking fee regardless of whether or not the parking lot or garage is attended or unattended. If it is unclear which type of parking lot the respondent is referring to, probe to find out if the parking lot is privately owned and a fee is paid to park.

R: It's the parking lot at the shopping mall.

(Enter 29, Noncommercial parking lot/garage)

RESTRICTEDAREA FR: *Ask or verify*
Did the incident happen in an area restricted to certain people or was it open to the public at the time?

R: It's open to the public.

(Enter 1, Open to the public)

INSIDEOROUT FR: Did it happen indoors, outdoors, or both?

R: Outdoors.

(Enter 2, Outdoors)

FARFROMHOME FR: *Ask or verify*
How far away from home did this happen?

R: Our mall is about 15 miles from our home.

(Enter 4, Fifty miles or less)

HHMEMBERPRESENT FR: *Ask or verify*
Were you or any other member of this household present when this incident occurred?

R: I was the only member present.

(Enter 1, Yes)

WHICHMEMBER FR: *Ask or verify*
Which household members were present?

(If FR asks the full question, remind trainees that we can just verify the answer since it was already given in HHMEMBERPRESENT.)

R: Just me.

(Enter 1, Respondent only)

SEEOFFENDER FR: *Ask or verify*
Did you personally see an offender?

R: Yes

(Enter 1, Yes)

WEAPONPRESENT FR: Did the offender have a weapon such as a gun or knife, or something to use as a weapon, such as a bottle or wrench?

R: Yes

(Enter 1, Yes)

(Interrupt and say)

The next question, **WEAPON**, asks about the type of weapon the offender had during the incident. Hand guns, shot guns, knives, and most other types of guns are considered weapons. Also considered a weapon are objects the offender had that he or she intended to use as a weapon, such as scissors, an ice pick, an axe, a rock, club, or blackjack. Pellet guns, BB guns, air pistols, flare guns, stun guns, and tear gas guns are NOT considered weapons, unless they are used as clubs. Other objects which are not considered weapons include animals, parts of the body, food, empty cans, mace or pepper spray, tear gas, chloroform, rings, and casts. You can press F1 at any time during an interview for a help screen when asking the weapons questions.

_____________, please continue the interview.

WEAPON FR: What was the weapon?

R: A knife

FR: Anything else?

R: No

(Enter 3, Knife)

ATTACK FR: Did the offender hit you, knock you down or actually attack you in any way?

R: Yes

(Enter 1, Yes)

HOWATTACK FR: How were you attacked?

R: Well, he raped me and stole my purse.

FR: Any other way?

R: No

(Enter 11, Raped)

(Interrupt and say)

Notice that when you enter code 11, “Raped,” you must ask the additional probe question, “Do you mean forced or coerced sexual intercourse?” If the respondent answers “No” to the probe question or was unsure of the answer to your probe question, then you must probe further by asking, “What do you mean?” This additional probe is needed to determine if the crime was actually a rape, an attempted rape, or some other sexual assault. From the answer to the probe question “What do you mean?” you will either accept the answer by selecting “Suppress” or go back and change the response in **HOWATTACK** by selecting “Goto.” Do not probe further for details beyond what the question is asking. However, since the reporting of sexual crimes is rare, make sure to include in your summary report as many details about the “rape” incident as the respondent provides.

The same procedure must be followed when the respondent replies “Tried to rape.” ***(Pause)***

Open your Workbook to page 18. When you get to that page, read the NCVS definition for rape.

(Allow time)

Are there any questions?

(Answer questions)

_______________, please continue the interview with the rape probe.

FR: You mentioned rape. Do you mean forced or coerced sexual intercourse?

R: Yes

(Select "Suppress")

PRETHREATEN FR: Did the offender THREATEN to hurt you before you were actually attacked?

R: Yes

(Enter 1, Yes)

INJURY FR: What were the injuries you suffered, if any?

R: A few bruises and scratches

(Enter 20, Bruises, black eye ...)

FR: Anything else?

(Interrupt and say)

In this item you MUST also select code 12, “Raped,” as an injury even though the respondent did not report it as an injury. Mention to the respondent that for this survey we always consider rape as an injury. That way the respondent will understand why you are asking the following questions about an injury.

When you enter code 12, “Raped,” the special probe question is displayed again. However, you don’t have to ask the special instruction in this case, since you have already asked this probe question earlier in **HOWATTACK**.

(Select “Suppress”)

R: Nothing else

(Press Enter)

_______________, please continue the interview.

INJURYNOTGUN FR: *Ask or verify*
Were any of the injuries caused by a weapon other than a gun or knife?

R: No.

(Enter 2, No)

MEDICALCARE FR: Were you injured to the extent that you received any medical care, including self-treatment?

(Interrupt and say)

By medical care we mean any care or treatment given for physical injuries. If the victim is taken to the hospital, it is evident that he or she had medical treatment.

Medical care also includes home care, such as ice packs and bandages. When the respondent receives any type of medical care the next series of questions asks the respondent where medical care was received. A victim may receive emergency treatment at the scene of the crime, further treatment at a doctor's office, and additional care at home. If the respondent received care in a hospital you ask if the respondent stayed overnight in a hospital because of injuries received in the incident and how many days the respondent stayed in the hospital. Questions are also asked about medical insurance the victim had at the time of the incident and the total amount of the victim's medical expenses resulting from the incident.

R: Yes

(Enter 1, Yes)

RECEIVEDCAREWHERE

FR: Where did you receive this care?

R: I went to the emergency room

FR: Anywhere else?

R: No

(Enter 15, Emergency room at hospital/emergency clinic)

MEDICALINSURANCE FR: At the time of the incident, were you covered by any medical insurance, or were you eligible for benefits from any other type of health benefits program, such as Medicaid, Veterans Administration, or Public Welfare?

R: Yes

(Enter 1, Yes)

EXPENSES

FR: What was the total amount of your medical expenses resulting from this incident? Include hospital and doctor bills, medicine, therapy, braces, and any other injury-relating expenses.

R: About $500.00

(Enter 500)

IMPACT_JOB

FR: Being a victim of crime affects people in different ways. Next I would like to ask you some questions about how being a crime victim may have affected you.

Did being a victim of this crime lead you to have significant problems with your job or schoolwork, or trouble with your boss, coworkers, or peers?

R: No.

(Enter 2, No)

IMPACT_FAMILY

FR: Did being a victim of this crime lead you to have significant problems with family members or friends, including getting into more arguments or fights than you did before, not feeling you could trust them as much, or not feeling as close to them as you did before?

R: No.

(Enter 2, No)

HOW_DISTRESSING FR: How distressing was being a victim of this crime to you? Was it not at all distressing, mildly distressing, moderately distressing, or severely distressing?

R: It was severely distressing.

(Enter 4, severely distressing)

FEEL_WORRIED FR: Still thinking about your distress associated with being a victim of this crime, did you feel any of the following ways for A MONTH OR MORE? Did you feel… Worried or anxious?

R: Yes.

(Enter 1, Yes)

FEEL_ANGRY FR: Angry?

R: Yes.

(Enter 1, Yes)

FEEL_SAD FR: Sad or depressed?

R: Yes.

(Enter 1, Yes)

FEEL_VULNERABLE FR: Vulnerable?

R: Yes.

(Enter 1, Yes)

FEEL_VIOLATED FR: Violated?

	R:	Yes.
	(Enter 1, Yes)	
FEEL_MISTRUST	FR:	Like you couldn't trust people?
	R:	Yes.
	(Enter 1, Yes)	
FEEL_UNSAFE	FR:	Unsafe?
	R:	Yes.
	(Enter 1, Yes)	
FEEL_OTHER_WAY	FR:	Some other way?
	R:	No.
	(Enter 2, No)	
SEEK_PRO_HELP	FR:	Did you seek any kind of professional help for the feelings you experienced as a result of being a victim of this crime?
	R:	No.
	(Enter 2, No)	
HAVE_HEADACHES	FR:	Did you experience any of the following physical problems associated with being a victim of this crime for A MONTH OR MORE? Did you experience… Headaches?
	R:	No.
	(Enter 2, No)	

TRBL_SLEEPING FR: Trouble sleeping?

R: Yes.

(Enter 1, Yes)

EATING_PROBS FR: Changes in your eating or drinking habits?

R: No.

(Enter 2, No)

UPSET_STOMACH FR: Upset stomach?

R: No.

(Enter 2, No)

FATIGUE FR: Fatigue:

R: No.

(Enter 2, No)

HIGH_BLOOD_PRESS FR: Did you experience any of the following physical problems associated with being a victim of this crime for A MONTH OR MORE?... High blood pressure?

R: No.

(Enter 2, No)

MUSCLE_TENSION FR: Muscle tension?

R: No.

(Enter 2, No)

OTHER_PHYSICAL FR: Some other physical problem?

R: No.

(Enter 2, No)

SEEK_HELP_ PHYPROBS FR: Other than any medical care you received for the injuries you suffered, did you seek any kind of professional or medical help for the physical problems you experienced as a result of being a victim of this crime?

R: No.

(Enter 2, No)

PREGATTIMEOFINC FR: Research shows that pregnant women may be at a higher risk of being the victim of a violent crime.

Were you pregnant at the time of this incident?

R: No

(Enter 2, No)

PROTECTSELF FR: Did you do anything with the idea of protecting YOURSELF or your PROPERTY while the incident was going on?

R: Yes

(Enter 1, Yes)

ACTIONSDURINGINC

FR: What did you do?

R: I screamed as loud as I could out of fear.

FR: Anything else?

R: I ran away as soon as I could.

FR: Anything else?

R: No

(Enter 25, "Screamed from pain or fear; 22, Ran or drove away, or tried; hid, locked door)

INJACTION

FR: Did you take these actions before, after, or at the same time that you were injured?

R: Well, at the same time and after.

(Enter 2, After injury, and 3, Same time)

INJACTIONHELP

FR: Did any of your actions help the situation in any way?

R: Yes, I think so

(Enter 1, Yes)

HELP

FR: How were they helpful?

R: It kept him from hurting me worse.

FR: Any other way?

R: No

(Enter 1, Help avoid injury or greater injury)

ACTIONWORSE FR: Did any of your actions make the situation worse in any way?

R: No

(Enter 2, No)

ANYONEPRESENT FR: Was anyone present during the incident besides you and the offender (other than children under age 12?)

R: No

(Enter 2, No)

ONEORMOREOFFENDERS

FR: Was the crime committed by only one or by more than one offender?

R: Only one.

(Enter 1, Only one)

SINGOFFENDERKNEW FR: Was the offender someone you knew or a stranger you had never seen before?

R: A stranger

(Enter 2, Stranger)

SINGOFFENDERRECOG

FR: Would you be able to recognize the offender if you saw him?

R: Yes

(Enter 1, Yes)

SINGOFFENDERSIGHT

FR: Would you have been able to tell the police how they might find the offender, for instance, where he lived, worked, went to school, or spent time?

R: No

(Enter 2, No)

SINGOFFENDERGENDER

FR: Was the offender male or female?

R: Male, of course

(Enter 1, Male)

SINGOFFENDERAGE FR: How old would you say the offender was?

R: I would say around 25.

(Enter 5, Twenty-one to twenty-nine)

SINGOFFETHNICITY FR: Was the offender Hispanic or Latino?

R: I don't know

(Enter 3, Don't know)

SINGOFFENDERRACE FR: What race or races was the offender? You may select more than one. Was the offender…

-- White?
-- Black or African American?
-- American Indian or Alaska Native?
-- Asian?
-- Native Hawaiian or Other Pacific Islander?

R: White

(Enter 1, White)

SINGOFFENDERGANG FR: Was the offender a member of a street gang, or don't you know?

R: I don't know

(Enter 3, Don't know)

SINGOFFENDERDRINKDRUG
FR: Was the offender drinking or on drugs, or don't you know?

R: Yes

(Enter 1, Yes (drinking or on drugs))

SINGOFFENDERDRINKORDRUG
FR: Which was it (Drinking or on drugs)?

R: Drinking. I could smell the alcohol on his breath.

(Enter 1, Drinking)

SINGOFFENDERONLYTIME
FR: Was this the only time this offender committed a crime against you or your household or made threats against you or your household?

R: Yes

(Enter 1, Yes (only time))

THEFT FR: *Ask or verify*
Was something stolen or taken without permission that belonged to you or others in the

household?

R: Yes

(Enter 1, Yes)

WHATWASTAKEN FR: What was taken that belonged to you or others in the household?

R: My purse and everything in it.

(Interrupt and say)

Since we need the respondent to tell us what was in the purse when it was stolen, you need to probe for the respondent to itemize the stolen items. Please continue by asking the respondent to tell you what was in the purse when it was stolen, __________.

FR: Can you tell me what was in your purse when it was stolen?

R: Well, my wallet, about $75, my driver's license and credit cards, and house keys.

FR: Anything else?

R: No

(Enter 11, "Cash"; 12, "Purse"; 13, "Wallet"; 14, "Credit cards, checks, bank cards"; 26, "Jewelry, watch, keys")

PRSWLT_CONTAINMONEY

FR: Did the stolen purse and wallet contain any money?

R: Yes.

(Enter 1, Yes)

AMOUNTCASHTAKEN

FR: *If not sure, ask*
How much cash was taken?

R: $75.00

(Enter 75)

WHOOWNEDSTOLENPROPERTY

FR: Did the stolen property and money belong to you personally, to someone else in the household, or to both you and other household members?

R: It was all mine.

(Enter 1, Respondent only)

ARTICLEINCAR

FR: *Ask or verify*
Were the articles IN or ATTACHED to a motor vehicle when they were taken?

R: No

(Enter 2, No)

CASHONPERSON

FR: Was the cash, purse, or wallet on your person, for instance, in a pocket or being held?

R: Yes

(Enter 1, Yes)

OTHERONPERSON

FR: *Ask or verify*
Was there anything ELSE the offender took

directly from you, for instance, from your pocket or hands, or something that you were wearing?

R: No

(Enter 2, No)

PROPERTYVALUE

FR: What was the value of the PROPERTY that was taken? Include recovered property. (Exclude any stolen cash/checks/credit cards. If jointly owned with a nonhousehold member, include only share owned by household members.)

R: I'd say about $400.

(Enter 400)

DECIDEDVALUE

FR: How did you decide the value of the property that was taken?

R: Based on what I paid for the items and how old they were.

FR: Any other way?

R: No

(Enter 11 and 13 (Original cost and Personal estimate))

ALLPARTRECOVERED

FR: Was all or part of the stolen money and property recovered, not counting anything received from insurance?

R: I only got back my purse and my credit cards. Nothing else.

(Enter 2, Part)

WHATRECOVERED FR: What was recovered?

R: As I just told you, only my purse and my credit cards.

(Enter 2 and 4, (Purse and credit cards, etc))

CONTAINMONEY FR: Did the recovered purse contain any money?

R: Are you kidding? Of course not.

(Enter 2, No)

RECOVEREDCASHVALUE
FR: Considering any damage, what was the value of the property after it was recovered?

R: I'd say about $40.

(Enter 40)

RECOVEREDINSURANCE
FR: Was the theft reported to an insurance company?

R: I don't have any insurance.

(Enter 4, Don't have insurance)

DAMAGED FR: Other than the stolen property, was anything that belonged to you or other members of the household damaged in this incident?

R: No

(Enter 2, No)

POLICEINFORMED FR: Were the police informed or did they find out about this incident in any way?

R: Yes

(Enter 1, Yes)

POLICEFINDOUT FR: How did the police find out about it?

R: I ran into a store and a security officer called the police.

(Enter 13, Someone official)

POLICEARRIVE FR: Did the police come when they found out about the incident?

R: Yes

(Enter 1, Yes)

TIMEPOLICEARRIVE FR: How soon after the police found out did they respond? Was it within 5 minutes, within 10 minutes, an hour, a day, or longer?

R: Within 10 minutes

(Enter 2, Within 10 minutes)

POLICEACTION FR: What did they do while they were there?

R: They searched the shopping mall area, took a report, and said they would investigate the incident.

FR: Anything else?

R: No

(Enter 11, "Took report"; 12, "Searched/looked around"; 16, "Promised to investigate")

POLICECONTACT

FR: Did you or anyone in your household have any later contact with the police about the incident?

R: Yes

(Enter 1, Yes)

POLICEINTOUCH

FR: Did the police get in touch with you or did you get in touch with them?

R: I got in touch with them.

(Enter 2, Respondent or other household member)

HOWPOLICECONTACT

FR: Was that in person, by phone, or some other way?

R: By phone

(Enter 2, Not in person)

POLICEFOLLOWUP

FR: What did the police do in following up this incident?

R: They said they had questioned witnesses.

FR: Anything else?

R: No

(Enter 12, Questioned witnesses or suspects)

SIGNCOMPLAINT FR: Did you or someone in your household sign a complaint against the offender to the police department or the authorities?

R: No

(Enter 2, No)

ARRESTMADE FR: *Ask or verify*
As far as you know, was anyone arrested or were charges brought against anyone in connection with this incident?

R: No

(Enter 2, No)

AGENCYHELP FR: Did you or someone in your household receive any help or advice from any office or agency -- other than the police -- that deals with victims of crime?

R: Yes

(Enter 1, Yes)

TYPEOFAGENCY FR: Was that a government or private agency?

R: A private agency

(Enter 2, Private)

CONTACTAUTHORITIES
FR: Have you (or someone in your household) had contact with any other authorities about this incident (such as a prosecutor, court, or juvenile officer)?

R: No

(Enter 2, No)

ANYTHINGFURTHER FR: Do you expect the police, courts, or other authorities will be doing anything further in connection with this incident?

R: Yes, hopefully they'll make an arrest.

(Enter 1, Yes)

ANYTHINGFURTHERSPEC **(Enter "Make an arrest")**

DOINGATINCIDENTTIME
FR: What were you doing when this incident started?

R: I was walking to my car after shopping.

(Enter 14, On the way to or from other place)

JOBDURINGINCIDENT FR: *Ask or verify*
Did you have a job at the time of the incident?

R: No

(Enter 2, No)

MAJORACTIVITY FR: What was your major activity the week of the incident were you looking for work, keeping house, going to school, or doing something else?

R: Well, I'm taking college courses, but my major activity would be keeping house.

(Enter 2, Keeping house)

HHMEMLOSTWORKTIME

FR: Were there any household members 16 years or older who lost time from work because of this incident?

R: No

(Enter 2, No)

TYPETRANSPORTATION

FR: *Ask or verify*
You told me earlier you were on the way (to/from) some place when the incident happened.

What means of transportation were you using?

R: I was walking to my car.

(Enter 14, On foot)

INCIDENTHATECRIME

FR: Hate crimes or crimes of prejudice or bigotry occur when offenders target people because of one or more of their characteristics or religious beliefs.

Do you have any reason to suspect the incident just discussed was a hate crime or crime of prejudice or bigotry?

R: No

(Enter 2, No)

DISABILITY_INTRO FR: Research has shown that people with disabilities may be more vulnerable to crime victimization. The next questions ask about any health conditions, impairments, or disabilities you may have.

(Enter 1 to continue)

HEARING

FR: Are you deaf or do you have serious difficulty hearing?

R: Yes

(Enter 1, Yes)

VISION

FR: Are you blind or do you have serious difficulty seeing even when wearing glasses?

R: No

(Enter 2, No)

LEARN_CONCENTRATE

FR: Because of a physical, mental, or emotional condition, do you have serious difficulty:

Concentrating, remembering or making decisions?

R: Yes

(Enter 1, Yes)

PHYSICAL_LIMIT

FR: Because of a physical, mental, or emotional condition, do you have serious difficulty:

Walking or climbing stairs?

R: No

(Enter 2, No)

DRESS_BATH

FR: Because of a physical, mental, or emotional condition, do you have serious difficulty:

Dressing or bathing?

R: No

(Enter 2, No)

LEAVING_HOME

FR: Because of a physical, mental, or emotional condition, do you have difficulty doing errands alone such as visiting a doctor's office or shopping?

R: No

(Enter 2, No)

VICTIMDUETODISABLE

FR: During the incident you just told me about, do you have reason to suspect you were victimized because of your health conditions, impairments, or disabilities?

R: No

(Enter 2, No)

(Interrupt and say)

Now you need to write a summary about the incident. Remember to include who, what, when, where, and how.

(Allow time; select an FR to read the summary they have written)

______________, will you read us the summary you wrote?

(Allow time for FR to read summary, then solicit input from other FRs)

Does anyone else have additional information that should be in the summary?

(Accept suggestions, then say)

Your summary should include the following points:

Around 9:30 p.m., on (date) L5 was leaving a shopping mall when a 25-year-old male with a knife attacked and raped her, and then stole her purse which contained her wallet, about $75, her driver's license and credit cards, and house keys. Rape, minor bruises and scratches are L5's injuries. No injury caused by knife. Offender had been drinking. Police contacted by a security officer, after L5 ran to security officer for help. Only the empty purse and her driver's license were returned to L5.

Are there any questions?

(Answer questions)

Now complete the next several screen items based the following information:

1. You don't need to make any changes to the summary.
2. The respondent didn't recall any additional incidents.
3. The incident is not a duplicate of any other incidents reported during the current or previous enumeration period.

(Allow time)

SUMMARYPROBE	**(Enter 1 to continue)**
INCIDENTTOADD	**(Enter 2, No: NONE to add)**
CRIME_END	**(Enter 1 to continue)**
ENDINCIDENT	**(Enter 1 to continue)**
ENSCREENER	**(Enter 1 to continue)**
INTRO_UNDUP	**(Enter 1 to continue)**
UNDUP_CURINC	**(Enter 2, No) (Incident 1)**
UNDUP_CURINC	**(Enter 2, No) (Incident 2)**
UNDUP_CURINC	**(Enter 2, No) (Incident 3)**
UNDUP_OLDINC	**(Enter 2, No)**
UNDUP_DONE	**(Enter 1 to continue)**

___________, please continue the interview with **JOBLASTWEEK**.

JOBLASTWEEK

FR: Did you have a job or work at a business LAST WEEK?
If necessary: Do not include volunteer work or work around the house.

R: No

(Enter 2, No)

JOBDURINGREFPERIOD

FR: Did you have a job or work at a business DURING THE LAST 6 MONTHS?

R: No

(Enter 2, No)

BESTTIME_NOSUNDAY(Enter 1 to continue)

ENDPERSON (Enter 1 to continue)

RESPONDENTPHONENUMBER (Enter 0 to continue)

RESPONDENTPHONETYPE (Enter 1, home)

RESPINTERVIEWLANG (Enter 2, No)

ENDSCREENER (Enter 1 to continue)

THANKYOU_CP FR: Six months from now we will be contacting you again. Thank you for your time. You've been very helpful.

(Interrupt and say)

In addition to thanking the respondent, you should also mention to the respondent that a supervisor may call them to conduct reinterview. If necessary, you may have to explain to the respondent what reinterview is. You can tell respondents that reinterview is a quality control measure used to evaluate your on-the-job performance in which a sample of cases are recontacted to verify that the information collected was accurately recorded.

This concludes Megan Moe's interview and the last interview for the household. Now enter 1 to continue. ***(Pause)***

Now at the **VERIFY** screen, enter 2 since you don't need to make any changes to the telephone number nor do you need to review or update the Interview Time

Preferences. At the “Case Level Notes Editor” enter “L5 interview complete/hhld done” and press F10. You will return to the Case Management main screen to select another case to interview.

Since Megan is the last person we needed to interview, you only have to enter data into the pCHI about your contact with her. __________, will you lead us through the pCHI screens?

CTATEMPT	(Enter 2 for telephone, outgoing)
TIMEOFCT	(Enter 1 since you are entering pCHI at the time of the contact attempt)
pCASECONTACT	(Enter 1 [made contact with one or more eligible persons] because you were able to complete Megan Moe’s interview during this contact attempt)
PCONTACTPER	(Line 5, enter 1 because you made contact with Megan Moe)
PCTTYPE	(Enter 1 for a completed interview.)
PRSPNDENT	(Enter 98 [no concerns]; we’ll assume Megan had no concerns about completing her interview)
PSTRATEGS	(Enter 98 [no strategies] because no additional strategies were needed to complete L2’s interview)

This concludes this practice exercise. Are there any questions?

(Answer questions)

PRACTICE EXERCISE #14 – Series Incidents
Case ID: 00000001

(Approximate time: 30 minutes)

Highlight the case **101 Railroad Drive**. Take a look at the interview number and segment type designation displayed for this unit in the Assignment tab. **(*Pause*)** This case is a first time in sample case (Int #: 01). Now get into the NCVS CAPI instrument to begin the interview.

(Allow time)

Since this is a first time in sample case, your initial contact with the household respondent must be by personal visit. Before selecting Precode (2) or (3) at the **START_CP** screen for personal interview, let's see what happens if you entered code 1, Telephone, for a personal visit case. Enter 1 and then press Enter. ***(Pause)*** As you can see, an error message appears. ____________, please read the error message.

(TRAINEE: *This is an incoming case and requires a personal visit interview with the household respondent, unless this is a last resort. If this is a last resort, select <suppress> to continue with a telephone interview for this case. Otherwise, select <goto> to return to the START_CP screen and select personal interview.)*

Thank you.

Sometimes when attempting to conduct interviews with cases whose interviews **must** be conducted by a personal visit, the household respondent **insists** that his or her interview be completed by telephone even though survey procedures require you to complete the household respondent's interview in person. When you encounter such a situation and have exhausted all possible attempts to persuade the household respondent to complete his or her interview in person, you can complete the household respondent's interview by telephone as a **LAST RESORT**. For this case we **don't** want to conduct a telephone interview. Before going back to the **START_CP** screen and correcting your entry, let me explain to you what to do if you need to conduct a telephone interview for this case. As I describe the process **DO NOT** press any keys until I tell you to.

If you need to conduct a telephone interview for this case, at the error pop-up screen click the “Suppress” button to proceed to the next screen. Then press F10 to terminate the interview. Pressing F10 takes you to the back of the instrument where you can record the telephone number at which the household respondent requested to be called.

Now let’s go back to the **START_CP** screen. Press the Escape key or click either the "Close" or "GoTo" button. ***(Pause)*** Now enter 3 and then press Enter.
(*Pause*)

For this exercise, let's assume that the person who answers the door is at least 18 years of age and knowledgeable about the household and is also ready to complete the interview. So at the **GEN_INTRO_CP** screen enter 1, "Respondent available" and at the **CAPI_INTRO_B** screen enter 1 to continue to the interview.

(Allow time)

__________, please be our FR for this exercise. Remember to tell us what you enter at each screen.

GETLETTER_CP

FR: I'm here concerning the National Crime Victimization Survey. The Census Bureau is conducting a survey here and throughout the Nation to determine how often people are victims of crime. Did you receive our introductory letter in the mail?

R: I don't think so.

(Enter 3, Don't know)

VERADD_CP

FR: I have your address listed as

101 Railroad Drive
Any Town, AL 99997

Is that your exact address?

R: Yes it is.

(Enter 1, Same Address)

MAILINGSAME_CP

FR: Is your mailing address the same as your physical address?

R: Yes it is.

(Enter 1, Yes)

TENURE

FR: *Ask or verify*
Are your living quarters
- - Owned or being bought by you or someone in your household?

- - Rented for cash?

R: Rented for cash.

(Enter 2, Rented for cash)

STUDENTHOUSING

FR: Are your living quarters presently used as student housing by a college or university?

R: No

(Enter 2, No)

PUBLICHOUSING

FR: Is this building owned by a public housing authority?

R: No

(Enter 2, No not public housing)

INDIANRESERVATIONHU

FR: Are your living quarters located on an American Indian Reservation or on American Indian Lands?

R: No

(Enter 2, No)

FARMSALES

FR: During the past 12 months did sales of crops, livestock, and other farm products from this place amount to $1,000 or more?

R: No

(Enter 2, No)

(Interrupt and say)

Now open your Workbook to page 19. Start by reading the three things to remember about **FARMSALES** and then complete the exercise at the bottom of page 19.

(Allow time)

Please read the exercise and question, and then give us your answer, __________.

(*Trainee: Q:** ***Jimmy Voe bought a cucumber farm two months ago. Since the time he bought the farm, he has sold about $500 worth of cucumbers. The previous owner, Carl Loe, told Mr. Voe that he sold almost $800 worth of cucumbers during the last three months that he owned the farm. Which precode do you enter in FARMSALES? A: I would enter Precode (1),Yes.)

Thank you. Is this clear to everyone?

(If not, explain further.)

Now to help you through the next couple of questions, here is some additional information about the household. It is in a building consisting of two units each having direct access.

___________, please continue.

ACCESS **(Enter 1, Direct)**

TYPEOFHOUSINGUNIT (Enter 1, House, apartment, flat)

NUMBEROFUNITS FR: *Observe or ask* - How many housing units are in this structure?

R: About 2 units

(Enter 2, Two)

DIRECTENTRANCETOUNIT
FR: *Observe or ask* - Does the unit have an outside entrance, patio doors, or windows, etc., on the ground level - or outside stairs leading directly to this unit?

R: Yes

(Enter 1, Yes)

GATEDWALLEDCOMMUNITY
FR: *Ask if unsure*
Is this unit in a gated or walled community that restricts access by non-residents or requires entry codes, key cards, or security guard approval to access?

R: No

(Enter 2, No)

RESTRICTEDACCESS FR: *Ask if unsure*
Is this unit in a building that requires a special entry system such as entry codes, key cards, or security guard approval to access?

R: No

(Enter 2, No)

HHROSTER_FNAME FR: What are the names of all people living or staying here? Start with the name of the person or one of the people who rents this home.

R: I'm the only one who lives here. My name is Jason Doe.

(Enter Jason)

HHROSTER_LNAME **(Enter Doe)**

SEX FR: *Ask if necessary*
Is Jason Doe male or female?

R: Male

(Enter 1, Male)

HHMEMBER FR: Does Jason Doe usually live here?

R: Yes.

(Enter 1, Yes)

HHROSTER_FNAME FR: What are the names of all other people living or staying here?

R: There's no one else.

(Enter 999)

HHLDCOVERAGE FR: Have I missed anyone else living or staying here such as any babies, any lodgers, or anyone who is away at present traveling or in the hospital?

R: No

(Enter 2, No)

PICK1STHHRESP **(Enter 1, line number of Jason Doe)**

BRTHDATEMO FR: What is your date of birth?

R: September 16, 1978

(Enter 9, September)

BRTHDATEDY **(Enter 16)**

BRTHDATEYR **(Enter 1978)**

VFYAGE FR: That would make you 34 years old. Is that correct?

R: Yes

(TRAINEES may read a different age than displayed if training is conducted after 2014.)

(Enter 1, Yes)

MARITAL FR: *If in doubt, ask*
Are you now married, widowed, divorced, separated or have you never been married?

R: I've never been married.

(Enter 5, Never Married)

ARMEDFORCES FR: Are you now in the Armed Forces?

R: No

(Enter 2, No)

EDUCATIONATTAIN FR: What is the highest level of school you completed or the highest degree you received?

R: I really don't have time to answer any more questions.

(Interrupt and say)

The respondent tells you that he doesn't have the time to answer any more questions right now and closes the door. You must exit this case, so press F10. At the next screen, **REFCBBREAK_CP,** enter 3, "Breakoff" and a 2 at the **VERIFY** screen. **(*Pause*)** Then at the "Case Level Notes Editor" record that the respondent, Jason Doe, broke off the interview and you need to recontact the household to complete his interview.

(Allow time)

Now press the F10 function key or click on the F10 icon on the toolbar to exit the "Notes Editor." Next, click the "Yes" button to the save the notes entered. **(*Pause*)**

Now let's update the pCHI. We need to record the contact attempt with Jason. Since this is an incoming case and no roster existed before, you'll see that pCHI knows this is a one person household, based on the data it gets from the NCVS instrument. Follow along now in the pCHI.

CTATEMPT (Enter 1, personal interview)

TIMEOFCT (Enter 1, Yes)

pCASECONTACT (Enter 1, made contact with one or more eligible persons)

PCONTACTPER (Enter 1, contact, made contact with Jason Doe)

PCTTYPE (Enter 2, partial interview)

Since we started but did not complete Jason's NCVS interview we code this contact attempt as a partial interview in pCHI.

Q: Which precode or precodes do we enter at **PNONINTER**?

A: "Respondent is reluctant," since he said he didn't have time for more question
and closed the door before you could set up a callback appointment.

PNONINTER (Enter 2, respondent is reluctant)

Q: Which precode or precodes do we enter at **PRSPNDENT**?

A: Precode 2, "Too busy," and Precode 9, "Hangup/slams door on FR)

PRSPNDENT (Enter 2, Too busy, and 9, Hangup/slams door on FR)

PSTRATEGS (Enter 98, no strategies, since no additional strategies were used/respondent didn't give FR a chance to use any strategies.)

In the next part of this exercise you will practice collecting incidents that are a series. Remember, series incidents are incidents of 6 or more that all occurred during the respondent's 6-month reference period, were reported all in the same screen item, are all very similar in nature, and the respondent can't describe them separately in enough detail.

Now let's get back into the previous case, **101 Railroad Drive,** to complete Jason Doe's interview. On your return visit to the household a couple of days later you find Jason Doe at home.

____________, please be our FR. Remember to tell us what you enter at each screen as you go through the interview.

START_CP **(Enter 3, Personal interview)**

GEN_INTRO_CP **(Enter 1, Respondent available)**

INTRO_PARTIAL_CP FR: Hello, this is (TRAINEE'S NAME) from the U.S. Census Bureau. We completed part of your interview for the National Crime Victimization Survey and would like to finish it now.

R: OK

(Enter 1, Proceed with interview)

(Interrupt and say)

You don't need to re-ask the respondent questions that were answered when you conducted the interview earlier. Therefore, press the "END" key to resume the interview at the question where the interview was terminated. For this case, the interview ended at the **EDUCATIONATTAIN** question.

_________, please continue the interview.

EDUCATIONATTAIN FR: What is the highest level of school you completed or the highest degree you received?

R: I have a Bachelor's degree.

(Enter 16, Bachelor's degree)

ATTENDINGSCHOOL FR: Are you currently attending or enrolled either full-time or part-time in a college or university, trade, or vocational school?

R: No

(Enter 5, None of the above schools)

SP_ORIGIN FR: *SHOW FLASHCARD*
Are you Spanish, Hispanic, or Latino.

R: No

(Enter 2, No)

RACE FR: *(SHOW FLASHCARD)*
Please choose one or more races that you consider yourself to be

- - White
- - Black or African American
- - American Indian or Alaska Native
- - Asian
- - Native Hawaiian or Other Pacific Islander

R: I'm White.

(Enter 1, White)

ROSTERREVIEW **(Enter 1, Yes)**

TIMEATADDRESS FR: Before we get to the crime questions, I have some
questions that are helpful in studying where and why crimes occur.

How long have you lived at this address?

R: 6 years.

(Enter 6)

BUSINESS FR: Does anyone in this household operate a business from this address?

R: No

(Enter 2, No)

SQTHEFT FR: I'm going to read some examples that will give you an idea of the kinds of crimes this study covers. As I go through them, tell me if any of these happened to you in the last 6 months, that is, since (date).

Was something belonging to YOU stolen, such as

-- Things that you carry, like luggage, a wallet, purse, briefcase, book
-- Clothing, jewelry, or cellphone
-- Bicycle or sports equipment-
-- Things in your home - like a TV, stereo, or tools
-- Things outside your home such as a garden hose or lawn furniture

-- Things belonging to children in the household
-- Things from a vehicle, such as a package, groceries, camera, or CDs

OR

-- Did anyone ATTEMPT to steal anything belonging to you?

Ask only if necessary
Did any incidents of this type happen to you?

R: No

(Enter 2, No)

SQBREAKIN FR: Has anyone

-- Broken in or ATTEMPTED to break into your home by forcing a door or a window, pushing past someone, jimmying a lock, cutting a screen, or entering through an open door or window?
-- Has anyone illegally gotten in or tried to get into a garage, shed, or storage room?
OR

-- Illegally gotten in or tried to get into a hotel or motel room or vacation home where you were staying?

Ask only if necessary
Did any incidents of this type happen to you?

R: No

(Enter 2, No)

SQTOTALVEHICLES FR: What was the TOTAL number of cars, vans, trucks, motorcycles, or other motor vehicles owned by you or any other member of this household during the last 6 months? Include those you no longer own.

R: Just one car

(Enter 1)

SQMVTHEFT FR: During the last 6 months, was the vehicle -

-- Stolen or used without permission?
-- Did anyone steal any parts such as a tire, car stereo, hubcap or battery?
-- Did anyone steal any gas from it?

OR

-- Did anyone ATTEMPT to steal any vehicle or parts attached to it?

Ask only if necessary
Did any incidents of this type happen to you?

R: No

(Enter 2, No)

SQATTACKWHERE FR: Since (date), were you attacked or threatened OR did you have something stolen from you

-- At home including the porch or yard
-- At or near a friend's, relative's, or neighbor's home
-- At work or school
-- In places such as a storage shed or laundry

room, a shopping mall, restaurant, bank, or airport

-- While riding in any vehicle

-- On the street or in a parking lot

-- At such places as a party, theater, gym, picnic area, bowling lanes, or while fishing or hunting

OR

-- Did anyone ATTEMPT to attack or ATTEMPT to steal anything belonging to you from any of these places?

Ask only if necessary
Did any incidents of this type happen to you?

R: Yes

(Enter 1, Yes)

SQATTACKWHERETIMES

FR: How many times?

R: It’s happened about 10 times.

(Enter 10)

SQATTACKWHERESPEC

FR: What happened?

R: Someone kept taking my newspaper off my porch.

(Enter: Newspaper taken from L1’s porch 10 times.)

SQATTACKHOW

FR: Other than any incidents already mentioned, has anyone attacked or threatened you in any of these ways?

-- With any weapon, for instance, a gun or knife
-- With anything like a baseball bat, frying pan, scissors, or stick
-- By something thrown, such as a rock or bottle
-- Include any grabbing, punching, or choking,
-- Any rape, attempted rape, or other type of sexual attack
-- Any face to face threats

OR

-- Any attack or threat or use of force by anyone at all? Please mention it even if you are not certain it was a crime.

Ask only if necessary
Did any incidents of this type happen to you?

R: No

(Enter 2, No)

SQTHEFTATTACKKNOWNOFF

FR: People often don't think of incidents committed by someone they know. Other than any incidents already mentioned, did you have something stolen from you or were you attacked or threatened by-

-- Someone at work or school
-- A neighbor or friend
-- A relative or family member
-- Any other person you have met or known?

Ask only if necessary
Did any incidents of this type happen to you?

R: No

(Enter 2, No)

SQSEXUAL

FR: Incidents involving forced or unwanted sexual acts are often difficult to talk about. Other than any incidents already mentioned, have you been forced or coerced to engage in unwanted sexual activity by -

-- Someone you didn't know -
-- A casual acquaintance -

OR

-- Someone you know well?

Ask only if necessary
Did any incidents of this type happen to you?

R: No

(Enter 2, No)

SQCALLPOLICECRIME

FR: During the last 6 months, other than any incident(s) already mentioned, did you call the police to report something that happened to YOU which you thought was a crime?

R: No

(Enter 2, No)

SQNOCALLPOLICECRIME

FR: During the last 6 months, other than any incident(s) already mentioned, did anything which you thought was a crime happen to YOU, but you did NOT report to the police?

R: No

(Enter 2, No)

(Interrupt and say)

This is the end of the **screen questions** for Jason Doe. No one besides the respondent was present for the screen questions so at the **PRESENTFORSQS** screen enter 12.

The **INC_REPORTS** screen tells you that 10 incidents were reported by the respondent. Enter 1 to continue the interview.

___________, please continue with the incident questions.

INCIDENTINTRO FR: You said before that during the last 6 months your newspaper was taken from the porch 10 times.

(Enter 1 to continue)

INCIDENTDATE FR: In what month did the first incident happen?

R: March

(For training, make sure the month the incident occurred falls WITHIN the reference period. Refer to chart on page 9-310.)

(Enter 3)

INCIDENTNUMBEROFTIMES

FR: *Ask or verify*
Altogether, how many times did this type of incident happen during the last 6 months?

R: About 10 times

(Enter 10)

INCIDENTSIMILAR FR: *If unsure ask* – Are these incidents similar to each other in detail or are they for different types of crimes?

R: They are all similar to one another.

(Enter 1, Similar)

RECALLDETAILS FR: *If unsure ask* - Can you recall enough details of each incident to distinguish them from each other?

R: No I can't.

(Enter 2, No (is a series))

INCIDENTTIME FR: The following questions refer only to the most recent incident.

About what time did the most recent incident happen?

(Interrupt and say)

This screen contains an introductory statement only displayed when there is a series of incidents, determined when item **RECALLDETAILS** is coded (2), "No (is a series)." The introduction tells the respondent that we only want to collect data about the most recent incident.

R: It happened sometime before I left for work in the morning probably around 6 o'clock.

(Enter 11, After 6 a.m. – 12 noon)

INCIDENTPLACE

FR: In what city, town, or village did this incident occur?

R: Right here in Any Town.

(Enter 3, Same city/town/village as present residence)

INCIDENTAIR

FR: Did this incident occur on an American Indian Reservation or on American Indian Lands?

R: No

(Enter 2, No)

LOCATION_GENERAL

FR: Did this incident happen

-- In your home or lodging?
-- Near your home or lodging?

R: It happened on my porch.

(Interrupt and say)

You need to probe to find out if the porch is enclosed or unenclosed. Enclosed structures on the respondent's property, such as an enclosed porch, garage, or shed, are included in category 11 as being **IN** the respondent's home or lodging. Unenclosed structures on the respondent's property are included in category 12, "Near home or lodging"

FR: Is this an enclosed or unenclosed porch?

R: Unenclosed

(Enter 12, Near your home or lodging)

LOCATION_NEAR_HOME

FR: *Ask or verify*
Where near your home or lodging did this incident happen?

(If FR reads the question as worded, remind them they can verify the answer without asking the full question because the answer has already been given.)

R: On my porch

(Enter 15, Own yard, sidewalk, driveway, etc.)

Notice the pop-up that appears. It asks, “Did this happen in a garage? If yes, was the garage attached or detached?” In this example, the incident did not happen in a garage, so click “Suppress.” __________, please continue.

INSIDEOROUT

FR: *Ask or verify*
Did it happen outdoors, indoors, or both?

R: Outdoors

(Enter 2, Outdoors)

FARFROMHOME FR: *Ask or verify*
How far away from home did this happen?

R: It was at my home.

(Enter 1, At, in, or near the building containing the respondent's home or next door)

HHMEMBERPRESENT FR: *Ask or verify*
Were you or any other household member present when this incident occurred?

R: No

(Enter 2, No)

Notice that we have another pop-up screen: "Verify whether or not the respondent or another household member was at the immediate scene of the crime during the incident. If after verifying presence, you determine they were present, press the Close or Goto button. If after verifying presence, you determine they were not present, press the suppress button." You must verify that the household member was in fact not present. After you verify, click "Suppress."

KNOWLEARNOFFENDERS

FR: Do you know or have you learned anything about the offender for instance, whether there was one or more than one offender involved, whether it was someone young or old, or male or female?

R: No

(Enter 2, No)

THEFT

FR: *Ask or verify*
Was something stolen or was taken without permission that belonged to you or others in the household?

R: Yes

(Enter 1, Yes)

WHATWASTAKEN

FR: What was taken that belonged to you or others in the household?

R: Newspaper

(Enter 36, Other specify)

FR: Anything else?

R: No

(Press Enter)

WHATWASTAKEN_SPEC (Enter "Newspaper")

WHOOWNEDSTOLENPROPERTY

FR: Did the stolen property belong to you personally, to someone else in the household, or to both you and other household members?

R: The newspaper belonged to me.

(Enter 1, Respondent only)

ARTICLEINCAR

FR: *Ask or verify*
Was the article IN or ATTACHED to a motor vehicle when it was taken?

R: No

(Enter 2, No)

OTHERONPERSON

FR: *Ask or verify*
Was there anything the offender took directly from you, for instance, from your pocket or hands, or something that you were wearing?

R: No

(Enter 2, No)

PROPERTYVALUE

FR: What was the value of the PROPERTY that was taken? Include recovered property. (If jointly owned with nonhousehold members, include only share owned by household members.)

R: A dollar.

(Enter 1)

DECIDEDVALUE

FR: How did you decide the value of the property that was taken?

R: That's the cost of the paper each day.

(Enter 11, Original cost)

FR: Any other way?

R: No

(Press ENTER)

ALLPARTRECOVERED

FR: Was all or part of the stolen property recovered, not counting anything received from insurance?

R: No

(Enter 3, None)

RECOVEREDINSURANCE

FR: Was the theft reported to an insurance company?

R: No

(Enter 2, No)

DAMAGED FR: Other than any stolen property, was anything that belonged to you or other members of the household damaged in this incident?

R: No

(Enter 2, No)

POLICEINFORMED FR: Were the police informed or did they find out about this incident in any way?

R: No

(Enter 2, No)

NOTREPORTEDPOLICE

FR: What was the reason it was not reported to the police?

R: Because it was so minor.

(Enter 13, Minor or unsuccessful crime)

FR: Any other reason?

R: No

(Press Enter)

AGENCYHELP

FR: Did you or someone in your household receive any help or advice from any office or agency -- other than the police -- that deals with victims of crime?

R: No

(Enter 2, No)

DOINGATINCIDENTTIME

FR: *Ask or verify* - What were you doing when this incident happened?

R: Probably sleeping

(Enter 18, Sleeping)

JOBDURINGINCIDENT

FR: *Ask or verify* - Did you have a job at the time of the incident?

R: Yes

(Enter 1, Yes)

LOSTOTHERWORKTIME

FR: Did you lose any time from work because of this incident for such things as cooperating with a police investigation, testifying in court, or repairing or replacing damaged or stolen property?

R: No

(Enter 6, None)

SERIESNUMTIMES FR: You have told me about the most recent incident. How many times did this kind of thing happen to you during the last 6 months?

R: About 10 times

(Enter 10)

(Interrupt and say)

The next questions ask about the series of incidents. Record how many incidents from the series happened in each quarter that falls within the reference period.

_____________, please continue.

SERIESWHICHMONTHQ1

FR: In what month or months did these incidents take place?

R: They all happened in March.

(Enter 3)

(Make sure the month the incident occurred falls WITHIN the reference period; that is, within the last six months. Refer to chart on page 9-310.)

(Interrupt and say)

Because all 10 incidents have been accounted for in Quarter 1, you don't need to enter a number in the next two questions for Quarters 2 and 3; however, you **do need** to enter zero to move on.

SERIESWHICHMONTHQ2 (Enter 0)

SERIESWHICHMONTHQ4 (Enter 0)

SERIESLOCATION FR: Did all, some, or none of these incidents occur in the same place?

R: They all happened in the same place.

(Enter 1, All in the same place)

SERIESOFFENDER FR: Were all, some, or none of these incidents done by the same person(s)?

R: I don't know.

(Enter 4, Don't know)

SAMETHINGEACHTIME

FR: Did the same thing happen each time?

R: Yes

(Enter 1, Yes)

TROUBLEONGOING FR: Is the trouble still going on?

R: No

(Enter 2, No)

WHATENDEDIT FR: What ended it?

R: I don't know

(Press Ctrl+D, then press Enter)

(Interrupt and say)

In the next screen, **SERIESCONTACTORNOT**, you are asked to select the explanation that best describes the series of crimes reported. If more than one category describes the series of incidents, enter the precode with the lowest number. For example, if categories 21 and 22 apply, select category 21. For this series of crimes, only one category applies. Enter 21 at this screen.

____________, please continue the interview.

INCIDENTHATECRIME

FR: Hate crimes or crimes of prejudice or bigotry occur when offenders target people because of one or more of their characteristics or religious beliefs.

Do you have any reason to suspect the incident just discussed was a hate crime or crime of prejudice or bigotry?

R: I really don’t know.

(Press Ctrl+D, then press Enter)

DISABILITY_INTRO

FR: Research has shown that people with disabilities may be more vulnerable to crime victimization. The next questions ask about any health conditions, impairments, or disabilities you may have.

(Enter 1 to continue)

HEARING

FR: Are you deaf or do you have serious difficulty hearing?

R: No

(Enter 2, No)

VISION

FR: Are you blind or do you have serious difficulty seeing even when wearing glasses?

R: No

(Enter 2, No)

LEARN_CONCENTRATE

FR: Because of a physical, mental, or emotional condition, do you have serious difficulty:

Concentrating, remembering or making decisions?

R: No

(Enter 2, No)

PHYSICAL_LIMIT

FR: Because of a physical, mental, or emotional condition, do you have serious difficulty:

Walking or climbing stairs?

R: No

(Enter 2, No)

DRESS_BATH FR: Because of a physical, mental, or emotional condition, do you have serious difficulty:

Dressing or bathing?

R: No

(Enter 2, No)

LEAVING_HOME FR: Because of a physical, mental, or emotional condition, do you have difficulty doing errands alone such as visiting a doctor's office or shopping?

R: No

(Enter 2, No)

(Interrupt and say)

When a respondent reports multiple incidents, you only have to ask the set of disability questions you just went through once per respondent. However, if the respondent reports a disability, the respondent is asked one or two disability questions for each subsequent interview but not the entire series.

Now write a summary about the incident. Remember to answer the WHO, WHAT, WHEN, WHERE, and HOW questions, such as who the offender was, who did the property belong to, what happened, what the respondent was doing, where it happened, and so on.

(Allow time)

Your summary should include the following:

SUMMARY: Newspaper stolen from resp unenclosed front porch 10x throughout last 6 mos while he was asleep, value $1, belonged to resp only, not reported to police, resp not present, no injury, no insurance

At the **SUMMARYPROBE** screen you don't need to edit or enter any more summary text, so enter 1 to continue. Also enter a 1 at the **ENDINCIDENT** screen to continue the interview.

We will continue the interview for this case in the next practice exercise so keep the case open. But first, are there any questions about what we have covered so far with handling series incidents?

(Answer questions)

PRACTICE EXERCISE #15 – Adding an Incident
Case ID: 00000001

(Approximate time: 10 minutes)

Now let's continue Jason Doe's interview. During the interview, he recalled that someone stole his car tools, which he hadn't reported in the screen questions. At the **INCIDENTTOADD** screen, enter 1 indicating that another incident is needed for this person.

The next screen, **INCIDENTNUMTOADD**, asks you how many incidents you want to add. Since the respondent mentioned only one incident, enter 1 at this screen. **(*Pause*)**

Now, in **INCIDENTTOADDWHY** enter a description of the incident you are adding. For example, enter "L1's car tools stolen."

(Allow time)

Now we'll complete an incident report for the newly added incident.

_________, please continue the interview.

INCIDENTINTRO	FR:	You said before that during the last 6 months your car tools were stolen.

(Enter 1 to continue)

INCIDENTDATE FR: In what month did this incident happen?

R: September

(For training, make sure the month the incident occurred falls OUTSIDE the reference period. Refer to chart on page 9-310.)

(Enter 9)

FR: Did you say September?

R: Yes

(Interrupt and say)

Remember, when you enter a month that is outside the reference period, a soft edit pops up for you to verify with the respondent the answer provided. Since the respondent confirmed that his answer is correct, click on the "Suppress" button to accept the entry.

_________, please continue.

OSINCNOTNEEDED FR: We are only asking about crimes that happened during the last 6 months. We will not collect information on this incident.

(Enter 1 to continue)

INCIDENTDATEPROBE

FR: Did you have anything like this happen between (date) and (date)?

R: No

(Enter 2, Deletes the current incident entered)

(Interrupt and say)

At the **INC_REDUCE** screen, you need to explain why the incident is being deleted, such as the incident is out-of-scope or outside the reference period. Enter a reason.

(Allow time)

At the **INCIDENTTOADD** screen enter 2 since you don't have any more incidents to add. **(*Pause*)** The next screen, **CRIME_END**, tells you that you have completed all incident reports for Jason Doe. Enter 1 to continue. Also, enter 1 at the **ENDINCIDENT** screen and a 1 at the **ENDSCREENER** screen, which tells you that there are no more incidents to report. ***(Pause)***

Now complete the incident unduplication screens.

INTRO_UNDUP **(Enter 1 to continue)**
UNDUP_DONE **(Enter 1 to continue)**

(Allow time)

___________, please continue the interview with the employment questions.

JOBLASTWEEK FR: Did you have a job or work at a business LAST WEEK?
If necessary: Do not include volunteer work or work around the house.

R: Yes

(Enter 1, Yes)

JOBDESCRIPTION FR: *SHOW FLASHCARD*
Which of the following best describes your job?
Were you employed in the - -

Medical Profession?
Mental Health Services Field?
Teaching Profession?
Law Enforcement or Security Field?
Retail Sales?
Transportation Field?
Something else?

R: It's something else. I'm a real estate agent.

(Enter 17, Something else)

JOBDESCRIPTIONSPEC (Enter "Real estate agent")

EMPLOYERTYPECURRENT

FR: *Ask or verify*
Is your job with a private company, business, or individual for wages?

R: Yes

(Enter 1, A private company, business, or individual for wages)

COLLEGEEMPLOYER FR: Are you employed by a college or university?

R: No

(Enter 2, No)

CURRENTJOBMSATYPE

FR: While working at your job, do you work mostly in
- - A city?
- - Suburban area?
- - Rural area?

OR
- - Combination of these?

R: Suburbs

(Enter 2, Suburban area)

HOUSEHOLDINCOME FR: *SHOW FLASHCARD*
Which category on this card represents the TOTAL combined income of all members of this HOUSEHOLD during the past 12 months? This includes money from jobs, net income from business, farm or rent, pensions, dividends, interest, Social Security payments, and any other money income received by members of this HOUSEHOLD who are 14 years of age or older.

R: It’s about $32,000

(Enter 20, $30,000-$34,999)

TELEPHONEINUNIT FR: Is there a telephone in this home? Please include cell phones, regular phones, and any other type of telephone service.

R: Yes

(Enter 1, Yes)

TELEPHONENUMBERFIRST
FR: What is the telephone number?

R: 991-555-1134

(Enter 9915551134)

TELEPHONETYPE1ST FR: What type of phone is this for example, a home, office, or cell phone?

R: Home

(Enter 1, Home)

TELEPHONECK **(Enter 2, No, you don't want to ask for a second phone number)**

TELEPHONEACCEPTABLE
FR: Is a telephone interview acceptable?

R: Yes

(Enter 1, Yes)

(Interrupt and say)

The respondent doesn't mention any specific day or time to call the household, so at the **BESTTIME_NOSUNDAY** screen enter 1 to continue.

__________, please continue the interview.

RESPINTERVIEWLANG FR: Was this respondent's interview conducted in a language other than English?

R: No

(Enter 2, No)

ENDPERSON **(Enter 1 to continue)**

ENDSCREENER **(Enter 1 to continue)**

THANKYOU_CP FR: Six months from now we will be contacting you again. Thank you for your time. You've been very helpful.

(Enter 1 to continue)

At the **VERIFY** screen enter 2 since you don't need to make any changes to the telephone number and you don't need to access the Interview Time Preferences application. At the "Case Level Notes Editor," enter that you completed L1's interview, then press the F10 function key to exit the "Notes Editor," and complete pCHI and return to Case Management. __________, please lead us through the pCHI screens.

CTATEMPT **(Enter 1, Personal interview)**

TIMEOFCT **(Enter 1, Yes)**

pCASECONTACT **(Enter 1, made contact with one or more eligible persons)**

pCONTACTPER	**(Enter 1, made contact with Jason Doe)**
PCTTYPE	**(Enter 1, completed interview)**
pRSPNDENT	**(Enter 98, no concerns)**
PSTRATEGS	**(Enter 98, no strategies)**

(Allow time)

This concludes this practice exercise. Are there any questions?

(Answer questions)

PRACTICE EXERCISE #16 – Accessing the NCVS CAPI Spanish Instrument
Case ID: 00000003

(Approximate time: 10 minutes)

This next practice exercise covers accessing the Spanish NCVS CAPI instrument. Highlight the case **103 Riverside Blvd**. If you recall, this was a replacement household. You started to interview John Zoe, who was the original household respondent, but because he was unable to complete the interview you selected a new household respondent, Maria Zoe, since she was present and willing to complete her interview at the time of your visit. Since your initial contact with the household respondent was by personal visit, survey procedures allow you to finish interviews with remaining household members by telephone. Rosa Nombre, Maria's mother, still needs to be interviewed, in addition to John Zoe. Get into the CAPI instrument for this case.

(Allow time)

At the **START_CP** screen notice that the “Case Status” no longer says “New Case.”

________________, please read what is now displayed for “Case Status.”

(TRAINEE: *Household respondent complete*)

Thank you.

Since you completed the household respondent's interview, the status for this case changed. As mentioned earlier in training, the "Case Status" measures the progress of the case throughout the interview process.

Now enter 1, Telephone interview, at the **START_CP** screen. **(*Pause*)** At the next screen, look at the "STATUS" column which tells you the interview status of each eligible household member. Notice that John Zoe's interview status says "Need Self" rather than "Partial." This is because his interview ended before the **TIMEATADDRESS** question. Maria Zoe's interview is done and Rosa Nombre's interview has not been started ("Need self" is noted in the STATUS column). **(*Pause*)**

Now enter a 1 at the **SHOW_CP_ROSTER** screen and also at the **SHOW_INFO_CP** screen.

(Allow time)

At the **WHOTOCALL_CP** screen, enter 3, Rosa Nombre's line number. **(*Pause*)** At the **DIAL_CP** screen someone answers the phone so enter 1. **(*Pause*)** At the **HELLO_1_CP** screen you introduce yourself to the person who answers the telephone and ask to speak with Rosa Nombre. The person you are speaking to tells you in Spanish that she doesn't speak English. If you speak Spanish you can toggle to the NCVS Spanish instrument to continue the interview.

Let's take a look at the NCVS Spanish instrument. At the **HELLO_1_CP** screen, press the SHIFT and F5 keys. **(*Pause*)** At the “Form Languages” screen arrow down to “ESP” which is the name for the NCVS Spanish instrument. Then click OK. **(*Pause*)** Notice that the question text is now in Spanish. In most screens in the Spanish instrument, the answer categories are also in Spanish; however, for this section they are not because the categories do not match the respondent’s possible reply. You are ready to complete the interview in Spanish.

Let's go through a couple of screens in the Spanish instrument. You are speaking to Rosa Nombre so enter 1, "This is the correct person" at the **HELLO_1_CP** screen. **(*Pause*)** At the **INTRO_REC_CP** screen, the respondent agrees to be interviewed so enter 1 to proceed with the interview. Also enter 1 at the **INTERVIEWSTATUS** screen to continue the interview.

You are now ready to begin asking the survey questions starting with the **TIMEATADDRESS** question. For this exercise, let's assume that Rosa Nombre tells you she really doesn't have the time right now to complete the interview and to call her back later around 8 o'clock. Before you set a callback appointment for Rosa Nombre, let's practice how to toggle back to the English version of the NCVS CAPI instrument. You **don't** need to be back into the English version of the instrument to exit the case or to set a callback appointment. The intent of this exercise is to show you how to toggle or move between instruments.

Press the SHIFT and F5 keys again and then arrow **up** to “ENG.” **(*Pause*)** Click OK to return to the English NCVS CAPI instrument.

Now let's set a call back appointment for Rosa Nombre. Press the F10 function key. At the **REFCBBREAK_CP** screen enter 2, Callback. Then at the **PERSAPPT** screen press Ctrl+F7 to enter appointment information for Rosa Nombre in the Case Level Notes. Enter a note that you need to call back Rosa Nombre to complete her interview. When you are done entering a note, exit the "Notes Editor" and be sure to save the information entered, then enter 1 at **PERSAPPT** to continue.

At the **THANKYOU_INDV** screen enter 1 after thanking the respondent**. (*Pause*)** Now, enter 2 at the **VERIFY** screen. **(*Pause*)** At the “Case Level Notes Editor” if you have any other notes you want to enter you can do that now, otherwise press F10 to exit to return to the pCHI, then the “Case List.” For this exercise we won’t fill out the pCHI, so at **CTATEMPT**, enter Precode (4), “Not attempting contact.” At **NOATTEMPT** enter Precode (6), “Opened case/CHI by mistake”.

(Allow time)

Although you still need to complete John Zoe’s interview, for this exercise you are not going to get back into the case to complete his interview. This concludes this exercise. Are there any questions?

(Answer questions)

Reference Period

MONTH	WITHIN REFERENCE PERIOD	OUTSIDE REFERENCE PERIOD
January	July-December	January-June
February	August-January	February-July
March	September-February	March-August
April	October-March	April-September
May	November-April	May-October
June	December-May	June-November
July	January-June	July-December
August	February-July	August-January
September	March-August	September-February
October	April-September	October-March
November	May-October	November-April
December	June-November	December-May

Chapter 10 – Transmission of Work
(Approximate time: 2 hours 10 minutes)

Instructor Preparation

- If available, make sure the projection device is set up.
- Make sure all trainees are logged into their laptops and using AC power. *(Ensure all trainees have access to electrical outlets to plug in their laptop computers. If necessary, assist the trainees using extension cords or adaptors and connection to outlets in the training room.)*
- Make sure all trainees have an RSA token.

Objective:

- Provide trainees with instructions on how to transmit completed work to Headquarters.

Materials Needed:

Trainee
- Transmissions Classroom Workbook

Trainer
- Laptop computer with "Transmissions" Power Point presentation
- Projection device
- 11-909, Trainer's Guide: Transmissions with the RSA Token (Field Representative)

11-909, Trainer's Guide: Transmissions with the RSA Token (Field Representative)

Follow along with the 11-909, Trainer's Guide: Transmissions with the RSA Token (Field Representative), then continue with the next chapter.

(Continue with the next lesson)

Chapter 11 – Performance and Supervisory Topics (Approximate time: 30 minutes)

Instructor Preparation: • Review the RO procedures on the measures used to evaluate the performance of NCVS field representatives. • Review other RO administrative topics not covered in Lesson 2.
Objectives: • Provide trainees with an understanding of the measures in place to evaluate their performance as NCVS field representatives.

The final part of this training covers the production and quality standards expected of you, as well as other administrative topics.

As an NCVS field representative, there are established measures for various elements of your job. Your performance is evaluated based on these measures. The success of the NCVS depends on accurate and complete information. We count on you, our field representatives, to help us succeed in this effort.

We hope that you will always strive for the highest level of quality and productivity in your NCVS work. We also realize that a new field representative cannot be expected to start out with an "outstanding" performance rating. However, we expect you to do your best and to improve as you gain more interviewing experience using the NCVS CAPI instrument. Your work will be monitored and measured. Your supervisor will provide frequent feedback and direction about your work and its quality.

This survey operates on a fixed budget. The only way we can conduct the NCVS on schedule and within budget is with your cooperation. We depend on you to conduct your work accurately and efficiently. Completing a sufficient number of NCVS interviews within the specified interview period is not only important from a cost standpoint, but also is essential for meeting the survey's processing schedules.

The following are some pointers for saving survey costs and time without sacrificing accuracy:

- With the exception of holidays, always begin your assignment on the first working day of the month. Schedule your work so that your assignment is completed **before** the closeout date for the interview month.

- Conduct interviews with units in sample for their second through seventh interview by telephone. We realize that there are times when this is not possible, such as when the unit is a Type A or Type B noninterview the previous enumeration, there is no telephone available in the sample unit, or the household said a telephone interview is not acceptable.

- Begin your telephone work first. In the process of doing the telephone interview cases first, you may discover some replacement households as well as some other situations where it becomes necessary to make a personal visit. Because of these possible personal visits, it is extremely important that you try to complete the telephone interviewing in a segment within the first few days of the interview period. Since the primary purpose of the telephone procedure is to save money by reducing travel costs, do NOT go out to a telephone segment until you have attempted to complete telephone interviewing of all the households in the segment that qualify for a telephone interview.

- To reduce travel costs, plan your travel route so you can do your NCVS work and move from one segment to another using the least amount of time and mileage. You can use the “RTE” column in Case Management to make an efficient travel plan. Try to plan your personal visits during the most productive hours of the day and days of the week, so you can find household members at home and reduce the number of return visits to a sample address. Evening hours and weekends tend to be most productive in areas where a majority of the household members work outside the home.

- Make the fewest number of trips to a sample area as possible to complete your assignment. If you need to make personal visit callbacks in a sample area where you still have some initial visits, try to complete these interviews in one trip. If no one is at home at the time of your visit, try to find out the best time to contact the household before you leave the sample area. You can inquire of neighbors, apartment managers, janitors, and the like, but you cannot mention the survey name to these people.

- After completing the household respondent’s interview, always try to complete interviews for all remaining eligible household members during the same contact. Any follow-up contacts to interview remaining household members should be done by telephone. For sample units that must be interviewed during a personal visit, if you complete the household respondent’s personal interview, you may make telephone callbacks to get interviews with the remaining household members.

- Become familiar with the sequence of the items in the NCVS instrument and understand how to enter answers on each NCVS screen so the interview flows smoothly.

For each interview month, your supervisor will calculate the response rates for your NCVS interviewing assignment. The response rates take into consideration how many interviews you were able to complete from all **eligible** sample addresses and persons assigned to you *(excluding Type B and C noninterviews)*. By reviewing your response rates, you and your supervisor can track how effective you are at obtaining interviews. The NCVS prides itself on having high response rates. Maintaining such response rates is essential to ensure that the

NCVS data are representative of the entire U.S. population. Failure to interview all eligible household members can introduce a serious bias into the survey. For example, sample persons who are difficult to contact or who resist being interviewed could have very different victimization experiences than those sample persons who are easy to contact and interview.

There are a number of other performance measures. Please look at your handout entitled “Data Quality Indicators.”

(Allow time)

This handout is to give you an idea of the data your supervisor currently use(s) to evaluate your performance. These data quality indicators are incorporated into your performance plan; your supervisor will go over them with you when you go over the performance plan together. The indicators are intended to help you achieve a fully successful performance review while aligning your performance with the sponsor’s and the Census Bureau’s goals of improving and maintaining NCVS data quality. The indicators may change from year to year. I’m going to distribute a list of the current set of data quality indicators and discuss each one briefly.

(Pass out FR Data Quality Indicator List, then read the Initial Training Guide Data Quality Addendum [Available on the FLD portal; see Instructions to the Trainer on Page viii])

Periodically, a portion of your assignment is eligible for reinterview. Remember, reinterview is a method we use to evaluate your performance independently. Your supervisor or his/her representative reinterviews a portion of your assignment for the interview month. The reinterviewer contacts some of the same households that you have already contacted. The reinterview answers are compared against the original answers that you recorded, differences are identified, and reasons for the differences are determined. The reinterviewer verifies that:

- ✓ The correct sample units were interviewed,
- ✓ The listing sheets were completed or updated properly,
- ✓ All screen questions were asked,
- ✓ Crime incident reports were completed for each reported incident, and
- ✓ Any noninterviews were classified accurately.

Once the reinterview is completed, the reinterviewer contacts you so you can review the results together. During this review, errors are discussed and appropriate concepts and procedures reviewed. In some cases the extent and type of errors may require a "special needs" observation and/or retraining.

Are there any questions?

(Answer questions)

If you have any other questions after you leave this training session, all the information we discussed can be found in detail in your other NCVS materials – the NCVS-550 FR Manual on your laptop, the NCVS-554 Information Card Booklet, and the NCVS-550.1 “At a Glance.” I encourage you to use all of these manuals and job aids if you ever have any questions about the survey. If after consulting all your NCVS materials, you still can’t find an answer to your question, get in touch with (me/your supervisor). Are there any questions about these survey materials?

(Answer questions)

To conclude this chapter, we’re going to talk about some other topics that are of concern for this regional office.

(Cover any other topics that you feel are important to the survey and the relationship between the survey supervisor and the FR. Emphasize the importance of the telephone communication process between the FRs and the RO staff. Ask the FRs for suggestions on making survey operations run smoothly.)

(Answer questions. Allow time for discussion.)

(If necessary, continue with Chapter 12, “2010 Redesign and Coverage” for new hires who have not had the 2010 redesign and coverage training. Otherwise, conclude the training session.)

NOTES

Chapter 12 – 2010 Redesign Listing and Coverage (Approximate time: 1 hour)

Instructor Preparation: • Make sure each trainee has a copy of the 11-925, 2010 Redesign New Hire Listing and Coverage Training (Classroom Workbook).
Objectives: • Introduce the trainees to the concept of Listing and Coverage.
Materials Needed: • 11-924, 2010 Redesign New Hire Listing and Coverage Training (Training Guide)

11-924, New Hire Listing and Coverage Training (Training Guide)

If training NEW FRs on 2010 redesign topics, follow along with the 11-924, New Hire Listing and Coverage Training (Training Guide). If there are no new FRs who require this training, conclude the training session. Otherwise, after this chapter, conclude the training session.

NOTES

NCVS-522.1
(10/2014)

National Crime Victimization Survey
CAPI Initial Training

Classroom Workbook

United States Census Bureau

Household Membership

1. Paul Moe is staying in the sample unit, but is looking for another place to live. He has no other residence. Is Paul a household member?

   ___ Yes ___ No

2. Janet Voe is a paid housekeeper who lives in the sample unit. Is Janet a household member?

   ___ Yes ___ No

3. When you interview the Zoe household, Mr. Zoe tells you that his daughter Emily is away at college. Is Emily a household member?

   ___ Yes ___ No

4. When you contact the Coe household, Pamela Coe, the household respondent, tells you that her husband, John, is serving with the Army and stationed in Iraq. Is John a household member?

   ___ Yes ___ No

5. If you list someone as living and staying at the sample unit as of the night before the interview and then determine at **HSEMEMURE** that the person usually lives somewhere else, what precode do you enter in **HSEMEMURE**?

   ___ Precode 1, Yes ___ Precode 2, No

Function Keys

Press function key:	***To perform this operation within the instrument during the interview:***
F1	**QUESTION HELP** Displays any help screens for the current question. Help screens are designed to aid you with a particular concept, to define the meaning or intent of a particular word, to provide specific probes, etc.
F4	**JUMP MENU** Accesses a "Jump" menu, which enables you to jump back to a previously answered section of the incident report items. Note that this function only works in the incident report items, which are part of the middle section of the NCVS instrument.
F7	**ITEM NOTES/REMARKS** Allows you to view or add comments and explanations for the screen current displayed. After pressing **F7**, a pop-up "Notes" box appears. Enter the text of your note, and then click the "Save" button in the box to leave the **F7** notes mode. When **F7** notes are entered for an instrument screen, a paperclip icon will appear next to the item name on the form pane telling you that a "Note Exists."
F8	**RETURN** Allows you to return or skip back to the item from which you pressed the **F10** key, which skips to the end of the interview. This would come in handy if you should press the **F10** key by mistake.
F10	**EXIT** Skips from the present question to the end of the instrument when a respondent breaks off the interview before you can complete it or whenever you must make an early exit from the interview. After pressing the **F10** function key, you will skip to the back section of the instrument to the callback screen where you can schedule a callback. The instrument sets a person's interview status to "partially completed," so that you can resume the interview for that person later when the respondent is available.

SHIFT + F1	**DISPLAY HOUSEHOLD ROSTER** Accesses the household roster at the **SHOWROS_CP** screen. You can access the household roster at any time during an NCVS interview to reference the information shown on this screen. The **SHOWROS_CP** screen does not allow you to make changes to the household roster.
SHIFT + F2	**FREQUENTLY ASKED QUESTIONS** Accesses the help screens for nine frequently asked NCVS questions from the **FAQMain** screen. These help screens will help you answer respondent's questions.
SHIFT + F5	**LANGUAGE** Switches to the Spanish version of the NCVS instrument for the current question and all subsequent questions. To return to the English version, press the **SHIFT** and **F5** keys simultaneously again and select "English" from the pop-up menu.
SHIFT + F7	**VIEW NOTES** Allows you to only view notes. To add more notes use the **F7** function key.
SHIFT + F11	**SHOW STANDARD ABBREVIATIONS** Displays the standard recommended and acceptable abbreviations for the NCVS. Abbreviations can be used to conserve space when entering text in item text boxes that allow only a limited number of characters to be entered.
END	Takes you to the next unanswered question in the instrument path.
CTRL + D	**DON'T KNOW** Allows you to record a don't know response to a question when a separate "Don't Know" response category is not part of the question answer list.
CTRL + R	**REFUSED** Allows you to record a refusal to a question by the respondent.
CTRL + T	**INTERVIEW TIME PREFERENCES** Accesses the BOOST/BLOCK feature of the instrument for you to view or record the best times or worst times to contact the household.

THE PARTS OF THE CRIME INCIDENT REPORT

The crime incident report is made up of twelve sections:

1. ***Location and presence*** is the first section and collects information about where the incident occurred, details about a break-in when it happened at the respondent’s home or lodging, and whether or not the respondent was present.

2. ***Attack/threat/injury/medical care*** section asks questions about how the respondent was attacked or threatened, injuries the respondent may have suffered (if any), whether the respondent sought medical care, and details about that medical care.

3. ***Emotional toll*** section asks questions about the emotional toll the crime took on the respondent, such as how it affected work, relationships, the respondent’s emotional and physical health, and so on.

4. ***Actions against offender*** section asks about what actions were taken by the victim during the incident, whether those actions helped or made the situation worse, whether others were present at the scene, their actions, and so on.

5. ***Offender*** section asks about the number and characteristics of the offender(s) such as their gender and age, how well the victim knew the offender(s), whether offender(s) were drinking or on drugs and if the offender(s) belonged to a gang, and so on.

6. ***Attempted and completed thefts*** section asks about the type and value of any stolen items or about items the offender attempted to steal, whether items were in or attached to a motor vehicle, whether property was recovered, and so on.

7. ***Property damage and police*** section asks about whether there was any damage to household property and if so, how much it cost to repair or replace the damaged items, and about contact with the police and their response to the incident.

8. ***Activity at the time of the incident and time or money lost*** This section asks about what the respondent was doing when the incident happened and whether the respondent was employed at the time of the incident, and whether the respondent or other household members lost time or pay from work because of the incident.

9. ***Series of crimes*** section is asked when six or more incidents were coded as a series. This section asks how many incidents were part of the series, where they took place, how well the respondent knew the offenders, and so on.

10. ***Hate crime*** section asks about whether the respondent feels the incident was a hate crime, and if so, what the reason was for the hate crime, such as the respondent's religion, race, nationality, sexual orientation, and so on.

11. ***Disability*** section asks questions about any disabilities the respondent may have and whether they believe they were targeted because of their disability.

12. ***Summary*** section is where you enter a detailed descriptive summary of the crime incident.

Practice Exercise #1
(Household Roster)

Who to List:

- All persons living or staying at the sample address at the time of your contact.
- All persons who usually live at the sample address, but who are temporarily away for reasons such as visiting friends or relatives, traveling for their jobs, in "general" hospitals, and so forth.
- All children who usually live at the sample address, including infants under 1 year of age.
- Any lodgers, servants, hired hands, and other persons who usually live at the sample address.
- Visitors and other persons who are not household members (do not usually live at the sample address), but are in the sample household at the time of your interview and have stayed at the sample address at least one night before your interview, such as a visitor or student with a usual residence elsewhere.
- Households consisting entirely of persons who are not household members and who have a usual residence elsewhere. If you determine that the entire household has a usual residence elsewhere (URE), you will classify the household as a Type B noninterview, "Temporarily occupied by persons with URE."

Practice Exercise #1
(Armed Forces)

A household member is considered to be "in the Armed Forces" when the person is:

- Serving on active duty at the time of the interview in the U.S. Army, Navy, Air Force, or Marine Corps.
- In the reserve branch of any of the above Armed Services and is currently on active duty status for several months.
- In the U.S. Public Health Service as commissioned officers who are attached to any branch of the above Armed Services.
- In the National Guard in Federal Service (*if his/her unit has become part of the regular forces by Presidential Order*.)
- In the U.S. military academies as Cadets.

Members of the **regular component** of any branch of the Armed Forces are ALWAYS considered to be on active duty, unless they are retired. Members of the **reserve component** of any branch of the Armed Forces are only considered to be on active duty when they have been called to duty by military order and are currently on active duty for several months.

Q: Let's say that a household member is in the U.S. Army Reserves and spends two weeks on active duty in June of each year. If you are conducting an interview on June 7th and his wife says that he is away on active duty with the Army Reserve, what do you enter in **ARMEDFORCES** and why?

Practice Exercise #2
(Household Respondent)

The household respondent is someone who is at least 18 years old and the most knowledgeable household member, that is, the one who appears to know or might reasonably be expected to know the answers to the household questions. Most frequently this will be the reference person or spouse.

Exceptions:

- In households in which the reference person and/or spouse are under 18, either of them may be the household respondent.
- If **ALL** household members are under 18, interview the most knowledgeable household member as the household respondent.

The household respondent **MUST** be the first person interviewed in a household whether you are conducting the interview in person or by telephone.

Practice Exercise #4
(Noninterview Reasons by Noninterview Type)

TYPE A

213 Language problems
216 No one home
217 Temporarily absent
218 Refused
219 Other occupied

TYPE B

225 Temporarily occupied by persons with usual residence elsewhere (URE)
226 Vacant - regular
227 Vacant - storage of HH furniture
228 Unfit or to be demolished
229 Under construction, not ready
230 Converted to temporary business and storage
231 Unoccupied site for mobile home, trailer, or tent
232 Permit granted, construction not started
233 Other

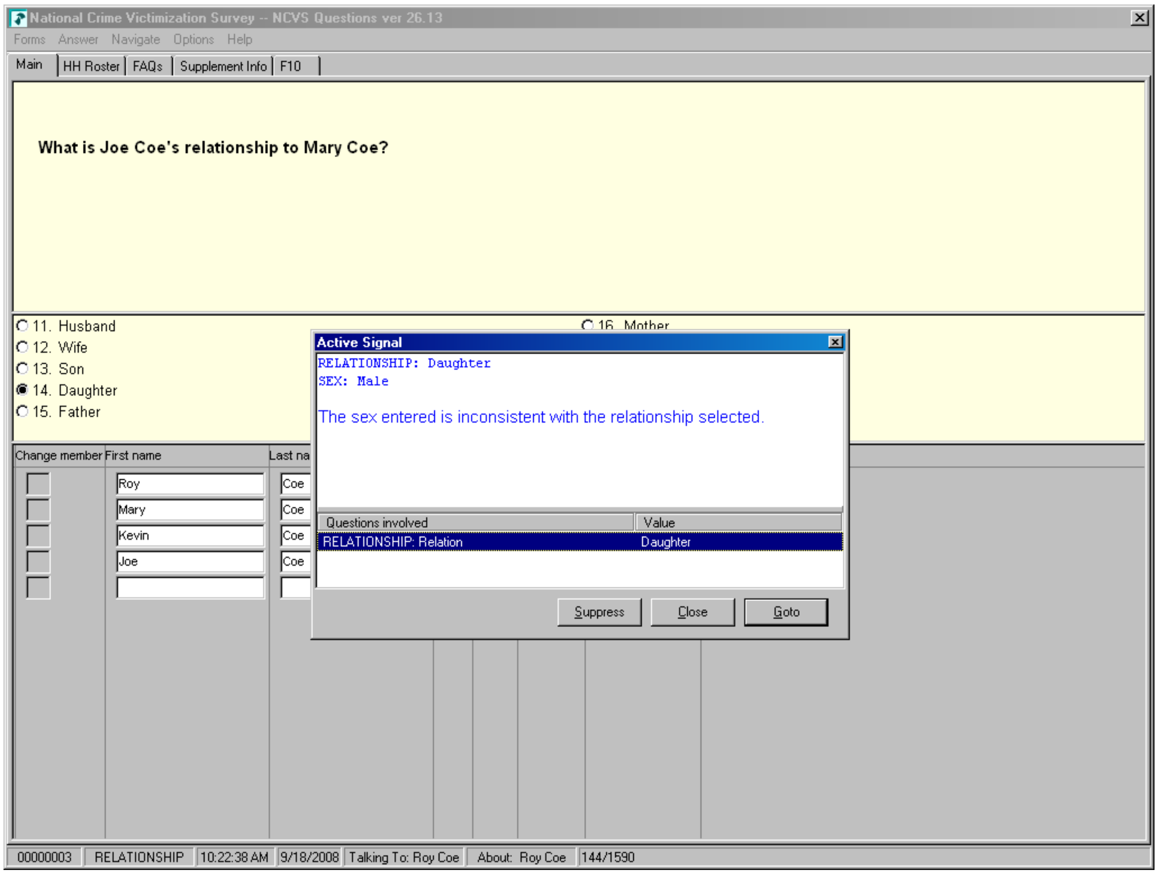
TYPE C

240 Demolished
241 House or trailer moved
242 Outside segment
243 Converted to permanent business or storage
244 Merged
245 Condemned
246 Built after April 1, 2000
247 Unused line of listing sheet
248 Other (including permit abandoned)
256 Removed during subsampling
257 Unit already had a chance of selection
258 Unlocatable sample address
259 Unit does not exist or unit is out of scope

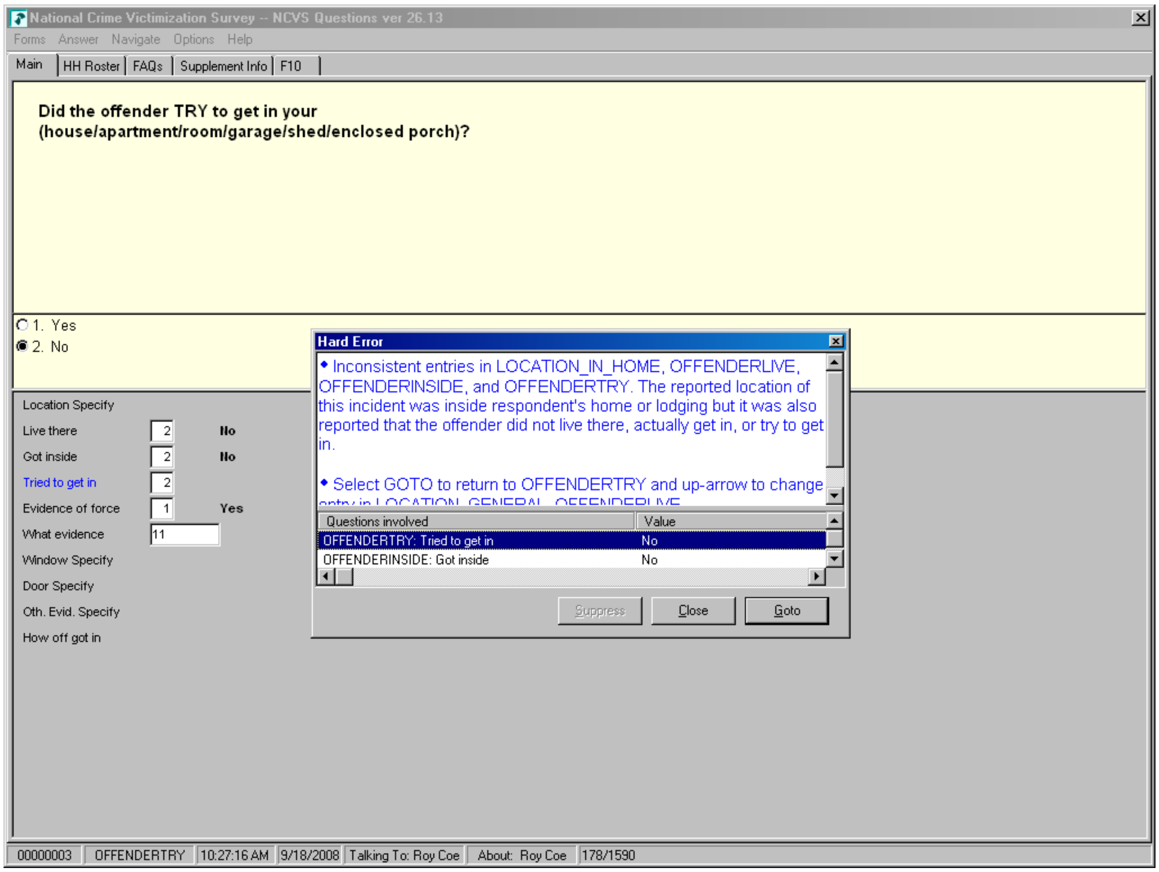
Practice Exercise #7
(Reference Person)

The reference person is one of the persons who owns or rents the sample unit or is any adult household member if the unit is occupied without payment of cash rent.

Practice Exercise #7
(Example of Soft Edit Screen)



Practice Exercise #7 (Example of Hard Edit Screen)



Practice Exercise #7
(Reference Period)

Incoming and Replacement Households

For first period households and replacement households, the reference period begins on the first day, six months preceding the month of interview and extends up to the day prior to the day of interview.

Second and Subsequent Enumeration Periods

For second and subsequent enumeration periods, the reference period is from the day of the last interview to the day prior to the current interview. Each person within a household may have a different reference period depending on the day each household member was interviewed.

For households that were a Type A noninterview the previous enumeration or persons who were a Type Z noninterview in previous interview period, the reference period begins on the first day, six months preceding the month of interview and extends up to the day prior to the day of interview

Practice Exercise #7
(Incident Summary for Brian Public)

Use the following information to write your summary report for Brian Public.

Household Roster

L2 Brian Public
L3 Michael Goe
L4 Will Loe
L5 Megan Moe

During night on (date) lawn ornaments stolen from L2's front yard while HH asleep. Belonged to entire HH. Incident not reported to police b/c not important enough. Also L2 didn't want to take time to report it. Value property $51. L2 doesn't know who took the ornaments. Nothing recovered.

Practice Exercise #10
(Incident Summary for Michael Goe)

Use the following information to write your summary report for Michael Goe.

<u>Household Roster</u>

L2 Brian Public
L3 Michael Goe
L4 Will Loe
L5 Megan Moe

In (enter date within reference period) lawn decorations taken from L3's front yard at night. Hhld sleeping. Decorations belonged to the HH. Incident not reported to police since kid's stuff. Stolen items valued at $50. Shrubs damaged; cost to replace shrubs was $50. L3 doesn't know who took. No time lost from work. Nothing recovered.

Practice Exercise #11
(NCVS Proxy Rules)

Household Member Proxy Respondent

The proxy respondent MUST be a household member who is at least 18 years old with the exception of those households in which the reference person and/or spouse or all members of the household are under 18 years. In this case, select a knowledgeable household member to serve as the proxy respondent.

Nonhousehold Member Proxy Respondent

A nonhousehold member may serve as a proxy respondent for a household member only if **ALL** of the following five (5) conditions apply:

1. All household members are unable to be interviewed because of health problems or mental incompetence.

2. All the household members have been unable to leave home unaccompanied during the ENTIRE reference period.

3. One of the proxy interviews obtained using a nonhousehold member proxy respondent must be the household respondent's.

4. The proxy respondent is 18 years of age or older.

5. The proxy respondent has had responsibility for the care of the individual household member for the entire reference period.

Practice Exercise #11
(Acceptable Proxy Reasons)

You may obtain information about an individual household member by conducting a proxy interview only under ONE of the following circumstances:

- If a household member is 12 or 13 years old, you should obtain a self-response interview. However, if the parents or guardian refuse to let you speak to the 12 or 13 year old, you may instead conduct a proxy interview with the parent or guardian.

- If a household member 12 years of age or older is temporarily absent and is **NOT** expected to return to the sample household at all during the entire interview period, you may instead accept a proxy interview for him/her.

- If a household member 12 years of age or older is physically or mentally incapacitated. For a household member to be physically or mentally incapacitated, the person MUST be unable to be interviewed due to health problems or mental incompetence. This condition MUST be continuous during the entire interview period and DOES NOT include colds or flu, drunkenness, drugs, or problems that might be aggravated because the questions are upsetting. Old age alone is NOT an acceptable reason for proxy interview.

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.

Practice Exercise #14
FARMSALES

Remember these three things about FARMSALES:

1 This question refers to the **"past 12 months."** If you are interviewing on February 5, 2015, "past 12 months" means January 1, 2014 through January 31, 2015.

2 FARMSALES asks for the amount of **farm sales**. Do not include food grown for the consumption of household members themselves; only include farm products that were actually sold.

3 This question refers to sales of farm products **from this place**. We are not concerned with who was living on the farm during the past 12 months. For example, if a respondent moved to a farm 5 months ago, it is possible the respondent may know the amount of farm sales during the entire 12 months before the interview.

Exercise: Jimmy Voe bought a cucumber farm two months ago. Since the time he bought the farm, he has sold about $500 worth of cucumbers. The previous owner, Carl Loe, told Mr. Voe that he sold almost $800 worth of cucumbers during the last three months that he owned the farm. Which precode do you enter in Item FARMSALES?

NCVS 2015 Reinterview Instrument Screens
Survey Quality and Measurement Staff
Demographic Statistical Methods Division

Front Section

RIREASON

Reinterview Help Menu

- Press F8 to proceed to the reinterview.

1. Why are you calling me again?
2. Are you calling everyone or am I just lucky?
3. Don't you have anything better to do with my tax dollars? I'm too busy to answer your questions again.
4. Are you “checking up” on me? I told you the truth the first time you called.
5. Do I have to answer your questions?
6. Return to Reinterview

RIREF1

Why are you calling me again?

Like any business, we're interested in maintaining the quality of our product, so each month we reinterview a few households who are in the survey to ensure we are efficiently and accurately collecting data.

1. Continue
2. Back to Reinterview Help Menu

RIREF2

Are you calling everyone or am I just lucky?

We are able to get a reliable measure of data quality by reinterviewing only a small percentage of the total households interviewed in the survey.

1. Continue
2. Back to Reinterview Help Menu

RIREF3

Don't you have anything better to do with my tax dollars?
I'm too busy to answer your questions again.

The Bureau of Justice Statistics (BJS) will use the data to prepare periodic and special reports about crimes. Occasionally, questions are added to the survey to obtain information on important crime issues. The Census Bureau feels a strong need for an independent measure of the data's quality. Consequently, we feel that the results from our reinterview are a wise use of our tax dollars.

1. Continue
2. Back to Reinterview Help Menu

RIREF4

Are you "checking up" on me?
I told you the truth the first time you called.

The purpose of reinterview is not to check up on respondents. In order to ensure that we are efficiently and accurately collecting data, we reinterview a few households who are in the survey.

1. Continue
2. Back to Reinterview Help Menu

RIREF5

Do I have to answer your questions?

Your participation in this survey is voluntary. However, the information you provide will help us to ensure the efficiency and accuracy of our data collection procedures. Like any business, we're interested in maintaining the quality of our product.

1. Continue
2. Back to Reinterview Help Menu

H_PURPOSE

Choose from the following topics of frequently asked questions:

- Press F8 to proceed with the reinterview.

1. (800) Number
2. Wasting taxpayers money
3. Why not ask the police about crimes?
4. Who uses this information? What good is it?
5. Why so many questions when I told you "No crimes"?
6. No crimes here, so go ask somebody else
7. Survey doesn't seem to be working, crimes still occur
8. How many times will I be contacted?
9. How can I get information regarding BJS/NCVS?
10. OMB NOTICE statement for respondents with a serious grievance

11. Return to Reinterview

H_PURPOSE1

- Confirm Call/Survey

To verify that I am calling from the Census Bureau, you may call our toll free number:

1-800-392-6975 (HTC)
1-800-642-0469 (TTC)

- or provide your regional office number.

When you call, please provide your name and the following identification number: [Fill: CASEID]

- Read if necessary:

To verify that the toll free number is legitimate, you may call Directory Assistance on 1-800-555-1212.

1. Continue
2. Back to Frequently Asked Questions menu

H_PURPOSE2

- YOU ARE WASTING TAXPAYERS MONEY BY CONDUCTING THIS USELESS SURVEY.

The survey tells us about the amount and nature as well as crime trends and crimes not reported to the police. It can help save taxpayer money where new programs are developed by focusing on the people who are most likely to be victims of crime and making crime prevention and control programs more effective.

1. Continue
2. Back to Frequently Asked Questions menu

H_PURPOSE3

- WHY DON'T YOU CALL THE POLICE IF YOU WANT TO KNOW ABOUT CRIME...

Less than half of all crimes are reported to police. The survey is the only way we have to find out about these crimes. We also get the details about the characteristics of the crimes and the effects of crime on the victim. The survey provides much more detailed information than we get from the police on both reported and unreported crime.

1. Continue
2. Back to Frequently Asked Questions menu

H_PURPOSE4

- WHO USES THIS INFORMATION? WHAT GOOD IS IT?

The survey is widely used by policy makers at all levels of government, crime prevention groups, people who help crime victims, researchers in many fields, the media, as well as others. It has sometimes been used by the Supreme Court in making decisions. The survey informs our users in a neutral, unbiased way to help them make public policy.

1. Continue
2. Back to Frequently Asked Questions menu

H_PURPOSE5

- WHY DO I HAVE TO ANSWER ALL THESE QUESTIONS WHEN I ALREADY TOLD YOU NO CRIMES WERE COMMITTED AGAINST US IN THE PAST SIX MONTHS?

We have studied asking fewer questions, but have found that people sometimes don't think about a crime until a specific question reminds them about it. We need to ask all people the same questions to guarantee the quality of the data.

1. Continue
2. Back to Frequently Asked Questions menu

H_PURPOSE6

- I DON'T HAVE ANY CRIMES TO REPORT. WHY DON'T YOU INTRERVIEW MY NEIGHBOR? I KNOW HE'D HAVE SOME CRIMES TO REPORT.

Your participation is important whether or not you report a crime. We cannot accurately find out the percentage of people who experience crime, unless we get information from both victims and non-victims.

1. Continue
2. Back to Frequently Asked Questions menu

H_PURPOSE7

- I ANSWER ALL YOUR QUESTIONS BUT CRIMES STILL OCCUR. THIS SURVEY DOESN'T SEEM TO BE WORKING.

It may not be possible to eliminate all crime, although we want to reduce it as much as possible. The survey is also used to develop and improve programs for assisting those who have become crime victims.

1. Continue
2. Back to Frequently Asked Questions menu

H_PURPOSE8

- I'VE ALREADY ANSWERED THESE QUESTIONS ONCE. HOW MANY TIMES WILL I BE CONTACTED?

You will probably be contacted a total of seven times over three years. We hope that you will not become a victim of crime during that time, but we need to keep asking the questions to find people who do become victims. Research has shown that by contacting the same households a number of times we get the most accurate information.

1. Continue
2. Back to Frequently Asked Questions menu

H_PURPOSE9

- I ANSWER THESE QUESTIONS, BUT NEVER SEE ANY RESULTS. HOW CAN I GET INFORMATION REGARDING BJS/NCVS?

You can find detailed results from the survey at the BJS website at http://www.ojp.usdoj.gov/bjs/

Many newspapers and television stations write about the survey results when reports come out so you may see something there too.

1. Continue
2. Back to Frequently Asked Questions menu

H_PURPOSE10

- OMB NOTICE

♦ Read the NOTICE statement to the respondent only if they have a serious grievance and would like to make a complaint regarding the survey.

♦ Allow the respondent time to copy the agency title and addresses listed in the NOTICE statement.

OMB No. 1121-0111: Approval Expires: 08/31/2015

NATIONAL CRIME VICTIMIZATION SURVEY NOTICE -

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, 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. According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB number. Comments about this survey or recommendations for reducing its length may be sent to the Chief, Victimization Statistics Branch, Bureau of Justice Statistics, Washington, D.C. 20531.

1. Continue
2. Back to Frequently Asked Questions menu

KEY_REF

Function Keys Description:

F1	Item specific Help
F2	(Unassigned)
F3	(Unassigned)
F4	Jump menu
F5	(Unassigned)
F6	(Unassigned)
F7	Enter item specific notes
F8	Return from skip
F9	(Unassigned)
F10	Exit-skip to END
F11	(Unassigned)
F12	Copy
Shift-F1	Display the household roster
Shift-F2	FAQs
Shift-F3	Reinterview FAQs
Shift-F4	(Unassigned)
Shift-F5	(Unassigned)
Shift-F6	(Unassigned)
Shift-F7	View Remarks/Item Notes
Shift-F8	(Unassigned)
Shift-F9	(Unassigned)
Shift-F10	Display function keys
Shift-F11	Display standard abbreviation list
Shift-F12	Display original CAPI notes
Ctrl-D	Don’t Know (D)
Ctrl-F3	(Unassigned)
Ctrl-E	(Unassigned)
Ctrl-F	(Unassigned)
Ctrl-F7	Access reinterview notes

Ctrl-H	Show info
Ctrl-K	Display function key descriptions
Ctrl-M	Show Don't Know & Refusals
Ctrl-R	Refusal (R)

H_ABBREV1

Standard Abbreviation List

[Display the standard abbreviation list]

NOTE: This screen can be accessed at any time during the reinterview by pressing "Shift F11."

FIN

THIS CASE IS NOT COMPLETED.

♦ Enter 1 to continue.

1. Continue

START

[Fill: SURVEY_NAME]
CAPI Quality Control Reinterview

Date: [Fill: RIDATE] Time: [Fill: TIME_C]

Reinterview Case Status: [Fill: OUTCOME and OUTCOME's description]

Original Interview Date: [Fill: INTDATE]

Original FR Code: [Fill: ORIFR]
Original James Bond ID: [Fill: ORIUSERID]
Original Name: [Fill: FR_NAME]

Original Outcome: [Fill: ORIOUT and ORIOUT's description]
[Fill: TYPEA_SP / TYPEB_SP / TYPEC_SP /blank]
Original Respondent Name: [Fill: RESPNAME]
Sample Unit Phone: ([Fill: AREA]) [Fill: PREFIX]-[Fill: SUFFIX], ext.[Fill: EXTN] ([Fill: PHTYPE])
[Fill: "Second Phone:" SPHONE (SPHTYP) / blank]

Sample Unit Address: [Fill: ADDRESS1]

[Fill: "Best Time to Contact:" BESTTIME's description / "Best Time to Contact:" BESTTIM2 / blank]
[Fill: "Or" BESTTIM2 / blank]
[Fill: "DO NOT call on Sunday" / blank]
[Fill: "Spanish speaking" / blank]

1. Continue
2. Quit - Attempt later

START_1A

CONTACT PERSON INFORMATION

Name: [Fill: CPNAME]
Title: [Fill: CPTITL]
Phone: [Fill: CPPHON], ext. [Fill: CPEXT] ([Fill: CPPHT])
Address: [Fill: CPADD1]
CPADD2
CPPO, CPST CPZP5-CPZP4]

[Fill: "NO CONTACT PERSON INFORMATION IS AVAILABLE" / blank]

♦ Enter 1 to continue.

1. Continue

HHCOMP

Line No.	Name	Relationship	Age	Sex	Race	Type of Resp.
[Fill: LNO]	[Fill: FNAME LNAME]	[Fill: REL]	[Fill: AGE]	[Fill: SEX]	[Fill: RACE]	[Fill: HHSTAT2 HHSTAT4 HHSTAT6]

♦ Press Shift-F1 to access this screen at any time during the reinterview.
♦ Enter 1 to continue.

1. Continue

BY_OBS

The interviewer determined the original outcome by observation. No contact person information was collected.

♦ Enter 1 to continue.

1. Continue

METHOD

♦ Choose one of the following options to continue:

1. Telephone Reinterview
2. Personal Visit Reinterview
3. Quit - Attempt later
4. Reinterview Noninterview
5. RO/HQ Discretion - Type A (Contact Supervisor)

DIAL

Respondent Name: **[Fill: RESPNAME]**
Respondent Address: **[Fill: ADDRESS1]**

Contact Name: **[Fill: CPNAME]**
Contact Address: **[Fill: CPADD1**
CPADD2
CPPO, CPST CPZP5-CPZP4]

♦ Dial this number:

([Fill: AREA]) [Fill: PREFIX]-[Fill: SUFFIX], ext. [Fill: EXTN] ([Fill: PHTYPE]) /
[Fill: CPPHON], ext. [Fill: CPEXT] ([Fill: CPPHT])

1. Someone answers
2. Enter new telephone number
3. Reinterview Noninterview
4. Quit - Attempt later

INTRO

♦ Enter 1 to update the telephone number.

1. Update telephone number

NEWNUMBER_A

♦ Record new number.

In Area Code: [Fill: NEWNUMBER_A] ♦ Edit area code or press Enter for same.
New Number: [Fill: PREFIX]-[Fill: SUFFIX]
EXT: [Fill: EXTN]

NEWNUMBER_P

♦ Record new number.

In Area Code: [Fill: NEWNUMBER_A]
New Number: [Fill: <u>PREFIX</u>]-[Fill: SUFFIX] ♦ Edit prefix or press Enter for same.
EXT: [Fill: EXTN]

NEWNUMBER_S

♦ Record new number.

In Area Code: [Fill: NEWNUMBER_A]
New Number: [Fill: NEWNUMBER_P]-[Fill: <u>SUFFIX</u>] ♦ Edit suffix or press Enter for same.
EXT: [Fill: EXTN]

NEWNUMBER_E

♦ Record new number.

In Area Code: [Fill: NEWNUMBER_A]
New Number: [Fill: NEWNUMBER_P]-[Fill: NEWNUMBER_S]
EXT: [Fill: EXTN] ♦ Edit extension or press Enter for same.

NEWNUMBER_CP

♦ Record new number.

New Number: [Fill: <u>CPPHON</u>] ♦ Edit phone or press Enter for same.
EXT: [Fill: CPEXT]

NEWNUMBER_CE

♦ Record new number.

New Number: [Fill: NEWNUMBER_CP]
EXT: [Fill: <u>CPEXT</u>] ♦ Edit extension or press Enter for same.

END

♦ Enter 1 to go back to Dial screen.
♦ You may have to press Enter twice to update the phone number entries.

CKSUP

♦ Contact your supervisor for authorization before conducting a personal visit.

1. Personal visit reinterview authorized
2. Quit - Attempt later

HELLO_TC

Hello, I'm ... from the U.S. Census Bureau.

May I speak to [Fill: RESPNAME]?

1. This is correct person, or correct person called to the phone.
2. Person not available now. Call back later.
3. Person cannot be reached. Speak with another household member.
4. Person unknown at this number.
5. Person no longer lives there.
6. Person deceased.
7. Person can be reached at another number.
8. Reinterview Noninterview.

VERTELE

Have I reached area code [Fill: (AREA) PREFIX-SUFFIX, ext. EXTN] / [CPPHON, ext. CPEXT]?

1. Yes
2. No
3. Refused to verify

INTRO_TC

Thank you for helping us recently with the National Crime Victimization Survey.

We're doing a short quality control check to make sure that our interviewers are following correct procedures.

Is your address: [Fill: ADDRESS1]?

1. Yes
2. No
3. Refused to verify address

WRNUM

I'm sorry. I must have dialed incorrectly.
I'll try again.

- ♦ Enter 1 to go back to Dial screen.
- ♦ You may have to press Enter twice to go back to Dial screen.

1. Redial

REFNUM

I'm sorry. I'll dial again to be sure I've dialed correctly.

1. After several attempts, wrap up case.
2. Redial

HELLO_TN

Hello, I'm... from the U.S. Census Bureau.

May I speak to [Fill: CPNAME]?

1. This is correct person, or correct person called to the phone.
2. Person not available now.
3. Person unknown at this number
4. Person no longer lives there.
5. Person deceased.
6. Person can be reached at another number.
7. Reinterview Noninterview

VERTYPEA

This case was a Type A in the original interview.

♦ Please use any available resource to check that the original outcome was:

[Fill: ORIOUT's description] [Fill: "-" TYPEA_SP / blank] on [Fill: INTDATE].

1. Original outcome was correct.
2. Original outcome was incorrect.
3. Reinterview Noninterview.
4. Quit - Attempt later.

HELLO_TNX

Hello. I'm ... from the U.S. Census Bureau.

Our records show that one of our interviewers, [Fill: FR_NAME], recently contacted your location to verify the status of:

[Fill: ADDRESS1]

We're doing a short quality control check to make sure that our interviewers are following correct procedures.

Can you or someone else answer a few questions to help us evaluate the interviewer's work?

1. Yes
2. No
3. Inconvenient time. Try again later.

INTRO_TN

Thank you for recently helping us verify the status of:

[Fill: ADDRESS1]

We're doing a short quality control check to make sure that our interviewers are following correct procedures.

♦ Enter 1 to continue.

1. Continue

HELLO_PC

Hello. I'm ... from the U.S. Census Bureau.
Here is my identification card.

♦ Show ID card.

May I speak to [Fill: RESPNAME]?

1. Correct person available.
2. Person not available now. Come back later.
3. Person cannot be reached. Speak with another household member.
4. Person unknown at this address.
5. Person no longer lives there.
6. Person deceased.
7. No one lives at this address.
8. Reinterview Noninterview.

INTRO_PC

Thank you for helping us recently with the National Crime Victimization Survey.

We're doing a short quality control check to make sure that our interviewers are following correct procedures.

Is your address:

[Fill: ADDRESS1]?

1. Yes
2. No
3. Refused to verify address

HELLO_PN

Hello. I'm... from the U.S. Census Bureau.
Here is my identification card.

♦ Show ID card.

May I speak to [Fill: CPNAME]?

1. Correct person available.
2. Person not available now.
3. Person unknown at this address.
4. Person no longer lives there.
5. Person deceased.
6. Reinterview Noninterview.

HELLO_PNX

Hello, I'm... from the U.S. Census Bureau.
Here is my identification card.

♦ Show ID card.

Our records show that one of our interviewers, [Fill: FR_NAME], recently contacted this location to verify the status of:
[Fill: ADDRESS1]

We're doing a short quality control check to make sure that our interviewers are following correct procedures.

Can you or someone else answer a few questions to help us evaluate the interviewer's work?

1. Yes
2. No
3. Inconvenient time. Try again later.

ADDVER

I need to verify that the address [Fill: "here" / "there"] is:

[Fill: ADDRESS1]

1. Yes
2. No

ADDVER_N

Perhaps you can help me.

I'm trying to find out information about:

[Fill: ADDRESS1].

Can you or someone else help me?

1. Yes.
2. Inconvenient time, call back later.
3. No, but I have a phone number of someone who can.
4. No,

INTRO_PN

Thank you for recently helping us verify the status of:

[Fill: ADDRESS1]

We're doing a short quality control check to make sure that our interviewers are following correct procedures.

♦ Enter 1 to continue.

1. Continue

VERBYOBS

The interviewer determined the original outcome by observation.

♦ Please use any available resource to check that:

[Fill: ADDRESS1]

was [Fill: ORIOUT's description] [Fill: "-" TYPEB_SP / "-" TYPEC_SP / blank]
on [Fill: INTDATE].

1. Original outcome was correct.
2. Original outcome was incorrect.
3. Reinterview Noninterview.
4. Quit - Attempt later.

HHMEM

Perhaps you can help me.

Are you a household member [Fill: “who is” MIN_AGE “years or older” / blank]?

1. Yes
2. No

HHMEM2

Is there a household member present I may speak to [Fill: “who is” MIN_AGE “years or older” / blank]?

1. Yes
2. No

PROX_C

Our records show that one of our interviewers, [Fill: FR_NAME], recently contacted your household.

We’re doing a short quality control check to make sure that our interviewers are following correct procedures.

Can you or another household member answer a few questions to help us evaluate the interviewer’s work?

1. Yes
2. No

PROX_N

Perhaps you can help me.

Our records show that one of our interviewers, [Fill: FR_NAME], recently contacted this location to verify the status of

[Fill: ADDRESS1].

We’re doing a short quality control check to make sure that our interviewers are following correct procedures.

Can you or someone else answer a few questions to help us evaluate the interviewer’s work?

1. Yes

2. No

PROX_UC

Our records show that one of our interviewers, [Fill: FR_NAME], recently contacted your household.

We're doing a short quality control check to make sure that our interviewers are following correct procedures.

Can you or another household member [fill: MIN_AGE] years or older answer a few questions to help us evaluate the interviewer's work?

1. Yes
2. No
3. Inconvenient time. Try again later.

LIVEHERE

Were you living here on [Fill: INTDATE]?

1. Yes
2. No
3. Inconvenient time. Try again later.

PROX_UN

Our records show that one of our interviewers, [Fill: FR_NAME], recently contacted someone [Fill: NUM_HERE] to verify the status of

[Fill: ADDRESS1].

We're doing a short quality control check to make sure that our interviewers are following correct procedures.

1. Continue

HELLO_SP

Hello, I'm ... from the U.S. Census Bureau.

May I speak to [Fill: PROX_NAME]?

1. **This is correct person, or correct person called to phone.**
2. **Person not available now. Call back later.**
3. **Person cannot be reached.**
4. **Person deceased**

5. Person can be reached at another number.

Middle Section

RIRESP

Line No.	Name	Relationship	Age	Sex	Race	Type of Resp.
[Fill: LNO]	[Fill: FNAME LNAME]	[Fill: REL]	[Fill: AGE]	[Fill: SEX]	[Fill: RACE]	[Fill: MEMBER]

Ask if necessary ♦ **With whom am I speaking?**

♦ Enter line number of person you are speaking to or (0) if person is not on roster.

CONTACT_C

Did an interviewer contact you or someone in your household on or about [Fill: INTDATE] and ask questions about crime incidents that happened during the last six months, that is between [Fill: REFPRD1] and [Fill: REFPRD2]?

1. Yes
2. No

ORMODE

Did the interviewer visit in person or call on the telephone?

1. Personal visit only
2. Telephone call only
3. Both - Interviewer visited and called

POLITE

Was the interviewer polite and professional?

1. Yes
2. No

PO_NOTES

♦ Enter comments from the reinterview respondent here.

LENGTH_H

About how long did the interview last?

____ hours ____ min.

LENGTH_M

About how long did the interview last?

[Fill: LENGTH_H] hour ___ min.

LAPTOP

Did the interviewer use a laptop computer?

1. Yes
2. No

ROSTER_1

Line No.	Name	Relationship	Age	Sex	Race	Type of Resp.
[Fill: LNO]	[Fill: FNAME LNAME]	[Fill: REL]	[Fill: AGE]	[Fill: SEX]	[Fill: RACE]	[Fill: MEMBER]

Our records indicate that ♦ Read above name(s) in blue ♦ **was/were living or staying at**

[Fill: ADDRESS1]

on [Fill: INTDATE].

Is this correct?

1. Yes
2. No

ROSTER_2

Line No.	Name	Relationship	Age	Sex	Race	Type of Resp.
[Fill: LNO]	[Fill: FNAME LNAME]	[Fill: REL]	[Fill: AGE]	[Fill: SEX]	[Fill: RACE]	[Fill: MEMBER]

♦ Enter the line number of the household member(s) (above name(s) in blue) who wasn't/weren't living or staying at the household on [Fill: INTDATE].

ROSTER_3

Line No.	Name	Relationship	Age	Sex	Race	Type of Resp.
[Fill: LNO]	[Fill: FNAME LNAME]	[Fill: REL]	[Fill: AGE]	[Fill: SEX]	[Fill: RACE]	[Fill: MEMBER]

Have I missed any household member who

- **[Fill: ROSTER_INFO1]**
- **[Fill: ROSTER_INFO2]**
- **[Fill: ROSTER_INFO3]?**

1. Yes
2. No

ROSTER_4

Line No.	Name	Relationship	Age	Sex	Race	Type of Resp.
[Fill: LNO]	[Fill: FNAME LNAME]	[Fill: REL]	[Fill: AGE]	[Fill: SEX]	[Fill: RACE]	[Fill: MEMBER]

♦ Enter the name of each missing household member who

- [Fill: ROSTER_INFO1]
- [Fill: ROSTER_INFO2]
- [Fill: ROSTER_INFO3]

♦ Press Enter after each name and again after last name to continue.

START BLOCK: RI-DEMO_VER block

RI_AGECHECK

I have [Fill: YOU_NAME_CC] listed as [Fill: AGE_NO] [Fill:YEAR_YEARS] old [Fill: AS_OF_LAST_MONTH]. Is that correct?

1. Yes, age IS correct.
2. No, age is NOT correct.

RI_AGE_RANGE

[Fill: IS_ARE] [Fill: YOU_NAME_CC] a child, a teenager, or an adult?

[Fill: IS_ARE] [Fill: YOU_HE_SHE] ...

♦ **Read appropriate age categories.**

1. **0 – 11 years old?**
2. **12 – 13 years old?**
3. **14 – 15 years old?**
6. **25 – 34 years old?**
7. **35 – 49 years old?**
8. **50 – 65 years old?**

4. **16 – 17 years old?**
5. **18 – 24 years old?**
9. **66 years old or older?**

RI_SEX_VER

I have [Fill: YOU_NAME_CC] listed as [Fill: GENDR]. Is that correct?

1. Yes, sex IS correct.
2. No, sex is NOT correct.

RI_SEX

[Fill: IS_ARE] [Fill: YOU_NAME_CC] male or female?

1. Male
2. Female

RI_RACE_VER

I have [Fill: YOUR_NAMES] race listed as [Fill: DRACE]. Is that correct?

1. Yes, race IS correct.
2. No, race is NOT correct.

RI_RACE

Please choose one or more races that [Fill: YOU_NAME_CC] [Fill: CONSIDER_SELF] to be.

1. White
2. Black or African American
3. American Indian or Alaska Native
4. Asian
5. Native Hawaiian or Other Pacific Islander
6. Other – specify

RI_RACE_SPECIFY

♦ **Specify the other race for this person.**

RI_ORIGIN_VER

I have [Fill: YOU_NAME_CC] listed as [Fill: ORIGN] being Spanish, Hispanic, or Latino. Is that correct?

1. Yes, Hispanic origin IS correct
2. No , Hispanic origin is NOT correct

RI_ORIGIN

[Fill: IS_ARE] [Fill: YOU_NAME_CC] Spanish, Hispanic, or Latino?

1. Yes
2. No

RI_MARITAL_VER

I have [Fill: YOUR_NAMES] marital status listed as [Fill: MARTL]. Is that correct?

1. Yes, marital status IS correct
2. No , marital status is NOT correct

RI_MARITAL

[Fill: IS_ARE] [Fill: YOU_NAME_CC] married, widowed, divorced, separated or never married?

1. Married
2. Widowed
3. Divorced
4. Separated
5. Never Married

END BLOCK: RI-DEMO_VER block

START BLOCK: RI-DEMO_NEW block

RI_AGE_RANGE

[Fill: IS_ARE] [Fill: YOU_NAME_CC] a child, a teenager, or an adult?

[Fill: IS_ARE] [Fill: YOU_HE_SHE] ...

♦ **Read appropriate age categories.**

1. **0 – 11 years old?**
2. **12 – 13 years old?**
3. **14 – 15 years old?**
4. **16 – 17 years old?**
5. **18 – 24 years old?**
6. **25 – 34 years old?**
7. **35 – 49 years old?**
8. **50 – 65 years old?**
9. **66 years old or older?**

RI_SEX

[Fill: IS_ARE] [Fill: YOU_NAME_CC] male or female?

1. Male
2. Female

RI_RACE

Please choose one or more races that [Fill: YOU_NAME_CC] [Fill: CONSIDER_SELF] to be.

1. White
2. Black or African American
3. American Indian or Alaska Native
4. Asian
5. Native Hawaiian or Other Pacific Islander
6. Other – specify

RI_RACE_SPECIFY

♦ **Specify the other race for this person.**

RI_ORIGIN

[Fill: IS_ARE] [Fill: YOU_NAME_CC] Spanish, Hispanic, or Latino?

1. Yes
2. No

RI_MARITAL

[Fill: IS_ARE] [Fill: YOU_NAME_CC] married, widowed, divorced, separated or never married?

1. Married
2. Widowed
3. Divorced
4. Separated
5. Never Married

END BLOCK: RI-DEMO_NEW block

RI_HHINCOME_VER

The total household income for your household is listed as [Fill: HHINC].
Is that correct?

1. Yes, household income IS correct
2. No, household income is NOT correct

RI_HHINCOME

Which of the following categories represents the TOTAL combined income of all members of this HOUSEHOLD during the past 12 months? This includes money from jobs, net income from business, farm or rent, pensions, dividends, interest, Social Security payments, and any other money income received by members of this HOUSEHOLD who are 14 years of age or older.

♦ Read income categories.

11. Less than $5,000	**18. $20,000 - $24,999**
12. $5,000 - $7,499	**19. $25,000 - $29,999**
13. $7,500 - $9,999	**20. $30,000 - $34,999**
14. $10,000 - $12,499	**21. $35,000 - $39,999**
15. $12,500 - $14,999	**22. $40,000 - $49,990**
16. $15,000 - $17,499	**23. $50,000 - $74,999**
17. $17,500 - $19,999	**24. $75,000 and over**

RI_HHTENURE_VER

I have that your living quarters are [Fill: TENR]. Is that correct?

1. Yes, tenure IS correct.
2. No, tenure is NOT correct.

RI_HHTENURE

Are your living quarters …

♦ Read answer categories.

1. Owned or being bought by you or someone in your household?
2. Rented for cash?
3. Occupied without payment of cash rent?

RI_SQTHEFT

I'm going to read some examples that will give you an idea of the kinds of crimes this study covers.

As I go through them, tell me if any of these happened to you in the last 6 months, that is between [Fill: REFPRD1] and [Fill: REFPRD2].
Was something belonging to YOU stolen, such as –

♦ Read each category

--Things that you carry, like luggage, a wallet, purse, briefcase, book -
--Clothing, jewelry, or cellphone -
--Bicycle or sports equipment -
--Things in your home – like a TV, stereo, or tools -
--Things outside your home such as a garden hose or lawn furniture -

--Things belonging to children in the household
--Things from a vehicle, such as a package, groceries, camera, or CDs - OR
--Did anyone ATTEMPT to steal anything belonging to you?

♦ Ask only if necessary:

Did any incidents of this type happen to you?

1. Yes
2. No

RI_SQTHEFTTIMES

How many times?

RI_SQTHEFTSPEC

What happened?

♦ (Describe all incidents for this screener below)

RI_SQBREAKIN

Has anyone --

♦ Read each category

- **Broken in or ATTEMPTED to break into your home by forcing a door or window, pushing past someone, jimmying a lock, cutting a screen, or entering through an open door or window?**
- **Has anyone illegally gotten in or tried to get into a garage, shed, or storage room? OR**
- **Illegally gotten in or tried to get into a hotel or motel room or vacation home where you were staying?**

♦ Ask only if necessary:

Did any incidents of this type happen to you?

1. Yes
2. No

RI_SQBREAKINTIMES

How many times?

RI_SQBREAKINSPEC

What happened?

- (Describe all incidents for this screener below)

RI_SQTOTALVEHICLES

What was the TOTAL number of cars, vans, trucks, motorcycles, or other motor vehicles owned by you or any other member of this household during the last 6 months, that is between [Fill: REFPRD1] and [Fill: REFPRD2]?
Include those you no longer own.

- If greater than 4, enter 4.

RI_SQMVTHEFT

During the last 6 months, that is between [Fill: REFPRD1] and [Fill: REFPRD2], were any of the vehicles –

- Read each category

  - **Stolen or used without permission?**
  - **Did anyone steal any parts such as a tire, car stereo, hubcap, or battery?**
  - **Did anyone steal any gas from them? OR**
  - **Did anyone ATTEMPT to steal any vehicle or parts attached to them? (Screen *RI_SQMVTHEFT*)**

- Ask only if necessary:

Did any incidents of this type happen to you?

1. Yes
2. No

RI_SQMVTHEFTTIMES

How many times?

RI_SQMVTHEFTSPEC

What happened?

- (Describe all incidents for this screener below)

RI_THANKHR

Thank you for your cooperation. I now have a few more questions I would like to ask [Fill: YOU_PROX_NAME].

1. Continue

RI_SPEAKTOSP

May I speak to [Fill: PROX_NAME]?

1. Yes, sample person is available.
2. Sample person not available now. Call or come back later.
3. No, sample person will not be available.

RI_INTROSP

Hello. I'm .... from the U.S. Census Bureau.

We're doing a short quality control check to make sure that our interviewer followed the correct procedures when he/she recently interviewed you for the National Crime Victimization Survey.

I've already completed part of this interview with [Fill: RESPNAME] and would like to finish this interview by asking you a few questions.

1. Continue
2. Sample person unwilling or unable to continue.

RI_QUESTYPESP

The questions I will ask you will be about the crime incidents that occurred to [Fill: TORESP] between [Fill: REFPRD1] and [Fill: REFPRD2].

1. Continue

RI_SQATTACKWHERE

[Fill: SINCE_OTHERTHAN],[Fill: REFPRD1] and [Fill: REFPRD2],
[Fill: WERE_WAS] [Fill: YOU_NAME] attacked or threatened OR did [Fill: YOU_HE_SHE] have something stolen from [Fill: YOU_HIM_HER] -

♦ Read each category

- **At home including the porch or yard -**
- **At or near a friend's, relative's, or neighbor's home -**

- **At work or school -**
- **In places such as a storage shed or laundry room, a shopping mall, restaurant, bank, or airport -**
- **While riding in any vehicle -**
- **On the street or in a parking lot -**
- **At such places as a party, theater, gym, picnic area, bowling lanes, or while fishing or hunting - OR**
- **Did anyone ATTEMPT to attack or ATTEMPT to steal anything belonging to you from any of these places?**

♦ Ask only if necessary:

Did any incidents of this type happen to [Fill: YOU_NAME]?

1. Yes
2. No

RI_SQATTACKWHERETIMES

How many times?

RI_SQATTACKWHERESPEC

What happened?

♦ (Describe all incidents for this screener below)

RI_SQATTACKHOW

[Fill: HAS_OTHERTHAN] anyone attacked or threatened [Fill: YOU_NAME] in any of these ways –

♦ Exclude telephone threats
♦ Read each category

- **With any weapon, for instance, a gun or knife -**
- **With anything like a baseball bat, frying pan, scissors, or stick -**
- **By something thrown, such as a rock or bottle -**
- **Include any grabbing, punching, or choking -**
- **Any rape, attempted rape, or other type of sexual attack -**
- **Any face to face threats - OR**
- **Any attack or threat or use of force by anyone at all?**

Please mention it even if you are not certain it was a crime.

♦ Ask only if necessary:

Did any incidents of this type happen to [Fill: YOU_NAME]?

1. Yes
2. No

RI_SQATTACKHOWTIMES

How many times?

RI_SQATTACKHOWSPEC

What happened?

♦ (Describe all incidents for this screener below)

RI_SQTHEFTATTACKKNOWNOFF

People often don't think of incidents committed by someone they know. [Fill:DID_OTHERTHAN] [Fill:YOU_NAME] have something stolen from [Fill:YOU_HIM_HER] or [Fill:WERE_WAS] [Fill:YOU_HE_SHE] attacked or threatened by –

♦ Exclude telephone threats

♦ Read each category

- **Someone at work or school -**
- **A neighbor or friend -**
- **A relative or family member -**
- **Any other person [Fill: YOU_HE_SHE] [Fill: HAVE_HAS] met or known?**

♦ Ask only if necessary:

Did any incidents of this type happen to [Fill: YOU_NAME]?

1. Yes
2. No

RI_SQTHEFTATTACKKNOWNOFFTIMES

How many times?

RI_SQTHEFTATTACKKNOWNOFFSPEC

What happened?

♦ (Describe all incidents for this screener below)

RI_SQSEXUAL

Incidents involving forced or unwanted sexual acts are often difficult to talk about. [Fill: HAVE_OTHERTHAN] [Fill: YOU_HE_SHE] been forced or coerced to engage in unwanted sexual activity by –

- Read each category

  - **Someone [Fill: YOU_HE_SHE] didn't know-**
  - **A casual acquaintance - OR**
  - **Someone [Fill: YOU_HE_SHE] [Fill: KNOW_KNOWS] well?**

- Ask only if necessary:

Did any incidents of this type happen to [Fill: YOU_NAME]?

1. Yes
2. No

RI_SQSEXUALTIMES

How many times?

RI_SQSEXUALSPEC

What happened?

- (Describe all incidents for this screener below)

RI_SQCALLPOLICECRIME

During the last 6 months, that is between [Fill: REFPRD1] and [Fill: REFPRD2], [Fill:OTHER_THAN_ALREADY] did [Fill: YOU_NAME] call the police to report something that happened to [Fill: YOU_HIM_HERCAP] which [Fill:YOU_HE_SHE] thought was a crime?

1. Yes
2. No

RI_SQCALLPOLICESPEC

What happened?

- (Describe all incidents for this screener below)

RI_SQCALLPOLICEATTACKTHREAT

- If not sure ask:

[Fill: WERE_WAS_C] [Fill: YOU_NAME] attacked or threatened, or was something stolen or an attempt made to steal something that belonged to [Fill:YOU_HIM_HER] or another household member?

1. Yes
2. No

RI_SQCALLPOLICEATTACKTHREATTIMES

How many times?

RI_SQNOCALLPOLICECRIME

During the last 6 months, that is between [Fill: REFPRD1] and [Fill: REFPRD2], [Fill: OTHER_THAN_ALREADY] did anything [Fill: YOU_NAME] thought was a crime happen to [Fill: YOU_HIM_HERCAP], but [Fill:YOU_HE_SHE] did NOT report to the police?

1. Yes
2. No

RI_SQNOCALLPOLICESPEC

What happened?

- (Describe all incidents for this screener below)

RI_SQNOCALLPOLICEATTACKTHREAT

- If not sure ask:

[Fill: WERE_WAS_C] [Fill: YOU_NAME] attacked or threatened, or was something stolen or an attempt made to steal something that belonged to [Fill:YOU_HIM_HER] or another household member?

1. Yes
2. No

RI_SQNOCALLPOLICEATTACKTHREATTIMES

How many times?

CONTACT_N

Did an interviewer visit or call regarding:

[Fill: ADDRESS1]?

1. Yes
2. No

PROX_PRESENT

Were you present during the original interview?

1. Yes
2. No

SOMEONE_ELSE

Could the interviewer have spoken to another person [Fill: AT_ABOUT]

[Fill: ADDRESS1 /
CPADD1
CPADD2
CPPO, CPST CPZP5-CPZP4]?

1. Yes
2. No

SPEAKTO*:*

May I speak to her/him?

1. Yes
2. No

STATUS

Our records show that on [Fill: INTDATE],

[Fill: ADDRESS1]

[Fill: ORIOUT's description].

Is this information correct?

1. Yes

2. No

STAT_PROBE:

Original Outcome: [Fill: ORIOUT] - [Fill: ORIOUT's description]
[Fill: TYPEB_SP / TYPEC_SP / blank]

Original Interview Date: [Fill: INTDATE]

What was the status of [Fill: ADDRESS1]

on or about [Fill: INTDATE]?

- ♦ Enter reported status.
- ♦ Explain any discrepancy between reported status and original outcome.

STAT_PROB2

Original Outcome: [Fill: ORIOUT] - [Fill: ORIOUT's description]
Original Interview Date: [Fill: INDATE]

What was the status of [Fill: ADDRESS1]

on or about [Fill: INDATE]?

- ♦ Enter reported status.
- ♦ Explain any discrepancy between reported status and original outcome.

Back Section

THANK_SORRY

I'm sorry, I have the wrong address/telephone number. Thank you for your help.

- ♦ Attempt to contact the correct household now or at a later time.
- ♦ Enter 1 to continue.

1. Continue

THANK_YOU

Thank you for your cooperation. You've been very helpful.

- ♦ Enter 1 to continue.

1. Continue

THANK_REF

I'm sorry to have bothered you.

♦ Enter 1 to continue

1. Continue

THANK_NOHH

Thank you for your help, but I need to speak to a household member. I'll try back later.

♦ Enter 1 to continue.

1. Continue

APPT

I'd like to schedule a date to complete/conduct the quality check. What Date and Time would be best to call/visit?

Today is: [Fill: RIDATE].

♦ Enter Date and Time
♦ Enter (1) if you don't intend to follow up on this case.

APPT2

What Date AND Time would be best to contact
[Fill: RESPNAME /CPNAME, CPTITL/PROX_NAME] in order to conduct the quality check?

Today is: [Fill: RIDATE]

♦ Enter Date and Time

♦ Enter (1) if you don't intend to follow up on this case.

CBTHANK

Thank you for your help.
We will call/visit again at the time suggested.

♦ Enter 1 to continue.

1. Continue

RI_DESCRIPTSP

♦ Which one of the following best describes what happened in reinterview with [Fill: PROX_NAME]?

1. You could NOT complete reinterview with [Fill: PROX_NAME] because he/she was unavailable for reinterview.
2. You could NOT complete reinterview with [Fill: PROX_NAME] because he/she refused to be reinterviewed.
3. You could NOT complete reinterview with [Fill: PROX_NAME] because he/she but was physically/mentally unable to complete the reinterview.
4. You could NOT complete reinterview with [Fill: PROX_NAME] because he/she was temporarily absent during reinterview.
5. You could NOT complete reinterview with [Fill: PROX_NAME] because of a reason not listed above. Specify in the Reinterview Notes.

STATUS_RI

This case is not completed.

♦ Make several attempts to contact respondent/contact person before selecting reinterview noninterview.

1. Quit - Complete later
2. Reinterview Noninterview

NONINT

♦ Which outcome describes this reinterview case?

1. Type A Noninterview.
2. Type B Noninterview.
3. Type C Noninterview.

TYPEA:

♦ Which Type A outcome describes this reinterview case?

1. Unable to complete, bad telephone number.
2. Unable to locate.
3. No one home.
4. Temporarily absent.
5. Refused.
6. Language problem.
7. Respondent can't remember.
8. Insufficient partial.
9. Other Type A - Specify in the Reinterview Notes.

TYPEB

♦ Which Type B outcome describes this reinterview case?

1. Vacant, regular or seasonal.
2. Vacant, storage of household furniture.
3. Converted to temporary business or storage.
4. Unoccupied tent or trailer site.
5. Unfit, to be demolished.
6. HH institutionalized or temporarily ineligible.
7. Entire HH under age [Fill: MIN_AGE].
8. Temporarily occupied by persons with Usual Residence Elsewhere (URE).
9. Other Type B - Specify in the Reinterview Notes.

TYPEC

♦ Which Type C outcome describes this reinterview case?

1. Demolished.
2. House or trailer moved.
3. Converted to permanent business or storage.
4. Condemned.
5. Deceased.
6. Moved out of country.
7. Other Type C - Specify in the Reinterview Notes.

***MISC_B**:*

♦ Which of the following options describes the misclassification of this original Type B case?

1. Should have been an Interview or Type A.
2. Should have been another Type B.
3. Should have been a Type C.

***MISC_C**:*

♦ Which of the following options describes the misclassification of this original Type C case?

1. Should have been an Interview or Type A.
2. Should have been a Type B.
3. Should have been another Type C.

RI_OUTCM

Original Outcome: [FILL: ORIOUT] – [FILL: ORIOUT's description]
Original Interview Date: [FILL: INTDATE].

♦ Was the original outcome correct ~~?~~

1. Yes
2. No
3. Reinterview Noninterview

RIOUT_NOTES

Original Outcome: [FILL: ORIOUT] - [FILL: ORIOUT's description]
[Fill: TYPEA_SP/TYPEB_SP/TYPEC_SP/blank]
Original Interview Date: [FILL: INTDATE].

♦ The reinterview respondent indicated that the original outcome is incorrect. Please enter notes detailing the reasons why you believe the original outcome is correct.

FALSIF

[Fill: "Your reinterview indicates the following discrepancies:" code and description of each code listed in DISCREPANCY array /
"Your reinterview did not indicate any discrepancies."]

♦ Do you suspect falsification?

1. Yes
2. No
3. Unable to determine

FALSIF2

[Fill: "Your reinterview indicates the following discrepancies:"
code and description of each code listed in DISCREPANCY array]

♦ Falsification is suspected for this case. An 11-163 is required. Please notify your supervisor.

1. Continue

DISCREP_NOTES

♦ Explain why you do not suspect falsification in the Reinterview Notes now.

♦ Press Ctrl-F7 to access Reinterview Notes.

♦ Enter 1 when done with your explanation in the Reinterview Notes.

RO_DISC

♦ Caution: Obtain supervisor's permission before selecting an option below.

♦ Which of the following options describes this reinterview case?

1. Hard to interview original case
2. More than 50 miles from nearest reinterviewer and no phone number
3. Observed during the original interview
4. Personal visit needed, but not authorized
5. Case management or ROSCO problems - Obtain HQ approval
6. Sample adjustment - Obtain HQ approval
7. Other RO discretion - Specify in the Reinterview Notes

NO_DISCREP

- Explain why you suspect falsification in the Reinterview Notes now.
- Press Ctrl-F7 to access Reinterview Notes.
- Enter 1 when done with your explanation in the Reinterview Notes.

SF_RIDISP

Your reinterview detected multiple discrepancies.

- Enter the code of the detected discrepancy which best describes the primary reason you suspect falsification.

1. The reinterview respondent said no one contacted this household regarding this survey.
2. You determined that the original status, [Fill: ORIOUT] - [Fill: ORIOUT's description from Attachment C], was incorrect.
3. The status of this case was completed by observation in the original interview. You determined that the original status, [Fill: ORIOUT] - [Fill: ORIOUT's description from Attachment C] was incorrect.
4. This case was a Type A in the original interview. You determined that the original status, [Fill: ORIOUT] - [Fill: ORIOUT's description from Attachment C], was incorrect.
5. The interviewer classified this unit as a Type B or Type C Noninterview and you determined that it should have been an Interview or Type A.
6. The reinterview respondent indicated that the original status, [Fill: ORIOUT] - [Fill: ORIOUT's description from Attachment C] was incorrect.
7. The household roster was incorrect.
10. This case was done by a personal visit and the reinterview respondent said the interviewer did not use a laptop
13. Demographic characteristic(s) was/were incorrectly recorded on roster.
14. The household income and/or tenure was/were incorrectly recorded.

NSF_RIDISP

Your reinterview detected multiple discrepancies.

- Enter the code of the detected discrepancy which best describes this case.

1. The reinterview respondent said no one contacted this household regarding this survey.
2. You determined that the original status, [Fill: ORIOUT] - [Fill: ORIOUT's description from Attachment C, was incorrect.
6. The reinterview respondent indicated that the original status, [Fill: ORIOUT] - [Fill: ORIOUT's description from Attachment C] was incorrect.
7. The household roster was incorrect.
10. This case was done by a personal visit and the reinterview respondent said the interviewer did not use a laptop.
13. Demographic characteristic(s) was/were incorrectly recorded on roster.
14. The household income and/or tenure was/were incorrectly recorded.

READYWRAP

♦ This case is completed and ready to be transmitted. After exiting, the case will be removed from your Case List view.

1. Continue

WRAP_UP

OUTCOME: [fill: OUTCOME]
ACTION: [fill: ACTION]
RI_DISP: [fill: RI_DISP]

1. Continue

Index to NCVS 2015 Reinterview Instrument Screens

END, 10
INTRO, 9
ADDVER, 14
ADDVER_N, 15
APPT, 34
APPT2, 34
BY_OBS, 8
CBTHANK, 34
CKSUP, 10
CONTACT_C, 18
CONTACT_N, 32
DIAL, 9
DISCREP_NOTES, 37
FALSIF, 37
FALSIF2, 37
FIN, 7
H_ABBREV1, 7
H_PURPOSE, 2
H_PURPOSE1, 3
H_PURPOSE10, 5
H_PURPOSE2, 3
H_PURPOSE3, 3
H_PURPOSE4, 4
H_PURPOSE5, 4
H_PURPOSE6, 4
H_PURPOSE7, 4
H_PURPOSE8, 5
H_PURPOSE9, 5
HELLO_PC, 13
HELLO_PN, 14
HELLO_PNX, 14
HELLO_SP, 17
HELLO_TC, 11
HELLO_TN, 12
HELLO_TNX, 12
HHCOMP, 8
HHMEM, 16
HHMEM2, 16
INTRO_PC, 13
INTRO_PN, 15
INTRO_TC, 11
INTRO_TN, 13
KEY_REF, 6
LAPTOP, 19
LENGTH_H, 18
LENGTH_M, 19
LIVEHERE, 17
METHOD, 9
MISC_B, 36
MISC_C, 36
NEWNUMBER_A, 9
NEWNUMBER_CE, 10
NEWNUMBER_CP, 10
NEWNUMBER_E, 10
NEWNUMBER_P, 9
NEWNUMBER_S, 10
NO_DISCREP, 38
NONINT, 35
NSF_RIDISP, 38
ORMODE, 18
PO_NOTES, 18
POLITE, 18
PROX_C, 16
PROX_N, 16
PROX_PRESENT, 32
PROX_UC, 17
PROX_UN, 17
READYWRAP, 39
REFNUM, 12
RI_AGE_RANGE, 20, 22
RI_AGECHECK, 20
RI_DESCRIPTSP, 35
RI_HHINCOME, 24
RI_HHINCOME_VER, 23
RI_HHTENURE, 24
RI_HHTENURE_VER, 24
RI_INTROSP, 27
RI_MARITAL, 22, 23
RI_MARITAL_VER, 22
RI_ORIGIN, 22, 23
RI_ORIGIN_VER, 21
RI_OUTCM, 36
RI_QUESTYPESP, 27
RI_RACE, 21, 23
RI_RACE_SPECIFY, 21, 23
RI_RACE_VER, 21
RI_SEX, 21, 23
RI_SEX_VER, **21**

RI_SPEAKTOSP, 27
RI_SQATTACKHOW, 28
RI_SQATTACKHOWSPEC, 29
RI_SQATTACKHOWTIMES, 29
RI_SQATTACKWHERE, 27
RI_SQATTACKWHERESPEC, 28
RI_SQATTACKWHERETIMES, 28
RI_SQBREAKIN, 25
RI_SQBREAKINSPEC, 26
RI_SQBREAKINTIMES, 26
RI_SQCALLPOLICEATTACKTHREAT, 31
RI_SQCALLPOLICEATTACKTHREATTIMES, 31
RI_SQCALLPOLICECRIME, 30
RI_SQCALLPOLICESPEC, 30
RI_SQMVTHEFT, 26
RI_SQMVTHEFTSPEC, 26
RI_SQMVTHEFTTIMES, 26
RI_SQNOCALLPOLICEATTACKTHREAT, 31
RI_SQNOCALLPOLICEATTACKTHREATTIMES, 31
RI_SQNOCALLPOLICECRIME, 31
RI_SQNOCALLPOLICESPEC, 31
RI_SQSEXUAL, 30
RI_SQSEXUALSPEC, 30
RI_SQSEXUALTIMES, 30
RI_SQTHEFT, 24
RI_SQTHEFTATTACKKNOWNOFF, 29
RI_SQTHEFTATTACKKNOWNOFFSPEC, 29
RI_SQTHEFTATTACKKNOWNOFFTIMES, 29
RI_SQTHEFTSPEC, 25
RI_SQTHEFTTIMES, 25
RI_SQTOTALVEHICLES, 26
RI_THANKHR, 27
RIOUT_NOTES, 37
RIREASON, 1
RIREF1, 1
RIREF2, 1
RIREF3, 1
RIREF4, 2
RIREF5, 2
RIRESP, 18
RO_DISC, 37
ROSTER_1, 19
ROSTER_2, 19
ROSTER_3, 19
ROSTER_4, 20
SF_RIDISP, 38
SOMEONE_ELSE, 32
SPEAKTO, 32
START, 7
START_1A, 8
STAT_PROB2, 33
STAT_PROBE, 33
STATUS, 32
STATUS_RI, 35
THANK_NOHH, 34
THANK_REF, 34
THANK_SORRY, 33
THANK_YOU, 33
TYPEA, 35
TYPEB, 36
TYPEC, 36
VERBYOBS, 15
VERTELE, 11
VERTYPEA, 12
WRAP_UP, 39
WRNUM, 11

NCVS-546
(Revised December 2014)

National Crime Victimization Survey (NCVS) CAPI

REINTERVIEWER'S MANUAL

DISCLAIMER: This document does not contain any Title 13 data or other Personally Identifiable Information. All data are fictitious and any resemblance to actual data is coincidental. Consistent with Field Division Policy, any names referenced in practice interviews or other exercises are not meant to refer to any actual persons, especially any current or former Census Bureau employees.

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TABLE OF CONTENTS

TOPIC 1. OBJECTIVE OF THE NCVS CAPI REINTERVIEW 1

TOPIC 2. OVERVIEW OF QC REINTERVIEW....3
- QC Sample 3
- Eligible Cases....3
- Ineligible Cases 3
- Observed Cases 3
- Eligible Respondents, Callbacks, and Proxies 3
- Telephone Preferred 4
- Personal Visit 4
- Timing....4

TOPIC 3. SAMPLE SELECTION 5
- How the QC Sample is Selected 5
- How the Respondents are Chosen....5
- Supplemental QC Reinterview 5
  - Prior to Releasing Assignments 5
  - During Interview Period....5
  - Activating Inactive Cases....6
  - Timing....6
- Confidentiality 6

TOPIC 4. LAPTOP OPERATIONS FOR QC REINTERVIEW 7
- Location 7
- Reinterview Software....7
- Selecting NCVS CAPI QC Reinterview....7
- Reinterviewer Transmissions....7
- Case Management....7
  - QC Reinterview Respondent Name 7
  - QC Reinterview Codes 8

TOPIC 5. CONDUCTING THE QC REINTERVIEW 9
- QC Reinterview Instrument 9
- "Don't Know" and "Refusal" Response Choices 9
- QC Reinterview Questions for Cases Treated as Original Interviews 9
  - Interview Verification....9
  - Household Roster Verification....10
  - Demographic Characteristic Verification/Collection....10
  - Verification/Collection of Household Income and Tenure....11
  - Household Crime Screeners 11
  - Person Crime Screeners....12
  - What if the RE Sample Person is unavailable?....12

QC Reinterview Questions for Cases Treated as Original Noninterviews 13
With Contact Person Information 13
Without Contact Person Information 13
Reinterview Noninterviews 14
RO Discretion Cases 14
Reinterview Notes 14
Instrument Function Keys 15

TOPIC 6. FEEDBACK AND FOLLOW-UP 17
What is Falsification? 17
Failure to Follow Procedures 17
Noninterview Misclassification 17
Discrepancies between the Original Interview and Reinterview 18
The FALSIF2 Screen 20
The FALSIF Screen 20
Interviewing at the Wrong Address 21
What to Do If You Suspect Falsification 21
The Form 11-163 21
When to Contact the Original Interviewer 21
Minor Errors 22
Serious Errors 22

TOPIC 7. REINTERVIEW (RI) OUTCOME 23
Reinterview Outcome Codes 23
Assignment of Codes 23

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 interviewers (field representatives or other personnel who conduct interviews) who may be falsifying data. The NCVS reinterview determines whether the original interviewer 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.

In this manual, we refer to anyone who conducts the NCVS as an interviewer and anyone who conducts the NCVS reinterview as a reinterviewer.

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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 interviewer in a different RO.

Note: Original Type A noninterviews 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 interviewer'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, Callbacks, and Proxies

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). Beginning in January 2015, if the household respondent is unavailable, a **proxy is allowed to complete the reinterview. The proxy respondent must be a household member that is 18 years of age or older. Proxies are ONLY allowed for the RE sample person if the proxy respondent answered the questions for the RE person during the NCVS interview.**

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 cannot 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.

If a reinterview case does not have a telephone number or the number listed is not valid, then follow your RO's locating procedures.

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 interviewer 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.

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.

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 interviewers who work on the NCVS CAPI. Then it selects cases to be reinterviewed for each experienced interviewer and for each inexperienced interviewer. The RO supervisor will then assign the selected reinterview cases to you.

For this survey, an inexperienced interviewer is one who has less than five years of Census Bureau experience. Inexperienced supervisory staff are those with less than two months of Census 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 interviewer in supplemental reinterview for any of the following reasons:

- The interviewer is suspected of falsification,
- The interviewer has had trouble classifying noninterviews correctly,
- The interviewer has problems with other aspects of the interview procedures,
- The interviewer was hired after the QC reinterview sample was selected and needs to be checked for falsification or proper classification of noninterviews, or
- The Field Supervisor (FS) or Survey Statistician Field (SSF) recommends the interviewer for supplemental reinterview.

Prior to Releasing Assignments

The RO can assign an interviewer to supplemental QC reinterview for next month's interview period between the time the interview period is loaded and before assignments are released for the next month's 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 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 reinterviewers for reinterview a day or two after the original

NCVS interviews are completed, transmitted, and checked in.

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 interviewer.

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 interviewers and cases selected for reinterview. Reinterview is compromised if the interviewer 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

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.

Reinterviewers and office staff can pick up the QC reinterview software once it's available on the server by performing a pre-set transmission.

Selecting NCVS CAPI QC Reinterview

Select the "Reint NCVS" icon from the Windows desktop.

Reinterviewer Transmissions

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.

Check your mail messages daily to see if the supervisor has sent a message alerting you to a reinterview assignment.

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.

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.

QC Reinterview Respondent Name

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 sub-paths based on whether it treats the original case as a complete interview or a Type B or Type C noninterview.

The questions asked in the QC reinterview attempt to determine if the interviewer 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

Original interviews that were complete interviews or sufficient partials will be asked questions from the following areas: interview verification, date of birth, household roster verification, demographic characteristic verification, and verification of household income/ tenure. The household and person crime screeners may also be asked, depending on whether you are talking to the household respondent, the RE sample person, the proxy for the RE sample person, or another household member.

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 through ROSTER_4 screens display the household roster (each person's name, relationship to respondent , age, sex, race, and household membership status) collected or determined during the interview. You will use these roster screens when reinterviewing complete interview cases to verify that the household roster reported in the original interview 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

After verifying the roster (as correct or incorrect), you ask the household respondent or the household respondent proxy 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 sex 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 race 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 Crime Screeners

After age verification/collection for household members, you re-ask the household respondent questions about household thefts, break ins, and vehicular thefts. If a proxy is answering for the household respondent, then these questions are skipped. 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.

Person Crime Screeners

After asking the household respondent, the household crime questions, you ask the RE sample person about crimes affecting him/her. If the reinterview is being completed by a proxy, then the questions listed below will only come on path if the reinterview is being completed by the RE sample person. Otherwise, these questions will be skipped.

- **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.

What if the RE Sample Person is unavailable?

If the RE sample person is not available, the reinterview instrument will NOT allow a proxy to answer questions for the RE sample person. The RI_SPEAKTOSP screen will guide you through what to do when the RE sample person is unavailable.

If the reinterview respondent indicates that the RE sample person will be available before closeout, select option 2: "Sample person not available now. Call or come back later." The instrument will then prompt you to schedule a time to complete the reinterview with the RE sample person. When you go to complete the reinterview with the RE sample person at the scheduled time, the HELLO_SP screen will come on path. This screen directs you to ask for the RE sample person, and contains options for if he/she is unavailable. After entering a value on this screen, press the END key to go to the next unanswered question.

If the RE sample person will not be available prior to closeout, select option 3: "No, sample person will not be available." The instrument will then prompt you to thank the respondent via the THANK_YOU screen, and indicate the appropriate reason you were unable to interview the RE sample person on the RI_DESCRIPTSP screen. After entering a value on RI_DESCRIPTSP, you will continue through the instrument to determine the reinterview outcome and falsification assessment for the case.

Please note that the case will still be considered a complete reinterview, even if you were unable to reach the RE sample person.

QC Reinterview Questions for Cases treated as Original Noninterviews

For original noninterviews, the reinterview instrument has two paths depending on whether there was contact person information provided during the original contact.

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., *merged*).

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 interviewer.

Reinterview Noninterviews

Make a reinterview case a reinterview noninterview **only** if you cannot complete it after several attempts. For original interviews, a reinterview can still be complete even if you indicate that you were unable to reach the RE sample person on the RI_DESCRIPTOSP or HELLO_SP screen. 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:

1. For a complete reinterview of an original noninterview, VERIFY whether the original noninterview STATUS reported by the interviewer is CORRECT or INCORRECT.

2. For a reinterview noninterview, 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 an 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

Enter details that further explain the reinterview case in the 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 case level notes.
- Press CTRL-F7 to view, edit, or enter reinterview case level notes.

You can view the reinterview case management notes on the original data tab and reinterview case level notes on the notes tab.

Instrument Function Keys

The function key settings for the reinterview instrument are described below.

"F" Keys

F7	Enter item specific notes
F8	Exit the reference screen and go back to reinterview
F10	Exit – Skip to the END of the reinterview

The "Shift-F" Keys

Shift-F1	Display the household roster (*HHCOMP* screen)
Shift-F2	Display the Survey Frequently Asked Questions (FAQs) (*H_PURPOSE* screen)
Shift-F3	Display the Reinterview FAQs (*RIREASON* Screen)
Shift-F8	Display Follow-on contact person information (*CONTACTS* screen)
Shift-F11	Display standard case level note abbreviations (*H_ABBREVI* screen)
Shift-F12	Display original CAPI case level notes

The "Ctrl" Keys

Ctrl-D	Don't know (D)
Ctrl-K	Display function key descriptions
Ctrl-R	Refuse (R)
Ctrl-F7	Access reinterview case level notes

Special Purpose Keys

Esc	Cancel
Home	Moves to beginning of form
End	Moves to first unanswered field on path
Page Up	Moves backward one page/screen
Page Down	Moves forward one page/screen
Up Arrow	Move upward or backward one field
Down Arrow	Moves downward or forward one field
Left Arrow	Moves to previous field
Right Arrow	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

SHIFT-F1 Function Key

Shift-F1 displays the original interview household composition. Persons are not added or deleted from this screen based on responses to *ROSTER_2* or *ROSTER_4*.

TOPIC 6. FEEDBACK AND FOLLOW-UP

If there are no differences discovered during QC reinterview, contact the interviewer to commend them on a job well done at the end of the interview period or as you see fit.

What is Falsification?

Data falsification occurs if the interviewer **knowingly** deviates from current interviewing procedures. This includes, but is not limited to:

- making up some or all information,
- deliberately miscoding the answer to a question to avoid follow-up questions, and/or
- misclassifying occupied units as Type B or C noninterviews.

Do not be afraid to suspect falsification. It is better to suspect falsification, investigate it, and clear it, than to leave any issues unresolved.

Failure to Follow Procedures

Failure to follow survey procedures is not the same as data falsification. Examples of failure to follow survey procedures are not asking questions as worded or not using a laptop for personal visits. In some instances, excessive failure to follow survey procedures can lead to data falsification.

For example, an interviewer decides not to use a laptop to conduct an interview, but asks questions s/he assumes would come up in the instrument, records them on paper, and keys them in later. While keying, the interviewer gets to a question that was not asked to the respondent. In order to move forward through the survey instrument, the interviewer enters in answers. Since these answers did not come from the respondent, **data falsification has occurred.**

Noninterview Misclassification

Noninterview misclassification is a failure to follow survey procedures. If you verify during reinterview that an original case was **incorrectly** classified as a Type B or C noninterview, then misclassification has occurred. Misclassification occurs when an interviewer incorrectly determines the status of a sample household unit and records it as a noninterview. The sample household unit was either recorded as the wrong type of noninterview or a noninterview when an interview should have been conducted. An example of noninterview misclassification is when the interviewer records a unit as vacant when the unit is occupied but the household members are simply not home. If this unit was properly classified, additional contact could have been made, resulting in a complete interview.

You can determine if a noninterview has been misclassified in three ways:

- Your personal observation by visiting the sample unit,
- Information from the contact person, or

- Talking to the residents of the sample unit.

Depending on the type of noninterview, you will see the *MISC_B* or *MISC_C* screen.

Screen *MISC_B*:

♦ Which of the following options describes the misclassification of this original Type B case?
❍ 1. Should have been an Interview or Type A. ❍ 2. Should have been another Type B. ❍ 3. Should have been a Type C.

Screen MISC_C:

♦ Which of the following options describes the misclassification of this original Type C case?
❍ 1. Should have been an Interview or Type A. ❍ 2. Should have been a Type B. ❍ 3. Should have been another Type C.

Misclassification may suggest that the interviewer needs more training in classifying noninterviews. In addition, intentionally misclassifying noninterviews to avoid interviewing is a type of data falsification.

Discrepancies between the Original Interview and Reinterview

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

The reinterview instrument checks for the following discrepancies:

1 - The reinterview respondent said no one contacted this household regarding the NCVS.

This discrepancy may indicate that an interviewer falsified the entire interview. For original completed interviews and sufficient partials, a significant amount of information has been recorded that is linked to this respondent in an interview that may not have happened. <u>Falsification is automatically suspected by the instrument for this discrepancy.</u>

2 - The reinterviewer determined that the original status was incorrect.

The original status or outcome code can be incorrect for any type of case.

3 - The status of the case was completed by observation in the original interview. The reinterviewer determined that the original status was incorrect.

This discrepancy may suggest that interviewers are intentionally classifying cases by observation only without the aid of contact persons to avoid interviewing and further contact in reinterview.

5 - The interviewer classified this unit as a Type B or Type C noninterview, and the reinterviewer determined that it should have been an interview or Type A noninterview.

When interviewers misclassify sample household units, the opportunity is missed to collect important income and program participation data. If these sample units were properly classified, interviews may have been completed. Falsification is automatically suspected by the instrument for this discrepancy.

6 - The reinterview respondent indicated that the original status was incorrect.

Sometimes contact persons are used to verify the status of original noninterviews in reinterview. If this discrepancy comes up during reinterview, it may suggest that an interviewer intentionally made the sample unit a noninterview to avoid interviewing. For newer interviewers, it may suggest more training in regards to classifying noninterviews.

7 - The household roster was incorrect.

When eligible household members are left off of the roster, the opportunity is missed to collect important survey data. You should pay close attention to how many people you add or remove from the household roster.

10 - This case was done by personal visit, and the reinterview respondent said the interviewer did not use a laptop.

When an interviewer does not use a laptop to conduct an interview, all appropriate questions may not have been asked. This discrepancy should be taken very seriously when reinterviewing original completed interviews and sufficient partials. Without a laptop, interviewers are not able to correctly and effectively conduct the interview. Falsification is automatically suspected by the instrument for this discrepancy.

11 - The interviewer entered a bad telephone number for this case.

A bad telephone number can be blank, incomplete, or incorrect. When cases have bad telephone numbers, it reduces the chance that the sample household can be contacted for reinterview or follow-up investigations.

13 – Demographic characteristic(s) was/were incorrectly recorded on roster

This discrepancy suggests that interviewer did not pay enough attention when entering or updating information on the household roster. If all of single person's characteristics are all incorrect, then that may mean that the interviewer falsified that person's information.

14 – The Household Income and/or tenure was/were incorrectly recorded

This discrepancy suggests that the interviewer did not pay close attention when recording the household income and/or tenure.

The FALSIF2 Screen

For certain discrepancies, the instrument will display the *FALSIF2* screen rather than the *FALSIF* screen. The main difference between the *FALSIF* and *FALSIF2* screens is that you are making a falsification determination on the *FALSIF* screen whereas on the *FALSIF2* screen falsification is automatically suspected.

Example of the FALSIF2 Screen

> Your reinterview indicates the following discrepancies:
>
> 10 – This case was done by personal visit and the reinterview respondent said the interviewer did not use a laptop.
>
> ♦ Falsification is suspected for this case. An 11-163 is required. Please notify your supervisor.
>
> ❍ 1. Continue

FALSIF2 comes on path if the reinterview finds any of the following discrepancies:

- The reinterview respondent said no one contacted this household regarding this survey
- The interviewer classified this unit as a Type B or Type C noninterview, and the reinterviewer determined that it should have been an interview or Type A noninterview
- This case was done by personal visit, and the reinterview respondent said the interviewer did not use a laptop.

The FALSIF Screen

The *FALSIF* screen comes on path when you do not obtain any of the three discrepancies where falsification is automatically suspected.

<u>Example of FALSIF Screen</u>

Your reinterview indicates the following discrepancies: 7 – The household roster was incorrect. 13 – Demographic characteristic(s) was/were incorrectly recorded on roster. ♦ Do you suspect falsification?
❍ 1. Yes ❍ 2. No ❍ 3. Unable to Determine

The listing of discrepancies or statement that there are no detected discrepancies on the *FALSIF* screen should aid you in determining whether or not you should suspect falsification.

Interviewing at the Wrong Address

The Field Division at Headquarters **<u>REQUIRES</u>** that reinterviewers select 'Yes' on the *FALSIF* screen when the interviewer interviewed at the wrong address. Interviewing at a wrong address could be indicative of falsification or major procedural errors taking place. Interviewing at an incorrect sample unit is a serious enough error that the case should be investigated and documented through the 11-163 investigation process.

What to Do If You Suspect Falsification

Whenever you or the instrument suspects an interviewer of falsifying data or deliberately not following the interview procedures, contact your supervisor immediately. Do <u>NOT</u> contact the interviewer before speaking to your supervisor.

If you suspect falsification and need additional information about the original interview, your supervisor may request original interview responses from HQ. These original interview responses are contained in trace files. The interviewer can be placed in supplemental reinterview or the supervisor can activate inactive supplemental reinterview cases.

The Form 11-163

Form 11-163, *Field Representative Data Falsification Follow-up and Quality Assurance Form*, must be filled out every time an interviewer is suspected of falsifying data. The SSO will investigate the interviewer's assignment and complete a Form 11-163. The SSO may require your assistance in investigating cases and completing the form.

When to Contact the Original Interviewer

If discrepancies are detected but you **DO NOT** suspect falsification and the supervisor has approved for you to confer with the interviewer, then meet with the interviewer as soon as possible after the reinterview. Try to meet with the interviewer in person. If a personal meeting

is not possible, then a phone conversation is acceptable.
When meeting with the interviewer, review the correct procedures for interviewing and clear up any misconceptions. Before ending the discussion with the interviewer, verify that the interviewer understands how to resolve these errors in the future. Vary the nature and extent of the instructions according to the seriousness of the errors.

Most importantly, compliment the interviewer for all the work that was performed correctly.

Minor Errors

If there are minor discrepancies that do not lead you to suspect major procedural problems or possible falsification, call your supervisor and discuss the discrepancies with him/her. You or the SSO should then call and discuss them with the interviewer. If you are instructed to call the interviewer, 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 SSO should be the one to discuss the reinterview with the interviewer. In this case, you should neither call the interviewer regarding the reinterview nor mention to the interviewer that he/she has been in reinterview.

It is possible that the SSO may activate inactive supplemental reinterview cases or place the interviewer in supplemental reinterview for other surveys on which the interviewer works to resolve any questions about the quality of the interviewer's work if:

- you suspect that the interviewer falsified data;
- the interviewer had trouble classifying noninterviews correctly;
- the interviewer had trouble with other parts of the interview procedures; or
- the interviewer was hired after the QC reinterview sample was selected and needs to be checked for falsification or proper classification of noninterviews.

The SSO, in consultation with his/her coordinator, may elect to retrain an interviewer whose reinterview indicates there are serious problems with the survey concepts, procedures, or interviews. This training may be done by a phone discussion, by special needs observation, or by having the interviewer attend all or part of initial training again.

TOPIC 7. REINTERVIEW CODES

Reinterview Outcome Codes

The reinterview outcome codes listed below refer to the outcome of the reinterview, not the original interview. They are generic among all CAPI reinterviews. Many of the reinterview outcome codes correspond to their equivalent in the original interview, however, some do not. There are some original interview outcome codes that are not listed as possible reinterview outcome codes because they are not realistic outcomes for reinterview. There are some reinterview outcome codes that are not original interview outcome codes. All cases except outcome 200, 202, and 201 go to Reinterview Supervisory Review.

Assignment of Codes

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

Table of 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
001	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

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

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

No Suspected Falsification:

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

Suspected Falsification:

Disposition	Outcome	Action	Description
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
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
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
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

NCVS-547
(Revised December 2014)

National Crime Victimization Survey (NCVS) CAPI Reinterview

Reinterviewer's Self-Study

DISCLAIMER: This document does not contain any Title 13 data or other Personally Identifiable Information. All data are fictitious and any resemblance to actual data is coincidental. Consistent with Field Division Policy, any names referenced in practice interviews or other exercises are not meant to refer to any actual persons, especially any current or former Census Bureau employees.

U.S. DEPARTMENT OF COMMERCE
BUREAU OF THE CENSUS

Instructions for This Self-Study

Objectives

At the conclusion of this self-study you will be able to:

- Explain the reason for reinterview.
- Explain your job as an NCVS reinterviewer.
- Detect data falsification by interviewers.

Prerequisites

To complete this self-study you **must** have completed the NCVS-521(E)-CAPI Blaise self-study. That will ensure that you have the knowledge needed to complete this self-study

Materials Needed

Compare your training materials with the list below. If you are missing any of these materials, contact your supervisor **before** you begin this self-study.

- Your laptop and all related accessories which you will need to load the training instrument/cases,
- NCVS-546, Reinterviewer's Manual, and
- Pen or pencil.

Contents of This Self-Study

This self-study contains seven lessons, each followed by a lesson review exercise. The lessons that are included are as follows:

Lesson 1. Introduction to the NCVS CAPI Reinterview
Lesson 2. Conducting the NCVS Reinterview
Lesson 3. Reinterview Case Management
Lesson 4. The NCVS Reinterview Instrument
Lesson 5. Practice Reinterviews
Lesson 6. Falsification
Lesson 7. Final Review Exercise

Reading Exercises

Periodically throughout this self-study there will be instructions that will refer to the NCVS CAPI Reinterview instrument on your laptop. After those instructions there will be a set of brackets "[ ]" to check so you can find your place when you return to the self-study.

Review Exercises

Chapters in this self-study are followed by review exercises, with answers, for you to check your understanding of reinterview concepts. Contact your supervisor if you have questions.

Breaks	Try to complete each lesson without any interruptions. Schedule your breaks only at the end of a lesson.
Charging Time	You are allowed up to 3 hours to complete this self-study. Your supervisor or Regional Office will supply appropriate project and task codes.
Questions	Use the blank page at the end of this self-study to write notes or any questions you may have as you complete these lessons. Contact your supervisor to resolve any questions after you complete the self-study.

TABLE OF CONTENTS

Instructions for This Self-Study i
Objectives i
Prerequisites i
Materials Needed i
Contents of This Self-Study i
Reading Exercises i
Review Exercises i
Breaks ii
Charging Time ii
Questions ii

Lesson 1. Introduction to the NCVS CAPI Reinterview 1-1
Objectives 1-1
Purposes of Reinterview 1-1
Response Error Analysis 1-1
Steps of the Reinterviewer's Job 1-1
Lesson 1 Review Exercise 1-3
Answer Key for Lesson 1 1-4

Lesson 2. Conducting the NCVS Reinterview 2-1
Timing of Reinterview 2-1
Personal Visit Versus Telephone Reinterview 2-1
Eligible Reinterview Respondent for Complete and Sufficient Partial Original Interviews 2-1
Proxy Response 2-2
Eligible Reinterview Respondent for Original Noninterviews 2-2
What Constitutes a Complete Reinterview? 2-2
Conducting Callbacks 2-2
Callbacks for the RE Sample Person 2-3
Providing Feedback to the Interviewer 2-3
Lesson 2 Review Exercise 2-5
Answer Key for Lesson 2 2-6

Lesson 3. Case Management 3-1
Objectives 3-1
What is Case Management? 3-1
Practice 3-1
Parts of Case Management 3-2
MENU BAR 3-2
TOOL BAR 3-3
Using the Function Keys 3-3
F1 - Help 3-3
F2 - Interview 3-3
F3 - Next Tab 3-3

F4 - Go to (Case List/Details) ... 3-4
F5 - Reports ... 3-4
F6 - Listing ... 3-5
F7 - Notes ... 3-5
F8 - View ... 3-5
F9 - Sort ... 3-5
F10 - Exit ... 3-5
F11 and F12 ... 3-5
Shift F6 Map ... 3-5
Ctrl T ... 3-5
Other Keys ... 3-6
Practice Makes Perfect ... 3-6
Things change when you access the survey instrument ... 3-6
CASE LIST PANE ... 3-7
Asterisk (*) Column ... 3-8
P/T Column ... 3-8
Status Column ... 3-8
Rte Column ... 3-8
Scroll Through Your Case List ... 3-8
DETAILS PANE ... 3-9
Assignment ... 3-10
HH Roster ... 3-10
Original Data ... 3-10
Additional Information ... 3-10
Notes ... 3-10
Contacts ... 3-10
History ... 3-11
Interview Time Preferences ... 3-11
Practice Viewing Information in the Details Pane ... 3-11
Lesson 3 Summary Points ... 3-11
Lesson 3 Review Exercise ... 3-13
Answer Key for Lesson 3 ... 3-16

Lesson 4. The NCVS Reinterview Instrument ... 4-1
Structure of QC RI Instrument ... 4-1
Tabs ... 4-2
Roster Screens ... 4-2
Instrument Function Keys ... 4-2
QC Questions ... 4-3
RE Questions ... 4-5
Thank-you Screens ... 4-5
Screens for Determining Reinterview Outcome and Falsification Assessment ... 4-6
Lesson 1 Review Exercise 4 ... 4-7
Answer Key for Lesson 4 ... 4-8

Lesson 5. Practice Reinterviews ... 5-1
Objective ... 5-1

Caution 5-1
What do I do when I have questions? 5-1
Follow the Instructions 5-1
Access Training Case Management 5-1
Access Your Case 5-2
Screens and Navigation 5-2
Practice Reinterview 1. 5-2
Practice Reinterview 2 5-13
Practice Reinterview 3 5-13

Lesson 6. Falsification 6-1
What is Falsification? 6-1
Failure to Follow Survey Procedures 6-1
Noninterview Misclassification 6-1
Discrepancies between the Original Interview and Reinterview 6-2
What to Do When You Suspect Falsification 6-4
Giving Feedback When You Do Not Suspect Falsification 6-5
Lesson 6 Review Exercise 6-6
Answer Key for Lesson 6 6-7

Lesson 7. Final Review Exercise 7-1
Answer Key to Lesson 7 7-3

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Lesson 1. Introduction to the NCVS CAPI Reinterview

Objectives

This lesson introduces you to your job as a reinterviewer for the National Crime Victimization Survey and explains the purposes of reinterview. It will refer to staff (FRs, FSs, etc.)[1] who conduct interviews as "interviewers" and supervisory staff who conduct reinterview as "reinterviewers."

Purposes of Reinterview

Falsification affects the quality of survey data.

The purposes of the NCVS reinterview include:

- Identifying if interviewers falsified original survey interviews or original noninterviews;
- Determining if interviewers accurately collected demographic data (age, sex, race, Hispanic origin, marital status) about household members, and collecting it if not;
- Determining if interviewers accurately collected household income and tenure data, and collecting it if not;
- Determining if interviewers incorrectly classified Type B and C noninterviews;
- Re-asking some NCVS questions for a response error analysis (which replaces the reconciliation questions that previously found missed crimes); and
- Providing feedback to the interviewers (when you do not suspect falsification).

Response Error Analysis

Response error analysis for the NCVS includes re-asking some crime victimization questions in order to analyze the consistency of their response. Inconsistent responses to a question might indicate a problem with the way the question is worded or asked.

Steps of the Reinterviewer's Job

The RO will assign you a sample of households that an interviewer originally contacted. It is your responsibility to

[1] FR = Field Representative, FS = field Supervisor

contact these households and conduct a reinterview.

For original complete interviews, your assignment will require you to contact BOTH the "Household Respondent" and an "RE Sample Person" who live at the sample address. These two may or may not be the same person, and the instrument will automatically supply their names on the appropriate instrument screens.

You will NOT select the sample persons. You are allowed to use a proxy for the household respondent if you are unable to contact the him/her after several attempts. You may NOT use a proxy for the RE sample person.

For original Type B and C noninterviews you are to verify the noninterview status with a noninterview contact person if one is listed.

Your job as a Reinterviewer will consist of the following tasks:

- Receive your assignment.
- Contact (*preferably by phone*) each address selected for reinterview.
- Complete the automated reinterview and transmit the data.
- Provide feedback to the interviewer **if you do not suspect falsification**.
- Transmit your materials to the RO.

Now turn to the next page and complete the Review Exercise.

Lesson 1 Review Exercise

1. One of the purposes of the NCVS Reinterview is to _________________ if the interviewer may have _________________ original survey interview.

For each of the questions/statements below, fill the one circle that best applies.

2. One purpose of the NCVS Reinterview is to determine if the interviewer ...

   a. ○ Incorrectly classified Type B or Type C noninterviews
   b. ○ Needs additional training
   c. ○ Is making a lot of mistakes

3. As an NCVS Reinterviewer, one of your tasks will be ...

   a. ○ To correct interviewer mistakes
   b. ○ To re-ask some original questions for a response error analysis
   c. ○ To see if the respondents lied during the original interview
   d. ○ None of the above

4. If the RE Sample Person is not available after several attempts to contact him/her then you can interview a proxy.

   ○ True ○ False

5. If the household respondent is not available for the reinterview, you may conduct the reinterview with a proxy respondent for the household respondent.

   ○ True ○ False

Answer Key for Lesson 1

1. One of the purposes of the NCVS Reinterview is to <u>determine</u> if the interviewer may have <u>falsified</u> original survey interview.

2. One purpose of the NCVS Reinterview is to determine if the interviewer ...

   a. ⊗ Incorrectly classified Type B or Type C noninterviews

3. As an NCVS Reinterviewer, one of your tasks will be ...

   b. ⊗ To re-ask some original questions for a response error analysis

5. If the RE Sample Person is not available after several attempts to contact him/her then you can interview a proxy.

   ○ True ⊗ False

5. If the household respondent is not available for the reinterview, you may conduct the reinterview with a proxy respondent for the household respondent.

   ⊗ True ○ False

Lesson 2. Conducting the NCVS Reinterview

Timing of Reinterview

The NCVS original interview asks questions about crimes committed within a specific time frame. You should attempt to complete all reinterviews as soon as possible after you receive your assignment. The sooner you conduct reinterview, the better the chance that the respondents will correctly recall what happened during the specified time frame. Complete reinterview cases within two weeks of the original interview.

Personal Visit Versus Telephone Reinterview

You will conduct reinterview by telephone whenever possible. If a telephone reinterview is not possible, use your judgment to decide whether it is cost effective to conduct a personal visit **and then get RO permission to conduct a personal-visit reinterview. You MUST have RO permission in order to conduct any personal-visit reinterviews.**

Eligible Reinterview Respondent for Complete and Sufficient Partial Original Interviews

You will conduct a reinterview with one OR two household members depending on how many Headquarters selected. You will reinterview either:

The **Original household respondent** ONLY

or

The **Original household respondent** AND
the person who answered for the
Response Error (RE) sample person.

or

A proxy for the household respondent, if the household respondent is not available after several attempts

The RE sample person is randomly chosen, at Headquarters, from household members of at least 12 years of age who have a complete original interview. It is possible that the RE sample person and the household respondent are the same person. The reinterview instrument will handle differences in wording and flow of the instrument (pathing) between these two situations. If a proxy respondent completes the reinterview, the instrument will also handle differences in pathing depending on whether or not the proxy respondent is also the person who answered for the RE sample person.

If the RE sample person answered for him or herself, then the reinterview respondent for the RE sample person would be the RE sample person. If a proxy respondent answered for the RE sample person during the NCVS, then the reinterview respondent for the RE sample person would be the proxy respondent from the original NCVS. This might seem confusing until you remember that we want to re-ask questions of whomever we initially contacted.

Proxy Response

Proxy response is allowed in reinterview for the household respondent but not for the person who answered for the RE sample person in the NCVS. If the household respondent is not available after multiple attempts, try and complete a proxy interview. A proxy respondent must be a household member age 18 or older. If a household member age 18 or older is not available, then the reinterview is a Type A reinterview noninterview.

Eligible Reinterview Respondent for Original Noninterviews

To verify Type B or C noninterviews, the reinterview instrument will instruct you either to contact the Type B/C contact person or to use all available resources to verify the original noninterview outcome.

What Constitutes a Complete Reinterview?

A reinterview is complete if you have:

- Verified the original outcome as correct or incorrect and
- Made a falsification assessment.

It is important to note that most original noninterviews (Type Bs or Cs) would not result in noninterviews during a reinterview. If you can verify that the original noninterview status is correct, and you do not suspect falsification (or you do suspect falsification for some reason), then that is a complete reinterview.

Conducting Callbacks

There may be instances when you are unable to contact the household respondent or the Type B/C contact person. Contact your RO for information on the number of callbacks you are allowed to make.

Callbacks for the RE Sample Person

The RI_SPEAKTOSP screen will guide you through what to do when the RE sample person is unavailable.

If the reinterview respondent indicates that the RE sample person will be available before closeout, select option 2: "Sample person not available now. Call or come back later." The instrument will then prompt you to schedule a time to complete the reinterview with the RE sample person. When you go to complete the reinterview with the RE sample person at the scheduled time, the HELLO_SP screen will come on path. This screen directs you to ask for the RE sample person, and contains options for if he/she is unavailable. After entering a value on this screen, press the END key to go to the next unanswered question.

If the RE sample person will not be available prior to closeout, select option 3: "No, sample person will not be available." The instrument will then prompt you to thank the respondent via the THANK_YOU screen, and indicate the appropriate reason you were unable to interview the RE sample person on the RI_DESCRIPTSP screen. After entering a value on RI_DESCRIPTSP, you will continue through the instrument to determine the reinterview outcome and falsification assessment for the case.

Please note that the case will still be considered a complete reinterview, even if you were unable to reach the RE sample person.

Providing Feedback to the Interviewer

When you do not suspect falsification and your supervisor has no objections to your conferring with the interviewer, meet with or call the interviewer as soon as possible after you complete the interviewer's reinterviews.

Whenever possible, meet with the interviewer in person. If that is not possible, talk with the interviewer by telephone.

For any errors attributable to the interviewer, make sure that you review with the interviewer the correct procedures and clear up any misconceptions. Before ending your discussion with the interviewer, verify that the interviewer understands how to avoid these errors in the future. Vary the nature and extent of your instructions according to the seriousness of the errors.

Most importantly, make sure to compliment the interviewer for all work performed correctly.

Now turn to the next page and complete the Review Exercise.

Lesson 2 Review Exercise

For each of the questions/statements below, fill the one circle that best applies.

1. The preferred method of reinterview is

   ○ By telephone ○ Personal visit

2. If the person who answered for the RE sample person during the NCVS is not available for reinterview, then you are allowed to contact a proxy respondent to represent the person who originally answered for the RE sample person.

   ○ True ○ False

3. It is not necessary to make a falsification assessment for a reinterview.

   ○ True ○ False

Now compare your answers to the answer key on the next page.

Answer Key for Lesson 2

1. The preferred method of reinterview is

   ⊗ By telephone ○ Personal visit

2. If the person who answered for the RE sample person during the NCVS is not available for reinterview, then you are allowed to contact a proxy respondent to represent the person who originally answered for the RE sample person.

   ○ True ⊗ False

3. It is not necessary to make a falsification assessment for a reinterview.

   ○ True ⊗ False

Lesson 3. Case Management

Objectives

During this lesson, you will learn some of the basic ways that information is displayed in Case Management. In this lesson, you will:

- Review some Case Management screen layouts;
- Learn how to identify different parts of the screen; and
- Learn about the Case Management function keys.

What is Case Management?

Case Management is an application that helps you (and staff at headquarters) manage your work. Case Management provides a list of all sample cases in your NCVS monthly assignment, along with additional information that is helpful to you in managing your work, such as appointment information, telephone numbers, respondent names, and so forth. Because Case Management is not written using Blaise, the "look and feel" of it differs from the Blaise survey instrument. For example, some of the function keys used in the Case Management screen work differently than in the survey instrument screens. Keep this in mind as you learn about Case Management and the survey instrument.

Practice

The best way you can familiarize yourself with the NCVS Case Management screen is by hands-on practice. To do this, you must first access Training Case Management and install your training cases.

- First, turn your computer on, and log into Entrust using your profile name and password.

- Next, double click on the Training icon on your desktop.

- Select Reint NCVS Classroom from the survey list and press Enter (or click OK).

- Highlight the row "Reint NCS Classroom" and press F5 to install your training cases.

- When you receive a message that the installation of training cases was successful, press Enter (or click OK).

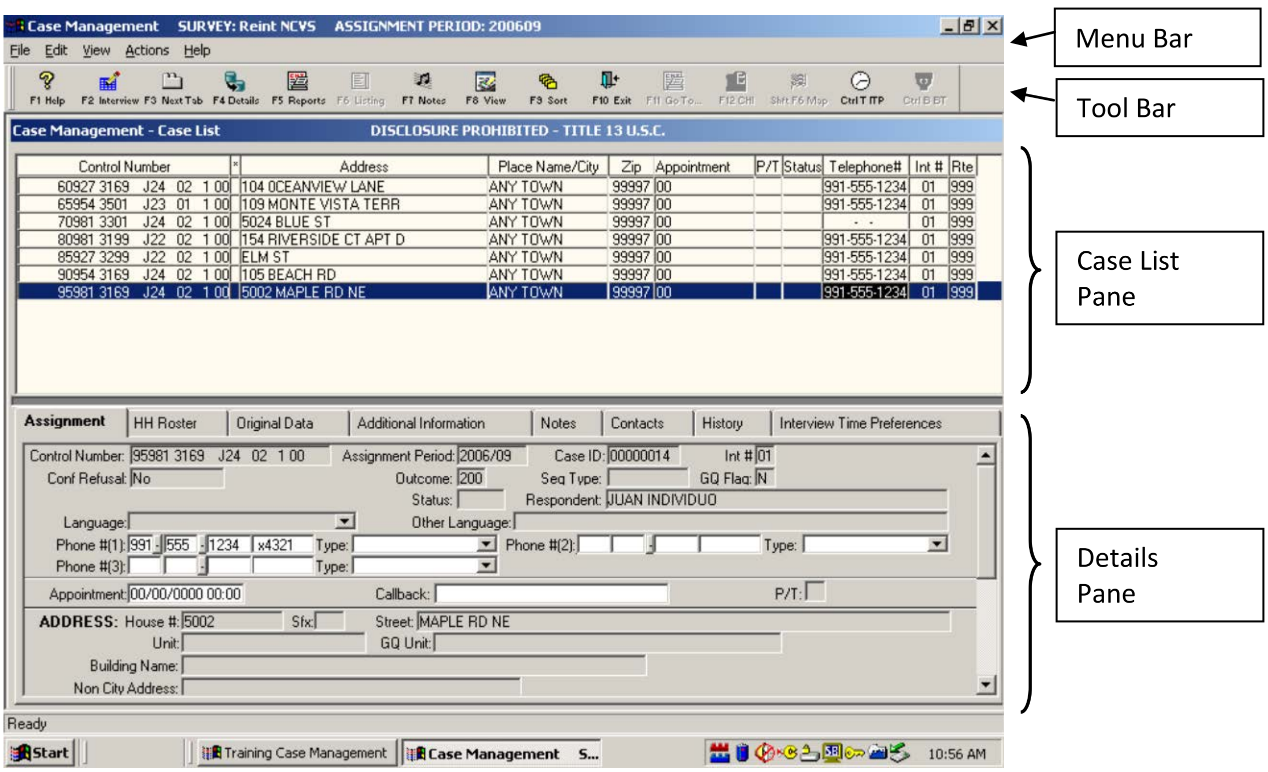
- Your next step is to access your training cases in Case Management. To do this, **press F8.**

You should have a list of training cases on your screen. Now, simply follow the instructions on the pages that follow, as we guide you through some Case Management functions.

Parts of Case Management

There are four main parts to the Case Management window. They are the:

- Menu Bar,
- Toolbar,
- Case List Pane, and
- Details Pane.



MENU BAR

The first section of the Case Management window, called the Menu Bar, is at the top left corner of the screen. The Menu Bar is the area of the window where the words File, Edit, View, Actions, and Help appear.

The words along the Menu Bar are called menu items. Most applications that pop up on your computer screen will have a menu; however, different applications will have different **menu items** depending on the functions you are able to perform while working within the specific window.

Once a menu item is selected, you can move from one menu item to the next by using your **arrow** keys or by pressing the **Alt** key and the letter that is underlined in the menu item's name, for example, **Alt H** will access the help drop down list. You can also select a menu item by using the mouse/touch pad and clicking on the menu item you want to look at. A drop down menu will appear displaying information contained within the menu item.

TOOL BAR

Look at the next section of the Case Management window just below the menu bar. This section is known as the Toolbar. The Toolbar in Case Management lists the function keys and contains a symbol and name for each function key. Function keys are shortcuts for evoking specific actions within Case Management. For example, look at the yellow question mark symbol just below the words File and Edit on the Menu Bar. The yellow question mark stands for the Help function key (**F1**) which is printed directly below the question mark. If you were to click on the question mark with your mouse you would get the Help window, but you could also access the Help window by pressing the **F1** key.

Using the Function Keys

In this section of the self-study, each function key will be discussed. As you review each of the function keys that are listed on the Tool Bar, <u>do not</u> press a key unless instructed to do so.

F1 - Help

The **F1** key is the Help key. By pressing **F1**, you access Case Management Help.

F2 - Interview

By pressing the **F2** key, you will begin an interview for the case that is currently highlighted on your case list. Looking at the illustration on page 3-2, if you used the **F2** function on this screen, you would begin an interview with 5002 Maple Rd NE.

It is important to remember that once you press the **F2** key to begin an interview, you are no longer in Case Management, and have at that point accessed the NCVS interviewing instrument.

F3 - Next Tab

By pressing the **F3** key, your view in the Details Pane will change from one tab to another. For example, if you are looking at the Assignment tab, and press **F3**, your view will change to the HH Roster tab.

F4 - Go to (Case List/Details)

The **F4** key allows you to switch your focus between the Case List Pane and the Details Pane.
Press **F4** so that the label on the toolbar for the F4 button reads Case List. You will notice that the Assignment tab is in red and your blinking cursor is in the Control Number field. **[ ]**

Notice that some of the fields displayed in the Assignment tab are shaded and others are white. The fields that are in white are editable fields, which means that you can make changes only to those fields. If you make any changes in the Details Pane, you may want to save those changes (using the save shortcut - Ctrl & S) before returning to the Case List Pane. However, if you do not save your changes before returning the Case List Pane, you will be prompted to save any changes upon exiting Case Management or when you press F2 to interview a case.

Press the **F4** key again, and you will see your cursor blinking in the Case List Pane. Now any action you take affects the Case List Pane.

F5 - Reports

By accessing the **F5** function key, you will be able to view some reports that will help you check the status of your overall assignment. Based on the overall response rate information in your laptop, you will be able to see the Counts Report and the Response Report. You can select the report you want to view by using your down and up arrow keys until the report you want is highlighted. Then you would select "OK" to view the report.

Click on the F5-Reports in the Toolbar. **[ ]**

If you highlight the "Counts Report" and select "OK". The Counts Report will display the number of cases that are: not started, opened, interviews, Type As, Type Bs, Type Cs, deleted, missing data, all, transmitted, and cases received in HQ.

If you highlight the "Response Report" and select "OK". The Response Report will display the number of cases that are; interviews, Type As, Type Ds, and the response rate percent. Note that even though the Type Ds rate is listed on this report, there are no Type D cases in the NCVS.

When you are done viewing the report click on the "Close" button which will take you back to your case list.

F6 - Listing The **F6** key is not used for the NCVS

F7 - Notes The **F7** key allows you to add notes and view existing notes for a highlighted case.

F8 - View The **F8** key allows you to look at your cases in a variety of ways, such as those cases –

- not yet started,
- already interviewed,
- transmitted, etc.

Click on the F8-View button now to see the different ways you can view the cases in your assignment. **[ ]**

F9 - Sort In organizing your work, you may find that you need to be able to see your cases in a different order, according to a specific field. The **F9** key allows you to sort the list according to any column heading or any field within the Case List Pane. Cases are automatically sorted in the order of the control number, but that may not work best for you. For example, you may want to view your cases according to where they are located, in which case you may want to sort according to ZIP code, or you may want to view your cases according to appointments you have made, in which case, you would sort according to appointment.

F10 - Exit Use the **F10** function key to exit Case Management.

F11 and F12 These two functions keys are inactive for the NCVS in Case Management. There are several function keys that are shortcuts for evoking specific actions within the instrument.

✓ It is important to remember that pressing the **F2** key while in Case Management begins an interview and takes you out of Case Management and into the NCVS interviewing instrument.

Shift F6 Map This button will not be used for the NCVS reinterview.

Ctrl T Pressing the Ctrl and T keys simultaneously opens the Interview Time Preferences application. This application allows you to view and record the best and worst times to contact a case. You can also access the Interview Time

Preferences by either clicking on the Ctrl T ITP icon on the Case List toolbar or clicking on the Interview Time Preferences tab in the Details Pane.

Other Keys

In addition to using the function keys alone, Case Management uses function keys in combination with other keys on the keyboard to allow you to perform some additional operations in Case Management. For example:

- **Shift** + **F1** - Displays General Help.
- **Alt** + **F4** - Closes the active window or exits the active program.
- **Shift** + **F8** - Returns you to the main Case Management screen from the Display Categories (**F8**) screen.

Try these keys now. **[ ]**

Other useful shortcut keys used in Case Management include:

- **Ctrl** + **S** - Saves any changes you made to one or more editable fields.
- **Ctrl** + **Home** - Moves you to the first case in the list.
- **Ctrl** + **End** - Moves you to the last case in the list.

Practice Makes Perfect

After you begin working with your actual assignment, you will use Case Management functions every day. As you use them more, you will see how they work best for you. Don't worry if you cannot remember everything right now. You will soon become proficient with the Case Management functions.

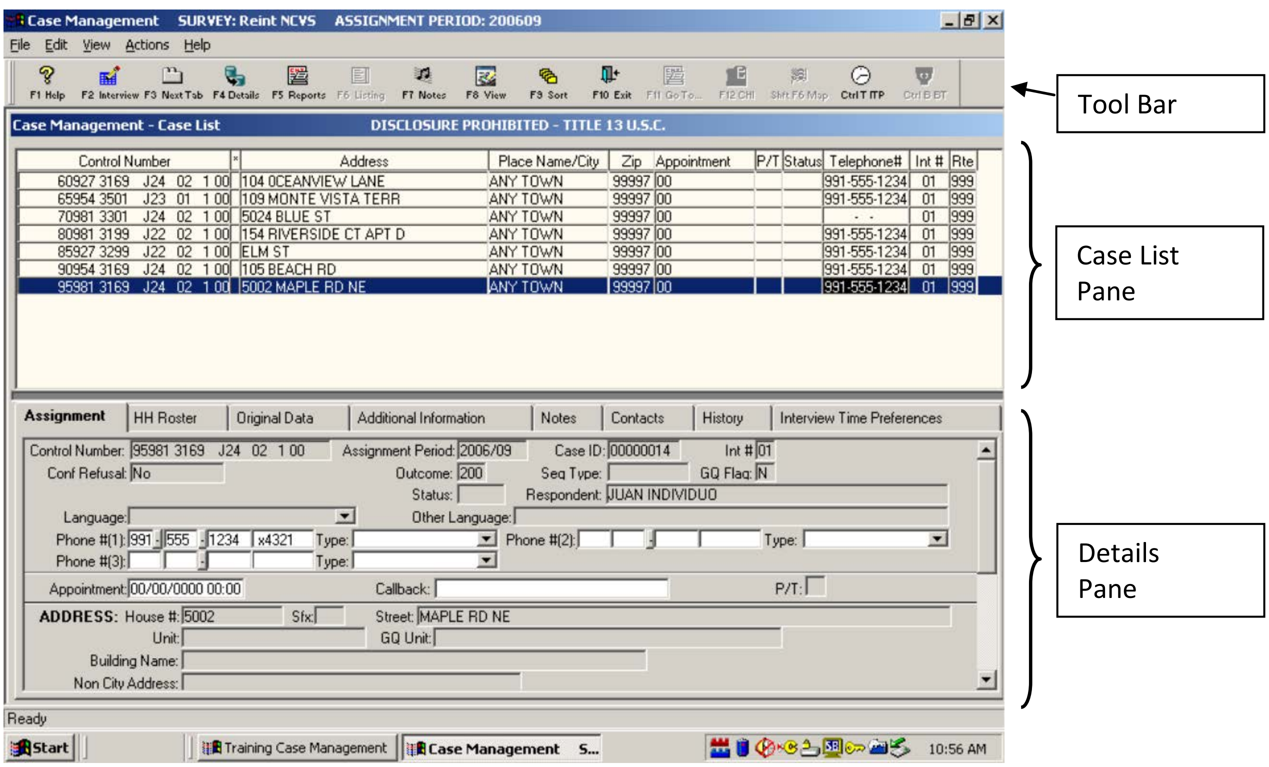
Things change when you access the survey instrument ...

It is important that you understand that Case Management (and all of its functions) are separate from how things will operate once you access the NCVS instrument. That is, once you use **F2** in Case Management to access a case, you have then accessed the NCVS instrument, and the function keys and the way in which you view information, etc., will change somewhat. In the next lesson, you will have a chance to look at some NCVS screens and see how they differ from Case Management.

CASE LIST PANE

The Case List Pane is directly under the Toolbar. It is the section of the window that shows a line-by-line summary of some of the information that relates to the housing units in your assignment.

✓ Notice on the Case Management - Case List pane the "Disclosure Prohibited - Title 13 U.S.C." statement. This is to remind you that this is confidential Title 13 data and as such must always be safe guarded from unauthorized disclosure. All information collected as part of this survey is held in strictest confidence under Title 13 of the United States Code and is seen only by sworn employees or agents of the U.S. Census Bureau. The NCVS Case List Pane is similar in ***format*** to the illustration below:



All of your monthly cases are listed in the Case List Pane, and additional information for the highlighted case is listed in the Details Pane. As you complete interviews, cases will no longer appear on this list.

The information displayed in the Case List Pane includes *Control Number, *, Address, Place Name/City, Zip, Appointment, P/T, Status, Telephone #, Int #, and Rte*. Most of the information displayed is self-explanatory; however, a few of the columns require further explanation.

Asterisk (*) Column

The appearance of an asterisk in the column between the Control Number and Address column indicates that there is something special about the case, such as the case was reassigned to you, or is a confirmed refusal. Furthermore, when there is a special characteristic about a case, in addition to the asterisk, you will see one or more small icons in the upper-right corner of the Assignment tab in the Details pane. For example, if a case is a confirmed refusal a STOP sign icon will display.

If an asterisk appears for a case, to view what is special about the case without getting into the Assignment tab and looking for the special icon, you can right click on the icon and a description of the icon will be displayed.

P/T Column

The P/T column indicates that the case is to be contacted either by personal visit or by telephone. A "P" will appear for those cases that require a personal visit and a "T" for those cases that are eligible for a telephone interview.

Status Column

The Status column indicates the status of the case. A code will be entered in this column depending upon the outcome of the case. Some of the codes you will frequently see are –

- No code (blank) will appear in the Status column if the case has not been started;
- An "O" will appear if you have started a case but have not completed the household respondent's interview; and
- A "P" will appear if you have completed the household respondent's interview but need to complete interviews for other eligible members of the household.

Rte Column

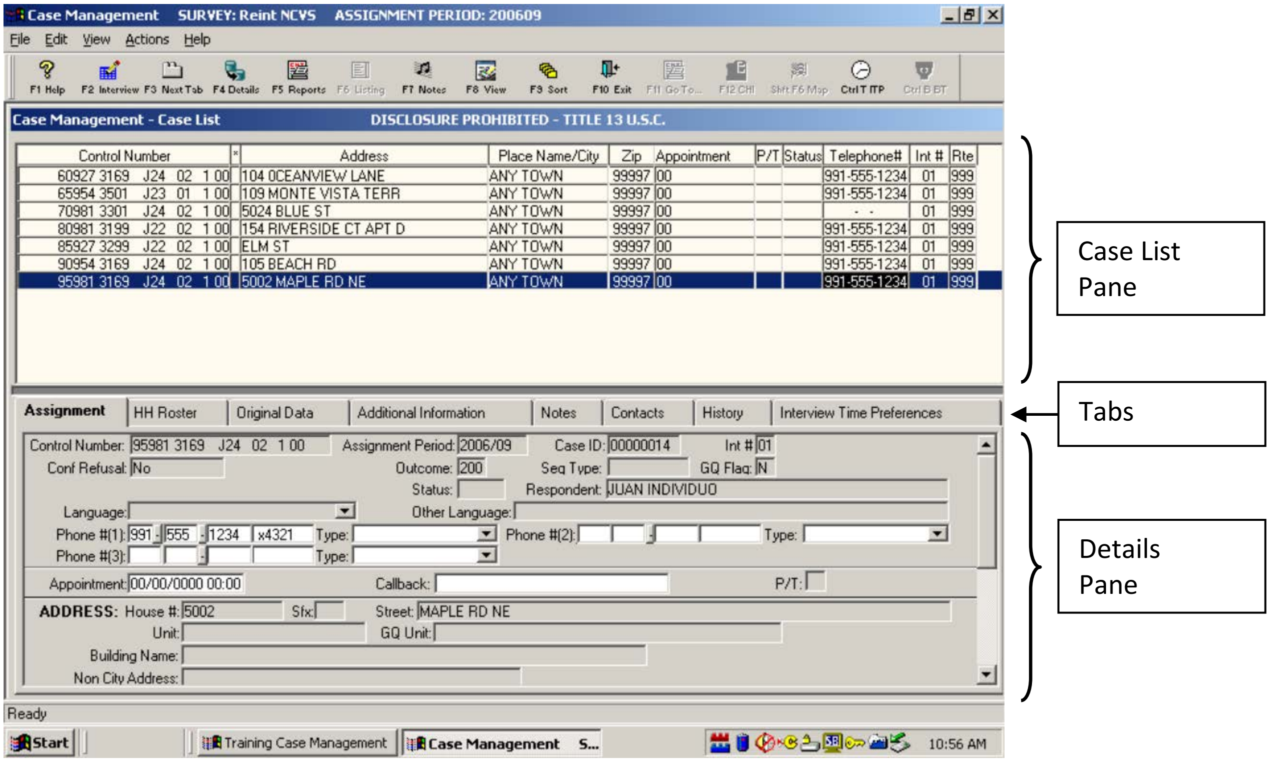
The last column, "Rte" or route is a function that can be used to plan your route each day by prioritizing cases in the order in which you plan to interview each case. The entry of "999" that you see for all of your cases is the default setting for route. You will learn more about this during classroom training**.**

Scroll Through Your Case List

As you scroll through your case list (in the Case List Pane), the information in the Details Pane (portion of the screen below the Case List Pane) will change to reflect the case that is currently highlighted.

Try this now. **[ ]**

Scroll through your case list using your up arrow and down arrow keys. You can also use your Tab key to scroll down. Note how the information in the Details Pane changes. Then, scroll back to the top and make sure you have the first case on the case list highlighted.



DETAILS PANE

Now take a look at the last part of the Case Management window, the Details Pane. The Details Pane is the section of the screen just below the Case List Pane. Notice that the Details Pane has several sections called tabs. The names of these tabs are listed horizontally in the lower half of the Case Management screen, at the top of the Details Pane (about the middle of your screen). The different tabs within the Details Pane include the following:

- Assignment
- HH Roster
- Original Data
- Additional Information
- Notes
- Contacts

- History
- Interview Time Preferences.

Each tab is like a folder in a file cabinet.

Assignment

The Assignment tab (which is highlighted by default) shows more detailed information about a case, the control number, assignment period, case ID, interview number, outcome code, GQ flag, status code, respondent name, language preference (if any), telephone number, appointment and callback information, the cases' physical address (or physical description) and mailing address. Remember you can make changes in the white editable fields.

HH Roster

The HH Roster tab will show you the household roster, that is, the names of all household members from the last interview and will be updated by the instrument if any changes are made during the next interview. The information in this tab will be useful for callbacks to households with missing data.

Original Data

The Original Data tab provides information from the original case, such as the control number, assignment period, original outcome, original interviewer name, original interviewer code, reinterview type, respondent name, and the notes from the original case.

Additional Information

This tab provides additional information for those cases that are in Group Quarters (GQ), such as the GQ name, type, number of units, the contact persons name, address, telephone number, and so forth.

Notes

The Notes tab will only allow you to view notes regarding this case. If you or another interviewer entered notes for a case, you would be able to see a red checkmark in front of the word "Notes." The red checkmark is a quick way to tell if there is any information in the Notes folder.

To add or edit notes you must use the F7 function key.

Contacts

In the Contacts tab you will see the names, addresses, and telephone numbers of contact people who are persons other than members of the household. Sometimes you obtain information about the status of a unit from someone other than the occupant. This happens when a unit is vacant and you talk to a neighbor or a real estate agent, or when a unit does not exist and you are able to verify it with a reliable source, such as a post office. When you enter the contact person information in the instrument, you will be able to see the information in the Contacts tab.

History

The History tab gives historical information about the case, such as the current interview period, previous interviewer name, interviewer code, CAPI outcome, and whether the case was a replacement household. It also captures the date each time an interviewer enters into the case by pressing the F2 function key and shows the outcome code and action code.

Interview Time Preferences

This tab allows you to view the best and worst times to contact a case. The best times are shown in green and the worst times in red.

Practice Viewing Information in the Details Pane

Take a moment to look at the information under each tab in the Details Pane. Click on each tab to see the information it contains. **[ ]**

To return to the Case List Pane, go ahead and press the F4 function key.

Lesson 3 Summary Points

Now, review the lesson summary points that follow.

- ✓ The Menu Bar is the first section of the Case Management window. It is the area of the window where the words File, Edit, View, Actions, and Help appear.

- ✓ The Tool Bar displays the Case Management function keys.

- ✓ The Case List Pane displays information for each case, such as control number, address, appointment, telephone number, etc.

- ✓ The Details Pane displays detailed information for a case in the following categories (which are "tabs" within the Details Pane):
  - **Assignment –** shows more detailed information about a case, such as the full address, telephone number, case ID, current outcome code, and so on.

  - **HH Roster –** displays information collected in the last interview such as the line number, name, age, birth date, sex, etc. for all household members.

- **Original Data** – displays the control number, assignment period, original outcome, original interviewer name, original interviewer code, reinterview type, respondent name, and notes from the original case.

- **Additional Information** - provides specific information for cases that are in Group Quarters, such as GQ name, type, number of units, remarks, and the GQ contact, etc.

- **Notes –** will allow you to see notes regarding this case. To add notes you must use the F7 function key.

- **Contacts –** shows the title, name, address, and telephone number for the contact people.

- **History –** displays the interviewer name and code of the person who previously interviewed the case along with the corresponding outcome information.

- **Interview Time Preferences** - displays the best and worst times to contact a case.

Now turn to the next page and complete the Review Exercise.

Lesson 3 Review Exercise

1. **Circle the correct response:** One of the purposes of Case Management is to help you manage your monthly assignment.

   TRUE **FALSE**

2. Match the function keys below with their function in Windows Case Management:

Function Key		**Function**
___	**F1** Help	**A** - Lets you rearrange the listed cases according to your criteria.
___	**F2** Interview	**B** - Moves from one tab to the next tab in the Details Pane.
___	**F3** Next Tab	**C** - Displays the Notes field for the selected case and allows you to add notes here.
___	**F4** Go to	**D** - Displays Case Management Help information about the active window.
___	**F5** Reports	**E** - Closes Case Management
___	**F7** Notes	**F** - Opens the selected case so you can interview the respondent.
___	**F8** View	**G** - Toggles focus between the Case List pane and the Details pane.
___	**F9** Sort	**H** - Displays the CM Report Selection dialog box, in which you choose the report(s) you want.
___	**F10** Exit	**I** - Activates the Display Category Selected dialog box, in which you choose the category of cases you would like to see. This creates a subset of cases, listing only those which fall into the category you choose.
___	**Ctrl+T**	**J** - Opens the Interview Time Preferences application.

3. Identify the main section(s) of the Case Management system.

____ Menu Bar
____ File Bar
____ Case List Pane
____ Info Pane
____ Tool Bar
____ Details Pane

4. Which section of the Case Management lists all of your monthly cases.

____ Menu Bar
____ File Bar
____ Case List Pane
____ Info Pane
____ Tool Bar
____ Details Pane

5. Match the function keys below with their function in Case Management.

____	**Shift** + **F1**	**A** -	Saves any changes you made to one or more editable fields
____	**Alt** + **F4**	**B** -	Moves you to the last case in the list
____	**Shift** + **F8**	**C** -	Displays General Help
____	**Ctrl** + **S**	**D** -	Moves you to the first case in the list.
____	**Ctrl** + **Home**	**E** -	Returns you to the main Case Management screen from the Display Categories (**F8**) screen
____	**Ctrl** + **End**	**F** -	Closes the active window or exists the active program.

6. Match the tabs in the Details Pane with the function the tab performs.

____	Assignment	**A** - Displays notes.
____	HH Roster	**B** - Shows the contact people names, addresses and telephone numbers.
____	Original Data	**C** - Displays the previous outcome code and the interviewer code of the person who previously interviewed the case.
____	Additional Information	**D** - Shows more detailed information about a case, such as the full address, telephone number, case ID, current outcome code.
____	Notes	**E** - Displays the names of all household members.
____	Contacts	**F** - Displays the best and worst times to contact a case.
____	History	**G** - Provides additional information for GQ cases.
____	Interview Time Preferences	**H** - Shows information from the original case.

Now turn to the next page to review your answers.

Answer Key for Lesson 3

1. One of the purposes of Case Management is to help you manage your monthly assignment

   TRUE

2. Match the function keys below with their function in Windows Cases Management:

Function Key	**Function**
D **F1** Help	**A.** Lets you rearrange the listed cases according to your criteria.
F **F2** Interview	**B.** Moves from one tab to the next tab in the Details Pane.
B **F3** Next Tab	**C.** Displays the Notes field for the selected case and allows you to add notes here.
G **F4** Go to	**D.** Displays Case Management Help.
H **F5** Reports	**E.** Closes Case Management
C **F7** Notes	**F.** Opens the selected case so you can interview the respondent.
I **F8** View	**G.** Toggles focus between the Case List pane and the Details pane.
A **F9** Sort	**H.** Displays the CM Report Selection dialog box, in which you choose the report(s) you want.
E **F10** Exit	**I.** Activates the Display Category Selected dialog box, in which you choose the category of cases you would like to see. This lets you look at a shorter list of cases, only those which fall into the category you choose.
J **Ctrl+T**	**J**. Opens the Interview Time Preferences application-

3. Identify the main section(s) of the NCVS Case Management system.

- _X_ Menu Bar
- ___ File Bar
- _X_ Case List Pane
- ___ Info Pane
- _X_ Tool Bar
- _X_ Details Pane

4. Which section of the Case Management lists all of your monthly cases.

- ___ Menu Bar
- ___ File Bar
- _X_ Case List Pane
- ___ Info Pane
- ___ Tool Bar
- ___ Details Pane

5. Match the function keys below with their function in Case Management.

_C_ **Shift** + **F1**	**A -**	Saves any changes you made to one or more editable fields
_F_ **Alt** + **F4**	**B -**	Moves you to the last case in the list
_E_ **Shift** + **F8**	**C -**	Displays General Help.
_A_ **Ctrl** + **S**	**D -**	Moves you to the first case in the list.
_D_ **Ctrl** + **Home**	**E -**	Returns you to the main Case Management screen from the Display Categories (**F8**) screen
_B_ **Ctrl** + **End**	**F -**	Closes the active window or exists the active program.

6. Match the tabs in the Details Pane with the function the tab performs.

D	Assignment	**A** - Displays notes.
E	HH Roster	**B** - Shows the contact people names, addresses and telephone numbers.
H	Original Data	**C** - Displays the previous outcome code and the interviewer code of the person who previously interviewed the case.
G	Additional Information	**D** - Shows more detailed information about a case, such as the full address, telephone number, case ID, current outcome code.
A	Notes	**E** - Displays the names of all household members.
B	Contacts	**F** - Displays the best and worst times to contact a case.
C	History	**G** - Provides additional information for GQ cases.
F	Interview Time Preferences	**H** - Shows information from the original case.

Lesson 4. The NCVS Reinterview Instrument

Structure of QC RI Instrument

As with the NCVS instrument, the QC RI instrument is composed of a front, middle, and back.

For RI, the **front** displays the original case information and directs the reinterviewer to:

- Make contact,
- Introduce himself or herself,
- Verify the address and/or phone number,
- Request an interview, and
- Attempt to contact the household respondent or the Type B/C contact person, or a suitable proxy for the respondent, as appropriate.

The **middle** directs the reinterviewer to:

- Verify contact by the interviewer,
- Verify the data collection mode (personal visit or telephone),
- Verify the length of the interview,
- Verify the use of a laptop computer (for personal visit NCVS interviews),
- Verify the roster,
- Verify/collect demographic data (age, sex, race, Hispanic origin, marital status) about household members,
- Verify/collect household income and tenure data,
- Ask QC questions to verify the original noninterview status (if appropriate), and
- Ask response error questions (if applicable).

If the household respondent is available, then that person is asked questions about household crime. If the RE sample person is available, the RE sample person is asked questions about crime. The RI instrument will NOT allow a proxy for the RE sample respondent. It will, however, allow a proxy for the Type B/C contact person if the original NCVS outcome was a Type B or Type C noninterview and for the household respondent.

The **back** of the RI instrument:

- Contains the THANK_YOU screens,
- Allows the reinterviewer to set up callbacks,

- Assigns reinterview outcome codes and reinterview disposition codes,
- States or collects the reinterview falsification assessment,
- Asks the reinterviewer about multiple discrepancies, and
- Wraps up the reinterview case.

Tabs

Throughout the instrument, starting at the START screen, you will see fours tabs which you can access anytime throughout the interview process. They are as follows.

- **NCVS_RI** tab allows you to see the NCVS reinterview questions. It is the default screen.
- **Ros** tab allows you to view the household roster, including names, relationships, age, sex and race of the individuals listed.
- **NCVS FAQ** tab, lists the frequently asked questions about the NCVS and the answers to those questions.
- **RI FAQ** tab lists the frequently asked questions about reinterview and the answers to those questions.

The **F10** tab, which terminates the reinterview, appears on all screens after the START screen.

Roster Screens

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 given in gray. Continuing or new household members are given in blue.

Instrument Function Keys

The functionality of the function keys for the reinterview instrument **differs** from their functionality within Case Management and also differs some from their functionality within the NCVS instrument. Within the CAPI reinterview instrument you can display the function keys at any time by one of two methods.

- You can go to the Navigate menu and select "Show Function Keys" or
- You can press Ctrl-K.

The following table provides the complete list of function keys used in the NCVS RI instrument.

KEY	FUNCTION	KEY	FUNCTION	KEY	FUNCTION
F1	Item specific Help	Shift-F1	Display the household roster	Ctrl-D	Don't Know (D)
F2	(Unassigned)	Shift-F2	FAQs	Ctrl-F3	(Unassigned)
F3	(Unassigned)	Shift-F3	Reinterview FAQs	Ctrl-E	(Unassigned)
F4	Jump Menu	Shift-F4	(Unassigned)	Ctrl-F	(Unassigned)
F5	(Unassigned)	Shift-F5	(Unassigned)	Ctrl-F7	Access reinterview notes
F6	(Unassigned)	Shift-F6	(Unassigned)	Ctrl-H	Show Info
F7	Enter item specific notes	Shift-F7	View Remarks/Item notes	Ctrl-K	Display function key descriptions
F8	Return	Shift-F8	(Unassigned)	Ctrl-M	Show Don't Know & Refusals
F9	Skip Forward	Shift-F9	(Unassigned)	Ctrl-R	Refusal (R)
F10	Exit - Skip to END	Shift-F10	Display function keys		
F11	(Unassigned)	Shift-F11	Display standard abbreviation list		
F12	Copy	Shift-F12	Display original CAPI Notes		

Additionally, some laptop keys have other special functions. They are listed in the table below.

KEY	FUNCTION
ESC	Cancel
HOME	Moves to beginning of form
END	Moves to first unanswered field on path
Page Up	Moves backward one page/screen
Page Down	Moves forward one page/screen
Up Arrow	Move upward or backward one field
Down Arrow	Move downward or forward one field
Left Arrow	Move to previous field
Right Arrow	Move to next field

QC Questions

A proxy is allowed for the reinterview of complete or sufficient partial original NCVS interviews if the household respondent is not available after three attempts at contact.

If the household respondent is available, or if the original NCVS interview was a noninterview, the NCVS instrument leads the reinterviewer to verify that the NCVS interviewer contacted the household.

As is standard with most QC reinterviews, after verifying that the NCVS interviewer contacted the household, the NCVS RI instrument leads the reinterviewer to ask the following:

- If the interviewer visited in person or called on the telephone (ORMODE);

- If the interviewer was polite and professional (POLITE);

- How long the interview lasted (LENGTH_H, LENGTH_M);

- If the interviewer used a laptop computer (LAPTOP); and

- If the roster was correct (ROSTER_1, ROSTER_2, ROSTER_3, ROSTER_4).

Because age is (partially) used to determine who is eligible for the School Crime Supplement (when the School Crime Supplement is collected), it is very important that the age be reported correctly during the NCVS. Unlike most QC reinterviews, the NCVS QC reinterview will verify demographic data (including age), household income, and tenure (own/rent the housing unit). After verifying the roster (and collecting the names of household members who were omitted from the original roster), the NCVS QC reinterview instrument leads the reinterviewer to ask:

· If the age, sex, race, Hispanic origin, and marital status were reported correctly (RI_AGECHECK, RI_SEX_VER, RI_RACE_VER, RI_ORIGIN_VER, RI_MARITAL_VER), and
· What the age range, sex, race, Hispanic origin, or marital status are (RI_AGERANGE,RI_SEX, RI_RACE, RI_ORIGIN, RI_MARITAL) if the age, sex, race, Hispanic origin, or marital status were not correctly recorded, or not recorded at all,

for each household member, and

· If the household income and tenure were reported correctly (RI_HHINCOME_VER, RI_TENURE_VER), and
· What the household income or tenure are (RI_HHINCOME, RI_TENURE) if the household income or tenure was not correctly recorded, or not recorded at all.

RE Questions

After the QC questions, if the original NCVS interview was a complete or sufficient partial interview and the reinterview respondent is the household respondent or the RE sample person, the instrument asks a series of response error questions about crime victimization. First, if the reinterview is not being completed by a proxy, the household respondent is asked about household crimes. Then, the person who answered for the RE sample person, who may be the household respondent, is asked about crimes against him/herself/RE sample person.

If the respondent (household respondent or RE sample person, as appropriate) indicates that a specific type of crime has occurred, then the instrument leads you to asks for:

- The number of times such a crime occurred, and
- A description of what happened.

These follow-up questions are not asked if that type of crime did not occur.

If a proxy is completing the reinterview, and he/she is a household member other than the one who answered for the RE sample person, then the instrument will not allow the questions that refer to the RE sample person to come on path.

Thank-you Screens

There are different Thank-you screens depending on the situation.

- The **RI_THANKHR** screen (in the MIDDLE of the instrument, allows you to thank the household respondent before asking to speak to the RE sample person (if the RE sample person is not the household respondent).

- The **THANK_YOU** screen allows you to thank the household respondent (if the household respondent is the RE sample person).

- The **THANK_REF** screen allows you to apologize for bothering the respondent if the household respondent or Type B/C contact person is deceased.

- The **THANK_SORRY** screen allows you to thank the respondent if the address or telephone number is incorrect or the original respondent is unknown at the address or telephone number.

Screens for Determining Reinterview Outcome and Falsification Assessment

After you have thanked the respondent, if no further contact is planned, the QC RI instrument leads you through screens to determine the reinterview outcome and falsification assessment for the case. If the RE sample person and the household respondent are different people and you reinterviewed both of them, you will be asked If you were able to contact the RE sample person (RI_DESCRIPTSP)

If you suspect falsification from talking to the RE sample person, you should mark that you suspect falsification of the interview.

After answering the above questions, you will be asked if the original outcome was correct (RI_OUTCM).

Now turn to the next page and complete the Review Exercise.

Lesson 1 Review Exercise 4

For each of the questions/statements below, fill the one circle that best applies.

1. At no time are proxies allowed in the NCVS reinterview.

   ○ True ○ False

2. The functionality of the function keys for reinterview is the same as for the original interview.

   ○ True ○ False

3. The age of household respondents is used to direct them to the School Crime Supplement (when the School Crime Supplement is collected).

   ○ True ○ False

Now compare your answers to the answer key on the next page.

Answer Key for Lesson 4

1. At no time are proxies allowed in the NCVS reinterview.

○ True ⊗ False

2. The functionality of the function keys in interview is the same as in reinterview.

○ True ⊗ False

3. The age of household respondents is (partially) used to determine if they are eligible for the School Crime Supplement (when it is collected).

⊗ True ○ False

Lesson 5. Practice Reinterviews

Objective

During this lesson, you will have the opportunity to familiarize yourself with the NCVS CAPI RI instrument by going through three practice reinterviews. Of course, since these are your first attempts at completing NCVS CAPI reinterviews, these reinterviews will be much simpler than most of your actual reinterviews will be. Remember, the purpose of this self-study interview is to allow you become more familiar with the instrument.

Caution

To keep things simple, go straight through the scripted reinterviews. DO NOT attempt to jump around to different sections or to enter "Don't Know" and "Refused" answers unless instructed in the interview. If you follow the instructions throughout this lesson, you should not have any problems.

If you are in the middle of an interview and get off track by entering the wrong answer for a single question, press the **left** or **up arrow** key in the lower right corner of your keyboard. This step will take you to the previous question so you can change the answer.

What do I do when I have questions?

Write down any questions or comments you have while completing these reinterviews on the pages at the end of this lesson and mention them to your RO supervisor. Remember to write down the name of the screen name if your question or comment pertains to a particular screen.

Follow the Instructions

Complete each practice interview in its entirety. The scripts will include the survey questions, statements, etc., that you as the reinterviewer will read, as well as the respondent's answers. Throughout this interview, you will see "FS" used to indicate what the reinterviewer, you, should say or do, and an "R" is used to indicate what the respondent's answers are. Below each FS and R exchange, you will see in bold and in parenthesis the information you should enter. In order for the response to be recorded, you must press the ENTER key. Also, all instructions to you will be written in bold.

Access Training Case Management

Your practice interview is in Training Case Management. To access it, you will:

- Click on the Training icon from your desktop.

- Highlight " Reint NCVS" and then press Enter (or click OK).
- Press **F5** to Install if you need to install the Reint NCVS cases.
- Press **F8** to enter Training Case Management.

Access Your Case

For the first practice reinterview, highlight the address 241 STAR ROUTE BACK and **press F2.** At the "NCVS Selected Case Confirmation Screen", **press Enter** (or click OK).

Screens and Navigation

Look at the left of the status bar (bottom of your screen; second box from the left). You should see the name of the screen. For the first screen you should see "START." This is the item or variable name. While completing this interview, if you feel lost, look for the variable name in the status bar.

Now let's begin the practice reinterviews. Remember to follow the scripts and make the entries as indicated using the keyboard. Be sure to read the instructions in **bold** since they will describe specific screens and concepts as you proceed through the script.

Practice Reinterview 1: Reinterview of a complete NCVS interview in which the household respondent and the RE sample person are different people [Using proxy]. Address: 241 STAR ROUTE BACK, ANY TOWN, AL

START

The reinterview date, time, and case status, as well as the original date, time, outcome, address, and phone number, will be displayed on the screen. This is a new reinterview case.

(Enter 1, Continue)

HHCOMP

This screen shows the roster, including names, relationship to household respondent, age, sex, race, and HHCODE (which describes changes to the household membership status of each person). You can access this screen by Shift-F1 at any time during the reinterview. You can also see this roster screen by the Ros tab.

(Enter 1 to continue.)

METHOD	On this screen you choose the method of reinterview, quit in order to attempt at a later time, make the case a reinterview noninterview, or make the case an RO or HQ discretion case. You MUST have permission from the RO in order to choose option 5. **(Enter 1, Telephone Reinterview.)**
DIAL	This screen instructs you to dial the household's telephone number, which is displayed in the screen along with the name of the household respondent and the sample unit's address. **(Enter 1, Someone answers.)**
HELLO_TC	FS: Hello, I'm (your name) from the U.S. Census Bureau. May I speak to Patty Public? R: She's away on business. **(Enter 3, Person cannot be reached, speak with another household member.)**
HHMEM	FS: Perhaps you can help me. Are you a household member who is 18 years or older? R: Yes I am. **(Enter 1, Yes.)**
PROX_C	FS: Our records show that one of our interviewers recently contacted your household We're doing a short quality control check to make sure that our interviewers are following correct procedures. Can you or another household member answer a few questions to help us evaluate the interviewer's work? R: Sure. **(Enter 1, Yes.)**

ADDVER

FS: I Need to verify that the address there is:
241 STAR ROUTE BACK
ANY TOWN, AL 99997-9997
Is this correct?

R: Yes.

(Mark 1, Same Address.)

RIRESP

FS: With whom am I speaking?

R: PATTY PUBLIC

(Enter 4, the line number of the respondent.)

CONTACT_C

FS: Did an interviewer contact you on or about Friday, September 26, 2014, and ask questions about crime incidents that happened to you during the last six months, that is between March 25, 2014, and September 25, 2014?

R: Yes.

(Enter 1, Yes.)

PROX_PRESENT

FS: Were you present during the original interview?

R: No.

(Mark 2, No.)

ROSTER_1

FS: Our records indicate that JANE PUBLIC, JOE PUBLIC, JENNY PUBLIC and PATTY PUBLIC were living or staying at :

241 STAR ROUTE BACK
ANY TOWN, AL 99997

on Friday, September 26, 2014.

Is this correct?

R: Yes.

(Mark 1, Yes.)

ROSTER_3

FS: Have I missed any household member who was living here on Friday, September 26, 2014?

R: No.

(Mark 2, No.)

AGECHECK

This screen is accessed for each household member whose age was given during the initial interview.

FS: I have JANE PUBLIC listed as 54 years old.

Is that correct?

R: Yes.

(Mark 1, Yes, age IS correct.)

SEX

This screen is accessed for each household member whose sex was not recorded during the initial interview.

FS: Is JANE PUBLIC male or female?

R: Female

(Enter 2, Female.)

RACE

This screen is accessed for each household member whose race was not recorded during the initial interview.

FS: Which race or race(s) would you classify JANE PUBLIC as: White, Black or African American, American Indian or Alaska Native, Asian, Native Hawaiian or Other Pacific Islander, Other - specify

R: White.

(Enter 1, White.)

ORIGIN

FS: Is JANE PUBLIC Spanish, Hispanic, or Latino?

R: No.

(Enter 2, Hispanic origin is NOT correct.)

RI_MARITAL_VER	FS:	I have your marital status listed as married. Is that correct?
	R:	Yes.
	(Enter 1, Marital status IS correct.)	

Second person from original household roster:

AGE_CHECK	FS:	I have JOE PUBLIC listed as 58 years old. Is that correct?
	R:	Yes.
	(Mark 1, Yes, age IS correct.)	
SEX_VER	FS:	I have JOE PUBLIC listed as male. Is that correct?
	R:	Yes.
	(Enter 1, Yes, sex IS correct.)	
RACE_VER	FS:	I have JOE PUBLIC's race listed as white. Is that correct?.
	R:	Yes.
	(Enter 1, Yes, race IS correct.)	
ORIGIN_VER	FS:	I have JOE PUBLIC listed as not being Spanish, Hispanic, or Latino. Is that correct?
	R:	Yes.
	(Enter 1, Hispanic origin IS correct.)	
MARITAL_VER	FS:	I have JOE PUBLIC's marital status listed as married. Is that correct?
	R:	You bet.
	(Enter 1, Marital status IS correct.)	

Note that the instrument skips MARY PUBLIC, since she was not a household member.

Fourth person from original roster:

AGE_CHECK	FS:	I have you listed as 18 years old.
	FS:	Is that correct?
	R:	Yes.
		(Mark 1, Yes, age IS correct.)
SEX_VER	FS:	I have you listed as female. Is that correct?
	R:	Yes.
		(Enter 1, Yes.)
RACE_VER	FS:	I have your race listed as white. Is that correct?
	R:	Yes.
		(Enter 1, Yes, race IS correct.)
RI_ORIGIN_VER	FS:	I have you listed as not being Spanish, Hispanic, or Latino. Is that correct?
	R:	Yes.
		(Enter 1, Yes, Hispanic origin IS correct.)
RI_MARITAL_VER	FS:	Are you married, widowed, divorced, separated or never married?
	R:	Never married.
		(Enter 5, Never Married.)

Fifth (and final) person from original roster:

AGE_RANGE	FS:	Is PATTY PUBLIC a child, a teenager, or an adult?
	R:	She's a teenager.

FS: Is she ...

☐2. 12- 13 years old?
☐3. 14- 15 years old?
☐4. 16- 17 years old?
☐5. 18- 24 years old?

R: She's 16.

(Mark 4, 16-17 years old.)

SEX_VER

FS: I have PATTY PUBLIC listed as female. Is that correct?

R: Yes.

(Enter 1, Yes.)

RACE_VER

FS: I have PATTY PUBLIC's race listed as black or African America. Is that correct?

R: No.

(Enter 2, No, race is NOT correct.)

RACE

FS: Please choose one or more races that PATTY PUBLIC considers herself to be.

☐1. White
☐2. Black or African American
☐3. American Indian or Alaska Native
☐4. Asian
☐5. Native Hawaiian or Other Pacific Islander
☐6. Other – specify

R: She's Caucasian

(Enter 1, White.)

ORIGIN_VER

FS: I have PATTY PUBLIC listed as not being Spanish, Hispanic, or Latino. Is that correct?

R: No.

(Enter 2, Hispanic origin is NOT correct.)

MARITAL_VER

FS: I have PATTY PUBLIC's marital status listed as widowed. Is that correct?

R: No.

(Enter 2, No, marital status is NOT correct.)

MARITAL

FS: Is PATTY PUBLIC married, widowed, divorced, separated or never married?

R: Never married.

(Mark 5, Never married.)

RI_HHINCOME

This screen is accessed if the household income was not (correctly) recorded during the original interview. If the household income had been recorded during the original interview, then RI_HHINCOME_VER (to verify the income) would have been asked.

FS: Which of the following categories represents the TOTAL combined income of all members of this HOUSEHOLD during the past 12 months? This includes money from jobs, net income from business, farm or rent, pensions, dividends, interest, Social Security payments, and any other money income received by members of this HOUSEHOLD who are 14 years of age or older.

❍ 11. Less than $5,000	❍ 18. $20,000 - $24,999
❍ 12. $5,000 - $7,499	❍ 19. $25,000 - $29,999
❍ 13. $7,500 - $9,999	❍ 20. $30,000 - $34,999
❍ 14. $10,000 - $12,499	❍ 21. $35,000 - $39,999
❍ 15. $12,500 - $14,999	❍ 22. $40,000 - $49,990
❍ 16. $15,000 - $17,499	❍ 23. $50,000 - $74,999
❍ 17. $17,500 - $19,999	❍ 24. $75,000 and over

R: About 36,000.

(Enter 21, for $35,000- $39,999 and over.)

RI_HHTENURE_VER

FS: I have that your living quarters are rented for cash. Is that correct?

R: Yes, we rent

(Enter 1, Yes, tenure IS correct.)

THANK_YOU

This screen tells you that the case is ready to be wrapped up. When you enter 1 the instrument will leave the case.

(Enter 1 to continue.)

RI_OUTCM

This question gives the original outcome for the case and asks if it was correct.

(Enter 1, Yes.)

FALSIF

This question asks if you suspect falsification of the entire interview. It lists discrepancies found during reinterview:

Your reinterview indicated the following discrepancies:

13- Demographic characteristic(s) was/were incorrectly recorded on roster.

◆Do you suspect falsification?

(Enter 3, Unable to determine.)

READYWRAP

This screen tells you that the case is ready to be wrapped up. When you enter 1 the instrument will leave the case.

(Enter 1 to continue.)

WRAP_UP

This screen tells you that the case outcome and disposition code..

- This case is completed and ready to be transmitted. After exiting, the case will be removed from your Case List view.

(Enter 1 to continue.)

The Case-Level Notes Editor will pop up for one last chance to enter notes. Enter what you want, then enter F10 to close the notes window.

Practice Reinterview 2: 0262940UJ30119801 – Reinterview of a complete NCVS interview in which the household was an original non-interview. Address: 5107 Mountain View Circle, in ANY TOWN, CT

START	**The reinterview date, time, and case status, as well as the original date, time, outcome, address, and phone number, will be displayed on the screen. This is a new reinterview case.** **(Enter 1, Continue)**
START_1A	**This screen gives contact person information: Name, Title, Phone, and Address.** **(Enter 1, Continue)**
METHOD	**(Enter 1, Telephone Reinterview.)**
DIAL	**This screen instructs you to dial the household's telephone number, which is displayed in the screen along with the name of the household respondent and the sample unit's address.** **(Enter 1, Someone answers.)**
HELLO_TN	FS: Hello. I'm (your name) from the U.S. Census Bureau. May I speak to WES SMITH? **(Enter 1, This is correct person , or correct person called to the phone.)**
INTRO_TN	FS: Thank you for recently helping us verify the status of: 5107 Mountain View Circle ANY TOWN, CT 99997 We're doing a short quality control check to make sure that our interviewers are following correct procedures. **(Enter 1, Continue.)**

CONTACT_N

FS: Did an interviewer visit or call regarding:

5107 Mountain View Circle

ANY TOWN, CT 99997

R: Yes.

(Enter 1, Yes.)

ORMODE

FS: Did the interviewer visit in person or call on the telephone?

R: They called.

(Enter 2, Telephone call only.)

POLITE

FS: Was the interviewer polite and professional?

R: No.

(Enter 2, No.)

PO_NOTES

FS: How was the interviewer not polite and/or professional?

R: They were really curt.

(Enter "They were really curt" into the Polite Notes box.)

STATUS

FS: Our records show that on Tuesday, September 30, 2014,

5107 Mountain View Circle

ANY TOWN, CT 99997
was under construction, not ready

Is this information correct?

R: Yes

(Enter 1, Yes.)

THANK_YOU

FS: Thank you for your cooperation. You've been very helpful.

(Enter 1, Continue. ***During an actual reinterview, you would leave after THANK_YOU, and fill out the last of the reinterview instrument away from the respondent.*****)**

RI_OUTCM **This screen asks if the original outcome was correct.**

(Enter 1, Yes.)

FALSIF **After listing all discrepancies, this screen asks if you suspect falsification.**

(Enter 2, No.)

READYWRAP **This screen tells you that the case is completed and ready for to be transmitted.**

(Enter 1 to continue.)

WRAP_UP **This screen tells you that the case outcome and disposition code..**

(Enter 1 to continue.)

The Case-Level Notes Editor will pop up for one last chance to enter notes. Enter what you want, then enter F10 to close the notes window. This will wrap up the case.

Practice Reinterview 3: Reinterview of a complete NCVS interview in which the household was not contact and should have been a non-interview. Address: 106 Robin St, in ANY TOWN, CO

START **The reinterview date, time, and case status, as well as the original date, time, outcome, address, and phone number, will be displayed on the screen. This is a new reinterview case.**

(Enter 1, Continue)

HHCOMP	**This screen shows the roster, including names, relationship to household respondent, age, sex, race, and HHCODE (which describes changes to the household membership status of each person). You can access this screen by Shift-F1 at any time during the reinterview. You can also see this roster screen by the Ros tab.** **(Enter 1 to continue.)**
METHOD	**On this screen you choose the method of reinterview, quit in order to attempt at a later time, make the case a reinterview noninterview, or make the case an RO or HQ discretion case. You MUST have permission from the RO in order to choose option 5.** **(Enter 1, Telephone Reinterview.)**
DIAL	**This screen instructs you to dial the household's telephone number, which is displayed in the screen along with the name of the household respondent and the sample unit's address.** **(Enter 1, Someone answers.)**
HELLO_TC	FS: Hello. I'm (your name) from the U.S. Census Bureau. May I speak to MARY JANE WEIL? R: This is she. **(Enter 1, This is correct person, or correct person called to the phone.**
INTRO_TC	FS: Thank you for helping us recently with the National Crime Victimization Survey. We're doing a short quality control check to make sure that our interviewers are following correct procedures. Is your address: 106 Robin St ANY TOWN, CO 99997? R: Yes

(Enter 1, Yes.)

RIRESP

FS: With whom am I speaking?

R: MARY JANE WEIL

(Enter 1, the line number of the respondent.)

CONTACT_C

FS: Did an interviewer contact you on someone in your household on or about Monday, September 29th, 2014, and ask questions about crime incidents that happened to you during the last six months, that is between March 28, 2014, and September 28, 2014?

R: No.

(Enter 2, No.)

SOMEONE_ELSE

FS: Could the interviewer have spoken to another person at

106 Robin St
ANY TOWN, CO 99997?

R: No

(Enter 2, No.)

ROSTER_1

FS: Our records indicate that MARY JANE WEIL was/were living or staying on Monday, September 29^{th}, 2014.

Is this correct?

R: Yes.

(Mark 1, Yes.)

ROSTER_3

FS: Have I missed any household member who was living here on Monday, September 29th, 2014?

R: No.

(Mark 2, No.)

AGE_CHECK

This screen is accessed for each household member whose age was given during the initial interview.

FS: I have you listed as 55 years old.

Is that correct?

R: No.

(Mark 2, No, age is NOT correct.)

AGE_RANGE

This screen is accessed if the person's age was incorrect or if the person's age wasn't collected during the initial interview.

FS: Are you ...

☐5. 18- 24 years old?
☐6. 25- 34 years old?
☐7. 35- 49 years old?
☐8. 50- 65 years old?
☐9. 66 years old or older?

R: I'm 37 years old.

(Mark 7, 35 to 49 years old, for the answer '37 years old'.)

SEX_VER

FS: I have you listed as female. Is that correct?

R: Yes.

(Enter 1, Yes, sex IS correct.)

RACE_VER

FS: I your race listed as white. Is that correct?.

R: No. I'm bi-racial. Half Caucasian, half African-American

(Enter "1" "," "2", to enter both White and Black or African-American.)

ORIGIN_VER

FS: I have you listed as not being Spanish, Hispanic, or Latino. Is that correct?

R: No.

(Enter 2, No, Hispanic origin is NOT correct.)

MARITAL_VER

FS: I your marital status listed as widowed. Is that correct?

R: No.

(Enter 2, Marital status is NOT correct.)

MARITAL

FS: Are you married, widowed, divorced, separated or never married?

R: Divorced

(Mark 3, Divorced.)

RI_HHINCOME_VER

FS: The total household income for your household is listed as $20,000-$24,999.

FS: Is that correct?

.

R: No..

(Mark 2, household income is NOT correct.)

RI_HHINCOME

FS: Which of the following categories represents the TOTAL combined income of all members of this HOUSEHOLD during the past 12 months? This includes money from jobs, net income from business, farm or rent, pensions, dividends, interest, Social Security payments, and any other money income received by members of this HOUSEHOLD who are 14 years of age or older.

❍ 11. Less than $5,000	❍ 18. $20,000 - $24,999
❍ 12. $5,000 - $7,499	❍ 19. $25,000 - $29,999
❍ 13. $7,500 - $9,999	❍ 20. $30,000 - $34,999
❍ 14. $10,000 - $12,499	❍ 21. $35,000 - $39,999
❍ 15. $12,500 - $14,999	❍ 22. $40,000 - $49,990
❍ 16. $15,000 - $17,499	❍ 23. $50,000 - $74,999

❍ 17. $17,500 - $19,999 ❍ 24. $75,000 and over

R: $15,000.

(Enter 16, for $15,000- $17,499)

RI_HHTENURE_VER

FS: I have that your living quarters are rented for cash. Is that correct?.

R: Yes.

Enter 1, Yes, tenure IS correct.)

RI_SQTHEFT

FS: I'm going to read some examples that will give you an idea of the kinds of crimes this study covers. As I go through them, tell me if any of these happened to you in the last 6 months, that is, between March 28, 2014, and September 28, 2014.

Was something belonging to YOU stolen, such as -

-- Things that you carry, like luggage, a wallet, purse, briefcase, book -
-- Clothing, jewelry, or cellphone -
-- Bicycle or sports equipment -
-- Things in your home - like a TV, stereo, or tools -
-- Things outside your home such as a garden hose or lawn furniture -
-- Things belonging to children in the household -
-- Things from a vehicle, such as a package, groceries, camera, or CDs - **OR**
-- Did anyone ATTEMPT to steal anything belonging to you?

R: Yes

(Enter 1)

RI_SQTHEFTTIMES

FS: How many times?

R: Once

(Enter 1.)

RI_SQTHEFTSPEC

FS: What happened?

R: Someone broke into my car and stole my GPS & CDs

You are to briefly describe the incident in RI_SQTHEFTSPEC. Remember, when writing a description of what happened refer to the respondent and any other household member by his or her line number *(for example L1, L2) and* NOT by their name. If you click on the Ros tab, you will see the names of those persons living or staying in the household and their corresponding line number. Click on the Ros tab now. [ ]

You will see that JOHN DOE's line number is 1. Now enter click on the "NCVS-RI" tab on the toolbar to go back to RI_SQTHEFTSPEC. DO NOT enter 1 to continue as doing so will take you to the next unanswered screen question.

Now enter the following summary:

L1 stated that someone broke into their car overnight and stole the GPS as well as some CDs.

(Press Enter to continue)

RI_SQBREAKIN

FS: Other than any incidents already mentioned, has anyone

-- Broken in or ATTEMPTED to break into your home by forcing a door or a window, pushing past someone, jimmying a lock, cutting a screen, or entering through an open door or window?
-- Has anyone illegally gotten in or tried to get into a garage, shed, or storage room?
OR
-- Illegally gotten in or tried to get into a hotel or motel room or vacation home where you were staying?

R: No

(Enter 2, No.)

RI_SQTOTALVEHICLES

FS: What was the TOTAL number of cars, vans, trucks, motorcycles, or other motor vehicles owned by you or any other member of that household during the last 6 months, that is between March 28, 2014, and

September 28, 2014? Include those you no longer own.

R: I have one vehicle

(**Enter 1.)**

RI_SQMVTHEFT

This question is only accessed if the household respondent says that they have at least one motor vehicle.

FS: During the last 6 months, that is between March 28, 2014 and September 28, 2014, other than any incident(s) already mentioned, were any of the vehicles -

-- Stolen or used without permission?
-- Did anyone steal any parts such as a tire, car stereo, hubcap or battery?
-- Did anyone steal any gas from them?
OR
-- Did anyone ATTEMPT to steal any vehicle or parts attached to them?

R: No

(Enter 2, No.)

RI_SQATTACKWHERE

FS: Other than any incidents already mentioned, between March 28, 2014 and September 28, 2014, were you attacked or threatened OR did you have something stolen from you -

-- At home including the porch or yard -
-- At or near a friend's, relative's, or neighbor's home -
-- At work or school -
-- In places such as a storage shed or laundry room, a shopping mall, restaurant, bank, or airport -
-- While riding in any vehicle -
-- On the street or in a parking lot -
-- At such places as a party, theater, gym, picnic area, bowling lanes, or while fishing or hunting-
OR
-- Did anyone ATTEMPT to attack or ATTEMPT to steal anything belonging to you from any of these places?

R: Yes.

(Enter 1, Yes.)

RI_SQATTACKWHERE-TIMES

FS: How many times?

R: Once.

(Enter 1.)

RI_SQATTACKWHERE-SPEC

FS: What happened?

R: Someone stole my clothes from the laundry room.

(**Press Ctrl-R.)**

RI_SQATTACKHOW

This question is only asked if the answer to RI_SQATTACKWHERE was yes.

FS: Other than any incidents already mentioned, has anyone attacked or threatened you in any of these ways -- *(Exclude telephone threats)* -

-- With any weapon, for instance, a gun or knife -
-- With anything like a baseball bat, frying pan, scissors, or stick -
-- By something thrown, such as a rock or bottle -
-- Include any grabbing, punching, or choking,
-- Any rape, attempted rape, or other type of sexual attack -
-- Any face to face threats - **OR**
-- Any attack or threat or use of force by anyone at all?

Please mention it even if you are not certain it was a crime.

R: No.

(Enter 2, No.)

RI_SQTHEFTATTACK-KNOWNOFF

This question is only asked if the answer to RI_SQATTACKWHERE was yes.

FS: People often don't think of incidents committed by someone they know. Other than any incidents already mentioned, did you have something stolen from you or were you attacked or threatened by-

-- Someone at work or school -
-- A neighbor or friend -
-- A relative or family member -
-- Any other person you have met or known?

Did any incidents of this type happen to you?

R: No

(Enter 2, No.)

RI_ SQSEXUAL

FS: Incidents involving forced or unwanted sexual acts are often difficult to talk about. Other than any incidents already mentioned, have you been forced or coerced to engage in unwanted sexual activity by -

-- Someone you didn't know before -
-- A casual acquaintance -
OR
-- Someone you know well?

Did any incidents of this type happen to you?

R: No

(Enter 2, No.)

RI_SQCALLPOLICECRIME

FS: During the last 6 months, that is between March 28, 2014 and September 28, 2014, other than any incident(s) already mentioned, did you call the police to report something that happened to YOU which you thought was a crime?

R: Yes

(Enter 1, Yes.)

RI_SQCALLPOLICE-SPEC

FS: What happened?

R: The police came to take a report on the damage from car during the break-in. I needed some documentation to take to the insurance company.

Enter the details into the Call police specify box:

L1 called the police to file a report about the car break-in and to get documentation for their insurance company

(press Enter to continue.)

RI_SQCALLPOLICEATTACK-THREAT

FS: Were you attacked or threatened, or was something stolen or an attempt made to steal something that belonged to you or another household member?

R: Yes.

(Enter 1, Yes.)

RI_SQCALLPOLICEATTACK-THREATTIMES

FS: How many times?

R: Just the once.

(Enter 1, Continue)

RI_SQNOCALLPOLICECRIME

FS: During the last 6 months, that is between March 38, 3014 and September 28, 2014, did anything which you thought was a crime happen to YOU, but you did NOT report to the police?

R: Not that I can recall

(Enter 2, No)

THANK_YOU

FS: Thank you for your cooperation. You've been very helpful.

(Enter 1, Continue. During an actual reinterview, you would leave after THANK_YOU, and fill out the last of the reinterview instrument away from the respondent.)

RI_OUTCM

This screen asks if the original outcome was correct.

(Enter 2, No.)

FALSIF2

After listing all discrepancies, this screen asks if you suspect falsification.

Your reinterview indicated the following discrepancies:

1- The reinterview respondent said no one contacted this household regarding this survey.
2- You determined that the original status, 201 – completed interview was not correct.
13- Demographic characteristic(s) was/were incorrectly recorded on roster.
14- The household income and /or tenure was/were incorrectly recorded

◆Falsification is suspected for this case. An 11-163 is required. Please notify your supervisor.

(Enter 1, Continue.)

READYWRAP — **This screen tells you that the case is completed and ready for to be transmitted.**

(Enter 1 to continue.)

WRAP_UP — **This screen tells you that the case outcome and disposition code..**

(Enter 1 to continue.)

The Case-Level Notes Editor will pop up for one last chance to enter notes. Enter what you want, then enter F10 to close the notes window. This will wrap up the case.

This concludes the scripted practice reinterviews. You can now exit Case Management by pressing the F10 key or clicking on the F10-Exit button on the Case Management toolbar. You may also conduct more practice reinterviews by selecting more cases from the training Case Management or by reinstalling the reinterview cases you have just completed.

If you want to reinstall the reinterview cases in order to practice them a second time, you:

Press F10 to exit Case Management,
Re-enter Training Case Management for NCVS Classroom,
Press F12 to Uninstall, and
Press F5 to Install.

There are 42 cases available for you to practice on in the training reinterview instrument. Please contact your supervisor if you would like to practice on the additional available cases.

Lesson 6. Falsification

What is Falsification?

Falsification is when the interviewer knowingly deviates from current interviewing procedures, and/or improperly classifies units, to avoid interviewing units. This includes

- Making up information and
- Intentionally misclassifying units as Type B or Type C noninterviews.

Failure to Follow Survey Procedures

Failure to follow survey procedures is not the same as data falsification. Examples of failure to follow survey procedures are not asking questions as worded or not using a laptop for personal visits. In some instances, excessive failure to follow survey procedures can lead to data falsification. For example, an interviewer decides not to use a laptop to conduct an interview, but asks questions he or she assumes would come up in the instrument, records them on paper, and keys them in later. While keying, the interviewer gets to a question that was not asked to the respondent. In order to move forward through the survey instrument, the interviewer may enter in answers. Since these answers did not come from the respondent, data falsification has occurred.

Noninterview Misclassification

Noninterview misclassification is a failure to follow survey procedures. If you verify during reinterview that an original case was incorrectly classified as a Type B or C noninterview, then misclassification has occurred. Misclassification occurs when an interviewer incorrectly determines the status of a sample household unit and records it as a noninterview. The sample household unit was either recorded as the wrong type of noninterview or a noninterview when an interview should have been conducted An example of noninterview misclassification is when the interviewer records a unit as vacant when the unit is occupied but the household members are simply not home. If this unit was properly classified, additional contacts could have been made, and may have resulted in a complete interview.

You can determine if a noninterview has been misclassified in two ways:

- your personal observation by visiting the sample unit or

- information from the contact person.

Depending on the type of noninterview, you will see the MISC_B or MISC_C screen.

Screen MISC_B:

Which of the following options describes the misclassification of this original Type B case?

☐ 1. Should have been an Interview or Type A.
☐ 2. Should have been another Type B.
☐ 3. Should have been a Type C.

Screen MISC_C:

Which of the following options describes the misclassification of this original Type C case?

☐ 1. Should have been an Interview or Type A.
☐ 2. Should have been a Type B.
☐ 3. Should have been another Type C.

Misclassification may suggest that the interviewer needs more training in classifying noninterviews. In addition, intentionally misclassifying noninterviews to avoid interviewing is a type of data falsification.

Discrepancies between the Original Interview and Reinterview

During the course of the reinterview, the reinterview instrument checks for certain discrepancies, such as roster errors, noninterview misclassification, etc.

- If the reinterview instrument detects any of these discrepancies, the FALSIF screen displays "Your reinterview indicates the following discrepancies:" and displays 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.

Possible discrepancies include:

- The reinterview respondent said no one contacted the household regarding the NCVS.
- The reinterviewer determined that the original status was incorrect.
- The status of the case was completed by observation in the original interview. The reinterviewer determined that the original status was incorrect.
- The interviewer 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.
- The reinterview respondent indicated that the original status was incorrect.
- The household roster was incorrect.
- The interviewer conducted a telephone interview instead of a personal visit interview, as required.
- This case was conducted by a personal visit and the reinterview respondent said the interviewer did not use a laptop.
- The interviewer entered a bad telephone number for the case.
- Demographic characteristic(s) was/were incorrectly recorded on roster.
- The household income and/or tenure was/were incorrectly recorded.

Reinterviewer Requirements for Suspecting Falsification

The Field Division at Headquarters has decided that reinterviewers who have the following situations are REQUIRED to select 'Yes' on the FALSIF screen in the following situations:

1 **The respondent reports that he or she was not interviewed for the NCVS.**

When a respondent states that there was no contact at all, the original data could be falsified. Cases with this discrepancy should be taken very seriously. Please ensure that you have contacted the correct household and respondent.

2 **The respondent indicates that no laptop was used on a personal visit interview.**

The integrity of the original interview is compromised when a laptop is not used during a personal visit interview, even for original noninterviews. You cannot ensure that all appropriate questions have been asked.

3 **The case was incorrectly classified as a Type B or Type C when eligible respondents occupied the unit.**

Interviewers may intentionally classify sample household units as noninterviews to avoid interviewing and prevent further contact in reinterview.

4 **The FR interviewed at the wrong address.**

Interviewing at a wrong address could be indicative of falsification or a procedural error. Interviewing at an incorrect sample unit is a serious enough error that the case should be investigated and documented through the 11-163 investigation process.

AND

fill out the their part of the 11-163, FR Data Falsification Follow-up Form

Headquarters will follow up with the ROs with reinterview cases that fall into any of these categories.

What to Do When You Suspect Falsification

Do not contact the interviewer **before** speaking to the program supervisor (SSO,SSF or FS). If you suspect that an interviewer falsified information, immediately contact the RO program supervisor.

The RO program supervisor will investigate the case and may complete a form 11-163, Field Representative Data Falsification Follow-up. The RO may require your assistance to investigate the case.

Giving Feedback When You Do Not Suspect Falsification

If you do not suspect falsification and your supervisor has no objections to your conferring with the interviewer, meet with the interviewer as soon as possible after you complete the reinterview of his/her cases.

Whenever possible, meet with the interviewer in person. If a personal meeting is not possible, talk with the interviewer by telephone.

For any errors attributable to the interviewer, make sure that you review with the interviewer the correct procedures and clear up any misconceptions. Before ending your discussion with the interviewer, verify that the interviewer understands how to resolve future errors. Vary the nature and extent of your instructions according to the seriousness of the errors.

Most importantly, be sure to compliment the interviewer for all the work that he/she performed correctly.

Now turn to the next page and complete the Review Exercise.

Lesson 6 Review Exercise

1. Falsification is when the interviewer ______________ deviates from current interviewing procedures, and/or ______________ classifies units, to ___________ interviewing units**.**

For each of the questions/statements below, fill the one circle that best applies.

2. You should confront an interviewer immediately if you suspect the interviewer of falsification.

   ○ True ○ False

3. If you do not suspect falsification and your supervisor has no objections to your conferring with the interviewer, meet with the interviewer as soon as possible after you complete the reinterview of his/her cases.

   ○ True ○ False

Now compare your answers to the answer key on the next page.

Answer Key for Lesson 6

1. Falsification is when the interviewer ___knowingly__deviates from current interviewing procedures, and/or __improperly__ classifies units, to __avoid__ interviewing units**.**

2. You should confront an interviewer immediately if you suspect the interviewer of falsification.

   ○ True ⊗ False

3. If you do not suspect falsification and your supervisor has no objections to your conferring with the interviewer, meet with the interviewer as soon as possible after you complete the reinterview of his/her cases.

   ⊗ True ○ False

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Lesson 7. Final Review Exercise

For each of the questions/statements below, fill the one circle that best applies.

1. The NCVS reinterview asks questions not only to detect falsification but also to evaluate the consistency of response to crime victimization questions.

   ○ True ○ False

2. Proxies are allowed for the RE sample person.

   ○ True ○ False

3. You MUST make a falsification assessment in order to have a complete reinterview.

   ○ True ○ False

4. It's necessary that you, as the reinterviewer, select the RE sample person from the roster in order to complete the reinterview.

   ○ True ○ False

5. Falsified data has NO impact on the quality of the survey.

   ○ True ○ False

6. It's useful to check the values of the function keys, because they're the different for the interview and reinterview.

   ○ True ○ False

7. If you believe you must conduct a personal visit reinterview, you must first contact the RO for permission.

   ○ True ○ False

8. It doesn't matter if the age of household members is correctly collected during the NCVS.

   ◯ True ◯ False

9. It is important to collect correct demographic data (age, sex, race, Hispanic origin, marital status) for household members.

   ◯ True ◯ False

10. Below is a list of mistakes that an FR may make during the original interview. Check the appropriate box for the situations that REQUIRE that falsification be suspected, and an investigation be completed via the 11-163.

    ◯ The household roster was incorrect. FR missed adding a household member to the roster.

    ◯ Respondent reports that he or she was not interviewed for the NCVS

    ◯ FR entered incorrect martial status for a household member.

    ◯ The reinterview respondent indicated that the original status was incorrect.

    ◯ Respondent indicates that no laptop was used for an original interview conducted by personal visit.

    ◯ The case was incorrectly classified as a Type B or Type C when eligible respondents occupied the unit.

    ◯ The household income and/or tenure was/were incorrectly recorded

    ◯ FR interviewed at the wrong address.

Now send your completed Final Review Exercise to your survey supervisor.

Answer Key to Lesson 7

1. The NCVS reinterview asks questions not only to detect falsification but also to evaluate the consistency of response to crime victimization questions.

   ⊗ True ○ False

2. Proxies are allowed for the RE sample person.

   ○ True ⊗ False

   (Proxies are allowed in the original instrument. The reinterview instrument asks to speak to whoever answered for the RE sample person in the original interview. It will NOT allow a proxy for THAT person.)

3. You MUST make a falsification assessment in order to have a complete reinterview.

   ⊗ True ○ False

4. It's necessary that you, as the reinterviewer, select the RE sample person from the roster in order to complete the reinterview.

   ○ True ⊗ False

5. Falsified data has NO impact on the quality of the survey.

   ○ True ⊗ False

6. It's useful to check the values of the function keys, because they're the different for the interview and reinterview.

   ⊗ True ○ False

7. If you believe you must conduct a personal visit reinterview, you must first contact the RO for permission.

   ⊗ True ○ False

8. It doesn't matter if the age of household members is correctly collected during the NCVS.

○ True ⊗ False

9. It is important to collect correct demographic data (age, sex, race, Hispanic origin, marital status) for household members.

⊗ True ○ False

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○ The household roster was incorrect. FR missed adding a household member to the roster.

⊗ Respondent reports that he or she was not interviewed for the NCVS

○ FR entered incorrect martial status for a household member.

○ The reinterview respondent indicated that the original status was incorrect.

⊗ Respondent indicates that no laptop was used for an original interview conducted by personal visit.

⊗ The case was incorrectly classified as a Type B or Type C when eligible respondents occupied the unit.

○ The household income and/or tenure was/were incorrectly recorded

⊗ FR interviewed at the wrong address.

Notes

Notes

NCVS-550

(10/2014)

National Crime

Victimization Survey

CAPI Interviewing Manual

for

Field Representatives

United States Census Bureau

Table of Contents
PART A
The National Crime Victimization Survey and You

Chapter	Title	Page
1	An Overview of the National Crime Victimization Survey	A1-1
	Topic	
	1 Purpose and Sponsor	A1-2
	2 Historical Overview	A1-5
	3 Sample Design	A1-7
	4 Data Products and Their Uses	A1-9
2	Conducting the National Crime Victimization Survey Interview	A2-1
	Topic	
	1 NCVS Authorization and Introduction	A2-2
	2 Confidentiality	A2-6
	3 Eligible Respondents	A2-9
	4 Maintaining Respondent Rapport	A2-18
	5 Answering Respondents' Questions	A2-22
	6 General Interviewing Techniques	A2-30
	7 Closing the Interview and “Thank You” Letters	A2-44
3	General National Crime Victimization Survey Procedures	A3-1
	Topic	
	1 Basic Survey Procedures	A3-2
	2 Monthly Tasks	A3-6
	3 Daily Tasks	A3-8
	4 Specific Household Procedures	A3-10
4	Your Job Duties and Performance Standards	A4-1
	Topic	
	1 Interviewing	A4-2
	2 Listing	A4-6
	3 Performance Standards	A4-8
	4 Field Evaluations - Observation and Reinterview	A4-12

Chapter	Title	Page
5	Personal Visit vs. Telephone Interviews	A5-1
	Topic	
	1 Identifying the Method of Interview	A5-2
	2 Qualifications for Using the Personal Visit Method	A5-3
	3 Qualifications for Using the Telephone Method	A5-8
	4 Instructions for Conducting Telephone Interviews	A5-10
	5 Telephone Interviewing Skills	A5-17
6	Noninterviews	A6-1
	Topic	
	1 Overview of Noninterview Types and Procedures	A6-2
	2 Type A Noninterview Categories	A6-9
	3 Type B Noninterview Categories	A6-16
	4 Type C Noninterview Categories	A6-21
	5 Type Z Noninterview Persons	A6-25
7	Interviewing Materials	A7-1
	Topic	
	1 Description of Materials	A7-2
	2 Materials Kept from Month to Month	A7-7
	3 Materials Supplied Monthly	A7-8

PART B
The National Crime Victimization Survey CAPI Instrument

Chapter	Title	Page
1	Overview of the NCVS Instrument	B1-1
	Topic	
	1 Introduction	B1-2
	2 Screen Layout	B1-5
	3 Selection of Questions and Screen Content	B1-8
	4 Methods of Making Entries	B1-12
	5 Navigation and Using Function Keys	B1-16
	6 Partial Interviews and Callbacks	B1-20
	7 CAPI Outcome Codes	B1-24
	8 How to Use the Tool Bar	B1-26
2	Front Section of the NCVS Instrument	B2-1
	Topic	
	1 Introduction	B2-2
	2 Screen Layout and Instructions for **START_CP**	B2-3
	3 CAPI Personal Visit Interview for Household Respondent and Individual Respondent(s) (Screen Layout and Instructions for **START_CP** through **INTRO_REC_CP**)	B2-5
	4 CAPI Telephone Interview for Household Respondent and Individual Respondent(s) (Screen Layout and Instructions for **START_CP** through **INTRO_REC_CP**)	B2-19
	5 Selecting a New Household or Individual Respondent during CAPI Personal Visit and Telephone Interviews (Screen Layout and Instructions for **NEWHHR_CP, HELLO_ALT2_CP**, **HELP_OTH_CP**, **ALTERNATE1_CP**, **TOOLATE_CP,** and **NEXTPERSON**)	B2-32
	6 Completing Self Response and Proxy Interviews and Coding Initial Refusals (Screen Layout and Instructions for **INTERVIEWSTATUS** through **INTROFORNEWRESPONDENT**)	B2-39
	7 Verifying Sample Address, Primary Telephone Number and Mailing Address (Screen Layout and Instructions for **GETLETTER_CP** through **NEWMAILGQDESCRIPTION_CP**)	B2-52
	8 Housing Unit Characteristics (Screen Layout and Instructions for **TENURE** through **RESTRICTEDACCESS**)	B2-61
	9 Household Roster Demographic Characteristics (Screen Layout and Instructions for **HHROSTER_FNAME** through **ANY_OTHERCHNG**)	B2-79

Chapter	Title	Page
3	Middle Section of the NCVS Instrument: Introduction And Screening Items	B3-1
	Topic	
	1 Introduction	B3-2
	2 Screening Questions	B3-3
	3 Screener Section Closing Screens	B3-30
	4 Employment	B3-32
	5 Informing the Household Respondent, Household Income, Other Languages, End Screens, and Choosing the Next Respondent to Interview	B3-44
4	Middle Section of the NCVS Instrument: Incident Report Items	B4-1
	Topic	
	1 Screen Layout and Instructions for Items **INCIDENTINTRO** Through **HAPPEN**	B4-2
	2 Screen Layout and Instructions for Items **ONEORMOREOFFENDERS** Through **ANYTHING FURTHER**	B4-125
	3 Screen Layout and Instructions for Items **DOINGATINCIDENTTIME** Through **SUMMARY**	B4-226
5	Middle Section of the NCVS Instrument: Additional Incidents, Unduplication, and Help Screens	B5-1
	Topic	
	1 Screen Layout and Instructions for the Additional Incidents Items	B5-2
	2 Screen Layout and Instructions for the Unduplication Items	B5-7
	3 Help Screens and Abbreviations	B5-11
6	Back Section of the NCVS Instrument	B6-1
	Topic	
	1 Introduction	B6-2
	2 Screen Layout and Instructions	B6-3

PART C
Survey Concepts

Chapter	Title	Page
1	Basic NCVS Concepts	C1-1
	Topic	
	1 Overview of Chapter 1	C1-2
	2 Reference Period	C1-3
	3 Household Membership	C1-5
	4 Reference Person	C1-11
	5 Household and Individual Respondents	C1-14
	6 Proxy Interview	C1-18
	7 Unduplicating/Bounding Interviews	C1-24
	8 Out-of-Scope Incident	C1-28
	9 Overview of NCVS Process	C1-29
	10 Replacement Households	C1-32
2	Screening for Crimes	C2-1
	Topic	
	1 Overview of Chapter 2	C2-2
	2 Crimes Measured by the NCVS	C2-3
	3 Threats	C2-7
	4 Recognizable/Unrecognizable Businesses	C2-9
	5 Ownership of Motor Vehicles	C2-16
	6 Months/Years Living at Address	C2-18
	7 Frequency of Household Moves	C2-21
3	Reporting Crime Incidents	C3-1
	Topic	
	1 Overview of Chapter 3	C3-2
	2 Series of Crimes	C3-3
	3 Right to Legally Enter Home/Lodging	C3-7
	4 Restricted Areas/Areas Open to the Public	C3-10
	5 Illegal Entry (With or Without Force)	C3-12
	6 Presence During an Incident	C3-16
	7 Weapons	C3-22
	8 Rape/Unwanted Sexual Contact	C3-29

Chapter **Title** **Page**

3 Reporting Crime Incidents (Continued)

Topic

9 Theft/Attempted Theft of Cash/Property C3-36
10 Value of Stolen Property/Methods Used to Determine Value..C3-44
11 Property Ownership..C3-47
12 Recovered Money and/or Property....................................C3-51
13 Medical Care C3-55
14 Medical Expenses C3-57
15 Race of Offenders C3-59
16 Other Victimized Household Members C3-62
17 Damage to Property During an Incident..............................C3-65
18 Job/Business at Time of the Incident..................................C3-70
19 Major Activity During Week of the Incident C3-71
20 Incident Occurred at Work Site...C3-74
21 Incidents Involving a Police Officer.....................................C3-76
22 Writing Summary Reports C3-78
23 Type of Industry and Occupation..C3-85
24 Disability...C3-94

Part D
NCVS Case Management and Contact History Instrument

Chapter **Title** **Page**

1 Case Management...D1-1

Topic

1 Getting Into Case Management D1-2
2 Telecommunications...D1-13
3 Address Book D1-17

2 Person Level Contact History Instrument..................................D2-1

Topic

1 Overview of the pCHI D2-2
2 The pCHI and Case Management D2-4
3 The pCHI and Households Without a Roster D2-13
4 The pCHI and Households With a Roster...........................D2-30
5 How to Code the pCHI in Specific Situations D2-48

Chapter 1
An Overview of the National Crime Victimization Survey

Table of Topics

Topic	Page
1 Purpose and Sponsor	A1-2
2 Historical Overview	A1-5
3 Sample Design	A1-7
4 Data Products and Their Uses	A1-9

Topic 1. Purpose and Sponsor

Primary Purpose

The primary purpose of the National Crime Victimization Survey (NCVS) is to get (from respondents who are 12 years of age and older) an accurate and up-to-date measure of the amount and kinds of crime committed during a specific six-month reference period. The NCVS also collects detailed information about specific incidents of criminal victimization that the respondent reports for the six-month reference period.

Secondary Purpose

The NCVS also serves as a vehicle for obtaining supplemental data on crime and the criminal justice system, including:

- Attitudes toward crime and police officers;
- Incidents of identity theft; and
- Crime incidents in our schools.

This supplemental information is collected periodically, along with the standard NCVS data.

Importance of NCVS

The NCVS serves a variety of roles and is the only ongoing national program that can provide information not only on how much crime occurs and who is victimized by that crime, but also tell us about the impact crime has on victims. The NCVS measures crimes both reported and not reported to police. NCVS data are important because:

- Since its inception in 1972, the NCVS has provided much of the information we now know about crime and its impact on victims. The only other ongoing system measuring the extent of crime in the United States is the FBI's Uniform Crime Reporting program, or UCR, which only measures crimes reported to police.
- Survey estimates are important because they are national in scope and based on interviews with a large number of people about their experiences with crime victimization. Because crime is relatively rare, a large sample is necessary to get reliable estimates.

- The survey provides information that can be, and has been, used to support and develop programs to address crime and its impact on victims. For example, the survey's estimates on violence against women and intimate partner violence were key elements in raising awareness of these crimes, which ultimately led to the passage of the Violence Against Women Act of 1994.

- The survey provides a platform for research into the nature of crimes and its causes and consequences. Survey public use data files, stripped of all identifying information, are archived and used by researchers to explore a variety of issues.

Survey Sponsor

The NCVS is sponsored by the Bureau of Justice Statistics (BJS), which is part of the U.S. Department of Justice. At this time, it is the largest ongoing statistical survey sponsored by the BJS.

The BJS 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. Respondents can send questions and comments about the NCVS by E-mail to: **askbjs@ojp.usdoj.gov.**

Respondents can also write or call the following office to obtain the most recent reports from the NCVS data:

National Criminal Justice Reference Service/NCJRS
P.O. Box 6000
Rockville, MD 20849-6000
1-800-851-3420 or for TTY service for the hearing impaired, call this toll free number, 1-877-712-9279.

Respondents can also access the NCJRS and the BJS Internet sites at: **www.ncjrs.org** for the NCJRS and **www.bjs.gov** for the BJS.

To provide timely and reliable statistics on crime and its impact on society, the BJS contracts with the U.S. Bureau of the Census to conduct the NCVS, which is the main source of information for measuring crime and assessing its impact.

NCVS vs. Police Reports

Most estimates on the amount and nature of crime are derived from police reports. However, evidence has proven that a significant number of crimes are never reported to the police. Victims have cited some of the following reasons for failing to inform the police about crimes:

- Victim felt that nothing could be done.
- Victim thought that the crime incident was not important enough to report to the police.
- Victim decided that the incident was too private or personal.
- Victim felt that the police would not want to be bothered with the incident.

Police departments often lack the personnel or technical resources necessary to record and publish the kind of detailed data from crime victims that are required for comprehensive criminal justice planning, evaluation, or analysis. The Census Bureau has both the personnel and the technical resources to conduct and supply reliable and detailed statistics on victims of crimes reported to the police as well as those not reported to police. Your work as an NCVS field representative (FR) will allow us to succeed in providing the BJS with the type of crime victimization data that police reports cannot.

Topic 2. Historical Overview

How the NCVS Began

Between January 1971 and July 1972, the Census Bureau conducted the first nationwide victimization survey as a supplement to the already established Quarterly Household Survey (QHS). During that period, only minor changes were made to the survey questions in an effort to improve data quality.

In July 1972, the National Crime Survey (NCS), as it was called before 1991, became a separate national sample survey as a pioneering effort. The first sponsor of the NCS was the Law Enforcement Assistance Administration (LEAA). This survey began when the LEAA received a mandate set forth by Section 515b of Public Law 93-83 to collect, evaluate, publish, and disseminate information on the progress of law enforcement within the United States.

The NCS was intended to complement the crime information that the FBI reports annually to law enforcement agencies in the *Uniform Crime Reports*. The NCS is designed to provide a detailed picture of crime incidents, regardless of whether or not they were reported to the police. This survey also provides a picture of crime victims and crime trends as seen from the victim's perspective.

In December 1979, the NCS was transferred to the Bureau of Justice Statistics, U.S. Department of Justice. During that same year, the first major attempt was made to improve the quality and utility of the NCS data.

Improving Accuracy and Usefulness

In the mid-1970s, the National Academy of Sciences evaluated the accuracy and usefulness of the NCS. Although the NCS was effective in measuring crime, they did pinpoint certain aspects of the survey that could be improved. During 1979 to 1985, a group of experts in criminology, survey design, and statistics conducted a detailed study and testing of the NCS. Their findings resulted in a survey redesign that would:

- Increase reporting of crime victimization, and
- Provide additional details on individual crime incidents.

The recommended changes were phased in as part of a two-stage process--near-term and long-term. The "near-term" changes were not substantial enough to affect the comparability of the crime rates for previous years, and these changes were implemented in July 1986. On the other hand, the long-term changes have had a substantial impact on the NCS crime rates. These long-term changes were phased in gradually starting in 1989, and were fully implemented by July 1993.

To achieve the redesign objectives, the following improvements were made between 1986 and 1993:

- Better "short cue" screening questions were added to stimulate respondent recall of incidents.

- More thorough descriptions of crime incidents were added as an effort to help all respondents interpret NCS concepts correctly.

- Computer-assisted telephone interviewing (CATI) was introduced to improve data collection for selected sample segments. (However, CATI interviewing was discontinued effective July 2007.)

- Specific questions about rape and sexual assaults were added to improve measures of these crimes.

- Screening questions were reworded and added to get a better measure of domestic violence.

As part of all the redesign changes, BJS decided in late 1991 to rename the NCS to its current name, the ***National Crime Victimization Survey***.

Other Survey Changes

Other changes have been made to the NCVS questions over the years. In the screening section of the instrument, we added “hate crime” questions to determine if a crime incident was a hate crime or a crime of prejudice or bigotry. A series of questions on disability was added to determine if an incident happened because of a respondent’s disability. In July 2006 the NCVS converted to a fully automated CAPI environment.

Topic 3. Sample Design

NCVS Sample Population and Size

Any noninstitutionalized person who is 12 years of age or older and lives in the United States is eligible for the NCVS. Every 6 months, approximately 78,000 housing units and other living quarters, such as college dormitories and religious group dwellings, are designated for sample.

Persons who are not included in the scope of this survey include:

- Crew members of merchant vessels,
- Armed Forces personnel living in military barracks, and;
- Institutionalized persons, such as correctional facility inmates.

Primary Sampling Units

The households to be interviewed for the NCVS are selected by scientific sampling methods from specific sampling areas across the United States. We refer to these sampling areas as Primary Sampling Units (PSUs).

All counties, minor civil divisions (MCDs), and census county divisions (CCDs) are classified and grouped together based on similar characteristics. These characteristics include geographic region, population density, rate of growth, population, principal industry, and type of agriculture.

There are two main types of PSUs -- stratification PSUs and field assignment PSUs.

In most states, stratification PSUs consist of one or more adjoining counties and independent cities. In New England and Hawaii, they could consist of one or more MCDs or CCDs. MCDs and CCDs are portions of a state similar to a county, but smaller in size.

In order for each FR to have a more manageable assignment area, stratification PSUs are divided into smaller field assignment PSUs. In most states, these field assignment PSUs consist of one county.

Sample Unit Selection

Each stratification PSU is made up of two different sampling frames—Unit and Group Quarters (GQ). Sample units from each of these sampling frames are selected for the NCVS. For the Unit and GQ frames, sample addresses are obtained from decennial census files.

Interviewing Pattern

All sample housing units selected for the NCVS are divided into six equal rotation groups. Each rotation group is further divided into six panels. Each month, one panel from each rotation group or one sixth of each rotation group is selected for interviewing. As a result, a different panel is interviewed each month.

For example: In December 2014, we are using Samples J26 and J27 to select cases for NCVS interviewing. From Sample J26, cases will be assigned for interview from Panel 6 of rotation group 2, 3, 4, 5, and 6. From Sample J27, cases will be assigned for interview from Panel 6 of rotation groups 1 and 2, as shown below.

Sample	J26	J27
December 2014	62 63 64 65 66	61 62

In this example, the "16" stands for "Panel 1, Rotation 6," "11" stands for "Panel 1, Rotation 1," etc.

Over a 3-year period, sample housing units from each rotation group are interviewed once every 6 months. Over a 6-month period, a different panel of households gets interviewed each month. Every 6 months, a new rotation group enters the NCVS sample to replace an outgoing rotation group whose 3-year interview cycle is complete.

Most NCVS interviews are conducted during the first 2 weeks of each month. When a household falls in sample for the first time, the initial interview with a sample household or at least with the household respondent is always conducted by personal visit and used primarily to establish a time frame to avoid duplication of crimes during subsequent interviews. Whenever possible, subsequent NCVS interviews are conducted by telephone.

Topic 4. Data Products and Their Uses

Types of NCVS Data Products

All data that we collect for the NCVS are tabulated in the form of statistical summaries. No individuals who participate in this survey can ever be identified from the statistical totals that are released to the public.

Once we provide these statistical summaries to the sponsor, the BJS, a special analysis group analyzes the data and produce several types of publications on an annual basis.

Some of the past publications released from this survey include:

Criminal Victimization in the United States

Changes in Criminal Victimization

Violent Victimization of College Students

The BJS routinely distributes copies of their publications to:

- State and regional planning agencies,
- Colleges and universities,
- Commercial and industrial groups,
- Citizen groups,
- Professional associations,
- Federal, state, city, and local police,
- Courts and correctional agencies, and
- Legislative bodies.

The BJS also makes selected crime victimization data available through the Internet at the following site: **www.bjs.gov/.**

After the survey results have been modified to protect the confidentiality of our respondents, NCVS public use data files are released to the Inter-University Consortium for Political and Social Research (ICPSR) at the University of Michigan. The ICPSR uses a grant awarded by the BJS to release the NCVS data in a format that makes them more accessible to the public, criminal justice practitioners, and researchers.

Who Uses the NCVS Data and Why

Users of the NCVS data cover a wide audience of groups and persons who are all concerned about crime and crime prevention. These users include:

- Researchers at academic, government, private, and nonprofit research institutions;
- Community groups and government agencies;
- Law enforcement agencies; and
- Print and broadcast media.

Researchers use the NCVS data to prepare reports, policy recommendations, scholarly publications, testimony before Congress, and documentation for use in courts.

Researchers also use the NCVS information to investigate:

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

Community groups and government agencies use the data to develop neighborhood watch and victim assistance and compensation programs.

The NCVS produces several facts relevant to projecting costs of victim compensation programs. After reviewing specific NCVS facts, it was revealed that some eligibility restrictions for existing compensation programs are not entirely relevant to the types of people most likely to be victimized. This was determined by examining data on age, employment status, and family income of victims of personal crimes, together with findings about victim/offender relationships in these crimes.

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.

Print and broadcast media regularly cite NCVS findings when reporting on a host of crime-related topics.

Some other reasons why data users want NCVS data:

- 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 <u>known</u> offenses. These studies require knowledge of levels of nonreporting to the police, together with information on kinds of victimization that are disproportionately <u>not reported</u> to the police.

Chapter 2
Conducting the National Crime Victimization Survey Interview

Table of Topics

Topic	Page
1 NCVS Authorization and Introduction	A2-2
2 Confidentiality	A2-6
3 Eligible Respondents	A2-9
4 Maintaining Respondent Rapport	A2-18
5 Answering Respondents' Questions	A2-22
6 General Interviewing Techniques	A2-30
7 Closing the Interview and "Thank You" Letters	A2-44

Topic 1. NCVS Authorization and Introduction

NCVS Authorization

Currently, the BJS is authorized to collect statistics on victimizations through Title 42, United States Code, Section 3732 of the Justice Systems Improvement Act of 1979. Although this law authorizes the BJS to collect victimization information, it does not make respondent participation mandatory.

Title 13 also requires that all information collected from respondents be kept strictly confidential, so that individual respondents or households cannot be identified from the survey results. ***(See Topic 2 of this chapter for more details about confidentiality.)***

Why We Use Introductory Letters

The NCVS uses two different introductory letters to comply with the provisions of the Privacy Act of 1974. This Privacy Act requires that all Federal agencies provide specific facts to anyone from whom they plan to collect personal information. These facts include:

- The legal authority for collecting the information;
- The principal purposes for collecting the information;
- The various uses for the data after it is collected; and
- The mandatory or voluntary nature of the survey and penalties, if any, for not providing information.

One introductory letter, the NCVS-572 (L), is mailed to a household just before it comes into sample for the first enumeration period. The other introductory letter, the NCVS-573 (L), is mailed before each subsequent enumeration period.

In addition to complying with the Privacy Act of 1974, both letters prepare the household for your visit or telephone call and provide the household with your regional office address and telephone number.

How To Use Introductory Letters

Your regional office is responsible for mailing out introductory letters to sample households for the current interview period. Your assignment materials will also include copies of both introductory letters in case you need to hand them out during personal visit interviews.

Since the first interview with a household respondent must be conducted in person, ask the household respondent, at the end of your introduction, whether or not he/she received the NCVS introductory letter. (This is done automatically in the instrument at **GETLETTER_CP**.) If the household respondent states that he/she did not receive it or doesn't recall seeing it, hand the respondent a copy of the NCVS-572 (L). As you hand the letter to the respondent say something similar to: “I would like you to have this letter which introduces this survey and the purpose of my visit.”

Allow the respondent time to read the letter before beginning the interview.

In most cases, when conducting an NCVS interview by telephone, it is not necessary to mention the introductory letter. However, there are a few instances when you would need to ask about the introductory letter or provide the Privacy Act information to households. These exceptions include households that were Type A noninterviews during the first enumeration period, and cases where you discover a replacement household.

You may find the following Privacy Act statement useful, even when the respondent has received our letter and still has questions about the survey's purpose, any penalties for not participating in the survey, or the importance of each sample household's participation:

"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. 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.

This survey is authorized by Title 42, Section 3732, of the United States Code.

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 insure the completeness and accuracy of this much needed information."

Introducing Yourself and the Survey

After making contact with a household, you must introduce yourself. When conducting a personal visit of households that are in sample for the first time, if you are not sure if the person who greets you at the door is at least 18 years of age, mention to the respondent that you need to talk to someone who is at least 18 and knowledgeable about the household and ask whether or not that would be the respondent. When conducting telephone interviews with households previously in sample, ask to speak with the household respondent from the last interview. The NCVS CAPI instrument provides this information for you to read at the appropriate NCVS screens.

For cases entering the sample, or "time-in-sample 1" cases, the first screen that appears is Item **GEN_INTRO_CP**, where you identify yourself, hand the respondent an introductory letter, and select a household respondent. You then proceed through **CAPI_INTRO_B** ("Is respondent ready to complete the interview?"), **GETLETTER_CP** (which introduces the survey further and asks if the household received the introductory letter; see below), and **VERADD_CP** (for address verification; also see below).

For all other cases (second through seventh interviews, which are interviewed by phone), once someone answers the telephone, introduce yourself and who you represent at the **HELLO_1_CP** screen which reads:

"Hello. This is (*your name*) from the U.S. Census Bureau. May I please speak with (*name of last household respondent*)?" After you have determined an eligible household respondent, explain the purpose of your contact and verify that you contacted the correct sample address by reading the text from the **GETLETTER_CP** screen:

"Hello. I'm (*your name*) from the U.S. Census Bureau. I'm calling concerning the National Crime Victimization Survey. The Census Bureau is conducting a survey here and throughout the nation to determine how often people are victims of crime. We contacted your household for this survey several months ago. Did you receive our introductory letter in the mail?"

The instrument then prompts you to verify the household address at **VERADD_CP**:

"I have your address listed as (*read the sample address from the screen*). Is that your exact address?"

Verifying that you have contacted the correct address is very important, particularly when conducting telephone interviews, since some households continue to use the same telephone number after moving to a new address.

(Refer to Part A, Chapter 2, page A2-29 if a respondent says you should not be calling because their household is listed on the national "Do Not Call" registry.)

Topic 2. Confidentiality

How We Define Confidentiality

By law (Titles 13 and 42 of the United States Code), the Census Bureau is required to guarantee that we will not release any information from which respondents can be identified. Only sworn Census Bureau employees are allowed to see names, addresses, and other personal information that we collect.

Confidentiality and Your Job

While working as an FR, avoid mentioning or providing anyone (other than sworn Census Bureau employees) with any survey materials that may link a household or person with a specific survey. Never reveal any information collected during an interview to an unauthorized person or allow unauthorized persons to listen to or overhear an interview.

No One Home

When conducting personal visit interviews, if you find that no one is home at a sample address, be very careful how you inquire about the best time to reach someone there. If you ask a neighbor, apartment manager, or someone else living nearby, **DO NOT** mention the survey name or attempt to describe the survey.

Here's an example of what to say:

"Hello, I am (*your name*) from the U.S. Census Bureau. Here is my identification (*Show ID.*). I need to interview the household at (*sample address*), but no one is at home now. Do you know when I might find someone at home?"

Nonhousehold Member Proxy Respondent

In the few cases where it is acceptable for you to allow a nonhousehold member as a proxy respondent, you cannot give the proxy respondent any information provided by household members in earlier interviews/ enumeration periods. This includes information on household composition, marital status, education, income, and any other responses.

Using an Interpreter

There may be instances when you need the assistance of an interpreter. Perhaps the respondent speaks a language that you don't understand or he/she is unable to speak at all.

Only use an interpreter that the respondent is willing to accept. If the respondent objects to a particular interpreter or you can't locate an interpreter, call your supervisor for help in finding an acceptable interpreter.

Telephone Interviews

When conducting an interview over the telephone, do not permit unauthorized persons, such as your family members or neighbors, to listen to an interview.

Personal Visit Interviews and Interviewing in Private

For the NCVS, interview respondents in private, out of the hearing of others whenever possible. In a survey like the NCVS, which can cover some sensitive topics, if a respondent is interviewed in front of other people, they may not be fully truthful about their victimization experiences. This can happen when interviews are conducted in the presence of others – whether they are household members, family, or friends. In general, you get more accurate, complete information when you interview in private.

You may say something to the respondent like: “Research has shown that we get better data when we interview in private. We would also like to ensure confidentiality for each household member. Is there some place we can talk away from others?”

Try to arrange private interviews, out of hearing distance of any other person, for the NCVS. If household members sit down together for the interview, tell them that you wish to interview separately to ensure the confidentiality of each respondent’s answers, and to ensure that we get the most complete and quality data. ONLY continue to interview with others present if the respondents refuse to be interviewed privately or a private interview is not possible (for example, in a small space such as a studio apartment). Even in front of others, you must still conduct each interview at a conversational pace, and ask each respondent all the screen questions in their entirety.

Reassuring Respondents

Even though all NCVS data are tabulated in the form of statistical summaries, some respondents may still feel uneasy about providing the requested information. Here are some facts that you can give respondents concerned about confidentiality:

- Before any NCVS data are released, all personal information is removed and only summary information or totals are released to data users.

- The Census Bureau takes its confidentiality promise to respondents very seriously. A Census Bureau employee can be fined up to $250,000 and/or imprisoned for up to 5 years if found guilty of an unauthorized disclosure of individual information provided to the Census Bureau.

Topic 3. Eligible Respondents

Types of NCVS Respondents

There are three types of respondents for the NCVS:

- Household respondents,
- Individual respondents, and
- Proxy respondents.

For the NCVS, certain sets of questions within the instrument require different respondents. There are specific questions in the NCVS instrument that relate to the household and are asked only once during each enumeration period. We refer to the respondent for these questions as the **"household respondent."**

All other questions for the NCVS are considered **"self-response"** questions. In other words, each household member who is 12 years of age or older is expected to answer for himself/herself. We refer to these respondents as **"individual respondents."**

As a last resort and only under specific conditions, we will allow another person to answer questions for a household member. We refer to this person as a **"proxy respondent."** In most cases, a proxy respondent will be another household member. Strict rules are in place for when to accept a proxy interview, since a proxy respondent is more likely not to report a crime incident and less likely to know the full details concerning reported incidents.

Interpreters and Signers

"Interpreters" are acceptable for respondents who cannot read or speak English, and **"Signers"** are acceptable for respondents who are deaf. However, interpreters and signers are **not** considered "proxy respondents," because they are not responding for the household member.

Interpreters are translating the NCVS questions into the respondent's language and then translating the respondent's answers into English for you. Signers are using sign language to relay the NCVS questions to the respondent, the respondent uses sign language to answer the questions, and then the signer tells you the respondent's answers. Whenever you have the assistance of an interpreter or a signer, note that fact in any interview notes that you complete for the respondent.

Rules for Household Respondents

Your goal for selecting a household respondent is to find the **most knowledgeable** household member who is at least 18 years of age. By most knowledgeable, we mean the household member who is most likely to give accurate answers to the household questions. Most often the household respondent will be the reference person *(one of the persons who owns or rents the home)*. ***(See Part C, Chapter 1, for more details about reference persons and household respondents.)***

First Person to Interview

You **must** select and interview the household respondent **before** interviewing any other household members, regardless of whether you interview by personal visit or telephone.

For a **first enumeration period** household, ask to speak with one of the persons who owns or rents the home, as soon as you have introduced yourself and verified that you are at the correct address.

For a **second through seventh enumeration period** household, the NCVS CAPI instrument automatically prompts you to ask to speak with the person who was the household respondent during the previous enumeration period, as soon as you have introduced yourself and verified that you have contacted the correct address. If that person is not available, you can ask to speak to the reference person, another household member who owns/rents the home, or a household member who is at least 18 years of age and knowledgeable about the household.

Whenever you want to see the household roster for a sample case, press the “Shift” and “F1” keys simultaneously and the roster screen will appear, showing the names of all household members. You can also access the roster by clicking on the “HH Roster” tab at the top of the pane.

Exceptions to the Age Requirement

There are only two instances when a household respondent can be under 18 years of age.

- When the household's reference person *(one of the person's who owns or rents the home)* **or** the spouse of the reference person is 17 years of age, you can select either person as the household respondent. Because they are MARRIED, either person qualifies as a household respondent, even though one person is 17 years of age.

- When you have a household in which ALL household members are 17 years of age, select the most knowledgeable household member as the household respondent. However, if the household has at least one 17-year-old household member and the remaining members are under 17 years of age, select the 17-year-old household member as the household respondent.

NOTE: If you encounter a household in which ALL household members are **under 17 years of age**, contact your supervisor who will discuss this situation with HQ staff and let you know how to handle the case.

Changing Household Respondents

If it becomes obvious that you are interviewing a household member who is unable to answer the household questions, you must:

- Find a more knowledgeable household respondent, or

- Arrange to return to or call the household back when a more knowledgeable respondent is available.

If you have to change household respondents, click on the "New HHR" tab at the top left of the NCVS interview screen. The screen that appears, Item **NEW_HHR** allows you to select a different household respondent. At **NEW_HHR**, select the line number of the new household respondent; then continue with the interview.

Rules for Individual Respondents

After you are done interviewing the household respondent, then you can interview each of the remaining household members who are 12 years of age and older. We want self-responses from each of these household members. This may require you to make callbacks, so that you can talk directly to each household member. For “first time in sample” cases, you can call back other household members, provided that the household respondent’s interview was conducted in person.

Rules for Proxy Respondents

To be eligible as a proxy respondent, a household member must be:

- At least 18 years of age,
- Knowledgeable about the household member for whom he/she is responding, and
- A completed NCVS interview himself/herself before providing a proxy interview.

The only time a proxy respondent can be under 18 years of age is when the reference person or the spouse of the reference person is under 18 **or** all household members are under 18 years of age.

All proxy interviews are referred to Headquarters and reviewed to determine whether NCVS procedures were followed correctly. If not, some of these cases could be made Type A noninterview households. For this reason, it is very important that you follow proper procedures for proxy interviews.

When to Accept a Proxy Interview

One of the following circumstances must exist before you can accept a proxy interview:

- A parent does not want you to interview his/her 12- or 13-year-old child. In this case, any knowledgeable household member who is at least 18 years of age can be the proxy respondent for the child.
- A household member who is 12 years of age or older is temporarily absent and will not be back to the address

until after the interview closeout date. In this case, make sure that the person is still a household member. Check Page 4 of the Information Card Booklet *(NCVS-554)* if you need help determining household membership. If the absent person is still considered a household member, you can accept a proxy interview.

- If a household member who is at least 12 years of age is considered physically and/or mentally incapacitated, you can accept a proxy interview. To qualify as physically and/or mentally incapacitated, the household member must have health and/or mental illness problems that are continuous throughout the entire interview period and these problems make it impossible for the person to be interviewed.

  The following problems **DO NOT** qualify as health or mental illness problems:

  - × Colds or the flu,
  - × Drunkenness or drugs, or
  - × Emotional problems that might be aggravated due to some NCVS questions, such as those dealing with sexual assaults.

When Not to Accept a Proxy Interview

Under the following circumstances, **DO NOT** accept a proxy interview:

- × You are unable to reach a household member at the sample address, despite repeated attempts throughout the interview period. For example, a high school student who goes to school, works part time, and is involved in several sports activities.
- × In a two-person household, one of the members tells you that she can't take the time to answer your questions. Instead, she wants her husband to answer all the NCVS questions for both of them.
- × A household member refuses to let you interview someone in the household who is over 13 years of age,

such as a 14-year-old son or daughter or a 90-year-old parent.

- A respondent does not understand English and you are unable to find an acceptable interpreter, including another household member.

If you encounter any of these situations, you must classify the individual respondent as a Type Z Noninterview. **Remember that you can never classify a household respondent as a Type Z Noninterview.** If none of the household members qualify as a household respondent, then you must classify the entire household as a Type A noninterview.

Proxy Respondents Who Are Not Household Members

Before you can accept a nonhousehold member as a proxy respondent, **all** of the following conditions must apply:

- All household members cannot be interviewed due to health problems or mental incompetence.
- During the entire reference period, all household members have been unable to leave home unless they were accompanied by a caretaker who is a nonhousehold member.
- Proxy interviews are provided by the nonhousehold member caretaker for ALL eligible household members, including the household respondent's interview.
- The nonhousehold member caretaker must be at least 18 years of age.
- During the entire reference period, the nonhousehold member caretaker had responsibility for the care of each eligible household member.

The only time you are allowed to take a proxy interview for a household respondent is when all of the conditions for a nonhousehold member proxy respondent have been met and the nonhousehold member is the proxy respondent for the household respondent and all remaining eligible household members. Otherwise, one of the eligible household members must serve as the proxy respondent.

When Not to Use a Nonhousehold Member

If any of the household members, who require proxy interviews, have **not** been under the care of the nonhousehold member for more than a few days during the reference period, **do not** accept a proxy interview from the nonhousehold member.

Here are a few examples of when **NOT** to accept a nonhousehold member caretaker as a proxy respondent:

- × A nonhousehold member goes on a 2-week vacation and is not with the household member during those 2 weeks.

- × The household member is in a hospital or a nursing home or visiting with relatives for one or more months. During that time, the nonhousehold member caretaker is not staying with the household member.

If you are not sure whether to accept a nonhousehold member caretaker as a proxy respondent, always check with your supervisor before conducting the proxy interview.

Protecting the Rights of Household Members

Make sure that a nonhousehold member caretaker is an acceptable proxy respondent before conducting a proxy interview. If you allow an unacceptable nonhousehold member to be a proxy respondent, you run the risk of:

- Violating the sample household's right to confidentiality,

- Violating the sample household's right to choose whether or not to participate in the survey, and

- Interviewing a proxy respondent who is not knowledgeable enough to provide complete and accurate information.

When accepting a nonhousehold member caretaker as a proxy respondent, remember not to provide him/her with any information that the household member(s) provided during previous interviews. This includes information on household composition, marital status, education, income, and so on, as well as any other information previously given by household member(s).

Procedures for Conducting Proxy Interviews

There are specific items in the NCVS instrument that are reworded automatically when conducting a proxy interview.

The instrument items that are reworded for proxy interviews are as follows:

WHOOWNEDSTOLENPROPERTY- The answer categories show the name of the person for whom the proxy interview is being taken, NOT the proxy respondent.

SEEOFFENDER through POLICE INFORMED - As appropriate, the word “you” is replaced with either the name of the person for whom the proxy interview is being taken or the applicable pronoun for the proxy person.

POLICEFINDOUT through ANYTHINGFURTHER - For these questions, we want the proxy respondent to answer for himself/herself, not for the person for whom the proxy interview is being taken. The NCVS instrument automatically words these questions so that they make sense when you ask them of a proxy respondent.

DOINGATINCIDENTTIME through WHICHDISABILITYTARGET - As appropriate, the word “you” is replaced with either the name of the person for whom the proxy interview is being taken or the applicable pronoun for the proxy person.

Only accept a proxy interview as a last resort. Also, only accept a proxy respondent who is able to answer questions about the household member accurately and completely.

Rules for Interpreters and Signers

Before using an interpreter or a signer, make sure that the person is acceptable to the respondent. The interpreter or signer can be a family member, a neighbor of the respondent, an official interpreter or signer, or even you, if you speak the person's language or can sign well enough.

If you have difficulty finding a suitable interpreter or signer, contact your supervisor. NEVER accept a proxy respondent when you cannot locate a suitable interpreter. However, you can use a proxy respondent for a deaf respondent, when a suitable signer is not available.

If you complete a crime report for a respondent who required the assistance of an interpreter or signer, note in the case level notes that an interpreter or signer was used.

Whenever you use an interpreter who is not a household member, complete a Form 1415, Contract for Interpreter Services. Details for completing this form are contained in the ***Administrative Handbook***, Form 11-55.

Topic 4. Maintaining Respondent Rapport

Starting Off on the Right Foot

As soon as the respondent answers the door or the telephone, start building a harmonious relationship with him/her. Maintaining this rapport throughout the interview will ensure that you collect full and valid information.

As you introduce yourself and the survey, create a comfortable atmosphere by showing sincere understanding and interest in the respondent. If the respondent feels comfortable, he/she will be more willing to provide honest and full responses.

Keys to a Successful Introduction

The following key points will help you deliver a successful introduction:

- For personal visit interviews, always have the NCVS introductory letter handy to give any respondent who did not receive it in the mail.
- Be enthusiastic and friendly. Remember that a smile helps you open many doors.
- Be prepared for any type of responses or questions from respondents. By knowing the survey, you will be able to handle any questions.

Creating a Good Impression

Knowing the NCVS well is a major key to creating a good impression with respondents. Pay attention and play an active role during your training sessions and make sure that you complete all self-studies. Also, make sure to read this manual, NCVS-550 (CAPI), and refer to it whenever you have questions about the NCVS procedures.

Before you start interviewing for the NCVS, make sure that you understand:

- The purpose of the survey;
- How the survey results are used;
- The types of questions asked in the interview; and

- How to answer respondent questions.

Being Professional, Friendly, and Sincere

One of your greatest assets in creating a good impression is to conduct interviews in a professional, friendly, and sincere manner. Always keep in mind that you are a representative of the United States Government. This role requires you to take a professional approach towards your work.

Interviewing in a professional manner does not mean that you cannot smile or be friendly. However, showing too much friendliness or concern about a respondent's personal matters can cause a respondent to hold back information or provide biased information.

Listening carefully and showing a sincere interest in what each respondent tells you will make your interviewing easier and more enjoyable.

Staying Neutral and Objective

During an interview, it is important to develop an objective, non-threatening, non-judgmental atmosphere. Don't let the respondent see any signs of approval or disapproval after he/she gives you information.

Be careful not to give your personal opinion either by your words, facial expressions, or the tone of your voice. Since some of your respondents will be victims of crime and will be telling you personal or sensitive information about the crime incident, you must be careful not to show any surprise, disapproval, or sympathy. Any of these expressions could cause the respondent to give untrue answers or withhold information.

Staying neutral and creating an objective atmosphere during an interview is not easy. It comes with experience. Practice using neutral expressions and gestures, such as "Uh-huh," "I've got that," "Yes, I see," or simply a nod of your head. These signs will tell the respondent that you are listening, without leading, influencing, or biasing the information that you receive during an interview.

Here are some reasons for not showing your reactions to what a respondent says:

- Your actions, as well as your words, can help or hinder an interview.
- If you frown or shake your head, the respondent will sense your disapproval just as clearly as if you put it into words.
- If a respondent thinks that you favor one answer more than another, this could influence how the person answers the question.

Believing in Yourself and the NCVS

Before you make contact with a respondent, believe that:

- You "have what it takes" to get a good NCVS interview.
- The data you collect for the NCVS is important.
- Each respondent is going to participate in the NCVS.

Guidelines for Gaining Cooperation From Respondents

Be Positive - Approach each household expecting to obtain an interview.

Introduce Yourself Properly - Always deliver your introduction and be sure to include the following:

- Your full name, first and last
- Who you are representing (the U.S. Census Bureau,)
- Show your identification card when conducting personal visit interviews,
- Explain the nature of the survey, and
- Ask whether the household received our introductory letter.

How Long Will This Take? - When respondents ask how long the interview will take, give them an honest answer as to its length. The NCVS interview takes, on average, about 25 minutes to complete for each household member, but this can vary depending on the person's experiences during the reference period. If the respondent is reluctant, offer to start the interview and, if he/she does not have time to finish, you can return later or call back to complete the interview.

Know Your Survey - The better you know the survey on which you are working, the more successful you will be. Know the purposes of the survey and be prepared to answer any questions about its importance. This will be your best defense against respondent objections.

Appearance - When conducting personal visit interviews, dress in a professional manner. The initial impression you make can be the deciding point between whether or not the respondent participates. Dress for the neighborhood in which you are working. Do **not** overdress. A businesslike appearance is essential.

Use Survey Aids - For personal interviews, be ready to show respondents the appropriate survey "fact sheet," brochures, or local newspaper/magazine articles that make use of the NCVS facts. This will help the respondent understand the importance of his/her participation.

Be Flexible - Be available to complete the interview at the respondent's convenience. Offer to contact the respondent at a different time if the respondent cannot do the interview when you contact him/her. Leave your name and telephone number when you find that no one is home. Be persistent, but do not be pushy.

It's Voluntary - A few respondents may choose not to participate because the survey is voluntary and there are no penalties for not participating. If this happens, explain that the overall quality of our data could be affected when sample persons refuse to participate. Persuade the respondent into letting you start the interview, and explain that they may choose not to answer any questions they find objectionable.

Leave the Door Open - Always maintain a pleasant and businesslike manner, no matter how hostile the respondent may be. This will facilitate any future contacts.

Topic 5. Answering Respondents' Questions

Importance of Answering Respondent Questions

Keep a good, positive attitude about the NCVS, and be prepared to answer almost any type of respondent question with conviction and accuracy. The Census Bureau prides itself on having a qualified staff of FRs who consistently receive high marks for gaining respondent cooperation. This is impressive, considering that in recent years the general public has become frustrated with all forms of government. We attribute this success to the good attitude and preparedness of our FRs.

Even though we provide sample households with basic information about the NCVS in the introductory letter, some respondents may still have questions to ask either before the start of the interview or at different points during the interview.

Types of Respondent Questions

The questions that respondents may ask can be divided into two main categories:

- Item specific questions and
- General survey questions.

Item Specific Questions

A respondent may ask you:

- Why a particular question is needed,
- What a particular word or phrase from a question means, or
- Who needs the information.

This manual has the information you need to answer any such questions that respondents may ask. We do not expect you to memorize all of the information provided in this manual, but you do need to know where to look within the manual for specific types of information. Refer to Part B, The National Crime Victimization Survey Instrument, to help you answer respondents' questions about why we ask certain questions and who uses the information from specific questions. Use

Part C, NCVS Survey Concepts, when you need to find the meanings of specific words or phrases as used in the NCVS questions.

General Survey Questions

Most of the time, respondents will ask general survey questions at the very start of the interview. Although we can not predict every question that a respondent may ask, we have compiled a list of commonly asked general survey questions with some suggested responses to help you.

A condensed list of some of the most commonly asked questions are shown:

- On the back side of both NCVS introductory letters,

  AND

- In the front of your Information Card Booklet, NCVS-554.

FAQ (General Help) Screen

Some respondents may want to know more about the survey before they will let you interview them. The NCVS instrument provides answers to nine commonly asked questions together with suggested answers. The answers provided for these typical questions and comments can be useful to you whenever a respondent starts asking questions. To view the FAQ/general help screen, press the "Shift" and "F2" keys simultaneously, or click on the “FAQs” tab at the top of the information pane.

After accessing the FAQs screen, you will see a menu with ten selections. Entering the appropriate menu selection will route you to one of the following reference screens.

(Read words in all capital letters only to yourself, NOT to respondents):

Confirm call/survey (800) Number

To verify that I am calling from the Census Bureau, you may call our toll free number:

For Atlanta, dial 1-800-424-6974
For Chicago, dial 1-800-865-6384
For Denver, dial 1-800-852-6159
For Los Angeles, dial 1-800-992-3530

For New York, dial 1-800-991-2520
For Philadelphia, dial 1-800-262-4236

When you call, please provide your name and the following identification number: *(case ID number)*

READ IF NECESSARY:
To verify that the toll free number is legitimate, you may call Directory Assistance on: 1-800-555-1212.

You are wasting taxpayers' money by conducting this useless survey.

The survey tells us about the amount and nature of crime as well as crime trends and crimes not reported to the police. It can help save taxpayer money when new programs are developed by focusing on the people who are most likely to be victims of crime and making crime prevention and control programs more effective.

Why don't you call the police if you want to know about crime?

Less than half of all crimes are reported to police. The survey is the only way we have to find out about these crimes. We also get the details about the characteristics of the crimes and the effects of the crime on the victim. The survey provides much more detailed information than we get from the police on both reported and unreported crime.

Who uses this information? What good is it?

The survey is widely used by policy makers at all levels of government, crime prevention groups, people who help crime victims, researchers in many fields, the media, as well as others. It has sometimes been used by the Supreme Court in making decisions. The survey informs our users in a neutral, unbiased way to help them make public policy.

Why do I have to answer all these questions when I already told you no crimes were committed against us in the past six months?

We have studied asking fewer questions, but have found that people sometimes don't think of a crime until a specific question reminds them about it. We need to ask all respondents the same questions to guarantee the quality of the data.

I don't have any crimes to report. Why don't you interview my neighbor? I know he'd have some crimes to report.

Your participation is important whether or not you report a crime. We cannot accurately find out the percentage of people who experience crime, unless we get information from both victims and non-victims.

I answer all your questions, but crimes still occur. This survey doesn't seem to be working.

It may not be possible to eliminate all crime, although we want to reduce it as much as possible. The survey is also used to develop and improve programs for assisting those who have become crime victims.

I've already answered these questions once. How many times will I be contacted?

You will probably be contacted a total of seven times over three years. We hope that you will not become a victim of crime during that time, but we need to keep asking the questions to find people who do become victims. Research has shown that by contacting the same households a number of times we get the most accurate information.

I answer these questions, but never see any results. How can I get information regarding BJS/NCVS?

You can find detailed results from the survey at the BJS website at:

http://bjs.ojp.usdoj.gov

Many newspapers and television stations write about the survey results when reports come out so you may see something there too.

NCVS At a Glance

In addition to being listed above, a shorter list of general survey questions and suggested answers is shown on your NCVS Job Aid, NCVS At a Glance (NCVS-550.1). This six-page paper job aid can also help you answer questions from respondents. The first three pages provide information about the survey's purpose, its sponsor, data users and uses, length of interview, and participation requirements, along with answers to frequently asked questions. The last three pages contain reference information to help you with NCVS key concepts and definitions.

Information on the first three pages is worded so that you can read the information directly to a respondent as needed. The last three pages are written for you to read to yourself as needed.

General Survey Questions and Answers

What is this survey all about?

The National Crime Victimization Survey is conducted monthly to collect information on the kinds and amount of crime in the United States.

From a sample of households throughout the United States, we interview all household members who are at least 12 years of age.

What information do you get from this survey?

This survey collects information on the types and amount of crimes committed, the characteristics of victims, and the characteristics of offenders who have committed violent crimes. The following types of information are also collected for reported crimes:

- When and where crimes occur,
- Economic loss to the victim,
- Extent of injuries suffered by the victim,
- Whether the victim knew the offender or whether they were strangers,
- Whether the offender used a weapon, and
- Whether the police were notified.

Why can't you get this information from police records?

Based on information received in previous survey years, we have found that over half of all crimes go unreported to the police. Since this survey includes crimes that are both reported and unreported, data users can get a more complete picture of crime in the United States from this survey.

What kind of results are released from this survey?

Our sponsor, the Bureau of Justice Statistics, releases results periodically from the National Crime Victimization Survey, together with reports on specific topics. They only publish statistical summaries for the Nation as a whole and never release any information about you as an individual.

Do you have any statistics from this survey that I can see?

For personal visit interviews--
Yes. You can have this Fact Sheet which contains statistical graphs, charts, and figures from the National Crime Victimization Survey. *(Hand the respondent a copy of Form NCVS-110.)*

For telephone interviews--
Yes. I can mail you a copy of a recent Fact Sheet showing statistical graphs, charts, and figures from the National Crime Victimization Survey. *(Mail respondent a copy of Form NCVS-110.)*

Why was I selected for this survey?

Actually, we selected your address, not you personally. Using statistical methods, we selected approximately 78,000 addresses across the country to represent the entire population. If your household should move away while your address is still in the survey, we would interview the new family that moves into the home.

I'm pretty busy. How long will this interview really take?

We expect the interview to take about 25 minutes. Your interview may be somewhat shorter or longer depending on your circumstances. If you have any comments on this survey or any recommendations for reducing its length, I can give you an address to use.

(When asked, here is the address:)

Chief, Victimization and Statistics Branch
Bureau of Justice Statistics
Washington, DC 20531

I thought that your agency just takes a Census every 10 years. What else does your agency do?

In addition to the decennial census conducted every 10 years, the U.S. Census Bureau collects many different kinds of statistics. By law, we are required to conduct a variety of economic censuses on a regular basis, such as the census of business, manufactures, and state and local governments. We also collect monthly data on such activities as labor force participation, retail and wholesale trade, manufacturing activities, and trade statistics, along with yearly data on business, manufacturing, governments, family income, and education.

How many times will I be interviewed?	Over the 3-year period that your household is in sample for this survey, we will ask you to participate once every six months for a total of seven interviews.
Is this survey authorized by law?	Yes. We are conducting this survey under the authority of Title 13 of the 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, of the United States Code authorizes the Bureau of Justice Statistics of the U.S. Department of Justice to collect information using this survey. Title 42, Sections 3789g and 3735 of the United States Code also require us to keep all information about you and your household strictly confidential.
Do I have to participate?	Participation is voluntary and there are no penalties for not answering questions. However, it is very important that we have your cooperation in this survey to ensure the validity and accuracy of the survey results.
Why can't you just mail me a questionnaire?	The survey design and the nature of the questions require a trained person to record the information. This method of interview is the least expensive way to obtain this information.
How can I know for sure that you are who you say you are?	Besides my identification badge, I can give you a telephone number to call so you can verify with my supervisor that I work for the U.S. Census Bureau.
How can this survey help to fight crime?	The results of this survey show a variety of information about crime victims, offenders, types of crimes being committed, and types of places where these crimes occur. All of this information is put to good use by law enforcement agencies, community groups, and government agencies throughout the country to lower the incidence of crime.
Why do you need to interview me when I don't have any crimes to report?	We are interested in getting information from both victims and nonvictims. By examining the differences between victims and nonvictims, we can try to determine why certain individuals become victims, while others do not.

Why waste my tax dollars on a silly survey?

We are always concerned about survey costs; however, the National Crime Victimization Survey is the ONLY source of information on crimes not reported to police. Legislators and planners use this data to make informed decisions on numerous crime-related programs. This data is also used to:

- estimate the cost of victim compensation programs;
- determine the types of programs needed for elderly crime victims; and
- measure the effects that police behavior and the criminal justice system have on crime levels.

Why are you calling me since my phone number is listed on the "Do Not Call" registry?

The "Do Not Call" registry was initiated for the sole purpose of restricting telemarketing calls and does not limit a call made for the sole purpose of conducting a survey. Therefore, telephone calls from the Census Bureau for survey data collection are NOT restricted by this registry.

Topic 6. General Interviewing Techniques

Applying General Interviewing Techniques

In addition to creating a good impression and answering respondent questions, we want all FRs to use the same interviewing techniques. By following uniform techniques, we can ensure that the final survey results are more complete and accurate.

Pacing the Interview

Remember the following key point about pacing the NCVS interview -- **DO NOT RUSH** to complete an interview under any circumstances. Maintain a calm, unhurried manner and ask the questions in an objective and deliberate way. This will not only relax the respondent, but also help to keep the respondent's attention.

When respondents sense that you are rushing through an interview, they may withhold information thinking that it would take too long to explain the crime incident. On the other hand, do not let respondents waste too much time talking about unrelated information. Try to tactfully steer respondents back to the interview without making them feel as if you are hurrying to finish.

An average NCVS interview will take about 25 minutes to complete. However, the actual time required to interview all eligible members of a sample household will vary depending on the household's composition and crime experiences during the reference period.

Always assume that each respondent has time to be interviewed when you contact him/her. If the respondent tries to rush you through the interview or tries to cut you off, arrange to continue the interview at a more convenient time for the respondent. Whenever possible, make every attempt to complete at least the household respondent's interview during your first contact for the interview period. This will make any callbacks for remaining household members easier.

When conducting interviews, speak as clearly and distinctly as possible. Avoid talking too fast or too slow. Talking too fast may give the impression that you think the questions are either unimportant or sensitive in nature. By speaking in a confident voice and at a moderate pace, respondents are more likely to stay relaxed and responsive.

Asking Questions as Worded

When asking NCVS questions, avoid changing the words or omitting parts of questions. Even if the change seems insignificant to you, it could change the way the respondent interprets the question. We want each respondent to interpret the NCVS questions the same way, so the answers that we receive are comparable throughout the entire sample.

For example:

***Item BUSINESS* --**
Does anyone in this household operate a business from this address?

***Item BUSINESS after an FR omits words* --**
Does anyone in this household operate a business?

By rewording this question, you may get a different response than an FR who reads the question as it appears in the instrument. By leaving out "from this address," respondents could misinterpret the true intent of this question.

Words in Black Bold Type

When looking at item questions and answers in the NCVS instrument, any words shown in bold type are meant for you to read to the respondent.

Words in Blue Type

Words shown in blue text are instructions for you and are **NOT** to be read to the respondent.

Words in Grey Type

Words shown in grey type are often repeats of introductory phrases that have already been read in previous questions. Use only if necessary.

Phrases in Parentheses

Some of the questions contain a phrase in parentheses, such as the question in **CONTACTAUTHORITIES**.

***Item CONTACTAUTHORITIES* --**
Have you (or someone in your household) had contact with any other authorities about this incident (such as a prosecutor, court, or juvenile officer?)

When you see a phrase in parentheses, decide whether the text must be read to the respondent if further clarification is needed.

Reading the Entire Question

Most of the questions you ask to screen for crime incidents have at least three subcategories and some have as many as eight subcategories. This type of question may prompt some respondents to give you an answer before you finish reading each subcategory. We prefer that you finish reading each subcategory before the respondent gives an answer. Even if you are interrupted, read each and every subcategory in its entirety.

The following technique may help you get through all the subcategories of a screen question before getting a respondent's answer:

1 After reading each subcategory, **only** pause long enough to let the respondent know that you are about to start reading a new subcategory. If you pause too long, the respondent may feel that you are waiting for an answer.

2 After reading all subcategories for a question, pause long enough to allow the respondent to reply. If the respondent doesn't give you an answer, then read the question, "Did any incidents of this type happen to you?"

3 If you get a "Yes" response, enter precode (1). Then ask the respondent "How many times?" and enter the number of times that the incident occurred. Then ask the respondent, "What happened?" Based on the answer you receive, enter a brief description of each reported crime incident in the space on the screen.

4 If you get a "No" response, enter precode (2). Then continue with the next appropriate screen question.

If this technique doesn't work and a respondent either interrupts you in the middle of reading a subcategory or before you finish reading all the subcategories for a question, follow these steps:

Respondent answers in the <u>middle of reading</u> a subcategory--

1 Stop and thank the respondent, but explain that there is more to the question which he/she needs to hear before giving an answer.

2 Reread the unfinished subcategory again from the beginning.

If the respondent gives you a "No" answer after you finish reading the entire subcategory, tell the respondent that you need to finish reading **all** the subcategories for the question.

If the respondent gives you a "Yes" answer before you have read all subcategories, then follow the next set of instructions.

Respondent answers "Yes" before you have read <u>all</u> subcategories--

1 Enter precode (1) at that screen.

2 When the “number of times” screen appears for a specific screen question, ask the respondent "How many times?" and enter the number of times that the incident occurred. Then ask, "What happened?" Based on the answer you receive, enter a brief description of the crime incident in the space provided on the **“**number of times**”** screen and press the "Enter" key.

3 Next, press the “Up” arrow until you return to the original screen question. After returning to this screen, start by saying, "Other than any incidents already reported..."

and finish reading the remaining subcategories for the screen question.

4 If the respondent mentions any additional crime incidents, press the "Enter" key and you will see the "Number of times" screen again. Correct the "Number of times" entry and add a brief description of the additional incident(s) mentioned.

By using these techniques, there is less chance of missing any crime incidents which occurred during the reference period.

Marking All Answers That Apply

There are several questions in the NCVS instrument that are designed to get multiple answers. Here's an example:

Item OTHWORSE **- How did they make the situation worse?**

This item has six answer categories:

- Led to injury or greater injury to respondent
- Caused greater loss of property or damage to property
- Other people got hurt (worse)
- Offender got away
- Made offender angrier, more aggressive, etc.
- Other - Specify _____

To ensure that we get **all** answers that apply to this question, you must continue asking, "Any other way?" until the respondent answers, "No."

Asking Questions in the Right Order

Always interview the household respondent **first**. Once you have completed the household respondent's interview, interview the remaining household members **one at a time**. In most households, each individual respondent will answer the questions for himself/ herself. Do not attempt to interview more than one household member at the same time.

Once you start to interview a household member, ask the questions as instructed on each questionnaire. A great deal of planning and forethought has gone into designing the

NCVS, so you can get the best results from each interview. Remember:

- Carefully follow all FR instructions in the instrument.
- Ask questions as they are worded without adding or deleting words or phrases.
- Do not skip a question when a respondent has already given you the answer. In most cases, ask the question as worded without adding or deleting words or phrases.

  Verifying a respondent's previously given answer without reading the question is only permissible for items that have an "Ask or Verify" instruction. If you do not see an "Ask or Verify" instruction, always ask the question as worded in the instrument.

  Do not assume that you know the answer without asking or verifying a question.

Listening to the Respondent

As an FR, your listening skills are of utmost importance. Listen carefully to what each respondent has to say and continue listening until the respondent is done giving his/her answer. By improving your listening skills, you can increase your chances for recording complete and accurate information.

Here are some listening "Do's and Don'ts":

Do's:

- ✓ Repeat the question as worded in a clear and distinct voice when the respondent appears to have misunderstood the question.
- ✓ Repeat the respondent's answer when it's necessary to check your understanding of what the respondent said. Then pause in hopes that the respondent will expand and clarify his/her answer.
- ✓ When a respondent mentions a crime incident, make sure to fully capture each reported incident, even if the

respondent makes light of the situation or says that it was not "serious."

Some screens have an FR instruction: “Ask or verify:”. If the respondent has already given you the answer to that question, you may verify the answer rather than asking the full question. Using active listening techniques like this one lets the respondent know you are paying attention to what they say and can help you build rapport.

Don'ts:

- ✗ Do not tune out what a respondent says when you start recording an answer. You may need the information to either clarify the answer or change the way you interpret the answer.

- ✗ Do not interrupt respondents before they are finished, even if they hesitate while giving their answer. Be patient and allow respondents sufficient time to recall the facts.

  Also, remember that some respondents may say, "I don't know," when they really mean, "Let me think about it." When you experience this situation, allow the respondent time to finish his/her statement before repeating the question or probing in some other way.

- ✗ Stay neutral and avoid showing shock or disapproval while a respondent is answering questions.

Using Appropriate Gestures

Your gestures, both verbal and non-verbal, need to convey to respondents that you are conscientious, concerned, and courteous. Poor use of gestures can portray a lack of interest, an indifferent attitude, or even disdain.

As you speak, be mindful of the inflection of your voice, its tone, and its volume. Also, be aware of what your eye contact, use of hands and arms, and facial expressions might be saying to a respondent.

Probing When Necessary

Probing is a technique whereby you casually get the respondent to provide an answer that meets the question's objective. Probing is a necessary interviewing technique because some respondents:

- May not hear the question correctly because of poor hearing or background noise;
- May not understand the meaning of a word or phrase used in the question;
- May give you an answer that is too general; or
- May say, "I don't know," because they are trying to:
  - -- Avoid the subject of the question,
  - -- Buy some time before giving an answer, or
  - -- Avoid saying that they did not understand the question.

Understanding the Intent of the NCVS Questions

Before you can decide whether or not to probe, you need to understand the intent of each question. By understanding a question's purpose, you can better decide when to probe and which probing technique to use.

Here is an example of what can happen when you do not understand a question's objective:

Item LOCATION_GENERAL reads:
Did this incident happen...
In your home or lodging?
Near your home or lodging?
At, in, or near a friend's/relative's/neighbor's home?
At a commercial place?
In a parking lot or garage?
etc.

Respondent Answers:
In the parking garage of a shopping mall.

Bad Probe:
Would that be a commercial or noncommercial parking garage?

***Good Probe*:**
Were you charged a fee to park in the garage?

If you do not ask the right probing question, you will not get an accurate answer. By using a bad probe, the FR is either:

- Assuming that the respondent knows what we mean by the terms "commercial or noncommercial" or

- Failing to understand that we want to differentiate between parking lots/garages charging a fee and those allowing free parking.

Probing Techniques

Don't assume that a respondent's answer is always correct. When you get an answer that does not make sense to you, decide which probing technique will work best in the situation.

Choosing the best probing technique will help you to casually persuade the respondent to expand and/or clarify an answer.

Here are some standard probing techniques:

- ***Brief Assenting Comments*** **-** Use a comment like, "Yes, I see," when you want to stimulate the respondent to talk further. This will also show that you are giving attention to the respondent's answer.

  Here's an example:

  ***Item SQNOCALLPOLICECRIME reads*:**
  During the last 6 months, other than any incidents already mentioned, did anything which you thought was a crime happen to YOU, but you did NOT report to the police?

  ***Respondent Answers*:**
  Yes, I saw a prowler.

  ***Brief Assenting Comment*:**
  Yes, I see. Can you tell me more?

- ***An Expectant Pause*** **-** During a personal visit interview, use an expectant pause together with an inquiring look to convey to the respondent that you expect him/her to give you more information.

- ***Repeating the Question*** **-** Repeat the question when the respondent does not understand or misinterprets the question, seems unable to make up his/her mind, or strays from the subject.

  For example:

  Item MULTOFFENDERONLYTIME reads:
  Was this the only time any of these offenders committed a crime against you or your household or made threats against you or your household?

  Respondent Answers:
  No, one of the offenders was arrested 2 years ago for a bank robbery.

  Repeating the Question:
  Was this the only time any of these offenders committed a crime against you or your household or made threats against you or your household?

- ***Repeating the Respondent's Reply*** - Repeat the respondent's reply exactly as the respondent gives it to you, when you need to clarify the answer and prompt the respondent to expand his/her answer. Never interject your own ideas when repeating the respondent's reply.

  For example:

  Item MULTOFFENDERHOWWELL reads:
  How well did you know the offender(s) - by sight only, casual acquaintance or well known?

  Respondent Answers:
  She's just one of the girls on the block.

Repeating Respondent's Answer:
She's just one of the girls on the block? So did you know the offender by sight only, casual acquaintance or well known?

Respondent Answers:
I don't even know her name. I just see her around, so I guess sight only.

- ***Neutral Questions and a Neutral Tone of Voice*** - Use neutral questions when you need to get a fuller, clearer response. Always use a neutral tone of voice so you don't sound demanding and upset the respondent. Here is an example:

  Item PERMISSIONGIVEN reads:
  Had permission to use the (car/motor vehicle) ever been given to the offender(s)?

  Respondent Answers:
  Well, I said maybe he could use it when it wasn't so new.

  Neutral Probe:
  Did the offender have permission to use the car/motor vehicle?

Sometimes a respondent may still misunderstand a question's meaning or give you an unintended response. If this happens, you can read a question's answer categories to the respondent as a "last resort."

If you use this technique, do not bias the respondent's answer by only reading a few of the answer categories. By reading all answer categories for a question, you will help the respondent understand the type of answers the particular question is attempting to get.

Staying Neutral

Be careful not to ask leading questions and not to make the respondent feel insulted. A "leading" question is one that could influence a respondent's answer or unnecessarily prolong the interview.

Do not assume that you know what the answer should be, and then lead the respondent to that answer. Keep your probing questions as neutral as possible, so the respondent can think objectively about the question and give an accurate answer.

General Screening Guidelines

The screening portion of the NCVS interview is very important. This portion of the NCVS instrument is designed to give each respondent every opportunity to remember any crime incidents that occurred during the 6-month reference period. The BJS and the Census Bureau have specific reasons for the wording of each question and the sequencing of each group of questions.

While conducting the screen interview, do not jeopardize the interview by entering “Don’t know” or “Refused” answers without asking the questions in the instrument.

Asking Applicable Questions

During each enumeration period, ask the household respondent and all remaining household members **ALL** applicable screen questions. Since respondents can easily forget many crime incidents, it is essential to ask all applicable questions each time the sample household is assigned for interview. This is the only way we can ensure that we collect complete and accurate information.

Handling Difficult Respondents

Some respondents may not want to go through the screen questions for various reasons, and may say:

- Let's save some time. I can tell you up front that I haven't been a victim of crime since the last time I talked to you.

  OR

- You don't need to read all those examples of stolen items, because nothing was stolen from me or anyone else in this household.

When you need to convince a respondent to complete the entire screen interview, try the following techniques:

- "To guarantee that I don't miss any crime incidents, I'm required to ask each question and allow you time to make sure that you haven't forgotten anything. Some crime incidents are easily forgotten. By asking these screen questions, you may remember something that you've put out of your mind."

- "Even if you haven't been a victim of crime during the last 6 months, we are also interested in any other changes in your life, such as marital status, household income, and job changes. These characteristics also play a part in examining criminal victimizations in the United States. I'm required to ask these questions each time your household is assigned for interview. Otherwise, we can't get a complete and up-to-date picture of both crime victims and nonvictims for comparative purposes."

- ***(Only use this technique when a supplement is attached to the NCVS interview.)***
  "For this interview, our sponsor has added a few new questions for a specific study they are authorized to undertake. The information we collect from these new questions, along with the original questions, is essential to our sponsor and to the completion of this study."

NEVER tell the respondent that you do not remember what you were told during the last interview or that all the information he/she provided during the last interview has gone to Washington.

General Guidelines for Recording Answers

After listening carefully to a respondent's answer, take great care to record the answer **accurately**. By recording accurate answers and incident descriptions, you can help guarantee that the information you collect is understood clearly by editors who may need to process your completed work.

Correcting Answers

If you need to change an answer, you can backspace over the incorrect entry and enter the correct one.

"Refused" or "Don't Know" Entries

Most items in the NCVS instrument will allow you to enter a "Refused" or "Don't know" answer. However, some screens may not display these answer categories as options.

If a respondent flatly refuses to answer a particular question despite your persuasive efforts, enter “Ctrl + R" in the answer space. Make every effort to avoid these entries, because too many "Refused" answers:

- For a household respondent, could cause the sample address to be classified as a noninterview case, and

- For an individual respondent, could cause the household member to be classified as a noninterview person.

If a respondent does not know the answer for a specific question, try to probe for an accurate answer. When probing isn't possible or successful, enter the appropriate precode for “Don’t know,” or enter Ctrl + D in the answer space.

Topic 7. Closing the Interview and "Thank You" Letters

Leaving on Good Terms

Since you or someone else from the Census Bureau may need to contact a sample household again, always leave the household with a good feeling towards you and the Census Bureau. By ending every interview with a friendly and polite "Thank You," you are paving the way for future contacts.

Tell respondents that we appreciate the time that they gave for the interview, and that they may be contacted again for this survey. Be sensitive, concerned, and courteous throughout the interview.

By closing the interview properly, you are nurturing a positive image of our agency, and improving chances for successful followup contacts during reinterview or other surveys.

Using "Thank You" Letters

We have two different "Thank You" letters for your use -- the NCVS-593(L) and the NCVS-594(L). Each letter has a specific purpose, and we do not intend for you to hand or mail a "Thank You" letter after every NCVS interview. Both of these "Thank You" letters are printed in English and Spanish.

These letters not only thank the household for their cooperation, but also relay to them how important this survey is. Depending on the circumstances, you can either hand or mail the appropriate letter to the household. If you mail the "Thank You" letter, make sure that you use the **"mailing address,"** which is shown on the “Case List” screen you see when you first enter Case Management.

Whether or not you give the household a "Thank You" letter, always remember to thank them **yourself** at the end of the interview.

First Through Sixth Enumeration Period

For first through sixth enumeration period households, use the NCVS-593(L) "Thank You" letter whenever you feel that the household shows any signs that they may refuse to be interviewed again. For example, a household member may become annoyed at the length of the interview or at the number of times you have contacted the household. In these situations, a "Thank You" letter does not guarantee cooperation, but it may help to leave a positive impression and make it easier to gain their cooperation for future interviews.

Seventh Enumeration Period

At the end of the seventh enumeration period interview, always make sure to either hand or mail the respondent a NCVS-594(L), "Thank You" letter.

Chapter 3
General National Crime Victimization Survey Procedures

Table of Topics

Topic	Page
1 Basic Survey Procedures	A3-2
2 Monthly Tasks	A3-6
3 Daily Tasks	A3-8
4 Specific Household Procedures	A3-10

Topic 1. Basic Survey Procedures

Length of Time in Sample

Each address selected as a sample unit for the NCVS is usually interviewed seven times. These interviews are conducted once every 6 months over a 3-year period. This allows us to compile a continuous record of the sample household's experiences at a reasonable cost and with the least amount of inconvenience to the household.

Enumeration Periods

We refer to each time a sample household's address is assigned for interview as an "enumeration period." Since we interview or attempt to interview each sample household seven times, there are seven "enumeration periods" for each sample address.

When you access a sample case on your computer, the instrument screen that identifies the case's enumeration period is the **START_CP** screen. The enumeration period is also displayed on the “HH Roster” tab on the upper left hand side of the screen.

Reference Periods

For the NCVS, the reference period covers the 6-month time period prior to the interview date. When conducting interviews, we are interested only in crime incidents that occurred during a household member's specific 6-month reference period.

Even though the NCVS instrument inserts the appropriate reference period start date, you must understand how a household member's reference period is determined.

For the **first enumeration period**, each household member's reference period will start on the first day of the month 6 months prior to the interview date, and end on the day prior to the interview date.

For example: If a household respondent's first enumeration period interview is conducted on **July 3, 2015**, then the current reference period for the household respondent is **January 1, 2015 through July 2, 2015**.

If the remaining household members were interviewed for the first enumeration period on **July 5, 2015,** then the current reference period for each of these household members is **January 1, 2015 through July 4, 2015**.

For a first enumeration period household, all household members have the same reference period start date, but each household member's end date may vary based on the member's current interview date.

After the first enumeration period, reference periods for all **remaining enumeration periods** will start on the date of the household member's last interview and end on the day prior to the member's current interview date. Unlike the first enumeration period, each household member could have a different reference period **start date** for the second through seventh enumeration period based on the member's last interview date.

The following two terms are often used to describe this type of reference period:

- Period-to-period recounting or
- Floating reference period.

By using this type of a reference period, we can compile a continuous record of the household's experiences for the three years that they are in sample.

While interviewing, it is important to keep reminding the respondent of the starting and ending dates for the reference period. If a respondent seems to have difficulty keeping track of the reference period dates, try adding the actual dates after reading "in the last 6 months." This will help the respondent to stay focused on the correct time frame for the interview.

Incidents Outside of Reference Period

Only complete the incident report screens of the NCVS instrument when a reported incident occurred during the reference period for the current interview. The introductory screens of the instrument's incident report section provide questions to make sure that a reported incident did occur during the household member's reference period. If you discover that the incident is outside of the reference period, the instrument progresses to **OSINCNOTNEEDED**, which tells you that the incident is outside the reference period. No further information about that incident is collected.

Incidents Occurring on the Day of the Interview

If a respondent reports an incident that occurred on the same day that you are interviewing him/her, complete the incident report section of the instrument as usual, even though it is outside the reference period. Incidents will be reviewed during post-data collection processing and categorized as either being "in scope" or "out of scope." Incidents collected during the interview will be used for comparison during unduplication in the next enumeration period. Summarize the details of this incident on the **NOTES** screen at the end of the current NCVS interview as a reminder for the next enumeration period interview.

Interview Scheme

All households in the NCVS sample are divided into six groups, which are referred to as "rotation" groups. During the course of a 6-month period, one-sixth of the full sample or a "panel" from each rotation group is assigned for interview each month. This interviewing scheme enables us to spread out the interviewing work fairly evenly throughout the year, so we can maintain a regular staff of FRs with routine monthly NCVS assignments.

For example:

- Sample households in **panel 1** of rotation groups 1 through 6 are assigned for interview in the months of **January and July.** Sample households in **panel 2** of rotation groups 1 through 6 are assigned for interview in the months of **February and August.**

- By the time we get to **panel 6** of rotation groups 1 through 6, which are assigned for interview in the months of **June and December**, we will have assigned for interview all sample households from panels 1 through 6 of rotation groups 1 through 6.

Interview Period

An interview period is the time that you are allowed to complete all of the NCVS interviews assigned to you for an interview month. Typically, your interview period begins on the first day of the month. Complete your assignment as quickly as possible once the interview period begins. Your supervisor will give you the interview closeout date for each interview month. This is the date by which all NCVS cases assigned to you for the month must be completed.

The majority of the NCVS cases in each assignment will require telephone interviews. Always try to complete all of your telephone interviews:

- Before conducting your personal visit interviews; and

- Within the first few days of the interview period.
  This procedure allows you to detect any replacement households or other situations from your telephone interviews that could require personal visit interviews before you plan your personal visit work schedule.

Topic 2. Monthly Tasks

Monthly Instructions

About one week prior to the start of the interview month, your regional office will send you a memorandum with specific instructions for the upcoming interview month. When you receive your monthly memorandum, read the entire memorandum very carefully and contact your supervisor if you have any questions about the information provided.

Preparing to Interview

When you receive the monthly memorandum each month, you also receive:

- Your interviewing assignment for the month (through case management; see Part D of this manual for details),
- Any listing work for the month, and
- Any supplies you may need.

Checking New Assignments

As soon as you receive your monthly package of interview materials, check the items listed on the Transmittal Form 11-35 that accompanies these materials. If anything listed on the transmittal is missing from your package, call your supervisor immediately.

Organizing Your Work Schedule

As you organize your assignment for the interview month, consider the geographic distribution of your cases and the number of new segments in your assignment. Follow these steps:

Step

1. Always conduct your telephone interviews FIRST.
2. Try to conduct your personal visit interviews in segments with first enumeration period households next. This will allow sufficient time should you encounter unexpected problems with these cases. For first enumeration period households, you must conduct the household respondent's interview IN PERSON. However, if the remaining household

members are not available at the time of your visit, it is acceptable to interview these household members by telephone once you have completed the household respondent's interview in person.

NOTE: Regardless of the enumeration period, the household respondent always must be the FIRST household member interviewed and he/she must be at least 18 years of age and knowledgeable about the household. For example, the reference person or one of the other household members who owns or rents the home. ***(See Chapter A-2 for exceptions to the age requirement.)***

3. Conduct any remaining personal visit interviews in a logical sequence so that you keep to a minimum any backtracking or return trips to a segment.

Completing Your Assignment

Always attempt to complete your interviewing assignment as early in the interview month as possible. Transmit your completed work on a flow basis as frequently as possible. Your supervisor will provide you with a final transmittal date or closeout date for each interview month.

Topic 3. Daily Tasks

Planning Your Daily Schedule

Plan your daily schedule so that you get the maximum amount of interviewing work accomplished during your workday. Keep the following points in mind as you plan:

- Geographic location of assigned addresses,
- Any previously made appointments, and
- Interview time preferences *(accessible by using the Control + T function for an individual case)*

Assembling Your Materials

When conducting personal interviews, make sure that you have everything you might need to carry you through your entire interviewing schedule for the day. Take current versions of the following items with you:

- Your laptop and NCVS Function Keys template
- NCVS-550 (CAPI), CAPI Interviewing Manual
- NCVS-554, Field Representative's Information Card Booklet
- Copies of both introductory letters, NCVS-572(L) and NCVS-573(L), and the Fact Sheet brochure, NCVS-110
- Copies of thank-you letters, NCVS-593(L) and NCVS-594(L)

Conducting Telephone Interviews and Callbacks

Since the primary purpose of conducting NCVS interviews by telephone is to reduce travel costs and save money, **AVOID** traveling to assigned segments that require telephone interviews.

Typically, interviews for second through seventh enumeration period households are conducted by telephone. Always check to see when the household prefers to be contacted.

Conducting Personal Visit Interviews

In addition to the first enumeration period households, other sample households may require personal visit interviews because they:

- Do not have a telephone on which they can be contacted,
- Refuse to give their telephone number,
- Tell us that a telephone interview is not acceptable, or
- Are replacement households.

Sending "Thank You" Letters

As needed, mail "Thank You" letters to respondents using the mailing address from the case in the instrument. ***(See Part A, Chapter 2, Topic 7, for more details about sending "Thank You" letters.)***

Transmitting Completed Work

Transmit your completed work on a flow basis, daily when possible.

Topic 4. Specific Household Procedures

Starting With the Household Respondent

Once you have introduced yourself, ask to speak with:

- The previous household respondent, or
- One of the persons who owns or rents the home,
- A household member who is at least 18 years of age and knowledgeable about the household.

Remember to show your identification card for each personal visit interview. When you know that you are speaking to a household member at the sample address, then you can introduce the survey.

For cases being interviewed for the first time, a personal visit with the household respondent is required. (Other individual respondents in the household may be interview by telephone if necessary.) For these cases, the instrument prompts you at the **GEN_INTRO_CP** screen to give the household an introductory letter and continue the interview to verify the address and start building the household roster.

For all other cases, at the **HELLO_1_CP** screen, the instrument prompts you to ask to speak with the household member who was the household respondent for the previous enumeration period. If that household member is not available, you are instructed to identify another eligible household respondent at the **HELLO_ALT2_CP** screen. The **HELLO_ALT2_CP** screen shows only those household members who qualify as possible household respondents.

ALWAYS complete the household respondent's interview before interviewing any remaining eligible household members *(household members who are 12 years of age and older)*. Without a completed interview from an eligible household respondent, the sample household will classify as a Type A noninterview. We prefer that the household respondent be one of the household members who owns or rents the home or his/her spouse. If that is not possible, a household member who is at least 18 years of age and knowledgeable about household matters can qualify as a household respondent.

Once you are speaking to an eligible household respondent, you will introduce the survey, explain the purpose of your telephone call, and verify that you have reached the correct sample address at the **VERADD_CP** screen.

Verifying That You Have Reached the Correct Address

One of the most important purposes of the **VERADD_CP** screen is to verify that you have reached the correct sample address. Before you see the **VERADD_CP** screen, you will already know that you have reached the same household that was interviewed at the sample address during the previous enumeration period (except for those households that are in sample for the first time). However, it is possible that you may have reached a different address if the household moved and kept the same telephone number.

Make sure that you enter the correct precode at **VERADD_CP**, so that you follow the correct path and collect the necessary information for the situation.

VERADD_CP has the following four precodes/answer categories:

(1) SAME address
(2) MOVED (NOT same address)
(3) Haven't moved, but address has changed
(4) Incorrect address previously recorded

Enter **Precode (1)** when the respondent verifies that the household still lives at the address shown on the **VERADD_CP** screen and there are no changes/corrections to the sample address.

Enter **Precode (2)** when the respondent tells you that the household has moved from the sample address and is currently residing at a different address.

Enter **Precode (3)** when the respondent tells you that the household still resides at the sample address shown on the screen, but some part of the address has changed since the last enumeration period. For example, a county may have changed house numbers and/or street names to aid in dispatching emergency medical services. After entering Precode (3), you will see the **NEWADD** screens (**NEWADDHNO_CP, NEWADDSTRNAME_CP,** and so on) where you can correct the address for the sample unit.

Enter **Precode (4)** when the respondent tells you that the household still resides at the sample address shown on the screen, but some part of the address is not appearing correctly on the **VERADD_CP** screen. After making sure that the household has not moved out of the sample address and that the sample address has not changed since the last enumeration period, enter Precode (4) and correct the address for the sample unit at the **NEWADD** screens as discussed in the paragraph above.

Replacement Households

At Item **HHNUM_VR_CP**, the instrument asks, “Is this a replacement household?” A replacement household happens when there are NO members of the original household interviewed during the pervious enumeration period living at this address. If this occurs, answer Precode (1), “Yes.” Item **CK_REPLACE_CP** appears; “A replacement household means that there are no members of the original household living at this address. Are you sure this is a replacement household?” Enter Precode (1), “Yes.” A pop-up then appears: “This is the last screen before the roster and all incoming data is deleted and must be re-entered. You are about to start a new case, and this action cannot be undone without the case being restarted.” Click “Suppress” if you are sure it is a replacement household; otherwise, click “Cancel”. The instrument then continues with **HELP_OTH_CP**. You then enter a roster and household data for the replacement household and interview as usual.

Control Card Information

The next set of instrument screens contains questions that you ask of the household respondent. This information is used to obtain or update information about the household and to ensure that we are aware of any household composition changes.

NOTE that a maximum of **30** household members may be entered in the household roster. If you have a household larger than 30 members, Items **ROS2BIGOVER30** and **ROS2BIGHOWMANY** ask the number of household members over 30, but does not collect any information for them.

Screening for Crime Incidents

Starting with the **TIMEATADDRESS** screen, the next set of screens in the NCVS instrument presents questions for you to ask of the household respondent. This set of questions start by asking about the household respondent's mobility (**TIMEATADDRESS)** and then whether or not anyone in the household operates a business from the sample address **(BUSINESS)**.

Starting with the introduction on the **SQTHEFT** screen, the next set of questions is designed to determine whether the household respondent or the sample household has experienced any crime incidents during the 6-month reference period. The screen questions that you ask the household respondent involve thefts, break-ins, illegal entries, motor vehicle thefts, attacks, attempted attacks, verbal threats of harm, and unwanted sexual acts (sexual assault, rape, and attempted rape). We are interested in both attempted incidents and actual incidents.

If the household respondent answers "Yes" to any of these screen questions, you must:

- Indicate the number of times the incident happened and
- Enter a brief description of what happened during the incident. (100 character limit)

You also ask the household respondent questions pertaining to identity theft to determine if anyone in the sample household discovered that someone used or attempted to use various forms of personal information without permission to commit fraud or other crimes.

After you are done asking all screen questions of the household respondent, you see the **INC_REPORTS** screen which shows you how many incidents were reported by the household respondent. If no incidents were reported by the household respondent, then you see the **NO_CRIMES** screen.

NOTE that a maximum of **30** incidents may be reported in the NCVS instrument.

Reporting Crime Incidents

If the household respondent reported one or more crime incidents, then you proceed through the incident report screens for each reported incident that occurred during the 6-month reference period. The incident report screens start with the **INCIDENTINTRO** screen. These screens are designed to gather detailed information, such as:

1. Where the incident took place.
2. Whether or not the respondent or other household members were present during the incident.
3. How the incident happened.
4. Any injuries that the respondent or other household members may have experienced during the incident.
5. Information about the offender(s).
6. Details about the respondent's employer and job when the incident occurred while the respondent was working or on duty.
7. Whether or not the police were notified and reasons for reporting or not reporting the incident to the police.
8. What the respondent was doing when the incident happened.

Writing a Summary Report

After completing all the incident report screens, you see a **SUMMARY** screen. (Note that the **SUMMARY** screen has a limit of 300 characters.) Use the **SUMMARY** screen to enter a concise and accurate summary of the crime incident, including all pertinent facts *(who, what, where, when, and how)*. More instructions for writing summary reports are included in Parts B and C of this manual.

Adding Additional Incidents

Once you have collected information on the incident report screens for all incidents reported by the household respondent, the **INCIDENTTOADD** screen appears, which is used to ensure that we collect information for all NCVS crimes which took place during the reference period.

This screen allows you to:

- Enter Precode (1) to add another crime incident that the household respondent may have mentioned while answering the incident report questions.

- Enter Precode (2) to indicate that no additional incidents need reporting.

Avoiding Duplicate Reports

Starting with the **INTRO_UNDUP** screen, you see a set of screens to be used to get your assessment about whether each reported incident is unique and is not a duplicate of another incident reported by the respondent or household in the current and previous enumeration periods. **Do not discuss incidents with the respondent.** After checking a crime incident against incidents already reported in the current enumeration period, the NCVS instrument also allows you to check the incident against up to four incidents reported in a previous enumeration period.

Employment Questions

Once you have completed the incident report section of the instrument for all reported crime incidents, ask the questions about the household respondent's primary employment during the week prior to the interview or for at least two consecutive weeks during the last 6 months. If the household respondent did not report any crime incidents, the instrument shows these employment questions following the **NO_CRIMES** screen.

Interviewing Individual Respondents

You must complete the household respondent's interview **before** you can interview any other eligible household members. When you finish interviewing the household respondent, complete any remaining eligible household member's interviews one at a time.

During your initial contact with a sample household, always try to complete as many interviews with individual respondents as possible. Try to keep household callbacks for individual respondents to a minimum.

Your initial contact with a first enumeration period household must be in person. However, after interviewing the household respondent in person, any individual respondents in the household who are unavailable during your initial contact can be interviewed later by telephone.

When interviewing the next eligible respondent, re-introduce yourself using the text on the **INTROFORNEWRESPONDENT** screen. The text on this screen also allows you to explain who you represent, which survey you are conducting, and why you are calling the household.

Unlike the household respondent's interview, the interviews for the remaining household members who are eligible for the NCVS does not include any questions pertaining to general information about the household. Those questions are asked only of the household respondent.

Screening for Crime Incidents

Some of the questions relating to the entire sample household are asked only of the household respondent and will not appear as you ask screen questions of individual respondents in the household. With the exception of the following types of questions, the remaining questions in the screening portion of the instrument will remain the same for individual respondents in the sample household.

<u>Screening questions NOT asked of individual respondents determine</u>--

- Whether the household operates a business from the sample address (**BUSINESS**).
- Whether the household has experienced any break-ins or illegal entries *(either actual or attempted)* (**SQBREAKIN**).

- How many vehicles are owned by the sample household (**SQTOTALVEHICLES**).

- Whether any of the household's vehicles were stolen or someone attempted to steal any of them (**SQMVTHEFT)**.

After you finish asking all screen questions of an individual respondent, either **NO_CRIMES** or **INC_REPORTS** appears, displaying the number of incidents reported by the respondent.

Reporting Crime Incidents

If the individual respondent reported one or more crime incidents, you proceed through the incident report screens for each reported incident that occurred during the 6-month reference period. The incident report items start with **INCIDENTINTRO** and are designed to gather the same information as described earlier in this chapter for the household respondent.

Writing a Summary Report

After completing all the incident report screens, you see a **SUMMARY** screen. Use this screen to enter a concise and accurate summary of the crime incident, including all pertinent facts *(who, what, where, when, and how)*. More instructions for writing summary reports are included in Parts B and C of this manual.

Adding Additional Incidents

Once you have completed the incident report screens for all incidents reported by the individual respondent, **INC_TO_ADD** appears. This screen allows you to:

- Enter Precode (1) to add another crime incident that the individual respondent may have mentioned while answering the incident report questions.

- Enter Precode (2) to indicate that no additional incidents need reporting.

Avoiding Duplicate Reports

Starting with the **INTRO_UNDUP** screen, you will see a set of screens that you will use to make sure each reported incident is unique and is not a duplicate of another incident already reported for the respondent or the sample household in the current and previous enumeration periods. **Do not discuss incidents with the respondent.**

For example, a sample household member may report a household crime that has already been reported by the household respondent in the current interview or the household member may report a crime incident that occurred and was reported in a previous enumeration period. After checking a crime incident against incidents already reported in the current enumeration period, the NCVS instrument also allows you to check the incident against up to four incidents reported in a previous enumeration period.

Employment Questions

Before interviewing any other eligible household members, ask each individual respondent, who is at least 16 years of age, a set of questions related to his/her employment. Once you have completed the incident report section of the instrument for all reported crime incidents, then you ask the questions about the respondent's primary employment during the week prior to the interview or for at least two consecutive weeks during the last 6 months. If the respondent did not report any crime incidents, you see these employment questions following the **NO_CRIMES** screen.

Callback, Thank You, and Notes Screens

In the back portion of the NCVS instrument, you have access to a set of screens that enables you to identify the day and time that is best to re-contact the household and interview members who are currently unavailable but still need to be interviewed.

A variety of "Thank you" screens are also available to satisfy each type of interview situation. The instrument is programmed so that the appropriate "Thank you" screen appears automatically when you are ending an interview with a respondent.

NOTES Screen

Before exiting the case, you always see the **CASE NOTES** screen. This screen is designed so that you can:

- Review "old" notes already entered about the case.

- Enter any notes about the case that you feel would help the next interviewer who contacts the sample household. Press F10 to end your notes and exit.

If the case does not require any notes, press F10 to exit the **CASE NOTES** screen. This indicates that you are done reviewing and/or entering notes.

F7 Notes

You can also enter a note relating to a specific instrument item/screen. We call this the **"F7 Notes"** option. You can add an "F7 Note" to include more details for an answer or to explain an unusual situation relating to a specific instrument item/screen. After pressing the "F7" function key, you can:

- Review any previously entered "F7 Notes." After reviewing previous notes, press the ESC key to exit the “F7 Notes” option.

- Enter a note that relates to the case as a whole.

F7 notes are not carried forward to the next enumeration period.

Refused After Starting Interview

If you are interviewing the household respondent and he/she refuses to continue with the interview and does not want to set up an appointment to be interviewed later, press the "F10" function key, which takes you to **REFCBBREAK_CP**.

REFCBBREAK_CP asks, “Did this interview end because of a refusal, a callback was needed, or a breakoff occurred?” Enter (1) for a refusal, (2) for a callback, or (3) for a breakoff. (2), “Callback,” takes you to the **APPT** item when interviewing the household respondent, which says, “I would like to schedule a date and time to complete the interview. What date and time would be best?” For refusals or breakoffs, you exit the instrument.

Finally, **CASE NOTES** appears. Use this screen to enter any notes about the case. Be as specific as possible, such as “L1 mistrusts all government workers, but L2 may be willing to cooperate as the household respondent.”

Individual Respondent Refusals

When there is more than one eligible respondent, the refusal of one individual respondent does not end NCVS interviews in the sample household. Continue to interview other eligible household members.

Refused at the INTROFORNEW RESPONDENT Screen

The **INTROFORNEWRESPONDENT** screen is where you re-introduce yourself to the new respondent, introduce the survey and state the purpose of your telephone call. If the individual respondent refuses to be interviewed at this screen, back up to **NEXTPERSON**.

At **NEXTPERSON**, either identify the next household member to be interviewed or enter Precode (31), “Respondent refused for someone else” to code the respondent as a refusal.

Refused After Starting Interview

If you are interviewing an individual respondent and he/she refuses to continue and does not want to set up an appointment to be interviewed later, press the "F10" function key. These screens appear to exit the instrument:

- **REFCBREAK_CP**
- **PERSAPPT**
- **VERIFY**

Chapter 4
Your Job Duties and Performance Standards

Table of Topics

Topic	Page
1 Interviewing	A4-2
2 Listing	A4-6
3 Performance Standards	A4-8
4 Field Evaluations - Observation and Reinterview	A4-12

Topic 1. Interviewing

Overview

As a Field Representative for the NCVS, you are assigned work in one or more of the NCVS sample areas or Primary Sampling Units (PSUs). PSUs are often the same as a county or county equivalent. Most of your duties are the same for each interview month.

Interviewing Assignments

Each interview month, you receive the addresses of sample cases where you will conduct interviews. Each sample address is in the NCVS for seven interviews – one interview every six months, over the course of 3½ years.

Personal Visit Interviews

Interview cases in sample for the first time with a personal visit. The personal visit allows you to meet the household members face-to-face, so you can introduce yourself, show your Census ID, and gain their cooperation. At the end of the first interview, you will ask for household phone number(s) and arrange to call the household members for future interviews.

Telephone Interviews

If household members have agreed to telephone interviews, conduct interviews by telephone after the first interview.

Finding Sample Addresses

Most addresses in the sample are city-style with a house number and street name. In some rural areas with few city-style addresses, the sample addresses are a location description. For example, “House on right ½ mile from the intersection of Oak Ln and Rte 27.

Most addresses will have a map spot with longitude and latitude geo-coordinates. Use Census maps and/or navigation devices to help you find sample addresses.

Best Times for Interviewing – Evenings and Weekends

Interviewing at sample addresses is not a regular 9 to 5 job when most people are working. Often, you can find people at home in the evenings and on weekends.

Sometimes you will have to try to contact them at various times of day and on different days of the week.

pCHI and Returning pCHI

pCHI stands for "Person Level Contact History Instrument". pCHI appears when you close a case or partially complete case. pCHI prompts you to record data about your contact attempts and the strategies you are using to contact household members.

Returning pCHI is pCHI contact data collected six months ago by the FR(s) who were interviewing household members at this sample address. This may be useful for contacting household members at this address during the current month.

See Part D, Chapter 2 of this manual for more pCHI details.

FR Memos, Self-Studies, CBTs, and Refresher Training

Monthly FR Memos contain an FR calendar, current and upcoming FR activity information, a review of procedures for recent problems, and routine survey activity reminders.

Self-Studies and CBTs (computer-based-training) are used for training on Supplements – additional questions asked for a variety of topics. For example – the School Crime Supplement (SCS), the Identity Theft Supplement (ITS), and the Police and Public Contact Supplement (PPCS).

Refresher Training is used for training experienced NCVS FRs on procedural changes, new survey questions, etc.

These memos, self-studies, CBTs and Refresher Training can to help you do a better and more efficient job.

Getting a Good Start, Identifying Challenging Cases Early

Arrange your work schedule so you can complete most of your cases early in the interview period. If you delay interviewing until later in the interview period, you run the risk of not completing your assignment by the closeout date.

Most sample households require more than one contact to complete interviews for all eligible household members.

Also, identify challenging cases early in the interview period will provide you more time to complete before closeout.

Planning Your Travel Route

Plan an efficient travel route to move from one sample address to another using the least amount of time and mileage. Use your navigation device, if necessary.

Introducing Yourself – The Respondents' First Impression

The NCVS survey is voluntary. Your job is to convince household members to participate by answering the NCVS questions. Make a good first impression with them.

Memorize your introduction. This will help you to introduce yourself in a confident, business-like, polite and friendly way.

"Good evening, I'm (state your name) from the U.S Census Bureau. Here is my Census ID (show Census ID)."

Always conduct your interviews with discretion and courtesy; both are important in gaining a respondent's confidence and continued cooperation.

Keeping Callbacks to a Minimum

Plan your personal visits during the most productive hours of the day and days of the week, so you can find household members at home. Evening hours and weekends are usually the most productive interviewing times in areas where many household members work outside the home.

To minimize the number of trips to sample addresses, make personal visit callbacks in areas where you still have some initial visits, to save a trip. Also, if no one is at home, find out the best time to contact the household from a neighbor, apartment manager, etc., before you leave the sample area.

DO NOT mention the survey name to neighbors or other non-household members.

Conducting Efficient Interviews

Some pointers for conducting efficient interviews:

- Know what is in the NCVS instrument.
- Understand how to enter answers in the NCVS instrument.
- Know possible answer categories for NCVS questions.

- Answer respondents' questions clearly and concisely. To help, review the introductory letters, the job aid, **NCVS At a Glance** *(NCVS-500.1)*, the **NCVS Fact Sheet** *(NCVS-110)*, and this manual *(NCVS-550)*.

Understanding NCVS Concepts

Throughout the screening and incident reporting sections of the NCVS instrument, there are several concepts you need to understand before you can excel at interviewing for the NCVS. ***(See Part C of this manual for detailed information about NCVS concepts.)***

Entering Accurate Information

Throughout the NCVS instrument, enter precodes or typed descriptions at each screen to indicate answers or to proceed to the next screen. Make accurate entries so you can follow the correct paths through the NCVS instrument.

Keeping Accurate Records

Accurate administrative records are important for both you and your supervisor. Each workday record:

- The time you spent on NCVS work,
- The miles you traveled for NCVS interviewing.

Meeting Expected Standards

Strive for the highest possible degree of accuracy and efficiency. To help you meet and maintain this goal, the Census Bureau has developed performance standards by which your supervisor can rate your performance. ***(See Topic 2 of this chapter for more details about performance standards.)***

11-922, Field Representatives' Guide to Locating Sample Addresses

Form 11-922, Field Representatives' Guide to Locating Sample Addresses (in electronic format, located on your laptop) is used by Field Representatives for guidelines in locating sample addresses, and explanations of listing and coverage terminology.

11-8, Listing and Coverage Manual

Form 11-8, Listing and Coverage: A Survival Guide for the Field Representative, Volume 2 (in electronic format, located on your laptop) is used by Field Representatives for guidelines in Demographic Area Address Listing (DAAL).

11-55, Administrative Handbook

For more general information about your job, refer to Form 11-55, Chapter 1 of the ***Administrative Handbook for Intermittent and Part-Time Schedule A Employees***.

Topic 2. Listing

Overview

As a Field Representative for the NCVS, you will be assigned to work in one of the NCVS sample areas or Primary Sampling Units (PSUs). You will spend the most time interviewing. On occasion, you may do some Time of Interview (TOI) listing.

Listing Assignments

During your first month on the job, you do not do any TOI listing. You begin learning the listing and coverage procedures during your second month on the job.

- Unit – from the 2000 Census Master Address File
- GQ – Group Quarters in Unit frame blocks or GQs found while listing Area segments.

Most NCVS cases are in unit segments.

Form 11-8, Volume II, Listing and Coverage: A Survival Guide for the Field Representative, contains details for listing in each of these sample frames.

Listing Unit Segments
Form 11-8, Volume II, Listing and Coverage: A Survival Guide for the Field Representative

For Single Unit Addresses: No listing is necessary and you do not receive listing sheets for these addresses.

For Multi-Unit Addresses: For multi-unit addresses, locate the unit designation for the current NCVS sample and conduct the interview.

Consult Form 11-8, Volume II for details on listing procedures.

Listing GQ Segments

Form 11-8, Volume II, Listing and Coverage: A Survival Guide for the Field Representative, Chapter 3

A Group Quarters is a type of living quarters where the residents share common facilities or receive authorized care or custody. There are three types of GQs – Institutional, Noninstitutional, and military barracks. Only **noninstitutional** GQ units are eligible for interview. By definition, a GQ is not a housing unit.

A **GQ segment** is made up of one or more GQs that were identified in the 2000 census blocks originally screened for unit segments.

DAAL Listers use the GAIL (Group Quarters Automated Instrument for Listing) to list GQs with their monthly assignments.

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Topic 3. Performance Standards

Overview

The success of the NCVS is dependent on accurate and complete information. We count on you, our Field Representatives, to help us succeed in this effort.

We depend on you to complete NCVS accurately and efficiently so NCVS can stay on schedule and within budget.

Performance Ratings

Strive for a high level of quality and productivity with NCVS work. New Field Representatives are not expected to begin with an "outstanding" performance rating. You are expected to improve as you gain more NCVS experience.

To help you meet and maintain high performance standards, we have established measures for various elements of your job. Your supervisor will evaluate your performance on a continuing basis and keeps monthly records on your level of performance. In addition, your supervisor will rate your performance with a rating of Level 1 through 5 Level (1 is lowest, 5 is highest), twice a year.

Production Standards

Completing your assignment within the specified interview period is not only important from a cost standpoint, but is also essential for meeting processing deadlines. With the exception of holidays, always begin your assignment on the first working day of the month.

Try to complete all interviews assigned for an interview month as quickly as possible. Keep in mind that a case you are working on is “partial” interview until you have interviewed all eligible household members. For “Partial” households (where some eligible “Type Z” persons have not been interviewed), if it is:

- Still possible to interview the Type Z persons, hold the partial case until you get the missing interviews.

- Not possible to interview the Type Z persons, send the case in as a partial interview.

Schedule your work so that your assignment is completed **before** the closeout date for the interview month.

Quality Interviews

The quality of your work is just as important as your productivity. Incomplete or inaccurate work is not okay.

This manual provides procedures for conducting NCVS interviews efficiently and accurately. If you have special situations or problems that are not covered in this manual, contact your supervisor.

Response Rates

The Response Rate calculation is:

(Interviews + Partials) / (Interviews + Partials + Type As)

Type B and Type C cases are not in the Response Rate.

Your monthly response rate is one of the Data Quality Indicators that is in your performance plans.

Maintaining a high response rate helps to ensure that the NCVS sample data represents the entire U.S. population.

Type A Rates

The Type A Response rate calculation is:

(Type As) / (Interviews + Partials + Type As)

Type B and Type C cases are not in the Type A Rate.

When you cannot interview ANY household members *(including the household respondent)* for a sample case, code the case as a Type A noninterview. Type A noninterview reasons include:

- No one home,
- Temporarily absent through the entire interview period,
- Refused

Keep Type A noninterviews to a minimum.

Type Z Rates

Type Zs are eligible household members (age 12 and older) who did not complete the screener questions. The Type Z Response Rate comes from the calculation:

Type Zs / Eligible Persons in HH

When you cannot interview all eligible household members for a sample case, code the persons not interviewed as Type Zs. Type Zs can bias survey results if the Type Z persons have very different victimization experiences than those who are interviewed.

Type Z noninterview reasons include persons who are:

- Never available,
- Refused, parent or other person refused for respondent.
- Refused, person refused for themselves
- Physically and/or mentally unable to answer and no proxy respondent is available, and
- Temporarily absent and no proxy respondent is available

Minimizing Type As and Type Zs

Best strategies for minimizing Type As and Type Zs:

- Review pCHI data from current and previous month.
- Get phone numbers for potential Type Z persons.
- Discuss strategies with Field Supervisor
- Improve your salesmanship skills to gain cooperation
- Contact respondents when they are available

Performance Standards or Data Quality Indicators (DQIs)

Several other data performance standards are used to evaluate your performance. These standards are referred to as "Data Quality Indicators" or DQIs. DQIs may include:

- Quick screener times
- Quick crime incident report times
- Household response rates
- Overnight interviews
- Quality/completeness of crime incident report
- Late starts (after the 15th of the month)
- Completeness of NCVS screener
- Completeness of personal Contact History Instrument (pCHI) records

Your supervisors will explain the data quality indicators (DQIs) that are in your performance plan. The DQIs may change from year to year.

Reports

Data collected from NCVS interviews ends up in several report systems - ROSCO, CARMN, Giant Panda and UTS.

ROSCO Reports
Updated every time completed work is checked in

The Regional Office Survey Control or ROSCO Reports are used to monitor current survey work. RO staff use ROSCO to make assignments and monitor the completion of work at the FR, SF, SSF and RO level.

CARMN Reports
Updated once a day in the morning

RO management staff can generate individual performance reports from the Cost and Response Management Network (CARMN). These reports include:

- The Monthly Data Quality Feedback report that shows data quality indicators (DQIs) from the current month, the previous month and from six months ago (the last time this month's cases were in sample)

- The 11-39, FR Performance Summary Report, shows DQI data for the current rating year in a separate row for each month and a cumulative row for year to date.

CARMN Reports combine data from ROSCO, WebFred and other payroll systems.

GIANT PANDA Reports
Updated once a week

Giant Panda Reports are RO summary reports that contain data quality indicator (DQI) information used by RO staff to monitor survey performance. Giant Panda reports have a drill-down feature that displays DQI data at the FR level. Giant Panda data comes from the NCVS interviews.

UTS Reports
Update once a day at midnight

The Unified Tracking System is a data warehouse that provides a view of Census data over time, across surveys, and from different data capture sources at one time; all of the data in one place to view, analyze, and make more efficient and effective decisions. UTS reports help RO staff to monitor survey performance at a variety of levels.

Topic 4. Field Evaluations--Observation and Reinterview

Observations

Your Field Supervisor (FS) will periodically observe you interviewing.

The first two on-the-job or induction observations provide post-classroom training during actual work situations on interviewing techniques and NCVS concepts. Both of these observations are usually done within your first six months on the job.

All other observations are to evaluate and improve your on-the-job performance. Normally, you are observed at least once a year for a minimum of six hours. This is the average length of time required for reviewing your general performance and rectifying specific performance problems.

Observations provide an opportunity to get individual assistance with any problems and to improve your performance measures.

Before your observation, the observer makes the final arrangements and gives you any pre-observation instructions. These instructions may vary, depending on the purpose of the observation.

For a Low Response Rate

If one of the purposes for the observation is to help you improve a low response rate, you maybe instructed to:

- Delay interviewing households where you suspect that you might experience problems; and
- Keep interviewing materials for problem households that you have already contacted.

This allows the observer to work with you on these cases and help you improve your techniques for gaining the cooperation of sample households.

For a High Number of Minutes per Case

If one of the purposes for the observation is to help you use work time more efficiently, be prepared to discuss how you:

- Plan your itinerary,
- Use the Census maps or your navigation device to locate assigned addresses,
- Use the telephone, and
- Decide when to contact assigned households.

For Conducting Screeners or Crime Incident Reports Too Fast

If one of the purposes of the observation is to help you slow down your pace for conducting screeners or the Crime Incident Report section of the interview, you may be instructed to:

- Save a few cases that will potentially may require screeners and/or crime incident reports.
- Practice at home on slowing down the pace of asking the screener and/or crime incident report questions.

Reinterview

Reinterview is a method we use to independently evaluate your on-the-job performance. At least once a year and possibly up to four times a year, your supervisor or his/her representative recontacts a portion of your assignment for the interview month. You will not know when your work assignment is in reinterview.

The reinterviewer verifies that:

- A Census FR conducted recently interviewed eligible household respondents,
- The correct eligible respondents were interviewed,
- The household screens were completed or updated properly,
- All screen questions were asked and all answers recorded, and
- Any noninterviews were classified accurately.
- If this original interview was by personal visit, if the FR collected the data on a computer device.

Once the reinterview is completed, the reinterviewer contacts you so you can review the results together. During this review, errors are discussed and the appropriate concepts and procedures are reviewed. The extent and type of errors may require a "special needs" observation and/or retraining.

Chapter 5
Personal Visit vs. Telephone Interviews

Table of Topics

Topic	Page
1 Identifying the Method of Interview	A5-2
2 Qualifications for Using the Personal Visit Method	A5-3
3 Qualifications for Using the Telephone Method	A5-8
4 Instructions for Conducting Telephone Interviews	A5-10
5 Telephone Interviewing Skills	A5-17

Topic 1. Identifying the Method of Interview

Checking Case Management

Each interview month, some of your interviews are designated as personal visit interviews and some designated as telephone interviews. “P” indicates “personal visit” and “T” for “telephone” interviews in the “P/T” column in the “details” portion of the case management display. For more detail about the information found in laptop case management, refer to the NCVS-521 self-study.

Also review your notes for each case using the “Notes” function in case management for more information about a respondent’s preferred interviewing method.

Notify your supervisor immediately if you have any questions about whether or not the sample addresses in a particular segment must be interviewed by personal visit or by telephone.

Topic 2. Qualifications for Using the Personal Visit Method

Overview

Since telephone interviews are more cost effective, most of your NCVS interviews will be by telephone. The following qualifications must exist before you can conduct an NCVS interview in person:

- The sample household is assigned for a first enumeration period interview.

- The sample household has not been interviewed in any previous enumeration period *(sample address was a Type A or B noninterview previously or a replacement household now lives at the sample address)*.

- The sample household does not have a telephone on which they can be reached.

- The sample household does not want to be interviewed by telephone.

- The sample household has a privacy detector that requires the caller to enter a personal identification number (PIN).

First Enumeration Period Households

For the first enumeration period, a sample household is always scheduled for a personal visit interview. When using the personal visit method, try to complete interviews for the household respondent and all other eligible household members during your initial visit. If the household respondent refuses to do the interview in person, you can take a telephone interview for the initial visit. However, try to avoid this situation whenever possible.

Only the household respondent's interview must be done in person for a first enumeration period interview. Any other eligible household members who are not available during your initial visit can be interviewed by telephone.

Checking the Case Data in Laptop Case Management

By reviewing the various tabs in laptop case management for a sample address, you can tell whether a sample address needs to be interviewed by personal visit. For a first enumeration period household, most of the data, such as the roster items will be blank.

Household Not Interviewed in Previous Enumeration Periods

Regardless of the enumeration period, your first contact with a sample household must be in person. After the first enumeration period for a sample address, a sample household may not have been interviewed because:

- The sample household was classified as either a Type A or a Type B noninterview in **all** previous enumeration periods.

- The sample household is not the same household as was interviewed in the previous enumeration period. The new household at the sample address is referred to as a "replacement" household.

If you discover that a replacement household is now living at the sample address, you must interview the household respondent in person, along with any remaining household members who are eligible for interview and available at the time of your visit. Any callbacks for individual respondents may be done by telephone.

Checking the Case Data in Laptop Case Management

Look at the “History” tab in laptop case management, to tell whether or not the sample household was a noninterview in the previous enumeration period. If a sample household has been a noninterview in **all** of the previous enumeration periods, then use the personal visit method for the current interview period.

No Telephone Available

If you find that a sample household does not have a telephone, you must conduct the interview in person. To conduct a telephone interview, the sample household must have a telephone at home or elsewhere on which **all** eligible household members can be contacted.

Checking the Case Data in Laptop Case Management

Look at the “Assignment” tab in laptop case management to verify that the household has a telephone on which all eligible household members can be interviewed and that at least one telephone number is listed. The telephone number and type can be edited in laptop case management, which lists up to three telephone numbers for the household.

Telephone Interview Not Acceptable

If a sample household does not want to be interviewed by telephone, then you must conduct personal visit interviews for the household.

Checking the Case Data in Laptop Case Management

Laptop case management does not specifically display whether a respondent requested not to be contacted by telephone, although the presence of the letter “P” in the “P/T” column could be the result of such a request. You can look at the “Notes” tab to see if any information was recorded regarding contacting the household. Within the instrument, this information can be found at the **VERIFY** screen in the back of the instrument.

Special Situations Requiring Personal Visit Interviews

Some special situations can require cases that would normally be interviewed by telephone to have personal visit interviews. These situations include:

Entire Sample Household Refuses a Telephone Interview

- In some cases, you may encounter a sample household in which all household members refuse to be interviewed by telephone. Instead of classifying the household as a Type A noninterview, you must attempt to conduct these interviews in person.

Household Member Unable to Complete a Telephone Interview

- In a **single-person** sample household, the household member is either too hard-of-hearing or is mentally and/or physically unable to complete the interview by telephone. Attempt to conduct the interview in person and explain the reason for the personal visit in the case level notes.

Incorrect Telephone Number

- If you discover that the telephone number listed on the laptop case management or the instrument is incorrect, verify that you have reached the sample address. If you have not reached the sample address, try to get the correct telephone number from directory assistance, etc. If you cannot get a good telephone number for the sample address, then you must make a personal visit and explain the reason for that personal visit in the case level notes.

No One Answers

- If you have tried several times to reach a sample household by telephone and have been unsuccessful, you must:
  - Verify the accuracy of the telephone number either in a local telephone directory or with directory assistance.
  - Telephone the contact person if one is listed in the "Contacts" tab. If you can reach this contact person, try to find out why you have been unable to reach the sample household by telephone.
  - As a last resort, make a personal visit to the sample address and explain briefly the reason for the personal visit in the case level notes.

You Get a Recorded Message

- If you get a recorded message saying that the phone number has been changed, call the new number *(if given)* and make sure that you have reached the sample address before starting the interview(s). Enter the new telephone number in the appropriate screen in the instrument or in the case level notes, along with the appropriate "phone type code." You can also record the new number in the "Assignment" tab in laptop case management.

  If the recorded message says that the number is disconnected or has changed and a new number is not provided, try to find a new number from a local directory or directory assistance.

  As a last resort, visit the sample address and explain briefly the reason for personal visit in case level notes.

Privacy Detectors

Privacy detectors are devices that respondents may have on their telephones requiring incoming callers to identify themselves either through speaking their name or providing a PIN before the call rings through to the respondent. If you encounter a privacy detector which allows you to identify yourself, as well as the purpose of your call *(to conduct a survey for the Census Bureau)*, you may do so. However, if this method does not result in telephone contact with the respondent or if you encounter privacy detectors which require a PIN and no other telephone contact with the respondent is possible, you must conduct the interview by personal visit.

During the personal visit, you may ask the household respondent if it is acceptable to contact the household by telephone for future interviews *(that is, if the current interview is not the final interview for the household)*. If future telephone interviews are acceptable, find out what instructions are necessary to ensure that future calls will not be blocked by the privacy detector. Write any such instructions clearly in the case level notes.

Topic 3. Qualifications for Using the Telephone Method

Overview

You conduct most of your assigned interviews for second through seventh enumeration period households by telephone. The following qualifications must exist before you can conduct an NCVS interview by telephone:

- The sample household was assigned for a personal visit interview in a previous enumeration period **and** at least the household respondent was interviewed in person in a previous enumeration period. Refer to the "History" tab for this information.

- The sample household must have a telephone on which all eligible household members can be interviewed. Refer to the "Assignment" tab in laptop case management for this information.

- The sample household must be willing to be interviewed by telephone. Refer to the "Notes" tab or the "P/T" column in laptop case management or the **VERIFY** screen in the instrument for this information.

Once a sample household is assigned for a telephone interview **and** there is no special situation requiring a personal visit, then interview **all** eligible household members by telephone for the current and all future enumeration periods.

Household's First Time in Sample

As covered in Topic 2 of this chapter, only the household respondent's interview must be completed in person when a household first enters the NCVS sample (*regardless of the enumeration period*). Once the household respondent's interview is completed in person, any callbacks for other household members should be conducted by telephone. This helps us lower interviewing costs.

Type Z Noninterviews

If a sample household is designated for a telephone interview and an eligible respondent, **other than the household respondent**, refuses to be interviewed, classify the respondent as a Type Z noninterview. Do not make a personal visit in an attempt to convert a refusal for an individual respondent. ***(See Part A, Chapter 6, for instructions on classifying a respondent as a Type Z noninterview.)***

Type A Noninterviews Require a Personal Visit

If either the household respondent or the entire household refuses to be interviewed during a telephone interview, then you are required to make a personal visit to conduct the interviews.

Never classify a sample household as a Type A noninterview following a telephone interview. You must attempt to convert the refusal in person before classifying a household as a Type A noninterview.

Topic 4. Instructions for Conducting Telephone Interviews

Timing of Interviews

Always start your assignment with the telephone interview cases, and get started as soon as possible once the interview month begins. It is possible that you will discover cases marked as telephone interviews that require you to make a personal visit to an assigned segment *(as covered in Topic 2 of this chapter)*. By working through your telephone interview work first, you can minimize the number of trips to a segment area and help us save money by reducing travel costs.

Because of these possible personal visits, it is extremely important that you attempt to complete all telephone interviews in a segment within the first few days of the interview period.

As you plan your itinerary for your personal visit cases, make sure to include any telephone interview cases that now require personal visits. Try to make the least number of trips as possible into a segment area to complete your assignment.

Whenever you discover a case that was scheduled for a telephone interview and now requires a personal visit interview, briefly explain the reason for the personal visit in the case level notes.

Starting the Interview

When you are ready to start a telephone interview, look at the information in case management. By reviewing these items, you will be prepared for situations where:

- The telephone number provided rings somewhere other than the sample household's residence. Look at the “Notes” tab to see if notes were entered with this information.

- The telephone number might be for a pager, cell phone, FAX machine, etc. The code beside the phone number in the “Assignment” tab provides this information.

- You are unable to contact the household on the first telephone number listed in the “Assignment” tab, but a second telephone number is also entered in the same tab.

- The sample household does not want to be interviewed by telephone. The “Notes” tab in laptop case management or the **VERIFY** screen at the back of the instrument may have this information.

- The sample household indicated the best time to call or visit them and/or when they do not wish to be contacted. Press “Ctrl” + “T” in the instrument or use the “Interview Time Preference” tab in case management to get this information.

- The sample household indicated that they do not want to be contacted on a Sunday. Press “Ctrl” + “T” in the instrument or use the “Interview Time Preference” tab in laptop case management to get this information.

- The sample household indicated in the “Assignment” tab that someone in the household needs his/her interview conducted in Spanish.

By reviewing these items before dialing the telephone number, you will be more likely to reach the household and less likely to bother them at an inconvenient or unwanted time. You also will be better able to start the interview in a confident and prepared manner.

Ask for Previous Household Respondent

After dialing the telephone number listed in the “Assignment” tab or at the **DIAL_CP** screen in the instrument, start by identifying yourself and asking to speak to the household respondent from the previous enumeration period. This person is listed in the “Assignment” column in laptop case management. The instrument is also set up to ask for the household respondent from the previous enumeration. If that person is not available, then make sure that you have reached the correct sample address.

Once you know that you have reached the correct sample address and are speaking to a household member, you can continue with your introduction. You don't want to describe the NCVS to someone who is not a sample household member.

Then ask to speak with a household member who is at least 18 years of age and knowledgeable about the household, preferably one of the owners or renters of the home. This person will be your household respondent for the current interview.

A Typical Introduction

The following introduction appears in the instrument at **GEN_INTRO_CP** and **HELLO_1_CP**.

"Hello, I'm *(your name)* ***from the United States Census Bureau."*** *(After reaching a sample household member, continue with...)* ***"I'm calling concerning the National Crime Victimization Survey. The Census Bureau is conducting a survey here and throughout the Nation to determine how often people are victims of crimes. We last contacted this address six months ago. I would like to talk to someone in the household who is at least 18 years of age and knowledgeable about this household. Would that be you?"***

Explaining the Purpose of the NCVS

Some respondents may want to ask some questions about the NCVS before agreeing to answer the survey questions. Be prepared to answer their questions briefly and accurately.

The following sources provide answers to some commonly asked questions from respondents:

- Information Card Booklet, NCVS-554,
- NCVS At a Glance, NCVS-550.1 Job Aid,
- The FAQ tab in the NCVS instrument, and
- Part A, Chapter 2, Topic 5, of this manual, NCVS-550 (CAPI).

Mentioning the Introductory Letter

For both personal visits and telephone interviews, the instrument prompts you to verify whether the respondent received the introductory letter. Have a copy of the letter with you in case a respondent has a question about it. If you conduct the interview in person, hand him/her a copy of the introductory letter if they did not get it in the mail.

Identifying Yourself

Unlike a personal visit interview, you cannot show any formal identification to a respondent over the telephone. If you identify yourself, your agency, the survey, and your purpose for calling, most respondents will believe you and agree to be interviewed. For those respondents who doubt what you tell them, suggest that they call your regional office's (1-800) number *(if available)* or call collect to confirm who you are and why you are calling them.

Explaining the Purpose of a Telephone Interview

Some respondents may want to know why you are calling them instead of coming to their home for the interview. If this happens, just explain that telephone interviews help us to reduce our survey expenses. Therefore, as a cost saving measure, we attempt to conduct most interviews by telephone if the household has indicated to us in a previous interview that a telephone interview is acceptable.

Explaining Our Exemption From the "Do Not Call" Registry

The "Do Not Call" registry does not limit a call made for the sole purpose of conducting a survey. Therefore, calls from the Census Bureau for survey data collection are not restricted by this registry.

Verifying the Accuracy of Your Contact

For the NCVS we are following the sample address and not a specific household. If a household moves out of a sample address between enumeration periods, you no longer interview that household. Instead, you interview the current residents at the sample address.

If you call the telephone number and reach the same household from the previous enumeration period, don't assume that you have reached the sample address. It is possible that the household could be using the same telephone number at their new address.

Always verify that the household is still living at the address listed in the **VERADD_CP** screen. If you are given an address that doesn't identify an exact unit or is slightly different from the address displayed in **VERADD_CP**, ask the respondent if the household has moved since their last interview.

If the household has moved out of the sample address and continues to use the same telephone number, use the procedures for coding movers in Part B, Chapter 2, Topic 5. Thank the respondent for their cooperation and explain that you do not need to interview his/her household, since they no longer live at the sample address for this survey.

Any time you discover that a new or replacement household is currently living at the sample address, you are required to collect the demographic information for the new respondents and conduct the interviews with the replacement household by personal visit for the current enumeration period, when a new household has moved into the sample address. However, if the sample address is vacant because no new respondents have moved in, the original case will not be coded as a replacement; rather, it will be coded as a Type B noninterview.

Selecting a Household Respondent

Once you are sure that you have reached the sample address and the same household from the previous enumeration period, you need to speak to the household member who will be the "household respondent." Because of the type of information this person needs to provide both for the Demographics Section and the Basic Screen Questionnaire, you need to select a household member who is at least 18 years of age and knowledgeable about the household.

Listed below is the order of preference for selecting a household respondent:

First Ask for the household respondent from the previous enumeration period.

Second Ask for one of the persons who owns or rents the home.

Third Ask for a household member who is at least 18 years of age and knowledgeable about the household.

Using the Information Card Booklet and the F1 Key

Questions that display the icon of an open book in the upper left corner (**EDUCATIONATTAIN, SP_ORIGIN, RACE, and HOUSEHOLDINCOME**) instruct you to show a flashcard to the respondent for personal visit interviews. When several answer categories are listed for an item, it is much easier for a respondent to read the flashcard and select the correct answer. You may also press F1 to read the answer categories for all of the questions listed below during a telephone interview.

EDUCATIONATTAIN, Educational Attainment

If you are conducting a telephone interview for a third, fifth, or seventh enumeration household or during an even numbered enumeration where there are any NEW household members, ask item **EDUCATIONATTAIN** and enter the appropriate precode. More information about this item can be found in Part B, Chapter 2, Topic 8.

Item SP_ORIGIN, Spanish Origin

Since your telephone interview cases will be sample addresses that have been interviewed in a previous enumeration period, you will only ask Item **SP_ORIGIN** for NEW household members that you add for the current enumeration period.

If the respondent hesitates to answer once you have asked the question in **SP_ORIGIN**, then turn to the race categories in your Information Card Booklet and ask the respondent if the added person's ethnic origin is one of the following origins...***(then read the origins listed)***.

Item RACE*, *Race

For your telephone interviews, only ask the race question for any NEW household members for the current enumeration period. If the respondent does not give you the NEW household member’s race(s) after you ask the question for **RACE**, then read the race categories listed.

Item HOUSEHOLD INCOME*, *Household Income

If you are conducting a telephone interview for a third, fifth, or seventh enumeration period household, you must update Item **HOUSEHOLDINCOME** with the household respondent. Follow these steps:

<u>Step 1</u> - Ask the question in Item **HOUSEHOLDINCOME**, ***"What was the total combined income of all members of this household during the past 12 months?"***

Step 2 - If necessary, explain to the respondent that you need to identify the broad income range that best fits the total combined income during the past 12 months for all household members who are 14 years of age or older.

Exclude the income of any household member who left the household and is not a household member at the time of the interview. If the respondent seems confused about which household member's income to include, read the list of current household members who are over 14 years of age by clicking on the HHRoster tab in the instrument.

Step 3 - If the respondent gives too broad an income range, probe by reading the answer categories from the question that are within the broad range.

Topic 5. Telephone Interviewing Skills

Overview

Every interviewing situation is unique. Do not allow a difficult interview or a sharp refusal to shake your confidence or affect subsequent interviews. Begin each interview as if it were your first interview of the workday. Keep a businesslike attitude and a positive frame of mind at all times.

Successful telephone communication is dependent on how the respondent perceives you based on your vocal expression. Your language usage, grammar, voice quality, rate of speech, and enunciation are all key elements in creating a favorable impression over the telephone.

General Rules

When you conduct a telephone interview, be professional. You can accomplish this if you are easy to understand and always try to sound confident, polite, and businesslike. Listed below are some general rules that can help you to promote a professional image.

Clarity

Avoid talking to respondents with anything in your mouth -- mints, gum, etc. Speak directly into the mouthpiece and guard against placing the mouthpiece at chin level. Instead of raising your voice when a respondent is having difficulty hearing or understanding you, first make sure that you are holding the mouthpiece between your nose and your lower lip. This improves the quality of the transmission and allows you to speak in your normal tone of voice.

Enunciation

Pronounce your words carefully; never mumble. This is important because the English language is full of similar sounds, such as the letters "T" and "D," and "P," "B," and "V." Careful enunciation saves you from repeating and helps avoid misunderstandings.

Courtesy

Courtesy is important during a telephone interview. When a respondent tries your patience, remain calm and do not allow him/her to hear any impatience or frustration in your voice. Never take anything a respondent says personally. Avoid letting your emotions push you into saying anything that may upset or excite a respondent.

Also, as a courtesy to the respondent, explain why you are pausing between questions. The respondent may be more patient and willing to wait if he/she knows that you are pausing to enter pertinent facts about an incident. Your job is to conduct complete and accurate interviews in a "professional" manner.

Rate of Speech

Find a rate of speech that is comfortable for you and the majority of your respondents. The average rate of speech is 120 words per minute. If you speak too rapidly, your words tend to run together, and if you speak too slowly, the respondent may still have difficulty understanding what you say.

Pitch and Inflection

Speak in a moderate pitch and avoid talking in a monotone voice. When reading questions, it is especially helpful to use a rising inflection towards the end of a question. If you put a "smile" in your voice and avoid sounding like a robot, you are more likely to keep your respondent's interest.

Use a Brief Introduction

Avoid using lengthy introductions. Be brief and to the point and begin interviewing as soon as possible.

Start Fresh

Do not let your emotions from a "tough" interview or a refusal carryover into the next interview. Each respondent deserves a fresh start and the best that you have to give them. Do not allow "tough" interviews and refusals to shake your confidence.

No Rushing

Do not rush respondents or make them feel that they are taking too long to answer your questions. We want respondents to relax and take their time, so they can remember all the pertinent facts about an incident. If respondents feel like you are rushing them, they may purposely leave out information.

Ending the Interview

As you finish interviewing each eligible respondent in a sample household, thank him/her and ask to speak to the next respondent. When the time comes to end the telephone call, always let the respondent hang up first. This technique gives the respondent a feeling of control over the situation.

Listening Skills

It takes much more than just asking questions to be a good interviewer. Listening attentively to your respondent is just as important for conducting a successful interview. Listed below are some listening techniques which all interviewers need to practice:

- Limit your own talking so that the respondent has ample time to explain incidents. Remember that it is very difficult to talk and listen well at the same time.

- When you do not understand something said or you feel that you may have missed a point, always try to get a clear understanding of the situation. Sometimes repeating what the respondent said in your own words may help to straighten out the misunderstanding. Telephone interviews may require more probing than personal visit interviews.

- Try not to interrupt a respondent before he/she is finished replying. A long pause does not always mean that the respondent is done answering your question. Never rush a respondent when he/she needs more time to recall specific facts.

- Shut out distractions while conducting interviews. Concentrate on focusing your mind on what each respondent is telling you.

- The occasional use of interjections like "Yes" or "I see" reassures the respondent that you are paying attention to what he/she is saying. Be especially careful to use neutral comments that will not bias the interview in any way. Avoid saying things like "That's good" or "That's too bad."

- Listen attentively and objectively. Do not allow a respondent's words to irritate you or a respondent's harsh manner to distract you from your professional manner.

- × Avoid jumping to conclusions or assuming that a respondent will say something before they finish explaining the incident. Be patient and let the respondent finish his/her thought. Do not lead the respondent and possibly bias the interview.

Telephone Techniques

Every interviewing situation is unique. It is important that you adapt to each new respondent. Do not let your reactions to one interview carry over and affect the next interview.

Here are some techniques you can follow to help in conducting your telephone interviews:

- ✓ **Select a good working space**
  Choose a quiet place where you can conduct your telephone interviews without distractions and in privacy. Make sure that you have adequate space and light.

- ✓ **Be prepared**
  Before you begin a telephone interview, make sure that you have all the materials you need within your arm's reach. Make sure that you have adequate supplies of paper, pens, pencils, and forms, together with this manual and any job aids. If you need to leave the telephone for some unexpected reason, always excuse yourself politely and never let the respondent wait more than a minute. If your telephone has a "call waiting" feature, disable the "call waiting" feature **before** you start any telephone interviews.

- ✓ **Learn from mistakes**
  Whenever possible, try to evaluate your performance for each interview. See if you can improve your technique in any area of the interview process. Try to improve your technique with each new interview and do not continue making the same mistakes over and over.

- ✓ **Learn from successes**
  When you feel an interview went well, think about why. Perhaps your telephone manner made a difference because you were able to maintain your confidence and project a pleasant, businesslike attitude. Concentrate on the positive aspects of a successful interview and continue to improve your technique.

Chapter 6
Noninterviews

Table of Topics

Topic	Page
1 Overview of Noninterview Types and Procedures	A6-2
2 Type A Noninterview Categories	A6-9
3 Type B Noninterview Categories	A6-16
4 Type C Noninterview Categories	A6-21
5 Type Z Noninterview Persons	A6-25

Topic 1. Overview of Noninterview Types and Procedures

Noninterview Cases

When you are assigned an NCVS case and cannot get a completed interview, you must classify the case into one of three noninterview categories: Type A, Type B, or Type C.

- A sample address is classified as a noninterview if:
- The living quarters is occupied but you are unable to get any completed interviews.
- The living quarters is occupied by persons who are not eligible respondents for the NCVS.
- The living quarters is vacant.
- The living quarters is not eligible for sample because it is no longer used as a residence, it no longer exists, or it does not qualify based on the current listing and coverage rules.

Noninterview Categories

Qualifications for each of the three noninterview categories, Type A, B, and C, are as follows:

Type A

Some sample households consist of persons who are eligible for interview, but none of these persons can be interviewed for a specific reason. These cases will classify as Type A noninterviews. Type A noninterview reasons for the NCVS are:

- ✓ Language problems
- ✓ No one home
- ✓ Temporarily absent
- ✓ Refused
- ✓ Other occupied *(Use this Type A reason for occupied sample units that you cannot reach due to impassable roads; for sample households that you cannot interview due to serious illness or death in the household; or for sample units that you are unable to locate.)*

<u>Type B</u>
A sample address could be vacant or occupied entirely by persons who have a usual residence elsewhere. Although these cases are <u>not</u> eligible for interview during the current interview period, they could become eligible at a later time. These cases will classify as Type B noninterviews. Type B noninterview reasons for the NCVS are:

- ✓ Vacant - regular
- ✓ Vacant - storage of household furniture
- ✓ Temporarily occupied by persons with usual residence elsewhere (URE)
- ✓ Unfit or to be demolished
- ✓ Under construction, not ready
- ✓ Converted to temporary business or storage
- ✓ Unoccupied site for mobile home, trailer, or tent
- ✓ Permit granted, construction not started
- ✓ Other *(Only use this Type B reason if none of the other Type B reasons are appropriate for the situation.)*

<u>Type C</u>
Some situations can require that a sample address be permanently removed from the NCVS sample. These cases will classify as Type C noninterviews. Type C noninterview reasons for the NCVS are:

- ✓ Unused line of listing sheet
- ✓ Demolished
- ✓ House or trailer moved
- ✓ Outside segment
- ✓ Converted to permanent business or storage
- ✓ Merged
- ✓ Condemned
- ✓ Unit does not exist or is out of scope
- ✓ Unlocatable sample address
- ✓ Permit abandoned or other *(Only use the Type C "Other" reason when none of the specific Type C reasons are appropriate for the situation.)*

Type Z Noninterviews

Classify an eligible household member as a Type Z noninterview when you are unable to interview an eligible household member **and** the household member is **not** the household respondent.

Unlike Type A, B, and C noninterviews, a Type Z noninterview relates to an eligible household member *(other than the household respondent)* and does **not** relate to the entire sample household. Another difference is that a personal visit is not required before classifying a person as a Type Z noninterview.

However, if you are unable to interview the household respondent, the entire sample household is a Type A noninterview because:

- You must interview the household respondent **before** interviewing anyone else in the household.

  AND

- You cannot classify a household respondent as a Type Z noninterview person.

Minimizing Noninterviews

It is important to keep both Type A and Type Z noninterviews to a minimum, so that:

- Your response rate does not suffer and
- The sample data you collect is truly representative of the entire U.S. population.

Individuals who are difficult to find at home or who resist being interviewed may have different victimization experiences than persons who are readily available for interviews. Therefore, failure to get interviews from all eligible household members could introduce serious bias into the survey results.

Procedures for Type A, B, and C Noninterviews

If you have a case that is a Type A, B, or C noninterview, select Precode (4), “Noninterview,” at Item **START_CP**. Descriptions and instructions for each noninterview type are outlined below, starting at Item **NONTYP**.

Type A Noninterview Procedures

At Item **NONTYP**, select Precode (1), “Type A.” Item **TYPEA** appears; there are six options:

1. Language problems [*outcome code 213*]
2. No one home [*outcome code 216*]
3. Temporarily absent - Specify [*outcome code 217*]
4. Refused [*outcome code 218*]
5. Other occupied - Specify [*outcome code 219*]

If you select precodes (1) (2) or (4), Item **TYPEA_CK** appears, which asks, “Are you sure this is a Type A noninterview?” If you are sure, enter Precode (1), “Yes.” If not, enter Precode (2), “No.”

If you select Precode (3) in **TYPEA**, “Temporarily absent - Specify,” Item **TYPEA_SPEC3** appears and says, “Enter the date this household is expected to return.” Enter the date of the household’s expected return. Then **TYPEA_CK** appears (see paragraph above.)

If you select Precode (5), Item **TYPEA_SPEC5** appears, which says, “Enter the description for Other - Occupied.” Then **TYPEA_CK** appears (see above).
Proceed with Item **TYPEOFHOUSINGUNIT_AB**, which asks you to “Please select one box that describes the type of housing unit” from twelve options:

1. House, apartment, flat
2. HU in nontransient hotel, motel, etc.
3. HU permanent in transient hotel, motel, etc.
4. HU in rooming house
5. Mobile home or trailer with no permanent room added
6. Mobile home or trailer with one or more permanent rooms attached
7. HU not specified above - Describe
8. Quarters not HU in rooming or boarding house
9. Unit not permanent in transient hotel, motel, etc.
10. Unoccupied site for mobile home, trailer, or tent
11. Student quarters in college dormitory
12. Other unit not specified above - Describe

Items **BCNAME, BCTITL,** and **BCNUM** appear (when Precode 3 is selected in **TYPEA**), which ask for the contact person’s name, title, and telephone number. (*A contact* *person is someone who is knowledgeable about the household - a neighbor, mail carrier, postal carrier, etc.*) Select an answer and proceed with Item **THANKYOU_CP**, which ends the interview.

Type B Noninterviews

At Item **NONTYP**, select Precode (2), “Type B.” Item **TYPEB** appears; there are nine options:

1. Vacant - regular [*outcome code 226*]
2. Vacant - storage of household furniture [*outcome code 227*]
3. Temporarily occupied by persons with URE [*outcome code 225*]
4. Unfit or to be demolished [*outcome code 228*]
5. Under construction, not ready [*outcome code 229*]
6. Converted to temporary business or storage [*outcome code 230*]
7. Unoccupied site for mobile home, trailer, or tent [*outcome code 231*]
8. Permit granted, construction not started [outcome code 232]
9. Other - Specify [outcome code 233]

If you select any of Precodes (1) through (8), Item **TYPEOFHOUSINGUNIT_AB** appears, then Items **BCNAME, BCTITL,** and **BCNUM** appear, which ask for the contact person’s name, title, and telephone number. (*A contact person is someone who is knowledgeable about the household - a neighbor, mail carrier, postal carrier, etc.*) If the determination of a Type B was made by observation, enter “None” in the contact information fields, and enter Precode (2), “Yes” at **BCOBS**.

If you select Precode (9), “Other - Specify,” **TYPEOFHOUSINGUNIT_AB** appears, then**TYPEB_SPEC9**, “Enter the description of the Other Type B reason.” Then Item **BCNAME** appears (see paragraph above).

Proceed with Item **THANKYOU_CP**, which ends the interview.

Type C Noninterviews

At Item **NONTYP**, select Precode (3), “Type C.” Item **TYPEC** appears; there are eleven options:

1. Unused line of listing sheet [outcome code 247]
2. Demolished [outcome code 240]
3. House or trailer moved [outcome code 241] **(Note that this code is for a case where the actual trailer or house has moved and not just its occupants)**
4. Outside segment [outcome code 242]
5. Converted to permanent business or storage [outcome code 243]
6. Merged [outcome code 244]
7. Condemned [outcome code 245]
8. Unit does not exist or is out of scope [outcome code 258]
9. Unlocatable address [outcome code 259]
10. Permit abandoned [outcome code 248]
11. Other – Specify [outcome code 248]

If you select any of Precodes (1) through (10), **TYPEC_WARN** appears, then Items **BCNAME, BCTITL,** and **BCNUM** appear, which ask for the contact person’s name, title, and telephone number. (*A contact person is someone who is knowledgeable about the household - a neighbor, mail carrier, postal carrier, etc.*) If the determination of a Type B was made by observation, enter “None” in the contact information fields, and enter Precode (2), “Yes” at **BCOBS**.

If you select Precode (11), Item **TYPEC_SPEC** appears, which says, “Enter the description of the other Type C reason.” Enter the description. Then Item **TYPEC_WARN** appears: “You have made this case a Type C - Other-Specify.” If this is correct, enter Precode (1) to proceed. If you have made an error classifying the case, use the up arrows to go back to previous items and change your responses, after entering (1) to continue. Item **BCNAME** appears, which is described in the previous paragraph.

Proceed with Item **THANKYOU _CP**, which ends the interview.

Procedures for 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.

If the household contains any members who have not been interviewed, either because they refused, had a partial interview, were never available despite repeated attempts to interview them, they were temporarily absent and no proxy was available, you must specify the Type Z noninterview reason for every noninterview person in the household before you can transmit the case.

This process can only be done at the time you are ready to transmit the case, so it is important that you identify any eligible household members as noninterviews early in the interview period, and annotate the reason(s) in the CAPI notes so you don't forget them when you are ready to transmit the case later.

Designating household members as Type Z noninterviews

Enter the case; click on the household roster (HH Roster) tab on the toolbar to check interview status of eligible household members. Designate a Type Z noninterview reason for all those whose interview status is "Need self," "Need proxy," "Partial int," or "Refused." Proceed as follows:

Click on the "Main" tab to go to the **START_CP** screen and enter Precode (5), "Ready to transmit case - no more followup." A pop-up screen appears that says, "Case not ready for transmission." Click "Suppress." The **TYPEZ** screen appears: "No survey data were collected for (NAME). Enter the reason that best describes why (NAME)'s survey date were not collected." There are six options:

1. Never available
2. Parent Refused
3. Resp. Refused
4. Physically/Mentally Unable
5. TA - No proxy available
6. Other

Enter the applicable reason, then exit the case. Note that the case is automatically removed from the main Case List.

Topic 2. Type A Noninterview Categories

Overview

Since Type A noninterviews mean the loss of valuable information, keep Type A noninterviews to a minimum. If we fail to get NCVS data from sample households, the data we do collect may not be representative of the U.S. population.

It is not always possible to avoid Type A noninterviews, but there are ways to keep them at a minimum. These include:

- Establishing good relations with your respondents,
- Contacting sample households when they are most likely to be at home, and
- Conducting the interview in a positive and professional manner.

The following reasons can cause a sample unit to be classified as a Type A noninterview:

- ✓ A 2000 sample design case is also in sample for either the National Health Interview Survey (NHIS) or the American Community Survey (ACS).
- ✓ The sample household cannot be interviewed during the interview period because of language problems.
- ✓ After making repeated contacts during the interview period, you are never able to reach anyone at home.
- ✓ All members of the sample household are temporarily away from home during the entire interview period.
- ✓ The sample household refuses to allow any interviews.
- ✓ An occupied sample unit cannot be interviewed due to impassable roads.
- ✓ The sample household cannot be interviewed during the interview period because of a serious illness or a death in the family.

✓ You are not able to locate the sample unit.

Before you classify a **telephone interview** case as a Type A noninterview, you must attempt to make contact in person and interview the household. Also make sure that you call your regional office **before** sending in a Type A noninterview.

Procedures for “Language Problems” - Precode (1), (Outcome 213)

Before you can classify a sample household as “Language Problems,” you must make attempts to find an interpreter who is acceptable to the household respondent. The interpreter can be a family member, a neighbor of the respondent, an official interpreter, or even you, if you speak the person’s language. If you have difficulty finding a suitable interpreter, contact your supervisor before classifying the case as a Type A Precode (1). Only use Type A Precode (1) as a last resort.

Procedures for "No One Home" - Precode (2), (Outcome 216)

Before you can classify a sample household as "No One Home," you must make several attempts to contact the household and verify that they are only gone for a short while and plan to return during the interview period. If the household is away from home and isn't expected to return before your closeout date, use Type A Precode (3), Temporarily Absent, instead of using Type A Precode (2).

<u>For personal visit interviews</u>:
If no one is home at the time of your first visit for the interview period, check with neighbors or anyone else who may know when the household is expected to return home. Remember, do not mention the survey name when making any inquiries. Listed below is a suggested way of making inquiries:

"Hello, I am (your name) from the United States Census Bureau. Here is my identification (show ID). I am trying to contact someone at (sample address), but no one is at home. Do you know when it is likely that someone would be there?"

Follow the procedures shown below when you discover that the household is expected to return home sometime within the interview period:

- Fill out a Request for Appointment *(Form 11-38 or 11-38A)* indicating when you plan to return. For identification purposes, enter the case's control number and your name and telephone number on the form.

- Use the back of the instrument (when in the instrument) or the case level notes to enter the callback date and time for your return visit.

Note: Another alternative is to leave your business card at the sample address with a preprinted peel-off sticker attached to it saying:

IMPORTANT
Please call me at the number on the attached card.
I am required to contact an adult household member and I am obligated to return until contact has been made.

(Enter your name)
U.S. Census Bureau Field Representative

- If it is not practical to use a Request for Appointment form, try to determine the best time to contact the household and make a return visit then.

- If all these efforts fail, then classify the case as a Type A Code 216, No one home, as described in Topic 1 of this chapter.

Procedures for "Temporarily Absent" - Precode (3), (Outcome 217)

For personal visit interviews:
When you make your first visit to a sample address for an interview month and find that no one is home, try to determine from neighbors or anyone else who may know how long the household may be gone.

Before classifying a case as a Type A Precode (3), Temporarily Absent, **all** of the following conditions must exist:

✓ All household members are **temporarily away** and not expected to return home until the current closeout date has passed. They might be on vacation, a business trip, caring for sick relatives, or some other similar reason.

✓ All of the **household's personal belongings are still in the sample unit**. In other words, the sample household has not moved their personal belongings to another location. This is especially important if you see a "For Sale" or "For Rent" sign on the property.

✓ The sample unit is **not a summer cottage or a unit used only for vacation purposes**. In other words, the sample unit is the primary residence for the sample household.

Once you determine that the case qualifies as a Type A Precode (3), Temporarily Absent, take the following actions:

- After entering Precode (3), enter the date when the sample household is expected to return to the sample address in **TYPEA_SPEC3**.

- Use the **BC_CONTACT** screens to enter the name, title, contact type code, address, telephone number, and telephone type code for the person who provided the information about the household.

- If there is any possibility that the household will return before **your closeout date**, attempt to interview the household prior to your closeout date when feasible, do not code the household as a Type A yet.

- When you know that the household definitely will not return before either closeout dates, complete the rest of the noninterview section according to the instructions in Topic 2 of this chapter. Make sure that you enter the "Return date" when filling Item **TYPEA_SPEC3**.

Procedures for "Refused" - Precode (4), (Outcome 218)

Although our response rates are high, you may occasionally experience households who refuse to be interviewed. When you encounter such households, impress upon them that the information they can provide is valuable and the survey results will benefit their household and their community. Make every reasonable effort to obtain cooperation from each sample household assigned to you.

Despite all your efforts, a sample household may still refuse to answer the survey questions or may insist that an interview is not necessary since their household had no changes or crimes to report for the past 6 months. You are still required to complete and/or update the appropriate items in the control card section and to complete the NCVS-1 interviews with a household respondent and all remaining eligible household members, even if no crimes occurred.

When you are unable to change the way a household feels about participating in the NCVS and they just refuse to cooperate, follow these procedures:

For personal visit interviews:

✓ Your supervisor may instruct you to notify her/him by telephone and explain the refusal situation. If your supervisor will be in the sample area on other business, she/he could visit the refusal household and try to change their minds.

✓ When all efforts to convert a refusal are unsuccessful, complete the noninterview section as described in Topic 2 of this chapter, below.

✓ Complete an INTER-COMM *(Form 11-36)* explaining the situation and what actions were taken to gain the household's cooperation.

As soon as your office becomes aware of a refusal household, they will mail a letter to the household requesting their cooperation and letting them know that you will contact them again. The office will also send you a copy of this letter.

If your office notifies you that a refusal household is considered a "confirmed" refusal, you will no longer attempt to interview the refusal household. For future enumeration periods, verify with neighbors or other knowledgeable sources whether or not the same household is still living in the sample unit.

If the confirmed refusal household is still living at the sample unit:

- Enter Type A Precode (4) in Item **TYPEA**.
- Complete the Noninterview section as described in Topic 2 of this chapter, below.
- In the Case Level Notes, enter "Confirmed refusal household - Do not attempt to interview household."

If you discover that a new household has moved into the sample unit, visit and interview the new or "replacement" household as specified in this manual on Pages C1-32 and C1-33.

Group Quarters (GQ) Refusals

Some of your NCVS assignments may include sample units within GQs, such as hotels, college dormitories, homeless shelters, and so forth. If either the manager or owner of a group quarters refuses to allow you to interview persons residing in sample GQ units, notify your supervisor immediately. Based on the situation, your supervisor will provide you with specific instructions.

Procedures for "Other Occupied" - Precode (5), (Outcome 219)

Most Type A noninterviews fall under one of the reasons already mentioned: Language problems, No one home, Temporarily absent, and Refused. However, you could encounter other situations that force you to classify an eligible and occupied sample unit as a Type A noninterview.

For example, the following situations could justify classifying a case as a Type A noninterview, Other occupied:

✓ A family member died very recently.

✓ The sample household has been quarantined.

✓ The sample household lives in a gated and/or guarded community and you cannot gain access to the sample address. Notify your supervisor immediately and he/she will provide you with specific instructions.

✓ A storm or other natural disaster prevents you from getting to sample addresses in your assignment. In recent years, weather-related interviewing problems, such as floods, mud slides, earthquakes, fires, and heavy snow, have become more prevalent. If you encounter these problems, try to identify which sample addresses are occupied and which sample addresses are vacant.

For previously interviewed households:
Determine occupancy based on the unit's status during the last enumeration period, unless a knowledgeable person tells you otherwise.

For first time households:
If a sample unit is assigned to you for the first enumeration period, try to discover the occupancy status from neighbors, local merchants, postal workers, county recorder of deeds, or other local government officials. Never mention the survey name when talking to persons who are not household members at the sample address.

✓ More than two of the household respondent's screen questions are left unanswered because the household respondent refused to answer them and you are unable to interview another eligible household member as the household respondent.

Topic 3. Type B Noninterview Categories

Overview

Type B noninterviews include cases which you cannot interview during a specific interview period because they are either:

- Unoccupied or
- Temporarily occupied by persons who are ineligible for interview because they have a usual residence elsewhere (URE).

Any case that you classify as a Type B noninterview could become eligible for interview in a later enumeration period. A sample unit may be classified as a Type B noninterview for any of the following reasons:

- ✓ Vacant, regular
- ✓ Vacant, storage of household furniture
- ✓ Temporarily occupied by persons with a usual residence elsewhere (URE)
- ✓ Unfit or to be demolished
- ✓ Under construction, not ready
- ✓ Converted to temporary business or storage
- ✓ Unoccupied site for a mobile home, trailer, or tent
- ✓ Permit granted, construction not started
- ✓ Other Type B

Procedures for "Vacant, Regular" - Precode (1) (Outcome 226)

The majority of unoccupied units that you discover will classify as "Vacant, regular." If you discover that a sample address is **unoccupied** and the following conditions exist, you can classify the unit as a Type B noninterview, Vacant, regular:

- ✓ The unit is vacant and the occupants have permanently left the unit.
- ✓ The unit is for sale or rent.
- ✓ The unit is being held off the sales market.
- ✓ The unit is seasonally closed *(e.g., a vacation home)*.
- ✓ A dilapidated unit that is still considered a living quarters, such as a housing unit that is very run down, in need of many repairs, and still occupied as a living quarters. **Do not** include unoccupied units that are condemned, unfit for human habitation, awaiting demolition or being demolished.
- ✓ A vacant living quarters such as a mobile home, tent, or a similar structure.
- ✓ A GQ unit that may be vacant in transient quarters.

Special Situations

You may discover a vacant sample unit that is in the process of being converted to make more units or merged to make fewer units. Classify the **unoccupied units created by the conversion or merger** as Type B, Precode (1), Vacant, regular, if:

- The conversion or merger has progressed to the stage where you can identify the converted or merged units as they will be when completed, or
- A responsible person can tell you how the units will be when completed.

Otherwise, classify the **original sample unit** as a Type B, Precode (1), Vacant, regular.

The same procedures used for conversions and mergers also apply to sample units that are undergoing repairs or alterations.

Procedures for "Vacant, Storage of Household Furniture" - Precode (2), (Outcome 227)

Only use Type B, Precode (2) when an unoccupied sample unit is used solely for the storage of excess furniture. This is not the same as a vacant unit that is fully furnished and awaiting a potential renter or owner. For a vacant, furnished unit that is waiting to be rented or sold, use Type B, Precode (1), Vacant, regular.

Procedures for "Temporarily Occupied by Persons With a URE" - Precode (3), (Outcome 225)

If an entire household is staying at a sample unit temporarily *(e.g., on vacation)* and the household has a usual residence elsewhere (URE), they are not eligible household members; do not interview them. If you discover this situation, classify the unit as a Type B, Precode (3), Temporarily occupied by persons with a URE.

Procedures for "Unfit or to be Demolished" - Precode (4), (Outcome 228)

Consider an unoccupied sample unit as unfit for human habitation if the unit is no longer protected from the elements because the roof, walls, windows, or doors are either damaged or missing. This may have been caused by vandalism, fire, or deterioration from neglect and age.

If you see the following conditions, the likely classification for the unit is Type B, Precode 4, Unfit or to be demolished:

- ✓ Windows are broken
- ✓ Doors are either missing or swinging open
- ✓ Parts of the roof or walls are missing or destroyed leaving holes in the unit's structure
- ✓ Part of the structure has been blown or washed away
- ✓ Part of the structure has collapsed or is missing.

Do not use Type B, Precode 4, for the following two situations:

- × When doors and windows are boarded up to keep them from becoming destroyed by vandalism or bad weather.
- × When doors and windows are not intended to be used in a structure, such as in some rural sections of the country.

Also use the "Unfit or to be demolished" reason for vacant sample units that you can verify as being scheduled for demolition. You must see positive evidence, such as a demolition sign, notice, or mark on the sample unit or on the building that houses the sample unit.

Procedures for "Under Construction, Not Ready" - Precode (5), (Outcome 229)

Type B, Precode (5) is intended for sample units that are in the process of being newly constructed and are not yet ready for occupancy because the following items have not been installed:

- Exterior windows and doors and
- Usable floors.

Once the newly constructed sample unit is ready for occupancy, but is still vacant, classify it as Type B Precode (1), Vacant, regular.

Procedures for "Converted to Temporary Business or Storage" - Precode (6), (Outcome 230)

Use Type B, Precode (6) when a sample unit that is intended as a living quarters is used instead for the **temporary** storage of commercial or business supplies, machinery or other products related to a business. If you can determine that the storage of these business supplies is **permanent**, then classify the sample unit as Type C Precode (5), Converted to permanent business or storage, not Type B Precode 6.

Do not use "Converted to temporary business or storage," if you discover that the vacant unit is intended for the storage of business supplies in the future, but not at the time of your visit.

There is a separate Type B noninterview reason for a sample unit that is vacant and used solely to store household furniture. Do not use "Converted to temporary business or storage" when it is household furniture that is being stored in the vacant unit.

Procedures for "Unoccupied Site for Mobile Home, Trailer, or Tent" - Precode (7), (Outcome 231)

Although mobile homes, trailers, tents, boats, cars, buses, caves, and so forth are not located within a typical building structure, they can still be considered housing units if they meet our housing unit definition. *(See page 1.2 in Volume I, Listing and Coverage: A Survival Guide for the Field Representative, Form 11-8.)* If the sample unit is listed by its site identification rather than an address, and you find that the site is vacant, classify the sample unit as Type B, Precode (7), Unoccupied site for a mobile home, trailer, or tent.

Procedures for "Permit Granted, Construction Not Started" - Precode (8), (Outcome 232)

There may be instances when you are assigned a sample unit in a permit segment and discover that the construction permit has been issued, but construction has not yet started. When this occurs, classify the sample unit as Type B, Precode (8), Permit granted, construction not started.

Procedures for "Type B, Other" - Precode (9), (Outcome 233)

Most Type B noninterviews will fall under one of the specific reasons already mentioned. If you discover a rare situation that is not covered in any of the specific Type B noninterview reasons, use Type B, Precode (9), Other. Then, at Item **TYPEB_SPEC9**, enter a description of the reason you are coding this case as a Type B.

Topic 4. Type C Noninterview Categories

Overview

Type C noninterviews are sample units that are ineligible for the NCVS sample and need to be removed permanently from the sample. Many Type C noninterviews occur because of changes that happen between the time a unit is listed and the time the unit is assigned for interview. Type C noninterview reasons include:

- ✓ Unused line of listing sheet
- ✓ Demolished
- ✓ House or trailer moved
- ✓ Outside segment
- ✓ Converted to permanent business or storage
- ✓ Merged
- ✓ Condemned
- ✓ Unit does not exist or is out of scope
- ✓ Unlocatable sample address
- ✓ Permit abandoned
- ✓ Type C, Other

Procedures for "Unused Line of Listing Sheet" - Precode (1), (Outcome 247)

When working with listing sheets in unit, permit, and group quarters (GQ) segments, you may discover as you list units or verify listings that a multi-unit structure has fewer units than expected. If you are assigned a sample unit for interview and find out that the assigned case is actually an unused line on the listing sheet, classify the case as Type C Precode (1), Unused line of listing sheet. *(See the appropriate chapters in Volume I, Listing and Coverage: A Survival Guide for the Field Representative, Form 11-8, for more details about the use of listing sheets.)*

Procedures for "Demolished" - Precode (2), (Outcome 240)

You could be assigned a sample unit and then discover that it no longer exists because it was demolished or is in the process of being demolished. If this happens, classify the case as Type C, Precode (2), Demolished.

When an unoccupied unit is scheduled to be demolished, but demolition work has not yet begun, do not classify the unit as Type C, Precode (2) When demolition work has not yet begun, classify the unit as Type B, Precode (4), Unfit or to be demolished.

Procedures for "House or Trailer Moved" - Precode (3) (Outcome 241)

It is possible that a sample unit could have been moved from its site after it was listed. This is more likely to happen when the unit is a mobile home or trailer, but it could also be a house. If this happens and the unit is listed by its street address, **not** its site identification, classify the unit as Type C, Precode (3), House or trailer moved.

Procedures for "Outside Segment" - Precode (4), (Outcome 242)

Use Type C, Precode (4) when the original listing for an **area segment** is incorrect and, at the time of interview, you discover that the unit is physically located outside of the area segment boundaries.

Procedures for "Converted to Permanent Business or Storage" - Precode (5), (Outcome 243)

Use Type C when a sample unit has been converted **permanently** from living quarters to storage space for a business. The unit may be used to store such items as farm products, machinery, lumber, business supplies, and so on.

Procedures for "Merged" - Precode (6), (Outcome 244)

Merged units occur when two or more apartment units or two single family homes combine to form one new unit. Based on the situation and segment type, instructions can vary for when to classify a sample unit as Type C, Precode (6), Merged. Detailed instructions for merged units are provided in Appendix B, as well as in the appropriate chapters of *Volume I, Listing and Coverage: A Survival Guide for the Field Representative, Form 11-8.*

Procedures for "Condemned" - Precode (7), (Outcome 245)

Before you can use Type C, Precode (7), the sample unit must be unoccupied and there must be positive evidence that the unit is condemned, such as a sign, notice, or mark on the unit or on the building that houses the unit.
Do not use Type C, Precode (7), Condemned, if:

- You see a "condemned" sign, but the unit is occupied. If the occupants qualify as eligible household members, try to conduct interviews at the sample unit and ignore the "condemned" sign.

- The sample unit is vacant, but you can't find any positive evidence that the unit is "condemned." If the unit is vacant and unfit for human habitation, classify it as Type B, Precode (4), Unfit or to be demolished.

Be careful not to classify a sample unit as a Type C noninterview when it should be a Type B noninterview. This type of mistake can remove a unit permanently from the survey's sample.

Procedures for "Type C, Unit does not exist or is out of scope - Precode (8), (Outcome 259)

Use Type C, Precode (8) in cases where you cannot locate the sample address because the address information is not sufficient to locate the sample unit. This precode can only be used for 2010 sample design cases. If you try to assign this code to a non-2010 sample design case, **TYPEC259_CK** appears: "This outcome code is not valid for this case, it can only be assigned to 2010 sample design cases. Return to the **TYPEC** screen and select the appropriate non-interview, or press F10 to exit and consult your manual or with your supervisor for assistance."

Procedures for "Type C, Unlocatable Address" – Precode (9), (Outcome 258)

Use Type C, Precode (9) for cases when you locate the sample address but cannot determine which sample unit to interview. If you try and use this precode for a case with sufficient address information in Case Management, **TYPEC258_CK** appears: "This outcome code can only be used for cases with minimal to no address information. Based on the address information in Case Management,this case does not meet the criteria required to use this outcome code. If you are unable to locate the sample address for this case, return to **TYPEA** and selection Precode (6), "Other, occupied". Type "Unable to locate" in the specify screen, or press F10 and contact your supervisor for assistance."

Procedures for "Permit Abandoned" - Precode (10) (Outcome 248)

At times, you may find from the builder or the permit office that the builder abandoned the building permit and never built the structure for a sample unit. If this happens and the permit will never be used, classify the case as Type C, Precode (10), Permit abandoned.

Procedures for "Type C, Other" - Precode (11), (Outcome 248)

Most Type C noninterviews fall under one of the specific reasons already mentioned. If you discover a rare situation that is not covered in any of the Type C noninterview reasons already mentioned, use Type C, Precode (11), and enter the "Other" reason in Item **TYPEC_SPEC**. An example of a "Type C, Other" reason is "Basic street address (BSA) identifies an institutional (or military) GQ."

Topic 5. Type Z Noninterview Persons

What Is a Type Z Noninterview?

Classify an eligible household member as a Type Z noninterview when you are unable to interview an eligible household member **and** the household member is **not** the household respondent.

Unlike Type A, B, and C noninterviews, a Type Z noninterview relates to an eligible household member *(other than the household respondent)* and does **not** relate to the entire sample household. Another difference is that a personal visit is not required prior to classifying a person as a Type Z noninterview.

However, if you are unable interview the household respondent, the entire sample household classifies as a Type A noninterview because:

- You must interview the household respondent **before** interviewing anyone else in the household.

  AND

- You cannot classify a household respondent as a Type Z noninterview person.

Minimizing Type Z Noninterviews

It is important to keep both Type A and Type Z noninterviews to a minimum, so that:

- Your response rate does not suffer; and
- The sample data you collect is truly representative of the entire U.S. population.

Individuals who are difficult to find at home or who resist being interviewed may have different victimization experiences than persons who are readily available for interviews. Therefore, failure to get interviews from all eligible household members could introduce a serious bias into the survey results.

Situations Causing Type Z Noninterviews

There are several reasons why you might be unable to interview one or more eligible household members in a sample unit. Some situations will be beyond your control, while other situations can be overcome by improving your salesmanship and contacting households when you are most likely to reach household members.

Never Available (Precode 1)

You may find that an individual respondent within a sample household is never available when you contact the household. If **all** of the following conditions are true, then you can use Type Z, Precode (1) for an individual respondent:

- ✓ You made repeated attempts to reach the individual respondent.
- ✓ You are sure that the individual respondent is **not** temporarily absent. If the respondent is temporarily absent, try to get a proxy interview following the proxy interview procedures provided in Part C, Chapter 1, of this manual.
- ✓ You have a completed interview with the household respondent.

Parent Refused (Precode 2)

Use Precode (2), Refused, any time another person refuses to allow an interview with an eligible household member, such as a household member refusing to let you interview his/her elderly parent or 14-year-old child.

Respondent Refused (Precode 3)

Even after you try to persuade a respondent to comply with our survey, some individual respondents will still refuse to be interviewed. **You cannot take a proxy interview for an eligible respondent who refuses to be interviewed.** When an individual respondent refuses to be interviewed, use Type Z Precode (3).

Also use Type Z Precode (3) for 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 due to being temporarily absent from the sample address.

Physically/Mentally Unable to Answer and No Proxy Available (Precode 4)

You are allowed to take proxy interviews for individual respondents who are physically and/or mentally unable to be interviewed during the entire interview period. "Physically/mentally unable to answer" means that the household member must have health and/or mental illness problems that are continuous throughout the entire interview period. If you are unable to find an eligible proxy respondent for this person, classify the household member as a Type Z noninterview and use Type Z, Precode (4).

Temporarily Absent and No Proxy Available (Precode 5)

If an individual respondent is temporarily away from home and not expected to return before your closeout date, you can take a proxy interview. If you cannot find an eligible proxy respondent for this person, classify the household member as a Type Z noninterview and use Type Z, Precode (5).

Other Type Z Situations (Precode 6)

Use Precode (6) when you are unable to interview an eligible respondent *(other than the household respondent)* and the situation does not fit Type Z Precodes (1) through (5). Here are some examples:

Household member cannot speak English/no acceptable interpreter--
Another situation you may encounter is a household member who cannot speak English and an acceptable interpreter is not available. If this occurs, classify the person as a Type Z noninterview and use Type Z, Precode (6). Do not take a proxy interview in this situation.

No acceptable proxy respondent available for a 12- or 13-year-old child--
If a 12- or 13-year-old household member is not allowed to answer for himself/herself and no acceptable proxy respondent is available, classify the child as a Type Z noninterview and use Type Z, Precode (6).

Chapter 7
Interviewing Materials

Table of Topics

Topic	Page
1 Description of Materials	A7-2
2 Materials Kept Month to Month	A7-7
3 Materials Supplied Monthly	A7-8

Topic 1. Description of Materials

Titles and Form Numbers

Listed below are the titles and form numbers of the forms that you use specifically for NCVS:

- Field Representative's Information Card Booklet, **NCVS-554**
- NCVS At a Glance, **NCVS-550.1**
- NCVS Fact Sheet, **NCVS-110**
- NCVS Introductory Letters, **NCVS-572(L)** and **NCVS-573(L)**
- NCVS Thank You Letters, **NCVS-593(L)** and **NCVS-594(L)**

There are other materials you use in the course of your work, but those materials are generic, such as appointment slips and INTER-COMMs.

Field Representative's Information Card Booklet, NCVS-554

The Information Card Booklet contains two types of cards. Some of the cards in this booklet are designed for you to show respondents as you conduct certain parts of the NCVS interview in person. By using these cards during a personal visit interview, you can:

- Avoid reading long lists of answer categories and

- Allow respondents to read all the categories before selecting the appropriate answer.

The remaining cards in the booklet are designed to help you with specific parts of your NCVS job.

The Information Card Booklet is arranged as follows:

<u>**Page**</u>	
1	Explanation of the NCVS which satisfies Privacy Act requirements, together with commonly asked questions and suggested answers.
2, 3	Information about NCVS data uses and users
4	Listing reminders, along with guidelines on when to fill the CAPI case level notes.

5	Summary table to help determine who to include as a household member.
6, 7	Education Codes flashcards (Page 6 in English, Page 7 in Spanish) to show to a household respondent when asking Item **EDUCATIONATTAIN** in person during the first, third, fifth, and seventh enumeration periods.
8, 9	Hispanic Origin flashcards (Page 8 in English, Page 9 in Spanish) to show to a household respondent when asking Item **SP_ORIGIN** in person.
10, 11	Race flashcards (Page 10 in English, Page 11 in Spanish) to show to a household respondent when asking Item **RACE** in person.
12, 13	Employment flashcards (Page 12 in English, Page 13 in Spanish) to show a household member who is at least 16 years of age when asking Item **JOBDESCRIPTION** in person**.**
14, 15	Household Income flashcards (Page 14 in English, Page 15 in Spanish) to show to the household respondent when asking Item **HOUSEHOLDINCOME** in person.
16	NCVS definition for the term “rape.”
17	NCVS definition for the term “presence.”
18	Information about classifying Type Z noninterviews.
19	Information about proxy interviews.
20, 21	Quick reference guide of important NCVS definitions and concepts.
22, 23	Quick reference guide to help you complete the Summary section of the instrument. These items relate to incidents of theft and attempted theft.

When offender is a police officer, page 23 provides guidance on preparing the summary report.

24, 25 List of standard abbreviations to use when writing summary reports.

26, 27 2-year calendar, along with a list of holidays for each year. When necessary, allow the respondent to view these calendars during a personal visit interview to help him/her remember the months covered by the reference period and the exact month in which an incident occurred.

28 Instructions for conducting NCVS interviews in Spanish

29 List of function keys for case management and the NCVS CAPI instrument

NCVS At a Glance, NCVS-550.1

The NCVS At a Glance provides information about the survey's purpose, its sponsor, data users and uses, length of interview, and participation requirements, along with answers to seven frequently asked questions. It also contains reference information to help you with NCVS key concepts and definitions.

NCVS Fact Sheet, NCVS-110

The NCVS Fact Sheet (NCVS-110) brochure is available in both English and Spanish; it provides summarized results from the most recent NCVS findings. The results are presented in text, graphs, and charts. Before interviewing a sample household for the first enumeration period, your office will mail the household an NCVS Fact Sheet, NCVS-110, and an introductory letter, NCVS-572(L). For subsequent enumeration periods, you can hand the respondent an NCVS Fact Sheet when:

- The respondent requests the type of information provided in this brochure.
- You discover a replacement household at a sample unit.
- You feel that the brochure may encourage a respondent to cooperate.

NCVS Introductory Letters, NCVS-572(L) and NCVS-573(L)

Before you visit a sample household, the regional office will mail the household an introductory letter which briefly describes the NCVS and lets them know to expect your visit or telephone call. The NCVS-572(L) letter is sent to each first enumeration period household and the NCVS-573(L) letter is sent to each second through seventh enumeration period household.

At the **GETLETTER_CP** screen, you ask the household respondent if they received an introductory letter sent to the sample household. (This is sent by the regional office.) If the respondent answers “No,” or they aren’t sure if they received the letter, hand the respondent a copy of the appropriate letter and a copy of the NCVS Fact Sheet *(NCVS-110)* when conducting the interview in person.

The introductory letters are also available in Spanish, Chinese (traditional and simplified), Korean, and Vietnamese. Contact your regional office if you need copies of the letters in these languages.

NCVS Thank You Letters, NCVS-593(L) and NCVS-594(L)

There are two different preprinted "Thank You" letters for you to use as appropriate. The NCVS-593(L) letter is written to help leave a positive impression with a reluctant respondent and possibly help you to gain his/her cooperation during the next enumeration period. After interviewing a household, mail the NCVS-593(L) "Thank You" letter to the household if they showed any signs of refusing in the future.

The NCVS-594(L) letter is written as a "Thank You" letter for you to mail to sample households who have completed their interviews for the seventh enumeration period.

Both of these "Thank You" letters are also available in Spanish.

Letters in Spanish, Chinese, Korean, and Vietnamese

The RO supplies you automatically with "Introductory" and "Thank You" letters printed in English. If you know that your assignment area includes households that speak Spanish, Chinese (traditional and simplified), Korean, or Vietnamese, request letters in the required languages *(Spanish, Chinese, Korean, or Vietnamese)*. While the NCVS letters are available in English, as well as all four of these foreign languages, the NCVS questions are only available in English and Spanish.

Valid OMB Control Number and Expiration Date

The Office of Management and Budget (OMB) control number 1121-0111 is required to conduct the NCVS, along with the correct approval expiration date. Use the FAQ tab in the instrument and then entering Precode (10) to access this control number and expiration date.

Topic 2. Materials Kept Month to Month

Materials Needed Each Interview Month

Your regional office provides you with the following supplies used monthly:

- A black portfolio to hold your identification card and assignment materials
- Copies of both "Introductory" letters, NCVS-572(L) and NCVS-573(L)
- Copies of both "Thank You" letters, NCVS-593(L) and NCVS-594(L)
- Copies of "Request for Appointment" slips, Forms 11-38 and 11-38A
- Copies of blank Interviewer Communications (INTER-COMMs), Form 11-36
- Field Representative's Information Card Booklet, NCVS-554
- Copies of the NCVS Fact Sheet, NCVS-110
- Mechanical pencils

Notify your regional office whenever you start to run low on any of these supplies.

Topic 3. Materials Supplied Monthly

Assignment Materials for an Interview Month

Before the start of each interview month, your regional office sends you:

- A detailed memorandum which discusses important current topics and reminders; and
- Any materials and instructions you may need for your listing and interviewing work. Call your supervisor immediately if any instructions are unclear to you.

Importance of the Monthly FR Memorandum

Read all NCVS monthly memoranda carefully so you can conduct your work accurately for each interview month. Every month the memorandum covers current monthly topics, as well as any special reminders. Contact your regional office if any part of the memorandum is unclear to you.

Chapter 1
Overview of the NCVS Instrument

Table of Topics

Topic		Page
1	Introduction	B1-2
2	Screen Layout	B1-5
3	Selection of Questions and Screen Content	B1-8
4	Methods of Making Entries	B1-12
5	Navigation and Using Function Keys	B1-16
6	Partial Interviews and Callbacks	B1-20
7	CAPI Outcome Codes	B1-24
8	How to Use the Tool Bar	B1-26

Topic 1. Introduction

Learning About the NCVS Instrument

The NCVS instrument is divided into three sections known as the front, middle, and back.

The **Front** Section of the NCVS instrument is designed to:

For new sample cases:

- Provide the address for an initial personal visit interview.

For continuing cases:

- If available, provide the telephone number to dial and the introduction to read to the person who answers your telephone call.
- If telephone information has not already been collected, provides you with screens to collect it.

For both new and continuing cases:

- Identify possible interviewing problems.
- Verify that you have reached the correct address and household.
- Verify that you are speaking to an eligible household respondent and, if necessary, to select another eligible household respondent.
- Provide you with general reference information to answer respondent questions.
- Provide you with the appropriate screens to collect, update or verify information from the sample household's demographic information - names, ages, ethnicity, race, sex, education, and marital status of household members, and so on.

The **Front** Section of the NCVS instrument is discussed further in Part B, Chapter 2, of this manual.

The **Middle** Section of the NCVS instrument is designed to:

- Determine whether any of the eligible household members *(12 years of age or older)* at the sample address were victimized by crime during each household member's 6-month reference period. These questions are referred to as the screening items.

  The screen items cover a wide variety of situations and are designed to provide the respondent with concrete examples of the types of crimes that are typically reported for the NCVS and could be overlooked by respondents. These screen items ensure that we collect ALL incidents of crime that occurred during each sample household member's 6-month reference period.

- Collect a variety of information about each reported incidence of crime that occurred during a sample household member's 6-month reference period. It is important to record accurate and complete information about each crime, so that we have a clear picture of what happened during the incident. These questions are referred to as the incident report items.

- Add any additional incidents that may have been discovered while completing the incident report items for the current incident.

- Check the current incident against any previously reported incidents to avoid reporting duplicate incidents.

The **Middle** Section of the NCVS instrument is discussed further in Part B, Chapters 3, 4, and 5, of this manual.

The **Back** Section of the NCVS instrument is designed to:

- Make appointments to call back a sample household so you or another interviewer can interview sample household members who are unavailable or who cannot complete their interview.

- Thank each sample household member for his/her time and participation in the NCVS.

- Enter any final notes about the case which you or another FR may need for future contacts.

The **Back** Section of the NCVS instrument is discussed further in Part B, Chapter 6, of this manual.

In addition to this introduction, Chapter 1 also provides you with an overview of how:

- The NCVS instrument selects the correct questions for each interview.

- A typical NCVS screen is formatted.

- To make entries on the NCVS screens during an interview.

- To use the function keys during an interview.

Chapter 1 also provides general instructions for starting the NCVS interview, setting callback interviews, resuming a partially completed interview, and recovering from program errors.

Topic 2. Screen Layout

The initial FR training for NCVS provides an in-depth look at features that you need to be familiar with in the CAPI instrument. This chapter of the manual highlights those specific to the NCVS instrument.

Components of a Screen

Most screens in the NCVS instrument (*see example in **Figure A** at the end of this chapter)* are divided into two basic parts:

- The **Information (Info) Pane**, in the upper half of your computer screen, which includes the tool bar and question text with the possible answer categories (if any); and
- The **Form Pane**, in the lower half of the computer screen. It includes:
  - The tool bar
  - Question text in black letters
  - FR instruction in blue letters (if any). A blue diamond identifies the FR instruction

Information Pane

The **Information (or Info) Pane** (**see *Figure A*** on Page B1-27*)* is located on the top half of the screen.

The Info Pane (see ***Figure A*** on Page B1-27) also includes the list of possible answer categories (if any) around the middle portion of the screen.

Figure B on Page B1-28 illustrates an Info Pane with question text in black letters and an FR instruction.

Each option on the list of answer categories has a pre-determined numeric code or "precode" to distinguish it from the others. The precode is what you must enter in the Form Pane (described below) to record the respondent's answers.

There are questions that have a long list of possible answers, and that allow the respondent to report more than one answer. Each time you enter a precode in the

Form Pane for those types of questions, you will see the corresponding text in the answer categories highlighted in blue. The blue highlighting is intended to help you distinguish the answers already reported from those not yet selected.

Form Pane

The **Form Pane** (see ***Figure A*** on Page B1-27) is the bottom half of the screen, where you make your entries.

The Form Pane provides a summary list of the data items to be collected, and can give you a sense of where you are in the interview, and of how much ground you must cover to complete a given section.

In the NCVS instrument, you will sometimes find that a single Form Pane will cover a whole section, in which case the Form Pane will give you a complete list of all the data items you will collect in that section. More often than not, however, you will find that more than one Form Pane is needed to cover a section, especially when the section has a question with a lengthy answer list.

The Form Pane can appear in one of two basic formats:

- In column format; or
- In table format

In the NCVS instrument, the column format (see ***Figure B*** on Page B1-28) is used whenever the table format is not appropriate. In the column format, the instrument will drive you to navigate from top to bottom for each column that appears in the Form Pane.

The table format is used when there is sufficient space on the screen to allow FRs to collect - on a row-by-row basis - the same set of details for any item listed in the leftmost column. In the table format (see ***Figure C*** on Page B1-29), the instrument will drive you to navigate from left to right. Each time you enter an item in the leftmost column the instrument drives you down the same row, from left to right, to collect more details about that item.

Two-Level Screen Interaction

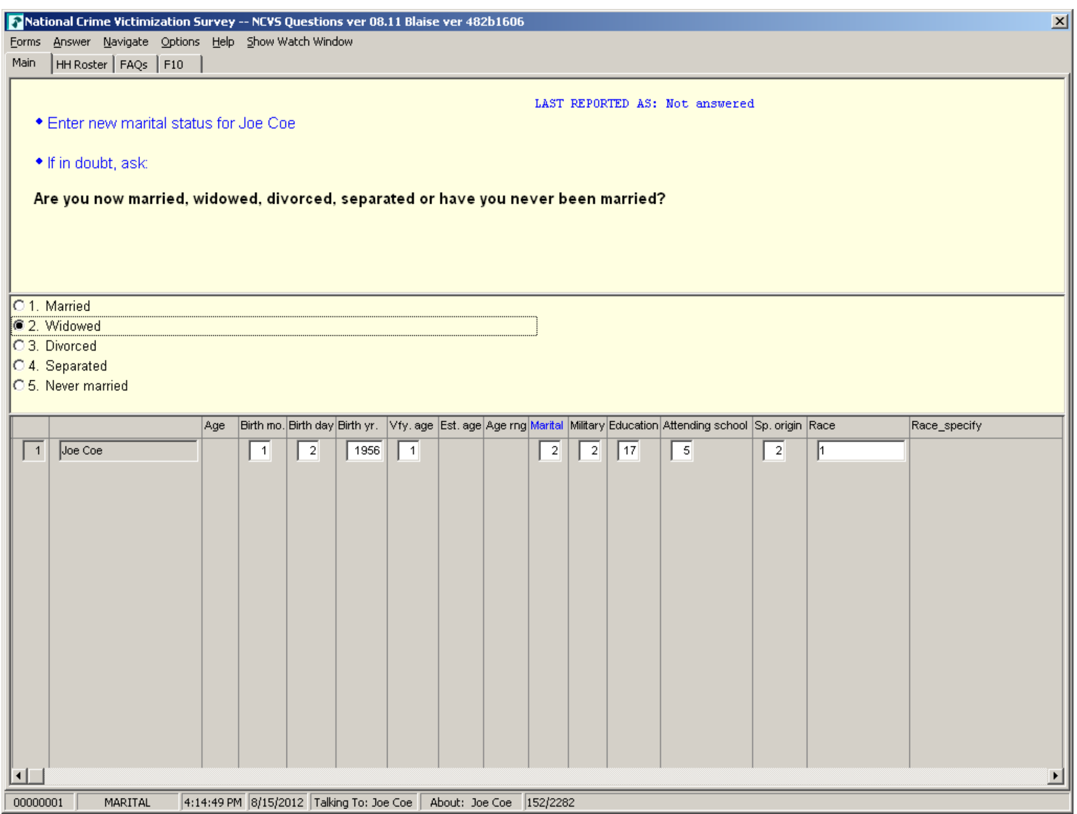
In the NCVS instrument, each item displayed in the Info Pane is reflected only as an item label in the Form Pane, thus allowing space on the bottom half to trace all of the entries you make in a section. The Info Pane changes as you move item by item. By contrast, the Form Pane remains stationary until you either reach the end of the Form Pane or exit the Form Pane. As you enter the answers in the Form Pane, the **layout** of the Form Pane does not change. Only the **contents** of the Form Pane change as the instrument fills in your entries next to the appropriate item labels.

Topic 3. Selection of Questions and Screen Content

Selection of Questions

The first interview with the sample household must be made in person. Once the initial personal visit interview is conducted, data that you collect about the household and its members is retained. Based on the household information, along with the information that you enter during subsequent NCVS interviews, the instrument determines which questions to display and how to word these questions during an interview.

The NCVS instrument also fills the appropriate proper names, pronouns, verbs, and reference dates into the text of the NCVS questions. In some cases, a household member's answers from a previous interview are pre-filled on the screen. The following screen shows an example of the household member's age, birth date, marital status, military service, education, Spanish origin, and race as reported during the previous enumeration period:



Screen Content

A typical NCVS instrument screen contains:

NCVS Question

The NCVS question appears in the Info Pane. Most NCVS instrument screens also include answer categories, along with precodes to enter for each answer category.

Specific instructions to you appear on the screen in blue text, preceded with a diamond symbol. See ***Figure B*** for an example.

CASEID

In the bottom left corner of the form pane, you will see the case identification number or **CASEID**, an 8-digit number used to identify NCVS cases. Each sample address selected for an NCVS interview is assigned a unique **CASEID**.

Item or Screen Name

Next to the **CASEID**, you will see the **Item or Screen Name**, which, in most cases, identifies the NCVS question shown on the screen. However, not all screens display an NCVS question. Some screens provide information for you to read to a respondent or information for you to read to yourself.

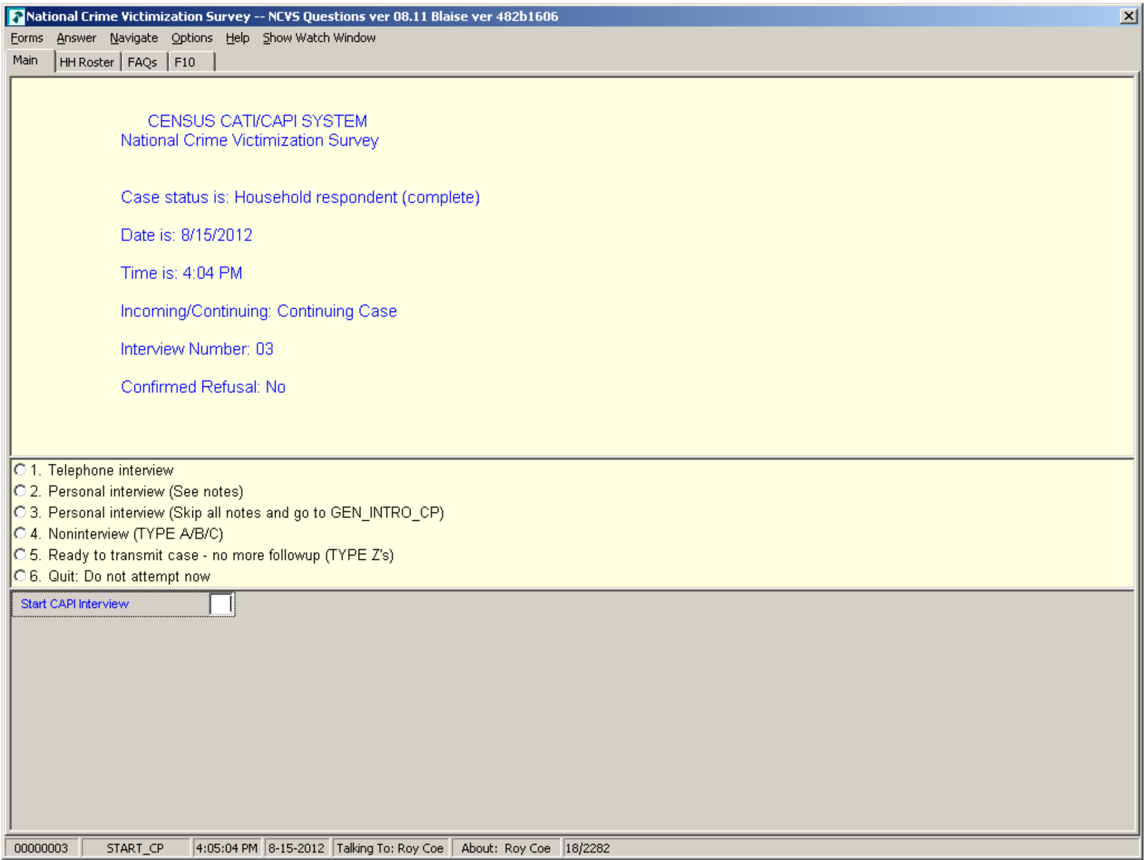
Time, date, and respondent information

Next to the item name, time, date, and the name of the person to whom you are talking, and the name of the person you are talking about appear.

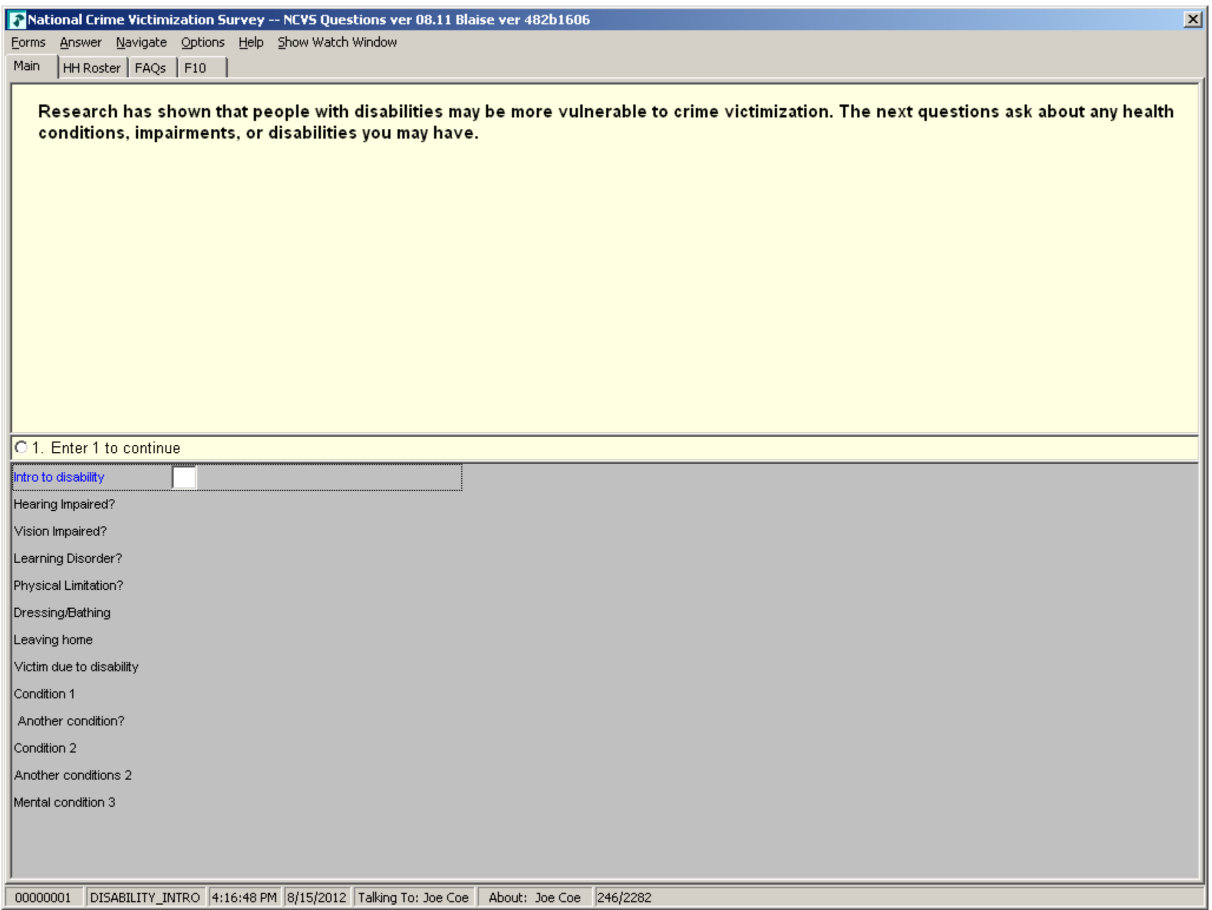
Screens Without Questions

Some screens in the NCVS instrument provide information solely for your benefit and do not provide any question for you to ask of a respondent. The **START_CP** screen shown on the next page is an example of this type of NCVS screen.

This screen contains text that appears in blue. This indicates that you are only to read the information to yourself.


National Crime Victimization Survey -- NCVS Questions ver 08.11 Blaise ver 482b1606
Forms Answer Navigate Options Help Show Watch Window
Main HH Roster FAQs F10
CENSUS CATI/CAPI SYSTEM
National Crime Victimization Survey
Case status is: Household respondent (complete)
Date is: 8/15/2012
Time is: 4:04 PM
Incoming/Continuing: Continuing Case
Interview Number: 03
Confirmed Refusal: No
1. Telephone interview
2. Personal interview (See notes)
3. Personal interview (Skip all notes and go to GEN_INTRO_CP)
4. Noninterview (TYPE A/B/C)
5. Ready to transmit case - no more followup (TYPE Z's)
6. Quit: Do not attempt now
Start CAPI Interview
00000003 START_CP 4:05:04 PM 8-15-2012 Talking To: Roy Coe About: Roy Coe 18/2282

There are also NCVS screens that only display statements to be read to a respondent, such as **DISABILITY_ INTRO** shown below. Note that the text is in bold black print.



Topic 4. Methods of Making Entries

Types of Entries

Each screen in the NCVS instrument requires you to make some type of entry to proceed to the next screen. These entries could be in the form of:

- **Precodes** - Examples include: (1) for "Yes," or "Continue," (2) for "No," or (3) for "Don't know."
- **Numerical** - Examples include: (1-31) for "Days of the month," (1 - 999,999) for "Total amount," or (1-96) for "Number of years."
- **Text or Write In** - Examples include: "Jacket stolen from unlocked car" to describe a crime incident in the crime screening section or a more lengthy write-in entry for a crime incident summary report.

Single Entry Questions

Most NCVS items only allow you to enter one precode to answer a question. Items **START_CP**, **TENURE**, and **AGECHECK** shown in ***Figures A***, ***B***, and ***C***, respectively, are examples of single entry questions.

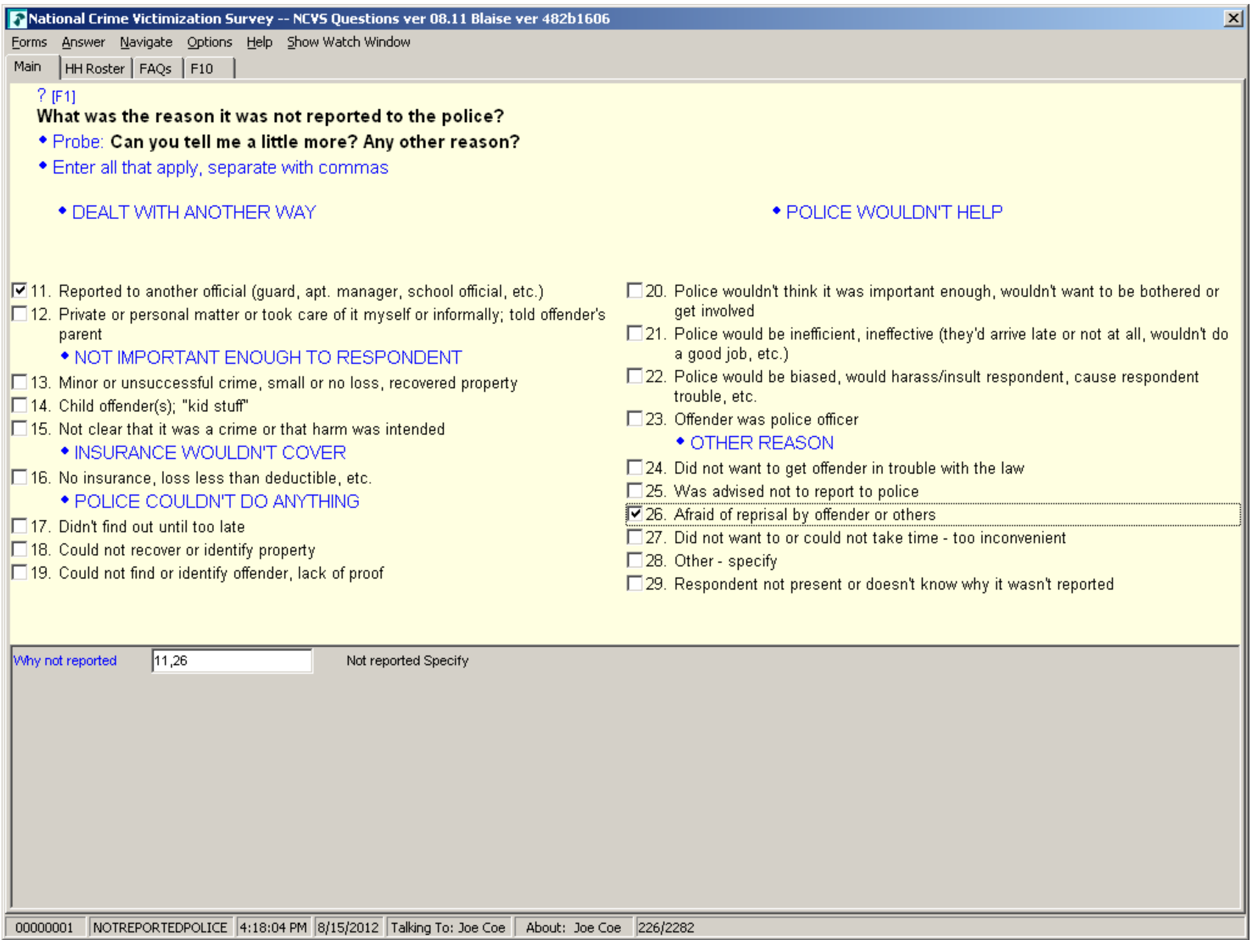
Single entry questions display answer categories preceded by circles or "radio buttons," which fill with a black dot when an answer is selected. The instrument does not allow more than one "button" to be filled.

Multiple Entry Questions

Some NCVS items allow you to enter more than one precode to answer a question. We refer to these questions as "multiple entry" questions. They always include an instruction to you, such as "ENTER ALL THAT APPLY, SEPARATE WITH COMMAS."

Multiple entry questions display answer categories preceded by squares; as you enter each precode, a check mark ✓ appears next to the corresponding answer category. By entering the same precode a second time, you can deselect the answer category and the ✓ disappears. You can also backspace over your entry to deselect. You can also type in the entry numbers, making sure to separate them with commas. Precodes may be entered in any order.

When you are done entering precodes to answer the question, press “Enter” to indicate that there are no more entries. **NOTREPORTEDPOLICE**, shown below, is an example of a “multiple entry” question.



Don't Know or Refused

Some NCVS screens display a numeric precode for "Don't know," while other NCVS screens allow you to enter Ctrl + D for "Don't know," even if it is not displayed on the screen. We refer to this type of precode as a "blind" code.

If a respondent declines to answer a particular question, you can enter Ctrl + R for "Refused."

Always try to convince a respondent to answer a question or at least get a respondent's best estimate. Whenever possible, avoid entering Ctrl + D or Ctrl + R during an interview.

Invalid Entries

If you enter an invalid precode or press "ENTER" without making an entry for a screen that requires it, the NCVS instrument displays a pop-up error message. When you see an "input invalid" message, click on the "OK" button or hit the "Escape" key. Enter a valid response for the screen and then press "ENTER" to proceed to the next screen. In the case of multiple entry questions, you must enter one or more valid responses for the screen, then press "Enter" to indicate that there are no more responses.

Soft and Hard Edits

In order to detect inconsistencies in the data at the time of data capture, several questions contain edit checks. The edit checks examine the responses to individual items and determine if the responses are consistent with the other data entered. A message appears in a pop-up screen when possible errors (inconsistencies) are detected in the survey. The screen displays an error message and identifies the questions that are inconsistent with one another.

There are two types of edit checks, soft edit checks and hard edit checks. A soft edit check would be created for a 14 year old attending college (possible but not likely), for example, and a hard edit would be created for a 4 year old attending college (not possible). For soft edit checks, you have the option of accepting the responses and therefore the inconsistency (select the Suppress button) or resolving the error by going back (select the GoTo button) to the items in question and rechecking the responses. To go back and correct a particular item, make sure that the item displayed in the "Questions involved" column of the "Edit Check Error

Message" is highlighted, then click the GoTo button, which takes you to that question so you can correct it.

For hard edit checks, you must go back and resolve the inconsistency. In many cases, inconsistencies occur because of keying errors.

Ask or Verify Instruction

Selected screens in the NCVS instrument include an “ASK OR VERIFY” instruction. If you see this instruction and the respondent has already provided the answer to the question during the course of the interview, you are allowed to verify the answer with the respondent, instead of asking the question on the screen. However, this is **only** allowed for screens that have the “ASK OR VERIFY” instruction. If you don’t see this instruction, you must always ask the question exactly as it is worded on the screen.

Topic 5. Navigation and Using Function Keys

Navigation

There are a number of different ways to navigate in the NCVS instrument. You can navigate:

- With the mouse or the keyboard;
- From left to right;
- From top to bottom;
- Back and forth between sections;
- Back and forth (across Form Panes) within a section; and
- Index tabs at top left of the Info Pane: Main, HHRoster, NewHHR, FAQs, and F10.

Mouse or Keyboard

You can use only the keyboard, or only the mouse that is embedded in your laptop (immediately below the keyboard), or you can use both -- going back and forth between the two -- to navigate through the instrument or to make data entries. If you wish, you can also use an external mouse.

Arrow Keys

Use the arrow keys mostly when navigating sequentially, from one item to the next. Use the Left and Right Arrows to navigate horizontally, and use the Up and Down Arrows to navigate vertically.

Page Up/Page Down Keys

Use the Page Up and Page Down keys when navigating sequentially, from one Form Pane to the next. Note that you cannot page down to the next Form Pane until you have completed the Form Pane where your cursor is. Note also that you may have to readjust your cursor when you page down or page up to a Form Pane, because the instrument always places you on the first item of the Form Pane.

Tabs

Tabs have two functions: you can use them as place markers, and you can use them as a “jump” menu. However, you can use them as a “jump” menu only when you are using the mouse. To use tabs, position the cursor over the tab you wish to use and left-click the mouse.

Tabs in the NCVS instrument:

Main - Use this tab to return to the interview after pressing the “HH roster” or “FAQs” tab.

HH Roster - Use this tab to show the household composition.

New HHR - This tab allows you to select a new household respondent if necessary.

FAQs - This tab takes you to the list of frequently asked questions.

F10 - Use this tab if you need to end the interview because of a refusal or breakoff, or if a callback must be scheduled.

Purpose of Function Keys in the NCVS Instrument

Each function key or combination of keys will allow you to perform specific tasks while working in the NCVS instrument. The operation of each function key is described in this topic and summarized on your computer template, which is shown in ***Figure D***.

F1 - Question Help

Press the **F1** function key to show any help screens for the current question, which are then displayed in a pop-up box. Questions that have help screens are identified by "?[F1]" displayed in the top left hand portion of the information pane.

SHIFT F1 - Display Household Roster

Press the **SHIFT** and **F1** keys simultaneously to access the household roster at the **SHOWROSCP** screen. You can access the household roster at any time during an NCVS interview to reference the information shown on this screen. The **SHOWROSCP** screen does not allow you to make changes to the household roster.

F2 - NOT AVAILABLE

The **F2** function key is not used in the NCVS instrument.

SHIFT F2 - Frequently Asked Questions

Press the **SHIFT** and **F2** keys simultaneously to access the help screens for nine frequently asked NCVS questions from the **FAQMain** screen. These screens will help you answer respondent's questions.

F3 - NOT AVAILABLE

The **F3** function key is not used in the NCVS instrument.

F4 - Jump Menu

Press the **F4** function key to access a “Jump” menu, which allows you to jump back to a previously answered section of the incident report items. Note that this function only works

in the incident report items, which are part of the middle section of the NCVS instrument.

ALT F4 – Escape Help Screen

Press the ALT and F4 keys simultaneously to escape from help screens in the instrument.

SHIFT F5 - Spanish Version

Press the **SHIFT** and **F5** keys simultaneously once you have passed **the START_CP** screen, and a pop-up menu appears. Select the “Spanish” option and the instrument switches to the Spanish version of the NCVS instrument for the current question and all subsequent questions. To return to the English version, just press the **SHIFT** and **F5** keys simultaneously again and select “English” from the pop-up menu.

F6 - **NOT AVAILABLE**

The **F6** function key is not used in the NCVS instrument.

F7 - Enter Notes

Press the **F7** function key to enter notes for several screens within the NCVS instrument. After pressing **F7**, a pop-up “Notes” box appears. Enter the text of your note, then click the “Save” button in the box to leave the **F7** notes mode. When **F7** notes are entered for an instrument screen, a paperclip icon appears next to the item name on the form pane telling you that a “Note Exists.”

SHIFT F7 - View Notes

For any screen that indicates a “Note Exists,” press the **SHIFT** and **F7** keys simultaneously to view these notes and to add any new notes by typing the text of your new note. When you press **SHIFT** and **F7**, a pop-up notes box appears. This box lets you view all notes to date; to add more notes use the **F7** function key.

If there are no **F7** item notes for an item when you press **SHIFT** and **F7**, a pop-up box appears that tells you there are no notes for that item.

F8 - Return From Skip

Press the **F8** function key, to return or skip back to the item from which you pressed the **F10** key, which skips to the end of the interview. This may be useful if you press the **F10** key by mistake.

SHIFT F9 - New HHR

Press the **SHIFT** and **F9** keys simultaneously to change the household respondent (HHR) before the household respondent's interview has been completed.

F10 - Skip to End

Press the **F10** function key to skip over unanswered questions when a respondent breaks off the interview before you can complete it. After pressing the **F10** function key, the instrument goes to the **back** section, where you can schedule a callback.

The instrument sets a person's interview status to "partially completed," so that you can resume the interview for that person later when the respondent is available.

Up Arrow - Back One Item

While in the **middle** section of the NCVS instrument, the **Up Arrow** key allows you to move back one item.

Down Arrow - Forward One Item

While in the **middle** section of the NCVS instrument, the **Down Arrow** key moves forward one item.

Home - First Item

Press the **Home** key to move the cursor to the FIRST screen in the current section.

End - Last Item

Press the **End** key to move the cursor to the next unanswered question in the current section.

Topic 6. Partial Interviews and Callbacks

Getting Started

The NCVS interviewing begins on the first day of every month. It is important to complete as many interviews as possible within the first few days of the interview period.

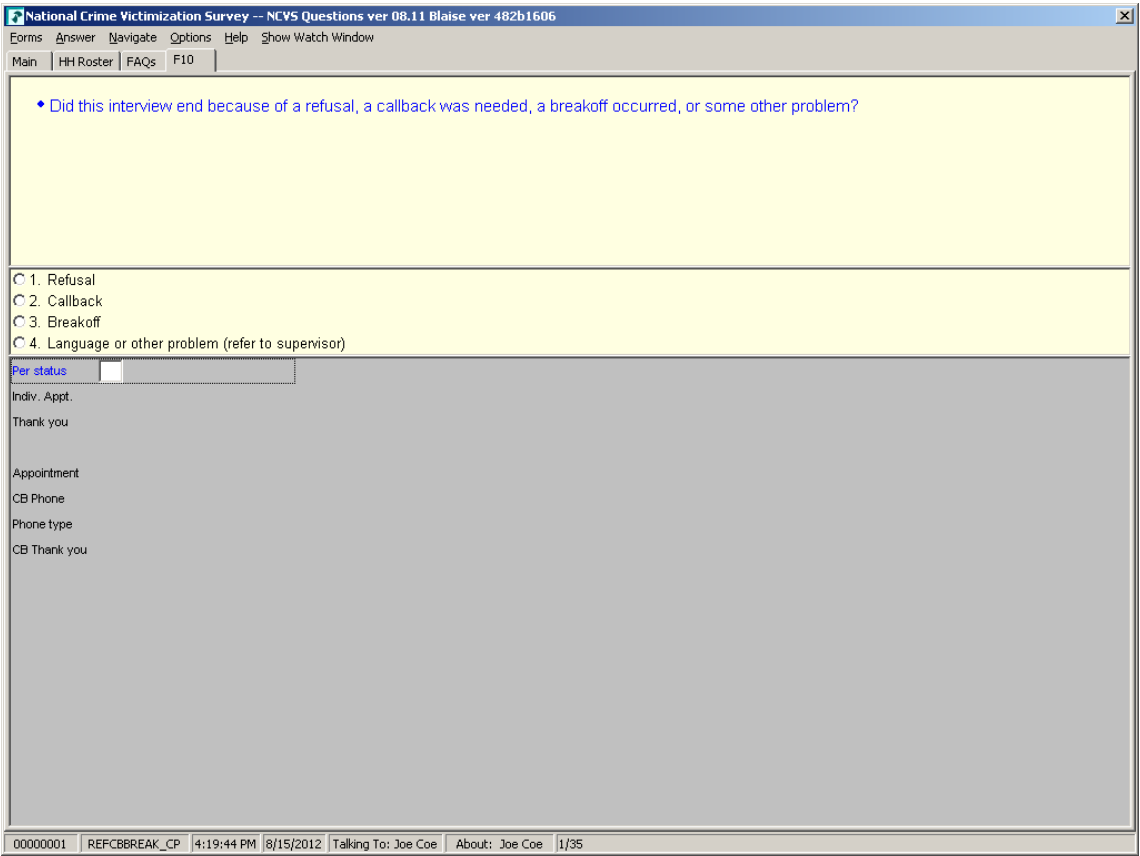
Introducing Yourself

Once you have contacted a sample household, it is critical that you quickly establish a good rapport with the respondent. Remember to not only be businesslike and professional, but also try to sound friendly and relaxed. Keep track of your pace throughout the interview, because speaking either too quickly or too slowly can make the respondent feel uncomfortable.

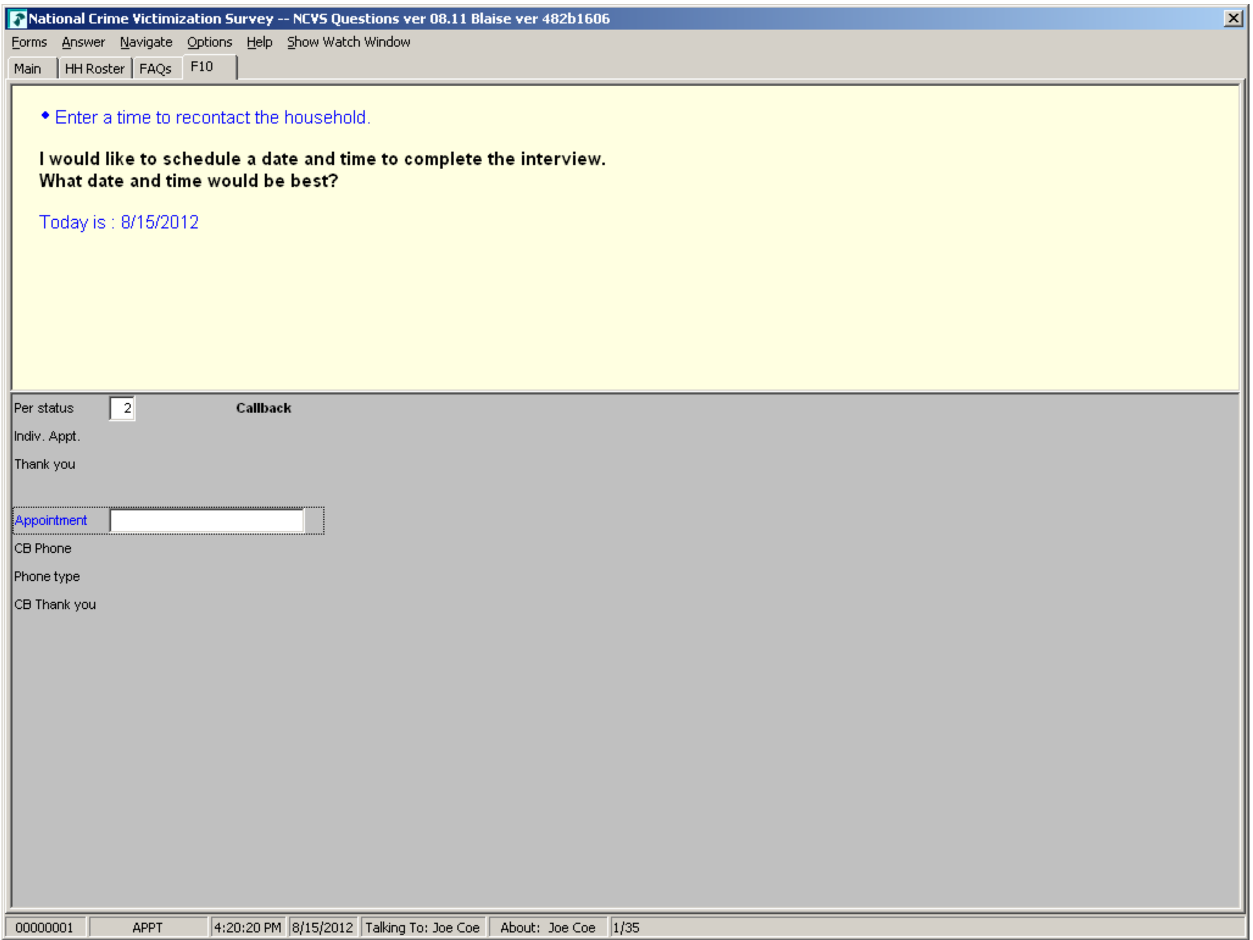
Exiting a Partial Interview

At times, you may have to exit the NCVS instrument, even though the interview is only partially completed. For example, this can happen when a respondent breaks off the interview for personal reasons, whether the respondent offers to continue the interview at another time, or if the next eligible respondent is not available at that time.

If this happens, press the **F10** function key or the **F10** index tab to exit the unfinished interview. If you are unable to exit from the current screen, go forward or backward a screen or two until the instrument allows the **F10** function. Pressing the **F10** function key takes you to **REFCBBREAK_CP,** as shown on the next page.



To set up a callback, enter (2) at **REFCBBREAK_CP**. The instrument goes to **APPT**, shown on the next page. Use **APPT** to indicate the best time for the household respondent to complete the interview (if the household has indicated that they are willing to complete the interview at a later time). The remaining callback screens are covered in Part B, Chapter 4.



Completing a Partial Interview

Before you call a sample household to complete a partial interview, you may:

- Review interviewer notes from the previous interview.
- Identify which household member's interview is incomplete and at which item the interview will resume.
- Identify which household members still need to be interviewed.

Once you verify certain facts, the instrument continues with the next unanswered question for the household member whose interview is incomplete. After passing the **INTRO_PARTIAL_CP** screen, press the “end” key to go to the next unanswered question in the interview.

The instrument also allows you to review previously answered questions from a household member’s partial interview, if necessary, by using the up and down arrow keys.

Recovering From Program Errors

Occasionally, you may get stuck in a loop where the instrument continues to cycle through only a few questions. If the computer does not go to the next appropriate question, check your answers on each screen carefully as you step through the loop again. If you discover an incorrect entry, correcting the entry may correct the loop problem.

If this happens in the incident report items, you can try using the **F4** function key to jump back to another part of the incident report items and try to continue from that point. As a last resort, notify your supervisor about the problem before exiting the case, whenever possible.

Let the respondent know that you are experiencing computer problems. If you cannot correct the problem in a relatively short time, press the **F10** function key and set a callback for the case.

Topic 7. CAPI Outcome Codes

Outcome code	Description
200	New case – not yet started/checked in
201	Completed interview (no Type Z's)
202	Accessed instrument, insufficient partial
203	Sufficient partial – no more follow-up needed
204	Sufficient partial – follow-up needed
213	Type A – Language problems
216	Type A – No one home
217	Type A – Temporarily absent
218	Type A – Refused
219	Type A – Other occupied
225	Type B – Temporarily occupied by persons with usual residence elsewhere (URE)
226	Type B – Vacant – regular
227	Type B – Vacant – storage of furniture
228	Type B – Unfit or to be demolished
229	Type B – Under construction, not ready
230	Type B – Converted to temporary business or storage
231	Type B – Unoccupied site for mobile home, trailer, or tent
232	Type B – Permit granted, construction not started
233	Type B – Other
240	Type C – Demolished
241	Type C – House or trailer moved
242	Type C – Outside segment

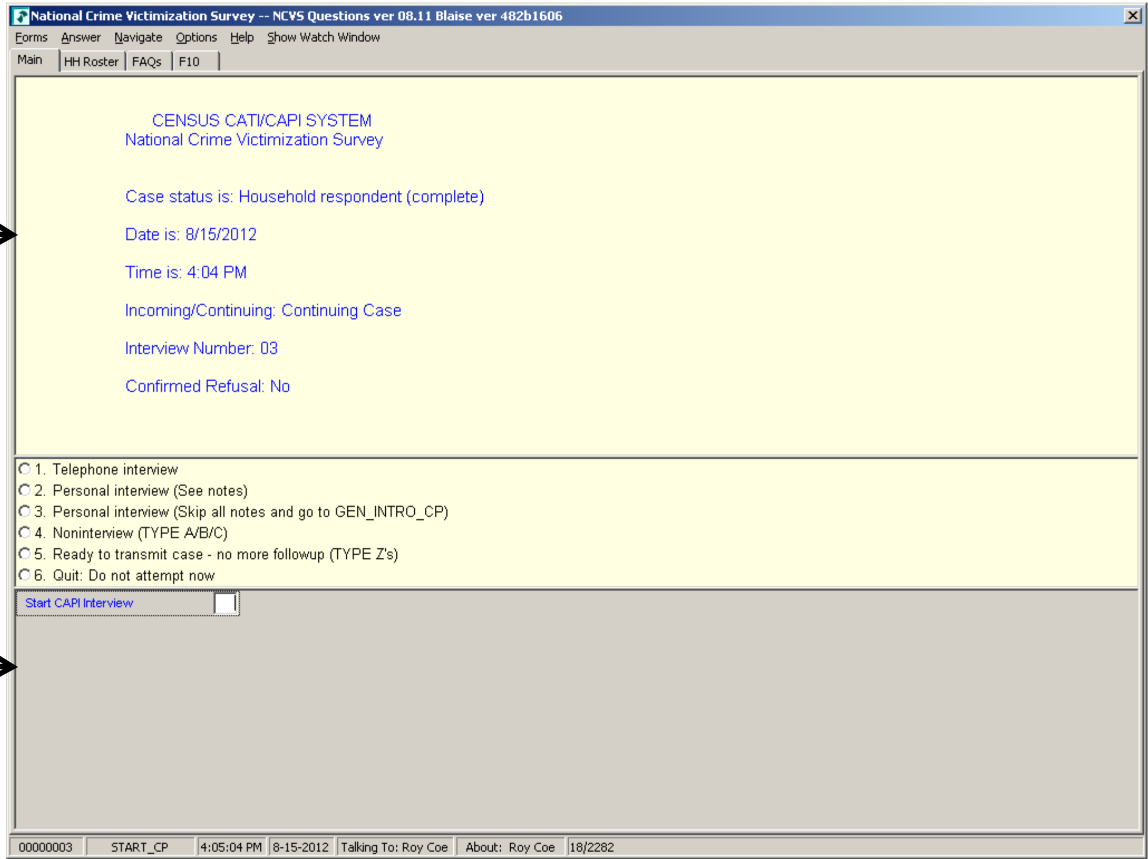
Outcome code	Description
243	Type C – Converted to permanent business or storage
244	Type C – Merged
245	Type C – Condemned
247	Type C – Unused line of listing sheet
248	Type C – Other
258	Type C – Unlocatable sample address
259	Type C – Unit does not exist or is out of scope

Topic 8. How to Use the Tool Bar

GENERAL	The **NCVS Tool Bar** has five main sections: **Forms, Answer, Navigate, Options, and Help**. Use your mouse to navigate the **Tool Bar**. The sections and their menus and functions are listed below.
Forms - Includes Save and Exit functions	Browse Forms - Ctrl + B (not used in NCVS) Save - Ctrl + S Check (not used in NCVS) Exit - F10
Answer - Shortcuts for various answer functions	Don't Know - Ctrl + D Refused - Ctrl + R Change Respondent - Shift + F9 Item Notes/Remark - F7 Repeat - F12 (only used in roster section of NCVS) Show Question Text - Ctrl + F3 Incident to Add - Ctrl + I
Navigate - shortcuts for navigating through the instrument	Jump Menu - F4 Return - F8 Add'l Skip to Next Person/Sec - Ctrl +F9 (not used in NCVS) Show Function Keys - Ctrl + K Search Tag - Ctrl + F Show notes/remarks - Shift + F7
Options - miscellaneous functions	Language - Shift + F5 Interview Time Preference - Ctrl + T Case Level Notes - Ctrl + F7 Show Original Notes - Shift + F12 Mute (not used in NCVS) Calculator - F11 - (shows calculator in pop-up window) Calendar - Ctrl + F11
Help - shows various help functions	Question Help - F1 (only for questions with a help screen) Show Function Keys - Shift + F10 Show HH - Shift + F1 Show Status (not used in NCVS)FAQ - Shift + F2 RI FAQ - (not used in NCVS) Show Standard Abbreviations - Shift + F11 Report Error - Ctrl + E Info - Ctrl + H - (Tells what version of Blaise software you're using)

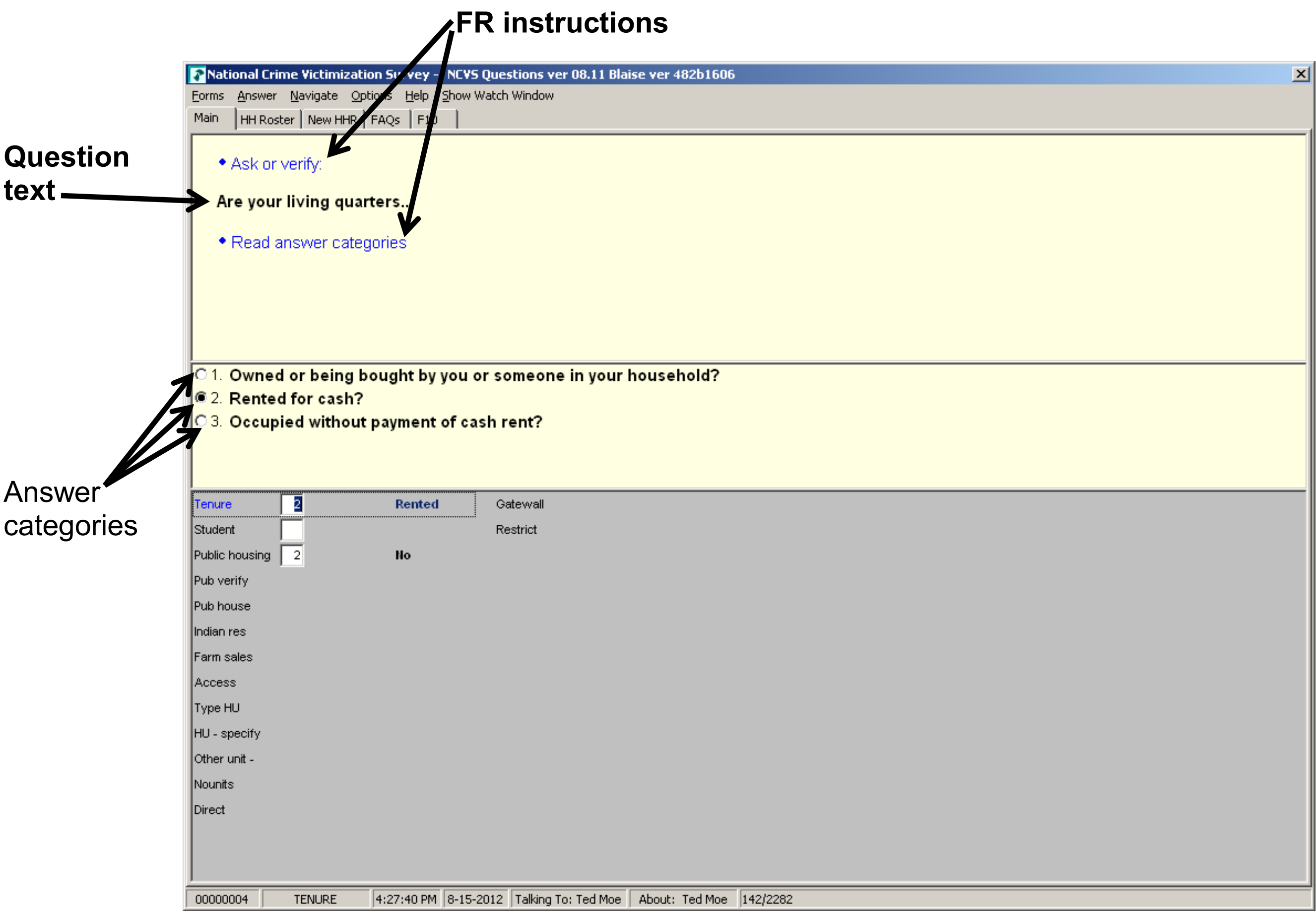
Information Pane and Form Pane **FIGURE A**

Information (Info) Pane



Form Pane

Form Pane in Column Format **FIGURE B**



Form Pane in Table Format

FIGURE C

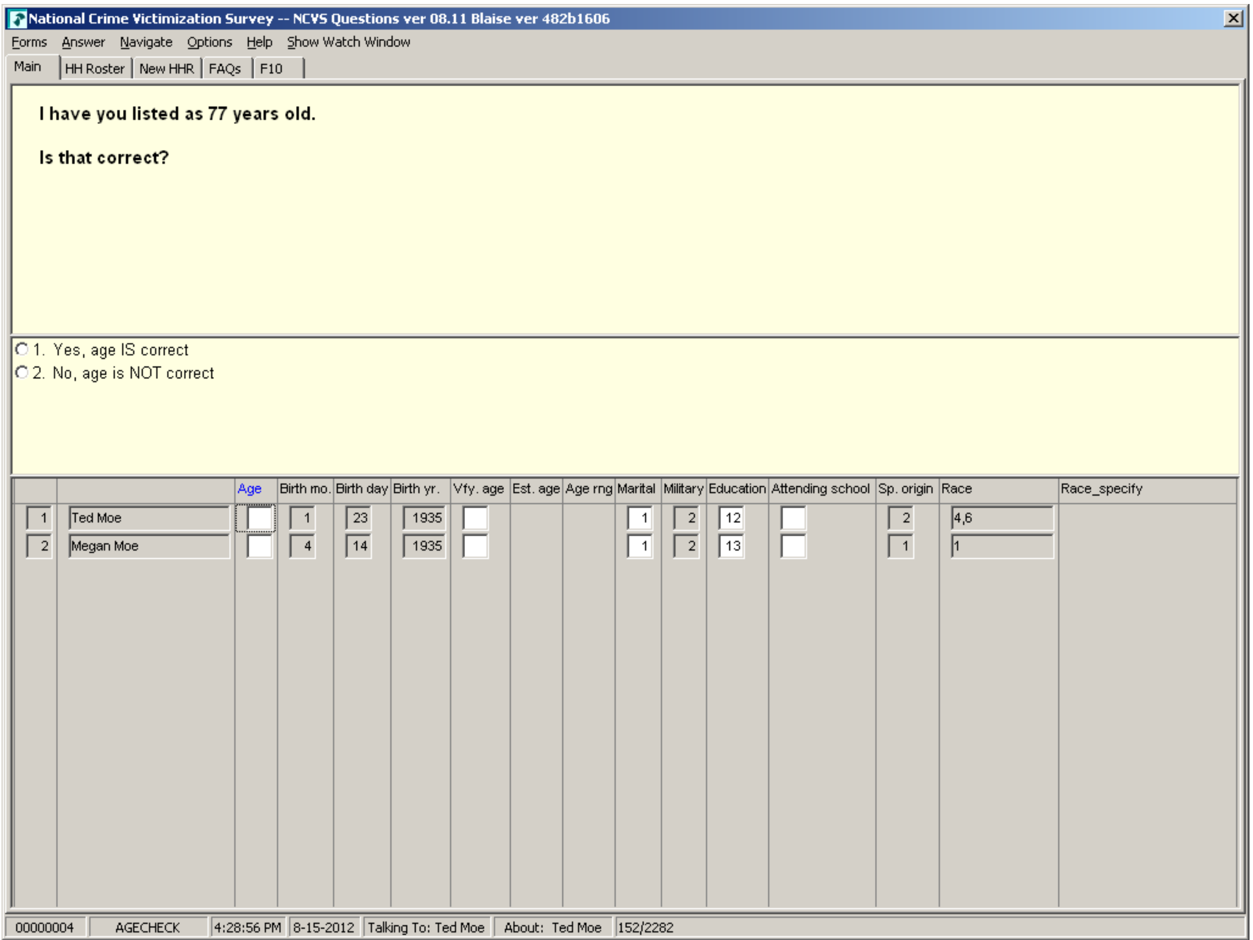


FIGURE D

Function keys for NCVS:

F1	F2	F3	F4	F5	F6	F7	F8	F9	F10	F11	F12
Question Help			Jump Menu			Item Notes/ Remark	Return	Skip Forward	Exit	Calculator	Copy Down (Repeat)
Shift + F1	**Shift + F2**	**Shift + F3**	**Shift + F4**	**Shift + F5**	**Shift + F6**	**Shift + F7**	**Shift + F8**	**Shift + F9**	**Shift + F10**	**Shift + F11**	**Shift + F12**
Show HH	FAQs	RI FAQs		Language		Show Notes/ Remark		New HHR	Show Function Keys	Show Standard Abbrev.	Show Original Notes (RI)
END	**HOME**	**Ctrl+F3**	**Ctrl+D**	**Ctrl+F**	**Ctrl+H**	**Ctrl+F7**	**Ctrl+K**	**Ctrl+M**	**Ctrl+R**	**Ctrl+F11**	**Ctrl+T**
Next Question on Path	First Question on Path	Show Question Text	Don't Know	Search Tag	Info	Case Level Notes	Show Function Keys	Show DK & Refused	Refused	Calendar	Interview Time Preference

Chapter 2
Front Section of the NCVS Instrument

Table of Topics

	Topic	Page
1	Introduction	B2-2
2	Screen Layout and Instructions for **START_CP**	B2-3
3	CAPI Personal Visit Interview for Household Respondent and Individual Respondent(s) (Screen Layout and Instructions for **START_CP** through **INTRO_REC_CP**)	B2-5
4	CAPI Telephone Interview for Household Respondent and Individual Respondent(s) (Screen Layout and Instructions for **START_CP** through **INTRO_REC_CP**)	B2-19
5	Selecting a New Household or Individual Respondent for CAPI Personal Visit and Telephone Interview (Screen Layout and Instructions for **NEWHHR_CP, HELLO_ALT2_CP, HELP_OTH_CP**, **ALTERNATE1_CP, TOOLATE_CP**, and **NEXTPERSON**.	B2-32
6	Completing Self Response and Proxy Interviews and Coding Initial Refusals (Screen Layout and Instructions for **INTERVIEWSTATUS** through **INTROFORNEWRESPONDENT**)	B2-39
7	Verifying Sample Address, Primary Telephone Number and Mailing Address (Screen Layout and Instructions for **GETLETTER_CP** through **NEWMAILGQDESCRIPTION_CP**)	B2-52
8	Housing Unit Characteristics (Screen Layout and Instructions for **TENURE** through **RESTRICTEDACCESS**)	B2-61
9	Household Roster Demographic Characteristics (Screen Layout and Instructions for **HHROSTER_FNAME** through **ANY_OTHERCHNG**)	B2-79

Topic 1. Introduction

Overview of the Front Section

The Front Section of the NCVS instrument is designed to:

- Give you case-level information to review before attempting contact with the sample household;
- Guide you through screens for making contact with a household respondent or an individual respondent for personal visit or telephone interviews, and record possible interviewing problems;
- Verify that you have reached the correct address and household, and to code a case as a replacement household when necessary;
- Guide you through screens for selecting a new household respondent or new individual respondent;
- Update sample address, mailing address, and telephone number information for the household with the household respondent; and
- Provide appropriate screens to update or verify information from the sample household's control card section.

Topic 2 covers most of the NCVS screens that make up the front section of the NCVS instrument. Some "Front Section" screens display the instruction, "ASK OR VERIFY." For screens which include this instruction, you are allowed to verify the answer with the respondent without asking the question, provided the respondent already furnished the information earlier in the interview. If you do not see this instruction, you must ask the question exactly as worded on the screen.

Topic 2. Screen Layout and Instructions for START_CP

CENSUS CATI/CAPI SYSTEM
National Crime Victimization Survey

Case status is: New Case
Date: July 2, 2015
Time: 9:53 am
Incoming/Continuing: Incoming
Interview Number: 01
Confirmed Refusal: No

1 Telephone interview
2 Personal visit interview (See notes)
3 Personal visit interview (Skip all notes and go to GEN_INTRO_CP)
4 Noninterview (Type A/B/C)
5 Ready to transmit case - no more followup (Type Z's)
6 Quit: Do not attempt now

START_CP

START_CP

START_CP is the first NCVS instrument screen that you see when you enter a case. As shown above, this screen gives you the following information:

- Survey title
- Case status
- Current date and time
- Incoming/Continuing status
- Interview Number (1 through 7) (also referred to in this chapter as Time in Sample or TIS 1-7)
- Confirmed Refusal Status (Yes or No)

After reviewing the information, choose the appropriate Precode (1-6), then press ENTER to go to the next screen.

Precode (1)

For interviews you conduct by telephone, enter Precode (1). Telephone interviews are discussed in more detail in Topic 4 of this chapter.

Precode (2)

For interviews you conduct by personal visit for which you wish to view information available for the case, enter Precode (2). Entering Precode (2) allows you to view:

- The household roster (**SHOW_CP_ROSTER**), and
- A reminder screen to view case level notes and the interview time preference grid (Best Time to Call/no Sunday information) (**SHOW_INFO_CP**)

Precode (3)

For interviews you conduct by personal visit and for which you do not wish to view information available for the case, enter Precode (3). This option is essentially the same as selecting Precode (2) except that you bypass Items **SHOW_CP_ROSTER** and **SHOW_INFO_CP**. Personal Visit interviews are discussed in more detail in Topic 3 of this chapter.

Precode (4)

To code a case as a noninterview (Type A/B/C), enter Precode (4). These Noninterview outcomes are discussed in more detail in Part A, Chapter 6.

Precode (5)

To code Type Z reasons for individual respondents in cases that are a sufficient partial (that is, the interview is complete for the household respondent) and for which you no longer will make attempts to interview any remaining individual respondent(s) in the sample household whose interview(s) is/are not complete, enter Precode (5). Coding persons as Type Z noninterviews is also discussed in more detail in Part A, Chapter 6.

Precode (6)

Enter Precode (6) if you want to exit the case, for example, if you do not want to attempt interviewing the case at this time. After entering Precode (6) you will skip to the **VERIFY** screen in the back of the instrument. The Back Section of the instrument is discussed further in Part B, Chapter 6.

Topic 3. CAPI Personal Visit Interview for Household Respondent and Individual Respondent(s) (Screen Layout and Instructions for START_CP through INTRO_REC_CP)

CENSUS CATI/CAPI SYSTEM
National Crime Victimization Survey

Case status is: New Case
Date: July 2, 2015
Time: 9:53 am
Incoming/Continuing: Incoming
Interview Number: 01
Confirmed Refusal: No

1 Telephone interview
2 Personal visit interview (See notes)
3 Personal visit interview (Skip all notes and go to GEN_INTRO_CP)
4 Noninterview (Type A/B/C)
5 Ready to transmit case - no more followup (Type Z's)
6 Quit: Do not attempt now

START_CP

START_CP

The **START_CP** screen is the first NCVS instrument screen that you see when you enter a case. As shown above, this screen gives you the following information:

- Survey title
- Case status
- Current date and time.
- Incoming/Continuing status
- Interview Number (1 through 7) (also referred to in this chapter as Time in Sample or TIS 1-7)
- Confirmed Refusal Status (Yes or No)

After reviewing the information, choose Precode (2) or (3) to continue with a personal visit interview.

When you select Precode (2) at **START_CP** the instrument continues with **SHOW_CP_ROSTER**.

Status of household composition

LN	NAME	REL	MEMBER	SEX	AGE	STATUS
1	Ted Moe	Ref Per	Member	M	43	NEED SELF
2	Megan Moe	Wife	Member	F	43	NEED SELF
3	Jane Moe	Daughtr	Member	F	14	NEED SELF

1 Enter 1 to Continue

SHOW_CP_ROSTER

SHOW_CP_ROSTER

SHOW_CP_ROSTER displays the household roster. The roster includes anyone added to the roster during the time the case has been in sample. Therefore, persons coded as nonmembers are also shown at this screen. In addition to the **SHOW_CP_ROSTER** screen, you can also view the household roster at any place in the instrument by clicking on the **HHROSTER** index tab at the top of the Info Pane or by pressing the “Shift” + “F1” keys.

INFORMATION FROM PREVIOUS INTERVIEW

- Press Control + F7 to view case level notes
- Press Control + T to view interview time preference

- Language:

1 Enter 1 to Continue

SHOW_INFO_CP

SHOW_INFO_CP

The **SHOW_INFO_CP** screen gives you a chance to review any notes entered for the case since the household first came into sample, by pressing the “Ctrl” + “F7" keys simultaneously. You can also check for any “Best Time to Call or No Sunday Information” that was previously entered in the Interview Time Preferences grid by pressing the “Ctrl” + “T” keys simultaneously. Last, this will display any non-English languages the household may speak based on entries in the instrument during a previous contact. From **SHOW_INFO_CP**, continue with **GEN_INTRO_CP** when attempting to contact the Household Respondent or **WHOTOCALL_CP** when attempting to reach an Individual Respondent once the case has reached the status of a sufficient partial (that is, the interview is complete for the household respondent).

For interviews you conduct by personal visit and for which you do not wish to view information available for the case, the instrument bypasses **SHOW_CP_ROSTER** and **SHOW_INFO_CP** and continues with either **GEN_INTRO_CP** (when attempting to contact the Household Respondent) or **WHOTOCALL_CP** (when attempting to reach an Individual Respondent).

- Enter the line number of the person with whom you want to speak.

1 Ted Moe
3 Jane Moe

WHOTOCALL_CP

WHOTOCALL_CP

WHOTOCALL_CP appears when you are re-entering a case where you have already completed the Household Respondent’s interview. This screen is used to select a person to contact in order to set up the fills in the question text in **GEN_INTRO_CP** as well as other screens in the Front Section of the instrument with the name of the next person you are trying to reach.

This screen allows you to enter the line number for any individual respondent whose interview you have not yet completed. The instrument only displays those respondents who have not completed their interview yet.

Enter the line number of the person you want to speak to and then press the “Enter” key to proceed to **GEN_INTRO_CP**.

? [F1]

• Identify yourself - and show I.D.
Hello, I’m (YOUR NAME)...from the U.S. Census Bureau. Here is my identification.

• If new household - give introductory letter and allow time to read

• ASK FOR: Eligible respondent (a household member at least 18 years of age and knowledgeable about the household)

• Household address is:
101 Ocean View Circle
Anytown, VA 99997

1 Respondent available
2 Respondent not available
3 Unavailable through closeout

GEN_INTRO_CP

GEN_INTRO_CP

Item **GEN_INTRO_CP** gives you instructions for introducing yourself and starting the personal visit interview. It also displays information about who to ask for:

- For incoming (TIS 1) households in which you have not yet established a household respondent, this screen displays: “ASK FOR:” Eligible respondent (a household member at least 18 years of age and knowledgeable about the household).

- For incoming (TIS 1) households for which you have established a household respondent but are making a callback to complete their interview, or for continuing cases in which you are interviewing the household respondent, this screen displays the household respondent's name after the interviewer instruction: "ASK TO SPEAK TO:"

- For any (TIS 1-7) household in which you are interviewing an individual respondent, the individual respondent's name displays after the interviewer instruction that reads: "ASK TO SPEAK TO:" The name of the individual respondent is filled based upon the line number you enter in the **WHOTOCALL_CP** screen. The **WHOTOCALL_CP** screen appears in the instrument front only after you have completed the interview for the household respondent.

The precodes you enter in **GEN_INTRO_CP** result in the instrument progressing to different screens based on the case's Time in Sample (that is, whether it is incoming (TIS 1) or continuing (TIS 2-7), and whether you are interviewing a household respondent on the first attempt, interviewing a household respondent on a reentry into the case (for example, to complete a partial interview with the household respondent), or interviewing an individual respondent.

Precode (1)

Entering Precode (1), "Respondent available" in **GEN_INTRO_CP** takes you to:

- **CAPI_INTRO_B** when you are interviewing a *household respondent* whose interview has not been at least partially completed. (All TIS)

- **INTRO_PARTIAL_CP** when you are interviewing a household respondent or an individual respondent whose interview has been partially completed this interview period. (All TIS)

- **INTRO_REC_CP** when you are interviewing an *individual respondent* whose interview has not been at least partially completed. (All TIS)

Precode (2)

If you enter Precode (2), "Respondent not available," at **GEN_INTRO_CP** the instrument goes to:

- **HHNUM_VR_CP** for a *continuing case* when you are interviewing a household respondent whose interview has not been at least partially completed. (TIS 2-7).

- **NEWHHR_CP** for a continuing case when you are attempting to interview a household respondent whose interview has been partially completed this interview period. (TIS 1-7)

- **VERIFY** in the back of the instrument for an *incoming case* when you are attempting to interview a household respondent whose interview has not been at least partially completed. (TIS 1)

- **ALTERNATE1_CP** for a case when you are attempting to interview an *individual respondent* who is not available but there is at least one other individual respondent in the household who still needs to be interviewed. **ALTERNATE1_CP** allows you to select the line number of the another person to attempt to interview. (All TIS)

Precode (3)

Entering Precode (3), “Respondent not available through closeout,” in **GEN_INTRO_CP** progresses to:

- **VERIFY** in the back of the instrument for an incoming case when you are attempting to interview a household respondent whose interview has not been at least partially completed. (TIS 1)

- **GEN_INTRO_CP_CK** when you are conducting an interview with a TIS 2-7 case. **GEN_INTRO_CP_CK** is used to determine whether a new household respondent is needed or whether a proxy interview is needed when attempting to reach an individual respondent.

(For household respondent):
- Are you sure this person is unavailable through closeout? If so, you must select a new household respondent.

(For individual respondent):
- Are you sure this person is unavailable through closeout? If so, try to find a proxy respondent for this person.

Questions involved	Value
GEN_INTRO_CP: Introduction 1st time	Unavailable through closeout

Suppress Close Goto

GEN_INTRO_CP_CK

GEN_INTRO_CP_CK displays FR instructions based on the situation. When interviewing the Household Respondent the instrument displays the first FR instruction in the screen shot above and when interviewing an Individual Respondent the instrument displays the second FR instruction.

When the "Suppress" button is selected at this edit check, the instrument progresses to screens to allow you to select a new household respondent (Items **HELLO_ALT2_CP** or **HELP_OTH_CP**) or allow you to select a proxy respondent for an individual respondent (**TOOLATE_CP**). These screens are discussed in more detail in Topic 5 of this chapter.

When the "Close" or "Goto" buttons are selected, the instrument returns to the **GEN_INTRO_CP** screen.

- Is respondent ready to complete the interview?

1 Continue
2 Inconvenient time - callback needed
3 Reluctant respondent - hold for refusal follow-up
4 Other outcome -problem/select new household respondent
5 Wrong address (wrong case selected)

CAPI_INTRO_B

CAPI_INTRO_B

CAPI_INTRO_B checks to make sure the respondent is ready to complete the interview.

The precodes you enter in the **CAPI_INTRO_B** screen result in the instrument progressing to different screens based on the case's Time in Sample (that is, whether it is incoming (TIS 1) or continuing (TIS 2-7).

Precode (1)

Precode (1), "Continue," takes you to:

- **GETLETTER_CP** for an incoming case where there has not been at least a partial interview obtained with the household respondent. **GETLETTER_CP** verifies whether or not the household received the "Introductory" or "Continuing Household" letter sent by your Regional Office.

- **HHNUM_VR_CP** which asks, "Is this a replacement household?" for a continuing case in which you have not completed at least a partial interview with the household respondent.

  ***A replacement household** is one in which the household interviewed in the previous enumeration period has moved away from the sample address and has been replaced by a new household.*

Precodes (2) and (3)

Entering Precode (2), "Inconvenient time. Callback needed." or Precode (3) "Reluctant respondent - hold for refusal followup", takes you to:

- **VERIFY** (then out of the instrument) for an incoming case
- **HHNUM_VR_CP**, which asks, "Is this a replacement household?" for a continuing case in which you have not completed at least a partial interview with the household respondent.

Precode (4)

Entering Precode (4), "Other outcome OR problem interviewing respondent" takes you to:

- **HHNUM_VR_CP** screen, for a continuing case.
- **HHRPICK_CK** for an incoming case. **HHRPICK_CK** is a hard error pop-up screen that displays the following message:

> • Error. You indicated respondent was available to continue the interview or you are trying to change a household respondent for an incoming case that does not yet have a household respondent.
>
> | Questions involved | Value |
> |---|---|
> | CAPI_INTRO_B: Ready for PV? | Other outcome-problem/select new... |
>
> Suppress Close Goto

HHRPICK_CK

At this edit check, press the "Goto" button to return to **CAPI_INTRO_B** and select another precode.

This edit check appears when you have selected Precode (1), "Respondent available" in **GEN_INTRO_CP**, as well as Precode (4), "Other outcome OR problem interviewing respondent" in **CAPI_INTRO_B**; which are two inconsistent answers. It also appears when you are trying to change a household respondent in an incoming case when the household respondent has not yet been selected. Selection of the initial household respondent for an incoming case is done at **PICK1STHHRESP**.

Precode (5)

Entering Precode (5), “Wrong address (wrong case selected),” in **CAPI_INTRO_B** takes you to **VERIFY** (and then out of the instrument) for an incoming or continuing case.

- Is this a replacement household?
- If unsure, enter 2 (No)

1 Yes
2 No

HHNUM_VR_CP

HHNUM_VR_CP

This screen is displayed when entering a case, either for a personal visit interview or telephone interview, where you have not obtained at least a partial interview with the household respondent.

If the household is a replacement household, indicate that by entering Precode (1), “Yes.” The instrument goes to **CK_REPLACE_CP**, which is the first of two items that must be completed before setting up a replacement household.

If the household is not a replacement, enter Precode (2), “No.” Then interview the household as usual.

- A replacement household means that there are NO members of the household interviewed during the previous enumeration period living at this address.

- Are you sure this is a replacement household?

1 Yes
2 No

CK_REPLACE_CP

CK_REPLACE_CP

CK_REPLACE_CP contains an interviewer instruction asking you to verify that this household is indeed a replacement household and meets the NCVS definition of a replacement household. Enter Precode (1) “Yes” to code this as a replacement household and continue, otherwise enter Precode (2) “No”. After entering Precode (2), an edit check pop-up tells you how to proceed.

- Inconsistent answers were entered in HHNUM_VR_CP and CK_REPLACE_CP.

- Below select either “HHNUM_VR_CP: Replacement household? “Yes” and press the “Goto” button to return to the HHNUM_VR_CP screen to change the answer to “No” to indicate this is not a replacement household OR select “CK_REPLACE_CP:Verify replacement “No” and press the “Goto” button to return to the CK_REPLACE_CP screen to change the answer to “Yes” to verify this is a replacement household.

Questions involved	Value
HHNUM_VR_CP: Replacement household?	Yes
CK_REPLACE_CP: Verify replacement	No

Suppress Close Goto

This edit check appears when you have coded that this is a replacement household in **HHNUM_VR_CP** and then coded that it is not a replacement household in **CK_REPLACE_CP**. If you selected that this was a replacement household in error, select the first row in the "Questions Involved" column to return to the **HHNUM_VR_CP** screen and change the answer to "No" to code that this *IS NOT* a replacement household. Otherwise, select the second row in the "Questions Involved" column to return to the **CK_REPLACE_CP** screen and change the answer to "Yes" to code that this *IS* a replacement household.

NOTE: Only code a case as a replacement household after you have confirmed new respondents have moved into the sample address. If new respondents have not moved in yet, then the current case should be coded as a Type B Noninterview. Do not code a vacant sample address as a replacement household since the original household has not been replaced yet.

- PARTIAL INTERVIEW FOR: Ted Moe
- IF NECESSARY: Hello, this is (YOUR NAME) from the U.S. Census Bureau.

We completed part of your interview for the National Crime Victimization Survey and would like to finish it now.

1 Enter 1 to Continue

INTRO_PARTIAL_CP

INTRO_PARTIAL_CP

INTRO_PARTIAL_CP appears when you are interviewing a household respondent or an individual respondent whose interview has been partially completed this interview period. (All TIS) This screen comes up after entering Precode (1) in **GEN_INTRO_CP** or a valid line number in **ALTERNATE1_CP** when calling back for a respondent with a partial interview. Use this screen to reintroduce yourself and the survey to the respondent before proceeding with the respondent's interview. After Entering (1) to continue, you can press the "End" key to skip to the last unanswered question in this respondent's interview. For example, if you stopped the interview with a respondent at **LOCATION_GENERAL** in the incident report section during your original contact, upon callback, enter Precode (1) in **INTRO_PARTIAL_CP** and at the next screen that appears press the "End" key to skip to **LOCATION_GENERAL**. This saves you and the respondent valuable time by not having to go through all of the screens the respondent answered during the previous contact.

?[F1]

• RECALLED RESPONDENT: Jane Moe

• IF NECESSARY: Hello, this is (YOUR NAME) from the U.S. Census Bureau.

We are talking with members of your household to obtain statistics on the kinds and amount of crime committed against individuals 12 years of age or older.

We would like to complete your interview now.

1 Enter 1 to Continue

INTRO_REC_CP

INTRO_REC_CP

INTRO_REC_CP appears when you are interviewing an individual respondent whose interview has not been at least partially completed. (All TIS)

This screen comes up after entering Precode (1) in **GEN_INTRO_CP** or a valid line number in **ALTERNATE1_CP** when calling back for a respondent who has not been interviewed yet. Use this screen to introduce yourself and the survey to the respondent before proceeding with the respondent's interview. After Entering (1) to continue, proceed to **NEXTPERSON**, which will be prefilled with the respondent's line number.

Press the "Enter" key to continue to **INTERVIEWSTATUS** to begin the respondent's interview.

Topic 4. CAPI Telephone Interview for Household Respondent and Individual Respondents (Screen Layout and Instructions for START_CP through INTRO_REC_CP)

CENSUS CATI/CAPI SYSTEM
National Crime Victimization Survey

Case status is: New Case
Date: July 3, 2015
Time: 10:06 am
Incoming/Continuing: Continuing
Interview Number: 02
Confirmed Refusal: No

---

1 Telephone interview
2 Personal visit interview (See notes)
3 Personal visit interview (Skip all notes and go to GEN_INTRO_CP)
4 Noninterview (Type A/B/C)
5 Ready to transmit case - no more followup (Type Z's)
6 Quit: Do not attempt now

START_CP

START_CP (Telephone Interview)

START_CP is the first screen when you enter a case. It shows:

- Survey title
- Case status
- Current date and time.
- Incoming/Continuing status
- Interview Number (1 through 7)
- Confirmed Refusal Status (Yes or No)

After reviewing the information, choose Precode (1) to conduct the interview by telephone. If you enter Precode (1) for an incoming case (TIS 1) and you have not yet completed the interview with the household respondent you will see the edit check, **NEED_PV_CK**.

• This is an incoming case and requires a personal visit interview with the household respondent, unless this is a last resort.

• If this is a last resort, select "Suppress" to continue with a telephone interview for this case. Otherwise, select "Goto" to return to the START_CP screen and select personal interview.

Questions involved	Value
START_CP: Start CAPI interview	Telephone interview

Suppress Close Goto

NEED_PV_CK

NEED_PV_CK appears for TIS 1 cases as well as replacement households when Precode (1) is selected at **START_CP** when the household has not yet been interviewed. Although incoming cases should be done by personal visit, this was added to accommodate households that request a telephone interview.

To continue with a telephone interview click on the "Suppress" button, which takes you to **DIAL_CP** to start a telephone interview. Otherwise, click on the "Goto" button to return to **START_CP** to select Precode (2) or (3) to continue with a personal visit interview. Personal visit interviews are discussed in Topic 3 of this chapter.

START_CP
(Telephone Interview)

When entering Precode (1) in **START_CP** for TIS 2-7 cases you progress to the following screens to view information available for the case, that is:

- the household roster (**SHOW_CP_ROSTER**) and
- a reminder screen to view case level notes and the interview time preference grid (Best Time to Call/no Sunday information) (**SHOW_INFO_CP**).

(Note that Precodes 2-6 and corresponding instrument paths are discussed in detail in Topic 2 of this chapter.)

Status of household composition

LN	NAME	REL	MEMBER	SEX	AGE	STATUS
1	Ted Moe	Ref Per	Member	M	43	NEED SELF
2	Megan Moe	Wife	Member	F	43	NEED SELF
3	Jane Moe	Daughtr	Member	F	14	NEED SELF

1 Enter 1 to Continue

SHOW_CP_ROSTER

SHOW_CP_ROSTER

SHOW_CP_ROSTER displays the household roster. The roster includes anyone added to the roster during the time the case has been in sample. Therefore, persons coded as nonmembers are also displayed at this screen. In addition to the **SHOW_CP_ROSTER** screen, you can also view the household roster at any place in the instrument by clicking on the **HHROSTER** index tab at the top of the Info Pane or by pressing the “Shift” + “F1” keys.

INFORMATION FROM PREVIOUS INTERVIEW

- Press Control + F7 to view case level notes
- Press Control + T to view interview time preference

- Language:

1 Enter 1 to Continue

SHOW_INFO_CP

SHOW_INFO_CP

SHOW_INFO_CP gives you a chance to review any notes entered for the case since the household first came into sample, by pressing the “Ctrl” + F7" keys simultaneously. You can also check for any “Best Time to Call or No Sunday Information” that was previously entered in the Interview Time Preferences grid by pressing the “Ctrl” + “T” keys simultaneously. Last, this displays any non-English languages the household may speak based on entries in the instrument during a previous contact. From **SHOW_INFO_CP**, continue with **HHNUM_VR_CP** when first attempting to contact the Household Respondent or the **WHOTOCALL_CP** screen when attempting to reach an Individual Respondent once the case has reached the status of a sufficient partial (that is, the interview is complete for the household respondent).

> • Is this a replacement household?
>
> • If unsure, enter 2 (No)
>
> 1 Yes
> 2 No
>
> HHNUM_VR_CP

HHNUM_VR_CP

HHNUM_VR_CP is displayed when entering a case, either for a personal visit interview or telephone interview, where you have not obtained at least a partial interview with the household respondent.

If the household is not a replacement, enter Precode (2), "No." Then interview the household as usual.

During a telephone interview, when you have discovered that the previous household has moved out and entered Precode (1), "Yes," at **HHNUM_VR_CP**, check item **CK_REPLACEFOLLOWUP_CP** appears:

> • You are attempting to code a replacement household during a telephone interview.
>
> • A personal visit followup is required to verify new respondents have moved into the sample address before this case can be coded as a replacement.
>
> CK_REPLACEFOLLOWUP_CP

Follow up with a personal visit to verify the current status of the sample address (vacant or occupied by new respondents). Do not code a case as a replacement household until you have followed up and verified that:

- the entire household has moved out of the sample address

AND

- at least one new respondent has moved into the sample address.

If you determine that the sample address is vacant, code the case as a noninterview following the instructions in Part A, Chapter 6. Do not code this situation as a replacement household, since a new household has not moved into the sample address.

- Enter the line number of the person with whom you want to speak.

1. Ted Moe
3. Jane Moe

WHOTOCALL_CP

WHOTOCALL_CP (Telephone Interview)

WHOTOCALL_CP appears when you re-enter a case where you have already completed the Household Respondent's interview. This screen is used to select a person to contact in order to set up the fills in the question text in **DIAL_CP** as well as other screens in the Front Section of the instrument with the name of the next person you are trying to reach. This screen allows you to enter the line number for any individual respondent whose interview you have not yet completed. The instrument only displays those respondents who have not completed their interview.

Enter the line number of the person you want to speak to and then press the "Enter" key to go to **DIAL_CP**.

- Dial number

Primary Number
(991) 555-9899 EXTENSION:
Phone Type: Home

Other Number:
(991) 555-9898 EXTENSION: 999
Phone Type: Work

Household respondent last enumeration: Ted Moe
Current Household respondent: Megan Moe
Address: 101 Ocean View Circle
Anytown, VA 99997

1 Someone answers
2 No contact/answering machine
3 New telephone number/number disconnected
4 NOT ATTEMPTED NOW

DIAL_CP

DIAL_CP

At **DIAL_CP**, code the outcome of the call.

Precode (1)

Enter Precode (1) when someone answers; this takes you to **HELLO_1_CP**.

Precode (2)

Enter Precode (2) when you get an answering machine or a busy signal. This precode takes you to the back of the instrument and **VERIFY**.

Precode (3)

If you get a recorded message that the number has been disconnected or a new number is given, enter Precode (3) which takes you to **NEW_NUMBER_CP**.

Precode (4)

Entering Precode (4) takes you to **VERIFY** to exit the instrument.

- Record new telephone number.
- Enter 0 for no new telephone number.

OLD NUMBER: (991) 555-9899

NEW_NUMBER_CP

NEW_NUMBER_CP

If you find out that the phone number you dialed has been disconnected and no new number is given, enter 0 (zero) at **NEW_NUMBER_CP** to exit the instrument, via **VERIFY**. Otherwise, enter the new phone number at this screen.

After typing the new number and pressing "Enter," the instrument goes back to **DIAL_CP**, which directs you to call using the new number. If you do not enter the full ten-digit phone number or if you enter an invalid area code, an edit check pop-up appears that sends you back to the **NEW_NUMBER_CP** screen to reenter the new number.

Hello. This is (YOUR NAME)... from the U.S. Census Bureau.

May I please speak with Megan Moe?

1 This is the correct person
2 Correct person called to the phone
3 Person not home now or not available now"
4 Person unknown at this number
5 Person no longer lives here
6 Person unavailable through closeout (includes deceased individuals)

HELLO_1_CP

HELLO_1_CP

HELLO_1_CP provides the introduction for you to use once someone answers the phone. After saying "Hello," you are prompted to introduce yourself and then ask for either the household respondent from the last enumeration (first time calling the household this enumeration), the current household respondent (if you have started the interview with a household respondent), or the person selected at the **WHOTOCALL_CP** screen.

The precode you enter at **HELLO_1_CP** determines what screen the instrument brings up next, based on whether you are interviewing a household respondent on the first attempt, interviewing a household respondent on a reentry into the case (for example, to complete a partial interview with the household respondent), or interviewing an individual respondent.

Precodes (1) and (2)

Entering Precode (1), “This is the correct person or Precode or (2) “Correct person called to the phone” takes you to:

- **GETLETTER_CP** when you are interviewing a household respondent whose interview has not been at least partially completed. (All TIS)
- **INTRO_PARTIAL_CP** when you are interviewing a household respondent or an individual respondent whose interview has been partially completed this interview period. (All TIS)
- **INTRO_REC_CP** when you are interviewing an individual respondent whose interview has not been at least partially completed. (All TIS)

Precodes (3) or (5)

Entering Precode (3), “Person not home now or not available now” or Precode (5), “Person no longer lives here” takes you to either:

- **HELLO_ALT2_CP**, **HELP_OTH_CP**, or **NEWHHR_CP** when interviewing a household respondent. These screens are discussed further in Topic 5 of this chapter. (TIS 2-7)
- **ALTERNATE1_CP** for a case when you are attempting to interview an individual respondent who is not available, but there is at least one other individual

respondent in the household who still needs to be interviewed. The **ALTERNATE1_CP** screen allows you to enter the line number of the next person you want to attempt to interview. This screen is discussed further in Topic 5 of this Chapter. (All TIS)

Precode (4)

Entering Precode (4), "Person unknown at this number," goes to:

- **DIAL_CORRECT_CP**, which asks, "Have I reached (telephone number)?" to ensure that you have dialed the correct number.

Precode (6)

Entering Precode (6) "Other outcome or problem interviewing respondent" goes to:

- **TOOLATE_CP** if attempting to interview an individual respondent. This item asks for a household member who can serve as a proxy for an unavailable respondent or a respondent who cannot be interviewed for some other reason. This item is discussed in more detail in Topic 5 of this chapter. (All TIS)

Have I reached (991) 555-9899?

1 Yes
2 No

DIAL_CORRECT_CP

DIAL_CORRECT_CP

When you call a household and the person who answers the phone says they do not know the respondent you asked for at **HELLO_1_CP**, the instrument goes to **DIAL_CORRECT_CP** to verify that you dialed the correct telephone number.

If you dialed the number correctly at DIAL_CP AND you have not yet reached the household respondent, enter Precode (1), which takes you to:

- **RTNUM_CP** to verify whether you have reached the household, when you have not contacted the household yet this enumeration period.

- **NEWHHR_CP** if you have already made contact with the household respondent. At **NEWHHR_CP** the FR instruction asks you if you want to change the household respondent.

- **ALTERNATE1_CP** if you are attempting to contact an individual respondent and there are other household members who have not completed their interview, or to **VERIFY**, in the back of the instrument, when there are no other respondents left to interview.

If you did not dial the correct number, enter Precode (2). You will then see the edit check to verify that the correct number was not reached:

- Select the "Goto" button in order to return to the DIAL_CP screen to redial the phone number for the household.

- Otherwise, select the "Close" button to return to the DIAL_CORRECT_CP screen.

Questions involved	Value
DIAL_CP: Dial phone number	Someone answers
DIAL_CORRECT_CP: Correct number	No

Close Goto

This edit check appears to verify that you have misdialed the phone number for the household. If you have misdialed, select the first row in the "Questions involved" column to return to **DIAL_CP** and redial the phone number. Otherwise, select the second row in "Questions involved" to return to **DIAL_CORRECT_CP** and change the answer to "Yes" to code that you have dialed the correct number.

After changing the answer in **DIAL_CORRECT_CP** to "Yes" the instrument continues with **RTNUM_CP**.

I'm trying to reach someone in the Moe household.

Have I reached the correct household?

1 Yes
2 No

RTNUM_CP

RTNUM_CP

RTNUM_CP appears when you code at **HELLO_1_CP** that the household respondent you are trying to reach is not known by the person who answered the phone and that person confirms that you dialed the correct number.

At **RTNUM_CP**, verify with the person on the telephone whether the phone number still belongs to the household from the last enumeration. If it is the same, enter Precode (1) and the instrument continues to **HELLO_ALT2_CP** or **HELP_OTH_CP**, depending on the roster composition. See Topic 5 of this chapter for more information on these two items.

If you have not reached the correct household, enter Precode (2); the instrument goes to **VERIFY** at the back of the instrument.

- PARTIAL INTERVIEW FOR: Ted Moe
- IF NECESSARY: Hello, this is (YOUR NAME) from the U.S. Census Bureau.

We completed part of your interview for the National Crime Victimization Survey and would like to finish it now.

1 Enter 1 to Continue

INTRO_PARTIAL_CP

INTRO_PARTIAL_CP

INTRO_PARTIAL_CP appears when you are interviewing a household respondent or an individual respondent whose interview has been partially completed this interview period. (All TIS).

This screen appears after entering Precodes (1) or (2) in Item **HELLO_1_CP** or a valid line number in Item **ALTERNATE1_CP** when calling back for a respondent with a partial interview. Use this screen to reintroduce yourself and the survey to the respondent before proceeding with the respondent's interview. After Entering (1) to continue, you can press the "End" key to skip to the last unanswered question in this respondent's interview. For example, if you stopped the interview with a respondent at **LOCATION_GENERAL** in the incident report section during your original contact, upon callback enter Precode (1) in **INTRO_PARTIAL_CP**. At the next screen that appears press the "End" key to skip to **LOCATION_GENERAL**. This saves time by not having to go through all of the items the respondent answered during the previous contact.

?[F1]

• RECALLED RESPONDENT: Jane Moe

• IF NECESSARY: Hello, this is (YOUR NAME) from the U.S. Census Bureau.

We are talking with members of your household to obtain statistics on the kinds and amount of crime committed against individuals 12 years of age or older.

We would like to complete your interview now.

1 Enter 1 to Continue

INTRO_REC_CP

INTRO_REC_CP

INTRO_REC_CP appears when you are interviewing an individual respondent whose interview has not been at least partially completed. (All TIS)

This screen will come up after entering Precodes (1) or (2) in Item **HELLO_1_CP** or a valid line number in Item **ALTERNATE1_CP** when calling back for a respondent who has not been interviewed yet. Use this screen to introduce yourself and the survey to the respondent before proceeding with the respondent's interview. After entering (1) to continue, proceed to the **NEXTPERSON** screen, which is prefilled with the respondent's line number. Press the "Enter" key to continue to **INTERVIEWSTATUS** to begin the respondent's interview.

Topic 5. Selecting a New Household or Individual Respondent During CAPI Personal Visit and Telephone Interviews (Screen Layout and Instructions for the NEWHHR_CP, HELLO_ALT2_CP, HELP_OTH_CP, ALTERNATE1_CP, TOOLATE_CP and NEXTPERSON)

• Do you want to select a new household respondent? 1 Yes 2 No NEWHHR_CP

NEWHHR_CP

If you answer (2), at **GEN_INTRO_CP**, (3), (5), or (6) at Item **HELLO_1_CP**, or (1), at **DIAL_CORRECT_CP**, the instrument takes you to **NEWHHR_CP** when you have already started the interview with the household respondent. **NEWHHR_CP** contains the interviewer instruction, "Do you want to select a new household respondent?" Enter (1) for "Yes," and (2) for "No," to exit the instrument.

Entering Precode (1), "Yes," at **NEWHHR_CP** takes you to **HELLO_ALT2_CP** (if other eligible HHRs are listed on the household roster), which prompts you to ask for another household respondent based on those who are eligible to be an HHR. If there are no other eligible HHRs on the roster the instrument goes to Item **HELP_OTH_CP**, which asks if the person you are currently talking to or anyone else who lives there is eligible to be a household respondent.

NOTE: An eligible household respondent is a household member who is:

- *Age 18 or older or*
- *Age 17 and married to the reference person or*
- *Age 17 when all members of the household are age 17 or younger*

NEW_HHR (index tab)

You can also use the "**New HHR**" index tab at the top left of the screen to select the line number to change household respondents. (Only eligible household respondents will be listed at **NEW_HHR**.) You may use the "**New HHR**" Section Tab during the household respondent's interview, until you have completed the household roster updates.

May I speak to (• Ask for another possible household respondent.)

LN	NAME	STATUS	SEX	AGE
1	Ted Moe	NEED SELF	F	43

• Enter precode or line number
• Enter 31 if no one available now

1 Ted Moe
31 No one listed available now

HELLO_ALT2_CP

HELLO_ALT2_CP

HELLO_ALT2_CP is displayed so that you can select a new household respondent when entries in Items **NEWHHR_CP**, **GEN_INTRO_CP**, **GEN_INTRO_CP_CK**, **HELLO_1_CP**, **CAPI_INTRO_B**, or **RTNUM_CP** are coded that you need to select a new household respondent. The **HELLO_ALT2_CP** screen appears *only* when there are other household members listed as possible household respondents.

Use this screen to help identify an eligible household respondent for the current interview period; **HELLO_ALT2_CP** presents you with a list of other eligible household respondents. You must interview an eligible household respondent BEFORE interviewing any other NCVS eligible household members. Note that only those who are eligible to be selected to act as the household respondent should be displayed at this screen. If an eligible household respondent is available, enter that household member's line number and continue with the household respondent's interview at **GETLETTER_CP**. Otherwise, enter Precode (31), "No one listed above available now." This takes you to **HELP_OTH_CP**, described below.

Perhaps you can help me.

I would like to speak to a member of the Moe household who lives there, is at least 18 years old, and is knowledgeable about the household.

- (If appropriate:) Would you or someone else there now qualify?

1 Yes (person you are speaking with or someone else available)
2 No (no one available or qualified)
3 Wrong household

HELP_OTH_CP

HELP_OTH_CP

Item **HELP_OTH_CP** is another screen used to identify an eligible household respondent for the current interview period. This screen appears when you have coded that you would like to change the household respondent, but there are no other persons listed on the roster who qualify as a household respondent.

HELP_OTH_CP is displayed when there are no other eligible household respondents listed on the roster and you have entered in **NEWHHR_CP**, **GEN_INTRO_CP**, **GEN_INTRO_CP_CK**, **HELLO_1_CP**, **CAPI_INTRO_B**, and **RTNUM_CP** that you need to select a new household respondent. **HELP_OTH_CP** appears when you enter Precode (31) in **HELLO_ALT2_CP** because no one listed as an eligible household respondent is available.

Precode (1), "Yes (person you are speaking with or someone else available)," goes to **OTHR_NAME_FIRST_CP** to collect the name of the new household respondent. Entries of Precode (2), "No (no one available or qualified)," and Precode (3), "Wrong household," exit the instrument.

What is your name? • Enter the respondent's first name on this screen and last name on the next screen. OTHR_NAME_FIRST_CP

What is your last name? • Enter respondent's last name. OTHR_NAME_LAST_CP

OTHR_NAME_FIRST_CP and **OTHR_NAME_LAST_CP**

OTHR_NAME_FIRST_CP and **OTHR_NAME_LAST_CP** collect the name of the new HHR not already listed on the household roster. These screens are accessed when Item **HELP_OTH_CP** equals 1. After collecting this person's name, the instrument codes this new line number/ respondent as the new household respondent. When you reach the Control Card Section, the instrument directs you to collect demographic information for this new household respondent. Topic 9 discusses the screens used to collect and update the demographic information in more detail.

• These household members have not yet been interviewed:

LN	NAME
1	Ted Moe
3	Jane Moe

I still need to interview • (READ NAMES FROM ABOVE)

Are either of them available now?

• Enter line number or precode.
• Enter 31 if No or No other household members available.

1 Ted Moe
3 Jane Moe
31 No or no one listed above available now

ALTERNATE1_CP

ALTERNATE1_CP

ALTERNATE1_CP presents you with a list of household members (individual respondents) who have not yet been interviewed or have not completed their interview. This screen appears when the person selected at **WHOTOCALL_CP** is coded as not available in **HELLO_1_CP**, **TOOLATE_CP**, **DIAL_CORRECT_CP** or **GEN_INTRO_CP**.

Therefore, when there are other respondents who still need to be interviewed, **ALTERNATE1_CP** is asked to see if any of the remaining NCVS eligible household members you have not yet completed their NCVS or supplement interviews are available to complete their interview. At this screen read the question text to the person you are speaking to and then enter the line number or precode for the household member you wish to interview; enter Precode (31) if no other household members are available.

Since the survey must be completed before Jane Moe's return, I can take her information from someone else.

Would you or someone there now know how to answer the crime questions for Ted Moe?

1 Yes
2 No

TOOLATE_CP

TOOLATE_CP

This item asks for a household member who can serve as a proxy for an unavailable respondent or a respondent who cannot be interviewed for some other reason.

TOOLATE_CP appears when Precode (6), "Person unavailable through closeout," is entered in **HELLO_1_CP** or the "Suppress" button is selected at the edit check **GEN_INTRO_CP_CK**. If someone can act as a proxy respondent (Precode (1)) the instrument leads you down the path to collect the proxy reason and the line number of the proxy respondent (that is, the person you talk to in order to collect the data for the proxy person/person not able to complete their interview by self-response). For a household member to act as the proxy respondent, they must have completed their own interview and done so by self-response. Coding proxy interviews is discussed more in Topic 6, below.

If a proxy respondent is not currently available, enter Precode (2) to go to **ALTERNATE1_CP** when there are other individual respondents left to be interviewed. Otherwise, you exit the instrument via **VERIFY**.

- ***Do not F10 from this screen ***

LN	NAME	STATUS	HRESP	REL	SEX	AGE
1	Ted Moe	Done-Int	R	Ref Person	M	43
2	Megan Moe	Done-Int		Wife	F	43
3	Jane Moe	NEED SELF		Daughtr	F	14

I also need to speak with Jane Moe.
Is Jane Moe at home now?

- Enter the person's line number for next interview.
- ***Do not F10 from this screen ***

3 Jane Moe
31 Respondent refused for someone else
32 Household complete
33 No other person available now

NEXTPERSON

NEXTPERSON

NEXTPERSON shows the household roster and instructs you to enter the line number of the next person to be interviewed. After selecting the next person to interview the instrument continues with **INTERVIEWSTATUS** to review the type of interview needed for the respondent before beginning their NCVS interview.

If the respondent you just completed an interview with refuses for someone else, enter Precode (31) which will lead you through screens to code that line number as a refusal; see Topic 6 for more details on coding a respondent as a refusal. If no other person is available for an interview, enter Precode (33), which takes you to **REFCBBREAK_CP** in the back of the instrument.

Topic 6. Completing Self Response and Proxy Interviews and Coding Initial Refusals (Screen Layout and Instructions for the INTERVIEWSTATUS through INTROFORNEWRESPONDENT)

• Review self/proxy status and person's name before proceeding to screen questions. • Interview is for: Jane Moe • Talking to: Jane Moe • Self/Proxy status: SELF INTERVIEW • Jane Moe ISN'T the household respondent • If wrong person selected, back up to the NEXTPERSON screen to select the next person to be interviewed. 1 Continue with this respondent's interview 2 Change to a proxy interview INTERVIEWSTATUS

INTERVIEWSTATUS

The **INTERVIEWSTATUS** screen is the first screen encountered after selecting the next person to interview. As shown above, this screen gives you the following information:

- The name of the current respondent;
- The name of the person you are speaking to;
- The respondent's current "Proxy Status" (*Self* or *Proxy* Interview);
- Whether the current respondent is or is not the household respondent.

If the wrong line number was selected, back up to the **NEXTPERSON** screen and enter the correct line number. If the correct line number was selected and you are ready to continue with a self interview, select Precode (1), "Continue with this respondent's interview" to start this respondent's NCVS interview. Otherwise, select Precode (2), "Change to a proxy interview" to change the respondent's interview status from a *Self* interview to a *Proxy* interview.

- You are about to change this respondent's interview status to a proxy interview.
- If you are sure the interview for this respondent needs to be completed by proxy, click the "Suppress" button. Otherwise, click the "Close" or "Goto" button to return to the INTERVIEWSTATUS screen.

Questions involved	Value
INTERVIEWSTATUS:	Proxy

Suppress Close Goto

PERSTATUSPROXY

The **PERSTATUSPROXY** edit check appears in order to verify that you want to code the current respondent as a proxy interview. See Part C, Chapter 1 of this manual for more information regarding proxy interviews.

If the respondent's interview needs to be completed by proxy, click on the "Suppress" button. After clicking the "Suppress" button, continue with **PROXYREASON** to code the reason a proxy interview is needed for this respondent. If you've reached this screen by mistake, click on the "Close" or "Goto" button to return to **INTERVIEWSTATUS**.

- Enter the reason for proxy interview.

1 Proxy person is 12-13 years old and parent refused permission for self interview.
2 Proxy person is physically/mentally unable to answer.
3 Proxy person is temporarily absent and won't return before closeout.

PROXYREASON

PROXYREASON

After you have determined a proxy interview is needed by clicking on the "Suppress" button at the **PERSTATUSPROXY** edit check, **PROXYREASON** appears.

For the NCVS, a ***proxy person*** is a person who cannot answer the questions for himself/herself (*person talking about*). In other words, a ***proxy person*** is someone who cannot complete his/her interview by self-response. The ***proxy respondent*** is the person who will be answering the questions for the proxy person (*person talking to*).

Precode (1)

Enter Precode (1), “Proxy person is 12-13 years old and parent refused permission for self interview” when the household member is 12 or 13 years old and the child’s parent(s) refuse(s) to allow you to interview the 12 or 13-year-old child by self-response. *In this situation, only a parent who has already completed their own NCVS interview by self-response can be the proxy respondent.*

If you enter Precode (1), and the household member is older than 13, **PROXYAGEERROR** appears. Otherwise, continue with **PICKPROXYRESP** to select the proxy respondent.

Precode (2)

Enter Precode (2), “Proxy person is physically/mentally unable to answer” when the household member has a physical and/or mental illness which prevents him/her from responding directly to you. Entering Precode (2) takes you to **PROXYREASONSPEC** to record the household member’s physical/mental illness that prohibits a self-response interview.

Precode (3)

Enter Precode (3), “Proxy person is temporarily absent and won’t return before closeout” when the household member is away from the sample address temporarily AND is not expected to return during the interview period. Before taking a proxy interview, make sure that the person is still a household member and will not return at any time during the interview period. After entering Precode (3), the instrument goes to **PROXYDATERETURN_MO** to record the date the household member is expected to return to the sample address.

Refer to Part C, Chapter 1 of this manual for more information about acceptable reasons for conducting a proxy interview.

- A proxy interview is not acceptable because the respondent is older than 13.
- Interview status will be reset to “SELF” interview.

1 Enter 1 to Continue

PROXYAGEERROR

PROXYAGEERROR

The **PROXYAGEERROR** screen appears when Precode (1) is entered at **PROXYREASON** and the household member is older than 13. This household member’s interview status will be set to a “self” interview. Since Precode (1) was an invalid reason at **PROXYREASON**, the instrument will return to **NEXTPERSON** where you can continue with this household member’s interview by self-response, select another household member to interview, or exit the case.

- Describe the physical or mental condition that prevents the respondent from completing a self interview.

PROXYREASONSPEC

PROXYREASONSPEC

PROXYREASONSPEC is the screen where you enter a description of the physical or mental condition of this household member that prevents him/her from completing the interview by self-response. For example, “Line Number 2 is in the late stages of Alzheimer’s.”

Proxy interviews cannot be conducted for temporary conditions, such as a respondent has a cold, is drunk/on drugs, or is heavily medicated. In these situations, contact the person at a later date to conduct his/her interview.

After entering a valid proxy reason, the instrument continues to **PICKPROXYRESP**.

- If unsure, ask:

When is Jane Moe expected to return?

- Enter month on this screen.

PROXYDATERETURN_MO

- If unsure, ask:

When is Jane Moe expected to return?

- Enter day on this screen.

PROXYDATERETURN_DY

- If unsure, ask:

When is Jane Moe expected to return?

- Enter year on this screen.

PROXYDATERETURN_YR

PROXYDATERETURN_MO, **PROXYDATERETURN_DY**, **PROXYDATERETURN_YR**

PROXYDATERETURN_MO, **PROXYDATERETURN_DY** and **PROXYDATERETURN_YR** are used to record the date when the household member is expected to return to the sample address. These screens appear when Precode (3) is entered in **PROXYREASON**.

Although **PROXYDATERETURN_MO** and **PROXYDATERETURN_DY** are two digits, you only need to enter one digit (without a leading “0”). Rather, you can enter a one digit for the months of January through September (1-9) as well as for the first nine days of a month. However, for **PROXYDATERETURN_YR**, you must enter all four digits. For example, for September 2, 2013, enter "9/2/2013."

When a household member you are speaking with is unsure of the exact date the proxy person will return, you may:

- Press the "Ctrl" and "D" keys at the same time to code a blind "Don't Know" in any of the return date screens.

If the household member with whom you are speaking refuses to give you the exact date the proxy person will return, you may:

- Press the "Ctrl" and "R" keys at the same time to code a blind "Refused" in any of the return date screens.

If you enter *Don't Know or Refused* in any of these screens, the instrument proceeds to the **RETURNBYCLOSEOUT** screen to verify whether the proxy person will return before the current month's close-out.

After entering the date the household member is expected to return, the instrument goes to:

- Item **RETURNDATEERROR1** when the date entered is before close-out;
- Item **RETURNDATEERROR2** when the date entered is more than six months after close-out;
- Item **PICKPROXYRESP** when a valid return date is entered.

- Error: Date is unacceptable. You must set a callback date for this respondent.

1 Enter 1 to Continue

RETURNDATEERROR1

RETURNDATEERROR1

RETURNDATEERROR1 appears when the date entered in Items **PROXYDATERETURN_MO** through **PROXYDATERETURN_DY** is prior to the current month's close-out date. Since the household member will return before close-out, set up a callback for this respondent to complete his/her interview by self-response upon his/her return. The instrument returns to **NEXTPERSON** after entering Precode (1) at **RETURNDATEERROR1**.

- Date is more than 6 months beyond the closeout date.
- Since this person will be away from the household for such as extended period of time, they are being coded as a nonmember.

Since Jane Moe is away for an extended period of time, no interview is required for her at this time.

1 Enter 1 to Continue

RETURNDATEERROR2

RETURNDATEERROR2

RETURNDATEERROR2 appears when the date entered in **PROXYDATERETURN_MO** through **PROXYDATERETURN_DY** is more than six months after the current month's close-out date. Since the household member will not return for an extended period of time, they are coded as a nonmember and no interview is needed. Read the statement, "***Since (proxy person's name) is away for an extended period of time, no interview is required for (him/her) at this time.***" to the person with whom you are speaking. This lets them know you will not ask NCVS questions for that person. After entering Precode (1), the instrument returns to **NEXTPERSON.**

Do you expect Jane Moe to return by July 31, 2013?

1 Yes
2 No

RETURNBYCLOSEOUT

RETURNBYCLOSEOUT

Item **RETURNBYCLOSEOUT** appears when a blind "*Don't Know*" or "*Refused*" is entered in any of **PROXYDATERETURN_MO** through **PROXYDATERETURN_YR**. This item is used to determine whether the household member will return before close-out.

If he/she is expected to return before close-out, enter Precode (1), and the instrument returns to **NEXTPERSON**. Set up a callback for this respondent to complete his/her interview by self-response upon his/her return.

If the household member is not expected to return prior to close-out, enter Precode (2), and the instrument proceeds to **VERIFYHHM** to verify that this person is still considered a household member.

• Verify that the proxy person is still a household member.

Does Jane Moe usually live here?

• If "No," probe for usual residence elsewhere.

1 Yes
2 No

VERIFYHHM

VERIFYHHM

VERIFYHHM is designed to assist in determining whether or not the person you are about to code as the proxy person is still considered a household member. Ask the following question in **VERIFYHHM**: "***Does Jane Moe usually live here?***"

If that person does usually live there, enter Precode (1) and continue to **PICKPROXYRESP** to select the proxy respondent. If the answer is "No," the instrument will continue to **VERIFYMEMURE** to determine whether the person has a usual place of residence held elsewhere. Ordinarily, a person's usual place of residence is the place where the person eats and sleeps the majority of the time.

As a general rule, a person is considered a household member if:

- ✓ the sample address is the person's usual place of residence, or
- ✓ the person is staying at the sample address at the time of interview and does not have a usual place of residence elsewhere.

(Also see Part C, Chapter 1, Topic 3, and Part B, Chapter 2, Topic 10 of this manual, as well as your Information Card Booklet (NCVS-554) for help in determining household membership.)

Does Jane Moe have a usual place of residence elsewhere?

1 Yes
2 No

VERIFYMEMURE

VERIFYMEMURE

When a household respondent mentions that a person on the roster does not usually live there, follow up with **VERIFYMEMURE** to determine if the person qualifies as a household member for the NCVS. If the respondent replies that this person has a usual residence elsewhere, enter Precode (1), “Yes,” in **VERIFYMEMURE**, which indicates that this person is NOT a household member. However, entering Precode (2), “No,” indicates that this person does not have a usual residence elsewhere and, therefore, classifies as a household member by NCVS standards and needs to complete their interview by proxy. The instrument proceeds to **PICKPROXYRESP**.

If you are still unsure whether to include a person on the household roster as a household member, select Precode (2), “No,” in Item **VERIFYMEMURE**, and continue to interview the person by proxy. Explain the situation in the “Case Level Notes.”

LN	NAME	STATUS	HRESP	REL	SEX	AGE
1	Ted Moe	Done-Int	R	Ref Person	M	43
2	Megan Moe	Done-Int		Wife	F	43
3	Jane Moe	NEED PRXY		Daughtr	F	3

- Enter line number of current respondent.
- If unsure, ask name.

1 Ted Moe
2 Megan Moe

PICKPROXYRESP

PICKPROXYRESP

Select the proxy respondent at **PICKPROXYRESP**. That is, select the person who will answer the questions for the proxy person. In order for a person to be selected as the proxy respondent, they must have already completed his/her own NCVS interview by self response. After selecting a valid proxy respondent, the instrument continues with Item **INTPROXYSTATUS**.

- Review self/proxy status and person's name before proceeding to screen questions.
- Interview is for: Jane Moe
- Talking to: Megan Moe
- Self/Proxy status: PROXY INTERVIEW
- Jane Moe ISN'T the household respondent

1 Enter 1 to Continue

INTPROXYSTATUS

INTPROXYSTATUS

Item **INTPROXYSTATUS** is the last of the series of screens to code a proxy interview before proceeding to the NCVS questions. Review the text displayed to verify that the proxy person is correctly coded as a proxy interview and that the correct proxy respondent has been selected. If everything is correct, enter Precode (1), to continue. The instrument begins the proxy person's interview at **TIMEATADDRESS**, which is the first screen in the Middle Section of the NCVS instrument, as shown in Part B, Chapter 3 of this manual.

LN	NAME	STATUS	HRESP	REL	SEX	AGE
1	Ted Moe	Done-Int	R	Ref Person	M	43
2	Megan Moe	Done-Int		Wife	F	43
3	Jane Moe	NEED SELF		Daughtr	F	13

- Enter line number of person refused FOR.
- If unsure, ask name.

WHICHLINEREFUSEDFOR

WHICHLINEREFUSEDFOR

After entering Precode (33), "Respondent refused FOR someone else" at **NEXTPERSON**, **WHICHLINEREFUSEDFOR** appears. At this screen, enter the line number of the respondent who refused to be interviewed or for whom another household member refused. This changes the household member's status to "Refused," but does not code them as a noninterview.

After entering the line number in Item **WHICHLINEREFUSEDFOR**, continue to **PERSTATUSREFUSED**.

• Changed to: REFUSED • If this person is a TYPE Z NONINTERVIEW, you will need to code them as such in the Type Z section of the instrument. To do this you must first exit the instrument and then re-enter the case. When you are ready to transmit the case, enter Precode "5" at the START_CP screen to access the Type Z section. 1 Enter 1 to Continue PERSTATUSREFUSED

PERSTATUSREFUSED

PERSTATUSREFUSED is an edit check that shows the current respondent has been coded as a refusal. However, they have not been coded as a Type Z Noninterview at this point. Respondents cannot be coded as Type Z Noninterviews until you are ready to transmit the case.

In order to code this respondent as a Type Z:

- complete interviews with all remaining NCVS eligible household members;
- exit the case;
- re-enter the case, enter Precode (5), "Ready to transmit case - no more followup (Type Z's)" at **START_CP**;
- enter the Type Z reason for each household member who was not interviewed. Follow the instructions for coding Type Z Noninterviews in Part A, Chapter 6 of this manual.

- Re-introduction for new respondent.
- If necessary Hello, I'm (YOUR NAME) from the U.S. Census Bureau.

I'm here concerning the National Crime Victimization Survey. We are talking with members of your household to obtain statistics on the kinds and amount of crime committed against individuals 12 years of age or older.

We would like to complete your interview now.

1 Enter 1 to Continue

INTROFORNEWRESPONDENT

INTROFORNEW-RESPONDENT

The **INTROFORNEWRESPONDENT** screen appears when you are interviewing an individual respondent whose interview has not been at least partially completed. (All TIS)

This screen will be displayed after a valid line number is entered at **NEXTPERSON**. Use this screen to introduce yourself and the survey to the respondent before proceeding with the interview. After Entering (1) to continue, proceed to the **TIMEATADDRESS** screen, which is the first screen in the Middle Section of the NCVS instrument, as shown in Part B, Chapter 3 of this manual.

Topic 7. Verifying the Sample Address, Primary Telephone Number and Mailing Address (Screen Layout and Instructions for GETLETTER_CP through NEWMAILGQDESCRIPTION_CP)

• If necessary: Hello I'm (YOUR NAME) from the U.S. Census Bureau.

I'm calling concerning the National Crime Victimization Survey. The Census Bureau is conducting a survey here and throughout the Nation to determine how often people are victims of crime. (We contacted your household for this survey several months ago.) Did you receive our introductory letter in the mail?

1 Yes
2 No
3 Don't Know

GETLETTER_CP

GETLETTER_CP

GETLETTER_CP asks whether the respondent received the NCVS introductory letter. This screen is presented for situations where you have not yet started the interview with a household respondent.

For personal visits, an FR instruction is displayed: 'If "No" or "Don't know" give respondent an introductory letter and allow time to read.' If you encounter this situation, hand the household respondent the letter (NCVS-572(L) for incoming and replacement households or NCVS-573(L) for continuing households).

For continuing households, the instrument automatically inserts the statement "*We contacted your household for this survey several months ago*." So it is important that you read text to the respondent as worded since that statement will not be displayed for incoming or replacement households.

All precodes entered at this screen progress to the section of the instrument where you verify the sample address, beginning with **VERADD_CP.**

• Confirm address information I have your address listed as ... • Read address below 101 Ocean View Circle Anytown, VA 99997 Is that your exact address? 1 SAME address 2 MOVED (NOT same address) 3 Haven't moved, but address has changed 4 Incorrect address previously recorded VERADD_CP

VERADD_CP

The purpose **VERADD_CP** is to verify that you reached the correct address. Read the address as it is displayed so we can verify that we have the correct full address for the sample household.

Precode (1)

Enter Precode (1) when you confirm that you reached the correct sample address and no address corrections are necessary. After entering Precode (1), for incoming cases, the instrument goes to Item **MAILINGSAME_CP**. After entering Precode (1), for continuing cases, the instrument goes to **CHNGPH_CP**, then to **MAILINGSAME_CP**.

Precode (2)

Enter Precode (2) when you discover that you reached a different address. (Precode (2) is an invalid entry for TIS-1 cases.) It is possible that the last interviewed household moved from the sample address and kept the same phone number. For the NCVS, we do not interview a household after they have moved from the sample address. After entering Precode (2), the instrument goes to **MOVED_CP**.

Precode (3)

Enter Precode (3) when you discover that you reached the correct sample address, but the address has changed. After entering Precode (3), continue with **CHNGPH_CP**, then continue to collect the new address.

Precode (4)

Enter Precode (4) when you discover that you reached the correct sample address, but the address was recorded incorrectly in a previous interview. After entering Precode (4), continue with **CHNGPH_CP**, then continue with the screens to update the sample address.

Since your address rather than you personally was chosen for inclusion in the survey, no interview is required of you at this time. Thank you for your past cooperation. The help you gave us was an important contribution to the National Crime Victimization Survey data.

1 Enter 1 to continue

MOVED_CP

MOVED_CP

MOVED_CP is to inform the person you are speaking with that we do not need to interview them since they have moved from the sample address, as well as thank them for past cooperation. Entering Precode (1) to continue takes you to error message **VERADD_CP_CK**.

(If an incoming case, the instrument will display:)
- Invalid entry

(Else if this is a continuing case, the instrument will display:)
- This case needs to be made a replacement household. Press GOTO to proceed to HHNUM_VR_CP.

Questions involved	Value
HHNUM_VR_CP: Replacement household?	No
MOVED_CP: Moved	Enter 1 to continue

Suppress Close Goto

VERADDCP_CK

VERADD_CP_CK

When interviewing an incoming case, you will see the **VERADD_CP_CK** screen when Precode (2) is selected at **VERADD_CP,** since that is not a valid entry. In this situation **VERADD_CP_CK** will display the message “Invalid entry”.

This edit check also appears after entering Precode (1) in the **MOVED_CP** screen to verify that the entire household has moved from the sample address. In this situation the edit check will display the instruction “This case needs to be made a replacement household. Press the “Goto” button to proceed to Item **HHNUM_VR_CP**, discussed in more detail in Topic 3 above. Otherwise, press the “Close” button to return to the **VERADD_CP** screen.

- Do you need to change the current phone number?

CURRENT NUMBER: (991) 555-9899

1 Yes
2 No

CHNGPH_CP

CHNGPH_CP

CHNGPH_CP appears for all continuing cases that are not replacement households. For any continuing case (TIS 2-7) you are asked if you would like to change the current phone number. If yes, enter Precode (1) and continue to **NEWPH_CP** to ask the respondent for the new phone number. If no, continue with the screens to change the address (starting at **NEWADDHNO_CP**) when Precodes (3) or (4) were entered in **VERADD_CP** or **MAILINGSAME_CP** when Precode (1) was entered in **VERADD_CP**.

What is the area code and telephone number where you would like to be called? • Record new number • Enter 0 for no telephone number NEWPH_CP

NEWPH_CP

NEWPH_CP appears when the respondent indicates in **CHNGPH_CP** that they would like to change the telephone number at which they are contacted. Enter the new number or enter 0 for no telephone number. The instrument continues with the screens to change the household address (starting at **NEWADDHNO_CP**) when Precodes (3) or (4) were entered in **VERADD_CP** or **MAILINGSAME_CP** when Precode (1) was entered in **VERADD_CP**.

• OLD ADDRESS 101 Ocean View Circle Anytown, VA 99997 • If incorrect or missing, enter new house number, otherwise press “Enter” to continue NEWADDHNO_CP

NEWADDHNO_CP through NEWADDGQ-DESCRIPTION_CP screens

NEWADDHNO_CP through **NEWADDGQDESCRIPTION_CP** are asked when the household respondent indicates at **VERADD_CP** that you are at the correct sample address, but the actual address has changed or was previously recorded incorrectly. These screens allow you to correct or add any of the following information: house number, house number suffix, street name, unit designation, non-city style address, physical location description, city, state, ZIP code, group quarters building name, and group quarters description. If no change is needed for a particular item, press “Enter” to move to the next screen.

The original address information is displayed in the info pane in the middle of the screen and can be edited in the form pane at the bottom of the screen. After you update the address information, **ADRCHECK_CP** appears to record the reason for the change(s).

• Enter reason why address information provided by respondent did not match displayed address

OLD ADDRESS	NEW ADDRESS
101 Ocean View Circle Anytown, VA 99997	101A Ocean Avenue Anytown, VA 99997

• **HOUSE NUMBER**
 11 House number was incorrect
 12 House number was missing/blank

• **HOUSE NUMBER SUFFIX**
 13 House number suffix was incorrect (e.g. A instead of B)
 14 House number suffix was missing

• **STREET NAME**
 15 Street name was correct by misspelled (e.g. Pak instead of Oak Street)
 16 Street name was not correct (e.g Oak instead of Pickford)

• **UNIT DESIGNATION**
 17 Unit designation was incorrect (e.g. A instead of 1)
 18 Unit designation was missing

• **NON-CITY STYLE ADDRESS**
 19 Non-city style address was incorrect (P.O. Box 12 instead of P.O. Box 121)

• **ZIP CODE**
 20 ZIP code was missing or incorrect

• **STATE**
 21 State was missing or incorrect (ME instead of MD)

• **CITY**
 22 City name was missing or incorrect

• **GROUP QUARTERS**
 23 Group quarters name was missing or incorrect
 24 Building name was missing or incorrect

 25 911 Address Conversion

ADRCHECK_CP

ADRCHECK_CP

ADRCHECK_CP prompts you to enter a reason(s) why the address information provided by the respondent did not match the displayed address for the sample unit. Note that this item allows multiple entries. After recording the reason for the update the instrument continues with **MAILINGSAME_CP**.

> Is your mailing address (still) the same as your physical address?
>
> 1 Yes
> 2 No
>
> MAILINGSAME_CP

MAILINGSAME_CP

MAILINGSAME_CP asks, "***Is your mailing address still the same as your physical address?***" The instrument fills the word "still" in the question text when the prior household respondent reported that the mailing address was the same as the physical address. If the mailing and physical addresses were reported as being different the previous enumeration or this is an incoming or replacement household the question is worded, "***Is your mailing address the same as your physical address?***"

Enter Precode (1) for "Yes" and the instrument takes you to Item **TENURE** when the case is a TIS 1. If the case is a TIS 3, 5, or 7 and Precode (1) is entered in Item **MAILINGSAME_CP** then the instrument will go to Item **TENURE**, otherwise the instrument will go to Item **STUDENTHOUSING** during even numbered enumerations. If a replacement household occurs during an even numbered enumeration, the instrument proceeds to the **TENURE** screen, because a replacement household is treated like a TIS 1 case.

Enter precode (2) for "No" and the instrument takes you to the **VERIFYMAILING_CP** screen to verify the previous mailing address is correct. If we had not previously collected a mailing address, the instrument instead goes to Item

NEWMAILHNO_CP.

I have your mailing address as...

101 Ocean View Circle
Anytown, VA 99997

Is that correct?

1 Yes
2 No

VERIFYMAILING_CP

VERIFYMAILING_CP

VERIFYMAILING_CP asks, "***I have your mailing address as 101 Ocean View Circle, Anytown, VA 99997. Is that correct?***"

Enter Precode (1) for "Yes" and the instrument takes you to either **TENURE** when the case is a TIS 1. If the case is a TIS 3, 5, or 7 and Precode (1) is entered in **VERIFYMAILING_CP,** then the instrument goes to **TENURE**; otherwise the instrument goes to **STUDENTHOUSING** during even numbered enumerations. If a replacement household occurs during an even numbered enumeration, the instrument proceeds to the **TENURE** screen, because a replacement household is treated like a TIS 1 case.

Enter Precode (2) for "No" and the instrument takes you to **NEWMAILHNO_CP**, which begins the series of screens that allow you to edit all of the mailing address fields.

- OLD ADDRESS

101 Ocean View Circle
Anytown, VA 99997

- If incorrect or missing, enter new house number, otherwise press "Enter" to continue

NEWMAILHNO_CP

NEWMAILHNO_CP through NEWMAILGQ DESCRIPTION_CP

NEWADDHNO_CP through **NEWADDGQDESCRIPTION_CP** allow you to modify the mailing address information for the household and include all of the same address fields for the sample address except physical location description, which is not part of the mailing address.

The original address information is displayed in the info pane in the middle of the screen and can be edited in the form pane at the bottom of the screen. If no change is needed, press "Enter" to move to the next screen.

After completing the screens, if the case is a TIS 1, 3, 5, or 7 the instrument goes to Item **TENURE**, otherwise the instrument goes to Item **STUDENTHOUSING** during even numbered enumerations. If a replacement household occurs during an even numbered enumeration, the instrument proceeds to the **TENURE** screen, because a replacement household is treated like a TIS 1 case.

Topic 8. Housing Unit Characteristics (Screen Layout and Instructions for TENURE through RESTRICTEDACCESS)

• Ask or verify:

Are your living quarters ...

• Read answer categories

1 Owned or being bought by you or someone in your household?
2 Rented for cash?
3 Occupied without payment of cash rent?

TENURE

TENURE

TENURE is asked initially during the first interview with the sample household, which should be a personal visit interview. You only see **TENURE** when you interview a sample household during the third, fifth, and seventh enumeration periods, since this question is asked of the original household only during the odd-numbered interview periods. (The exception to this rule is when you create a replacement household during an even-numbered interview period.)

Although the interviewer instruction specifies that this is an "Ask or verify" question, you must always ask it during the first enumeration. In subsequent enumerations you can either re-ask the question of the respondent and read the answer categories until you get a "Yes" response, or verify that the information collected during the previous interview is still correct.

After completing **TENURE**, the instrument takes you to **STUDENTHOUSING**.

Owned or Being Bought by You or Someone in Your Household

Before entering Precode (1) at the **TENURE** screen to indicate that the living quarters is owned or being bought by someone in the sample household, make sure that the owner or co-owner of the sample unit:

- Is a household member.
- Actually lives in the sample unit when the unit is a cooperative apartment or a condominium unit.
- Has paid completely for the housing unit or is paying on a mortgage for the housing unit.

Rented for Cash

Before entering Precode (2) at the **TENURE** screen to indicate that the living quarters is rented for cash, make sure that money is paid for rent or a contract exists for payment of rent for the housing unit. The person paying the rent does not have to live in the housing unit (for example, the rent payer could be a welfare agency or a college student's parents.)

Occupied Without Payment of Cash Rent

Before entering Precode (3) at the **TENURE** screen to indicate that the living quarters is occupied without payment of cash rent, make sure that the sample household:

- Does not own or have to pay a mortgage payment.
- Is not required to pay rent to reside in the housing unit and no one else pays the rent for the household.

Examples of this situation might include:

- A household living in a unit without paying rent in exchange for services the household provides to the owner.
- A household living in a unit without paying rent as a gift from a relative or friend who does not live in the housing unit.
- A household that is only required to pay for the utilities they use and is not required to pay rent.

Special situations

Situation	Action
Sample address is in a multi-unit structure.	Mark **TENURE** based only on the status of the unit is sample.
Sample address is in a rooming house or dormitory that requires the payment of rent.	Mark **TENURE** to show that the room is "Rented for cash."
Sample address is a mobile home or trailer.	Mark **TENURE** only for the status of the mobile home or trailer and not for the site or land on which it is located.
Sample address is located on a military base and rent is paid directly by the household or deducted from their pay.	Mark **TENURE** to show that the room is "Rented for cash."
A sample household owns a piece of property and rents an adjacent property and both are used as a single place.	Mark **TENURE** to show the tenure status for the property on which the sample address is located.

Are your living quarters presently used as student housing by a college or university?

1 Yes
2 No

STUDENTHOUSING

STUDENTHOUSING

STUDENTHOUSING is used to verify whether or not the living quarters at the sample address is presently being used as student housing by a college or university. Even though this question is asked during the initial personal visit interview, this information must be verified each interview period to determine if there are any changes in the housing unit's status.

When **TENURE** is answered with Precode (1), "Owned or being bought by you or someone in your household," ***and*** that case is TIS 1 or a replacement household, the instrument continues with **INDIANRESERVATIONHU**. Otherwise, the instrument continues with **NAMECHECK.**

When **TENURE** is answered with either Precode (2), “Rented for cash,” or Precode (3), “Occupied without payment of cash rent,” the instrument proceeds to **PUBLICHOUSING**.

Is this building owned by a public housing authority? 1 Yes, public housing 2 No, not public housing PUBLICHOUSING

PUBLICHOUSING

PUBLICHOUSING is asked of incoming sample cases and cases in interview periods 3, 5 and 7 in living quarters that are rented for cash or occupied without payment of cash rent.

If you get a “Yes” answer to **PUBLICHOUSING**, make sure that the unit is in a ***federally funded*** project. If the building is funded by a state or local government, select Precode (2), “No, not public housing.” Also select Precode (2) if the building is part of a federally assisted housing program, such as VA, FHA, voucher, or certificate assisted housing.

If you select Precode (1), “Yes, public housing,” the instrument proceeds to **PUBLICHOUSINGMGRVERIFY** when conducting a personal visit interview or to **NAMECHECK** for telephone interviews. If you select Precode (2), “No, not public housing,” the instrument proceeds to **INDIANRESERVATIONHU** for incoming and replacement household cases, otherwise the instrument goes to **NAMECHECK** .

• If possible, verify PUBLICHOUSING entry of 1 (Yes) with the manager of building.

Able to verify	**Unable to verify**
1 Public housing	3 Telephone
2 Not public housing	4 Other - Specify

PUBLICHOUSINGMGRVERIFY

PUBLICHOUSING MGRVERIFY

If you determine in Item **PUBLICHOUSING** that the sample unit is in a building that is owned by a public housing authority, the instrument proceeds to **PUBLICHOUSINGMGRVERIFY**, which instructs you, wherever possible, to:

- Locate the building manager; and
- Verify that this fact is true.

Do this verification the first time the case is identified as being owned by a public housing authority in **PUBLICHOUSING**. If you are unable to verify the respondent's "Yes" answer in **PUBLICHOUSING**, mark Precode (4), "Other - specify" in **PUBLICHOUSINGMGRVERIFY**. After selecting Precode (4), the instrument goes to **PUBLICHOUSINGMGRVERIFYSPEC**, where you are prompted to enter the reason you could not verify the unit's public housing status.

When you are conducting a telephone interview, **PUBLICHOUSINGMGRVERIFY** is bypassed and automatically filled with Precode (3).

If you are unable to verify the structure's public housing status during the first enumeration period, try to verify public housing status in a subsequent enumeration period, if possible, and update the answer for **PUBLICHOUSINGMGRVERIFY** then.

• Specify the reason why you are unable to verify the public housing status for this housing unit.

PUBLICHOUSINGMGRVERIFYSPEC

PUBLICHOUSING MGRVERIFYSPEC

The instrument goes to **PUBLICHOUSINGMGRVERIFYSPEC** if you selected Precode (4), “Other - Specify” in **PUBLICHOUSINGMGRVERIFY**. Specify the reason you were unable to verify the unit’s public housing status.

Are your living quarters located on an American Indian Reservation or on American Indian Lands?

1 Yes
2 No

INDIANRESERVATIONHU

INDIAN RESERVATIONHU

INDIANRESERVATIONHU appears only during the initial interview (including a replacement household) or when it was left unanswered during the initial personal visit interview with the sample household. It is acceptable to answer this item without asking the question if you are familiar with the area in which the sample address is located and know for sure whether or not the living quarters is located on an American Indian reservation or on American Indian lands. When there is any doubt about which precode to select, ask the household respondent the question before selecting a precode.

What Is an American Indian Reservation?

An American Indian Reservation is a territory reserved as a permanent tribal homeland with boundaries established by treaty, statute, or executive or court order. The federal government and some state governments established reservations as territory over which American Indians possess governmental jurisdiction. These entities are designated as colonies, communities, pueblos, rancherias, reservations, and reserves.

What Are American Indian Lands?

American Indian Lands are comprised of tribal subdivisions and trust lands.

A **tribal subdivision** is an administrative subdivision of a reservation. Tribal subdivisions may extend beyond the boundary of their reservations and are internal units of self government or administration that serve social, cultural, or economic purposes for the American Indians living on and adjacent to the reservation.

Trust Lands are held in trust by the federal government for either a tribe *(tribal trust land)* or an individual member of a tribe *(individual trust land)*. Such land is always associated with a specific federally recognized reservation or tribe, but may be located on or off the reservation.

During the past 12 months did sales of crops, livestock,
and other farm products from this place amount to $1,000 or more?

1 Yes
2 No

FARMSALES

FARMSALES

FARMSALES is asked of incoming cases or replacement households which are identified as being in a rural area.

What We Mean by "Place"

For this question, the term "place" encompasses one or more tracts of land which the respondent considers to be on the same property, farm, ranch, or estate. These tracts may be adjoining or separated by a road, creek, or other pieces of land. In most cases, a "place" can be clearly defined. For example, in a built-up area, a "place" is likely to consist of a house and a lot. However, in a more rural setting, a "place" could consist of a whole tract of land or a combination of two or three pieces of land *(for example, a sample address on one piece of land and another piece of land used to grow crops for sale)*.

What We Mean by "Sales of Crops, Livestock, and other Farm Products"

The household respondent should report the gross amount of money received for the sale of crops, vegetables, fruits, nuts, livestock and livestock products *(milk, wool, and so forth)*, poultry and eggs, and nursery and forest products that are produced at this place and sold at any time during the past 12 months.

Exclude the value of any products consumed at the place. The household respondent does not need to provide an exact amount. He/she only needs to identify whether or not these sales totaled $1,000 or more during the past 12 months.

Sample household owns or is buying the property:
In this case, farm sales include sales from the entire acreage or property that the sample household owns or is buying, even if a portion of the property is rented to someone else.

Sample household is paying cash rent for the property:
In this case, farm sales include only the amount of sales generated from the property they are renting.

Sample household lives on property without paying cash rent:
In this case, if the sample address for both the owner and the non-cash renter are in the sample, include the amount of farm sales from the entire acreage of the owner. Do not limit the amount of sales to only the property occupied without payment of cash rent.

Sample household lives on property subsidized by the federal government not to grow certain crops:
Only include the amount of the subsidy if the respondent would normally have grown and sold the crops that he/she is paid not to grow.

<u>Sample household moved to the property during the past 6 months</u>:
Explain to the current household that this question refers to farm sales from the property during the past 12 months, regardless of who resided on the property during those 12 months. If the current respondent is unable to answer this question, press "Ctrl" + "D" simultaneously to code the item as "Don't know."

<u>Sample household is unable or unwilling to answer</u>:
If a respondent is unable or unwilling to answer Item **FARMSALES**, press "Ctrl" + "D" simultaneously to code the item as "Don't know." Use the Case Level Notes to explain why you entered "Don't know" for Item **FARMSALES**.

• Please mark whether or not the sample household has direct access to their living quarters.

1 Direct
2 Through another unit - Not a separate HU; combine with unit through which access is gained

ACCESS

ACCESS

ACCESS is asked of incoming cases, replacement households or continuing cases, when the question has not been previously answered. It is designed to indicate whether or not the sample household has direct access to their living quarters.

A living quarters has direct access when an occupant can either:

- Enter his/her living quarters directly from the outside of the structure OR
- Enter his/her living quarters from a common hall or lobby that is used by occupants of more than one unit (*as found in apartment buildings*). The hall or lobby must not be part of any unit and must be clearly separate from all units in the structure.

If the only entrance to an occupant's living quarters is through a room or hall of another household's living quarters, then the living quarters does not have direct access.

Only mark **ACCESS** by observation when you are sure that the sample unit has direct access. If you are not sure, ask the household respondent before you complete **ACCESS**.

If you mark Precode (2) because the unit does **not** have direct access, then the sample address is not a separate housing unit and should be considered part of the housing unit through which access to it is gained. It is also possible that the unit may have been merged with another unit. A merger is the result of combining two or more unit addresses to form one unit address. A merger could involve two single family homes or two or more apartments in a multi-unit structure.

- Please select one box that describes the type of housing unit.

1 House, apartment, flat
2 HU in nontransient hotel, motel, etc.
3 HU permanent in transient hotel, motel, etc.
4 HU in rooming house
5 Mobile home or trailer with no permanent room added
6 Mobile home or trailer with one or more permanent rooms attached
7 HU not specified above - Describe
8 Quarters not HU in rooming or boarding house
9 Unit not permanent in transient hotel, motel, etc.
10 Unoccupied site for mobile home, trailer, or tent
11 Student quarters in college dormitory
12 Other unit not specified above - Describe

TYPEOFHOUSINGUNIT

TYPEOFHOUSINGUNIT

TYPEOFHOUSINGUNIT is asked only of incoming cases, replacement households, or continuing cases, when the question has not ben previously answered.

A housing unit is a group of rooms or a single room occupied as **separate living quarters** or intended for occupancy as separate living quarters. A housing unit may be occupied by a family or one person, as well as by two or more unrelated persons who share the living quarters. To be considered a **separate living quarters**, the occupants must:

- ✓ Live and eat separately from all other persons on the property; and

- ✓ Have direct access to their living quarters from the outside or through a common hall or lobby *(as found in apartment buildings).*

Once you have determined that the sample address qualifies as a housing unit, mark the appropriate box in **TYPEOFHOUSINGUNIT** to indicate the type *(not condition)* of housing unit. For example, mark Precode (1), "House, apartment, flat," for a vacant or occupied housing unit that appears to be dilapidated, but still meets the housing unit definition.

Precode (1), House, Apartment, Flat

Mark Precode (1) for Item **TYPEOFHOUSINGUNIT** when the housing unit is:

- An ordinary house or apartment,
- An apartment located over a garage or behind a store,
- A janitor's quarters in an office building, and
- Housing units in structures like converted barns or sheds.

Precode (2), HU in Nontransient Hotel, Motel, etc.

Mark Precode (2) for Item **TYPEOFHOUSINGUNIT** when the housing unit is in a **nontransient** hotel, motel, motor court, or YMCA. A hotel or motel is classified as *nontransient* if **75 percent or more** of the rooms or suites are occupied or intended for occupancy by permanent guests. Permanent guests usually stay a month or more at reduced monthly or weekly rates.

Precode (3), HU Permanent in Transient Hotel, Motel, etc.

Mark Precode (3) for Item **TYPEOFHOUSINGUNIT** when the housing unit is occupied or intended for occupancy by **permanent** guests or **resident** employees. A hotel or motel is classified as *transient* if **more than 25 percent** of the rooms or suites are occupied or intended for occupancy by transient guests. Transient guests usually stay less than a month and pay daily rates.

Precode (4), HU in Rooming House

Mark Precode (4) for Item **TYPEOFHOUSINGUNIT** when the housing unit is located in a rooming house or a combination rooming and boarding house. Rooming houses and boarding houses are group quarters that have **five or more** units for rent. However, the weekly or monthly rent paid by roomers at a rooming house does not cover meals, but it could cover linens and maid service. At a boarding house, the weekly or monthly rent paid by boarders entitles them to their room and regular meals. The proprietor may or may not eat with the boarders at a boarding house.

Precode (5), Mobile Home or Trailer With No Permanent Room Added

Mark Precode (5) for Item **TYPEOFHOUSINGUNIT** when the housing unit is a mobile home or trailer *(regardless of the type of foundation)* and no permanent rooms have been added to the mobile home or trailer. Open or unheated porches or sheds built onto trailers are **not** considered rooms.

Precode (6), Mobile Home or Trailer With One or More Permanent Rooms Added

Mark Precode (6) for Item **TYPEOFHOUSINGUNIT** when the housing unit is a mobile home or trailer *(regardless of the type of foundation)* and one or more permanent rooms have been added. Sheds and open or unheated porches built onto trailers are **not** considered rooms.

Precode (7), HU Not Specified Above

Mark Precode (7) for Item **TYPEOFHOUSINGUNIT** when a housing unit cannot be described by the specific categories already listed. Tents, houseboats, and railroad cars can fall into this category if they meet the housing unit definition. Whenever you mark Precode (7), make sure to describe the type of structure accurately in Item **TYPEOFHOUSINGUNITSPEC7**.

Precode (8), Quarters Not HU in Rooming or Boarding House

Mark Precode (8) for Item **TYPEOFHOUSINGUNIT** if the GQ unit is located in a rooming or boarding house or a combination rooming and boarding house. The sample unit must not meet the housing unit definition. ***(Also see Appendix B of Form 11-922.)***

Precode (9), Unit Not Permanent in Transient Hotel, Motel, etc.

Mark Precode (9) for Item **TYPEOFHOUSINGUNIT** if the GQ unit is located in a transient hotel, motel, motor court, etc. and is occupied or intended for occupancy by transient guests. The sample unit must not meet the housing unit definition. ***(Also see Appendix B of Form 11-922.)***

Precode (10), Unoccupied Site for Mobile Home, Trailer, or Tent

Mark Precode (10) for Item **TYPEOFHOUSINGUNIT** if the sample address identifies an unoccupied site for a mobile home, trailer, or tent within a group quarters. The site must not be intended for a mobile home, trailer, or tent that meets the housing unit definition.

Precode (11), Student Quarters in College Dormitory

Mark Precode (11) for Item **TYPEOFHOUSINGUNIT** if the GQ unit is occupied by a college student in a dormitory. The sample unit must not meet the housing unit definition.

Precode (12), Other Unit Not Specified Above

Mark Precode (12) for Item **TYPEOFHOUSINGUNIT** if the GQ unit is not described in the categories already mentioned. For example, mark Precode (12) for dormitories used by nurses and interns in military hospitals *(GQ Type Code 904 for the 2000 sample design)*. Then enter the description of the GQ type as shown in the Table of GQ Types in Item **TYPEOFHOUSINGUNITSPEC12**. ***(Also see Appendix B of Form 11-922.)***

Identifying Changes in Type of Living Quarters

If you discover a change in the type of living quarters or an error in classification, correct the entries, if possible, and note the circumstances and the date that you discovered the change or error in the Case Level Notes.

- Observe or ask:

How many housing units are in this structure?

1 1
2 2
3 3
4 4
5 5-9
6 10+
7 Mobile home/trailer
8 Only OTHER units

NUMBEROFUNITS

NUMBEROFUNITS

If you are sure how to mark Item **NUMBEROFUNITS** by your observation, mark the appropriate precode without asking the question. However, if there is any doubt in your mind, ask the question of the household respondent and select the appropriate precode to indicate the number of housing units in the structure. The **NUMBEROFUNITS** screen is asked only of incoming cases, replacement households or continuing cases, where the question has not previously been answered. If you enter Precodes (1) or (7) the instrument goes to **GATEDWALLEDCOMMUNITY**. Otherwise, it goes to **DIRECTENTRANCETOUNIT**.

What Is a Structure?

A structure is a separate building that either:

- Has open space on all sides *(no other building attached to it)* OR
- Is separated from other structures by dividing walls that extend from ground to roof.

Consider the following residential buildings to be separate structures if the common wall between them goes from ground to roof:

✓ Double houses

- ✓ Duplex houses
- ✓ Row houses
- ✓ Houses attached to nonresidential structures.

Sheds and private garages attached to houses are not considered separate structures because they are not intended for occupancy as separate living quarters.

What Is a Housing Unit?

A housing unit is a group of rooms or a single room occupied as separate living quarters or intended for occupancy as separate living quarters. A housing unit may be occupied by a family or one person, as well as by two or more unrelated persons who share the living quarters.

(See Form 11-922, Chapter 1, page 5, for more information about separate living quarters and direct access.)

Single-Unit Structures

If you select Precode (1) or Precode (7) because there is only one housing unit in the structure, the instrument skips to **GATEDWALLEDCOMMUNITY**. Make sure to mark Precode (7), “Mobile home/trailer,” in **NUMBEROFUNITS** if you marked either Precode (5), “Mobile home or trailer with no permanent room added” or Precode (6), “Mobile home or trailer with one or more permanent rooms added,” in **TYPEOFHOUSINGUNIT**.

Multi-Unit Structures

If you mark Precode (2), (3), (4), (5), or (6) because there are two or more housing units in the structure, complete **DIRECTENTRANCETOUNIT** to inquire about direct access from outside the structure.

Group Quarters Units

If the sample address identifies a group quarters (GQ) unit, mark Precode (8) "Only OTHER units." Make sure to mark Precode (8) in **NUMBEROFUNITS** if you marked any one of the Precodes (8) through (12) in **TYPEOFHOUSINGUNIT**.

• Observe or ask:

Does the unit have an outside entrance, patio doors, or windows, etc., on the ground level - or outside stairs leading directly to this unit?

1 Yes
2 No
3 Don't know

DIRECTENTRANCETOUNIT

DIRECTENTRANCE TOUNIT

DIRECTENTRANCETOUNIT is asked only of incoming cases, replacement households or continuing cases, when the question has not previously been answered. When you are sure how to mark **DIRECTENTRANCETOUNIT** by your observations, mark the appropriate precode without asking the question. However, if there is any doubt in your mind, ask the question of the household respondent and mark the appropriate precode.

Precode (1) "Yes"

Mark Precode (1), "Yes" if there is some means of entering the sample unit **directly from the outside**, such as a door, patio doors, or windows at ground level *(even if there are locks and/or bars to prevent entrance)* and outside stairs *(such as porch, deck, or fire escape stairs)* that lead directly to an outside entrance for the sample unit.

Precode (2) "No"

Mark Precode (2), "No" when there is no direct access into the sample unit from outside of the structure and the only entrance to the sample unit is through a common hall from within the structure, such as a common hall into a second floor apartment.

Precode (3) "Don't know"

In most cases, you should not need to mark the "Don't know" answer, so only select it as a last resort.

- Ask if unsure

Is this unit in a gated or walled community that restricts access by non-residents or requires entry codes, key cards, or security guard approval to access?

1 Yes
2 No

GATEDWALLEDCOMMUNITY

GATEDWALLED COMMUNITY

GATEDWALLEDCOMMUNITY is asked only of incoming cases or continuing cases where the question has not previously been answered. When you are sure how to answer **GATEDWALLEDCOMMUNITY** by your observation, select the appropriate precode without asking the question. If there is any doubt about how to properly fill this item, ask the question of the household respondent and then mark the appropriate precode.

Precode (1) "Yes"

Enter Precode (1), "Yes," if access to the household's community requires some sort of special entry procedure and the community is surrounded by walls, fences, or other barriers to restrict entrance to the community's homes by non-residents of the community. Some resort or retirement communities are good examples of gated or walled communities. This restricted access refers to the entire community, rather than just to an individual building or housing unit. It also includes communities with guard houses or protection that are operational during certain hours, such as evenings only. However, it excludes neighborhood watch programs with no authority to stop visitors, as well as single-family housing units with gated driveways.

Precode (2) "No"

Enter Precode (2), "No," if the household's unit is not located in a gated or walled community which restricts access to non-residents.

- Ask if unsure

Is this unit in a building that requires a special entry system such as entry codes, key cards, or security guard approval to access?

1 Yes
2 No

RESTRICTEDACCESS

RESTRICTEDACCESS

RESTRICTEDACCESS is asked only of incoming cases, replacement households, or continuing cases, when the question has not previously been answered.

Precode (1) "Yes"

Enter Precode (1), "Yes," if the housing unit is in a building that has some type of special entry system, such as an intercom system from which the occupants can identify and "buzz in" visitors or a security guard who monitors access into the building.

Precode (2) "No"

Enter Precode (2), "No," if the housing unit is not located in a building that requires a special entry system for access (including an intercom system or a security guard).

After completing **RESTRICTEDACCESS** the instrument continues with the household roster demographic characteristics section to build or update the household roster. This is detailed in Topic 10 of this chapter.

Topic 9. Household Roster Demographic Characteristics (Screen Layout and Instructions for HHROSTER_FNAME Through ANY_OTHERCHNG)

Overview of the Control Card Section

The Control Card section of the NCVS instrument is made up of three parts or tables; the *PreDemo Table*, the *DemoDetailed Table* and the *DemoChange Table*. The *PreDemo Table* is used to collect basic information about the person living at the sample address, such as; their name, gender, membership status. On the other hand, the *DemoDetailed Table* is used to collect the more detailed demographic information, such as; their age, marital status, highest level of schooling and race, to name a few. Last, the *DemoChange Table* is used to correct demographic information that was previously collected and may not have been updated or verified during the current enumeration.

The PreDemo Table - General Information

The order in which you proceed through the *PreDemo Table*, depends on whether the case is an incoming or continuing household. An “incoming household” is one that is being interviewed for the first time; either the first time it is in sample or as a replacement household. A “continuing household” is a case in enumerations 2-7 that is not a replacement household.

For an incoming household you start this section by building the roster, entering the names of the persons living or staying at the sample address beginning at the **HHROSTER_FNAME** screen. After entering the person’s name you collect personal demographic information about them, such as their relationship to the reference person, gender and household membership. For a continuing case, you start this section at the **NAMECHECK** screen to verify all the household members listed from the previous enumeration are still household members.

For all enumerations, continue by collecting and/or verifying personal demographic information for each household member in the *DemoDetailed Table*.

Building the Household Roster During the First Enumeration Period

Build the household roster by listing each person who is living or staying at the sample address. Each person is assigned a unique line number that is automatically allotted in the instrument and is displayed to the left of the person's name. This line number distinguishes the various individuals from each other in the instrument as well as the output data. The line number is also used to identify the household respondent for each enumeration period as well as to identify the household member who reported an incident. The line number should also be used to refer to a person in the Incident Summary screen as well as the "Case Level Notes," rather than using the person's name.

> What are the names of all people living or staying here? Start with the name of the person or one of the people who owns this home.
>
> • Enter first name on this screen.
>
> • Enter 999 to leave the table.
>
> HHROSTER_FNAME

> What are the names of all people living or staying here? Start with the name of the person or one of the people who owns this home.
>
> • Enter last name on this screen.
>
> HHROSTER_LNAME

HHROSTER_FNAME and HHROSTER_LNAME

Build the household roster during the first interview with a sample household starting with the first and last name of each person living or staying at the sample address.

Once you ask the question in bold type, "***What are the names of all people living or staying here?***" the next statement you read varies, depending on the answer recorded in Item **TENURE**.

- ✓ If the living quarters is either owned or being bought by someone in the household, read the statement as follows: "***Start with the name of the person or one of the people who owns this home.***"

- ✓ If the living quarters is rented for cash, read the statement as follows: "***Start with the name of the person or one of the people who rents this home.***"

HHROSTER_LNAME is the second item of the two screens used to enter a person's name into the roster. Therefore, the question text is in grey, which means that you do not have to ask the question since you most likely were given the person's first and last name when you asked the question in Item **HHROSTER_FNAME**.

Who to List on the Roster

List the names *(last names first)* of the following persons:

- ✓ All persons living or staying at the sample address at the time of your contact.

- ✓ All persons who usually live at the sample address, but who are temporarily away for reasons such as visiting friends or relatives, traveling for their jobs, in "general" hospitals, and so forth.

- ✓ All children who usually live at the sample address, including infants under 1 year of age.

- ✓ Any lodgers, servants, hired hands, and other persons who usually live at the sample address.

- ✓ Visitors and other persons who are not household members *(do not usually live at the sample address)*, but are in the sample household at the time of your interview and have stayed at the sample address at least one night before your interview, such as a visitor or student with a usual residence elsewhere.

Preferred Order for Listing Names

The "preferred" order for listing names on the roster by relationship to the reference person is:

- ✓ Reference person
- ✓ Husband or wife of the reference person
- ✓ Unmarried children of the reference person or his/her spouse, starting with the oldest and ending with the youngest
- ✓ Married sons and/or daughters of the reference person or his/her spouse, followed by the married child's spouse, and each of their children *(oldest to youngest)*
- ✓ Other persons related to the reference person or his/her spouse. *(If these other relatives are related to each other, list them together.)*
- ✓ Lodgers and other nonrelatives staying at the sample address. *(If these other nonrelatives are related to each other, list them together.)*

Although this is the "preferred" order, it is not necessary to change entries in the roster so that they match the "preferred" order.

Completing the Household Roster

Normally, you list the reference person in the first line of the household roster. Then complete Items **SEX** (*male or female),* **RELATIONSHIP** *(relationship to reference person)*, and HHMEMBER *(household member)* for one line number before entering the next person in **HHROSTER_FNAME**.

> **NOTE:** The instrument automatically fills Precode (21), “Reference Person” in **RELATIONSHIP** for the first person listed on the roster when building the roster for a new household. In this situation the instrument skips from **SEX** to **HHMEMBER**.

The instrument automatically prefills the last name of the person in the previous row so for each person with the same last name as the preceding person you can just press the “Enter” key to move from Item **HHROSTER_LNAME** to Item **SEX**. If the last names are different you can press the “Delete” key or type over the previous entry when the last name is highlighted in blue.

As you complete the household roster, you may need to probe for the household respondent to give you the names of all remaining persons staying at the sample address. If so, you can ask, "***What are the names of all other persons who are living or staying here?***" Repeat this question, as necessary, until you are sure that the household roster is complete. Once you are sure you have collected the names of all the persons living or staying at the sample address enter “999” at Item **HHROSTER_FNAME** in the next empty row to proceed to the **HHLDCOVERAGE** screen.

If you mistakenly enter “999” in Item **HHROSTER_FNAME** of a person who is already listed on the roster you encounter an edit check pop-up that tells you how to proceed.

- You can only enter 999 on a blank line – not over an existing person.
- If you need to delete this person from the roster, use arrow keys to go to MEMBERCHANGES and enter the reason why this person is no longer a member.
- Select “close” to return to HHROSTER_FNAME to restore Jane to the household roster.

Questions involved	Value
HHROSTER_FNAME: First name	999

Close Goto

This edit check appears when you have entered “999” over someone’s name. You are only permitted to enter “999” on a line that is not occupied by a person listed on the roster. Click on the “Close” or “Goto” buttons to return to Item **HHROSTER_FNAME** and reenter the person’s name that was overwritten with the entry of “999.” Notice that this edit check displays the first name of the person that needs to be stored in the third interviewer instruction, so make note of the name before returning to the **HHROSTER_FNAME** screen.

If you enter “999” in Item **HHROSTER_FNAME** to exit the *PreDemos Table* and the person listed as the reference person is coded as a nonmember you will also encounter an edit check pop-up that tells you how to proceed.

- You need to select a reference person who is a household member.
- Enter 21 in the "Relation" column for the reference person.

Questions involved	Value
HHROSTER_FNAME: First name	999

Close Goto

This edit check appears when you enter "999" to exit the *PreDemos Table* and the line number marked as the reference person is also listed as a nonmember. Click on the "Close" or "Goto" buttons to return to Item **HHROSTER_FNAME** and resolve this issue by either:

- ✓ changing the current reference persons member status to Precode (1) or
- ✓ entering Precode (21) "Reference Person" in **RELATIONSHIP** for another line number.

Every case must have a valid reference person before leaving the *PreDemos Table*.

For the remaining items in the household roster demographic screens the instrument automatically fills the name of the household member for whom you are collecting information in the question text.

- Ask if necessary

Is Ted Moe male or female?

1 Male
2 Female

SEX

SEX
(Household Member's Gender)

For each household member, enter Precode (1) for "Male" or Precode (2) for "Female," as appropriate. You can usually determine the household member's sex from his/her name. However, if there is any doubt, ask the question in **SEX** and enter the appropriate precode based on the household respondent's answer.

What is Ted Moe's relationship to you?

11 Husband	16 Mother
12 Wife	17 Brother
13 Son	18 Sister
14 Daughter	19 Other relative
15 Father	20 Nonrelative

RELATIONSHIP

RELATIONSHIP
(Relationship to the Reference Person)

Use Item **RELATIONSHIP** to identify the reference person and the relationship of each remaining person listed on the roster to the reference person. The reference person is a concept used to establish the relationship of everyone on the roster to one specific person. When building the roster, the instrument automatically codes the first person listed as the reference person, so you do not need to select someone to be the reference person at this point.

Ask the household respondent the question in Item **RELATIONSHIP** and enter the precode corresponding to the relationship *(husband, wife, son, daughter, and so forth)* to the reference person.

Reference Person

The reference person is usually the **first person mentioned** when you begin to build the household roster. Since we want a responsible adult household member who is less likely to permanently leave the household, it is preferable to designate one of the persons who owns or rents the home as the reference person. **Each household must have a reference person and the reference person must be a household member.**

(Also see Part C, Chapter 1, Topic 4, for more information about the reference person.)

Relationship of Other Persons to the Reference Person

Once you have identified which person will be the reference person, you must determine the precise relationship of all other persons listed on the roster to the reference person.

Edit Checks Based on Relationship Codes

After coding **RELATIONSHIP** you may encounter a pop-up edit check based on a possible inconsistency in the responses entered in **SEX** and **RELATIONSHIP**. You will encounter these edit checks when:

- ✓ You have listed more than one husband or more than one wife;
- ✓ You have listed both a husband and a wife as relationships to the reference person;
- ✓ You have listed more than one father or more than one mother;
- ✓ Someone is the person’s gender is inconsistent with the relationship, such as; a male sister, or a female father.

Correct inconsistencies when necessary.

Does Ted Moe usually live here?

• If "No", probe for usual residence elsewhere.

1 Yes
2 No

HHMEMBER

HHMEMBER
(Household Member Status)

HHMEMBER is designed to help you determine whether or not each person listed in the household roster is considered a household member. Once you have identified a person's relationship to the reference person in Item **RELATIONSHIP**, ask the following question in Item **HHMEMBER**, "***Does...usually live here?***" If the answer is "No," try to determine whether the person has a usual place of residence held elsewhere for him/her in Item **HSEMEMURE**. Ordinarily, a person's usual place of residence is the place where the person eats and sleeps the majority of the time.

As a general rule, a person is considered a household member if:

- The sample address is the person's usual place of residence or
- The person is staying at the sample address at the time of interview and does not have a usual place of residence elsewhere.

(Also see Part C, Chapter 1, Topic 3, of this manual as well as your Information Card Booklet (NCVS-554) for help in determining household membership.)

Person Is a Household Member

If you determine that the person meets the household member criteria:

✓ Select Precode (1) "Yes" in Item **HHMEMBER** and

- ✓ Continue to the next line on the household roster.

Person Is Not a Household Member

If you determine that the person does not meet the household member criteria:

- ✓ Select Precode (2) “No” in Item **HHMEMBER** and
- ✓ Then ask the question in **HSEMEMURE** to confirm that person’s usual place of residence is elsewhere.

Does Ted Moe have a usual place of residence elsewhere? 1 Yes 2 No HSEMEMURE

HSEMEMURE
(Usual Residence Elsewhere)

When a household respondent mentions that a person on the roster does not usually live there, follow up with the question in **HSEMEMURE** to determine if the person qualifies as a household member under NCVS procedures. If the household respondent replies that this person has a usual residence elsewhere, then enter Precode (1) “Yes” in **HSEMEMURE** which means this person is NOT a household member. However, entering Precode (2) “No” means that the person does not have a usual residence elsewhere and therefore classifies as a member by NCVS standards.

If the entire household has a usual residence elsewhere, follow the procedures for classifying the case as a Type B Noninterview, as discussed after **HHLDCOVERAGE** below.

(See Part A, Chapter 6, Topic 3, for procedures to classify a case as a Type B noninterview.)

When Unsure About Household Membership

First, reread the information:

- ✓ In Part C, Chapter 1, Topic 3, of this manual and

✓ In your Information Card Booklet (NCVS-554).

If you are still unsure whether to include a person on the household roster as a household member, select Precode (1), "Yes," in Item **HHMEMBER**, continue to interview the person, and explain the situation in the "Case Level Notes."

I have • Read names below listed as living or staying at this address.

LN	NAME	REL	AGE	SEX	MARITAL	STATUS
1	Ted Moe	Ref Person	43	M	Married	NEED SELF
2	Megan Moe	Wife	43	F	Married	NEED SELF
3	Jane Moe	Daughtr	14	F	Never Married	NEED SELF

Are ALL of these people still living or staying at that address?

1 Yes
2 No

NAMECHECK

Verifying the Household Roster During the Second Through Seventh Enumeration Periods

In enumerations two through seven you verify, with the household respondent, that the household roster is up-to-date. In **NAMECHECK** you begin adding members to the household, coding persons as nonmembers or adding back persons who were previously coded as nonmembers.

NAMECHECK (*Verifying the Roster*)

NAMECHECK appears after **STUDENTHOUSING** or **PUBLICHOUSING**. **NAMECHECK** is only asked during enumerations 2-7 for continuing cases to verify that all of the people listed on the roster from the previous enumeration are still living or staying at the sample address at the time of the current interview. **NAMECHECK** should only display those people who were marked as household members during the previous enumeration. When reading the question to the household respondent you are instructed to read all the names of the people displayed at this item. So using the example above you would ask, "***I have Ted, Megan and Jane Moe listed as living or staying at this***

address. Are ALL of these people still living or staying at this address?"

On the other hand, if the household respondent is the only household member the question is phrased, "***I have you listed as living or staying at this address. Is that correct?***"

Who Should Be Listed

The household roster in **NAMECHECK** should include:

✓ All persons living or staying at the sample address at the time of the interview.

✓ All persons who usually live at the sample address, but who are temporarily away for reasons such as visiting friends or relatives, traveling for their jobs, in “general” hospitals, and so forth.

✓ All children who usually live at the sample address, including infants under 1 year of age.

✓ Any lodgers, servants, hired hands, and other persons who usually live at the sample address.

✓ Visitors and other persons who are not household members *(do not usually live at the sample address)*, but are in the sample household at the time of your interview and have stayed at the sample address at least one night before your interview, such as a visitor or student with a usual residence elsewhere.

If the household roster is correct, enter Precode (1) “Yes” at **NAMECHECK** and continue with **HHLDCOVERAGE**.

If you determine that the roster is not correct either because someone listed is no longer a household member, there is someone new living or staying at the address or someone who is listed on the roster as a nonmember has returned to the household and needs to be recoded as a household member, enter Precode (2) “No” at **NAMECHECK**. Then continue with **REFPERSTILLLIVE** to determine if the reference person still lives at the sample address before moving on to **MEMBERCHANGES**, to code the reason the household roster is changing.

• Ask or verify Does Ted Moe still live at this address? 1 Yes 2 No REFPERSTILLLIVE

REFPERSTILLLIVE

REFPERSTILLLIVE appears when you have coded that there has been a change to the household composition at **NAMECHECK**. At **REFPERSTILLLIVE** you ask or verify whether the reference person still lives at the sample address.

Enter Precode (1) for a "Yes" answer, indicating that the reference person is still a usual resident and still qualifies as the reference person for the sample household. After entering Precode (1), continue with **MEMBERCHANGES** to code the reason there was a change in the household composition.

Changing the Reference Person (Person Is Not a Household Member)

If you determine that the person identified in **RELATIONSHIP** as the reference person is not a household member, you must identify another household member as the reference person. If you encounter this situation, you must:

- Enter Precode (2) "No" in Item **NAMECHECK**.
- Enter Precode (2) "No" in Item **REFPERSTILLLIVE**.
- Determine who should be the new reference person by asking the question in Item **NEWREFPER**.

- If necessary, correct the relationship precodes in **RELATIONSHIP** for the remaining persons in the household roster to show their relationship to the new reference person.

What is the name of the person (or one of the persons) who owns or rents that home? Would that be you?

• Enter line number of the new reference person or 31 if someone not listed

LN	NAME	REL	AGE	SEX	MARITAL	STATUS
1	Ted Moe	Ref Person	43	M	Married	NEED SELF
2	Megan Moe	Wife	43	F	Married	NEED SELF

NEWREFPER

NEWREFPER

This item is similar to the screen in the front of the instrument where you can select a new household respondent (**HELLO_ALT2_CP**). **NEWREFPER** asks the current household respondent to select a new reference person by asking, "***What is the name of the person (or one of the persons) who owns or rents that home? Would that be you?***" After reading the question, select a new reference person based on the people listed in **NEWREFPER**. The instrument should only display persons at this screen who qualify to be selected as the reference person, based on the criteria for selecting a reference person. ***(For more information on who qualifies as a reference person see Part C, Chapter 1, Topic 4, of this manual.)***

Although rare, you may encounter a situation where the household respondent mentions someone who is not listed on the roster displayed at this item. If that occurs, verify that this new person is actually a household member and if so, enter Precode (31) "Someone not listed above" in **NEWREFPER** to add a new person to the roster via the *PreDemos Table* discussed above. By adding a new household member using this path, the instrument automatically removes the code in the "Relation" column from the previous reference person. The instrument will also create a new line number and assigns Precode (21) "Reference Person" in the "Relation" column of this person just added to the household roster. The instrument also empties the "Relation" column for any remaining household members. You will need to enter the relationship codes for the remaining household members based on the new reference person. When a new person is added to the roster as the new reference person the instrument will continue with **MEMBERCHANGES** for line number 1. At this point, you should enter the reason the previous reference person has left the household and then use the arrow keys to go to **HHROSTER_FNAME** for the new reference person. Complete the items for this person; **HHROSTER_FNAME, HHROSTER_LNAME, SEX** and **MEMBERCHANGES**.

Note: Enter the reason the new reference person entered the household in **MEMBERCHANGES**.

- Enter reason why there is a change in household membership for this person.
- If no change is needed for this person, press the ENTER key without selecting a precode.
- Use the arrow keys to move through the table and REVIEW/UPDATE demographics. When done, press Page Down.

WHY ENTERED HOUSEHOLD:	**WHY LEFT HOUSEHOLD:**
11 Returned from school or college	15 Person died
12 Returned from institution	16 Left for school or college
13 Entered because of marriage/separation/ divorce	17 Entered institution
14 Person entered household for reasons other than above	18 Left because of marriage/separation/divorce
	19 Person left household for reasons other than above
	20 Visitor – residence elsewhere

MEMBERCHANGES

MEMBERCHANGES
(Changes in Household Composition)

MEMBERCHANGES is accessible when a change in the household composition has been noted by an entry in **HELP_OTH_CP**, **NAMECHECK,** or **HHLDCOVERAGE**. When a change has occurred in the household composition, record the reason for the change based on the Precodes listed in **MEMBERCHANGES**. The instrument automatically goes to **MEMBERCHANGES** associated with the first line number. Even if Line Number 1 does not have any changes, the instrument starts at line number 1. If there are no changes to the first line number's household member status you can use the down arrow to navigate to the line number where the first change occurred.

MEMBERCHANGES does not have a question for you to ask the household respondent. Use this screen to document household composition changes when you discover that a household member has entered or left the household since the previous interview. Try to determine the reason for the change without antagonizing the household respondent with questions that may be too personal or specific.

Once you determine the reason a household member entered or left a household, find the appropriate 2-digit reason code in the answer list, which is divided by reasons for entering and leaving the household. If the reason does not fit into any of the precodes, use the "Case Level Notes" to further explain the change.

Adding a Household Member

When a new person enters a household:

✓ Add the person's name to the household roster using **HHROSTER_FNAME** and **HHROSTER_LNAME** in the next unused row. These items were discussed earlier in this topic.

✓ Complete Item **RELATIONSHIP** to determine the new person's relationship to the reference person.

✓ Complete **HHMEMBER** to determine if the new person qualifies as a household member.

- If you get a "Yes" answer in **HHMEMBER**, complete **BRTHDATEMO** through **RACE** (in the *DemoDetailed Table*) for the new household member, as applicable.

- If you get a "No" answer in **HHMEMBER**, ask the **HSEMEMURE**. If the new person does not have a usual residence elsewhere enter Precode (2) “No”, then follow the instruction above for when **HHMEMBER** equals “Yes.” Otherwise, enter Precode (1) in **HSEMEMURE**, since the person being added is staying at the household temporarily and has a usual residence elsewhere. In this case you need not collect data for Items **BRTHDATEMO** through **RACE** (in the *DemoDetailed Table*) for this person because they are not considered a household member. However, you do need to enter Precode (20) “Visitor - residence elsewhere” in **MEMBERCHANGES** for this person.

✓ In **MEMBERCHANGES**, enter the appropriate Precode (11 - 14), to code the reason the household member was added to the roster. In the “Case Level Notes” enter a brief description of the reason for the change. For example, "L2 added to roster Precode 14/Married to L1/1-2013."

Deleting a Household Member

Person dies:
If a person listed on the roster has died, enter Precode (15), "Person died," in Item **MEMBERCHANGES** and add a brief description in the “Case Level Notes.”

Person leaves household:
If a person leaves a household and is not just temporarily absent, enter the appropriate Precode (16-19) in Item **MEMBERCHANGES**. Then in the “Case Level Notes” enter a brief description, such as; "L4 left HHLD/Precode 16/Attending College/2-2013" or "Precode 19/L2 Active military duty overseas/3-2013."

Person's Household Membership Changes

If a person listed on the roster was coded as a nonmember during a previous enumeration and then returns while the household is still in sample, enter the appropriate Precode (11-14) in **MEMBERCHANGES**. Be sure to verify that this person’s Membership status in the “HHmember” column has changed to a value of (1) “Yes.” In the “Case Level Notes” enter a brief description of the reason the person has returned to the household, for example, “L3 returned to household/Precode 13/ Released from prison/7-2013."

If you discover that a person who was listed as a URE *(usual residence elsewhere)* in a previous enumeration period, is now a household member, enter the appropriate Precode (11-14) in **MEMBERCHANGES**. Be sure to verify that this person’s Membership status in the “HH member” column has changed to a value of (1) “Yes.” Then in the “Case Level Notes” enter a brief description of the reason the person has returned to the household, for example, "Precode 14/L2 Returned from active military duty overseas/2-2013."

Have I missed anyone else living or staying here such as any babies, any lodgers, or anyone who is away at present traveling or in the hospital?

1 Yes
2 No

HHLDCOVERAGE

HHLDCOVERAGE *(Household Roster Coverage)*

HHLDCOVERAGE is designed to remind the household respondent to mention anyone he/she may have forgotten to mention initially and to ensure that the household roster is complete. Many household respondents forget to mention babies, lodgers, and visitors when asked about persons staying at their home.

Asking HHLDCOVERAGE - 1st Enumeration Period

During the first enumeration, **HHLDCOVERAGE** appears after you enter “999” in the next empty row, at **HHROSTER_FNAME** to indicate you’ve completed the roster.

When interviewing a sample household for the first time, start Item **HHLDCOVERAGE** by reading, "***Have I missed anyone else living or staying here such as any babies, any lodgers, or anyone who is away at present traveling or in the hospital?***"

If the household respondent answers "Yes" to the question in Item **HHLDCOVERAGE**:

- ✓ Select Precode (1) "Yes,"
- ✓ Add the person's name to the household roster via the **HHROSTER_FNAME** and **HHROSTER_LNAME** screens, and
- ✓ Complete Items **SEX**, **RELATIONSHIP** and **HHMEMBER** for the added person.

✓ Continue asking if you missed anyone else living or staying at the address until the household respondent answers, "No." Then enter “999” again in the next empty row at the **HHROSTER_FNAME** screen. Then enter Precode (2) “No” in I**HHLDCOVERAGE**. The instrument then goes to **BIRTHDATEMO** to begin collecting the rest of the demographic information for each household member.

If the household respondent answers "No" to the question in **HHLDCOVERAGE**:

✓ Select Precode (2) "No,"

✓ The instrument proceeds to **BIRTHDATEMO** to begin collecting the rest of the demographic information for each household member.

Asking HHLDCOVERAGE - 2nd Through 7th Enumeration Periods

HHLDCOVERAGE appears next for the second through seventh enumeration cases after entering Precode (1) “Yes” at Item **NAMECHECK** to signify the input roster was correct.

HHLDCOVERAGE also appears during Time in Sample two through seven after entering Precode (2) “No” in **NAMECHECK** to signify the input roster was not correct, then entering “999” in the next empty row in Item **HHROSTER_FNAME** when you have completed making those changes to the roster. Once you reach **HHLDCOVERAGE**, ask "***Have I missed anyone else living or staying here such as any babies, any lodgers, or anyone who is away at present traveling or in the hospital?***"

If the household respondent answers "Yes" to **HHLDCOVERAGE**:

✓ Select Precode (1) "Yes,"

- ✓ Add the person's name to the household roster via the **HHROSTER_FNAME** and **HHROSTER_LNAME** screens, and
- ✓ Complete Items **SEX**, **RELATIONSHIP** and **HHMEMBER** for the added person.
- ✓ Continue asking if you missed anyone else living or staying at the address until the household respondent answers "No." Then enter “999” in the next empty row at the **HHROSTER_FNAME** screen and then enter Precode (2) “No” in Item **HHLDCOVERAGE**. The instrument then proceeds to the **AGECHECK** screen for the first household member to begin verifying and/or collecting the rest of the demographic information for each household member.

If the household respondent answers "No" to the question in Item **HHLDCOVERAGE**:

- ✓ Select Precode (2) "No,"
- ✓ Households consisting entirely of persons who are not household members and have a usual residence elsewhere proceed to Item **ENTIREHHURE**.
- ✓ Otherwise, the instrument proceeds to Item **AGECHECK** to begin verifying the demographic information collected during previous enumerations for each household member.

- All people on the household roster have a usual residence elsewhere.
- Enter 1 to exit the case.
- Then reenter the case to code it a Noninterview (Type B - Entire Household URE) via START_CP.

1 Enter 1 to continue

ENTIREHHURE

ENTIREHHURE

In the situation, where all of the persons listed on the household roster have a usual residence elsewhere the case will need to be coded as a Type B Noninterview. This screen will appear when Precode (2) is entered in **HHLDCOVERAGE** ***and*** all of the persons listed on the roster have been coded as nonmembers.

By entering Precode (1) at **ENTIREHHURE** you acknowledge that this case classifies as a Type B noninterview (outcome code 225), “Temporarily occupied by persons with URE.”

After exiting the case, you will need to reenter the case to complete the process of coding this case as a Type B via the **START_CP** screen. ***(Also see Part A, Chapter 6, Topic 3, Type B Noninterview Categories.)***

The DemoDetailed Table - General Information

Once you have verified which persons listed in the household roster qualify as household members at the sample address, then begin collecting and/or verifying the demographic information for each household member. The *DemoDetailed Table* consists of Items **AGECHECK** through **RACE** which are used to obtain personal characteristics *(date of birth, age, marital status, and so forth)* for each household member listed on the roster. Complete Items **AGECHECK** through **RACE**, as applicable, for one household member before completing these items for the next household member on the roster. You do not complete Items **AGECHECK** through **RACE** for any nonhousehold members listed on the roster.

I have you listed as 43 years old as of last month. Is that correct? 1 Yes, age IS correct 2 No, age is NOT correct AGECHECK

AGECHECK
(*Verifying the Age on Input*)

During enumerations two through seven **AGECHECK** is the first of these demographic information collection/verification screens and is used to verify each household member's current age during each enumeration period. This screen appears for the first household member and is then repeated for each remaining household member. The NCVS instrument inserts the appropriate household member's name and age based on information from the previous interview.

When a case is loaded, the instrument calculates each household member's age, based on the date of birth that was collected during a prior enumeration period and fills that age into the question text of **AGECHECK**. During enumerations two through seven you will ask the household respondent the question in **AGECHECK** for each household member. For example, when verifying the household respondent's age you will ask, "***I have you listed as 43 years old. Is that correct?***"

Ask the question as worded; the question text changes when a household member's birth month is the same as the current interviewing month. In this situation the instrument automatically inserts the phrase "***as of last month***" into the question text to alert the household respondent we are verifying the person's age "*as of last month.*" This way if a household member's birthday has already occurred during the current interview month the age information is collected/verified the same across all cases. Therefore, when the interviewing month is the same as the birth month for a household member ask, in **AGECHECK**, "***I have you listed as 43 years old, as of last month. Is that correct?***"

When the Previous Age Recorded Is Correct

When you ask the question in **AGECHECK** and the household respondent confirms the household member's age is correct:

✓ Enter Precode (1) "Yes, age IS correct".

✓ Continue to verify the remaining demographic information items for the current household member. If the current household member you are verifying information about is 14 years of age or older the instrument proceeds to **MARITAL**. If the current household member is 12 or 13 years of age the instrument proceeds to either **EDUCATIONATTAIN** or **ATTENDINGSCHOOL**. Otherwise, if the current household member is under 12 years of age the instrument proceeds to **AGECHECK** for the next household member or to **ROSTERREVIEW** when there are no more household members left to verify demographic information for.

When the Previous Age Recorded Is Not Correct

When you ask the question in Item **AGECHECK** and the household respondent says the age we previously recorded is incorrect:

✓ Enter Precode (2) "Yes, age is NOT correct".

✓ The instrument proceeds to the **BRTHDATEMO**, **BRTHDATEDY** and **BRTHDATEYR** screens to edit the incorrect date of birth information. See below for more information regarding completing these three items.

When the Birthday Previously Collected is Incomplete or Refused

If a household member's date of birth *(month, day, or year)* was not completed or the person's date of birth was refused during a prior enumeration, the instrument will not be able to calculate an age for that person for the current enumeration. In this situation, the instrument skips the **AGECHECK** screen and go to the Items **BRTHDATEMO**,

BRTHDATEDY and **BRTHDATEYR** screens to edit the incorrect or incomplete date of birth information.

What is Ted Moe's date of birth? • Enter month on this screen BRTHDATEMO
What is Ted Moe's date of birth? • Enter day on this screen BRTHDATEDY
What is Ted Moe's date of birth? • Enter year on this screen • If the year is less than 1890, enter 1890 BRTHDATEYR

BRTHDATEMO, BRTHDATEDY and BRTHDATEYR *(Date of Birth)*

During the first enumeration you come to **BRTHDATEMO** after entering Precode (2) in **HHLDCOVERAGE** in order to start collecting a household member's date of birth. You also come to **BRTHDATEMO** during enumerations two through seven when a person was added to the household roster during the current enumeration, when the household member's date of birth was not correct (you entered Precode (2) in **AGECHECK**) or the date of birth was incomplete or refused during a previous enumeration.

Entering the Date of Birth

Although **BRTHDATEMO** and **BRTHDATEDY** are two digits, you do not need to enter a zero for a one digit month or day. Rather, you can enter a one digit for the months of January through September (1-9) as well as for the first 9 days of a month. However, for **BRTHDATEYR** you must enter 4 digits. For example, enter 4/2/2013 for April 2, 2013.

When a household respondent is unsure of the exact date of birth, you can:

- ✓ Press the “Ctrl” and “D” keys at the same time to code a blind “Don’t Know” in any or all three birth date screens.
- ✓ If you enter *don’t know* in **BRTHDATEYR** the instrument proceeds to **ESTAGE** to ask the household respondent to estimate the household member’s age.

Date of Birth is Refused

If the household respondent refuses to give you another household member's date of birth, you can:

- ✓ Press the “Ctrl” and “R” keys at the same time to code a blind “Refused” in any or all three birth date screens.
- ✓ If you enter *refused* in **BRTHDATEYR** the instrument proceeds to **AGERNG** to ask the household respondent to select which age range the household member’s age fits into, based upon the age ranges specified in the answer list.

> That would make Ted Moe 43 years old.
>
> Is that correct?
>
> 1 Yes
> 2 No
>
> VFYAGE

VFYAGE
(Verify Age Based on Birth Date Collected)

After collecting the date of birth information the instrument goes to **VFYAGE** to verify that the age calculated in the instrument, based on the date of birth information collected in **BRTHDATEMO**, **BRTHDATEDY** and **BRTHDATEYR** is correct. If you entered a blind “Don’t Know” or a blind “Refusal” in **BRTHDATEYR** the instrument bypasses this screen and continues on to either **ESTAGE** or **AGERNG** as discussed below.

VFYAGE is set up similarly to **AGECHECK**. For example, when verifying the age based on the date of birth just collected for the household respondent you ask, "***That would make you 43 years old. Is that correct?***" Be sure to ask the question as worded, because the question text changes when a household member's birth month is the same as the current interviewing month. In this situation the instrument automatically inserts the phrase "***as of last month***" into the question text to alert the household respondent we are verifying the person's age *as of last month*. This way if a household member's birthday has already occurred during the current interview month the age information is collected/verified the same across all cases. Therefore, when the interviewing month is the same as the birth month for a household member, ask in Item **VFYAGE**, "***That would make you 43 years old, as of last month. Is that correct?***"

If the age is not correct enter Precode (2) to return to **BRTHDATEMO**, **BRTHDATEDY** and **BRTHDATEYR** to edit the incorrect date of birth information. If the age is correct and the current household member you are verifying information about is 14 years of age or older the instrument proceeds to **MARITAL**. If the current household member is 12 or 13 years of age the instrument proceeds to either **EDUCATIONATTAIN** or **ATTENDINGSCHOOL**. Otherwise, if the current household member is under 12 years of age the instrument proceeds to Item **AGECHECK** for the next household member or to the **ROSTERREVIEW** screen when there are no more household members left to verify demographic information for.

Even though you don't know Ted Moe's exact birthdate, what is your best guess as to how old he was on his last birthday?

ESTAGE

ESTAGE
(*Estimating a Household Member's Age*)

Item **ESTAGE** is asked when the household respondent does not know the birth year for a household member and you entered a blind "Don't Know" in Item **BRTHDATEYR**. This screen is used to collect an estimated age of the household member, in lieu of a date of birth. This is an attempt to get some age for a household member in order to determine whether the respondent is eligible for the NCVS. Age is also used as criteria for asking certain questions like employment, as well as some NCVS supplements.

For Babies Under 1 Year:
Enter "0" in Item **ESTAGE** for household members who are under 1 year of age.

For Adults Over Age 96:
Enter "96" in Item **ESTAGE** for an adult whose age is 96 or older.

If you enter a blind "Don't Know" or a blind "Refusal" in Item **ESTAGE** the instrument will proceed to the **AGERNG** screen. Otherwise if the current household member you are verifying information about is 14 years of age or older the instrument proceeds to the **MARTIAL** screen. If the current household member is 12 or 13 years of age the instrument proceeds to either Item **EDUCATIONATTAIN** or Item **ATTENDINGSCHOOL**. Otherwise, if the current household member is under 12 years of age the instrument proceeds to Item **AGECHECK** for the next household member or to the **ROSTERREVIEW** screen when there are no more household members left to verify demographic information for.

Is he a child, a teenager, or an adult? Is he ...

• Read appropriate age categories.

1 0 - 11 years old?	6 25 - 34 years old?
2 12 - 13 years old?	7 35 - 49 years old?
3 14 - 15 years old?	8 50 - 65 years old?
4 16 - 17 years old?	9 66 years old or older?
5 18 - 24 years old?	

AGERNG

AGERNG
(*Coding an Age into a Range of Ages*)

AGERNG is asked when the household respondent refuses to give you the birth year for a household member and you entered a blind "Refused" in **BRTHDATEYR**. **AGERNG** also appears when you enter a blind "Don't Know" or a blind "Refusal" in **ESTAGE**. **AGERNG** is used to code a household member's age into one of nine ranges. This is done in an attempt to narrow down a household member's age in order to determine whether the respondent is eligible for the NCVS. Age is also used as a criterion for asking certain questions like employment and some NCVS supplements.

After entering the precode in **AGERNG** and the current household member you are verifying information about is 14 years of age or older, the instrument proceeds to **MARITAL**. If the current household member is 12 or 13 years of age the instrument goess to either **EDUCATIONATTAIN** or **ATTENDINGSCHOOL**. Otherwise, if the current household member is under 12 years of age the instrument goes to **AGECHECK** for the next household member or to **ROSTERREVIEW** when there are no more household members left to verify demographic information for.

LAST REPORTED AS: Married

- Enter new marital status for Ted Moe
- If in doubt, ask:

Is Ted Moe now married, widowed, divorced, separated, or has he never been married?

1 Married
2 Widowed
3 Divorced
4 Separated
5 Never married

MARITAL

MARITAL
(Marital Status)

Item **MARITAL** is used to verify the marital status of each household member who is at least 14 years of age during each enumeration period. For household members who are 12 or 13 years of age, the instrument codes them automatically as “Never married,” Precode (5). In most cases, this screen also shows the person’s marital status as reported in the previous enumeration period. You can often determine a household member's marital status without asking the question in Item **MARITAL**. However, if there is any doubt, ask the question in Item **MARITAL** as worded for all household members who are 14 years of age and older.

If an unrelated man and woman are living together and it is not evident whether or not they consider themselves as married to each other *(either legally or by common law)*, ask the question in Item **MARITAL** as worded or determine the marital status without asking, if possible.

Precode (1) “Married”

Enter Precode (1) “Married” in **MARITAL** when:

✓ The person is currently married and living with his/her spouse.

✓ The person is currently married, but is parted temporarily from his/her spouse for reasons other than marital discord. For example: employment, military service, spouse in nursing home, and so forth.

- ✓ The person is not officially married, but is living with someone as husband and wife, such as a common-law marriage.

If the person is separated from his/her spouse due to marital discord, enter Precode (4), “Separated.”

Precode (2) “Widowed”

Enter Precode (2), “Widowed” in Item **MARITAL** when the household member's spouse has died and the person has not remarried. If not sure, ask the question in Item **MARITAL** as worded and accept the household respondent's answer.

Precode (3) “Divorced”

Enter Precode (3), “Divorced” when the person's divorce is final. If you suspect that the person's divorce is not final, ask the question in Item **MARITAL** as worded and accept the household respondent's answer.

Precode (4) “Separated”

Enter Precode (4), “Separated” in Item **MARITAL** when:

- ✓ The person is married, but has a legal separation.
- ✓ The person is married, but has parted from his/her spouse because of marital discord.
- ✓ The person expects to obtain a divorce in the future.
- ✓ The person intends to remain separated from his/her spouse permanently and never get a divorce.

If the person is separated from his/her spouse for reasons other than marital discord, enter Precode (1) “Married.”

Precode (5) “Never Married”

Enter Precode (5) “Never married” in **MARITAL** when the person has never been married or the person's only marriage was annulled. The instrument prefills Precode (5) “Never married,” automatically and skips over this item for children in the household who are under 14 years of age.

After completing the **MARITAL** screen the instrument will proceed to Item **ARMEDFORCES** when the current household member you are verifying information about is between the ages of 18 and 65. If the current household member is between the ages of 14 and 17 the instrument proceeds to either Item **EDUCATIONATTAIN** or Item **ATTENDINGSCHOOL**.

LAST REPORTED AS: No

Is Ted Moe now in the Armed Forces?

1 Yes
2 No

ARMEDFORCES

ARMEDFORCES
(Armed Forces)

For each household member *(male or female)* between the ages 18 and 65, ask the question in **ARMEDFORCES**. The instrument skips over **ARMEDFORCES** when the household member is under 18 years of age or over 65 years of age. In most cases, this screen also shows the person's military status as reported in the previous enumeration period.

A household member who is between 18 and 65 years of age is considered as "in the Armed Forces" when the person is serving on active duty at time of interview in the:

- U.S. Army
- U.S. Navy
- U.S. Air Force
- U.S. Marine Corps
- U.S. Coast Guard
- Reserve branch of any of the above Armed Services and is currently on active duty status for several months
- U.S. Public Health Service as commissioned officers who are attached to any branch of the above Armed Services
- National Guard in Federal Service *(if his/her unit has*

become part of regular forces by Presidential Order)

- U.S. military academies as Cadets *(for example, West Point, Naval Academy, Air Force Academy, and the Coast Guard Academy).*

Each of the military services has a regular component and a reserve component. Members of the **regular component** of any branch of the Armed Forces are always considered to be on active duty, unless they are retired. Members of the **reserve component** of any branch of the Armed Forces are only considered to be on active duty when they have been called to active duty by military order and are currently on active duty for several months.

First Enumeration Period

Select Precode (1) “Yes” if the household member is currently in the Armed Forces on active duty.

Select Precode (2) “No” if the household member is not currently on active duty in the Armed Forces. Also select Precode (2) if the household member:

✓ Only serves in the Coast Guard Temporary Reserve

✓ Is an employee of the Merchant Marines, Maritime Commission, or the American Field Service Department

✓ Is a civilian employee of the Department of Defense

✓ Serves in a National Guard unit not blanketed into the regular forces by Presidential order and is not serving the 4-6 months of active duty in connection with provisions of the Reserve Forces Act of 1955

✓ Is in short periods of active reserve training or is attending weekly reserve meetings.

If still unsure which box to mark in **ARMEDFORCES**, select Precode (1) “Yes”; explain the situation in “Case Notes.”

Subsequent Enumeration Periods

When you see Precode (1) marked in **ARMEDFORCES** for a household member, verify each enumeration period that the person is still an active duty member of the Armed Forces. If you discover that the person is no longer an active duty member of the Armed Forces, select Precode (2). Using the "Case Level Notes," note the change and the date that you discovered the change *(for example, Item 20 - L2 separated from AF (1/2013)*.

If a household member has turned 18 years of age since the last interview, this item will appear, but the response will be empty because it was previously unanswered. Ask **ARMEDFORCES** during the current interview.

If you happen to discover that any household member ages 18 to 65 years has entered the Armed Forces on active duty since the last interview, select Precode (1) in **ARMEDFORCES**. Using the "Case Level Notes," note the change and the date that you discovered the change *(for example, Item 20 - L3 joined the AF (1/2013)*.

(Page 6) LAST REPORTED AS: 12th grade (no diploma)

What is the highest level of school Ted Moe completed or the highest degree he received?

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

EDUCATIONATTAIN

EDUCATIONATTAIN
(Educational Attainment)

EDUCATIONATTAIN is designed to provide up-to-date information on the educational attainment of each household member who is 12 years of age or older. The question in this item asks about the highest level of school completed or the highest degree received by the household member. In most cases, this screen also shows the person's highest level of education as reported previously.

When to Ask EDUCATIONATTAIN

During the first, third, fifth, and seventh enumeration periods, ask **EDUCATIONATTAIN** for each eligible household member. The instrument skips over this question during these enumerations, for any household members who are under 12 years of age during the reference period.

Under the following situations, also ask Item **EDUCATIONATTAIN** during an enumeration period other than the first, third, fifth, and seventh enumeration period:

- The household was not interviewed in the previous enumeration period *(first, third, or fifth)*.
- The person became a household member since the previous enumeration period.

- The person celebrated his/her 12th birthday since the previous enumeration period.

Before asking **EDUCATIONATTAIN** during a personal visit, open your Information Card Booklet (NCVS-554) and show the “Table of Education Codes” flashcard to the household respondent. Notice in Item **EDUCATIONATTAIN** that the page number (Page 6) that the “Table of Education Codes” are on is displayed next to the Flashcard icon in the upper left hand corner of the screen.

If you add a household member during a telephone interview, ask **EDUCATIONATTAIN**, and if necessary, read the education categories from the answer list.

Education Codes for Item EDUCATIONATTAIN

A “Table of Education Codes” also appears in your Information Card Booklet (NCVS-554). Shown below are the available precodes for Item **EDUCATIONATTAIN**, along with descriptions for these educational attainment codes.

If interviewing during a household member's summer vacation from school, enter the appropriate code for the grade just completed, NOT the grade that he/she will attend in the fall. For persons who have skipped or repeated grades, enter the code for the highest grade completed, regardless of the number of years it took.

CODE	DESCRIPTION OF GRADE/YEAR/DEGREE
1 - 8	Use one of these codes, as appropriate, for elementary school grades 1 through 8.
9 - 11	Use one of these codes, as appropriate, for high school grades 9 through 11.
12	Enter code (12) if the respondent completed 12th grade, but did not receive a high school diploma.
13	Enter code (13) if the respondent completed 12th grade and received a high school diploma or the equivalent of a high school diploma.
14	Enter code (14) if the respondent completed some college without receiving a college degree.
15	Enter code (15) if the respondent has an Associate's degree, which is normally awarded after completing two years of college.
16	Enter code (16) if the respondent has a Bachelor's degree (BA, AB, or BS), which is normally awarded after completing four years of college.
17	Enter code (17) if the respondent has a Master's degree (MA, MS, MEng, MSW, or MBA), which is normally awarded after completing six years of college.
18	Enter code (18) if the respondent has a Professional School degree (MD, DDS, DVM, LLB, or JD) earned in fields such as medicine, dentistry, chiropractic medicine, optometry, osteopathic medicine, pharmacy, podiatry, veterinary medicine, law, or theology.
19	Enter code (19) if the respondent has a Doctorate degree (PhD or EdD).
20	Use this code for children who have never attended school and for children attending kindergarten, preschool, or only day care.

Special Situations for Item EDUCATIONATTAIN

Here are some examples for handling a response other than the highest grade or year completed:

Junior high/middle school:
Since junior high or middle school can cover different grades in different localities, probe to determine the highest grade or year completed and enter the appropriate code in Item **EDUCATIONATTAIN**.

High school equivalency tests:
Enter Precode 13 in Item **EDUCATIONATTAIN** for persons who pass a high school equivalency test, such as the GED, or who receive a high school diploma while in the Armed Forces.

Post-graduate high school:
Enter Precode 13 in Item **EDUCATIONATTAIN** for persons who have received a high school diploma and are attending post-graduate high school courses in preparation for attending college.

Miscellaneous school system:
Determine the equivalent grade in the American regular school system for household members who have obtained their formal education in foreign schools, ungraded schools, night schools or by the instruction of tutors *(if counted toward promotion in the American regular school system),* "readers" *(roughly equivalent to regular grades),* or "normal" schools.

- You marked 8th grade as the highest level of school completed for a person age 18. Are you sure this is correct?

Questions involved	Value
EDUCATIONATTAIN: Education	8th grade

Suppress Close Goto

EDUCATION_CK

EDUCATION_CK
(Edit Check to Verify Education Attainment)

EDUCATION_CK is a soft edit check that compares the entry in **EDUCATIONATTAIN** against the household member's age. The edit check is set up to be displayed when the precode entered in **EDUCATIONATTAIN** does not fit the norm for someone the age of the household member. For example, this item appears if a 14 year old is coded as having completed college. If the entry in **EDUCATIONATTAIN** is correct, then click on the "Suppress" button to continue with the **ATTENDINGSCHOOL** screen. Otherwise, press either the "Goto" or "Close" buttons to return to **EDUCATIONATTAIN** to change the answer.

LAST REPORTED AS: Regular school

Is Jane Moe currently attending or enrolled in a regular school such as elementary or high school or enrolled either full-time or part-time in a college or university, trade, or vocational school?

1 Regular school
2 College/University
3 Trade school
4 Vocational school
5 None of the above schools

ATTENDINGSCHOOL

ATTENDINGSCHOOL
(Attending School)

ATTENDINGSCHOOL is designed to determine whether or not each household member who is 12 years of age or older is currently attending or enrolled in regular school *(elementary or high school)* or enrolled full-time or part-time in a college or university, trade, or vocational school. In most cases, this screen also shows the answer given for this household member as reported in the previous enumeration period. Ask the question in **ATTENDINGSCHOOL** in ALL enumeration periods.

When asking **ATTENDINGSCHOOL** for a high school graduate, the instrument automatically omits the phrase, ***"enrolled in a regular school such as elementary or high school or"*** In other words, this phrase should be omitted for the person when you enter educational attainment code 13 or a higher code in **EDUCATIONATTAIN**.

Precode (1) "Regular school"

The term "*regular school*" includes both public and private schools starting with kindergarten and continuing through elementary, junior or middle, and high school, regardless of whether the classes are graded or ungraded. If a household member is enrolled or attends special education classes, but the school consists of mostly regular classes, use Precode (1) "Regular school" for the person. However, if the person's school is entirely for special education classes, use Precode (5), "None of the above schools."

Precode (2) "College/ University"

Use Precode (2), "College/University," for each household member who:

- Has graduated from high school, and
- Is currently enrolled in or attending a 2- or 4-year college or university or post-graduate school.

Precode (3) "Trade school"

Use Precode (3), "Trade school," when a household member is enrolled in or attending a secondary school teaching a skilled trade that does not earn college credit. A trade school prepares a person for a skilled trade, such as plumber or electrician. Most trade schools have apprentice/journeyman programs.

Precode (4) "Vocational school"

Use Precode (4), "Vocational school," when a household member is enrolled in or attending a secondary school teaching a skill to help the person pursue a career, such as barber or cosmetology schools. These courses do not earn college credit.

Precode (5) "None of the above schools"

Use Precode (5), "None of the above schools," when the household member is:

- Not enrolled in or attending any type of school,
- Attending a home school,
- Attending a school devoted entirely to special education, such as an alternative school, or
- Working on completing a GED.

📖 (Page 8)

Are you Spanish, Hispanic, or Latino?

1 Yes
2 No

SP_ORIGIN

SP_ORIGIN *(Hispanic or Spanish Origin)*

Item **SP_ORIGIN** is only asked once to record whether or not each household member is Spanish, Hispanic, or Latino by his/her national, cultural, or language group. Always ask Item **SP_ORIGIN** during the first interview or when adding a household member during a subsequent enumeration period, regardless of the household member's race.

Purpose of Item SP_ORIGIN

If a respondent wants to know why we ask whether anyone is Spanish, Hispanic or Latino, explain that this information enables us to tabulate crime victimization data for this group of people, since they comprise the largest minority group in this country.

Completing Item SP_ORIGIN

For a personal visit interview, open the Information Card Booklet (NCVS-554) and show the "Hispanic Origin" flashcard to the household respondent before asking Item **SP_ORIGIN**. Notice in Item **SP_ORIGIN** that the page number (Page 8) is displayed next to the Flashcard icon in the upper left hand corner of the screen. For a telephone interview, ask the Hispanic origin question from the Information Card Book including the Hispanic Origin examples.Enter Precode (1) for “Yes” even if the household member has multiple origins and one origin is Spanish, Hispanic, or Latino.

If you get a "No" answer, enter Precode (2) for the household member.

If you get a "Don't know" answer, probe by asking if the household member has a parent or grandparent who is Spanish, Hispanic or Latino. The following list may also help to determine whether or not a person is Spanish, Hispanic or Latino.

A Spanish, Hispanic, or Latino person identifies his/her ancestry with one of the following groups:			
Argentina Balaoric Islands Basque Bolivia Boricua Californie Californio *(Californi)* Canary Islands Catalonian Central American *(Spanish speaking)*	Chicano Chile Colombia Costa Rica Cuban Dominican Republic Ecuador El Salvador Guatemala Hispanic Honduras	Iberian *(i.e., Spain)* La Raza Majorcan Mexican Mexican American Nicaragua Panama Paraguay Peru Puerto Rican	South American *(Spanish speaking)* Spanish Spaniard Spanish American Spanish speaking Uruguay Venezuela

When a household respondent is still unable to answer **SP_ORIGIN** for a household member, enter “Ctrl” + “D” for “Don’t know.” If a household respondent refuses to answer **SP_ORIGIN** for a household member, enter “Ctrl” + “R” for “Refused.” In both of these situations, enter a note in the "Case Level Notes" *(for example, SP_ORIGIN - DK for LN3...)*.

(Page 10)

- If personal interview show flash card.
- If telephone interview read answer categories.
- Do not probe.

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

1 White	4 Asian
2 Black or African American	5 Native Hawaiian or other Pacific Islander
3 American Indian, or Alaska Native	6 Other - Specify

RACE

RACE
(Race)

Ask Item **RACE** once for each household member to record up to six races that each household member considers him/herself to be. Enter the appropriate race code(s) for each household member's race(s) based on the household respondent's answer. If you add any household members in subsequent enumeration periods, make sure to complete Item **RACE** for these added persons at that time.

Before asking Item **RACE** for a personal visit interview, open the Information Card Booklet (NCVS-554) and show the “Race” flashcard to the household respondent. Notice in Item **RACE** that the page number (Page 10) is displayed next to the Flashcard icon in the upper left hand corner of the screen.

If you add a household member during a telephone interview, ask Item **RACE** and, if necessary, read the race categories from the answer list.

Do NOT mark Item **RACE** either by observation, probing, or asking a neighbor. Since the Census Bureau bases race on self-identification, you **must** ask this race question for each household member even when it may seem obvious.

- Review all categories
- Is this information correct?

LN	NAME	REL	AGE	SEX	MARITAL STATUS	
1	TED MOE	Ref Per	43	M	Married	NEED SELF
2	MEGAN MOE	Wife	43	F	Married	NEED SELF
3	JANE MOE	Daughtr	14	F	Never married	NEED SELF

1 Yes
2 No

ROSTERREVIEW

ROSTERREVIEW
(Reviewing the Household Roster)

When you have completed the Control Card questions in the NCVS instrument for all household members, you will see the **ROSTERREVIEW,** which is the last screen in the front section of the NCVS instrument. This screen gives you one LAST opportunity to make changes to the household roster. If no household roster changes are required, enter Precode (1), "Yes" which takes you to **TIMEATADDRESS**, which is the first screen in the middle section of the NCVS instrument and is shown in Part B, Chapter 3 of this manual.

If changes are required to the roster because something was previously coded incorrectly, enter Precode (2), "No" and the instrument progresses to **WHOTOCHANGE**, the first screen in the *DemoChange Table*, to select the line number of the household member whose information needs to be updated.

The DemoChange Table - General Information

The *DemoChange Table* is only accessed when Precode (2) is entered in Item **ROSTERREVIEW**. Use the *DemoChange Table* to edit demographic information that is missing or was coded incorrectly in a previous enumeration. This section lets you make changes to certain demographic information for any household member. You may edit multiple demographic variables for a person at one time, but can only edit the information for one person at a time.

• Enter the line number of the person requiring a change.

LNNAME	REL		AGE	SEX	MARITAL	STATUS
1	Ted Moe	Ref Person	43	M	Married	NEED SELF
2	Megan Moe	Wife	43	F	Married	NEED SELF
3	Jane Moe	Daughtr	14	F	Never married	NEED SELF

WHOTOCHANGE

WHOTOCHANGE ***(Selecting a Household Member to Update Their Information)***

At **WHOTOCHANGE** enter the number that corresponds to the line number of the household member whose information needs to be updated. After entering the number, the instrument proceeds to **WHATFIX**.

HOUSEHOLD RESPONDENT: Megan Moe
REFERENCE PERSON: Ted Moe

• What change is needed?

LNNAME	STATUS		REL	AGE	SEX	MARITAL
3	Jane Moe	Daughtr	NEED SELF	14	F	Never married

1 Name
2 Relationship
3 Date of Birth
4 Sex
5 Marital Status

WHATFIX

WHATFIX ***(Selecting the Information to Update)***

At Item **WHATFIX** select the precode(s) that correspond with the demographic information that needs to be updated; you can select up to five precodes per household member. Since you must first select a household member in Item **WHOTOCHANGE**, you can only update one household member's demographic information at a time.

You only go through those screens listed below that correspond to the precode(s) selected in Item **WHATFIX**.

Precode (1) "Name"

Enter Precode (1) "Name" when you notice that the household member's name, as listed in Item **ROSTERREVIEW** is either incorrect or misspelled. After selecting all the precodes in Item **WHATFIX** press "Enter" to proceed to the **CHNG_NAMEFIRST** screen when you selected Precode (1) in the **WHATFIX** screen.

Precode (2) "Relationship"

Enter Precode (2) "Relationship" when you notice that the household member's relationship code is incorrectly displayed in Item **ROSTERREVIEW**. You cannot change who the reference person is or their relationship code via the **WHATFIX** screen; this must be done in the **NAMECHECK** and **REFPERSTILLLIVE** screens discussed earlier in this topic. However, you can change any other household member's relationship code using these screens. When Precode (2) is selected in Item **WHATFIX**, the **CHNG_REL** screen appears.

Precode (3) "Date of Birth"

Enter Precode (3) "Date of Birth" when you notice that the household member's age is not correct or is missing in **ROSTERREVIEW**. If there is no data in the "AGE" column for a respondent it is because the age was not collected during a previous enumeration. If this is the case, take this opportunity to collect birth date information. When Precode (3) is selected in Item **WHATFIX**, **CHNG_BRTHDATEMO** appears to collect or update the date of birth information for that household member.

Precode (4) "Sex"

Enter Precode (3) "Sex" when you notice that the household member's gender is incorrect at **ROSTERREVIEW**. When Precode (4) is selected in **WHATFIX**, the **CHNG_SEX** screen appears.

Precode (5) "Marital Status"

Enter Precode (5) "Marital Status" when you notice that the household member's marital status is incorrect at Item **ROSTERREVIEW**. You will not be able to change the marital status for household members under the age of 14, since the instrument automatically codes the marital status for those household members as Precode (5), “Never married.” When Precode (5) is selected in Item **WHATFIX**, the **CHNG_MARITAL** screen appears.

OLD FIRST NAME: Jane
OLD LAST NAME: Moe

- Enter corrected first name
- Press the enter key if no change to first name

CHNG_NAMEFIRST

OLD FIRST NAME: Jane
OLD LAST NAME: Moe

- Enter corrected last name
- Press the enter key if no change to last name

CHNG_NAMELAST

CHNG_NAMEFIRST and CHNG_NAMELAST ***(Changing a Member’s Name)***

Items **CHNG_NAMEFIRST** and **CHNG_NAMELAST** should be used to correct a misspelled first or last name or a situation where a respondent prefers to be listed differently. For example, a household respondent would rather be listed as “Chris” rather than “Christopher.” The instrument will always go to the **CHNG_NAMEFIRST** screen when Precode (1) is entered in Item **WHATFIX**. Therefore, if only the last name needs to be updated, you can just press the “Enter” key to move to the **CHNG_NAMELAST** screen without making changes to the household member’s first name. The same is also true when only the first name needs to be updated; press the “Enter” key in **CHNG_NAMELAST** to move on without making any changes to that screen.

After updating the household member’s name the instrument proceeds to Items **CHNG_REL**, **CHNG_BRTHDATEMO**, **CHNG_SEX** or **CHNG_MARITAL** when any of Precodes (2-5) are entered in Item **WHATFIX**, respectively. If none of Precodes (2-5) are entered in **WHATFIX** the instrument continues to Item **ANY_OTHERCHNG**.

- Ask if necessary.

What is Jane Moe's relationship to Ted?

11 Husband	16 Mother
12 Wife	17 Brother
13 Son	18 Sister
14 Daughter	19 Other relative
15 Father	20 Nonrelative

CHNG_REL

CHNG_REL
(Changing a Member's Relationship Code)

CHNG_REL is used to change the relationship code when it was previously coded incorrectly or there was a change that was not caught during the current interview. If you selected Precode (1) in addition to Precode (2) in **WHATFIX** the instrument proceeds to Item **CHNG_NAMEFIRST** before coming to the **CHNG_REL** screen. You cannot change who the reference person is or their relationship code via **CHNG_REL**; this must be done in **NAMECHECK** and **REFPERSTILLLIVE,** discussed earlier in this topic. You may, however, change any other household member's relationship code using **CHNG_REL**.

If the relationship code entered in **CHNG_REL** conflicts with the relationship codes of other household members, such as there being both a "Husband" and a "Wife" codes or a the relationship conflicts with the gender entered for the person, such as a "Female" "Brother" then you will encounter the same edit checks discussed earlier in Topic 10, when we covered **RELATIONSHIP**.

After updating the household member's relationship code, the instrument proceeds to Items **CHNG_BRTHDATEMO**, **CHNG_SEX** or **CHNG_MARITAL** depending on which of the Precodes (3-5) are entered in Item **WHATFIX**, respectively. If none of the Precodes (2-5) were entered in

Item **WHATFIX** the instrument proceeds to Item **ANY_OTHERCHNG**.

- Ask if necessary.
- Enter month on this screen.
- Press the enter key if no change to day.

OLD BIRTHDATE (Month): 04

What is your date of birth?

CHNG_BRTHDATEMO

- Ask if necessary.
- Enter day on this screen.
- Press the enter key if no change to day.

OLD BIRTHDATE (Day): 21

What is your date of birth?

CHNG_BRTHDATEDY

- Ask if necessary.
- Enter year on this screen.
- If year is less than 1890, enter 1890.
- Press the enter key if no change to year.

OLD BIRTHDATE (Year): 1995

What is your date of birth?

CHNG_BRTHDATEYR

CHNG_BRTHDATEMO, CHNG_BRTHDATEDY, CHNG_BRTHDATEYR ***(Changing a Member's Date of Birth)***

Use Items **CHNG_BRTHDATEMO**, **CHNG_BRTHDATEDY** and **CHNG_BRTHDATEYR** to change a household member's date of birth when you notice that the household member's age is missing or incorrect at the **ROSTERREVIEW** screen. These items appear when Precode (3) is selected at Item **WHATFIX**, but the

instrument proceeds through Items **CHNG_NAMEFIRST**, **CHNG_NAMELAST** and **CHNG_REL** if Precodes (1) and/or (2) were also selected at Item **WHATFIX**.
If necessary, ask the household respondent the question in the **CHNG_BRTHDATEMO** screen and enter the household member's birth month. If the displayed birth month is correct, press the "Enter" key to move to the next screen without making any changes to Item **CHNG_BRTHDATEMO**. Type in the day or press the "Enter" key when the displayed day of the month is correct in Item **CHNG_BRTHDATEDY**. The instrument will go to the **CHNG_BRTHDATEYR** screen to update, when necessary, the birth year of the household member. If the birth year is correct, press the "Enter" key, otherwise type in a new birth year between 1890 and the current year.

After updating the household member's date of birth the instrument will proceed to Items **CHNG_SEX** or **CHNG_MARITAL** when either Precode (4) or (5) are entered in Item **WHATFIX**, respectively. If neither Precode (4) or Precode (5) were entered in Item **WHATFIX** the instrument proceeds to Item
CHNG _ANYOTHER.

- Ask if necessary:

Is Jane Moe male or female?

1 Male
2 Female

CHNG_SEX

CHNG_SEX
(Changing a Member's Gender Designation)

Use Item **CHNG_SEX** to change the gender designation if it was previously coded incorrectly. If you selected Precodes (1), (2) and/or (3) in addition to Precode (4) in Item **WHATFIX** the instrument proceeds to Items **CHNG_NAMEFIRST**, **CHNG_NAMELAST**, **CHNG_REL**, **CHNG_BRTHDATEMO**, **CHNG_BRTHDATEDY**, **CHNG_BRTHDATEYR** before coming to the **CHNG_SEX** screen.

After updating the household member's gender designation the instrument proceeds to Item **CHNG_MARITAL** when Precode (5) was entered in Item **WHATFIX**, otherwise the instrument proceeds to Item **CHNG _ANYOTHER**.

- Ask if necessary

Is Jane Moe now married, widowed, divorced, separated or has he never been married?

1 Married
2 Widowed
3 Divorced
4 Separated
5 Never married

CHNG_MARITAL

CHNG_MARITAL
(Changing a Member's Marital Status)

Item **CHNG_MARITAL** should be used to change the household member's marital status if it was previously coded incorrectly or has changed. If you selected any or all of the Precodes (1) through (4) in Item **WHATFIX** the instrument proceeds through Items **CHNG_NAMEFIRST**, **CHNG_NAMELAST**, **CHNG_REL**, **CHNG_BRTHDATEMO**, **CHNG_BRTHDATEDY**, **CHNG_BRTHDATEYR** and **CHNG_SEX** before coming to the **CHNG_MARITAL** screen.

After updating the household member's marital status the instrument continues to **ANY_OTHERCHNG**.

- Please review your changes. To correct, back up using the arrow keys.

LN	NAME	STATUS	REL	AGE	SEX	MARITAL
1	Jane Moe	NEED SELF	Daughtr	14	F	Never married

1 Enter 1 to Continue

ANY_OTHERCHNG

ANY_OTHERCHNG
(Reviewing the Changes Just Entered)

When you have completed updating a household member's demographic information in the *DemoChange Table* the NCVS instrument goes to Item **ANY_OTHERCHNG**. If the changes you just made are correct enter "1" to go back to the **ROSTERREVIEW** screen. If more corrections must be made for the current household member, back up using the arrow keys to the appropriate screen to make the changes.

If there are other persons on the household roster whose information needs updating, follow the steps outlined in Items **ROSTERREVIEW** through **CHNG_MARITAL**.

Chapter 3
Middle Section of the NCVS Instrument: Introduction and Screening Items

Table of Topics

Topic	Page
1 Introduction	B3-2
2 Screening Questions	B3-3
3 Screener Section Closing Screens	B3-30
4 Employment	B3-32
5 Informing the Household Respondent, Household Income, Other Languages, End Screens, and Choosing the Next Respondent to Interview	B3-44

Topic 1. Introduction

Overview of the Middle Section

The Middle Section of the NCVS instrument is designed to:

- Determine whether any of the eligible household members *(12 years of age or older)* at the sample address were victimized by crime during each household member's 6-month reference period. These questions are referred to as the **screening items** of the NCVS instrument.

  The screening items cover a wide variety of situations and are designed to provide the respondent with concrete examples of the types of crimes that are typically reported for the NCVS and could be overlooked by respondents. These screen items attempt to ensure that we collect ALL incidents of crime that occurred during each sample household member's 6-month reference period.

- Collect a variety of detailed information about each reported incidence of crime that occurred during a sample household member's 6-month reference period. It is important to record accurate and complete information about each crime incident, so that we have a clear picture of what happened during the incident. These questions are referred to as the **incident report items** of the NCVS instrument.

For items which include the "Ask or verify" instruction, you can verify the answer with the respondent without asking the question -- if the respondent provided the information earlier in the interview. If you do not see the "Ask or verify" instruction on the screen, you must ask the question as worded.

Topic 2. Screening Questions

Before we get to the crime questions, I have some questions that are helpful in studying where and why crimes occur. • Ask or verify: Last reported as: 3 years How long have you lived at this address? • Probe: Just approximately. • Enter number of years lived at address • Enter 0 for less than a year TIMEATADDRESS

TIMEATADDRESS

Item **TIMEATADDRESS** is the first question in the screening section of the NCVS instrument and is used to determine the length of **continuous time** the respondent has lived at the sample address. Since Items **TIMEATADDRESS** and **TIMESMOVEDIN5YEARS** do not relate directly to crimes, it is important that you read the lead-in statement to the respondent before asking the question or verifying the answer from the last enumeration, which is displayed in the top right corner of the screen at Item **TIMEATADDRESS**.

If a respondent seems unsure about how to answer this question, you can tell him/her that we are interested in the most recent **continuous length of time** the respondent has lived as a usual resident at the sample address.

Here is an example:

During the past 5 years, a household member:

✓ Resided at the sample address,

- ✓ Then left the sample address for 6 months to live on a college campus, and
- ✓ Then returned to reside at the sample address just 3 months prior to the interview and has stayed there continuously during the past 3 months.

For this example, enter Precode (0), ALess than a year” at Item **TIMEATADDRESS**. After entering Precode (0), continue with Item **MONTHSATADDRESS** where you enter the number of months that the household member has lived at the sample address.

Here are some examples of what to enter in **TIMEATADDRESS** or **MONTHSATADDRESS** based on a respondent’s answer:

If respondent says:	**Enter**:
4 ½ months	5 months
6 months, 1 week	6 months
2 weeks	1 month
11 months, 3 weeks	1 year
11 months, 1 week	11 months
8 weeks	2 months
Half a year	6 months
11 ½ months	1 year
All my life	Respondent’s age

Don’t know (Ctrl +D)

If the respondent’s answer is vague, enter a “Don’t know” answer (Ctrl + D) at either Item **TIMEATADDRESS** or **MONTHSATADDRESS**, and continue with Item **TIMEATADDRESSPROBE** shown on the next page to elicit a more exact answer.

Have you lived here:

1 More than 5 years?
2 Less than 5 years but more than 1 year?
3 Less than 1 year but more than 6 months?
4 Six months or less?
5 Don't know

TIMEATADDRESSPROBE

TIMEATADDRESS PROBE

Item **TIMEATADDRESSPROBE** provides probe questions to help the respondent identify the length of time he/she has lived continuously at the sample address. If the respondent is unsure or their answer to this question is vague, probe to get a more exact answer. Some examples of probes:

Respondent's answer:	***Probe:***
Years and years	*Would you say more than 5 years or less than 5 years?*
5 to 10 years	*Would you say more than 7 years or less than 7 years?*
Less than a year	*Would you say more than 6 months or less than 6 months?*
It's been so long, I can't really say.	*Can you give me your best estimate?*

When the respondent is the household respondent and has lived at the sample address for **5 or more years**, continue with Item **BUSINESS**. For all other respondents in the household who have lived at the sample address for **5 or more years**, continue with Item **SQTHEFT**. When a respondent has lived at the sample address for **less than 5 years**, continue with Item **TIMESMOVEDIN5YEARS** shown on the next page.

Altogether, how many times have you moved in the last 5 years?

- Enter number of times

TIMESMOVEDIN5YEARS

TIMESMOVED IN5YEARS

Item **TIMESMOVEDIN5YEARS** is used to determine how many times the respondent has moved in the last 5 years. Ask the question and enter the number provided by the respondent. Do not enter a range of numbers, such as "2-4." Count all moves whether inside or outside of the United States, including the move into the sample unit.

Each time a respondent changes his/her usual place of residence is considered one move. Since it is acceptable to enter an estimate, only enter Control + D, “Don’t know,” as a last resort.

For respondents who are students, you may need to explain what we consider to be a move. For example, Jeffrey Doe moved from his parents’ home *(the sample address)* to a college dormitory and then moved back to his parents’ home in the 5 years prior to the interview. For this situation, Jeffrey Doe moved two times for Item **TIMESMOVEDIN5YEARS**.

Although some students may consider their usual place of residence to be their parents’ home, we consider their usual place of residence to be the place where they usually live and sleep. During the school year, their usual residence could be a college dormitory or apartment. Each time a student changes the place where he/she usually lives and sleeps is considered a move, even if it is just moving from one dormitory room to another one.

> Does anyone in this household operate a business from this address?
>
> 1 Yes
> 2 No
>
> BUSINESS

BUSINESS

Item **BUSINESS** is asked only of the household respondent to determine if a sample household member operates a business from the sample address. A “Yes” answer, Precode (1), takes you to Item **BUSINESSSIGN** and a “No” answer, Precode (2), takes you to Item **SQTHEFT**.

> Is there a sign on the premises or some other indication to the general public that a business is operated from this address?
>
> 1 Yes
> 2 No
>
> BUSINESSSIGN

BUSINESSSIGN

Item **BUSINESSSIGN** is asked only of the household respondent to determine if the business operated from the sample address is considered recognizable or unrecognizable.

Recognizable Business

For a business to be considered **recognizable,** it must have a sign announcing the business and the sign must be:

✓ Visible to the public from OUTSIDE the sample housing unit,

AND

✓ Located on the sample household's property, such as a sign on a front door, window, garage door, mail box, or a free standing sign in the front yard of the sample unit.

The following indicators are NOT evidence that a business is recognizable:

- ✗ The business is advertised in a newspaper, magazine, telephone book, or on the Internet.
- ✗ A motor vehicle, such as a van, car, truck, or bus, is parked in the driveway or in front of the housing unit, even if the vehicle carries the business logo on it.

Unrecognizable Business

If NO business sign is visible from outside the sample housing unit, then the business is considered **unrecognizable**. Any reported incidents of theft from an unrecognizable business operated by a sample household member must be included in the NCVS.

Here is the reason why we need to differentiate between a recognizable and an unrecognizable business operated from the sample address by a household member:

- We keep crime incidents that involve property stolen from an **unrecognizable** business,

  BUT

- We do NOT keep crime incidents that ONLY involve property stolen from a **recognizable** business.

However, if the following types of incidents are reported, we want to keep them regardless of whether a household member operates a recognizable business:

- ✓ **Personal property** was stolen from the household respondent or another household member.
- ✓ The household respondent or another household member received a **face-to-face threat of physical harm, was attacked, or an attempt was made to attack the household member.**
- ✓ Someone **illegally entered, broke into or attempted to break into** the sample unit.

(Refer to Part C, Chapter 2, Topic 4, of this manual for detailed definitions and examples of special situations for recognizable and unrecognizable businesses.)

SCREENING QUESTIONS

The screening questions are used to determine whether any eligible household members (12 years of age or older) at the sample address were victimized by crime during each household member's six-month reference period. They cover a wide variety of situations and are designed to provide the respondent with concrete examples of the kinds of crimes that are typically reported for the NCVS and could be overlooked by respondents. These screen questions ensure that we collect ALL incidents of crime in a sample household that occurred during each respondent's six-month reference period.

A screener question has two parts: the "question stem" and the "screener cues." A "question stem" or "stem" refers to the main part of the screener question. The terms "screener cues" or "cues" refer to the examples or prompts that follow the main part of the question.

There are a number of cues in each screener question because sometimes respondents focus only on the specific items being mentioned. In screener question **SQTHEFT**, for example, if we didn't include "Things outside your home, such as a garden hose or lawn furniture," respondents may not realize that we want them to tell us about that type of theft. We can't have a list of every possible type of property, so we try to identify enough different kinds of property to help respondents think beyond the examples provided.

Some of the screener questions ask about attempted crimes as well as completed ones. These are important cues because often respondents may not think to report incidents that did not result in a completed crime.

The household respondent's interview has a few additional screen questions to elicit crime incidents involving the entire household, in addition to crime incidents involving just the household respondent. These additional screen questions are asked in items **SQTHEFT, SQBREAKIN, SQTOTALVEHICLES, and SQMVTHEFT** to determine whether any crime incidents involving the entire household happened.

- In Item **SQTHEFT** - Things stolen from outside the home *(for example, lawn furniture or a garden hose)*, and things stolen from a household member under 12 years of age *(for example, a 10-year-old's bicycle stolen from the home's driveway)*,
- In Item **SQBREAKIN** - Break-ins, attempted break-ins, or illegal entries at the sample address *(for example, the house, garage, shed, or a storage room)*, or at a hotel, motel, or vacation home where the respondent was staying,
- In Item **SQTOTALVEHICLES** - The total number of motor vehicles owned by the entire household during the 6 months prior to the interview, and
- In Item **SQMVTHEFT** - Thefts or attempted thefts of motor vehicles owned by the household during the 6 months prior to the interview, including gasoline and parts (*for example, tire, hubcap, attached car stereo or satellite radio, wheels, battery, CD player, etc.)*.

General Instructions for Screening Questions

Record incidents as a respondent reports them, regardless of whether the screening question relates to the type of incident reported.

Most of the screening questions have at least three categories and could have as many as eight categories. This may prompt some respondents to give you an answer before you finish reading each category. Even if you are interrupted, you must read every category in its entirety, so that we do not miss any crime incidents.

The following technique may help you get through all the categories of a screen question before a respondent answers:

1 After reading each category, **only** pause long enough to let the respondent know that you are about to start reading the next category. If you pause too long, the respondent may feel that you are waiting for an answer.

2 After reading all categories for a screening question, pause long enough to allow the respondent to reply. If the respondent doesn't give you an answer, then ask the question, "***Did any incidents of this type happen to you?***"

3 If you get a "Yes" response, enter Precode (1) which brings up a screen similar to the **SQTHEFTTIMES** screen, which asks, “How many times?”

Use this item to record the total number of incidents reported at the screening question, along with a brief description of what happened during each incident. If the respondent reports more than one incident for a screening question, number each incident separately and enter a brief description for each incident *(for example, #1, L1 threatened by coworker, #2, L1's purse snatched)*.

If this technique does not work and a respondent either interrupts you in the middle of reading a category or before you finish reading all categories for a screening question, follow these steps:

Respondent answers in the <u>middle of reading</u> a category:

1 Stop and thank the respondent, but explain that there is more to the question which he/she still needs to hear before giving an answer.

2 Reread the **unfinished category** again from the beginning. If the respondent gives you a "No" answer after you finish reading the entire category, tell the respondent that you need to finish reading **ALL** categories for the question. If the respondent gives you a "Yes" answer before you have read all categories, then follow the instructions below.

Respondent answers "Yes" before you have read ALL categories:

1 Stop and thank the respondent, but explain that there are more categories which he/she still needs to hear before giving an answer.

2 Reread the **categories** again from the beginning. If the respondent gives you a "No" answer before you finish reading the entire list, tell the respondent that you need to finish reading **ALL** categories for the question. If the respondent gives you a "Yes" answer before you have read all categories, then follow the instructions below.

It’s important to ask all the questions in their entirety because they have been specifically designed to jog respondents’ memories and help them recall incidents they may have forgotten. The screener questions have been developed and refined since the beginning of the NCVS. If a respondent has forgotten an incident and you do not ask the screener question or cue that may help them remember it, we run the risk of not collecting it. These omissions and missed incidents can result in the crime rates we calculate being erroneously low, and in survey results being biased.

Also, you must ask the questions as worded and in their entirety for the sake of interview consistency. Standardizing the way in which every FR asks the questions on the NCVS ensures that every respondent hears the exact same questions, helps the survey collect information consistently across all regions, and helps make the survey results more valid.

By using these techniques, there is less chance of missing any crime incidents that occurred during a respondent's reference period. ***(Also see Part A, Chapter 2, Topic 6, for general interviewing techniques to use for the NCVS.)***

I'm going to read some examples that will give you an idea of the kinds of crimes this study covers. As I go through them, tell me if any of these happened to you in the last 6 months, that is, since January 13, 2013. Was something belonging to you stolen, such as--

• Read each category.
--Things that you carry, like luggage, a wallet, purse, briefcase, book -
--Clothing, jewelry, or cellphone -
--Bicycle or sports equipment -
--Things in your home - like a TV, stereo, or tools -
--Things outside your home, such as a garden hose or lawn furniture -
--Things belonging to children in the household -
--Things from a vehicle, such as a package, groceries, camera, or CDs -OR
--Did anyone ATTEMPT to steal anything belonging to you?

• Ask only if necessary:
Did any incidents of this type happen to you?

1 Yes
2 No

SQTHEFT

SQTHEFT

Item **SQTHEFT** is the first screening question, asked of all eligible household members. However, two categories for this item are asked only of the household respondent:

- Things outside your home, such as a garden hose or lawn furniture.
- Things belonging to children in the household.

Note that the instrument automatically inserts the date marking the beginning of the reference period in the question. Also note that this date may not be the same for all respondents. Item **SQTHEFT** is designed to remind each respondent of incidents in which thefts were attempted or completed during the 6 months before the interview.

Other than any incidents already mentioned, has anyone --

- Read each category

--Broken in or ATTEMPTED to break into your home by forcing a door or window, pushing past someone, jimmying a lock, cutting a screen, or entering through an open door or window?
--Has anyone illegally gotten in or tried to get into a garage, shed, or storage room?
OR
--Illegally gotten in or tried to get into a hotel or motel room or vacation home where you were staying?

- Ask only if necessary:

Did any incidents of this type happen to you?

1 Yes
2 No

SQBREAKIN

SQBREAKIN

Item **SQBREAKIN** is asked only of the household respondent to find out if:

- The household respondent's home or lodging was broken into or illegally entered,

  OR

- An attempt was made to break into or illegally enter the household respondent's home or lodging.

Note that the phrase "Other than any incident already mentioned" only displays in Item **SQBREAKIN** if an incident was reported in **SQTHEFT**. For the remaining screen questions, **SQMVTHEFT** and **SQNOCALLPOLICECRIME**, the phrase "Other than any incidents already mentioned" is automatically displayed when at least one incident was reported in a previous screen question by the current respondent. If no incidents have been reported, this phrase is omitted from the question text.

Moved Into Sample Address During Reference Period

A household respondent may have lived in more than one housing unit during the past 6 months. If you encounter this situation, include all incidents reported at Item **SQBREAKIN** that happened during the household respondent's reference period AND involved property owned or rented by the current household respondent.

Incident Happened at Sample Address Before Owned/Rented by Household Respondent

Only accept incidents involving property owned or rented by the current household during the 6 months prior to the interview. For example, you would accept a reported incident if the current household respondent was the owner/renter of the sample unit, but had not yet moved into the sample unit when the incident occurred.

However, do NOT accept the reported incident when the following conditions exist:

- The household respondent reports an incident that happened at the sample address during the household respondent's 6-month reference period,

  BUT

- The current household respondent was not the owner or renter at the sample address at the time of the incident. For example, the sample unit may still have been owned or rented by the previous owner/renter or may have been vacant while it was available for sale or rent.

Household Respondent Owns/Rents a Recreation Vehicle or Vacation Home

Accept the incident if the recreation vehicle or vacation home was owned or rented by the household respondent AND was being occupied as a housing unit at the time of the incident.

Do not accept incidents involving break-ins or attempted break-ins of vacation or second homes when:

× The vacation or second home is part of a recognizable business,

× The vacation or second home was rented to a nonhousehold member at the time of the incident,

OR

- The vacation or second home was not occupied by the sample household as a residence at the time of the incident.

What was the TOTAL number of cars, vans, trucks, motorcycles, or other motor vehicles owned by you or any other member of this household during the last 6 months? Include those you no longer own. • If greater than 4, enter 4. SQTOTALVEHICLES

SQTOTALVEHICLES

Item **SQTOTALVEHICLES** is another question that is asked only of the household respondent to determine:

- The total number of motor vehicles **currently or previously** owned by the sample household during the last 6 months;

  AND

- Whether any of these motor vehicles were stolen or used without permission, including parts and gasoline;

  AND

- Whether any attempts were made to steal or use them without permission, including parts and gasoline.

Make sure to include the statement "Include those you no longer own" at the end of the question to remind respondents that we want them to include vehicles they owned during the last six months.

If the sample household has not owned any motor vehicles during the six months prior to the interview, enter (0) for "None" and continue with Item **SQATTACKWHERE**. Otherwise, enter the appropriate number of vehicles up to the number "4." If the answer is "more than 4 vehicles," enter "4." If the respondent refuses to answer the question for Item **SQTOTALVEHICLES**, you still ask the screening question for Item **SQMVTHEFT**, which asks whether anyone stole or used any of the vehicles or their parts without permission.

What to Include for Item SQTOTALVEHICLES

If a household respondent questions what to include in the total number of motor vehicles for Item **SQTOTALVEHICLES**, here are some guidelines on the type of vehicles to include:

- ✓ Include cars, vans, trucks, sport utility vehicles, motorcycles, or any other motorized vehicle that can be legally used as a means of transportation on most roads or highways *(for example, motorized recreation vehicles that do not require towing)*.
- ✓ Include a motorized vehicle owned by a sample household member during the 6 months prior to the interview, even if it has been sold, given away, junked, stolen, or abandoned.
- ✓ Include all vehicles owned by an unrecognizable business that a household member operates, as well as all vehicles owned for the household's personal use.
- ✓ Include vehicles owned by a recognizable business that a household member operates IF the vehicles are used at least partially for the household's personal use.
- ✓ Include vehicles leased by a household member for at least one month when the leased vehicles are the responsibility of the household member if stolen.

What to Exclude for Item SQTOTALVEHICLES

If a household respondent questions what to exclude from the total number of motor vehicles for Item **SQTOTALVEHICLES**, here are some guidelines on the type of vehicles to exclude:

- × Exclude motorized vehicles that cannot be driven legally as a means of transportation on most roads or highways *(for example, minibikes, go-carts, or snowmobiles)*.

- Exclude vehicles owned by a recognizable business when the business is operated by a household member AND the vehicles are used ONLY for business purposes.
- Exclude business vehicles that are loaned to a household member for private use when the business is NOT owned by a household member.
- Exclude vehicles that a household member rented for less than one month.
- Exclude vehicles owned by parents in a sample household when their children are using the vehicles while attending school away from the sample address.

Respondent Refuses to Answer Item SQTOTALVEHICLES

If a household respondent refuses to answer or feels uneasy about answering Item **SQTOTALVEHICLES**, explain the reasons for asking about motor vehicles owned by the household.

These reasons include determining whether or not we need to ask about:

- ✓ Any motor vehicles owned by the sample household that were stolen or used without permission, including parts and gasoline.

  AND

- ✓ Any attempts made to steal or use these motor vehicles without permission, including parts and gasoline.

During the last 6 months, other than any incident(s) already mentioned, was the vehicle -

• Read each category

--Stolen or used without permission?
--Did anyone steal any parts such as a tire, car stereo, hubcap, or battery?
--Did anyone steal any gas from it?
OR
--Did anyone ATTEMPT to steal any vehicle or parts attached to it?

• Ask only if necessary:

Did any incidents of this type happen to you?

1 Yes
2 No

SQMVTHEFT

SQMVTHEFT

Item **SQMVTHEFT**, shown above, refers to the motor vehicles mentioned at Item **SQTOTALVEHICLES** and is asked only of the household respondent to determine whether:

- Any of these motor vehicles were stolen or used without permission, including parts and gasoline.
- Any attempts were made to steal or use them without permission, including parts and gasoline.

Distinguishing Between Vandalism and Attempted Thefts

Accept reported attempts to steal motor vehicles or motor vehicle parts owned by the household, because attempted thefts are just as important as actual thefts. However, it may not always be clear to a respondent that an attempt was made to steal his/her vehicle or parts *(for example, a broken car window)*. If it is unclear whether the incident was an attempted theft or an act of vandalism:

- Probe by asking, ***"Do you think the offender was actually trying to break into or steal your vehicle or do you think it was an act of vandalism?"***

- Rely on the respondent's perception. If the respondent feels the incident was an attempted theft or is still unsure, enter Precode (1), "Yes," at Item **SQMVTHEFT.** However, if the respondent feels the incident was an act of vandalism *(for example, a broken antenna, mirror or slashed tires)* AND there was no attempt to steal a motor vehicle, including parts and gasoline, enter Precode (2), "No," at Item **SQMVTHEFT**.

Examples of Motor Vehicle Parts

The following items are examples of parts attached to motor vehicles: tires, wheels, hubcaps, manufacturer's insignias, CD players, car stereos, cellular phones, batteries, steering wheels, door handles, and so on. If a respondent reports a theft or attempted theft of other types of items from a vehicle at Item **SQMVTHEFT** *(for example, Christmas presents or grocery items)*, accept the reported incident at Item **SQMVTHEFT**.

Other than any incidents already mentioned, since January 13, 2013, were you attacked or threatened OR did you have something stolen from you -

• Read each category

--At home including the porch or yard -
--At or near a friend's, relative's, or neighbor's home -
--At work or school -
--In places such as a storage shed or laundry room, a shopping mall, restaurant, bank, or airport -
--While riding in any vehicle
--On the street or in a parking lot -
--At such places as a party, theater, gym, picnic area, bowling lanes, or while fishing or hunting -
OR
--Did anyone ATTEMPT to attack or ATTEMPT to steal anything belonging to you from any of these places?

• Ask only if necessary:

Did any incidents of this type happen to you?

1 Yes
2 No

SQATTACKWHERE

SQATTACKWHERE

Item **SQATTACKWHERE** is asked of all eligible household members and is designed to remind each respondent of incidents in which he/she may have been attacked or threatened with physical harm in a variety of locations or situations. This item also asks about things stolen from the respondent or attempts to steal anything from the respondent. This question focuses on the places where a respondent may have been attacked or threatened.

Acceptable and Unacceptable Threats

The following conditions must exist for a threat to be acceptable for the NCVS:

- ✓ The threat must be delivered verbally and face-to-face between the offender and the respondent, AND
- ✓ The threat must involve the potential for physical harm to the respondent.

Do not accept threats that an offender makes over the telephone, in a letter, FAX, or electronic message. Also unacceptable are threats or warnings delivered by another person for the offender, as well as a respondent saying that he/she just felt threatened.

Other than any incidents already mentioned, has anyone attacked or threatened you in any of these ways --
• Exclude telephone threats
• Read each category

--With any weapon, for instance, a gun or knife -
--With anything like a baseball bat, frying pan, scissors, or stick -
--By something thrown, such as a rock or bottle -
--Include any grabbing, punching, or choking -
--Any rape, attempted rape, or other type of sexual attack -
--Any face to face threats -
OR
--Any attack or threat or use of force by anyone at all?

Please mention it even if you are not certain it was a crime.

1 Yes
2 No

SQATTACKHOW

SQATTACKHOW

Item **SQATTACKHOW** is asked of all eligible household members and is designed to remind each respondent of incidents in which he/she may have been attacked or threatened with physical harm involving various weapons or the use of force. This question focuses on the ways in which a respondent may have been attacked or threatened. Only accept threats that are verbal, face-to-face threats to physically harm the respondent.

Do not accept threats that an offender makes over the telephone, in a letter, FAX, or electronic message. Also unacceptable are threats or warnings delivered by another person for the offender, as well as a respondent saying that he/she just felt threatened.

With the exception of cases involving police officers, accept any incidents in which the offender had a weapon present during the incident, even if the offender did not use it. Also accept incidents in which the offender threw something or shot at the respondent, even though the object may not qualify as a weapon for the NCVS.

People often don't think of incidents committed by someone they know. Other than any incidents already mentioned, did you have something stolen from you or were you attacked or threatened by --

- Exclude telephone threats
- Read each category

--Someone at work or school -
--A neighbor or friend -
--A relative or family member -
--Any other person you have met or known?

- Ask only if necessary:

Did any incidents of this type happen to you?

1 Yes
2 No

SQATTACKKNOWNOFF

SQATTACKKNOWNOFF

Item **SQATTACKKNOWNOFF** is asked of all eligible household members and is designed to remind each respondent of incidents in which the offender was someone he/she knows *(for example, co-worker, friend, neighbor, relative, or family member)* and involved a theft, attack, or threat. Only accept verbal, face-to-face threats to physically harm the respondent.

Do not accept threats that an offender makes over the telephone, in a letter, FAX, or electronic message. Also unacceptable are threats or warnings delivered by another person for the offender, as well as a respondent saying that he/she just felt threatened.

Incidents involving forced or unwanted sexual acts are often difficult to talk about. Other than any incidents already mentioned, have you been forced or coerced to engage in unwanted sexual activity by --

• Read each category

--Someone you didn't know -
--A casual acquaintance -
OR
--Someone you know well?

• Ask only if necessary:

Did any incidents of this type happen to you?

1 Yes
2 No

SQSEXUAL

SQSEXUAL

Item **SQSEXUAL** is asked of all eligible household members and is designed to record all incidents in which the respondent was forced or coerced to engage in unwanted sexual activity, regardless of whether the respondent did or did not know the offender. Make sure to read the lead-in statement before asking the question at this screen.

During the last 6 months, other than any incident(s) already mentioned, did you call the police to report something that happened to YOU which you thought was a crime?

1 Yes
2 No

SQCALLPOLICECRIME

SQCALLPOLICE CRIME

Item **SQCALLPOLICECRIME** is asked of all eligible household members and is designed to remind each respondent of incidents that the respondent reported to the police because something happened to the respondent that he/she thought was a crime. This is a general question designed to bring out crimes that the respondent may have overlooked earlier or perhaps we did not ask about specifically in an earlier screening question. *(For example, incidents in which the offender was a child, or no loss or injury resulted.)*

As you ask the question in Item **SQCALLPOLICECRIME**, always emphasize the word "YOU," which appears in capital letters. If the respondent relates an incident that might not be a crime, such as a traffic accident, or that involved a nonhousehold member, stress that for this item we are only interested in an incident when:

- It was reported to the police,
- It directly affected the respondent or another household member,

  AND

- The respondent believes it to be a crime.

After stressing these points, accept the respondent's answer and enter Precode (1), "Yes," for Item **SQCALLPOLICECRIME**. After entering Precode (1), you see the **SQCALLPOLICESPEC** screen.

What happened? • (Describe all incidents for this screener below) SQCALLPOLICESPEC

SQCALLPOLICESPEC

SQCALLPOLICESPEC is used to describe what happened during these incidents and whether or not a household member was victimized during the incident. When you finish entering your descriptions, press ENTER.

• If not sure ask: Were you attacked or threatened, or was something stolen or an attempt made to steal something that belonged to you or another household member? 1 Yes 2 No SQCALLPOLICEATTACKTHREAT

SQCALLPOLICE ATTACKTHREAT

If you can determine the answer to **SQCALLPOLICEATTACKTHREAT**, ***"Were you attacked or threatened, or was something stolen or an attempt made to steal something that belonged to you or another household member?"*** based upon responses to previous screen questions you can enter the appropriate precode without asking the question. However, if you are not sure whether the respondent was attacked or threatened, or something was stolen or an attempt was made to steal something that belonged to the respondent or another household member, ask the question before entering the precode.

When multiple incidents are reported at the **SQCALLPOLICESPEC** screen AND **at least one of the**

incidents involves the respondent being attacked or threatened, or something was stolen or an attempt was made to steal something that belonged to the respondent or another household member, then enter Precode (1), "Yes." After entering Precode (1), ask ***"How many times?"*** in Item **SQCALLPOLICEATTACKTHREATTIMES** and enter the TOTAL number of incidents reported at **SQCALLPOLICESPEC** in which the respondent was attacked or threatened, or something was stolen, or an attempt was made to steal something that belongs to the respondent or another household member**.**
If you enter Precode (2), "No," at **SQCALLPOLICEATTACKTHREAT**, you are indicating that the incident did not involve an NCVS crime.

> How many times?
>
> SQCALLPOLICEATTACKTHREATTIMES

SQCALLPOLICE ATTACKTHREATTIMES

When multiple incidents are reported in **SQCALLPOLICEATTACKTHREAT** AND **at least one of the incidents** involves the respondent being attacked or threatened, or something was stolen or an attempt was made to steal something that belonged to the respondent or another household member, the instrument brings up Item **SQCALLPOLICEATTACKTHREATTIMES.** Ask ***"How many times?"*** and enter the TOTAL number of incidents reported at Item **SQCALLPOLICEATTACKSPEC** in which the respondent was attacked**.**

> During the last 6 months, other than any incident(s) already mentioned, did anything which you thought was a crime happen to YOU, but did NOT report to the police?
>
> 1 Yes
> 2 No
>
> SQNOCALLPOLICECRIME

SQNOCALLPOLICE CRIME

Item **SQNOCALLPOLICECRIME** is asked of all eligible household members and is designed to remind each respondent of incidents that he/she did NOT report to the police, even though the respondent thought they were crimes. These incidents could have been overlooked earlier in the interview because we did not ask about them specifically *(for example, incidents in which the offender was a child or no loss or injury resulted).*

As you ask the question in **SQNOCALLPOLICECRIME**, always emphasize the words "YOU" and "NOT," which are displayed in capital letters.If the respondent relates an incident that might not be a crime, such as a traffic accident, or that involved a nonhousehold member, stress that for this item we are only interested in an incident when:

- It directly affected the respondent or another household member

  AND

- The respondent believes it to be a crime.

After emphasizing these points, accept the respondent's answer and enter the appropriate precode.

After entering Precode (1), "Yes," for Item **SQNOCALLPOLICECRIME**, continue with Item **SQNOCALLPOLICESPEC,** which asks for incident details.

What happened?

Describe all incidents for this screener below.

SQNOCALLPOLICESPEC

SQNOCALLPOLICESPEC

The **SQNOCALLPOLICESPEC** screen is used to describe what happened during these incidents, and whether or not a household member was victimized during the incident. Enter the incident description, then press ENTER.

- If not sure ask:

Were you attacked or threatened, or was something stolen or an attempt made to steal something that belonged to you or another household member?

1 Yes
2 No

SQNOCALLPOLICEATTACKTHREAT

SQNOCALLPOLICE ATTACKTHREAT

If you can determine from previous responses to screen questions the answer to the question at the **SQNOCALLPOLICEATTACKTHREAT** screen, ***"Were you attacked or threatened, or was something stolen or an attempt made to steal something that belonged to you or another household member?"*** you can enter the appropriate precode without asking the question. However, if you are not sure the respondent was attacked or threatened, or something was stolen or an attempt was made to steal something that belonged to the respondent or another household member, ask the question before entering the precode.

If you enter Precode (2), "No," in this item, you indicate that the incident did not involve an NCVS crime.

How many times?

SQNOCALLPOLICEATTACKTHREATTIMES

SQNOCALLPOLICE ATTACKTHREAT TIMES

When multiple incidents are reported in **SQNOCALLPOLICEATTACKTHREAT** AND **at least one of the incidents** involves the respondent being attacked or threatened, or something was stolen or an attempt was made to steal something that belonged to the respondent or another household member, **SQNOCALLPOLICEATTACKTHREATTIMES** appears**.** Ask ***"How many times?"*** and enter the TOTAL number of incidents reported at **SQNOCALLPOLICEATTACKSPEC.**

Topic 3. Screener Section Closing Screens

- Who besides the respondent was present when the screen questions were asked?
- If telephone interview mark box 11.

11 Telephone (Field telephone)
12 No one besides respondent present
13 Respondent's spouse
14 Household member(s) 12+, not spouse
15 Household members under 12
16 Nonhousehold member(s)
17 Someone was present - Can't say who
18 Don't know if someone else present

PRESENTFORSQS

PRESENTFORSQS

The intent of this question is to determine who besides the respondent was present when the screen questions were asked. If the interview is taken over the telephone, only enter Precode (11), "Telephone." Otherwise, enter the appropriate precode(s).

- Did the person for whom this interview was taken help the proxy respondent answer any screen questions?

1 Yes
2 No
3 Person for whom interview taken not present

PROXYHELP

PROXYHELP

Item **PROXYHELP** appears when a proxy interview has been taken and is intended to find out whether the proxy person helped the proxy respondent answer any of the screen questions.

> • End of Screening items
>
> • A total of 1 incident(s)
> AND
> 0 refusals were reported in "how many times?"
>
> Enter 1 to continue
>
> INC_REPORTS

INC_REPORTS

The **INC_REPORTS** screen marks the end of the screening items when a respondent has reported at least one crime incident. This screen also tells you how many incidents were reported, and how many refusals were reported in the "How many times?" screener. Once you have read this screen, press (1) to proceed. After pressing (1), continue with the **INCIDENTINTRO** screen, which leads you into the incident report items.

> No incident reports needed for: John Doe
>
> Enter 1 to continue
>
> NO_CRIMES

NO_CRIMES

The **NO_CRIMES** screen marks the end of the screening questions when a respondent did NOT report any incidents. After pressing (1) to proceed, continue with Item **ENDSCREENER.**

DO NOT F10 to exit the instrument from Item **ENDSCREENER**; doing so may cause loss of all collected data and necessitate restarting the case.

The instrument continues with **JOBLASTWEEK** when the respondent is at least 16 years of age. Otherwise, it continues with the **NEXTPERSON** screen.

Topic 4. Employment

Did you have a job or work at a business LAST WEEK? • If necessary: Do not include volunteer work or work around the house. • If farm or business operator in household, ask about unpaid work 1 Yes 2 No JOBLASTWEEK

JOBLASTWEEK

Item **JOBLASTWEEK** is asked to determine if the respondent had a job AT ALL during the week before the interview. This could be a full-time or part-time job for salary or wages working for a business, government agency, or self-employed. Do NOT include volunteer work for which the respondent was not paid. You only see this screen if the respondent is at least 16 years of age.

For the NCVS, a job is defined as any activity that is done for pay, wages, salary, commission, tips, or payment "in kind," or that is done without pay on a family farm or for a family business. If someone in the household has a farm or a business, make sure to probe by asking the respondent about any unpaid work last week for the family farm or business.

Precode (1)

Enter Precode (1), "Yes," if the respondent had a job or worked at a business at any time during the week prior to the interview, even if the respondent was on vacation or temporarily absent due to sickness or some other reason. After entering Precode (1), "Yes," continue with Item **JOBDESCRIPTION**.

Precode (2)

Enter Precode (2), "No," if the respondent did not have a job or work at a business during the week prior to the interview. Also, enter Precode (2) if a respondent receives scholarship money while attending school *(even if it is in excess of the cost of tuition, textbooks, late fees, and so on)* AND does not have a job. After entering Precode (2), "No," continue with Item **JOBDURINGREFPERIOD**.

• Ask or verify:

Did you have a job or work at a business DURING THE LAST 6 MONTHS?

1 Yes
2 No

JOBDURINGREFPERIOD

JOBDURINGREF PERIOD

Item **JOBDURINGREFPERIOD** is asked to determine whether the respondent had a job or worked at a business **at any time** during the 6 months prior to the interview. You only see this screen when the respondent did not have a job or work at a business during the week before the interview.

Precode (1)

Enter Precode (1), "Yes," if the respondent had a job or worked at a business **at any time** during the 6 months prior to the interview, even if the respondent was away from work during some of that time for a vacation or illness. After entering Precode (1), continue with Item **JOBLAST2WEEKS**.

Precode (2)

Enter Precode (2), "No," if the respondent did not have a job or work at a business **at any time** during the 6 months prior to the interview. After entering Precode (2), continue with the **NEXTPERSON** screen (In some cases Items **BESTTIME_NOSUNDAY** and/or **OTHER_LANGUAGE** may appear if they have not been answered in previous enumerations). (If the respondent is the household respondent, however, and the household is in its first, third, fifth, or seventh interview period, the instrument goes to Item **HOUSEHOLDINCOME.**)

Did that (job/work) last 2 consecutive weeks or more?

1 Yes
2 No

JOBLAST2WEEKS

JOBLAST2WEEKS

Once the respondent tells you in Item **JOBDURINGREFPERIOD** that he/she had a job or worked at a business during the 6 months before the interview, then you will ask the question in Item **JOBLAST2WEEKS** to determine whether that job or work lasted for 2 or more consecutive weeks.

Precode (1)

Enter Precode (1), "Yes," when the respondent has worked at least 2 consecutive weeks at the job or business mentioned in Item **JOBDURINGREFPERIOD**. After entering Precode (1), continue with Item **JOBDESCRIPTION**.

Precode (2)

Enter Precode (2), "No," when the job or work mentioned in Item **JOBDURINGREFPERIOD** did NOT last for at least 2 consecutive weeks. After entering Precode (2), continue with the **NEXTPERSON** screen. (If the respondent is the household respondent, however, and the household is in its first, third, fifth, or seventh interview period, the instrument goes to Item **HOUSEHOLDINCOME.**)

📖 (Page 12)

• Ask or verify:

Which of the following best describes your job?

• Were you employed in the --

Read each category until respondent says "Yes," then enter appropriate precode

11 Medical Profession?
12 Mental Health Services Field?
13 Teaching Profession?
14 Law Enforcement or Security Field?
15 Retail Sales?
16 Transportation Field?
17 Something else?

JOBDESCRIPTION

JOBDESCRIPTION

Item **JOBDESCRIPTION** is used to identify whether the respondent's job is in one of the job classifications which may increase or decrease his/her likelihood of becoming a victim of crime. Item **JOBDESCRIPTION** allows you to verify a known answer without asking the question first. If you need to ask this question, make sure to read each answer category until you get a "Yes" response.

Note the book icon and page reference at the top left of the screen. This tells you that there is a corresponding page in the Information Card Booklet (NCVS-554). During personal visit interviews, show the "Employment" flashcard to the respondent so they can see the categories. Ask the question in Item **JOBDESCRIPTION**, then ask the respondent to identify on the flashcard the job category that best describes his/her job. If the respondent cannot find a job category that describes his/her job, use the "Something else" answer category and enter the respondent's job title at the "Specify" screen.

If the respondent worked at more than one type of job during the past six months, enter the precode for the category at which the respondent worked the MOST hours. If the respondent worked at more than one type of job during the past six months AND spent the same amount of time at each job, enter the precode for the first category mentioned.

Once you identify the general job category from one of the seven category headings in Item **JOBDESCRIPTION**, then one of the following screens appears to further identify the respondent's job.

If you enter Precode (11), **Medical Profession**, Item **MEDICALJOB** appears.

If you enter Precode (12), **Mental Health Services Field**, Item **MENTALHEALTHJOB** appears.

If you enter Precode (13), **Teaching Profession**, Item **TEACHINGJOB** appears.

If you enter Precode (14), **Law Enforcement or Security Field**, Item **LAWENFORCEJOB** appears.

If you enter Precode (15), **Retail Sales**, Item **RETAILSALESJOB** appears.

If you enter Precode (16), **Transportation Field**, Item **TRANSPORTJOB** appears.

If you enter Precode (17), **Something Else**, Item **JOBDESCRIPTIONSPEC** appears.

- Employed in the Medical Profession

- If not in the medical profession, back up to JOBDESCRIPTION and change answer

As a--

- Read each category

11 Physician?
12 Nurse?
13 Technician?
14 Other Medical Profession? - Specify

MEDICALJOB

MEDICALJOB

If the respondent's answer is "Other" and you enter Precode (14), a "Specify" answer screen, Item **MEDICALJOBSPEC** appears. Enter the type of medical profession at **MEDICALJOBSPEC**.

- Employed in the Mental Health Services Field:

- If not in Mental Health Services Field,back up to JOBDESCRIPTION and change answer

Are your duties --

- Read each category

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

MENTALHEALTHJOB

MENTALHEALTHJOB

If the respondent answers "Other" and you enter Precode (17), a "Specify" answer screen, Item

MENTALHEALTHJOBSPEC appears. Enter the type of mental health services job at **MENTALHEALTHJOBSPEC**.

- Employed in the Teaching Profession
- If not in the Teaching Profession, back up to JOBDESCRIPTION and change answer

Were you employed in a--

- Read each category

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

TEACHINGJOB

TEACHINGJOB

If the respondent answers "Other" and you enter Precode (25), a "Specify" answer screen, Item **TEACHJOBSPEC** appears**.** Enter the type of job in the teaching profession in **TEACHJOBSPEC**.

- Employed in the Law Enforcement or Security Field:

- If not in the Law Enforcement or Security Field, back up to JOBDESCRIPTION and change answer

Were you employed as a--
- Read each category

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

LAWENFORCEJOB

LAWENFORCEJOB

If the respondent answers “Other” and you enter Precode (29), a “Specify” answer screen, Item **LAWENFORCEJOBSPEC** appears. Enter the type of job in the law enforcement or security field in **LAWENFORCEJOBSPEC**.

- Employed in retail sales

- If not in Retail Sales, back up to JOBDESCRIPTION and change answer

Were you employed as a--

- Read each category

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

RETAILSALESJOB

RETAILSALESJOB

If the respondent answers “Other” and you enter Precode (33), a “Specify” screen **RETAILSALESJOBSPEC** appears. Enter the type of job in retail sales in **RETAILSALESJOBSPEC**.

- Employed in the Transportation Field
- If not in Transportation Field, back up to JOBDESCRIPTION and change answer

Were you employed as a--

- Read each category

34 Bus driver?
35 Taxi cab driver?
36 Other Transportation Field Profession? - Specify

TRANSPORTJOB

TRANSPORTJOB

If the respondent answers “Other” and you enter Precode (36), a “Specify” answer screen **TRANSPORTJOBSPEC** appears; enter the type of job in the transportation field.

- Please specify the job not covered in the answer categories 11-16 in JOBDESCRIPTION

JOBDESCRIPTIONSPEC

JOBDESCRIPTIONSPEC

If you enter Precode (17) at Item **JOBDESCRIPTION**, the instrument prompts you to enter the respondent’s occupation in **JOBDESCRIPTIONSPEC**.

- Ask or verify:

Is your job with--

- Read each category

1 A private company, business, or individual for wages?
2 The Federal government?
3 A State, county, or local government?
4 Yourself (Self-employed) in your own business, professional practice, or farm?

EMPLOYERTYPECURRENT

EMPLOYERTYPE CURRENT

Item **EMPLOYERTYPECURRENT** is used to determine whether the respondent's job or work is with:

✓ A private company, business, or individual for wages, Precode (1).

✓ The Federal government, Precode (2).

✓ A State, county, or local government, Precode (3).

✓ The respondent's own business, professional practice, or farm (self-employed), Precode (4).

This item allows you to verify a known answer with the respondent without asking the question.

Precode (1)

Enter Precode (1) when a respondent worked for a PRIVATE employer for wages, salary, commission, tips, piece-rates, or pay in kind. Also enter Precode (1) for respondents who worked for pay for churches, unions, and other private nonprofit organizations.

Precode (2)

Enter Precode (2) when a respondent:

✓ Worked for any branch of the Federal government.

✓ Was elected to a paid Federal office.

- ✓ Was a member of the Armed Forces.
- ✓ Was employed by an international organization *(for example, the United Nations)* or a foreign government.

Precode (3)

Enter Precode (3) when a respondent worked in any branch of a state, county, or local government. This also includes respondents who were elected to paid state, county, or local offices.

Precode (4)

Enter Precode (4) when a respondent was **self-employed** for profit or fees in his/her OWN business, farm, shop, office, practice, and so on.

Are you employed by a college or university? 1 Yes 2 No COLLEGEEMPLOYER

COLLEGEEMPLOYER

Item **COLLEGEEMPLOYER** is used to determine whether a respondent is employed by a college or university. If the respondent indicated in Item **TEACHINGJOB** that he/she was a teacher employed by a college or university and you entered Precode (22), the instrument skips over Item **COLLEGEEMPLOYER** and continues with Item **CURRENTJOBMSATYPE**.

While working at your job, do you work mostly in--

• Read each category

1 A city?
2 Suburban area?
3 Rural area?
4 Or combination of any of these?

CURRENTJOBMSATYPE

CURRENTJOB MSATYPE

Item **CURRENTJOBMSATYPE** is asked to find out if a respondent works in a city, suburban area, rural area, or a combination of any of these areas. If the respondent was a victim of crime while on the job, we can use this information to determine if specific areas are more prone to crime.

Read each answer category as part of the question. Most respondents will know the correct response, so let the respondent decide which type of area. When a respondent worked for more than one employer, enter the precode for the area in which he/she worked the greater number of hours. If a respondent works offshore, such as on an aircraft carrier, the answer to Item **CURRENTJOBMSATYPE** must be based on the ship's home harbor. Avoid entering Precode (4), "Combination of any of these?" unless a respondent insists that the area he/she worked in MOST of the time was a combination of city, suburban, and rural.

BESTTIME_NOSUNDAY

Item **BESTTIME_NOSUNDAY** allows you to review or update the interview time preference for the household. After reviewing the time preference, press "1" to continue.

Topic 5. Informing the Household Respondent, Household Income, Other Languages, End Screens, and Choosing the Next Respondent to Interview

I need to interview all other household members age 12 and older and will be asking them the same questions I asked you about crime. (1) Enter 1 to continue INFORM_HHR

INFORM_HHR

This screen appears after the household respondent has completed their interview, including the employment section, but only when there is at least one household member between12-17 years old. Otherwise, the instrument skips over this screen and goes to **HOUSEHOLDINCOME**. Read the text to the respondent as shown.

During the months when a supplement is being conducted, this screen contains additional text to read to the household respondent regarding asking the supplement questions of household members under the age of 18. (For example, when the school crime supplement is conducted, the instrument also displays: “Additionally, I will be asking household members age 12 through 17 some questions on school-related crime.)

(Page 14)

Which category on this card represents the TOTAL combined income of all members of this HOUSEHOLD during the past 12 months? This includes money from jobs, net income from business, farm or rent, pensions, dividends, interest, Social Security payments, and any other money income received by members of this HOUSEHOLD who are 14 years of age or older.

• Enter number for range that contains response

11. Less than $5,000	18. $20,000 - $24,999
12. $5,000 - $7,499	19. $25,000 - $29,999
13. $7,500 - $9,999	20. $30,000 - $34,999
14. $10,000 - $12,499	21. $35,000 - $39,999
15. $12,500 - $14,999	22. $40,000 - $49,999
16. $15,000 - $17,499	23. $50,000 - $74,999
17. $17,500 - $19,999	24. $75,000 and over

HOUSEHOLDINCOME

HOUSEHOLDINCOME

The NCVS instrument brings up Item **HOUSEHOLDINCOME** only during the household respondent's interview and then only in the first, third, fifth, and seventh enumeration periods. If necessary, explain to the household respondent that we do not need him/her to identify the specific total household income, just the income range in which it falls.

For personal visit interviews

Just before reading the question in Item **HOUSEHOLDINCOME**, show the household respondent the flashcard on Page 14 in your Information Card Booklet (NCVS-554) and then ask the **HOUSEHOLDINCOME** question to determine the household's total combined income. After reading the question, allow the respondent time to read the categories, make an estimate, and respond. When necessary, help the respondent by adding each household member's income and/or the income from all sources to get the total combined income.

For telephone interviews

In most cases, after the first personal visit interview, the remaining interviews at the sample address are conducted by telephone. Read the question and each income category until the respondent identifies the appropriate category.

What to Include

Respondents may ask about what type of income to include in the combined household income. Include the following types of income:

- ✓ Income received from jobs
- ✓ Net income from business, farm, or rent
- ✓ Pensions
- ✓ Dividends and interest
- ✓ Social security payments
- ✓ Alimony and child support
- ✓ Public assistance
- ✓ Any other money received by household members who are 14 years of age and older.

We are interested in the household's combined income during the 12 months immediately preceding the interview date **--not the last calendar year--** unless they happen to coincide. Do not specifically ask a household respondent to look for tax records; however, a respondent can use income tax records to help him/her to compare the last calendar year's income with the income in the 12-month period preceding the interview.

Make sure that the answer includes the money income received during the 12 months immediately preceding the interview and covers the reference person and each household member who is 14 years of age and older. Do not include income from nonhousehold persons who are listed in the household roster. If necessary, name each household member who is 14 years of age and older, so that the household respondent understands whose money income we want to include. Remember that you can access the household roster by pressing the “Shift” and “F1" keys simultaneously. You can also click the “HH Roster” ta--at the top left of the screen.

What to Exclude

We do not want the household respondent to include:

- "In kind" income, such as room and board, free meals in a restaurant, value of crops produced by a farmer and consumed by his family, and so on.
- Insurance payments or lump-sum inheritances.
- Occasional gifts of money from persons not living in the household or any exchanges of money between relatives living in the same household.
- Money received from selling one's own home, car, or other personal property.
- Savings withdrawals from banks.
- Tax refunds.
- Income from nonhousehold persons who are listed in the household roster.

Special Situations for Item HOUSEHOLD INCOME

If a household respondent reports no income, a loss, or that they "broke even," enter Precode (11), "Less than $5,000." Before accepting an answer of "No income," make sure that the household respondent understands what type of income we want included and from which persons in the household.

In difficult cases, try to assist the household respondent by probing to find out:

- Which household members worked during the last 12 months.
- How much money each working household member *(14 years of age and older)* earned each week or pay period.

- Whether or not any household members *(14 years of age and older)* operated a business or a farm during the last 12 months.

- Whether or not any household members *(14 years of age and older)* received a pension, dividends, interest, etc.

Avoid "Don't know" or "Refused" answers if possible.

Reassuring Respondents

You may encounter a household respondent who knows the household income, but is reluctant to tell you because he/she does not think we need to know or does not see why it would be necessary for the survey. **If so, explain that information such as income, race, and sex are essential for providing statistics which reflect the crime experiences for various segments of the United States population.**

- If number was previously collected, verify number is still current

What is the telephone number where you would like to be called?

- Respondent's current number:

- Enter 0 for no telephone number or no modifications to previously collected phone number

RESPONDENTPHONENUMBER

RESPONDENTPHONE NUMBER

RESPONDENTPHONENUMBER is asked at the conclusion of a completed interview; it allows you to collect a different phone number for each household member. If the number was previously collected, verify that it is still a current number. Enter 0 (zero) for no telephone number or if no modifications to a previously collected phone number are necessary.

The instrument then goes to **RESPONDENTPHONETYPE** (if a phone number is entered) or **RESPINTERVIEWLANG** (if no phone number is entered).

What type of phone is this (for example, a home, office, or cell phone)?

1 Home
2 Work
3 Cell/digital
4 Beep/page/service
5 Pay phone
6 Toll free
7 Other
8 Fax

RESPONDENTPHONETYPE

RESPONDENTPHONE TYPE

RESPONDENTPHONETYPE asks what type of phone the number is. Enter the appropriate precode. The instrument goes to **RESPINTERVIEWLANG**.

Was this respondent's interview conducted in a language other than English?

1 Yes
2 No

RESPINTERVIEWLANG

RESPINTERVIEWLANG

RESPINTERVIEWLANG is asked to find out if the respondent's interview was conducted in a language other than English. Enter Precode (1) for "Yes" and the instrument goes to **WHICH_LANG**. Enter Precode (2) for "No" and the instrument goes to **ENDPERSON**.

What language was the respondent's interview conducted in?

1	Spanish	12	Dutch
2	French	13	Norwegian
3	Russian	14	Swedish
4	German	15	Arabic
5	Vietnamese	16	Greek
6	Chinese	17	Italian
7	Korean	18	Polish
8	Tagalog	19	Portuguese
9	Asian	20	Urdu
10	Japanese	21	Other-Specify
11	Germanic	22	Don't know

WHICH_LANG

WHICH_LANG

Item **WHICH_LANG** asks, "What language was the respondent's interview conducted in?"

Enter the precode for the appropriate language. If the language is not on this list, enter Precode (21), "Other-Specify," and the instrument takes you to Item **LANG_SPEC**, where you specify the appropriate language.

- Specify the other language spoken

LANG_SPEC

LANG_SPEC

In **LANG_SPEC**, enter the "other" language spoken. This item allows 30 characters.

- You have completed this respondent's interview
- ***Do not F10 from this screen***
- Enter 1 to continue

ENDPERSON

ENDPERSON

Item **ENDPERSON** appears when you have completed the individual respondent's interview. **DO NOT F10** to exit the instrument from **ENDPERSON**; doing so may cause loss of all collected data and necessitate restarting the case.

- There are no more incidents to report.
- ***Do not F10 from this screen***
- Enter 1 to continue

ENDSCREENER

ENDSCREENER

Item **ENDSCREENER** appears when there are no more incident reports to complete for this screener, as well as no more incidents for this respondent. **DO NOT F10** to exit the instrument from **ENDSCREENER**; doing so may cause loss of all collected data and necessitate restarting the case.

- Current incident report is over
- ***Do not F10 from this screen***
- Enter (1) to continue

ENDINCIDENT

ENDINCIDENT

Item **ENDINCIDENT** appears after each incident report to let you know that the report has been completed. This screen is also used by the instrument to close the incident report, which is why it is important not to press F10 at this item. If you press F10, it may cause the loss of all collected data and necessitate restarting the case.

- ***Do not F10 from this screen***

LN	NAME	STATUS	HRESP	REL	SEX	AGE
1	Megan Moe	DONE-Int		Ref Person	F	25
2	Ted Moe	NEED SELF		Husband	M	29

I also need to talk with Ted Moe.
Is Ted Moe at home now?

- Enter person's line number for next interview
- ***Do not F10 from this screen***

2 Ted Moe
31 Respondent refused FOR someone else   33 No other person available now

NEXTPERSON

NEXTPERSON

Item **NEXTPERSON** appears when there are other eligible household members who still need to complete the NCVS interview. The line number of each household member is displayed, along with the person's name, interview status, relation, sex, and age. Select the next person in the household to be interviewed at Item **NEXTPERSON**.

The question text for Item **NEXTPERSON** changes depending on how many household members remain to be interviewed. For one more household member interview, the screen display is as shown above. If there is more than one household member remaining to interview, the screen display says, “I also need to talk with (names). Are any of them at home now?”

Select Precode (31) “Respondent refused for someone else,” if the respondent refused the interview for some other household member. Select Precode (33), “No other person available now,” if no other person is currently available and the interviews for the household are not complete.

DO NOT F10 to exit the instrument from **NEXTPERSON**; doing so may cause loss of all collected data and necessitate restarting the case. Instead, use Precode (33) to exit the case.

Chapter 4
Middle Section of the NCVS Instrument:
Incident Report Items

Table of Topics

Topic	Page
1 Screen Layout and Instructions for Items **INCIDENTINTRO** through **HAPPEN**	B4-2
2 Screen Layout and Instructions for Items **ONEORMOREOFFENDERS** through **ANYTHINGFURTHER**	B4-125
3 Screen Layout and Instructions for Items **DOINGATINCIDENTTIME** through **SUMMARY**	B4-226

Topic 1. Screen Layout and Instructions for Items INCIDENTINTRO Through HAPPEN

● Starting the First Incident Report	Talking to: John Doe Asking about: John Doe
DO NOT F10 FROM THIS SCREEN	
You said before that during the last 6 months: L1's bike stolen from carport	
Frequency: 1 time(s)	
DO NOT F10 FROM THIS SCREEN	
INCIDENTINTRO	

INCIDENTINTRO

INCIDENTINTRO marks the beginning of the incident report section in the middle of the NCVS instrument. This section gathers a variety of information about each reported incidence of crime that occurred during the respondent's six-month reference period. It is important to record accurate and complete information so that we get a clear picture of what happened during the incident. This screen also identifies:

- ✓ The person to whom you are speaking.
- ✓ The household member about whom you are asking these questions.
- ✓ The brief description of the incident that you entered in the screening section of the instrument.
- ✓ The number of times the incident happened as reported in the screening item.

The instrument changes the display of the first interviewer instruction based on which incident report you are starting. For the first incident report for a screener question, the instrument displays "First." For subsequent incidents reported in the same screen question, the instrument fills in the word “Next.”

Once you are done reviewing this screen, enter Precode (1) to continue to Item **INCIDENTADDRESS** or **INCIDENTDATE** based on the number of months the respondent has lived at the sample address, as determined earlier in the interview in **TIMEATADDRESS**. If the respondent has lived at the sample address for more than six months, the instrument continues with Item **INCIDENTDATE**. If multiple incidents are reported, when you complete one crime report, you then return to this screen for each remaining incident. **Do not F10** from Item **INCIDENTINTRO**; doing so may result in loss of data and necessitate restarting the case.

Once you start to complete a crime incident report in this section, you must finish it, with the exception of incidents that happened outside of the respondent’s reference period. For all other situations, it is important to finish this section once you begin, as you may discover that an additional NCVS crime has occurred in conjunction with the original crime.

Asking about: JOHN DOE

Did (this/the first) incident happen while you were living here or before you moved to this address?

1 While living at this address
2 Before moving to this address

INCIDENTADDRESS

INCIDENTADDRESS

If the household member has lived at the sample address for 6 months or less, then the NCVS instrument brings up Item **INCIDENTADDRESS** in order to determine if the reported incident occurred while the household member:

- Lived at the sample address or
- Lived at a previous address.

Before asking the question for Item **INCIDENTADDRESS**, always read the lead-in statement, which includes the incident description that you entered in the screening question. When the incident reported in a screen question happened ONLY ONE TIME during the reference period, read the question text as follows: "***Did this incident happen while you were living here or before your moved to this address?***"

If more than one incident was reported for a screen question, read the question for Item **INCIDENTADDRESS** as follows: ***"Did the first incident happen...?"*** For subsequent incidents from a screen question, read the question for Item **INCIDENTADDRESS** as follows: ***"Did this incident happen...?"***

Based on the respondent's answer, enter either Precode (1), "While living at this address," or Precode (2), "Before moving to this address." The instrument then goes to Item **INCIDENTDATE**.

Reference Period:
July: 2014
January: 2015

In what month did (this/the first) incident happen?

● Encourage respondent to give exact month

1 January	8 August
2 February	9 September
3 March	10 October
4 April	11 November
5 May	12 December
6 June	97 Don't know exact month within reference period
7 July	

INCIDENTDATE

INCIDENTDATE

Item **INCIDENTDATE** is used to determine the month and year in which the incident occurred. Encourage respondents to give an exact month. When necessary, probe with holidays or other special events to help the respondent identify an exact month of occurrence.

Enter the 1- or 2-digit precode to identify the month in which the incident happened. It is not necessary to enter a 2-digit precode for the months of January through September, because the instrument will accept a 1-digit precode. As a last resort, enter Precode (97) when a respondent cannot identify the exact month of occurrence.

✔ When the incident reported in a screen question happened ONLY ONE TIME during the reference period, ask **INCIDENTDATE** this way:

"In what month did this incident happen?"

✔ When the incident reported in a screen question happened MORE THAN ONE TIME, you must ask questions about each incident that occurred during the reference period separately. Ask the question in **INCIDENTDATE** based on the number of incidents reported.

For the first incident, ask: ***"In what month did the first incident happen?"***

For subsequent incidents, ask: ***"In what month did this incident happen?"***

Repeat as necessary for all other occurrences.

Date is Outside of Reference Period

The reference period is displayed in the upper right of the **INCIDENTDATE** screen as shown above. If the respondent's answer to Item **INCIDENTDATE** is a month outside of his/her reference period, remind the respondent of the starting and ending dates for his/her reference period.

When the respondent still gives you a date outside of his/her reference period, enter the appropriate precode for the month given by the respondent. After entering a precode for a month outside of the respondent's reference period, the following edit check appears:

● If necessary:

Did you say June?

Questions involved	Value
INCIDENTDATE: Incident month verify	June

Suppress Close Goto

If the month reported or entered is incorrect and the incident happened within the reference period, click “Goto.” The instrument goes back to **INCIDENTDATE** so you can record the correct month.

If you verify at the edit check that the incident was entered or reported incorrectly and happened outside of the respondent’s reference period, click “Suppress.” This makes the incident out-of-scope and no further questions are asked about that incident.

We are only asking about crimes that happened during the last 6 months. We will not collect information on this incident.

OSINCNOTNEEDED

Once you click “Suppress,” the instrument goes to Item **OSINCNOTNEEDED**, where you read “***We are only asking about crimes that happened during the last 6 months. We will not collect information on this incident.***” Enter (1) to continue.

Did you have anything (else) like this happen between July 2014 and January 2015?

INCIDENTDATEPROBE

Item **INCIDENTDATEPROBE** appears: "***Did you have anything like this happen between July 2014 and January 2015?***" Choose the appropriate precode: (1) for "Yes" and (2) for "No." If you choose "Yes," the instrument goes back to **INCIDENTINTRO** to collect an incident report for that incident. If you choose "No," the current incident entry is deleted.

If you delete the incident, the instrument goes to Item **INC_REDUCE** in order for you to record the reason why the incident is being deleted.

● Briefly explain why the number of incidents is being reduced.

INC_REDUCE

When an incident is deleted, enter a description of why you deleted that incident, such as "Incident occurred in June; outside of reference period."

If the same type of incident occurred more than once AND one or more of the incidents happened during the reference period, click "Close" or "Goto" at the edit check. Complete the incident report items for each in-scope incident.

● If unsure, ask:

Altogether, how many times did this type of incident happen during the last 6 months?

● Number of incidents recorded for this screening question: 7

INCIDENTNUMBEROFTIMES

INCIDENTNUMBEROF TIMES

Item **INCIDENTNUMBEROFTIMES** is used to record, for a specific screen question, the total number of times that the incident happened during the reference period. It is also the first item used to determine whether there are multiple incidents reported for a screen question which could qualify as a series of crimes.

If you are already sure what the total number is, enter the number of incidents without asking the question in Item **INCIDENTNUMBEROFTIMES**. This screen always shows the number of incidents reported earlier in the screen question.

Always record the exact number of incidents and only include incidents that happened during the respondent's reference period. The instrument does not permit you to enter a range of numbers *(for example, 1-4)*.

Whenever a respondent seems unsure, probe to arrive at an exact number or at least his/her best estimate. Do not rush the respondent and allow sufficient time for the respondent to recall information about the incidents. Use neutral probes to help arrive at an exact number or the respondent's best estimate, such as "Thinking back, can you recall what you were doing or what was happening in your life at the time of the incidents?"

If the entry in Item **INCIDENTNUMBEROFTIMES** is less than or equal to the number entered in the screener question, the instrument continues with either:

✔ Item **INCIDENTTIME** when less than six incidents were reported,

OR

✔ Item **INCIDENTSSIMILAR** when six or more incidents were reported in Item **INCIDENTNUMBEROFTIMES**.

When the number of incidents entered at Item **INCIDENTNUMBEROFTIMES** does not match the number of incidents recorded earlier in the interview at the screening item, **INCIDENTTIMESPROBE** appears:

● Number of incidents recorded in INCIDENTNUMBEROFTIMES: 2 is GREATER than the number of incidents recorded for this screening question: 1 ● Information will be collected for 2 incidents. ● Enter 1 to continue INCIDENTTIMESPROBE

INCIDENTTIMESPROBE alerts you to the difference in the number of incidents and lets you know that you will be completing a separate set of the incident report items for each incident recorded at **INCIDENTNUMBEROFTIMES**.

If you enter a number of incidents in **INCIDENTTIMESPROBE** between 1 and 5, the instrument continues with **INCIDENTTIME** because the multiple incidents automatically disqualify as a series of crimes and, therefore, you must complete a separate set of incident report items for each incident. Failure to do so will result in either the respondent classifying as a noninterview or the household classifying as a noninterview. If you enter 6 or more incidents in Item **INCIDENTNUMBEROFTIMES**, continue with Item **INCIDENTSSIMILAR**.

- If unsure, ask:

Are these incidents similar to each other in detail or are they for different types of crimes?

1 Similar
2 Different (not a series)

INCIDENTSSIMILAR

INCIDENTSSIMILAR

Item **INCIDENTSSIMILAR** is used to determine whether the multiple incidents are very similar to each other or whether the incidents involve different types of crimes. **The incidents entered in Item INCIDENTNUMBEROFTIMES must be very similar to each other in detail to qualify as a series of crimes.** If you are not sure which precode to enter, ask the respondent the question in Item **INCIDENTSSIMILAR**.

Precode (1)

Enter Precode (1), “Similar,” if **ALL the incidents entered in Item INCIDENTNUMBEROFTIMES are very similar to each other in detail**. For example, a respondent reported seven separate incidents that occurred during the reference period in which money was stolen from her desk at work. In each of these incidents, money was stolen from her desk at work and she was not victimized in any other way that might classify as a different type of NCVS crime. Therefore, enter Precode (1). After entering Precode (1), continue with **RECALLDETAILS**.

Precode (2)

Enter Precode (2), “Different (“not a series”),” when there are facts for some of the incidents entered in Item **INCIDENTNUMBEROFTIMES** that differentiate them from one another. After entering Precode (2), continue with Item **INCIDENTTIME**, because these incidents do not qualify as a series of crimes. For example, a respondent reported seven separate incidents all of which took place in the same parking garage during the reference period. For two of the incidents, the offender threatened to sexually assault her. For the remaining five incidents, someone broke into her car and stole unattached items, such as a coat, music CDs, and so on. In this example, we do NOT have at least 6 very similar incidents, so enter Precode (2).

If unsure, ask:

Can you recall enough details of each incident to distinguish them from each other?

1 Yes (not a series)
2 No (is a series)

RECALLDETAILS

RECALLDETAILS

Item **RECALLDETAILS** is used to determine whether the multiple incidents meet the final criteria for a series of crimes. If you are not sure whether the respondent can recall enough facts about each incident to distinguish them from one another, ask the question of the respondent before entering a precode for this item.

Precode (1)

Enter Precode (1) when the respondent can remember enough facts to distinguish the incidents from one another, so that you can complete most of the required incident report questions for each incident. By entering Precode (1), you are confirming that the multiple incidents are NOT a series of crimes. Therefore, you will complete a separate set of incident report questions for each incident entered in Item **INCIDENTNUMBEROFTIMES**. After entering Precode (1), continue with Item **INCIDENTTIME**.

Precode (2)

Enter Precode (2) when the respondent cannot remember enough facts to distinguish the multiple incidents from one another, so that it would be impossible to complete a separate set of incident report questions for each incident entered in Item **INCIDENTNUMBEROFTIMES**. By entering Precode (2), you are confirming that the multiple incidents entered in Item **INCIDENTNUMBEROFTIMES** qualify as a series of crimes. After entering Precode (2), you will continue with Item **INCIDENTTIME**; however, the following statement will appear above the question, ***"The following questions refer only to the most recent incident."***

When incidents qualify as a series of crimes, be sure to read this lead-in statement before reading the question in Item **INCIDENTTIME**.

(Also see Part C, Chapter 3, Topic 2, for more information about a series of crimes.)

About what time did this incident happen?

● During the day:	● At night:
11 After 6 a.m. -- 12 noon	15 After 6 p.m. -- 9 p.m.
12 After 12 noon -- 3 p.m.	16 After 9 p.m. -- 12 midnight
13 After 3 p.m. -- 6 p.m.	17 After 12 midnight -- 6 a.m.
14 Don't know what time of day	18 Don't know what time of night

● OR

19 Don't know whether day or night

INCIDENTTIME

INCIDENTTIME

Item **INCIDENTTIME** is used to determine what time of day or night the incident happened. When completing the incident report items for a series of crimes, read the lead-in statement; then the question asks, ***"About what time did the most recent incident happen?"*** This is done to remind the respondent that we are interested in the most recent incident in a series of crimes.

Specific Time Given

If a respondent answers with a specific time, such as 10 p.m., then enter the appropriate precode for the time given *(For example, when the answer is 10 p.m., enter Precode (16), "After 9 p.m. - 12 midnight.")* Verify whether the specific time given is "a.m." or "p.m."

Range of Hours Given

When a respondent answers with a range of hours:

1. See if the hours given fit into one answer category. For example, when a respondent answers with "Between 4 and 6 p.m.," enter Precode (13), "After 3 p.m. - 6 p.m.".

2. If the range of hours does not fit into one answer category, see if the hours given are all "during the day" or all "during the night." For example, when a respondent answers with "Sometime between12 noon and 4 p.m.," enter Precode (14), "Don't know what time of day." If a respondent answers with "Between 10 p.m. and 2 a.m.," enter Precode (18), "Don't know what time of night."

3. If the range of hours overlaps day and night answer categories, enter Precode (19), "Don't know whether day or night." For example, when a respondent answers with "Sometime between 5 a.m. and 10 p.m.," enter Precode (19), "Don't know whether day or night."

Respondent Does Not Know What Time

When a respondent really does not know an exact hour or range of hours when the incident happened and he/she tells you that:

It happened sometime during the day, enter Precode (14), "Don't know what time of day."

- It happened sometime during the night, enter Precode (18), "Don't know what time of night."
- He/she really does not know whether it happened during the day or during the night, enter Precode (19), "Don't know whether day or night."

In what city, town, or village, did this incident occur?
Present residence: ANYTOWN, AK

1 Outside U.S.
2 Not inside a city/town/village
3 SAME city/town/village as present residence
4 DIFFERENT city/town/village from present residence - Specify
5 Don't know

INCIDENTPLACE

INCIDENTPLACE

Item **INCIDENTPLACE** is one of the items designed to establish where the crime occurred. Encourage the respondent to be as precise as possible.

Precode (1) Enter Precode (1), "Outside U.S.", when the incident happened outside of the 50 states and the District of Columbia. For the purposes of the NCVS, consider Puerto Rico, the Virgin Islands, and the other U.S. territories as being outside of the United States. After entering Precode (1), continue with Item **LOCATION_GENERAL**.

Precode (2) Precode (2), "Not inside a city/town/village," when the incident did not happen inside the limits of a city, town, or village. After entering Precode (2), continue with Items **INCIDENTSTATE** and **INCIDENTCOUNTY**.

Precode (3) Enter Precode (3), “SAME city/town/village as present residence,” when the incident took place in the same city, town, or village as the sample address. After entering Precode (3), continue with Item **INCIDENTAIR**.

Precode (4) Enter Precode (4), "DIFFERENT city/town/village from present residence," when the incident happened in a different city, town, or village from the sample address. Make sure to enter the name of the city, town, or village where the incident occurred on the **INCIDENTPLACESPEC** screen that appears after entering Precode (4). Once you have entered the city, town, or village where the incident occurred, continue with Items **INCIDENTSTATE** and **INCIDENTCOUNTY**.

Precode (5) Enter Precode (5) when the respondent does not know where the incident happened. Then continue with Items **INCIDENTSTATE** and **INCIDENTCOUNTY**.

In what state did it occur?

INCIDENTSTATE

INCIDENTSTATE When you start typing the state name in **INCIDENTSTATE**, a list of states appears in a pop-up box. Select the correct state name and press “Enter” or the “Select” radio button. The instrument goes to **INCIDENTCOUNTY**.

In what county did it occur? INCIDENTCOUNTY

INCIDENTCOUNTY

Type in the name of the county in **INCIDENTCOUNTY**. Then Item **COUNTYSTATE** appears, which asks if this is the same county and state as the respondent's current residence. If the respondent's current address is available, that information is displayed in item **COUNTYSTATE** as shown.

● Ask or verify: Is this the same county and state as your present residence? ● Present residence: ANYTOWN ALASKA COUNTYSTATE

COUNTYSTATE

Any answer in **COUNTYSTATE** takes you to **INCIDENTAIR,** which asks if the incident occurred on American Indian land/reservation.

Did this incident occur on an American Indian Reservation or on American Indian Lands? 1 Yes 2 No INCIDENTAIR

INCIDENTAIR

Item **INCIDENTAIR** is used to determine whether the incident happened on an American Indian Reservation or on American Indian Lands. In most cases, a respondent will probably answer the question in Item **INCIDENTAIR** without hesitation. However, if a respondent is unsure of how to answer, included here are defintions of "American Indian Reservation" and "American Indian Lands" so you can help the respondent.

What is an American Indian Reservation?

American Indian Reservations are territories reserved as permanent tribal homelands with boundaries established by treaty, statute, or executive or court order. The Federal Government and some state governments have established reservations as territory over which American Indians have governmental jurisdiction. These are designated as colonies, communities, pueblos, rancherias, reservations, and reserves.

What are American Indian Lands?

American Indian Lands are comprised of tribal subdivisions and trust lands.

A **tribal subdivision** is an administrative subdivision of a reservation. Tribal subdivisions may extend beyond the boundary of their reservations, and are internal units of self government or administration that serve social, cultural, or economic purposes for the American Indians living on and adjacent to the reservation.

Trust Lands are held in trust by the Federal Government for either a tribe *(tribal trust land)* or an individual member of a tribe *(individual trust land)*. Such land is always associated with a specific federally recognized reservation or tribe, but may be located on or off the reservation.

If you feel that probing is necessary AFTER asking the question in Item **INCIDENTAIR**, the following probe may help the respondent to give you an accurate answer:
"Did the incident happen in an American Indian colony, community, pueblo, rancheria, reservation, or reserve?"

After completing Item **INCIDENTAIR,** continue with Item **LOCATION_GENERAL** to code where the incident occurred.

Did this incident happen...

- Read each category until respondent says 'yes,' then enter appropriate precode

11 In your home or lodging?
12 Near your home or lodging?
13 At, in, or near a friend's/relative's/neighbor's home?
14 At a commercial place?
15 In a parking lot or garage?
16 At school?
17 In an open area, on the street, or on public transportation?
36 Somewhere else?

LOCATION_GENERAL

LOCATION_GENERAL

Item **LOCATION_GENERAL** contains eight GENERAL categories used to identify the place where an incident happened. Selecting one of the general categories takes you to another screen where you select the SPECIFIC type of place where the incident happened.

It is very important that you enter the most appropriate precode for Item **LOCATION_GENERAL**, so that you follow the correct path through the incident report items. If you enter the wrong precode in Item **LOCATION_GENERAL**, the appropriate questions will not get asked to show what really happened during the incident.

When a respondent's answer in **LOCATION_GENERAL** is not clear and you are unsure which precode to enter, probe for more details to identify the correct incident location. **LOCATION_GENERAL** allows you to enter only ONE precode, so be sure to enter the most appropriate one.

Example:
A respondent's answer for Item **LOCATION_GENERAL** is, "At work." That response is too general for you to know which precode to enter, so you need to find out where the respondent works.

If you select Precode (11) ,“In your home or lodging,” at **LOCATION_GENERAL**, **LOCATION_IN_HOME** is the next screen that appears.

If you select Precode (12) ,“Near your home or lodging,” at **LOCATION_GENERAL**, **LOCATION_NEAR_HOME** is the next screen that appears.

If you select Precode (13) ,“At, in, or near a friends’/relative’s/neighbor’s home,” at **LOCATION_GENERAL**, **LOCATION_OTHER_HOME** is the next screen that appears.

If you select Precode (14) ,“At a commercial place,” at **LOCATION_GENERAL**, **LOCATION_COMMERCE** is the next screen that appears.

If you select Precode (15) ,“In a parking lot or garage,” at **LOCATION_GENERAL**, **LOCATION_PARKING** is the next screen that appears.

If you select Precode (16) ,“At school,” at **LOCATION_GENERAL**, **LOCATION_SCHOOL** is the next screen that appears.

If you select Precode (17) ,“In an open area, on the street, or on public transportation,” at **LOCATION_GENERAL**, **LOCATION_OPEN_AREA** is the next screen that appears.

If you select Precode (36), “Somewhere else,” at **LOCATION_GENERAL, LOCATION_SPEC** is the next screen that appears. It says, “Please specify the other location where this incident occurred.” Enter the location in the Location Specify field, then press “Enter.” The instrument then skips to **RESTRICTEDAREA.**

If, after probing, the respondent still doesn’t know where the incident took place, enter “Ctrl” + “D” to code a blind “Don’t know” at Item **LOCATION_GENERAL**. **LOCATION_GENERAL** is the only location screen where you may enter a “Don’t know” response.

● Ask if necessary:

Where in your home or lodging did this incident happen?

11 In own dwelling, own attached garage, or enclosed porch (Include illegal entry or attempted illegal entry of same)
12 In detached building on own property, such as detached garage or storage shed, etc. (Include illegal entry or attempted illegal entry of same)
13 In vacation home/second home (Include illegal entry or attempted illegal entry of same)
14 In hotel or motel room respondent was staying in (Include illegal entry or attempted illegal entry of same)

LOCATION_IN_HOME

LOCATION_IN_ HOME

LOCATION_IN_HOME covers Precodes (11) through (14) for **enclosed structures** at which an incident may have occurred. An enclosed structure is one which has a door or window to gain entry through, such as a respondent's house, apartment, room, garage, shed, enclosed porch, or a vacation home, second home, or hotel/motel room in which the respondent was staying at the time of the incident. This also includes enclosed structures that are on the respondent's property, but are detached from the main structure, such as a detached garage or storage shed.

These enclosed structures must be owned or rented by the sample household. It does not matter how the offender gained entrance to the enclosed structure *(For example, the offender may have used force, was let in by a household member, or gained entrance through an unlocked or open door or window).* However, if the offender did not enter or try to enter the types of places identified in Precodes (11) through (14), then return to **LOCATION_GENERAL** and enter the most appropriate precode.

Precode (11)

Enter Precode (11), **In your own dwelling, own attached garage, or enclosed porch (Include illegal entry or attempted entry of same)**, when the offender either tried to enter or was inside the following types of places during the incident:

- ✔ The respondent's own dwelling, attached garage, or enclosed porch.

- ✔ The respondent's room in a boarding house, school dormitory, or a similar type of place. As you ask the questions in Items **OFFENDERLIVE** through **OFFENDERGETIN**, keep in mind that we are only interested in the respondent's room and not the rest of the building. If the incident took place somewhere else in the building outside of the respondent's room, do NOT enter Precode (11), instead return to **LOCATION_GENERAL** and enter Precode (12), which will take you to **LOCATION_NEAR_HOME**, then select Precode (16), **Apartment hall, storage area, laundry room**.

- ✔ The respondent's apartment. As you ask the questions in Items **OFFENDERLIVE** through **OFFENDERGETIN**, keep in mind that we are only interested in the respondent's apartment and not the rest of the apartment building. If the incident took place somewhere else in the building outside of the respondent's apartment, do NOT enter Precode (11) in **LOCATION_IN_HOME**, instead return to **LOCATION_GENERAL** and enter Precode (12), which will take you to **LOCATION_NEAR_HOME**, then select Precode (16), **Apartment hall, storage area, laundry room**.

- ✔ The respondent's former living quarters, as long as the respondent was living there at the time of the incident AND the incident occurred during the respondent's 6-month reference period.

- ✔ The respondent's **enclosed** porch. If the incident occurred on the respondent's unenclosed porch, do NOT enter Precode (11), **LOCATION_IN_HOME**, instead return to **LOCATION_GENERAL** and enter Precode (12), which will take you to **LOCATION_NEAR_HOME**, then select Precode (15)**, Own yard, sidewalk, driveway, carport, unenclosed porch**.

After entering Precode (11) in **LOCATION_IN_HOME**, continue with Item **OFFENDERLIVE**.

Precode (12)

Enter Precode (12), **In detached building on own property, such as detached garage or storage shed,etc. (Include illegal entry or attempted illegal entry of same),** when the offender either tried to enter or was inside the following types of places during the incident:

✔ A detached building on the respondent's property other than the respondent's dwelling or attached garage, such as a detached garage, tool shed, guest house, barn, greenhouse, and so on. Do NOT enter Precode (12)in **LOCATION_IN_HOME** if the incident took place in an open carport on the respondent's property, instead return to **LOCATION_ GENERAL** and enter Precode (12), which takes you to **LOCATION_NEAR_HOME**, then select Precode (15) **Own yard, sidewalk, driveway, carport, unenclosed porch**.

✔ A mobile home or trailer that is NOT used as a recreation vehicle and is situated on the respondent's property. If the mobile home or trailer is used as a recreation vehicle, do NOT enter Precode (12) in **LOCATION_IN_HOME**, instead return to **LOCATION_ GENERAL** and enter Precode (12), which will take you to **LOCATION_NEAR_ HOME**, then select Precode (15), **Own yard, sidewalk, driveway, carport, unenclosed porch**.

After entering Precode (12) in **LOCATION_IN_HOME**, continue with Item **OFFENDERLIVE**.

Precode (13)

Enter Precode (13), **In vacation home/second home (Include illegal entry or attempted illegal entry of same)**, when the offender either tried to enter or was inside the following types of places during the incident:

✔ A second home either owned or in the possession of the respondent. Second homes include former dwellings still owned or rented by the respondent, but not used as the respondent's primary residence, as well as new dwellings that are in the possession of the respondent, but not yet used as the primary residence. If the incident happened at a second home owned by a nonhousehold member or rented to a nonhousehold member, do NOT enter Precode (13) in **LOCATION_IN_HOME**, instead return to

LOCATION_GENERAL and select Precode (13), which takes you to **LOCATION_OTHER_HOME**, then select Precode (18)**, At or in home or other building on their property**.

✔ A vacation home owned by the respondent, regardless of whether or not the respondent was residing at the vacation home when the incident took place. If the incident happened at a vacation home that is owned or rented by a nonhousehold member, do NOT enter Precode (13) in **LOCATION_IN_HOME**, instead return to **LOCATION_ GENERAL** and select Precode (13), which takes you to **LOCATION_OTHER_HOME**, then select Precode (18), **At or in home or other building on their property**.

✔ A detached building on the property of a second home or vacation home owned by the respondent, such as a detached garage, storage shed, and so on. If the incident happened in the yard of a vacation or second home, do NOT enter Precode (13) in **LOCATION_IN_HOME**, instead return to **LOCATION_GENERAL**, enter Precode (36), then describe the location on the "Specify" screen, Item **LOCATION_SPEC**, that appears after entering Precode (36).

After entering Precode (13) in **LOCATION_IN_HOME**, continue with Item **OFFENDERLIVE**.

Precode (14)

Enter Precode (14), **In hotel or motel room respondent was staying in (Include illegal entry or attempted illegal entry of same)**, when the offender either tried to enter or was inside a hotel or motel room where the respondent was staying temporarily during any part of the incident. However, if the incident happened somewhere else in the hotel or motel building *(for example, in a conference room, lobby, or hallway)* and the offender never entered or tried to enter the respondent's room, do NOT enter Precode (14) in **LOCATION_IN_HOME**; instead return to **LOCATION_GENERAL**, enter Precode (14) “At a commercial place,” which takes you to Item **LOCATION_COMMERCE**. There, select Precode (25), “Inside other commercial building, such as store.”

After entering Precode (14) in **LOCATION_IN_HOME**, continue with Item **OFFENDERLIVE.**

● Ask if necessary:

Where near your home or lodging did this incident happen?

15 Own yard, sidewalk, driveway, carport, unenclosed porch (does not include apartment yards)
16 Apartment hall, storage area, laundry room (does not include apartment parking lot/garage)
17 On street immediately adjacent to own home

LOCATION_NEAR_HOME

LOCATION_NEAR _HOME

LOCATION_NEAR_HOME covers Precodes (15) through (17) for places near a respondent's primary residence where an incident may have occurred.

Precode (15)

Enter Precode (15), **Own yard, sidewalk, driveway, carport, unenclosed porch *(does not include apartment yards)***, when the incident happened in the following places near the respondent's home:

✔ The respondent's yard, regardless of its size, when it belongs solely to the respondent's house, townhouse, mobile home, apartment, condominium, and so on. If the yard is for the use of all occupants in the apartment building, do not enter Precode (15) in **LOCATION_NEAR_HOME**, instead return to **LOCATION_GENERAL** and select Precode (17) which takes you to the **LOCATION_OPEN_AREA** screen. Then enter Precode (33), **In apartment yard park, field, playground**.

✔ The respondent's driveway, mailbox, sidewalk, **unenclosed** porch, or carport used solely by the respondent's unit. If the incident happened in a parking lot used by more than just the sample unit, do NOT enter Precode (15) in **LOCATION_NEAR_HOME**, instead return to **LOCATION_ GENERAL** and choose Precode (15), which takes you to **LOCATION_PARKING**. Enter

Precode (30), **Apartment/townhouse parking lot/garage**.

✔ The respondent's motor vehicle or recreation vehicle parked on the respondent's property and intended for the sole use of the respondent.

✔ The respondent's balcony or patio when it is used solely by the respondent's unit and there was no illegal entry or attempted illegal entry to the sample unit itself.

✖ Do not enter Precode (15) when the incident took place in a detached garage or storage shed on the respondent's property. Instead, select Precode (11) in **LOCATION_GENERAL** and mark Precode (12) in **LOCATION_IN_HOME**.

After entering Precode (15) in **LOCATION_NEAR_HOME**, continue with Item **INSIDEOROUT**.

Precode (16)

Enter Precode (16), **Apartment hall, storage area, laundry room *(does not include apartment parking lot/garage)***, when the incident happened inside a respondent's residential building, but not in the respondent's apartment, condominium, room in a boarding house, a dormitory room, and so on.

Precode (16) is NOT intended for incidents that:

✖ Happened in another apartment or room in the respondent's building, other than the respondent's apartment or room, instead return to **LOCATION_GENERAL** and select Precode (13). **LOCATION_OTHER_HOME** appears; enter Precode (18), **At or in home or other building on their property**.

✖ Happened in an apartment parking garage, even if the parking garage is in the basement of the respondent's building, instead return to **LOCATION_ GENERAL** and select Precode (15). **LOCATION_PARKING** appears; enter Precode (30), **Apartment/townhouse parking lot/garage**.

After entering Precode (16) in **LOCATION_NEAR_HOME**, continue with Item **INSIDEOROUT**.

Precode (17)

Enter Precode (17), **On street immediately adjacent to own home,** when the incident occurred on the street IMMEDIATELY ADJACENT to the respondent's property. "Immediately adjacent" includes directly in front or to the side of the sample unit and does NOT include next door or across the street from the sample unit.

After entering Precode (17) in **LOCATION_NEAR_HOME**, you continue with Item **INSIDEOROUT**.

● Ask if necessary:

Where at, in, or near a friend’s/relative’s/neighbor’s home did this incident happen?

18 At or in home or other building on their property
19 Yard, sidewalk, driveway, carport (does not include apartment yards)
20 Apartment hall, storage area, laundry room (does not include apartment parking lot/garage)
21 On street immediately adjacent to their home

LOCATION_OTHER_HOME

LOCATION_OTHER_HOME

LOCATION_OTHER_HOME covers Precodes (18) through (21) for places where an incident may have happened that are at, in, or near the home of a respondent's friend, relative, or neighbor.

Precode (18)

Enter Precode (18), **At or in home or other building on their property**, when the incident happened at or in a dwelling or other building on the property owned by a friend, relative, or neighbor. Other buildings on a friend's, a relative's, or a neighbor's property could include a garage, porch, tool shed, guest house, barn, greenhouse, mobile home, or trailer that is not used as a recreation vehicle, and so on.

Also enter Precode (18) when the incident happened at or in:

✓ A second home or vacation home owned by a friend, relative, or neighbor of a respondent.

✓ A friend's, relative's, or neighbor's room in a boarding house, school dormitory, or similar type of place.

✓ A friend's, relative's, or neighbor's apartment.

After entering Precode (18) in **LOCATION_OTHER_HOME**, continue with Item **INSIDEOROUT**.

If the incident happened at or in a dwelling or other building on the property of someone the respondent does not know, return to **LOCATION_GENERAL** and enter Precode (36) and enter a description of exactly where the incident took place when the “Specify” screen appears.

Precode (19)

Enter Precode (19), **Yard, sidewalk, driveway, carport *(does not include apartment yards)***, when the incident happened in a friend's, relative's, or neighbor's yard, sidewalk, driveway, carport, balcony, open porch, or patio. The yard, sidewalk, driveway, carport, balcony, open porch, or patio must be intended for the sole use of the respondent's friend, relative, or neighbor and not for the use of other housing units.

Do NOT enter Precode (19) in **LOCATION_OTHER_HOME** if the incident took place in an apartment yard; instead, return to **LOCATION_GENERAL** and select precode (17). The **LOCATION_OPEN_AREA** screen appears; select precode (33). If the incident happened in the yard, sidewalk, driveway, or carport of someone the respondent does not know, return to **LOCATION_GENERAL** and enter Precode (36); then enter a description of exactly where the incident took place when the “Specify” screen, **LOCATION_SPEC** appears.

After entering Precode (19) in **LOCATION_OTHER_HOME**, continue with Item **INSIDEOROUT**.

Precode (20)

Enter Precode (20), **Apartment hall, storage area, laundry room *(does not include apartment parking lot/garage)***, when the incident happened in the building where a respondent's friend, relative, or neighbor lives, but not in the friend, relative, or neighbor's housing unit. The building could include apartments, condominiums, dormitory rooms, boarding house rooms, and so on. If the incident happened in the building's parking garage, do not enter Precode (20) in in **LOCATION_OTHER_ HOME**, instead return to **LOCATION_ GENERAL** and enter Precode (15); then enter Precode (30) at the **LOCATION_PARKING** item.

After entering Precode (20) in **LOCATION_OTHER_HOME**, continue with Item **INSIDEOROUT**.

Precode (21)

Enter Precode (21)**, On street immediately adjacent to their home,** when the incident occurred on the street IMMEDIATELY ADJACENT to the property of the respondent's friend, relative, or neighbor. "Immediately adjacent" includes directly in front or to the side of the friend's, the relative's, or the neighbor's unit and does NOT include next door or across the street from the friend's, relative's, or neighbor's housing unit.

After entering Precode (21) in **LOCATION_OTHER_HOME**, continue with Item **INSIDEOROUT**.

● Ask if necessary:

At what type of a commercial place did this incident happen?

22 Inside restaurant, bar, nightclub
23 Inside bank
24 Inside gas station
25 Inside other commercial building, such as a store
26 Inside office
27 Inside factory or warehouse

LOCATION_COMMERCE

LOCATION_COMMERCE

LOCATION_COMMERCE covers Precodes (22), (23), (24), (25), (26), and (27) for different types of commercial places inside of which the incident could have occurred

Precode (22)

Enter Precode (22), **Inside restaurant, bar, nightclub,** when the incident happened INSIDE any type of eating and/or drinking establishment, such as a restaurant, bar and grill, cafe, tavern, cafeteria, bar, and so on.

After entering Precode (22) in **LOCATION_COMMERCE**, continue with Item **RESTRICTED AREA**.

If the incident happened OUTSIDE of an eating and/or drinking establishment, return to **LOCATION_GENERAL** and enter Precode (15), “In a parking lot or garage.” When the incident happened in a parking lot outside of the eating and/or drinking establishment, enter either Precode (28), “Commercial parking lot or garage,” or Precode (29), “Noncommercial parking lot or garage” in **LOCATION_PARKING**.

Enter Precode (17), “In an open area, on the street, or on publich transportation,” at **LOCATION_GENERAL** and Precode (34), “On the street,” at **LOCATION_OPEN_AREA** when the incident happened on the street near the eating and/or drinking establishment.

Precodes (23), (24), and (25)

Enter Precode (23), **Inside bank**, when the incident happened in a bank, credit union, or some other type of financial institution. Enter Precode (24), **Inside gas station**, when the incident happened anywhere on the property of a gas station. Enter Precode (25), **Inside other commercial building, such as a store**, when the incident happened INSIDE a business establishment where cash/credit is exchanged for purchased products by the general public, OTHER THAN AT A BANK OR GAS STATION. For example, in a department store, factory outlet store, hotel gift shop, and so on.

Precode (25) is NOT intended for incidents that happened in a:

✖ Restaurant, bar, or nightclub; instead, enter Precode (22), **Inside restaurant, bar, nightclub**.

✖ Commercial parking lot or garage; instead, return to **LOCATION_GENERAL** and enter Precode (15); then enter Precode (28), **Commercial parking lot/garage** at **LOCATION_PARKING**.

- ✖ Noncommercial parking lot or garage; instead, return to **LOCATION_GENERAL** and enter Precode (15); then enter Precode (29), **Noncommercial parking lot/garage** at **LOCATION_PARKING**.

- ✖ Airport, bus or train station, or on a bus, train, plane, or some other type of public transportation; instead, return to **LOCATION_GENERAL** and enter Precode (17); then enter Precode (35) **On public transportation or in station**, at **LOCATION_OPEN_AREA**.

After entering Precode (23), (24), or (25) in **LOCATION_COMMERCE**, continue with Item **RESTRICTEDAREA**.

Precode (26) or (27)

Enter Precode (26), **Inside office,** when the incident happened INSIDE a building used for office work, including incidents that occurred in post office buildings. Enter Precode (27), **Inside factory or warehouse**, when the incident happened INSIDE a commercial building used for factory work or warehouse storage purposes.

After entering Precode (26) or (27) in **LOCATION_COMMERCE**, continue with Item **RESTRICTEDAREA**.

● Ask if necessary:

In what type of a parking lot or garage did this incident happen?

28 Commercial parking lot/garage
29 Noncommercial parking lot/garage
30 Apartment/townhouse parking lot/garage

LOCATION_PARKING

LOCATION__PARKING

LOCATION_PARKING covers Precodes (28) through (30) for all types of parking lots and parking garages at which the incident could have happened.

Precode (28)

Enter Precode (28), **Commercial parking lot/garage,** when the incident took place at an attended or unattended parking lot or garage which is privately operated for profit AND requires a parking fee.

Do NOT enter Precode (28) when the incident occurred:

✖ In a parking lot or garage that has parking meters or is operated by a local, state, or Federal government, regardless of whether or not a fee is required, instead enter Precode (29), **Noncommercial parking lot/garage**.

✖ In a commercial parking lot or garage during hours when the general public can park free, instead enter Precode (29), **Noncommercial parking lot/garage**.

After entering Precode (28) in **LOCATION_PARKING**, continue with Item **RESTRICTEDAREA**.

Precode (29)

Enter Precode (29), **Noncommercial parking lot/garage,** when the incident happened at a **public parking lot** or garage where the general public can **park free of charge**, such as at a shopping mall or shopping center, bus station, office building, and so on.

Also enter Precode (29) when the incident happened at:

✓ A parking lot or garage that has parking meters.

✓ A parking lot or garage that is operated by a local, state, or Federal government, regardless of whether or not a fee is required.

✓ A commercial parking lot or garage during hours when parking is free to the general public.

Do NOT enter Precode (29) when the incident took place:

✖ At parking meters on the side of a street, instead return to **LOCATION_GENERAL**, enter Precode (17), **In open area**, then select Precode (34), **On the street,** at **LOCATION_OPEN_AREA.**

✖ At apartment parking lots, instead enter Precode (30) in **LOCATION_ PARKING**.

✖ At school parking lots or areas, instead enter Precode (16), **At school**, at **LOCATION_ GENERAL**, **On school property**, and Precode (32) at **LOCATION_SCHOOL**.

After entering Precode (29) in **LOCATION_ PARKING**, continue with Item **RESTRICTEDAREA**.

Precode (30)

Enter Precode (30), **Apartment/townhouse parking lot/garage,** when the incident happened in the parking area provided for residents and their guests. This includes residents of apartments, townhouses, rooming houses, dormitories, condominiums, and so on. It does not matter if the parking garage is inside or attached to the resident's building. If you are unsure what type of parking lot/garage to select, probe to determine the correct category.

After entering Precode (30) in Item **LOCATION_PARKING**, continue with Item **RESTRICTEDAREA**.

If you are unsure about what type of parking lot to select, probe to determine the correct category.

- Ask if necessary:

Where at school did this incident happen?

31 Inside school building
32 On school property (school parking area, play area, school bus, etc.)

LOCATION_SCHOOL

LOCATION_SCHOOL

LOCATION_SCHOOL covers Precodes (31) and (32) for school buildings and school property at which the incident could have taken place.

Precode (31)

Enter Precode (31), **Inside school building,** when the incident happened INSIDE a school building *(for example, in a classroom, gym, hallway, or principal's* *office)*. If the incident happened on the grounds of a school and not inside a school building, enter Precode (32), **On school property**. If the incident happened in a school dormitory building, return to **LOCATION_GENERAL**, enter Precode (11), "In own dwelling, own attached garage, or enclosed porch," at Item **LOCATION_IN_HOME** or (16), "Apartment hall, storage area, laundry room," at **LOCATION_NEAR_HOME**, as appropriate.

After entering Precode (31) in **LOCATION_SCHOOL**, continue with **RESPONDENTSSCHOOL**.

- Ask if necessary:

Where in an open area, on the street, or on public transportation did this incident happen?

33 In apartment yard, park, field, playground (other than school)
34 On the street (other than immediately adjacent to own/friend's/relative's/neighbors's home)
35 On public transportation or in station (bus, train, plane, airport,depot, etc.)

LOCATION_OPEN_AREA

LOCATION_OPEN _AREA

Item **LOCATION_OPEN_AREA** covers Precodes (33) through (35) for a variety of places open to the general public where an incident could take place.

Precode (33)

Enter Precode (33), **In apartment yard, park, field, playground *(other than school)*,** when the incident occurred in a public, unenclosed area AND the area is NOT on school property. Also enter Precode (33) when the incident happened in a yard **shared** by more than one family. After entering Precode (33) in **LOCATION_OPEN_AREA**, continue with **INSIDEOROUT**.

Precode (34)

Enter Precode (34), **On the street *(other than immediately adjacent to own/friend's/relative's/neighbor's home)*,** when the incident happened on a public street or highway AND the street or highway is not adjacent to the respondent's own home or the home of a respondent's friend, relative, or neighbor.

Also enter Precode (34) when the incident involved:

- A parked motor vehicle, such as an incident involving auto theft,
- The respondent driving or riding in a motor vehicle,
- The respondent walking or riding a bicycle on a street,
- The respondent while on the shoulder of a street or on a public sidewalk that is not covered in another answer category of Item **LOCATION_GENERAL**.

Precode (35)

Enter Precode (35), **On public transportation or in station (bus, train, plane, airport, depot, etc.),** when the incident happened on some type of public transportation *(bus, taxi, train, plane, subway, and so on)* or in a bus depot, train station, airport, or subway station. Also enter Precode (35) when the incident happened on a school bus while transporting persons to or from an activity that is **NOT** sponsored by the school, such as to or from a summer camp.

After entering Precode (35) in **LOCATION_OPEN_AREA**, continue with **INSIDEOROUT**.

LOCATION_SPEC

If you choose Precode (36), “Somewhere else” at the **LOCATION_GENERAL** screen, the **LOCATION_SPEC** screen appears.

Precode (36)

Enter Precode (36) when the incident happened at or in a place that does not fit any of the places shown for any other location screen. After entering Precode (36) in **LOCATION_GENERAL**, always describe the place or situation on the "Specify" screen, **LOCATION_SPEC**, that appears after entering Precode (36).

Some examples for when to enter Precode (36):

- ✓ Fenced in storage yard of a factory
- ✓ Jail or prison
- ✓ Hospital

- ✓ Library
- ✓ Church
- ✓ On a beach.

If a respondent doesn't know where the incident occurred, enter "Ctrl" + "D" to recode "Don't know" at **LOCATION_GENERAL** instead of **LOCATION_SPEC**.

After entering Precode (36) and describing the crime incident location on the "Specify" screen, continue with **RESTRICTEDAREA**.

Did the offender live there or have a right to be there, for instance, as a guest or a repair person?

1 Yes
2 No

OFFENDERLIVE

OFFENDERLIVE

If you enter Precode (11), (12), (13), or (14) in Item **LOCATION_IN_HOME**, you will ask the question in Item **OFFENDERLIVE** to determine whether the offender had a legal right to be in the respondent's home or other structure on the respondent's property.

Precode (1)

Enter Precode (1), "Yes," when the offender:

- Was living or staying with the respondent when the incident happened.
- Had a legal right to be in the respondent's dwelling or a building on the respondent's property when the incident happened, such as a plumber, cleaning service, hotel/motel maid, and so on.
- Had permission to enter the respondent's dwelling or a building on the respondent's property prior to the time the incident took place, such as a friend, relative, salesperson,

or meter reader. However, if the offender entered fraudulently, do not enter Precode (1). For example, if the offender misrepresented his/her purpose for needing to enter the building/unit/dwelling as a repair person, policeman, maid, etc. to gain entrance, enter Precode (2), “No.”

After entering Precode (1), continue with **FARFROMHOME.**

Precode (2)

Enter Precode (2), "No," when the offender:

- Was not living or staying with the respondent and did not have a legal right or permission to be in the dwelling or building on the respondent's property at the time of the incident.
- Was let into the dwelling by a child and did not have a legal right to enter the dwelling because the parents would not have allowed access to the offender.
- Pushed his/her way into the dwelling when the respondent answered the door.
- Entered the dwelling by fraudulently misrepresenting himself/herself as a repair person, policeman, maid, etc.

After entering Precode (2), continue with **OFFENDERINSIDE**.

(Don’t Know)

Enter Ctrl + D, for "Don't know," when the respondent does not know who the offender was or whether the offender had a legal right to be in the dwelling or other building on the respondent's property. If you think that the respondent answered "Don't know," because he/she is uncertain who the offender is, you may want to probe by asking the respondent if the person **suspected** of being the offender had a legal right to be in the respondent's dwelling.

After entering Ctrl + D, continue with **OFFENDERINSIDE**.

Did the offender actually get INSIDE your (house/apartment/room/garage/shed/enclosed porch) ?

1 Yes
2 No

OFFENDERINSIDE

OFFENDERINSIDE

After entering "No" or "Don't know" in Item **OFFENDERLIVE**, ask the question in Item **OFFENDERINSIDE** to determine if the offender actually entered the building or dwelling. As you ask the question, make sure to read the appropriate type of structure. For example, if the incident occurred in the respondent's garage, ask, ***"Did the offender actually get INSIDE your garage?"***

For a Multi-Unit Structure

If the incident happened in a multi-unit structure, such as an apartment building or a hotel, we are only interested in the respondent's apartment unit or hotel room for Item **OFFENDERINSIDE**. Enter Precode (2), "No," if the offender got inside the building, but did not actually get inside the respondent's apartment unit or hotel room.

Before entering a "Don't know" answer

If you feel that a respondent may know how the offender entered the dwelling or other building on the respondent's property even though he/she answered "Don't know," probe by repeating the respondent's answer or pausing a moment. However, some respondents really do not know if the offender actually got inside. For instance, enter Ctrl + D if a respondent:

- Did not find anything disturbed or stolen even though the window in the back door was broken and the door was unlocked.
- Was told by a neighbor that an offender was seen leaving the respondent's house, but there was no evidence that the offender got inside

The instrument goes to Item **FORCEDENTRY** when Precode (1) is selected at Item **OFFENDERINSIDE**, otherwise it goes to Item **OFFENDERTRY**.

Did the offender TRY to get in your (house/apartment/room/garage/shed/enclosed porch)?

1 Yes
2 No

OFFENDERTRY

OFFENDERTRY

After entering Precode (2) or "Don't know" in Item **OFFENDERINSIDE**, you will ask the question in Item **OFFENDERTRY** to determine if the offender tried to get into the respondent's dwelling or other building on the respondent's property. As you read the question, make sure to read the appropriate type of structure. For example, if the incident occurred in the respondent's enclosed porch, ask, ***"Did the offender TRY to get inside your enclosed porch?"***

For a Multi-Unit Structure

If the incident happened in a multi-unit structure, such as an apartment building or a hotel, we are only interested in the respondent's apartment unit or hotel room for Item **OFFENDERTRY**. Enter Precode (2), "No," if the offender tried to get inside the building, but did not actually try to get inside the respondent's apartment unit or hotel room.

Before Entering Precode (2)

Before entering Precode (2), "No," in Item **OFFENDERTRY**, make sure that the respondent did NOT answer "No" because the offender was let in or entered through an unlocked or open door or window. In other words, there was no evidence of forcible entry. If this is the case, back up and change the answer in Item **OFFENDERINSIDE** to "Yes" by entering Precode (1) to show that the offender actually got inside the respondent's home or lodging.

Reviewing Answer in Item LOCATION_ GENERAL

If you entered Precode (2), "No," in Items **OFFENDERINSIDE** and **OFFENDERTRY**, you are indicating that the offender did NOT get inside or try to get inside the respondent's home or lodging. Therefore, no illegal entry or attempted illegal entry happened. Edit check ENTRY_CK will appear to alert you to the inconsistency. In this situation, you must go back to one of the questions involved in the inconsistency and review the entry with the respondent so you can verify that the correct precode was entered to indicate where the incident took place.

Was there any evidence, such as a broken lock or broken window, that the offender(s) got in by force?

1 Yes
2 No

FORCEDENTRY

What was the evidence?

● Probe: Anything else?

● Enter all that apply, separate with commas

WINDOW:
11 Damage to window (include frame, glass broken/removed/cracked)
12 Screen damaged/removed
13 Lock on window damaged/tampered with in some way
14 Other (specify)

DOOR:
15 Damage to door (include frame, glass panes or door removed)
16 Screen damaged/removed
17 Lock or door handle damaged/tampered with in some way
18 Other (specify)

OTHER:
19 Other than window or door (specify)

EVIDENCE

Evidence of Forcible Entry

Items **FORCEDENTRY** and **EVIDENCE** are used to determine whether there was any physical, visible evidence of forcible entry found after the incident took place.

FORCEDENTRY

Ask the question in Item **FORCEDENTRY** when:

- Precode (1) is entered in Item **OFFENDERINSIDE** indicating that the offender actually got inside the respondent's dwelling or lodging

OR

- Precode (1) or Control + D is entered in Item **OFFENDERTRY** indicating that the offender tried to get in the respondent's dwelling or lodging or the respondent does not know whether the offender tried to get in the respondent's dwelling or lodging.

Precode (1)

Enter Precode (1), "Yes," when there was physical, visible evidence following the incident that the offender entered or tried to enter the respondent's dwelling or lodging by force. Examples of visible evidence are shown in the answer categories for Item **EVIDENCE**. After entering Precode (1) for Item **FORCEDENTRY**, you will continue with Item **EVIDENCE** to identify the types of physical, visible evidence from the incident.

Precode (2)

Enter Precode (2), "No," in Item **FORCEDENTRY**, when the evidence is:

- A skeleton key or entry through an open window, door, etc.
- A ladder or trash placed next to a window, but there was no evidence that the window was tampered with in some way.
- An injury to the respondent as he/she opened the door and the offender pushed the respondent out of the way. Although this is evidence of an attack, it is not evidence of a break-in.
- An offender forces a respondent to let him/her enter the dwelling or lodging and there is no visible evidence of a break-in or attempted break-in to the dwelling or lodging after the incident.

In the examples provided above, enter Precode (2), "No," if no evidence of a forcible entry or attempted forcible entry was mentioned. After entering Precode (2) in Item **FORCEDENTRY**, continue with Item **OFFENDERGETIN**.

EVIDENCE

After entering Precode (1) in Item **FORCEDENTRY**, you ask the question in Item **EVIDENCE** to identify the types of evidence found after the incident indicating that there was a forcible entry or an attempted forcible entry of the respondent's dwelling or lodging. Enter all precodes that apply to the respondent's answer and continue to ask, "***Anything else?***" until you get a "No" response.

The answer categories for Item **EVIDENCE** are separated into three groups--Window, Door, and Other. Precodes (11) through (14) relate to the types of damage to a window. Precodes (15) through (18) relate to the types of damage to a door. Precode (19) relates to all other means of force used to gain entry or to try to gain entry into the respondent's dwelling or lodging.

Since physical, visible evidence of force is evidence that can be seen, the following types of evidence are NOT considered signs of forcible entry or attempted forcible entry:

- ✖ An open or unlocked window
- ✖ An open or unlocked door.

Precode (11)

Enter Precode (11) if the glass in the window was broken, cracked, or removed, or if there was evidence on the window frame that force was used to gain access or to try to gain access into the building, such as pry marks on the window frame.

Precode (12)

Enter Precode (12) if the window screen was cut, ripped, or removed by the offender to gain access or to try to gain access.

Precode (13)

Enter Precode (13) if the window lock was damaged, removed, or showed visible signs that the offender tampered with it to gain access or to try to gain access.

Precode (14)

Enter Precode (14) if the respondent mentions some type of window damage not covered by Precodes (11) through (13). When the “Specify” screen, **EVIDENCE_SPEC14**, appears after entering Precode (14), enter a note describing how the offender gained access or attempted to gain access through a window. Avoid entering Precode (14) if the respondent's answer really fits one of the answer categories for Precodes (11) through (13).

Precode (15) Enter Precode (15) if there were marks on the door or door frame, such as scratches, holes, or damaged glass in the door, or if the offender removed or knocked down the door to gain access or to try to gain access.

Precode (16) Enter Precode (16) if the offender damaged or removed a screen door.

Precode (17) Enter Precode (17) if a door lock or handle was damaged, tampered with, or removed.

Precode (18) Enter Precode (18) if the respondent mentions some type of door damage not covered by Precodes (15) through (17). When the “Specify” screen, **EVIDENCE_SPEC18**, appears after entering Precode (18), enter a note describing how the offender gained access or attempted to gain access through a door. Avoid entering Precode (18) if the respondent's answer really fits one of the answer categories for Precodes (15) through (17).

Precode (19) Enter Precode (19) if the offender forcibly gained access or tried to gain access other than through a door or window, such as by cutting a hole in a wall. After entering Precode (19), always note what type of evidence there was of forcible entry or attempted forcible entry when the “Specify” screen, **EVIDENCE_SPEC19**, appears. After completing the **EVIDENCE** screen, continue with Item **FARFROMHOME**.

How did the offender get in?

11 Let in
12 Offender pushed his/her way in after door opened
13 Through OPEN DOOR or other opening
14 Through UNLOCKED door or window
15 Through LOCKED door or window - Had key
16 Through LOCKED door or window - Picked lock, used credit card, etc., other than key
17 Through LOCKED door or window - Don't know how
18 Don't know
19 Other - specify

OFFENDERGETIN

OFFENDERGETIN

OFFENDERGETIN appears if **FORCEDENTRY** is answered (2), “No” and determines how the offender got/tried to get inside the respondent’s dwelling/lodging when there was no evidence of actual or attempted forcible entry. Enter the first precode that applies; probe when respondent’s answer is unclear or too general.

After completing **OFFENDERGETIN**, the instrument goes to **FARFROMHOME**.

Precode (11)

Enter Precode (11) if the offender was let into the dwelling or lodging by someone who was not authorized to permit entry. For example, a child lets in an offender even though the child's parents had told the offender never to come to their home.

Also enter Precode (11) if the offender entered the dwelling or lodging without permission or entered fraudulently when someone answered the door. For example, an offender falsely claims to be a police officer or a maid to gain access.

Precode (12)

Enter Precode (12) if the offender pushed his/her way in after someone opened the door.

Precode (13)

Enter Precode (13) if the offender got in or tried to get in through a door or other opening that was already open at the time of the incident. Do not enter Precode (13) if the offender had to open an unlocked door, window, and so on to enter the respondent's dwelling or lodging.

The phrase "Other openings" includes open windows, open garage doors, the open side of a three-sided shed, an opening left by a missing door or window, a hole in the wall, etc.

Precode (14)

Enter Precode (14) if the offender opened or tried to open an unlocked door or window to gain access.

Precode (15)

Enter Precode (15) if the offender used a key to enter the respondent's dwelling or lodging through a locked door or window. A key includes one cut to fit the lock, a skeleton key, or any other key.

Precode (16)

Enter Precode (16) if the offender used "another means," other than a key, to gain access through a locked door or window AND the respondent knows or has a pretty good idea how the offender entered or attempted to enter the dwelling or lodging. The phrase "another means" includes picking the lock, using a credit card, and so on.

It is possible that you could discover that the method used to gain access or to try to gain access left physical, visible evidence of force. If this happens, correct the answer in Item **FORCEDENTRY** by changing Precode (2) to Precode (1). When you go back to a previous screen to change an answer, the instrument will bring up the correct screens automatically.

Precode (17)

Enter Precode (17) if the respondent thinks or knows that the offender entered or tried to enter his/her dwelling or lodging through a locked door or window, but does not know how.

Precode (18)

Enter Precode (18) if the respondent does not know how the offender gained access or tried to gain access to his/her dwelling or lodging. For example, a respondent returns home and discovers that the television and stereo system are gone, but there is no indication at all of how the offender got into the home.

Precode (19)

Enter Precode (19) if the offender entered or tried to enter the respondent's dwelling or lodging by some means not described by Precodes (11) through (18). After entering Precode (19), always describe the method used on the "Specify" screen, **OFFENDERGETIN_SPEC**.

An example for entering Precode (19): The offender held a gun to the respondent's head and forced the respondent to open the door.

Was it your school?

1 Yes
2 No

RESPONDENTSSCHOOL

RESPONDENTSSCHOOL After entering Precode (31), "Inside school building," in **LOCATION_SCHOOL**, continue with **RESPONDENTSSCHOOL** to determine whether or not the incident happened at the school the respondent attends.

Precode (1) For a "Yes" answer, enter Precode (1). Continue with Item **PARTSCHOOLBLDG** to determine in what part of the school building the incident happened.

Precode (2) For a "No" answer, enter Precode (2). Continue with Item **RESTRICTEDAREA** to determine whether or not the incident happened in an area restricted to certain people.

In what part of the school building did it happen?

1 Classroom
2 Hallway/Stairwell
3 Bathroom/Locker room
4 Other (library, gym, auditorium, cafeteria)

PARTSCHOOLBLDG

PARTSCHOOLBLDG Item **PARTSCHOOLBLDG** is asked to determine in what part of the school building the incident happened. Only ONE precode is allowed to identify the most accurate description of where the incident took place within the respondent's school building.

Precode (1) Enter Precode (1) if the respondent tells you that the incident occurred in a classroom.

Precode (2) Enter Precode (2) if the respondent tells you that the incident occurred in a school hallway or stairway/stairwell.

Precode (3) Enter Precode (3) if the respondent tells you that the incident occurred in a school bathroom, shower room, or locker room.

Precode (4) Enter Precode (4) if the respondent tells you that the incident occurred in another location within the school building other than the locations mentioned for Precodes (1), (2), or (3), such as in the school library, gym, auditorium, cafeteria, etc.

- Ask or verify:

Did the incident happen in an area restricted to certain people or was it open to the public at the time?

1 Open to the public
2 Restricted to certain people (or nobody had a right to be there)
3 Don't know
4 Other - specify

RESTRICTEDAREA

RESTRICTEDAREA Item **RESTRICTEDAREA** is asked to determine whether at the time of the incident the location (where the incident occurred) was restricted to certain people or was open to the public.

Notice that Item **RESTRICTEDAREA** has the instruction "ASK OR VERIFY." When you see this instruction, you can verify a known answer with the respondent without asking the question. Only verify a known answer when you see this instruction and do not enter the precode without at least verifying the answer first with the respondent.

Precode (1) Enter Precode (1) when the incident happened in an area that was open to the general public at the time of the incident. Places that are usually open to the public include stores, public sidewalks, public buildings, restaurants, parking lots, apartment yards, parks, etc.

Precode (2) Enter Precode (2) when the incident happened in an area that was restricted to certain people at the time of the incident, such as an employee's lounge in a store, a school classroom, or a private country club. Restricted places normally consider persons who do not belong on the premises as trespassers. Also enter Precode (2) if the incident happened at a business during non-business hours when the place is restricted and is not open to the general public.

Precode (3)

Enter Precode (3) when the respondent does not know if the place where the incident happened was open to the general public at the time of the incident. For example, a respondent left his rain coat at a restaurant and, when he returned the next day, the rain coat was not found. In this situation, you would enter Precode (3) since the respondent does not know whether the incident happened during business or non-business hours AND the restaurant is NOT open to the general public during non-business hours.

Precode (4)

Enter Precode (4) if the respondent's answer does not fit the answer categories for Precodes (1) through (3). After entering Precode (4), make sure to explain the situation on the "Specify" screen, **RESTRICTEDAREA_SPEC**. Avoid entering Precode (4) if the respondent's answer really fits Precode (1), (2), or (3).

● Ask or verify:

Did it happen indoors, outdoors, or both?

1 Indoors (inside a building or enclosed space)
2 Outdoors
3 Both

INSIDEOROUT

INSIDEOROUT

Item **INSIDEOROUT** is asked to determine if the incident happened indoors, outdoors, or both indoors and outdoors.

Item **INSIDEOROUT** includes the "ASK OR VERIFY" instruction, which allows you to verify a known answer with the respondent without asking the question. Only verify a known answer when you see this instruction and do not enter the answer without at least verifying it with the respondent.

Precode (1) Enter Precode (1) if the incident happened inside a building or enclosed space that has a roof, such as a three-sided shed, screened porch, screened gazebo, patio room, etc.

Precode (2) Enter Precode (2) if the incident happened outdoors in an open space, such as in a backyard *(fenced or unfenced)*, baseball field, carport, parking lot, open porch or patio, and so on. For the NCVS, all modes of transportation are considered outdoors. This includes cars, trucks, vans, sport utility vehicles, buses, taxicabs, airplanes, trains, etc.

Precode (3) Enter Precode (3) if the incident happened both indoors and outdoors. For example, a respondent was attacked inside a bar. As the respondent fled the bar, the offender followed him and continued to attack him in the parking lot. Another example would be an incident in which a respondent's property was stolen from inside the home and from the unenclosed patio.

● Ask or verify:

How far away from home did this happen?

● Probe: Was it within a mile, 5 miles, 50 miles or more?

● Enter the code for the first answer category that the respondent is sure of

1 At, in, or near the building containing the respondent's home or next door
2 A mile or less
3 Five miles or less
4 Fifty miles or less
5 More than 50 miles
6 Don't know how far

FARFROMHOME

FARFROMHOME Item **FARFROMHOME** is asked to determine the distance between where the incident happened and where the respondent was residing at the time of the incident.

Notice that Item **FARFROMHOME** has the instruction "ASK OR VERIFY." When you see this instruction, you can verify a known answer with the respondent without asking the question. Only verify a known answer when you see this instruction and do not enter the answer without at least verifying it first with the respondent. Enter the first precode about which the respondent feels sure of the answer.

Item **FARFROMHOME** also includes a probe question that you only need to ask if the respondent seems uncertain about how to answer the question.

Precode (1)

Enter Precode (1) when the incident took place in the respondent's home or on the respondent's property. If the respondent was living in a single family home or a mobile home at the time of the incident, Precode (1) refers to the home, yard, driveway, carport, sidewalk, or street adjacent to the home. Also enter Precode (1) if the incident happened at the respondent's next door neighbor's home.

If the respondent was living in an apartment, dormitory room, and so on, at the time of the incident, Precode (1) refers to:

- Inside the respondent's unit,
- Inside the building where the unit is located *(for example, an apartment hallway or laundry room)*,
- Inside another resident's unit in the same building,
- The yard, sidewalk, or street adjacent to the respondent's building.

Precodes (2) Through (6)

Enter the first precode from Precodes (2) through (6) that best describes the distance between where the incident happened and where the respondent was residing at the time of the incident. For example, enter Precode (3) when the respondent is unsure if the distance is less than 5 miles, but is positive that the distance is at least two miles.

? [F1]

● Ask or verify:

Were you or any other member of this household present when this incident occurred?

● You may need to probe to obtain more details to determine if respondent was present.

1 Yes
2 No

HHMEMBERPRESENT

HHMEMBERPRESENT

Ask or verify Item **HHMEMBERPRESENT** to determine whether any household members were present when the incident occurred. Note the question mark at the top left of the screen. It indicates that there is a help screen for this item. In this question the help screen includes a definition of what “present” means, should you need to review the concept during an interview. It is extremely important that you enter the correct precode for this item, because an incorrect answer will either:

✓ Cause you to skip over items needed to fully describe the incident and could cause the incident to classify incorrectly when you enter Precode (2), "No," by mistake,

OR

✓ Cause you to ask questions that do not relate to what happened during the incident when you enter Precode (1), "Yes," by mistake.

It is very important that you understand the NCVS concept of "presence" during an incident. If you suspect that a respondent's answer to Item **HHMEMBERPRESENT** is not correct based on the information provided earlier in the interview, make sure to probe for an accurate answer. If you probe and it is still unclear which precode to enter for Item **HHMEMBERPRESENT**, it is better to enter Precode (1), "Yes," than to enter Precode (2), "No."

Here are three examples when the respondent answered "No," but, by NCVS standards, each respondent is considered present during the incident:

- A respondent answers "No" to Item **HHMEMBERPRESENT** because she was sleeping in her bedroom on the second floor while the offender forcibly entered through her kitchen door on the first floor and stole electronic equipment.

- A respondent answers "No" to Item **HHMEMBERPRESENT** because he is watching television in his family room while the offender stole three bicycles from his attached garage.

- A respondent answers "No" to Item **HHMEMBERPRESENT** because she is in the kitchen cooking dinner while the offender who is a guest was stealing jewelry and money from her bedroom dresser.

In all of these examples, Precode (1), "Yes," should be entered because the respondent in each case is considered present during the incident. This may not always be clear to a respondent.

For the NCVS, a household member is considered present when he/she is at the immediate scene of the crime incident and there is an opportunity for the offender to attack or threaten to physically harm a household member or to take something directly from a household member.
If a current household member was not at the immediate scene of the incident, but was personally attacked or threatened with physical harm or an attempt was made to harm the household member, consider the person present during the incident and complete the incident report items for each eligible household member who was personally victimized. This includes:

- Being shot at through a window by someone outside of the house,

- Being threatened with physical harm by a neighbor in the adjoining yard or by an ex-boyfriend standing outside the respondent's closed door while the respondent is inside the house and on the other side of the closed door. This does **NOT** include threats that are **NOT** made in person directly from the offender to the respondent, such as a threat by telephone, Internet, FAX, mail, or through another person.

(Also see Part C, Chapter 3, Topic 6, for more detailed information about presence during an incident.)

Notice that Item **HHMEMBERPRESENT** has the instruction "ASK OR VERIFY." When you see this instruction, you can verify a known answer with the respondent without asking the question. Only verify a known answer when you see this instruction and do not enter the answer without at least verifying it first with the respondent.

(Note: If you are taking a proxy interview, the instrument replaces the word “you” with the proxy person’s name.)

Precode (1), "Yes"

Enter Precode (1), "Yes," if the respondent or any other person, who is a household member at the time of the interview, was present during the incident according to the NCVS definition of presence. After entering Precode (1), you will continue with Item **WHICHMEMBER**.

Here are some examples for when Precode (1) should be entered in Item **HHMEMBERPRESENT**:

✓ A woman looked out her kitchen window and saw a strange boy entering her garage. When she entered the garage, she saw that the boy was attempting to steal her bicycle. The boy got scared and ran away. In this situation, the woman was **PRESENT** because she reached the immediate crime scene while the attempted crime was still in progress and she could have been harmed by the offender.

✓ A man falls asleep on the beach and when he wakes, his CD player and keys are gone. In this situation, the man was **PRESENT** even though he was sleeping while the incident took place. He was at the immediate scene of the crime and could have been harmed by the offender.

✓ A woman was resting in her family room when a stranger tried to break in through the locked door. When she turned on the porch light, he ran away. In this situation, the woman was **PRESENT** because she was at the immediate scene of the attempted break in and, if the break in had been successful, she could have been harmed by the offender.

Precode (2), "No"

Enter Precode (2), "No," if the respondent AND any other person, who is a household member at the time of interview, were NOT present during the incident according to the NCVS definition of presence.

After entering Precode (2), continue with **KNOWLEARNOFFENDERS**.

Here are some examples to demonstrate when Precode (2) should be entered in **HHMEMBERPRESENT**:

✓ A woman's leather coat was stolen from the coat room in the restaurant lobby while she was eating dinner at the restaurant. After finishing her meal, she returned to the coat room to get her leather coat and it was gone. In this situation, the woman was **NOT PRESENT**, because she was not at the immediate scene of the crime during the incident and the offender did not have an opportunity to harm the woman during the theft.

✓ A man was sleeping inside his house while someone stole his new Mercedes from his driveway. In this situation, the man was **NOT PRESENT**, because he was not at the immediate scene of the crime during the incident and the offender did not have an opportunity to harm him during the theft.

✓ A woman looked out her living room window and saw someone loading her riding lawn mower from her front yard onto a truck. By the time she got outside, they had driven away with her lawn mower. In this situation, the woman was **NOT PRESENT** because she was not at the immediate scene of the crime and there was no chance that she could have been harmed during the incident.

- Ask or verify:

Which household members were present?

1 Respondent only
2 Respondent and other household member(s)
3 Only other household member(s), not respondent

WHICHMEMBER

WHICHMEMBER

After entering Precode (1), "Yes," in Item **HHMEMBERPRESENT**, continue with Item **WHICHMEMBER** so you can determine which household members were present during the incident.

Notice that Item **WHICHMEMBER** has the instruction "ASK OR VERIFY." When you see this instruction, you can verify a known answer with the respondent without asking the question. Only verify a known answer when you see this instruction and do not enter the answer without at least verifying it first with the respondent.

Item **WHICHMEMBER** is another critical item and you need to ensure that you enter the correct precode. Otherwise, important information may be missed *(for example, information about weapons, attack or threat methods, injuries, medical expenses, and so on)* or inappropriate questions may be asked *(for example, questions about weapons, attacks, and threats)*.

(Note: For proxy interviews, the word “respondent” is replaced with the proxy person’s name.)

Precode (1)

Enter Precode (1) when the respondent for a self-response interview *(or the proxy person for a proxy interview)* is the ONLY household member who was present during the incident. After entering Precode (1), continue with Item **SEEOFFENDER.**

Precode (2)

Enter Precode (2) when both the respondent for a self-response interview *(or the proxy person for a proxy interview)*

AND other household members were present during the incident. After entering Precode (2), continue with Item **SEEOFFENDER.**

Precode (3)

Enter Precode (3) when the respondent for a self-response interview *(or the proxy person for a proxy interview)* was NOT present during the incident, but other household members were present. Before entering Precode (3), make sure that the respondent (or proxy person [not the proxy respondent]) was NOT present during the incident. After entering Precode (3), continue with Item **HAPPEN**.

● Ask or verify:

Did you personally see an offender?

1 Yes
2 No

SEEOFFENDER

SEEOFFENDER

Item **SEEOFFENDER** is asked to determine if the respondent personally saw an offender.

Proxy Interviews

If you are conducting a proxy interview, the proxy respondent may not know for sure whether the proxy person saw the offender during the incident. Probe by asking if the proxy respondent **thinks** the proxy person saw the offender and then enter the appropriate precode based on the proxy respondent's answer. Precode (3), “Don’t know,” appears in the answer list for proxy interviews only.

Did the offender have a weapon such as a gun or knife, or something to use as a weapon, such as a bottle or wrench?

1 Yes
2 No
3 Don't know

WEAPONPRESENT

WEAPONPRESENT

When a respondent was present during the incident, you ask the question in Item **WEAPONPRESENT** to determine whether the offender had a weapon or used an object as a weapon.

Guns and Knives

With the exception of BB and tear gas guns, all guns, rifles, and knives are considered weapons. BB and tear gas guns are only considered weapons when they are used as clubs.

Objects Used as Weapons

Objects other than guns, rifles, and knives must have been used as weapons to be considered weapons. For example, if the offender used a screwdriver only to break into the respondent's home, the screwdriver is NOT a weapon for the incident. However, if the offender attacked or threatened to attack the respondent with the screwdriver, then the screwdriver is a weapon for the incident.

When a respondent mentions an object that may or may not be a weapon depending on how the offender used it, probe to verify that the object was used to either attack the respondent or threaten to attack the respondent. Make sure to explain in the summary report exactly how the object was used as a weapon during the incident.

Motor Vehicles

In the following situations, a motor vehicle *(for example, a car, truck, van, SUV, motorcycle, and so on)* can be considered a weapon:

- The respondent knows the offender and the offender **deliberately** used a motor vehicle to try to run into the respondent's vehicle or a vehicle in which the respondent was riding.

- The respondent believes that the offender **deliberately** struck or tried to hit him/her with a motor vehicle while the respondent was on foot, a bicycle, in a motor vehicle, and so on. The respondent's belief could be based on words spoken by the offender or facts known about the offender.

However, the offender's vehicle is NOT a weapon if the respondent does not know the offender and there was **NO verbal threat of physical harm to the respondent** when:

✖ The offender cut in front of a vehicle driven by the respondent.

✖ The offender cut in front of a vehicle in which the respondent was a passenger.

✖ The offender and the respondent were involved in some type of traffic accident or incidence of road rage.

Thrown Objects

Objects that are thrown at the respondent are ONLY considered weapons if they hit the respondent. If the object did NOT hit the respondent, consider the incident as a threat *(entering Precode (1) in Item **THREATEN**)* and identify the type of threat by entering Precode (21) in Item **HOWTHREATEN**. Do not enter Precode (1) in Item **WEAPONPRESENT** if the respondent mentions only the thrown object that did not hit him/her as a weapon.

Objects That Are Never Weapons

The following objects are NEVER considered weapons for the NCVS:

✖ Animals
✖ Parts of the body *(for example, hands, feet, and so on)*
✖ Food
✖ Small empty cans
✖ Mace or pepper spray
✖ Tear gas
✖ Chloroform
✖ Rings
✖ Casts

Precode (1)

Enter Precode (1), "Yes," if the offender had a weapon, such as a gun or knife, or used an object, such as a bottle or baseball bat, as a weapon. After entering Precode (1), "Yes," you will continue with Item **WEAPON**.

Whenever you enter Precode (1), "Yes," indicating that the offender had a weapon during the incident, you must enter Precode (1), "Yes," in either Item **ATTACK**, **TRYATTACK**, or **THREATEN** to indicate that the offender attacked, tried to attack, or threatened the respondent during the incident.

Precode (2)

Enter Precode (2), "No," if the respondent says that the offender did not have a weapon. After entering Precode (2), continue with Item **ATTACK**.

Precode (3)

Enter Precode (3), "Don't know," if the respondent says that he/she does not know whether the offender had a weapon. After entering Precode (3), continue with Item **ATTACK**.

What was the weapon?
- Probe: Anything else?
- Enter all that apply, separate with commas.

1 Hand gun (pistol, revolver, etc.)
2 Other gun (rifle, shotgun, etc.)
3 Knife
4 Other sharp object (scissors, ice pick, axe, etc.)
5 Blunt object (rock, club, blackjack, etc.)
6 Other - specify

WEAPON

WEAPON

Item **WEAPON** is asked to identify the type of weapon(s) the offender had during the incident. This is a multiple response question; you may enter more than one response. Ask the question as worded in Item **WEAPON** and continue asking, ***"Anything else?"*** until the respondent says, "No."

Precode (1)

Enter Precode (1) when the respondent mentions any type of hand gun, other than a BB gun, tear gas gun, or stun gun. If a respondent mentions a stun gun, enter Precode (6), “Other,” and enter "stun gun" on the "Specify" screen.

Precode (2)

Enter Precode (2) when the respondent mentions a rifle, shotgun, or any gun that is NOT a hand gun, other than a BB or tear gas gun.

Precode (3)

Enter Precode (3) when the respondent mentions any type of knife.

Precode (4)

Enter Precode (4) when the respondent mentions an object with a thin sharp edge or a fine point *(other than a knife)* that is intended for cutting or piercing *(for example, scissors, ice pick, axe, and so on)*. When you enter Precode (4) in Item **WEAPON**, make sure to explain in the summary report whether the sharp object was used as a weapon. If the sharp object was used as a weapon, also explain how it was used as a weapon, such as whether the object was thrown at and hit the respondent, used to stab the respondent, or used to threaten the respondent.

Precode (5)

Enter Precode (5) when the respondent mentions a blunt-edged object without sharp edges or points, such as a club, rock, blackjack, and so on. Also enter Precode (5) when the offender used a BB gun or tear gas gun as a club. When you enter Precode (5) in Item **WEAPON**, make sure to explain in the summary report if the blunt object was used as a weapon. If the blunt object was used as a weapon, also explain how it was used as a weapon, such as whether the object was thrown at and hit the respondent, used to beat the respondent, or used to threaten the respondent.

Precode (6)

Enter Precode (6), “Other,” and enter a complete description of the weapon on the "Specify" screen, **WEAPON_SPEC** such as "stun gun." Precode (6) is intended for weapons that you are unsure how to classify or for weapons or objects that the respondent believes the offender had and could use as a weapon, even if the respondent does not know what the weapon or object was. If possible, try to obtain a description and enter it on the "Specify" screen. Avoid entering Precode (6) if the weapon fits one of the other answer categories.

When you enter Precode (6) in Item **WEAPON**, make sure to explain in the summary report if the object was used as a weapon. If the object was used as a weapon, also explain how it was used as a weapon and whether the object was thrown at the respondent, used to beat the respondent, or used to threaten the respondent.

Did the offender hit you, knock you down, or actually attack you in any way?

1 Yes
2 No

ATTACK

ATTACK

Ask the question in Item **ATTACK** to determine if the respondent was actually attacked during the incident. In other words, there was some type of **physical contact** between the offender and the respondent.

Precode (1)

Enter Precode (1), "Yes," when there was some type of physical contact between the offender and the respondent *(for example, the offender hit, knocked down, or assaulted the respondent in some way)*.

Do NOT enter Precode (1) if the offender:

✘ Threw something at the respondent and the object did NOT hit the respondent

OR

✘ Shot at the respondent and the bullet MISSED the respondent.

After entering Precode (1), "Yes," continue with Item **HOWATTACK**.

Precode (2)

Enter Precode (2), "No," when the offender did NOT touch or have physical contact with the respondent during the incident. Also enter Precode (2) if the offender:

✓ Threw something at the respondent and the object did NOT hit the respondent

OR

✓ Shot at the respondent and the bullet MISSED the respondent.

After entering Precode (2), "No," continue with Item **TRYATTACK**.

Did the offender TRY to attack you? 1 Yes 2 No TRYATTACK

TRYATTACK

Ask the question in Item **TRYATTACK** to determine if the offender tried to attack the respondent during the incident, but did NOT have any physical contact with the respondent. If there is any question in your mind as to whether or not the offender tried to attack the respondent, go with the respondent's perception.

Precode (1)

Enter Precode (1), "Yes," when both the offender and the respondent were present during the incident and the offender:

✓ Made an attempt to attack the respondent *(for example, the offender tried to punch, hit, shoot, or stab the respondent and missed)*

OR

✓ The respondent perceives that the offender could have caused physical injury to him/her *(for example, the offender was chasing the respondent with a gun in his/her hand, but was stopped before reaching the respondent)*.

After entering Precode (1), "Yes," continue with Item **HOWTRYATTACK**.

Precode (2)

Enter Precode (2), "No," when the offender did not attempt to attack the respondent during the incident. Also enter Precode (2) if the respondent was threatened with physical harm, but the offender did not attempt to attack him/her. After entering Precode (2), "No," continue with Item **THREATEN**.

Did the offender THREATEN you with harm in any way?

1 Yes
2 No

THREATEN

THREATEN

Ask the question in Item **THREATEN** to determine whether the offender made a **face-to-face verbal threat to physically harm the respondent** during the incident. Both the respondent and the offender must be present and the threat must be voiced by the offender directly to the respondent.

Do NOT include threats made by:

- ✘ Telephone,
- ✘ Letter,
- ✘ Electronic mail,
- ✘ FAX machine, or
- ✘ Threats delivered by someone other than the offender.

Precode (1)

Enter Precode (1), "Yes," when the offender verbally threatened to physically harm the respondent. After entering Precode (1), "Yes," continue with Item **HOWTHREATEN**.

Precode (2)

Enter Precode (2), "No," when:

- ✓ Someone other than the offender delivered the threat to the respondent.

✓ The respondent felt threatened, but the offender did not verbally threaten to physically harm the respondent.

✓ The threat was made by telephone, letter, electronic mail, or FAX machine.

After entering Precode (2), "No," continue with Item **WHATHAPPEN**.

What actually happened?

●Probe: Anything else?

● Enter all that apply, separate with commas

11 Something taken without permission
12 Attempted or threatened to take something
13 Harassed, argument, abusive language
14 Unwanted sexual contact with force (grabbing, fondling, etc.)
15 Unwanted sexual contact without force (grabbing, fondling, etc.)
16 Forcible entry or attempted forcible entry of house/apartment
17 Forcible entry or attempted forcible entry of car
18 Damaged or destroyed property
19 Attempted or threatened to damage or destroy property
20 Other - specify

WHATHAPPEN

WHATHAPPEN

Ask **WHATHAPPEN** to identify what happened during the incident when the respondent answers "No" to each of the questions in Items **ATTACK**, **TRYATTACK**, and **THREATEN** indicating that the offender did NOT attack, try to attack, or threaten him/her with physical harm. This item allows you to enter multiple precodes, so continue asking, ***"Anything else?"*** until you get a "No" response. Once you have completed Item **WHATHAPPEN**, the instrument continues with Item **IMPACT_JOB** if Precode (15) was selected in Item **WHATHAPPEN**. If Precode (14) was selected in Item **WHATHAPPEN**, the instrument continues with Item **SEXCONFORCEPROBE_1**. Otherwise, the instrument goes to Item **PREGATTIMEOFINC** if you are speaking with a female respondent ages 18 to 49, otherwise it continues with Item **PROTECTSELF**.

After asking the question in Item **WHATHAPPEN**, you may discover that the offender did attack, tried to attack, or verbally threatened to physically harm the respondent. If so, do not enter any precodes in Item **WHATHAPPEN** and correct the answers entered in Items **ATTACK**, **TRYATTACK**, or **THREATEN**, as necessary. (You may correct previous answers by pressing the “Up” arrow key and backing up to the appropriate screen to change responses.)

Unwanted Sexual Contact

Precodes (14) and (15) include a broad range of unwanted sexual acts and are included in Item **WHATHAPPEN** for respondents who do not consider the unwanted sexual contact as an assault. We want to ensure that all sexual assaults committed during an incident are reported. Categories for unwanted sexual contact are also included in Items **HOWTRYATTACK** and **HOWTHREATEN** to ensure that we do not miss any sexual assaults when a respondent says that the offender tried to attack or threatened to physically harm him/her.

It may not always be clear whether you should enter Precode (14), *(with force)*, or Precode (15), *(without force),* based on what the respondent tells you. Generally, if the sexual contact involved grabbing, pushing, restraining, or other acts of force, enter Precode (14) and then ask the structured probe at Item **SEXCONFORCEPROBE_1**. If the sexual contact did not involve any force *(for example, only unwanted touching and/or fondling)*, enter Precode (15) in Item **WHATHAPPEN**. If unsure, go with the respondent's perception of whether or not force was used.

Precode (11)

Enter Precode (11), "Something taken without permission," if the offender stole something belonging to the respondent or another household member.

Precode (12)

Enter Precode (12), "Attempted or threatened to take something" if the offender:

- Tried to take something that belonged to the respondent or another household member

OR

- Threatened to take something belonging to the respondent or another household member. A threatened theft can be verbal *(For example, "I'm taking your motorcycle.")* or nonverbal *(For example, the offender reaches for the respondent's purse, but doesn't get it.)*

Precode (13)

Enter Precode (13), "Harassed, argument, abusive language," if the offender **verbally** bothered the respondent without threatening him/her *(for example, yelling, teasing, insulting, arguing, using obscenities, and so on)*.

Precode (14)

Enter Precode (14), "Unwanted sexual contact with force (grabbing, fondling, etc.)," if the offender used any type of force during the unwanted sexual contact *(for example, grabbing, pushing, or restraining)*. After entering Precode (14), continue with Item **SEXCONFORCEPROBE_1**.

Precode (15)

Enter Precode (15), "Unwanted sexual contact without force (grabbing, fondling, etc.)," if the offender did not use any force during the unwanted sexual contact *(for example, sexually touching, embracing, and/or fondling the respondent without grabbing, pushing, or restraining)*.

Precode (16)

Enter Precode (16), "Forcible entry or attempted forcible entry of house/apartment," if the offender used force to either break into or attempt to break into the respondent's house or apartment during the incident. When NO FORCE was used to enter or attempt to enter, enter Precode (20), "Other," and explain the break in or attempted break in when the "Specify" screen, **WHATHAPPEN_SPEC**, appears.

Precode (17)

Enter Precode (17), "Forcible entry or attempted forcible entry of car," if the offender used force during the incident to break into or attempt to break into a car or any other type of motor vehicle owned by the respondent or another household member. If force was NOT used, enter Precode (20), "Other." When the "Specify" screen appears, explain how the offender entered or attempted to enter the household member's motor vehicle WITHOUT FORCE *(For example, the offender entered the motor vehicle through an unlocked door)*.

Precode (18)

Enter Precode (18), "Damaged or destroyed property," if the offender damaged or destroyed property during the incident that belongs to the respondent or another household member.

Precode (19)

Enter Precode (19), "Attempted or threatened to damage or destroy property," if the offender tried or threatened to damage or destroy property during the incident that belongs to the respondent or another household member.

Precode (20)

Enter Precode (20), "Other," when the incident does not fit one of the preceding categories for Item **WHATHAPPEN** and enter a brief and concise explanation of what happened during the incident on the "Specify" screen, **WHATHAPPEN_SPEC**, which appears after entering Precode (20). Some examples of acceptable entries for Precode (20) are:

✓ Illegal entry of the respondent's house or car without the use of force

✓ Obscene gestures

✓ Trespassing on the respondent's property

✓ A "Peeping Tom."

You mentioned some type of unwanted sexual contact with force. Do you mean forced or coerced sexual intercourse including attempts?

1 Yes
2 No

SEXCONFORCEPROBE_1

SEXCONFORCE PROBE_1

This probe question appears if Item **WHATHAPPEN** is answered with Precode (14), “Unwanted sexual contact with force,” and is asked to ensure that the incident did not include forced or coerced sexual intercourse, including *attempted* forced or coerced sexual intercourse.

If you enter Precode (1) at Item **SEXCONFORCEPROBE_1**, continue with Item **HOWATTACK** to code the incident as an attack. If you enter Precode (2), continue with Item **IMPACT_JOB**.

How did the offender TRY to attack you?

- Probe: Any other way?
- Enter all codes that apply, separate with commas

11 Verbal threat of rape
12 Verbal threat to kill
13 Verbal threat of attack other than to kill or rape
14 Verbal threat of sexual assault other than rape
15 Unwanted sexual contact with force (grabbing, fondling, etc.)
16 Unwanted sexual contact without force (grabbing, fondling, etc.)
17 Weapon present or threatened with weapon
18 Shot at (but missed)
19 Attempted attack with knife/sharp weapon
20 Attempted attack with weapon other than gun/knife/sharp weapon
21 Object thrown at person
22 Followed or surrounded
23 Tried to hit, slap, knock down, grab, hold, trip, jump, push, etc.
24 Other - specify

HOWTRYATTACK

How were you threatened?

- Probe: Any other way?
- Enter all codes that apply, separate with commas

11 Verbal threat of rape
12 Verbal threat to kill
13 Verbal threat of attack other than to kill or rape
14 Verbal threat of sexual assault other than rape
15 Unwanted sexual contact with force (grabbing, fondling, etc.)
16 Unwanted sexual contact without force (grabbing, fondling, etc.)
17 Weapon present or threatened with weapon
18 Shot at (but missed)
19 Attempted attack with knife/sharp weapon
20 Attempted attack with weapon other than gun/knife/sharp weapon
21 Object thrown at person
22 Followed or surrounded
23 Tried to hit, slap, knock down, grab, hold, trip, jump, push, etc.
24 Other - specify

HOWTHREATEN

HOWTRYATTACK and HOWTHREATEN

Item **HOWTRYATTACK** is asked to identify how the offender tried to attack the respondent when Precode (1), "Yes," is entered in Item **TRYATTACK**. Item **HOWTHREATEN** is asked to identify how the offender threatened to harm the respondent when Precode (1), "Yes," is entered in Item **THREATEN**.

The answer categories for Items **HOWTRYATTACK** and **HOWTHREATEN** are the same and both items allow for multiple entries, so continue asking ***"Any other way?"*** until you get a "No" response. After completing Item **HOWTRYATTACK** or Item **HOWTHREATEN**, you will continue with Item **PREGATTIMEOFINC** if you are speaking to a female respondent ages 18 to 49, otherwise you will continue with Item **PROTECTSELF**.

If you determine that none of the respondent's answers for Item **HOWTRYATTACK** or **HOWTHREATEN** indicate that there was an attempted attack or a threat of physical harm, do NOT enter any precodes for Items **HOWTRYATTACK** and **HOWTHREATEN**, and correct the answer for Item **TRYATTACK** or **THREATEN**, as necessary. (Correct answers for these items by using the “Up” arrow key to back up to the item and change responses.) After making the correction, the instrument brings up the appropriate screens automatically.

Unwanted Sexual Contact

Precodes (15) and (16) include a broad range of unwanted sexual acts for respondents who do not consider an unwanted sexual contact as an attack or assault. We want to ensure that all sexual assaults committed during an incident are reported correctly. Precode (15), "Unwanted sexual contact with force (grabbing, fondling, etc.)," and Precode (16), "Unwanted sexual contact without force (grabbing, fondling, etc.)," can be entered as answers for Items **HOWTRYATTACK** or **HOWTHREATEN**.

Based on what the respondent tells you, it may not always be clear whether you should enter Precode (15), *(with force),* or Precode (16), *(without force)*. Generally, if the sexual contact involved grabbing, pushing, restraining, or other acts of force, enter Precode (15) and then ask the structured probe question for Item **SEXCONFORCEPROBE_2**. If the respondent tells you that he/she was forced or coerced into having sexual intercourse or a forced attempt was made to have sexual intercourse, continue with Item **HOWATTACK**. If the sexual contact did not involve any force *(for example, only unwanted touching, embracing, and/or fondling)*, enter Precode (16) in Item **HOWTRYATTACK** or **HOWTHREATEN**. If unsure, go with the respondent's perception of whether or not force was used.

Precode (11)

Enter Precode (11), **Verbal threat of rape**, if the offender was face-to-face with the respondent and **verbally** threatened to rape the respondent. For the NCVS, rape means forced sexual intercourse including both psychological coercion, as well as physical force. Forced sexual intercourse means vaginal, anal, or oral penetration by the offender(s). The penetration also can be from a foreign object, such as a bottle.

Precode (12)

Enter Precode (12), **Verbal threat to kill**, if the offender was face-to-face with the respondent and **verbally** threatened to kill the respondent.

Precode (13)

Enter Precode (13), **Verbal threat of attack other than to kill or rape**, if the offender was face-to-face with the respondent and **verbally** threatened to attack the respondent in some way other than by raping or killing him/her.

Precode (14)

Enter Precode (14), **Verbal threat of sexual assault other than rape**, if the offender was face-to-face with the respondent and **verbally** threatened to sexually assault the respondent, but did not threaten to rape him/her.

Precode (15)

Enter Precode (15), **Unwanted sexual contact with force (grabbing, fondling, etc.)**, if the offender used some type of force such as grabbing, restraining, or pushing during the unwanted sexual contact. After entering Precode (15), you always ask the structured probe question in **SEXCONFORCEPROBE_2**.

Precode (16)

Enter Precode (16), **Unwanted sexual contact without force (grabbing, fondling, etc.)**, if the offender made some type of unwanted sexual contact without the use of force. For example, during the incident, the offender may have embraced, fondled, or touched the respondent against his/her will, but did not grab, push, or restrain the respondent in any way.

Precode (17)

Enter Precode (17), **Weapon present or threatened with weapon**, if the offender had a weapon or an object that he/she intended to use as a weapon and the respondent believed the offender would use the weapon to harm him/her. Do NOT enter Precode (17) if the offender attempted to use the weapon or actually shot at the respondent.

Precode (18)

Enter Precode (18), **Shot at (but missed)**, if the offender discharged a gun or rifle in the direction of the respondent intending to hit the respondent, but the bullet did NOT hit the respondent.

Do NOT enter Precode (18) if:

✘ The offender was not aiming to hit the respondent

OR

✘ The bullet actually hit the respondent. If the respondent was hit by a bullet, change the answer in Item **ATTACK** to "Yes" (use the “Up” arrow key to back up to the item and change the answer) and the instrument continues with Item **HOWATTACK**.

Precode (19)

Enter Precode (19), **Attempted attack with knife/sharp weapon**, if the offender tried unsuccessfully to strike or stab the respondent with a knife or other sharp weapon, such as an ice pick or scissors.

Precode (20)

Enter Precode (20), **Attempted attack with weapon other than gun/knife/sharp weapon**, if the offender tried unsuccessfully to attack the respondent with a weapon other than a gun, knife, or other sharp weapon. This could include weapons such as clubs, blackjacks, rocks, etc.

Precode (21)

Enter Precode (21), **Object thrown at person**, if the offender threw an object at the respondent, but did not hit him/her.

Precode (22)

Enter Precode (22), **Followed or surrounded**, if the offender was following the respondent or blocking his/her way, and the offender's close proximity to the respondent caused the respondent to fear for his/her safety.

Precode (23)

Enter Precode (23), **Tried to hit, slap, knock down, grab, hold, trip, jump, push, etc.**, if the offender tried unsuccessfully to hit, slap, knock down, grab, hold, trip, jump, or push the respondent.

Precode (24)

Enter Precode (24), **Other**, if the offender tried to attack or threatened to physically harm the respondent in a way that does not fit one of the preceding categories. Avoid using this category if at all possible since most threats or attempted attacks can be identified in the categories for Precodes (11) through (23). If you do need to enter Precode (24), make sure to enter how the offender tried to attack or threatened to physically harm the respondent in the "Specify" screen, **HOWTRYATTACK_SPEC**, that appears after entering Precode (24).

You mentioned some type of unwanted sexual contact with force.
Do you mean forced or coerced sexual intercourse including attempts?

1 Yes
2 No

SEXCONFORCEPROBE_2

SEXCONFORCEPROBE_2

This probe question appears when Item **HOWTRYATTACK** or Item **HOWTHREATEN** is answered with Precode 15, "Unwanted sexual contact with force," and is asked to ensure that the incident did not include forced or coerced sexual intercourse, including *attempted* forced or coerced sexual intercourse.

If the respondent tells you that he/she was forced or coerced into having sexual intercourse or a forced attempt was made to have sexual intercourse, enter Precode (1) and continue with Item **HOWATTACK**. Otherwise, continue with Item **IMPACT_JOB**.

How were you attacked?

- Probe: Any other way?
- Enter all codes that apply, separate with commas

11 Raped
12 Tried to rape
13 Sexual assault other than rape or attempted rape
14 Shot
15 Shot at (but missed)
16 Hit with gun held in hand
17 Stabbed/cut with knife/sharp weapon
18 Attempted attack with knife/sharp weapon
19 Hit by object (other than gun) held in hand
20 Hit by thrown object
21 Attempted attack with weapon other than gun/knife/sharp weapon
22 Hit, slapped, knocked down
23 Grabbed, held, tripped, jumped, pushed, etc.
24 Other - specify

HOWATTACK

HOWATTACK

After a respondent tells you in Item **ATTACK** that he/she was attacked during the incident, continue with Item **HOWATTACK** to determine how the respondent was attacked during the incident. Item **HOWATTACK** allows you to enter multiple precodes, so continue asking ***"Any other way?"*** until you get a "No" response.

If you discover that the respondent was NOT physically attacked during the incident, leave Item **HOWATTACK** unanswered, back up and change the answer in Item **ATTACK** to "No," and continue with Item **TRYATTACK**.

Precode (11)

Enter Precode (11), “Raped,” if the respondent says that he/she was raped during the incident. After entering Precode (11), an “Active Signal” box appears as shown below:

Active Signal

You mentioned rape. Do you mean forced or coerced sexual intercourse?

If "No," then ask: What do you mean?

Questions Involved	Value
howAttack: How attacked	Raped

Suppress Close Goto

This screen is included to ensure that the respondent's definition of rape matches the NCVS definition. For the NCVS, rape means forced sexual intercourse including both psychological coercion, as well as physical force. Forced sexual intercourse means vaginal, anal, or oral penetration by the offender(s). The penetration also can be from a foreign object, such as a bottle.

If the respondent's answer to the probe question in the "Active Signal" box is "Yes," click on the "Suppress" button to move to the next question.

If the respondent's answer to the probe question is "No," you must ask the second probe question, ***"What do you mean?"*** The purpose of this question is to distinguish between rape and other forms of sexual assault. Do not probe beyond this question.

If the respondent's answer to the second probe question does not satisfy the NCVS definition for rape, click on the "Close" or "Goto" button, then delete Precode (11) in Item **HOWATTACK**. Include as much detail as possible about the incident as you write the summary report later in the interview. If the attack involved another type of sexual assault other than rape, enter Precode (13) in Item **HOWATTACK**.

Precode (12)

Enter Precode (12), "Tried to rape," if the respondent says that the offender tried to rape him/her during the incident. After entering Precode (12), an "Active Signal" box appears as shown below:

Active Signal

You mentioned attempted rape. Do you mean attempted forced or coerced sexual intercourse?

If “No,” then ask: What do you mean?

Questions Involved	Value
howAttack: How attacked	Tried to rape

Suppress Close Goto

This screen is included to ensure that the respondent's definition of attempted rape matches the NCVS definition. For the NCVS, rape means forced sexual intercourse including both psychological coercion, as well as physical force. Forced sexual intercourse means vaginal, anal, or oral penetration by the offender(s). The penetration also can be from a foreign object, such as a bottle.

If the respondent’s answer to the probe question in the “Active Signal” box is “Yes,” click on the “Suppress” button to move to the next question.

If the respondent's answer to the probe question in the “Active Signal” box is "No," you must ask the second probe question, ***"What do you mean?"*** The purpose of this question is to distinguish between attempted rape and other forms of sexual assault. After asking, ***“What do you mean?”*** do not ask any additional probe questions.

If the respondent’s answer to the second probe question does not satisfy the NCVS definition for attempted rape, click on the “Close” or “Goto” button, delete Precode (12) in Item **HOWATTACK.** Include as much detail as possible about the incident as you write the summary report later in the interview. If the attack involved another type of sexual assault, enter Precode (13) in Item **HOWATTACK**.

Precode (13)

Enter Precode (13) when the respondent was sexually assaulted in some way other than rape or attempted rape; that is, the sexual assault did not involve forced or coerced sexual intercourse or attempted sexual intercourse *(for example, fondling the respondent's breasts against her will)*.

Precode (14)

Enter Precode (14) when the offender shot a gun or rifle at the respondent and the respondent was actually hit by the bullet.

Precode (15)

Enter Precode (15) when the offender shot a gun or filed intending to hit the respondent, but the respondent did not get hit by the bullet. During an incident, it is possible to have both an attempted attack and an actual attack. However, if you enter Precode (15) AND you do not enter another precode in HOWATTACK to indicate that some physical attack or contact happened during the incident, you must:

- Leave Item **HOWATTACK** blank,
- Back up and change the "Yes" answer in Item **ATTACK** to "No," and
- Ask the question about attempted attacks in Item **TRYATTACK** next.

Precode (16)

Enter Precode (16) when the offender used a gun or rifle to strike the respondent *(for example, using it to inflict blunt force injury, rather than shooting at the respondent)*.

Precode (17)

Enter Precode (17) when the offender used a knife or other sharp object to cut the respondent causing a puncture wound.

Precode (18)

Enter Precode (18) when the offender tried to cut or stab the respondent with a knife or other sharp object, but was not successful in causing a puncture wound. During an incident, it is possible to have both an attempted attack and an actual attack. However, if you enter Precode (18) AND do not enter another precode in Item **HOWATTACK** to indicate that some physical attack or contact happened during the incident, then you must:

- Leave Item **HOWATTACK** blank,
- Back up and change the "Yes" answer in Item **ATTACK** to "No," and

- Ask the question about attempted attacks in Item **TRYATTACK** next.

Precode (19) Enter Precode (19) when the offender was holding an object, other than a gun, in his/her hand and hit the respondent with the object.

Precode (20) Enter Precode (20) when the offender threw something at the respondent AND the thrown object hit the respondent.

Precode (21) Enter Precode (21) when the offender tried to attack the respondent with a weapon, other than a gun, knife, or sharp weapon, but the weapon did not make contact with the respondent. During an incident, it is possible to have both an attempted attack and an actual attack. However, if you enter Precode (21) AND do not enter another precode in Item **HOWATTACK** to indicate that some physical attack or contact happened during the incident, then you must:

- Leave Item **HOWATTACK** blank,
- Back up and change the "Yes" answer in Item **ATTACK** to "No," and
- Ask the question about attempted attacks in Item **TRYATTACK** next.

Precode (22) Enter Precode (22) when the offender used his/her hands or fists to hit, slap, or knock down the respondent.

Precode (23) Enter Precode (23) when the offender physically interfered with the respondent's movement by grabbing, holding, tripping, jumping, or pushing him/her.

Precode (24) Enter Precode (24) when the offender physically attacked the respondent in a way not covered in Precodes (11) through (23). After entering Precode (24), make sure to explain how the respondent was attacked on the "Specify" screen, **HOWATTACK_SPEC**. Before entering Precode (24), make sure that the method of attack does not fit one of the previous answer categories in Item **HOWATTACK**.

Did the offender THREATEN to hurt you before you were actually attacked?

1 Yes
2 No
3 Other - specify

PRETHREATEN

PRETHREATEN

After identifying in Item **HOWATTACK** how the respondent was physically attacked, you will ask the question in Item **PRETHREATEN** to determine if the offender verbally threatened to hurt the respondent prior to the actual attack. The verbal threat could be to take any of the actions specified in Item **HOWATTACK**, such as threatening to rape the respondent.

The offender could have voiced the threat anytime from the start of the incident until the moment of the physical attack.

In most cases, you will enter Precode (1), "Yes," or Precode (2), "No," based on the respondent's answer. Only enter Precode (3), "Other," if you need to describe the situation with more than just a "Yes" or "No" answer. Make sure to explain the respondent's answer on the "Specify" screen, **PRETHREATEN_SPEC**, that appears after entering Precode (3).

What were the injuries you suffered, if any?

- PROBE: Anything else?
- Enter all that apply, separate with commas.

11 None
12 Raped
13 Attempted rape
14 Sexual assault other than rape or attempted rape
15 Knife or stab wounds
16 Gun shot, bullet wounds
17 Broken bones or teeth knocked out
18 Internal injuries
19 Knocked unconscious
20 Bruises, black eye, cuts, scratches, swelling, chipped teeth
21 Other (specify)

INJURY

INJURY

After completing Item **PRETHREATEN**, you will ask Item **INJURY** to determine if the respondent experienced any personal injuries during the attack and, if so, to identify what type of bodily injuries were suffered from the incident. Do not include mental or emotional suffering as an injury.

Since the respondent may have suffered various types of injuries during the incident, continue asking, ***"Anything else?"*** until you get a "No" response.

Precode (11)

Enter Precode (11), "None," when the respondent tells you that he/she did not experience any physical injuries from the attack. However, do not enter Precode (11) if:

✘ You enter another precode in Item **INJURY**

OR

✘ You entered Precode (11), "Raped," or Precode (12), "Tried to rape," in Item **HOWATTACK**.

After entering precode (11), continue with **IMPACT_JOB**.

Precode (12)

Enter Precode (12), "Raped," when you have entered Precode (11), "Raped," in Item **HOWATTACK**, regardless of whether the respondent mentions "Raped" as an injury. If this happens, hit the “Suppress” button in the Active Signal box (which appears as a pop-up), without asking the probe question a second time. However, when the respondent did not mention "Raped" in Item **HOWATTACK** and then reports "Raped" as an injury in Item **INJURY**, you must ask the probe question in the Active Signal box that appears.

> Active Signal
>
> You mentioned rape. Do you mean forced or coerced sexual intercourse?
>
> If “No,” then ask: What do you mean?
>
> | Questions Involved | Value |
> |---|---|
> | How attacked | Raped |
> | Injury: Injuries | |
>
> Suppress Close Goto

If the respondent’s answer to the probe question in the “Active Signal” box is “Yes,” click on the “Suppress” button to move to the next question. However, if the respondent answers, "No," in the Active Signal box, ask the additional probe, ***"What do you mean?"*** This additional probe question is needed to distinguish between rape, attempted rape, and other types of sexual assaults.

After asking, ***"What do you mean?"*** do not ask any additional probe questions. Make sure to include any additional details about the incident later in the interview at the **SUMMARY** screen.

Precode (13)

Only enter Precode (13), "Attempted rape," when the respondent specifically says that his/her injury was an attempted rape. Do not automatically enter Precode (13), "Attempted Rape," when Precode (12), "Tried to rape," is entered in Item **HOWATTACK**. If an offender tried to rape the respondent and the respondent does not report any physical injuries in Item

INJURY, enter Precode (11), "None," in Item **INJURY**.

If the respondent reports an "Attempted rape" injury in **INJURY**, but did not report "Tried to rape" in Item **HOWATTACK**, an “Active signal” box appears:

Active Signal
You mentioned attempted rape. Do you mean attempted forced or coerced sexual intercourse?
If “No,” then ask: What do you mean?
Questions Involved Value Injury: Injuries Attempted rape
Suppress Close Goto

If you get a "Yes" answer, click on the “Suppress” button to continue to the next screen.

If the respondent says that he/she did not mean attempted forced or coerced sexual intercourse or is unsure of the answer, ask the additional probe question, ***"What do you mean?"*** in the “Active Signal” box. The second probe question is needed to distinguish between rape, attempted rape, and other types of sexual assaults. Make sure to include any additional details about the incident in the summary report later in the interview.

Precode (14)

Only enter Precode (14), "Sexual assault other than rape or attempted rape," when the respondent specifically says that this was one of his/her injuries. Make sure to also ask if the respondent suffered any other injuries and, if so, enter the appropriate precodes in Item **INJURY**. Do not automatically enter Precode (14) when Precode (13), "Sexual assault other than rape or attempted rape," is entered in Item **HOWATTACK**. If the respondent reports a sexual assault other than rape or attempted rape in Item **HOWATTACK** and does not report any physical injuries in Item **INJURY**, enter Precode (11), "None," in Item **INJURY**.

Precode (15)

Enter Precode (15), "Knife or stab wounds," when the respondent reports an injury caused by a knife or any other sharp or pointed object.

Precode (16) Enter Precode (16), "Gun shot, bullet wounds," when the respondent reports an injury caused by the bullet or shot from a hand gun, rifle, shotgun, and so on. Do not enter Precode (16) if the injury was caused by being shot with a BB gun, tear gas gun, or a stun gun.

Precode (17) Enter Precode (17), "Broken bones or teeth knocked out," when the respondent reports that he/she suffered broken, chipped, or cracked bones from the attack. Also enter Precode (17) when a respondent says that one or more of his/her teeth were knocked out.

However, do not enter Precode (17) for injuries involving broken, chipped, or cracked teeth; instead, enter Precode (20) for this type of injury.

Precode (18) Enter Precode (18), "Internal injuries," when the respondent reports that he/she suffered any type of internal injuries during the attack.

Precode (19) Enter Precode (19), "Knocked unconscious," when the respondent reports that he/she was knocked unconscious, blacked out, passed out, went into a coma, and so on, resulting directly from the attack.

Do not enter Precode (19) if the respondent became unconscious or fainted due to fear or medical treatment, which cannot be attributed directly to the attack.

Precode (20) Enter Precode (20), "Bruises, black eye, cuts, scratches, swelling, chipped teeth," when the respondent reports any **minor** injuries that are not covered specifically in Precodes (12) through (19). Examples of injuries to include for Precode (20) are minor burns, bruises, black eyes, cuts, scratches, swellings, and chipped teeth suffered during the attack.

Precode (21) Enter Precode (21), "Other," when the respondent mentions an injury that does not seem to fit into any of the injuries for Precodes (12) through (20). Always enter a description of the injury on the "Specify" screen, **INJURY_SPEC** after entering Precode (21) *(for example, eye damage from gasoline thrown in eyes or severe burns from acid dropped on arms)*. Avoid entering Precode (21) if the injury fits into one of the injury descriptions for Precodes (12) through (20).

● Ask or verify:

Were any of the injuries caused by a weapon other than a gun or knife?

1 Yes
2 No

INJURYNOTGUN

INJURYNOTGUN

Item **INJURYNOTGUN** is used to determine if any injuries reported in Item **INJURY** were caused by a weapon OTHER THAN a gun or a knife. If you feel sure of the answer, you can verify the answer with the respondent, instead of asking the question. Otherwise, ask the question in Item **INJURYNOTGUN**. If you get a "Yes" answer, enter Precode (1) and continue with Item **FIRSTINJURY**. If you get a "No" answer, enter Precode (2) and continue with Item **MEDICALCARE**.

Which injuries marked in the field INJURIES were caused by a weapon OTHER than a gun or knife?

● Enter all that apply, separate with commas

17 Broken bones or teeth knocked out
19 Knocked unconscious

FIRSTINJURY

FIRSTINJURY

Item **FIRSTINJURY** is used to identify which injuries reported in Item **INJURY** were caused by a weapon OTHER THAN a gun or knife. With the exception of Precodes (15), knife or stab wounds, and (16), gunshot or bullet wounds, the injuries reported at Item **INJURY** will be shown at Item **FIRSTINJURY**.

Since we are interested in injuries that were caused by a weapon other than a gun or knife, Precodes (15) and (16) will not appear in Item **FIRSTINJURY**, even if they were entered in Item **INJURY**. Enter the appropriate precodes for the injuries listed at Item **FIRSTINJURY** that were caused by a weapon other than a gun or knife.

Were you injured to the extent that you received any medical care, including self treatment?

1 Yes
2 No

MEDICALCARE

MEDICALCARE

Item **MEDICALCARE** is used to find out if the respondent received any medical care for the injuries reported in Item **INJURY**. This medical care includes any care or treatment provided for the respondent's physical injuries, including self treatment. Treatment can range from bandages and ice packs to setting broken bones and major surgery.

Precode (1)

Enter Precode (1), "Yes," when the respondent received any type of medical treatment for the reported injuries, regardless of where the medical care was provided or who provided the treatment. After entering Precode (1), you will continue with Item **RECEIVECAREWHERE**.

Precode (2)

Enter Precode (2), "No," when the respondent did not receive any medical treatment for his/her injuries. After entering Precode (2), continue with Item **IMPACT_JOB**.

Where did you receive this care?

● PROBE: Anywhere else?

● Enter all that apply, separate with commas

11 At the scene
12 At home/neighbor's/friend's
13 Health unit at work/school, first aid station at a stadium/park, etc.
14 Doctor's office/health clinic
15 Emergency room at hospital/emergency clinic
16 Hospital (other than emergency room)
17 Other - specify

RECEIVECAREWHERE

RECEIVECAREWHERE

Item **RECEIVECAREWHERE** is used to determine where the respondent received medical treatment for his/her injuries. Continue asking, ***"Anywhere else?"*** until you get a "No" response, since the respondent may have been cared for at more than one location *(for example, at the crime scene, then at an emergency room, and later at a doctor's office)*.

Precode (11)

Enter Precode (11), "At the scene," if the respondent received any type of medical treatment at the scene of the attack *(for example, in the alley where he was mugged or in the shopping mall where she was stabbed)*.

Precode (12)

Enter Precode (12), "At home/neighbor's/friends," if the respondent received any type of medical treatment at his/her home or at the home of the respondent's neighbor, friend, or relative.

Precode (13)

Enter Precode (13), "Health unit at work/school, first aid station at a stadium/park, etc.," if the respondent received any type of medical treatment at a health unit or first aid station at work or school, at a sports arena or stadium, airport, at a train or subway station, a museum or some other type of emergency facility other than those covered in Precodes (14), (15), or (16).

Precode (14)

Enter Precode (14), "Doctor's office/health clinic," if the respondent received any type of medical treatment at any type of doctor's or dentist's office, or in some kind of medical or health clinic that serves patients on either a routine or an emergency basis.

Precode (15)

Enter Precode (15), "Emergency room at hospital/ emergency clinic," if the respondent received any type of medical treatment at a hospital emergency room or at an emergency clinic. Emergency clinics differ from other medical clinics in that they **only deal with emergency cases** and do not provide services on a routine basis.

Precode (16)

Enter Precode (16), "Hospital (other than emergency room)," if the respondent received any type of medical treatment after being admitted to a hospital or being referred to an outpatient treatment center or therapy area. If the respondent was treated first at a hospital emergency
room and was later admitted to the hospital, enter Precodes (15) AND (16).

Precode (17)

Enter Precode (17), "Other," if the respondent received any type of medical treatment at a location other than the places identified in Precodes (11) through (16). Avoid entering Precode (17) if the location fits into one of the other precodes in Item **RECEIVECAREWHERE**. If you do enter Precode (17), always enter a description of the place on the "Specify" screen, **RECEIVECAREWHERE_SPEC** *(for example, in ambulance on way to hospital or on a street, shoulder of a highway, parking lot, and so on, but NOT at the crime scene).*

Did you stay overnight in the hospital?

1 Yes
2 No

CAREOVERNIGHT

CAREOVERNIGHT

When a respondent received medical care in a hospital *(Precode (16) entered in Item **RECEIVECAREWHERE**)*, Item **CAREOVERNIGHT** is asked to find out if the respondent stayed in a hospital **overnight** to receive medical care for his/her injuries suffered during the attack.

After entering Precode (1) for a "Yes" answer, continue with Item **CAREDAYHOSPIT**. If you enter Precode (2) for a "No" answer, continue with **MEDICALINSURANCE**.

How many days did you stay in the hospital?

● If over 200 days, enter 200

CAREDAYHOSPIT

CAREDAYHOSPIT

CAREDAYHOSPIT is used to identify how many days the respondent spent in the hospital for this treatment.

When determining the number of days spent in the hospital:

- Count each night spent in the hospital as one day and only enter whole days *(for example, enter 3 days, not 3 1/2 days)*.
- Count all days spent in the hospital up to the night prior to the interview.
- If a respondent cannot recall the exact number of days, enter the respondent's best estimate.

At the time of the incident, were you covered by any medical insurance, or were you eligible for benefits from any other type of health benefits program, such as Medicaid, Veterans Administration, or Public Welfare?

1 Yes
2 No
3 Don't know

MEDICALINSURANCE

MEDICALINSURANCE

Item **MEDICALINSURANCE** is used to determine if the respondent was eligible to receive health benefits from a medical insurance plan or policy. Normally, the benefits will cover all or part of the hospital expenses and the charges for a doctor or surgeon's services, medication, and so on. The respondent needs to understand that you are asking about health benefits from a formal plan or policy with defined membership and benefits which he/she was eligible to receive **at the time of the incident.**

In addition to health insurance coverage from a private company, we are also interested in knowing whether the respondent was eligible for benefits from any publicly organized system that provides health benefits, such as medicaid, Veterans Administration, or Public Welfare.

If a respondent tells you that a friend or family member offered to pay for his/her medical expenses, probe to find out whether the respondent was covered by some type of health insurance plan, even if the respondent did not submit a claim or the plan did not pay any benefits.

Enter Precode (1) for a "Yes" answer, Precode (2) for a "No" answer, and Precode (3) for "Don't know." After completing Item **MEDICALINSURANCE**, continue with Item **MEDICALEXPENSES**.

What was the total amount of your medical expenses resulting from this incident (INCLUDING anything paid by insurance)? Include hospital and doctor bills, medicine, therapy, braces, and any other injury-related expenses.

- Obtain an estimate if necessary
- Round to the nearest dollar
- Enter a number between 1-999,996

MEDICALEXPENSES

MEDICALEXPENSES

Item **MEDICALEXPENSES** is used to identify the TOTAL dollar amount of the respondent's medical expenses resulting directly from injuries suffered during the incident. (Note that the parenthetical phrase "INCLUDING anything paid by insurance only appears if item **MEDICALINSURANCE** was answered with Precode (1), "Yes.") Include in this figure any doctor and hospital bills, surgeon's fees, emergency room expenses, ambulance services, services provided by a physical therapist, dentist, and so on. Also include expenses for medicine and any kind of special devices or aids required as a result of the respondent's injuries, such as braces, crutches, dentures, eyeglasses, a wheelchair, or artificial limbs.

Enter the respondent's answer in whole dollars in the "Total amount" space. If the respondent is not sure of the exact amount, enter his/her best estimate of the cost for medical expenses.

If the respondent is still undergoing medical treatment for injuries related to the incident, ask for the respondent's best estimate of the projected total cost for his/her medical expenses and enter the projected estimate in the "Total amount" space.

Enter 0 (zero), to indicate "No Cost," if the respondent did not incur any medical expenses for his/her injuries as a result of the incident.

After completing Item **MEDICALEXPENSES**, the instrument goes to Item **IMPACT_JOB**.

Emotional Toll Questions: Items **IMPACT_JOB** through **KIND_HELP_ PHYPROBS**

The Emotional Toll questions (added in July 2008) are only asked of persons who reported a violent crime, such as an attack, threat of attack, attempted attack, or unwanted sexual contact (with or without force).

> Being a victim of crime affects people in different ways. Next I would like to ask you some questions about how being a crime victim may have affected you.
>
> Did being a victim of this crime lead you to have significant problems with your job or schoolwork, or trouble with your boss, coworkers, or peers?
>
> 1 Yes
> 2 No
>
> IMPACT_JOB

IMPACT_JOB

Item **IMPACT_JOB** informs the respondent that we are changing the focus of the next set of questions to talk about how being a victim of a crime has affected them. This question specifically asks the respondent whether being a victim of this crime has led the respondent to have significant problems with their job or schooling, or trouble with their boss, coworkers, or peers.

Select Precode (1), "No," when the respondent reports that they have experienced significant problems with their job or schoolwork, or people they frequently interact with in their daily lives.

Select Precode (2), "Yes," when the respondent reports that they have not experienced any significant problems with their job or schoolwork, or people they frequently interact with in their daily lives.

Did being a victim of this crime lead you to have significant problems with family members or friends, including getting into more arguments or fights than you did before, not feeling you could trust them as much, or not feeling as close to them as you did before?

1 Yes
2 No

IMPACT_FAMILY

IMPACT_FAMILY

Item **IMPACT_FAMILY** is asked to find out whether being the victim of a crime caused the respondent to have significant problems with his/her family and/or friends.

Select Precode (1), "Yes," when the respondent reports that being a victim of this crime led to significant problems with family members or friends.

Select Precode (2), "No," when the respondent reports that being a victim of this crime did not lead to any significant problems with family members of friends.

How distressing was being a victim of this crime to you? Was it not at all distressing, mildly distressing, moderately distressing, or severely distressing?

1 Not at all distressing
2 Mildly distressing
3 Moderately distressing
4 Severely distressing

HOW_DISTRESSING

HOW_DISTRESSING

Item **HOW_DISTRESSING** is asked to find out what level or magnitude of distress the respondent felt after having been the victim of a crime.

Precode (1)

Select Precode (1) when the respondent states that being a victim of this crime was not at all distressing.

Precode (2)

Select Precode (2) when the respondent states that being a victim of this crime was mildly distressing.

If Precodes (1) or (2) are selected and either of the Items **IMPACT_JOB** and **IMPACT_FAMILY** are marked "Yes," then the instrument goes to the **FEEL_WORRIED** screen. However, if both Items **IMPACT_JOB** and **IMPACT_FAMILY** are marked "No" and Precode (1) or (2) is marked in Item **HOW_DISTRESSING**, the instrument skips to one of the following screens:

- Item **PREGATTIMEOFINC**, if the respondent is a female between the ages of 18 and 49 years old.
- Item **PROTECTSELF** when the respondent is NOT a female between the ages of 18 and 49 years old.

Precode (3)

Select Precode (3) when the respondent states that being a victim of this crime was moderately distressing to them. If Precode (3) is selected the instrument goes to Item **FEEL_WORRIED**.

Precode (4)

Select Precode (4) when the respondent states that being a victim of this crime was severely distressing to them. If Precode (4) is selected the instrument goes to Item **FEEL_WORRIED**.

Still thinking about your distress associated with being a victim of this crime did you feel any of the following ways for A MONTH OR MORE? Did you feel...

Worried or anxious?

1 Yes
2 No

FEEL_WORRIED

Angry?

1 Yes
2 No

FEEL_ANGRY

Sad or depressed?

1 Yes
2 No

FEEL_SAD

Vulnerable?

1 Yes
2 No

FEEL_VULNERABLE

Violated?

1 Yes
2 No

FEEL_VIOLATED

Like (you/he/she) couldn't trust people?

1 Yes
2 No

FEEL_MISTRUST

Unsafe?

1 Yes
2 No

FEEL_UNSAFE

Some other way?

1 Yes
2 No

FEEL_OTHER_WAY

What other way did being a victim of this crime make (you/name) feel?

FEEL_OTHER_WAY_SP

FEEL_WORRIED through **FEEL_OTHER_WAY_SP**

Items **FEEL_WORRIED** through **FEEL_OTHER_WAY_SP** ask about the feelings and perceptions of distress the respondent may have had after experiencing a crime incident.

This series of eight questions is asked when the respondent reports that they were moderately or severely distressed or they have experienced significant problems at work or school or with family members or friends as a result of being a victim of this crime. These questions are asked independently of one another, but share the same question stem.

On the **FEEL_WORRIED** screen the question stem appears in **bold face text** and reads, "***Still thinking about your distress associated with being a victim of this crime did you feel any of the following ways for A MONTH OR MORE? Did you feel ...***" followed by "***worried or anxious?***"

In items **FEEL_ANGRY** through **FEEL_OTHER_WAY** the question stem is in gray text to signify that reading the question stem is optional, however, the specific question text appears in **bold face text** and must be read to the respondent. Repeat the question stem whenever appropriate or if asked by the respondent. If the responses to all eight of these questions is "No," signifying that the respondent has not experienced any of these types of feelings for a month or more, the instrument goes to Item **HAVE_HEADACHES**. Otherwise, it goes to Item **SEEK_PRO_HELP**.

Precode (1)

Select Precode (1), "Yes," in each of these eight questions if the respondent reports that they experienced those specific types of feelings for a month or more as a result of being a victim of this crime. A "Yes" response in Item **FEEL_OTH_WAY** causes the instrument to go to Item **FEEL_OTH_WAY_SP** to collect any other feelings that do not fit the first seven categories presented. Remember the respondent must have experienced these feelings for a month or more and attribute these feelings directly to being a victim of this crime. Be brief but descriptive when entering this information in Item **FEEL_OTHER_WAY_SP**.

Precode (2)

Select Precode (2), "No," in each of these eight questions if the respondent reports that they did not experience that specific type of feeling for a month or more as a result of being a victim of this crime.

Did you seek any kind of professional help for the feelings you experienced as a result of being a victim of this crime?

1 Yes
2 No

SEEK_PRO_HELP

SEEK_PRO_HELP

Item **SEEK_PRO_HELP** is asked to find out whether the respondent sought any kind of professional help dealing with their feelings after experiencing a crime incident. It appears when the respondent reported having at least one of the feelings in **FEEL_WORRIED** through **FEEL_OTHER_WAY** because they were a crime victim.

Precode (1)

Select Precode (1), "Yes," if the respondent reports that they sought some form of professional help for the prolonged feelings they experienced. The instrument goes to **PRO_HELP_SOUGHT**.

Precode (2)

Select Precode (2), "No," if the respondent reports that they did not seek any professional help for the feelings they experienced. The instrument goes to **HAVE_HEADACHES**.

What kind of professional help did you seek?

● Mark all that apply separated by commas

1 Counseling/therapy
2 Medication
3 Visited doctor or nurse
4 Visited ER/hospital/clinic
5 Other - Specify

PRO_HELP_SOUGHT

What other kind of professional help did you seek? HELP_SOUGHT_SP

PRO_HELP_SOUGHT and **HELP_SOUGHT_SP**

Items **PRO_HELP_SOUGHT** and **HELP_SOUGHT_SP** are asked to find out what kind of professional help the respondent sought. Mark as many responses as apply in Item **PRO_HELP_SOUGHT**.

Item **HELP_SOUGHT_SP** appears if Precode (5), "Other," is marked in **PRO_HELP_SOUGHT**. Use **HELP_SOUGHT_SP** to list any type of professional help that does not appear in the answer categories in **PRO_HELP_SOUGHT**. **HELP_SOUGHT_SP** allows 100 characters for a response.

Precode (1)

Select Precode (1) if the respondent reports that they sought professional counseling/therapy as a result of being a victim of this crime.

Precode (2)

Select Precode (2) if the respondent reports that they sought medication as a result of being a victim of this crime.

Precode (3)

Select Precode (3) if the respondent reports that they visited a doctor or nurse as a result of being a victim of this crime.

Precode (4)

Select Precode (4) if the respondent reports that they visited the emergency room, hospital, or clinic, as a result of being a victim of this crime.

Precode (5)

Select Precode (5) if the respondent reports that they sought some other form of professional help not listed in categories 1 through 4. If Precode (5) is selected, the instrument goes to **HELP_SOUGHT_SP** to collect the "other" kind of professional help the respondent sought. Be brief, but descriptive, when entering the other kind of professional help in the "Other - Specify" field.

Did you experience any of the following physical problems associated with being a victim of this crime for A MONTH OR MORE? Did you experience....

Headaches?

1 Yes
2 No

HAVE_HEADACHES

Trouble sleeping?

1 Yes
2 No

TRBL_SLEEPING

Changes in (your/his/her) eating or drinking habits?

1 Yes
2 No

EATING_PROBS

Upset stomach?

1 Yes
2 No

UPSET_STOMACH

Fatigue?

1 Yes
2 No

FATIGUE

High blood pressure?

1 Yes
2 No

HIGH_BLOOD_PRESS

Muscle tension or back pain?

1 Yes
2 No

MUSCLE_TENSION

Some other physical problem?

1 Yes
2 No

OTHER_PHYSICAL

What other physical problem did you experience for A MONTH OR MORE?

OTH_PHY_SP

HAVE_HEADACHES through **OTH_PHY_SP**

Items **HAVE_HEADACHES** through **OTH_PHY_SP** ask about physical problems the respondent may have had in response to the crime incident they experienced. The respondent must have experienced the physical problems ***for a month or more*** and attribute these problems directly to the crime incident. These questions are asked independently of one another but share the same question stem.

In Item **HAVE_HEADACHES** the question stem appears in **bold face text** and reads, "***Did you experience any of the following physical problems associated with being a victim of this crime for A MONTH OR MORE? Did you experience...***" followed by "***headaches?***"

Items **TRBL_SLEEPING** through **OTHER_PHYSICAL** the question stem appears in gray text to signify that reading the question stem is optional, however, the specific question text appears in **bold face text** and must be read to the respondent. Repeat the question stem whenever appropriate or if asked by the respondent. If you select the "Yes" response to Item **OTHER_PHYSICAL** the instrument goes to Item **OTH_PHY_SP**. Enter the verbatim response provided by the respondent for the other physical problem that they experienced for a month or more as a result of being the victim of this crime.

Precode (1)

Select Precode (1) in each of these eight questions if the respondent reports that they experienced that specific type of physical problem for a month or more as a result of being a victim of this crime. If the respondent reports that they experienced at least one prolonged physical problem for a month or more by answering "Yes" to at least one of Items **HAVE_HEADACHES** through **OTHER_PHYSICAL**, the instrument goes to Item **SEEK_HELP_PHYPROBS**.

Precode (2)

Select Precode (2) in each of these eight questions if the respondent reports that they did not experience that specific type of physical problem for a month or more as a result of being a victim of crime. If the response to all eight of these questions is "No," signifying that the respondent has not experienced any of these types of physical problems for a month or more the instrument skips to one of the following screens:

- Item **PREGATTIMEOFINC**, if the respondent IS a female between the ages of 18 and 49 years old.
- Item **PROTECTSELF** when the respondent is NOT a female between the ages of 18 and 49 years old.

Other than any medical care you received for the (injury/injuries) did you seek any kind of professional or medical help for the physical problems you experienced as a result of being a victim of this crime?

1 Yes
2 No

SEEK_HELP_PHYPROBS

SEEK_HELP_PHYPROBS

Item **SEEK_HELP_PHYPROBS** asks the respondent if they sought any kind of professional or medical help for the prolonged physical problems they reported as a result of being a victim of this crime. The phrase "***Other than any medical care you received for the injury(ies) you suffered,***" is only displayed and read to the respondent when the respondent reported an injury. If no injuries were reported you read, "***Did you seek any kind of professional or medical help for the physical problems you experienced as a result of being a victim of this crime?***"

Precode (1)

Select Precode (1), "Yes," if the respondent reports that they sought some form of professional or medical help for the prolonged physical problems they experienced. The instrument goes to Item **KIND_HELP_PHYPROBS**.

Precode (2)

Select Precode (2) if the respondent reports that they did not seek any professional or medical help for the physical problems they experienced. The instrument will skip to one of the following screens:

- Item **PREGATTIMEOFINC**, if the respondent IS a female between the ages of 18 and 49 years old.
- Item **PROTECTSELF** when the respondent is NOT a female between the ages of 18 and 49 years old.

What kind of professional or medical help did you seek?

● Mark all that apply separated by commas

1 Counseling/therapy
2 Medication
3 Visited doctor or nurse
4 Visited ER/hospital/clinic
5 Other - Specify

KIND_HELP_PHYPROBS

What other kind of professional help did you seek?

KIND_HELP_PHYOTH_SP

KIND_HELP_ PHYPROBS, KIND_HELP_PHYPROBS _SP

Item **KIND_HELP_PHYPROBS** asks the respondent what kind of professional or medical help they sought for the prolonged physical problems they experienced. This question is only asked when the respondent reports that they sought professional help for the physical problems they reported. Select all precodes that apply.

Precode (1)

Select Precode (1) if the respondent reports that they sought professional counseling/therapy for the physical problems they experienced.

Precode (2)

Select Precode (2) if the respondent reports that they sought medication to alleviate the physical problems they experienced.

Precode (3)

Select Precode (3) if the respondent reports that they visited a doctor or nurse to treat or diagnose the physical problems they experienced.

Precode (4)

Select Precode (4) if the respondent reports that they visited the emergency room, hospital, or clinic, to treat the physical problems they experienced.

Precode (5)

Select Precode (5) if the respondent reports that they sought some other form of professional help not listed in answer categories 1 through 4 to address the prolonged physical problems they experienced. If Precode (5) is selected, the instrument will proceed to the **KIND_HELP_PHYOTH_SP** screen to collect the "other" kind of professional help the respondent sought for their prolonged physical problems.

After completing the new Emotional Toll section the instrument goes to the **PREGATTIMEOFINC** screen if the respondent is a female between the ages of 18 and 49 years old. Otherwise the instrument goes to Item **PROTECTSELF.**

Research shows that pregnant women may be at a higher risk of being the victim of a violent crime.

Were you pregnant at the time of this incident?

1 Yes
2 No

PREGATTIMEOFINC

PREGATTIMEOFINC

Item **PREGATTIMEOFINC** is asked to determine the pregnancy status of all female respondents ages 18 to 49 during any incidents in which they were present.

Some women may be sensitive to this question or find it intrusive in nature. If you encounter such reactions, remind the respondent of the confidentiality and importance of the data.

Did you do anything with the idea of protecting YOURSELF or your PROPERTY while the incident was going on? 1 Yes 2 No/took no action/kept still PROTECTSELF

PROTECTSELF

Item **PROTECTSELF** is used to determine if the respondent did anything in an attempt to protect himself/herself or his/her property during the incident.

After entering Precode (1) for a "Yes" answer, continue with Item **ACTIONSDURINGINC**. Enter Precode (2) when the respondent answers "No" or says that he/she took no action or just kept still during the incident. After entering Precode (2), continue with Item **DURINGINCIDENT**.

Was there anything you did or tried to do about the incident while it was going on? 1 Yes 2 No/took no action/kept still DURINGINCIDENT

DURINGINCIDENT

Item **DURINGINCIDENT** is used to find out if the respondent did ANYTHING while the incident was taking place, even if the respondent's actions were not intended to protect himself/herself or his/her property.

Enter Precode (1) for a "Yes" answer and you will continue with Item **ACTIONSDURINGINC**. Enter Precode (2) if the respondent answers "No" or says that he/she took no action or just kept still during the incident. After entering Precode (2), continue with Item **ANYONEPRESENT**.

What did you do?

● Probe: Anything else?
● Enter all that apply, separate with commas

● Used physical force toward offender:
11 Attacked offender with gun; fired gun
12 Attacked with other weapon
13 Attacked without weapon (hit, kicked, etc.)
14 Threatened offender with gun
15 Threatened offender with other weapon
16 Threatened to injure, no weapon

● Resisted or captured offender:
17 Defended self or property (struggled, ducked, blocked blows, held onto property)
18 Chased, tried to catch or hold offender

● Scared or warned off offender:
19 Yelled at offender, turned on lights, threatened to call police, etc.

● Persuaded or appeased offender:
20 Cooperated, or pretended to (stalled, did what they asked)
21 Argued, reasoned, pleaded, bargained, etc.

● Escaped or got away:
22 Ran or drove away, or tried; hid, locked door

● Got help or gave alarm:
23 Called police or guard
24 Tried to attract attention or help, warn others (cried out for help, called children inside.)

● Reacted from pain or emotion:
25 Screamed from pain or fear

● Other:
26 Other - specify

ACTIONSDURINGINC

ACTIONSDURINGINC

Item **ACTIONSDURINGINC** is used to identify the types of actions taken by the respondent during the incident. Since the respondent may have taken more than one action, continue asking, ***"Anything else?"*** until you get a "No" response. Based on the respondent's answer, enter ALL precodes that apply.

The types of actions listed in Item **ACTIONSDURINGINC** are divided into eight groups and each group has a heading which is in large blue type. Scan these titles to speed up your search for the correct precodes to enter for a respondent's answer.

Precodes (11) through (16)

Precodes (11) through (16) fall under the heading, "**USED PHYSICAL FORCE TOWARD OFFENDER**," and cover any aggressive actions taken by the respondent against the offender, such as attacking the offender either with or without a weapon or threatening to physically harm the offender with or without a weapon.

Precodes (17) and (18)

Precodes (17) and (18) fall under the heading, **"RESISTED OR CAPTURED OFFENDER**," and cover a respondent's actions taken in an attempt to catch the offender or resist the offender *(for example, the respondent struggled, ducked, blocked blows, held onto property)* without actually attacking or threatening to physically harm the offender.

Precode (19)

Precode (19) falls under the heading, **"SCARED OR WARNED OFF OFFENDERS**," and covers a respondent's actions taken in an attempt to scare or warn off the offender by yelling, turning lights on, threatening to call the police, and so on.

Precodes (20) and (21)

Precodes (20) and (21) fall under the heading **"PERSUADED OR APPEASED OFFENDER**," and cover a respondent's actions taken in an attempt to coax the offender not to take specific actions or to calm the offender down to avoid injury. This could include pretending to cooperate with the offender, stalling for time to escape, pleading with the offender, etc.

Precode (22)

Precode (22) falls under the heading, **"ESCAPED OR GOT AWAY**," and covers a respondent's attempts to get away from the offender and leave the crime scene.

Precodes (23) and (24)

Precodes (23) and (24) fall under the heading, “**GOT HELP OR GAVE ALARM**,” and cover the respondent calling the police or a guard or the respondent trying to attract attention *(for example, crying out for help or sounding a car horn)*.

Precode (25)

Precode (25) falls under the heading, **“REACTED TO PAIN OR EMOTION**,” and covers the respondent screaming or making noise in reaction to pain or fear.

Precode (26)

Precode (26) falls under the heading, **“OTHER**,” and covers any action(s) taken by the respondent that do not fit into one of the previous categories for Item **ACTIONSDURINGINC**. Before entering Precode (26), make sure that the answer does not fit Precodes (11) through (25). However, if you do enter Precode (26), always enter a description of the respondent's action(s) on the "Specify" screen, **ACTIONSDURINGINC_SPEC**.

Continue with Item **INJACTION** if the respondent was injured in the incident *(Precode (12) - (21) entered in Item **INJURY**).* Otherwise, continue with Item **INJACTIONHELP**.

Did you take these actions before, after, or at the same time that you were injured?

● Enter all that apply, separate with commas

1 Actions taken before injury
2 Actions taken after injury
3 Actions taken at same time as injury

INJACTION

INJACTION

Item **INJACTION** is used to determine whether the respondent took the actions identified in Item **ACTIONSDURINGINC** BEFORE, AFTER, OR AT THE SAME TIME THAT THE OFFENDER INJURED THE RESPONDENT. Enter all precodes that apply; separate with commas.

After completing Item **INJACTION**, continue with Item **INJACTIONHELP**.

Did your action help the situation in any way?

● Probe: Did your action help you avoid injury, protect your property, escape from the offender - or were they helpful in some other way?

1 Yes
2 No
3 Don't know

INJACTIONHELP

INJACTIONHELP

Item **INJACTIONHELP** is used to find out whether the respondent feels that any of his/her actions identified in Item **ACTIONSDURINGINC** improved the situation or helped minimize the damage done during the incident. If the respondent seems unsure of how to answer this question, also ask the additional probe question shown for Item **INJACTIONHELP**.

After entering Precode (1) for a "Yes" answer, you will continue with Item **HELP**. After entering Precode (2) for a "No" answer or Precode (3) for a "Don't know" answer, you continue with Item **ACTIONWORSE**.

How were they helpful?

● Probe: Any other way?

● Enter all that apply, separate with commas

1 Helped avoid injury or greater injury to respondent
2 Scared or chased offender off
3 Helped respondent get away from offender
4 Protected property
5 Protected other people
6 Other - specify

HELP

HELP

Item **HELP** is used to identify how the respondent's actions improved the situation or minimized the damage done during the incident. You will only ask this question if the respondent answers "Yes" to the question in Item **INJACTIONHELP**. Based on the respondent's answer, enter all precodes that apply and continue asking, ***"Any other way?"*** until you get a "No" response.

If the respondent mentions a way that his/her actions helped improve the situation and the answer does not fit the descriptions in Precodes (1) through (5), enter Precode (6), "Other," and enter the description on the "Specify" screen, **HELP_SPEC**. Avoid entering Precode (6), if the answer matches one of the other descriptions in Precodes (1) through (5).

After completing Item **HELP**, continue with Item **ACTIONWORSE**.

Did your action make the situation worse in any way?

- Probe: Did your action lead to injury, greater injury, loss of property, make the offender angrier, or make the situation worse in some other way?

1 Yes
2 No
3 Don't know

ACTIONWORSE

ACTIONWORSE

Item **ACTIONWORSE** is used to find out whether the respondent feels that any of his/her actions identified in Item **ACTIONSDURINGINC** caused the situation to deteriorate or the damage done to escalate during the incident. If the respondent seems unsure of how to answer this question, also ask the additional probe question shown for Item **ACTIONWORSE**.

After entering Precode (1) for a "Yes" answer, you continue with Item **WORSE**. After entering Precode (2) for a "No" answer or Precode (3) for a "Don't know" answer, continue with Item **ANYONEPRESENT**.

How did they make the situation worse?

●Probe: Any other way?

● Enter all that apply, separate with commas

1 Led to injury or greater injury to respondent
2 Caused greater loss of property or damage to property
3 Other people got hurt (worse)
4 Offender got away
5 Made offender angrier, more aggressive, etc.
6 Other - specify

WORSE

WORSE

Item **WORSE** is used to identify how the respondent's actions made the situation worse or caused the damage done to escalate during the incident. You will only ask this question if the respondent answers "Yes" to the question in Item **ACTIONWORSE**. Based on the respondent's answer, enter all the precodes that apply and continue asking, ***"Any other way?"*** until you get a "No" response.

If the respondent mentions a way that his/her actions made the situation worse and the answer does not fit the descriptions in Precodes (1) through (5), enter Precode (6), "Other," and enter the description on the "Specify" screen, **WORSE_SPEC**. Avoid entering Precode (6), if the answer matches one of the other descriptions in Precodes (1) through (5).

After completing Item **WORSE**, continue with Item **ANYONEPRESENT**.

Was anyone present during the incident besides you and the offender? (Other than children under age 12.)

1 Yes
2 No
3 Don't know

ANYONEPRESENT

ANYONEPRESENT

Item **ANYONEPRESENT** is used to find out if anyone other than the offender and the respondent was present during the incident, EXCLUDING children under 12 years of age. Other persons present could include other crime victims, bystanders, or other household members.

When deciding whether a person is "present" during an incident, follow the instructions in this chapter for completing Item **HHMEMBERPRESENT**, as well as the detailed information about presence during an incident in Part C, Chapter 3, Topic 6.

After entering Precode (1) for a "Yes" answer, you will continue with Item **OTHERSACTIONS**. After entering Precode(2) for a "No" answer or Precode (3) for a "Don't know" answer, you continue with either:

- Item **FIRSTTOUSEFORCE** when the respondent used or threatened to use physical force against the offender *(Precodes (11) through (16) entered in Item **ACTIONSDURINGINC**)*

  OR

- Item **ONEORMOREOFFENDERS** when the respondent did NOT use or threaten to use physical force against the offender.

Did the actions of (this person/any of these people) help the situation in any way?

1 Yes
2 No
3 Don't know

OTHERSACTIONS

OTHERSACTIONS

When persons, other than the respondent, the offender, and children under the age of 12 were present during the incident *(Precode (1), "Yes," entered in Item **ANYONEPRESENT**)*, you will continue with Item **OTHERSACTIONS** so you can determine whether the actions taken by any of these persons may have helped the situation in any way.

As you read the question in Item **OTHERSACTIONS**, only use the phrase ***"this person"*** if the respondent happens to mention that there was only one other person present. Otherwise, read the question using the phrase ***"any of these people."***

After entering Precode (1) for a "Yes" answer, you will continue with Item **HOWOTHERSHELP**. Enter Precode (2) for a "No" answer or for instances when the other persons present did nothing or took no actions during the incident. Enter Precode (3) for a "Don't know" answer. After entering either Precode (2) or (3), continue with Item **OTHERSACTIONSWORSE**.

How did they help the situation?

- Probe: Any other way?
- Enter all that apply, separate with commas

1 Helped avoid injury or greater injury to respondent
2 Scared or chased offender off
3 Helped respondent get away from offender
4 Protected property
5 Protected other people
6 Other - specify

HOWOTHERSHELP

HOWOTHERSHELP

Item **HOWOTHERSHELP** is used to identify how the actions of other persons present during the incident helped the situation. Based on the respondent's answer, enter all precodes that apply and continue asking, "Any other way?" until you get a "No" response.

If the respondent mentions a way that the other person's actions helped the situation which does not fit the descriptions in Precodes (1) through (5), enter Precode (6), "Other," and enter the description on the "Specify" screen, **HOWOTHERSHELP_SPEC**. Avoid entering Precode (6), if the answer matches one of the other descriptions in Precodes (1) through (5).

After completing Item **HOWOTHERSHELP**, press “Enter” to continue with Item **OTHERSACTIONSWORSE.**

Did the actions of (this person/any of these people) make the situation worse in any way?

1 Yes
2 No
3 Don't know

OTHERSACTIONSWORSE

OTHERSACTIONSWORSE

Item **OTHERSACTIONSWORSE** is used to find out whether the respondent feels that any actions taken by other persons present during the incident caused the situation to deteriorate or the damage done to escalate.

As you read the question in **OTHERSACTIONSWORSE**, use the phrase ***"this person"*** if the respondent says that there was only one other person present. Otherwise, read the question using the phrase ***"any of these people."***

After entering Precode (1) for a "Yes" answer, continue with Item **OTHWORSE**. After entering Precode (2) for a "No" answer or Precode (3) for a "Don't know" answer, continue with Item **PERSONSHARMED**.

How did they make the situation worse?

● Probe: Any other way?
● Enter all that apply, separate with commas

1 Led to injury or greater injury to respondent
2 Caused greater loss of property or damage to property
3 Other people got hurt (worse)
4 Offender got away
5 Made offender angrier, more aggressive, etc.
6 Other - specify

OTHWORSE

OTHWORSE

Item **OTHWORSE** is used to identify how the actions of other persons made the situation worse or caused the damage done to escalate during the incident. Based on the respondent's answer, enter all precodes that apply and continue asking ***"Any other way?"*** until you get a "No" response.

If the respondent mentions a way that the actions of other persons made the situation worse and the answer does not fit the descriptions in Precodes (1) through (5), enter Precode (6), "Other," and enter the description on the "Specify" screen, **OTHWORSE_SPEC**. Avoid entering Precode (6) if the answer matches one of the other descriptions in Precodes (1) through (5).

After completing Item **OTHWORSE**, continue with Item **PERSONSHARMED**.

Not counting yourself, were any of the persons present during the incident harmed (PAUSE), threatened with harm (PAUSE), or robbed by force or threat of harm?

(Do not include yourself, the offender, or children under 12 years of age.)

1 Yes
2 No
3 Don't know

PERSONSHARMED

PERSONSHARMED

Item **PERSONSHARMED** is used to determine whether or not other persons who were present during the incident were physically harmed, threatened with physical harm, or robbed by force or threat of harm. As you ask the question for Item **PERSONSHARMED**, make sure to pause where indicated and make sure that the respondent understands NOT to include:

✖ Himself/herself,

✖ The offender(s), and

✖ Any children who were younger than 12 years of age at the time of the incident.

After entering Precode (1) for a "Yes" answer, you will continue with Item **PERSONSHARMEDNUM**. Enter Precode (2) for a "No" answer or when the respondent indicates that:

- The respondent was the only person harmed or threatened with harm.
- The only other person who was harmed or threatened with harm was someone under 12 years of age.
- The other person(s) did NOT experience any physical harm or threat of physical harm *(for example, they had their pockets picked or property was stolen from their cars while they were in a bank)*.

Enter Precode (3) for a "Don't know" answer.

After entering Precode (2) or (3), continue with either:

- Item **FIRSTTOUSEFORCE** when the respondent used or threatened to use physical force against the offender *(Precodes (11) through (16) entered in Item* ***ACTIONSDURINGINC****)*

  OR

- Item **ONEORMOREOFFENDERS** when the respondent did NOT use or threaten to use physical force against the offender.

How many?

(Do not include yourself, the offender, or children under 12 years of age.)

PERSONSHARMEDNUM

PERSONSHARMEDNUM

Item **PERSONSHARMEDNUM** is used to identify the total number of persons over the age of 12 who were harmed, threatened with harm, or robbed by force or threat of harm during the incident, EXCLUDING the respondent and the offender(s). Enter the number of persons provided by the respondent in the space for "How many harmed."

If the respondent's answer is not a number *(for example, the respondent says "several," "just a few," "many," or similar)*, probe to get an estimate of the number of other persons who were present and personally victimized during the incident.

After completing Item **PERSONSHARMEDNUM**, continue with Item **HHMEMHARMED**.

How many of these persons are members of your household now?
(Do not include yourself, the offender, or children under 12 years of age.)

Number of hhld members 12 years and older: 3

Number of persons present: 3

HHMEMHARMED

HHMEMHARMED

Item **HHMEMHARMED** is used to:

- Determine whether any of the persons included in the count in Item **PERSONSHARMEDNUM** are household members at the time of interview.
- Identify the number of persons included in the count in Item **PERSONSHARMEDNUM** who are household members at the time of interview.

If you enter a number of persons at this screen, continue with Item **HHMEMHARMED_NAMES**.

- If not sure, ask:

Who are these household members? (Do not include yourself, the offender, or children under 12 years of age.)

- 2 Jane Doe
- 3 Jeffrey Doe

HHMEMHARMED_NAMES

At Item **HHMEMHARMED_NAMES**, identify by line number, each of the household members other than the respondent, the offender(s), or children under 12 years of age, who were harmed, threatened with harm, or robbed by force or the threat of harm during the incident.

Each of the household members identified at this screen should report this incident during his/her interview. However, do NOT ask about the victimization reported by another household member if the current respondent does not mention it himself/herself. You may discover that a household member was NOT personally victimized during the incident or you have already interviewed one of these household members and the person did not report this incident. If this happens, enter this fact in an “F7" note at this screen, as well as at the Control + F7 case level notes.

For proxy interviews, if the proxy respondent was one of the persons who was personally victimized during the incident reported for the proxy person, make sure that you enter the proxy respondent's line number in Item **HHMEMHARMED_NAMES**, NOT the line number for the person for whom the interview is being taken *(proxy person)*.

Who was the first to use or threaten to use physical force - you, the offender, or someone else?

1 Respondent
2 Offender(s)
3 Someone else

FIRSTTOUSEFORCE

FIRSTTOUSEFORCE

Item **FIRSTTOUSEFORCE** is asked when any precode of 11 through 16 is entered in Item **ACTIONSDURINGINC**. This item is used to identify the first person to use or threaten to use physical force during the incident.

If the first person to use or threaten to use force during the incident was:

✓ The respondent (not proxy respondent) - Enter Precode (1)

✓ One or more of the offenders - Enter Precode (2)

✓ Someone other than the respondent or an offender - Enter Precode (3)

If the respondent does not know who used or threatened to use force first - use Ctrl + D for "Don't know."

After entering the appropriate precode in Item **FIRSTTOUSEFORCE**, continue with Item **ONEORMOREOFFENDERS**.

Do you know or have you learned anything about the offender(s) - for instance, whether there was one or more than one offender involved, whether it was someone young or old, or male or female?

1 Yes
2 No

KNOWLEARNOFFENDERS

KNOWLEARNOFFENDERS

Item **KNOWLEARNOFFENDERS** is ONLY asked when NO household members were present during the incident *(Precode (2), "No," entered in Item **HHMEMBERPRESENT**)*. If you discover that any household members WERE present during the incident, do not ask the question in Item **KNOWLEARNOFFENDERS**. Using the "Up" arrow, return to Item **HHMEMBERPRESENT** and correct the answer to show that the respondent or other household members were present.

Item **KNOWLEARNOFFENDERS** is used to find out if the respondent knows anything or has learned anything about the offender(s), such as whether there were one or more offenders, whether the offender was young or old, or male or female. It does not matter from which source the respondent received this information; for instance, it may have come from the police, neighbors, or other circumstances of the incident.

After entering Precode (1) for a "Yes" answer, continue with Item **SUREOFINFO**. After entering Precode (2) for a "No" answer, continue with Item **THEFT**.

How sure are you of this information?
Do you have a suspicion, are you fairly sure or are you certain?

1 Suspicion
2 Fairly sure
3 Certain

SUREOFINFO

SUREOFINFO

Item **SUREOFINFO** is used to discover how sure the respondent is about the accuracy of what he/she knows or has learned about the offender(s).

Enter Precode (1) if the respondent only suspects what he/she knows about the offender(s) is true. Enter Precode (2) if the respondent is fairly sure what he/she knows about the offender(s) is true. Enter Precode (3) if the respondent is certain what he/she knows about the offender(s) is true.

How did you learn about the offender(s)?

- Probe: Any other way?
- Enter all that apply, separate with commas.

11 Respondent saw or heard offender
12 From other member of household who was eyewitness
13 From other eyewitness(es) other than household member(s)
14 From police
15 Other person (not eyewitness)
16 Offender(s) admitted it
17 Offender(s) had threatened to do it
18 Stolen property found on offender's property or in offender's possession
19 Figured it out by who had motive, opportunity or had doneit before
20 Other - specify

LEARNOFFENDERS

LEARNOFFENDERS

Item **LEARNOFFENDERS** is used to determine how the respondent found out any information about the offender(s). Since there may have been more than one source, enter all precodes that apply and continue asking ***"Any other way?"*** until you get a "No" response. Once you complete Item **LEARNOFFENDERS**, continue with Item **THEFT**.

Precode (11)

Enter Precode (11) if the respondent saw or heard the offender, but was not present during the incident. For more information about presence during an incident, refer to Item **HHMEMBERPRESENT** in this chapter and Part C, Chapter 3, Topic 6.

Precode (12)

Enter Precode (12) if the respondent found out about the offender from another household member who saw the offender, but was not present during the incident.

Precode (13)

Enter Precode (13) if the respondent found out about the offender from someone who is not a household member, such as a neighbor who actually saw the offender commit the crime.

Precode (14)

Enter Precode (14) if the respondent found out about the offender from the police department.

Precode (15)

Enter Precode (15) if the respondent found out about the offender from someone who is not a household member, but this person did not see the offender commit the crime.

Precode (16)

Enter Precode (16) if the offender(s) admitted his/her offense to the respondent, another household member, or to someone who is not a household member AFTER the incident happened.

Precode (17)

Enter Precode (17) if the offender(s) threatened to commit this type of crime against the respondent or someone else PRIOR to the incident.

Precode (18)

Enter Precode (18) if the respondent or someone else found property that was stolen during the incident on the offender's property or in the offender's possession.

Precode (19)

Enter Precode (19) if the respondent suspects a particular person to be the offender because that person had a motive or opportunity to commit the crime or because the person had committed similar crimes in the past.

Precode (20)

Enter Precode (20) if the respondent's answer really does not fit the descriptions in Precodes (11) through (19). After entering Precode (20), explain how the respondent found out information about the offender(s) on the "Specify" screen, **LEARNOFFENDERS_SPEC**.

What actually happened?

● Probe: Anything else?

● Enter all that apply, separate with commas

11 Something taken without permission
12 Attempted or threatened to take something
13 Harassed, argument, abusive language
14 Forcible entry or attempted forcible entry of house/apartment
15 Forcible entry or attempted forcible entry of car
16 Damaged or destroyed property
17 Attempted or threatened to damage or destroy property
18 Other - specify

HAPPEN

HAPPEN

Item **HAPPEN** is used to determine what actually happened during the incident when only other household members were present, but NOT the respondent *(Precode (3) entered in Item **WHICHMEMBER**)*. Since the offender(s) may have taken more than one action during the incident, continue asking ***"Anything else?"*** until you get a "No" response and enter all precodes that apply.

If you discover that a household member other than the respondent was personally victimized during the incident, complete the incident report items for the incident for other household members who report that they were victimized when you conduct their interviews. If you already interviewed the other household members and they did not report the incident, note this fact in an “F7" note at this screen, as well as at the case level notes (Ctrl + F7).

Precode (11)

Enter Precode (11) if the offender stole something that belongs to the respondent or another household member.

Precode (12)

Enter Precode (12) if the offender:

✓ Tried to steal something that belongs to the respondent or another household member

OR

✓ Threatened either verbally or nonverbally to take something that belongs to the respondent or another household member. An example of a verbal threat to take something is the offender saying: "Give me your jacket or I'll rip it off your back." An example of a nonverbal threat to take something is an offender lunging towards the household member reaching for her necklace.

Precode (13)

Enter Precode (13) if the offender bothered a household member **verbally** without threatening the household member. This could include yelling, teasing, insulting, arguing, using obscenities, and so on.

Precode (14)

Enter Precode (14) if the offender forced his/her way into or attempted to force his/her way into the respondent's home and physical evidence of force is visible on the house/apartment after the incident happened. Do not enter Precode (14) if there was no force involved or if the only force involved was used against a household member and not against the house/apartment. In this case, enter Precode (18), "Other," and explain the situation at "**HAPPEN_SPEC**" which prompts, “Please specify what actually happened.”

Precode (15)

Enter Precode (15) if the offender forcibly entered or tried to enter a car or other motor vehicle owned by the respondent or another household member. However, if no physical force was used to enter or to try to enter the vehicle *(for example, offender opened an unlocked door to enter the vehicle)*, enter Precode (18), "Other," and explain the situation on the "**HAPPEN_SPEC**" screen that appears.

Precode (16)

Enter Precode (16) if the offender damaged or destroyed property during the incident that belongs to the respondent or another household member.

Precode (17)

Enter Precode (17) if the offender tried or threatened to damage or destroy property belonging to the respondent or another household member while the crime was being committed.

Precode (18)

Enter Precode (18) if the respondent's answer does not fit any of the descriptions in Precodes (11) through (17) and then explain what actually happened during the incident on the "**HAPPEN_SPEC**" screen that appears.

Here are some examples of acceptable explanations after entering Precode (18), "Other":

✓ Illegal entry into house/apartment, no force used

✓ Peeping tom

✓ Offender opened hood of car

✓ Obscene gestures.

After entering all appropriate precodes, press “Enter” and proceed to the next item.

Topic 2. Screen Layout and Instructions for Items ONEORMOREOFFENDERS through ANYTHINGFURTHER

- Ask or verify:

Was the crime committed by only one or by more than one offender?

1 Only one
2 More than one
3 Don't know

ONEORMOREOFFENDERS

ONEORMORE OFFENDERS

ONEORMOREOFFENDERS is asked to find out if the crime was committed by one offender or multiple offenders. If the respondent has already told you how many offenders were involved in the incident, you can verify this information with the respondent instead of asking the question in Item **ONEORMOREOFFENDERS.**

Precode (1)

Enter Precode (1) when only one offender was involved in the incident. The instrument continues with **SINGOFFENDERKNEW**, which asks the respondent if they knew the offender.

Precode (2)

Enter Precode (2) when there were two or more offenders involved in the incident. The instrument continues with Item **HOWMANYOFFENDERS**.

Precode (3)

Enter Precode (3) if the respondent does not know whether there was just one offender or more than one offender involved in the incident. After entering Precode (3), continue with Item **KNOWOFFENDERS**.

Do you know anything about one of the offenders?

1 Yes
2 No

KNOWOFFENDERS

KNOWOFFENDERS

Item **KNOWOFFENDERS** is used to determine whether the respondent knows anything about the offender(s). You only ask this question when the respondent does not know whether there was one or more than one offender ("Don't know" entered in Item **ONEORMOREOFFENDERS**).

After entering Precode (1) for a "Yes" answer, continue with Item **SINGOFFENDERKNEW**, which asks the respondent if they knew the offender. After entering Precode (2) for a "No" answer, continue with Item **THEFT**.

Was the offender someone you knew or a stranger you had never seen before?

1 Knew or had seen before
2 Stranger
3 Don't know

SINGOFFENDERKNEW

SINGOFFENDERKNEW

Item **SINGOFFENDERKNEW** is used to determine whether the respondent knew the offender or had seen the offender in the past.

Precode (1)

Enter Precode (1) if the offender knew or had seen the offender at some time prior to the incident. After entering Precode (1), continue with Item **SINGOFFENDERHOWWELL**.

Precode (2)

Enter Precode (2) if the offender is a stranger to the respondent. After entering Precode (2), the instrument continues with Item **SINGOFFENDERRECOG**.

Precode (3)

Enter Precode (3) if the respondent does not know for sure whether or not the offender is someone he/she knows or is a stranger. The instrument continues with Item **SINGOFFENDERRECOG**.

Would you be able to recognize the offender if you saw him/her? 1 Yes 2 Not sure (possibly or probably) 3 No SINGOFFENDERRECOG

SINGOFFENDERRECOG Item **SINGOFFENDERRECOG** is used to find out how certain the respondent is that he/she could identify the offender if the respondent saw the offender again.

Precode (1) Enter Precode (1) when the respondent is fairly sure that he/she would recognize the offender if the respondent saw the offender again. After entering Precode (1), continue with Item **SINGOFFENDERSIGHT**.

Precode (2) Enter Precode (2) when the respondent thinks he/she might recognize the offender if the respondent saw the person again, but is not certain. After entering Precode (2), continue with Item **SINGOFFENDERSIGHT**.

Precode (3) Enter Precode (3) when the respondent knows that he/she could not recognize the offender if the respondent saw the offender again. After entering Precode (3), continue with Item **SINGOFFENDERGENDER**.

How well did you know the offender - by sight only, casual acquaintance, or well known?

1 Sight only
2 Casual acquaintance
3 Well known

SINGOFFENDERHOWWELL

SINGOFFENDERHOW WELL

After a respondent has indicated in Item **SINGOFFENDERKNEW** that he/she knew or had seen the offender before the incident, then you ask the question in Item **SINGOFFENDERHOWWELL** to find out how well the respondent knew the offender. If the respondent does not answer with one of the suggested choices, probe by repeating the options.

Precode (1)

Enter Precode (1) if the respondent only remembers seeing the offender previously. After entering Precode (1), you will continue with Item **SINGOFFENDERSIGHT**.

Precode (2)

Enter Precode (2) if the respondent knew the offender somewhat and felt comfortable saying “Hello,” but did not necessarily know his/her name. After entering Precode (2), you continue with Item **SINGOFFENDERRELATION**.

Precode (3)

Enter Precode (3) if the respondent feels that he/she knew the offender very well. Let the respondent make this decision. After entering Precode (3), continue with Item **SINGOFFENDERRELATION**.

Would you have been able to tell the police how they might find the offender, for instance, where he/she lived, worked, went to school, or spent time?

1 Yes
2 No
3 Other - Specify

SINGOFFENDERSIGHT

SINGOFFENDERSIGHT

Item **SINGOFFENDERSIGHT** is used to determine whether the respondent has any information which may help the police find the offender. The respondent's answer should be based on what he/she knows about the offender, and NOT necessarily on what the respondent actually told the police.

Enter Precode (1) for a “Yes” answer, Precode (2) for a “No” answer, and Precode (3), “Other,” when you need to record more than just a "Yes" or “No” answer. After entering Precode (3), make sure to enter a description of the respondent's answer on the **SINGOFFENDERSIGHT_SPEC** screen, which then appears. When you complete Item **SINGOFFENDERSIGHT**, continue with Item **SINGOFFENDERGENDER**.

How well did you know the offender?
For example, was the offender a friend, cousin, etc.?

RELATIVE:

11 Spouse at time of incident
12 Ex-spouse at time of incident
13 Parent or step-parent
14 Own child or step-child
15 Brother/sister
16 Other relative - specify

NONRELATIVE:

17 Boyfriend or girlfriend, ex-boyfriend or ex-girlfriend
18 Friend or ex-friend
19 Roommate, boarder
20 Schoolmate
21 Neighbor
22 Customer/client
23 Patient
24 Supervisor (current or former)
25 Employee (current or former)
26 Co-worker (current or former)
27 Teacher/school staff
28 Other nonrelative - Specify

SINGOFFENDERRELATION

SINGOFFENDER RELATION

Item **SINGOFFENDERRELATION** is used to identify the relationship between the respondent and the offender, when the respondent indicates in Item **SINGOFFENDERHOWWELL** that he/she was a casual acquaintance of the offender or knew the offender very well (Precode (2) or (3) entered in Item **SINGOFFENDERHOWWELL**). Always ask BOTH questions in Item **SINGOFFENDERRELATION** to ensure that the respondent identifies all types of relationships, not just relatives.

Enter only the first precode that applies to the respondent's answer. Notice that the answer categories are divided into two groups: Precodes (11) through (16) cover relatives of the respondent and Precodes (17) through (28) cover nonrelatives of the respondent.

Precode (11) Enter Precode (11) if the offender was the spouse of the respondent (husband/wife) at the time of the incident, regardless of whether they are currently married to each other.

Precode (12) Enter Precode (12) if the offender was a former spouse (husband/wife) of the respondent at the time of the incident. Accept the respondent's answer and do not probe when the respondent says “Ex-spouse” or “Former wife/husband.”

Precode (13) Enter Precode (13) if the offender is the mother, father, step-mother, or step-father of the respondent. Precode (13) is not intended for parents through marriage, which should be included in Precode (16), “Other relative.” After entering Precode (16), indicate the type of other relative on the “Specify” screen, such as “father-in-law” or “mother-in-law.”

Precode (14) Enter Precode (14) if the offender is a child of the respondent by birth, adoption, or marriage, such as a son, daughter, step-son, or step-daughter. Precode (14) is not intended for foster children; instead enter Precode (28), “Other nonrelative,” and enter the relationship on the “Specify” screen.

Precode (15) Enter Precode (15) if the offender is a brother or sister of the respondent or the child of a respondent's step-parent. Precode (15) is not intended for “brothers-in-law” or “sisters-in-law.” Instead enter Precode (16), “Other,” and enter the relationship on the “Specify” screen.

Precode (16) Enter Precode (16) if the offender was the respondent's aunt, uncle, cousin, grandparent, father-in-law, mother-in-law, sister-in-law, brother-in-law, or any offender who is related to the respondent by blood or marriage and is not described in Precodes (11) through (15). After entering Precode (16), always enter the relationship on the “Specify” screen, **SINGOFFENDERRELATION_SPEC_16**.

Precode (17) Enter Precode (17) if the offender is a nonrelative who has or has had romantic connections to the respondent. For example, the offender and the respondent were dating at the time of the incident or used to date before the incident.

Precode (18) Enter Precode (18) if the offender is a male or female friend or past friend of the respondent AND there is no romantic connection between the two persons.

Precode (19) Enter Precode (19) if the offender is a person who is NOT related to the respondent, but was living with the respondent at the time of the incident, such as a boarder or roommate. Precode (19) is not intended for “live-in” boyfriends/girlfriends; instead, enter Precode (17) for these situations.

Precode (20) Enter Precode (20) if the offender attended the same school as the respondent at the time of the incident AND is not related to the respondent.

Precode (21) Enter Precode (21) if the offender lives close enough to the respondent to be considered a neighbor AND is not related to the respondent.

Precodes (22), (23), (24), (25), or (26) Enter the most appropriate precode from Precodes (22), (23), (24), (25), and (26) if the offender is a nonrelative, but is known by the respondent as a business client, patient, or a supervisor, employee, or co-worker, including former supervisors, employees, and co-workers.

Precode (27) Enter Precode (27) if the offender is a teacher or a school staff member at the respondent’s school. If the respondent works at the school, use the appropriate precode (24), (25), or (26).

Precode (28) Enter Precode (28) if the respondent's answer does not fit any of the other nonrelative relationships, but the offender is either well known or a casual acquaintance. Enter the offender's relationship to the respondent on the “Specify” screen, **SINGOFFENDERRELATION_SPEC_28**, such as the respondent's barber or financial planner.

Once you have completed Item **SINGOFFENDERRELATION**, continue with Item **SINGOFFENDERGENDER**.

Was the offender male or female? 1 Male 2 Female 3 Don't Know SINGOFFENDERGENDER

SINGOFFENDER GENDER

Item **SINGOFFENDERGENDER** is used to identify whether the offender is male or female. Based on the respondent's perception, enter Precode (1) for "Male," Precode (2) for "Female," or Precode (3) if the respondent does not know the offender's gender. The instrument then goes to Item **SINGOFFENDERAGE**.

How old would you say the offender was? 1 Under 12 2 12-14 3 15-17 4 18-20 5 21-29 6 30 or older 7 Don't know SINGOFFENDERAGE

SINGOFFENDERAGE

Item **SINGOFFENDERAGE** is used to identify the approximate age of the offender based on the respondent's perception. If the respondent seems unsure, ask the respondent to give you his/her best estimate.

Each precode identifies a range of years, such as "Under 12" for Precode (1), "12-14" for Precode (2), and so on. Enter the appropriate precode based on the respondent's answer. If the respondent is unable to give you even an estimated age for the offender, enter Precode (7) for "Don't know." The instrument goes to Item **SINGOFFETHNICITY**.

Was the offender Hispanic or Latino?

1 Yes
2 No
3 Don't know

SINGOFFETHNICITY

SINGOFFETHNICITY

SINGOFFETHNICITY asks whether the offender was Hispanic or Latino. Enter Precode (1) for a "Yes" response; Precode (2) for "No," or Precode (3) for "Don't know." The instrument then goes to Item **SINGOFFRACE**.

What race or races was the offender? You may mark more than one. Was the offender...

- Enter all that apply, separate with commas.

1 White?
2 Black or African American?
3 American Indian or Alaska Native?
4 Asian?
5 Native Hawaiian or Other Pacific Islander?
6 Don't know

SINGOFFRACE

SINGOFFRACE

Item **SINGOFFRACE** is used to record the offender's race as perceived by the respondent. Read the answer categories to the respondent as part of the question. Do not read answer category (6), "Don't know."

Enter Precode (1) for "White" and Precode (2) for "Black or African American." Enter Precode (3) for "American Indian or Alaska Native." Enter Precode (4) for "Asian." Enter Precode (5) for "Native Hawaiian or other Pacific Islander." Enter Precode (6) "Don't know," if respondent cannot identify offender's race.

After completing Item **SINGOFFRACE**, continue with Item **SINGOFFENDERGANG**.

Was the offender a member of a street gang, or don't you know?

1 Yes (a member of a street gang)
2 No (not a member of a street gang)
3 Don't know (if a member of a street gang)

SINGOFFENDERGANG

SINGOFFENDERGANG

Item **SINGOFFENDERGANG** is used to determine whether or not the offender is a member of a street gang based on the respondent's perception. Consider a street gang as a group of people who associate regularly with one another, generally have a leader or group of leaders who issue orders and reap the rewards of the gang's activities, and often engage in anti-social or deviant behavior.

Some ways to identify gang members are their "colors," clothing, tattoos, brands, or imprints of the gang's name, logo, or other identifying marks on their bodies.

Enter the appropriate precode based on the respondent's answer– Precode (1) for "Yes," Precode (2) for "No," or Precode (3) for "Don't know." The instrument then goes to **SINGOFFENDERDRINKDRUG**.

Was the offender drinking or on drugs, or don't you know?

1 Yes (drinking or on drugs)
2 No (not drinking/not on drugs)
3 Don't know (if drinking or on drugs)

SINGOFFENDERDRINKDRUG

SINGOFFENDER DRINKDRUG

Item **SINGOFFENDERDRINKDRUG** is used to find out if the offender was drinking alcoholic beverages or under the influence of drugs during the incident. Enter the appropriate precode based on what the respondent believes or knows.

Precode (1)

Enter Precode (1), "Yes," if the offender was actively drinking or under the influence of drugs or alcohol at the time of the incident.

After entering Precode (1), continue with Item **SINGOFFENDERDRINKORDRUG**.

Precode (2) Enter Precode (2), "No," if the offender was not drinking or under the influence of drugs or alcohol. After entering Precode (2), continue with Item **SINGOFFENDERONLYTIME**.

Precode (3) Enter Precode (3), "Don't know," if the respondent could not tell if the offender was under the influence of drugs or alcohol. After entering Precode (3), continue with Item **SINGOFFENDERONLYTIME**.

Which was it? (Drinking or on drugs)?

1 Drinking
2 On drugs
3 Both (drinking and on drugs)
4 Drinking or on drugs - could not tell which

SINGOFFENDERDRINKORDRUG

SINGOFFENDERDRINK ORDRUG Item **SINGOFFENDERDRINKORDRUG** is used to distinguish between whether the offender was just drinking, just on drugs, under the influence of BOTH alcohol and drugs, or perhaps the respondent cannot distinguish between the two. After completing Item **SINGOFFENDERDRINKORDRUG**, continue with Item **SINGOFFENDERONLYTIME**.

Precode (1) Enter Precode (1), "Drinking," if the respondent thinks or knows that the offender was under the influence of only alcohol during the incident.

Precode (2) Enter Precode (2), "On drugs," if the respondent thinks or knows that the offender was under the influence of only drugs during the incident.

Precode (3) Enter Precode (3), "Both," if the respondent thinks or knows that the offender was under the influence of BOTH drugs and alcohol during the incident.

Precode (4) Enter Precode (4), "Drinking or on drugs," if the respondent thinks or knows that the offender is under the influence of drugs or alcohol, but cannot tell which one.

Was this the only time this offender committed a crime or made threats against you or your household?

1 Yes (only time)
2 No (there were other times)
3 Don't know

SINGOFFENDERONLYTIME

SINGOFFENDER ONLYTIME Item **SINGOFFENDERONLYTIME** is used to determine whether the offender has ever committed any type of crime or threatened to physically harm the respondent or another household member, other than the current incident. For this question, do not limit the respondent to crimes committed only during the 6-month reference period.

Precode (1) Enter Precode (1), "Yes (only time)," if the respondent tells you that the current incident is the only crime this offender has committed against his/her household. Make sure that the respondent understands we are interested in crimes committed by this offender at ANY time prior to this incident.

Precode (2) Enter Precode (2), "No (there were other times)," if the respondent says that this offender did commit other crimes against the respondent or other household members at ANY time prior to this incident.

Precode (3) Enter Precode (3) if the respondent does not really know whether or not the offender has committed other crimes against the household prior to this incident.

Once you have completed Item **SINGOFFENDERONLYTIME**, continue with Item **THEFT**.

HOWMANY OFFENDERS through MULTOFFENDER ONLYTIME

Items **HOWMANYOFFENDERS** through **MULTOFFENDERONLYTIME** are asked to collect the same type of information for multiple offenders as Items **ONEORMOREOFFENDERS** through **SINGOFFENDERONLYTIME** collect for a single offender. Notice that the age items for multiple offenders are handled differently. For multiple offenders, the ages of the youngest and oldest offenders are asked.

> How many offenders?
>
> ● Enter number between 2-96
>
> HOWMANYOFFENDERS

HOWMANY OFFENDERS

Item **HOWMANYOFFENDERS** appears when the respondent indicated in **ONEORMOREOFFENDERS** that there was more than one offender. Enter the appropriate number as specified by the respondent. The instrument then goes to **MULTOFFENDERKNEW**.

> Were any of the offenders known to you, or were they all strangers you had never seen before?
>
> 1 All known
> 2 Some known
> 3 All strangers
> 4 Don't know
>
> MULTOFFENDERKNEW

MULTOFFENDER KNEW

Item **MULTOFFENDERKNEW** is used to determine whether the respondent knew the offenders or had seen the offenders in the past.

Precode (1)

Enter Precode (1) if the respondent knew or had seen all the offenders at some time prior to the incident. After entering Precode (1), continue with Item **MULTOFFENDERHOWWELL**.

Precode (2)

Enter Precode (2) if the respondent knew or had seen some of the offenders at some time prior to the incident. After entering Precode (2), continue with Item **MULTOFFENDERHOWWELL**.

Precode (3)	Enter Precode (3) if the respondent did not know or had not seen any of the offenders at some time prior to the incident. After entering Precode (3), continue with Item **MULTOFFENDERRECOG**.
Precode (4)	Enter Precode (4) if the respondent does not know for sure whether or not the offenders are someone he/she knows or are strangers. The instrument continues with Item **MULTOFFENDERRECOG**.

Would you be able to recognize any of them if you saw them?

1 Yes
2 Not sure (possible or probably)
3 No

MULTOFFENDERRECOG

MULTOFFENDER RECOG	Item **MULTOFFENDERRECOG** is used to find out how certain the respondent is that he/she could identify the offenders if the respondent saw the offenders again.
Precode (1)	Enter Precode (1) when the respondent is fairly sure that he/she would recognize the offenders if the respondent saw the offenders again. After entering Precode (1), continue with Item **MULTOFFENDERSIGHT**.
Precode (2)	Enter Precode (2) when the respondent thinks he/she might recognize the offenders if the respondent saw them again, but is not really certain. After entering Precode (2), continue with Item **MULTOFFENDERSIGHT**.
Precode (3)	Enter Precode (3) when the respondent knows that he/she could not recognize the offenders if the respondent saw the offenders again. After entering Precode (3), continue with Item **MULTOFFENDERGENDER**.

How well did you know the offenders – by sight only, casual acquaintance, or well known?

1 Sight only
2 Casual acquaintance
3 Well known

MULTOFFENDERHOWWELL

MULTOFFENDER HOWWELL

After a respondent has indicated in Item **MULTOFFENDERKNEW** that he/she knew or had seen the offenders before the incident, then you ask the question in Item **MULTOFFENDERHOWWELL** to find out how well the respondent knew the offenders. If the respondent does not answer with one of the suggested choices, probe by repeating the options.

Precode (1)

Enter Precode (1) if the respondent only remembers seeing the offenders previously. After entering Precode (1), continue with Item **MULTOFFENDERSIGHT**.

Precode (2)

Enter Precode (2) if the respondent knew the offenders somewhat and felt comfortable saying "Hello," but did not necessarily know the offenders' names. After entering Precode (2), continue with Item **MULTOFFENDERRELATION**.

Precode (3)

Enter Precode (3) if the respondent feels that he/she knew the offenders very well. Let the respondent make this decision. After entering Precode (3), continue with Item **MULTOFFENDERRELATION**.

Would you have been able to tell the police how they might find any of them, for instance, where they lived, worked, went to school, or spent time?

1 Yes
2 No
3 Other - Specify

MULTOFFENDERSIGHT

MULTOFFENDERSIGHT

Item **MULTOFFENDERSIGHT** is used to determine whether the respondent has any information which may help the police find the offenders. The respondent's answer should be based on what he/she knows about the offenders, and NOT necessarily on what the respondent actually told the police.

Enter Precode (1) for a "Yes" answer, Precode (2) for a "No" answer, and Precode (3), "Other," when you need to record more than just a "Yes" or "No" answer. After entering Precode (3), make sure to enter a description of the respondent's answer on the **MULTOFFENDERSIGHT_SPEC** screen, which then appears. When you complete Item **MULTOFFENDERSIGHT**, continue with Item **MULTOFFENDERGENDER**.

How did you know them? For example, were they friends, cousins, etc.?
- Probe: Anything else?
- Enter all that apply, separate with commas.

RELATIVE:

11 Spouse at time of incident
12 Ex-spouse at time of incident
13 Parent or step-parent
14 Own child or step-child
15 Brother/sister
16 Other relative - specify

NONRELATIVE:

17 Boyfriend or girlfriend, ex-boyfriend or ex-girlfriend
18 Friend or ex-friend
19 Roommate, boarder
20 Schoolmate
21 Neighbor
22 Customer/client
23 Patient
24 Supervisor (current or former)
25 Employee (current or former)
26 Co-worker (current or former)
27 Teacher/school staff
28 Other nonrelative – Specify

MULTOFFENDERRELATION

MULTOFFENDER RELATION

Item **MULTOFFENDERRELATION** is used to identify the relationship between the respondent and the offenders, when the respondent indicates in Item **MULTOFFENDERHOWWELL** that he/she was a casual acquaintance of the offenders or knew the offenders very well (Precode (2) or (3) entered in Item **MULTOFFENDERHOWWELL**). Always ask BOTH questions in Item **MULTOFFENDERRELATION** to ensure that the respondent identifies all types of relationships, not just relatives.

Enter all that apply. Notice that the answer categories are divided into two groups: Precodes (11) through (16) cover relatives of the respondent and Precodes (17) through (28) cover nonrelatives of the respondent.

Precode (11) Enter Precode (11) if any offender was the spouse of the respondent (husband/wife) at the time of the incident, regardless of whether they are currently married to each other.

Precode (12) Enter Precode (12) if any offender was a former spouse (husband/wife) of the respondent at the time of the incident. Accept the respondent's answer and do not probe when the respondent says "Ex-spouse" or "Former wife/husband."

Precode (13) Enter Precode (13) if any offender is the mother, father, step-mother, or step-father of the respondent. Precode (13) is not intended for parents through marriage, which should be included in Precode (16), "Other relative." After entering Precode (16), indicate the type of other relative on the "Specify" screen, such as "father-in-law" or "mother-in-law."

Precode (14) Enter Precode (14) if any offender is a child of the respondent by birth, adoption, or marriage, such as a son, daughter, step-son, or step-daughter. Precode (14) is not intended for foster children; instead enter Precode (28), "Other nonrelative," and enter the relationship on the "Specify" screen.

Precode (15) Enter Precode (15) if any offender is a brother or sister of the respondent or the child of a respondent's step-parent. Precode (15) is not intended for "brothers-in-law" or "sisters-in-law." Instead enter Precode (16), “Other,” and enter the relationship on the "Specify" screen.

Precode (16) Enter Precode (16) if any offender was the respondent's aunt, uncle, cousin, grandparent, father-in-law, mother-in-law, sister-in-law, brother-in-law, or any offender who is related to the respondent by blood or marriage and is not described in Precodes (11) through (15). After entering Precode (16), always enter the relationship on the "Specify" screen, **MULTOFFENDERRELATION_SPEC_16**.

Precode (17) Enter Precode (17) if any offender is a nonrelative who has or has had romantic connections to the respondent; for example, if the offender and the respondent were dating at the time of the incident or used to date before the incident.

Precode (18)

Enter Precode (18) if any offender is a male or female friend or past friend of the respondent AND there is no romantic connection between the two persons.

Precode (19)

Enter Precode (19) if any offender is a person who is NOT related to the respondent, but was living with the respondent at the time of the incident, such as a boarder or roommate. Precode (19) is not intended for "live-in" boyfriends/girlfriends; instead, enter Precode (17) for these situations.

Precode (20)

Enter Precode (20) if any offender attended the same school as the respondent at the time of the incident AND is not related to the respondent.

Precode (21)

Enter Precode (21) if any offender lives close enough to the respondent to be considered a neighbor AND is not related to the respondent.

Precodes (22), (23), (24), (25), or (26)

Enter the most appropriate precode from Precodes (22), (23), (24), (25), and (26) if any offender is a nonrelative, but is known by the respondent as a business client, patient, or a supervisor, employee, or co-worker, including former supervisors, employees, and co-workers.

Precode (27)

Enter Precode (27) if any offender is a teacher or a school staff member at the respondent's school. If the respondent works at the school, use the appropriate precode (24), (25), or (26).

Precode (28)

Enter Precode (28) if the respondent's answer does not fit any of the other nonrelative relationships, but any offender is either well known or a casual acquaintance. Enter the offender's relationship to the respondent on the "Specify" screen, **MULTOFFENDERRELATION_SPEC_28**, such as the respondent's barber or financial planner.

Once you have completed Item **MULTOFFENDERRELATION**, continue with Item **MULTOFFENDERGENDER**.

Were they male or female?

1 All male
2 All female
3 Don't know sex of any offenders
4 Both male and female

MULTOFFENDERGENDER

MULTOFFENDER GENDER

Item **MULTOFFENDERGENDER** asks whether the offenders are male, female, or a combination. Based on the respondent's perception, enter Precode (1) for "All male," Precode (2) for "All female," Precode (3) if the respondent does not know the offenders' gender, and Precode (4) if the offenders were both male and female. If the respondent answers this question with Precode (4) and there were more than two offenders, the instrument goes to **MULTOFFENDERMOSTGENDER**. Otherwise, the instrument goes to Item **MULTOFFENDERYOUNG**.

Were they mostly male or mostly female?

1 Mostly male
2 Mostly female
3 Evenly divided
4 Don't know

MULTOFFENDERMOSTGENDER

MULTOFFENDER MOSTGENDER

Item **MULTOFFENDERMOSTGENDER** appears when the respondent answers **MULTOFFENDERGENDER** with Precode (4) and indicates that there were more than two offenders. Based on the respondent's perception, enter Precode (1) for "Mostly male," Precode (2) for "Mostly female," Precode (3) for "Evenly divided," or Precode (4) for "Don't know." The instrument goes to Item **MULTOFFENDERYOUNG**.

How old would you say the youngest was?

1 Under 12
2 12-14
3 15-17
4 18-20
5 21-29
6 30 or older
7 Don't know

MULTOFFENDERYOUNG

MULTOFFENDER YOUNG

In Item **MULTOFFENDERYOUNG**, enter the precode for the age of the youngest offender, according to the perception of the respondent. Enter Precode (1) for "Under 12," Precode (2) for "12-14," Precode (3) for "15-17," Precode (4) for "18-20," Precode (5) for "21-29," Precode (6) for "30 or older," and Precode (7) for "Don't know." The instrument then goes to **MULTOFFENDEROLD**.

How old would you say the oldest was?

1 Under 12
2 12-14
3 15-17
4 18-20
5 21-29
6 30 or older
7 Don't know

MULTOFFENDEROLD

MULTOFFENDEROLD

In Item **MULTOFFENDEROLD**, enter the precode for the age of the oldest offender, according to the perception of the respondent. Enter Precode (1) for "Under 12," Precode (2) for "12-14," Precode (3) for "15-17," Precode (4) for "18-20," Precode (5) for "21-29," Precode (6) for "30 or older," and Precode (7) for "Don't know." The instrument then goes to **MULTOFFETHNICITY.**

Were any of the offenders Hispanic or Latino?

1 Yes
2 No
3 Don't know

MULTOFFETHNICITY

MULTOFFETHNICITY

Item **MULTOFFETHNICITY** asks whether any of the offenders were Hispanic or Latino. If you enter Precode (1) for a "Yes" response, the instrument goes to **MULTOFFENDERMOSTTHNICITY**. If you enter Precode (2) for "No," or Precode (3) for "Don't know," the instrument goes to Item **MULTOFFENDERRACE**.

Were the offenders mostly Hispanic, mostly non-Hispanic, or an equal number of Hispanic and non-Hispanic?

1 Mostly Hispanic
2 Mostly non-Hispanic
3 Equal number of Hispanic and non-Hispanic
4 Don't know

MULTOFFENDERMOSTETHNICITY

MULTOFFENDER MOSTETHNICITY

Item **MULTOFFENDERMOSTETHNICITY** asks whether the offenders were mostly Hispanic, mostly non-Hispanic, or an equal number of Hispanic and non-Hispanic. It is asked when Precode (1), "Yes," is entered in Item **MULTOFFETHNICITY**. Enter Precode (1) for "Mostly Hispanic," Precode (2) for "Mostly non-Hispanic," Precode (3) for "Equal number of Hispanic and non-Hispanic," or Precode (4) for "Don't know." The instrument goes to **MULTOFFENDERRACE**.

What race or races were the offenders? Were they…

- Enter all that apply, separate with commas.

1 White?
2 Black or African American?
3 American Indian or Alaska Native?
4 Asian?
5 Native Hawaiian or Other Pacific Islander?
6 Don’t know

MULTOFFENDERRACE

MULTOFFENDERRACE

Item **MULTOFFENDERRACE** is used to record the offenders’ race(s) as perceived by the respondent. Read the answer categories to the respondent as part of the question. Do not read answer category (6), “Don’t know.” Enter all that apply.

Enter Precode (1) for “White” and Precode (2) for “Black or African American.” Enter Precode (3) for “American Indian or Alaska Native.” Enter Precode (4) for “Asian.” Enter Precode (5) for “Native Hawaiian or other Pacific Islander.” Enter Precode (6) “Don’t know,” if respondent cannot identify offenders’ race(s).

If two or more precodes are marked, the instrument goes to Item **MULTOFFENDERRACEMOST**. Otherwise, it goes to **MULTOFFENDERGANG**.

What race were most of the offenders?

1 Mostly White?
2 Mostly Black or African American?
3 Mostly American Indian or Alaska Native?
4 Mostly Asian?
5 Mostly Native Hawaiian or Other Pacific Islander?
6 Equal number of each race
7 Don't know

MULTOFFENDERRACEMOST

MULTOFFENDER RACEMOST

Item **MULTOFFENDERRACEMOST** is asked when the respondent indicates that the offenders were of more than one race in Item **MULTOFFENDERRACE**. Enter the appropriate precode for the race of the majority of the offenders, based on the respondent's perception. The instrument continues with Item **MULTOFFENDERGANG**.

Were any of the offenders a member of a street gang, or don't you know?

1 Yes (a member of a street gang)
2 No (not a member of a street gang)
3 Don't know (if a member of a street gang)

MULTOFFENDERGANG

MULTOFFENDERGANG

MULTOFFENDERGANG is used to determine whether or not any of the offenders is a member of a street gang based on the respondent's perception. Consider a street gang as a group of people who associate regularly with one another, generally have a leader or group of leaders who issue orders and reap the rewards of the gang's activities, and often engage in anti-social or deviant behavior.

Some ways to identify gang members are their "colors," clothing, tattoos, brands, or imprints of the gang's name, logo, or other identifying marks on their bodies.

Enter the appropriate precode based on the respondent's answer– Precode (1) for "Yes," Precode (2) for "No," or Precode (3) for

"Don't know." The instrument then goes to **MULTOFFENDERDRINKDRUG**.

Were any of the offenders drinking or on drugs, or don't you know?

1 Yes (drinking or on drugs)
2 No (not drinking/not on drugs)
3 Don't know (if drinking or on drugs)

MULTOFFENDERDRINKDRUG

MULTOFFENDER DRINKDRUG

Item **MULTOFFENDERDRINKDRUG** is used to find out if the offenders were drinking alcoholic beverages or under the influence of drugs during the incident. Enter the appropriate precode based on what the respondent believes or knows.

Precode (1)

Enter Precode (1), "Yes," if the offenders were actively drinking or under the influence of drugs or alcohol at the time of the incident. After entering Precode (1), continue with Item **MULTOFFENDERDRINKORDRUG**.

Precode (2)

Enter Precode (2), "No," if the offenders were not drinking or under the influence of drugs or alcohol. After entering Precode (2), continue with Item **MULTOFFENDERONLYTIME**.

Precode (3)

Enter Precode (3), "Don't know," if the respondent could not tell if the offenders were under the influence of drugs or alcohol. After entering Precode (3), continue with Item **MULTOFFENDERONLYTIME**.

Which was it? (Drinking or on drugs)?

1 Drinking
2 On drugs
3 Both (drinking and on drugs)
4 Drinking or on drugs - could not tell which

MULTOFFENDERDRINKORDRUG

MULTOFFENDER DRINKORDRUG

Item **MULTOFFENDERDRINKORDRUG** is used to distinguish between whether the offender(s) were just drinking, just on drugs, under the influence of BOTH alcohol and drugs, or perhaps the respondent cannot distinguish between the two. After completing Item **MULTOFFENDERDRINKORDRUG**, continue with Item **MULTOFFENDERONLYTIME**.

Precode (1)

Enter Precode (1), "Drinking," if the respondent thinks or knows that the offenders were under the influence of only alcohol during the incident.

Precode (2)

Enter Precode (2), "On drugs," if the respondent thinks or knows that the offenders were under the influence of only drugs during the incident.

Precode (3)

Enter Precode (3), "Both," if the respondent thinks or knows that the offenders were under the influence of BOTH drugs and alcohol during the incident.

Precode (4)

Enter Precode (4), "Drinking or on drugs," if the respondent thinks or knows that the offenders were under the influence of drugs or alcohol, but cannot tell which one.

Was this the only time any of these offenders committed a crime against you or your household or made threats against you or your household?

1 Yes (only time)
2 No (there were other times)
3 Don't know

MULTOFFENDERONLYTIME

MULTOFFENDER ONLYTIME

Item **MULTOFFENDERONLYTIME** is used to determine whether the offenders have ever committed any type of crime or threatened to physically harm the respondent or another household member, other than the current incident. For this question, do not limit the respondent to crimes committed only during the 6-month reference period.

Precode (1)

Enter Precode (1), "Yes (only time)," if the respondent tells you that the current incident is the only crime these offenders have committed against his/her household. Make sure that the respondent understands we are interested in crimes committed by these offenders at ANY time prior to this incident.

Precode (2)

Enter Precode (2), "No (there were other times)," if the respondent says that these offenders committed other crimes against the respondent or other household members at ANY time prior to this incident.

Precode (3)

Enter Precode (3) if the respondent does not really know whether or not the offenders have committed other crimes against the household prior to this incident.

After completing Item **MULTOFFENDERONLYTIME**, continue with Item **THEFT**.

? [F1]

● Ask or verify:

Was something stolen or taken without permission that belonged to you or others in the household?

Include anything stolen from the business operated from the respondent's home.

● Include anything stolen from an unrecognizable business
● Do not include anything stolen from a recognizable business in respondent's home or another business, such as merchandise or cash from a register

1 Yes
2 No
3 Don't know

THEFT

THEFT

Item **THEFT** is used to determine whether the offender(s) stole or took anything without permission, regardless of its value, that was owned by the respondent or another household member. This could include the personal property of one household member or property that belongs to the entire household. It could also include property stolen during the 6-month reference period from a former residence, IF the property was stolen from someone who is a household member at the time of the interview.

If the respondent or other household members own an unrecognizable business and items were stolen from that business, those items need to be included when answering this question. However, do NOT include items stolen or taken without permission from a recognizable business, unless they are personal items belonging to the respondent or other household members.

(Refer to Part C, Chapter 2, Topic 4, for more information about recognizable and unrecognizable businesses.)

You can verify the answer to this question without asking the question if the respondent indicated the answer earlier in the interview. Otherwise, ask the question in Item **THEFT** exactly as it is worded.

Precode (1)

Enter Precode (1), "Yes," when:

✓ Items were taken that belonged to any household member, regardless of age, during a burglary or household theft.

✓ During any other crime of theft, items were taken that belonged to a household member who is 12 years of age or older.

✓ Items were taken that belong to an <u>unrecognizable</u> business owned by the respondent or another household member.

✓ Items that belong to a household member were stolen while in the possession of a friend, neighbor, co-worker, and so on, who had borrowed them from the household member. However, you would enter Precode (2), "No," if the borrowed items were just never returned to the household member, even if the household member asked that the items be returned.

After entering Precode (1), continue with Item **WHATWASTAKEN.**

Precode (2)

Enter Precode (2), "No," when:

✓ The items taken belong to a <u>recognizable</u> business owned by the respondent or another household member, regardless of whether or not the business is located at the sample address. However, enter Precode (1), "Yes," when the items stolen from a <u>recognizable</u> business are personal ones belonging to the respondent or other household members, such as a purse, watch, and so on.

✓ The items taken belong to the owner of the sample address. However, the owner does not reside at the sample address, because he/she rents the home to the respondent. In this case, the items do not belong to the sample household, even though the items were stolen from the sample address.

✓ The items taken belong to a nonhousehold member, regardless of whether or not the person was at the sample address.

✓ The items taken really belong to a nonhousehold member because he/she lent the items to a household member. This is true even if the household member compensated the nonhousehold member for the borrowed item(s).

✓ Items loaned to a friend, neighbor, co-worker, and so on, and never returned. Do not consider these items as stolen.

✓ Items taken belong to a household member who is younger than 12 years old for any crime that did NOThappen in the sample unit or on the property belonging to the sample unit.

After entering Precode (2), "No," continue with Item **ATTEMPTTHEFT**.

Precode (3)

Enter Precode (3) if the respondent does not know whether any items were stolen or taken without permission that belong to him/her or another household member. After entering Precode (3), "Don't know," continue with Item **ATTEMPTTHEFT**.

Items **THEFT** and **ATTEMPTTHEFT** both use the same Help screen. Press the **F1** key to access this Help screen, which provides rules about what to include or exclude in **THEFT** and **ATTEMPTTHEFT**.

? [F1]
● Ask or verify:

Did the offender(s) ATTEMPT to take something that belonged to you or others in the household?

Include anything stolen from the business operated from the respondent’s home.

● Do not include anything the offender tried to steal from a recognizable business in respondent's home or another business, such as merchandise or cash from a register

1 Yes
2 No
3 Don't know

ATTEMPTTHEFT

ATTEMPTTHEFT

Item **ATTEMPTTHEFT** is used to determine whether the offender(s) tried to take something that belonged to the respondent or another household member. You will only ask this question when Precode (2), “No,” or Precode (3), “Don’t know,” is entered in Item **THEFT**.

You can verify the answer to this question without asking the question if the respondent has indicated the answer earlier in the interview. Otherwise, ask the question in Item **ATTEMPTTHEFT** exactly as it is worded. Read the instruction shown below the question to yourself so you remember what types of items to exclude.

After entering Precode (1) for a "Yes" answer, you continue with Item **ATTEMPTTHEFTWHAT**. However, if you enter Precode (2) for "No" or Precode (3) for "Don't know," you continue with Item **DAMAGED**.

What did the offender try to take?

● Probe: Anything else?

● Enter all that apply, separate with commas.

11 Cash
12 Purse
13 Wallet
14 Credit cards, checks, bank cards
15 Car
16 Other motor vehicle
17 Part of a motor vehicle (tire, hubcap, attached car stereo or satellite radio, attached CB radio, etc.)
18 Gasoline or oil
19 Bicycle or parts
20 TV, DVD player, VCR, stereo, other household appliances
21 Silver, china, art objects
22 Other household furnishings (furniture, rugs, etc.)
23 Personal effects (clothing, jewelry, toys, etc.)
24 Handgun (pistol, revolver)
25 Other firearm (rifle, shotgun)
26 Other - specify
27 Don't know

ATTEMPTTHEFTWHAT

ATTEMPTTHEFTWHAT

Item **ATTEMPTTHEFTWHAT** is used to identify the type of item(s) that the respondent thinks the offender(s) attempted to steal or take without permission. After asking the initial question in Item **ATTEMPTTHEFTWHAT**, continue asking, "***Anything else?***" until you get a "No" response. Enter all appropriate precodes based on the respondent's answer. After recording all of the respondent's answers, press "Enter" to move to the next item. Some of the answer categories are self-explanatory, but the following categories require additional clarification.

Precode (11)

Enter Precode (11), "Cash," if the respondent thinks that the offender(s) tried to take paper money and/or coins, such as

$10, $20, or $50 dollar bills and/or nickels, dimes, or quarters. Do not enter Precode (11) for checks or credit cards, instead enter Precode (14). Also, do not enter Precode (11) for coin collections, instead enter Precode (23).

Precode (14)

Enter Precode (14), "Credit cards, checks, bank cards," if the respondent thinks that the offender(s) tried to take items that are of little or no value unless someone tries to use them fraudulently. For example, an offender tried to steal the respondent's gasoline credit card so he could fraudulently purchase gasoline for his vehicle. Also enter Precode (14) if the offender(s) tried to take Savings Bonds, bank books, money orders, debit cards, traveler's checks, and phone cards.

Precode (16)

Enter Precode (16), "Other motor vehicle," if the offender(s) tried to take without permission any type of truck, van, sport utility vehicle (SUV), motorcycle, moped, motorized bicycle, or any motor vehicle OTHER THAN a car that belonged to the respondent, another household member, or an unrecognizable business owned or operated by a household member. If the "Other motor vehicle" was owned or operated by a recognizable business, only enter Precode (16) if the "Other motor vehicle" was also intended for personal use by a household member.

DO NOT enter Precode (16) for the attempted theft of boats, jet skis, airplanes, minibikes, or snowmobiles, instead enter Precode (26) and identify the item(s) on the "Specify" screen.

Precode (17)

Enter Precode (17), "Part of motor vehicle," if the offender(s) tried to take without permission anything that is ATTACHED to a car, truck, van, SUV, or other motor vehicle owned by the respondent or another household member. Here are some examples of motor vehicle parts to include: Tires, hubcaps or wheels, CD players, scanners, CB radios, car telephones, antenna, license plates, motor parts, mirrors, steering wheel, door handles, and so on.
DO NOT enter Precode (17) if the items were stored in the glove compartment, left on a seat, or kept in the trunk of a car or the bed of a truck, since we do not consider these items as attached to the motor vehicle.

Precode (19)	Enter Precode (19), "Bicycle or parts," if the offender(s) tried to take, without permission, NON-MOTORIZED bicycles or bicycle parts owned by the respondent or another household member.
Precode (20)	Enter Precode (20), "TV, stereo, DVD player, VCR, or other household appliances," if the offender(s) tried to take without permission items intended for the use of all or most of the household members, such as a gas grill, kitchen stove, freezer, VCR, CD player, personal computer, etc.
Precode (21)	Enter Precode (21), "Silver, china, art objects," if the offender(s) tried to take without permission any type of silver, china, or art object, regardless of its value.
Precode (22)	Enter Precode (22), "Other household furnishings," if the offender(s) tried to take without permission household furnishings, such as furniture, rugs, lamps, mirrors, and so on, that are intended for use by all or most of the household members. Consider items such as a daughter's bedroom furniture to be household furnishings, even though the furniture is used primarily by one household member.
Precode (23)	Enter Precode (23), "Personal effects," if the offender(s) tried to take without permission items that are intended for the sole use of one household member, rather than by all or most household members and are considered easily movable or portable. For example, a household member's watch, jewelry, cellular telephone, clothing, camera, luggage, briefcase, sports or recreation equipment, toys, makeup, hair dryers, keys, personal collections *(Hummels, coins, bears, dolls, stamps, and so on)*. Since the value of "Personal effects" is not needed, do not probe to determine their dollar value.
Precode (24)	Enter Precode (24), "Handgun," if the offender(s) tried to take without permission any type of hand-held gun that is intended to shoot bullets, regardless of its condition or usage. For example, the handgun could be a mint condition collector's item from World War II that is never shot by its owner or a new handgun kept by the respondent for protection. Do NOT enter Precode (24) for guns that shoot pellets, BB's, air, flares, or tear gas. Instead, enter Precode (26), "Other,"

and identify the type of gun on the "Specify" screen.

Precode (25)

Enter Precode (25), "Other firearm," if the offender(s) tried to take without permission any type of rifles or shotguns that shoot bullets or shot, regardless of whether the rifle or shotgun works or is used by the respondent. Do not enter Precode (25) for handguns, instead enter Precode (24).

Also, do NOT enter Precode (25) for guns that shoot pellets, BB's, air, flares, or tear gas. Instead, enter Precode (26), "Other," and identify the type of gun on the "Specify" screen.

Precode (26)

Enter Precode (26), "Other," AND describe the item(s) on the "Specify" screen, **ATTEMPTTHEFTWHAT_SPEC,** if the offender(s) tried to take any of the following types of items without permission: food, drugs, food stamps, animals, plants, guns that fire BB's or pellets, flares, tear gas, and other items that do not fit the categories for Precodes (11) through (25). Also enter Precode (26) for boats, airplanes, minibikes, snowmobiles, etc.

Precode (27)

Enter Precode (27), "Don't know" if the respondent does not know or is unsure about what the offender(s) tried to take without permission.

After completing Item **ATTEMPTTHEFTWHAT**, continue with Item **ATTEMPTTHEFTOWNER**.

Did the (property/money) the offender tried to take belong to you personally, to someone else in the household, or to both you and other household members?

1 Respondent only
2 Respondent and other household member(s)
3 Other household member(s) only
4 Nonhousehold member(s) only
5 Other - specify

ATTEMPTTHEFTOWNER

ATTEMPTTHEFTOWNER

Item **ATTEMPTTHEFTOWNER** is used to identify the owner(s) of the property/money that the offender(s) attempted to steal during the incident. When we refer to "household member(s)" in Precodes (2) and (3), we mean household members at the time of the interview, NOT just at the time of the incident.

Precode (1)

Enter Precode (1) if the offender(s) attempted to steal property/money that belongs SOLELY to the respondent. After entering Precode (1), continue with Item **ATTEMPTTHEFTITEMSINMV**.

Precode (2)

Enter Precode (2) if the offender(s) attempted to steal property/money that belongs to the respondent and other household member(s) either jointly *(for example, a car that is jointly owned by the reference person and his/her spouse)* or partially *(for example, a collection of music CDs of which 20 belong to the respondent and the remaining 30 CDs belong to the respondent's son).*

After entering Precode (2), Item **ATTEMPTTHEFTLNS** appears. Use this item to identify by line number each household member who owned some of the property/money that the offender tried to steal.

● If not sure, ask: Besides the respondent, which household member(s) owned the property the offender tried to take? ● Enter appropriate line number(s). 1 Megan Moe 40 Household property

Enter Precode (40), "Household Property," in Item **ATTEMPTTHEFTLNS** if the property/money belongs to the entire household jointly or if more than three household members own the property/money jointly with the respondent. It is acceptable to enter one or more line numbers and also enter Precode (40), since the offender(s) may have tried to take both personal and household property. After completing Item **ATTEMPTTHEFTLNS**, continue with Item **ATTEMPTTHEFTITEMSINMV**.

Precode (3)

Enter Precode (3) if the offender(s) attempted to steal property/money that belongs ONLY to other household member(s) and NONE of the property/money belongs to the respondent. After entering Precode (3), Item **ATTEMPTTHEFTLNS** appears, so you can identify by line number each household member who owned some of the property/money that the offender tried to steal.

Precode (4)

Enter Precode (4) if the offender(s) attempted to steal property/money that belongs ONLY to person(s) who are NOT household members at the time of the interview. After entering Precode (4), continue with Item **ATTEMPTTHEFTITEMSINMV**.

Precode (5)

Enter Precode (5) if the offender(s) attempted to steal property/money that belongs to two or more persons NOT covered by Precodes (1) through (4), for example, if the property/money belongs jointly to another household member and a nonhousehold member. Use the "Specify" screen **ATTEMPTHEFTOWNER_SPEC** to indicate who owns the property/money *(for example, L3 and a nonhousehold member)*. After entering Precode (5) and identifying the owners on the "Specify" screen, continue with Item **ATTEMPTTHEFTITEMSINMV**.

● Ask or verify:

Was the article IN or ATTACHED to a motor vehicle when the attempt was made to take it?

1 Yes
2 No

ATTEMPTTHEFTITEMSINMV

ATTEMPTTHEFT ITEMSINMV

Item **ATTEMPTTHEFTITEMSINMV** is used to identify whether the offender(s) tried to steal property/money that was either:

✓ **Inside** a motor vehicle or

✓ **Attached** to a motor vehicle.

If you entered Precodes (15) or (16) in **ATTEMPTTHEFTWHAT**, the instrument skips **ATTEMPTTHEFTITEMSINMV**.

For Item **ATTEMPTTHEFTITEMSINMV**, you can verify the answer without asking the question if the respondent previously indicated where the articles were when the offender(s) tried to steal them.

Otherwise, ask the question and enter Precode (1), "Yes," if ANY of the articles were in or attached to a motor vehicle. Only enter Precode (2), "No," if NONE of the articles were in or attached to a motor vehicle.

After completing Item **ATTEMPTTHEFTITEMSINMV**, continue with either:

- Item **ATTEMPTTHEFTONPERSON** if the offender tried to take cash, a purse, or a wallet *(Precodes (11), (12), or (13) are entered in Item **ATTEMPTTHEFTWHAT**)*.

  OR

- Item **ATTEMPTTHEFTITEMONPERSON** if the offender tried to take anything other than cash, a purse, or a wallet.

● Ask or verify:

Was the cash on your person, for instance, in a pocket or being held?

1 Yes
2 No

ATTEMPTTHEFTONPERSON

ATTEMPTTHEFTONPERSON

Item **ATTEMPTTHEFTONPERSON** is used to determine whether the offender(s) tried to steal cash, a purse, or a wallet directly from the respondent's hands, shoulder, pocket, backpack, etc. For the NCVS, it makes a difference whether the offender(s) attempted to steal cash, a purse, or a wallet directly from the respondent, rather than from a counter, car seat, floor of a subway car, or other places where the respondent may have left cash, a purse, or a wallet.

If the answer is obvious from information provided previously by the respondent, verify the answer without asking the question. Otherwise, ask the question and enter Precode (1) for "Yes;" Precode (2) for "No." After completing Item

ATTEMPTTHEFTONPERSON, continue with Item **ATTEMPTTHEFTITEMONPERSON**.

● Ask or verify:

Was there anything else the offenders tried to take directly from you, for instance, from your pocket or hands, or something that you were wearing?

● Exclude property not belonging to respondent or other household member.

1 Yes
2 No

ATTEMPTTHEFTITEMONPERSON

ATTEMPTTHEFTITEM ONPERSON

Item **ATTEMPTTHEFTITEMONPERSON** is used to determine whether the offender(s) tried to take anything OTHER THAN cash, a purse, or a wallet (such as a watch they were wearing) directly from the respondent or another current household member. Exclude attempted thefts of items belonging to nonhousehold members.

It is acceptable to verify the answer for this question without asking the question. The instrument automatically either inserts or omits the word "else" in the question based on what was entered in **ATTEMPTTHEFTONPERSON**. If you entered Precode (2), “No, at **ATTEMPTTHEFTONPERSON**, the word “else” is omitted from the question.

Enter Precode (1) for a "Yes" answer and continue with Item **ATTEMPTTHEFTITEMS**. Enter Precode (2) for a "No" answer and continue with Item **DAMAGED**.

Check Item OTHATTEMPTON PERS_CK

If you enter Precode (1), “Yes,” at **ATTEMPTTHEFTITEMONPERSON**, but did not mark any precodes (14) - (26) in Item **ATTEMPTTHEFTWHAT**, edit check **OTHATTEMPTON PERS_CK** appears:

- The offender only tried to take cash/purse/wallet in ATTEMPTTHEFTWHAT. If the offender tried to take something else from victim, it must first be reported in ATTEMPTTHEFTWHAT. If the offender only tried to take cash/purse/wallet from victim, go to ATTEMPTTHEFTITEMONPERSON and enter "No".

Close Goto

OTHATTEMPTONPERS_CK

This is a hard edit. Click on “Close” or “Goto” to return to **ATTEMPTTHEFTWHAT** and entering one or more Precodes (14) - (26) or return to **ATTEMPTTHEFTITEMONPERSON** and change the answer to Precode (2), “No.”

Which items did the offenders try to take directly from you?
● Exclude property not belonging to respondent or other household member.

15	Car
24	Handgun (pistol, revolver)
26	Other - specify
40	All of the above

ATTEMPTTHEFTITEMS

ATTEMPTTHEFTITEMS

Item **ATTEMPTTHEFTITEMS** lists the property items reported in Item **ATTEMPTTHEFTWHAT**, OTHER THAN cash/purse/wallet, that the offender(s) tried to take directly from the respondent or another household member. Enter the appropriate precodes from those listed in Item **ATTEMPTTHEFTITEMS** to identify the items that the offender(s) tried to take directly from the respondent or another household member. If the offender(s) tried to take everything directly from the respondent, enter Precode (40), “All of the above,” and continue with item **DAMAGED**.

What was taken that belonged to you or others in the household?
● Probe: Anything else?
● Enter all that apply, separate with commas.

CASH/PURSE/WALLET/CREDIT CARDS:
11 Cash
12 Purse
13 Wallet
14 Credit cards, checks, bank cards

VEHICLE OR PARTS:
15 Car
16 Other motor vehicle
17 Part of a motor vehicle (tire, hubcap, attached car stereo or satellite radio, attached CB radio, etc.)
18 Unattached motor vehicle accessories or equipment (unattached CD player or satellite radio, etc.)
19 Gasoline or oil
20 Bicycle or parts

HOUSEHOLD FURNISHINGS:
21 TV, DVD player, VCR, stereo, other household appliances
22 Silver, china, art objects
23 Other household furnishings (furniture, rugs, etc.)

PERSONAL EFFECTS:
24 Portable electronic and photographic gear (Personal stereo, TV, cellphone, camera, etc.)
25 Clothing, furs, luggage, briefcase
26 Jewelry, watch, keys
27 Collection of stamps, coins, etc.
28 Toys, sports and recreational equipment (not listed above)
29 Other personal and portable objects

FIREARMS
30 Handgun (pistol, revolver)
31 Other firearm (rifle, shotgun)

MISCELLANEOUS:
32 Tools, machines, office equipment
33 Farm or garden produce, plants, fruits, logs
34 Animals - pet or livestock
35 Food or liquor
36 Other – specify
37 Don’t know

WHATWASTAKEN

WHATWASTAKEN

Item **WHATWASTAKEN** is used to identify the types of property/money that the offender(s) took without permission. Continue asking, "***Anything else?***" until you get a "No" response and enter all appropriate precodes, then press “Enter” to go to the next screen.

Only include property/money that belonged to the respondent or other household members. If the respondent mentions that the stolen property was leased or rented by the respondent or another household member for **one month or longer**, consider the household member(s) as the owner(s) of the stolen property for this item. If necessary, ask the respondent how long the stolen property has been leased or rented.

Notice that Item **WHATWASTAKEN** has several more answer categories than Item **ATTEMPTTHEFTWHAT**. These categories are grouped together under six separate headings:

✓ Cash/purse/wallet/credit cards

✓ Vehicle or Parts

✓ Household Furnishings

✓ Personal Effects

✓ Firearms

✓ Miscellaneous

Categories that are NOT self-explanatory are covered below.

Precode (11)

Enter Precode (11), "Cash," when the offender(s) stole money *(bills or coins)*. After entering Precode (11), Item **AMOUNTCASHTAKEN** appears when you press “Enter” to leave Item **WHATWASTAKEN**.
If the respondent mentions that a credit card, bank card, checks, or a coin collection were stolen, do NOT enter Precode (11). Instead, enter Precode (14) for credit cards, bank cards, and checks, and enter Precode (27) for coin collections.

Precodes (12) and (13)

Enter Precode (12) when the offender(s) stole a purse from the respondent or another household member and enter Precode (13) when the offender(s) stole a wallet from the respondent or another household member. After entering Precode (12) and/or (13), the instrument goes to Item **PRSWLT_CONTAINMONEY**, where you ask the respondent if the purse and/or wallet contained any money when it was stolen. If you get a "Yes" answer, the instrument stores Precode (11) in Item **WHATWASTAKEN** so you can access Item **AMOUNTCASHTAKEN** and enter the amount of cash taken in whole dollars. Round up or down as necessary *(as instructed above for Precode (11))*.

Precode (14)

Enter Precode (14) when the offender(s) stole a credit card, bank card, checks, and so on, which are of little value unless used fraudulently to obtain money and/or property. Also enter Precode (14) for stolen Savings Bonds, bank books, money orders, travelers checks, and phone cards.

Precode (16)

Enter Precode (16) when the offender(s) stole a truck, van, sport utility vehicle (SUV), motorcycle, moped, motorized bicycle, or any motor vehicle OTHER THAN a car. If the motor vehicle is owned by a recognizable business and is never used for a household member's personal use, DO NOT enter Precode (16).

Also, DO NOT enter Precode (16) for boats, jet skis, airplanes, minibikes, or snowmobiles, instead enter Precode (36), "Other," and identify the property on the "Specify" screen, **WHATWASTAKEN_SPEC**.

Precode (17)

Enter Precode (17) when the offender(s) stole anything that is ATTACHED to a car, truck, van, SUV, or other motor vehicle owned by the respondent or another household member. Some examples of items to include for Precode (17) are tires, hubcaps or wheels, CD players, scanners, CB radios, car telephones, antenna, license plates, motor parts, mirrors, steering wheel, door handles, and so on.

DO NOT enter Precode (17) if the items were stored in the glove compartment, left on a seat, or kept in the trunk of a car or the bed of a truck, since we do not consider these items as attached to the motor vehicle.

Precode (18)	Enter Precode (18) when the offender(s) stole motor vehicle accessories or equipment that was NOT ATTACHED to the motor vehicle, such as a spare tire, a detachable antenna on the back seat, a removable CD player or changer in the trunk, etc.
Precode (20)	Enter Precode (20) when the offender(s) stole any type of bicycle or bicycle parts that do not have a motor. Include motorized bicycles in Precode (16).
Precode (21)	Enter Precode (21) when the offender(s) stole any type of electrical or gas appliances, such as kitchen stoves, freezers, dishwashers, CD players, VCRs, computers, FAX machines, and so on.
Precode (22)	Enter Precode (22) when the offender(s) stole any type of silver, china, or art object, regardless of its value.
Precode (23)	Enter Precode (23) when the offender(s) stole any type of household furnishings that are intended for the use of all or most of the household members, even if the furnishings belong to one or more household members. For example, bedroom furniture, rugs, patio furniture, and so on. If you are unsure whether the stolen items are household furnishings or personal effects, base your decision on whether the stolen items are considered **portable or movable.** If the stolen items are not easily movable or portable, consider them household furnishings. Otherwise, enter the appropriate "Personal Effects" precodes from Precodes (24) through (29) to identify a stolen item that is intended for the use of a specific household member, rather than all or most household members.
Precode (24)	Enter Precode (24) when the offender(s) stole any type of portable electronic or photographic gear intended for the use of a specific household member, such as personal electronic devices, handheld computer games, video or audio cassettes, cell phones, cameras, etc.
Precode (25)	Enter Precode (25) when the offender(s) stole the following types of personal items that belong to a specific household member: hats, gloves, coats, shoes, jackets, briefcases, luggage, etc.

Precode (26)	Enter Precode (26) when the offender(s) stole any of the following types of personal items, regardless of their value: house or car keys, rings, necklaces, bracelets, money clips, cuff links, tie tacks, watches, etc.
Precode (27)	Enter Precode (27) when the offender(s) stole any type of personal collection, regardless of its value, such as coins, ceramic bears, dolls, stamps, books, baseball cards, etc.
Precode (28)	Enter Precode (28) when the offender(s) stole any type of toy, sports, or recreation equipment that belongs to a specific household member and is not covered in Precodes (24) through (27). Examples of such items are bowling balls, tennis rackets, BB guns, baby dolls, etc.
Precode (29)	Enter Precode (29) when the offender(s) stole any personal objects that are easily movable, but do not fit the descriptions in Precodes (24) through (28). For example, these objects could include makeup, hair dryer, curling iron, flare guns, books, etc.
Precode (30)	Enter Precode (30) when the offender(s) stole any type of hand-held guns *(for example, pistols, revolvers, and so on)*, regardless of their condition or intended use *(for example, hunting, display, target practice, and so on)*. Precode (30) is not intended for pellet guns, BB guns, air pistols, flare guns, or tear gas guns. Instead, enter Precode (28) for pellet guns, BB guns, and air pistols, and enter Precode (29) for flare and tear gas guns.
Precode (31)	Enter Precode (31) when the offender(s) stole any type of firearm OTHER THAN a handgun, regardless of its condition or intended use. For example, you should enter Precode (31) for stolen machine guns, rifles, shotguns, etc. Precode (31) is NOT intended for pellet guns, BB guns, air pistols, flare guns, or tear gas guns. Instead, enter Precode (28) for pellet guns, BB guns, and air pistols, and enter Precode (29) for flare and tear gas guns.
Precode (32)	Enter Precode (32) when the offender(s) stole power or hand tools, yard equipment *(for example, lawn mowers, leaf blowers, and so on)* and any type of office equipment stolen from an unrecognizable business *(for example, file cabinets,*

personal computers, printers, FAX machines, scanners, and so on). However, if the stolen office equipment is **electronic** *(for example, computers, printers, FAX machines, scanners, and so on)* AND the electronic equipment is used primarily for the personal use of a household member, enter Precode (24).

Precode (33)

Enter Precode (33) when the offender(s) stole any produce, fruit, firewood, straw, hay, or plants *(flower or vegetable)* intended **for sale** and NOT for the personal use or consumption of the household members. Enter Precode (35) for any farm or garden produce intended for the household's personal consumption.

Precode (34)

Enter Precode (34) when the offender(s) stole any type of animals owned by the respondent or another household member, regardless of whether or not the animal was a pet. This category includes cats, dogs, parakeets, hamsters, pigs, cows, horses, etc.

Precode (35)

Enter Precode (35) when the offender(s) stole any type of edible food, nonalcoholic beverage, or liquor, unless the stolen food is produce or fruit intended for sale. If stolen produce or fruit was intended for sale by the household, enter Precode (33).

Precode (36)

Enter Precode (36) when the offender(s) stole any items that do not fit the descriptions for any of the previous categories. After entering Precode (36), make sure to identify the item on the "Specify" screen, **WHATWASTAKEN_SPEC**. Examples of entries could include: cases of soda belonging to an unrecognizable business or an airplane owned by the respondent and intended for personal use only.

Precode (37)

Enter Precode (37) when the respondent does not know or is unsure what the offender(s) took without permission. It is acceptable to enter this precode for some stolen items and still enter other precodes in Item **WHATWASTAKEN** for items the respondent knows or feels sure were stolen during the incident.

After completing Item **WHATWASTAKEN**, continue with Item **PRSWLT_CONTAINMONEY** if Precodes (12) or (13) were entered, otherwise continue with Item **WHOOWNEDSTOLENPROPERTY**.

Did the stolen (purse/wallet) contain any money? 1 Yes 2 No PRSWLT_CONTAINMONEY

PRSWLT_CONTAINMONEY

Item **PRSWLT_CONTAINMONEY** appears when Precodes (12) or (13) are marked in **WHATWASTAKEN**. If you enter Precode (1), the instrument goes to Item **AMOUNTCASHTAKEN**. Otherwise, it goes to **WHOOWNEDSTOLENPROPERTY**.

• If not sure, ask: How much cash was taken? • Round to the nearest dollar • Enter a number between 1-999,996 AMOUNTCASHTAKEN

AMOUNTCASHTAKEN

Item **AMOUNTCASHTAKEN** appears when Precode (11) was marked in Item **WHATWASTAKEN** or Precode (1) was marked in **PRSWLT_CONTAINMONEY**.

After determining the amount of cash taken, enter the whole dollar amount. Round up or down as necessary. For example, if the amount given is $150.50, round up to $151 and, if the amount given is $150.49, round down to $150. If the respondent gives an amount that is less than $1, round up to $1. When the respondent is unable to give an exact dollar amount, ask for his/her best estimate. Only enter “Ctrl” + “D” for “Don’t know” if the respondent truly has no idea of the amount of cash taken.

Did the stolen property belong to you personally, to someone else in the household, or to both you and other household members?

1 Respondent only
2 Respondent and other household member(s)
3 Other household member(s) only
4 Nonhousehold member(s) only
5 Other - specify

WHOOWNEDSTOLENPROPERTY

WHOOWNEDSTOLEN PROPERTY

Item **WHOOWNEDSTOLENPROPERTY** is used to identify the owner(s) of the property/money that the offender(s) stole during the incident. Enter only ONE precode for this item. Also, when we refer to "household member(s)" in Precodes (2) and (3), we mean household members at the time of the interview, NOT just at the time of the incident. Keep in mind that the property owner could be a current household member whose property was stolen from a former residence during the 6-month reference period.

Precode (1)

Enter Precode (1) if the offender(s) stole property/money that belongs SOLELY to the respondent. After entering Precode (1), either:

- Continue with Item **PERMISSIONGIVEN** if a car or other motor vehicle was taken during the incident *(Precode (15) or (16) is entered in Item **WHATWASTAKEN**).*

  OR

- Continue with Item **ARTICLEINCAR** if the stolen property was not a car or other motor vehicle.

Precode (2)

Enter Precode (2) if the offender(s) stole property/money that belongs to the respondent and other household member(s) either jointly *(for example, a video camera that is jointly owned by the reference person and his/her spouse)* or partially *(for example, a collection of music CDs of which 20 belong to the respondent and the remaining 30 CDs belong to the respondent's son)*. After entering Precode (2), **OTHERSOWNEDSTOLENPROPERTY** appears. Use

OTHERSOWNEDSTOLENPROPERTY to identify by line number each household member who owned some of the property/money that the offender stole.

Precode (3)

Enter Precode (3) in item **WHOOWNEDSTOLENPROPERTY** if the offender(s) stole property/money that belongs ONLY to other household member(s) and NONE of the property/money belongs to the respondent. After entering Precode (3), Item **OTHERSOWNEDSTOLENPROPERTY** appears so you can identify, by line number, each household member who owns any portion of the property/money that the offender stole.

Precode (4)

Enter Precode (4) if the offender(s) stole property/money that belongs ONLY to person(s) who are NOT household members at the time of the interview. After entering Precode (4), either:

- Continue with Item **PERMISSIONGIVEN** if a car or other motor vehicle was taken during the incident *(Precode (15) or (16) is entered in Item **WHATWASTAKEN**).*

  OR

- Continue with Item **ARTICLEINCAR** if the stolen property was not a car or other motor vehicle.

Precode (5)

Enter Precode (5) if the offender(s) stole property/money that belongs to two or more persons NOT described in Precodes (1) through (4). For example, the property/money belongs jointly to another household member and a nonhousehold member. After entering Precode (5), use the "Specify" screen, **WHOOWNEDSTOLENPROPERTY_SPEC** to indicate who owns the property/money *(for example, L3 and a nonhousehold member)*. Continue to complete the incident report items, regardless of what you enter on the "Specify" screen.

Once you are done identifying the property/money owners, either:

- Continue with Item **PERMISSIONGIVEN** if a car or other motor vehicle was taken during the incident *(Precode (15) or (16) is entered in Item **WHATWASTAKEN**).*

OR

- Continue with Item **ARTICLEINCAR** if the stolen property was not a car or other motor vehicle.

● If not sure, ask:

Besides the respondent, which household member(s) owned the stolen money and property?

2 Ted Moe
3 Megan Moe
40 Household property

● Enter appropriate line number(s).

OTHERSOWNEDSTOLENPROPERTY

OTHERSOWNED STOLENPROPERTY

Item **OTHERSOWNEDSTOLENPROPERTY** is used to identify, by line number, each household member who owned any part of the property/money that the offender took without permission. Enter Precode (40), "Household property," if the property/money belongs to the entire household jointly or if more than three household members own the property/money jointly with the respondent. It is acceptable to enter Precode (40) and also enter one or more line numbers, since the offender(s) may have tried to take both personal and household property.

Had permission to use the car ever been given to the offender(s)?

1 Yes
2 No
3 Don't know

PERMISSIONGIVEN

PERMISSIONGIVEN

Item **PERMISSIONGIVEN** is used to determine whether the owner of the stolen car or other motor vehicle EVER gave the offender permission to use the vehicle.

Precode (1)

Enter Precode (1), "Yes," if the respondent has EVER given the offender permission to use the vehicle. Also enter Precode (1) if permission can be assumed, such as in a family situation. After entering Precode (1), continue with Item **RETURNCAR**.

Precode (2)

Enter Precode (2) "No," if the respondent NEVER gave the offender prior permission to use the car or other motor vehicle. After entering Precode (2):

- Continue with Item **NUMBERHANDGUNS** if you entered Precode (30), “Handguns,” in Item **WHAT WASTAKEN.**
- Continue with Item **NUMBERFIREARMS** if you entered Precode (31), “Other firearm” in Item **WHATWASTAKEN.**
- Continue with Item **CASHONPERSON** when cash, a purse, or a wallet were taken *(Precodes (11), (12), or (13) are entered in Item **WHATWASTAKEN**)*.
- Continue with Item **OTHERONPERSON** when cash, a purse, or a wallet was NOT taken.

Precode (3)

Enter Precode (3), "Don't know," if the respondent has no idea whether the offender had permission to use the stolen vehicle. This could occur when the offender has not been identified. After entering Precode (3), either:

- Continue with Item **NUMBERHANDGUNS** if you entered Precode (30), “Handguns,” in Item **WHAT WASTAKEN.**
- Continue with Item **NUMBERFIREARMS** if you entered Precode (31), “Other firearm,” in Item **WHAT WASTAKEN.**
- Continue with Item **CASHONPERSON** when cash, a purse, or a wallet were taken *(Precodes (11), (12), or (13) are entered in Item **WHATWASTAKEN**)*.
- Continue with Item **OTHERONPERSON** when cash, a purse, or a wallet was NOT taken.

Did the offender return the car (motor vehicle) this time?

1 Yes
2 No

RETURNCAR

RETURNCAR

Item **RETURNCAR** is used to find out if the offender personally returned the motor vehicle that was taken during the incident of his/her own free will.

Precode (1)

Enter Precode (1), "Yes," if the offender did return the motor vehicle in person of his/her own free will.

Precode (2)

Enter Precode (2), "No," if:

✓ The police returned the motor vehicle.

✓ The motor vehicle was recovered in a way OTHER THAN by the offender or the police.

✓ The motor vehicle was never returned or recovered.

After completing Item **RETURNCAR**, either:

- Continue with Item **NUMBERHANDGUNS** if you entered Precode (30), “Handguns,” in Item **WHATWASTAKEN.**
- Continue with Item **NUMBERFIREARMS** if you entered Precode (31), “Other firearm” in Item **WHATWASTAKEN.**
- Continue with Item **CASHONPERSON** when cash, a purse, or a wallet were taken *(Precodes (11), (12), or (13) were entered in Item **WHATWASTAKEN**)*.
- Continue with Item **OTHERONPERSON** when cash, a purse, or a wallet was NOT taken.

- Ask or verify:

Was the article IN or ATTACHED to a motor vehicle when it was taken?

1 Yes
2 No

ARTICLEINCAR

ARTICLEINCAR

Item **ARTICLEINCAR** is used to find out if any articles that the offender stole were either in or attached to a motor vehicle during the incident. You can verify the answer to this question without asking it if the respondent mentioned earlier in the interview the location of the articles when they were stolen.

Precode (1)

Enter Precode (1), "Yes," if ANY articles stolen during the incident were in or attached to a motor vehicle. Otherwise, enter Precode (2).

Precode (2)

Enter Precode (2), "No," if NONE of the articles stolen during the incident were in or attached to a motor vehicle.

After completing Item **ARTICLEINCAR**:

- Continue with Item **NUMBERHANDGUNS** if you entered Precode (30), “Handguns,” in Item **WHATWASTAKEN.**
- Continue with Item **NUMBERFIREARMS** if you entered Precode (31), “Other firearm” in Item **WHATWASTAKEN.**
- Continue with Item **CASHONPERSON** when cash, a purse, or a wallet were taken *(Precodes (11), (12), or (13) were entered in Item **WHATWASTAKEN**)*.
- Continue with Item **OTHERONPERSON** when cash, a purse, or a wallet was NOT taken.

How many handguns were taken?

NUMBERHANDGUNS

NUMBERHANDGUNS

If a respondent indicated in Item **WHATWASTAKEN** of the incident report section that one or more handguns were stolen during the incident *(Precode 30)*, then you will see Item **NUMBERHANDGUNS**. Item **NUMBERHANDGUNS** is asked to determine the number of handguns stolen during the incident.

Enter either the total number of handguns stolen or Ctrl + D to indicate that the respondent does not know the number of handguns stolen during the incident. Before entering Ctrl + D, attempt to get the respondent's best estimate of the number of handguns stolen.

Include any type of hand-held gun, such as a pistol or revolver, regardless of the handguns condition or intended use, such as for hunting, display, target practice, and so on. Exclude pellet guns, BB guns, air pistols, flare guns, or tear gas guns. If you discover at this point that Item **WHATWASTAKEN** was answered incorrectly, return to that screen and correct the entry(ies).

How many other types of firearms were taken?

- Enter 97 for Don't know

NUMBERFIREARMS

NUMBERFIREARMS

If a respondent indicated in Item **WHATWASTAKEN** of the incident report section that one or more "other types of firearms" were stolen during the incident *(Precode 31)*, then you will see Item **NUMBERFIREARMS**. Item **NUMBERFIREARMS** is asked to determine the number of firearms (other than handguns) stolen during the incident.

Include machine guns, rifles, shotguns, and so on, regardless of their condition or intended use. You will enter either the total number of firearms (other than handguns) stolen or Ctrl + D to indicate that the respondent does not know the number of other firearms stolen during the incident. Before entering Ctrl + D, attempt to get the respondent's best estimate of the number of other types of firearms stolen.

Exclude pellet guns, BB guns, air pistols, flare guns, or tear gas guns. If you discover at this point that Item **WHATWASTAKEN** was answered incorrectly, return to that screen and correct the entry(ies).

- Ask or verify:

Was the cash or purse on your person, for instance, in a pocket or being held?

1 Yes
2 No

CASHONPERSON

CASHONPERSON

Item **CASHONPERSON** is used to determine whether the cash, purse, or wallet was taken directly from the respondent, such as from his/her hands, shoulder, pockets, backpack, etc. The answer to this question is important in classifying the crime accurately. For example, we are interested in whether the cash was stolen directly from the respondent (on their person) or whether it was stolen from a counter, car seat, or other places where the respondent may have left it.

If the respondent already indicated the answer to this question, you can verify the answer without asking the question. Otherwise, ask the question as worded on the screen.

After completing Item **CASHONPERSON**, continue with Item **OTHERONPERSON**.

● Ask or verify:

Was there anything else the offender took directly from you, for instance, from your pocket or hands, or something that you were wearing?

● Exclude property not belonging to respondent or other household member.

1 Yes
2 No

OTHERONPERSON

OTHERONPERSON

Item **OTHERONPERSON** is used to determine whether anything OTHER THAN cash, a purse, or a wallet were taken directly from the respondent, such as a bracelet from the respondent's wrist, a hat from the respondent's head, or a computer game from the respondent's pocket. Only include property stolen directly from the respondent or another household member.

If the answer is obvious from the information already provided, verify the answer without asking the question. Otherwise, ask the question as worded on the screen.

After entering Precode (1) for a "Yes" answer, you will continue with Item **ITEMSTAKEN**. After entering Precode (2) for a "No" answer in Item **OTHERONPERSON**, continue with either:

- **ALLPARTRECOVERED** when ONLY Precodes (11) and/or (14) are entered in Item **WHATWASTAKEN**.

  OR

- Item **PROPERTYVALUE** when precodes OTHER THAN Precodes (11) and (14) are entered in Item **WHATWASTAKEN**.

Check item OTHERONPERSON_CK

Edit check **OTHERONPERSON_CK** appears when the respondent reports that something other than cash, purse, or wallet was stolen from their person, but only cash, purse, or wallet was reported stolen in **WHATWASTAKEN.**

- Only cash/purse/wallet reported as stolen in WHATWASTAKEN. If something else was taken from victim, it must first be reported in WHATWASTAKEN. If only cash/purse/wallet was taken from victim, go to OTHERONPERSON and enter "no".

Close Goto

OTHERONPERSON_CK

This is a hard edit, so click on “Close” or “Goto” to go back and correct your entry in either **WHATWASTAKEN** or **OTHERONPERSON**.

Which items did the offender(s) take directly from you?

● Exclude property not belonging to (respondent/victim) or other household member

ITEMS TAKEN:

20 Bicycle or parts
30 Hand gun
40 All of the above

ITEMSTAKEN

ITEMSTAKEN

Item **ITEMSTAKEN** is used to identify the property reported in Item **WHATWASTAKEN**, OTHER THAN a cash/purse/wallet, that the offender(s) took directly from the respondent or household member. Enter the appropriate precodes from those listed for Item **ITEMSTAKEN**.

If the offender(s) took everything directly from the respondent, enter Precode (40), “All of the above,” and continue with Item **PROPERTYVALUE**.

What was the value of the PROPERTY that was taken? Include recovered property. (Exclude any stolen cash, checks, credit cards. If jointly owned with a nonhousehold member(s), include only share owned by household members.)

- Enter total dollar value for all items taken.
- Round to the nearest dollar
- Enter a number between 1-999,996
- If respondent is unsure, ask for an estimate

PROPERTYVALUE

PROPERTYVALUE

Item **PROPERTYVALUE** is used to identify the dollar amount for the value of property stolen during the incident, regardless of whether or not it was recovered. If only cash, checks, or credit cards were stolen, you do not see Items **PROPERTYVALUE** or **DECIDEDVALUE**.

Let the respondent arrive at this figure and, when necessary, enter the respondent's best estimate of the value of stolen property. Only include the dollar amount for stolen property owned by the respondent or another current household member.

To help the respondent decide the value of the stolen property, you may remind the respondent of the articles stolen. If the respondent gives you separate amounts for each item, total the amounts and enter the sum in the space provided.

After entering a dollar amount, you will continue with Item **DECIDEDVALUE**. However, if you enter Control + D for "Don't know" or Control + R for "Refused" in **PROPERTYVALUE**, you continue with Item **ALLPARTRECOVERED**. Although these two precodes do not appear on the screen, they are valid precodes for Item **PROPERTYVALUE.**

How did you decide the value of the property that was taken?

- Probe: Any other way?
- Enter all that apply, separate with commas.

11 Original cost
12 Replacement cost
13 Personal estimate of current value
14 Insurance report estimate
15 Police estimate
16 Don't know
17 Other - specify

DECIDEDVALUE

DECIDEDVALUE

Item **DECIDEDVALUE** is used to identify how the respondent arrived at the dollar amount reported in Item **PROPERTYVALUE**. Ask the question as worded and continue asking, "***Any other way?***" until you get a "No" answer. Enter precodes for all methods that the respondent mentions.

Precode (11)

Enter Precode (11) when one of the methods used to arrive at the amount entered in Item **PROPERTYVALUE** was the price originally paid for the item when it was purchased.

Precode (12)

Enter Precode (12) when one of the methods used to arrive at the amount entered in Item **PROPERTYVALUE** was the price to replace the item, regardless of the original purchase price.

Precode (13)

Enter Precode (13) when one of the methods used to arrive at the amount entered in Item **PROPERTYVALUE** was the respondent's personal estimate of the stolen item's worth or current value, which is not necessarily the same as the item's replacement cost.

Precode (14)

Enter Precode (14) when one of the methods used to arrive at the amount in Item **PROPERTYVALUE** was the insurance company's statement of the stolen property's worth.

Precode (15)

Enter Precode (15) when one of the methods used to arrive at the amount entered in Item **PROPERTYVALUE** was the police department's statement of the stolen property's worth.

Precode (16)

Enter Precode (16), "Don't know," only after you have tried to identify the method used by asking probing questions and your probing was unsuccessful.

Precode (17)

Enter Precode (17), "Other," if the respondent mentions a method that does not fit the descriptions in Precodes (11) through (15). After entering Precode (17), enter the method used on the "Specify" screen **DECIDEDVALUE_SPEC**, such as “a friend's estimate.” Also enter Precode (17) for stolen food stamps and enter the "face value" of the food stamps on the "Specify" screen.

Was all or part of the stolen property and money recovered, not counting anything received from insurance?

1 All
2 Part
3 None

ALLPARTRECOVERED

ALLPARTRECOVERED

Item **ALLPARTRECOVERED** is used to find out whether any or all of the stolen money and/or property was recovered.

For **stolen money**, only include money returned by the offender. Also include the actual stolen money that someone other than the offender found or discovered and returned to the owner. Do NOT include the reimbursement of money from an insurance company, a relative, friend, or anyone OTHER THAN the offender.

For **stolen property**, only include the return of the original property that was stolen, NOT any replacement property from any source *(for example, an insurance company or the offender)*. Also include recovered stolen property that is being held as evidence in a court case, even though the property has not yet been returned to the owner.

Precode (1)

Enter Precode (1) when ALL the money and ALL the property stolen during the incident was recovered. In other words, everything that was stolen during the incident was or will be returned to the owner. After entering Precode (1), either:

- Continue with Item **RECOVEREDCASHVALUE** when property other than cash, checks, or credit cards was recovered.

  OR

- Continue with Item **RECOVEREDINSURANCE** when the only property recovered was cash, checks, or credit cards.

Precode (2)

Enter Precode (2) when only a portion of the stolen money and/or property was recovered and was or will be returned to the owner. After entering Precode (2), you will continue with Item **WHATRECOVERED**.

Precode (3)

Enter Precode (3) when NONE of the stolen money and/or property was recovered. After entering Precode (3), you will continue with Item **RECOVEREDINSURANCE**.

What was recovered?

- Probe: Anything else?

- Enter all that apply, separate with commas

1 Cash
2 Purse
3 Wallet
4 Credit cards, checks, bank cards
5 Car or other motor vehicle
6 Property other than the above

WHATRECOVERED

WHATRECOVERED

Item **WHATRECOVERED** is used to identify what PART of the stolen money and/or property was recovered after the incident. After asking the initial question, continue asking, "***Anything else?***" until you get a "No" response and enter all appropriate precodes.

For **stolen money**, only include money returned by the offender or the actual stolen money that someone other than the offender found or discovered and returned to the owner. Do NOT include the reimbursement of money from an insurance company, a relative, friend, or anyone OTHER THAN the offender.

For **stolen property**, only include the return of the original property that was stolen, NOT any replacement property from any source *(for example, an insurance company or the offender)*. Also include recovered property that is being held as evidence in a court case, even though the property has not yet been returned to the owner.

Precode (1)

Enter Precode (1) if stolen cash was recovered. After entering Precode (1), continue with Item **CASHRECOVERED**.

Precode (2)

Enter Precode (2) if the owner's stolen purse was recovered. After entering Precode (2), continue with Item

CONTAINMONEY, which asks, "Did the recovered purse contain any money?"

Precode (3)

Enter Precode (3) if the owner's stolen wallet was recovered. After entering Precode (3), continue with item **CONTAINMONEY**.

Precode (4)

Enter Precode (4) if the owner's stolen credit cards, checks, bank cards, Savings Bonds, bank books, money orders, or travelers checks were recovered.

Precode (5)

Enter Precode (5) if the owner's stolen car or other motor vehicle was recovered.

Precode (6)

Enter Precode (6) if some part of the owner's stolen property was recovered and the recovered property does not fit any of the descriptions in Precodes (2) through (5). This could include recovered stolen property identified in Precodes (17) through (36) in Item **WHATWASTAKEN**.

Check Item WHAT_RECOVERED_CK

If something is marked as “recovered” in Item **WHATRECOVERED** that was not reported as “stolen” in Item **WHATWASTAKEN**, check item **WHAT_RECOVERED_CK** appears:

- Invalid entry. You reported something was recovered that was not reported as stolen.

Close Goto

WHAT_RECOVERED_CK

This is a hard edit check. Click on “Close” or “Goto” to return to either **WHATWASTAKEN** or **WHATRECOVERED** to correct the entry.

- If necessary: How much cash was recovered?

CASH REPORTED TAKEN: $124.00

- Round to the nearest dollar

- Enter a number between 1-999,996

CASHRECOVERED

CASHRECOVERED

Use Item **CASHRECOVERED** to record the total amount of stolen cash that was recovered in whole dollars. Round up or down as necessary. For example, if the amount given is $150.50, round up to $151 and, if the amount given is $150.49, round down to $150. If the respondent gives an amount that is less than $1, round up to $1. When the respondent is unable to give an exact dollar amount, ask for his/her best estimate.

Check Item CASH_CK

If the amount of cash reported as recovered is greater than the amount of cash reported stolen, check item **CASH_CK** appears:

The amount of cash reported stolen, (amount) is less than the amount of cash reported recovered, (amount).

Close Goto

CASH_CK

Click on “Close” or “Goto” to return to either **AMOUNTOFCASHTAKEN** or **CASHRECOVERED** to correct the entry.

Did the recovered purse/wallet contain any money?

1 Yes
2 No

CONTAINMONEY

CONTAINMONEY

If the recovered purse or wallet did contain money, enter Precode (1) in Item **CONTAINMONEY** so you can record the amount of stolen cash recovered at Item **CASHRECOVERED** as shown above. Enter the whole dollar amount and round up or down to the nearest dollar amount, as necessary.

Considering any damage, what was the value of the property after it was recovered?
Do not include recovered cash.

- If value of recovered property is the same as value of property taken then enter the amount below

VALUE OF PROPERTY TAKEN: $550.00

- Round to the nearest dollar

- Enter a number between 1-999,996

RECOVEREDCASHVALUE

RECOVEREDCASHVALUE

Item **RECOVEREDCASHVALUE** is used to identify the dollar value of stolen property that was recovered after allowing for any damage done to the property since it was stolen. This includes the value of all stolen property that was recovered, regardless of whether or not it was damaged since it was stolen.

Remind the respondent to exclude the following recovered stolen property when determining the dollar value: cash, credit cards, bank cards, Savings Bonds, bank books, money orders, or travelers checks.

Also let the respondent use any means to arrive at this value.

To help the respondent decide the value of the recovered property, you may remind the respondent of the articles individually. If the respondent gives you separate amounts for each item, total the amounts and enter the sum in the answer space.

Enter the amount in whole dollars. Round up or down as necessary. For example, if the amount given is $150.50, round up to $151 and, if the amount given is $150.49, round down to $150. If the respondent gives an amount that is less than $1, round up to $1. When the respondent is unable to give an exact dollar amount, ask for his/her best estimate.

Check Item PROPERTYVALUE_CK

If the value of the item(s) recovered is a higher dollar value than the value of the item(s) stolen, a soft edit pop-up, **PROPERTYVALUE_CK** appears:

The value of the property that was recovered, (amount), is greater than the value of the property that was taken,(amount).
Suppress Close Goto
PROPERTYVALUE_CK

If you select "Goto," return to Item **RECOVEREDCASHVALUE** or **PROPERTYVALUE** and correct your entries so that the recovered value is less than or equal to the original property value. If the value of the recovered property truly is greater than its original value (for example some art and jewelry, etc., which can appreciate over time), then select "Suppress" and proceed to **RECOVEREDINSURANCE**.

Was the theft reported to an insurance company?

1 Yes
2 No
3 Don't know
4 Don't have insurance

RECOVEREDINSURANCE

RECOVEREDINSURANCE

Item **RECOVEREDINSURANCE** is used to find out if anyone reported the theft to an insurance company, regardless of whether the insurance company made any payment for the claim.

Precode (1)

Enter Precode (1) if the respondent, another household member, or someone outside of the household reported the theft to an insurance company.

Precode (2)

Enter Precode (2) if the theft was not reported by anyone to an insurance company.

Precode (3)

Enter Precode (3) if the respondent either does not know or cannot remember whether anyone reported the theft to an insurance company. Before entering Precode (3), ask a probing question to help the respondent remember, such as ***"Do you remember speaking to a claims adjuster or reading any correspondence from your insurance company about the theft?"***

Precode (4)

Enter Precode (4) if the household was not covered by insurance at the time of the incident.

?[F1]

Was anything that belonged to you or other members of the household damaged in this incident?

● Probe: For example, was (a lock or window broken/clothing damaged/ damage done to a car), or something else?

1 Yes
2 No

DAMAGED

DAMAGED

Item **DAMAGED** is used to find out if any other item was damaged during the incident, excluding any stolen property. This could be property owned by the respondent or any other household member. If property was reported as stolen, the instrument inserts the phrase, "Other than stolen property" at the beginning of the question.

If the respondent seems unsure of how to answer this question, also ask the probe question shown below the initial question in Item **DAMAGED**. As you ask the probe question, make sure to select the appropriate examples shown in parentheses based on the circumstances of the theft.

Precode (1)

Enter Precode (1), "Yes," if:

✓ Items were damaged during the incident, but they were not stolen.

✓ These damaged items belonged to a household member at the time of the incident or to an unrecognizable business operated from the sample address.

✓ Any items damaged, but not stolen, during an act of vandalism which occurred during the same incident as the theft.

After entering Precode (1), continue with Item **DAMAGEDREPAIRED.**

Precode (2)

Enter Precode (2), "No," if:

- ✓ The only items damaged during the incident were the stolen items.
- ✓ The damaged items belonged to someone who was not a household member at the time of the incident.
- ✓ The damaged items belonged to a recognizable business operated from the sample address.
- ✓ The damaged items are commercial property, such as a damaged apartment door to an apartment rented by the respondent, even if the respondent paid for the repair or replacement cost. In this example, the apartment door does not belong to the respondent.

After entering Precode (2), continue with Item **POLICEINFORMED**.

Was/Were the damaged item(s) repaired or replaced?

1 Yes, all
2 Yes, part
3 No, none

DAMAGEDREPAIRED

DAMAGEDREPAIRED

Item **DAMAGEDREPAIRED** is used to determine whether any or all of the items damaged during the incident were repaired or replaced, even if there was no cost involved. Also, the person who repaired or replaced the damaged items could be anyone, such as a household member, a friend, the landlord, or anyone else. Only include damaged items that were NOT stolen.

Enter the appropriate precode based on the respondent's answer. After entering Precode (1) for “Yes, all,” or Precode (2) for "Yes, part," continue with Item **ACTCOSTREPAIRREPLACE**. If you enter Precode (3) for "No, none," continue with Item **ESTCOSTREPAIRREPLACE**.

How much would it cost to repair or replace the damaged item(s)?

- Enter 0 for no cost
- Round to the nearest dollar
- Enter a number between 1-999,996

ESTCOSTREPAIRREPLACE

ESTCOSTREPAIRREPLACE

Item **ESTCOSTREPAIRREPLACE** is used to identify what the cost would be to repair and/or replace any items damaged, but not stolen, during the incident, if the respondent decided to get the item(s) repaired or replaced. If the respondent has difficulty giving you an exact amount, ask for his/her best estimate.

Enter the amount in whole dollars in the dollar answer space. Round up or down as necessary. For example, if the amount given is $150.50, round up to $151 and, if the amount given is $150.49, round down to $150. If the respondent gives an amount that is less than $1, round up to $1.

Enter (0), (zero), if there would be no cost to repair and/or replace the damaged items. If the respondent does not know what the cost would be to repair and/or replace the damaged items, enter Control + D to indicate “Don’t know.” Avoid “Don’t know” answers when possible.

After entering a response (other than 0), continue with Item **PAIDREPAIRS**. After entering (0), continue with Item **POLICEINFORMED**.

How much was the repair or replacement cost?

- Enter 0 for no cost
- Round to the nearest dollar
- Enter a number between 1-999,996

ACTCOSTREPAIRREPLACE

ACTCOSTREPAIRREPLACE

Item **ACTCOSTREPAIRREPLACE** is used to identify what the cost was to repair and/or replace any items damaged, but not stolen, during the incident. If the respondent has difficulty giving you an exact amount, ask for his/her best estimate.

Enter the amount in whole dollars in the dollar answer space. Round up or down as necessary. For example, if the amount given is $150.50, round up to $151 and, if the amount given is $150.49, round down to $150. If the respondent gives an amount that is less than $1, round up to $1.

Enter (0), (zero), if there was no cost to repair and/or replace the damaged items. If the respondent does not know what the cost would be to repair and/or replace the damaged items, enter Control + D to indicate “Don’t know.” Avoid “Don’t know” answers when possible.

After entering a response (other than 0), continue with Item **PAIDREPAIRS**. After entering (0), continue with Item **POLICEINFORMED**.

Who (paid/will pay) for the repairs or replacement?

- Probe: Anyone else?
- Enter all that apply, separate with commas

1 Items will not be repaired or replaced
2 Household member
3 Landlord or landlord's insurance
4 Victim's (or household's) insurance
5 Offender
6 Other - specify

PAIDREPAIRS

PAIDREPAIRS

Item **PAIDREPAIRS** is used to identify who paid or will pay to repair and/or replace items that were damaged, but not stolen, during the incident. If you enter Precode (1) or (2) in Item **DAMAGEDREPAIRED**, then ask the question in Item **PAIDREPAIRS** using the word "paid." Ask the question in Item **PAIDREPAIRS** using the words "will pay" if you entered Precode (3) in Item **DAMAGEDREPAIRED** or the respondent has told you that the items have been repaired and/or replaced, but the repair and/or replacement bill has not yet been paid.

Since more than one person or company may have paid for the repairs and/or replacements, continue asking, "***Anyone else?***" until you get a "No" response and then enter all appropriate precodes.

Only enter Precode (1) if the respondent tells you that NONE of the damaged items will be repaired or replaced. However, do NOT enter Precode (1) if a person or company provided or will provide money to repair and/or replace damaged item(s), but the respondent does not intend to use the money for this purpose. Instead, enter the appropriate precode to indicate who provided or will provide the money.

Also, if a household member or someone else originally paid for the repair and/or replacement costs and the **total amount** has been or will be reimbursed by insurance, only enter Precode (3) or (4) to indicate whose insurance is reimbursing the cost and do not enter the precode for who originally paid the bill. However, if the insurance only paid a portion of the costs and someone else paid the remainder of the costs, then enter both precodes. For example, enter Precode (2) for a household member and Precode (4) for the household member's insurance.

If the respondent identifies a person, company, or government agency that is not described in Precodes (2) through (5), enter Precode (6), "Other," and enter the respondent's answer on the "Specify" screen, **PAIDREPAIRS_SPEC** *(for example, relatives or friends of the household, a government agency, a church, or a community organization)*.

Were the police informed or did they find out about this incident in any way?

1 Yes
2 No
3 Don't know

POLICEINFORMED

POLICEINFORMED

Item **POLICEINFORMED** is used to determine whether the police are aware that this incident took place, regardless of how they found out about it.

Who Are Considered the Police?

For the NCVS, consider the police to be all regular police officers at the city, county, State, or Federal government level, as well as officers who work for sheriff's departments. Also include officers working for specialized police forces who are authorized to make arrests in a special area or jurisdiction *(for example, campus police, park police, transit police, harbor police, and airport police).*

Exclude as Police Officers

For the NCVS, exclude as police officers any security forces, building guards, prison guards, fish and game wardens, fire marshals, and all others **who do not have the authority to make police arrests.**

Victim Is a Police Officer

When the victim/respondent is a police officer and answers "Yes" to the question in Item **POLICEINFORMED,** probe to find out if the respondent or another person filed an **official report or officially notified a police department** about the incident. Do not assume that an incident was reported to the police just because the victim/respondent is a police officer. For example, if the respondent who is a police officer was threatened with physical harm by a crime suspect and he/she only mentioned it to his/her partner at the station, but never filed a report or officially notified the department, you would enter Precode (2), "No."

Offender Is a Police Officer

When the victim/respondent answers "Yes" to the question in Item **POLICEINFORMED** and the offender is a police officer, probe to find out if anyone filed an **official report or officially notified a police department** about the incident. Again, do not assume because a police officer was involved in the incident that the police were officially notified. Enter Precode (2), "No," if no one actually notified the police.

Precode (1)

Enter Precode (1), "Yes," if the incident was reported to the police; continue with Item **POLICEFINDOUT**.

Precode (2)

Enter Precode (2), "No," if the incident was NOT reported to the police; continue with Item **NOTREPORTEDPOLICE**.

Precode (3)

Enter Precode (3), "Don't know," if the respondent does not know or cannot say for sure whether anyone reported the incident to the police and you will continue with Item **AGENCYHELP**. ***(Also see Part C, Chapter 3, Topic 21, for more information about incidents involving police officers.)***

How did the police find out about it?

- Enter first precode that applies

11 Respondent
12 Other household member
13 Someone official called police (guard, apt. manager, school official, etc.)
14 Someone else
15 Police were at scene
16 Offender was a police officer
17 Some other way - specify

POLICEFINDOUT

Special Instructions for Proxy Interviews - Items POLICEFINDOUT through ANYTHINGFURTHER

Starting with Item **POLICEFINDOUT** and ending with Item **ANYTHINGFURTHER**, do **NOT** follow the general rule for asking questions during a proxy interview. Normally, you ask the NCVS questions of the proxy respondent *(who is usually another household member)* for the proxy person *(the household member who is unable to answer for himself/herself)*. For example, when asking the question for Item **DAMAGED** during a proxy interview, ask the question this way:

"Other than any stolen property was anything that belonged to Jeffrey Doe *(the proxy person)* ***or other members of the household damaged in this incident?"***

Since the questions for Items **POLICEFINDOUT** through **ANYTHINGFURTHER** can apply to anyone in the sample household who may have had contact with the police, ask each of these questions of the proxy respondent, rather than the proxy person.

For example, when you ask the proxy respondent in **POLICEFINDOUT**, ***"How did the police find out about it?"*** the proxy respondent says, ***"I told them."*** In this case, enter Precode (11), "Respondent." However, if the proxy respondent says that, ***"Jeffrey Doe*** *(the proxy person)* ***called the police,"*** enter Precode (12), "Other household member." When conducting a proxy interview, the instrument displays an interviewer instruction at this screen to remind you of this.

POLICEFINDOUT

Item **POLICEFINDOUT** is used to identify how the police found out about the incident. Enter the first precode that applies. For example, if the respondent tells you that he/she called the police and a security guard also called the police, enter Precode (11), "Respondent."

Precode (11)

Enter Precode (11) if the police found out about the incident from the respondent. If you are taking a proxy interview, enter Precode (11) if the proxy respondent informed the police. After entering Precode (11), continue with Item **REASONREPORT.**

Precode (12)

Enter Precode (12) if the police found out about the incident from a household member OTHER THAN the respondent. If you are taking a proxy interview, enter Precode (12) if the proxy person informed the police. After entering Precode (12), continue with Item **POLICEARRIVE.**

Precode (13)

Enter Precode (13) if the police found out about the incident from some type of official, such as a security guard, an apartment manager, a school principal, a store manager, and so on. After entering Precode (13), you will continue with Item **POLICEARRIVE.**

Precode (14)

Enter Precode (14) if the police found out about the incident from a person OTHER THAN a household member or someone acting in an official capacity. For example, you would enter Precode (14) if a neighbor called the police or a relative who is not a household member called the police *(such as an uncle, aunt, brother-in-law, and so on)* . After entering Precode (14), you will continue with Item **POLICEARRIVE.**

Precode (15)

Enter Precode (15) if the police found out about the incident because they happened to be on the scene at the time of the incident or came by while the incident was taking place. After entering Precode (15), continue with Item **POLICEACTION**.

Precode (16)

Enter Precode (16) if the police found out about the incident because the offender was a police officer and he/she notified the police. After entering Precode (16), continue with Item **POLICECONTACT**.

Precode (17)

Enter Precode (17) if the police found out about the incident in a way other than those described in Precodes (11) through (16). After entering Precode (17), explain how the police were informed on the "Specify" screen, **POLICEFINDOUT_SPEC**, then continue with Item **POLICECONTACT**.

? [F1]

What was the reason it was not reported to the police?

● Probe: Can you tell me a little more? Any other reason?
● Enter all that apply, separate with commas.

DEALT WITH ANOTHER WAY:
11 Reported to another official (guard, apt. manager, school official, etc.)
12 Private or personal matter or took care of it myself or informally; told offender's parent

NOT IMPORTANT ENOUGH TO RESPONDENT:
13 Minor or unsuccessful crime, small or no loss, recovered property
14 Child offender(s), "kid stuff"
15 Not clear that it was a crime or that harm was intended

INSURANCE WOULDN'T COVER:
16 No insurance, loss less than deductible, etc.

POLICE COULDN'T DO ANYTHING:
17 Didn't find out until too late
18 Could not recover or identify property
19 Could not find or identify offender, lack of proof

POLICE WOULDN'T HELP
20 Police wouldn't think it was important enough, wouldn't want to be bothered or get involved
21 Police would be inefficient, ineffective (they'd arrive late or not at all, wouldn't do a good job, etc.)
22 Police would be biased, would harass/insult respondent, cause respondent trouble, etc.)
23 Offender was a police officer

OTHER REASON:
24 Did not want to get offender in trouble with the law
25 Was advised not to report to police
26 Afraid of reprisal by offender or others
27 Did not want to or could not take time–too inconvenient
28 Other - Specify
29 Respondent not present or doesn't know why it wasn't reported

NOTREPORTEDPOLICE

NOTREPORTEDPOLICE

Item **NOTREPORTEDPOLICE** is used to find out why no one reported the incident to the police. This item consists of 19 categories, grouped together under six major headings to help you locate the correct precode for the respondent's answer. Since you must enter all appropriate precodes for a respondent's answer, continue asking, "***Any other reason?***" until you get a "No" response.

Probing for Item NOTREPORTEDPOLICE

In some cases, a respondent's answer may seem to fit under one of the major headings, but you are not sure which precode to enter. In this situation, you need to ask a general probe question. For example, a respondent answers that she did not think the police would help her. You see the major heading, "**POLICE WOULDN'T HELP**," but you are not sure which precode to enter. You could ask, "***Can you tell me a little more?***" If that probe question does not work, then you could ask, "***Why do you think that the police would not help you?***"

Since this item involves a respondent's feelings and motivations, you must be extremely careful when asking probe questions so you do not bias the respondent's answer. Keep your initial probe questions general and neutral. Then if the initial probe question does not work, ask a more specific probe question.

Only ask the structured probe question (which can be accessed using the **F1** key) for Item **NOTREPORTEDPOLICE** when:

✓ You have asked general probe questions and the respondent's answer still does not fit under one of the major headings.

✓ The respondent's answer is so vague and obscure that it would not be appropriate to ask a general probe question.

Verifying Answers

To ensure that all appropriate precodes are entered in Item **NOTREPORTEDPOLICE**, verify the answer categories for which you entered precodes with the respondent BEFORE pressing “Enter” to get to the next question. Here is an example of how to verify the answers you entered with the respondent: ***"I have entered*** *(read descriptions for the* *entered precodes)*. ***Do these reasons cover why no one reported the incident to the police?"***

Answer Categories for Item NOTREPORTED POLICE

Since most of the answer categories in Item **NOTREPORTEDPOLICE** are self-explanatory, descriptions are provided below only for the categories that require special attention.

Precode (12)

Enter Precode (12), "Private or personal matter or took care of it myself or informally; told offender's parent," when the respondent tells you that: "It was a family matter," "He/she wanted to catch the thief," "He/she called the person who did it," "He/she thought it was his/her wife/husband," "The person was a friend," and so on.

Precode (28)

Enter Precode (28), "Other," if you have tried asking both general probe questions and the structured probe question AND the respondent's reason still does not fit into one of the reasons in Precodes (11) through (27). After entering Precode (28), enter the reason on the "Specify" screen, **NOTREPORTEDPOLICE_SPEC**.

Precode (29)

Enter Precode (29), "Respondent not present or doesn't know why it wasn't reported," if the respondent really does not know why the incident was not reported to the police. (For example, the respondent was not present during a burglary incident.)

Noting Distinctions

Pay close attention when a respondent tells you that the incident is not important enough to report to the police. **Precodes (13) through (15)** cover reasons why the *respondent* feels that the incident was not important enough to report to the police, while **Precode (20)** covers when the respondent thinks that the *police* would not consider the incident important.

Precode (27) also implies that the *respondent* did not feel that the incident was important enough to report to the police, but the **primary motivation for not reporting** the incident was the respondent's lack of time and the level of inconvenience to him/her.

After completing Item **NOTREPORTEDPOLICE**, continue with either:

- Item **NOTREPORTIMPORTANT** when more than one reason is entered in Item **NOTREPORTEDPOLICE**.

  OR

- Item **AGENCYHELP** when only one reason is entered in Item **NOTREPORTEDPOLICE**.

Which of these would you say was the most important reason why the incident was not reported to the police?

Reasons not reported:
23 Offender was police officer
27 Did not want to or could not take time - too inconvenient
29 No one reason more important

NOTREPORTIMPORTANT

NOTREPORTIMPORTANT

Item **NOTREPORTIMPORTANT** is used to pinpoint which of the reasons reported in Item **NOTREPORTEDPOLICE** the respondent feels is the most important reason for not reporting the incident to the police. If necessary, read the reasons listed for Item **NOTREPORT IMPORTANT**.

Based on the respondent's answer, enter the appropriate precode. If the respondent seems to have difficulty making up his/her mind, ask the following probe question: ***"If you could only give one reason, which one would it be?"***

In Item **NOTREPORTIMPORTANT**, Precode (29), “No one reason more important,” is also displayed. Use this precode if the respondent tells you that each reason selected in Item **NOTREPORTEDPOLICE** was equally important as to why the incident was not reported to the police.

After completing Item **NOTREPORTIMPORTANT**, continue with Item **AGENCYHELP**.

? [F1]

Besides the fact that it was a crime, did YOU have any other reason for reporting this incident to the police?

● Probe: Any other reason?
● Enter all that apply, separate with commas.

● TO GET HELP WITH THIS INCIDENT
11 Stop or prevent THIS incident from happening
12 Needed help after incident due to injury, etc.

● TO RECOVER LOSS
13 To recover property
14 To collect insurance

● TO GET OFFENDER
15 To prevent further crimes against respondent/respondent's household by this offender
16 To stop this offender from committing other crimes against anyone
17 To punish offender
18 Catch or find offender - other reason or no reason given

● TO LET POLICE KNOW
19 To improve police surveillance of respondent's home, area, etc.
20 Duty to let police know about crime

● OTHER
21 Other reason - Specify
22 No other reason

REASONREPORT

REASONREPORT

Item **REASONREPORT** is used to identify why the respondent reported the incident to the police.

There are 12 categories for Item **REASONREPORT** that are grouped together under five major headings to help you locate the correct precode to enter for the respondent's answer. Since you need to enter all appropriate precodes for a

respondent's answer, continue asking, "***Any other reason?***" until you get a "No" response.
Since we are interested in the respondent's feelings at the time of the incident *(or the proxy respondent's feelings)*, be sure to pause after reading the question to allow the respondent time to recall his/her feelings. Do NOT read the answer categories to the respondent BEFORE receiving the respondent's answer.

Probing for Item REASONREPORT

In some cases, a respondent's answer may seem to fit under one of the major headings, but you are not sure which precodes to enter. In this situation, you need to ask a general probe question. For example, a respondent answers that he thought the police should be aware of the incident. You see the major heading, "**TO LET POLICE KNOW**," but you are not sure which precode to enter. You could ask, "***Can you be more specific?***" If the probe question does not work, then you could ask, "***Why did you feel that the police should be notified?***"

Since this item involves a respondent's feelings and motivations, be extremely careful when asking probe questions so you do not bias the respondent's answer. Keep your initial probe question general and neutral. If the initial probe question does not work, ask a more specific probe question.

Only ask the structured probe question (which can be accessed with the **F1** key) for Item **REASONREPORT** when:

✓ You have asked general probe questions and the respondent's answer still does not fit under one of the major headings.

✓ The respondent's answer is so vague and obscure that it would not be appropriate to ask a general probe question.

Verifying Answers

To ensure that all appropriate precodes are entered in Item **REASONREPORT**, verify the answer categories that you entered with the respondent BEFORE pressing “Enter” to indicate that all responses have been entered. Here is an example of how to verify the answers you entered with the respondent: ***"I have entered*** *(read descriptions for the entered precodes)*. ***Do these reasons cover why you***

reported this incident to the police?"

Any precode entry/entries in Item **REASONREPORT** except Precode (22) take(s) you to Item **REPORTIMPORTANT**. If only Precode (22) is entered in Item **REASONREPORT**, continue with Item **POLICEARRIVE**.

Answer Categories in Item REASONREPORT

Since most of the answer categories in Item **REASONREPORT** are self-explanatory, descriptions are provided below only for the categories that require special attention.

Precode (11)

Enter Precode (11) ONLY when the respondent tells you that he/she reported the incident to the police either at the time of the incident or just prior to the incident in an effort to keep it from happening. The respondent must have been present during the incident in order to mark Precode (11).

Precode (12)

Enter Precode (12) when the respondent tells you that he/she reported the incident to the police in an effort to get help AFTER the incident, such as medical attention.

Do NOT enter Precode (12) if the incident was reported to:

✗ Recover property *(Enter Precode (13)).*

✗ Collect insurance money *(Enter Precode (14))*.

✗ Prevent the incident from happening again *(Enter Precode (15))*.

Precode (20)

Enter Precode (20) if the respondent feels that he/she had a legal or moral obligation to report the incident to the police.

Precode (21)

Enter Precode (21) if you have tried asking both general probe questions and the structured probe question AND the respondent's reason still does not fit into one of the reasons in Precodes (11) through (20). After entering Precode (21), enter the reason on the "Specify" screen, Item **REASONREPORT_SPEC.**

Precode (22)

Enter Precode (22) if the respondent's only reason for reporting the incident to the police was because it was a crime. If you enter Precode (22) along with other precodes, Item **REASONREPORT_CK** appears as a pop-up. This is a hard edit check:

- Invalid entry. You cannot select answer category 22 “No other reason” along with any other answer category in this item.

Questions involved Value

Close Goto

REASONREPORT_CK

Click on “Close” or “Goto” to return to **REASONREPORT** to correct your entries.

Which of these would you say was the most important reason why the incident was reported to the police?

12 Needed help due to injury, etc.
16 To stop off. from committing other crimes against anyone
22 Because it was a crime was most important
23 No one reason more important

REPORTIMPORTANT

REPORTIMPORTANT

Item **REPORTIMPORTANT** is used to identify which reason from those reported in Item **REASONREPORT** the respondent feels is the most important reason for reporting the incident to the police. If necessary, read the reasons displayed on the screen for Item **REPORTIMPORTANT**.

Based on the respondent's answer, enter the appropriate precode. If the respondent seems to have difficulty making up his/her mind, you could ask the following probe question: ***"If you could only give one reason, which one would it be?"*** The respondent may tell you that:

✓ His/her main reason for reporting the incident to the police was that it was a crime. If so, enter Precode (22), "Because it was a crime was most important."

✓ Each reason is equally important. If so, enter Precode (23), "No one reason more important."

After completing Item **REPORTIMPORTANT**, continue with Item **POLICEARRIVE**.

Did the police come when they found out about the incident?

1 Yes
2 No
3 Don't know
4 Respondent went to police

POLICEARRIVE

POLICEARRIVE

Item **POLICEARRIVE** is the first of three questions intended to find out what the police did after they were notified about the incident. Item **POLICEARRIVE** is used to determine whether the police actually came to talk in person with the victimized person.

Precode (1)

Enter Precode (1), "Yes," if the police came to see and speak to the victimized person either at the scene of the incident or somewhere else. If the police only spoke to the victimized person on the telephone, enter Precode (2), "No." After entering Precode (1), continue with Item **TIMEPOLICEARRIVE**.

Precode (2)

Enter Precode (2), "No," if the police were contacted and never came to speak in person with the victimized person and only communicated by telephone, mail, and so on. After entering Precode (2), continue with Item **POLICECONTACT.**

Precode (3)

Enter Precode (3), "Don't know," if the respondent really does not know whether the police came to speak in person with the victimized person once they were notified. After entering Precode (3), continue with Item **POLICECONTACT.**

Precode (4)

Enter Precode (4), "Respondent went to police," if the respondent went to notify the police in person about the incident. After entering Precode (4), continue with Item **POLICEACTION**.

How soon after the police found out did they respond?
Was it within 5 minutes, within 10 minutes, an hour, a day, or longer?

● Enter the code for the first answer category that the respondent is sure of.

1 Within 5 minutes
2 Within 10 minutes
3 Within an hour
4 Within a day
5 Longer than a day
6 Don't know how soon

TIMEPOLICEARRIVE

TIMEPOLICEARRIVE

Item **TIMEPOLICEARRIVE** is used to identify how much time elapsed between the police being notified and the police arriving in person to speak to the victimized person. Enter the first category from Precodes (1) through (5) about which the respondent feels sure.

Enter Precode (6) if the respondent really does not know how soon after being contacted the police arrived to speak to the victimized person, such as when someone else called the police or the police went to the crime scene before coming to speak to the victimized person.

After completing Item **TIMEPOLICEARRIVE**, continue with Item **POLICEACTION**.

What did they do while they were there?

- Probe: Anything else?
- Enter all that apply, separate with commas.

11 Took report
12 Searched/looked around
13 Took evidence (fingerprints, inventory, etc.)
14 Questioned witnesses or suspects
15 Promised surveillance
16 Promised to investigate
17 Made arrest
18 Other - specify
19 Don't know

POLICEACTION

POLICEACTION

Item **POLICEACTION** is used to determine what actions the police took while they were with the victimized person during their initial visit. Exclude any police actions taken after the police left or during any subsequent visits with the victimized person.

Since you need to enter all precodes that apply to the respondent's answer, continue asking, ***"Anything else?"*** until you get a "No" answer.

Precode (11)

Enter Precode (11), "Took report," if the police spoke to the victimized person to find out what happened during the incident.

Precode (12)

Enter Precode (12), "Searched/looked around," if the police searched the area of the incident for the offender(s) or for any of the stolen property.

Precode (13)

Enter Precode (13), "Took evidence," if the police took any type of evidence that the offender(s) may have left at the scene of the crime, such as fingerprints, a weapon, scraps of clothing, a hair or blood sample, and so on.

Precode (14)

Enter Precode (14), "Questioned witnesses or suspects," if the police questioned any witnesses and suspects, as well as potential witnesses and suspects *(for example, neighbors, co-workers, friends, and so on)*.

Precode (15)

Enter Precode (15), "Promised surveillance," if the police told the victimized person that they will:

✓ Patrol the crime scene

OR

✓ Keep a lookout in the area where the victimized person lives or works.

Precode (16)

Enter Precode (16), "Promised to investigate," if the police told the victimized person that they would do any of the following things: question suspects, witnesses, or others, pursue the offender(s), try to recover stolen property, etc.

Precode (17)

Enter Precode (17), "Made arrest," if the respondent learned that the police arrested a suspect(s) during the initial visit from the police.

Precode (18)

Enter Precode (18), "Other," if the police took any actions during their initial visit with the victimized person which are not described in Precodes (11) through (17) and then fully describe the action(s) taken on the "Specify" screen, **POLICEACTION_SPEC**.

Precode (19)

Enter Precode (19), "Don't know," if the respondent really does not know what the police did during their initial visit with the victimized person. For example, the respondent may not have been present when the police made their visit.

After completing Item **POLICEACTION**, continue with Item **POLICECONTACT**.

Did you (or anyone in your household) have any later contact with the police about the incident?

1 Yes
2 No
3 Don't know

POLICECONTACT

POLICECONTACT

Item **POLICECONTACT** is the first of four questions asking about any subsequent contacts with the police about the incident. Item **POLICECONTACT** is used to determine whether the respondent or any other household member had any later official contacts with the police about the incident. For example, the police may have called the victimized person or made another personal visit, or perhaps a household member mailed a letter to the police inquiring about the case.

Exclude any unofficial contacts with the police, such as a casual conversation with a police officer who is a friend or acquaintance.

Precode (1)

Enter Precode (1), "Yes," when:

✓ There was any contact between the household and the police following the initial visit by the police, regardless of who initiated the contact.

✓ The police did NOT make a personal visit when they were originally contacted about the incident, but the police did call or send a letter to the household after they were contacted.

✓ The police did NOT make a personal visit when they were originally contacted about the incident, but someone in the household called or sent a letter to the police after they initially notified the police.

After entering Precode (1), continue with Item **POLICEINTOUCH**.

Precode (2)

Enter Precode (2), "No," when:

- ✓ There was no later contact between the household and the police AFTER the initial visit by the police.
- ✓ There was no contact at all between the household and the police after the police found out about the incident.

After entering Precode (2), continue with Item **SIGNCOMPLAINT**.

Precode (3)

Enter Precode (3), "Don't know," when the respondent does not know whether there was any later contact with the police about the incident. After entering Precode (3), continue with Item **SIGNCOMPLAINT**.

Did the police get in touch with you or did you get in touch with them?

1 Police contacted respondent or other household member
2 Respondent or other household member contacted police
3 Both
4 Don't know
5 Other - Specify

POLICEINTOUCH

POLICEINTOUCH

Item **POLICEINTOUCH** is used to determine who initiated the later contact between the household and the police about the incident. Enter the appropriate precode based on the respondent's answer.

Precode (3)

Only enter Precode (3), "Both," if there was more than one later contact and some were initiated by the police and others were initiated by someone in the household.

Precode (4)

Enter Precode (4) if the respondent does not know who initiated the contact.

Precode (5)

If you enter Precode (5), "Other," make sure to identify who initiated the later contact(s) on the "Specify" screen, **POLICEINTOUCH_SPEC**. Avoid entering Precode (5) if the respondent's answer fits Precode (1), (2), or (3).

After completing Item **POLICEINTOUCH**, continue with Item **HOWPOLICECONTACT**.

Was that in person, by phone, or some other way?

1 In person
2 Not in person (by phone, mail, etc.)
3 Both in person and not in person
4 Don't know

HOWPOLICECONTACT

HOWPOLICECONTACT

Item **HOWPOLICECONTACT** is used to find out whether or not the later contacts were made in person.

Precode (1)

Enter Precode (1) if ALL later contacts were made in person, regardless of who initiated the contacts.

Precode (2)

Enter Precode (2) if ALL later contacts were made by some means OTHER THAN IN PERSON, such as by telephone, FAX, mail, electronic mail, and so on.

Precode (3)

Enter Precode (3) if there were two or more later contacts AND at least one later contact was made in person AND at least one later contact was made by some other means, such as by phone.

Precode (4)

Enter Precode (4) if, after probing, the respondent does not know whether the later contacts were made in person or by some other means.

After completing Item **HOWPOLICECONTACT**, continue with Item **POLICEFOLLOWUP**.

What did the police do in following up this incident?

- PROBE: Anything else?

- Enter all that apply, separate with commas.

11 Took report
12 Questioned witnesses or suspects
13 Did or promised surveillance/investigation
14 Recovered property
15 Made arrest
16 Stayed in touch with respondent/household
17 Other - Specify
18 Nothing (to the respondent's knowledge)
19 Don't know

POLICEFOLLOWUP

POLICEFOLLOWUP

Item **POLICEFOLLOWUP** is used to determine what actions the police took to follow up on the incident, EXCLUDING actions that were already identified in Item **POLICEACTION** and were only taken during the initial contact.

Since you need to enter all precodes that apply to the respondent's answer, continue asking, "***Anything else?***" until you get a "No" response.

Precode (11)

Enter Precode (11), "Took report," if the police filled out a second report or spoke to the victimized person again since their first contact after the incident.

Precode (12)

Enter Precode (12), "Questioned witnesses or suspects," if, after the initial contact, the police questioned any witnesses and suspects, as well as potential witnesses and suspects *(for example, neighbors, co-workers, friends, and so on)*.

Precode (13)

Enter Precode (13), "Did or promised surveillance/ investigation," if, after initial contact, police investigated the incident or told the respondent that they would investigate, such as questioning suspects, witnesses, or others, pursuing the offender(s), or trying to recover stolen property.

Precode (14)	Enter Precode (14), "Recovered property," if the police were able to recover stolen property.
Precode (15)	Enter Precode (15), "Made arrest," if the respondent learned that the police arrested a suspect(s) after their initial visit to the household.
Precode (16)	Enter Precode (16), "Stayed in touch with respondent/ household," if the police stayed in contact with someone in the household by any means, such as by phone, mail, etc.
Precode (17)	Enter Precode (17), "Other," if the police took a later action that does not fit the descriptions for Precodes (11) through (16). After entering Precode (17), make sure to identify the action taken on the "Specify" screen, **POLICEFOLLOWUP_SPEC**.
Precode (18)	Enter Precode (18), "Nothing," if the respondent thinks that no actions were taken by the police following the initial visit by the police.
Precode (19)	Enter Precode (19), "Don't know," if the respondent does not know what actions were taken since the incident happened.
	After completing Item **POLICEFOLLOWUP**, continue with Item **SIGNCOMPLAINT**.

Did you or someone in your household sign a complaint against the offender(s) to the police department or the authorities?

1 Yes
2 No

SIGNCOMPLAINT

SIGNCOMPLAINT

Item **SIGNCOMPLAINT** is used to determine whether anyone in the household signed a complaint against the offender(s) to the police department or another authority. The complaint could be any type of official report signed by a household member in which one or more persons are NAMED as the offenders in the incident. The official report could be filed with a police department or some other legal authority, such as the FBI, immigration officials, and so on.

After completing Item **SIGNCOMPLAINT**, continue with Item **ARRESTMADE**.

Ask or verify:

As far as you know, was anyone arrested or were
charges brought against anyone in connection with this incident?

1 Yes
2 No
3 Don't know

ARRESTMADE

ARRESTMADE

Item **ARRESTMADE** is used to find out if anyone:

✓ Was arrested in connection with the incident

OR

✓ Had charges brought against him/her.

You may already know the answer to this question. If so, verify the answer without asking the question.

Precode (1)

Enter Precode (1), "Yes," if the respondent knows or has heard that someone was arrested or had charges brought against him/her in connection with the incident.

Precode (2)

Enter Precode (2), “No,” if the person was only questioned about the incident or held in custody and then released without being charged.

Precode (3)

Enter Precode (3) if the respondent does not know whether anyone was arrested or charged in connection with the incident.

After completing Item **ARRESTMADE**, continue with Item **AGENCYHELP**.

Did you or someone in your household receive any help or advice from any office or agency - other than the police -that deals with victims of crime?

1 Yes
2 No
3 Don't know

AGENCYHELP

AGENCYHELP

AGENCYHELP is the first of two items asking about any help the household may have received from an office or agency that deals with crime victims, excluding the police department. Item **AGENCYHELP** is used to determine whether the household received help or advice from an office or agency which provides assistance to crime victims.

Precode (1)

Enter Precode (1), "Yes," if anyone in the household received help or advice as a direct result of the incident and this help or advice was in the form of financial or legal advice, counseling, preventing similar crimes in the future, and so on. The help or advice could have come from any office or agency that deals specifically with crime victims, with the exception of the police department. After entering Precode (1), continue with Item **TYPEOFAGENCY**.

Precode (2)

Enter Precode (2), "No," if no one in the household received any help or advice from an office or agency set up to assist crime victims. Also enter Precode (2) if the only help received by the household came from:

✓ The police department

OR

✓ Private individuals or a group that is not trained specifically to handle crime victims, such as neighbors, relatives, psychologists, a family doctor, a priest or minister, and so on.

After entering Precode (2), either:

- Continue with Item **CONTACTAUTHORITIES** if the police were informed about the incident *(Precode (1) entered in Item **POLICEINFORMED**.)*

  OR

- Continue with Item **DOINGATINCIDENTTIME** if the police were NOT informed about the incident *(Precode (2) or (3) entered in Item **POLICEINFORMED**.)*

Precode (3)

Enter Precode (3), "Don't know," if the respondent really does not know whether anyone in the household received help or advice from an office or agency set up to assist crime victims. After entering Precode (3):

- Continue with Item **CONTACTAUTHORITIES** if the police were informed about the incident *(Precode (1) entered in Item **POLICEINFORMED**.)*

  OR

- Continue with Item **DOINGATINCIDENTTIME** if the police were NOT informed about the incident *(Precode (2) or (3) entered in Item **POLICEINFORMED**.)*

Was that a government or a private agency?

1 Government
2 Private
3 Don't know

TYPEOFAGENCY

TYPEOFAGENCY

Item **TYPEOFAGENCY** is used to identify whether the office or agency who assisted the household was a government or private agency.

Precode (1)	Enter Precode (1) if the office or agency is supported by Federal, state, or local government taxes.
Precode (2)	Enter Precode (2) if the office or agency is supported by private funds or charitable contributions.
Precode (3)	Enter Precode (3) if, after probing, the respondent really does not know who supports the office or agency that provided assistance to the household.

After completing Item **TYPEOFAGENCY**, either:

- Continue with Item **CONTACTAUTHORITIES** if the police were informed about the incident *(Precode (1) entered in Item **POLICEINFORMED**.)*

  OR

- Continue with Item **DOINGATINCIDENTTIME** if the police were NOT informed about the incident *(Precode (2) or (3) entered in Item **POLICEINFORMED**.)*

> Have you (or someone in your household) had contact with any other authorities about this incident, (such as a prosecutor, court, or juvenile officer)?
>
> 1 Yes
> 2 No
> 3 Don't know
>
> CONTACTAUTHORITIES

CONTACTAUTHORITIES

Item **CONTACTAUTHORITIES** is the first of two items used to determine if anyone in the household has had contact with an authority about the incident, OTHER THAN the police or an agency identified in Item **AGENCYHELP**. By authority, we mean a prosecutor, a court or juvenile officer, and so on.

If you enter Precode (1), "Yes," continue with Item **AUTHORITIES**. If you enter either Precode (2), "No," or Precode (3), "Don't know," continue with Item **ANYTHINGFURTHER**.

Which authorities?

- Probe: Any others?
- Enter all that apply, separate with commas.

1 Prosecutor, district attorney
2 Magistrate
3 Court
4 Juvenile, probation or parole officer
5 Other - specify

AUTHORITIES

AUTHORITIES

Item **AUTHORITIES** is used to identify which authorities a household member has contacted about the incident. Since more than one authority may have been contacted, continue asking, "***Any others***?" until you get a "No" reply. If you enter Precode (5), "Other," because the authority mentioned by the respondent is not described in Precodes (1) through (4), make sure to identify the authority on the "Specify" screen, **AUTHORITIES_SPEC.** After completing Item **AUTHORITIES**, continue with Item **ANYTHINGFURTHER.**

Do you expect the police, courts, or other authorities
will be doing anything further in connection with this incident?

1 Yes
2 No
3 Don't know

ANYTHINGFURTHER

ANYTHINGFURTHER

Item **ANYTHINGFURTHER** is used to find out if the respondent knows or feels that any authority *(police, courts, and so on)* will do anything further about the incident. This could include bringing suspects to trial, questioning suspects, offering a reward, investigating, or surveillance. Exclude any counseling that could be provided because of this incident.

If you enter Precode (1), "Yes," make sure to describe the actions that the respondent knows or feels will be taken on the “Specify” screen, **ANYTHINGFURTHER_SPEC**. After completing Item **ANYTHINGFURTHER**, continue with Item **DOINGATINCIDENTTIME**.

Topic 3. Screen Layout and Instructions for Items DOINGATINCIDENTTIME Through SUMMARY

● Ask or verify:

What were you doing when this incident (happened/started)?

11 Working or on duty
12 On the way to or from work
13 On the way to or from school
14 On the way to or from other place
15 Shopping, errands
16 Attending school
17 Leisure activity away from home
18 Sleeping
19 Other activities at home
20 Other - Specify
21 Don't know

DOINGATINCIDENTTIME

DOINGATINCIDENTTIME

Item **DOINGATINCIDENTTIME** is used to identify what the **respondent** or **proxy person** was doing when the incident happened or started. It is not necessary for the respondent or proxy person to have been at the crime scene to answer this question. If the respondent or proxy person was not present during the incident, the instrument displays the word "happened" when asking this question. Otherwise, it displays the word "started."

Proxy Interviews

Starting with Item DOINGATINCIDENTTIME, you will again ask each question about the proxy person and not of the proxy respondent. Only Items **POLICEFINDOUT** through **ANYTHINGFURTHER** are asked directly of the proxy respondent.

Answer Categories in Item DOINGATINCIDENTTIME

Since most of the answer categories in Item **DOINGATINCIDENTTIME** are self-explanatory, descriptions are provided below only for the categories that require special attention.

Precodes (11) and (12)

Enter Precode (11) if the respondent or proxy person was working or on duty for his/her job when the incident began or happened. Enter Precode (12) if the respondent or proxy person was commuting to or from work when the incident began or happened. After entering Precode (11), continue with Item **EMPLOYERTYPE**.

After entering Precode (12), either:

- Continue with Item **LOSTWORKTIME** if the respondent was injured in the incident *(Precodes (12) - (21) entered in Item **INJURY**.)*

  OR

- Continue with Item **LOSTOTHERWORKTIME** if the respondent was NOT injured in the incident.

Precode (13)

Enter Precode (13) if the respondent or proxy person was traveling to or from school when the incident started. However, if the incident started while the respondent or proxy person was in class during the school day, enter Precode (16).

Precode (16)

Enter Precode (16) if the respondent or proxy person was in class during the school day when the incident started. However, if the incident started while commuting to or from school, enter Precode (13).

Precode (19)

Enter Precode (19) when the respondent or proxy person was involved in an activity at his/her home when the incident started and the activity is not described in a previous answer category for Precodes (11) through (18).

Precode (20)

Enter Precode (20) if the respondent or proxy person was doing something when the incident started that does not fit any of the previous answer categories in Item **DOINGATINCIDENTTIME**. After entering Precode (20), make sure to describe the activity on the "Specify" screen, **DOINGATINCIDENTTIME_SPEC**.

Precode (21)

Enter Precode (21) if the respondent or proxy person really does not know what he/she was doing when the incident started. For instance, the respondent or proxy person could have been away from home on vacation when his/her house was broken into and may not know exactly when the incident took place and what he/she was doing.

- Ask or verify:

Did you have a job at the time of the incident?

1 Yes
2 No

JOBDURINGINCIDENT

JOBDURINGINCIDENT

Item **JOBDURINGINCIDENT** is used to determine whether or not the respondent had a job or business at the time of the incident. If you know the answer by this point in the interview, just verify the answer without asking the question.

For the NCVS, consider the respondent as having a job or business if:

✓ There is a definite arrangement to work for pay or profit either full time or part time.

✓ The respondent was self-employed in his/her own business/farm or partnership.

✓ The respondent was working without pay on a family farm or in a family business.

Precode (1)

Enter Precode (1), "Yes," if any of the conditions mentioned above existed at the time of the incident, even if the respondent was temporarily absent from the job due to a vacation, illness, bad weather, strike, or temporary layoff. After entering Precode (1), either:

- Continue with Item **LOSTWORKTIME** if the respondent was injured in the incident *(Precodes (12) - (21) entered in Item **INJURY**.)*

  OR

- Continue with Item **LOSTOTHERWORKTIME** if the respondent was NOT injured in the incident.

Precode (2)

Enter Precode (2), "No," if the respondent did not have a job or business at the time of the incident. After entering Precode (2), continue with Item **MAJORACTIVITY**.

What was your major activity the week of the incident - were you looking for work, keeping house, going to school, or doing something else?

1 Looking for work
2 Keeping house
3 Going to school
4 Unable to work
5 Retired
6 Other - Specify

MAJORACTIVITY

MAJORACTIVITY

Item **MAJORACTIVITY** is used to find out what the respondent's major activity was during the week of the incident, since he/she did not have a job or business. As you ask this question, make sure to read each of the examples in the question.

Precode (1)

Enter Precode (1) if the respondent was attempting to find a job or trying to start a business or profession during the week of the incident. Examples of "looking for work" include:

✓ Registration at an employment office.

✓ FAXing your resume to potential employers.

✓ Meeting and interviewing with prospective employers.

✓ Placing or answering advertisements in newspapers or on the Internet.

✓ Gathering information about starting his/her own business.

Precode (2)

Enter Precode (2) if the respondent spent most of his/her time during the week of the incident doing work around his/her own home. Examples of "keeping house" include:

✓ Cooking, washing clothes, cleaning house, and so on.

✓ Caring for his/her own children, step-children, or foster children, as well as children who are brothers, sisters, or other relatives of the respondent.

✓ Overseeing the care of the home, even if the actual work is done by a paid maid or housekeeper.

✓ Cutting the lawn, painting the house, working in the garden *(other than on a family farm),* etc.

Precode (3)

Enter Precode (3) if the respondent spent the majority of the week of the incident attending any kind of public or private school, including trade or vocational schools. If the respondent would normally be attending school that week, but was out sick or on a short vacation, still enter Precode (3).

Do NOT enter Precode (3) if the incident happened during the respondent's summer vacation, unless the respondent was attending summer school during the week of the incident.

Precode (4)

Enter Precode (4) if the respondent was unable to do ANY kind of work during the week of the incident because he/she has a LONG-TERM physical or mental illness or disability. However, if the respondent is only TEMPORARILY ILL or disabled and is expected to be well enough to work at some kind of gainful employment within 6 months after the incident, enter Precode (6), "Other," and explain the situation on the "Specify" screen, **MAJORACTIVITY_SPEC**.

Precode (5)

Enter Precode (5) if the respondent says that he/she was retired during the week of the incident. However, if the respondent has only cut back on the number of hours worked or was semi-retired during the week of the incident, you should enter Precode (1) in Item **JOBDURINGINCIDENT** to indicate that the respondent did have a job at the time of the incident.

Precode (6)

Enter Precode (6) if the respondent mentions a major activity during the week of the incident that is not covered in Precodes (1) through (5). After entering Precode (6), make sure to explain the activity on the "Specify" screen, **MAJORACTIVITY_SPEC**, such as caring for a terminally ill spouse, child, or parent, or on summer vacation from school.

After completing Item **MAJORACTIVITY**, continue with Item **HHMEMLOSTWORKTIME** to determine if any other household members lost time from work due to the incident.

Now I have a few questions about the job at which you worked during the time of the incident.

Were you employed by --

● Read each category - then enter appropriate code

1 A private company, business, or individual for wages?
2 The Federal government?
3 A State, county, or local government?
4 Yourself (Self-employed) in your own business, professional practice, or farm?
5 A private, not-for-profit, tax-exempt, or charitable organization?

EMPLOYERTYPE

EMPLOYERTYPE

Items **EMPLOYERTYPE** through **ISCURRENTJOB** are asked when Precode (11) is entered in Item **DOINGATINCIDENTTIME**. Notice that there is an introductory statement printed above the question in Item **EMPLOYERTYPE**. Make sure that you read this sentence to the respondent BEFORE asking the question in Item **EMPLOYERTYPE**. This statement lets the respondent know that the following questions relate to the **job at which he/she was working during the time of the incident**.

Each of the answer categories in Item **EMPLOYERTYPE** signifies a different "Class of Worker" type. Ask the respondent about each category as a separate question. For example: ***"Were you employed by a private company, business, or individual for wages?"*** After asking this question, wait for the respondent's answer. If you get a "Yes" answer, enter Precode (1) and you will continue with Item **INCORPORATED**. If you get a "No" answer, ask the second question, ***"Were you employed by the Federal government?"*** Follow this procedure until you get a "Yes" answer.

Precode (1)

Enter Precode (1) when a respondent worked for a PRIVATE employer for wages, salary, commission, tips, piece-rates, or pay in kind. After entering Precode (1), continue with Item **INCORPORATED**.

Precode (2)

Enter Precode (2) when a respondent:

✓ Worked for any branch of the Federal government.

✓ Was elected to a paid Federal office.

✓ Was a member of the Armed Forces.

✓ Was employed by an international organization *(for example, the United Nations)* or a foreign government.

Precode (3)

Enter Precode (3) when a respondent worked in any branch of a state, county, or local government. This also includes respondents who were elected to paid state, county, or local offices. After entering Precode (3), continue with Item **EMPLOYERNAME**.

Precode (4)

Enter Precode (4) when a respondent was **self-employed** for profit or fees in his/her OWN business, farm, shop, office, practice, etc. After entering Precode (4), continue with Item **INCORPORATED.**

Precode (5)

Enter Precode (5) when a respondent was employed for PAY at the time of the incident by a church, union, or some other type of private nonprofit organization. After entering Precode (5), continue with Item **INCORPORATED**.

Is this business incorporated?

1 Yes
2 No
3 Don't know

INCORPORATED

INCORPORATED

If the respondent was working at the time of the incident for a private company, his/her own private business, or for a private, not-for-profit organization, you will continue with Item **INCORPORATED**. Item **INCORPORATED** is used to determine whether the business or organization is incorporated.

The respondent should know whether or not his/her employer is a legal corporation. Enter Precode (1) for a “Yes” answer or Precode (2) for “No” answer. However, if the respondent really does not know, enter Precode (3) for “Don’t know.”

What is the name of the company/agency/org for which you worked at the time of the incident?

EMPLOYERNAME

EMPLOYERNAME

Item **EMPLOYERNAME** is used to identify the name of the respondent’s employer at the time of the incident. Census Bureau coders working in the National Processing Center need this key piece of information to assign the correct industry code to the respondent’s employer. Record this information <u>accurately</u>.

Even though a respondent may be reluctant to provide the name of his/her employer, make every effort to collect this information without badgering the respondent. In some cases, you may succeed by just reassuring a respondent that the information he/she provides is confidential.

What kind of business or industry is this?

- Read if necessary:

What do they make or do where you worked at the time of the incident?

TYPEBUSINESS

TYPEBUSINESS

Item **TYPEBUSINESS** is used to determine the kind of business or industry that is transacted by the respondent's employer at the time of the incident. This is another key piece of information needed to assign the correct industry code for a respondent's employer.

To ensure that our coders can assign an accurate industry code, enter a clear and specific description of the kind of business or industry:

- What is the purpose of the business?

  OR

- What type of products are produced by the industry?

Structured Probe

If the respondent hesitates in giving you an answer to your initial question in Item **TYPEBUSINESS**, also ask the structured probe question: ***"What do they make or do where you/name worked at the time of the incident?"*** This probe question may help the respondent to understand what type of description we want for this item.

Be Specific

Avoid entering descriptions that are too general, such as:

✖ "It's a mining company."
✖ "The business provides a repair service."
✖ "It's a computer-related business."
✖ "It's a retail store."

Some examples of better descriptions:

✓ "Mines/transports coal/byproducts"
✓ "Repairs small home appliances"
✓ "Designs/sells computer software"
✓ "Operates two large hardware stores"

Enter descriptions that are specific. Avoid using unnecessary words that make descriptions too long. This item allows for 50 characters.

Is this mainly . . .
● Read answer categories

1 Manufacturing?
2 Retail trade?
3 Wholesale trade?
4 Something else?

BUSINESSSECTOR

BUSINESSSECTOR

Item **BUSINESSSECTOR** is used to identify the major type of industry in which the respondent was working at the time of the incident:

- Manufacturing
- Retail trade
- Wholesale trade
- Something else

Distinguishing between these types of industries is important. If this item is marked incorrectly, coders will not be able to assign an accurate industry code.

Start by asking, ***"Is this mainly manufacturing?"*** Wait for the respondent's answer. If you get a "Yes" answer, enter Precode (1) and continue with Item **OCCUPATIONDESC**. If you get a "No" answer, continue by asking, ***"Retail trade?"*** Follow this procedure until you get a "Yes" answer.

Precode (1)

Enter Precode (1), “Manufacturing,” if a respondent’s employer makes and sells its products in large quantities or lots to other manufacturers, wholesalers, or retailers.

Precode (2)

Enter Precode (2), “Retail trade,” if a respondent’s employer sells primarily to individual consumers or users, but seldom makes products.

Precode (3)

Enter Precode (3), “Wholesale trade,” if a respondent’s employer buys, rather than makes, products in large quantities or lots for resale to retailers, industrial users, or to other wholesalers.

Precode (4)

Enter Precode (4), “Something else,” if a respondent’s employer does not manufacture or sell products as a wholesaler or a retailer. Examples of some employers that fit into the “Something else” category are:

- Car repair shops,
- Accounting firms,
- Medical centers,
- Trucking companies, or
- Banks.

When To Probe

Some firms are engaged in more than one type of business or activity. When you encounter this situation, do some additional probing to determine the most appropriate category to enter in Item **BUSINESSSECTOR**.

If you discover that the respondent’s employer conducts business at more than one location *(for example, making copy machines at one location and making chemicals used by the copy machines at another location)*, collect data for the location at which the respondent works.

If you discover that the respondent’s employer conducts a variety of activities at the same location *(for example, a gasoline station that also sells groceries)*, probe to determine which activity or product the respondent is most directly involved with in his/her job. For example, if the respondent primarily sells groceries at the gasoline station, enter Precode (2), “Retail trade.” However, if the respondent primarily works as a mechanic servicing motor vehicles at the gasoline station, enter Precode (4), “Something else.”

What kind of work did you do, that is, what was your occupation at the time of the incident?

- For example: plumber, typist, farmer

OCCUPATIONDESC

OCCUPATIONDESC

Item **OCCUPATIONDESC** asks about the **kind of work** or **occupation** the respondent had at the time of the incident. In addition to assigning an industry code for the respondent's employer, the coders also assign an occupation code for the respondent's job based on:

- The kind of work described in Item **OCCUPATIONDESC** and
- The respondent's most important activities or duties described in Item **USUALJOBDUTIES**.

Enter complete and accurate descriptions for these items, so coders can assign the correct occupation code.

Job Title vs. Kind of Work

The "kind of work" descriptions that our coders need must clearly specify the type of work the respondent does on his/her job, and this is not necessarily the respondent's job title. For some occupations, the common descriptions or general job titles that a respondent provides are not sufficient for coders to assign the correct occupation code.

Self-Employed Persons

When a respondent is self-employed, only enter "Manager" as his/her occupation if the person actually spends most of the workday managing his/her business. Otherwise, enter the kind of work the respondent spends the majority of his/her time doing, such as plumber, hair stylist, dentist, house painter, and so on. Describe the respondent's actual trade or craft, when that is the kind of work that the respondent spends most of his/her time doing for the business.

Avoid Entering Department or Work Place Titles

Avoid entering kind of work entries such as "Works in shipping department" or "Works in the warehouse." These entries do not adequately describe the kind of work done by the respondent. If the respondent inspects outgoing products for the shipping department, enter "Inspects outgoing products for shipping dept." If the respondent is a clerk who monitors inventory in a warehouse, enter "Clerk monitoring warehouse inventory."

Apprentice vs. Trainee

There is a difference between someone who is an apprentice and someone who is a trainee. An apprentice is under contract during his/her training period, but a trainee is not. If a respondent tells you that he/she is in an apprenticeship or trainee program, make sure to enter both the person's occupation or kind of work, along with the term "apprentice" or "trainee." For example, you may need to enter "Apprentice plumber" or "Buyer trainee."

Machinist vs. Machine Operator vs. Mechanic

Although all three titles sound similar, there are major differences in the kind of work done by a machinist, a machine operator, and a mechanic.

A **machinist** is a skilled craftsman who constructs metal parts, tools, and machines through the use of blueprints, machine and hand tools, and precise measuring instruments.

A **machine operator** runs a factory machine, such as a drill press operator.

A **mechanic** inspects, services, repairs, or overhauls machinery.

Secretary vs. "Official Secretary"

The title **secretary** applies to someone who does secretarial work in an office. The title **official secretary** applies to someone who is an elected or appointed officer of a business, union, or other organization.

Probing for Difficult to Code Occupations

Avoid entering a one-word response, because it will usually be too general for coders to assign the correct occupation code. For these situations, we provide the following table along with a suggested probe for each occupation. These probes are written to encourage the respondent to provide a more specific description of the kind of work he/she does on the job. This table is also available as a separate job aid, "Difficult to Code Occupations."

Occupation	Suggested Probe
Assembler	What do you assemble? For example, do you assemble automobiles, electric motors, farm equipment, sheet metal, or something else?
Clerk	What type of clerk are you? For example, do you handle accounting, billing, filing, shipping, statistical data, sales, or something else?
Engineer	What kind of engineer are you? For example, are you a civil, electrical, mechanical, nuclear, chemical, train, stationary, building, or some other type of engineer?
Inspector	What type of things do you inspect? For example, do you inspect automobiles, restaurants, houses, buildings, meats, or something else?
Manager	What type of manager are you? For example, do you manage a bakery, garage, hotel, office, property, store, or something else?
Machinist	Do you set up AND operate machines?
Machine operator	How many machines do you operate? Also, what type of machine do you operate primarily?
Mechanic	What type of mechanic are you? For example, do you service and repair automobile bodies, engines, appliances, trucks, valves, or something else?
Nurse	What type of nurse are you? For example, are you registered, licensed, practical, vocational, a nursing aide, or some other type of nurse?
Researcher	What is your field of research?
Sales Worker	What do you sell? For example, do you sell advertising, cars, houses, insurance, shoes, tickets, or something else?
Supervisor	Who or what do you supervise? For example, do you supervise clerical workers, counselors, laborers, field representatives, or someone else?
Teacher	Do you teach at the preschool, elementary, high school, or college level? Also, which subjects do you teach?

What were your usual activities or duties at this job?

USUALJOBDUTIES

USUALJOBDUTIES

Item **USUALJOBDUTIES** is used to describe the usual activities or duties a respondent performs at his/her job. This is the second key piece of information that our coders use to assign an occupation code. What you enter in Item **USUALJOBDUTIES** is especially useful when a simple job title does not provide enough information to code the occupation.

Some examples of entries you may need to enter in Item **USUALJOBDUTIES**:

- Keeping account books
- Selling new and used motor vehicles
- Laying bricks and stone
- Typing and filing letters, reports, memos, etc.

If a respondent tells you that his/her job duties are classified, do NOT probe. If this happens, enter “Information is classified.”

While working at this job, did you work mostly in –

● Read each category - then enter appropriate precode

1 A city?
2 Suburban area?
3 Rural area?
4 Combination of any of these?

JOBMSATYPE

JOBMSATYPE

Item **JOBMSATYPE** is asked to find out if the respondent was working in a city, suburban area, rural area, or a combination of any of these areas at the time of the incident. This type of information will help the survey's sponsor to determine if specific areas are more prone to crime.

For Item **JOBMSATYPE**, read each answer category as part of the question until you get a "Yes" response. Since most respondents will know how to answer this question, let the respondent select the type of area. When a respondent worked for more than one employer, enter the precode for the area in which he/she worked the greater number of hours. Avoid entering Precode (4), "Combination of any of these?" unless a respondent insists that the area he/she worked MOST of the time was a combination of city, suburban, and rural.

After completing Item **JOBMSATYPE**, continue with Item **INCIDENTHAPPENATWORK**.

- Ask or verify:

Did this incident happen at your work site?

1 Yes
2 No
3 Don't know
4 Other - specify

INCIDENTHAPPENATWORK

INCIDENTHAPPENATWORK

Item **INCIDENTHAPPENATWORK** is used to determine whether the incident happened at the respondent's work site for any job held by the respondent at the time of the incident. If you already know the answer to this question, you can verify the answer without asking the question.

Precode (1)

Enter Precode (1), "Yes," if the incident happened while the respondent was at his/her work site, which is considered the place where his/her USUAL day-to-day activities take place. Some examples of work sites include in an office, hospital, taxi cab, convenience store, beauty parlor, etc.

If the respondent works from an office or workshop in his/her home and the incident occurred in the office or workshop, also enter Precode (1), "Yes." However, do NOT enter Precode (1) if the incident happened somewhere else in the house, garage, or property OTHER THAN in the office or workshop.

If the respondent has no usual work site, such as a traveling salesperson, his/her work site is the place where he/she was working when the incident occurred.

Precode (2)

Enter Precode (2), "No," if the incident happened at a location OTHER THAN the respondent's work site, such as at a meeting in another office building during working hours, out of town on a business trip, and so on.

Also enter Precode (2) if the incident happened at the parking lot at the respondent's work site.

Precode (3)

Enter Precode (3), "Don't know," if the respondent really does not know if the incident occurred at his/her work site. Only enter Precode (3) as a last resort.

Precode (4)

Enter Precode (4) if the respondent's answer requires more than just a "Yes" or "No" reply and then use the "Specify" screen, **INCIDENTHAPPENATWORK_SPEC**, to answer this question. After completing Item **INCIDENTHAPPENATWORK**, continue with Item **WORKDAYNIGHT.**

Did you usually work days or nights? 1 Days 2 Nights 3 Both days and nights/rotating shifts WORKDAYNIGHT

WORKDAYNIGHT

Item **WORKDAYNIGHT** is used to find out if the respondent worked primarily days, nights, or rotating shifts at the time of the incident. Enter Precode (1) for "Days," Precode (2) for

"Nights," and Precode (3) for "Both days and nights/rotating shifts." After completing Item **WORKDAYNIGHT**, continue with Item **ISCURRENTJOB**.

Is this your current job?

1 Yes
2 No

ISCURRENTJOB

ISCURRENTJOB

Item **ISCURRENTJOB** is used to determine whether the respondent's job at the time of the incident is also his/her current job at the time of the interview.

- Continue with Item **LOSTWORKTIME** if the respondent was injured in the incident *(Precodes (12) - (21) entered in Item **INJURY**.)*

  OR

- Continue with Item **LOSTOTHERWORKTIME** if the respondent was NOT injured in the incident.

Did YOU lose time from work becauseof injuries you suffered in this incident?

1 Yes
2 No

LOSTWORKTIME

LOSTWORKTIME

Item **LOSTWORKTIME** is used to find out if the respondent/victim of the incident lost time from work because of his/her own injuries that were suffered during the incident. Later in the interview, Items **HHMEMLOSTWORKTIME** and **AMOUNTHHMEMTIMELOST** are used to identify any other household members who lost time from work because of the incident.

Defining Terms

Work - For this item, work is considered a job or business rather than housework, school, or other activities.

Time lost from work - For this item, time lost from work could be time away from his/her job or business due to:

✓ Injuries suffered in the incident or

✓ Visits to a doctor or hospital to receive medical care for injuries suffered during the incident.

Enter Precode (1) for a "Yes" answer and then continue with Item **AMOUNTTIMELOST**. Enter Precode (2) for a "No" answer; continue with Item **LOSTOTHERWORKTIME**.

How much time did you lose because of injuries?

- Enter 0 if time lost was less than one day.
- If over 200 days, enter 200.

AMOUNTTIMELOST

AMOUNTTIMELOST

Item **AMOUNTTIMELOST** is used to identify how much time the respondent lost from work due to the injuries he/she suffered from the incident. Include time lost from work up to the day of the interview.

If the respondent lost one or more days from work, enter the number of whole days in the answer space. If the respondent answers in hours, always determine whether the hours were missed all in one day or more than one day. For example, if the respondent lost a few hours on one day for physical therapy and a few hours on another day to visit the doctor, enter "2" for the number of days, even though the respondent was at work a portion of each day. After entering the number of days missed from work, continue with Item **LOSTPAYNOMEDINS**.

Don't know

If the respondent is unable to give an answer, always ask for his/her best estimate. If the respondent is still unable to give an estimate, use "Ctrl + D" to indicate a "Don't know" response. Only enter "Ctrl + D" as a last resort. The instrument goes to Item **LOSTPAYNOMEDINS**.

Precode (0)

Enter Precode (0) (zero) if the respondent lost less than one workday due to his/her injuries from the incident. After entering Precode (0), continue with Item **LOSTOTHERWORKTIME**.

During these days, did you lose any pay that was not covered by unemployment insurance, sick leave, or some other source?

1 Yes
2 No

LOSTPAYNOMEDINS

LOSTPAYNOMEDINS

Item **LOSTPAYNOMEDINS** is used to discover whether the respondent lost any pay because the time lost from work was not covered by unemployment insurance, sick leave, or some other source.

Defining Terms

Unemployment insurance - Includes any money received from State unemployment insurance funds or railroad unemployment benefits.

Sick leave - Includes continued payment of wages by the respondent's employer while the respondent is unable to work due to illness or injury.

Some other source - Includes any money received from private insurance plans, worker's compensation, and so on. Worker's compensation is periodic money payments made to workers who are injured on the job and in some states to workers with non-occupational temporary disability or illness. Compensation checks could come from the state, private insurance companies, or from private businesses that insure their own workers.

Precode (1)

Enter Precode (1), "Yes," if the respondent lost pay and was NOT compensated monetarily for the time away from his/her job due to injuries from the incident. Also enter Precode (1) for a self-employed respondent who was paid for the time lost from work, but was obligated to hire someone to take his/her place. After entering Precode (1), continue with Item **AMOUNTLOSTPAYNOMED.**

Precode (2)

Enter Precode (2), "No," if the respondent was compensated monetarily for the time lost from work due to his/her injuries from the incident. After entering Precode (2), continue with Item **LOSTOTHERWORKTIME**.

About how much pay did you lose?

- Round to the nearest dollar
- Enter a number between 1-999,996

AMOUNTLOSTPAYNOMED

AMOUNTLOSTPAYNOMED

Item **AMOUNTLOSTPAYNOMED** is used to determine how much pay the respondent lost because he/she was unable to work due to injuries from the incident. Also, if a self-employed respondent was compensated monetarily for his/her pay, but was required to hire someone to take his/her place, record the amount paid to the replacement as lost pay.

Enter the amount of lost pay in whole dollars in the answer space provided in Item **AMOUNTLOSTPAYNOMED**. Round the amount up or down as necessary. For example, if the amount given was $670.50, enter "671," and, if the amount given was $670.49, enter "670." If the amount was less than $1, enter "1."

If the respondent has difficulty giving you a dollar amount, ask for his/her best estimate. Only enter “Ctrl + D” for “Don’t know” as a last resort.

After completing Item **AMOUNTLOSTPAYNOMED**, continue with Item **LOSTOTHERWORKTIME.**

Did YOU lose any (other) time from work because of this incident for such things as cooperating with a police investigation, testifying in court, or repairing or replacing damaged or stolen property?

● Probe: Any other reason?

● Enter all that apply, separated by commas

1 Police related activities
2 Court related activities
3 Repairing damaged property
4 Replacing stolen items
5 Other - specify
6 None (did not lose time from work for any of these reasons)

LOSTOTHERWORKTIME

LOSTOTHERWORK TIME

Item **LOSTOTHERWORKTIME** is used to find out if the respondent lost time from work for purposes OTHER THAN those related to his/her injuries suffered during the incident.

If the respondent lost time from work due to their injuries the instrument displays the word "other" in the first line of the question as shown above; otherwise, "other" is not shown.

As you ask the question, pause after each example included in the question to allow the respondent time to answer. Enter all precodes that relate to the respondent's answer, separating them with commas. Continue asking "Any other reason?" until you get a "No" response, then press "Enter" when you are done.

Item **LOSTOTHERWORKTIME** relates specifically to time lost from work by the respondent only; that is, the person who was victimized during the incident. Items **HHMEMLOSTWORKTIME** and

AMOUNTHHMEMTIMELOST collect similar information for other household members.

Precode (1)

Enter Precode (1) if the respondent lost time from work due to police-related activities, such as cooperating with an investigation by identifying suspects in a lineup, helping to construct a composite drawing of the offender, identifying stolen items, and so on.

Precode (2)

Enter Precode (2) if the respondent lost time from work due to court-related activities, such as testifying in court, attending a trial or hearing, talking to an attorney *(either the prosecutor, the defense attorney, or the respondent's own lawyer)*, and so on.

Precode (3)

Enter Precode (3) if the respondent lost time from work to repair property damaged during the incident, drop off and pick up a damaged motor vehicle at a repair shop, visit an optician to repair damaged eyeglasses, wait for a locksmith, and so on.

Precode (4)

Enter Precode (4) if the respondent lost time from work to replace stolen items, such as waiting for delivery persons, getting a replacement driver's license, Social Security card, credit card, checkbook, and so on.

Precode (5)

Enter Precode (5) if the respondent lost time from work for a reason that is not covered in the descriptions for Precodes (1) through (4). After entering Precode (5), explain the reason on the "Specify" screen, **LOSTOTHERWORKTIME_SPEC**.

For Precodes (1) through (5), continue with Item **DAYSLOSTWORK**.

Precode (6)

Enter Precode (6) if the respondent did not lose any time from work due to this incident, excluding any time lost due to injuries from the incident. If you enter Precode (6), do not enter any other precodes in Item **LOSTOTHERWORKTIME**. After entering Precode (6), continue with Item **HHMEMLOSTWORKTIME** when there are other household members listed on the household roster. Otherwise, continue with:

- Item **TYPETRANSPORTATION** when Precode (12) (13) or (14) was entered at Item **INCIDENTTIME**

  OR

- Item **SERIESNUMTIMES** if the incident is part of a series of crimes

  OR

- Item **INCIDENTHATECRIME** if the incident is NOT part of a series of crimes

How much time did you lose altogether because of...

-- police related activities

● Enter 0 if time lost was less than one day

● If over 200 days, enter 200

DAYSLOSTWORK

DAYSLOSTWORK

Item **DAYSLOSTWORK** is used to identify how much time the respondent lost from work to take care of ALL of the tasks identified in **LOSTOTHERWORKTIME**. As you ask the question in Item **DAYSLOSTWORK**, read the reason(s) that are listed on the screen, which are the precodes selected in **LOSTOTHERWORKTIME**.

Include time lost **up to the day of** the interview. If the respondent lost one or more days from work, enter the number of whole days in Item **DAYSLOSTWORK**. If the respondent answers in hours, always determine whether the hours were missed all in one day or more than one day.

When calculating the number of days missed from work, it is not necessary for the respondent to have missed an entire workday. For example, the respondent may have lost 4 hours one workday to identify stolen property at the police station and on another workday the respondent may have lost 3 hours to wait for a replacement television to be delivered. In this example, enter "2" for the number of days missed from work due to the incident. If a respondent has missed more than 200 days from work, enter “200.” If a respondent is unsure of the number of days of work missed, ask for his/her best estimate.

After entering the number of days missed from work (between 1 and 200 days) in Item **DAYSLOSTWORK,** continue with Item **LOSTPAYNOEMPINS**.

Enter (0), (zero), if the respondent missed less than one full workday due to the reason(s) shown in Item **DAYSLOSTWORK**.

After entering (0), continue with Item **HHMEMLOSTWORKTIME**.

Don’t know

Before accepting a “Don’t know” answer, ask the respondent to give you his/her best estimate. Only enter “Control + D” for “Don’t know” as a last resort.

During these days, did you lose any pay that was not covered by unemployment insurance, paid leave, or some other source?

1 Yes
2 No

LOSTPAYNOEMPINS

LOSTPAYNOEMPINS

Item **LOSTPAYNOEMPINS** is used to determine whether the respondent lost any pay because the time lost from work was not covered by unemployment insurance, paid leave, or some other source.

Defining Terms

Unemployment insurance - Includes any money received from state unemployment insurance funds or railroad unemployment benefits.

Paid leave - Includes continued payment of wages by the respondent's employer while the respondent is not at work, such as "personal" or "annual" leave.

Some other source - Includes any money received from private insurance plans, worker's compensation, and so on. Compensation checks could come from the state, private insurance companies, or from private businesses that insure their own workers.

Precode (1)

Enter Precode (1), "Yes," if the respondent lost pay and was NOT compensated monetarily for the time away from his/her job due to the incident. Also enter Precode (1) if a self-employed respondent was paid for the time lost from work, but he/she was obligated to hire someone to take his/her place. After entering Precode (1), continue with **AMOUNTLOSTPAYNOEMP**.

Precode (2)

Enter Precode (2), "No," if the respondent was compensated monetarily for the time lost from work due to the incident. After entering Precode (2), continue with Item **HHMEMLOSTWORKTIME**.

About how much pay did you lose?

- Round to the nearest dollar
- Enter a number between 1-999,996

AMOUNTLOSTPAYNOEMP

AMOUNTLOSTPAY NOEMP

Item **AMOUNTLOSTPAYNOEMP** is used to determine how much pay the respondent lost because he/she lost time from work due to the reasons identified in Item **LOSTOTHERWORKTIME**. Also, if a self-employed respondent was compensated monetarily for his/her lost pay, but was required to hire someone to take his/her place, record the amount paid to the replacement as the respondent’s lost pay.

Enter the amount of lost pay in whole dollars in Item **AMOUNTLOSTPAYNOEMP.** Round the amount up or down as necessary. For example, if the amount given was $670.50, enter "671," and, if the amount given was $670.49, enter "670." If the amount was less than $1, enter "1." If the respondent has difficulty giving a dollar amount, ask for his/her best estimate.

After completing Item **AMOUNTLOSTPAYNOEMP**, continue with Item **HHMEMLOSTWORKTIME**.

Were there any (other) household members 16 years or older who lost time from work because of this incident?

1 Yes
2 No

HHMEMLOSTWORKTIME

HHMEMLOSTWORKTIME

Item **HHMEMLOSTWORKTIME** is used to find out whether there were other household members who were at least 16 years of age and lost time from work due to the incident. If the respondent lost time from work due to the incident, the word "other" is displayed by the instrument as you ask the question in Item **HHMEMLOSTWORKTIME**. Otherwise, ask the question in Item **HHMEMLOSTWORKTIME** without the word "other."

Let the respondent decide how to answer this question. The time lost from work could be due to injuries suffered by these household members or for any of the reasons identified in Item **LOSTOTHERWORKTIME**.

Precode (1)

If you enter Precode (1), "Yes," continue with Item **AMOUNTHHMEMTIMELOST**.

Precode (2)

If you enter Precode (2), "No," AND the respondent was on the way to or from work, school, or some other place when the incident either happened or started, continue with Item **TYPETRANSPORTATION**. In other words, no household members who were 16 years of age or older lost time from work AND Precode (12), (13), or (14) was entered in Item **DOINGATINCIDENTTIME**.

If you enter Precode (2), "No," AND the respondent was NOT on the way to or from work, school, or some other place when the incident either happened or started, either:

- Continue with Item **SERIESNUMTIMES** if the incident is part of a series of crimes

  OR

- Continue with Item **INCIDENTHATECRIME** if the incident is NOT part of a series of crimes.

How much time did they lose altogether? ● Enter 0 if time lost was less than one day ● If over 200 days, enter 200 AMOUNTHHMEMTIMELOST

AMOUNTHHMEMTIMELOST

Item **AMOUNTHHMEMTIMELOST** is used to identify how much time household members OTHER THAN the respondent lost from work because of the incident.

Include time lost up to the day of the interview. If the household member(s) lost one or more days from work, enter the number of whole days in the answer space provided in Item **AMOUNTHHMEMTIMELOST**. If the time lost was in hours, determine whether the hours were missed all in one day or more than one day.

When calculating the number of days missed from work, it is not necessary for the household member(s) to have missed an entire workday. For example, one household member may have lost 4 hours one workday to visit a doctor and on another workday another household member may have lost 3 hours to wait for a replacement television to be delivered. In this example, enter "2" for the number of days missed from work due to the incident.

Enter (0), (zero), if the household member(s) missed less than one full workday due to the incident.

Don't know

Before accepting a "Don't know" answer, ask the respondent to give you a best estimate. Enter "Control + D" for "Don't know" only as a last resort.

After completing Item **AMOUNTHHMEMTIMELOST**, continue with Item **TYPETRANSPORTATION** if the respondent was on the way to or from work, school, or some other place when the incident either happened or started *(Precode (12), (13), or (14) was entered in Item **DOINGATINCIDENTTIME**)*.

Otherwise, either:

- Continue with Item **SERIESNUMTIMES** if the incident is part of a series of crimes.

  OR

- Continue with Item **INCIDENTHATECRIME** if the incident is NOT part of a series of crimes.

Ask or verify: You told me earlier you were on the way to/from work when the incident happened.

What means of transportation were you using?

11 Car, truck, or van	16 Bus or trolley
12 Motorcycle	17 Subway or rapid transit
13 Bicycle	18 Train
14 On foot	19 Taxi
15 School bus (private or public)	20 Other - specify

TYPETRANSPORTATION

TYPETRANSPORTATION

Item **TYPETRANSPORTATION** is used to determine which means of transportation the respondent was using when the incident started or took place.

If you know the answer to this question, you can verify the answer with the respondent without asking the question. The instrument automatically displays the words “Work,” “School,” or “Some place” based on the entry in Item **DOINGATINCIDENTTIME**.

If the respondent mentions a mode of transportation not listed in Precodes (11) through (19), enter Precode (20), "Other," and then enter the type of transportation on the "Specify" screen, **TYPETRANSPORTATION_SPEC**.

After completing Item **TYPETRANSPORTATION**, either:

- Continue with Item **SERIESNUMTIMES** if the incident is part of a series of crimes.

  OR

- Continue with Item **INCIDENTHATECRIME** if the incident is NOT part of a series of crimes.

> You have told me about the most recent incident. How many times did this kind of thing happen to you during the last 6 months?
>
> ● Enter a number between 6-996.
>
> SERIESNUMTIMES

SERIESNUMTIMES

Item **SERIESNUMTIMES** is used to verify how many incidents are included in the series for the 6-month reference period. Do NOT include an incident in the series that happened before the first day of the reference period or on the day of the interview. It is possible that a respondent may give you a different number of incidents now that he/she has provided details for the most recent incident.

Number of Incidents Differs from Item INCIDENTNUMBER OFTIMES

If the respondent gives you a number that is different than the number of incidents provided in Item **INCIDENTNUMBEROFTIMES**, enter the new number in Item **SERIESNUMTIMES**. If the number of incidents is less than six, the incidents do not qualify as a series. If the number of incidents is ***six or more***, the incidents still qualify as a series. If the number given in Item **SERIESNUMTIMES** is six or more incidents, do NOT change the number of incidents entered in Item **INCIDENTNUMBER OFTIMES**, even if they do not match.

Less Than Six Incidents

In most cases, this will not happen. However, if you determine that there are ***less than six incidents***, then this incident is NOT part of a series of crimes and you must correct the "Number of incidents" in Item **INCIDENTNUMBEROFTIMES**, and:

✓ Complete a separate set of incident report items for each incident that happened during the reference period.

Don't Know

If the respondent cannot give you the number of incidents in the series of crimes, enter “Ctrl + D” for “Don’t know.” This brings up Item **SERIESDK**.

After completing Item **SERIESNUMTIMES**, continue with Item **SERIESWHICHMONTHQ1** when conducting interviews between January and September. Otherwise, continue with Item **SERIESWHICHMONTHQ2**.

SERIESDK

> Is that because there is no way of knowing, or
> because it happened too many times, or is there some
> other reason?
>
> 1 No way of knowing
> 2 Happened too many times
> 3 Some other reason – specify
>
> SERIESDK

Ask **SERIESDK** to find out why the respondent is unable to give you the number of incidents. Based on the respondent's answer:

✓ Enter Precode (1) when the respondent has no way of knowing the number of incidents.

✓ Enter Precode (2) when the crime happened too many times for the respondent to give you a number.

✓ Enter Precode (3) when the respondent gives you a reason OTHER THAN those mentioned in Precodes (1) or (2) and then explain the reason on the "Specify" screen, **SERIESDKSPEC**.

After coding Item **SERIESDK** continue with:

- Item **SERIESWHICHMONTHQ1** when you are conducting an interview between January and September;
- Otherwise, continue with Item **SERIESWHICHMONTHQ2**.

In what month or months did these incidents take place?

● Probe: How many in (name months)?

● TOTAL NUMBER OF TIMES: 7

● Enter 0 for none

2015: AUG SEP

SERIESWHICHMONTHQ3

SERIESWHICHMONTH Q1-Q4

Items **SERIESWHICHMONTHQ1-Q4** are used to identify in which quarter(s) of the calendar year the incidents in the series happened. Ask the initial question to identify the month(s) in which these incidents occurred.

These four screens are asked based on the interview month:

- Item **SERIESWHICHMONTHQ1** is asked when conducting interviews from January through September.

- Item **SERIESWHICHMONTHQ2** is asked when conducting interviews from April through December.

- Item **SERIESWHICHMONTHQ3** is asked when conducting interviews from January through March and July through December.

- Item **SERIESWHICHMONTHQ4** is asked when conducting interviews from January through June and October through December.

These screens also display information that can help you in coding this item. In the third line, the display shows “Total number of times.” This shows the number of times that were reported in the beginning of the incident report. At the bottom of the information pane the instrument displays the year and the names of up to three months that are within that quarter, as well as the respondent’s reference period. In the screen as shown above, August and September are part of the respondent’s reference period within the third quarter of the year.

Respondent Has Difficulty Answering

If the respondent has difficulty remembering how many incidents took place by month or quarter:

✓ Do not rush the respondent; allow sufficient time for him/her to recall these incidents.

✓ Use neutral probe questions to help the respondent remember, such as ***"Did this type of incident happen about an equal number of times in July as it did in August and September or did it happen more in August and September than it did in July?"***

✓ If your probing questions fail, ask the respondent to give you his/her best estimate. ***For example, "You***

told me this type of incident happened (number entered in Item SERIESNUMTIMES). Please give me your best estimate of how many times the incident happened in July and how many times in August and September."

Recording Numbers in Item SERIESWHICHMONTHQ1-Q4

Once you determine how many incidents from the series happened in each quarter within the reference period, enter the exact number in the appropriate answer spaces for the quarter. You may need to add together incidents by month to arrive at the total to enter for a quarter. If no incidents in the series happened during a particular quarter, enter Precode (0) in the answer space for that quarter.

Only include incidents that happened after the first day of the reference period and up to, but not including, the day of interview. Probe as necessary to get a precise number and do not enter a range of numbers. Only enter “Don’t know” (Ctrl + D) when you have asked probing questions and the respondent still cannot provide an answer.

The number of incidents in Items **INCIDENTNUMBEROFTIMES**, **SERIESNUMTIMES**, and **SERIESWHICHMONTHQ1-Q4** should be independent. Do not attempt to reconcile any differences for a series of incidents, as long as the total number in each of these items is at least six incidents. Also, do not change the date entered in Item **INCIDENTDATE** or the answers to Items **INCIDENTSSIMILAR** or **RECALLDETAILS**.

After completing Items **SERIESWHICHMONTHQ1-Q4**, continue with Item **SERIESLOCATION.**

Did all, some, or none of these incidents occur in the same place?

1 All in the same place
2 Some in the same place
3 None in the same place

SERIESLOCATION

SERIESLOCATION

Item **SERIESLOCATION** is used to find out if the incidents in the series all happened in the same place, or if only some happened in the same place, or if none of them happened in the same place or location. Enter Precode (1) for "All in the same place," Precode (2) for "Some in the same place," and Precode (3) for "None in the same place." Only enter one precode in Item **SERIESLOCATION**. After completing this item, you continue with Item **SERIESOFFENDER**.

Were all, some, or none of these incidents done by the same person(s)?

1 All by same person
2 Some by same person
3 None by same person
4 Don't know

SERIESOFFENDER

SERIESOFFENDER

Item **SERIESOFFENDER** is asked to find out if the offender(s) in all, some, or none of the incidents in the series were the same person(s). Enter Precode (1) if the offender(s) in **ALL** of the incidents were the same person(s). Enter Precode (2) if the offender(s) in **SOME** of the incidents were the same person(s). Enter Precode (3) if the offender in each of the incidents was a different person. Only enter one precode in Item **SERIESOFFENDER**. After entering Precode (1), (2), or (3), continue with **SERIESOFFENDERRELATION**.

If the respondent is unable to answer this question, enter Precode (4) and continue with Item **SAMETHINGEACHTIME**.

What (was/were) the relationship(s) of the offender(s) to you?
For example, friend, spouse, schoolmate, etc.?

● Probe: Anything else?

RELATIVE:
11 Spouse at time of incident
12 Ex-spouse at time of incident
13 Parent or step-parent
14 Own child or step-child
15 Brother/sister
16 Other relative - Specify

NONRELATIVE:
17 Boyfriend or girlfriend, ex-boyfriend or ex-girlfriend
18 Friend or ex-friend
19 Roommate, boarder
20 Schoolmate
21 Neighbor
22 Customer/client
23 Patient
24 Supervisor (current or former)
25 Employee (current or former)
26 Co-worker (current or former)
27 Teacher/school staff
28 Other nonrelative - Specify

SERIESOFFENDERRELATION

SERIESOFFENDER RELATION

Item **SERIESOFFENDERRELATION** is used to identify the relationship of each offender involved in the series of crimes **to the respondent** at the time of the incident. If there was more than one offender, enter all appropriate precodes. Continue asking ***"Anything else?"*** until you get a "No" reply. Make sure the respondent understands that we are interested only in the relationship of each offender to the respondent, and NOT any relationships between one offender and another offender.

The relationships are separated into two groups–Precodes (11) through (16) are grouped under the heading "**Relative**" and Precodes (17) through (28) are grouped under the heading "**Nonrelative**."

Precode (11)

Enter Precode (11) if the offender was either the husband or wife of the respondent at the time of the incident, regardless of whether or not they are still married at the time of the interview.

Precode (12)

Enter Precode (12) if the offender was an ex-spouse *(ex-husband or ex-wife)* of the respondent at the time of the incident. Accept the respondent's answer without probing to determine whether they are divorced or separated.

Precode (13)

Enter Precode (13) if the offender was a father, mother, stepfather, or stepmother to the respondent. Do not enter Precode (13) if the offender was a mother-in-law or father-in-law, instead enter Precode (16), “Other relative,” and then enter the relationship to the respondent at the time of the incident on the “Specify” screen, **SERIESOFFENDERRELATION14SPEC.**

Precode (14)

Enter Precode (14) if the offender is a child of the respondent by birth, adoption, or marriage, such as a son, daughter, step-son, or step-daughter. Precode (14) is not intended for foster children; instead enter Precode (28), "Other nonrelative," and enter the relationship on the "Specify" screen, **SERIESOFFENDERRELATION26SPEC**

Precode (15)

Enter Precode (15) if the offender is a brother or sister of the respondent or the child of a respondent's step-parent. Precode (15) is not intended for "brother-in-laws" or "sister-in-laws;" instead enter Precode (16), “Other,” and enter the relationship on the "Specify" screen, **SERIESOFFENDERRELATION14SPEC.**

Precode (16)

Enter Precode (16) if the offender is a relative of the respondent OTHER THAN the relationships described in Precodes (11) through (14). Enter Precode (16) if the offender is a child, aunt, uncle, cousin, grandparent, in-law, or other relative of the respondent by blood or marriage that is not covered in Precodes (11) through (15).

After entering Precode (16), always enter the relationship on the "Specify" screen, **SERIESOFFENDERRELATION14SPEC.**

Precode (17)

Enter Precode (17) if the offender is a nonrelative who has or has had romantic connections to the respondent. For example, the offender and the respondent were dating at the time of the incident or used to date prior to the incident.

Precode (18)

Enter Precode (18) if the offender is a male or female friend or past friend of the respondent AND there is no romantic connection between the two persons.

Precode (19)

Enter Precode (19) if the offender was not related to the respondent by blood or marriage and lived with the respondent as a roommate or boarder at the time of the incident. Precode (19) is not intended for “live-in” boyfriends/girlfriends; instead, enter Precode (17) for those situations.

Precode (20)

Enter Precode (20) if the offender was not related to the respondent by blood or marriage and attended the same school as the respondent at the time of the incident.

Precode (21)

Enter Precode (21) if the offender was not related to the respondent by blood or marriage and was living close enough to the respondent at the time of the incident to be considered a neighbor.

Precode (22), (23), (24), (25), (26)

Enter the most appropriate precode(s) from Precodes (22), (23), (24), (25), and (26) if the offenders are nonrelatives, but are known by the respondent as business clients, patients, or supervisors, employees, or co-workers, including former supervisors, employees, or co-workers.

Precode (27)

Enter Precode (27) if the offender is teacher or a school staff member at the respondent's school. If the respondent works at the school, use the appropriate precode (24), (25), or (26).

Precode (28)

Enter Precode (28) if the offender was not related to the respondent by blood or marriage and the nonrelative offender does not fit any of the descriptions in Precodes (17) through (27). After entering Precode (28), always enter the relationship to the respondent on the "Specify" screen, **SERIESOFFENDERRELATION26SPEC**, such as the respondent's barber, electrician, and so on. After completing Item **SERIESOFFENDERRELATION**, continue with Item **SAMETHINGEACHTIME**.

Did the same thing happen each time?

1 Yes
2 No

SAMETHINGEACHTIME

SAMETHINGEACHTIME

Item **SAMETHINGEACHTIME** is used to identify how the incidents in the series may be different from one another. If the respondent answers "Yes" to this question, enter Precode (1), then continue with **TROUBLEONGOING**. However, if the respondent answers "No," enter Precode (2) and then ask Item **HOWINCIDENTSDIFFER** (***"How did the incidents differ?"***) to determine how they were different.

For example, the offender may have vandalized the shed in one of the incidents or perhaps the offender used a weapon in two of the incidents. Make sure to explain clearly what made the incidents different on the "Specify" screen that will appear after entering Precode (2). After completing Item **SAMETHINGEACHTIME** and **HOWINCIDENTSDIFFER**, continue with Item **TROUBLEONGOING**.

Is the trouble still going on?

1 Yes
2 No

TROUBLEONGOING

TROUBLEONGOING

Item **TROUBLEONGOING** is used to find out whether the type of problem that was recurring in the series of crimes is still continuing or has ended. Enter Precode (1), "Yes," if the incidents are still happening and continue with **SERIESCONTACTORNOT**. If the respondent answers "No," the instrument continues to **WHATENDEDIT** (which asks, “What ended it?) to determine what terminated these incidents.

If the problem or incidents in the series of crimes has stopped, ask the question in **WHATENDEDIT** and enter a description in the “Specify” space. For example, the offender may have been arrested, the respondent may have moved to another house, the respondent may have changed schools, and so on. Make sure to explain clearly what brought these incidents to an end in the answer space. After completing Item **WHATENDEDIT**, continue with Item **SERIESCONTACTORNOT**.

- Do not read to respondent

- Enter precode that best describes this series of crimes. If more than one category describes this series, enter the appropriate precode with the lowest number

- Contact crimes:

11 Completed or threatened violence in the course of the victim's job (police officer, security guard, psychiatric social worker, etc.)
12 Completed or threatened violence between spouses, other relatives, friends, neighbors, etc.
13 Completed or threatened violence at school or on school property
14 Other contact crimes (other violence, pocket picking, purse snatching, - Specify

- Non-contact crimes:

15 Theft or attempted theft of motor vehicles
16 Theft or attempted theft of motor vehicle parts (tire, hubcap, battery, attached car stereo, etc.)
17 Theft or attempted theft of contents of motor vehicle, including unattached parts
18 Theft or attempted theft at school or on school property
19 Illegal entry of, or attempt to enter, victim's home, other building on property, second home, hotel, motel
20 Theft or attempted theft from victim's home or vicinity by person(s) KNOWN to victim (roommate, babysitter, etc.)
21 Theft or attempted theft from victim's home or vicinity by person(s) UNKNOWN to victim
22 Other theft or attempted theft (at work, while shopping, etc.) - Specify

SERIESCONTACTORNOT

SERIESCONTACTORNOT

Items **SERIESCONTACTORNOT** is used to help classify the series of crimes as ONE type of crime. It is very important that you enter the most accurate precode to identify this series of crimes.

Based on the facts gathered to this point in the interview, select and enter the first or lowest numbered precode that best describes what happened during this series of crimes. Since a **contact crime** is always more serious than a **non-contact crime**, always enter the lowest precode when more than one category describes this series of crimes.

Precodes (11) through (14) are grouped together under the heading **"Contact crimes**." **Contact crimes** involve an actual or threatened face-to-face physical confrontation between the offender and the respondent. Precodes (15) through (22) are grouped together under the heading **"Non-contact crimes**." **Non-contact crimes** do NOT involve an actual or threatened physical confrontation between the offender and the respondent.

Precode (11)

Enter Precode (11) when all incidents in the series involve the offender physically attacking or threatening to physically attack the respondent **in the course of the respondent's job.** Only enter Precode (11) if the incidents relate somehow to the respondent's job. For example, a prison guard reports eight incidents in which prisoners threatened to physically harm her or an attendant at a parking garage reports seven incidents in which he was physically attacked and robbed while on the job.

Precode (12)

Enter Precode (12) when all incidents in the series involve completed or attempted violence between spouses, other relatives, friends, neighbors, and so on. For example, a respondent's nephew has threatened to kill her on several occasions if she does not give him money or a respondent's
ex-spouse physically attacked her on several occasions because she would not take him back.

Precode (13)

Enter Precode (13) when all incidents in the series involve completed or threatened violence at school or on school property. For example, a student threatened to attack the respondent on several occasions in the school parking lot.

Precode (14)

Enter Precode (14) when all incidents in the series involve some type of physical violence or threat of physical violence between the offender and the respondent OTHER THAN those types described in Precodes (11) through (13). After entering Precode (14), make sure to explain clearly the type of violent contact or threat of violent contact on the "Specify" screen, **SERIESCONTACTORNOT14SPEC**. For example, someone grabbed respondent's purse from her shoulder, knocked her down on the ground, and ran with the purse on multiple occasions.

Precode (15)

Enter Precode (15) if the series of incidents involves the theft or attempted theft of motor vehicles AND there was no contact between the offender and the respondent.

Precode (16)

Enter Precode (16) if the series of incidents involves the theft or attempted theft of parts ATTACHED to a motor vehicle, such as hubcaps, wheels, CD players, batteries, gasoline, attached car stereos, and so on AND there was no contact between the offender and the respondent.

Precode (17)

Enter Precode (17) if the series of incidents involves the theft or attempted theft of items left inside a motor vehicle that are NOT ATTACHED to the motor vehicle, such as a bowling ball, cellular phone, golf clubs, wallet, tools, clothes, and so on AND there was no contact between the offender and the respondent.

Precode (18)

Enter Precode (18) if the series of incidents involves the theft or attempted theft of items belonging to the respondent at school or on school property AND there was no contact between the offender and the respondent.

Precode (19)

Enter Precode (19) if the series of incidents involves the illegal entry or attempted illegal entry into the respondent's home, other building on his/her property, a second home, or a motel or hotel room where he/she is staying AND there was no contact between the offender and the respondent.

Precode (20)

Enter Precode (20) if the series of incidents involves the theft or attempted theft from the respondent's home or the property surrounding the home by someone the respondent knows, such as a roommate, babysitter, or some other person known to the respondent and this person did NOT illegally enter the home or property.

Do not enter Precode (20) if there was any contact between the offender and the respondent, instead enter the appropriate precode from the contact crimes in Precodes (11) through (14).

Precode (21)

Enter Precode (21) if the series of incidents involves the theft or attempted theft from the respondent's home or the property surrounding the home by someone the respondent does NOT know, such as an appliance repair person or traveling sales person and this person did NOT illegally enter the home or property. Do not enter Precode (21) if there was any contact between the offender and the respondent, instead enter the appropriate precode from the contact crimes, Precodes (11) through (14).

Precode (22)

Enter Precode (22) if the series of incidents involves a theft or attempted theft and the circumstances do not fit the descriptions in Precodes (15) through (21). After entering Precode (22), make sure to clearly explain the type of theft or attempted theft on the "Specify" screen, **SERIESCONTACTORNOT22SPEC**. Do not enter Precode (22) if there was any contact between the offender and the respondent, instead enter the appropriate precode from the contact crimes, Precodes (11) through (14).

After completing Item **SERIESCONTACTORNOT,** continue with Item **INCIDENTHATECRIME**.

Hate crimes or crimes of prejudice or bigotry occur when (an offender/offenders) target(s) people because of one or more of their characteristics or religious beliefs.

Do you have any reason to suspect the incident just discussed was a hate crime or crime of prejudice or bigotry?

1 Yes
2 No

INCIDENTHATECRIME

INCIDENTHATECRIME

Item **INCIDENTHATECRIME** is used to determine whether the respondent has any reason to suspect that the incident was a hate crime or crime of prejudice or bigotry. Since Item **INCIDENTHATECRIME** is the first in a series of "hate crime" questions that continue through Item **TELLPOLICEHATECRIME**, make sure to read the lead-in statement and then continue by asking the question in Item **INCIDENTHATECRIME**. As you read the lead-in statement, choose the correct wording based on whether there was one offender or multiple offenders.

It is very important to read the lead-in statement and ask the question exactly as it is worded on the screen. This wording has been tested and analyzed thoroughly and changing the wording during an interview could jeopardize the results.

Explaining "Hate Crimes or Crimes of Prejudice or Bigotry"

If a respondent asks what you mean by the phrase "hate crimes or crimes of prejudice or bigotry," you can tell the respondent that it is a crime in which an offender targets one or more persons out of hatred towards certain characteristics associated with a group. For example, because an offender hates all persons of the Jewish faith, he spray painted a swastika on the garage door of each household on Main Street whose name on the mailbox sounded Jewish to the offender.

However, if a respondent claims that a classmate keeps picking fights with her because she is jealous of the respondent, this type of incident is NOT considered a "hate crime" or a "crime of prejudice or bigotry."

After entering Precode (1) for a "Yes" answer, continue with Item **INCIDENTHATETARGETREASONS_RACE**. After entering Precode (2) for a "No" answer, continue with:

- Item **DISABILITY_INTRO** if this is the first incident report for the respondent;
- Item **VICTIMDUETODISABLE** if this is not the first incident report and the respondent previously reported having a disability; or

- Item **SUMMARY** when the respondent did not report a disability and this is not the first incident report for the respondent.

An offender/Offenders can target people for a variety of reasons, but we are only going to ask you about a few today. Do you suspect the offender(s) targeted you because of...

Your race?

1 Yes
2 No
3 Don't know

INCIDENTHATETARGETREASONS_RACE

Your religion?

INCIDENTHATETARGETREASONS_RELIGION

Your ethnic background or national origin (for example, people of Hispanic origin?)

INCIDENTHATETARGETREASONS_ETHNICITY

Any disability (by this I mean physical, mental, or developmental disabilities) you may have?

INCIDENTHATETARGETREASONS_DISABILITY

Your gender?

INCIDENTHATETARGETREASONS_GENDER

Your sexual orientation? INCIDENTHATETARGETREASONS_SEXUAL

INCIDENTHATE TARGETREASONS: **_RACE, _RELIGION, _ETHNICITY, _DISABILITY, _GENDER,_SEXUAL**

The **INCIDENTHATETARGETREASONS** items are used to identify the type of prejudice that the respondent suspects motivated the offender to commit the crime. Notice that the **INCIDENTHATETARGETREASONS** items start with a lead-in statement and then continues with six separate questions on race, religion, ethnic background/national origin, disability, gender, and sexuality.

Always read the lead-in statement and then ask the first question:

"Do you suspect the offender(s) targeted you because of your race?"

After asking this question, pause to let the respondent answer. Enter Precode (1) for a "Yes" answer, and Precode (2) for a "No" answer, and (3) for “Don’t know.” Unless you get interrupted, you do not need to ask the entire question for the remaining questions. For example, just ask ***"Your religion?"***

Understanding "Race"

When we use the term "race," we mean whether the person is White, Black/African American, American Indian or Alaska Native, Asian, Native Hawaiian or Other Pacific Islander. "Spanish, Hispanic or Latino" relates to a person's ethnic background or national origin, NOT to his/her race.

Reading Examples

Items **INCIDENTHATETARGETREASONS _ETHNICITY** and **INCIDENTHATETARGET REASONS_DISABILITY** have examples in parentheses as part of the question. These examples are included to help avoid any misinterpretation of what we mean by "ethnic background or national origin" and "disabilities." Make sure to always include these examples as you ask the question.

Understanding "Sexual Orientation"

If you get a "Yes" answer to Item **INCIDENTHATETARGETREASONS_SEXUAL**, a soft edit pop-up box appears:

By this we mean homosexual, bisexual, or heterosexual. If yes, press "Suppress", otherwise press "Goto" to change the answer in INCIDENTHATETARGETREASONS_SEXUAL to "No." Suppress Close Goto

After reading this statement, a respondent may tell you that he/she meant something different. If this happens, correct your entry for question **INCIDENTHATE TARGETREASONS_SEXUAL**.

Understanding "Gender"

Most respondents will probably understand what we mean by "gender," but, if someone seems unsure, you can add ***"by this we mean male or female."***

After completing the **INCIDENTHATETARGET REASONS** items, continue with Item **INCIDENTHATETARGETWHOYOUKNOW**.

Some offenders target people because they associate with certain people or the (offender perceives/offenders perceive) them as having certain characteristics or religious beliefs.

Do you suspect you were targeted because of...

Your association with people who have certain characteristics or religious beliefs (for example, a multiracial couple)?

1 Yes
2 No
3 Don't know

INCIDENTHATETARGETWHOYOUKNOW

INCIDENTHATE TARGETWHO YOUKNOW

After completing Item **INCIDENTHATETARGETREASONS**, read the lead-in statement first in Item **INCIDENTHATETARGETWHOYOUKNOW** and then ask the question to determine if the respondent feels that the offender targeted him/her due to the respondent's **association with persons who have specific characteristics**, such as being Asian, Catholic, Hispanic, physically disabled, male or female, homosexual, and so on. Here is an example: An offender is prejudiced against homosexuals and believes that the respondent is homosexual because she lives with a woman who is known to be homosexual.

After entering Precode (1) for "Yes," use the "Specify" screen to enter a brief description of WHY the respondent suspects that he/she was targeted due to his/her association with people who have certain characteristics or religious beliefs. Enter Precode (2) for a "No" response. After completing Item **INCIDENTHATETARGETWHOYOUKNOW**, continue with Item **INCIDENTHATETARGETRELIGION.**

Do you suspect you were targeted because of...

The offender(s)'s perception of your characteristics or religious beliefs (for example, the offender(s) thought you were Jewish because you went into a synagogue)?

1 Yes
2 No
3 Don't know

INCIDENTHATETARGETRELIGION

INCIDENTHATE TARGETRELIGION

Item **INCIDENTHATETARGETRELIGION** is asked to determine if the respondent feels that the offender targeted him/her due to the **offender's perception of the respondent's characteristics or religious beliefs**. Here is an example: An offender is prejudiced against persons of Italian ancestry. This offender believes that Tina Martino is Italian because of her personal characteristics and her name.

After entering Precode (1) for "Yes," use the "Specify" screen, **INCIDENTHATETARGETRELIGION_SPEC** to enter a brief description of WHY the respondent suspects that he/she was targeted due to the offender(s) perception of his/her characteristics or religious beliefs. Enter Precode (2) for a "No" response. After completing Item **INCIDENTHATETARGETRELIGION**, continue with either:

- Item **INCIDENTHAVEEVIDENCEHATE** if you entered at least ONE Precode (1), "Yes," in any of the six **INCIDENTHATETARGETREASONS** items**, INCIDENTHATETARGETWHOYOU KNOW,** or **INCIDENTHATETARGETRELIGION.**

  OR

- Item **DISABILITY_INTRO** if you entered all "No" or "Don't know" answers (Precode (2) or Precode (3)) in the **INCIDENTHATETARGETREASONS** items,

INCIDENTHATETARGETWHOYOUKNOW, or **INCIDENTHATETARGETRELIGION**, and this is the first incident report for the respondent.

- Item **VICTIMDUETODISABLE** if you entered all Precode (2), “No” or Precode (3), “Don’t know” answers in the six **INCIDENTHATETARGETREASONS** items, **INCIDENTHATETARGETWHOYOUKNOW**, or **INCIDENTHATETARGETRELIGION** <u>and</u> this is not the first incident report for the respondent <u>and</u> the respondent previously reported having a disability.

- Item **SUMMARY** if you entered all Precode (2), “No” or Precode (3), “Don’t know” answers in the six **INCIDENTHATETARGETREASONS** items, **INCIDENTHATETARGETWHOYOUKNOW**, or **INCIDENTHATETARGETRELIGION** <u>and</u> this is not the first incident report for the respondent <u>and</u> the respondent did not report having a disability.

> Do you have any evidence that this incident was a hate crime or crime of prejudice or bigotry?
>
> 1 Yes
> 2 No
> 3 Don’t know
>
> INCIDENTHAVEEVIDENCEHATE

INCIDENTHAVE EVIDENCEHATE

Item **INCIDENTHAVEEVIDENCEHATE** is designed to find out if the respondent has any evidence that the reported incident was a hate crime or a crime of prejudice or bigotry.

After entering Precode (1) for a "Yes" answer, continue with Item **INCIDENTEVIDENCEHATE_MAKEFUN** to determine what type of evidence the respondent has.

After entering Precode (2) for a "No" answer or Precode (3) for a "Don't know" answer, continue with **INCIDENTHAVEEVIDENCEHATE_SUGGEST**.

Did the offender(s) say something, write anything, or leave anything behind at the crime scene that would suggest you were targeted because of your characteristics or religious beliefs?

INCIDENTHAVEEVIDENCEHATE_SUGGEST

INCIDENTHAVE EVIDENCEHATE _SUGGEST

INCIDENTHAVEEVIDENCEHATE_SUGGEST is designed to help ensure that we get an accurate answer concerning evidence of a hate crime.

If the probe question results in a "Yes" answer, enter Precode (1) and continue with Item **INCIDENTEVIDENCEHATE_MAKEFUN.** If the probe question results in a "No" answer, enter Precode (2) and continue with Item **DISABILITY_INTRO, VICTIMDUETODISABLE,** or **SUMMARY,** based on the criteria discussed on the previous page.

The next questions ask about the evidence you have that makes you suspect this incident was a hate crime or a crime of prejudice or bigotry. As I read the following questions, please tell me if any of the following happened:

Did the offender(s) make fun of you, make negative comments, use slang, hurtful words, or abusive language?

1 Yes
2 No
3 Don't know

INCIDENTEVIDENCEHATE_MAKEFUN

Were any hate symbols present at the crime scene to indicate the offender(s) targeted you for a particular reason (for example, a swastika, graffiti on the walls of a temple, a burning cross, or written words)?

1 Yes
2 No
3 Don't know

INCIDENTEVIDENCEHATE_SYMBOLS

Did a police investigation confirm the offender(s) targeted you (for example, did the offender(s) confess a motive, or did the police find books, journals, or pictures that indicated the offender(s) (was/were) prejudiced against people with certain characteristics or religious beliefs)?

1 Yes
2 No
3 Don't know

INCIDENTEVIDENCEHATE_POLICETARGET

Do you know if the offender(s) (has/have) committed similar hate crimes or crimes of prejudice or bigotry in the past?

1 Yes
2 No
3 Don't know

INCIDENTEVIDENCEHATE_OFFENDERDIDSAME

Did the incident occur on or hear a holiday, event, location, gathering place, or building commonly associated with a specific group (for example, at the Gay Pride March or at a synagogue, Korean church, or gay bar)?

1 Yes
2 No
3 Don't know

INCIDENTEVIDENCEHATE_NEARHOLIDAY

Have other hate crimes or crimes of prejudice or bigotry happened to you or in your area/neighborhood where people have been targeted?

1 Yes
2 No
3 Don't know

INCIDENTEVIDENCEHATE_OTHERLIKECRIMES

INCIDENTEVIDENCE HATE_MAKEFUN, _SYMBOLS, _POLICETARGET, _OFFENDERDIDSAME, _NEARHOLIDAY, _OTHERLIKECRIMES

Items **INCIDENTEVIDENCE HATE_MAKEFUN** through **INCIDENTEVIDENCEHATE_OTHERLIKECRIMES** ask about specific evidence that a crime was a hate crime.

The next questions ask about the evidence you have that makes you suspect this incident was a hate crime or a crime of prejudice or bigotry. As I read the following questions, please tell me if any of the following happened:

Do your feelings, instincts, or perception lead you to suspect this incident was a hate crime or crime of prejudice or bigotry, but you do not have enough evidence to know for sure?

1 Yes
2 No
3 Don't know

INCIDENTHATE_FELT_BELIEVED

INCIDENTHATE_FELT_BELIEVED

Item **INCIDENTHATE_FELT_BELIEVED** is designed to pinpoint the type of evidence that leads the respondent to suspect that the reported incident was a hate crime or a crime of prejudice or bigotry.

After completing Item **INCIDENTHATE_FELT_BELIEVED**, continue with Item **TELLPOLICEHATECRIME**.

At any time, did you tell the police that you believed the incident was a hate crime or crime of prejudice or bigotry?

1 Yes
2 No

TELLPOLICEHATECRIME

TELLPOLICEHATE CRIME

Item **TELLPOLICEHATECRIME** is the last "hate crime" question in the incident report items and is used to determine if the respondent told the police that he/she believed the incident was motivated by the offender's hatred, prejudice, or bigotry.

After entering Precode (1) for "Yes" or Precode (2) for "No" continue either with the disability questions or the summary for the incident, depending on whether this is the first incident report or whether the respondent previously reported having a disability.

Disability Questions

When you complete the first incident report for a household member, you ask all of the disability questions in Items **HEARING** through **LEAVING_HOME**. If the respondent indicates that he/she has a health condition or disability in any of Items **HEARING** through **LEAVING_HOME**, the instrument continues with Item **VICTIMDUETODISABLE**. You only ask the **WHICHDISABILITYTARGET** items if you enter Precode (1), “Yes” in Item **VICTIMDUETODISABLE**.

However, if you have already completed an incident report for a household member who reported a health condition or disability, subsequent incident reports for the household member skip over the introduction and Items **HEARING** through **LEAVING_HOME** and start with Item **VICTIMDUETODISABLE**. If you get a “Yes” answer in Item **VICTIMDUETODISABLE**, the instrument also asks the **WHICH DISABILITYTARGET** items, which are the last disability questions. If you have already completed an incident report for a household member who did NOT report a health condition or disability, the instrument skips over all of the disability questions when completing any subsequent incident reports for the household member and continues with the summary report for the incident.

Research has shown that people with disabilities may be more vulnerable to crime victimization. The next questions ask about any health conditions, impairments, or disabilities you may have.

Enter 1 to continue

DISABILITY_INTRO

DISABILITY_INTRO

Before asking the first disability question in Item **HEARING**, always read the introduction to the respondent to prepare him/her for the type of questions you are about to ask and to explain why we are asking about possible health conditions, impairments, or disabilities. Many believe that people with disabilities are more likely to be targeted for victimization because offenders see them as being more vulnerable. New legislation requires the NCVS to collect data relating to the nature of crime against people with disabilities. The data will be used by policy makers in developing programs that address the safety and justice needs of people with disabilities.

Items **HEARING** through **LEAVING_HOME** were revised in January 2008.

Are you deaf or do you have serious difficulty hearing? 1 Yes 2 No HEARING

HEARING

Item **HEARING** is asked to determine whether the respondent currently has a hearing condition that makes it very difficult to hear what is said in a conversation with another person or very difficult to hear what is said in a television or radio broadcast. Unless a respondent asks, no further explanation is necessary. However, if a respondent asks what we consider a hearing condition to be, you can answer that we are looking for conditions that significantly impact the respondent's life and are readily apparent to a potential offender.

Are you blind or do you have serious difficulty seeing even when wearing glasses?

1 Yes
2 No

VISION

VISION

Item **VISION** is asked to determine whether the respondent currently has a vision condition that makes it very difficult to do things that other people of the same age do, such as reading a newspaper or book, watching television, or driving a car. Unless a respondent asks, no further explanation is necessary. However, if a respondent asks what we consider a vision condition to be, you can answer that we are looking for conditions that significantly impact the respondent's life and are readily apparent to a potential offender.

Because of a physical, mental, or emotional condition, do you have serious difficulty:

Concentrating, remembering or making decisions?

1 Yes
2 No

LEARN_CONCENTRATE

LEARN_CONCENTRATE

Item **LEARN_CONCENTRATE** is asked to find out if the respondent has any condition that caused the respondent difficulty concentrating, remembering, or making decisions; for example, when it is sometimes or always very difficult or impossible to remember or concentrate. Also enter Precode (1) when the respondent reports Alzheimer's disease, dementia, or a serious learning disability.

Because of a physical, mental, or emotional condition, do you have serious difficulty:

Walking or climbing stairs?

1 Yes
2 No

PHYSICAL_LIMIT

PHYSICAL_LIMIT

Item **PHYSICAL_LIMIT** is asked to determine whether the respondent currently has any condition that limits basic physical activities. For example, enter Precode (1) when it is sometimes or always very difficult or impossible for the respondent to walk three city blocks or climb a flight of stairs.

Because of a physical, mental, or emotional condition, do you have serious difficulty:

Dressing or bathing?

1 Yes
2 No

DRESS_BATH

DRESS_BATH

Item **DRESS_BATH** is asked to find out whether the respondent has trouble dressing, bathing, or getting around inside the home because of a physical, mental, or emotional condition. For example, if a respondent mentions that it is sometimes or always very difficult to get dressed or bathe or that they usually need help from another person to dress or bathe, enter Precode (1).

Because of a physical, mental, or emotional condition, do you have difficulty doing errands alone such as visiting a doctor's office or shopping?

1 Yes
2 No

LEAVING_HOME

LEAVING_HOME

Item **LEAVING_HOME** is asked to find out whether the respondent has any difficulty going outside the home alone because of a physical, mental, or emotional condition that has lasted six months or more. Enter Precode (1) in Item **LEAVING_HOME** if the respondent has any difficulty doing errands by him/herself.

If a respondent answered “Yes” to any of the items from **HEARING** through **LEAVING_HOME**, the instrument proceeds to Item **VICTIMDUETODISABLE**. Otherwise, it continues to Item **SUMMARY**.

During the incident you just told me about, do you have reason to suspect you were victimized because of your health condition(s), impairment(s), or disability(ies)?

1 Yes
2 No
3 Don’t know

VICTIMDUETODISABLE

VICTIMDUETODISABLE

Item **VICTIMDUETODISABLE** is asked when the respondent has reported having some type of disability in Items **HEARING** through **LEAVING_HOME**. It is asked to determine whether the respondent has any reason to suspect that he/she was victimized during the current incident because of his/her health condition(s), impairment(s), or disability(ies). If you get a “Yes” answer, enter Precode (1) and the instrument continues with Item **WHICHDISABILITYTARGET_1**. If you enter Precode (2) or (3) for a "No" or "Don't know" answer, the instrument continues with Item **SUMMARY**.

What health conditions, impairments, or disabilities do you believe caused you to be targeted for this incident?

- Please specify the first type of health condition, impairment, or disability
- If multiple health conditions, impairments, or disabilities mentioned enter only the first one mentioned here.

WHICHDISABILITYTARGET_1

WHICH DISABILITYTARGET

The three **WHICHDISABILITYTARGET** items are asked to identify which health conditions, impairments, or disabilities reported in Items **HEARING** through **LEAVING_HOME** the respondent feels may have caused the offender to target him/her during the incident.

Any other conditions, impairments, or disabilities?

WHICHDISABILITYTARGETELSE_1

WHICH DISABILITYTARGET ELSE

After entering one disability, the instrument takes you to one of the three **WHICHDISABILITYTARGETELSE** screens which prompt: "***Any other conditions, impairments, or disabilities?***" (An answer of Precode (2), "No," or (3),"Don't know," ends the disability questions and takes you to Item **SUMMARY**.) You can record one condition in each **WHICHDISABILITYTARGET** question, up to three different conditions, in the order provided by the respondent. Since we are trying to find out how respondents interpret the disability questions, enter whatever the respondent reports.

After completing Items **WHICHDISABILITYTARGET**, the instrument takes you to Item **SUMMARY** to write a summary report of the incident.

PERSON: JOHN DOE SOURCE: SQTHEFT MONTH: October

NOTES: L1's bike stolen from carport

WHERE: Own yard/sidewalk/driveway/carport/unenclosed porch.
Respondent and other household member(s) were not present.
WEAPON: No weapon present
Not attacked and Not threatened
STOLE: Bicycle

Summarize this incident. Also include any details about the incident that were not asked about in the incident report that might help clarify the incident.

SUMMARY

SUMMARY

The **SUMMARY** screen is designed for you to summarize all of the pertinent facts surrounding a reported crime incident. Write each summary report so that anyone reading it can get a clear, well-defined picture of how the respondent was victimized.

Include in the summary report any details that you feel are not evident from the answers in the incident report items. This is very important, because before sending a case for processing, editors often need more specific details than they can get from other entries for the incident report items. When this happens, they must rely on what is written in your summary report.

As you write your summary report, be careful not to use misleading words, phrases, or vague terms that may raise more questions about the incident, instead of clarifying what really happened.

For example:
When you ask if the offender threatened the respondent with harm in any way, the respondent

answers "No." Also, the respondent tells you in Item **WHATHAPPEN** that her husband was harassing her and using abusive language. However, in the summary report, you use the phrase "verbally threatened her." Be careful that the words and phrases you use in summary reports help explain the situation, instead of adding confusion.

Key Points to Cover

Use these key words to jog your memory when writing a summary report--***who, what, where, when, and how***.

Who - Using the person's **line number** *(L1, L2, and so on)* from the household roster, identify all household members who were involved in the incident, even if the member was a noninterview. Also include any nonhousehold members who were involved in the incident. In the summary report, identify that they are nonhousehold members and use specific descriptions, such as "friend," "neighbor," or "co-worker" to show their relationship to the respondent. Avoid using pronouns to describe persons involved in an incident.

Reminder:
If other current household members who are at least 12 years old were also victims of a personal crime with contact, you need to complete a separate set of incident report items for each of these persons who you are able to interview.

What - Explain the type of crime and any pertinent details related to the crime incident--purse stolen & offender threatened to stab L1 while she was washing her hands.

Where - Explain where the crime took place--in a restaurant restroom.

When - Explain when the incident took place–At 8:30 p.m. on December 21.

How - Explain how the crime was executed--offender yanked purse from L1's shoulder & ran/no injury to

L1/reported to police/property not recovered.

Weapons Used

Item WEAPONPRESENT - ***Did the offender have a weapon such as a gun or knife, or something to use as a weapon, such as a bottle or wrench?***
Item WEAPON - ***What was the weapon? Anything else?***

If a respondent tells you at Items **WEAPONPRESENT** and **WEAPON** that an offender had a weapon other than any type of gun, rifle, shotgun, or knife, your summary report needs to explain **if and how** this object was used as a weapon OR **if** the offender threatened to use this object as a weapon. Since guns, rifles, shotguns, and knives are obviously weapons, it is not necessary to explain if and how any of these weapons were used as a weapon in the summary report.

For example:
L1 was arguing with neighbor/neighbor picked up rock/threw it at L1 & hit L1 in head/L1 treated at hospital emergency room & got 4 stitches for the cut.

Thrown objects are only considered weapons if they hit and seriously injure the respondent. BB guns and tear gas guns are only considered weapons if they are used as clubs.

The following objects are NEVER considered weapons:

- ✖ Animals
- ✖ Parts of the body *(for example: hands, feet, etc.)*
- ✖ Food
- ✖ Small empty cans
- ✖ Mace or pepper spray
- ✖ Tear gas
- ✖ Chloroform
- ✖ Rings
- ✖ Casts

Sex-Related Crimes

Since sex-related crimes are rare compared to other types of crimes, include as many details as the respondent is willing to provide. This is important so that we can classify any sex-related crimes into the correct category--rape, attempted rape, sexual assault, or unwanted sexual contact.

Avoid using phrases like "made sexually explicit comments," "unwanted sexual contact," or "unwanted sexual advances." These phrases do not provide us with enough information to determine what actually happened. We need to know what was actually said, what parts of the body were touched, whether or not force was used, and so on.

Even though we want all the pertinent facts, do not probe beyond the structured probes that are provided for Items **WHATHAPPEN**, **HOWTRYATTACK**, **HOWTHREATEN, HOWATTACK**, and **INJURY**. For example, here is the structured probe question for Item **WHATHAPPEN,** which appears in Item **SEXCONFORCEPROBE_1**: ***"You mentioned some type of unwanted sexual contact with force. Do you mean forced or coerced sexual intercourse including attempts?"***

Threats

In the summary, describe the specific nature of the threat, for example, “Threatened to hurt respondent,” “Threatened to rape respondent,” “Threatened to kill respondent,” “Threatened to beat up the respondent.”

The threat must be in person. Threats over the phone, by email, text message, or on the internet do not count as threats for the NCVS.

Stolen Property

Item ATTEMPTTHEFTOWNER - ***"Did the (property/money) the offender tried to take belong to you personally, to someone else in the household, or to both you and other household members?"***

Item WHOOWNEDSTOLENPROPERTY - ***"Did the stolen (property/money) belong to you personally,***

to someone else in the household, or to both you and other household members?"

Items **ATTEMPTTHEFTOWNER** and **WHOOWNEDSTOLENPROPERTY** relate to ownership of property and/or money that an offender tried to steal or stole. If property and/or money involved in the incident belongs to the respondent AND other household members OR just to other household members, make sure to specifically identify these persons by their line numbers *(L1, L2, and so on)*.

If property and/or money involved in the incident belongs to nonhousehold members, mention that they are nonhousehold members, along with a specific description of their relationship to the respondent, such as co-worker, friend, cousin, and so on.

Also, if multiple items that were jointly owned by household and nonhousehold members were stolen or attempted to be stolen, record which items belonged to nonhousehold members.

Item PROPERTYVALUE - ***"What was the value of the PROPERTY that was taken? Include recovered property. (Exclude any stolen cash, checks, or credit cards. If jointly owned with a nonhousehold member(s), include only the share owned by household members.)"***

<u>When completing Item PROPERTYVALUE, please note</u>:
If stolen property is jointly owned by one or more household members together with one or more nonhousehold members, only include the dollar amount for the portion that was owned by the household members.

When identifying the value of stolen property that was owned jointly by a household member and a nonhousehold member, show a separate dollar amount in your summary report to differentiate between the share owned by the household member and the share owned by the nonhousehold member. Do not use names in your summary report; instead, use line numbers for household members and relationships to the respondent for nonhousehold members.

Offender is a Police Officer

Whenever an offender is a police officer, there are specific facts that we need to have in your summary report. Include as many of these facts as you can gather. Be diplomatic and ask for the following facts in a way that does not aggravate the respondent:

✓ Get a complete description of both the officer's and the victim's actions.

✓ Find out if the officer used or attempted to use his/her gun or billy club.

✓ Determine if the victim signed a complaint and, if so, include any additional details *(for example, victim was arrested)*.

✓ Ascertain whether any property was confiscated by the police. If so, find out what was done with the confiscated property--was it returned, kept as evidence, and so on.

Commercial Establishment

If a crime incident occurred at a business or commercial establishment, include in your summary report as many facts as possible to provide a complete picture of what took place. Also, make sure to mention whether the business is recognizable or unrecognizable.

For example:
L2 was shot in arm during clothing store robbery *(recognizable business)*/Off. shot L2 with small handgun as L2 reached under register to set off burglar alarm/L2 treated @ emergency room/Store clothing & displays damaged/store closed for 2 days/Est. $50k in stolen money, damages & lost sales to store/Off. arrested.

Although the NCVS is not interested in the theft of property or cash belonging to a recognizable business, we do want this information in the summary report when it helps in describing a situation in which:

✓ Personal property was also stolen from a household member.

✓ A household member received a face-to-face threat of physical harm, was attacked, or an attempt was made to attack the household member.

✓ Someone illegally entered, broke into, or attempted to break into the sample housing unit.

Series of Crimes

When writing a summary report for series of crimes, start by providing a GENERAL description of the entire series of incidents. For the **last or most recent incident** in the series, provide a DETAILED description of the incident following the ***who, what, where, when***, ***and how*** format.

Verifying Summary Reports

Once you have completed the summary report, ALWAYS read it back to the respondent. This gives the respondent a final opportunity to either change or add any facts that may provide a clearer picture of the crime incident.

Lengthy Summary Reports

The **SUMMARY** screen allows for a summary description of up to 300 characters. If you need more space, you may add information about an incident in the Case Level Notes. The Case Level Notes can be accessed at the **SUMMARY** screen, as well as throughout the instrument by pressing the “Ctrl” + “F7” keys.

Things to Avoid

When writing summary reports for crime incidents, **avoid** the following bad habits:

✖ Using very general or vague statements or any unnecessary words or phrases. Write the facts in short, concise sentences.

✖ Using the exact wording from the answer categories in the instrument.

✖ Using pronouns *(she, he, him, her, they, their, and so on)*, instead of line numbers.

✖ Using abbreviations that most editors would not understand. If you must abbreviate, use the abbreviations list in the NCVS instrument by entering Shift + F11 at the **SUMMARY** screen. Lists of standard abbreviations can also be found in the NCVS-554 "Field Representative Information Card Booklet," and Part B, Chapter 5 of this manual.

✖ Omitting pertinent facts that could help clarify details of an incident.

Examples of Good Summary Reports

Some examples of good summary reports:

☺ At 10 p.m. on Aug. 4, L1's drunken ex-spouse (nonhousehold member) was arguing & using abusive language while in L1's home/ex-spouse refused to leave & threatened to burn down the house if L1 didn't take him back/police arrested ex-spouse/no injury to L1/lamp broken valued @ $40.

☺ At 12:30 p.m. on Oct. 10, L1 (school teacher) had $10 stolen from desk drawer in classroom while eating lunch in school cafeteria/police not notified/off. never caught/$10 not returned.

☺ At 4 p.m. on Feb. 3, L2 (apt. mgr.) was shot in the arm by angry evicted tenant in L2's office/small hand gun used/police notified & off. arrested/L2 hospitalized overnight.

☺ At 2 a.m. on Dec. 12, off. attempted to break into L1's home/no one present/security alarm scared off. & off. ran away/damage to door & lock valued @ $50/police notified/off. not found.

☺ At 11 a.m. on May 5, L2's antique shop robbed at gunpoint by two off./$1,500 taken from shop register/$50 taken from L2/gold necklace & purse taken from customer/no injuries or store damage/police notified/off. caught & prosecuted.

☺ At 9 p.m. on July 10, off. threatened to rape L2 at gunpoint/siren from passing police car scared off./L2 got free & ran to drug store for help/L2 bruised/police notified/off. never found.

☺ At 5 p.m. on Aug. 4, off. forcibly grabbed L2/kissed L2 against L2's will/ran his hands up & down L2's buttocks/L2 kneed off. in his groin & got away/no police report/no injuries to L2.

Examples of Bad Summary Reports

Some examples of bad summary reports:

☹ There was unwanted sexual contact between off. and L2 with no injuries.

☹ Sam was threatened by his co-worker in an office building. There were no injuries.

☹ Rsp. sd she was shot at while walking down the street/offenders were arrested.

☹ Rsp. was involved in a car jacking/threatened to shoot/not far from home/police notified.

☹ Was on way to school/music compact discs stolen/$75/no police.

☹ Garage broken into/HH sleeping at time/bike stolen/no police/no injuries.

☹ Same as before.

Chapter 5
Middle Section of the NCVS Instrument: Additional Incidents, Unduplication, and Help Screens

Table of Topics

Topic	Page
1 Screen Layout and Instructions for the Additional Incident Items	B5-2
2 Screen Layout and Instructions for the Unduplication Items	B5-7
3 Help Screens and Abbreviations	B5-11

Topic 1. Screen Layout and Instructions for the Additional Incidents Items

Importance of Completing Incident Report Items

The incident report items are designed to gather detailed information about each time an incident or victimization occurred during the reference period.

It is your responsibility to:

- Collect accurate information as you screen respondents making sure to enter the "number of times" count correctly for reported incidents, and
- Complete a separate set of incident report items for each "time" that an incident or victimization happened during the reference period, regardless of how minor the incident may seem.

Ideally, once all interviews are completed for a sample household, the case should show the identical number of:

- Incidents reported in the screening section of the instrument and
- Sets of incident report items for the household.

No Incident is Too Minor

Your main task is to gather as much information as possible about each crime incident that occurred during the reference period by asking all appropriate questions from the NCVS instrument. It is not your responsibility to determine whether or not a reported incident is important enough to require completion of the Incident Report questions. Leave that responsibility to the survey’s data processing staff. They take all of the detailed information you collect and use it to determine which reported incidents classify as crimes.

Cutting corners to save time or appease a reluctant respondent can jeopardize the value of the data that you collect. **Do not** delete crime incidents for the wrong reasons.

Here are a few examples of what NOT to do:

Example 1:
When an interviewer asked a respondent the question for Item **SQATTACKWHERE** *(attacks, threats, and stolen items)*, the respondent replied that some of his money was stolen from his bowling bag on two different nights while he was bowling with his bowling league. Since the two reported incidents sounded basically the same, the interviewer only completed one set of incident report items. ***WRONG!***

Even though the circumstances seem to be the same, the respondent reported two distinct incidents and the interviewer must complete two separate sets of incident report items.

Example 2:
After an interviewer asked the question at Item **SQSEXUAL** *(forced or unwanted sexual acts)*, the young female respondent answered "Yes." However, she told the interviewer that she really did not want to discuss any details about what happened to her. The interviewer entered a "No" reply to this screen question, because the interviewer didn't think he could persuade the respondent to complete the incident report items. ***WRONG!***

The interviewer must record the "Yes" answer given by the respondent, and make every effort to persuade the respondent to answer the incident report questions. If he can't persuade the respondent to complete the incident report items for an incident, then the interviewer must classify the respondent as a refusal and the respondent's interview is considered **incomplete.**

- Did the respondent mention additional incidents for the household or himself not already Covered that were within the last 6 months, that is between:

July 01, 2015 AND January 01, 2016

1 Yes: another incident needed for this person
2 No: NONE to add

INCIDENTTOADD

INCIDENTTOADD

The **INCIDENTTOADD** screen always appears following the **SUMMARY** screen after ALL incidents reported in the screener section have been completed. You can use the **INCIDENTTOADD** screen to:

- Add an incident for a household member.
- Record that there are no additional incidents for the household member.

When Precode (1), "Yes: another incident needed for this person" is selected the instrument goes to **INCIDENTNUMTOADD.** Otherwise, it goes to **CRIME_END**.

INCIDENTNUMTOADD

- How many incidents do you want to add?
- Enter a number between 1-25

INCIDENTNUMTOADD

Use this screen to enter the number of additional incidents you have discovered for this respondent. After recording the number of incidents that you need to add, continue with item **INCIDENTTOADDWHY**.

INCIDENTTOADDWHY

- Explain why incidents were added (i.e. what happened)

INCIDENT TOADDWHY

Use the **INCIDENTTOADDWHY** screen to describe the additional incident(s), similar to the descriptions entered in the screener section of the instrument, such as in item **SQTHEFTSPEC**. After entering your explanation, continue to complete the incident report items for the first incident that you added. Complete a separate incident report for each incident that you added, starting at the **INCIDENT_INTRO** screen.

If you enter Precode (2), "No," at the **INCIDENTTOADD** screen, continue with the **CRIME_END** screen.

All incident reports completed for: James Boe

NO	NAME	SOURCE	STATUS
1	James Boe	SQTHEFT	One REGULAR incident

CRIME_END

CRIME_END

CRIME_END marks the end of the incident report section and lets you know that you have completed all reported incidents for the household member.

If multiple incidents were reported by the respondent or multiple incidents for the household (that is, other respondents also reported incidents) the instrument continues to **INTRO_UNDUP** in the unduplication section. The instrument also continues with the unduplication section when there were incidents recorded during the last enumeration, even if there was only one incident reported for the household during this enumeration. If there is only one incident report and no incidents reported in the last enumeration, the instrument continues with one of these screens.

If the current respondent is at least 16 years old, the instrument goes to item **JOBLASTWEEK** to find out if the respondent was employed during the reference period. if the respondent is between the ages of 12 and 15 and there are other respondents to interview, the instrument continues with item **NEXTPERSON** to select the next person to interview. Otherwise, the instrument continues to **THANK_YOU** because the case is now complete.

Topic 2. Screen Layout and Instructions for the Unduplication Items

Now it will just take me a minute to review the crime incidents I have recorded from you during this interview at your household. Enter 1 to continue INTRO_UNDUP

INTRO_UNDUP

The unduplication process starts with the **INTRO_UNDUP** screen. Unduplicating or bounding interviews is an NCVS process to ensure that **each reported incident is not a duplicate of another incident already reported for the respondent or the sample household in the current and previous enumerations periods.** (If an incident is identified as a duplicate, it is then omitted from any further duplicate checking.)

The unduplication process is designed to avoid listing duplicate incidents. This could occur when:

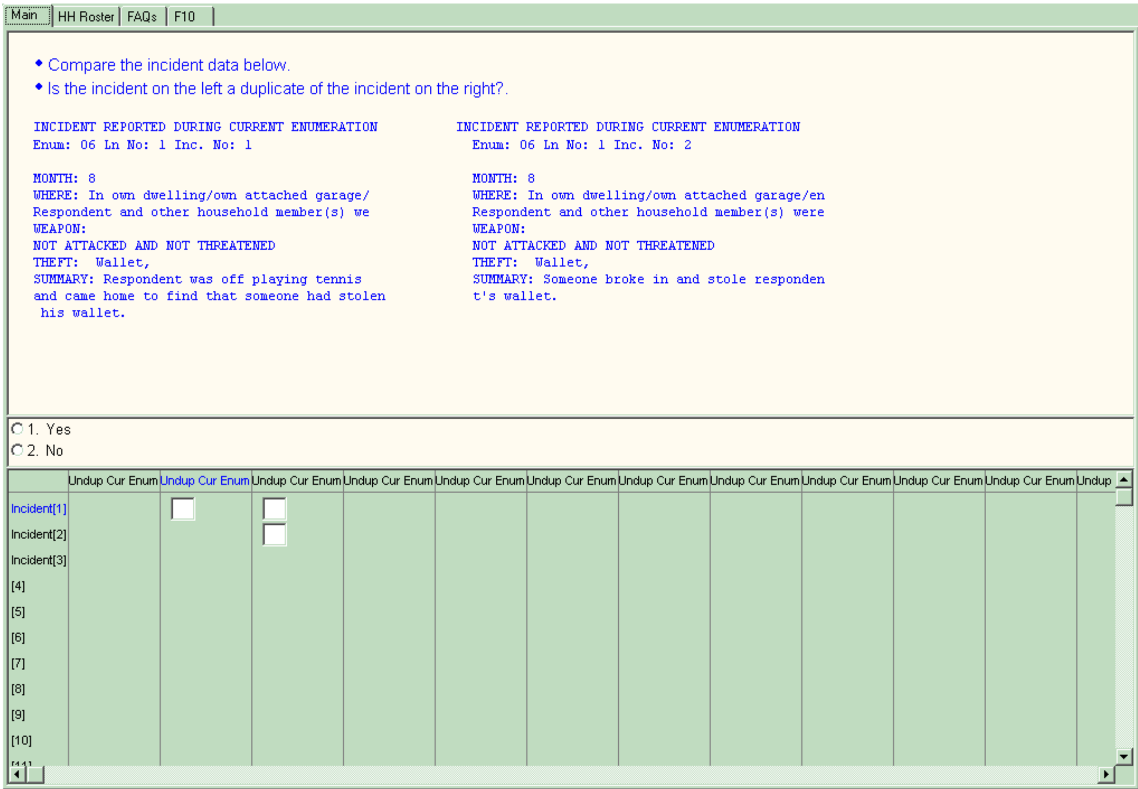
- The incident actually happened and was reported in a previous enumeration period and did not occur again during the current enumeration period, but was reported again during the current enumeration period.

- The incident was reported already by another household member during the current enumeration period, such as a household break-in and robbery in which no household members were threatened, attacked, or personally victimized during the incident. However, if any household members were personally victimized during a crime incident, complete a separate incident report for each household member who was personally victimized during the incident.

This quality assurance measure is designed so that we can provide a more accurate measure of criminal victimization in the United States.

Read the statement at **INTRO_UNDUP** to let the respondent know what you are doing for the next few minutes of the interview. After reading this statement to the respondent, enter Precode (1) to move to the next screen and begin the unduplication process. When there are multiple incidents reported by the respondent and/or other respondents in the household the instrument goes to item **UNDUP_CURINC**. However, if there is only one incident reported by the current respondent and no other incidents reported by other respondents the instrument continues with item **UNDUP_OLD**.

During the unduplication process, DO NOT discuss with the respondent the incidents you are comparing, even to verify that they are the same or different incidents. This tool is provided because the respondent may have given you information that is not readily available to staff who review the data after it is collected.



UNDUP_CURINC

The **UNDUP_CURINC** screen, shown above, provides you with pertinent facts about the current incident that you use to compare this incident against other reported incidents, both from the same respondent and from other respondents in the same household. The **UNDUP_CURINC** screen provides you with the following types of information about the current incident: the enumeration period in which the incident was reported, respondent's line number, month incident occurred, where incident occurred, who was present, weapon information, information on threats and attacks, stolen items, and summary report information.

UNDUP_CURINC directs you to compare the two incidents shown and determine whether the incident on the left is a duplicate of the incident shown on the right. “Duplicate” does not mean “similar.” Determine if the incident on the left is the <u>same</u> incident that is displayed on the right side of the screen. If it is a duplicate, enter precode (1) for “Yes.” If it is not a duplicate, enter precode (2) for “No.”

This continues as all potential duplicate incidents are shown for your review. When all incidents are reviewed, the instrument takes you to **UNDUP_OLDINC** if there are incidents from previous interviews to review for unduplication. If there are no incidents from previous interviews, the instrument takes you to **UNDUP_DONE**.

UNDUP_OLDINC

UNDUP_OLDINC looks similar to **UNDUP_CURINC**, but is used for comparing and unduplicating current reported incidents against up to four incidents reported in past interviews. It instructs you to compare the two incidents shown and determine whether the incident on the left (currently reported incident) is a duplicate of the incident on the right (previously reported incident). If it is a duplicate, enter Precode (1) for “Yes.” If it is not a duplicate, enter Precode (2) for “No.” When all old incidents have been compared to current incidents, the instrument takes you to **UNDUP_DONE**.

UNDUP_DONE

- THIS PERSON DOES NOT HAVE ANY MORE INCIDENTS TO REVIEW, CONTINUE WITH THE INTERVIEW.

  Enter 1 to continue

UNDUP_DONE

When incident review and unduplication is complete, the **UNDUP_DONE** screen appears as shown above. Enter Precode (1) to continue with the interview.

Topic 3. Help Screens and Abbreviations

Introduction

As part of the NCVS instrument, several screens link to "Help" screens which provide concept definitions and other information relevant to the specific screen. If a "Help" screen is available for a particular screen, a question mark icon appears in the upper left corner of the info pane.

The NCVS instrument also has an abbreviation pop-up help screen, which you can access at any time by pressing Shift + F11. In an effort to promote uniformity, you may use these abbreviations to help save time and space and make it easier for you to fit the summary report and any notes about the case in the allotted space. However, avoid using abbrevations unless it is necessary.

Listed below are the "Help" screens available for specific NCVS items within the instrument:

SCREEN NAME--	**SCREEN TEXT--**
H_ABBREV	List of abbreviations interviewers can use to shorten the **SUMMARY** and various notes.
H_STATE	Lists two-letter state abbreviations; can be accessed from Items **NEWADDSTATE, NEWMAIL STATE, NEWADDSTATE_CP, NEWMAILSTATE _CP,** and **INCIDENTSTATE.**
H_PRESENCE	TO BE CONSIDERED PRESENT, one must be at the immediate scene of the crime during the incident. The opportunity for the person to be attacked or threatened or have something taken directly from them must exist.
H_WEAPON	Objects that are NEVER considered weapons include animals, parts of the body, food, small empty cans, mace or pepper spray, tear gas, chloroform, rings, and casts. BB guns and tear gas are only considered weapons when used as clubs. Include these latter two items in Category 5: "Blunt Object".

H_THEFT

What to Include/Exclude as Theft/Attempted Theft

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 regardless of value (for example, accept theft of "worthless" and "priceless" items)

- items that are personal property of an individual household member

- items that belong to the entire household

- items that belong to an unrecognizable business

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.

H_DAMAGED

Include only items that were damaged but not stolen. Include damaged items that belonged to an unrecognizable business but exclude damaged items belonging to a recognizable business.

H_POLICEINFORMED

'POLICE' refers to all regular police and sheriff departments at the city, county, State, or Federal level of government. If the victim or the offender was a police officer, probe to determine if an official report was filed or if the police department was notified.

H_NOTREPORTED

Structured Probe: Was the reason because you dealt with it another way, it wasn't important enough to you, insurance wouldn't cover it, police couldn't do anything, police wouldn't help, or was there some other reason?

(This help screen is also available in Spanish.)

H_WHYREPORTED

Structured Probe: Did you report it to get help with this incident, to recover your loss, to stop or punish the offender, to let the police know about it, or was there some other reason?

(This help screen is also available in Spanish.)

H_DISABILITY

(1) WHY DOES THE NCVS ASK ABOUT DISABILITY?

Many believe that people with disabilities are more likely to be targeted for victimization because offenders see them as being more vulnerable. New legislation requires the NCVS to collect data relating to the nature of crime against people with disabilities. These data will be used by policy makers in developing programs that address the safety and justice needs of people with disabilities.

(2) NON COMPREHENSIVE LIST OF SERIOUS DISABLING CONDITIONS:

ALS or Lou Gehrig's disease
Multiple Sclerosis
Muscular Dystrophy
Huntington's Disease

(This help screen is also available in Spanish.)

H_OMB

Help screen for OMB notice

<>Read the NOTICE statement to the respondent only if they have a serious grievance and would like to make a complaint regarding the survey.

<>Allow the respondent time to copy the agency title and address provided in the NOTICE statement.

OMB No. 1121-0111: Approval Expires: (date)

NATIONAL CRIME VICTIMIZATION SURVEY
NOTICE - 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, 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. According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB number. Comments about this survey or recommendations for reducing its length may be sent to the Chief, Victimization Statistics Branch, Bureau of Justice Statistics, Washington, D.C. 20531.

H_NONINT

Type A/B/C noninterview reasons:

Type A Noninterviews
- Language problems
- No one home
- Temporarily absent - Specify
- Refused
- Other occupied -Specify

Type B Noninterviews
- Vacant - regular
- Vacant - storage of household furniture
- Temporarily occupied by persons with URE
- Unfit or to be demolished
- Under construction, not ready
- Converted to temporary business or storage
- Unoccupied site for mobile home, trailer, or tent
- Permit granted, construction not started
- Other - Specify

Type C Noninterviews
- Unused line of listing sheet
- Demolished
- House or trailer moved
- Outside segment
- Converted to permanent business or storage
- Merged
- Condemned
- Unit does not exist or is out of scope
- Unlocatable address
- Permit abandoned
- Other - Specify

Listed below are the abbreviations found on the help screen that can be accessed by pressing Shift + F11. In addition to using these abbreviations when preparing your summary report for an incident, you can also use them when entering any other written entries or notes in the NCVS instrument.

Additional, **ADL**
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**
CallBack, **CB**
Could Not, **CDNT**
CD-ROM Phone Disc, **CDROM**
Central Daylight Time, **CDT**
Circle, **CIR**
Called, **CLD**
Closed, **CLSD**
Completed Interview, **CMPINT**
Count, **CNT**
Contact, **CNTC**
County, **CNTY**
Company, **CO**
Complete, **COMP**
Continue, **CONT**
Cooperate, **COOP**
Contact Person, **CP**
Court, **CT**
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, **INTRNT**
Information, **INFO**
Inside, **INSD**
Interview/Interviewer, **INT**
Line Number, **LN**
Language Problem, **LNG PRB**
Laptop Computer, **LPTP**
Large, **LRG**
Listing Sheet, **LS**
Left, **LT**

Letter, **LTR**
Leave, **LV**
Male, **M**
Member, **MBR**
Mountain Daylight Time, **MDT**
Manager, **MGR**
Mobile Home Park, **MHP**
Mile(s), **MI**
Message Left, **ML**
Month, **MO**
Monday, **MON**
Missed Appointment, **MSD APPT**
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, **#**
Northwest, **NW**
Organization, **ORG**
Original Sample Person, **OSP**
Other, **OTH**
Outside, **OTSD**
Pacific Daylight Time, **PDT**
Person, **PER**
Phone, Phone Number, **PH**
Park, **PRK**
Parkway, **PKY**
Place, **PL**
Afternoon/Evening, **PM**
Property Manager, **PMGR**
Place of Business, **POB**
P.O. Box, **PO BX**
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, **REQ**
Rooming House, **RH**
Reluctant, **RLCT**
Roommate, **RM**
Ring No Answer, **RNA**
Rural Route, **RR**
Rural Route Delivery, **RRD**
Respondent, **RESP**
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, **SP/W**
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**

Chapter 6
Back Section of the NCVS Instrument

Table of Topics

Topic	Page
1 Introduction	B6-2
2 Screen Layout and Instructions	B6-3

Topic 1. Introduction

Wrapping Up the NCVS Interview

The Back Section of the NCVS instrument includes screens used to:

- Make appointments to call back a sample household;
- Thank each sample household member for his/her time and participation in the NCVS;
- Code any language issues encountered while trying to interview the household; and
- Verify and/or update the telephone numbers that have been collected, or add up to three additional telephone numbers for the household.

Topic 2. Screen Layout and Instructions

- Did this interview end because of a refusal, a callback was needed, a breakoff occurred, or some other problem?

1 Refusal
2 Callback
3 Breakoff
4 Language or other problem (refer to supervisor)

REFCBBREAK_CP

REFCBBREAK_CP

REFCBBREAK_CP records the incomplete status of a household respondent or individual respondent's interview in CAPI. Precodes (1) and (3) take you to Item **VERIFY**; Precode (2) takes you to Item **APPT** when interviewing the household respondent and to item **PERSAPPT** for individual respondents, and Precode (4) takes you to Item **LANGUAGEPROBLEM_CP**.

- Enter a time to recontact the household.

I would like to schedule a date and time to complete the interview.
What date and time would be best?

Today is 1/15/2013

APPT

APPT

The **APPT** screen is the first screen that you access to set a future telephone contact with a household respondent who still needs to be interviewed. This item is a text field, so you can enter a date, for example "9/1/12," or a day and time, for example, "Monday at 7 PM." The entry at this item appears in the appointment box in laptop case management. Also enter the household respondent appointment information in the case level notes.

What is the telephone number of the phone where you would like to be called?

- Record new number
- Enter 0 for no telephone number

TELEPH

TELEPH

Item **TELEPH** is used to record the telephone number. Enter the telephone number, or enter “0”(zero) if there is no telephone number.

What type of phone is this (for example, a home, office, or cell phone)?

1 Home
2 Work/office
3 Cell/digital
4 Beeper/pager/answering service
5 Pay phone
6 Toll free
7 Other
8 Fax

TELEPHTYPE

TELEPHTYPE

Item **TELEPHTYPE** is used to record the telephone type (Home, work/office, cellular or digital, beeper/pager/answering service, public pay phone, toll free, or other).

Thank you for your help. I will call back at the time suggested. • CALLBACK: Friday October 19, 2:00 PM THANKCB_CP

THANKCB_CP

The **THANKCB_CP** screen is the thank-you screen to thank the respondent and tell him/her that we will call back at the suggested time. Notice that the scheduled callback date and time are shown on this screen. After reading this statement to the respondent, press (1) to continue to Item **VERIFY**.

• Press Control+F7 to enter appointment information for this person in Case Level Notes. PERSAPPT

PERSAPPT

Because laptop case management is not set up to store callback information for individual respondents, **PERSAPPT** prompts you to enter any respondent callback information in the Case Level Notes, which may be accessed here by pressing “Ctrl” and “F7” simultaneously. After entering callback information, press “1” to continue to **THANKYOU_INDIV**.

Thank you. I'll call back at the time suggested. THANKYOU_INDIV

THANKYOU_INDIV

THANKYOU_INDIV is the thank-you screen for individual respondents after recording callback information in Case Level Notes. Pressing “1” to continue takes you to Item **VERIFY**.

- Record the language spoken by the respondent or enter 28 if respondent is hard of hearing.

11 Spanish	21 Portuguese
12 Arabic	22 Russian
13 Chinese	23 Tagalog
14 French	24 Urdu
15 German	25 Vietnamese
16 Greek	26 Other - Specify
17 Italian	27 Unknown language
18 Japanese	28 Other problem - hard of hearing
19 Korean	
20 Polish	

LANGUAGEPROBLEM_CP

LANGUAGE PROBLEM_CP

LANGUAGEPROBLEM_CP allows you to record the fact that a language problem (or other related problem; for example, a person who is hard of hearing) exists for a respondent. An entry of 26 takes you to **LANGUAGE PROBLEM_SPEC_CP**. Otherwise, the instrument goes to Item **VERIFY**.

- Record the language spoken by the respondent.

LANGUAGEPROBLEM_SPEC_CP

LANGUAGE PROBLEM_SPEC_CP

Use the **LANGUAGEPROBLEM_SPEC_CP** screen to record the specific language spoken by the repondent. This question is asked only of the household respondent.After entering this information, the instrument proceeds to Item **VERIFY**.

• Read if necessary Thank you for your time. THANKYOU_CP

THANKYOU_CP

THANKYOU_CP is the thank-you screen used after the household is completed. The instrument fills in the screen text to be read to the respondent based on the situation.

For ***noninterview households*** you are prompted to thank the contact person, when appropriate, as shown above.

For ***completed interviews***, the question text is based on the time in sample (TIS) of the case.

- For TIS 1-6, item **THANKYOU_CP** reads: "Six months from now we will be contacting you again. Thank you for your time. You've been very helpful."
- For TIS 7 cases, item **THANKYOU_CP** reads: "This is the last regularly scheduled interview for this household, for the National Crime Victimization Survey. Thank you for your participation in this survey."

Verifying Telephone Information

The next set of screens is for the purpose of verifying and updating previously collected telephone information. These include:

- Review information listed below
- Do you need to make any changes?
- Press "Control T" to review/update interview time preference

TELEPHONEOK: Yes

Telephone (1) - Extn. Type:
Telephone (2) - Extn. Type:
Telephone (3) - Extn. Type:

VERIFY

VERIFY

VERIFY displays the telephone information that has been collected to date. If no changes to this information are needed, enter Precode (2), "No," to exit the instrument and proceed to the Case Level Notes. If changes are necessary, enter Precode (1), "Yes," and the instrument takes you to **VER_TELEPHONEACCEPTABLE**.

Is a telephone interview acceptable?

Previous answer: Yes

1 Yes
2 No

VER_TELEPHONEACCEPTABLE

VER_TELEPHONE ACCEPTABLE

Item **VER_TELEPHONEACCEPTABLE** allows you to update whether or not a telephone interview is acceptable for the household. Entering Precode (1), Yes," takes you to **VER_PHONE**. Entering Precode (2), "No," takes you out of the instrument and into the Case Level Notes.

What is the telephone number of the phone where you would like to be called? VER_PHONE1, 2, 3

VER_PHONE1, 2, 3

Items **VER_PHONE1, 2, 3** allow you to enter or update phone numbers for the first, second, and third household contacts. If no update needs to be made to the first phone number, press “Enter” to continue to **VER_PHONETYPE,** which will keep the previous phone number. If you do not need to update any other information from **VER_PHONE** through **VER_PHONETYPE**, then enter “0” (zero) which takes you out of the instrument and to the Case Level Notes.

However, if you do not need to change the first number but do need to change or update the second or third phone number, do not enter “0,” as that will take you out of the instrument. Instead, press “Enter” until you reach the screen that needs to be updated. Note that if there is not a number in **VER_PHONE**, you cannot press “Enter” to go to the second phone number. You must collect the first number in order to collect the second, and so on.

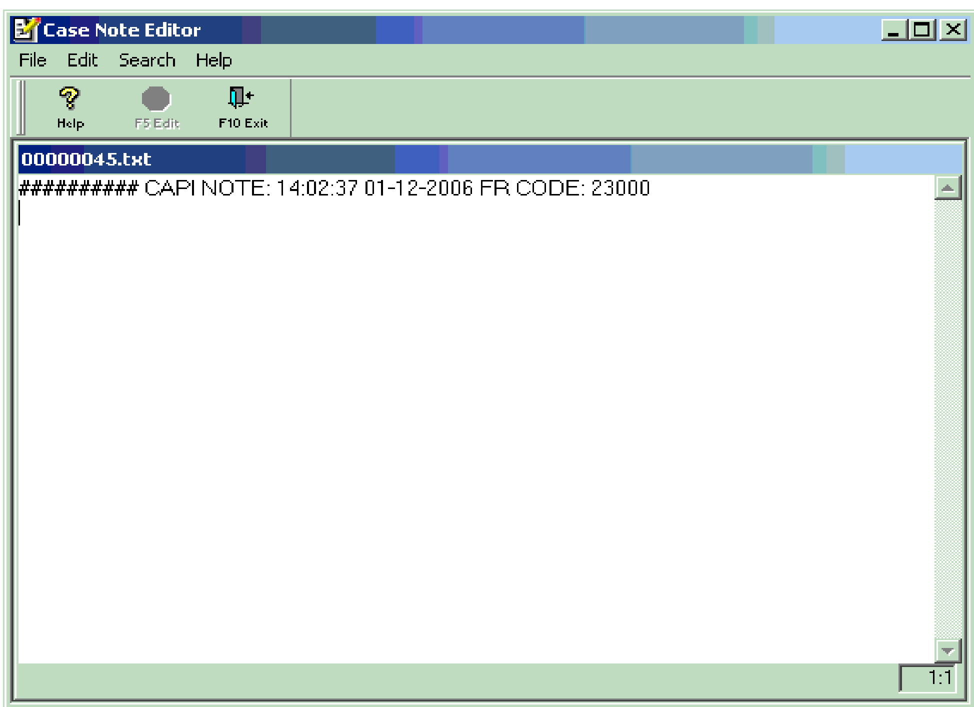
What type of phone is this (for example, a home, office, or cell phone)?

1 Home
2 Work/office
3 Cell/digital
4 Beeper/page/answering service
5 Pay phone
6 Toll free
7 Other
8 Fax

VER_PHONETYPE1, 2, 3

VER_PHONETYPE 1, 2, 3

Item **VER_PHONETYPE1, 2, 3** allows you to enter or update the type of phone for the first, second, and third household contact numbers. After completing the **VERIFY** section the instrument proceeds to the Case Level Notes.



CASE NOTE EDITOR

The **CASE NOTE EDITOR** (see illustration above) screen appears after you exit the case, to enter any final notes about the case which may be helpful for future contacts with the household. You may also access the **CASE NOTE EDITOR** by pressing Control + F7 at any time during the interview.

Note: The CASE NOTE EDITOR is where you record any callbacks necessary for individual respondents.

The instrument automatically fills in a CAPI indicator, time, date, and your FR code. If any notes were recorded from a previous CAPI interview, the window also displays the previous notes. You may add to the notes or only view them.

Here are some examples of things that should be entered in the **CASE NOTE EDITOR**:

- Explaining why you are unable to interview an eligible household member.
- Explaining any difficulties interviewing because of a speech or hearing disability, a particularly difficult respondent, language difficulties, etc.
- Instructions about a disabled person who requires extra time to answer his/her telephone.
- For partial interviews, noting where the interview left off.

When you finish entering your notes or if no notes are necessary, press F10 to exit NOTES. If you added a new note, the instrument prompts you to save the new entry.

Chapter 1
Basic National Crime Victimization Survey Concepts

Table of Topics

Topic	Page
1 Overview of Chapter 1	C1-2
2 Reference Period	C1-3
3 Household Membership	C1-5
4 Reference Person	C1-11
5 Household and Individual Respondents	C1-14
6 Proxy Interview	C1-18
7 Unduplicating/Bounding Interviews	C1-24
8 Out-of-Scope Incident	C1-28
9 Overview of the NCVS Process	C1-29
10 Replacement Households	C1-32

Topic 1. Overview of Chapter 1

Purpose

The primary purpose of the National Crime Victimization Survey (NCVS) is to obtain, from respondents who are 12 years of age and older, an accurate and up-to-date measure of the amount and kinds of crime committed during a specific 6-month **reference period**. When you are assigned an NCVS case for the first interview, you are given a sample address to visit and interview, but are not provided with any respondent names.

Your responsibilities

During your initial contact with a sample address, your responsibility as a CAPI interviewer is to identify:

- The household members who usually reside at the sample address **(household membership)**;
- The relationship of each household member to a **reference person**;
- A **household respondent** who will provide specific information about the household; and
- All household members who are eligible as **individual respondents** for an NCVS interview.

Each eligible respondent is expected to respond for himself or herself. However, under specific circumstances, another household member can respond for an eligible respondent and give a **proxy interview**.

To avoid duplicate incidents, you will go through an **unduplicating/bounding** process to ensure that duplicate incidents are not processed. When a reported incident falls outside of the NCVS survey limits, you delete the incident because it is considered an **out-of-scope incident**.

Chapter 1 defines all of these highlighted concepts in more detail.

Topic 2. Reference Period

Definition

A reference period is a time interval for which we want to collect information from a respondent. The NCVS reference period covers the 6 months prior to the interview date. When conducting interviews, we are interested only in crime incidents that happened during a household member's specific 6-month reference period.

The type of reference period that we use for the NCVS is often referred to as a floating reference period or period-to-period recounting. By using this type of a reference period, we can compile a continuous record of a household's experiences throughout the entire 3 years that the household is in the NCVS sample.

First Enumeration Period Interviews

Although the reference period is calculated automatically by the NCVS CAPI instrument, it is still important for you to understand the reference period. For the first enumeration period, each household member’s reference period starts on the first day of the month 6 months before the interview month, and ends on the day before the interview date.

Household respondent example:
If a household respondent’s first enumeration period interview is conducted on July 2, 2015, the current reference period for the household respondent is **January 1, 2015 to July 1, 2015**.

Individual respondent example:
If the remaining household members are interviewed for the first enumeration period on July 3, 2015, the current reference period for each household member is **January 1, 2015 to July 2, 2015**.

Second Through Seventh Enumeration Period Interviews

After the first enumeration period, reference periods for all **remaining enumeration periods** start on the date of the household member's last interview and end on the day before the household member's interview date. Unlike the first enumeration period, each household member could have a different reference period **start date** for the second through seventh enumeration periods based on the member's last interview date.

Incidents Outside of the Reference Period

While interviewing, it is important to keep reminding the respondent of the starting and ending dates for his/her reference period. If a respondent seems to be having difficulty keeping track of the reference period dates, try adding the actual dates after reading "in the last 6 months." This will help the respondent to stay focused on the correct time frame for the interview.

Only complete the incident report section of the instrument for incidents that happened during the reference period for the respondent's current interview. (If the incident happened on the day of the interview, collect the information as usual. These incidents are reviewed during post-collection data processing and either categorized as “in scope” or “out of scope.” These incidents are used for comparison purposes during unduplication in the next interview period.) If you discover that the incident is outside of the respondent's reference period (at Item **INCIDENTDATE**), the instrument does not prompt you to collect information for that incident. ***(See Topic 8 of this chapter for out-of-scope incidents.)***

Topic 3. Household Membership

Definition

For a person to be considered a member of a sample household, he/she must be:

✓ Using the sample address as his/her **usual place of residence** at the time of the current interview, even if he/she is temporarily absent at the time of interview,

OR

✓ Staying temporarily at the sample address at the time of the current interview AND not have a USUAL PLACE OF RESIDENCE ELSEWHERE. This category could include recent immigrants, persons trying to find permanent living quarters, and persons who have no other home of their own. This category could also include entire households with no usual place of residence elsewhere, because they are renting or lending their usual living quarters to others and have no other home of their own.

(See "Determining Usual Place of Residence" on the next page for a definition of "Usual place of residence.")

Non-family persons may be considered household members if the sample address is their usual place of residence. These non-family household members could be lodgers, servants, farmhands, or other employees, as long as they:

- Live at the sample address AND
- Claim the sample address as their usual place of residence.

Household membership is not limited to sample housing units and can also include residents of non-institutional group quarters selected for the NCVS sample, such as college dormitories, homes for unwed mothers, dormitories for student nurses and doctors, and so forth.

Determining Usual Place of Residence

A person's usual place of residence is a specific living quarters, either a housing unit or a non-institutional group quarters unit, where he/she lives and sleeps most of the time and is free to return to at any time. Do not consider a mailing address that does not identify a living quarters as a usual place of residence. For example, if a person has mail delivered to a box in a post office, that person’s mailing address does not identify a living quarters.

Also, do not consider a person's living quarters as his/her usual place of residence when the person:

- Is not residing at the living quarters AND is renting or lending the living quarters to someone else who is residing there in his/her absence,

  OR

- Is not residing at the living quarters AND the vacant living quarters is offered for sale or rent.

Families With Two or More Homes

If a household owns more than one housing unit and spends time in both homes, only ONE of the housing units can be considered the usual place of residence for these household members. Consider the home where they spend most of the calendar year as their usual place of residence. If the household spends an equal amount of the calendar year at each home, consider the family to be household members at the address where they reside at the time of the interview.

Here are some examples for handling this type of situation:

The Moe family owns two housing units--one in the suburbs of Detroit, the other a cabin in a mountain resort area. They spend about 11 months of the year in their suburban Detroit home. The Moe family does not rent out either home in their absence.

- If the Moes were residing at their suburban Detroit home when you attempt to interview at that residence, you would interview all eligible household members. Since this is the Moes’ usual place of residence, all family member's who usually live at the address and are 12 years of age and older are considered eligible household members at this address.

- When you attempt to interview at the cabin address, you discover that the Moes are residing at the address. Since the cabin is not their usual place of residence, you would not interview them as household members at the cabin address.

Foster Children

Always consider foster children in the household at the time of your interview as household members at the sample address, regardless of how long they are expected to stay with the family.

Crew Member on a Sailing Vessel

Never consider a sailing vessel to be a usual place of residence for its crew members. This is true even when the crew member is on the sailing vessel at the time of your interview AND is on the vessel for long periods of time.

Household Members Who Are Temporarily Absent

Listed below are circumstances in which persons claiming the sample address as their usual place of residence are considered to be household members, even though they are temporarily absent from the address at the time of interview:

- Business travelers,
- Crew members on sailing vessels,
- Railroad personnel,
- Long haul truck drivers,
- Bus drivers, and
- Persons who are away visiting relatives or friends, on vacation, or temporarily in general *(noninstitutional)* hospitals.

Foreign Citizens Temporarily Staying in the United States

Only consider citizens of foreign countries as household members at a sample address when:

- They are temporarily living *(not visiting or traveling)* in the United States,

- The sample address is not an Embassy, Consulate, Chancellery, or any other type of office for a foreign country,

  AND

- The sample address is their usual place of residence while residing in the United States.

Members of the Armed Forces

Men and women who are Armed Forces members can be considered household members at a sample housing unit if:

- They usually sleep at the sample housing unit and
- They are stationed in the same locality as the sample housing unit.

Do not consider Armed Forces members to be household members at a sample housing unit if:

× They are stationed in a different locality than the sample housing unit and

× They are only staying at the sample housing unit while on leave to visit family or friends.

Students

When you interview at a sample housing unit and discover that a student is residing away from the family residence while attending school *(boarding, college, trade, or commercial school in the United States or overseas)*, do not consider the student to be a household member at the family residence. While attending school, the student is considered a household member at his/her school residence, and is interviewed at that residence if it falls into the NCVS sample.

However, students are considered household members at their family residence when they are:

- Living at the family residence while attending school,
- Living at the family residence at the time of interview because they are on a short holiday *(for example,*

Thanksgiving or spring break) or home on summer vacation,

AND

- Claiming the family residence as their usual place of residence.

Student Nurses

At the time of interview, consider a student nurse's usual place of residence to be the hospital, nurse's home, or other place where he/she resides while receiving nurse's training.

<u>For example</u>:
Before entering nursing school, David lived with his parents at 101 Railroad Drive, Any Town, AK. David is now attending nursing school and living at 102 Maple Avenue, Any Town, CO. While attending nurse's training, David's usual place of residence is the 102 Maple Avenue address.

Persons Working Overseas

Do not consider persons who are absent from the sample address at the time of interview because they are working and residing overseas for more than 6 months out of the year to be household members at the sample address.

Persons With Concurrent Residences

You may find that some persons reside part of the week at one address and the rest of the week at another address. In this situation, count the person as a household member at the address where he/she resides the greater part of the week. If the person spends an equal amount of the week at each address, consider the person as a household member at the address where he/she is residing at the time of your interview.

Persons in Vacation Homes, Tourist Cabins, and Trailers

If persons are residing in vacation homes, tourist cabins, and trailers and do NOT have any other usual place of residence at the time of interview, consider these persons as household members where they are residing at the time of your interview. However, if these persons do have a usual residence elsewhere, do not consider them as household members at the vacation homes, tourist cabins, and trailers where they are staying at the time of the interview.

Inmates and Patients in Institutional Group Quarters

Inmates and patients in institutional group quarters are not considered household members at the sample address while they are residing in the institutional group quarters. These inmates and patients could reside in the following types of institutional group quarters:

- Correctional Institutions
- Nursing, Convalescent, and Rest Homes
- Hospitals
- Institutions for the Disabled
- Institutions for the Mentally Ill/Retarded
- Juvenile Institutions.

Remember that persons in institutional group quarters are not free to come and go without permission. Also, persons residing in institutional group quarters are not eligible for NCVS interviewing, even if the group quarters is in the NCVS sample. Do not take proxy interviews for institutionalized persons, because they are not considered household members while residing in an institution.

(See the Listing and Coverage Manual for Field Representatives, Form 11-8, for more details about group quarters.)

When You Are Still Unsure About Household Membership

If you have read all the household membership procedures and still are unsure whether or not to include someone as a household member, it is better to:

- Include the person

  AND

- Explain the situation in either an “F7 Note” by using Control + F7 Case Level notes screen.

Topic 4. Reference Person

Definition

We want the household's reference person to be a **responsible adult household member who is not likely to permanently leave the household.**

To meet this goal, the reference person must:

- Qualify as a household member at the sample address,
- Be one of the owners or renters of the sample housing unit, and
- Be at least 18 years of age *(in most cases)*.

Since one of the owners or renters of the sample housing unit is normally the most responsible and knowledgeable household member, we prefer that the reference person also be the household respondent. However, a household respondent does not have to be one of the household members who owns or rents the sample housing unit.

During your initial interview with a household you must designate one of the household members who meets the above criteria to be the reference person.

(See Topic 5 of this chapter for more details about household respondents.)

Special Situations

When identifying a reference person for a sample household, you may encounter one of the following situations:

Housing Unit Rented Without Cash Payment

If a sample housing unit is occupied without payment of cash rent, then any household member who is at least 18 years of age can qualify as the reference person. ***(Also see "When Can a Reference Person Be Under 18 Years of Age?" shown below.)***

Housing Unit Jointly Owned or Rented

If a sample housing unit is owned or rented jointly, then the instrument automatically designates as the reference person the <u>first</u> owner/renter who is listed on the household roster. This person also must be a household member at the sample address and must be at least 18 years of age. ***(Also***

see "When Can a Reference Person Be Under 18 Years of Age?" shown below.)

When Can a Reference Person Be Under 18 Years of Age?

There are two situations when the household's reference person can be a household member who is under 18 years of age. These situations include:

- Sample households in which ALL household members are 17 years of age. The reference person should be one of the 17-year-old household members who owns or rents the sample housing unit.

- Sample households in which the owners/renters are married and one or both of them are 17 years of age. The reference person can be either person.

NOTE: If you encounter a household in which ALL household members are **under 17 years of age**, tell your supervisor. They will discuss this situation with HQ staff and let you know how to handle the case.

Changing the Reference Person

You may encounter situations in subsequent interviews when you may need to identify a different person from the household roster as the reference person. This could happen when the reference person from the previous enumeration period is no longer a household member because he/she has:

✓ Died or

✓ Moved out of the sample address permanently.

You may discover this at Item **NAMECHECK**, which displays the household roster and asks if it is correct. If you answer "No," then Item **REFPERSTILLLIVE** appears and asks, "Does (name of person) still live at this address?" If you answer "No," Item **NEWREFPER** appears.

At the **NEWREFPER** screen, you ask the following question to identify a new reference person for the sample household, ***"What is the name of the person (or one of the persons) who owns or rents that home? Would that be you?"*** Enter the line number of the new reference person at this screen; enter "31" if the new reference person is new to the household and must be added to the roster. The instrument then follows with prompts to add the new person to the household roster.

After selecting or adding a new reference person, item **MEMBERCHANGES** appears and asks you to enter the reason(s) for changes in the household roster.

Topic 5. Household and Individual Respondents

Definition

A **household respondent** is the household member that is selected to be the **first household member interviewed** and is almost always a self-response interview. The household respondent must be able to provide information for all persons in the sample household, as well as for herself/himself. For example, the household respondent must be able to:

- Update demographic information on the household information tables in the front section (“Control Card” section) of the NCVS instrument.
- Complete the household respondent's screening section of the instrument.
- Complete the incident report section of the instrument for **all** incidents reported by herself/himself.

An **individual respondent** is any household member who is at least 12 years of age and is not selected as the household respondent. In most cases, you will interview each individual respondent by self-response.

Who Qualifies as a Household Respondent?

In most cases, the household respondent must be:

✓ A household member,

✓ At least 18 years of age, and

✓ Knowledgeable enough about the household to provide the necessary information for the Control Card screens, and, if necessary, the incident report screens for each incident he/she reports.

Normally, the best candidate for the household respondent is the **reference person or another household member who owns or rents the housing unit**. However, unlike the requirements for a reference person, the household respondent does not have to be one of the owners or renters of the housing unit.

(See Topic 4 of this chapter for information about reference persons.)

During your initial interview with a household, you select a household member who meets the household respondent requirements. In subsequent interviews, the NCVS instrument prompts you to ask to speak to the household respondent from the previous enumeration period. However, if this is not possible, make sure that the household member you select for the current interview period meets the requirements for a household respondent and is knowledgeable about the household.

Exceptions to the Rule

Is it acceptable for a household respondent to be under 18 years of age?

If the reference person and/or the spouse of the reference person is 17 years of age, either the reference person or the spouse of the reference person can be the household respondent. For example, a sample household is comprised of a **married couple** ages 28 and 17. Because they are married, either person qualifies as a household respondent, even though one person is 17 years old.

If ALL household members are 17 years of age, select the household member who appears to know the most about the sample household. For example, three 17-year-old friends rent an apartment together while attending college. Try to select the household member who is most likely to provide accurate information about household matters.

If you discover a household comprised of at least one 17-year-old and the remaining persons are all under 17 years of age, select the 17-year-old household member as the household respondent.

NOTE: If you encounter a household in which ALL household members are **under 17 years of age**, tell your supervisor, who will discuss this situation with HQ staff and let you know how to handle the case. Also, make a note of the situation in the case notes.

However, if the household consists of two or more unmarried individuals AND at least one of the individuals is

18 years of age or older, then the household respondent must be one of the members who is at least 18 years old. For example, Joe, Terry, and Frank rent a house together. Joe is 17 years old, Terry is 19 years old, and Frank is 20 years old. In this example, Terry and Frank are eligible to be the household respondent, but Joe is NOT eligible because of his age.

When can a household respondent be a non-household member?

A non-household member can **ONLY** be a household respondent **WHEN ALL OF THE FOLLOWING CONDITIONS EXIST**:

- ✓ ALL eligible household members are physically and/or mentally unable to be interviewed,
- ✓ ALL eligible household members have been under the care of the non-household member for the entire reference period,

  AND

- ✓ None of the eligible household members were able to leave the sample address during the entire reference period, unless they were accompanied by the non-household member.

If any of the eligible household members are capable of being interviewed, select a capable household member as the household respondent, instead of selecting the non-household member.

Changing Household Respondents During an Interview

There may be instances when you need to change household respondents after starting an interview.

This could happen if:

- ✓ You ask to speak to the previous household respondent and discover that he/she is no longer considered a household member.

- ✓ You discover that the previous household respondent is unable to answer many of the questions about the household. (However, this situation should seldom occur.)

Under these circumstances, stop interviewing the current household respondent and find a current household member who is more knowledgeable about the household. Use the “New HHR” tab at the top left of the NCVS interview screen. The screen that appears, Item **NEW_HHR,** allows you to select a different household respondent. At **NEW_HHR**, select the line number of the new household respondent.

Once you have selected a new household respondent, start the household respondent's interview from the beginning.

Topic 6. Proxy Interview

Definition

A **proxy interview** is one in which someone other than the intended household member answers the interview questions for another eligible household member.

- The person who is authorized to answer for the intended household member is referred to as the **proxy respondent**.
- The intended household member who is unable to answer the interview for himself/herself is referred to as the **proxy person**.

Since a proxy respondent is more likely to omit an incident or leave out some of the details about a reported incident, we discourage proxy interviews, except as a **last resort**.

Acceptable Reasons for Proxy Interviews

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

- A parent will not allow you to speak to his/her **12- or 13-year-old** child to conduct the interview. In this situation, any household member who is at least 18 years of age can be the proxy respondent for the child. However, one of the child's parents would be the best proxy respondent.
- An eligible household member is temporarily absent during the **entire** interview period, such as a household member who will be out of town for the entire interview month caring for a sick relative. Before accepting a proxy interview for this situation, make sure that the absent person still qualifies as a household member. If the absent person is still a household member, you can accept a proxy interview from an eligible household member.

  (See "Who Qualifies as a Proxy Respondent?" later in this topic. Also see Topic 3 of this chapter for more information about household membership.)
- An eligible household member is physically or mentally incapacitated continuously throughout the **entire**

interview period, due to health or mental illness problems. For example, a household may have a family member who is too hard of hearing to complete a telephone interview for himself/herself or a household may have a family member with Alzheimer's disease who cannot respond for herself/himself.

The following problems do not constitute being physically or mentally incapacitated and cannot be accepted as reasons for taking a proxy interview: old age *(by itself)*, colds or flu, drunkenness, under the influence of drugs, or any problems that might be aggravated because a respondent feels that some NCVS questions are upsetting *(such as the NCVS questions related to rape and sexual assault)*.

Proxy Interviews for Household Respondents

There is ONLY ONE ACCEPTABLE REASON for taking a proxy interview for a household respondent - **when a non-household member is a proxy respondent for an ENTIRE household.** This should happen only occasionally, but when it does, the non-household member must be the proxy respondent for the household respondent **AND** all other household members who are eligible for the NCVS interview.

If at least one eligible household member is capable of being interviewed by self-response, then that person must be the household respondent and the proxy respondent for the remaining household members who are eligible for interview. Always complete the household respondent's interview BEFORE interviewing any other eligible household members.***(Also see "Accepting a Non-household Member as a Proxy Respondent" later in this topic.)***

Here are some scenarios:

- Both members of the Coe household suffer from Alzheimer's disease and a nurse cares for them on a daily basis. The nurse is over 18 years of age, caring for Roy and Mary Coe for the past 2 years. In this situation, the nurse qualifies as a proxy respondent for Roy and Mary. The nurse would be the proxy respondent for the household respondent and the individual respondent.

- The Moe household includes the reference person, Megan Moe, and her 78-year-old mother, Jane Voe. When you call the Moe household, only Jane Voe is at home. Since both Megan and Jane are eligible to be the household respondent. You should make Jane the household respondent, take her NCVS interview, and recontact the household later to interview Megan as an individual respondent.

- When you contact the Coe household, the only household member who meets the requirements for a household respondent is away on a business trip and will not return before closeout. However, his 16-year-old son, Colin, is available when you call the household. In this situation, you cannot take a proxy interview for Colin's father and Colin cannot be the household respondent. Since you must always interview the household respondent first, you would not be able to interview this household and the case is considered a Type A noninterview.

Unacceptable Reasons for Proxy Interviews

To reinforce the fact that proxy interviews must only be taken as a "last resort," several situations are listed below in which you may be tempted to take a proxy interview for an individual respondent, but must **NOT.** If you experience any of these situations, you will not be able to interview the household member.

- You make several attempts to contact a household member during the interview period, but are never successful in reaching him/her at home. A good example of this would be a student who lives at home, but is engaged in so many activities during the day and evening that you are unable to set up an interview before closeout.

- A household member refuses to be interviewed even after you try to persuade him/her to cooperate, but tells you to get the information from another household member.

- You are unable to interview an eligible household member, because another household member refuses to let you conduct the interview. A good example of this is a parent who refuses to let you interview his/her 15-year-old child.

Who Qualifies as a Proxy Respondent?

If you must take a proxy interview for an acceptable reason, your first choice for a proxy respondent would be:

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

Two exceptions to the age requirement for a proxy respondent are when:

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

Accepting a Non-household Member as a Proxy Respondent

On rare occasions, a ***non-household member*** can be a proxy respondent. However, several requirements must be met before you can allow a non-household member to be a proxy respondent.

ALL of the following conditions must exist before accepting a non-household proxy respondent:

- Due to physical or mental illness problems, you are unable to interview **ALL eligible household members by self-response.**
- During the **entire reference period** *(6 months prior to the interview date)*, **ALL** eligible household members at the sample address were unable to leave the sample address, unless they were accompanied by the non-household person who cares for them.
- The non-household caretaker must be the proxy respondent for the entire household, including the household respondent. **This is the only situation in**

which a household respondent's interview can be a proxy interview.

- The non-household proxy respondent must be at least 18 years old.

- The non-household proxy respondent must have cared for all eligible household members during the **entire reference period**. If the non-household member did not care for some or all of the household members for **more than a few days** during the reference period, this person does NOT qualify as a proxy respondent.

If you do not feel comfortable or are unsure about a non-household member as a proxy respondent, check with your supervisor before conducting the proxy interview.

Protecting Confidentiality

When you conduct a proxy interview for the entire household with a non-household member, you must enter a description of the situation and explain who the proxy respondent is in the “Case Level Notes.”

We have such strict requirements for accepting a non-household proxy respondent because we want to ensure each sample household member's confidentiality.

When talking to a proxy respondent who is not a household member, you need to be especially careful not to mention any information provided in a previous enumeration period. This includes the following types of information -- household composition, marital status, education, income, and so forth.

Keeping Proxy Interviews to a Minimum

Whenever possible, we want eligible respondents *(household members who are at least 12 years of age)* to answer the interview questions for themselves. By allowing a proxy respondent to answer for a household member, you run the risk of:

- Missing incidents and/or

- Not getting sufficient details about reported incidents.

(Also see pages A2-12 through A2-17 for proxy respondent procedures.)

Problems Conducting a Proxy Interview

You may encounter situations in which a proxy interview is acceptable, but cannot be done because:

- You are unable to identify an acceptable proxy respondent

  OR

- An acceptable proxy respondent refuses to give you an interview for a household member.

When this happens, you will not be able to conduct an NCVS interview for the household member.

In the following situation, you will not be able to interview a sample household and the case will be considered a Type A noninterview:

✓ All household members are unable to be interviewed by self-response due to health or mental illness problems,

  AND

✓ The entire household is under the care of a non-household member caretaker,

  AND

✓ The non-household caretaker refuses to give a proxy interview for at least the household respondent.

Topic 7. Unduplicating/Bounding Interviews

Definition

Unduplicating or reviewing bounding incidents is an NCVS process to ensure that **only one set of incident report questions** is completed for each incident or personal victimization reported in the screen questions.

This process is designed to avoid duplicate incidents that could occur when:

- The incident actually occurred in a previous enumeration period and did not occur again during the current enumeration period.
- The incident was reported already by another household member during the current enumeration period, such as a household break-in and robbery in which no household members were threatened, attacked, or personally victimized during the incident. However, if any household members were personally victimized during a crime incident, complete the incident report questions for each household member who was victimized during the incident.

This quality assurance measure is designed so that we can provide a more accurate measure of criminal victimization in the United States.

Unduplication Section of the NCVS Instrument

After completing all incident reports with an eligible household member *(all screens covering the screen questions and the incident report questions)*, the instrument checks to see if there are any other incidents reported for household members *(including the current respondent)* either during the current interview month or during the previous interview month. If there are other incidents reported for the respondent or the household, then you go through a set of unduplication screens in the NCVS instrument.

As you go through this section of the instrument, compare each incident reported by a respondent during the current interview month against:

✓ All other incidents reported during the current interview month

AND

✓ Up to four incidents reported in the previous interview month.

The NCVS instrument skips you over the unduplication section if:

- The respondent did not report any incidents during the current interview month,

  OR

- The respondent only reported one incident and there are no other incidents reported in either the current or previous interview with the sample household.

If you need to go through the unduplication section of the NCVS instrument, some or all of the following screens appear:

INTRO_UNDUP

Purpose of screen:
To let the respondent know what you are doing for the next few minutes of the interview.

Text read to respondent:
"Now it will just take me a minute to review the crime incidents I have recorded from you during this interview at your household."

Instructions to you:
None

Precodes:
(1) Enter 1 to continue *(This precode takes you to* ***UNDUP_CURINC*** *if there is more than one incident reported in the current interview.)*

UNDUP_CURINC

Purpose:
Provides you with pertinent facts about the current incident that you use to compare it against other reported incidents

in the same interview. Instrument provides the following information about the current incident: enumeration period in which the incident was reported, respondent's line number, incident number, month incident occurred, where incident occurred, weapon information, presence, theft, and attack information, and summary report information.

Text read to respondent:
None

Instructions to you:
Compare the incident data below. Is the incident on the left a duplicate of the incident on the right?

Precodes:
(1) Yes
(2) No

Precode (1) codes the incident on the left as a duplicate incident.

If there were no incidents reported for the household from a previous interview month, then you go from the **UNDUP_CURINC** screen to the **JOBLASTWEEK** screen.

UNDUP_OLDINC

Purpose:
Provide you with key facts for up to four incidents reported during a previous interview month, so you can compare each one against the incident described on the left of the screen.

Text read to respondent:
None

Instructions to you:
Compare the incident data below. Is the incident on the left a duplicate of the incident on the right?

Precodes:
(1) Yes
(2) No

Precode (1) codes the incident on the left as a duplicate incident.

UNDUP_DONE

Purpose:
To let you know that your review of reported incidents is complete and you can continue with the interview.

Text read to respondent:
None

Instructions to you:
THIS PERSON DOES NOT HAVE ANY MORE INCIDENTS TO REVIEW, CONTINUE WITH THE INTERVIEW.

Precodes:
(1) To continue. After pressing “1” the instrument proceeds to **JOBLASTWEEK** when the respondent is 16 or older. If the respondent is between ages 12-15, the instrument proceeds to the **NEXTPERSON** screen.

Topic 8. Out-of-Scope Incident

Definition

An "out-of-scope" incident is one that falls outside of the limits defined for this survey. The BJS has specific reasons for wanting to exclude certain types of incidents from our crime victimization data.

Outside Reference Period

Once you start completing the incident report section of the NCVS instrument, there is only ONE reason for stopping before the end of the section. If you discover at the **INCIDENTDATE** screen that the incident occurred either before the reference period start date, a popup screen **INCIDENTDATE_OK:** appears, prompting you to confirm the date: “Did you say (month)?” Click the “suppress” button on the popup screen to confirm that the date is outside the reference period and keep any more questions from being asked about the incident.

To change the date of the incident, click the “Close” or “Goto” button to return to **INCIDENTDATE**.

OSINCNOTNEEDED

If the incident is outside the reference period, the next screen that appears is **OSINCNOTNEEDED**:
“We are only asking about crimes that happened during the last 6 months. We will not collect information on this incident.”

Topic 9. Overview of the NCVS Process

NCVS Sample

The NCVS sample is made up of households from across the country that are selected every 10 years based on the results from the Decennial Census. The NCVS sample is split into six rotation groups which are interviewed twice a year for a total of seven interviews. This format provides households to be interviewed each month throughout the year.

Before Interviewing Starts

Each month your Regional Office (RO) splits up that month's sample cases among all of the Field Representatives (FRs) and then releases your monthly assignment to you.

Data Collection

Starting on the first of the month, you use your survey-specific and general FR training to go out and do your best to finish all your interviews in the most complete and timely manner possible. As you complete and transmit your monthly assignments, each RO ensures that all assigned sample cases are accounted for and all data have been received. At the end of the month, that month's survey closes out. This ends the data collection phase of the NCVS for that month.

Editing/Coding Operation

Data from all of the ROs are combined and a database containing all cases that have at least one incident report is created. That database is then sent to the Census Bureau's National Processing Center (NPC) in Jeffersonville, Indiana. In this next phase of data preparation, the data are clerically reviewed and edited. This operation in the NPC is the first look we get at the incident reports collected each month. During this process, the data are reviewed to ensure they meet the NCVS guidelines and inconsistent data are corrected.

The database (created with all cases that have at least one incident) contains on average about 1,000 cases. Each case can have multiple incidents, so the number of incidents reviewed is even larger.

The edits range from minor corrections such as recoding an "Other - Specify" entry to major modifications that change how the incident classifies. NPC staff members review incident reports to ensure data quality, by reviewing such items as "Other-Specify" write-in entries to determine whether those entries can be recoded to a precoded category. For example, if the location of the incident was classified as "Other" and the write-in entry is "inside the restaurant where respondent works," it is reclassified to the precoded category "Inside restaurant, bar, nightclub."

The NPC staff also compares the crime incident report data to the data entered at the **SUMMARY** screen, the description of the incident in the screener question, and any case level notes and edit the data to make the incident report is consistent with the other information. If the summary or other notes are vague or incomplete, NPC and Headquarters staff may not be able to recode the incident to match what actually happened.

Although the entire incident report is reviewed, particular attention is paid to the questions regarding location, presence, and theft since they are main factors used to determine how to classify an incident.

Incidents that cannot be corrected are referred to another unit of editors at Headquarters. Approximately 300 of the 1,000 cases that make up the NPC's workload each month are referred to Headquarters staff for further review.

The editing and coding process ensures that the best quality data are provided to the BJS and data users. Incorrectly coding the location, presence, or theft questions can have a large impact on the data. Since each household interviewed represents about 3,500 households, that means those incidents, when applied to the national population, equate to thousands of incidents that would have been miscoded if we had not recoded them during the editing and coding operation.

Once the referral process is completed, certain incidents go through industry and occupation coding and/or geographic location coding. The review and coding operations take two months to complete, at which point computer processing is started.

Processing the data

During the processing stage, the data are edited for consistency, missing values are estimated, estimates are produced, and final tabulations prepared. The data are used to produce data files to be released to the public.

Releasing the data

Twice a year the NCVS data are sent to the Interuniversity Consortium for Political and Social Research (ICPSR) at the University of Michigan, where our data are accessible for data users. We also send annual data in the form of statistical tables to the BJS, which publishes them in both paper reports and on its web site.

The usefulness and accuracy of the published data depends in large part upon how well you, the field representatives, do your job. You are an essential, extremely important part of this process.

Topic 10. Replacement Households

NCVS Sample

The NCVS is a sample of addresses. The sample size for the NCVS consists of approximately 78,000 addresses throughout the United States. These addresses are scientifically selected so that characteristics of the people who reside at these addresses are representative of the entire population.

When Household Members Change

Always interview the current household members at an assigned sample address. If one or more of the occupants from the previous interview still live at the sample address, interview them using the current case. If some of the respondents from the last interview moved out, but at least one respondent from the previous enumeration still lives at the address, interview them using the current case.

If all of the occupants of a sample address change, interview the people who currently live at the address and consider the address to be their usual place of residence. This is done by creating a replacement household case within the NCVS instrument.

When you create a replacement household, the roster and data from the old case are deleted and a new case starts. You must collect a household roster and control card information for the new residents of the sample address.

Procedures for Phone Interviews

If you attempt to conduct a telephone interview with a returning household and find that the household has moved you must attempt a personal visit to verify the current status of the sample address. During the personal visit follow-up, determine whether the sample address: 1) has been vacated by the prior respondents and 2) is ***occupied*** (new household members have moved into the sample address) and therefore is a replacement household. If ***unoccupied*** (new respondents have NOT moved into the sample address), the original case is coded as a Type B noninterview.

Procedures for Personal Visits

During a personal visit, if you discover that the respondents from the previous enumeration no longer live at the sample address, find out whether the sample address is now ***occupied*** (new household members have moved into the sample address) and therefore, is a replacement household. If ***unoccupied*** (new respondents have NOT moved into the sample address), the original case is coded as a Type B noninterview.

Coding Replacement Households

At Item **HHNUM_VR_CP**, the instrument asks, “Is this a replacement household?” If this is a replacement household, answer Precode (1), “Yes.” Item **CK_REPLACE_CP** appears; “A replacement household means that there are no members of the original household living at this address. Are you sure this is a replacement household?” Enter Precode (1), “Yes.”

A soft error **CK_REPLACE_CP: Verify Replacement** then appears: *“This is the last screen before the roster and all incoming data is deleted and must be re-entered. You are about to start a new case and this action cannot be undone without the case being restarted. If “Yes,” click suppress.”*

If this is in fact a replacement case, suppress the error. Continue with the case as if it were a new case.

Chapter 2
Screening for Crimes

Table of Topics

Topic	Page
1 Overview of Chapter 2	C2-2
2 Crimes Measured by the NCVS	C2-3
3 Threats	C2-7
4 Recognizable/Unrecognizable Businesses	C2-9
5 Ownership of Motor Vehicles	C2-16
6 Months/Years Living at Address	C2-18
7 Frequency of Household Moves	C2-21

Topic 1. Overview of Chapter 2

You use the Screen Section of the NCVS instrument to determine if any eligible household members have been victimized during the reference period. As you use this section of the NCVS instrument to screen for crimes, you ask a series of detailed questions about various types of victimizations, including situations in which crimes could occur. However, not all crimes reported by respondents are measured by the NCVS. **Topic 2 covers crimes measured by the NCVS.**

As you screen for crime incidents, you need to understand the concepts that are associated with NCVS crimes. For example, a respondent may report that he or she was threatened over the telephone, but the NCVS only includes face-to-face threats made directly by the offender to the respondent. **Topic 3 covers threats.**

When respondents report thefts from their businesses, it is important to determine whether these businesses are recognizable or unrecognizable. Not all thefts from businesses owned by eligible respondents are measured by the NCVS. Only thefts from businesses that are NOT advertised to the general public with signs or other visible indicators of a business are included in the NCVS. **Topic 4 covers recognizable/unrecognizable businesses.** When respondents report motor vehicle thefts, the NCVS measures these thefts if they happened during the reference period and the vehicles were owned by eligible household members at the time of each incident. If a stolen vehicle is recovered and then sold before the interview date, the NCVS still includes the theft. **Topic 5 covers ownership of motor vehicles.**

Besides screening for crimes, you also ask questions about the sample household, such as questions about a household's mobility. **Topic 6 covers months/years living at address, and Topic 7 covers frequency of household moves.**

Topic 2. Crimes Measured by the NCVS

NCVS Crime Categories and Types

The NCVS incidents reported by sample household members can be separated into two main crime categories: **personal crimes** and **property crimes**.

Personal Crimes

Personal crimes include **attempted and completed crimes** that involve **direct contact** between the victim and the offender(s). Personal crimes can fall under one of the following subcategories:

- **Violent crimes**
  Listed below are the types of personal crimes that are considered violent crimes whether they are **attempted or completed**:

  - ✓ Rape
  - ✓ Sexual assault
  - ✓ Personal robbery
  - ✓ Assault
  - ✓ Verbal threats of rape, sexual assault, personal robbery, and assault

- **Personal theft**
  Listed below are the types of personal crimes that are considered crimes of theft if they are attempted or completed:

  - ✓ Purse snatching
  - ✓ Pocket picking

  A personal theft crime involves an offender taking or attempting to take property or cash directly from the victim by stealth, without force or threat of force.

Property Crimes

Property crimes include **attempted and completed crimes** that **do not involve any direct contact** with a sample household member. Listed below are the types of crimes that are considered property crimes:

- Forcible entry
- Burglary, with forcible entry
- Burglary, with illegal entry and no force
- Motor vehicle theft

- Theft

Personal Crimes vs. Property Crimes

Personal crimes involve direct contact between offenders and eligible household members during an incident, whether or not the crimes were completed. If more than one eligible household member was attacked, verbally threatened, or had property or cash taken directly from them during the same incident, you must complete the incident report screens of the NCVS instrument, for each eligible household member who was personally victimized during the incident.

For example:
The Doe brothers, L1 (line number 1) and L2 (line number 2) are both eligible household members. While they were waiting together in a movie line, someone threatened to stab both of them if they did not hand over their wallets. Since both household members were threatened with physical harm, you must complete the incident report screens when interviewing both household members, L1 and L2.

Since property crimes do not involve any personal contact between a household member and an offender, you only need to keep one set of incident report screens for a property crime incident. For example, if two household members report the same property crime incident, you delete one incident report during the unduplication process.

For example:

During the reference period, the Moe's house was illegally entered and burglarized while they were away. John and Ellen Moe both reported this incident, but you only need to keep the incident report screens for the incident from one of their interviews.

Suppose you complete the incident report screens for the property crime described above, one for L1 (John Moe) and another for L2 (Ellen Moe), and then discover that you completed two sets of incident report screens for the same property crime incident.

If this happens, only keep **one** incident report, usually the one reported by the household respondent, who is L1 in the example above, and delete the duplicate incident reported in L2's interview during the unduplication process.

(Also see Part C, Chapter 1, Topic 7, for information on "Unduplicating/Bounding Interviews.")

Crimes Not Measured by the NCVS

The NCVS does not collect information about the following types of crimes:

- Murder *(because there is no victim to interview)*
- Kidnaping
- Any crimes against recognizable businesses, regardless of whether the business is or is not operated from a sample address
- Con games and fraud, such as credit card and computer-related
- Blackmail

The following crimes against society also are excluded from the NCVS:

- Public drunkenness
- Drug abuse
- Prostitution
- Illegal gambling

If a respondent reports a crime not measured by the NCVS, complete the incident report screens so that we do not miss any other crime that is measured by the NCVS and could have been committed during the same incident.

Classifying NCVS Crimes

After the following tasks are completed, a computer program is used at Headquarters to classify each incident into a specific type of NCVS crime:

- All out-of-scope incidents for the NCVS have been deleted,
- Any editing discrepancies have been resolved, and
- Specified NCVS data have been keyed.

Using a computer program designed to classify incidents by type of crime ensures a consistent and standardized classification of incidents. Keeping errors to a minimum and reporting all important facts about a reported incident at the **SUMMARY** screen helps ensure that each incident classifies as the correct type of crime.

Topic 3. Threats

Definition

A threat must meet the following conditions to be acceptable as a threat for the NCVS:

✓ The threat must be delivered verbally and face-to-face between the offender and the respondent.

AND

✓ The threat must involve the potential for physical harm to the respondent.

Examples of Acceptable Threats

The following examples are **acceptable** threats for the NCVS:

Example 1:
Julie was withdrawing money at an ATM when an offender walked up behind her, threatened her with a knife, and told her to give him the money she withdrew or he would stab her.

Example 2:
David and Bobby were arguing in the school parking lot. During the argument, David threatened to break Bobby's arm.

Example 3:
Ted heard a noise outside his front door. He went to the door and asked, "Who's there?" The woman outside answered, "Let me in or I'll kill you."

Not Included for the NCVS

The following types of threats are not threats for the NCVS:

× Threats to physically harm the respondent delivered over the **telephone** or a **FAX machine**,

× Threats to physically harm the respondent delivered in a **letter** or an **"email" message**,

× Threats to physically harm the respondent delivered by someone else for an offender,

- Threats to physically harm a household member who is under 12 years of age,
- Threats to steal something from a household member or damage something belonging to a household member, without a threat to physically harm the household member,
- Threats to physically harm household pets without a threat to physically harm a household member *(including thefts of household pets)*, and
- Incidents in which a household member felt threatened, but an offender did not verbally threaten to physically harm the household member.
- Threats made on social media, such as Twitter or Facebook.

Examples of Unacceptable Threats

The following are examples of **unacceptable** threats for the NCVS:

Example 1:
Frank and Mike are friends. Mike asked Frank to deliver a threat to his (Mike's) ex-girlfriend, Diane, for him. Frank met Diane at her office and passed on Mike's threat to beat her up if she continued dating her new boyfriend Tony.

Example 2:
Barbara was driving at night on the highway when she noticed a truck tailing her. The truck driver honked, flashed his headlights, then sped past her. Barbara says she felt threatened during the incident, even though she exchanged no words with the other driver.

Example 3:
Nick sent an e-mail message to Sam warning him to stop parking in his parking space or Nick would break Sam's arm.

Topic 4. Recognizable/Unrecognizable Businesses

Definitions

When a business is operated from a sample address, we only collect information about reported incidents involving the business, such as a theft of business property, when the business is considered unrecognizable. For this reason, it is important that you understand the differences between an unrecognizable and a recognizable business.

For the NCVS, an **unrecognizable business** must meet ALL of the following criteria:

- It must be an establishment selling products or providing services for a fee that is operated by a household member from the sample address.
- There must be NO indication or sign announcing the business to anyone from outside the sample address, such as on a front door, window, garage door, mail box, or a free standing sign in the front yard.

For the NCVS, a **recognizable business** must meet ALL of the following criteria:

- It must be a commercial establishment operated by a household member either at the sample address or in another structure from which products are sold or services are provided for a fee.
- The business has a sign announcing its existence and the sign is clearly visible to the general public from OUTSIDE of the business.
- When the business is operated from the sample address, the sign announcing the business must be located on the sample household's property, such as a sign on a front door, window, garage door, mailbox, or a free standing sign in the front yard.

Any crimes committed against a **recognizable** business, such as an attempted or actual illegal entry of a **recognizable** business or an attempted or actual theft of property belonging to a **recognizable** business, are NOT included in the NCVS. However, we do include in the NCVS incidents in which a household member was verbally threatened or harmed in some way or had personal property taken while at a recognizable business.

Here are some examples of incidents that require the incident report screens be completed, because a household member was verbally threatened or harmed in some way or had personal property taken while at a recognizable business:

Example 1:
A robbery took place while Jessica was buying milk at a convenience store. During the robbery, the offender threatened to kill her if she did not give him her purse. She gave him the purse without saying anything.

Example 2:
While Dave was picking up a prescription at the pharmacy, someone stole his wallet from his jacket pocket.

Example 3:
John operates a recognizable insurance agency from his home. Last week, someone broke a window, entered the home, and stole property belonging to the business and property belonging to John personally.

Identifying Businesses Operated From the Sample Address

There are two questions in the Screen Section of the NCVS instrument that are asked only of the household respondent to determine if:

- ✓ Anyone in the household operates a business from the sample address (Item **BUSINESS**) and, if the answer is "Yes,"
- ✓ Whether there is a sign on the premises or some other indication to the general public that a business is operated from the sample address (Item **BUSINESSSIGN**).

A "Yes" answer for Item **BUSINESSSIGN** indicates that a recognizable business is operated from the sample address. A "No" answer for Item **BUSINESSSIGN** indicates that an unrecognizable business is operated from the sample address.

Unacceptable Signs of a Recognizable Business

Do not consider the following indicators as proof that a recognizable business is operated from a sample address:

- ✗ A business advertisement appearing on the Internet or in a newspaper or telephone book.
- ✗ Any form of motor vehicle that has a business logo painted on it, such as a car, van, or truck parked either in the driveway or on the street outside the sample address.

Special Situations

Farms and ranches:

Consider a farm or ranch a recognizable business when either of these conditions exist:

- A sample address is on a farm or ranch AND there is a sign somewhere on the property that identifies the farm or ranch by a specific name, such as "Desert Creek Dude Ranch."
- A sample address is on a farm or ranch that has a produce stand by the roadside of the property.

If the household respondent tells you at Item **BUSINESS** that someone in the household operates a business from the sample address, but the farm or ranch does not have a sign or roadside produce stand on the property, enter Precode (2), "No," at Item **BUSINESSSIGN** and consider the business unrecognizable.

Apartments:

When a household member manages an apartment complex in which he/she resides, consider this as a business operated from the sample address. If the following conditions exist, consider the business to be recognizable:

- A sign is present outside the apartment of a resident manager, resident owner, or apartment superintendent stating his/her job.

  OR

- A sign is visible somewhere in the complex directing people to this person's specific apartment because of his/her job.

If either situation exists, exclude any incidents involving thefts of property owned only by the apartment complex, such as furnishings from a furnished apartment or any hall decorations. However, you would complete the incident report screens if any personal items belonging to the respondent or other household members were stolen.

When no visible sign exists in the apartment complex or outside the resident manager's apartment identifying his/her position, enter Precode (2), "No," at Item **BUSINESSSIGN** indicating an unrecognizable business. In this situation, include any reported crime incidents involving property owned by the apartment complex and reported by the property's **owner**, such as furnishings stolen from a furnished apartment.

<u>Motor Vehicles</u>:
Item **SQTOTALVEHICLES** is asked only of the household respondent and the question asks:

"What was the TOTAL number of cars, vans, trucks, motorcycles, or other motor vehicles owned by you or any other member of this household during the last 6 months? Include those you no longer own."

When a respondent operates a recognizable business from the sample address and has a business vehicle, only include the business vehicle in the count for Item **SQTOTALVEHICLES**, if the vehicle is also used for personal use. If the vehicle is used only for the recognizable business, do **NOT** include it in the count for Item **SQTOTALVEHICLES**.

If the respondent operates an unrecognizable business from the sample address and has a business vehicle, the business vehicle would be included in the count for Item **SQTOTALVEHICLES**, regardless of whether the vehicle was used for business or personal reasons.

Identifying Ownership of Stolen Property

It is possible that a respondent could report a crime incident in which property was stolen that belonged to the household, a household member, and an unrecognizable business operated from the sample address. When writing the incident summary at the **SUMMARY** screen, it is important to identify separately who owned the stolen items.

For example, during one incident:

- A television valued at $800 belonging to the entire household was stolen,
- Three rings valued at $2,000 belonging to the wife of the reference person were stolen, and
- Five watches were stolen that were valued at $1,250 and belonged to the unrecognizable jewelry repair business operated from the sample address.

When describing the type and value of stolen property, do not add together stolen property that belongs to the respondent or his/her household with stolen property belonging to the respondent's business. If the stolen property belongs to a respondent's **unrecognizable** business, describe the type and value of the business property separately from the stolen property belonging to the respondent or his/her household. Make sure to state clearly that the stolen property belongs to an unrecognizable business.

Handling Crime Incidents Involving Businesses

The following examples show when to report incidents involving businesses, as well as which parts of incidents should not be reported in the incident report section of the NCVS instrument:

✓ A respondent owns a recognizable candy store that is not operated from the sample address. A theft occurred at the candy store in which $100 was taken from the register and $30 was taken from the respondent's wallet.

DO--Accept the incident when asking the screen questions and complete the incident report questions for the $30 theft from the respondent's wallet. However, do

NOT include information about the theft from the register when completing the incident report questions.

- ✓ A respondent works at a recognizable department store that was robbed. During the course of the robbery, the respondent was shot in the arm with a handgun and $500 was stolen from the register at which she was working.

  DO--Accept the incident when asking the screen questions and complete the incident report questions for the personal injury to the respondent. However, do **NOT** include information about the theft from the register when completing the incident report questions.

- ✓ A respondent owns a recognizable hair salon and also operates part of the business from her home *(which appears to be unrecognizable)*. Someone broke into her home at the sample address and stole merchandise belonging to the business.

  DO--Accept the incident when asking the screen questions and complete the incident report screens for the household break in. Do **NOT** include information about the theft, because the stolen property belongs to a recognizable business.

- ✓ A respondent operates a recognizable lawn mower repair service from his home. When he and his family were on vacation, someone broke into their home and stole some household items, as well as business tools and a few lawn mowers from his business.

  DO--Accept the incident when asking the screen questions. When you complete the incident report questions, only include information about the household break in and the stolen household items. Do **NOT** include information about the stolen business tools and lawn mowers from the recognizable business.

- Someone broke into the respondent's recognizable shoe store after it was closed for the day and stole several shoes, boots, and purses. The respondent did not discover the incident until the next morning when she opened the store.

  DO NOT accept the incident and do **NOT** complete the incident report questions, because the stolen property belongs to a recognizable business and no sample household members were threatened or injured during the incident.

- A respondent operates a recognizable apartment house at a beach resort that contains beach rental units. The respondent reported that someone broke into and vandalized two apartments, during the off season when the apartment house was vacant. The offender(s) also stole electronic equipment and appliances.

  DO NOT accept the incident and do **NOT** complete the incident report questions. Since this is a recognizable business, do **NOT** keep the break in and theft information. Also, since no sample household members were threatened or injured during the incident, you do not need to complete the incident report questions.

Topic 5. Ownership of Motor Vehicles

Definition

For the NCVS, motor vehicles owned by household members are any vehicles that:

- Can be legally tagged, registered, and used as a means of transportation on most roads and highways *(such as cars, trucks, motorcycles, and recreation vehicles/motor homes)* and
- Were owned by a sample household member during the 6 months prior to the interview *(reference period)*, regardless of whether the vehicle was sold, given away, junked, stolen, or abandoned before the interview date.

Item SQTOTALVEHICLES

Item **SQTOTALVEHICLES** is asked only of the household respondent as part of his/her screening interview. The question at Item **SQTOTALVEHICLES** reads as follows:

"What was the TOTAL number of cars, vans, trucks, motorcycles, or other motor vehicles owned by you or any other member of this household during the last 6 months? Include those you no longer own."

If the household respondent answers "None," you skip over Item **SQMVTHEFT,** which asks about any incidents involving motor vehicles owned by the sample household.

Household Respondent Refuses

If a household respondent refuses to tell you the number of vehicles owned by the household, tell the respondent that we ask this question so we know whether or not to ask about any crime incidents involving household vehicles.

If the household respondent still refuses to answer your question, enter Control + R, “Refused.” Item **SQMVTHEFT** appears next, asking about any crime incidents involving household vehicles.

Which Vehicles Do You Include?

Under the following circumstances, INCLUDE a motor vehicle in the count of motor vehicles at Item **SQTOTALVEHICLES**:

- ✓ Vehicles used for private and/or business purposes if the vehicles are owned by a household member who also operates an **unrecognizable business** from the sample address.
- ✓ Vehicles used **partially for private purposes** if the vehicles are owned by a household member who also operates a **recognizable business.** You may need to ask the household respondent whether or not a vehicle is used only for business purposes when you are unsure about its usage.
- ✓ Vehicles that are leased by a household member for more than one month AND for which a household member is responsible in case of theft.

Which Vehicles Do You Exclude?

Under the following circumstances, EXCLUDE a motor vehicle from the count of motor vehicles for Item **SQTOTALVEHICLES**:

- × Vehicles that are used SOLELY for a recognizable business operated by a household member.
- × Vehicles that are loaned to a household member from someone who is not a household member or from a business owned by someone who is not a sample household member.
- × Vehicles that are kept at school and used by students living away from the sample address while attending school, even if the parents of the students own the vehicles.
- × Vehicles that are rented or leased by a household member for a short period of time *(less than one month)*.

Topic 6. Months/Years Living at Address

Definition

For the NCVS, "Months/years living at address" means the most current continuous length of time the household member has lived at the sample address.

For example:
John and Cindy lived at the sample address for a year before their trial separation. While they were separated for two months, John left the sample address and lived with his brother at another address. After the two-month separation ended, John moved back into the sample address and has now lived there continuously for the last four years. In this situation, we consider John to have lived at the sample address for four years.

Items Using This Concept

Item **TIMEATADDRESS** asks:

How long have you lived at this address?

When to Probe

Notice that in the top right corner of the screen text appears that shows the "last reported as" address. The instrument fills in the months and years the respondent answered during the last enumeration. You can use that information if you verify it with the respondent.

For most NCVS interviews, accept the answer given by the respondent without probing after you ask, ***"How long have you lived at this address?"*** However, if a respondent does ask you to explain this question or the answer given seems incorrect, probe by telling him/her that we want to know how many months or years he/she has resided **continuously** as a household member at the sample address.

If a respondent's answer is either too vague or given to you in a range of years or months, probe for a more precise answer.

If a respondent answers:
"Heavens, I've lived here for years and years."

Use this probe:
"Is it more than 5 years or less than 5 years?"

<u>**If a respondent answers**</u>**:**
"It's been about 5 to 10 years."

<u>**Use this probe**</u>**:**
"Can you give me your best estimate of the number of years?"

<u>**If a respondent answers**</u>**:**
"Oh, I haven't lived here very long, less than a year."

<u>**Use this probe**</u>**:**
"Have you lived here less than 6 months or more than 6 months?"

Is a "Don't Know" Entry Acceptable?

If you have probed for an answer and the respondent really doesn't know and is unable to give you an estimate, you can enter "Don't know" by pressing “Ctrl” + “D.” The instrument then takes you to Item **TIMEATADDRESSPROBE.**

Interpreting a Respondent's Answer

There may be instances when you cannot enter exactly what the respondent answers and you need to convert the respondent ‘s answer to an acceptable form for entry. Here are some examples for **TIMEATADDRESS**:

<u>**Respondent answers**</u>**:**	<u>**Enter**</u>**:**
"Half a year"	Precode 0
"It's been 2 1/2 years."	3 years
"I've lived here 1 year, 3 months, and 10 days."	1 year
"11 and 1/2 months"	1 year
"All my life"	Respondent's age from the **HHROSTER** tab by pressing “Shift” and “F1" simultaneously, or clicking on the tab
"Just 5 days"	Precode 0
"11 weeks"	Precode 0
"11 months and 1 week"	Precode 0

If a respondent has lived at a sample address for less than one year *(1 to 11 months)*, enter Precode (0) and then enter the number of months at the **MONTHSATADDRESS** screen. If a respondent has lived at a sample address 12 months or more, enter the number of years at the **TIMEATADDRESS** screen.

When a respondent gives an answer in fractions of a month or in the number of weeks, always convert weeks to one or more months and either round up to the next month or down to the previous month. If a respondent answers less than a month, enter "1 month." If a respondent answers with a number of years, plus a number of months, either:

- Round up to the next year when the number of months given is 6 or more *(7 years and 8 months converts to 8 years)*.
- When the number of months given is 5 or less, ignore the number of months and simply enter the number of years *(7 years and 2 months converts to 7 years)*.

Topic 7. Frequency of Household Moves

Definition

For the NCVS, we consider a move to be each time a household member changes his/her **usual place of residence**, regardless of whether the usual place of residence was inside or outside of the United States. A usual place of residence is the specific living quarters where a household member usually lives and sleeps the majority of each week or year.

TIMESMOVEDIN5YEARS

If a household member has lived at the sample address for **less than 5 years**, you ask the following question at **TIMESMOVEDIN5YEARS**:

"Altogether, how many times have you moved in the last 5 years, that is, since <u>(month of interview)</u> , <u>(year 5 years prior to interview year)</u>?"

The NCVS instrument will fill the correct information for the "month of interview" and "year 5 years prior to interview year." If an eligible household member has lived continuously at the sample address for 5 or more years prior to the interview, the instrument skips over **TIMESMOVEDIN5YEARS**.

Acceptable Answers

Acceptable answers at **TIMESMOVEDIN5YEARS** are:

- One number that is a total of all moves made by the respondent during the past 5 years, including the household member's move to the sample address. If a respondent answers with a range of times moved, you need to probe for a single number.
- An estimated number when a respondent cannot provide the exact number of moves.
- Enter "Ctrl" + "D," "Don 't know," only as a last resort when a respondent cannot provide even an estimated number of times moved.

Probing for an Accurate Answer

Some respondents may have difficulty remembering how many times they have moved in the last 5 years, while others may not understand what we mean by "moved." Be prepared to explain what the number of times moved should include whenever a respondent appears confused or asks you a question about **TIMESMOVEDIN5YEARS**.

When you need to probe for an accurate count to enter at Item **TIMESMOVEDIN5YEARS**, try asking the respondent where he/she was living just before moving to the sample address and how long he/she stayed at that address. Repeat this type of questioning until you have covered the respondent's moves within the past 5 years.

College Students

When interviewing a college student, you may need to explain that we want to know each time he/she has moved between his/her dormitory and parents' home during the past 5 years. These students may not consider these changes in their usual place of residence as moves, but we do for the NCVS.

College students who live away from home during the months of the year when school is in session should consider the place where they are living as their usual place of residence. However, if they return to their parents' home to live during long vacation periods, their parents' home would be considered their usual place of residence at that time.

Chapter 3
Reporting Crime Incidents

Table of Topics

Topic	Page
1 Overview of Chapter 3	C3-2
2 Series of Crimes	C3-3
3 Right to Legally Enter Home/Lodging	C3-7
4 Restricted Areas/Areas Open to the Public	C3-10
5 Illegal Entry (With or Without Force)	C3-12
6 Presence During an Incident	C3-16
7 Weapons	C3-22
8 Rape/Unwanted Sexual Conduct	C3-29
9 Theft/Attempted Theft of Cash/Property	C3-36
10 Value of Stolen Property/Method Used to Determine Value	C3-44
11 Property Ownership	C3-47
12 Recovered Money and/or Property	C3-51
13 Medical Care	C3-55
14 Medical Expenses	C3-57
15 Race of Offenders	C3-59
16 Other Victimized Household Members	C3-62
17 Damage to Property During an Incident	C3-65
18 Job/Business at Time of Incident	C3-70
19 Major Activity During Week of Incident	C3-71
20 Incident Occurred at Work Site	C3-74
21 Incidents Involving a Police Officer	C3-76
22 Writing Summary Reports	C3-78
23 Type of Industry and Occupation	C3-85
24 Disability	C3-94

Topic 1. Overview of Chapter 3

Use the incident report section of the NCVS instrument to report crime incidents. Each time an incident or personal victimization occurred during the reference period, complete the incident report screens to collect detailed information about the incident or personal victimization. Complete the incident report section for each household member who reports a personal victimization during an incident *(an attack, attempt to attack, or threat of physical harm)*. However, only keep one set of incident report questions for each reported incident of a property crime in which none of the household members were personally victimized *(an illegal entry, something taken without permission, and so forth)*.

As you collect data about crime incidents, there are several concepts that you need to understand. Following this overview, definitions and examples are provided for important concepts associated with the incident report module of the NCVS instrument.

Topic 2. Series of Crimes

Definition

For the NCVS, a series of crimes consists of **six or more** separate incidents that:

- ALL occurred during the 6-month reference period,
- Were ALL reported in the same screen question,
- Are ALL very similar in nature,

  AND

- Cannot be described separately in enough detail so that you can complete most screens in the incident report section of the NCVS instrument.

All of these conditions must be met before you can complete only one set of incident report questions for multiple incidents.

Whenever possible, attempt to complete a separate incident report section for each reported incident. Classify six or more similar incidents as a "series" only as a last resort, since the NCVS will be losing detailed information for all but the most recent incident.

Five or Less Similar Incidents

If a respondent reports that five or less similar incidents happened during the reference period, then you must complete a separate set of incident report questions for EACH reported incident. The instrument leads you automatically through the correct number of incident reports.

Classify an individual respondent as a noninterview if:

✓ The respondent reports five or less similar incidents,

BUT

✓ The respondent is unable to recall enough individual details to complete a separate set of incident report questions for each of these similar incidents.

If this situation happens while interviewing a household respondent, first try to select a new household respondent. If you are able to do this but cannot complete the original household respondent's (who is now an individual respondent) interview, classify the original household respondent as a Type Z noninterview. However, if you are not able to interview a household respondent, then classify the entire household as a Type A – "Other" noninterview and describe the situation in item **TYPEA_SPEC6**.

Verifying a Series of Crimes

At the beginning of the incident report questions, there are three screens to verify whether or not six or more similar incidents meet the criteria for a series of crimes.

INCIDENTNUMBER OFTIMES, INCIDENTSSIMILAR*,* and RECALLDETAILS

Screens **INCIDENTNUMBEROFTIMES, INCIDENTSSIMILAR*,*** and **RECALLDETAILS** help determine whether the multiple incidents meet the criteria for reporting them as a series of crimes. If the multiple incidents qualify as a series of crimes, then complete only ONE set of incident report questions for the **MOST RECENT** incident in the series.

At screen **INCIDENTNUMBEROFTIMES**, ask:

"Altogether, how many times did this type of incident happen during the last 6 months?"

At screen **INCIDENTSSIMILAR**, ask:

"Are these incidents similar to each other in detail or are they for different types of crimes?"

At screen **RECALLDETAILS**, ask:
"Can you recall enough details of each incident to distinguish them from each other?"

If you enter the following answers to these three questions, then the similar incidents will qualify as a series of crimes:

- **At INCIDENTNUMBEROFTIMES, enter**:
  The number 6 or a number higher than 6.

- **At INCIDENTSSIMILAR, enter: Precode (1), "Similar."**

- **At RECALLDETAILS, enter: Precode (2), "No."**

If you enter a different answer for any one of these three screens, the instrument skips to Item **INCIDENTTIME**, because the multiple incidents do not qualify as a series of similar incidents. In this instance, you complete a separate set of incident report questions for each of the multiple incidents.

Details for the Most Recent Incident

Once you have determined that the multiple incidents qualify as a series of crimes, for most of the incident questions you only ask about the MOST RECENT INCIDENT in the series of crimes.

Statement at Item INCIDENTTIME

ALWAYS read the "lead-in" statement above the question in Item **INCIDENTTIME** BEFORE asking the question. This statement says: ***"The following questions refer only to the most recent incident."*** With the exception of Item **SERIESNUMTIMES** through **SERIESCONTACTORNOT**, do not include information about any earlier incidents in the series when completing the incident report questions.

Examples of Incidents That Qualify as a Series of Crimes

Listed below are two examples of reported incidents that qualify as a series of crimes:

<u>Example 1</u>:
Interview date: August 2
Reference period: February 1 through August 1

Tammy reported that money was stolen from her desk at work on seven different occasions between February and April. She never found out who stole the money and each time, the circumstances were so similar that she cannot differentiate one incident from another. The incidents stopped in April, because Tammy stopped leaving money in her desk.

<u>Example 2</u>:
Interview date: March 1
Reference period: September 3 through February 28

Dennis reported that the shed in his yard was broken into and a variety of small garden tools were stolen on six different occasions between October and November. He can't remember enough details about each incident to report them separately. The series of incidents ended when the offender was caught.

Examples of Incidents that Do NOT Qualify as a Series of Crimes

Listed below are two examples of reported incidents that do NOT qualify as a series of crimes:

Example 1:
Interview date: September 1
Reference period: March 1 through August 31

Bridget reported that a male co-worker kissed her against her will on four different occasions in July. She was so upset that she remembers the circumstances of each incident very well.

In this situation, the crimes do NOT qualify as a series of crimes because the respondent reported **less than six similar incidents**, regardless of whether or not the respondent remembers enough details to report each incident separately.

Example 2:
Interview date: April 2
Reference period: October 2 through April 1

Tim reported that his ex-girlfriend threatened to shoot him on seven different occasions between November and January. He was so frightened that he remembers the details of each incident clearly.

In this situation, the crimes do NOT qualify as a series of crimes, even though there were more than six, because the respondent remembers the details of each situation well enough to differentiate between them to complete the incident report questions.

Topic 3. Right to Legally Enter Home/Lodging

Definition

For the NCVS, we consider that an offender has a legal right to enter a respondent's home or lodging when the offender:

- Was living or staying with the respondent at the time of the incident,

  OR

- Had the right to be in the home or lodging or had permission at the time the incident took place to be inside the home or lodging, such as a maid from a cleaning service or a hotel maid, a babysitter, nurse, salesperson, meter reader, maintenance person, friend, or relative.

OFFENDERLIVE

When a respondent tells you at Item **LOCATION_IN_HOME** that an incident happened in his/her own home, in a detached building on his/her property, in a vacation or second home, or in his/her hotel/motel room and you enter a precode from (11) through (14) or a "Don't know" or "Refused" response, the instrument skips you to **OFFENDERLIVE** next. At Item **OFFENDERLIVE**, you ask:

"Did the offender live there or have a right to be there, for instance, as a guest or a repair person?"

This question is intended to determine whether or not the offender had a legal right to enter the respondent's home or lodging.

No Legal Right to Enter

Under the following circumstances, an offender does NOT have a legal right to enter a respondent's home or lodging:

- × The offender misrepresented himself/herself as a policeman, repairperson, and so forth, and fraudulently gained permission to enter the respondent's home or lodging.
- × The offender was let in by a child or neighbor when the homeowners would not have allowed the offender to enter their home.

- The offender forced his/her way into the respondent's home or lodging as the respondent answered the door.
- The offender broke a door lock or window or cut a screen to enter the respondent's home or lodging.

Offender Not Known, But Suspected

If a respondent is not certain who the offender was, ask the respondent if the person "suspected" of being the offender:

- Was living or staying with the respondent at the time of the incident.
- Had the right to be in the home or lodging or had permission at the time that the incident took place to be inside the home or lodging, such as a maid, babysitter, nurse, salesperson, meter reader, maintenance person, friend, or relative.

Examples of Having a Legal Right to Enter Home/ Lodging

Listed below are two examples of an offender who has a legal right to enter the respondent's home/lodging:

Example 1:
Sara, who is 14 years old, reported that during a recent slumber party one of her guests stole a ring that belonged to her mother from the kitchen table. Another guest saw her steal it and told Sara the next morning.

In this situation, the offender was a guest in the respondent's home and had permission at the time of the incident to be inside Sara's home.

Example 2:
Paul reported that his cell phone was stolen from the kitchen table by an appliance repair person who was working on his kitchen stove.

In this situation, the offender had permission at the time of the incident to be inside Paul's house.

Examples of Not Having a Legal Right to Enter Home/ Lodging

Listed below are two examples of an offender who does NOT have a legal right to enter the respondent's home/lodging:

Example 1:
Jack reported that someone who misrepresented himself as a police officer entered his home, tied him up, and stole cash and jewelry from him.
In this situation, the offender did not have a legal right to enter Jack's home. If Jack had known that the offender was not a police officer, he would not have allowed him to enter the home.

Example 2:
Tony has a restraining order against his brother, which prohibits his brother from coming onto Tony's property. While Tony was out of town, his neighbor was housesitting for him. The neighbor was not aware of the restraining order and let the brother into Tony's house. While the brother was in the house, he stole Tony's coin collection.

In this situation, the offender did not have a legal right to enter Tony's home.

Topic 4. Restricted Areas/Areas Open to the Public

Definition

For the NCVS, we consider a **"restricted area"** one in which:

- Only certain people are allowed to enter without being considered trespassers.
- Persons found in the area OTHER THAN the "acceptable persons" are considered trespassers.

We consider an area **"open to the public"** at the time of the incident if anyone has a right to enter the place.

RESTRICTEDAREA

When you determine at Item **LOCATION_GENERAL** that an incident happened in a commercial place, parking lots or garages, at school, or in a place identified in the "Other" category, the instrument goes to Item **RESTRICTEDAREA**, which asks:

"Did the incident happen in an area restricted to certain people or was it open to the public at the time?"

For this question, you have the option of either asking the question or verifying the answer before entering a precode. The answer categories include:

✓ Precode (1) - Open to the public

✓ Precode (2) - Restricted to certain people (or nobody had a right to be there)

✓ Precode (3) - Don't know

✓ Precode (4) - Other - Specify

Areas Open to the Public

The following places are examples of areas USUALLY open to the public:

- Public areas in commercial establishments, such as in department stores, convenience stores, barber shops, restaurants, and so forth.
- Public sidewalks and parks

- Public buildings, such as local libraries, Social Security offices, motor vehicle administration offices, and so forth.

- Parking lots that do not charge a fee, such as most shopping center parking lots

- Apartment yards

Areas Restricted to Certain People

The following places are examples of areas USUALLY restricted to certain people:

- School buildings and school grounds

- Private yards

- Employee's lounges, back rooms, storage areas, kitchens, and so forth, in commercial establishments

- Private clubs, such as country clubs and swim clubs

- Military bases

- Public areas of commercial establishments when not open for business

Other (Specify)

Enter Precode (4), "Other *(Specify),*" when a respondent's answer at Item **RESTRICTEDAREA** does not fit any of the preceding categories. After entering Precode (4), the instrument prompts you to enter a description of the area and the special circumstances.

Don't know

Enter Precode (3), "Don't know," when a respondent is not sure if the area was open to the public when the incident happened. This could be the case if the respondent does not know when the incident took place.

For example:
Susan left her jacket at the library where she had been studying. She returned the next day to get it, but no one knew where it was. In this case, she does not know whether an offender stole her jacket while the library was open to the public or after the library was closed for the night.

Topic 5. Illegal Entry (With or Without Force)

Definition

For the NCVS, illegal entry happens when a person who has no legal right to be on the premises enters, with or without force, a residence or lodging that is owned or rented by the sample household during the reference period. The NCVS is also interested in collecting data on unsuccessful attempts to illegally enter a sample household's residence or lodging.

Since most illegal entries result in the theft of household property, the NCVS is not only interested in actual or attempted illegal entries at the sample address, but also at any residences, vacation homes, recreation vehicles, and so forth, that are occupied by the sample household at the time of the incident.

Examples of Illegal Entries Without Force

Here are two examples of incidents involving illegal entries without force:

Example 1:
While Pat was watering his garden in the backyard, he left the front door unlocked. As he entered his house from the back door, he heard noises in the living room. Just as he entered the living room, he saw someone running out the front door. He then noticed that his cell phone was missing from the hall table.

Example 2:
While Frank and Amy were renting a summer cottage, they left the door unlocked and went for a walk. When they returned, they found a stranger in the kitchen helping herself to food from the refrigerator. The stranger said that since the door was open, she let herself in.

Examples of Illegal Entries With Force

Here are two examples of incidents involving illegal entries with force:

Example 1:
John returned home from the movies and discovered that the glass in his garage window was broken. As he entered the garage, he found that several tools were gone and the side door to the garage was left open.

Example 2:
When Dave and Becky returned home from shopping, they discovered that the porch screen was cut and all of their outdoor furniture had been stolen.

Item SQBREAKIN

Item **SQBREAKIN** is the only screen question that specifically asks about any attempted or actual illegal entries that occurred during the 6-month reference period and this screen question is asked only of the household respondent.

Make sure to include illegal entries or attempted illegal entries:

- At a household respondent's previous residence if he/she is in the process of relocating to the sample address and still owns the previous residence during the reference period.
- At the sample address if the current household owned the residence during the reference period, but had not yet moved into residence at the time of the incident.
- Into a garage, shed, or storage room at the sample address if the household respondent owned or rented the property during the reference period.
- Into a hotel or motel room, vacation home, second home, or recreation vehicle in which the respondent or other household members were staying when the incident took place.
- Into a vacation home owned by the respondent, but unoccupied at the time of the incident.

Even though Item **SQBREAKIN** is the only screen question that specifically asks about illegal entries, you may discover other incidents involving an illegal entry as you ask other screen questions. Always enter incident information at the screen question where the respondent mentions them, including illegal entry incidents.

Items in the Incident Report Section

There are five items in the incident report section of the NCVS instrument that are used to collect information about illegal entriesBItems **OFFENDERINSIDE**, **OFFENDERTRY**, **OFFENDERGETIN, FORCEDENTRY**, and **EVIDENCE**. At the **SUMMARY** screen, include details (not already entered in the incident report) about an illegal entry as you summarize the reported incident.

Other items in the incident report section that mention illegal entry or attempted illegal entry in their answer categories are Items **WHATHAPPEN** and **HAPPEN**. However, these two screens are not actually used during post data collection processing to classify incidents as an illegal entry.

OFFENDERINSIDE

When a respondent tells you at Item **LOCATION_IN_HOME** that the incident occurred in his/her home or lodging (and the answer to **OFFENDERLIVE** is “No” or “Don’t know”), then you ask the question at Item **OFFENDERINSIDE** to determine whether the offender actually entered or got inside the respondent's home or lodging. For example, an offender may have entered a large apartment building, but never actually entered the respondent's apartment unit.

OFFENDERTRY

If a respondent tells you at Item **OFFENDERINSIDE** that an offender did not get inside the respondent's home or lodging or a respondent gives you a "Don't know" answer, then ask the question at Item **OFFENDERTRY** to determine whether the offender tried to get inside the home or lodging.

A "No" answer at Items **OFFENDERINSIDE** and **OFFENDERTRY** indicates that the offender did NOT get inside or try to get inside the respondent's home or lodging. If **OFFENDERLIVE**, **OFFENDERINSIDE**, or **OFFENDERTRY** are all answered “No,” the hard error pop-up box **ENTRY_CK** appears. This edit check appears when you entered precodes indicating that the incident happened inside the respondent’s home or lodging, but the offender did not have a right to be inside, nor did they get inside or try to get inside. Therefore, the incident could not have happened inside. Use the “Close” or “Goto” button to navigate to the correct screen to fix the inconsistency.

FORCEDENTRY and EVIDENCE

Items **FORCEDENTRY** and **EVIDENCE** are used to determine whether there was any visible evidence (and what the evidence was) that an offender used force to illegally enter or try to illegally enter a respondent's home or lodging.

Topic 6. Presence During an Incident

Definition

For the NCVS, "presence" during an incident is intended to determine whether any sample household member at the time of 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 steal something directly from the household member.

Understanding whether or not a respondent was "present" during an incident and entering the correct information at Items **HHMEMBERPRESENT** and **WHICHMEMBER** is a very important part of the incident report section of the NCVS instrument. Whenever a respondent was "present" during an incident, you will ask additional questions to determine if the offender attacked the respondent, attempted to attack the respondent, threatened the respondent, or injured the respondent. Getting an accurate and complete picture of everything that transpired during the incident will help later to classify the incident into the proper type of crime category during post data collection processing.

When an Attack, Robbery, or Threat Has Occurred

Consider the respondent or any other current household member to be “present” if you determine that:

- They were attacked or someone attempted to attack them.
- They had something taken directly from them or an attempt was made to take something from them.
- They were personally threatened with physical harm by the offender, even when the offender delivers the threat from the other side of a closed door.

Do NOT include threats received by telephone, postal mail, electronic mail, social media, or facsimile machines. Also exclude any threats delivered indirectly from someone other than the person who intended to physically harm the respondent.

HHMEMBERPRESENT and WHICHMEMBER

The question at Item **HHMEMBERPRESENT** asks:

"Were you or any other member of this household present when this incident occurred?"
(Note that there is a **HELP** screen for this item; press F1 to access it.) You must ask or verify this information before entering an answer at Item **HHMEMBERPRESENT**. Only verify the answer when you are ABSOLUTELY SURE of the answer based on what the respondent has already told you about the incident. If the only persons who were present at the time of the incident are not household members at the time of your interview, then enter Precode (2), "No."

The question at Item **WHICHMEMBER** asks:

"Which household members were present?"

This screen is designed to identify which household members were present during the incident--the respondent *(victim)* only, the respondent *(victim)* and other household members, or only other household members. If you mistakenly enter Precode (3), "Only other household member(s), not respondent," the respondent will not have an opportunity to provide us with any information about possible attacks, attempted attacks, threats, or injuries associated with the incident. (If you mistakenly enter Precode (3) at **WHICHMEMBER**, be sure to correct your answer.)

For proxy interviews, enter Precode (1) if the proxy person, NOT the proxy respondent, was present. However, if the proxy person and other household members *(including the proxy respondent)* were present during the incident, enter Precode (2), “Respondent and other household members.”

You may discover that a respondent was present during an incident after entering a "No" answer at Item **HHMEMBERPRESENT.** If this happens, back up to Item

HHMEMBERPRESENT with the “Up Arrow” key and change the "No" answer to a "Yes" answer by entering Precode (1). Then, ask the subsequent questions as the appropriate screens appear based on a “Yes” response at Item **HHMEMBERPRESENT**.

You must complete a separate set of incident report questions for EACH household member who is 12 years of age or older at the time of interview and who was **personally victimized** during a crime incident. This is true even if more than one household member was victimized during the SAME incident.

When and How to Probe for HHMEMBERPRESENT

If you sense that a respondent does not grasp the intent of the question at Item **HHMEMBERPRESENT**, then you should probe to assist the respondent in giving an accurate answer. Here are some probes you might want to try:

"Were you at the immediate scene of the crime?"

"Were you inside the house when the offender broke into your basement?"

"Were you inside the house when your party guest stole your jewelry?"

"Were you inside the house when the offender attempted to break into your attached garage?"

"Were you and the offender both in your yard when the bicycle was stolen from the driveway?"

A "Yes" answer to any of these probes indicates that the respondent was present during the incident.

"Did you go outside when you saw the offender tampering with your car parked in your driveway, or did you watch from inside your house?"

If the respondent went outside during the incident and the offender had not fled the scene, then the respondent was present during the incident. Consider the respondent present in this situation because he/she was at the immediate scene of the crime during the incident AND was in a place that was reachable by the offender. Therefore, the offender could have attacked, threatened to attack, or stolen something directly from the respondent. However, if the respondent watched the offender from inside the house, then the respondent was NOT present during the incident.

If probing still does not help to confirm whether anyone in the household was present during the incident, enter Precode (1), "Yes," at Item **HHMEMBERPRESENT**. **Only enter Precode (2), "No," when you are sure that NONE of the household members were present during the incident.**

Examples of When It Is Correct to Enter Precode (1), "Yes," at HHMEMBER PRESENT

For each of the following situations, enter Precode (1), "Yes," at Item **HHMEMBERPRESENT**:

- ✓ Respondent was reading in the den while the offender broke into her **attached** garage and stole some tools, even if there was no entrance leading directly from the attached garage into the home.
- ✓ Respondent was sewing in an upstairs room while the offender broke into her **enclosed** porch and stole her gas grill.
- ✓ Respondent and his family were all asleep on the second floor of their home while the offender broke in through the basement door and stole some stereo equipment from the basement.
- ✓ While respondent was sleeping on his beach blanket, someone stole his watch and wallet from the blanket.
- ✓ While respondent was getting into her car in a parking garage, the offender pointed a gun at her and stole her purse.
- ✓ A student punched the respondent in the stomach in the school cafeteria.
- ✓ While the respondent was on a business trip, the offender picked his pocket and stole his wallet.

- ✓ While at a house party, an offender threatened to break down the door and knock the respondent unconscious if he did not unlock the door and let his girlfriend out of the bedroom.
- ✓ During a party at the respondent's home, the respondent was in his family room while a party guest stole money from the bedroom dresser.

Examples of When It Is Correct to Enter Precode (2), "No," at HHMEMBER PRESENT

For each of the following situations, enter Precode (2), "No," at Item **HHMEMBERPRESENT**:

- × The home/apartment at a sample address was broken into while the respondent and all other household members were shopping at a mall.
- × The respondent and all other household members were sleeping in their bedrooms when someone stole the respondent's car from his driveway.
- × The respondent was at a restaurant when her leather coat was stolen from the coatroom in the restaurant lobby.
- × Respondent looked out her kitchen window and saw someone steal her son's bicycle from the backyard. (Even though the respondent saw the incident happen, she was not present -- because she was inside while the incident happened outside.)
- × Someone stole a rocking chair from a respondent's unenclosed front porch while the respondent was baking in her kitchen.
- × Someone stole an air compressor from a respondent's detached garage while the respondent was working in his home office.

ANYONEPRESENT

Item **ANYONEPRESENT** asks, ***"Was anyone present during the incident besides you and the offender? (Other than children under age 12.)"*** The same guidelines on presence that you just read for Item **HHMEMBERPRESENT** also apply to Item **ANYONEPRESENT**.

As you ask the questions at Items **ANYONEPRESENT** through **HHMEMHARMED** in the incident report section, you may discover that current household members were either harmed, threatened with harm, robbed by force or by threat of harm. If this happens, you need to complete a separate set of incident report questions for each household member who:

- Is at least 12 years of age,
- Was present during the incident,
- Considers herself/himself to be a victim of a crime, and
- Have not yet completed their NCVS interview.

Be careful not to assume that other household members were victims of a crime just because they were present during a crime incident.

Topic 7. Weapons

Definition

For the NCVS, most guns and knives are always considered weapons. However, **BB guns** and **tear gas guns** are only considered weapons when offenders use them as clubs to attack or threaten to attack respondents. Before any other type of blunt or sharp object can be considered a weapon, the offender must have used or threatened to use the object to inflict physical harm upon a respondent.

Example of an object used as a weapon:
As Ben entered the stockroom where he worked, he discovered an offender who cut Ben's throat with a screwdriver. In this incident, the screwdriver is a weapon.

Example of an object NOT used as a weapon:
An offender tried to break into a respondent's house using a screwdriver to break the door lock, but was unsuccessful. In this incident, the screwdriver is NOT a weapon.

If an offender throws an object at a respondent AND the object hits and seriously injures the respondent, then the thrown object can be considered a weapon.

A **motor vehicle** can be considered a weapon if :

- The respondent knows the offender and the offender **deliberately** used a motor vehicle to try to run into the respondent's vehicle or a vehicle in which the respondent is riding.
- The respondent believes that the offender **deliberately** struck or tried to hit him/her with a motor vehicle while the respondent was on foot, a bicycle, in a motor vehicle, and so forth. The respondent's belief could be based on words spoken by the offender or facts known about the offender.
- However, the offender's vehicle is NOT a weapon if the respondent does not know the offender and there was **NO verbal threat of physical harm to the respondent** when:

- The offender cut in front of a vehicle driven by the respondent.

- The offender cut in front of a vehicle in which the respondent was a passenger.

- The offender and the respondent were involved in some type of traffic accident or incidence of road rage.

The following objects are **never** considered weapons:

- Animals
- Parts of the body *(for example, hands, feet, and so forth)*
- Food
- Small empty cans
- Mace or pepper spray
- Tear gas
- Chloroform
- Rings
- Casts

Press “F1” at Item **WEAPON** to access a “Help” screen which shows a list of objects that are never considered weapons for the NCVS.

WEAPONPRESENT and WEAPON

Item **WEAPONPRESENT** is used to determine whether or not the offender had a weapon or something he/she intended to use as a weapon during the incident. The question at Item **WEAPONPRESENT** asks:
"Did the offender have a weapon such as a gun or knife, or something to use as a weapon, such as a bottle or wrench?"

If you get a "Yes" response, ask the question at Item **WEAPON** next, so that you can identify the weapon(s) used during the incident. The answer categories for Item **WEAPON** are:

<u>Precode</u>:
(1) Hand gun (pistol, revolver, etc.)
(2) Other gun (rifle, shotgun, etc.)
(3) Knife
(4) Other sharp object (scissors, ice pick, axe, etc.)
(5) Blunt object (rock, club, blackjack, etc.)
(6) Other - Specify

Since Item **WEAPON** allows for multiple entries, continue asking "***Anything else?***" until you get a "No" response.

Remember the following points for Item **WEAPON**:

- ✓ If an offender had a blunt or sharp object, other than a gun or knife, and he/she did not use or threaten to use the object to inflict physical harm upon the respondent, the object is **NOT** a weapon. If no other weapon was mentioned, go back to Item **WEAPONPRESENT** and change the answer to "No" by entering Precode (2) at Item **WEAPONPRESENT**.

- ✓ If an offender used either a BB gun or a tear gas gun as a club to hit or threaten to hit the respondent, enter Precode (5), "Blunt object," at Item **WEAPON**.

- ✓ If an offender made a deliberate attempt to hit the respondent with a motor vehicle or to cause an accident and physically harm the respondent in some way with a motor vehicle *(within the guidelines listed on Page C3-22)*, enter Precode (6), "Other," and enter "motor vehicle" in the "Specify" space at Item **WEAPON_SPEC**.

- ✓ Whenever you enter Precodes (4), (5), or (6) at Item **WEAPON**, make sure to explain at the **SUMMARY** screen what the object was and how the offender either used or threatened to use the object as a weapon to physically harm the respondent.

When a respondent tells you that an offender had a weapon at Item **WEAPONPRESENT** and then the respondent identifies one or more weapons at Item **WEAPON**, the respondent should answer “Yes” in at least one of the following items:

- **ATTACK -- *"Did the offender hit you, knock you down, or actually attack you in any way?"***
- **TRYATTACK --*"Did the offender try to attack you?"***
- **THREATEN --*"Did the offender threaten you with harm in any way?"***

HOWTRYATTACK and HOWTHREATEN

Whenever a respondent says that an offender either tried to attack or threatened to attack him/her, ask the question at Item **HOWTRYATTACK** for "tried to attack" OR the question at Item **HOWTHREATEN** for "threatened to attack." The answer categories for both items are identical and the following categories involve the use of a weapon:

Precode:

(17) Weapon present or threatened with weapon
(18) Shot at (but missed)
(19) Attempted attack with knife/sharp weapon
(20) Attempted attack with weapon other than gun/knife/sharp weapon

Remember these points for Items **HOWTRYATTACK** and **HOWTHREATEN**:

✓ Enter Precode (17) when a weapon was present during the incident or if the offender threatened to physically harm the respondent with the weapon. However, if the respondent was injured by the weapon, enter a "Yes" answer in Item **ATTACK**; you skip to Item **HOWATTACK**.

✓ Enter Precode (18) when an offender discharged a gun in the direction of the respondent, but the respondent was not hit. However, if the respondent was injured by gun fire, enter a "Yes" answer in Item **ATTACK** ; you skip to Item **HOWATTACK**.

✓ If an offender attempted to attack the respondent with a knife or another sharp object, such as scissors or an ice pick, enter Precode (19).

✓ If an offender attempted to attack the respondent with an object such as a rock, club, or blackjack, enter Precode (20).

HOWATTACK

When the respondent tells you at Item **ATTACK** that the offender hit, knocked down, or actually attacked him/her in any way, you skip to Item **HOWATTACK** to determine how the respondent was attacked. The following answer categories for Item **HOWATTACK** involve the use of a weapon:

Precode:
(14) Shot
(15) Shot at (but missed)
(16) Hit with gun held in hand
(17) Stabbed/cut with knife/sharp object
(18) Attempted attack with weapon (other than gun) held in hand
(19) Hit by object (other than gun) held in hand
(20) Hit by thrown object
(21) Attempted attack with weapon other than gun/knife/sharp weapon.

Since Item **HOWATTACK** allows for multiple entries, continue asking "***Anything else?***" until you get a "No" response.

Remember the following points for Item **HOWATTACK**:

✓ If you discover that the respondent was **not** attacked and there was no physical contact between the offender and the respondent, go back to Item **ATTACK** and enter a "No" answer by entering Precode (2) at Item **ATTACK**.

✓ If you enter Precodes (15), (18), or (21) at Item **HOWATTACK** and no physical attack with contact took place during the incident, then the respondent was **not** attacked. In this situation, go back to Item **ATTACK** and enter a "No" answer by entering Precode (2) at Item **ATTACK**.

INJURY

If the respondent was attacked in any way during the incident, you ask the question at Item **INJURY** to determine:

- If the respondent sustained any injuries AND
- If so, what type of injuries the respondent suffered from the attack.

The following two answer categories for Item **INJURY** relate directly to injuries sustained from a weapon:

Precode:
(15) Knife or stab wounds
(16) Gun shot, bullet wounds.

Since Item **INJURY** allows for multiple entries, continue asking "***Anything else?***" until you get a "No" response.

Remember the following points for Item **INJURY**:

- Do not consider "mental or emotional suffering" to be an injury. If only mental or emotional suffering is mentioned by the respondent, enter Precode (11), "None."

- Do not enter Precode (16) if the respondent tells you that he/she was injured from being shot with a BB gun or a tear gas gun. Instead, enter Precode (21), “Other - Specify” and describe clearly what type of injuries were sustained in the “Specify” space in **INJURY_SPEC**.

INJURYNOTGUN and FIRSTINJURY

Item **INJURYNOTGUN** is used to determine whether any of the injuries mentioned at Item **INJURY** were caused by a weapon other than a gun or knife. You have the option of either verifying the answer or asking the question before marking the answer for this item.

If you enter Precode (1), "Yes," at Item **INJURYNOTGUN**, ask the following question at Item **FIRSTINJURY**:

"Which injuries were caused by a weapon other than a gun or knife?"

Since Precodes (15) and (16) for Item **INJURY** describe injuries caused by a gun or a knife, these two precodes are omitted from the answer categories for Item **FIRST INJURY**. (Item **FIRSTINJURY** is not asked if only Precode (15), only Precode (16) or only Precodes (15) and (16) are marked in Item **INJURY**.)

ACTIONSDURINGINC

If the respondent tells you at Item **PROTECTSELF** or **DURINGINCIDENT** that he/she did or tried to do something about the incident while it was happening, ask the question at Item **ACTIONSDURINGINC** next. Item **ACTIONSDURINGINC** is used to determine what actions the respondent took during the incident. Under the first heading, "**USED PHYSICAL FORCE TOWARD OFFENDER**," the following four categories identify actions involving a weapon:

Precode:

(11) Attacked offender with gun; fired gun
(12) Attacked with other weapon
(14) Threatened offender with gun
(15) Threatened offender with other weapon

Topic 8. Rape/Unwanted Sexual Contact

Definition

For the NCVS, **rape** is defined as forced sexual intercourse including 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. A rape victim can be either female or male and the rape can be heterosexual or homosexual.

The NCVS also obtains information on attempted rapes and verbal threats of rape and sexual assault. An **attempted rape** is an incident in which the offender intends to force the victim to have sexual intercourse, but the offender does not penetrate the victim.

Unwanted sexual contact is separate from rape or attempted rape. Unwanted sexual contact may or may not involve force and includes such things as grabbing and fondling without the consent of the victim.

Rape, attempted rape, sexual assaults, and threats of rape and sexual assault are all considered to be personal crimes of violence.

WHATHAPPEN

Item **WHATHAPPEN** is used to determine what actually happened during a reported incident when a respondent answers "No" to all three of the following questions:

- ***"Did the offender hit you, knock you down, or actually attack you in any way?"*** **(Item ATTACK)**
- ***"Did the offender try to attack you?"*** **(Item TRYATTACK)**
- **"*Did the offender threaten you with harm in any way?"*** **(Item THREATEN)**

Item **WHATHAPPEN** allows for multiple answers. Two of the answer categories are:

✓ Precode (14) - Unwanted sexual contact **with force** (grabbing, fondling, etc.)

✓ Precode (15) - Unwanted sexual contact **without force** (grabbing, fondling, etc.)

These two answer categories are intended for respondents who do not perceive that the offender attacked, tried to attack, or threatened them in any way during the unwanted sexual contact. Since these two categories can encompass a broad range of sexual acts, it may not always be clear which precode to enter. **Base your decision on the degree of force used in the incident.**

Generally, if the incident involved grabbing and other acts of force, enter Precode (14). However, if the incident involved only touching and/or fondling with no mention of force, enter Precode (15). When you are unsure, always go with the respondent's perception of whether or not the offender used force.

Probing to Identify Rape or Attempted Rape

Each time you enter Precode (14), "Unwanted sexual contact with force," for Item **WHATHAPPEN**, you must ask the probing question at Item **SEXCONFORCEPROBE_1** which asks:

"You mentioned some type of unwanted sexual contact with force. Do you mean forced or coerced sexual intercourse including attempts?"

If you get a "Yes" answer to this probing question, you will skip to Item **HOWATTACK** next.

HOWTRYATTACK and HOWTHREATEN

If a respondent tells you at Item **TRYATTACK** that the offender **tried to attack** him/her, then you will ask the question at Item **HOWTRYATTACK** to determine how the offender tried to attack the respondent. If a respondent tells you at Item **THREATEN** that the offender **threatened** him/her with harm in any way, then you will ask the question at Item **HOWTHREATEN** to determine how the offender threatened the respondent.

Both of these questions allow for multiple answers. Two of the answer categories that might require further clarification are:

- ✓ Precode (15) - Unwanted sexual contact **with force** (grabbing, fondling, etc.)
- ✓ Precode (16) - Unwanted sexual contact **without force**

(grabbing, fondling, etc.)

Since these two categories can encompass a broad range of sexual acts, it may not always be clear which precode to enter. **Base your decision on the degree of force used in the incident.**

Generally, if the incident involved grabbing and other acts of force, enter Precode (15). However, if the incident involved only touching and/or fondling with no mention of force, enter Precode (16). When you are unsure, always go with the respondent's perception of whether or not the offender used force.

Probing to Identify Rape or Attempted Rape

After entering Precode (15), "Unwanted sexual contact with force (grabbing, fondling, etc.)," at Item **HOWTRYATTACK** or **HOWTHREATEN**, the instrument shows the following probe question **SEXCONFORCEPROBE_2** that you must ask:

"You mentioned some type of unwanted sexual contact with force. Do you mean forced or coerced sexual intercourse including attempts?"

If you get a "Yes" answer to this probing question, the instrument automatically fills a Precode (1), “Yes” answer to item **ATTACK** and skips to Item **HOWATTACK** next.

HOWATTACK

Ask the question at Item **HOWATTACK** to determine how the respondent was attacked. This item allows for multiple answers. Three of the answer categories are:

- Precode (11) - Raped
- Precode (12) - Tried to rape
- Precode (13) - Sexual assault other than rape or attempted rape.

If a respondent tells you that the offender either raped or tried to rape her/him, then you need to ask one of the following probe questions to ensure that you are entering the correct precode:

When you enter Precode (11), "Raped," the RAPE_CK1 probe asks:

"You mentioned rape. Do you mean forced or coerced sexual intercourse?"

If you get a "No" answer, also ask the following question so you can determine what the respondent means when using the term “rape”:

"What do you mean?"

When you enter Precode (12), "Tried to rape," the ATTRAPE_CK1 probe asks:

"You mentioned attempted rape. Do you mean attempted forced or coerced sexual intercourse?"

If you get a "No" answer, also ask the following question so you can determine what the respondent means when using the term "tried to rape":

"What do you mean?"

These probe questions are used to ensure that the respondent's interpretation of the term "rape" is the same as the definition used for the NCVS. After asking ***"What do you mean?"*** for either probe question, do not ask any other probing questions related to rape or attempted rape. Make sure that you enter the correct precodes for Item **HOWATTACK**.

PRETHREATEN

After determining how a respondent was attacked at Item **HOWATTACK**, you will ask the question at Item **PRETHREATEN** to determine if the offender threatened to hurt the respondent before actually attacking her/him.

At the time of the incident and prior to the rape or attempted rape, it is possible that the offender may have verbally threatened to hurt the respondent in one of the ways mentioned at Item **HOWATTACK**, even though none of these precodes were entered at Item **HOWATTACK**. If a "Yes" or "No" answer does not adequately cover the respondent's answer for **PRETHREATEN**, enter Precode (3), "Other - *(Specify)*" and enter a note explaining the situation in the “Specify” space in **PRETHREATEN_SPEC**.

INJURY

When a respondent has been attacked during an incident, you will ask the question at Item **INJURY** to determine what type of physical or bodily injuries the respondent may have received during the attack. The question at Item **INJURY** asks:

"What were the injuries you suffered, if any?"

Do not consider mental or emotional suffering, such as depression or the need for counseling after a rape, as an injury. If the respondent did not suffer any physical injuries from the incident, enter Precode (11), "None."

If a respondent tells you at Item **INJURY** that her/his injury was the rape or attempted rape AND you did not enter the precode for "Raped" or "Tried to rape" at Item **HOWATTACK**, then ask one of the following probe questions:

When Precode (12), "Raped," is entered at Item INJURY and Precode (11), "Raped," is NOT entered at Item HOWATTACK, ask the following probe question in RAPE_CK2:

"You mentioned rape. Do you mean forced or coerced sexual intercourse?"

If you get a "No" answer, also ask the following question so you can determine what the respondent means when using the term "raped":

"What do you mean?"

When Precode (13), "Attempted rape," is entered at Item INJURY and Precode (12), "Tried to rape," is NOT entered at Item HOWATTACK, ask the following probe question in Item ATTRAPE_CK:

"You mentioned attempted rape. Do you mean attempted forced or coerced sexual intercourse?"

If you get a "No" answer, also ask the following question so you can determine what the respondent means when using the term "attempted rape":

"What do you mean?"

These probe questions are used to ensure that the respondent's interpretation of the term "rape" or “attempted rape” is the same as the definition used for the NCVS and to distinguish between rape and other types of sexual assaults. If your probing questions verify that the offender did rape or tried to rape the respondent, then use the up arrow to back up and enter the appropriate precodes at Item **HOWATTACK**. If prompted to ask "What do you mean?" for either question, do not ask any other probing questions related to rape or attempted rape.

"Raped" Entered at Item HOWATTACK

If a respondent said that he/she was raped at Item **HOWATTACK**, always enter Precode (12), "Raped" at Item **INJURY**, **even if the respondent does not report "Raped" as an injury.** This is the only precode that you would enter at Item **INJURY** without being told to do so by the respondent. Once you have asked the probe questions at Item **HOWATTACK**, do not ask them again at Item **INJURY**.

"Tried to Rape" Entered at Item HOWATTACK

Do NOT automatically enter Precode (13), "Attempted rape," as an injury at Item **INJURY** when you entered Precode (12), "Tried to Rape," at Item **HOWATTACK**. Only enter Precode (13), "Attempted rape," at Item **INJURY** when the respondent specifically mentions it as an injury from the incident. Also, if a respondent only mentions "Attempted rape" at Item **INJURY**, make sure that there were no other injuries from the incident by asking, "***Anything else?***".

"Sexual Assault Other Than Rape or Attempted Rape" Entered at Item HOWATTACK

Do NOT automatically enter Precode (14), "Sexual assault other than rape or attempted rape," as in injury at Item **INJURY** when you enter Precode (13) as the type of attack at Item **HOWATTACK**. Only mark it as an injury at Item **INJURY** when the respondent specifically mentions it as an injury from the incident. Also, if a respondent only mentions "Sexual assault other than rape or attempted rape" at Item **INJURY**, make sure that there were no other injuries from the incident by asking, "***Anything else?***".

Completing the SUMMARY Screen

Since sex-related crimes are rare compared to other types of crimes, include as many details as the respondent is willing to provide. This is important so that we can classify any sex-related crimes into the correct category--rape, attempted rape, sexual assault, or unwanted sexual contact.

Topic 9. Theft/Attempted Theft of Cash/Property

Definition

For the NCVS, completed or attempted theft of cash and/or property is defined differently depending on whether or not the incident involved **direct contact** between a sample household member and an offender. When there was no direct contact between the offender and a household member during the theft or attempted theft, then the incident is considered a **property crime**. If the incident of theft or attempted theft involved any direct contact between the offender and a household member, such as an attack, threat, robbery by force or threat, purse snatching or pocket picking, the incident is considered a **personal crime**.

Property Crime

When an incident involves a theft or attempted theft in which there was **no direct contact** between an eligible household member and an offender, the incident is considered a **property crime**.

A property crime of theft or attempted theft can fall into one of the following categories:

- ✓ Burglary,
- ✓ Theft, or
- ✓ Motor vehicle theft.

Complete ONLY ONE set of incident report questions for each property crime of theft or attempted theft in which the offender did NOT attack, attempt to attack, or threaten to physically harm a household member.

Burglary

The property crime of burglary usually involves a theft or attempted theft, but always involves the unlawful or forcible entry or attempted entry of a sample address.

<u>Example of burglary</u>:
Harry returned home and his door was open and the lock broken. However, nothing appeared to have been stolen.

Theft

Theft is the successful or unsuccessful attempt to take cash and/or property from within the sample address or its immediate vicinity by someone who has a legal right to be in the residence at the sample address, such as a maid, guest, or delivery person.

Theft can also include the successful or unsuccessful attempt to take property and/or cash from a place other than the sample address or its immediate vicinity when the property and/or cash belongs to one or more eligible household members and there was no direct contact between the offender and an eligible household member.

Example of theft:
Jenny invited two of her co-workers to spend the night at her house. After they left the next morning, she discovered that her watch was missing from the bathroom. She is pretty sure that one of her co-workers stole the watch.

Example of attempted theft:
While in a movie theater, Jay threw his leather coat over the empty seat beside him. He noticed that someone was pulling on the coat, trying to steal it. He grabbed the coat, and the person who was trying to take it got up and ran out of the theater.

Motor Vehicle Theft

Motor vehicle theft is defined as stealing or unauthorized taking of a motor vehicle that belongs to one or more eligible household members. Motor vehicle theft also includes failed attempts to steal or take a motor vehicle without authorization from the owner(s).

Example of motor vehicle theft:
Brian left his car running with the keys in it to warm up on a cold morning. When he went back outside, the car was gone.

Example of attempted motor vehicle theft:
Diane caught her 15-year-old nephew trying to start her car and take it out for a ride. She was able to stop him before he left in the vehicle.

Personal Crime

A completed or attempted theft of cash and/or property is considered to be a **personal crime** when:

- There was **direct contact** between an eligible household member and an offender, such as a personal attack or threat of physical harm, or

- Cash, a purse or wallet was taken directly from an eligible household member without the use of force or threat of physical harm.

Example of theft with direct contact:
As Margaret was leaving the shopping mall and walking to her car, a man took her purse. He knocked her to the ground and ran away with the purse.

Purse Snatching and Pocket Picking

Purse snatching and pocket picking are the successful and/or unsuccessful attempts to take cash, a purse, or wallet directly from an eligible household member without the use of force or threat of physical harm.

Thefts from Unrecognizable Businesses

The NCVS is interested in collecting information for incidents involving thefts from a business when:

✓ An eligible household member operates an unrecognizable business from the sample address.

AND

✓ Cash and/or property belonging to the unrecognizable business is stolen either from the sample address or from another location where the business is still unrecognizable.

Example of theft from an unrecognizable business:
Frank repairs lawn mowers in his garage as a side business, but there is no sign on the premises advertising lawn mower repair. While Frank was away, someone broke into his garage and stole tools and lawn mowers belonging to the business.

The NCVS is not interested in collecting information for incidents involving thefts from a recognizable business, regardless of whether or not it is operated from the sample address. In general terms, a recognizable business is one that has a sign on the premises or some other indication to the general public that a business is operated from the address.

(Also refer to Part C, Chapter 2, for a detailed explanation of recognizable and unrecognizable businesses.)

Example of theft from a recognizable business:
Cindy runs a ceramics class and retail shop from her home and she has a sign on the premises advertising the business. While she was on vacation, someone broke into her home and stole several finished ceramic pieces that were for sale.

Thefts From Children Under 12 Years of Age

The NCVS is interested in collecting information for incidents involving thefts from a sample household member who is under 12 years of age **ONLY** when:

✓ The thefts took place at the sample address *(inside the home or in the immediate vicinity of the home)*, or at a vacation/second home or hotel/motel where the family is staying temporarily.

AND

✓ The child was not attacked or threatened with physical harm during the incident.

Example of acceptable theft from a child under 12:
While interviewing the household respondent, she reported that her 5-year-old son's wagon was stolen from the front yard of their home. She and her son were inside eating lunch when the wagon was stolen.

The NCVS is NOT interested in collecting information for incidents involving thefts from a sample household member who is under 12 years of age when:

✗ The theft took place at a location other than the family's home and its immediate vicinity or at a place other than any lodging and immediate vicinity where the family is staying temporarily, such as from a friend's yard.

OR

- The child was attacked or threatened with physical harm during the incident, regardless of where the theft took place.

Example of unacceptable theft from a child under 12: While interviewing the parent of a 10-year-old boy, the parent reported that his son was injured by an older boy while playing in the park near their home. During the incident, the older boy stole the son's remote control race car.

THEFT and ATTEMPTTHEFT

Item **THEFT** determines whether or not something was stolen or taken without permission that belonged to the respondent or another household member. Item **ATTEMPTTHEFT** determines whether or not an unsuccessful attempt was made to steal or take without permission items belonging to the respondent or another household member.

If a respondent indicated earlier in the interview that items were taken without permission or an unsuccessful attempt was made to take items belonging to the respondent or another household member, you have the option to either ask the question or verify the answer before entering the appropriate precode to answer Item **THEFT** or **ATTEMPTTHEFT**.

Do not consider the cash and/or property as stolen if any of the following conditions exist:

- The items belong to a recognizable business operated from the sample address or any other location where the business is recognizable.
- The items belong to someone who is not a sample household member, such as the owner of a rental home/apartment or a neighbor/friend who left the items at the respondent's home or allowed the respondent to borrow the items.
- The items belong to the respondent and were loaned to someone who never returned the items.
- The items belong to a household member under 12

years of age who was attacked and/or threatened with physical harm during the incident.

- The items belong jointly to a legally separated husband and wife who are not yet divorced and the offender is one of the spouses.

ATTEMPTTHEFTWHAT

Item **ATTEMPTTHEFTWHAT** will identify what items the respondent thinks that the offender was trying to steal. Since this item allows for multiple entries, continue asking, "***Anything else?***" until you get a "No" reply.

Remember the following for Item **ATTEMPTTHEFTWHAT**:

<u>For Precode</u>:

(11) Cash
Do not enter this precode for checks, credit cards, or coin collections. Enter Precode (14) for checks and credit cards, and Precode (23) for coin collections.

(14) Credit cards, checks, bank cards
In addition to the items mentioned, also enter Precode (14) for other items which have little or no value unless used fraudulently, such as Savings Bonds, bank books, money orders, and traveler's checks.

(16) Other motor vehicle
Enter Precode (16) for any type of truck, van, sport utility vehicle (SUV), motorcycle, or moped. Precode (16) is NOT intended for boats, airplanes, minibikes, or snowmobiles; instead, enter Precode (26) "Other," and identify the type of transportation in the "Specify" space in Item **ATTEMPTTHEFTWHAT_SPEC**. Also, if the motor vehicle was owned and operated exclusively for a recognizable business, do not enter Precode (16) at Item **ATTEMPTTHEFTWHAT**.

<u>**For Precode**</u>**:**

(17) Part of motor vehicle
Do not enter Precode (17) for any items stored in the glove compartment, left on the seat, or kept in the trunk, since they are not considered part of the motor vehicle.

(23) Personal effects
Enter Precode (23) for items used by a specific household member, rather than by most or all household members. Some examples include: watches, jewelry, personal luggage, clothing, cameras, books, stamp or coin collections, compact discs, and so forth.

(24) Handgun
Enter Precode (24) for all "hand-held" guns, regardless of how they are used. Precode (24) is not intended for pellet guns, BB guns, air pistols, flare guns, or tear gas guns; instead, enter Precode (26) for these types of guns and identify the type of gun in the "Specify" space in Item **ATTEMPTHEFTWHAT_SPEC**. .

(25) Other firearm
Enter Precode (25) for all rifles and shotguns, regardless of how they are used, but do not enter Precode (25) for pellet guns, BB guns, air pistols, flare guns, or tear gas guns; instead, enter Precode (26) for these types of guns and identify the type of gun in the "Specify" space in Item **ATTEMPTHEFTWHAT_SPEC**. .

WHATWASTAKEN

Item **WHATWASTAKEN** is asked to identify what items were taken from the respondent or other household members during the incident. This item has 27 answer categories from which to choose, as compared to only 17 answer categories in Item **ATTEMPTTHEFTWHAT** for attempted thefts. Item **WHATWASTAKEN** also allows for multiple entries, so continue asking, "***Anything else?***" until you get a "No" reply.

Only include property/money that belonged to the respondent or other household members. If the respondent mentions that the stolen property was leased or rented by the respondent or another household member for **one month or longer**, consider the household member(s) as the owner(s) of the stolen property for this item. If necessary, ask the respondent how long the stolen property has been leased or rented.

(Refer to Part B, Chapter 4, for detailed instructions about specific answer categories in Item WHATWASTAKEN.)

Topic 10. Value of Stolen Property/Methods Used to Determine Value

Definition

For the NCVS, the value of stolen property should be the respondent's best estimate of the dollar value:

- Excluding any stolen cash, checks, or credit cards

  AND

- Excluding any portion of the dollar amount that covers the stolen property owned by a nonhousehold member.

Respondents can use any method they choose to arrive at a dollar value for the stolen property that belonged to sample household members.

PROPERTYVALUE

When items other than cash/checks/credit cards were stolen during an incident, you will ask the respondent the following question at Item **PROPERTYVALUE**:

"What was the value of the PROPERTY that was taken? Include recovered property. (Exclude any stolen cash/checks/credit cards. If jointly owned with a nonhousehold member(s), include only share owned by household members.)"

As you ask this question:

- ✓ Only include the dollar amount for stolen property or the portion of the stolen property that is owned by sample household members.

- ✓ If the stolen property was owned jointly by one or more household members and a nonhousehold member, only include the dollar amount for the portion of the property owned by household member(s).

- ✓ Although you do not want to suggest a method for arriving at the dollar amount, you can mention the stolen items individually to the respondent. If the respondent finds it easier to give you separate dollar amounts for each stolen item, then just total the separate amounts (you can use the F11 key to bring up an onscreen calculator) and enter the total in **PROPERTYVALUE**.

- ✓ If one of the stolen items is food stamps, ask the respondent for the "face value" of the food stamps.
- ✓ Enter the value of the stolen property in whole dollars rounding up or down as necessary.

DECIDEDVALUE

Item **DECIDEDVALUE** is used to determine how the respondent arrived at the amount given for the value of the stolen property provided at Item **PROPERTYVALUE**. Ask the question exactly as it is worded on the screen:

"How did you decide the value of the property that was taken?"

Since this screen allows for multiple entries, continue asking "***Any other way?***" until you get a "No" reply. Avoid reading the answer categories to the respondent, except as a last resort.

Methods Used to Decide

Precode (11), Original cost
The price paid for the item when the respondent first bought it.

Precode (12), Replacement cost
If the stolen property has been replaced already, it would be the price paid at that time. Otherwise, it would be the cost to replace the stolen property at the time of interview. When using the replacement cost, do NOT consider the original purchase price.

Precode (13), Personal estimate of current value
Current value is not the same as the property's replacement cost. A personal estimate of current value is the respondent's idea of what the stolen property was worth at the time of the incident.

Precode (14), Insurance report estimate
This is the amount that an insurance company estimates the stolen property to be worth.

Precode (15), Police estimate
This is the amount that the police estimate the stolen property to be worth.

Precode (17), Other (Specify)
Use this category when the respondent gives you a definite way in which he/she arrived at the value, but it is not one of the categories listed in Precodes (11) through (15) of Item **DECIDEDVALUE**. After entering Precode (17), always enter what the method was in the "Specify" space in **DECIDEDVALUE_SPEC**, such as "a friend's estimate," "appraisal from an antique dealer," or "face value" *(for stolen food stamps)*.

Precode (16), Don't know
By entering Precode (16), you are indicating that the respondent does not know how he/she decided on the amount given as the value of the stolen property at Item **PROPERTYVALUE**. Always probe to get a more precise answer before entering Precode (16) for "Don't know."

Topic 11. Property Ownership

Definition

The NCVS is interested in obtaining information about attempted or actual thefts of property or money only when the property or money is owned by persons who are **eligible sample household members at the time of interview**. As you complete the incident report section of the NCVS instrument for an attempted or actual theft, you determine whether the property is owned by:

- The respondent only
- The respondent and other household member(s)
- Other household member(s) only
- Nonhousehold member(s) only
- Jointly by a household member and a nonhousehold member.

Theft Incidents From Former Residences

You may encounter incidents where an attempted or actual theft occurred during the reference period while the sample household resided at an address other than the sample address. As long as the property that the offender stole or attempted to steal is owned by a person who is a household member at the sample address at the time of interview, you keep the attempted or actual theft report for the NCVS. However, if the attempted or actual theft involved property owned SOLELY by a person who is NOT a household member at the sample address at the time of interview, continue to collect information for that incident.

Theft Incidents From a Legally Separated Spouse

If a husband and wife are legally separated and not yet divorced, any property that they owned jointly while married is still considered jointly owned during their legal separation.

ATTEMPTTHEFT OWNER and WHOOWNEDSTOLEN PROPERTY

When you determine at Items **ATTEMPTTHEFT** and **ATTEMPTTHEFTWHAT** that a reported incident involves an **attempted theft**, you ask the respondent Item **ATTEMPTTHEFTOWNER**:

"Did the (property/money) the offender tried to take belong to you personally, to someone else in the

household, or to both you and other household members?"

When you determine at Items **THEFT** and **WHATWASTAKEN** that a reported incident involves an **actual theft**, you will ask the respondent the following question at Item **WHOOWNEDSTOLENPROPERTY**:

"Did the stolen (property/money) belong to you personally, to someone else in the household, or to both you and other household members?"

Both of these items are designed to determine whether the owner is:

- ✓ The respondent only
- ✓ The respondent and other household member(s)
- ✓ Other household member(s) only
- ✓ Nonhousehold member(s) only
- ✓ Other "Specify" (For example, property or money owned jointly by a household member and a nonhousehold member.)

Here are a few situations in which you enter Precode (5) "Other" at Items **ATTEMPTTHEFTOWNER** or **WHOOWNEDSTOLENPROPERTY**:

- Owners of the property/money are the respondent and a nonhousehold member.

  OR

- Owners of the property/money are another household member and a nonhousehold member.

Nonhousehold Member at Time of Interview

When a reported incident of theft or attempted theft involves property belonging to a person who is NOT a sample household member at the time of interview, the incident will be kept for the NCVS. If you discover at **ATTEMPTTHEFTOWNER** or

WHOOWNEDSTOLENPROPERTY that the property/ money belongs only to a person who is a nonhousehold member at the time of interview, you still must finish completing the incident report section of the instrument. By completing the incident report section, you may discover other facts about the incident that are within the scope of the survey.

(See Part C, Chapter 1, Topic 8, for more information about out-of-scope incidents.)

ATTEMPTTHEFTLNS and OTHERSOWNED STOLENPROPERTY

When the property/money involved in a theft or attempted theft incident is owned by the respondent AND other sample household members, you will identify by line number at either Item **ATTEMPTTHEFTLNS** or Item **OTHERSOWNEDSTOLENPROPERTY** which household members **other than the respondent** own the property. For an attempted theft, enter the line number(s) at **ATTEMPTTHEFTLNS**. For an actual theft, enter the line number(s) at **OTHERSOWNEDSTOLENPROPERTY**.

Consider the property to belong to the ENTIRE sample household and enter Precode (40), "Household property" if:

✓ The respondent tells you that the property belongs to **ALL** household members

OR

✓ The respondent tells you that the property belongs jointly to himself/herself **AND** more than two other household members.

Depending on the circumstances, it is acceptable to enter line number(s) for the theft of personal property and also enter Precode (40), "Household property."

The SUMMARY Screen

When property from an attempted or actual theft incident is owned by two or more persons, you need to identify at the **SUMMARY** screen which persons own which items and, when necessary, which items are household property. For example, if you enter Precode (2) at Item **ATTEMPTTHEFTOWNER** or **WHOOWNEDSTOLENPROPERTY**, identify by line number in your summary report which items belong to the respondent and which items belong to the other household member(s).

It is not necessary to do this when the property/money:

- Belongs only to the respondent

OR

- Is considered to be **entirely** household property.

Topic 12. Recovered Money and/or Property

Definition

For the NCVS, "recovered money and/or property" means:

- **For stolen money:** Any money stolen during the reported incident that has either been found and returned to the respondent OR that the offender has reimbursed to the respondent for all or part of the stolen money.
- **For stolen property:** All or part of the original stolen property was returned to the respondent or is being held as evidence for a court case.

ALLPARTRECOVERED

Item **ALLPARTRECOVERED** is one of the questions that you will ask the respondent when money and/or property was stolen during a reported incident. The question at Item **ALLPARTRECOVERED** asks:

"Was all or part of the stolen (money/property) recovered, not counting anything received from insurance?"

The information recorded at Item **WHATWASTAKEN** will indicate whether you will ask about the recovery of stolen money, property, or both at Item **ALLPARTRECOVERED**. For the NCVS, we want to determine whether all, part, or none of the stolen money and/or property was recovered.

Do Not Include as Recovered

Under the following circumstances, do **NOT** consider the stolen money and/or property to be recovered:

- ✗ An **insurance company** replaced the stolen property or provided money to replace the stolen property.
- ✗ The **offender** replaced the stolen property or provided money to replace the stolen property.
- ✗ **Anyone other than the offender** reimbursed the respondent for the money that was stolen, such as an insurance company or a relative.

For the NCVS, we are only interested in the original property/money, not property/money that was given to the owner as a replacement or reimbursement.

WHATRECOVERED

If a respondent tells you at Item **ALLPARTRECOVERED** that only part of the stolen money and/or property was recovered, then you determine at Item **WHATRECOVERED** how much of the stolen money and/or property was recovered.

Cash Was Recovered

When stolen cash was recovered, enter Precode (1), "Cash," and then enter the amount in whole dollars *(rounding up or down as necessary)* in the "Amount of cash recovered" space at Item **CASHRECOVERED**. An estimated dollar amount is acceptable when the respondent is unable to give you an exact amount.

Only Property Was Recovered

When stolen property was recovered, there are five separate "Property" answer categories in **WHATRECOVERED**:

- Precode (2), "Purse"
- Precode (3), "Wallet"
- Precode (4), "Credit cards, checks, bank cards"
- Precode (5), "Car or other motor vehicle"
- Precode (6), "Property other than the above"

Based on the respondent's answer, enter precodes for all property categories that apply. Any time a respondent answers "Purse" or "Wallet," Item **CONTAINMONEY** appears next, which asks: ***"Did it contain any money?"*** This additional question is to ensure that we document any stolen cash that may have been recovered. If you get a "Yes" answer, make sure to enter the dollar amount in the "Amount of cash recovered" space in Item **CASHRECOVERED**.

Enter Precode (6), "Property other than the above" when:

- ✓ The respondent mentions recovered property not described in any of the other four property categories at Item **WHATRECOVERED**.

  OR

- ✓ The respondent does not know or is unsure about which stolen property items were recovered.

Both Cash and Property Were Recovered

When both stolen money and property were recovered:

- Enter Precode (1) and then enter the amount in whole dollars *(rounding up or down as necessary)* in the "Amount of cash recovered" space, and

- Enter precodes for all appropriate "property" categories from Precodes (2) through (6) based on the respondent's answer.

RECOVEREDCASH VALUE

When the stolen property recovered was something **other than cash, checks, or credit cards**, then you will ask the question at Item **RECOVEREDCASHVALUE** to determine the value of the recovered stolen property. The question at Item **RECOVEREDCASHVALUE** asks:

"Considering any damage, what was the value of the property after it was recovered? (Do not include recovered cash, checks, or credit cards.)"

For Item **RECOVEREDCASHVALUE**:

- ✓ Include the value of a recovered purse and/or wallet, but do not include the value of recovered cash, checks, or credit cards that may have been in the purse or wallet.

- ✓ Damage to stolen property before it is recovered may cause its value to decrease from what it was before the theft.

- ✓ Include the total whole dollar amount *(rounding up or down as necessary)* for all recovered property both damaged and undamaged *(other than cash, checks, and credit cards)*.

✓ It is acceptable to mention recovered items individually to a respondent and allow the respondent to use any means he/she wishes to arrive at the item's value. Then, total the individual amounts (You can use the F11 Calculator function here if desired.) and enter the total in the "Value of property recovered" space at Item **RECOVEREDCASHVALUE**.

POLICEFOLLOWUP

Item **POLICEFOLLOWUP** is one of a series of questions inquiring as to how the police responded when notified about an incident. The question at Item **POLICEFOLLOWUP** asks:

"What did the police do in following up this incident?"

This question allows you to enter more than one precode. "Recovered property" is one of the answer categories to identify what the police followed up on for the incident. Before entering Precode (14), "Recovered property," make sure that the stolen property is considered "recovered" by the NCVS definition provided earlier in this topic.

Topic 13. Medical Care

Definition

For the NCVS, medical care is any care or treatment that a respondent **received** for physical injuries suffered during the incident, regardless of:

- Who administered the care or
- Where the care was administered.

Medical care can range from something as simple as applying an ice pack to something as complicated as major surgery. The person administering the medical care does not need to be anyone with medical training. In fact, it could even be the respondent treating his/her own injuries. The location where treatment is provided can be anywhere--at the crime scene, at home, in an ambulance, or at a hospital.

MEDICALCARE

When a respondent tells you that he/she was injured during the incident, you will ask the following question at Item **MEDICALCARE**:

"Were you injured to the extent that you received any medical care, including self treatment?"

Item **INJURY** will actually identify what type of injuries were suffered, if any. If the respondent suffered injuries during an incident, but did not receive any care or treatment for those injuries, enter Precode (2) "No" at Item **MEDICALCARE** and the instrument skips to Item **PREGATTIMEOFINC** if you are speaking to a female respondent age 18 to 49, otherwise the instrument continues with Item **PROTECTSELF**.

A "Yes" answer at Item **MEDICALCARE** takes you through Items **RECEIVECAREWHERE** through **CAREDAYHOSPIT**, so you can determine:

- ✓ Where the respondent received medical care for his/her injuries *(Item **RECEIVECAREWHERE**)*. Item **RECEIVECAREWHERE** contains seven different answer categories identifying where medical care could have been provided to the respondent. Since you can enter more than one precode at Item **RECEIVE CAREWHERE**, continue asking "***Anywhere else?***" until you get a "No" response.

- ✓ Whether the respondent stayed at the hospital overnight, when care was administered at a hospital *(Item **CAREOVERNIGHT**)*.

- ✓ How many days the respondent stayed at the hospital, when the respondent stayed overnight at a hospital *(Item **CAREDAYHOSPIT**).*

If you determine that medical care was not provided at a hospital, then you will skip to Item **MEDICALINSURANCE** after completing Item **RECEIVECAREWHERE**, so you can inquire about medical insurance.

Topic 14. Medical Expenses

Definition

For the NCVS, medical expenses are intended to include all costs incurred directly as a result of treatment received for any injuries that the respondent experienced during the incident, regardless of who paid these costs. Consider the following costs as medical expenses if they are related directly to the respondent's injuries from the incident:

- Services provided by doctors, surgeons, and hospitals,
- Ambulance service and emergency room fees,
- Physical therapist and dentist fees,
- Any costs for medicine or special devices, such as braces, wheelchairs, dentures, and so forth.

MEDICALEXPENSES

Item **MEDICALEXPENSES** is used to determine what the total dollar amount was for medical expenses resulting from the incident. The question at Item **MEDICALEXPENSES** reads as follows:

"What was the total amount of your medical expenses resulting from this incident (INCLUDING anything paid by insurance)? Include hospital and doctor bills, medicine, therapy, braces, and any other injury-related expenses."

Make sure to read the statement following the question so that the respondent understands fully what to include when providing you with a total amount. If the respondent told you at Item **MEDICALINSURANCE** that he/she was covered by medical insurance or another type of health benefits program at the time of the incident, make sure to read the statement within parentheses, ***"(INCLUDING anything paid by insurance)"*** as you ask the question at Item **MEDICALEXPENSES**.

If the respondent is unable to provide an exact amount, take the respondent's best estimate of the total dollar amount for medical expenses. In some cases, a respondent may still be undergoing treatment for his/her injuries at the time of interview. If so, try to get a projected estimate for the total cost of medical expenses resulting from the incident. When a respondent is unable to provide even an estimated amount, enter “Ctrl” + “D” for "Don't know."

Enter “0” (Zero) for “No cost" at Item **MEDICALEXPENSES** for instances when medical care was provided at no cost to the respondent or his/her medical insurance.

Topic 15. Race of Offenders

Definition: Ethnicity

Ethnicity or ethnic origin is a person's heritage, nationality, lineage, or country of birth of the person him/herself or of his/her ancestors. "Ethnicity" does not have the same meaning as "race" even though respondents may use the terms interchangeably. People who report their origin as Spanish, Hispanic, or Latino may be of any race.

SINGOFFETHNICITY

When a respondent tells you that the crime was committed by one offender, you ask a series of questions in the incident report section of the instrument to gather information about the offender. One of these questions is Item **SINGOFFETHNICITY**, which asks, "*Was the offender Hispanic or Latino?*" Enter Precode (1) for "Yes," (2) for "No," or (3) for "Don't know."

MULTOFFETHNICITY

When a respondent tells you that the crime was committed by more than one offender, you also ask item **MULTOFFETHNICITY**, "*Were any of the offenders Hispanic or Latino?*" Enter Precode (1) for "Yes," (2) for "No," or (3) for "Don't know."

MULTOFFENDERMOST ETHNICITY

When the respondent indicates that at least one of the offenders was Hispanic or Latino, you ask item **MULTOFFENDERMOSTETHNICITY**, "*Were the offenders mostly Hispanic, mostly non-Hispanic, or an equal number of Hispanic and non-Hispanic?*" Enter the answer as indicated by the respondent.

Definition: Race

For the NCVS, we use the following race categories at Items **SINGOFFRACE** and **MULTOFFENDERRACE** to identify an offender's race – "White," "Black or African American," "American Indian or Alaska Native," "Asian" (for example, Japanese, Chinese, Filipino, Korean, Asian Indian, Vietnamese), and "Native Hawaiian or Other Pacific Islander."

SINGOFFRACE

When a respondent tells you that the crime was committed by just one offender, you ask him/her a series of questions to gather information about the offender. One of these questions is Item **SINGOFFRACE**, which asks about the offender's race. The answer categories for this item are "White," "Black or African American," "American Indian or Alaska Native," "Asian," and "Native Hawaiian or Other Pacific Islander."

Since an offender could be of more than one race, you can enter more than one precode at Item **SINGOFFRACE** to identify the races of each offender. The answer categories for Item **SINGOFFRACE** are:

Precode (1), White
Precode (2), Black or African American
Precode (3), American Indian or Alaska Native
Precode (4), Asian
Precode (5), Native Hawaiian or Other Pacific Islander
Precode (6), Don't know

When reading the question at Item **SINGOFFRACE** you will read answer categories 1-5 as part of the question. However, do not read category 6, "Don't know" to the respondent.

A person's ethnic origin is NOT the same as a person's race. If a respondent answers the offender's race question with "Spanish, Hispanic, Latino" or another ethnic origin, such as "French" or "German," enter Precode (1), "White."

MULTOFFENDERRACE and MULTOFFENDERRACE MOST

When a respondent tells you that the crime was committed by more than one offender, you ask the respondent a series of questions in the incident report section to gather information about these offenders. Two of these questions are at Items **MULTOFFENDERRACE** and **MULTOFFENDERRACEMOST**. The question at Item **MULTOFFENDERRACE** asks: "*What race or races were the offenders? Were they …*" Since the offenders could be of more than one race, you can enter more than one precode at Item **MULTOFFENDERRACE** to identify the races of each offender. The answer categories for Item **MULTOFFENDERRACE** are:

Precode (1), White
Precode (2), Black or African American
Precode (3), American Indian or Alaska Native
Precode (4), Asian
Precode (5), Native Hawaiian or Other Pacific Islander
Precode (6), Don't know

When reading the question at Item **MULTOFFENDERRACE** you will read answer categories 1-5 as part of the question. However, do not read category 6, "Don't know" to the respondent.

A person's ethnic origin is NOT the same as a person's race. If a respondent answers the offender's race question with

"Spanish, Hispanic, Latino" or another ethnic origin, such as "French" or "German," enter Precode (1), "White."

The question at Item **MULTOFFENDERRACEMOST** asks: "*What race were most of the offenders*?" When two or more precodes are entered at Item **MULTOFFENDERRACE**, ask the question at Item **MULTOFFENDERRACEMOST** to determine the race of **MOST** of the offenders. Only enter **ONE** of the following precodes at Item **MULTOFFENDERRACEMOST**:

- Precode (1), Mostly White
- Precode (2), Mostly Black or African American
- Precode (3), Mostly American Indian or Alaska Native
- Precode (4), Mostly Asian
- Precode (5), Mostly Native Hawaiian or Other Pacific Islander
- Precode (6), Equal number of each race
- Precode (7), Don't know

Topic 16. Other Victimized Household Members

Definition

For the NCVS, "Other victimized household members" consist of sample household members who are:

- Also victims in an incident reported by the household member you are currently interviewing,
- Household members at the time of interview, and
- At least 12 years of age at the time of the incident.

Consider a household member to be a "victim" if the offender did any of the following things to an eligible household member:

✓ Hit, knocked down, or actually attacked the household member.

✓ Tried to attack the household member.

✓ Threatened to physically harm the household member.

Since it is important that we get a complete picture of each household member's victimization, you must complete a separate set of incident report questions for each eligible household member at the time of interview who was personally victimized during an incident.

PERSONSHARMED Through HHMEMHARMED

Item **PERSONSHARMED** is used to determine if any persons who were present during the incident, other than the respondent, the offender, and any children under 12 years of age were victimized. If you get a "Yes" answer at Item **PERSONSHARMED**, then, at Item **PERSONSHARMEDNUM**, document the number of victimized persons excluding the respondent, the offender, and any children under 12 years of age.
Item **HHMEMHARMED** is used to determine if any of the persons present during the incident who were victimized are eligible household members at the time of interview and, if so, to identify the household members by line number. The question at Item **HHMEMHARMED** asks:

Chapter 2
Person Level Contact History Instrument (pCHI)

Table of Topics

	Topic	Page
1	Overview of the pCHI	D2-2
2	The pCHI and Case Management	D2-4
3	The pCHI and Households Without a Roster	D2-13
4	The pCHI and Households With a Roster	D2-32
5	How to Code the pCHI in Specific Situations	D2-50

Topic 1. Overview of the Person Level Contact History Instrument (pCHI)

What are the CHI (Contact History Instrument) and the Person Level Contact History Instrument (pCHI)?

The Contact History Instrument (CHI)

The CHI was developed to capture details of ALL contact attempts made to a household. This means each time you ATTEMPT to make contact or MAKE contact with a household you enter information into the CHI. By completing the questions asked in the CHI, you provide valuable information to your regional office (RO), headquarters staff, our survey sponsors, and other FRs. The CHI data are sent back each month, allowing the current FR to see how easy or difficult it was to conduct the interview in previous interview periods.

The Person Level Contact History Instrument (pCHI)

The pCHI (pronounced “pee-ki”) has been developed to record contact history for individual respondents on person-level surveys like the NCVS, because:

- There may be varying degrees of availability and willingness to be interviewed among different members of the same sample household; and
- Different strategies may be used for each respondent.

The pCHI allows you to record contact information individually.

Regional office managers use reports generated from the pCHI data. These reports provide a way for your supervisor to give feedback on your contact attempts and make suggestions for future contacts. Headquarters staff, along with the survey sponsor, analyzes pCHI data to help formulate better strategies for non-contact and refusal cases.

pCHI Screen Layout

The pCHI screen is formatted into the “Information” or “Info” Pane and the “Form” Pane, the same as the NCVS instrument. For the pCHI, the “Info” Pane displays the instructions for what to enter on that screen as well as the answer list. The “Form” pane contains the area where the data is entered.

Tabs are displayed at the top left of the screen (see example below):

- “pCHI” tab - contains the main screens to enter the contact attempt information.

- “Roster Information” tab - displays the household roster; can be used to reference the household roster composition before entering the main pCHI screens.

Entering the pCHI instrument

- If you get into the NCVS instrument during a contact attempt, pCHI appears automatically.

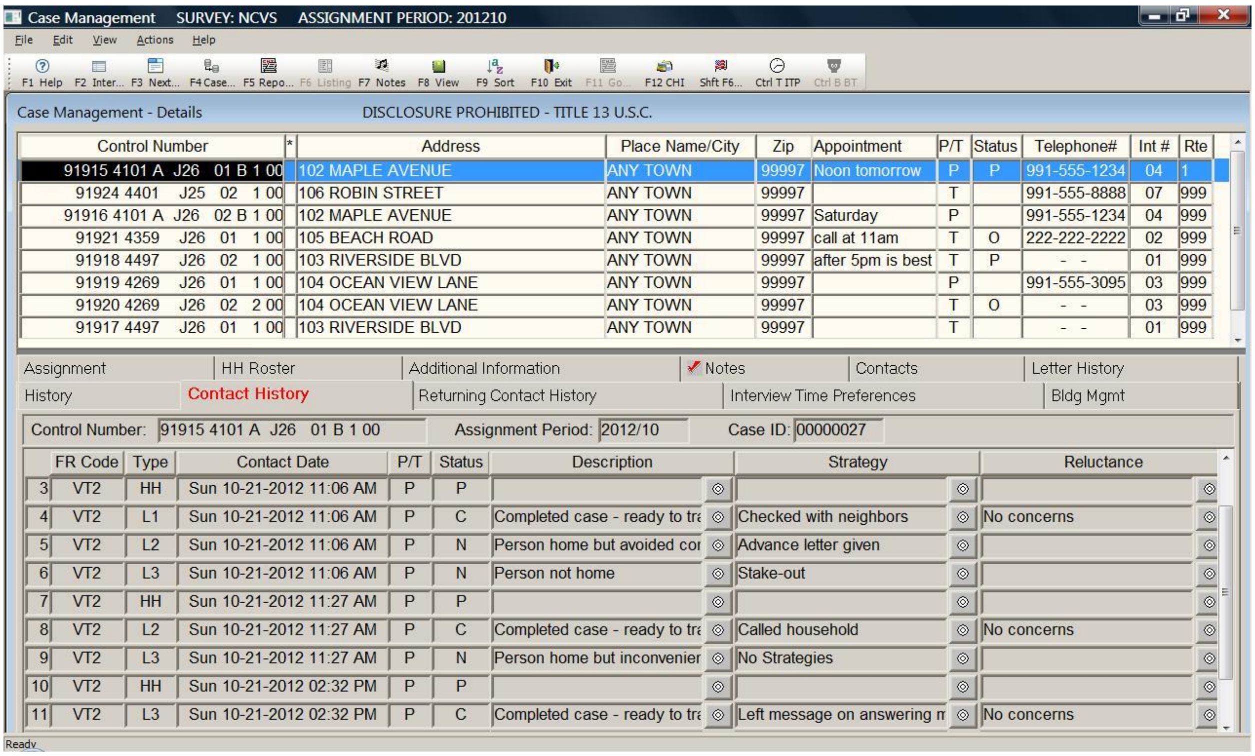
- To access the pCHI from Case Management, highlight the case and press F12.

Selected Case Confirmation Screen

The “Selected Case Confirmation Screen” dialog box appears when entering pCHI from Case Management. Make sure you have chosen the correct case.

If this is the correct case, click OK. If not, click cancel and choose the correct case from your case list.

Topic 2. The pCHI and Case Management



Contact History Tab

In Case Management, on the bottom half of your screen under your Case List, notice the “Contact History” Tab. The Contact History tab shows all **current** month contact attempt information for whatever case you have highlighted in your case list. Note: If you have not accessed the case or the pCHI, there will be no information displayed on this tab yet. From left to right, the columns are:

1. FR Code

2. The “Type” column shows whether the record displayed is for household level (denoted by “HH”) or respondent level; if for the respondent level, it shows the line number (L1, L2, etc.) to which it refers.

3. “Contact Date” lists the date the contact was attempted.

4. “P/T” displays a “P” or “T” depending on whether the contact attempt was a personal visit or a telephone attempt.

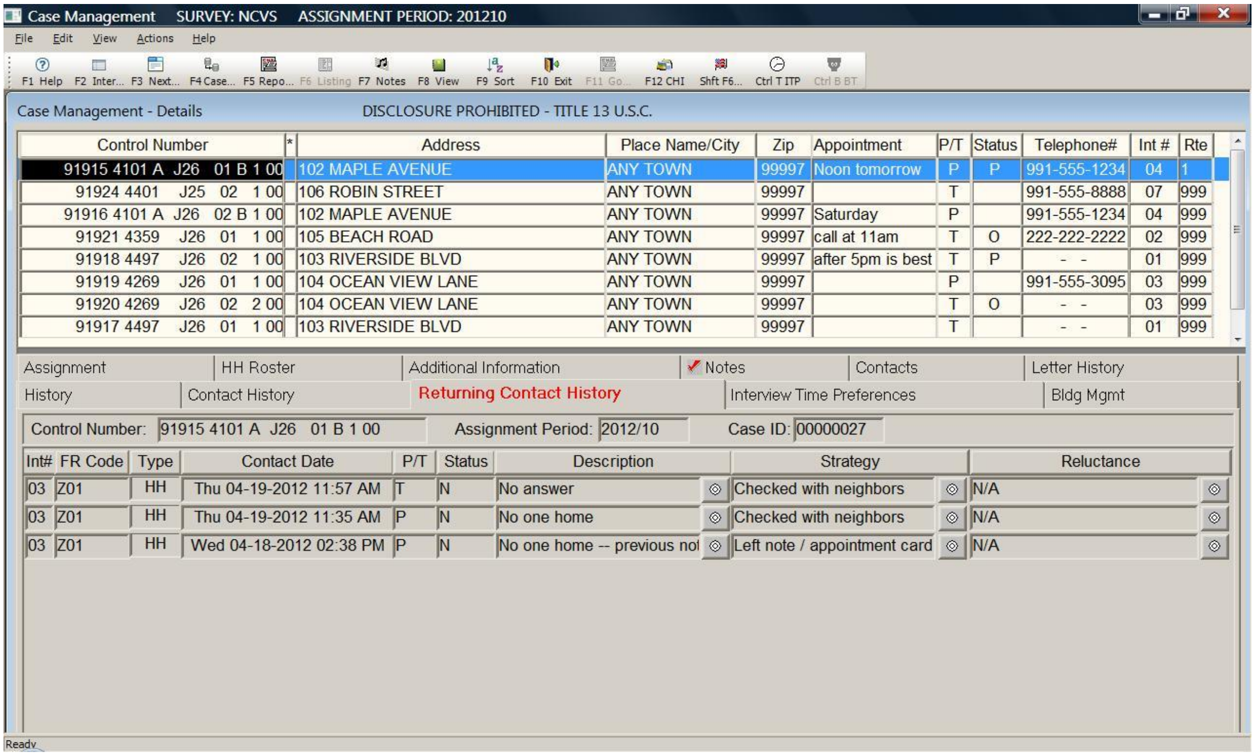
5. “Status” shows the status of the contact attempt. The codes are: “C” - Completed case, “P” - Partial interview, “U” - Unable to conduct interview, or “N” - Noncontact.

   At the household level, the “Status” column refers to the case level status. The case level status does not display a “C” until all eligible NCVS respondents have been completed or coded as a Type Z noninterview. At the person level, the “Status” column refers to the status of the respondent after that contact attempt.

6. “Description” displays the entries made at the noncontact and noninterview screens.

7. “Strategy” lists the strategies previously used, such as leaving an advance letter, or checking with a neighbor.

8. “Reluctance” displays the concerns or reluctance expressed in previous visits. If contact was not made during that visit, “N/A” for “not applicable” is displayed in the Reluctance column.



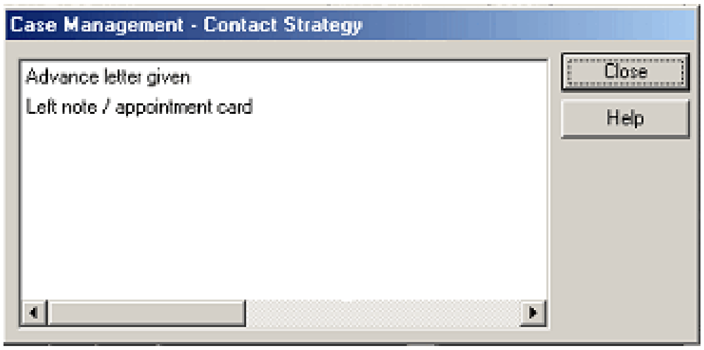
Returning Contact History Tab

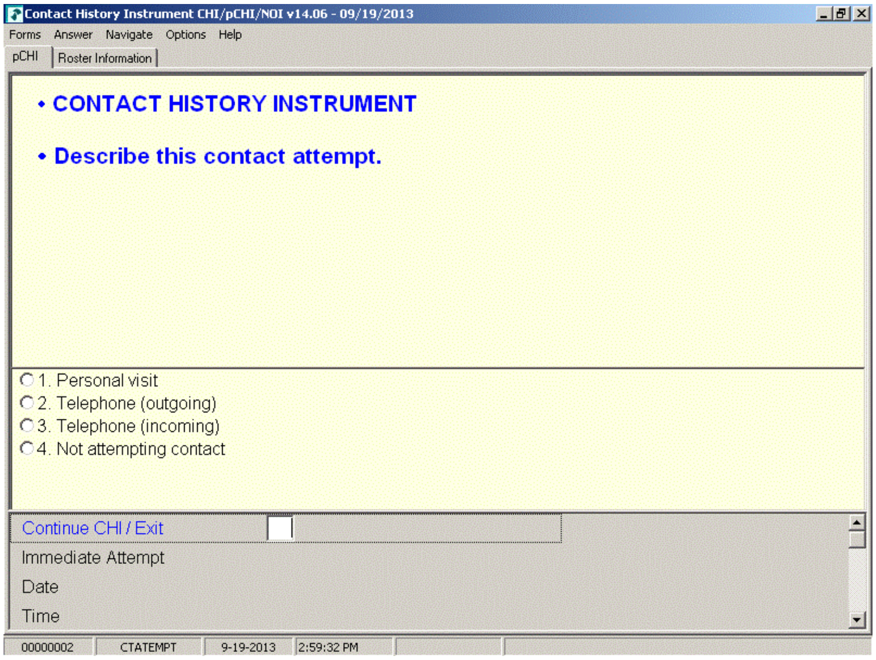
On the Case Management screen, the "Returning Contact History" tab includes the same information as the "Contact History" tab, with an extra column labeled "Int #" for "Interview Number." This tab is used for longitudinal surveys like the NCVS. Use this tab to view pCHI records from the last enumeration.

You may use this contact history information to plan your assignments. For example, you may determine the best days and times to make contact and work cases that required extra effort in previous interview periods early in your current assignment.

Snowflake

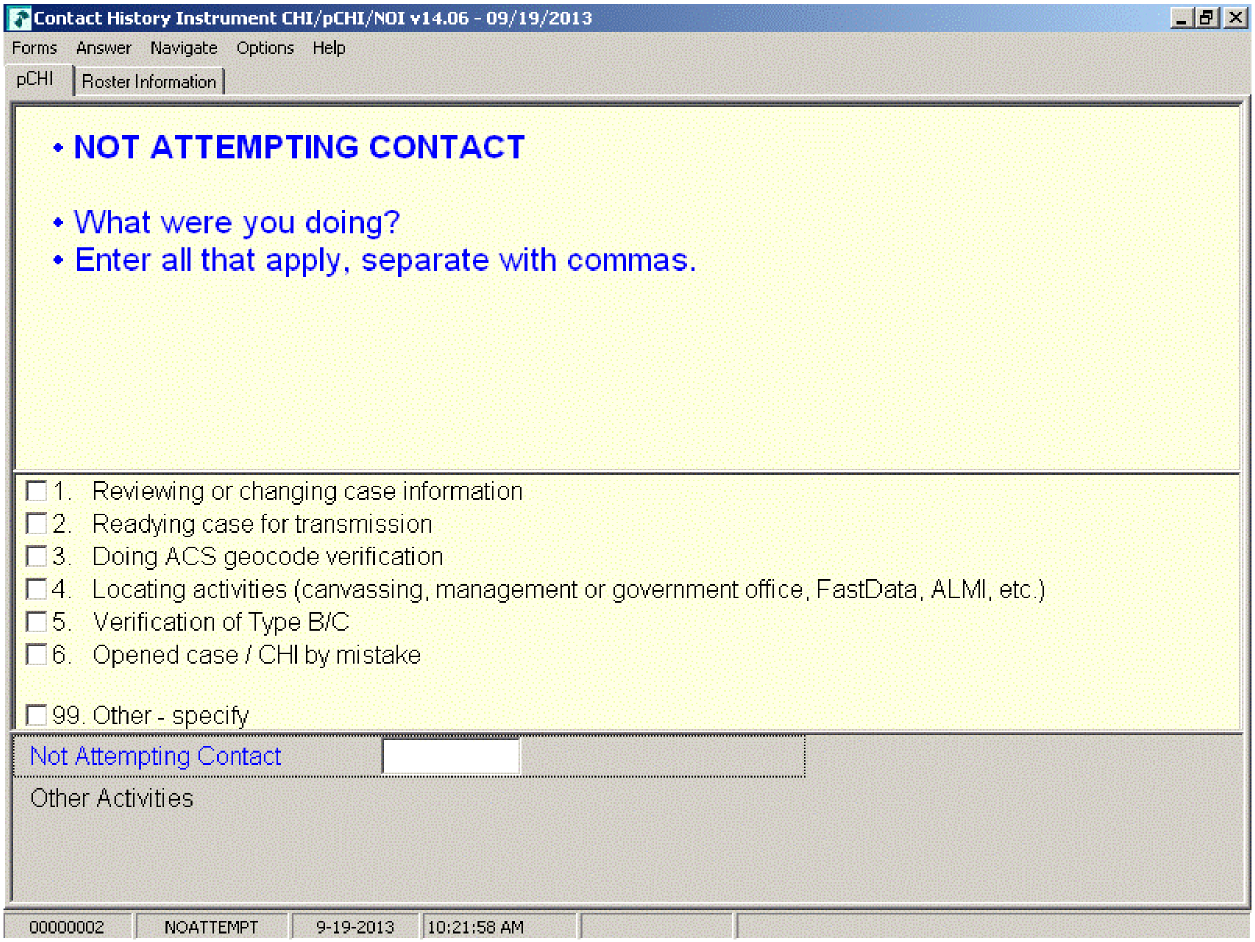
You may see a small snowflake next to some of the columns; this means that there are multiple entries for that column.
Clicking on the snowflake brings up a dialog box that displays ALL entries that the FR made for that column, for that particular date and time. See example below:





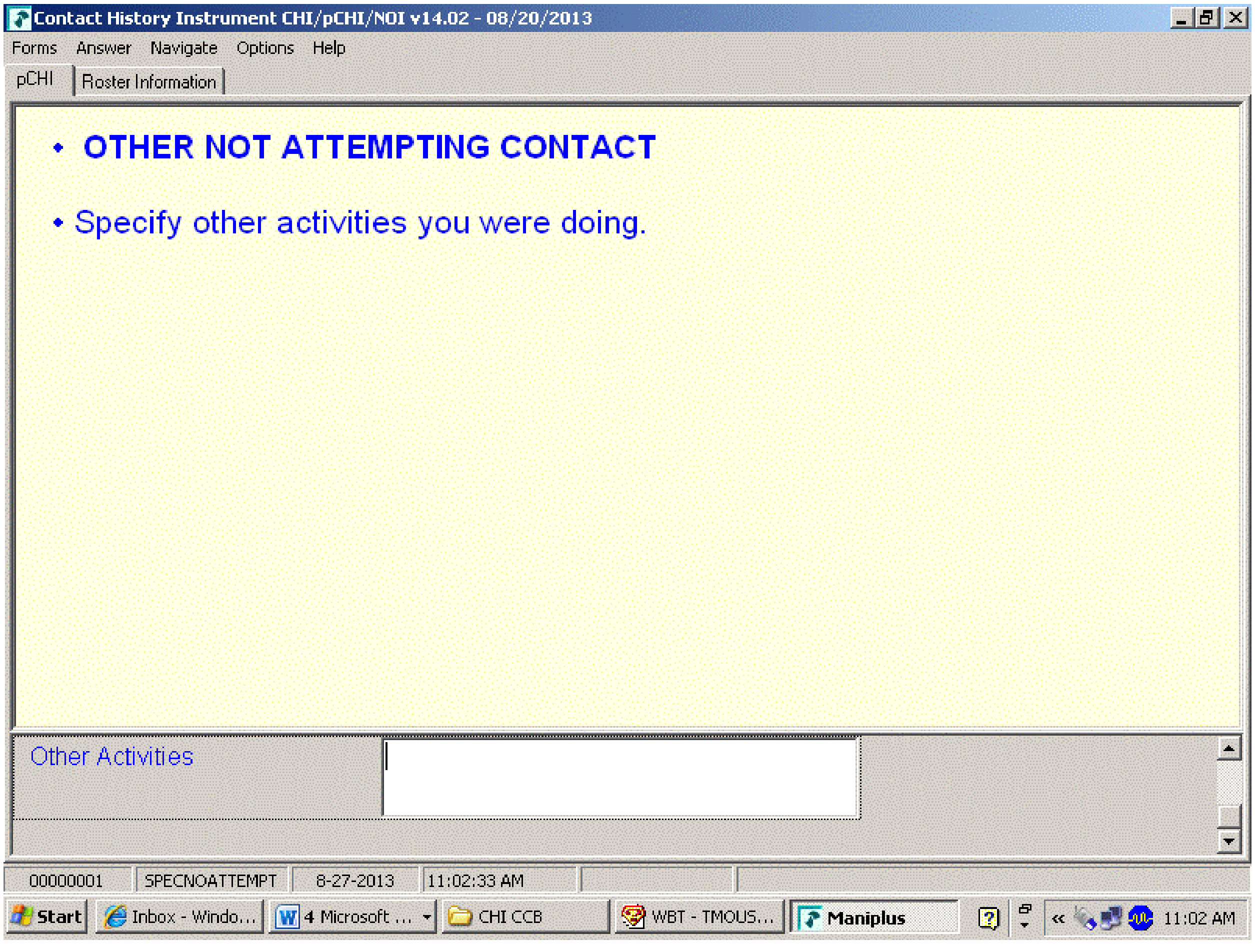
CTATEMPT

CTATEMPT is the "Contact Attempt" screen. (The screen name is located in the bottom left corner of the pCHI instrument window, just as it is in the NCVS instrument.) Choose "Personal visit" to record the details of a personal visit attempt. Choose "Telephone (outgoing)" when you attempt a telephone contact. Choose "Telephone (incoming)" when a respondent contacts you on the telephone. Choose "Not attempting contact" when you do not attempt contact or want to exit the pCHI.



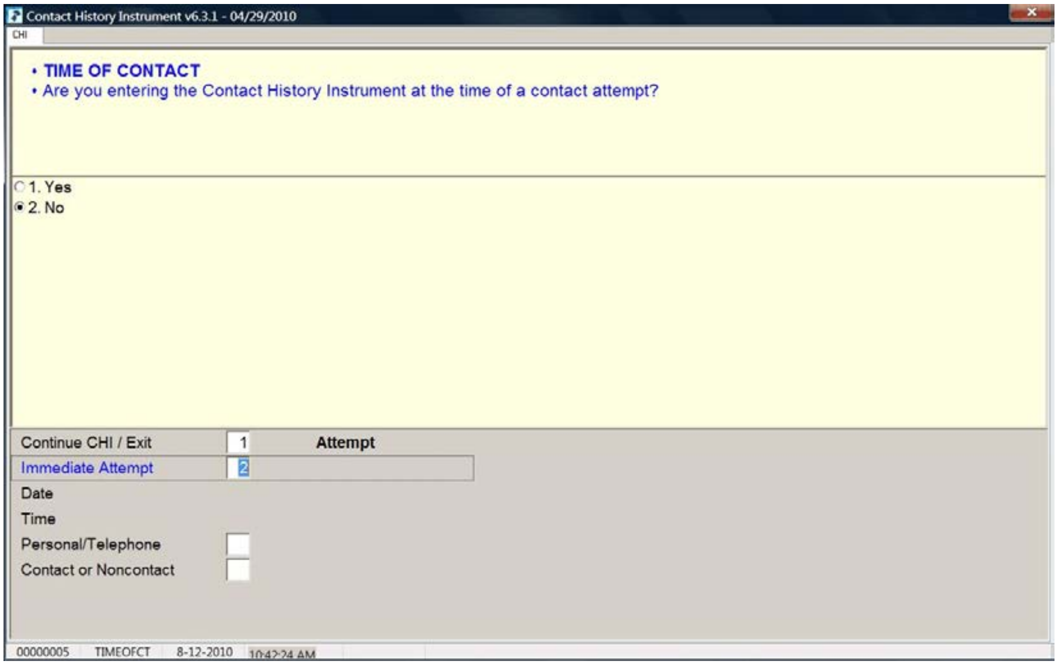
NOATTEMPT

NOATTEMPT appears when you select "Not attempting contact" in **CTATEMPT**. Enter the code for the appropriate category.



SPECNOATTEMPT

SPECNOATTEMPT appears when Precode (99), “Other – specify” is marked in **NOATTEMPT**. Enter the specific “other” activity you were doing at this screen.

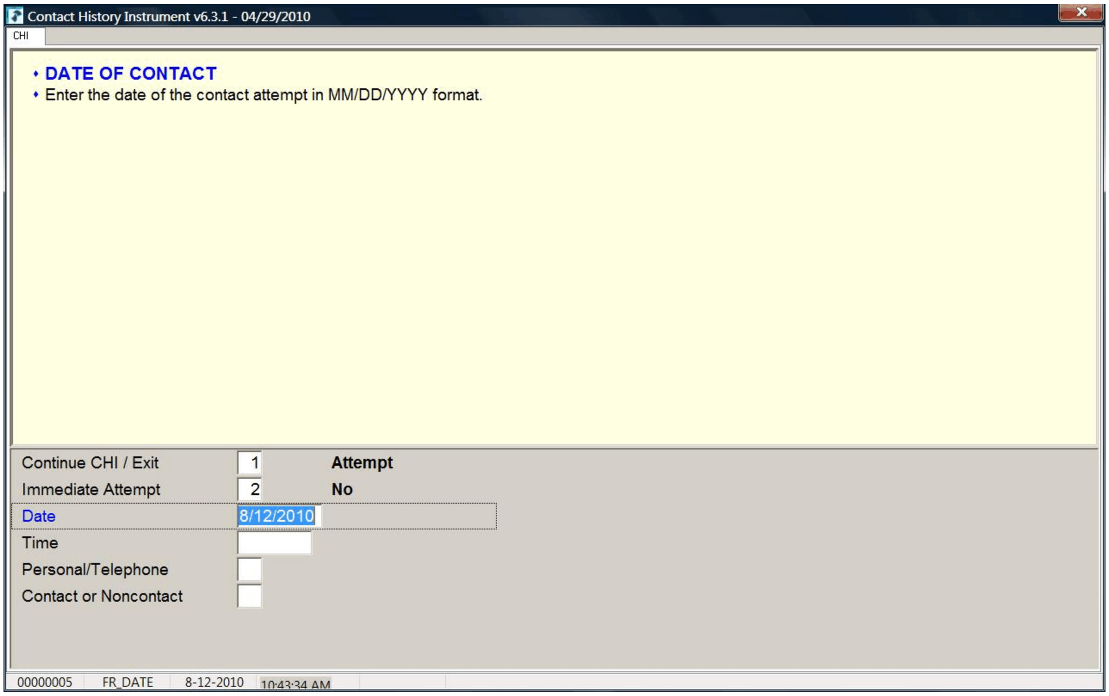


TIMEOFCT

TIMEOFCT is the "Time of Contact" item, and appears if you entered Precode (1), "Contact attempt", Precode (2), "Telephone (outgoing)", or Precode (3), "Telephone (incoming)" in Item **CTATEMPT**. This item asks if you are entering the pCHI at the exact time that the contact attempt was made. If you are, click "Yes," or enter "1." You may also enter contact information later. This provides you flexibility to enter the contact attempt information when it is convenient for you. (For accuracy, entering the pCHI contact information at the time of the contact is preferred.)

For example, if it is more convenient for you to record several contact attempts later that night after you have returned home, you may. Although you are recording your contact attempt later in the day, the instrument still records the "real" time of the contact attempt so that pCHI records are accurate.

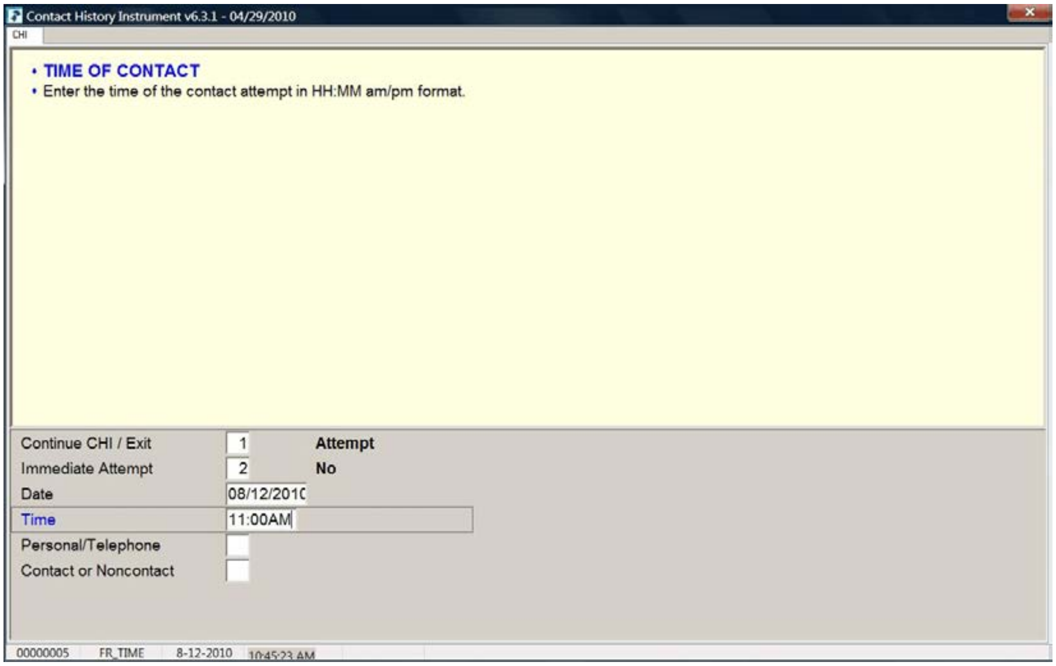
If you enter "1," "Yes," and a roster exists, the instrument goes to **pCASECONTACT**; if no roster exists, the instrument goes to **CASECONTACT**. If you enter "2," "No," the instrument goes to **FR_DATE** to allow you to enter the date and time of the contact attempt manually.



FR_DATE

FR_DATE appears when you select “2,””No,” at item **TIMEOFCT**. Enter the date of the contact attempt in this item. The contact attempt date is pre-filled. If you are entering the pCHI on the same day that the contact attempt was made, press enter. If not, enter the date in MM/DD/YYYY format. For example, if the contact attempt is made on November 20, 2015, enter 11/20/2015.

The instrument then goes to **FR_TIME**.



FR_TIME

FR_TIME is the “Time of Contact” screen, where you enter the time of day that the contact attempt was made. It appears if an entry was made in **FR_DATE**. Enter the time that the contact attempt was made, not the current time when you are making the entry.

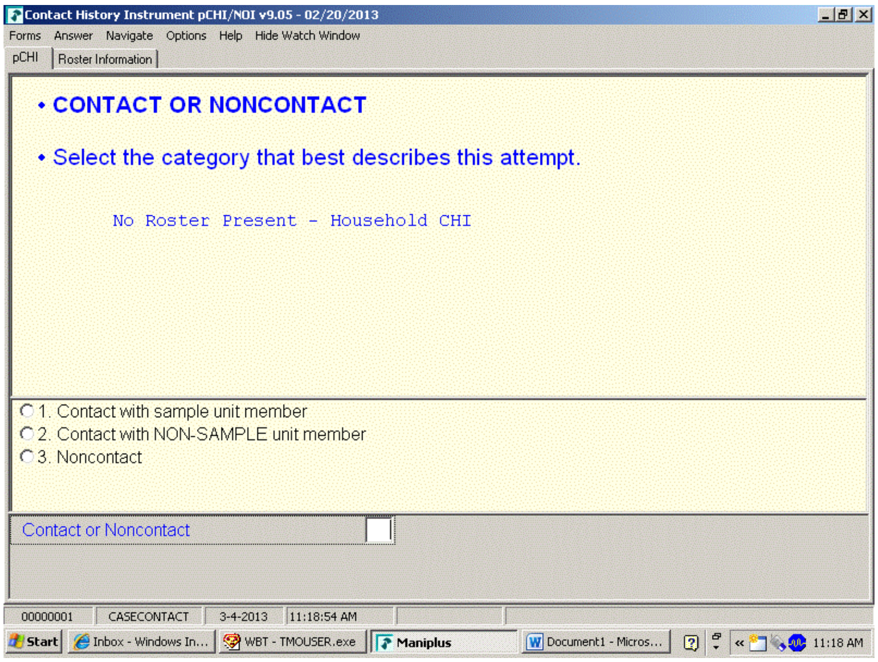
When entering the time of the contact attempt, enter the hours and minutes of the contact and AM or PM. Do not use colons when entering the hours and minutes; the instrument does that for you. For example, if you made contact at 11:00AM, type 1100A.

If a roster exists, the instrument goes to **pCASECONTACT**; if no roster exists, the instrument goes to **CASECONTACT**.

Topic 3. The pCHI and Households Without a Roster

Household Contact History

When an NCVS household does not yet have a roster, the pCHI takes you to the Household Section of the pCHI instrument, which works the same way as the current CHI instrument used for household surveys.



CASECONTACT

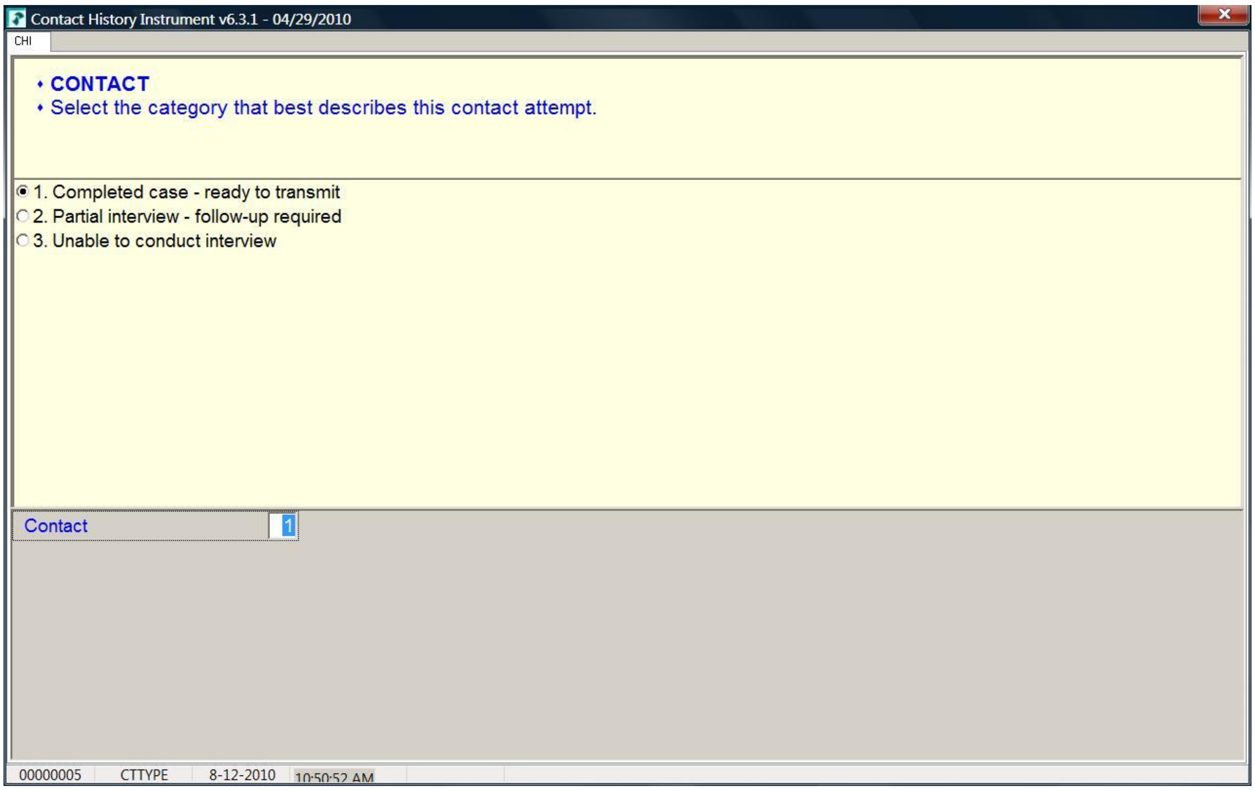
CASECONTACT is the pCHI "Contact Status" screen. Notice the message "No Roster Present – Household CHI." This indicates that there is no roster present and the pCHI instrument acts like the regular CHI does for a household level survey. At this item, select whether the attempt is a contact or noncontact.

All contact attempts will fall into one of three categories:

- "Contact with SAMPLE unit member;"
- "Contact with NON-SAMPLE unit member"; OR
- "Noncontact."

For pCHI, select "Contact with SAMPLE unit member" for household members and persons you believe to be household members. Select "Contact with NON-SAMPLE member" for non-household members, such as building managers, babysitters, neighbors, and the like. "Contact with NON-SAMPLE member" is considered a noncontact for the pCHI.

If this item is answered with "1 - Contact with SAMPLE unit member," the instrument goes to **CTTYPE**. A response of "2 - Contact with NON-SAMPLE unit member" or "3 – Noncontact" takes the instrument to **NCTPER** for personal visits or to **NCTTEL** for telephone call attempts.



CTTYPE

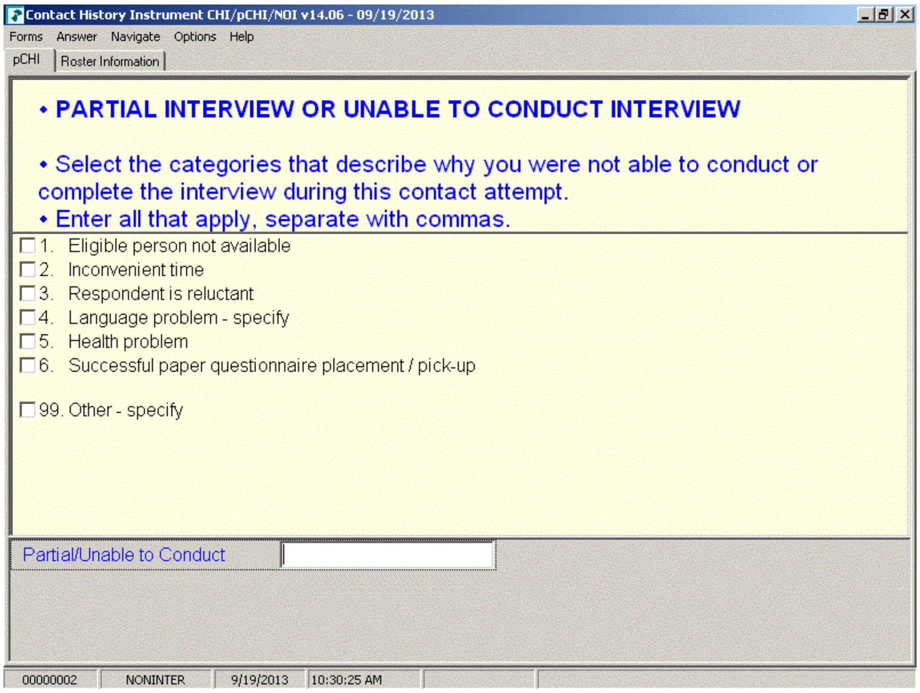
CTTYPE is the "Contact Type" screen, and appears when **CASECONTACT** is answered "1 – Contact with SAMPLE unit member."

- Notice Precode (1), "Completed case – ready to transmit." Since this screen appears for cases that do not have a household roster, Precode (1) does not apply for the NCVS.

If you have completed an interview with a household member a roster exists, so the instrument takes a different path. If you have a case with no roster and it is a Type A, B, or C noninterview, select Precode (3), “Unable to conduct interview,” not Precode (1).

- Select Precode (2) – “Partial interview - follow-up required” only if you have started an interview with a household respondent, but the interview broke off before the household roster was completed. (If a household roster was completed during the interview, the instrument proceeds as discussed in Topic 3, “The pCHI and Households With a Roster.”) The instrument continues with **NONINTER**.

- If you spoke with another household member but were not able to conduct an interview with anyone, select Precode (3), “Unable to conduct interview,” to record the noninterview information for that respondent. The instrument goes to **NONINTER**.



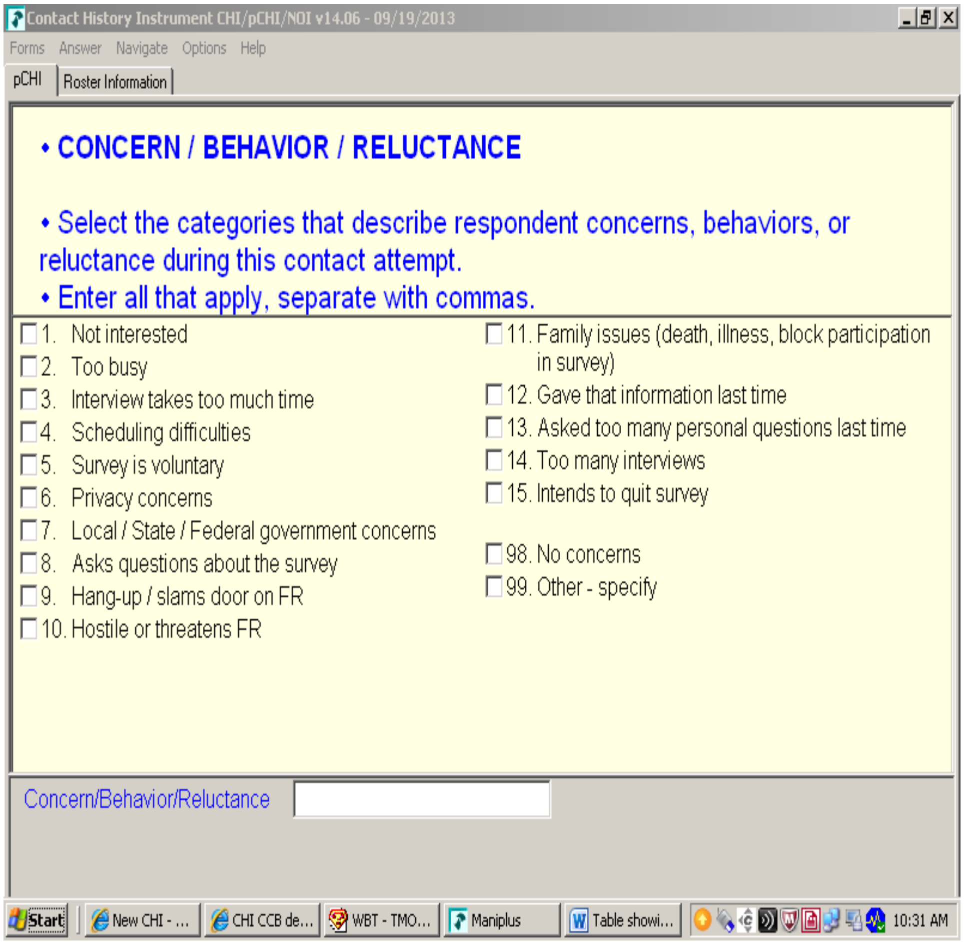
NONINTER

Item **NONINTER** appears when **CTTYPE** is answered with “2 - Partial interview - follow-up required,” or “3 - Unable to conduct interview.” Select the categories that best describe why you were not able to conduct or complete the interview with the respondent during THIS contact attempt.

Select Precode (4), “Language problem - specify,” if there is a language barrier between you and the sample unit member. The instrument goes to **cLANGUAGE**.

Select Precode (99), “Other – specify,” to record a situation not covered by Precodes (1) – (6). The instrument skips to **CTOTHER**.

Precodes (1)-(3), and (5), all continue with **RSPNDENT**. Precode (6) is not used in the NCVS.



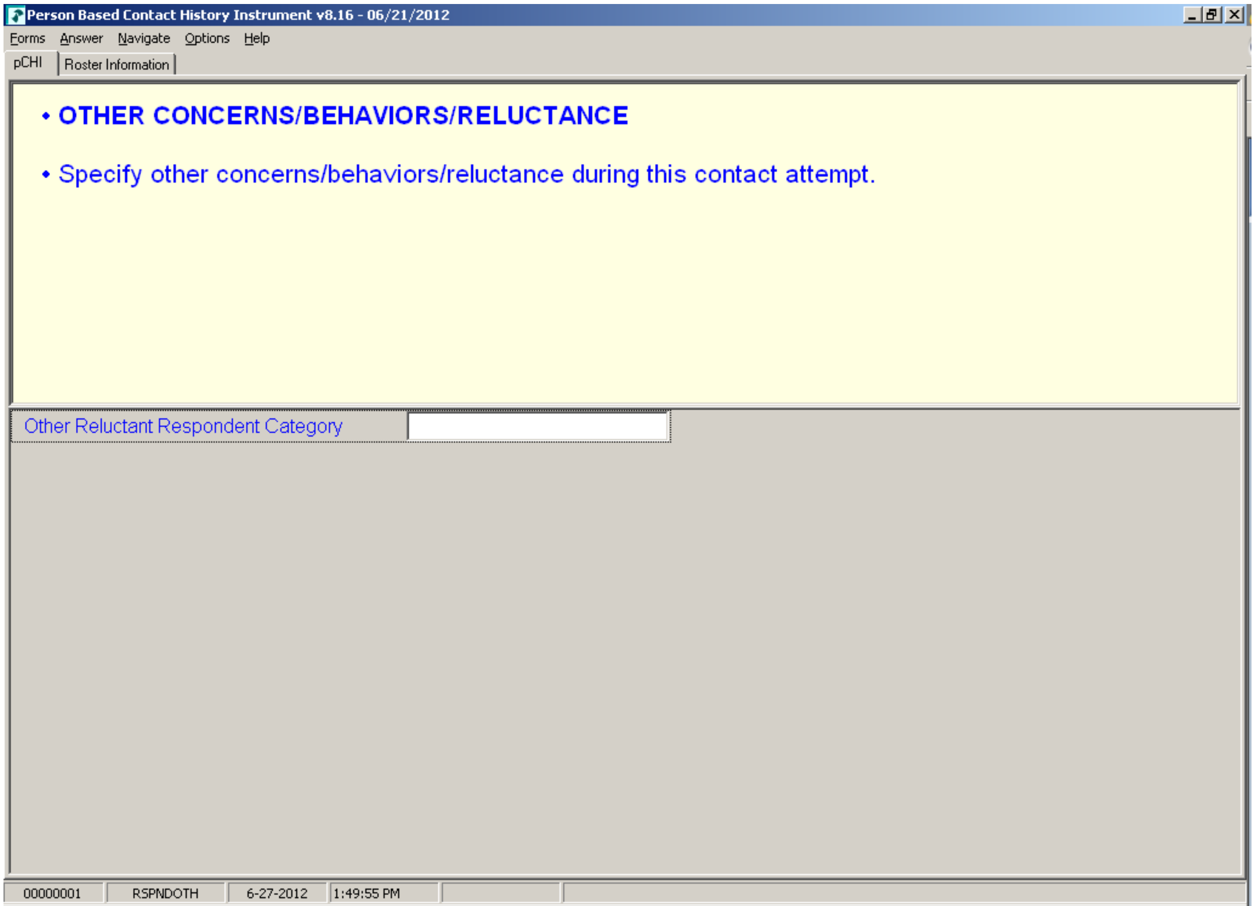
RSPNDENT

RSPNDENT asks about respondent concerns, behaviors, and/or reluctance. The purpose of this item is to describe possible reluctance by the respondent. Even if this contact attempt results in a completed case, it will be helpful for future interview attempts with this case to know the household's concerns.

This item has check boxes; mark all that apply. You can click the box or enter the number you would like to select. If you are entering more than one number, separate them using commas. Precodes (16) through (21) are for use in longitudinal/panel surveys. These categories are not relevant for one-time surveys, but are very important to longitudinal surveys like NCVS. FRs use this information when reviewing the Returning Contact History information to plan how they approach current cases.

If the respondent has no concerns, select Precode (22) – “No concerns.” For example, if the respondent has health problems but would otherwise participate in our survey, select “No concerns.” Another example might be if the eligible respondent isn’t home, but other household members are helpful, select “No concerns.”

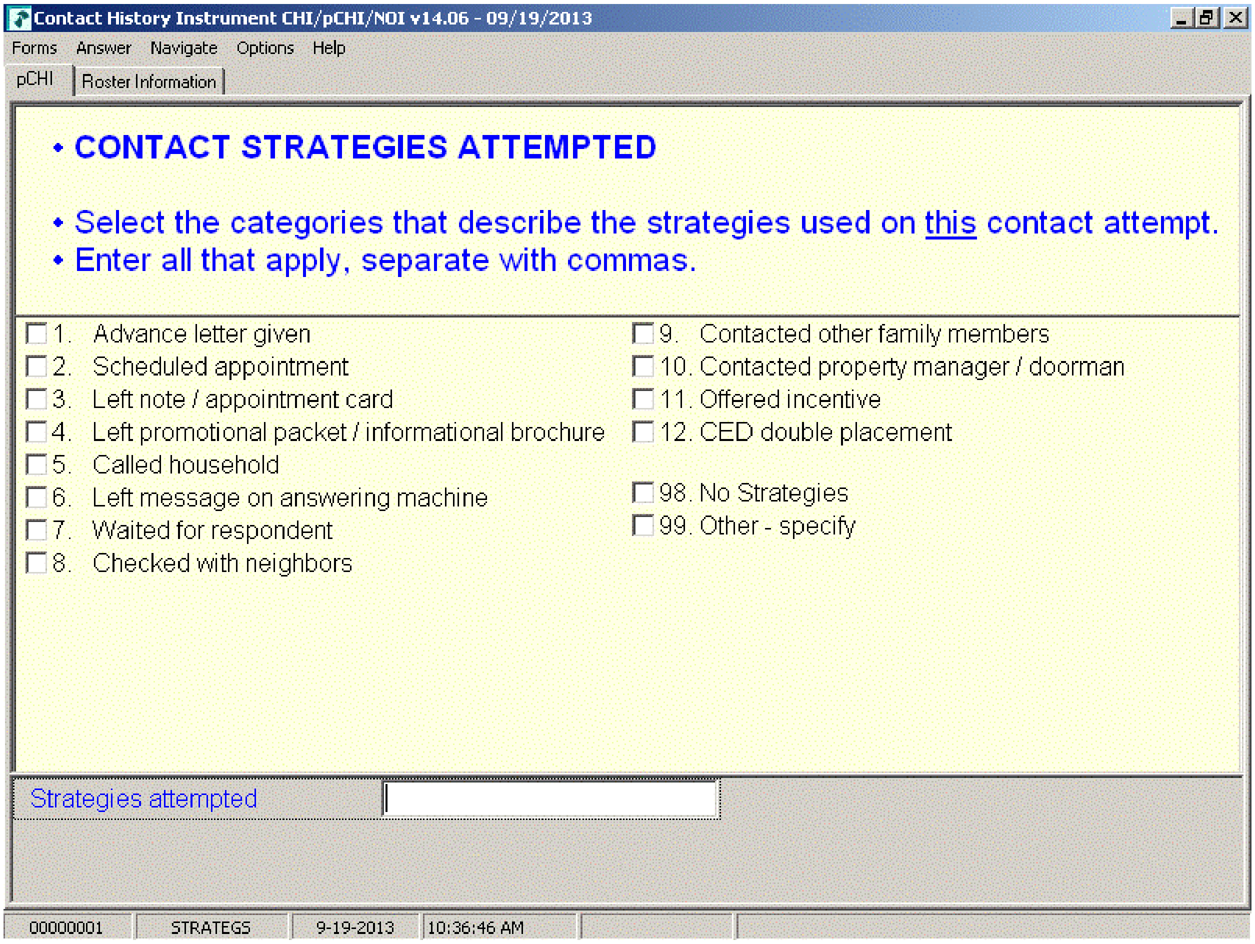
Use Precode (23) – “Other – specify” if you cannot find a selection from those provided that applies to this contact attempt. Note that this question asks about reluctance for THIS contact attempt, not on concerns that you may ever have encountered on this case. If you select this answer category, the instrument goes to **RSPNDOTH**. Otherwise, it goes to **STRATEGS**.



RSPNDOTH

Item **RSPNDOTH** appears when “99 - Other – specify” was selected in **RSPNDENT**.

Enter the respondent’s “other” concerns that do not fit into any of the categories in **RSPNDENT** here. The instrument goes to **STRATEGS**.


Contact History Instrument CHI/pCHI/NOI v14.06 - 09/19/2013

Forms Answer Navigate Options Help

pCHI | Roster Information

- CONTACT STRATEGIES ATTEMPTED

- Select the categories that describe the strategies used on this contact attempt.
- Enter all that apply, separate with commas.

☐ 1. Advance letter given	☐ 9. Contacted other family members
☐ 2. Scheduled appointment	☐ 10. Contacted property manager / doorman
☐ 3. Left note / appointment card	☐ 11. Offered incentive
☐ 4. Left promotional packet / informational brochure	☐ 12. CED double placement
☐ 5. Called household	
☐ 6. Left message on answering machine	☐ 98. No Strategies
☐ 7. Waited for respondent	☐ 99. Other - specify
☐ 8. Checked with neighbors	

Strategies attempted

00000001 STRATEGS 9-19-2013 10:36:46 AM

STRATEGS

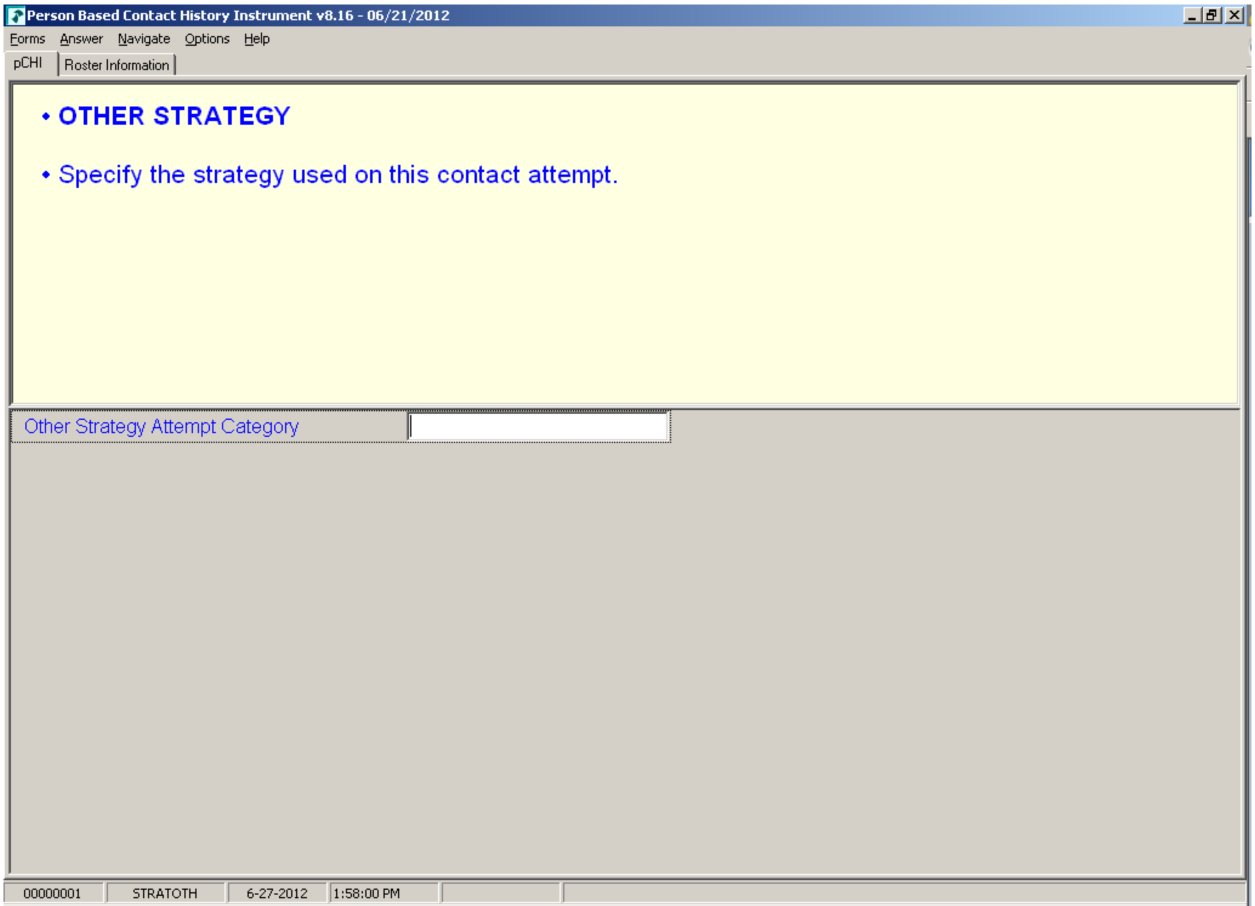
Item **STRATEGS** asks about “Contact Strategies Attempted.” It appears for all contact attempts.

Precode (11) – “Offered incentive” is only used in surveys that offer monetary incentives. Do not select Precode (19), “Offered incentive,” for the NCVS; currently, the NCVS does not offer any monetary incentives.

Precode (12) – “CED double placement” is only used in the Consumer Expenditures survey. Do not mark this precode for the NCVS.

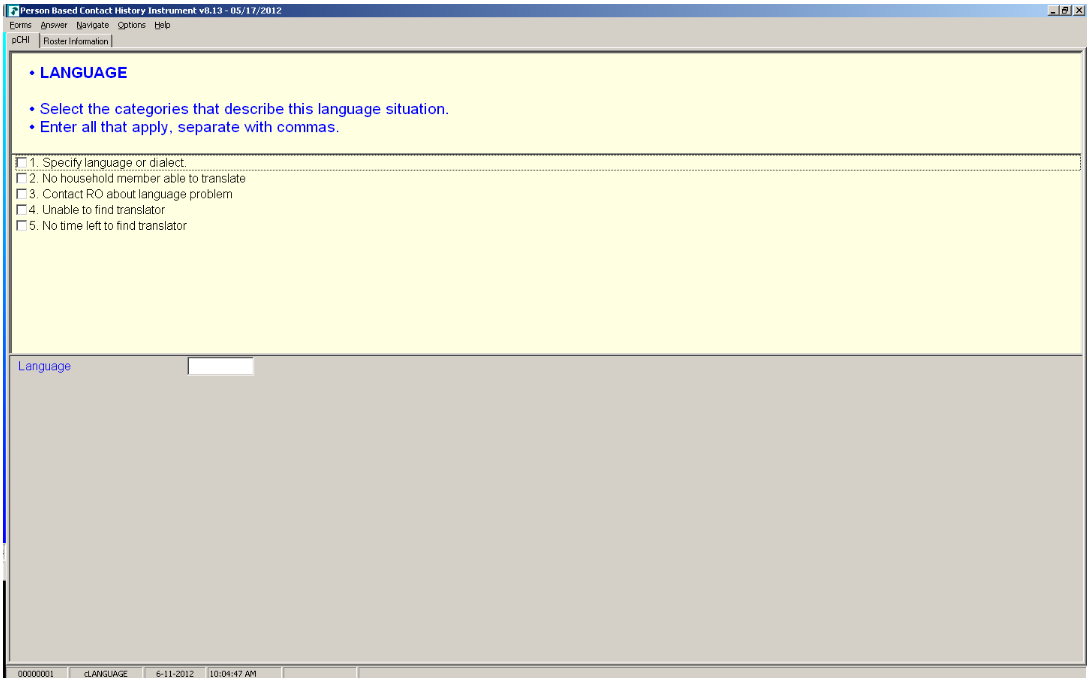
Precode (98) – “No Strategies” refers to THIS particular contact attempt, not all previous attempts. Mark this precode if you did not use any specific technique for this contact attempt.

STRATEGS is to help you keep track of all of the strategies you have used to make contact for each contact attempt. When you exit pCHI, a Case Management pop-up window appears, telling you that the database has been successfully updated.



STRATOTH

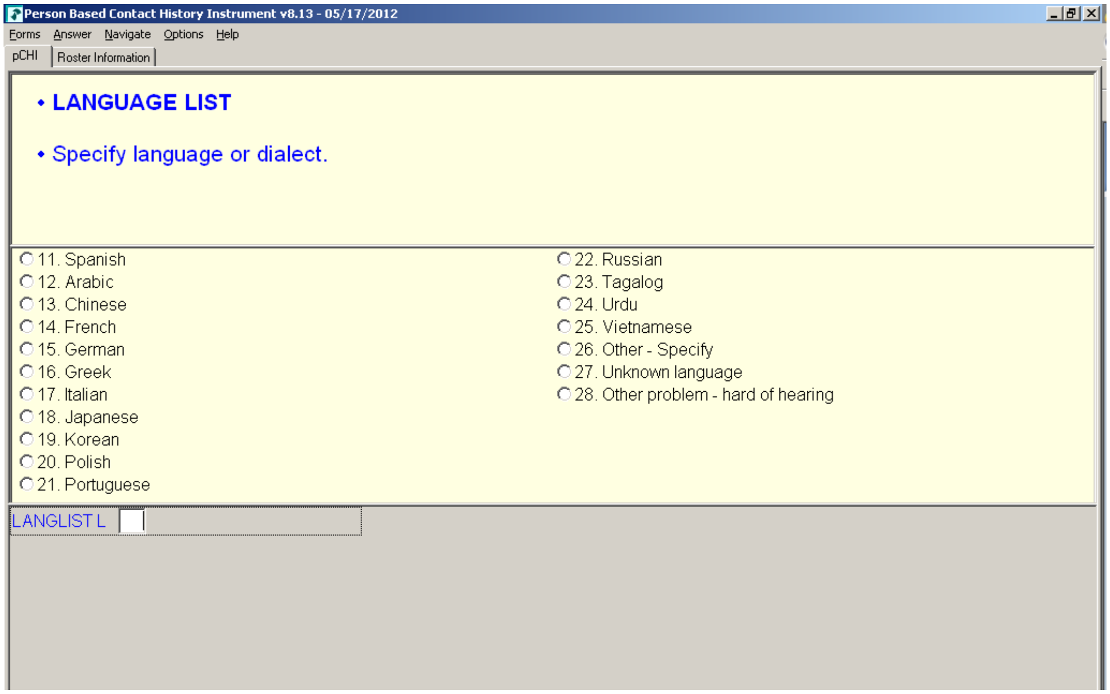
STRATOTH appears when Precode (99), "Other – specify" was marked in **STRATEGS**. Enter the "other" strategy; the instrument returns to the Case Management screen.



cLANGUAGE

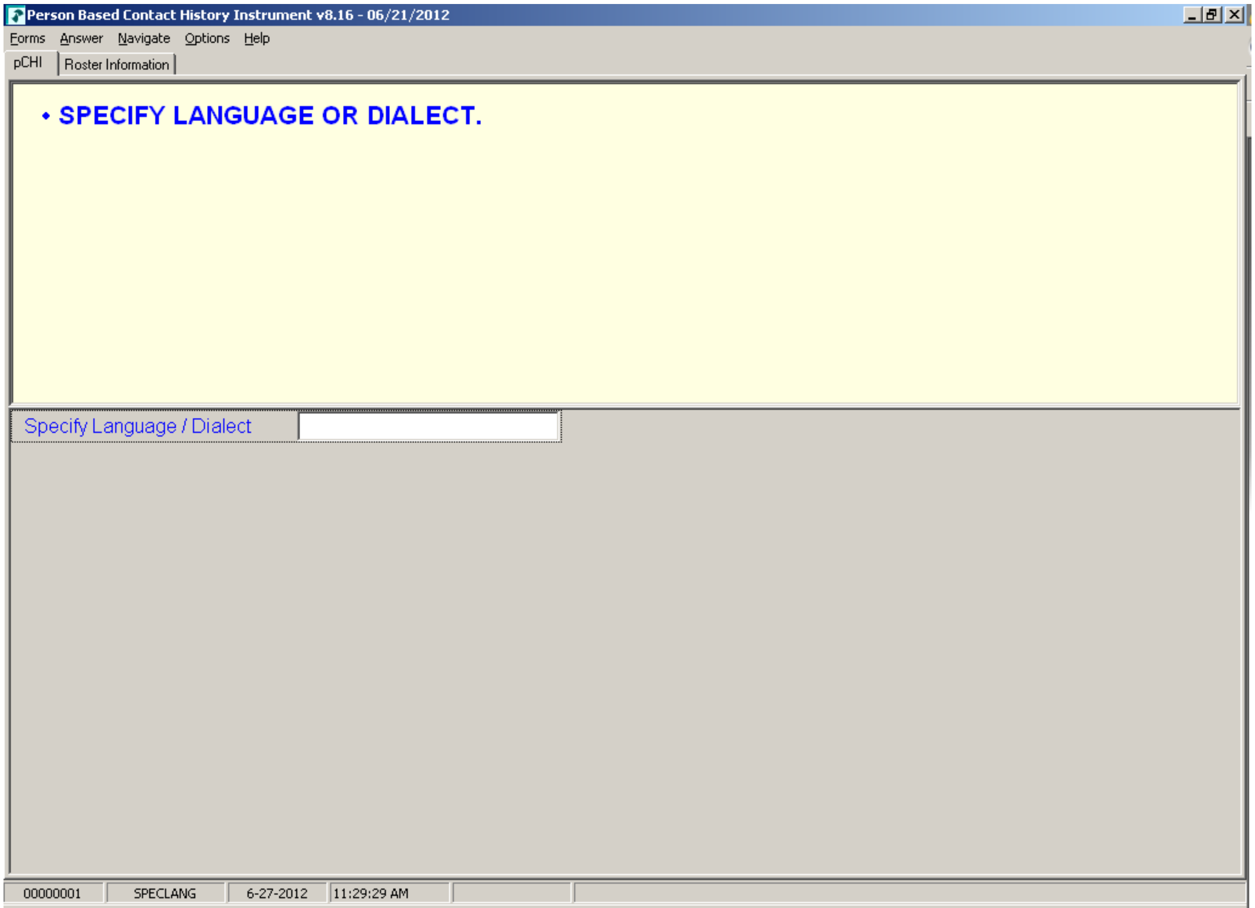
In **cLANGUAGE**, select the categories that describe the language situation.

Marking Precode (1), “Specify language or dialect,” takes you to **LANGLIST**. Otherwise, the instrument goes to **RSPNDENT**.



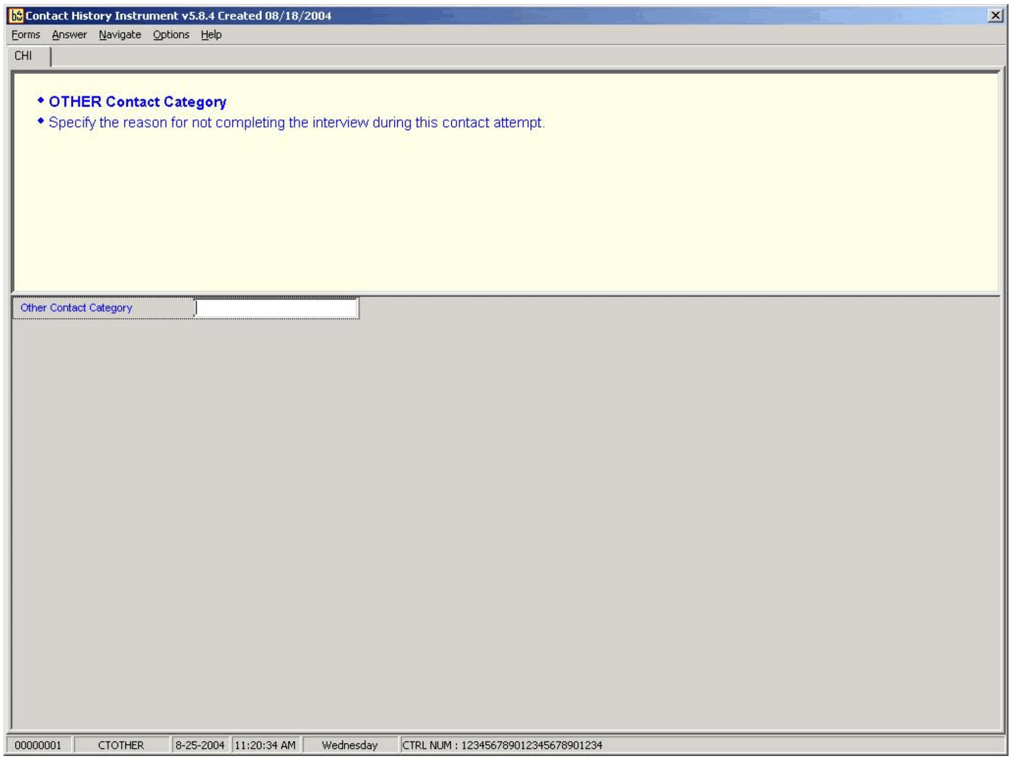
LANGLIST

Item **LANGLIST** asks you to specify the language or dialect; it appears if Precode (1), “Specify language or dialect,” is marked in **cLANGUAGE**. Enter the appropriate precode for the respondent’s language or dialect here. The instrument then goes to **RSPNDENT**.



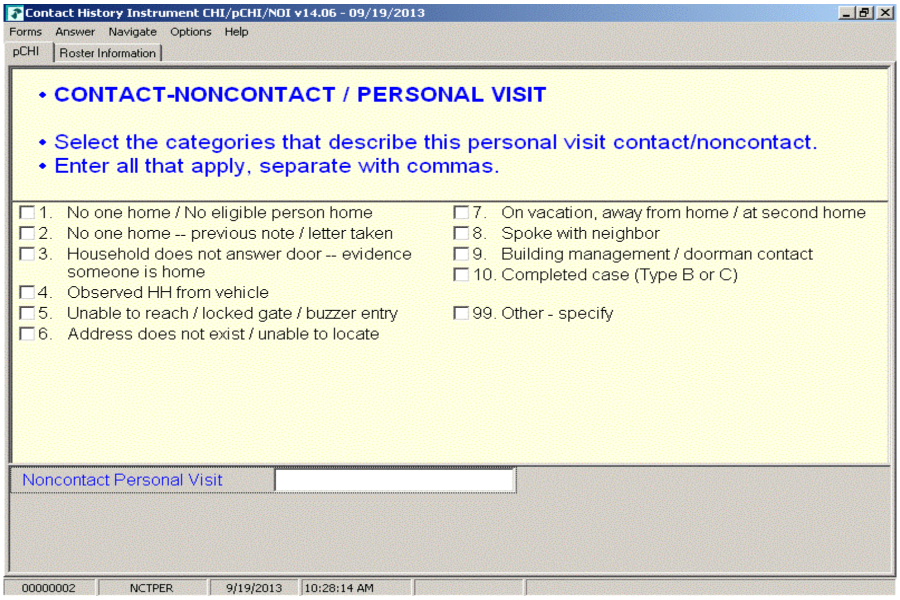
SPECLANG

SPECLANG asks you to specify the language or dialect; it appears if Precode (99), "Other – specify" is marked in **LANGLIST**. Specify the respondent's language or dialect here. The instrument goes to **RSPNDENT**.



CTOTHER

CTOTHER appears when you mark Precode (99), "Other-specify," in **NONINTER**. Specify the reason for not completing or not conducting the interview in this contact attempt. The instrument then goes to **RSPNDENT**.



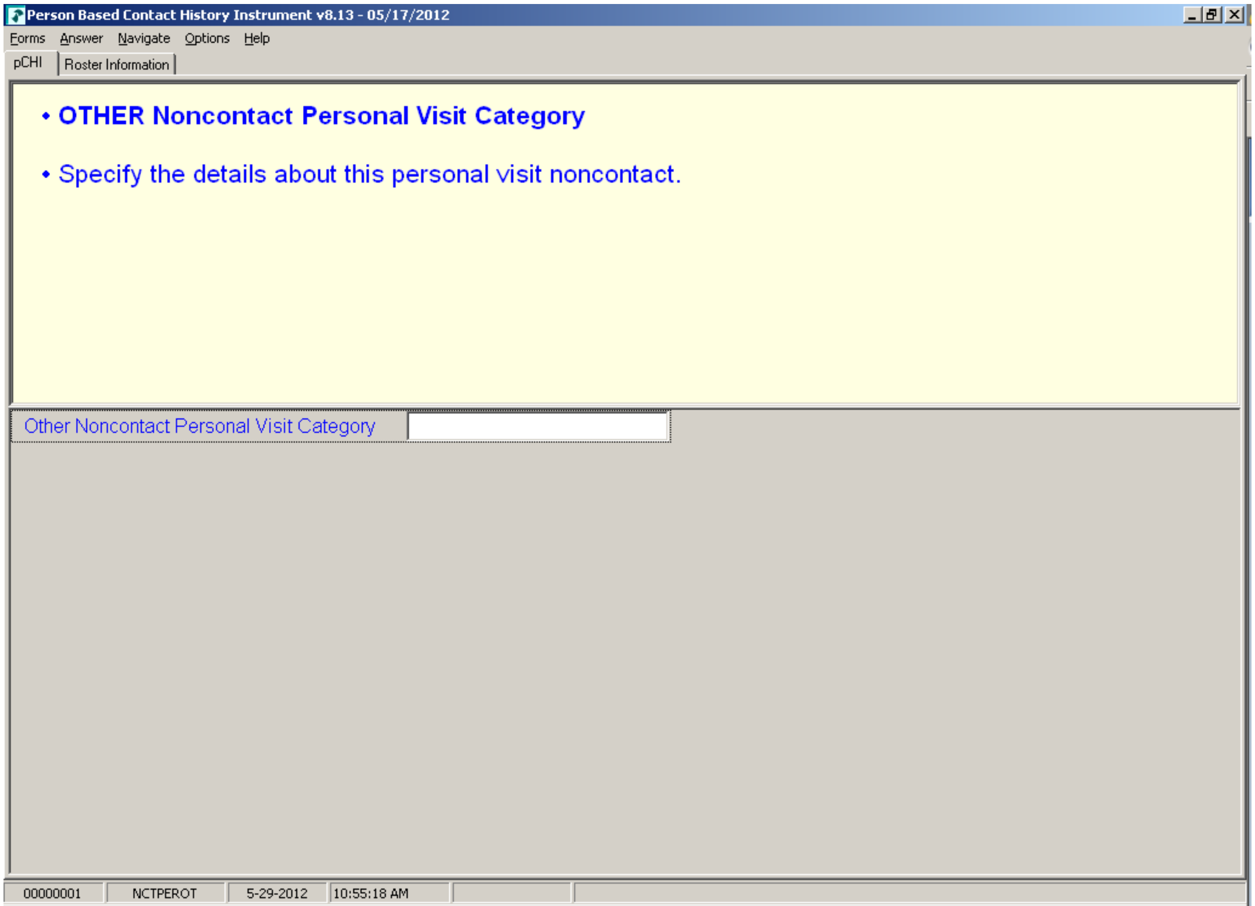
NCTPER

NCTPER is the “Noncontact/Personal Visit” item. This item appears when Precode (1), “Personal” is marked in item **CTATEMPT** and Precode (2), “Contact with NON-SAMPLE unit member,” or Precode (3), “Noncontact,” is marked in item **CASECONTACT** or **pCASECONTACT**. Select all the categories that describe why you were not able to make contact.

For Precode (10) – “Completed case (Type B or C),” select this category for all Type B and Type C cases.

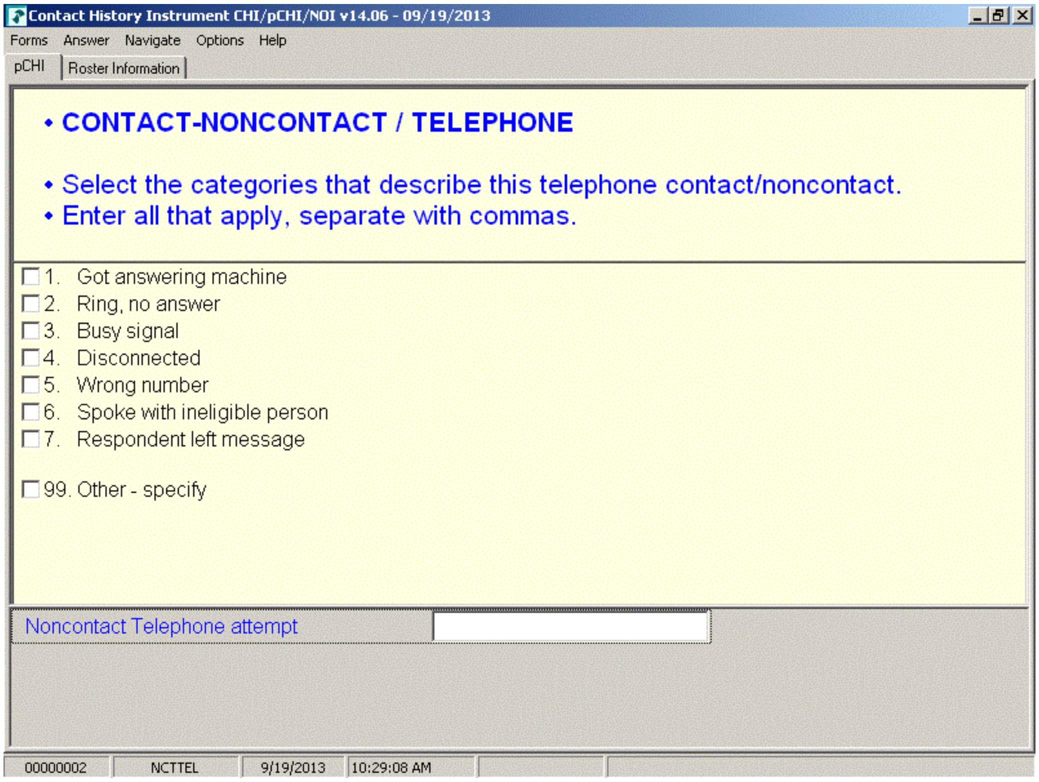
For most answers to **NCTPER** the instrument goes to **STRATEGS**, except::

- Precode (99), “Other – specify” goes to **NCTPEROT**.



NCTPEROT

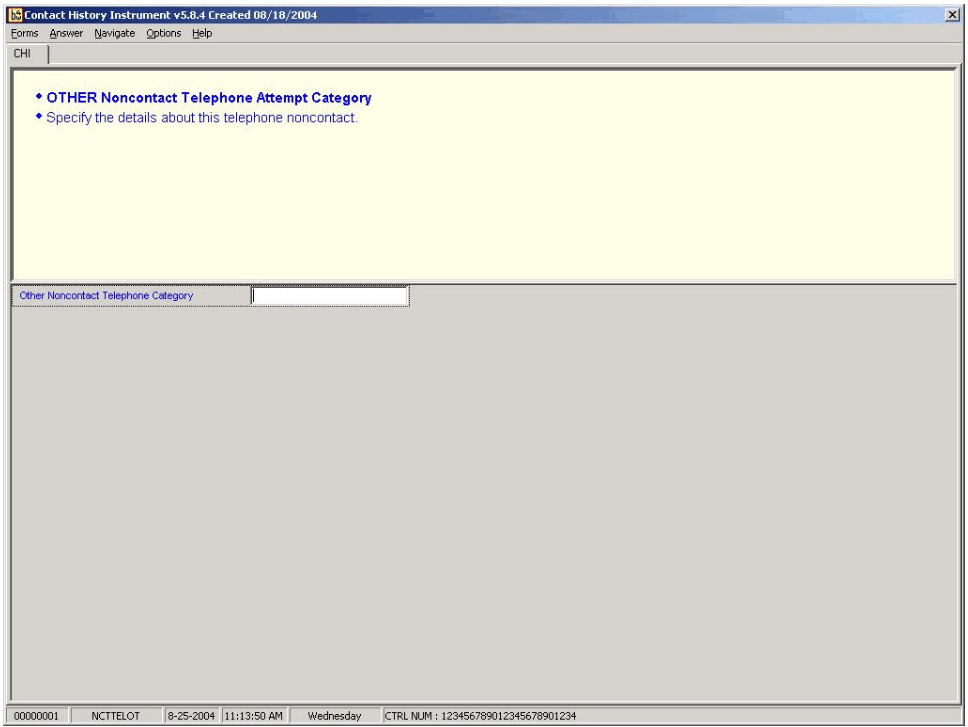
NCTPEROT appears when **NCTPER** was answered with Precode (15), “Other-specify.” This item allows 80 characters. Enter the details of this personal visit noncontact. The instrument then proceeds to **STRATEGS**.



NCTTEL

NCTTEL is the "Noncontact/Telephone" item, and appears when you select Precode (2) "Telephone (outgoing)" as the type of contact attempt made in **CTATEMPT** and you have selected Precode (2), "Contact with NON-SAMPLE unit member," or Precode (3), "Noncontact," at item **CASECONTACT** or **pCASECONTACT**. Select all categories that describe why contact could not be made.

The instrument then proceeds to **STRATEGS**, unless you enter Precode (99), "Other - specify." In that case, the instrument goes to **NCTTELOT**.



NCTTELOT

NCTTELOT appears when **NCTTEL** was answered with Precode (8), “Other - specify.” Enter the details of this telephone noncontact. The instrument then proceeds to **STRATEGS**.

Topic 4. The pCHI and Households With a Roster

Features of the person section

When a roster exists for the household, the instrument goes through Items **CTATEMPT**, **TIMEOFCT**, **FR_DATE**, and **FR_TIME**. The person section of the pCHI appears next.

This section of the pCHI allows you to enter contact information for individual respondents within the sample household.

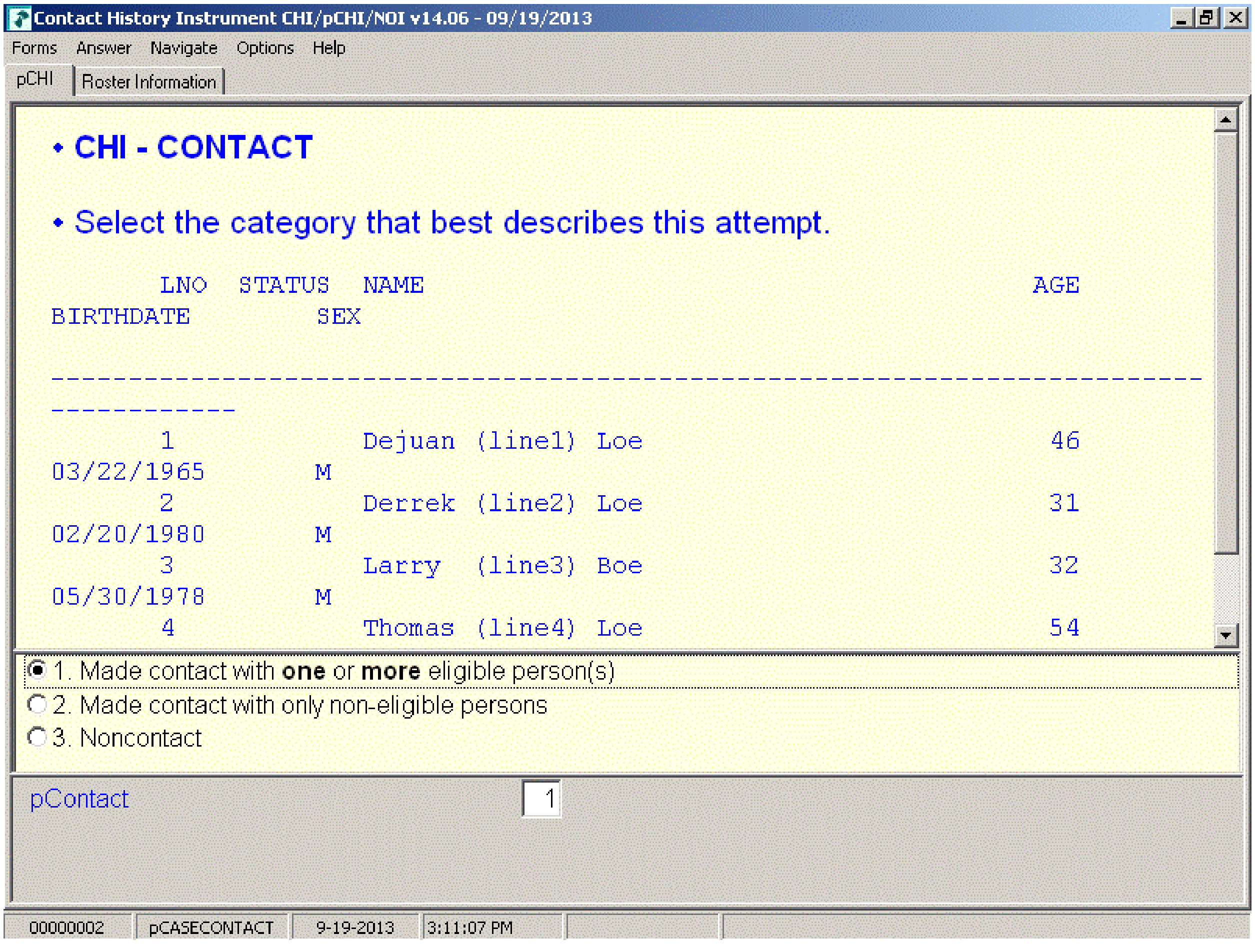
The pCHI receives roster information from the NCVS instrument and cycles through each NCVS eligible person. Update the contact history for each NCVS eligible household member. When you have updated for each eligible member, the pCHI sends you back to the Case Management screen.

After you complete a household member's NCVS interview, no further entries in pCHI are required for the household member during that interview period.

Household roster access

You may view the roster and corresponding line numbers for each household member at any time by clicking the "Roster Information" tab at the top left of the screen.

Exit the roster by clicking on the "pCHI" tab or entering 1 to continue.



pCASECONTACT

pCASECONTACT is the pCHI screen that shows the entire household roster. It shows five columns:

- LNO – person's line number and interview status:
  - (C) denotes a completed interview – person has completed their NCVS interview during a previous contact,
  - (I) denotes an ineligible person/ non-household member – persons who are no longer eligible household members or are not eligible for the NCVS
  - If neither (C) nor (I) is displayed, it means that this line number is eligible for pCHI: they are NCVS eligible and did not complete their NCVS interview during a previous contact.

- NAME – person's name

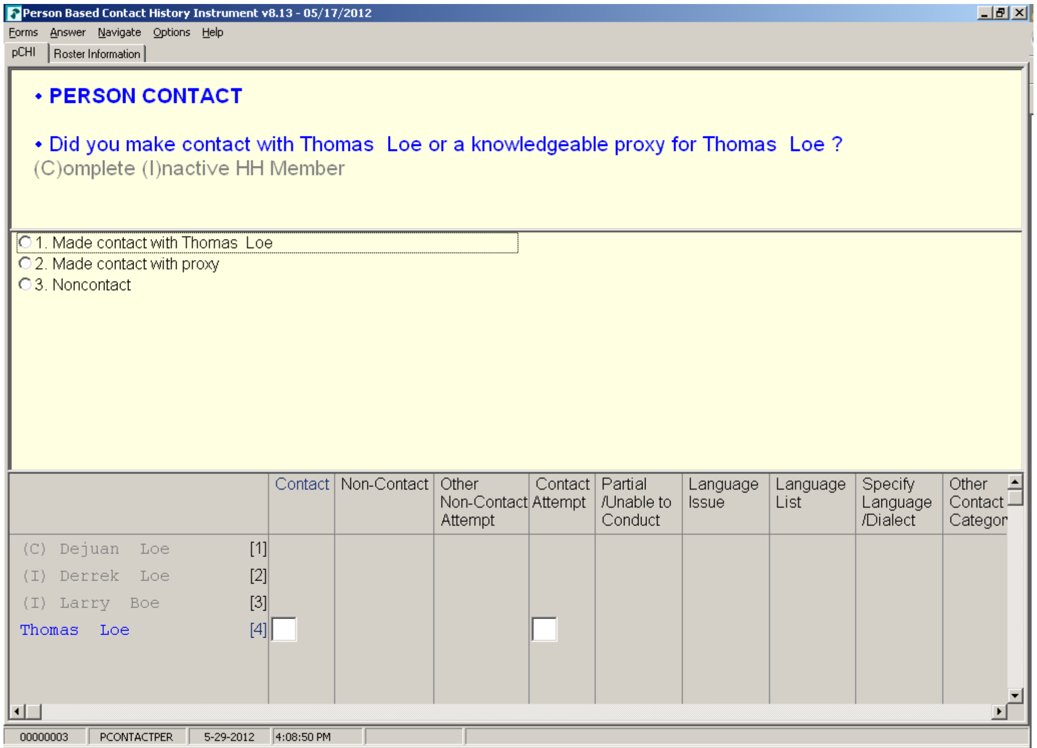
- AGE – person's age
- BIRTHDATE – person's birth date
- SEX – person's sex

Enter Precode (1), "Made contact with one or more eligible person(s)," if you made contact with one or more eligible persons. Select Precode (1) when you made contact with eligible persons, whether you completed their interview or only spoke with them. The instrument then goes to **PCONTACTPER**.

Enter Precode (2), "Made contact with only non-eligible persons," if the only people you made contact with were ineligible persons on the roster or those whose interview is already complete.

Enter Precode (3), "Noncontact," if you were unable to make a contact.

For Precodes (2) and (3), the instrument goes to **NCTPER** for a personal visit contact. It goes to **NCTTEL** for a telephone contact.

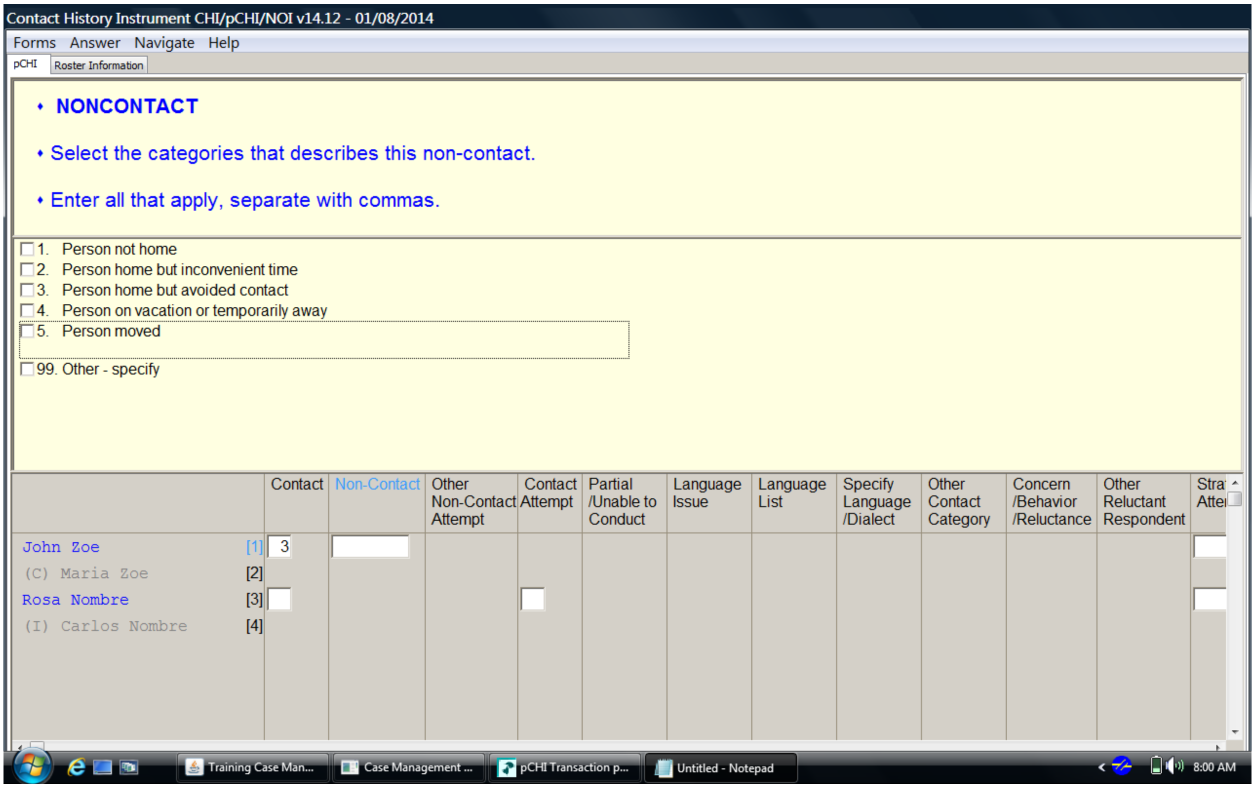


PCONTACTPER

PCONTACTPER is the first “person level” question in the pCHI. This and subsequent items are formatted to show the NCVS roster. The pCHI collects contact information for each line number until you have entered information for each eligible household member.

PCONTACTPER asks about each eligible individual on the roster, “Did you make contact with (NAME) or a knowledgeable proxy for (NAME)?”

- Enter Precode (1), “Made contact with (NAME),” if you made contact with the named household member during this contact attempt. The instrument goes to pCTTYPE.
- Enter Precode (2), “Made contact with proxy” if you made contact with a knowledgeable proxy for the named household member. The instrument goes to pCTTYPE.
- Enter Precode (3), “Noncontact,” if you did not make contact with the named household member. The instrument goes to pNOCONTACT.

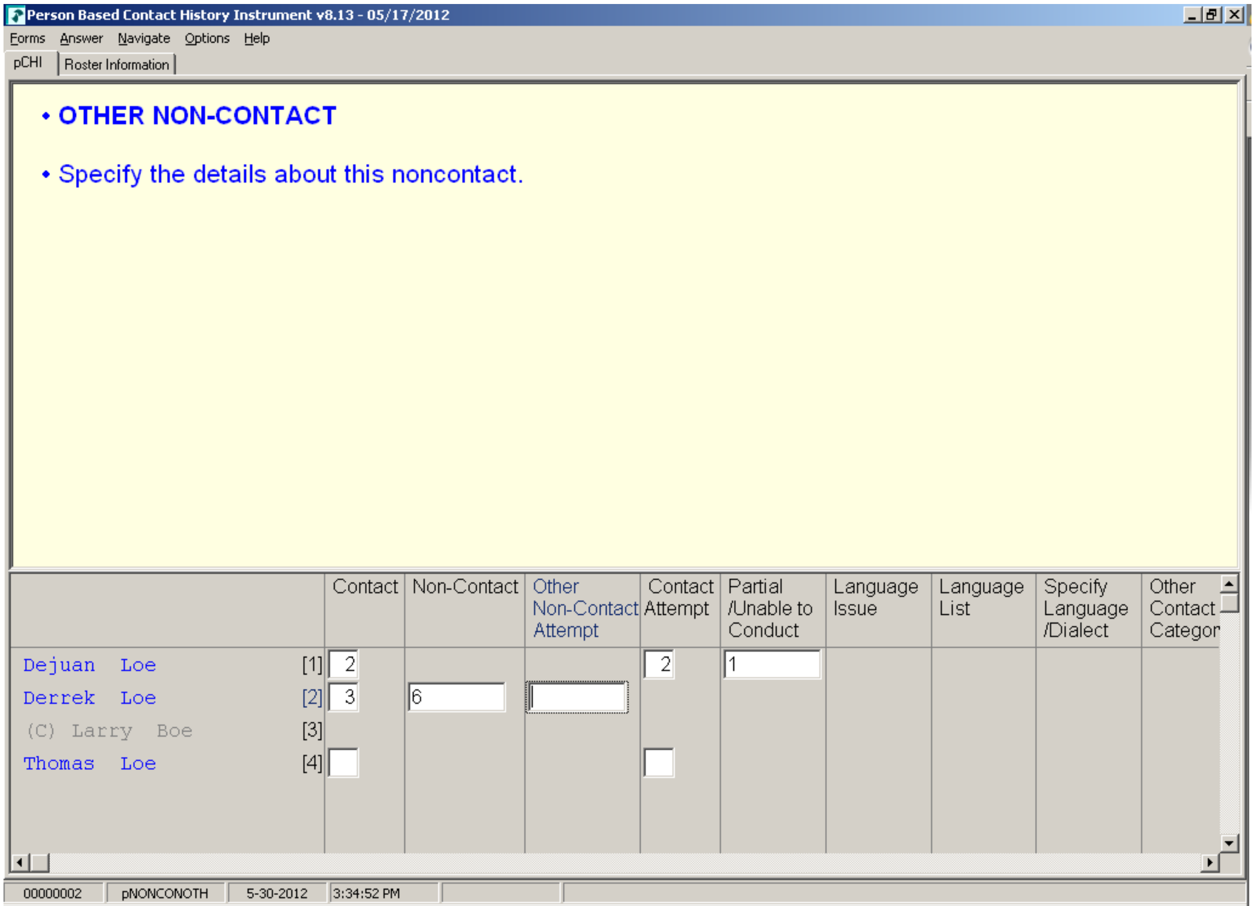


pNOCONTACT

pNOCONTACT appears when Precode (3), “Noncontact,” is marked in **PCONTACTPER**. Mark the appropriate precode(s) to explain the reason(s) for the noncontact. Precodes (1) – (5) go to **pSTRATEGS**.

Precode (3), “Person home but avoided contact,” is a category added to record situations in which the respondent is at home, but not answering the door.

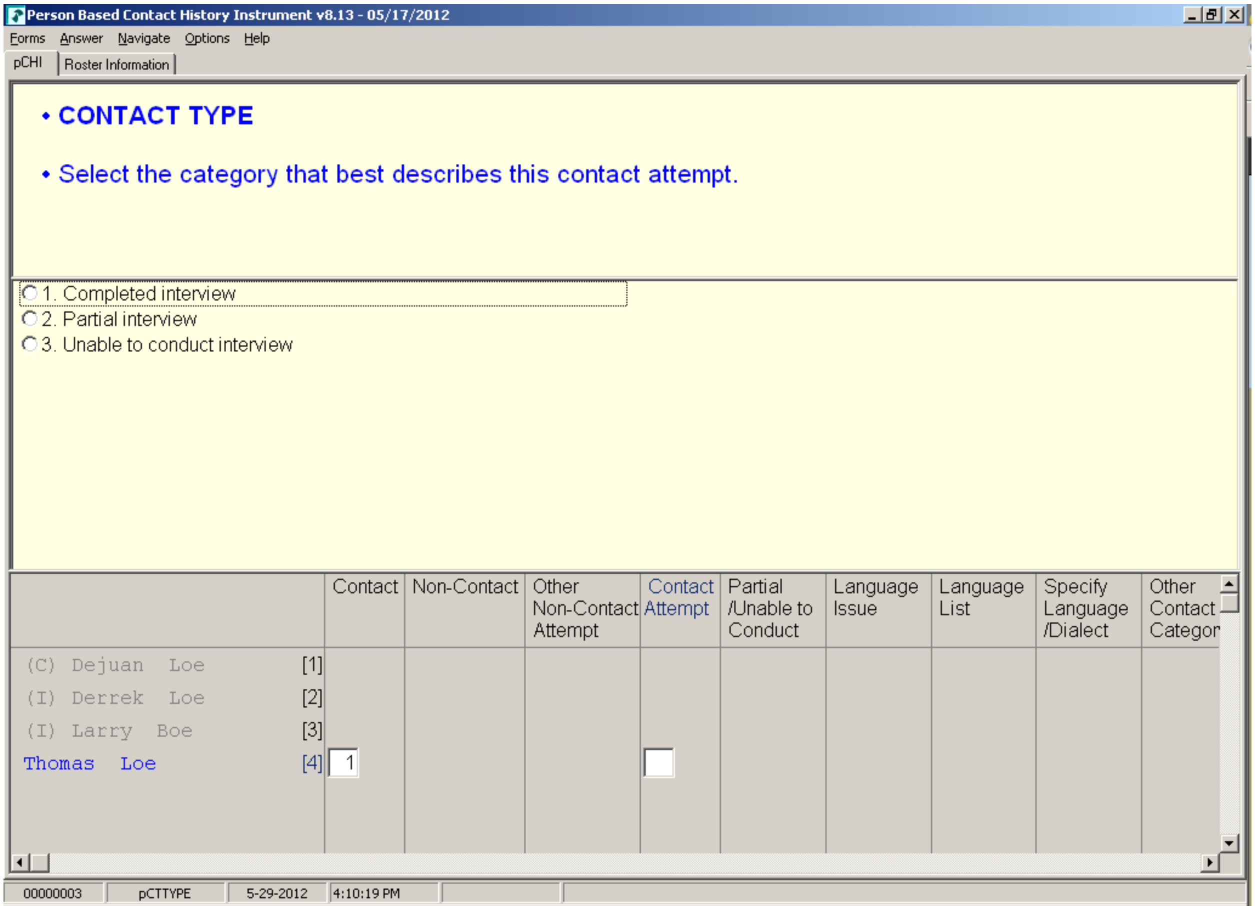
Precode (99), “Other – specify,” continues to **pNONCONOTH** to collect the “other” reason for personal visit noncontact.



pNONCONOTH

pNONCONOTH appears when Precode (6), “Other – specify” was marked in **pNOCONTACT**. Enter the “other” reason for the noncontact. This item allows for 80 characters.

The instrument proceeds to **pSTRATEGS**.



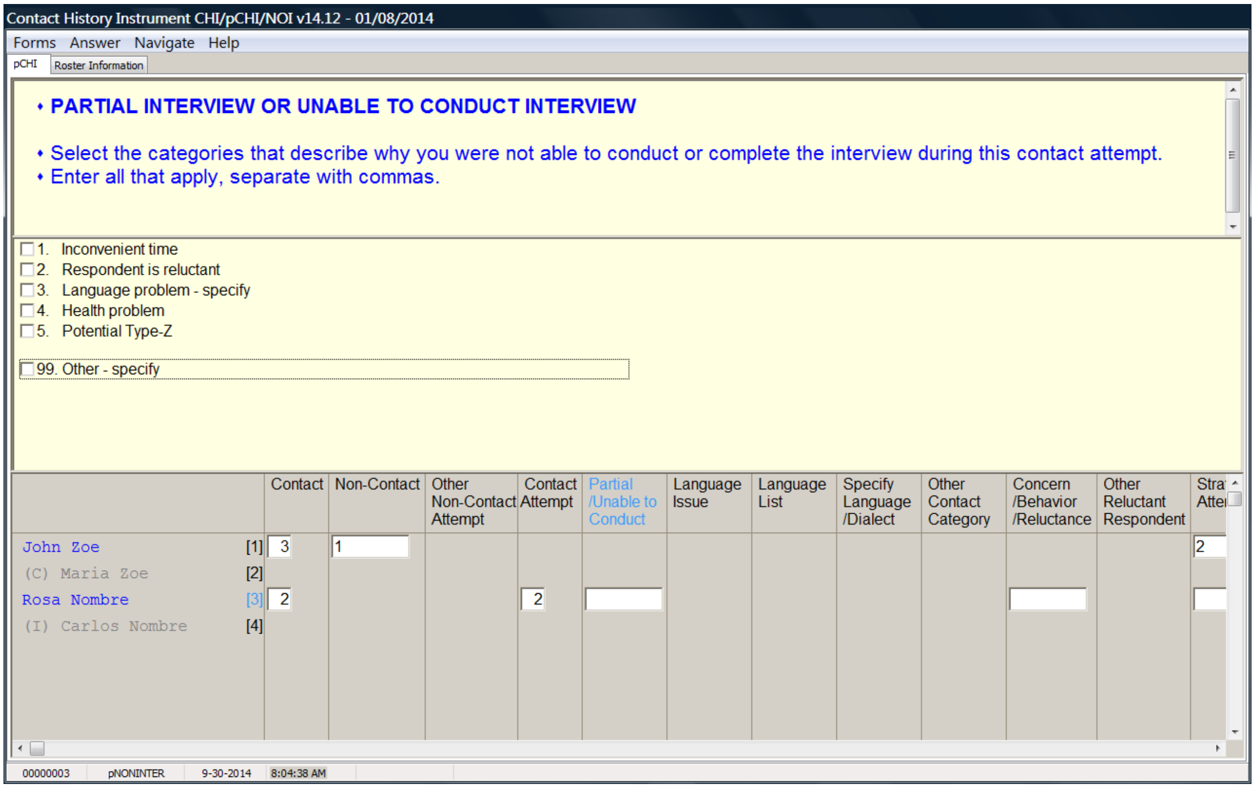
pCTTYPE

If you make contact with a household member or eligible proxy, **pCTTYPE** asks whether the contact resulted in a completed interview, partial interview, or no interview.

Enter Precode (1), “Completed interview,” for a fully completed interview for the respondent. The instrument goes to **pRSPNDENT**.

Enter Precode (2), “Partial interview” for a partial interview for the respondent. A partial interview occurs when you start an interview with a respondent or a proxy respondent, but were unable to complete the interview. Also, select this precode when you have completed a respondent’s NCVS interview but were not able to complete their supplement interview during this contact. (This is necessary so you can document subsequent contact attempts to complete the supplement interview.) The instrument goes to **pNONINTER**.

Enter Precode (3), “Unable to conduct interview,” if no interview was conducted for that respondent. The instrument goes to **pNONINTER**.



pNONINTER

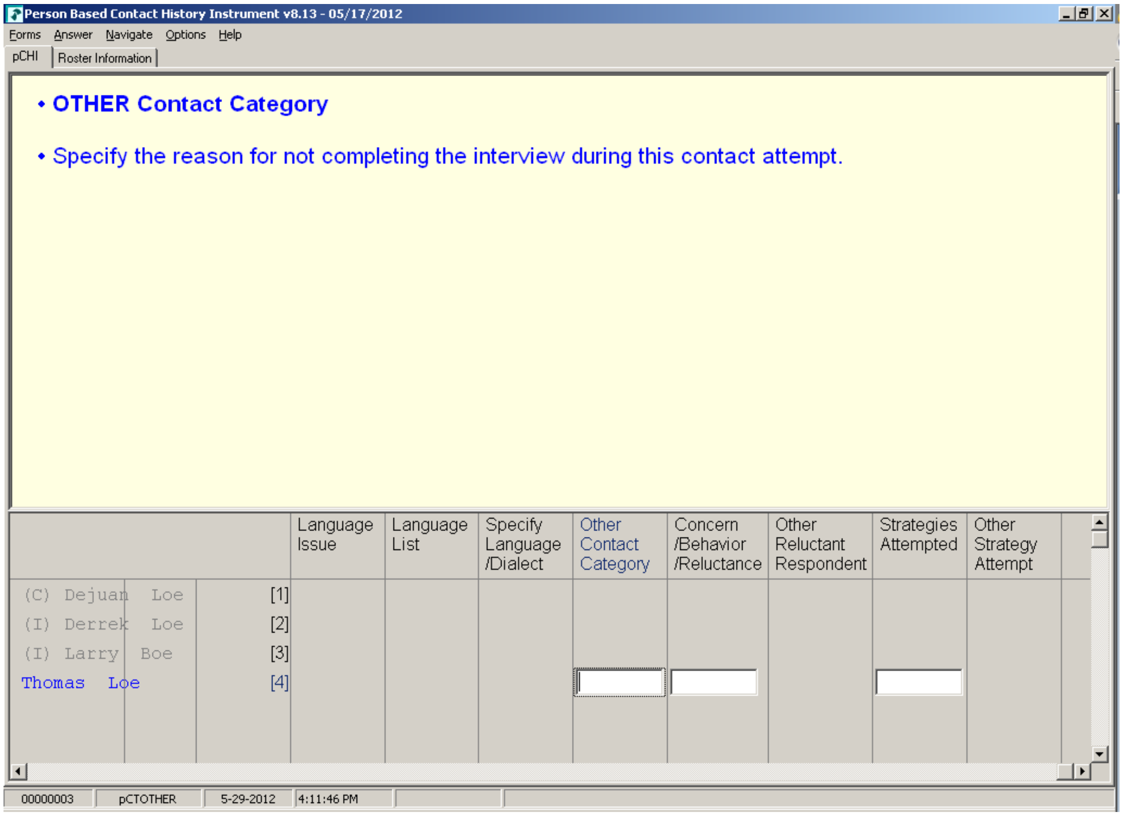
pNONINTER asks the reasons for the noninterview for the household member.

Notice Precode (5), “Potential Type-Z.” This category was added in order to record respondents who you believe may become Type Z noninterviews or have been coded as a Type Z noninterview in the NCVS instrument.

If you select:

- Precode (1), “Inconvenient time,” the instrument goes to pRSPNDENT.
- Precode (2), “Respondent is reluctant,” the instrument goes to pRSPNDENT.

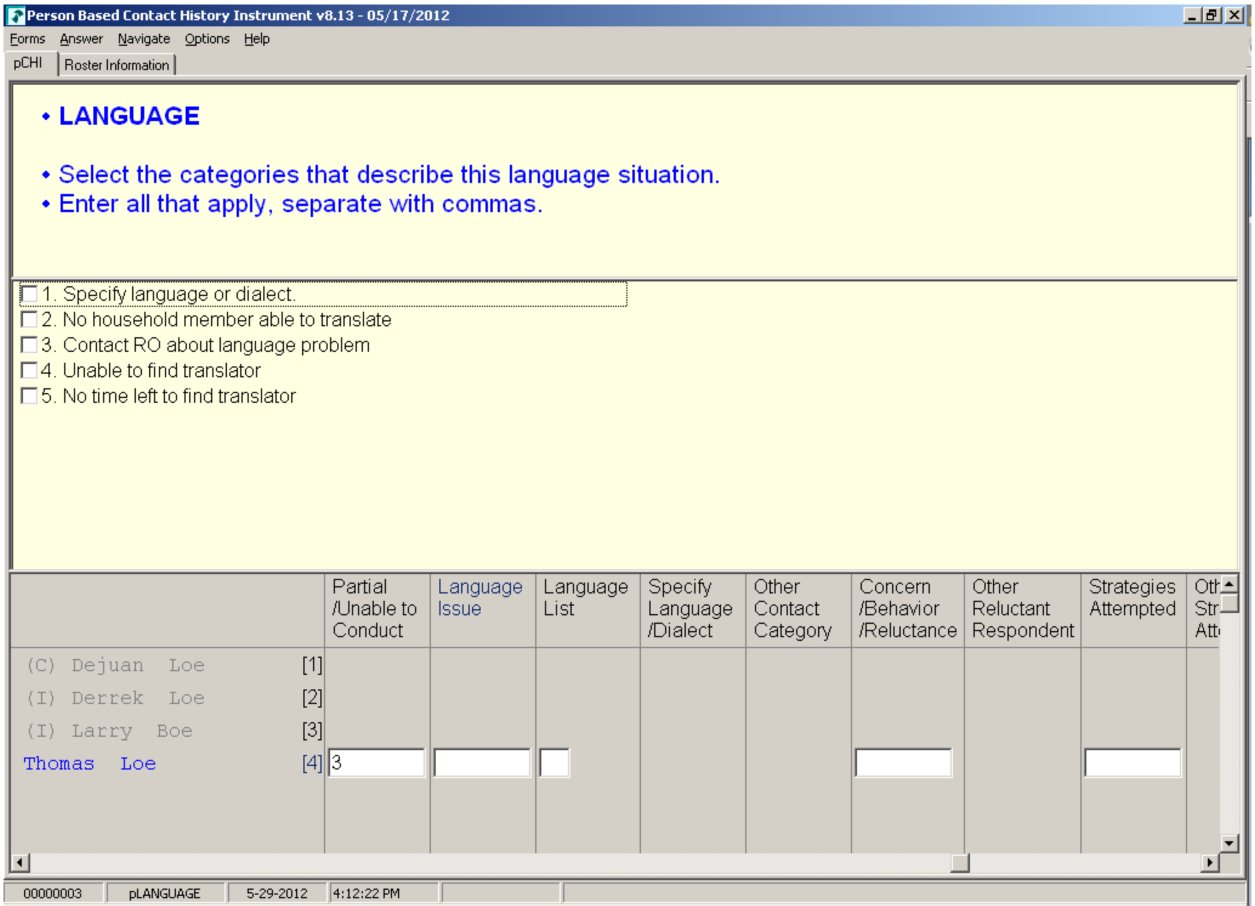
- Precode (3), “Language problem – specify,” the instrument goes to pLANGUAGE.
- Precode (4), “Health problem,” the instrument goes to pRSPNDENT.
- Precode (5), “Potential Type Z,” the instrument goes to pRSPNDENT.
- Precode (99), “Other – specify,” the instrument goes to pCTOTHER.



pCTOTHER

pCTOTHER appears when Precode (99), “Other – specify” is selected at **pNONINTER**. Enter the “other” reason in the space provided. This field allows for up to 80 characters.

The instrument then goes to **pRSPNDENT**.

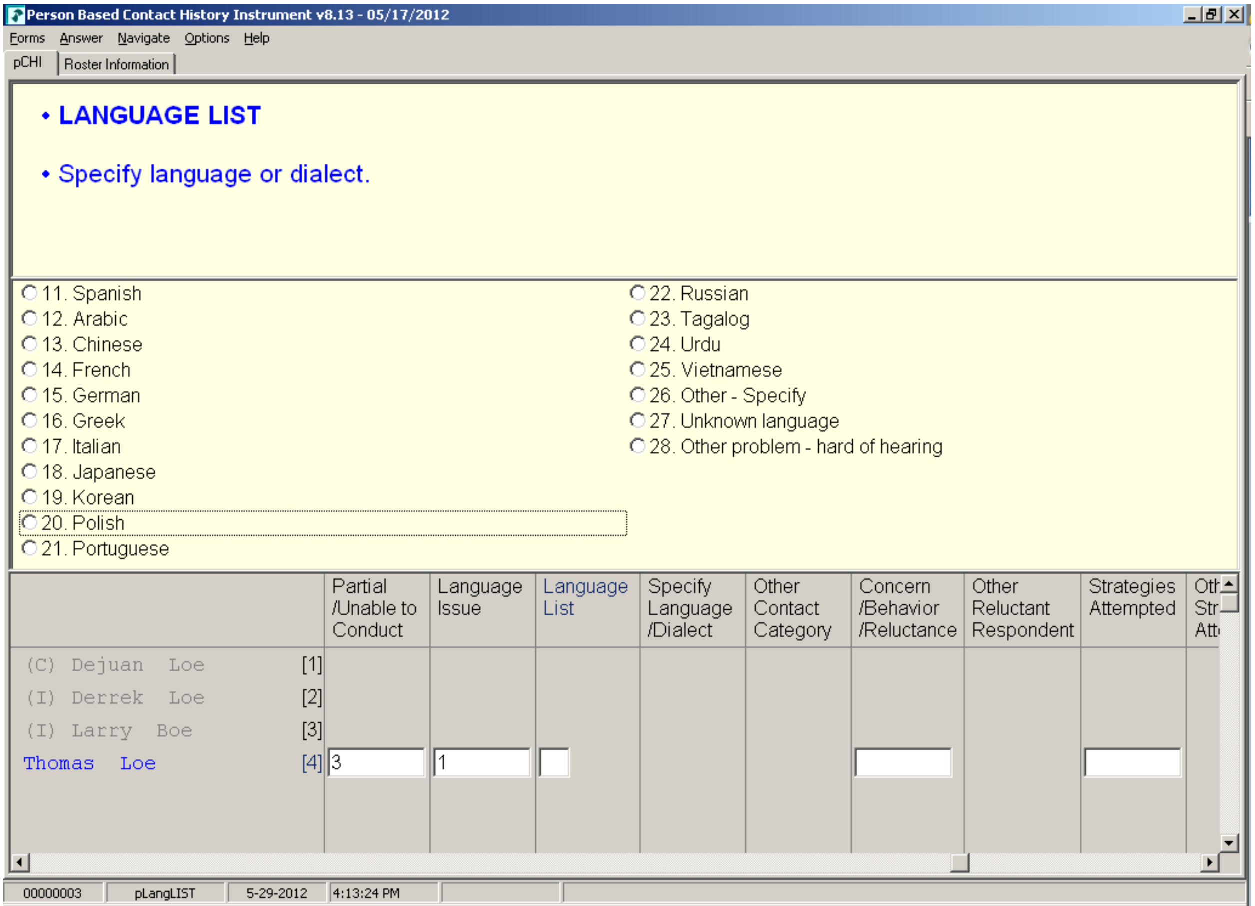


pLANGUAGE

pLANGUAGE appears if Precode (3), “Language problem – specify” is selected at **pNONINTER**.

Record the language situation that led to the noninterview during this contact attempt. Mark the appropriate precode.

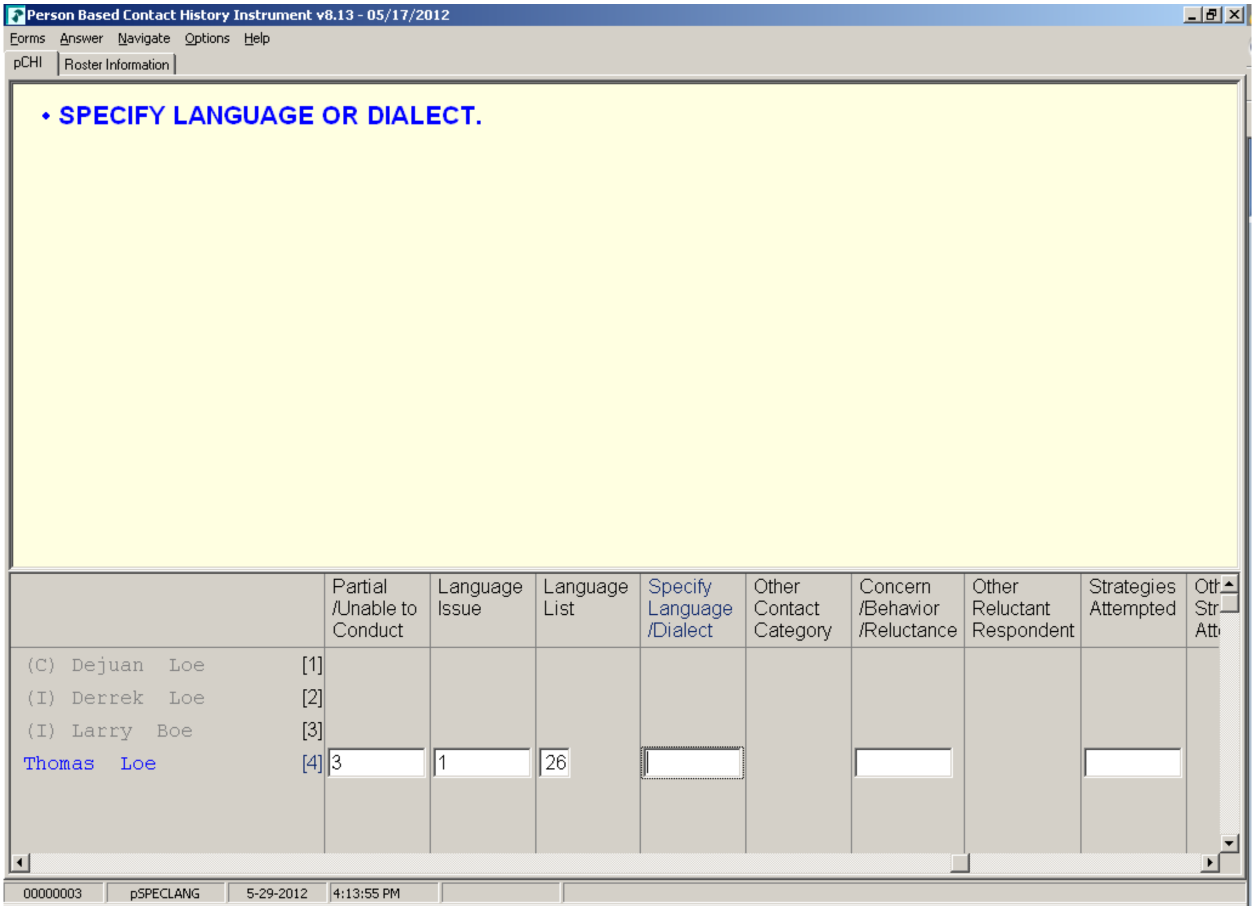
Marking Precode (1), “Specify language or dialect,” takes you to **LANGLIST**. All other responses go to **RSPNDENT**.



pLangLIST

pLangLIST appears when Precode (1), “Specify language or dialect,” is selected in **pLANGUAGE**. Mark the appropriate precode for the language or other problem.

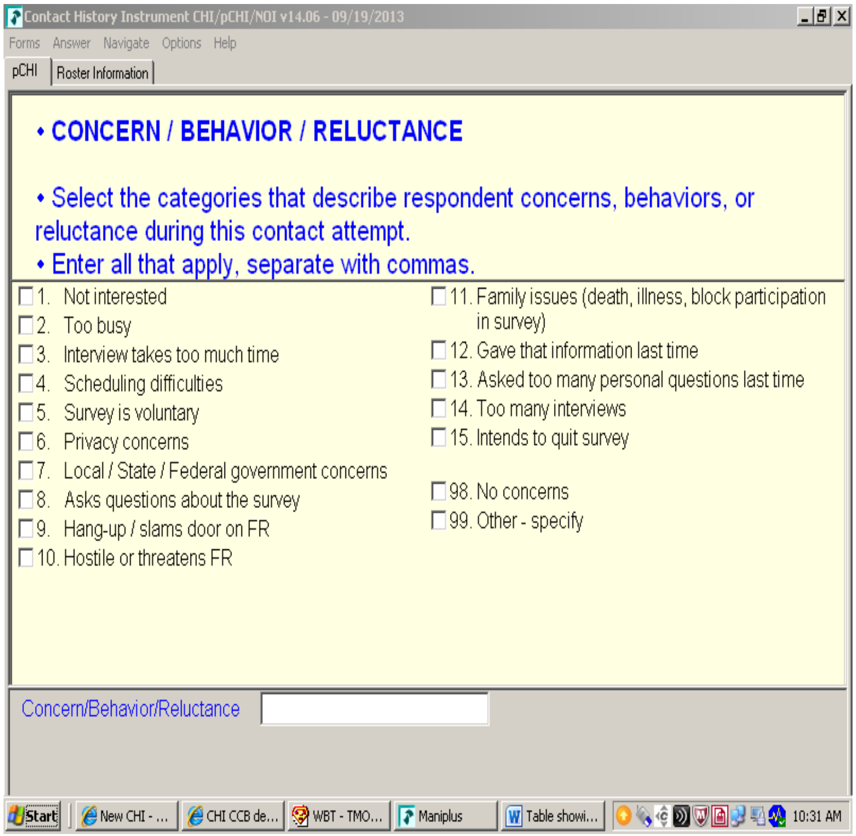
For Precodes (11) - (25) and (27) - (28), the instrument goes to **pRSPNDENT.** For Precode (26), the instrument goes to **pSPECLANG.**



pSPECLANG

pSPECLANG appears when Precode (26), “Other-specify” was marked in **pLangLIST**. Specify the language or dialect. This item allows 80 characters.

The instrument then goes to **pRSPNDENT**.



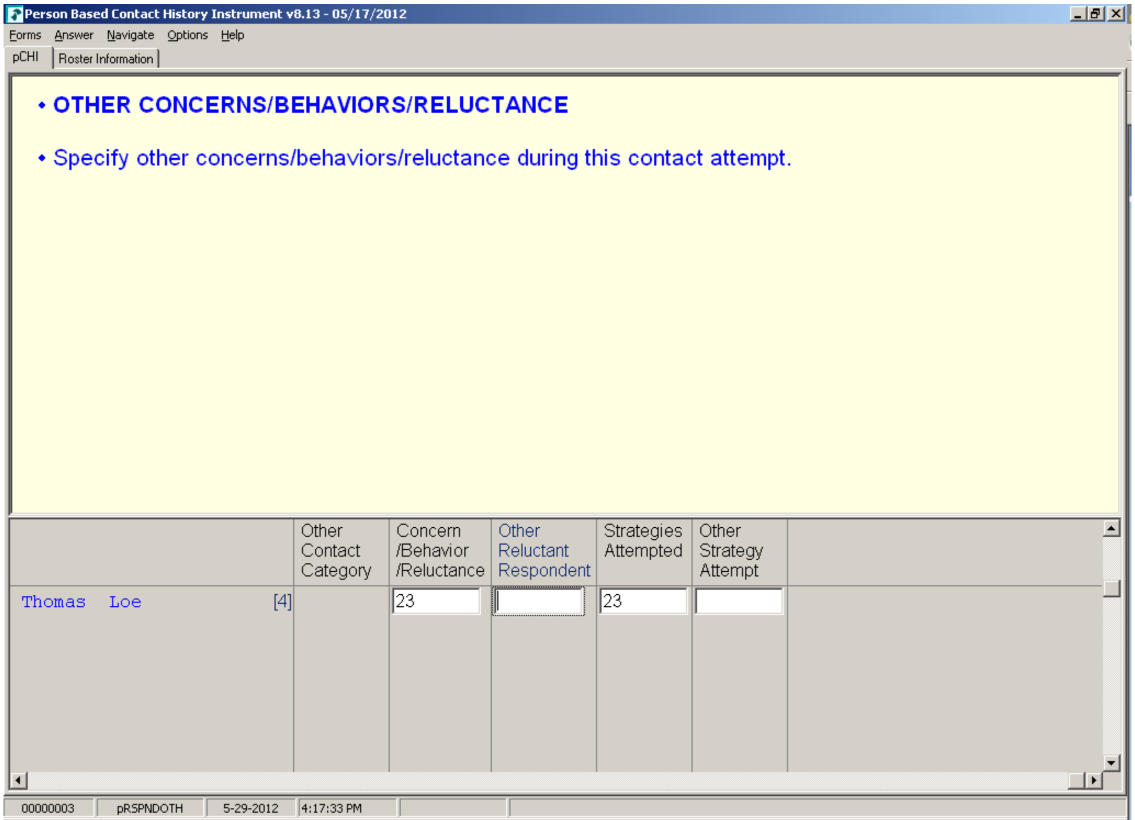
pRSPNDENT

In **pRSPNDENT**, mark the respondent's concerns, behaviors, or reluctance during this contact attempt. Enter all that apply; separate with commas.

Select the categories in this question in the order the respondent mentions them. For example, a respondent may be reluctant to complete the interview because of privacy concerns, then say they are too busy to complete it. In this scenario, select Precode (6) "Privacy concerns," then Precode (2), "Too busy."

When selecting multiple **categories** in **pRSPNDENT**, you cannot select Precode (98), "No concerns," in combination with any other category. If it is selected with other categories, error message **CONCERNSBEHAVIORRELUCT** appears.

After making all selections, if you selected Precode (99), "Other – specify" the instrument continues with **pRSPNDOTH**. Otherwise, the instrument goes to **pSTRATEGS**.



pRSPNDOTH

pRSPNDOTH appears if Precode (99), "Other – specify," was marked in **pRSPNDENT**. Enter the "other" category. This item allows 80 characters.

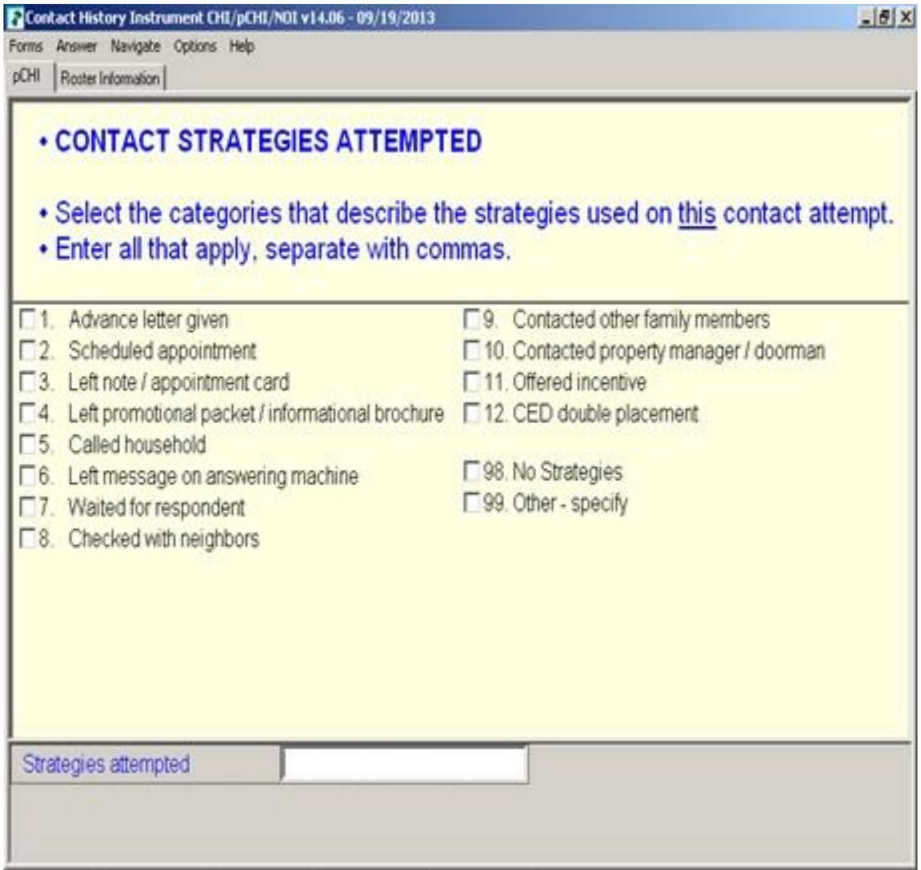
After this item, the instrument goes to **pSTRATEGS**.

- **If the respondent has <u>NO concerns</u>, select answer category 98.**
- **If there are <u>other concerns, behaviors, or reluctance</u> during this contact attempt, then enter all that apply, separate with commas. Do NOT select answer category 98.**

Close **Goto**

CONCERNSBEHAVIORRELUCT

CONCERNSBEHAVIORRELUCT is a hard error check item. It appears if Precode (98), “No concerns,” was selected in addition to any other precode in **pRSPNDENT**. Click on “Goto” to return to **pRSPNDENT** and correct the error to dismiss the check item and continue.



pSTRATEGS

pSTRATEGS asks about contact strategies attempted for the respondent. It appears for all contact attempts. **pSTRATEGS** is designed to help you keep track of all the strategies you have used to make contact for each household member.

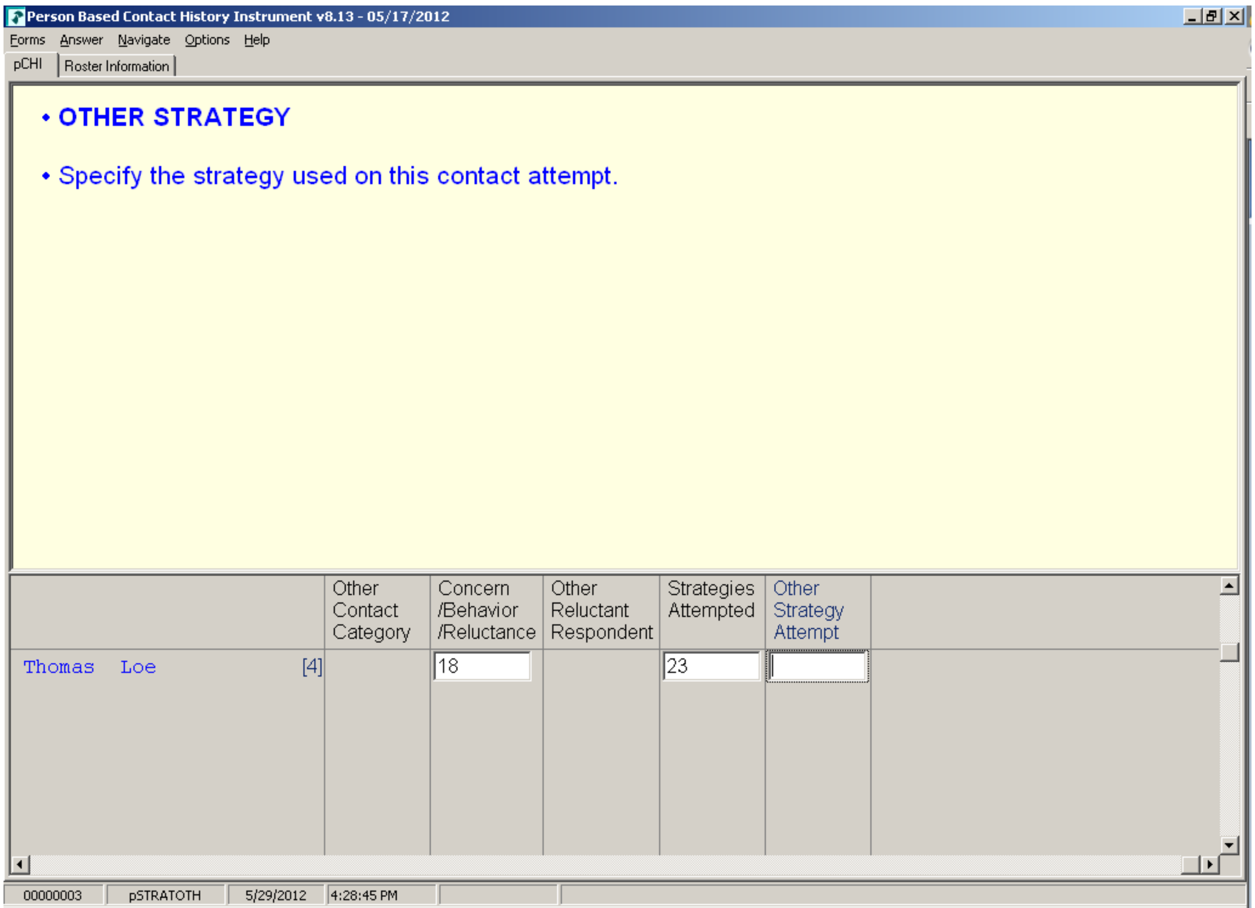
Notice Precode (11), “Offered incentive.” This refers to monetary incentives that some surveys offer. Do not select this precode for the NCVS. Currently, the NCVS does not offer any monetary incentives.

Precode (12) – “CED double placement” is only used in the Consumer Expenditures survey. Do not mark this category for the NCVS.

Precode (98) – “No Strategies” refers to THIS particular contact attempt, not all previous attempts. Mark this category if you did not use any specific technique for this contact attempt.
When selecting multiple precodes in this item, you cannot

select Precode (98), “No Strategies” in combination with any other precode. If you do, check item **CONTACTSTRATATTEMPTED** appears. Return to **pSTRATEGS** and correct your error to dismiss the check item and continue.

When Precode (99), “Other-specify” is selected, the instrument continues with **pSTRATOTH**. Otherwise, it goes to **pCONTACTPER** for the next eligible respondent.



pSTRATOTH

pSTRATOTH appears if Precode (98), “Other – specify” was marked in **pSTRATEGS**. Enter the “other” strategy. This field allows 80 characters.

After you complete this item, the instrument goes to

pCONTACTPER for the next eligible respondent so you can enter their contact information. When you are finished entering the contact information for each eligible household member, you exit pCHI.

- **If <u>NO contact</u> strategies were used, select answer category 98.**
- **If there are other contact strategies attempted during this contact attempt, then enter all that apply, separate with commas. Do NOT select answer category 98.**

Close **Goto**

CONTACTSTRATATTEMPTED

CONTACTSTRATATTEMPTED is a hard error check item, which appears when Precode (98), “No Strategies,” is selected in addition to any other precode in **pSTRATEGS**. Click on “Goto” to return to **pSTRATEGS** and correct the error to dismiss the check item and continue.

Remember...

Enter pCHI after EACH contact attempt. This is a great way for you to keep track of your efforts with each respondent. It’s also a quick way for you to see what days and times you have attempted to make contact, so you can come up with strategies to contact that respondent and get the interview.

Topic 5. How to Code the pCHI in Specific Situations

When the Only Person Contacted During A Contact Attempt Has Already Completed Their Interview

You may encounter situations in which the only person contacted has already completed their interview.

For example: You are contacting a household to follow up on a respondent who has not yet completed their interview. When you call the respondent (Line 2) they are not at home, but you speak with another respondent (Line 1) who has already completed their NCVS interview. In this situation, code that you did not make contact with an eligible household member and code Line 2 as a noncontact.

At **pCASECONTACT**, select Precode (2), “Made contact with only non-eligible persons” to record the fact that you made contact with someone, but that person was not eligible as they had already completed their interview. Code the noncontact with Line 2 and record the applicable contact information in the remaining pCHI items for Line 2.

When Someone Has Moved Out of the Household and the Case is Not a Replacement Household

When someone has moved out of the household, but other household members from the last enumeration still live at the sample address, that person is considered a nonhousehold member. If this change is discovered while updating the household roster, the person who has moved out is ineligible for the NCVS and therefore not eligible in pCHI. Do not collect contact information for that person.

However, if the change in household membership is discovered after the roster has been verified, that person is still displayed as eligible in pCHI because they are on the household roster in the NCVS instrument. (This can occur when a college student is away at college, but the household respondent considers them a household member because they return home for holidays and summer vacation. In this situation, document that this person has moved out of the household in pCHI.)

For this person, code **PCONTACTPER** as “Noncontact,” Precode (3). At **pNOCONTACT** select Precode (5), “Person moved” to note that the person moved away from the sample address.

Coding a Respondent As a Type Z Noninterview

In pCHI you can mark someone as a potential Type Z noninterview to show that a person is reluctant OR as an actual Type Z noninterview once a respondent has been coded as a Type Z in the NCVS instrument.

To code a respondent as a Type Z or potential Type Z code that contact was made with the respondent, as the noncontact path in pCHI does not contain a category for Type Z noninterviews. To code a Type Z or potential Type Z enter Precode (1), “Made contact with (NAME)” in Item **PCONTACTPER** and select Precode (3), “Unable to conduct interview” at **pCTTYPE**. At **pNONINTER** select Precode (5), “Potential Type Z” to document the noninterview or potential noninterview situation. Record the applicable contact attempt information in the remaining pCHI screens.

Note that selecting Precode (5), “Potential Type Z” at Item **pNONINTER** does not make that respondent a Type Z noninterview in the NCVS instrument. Selecting Precode (5), “Potential Type Z” at **pNONINTER** only documents the situation, and does not code a respondent as a noninterview. All Type Z noninterviews must be coded in the NCVS instrument.

CASECONTACT D2-12
cLANGUAGE D2-21
CONTINUE D2-28
CTATEMPT D2-7
CTOTHER D2-25
CTTYPE D2-13
FR_DATE D2-9
FR_TIME D2-10
LANGLIST D2-22
MOVEDOTH D2-30
NCTMOVED D2-29
NCTPER D2-26
NCTPEROT D2-31
NCTTEL D2-32
NCTTELOT D2-33
NONINTER D2-15
pCASECONTACT D2-35
pCHI and Case Management D2-3
pCHI and Households With a Roster D2-34
pCHI and Households Without a Roster D2-12
pCHI, Overview D2-2
pCHI, Specific Situations D2-52
PCONATCPER D2-36
pCTOTHER D2-42
pCTTYPE D2-40
Person Level Contact History Instrument (see pCHI), Overview D2-2
pLANGLIST D2-44
pLANGUAGE D2-43
pNOCONTACT D2-38
pNONCONOTH D2-39
pNONINTER D2-41
pRSPNDENT D2-46
pRSPNDOTH D2-47
pSPECLANG D2-45
pSTRATEGS D2-49
pSTRATOTH D2-50
RSPNDENT D2-16
RSPNDOTH D2-18
SPECLANG D2-23
STRATEGS D2-19
STRATOTH D2-20
TALKEDTO D2-24
TIMEOFCT D2-8

"How many of these persons are members of your household now? Do not include yourself, the offender, or children under 12 years of age."

Victimized Member Not Yet Interviewed

If a household member identified at Item **HHMEMHARMED_NAMES** does not mention that he/she was personally victimized during his/her interview, remind the respondent about the incident reported by the other household member. There may be instances when the respondent contradicts what the other household member told you.

Victimized Member Already Interviewed

At Item **HHMEMHARMED_NAMES** you enter the line numbers of the household members who were personally victimized during this incident. If you have already interviewed a household member who was identified at Item **HHMEMHARMED_NAMES** and the household member did not mention that he/she was personally victimized in the incident, you will not be able to complete an incident report for that person. If you come across this situation, be sure to document it in the "Case Level Notes."

Victimized Person No Longer a Household Member

Do NOT enter a previous household member's line number at Item **HHMEMHARMED_NAMES** if the person is NOT a household member at the time of the incident.

Victimized Person Is a Proxy Respondent

If you are conducting a proxy interview, the question and statement at Item **HHMEMHARMED_NAMES** is worded differently so that you ask about the proxy person, NOT the proxy respondent.
Make sure to enter the proxy respondent's line number at Item **HHMEMHARMED_NAMES** if the proxy respondent:

- Is a household member at the time of interview

  AND

- Was personally victimized during the reported incident.

If you confirm that a proxy respondent was personally victimized, make sure to document it in the "Case Level Notes."

Victimized Person Is a Noninterview

If you have already tried and are unable to interview a household member and another household member tells you that this noninterviewed person was also personally victimized during an incident, do not attempt to re-contact the noninterviewed person about the victimization.

Topic 17. Damage to Property During an Incident

Definition

The NCVS measures "damage to property" when the property is:

✓ Owned by someone who was a household member at the time of the incident,

OR

✓ Owned by an unrecognizable business that is operated from the sample address,

AND

✓ The property was damaged or vandalized during the incident.

When to Exclude Damaged Property

Under the following circumstances, EXCLUDE information about damaged property for the NCVS:

× The damaged property belonged to someone who was not a sample household member at the time of the incident and at the time of the interview.

× The damaged property belonged to a recognizable business operated by a household member.

× The damaged property is commercial property that does not belong to a household member.

Incident Report Screens

There are several screens in the incident report section that are used to collect information about property damage during a reported crime incidentBItems **WHATHAPPEN**, **HAPPEN**, and **DAMAGED** through **PAIDREPAIRS**. At the **SUMMARY** screen, include details about damaged property as you summarize the reported incident.

WHATHAPPEN

Item **WHATHAPPEN** is used to determine what actually happened during the incident and it allows for multiple answers. Ask the question at Item **WHATHAPPEN** when the respondent was present during the incident and answered "No" when asked if the offender:

- Hit, knocked down, or actually attacked the respondent in any way (Item **ATTACK**);
- Tried to attack the respondent (Item **TRYATTACK**); and
- Threatened to physically harm the respondent in any way (Item **THREATEN**).

Two of the answer categories for Item **WHATHAPPEN** deal with damage to property:

✓ Precode (18), Damaged or destroyed property, and

✓ Precode (19), Attempted or threatened to damage or destroy property.

HAPPEN

Item **HAPPEN** is also used to determine what actually happened during the incident and this screen allows you to enter more than one precode. You will see Item **HAPPEN** when only household members, other than the respondent, were present during the incident.

Item **HAPPEN** includes two answer categories that deal with damage to property:

✓ Precode (16), Damaged or destroyed property, and

✓ Precode (17), Attempted or threatened to damage or destroy property.

DAMAGED

Item **DAMAGED** determines whether any property owned by a household member at the time of the incident *(other than stolen property)* was damaged during the incident. Since Item **DAMAGED** excludes damage done to property stolen during an incident, make sure to read the lead-in statement ***Other than any stolen property***, whenever an incident involves stolen property. If the incident does not involve stolen property, then the instrument does not display the lead-in statement. If you entered Precodes (12) through (36) in Item **WHATWASTAKEN**, then you should read the lead-in statement when asking the question Item **DAMAGED**.

If a respondent appears to be confused, ask the probe question shown below the question at Item **DAMAGED** to give the respondent some examples. The probe reads: ***"For example, was (a lock or window broken/clothing damaged/damage done to a car), or something else?"*** Based on the type of incident reported, decide which phrase within the parentheses is most appropriate to read for the probe question.

DAMAGEDREPAIRED

When you enter Precode (1), "Yes," at Item **DAMAGED**, continue with Item **DAMAGEDREPAIRED** to determine whether any or all of the items that were damaged during an incident were either repaired or replaced. A "Yes" answer (Precode (1), “Yes, all,” or (2), “Yes, part”) is acceptable at Item **DAMAGEDREPAIRED** regardless of:

- Who repaired or replaced the damaged items or
- What the repair or replacement cost may have been, even if the repair or replacement was done at no charge.

ESTCOSTTOREPAIR REPLACE and ACTCOSTREPAIR REPLACE

If a respondent tells you that the damaged items were not repaired or replaced, ask the question at Item **ESTCOSTTOREPAIRREPLACE** to determine what it **would cost** to repair or replace the damaged items.

If a respondent tells you that all or part of the damaged items were repaired or replaced, ask the question at Item **ACTCOSTREPAIRREPLACE** to determine what it **did cost** to repair or replace the damaged items. For Items **ESTCOSTTOREPAIRREPLACE** and **ACTCOSTREPAIRREPLACE**, enter the amount in whole dollars, rounding up or down as necessary. If a respondent is having difficulty giving you an amount, probe to help him/her decide on an accurate answer. It is acceptable to enter the respondent's best estimate when an exact amount is not readily available or remembered. Only enter Control + D for "Don't know," when you are unable to even get an estimated cost after probing. If the household did not incur any cost to repair or replace the damaged property, then enter Precode “0” (zero), "No cost."

PAIDREPAIRS

Item **PAIDREPAIRS** determines who either paid or would pay the cost to repair or replace any items damaged during a reported incident. When asking the question at Item **PAIDREPAIRS**, make sure to use the appropriate words based on the answers you received at Items **DAMAGED** through **ACTCOSTREPAIRREPLACE**. Since the repair or replacement costs could be paid by more than one person or organization, Item **PAIDREPAIRS** allows you to enter more than one precode. Continue asking "***Anyone else?***" until you get a "No" answer.

When recording answers at Item **PAIDREPAIRS**, remember the following points:

<u>Precode (1) "Items will not be repaired or replaced"</u>: Only enter Precode (1) when NONE of the damaged property will be repaired or replaced. However, if money was paid by insurance or another source to the respondent for the purpose of repairing or replacing the damaged property and the respondent decided not to use it for that purpose, do NOT enter Precode (1). Instead, enter Precodes (3) through (6), as appropriate. Here are a few examples:

- ✓ The victim's insurance paid to repair some furniture that was damaged during a household theft and the victim decided to give the damaged furniture away and use the insurance money for some other purpose. In this example, enter Precode (4), "Victim's (or household's) insurance," even though the furniture was not repaired.

- ✓ The respondent's neighbor gave the respondent money to replace a lamp that the neighbor broke while arguing and physically assaulting the respondent during a party at the respondent's home. The respondent did not use the money to replace the lamp. In this example, enter Precode (5), "Offender."

Any time money is given to a respondent for the purpose of repairing or replacing a damaged item, enter the appropriate precodes to show who gave the money, regardless of whether or not the money was used for that purpose.

Precode (3), "Landlord or landlord's insurance," and Precode (4), "Victim's (or household's) insurance":
Any time the cost to repair or replace a damaged item is paid for by someone other than an insurance company and that person is later reimbursed by an insurance company, you would enter Precode (3) and/or Precode (4) depending on whose insurance reimbursed the person. If the household member had to pay a deductible and the insurance company paid the balance, enter Precode (2), "Household member," AND Precode (4), "Victim's (or household's) insurance."

Precode (6), "Other":
If the money to repair or replace the damaged property came from a source not covered in Precodes (1) through (5), enter Precode (6) and describe the type of person or organization in the "Specify" space in Item **PAIDREPAIRS_SPEC**. Some examples are: a relative, friend, government agency, church, or community organization.

Topic 18. Job/Business at Time of the Incident

Definition

For the NCVS, a job or business at the time of the incident means that the respondent:

- ✓ Had a definite arrangement to work for pay or profit on a part-time or full-time basis at the time of the incident.
- ✓ Was self-employed in his/her own business/farm or partnership at the time of the incident.
- ✓ Was working without pay on a family farm or in a family business at the time of the incident.

If a respondent meets one of the conditions stated above and is temporarily absent from work because of an illness, vacation, bad weather, strike, or temporary layoff, you would still consider him/her to have a job at the time of the incident.

Do NOT consider a respondent to have a job at the time of the incident, if the respondent was:

- × Doing volunteer work without pay.
- × Keeping house without pay.
- × Receiving money from a scholarship.

JOBDURINGINCIDENT

The question at Item **JOBDURINGINCIDENT** can be either asked or verified and it asks: ***"Did you have a job at the time of the incident?"*** A "Yes" answer to this question takes you to Item **LOSTOTHERWORKTIME**, if the respondent was not injured. However, if the respondent was injured and answers “Yes” at Item **JOBDURINGINCIDENT**, continue with Screen **LOSTWORKTIME**. A “No” answer takes you to Item **MAJORACTIVITY**.

The employment questions in the screening section of the instrument ask about the respondent's job or business held for at least two consecutive weeks in the 6 months before the interview and Item **JOBDURINGINCIDENT** asks about the respondent’s job or business at the time of the incident.

Topic 19. Major Activity During Week of the Incident

Definition

For the NCVS, major activity during the week of the incident is intended to identify the **one activity** at which the respondent spent the majority of his/her time **during the week that the incident occurred**. Whenever a respondent says at Item **JOBDURINGINCIDENT** that he/she did not have a job or business at the time of the incident, you ask the question at Item **MAJORACTIVITY** to determine how the respondent spent most of his/her time during the week of the incident.

MAJORACTIVITY

When a respondent tells you at Item **JOBDURINGINCIDENT** that he/she did not have a job or business at the time of the incident, continue with the question at Item **MAJORACTIVITY** to find out whether the person was:

- Precode (1), Looking for work
- Precode (2), Keeping house
- Precode (3), Going to school
- Precode (4), Unable to work
- Precode (5), Retired
- Precode (6), Other - Specify

Make sure that you read the entire question, so the respondent has a better idea of the question's purpose and only enter ONE precode.

The question at Item **MAJORACTIVITY** asks:

"What was your major activity the week of the incident -were you looking for work, keeping house, going to school, or doing something else?"

Looking for Work

The following activities constitute "Looking for work," Precode (1):

✓ Registering at an employment office,

✓ Meeting with prospective employers,

✓ Placing or answering job advertisements, and

- ✓ Investigating the possibility of starting a business or professional practice.

Keeping House

Precode (2), "Keeping house," is intended for respondents whose primary responsibility during the week of the incident involved housework within their own home. "Keeping house" includes the following activities:

- ✓ Cooking, washing clothes, and cleaning house,
- ✓ Caring for their own children, foster children, or children of relatives, such as brothers, sisters, cousins, and so forth,
- ✓ Overseeing the care of their home, even if someone else actually does the labor, and
- ✓ Maintaining their yard and house, such as cutting the grass, painting the house, and caring for vegetable and flower gardens *(other than on a family farm).*

Consider a respondent as having a job at the time of the incident if the respondent is paid to keep house, such as a maid. If this happens, go back to Item **JOBDURINGINCIDENT** and change the “No” answer to a “Yes” answer.

Going to School

Precode (3), "Going to school," is intended for respondents who spent the major part of the incident week attending any kind of public or private school, including a trade or vocational school. When a respondent was not at school due to an illness or short vacation, you still enter Precode (3), "Going to school."

However, a student's summer vacation is treated differently. If the respondent was on summer vacation when the incident occurred and he/she was not attending summer school during that week, enter one of the other categories, NOT Precode (3), "Going to school."

For example, if the household member was:

- Looking for work, enter Precode (1),

OR

- "Babysitting brother and sister" or "Doing volunteer work without pay," enter Precode (6), "Other," and enter the activity in the "Specify" space in Item **MAJORACTIVITY_SPEC**.

Unable to Work

Precode (4), "Unable to work," is intended for respondents who are unable to do any kind of work either permanently or for more than 6 months from the time of the incident due to a long-term physical/mental illness or disability. This category is NOT intended for respondents who are only ill or disabled temporarily and will be able to do some type of work within 6 months following the incident. For a temporary illness or disability that keeps a respondent from working, you may need to enter Precode (6), "Other," and enter a description of the major activity in Item **MAJORACTIVITY_SPEC**.

Retired

Precode (5), "Retired," is intended for respondents who have discontinued working permanently from their jobs. If a respondent has retired from one job, but was working at least part of the incident week, consider the person as having a job at the time of the incident, go back to Item **JOBDURINGINCIDENT** and change the answer to “Yes.”

Other

Enter Precode (6), "Other, specify" when the respondent's major activity during the incident week does not fit any other category from Precodes (1) through (5) for Item **MAJORACTIVITY**. Whenever you enter Precode (6), you must enter a written description of the major activity, such as recuperating from surgery, caring for a sick relative, and so on in Item **MAJORACTIVITY_SPEC**.

Topic 20. Incident Occurred at Work Site

Definition

For the NCVS, a work site is the area in which the respondent **usually** conducts his/her day-to-day job-related tasks for **all jobs** held by the respondent at the time of the incident.

INCIDENTHAPPENAT WORK

If you determine at Item **DOINGATINCIDENTTIME** that the incident happened while the respondent was working or on duty, then you ask a series of questions about the respondent's job and employer. Item **INCIDENTHAPPENATWORK** is part of this series of questions and is asked to find out if the incident happened at the respondent's work site. You can either verify the answer or ask the question before entering the appropriate precode.

Here are some situations in which you must enter Precode (1), "Yes," at Item **INCIDENTHAPPENATWORK**:

Example 1:
As a taxi cab driver was driving a customer to the airport, the customer threatened to stab him with a knife if he did not turn over his money and watch.

Example 2:
While working at a construction site, a bricklayer was physically attacked by a coworker.

Example 3:
An insurance agent was sexually assaulted in her office while working late one evening. However, if this incident had occurred while meeting with a potential client in a restaurant, then the incident did not happen at the respondent's work site; enter Precode (2), "No," at Item **INCIDENTHAPPENATWORK**.

Example 4:
A traveling salesperson was physically assaulted by a potential customer while he was in the customer's home trying to make a sale.

<u>**Example 5**</u>**:**
An accountant who works out of her unrecognizable home office reported that her office was broken into, vandalized, and computer and other electronic equipment were stolen during the incident. However, if the only items stolen belonged to the respondent personally and not to the unrecognizable business, enter Precode (2), "No," at Item **INCIDENTHAPPENATWORK.**

Topic 21. Incidents Involving a Police Officer

Definition

Police officers can be involved in crime incidents as either victims or offenders. The NCVS is interested in all incidents involving police officers, regardless of whether the officers are victims or offenders or on duty or off duty. Due to the nature of their job, police officers present special issues for the NCVS.

An assault, a threat of physical harm, or any other type of NCVS crime in which a police officer has been victimized is no less of a crime because of his/her line of work. However, due to a police officer's job, he/she is more likely to report a greater number of incidents than the average NCVS respondent.

Even though a police officer in the line of duty sometimes has the right to use necessary physical force to make an arrest or to keep the peace, a police officer while either on or off duty can still be an offender in a crime incident. If a respondent claims that an offender is a police officer, do NOT attempt to determine whether the police officer was or was not acting in the line of duty.

Headquarters staff reviews all incident reports involving offenders who are police officers and determines whether each incident:

- Should be kept because the police officer acted beyond the line of duty

  OR

- Should be deleted because the police officer acted within the line of duty.

POLICEINFORMED

When completing the incident report questions for an incident in which a police officer is either the victim or the offender, do not assume that the police department was informed and an official report was filed.

The question at Item **POLICEINFORMED** asks:

"Were the police informed or did they find out about this incident in any way?"

Ask this question of the respondent and, if necessary, probe by asking whether or not an official report was filed for the incident. If a report was not filed, enter Precode (2), "No."

The SUMMARY Screen

When a police officer is reported as the offender in an incident, Headquarters staff rely heavily on the facts that you enter at the **SUMMARY** screen. Since this information helps determine whether or not the incident falls out of scope for the NCVS, you need to provide as many facts as possible to answer the following questions:

- Was the victim/respondent arrested?
- Did the victim/respondent press charges against the police officer?
- Did the police confiscate any property? If so, was the property returned, kept as evidence, and so forth?
- Was the police officer on or off duty?
- Did the police officer have a hand gun or billy club? If so, did the police officer draw or use either the gun or billy club?

Probe to get a complete description of the police officer's actions AND the victim's actions during the incident without offending the respondent.

Topic 22. Writing Summary Reports

Definition

The Summary Report, which you enter at Item **SUMMARY** is intended for you to summarize all of the pertinent facts involving a reported crime incident. Each summary report should be written so that anyone reading it can get a clear, well-defined picture of how the respondent was victimized during the reported incident.

Include in the summary report any details that you feel are not evident from the answers in the incident report section of the interview. This is very important because, before sending a case for processing, editors often need more specific details than they can get from other entries in the NCVS interview. When this happens, they must rely on what is written in your summary report.

As you write your summary report, be careful not to use nonspecific or misleading words or phrases that may raise more questions about the incident, instead of clarifying what really happened.

For example:
When you ask if the offender threatened the respondent with harm in any way, the respondent answers "No." Also, the respondent tells you at Item **WHATHAPPEN** that her husband was harassing her and using abusive language. However, in the summary report, you use the phrase "verbally threatened her." Be careful that the words and phrases you use in summary reports help explain the situation, instead of adding more confusion to the situation.

Key Points to Cover

Use these key words to jog your memory when writing a summary report--***who, what, where, when, and how***.

Who - Using the person's **line number** *(L1, L2, etc.)* from the household roster, identify all household members who were involved in the incident, even if the member was a noninterview. Include any nonhousehold members who were involved in the incident. In the summary, identify that they are nonhousehold members and use specific descriptions, such as "friend," "neighbor," or "co-worker" to show their relationship to the respondent. Avoid using pronouns to describe persons involved in an incident.

Reminder:
If other current household members who are at least 12 years old were also victims of a personal crime with contact, you need to complete a separate set of incident report questions for each of these persons who you are able to interview.

What - Explain the type of crime and any pertinent details related to the crime incident--purse stolen & offender threatened to stab L1 while she was washing her hands.

Where - Explain where the crime took place--in a restaurant restroom.

When - Explain when the incident took place--At 8:30 p.m. on December 21.

How - Explain how the crime was executed--offender yanked purse from L1's shoulder & ran/no injury to L1/reported to police/property not recovered.

Weapons Used

Item WEAPONPRESENT - *Did the offender have a weapon such as a gun or knife, or something to use as a weapon, such as a bottle or wrench?*

Item WEAPON - *What was the weapon?*

If a respondent tells you at Items **WEAPONPRESENT** and **WEAPON** that an offender had a weapon other than any type of gun, rifle, shotgun, or knife, your summary report needs to explain **if and how** this object was used as a weapon. Since guns, rifles, shotguns, and knives are obviously weapons, it is not necessary to explain if and how any of these weapons were used as a weapon in the summary report.

For example:
L1 was arguing with neighbor/neighbor picked up rock/threw it at L1 & hit L1 in head/L1 treated at hospital emergency room & got 4 stitches for the cut.

Thrown objects are only considered weapons if they hit and seriously injure the respondent. BB guns and tear gas guns are only considered weapons if they are used as clubs.

The following objects are NEVER considered weapons:

- Animals
- Pellet guns
- Chloroform
- Food
- Mace or pepper spray
- Parts of the body
- Small empty cans
- Tear gas
- Water balloons

Sex-Related Crimes

Since sex-related crimes are rare compared to other types of crimes, include as many details as the respondent is willing to provide. This is important so that we can classify any sex-related crimes into the correct category--rape, attempted rape, sexual assault, or unwanted sexual contact.

Avoid using phrases like "made sexually explicit comments," "unwanted sexual contact," or "unwanted sexual advances." These phrases do not provide us with enough information to determine what actually happened. We need to know what was actually said, what parts of the body were touched, whether or not force was used, and so forth.

Even though we want all the pertinent facts, do not probe beyond the structured probes that are provided for Items **WHATHAPPEN**, **HOWTRYATTACK**, **HOWATTACK**, and **INJURY**. For example, the structured probe question for Item **SEXCONFORCEPROBE_1** is ***"Do you mean forced or coerced sexual intercourse including attempts?"***

Stolen Property

Item ATTEMPTTHEFTOWNER - *"Did the (property/money) the offender tried to take belong to you personally, to someone else in the household, or to both you and other household members?"*

Item WHOOWNEDSTOLENPROPERTY - *"Did the stolen*

(property/money) belong to you personally, to someone else in the household, or to both you and other household members?"

Items **ATTEMPTTHEFTOWNER** and **WHOOWNEDSTOLENPROPERTY** relate to ownership of property and/or money that an offender tried to steal or stole. If property and/or money involved in the incident belongs to the respondent AND other household members OR just to other household members, make sure to specifically identify these persons by their line numbers *(L1, L2, and so forth)*.

If property and/or money involved in the incident belongs to nonhousehold members, mention that they are nonhousehold members, along with a specific description of their relationship to the respondent, such as co-worker, friend, cousin, and so forth.

Item PROPERTYVALUE - ***"What was the value of the PROPERTY that was taken? Include recovered property. (Exclude any stolen cash/checks/credit cards. If jointly owned with a nonhousehold member(s), include only share owned by household members.)"***
<u>When completing Item PROPERTYVALUE, please note</u>: If stolen property is jointly owned by one or more household members together with one or more nonhousehold members, only include the dollar amount for the portion that was owned by the household members.

When identifying the value of stolen property that was owned jointly by a household member and a nonhousehold member, show a separate dollar amount in your summary report to differentiate between the share owned by the household member and the share owned by the nonhousehold member. Do not use names in your summary report; instead, use line numbers for household members and relationships to the respondent for nonhousehold members.

Offender is a Police Officer

Whenever an offender is a police officer, there are specific facts that we need to have in your summary report. Include as many of these facts as you can gather. Be diplomatic and ask for the following facts in a tactful manner:

- ✓ Get a complete description of both the officer's and the victim's actions.
- ✓ Find out if the officer used or attempted to use his/her gun or billy club.
- ✓ Determine if the victim signed a complaint and, if so, include any additional details *(for example, victim was arrested)*.
- ✓ Ascertain whether any property was confiscated by the police. If so, find out what was done with the confiscated property -- whether it was returned, kept as evidence, etc.

Commercial Establishment

If a crime incident occurred at a business or commercial establishment, include in your summary report as many facts as possible to provide a complete picture of what took place. Also, make sure to mention whether the business is recognizable or unrecognizable.

For example:
L2 was shot in arm during clothing store robbery *(recognizable business)*/Off. shot L2 with small handgun as L2 reached under register to set off burglar alarm/L2 treated emergency room/Store clothing & displays damaged/store closed for 2 days/Est. $50k in stolen money, damages & lost sales to store/Off. arrested.

Although the NCVS is not interested in the theft of property or cash belonging to a recognizable business, we do want this information in the summary report when it helps in describing a situation in which:

- ✓ Personal property was also stolen from a household member.
- ✓ A household member received a face-to-face threat of physical harm, was attacked, or an attempt was made to attack the household member.
- ✓ Someone illegally entered, broke into, or attempted to break into the sample housing unit.

Series Crimes

When writing a summary report for series of crimes, start by providing a GENERAL description of the entire series of incidents. For the **last or most recent incident** in the series, provide a DETAILED description of the incident following the ***who, what, where, when, and how*** format.

Things to Avoid

When writing summary reports for crime incidents, **avoid**:

- × Using very general or vague statements or any unnecessary words or phrases. Instead, write the facts in short, concise sentences.
- × Using the exact wording from the answer categories in the instrument.
- × Using pronouns *(she, he, him, her, they, their, and so forth)*.
- × Using abbreviations that most editors would not understand. Instead, access and use the abbreviations list in the NCVS instrument by using Shift + F11 or the F1 Help key at the **SUMMARY** screen.
- × Omitting pertinent facts that could help clarify details of an incident.

Examples of Good Summary Reports

Here are some examples of good summary reports:

- ✓ At 10 p.m. on Aug. 4, L1's drunken ex-spouse (nonhousehold member) was arguing & using abusive language while in L1's home/ex-spouse refused to leave & threatened to burn down the house if L1 didn't take him back/police arrested ex-spouse/no injury to L1/lamp broken valued @ $40.
- ✓ At 12:30 p.m. on Oct. 10, L1 (school teacher) had $10 stolen from desk drawer in classroom while eating lunch in school cafeteria/police not notified/off. never caught/$10 not returned.
- ✓ At 4 p.m. on Feb. 3, L2 (apt. mgr.) was shot in the arm by angry evicted tenant in L2's office/small hand gun used/police notified & off. arrested/L2 hospitalized overnight.

- ✓ At 2 a.m. on Dec. 12, off. attempted to break into L1's home/no one present/security alarm scared off. & off. ran away/damage to door & lock valued “ $50/police notified/off. not found.

- ✓ At 11 a.m. on May 5, L2's antique shop robbed at gunpoint by two off./$1,500 taken from shop register/$50 taken from L2/gold necklace & purse taken from customer/no injuries or store damage/ police notified/off. caught & prosecuted.

- ✓ At 9 p.m. on July 10, off. threatened to rape L2 at gunpoint/siren from passing police car scared off./L2 got free & ran to drug store for help/L2 bruised/police notified/off. never found.

- ✓ At 5 p.m. on Aug. 4, off. forcibly grabbed L2/kissed L2 against L2's will/ran his hands up & down L2's buttocks/L2 kneed off. in his groin & got away/no police report/no injuries to L2.

Examples of Bad Summary Reports

The following are examples of bad summary reports:

- ✗ Unwanted sexual contact between off. and L2 with no injuries.

- ✗ Sam was threatened by his co-worker in an office building. There were no injuries.

- ✗ Rsp. sd she was shot at while walking down the street/offenders were arrested.

- ✗ Rsp. was involved in a car jacking/threatened to shoot/not far from home/police notified.

- ✗ Was on way to school/music compact discs stolen/$75/no police.

- ✗ Garage broken into/HH sleeping at time/bike stolen/ no police/no injuries.

- ✗ Lawnmower stolen from premises/hh on vacation.

Topic 23. Type of Industry and Occupation

Definition

Specific questions in the incident report section of the instrument, ask about various aspects of a respondent's job at the time of the incident. The information collected about the respondent's employer, kind of business, and kind of work done at the time of the incident are used to assign industry and occupation codes that uniquely identify the respondent's job by type of industry and occupation.

The aggregated data from these industry and occupation items allow users to analyze crime data by different types of industries and occupations.

Conditions for Asking the Industry and Occupation Questions

The only time you ask a respondent the industry and occupation questions is when the respondent reports that he/she was working or on duty when the incident happened/started. In other words, Precode (11), "Working or on duty," is entered at Item **DOINGATINCIDENTTIME**.

Screens Covering the Industry and Occupation Questions

The industry and occupation questions are Items **EMPLOYERTYPE** through **ISCURRENTJOB**.

EMPLOYERTYPE

Item **EMPLOYERTYPE** is used to identify into which "Class of Worker" type the respondent's employer fits. The "Class of Worker" categories include:

Precode (1) A private company, business, or individual for wages.
Precode (2) The Federal government.
Precode (3) A State, county, or local government.
Precode (4) Yourself (Self-employed) in your own business, professional practice, or farm.
Precode (5) A private, not-for-profit, tax-exempt, or charitable organization.

INCORPORATED

Item **INCORPORATED** is used to determine whether the business at which the respondent worked at the time of the incident is incorporated. Only ask this question if you entered Precode (1), (4), or (5) at Item **EMPLOYERTYPE**.

EMPLOYERNAME

Item **EMPLOYERNAME** is used to identify the name of the respondent's employer at the time of the incident. Since Census Bureau coders working in the National Processing Center need this key piece of information to assign the correct industry code, make sure that you record this information accurately.

Even though a respondent may be reluctant to provide the name of his/her employer, make every effort to collect this information without badgering the respondent. In some cases, you may succeed by just reassuring a respondent that the information he/she provides is held strictly confidential.

TYPEBUSINESS

Item **TYPEBUSINESS** is used to determine the kind of business or industry that is transacted by the respondent's employer at the time of the incident. This is another key piece of information needed to assign the correct industry code for a respondent's employer.

To ensure that our coders can assign an accurate industry code, enter a clear and specific description of the employer's kind of business or industry:

- ✓ What is the purpose of the business?

  OR

- ✓ What type of products are produced by this industry?

Structured Probe

If the respondent hesitates in giving you an answer to your initial question at Item **TYPEBUSINESS**, also ask the structured probe question printed below the initial question. This question may help the respondent to understand what type of description we want at this screen.

Be Specific

Make sure that you avoid entering descriptions that are too general, such as:

- × "It's a mining company."
- × "The business provides a repair service."
- × "It's a computer-related business."
- × "It's a retail store."

Here are some examples of better descriptions:

- ✓ "Mines & transports coal & coal byproducts."
- ✓ "Repairs small home appliances."
- ✓ "Designs & sells computer software."
- ✓ "Operates two large hardware stores."

Enter descriptions that are specific, but avoid using unnecessary words that make the descriptions too long. Keep your descriptions under 50 characters, since this is the maximum number of characters allotted for keying this information. This is true for each industry and occupation item requiring a write-in entry.

BUSINESSSECTOR

Item **BUSINESSSECTOR** is used to identify the major type of industry in which the respondent was working at the time of the incident. The four options to choose from are:

- ✓ Manufacturing
- ✓ Retail trade
- ✓ Wholesale trade
- ✓ Something else

Distinguishing between these types of industries is very important, because type of industry also plays an essential role in assigning the correct industry code. If this question is answered incorrectly, the coders will not be able to assign an accurate industry code for the respondent's employer.

Precode (1), Manufacturing

If a respondent's employer makes and sells its products in large quantities or lots to other manufacturers, wholesalers, or retailers, the respondent's employer is probably a manufacturing company.

Precode (2), Retail Trade

If a respondent's employer sells primarily to individual consumers or users, but seldom makes products, the respondent's employer is probably a retail establishment.

Precode (3), Wholesale Trade

If a respondent's employer buys, rather than makes, products in large quantities or lots for resale to retailers, industrial users, or to other wholesalers, the respondent's employer is probably a wholesale establishment.

Precode (4), Something Else

If a respondent's employer does not manufacture or sell products as a wholesaler or a retailer, then enter Precode (4), "Something Else." Examples of some employers that fit into the "Something Else" category are:

- ✓ Car repair shops,
- ✓ Accounting firms,
- ✓ Medical centers,
- ✓ Trucking companies, or
- ✓ Banks.

When To Probe

Some firms are engaged in more than one type of business or activity. When you encounter this situation, probe to determine the most appropriate precode to enter at Item **BUSINESSSECTOR.**

If you discover that the respondent's employer conducts business at more than one location *(for example, making copy machines at one location and making chemicals used by the copy machines at another location)*, collect data for the location at which the respondent works.

If you discover that the respondent's employer conducts a variety of activities at the same location *(for example, a gasoline station that also sells groceries)*, probe to determine which activity or product the respondent is most directly involved with in his/her job. For example, if the respondent primarily sells groceries at the gasoline station, enter Precode (2). However, if the respondent primarily works as a mechanic servicing motor vehicles at the gasoline station, enter Precode (4).

OCCUPATIONDESC

Item **OCCUPATIONDESC** is used to determine the **kind of work** or **occupation** the respondent had at the time of the incident. In addition to assigning an industry code for the respondent's employer, the coders also assign an occupation code for the respondent's job based on:

- The kind of work described at Item **OCCUPATIONDESC** and
- The respondent's most important activities or duties described at Item **USUALJOBDUTIES**.

Make sure that you enter complete and accurate descriptions for both of these items, so that the coders can assign the correct occupation code.

Job Title vs. Kind of Work

The "kind of work" descriptions that our coders need must clearly specify the type of work the respondent does on his/her job, and this is not necessarily the respondent's job title. For some occupations, the common descriptions or general job titles that a respondent provides will not be sufficient for the coders to assign the correct occupation code.

Self-Employed Persons

When a respondent is self-employed, only enter "Manager" as his/her occupation if the person actually spends most of the workday managing his/her business. Otherwise, we want you to enter the kind of work the respondent spends the majority of his/her time doing, such as plumber, hair stylist, dentist, house painter, and so forth. In other words, describe the respondent's actual trade or craft, when that is the kind of work that the respondent spends most of his/her time doing for the business.

Avoid Entering Department or Work Place Titles

Avoid entering kind of work entries such as "Works in shipping department" or "Works in the warehouse." These entries do not adequately describe the kind of work done by the respondent. If the respondent inspects outgoing products from the shipping department, enter "Inspects products leaving shipping department." If the respondent is a clerk who monitors inventory in a warehouse, enter "Clerk monitoring warehouse inventory."

Apprentice vs. Trainee

There is a difference between someone who is an apprentice and someone who is a trainee. An apprentice is under contract during his/her training period, but a trainee is not. If a respondent tells you that he/she is in an apprenticeship or trainee program, make sure to enter both the person's occupation or kind of work, along with the term "apprentice" or "trainee." For example, you may need to enter "Apprentice plumber" or "Buyer trainee."

Machinist vs. Machine Operator vs. Mechanic

There are major differences in the kind of work done by a machinist, a machine operator, and a mechanic.

Machinist: skilled craftsman who constructs metal parts, tools, and machines through the use of blueprints, machine and hand tools, and precise measuring instruments.

Machine operator: runs a factory machine, such as a drill press operator.

Mechanic: inspects, services, repairs, or overhauls machinery.

Secretary vs. "Official Secretary"

The title **secretary** applies to someone who does secretarial work in an office. The title **official secretary** applies to someone who is an elected or appointed officer of a business, union, or other organization.

Probing for Difficult to Code Occupations

For Item **OCCUPATIONDESC**, avoid entering a one word response, because it will usually be too general for our coders to assign the correct occupation code.

For these situations, refer to the table on the next page. It provides some difficult to code, one word occupations, along with a suggested probe for each occupation. These probes are written to encourage the respondent to provide a more specific description of the kind of work he/she does on the job.

Occupation	Suggested Probe
Assembler	What do you assemble? For example, do you assemble automobiles, electric motors, farm equipment, sheet metal, or something else?
Clerk	What type of clerk are you? For example, do you handle accounting, billing, filing, shipping, statistical data, sales, or something else?
Engineer	What kind of engineer are you? For example, are you a civil, electrical, mechanical, nuclear, chemical, train, stationary, building, or some other type of engineer?
Inspector	What type of things do you inspect? For example, do you inspect automobiles, restaurants, houses, buildings, meats, or something else?
Manager	What type of manager are you? For example, do you manage a bakery, garage, hotel, office, property, store, or something else?
Machinist	Do you set up AND operate machines?
Machine operator	How many machines do you operate? Also, what type of machine do you operate primarily?
Mechanic	What type of mechanic are you? For example, do you service and repair automobile bodies, engines, appliances, trucks, valves, or something else?
Nurse	What type of nurse are you? For example, are you registered, licensed, practical, vocational, a nursing aide, or some other type of nurse?
Researcher	What is your field of research?
Sales Worker	What do you sell? For example, do you sell advertising, cars, houses, insurance, shoes, tickets, or something else?
Supervisor	Who or what do you supervise? For example, do you supervise clerical workers, counselors, laborers, field representatives, or someone else?
Teacher	Do you teach at the preschool, elementary, high school, or college level? Also, which subjects do you teach?
Truck Driver	What type of truck do you operate? What type of cargo do you transport?

USUALJOBDUTIES

Item **USUALJOBDUTIES** is used to describe the usual activities or duties a respondent performs at his/her job. This is the second key piece of information that our coders use to assign an occupation code. What you enter at Item **USUALJOBDUTIES** is especially useful when a simple job title does not provide enough information to code the occupation.

Here are some examples of entries you may need to enter at Item **USUALJOBDUTIES**:

- Keeping account books
- Selling new and used motor vehicles
- Laying bricks and stone
- Typing and filing letters, reports, memos, etc.

If a respondent tells you that his/her job duties are classified, do NOT probe. In this situation, enter "Information is classified."

JOBMSATYPE

Item **JOBMSATYPE** is used to find out if the respondent was working in a city, suburban area, rural area, or a combination of any of these areas at the time of the incident. This type of information helps our sponsor, the BJS, in determining if specific areas are more prone to crime.

When a respondent worked for more than one employer at the time of the incident, enter the precode for the area in which he/she worked the greater number of hours. Avoid entering Precode (4), "Combination of any of these?", unless a respondent insists that the area he/she worked MOST of the time was a combination of city, suburban, and rural.

INCIDENTHAPPEN ATWORK

Item **INCIDENTHAPPENATWORK** is used to determine whether the incident happened at the respondent's work site for any job held by the respondent at the time of the incident. If you already know the answer to this question, you can verify the answer without asking this question.

Incident Happened at Work Site	Consider a respondent's work site to be the place where his/her USUAL day-to-day activities take place. Some examples of work sites include: office, hospital, taxi cab, convenience store, beauty parlor, and so on.
Work Site at Sample Address	If a respondent works out of an office or workshop in his/her home and the incident occurred in the office or workshop, consider the incident as happening at the respondent's work site. However, if the incident happened somewhere else in the house, garage, or property OTHER THAN in the office or workshop, then the incident did not happen at the respondent's work site.
Not at Usual Work Site	Do not consider the incident as happening at a respondent's work site if it occurred while the respondent was on the job, but not at his/her usual work site. Some examples include attending a meeting in another office building during working hours or attending a business meeting out of town.
Last Resort Answer	Only enter Precode (3), "Don't know," when a respondent really does not know if the incident happened at his/her work site.
Explanation Required	Enter Precode (4), "Other," if a respondent's answer requires more than just a "Yes" or "No" answer and then use the "Specify" space at Item **INCIDENTHAPPENATWORK_SPEC** to answer this question.
WORKDAYNIGHT	Item **WORKDAYNIGHT** is used to find out if the respondent worked primarily days, nights, or rotating shifts at the time of the incident.
ISCURRENTJOB	Item **ISCURRENTJOB** is used to determine whether the respondent's job at the time of the incident is also his/her current job at the time of the interview.

Topic 24. Disability

Definition

For the NCVS, a disability can be:

- A **mental health condition** that keeps the respondent from participating fully in work, school, or other activities. We are looking for mental health conditions that are readily apparent to a potential offender and significantly impact the respondent's life.
- An **intellectual disability** such as mental retardation, Down syndrome, autism, or cerebral palsy.
- Any type of **brain injury** that causes the respondent to have difficulty thinking, concentrating, or making decisions, such as a stroke, brain tumor, or any other type of brain injury.
- Any other type of serious disabling condition, such as ALS or Lou Gehrig's disease, multiple sclerosis, muscular dystrophy, or Huntington's disease. We are looking for serious disabling conditions that are readily apparent to a potential offender and significantly impact the respondent's life.

Not Considered Serious Disabling Conditions

For the NCVS, we do not consider the following health problems to be serious disabling conditions:

- × Back injuries
- × Hip or knee problems *(such as hip or knee replacements)*
- × Old age
- × Diabetes
- × Asthma
- × Arthritis

Why Does the NCVS Ask About Disability?

Many believe that persons who have disabilities are more likely to be targeted for victimization because offenders see them as being more vulnerable and, therefore, they are seen as easy targets for crime. New legislation requires the NCVS to collect data relating to the nature of crime against people with disabilities. These data are used by policy makers to develop programs that address the safety and justice needs of people with disabilities.

The disability questions in the NCVS interview determine:

- Whether the respondent has a serious health condition, impairment, or disability.
- Whether the respondent has any reason to suspect that he/she was victimized during the current incident because of the serious health condition, impairment, or disability.
- Which of the respondent's health conditions, impairments, or disabilities does he/she believe caused the offender to target him/her for this incident.

Screens Covering the Disability Questions

The series of disability questions begins with an introduction at Item **DISABILITY_INTRO**, which is read to prepare the respondent for the type of questions you are about to ask and to explain why we are asking about possible health conditions, impairments, or disabilities. Following the introduction, the disability questions continue with Item **HEARING** and end with **WHICHDISABILITYTARGET_3**.

To lessen respondent burden, you do not ask the complete series of disability questions for every incident reported by a respondent. When you are completing the first incident report for a household member, ask all of the disability questions in Items **HEARING** through **LEAVINGHOME**. If the respondent indicates that he/she has a health condition or disability in any of those items, then the instrument continues with Item **VICTIMDUETODISABLE**. You only ask Items **WHICHDISABILITYTARGET** if you entered Precode (1), "Yes" in Item **VICTIMDUETODISABLE**.

However, if you have already completed an incident report for a household member who reported a health condition or disability, subsequent incident reports for the household member skip over the introduction and Items **HEARING** through **LEAVINGHOME** and start with Item **VICTIMDUETODISABLE**. If you get a "Yes" answer in Item **VICTIMDUETODISABLE**, you also ask Items **WHICHDISABILITYTARGET**, which are the last disability questions.

If you have already completed an incident report for a household member who did NOT report a health condition or disability, you skip over all of the disability questions when completing any subsequent incident reports for the household member and continue with the summary report for the incident.

Chapter 1
NCVS Case Management

Table of Topics

Topic	Page
1 Getting into Case Management	D1-2
2 Telecommunications	D1-13
3 Address Book	D1-17

Topic 1. Getting Into Case Management

Introduction

This document outlines procedures for the NCVS CAPI Case Management System used by field representatives and supervisory field representatives to manage the NCVS assignments in the field.

Case Management helps you organize and manage your assignments and is an important part of interview planning. Case Management provides a list of all sample units in your assignment, along with additional information such as respondent names, telephone numbers, scheduled appointments, etc.

Logging onto Laptop

- The first screen that appears when you turn on the computer is the standard U.S. Census "accessing a government computer" warning.
- The Entrust login box appears; type your password and press "Enter."
- If the password is incorrect the message "(-160) Incorrect password supplied," is displayed. If the password is correct, the Windows desktop appears.

Getting into Case Management

You may enter Case Management in several different ways from the Desktop.

Using the Mouse:

- Move the mouse arrow onto the NCVS icon and double-click the left mouse or touch pad button. (Note: a single tap of the touch pad also works, if the mouse is not plugged in.) **OR**

- Move the mouse arrow onto the Start button and single click the left mouse or touch pad button or tap the touch pad. A menu will appear; highlight “Programs.” A second menu will appear; highlight “NCVS,” and click the left mouse button or touch pad button, or tap the touch pad. **OR**

Using the Keyboard:

- Press the Windows key on your laptop and a menu appears. Press “P” for “Programs” and a second menu appears. Arrow down to NCVS and press “ENTER.” A menu appears; highlight “Programs.” A second menu will appear, highlight “NCVS,” and click the left mouse button or touch pad button, or tap the touch pad.

- The main display appears. Notice that the screen is split into two panes. The display has four components:

  Menu Bar (see section A)
  Case List Pane (see section B)
  Tool Bar Icons / Function Keys (see Section C)
  Details Pane (see Section D)

Menu Bar

General Information

- The Menu Bar is at the top of the screen. It is labeled as follows:

  File - selections include:
  Edit
  View
  Actions
  Help

- In Windows Case Management there are some functions that can only be accomplished through use of menus (that is, there is no Function key assigned for that function).

- All actions that may be performed with a Function or shortcut key may also be performed through the menus.

Accessing a Menu

- To access a menu, position the cursor over the selection on the menu bar and left click, and a drop-down menu appears.

- The selections for the menu appear. Each has an underlined letter and any Function or shortcut keys that perform the same action are listed to the right.

- To make a selection there are two options:

  Use the arrow keys to highlight your selection and press "ENTER," **OR**

  Press the key for the underlined letter in the selection.

Tool Bar and Function Keys

General Information

- The tool bar contains icons (or symbols) labeled with the function key names. The icons remind you of what the function keys do.

- You can also use your mouse or touchpad to click on these to perform the same function as pressing the corresponding function key.

- If you have worked on other Census CAPI surveys, notice that some function keys work the same as they do in CASES case management. Others have been slightly altered, and others have been given new meanings.

F1 - Help

- Displays the Help information about the active window. In Case Management information about various topics such as sorting cases, adding cases, outcome codes, etc. is provided.

F2- Interview

- Opens the selected case so you can interview the respondent.

- Displays the control number, eight character case ID, house number, house number suffix, street name, unit designation, physical description, place, state, and ZIP code (ZIP and ZIP + 4).

- If you chose the correct case, click “OK” or press “ENTER.”

- If you chose the wrong case, click “Cancel” or highlight “Cancel” using the “TAB” key and press “ENTER.”

F3 - Next Tab

- Controls the display at the bottom half of the Case Management screen by moving you from tab to tab.

F4 - Go Detail / Case List

- Activates the Details (bottom) pane. Toggles to Case List, to let you return to the Case List (top) pane.

- F4 was chosen because it is the function key in the instrument that “jumps.”

- Use this function key when you need to edit something in one of the tabs.

- The tool bar toggles between “Go Detail” and “Case List” depending on which pane is active.

F5 - Reports

- Displays the Case Management Report Selection dialog box, where you choose the report(s) you want.
- Select the report you would like to display with either the mouse or arrow keys. Select “OK” and press “ENTER.”

F6 - Listing

- Opens the selected case so you can work on it.

F7 - Notes

- Displays the Notes field for the selected case. You may edit your notes.
- Multiple pages of notes may be entered. (Notes are no longer limited to 15 lines.)
- Case Management and the NCVS instrument use the same application for editing notes. Notes entered in Case Management are displayed in the survey instrument and case level notes entered in the instrument can be viewed in Case Management.
- The notes application automatically fills in a CAPI indicator, date, time, and your FR code, so that notes may be tracked if a case is transferred to another FR.
- Enter “F10” to exit the notes application.
- Select “Yes” and press “ENTER” to save the note.

F8 - View

- Activates the “Display category selection” dialog box, in which you choose the category of cases you want to see. This lets you look at a shorter list of cases - only those which fall into the category you choose - or at a list of all your cases.

  Categories are:

All
Not started
Open
Partial
Interviewed
Type A
Type B
Type C
CATI
Deleted
Missing Data
Observed
Transmitted
Received in HQ

- When you select an option, the program lists only the cases that match that criteria. The display will be just like the main display, but with a label to identify which set of cases you selected.
- Use F8 again to select a different category.
- Use Shift + F8 to return to the main Case Management screen.

F9 - Sort

- Lets you rearrange the listed cases according to your criteria.
- Select the sort you want by highlighting a category in the left of the pop-up box and holding down the left mouse button. You then move the mouse to the right until an arrow appears on the right of the pop-up box. Cases will be sorted first by the top category, then the second category from the top, etc., and lastly by bottom category
- You may select as many columns as you like.

F10 - Exit

- Exits/closes Case Management and returns to the Windows desktop.

F12 – Person Level Contact History Instrument (pCHI)

- Opens the Person Level Contact History Instrument also known as pCHI. See Part D, Chapter 2 for more details.

Other Functions

Windows Case Management uses function keys in combination with other keys on the keyboard to allow you to perform other operations. These include:

- **Shift + F1** - Displays Welcome, the first help topic
- **Alt + F4** - Closes the active window or exits the program
- **Shift + F8** - Returns you to the main Case Management screen from the Display Categories screen
- **Control + K** - Accesses the list of shortcut keys
- **Control + Home** - Moves you to the first case on the list
- **Control + End** - Moves you to the last case on the list

Case List Pane

General Information

- The case list pane is in the top half of the screen and shows the list of cases you still have to complete. Completed cases do not appear on this list.
- The case list pane differs from survey to survey.
- Use the vertical scroll bar area on the right hand side of the case list to move up and down in the case list (click on the up and down arrows that appear at the bottom and top of the scroll bar).

Columns

For the NCVS the following columns appear:

- Control Number - PSU, segment, sample, serial number, household number (for 2000 sample design cases) OR survey code, PSU state and county codes, frame, sample designation, sequence numbers 1-2, time of interview code (for 2010 sample design cases).

- * (Asterisk) - a case is flagged with an asterisk if there is something special about it, for example, if the case has been reassigned to you or it is a confirmed refusal. If an asterisk appears for a case, one or more small icons will appear in the upper right corner of each tab in the Details pane.

- Case Address - House number, house number suffix, street name, unit designation, GQ unit designation, non-city address, physical description. There is a space between each field. Address is truncated to fit the screen. If truncated, a "~" should appear in the last space to indicate continuation. (Note: If house number, house number suffix, and street name are blank, then the physical description will be displayed.)

- Place Name/City - City, town, or designated place where address is located.

- ZIP - ZIP code.

- Appointment - This field is filled with an appointment or the best time to contact a household. If no specific appointment has been made with a household, this field is filled with BESTTIME. BESTTIME is the time range the respondent in the previous interview said was the best time to reach them. In the first interview month, this field is blank. Best time values are listed below:

  00 - Special restriction; supervisor sets appointment
  01 - 9 am - 12 noon
  02 - 11 am - 1 pm
  03 - 12 noon - 4 pm

04 - 4 pm - 7 pm
05 - 6 pm - 9 pm
06 - 9 am - 9 pm
07 - 7 pm - 9 pm
08 - 9 am - 4 pm
09 - After 5 pm

- P/T - Indicates whether the case is to be completed by personal interview (P) or by telephone (T).

- Status - interview status codes. Status codes include:

  O - Case has been opened
  P - Partial interview completed
  I - Completed interview
  A - Type A noninterview
  B - Type B noninterview
  C - Type C noninterview
  X - Bad case, missing data
  R - case has been reassigned to another FR
  T - Transmitted
  TR - Case has been received by HQ

- Telephone number – Household's phone number.

- Int # - Number of interview (1-7).

- Rte - Allows you to enter the order or route in which you plan to visit your cases. You can then sort (F9) your cases so that they are displayed in the order you want to work that day.

Details Pane

General Information

- The details pane is the area in the bottom half of the screen.

- The information displayed in the details pane corresponds to whichever case is highlighted in the Case List pane.

- The Details pane contains seven tabs/sections (Assignment, HH Roster, Additional Information, Notes, Contacts, History, and Interview Time Preference) that act as folders to store information about a particular case. The selected tab will be displayed with its title bolded.

- If you are in a detail pane, the title appears in red.

- The F3 key changes the tab that is displayed.

Fields with a white background may be edited. Shift + S saves any changes you enter.

Assignment Tab

- The assignment tab is the main tab and contains information about the control number, assignment period, interview number, household respondent name, home addresses, GPS coordinates, GQ building ID (where applicable), separate mailing addresses, refusal information, languages spoken, telephone numbers, and appointments.

HH Roster Tab

- The HH Roster tab displays the household roster - line number, name, age, birthdate, and sex of all household members. It also identifies the household respondent.

- The roster is updated when you exit a case in the instrument.

- You cannot update the roster in Case Management; you can only view it.

Additional Information Tab

- This tab provides additional information about cases that are in group quarters.

Notes Tab

- Allows you to view the notes for the case.

- For more information see **Tool Bar Icons / Function Keys, F7 - Notes.**

Contacts Tab

- Contains contact information for the case.

Letter History Tab

- Shows a history of letters that have been sent to the sample address.

History Tab

- Contains the history of all previous interviews for the case.
- Contains a record of all the times the case has been accessed in the current month.

Contact History Tab

- Contains a record of contact history for the household for the current interview period. (See Part D, Chapter 2 for more information.)

Returning Contact History Tab

- Contains a record of contact history for the household for past interview periods. (See Part D, Chapter 2 for more information.)

Interview Time Preferences Tab

- Displays the interview time preferences of the sample household, if any have been collected.

Building Management Tab

- Displays building management contact information from the Building Management Contact (BMC) database.

Topic 2. Telecommunications

Transmissions

General Information

- "Transmissions" is a separate icon on your main Windows desktop.

Entering "Transmissions"

There are three ways to enter the transmissions program from the desktop:

- Move the mouse arrow onto the Transmissions icon and left double-click the mouse or touch pad button button. (Note: a single tap of the touch pad also works if the mouse is not plugged in.) **OR**

- Move the mouse arrow onto the Start button and left click the mouse/touch pad button once or tap the touch pad. A menu appears. Highlight "Transmissions" and left click the mouse/touch pad button or tap the touch pad. **OR**

- Press the Windows key on your laptop and a menu appears. Press "P" for Programs and a second menu appears. Arrow down to "Transmissions" and press "ENTER."

Preparing a Transmission

- The main transmission screen lists all your surveys.

- Before you make a transmission, separate pop-up screens appear that remind you to:

  ✓ Back up your work, and
  ✓ Complete your payroll file.

- For the highlighted survey, key "D" for "daily," "F" for "Final," or "S" for "Special." Note: Only key "S" if instructed to do so by your SFR or RO staff.

- To deselect an option press “DELETE” or click on “Deselect” on the toolbar.
- Use the arrow keys to highlight other surveys for which you also need to transmit data.
- Note that the transmissions program also has menus and function keys to help you.
- F10 exits transmissions.
- F11 is used to change your preset transmission time.

Transmitting

- F12 is used to retransmit.
- You will be asked to pick an interview period for any final transmissions.
- Choose between an immediate or a preset transmission. Preset is the default and is displayed at the bottom of the pop-up box.
- The program then provides you with the number of cases being transmitted.

Backing Up Your Work

Your computer backs up your work using the hard drive. Procedures for backing up work are as follows:

- Select “Backup” from the System Tools submenu.
- If all your files were successfully backed up, you see the following message in the Backup Message pop-up box:

  “The Backup process completed successfully.”

- If your files were not backed up successfully you see the “unsuccessful” message in the Backup Message pop-up box:

  “The Backup process did not complete successfully”

If your files did not back up successfully, try to back them up again. If your files are not backed up successfully after two attempts, then call your regional office for assistance.

Mail

General Information

- **"Read Mail"** allows the user to read mail from HQ and read the transmission activity log.

- **"Create Mail"** allows the user to send mail to the RO survey only.

- **"Sent Mail"** keeps a historical log of messages sent that you can view later, if necessary.

Getting Into Mail

There are three ways to get into the mail transmissions program from the desktop:

- Move the mouse arrow onto the Mail Transmissions icon and left double-click the mouse or touch pad button (Note: a single tap of the touch pad also works, if the mouse is not plugged in.) **OR**

- Move the mouse arrow onto the Start button and single left click the mouse or touch pad button or tap the touch pad. A menu will appear, highlight programs. A second menu will appear, highlight Transmissions and click the left mouse or touch pad button or tap the touch pad. **OR**

- Press the Windows key on your laptop, a menu will appear. Press "P" for "Programs" and a second menu appears. Arrow down to Mail Transmissions and press "ENTER."

Reading Mail Messages

- This function displays a full screen with a list of mail messages.
- Arrow up and down to select a message, then press “ENTER” to read it. Once in the message, use the arrow keys to move around, then press “ESC” to exit the message.
- On exit, “Do you wish to delete this message (Y/N)?” appears. “N” returns you to the Read Mail screen; “Y” deletes the message and returns you to the Read Mail screen.

Creating Mail Messages

- Select the survey from the Surveys List.
- The “Create Mail” screen displays.
- The message “Do you wish to edit a previous message?” displays if you have any messages that were created and saved.

Topic 3. Address Book

General Information

- An address book application is available.
- Enter information to create your own personal address book. Fields include:
  - Name
  - Phone number(s)
  - Address
  - Notes

Entering Address Book

There are three ways to enter the address book application from the desktop:

- Move the mouse arrow onto the Address Book icon and left double-click the mouse or touch pad button (Note: a single tap of the touch pad also works, if the mouse is not plugged in.) **OR**
- Move the mouse arrow onto the Start button and single left click the mouse or touch pad button or tap the touch pad. A menu appears, highlight programs. A second menu appears, highlight Address Book and left click the mouse or touch pad button or tap the touch pad. **OR**
- Press the Windows key on your laptop. A menu appears. Press “P” for “Programs” and a second menu appears. Arrow down to Address Book and press “ENTER.”

Chapter 2
Person Level Contact History Instrument (pCHI)

Table of Topics

	Topic	Page
1	Overview of the pCHI	D2-2
2	The pCHI and Case Management	D2-4
3	The pCHI and Households Without a Roster	D2-13
4	The pCHI and Households With a Roster	D2-30
5	How to Code the pCHI in Specific Situations	D2-48

Topic 1. Overview of the Person Level Contact History Instrument (pCHI)

What are the CHI (Contact History Instrument) and the Person Level Contact History Instrument (pCHI)?

The Contact History Instrument (CHI)

The CHI was developed to capture details of ALL contact attempts made to a household. This means each time you ATTEMPT to make contact or MAKE contact with a household you enter information into the CHI. By completing the questions asked in the CHI, you provide valuable information to your regional office (RO), headquarters staff, our survey sponsors, and other FRs. The CHI data are sent back each month, allowing the current FR to see how easy or difficult it was to conduct the interview in previous interview periods.

The Person Level Contact History Instrument (pCHI)

The pCHI (pronounced "pee-ki") has been developed to record contact history for individual respondents on person-level surveys like the NCVS, because:

- There may be varying degrees of availability and willingness to be interviewed among different members of the same sample household; and
- Different strategies may be used for each respondent.

The pCHI allows you to record contact information individually.

Regional office managers use reports generated from the pCHI data. These reports provide a way for your supervisor to give feedback on your contact attempts and make suggestions for future contacts. Headquarters staff, along with the survey sponsor, analyzes pCHI data to help formulate better strategies for non-contact and refusal cases.

pCHI Screen Layout

The pCHI screen is formatted into the "Information" or "Info" Pane and the "Form" Pane, the same as the NCVS instrument. For the pCHI, the "Info" Pane displays the instructions for what to enter on that screen as well as the answer list. The "Form" pane contains the area where the data is entered.

Tabs are displayed at the top left of the screen (see example below):

- “pCHI” tab - contains the main screens to enter the contact attempt information.
- “Roster Information” tab - displays the household roster; can be used to reference the household roster composition before entering the main pCHI screens.

Entering the pCHI instrument

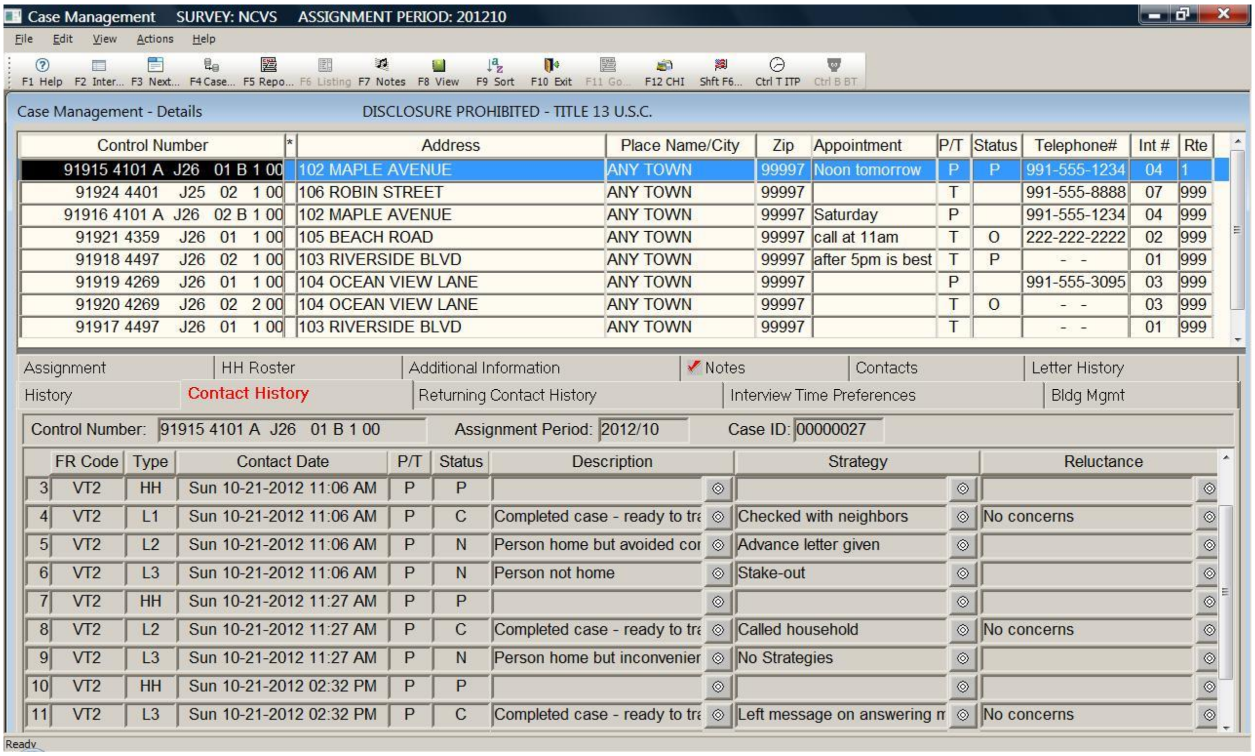
- If you get into the NCVS instrument during a contact attempt, pCHI appears automatically.
- To access the pCHI from Case Management, highlight the case and press F12.

Selected Case Confirmation Screen

The “Selected Case Confirmation Screen” dialog box appears when entering pCHI from Case Management. Make sure you have chosen the correct case.

If this is the correct case, click OK. If not, click cancel and choose the correct case from your case list.

Topic 2. The pCHI and Case Management



Contact History Tab

In Case Management, on the bottom half of your screen under your Case List, notice the "Contact History" Tab. The Contact History tab shows all **current** month contact attempt information for whatever case you have highlighted in your case list. Note: If you have not accessed the case or the pCHI, there will be no information displayed on this tab yet. From left to right, the columns are:

1. FR Code

2. The "Type" column shows whether the record displayed is for household level (denoted by "HH") or respondent level; if for the respondent level, it shows the line number (L1, L2, etc.) to which it refers.

3. "Contact Date" lists the date the contact was attempted.

4. "P/T" displays a "P" or "T" depending on whether the contact attempt was a personal visit or a telephone attempt.

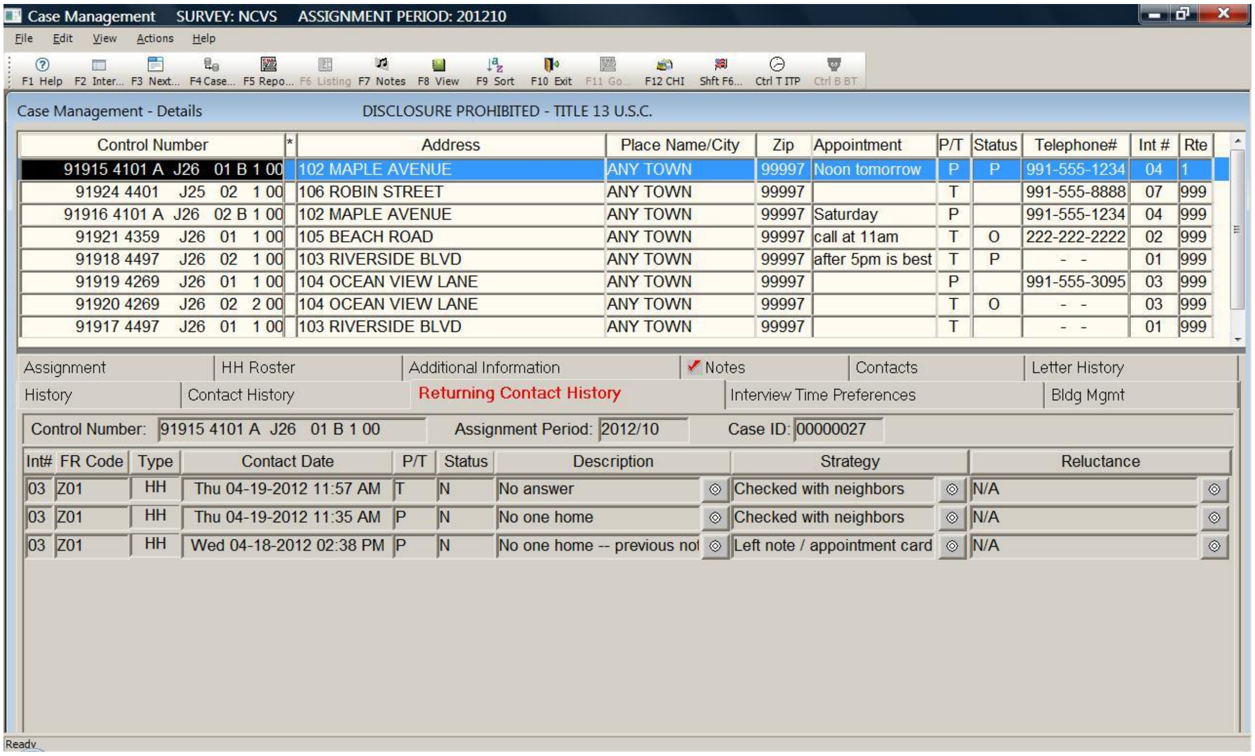
5. "Status" shows the status of the contact attempt. The codes are: "C" - Completed case, "P" - Partial interview, "U" - Unable to conduct interview, or "N" - Noncontact.

   At the household level, the "Status" column refers to the case level status. The case level status does not display a "C" until all eligible NCVS respondents have been completed or coded as a Type Z noninterview. At the person level, the "Status" column refers to the status of the respondent after that contact attempt.

6. "Description" displays the entries made at the noncontact and noninterview screens.

7. "Strategy" lists the strategies previously used, such as leaving an advance letter, or checking with a neighbor.

8. "Reluctance" displays the concerns or reluctance expressed in previous visits. If contact was not made during that visit, "N/A" for "not applicable" is displayed in the Reluctance column.



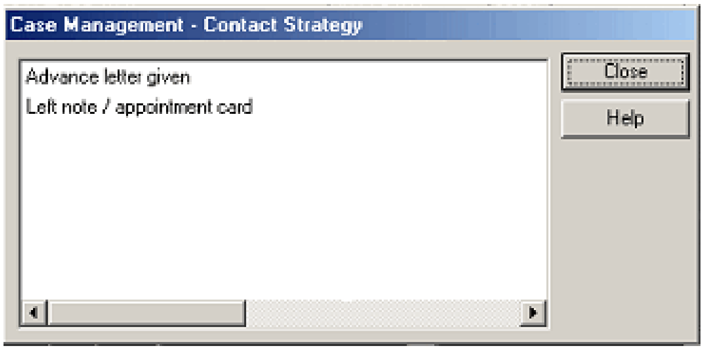
Returning Contact History Tab

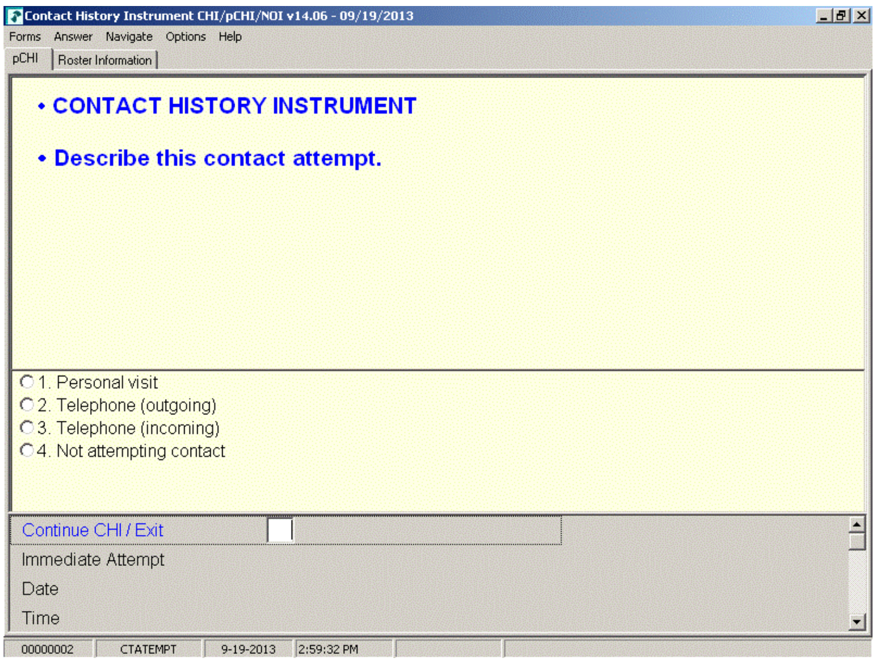
On the Case Management screen, the “Returning Contact History” tab includes the same information as the “Contact History” tab, with an extra column labeled “Int #” for “Interview Number.” This tab is used for longitudinal surveys like the NCVS. Use this tab to view pCHI records from the last enumeration.

You may use this contact history information to plan your assignments. For example, you may determine the best days and times to make contact and work cases that required extra effort in previous interview periods early in your current assignment.

Snowflake

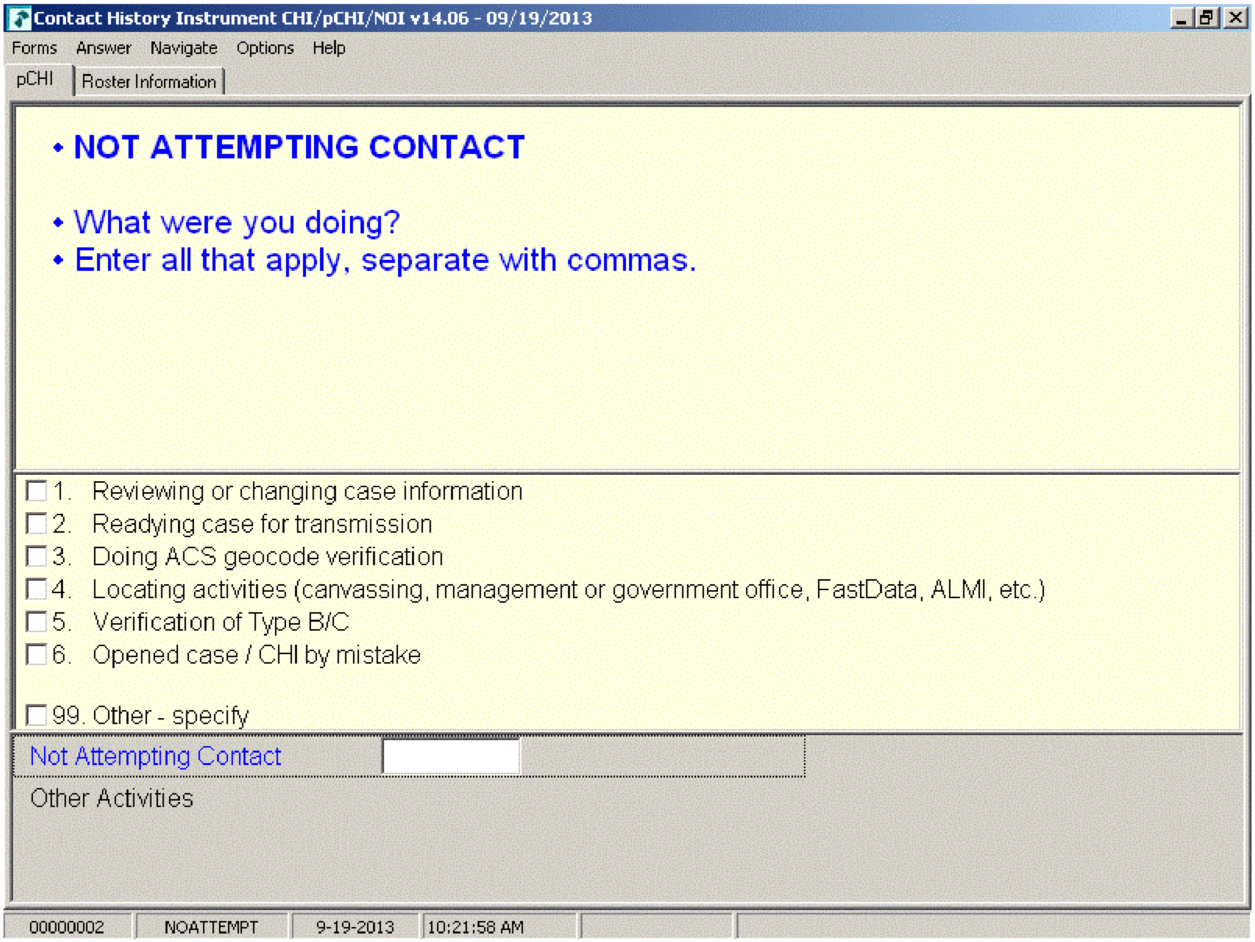
You may see a small snowflake next to some of the columns; this means that there are multiple entries for that column.
Clicking on the snowflake brings up a dialog box that displays ALL entries that the FR made for that column, for that particular date and time. See example below:





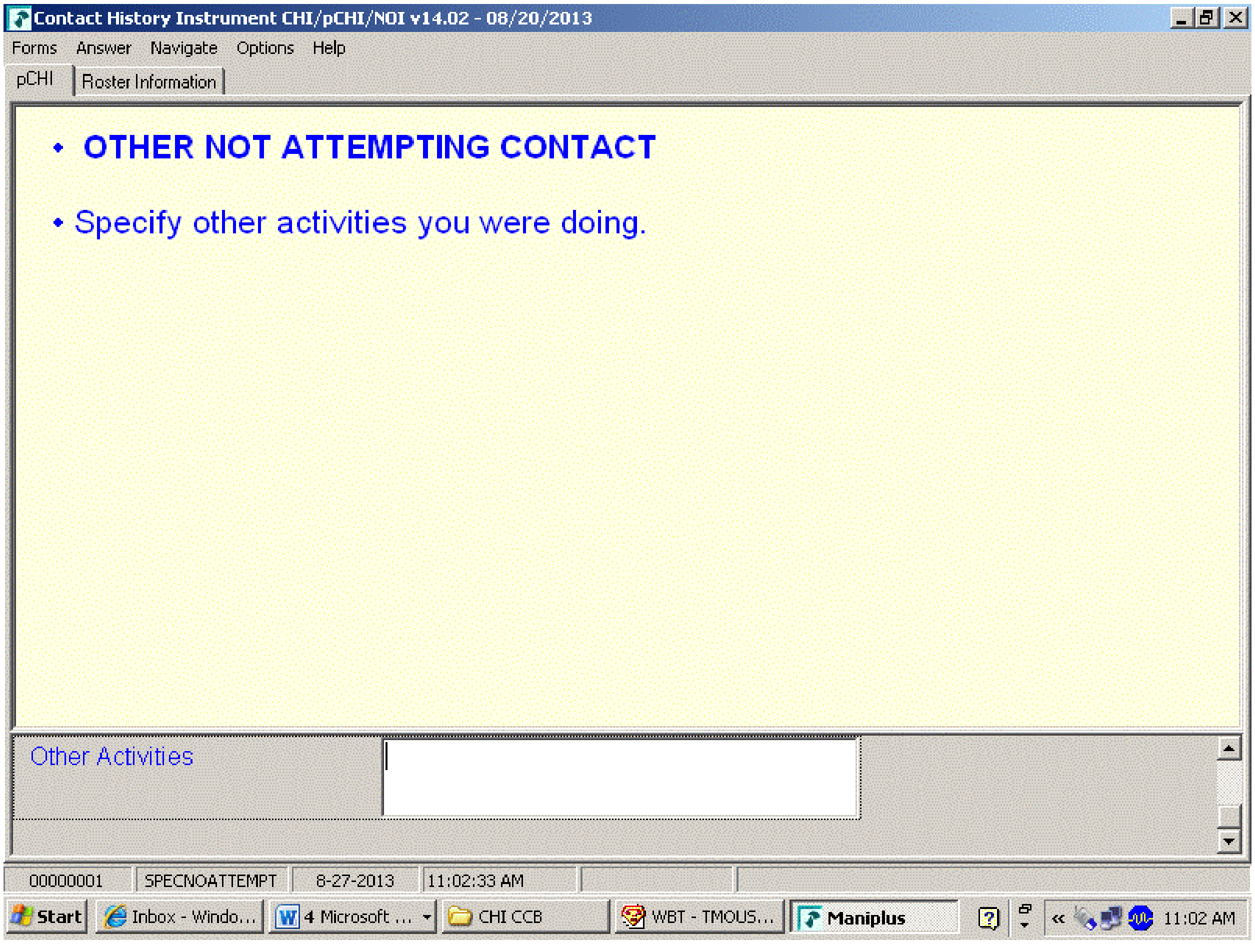
CTATEMPT

CTATEMPT is the "Contact Attempt" screen. (The screen name is located in the bottom left corner of the pCHI instrument window, just as it is in the NCVS instrument.) Choose "Personal visit" to record the details of a personal visit attempt. Choose "Telephone (outgoing)" when you attempt a telephone contact. Choose "Telephone (incoming)" when a respondent contacts you on the telephone. Choose "Not attempting contact" when you do not attempt contact or want to exit the pCHI.



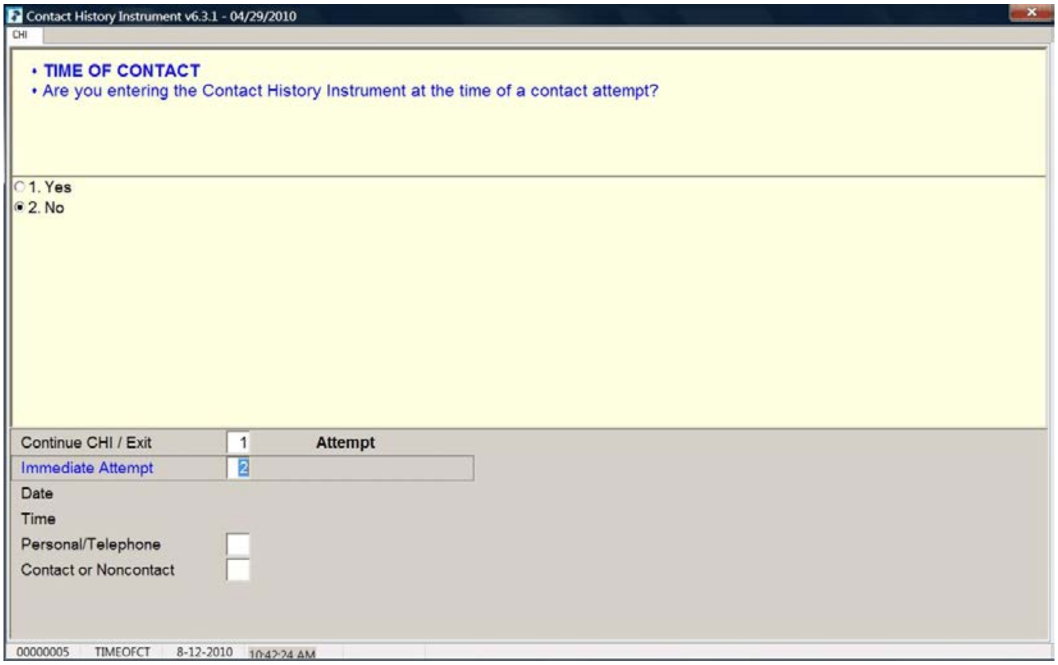
NOATTEMPT

NOATTEMPT appears when you select "Not attempting contact" in **CTATEMPT**. Enter the code for the appropriate category.



SPECNOATTEMPT

SPECNOATTEMPT appears when Precode (99), "Other – specify" is marked in **NOATTEMPT**. Enter the specific "other" activity you were doing at this screen.

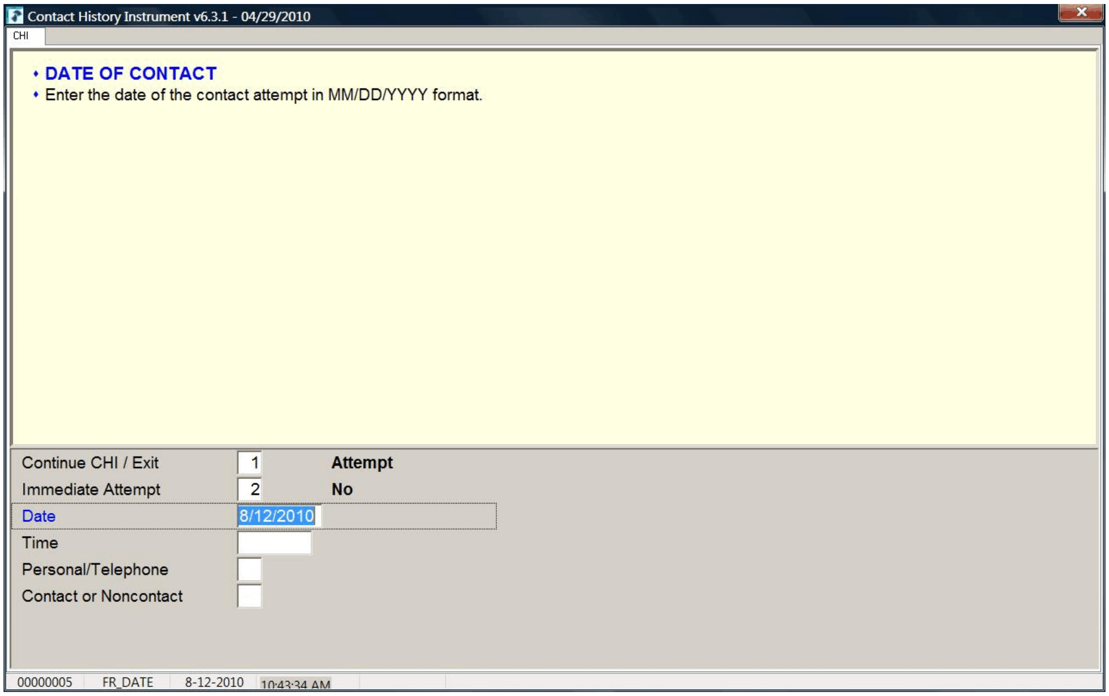


TIMEOFCT

TIMEOFCT is the “Time of Contact” item, and appears if you entered Precode (1), “Contact attempt”, Precode (2), “Telephone (outgoing)”, or Precode (3), “Telephone (incoming)” in Item **CTATEMPT**. This item asks if you are entering the pCHI at the exact time that the contact attempt was made. If you are, click “Yes,” or enter “1.” You may also enter contact information later. This provides you flexibility to enter the contact attempt information when it is convenient for you. (For accuracy, entering the pCHI contact information at the time of the contact is preferred.)

For example, if it is more convenient for you to record several contact attempts later that night after you have returned home, you may. Although you are recording your contact attempt later in the day, the instrument still records the “real” time of the contact attempt so that pCHI records are accurate.

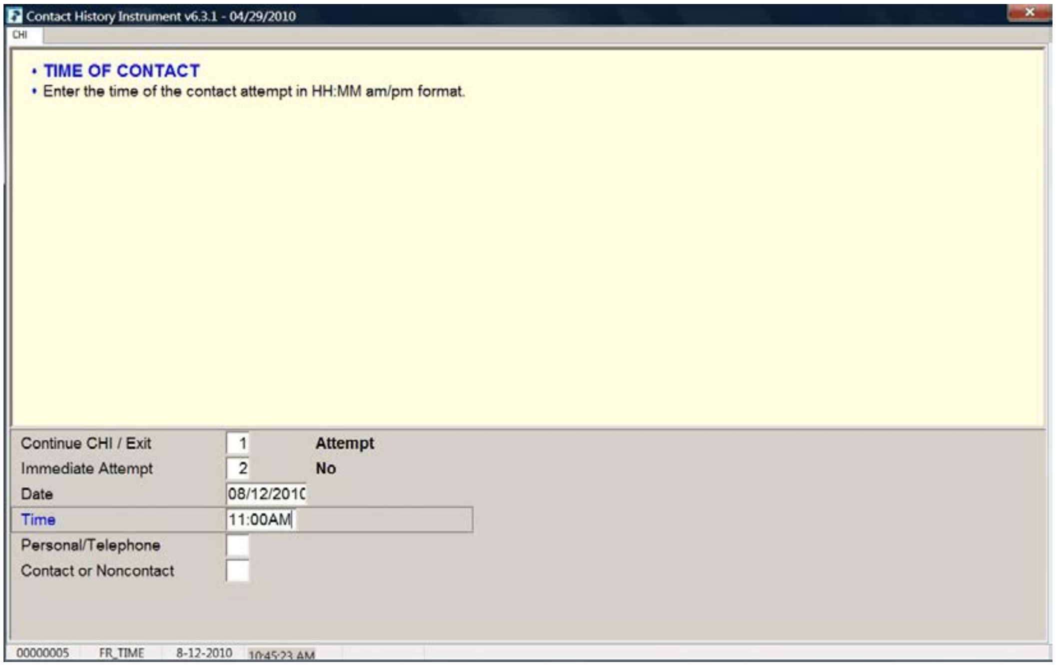
If you enter “1,” “Yes,” and a roster exists, the instrument goes to **pCASECONTACT**; if no roster exists, the instrument goes to **CASECONTACT**. If you enter “2,” “No,” the instrument goes to **FR_DATE** to allow you to enter the date and time of the contact attempt manually.



FR_DATE

FR_DATE appears when you select “2,””No,” at item **TIMEOFCT**. Enter the date of the contact attempt in this item. The contact attempt date is pre-filled. If you are entering the pCHI on the same day that the contact attempt was made, press enter. If not, enter the date in MM/DD/YYYY format. For example, if the contact attempt is made on November 20, 2015, enter 11/20/2015.

The instrument then goes to **FR_TIME**.



FR_TIME

FR_TIME is the "Time of Contact" screen, where you enter the time of day that the contact attempt was made. It appears if an entry was made in **FR_DATE**. Enter the time that the contact attempt was made, not the current time when you are making the entry.

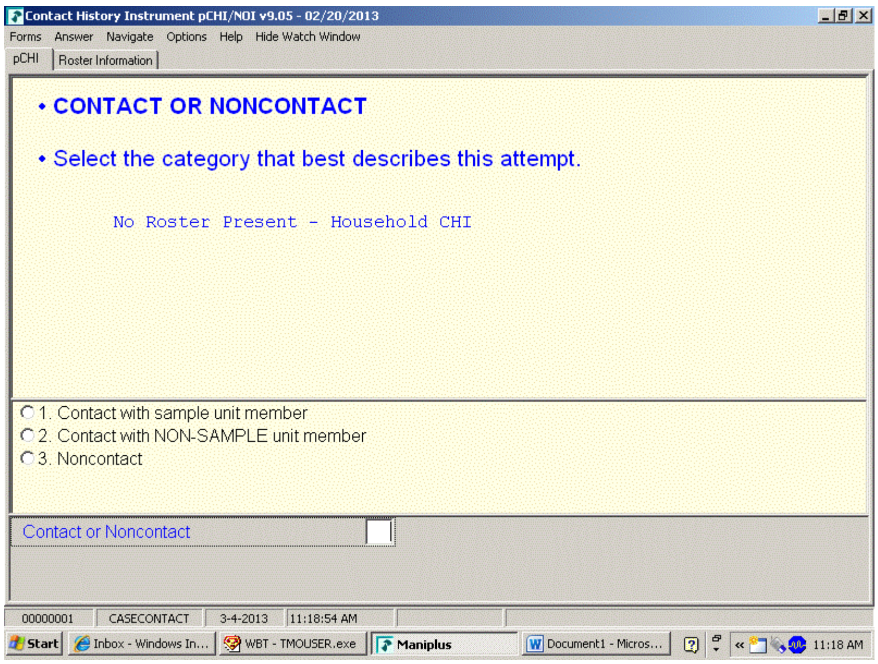
When entering the time of the contact attempt, enter the hours and minutes of the contact and AM or PM. Do not use colons when entering the hours and minutes; the instrument does that for you. For example, if you made contact at 11:00AM, type 1100A.

If a roster exists, the instrument goes to **pCASECONTACT**; if no roster exists, the instrument goes to **CASECONTACT**.

Topic 3. The pCHI and Households Without a Roster

Household Contact History

When an NCVS household does not yet have a roster, the pCHI takes you to the Household Section of the pCHI instrument, which works the same way as the current CHI instrument used for household surveys.



CASECONTACT

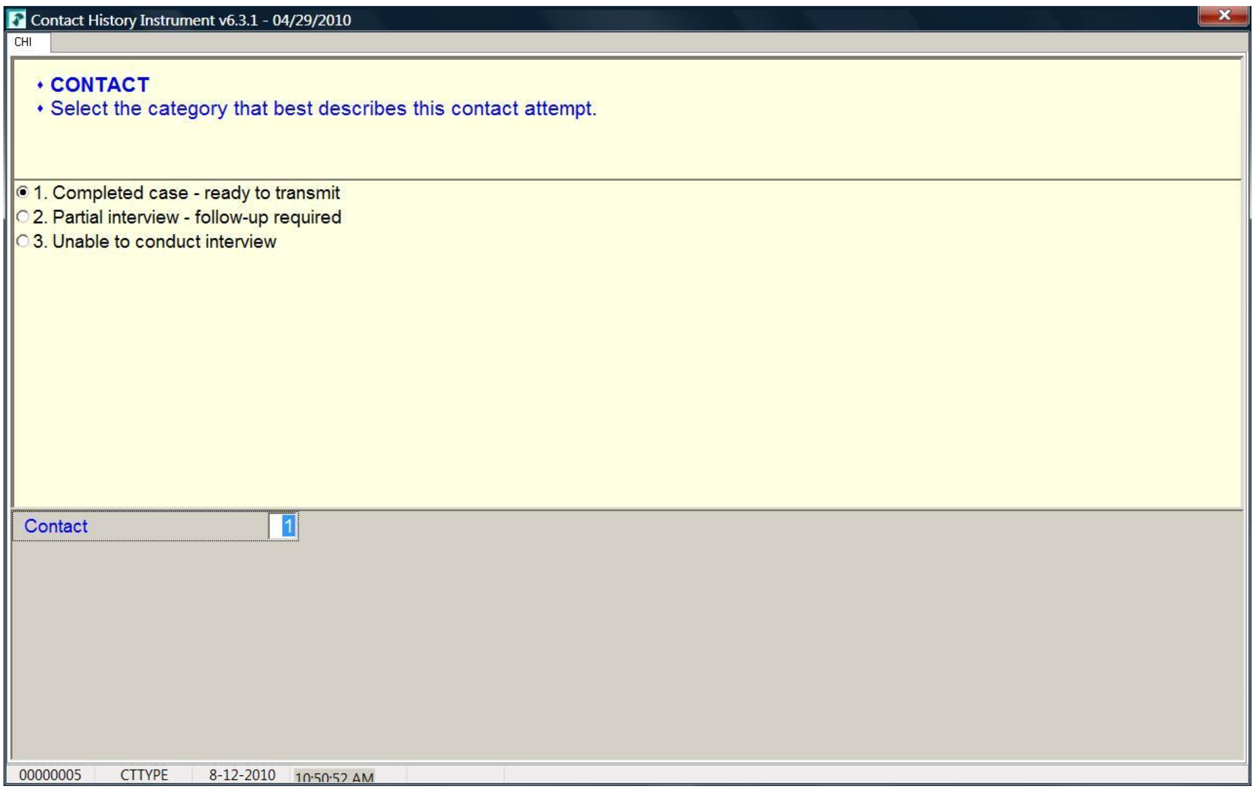
CASECONTACT is the pCHI "Contact Status" screen. Notice the message "No Roster Present – Household CHI." This indicates that there is no roster present and the pCHI instrument acts like the regular CHI does for a household level survey. At this item, select whether the attempt is a contact or noncontact.

All contact attempts will fall into one of three categories:

- "Contact with SAMPLE unit member;"
- "Contact with NON-SAMPLE unit member"; OR
- "Noncontact."

For pCHI, select "Contact with SAMPLE unit member" for household members and persons you believe to be household members. Select "Contact with NON-SAMPLE member" for non-household members, such as building managers, babysitters, neighbors, and the like. “Contact with NON-SAMPLE member” is considered a noncontact for the pCHI.

If this item is answered with “1 - Contact with SAMPLE unit member,” the instrument goes to **CTTYPE**. A response of “2 - Contact with NON-SAMPLE unit member” or “3 – Noncontact” takes the instrument to **NCTPER** for personal visits or to **NCTTEL** for telephone call attempts.



CTTYPE

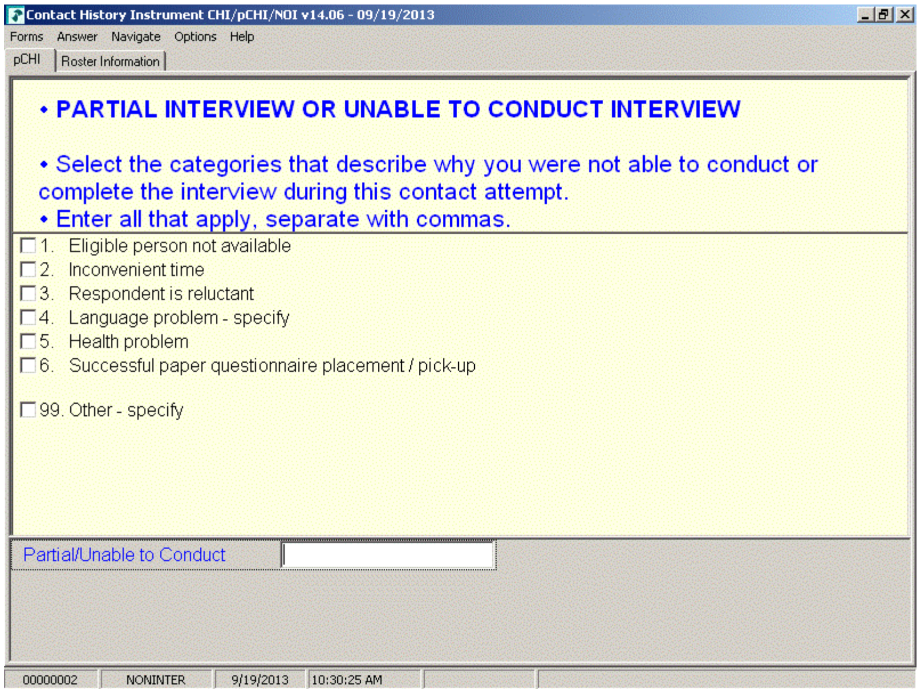
CTTYPE is the “Contact Type” screen, and appears when **CASECONTACT** is answered “1 – Contact with SAMPLE unit member.”

- Notice Precode (1), “Completed case – ready to transmit.” Since this screen appears for cases that do not have a household roster, Precode (1) does not apply for the NCVS.

If you have completed an interview with a household member a roster exists, so the instrument takes a different path. If you have a case with no roster and it is a Type A, B, or C noninterview, select Precode (3), “Unable to conduct interview,” not Precode (1).

- Select Precode (2) – “Partial interview - follow-up required” only if you have started an interview with a household respondent, but the interview broke off before the household roster was completed. (If a household roster was completed during the interview, the instrument proceeds as discussed in Topic 3, “The pCHI and Households With a Roster.”) The instrument continues with **NONINTER**.

- If you spoke with another household member but were not able to conduct an interview with anyone, select Precode (3), “Unable to conduct interview,” to record the noninterview information for that respondent. The instrument goes to **NONINTER**.



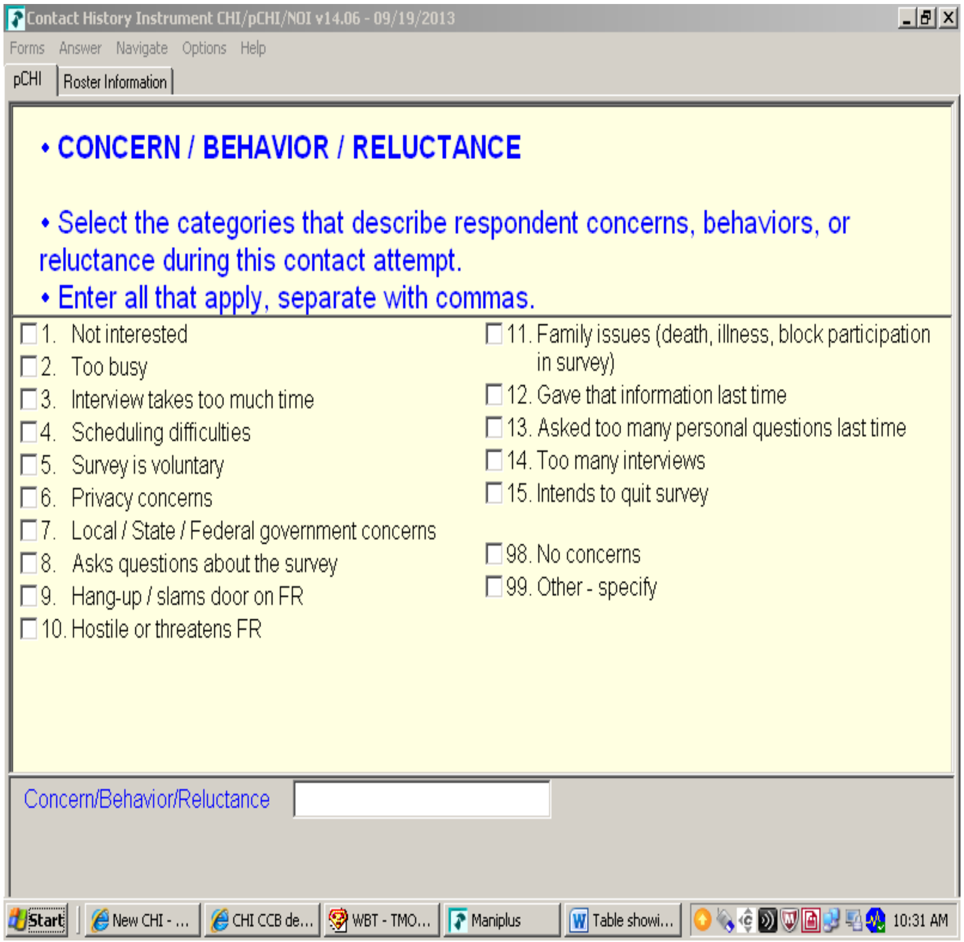
NONINTER

Item **NONINTER** appears when **CTTYPE** is answered with “2 - Partial interview - follow-up required,” or “3 - Unable to conduct interview.” Select the categories that best describe why you were not able to conduct or complete the interview with the respondent during THIS contact attempt.

Select Precode (4), “Language problem - specify,” if there is a language barrier between you and the sample unit member. The instrument goes to **cLANGUAGE**.

Select Precode (99), “Other – specify,” to record a situation not covered by Precodes (1) – (6). The instrument skips to **CTOTHER**.

Precodes (1)-(3), and (5), all continue with **RSPNDENT**. Precode (6) is not used in the NCVS.



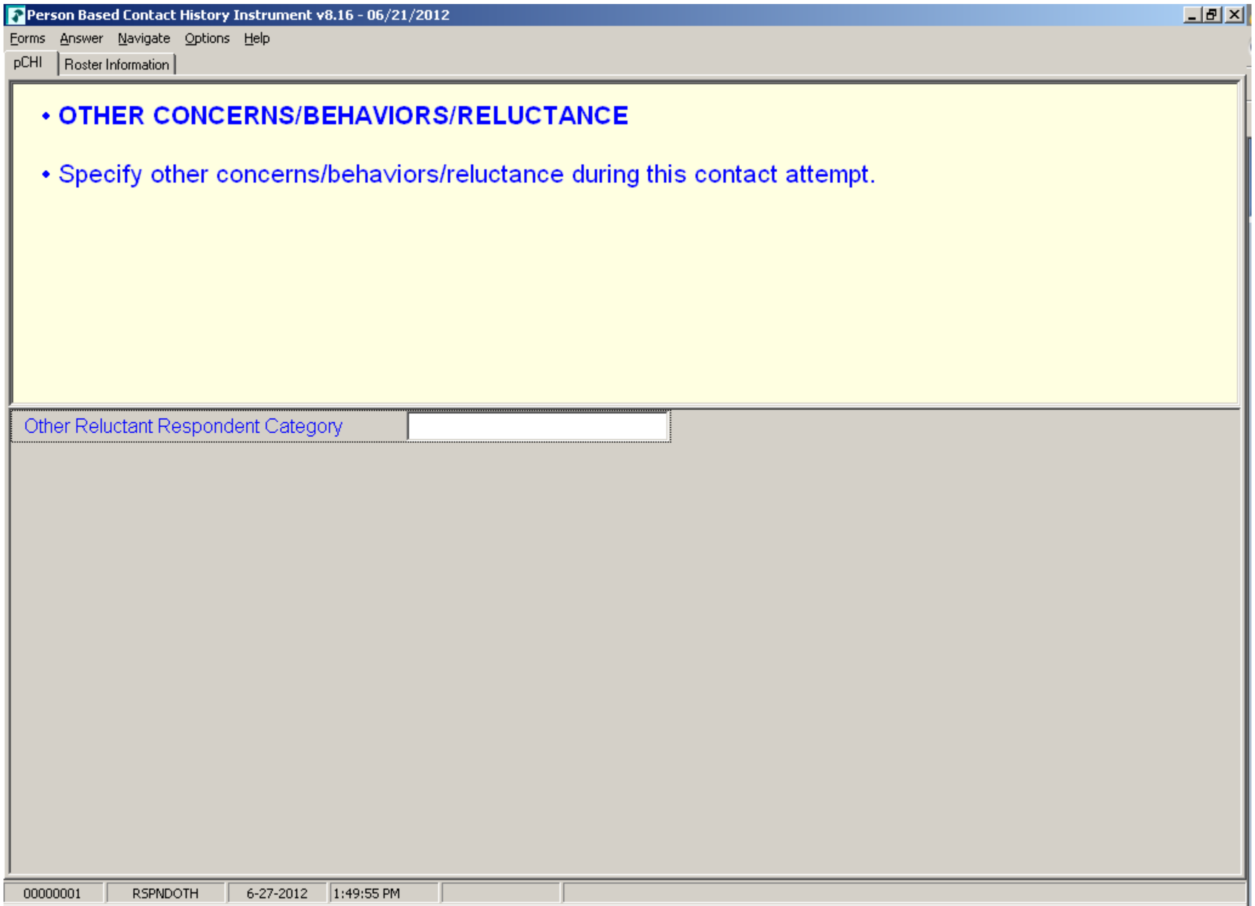
RSPNDENT

RSPNDENT asks about respondent concerns, behaviors, and/or reluctance. The purpose of this item is to describe possible reluctance by the respondent. Even if this contact attempt results in a completed case, it will be helpful for future interview attempts with this case to know the household's concerns.

This item has check boxes; mark all that apply. You can click the box or enter the number you would like to select. If you are entering more than one number, separate them using commas. Precodes (16) through (21) are for use in longitudinal/panel surveys. These categories are not relevant for one-time surveys, but are very important to longitudinal surveys like NCVS. FRs use this information when reviewing the Returning Contact History information to plan how they approach current cases.

If the respondent has no concerns, select Precode (22) – “No concerns.” For example, if the respondent has health problems but would otherwise participate in our survey, select “No concerns.” Another example might be if the eligible respondent isn’t home, but other household members are helpful, select “No concerns.”

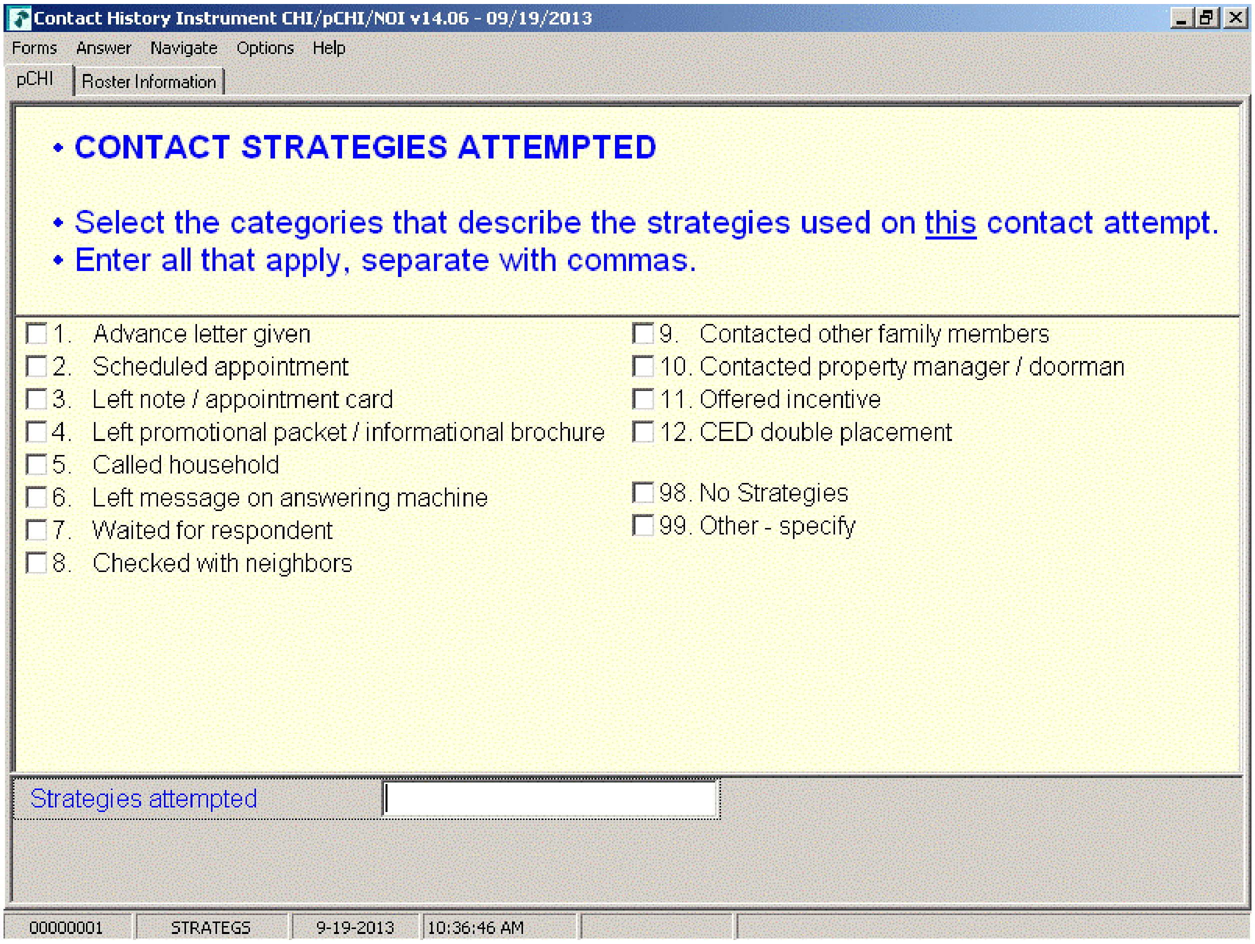
Use Precode (23) – “Other – specify” if you cannot find a selection from those provided that applies to this contact attempt. Note that this question asks about reluctance for THIS contact attempt, not on concerns that you may ever have encountered on this case. If you select this answer category, the instrument goes to **RSPNDOTH**. Otherwise, it goes to **STRATEGS**.



RSPNDOTH

Item **RSPNDOTH** appears when “99 - Other – specify” was selected in **RSPNDENT**.

Enter the respondent’s “other” concerns that do not fit into any of the categories in **RSPNDENT** here. The instrument goes to **STRATEGS**.



STRATEGS

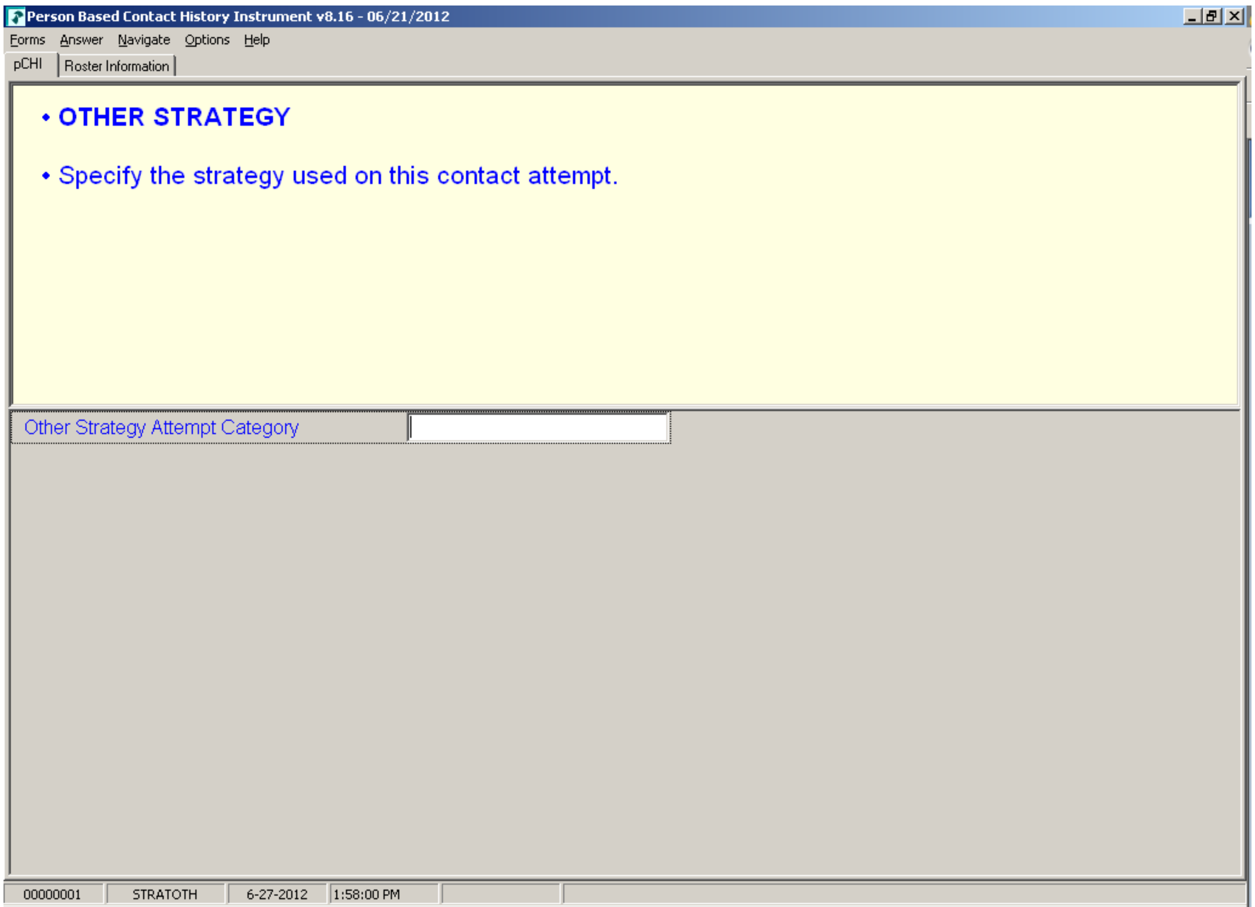
Item **STRATEGS** asks about "Contact Strategies Attempted." It appears for all contact attempts.

Precode (11) – "Offered incentive" is only used in surveys that offer monetary incentives. Do not select Precode (19), "Offered incentive," for the NCVS; currently, the NCVS does not offer any monetary incentives.

Precode (12) – "CED double placement" is only used in the Consumer Expenditures survey. Do not mark this precode for the NCVS.

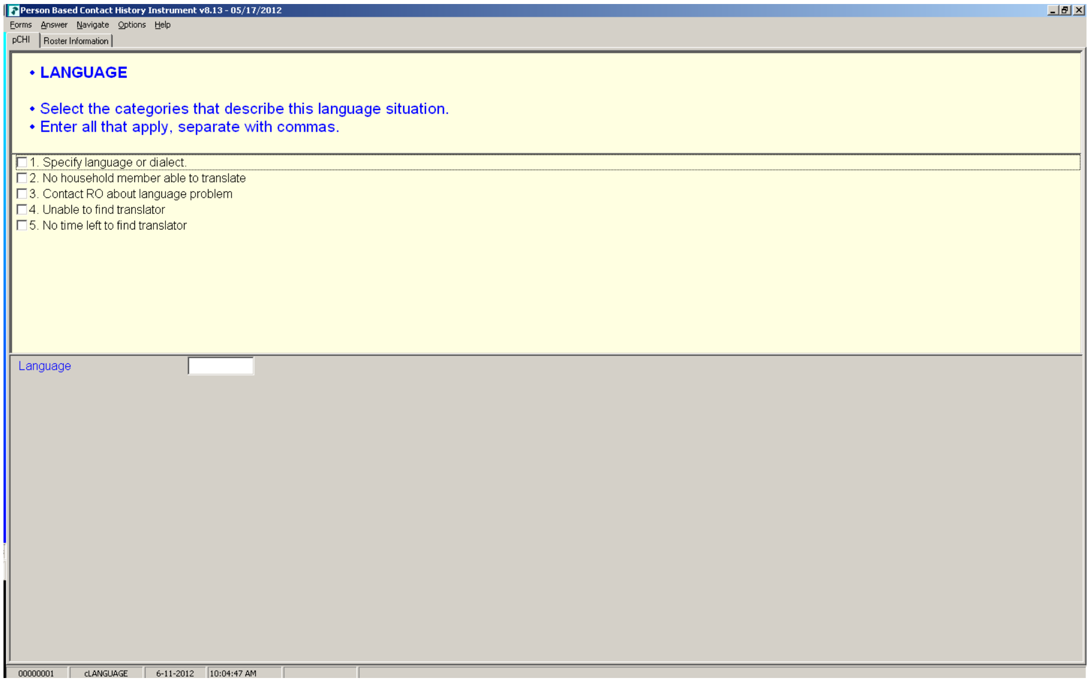
Precode (98) – "No Strategies" refers to THIS particular contact attempt, not all previous attempts. Mark this precode if you did not use any specific technique for this contact attempt.

STRATEGS is to help you keep track of all of the strategies you have used to make contact for each contact attempt. When you exit pCHI, a Case Management pop-up window appears, telling you that the database has been successfully updated.



STRATOTH

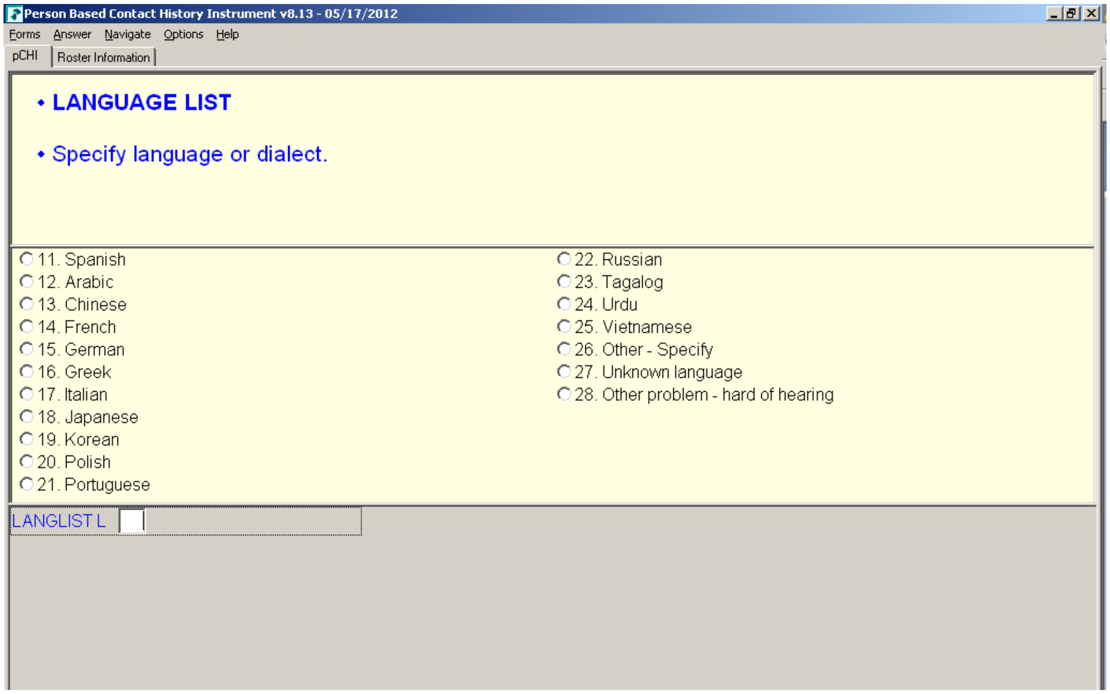
STRATOTH appears when Precode (99), "Other – specify" was marked in **STRATEGS**. Enter the "other" strategy; the instrument returns to the Case Management screen.



cLANGUAGE

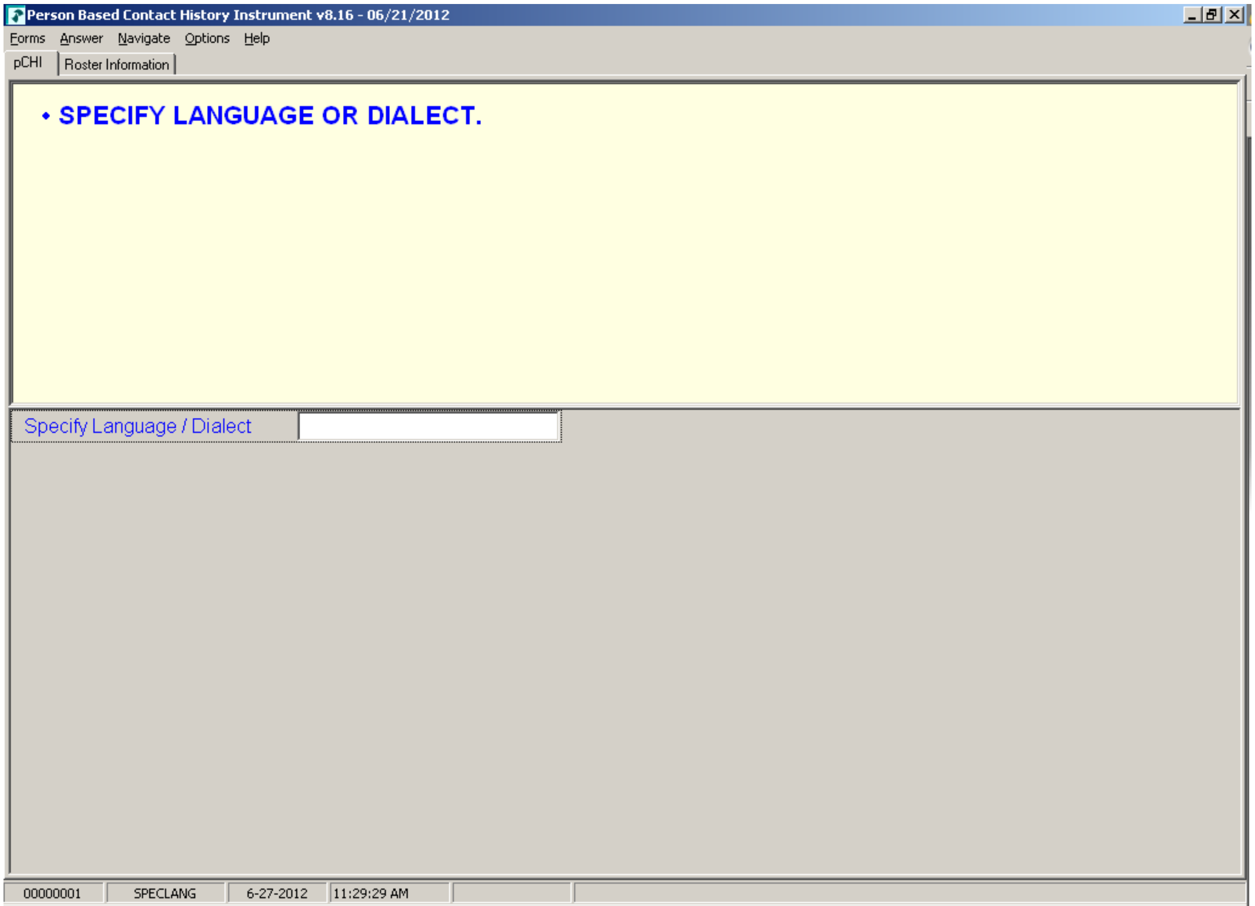
In **cLANGUAGE**, select the categories that describe the language situation.

Marking Precode (1), "Specify language or dialect," takes you to **LANGLIST**. Otherwise, the instrument goes to **RSPNDENT**.



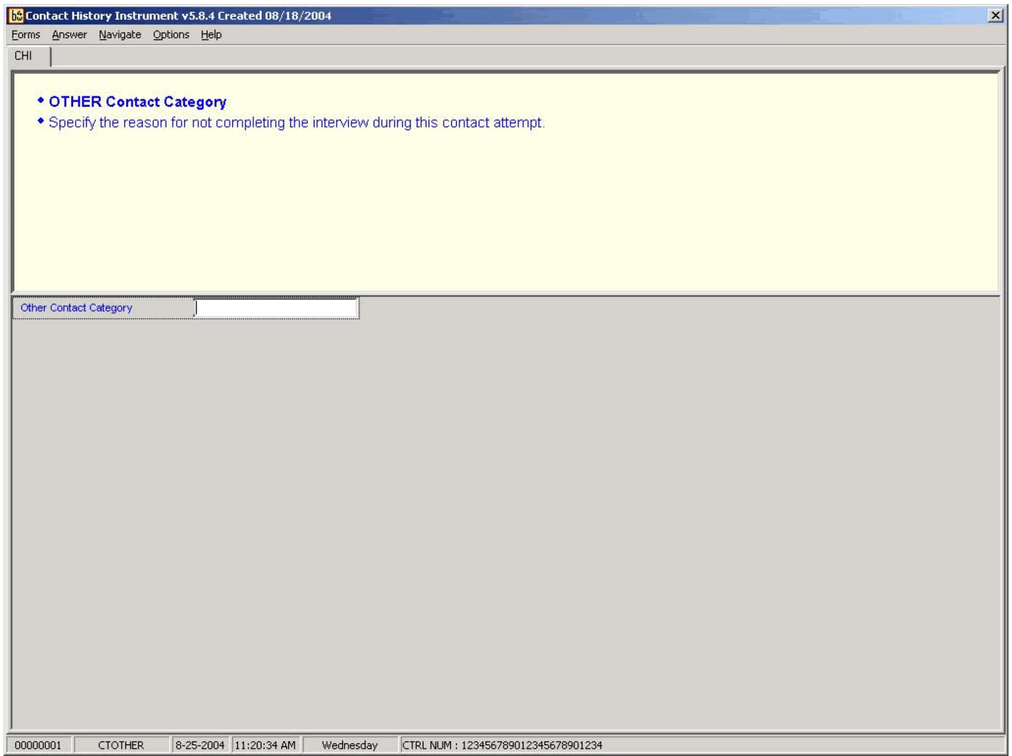
LANGLIST

Item **LANGLIST** asks you to specify the language or dialect; it appears if Precode (1), “Specify language or dialect,” is marked in **cLANGUAGE**. Enter the appropriate precode for the respondent’s language or dialect here. The instrument then goes to **RSPNDENT**.



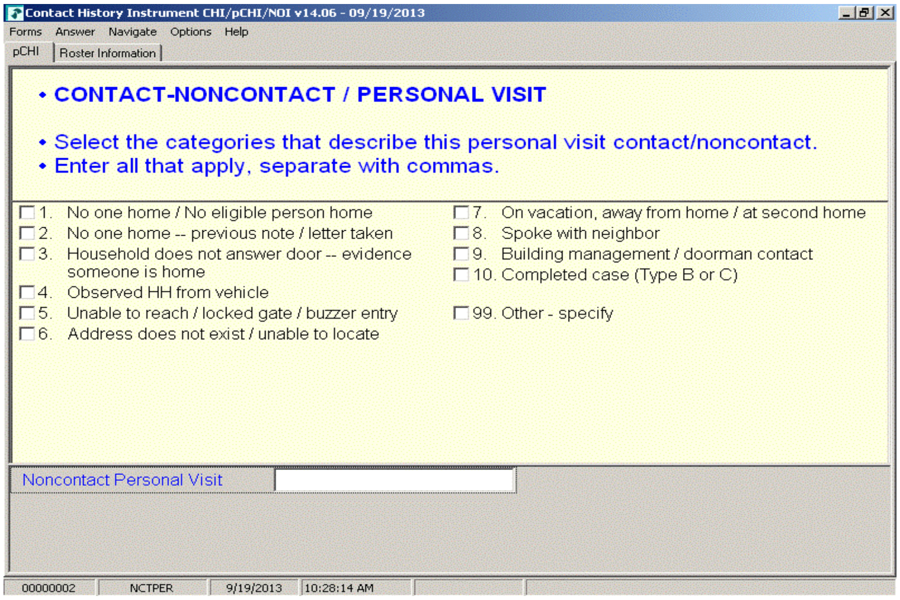
SPECLANG

SPECLANG asks you to specify the language or dialect; it appears if Precode (99), "Other – specify" is marked in **LANGLIST**. Specify the respondent's language or dialect here. The instrument goes to **RSPNDENT**.



CTOTHER

CTOTHER appears when you mark Precode (99), “Other-specify,” in **NONINTER**. Specify the reason for not completing or not conducting the interview in this contact attempt. The instrument then goes to **RSPNDENT**.



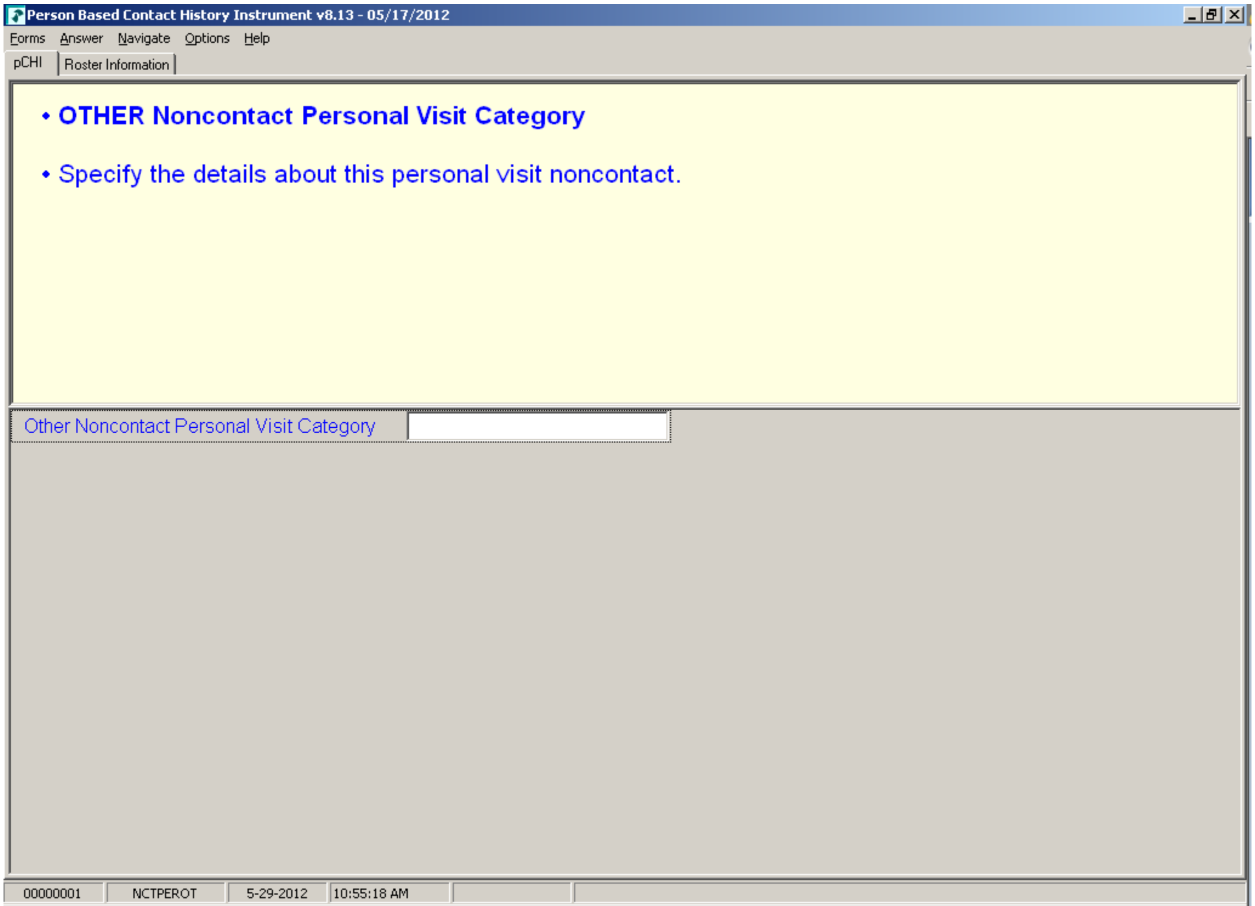
NCTPER

NCTPER is the "Noncontact/Personal Visit" item. This item appears when Precode (1), "Personal" is marked in item **CTATEMPT** and Precode (2), "Contact with NON-SAMPLE unit member," or Precode (3), "Noncontact," is marked in item **CASECONTACT** or **pCASECONTACT**. Select all the categories that describe why you were not able to make contact.

For Precode (10) – "Completed case (Type B or C)," select this category for all Type B and Type C cases.

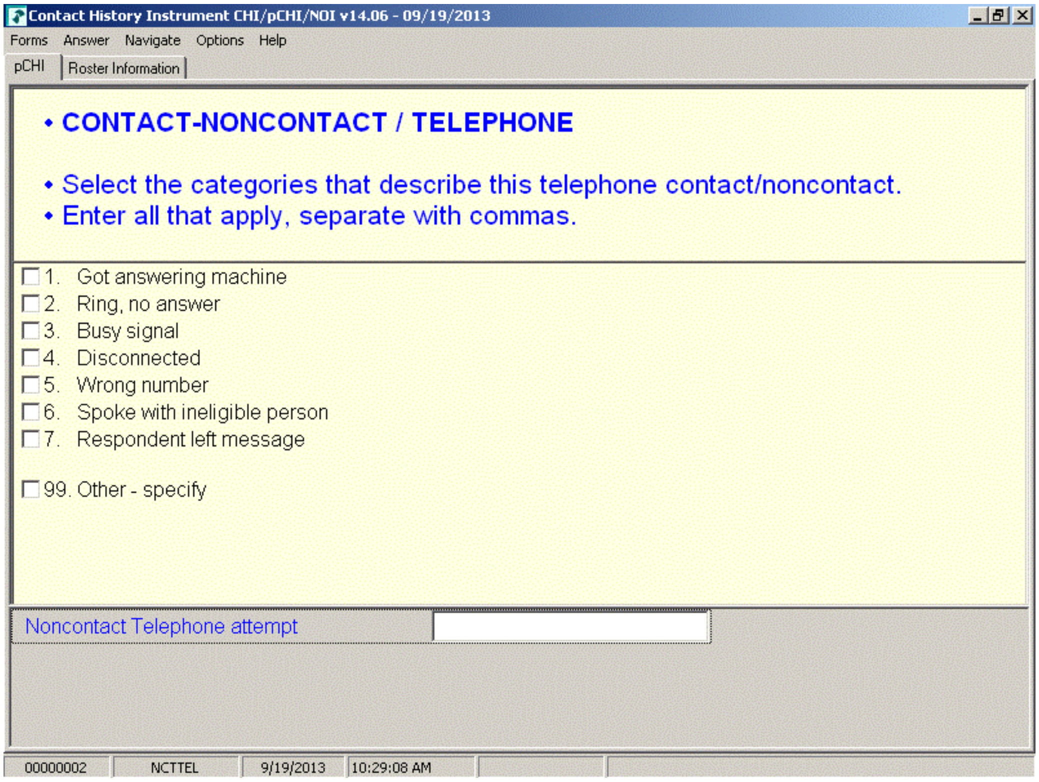
For most answers to **NCTPER** the instrument goes to **STRATEGS**, except::

- Precode (99), "Other – specify" goes to **NCTPEROT**.



NCTPEROT

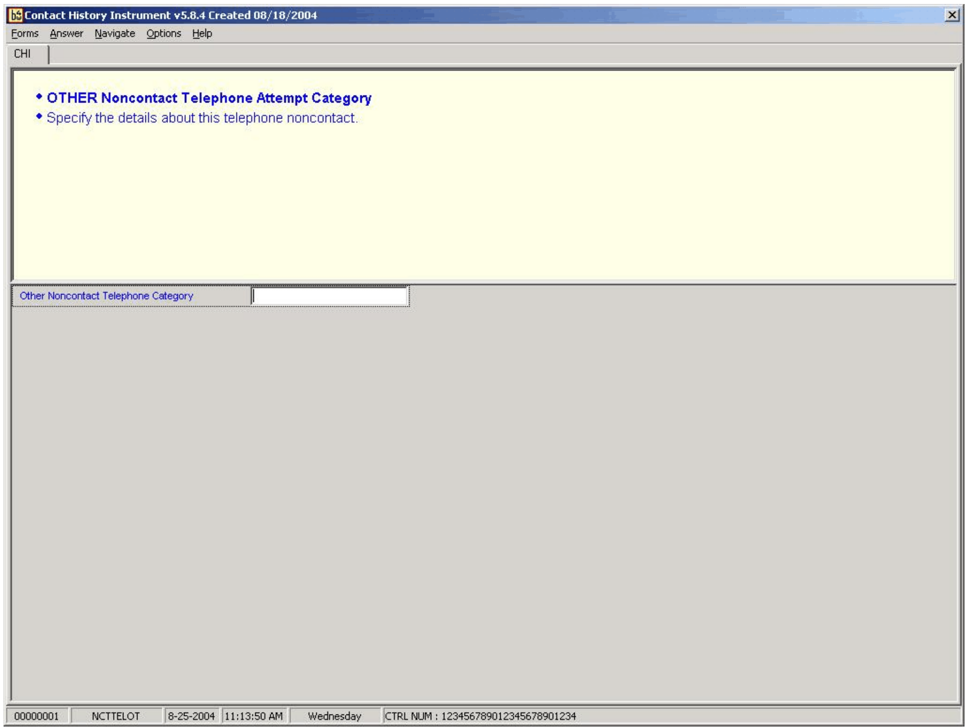
NCTPEROT appears when **NCTPER** was answered with Precode (15), “Other-specify.” This item allows 80 characters. Enter the details of this personal visit noncontact. The instrument then proceeds to **STRATEGS**.



NCTTEL

NCTTEL is the "Noncontact/Telephone" item, and appears when you select Precode (2) "Telephone (outgoing)" as the type of contact attempt made in **CTATEMPT** and you have selected Precode (2), "Contact with NON-SAMPLE unit member," or Precode (3), "Noncontact," at item **CASECONTACT** or **pCASECONTACT**. Select all categories that describe why contact could not be made.

The instrument then proceeds to **STRATEGS**, unless you enter Precode (99), "Other - specify." In that case, the instrument goes to **NCTTELOT**.



NCTTELOT

NCTTELOT appears when **NCTTEL** was answered with Precode (8), "Other - specify." Enter the details of this telephone noncontact. The instrument then proceeds to **STRATEGS**.

Topic 4. The pCHI and Households With a Roster

Features of the person section

When a roster exists for the household, the instrument goes through Items **CTATEMPT**, **TIMEOFCT**, **FR_DATE**, and **FR_TIME**. The person section of the pCHI appears next.

This section of the pCHI allows you to enter contact information for individual respondents within the sample household.

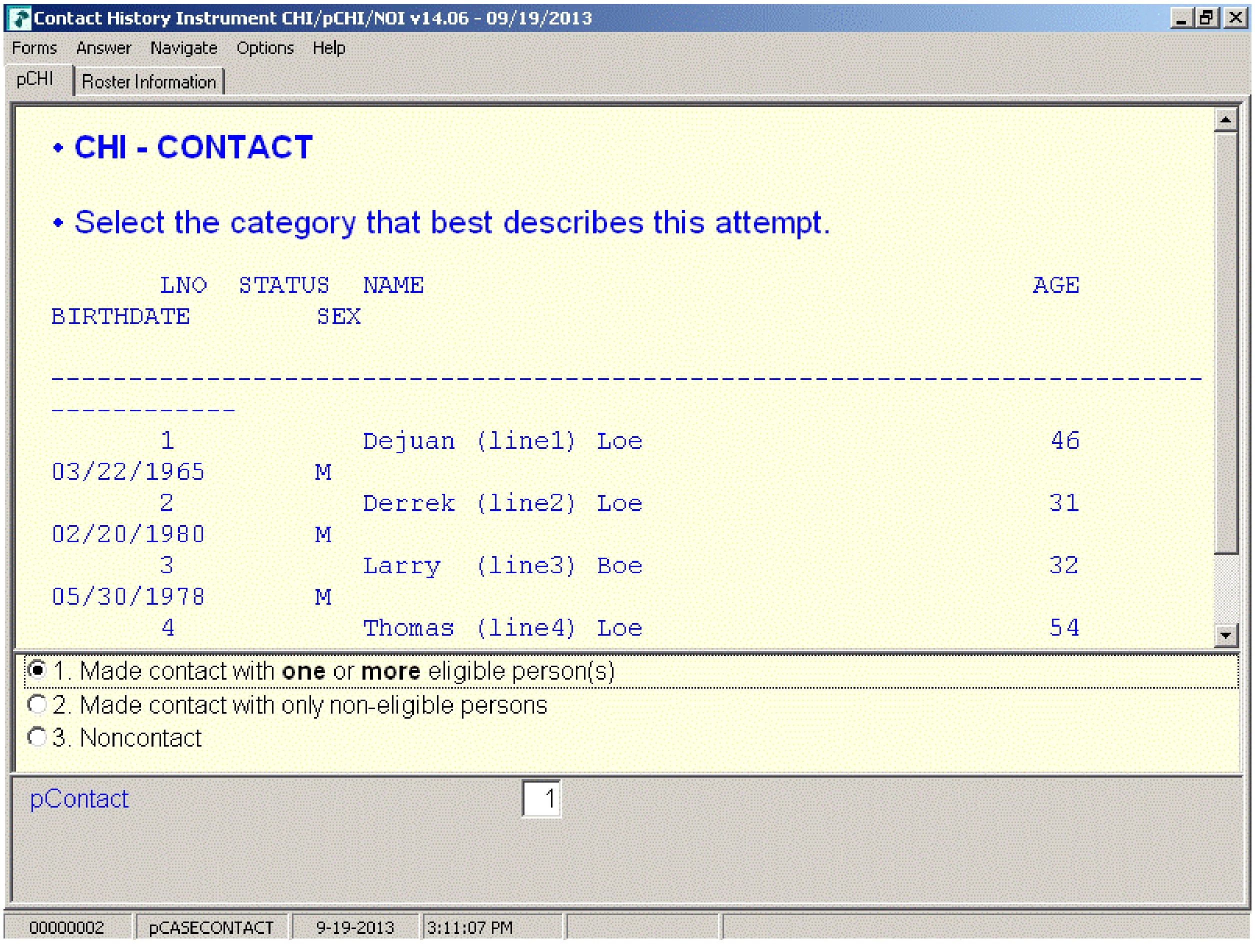
The pCHI receives roster information from the NCVS instrument and cycles through each NCVS eligible person. Update the contact history for each NCVS eligible household member. When you have updated for each eligible member, the pCHI sends you back to the Case Management screen.

After you complete a household member's NCVS interview, no further entries in pCHI are required for the household member during that interview period.

Household roster access

You may view the roster and corresponding line numbers for each household member at any time by clicking the "Roster Information" tab at the top left of the screen.

Exit the roster by clicking on the "pCHI" tab or entering 1 to continue.



pCASECONTACT

pCASECONTACT is the pCHI screen that shows the entire household roster. It shows five columns:

- LNO – person's line number and interview status:
  - (C) denotes a completed interview – person has completed their NCVS interview during a previous contact,
  - (I) denotes an ineligible person/ non-household member – persons who are no longer eligible household members or are not eligible for the NCVS
  - If neither (C) nor (I) is displayed, it means that this line number is eligible for pCHI: they are NCVS eligible and did not complete their NCVS interview during a previous contact.

- NAME – person's name

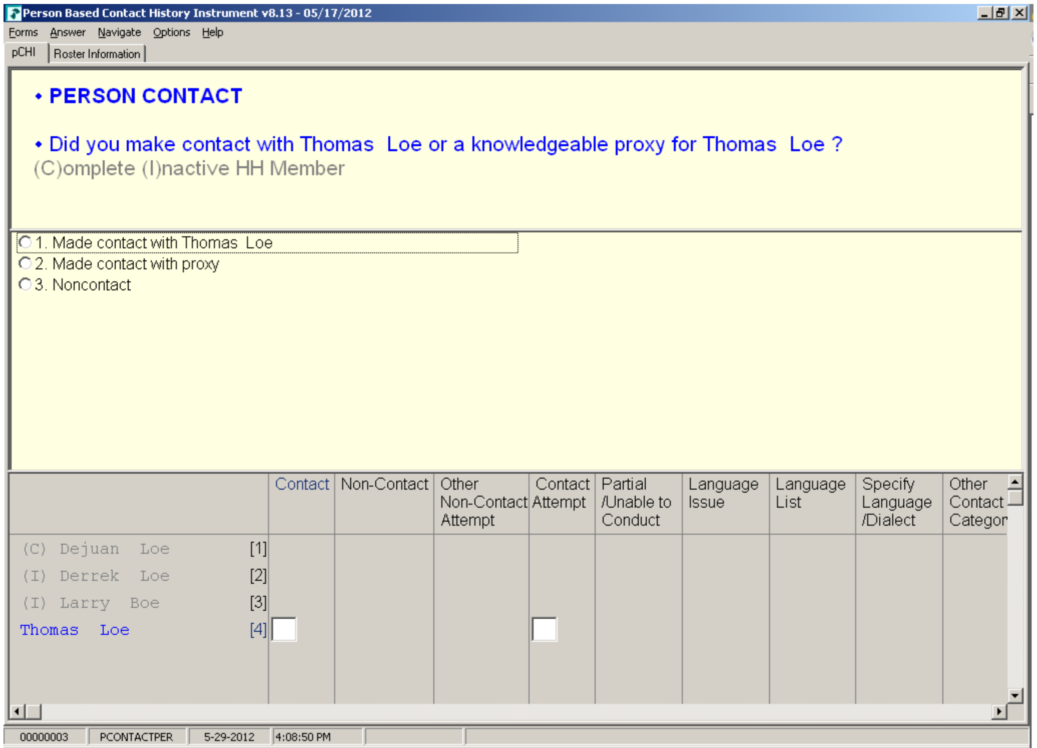
- AGE – person's age
- BIRTHDATE – person's birth date
- SEX – person's sex

Enter Precode (1), "Made contact with one or more eligible person(s)," if you made contact with one or more eligible persons. Select Precode (1) when you made contact with eligible persons, whether you completed their interview or only spoke with them. The instrument then goes to **PCONTACTPER**.

Enter Precode (2), "Made contact with only non-eligible persons," if the only people you made contact with were ineligible persons on the roster or those whose interview is already complete.

Enter Precode (3), "Noncontact," if you were unable to make a contact.

For Precodes (2) and (3), the instrument goes to **NCTPER** for a personal visit contact. It goes to **NCTTEL** for a telephone contact.

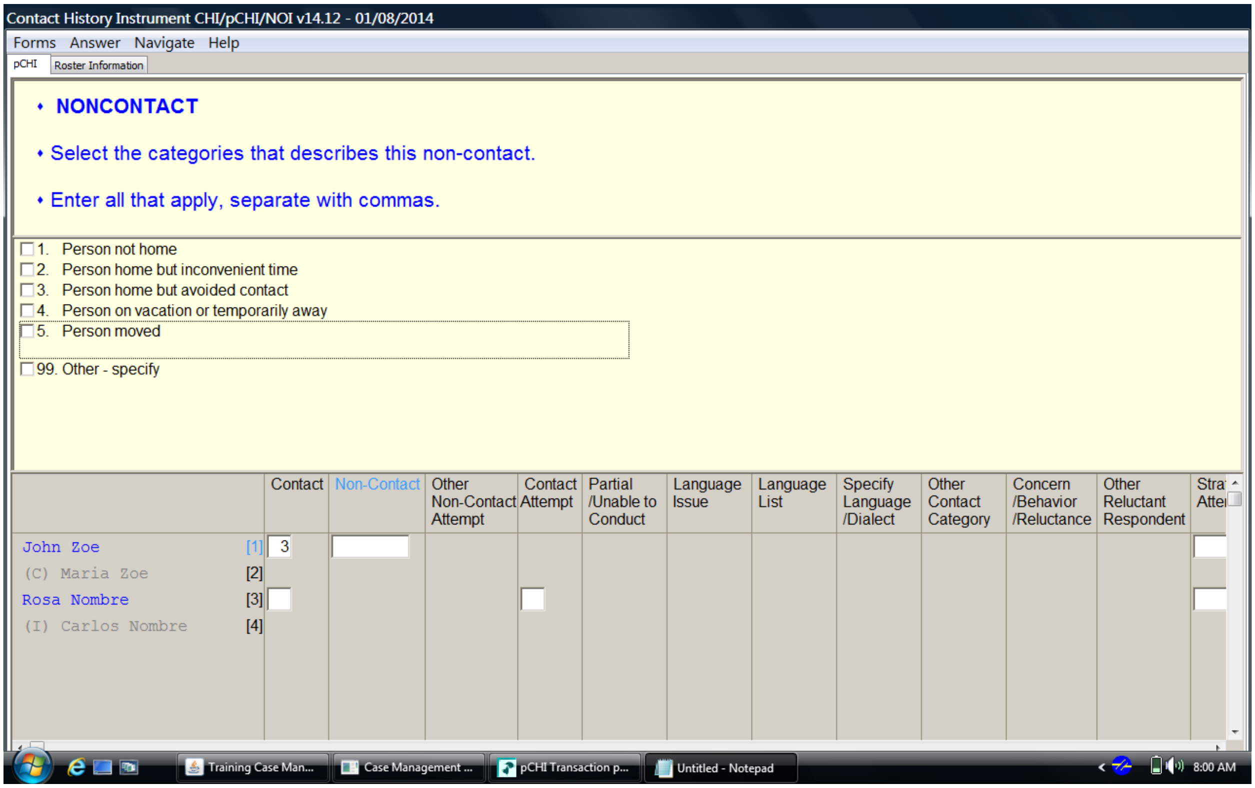


PCONTACTPER

PCONTACTPER is the first “person level” question in the pCHI. This and subsequent items are formatted to show the NCVS roster. The pCHI collects contact information for each line number until you have entered information for each eligible household member.

PCONTACTPER asks about each eligible individual on the roster, “Did you make contact with (NAME) or a knowledgeable proxy for (NAME)?”

- Enter Precode (1), “Made contact with (NAME),” if you made contact with the named household member during this contact attempt. The instrument goes to pCTTYPE.
- Enter Precode (2), “Made contact with proxy” if you made contact with a knowledgeable proxy for the named household member. The instrument goes to pCTTYPE.
- Enter Precode (3), “Noncontact,” if you did not make contact with the named household member. The instrument goes to pNOCONTACT.

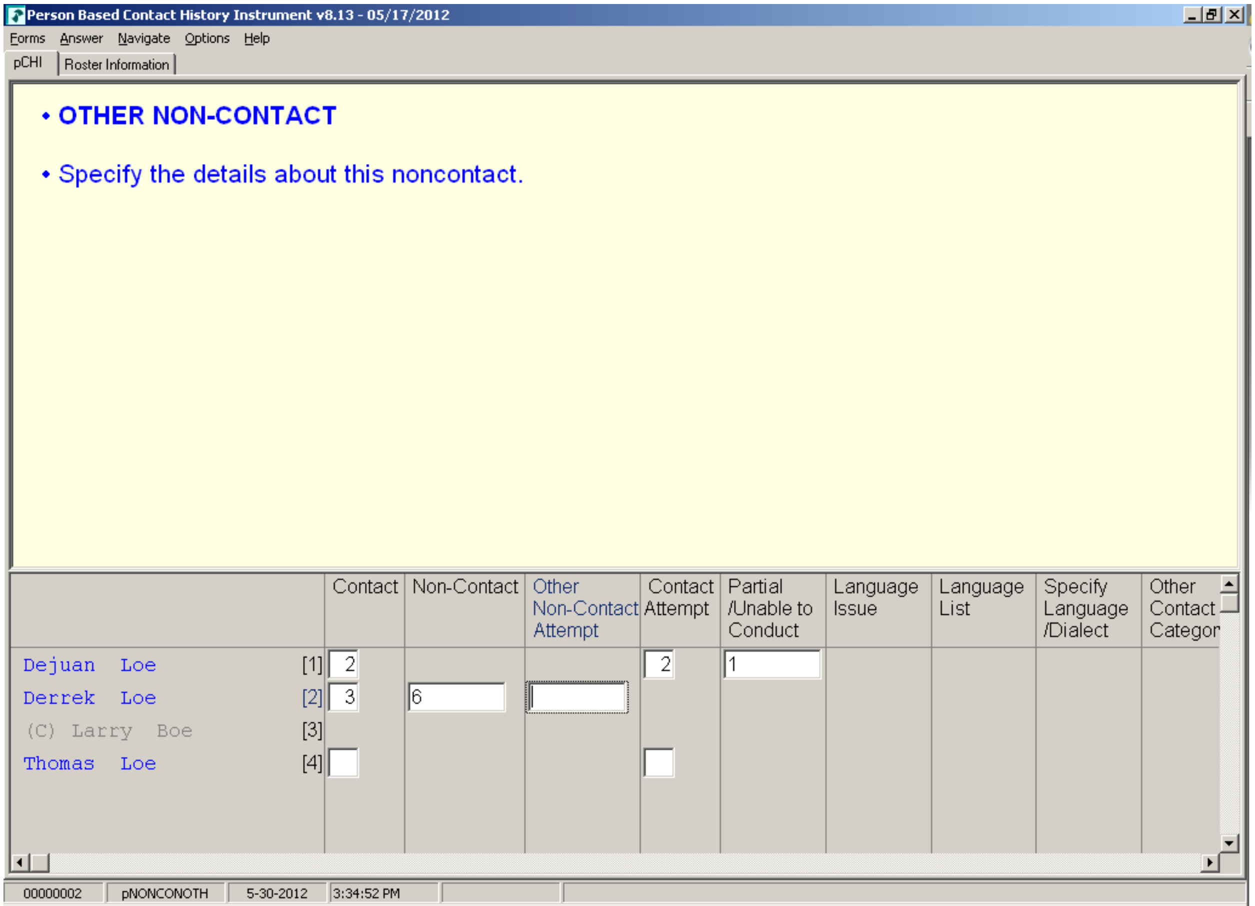


pNOCONTACT

pNOCONTACT appears when Precode (3), "Noncontact," is marked in **PCONTACTPER**. Mark the appropriate precode(s) to explain the reason(s) for the noncontact. Precodes (1) – (5) go to **pSTRATEGS**.

Precode (3), "Person home but avoided contact," is a category added to record situations in which the respondent is at home, but not answering the door.

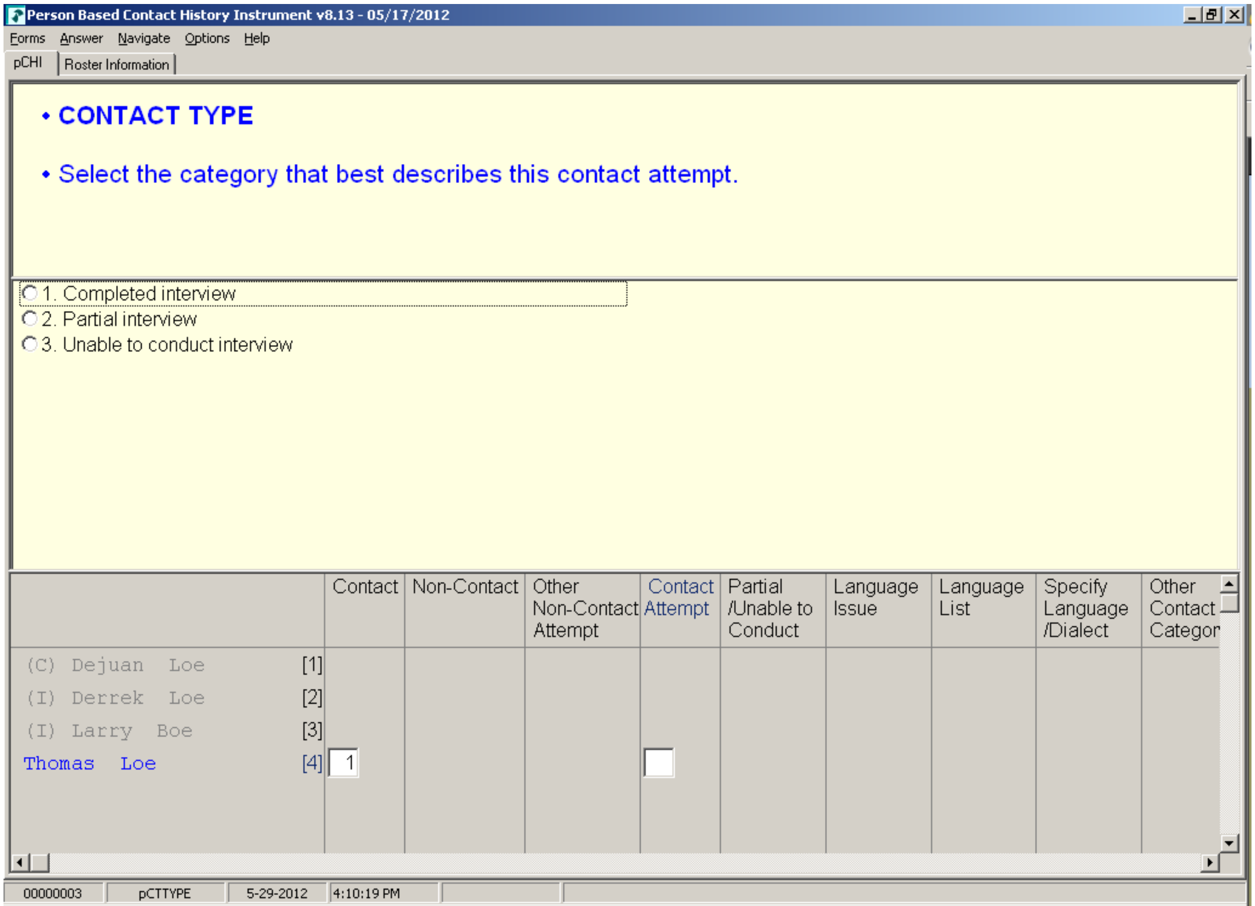
Precode (99), "Other – specify," continues to **pNONCONOTH** to collect the "other" reason for personal visit noncontact.



pNONCONOTH

pNONCONOTH appears when Precode (6), “Other – specify” was marked in **pNOCONTACT**. Enter the “other” reason for the noncontact. This item allows for 80 characters.

The instrument proceeds to **pSTRATEGS**.



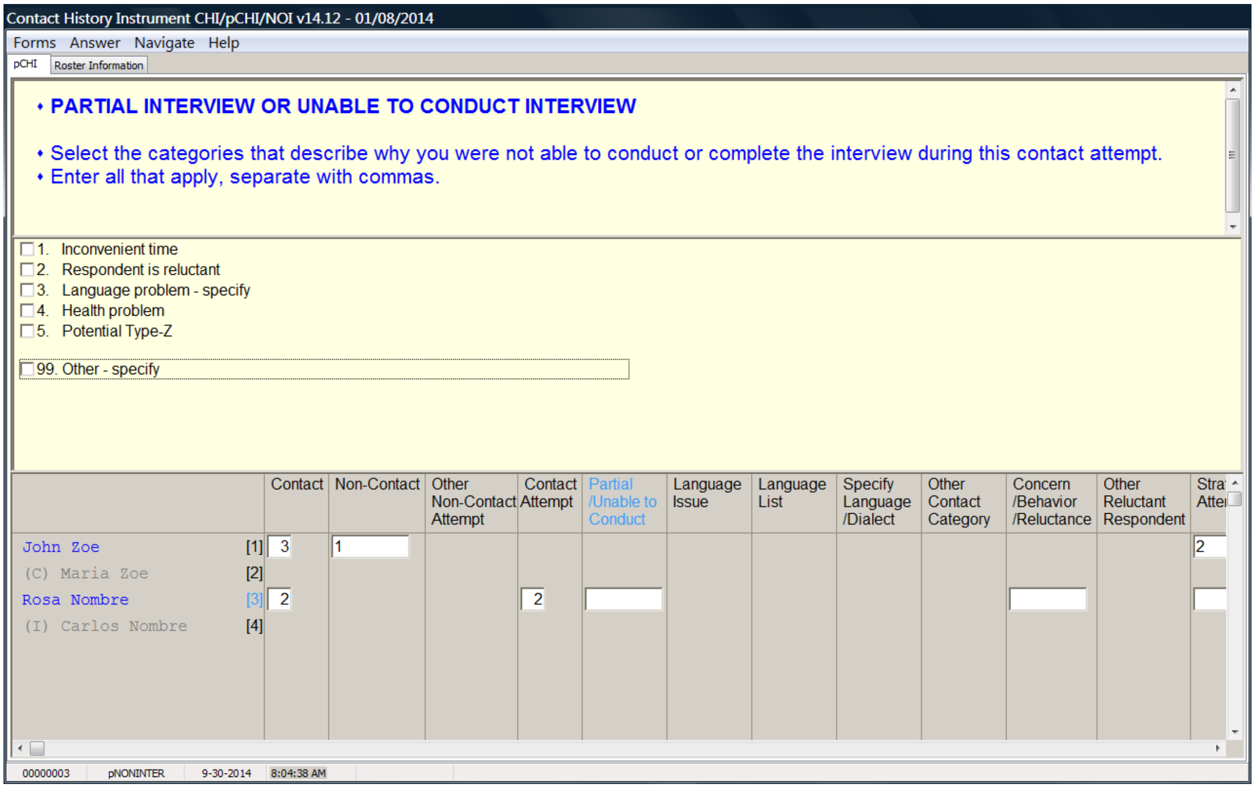
pCTTYPE

If you make contact with a household member or eligible proxy, **pCTTYPE** asks whether the contact resulted in a completed interview, partial interview, or no interview.

Enter Precode (1), “Completed interview,” for a fully completed interview for the respondent. The instrument goes to **pRSPNDENT**.

Enter Precode (2), “Partial interview” for a partial interview for the respondent. A partial interview occurs when you start an interview with a respondent or a proxy respondent, but were unable to complete the interview. Also, select this precode when you have completed a respondent’s NCVS interview but were not able to complete their supplement interview during this contact. (This is necessary so you can document subsequent contact attempts to complete the supplement interview.) The instrument goes to **pNONINTER**.

Enter Precode (3), “Unable to conduct interview,” if no interview was conducted for that respondent. The instrument goes to **pNONINTER**.



pNONINTER

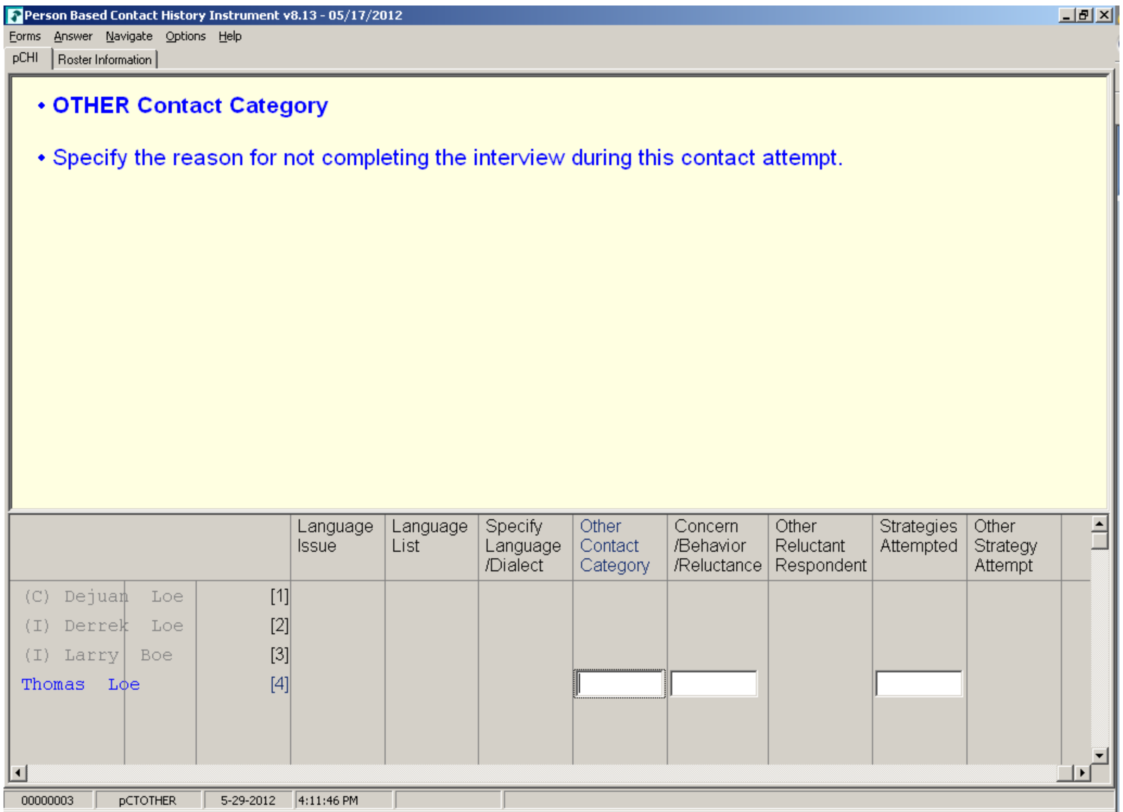
pNONINTER asks the reasons for the noninterview for the household member.

Notice Precode (5), “Potential Type-Z.” This category was added in order to record respondents who you believe may become Type Z noninterviews or have been coded as a Type Z noninterview in the NCVS instrument.

If you select:

- Precode (1), “Inconvenient time,” the instrument goes to pRSPNDENT.
- Precode (2), “Respondent is reluctant,” the instrument goes to pRSPNDENT.

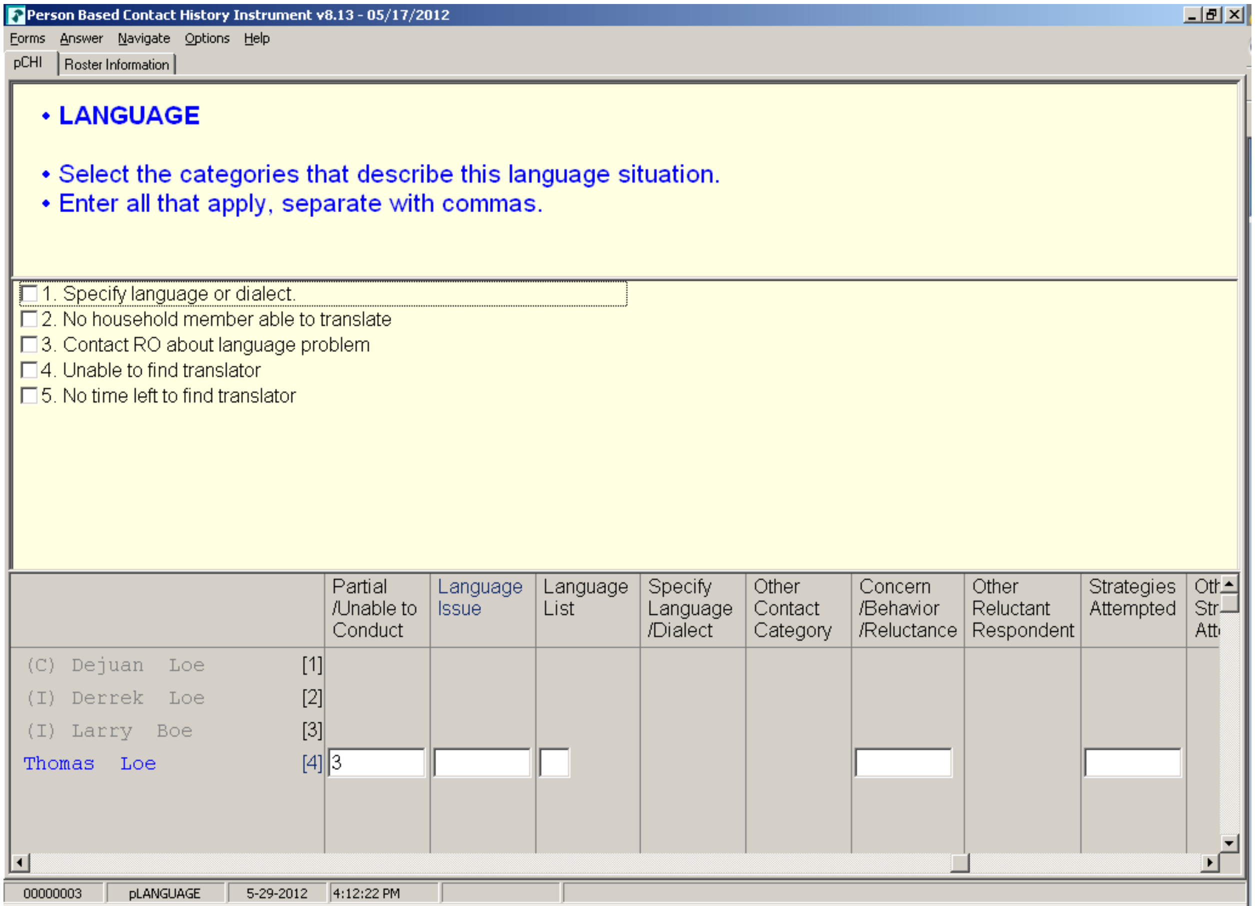
- Precode (3), “Language problem – specify,” the instrument goes to pLANGUAGE.
- Precode (4), “Health problem,” the instrument goes to pRSPNDENT.
- Precode (5), “Potential Type Z,” the instrument goes to pRSPNDENT.
- Precode (99), “Other – specify,” the instrument goes to pCTOTHER.



pCTOTHER

pCTOTHER appears when Precode (99), “Other – specify” is selected at **pNONINTER**. Enter the “other” reason in the space provided. This field allows for up to 80 characters.

The instrument then goes to **pRSPNDENT**.

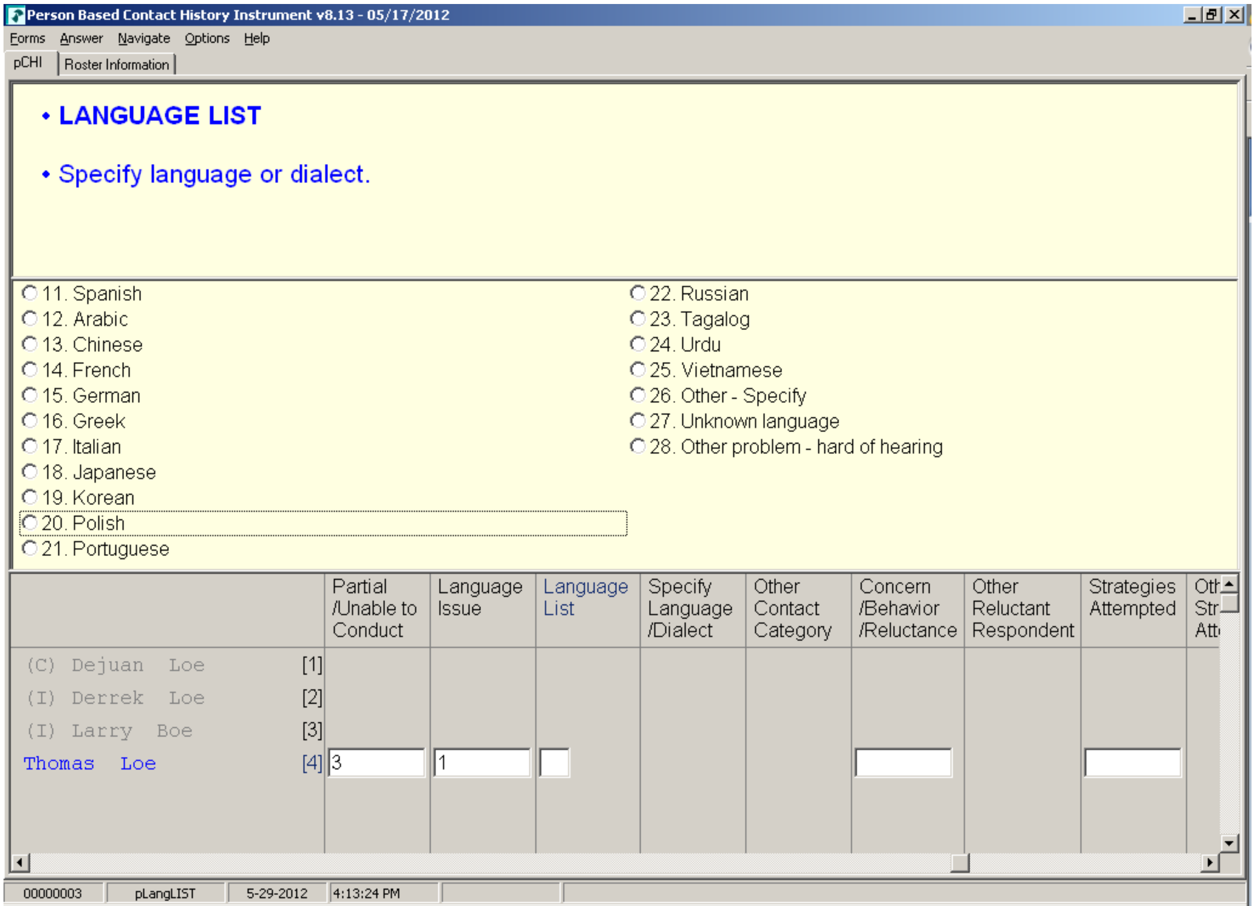


pLANGUAGE

pLANGUAGE appears if Precode (3), “Language problem – specify” is selected at **pNONINTER**.

Record the language situation that led to the noninterview during this contact attempt. Mark the appropriate precode.

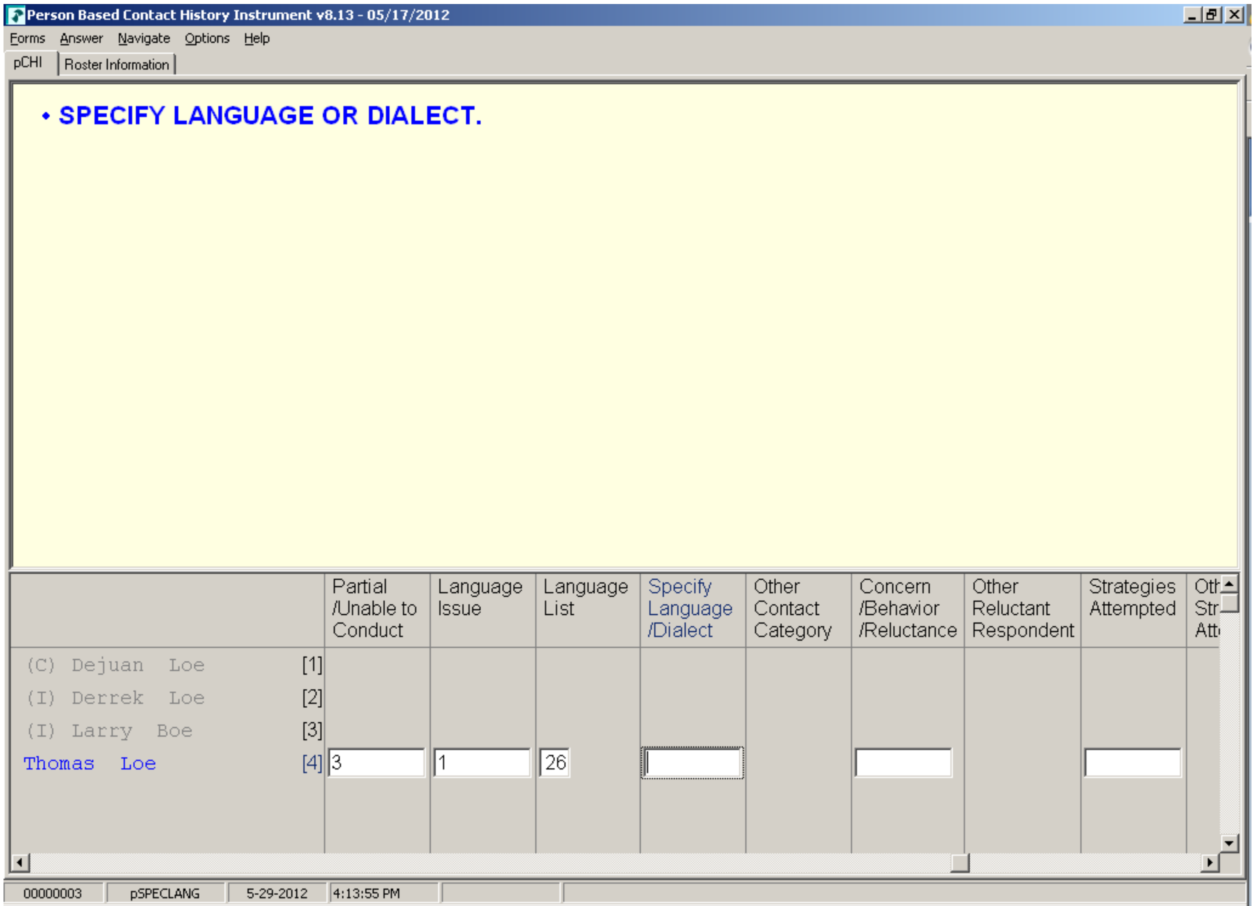
Marking Precode (1), “Specify language or dialect,” takes you to **LANGLIST**. All other responses go to **RSPNDENT**.



pLangLIST

pLangLIST appears when Precode (1), “Specify language or dialect,” is selected in **pLANGUAGE**. Mark the appropriate precode for the language or other problem.

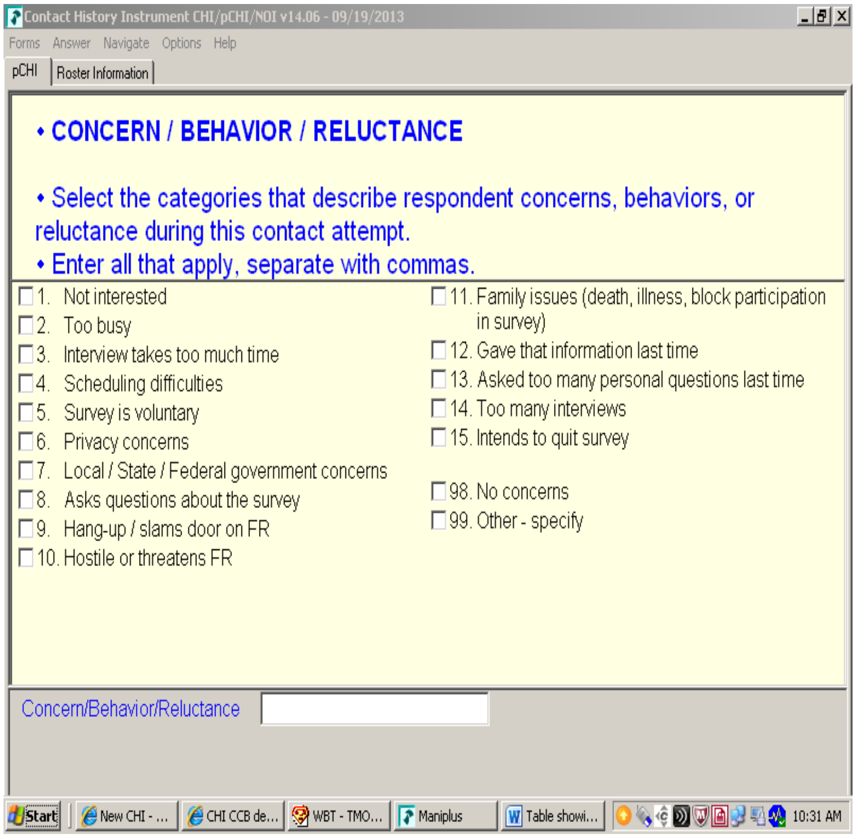
For Precodes (11) - (25) and (27) - (28), the instrument goes to **pRSPNDENT.** For Precode (26), the instrument goes to **pSPECLANG.**



pSPECLANG

pSPECLANG appears when Precode (26), “Other-specify” was marked in **pLangLIST**. Specify the language or dialect. This item allows 80 characters.

The instrument then goes to **pRSPNDENT**.



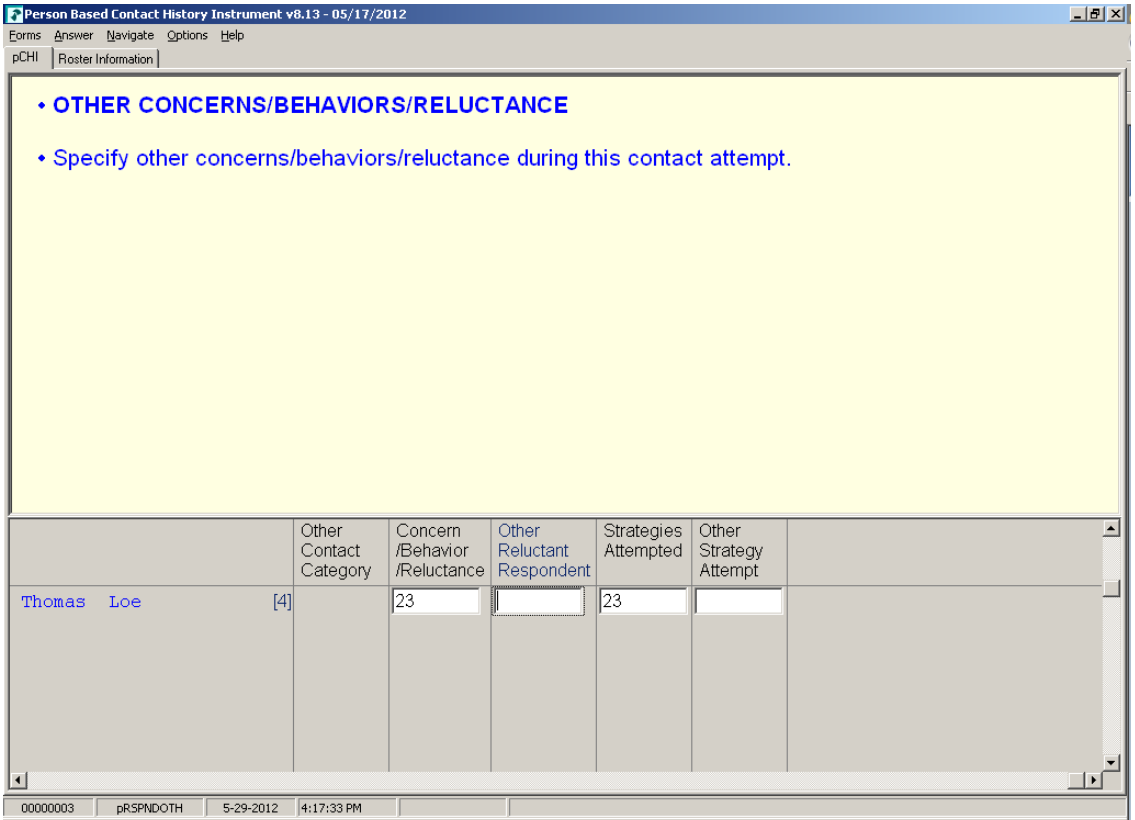
pRSPNDENT

In **pRSPNDENT**, mark the respondent's concerns, behaviors, or reluctance during this contact attempt. Enter all that apply; separate with commas.

Select the categories in this question in the order the respondent mentions them. For example, a respondent may be reluctant to complete the interview because of privacy concerns, then say they are too busy to complete it. In this scenario, select Precode (6) "Privacy concerns," then Precode (2), "Too busy."

When selecting multiple **categories** in **pRSPNDENT**, you cannot select Precode (98), "No concerns," in combination with any other category. If it is selected with other categories, error message **CONCERNSBEHAVIORRELUCT** appears.

After making all selections, if you selected Precode (99), "Other – specify" the instrument continues with **pRSPNDOTH**. Otherwise, the instrument goes to **pSTRATEGS**.



pRSPNDOTH

pRSPNDOTH appears if Precode (99), “Other – specify,” was marked in **pRSPNDENT**. Enter the “other” category. This item allows 80 characters.

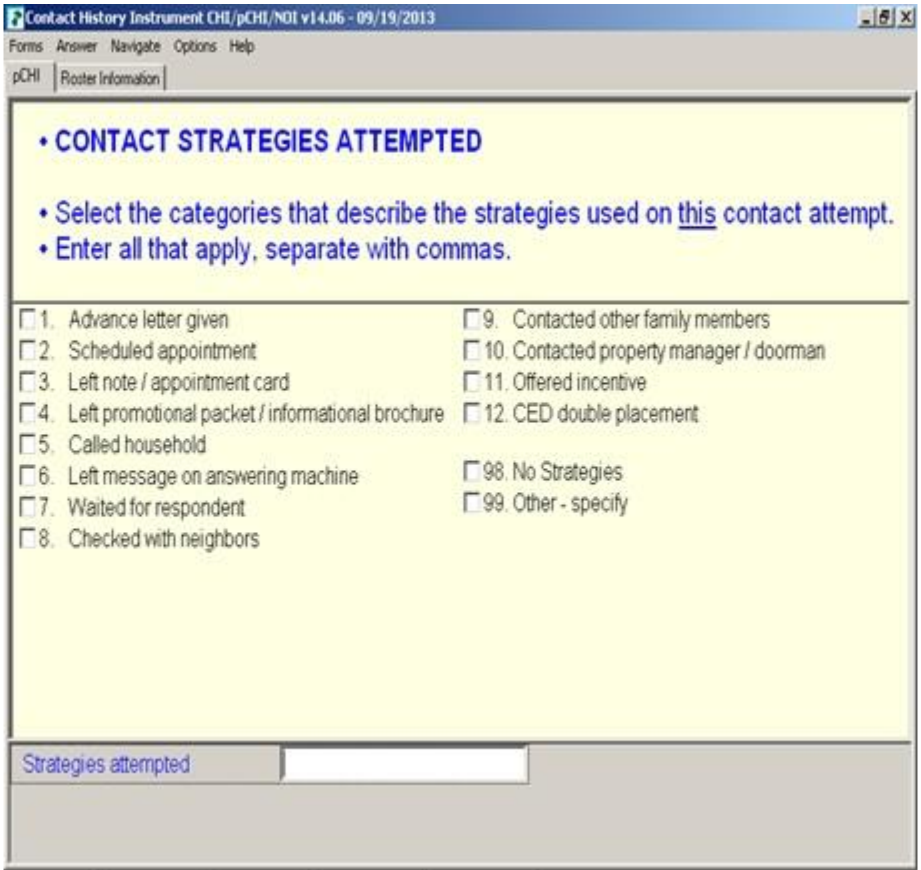
After this item, the instrument goes to **pSTRATEGS**.

- **If the respondent has <u>NO concerns</u>, select answer category 98.**
- **If there are <u>other concerns, behaviors, or reluctance</u> during this contact attempt, then enter all that apply, separate with commas. Do NOT select answer category 98.**

Close **Goto**

CONCERNSBEHAVIORRELUCT

CONCERNSBEHAVIORRELUCT is a hard error check item. It appears if Precode (98), “No concerns,” was selected in addition to any other precode in **pRSPNDENT**. Click on “Goto” to return to **pRSPNDENT** and correct the error to dismiss the check item and continue.



pSTRATEGS

pSTRATEGS asks about contact strategies attempted for the respondent. It appears for all contact attempts. **pSTRATEGS** is designed to help you keep track of all the strategies you have used to make contact for each household member.

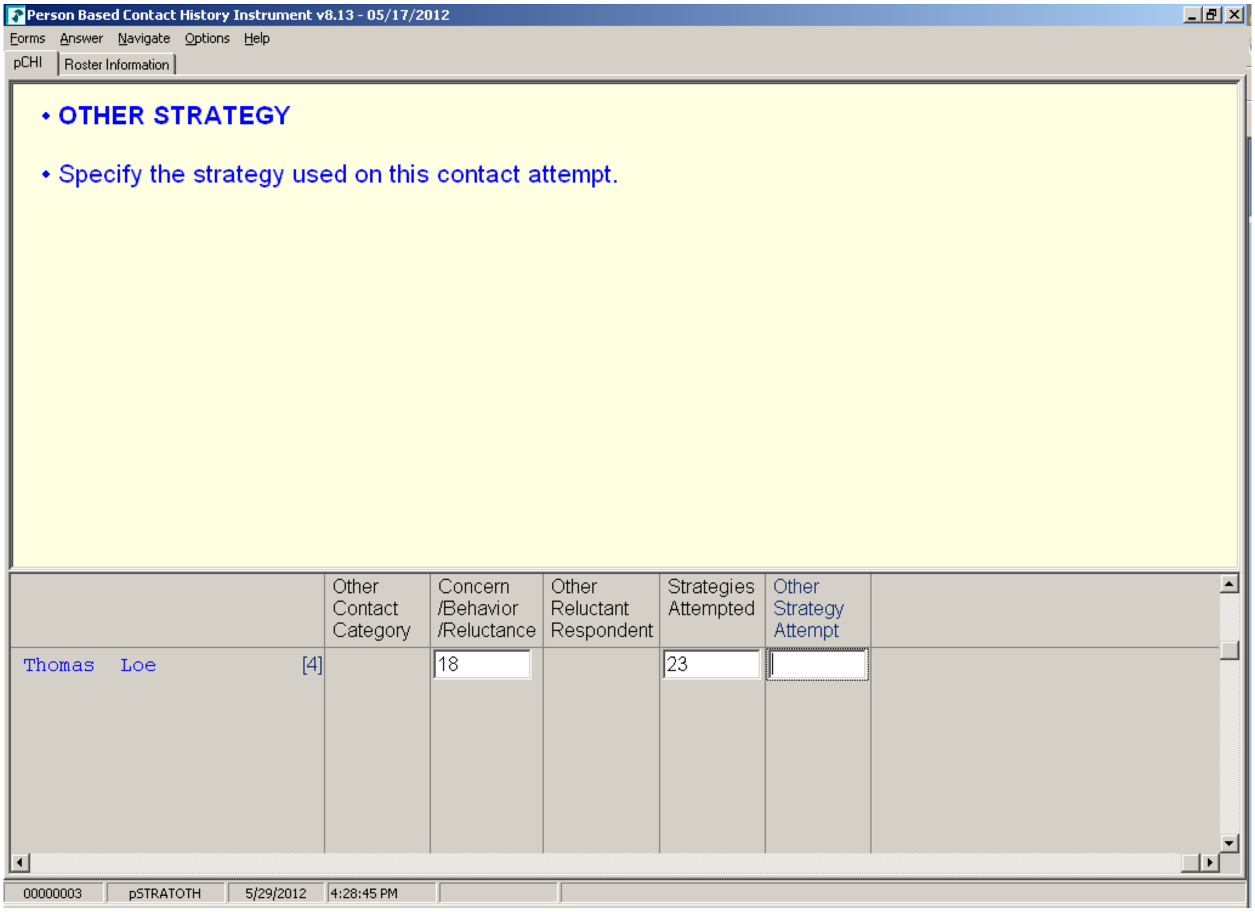
Notice Precode (11), “Offered incentive.” This refers to monetary incentives that some surveys offer. Do not select this precode for the NCVS. Currently, the NCVS does not offer any monetary incentives.

Precode (12) – “CED double placement” is only used in the Consumer Expenditures survey. Do not mark this category for the NCVS.

Precode (98) – “No Strategies” refers to THIS particular contact attempt, not all previous attempts. Mark this category if you did not use any specific technique for this contact attempt.
When selecting multiple precodes in this item, you cannot

select Precode (98), “No Strategies” in combination with any other precode. If you do, check item **CONTACTSTRATATTEMPTED** appears. Return to **pSTRATEGS** and correct your error to dismiss the check item and continue.

When Precode (99), “Other-specify” is selected, the instrument continues with **pSTRATOTH**. Otherwise, it goes to **pCONTACTPER** for the next eligible respondent.



pSTRATOTH

pSTRATOTH appears if Precode (98), “Other – specify” was marked in **pSTRATEGS**. Enter the “other” strategy. This field allows 80 characters.

After you complete this item, the instrument goes to

pCONTACTPER for the next eligible respondent so you can enter their contact information. When you are finished entering the contact information for each eligible household member, you exit pCHI.

- **If NO contact strategies were used, select answer category 98.**
- **If there are other contact strategies attempted during this contact attempt, then enter all that apply, separate with commas. Do NOT select answer category 98.**

Close **Goto**

CONTACTSTRATATTEMPTED

CONTACTSTRATATTEMPTED is a hard error check item, which appears when Precode (98), “No Strategies,” is selected in addition to any other precode in **pSTRATEGS**. Click on “Goto” to return to **pSTRATEGS** and correct the error to dismiss the check item and continue.

Remember...

Enter pCHI after EACH contact attempt. This is a great way for you to keep track of your efforts with each respondent. It’s also a quick way for you to see what days and times you have attempted to make contact, so you can come up with strategies to contact that respondent and get the interview.

Topic 5. How to Code the pCHI in Specific Situations

When the Only Person Contacted During A Contact Attempt Has Already Completed Their Interview

You may encounter situations in which the only person contacted has already completed their interview.

For example: You are contacting a household to follow up on a respondent who has not yet completed their interview. When you call the respondent (Line 2) they are not at home, but you speak with another respondent (Line 1) who has already completed their NCVS interview. In this situation, code that you did not make contact with an eligible household member and code Line 2 as a noncontact.

At **pCASECONTACT**, select Precode (2), “Made contact with only non-eligible persons” to record the fact that you made contact with someone, but that person was not eligible as they had already completed their interview. Code the noncontact with Line 2 and record the applicable contact information in the remaining pCHI items for Line 2.

When Someone Has Moved Out of the Household and the Case is Not a Replacement Household

When someone has moved out of the household, but other household members from the last enumeration still live at the sample address, that person is considered a nonhousehold member. If this change is discovered while updating the household roster, the person who has moved out is ineligible for the NCVS and therefore not eligible in pCHI. Do not collect contact information for that person.

However, if the change in household membership is discovered after the roster has been verified, that person is still displayed as eligible in pCHI because they are on the household roster in the NCVS instrument. (This can occur when a college student is away at college, but the household respondent considers them a household member because they return home for holidays and summer vacation. In this situation, document that this person has moved out of the household in pCHI.)

For this person, code **PCONTACTPER** as “Noncontact,” Precode (3). At **pNOCONTACT** select Precode (5), “Person moved” to note that the person moved away from the sample address.

Coding a Respondent As a Type Z Noninterview

In pCHI you can mark someone as a potential Type Z noninterview to show that a person is reluctant OR as an actual Type Z noninterview once a respondent has been coded as a Type Z in the NCVS instrument.

To code a respondent as a Type Z or potential Type Z code that contact was made with the respondent, as the noncontact path in pCHI does not contain a category for Type Z noninterviews. To code a Type Z or potential Type Z enter Precode (1), “Made contact with (NAME)” in Item **PCONTACTPER** and select Precode (3), “Unable to conduct interview” at **pCTTYPE**. At **pNONINTER** select Precode (5), “Potential Type Z” to document the noninterview or potential noninterview situation. Record the applicable contact attempt information in the remaining pCHI screens.

Note that selecting Precode (5), “Potential Type Z” at Item **pNONINTER** does not make that respondent a Type Z noninterview in the NCVS instrument. Selecting Precode (5), “Potential Type Z” at **pNONINTER** only documents the situation, and does not code a respondent as a noninterview. All Type Z noninterviews must be coded in the NCVS instrument.

"Raped" Entered at Item HOWATTACK C3-34
"Sexual Assault Other Than Rape or Attempted Rape" Entered at Item HOWATTACK C3-34
"Tried to Rape" Entered at Item HOWATTACK C3-34
(800) Number A2-23
“Do not call” registry A2-29

Abbreviations B5-15
Acceptable Reasons for Proxy Interviews C1-18
Accepting a Non-household Member as a Proxy Respondent C1-21
ACCESS B2-68
ACTCOSTREPAIR REPLACE B4-197, C3-67
ACTIONSDURINGINC B4-105, C3-28
ACTIONWORSE B4-108
Adding Additional Incidents A3-15, A3-17
Additional Incidents B5-2
Address Book D1-17
ADRCHECK_CP B2-57
AGECHECK B2-101
AGENCYHELP B4-221
AGERNG B2-107
ALLPARTRECOVERED B4-186, C3-51
ALTERNATE_1_CP B2-35
AMOUNTCASHTAKEN B4-173
AMOUNTHHMEM TIMELOST B4-253
AMOUNTLOSTPAY NOEMP B4-251
AMOUNTLOSTPAY NOMED B4-246
AMOUNTTIMELOST B4-244
Answering Respondents' Questions A2-22
ANY_OTHERCHNG B2-130
ANYONEPRESENT B4-110, C3-20
ANYTHINGFURTHER B4-224
Apprentice vs. Trainee B4-238
APPT B6-3
Areas Open to the Public C3-10
Areas Restricted to Certain People C3-11
ARMEDFORCES B2-110
ARRESTMADE B4-220
Arrow Keys B1-16
ARTICLEINCAR B4-179
Ask or Verify Instruction B1-15
Asking Questions as Worded A2-31
Asking Questions in the Right Order A2-34

Assembling Your Materials A3-8
Assignment Materials for an Interview Month A7-8
ATTACK B4-59
ATTEMPTTHEFT ITEMSINMV B4-163
ATTEMPTTHEFT OWNER C3-47
ATTEMPTTHEFT OWNER B4-161
ATTEMPTTHEFT C3-40
ATTEMPTTHEFT B4-156
ATTEMPTTHEFTITEM ONPERSON B4-165
ATTEMPTTHEFTITEMS B4-166
ATTEMPTTHEFTLNS C3-49
ATTEMPTTHEFTON PERSON B4-164
ATTEMPTTHEFTWHAT B4-157
ATTEMPTTHEFTWHAT C3-41
AUTHORITIES B4-224
Avoiding Duplicate Reports A3-17, A3-20

Backing Up Your Work D1-14
Basic Survey Procedures A3-2
Before Entering a “Don’t know” answer B4-36
Before Interviewing Starts C1-29
Being Professional, Friendly, and Sincere A2-19
Believing in Yourself and the NCVS A2-20
Best Time for Interviewing, Evenings and Weekends A4-2
BESTTIME_NOSUNDAY B3-43
Both Cash and Property Were Recovered C3-53
BRTHDATEDY B2-103
BRTHDATEMO B2-103
BRTHDATEYR B2-103
Burglary C3-36
BUSINESS B3-7
BUSINESSSECTOR B4-235, C3-87
BUSINESSSIGN B3-7

Callback, Thank You, and Notes Screens A3-18
CAPI_INTRO_B B2-12
CAREDAYHOSPIT B4-86
CAREOVERNIGHT B4-86
CARMN Reports A4-11
Case List Pane D1-8
CASE NOTE EDITOR B6-10
CASECONTACT D2-13
CASEID B1-9

Cash Was Recovered ... C3-52
CASHONPERSON... B4-181
CASHRECOVERED ... B4-190
Changing Household Respondents During an Interview... C1-16
Changing Household Respondents ... A2-11
Changing the Reference Person ... C1-12
Checking Case Management ... A5-2
Checking New Assignments... A3-6
CHNG_BRTHDATE items ... B2-127
CHNG_MARITAL ... B2-129
CHNG_NAME items... B2-125
CHNG_REL ... B2-126
CHNG_SEX ... B2-128
CHNGPH_CP ... B2-54
cLANGUAGE ... D2-22
Classifying NCVS Crimes... C2-5
Closing the Interview and "Thank You" Letters... A2-44
College Students ... C2-22
COLLEGEEMPLOYER ... B3-42
Commercial Establishment... B4-292
Commercial Establishment... C3-82
Completing a Partial Interview... B1-22
Completing Your Assignment ... A3-7
Components of a Screen... B1-5
CONCERNSBEHAVIORRELUCT ... D2-44
Conditions for Asking the Industry and Occupation Questions ... C3-85
Conducting Efficient Interviews ... A4-4
Conducting Personal Visit Interviews ... A3-9
Conducting Screeners or Crime Incident Report Too Fast ... A4-13
Conducting Telephone Interviews and Callbacks ... A3-8
Confidentiality and Your Job ... A2-6
Confidentiality ... A2-6
CONTACT AUTHORITIES... B4-223
CONTACTSTRATATTEMPTED ... D2-47
CONTAINMONEY ... B4-191
Control Card Information ... A3-12
COUNTYSTATE ... B4-15
Creating a Good Impression ... A2-18
Crew Member on a Sailing Vessel ... C1-7
CRIME_END... B5-5
Crimes Not Measured by the NCVS ... C2-5
CTATEMPT ... D2-7
CTOTHER ... D2-25
CTTYPE ... D2-14

CURRENTJOBMSATYPE B3-43

Daily Tasks A3-8
Damage to Property During an Incident C3-65
DAMAGED B4-194, C3-66
DAMAGEDREPAIRED B4-195, C3-67
Data Collection C1-29
Data Products and Their Uses A1-9
Date Is Outside of Reference Period B4-5
DAYSLOSTWORK B4-249
Decennial census A2-27
DECIDEDVALUE B4-185, C3-45
Description of Materials A7-2
Details Pane D1-10
Determining Usual Place of Residence C1-6
DIAL_CORRECT B2-26
DIAL_CP B2-23
DIRECTENTRANCETOUNIT B2-75
Disability C3-94
DISABILITY_INTRO B4-281
Do I have to participate? A2-28
Do you have any statistics from this survey that I can see? A2-27
DOINGATINCIDENT TIME B4-226
Don’t know or refused B1-14
Down Arrow – Forward One Item B1-19
DRESS_BATH B4-284
DURINGINCIDENT B4-103

EATING_PROBS B4-97
Editing/Coding Operation C1-29
EDUCATIONATTAIN A5-15, B2-113
Eligible Respondents A2-9
Emotional Toll Questions B4-89
EMPLOYERNAME B4-233, C3-86
EMPLOYERTYPE B4-231, C3-85
EMPLOYERTYPECURRENT B3-41
Employment Questions A3-15, A3-18
End – Last Item B1-19
ENDINCIDENT B3-52
Ending the Interview A5-18
ENDPERSON B3-51
ENDSCREENER B3-51
Entering Accurate Information A4-5

ENTIREHHURE B2-100
Enumeration Periods A3-2
ESTAGE B2-106
ESTCOSTREPAIR REPLACE B4-196
ESTCOSTTOREPAIRREPLACE C3-67
Evidence of Forcible Entry B4-38
EVIDENCE B4-38, B4-40, C3-15
Examples of Acceptable Threats C2-7
Examples of Bad Summary Reports B4-295, C3-84
Examples of Good Summary Reports B4-294, C3-83
Examples of Having a Legal Right to Enter Home/ Lodging C3-8
Examples of Illegal Entries With Force C3-12
Examples of Illegal Entries Without Force C3-12
Examples of Incidents That Do NOT Qualify as a Series of Crimes C3-6
Examples of Incidents That Qualify as a Series of Crimes C3-5
Examples of Not Having a Legal Right to Enter Home/ Lodging C3-9
Examples of Unacceptable Threats C2-8
Exceptions to the Age Requirement A2-11
Exclude as Police B4-199
Exiting a Partial Interview B1-20
Explaining "Hate Crimes or Crimes of Prejudice or Bigotry" B4-270

F1 – Question Help B1-17
F1- - Skip to End B1-19
F2 – NOT AVAILABLE B1-17
F3 – NOT AVAILABLE B1-17
F4 – Jump Menu B1-18
F6 – NOT AVAILABLE B1-18
F7 – Enter Notes B1-18
F7 Notes A3-19
F8 – Return from Skip B1-18
Families With Two or More Homes C1-6
FAQ (General Help) Screen A2-23
FARFROMHOME B4-47
FARMSALES B2-66
FATIGUE B4-98
FEEL_ANGRY B4-93
FEEL_MISTRUST B4-93
FEEL_OTHER_WAY B4-93
FEEL_SAD B4-93
FEEL_UNSAFE B4-93
FEEL_VIOLATED B4-93
FEEL_VULNERABLE B4-93
FEEL_WORRIED B4-93

Field Evaluations - Observation and Reinterview A4-12
Field Representative's Information Card Booklet, NCVS-554 .... A7-2
Finding Sample Addresses A4-2
First Enumeration Period Households A5-3
First Enumeration Period Interviews C1-3
First Person to Interview A2-10
First Through Sixth Enumeration Period A2-44
First Time in Sample A5-8
FIRSTINJURY B4-82
FIRSTINJURY C3-27
FIRSTTOUSEFORCE B4-118
Five or Less Similar Incidents C3-3
For a Multi-Unit Structure B4-36, B4-37
FORCEDENTRY B4-38, C3-15
Foreign Citizens Temporarily Staying in the United States C1-7
Form 11-55, Administrative Handbook for Intermittent and Part Time Employees A4-5
Form 11-8, Listing and Coverage Manual A4-5
Form 11-922, FR Guide to Locating Sample Addresses A4-5
Form Pane B1-6
Forms, Answer, Navigate, Options, and Help B1-26
Foster Children C1-7
FR Memos, Self-Studies, CBTs and Refresher Training A4-3
FR_DATE D2-11
FR_TIME D2-12
Frequency of Household Moves C2-21
Function keys for NCVS B1-30

GATEDWALLEDCOMMUNITY B2-76
GEN_INTRO_CP B2-8
General Interviewing Techniques A2-30
General Survey Questions and Answers A2-26
General Survey Questions A2-23
GETLETTER_CP B2-51
Getting a Good Start, Identifying Challenging Cases Early A4-3
Getting into Case Management D1-2
Getting started B1-20
Giant Panda Reports A4-11
Going to School C3-72
Guidelines for Gaining Cooperation From Respondents A2-20
Guns and Knives B4-55

H_ABBREV B5-11
H_DAMAGED B5-13
H_DISABILITY B5-13

H_NONINT B5-15
H_NOTREPORTED B5-13
H_OMB B5-14
H_POLICE_INFORMED B5-13
H_PRESENCE B5-11
H_STATE B5-11
H_THEFT B5-12
H_WEAPON B5-11
H_WHYREPORTED B5-13
Handling Crime Incidents Involving Businesses C2-13
HAPPEN B4-122
HAPPEN C3-66
HAVE_HEADACHES B4-99
HEARING B4-282
HELLO_1_CP B2-24
HELLO_ALT2_CP B2-32
Help screens B5-11
HELP B4-108
HELP_OTH_CP B2-33
HHLDCOVERAGE B2-97
HHMEMBER B2-87
HHMEMBERPRESENT B4-49, C3-17
HHMEMHARMED B4-116, C3-62
HHMEMLOSTWORK TIME B4-252
HHNUM_VR_CP B2-14, B2-21
HHROSTER_FNAME B2-79
HHROSTER_LNAME B2-79
High Number of Minutes per Case A4-12
HIGH_BLOOD_PRESS B4-98
Historical Overview A1-5
Home – First Item B1-19
Household and Individual Respondents C1-14
Household Members Who Are Temporarily Absent C1-7
Household Membership C1-5
Household Not Interviewed in Previous Enumeration Periods A5-4
Household Respondent Owns/Rents a Recreation Vehicle or Vacation B3-15
Household Respondent Refuses C2-16
HOUSEHOLD ROSTER - Who To List B2-80
HOUSEHOLDINCOME A5-15
HOUSEHOLDINCOME B3-45
Housing Unit Jointly Owned or Rented C1-11
Housing Unit Rented Without Cash Payment C1-11
How can I get information regarding BJS/NCVS? A2-27
How long will this interview really take? A2-30

How many times will I be contacted? A2-27
How many times will I be interviewed? A2-28
How the NCVS Began A1-5
How To Use Introductory Letters A2-3
How We Define Confidentiality A2-6
HOW_DISTRESSING B4-90
HOWATTACK B4-72
HOWATTACK C3-26, C3-31
HOWMANYOFFENDERS B4-138
HOWOTHERSHELP B4-112
HOWPOLICECONTACT B4-217
HOWTHREATEN C3-25, C3-30
HOWTHREATEN B4-67
HOWTRYATTACK C3-25, C3-30
HOWTRYATTACK B4-67
HSEMEMURE B2-88

Identifying Businesses Operated From the Sample Address C2-10
Identifying Ownership of Stolen Property C2-13
Identifying the Method of Interview A5-2
Illegal Entry (With or Without Force) C3-12
IMPACT_FAMILY B4-90
IMPACT_JOB B4-89
Importance of Answering Respondent Questions A2-23
Importance of Completing Incident Report Items B5-2
Importance of NCVS A1-2
Importance of the Monthly FR Memorandum A7-8
Improving Accuracy and Usefulness A1-5
INC_REPORTS B3-31
Incident Happened at Sample Address Before Owned/Rented by House B3-15
Incident Occurred at Work Site C3-74
INCIDENTADDRESS B4-3
INCIDENTAIR B4-15
INCIDENTCOUNTY B4-15
INCIDENTDATE B4-4
INCIDENTEVIDENCE HATE_MAKEFUN, _SYMBOLS, _POLICETARGET, _OFF B4-278
INCIDENTHAPPEN ATWORK B4-241
INCIDENTHAPPEN ATWORK C3-92
INCIDENTHAPPENAT WORK C3-74
INCIDENTHATE TARGETREASONS: _RACE, _RELIGION, _ETHNICITY, _DIS B4-272
INCIDENTHATE TARGETRELIGION B4-275
INCIDENTHATE TARGETWHO YOUKNOW B4-274
INCIDENTHATE_FELT_BELIEVED B4-280
INCIDENTHATECRIME B4-270

INCIDENTHAVE EVIDENCEHATE B4-276
INCIDENTHAVEEVIDENCEHATE_SUGGEST B4-277
INCIDENTINTRO B4-2
INCIDENTNUMBER OFTIMES C3-4
INCIDENTNUMBEROF TIMES B4-7
INCIDENTNUMTOADD B5-4
INCIDENTPLACE B4-13
Incidents Involving a Police Officer C3-76
Incidents Occurring on the Day of the Interview A3-4
Incidents Outside of Reference Period A3-4, C1-4
Incidents, Minor B5-2
INCIDENTSSIMILAR B4-10, C3-4
INCIDENTSTATE B4-14
INCIDENTTIME B4-12, C3-5
INCIDENTTOADD WHY B5-5
INCIDENTTOADD B5-4
INCORPORATED B4-233,C3-85
INDIAN RESERVATIONHU B2-65
Individual Respondent Refusals A3-20
INFORM_HHR B3-44
Information Pane B1-5
INJACTION B4-106
INJACTIONHELP B4-107
INJURY B4-78, C3-26, C3-33
INJURYNOTGUN B4-82, C3-27
Inmates and Patients in Institutional Group Quarters C1-10
INSIDEOROUT B4-46
Instructions for Coding Telephone Interviews A5-10
Interpreters and Signers A2-9
Interpreting a Respondent's Answer C2-19
Interview Period A3-5
Interview Scheme A3-4
Interviewing Assignments A4-2
Interviewing in Private A2-7
Interviewing Individual Respondents A3-15
Interviewing Pattern A1-8
Interviewing A4-2
INTERVIEWSTATUS B2-38
INTPROXYSTATUS B2-48
INTRO_PARTIAL_CP B2-16, B2-29
INTRO_REC_CP B2-17, B2-30
INTRO_UNDUP B5-7, C1-25
Introducing Yourself – The Respondent’s First Impression A4-4
Introducing Yourself and the Survey A2-4, B1-20

INTROFORNEWRESPONDENT B2-50
Invalid Entries B1-14
Is a "Don't Know" Entry Acceptable? C2-19
Is this survey authorized by law? A2-31
ISCURRENTJOB C3-93
ISCURRENTJOB B4-243
Item or Screen Name B1-9
Item Specific Questions A2-23
Items in the Incident Report Section C3-14
ITEMSTAKEN B4-183

Job/Business at Time of the Incident C3-70
JOBDESCRIPTION B3-35
JOBDESCRIPTIONSPEC B3-40
JOBDURINGINCIDENT B4-228
JOBDURINGINCIDENT C3-70
JOBDURINGREF PERIOD B3-33
JOBLAST2WEEKS B3-34
JOBLASTWEEK B3-32
JOBMSATYPE B4-240, C3-92

Keeping Accurate Records A4-5
Keeping Callbacks to a Minimum A4-4
Keeping House C3-72
Keeping Proxy Interviews to a Minimum C1-22
Key Points to Cover B4-288
Keys to a Successful Introduction A2-18
KIND_HELP_PHYPROBS B4-101
KNOWLEARN OFFENDERS B4-119
KNOWOFFENDERS B4-126

LANG_SPEC B3-50
LANGLIST D2-23
LANGUAGE PROBLEM_CP B6-6
LANGUAGE PROBLEM_SPEC_CP B6-6
LAWENFORCEJOB B3-39
LEARN_CONCENTRATE B4-283
Learning About the NCVS Instrument B1-2
LEARNOFFENDERS B4-120
Leaving on Good Terms A2-44
LEAVING_HOME B4-285
Length of Time in Sample A3-2
Letters in Spanish, Chinese, Korean, and Vietnamese A7-5
Listening Skills A5-19

Listening to the Respondent A2-35
Listing GQ Segments A4-7
Listing Unit Segments A4-6
Listing A4-6
LOCATION_COMMERCE B4-27
LOCATION_GENERAL B4-17
LOCATION_IN_HOME B4-19
LOCATION_NEAR_HOME B4-23
LOCATION_OPENAREA B4-32
LOCATION_OTHER_HOME B4-25
LOCATION_PARKING B4-29
LOCATION_SCHOOL B4-31
LOCATION_SPEC B4-33
Logging onto Laptop D1-2
Looking for Work C3-71
LOSTOTHERWORK TIME B4-247
LOSTPAYNOEMPINS B4-250
LOSTPAYNOMEDINS B4-245
LOSTWORKTIME B4-243
Low Response Rate A4-12

Machinist vs. Machine B4-238
Mail D1-15
MAILINGSAME_CP B2-57
Maintaining Respondent Rapport A2-1
Major Activity During Week of the Incident C3-71
MAJORACTIVITY C3-71
MAJORACTIVITY B4-229
MARITAL B2-108
Marking All Answers That Apply A2-34
Materials Kept Month to Month A7-7
Materials Needed Each Interview Month A7-7
Materials Supplied Monthly A7-8
Medical Care C3-55
Medical Expenses C3-57
MEDICALCARE B4-83
MEDICALCARE C3-55
MEDICALEXPENSES B4-88
MEDICALEXPENSES C3-57
MEDICALINSURANCE B4-87
MEDICALJOB B3-37
Meeting Expected Standards A4-5
MEMBERCHANGES B2-94

Members of the Armed Forces C1-8
MENTALHEALTHJOB B3-37
Menu Bar D1-3
Methods of Making Entries B1-12
Minimizing Type As and Type Zs A4-10
Monthly Instructions A3-6
Monthly Tasks A3-6
Months/Years Living at Address C2-18
Motor Vehicle Theft C3-37
Motor Vehicles B4-55
Mouse or Keyboard B1-16
Moved Into Sample Address During Reference Period B3-15
MOVED_CP B2-53
Multiple Entry Questions B1-12
MULTOFFENDERDRINKDRUG B4-150
MULTOFFENDERDRINKORDRUG B4-151
MULTOFFENDERGANG B4-149
MULTOFFENDERGENDER B4-145
MULTOFFENDERHOWWELL B4-140
MULTOFFENDERKNEW B4-138
MULTOFFENDERMOSTETHNICITY C3-59
MULTOFFENDERMOSTGENDER B4-145
MULTOFFENDEROLD B4-146
MULTOFFENDERONLYTIME B4-152
MULTOFFENDERRACE B4-148, C3-60
MULTOFFENDERRACEMOST B4-149, C3-60
MULTOFFENDERRECOG B4-139
MULTOFFENDERRELATION B4-142
MULTOFFENDERSIGHT B4-141
MULTOFFENDERYOUNG B4-146
MULTOFFETHNICITY B4-147, C3-59
MULTOFFMOSTETHNICITY B4-147
MUSCLE_TENSION B4-98

NAMECHECK B2-89
Navigation and Using Function Keys B1-16
NCTPER D2-26
NCTPEROT D2-27
NCTTEL D2-28
NCTTELOT D2-29
NCVS At a Glance A2-25
NCVS At a Glance, NCVS-550.1 .... A7-4
NCVS Authorization and Introduction A2-2
NCVS Authorization A2-2

NCVS Crime Categories and Types C2-3
NCVS Fact Sheet, NCVS-110 .... A7-4
NCVS Introductory Letters, NCVS-572(L) and NCVS-573(L) A7-5
NCVS Question........ B1-9
NCVS Sample Population and Size A1-7
NCVS sample C1-29
NCVS Thank You Letters, NCVS-593(L) and NCVS-594(L) A7-5
NCVS vs. Police Reports A1-4
NEW_NUMBER_CP B2-24
NEWADD items B2-55
NEWHHR_CP B2-31
NEWMAIL items........ B2-59
NEWREFPER........ B2-92
NEXTPERSON B2-37, B3-52
No crimes here, so go ask somebody else. A2-26
No Legal Right to Enter........ C3-7
No One Home A2-6
No Telephone Available A5-4
NO_CRIMES........ B3-31
NOATTEMPT........ D2-8
Nonhousehold Member at Time of Interview C3-48
Nonhousehold Member Proxy Respondent A2-6
NONINTER D2-16
Noninterview Categories A6-2
Noninterviews A3-1
Noninterviews, Minimizing........ A6-4
Not Included for the NCVS C2-7
NOTES Screen A3-18
Noting Distinctions B4-205
NOTREPORT IMPORTANT........ B4-206
NOTREPORTEDPOLICE........ B4-204
NUMBERFIREARMS B4-180
NUMBERHANDGUNS B4-180
NUMBEROFUNITS........ B2-73

Objects That Are Never Weapons........ B4-56
Objects Used as Weapons........ B4-55
Observations........ A4-12
OCCUPATIONDESC B4-237, C3-88
Occupied Without Payment of Cash Rent B2-61
Offender Is a Police Officer B4-200, B4-292
Offender is a Police Officer C3-81
Offender Not Known, But Suspected........ C3-8
OFFENDERGETIN B4-42

OFFENDERINSIDE B4-36, C3-14
OFFENDERLIVE C3-7
OFFENDERTRY B4-34, B4-37, C3-14
ONEORMORE OFFENDERS B4-125
Only Property Was Recovered C3-52
Operator vs. Mechanic B4-238
Organizing Your Work Schedule A3-6
OSINCNOT NEEDED C1-28
Other Survey Changes....A1-6
Other Victimized Household Members C3-62
OTHER_PHYSICAL B4-99
OTHERONPERSON B4-182
OTHERSACTIONS WORSE B4-113
OTHERSACTIONS B4-111
OTHERSOWNED STOLENPROPERTY C3-49
OTHERSOWNEDSTOLENPROPERTY B4-176
OTHR_NAME_FIRST_CP B2-34
OTHR_NAME_LAST_CP....B2-34
OTHWORSE B4-113
Outcome Codes B1-24
Out-of-Scope Incident C1-28
Outside Reference Period C1-28
Overview of NCVS Process C1-29
Overview of the Front Section B2-2
Overview of the Middle Section B3-2
Owned or Being Bought by You or Someone in Your Household B2-61
Ownership of Motor Vehicles C2-16

Pacing the Interview....A2-30
Page Up/Page Down Keys....B1-16
PAIDREPAIRS B4-198, C3-68
Partial Interviews and Callbacks....B1-20
PARTSCHOOLBLDG....B4-44
pCASECONTACT D2-31
pCHI and Case Management D2-4
pCHI and Households With a Roster D2-30
pCHI and Households Without a Roster D2-13
pCHI and Returning pCHI, Utilizing A4-3
pCHI, Overview D2-2
pCHI, Specific Situations D2-48
PCONATCPER D2-33
pCTOTHER D2-38
pCTTYPE D2-36

Performance Ratings A4-8
Performance Standards or Data Quality Indicators (DQIs) A4-10
Performance Standards A4-8
PERMISSIONGIVEN B4-176
PERSAPPT B6-5
Person Level Contact History Instrument (see pCHI), Overview D2-2
Personal Crime C2-3, C3-37
Personal Crimes vs. Property Crimes C2-4
Personal Visit Interviews A2-7, A5-3
Personal Visit Interviews, Procedures for C1-33
Persons in Vacation Homes, Tourist Cabins, and Trailers C1-9
Persons With Concurrent Residences C1-9
Persons Working Overseas C1-9
PERSONSHARMED B4-114, C3-62
PERSONSHARMEDNUM B4-115
PERSTATUSPROXY B2-39
PERSTATUSREFUSED B2-49
Phone Interviews, Procedures for C1-32
PHYSICAL_LIMIT B4-284
PICKPROXYRESP B2-47
pLANGLIST D2-40
pLANGUAGE D2-39
Planning Your Daily Schedule A3-8
Planning Your Travel Route A4-4
pNOCONTACT D2-34
pNONCONOTH D2-35
pNONINTER D2-37
POLICEACTION B4-213
POLICEARRIVE B4-211
POLICECONTACT B4-215
POLICEFINDOUT B4-202
POLICEFOLLOWUP B4-218, C3-54
POLICEINFORMED B4-199, C3-76
POLICEINTOUCH B4-216
PREGATTIMEOFINC B4-102
Preparing to Interview A3-6
Presence During an Incident C3-16
PRESENTFORSQS B3-30
PRETHREATEN B4-77, C3-32
Primary Purpose A1-2
Primary Sampling Units A1-7
Private, Interviewing in A2-7
PRO_HELP_SOUGHT B4-96
Probing for Item NOTREPORTED POLICE B4-204

Probing for Item REASONREPORT B4-208
Probing to Identify Rape or Attempted Rape C3-30, C3-31
Problems Conducting a Proxy Interview C1-23
Procedures for Conducting Proxy Interviews A2-16
Processing the Data C1-31
Production Standards A4-9
Property Crime C3-36
Property Crimes C2-3
Property Ownership C3-47
PROPERTYVALUE B4-184, C3-44
Protecting Confidentiality C1-22
Protecting the Rights of Household Members A2-15
PROTECTSELF B4-103
Proxy Interviews for Household Respondents C1-19
Proxy Interviews, Acceptable Reasons C1-18
Proxy Respondents Who Are Not Household Members A2-14
PROXYAGEERROR B2-41
PROXYDATERETURN B2-42
PROXYHELP B3-30
PROXYREASON B2-39
PROXYREASONSPEC B2-41
pRSPNDENT D2-42
pRSPNDOTH D2-43
PRSWLT_CONTAINMONEY B4-173
pSPECLANG D2-41
pSTRATEGS D2-45
pSTRATOTH D2-46
PUBLICHOUSING B2-63
PUBLICHOUSINGMGRVERIFY B2-64
Purpose and Sponsor A1-2
Purpose of Function Keys in the NCVS Instrument B1-17
Purpose C1-2
Purse Snatching and Pocket Picking C3-38

Qualifications for Using the Personal Visit Method A5-3
Qualifications for Using the Telephone Method A5-8
Quality Interviews A4-9

Race of Offenders C3-59
RACE A5-15, B2-121
Rape/Unwanted Sexual Contact C3-29
Reading the Entire Question A2-32
REASONREPORT B4-207

Reassuring Respondents A2-7
Reassuring Respondents B3-48
RECALLDETAILS B4-11, C3-4
RECEIVECAREWHERE B4-84
Recognizable Business B3-7
Recognizable/Unrecognizable Businesses C2-9
RECOVERED CASHVALUE B4-191, C3-53
RECOVERED INSURANCE B4-193
Recovered Money and/or Property C3-51
Recovering from Program Errors B1-23
REFCBBREAK_CP B6-3
Reference Period C1-3
Reference Periods A3-2
Reference Person C1-11
REFPERSTILLLIVE B2-91
Refused After Starting Interview A3-19, A3-20
Refused at the INTROFORNEW RESPONDENT Screen A3-20
Reinterview A4-13
RELATIONSHIP B2-85
Releasing the Data C1-31
Rented for Cash B2-61
Replacement Households A3-12, C1-32
Replacement households, coding C1-33
REPORTIMPORTANT B4-210
Reporting Crime Incidents A3-14, A3-17
Reports A4-11
RESPINTERVIEWLANG B3-49
RESPONDENTPHONENUMBER B3-48
RESPONDENTPHONETYPE B3-49
RESPONDENTSSCHOOL B4-44
Response Rates A4-9
RESTRICTED AREA B4-45
Restricted Areas/Areas Open to the Public C3-10
RESTRICTEDACCESS B2-77
RESTRICTEDAREA C3-10
RETAILSALESJOB B3-39
Retired C3-73
RETURNBYCLOSEOUT B2-45
RETURNCAR B4-178
RETURNING CONTACT HISTORY TAB D2-6
Right to Legally Enter Home/Lodging C3-7
ROSCO Reports A4-11
ROSTERREVIEW B2-122
RSPNDENT D2-17

RSPNDOTH D2-19
RTNUM_CP B2-28
Rules for Household Respondents A2-10
Rules for Individual Respondents A2-12
Rules for Interpreters and Signers A2-17
Rules for Proxy Respondents A2-12

SAMETHINGEACHTIME B4-264
Sample Design A1-7
Sample Unit Selection A1-8
Screen Content B1-9
Screen Layout B1-5
SCREEN QUESTIONS B3-9
Screening for Crime Incidents A3-13, A3-16
Screens Without Questions B1-9
Second Through Seventh Enumeration Period Interviews C1-3
Secondary Purpose A1-2
Secretary vs. "Official Secretary" B4-238
SEEK_HELP_PHYPROBS B4-100
SEEK_POR_HELP B4-95
SEEOFFENDER B4-54
Selecting a Household Respondent A5-14
Selection of Questions and Screen Content B1-8
Selection of Questions B1-8
Sending "Thank You" Letters A3-9
Series Crimes C3-83
Series of Crimes C3-3
SERIESCONTACT ORNOT B4-266
SERIESLOCATION B4-260
SERIESNUMTIMES B4-255
SERIESOFFENDER RELATION B4-261
SERIESOFFENDER B4-260
SERIESWHICHMONTH Q1-Q4 .... B4-257
Seventh Enumeration Period A2-49
SEX B2-85
Sex-Related Crimes C3-80
Sex-Related Crimes B4-290
SHIFT F1 – Display Household Roster B1-17
SHIFT F2 – Frequently Asked Questions B1-17
SHIFT F5 – Spanish Version B1-18
SHIFT F7 – View Notes B1-18
SHOW_CP_ROSTER B2-6, B2-20
SHOW_INFO_CP B2-7, B2-20

SIGNCOMPLAINT ... B4-219
Single Entry Questions ... B1-12
SINGOFFENDER GENDER ... B4-133
SINGOFFENDERAGE ... B4-133
SINGOFFENDERDRINKDRUG ... B4-135
SINGOFFENDERDRINKORDRUG ... B4-136
SINGOFFENDERGANG ... B4-135
SINGOFFENDERHOWWELL ... B4-128
SINGOFFENDERKNEW ... B4-126
SINGOFFENDERONLYTIME ... B4-137
SINGOFFENDERRECOG ... B4-127
SINGOFFENDERRELATION ... B4-130
SINGOFFENDERSIGHT ... B4-129
SINGOFFETHNICITY ... C3-59
SINGOFFETHNICITY ... B4-134
SINGOFFRACE ... C3-59
SINGOFFRACE ... B4-134
SNOWFLAKE ... D2-6
Soft and Hard Edits ... B1-14
SP_ORIGIN ... A5-15
SP_ORIGIN ... B2-119
Special Situations for Item HOUSEHOLDINCOME ... B3-47
Special Situations Requiring Personal Visit Interviews ... A5-5
Special Situations ... C1-11
Special Situations ... C2-11
Specific Household Procedures ... A3-10
SPECLANG ... D2-24
SPECNOATTEMPT ... D2-9
SQATTACKHOW ... B3-22
SQATTACKKNOWNOFF ... B3-23
SQATTACKWHERE ... B3-21
SQBREAKIN ... B3-14, C3-13
SQCALLPOLICEATTACKTHREAT ... B3-26
SQCALLPOLICEATTACKTHREATTIMES ... B3-27
SQCALLPOLICECRIME ... B3-25
SQCALLPOLICESPEC ... B3-26
SQMVTHEFT ... B3-19, C2-16
SQNOCALLPOLICE CRIME ... B3-28
SQNOCALLPOLICEATTACKTHREAT TIMES ... B3-29
SQNOCALLPOLICEATTACKTHREAT ... B3-29
SQNOCALLPOLICESPEC ... B3-28
SQSEXUAL ... B3-24
SQTHEFT ... B3-13
SQTOTALVEHICLES ... B3-16, C2-16

START_CP (Telephone Interview) B2-18
START_CP B2-3, B2-5
Starting Off on the Right Foot A2-18
Starting the Interview A5-10
Starting With the Household Respondent A3-10
Statistics A2-30
Staying Neutral and Objective A2-19, A2-40
Stolen Property B4-290
Stolen Property C3-80
STRATEGS D2-20
STRATOTH D2-21
Student Nurses C1-9
STUDENTHOUSING B2-62
Students C1-8
SUMMARY B4-287
SUMMARY Screen C3-40, C3-45, C3-49, C3-77
SUREOFINFO B4-120
Survey doesn't seem to be working, crimes still occur. A2-27
Survey Sponsor A1-3

Tabs B1-16
TEACHING JOB B3-38
Telecommunications D1-13
TELEPH B6-4
Telephone Interview Not Acceptable A5-5
Telephone Interviewing Skills A5-17
Telephone Interviews A2-7
Telephone Techniques A5-20
TELEPHTYPE B6-4
TELLPOLICEHATE CRIME B4-280
TENURE B2-60
THANKCB_CP B6-5
THANKYOU_CP B6-7
THANKYOU_INDIV B6-5
THEFT C3-40
Theft Incidents From a Legally Separated Spouse C3-47
Theft Incidents From Former Residences C3-47
THEFT B4-153
Theft C3-36
Theft/Attempted Theft of Cash/Property C3-36
Thefts From Children Under 12 Years of Age C3-39
Thefts From Unrecognizable Businesses C3-38
Things to Avoid B4-293

THREATEN B4-61
Threats C2-7
Thrown Objects B4-56
Time, date, and respondent information B1-9
TIMEATADDRESS PROBE B3-5
TIMEATADDRESS..... B3-3
TIMEOFCT D2-10
TIMEPOLICEARRIVE B4-212
TIMESMOVEDIN5YEARS B3-6
TIMESMOVEDIN5YEARS C2-21
Timing of Interviews A5-10
Titles and Form Numbers A7-2
Tool Bar and Function Keys D1-4
Tool Bar B1-26
TOOLATE_CP B2-36
Transmissions D1-13
Transmitting Completed Work A3-9
TRANSPORTJOB B3-40
TRBL_SLEEPING B4-97
TROUBLEONGOING..... B4-265
TRYATTACK B4-60
Two-Level Screen Interaction..... B1-7
Type A Noninterviews A5-9
Type A Noninterviews A6-2, A6-9
Type A Rates A4-9
Type B Noninterviews A6-3, A6-16
Type C Noninterviews A6-3, A6-21
Type of Industry and Occupation..... C3-85
TYPE TRANSPORTATION..... B4-255
Type Z Noninterviews A5-9, A6-4, A6-25
Type Z Rates A4-9
TYPEBUSINESS C3-86
TYPEBUSINESS..... B4-234
TYPEOFAGENCY..... B4-222
TYPEOFHOUSINGUNIT B2-69
Types of Entries B1-12
Types of NCVS Data Products A1-9
Types of NCVS Respondents..... A2-9
Types of Respondent Questions A2-23

Unable to Work C3-73
Unacceptable Reasons for Proxy Interviews C1-20
Unacceptable Signs of a Recognizable Business..... C2-11

Understanding "Gender" B4-273
Understanding "Race" B4-272
Understanding “Sexual Orientation” B4-273
Understanding NCVS Concepts A4-5
UNDUP_CURINC B5-9, C1-25
UNDUP_DONE B5-10, C1-27
UNDUP_OLDINC B5-10, C1-26
Unduplicating/Bounding Interviews C1-24
Unduplication items B5-7
Unduplication Section of the NCVS Instrument C1-24
Unrecognizable business B3-8, C2-9
Unwanted Sexual Contact B4-63, B4-68
Up Arrow – Back One Item B1-19
UPSET_STOMACH B4-97
Using "Thank You" Letters A2-48
Using an Interpreter A2-6
Using the Information Card Booklet and F1 Key A5-15
USUALJOBDUTIES B4-240, C3-92
UTS Reports A4-11

Valid OMB Control Number and Expiration Date A7-6
Value of Stolen Property/Methods Used to Determine Value C3-44
VER_PHONE1,2,3 .... B6-9
VER_PHONETYPE1,2,3 .... B6-10
VER_TELEPHONE ACCEPTABLE B6-8
VERADD_CP B2-52
VERIFY B6-8
VERIFYHHM B2-45
Verifying a Series of Crimes C3-4
Verifying That You Have Reached the Correct Address A3-11
Verifying the Accuracy of Your Contact A5-13
VERIFYMAILING_CP B2-58
VERIFYMEMURE B2-46
VFYAGE B2-104
Victim Is a Police Officer B4-199
VICTIMDUETODISABLE B4-285
VISION B4-283

Wasting Taxpayers' Money A2-25
WEAPON B4-57
WEAPON C3-23
WEAPONPRESENT C3-23
WEAPONPRESENT B4-55

Weapons Used B4-289, C3-79
Weapons C3-22
What else does your agency do? A2-30
What information do you get from this survey?.... A2-26
What is this survey all about?.... A2-26
What kind of results are released from this survey? A2-26
WHATFIX.... B2-123
WHATHAPPEN B4-62, C3-29, C3-65
WHATRECOVERED....B4-188, C3-52
WHATWASTAKEN B4-168, C3-42
When an Attack, Robbery, or Threat Has Occurred C3-16
When Can a Reference Person Be Under 18 Years of Age? C1-12
When Not to Accept a Proxy Interview A2-13
When Not to Use a Nonhousehold Member A2-15
When to Accept a Proxy Interview.... A2-12
When to Probe C2-18
When You Are Still Unsure About Household Membership C1-10
Which Vehicles Do You Exclude? C2-17
Which Vehicles Do You Include? C2-17
WHICH_LANG B3-50
WHICHLINEREFUSEDFOR B2-48
WHICHMEMBER C3-17
WHICHMEMBER B4-53
Who Are Considered the Police? B4-199
Who Qualifies as a Household Respondent? C1-14
Who Qualifies as a Proxy Respondent? C1-21
Who Uses the NCVS Data and Why A1-10
Who uses this information? What good is it?.... A2-24
WHOOWNEDSTOLEN PROPERTY B4-174, C3-47
WHOTOCALL_CP (Telephone Interview) B2-7, B2-22
WHOTOCHNG.... B2-123
Why can't you get this information from police records?.... A2-29
Why can't you just mail me a questionnaire?.... A2-28
Why not ask the police about crimes?....A2-24, A2-26
Why so many questions when I told you "No crimes?" A2-26
Why Was I Selected for This Survey? A2-27
Why We Use Introductory Letters.... A2-2
WORKDAYNIGHT B4-242, C3-93
WORSE B4-109
Wrapping Up the NCVS Interview B6-2
Writing a Summary Report A3-14, A3-17, C3-78

Your responsibilities C1-2

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National Crime Victimization Survey

NATIONAL CRIME

VICTIMIZATION SURVEY

Regional Office Manual

National Crime Victimization Survey
Regional Office Manual

Table of Contents

Chapter 1 - Introduction to the National Crime Victimization Survey

Topic 1 - Overview 1-2

Topic 2 - Description of the National Crime Victimization Survey 1-3
Purpose of the National Crime Victimization Survey 1-3
Legal Basis for the Survey 1-3
Confidentiality Provision 1-3
Privacy Act of 1974 1-4
Sponsorship 1-4
Uses of the Survey Data 1-4
Users of the Survey Data 1-4
Survey Sample Design 1-5
NCVS Sample Population and Size 1-5
Primary Sampling Units 1-6
Tabulations 1-6

Topic 3 - Overview of Major Survey Operations in the Regional Office 1-7
Training 1-7
Assignment Operations 1-7
Interviewing 1-7
Observation 1-8
Reinterview 1-8
Closeout 1-8
Budget and Cost Review 1-9

Chapter 2 - Activities of the Survey Cycle

Topic 1 - Using the NCVS Activities Calendar 2-2
Overview 2-2
Calendar Activities 2-2
Technologies Management Office (TMO) Loads ROSCO 2-2
Interviewing and Listing 2-2
Goal Dates 2-3

Releasing NCVS Assignments . . . 2-4
FR Closeout . . . 2-4
RO Closeout . . . 2-4
Reinterview . . . 2-5

Topic 2 - Advance Preparations and Making Assignments . . . 2-6
Advance Preparations for Each Month . . . 2-6
1990 Sample Only . . . 2-6
Read the NCVS Office Memorandum . . . 2-6
Prepare for Monthly Observations . . . 2-6
Add New FRs to the ROSCO Database . . . 2-6
Segment Folders . . . 2-7
Unit Segments . . . 2-7
Permit Segments . . . 2-7
Area Segments . . . 2-7
GQ Segments . . . 2-7
Provide FRs Segment Folders for the Current Month . . . 2-8
Prepare Respondent Letters . . . 2-8
Letter Labels . . . 2-8
Mail Letters . . . 2-8
Setting/Adjusting Assignment Parameters . . . 2-8
PSU . . . 2-8
Place . . . 2-9
Zip Code . . . 2-9
Segment . . . 2-9
Apply Assignment Parameters . . . 2-9
Adjusting Assignments – Print the Workload Summary Report (CAPI 3) . . . 2-9
Print the FR List of Assigned Cases Report (CAPI 35) . . . 2-9
Enter Transmittal Goals . . . 2-10
Mail FR Assignments . . . 2-10
Check Segments for Additional Units . . . 2-10
Release Assignments to the Field . . . 2-11
Transmit FR Assignments . . . 2-11
Monitor Assignment Pick Up . . . 2-11

Topic 3 - Daily Routine: Monitoring and Check-in . . . 2-12
Overview . . . 2-12
Monitoring Progress . . . 2-12
Check-In Completed Work . . . 2-12
Supervisory Review . . . 2-13
Progress . . . 2-13
Cases Not Checked-In Report (CAPI 4) . . . 2-13

Reinterview 2-14
QC Reinterview 2-14
RE Reinterview 2-14
Supplemental QC Reinterview 2-14
ROSCO Procedures to Identify PSUs for FRs Working ALMI TOI 2-14

Topic 4 - Resolving Problems 2-17
Overview 2-17
Laptop and Transmission Problems 2-17
ROSCO Problems 2-18
Difficult Respondents 2-18

Topic 5 - End of the Survey Cycle Operations 2-19
End of Month Operations 2-19
Closing Out the Interview Period 2-20
Reviewing/Charging Type A Noninterview Cases 2-20
Reviewing Converted Type A Noninterview Cases 2-20
Populating FR Performance 2-20
Printing End of Month Reports 2-21
FRs Running Laptop Cleanup 2-21
Reviewing Reassigned Cases 2-21
Assessing Temporary Reassignments 2-21
Editing Assignment Parameters 2-21
Cleaning Up an Interview Period from Four Months Ago 2-22

Topic 6 - Regional Office/Headquarters Communication 2-23
Headquarters Liaisons 2-23
Technical Assistance Center (TAC) Support 2-23
Operations Logs 2-34
US Postal Service Address for HQ (LCSB) 2-23
Federal Express Address for HQ (LCSB) 2-24
HQ EMail Information 2-24
On the Census Bureau Intranet 2-24

Appendix 2A - Accessing the RO ALMI TOI Review 2-25

Chapter 3 - Forms, Materials and Memoranda

Topic 1 - Forms and Materials 3-2
Overview 3-2

Topic 2 - NCVS Memoranda . . . 3-6
Types of Numbered Memoranda . . . 3-6
NCVS Office Memoranda Series . . . 3-6
NCVS Field Representative Memoranda Series . . . 3-6
NCVS Reinterview Memoranda Series . . . 3-6
Disposition of Memoranda . . . 3-6
Library File . . . 3-6
Numbered Memoranda . . . 3-6
Unnumbered Memoranda . . . 3-7

Topic 3 - Disposition of Forms and Reports . . . 3-8
Manuals . . . 3-8
Forms and Reports . . . 3-8
NCS-510 Segment Folders . . . 3-8

Chapter 4 - Introduction to the Database

Topic 1 - The Database . . . 4-2
Overview . . . 4-2
The Relational Database . . . 4-2
Tables and Columns . . . 4-3
Rows and Records . . . 4-3
Fields . . . 4-3
Data Types . . . 4-3
Text . . . 4-3
Date . . . 4-4
Number . . . 4-4
Binary Large Object . . . 4-4
Charts of Database Tables and Columns . . . 4-4

Topic 2 - Accessing ROSCO . . . 4-6
Overview . . . 4-6
Accessing ROSCO . . . 4-6

Topic 3 - ROSCO Title, Menu, and Toolbars . . . 4-8
Overview . . . 4-8
Help Screens . . . 4-8
General Information Help Screens . . . 4-8
How-to Help Screens . . . 4-9
The ROSCO Title Bar . . . 4-9
The ROSCO Menu Bar . . . 4-9

The File Menu 4-10
The Operations Menu 4-10
The Help Menu 4-11
The ROSCO Toolbar 4-11
Standard Icons Always Displayed 4-11
Other Icons – Toolbar Icons Displayed on SOME Screens 4-12

Topic 4 - ROSCO Queries, Filters, and Sorts 4-14
Retrieving and Viewing Information 4-14
Query vs. Filter 4-14
The Query Dialog Box 4-14
Columns Tab 4-14
Operators Tab 4-15
Values Tab 4-15
Defining a Query 4-15
Multiple Query Expressions 4-16
Defining a Query Using the Query Expression Section 4-17
The Verify Button 4-17
The Count Button 4-17
Hints for Complex Expressions 4-17
The Filter Dialog Box 4-19
How to Define a Filter 4-19
Sorting Data 4-20
How to Define a Sort 4-20

Topic 5 - Using the SQL Select Command 4-22
Overview 4-22
List All Columns and All Rows in One Table 4-24
Selecting Specific Columns 4-25
Controlling Column Sequence 4-25
Selecting Specific Rows – The WHERE Clause 4-25
Multiple Search Conditions - The AND Connector 4-26
Alternate Search Conditions - The OR Connector 4-26
Negative Search Conditions < !=> 4-27
A List of Values – The IN Operator 4-28
Matching Character Patterns – The LIKE Operator 4-29
The DISTINCT Command 4-29
Ordering Rows – The ORDER BY Clause 4-30
The COUNT Function 4-31
Subqueries 4-34
Multiple Tables in One Query 4-35
The JOIN Command 4-35

Appendix 4A - ROSCO Tables 4-37
List of Table Names 4-37
– CURRENT SURVEYS – 4-38
ADDRESS_HISTORY & ADDRESS_INFO 4-38
ASSIGNMENT_PARMS 4-38
BOOST_BLOCK 4-38
CASE_ACTIVITY 4-38
CASE_HISTORY 4-38
CMFILE_IN, SUPV_REVIEW 4-39
CM_ADDRESS_HISTORY & CM_ADDRESS_INFO_IN 4-40
CM_CASE_IN & CM_CASE_OUT 4-40
CM_CONTACTS_IN 4-40
CM_HH_ROSTER_IN 4-40
CM_INTERVIEWING_CASE_IN & CM_INTERVIEWING_CASE_OUT . 4-41
CONTACTS & RESTING_CONTACTS_HISTORY 4-41
CONVERTED_TYPE_A 4-41
DELETE_FROM_LAPTOP 4-41
DELIVER_TO_MCS 4-41
FR 4-41
FR_INTVPERIOD 4-42
FR_LEAVE 4-42
FR_SURVEY 4-42
FR_X_PSU (ALMI TOI Table) 4-42
HH_ROSTER 4-43
IDENTICAL_SEGMENT 4-43
INTERVIEW_PERIOD 4-43
LETTER_HISTORY 4-43
LETTER_LANGUAGE 4-43
MAIL_MESSAGES 4-43
MAIL_OUT 4-43
NOTES (BLOb) 4-44
PAL_INFO 4-44
PERMANENT_REASSIGNMENT 4-44
PLACE_ZIP 4-44
PSU 4-44
REASSIGNMENT_REVIEW 4-44
RECYCLE_LIMIT 4-44
RELOAD 4-44
REMOTE_REASSIGNMENTS 4-45
REPORT_FILE_OUT 4-45
RESTING_ADDRESS_HISTORY & RESTING_ADDRESS_INFO 4-45

RESTING_CASE_HISTORY 4-45
RESTING_BOOST_BLOCK 4-45
RESTING_INFO 4-45
RO_CODE 4-45
SEGMENT 4-46
SERVER_JOB / OLD_SERVER_JOB 4-46
SCHEDULED_JOB 4-46
STUDY_INTVPERIOD 4-46
SURVEY 4-46
TEAM_STATUS_REPORT 4-46
TEMPORARY_REASSIGNMENT 4-46
TRANS_GOAL 4-46
USER_JOB_STATUS 4-46
WORKLOAD 4-47
– REINTERVIEW TABLES – 4-48
SUPP_QC_FR 4-48
FALSIFICATION_NOTES 4-48
RI_CMFILE_IN, RI_SUPV_REVIEW 4-48
RI_CM_ADDRESS_INFO_IN 4-48
RI_CM_CASE_IN & RI_CM_CASE_OUT 4-49
RI_CM_CONTACTS_IN 4-49
RI_CM_REINTERVIEW_IN 4-49
RI_CM_INTERVIEWING_IN & RI_CM_REINTERVIEWING_OUT 4-50
RI_WORKLOAD 4-50

Appendix 4B - ROSCO Field Descriptions 4-51

Scheduled Job Table 4-84
ROSCO Jobs 4-85
Outcome Code/Action Codes 4-86
Action Code Descriptions 4-87

Chapter 5 - Training and Observations

Topic 1 - NCVS Training and Observations 5-2
Overview 5-2

Topic 2 - Adding New Staff to the Database 5-3
Overview 5-3
Edit FR Data 5-3

Edit FR's Survey Data 5-3
Edit Team Leaders 5-3
Print FR Labels 5-3
Print FR Roster 5-4

Topic 3 - Training NCVS Staff 5-5
Supervisors 5-5
Clerks 5-5
Field Representatives 5-6

Topic 4 - Purpose and Types of Observations 5-7
Purpose of Observations 5-7
Initial Observation (–1, and –2) 5-7
Special Needs (SN) Observation 5-7
General Performance Review (GPR) Observation 5-8

Topic 5 - Observer's Instructions 5-9
11-62, OJT and Observation Self-Study 5-9
11-62A, OJT and Observation Report 5-9
NCVS 524, NCVS Induction Guide 5-9
Reporting Observed Cases in GUI Case Management 5-9

Topic 6 - Advance Briefing 5-11
General 5-11
Materials Provided for Observations 5-11
Preparation of Form 11-62A, On-the-Job Training and Observation Report 5-12

Topic 7 - Selecting FRs for Observation 5-13
General 5-13
Initial Observations 5-13
N–1, Initial Observation 5-13
N–2, Initial Observation 5-13
General Performance Review (GPR) Observations 5-14
Single Survey (S)FRs 5-14
Multi-Survey (S)FRs 5-14
Additional Guidelines 5-14
Special Needs (SN) Observations 5-15
Special Needs(SN) Observation Fulfills GPR Requirements 5-16
Schedule FRs and SFRs for GPR Observation Once Each Fiscal Year 5-16

Topic 8 - Selecting Observers 5-17
General Qualifications 5-17

Previous Observation Results 5-17

Topic 9 - Timing of Special Needs Observations 5-18
Arranging the Observation 5-18
Low Production 5-18
Low Response Rate 5-18
Other Reasons 5-18

Topic 10 - Length of Observation 5-19
General 5-19
Number of Observed Interviews 5-19
Length of –1 Initial Observations 5-19
Length of N–2 Initial Observation 5-20
General Performance Review and Special Needs Observations 5-20

Topic 11 - FR Notification 5-21
Notify by Electronic Mail 5-21
Notify by Memorandum 5-21
Observer Contacts FR 5-21

Topic 12 - Feedback to the FR 5-22
Provide Timely Feedback to the FR 5-22

Appendix 5A, Notification of Observation 5-23

Chapter 6 - Assignment Activities

Topic 1 - Field Representative Operations 6-2
Overview 6-2
Edit FR Data 6-2
Edit FR's Survey Data 6-3
Other Uses of the Edit Survey Data Screen 6-5
Delete an FR From the Survey 6-5
Undelete an FR From the Survey 6-5
Mark an FR On Leave 6-6
Adding FR Codes in the Telecom Registry 6-6
Editing FR Survey Data for Team Leaders (SFRs) 6-7
Edit Team Leaders 6-7
Deleting a Team Leader 6-8
Designating a Temporary Team Leader 6-9
Print FR Labels 6-11

Print FR Roster 6-12
ROSCO Surveys Overview 6-13
FRs On Leave Report 6-13
Designate an FR on Leave for the Interview Period 6-14

Topic 2 - Sample Control Operations 6-15
Sample Control Operations 6-15
View/Edit Sample 6-15
Add to View/Edit Sample 6-15
Mail Merge (Customized Respondent Letters) 6-18
Edit Letter Language 6-18
Edit Letter Types 6-20
Print Respondent Letters 6-20
Generating Source Files 6-22
Generate the Source File 6-22
Select Letter Type 6-23
Setting up the Merge Tags 6-24
Table of Merge Tags 6-28
<<Merge>> Tags 6-29
From the Database 6-30
From the "Generate Data Source File" Window 6-30
Tracking Respondent Letters 6-30
Print Respondent Labels 6-30
Segments with Additional Units – Identify Segments with Additional Units 6-31
Segments with Additional Units – Check Folder for Identified Segments 6-32
Key Additional Units 6-32
Edit PSU 6-33
Checking for New PSUs 6-33
View Historical Resting Data 6-34
Resting Information Tab 6-35
Address Information Tab 6-35
Case History Tab 6-36
Notes Tab 6-37
Sample Count Reports 6-37
Identical Segment Folder Report 6-38
Respondent Letters Tracking 6-39

Topic 3 - Using Assignment Parameters 6-40
Overview 6-40
Defining Assignment Parameters 6-40
Display By PSU 6-40
Display All 6-41

Conventions for the Edit Assignment Parameters Screen 6-41
Steps to Assign an FR to Entire PSU 6-42
Steps to Assign FRs to Portions of a PSU 6-42
Edit Assignment Parameters 6-43
To Remove an FR 6-43
To Change an FR Code 6-43
To Change One FR Code 6-44
To Delete a Row for a Lower Level Geography 6-45
Apply Parameters to Sample 6-45

Topic 4 - Adjusting Assignments 6-47
Overview 6-47
Assigning the Unassigned Cases 6-47
Adjusting the Assignments 6-48
Make/Adjust Assignments 6-49

Topic 5 - Releasing the Assignments 6-51
Overview 6-51
Set Assignment Start and Due Dates 6-51
To Set Assignment Start and Due Dates 6-51
To Set the Same Start and Due Date for All FRs 6-52
Check Segment Folders 6-52
Release and Transmit 6-53

Chapter 7 - Monitoring Progress

Topic 1 - Transmission and Utilities 7-2
Overview 7-2
Encrypting, Decrypting, Zipping, and Unzipping Files 7-2
Create and Send Mail 7-3
Create a New Message 7-3
Send a Previous Mail Message 7-5
Make Transmissions 7-6
View In Directories 7-8
View Out Directory 7-10
View Job Status 7-11

Topic 2 - Check-In Reports 7-13
Overview 7-13
Description of Check-In Reports 7-13
Team Leader Status Report 7-13

Daily Laptop Report (CAPI 2) 7-14
Control Numbers Assigned But Not On Laptop Report 7-14
Daily Receipt Report (CAPI 1) 7-14
Cases Not Checked Report (CAPI 4) 7-15
Segment Folders Not Checked In Report 7-15

Topic 3 - Check-In/Status Operations 7-16
Overview 7-16
Supervisory Review: General 7-16
Supervisory Review: Non Interviews 7-17
The Address Information Window 7-17
The Customized Window 7-17
The View More Sections 7-18
Reassigning a Noninterview 7-19
Accepting a Noninterview 7-20
Eliminating a Noninterview 7-21
Changing a Noninterview Outcome Code 7-21
Supervisory Review: Duplicates 7-22
Accept or Eliminate a Duplicate Case 7-23
Supervisory Review: Failed Cases 7-24
At First, No Action is Required for Failed Edit Cases 7-25
When Failed Edit Cases Require a Remedy Ticket 7-25
Supervisory Review: Extra Units 7-27
Inserting an Extra Unit 7-27
Deleting an Extra Unit 7-27
View/Reassign Cases 7-27
Reassigning a Case on the View/Reassign Screen 7-29
Run Check-In 7-30
Check-Out/Check-In Segment Folders 7-32
Assigning and Checking-out Segment Folders 7-32
Checking-in Segment Folders 7-33
Requesting Keystroke Files 7-34

Appendix 7A - Schedule of Automatic Transmissions by RO* 7-35

Appendix 7B - Schedule of Automatic Check-ins by RO 7-37

Appendix 7C - Variables in the Customizable Windows 7-39

Chapter 8 - Noninterviews

Topic 1 - Types of Noninterviews 8-2
Overview 8-2
Introduction to Noninterviews 8-2
Type A Noninterviews 8-2
Type A Categories 8-3
Type A - Other 8-3
Type B Noninterviews 8-4
Type B Categories 8-4
Type B - Other 8-5
Type C Noninterviews 8-5
Type C Categories 8-6
Type C - Other 8-7

Topic 2 - Office Control of Type A Noninterviews 8-8
Overview 8-8
Control the Number of Type A Noninterviews in Supervisory Review 8-9
No One Home (NOH) 8-10
Temporarily Absent (TA) 8-11
Refusals (Ref) 8-11
Type A - Other 8-12
Discuss Refusals and Offer The Following Suggestions 8-12
Send Refusal Letters 8-13
Provide Other Assistance 8-14
Confirmed Refusals 8-15
Charging Duplicate and Confirmed Refusals or Congressional Refusals 8-16
Other Occupied - *specify* 8-16

Topic 3 - Procedures for Type B Noninterviews 8-17
The Only Type B in Supervisory Review 8-17

Topic 4 - Procedures for Type C Noninterviews 8-18
All Type Cs Stop in Supervisory Review 8-18
Reinstating Type Cs 8-18

Topic 5 - Procedures for Type Z Noninterviews 8-19
Type Z Noninterviews 8-19
Minimizing Noninterviews 8-20
Procedures for Type Z Noninterviews 8-21
Designating household members as Type Z Noninterviews 8-21

Topic 6 - Denial of Access to Multi-Unit Buildings 8-23

Topic 7 - Using ROSCO to Print Respondent Letters 8-24
Overview 8-24
Create the Letter File in .RTF Format 8-24
Summary of ROSCO Merge Tags 8-25
Set Up the Letter in ROSCO 8-26
Print Respondent Letters 8-26
Sample Letter Templates 8-28

Appendix 8A - Letter to Respondents who Refuse to Cooperate 8-31

Appendix 8B - Letter to Manager of a Multi-Unit Structure 8-33

Appendix 8C - Title 13 - Confidentiality Citations 8-35

Chapter 9 - End of the Survey Cycle Operations

Topic 1 - Overview 9-2

Topic 2 - Reviewing Type A Noninterviews 9-3
Overview 9-3
Review/Charge Type A Noninterviews 9-3
Review Converted Type A Noninterviews 9-4

Topic 3 - Resolving Missing Cases/Closeout 9-6
Overview 9-6
Check-In Reports 9-6
FRs Make Final Transmission 9-7
Resolve Missing Cases Screen 9-7
Cases Not Checked-In And Not In Supv Review Tab 9-8
Cases Not Checked In But In Supv Review Tab 9-8
Cases Not in MCS Tab 9-8
Cases Pending MCS Processing Tab 9-9
Spawned Cases on Laptop Only 9-9
Potentially Dangerous Cases Not Submitted to DAD 9-9
Closeout Time 9-10
The Closeout Hand 9-10
Closeout Confirmation 9-10
Reopening for Late Arriving Cases 9-10

Topic 4 - Closeout/Clean-Up Reports . . . 9-12
Overview . . . 9-12
Description of Reports . . . 9-12
Report - Converted Cases by FR Code . . . 9-12
Report - Final Status (CAPI 7) . . . 9-12
Report - Final Outcome Code (CAPI 8) – RO Totals . . . 9-13
Report - Final Outcome Code (CAPI 8) – FR Totals . . . 9-13
Type A, and Z Report (CAPI 6) . . . 9-13
Type C Report . . . 9-13

Topic 5 - Populating the FR Performance Table . . . 9-14
Overview . . . 9-14
Populate the FR Performance Table . . . 9-14

Topic 6 - Clean Up the Interview Period . . . 9-16
Overview . . . 9-16
Clean Up Interview Period . . . 9-16
Clean Up Instrument on Laptops . . . 9-17

Topic 7 - Clean Up the Laptops . . . 9-18
Overview . . . 9-18
Clean Up Monthly Cases on Laptops . . . 9-18
Clean Up Monthly Instrument on Laptops . . . 9-18

Chapter 10 - Reinterview

Topic 1 - Overview of NCVS Reinterview . . . 10-2
Overview . . . 10-2
Purpose of NCVS Reinterview . . . 10-2
Timing of NCVS Reinterview . . . 10-3

Topic 2 - Sample Selection . . . 10-4
Types of CAPI Reinterview . . . 10-4
The QC Sample . . . 10-4
Reinterview Sample Person . . . 10-6
The Supplemental QC Sample . . . 10-6
The Focused Reinterview Sample . . . 10-6
Reinterview Types . . . 10-7

Topic 3 - Supervisor's Responsibilities . . . 10-8

Topic 4 - Reinterview Assignment Activities 10-10
Before SFRs Can Receive RI Cases 10-10
Make Reinterview Assignments 10-11
Release Reinterview Assignments 10-12
Reassign a Reinterview Case 10-12
When Reinterview Cases Become Unassigned 10-12
Reinterview Assignment Reports 10-13

Topic 5 - Focused and Supplemental Quality Control Reinterview 10-15
Overview 10-15
Procedure for Activating Inactive Supplemental QC Cases 10-15
Procedure for Selecting Supplemental QC FRs 10-16

Topic 6 - Monitoring Reinterview Progress 10-18
Overview 10-18
Transmissions and Utilities for Reinterview 10-18
Reinterview Check-In 10-18
Reinterview Progress Reports in ROSCO 10-18
Reinterview Supervisory Review 10-19
View/Reassign Reinterview Cases 10-20
Flagging Observed Cases 10-20

Topic 7 - Suspected Falsification, Follow-Up, and Feedback 10-22
Falsification 10-22
Reinterview Discrepancies 10-22
Quality Control Reinterview 10-22
Supervisory Review 10-23
Falsification Suspected 10-24
Follow up in Current Assignment 10-25
Complete Form 11-163 10-25
Send Yellow Cover Page to Headquarters 10-25
Focused Reinterview Cases 10-26
Complete the Remainder of Form 11-163 10-26
Additional Requirements for Follow-up of Suspected Falsification 10-26
Contact Subject Matter Branch at Headquarters 10-27
Do Not Take Any Administrative Action until Notified 10-27
Falsification Not Suspected 10-27
Detailed Instructions for Completion of the Form 11-163 10-28
Frequently Asked Questions for Completion of Form 11-163 10-28
Reasons for Not Filling out a Form 11-63, Field Representative Data Falsification Form 10-29

Feedback 10-30
Minor Errors 10-30
Serious Errors 10-30

Topic 8 - Reinterview Outcome Codes 10-31
Reinterview vs. Interview Outcome Codes 10-31
Assignment of Codes 10-31

Topic 9 - Reinterview Closeout Operations 10-32
Overview 10-32
Resolve Missing Reinterview Cases Screen 10-32
Reinterview Close Out 10-33

Appendix 10A - Quality Control and Response Error Outcome and Action Codes 10-35

Chapter 11 - Performance of the NCVS Staff

Topic 1 - Overview 11-2
Responsibility for Employee Development 11-2
Measuring FR Performance 11-2

Topic 2. Monitoring Monthly Performance 11-4
Performance Feedback 11-4
FR Performance Folders 11-4
Monitoring FR Performance 11-4
Form 11-39, Summary of FR Performance 11-4
Response and Production Standards 11-5
Transmission Rates 11-5
Observation Reports 11-5
Reinterview Results 11-6

Topic 3. Generating the 11-39, Summary of FR Performance 11-7
Overview 11-7
Populate the FR Performance Table 11-7
Update the FR Data in SPAM 11-7
Load the Performance Data in SPAM 11-8
Key Hours and Miles Into SPAM 11-8
Modify Performance Data 11-8
Print the 11-39s 11-8

Topic 4. Conducting Performance Appraisal 11-9

The Performance Appraisal System 11-9
Supervisory Adjustments 11-9
Unsatisfactory Performance 11-10

Topic 5. Evaluating Clerical Performance 11-11

Appendix 11A Performance Statistics 11-13

Chapter 1. Introduction to the NCVS Survey

Chapter Contents

This chapter covers the following topics:

Topic	
1. Overview	1-2
2. Description of The National Crime Victimization Survey	1-3
3. Overview of Major Operations in the Regional Office	1-7

Topic 1. Overview

Overview

This chapter introduces the integrated data collection system for the National Crime Victimization Survey (NCVS).

Field Representatives (FRs) collect NCVS data with a laptop computer. They are assigned to a regional office and work out of their homes. Interviews are conducted in person or by telephone.

Topic 2. Description of the National Crime Victimization Survey

Purpose of the National Crime Victimization Survey

The National Crime Victimization Survey obtains detailed information on the extent to which persons have been victims of certain types of crime. The survey focuses on selected crimes that are of major concern to the general public. Since this survey asks about all such victimizations, it reflects crimes that are reported to the police as well as those that are not reported. It is also the only current source of detailed information on the characteristics of both the victim and the crime.

Legal Basis for the Survey

All data for the NCVS are collected under the authority of Title 42, United States Code, Section 3732.

Confidentiality Provision

All information collected as part of this survey is held in strictest confidence under Title 13 of the United States Code and is seen only by sworn employees or agents of the U.S. Census Bureau. Any information from the survey that is disclosed or released to others will be handled in such a manner that individuals cannot be identified. Unauthorized disclosure of individual information by a sworn Census Bureau employee is punishable by a fine of up to $250,000 or imprisonment of up to five years, or both.

The confidentiality statement on the NCVS questionnaire reads:

"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, 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."*

Privacy Act of 1974

The provisions of the Privacy Act of 1974 require that Federal Agencies provide individuals with the following information when collecting personal information:

1. Authority: Title 13, USC, Section 182
2. Compliance: Voluntary
3. Penalty for not participating: None

Sponsorship

The Bureau of Justice Statistics of the U.S. Department of Justice sponsors the NCVS. The Bureau of the Census acts as the collecting agency for the NCVS. The Bureau of Justice Statistics tabulates the information, analyzes the data, and publishes the findings.

Uses of the Survey Data

The information obtained by the NCVS improves the effectiveness of the law enforcement, judicial, and correctional agencies throughout the country by providing a more complete and up-to-date picture of the extent of crime in the United States.

Users of the Survey Data

In addition to the Department of Justice, the Bureau of Justice Statistics (BJS) routinely distributes information from the NCVS to state and regional planners, colleges and universities, commercial and industrial groups, citizen groups, professional associations, and Federal, state, city, and local police, courts, correctional agencies, and legislative bodies.

Survey Sample Design

The NCVS collects data from approximately 10,000 sample units monthly. The samples are identified by the letter "J" and a two-digit number. Each sample consists of 6 rotations. Sample units in a particular sample-rotation will be interviewed once every 6 months. Each rotation is further divided into 6 panels or months. Thus, one-sixth of the rotation will be interviewed each month during a 6 month period.

NCVS Sample Population and Size

Any noninstitutionalized person who is 12 years of age or older and lives in the United States is eligible for the NCVS. Every 6 months, approximately 60,000 housing units and other living quarters such as college dormitories and religious group dwellings, are sampled. This means that 60,000 households every 6 months or 10,000 sample households every month are interviewed seven times every 6 months for 3 years.

Persons who are not included in the scope of this survey include:

- o Crew members of merchant vessels,
- o Armed Forces personnel living in military barracks,
- o Institutionalized persons, such as correctional facility inmates.

Primary Sampling Units

The households to be interviewed for the NCVS are selected by scientific sampling methods from specific sampling areas across the United States. We refer to these sampling areas as Primary Sampling Units (PSUs).

Tabulations

The findings from the NCVS are tabulated. The data are published by the Bureau of Justice Statistics, U.S. Department of Justice. Copies of the publications are made available to the regional offices for distribution to other interested persons.

Topic 3. Overview of Major Operations in the Regional Office

Training

The survey supervisor trains field representatives and office clerks.

Initial training consists of a self-study, 4 days of classroom training, and on-the-job training during the first two assignments. Additional training consists of periodic home study exercises and group classroom training sessions.

Training also involves teaching clerks the office procedures. This consists of on-the-job training for various office activities, including use of the ROSCO application (see Chapter 4). Clerks also complete all self-studies and classroom training given to the field representative staff.

Assignment Operations

Prior to, or during FR training, assignment operations take place. Assignment operations include entering/updating FR data, preparing respondent letters, assigning cases, and releasing assignments to the field.

Interviewing

Interviewing consists of gaining the household's cooperation and then asking questions of all household members age 12 or older in each selected household. Knowledgeable household members who meet the proxy requirements may serve as proxy respondents for other household members.

You will conduct personal visit (PV) interviews for Time-in-Sample (TIS) 1 cases. Maximize telephone interviews for TIS 2-7 cases. Personal visit interviews for TIS 2-7 cases only if needed to get the interview.

Observation

Each month the NCVS Supervisor must review the performance of the FR staff and the initial training requirements to select FRs and SFRs for observation.

The main objective of the observation is to help the FR improve his or her interviewing skills. While there is no specific number of interviews to observe, the NCVS Supervisor must ensure that the observation provides enough varying situations to accurately evaluate the FR's performance.

Reinterview

Reinterview is the systematic review of a FR's, or a SFR's work to determine the quality of coverage and to detect possible falsification. <u>Reinterview is usually completed within two weeks of the original interview</u>. The program supervisor is responsible for ensuring reinterview is completed in a timely fashion.

Reinterview involves re-contacting the sample household and re-asking survey questions.

Results from the reinterview are then compared to the original interview and discrepancies are noted and discussed with FRs.

Cases of suspected falsification are reported on form 11-163.

Closeout

Closeout is performed on the last business day of every month. Review your NCVS activities calendar for the exact monthly closeout dates.

Budget and Cost Review

At the conclusion of every month and quarter, cost reports are reviewed and analyzed to ensure that the costs of field and office operations are within the budget allocations. The regional office reports budget variances every quarter.

Chapter 2. Activities of the Survey Cycle

Chapter Contents

This chapter covers the following topics:

Topic	See Page
1. Using the NCVS Activities Calendar	2-2
2. Advance Preparations and Making Assignments	2-6
3. Daily Routine: Monitoring and Check-in	2-15
4. Resolving Problems	2-20
5. End of the Survey Cycle Operations	2-23
6. Regional Office/HQ Communication	2-27
Appendix 2A Accessing the RO ALMI TOI Review	2-30

Topic 1 - Using the NCVS Activities Calendar

Overview

HQ sends a monthly activities calendar for the NCVS. Many of the tasks are for RO office staff, but some activities will alert you when to expect reports or shipments. The tasks are color coded by responsibility: HQ, RO, and FR/Supervisory Field Representative (SFR).

Documents containing office procedures and FR instructions, are posted on the Field Directorate Website each month.

Calendar Activities

While all activities on the calendar are important, there are some activities that are **vital** to the success of the NCVS. These milestone include:

Technologies Management Office (TMO) loads ROSCO

At the beginning of the month, TMO will load the ROSCO database with the cases for the next month. Once ROSCO has been loaded, you can begin to make your assignments.

Interviewing and Listing

FRs begin interviewing on the 1st of the month. For the 1990 design cases in unit and permit segments, FRs verify/list at the time of interview. For area and GQ segments, FRs list several months before interview. Some segments may be updated at the time of interview if the segment folder is assigned at the same time.

For detailed listing and sampling instructions for the 2000 design cases review the following Listing and Coverage Manuals:

1. Form 11-8, Volume 1 - Current Surveys Listing and Coverage Manual and,

2. NCVS-256L Listing & Sampling Supplement for NCVS Regional Office Manual.

Goal Dates

HQ has established dates by which each RO should have a certain percentage of their cases completed (i.e., RO transmission goals). Completed cases include complete interviews, Type As, Type Bs, and Type Cs. This is how the rates are calculated;

1. The first, second, and third goals are the 7th, 14th, and 21st calendar days of the month.

2. The percentage rate assumes 5% per day for the first and second goal. The third goal is always 90%.

3. If the 7th or 14th fall on a Friday, Saturday, or Sunday, then the goal date moves to the following Monday, with an upward adjustment to the percentage rate goal, assuming 5% per day.

4. If a national holiday preceeds the 7th or 14th, then make a downward adjustment of 5% to the percentage goal, for the goal that is first affected by the holiday.

5. If a national holiday preceeds the 21st, then move the goal date to the next available non-Friday office workday, but do not adjust the 90%

goal.

6. If the 7th, 14th, or the adjusted goal date from #3 above, fall on a national holiday, then the goal date moves to the next available non-Friday office workday, with a upward adjust for the additional days and a downward adjustment for the holiday, assuming 5% per day.

7. If the 21st falls on a Friday, Saturday, Sunday or a national holiday, then the goal date moves to the next available office workday, with no adjustment to the 90% goal.

Releasing NCVS Assignments	On the last week of the month the RO staff can release the FR assignments for the next month.
FR Closeout	FRs closeout the day before the RO closeout.
RO Closeout	RO closeout is scheduled at 12:00 noon local time on the last weekday of the interview month.
	On the day following RO closeout, HQ staff prepares and sends out a report with the preliminary final response rate and closeout date and time.

Reinterview

Reinterview continues for 2 weeks after office closeout. Reinterview cases should be transmitted on a daily basis. For further information about reinterview, refer to the reinterview chapter in this manual.

Topic 2 - Advance Preparations and Making Assignments

Advance Preparations for Each Month

Each month, there are a variety activities to complete before NCVS interviewing week begins.

These preparation activities are explained below. For more detail, see Chapters 5 and 6 of this manual.

1990 Sample Only

For complete 2000 design listing instructions refer to the NCVS-256L Listing and Sampling Supplement for NCVS RO Manual.

Read the NCVS Office Memorandum

The memo, along with any attachments, is posted on the intranet each month.

Prepare for Monthly Observations

Plan which FRs and SFRs need to be observed during the month and who will conduct the observation. See Topic 4, Purpose and Types of Observations, and Topic 5, Observer's Instructions, in Chapter 5, Training and Observations, of this manual for details on initial, special needs, and General Performance Review (GPR) observations.

Add New FRs to the ROSCO Database

If new FRs need to be trained on NCVS, make sure to add them to the FR and FR_Survey tables in ROSCO. Also, add new FRs to the ROSCO assignment parameters table before you apply the assignment parameters.

See Chapter 5, Training and Observations, Topic 2, Adding New Staff to the Database, for detailed instructions on updating the database in ROSCO.

Segment Folders

Form BC-1669, Segment Folder, is a resealable plastic bag that contains a label sheet with the Survey, RO, PSU, Segment, ZIP Code, Frame, Place/MCD, and County. Segment folders are used for unit and permit segments.

For NCVS the segment folders are by PSU and segment.

Unit Segments

Unit segments have a segment folder only if the segment has an 11-12, Multi-Unit Listing Aid (MULA). Unit segment folders may also have an 11-3, Unit Permit Listing Sheet, and locator materials.

Permit Segments

All permit segments have a segment folder with an 11-3, Unit Permit Listing Sheet.

Area Segments

Area segments do not have segment folders. FRs use the Automated Listing and Mapping Instrument (ALMI) to locate sample addresses. ALMI contains listing of sample cases and map spots that show the location of each sample address.

GQ Segments

GQ Segments do not have segment folders. FRs use the Group Quarters Automated Instruction for Listing (GAIL) to locate addresses. GAIL contains listings of GQ sample units and a map with map spots that show the location, and GQ

	sample designations on a paper listing.
Provide FRs Segment Folders for the Current Month	Provide the FRs segment folders for all unit and permit segments to be interviewed during the current month.
Prepare Respondent Letters	Respondent letters will be stuffed into envelopes at NPC in Jeffersonville, Indiana, and sent in bulk to the RO. The RO will need to print respondent letter labels and affix them to the respondent letters. The RO staff will review the mailing labels for insufficient addresses to ensure that a letter is not sent to those households.
Letter Labels	From the ROSCO menu, select Operations/ Sample Control / Print Respondent Labels. Select the correct Label Type and print the labels.
Mail Letters	The RO or FR mails the respondent letter as appropriate. Mail letters to units that have deliverable mailing addresses. Do not send letters to units in rural areas unless the RFD route number, box number, town, state, and ZIP codes are known.
Setting/Adjusting Assignment Parameters	Assignment Parameters are set based on how the program supervisor assigns NCVS cases. The main parameter choices are PSU, Place, and ZIP Code.
PSU	If the workload in a PSU is the size of one assignment, assign the entire PSU to one FR.

Place	If the workload in a PSU is more than one assignment, assign the PSU workload to FRs by place or groups of places.
ZIP Code	If the workload in a place is too large for an individual FR, assign the place workload to FRs by ZIP Code.
Segment	Do not use segment as a NCVS assignment parameter.
Apply Assignment Parameters	Apply assignment parameters and adjust the assignments once you are allowed to make assignments for the next interview period.
Adjusting Assignments – Print the Workload Summary Report (CAPI 3)	After applying the assignment parameters, print the Workload Summary Report (CAPI 3). The CAPI 3 displays assigned cases by either PSU/Segment/ Place, FRs Without Work, or PSU. Use this report to make sure FR assignments are evenly balanced and assignment areas are kept compact to minimize FR travel. Keep the ratio of personal visit cases to telephone cases reasonable. Use ROSCO to adjust the assignments. Print the Workload Summary Report again after making adjustments.
Print the FR List of Assigned Cases (CAPI 35)	The FR List of Assigned Cases (CAPI 35) contains Title 13 data, as well as, Personally Identifiable Information (PII). Send this report ONLY to SFRs. DO NOT sent CAPI 35s to the FRs.

Refer to the CAPI 35s along with the workload summaries (CAPI 3s) when making assignments.

Enter Transmittal Goals

Before you release assignments, you can enter up to six FR transmittal goal dates and percentage for each interview period. *Note: you are required to meet the RO transmittal goals set by HQ.*

Mail FR Assignments

Ship the following materials to the FRs and SFRs:

- CAPI-35s - To SFRs ONLY;
- Segment folders (if appropriate);
- Addressed letters if not mailed by the RO;
- Non-addressed advance letters, flashcard booklets, pamphlets, stamps, etc.;
- Any supplies requested by the (S)FR;
- Copies of the monthly FR memo sent to the RO from HQ; and

The FRs should receive these materials BEFORE they receive their transmitted assignments.

Check Segments for Additional Units

Before you can release assignments, check to see if any segments have been flagged for potential additional units. To do this, go into Operations/ Sample Control Operation/ Segments with Additional Units/ or Identify Segments with Additional Units, or Check Folder for Identified

Units. You are required to click the "Done Button ☺" on the Check Folder screen before you can release assignments. For detailed information on these activities, refer to Chapter 6, Assignment Activities, of this manual.

Release Assignments to the Field

After adjusting to the FR assignments, release the assignments to the field. Select the Release Assignments to Field option on the Assignment Operations sub-menu of the Operations menu. Once assignments are released to the field, they no longer display in the Assignment Operations. Changes can be made through the View/Reassign Cases activity under the Sample Control Operations sub-menu.

Do NOT release assignments until ALL assignments are correct. Once assignments are released to the field by all 12 ROs, a process creates the files for reinterview.

Transmit FR Assignments

After releasing FR assignments, make a transmission to release assignments to the telecommunications server. FRs are responsible for "picking up" their assignments with a transmission.

Monitor Assignment Pick Up

View the OUT Directory to monitor the FRs picking up assignments. Before the interview period begins go into ROSCO, Operations/ Transmissions and Utilities. Contact FRs whose assignments are not yet picked up.

Topic 3 - Daily Routine: Monitoring and Check-in

Overview

This topic provides an overview of the daily activities performed by the RO staff during the NCVS interview period. During this time, your primary duties include monitoring the progress of your FRs and (S)FRs and checking in completed work.

Monitoring Progress

FRs are expected to transmit completed work and hours and miles data to HQ every night of interview week. Each morning, the RO staff should print and review the Check-In Reports. These reports include:

- Daily Receipt Report (CAPI-1)
- Team Leader Status Report
- Daily Laptop Report
- Cases Not Checked In Report

We discuss more details about generating these reports in Chapter 7, Monitoring Progress, of this manual. Use the Check-In Reports option to monitor the progress and cost of your interviewing staff so they will complete NCVS interviewing on time, within budget, and with an acceptable response rate.

Check-In Completed Work

Every morning, check the IN Directory to verify that early morning check-ins were successful. These early morning check-ins run at 5:30 a.m. for

Eastern Time Zone ROs, and at 6:30 a.m. for non-Eastern Time Zone ROs. You will also need to process cases in Supervisory Review and review paperwork and mail messages submitted to the RO from the FRs and SFRs.

Supervisory Review

Cases in Supervisory Review are not checked in by ROSCO (i.e., are not counted towards your number of completed cases), but are held for you to review and decide whether the case should be accepted, reassigned, or eliminated. Cases that come into Supervisory Review include:

- Noninterviews (All Type A and C cases, and Type B - Other cases)
- Duplicate Cases
- Extra Units
- Failed Cases
- Partials

You should process the cases in Supervisory Review each day. For more information about using the Supervisory Review activity, see Chapter 7 of this manual.

Progress

It is the survey supervisor's responsibility to ensure that the interviewing staff is making adequate progress and that the RO is on track for meeting the 35%, 70%, 90%, and 100% transmittals goals and closeout date listed on the NCVS monthly activities' calendar.

Cases Not Checked-

Print the Case Not Checked-In Report (CAPI 4)

In Report (CAPI 4) — toward the end of the interview month. As the interview period comes to a close, this report also allows you to monitor the uncompleted work of individual FRs. It is sorted by FR code, control number, and interview period for each FR.

Reinterview — The monthly reinterview file is created after regular assignments are released.

QC Reinterview — Two-thirds of the reinterview cases are in Quality Control (QC) reinterview. Every month, QC cases are selected for a different set of FRs. Each FR will be selected for QC reinterview two or three times in the 15-month QC selection cycle.

RE Reinterview — One third of the reinterview cases are in Response Error (RE) reinterview. RE cases are selected from the entire workload and used to measure response error between answers in the original interview and the reinterview.

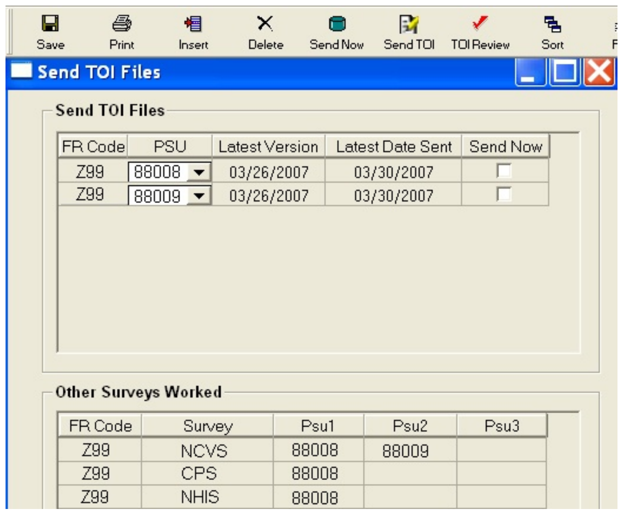
Supplemental QC Reinterview — Supplemental QC reinterview provides RO staff the opportunity to select additional cases for QC reinterview. If an FR is selected before assignments are released, DSMD selects the supplement QC cases. After interviewing begins, RO staff can select supplemental QC cases.

Registering S/FRs for ALMI TOI Map Updates — S/FRs use ALMI TOI maps on their laptops to locate sample addresses.

ALMI TOI - *Automated Listing and Mapping Instrument* that is used at the *Time of Interview*.

You must register S/FRs for the Census map updates on the “Send TOI Files” under FR Operations in ROSCO.

Register S/FRs for the PSUs (counties) where they work on the “Send TOI Files” screen as follows:



1. Click the “Insert” button to add an FR, select a PSU from the drop-down list, and click the “Send Now” box. Repeat this for each PSU the FR works in.

2. For FRs already in table, if “Latest Version” is later than “Latest Date Sent”, click the “Send Now” box.

3. To click the “Send Now” box for more than one PSU and/or S/FR, highlight the lines and click the “Send Now” icon (hockey puck) on the tool bar.

4. Click the “Save” button to save changes.

5. Click the “Send TOI” button to send TOI files to the FRs whose “Send Now” boxes are checked.

ROSCO puts the TOI files (one per PSU per S/FR) on the server for the S/FRs to pick the next time they transmit. The TOI file (s) will merge with the dataset(s) whenever the FR opens the map.

See Appendix 2A RO ALMI TOI Review on desktop PCs.

Topic 4 - Resolving Problems

Overview

In addition to monitoring the progress of your FRs and reassigning cases for follow-up, resolve problems with as little delay as possible to the interviewing cycle. Problems you resolve during the course of the interview period may include laptop and transmission problems, ROSCO problems, and difficult respondents.

Laptop and Transmission Problems

During initial training, instruct FRs to first discuss laptop problems with their Team Leader. If their Team Leader is not available they can call the RO.

If an FR calls you with a laptop problem, you can refer them to one of the two following documents:

- 11-903a, Getting Started – Administrative: Classroom Workbook

  "Computer Troubleshooting Guide"

- 11-7(WIN), Windows Laptop Users Guide

  Useful sections include: Chapter 7, Transmissions, Chapter 11, Password Recovery, Chapter 12, Software Problems, and Chapter 13, Hardware Problems

If you are unable to resolve the laptop problem using these documents, contact your RO IT Specialist.

If you are still unable to resolve the problem, submit a Remedy ticket to the Technical Assistance Center (TAC). Your RO IT Specialist can show you how to use the Remedy software. Notify the HQ NCVS liaison of urgent problems.

When submitting a Remedy Ticket or calling the HQ liaisons with an FR laptop problem, send the FR's name, FR code, telephone number, and best time to call. Also include the screen name where the problem is occurring and any error messages that were displayed.

ROSCO Problems

If you experience problems with ROSCO, check your NCVS 570 National Crime Victimization Survey Regional Office Manual and/or the ROSCO Help screens. If you are unable to resolve your problem and still need assistance, contact your RO IT Specialist, or submit a Remedy ticket to get assistance from TAC. If you still cannot resolve the problem, call your NCVS HQ liaisons.

When you submit a Remedy ticket or call a HQ liaison to report a problem, be sure to include the screen name where the problem occurred and any error message that is displayed.

Difficult Respondents

FRs and SFRs may contact you for help in dealing with difficult respondents. Follow your RO's policies for following up with difficult respondents.

Topic 5 - End of the Survey Cycle Operations

End of Month Operations

RO staff completes several end-of-month activities before printing out the final monthly survey reports. Details for end of survey operations are covered in Chapter 9, End of the Survey Cycle Operations. End-of-month operations include:

- Closing Out the Survey on Time
- Reviewing/Charging Type As
- Reviewing Converted Type As
- Populating the FR Performance Table
- Printing End of Month Reports
- FRs Running Laptop Cleanup

RO staff also prepare for the upcoming interview period by:

- Reviewing Reassigned Cases
- Assessing Temporary Reassignments
- Editing Assignment Parameters

Finally, RO staff cleans up an Interview Period from four months ago.

Closing Out the Interview Period

Use the two Resolve Missing Cases screens when closing out the interview period.

- Cases Not Checked In and Not in Supervisory Review displays cases that need to be transmitted in.

- Cases Not Checked In But In Supervisory Review displays cases that are in Supervisory Review. You must go to the regular Supervisory Review screens to resolve these cases.

The other two screens display cases that are already checked in. When all cases are checked in, the close out “Hand” is activated. Clicking the “Hand” creates a closeout file for the RO.

Reviewing/Charging Type A Noninterview Cases

The Review/Charge Type A screen permits you to charge the Type A to a different FR code or change the Outcome code to a different Type A. This task may have been completed while accepting the Type A case in Supervisory Review.

Reviewing Converted Type A Noninterview Cases

The Review Converted Type As screen permits you to review Type A cases that were reassigned to different FRs in Supervisory Review and then were converted to different (non-Type A) outcome codes.

Even though the cases was converted to different outcome codes, the screen allows you to charge the Type As to any FR including A01, as appropriate.

Populating FR Performance

The Populate FR Performance saves historical FR data for the current month. Make sure to complete any Type A adjustments from reviewing Type As before populating FR performance. The current month's reinterview must also be closed out before you can run this process.

Printing End of Month Reports

Print the following end of month reports:

- CAPI 6, Type A, Z Report
- CAPI 7, Final Status Report
- CAPI 8, Final Outcome Summary
- Type Cs and Extras

FRs Running Laptop Cleanup

In the future we may need to impose a maximum number of interview cycles that can be stored on FR laptops by having them run "Cleanup Cases and Instrument" on their laptops. If we need to implement this at a later time we will let you know.

Reviewing Reassigned Cases

The Review Reassigned Cases screen permits you to review the cases that were reassigned in the current month and assign the cases to the original FR or the "reassigned" FR in future months.

Assessing Temporary Reassignments

The Temporary Reassignments screen permits you to assign cases to a different FR for particular future interview periods. This different FR takes assignment priority over the FR in the assignment parameter table.

Editing Assignment Parameters

Edit the assignment parameter table to accommodate cases that were unassigned after you applied the parameters this month. Make these changes before applying the assignment parameters to the sample next month.

Cleaning Up an Interview Period from Four Months Ago

When a new interview period loads, the oldest one must be cleaned up (removed).

Four interview periods are usually available in ROSCO since interview periods cannot be removed until 90 days after the completion of Reinterview.

Topic 6 - Regional Office/Headquarters Communication

Headquarters Liaisons	RO staff can call or send survey-related questions via electronic mail to HQ liaisons in the Labor and Crime Surveys (LCSB) at - FLD Labor and Crime Surveys@census.gov HQ liaisons answer routine questions directly, and obtain answers for more detailed questions from Demographic Surveys Division (DSD) or Demographic Statistical Methods Division (DSMD) staff.
Technical Assistance Center (TAC) Support	Submit a ticket in the Remedy Action Request System to send ROSCO or laptop questions to the Technical Assistance Center (TAC) staff . If you call TAC support staff directly, TAC will complete and submit a ticket for your call. Periodically, TAC staff sends e-mail messages announcing the release of the production instruments, or current problems/resolutions that are affecting the field staff.
Operations Logs	Periodically, LCSB HQ staff e-mail an NCVS Operations (Ops) Log with survey-related information – from reminders and notices to things that require clarification or immediate attention.
US Postal Service	US Census Bureau Rm. 5H130C 4600 Silver Hill Rd Washington, DC 20233

Federal Express	US Census Bureau Rm. 5H130C 4600 Silver Hill Rd Suitland, MD 20746
HQ E-mail Information	fld.labor.and.crime.surveys@census.gov E-mail share account used by the HQ NCVS liaison staff. fld.all.regional.offices@census.gov E-mail list that includes the generic RO account for all 12 ROs. Caution: Be careful when you select the option to "Reply to All" or "Reply to All with History" when responding to a message that was sent to group E-mail addresses. If you don't change the address to FLD Labor and Crime Surveys, your reply will be sent to all accounts on the group list.
On the Census Bureau Intranet:	FLD LCSB intranet address is accessible under the Current Surveys tab from the Field Directorate homepage. Current Surveys : LCSB Document Library : National Crime Victimization Survey (NCVS) This site contains memos, cost reports, training materials, manuals, etc.

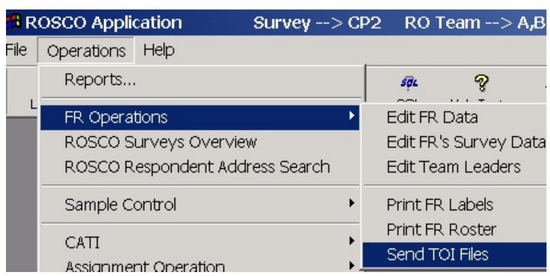
APPENDIX 2A - ACCESSING THE RO ALMI TOI REVIEW

The ALMI TOI Review feature allows RO staff to review the automated maps the FRs use locate sample addresses at Time of Interview. The two desktop applications needed to conduct an ALMI TOI Review are:

- ROSCO
- ALMI Standalone

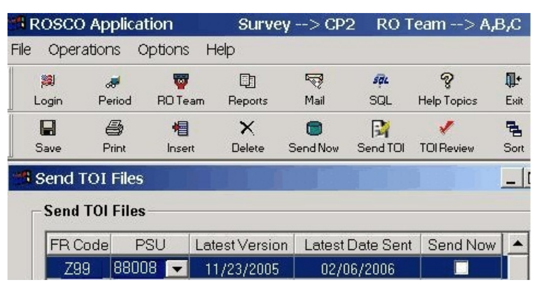
Note: ALMI TOI is Read Only. The RO staff and FRs cannot update ALMI maps at Time of Interview.

In ROSCO, click Operations > FR Operations > Send TOI File.

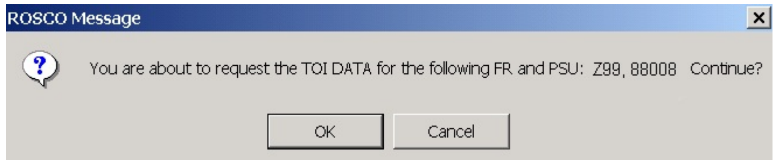


Creating the Cmage (.cmg) File in ROSCO

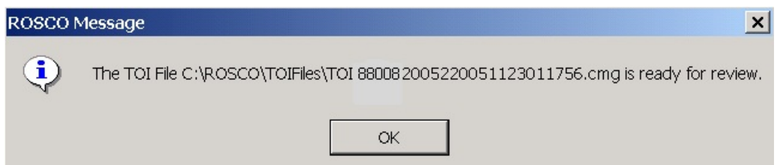
Step 1. Highlight the FR code and PSU line. Then click the TOI Review button to create a .cmg file for that PSU (county).



A ROSCO message will indicate that you are about to request TOI data. Click OK to continue.



Another ROSCO message will indicate that the .cmg file is ready for review. This means the .cmg file for the PSU (county) has been saved on the C:drive on your PC. Minimize or exit ROSCO.



The .cmg files are stored at C:\ROSCO\TOIFiles.

Cmage Filename Deciphered

The .cmg file has a rather long name - *8808820052200511230117 56.cmg*.

88088 - PSU (Psuedo State and County codes)

20052 - version of the dataset (county map)

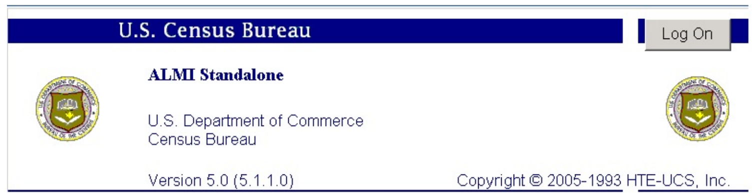
200511 - TOI date version

23011756 - the cmage number

Once a .cmg file is created for a PSU, it can be used to review other blocks in the (PSU).

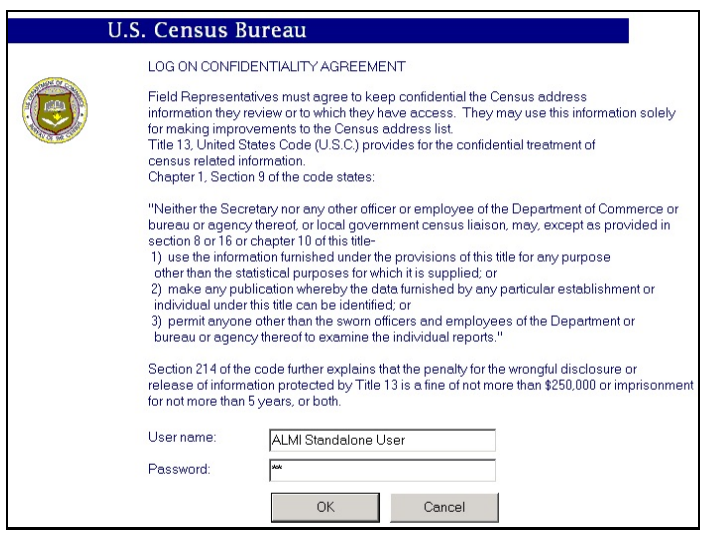
Log Onto the ALMI Standalone

Step 2. Click on the ALMI Standalone button on your desktop PC and click the Log On button.



Log in at the bottom of the Confidentiality Agreement screen.

- The User name is prefilled with "ALMI Standalone User".
- Enter the password and click OK.

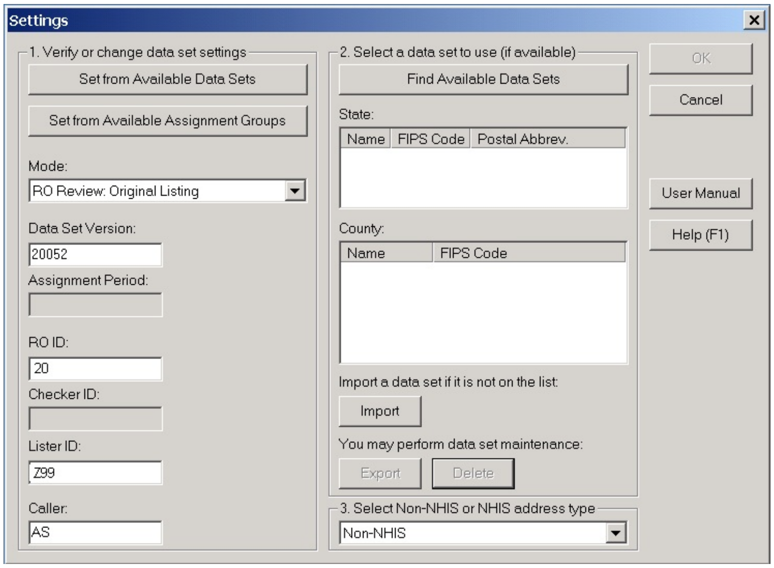


The Settings Window

Step 3. In the “Settings” window:

- Section 1 - Set Mode to “RO Review: Original Listing”
- Section 2 - This section is filled when the dataset and .cmg county files are loaded.
- Section 3 - Set “Non-NHIS or NHIS”, as appropriate.

Note: If your screen displays an almost blank window with a F6 ALMI button in the bottom left corner, click File > Settings on the top menu bar to get to the “Settings” window.



Loading the Data Sets from the CD/DVD Drive

Each PSU (county) is a separate dataset file on the CD/DVD.

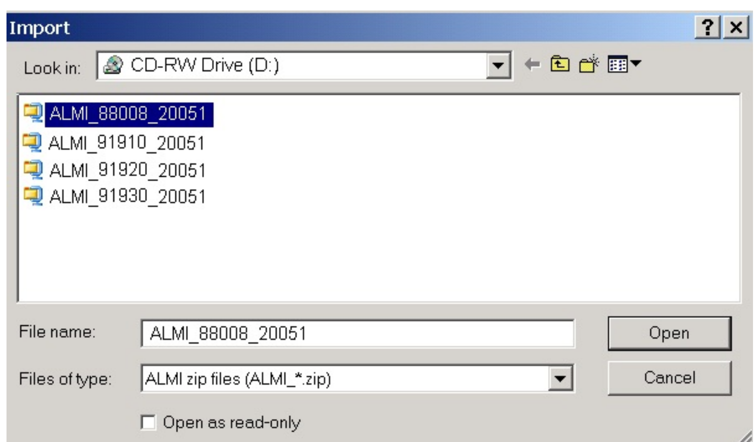
Here is an example of a filename:
ALMI_88008_20051

88008 - PSU (Pseudo State and County codes)

20051 - dataset version

Step 4. Place the Data Set disk in the CD/DVD drive, click the “Import” button in section 2. Then on the “Import” screen:

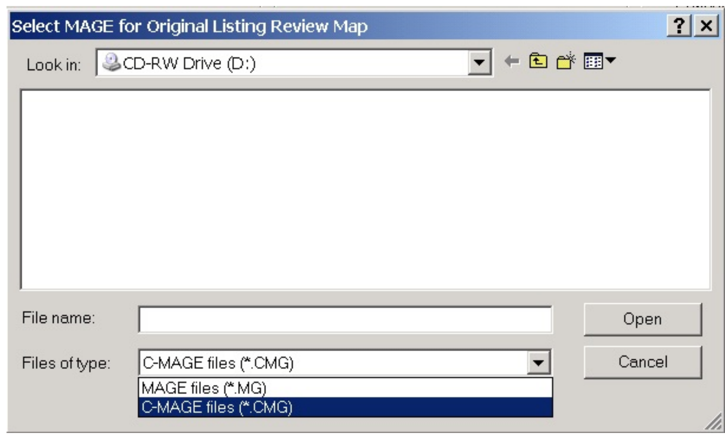
- Click the drop-down button in the “Look in” field, and select the “D”drive.
- Highlight the correct dataset (county) file from the list on the “Import” window, and click Open. The data set will load.



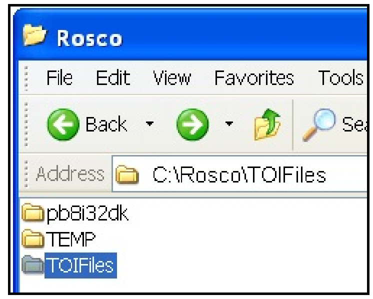
Loading the Cmage File from the C:drive.

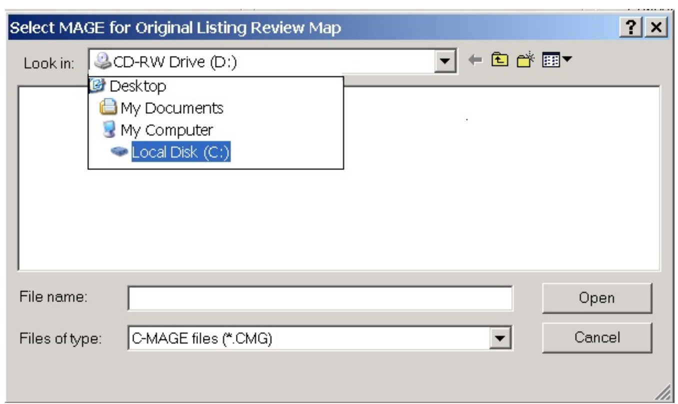
Step 5. After the data set file loads, the “Select MAGE...” screen displays. On “Select MAGE”:

- Click the down arrow at “Files of type” and select C-MAGE files from the drop-down list.



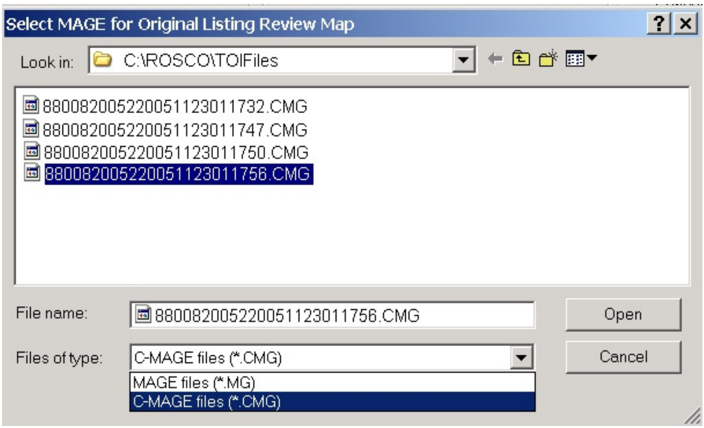
Select the C:drive from the drop-down list next to "Look in".



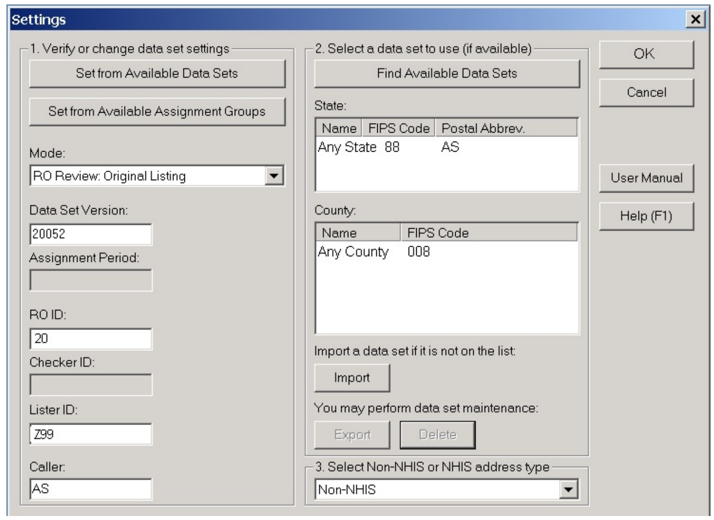


- Select the Rosco folder from the C:Drive, then TOIFiles from the Rosco folder.

- Highlight the correct file from the list on the "Select MAGE" window and click Open. The .cmg file will load.



The Settings screen will reappear with the State and County now displaying in item 2.

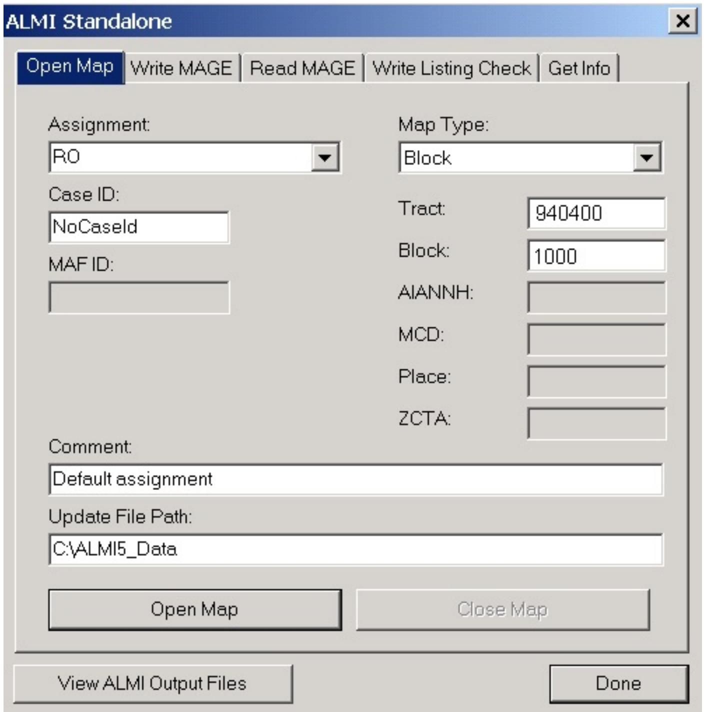


After verifying Non-NHIS or NHIS in item 3, click the OK button.

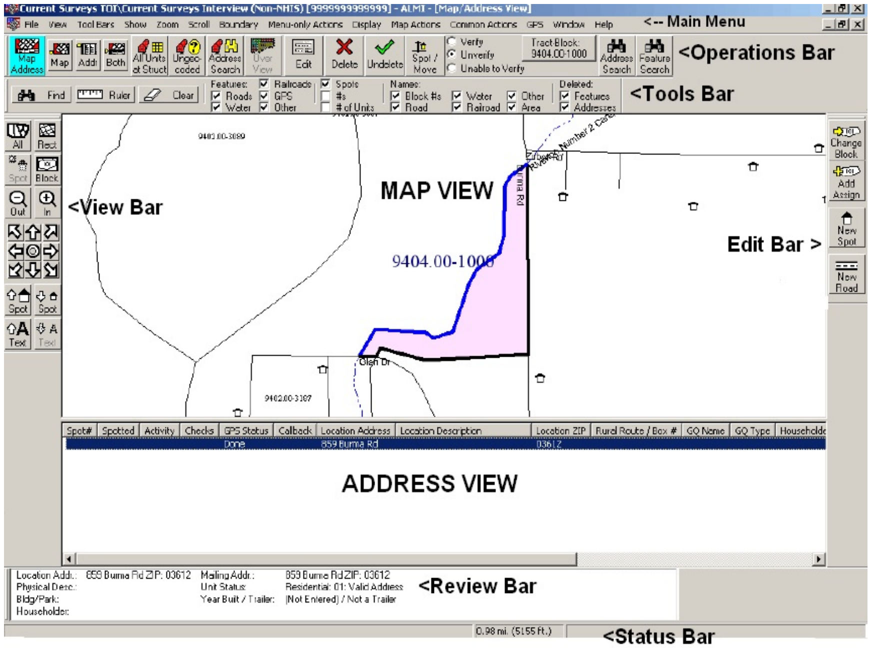
Step 6. The mostly blank screen displays with the F6 ALMI button in the bottom left corner. Click the F6 ALMI button.

Step 8. The ALMI Standalone Window now will display. Select:

- "Block" from the Map Type drop-down list.
- Tract from the Tract drop-down list.
- Block from the Block drop-down list.
- Click the Open Map button.



The map for block 1000 displays on the screen.

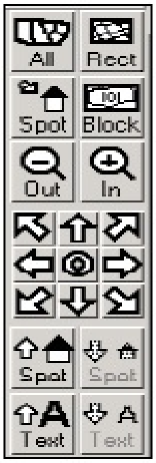


The ALMI map screen displays:

- A MAP VIEW of the shaded block (pink on the screen) with a list of addresses directly below the map in the ADDRESS VIEW.
- The View Bar on the left has the navigation features used for Time of Interview.
- Many of the other toolbar features are not active for Time of Interview (TOI).

Note: Block 1000 above has no housing units.

The View Bar

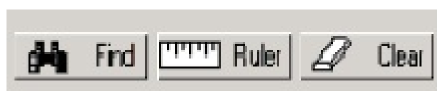


The View Bar has the zoom, pan and size buttons that allow you to adjust the ALMI TOI map view. A few of these buttons include:

- Rect - Click Rect and draw a rectangle around an area to enlarge it.
- Pan - Click the Pan arrows to resposition the map in eight different directions.
- Spot - Click on Spot to zoom in and center a selected map spot.
- Zoom In and Out buttons
- Buttons to increase or decrease the size of map text or map spots.

The Tools Bar

The Tools Bar has:



- Find - to locate map features
- Ruler - to measure distances
- Clear - to eliminate highlighted feature or ruler markings

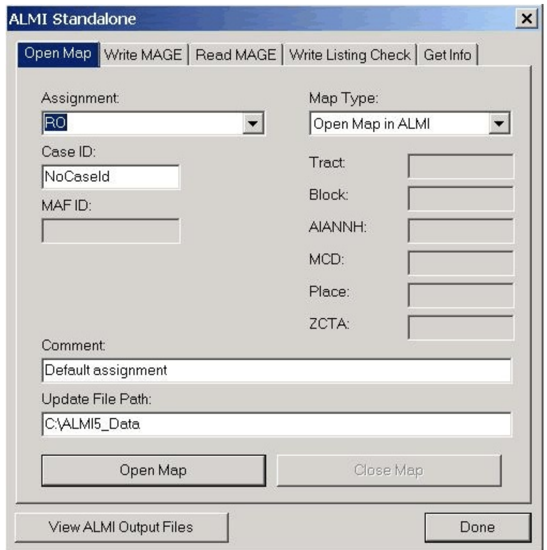
- Check boxes for switching features ON and OFF

For more details on how to use the ALMI TOI maps, see the 11-826 Self-Study and 11-826a, Quick Reference Guide.

Other Ways to Open ALMI TOI Maps

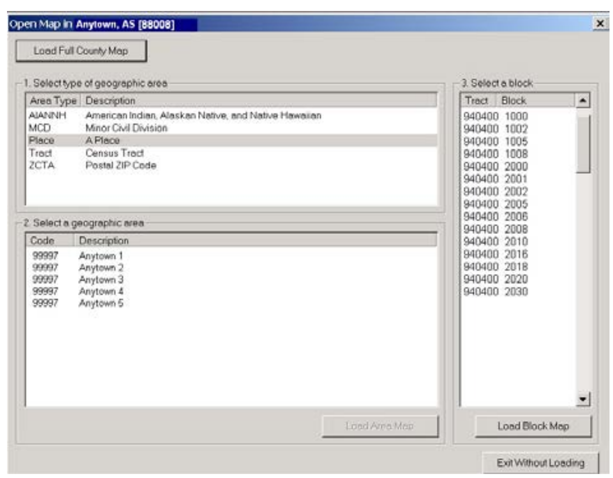
To open block maps in a different way, make different choices at the ALMI Standalone screen.

- Select “Open Map in ALMI” from the Map Type drop-down list.



A list of available tracts and blocks will display.

- From the list, select the tract and block, then click the Load Block Map button.



The map will display on your screen.

To Select Another Tract and Block Map

To select another tract and block from the same dataset (county), click the top-right “X” to close the ALMI map.

To select another tract and block from a different dataset (county), go back to the “Settings” screen and load the different dataset (county).

Chapter 3. Forms, Materials, and Memoranda

Chapter Contents

This chapter covers the following topics:

Topic	Page
1. Forms and Materials	3-2
2. NCVS Memoranda	3-6
3. Disposition of Forms and Reports	3-8

Topic 1. Forms and Materials

Overview

This chapter lists the forms and materials used for NCVS. Refer to the appropriate chapter containing information on field operations for an explanation of each of these forms.

Form No.	Title	Supply Contact	Supply Request Method
11-3	Unit/Permit Listing Sheet (1990)	J'ville	AICS
11-8	Listing and Coverage Manual: A Survival Guide for the Field Representative	J'ville	AICS
11-12(WIN)	Winfred Payroll Training Guide	FLD-Adm	AICS
11-35	FR Assignment and Control	Computer Generated	
11-36	INTER-Field COMMunication (INTER-COMM)	J'ville	AICS
11-38	Request for Appointment	J'ville	AICS
11-38A	Request for Appt. (Door Hanger)	J’'ville	AICS
11-38A(SP)	Request for Appt. (Door Hanger-Span.)	J'ville	AICS
11-39	Summary of NCVS FR and SFR Performance	Computer generated	
11-49A	Notification of Observation	Computer generated	
11-55	Administrative Handbook for Int. and P/T Schedule A Employees	FLD-Adm	AICS
11-55 RO	RO Admin. Handbook	FLD-Adm	AICS
11-62	On the Job Training and Observation Self Study	J'ville	AICS
11-62A	On the Job Training and Observation Report	J'ville	AICS
11-62(NCVS)	NCVS Appendix	J'ville	AICS
11-107	Report of Field Division Training	Computer Generated	
11-142	Workload Report	HQ	LCSB

Form No.	Title	Supply Contact	Supply Request Method
11-230	Transmittal for Segment Materials	J'ville	AICS
11-800	Initial Training Self-Study on Unit Segments	J'ville	AICS
11-801	Initial Training Self-Study on Area Segments	J'ville	AICS
11-802	Initial Training Self-Study on Permit Segments	J'ville	AICS
11-803	Initial Training Self-Study on Group Quarters	J'ville	AICS
BC-20	Field Division Training Manual	J'ville	Tel/cc:Mail
BC-27	Time and Cost Distribution Report for Part-Time/Intermittent Personnel	J'ville	AICS
BC-27A	Field Employee's Travel Expenses	J'ville	AICS
BC-27B	Field Employee's Communication	J'ville	AICS
BC-27C	Field Employee's Worksheet for Recording Number of Local Calls	FLD-Adm	AICS
BC-1669(NCVS)	Segment Folder	J'ville	AICS
BC-1718(ADP)	1990/2000 Sample Redesign Incomplete Address Locator Actions	Prefilled by J'ville	
NCVS-110	Fact Sheet	J'ville	AICS
NCVS-521(E)	NCVS CAPI Blaise Self-Study for Experienced NCVS FRs	J'ville	AICS

Form No.	Title	Supply Contact	Supply Request Method
NCVS-522(E)	NCVS CAPI Blaise Training Guide for Experienced NCVS FRs	J'ville	AICS
NCVS-522.1(E)	NCVS CAPI Blaise Training classroom Workbook	J'ville	AICS
NCVS-524	Induction Guide (an updated CAPI version forthcoming)	J'ville	AICS
NCVS-546	Reinterviewer’s Manual (1997) (an updated CAPI version forthcoming)	J'ville	AICS
NCVS-547	Reinterviewer’s Self-Study (1997) (an updated CAPI version forthcoming)	J'ville	AICS
NCVS-550	Interviewing Manual For FRs (7\2006)	J’ville	AICS
NCVS-551-large	NCVS Rotation Chart 17 x 22	J'ville	AICS
NCVS-551-small	NCVS Rotation Chart 8-1/2 x 11	J'ville	AICS
NCVS-554	Information Card Booklet	J'ville	AICS
NCVS-554)X)	Information Card Booklet (Spanish)	J'ville	AICS
NCVS-570	Office Manual	LCSB	Tel/cc:Mail
NCVS-572(L)	Respondent Letter - Incoming Households (each RO has an RO-specific NCVS-572(L)	LCSB	Automatic
NCVS-572(L)CHIN/M	Respondent Letter (Modern Chinese)	J'ville	AICS
NCVS-572(L)CHIN/T	Respondent Letter (Traditional Chinese)	J'ville	AICS
NCVS-572(L)KOR	Respondent Letter (Korean)	J'ville	AICS
NCVS-572(L)SP	Respondent Letter (Spanish)	J'ville	AICS
NCVS-572(L)VIET	Respondent Letter (Vietnamese)	J'ville	AICS
NCVS-573(L)	Respondent Letter - Returning Households	LCSB	Automatic
NCVS-573(L)SP	Respondent Letter (Spanish)	J'ville	AICS
NCVS-593(L)	Thank You Letter - Continuing Households	LCSB	Automatic
NCVS-593(L)SP	Thank You Letter (Spanish)	J'ville	AICS
NCVS-594(L)	Thank You Letter - Outgoing Households	LCSB	Automatic
NCVS-594(L)SP	Thank You Letter (Spanish)	J'ville	AICS

Topic 2. NCVS Memoranda

Types of Numbered Memoranda

There are three NCVS Memoranda which are sent to the Regional Offices on a monthly basis. They are the Office, Field Representative, and Reinterview Memoranda described below.

NCVS Office Memoranda Series

NCVS Office Memoranda contain instructions to program supervisors and office staff for interviewing explanations of new or revised materials and procedures. This series is numbered in order by calendar year.

NCVS Field Representative Memoranda Series

NCVS Field Representative Memoranda contain FR and SFR instructions and other NCVS subjects of concern to FRs and SFRs who work on NCVS. This series is numbered in order by calendar year.

NCVS Reinterview Memoranda Series

NCVS Reinterview Memoranda contains instructions for office staff of current, new or revised information. This is numbered in order by the calendar year.

Disposition of Memoranda

Disposition of Memoranda vary according to the type of memoranda as described below:

Library File

Maintain a library file of all numbered and unnumbered NCVS memoranda for 1 year after the year to which the file pertains. For example, discard library files for 2004 in January 2006.

Numbered Memoranda

Discard extra copies of numbered memoranda (other than the Library File) 3 months after the year of issue. For example, discard memoranda prefixed "05" during March 2006. LCSB will inform you if a memorandum should be retained longer.

Unnumbered Memoranda	Discard unnumbered memoranda (other than the Library File) after the instructions have been completed or noted.

Topic 3. Disposition of Forms and Reports

Manuals

Discard all superseded manuals or manual pages immediately upon receiving the revised pages.

Forms and Reports

Discard blank copies of forms and reports when they are replaced by a revised version (unless instructed otherwise).

NCS-510 Segment Folders

Retain NCS-510 segment folders and cover cards for segments in which no new samples will be selected or added (e.g., "inactive" segments, with their maps and listing sheets) in an "inactive" file until you are notified of their disposition.

Chapter 4. Introduction to the Database

Chapter Contents

This chapter covers the following topics:

Topic		
1.	The Database	4-2
2.	Accessing ROSCO	4-6
3.	ROSCO Title, Menu, and Toolbars	4-8
4.	ROSCO Queries, Filters and Sorts	4-15
5.	Using the SQL Select Command	4-26
Appendix 4A -	ROSCO Tables and Fields for the NCVS (sorted by table name)	4-43
Appendix 4B -	Descriptions of the Fields in the NCVS ROSCO Database Tables (sorted by field name)	4-57

Topic 1 - The Database

Overview

This chapter provides an introduction to the NCVS database with its tables and fields. ROSCO software is programmed to display NCVS information from the database on the screen or in printed reports. You can also query the database tables directly using Structured Query Language (SQL) – pronounced "see-quill."

SQL is an ANSI standard computer language for accessing and manipulating databases.

The Relational Database

A relational database is a collection of data items organized in tables from which data can be accessed or reassembled in different ways without having to reorganize the original database tables.

Tables and Columns

The tables (which are sometimes called relations) are objects that contain one or more data categories in columns. In the database design phase, each table is established based on its own set of unique characteristics. Then, relationships between the tables are determined. This form of data management is more efficient than using flat file structures.

For example, some of the major current survey tables and data columns are:

- ☐ FR Table ⇛ names, address, and telephone numbers of the FR staff for all surveys

- ☐ FR Survey Table ⇛ survey-specific data such as Team Leader and survey start and due dates

- ☐ Address Info ⇛ sample case street address, place, State, and ZIP Code

- ☐ Interview Period ⇛ RO Team milestones such as released assignments, closeout, and when historical data is saved

- ☐ Workload ⇛ data for each sample case such as control number, FR code, interview number, outcome code, MAFID, and over 100 other columns.

Rows and Records

Rows contain the detail level of the table. For example, the FR and FR survey tables contain one row for each FR. The Address Info and Workload tables include one row for each sample case. One row for each RO team is included in the Interview Period table.

Fields

The data is stored in fields.

	Column A	Column B	Column C
Row 1	Field A1	Field B1	Field C1
Row 2	Field A2	Field B2	Field C2
Row 3	Field A3	Field B3	Field C3

Data Types	There are various data types available in the databases: Character, Number, Date, etc. The survey databases typically use data types:
Text	Called **CHAR** or **VARCHAR2**, text is used for names, addresses, etc. The maximum number of characters that can be stored in a text field should specified as part of the table definition. The width of each text column has been defined by HQ developers. CHAR data type columns have a fixed length, while VARCHAR2 data type columns have a defined maximum length but the actual length depends upon the data stored in the column.
Date	The default date format is DD-MM-YYYY (e.g., 20-10-2005).
Number	Columns defined as numbers can only store one or more numerical digits.
Binary Large Object	Binary Large Object (BLOB) data types are used to store “files” associated with a “thing.” For instance, with the introduction of GUI Case Management, notes are now stored in a file. This file is stored in the database in a BLOB field.
Charts of Database Tables and Columns	Appendix 4A, ROSCO Tables and Fields for

NCVS, displays the table names and a list of columns (field names) in each table.

This information is included in this manual to provide RO staff with the table and column names required for the SQL statements. ROs use the <SQL> button/activity in ROSCO to execute SELECT statements (i.e., no delete, update, or insert statements).

Not all field names are intended for use by each survey. For example, some tables (and reports) have fields related to CATI. Not all surveys conduct CATI interviewing, but for continuity across surveys, the database tables include the columns referring to CATI. If the survey does not use CATI these columns will be empty.

Appendix 4B, Descriptions of the Fields in the NCVS ROSCO Database Tables, lists columns/field names in alphabetical order. Included in this chart is a brief description of the data stored in the column. When appropriate, the description provides a definition of any coding used.

Topic 2 - Accessing ROSCO

Overview

The ORACLE database can be accessed via the <SQL> button/activity in ROSCO. Most of the RO staff access the database using the ROSCO menus to query, sort, filter, and view more. However, RO staff can also use SQL to execute their own SELECT statements.

If the RO needs certain information or information in a particular format that is not available through ROSCO menu selections, use the <SQL> button/activity to extract the data and specify the desired format via the <Save As> button.

Accessing ROSCO

Some menu selections display screens which are used to enter, edit, display, and delete information in the database.

To access the database, use the following steps to login to ROSCO:

Step 1. From the Start button, go to Surveys, then ROSCO.

Step 2. After the initial ROSCO splash screen disappears, select "NCVS" on the Survey Selection Dialog Box. Your RO should already be selected/

displayed. If not, contact your RO IT Specialist.

Step 3. In the next dialog box, select the team(s) whose information you wish to access if your survey uses teams.

Step 4. Select the correct interview period on the Interview Period Dialog Box.

The main screen of the ROSCO application is displayed. Once connected, you are able to make menu selections to display entry/edit screens, to create reports, and perform survey management tasks.

Topic 3 - ROSCO Title, Menu, and Toolbars

Overview

A menu-driven system is established as the basis for interaction with the database. From the pull-down menus, the RO staff clicks a menu selection to initiate a desired activity.

Help Screens

Help screens are provided for every function, dialog box, and icon in ROSCO. The Help Contents are organized by operations (for example, Assignment Operations, FR Operations, Reports, etc.). When necessary, a function has a general information help screen and a specific how-to help screen. For example, the icons that appear on most screens in ROSCO are explained in the help screen “Standard Icons in ROSCO.”

General Information Help Screens

The general information help screen for each function contains:

- the menu path for the function;
- the purpose of the screen;

- the procedural steps you must have completed before you can perform this function;

- the procedural steps that follow this function;

- rules and conventions for the screen;

- additional functionality available on the screen;

- definitions of the fields on the screen; and

- a list that references related topics and icons on the screen.

How-to Help Screens

The how-to help screens contain:

- the menu path for the function;

- the purpose of the screen;

- step-by-step instructions for performing the function;
- help information for dialog boxes; and
- a list that references related topics and icons on the screen.

The ROSCO Title Bar

The title bar at the top of the window displays the title of the application (ROSCO) and information regarding the survey (NCVS), RO Team (if applicable), and Interview Period(s) currently in use.

The ROSCO Menu Bar

ROSCO uses a menu-driven system to access its features. From the various menus available, the RO staff click options to initiate the desired activity.

The ROSCO menu bar contains the titles of the pull-down menus. The menu bar changes depending upon which part of ROSCO you are using. The menu consists of three main items: File, Operations, and Help.

The File Menu

The File menu consists of the following tasks (which also appear as icons on the toolbar):

- Log-in Survey

- Select Interview Period
- Select RO Team (if applicable)
- Exit

The Operations Menu

Most tasks in ROSCO are performed via the Operations Menu which consist of the following main options:

- Reports
- FR Operations
- ROSCO Survey Overview
- ROSCO Respondent Address Search
- Sample Control
- Assignment Operation
- Check-in/Status
- Transmissions and Utilities

- Reinterview
- Closeout/Cleanup

The Help Menu

The Help menu consists of the following:

- Help Contents
- About [ROSCO]

The ROSCO Toolbar

The toolbar displays the icons available for the screen that is currently displayed. The top row of icons on the toolbar is the same throughout the system. The bottom row of icons changes depending upon the screen displayed.

Standard Icons Always Displayed

The following table highlights the standard icons on the top row of the toolbar that are always displayed and their functions:

Standard Toolbar Icons Always Displayed	
Login	Displays the Login Dialog Box which allows you to select a different survey, i.e., log out of current survey and log in to different survey.
Period	Displays the Interview Period Dialog Box where you can specify which group(s) of cases you want to work with.

Standard Toolbar Icons Always Displayed	
RO Team	Displays the RO Team Dialog Box which allows you to specify which RO team(s) to work with.
Reports	Displays the Reports Selection menu from which you can select a report to view.
Mail	Displays the Mail Activity screen which allows you to create a new mail message or open a previously saved mail message.
SQL	Displays the Interactive SQL Dialog Box which allows you to create and execute SQL (SELECT) statements.
Help Topics	Displays the online help for the system.
Exit	Logs you out of ROSCO.
SQL Spy	For use by HQ designers and troubleshooters.

Other Icons – Toolbar Icons Displayed on SOME Screens

The following table highlights the icons on the bottom row of the toolbar that are displayed based upon the screen you are on and their functions:

Toolbar Icons Displayed on SOME Screens	
Save	Saves changes you have made to the database.
Print	Sends the current table or report to print.
View More	Displays view more screen (tabs) pertaining to the case.

Insert	On most screens, allows the user to insert a new row into a table.
First	Displays the first page, record, etc.
Prior	Displays the prior page, record, etc.
Next	Displays the next page, record, etc.
Last	Displays the last page, record, etc.
Query	Displays the option selection list or the “Build a Query” pop-up screen.
Sort	Allows the user to display the data in a particular order.
Filter	Allows the user to display a subset of the data.
Close	Allows the user to close the ROSCO operation in use.

Topic 4 - ROSCO Queries, Filters, and Sorts

Retrieving and Viewing Information

You must retrieve information from the database whenever existing data needs to be viewed or updated. The process of retrieving information from the database is called executing a query or filter, or querying or filtering the database.

Query vs. Filter

The query and filter options, on the surface, seem basically like the same function. However, the difference is the universe used:

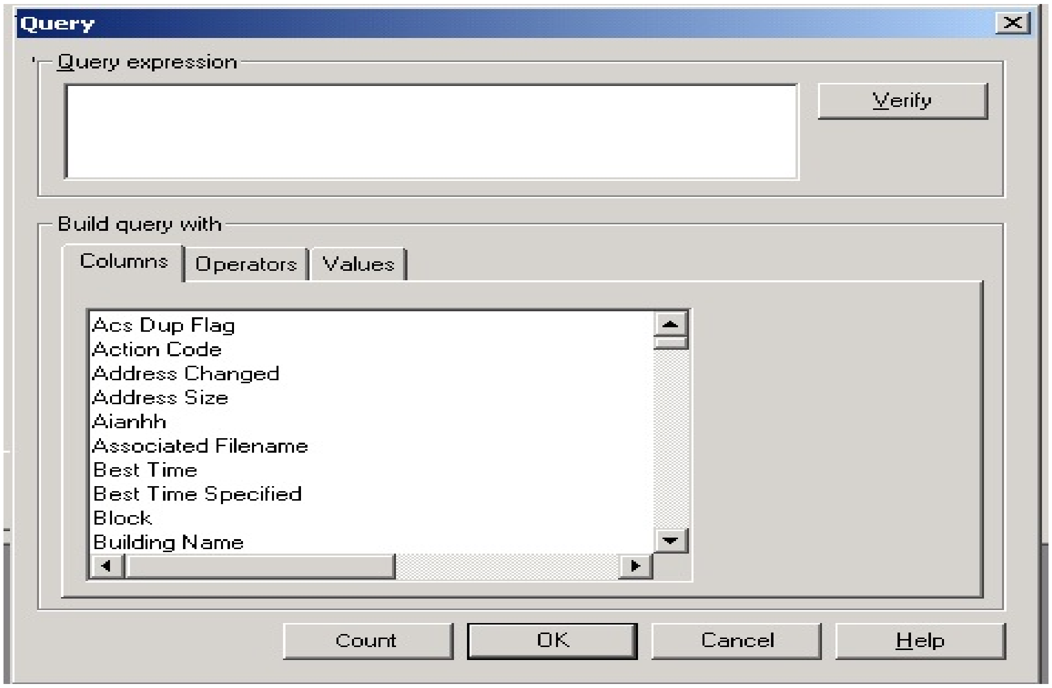
- A query is executed against a database.
- A filter is executed against the data already returned by a query.

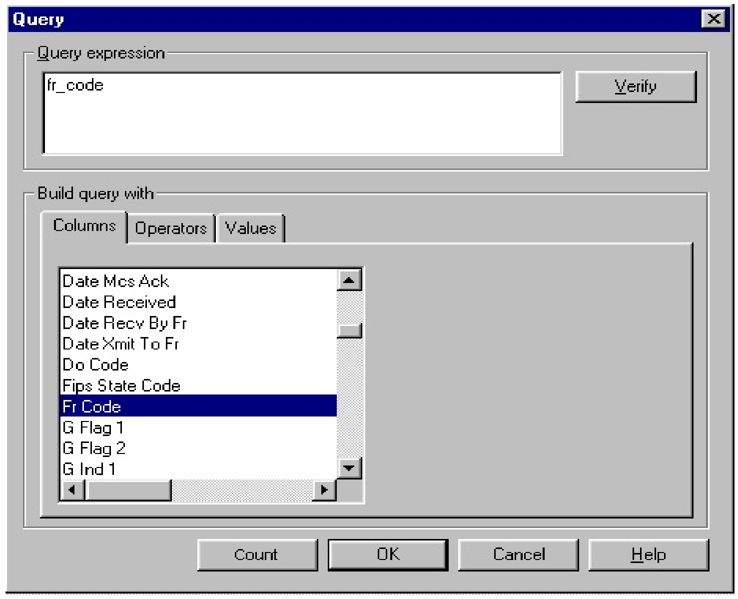
The Query Dialog Box

Although there are a variety of ways to initiate a query (using the query icon in the toolbar, choosing a query from an option selection list, etc.), most queries function the same way using the Query Dialog Box. The Query pop-up screen has two sections – Query Expression and Build Query With. You may either type your query directly into the Query Expression section or use the Build Query With function by selecting fields below each of the three tabs – Columns, Operators, and Values.

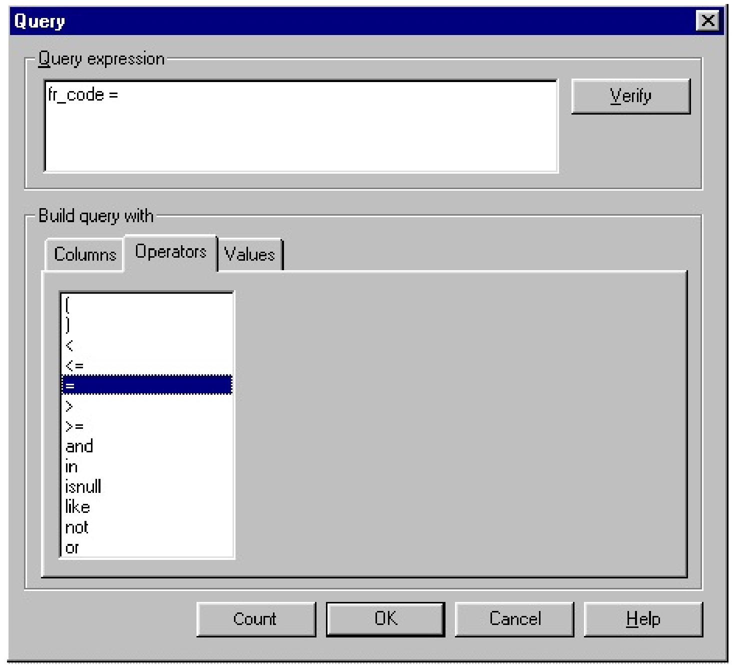
Columns Tab	The **Columns** tab lists all the fields or variables you can use to query your data. Double-click on one of these fields to add it to your query. The field you select affects the values that appear on the Values tab.
Operators Tab	The **Operators** tab contains the mathematical expressions and comparison terms you can use to apply constraints to your expressions. For example, double-click on the equals [=] sign to display the data that matches the single value you select.
Values Tab	The items on the **Values** tab vary depending on the column selected under the Columns tab. If you select FR Code on the Columns tab, then the Values tab displays all valid FR codes for your survey, RO Team, and Interview Period(s) shown in your ROSCO Title bar.
Defining a Query	The following pages list the steps to enter a query using the tabs in the Build Query With section of the Query Dialog Box:

Step 1. From the Columns tab, double-click the field you want to add to your query.

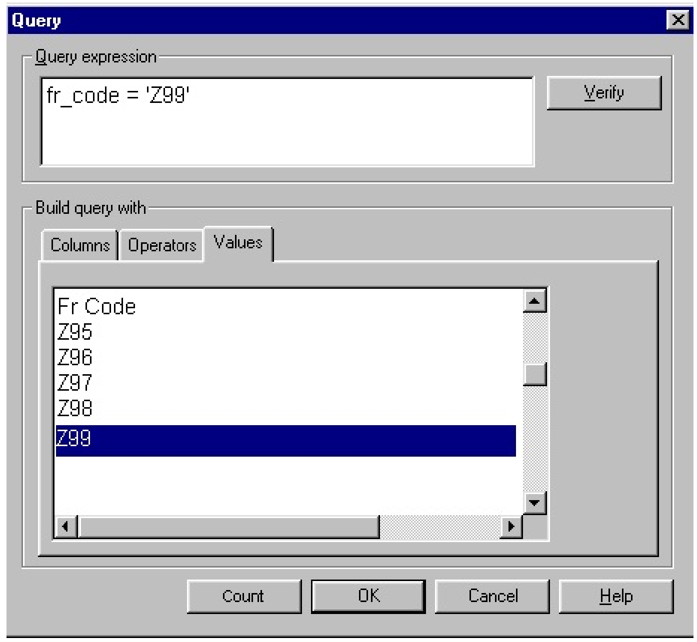

Query
Query expression
Verify
Build query with
Columns
Operators
Values
Acs Dup Flag
Action Code
Address Changed
Address Size
Aianhh
Associated Filename
Best Time
Best Time Specified
Block
Building Name
Count
OK
Cancel
Help



Step 2. Click on the Operators tab and double-click the appropriate operator.



Step 3. Click on the Values tab and double-click the appropriate value or values.



Step 4. Click the Verify button to see if your search expression in the Query Expression panel is valid.

Step 5. Click on OK.

Multiple Query Expressions

To define multiple query expressions:

Step 1. Follow steps 1 through 3 above.

Step 2. Click the Operators tab and choose either AND or the word OR.

Step 3. Repeat steps 1 through 3 to build the additional query.

For example, if you wanted to bring up cases for FR Z99 that were in PSU 91910, you would create the following query expression:

fr_code='Z98' and psu='91910'

Defining a Query Using the Query Expression Section

Rather than using each of the tabs in the Build Query With section, you can also directly type your query into the Query Expression section. However, ROSCO only accepts queries that use the proper format (single quotes around values, correct column names), so you may need to use the Build Query With section several times in order to learn the proper formatting for your desired query.

The Verify Button

You may click on the Verify button to check whether your query has been entered properly. You will then see a message window telling you that your query is valid or not valid.

The Count Button

Using the Count button after creating your query will give you a count of cases or lines of data that meet your query criteria.

Hints for Complex Expressions

Here are some hints for using more complex query expressions:

1. To query using a "not equal to" operator, select the less than (<) and greater than (>)

signs from the Operators tab and remove any spaces between them. For example: outcome_code <> ‘200'

2. To use an “in” or “not in” operator, whether you use the Values tab or type in your values directly, you must type in parentheses and commas as needed. For example: outcome_code in (‘218', ‘219')

3. To use the “like” operator, you must also use a wildcard in the value entry to match character patterns. The underscore (_) is the wildcard for one character position, and the percent sign (%) is the wildcard for any string of zero or more characters. For example: fr_code like ‘A1_’ returns all FR codes that have A1 followed by one other character; fr_code like ‘A%’ returns all FR codes that begin with A.

4. When keying a NCVS control number into query, use the following space (see underscores below for spacing):

919106101__J24_01_100

The two spaces after the segment number “6101__" are for a one or two letter segment suffix. The single space after the sample "J24_" is for a sample suffix (used only in Alaska). The single space after the serial number"01_" is for an extra or additional unit letter.

The Filter Dialog Box

The filter function allows you to change the queried data by specifying an expression to view only a subset of data. For example, after you query the database for all unassigned cases, you can filter by a specific city (Place) and view only the unassigned cases in that PLACE.

To display the Filter Dialog Box, click on the Filter icon in your toolbar or select Filter from the View menu. The Filter Dialog Box operates in the same manner as the Query Dialog Box – you can use either the Filter Expression section to type in your filter directly, or you can use the Build Filter With section and select fields under the Columns, Operators, and Values tabs.

How to Define a Filter

To define a filter:

Step 1. Click on the Filter icon.

Step 2. From the Columns tab, double-click on the field you want to filter by.

Step 3. Click on the Operators tab and double-click on the appropriate operator.

Step 4. Click on the Values tab and double-click on the desired value(s).

Step 5. Click the Verify button to see if your filter expression is valid.

Step 6. Click on OK.

Note that you may also directly type your filter expression using the Filter Expression section. Define multiple filter expressions and complex filter functions in the same way as described for queries previously in this topic.

Sorting Data

The Sort function allows you to view data in a particular order. You may access the Sort Dialog Box by either clicking on the Sort icon, or by selecting Sort from the View menu.

How to Define a Sort

To define a sort:

Step 1. Click on the Sort icon or select Sort from the View menu.

Step 2. Drag the fields you want to sort the data by from the Columns Available for Sorting panel to the Sort Columns panel. The first data field you drag will be the primary sort. The second data field will be the secondary sort, etc.

Step 3. The default sort is ascending order. This is shown by a check mark in the box under Ascending. To change the order to descending, click the box to make the check mark disappear.

Step 4. Click on OK.

Topic 5 - Using the SQL Select Command

Overview

Rather than use the Query, Sort, or Filter options in ROSCO, RO staff may choose to construct SQL commands. Select Interactive SQL from the Transmissions and Utilities operation or click on the SQL icon to access SQL.

For the examples of SQL statements in this section, two tables – FR_LEAVE and CASE_HISTORY (listed below) – will be used. These tables are similar to tables in the Census Bureau's survey databases. The column names within the tables are actual column names from the NCVS Database.

NOTE: SQL commands are <u>not case sensitive</u>. SQL commands may be made in either upper or lower case letters. However, when querying on specific values of a column, the values <u>are</u> case sensitive (i.e., must match exactly what’s in the database).

If you’re unsure, you can use the UPPER or LOWER string functions on both the column and the value to force a match. For example, in the following example, UPPER(fr_code) = UPPER(‘a01')

The database converts everything to upper case before doing the match.

Table	Column	Size
FR_LEAVE	FR_CODE INTERVIEW_PERIOD STATE_DATE END_DATE	3 8
CASE_HISTORY	CONTROL_NUMBER INTERVIEW_PERIOD INTERVIEW_NUMBER FR_CODE INTERVIEWER_CODE CAPI_OUTCOME REPLACEMENT_HH	24 8 2 3 4 3 1

Retrieving data from the database is the most common SQL operation. A database retrieval is called a query. To issue a query in SQL, RO staff enter a SELECT command. The basic select command contains multiple (one required, the other one optional) parts called clauses:

SELECT some data (column name/names)

FROM a table or some tables (table name/names)

WHERE a certain condition is met

ORDER BY a certain condition

In the above example, the SELECT and FROM statements are required clauses. Everything else is optional.

After keying in the Select statement, click on the **Execute** icon to execute the query. After running a SQL query, click on the **Edit** icon to edit the query.

List All Columns and All Rows in One Table

In this example the name of every column of the FR_LEAVE table is included in the SELECT clause:

SELECT FR_CODE, INTERVIEW_PERIOD START_DATE, END_DATE

FROM FR_LEAVE

Click the **Execute** icon to execute.

Another method to select all the columns of a table is to use an asterisk (*) in place of the list of column names. The following select statement yields the same results as the earlier command.

SELECT *
FROM FR_LEAVE

Again, click the **Execute** icon to launch the query.

Selecting Specific Columns

If only **some** of the columns of a table are needed, list only the columns desired:

SELECT CONTROL_NUMBER, FR_CODE, CAPI_OUTCOME
FROM CASE_HISTORY

Click the **Execute** icon to launch the query.

Controlling Column Sequence

The results of a query, whether displayed on the screen or printed, is itself a spreadsheet made up of columns and rows. The order in which column names are listed in the SELECT clause controls the left-to-right sequence of the result table.

When SELECT * is used, the left-to-right sequence is determined by the order in which columns were defined when the table was created.

Selecting Specific Rows – The WHERE Clause

When specific rows are desired from a table, a WHERE clause is added to the SELECT command. The following example would retrieve only those rows WHERE the FR_CODE column was equal to Z99:

select	CONTROL_NUMBER, OUTCOME_CODE
from	CASE_HISTORY
where	FR_CODE = 'Z99'

Click the **Execute** icon to launch the query.

This displays the requested columns for all rows that have an FR Code equal to Z99 that are in the CASE_HISTORY table. Note the use of single quotes on the value Z99 and the case used for the value.

Multiple Search Conditions - The AND Connector

Sometimes you may need to further restrict the records retrieved by a query. The AND connector in the WHERE clause will limit retrieval to those records which meet both components of the search condition.

select	CONTROL_NUMBER, INTERVIEW_PERIOD, REPLACEMENT_HH

from	CASE_HISTORY
where	FR_CODE = 'Z99'
and	CAPI_OUTCOME = '201'

Click the **Execute** icon to launch the query.

This displays a list of the requested columns for all rows that have an FR Code equal to Z99 with a 201 CAPI outcome that exist in the CASE_HISTORY table.

Alternate Search Conditions - The OR Connector

The OR connector is used to select rows that meet **any** of several search conditions.

select	CAPI_OUTCOME
from	CASE_HISTORY
where	INTERVIEW_NUMBER = ‘03'
or	INTERVIEWER_CODE = ‘Z99'

Click the **Execute** icon to launch the query.

This displays the selected columns for all the rows in the CASE_HISTORY table with an interview number equal to 03 or an interviewer code equal to Z99.

Negative Search Conditions < !=>

You may wish to retrieve only those rows which do not contain certain values. Use the exclamation point <!> with the <=> sign <!=>. This combination means not equal to.

The example below retrieves all rows with a CAPI outcome of ‘201' <u>except</u> those rows with an FR_CODE equal to Z99.

select CONTROL_NUMBER, INTERVIEWER_CODE
from CASE_HISTORY
where CAPI_OUTCOME = ‘201'
and FR_CODE **!=** 'Z99'

Click the **Execute** icon to launch the query.

You can combine AND, OR, and != in the same query to connect as many search conditions as necessary to retrieve the desired rows.

The use of parentheses to combine AND, OR, and != statements is acceptable. For example:

where CAPI_OUTCOME = ‘201' and (FR_CODE = 'Z99' or REPLACEMENT_HH = '1')

This WHERE clause returns the requested columns for rows with a CAPI outcome code of 201 and either an FR_CODE equal to Z99 or coded with a 1 in the replacement household field.

A List of Values – The IN Operator

The IN operator allows RO staff to select rows that contain a value that matches one of the values in a list of values. (Note this is just a shortcut to using the OR condition.) For example:

select	CONTROL_NUMBER
from	CASE_HISTORY
where	INTERVIEW_NUMBER IN ('04', '05', ‘06')

The Control number assigned to all rows in CASE_HISTORY that are Interview Numbers 04, 05, or 06 is returned.

Note the WHERE clause could also be written as:

where	INTERVIEW_NUMBER = ‘04' or
	INTERVIEW_NUMBER = ‘05' or
	INTERVIEW_NUMBER = ‘06'

Matching Character Patterns

Rows may be selected if a column value matches a **pattern** of characters specified. Wildcard

– The LIKE Operator

characters are used with the LIKE operator. The underscore character <_> is the wildcard for one character position, the percent sign <%> is the wildcard for any string of zero or more characters.

The following example returns control numbers with 2 as the second character of their code no matter how many characters follow the 2.

select CONTROL_NUMBER
from CASE_HISTORY
where CONTROL_NUMBER **like** '_2%'

IN and LIKE comparison operators can be preceded with the word NOT and connected with AND and OR to form as complex a WHERE clause as required to retrieve the desired rows.

The DISTINCT Command

When no WHERE clause is included in a query, ORACLE returns all values in the requested column.

select FR_CODE
from CASE_HISTORY

Assume that 100 cases are equally divided among 5 FRs. In the query above, there would be one column with 100 rows of FR codes displayed, one for each row in the CASE_HISTORY table.

However, there would be many duplicate values since each FR code is present in 20 different rows. Duplicate values can be eliminated by specifying DISTINCT in the SELECT clause.

The following query requests all the different (DISTINCT) values for FR code in the CASE_HISTORY table and will return 5 values.

select	distinct FR_CODE
from	CASE_HISTORY

Ordering Rows – The ORDER BY Clause

You can control the order in which retrieved rows are displayed by adding an ORDER BY clause to the end of a SELECT command.

select	CONTROL_NUMBER, FR_CODE, CAPI_OUTCOME, INTERVIEWER_CODE
from	CASE_HISTORY
order by	FR_CODE, INTERVIEWER_CODE, CAPI_OUTCOME, CONTROL_NUMBER

This select statement returns the requested columns in order of the FR code, then the Interviewer code, then the CAPI outcome code, and finally the control number.

The COUNT Function

All table columns likely to be queried by RO users are VARCHAR2 (text) datatype. It is not meaningful to add phone numbers together. Arithmetic operators (e.g.: "*") and some of the comparison operators (e.g.: "<", ">=", etc.), and almost all of the group functions (e.g.: SUM, AVG, etc.) will not be used.

There is, however, one group function that may be used quite often - the COUNT function.

In its simplest usage, COUNT reports the number of rows in a table:

```
select  count(*)
from    CASE_HISTORY
```

gives results in this fashion:

```
COUNT(*)
-------------
     100
```

The number returned represents the number of cases in the CASE_HISTORY table.

When used with a GROUP BY clause, COUNT becomes a useful tool to "tally" the number of rows that fit a particular group.

The groups of interest are specified in the SELECT clause and must also be included in the GROUP BY clause. Here are two examples, one with a single grouping and another with two groupings.

select count(*), FR_CODE
from CASE_HISTORY
group by FR_CODE

And results could look like:

COUNT(*)	FR_CODE
15	Z96
25	Z97
10	Z98
50	Z99

The data returned represents the number of rows cases in CASE_HISTORY for each unique FR Code.

```
select      count(*), CAPI_OUTCOME,
            FR_CODE
from        CASE_HISTORY
group by    REPLACEMENT_HH,
            FR_CODE
```

Results could look like the following:

COUNT(*)	CAPI_OUTCOME	FR_CODE
15	201	Z97
12		Z98
14		Z99
10	202	Z97
16		Z98
09		Z99
25	203	Z96
22		Z99
25	204	Z97
25	205	Z98

The GROUP BY clause in this example tells the database to group together similar CAPI outcomes first and then, within each CAPI outcome, to group together similar FR code values.

Subqueries

A WHERE clause of one query may itself contain another query, called a subquery. ORACLE processes the subquery and uses the results in the main query. Subqueries are enclosed in parentheses.

In the following example, assume that there are 25 rows in the CASE_HISTORY table – 15 FRs **with** a case in INTERVIEW NUMBER 5 and 10 **without** a case in INTERVIEW NUMBER 05. The DISTINCT operator then uses those values to return the INTERVIEW PERIOD for the FRs **with** a case in INTERVIEW NUMBER 05.

SELECT interview_period

FROM fr_leave

WHERE fr_code in

(**SELECT DISTINCT** FR_CODE

from CASE_HISTORY

where INTERVIEW_NUMBER = ‘05')

Click the **Execute** icon to launch the query.

This statement produces the INTERVIEW_PERIOD of all FRs that have a record with an INTERVIEW_NUMBER equal to 05 assigned to them in the CASE_HISTORY table.

Multiple Tables in One Query

The JOIN Command

In the preceding examples, only one table (FR_CODE or CASE_HISTORY) has been queried. The JOIN feature lets you select data from two or more tables and combine the selected data in a single result display.

A join occurs whenever multiple tables are listed in the FROM clause of the SELECT statement. A WHERE clause determines how the rows of the tables are combined by naming the columns that must match.

The columns used in the WHERE clause need not have the same name. If the column names are identical, they **must** be prefaced with the table name. For example: CASE_HISTORY. CAPI_OUTCOME is the full, formal name for the CAPI_OUTCOME column in the CASE_HISTORY table.

Many users choose to use the formal name for all column references in the command whenever two or more tables are being queried. This helps them remember to include the proper table names in the FROM clause.

In the example below, we wish to display four columns from the CASE_HISTORY table and the INTERVIEW_PERIOD column from the FR_LEAVE table. The WHERE clause names the columns, one from each table, that must match.

select	FR_LEAVE.INTERVIEW_PERIOD, CASE_HISTORY.CONTROL_NUMBER, CASE_HISTORY.INTERVIEW_PERIOD, CASE_HISTORY.FR_CODE, CASE_HISTORY.CAPI_OUTCOME
from	FR_LEAVE, CASE_HISTORY
where	CASE_HISTORY.INTERVIEW_PERIOD = FR_LEAVE.INTERVIEW_PERIOD;

An "alias" for the table name may be defined. This can save a substantial number of keystrokes. In the example below, note the definition of the aliases in the second line and the use of the aliases with all column names.

```
select    F.INTERVIEW_PERIOD,
          C.CONTROL_NUMBER,
          C.INTERVIEW_PERIOD,
          C.FR_CODE,
          C.CAPI_OUTCOME
from      FR_LEAVE F,
          CASE_HISTORY C
WHERE     C.FR_CODE = F.FR_CODE;
```

Appendix 4A - ROSCO Tables and Fields for NCVS

(sorted by table name)

List of Table Names Primary keys that link the tables are denoted in bold.	
– REGULAR NCVS –	REASSIGNMENT_REVIEW
ADDRESS_HISTORY	RELOAD
ADDRESS_INFO	**REMOTE_REASSIGNMENTS**
ASSIGNMENT_PARMS	REPORT_FILE_OUT
BOOST_BLOCK	RESTING_ADDRESS_HISTORY
CASE_ACTIVITY	RESTING_ADDRESS_INFO
CASE_HISTORY	RESTING_BOOST_BLOCK
CMFILE_IN	RESTING_CASE_HISTORY
CONTACTS	RESTING_CONTACT_HISTORY
CONVERTED_TYPE_A	RESTING_INFO
DELETE_FROM_LAPTOP	RESTING_NOTES
DELIVER_TO_MCS	RO_CODE
FR	RO_TEAM
FR_HISTORY	SEGMENT
FR_INTVPERIOD	SEQUENCE_NO
FR_LEAVE	SERVER_JOB/OLD_SERVER_JOB
FR_SURVEY	SCHEDULED_JOB
INSTRUMENT	STRATUM
INTERVIEW_PERIOD	STUDIES
LANGUAGE_CODE	STUDY_INTVPERIOD
LETTER_HISTORY	SUPERVISOR_REVIEW
LETTER_LANGUAGE	SUPPLEMENTAL_OUTCOME
LETTER_TYPE	SURVEY

MAIL_MESSAGES	SYSTEM_IN_LIST
MAIL_OUT	TEAM_STATUS_REPORT
NEW_SPAWN	TEAM_LEADER_TABLE
NOTES	TEMPORARY_LOB
OLD_CONTROL_NUMBER	TEMPORARY_REASSIGNMENT
OUTCOME_CODE	TRANS_GOAL
PAL_INFO	USER_JOB_STATUS
PERMANENT_REASSIGNMENT	**WORKLOAD**
PLACE_ZIP	
PSU	**– NCVS REINTERVIEW --**
PSU_GROUP_TABLE	FALSIFICATION_NOTES
	RI_CMFILE_IN
	RI_SUPV_REVIEW
	RI_WORKLOAD
	SUPP_QC_FR

- REGULAR NCVS -

ADDRESS_HISTORY

Ah_id	Date_changed	Street_name	Addr2	Zip
Control_number	House_number	Unit_designation	Place	Zip4
Interview_period	House_number_sfx	Addr1	State	Physical_description
Address_seq				

ADDRESS_INFO

Control_number	House_number	Unit_designation	Place	Zip4
Interview_period	House_number_sfx	Addr1	State	Physical_description
Address_type	Street_name	Addr2	Zip	

ASSIGNMENT_PARMS

Ap_Id	Psu	Zip	Segment	Typea_fr
	Psu_level	Tract	Bpo_id	Pv_fr
	Place	Block	Regular_fr	Phone_fr

CAPI_NOTES

Control_number	**Interview_period**	Int_or_reint	Version	Notes1 - 15

CATI_NOTES

Control_number	**Interview_period**	Notes1 - 15		

CASE_ACTIVITY

Ca_Id	Action_code	Date_xmit_to_fr	Date_mcs_ack
Control_number	Fr_code	Date_case_completed	In_supv_review
Interview_period	Checked_in	Date_received	Outcome_code
Seq_nbr	Date_assigned	Date_checked_in	Reload_version
Case_activity_date	Date_recv_by_fr	Date_deliv_to_mcs	Xmit_status
Case_activity_code			

CASE_HISTORY

Control_number	Interview_number	Fr_code	Capi_outcome	Replacement_hh
Interview_period		Interviewer_code	Cati_outcome	Last_update

CMFILE_IN, CMFILE_OUT, SUPV_REVIEW

Control_number	Phone_number_2	Cati_ok	Sheet_number
Interview_period	Phone_ext_2	Never_cati	Year_built
Study_name	Phone_interview_ok	Supplemental_outcome	Ahs_frame
Caseid	Notes_flag	Status	G_flag_1
Arcnum	Notes_changed	Trans_status	Screener
Reassigned	Pnotes1–15	Date_recv_by_fr	Structure_type
Original_outcome	Contact1_type	Date_case_completed	Sp_unit
Original_action	Contact1_name	Observed	Hu_type
Collection_mode	Contact1_title	House_number	Incentive
County_name	Contact1_phone_exp	House_number_sfx	Cati_outcome
How_to_interview	Contact1_phone	Street_name	Cati_recycle
Interview_number	Contact1_phone_ext	Unit_designation	Tnotes1-15
Previous_fr	Contact1_addr1	Physical_description	Design
Previous_fr_name	Contact1_addr2	Place	Segment_type
Previous_outcome	Contact1_place	State	Gq_register_method
Listing_id	Contact1_state	Zip	Permit_issuing
Survey_id	Contact1_zip	Zip4	Transition_assignment
G_ind_1-5	Contact1_zip4	Mailflag	Urban_rural
Action_code	Contact2_type	Mhouse_number	Within_psu_stratum
Address_changed	Contact2_name	Mhouse_number_sfx	G_flag_2–3
Best_time	Contact2_title	Mstreet_name	Free_fields
Best_time_specified	Contact2_phone_exp	Munit_designation	Fr_code
Callback_notes	Contact2_phone	Mplace	Also in cmfile_in and Supv_review tables:
Confirmed_refusal	Contact2_phone_ext	Mstate	
G_resp_name	Contact2_addr1	Mzip	*Supv_review_type*

How_interviewed	Contact2_addr2	Mzip4	*Supv_review_category*
Type_z_base	Contact2_place	Address_size	*Supv_review_action*
Nbr_type_z	Contact2_state	Gq_flag	*Date_received*
No_Sunday	Contact2_zip	Gq_name	*Notes_version*
Outcome_code	Contact2_zip4	Gq_code	*Reload_version*
Phone_exp_1	Relist_add	Incomplete_address	*Study_outcome*
Phone_number_1	New_extra	Line_number	*Study_action*
Phone_ext_1	New_unit	Mobile_home	*Failed_reason*
Phone_exp_2	New_unit_trans	Multi_unit	*Date_supv_review_action*

CONTACTS

Control_number	Contact_type	Contact_addr1	Contact_city	Contact_phone
Interview_period	Contact_name	Contact_addr2	Contact_state	Contact_phone_ext
Int_or_reint	Contact_title		Contact_zip	Contact_phone_exp
Contact_id			Contact_zip4	Contact_phone_type

CONVERTED_TYPE_A

Control_number	**Interview_period**	Fr_code	Outcome_code	

CPCAPCS_TEMP

Asgt_month	Sample_no	Mis	Received_date	Orig_fr
Asgt_year	Segment_no	Ro_code	Grpldr_old_psu	PSU
Fips_county_code	Serial_no	Cati_outcome	Typea_fr	
Fips_state_code	Serial_suffix	Confirmed_refusal	Reassignment_code	

CPCAPFR_TEMP

Asgt_month	Fr_code	Ro_code	Pickup_date	Grpldr
Asgt_year				

DELETE_FROM_LAPTOP

Control_number	**Interview_period**	Fr_code		

DELIVER_TO_MCS

Control_number **Interview_period**	Date_created Reload_version	Study_name Caseid	Date_deliv_to_mcs Locked	

FR

Fr_code Name Stat Lister Sfr Phonenum	Address City State Zip Zip4 Eod_date	L_name F_name M_name Ssn Parcel_address Parcel_city	Parcel_state Parcel_zip Alt_phone_no Phone_no Active_inactive End_date	Alt_phonenum M_initial Parcel_zip4 Ssn_short Birthdate

FR_INTVPERIOD

Fr_code **Interview_period**	Ro_team	Assg_start_date Assg_due_date Supplemental_qc	Trans_goal_1 Trans_goal_2 Trans_goal_3	Trans_goal_4 Trans_goal_5 Last_trans_date

FR_LEAVE

Fr_code	**Interview_period**	Start_date	End_date	

FR_NOTES

Fr_code	Notes			

FR_SURVEY

Fr_code Survey Psu1 Psu2	Sfr_code Start_date Due_date Trans_date	Db_cnt Inp_cnt Hours Miles	Eop_date Fr_survey_flag1 Ri_group Ro_reint	Team_leader_code Ro_use Active_inactive End_date

Psu3 Stat	Recv_date Kit_date	Ri_ready_position Ro_team	Fr_survey_flag2 Employee_type	

IDENTICAL_SEGMENT

Ro_code **Sample**	Psu Segment	Serial Segment_type	Survey Ident_sample	Ident_segment Tie_flag

INTERVIEW_PERIOD

Interview_Period Ro_team Release_to_field Survey_data_loaded Ro_closeout Mcs_closeout Ri_ro_closeout Ri_mcs_closeout Cati_cases_sent Ri_files_sent	Cls_file_sent Ri_cls_file_sent Ri_closeout_files_sent Date_released_to_field Date_ro_closeout Date_ro_ri_closeout Date_fp_saved Date_ro_cleanup Date_fp_loaded Segment_folders_checked	Date_segment_folders_checked Laptop_cleanup Date_laptop_cleanup Confirmed_refusal_sent Ri_release_to_field Date_ri_released_to_field Date_lc_fr_correction Date_lc_results

LETTER_HISTORY

Control_number **Interview_period**	Fr_code	Letter_type	Date_sent	Letter_delivered

LETTER_LANGUAGE

Letter_type	**Language**	Filename		

MAIL_MESSAGES

Mail_mesages	Message_date	Message_subject	Message_text	Keep_or_delete

MAIL_OUT

Fr_code	Message_id			

PAL_INFO

Control_number **Interview_period**	Bpo_id Bpo_name Day_of_issue	Keyed_remarks Pal_line_number Pal_origin_code	Pal_seq_number Permit_year_month Permit_number	Unit_in_structure

PERMANENT_REASSIGNMENT

Control_number	Fr_code	Old_control_number		

PLACE_ZIP

Psu	Place	Zip		

PMN_NOTES (CAPI Control notes) - Obsolete

Control_number	Notes			

PSU

Psu	Stratum	Psu_group	Ro_team	

REASSIGNMENT_REVIEW

Control_number	**Interview_period**			

RECYCLE_LIMIT

Survey	Limit_number			

RELOAD

Control_number **Interview_period**	Reload_version Study_name	Caseid	Archive_name	Transfer_flag

REMOTE_REASSIGNMENTS

Rr_Id **Control_number**	**Interview_period**	Reassigned_by Reassigned_from	Reassigned_to Reassignment_reason	Date_received Reassigned

REPORT_FILE_OUT

Report_name	Team_leader_code	Line_number	Line_text	

RESTING_ADDRESS_INFO

Control_number **Interview_period** **Address_type**	House_number House_number_sfx Street_name	Unit_designation Addr1 Addr2	Place State Zip	Zip4 Physical_description In_care_of

RESTING_CASE_HISTORY

Control_number **Interview_period**	Interview_number	Fr_code	Outcome_code	Cati_outcome

RESTING_INFO

Control_number **Interview_period**	G_resp_name Phone_number_1 Phone_number_2	Address_changed Fr_code Outcome_code	Workload_id Best_time Mail_flag	Notes_version

RESTING_NOTES

Control_number	**Interview_period**	Int_or_reint	Version	Notes1-15

RO_CODE

Ro_code				

SEGMENT

Interview_period **Psu** **Sample** **Segment**	Fr_code Date_checked_out Date_checked_in Design Segment_type	List_now New_segment_folder Old_design_psu Old_design_segment Check_folder_flag	Transition_assignment Within_psu_stratum Permit_issuing Urban_rural Folder_checked

SEQUENCE_NO

Table_name	**Column_name**	Next_id		

SERVER_JOB / OLD_SERVER_JOB

Job_id	Job_name Survey Ro_code Time_requested	Parameters Time_started Time_completed Priority	Status Max_running_time Auto_abort_code Comments

SCHEDULED_JOB

Survey Ro_code	Job_name Hour	Minute Enabled	Date_last_scheduled Parameters

STUDIES

Survey Study_name	Int_or_reint	Study_number	Cases_version	Release_to_field

STUDY_INTVPERIOD

Study_name	**Interview_period**	Cleaned_up	Inst_cleaned_up	

SURVEY

Survey	Recordnum			

SYSTEM_IN_LIST

Userid	Class_name	Stringlist	Numberlist	Datetimelist

TEAM_STATUS_REPORT

Fr_code	G_label	G_counts_1-17	Date_created	Team_leader_code

TEMPORARY_REASSIGNMENT

Control_number	**Interview_period**	Fr_code		

TRANS_GOAL

Interview_period	Goal_id	Goal_date	Goal_percent	

USER_JOB_STATUS

Job_id	Survey Ro_code Job_name	Time_requested Status Time_completed	Comments Seen_by_user

WORKLOAD

Workload_id	In_supv_review	Xmit_status	Serial
Control_number	Interview_number	G_ind_1-5	Serial_sfx
Interview_period	Listing_id	G_resp_name	Sheet_number
Psu	Load_date	G_flag_1–5	Year_built
Tract	Nbr_type_z No_Sunday	G_short_1–5	Cati_outcome
Block	Notes_changed	G_varchar_1–5	Cati_recycle
Action_code	Notes_version	G_varchar_long	Date_recycle_recv
Address_changed	Observed	G_int_1–5	Previous_cati_outcome
Best_time	Original_fr	G_number_1-3	Cati_eligible
Best_time_specified	Original_outcome	G_timestamp_1-5	Cati_eligible_psu
Callback_notes	Original_action	Address_size	Cati_ok
Caseid	Outcome_code	Census_id	Cati_possible
Checked_in	Phone_interview_ok	Do_code	Cati_selected Ever_cati
Collection_mode	Phone_exp_1	Fips_state_code	Never_cati
Confirmed_refusal	Phone_number_1	Gq_code	Previous_recycle
County_name	Phone_ext_1	Gq_flag	Recycle_requested
Date_assigned	Phone_exp_2	Gq_name	Returning_cati
Date_recv_by_fr	Phone_number_2	Gq_register_method	Why_not_cati
Date_xmit_to_fr	Phone_ext_2	Incomplete_address	Supplemental_fr
Date_case_completed	Previous_fr	Line_number	Supplemental_outcome
Date_checked_in	Previous_outcome	Mobile_home	G_other_name
Date_deliv_to_mcs	In_reinterview	Multi_unit	Phone_type_1
Date_mcs_ack	Reload_version	Nbr_or_ltr	Phone_type_2
Date_received	Ro_team	New_extra	Incentive
Date_last_modified	State_of_case	New_unit	Incoming_flag
Fr_code	Study_name	Relist_add	Map_spot
How_to_interview	Type_z_base	Sample	Maf_Id
How_interviewed		Segment	Mail_flag

– NCVS REINTERVIEW TABLES –

FALSIFICATION_NOTES

Control_number	**Interview_period**	Fnotes1 – 5		

RI_CMFILE_IN, RI_CMFILE_OUT, RI_SUPV_REVIEW

Control_number	House_number	Contact1_phone_exp	Notes_flag
Interview_period	House_number_sfx	Contact1_phone	Notes_changed
Caseid	Street_name	Contact1_phone_ext	Rnotes1-15
Study_name	Unit_designation	Contact1_addr1	Orig_notes_flag
Arcnum	Physical_description	Contact1_addr2	Pnotes1-15
Outcome_code	Place	Contact1_place	Free_fields
Action_code	State	Contact1_state	Fr_code
Qc_outcome	Zip	Contact1_zip	
Reinterview_type	Zip4	Contact1_zip4	Also in RI_cmfile_in
Status	Gq_name	Contact2_type	And RI_supv_review
Trans_status	G_resp_name	Contact2_name	Tables:
Date_recv_by_fr	Phone_exp_1	Contact2_title	*Supv_review_type*
Date_case_completed	Phone_number_1	Contact2_phone_exp	*Supv_review_category*
Reassigned	Phone_ext_1	Contact2_phone	*Supv_review_action*
Original_fr	Best_time	Contact2_phone_ext	*Date_received*
Original_outcome	Best_time_specified	Contact2_addr1	*Notes_version*
Original_action	Callback_notes	Contact2_addr2	*Reload_version*
Interview_fr	No_Sunday	Contact2_place	*Study_outcome*
Interview_fr_name	Contact1_type	Contact2_state	*Study_action*
Interview_outcome	Contact1_name	Contact2_zip	*Failed_reason*
Interview_number	Contact1_title	Contact2_zip4	*Date_supv_review_action*

RI_WORKLOAD

Workload_id	Date_xmit_to_fr	Input_received	Reinterview_type
Control_number	Date_case_completed	Load_date	Reload_version
Interview_period	Date_checked_in	No_Sunday	Ro_team
Action_code	Date_deliv_to_mcs	Notes_changed	Study_name
Active	Date_mcs_ack	Notes_version	Xmit_status
Best_time	Date_received	Original_fr	False_followup
Best_time_specified	Fr_code	Original_outcome	Gq_name
Caseid	G_resp_name	Original_action	Phone_Type_1
Checked_in	In_supv_review	Outcome_code	G_other_name
Collection_mode	Ineligible	Phone_exp_1	Phone_exp_2
Confirmed_refusal	Interview_fr	Phone_number_1	Phone_number_2
Date_assigned	Interview_number	Phone_ext_1	Phone_ext_2
Date_recv_by_fr	Interview_outcome	Qc_outcome	Phone_type_2

SUPP_QC_FR

Fr_code	**Interview_period**			

Appendix 4B - Descriptions of the Fields in the NCVS ROSCO Database Tables (sorted by field name)

FIELD NAME	TABLE NAME(S)	DESCRIPTION
Action_code	CASE_ACTIVITY CMFILE_IN CMFILE_OUT CMFILE_OUT RI_CMFILE_IN RI_CMFILE_OUT RI_SUPV_REVIEW RI_WORKLOAD SUPV_REVIEW WORKLOAD	Indicates status of case and its next destination. Some common codes: 201 A B C Xmit 10 20 30 40 To sponsor 11 21 31 41 To Supv Review 12 22 32 42 Allow re-entry then to sponsor 13 23 33 43 Allow re-entry then to SupvRev 15 25 35 45 Never transmit
Active	RI_WORKLOAD	Indicates if case is in any type of reinterview, including: Quality Control (QC), Response Error (RE), QC CATI recycle and QC supplemental.
Active_inactive	FR, FR_SURVEY	Indicates an FR's working status: A – active, I – inactive, S – separated.
Addr1 Addr2	ADDRESS_HISTORY ADDRESS_INFO RESTING_ADDRESS_INFO	The 1st and 2nd line in the old-style 2-line address format. The new-style address format has separate house #, house # suffix, street name, and unit designation fields.
Address	FR	House number, street name, and unit designation, or P.O. Box line in FR addresses.
Address_changed	CMFILE_IN CMFILE_OUT RESTING_INFO SUPV_REVIEW WORKLOAD	Indicates that an FR changed part of an address at any previous interview. 0=No, 1=Yes.
Address_seq	ADDRESS_HISTORY	Address change sequence number unique for each address.
Address_type	ADDRESS_INFO RESTING_ADDRESS_INFO	Indicates address type: S=sample, M=mailing, or R=reinterview.
Ah_Id	ADDRESS_HISTORY	Case Id in Address History table.
Ahs_frame	CMFILE_IN CMFILE_OUT	01-09=American Housing Survey frames – field not used by other surveys.

FIELD NAME	TABLE NAME(S)	DESCRIPTION
	SUPV_REVIEW	
Alt_phone_no Alt_phonenum	FR	Used to store FR secondary phone numbers – Alt_phonenum is used by NCVS.
Ap_Id	ASSIGNMENT_PARMS	Case Id used in Assignment Parms table.
Archive_name	RELOAD	Name of archive where case is stored.
Arcnum	CMFILE_IN CMFILE_OUT RI_CMFILE_IN RI_CMFILE_OUT RI_SUPV_REVIEW SUPV_REVIEW	Sequence number in archive file where case is stored.
Assgn_due_date Assgn_start_date	FR_INTVPERIOD	Target date for the start and end of interviewing set in Assignment Ops > Set Start and Due Dates and printed on the CAPI-35, FR Assignment List.
Auto_abort_code	OLD_SERVER_JOB SERVER_JOB	A code that automatically aborts a job on the server.
Best_time	CMFILE_IN, CMFILE_OUT RESTING_INFO RI_CMFILE_IN RI_CMFILE_OUT RI_SUPV_REVIEW RI_WORKLOAD SUPV_REVIEW WORKLOAD	The best time to call respondent chosen from a list of categories at the end of the interview and printed on the CAPI-35, FR Assignment List, for the next interview period. 1=AM 4=4P-7P 7=7-9P 2=11A-1P 5=6P-9P 8=9A-4P 3=12P-4P 6=9P-9P 9=5P-9P
Best_time _specified	CMFILE_IN CMFILE_OUT RI_CMFILE_IN RI_CMFILE_OUT RI_SUPV_REVIEW RI_WORKLOAD SUPV_REVIEW WORKLOAD	Best time to call respondent keyed at the end of the interview and printed on the CAPI-35, FR Assignment List for the next interview period. This “spelled-out” entry is often more specific than the Best Time categories.
Birthdate	FR	FR birth date.
Block	ASSIGNMENT_PARMS	**Assignment parameter setting used to assign all

FIELD NAME	TABLE NAME(S)	DESCRIPTION
		cases in a block to a single FR.
Bpo_id	ASSIGNMENT_PARMS PAL_INFO	Identification code (6-digit) assigned to each permit office by MCD that puts the offices in alphabetic sort within state. Permit frame only.
Bpo_name	PAL_INFO	Place or area name for territory covered by the permit office. Permit frame only.
Ca_Id	CASE_ACTIVITY CMFILE_OUT	Case Id used in the Case Activity table.
Callback_notes	CMFILE_IN CMFILE_OUT RI_CMFILE_IN RI_CMFILE_OUT RI_SUPV_REVIEW SUPV_REVIEW WORKLOAD	Notes recorded by FR on laptop that specifies when to call a respondent back to complete the interview for the current interview period. These notes appear in laptop case management on the Full (F3) screen.
Capi_outcome	CASE_HISTORY CMFILE_OUT	Laptop code stored in the Case History file.
Case_activity _code	CASE_ACTIVITY CMFILE_OUT The activity record of a case in ROSCO.	1 - Reassigned from Workload 2 - Reassigned from Sup Rev 3 - Checked-in from FR different than assigned FR 4 - Accepted duplicate 5 - Accepted from FR different than assigned FR 6 - Eliminated from Supervisory Review 7 - Resolved with prior version 8 - Reassigned Mover 9 - Type A - Charged to different FR 10 - Deleted From Supervisory Review 11 - Remote Reassignment
Case_activity _date	CASE_ACTIVITY CMFILE_OUT	Date ROSCO case activity occurred.
Caseid	CMFILE_IN CMFILE_OUT DELIVER_TO_MCS RELOAD	The 8-digit Id beginning with 00000001 that is assigned to each case every month. The caseid changes each month due to incoming and outgoing rotations.

FIELD NAME	TABLE NAME(S)	DESCRIPTION
	RI_CMFILE_IN RI_CMFILE_OUT RI_SUPV_REVIEW RI_WORKLOAD SUPV_REVIEW WORKLOAD	When an extra or additional unit is created, the new unit is assigned the parent's caseid with a letter prefix: A0000123=additional (A, B, C…) Z0000123=extra (Z, X, Y)
Category	N/A	Classification in a field description usually blank. Query: "Select * from 'field name' to view.
Cati_cases_sent	INTERVIEW_PERIOD	Flag set when assignments are released indicating selected cases are sent to CATI: 0=No, 1=Yes.
Cati_eligible	WORKLOAD	Segment CATI eligible in CATI eligible PSU.
Cati_ok	CMFILE_IN CMFILE_OUT SUPV_REVIEW WORKLOAD	Indicates if case should be considered for CATI interviewing based on input from the FR during most recent interview: 0=No, 1=Yes.
Cati_outcome	CASE_HISTORY CMFILE_IN CMFILE_OUT CMFILE_OUT CPCAPCS_TEMP RESTING_CASE_HISTORY SUPV_REVIEW WORKLOAD	Outcome code from CATI interview. .

Cati_possible	WORKLOAD
	This flag is set for each case by DSMD in the monthly PIN file based on meeting the parameters in this box →
	0=No, 1=Yes.
		Yes, if:
		1=Interview # not 1 or 5, Never CATI=N, AND
		2=Ever CATI=Y and CATI Outcome 01-05
		OR
		3=Ever CATI=N, Phone # is not blank,
		Phone OK=Y, Vacation (g_flag_2)=N,
		MAR HIS (g_flag_1)=N, Previous Outcome in
		(201,203,204,205) and Previous Recycle=N

Cati_recycle	CMFILE_IN CMFILE_OUT	Case recycled from CATI: 0=No, 1=Yes.

FIELD NAME	TABLE NAME(S)	DESCRIPTION
	SUPV_REVIEW WORKLOAD	
Cati_selected	WORKLOAD 0=No, 1=Yes, 2=Temp Yes If 1 or 2, case displays on the ROSCO Selected Cases screen and will go to CATI unless it is Removed.	Yes, if: 1 - CATI Eligible=Y, CATI Possible=Y, and CATI ok=Y OR 2=Ever CATI=Y, Interview # not 1or 5, Phone OK=Y and Vacation (g_flag_2)=N One can set this flag on the CATI Selection tab in View/Edit Sample.
Census_Id	WORKLOAD	An id assigned to each housing unit in the 1990 Census, unique within District Office.
Check_folder_flag	SEGMENT This flag is set in ROSCO Sample Control > Segments with Additional Units.	Indicates there are more units than expected for a unit frame listing. This flag alerts RO staff to check the segment folder and listing sheets for possible additional units to add to sample control before releasing assignments.
Checked_in	CASE_ACTIVITY CMFILE_OUT RI_WORKLOAD WORKLOAD	Indicates an FR has sent the case in and it is checked into ROSCO. Cases in Supervisory Review are not checked in until they are Accepted.
City	FR	The city (place) part in the FRs mailing address.
Cleaned_up	STUDY_INTVPERIOD	Flag indicating that the Study was removed from ROSCO. For example, NCVS_FS02 the February NCVS Study (instrument).
Cls_file_sent	INTERVIEW_PERIOD	Indicates that the month's closeout file was sent from ROSCO to MCS (Master Control). This occurs when RO staff clicks the "activated" close out hand on the Resolve Missing Cases screen.
Code	N/A – An entry in a field of any table.	For example, control #s, names, addresses, dates, categories, 0=No, 1=Yes, etc. Codes are often described in the field description queries: Select * from 'fieldname'
Collection_mode	CMFILE_IN CMFILE_OUT RI_WORKLOAD SUPV_REVIEW	Indicates case collection mode: 0=CAPI 1=CATI 5=Listing

FIELD NAME	TABLE NAME(S)	DESCRIPTION
	WORKLOAD	
Column_name	SEQUENCE_NO	Name of column in table that stores sequence numbers for mail messages and jobs.
Confirmed_refusal	CMFILE_IN CMFILE_OUT CPCAPCS_TEMP RI_WORKLOAD SUPV_REVIEW WORKLOAD	Set when accepting Refusals in Supv Review > Non Interview tab. Once set, field cannot be reset. 0=Not a confirmed refusal 1=Confirmed Refusal 2=Congressional Refusal 3=Potential Congressional Refusal
Confirmed_refusal _sent	INTERVIEW_PERIOD	?????
Contact1 Contact2	CMFILE_IN CMFILE_OUT RI_CMFILE_IN RI_CMFILE_OUT RI_SUPV_REVIEW SUPV_REVIEW	Contact 1 is for Type B and C case contact persons. Contact 2 is for mover case contact persons. Surveys that do not have Type B or C contact persons may use both contact fields for movers. FRs view contact data in laptop case management on the F3 (Full) > M-View More screen.
Contact_add1 Contact_add2	CONTACTS	First two lines in contact address
Contact_city	CONTACTS	The city part of the contact address.
Contact_Id	CONTACTS	Identifier indicating Contact 1 or Contact 2. Contact_id = 1 – for contact on the 1st line Contact_id = 2 – for contact data on the 2nd line
Contact_name	CONTACTS	The name of the person who provided information at the sample unit.
Contact_phone Contact_phone_exp Contact_phone_ext	CONTACTS	The contact person's phone number, extension and (.exp) expansion if Area Codes are expanded to 4 digits.
Contact_state	CONTACTS	The State of the contact address.
Contact_title	CONTACTS	The contact person's title.
Contact_type	CONTACTS	1=B/C Contact 4=Vacant Contact (AHS only) 2=Household Contact 5=CAUS Contact 3=Proxy Respondent 6=GQ Contact

FIELD NAME	TABLE NAME(S)	DESCRIPTION
Contact_zip Contact_zip4	CONTACTS	The contact person's address ZIP Code and ZIP+4.
Control_number Unlike the case_id that changes with each interview period, the control number for a case never changes. Below are examples of a NCVS control number.	ADDRESS_HISTORY ADDRESS_INFO CAPI_NOTES CASE_ACTIVITY CASE_HISTORY CATI_NOTES CMFILE_IN, CMFILE_OUT CONTACTS CONVERTED_TYPE_A DELETE_FROM_LAPTOP DELIVER_TO_MCS FALSIFICATION_NOTES LETTER_HISTORY PAL_INFO	PERMANENT_REASSIGNMENT PMN_NOTES REASSIGNMENT_REVIEW RELOAD REMOTE_REASSIGNMENTS RESTING_ADDRESS_INFO RESTING_CASE_HISTORY RESTING_INFO RESTING_NOTES RI_CMFILE_IN RI_CMFILE_OUT RI_SUPV_REVIEW RI_WORKLOAD SUPV_REVIEW TEMPORARY_REASSIGNMENT WORKLOAD
NCVS - 91910 1699B J22 01 100 - regular case 91910-PSU, 1699B-Segment+suffix, J22-sample, 01-Serial No., 100-Original HH The PSU is a combination of state and county codes – 91-State, 910-County. Segment - 1st digit = panel(1-6), 2nd digit = rotation(1-6), 3rd & 4th digits - segment type Segment Type - Permit (01-49), GQ (55-59), Area (60-69), Unit (70-99) Note: Parts of the Ctl # can have a suffix: Segment – 1 or 2 letters, Sample – 1 letter, Serial No. – 1 letter Replacement Households - the last three digits increase by 100 with each replacement household When an extra or additional unit is created for a case, the Ctl # for the new case is the same as the parent case with a suffix added to the Serial No. Extra suffix=Z, Y, X Additional suffix=A, B, C…		
County_name	CMFILE_IN CMFILE_OUT SUPV_REVIEW WORKLOAD	Proper name of a principal sub-division of a state. Also includes county equivalents – parishes in LA, Independent Cities, etc.

FIELD NAME	TABLE NAME(S)	DESCRIPTION
Date_assigned	CASE_ACTIVITY CMFILE_OUT RI_WORKLOAD WORKLOAD	The date the case is assigned or reassigned in ROSCO.
Date_case _completed	CASE_ACTIVITY CMFILE_IN CMFILE_OUT RI_CMFILE_IN RI_CMFILE_OUT RI_SUPV_REVIEW RI_WORKLOAD SUPV_REVIEW WORKLOAD	The date the case is completed on the laptop.
Date_changed	ADDRESS_HISTORY	The date an address is edited/changed in ROSCO.
Date_checked_in	CASE_ACTIVITY CMFILE_OUT RI_WORKLOAD SEGMENT WORKLOAD	The date a case or segment folder is checked into ROSCO as a completed case.
Date_checked_out	SEGMENT	The date a segment folder is checked out to an FR.
Date_created	DELIVER_TO_MCS TEAM_STATUS_REPORT	The date the report is generated.
Date_deliv_to_mcs	CASE_ACTIVITY CMFILE_OUT DELIVER_TO_MCS RI_WORKLOAD WORKLOAD	The date a case is delivered from ROSCO to MCS (Master Control).
Date_fp_loaded	INTERVIEW_PERIOD	The date FR performance data is loaded.
Date_fp_saved	INTERVIEW_PERIOD	The date FR performance data is saved.
Date_laptop _cleanup	INTERVIEW_PERIOD	The laptop cleanup date.
Date_last_modified	WORKLOAD	The last modified date.
Date_last_scheduled	SCHEDULED_JOB	The date of the last time a scheduled job was run.

FIELD NAME	TABLE NAME(S)	DESCRIPTION
Date_lc_fr _correction	INTERVIEW_PERIOD	The date that listing check FR corrections are checked in.
Date_lc_results	INTERVIEW_PERIOD	The date that listing check results are checked in.
Date_mcs_ack	CASE_ACTIVITY CMFILE_OUT RI_WORKLOAD WORKLOAD	The date MCS (Master Control) acknowledges receipt of a case and sends the FR a file that puts the "R" (for received) in the laptop Stat column.
Date_received	CASE_ACTIVITY CMFILE_IN CMFILE_OUT REMOTE _REASSIGNMENTS RI_CMFILE_IN RI_SUPV_REVIEW RI_WORKLOAD SUPV_REVIEW, WORKLOAD	The date this case is received back from an FR and is processed by the check-in program. If a case is checked in when it is received, the Date Received and the Date Checked In are the same. If a case goes to supervisory review, the Date Received is the date the case is put into supv review, and the Date Checked In is the date the case is Accepted from supv review.
Date_recv_by_fr	CASE_ACTIVITY CMFILE_IN CMFILE_OUT CMFILE_OUT RI_CMFILE_IN RI_CMFILE_OUT RI_SUPV_REVIEW RI_WORKLOAD SUPV_REVIEW WORKLOAD	The date the FR picks up a case on the laptop.
Date_recycle_recv	WORKLOAD	The date the input (DAT and ARC) files for a case recycle from CATI.
Date_released _to_field	INTERVIEW_PERIOD	The date that FR assignments are released – Xmit status = R (for ready to transmit).
Date_ri_released _to_field	INTERVIEW_PERIOD	The date that reinterview assignments are released.

FIELD NAME	TABLE NAME(S)	DESCRIPTION
Date_ro_cleanup	INTERVIEW_PERIOD	The date that RO cleanup is run.
Date_ro_closeout	INTERVIEW_PERIOD	The date that RO closeout is run.
Date_ri_ro_closeout	INTERVIEW_PERIOD	The date that reinterview closeout is run.
Date_sent	LETTER_HISTORY	The date a respondent letter is sent.
Date_supv_review _action	CMFILE_IN RI_CMFILE_IN RI_SUPV_REVIEW SUPV_REVIEW	The date RO staff accepts, reassigns or eliminates a case from ROSCO Supervisory Review.
Date_xmit_to_fr	CASE_ACTIVITY CMFILE_OUT RI_WORKLOAD WORKLOAD	The date the assignment files which included this case were transmitted to the FR.
Day_of_issue	PAL_INFO	Date the building permit was issued.
Design	CMFILE_IN CMFILE_OUT SEGMENT SUPV_REVIEW	A case's sample design (90, 00).
Display	N/A.	What a coded table entry will display on ROSCO screens and reports. For example, 0=No, 1=Yes.
Do_code In 1990, District Offices (Dos) were changed to LCOs..	WORKLOAD The 1st two-digits are the RO code – 21=Bos, 22=NY, etc.	The 4-digit code assigned to 2000 Local Census Offices. An LCO was a temporary data collection center that collected decennial census data for an area. Old construction only.
Due_date	FR_SURVEY	The assignment due date (pre-ROSCO).
Effdate	N/A.	Date a field description becomes effective.
Employee_type	FR_SURVEY	The employee type assigned to each person in the FR Survey table=F=FR, S=SFR, T=Team Leader, M=RO Mgt, C=Clerk, P=Pseudo FR.
Enabled	SCHEDULED_JOB	Flag indicating if a scheduled job is enabled: 0=No, job will not run until it is enabled 1=Yes, job will run at next scheduled time
End_date	FR FR_LEAVE FR_SURVEY	The last date the FR is on leave. For ROSCO surveys, the end date is stored in the FR Leave table.
Eod_date	FR	The date the FR entered on duty

FIELD NAME	TABLE NAME(S)	DESCRIPTION
Eop_date	FR_SURVEY	The date the FR started working on survey or program. EOP=entered on program
Ever_cati	WORKLOAD	Indicates if case was ever assigned to CATI: 0=No, 1=Yes, CATI in at least one prior interview.
Expdate	N/A.	Date a field description expires.
F_name	FR	The FR's first name.
Failed_reason	CMFILE_IN RI_CMFILE_IN RI_SUPV_REVIEW SUPV_REVIEW	In Supervisory Review (Failed Cases tab), the reason a case does not check in. 1=Missing data 3=Invalid action code 2=Study/CM mismatch 4=Not in workload
False_followup	RI_WORKLOAD	Used in reinterview to flag a case for falsification followup: 0=No, 1=Yes.
Filename	LETTER_LANGUAGE	Filename assigned to a respondent letter.
Fips_county_code	CPCAPCS_TEMP	A 3-digit code identifying a county.
Fips_state_code	CPCAPCS_TEMP WORKLOAD	A 2-digit code identifying a State. FIPS=Federal Information Processing Standards
Fnotes1-5	FALSFICATION_NOTES	Five fields used to store reinterview falsification notes sent in by SFRs.
Folder_checked	SEGMENT	Stores a flag indicating if a segment folder was checked: 0=No, 1=Yes.
Fr_code CASE_ACTIVITY CASE_HISTORY CMFILE_IN CMFILE_OUT	CONVERTED_TYPE_A CPCAPFR_TEMP DELETE_FROM_LAPTOP FR FR_INTVPERIOD FR_LEAVE FR_NOTES FR_SURVEY LETTER_HISTORY MAIL_OUT PERMANENT _REASSIGNMENT	RESTING_INFO RI_CMFILE_IN RI_CMFILE_OUT RI_SUPV_REVIEW RI_WORKLOAD SEGMENT SUPP_QC_FR SUPV_REVIEW TEAM_STATUS_REPORT TEMPORARY_REASSIGNMENT WORKLOAD 3-character code (1- letter, 2-digits) identifying FRs. FR codes for SFRs and office staff usually begin with the letter A. The Regional Director's code is usually A01.

FIELD NAME	TABLE NAME(S)	DESCRIPTION
Fr_survey_flag1 Fr_survey_flag2	FR_SURVEY	
G_count_1-17	TEAM_STATUS_REPORT The report has a line for each FR on the team. This includes the FR code, the 2-digit month code (g_label) and the data for the following fields:	Fields in the SFR's Team Status Report. 1 - # in Assignment Still on Laptop 2-Not started, 3-Open, 4-Partial, 5-As, 6-Other In Supervisory Review (ROSCO) 7-Type As, 8-Other Checked In (to ROSCO) 9-Interviews, 10-Partials, 11-As, 12-Other, 13-LMR (late mail returns) not in NCVS 14-In CATI, 15-Recycles, 16-PVs (personal visit), 17-Tels (telephone)
G_flag_1-5	CMFILE_IN (flag1,2,3) CMFILE_OUT (flag1,2,3) SUPV_REVIEW (flag1,2,3) WORKLOAD	Five flags that handle variable data: G_flag_1=March Hispanic Over Sample flag G_flag_2=Vacation flag G_flag_3=I/O referral flag (Industry/Occupation) G_flag_4=SCHIP (B sample) flag G_flag_5=Not used by NCVS
G_ind_1-5	CMFILE_IN CMFILE_OUT SUPV_REVIEW WORKLOAD	Five variable indicators. G_ind_1=Rotation flag, matches the 1st digit of a segment number.
G_int_1-5	WORKLOAD	Five variable integer indicators.
G_label	TEAM_STATUS_REPORT	2-digit month in the Team Status Report table.
G_number_1-3	WORKLOAD	Three generic number fields.
G_other_name	RI_WORKLOAD, WORKLOAD	Other generic name field.
G_resp_name	CMFILE_IN, CMFILE_OUT RESTING_INFO RI_CMFILE_IN RI_CMFILE_OUT	RI_SUPV_REVIEW RI_WORKLOAD SUPV_REVIEW WORKLOAD Respondent name for a case.

FIELD NAME	TABLE NAME(S)	DESCRIPTION
G_short_1-5	WORKLOAD	Five short generic fields.
G_timestamp_1-5	WORKLOAD	Five generic timestamp fields.
G_varchar_1-5	WORKLOAD	Five generic variable character fields.
Goal_date	TRANS_GOAL	Transmission date goal entered in ROSCO - Close Out / Cleanup > Enter Transmittal Goals.
Goal_Id	TRANS_GOAL	The Id used in the Trans Goal table.
Goal_percent	TRANS_GOAL	Goal percents keyed into the Trans Goal table.
Gq_code	CMFILE_IN CMFILE_OUT SUPV_REVIEW WORKLOAD	Code assigned to a group quarters. 11-8, Listing & Coverage Manual, Appendix F
GQ_flag	CMFILE_IN CMFILE_OUT SUPV_REVIEW WORKLOAD	Indicates if case is at a GQ: 0=No, 1=Yes.
Gq_name	CMFILE_IN CMFILE_OUT RI_CMFILE_IN RI_CMFILE_OUT RI_SUPV_REVIEW RI_WORKLOAD SUPV_REVIEW WORKLOAD	The name of a group quarters. Area and GQ frames only.
Gq_register _method	CMFILE_IN CMFILE_OUT SUPV_REVIEW WORKLOAD	Indicates if GQ was listed using the register method. Area and GQ frames only. 0=Register method not used 1=Register method used
Grpldr	CPCAPFR_TEMP	FR code of Group Leader.
Grpldr_old_psu	CPCAPCS_TEMP	FR code of Group Leader in old PSU.
Hour	SCHEDULED_JOB	Hour part of the time (hour and minute) a scheduled job will start on the server.
Hours	FR_SURVEY	Obsolete field used to store hours before FRED.
House_number House_number _sfx	ADDRESS _HISTORY ADDRESS_INFO CMFILE_IN	The number associated with a housing unit that uniquely identifies a structure on a street. House number suffix=An alphabetic or fractional

FIELD NAME	TABLE NAME(S)	DESCRIPTION
	CMFILE_OUT RESTING_ADDRESS_INFO RI_CMFILE_IN RI_CMFILE_OUT RI_SUPV_REVIEW SUPV_REVIEW	addition to the end of the house number to form a new house number.
How_interviewed	CMFILE_IN CMFILE_OUT SUPV_REVIEW WORKLOAD	Indicates how the FR reported they collected the data (or most of the data) during the most recent interview: 1=Telephone, 2=Personal Visit
How_to_interview	CMFILE_IN CMFILE_OUT SUPV_REVIEW WORKLOAD	Indicates how to interview a case for the current month: 1=Telephone, 2=Personal Visit
Hu_type	CMFILE_IN CMFILE_OUT SUPV_REVIEW	Housing unit type – not used by NCVS. --------------HU=Housing Units------------------- 01=house, apartment or flat 02=mobile home, no permanent room added 03=mobile home, one or more perm. rooms added 04=in non-transient hotel, motel, etc. 05=permanent in transient hotel, motel 06=in rooming house 07=boat or recreational vehicle 08=tent, cave, or railroad car 09=something other than 01-08 above ---------non-HU – not Housing Units ------------- 10=rooming or boarding house 11=students quarters in college dormitory 12=unoccupied site for mobile home, trailer or tent 13=unit (not perm.) in transient hotel, motel, etc. 14=something other than 10-13 above
Ident_sample	IDENTICAL_SEGMENT	Sample of identical segment.
Ident_segment	IDENTICAL_SEGMENT	Identical segment number.

FIELD NAME	TABLE NAME(S)	DESCRIPTION
In_care_of	RESTING_ADDRESS_INFO	The recipient of household mail if different than the household respondent (g_resp_name).
In_reinterview	WORKLOAD	Indicates a case is or was in reinterview: 0=No, 1=Yes.
In_supv_review	RI_WORKLOAD	Indicates a case is or was in ROSCO Supervisory Review: 0=No, 1=Yes.
Incentive	CMFILE_IN CMFILE_OUT SUPV_REVIEW WORKLOAD	Indicates whether a respondent will receive a monetary incentive to participate in CE or SIPP. CE: A-Z (type undefined) SIPP: 0=No, 1=Yes
Incoming_flag	WORKLOAD	Indicates a case is in an incoming rotation: 0=No, 1=Yes.
Incomplete_address	CMFILE_IN CMFILE_OUT SUPV_REVIEW WORKLOAD	Indicates that the basic street address is incomplete: 0=No, 1=Yes.
Ineligible	RI_WORKLOAD	Indicates case was screened out of reinterview and removed from the ri_workload table. Flag is set for observed and Type A cases: 0=No, 1=Yes.
Input_received	RI_WORKLOAD	Indicates if a reinterview case's input file was received. An RI case cannot be assigned until the input file is received: 0=No, 1=Yes.
Inst_cleaned_up	STUDIES	Indicates if instrument was cleaned up.
Int_or_reint	CAPI_NOTES CONTACTS RESTING_NOTES	Indicates if notes are for regular NCVS or reinterview: I=Interview, R=Reinterview
Interview_fr	RI_CMFILE_IN RI_CMFILE_OUT RI_SUPV_REVIEW RI_WORKLOAD	CAPI FR who completed a regular case that is in the reinterview workload.
Interview_fr_name	RI_CMFILE_IN RI_CMFILE_OUT RI_SUPV_REVIEW	Name of the CAPI FR who did the regular case that is in the reinterview workload.
Interview_number CASE_HISTORY	RI_CMFILE_IN RI_CMFILE_OUT RI_SUPV_REVIEW	Identifies the position of the current interview within a complete sequence of scheduled interviews for the sample designation.

FIELD NAME	TABLE NAME(S)	DESCRIPTION
CMFILE_IN CMFILE_OUT CMFILE_OUT RESTING_CASE_ HISTORY	RI_WORKLOAD SUPV_REVIEW WORKLOAD	NCVS/SCHIP: 01-08 CEQ: 01-05 SIPP: 01-13 NCVS: 01-07 TPOPS: 01-04 AHS-MS: 96, 98, 02 all even years hereafter AHS-N: 97, 99, 01 all odd years hereafter
Interview_outcome	RI_CMFILE_IN RI_CMFILE_OUT RI_SUPV_REVIEW RI_WORKLOAD	The outcome_code from the regular interview that is in the reinterview workload..
Interview _period For NCVS, a 6-digit code that identifies the year and month. For monthly surveys: Jan 2004=200401 Feb 2004=200402 Mar 2004=200403 For MIS-9 a 3 is added as the 1st digit of the month Feb 2004=200432 Apr 2004=200334	ADDRESS_HISTORY ADDRESS_INFO CAPI_NOTES CASE_ACTIVITY CASE_HISTORY CATI_NOTES CMFILE_IN CMFILE_OUT CONTACTS CONVERTED_TYPE_A DELETE_FROM_LAPTOP DELIVER_TO_MCS FALSIFICATION_NOTES FR_INTVPERIOD FR_LEAVE INTERVIEW_PERIOD LETTER_HISTORY PAL_INFO	REASSIGNMENT_REVIEW RELOAD REMOTE_REASSIGNMENTS RESTING_ADDRESS_INFO RESTING_CASE_HISTORY RESTING_INFO RESTING_NOTES RI_CMFILE_IN RI_CMFILE_OUT RI_SUPV_REVIEW RI_WORKLOAD SEGMENT STUDIES SUPP_QC_FR SUPV_REVIEW TEMPORARY_REASSIGNMENT TRANS_GOAL WORKLOAD
Interviewer_code	CASE_HISTORY	The CATI interviewer codes used by Tel. Centers.

FIELD NAME	TABLE NAME(S)	DESCRIPTION
Job_id	OLD_SERVER_JOB SERVER_JOB USER_JOB_STATUS	Id for jobs that run on the server.
Job_name	OLD_SERVER_JOB SERVER_JOB SCHEDULED_JOB USER_JOB_STATUS	Name of job that runs on the server. Common jobs run by the RO staff include: Checkin=to check in completed work Frassign=a ROSOCO transmission that puts FR files out on the server
Keep_or_delete	MAIL_MESSAGES	Keep flag for ROSCO mail messages to FRs. 0=Don't keep (store) message, 1=Keep (store) message.
Keyed_remarks	PAL_INFO	Remarks keyed by PAL FRs that display in Sample Control > View/Edit Sample > PAL tab
Kit_date	FR_SURVEY	Date kit was installed (no longer used).
L_name	FR	The FR's last name.
Laptop_cleanup	INTERVIEW_PERIOD	The flag indicating an interview period is cleaned up off the laptop: 0=No, 1=Yes.
Last_trans_date	FR_INTVPERIOD	The date of the FR's last transmission.
Last_update	CASE_HISTORY	Is this used for NCVS. It's empty.???
Letter_delivered	LETTER_HISTORY	Letter delivery indicator: 0=No, 1=Yes.
Letter_type	LETTER_HISTORY LETTER_LANGUAGE	 1=1st month refusal 2=5th month refusal 3=8th month refusal 4=Other refusal 5 - NOH (no one home with FR name 6=NOH (no one home) w/o FR name 7=Thank you 8=Next Month 1st month refusal 9=Next Month other refusal 10=Next Month 5th month refusal

FIELD NAME	TABLE NAME(S)	DESCRIPTION
Limit	RECYCLE_LIMIT	Limit on the number of cases an RO can recycle from ROSCO's Request a Recycle from CATI screen.
Line_number	CMFILE_IN CMFILE_OUT REPORT_FILE_OUT** SUPV_REVIEW WORKLOAD	The line number on the listing sheet where a unit was listed in Area and GQ segments. ** Team Leader Report (TAL) report line number.
Line_text	REPORT_FILE_OUT	Data line in the Team Leader Report (TAL) including: FR, Caseid, Control number, Interview Period, P/T, Outcome code, Stat, Prev FR, Suppl Stat, Date Received and Place name.
List_now	SEGMENT	Flag indicating if listing is required at time of interview. Used in Severe Weather segments not listed before time of interview: 0=No, 1=Yes.
Lister	FR	Indicates if FR is a qualified lister: 0=No, 1=Yes.
Listing_Id	CMFILE_IN CMFILE_OUT SUPV_REVIEW WORKLOAD	Listing identifier.
Load_date	RI_WORKLOAD WORKLOAD	For regular NCVS – The date the case's DAT and ARC files are loaded into the database. Field is blank when only the PIN file is loaded. For NCVS Reinterview=The date the case's PIN file is loaded into the database. The date changes when the INPUT (DAT & ARC) file is received.
Locked	DELIVER_TO_MCS	Indicates MCS (Master Control) is locked for a case: 0=No, 1=Yes.
M_initial	FR	The FR middle initial.
M_name	FR	The FR middle name.
Maf_Id	WORKLOAD	The unique identifier for a record on the MAF (Census 2000 Master Address File) for all surveys but NHIS. Blank for additional and extra units. For NHIS, a sequential # assigned by DSMD.
Mailflag	RESTING_INFO WORKLOAD	Determines address printed for respondent letter labels. Set with radio buttons on Address Info tab in View/Edit Sample: 1=Sampling address, 2=Mailing address, 3=No good address (no label

FIELD NAME	TABLE NAME(S)	DESCRIPTION
		prints).
Map_spot	WORKLOAD	The case's map spot identifier – (2000 sample).
Max_running_time	OLD_SERVER_JOB SERVER_JOB	A maximum amount of time a job is allowed to run on the server.
Mcs_closeout	INTERVIEW_PERIOD	Flag indicating MCS (Master Control) is closed out for an interview period.
Message_date	MAIL_MESSAGES	The date an e-mail message is created.
Message_id	MAIL_OUT	E-mail message identifier code.
Message_subject	MAIL_MESSAGES	Subject used in an e-mail message.
Message_text	MAIL_MESSAGES	The text of an e-mail message.
Mhouse_number Mhouse_number _sfx	CMFILE_IN CMFILE_OUT SUPV_REVIEW	The house number and suffix collected as part of the mailing address at time of interview, if different from sample house number and suffix.
Miles	FR_SURVEY	Field used to store FR miles before FRED.
Minute	SCHEDULED_JOB	Minute part of the time (hour and minute) a scheduled job will start on the server.
Mis	CPCAPCS_TEMP	Month in sample (same as interview number in other tables).
Mobile_home	CMFILE_IN CMFILE_OUT SUPV_REVIEW WORKLOAD	Indicates if case is a mobile home: 0=No, 1=Yes.
Mplace	CMFILE_IN CMFILE_OUT SUPV_REVIEW	The place collected as part of the mailing address at time of interview, if different from the sample place.
Mstate	CMFILE_IN CMFILE_OUT SUPV_REVIEW	The State collected as part of the mailing address at time of interview, if different from the sample State.
Mstreet_name	CMFILE_IN CMFILE_OUT SUPV_REVIEW	The street name collected as part of the mailing address at time of interview, if different from the sample street name.
Multi_unit	CMFILE_IN CMFILE_OUT SUPV_REVIEW WORKLOAD	Flag indicating if a case is in a multi-unit building: 0=No, 1=Yes.
Munit_designation	CMFILE_IN	The unit designation collected as part of the

FIELD NAME	TABLE NAME(S)	DESCRIPTION
	CMFILE_OUT SUPV_REVIEW	mailing address at time of interview, if different from the sample unit designation.
Mzip Mzip4	CMFILE_IN CMFILE_OUT SUPV_REVIEW	The ZIP Code and ZIP+4 collected as part of the mailing address at time of interview, if different from the sample ZIP Code and ZIP+4.
Name	FR	FR's last and first name.
Nbr_or_ltr	WORKLOAD	All either N or blank in Wkld ????
Nbr_type_z	CMFILE_IN CMFILE_OUT SUPV_REVIEW WORKLOAD	Number of individuals at a sample unit that are non-interviews (not used for NCVS).
Never_cati	CMFILE_IN CMFILE_OUT SUPV_REVIEW WORKLOAD	Permanent flag prohibiting CATI selection set on the View/Adjust CATI, View/Adjust CATI Available and Select Temp CATI screens. One can also set and reset this flag on the CATI Selection Info tab in View/Edit Sample. 0=OK to consider household for CATI 1=never consider household for CATI
New_extra	CMFILE_IN CMFILE_OUT SUPV_REVIEW WORKLOAD	Flag indicating an extra unit was added for this case during the current interview period: 0=No, 1=Yes.
New_segment _folder	SEGMENT	Flag indicating if the segment folder is new for this interview period: 0=No, 1=Yes.
New_unit	CMFILE_IN CMFILE_OUT SUPV_REVIEW WORKLOAD The parent flag prohibits adding more units to the parent case in future months.	A newly identified sample unit that is added to the HQ database at the end of the interview period. Both the new and parent units are flagged. E=extra added with coverage questions A=additional added with F4 key P=parent S=spawn (not used by NCVS)
New_unit_trans	CMFILE_IN CMFILE_OUT	Flag indicating a new unit was transferred to another RO. 0=Not transferred, 1=Transferred.

FIELD NAME	TABLE NAME(S)	DESCRIPTION
	SUPV_REVIEW	
Next_id	SEQUENCE_NO	Id generated internally that assigns the next highest number to mail messages.
No_Sunday	CMFILE_IN CMFILE_OUT RI_CMFILE_IN RI_CMFILE_OUT RI_SUPV_REVIEW RI_WORKLOAD SUPV_REVIEW	Flag set by FR at end of interview indicating if Sunday interview is OK: 0=No Sunday interviewing is OK 1=Yes No Sunday interviewing Note the double negative (No Sunday-No) indicates Sunday calls are OK.
Notes	FR_NOTES PMN_NOTES	FR notes from the 15 lines at the end of the instrument. Aren't PMN notes obsolete????
Notes_changed	CMFILE_IN CMFILE_OUT RI_CMFILE_IN RI_CMFILE_OUT RI_SUPV_REVIEW RI_WORKLOAD SUPV_REVIEW WORKLOAD	Flag indicating if Notes have been changed outside of the instrument: 0=No, 1=Yes. Does this mean changed in ROSCO???
Notes_flag	CMFILE_IN CMFILE_OUT RI_CMFILE_IN RI_CMFILE_OUT RI_SUPV_REVIEW SUPV_REVIEW	Flag indicating if there are Notes: 0=No, 1=Yes.
Notes_version	CMFILE_IN RESTING_INFO RI_CMFILE_IN RI_SUPV_REVIEW RI_WORKLOAD SUPV_REVIEW WORKLOAD	The notes version number.

FIELD NAME	TABLE NAME(S)	DESCRIPTION
Notes1-15	CAPI_NOTES CATI_NOTES RESTING_NOTES	Up to 15 lines of notes that are entered at the end of the interview by CAPI FRs or CATI Interviewers.
Numberlist	SYSTEM_IN_LIST	Counter
Observed	CMFILE_IN CMFILE_OUT SUPV_REVIEW WORKLOAD	Flag set in SFR Functions on FR's laptop indicating the case was observed by a SFR or supervisor during the interview period: 0=No, 1=Yes, case is screened out of reinterview.
Old_control _number	PERMANENT _REASSIGNMENT	Control number from a previous sample design.
Old_design_psu	SEGMENT	PSU number in previous sample design.
Old_design_segment	SEGMENT	Segment number in previous sample design.
Orig_fr	CPCAPCS_TEMP	Original FR code.
Orig_notes_flag	RI_CMFILE_IN RI_CMFILE_OUT RI_SUPV_REVIEW	Flag indicating status of FR notes: O=original
Original_action	CMFILE_IN CMFILE_OUT RI_CMFILE_IN RI_CMFILE_OUT RI_SUPV_REVIEW RI_WORKLOAD SUPV_REVIEW WORKLOAD	Action code of original case. .
Original_fr	RI_CMFILE_IN RI_CMFILE_OUT RI_SUPV_REVIEW RI_WORKLOAD WORKLOAD	FR code of the original FR.

FIELD NAME	TABLE NAME(S)	DESCRIPTION
Original_outcome	CMFILE_IN CMFILE_OUT RI_CMFILE_IN RI_CMFILE_OUT RI_SUPV_REVIEW RI_WORKLOAD SUPV_REVIEW WORKLOAD	Outcome code of an original case.
Outcome_code .	CASE_ACTIVITY CMFILE_IN CMFILE_OUT CMFILE_OUT CONVERTED _TYPE_A RESTING_CASE_HISTORY RESTING_INFO	RI_CMFILE_IN RI_CMFILE_OUT RI_SUPV_REVIEW RI_WORKLOAD SUPV_REVIEW WORKLOAD Code that describes the status of a CAPI interview case.
Pal_line_number	PAL_INFO	Line no. from the Permit Address List (PAL) listing instrument for a specific permit address.
Pal_origin_code	PAL_INFO	Code assigned to a Permit Address List (PAL) to indicate the source of its data. Permit frame only. O=old (1990) design PAL N=new (2000) design PAL
Pal_seq_number	PAL_INFO	An id code assigned to each Permit Address List (PAL) created by DSMD used to control listing assignments. Permit frame only.
Parameters	OLD_SERVER_JOB SCHEDULED_JOB SERVER_JOB	The parameters of a scheduled job. For example, “200403” “A, B, C”=Job runs for this Interview period and these RO team(s).
Parcel_address	FR	The FR’s house number, street name, apt. no., or P.O.Box where the RO can send a non-USPS shipment (i.e. Fed Express, UPS).
Parcel_city	FR	The place (city) in the FR’s parcel address.
Parcel_state	FR	The State in the FR’s parcel address.
Parcel_zip Parcel_zip4	FR	The ZIP Code (and Zip+4) for the FR’s parcel address.

FIELD NAME	TABLE NAME(S)	DESCRIPTION
Permanent_limit		The limit on the number of cases the RO can put into CATI as permanent cases. (See Update CATI Limits Screen.)
Permit_issuing	CMFILE_IN CMFILE_OUT SEGMENT SUPV_REVIEW	Indicates the case is in a permit-issuing block (Old construction only).
Permit_number	PAL_INFO	Number that uniquely identifies a permit issued within a building permit office. Permit frame only.
Permit_year_month	PAL_INFO	The year and month (YYYYMM) the permit issuing authority issued the permit. Permit frame only.
Phone_interview_ok	CMFILE_IN CMFILE_OUT SUPV_REVIEW WORKLOAD	Indicates whether or not the respondent has agreed to future interviews by telephone: 0=No, 1=Yes.
Phone_fr	ASSIGNMENT_PARMS	FR assigned telephone cases in parameter, if different from the regular FR.
Phone_no Phonenum	FR	Used to store FR primary phone numbers – Phonenum used by NCVS, Phone_no is not used.
Phone_number_1 Phone_number_1 _ext Phone_number_1 _exp Phone_number_2 Phone_number_2 _ext Phone_number_2 _exp	CMFILE_IN CMFILE_OUT RESTING_INFO RI_CMFILE_IN RI_CMFILE_OUT RI_SUPV_REVIEW RI_WORKLOAD SUPV_REVIEW WORKLOAD	Case's primary phone no, extension(.ext) and expansion(.exp) Case's 2nd phone number, extension(.ext) and expansion(.exp) Expansion is a place hold for when Area Codes are expanded to 4 digits.
Phone_type_1 Phone_type_2	RI_WORKLOAD WORKLOAD	1=Home 5=Public pay phone 2=Work 6=Toll free 3=Cellular or digital 7=Other 4=Beeper, pager, answering service 8=FAX

FIELD NAME	TABLE NAME(S)	DESCRIPTION
Physical_description RI_CMFILE_IN RI_CMFILE_OUT RI_SUPV_REVIEW SUPV_REVIEW	ADDRESS _HISTORY ADDRESS_INFO CMFILE_IN CMFILE_OUT RESTING_ADDRESS_INFO	Description of a housing unit and/or its location. May also include rural routes and postal box numbers.
Place RI_CMFILE_IN RI_CMFILE_OUT PLACE_ZIP RI_SUPV_REVIEW SUPV_REVIEW	ADDRESS_HISTORY ADDRESS_INFO ASSIGNMENT_PARMS** CMFILE_IN CMFILE_OUT RESTING_ADDRESS_INFO	The place (city, town) in the address. **Assignment parameter setting used to assign all cases in a place to a single FR.
Previous_cati_outcome	WORKLOAD	The CATI outcome from last time the case was completed in CATI.
Previous_fr	CMFILE_IN CMFILE_OUT SUPV_REVIEW WORKLOAD	The previous FR who completed the case.
Previous_fr_name	CMFILE_IN CMFILE_OUT SUPV_REVIEW	FR name the last time the case was completed by an FR.
Previous_outcome	CMFILE_IN CMFILE_OUT SUPV_REVIEW WORKLOAD	Outcome code the last time the case was completed by an FR.
Previous_recycle	WORKLOAD	Previous CATI recycle. 0=No, 1=Yes.
Priority	OLD_SERVER_JOB SERVER_JOB	A job's priority on the server.
Psu PSU SEGMENT WORKLOAD	ASSIGNMENT_PARMS CPCAPCS_TEMP IDENTICAL_SEGMENT PLACE_ZIP	PSU=Primary Sampling Unit Usually the FIPS state and county codes combined, 2 and 3 digits respectively, except in New England.

FIELD NAME	TABLE NAME(S)	DESCRIPTION
Psu_Group	PSU	PSUs grouped for reporting purposes (not currently used by NCVS, TPOPS only).
Psu_level	ASSIGNMENT_PARMS	Assignment parameter setting used to assign all cases in a PSU to a single FR.
Psu1, Psu2, Psu3	FR_SURVEY	The 1st, 2nd and 3rd PSUs an FR works in (obsolete)=ROSCO uses assignment_parms.
Pv_fr	ASSIGNMENT_PARMS	FR assigned personal visit cases in parameter, if different from the regular FR.
Qc_outcome Click here for a list of QC Outcomes.	RI_CMFILE_IN RI_CMFILE_OUT RI_SUPV_REVIEW RI_WORKLOAD	Outcome codes set by the reinterview instrument at the end of a reinterview. Called Disposition Codes by DSMD.
Reassigned CMFILE_IN CMFILE_OUT	REMOTE _REASSIGNMENTS RI_CMFILE_IN RI_CMFILE_OUT RI_SUPV_REVIEW SUPV_REVIEW	Flag set when case is reassigned to another FR from View/Reassign or Supv Review. It also allows a case previously worked on to be opened at the front of the instrument.
Reassigned_by Reassigned_from Reassigned_to	REMOTE _REASSIGNMENTS	Records the FR codes by whom the case was reassigned, from whom it was reassigned, and to whom it was reassigned.
Reassignment _code	CPCAPCS_TEMP	These are number codes that probably mean something. Get explanation from TMO.?????
Reassignment _reason	REMOTE _REASSIGNMENTS	1 - Type A - Refusal Followup 2 - Other Type A Followup (NOH, TA, Other) 3 - Emergency (illness, death in family) 4 - Assignment too large for FR 5 - Prod. reasons (segment closer to another FR) 6 - Misclassification of Noninterview 7 - Other 8 -Type A Followup - Charge orig FR with A
Received_date	CPCAPCS_TEMP	Date FR received a case.
Recordnum	SURVEY	The record number for a table that contains the

FIELD NAME	TABLE NAME(S)	DESCRIPTION
		survey abbreviation. The record number is usually 1.
Recv_date	FR_SURVEY	Date cases received (obsolete in ROSCO which uses Date_received).
Recycle _requested	WORKLOAD	Indicates if a CATI recycle was requested: 0=No, 1=Yes.
Regular_fr	ASSIGNMENT_PARMS	The FR assigned all cases in parameter, if Type A FR, PV FR and Phone FR are blank.
Reinterview_type	RI_CMFILE_IN RI_CMFILE_OUT RI_SUPV_REVIEW RI_WORKLOAD Type 05 cases are included in the QC response rates. Type 06 cases are not included in the QC response rates.	01 - Response Error assigned to CATI 02 - Response Error assigned to CAPI 03 - Quality Control CATI Recycles 04 - Quality Control CAPI 05 - Quality Control CAPI Supplemental RO selects FR before releasing assignments) 06 - Quality Control CAPI Inactive Supplemental (RO chooses cases after releasing assignments)
Release_to_field	INTERVIEW_PERIOD	Indicates monthly assignments were released: 0=No, 1=Yes.
Relist_add	CMFILE_IN CMFILE_OUT SUPV_REVIEW WORKLOAD	Indicates if case was created from relisting a segment: 0=No, 1=Yes.
Reload_version Indicates version if data needs to be reloaded.	CASE_ACTIVITY CMFILE_IN CMFILE_OUT DELIVER_TO_MCS RELOAD	RI_CMFILE_IN RI_SUPV_REVIEW RI_WORKLOAD SUPV_REVIEW WORKLOAD
Replacement_hh	CASE_HISTORY CMFILE_OUT	The last three digits of the control number indicate 100 - original household 200 - replacement household 300 - 2nd replacement household, etc

FIELD NAME	TABLE NAME(S)	DESCRIPTION
Report_name	REPORT_FILE_OUT	For NCVS=TALIST=Team Assignment List.
Returning_cati	WORKLOAD	Indicates if case was in CATI the previous interview period: 0=No, 1=Yes.
Ri_closeout_files _sent	INTERVIEW_PERIOD	Indicates if reinterview closeout file was sent to mcs (MASTER CONTROL): 0=No, 1=Yes.
Ri_cls_file_sent	INTERVIEW_PERIOD	How is this different from the previous field=ri_closeout_files_sent ?????
Ri_files_sent	INTERVIEW_PERIOD	Indicates if cases selected for reinterview were sent to mcs (Master Control), occurs after assignments are released: 0=No, 1=Yes.
Ri_group	FR_SURVEY	Group each FR is assigned to for reinterview selections made by HQ-DSMD staff.
Rr_id	REMOTE _REASSIGNMENTS	Case Id in remote reassignments table.
Ri_mcs_closeout	INTERVIEW_PERIOD	Indicates when reinterview is closed out in mcs (Master Control): 0=No, 1=Yes.
Ri_ready_position	FR_SURVEY	Indicates if FR is ready for reinterview (was set by RO staff after FR's 1st month, but now preset to 1 for all codes for ROSCO): 0=No, 1=Yes.
Ri_release_to_field	INTERVIEW_PERIOD	Indicates that reinterview assignments are released: 0=No, 1=Yes.
Ri_ro_closeout	INTERVIEW_PERIOD	Indicates RO has closed out reinterview: 0=No, 1=Yes.
Ri_notes1-15 RI_SUPV_REVIE W	RI_CMFILE_IN RI_CMFILE_OUT	Reinterview notes (up to 15 lines) from the end of the reinterview.
Ro_closeout	INTERVIEW_PERIOD	Indicates RO has closed out interview_period – set when RO "hits activated hand": 0=No, 1=Yes.
Ro_code	IDENTICAL_SEGMENT OLD_SERVER_JOB RO_CODE SERVER_JOB SCHEDULED_JOB USER_JOB_STATUS	2-digit regional office code: 21=Boston, 22=New York, 23=Philadelphia, 24=Detroit, 25=Chicago, 26=Kansas City, 27=Seattle, 28=Charlotte, 29=Atlanta, 30=Dallas, 31=Denver, 32=Los Angeles

FIELD NAME	TABLE NAME(S)	DESCRIPTION
RO letter	N/A	1st letter in names of files to and from FRs: A=Boston, B=NY, C=Philadelphia, D=Detroit, E=Chicago, F=KC, G=Seattle, H=Charlotte, I=Atlanta, J=Dallas, K=Denver, L=LA.
Ro_reint	FR_SURVEY	Flag set when RO staff selects an FR for reinterview: 0=No, 1=Yes. Not used by all surveys.
Ro_team	FR_INTVPERIOD FR_SURVEY INTERVIEW_PERIOD PSU RI_WORKLOAD WORKLOAD	Letter code for RO teams set in FR_survey table for each FR: A,B,C=Boston, Denver; E, W=Dallas A,B=All Other ROs Teams are used for reporting purposes. Other groups (PSU group, stratum) not currently used.
Ro_use	FR_SURVEY	Place for a ROSCO note about an individual FR.
Sample	IDENTICAL_SEGMENT SEGMENT WORKLOAD The sample designation for a case. Usually a letter and 2 digits, the field can have an alpha suffix to associate the sample with a measure. The suffix is used in Alaska area frames for CPS, SCHIP, NCVS, and in NHIS area frames.	Sample Survey Suffix A77=A97 CPS A, B or blank J23=J29 NCVS A, B or blank Y05=Y16 NHIS A-D or blank B77=B97 SCHIP A, B or blank Surveys below do not use an alpha suffix. S04=S17 SIPP F04, 05, 08 10-13 AHS-MS F03, 06 , 09, 20-23, 25 AHS-N Q33-A46, X11-X20 CEQ D31-D43, E10-E20 CED R03 RENT
Screener	CMFILE_IN CMFILE_OUT SUPV_REVIEW	Flag used by some surveys to screen cases=Not used by NCVS.
Seen_by_user	USER_JOB_STATUS	Flag indicating if a user has highlighted a job on the View Job Status screen and clicked the Seen button: 0=Not Seen, 1-Seen

FIELD NAME	TABLE NAME(S)	DESCRIPTION
Segment (NCVS)	ASSIGNMENT_PARMS** IDENTICAL_SEGMENT SEGMENT WORKLOAD **Obsolete assignment parameter setting used to assign all cases in a segment to a single FR.	A 4-digit number that identifies a section of a PSU that is in sample. Part of the control no. 1st digit=Panel(1-6) 2nd digit=Rotation(1-6): Permit 07-49 91910 1601 J22 01 100 GQ 55-59 91910 2559 J22 02 100 GQ 60-69 91910 3269 J22 01 100 Permit 70-99 91910 4199 J22 01 100
Segment_folders _checked	INTERVIEW_PERIOD	Indicates if the segments folders are checked. RO staff sets this flag by clicking the “Happy Face” before releasing assignments.
Segment_type	CPCAPCS_TEMP CMFILE_IN CMFILE_OUT IDENTICAL_SEGMENT SEGMENT SUPV_REVIEW	Type of Segment 1=Area (from listings or update block) 2=Unit (from maf (Master Address File) 3=GQ-group quarters (from listings or update block) 4=Permit (new construction from Permit Address Listings 5=Address (not used in NCVS)
Seq_nbr	CASE_ACTIVITY	Sequence number used to keep track of case actions (see case activity codes).
Serial	IDENTICAL_SEGMENT WORKLOAD Identification code assigned sequentially to the units within a basic sample designation.	Serial no.=the last two digits in the control # Usually: NCVS=01-15 for all frames SCHIP=31-45 Unit and Area frames only March HispanicOver sample: NCVS=51-65 for all frames SCHIP=81-95 Unit and Area frames only
Serial_no	CPCAPCS_TEMP	Serial number used in this special table.
Serial_sfx	WORKLOAD If added in case mgt (F4), the **additional unit** is assigned a suffix of A, B, C, etc.	An extra unit is assigned a control # identical to the parent with a suffix added to the serial number. For example, 01A, or 03X. If added with instrument coverage questions, the **extra unit** is assigned a suffix is X, Y, or Z.

FIELD NAME	TABLE NAME(S)	DESCRIPTION
Sfr	FR	Indicates if person is an SFR, etc. 0=FR 8=Pseudo FR 1=SFR or Supervisor 9 - Clerk
Sfr_code	FR_SURVEY	Field supervisor (SFR) assigned to each FR. SFR=Senior Field Representative or Supervisory Field Representative.
Sheet_number	CMFILE_IN CMFILE_OUT SUPV_REVIEW WORKLOAD	The page and line number the case came from on the listing sheet.
Sp_unit	CMFILE_IN CMFILE_OUT SUPV_REVIEW	Indicates if case is a special place: 0=No, 1=Yes.
Ssn	FR	The FR's Social Security No.
Ssn_short	FR	The last 4-digits of the FR's SSN.
Start_date	FR_LEAVE** FR_SURVEY	The date an FR can start interviewing. **The date the FR goes on leave.
Stat	FR FR_SURVEY	Obsolete field used for FR status. NCVS uses Active_Inactive for FR status.
State ADDRESS_HISTORY ADDRESS_INFO CMFILE_IN CMFILE_OUT	FR RESTING_ADDRESS_INFO RI_CMFILE_IN RI_CMFILE_OUT RI_SUPV_REVIEW SUPV_REVIEW	The 2-character US Postal Service abbreviations for the 50 States and the District of Columbia. States are in sample, mailing or FR addresses.
State_of_case	WORKLOAD	State of case used by some surveys. 10=Unreleased 50=Accepted Transfer 20=Released 60=Transfer Out 30=Transfer In 75=Inactive 40=LMR (late mail return)
Status CMFILE_IN CMFILE_OUT	RI_CMFILE_IN RI_CMFILE_OUT RI_SUPV_REVIEW	Is this the status from the instrument???? I=Interview O=Open

FIELD NAME	TABLE NAME(S)	DESCRIPTION
	SUPV_REVIEW	A=Type A…etc.
Status	OLD_SERVER_JOB SERVER_JOB USER_JOB_STATUS	The status of a job on the server. E=Error F=Failed I= Incomplete S=Successful
Stratum	PSU	Strata grouped for reporting purposes (not currently used by NCVS).
Street_name	CMFILE_IN CMFILE_OUT ADDRESS_HISTORY ADDRESS_INFO RESTING_ADDRESS_INFO SUPV_REVIEW	The street name in a sample address.
Srtinglist	SYSTEM_IN_LIST	
Structure_type	CMFILE_IN CMFILE_OUT SUPV_REVIEW	FRs collect structure type during the 1st interview: 1=1 HU building (detached) 2=1 HU building (attached) 3=2+ HU building 4=mobile home (1 HU) 5=mobile home (2+ HU)
Study_action	CMFILE_IN RI_CMFILE_IN RI_SUPV_REVIEW SUPV_REVIEW	 01 02 30

FIELD NAME	TABLE NAME(S)	DESCRIPTION
Study_name	CMFILE_IN CMFILE_OUT DELIVER_TO_MCS RELOAD RI_CMFILE_IN RI_CMFILE_OUT RI_SUPV_REVIEW RI_WORKLOAD SUPV_REVIEW WORKLOAD	The 3-character survey acronym and 4-character study name assigned to the monthly NCVS instrument by Master Control. NCVS_FS01=January NCVS_FS02=February NCVS_LM02=February MIS-9 The study name for reinterview, NCVSQFU0, doesn't change.
Study_outcome	CMFILE_IN RI_CMFILE_IN RI_SUPV_REVIEW SUPV_REVIEW	
Supplemental_fr	WORKLOAD	FR who completed the supplement if different from FR who completed the regular interview.
Supplemental _outcome	CMFILE_IN CMFILE_OUT SUPV_REVIEW WORKLOAD	1=Supp Complete for at least 1 HHM eligible 2=Type A-at least 1 HHM eligible, supp skipped after 1st question 3=Other Non interview at least 1 HHM eligible respondent refused at introduction 4= Ineligible - no one in HH elig for supp 5=Eligibility Unknown - labor for incomplete
Supplemental_qc	FR_INTVPERIOD	Flag indicates if FR has been selected from supplemental QC reinterview=is this working????
Supv_review _action	CMFILE_IN RI_CMFILE_IN RI_SUPV_REVIEW SUPV_REVIEW	RO action choice for case in Supv Review: A=accept E=eliminate R=reassign D=????? I=?????
Supv_review _category	CMFILE_IN RI_CMFILE_IN	Identifies what Supv Review screen the case appears on.

FIELD NAME	TABLE NAME(S)	DESCRIPTION
	RI_SUPV_REVIEW SUPV_REVIEW	D=Duplicate F=Failed N=Noninterview X=Extra
Supv_review_type	CMFILE_IN RI_CMFILE_IN RI_SUPV_REVIEW SUPV_REVIEW	Identifies Supv Review type: A=Type A B=Type B C=Type C D=Duplicate I=Interview P=Partial
Survey	FR_SURVEY IDENTICAL_SEGMENT RECYCLE_LIMIT OLD_SERVER_JOB SERVER_JOB SCHEDULED_JOB STUDIES SURVEY USER_JOB_STATUS	The survey abbreviation: AHS-M=American Housing Survey=Metro AHS-N=American Housing Survey=Ntl CED=Consumer Expenditure=Diary CEQ=Consumer Expenditure=Quarterly NCVS=Current Population Survey NHIS=National Health Interview Survey NCVS=National Crime & Victimization Survey RENT=Rent & Property Tax Survey SIPP=Survey of Income & Program Participation SCHIP=State Children's Health Insurance Program TPOPS=Telephone Point of Purchase Survey CAUS=Community Address Updating System
Survey code	N/A=Not in tables separately, but usually the 1st two digits of control numbers.	See survey names in above section. 01=NCVS 05=CEQ 09=TPOPS 02=NCVS 06=AHS-N 10=RENT 03=SIPP 07=AHS-M 11=SCHIP 04=CE 08=NHIS 99=CAUS

FIELD NAME	TABLE NAME(S)	DESCRIPTION
Survey_data_loaded	INTERVIEW_PERIOD	Indicates the interview period is loaded:
Survey_id	CMFILE_IN CMFILE_OUT SUPV_REVIEW	Last 4 characters of Study name. FS01=January LM02=February MIS-9 FS02=February FS03=March
Table_column	SEQUENCE_NO	Names of tables for which sequence numbers are stored: Mail_messages, User_job_status.
Team_leader_code	FR_SURVEY REPORT_FILE_OUT TEAM_STATUS_REPORT	Team Leader (SFR) 3-digit code used to generate team reports (same as FR code for SFRs).
Temporary_limit	???????	The limit on the number of cases the RO can put into CATI as temporary cases. (See Update CATI Limits Screen.)
Tie_flag	IDENTICAL_SEGMENT	Indicates identical segments came into sample the same month.
Time_completed	OLD_SERVER_JOB SERVER_JOB USER_JOB_STATUS	Date and time a job is completed on the server. For example: 04/04/2003 12:15:20
Time_requested	OLD_SERVER_JOB SERVER_JOB USER_JOB_STATUS	Date and time a job is requested on the server. For example: 04/04/2003 12:15:00
Time_started	OLD_SERVER_JOB SERVER_JOB USER_JOB_STATUS	Date and time a job is started on the server. For example: 04/04/2003 12:15:17
Tnotes1-15	CMFILE_IN CMFILE_OUT SUPV_REVIEW	Up to 15 lines of the CATI notes for a case. CATI notes, that CATI interviewers key at the end of the interview, are stored in Notes1-15 of the ROSCO CATI Notes table. These notes are renamed to keep them separate from CAPI notes as they transfer between ROSCO and the FR laptops or Telephone Centers.
Tract	ASSIGNMENT_PARMS** WORKLOAD	A group of blocks for census data collection. **Assignment parameter setting used to assign all cases in a tract to a single FR.
Trans_date	FR_SURVEY	The date of the FR's last transmission. How is this different from Last_trans_date in the FR_Intvperiod table????
Trans_goal1-5	FR_INTVPERIOD	Up to 5 transmission goals set in ROSCO=Close Out / Cleanup > Enter Transmittal Goals).

FIELD NAME	TABLE NAME(S)	DESCRIPTION
Trans_status	CMFILE_IN CMFILE_OUT RI_CMFILE_IN RI_CMFILE_OUT RI_SUPV_REVIEW SUPV_REVIEW	
Transfer_flag	RELOAD	Indicates if a case is transferred to another RO: 0=Not Transferred, 1=Transferred. Used by surveys that transfer cases.
Transition _assignment	CMFILE_IN CMFILE_OUT SEGMENT SUPV_REVIEW	Identifies a case that is to be interviewed for training purposes only: 0=No, 1=Yes.
Type_z_base	CMFILE_IN CMFILE_OUT SUPV_REVIEW WORKLOAD	The base rate used to compute a type Z rate for the survey.
Typea_fr	ASSIGNMENT_PARMS CPCAPCS_TEMP	FR assigned Type A cases in parameter, if different from the regular FR.
Unit_designation	ADDRESS_HISTORY ADDRESS_INFO CMFILE_IN CMFILE_OUT RESTING_ADDRESS_INFO RI_CMFILE_IN RI_CMFILE_OUT RI_SUPV_REVIEW SUPV_REVIEW	The type of unit, such as an apartment, trailer, and the number or character designation that uniquely identifies it. Group Quarters (GQ) units are room #s, bed #s, resident's name, or some other designation.
Unit_in_structure	PAL_INFO	Sequence number of a unit in a multi-unit structure.
Urban_rural	CMFILE_IN CMFILE_OUT	Land code used by instrument to select certain questions: 1-Urban, 2-Rural.

FIELD NAME	TABLE NAME(S)	DESCRIPTION
	SEGMENT SUPV_REVIEW	
Userid	SYSTEM_IN_LIST	
Version	CAPI_NOTES RESTING_NOTES	The version of CAPI notes. I'm getting numbers from 0=8 in one RO table. How does the version number get changed????
Why_not_cati	WORKLOAD	The reason the FR answered No to CATI OK. 0=CATI Ok 1=No telephone/telephone no. 2= Hard of hearing 3= Language problem (not Spanish) 4= Requested personal visit 5= Other-specified in notes
Within_psu_stratum	CMFILE_IN CMFILE_OUT SEGMENT SUPV_REVIEW	A code used to identify a within-PSU stratum. A stratum is made up of units (unit frame) or combined blocks (area frame) with similar characteristics. Not used by NCVS.
Workload_id	RESTING_INFO RI_WORKLOAD WORKLOAD	Case identifier in the Workload table.
Xmit_status	CASE_ACTIVITY CMFILE_OUT RI_WORKLOAD WORKLOAD	Indicates the transmission status of a case: Blank=Not ready to transmit R=Ready to Transmit T=Transmitted
Year_built .	CMFILE_IN CMFILE_OUT SUPV_REVIEW WORKLOAD Permit issuing blocks in Area frames only	Indicates if unit was built before or after April 1, 2000 (Census Day). Collected in permit issuing areas to avoid a housing unit have more than 1 chance of being selected for sample. A=unit built After 04/01/2000 B=unit built Before 04/01/2000 N=Not required for non-structures (boats, mobile homes, etc. and structures where more than 50% of the space is for commercial use).

FIELD NAME	TABLE NAME(S)	DESCRIPTION
Zip, Zip4	ADDRESS_HISTORY ADDRESS_INFO ASSIGNMENT_PARMS** CMFILE_IN CMFILE_OUT FR PLACE_ZIP RESTING_ADDRESS_INFO RI_CMFILE_IN, RI_CMFILE_OUT RI_SUPV_REVIEW SUPV_REVIEW	ZIP=A code assigned to each postal delivery area in the US to expedite the sorting and delivery of mail. ZIP+4=The last 4 digits of a 9-digit ZIP. Generally identifies one side of the street segment or an entire or similar dead end street. **Assignment parameter setting used to assign all cases in a ZIP to a single FR. ZIP=Zone Improvement Plan

ACTION CODE TABLE

Code	Description	Code	Description
00	Case/listing not started	10	Comp.Interview/listing; to sponsor
01	Case opened; insuff data; stays on laptop	21	Type A; to sup rev
02	Sufficient partial; followup; stays on laptop	31	Type B; to sup rev
04	Sufficient partial; no followup; to sponsor	41	Type C; to sup rev

CODE DESCRIPTIONS

It is helpful to have descriptions of the codes used in a field. You can display code descriptions for many ROSCO fields by creating a query of the field using the * as a wild card (see below).

Select * from case_activity_code

Code	Display	Effdate	Expdate	Category
01	Reassigned from Workload	01/01/1960		
02	Reassigned from Supervisory Review	01/01/1960		
03	Checked-in from FR different than assigned FR	01/01/1960		
04	Accepted duplicate	01/01/1960		
05	Accepted from FR different than assigned FR	01/01/1960		
06	Eliminated from Supervisory Review	01/01/1960		
07	Resolved with prior version	01/01/1960		
08	Reassigned Mover	01/01/1960		
09	Type A - Charged to different FR	01/01/1960		
10	Deleted From Supervisory Review	01/01/1960		
11	Remote Reassignment	01/01/1960		

REINTERVIEW DISPOSITION, OUTCOME and ACTION CODES

SF=Suspected Falsification

NSF=Not Suspected Falsification All cases expect 200, 201, and 202 go to RI SupvReview

SF	NSF	Out-come	Description	SF	NSF	Out-come	Description
Unopened, Completed and Opened (only) Cases=Action Code 00 and 10							
n/a	**n/a**	**200**	**New case, not started (00).**	**n/a**	**n/a**	**202**	**Accessed case, no interview or insufficient partial (00).**
n/a	**n/a**	**201**	**Original interview/ nonint. verified as correct (10).**				
Type A Noninterviews=All Action Code 21							
105	**003**	**214**	**Unable to compl., bad phone #**	**087**	**034**	**213**	**Language problem**
067	**013**	**214**	**Unable to locate**	**n/a**	**035**	**218**	**Respondent can't remember**
068	**014**	**216**	**No one home (NOH)**	**089**	**036**	**215**	**Insufficient partial**
069	**015**	**217**	**Temporarily absent (TA)**	**090**	**037**	**219**	**Other Type A**
086	**033**	**218**	**Refused (Ref)**				
Type B Noninterviews=All Action Code 31							
071	**017**	**226**	**Vacant, regular or seasonal**	**077**	**023**	**228**	**Unfit, to be demolished**
073	**019**	**227**	**Vacant, storage of HH furniture**	**091**	**038**	**224**	**Entire HH under/over age limit**
074	**020**	**230**	**Convt to temp. business/storage**	**092**	**039**	**225**	**Temp. occup. by URE persons**
075	**021**	**231**	**Unoccupied tent/trailer site**	**094**	**041**	**233**	**Other Type B**
076	**022**	**234**	**HH institutionalized/temp inelig**				
Type C Noninterviews=All Action Code 41							
078	**024**	**240**	**Demolished**	**n/a**	**029**	**249**	**Sample adjustment**
079	**025**	**241**	**House or trailer moved**	**083**	**030**	**250**	**Deceased**
080	**026**	**243**	**Convt to perm. business/storage**	**084**	**031**	**251**	**Moved out of country**
081	**027**	**245**	**Condemned**	**095**	**042**	**248**	**Other Type C**

REINTERVIEW DISPOSITION, OUTCOME and ACTION CODES

SF=Suspected Falsification

NSF=Not Suspected Falsification All cases expect 200, 201, and 202 go to RI SupvReview

SF	NSF	Out-come	Description	SF	NSF	Out-come	Description
Type D Noninterviews=All Action Code 51							
085	032	360	HH replaced by new HH since original interview				
Misclassified Cases=All Action Code 11							
			Originally Should have been				Originally Should have been
096	043	301	B Interview or A	101	048	301	C B
097	044	301	C Interview or A	102	049	301	C D
099	046	301	B C	103	058	301	Other misclassification, specify in notes
100	047	301	B D				
Discrepancy Cases=All Action Code 11							
061	009	301	Incorrect household roster	064	007	301	Use of ineligible proxy in original when proxy is allowed
062	005	301	Not all questions asked in original interview	065	008	301	Wrong unit/person visited in original interview
063	006	301	Use of proxy in original when self-response is required.	066	012	301	Other discrepancy, no suspected falsification
RO / HQ Discretion Cases=All Action Code 21							
n/a	052	311	RDP-Hard to interview original case	n/a	055	312	RDT-Needs PV/not authorized
n/a	053	312	RDT-More than 50 miles from nearest FR or no phone	n/a	056	312	HDT-Unresolved laptop or ROSCO problem
n/a	054	312	RDT-Original intv. observed but not flagged by SFR	n/a	057	312	RDT-Other RO discretion
RDP=RO Discretion Permanent; RDT=RO Discretion Temporary; HDT=HQ Discretion Temporary							
Unique Codes for NCVS RE Cases=All Action Code 11							
n/a	018	301	Other misclassification, specify in notes	060	n/a	301	Suspected falsification of a completed original interview

SCHEDULED JOB TABLE

***Times listed are Eastern Standard Time**

Job Name	Time Scheduled*	Description
Checkin	5:30 and 10:00 am, and 2:00 pm BO, NY, PL, DT, CL, AT 6:30 and 11:00 am, and 3:00 pm CG, KC, DA, 7:30 and 12:00 am, and 4:00 pm DN 8:30 am, 1:00 and 5:00 pm SE, LA	Checks in work from the IN directory to Workload or Supervisory Review. RO: Check In Status > Run Check In.
Copyin	All ROs AM 5:20, 6, 8, 9, 10, 11, 12 PM 1, 2, 3, 4, 5, 6, 7, 8, 9, 10	Copies files on the View In screen from the bottom to the top window. Also runs when anyone launches a Check In.
Deliver_to_mcs	6:30 and 9:00 am BO, NY, PL, DT, CL, AT 7:30 and 9:00 am CG, KC, DA, 9:00 am DN, SE, LA	Delivers completed work from ROSCO to MCS (Master Control). RO: Cannot run this job.
Frassign	6:30 and 10:30 am, and 2:30 pm BO, NY, PL, DT, CL, AT 7:30 and 11:30 am, and 3:30 pm CG, KC, DA, 8:30 and 12:30 am, and 4:30 pm DN 9:30 am, 1:30 and 5:30 pm SE, LA Puts assigned cases marked “Ready to Transmit” into the OUT directory.	RO: Transmissions and Utilities > Make Transmissions. A Transmit button is also on the View/Reassign, Supv Review and Resolve Missing Cases screens.
Laprpts	6:20 and 10:20 am, and 2:20 pm BO, NY, PL, DT, CL, AT 7:20 and 11:20 am, and 3:20 pm CG, KC, DA 8:20 am, 12:20 and 4:20 pm DN 9:20 am, 1:20 and 5:20 pm SEA, LA	Creates and transmits the Team Assignment List and Team Status Report twice daily. RO: To create an up-to-the-minute TAL and TSR for all Team Leaders, check the Team Leader Reports box on the ROSCO Transmission screen before transmitting.
Mcs_receiver	7:45 am, 12:00noon All ROs 1:30 pm, 6:00 pm All ROs	MCS distributes regular and reinterview files to ROSCO using scif_loads and ri_scif_loads. RO: Cannot run this job.

Ri_checkin	6:00 and 10:00 am, and 3:00 pm BO, NY, PL, DT, CL, AT 7:00 and 11:00 am, and 4:00 pm CG, KC, DA 8:00 and 12:00 am, and 5:00 pm DN, 9:00 and 1:00 am, and 6:00 pm SE, LA	Checks in work from the RI IN directory to RI Wkld or RI Supv Rev. RO: Reinterview > Run RI Check In.
Ri_frassign	9:00 am and 4:00 pm BO, NY, PL, DT, CL, AT 10:00 am and 5:00 pm CG, KC, DA 11:00 and 6:00 pm DN 12:00 and 7:00 pm SEA, LA Puts assigned cases marked “Ready to Transmit” into the RI OUT directory.	RO: Transmissions and Utilities > Make Transmissions (check the RI box). A Transmit button is also on the RI View/ Reassign & RI Supv Review screens.
Xcell_fr_file CB User	Every hour on the hour between 5:00 am and 11:00 pm. 11:15 am, 3:15 pm, 7:15 pm	Copies additions and deletions from the FR and FR_Survey tables to FTP. Copies the latest FTP (config.p) file to PROCESS (config.p) file. When this occurs, added FRs gain access and deleted FRs lose access to the server.

NCVS Outcome Code/Action Codes as displayed in Laptop Case Management:

Description	NCVS CAPI Outcome Codes	CAPI Action Codes
New Case - Not yet started/Checked-In	200	00
Completed Interview (no Type Z's)	201	10
Sufficient partial - no more follow-up needed	203	03
Sufficient partial - follow-up needed	204	02
Type A - Duplicate	211	21
Type A - Language Problems	213	21
Type A - No One Home	216	21
Type A - Temporarily Absent	217	21
Type A - Refused	218	21
Type A - Other occupied	219	21
Type B - Vacant - regular	226	31
Type B - Vacant - storage of HH furniture	227	31
Type B - Temporarily occupied by persons with usual residence elsewhere (URE)	225	31
Type B - Unfit or to be demolished	228	31
Type B - Under construction, not ready	229	31
Type B - Converted to temporary business or storage	230	31

Type B - Unoccupied site for mobile home, trailer, or tent	231	31
Type B - Permit granted, construction not started	232	31
Type B - Other	233	31
Type C - Demolished	240	41
Type C - House or trailer moved	241	41
Type C - Outside segment	242	41
Type C - Converted to permanent business or storage	243	41
Type C - Merged	244	41
Type C - Condemned	245	41
Type C - Built after April 1, 2000	246	41
Type C - Unused line of listing sheet	247	41
Type C - Other	248	41
Type C - Removed in subsampling	256	41
Type C - Unit already had a chance of selection	257	41
Type C - Case spawned in error	290	41
Deleted - reassigned to another FR	580	76
Bad case - missing data	581	75
Bad case - missing instrument	582	75
Salvaged case	583	77

JOB NAME DESCRIPTION	
Change FR Code	
Checkin	Completed cases (201) and most Type Bs are checked in and outcome code displays in ROSCO. Other cases go to Supervisory Review: • Noninterviews - Type As (216-219) , & Type B, Others (233) *Accept* to check in. Other possible actions - *Reassign or Eliminate*. • Duplicates - *Accept* to check in. *Eliminate* to delete. • Failed Cases - ROSCO sends a file to the laptop that causes the case to retransmit. If the case fails check in again, it will display in Supv Review (Failed Cases) twice, and so forth. Notify TAC if retransmitted cases fail to check in. • Extra Units - Cases added by FRs at Time of Interview. *Accept* to check in. *Eliminate* to delete. • Partials - Sufficient partial cases (203s and 205s) are missing person or supplement data. *Accept* to check in. Other possible action - *Reassign or Eliminate.*
Copyin and Copyin_sh	Copies FR files from the CAPI Server (In Directory) to ROCSO - moves files from the bottom to the top of the ROSCO View In screen. Runs at the top of the hour or anytime a ROSCO Checkin is requested.
Create_mail	Creates ROSCO mail files for FRs.
Create_reinterview_files	Process that creates the monthly reinterview .pin files once regular assignments are released.
Create_RI_closeout_files	Creates the CloseOut file for reinterview.
Deliver_cls	Delivers the monthly CloseOut file to Master Control.
Deliver_to_mcs	Delivers files of checked in cases to Master Control.
FRassign	A regular ROSCO transmission that takes cases with a Xmit Status of "Ready to Transmit" (released or reassigned cases) and puts them on the telecom server. Once on the server, the Xmit Status of these cases changes to "Transmitted".

JOB NAME DESCRIPTION	
FRphone	Creates a team phone list for Team Leaders.
Laprpts	Creates the Team Status Report and Team Assignment List and puts them on the telecom server daily.
MCS_acknowledge	Creates files sent to FRs acknowledging receipt of checked in work. Once received, the laptop displays a “R” for the received case.
MCS_receiver	Processes files between Master Control and ROSCO - scif, ri_scif and other files.
Populate_FR_perf_data	Saves FR history data
Process_cls	The closeout process that runs after you “Hit the Hand” icon during regular closeout.
Process_rea_files	Processes remote reassignment requests once an hour and puts reassigned cases out on the server at the top of the hour.
RI_checkin	Checks in reinterview cases
RI_Frassign	A reinterview ROSCO transmission
RI_scif_load	Loads the reinterview input files after 1:30pm daily (DC time) from the 1st Monday of CPS week through the day after regular CloseOut.
Scif_load	Loads the regular CPS montly workloads on the Friday after the previous month’s closeout.
TAList	Job that creates the Team Assignment List (TAL) for Team Leaders
Xcell_fr_file	Copies additions to and deletions from the FR_Survey tables at the top of every hour.

Chapter 5. Training and Observations

Chapter Contents

This chapter covers the following topics:

Topic	
1. NCVS Training and Observations	5-2
2. Adding New Staff to the Database	5-3
3. Training NCVS Staff	5-5
4. Purpose and Types of Observations	5-7
5. Observer's Instructions	5-9
6. Advance Briefing	5-11
7. Selecting FRs for Observation	5-13
8. Selecting Observers	5-17
9. Timing of Special Needs Observation	5-18
10. Length of Observation	5-19
11. FR Notification	5-21
12. Feedback to the FR	5-22
Appendix 5A - Notification of Observation	5-23

Topic 1 - NCVS Training and Observations

Overview

The NCVS training program encompasses a variety of methods. New FRs receive training on generic survey concepts and procedures, as well as survey-specific topics via self-studies and classroom training.

The NCVS observation program provides a uniform method for assessing the FR's attitude toward the job and evaluating his/her capability to apply NCVS concepts and procedures during actual work situations. The observation provides the opportunity to teach the FR interviewing skills in an on-the-job environment, concepts not covered during self-study and classroom training, and practical hands-on success tips that the observer personally uses. Observation also reveals information about respondents in a particular area and the geographic conditions where the FR works.

Topic 2 - Adding New Staff to the Database

Overview

Information on FRs working on NCVS in your RO is necessary for making assignments in ROSCO. FR data need to be entered and updated on an ongoing basis. The information keyed into the FR Operations screens is stored in the FR_Survey and FR tables.

Edit FR Data

Select the **Edit FR Data** activity from the Operations menu, FR Operations sub-menu. In this activity you can add or delete an FR or change FR codes. This activity manages the information on all FRs employed at the RO.

Edit FR's Survey Data

Select the **Edit FR's Survey Data** activity from the Operations menu, FR Operations sub-menu. This activity allows you to add or delete FRs and edit certain information about the FR at the survey-level (i.e., for NCVS only). The FR must be added in this activity before any NCVS cases can be assigned to him/her.

Edit Team Leaders

Select the **Edit Team Leaders** activity from the Operations menu, FR Operations sub-menu. This activity enables you to insert new Assigned Team Leaders, delete Assigned Team Leaders, and edit current team leaders and provide substitutes for the Assigned Team Leaders.

Print FR Labels

Select the **Print FR Labels** activity from the Operations menu, FR Operations sub-menu. In this activity you can select the information you would like to appear on the FR labels, such as:

- FR Code
- Address Type (parcel/mailing)
- Phone

You can also choose the type and size of label to produce.

Print FR Roster

Select the **Print FR Roster** activity from the Operations menu, FR Operations sub-menu. In this activity you can choose to print any and all information about all FRs assigned to a specific survey. This information includes information such as:

- FR Code
- Team Leader
- PSU
- Other Surveys Worked
- FR Name
- Parcel Address
- Street Address
- Phone
- EOD
- Second Phone
- RO Use

Topic 3 - Training NCVS Staff

Supervisors

The NCVS Supervisor must be proficient in the survey subject-matter as well as all CAPI aspects of the survey. In addition, the NCVS Supervisor must complete the entire initial FR training, including self-study assignments and classroom training, prior to administering the training to others. Further, he or she must also review all office operations and procedures.

The NCVS Supervisor also must be knowledgeable about:

- Office operations as outlined in *this* manual
- Laptop and Modem Troubleshooting
- The BC-20, Training the Trainer
- The 11-55RO, Administrative Handbook for Regional Office Schedule A Employees

Clerks

The NCVS clerk has a wide variety of duties on NCVS, including:

- preparing correspondence
- operating ROSCO
- preparing assignments
- reinterview
- monitoring the flow of completed work into HQ

The clerk must also be able to provide survey concept support to Field Representatives (FRs) in the field, using the FR manual as a guide.

Additionally, the clerk must be able to provide technical support to FRs and be familiar with the Remedy software package to send technical problem referrals to HQ.

The clerk must complete all initial NCVS self-study materials and attend the classroom training session. In addition, the clerk must be trained on laptop and modem troubleshooting.

The program supervisor must orient new clerks to the Regional Office's organization and procedures and provide computer-based training in such areas as: electronic mail applications, spreadsheet, and word processing applications.

Field Representatives

Field Representatives complete classroom training and/or self-studies in a manner that is determined by their experience.

Topic 4 - Purpose and Types of Observations

Purpose of Observations

The main objective of an observation is to help the FR perform his/her primary activity – interviewing. Observations provide important feedback to the FR on his/her strengths and weaknesses in various interview or noninterview situations.

The NCVS observation not only provides a uniform method for evaluating the FR's ability to apply the NCVS concepts and procedures during actual work situations, but also provides an excellent means for assessing the new FR's attitude toward the job. In addition, the observer can provide the FR training in weak or problem areas.

Initial Observations (N–1, and N–2)

Initial observations are an extension of the classroom training and provide on-the-job training for FRs new to NCVS. Even experienced FRs need to be observed when they work on NCVS for the first time.

The timing for each of these observations is:

- N–1 During 1st Interviewing Assignment
- N–2, During 2nd Interviewing Assignment

Special Needs (SN) Observation

The Special Needs Observation is conducted when an FR's performance indicates a possible need for additional training on any phase of the job (for example, refusal conversion techniques, problems meeting deadlines, care of the laptop equipment, listing procedures, telephone interviewing). The results of the previous observation may dictate that the FR must be observed during his/her next assignment by the NCVS supervisor or program coordinator.

General Performance Review (GPR) Observation

The purpose of the General Performance Review (GPR) or "systematic" observation is to reinforce good interviewing practices and to correct any incorrect procedures the FR may have developed over time.

Topic 5 - Observer's Instructions

11-62, OJT and Observation Self-Study

Form 11-62, On-the-Job Training and Observation Self-Study, provides general instructions for conducting Initial and Special Needs Observations. Review this guide prior to conducting the observation.

11-62A, OJT and Observation Report

In addition to the 11-62 Form 11-62A, On-the-Job Training and Observation Report, is used for the observer to evaluate and comment on the performance of the (S)FR being observed. (See Topic 6, Advance Briefing, for details.)

NCVS 524, NCVS Induction Guide

The NCVS 524, NCVS Induction Guide, provides useful information on Initial, Special Needs, and GPR Observations. (*An updated CAPI version is currently being developed.*)

Reporting Observed Cases in GUI Case Management

In order to flag observed cases to make them ineligible for reinterview, the observer must perform the following steps **in Case Management on the FR's laptop before the FR transmits the observed cases:**

- ☐ Click on the F8-View icon.
- ☐ Select All.
- ☐ Highlight the observed case(s).
- ☐ Click on the Actions menu, and select 'Mark as Observed.'

Enter the SFR password (i.e., the same password the SFR uses to access the SFR Functions application).

Note: An error message is displayed if the cases have already been transmitted, and you will not be able to mark the case(s) as observed to prevent them from falling into the reinterview sample.

Topic 6 - Advance Briefing

General

For Initial and Special Needs Observations, the NCVS Supervisor should brief the observer on any apparent problems, particularly if the supervisor noticed during training that the FR was having difficulty using the laptop or performing transmissions. For Special Needs (SN) Observations, the supervisor should note the problem(s) which warranted a SN observation. Observer briefings may be in writing, by telephone, through email messages, or in person.

Materials Provided for Observations

Provide the observer with the following materials:

- ☐ 11-62, On-the-Job Training and Observation Self-Study;
- ☐ 11-62A, On-the-Job Training and Observation Report;
- ☐ Copy of the FR's current CAPI-35, FR Assignment List (so observer can prepare for the observation and make notes about observed cases) (optional);
- ☐ FR Notification of Observation (copy of mail message to FR);
- ☐ Summary of FR Performance Reports, CARMN Reports, etc.;

- Previous Observation Reports (Form 11-62A);

- Specific instructions from the NCVS Supervisor (optional);

- Notes/Reports from the administrative or payroll section about administrative or payroll problems (optional); and

Preparation of Form 11-62A, On-the-Job Training and Observation Report

Prepare an On-the-Job Training and Observation Report for each scheduled observation.

Fill items 1-10 and 12 on page 1 of Form 11-62A. Note in item 10 any reference notes for special attention. The observer will complete the Date and Time Observed in item 11. For item 12, if the FR has not worked three months, note any applicable performance information available.

Topic 7 - Selecting FRs for Observation

General

Each month, the NCVS Supervisor must review the performance of the FR staff and the initial training requirements to select FRs and SFRs for observation.

Initial Observations

All FRs new to NCVS are required to be observed during the first day(s) of their assignment. This is an Initial Observation. Priority should be given to scheduling new FRs for their N–1, and N–2 initial observations.

N–1, Initial Observation

Schedule a one or two day N–1 observation during the FR's NCVS assignment. It is up to the RO's discretion as to whether the N–1 observation lasts one or two days. Refer to the NCVS 524, NCVS Induction Guide, for specific instructions on how to conduct the N –1 observation. An updated CAPI version is being developed.

N–2, Initial Observation

Schedule a 1½ day N–2 observation during the FR's second NCVS assignment. The ½ day is specifically set aside for training on listing procedures. If the FR is experienced, the NCVS supervisor may decide to omit the ½ day listing procedures portion of the N–2 observation. Refer to the NCVS 524, NCVS Induction Guide, for specific instructions on how to conduct the N–2 observation. An updated CAPI version is being developed.

General Performance Review (GPR) Observations

The frequency in which an (S)FR is observed and the content of the observation depends on the number of surveys the (S)FR works.

Single Survey (S)FRs

An (S)FR who works only one current survey should be observed once every other year. This observation should consist of observing the (S)FR conduct interviews and give feedback on his/her performance.

Multi-Survey (S)FRs

An (S)FR who works multiple current surveys should be observed once every year. This observation should consist of observing the (S)FR conduct interviews on one specific survey and giving feedback on his/her program performance on that specific survey. In addition, the observation should consist of a review of the (S)FR's program performance on the other surveys worked based on feedback from the supervisory staff of the other surveys.

For example, if an (S)FR works on CPS and the National Crime Victimization Survey (NCVS), he/she should be observed on NCVS the first year and then CPS the next year (or vice versa). In the first year, the observer observes the (S)FR conduct NCVS interviews and gives feedback on the (S)FR's performance on NCVS. During that same observation, the observer discusses the (S)FR's program performance on CPS based on feedback from the CPS supervisor staff.

Additional Guidelines

As much as possible, RO management must ensure that observations are equally distributed by survey so that no one survey is charged the costs of all the staff observed in one year. Use your RO-specific planning goals for managing the GPR Observation program.

New NCVS FRs should receive their GPR observation 3-5 months after their initial observation. After allowing for initial observations, the selection of the remaining FRs should be based primarily on need. Other factors to consider are the length of time since the last observation and clustering observations for the most efficient use of time and travel.

Special Needs (SN) Observations

Consider scheduling a special needs observation for any FR who has:

- A low response rate;
- Hours per case or miles per case which exceed the production rate standards for the RO;
- Repeated problems locating addresses;
- A need for help or training on any aspect of the job;
- Received a “Does Not Meet” rating on the last observation; or

- ☐ Requested help on any part of his/her assignment.

Note: An FR who was rated a "Does Not Meet" on his/her last progress review or evaluation must be observed or retrained during his/her next assignment.

Special Needs(SN) Observation Fulfills GPR Requirements

The SN observation fulfills the GPR requirement for the fiscal year. Although it is not required, it is suggested that FRs who received an SN or N –2 observation be scheduled for their next GPR observation within six months of the next fiscal year.

Schedule FRs and SFRs for GPR Observation Once Each Fiscal Year

Excluding N–1 and N–2 observations, **FRs must be observed (GPR) at least once each fiscal year**. For FRs used occasionally, the survey supervisor should determine the type of observation necessary based on the FRs previous NCVS experience and performance.

Schedule SFRs for observation once each fiscal year, if possible. However, at an absolute minimum, **each SFR must be observed at least once every two fiscal years**. If at all possible, schedule these observations during months when the SFR has a full (or substitute) assignment.

Topic 8 - Selecting Observers

General Qualifications	The observer must be a member of the RO management or supervisory staff, or an NCVS SFR or Team Leader, or the NCVS lead clerk. The observer must be qualified to train the FR on the aspect(s) of the job that necessitated the observation. The observer must complete the NCVS home-study before conducting any observations.
Previous Observation Results	Attempt to counter any of the FR's **weak** areas with the proven abilities of the observer. The NCVS Supervisor should analyze any previous observation reports, noting any changes in the performance of the observed FR, before making the final selection of the observer. An effective and well-documented observation report will hopefully result in improved post observation FR performance.

Topic 9 - Timing of Special Needs Observation

Arranging the Observation

When arranging the date and time for a Special Needs Observation, remember that timing is dependent on the reason for the observation.

Low Production

Schedule the observation at the beginning of the NCVS interview period so the observer can help the FR plan an efficient itinerary and determine whether he/she is keeping an accurate record of his/her time on the laptop. In addition, stress to the FR the importance of transmitting payroll data daily.

Low Response Rate

Schedule the observation at the beginning of the NCVS interview period so the observer can advise and help with noninterviews and show the FR how to reduce Type A's. Instruct the FR to keep Type A's for the observer's review.

Other Reasons

Schedule the observation at an appropriate time so the observer can take the most effective preventive or remedial action. For example, if the FR has frequent problems with not being able to locate an address or a map spot on the Automated Listing and Mapping Instrument (ALMI) Time of Interview (TOI), the observer should provide examples of similar situations and suggestions to help the FR locate the address (such as call the RO to research or help search publicly available databases).

Topic 10 - Length of Observation

General

The main objective of the observation is to help the FR improve his/her interviewing skills.

Each month, the NCVS Supervisor must review the performance of the FR staff and the initial training requirements to select FRs and SFRs for observation.

Number of Observed Interviews

There is no specific minimum number of interviews to be observed for each type of observation. It is the responsibility of the NCVS Supervisor to ensure that the number of observed interviews adequately provides enough varying situations to accurately rate the FR's performance during the observation. Each observation day should cover six hours or more.

Length of N–1 Initial Observations

The observer needs to spend two days with the FR depending on his/her needs and experience. For new FRs and non-CAPI experienced FRs new to NCVS, two days of observation is recommended. A one-day observation is recommended for all CAPI-experienced FRs new to NCVS, unless the supervisor feels a second day is necessary. A minimum of six hours of *working* time constitutes a day of observation.

When it is not possible to observe for a minimum of six hours per day due to situations beyond their control, the observer should include an explanation in the observation report to justify the situation.

Length of N–2 Initial Observation

However, most N–2 observations will be 1 to 1½ day observations. Schedule the N–2 observation for two days if the N–1 observation showed significant problems. If the FR was trained on "listing" for other surveys, the N–2 observation can be one day. If it is not possible to observe for a minimum of six hours, the observer should include an explanation in the observation report to justify the situation.

General Performance Review and Special Needs Observations

The observer should spend six hours or more with the FR in most cases. When this is not possible, the observer should include an explanation on the observation report to justify the situation.

Topic 11 - FR Notification

Notify by Electronic Mail	Notify both the observer and the FR of the observation via sending a mail message in ROSCO. Keep a copy of the mail message for your own use in the RO.
Notify by Memorandum	Alternatively, you have the option of notifying FRs by means of a more formal memorandum. Review the text of the memorandum in Appendix 5A, Notification of Observation, for compliance to Regional Office policy. If necessary, change the memorandum text.
Observer Contacts FR	The observer is responsible for contacting the FR to make arrangements for the observation.

Topic 12 - Feedback to the FR

Provide Timely Feedback to the FR

After evaluating the observation results, provide the FR with timely feedback. Follow the steps below:

- ☐ Send a copy of the FR's Summary of Performance (for the month following the observation) to the FR.

- ☐ Discuss the observation and subsequent Summary of Performance with the observer. Review the FRs strengths and weaknesses.

- ☐ Then discuss the observation and subsequent Summary of Performance with the FR. Include strengths and weaknesses, as well as praise and encouragement, as appropriate.

Appendix 5A, Notification of Observation

NOTIFICATION OF OBSERVATION

Date

MEMORANDUM FOR Field Representatives and Observers Listed Below

From: *Regional Director's Name*
Regional Director

Subject: NCVS Observation Schedule for *Month Year*

This memorandum is to inform you of the NCVS observations planned for *Month Year*. We conduct observations in an effort to provide ongoing training for all Field Representatives (FRs), evaluate survey procedures and policies, and evaluate staff. This is an additional method for supervisors to keep in touch with the staff and share information about the survey, interviewing procedures, and items of particular interest to the FR.

Listed below are the FRs and observers scheduled for NCVS. **The observers should contact the FR well in advance for specific arrangements. Final arrangements are to be made by the observer.** FRs must be prepared to work a minimum of six hours with their observer.

Each FR should have his/her laptop computer, NCVS FR Manual, up-to-date payroll entries on the laptop, and assignment materials available for review by the observer. FRs should be prepared to conduct interviews, conduct a backup and data transmission. The preferred site for the data transmission is the FR's home.

If you have any questions regarding this observation schedule or your observer has not contacted you two working days prior to the scheduled observation, please call the NCVS supervisor, *(name)*, at *(telephone number)*.

Type	Date	PSU	Field Representative	Observer
	MM/DD/YYYY	*PSU*	*FR Name*	*Observer Name*

Chapter 6. Assignment Activities

Chapter Contents

This chapter covers the following topics:

Topic		
1.	Field Representative Operations	6-2
2.	Sample Control Operations	6-16
3.	Using Assignment Parameters	6-39
4.	Adjusting Assignments	6-45
5.	Releasing Assignments	6-49

Topic 1 - Field Representative Operations

Overview

As FRs, SFRs, Team Leaders, Clerks, or Supervisors are added to your RO's NCVS staff, their basic information will need to be added to the ROSCO database. This involves adding their information to the database as a whole (using the Edit FR Data activity), activating them for NCVS in ROSCO (using the Edit FR's Survey Data activity), and when necessary, designating them as a Team Leader (using the Edit FR Survey screen).

Edit FR Data

Using the Edit FR Data activity sets up a basic profile for the new staff member in the ROSCO database. This step must be completed before you can designate them as a member of your NCVS staff. To create a new profile:

1. Click on the Operations menu, FR Operations sub-menu, and Edit FR Data.

2. Check the list of FRs in the FR Primary Data section at the top of the Edit FR Data screen. If the staff member you wish to add is already listed on the Edit FR Data screen (i.e., they already work on another survey for which a profile was created in ROSCO), you do not need to proceed any further on this screen. You may go directly to the Edit FR Survey screen to activate the individual on NCVS.

3. If the staff member you wish to add is not already listed on the Edit FR Data screen, click on the Insert FR button.

4. You should now see a blank line at the top of the list of FRs. Enter the information for your new employee in all of the fields on this line and in the FR Secondary Data section at the bottom of the screen. Make sure that the spelling of the FR's name matches the spelling EXACTLY when setting up the profile for the FR. You can designate the employee type as an FR, SFR or Supervisor, Pseudo FR (Z99, for example), or Clerk. See the Edit FR Data screen on the next page.

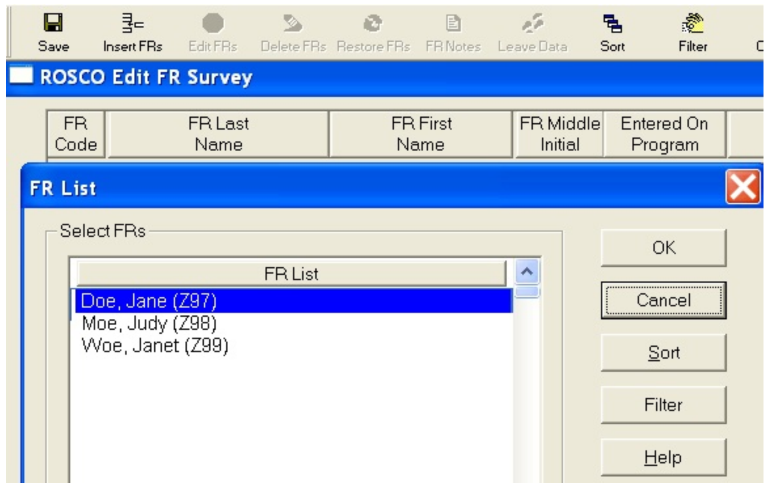
5. After you finish entering the information, click the Save button on the toolbar.

Edit FR's Survey Data

Using the Edit FR's Survey Data activity allows you to activate an employee on NCVS who is listed on the Edit FR Data screen. Only after completing this operation will the FR be able to transmit to pick up the latest NCVS software on his/her laptop. To activate a new employee on NCVS:

1. Click on the Operations menu, FR Operations sub-menu, and Edit FR's Survey Data.

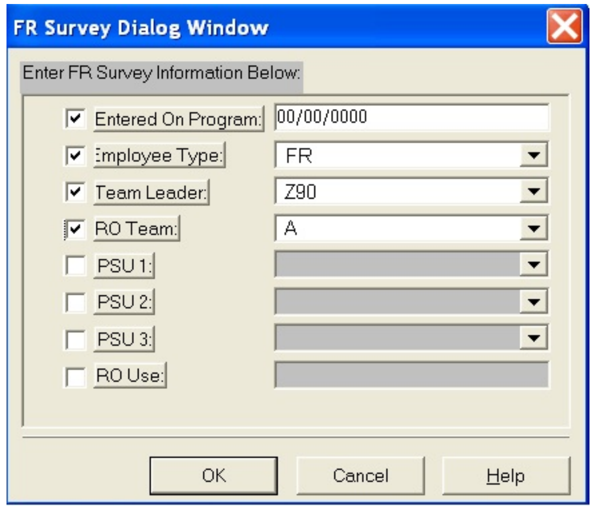
2. Click on the Insert FR icon on the Edit FR Survey Data screen.
3. Find the employee's name on the FR List dialog box, click on it to highlight it, and then click on OK.



4. Add the information to the FR Survey Dialog Window. Required entries include:
   - Entered On Program
   - Employee Type
   - Team Leader (if survey uses TLs)
   - RO Team (if survey uses RO teams)

   Use the check boxes to activate the field labels. When finished, click OK.

Note: Fill the Team Leader field to get this FR's data into the team leader reports.



5. Your new employee should now appear on the FR Survey Data list. Click the Save icon to finish activating this employee on NCVS.

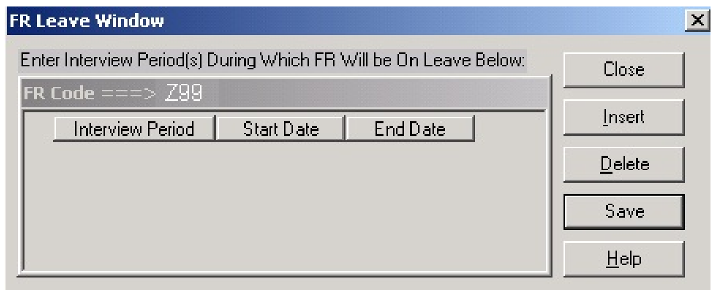
Other Uses of the Edit Survey Data Screen

You may also perform the following tasks using the Edit FR Survey Data screen:

Delete an FR From the Survey: Highlight the FR you wish to remove from NCVS then click on the Delete FRs icon on the toolbar. You are instructed to make an entry in the "End Date for Current Survey" field in the FR Survey End Date Selection Dialog Box. Click the Save icon to save your changes.

Undelete an FR From the Survey: If you went through the steps to delete an FR **but have not yet saved your changes**, you may use the Restore icon on the toolbar to undelete the FR.

Mark an FR On Leave: If you would like to designate an FR as being on leave during certain dates in an interview period, you can do so using the Leave Data icon on the toolbar. Use the Insert icon on the FR Leave Window to create a new entry, and enter the interview period that the FR will be on leave and the dates on leave. **You will not be able to assign work to that FR during the dates designated in the interview period.**



Adding FR Codes in the Telecom Registry

You can begin to assign work in ROSCO to new FR codes as soon as they are added on the Edit Survey Data screen. However, you cannot prepare a laptop for the new FRs until they are in the telecom registry.

The registration process occurs automatically, as follows:

- At the top of every daytime hour, a temporary file is created from all FR survey tables that include any changes made to the tables – FR code adds and changes. This table will NOT include deleted FR codes.

- Several times a day the CB User job copies the latest temporary file into the telecom registry. The registry contains data that allows FRs and SFRs to transmit for MAIL, WINFRED (payroll) and their surveys.

- Once an FR code is in the telecom registry, RO staff can prepare laptops for the new FRs.

- If a person is deleted from the NCVS Edit Survey Data screen, they are taken off the telecom registry for NCVS, and can no longer make a transmission for NCVS work.

Editing FR Survey Data for Team Leaders (SFRs)

Team Leaders (SFRs) are added to FR Survey Data the same as regular FRs with the following exceptions:

- SFRs usually get assigned a FR code that begins with the letter A.

- SFRs are assigned an Employee Type of "Team Leader or SFR".

- Once in the telecom registry, SFRs will be eligible for SFR Functions and reinterview functions.

Edit Team Leaders

Using the Edit Team Leaders activity allows you to designate staff members as NCVS Team Leaders, delete Team Leaders from NCVS, and designate temporary Team Leaders. You must complete these steps to add a Team Leader before you can assign FRs to his/her team in the Edit FR Survey Data screen.

To designate someone as an NCVS Team Leader:

1. Click on the Operations menu, FR Operations submenu, and Edit Team Leaders.

2. Click on the Insert icon.

3. Select the appropriate individual from the FR List dialog box, click on his/her name, and click on OK. (Note: An individual is only displayed on the FR List screen if they are designated as a Team Leader or SFR on the Edit FR Survey Data screen.)

4. The new Team Leader's name should now appear on your Edit Team Leader screen. Click on the Save icon to save your changes.

Note: You do not need to enter information under the columns for "Current Team leader Code," "Effective Date," and "Expiration Date." These columns are only required when you are designating a temporary Team Leader, which is described later in this topic.

Deleting a Team Leader

Perform the following steps to remove a Team Leader from ROSCO:

1. Click on the Operations menu, FR Operations sub-menu, and Edit Team Leaders.

2. Select the appropriate individual from the list of Team Leaders and click on his/her name.

3. Click on the Delete icon.

4. Click on the Save icon to save your changes.

5. Click on the Operations menu, FR Operations sub-menu, and Edit FR's Survey Data.

6. Select the appropriate individual from the list and click on his/her name.

7. If the Team Leader was converted to a regular FR, change the entry in the "Employee Type" field. If the Team Leader no longer works on the survey, click on the Delete FR icon.

8. Click on the Save icon to save your changes.

Designating a Temporary Team Leader

To designate a Team Leader to temporarily cover another Team Leader's team:

1. Click on the Operations menu, FR Operations submenu, and Edit Team Leaders.

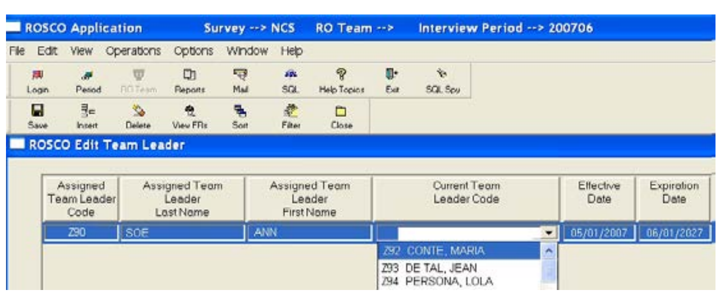
2. Select from the list of Team Leaders the individual whose team will be covered by the temporary Team Leader and click on his/her name.

3. In the “Current Team Leader Code” column, select the temporary Team Leader’s code from the drop-down list.

4. Click on the “Effective Date” field and enter the date that the (temporary) Current Team Leader’s assignment will take effect.

5. Click on the “Expiration Date” field, and enter the date that the (temporary) Current Team Leader’s assignment will end.

6. Click on the Save icon to save your changes.



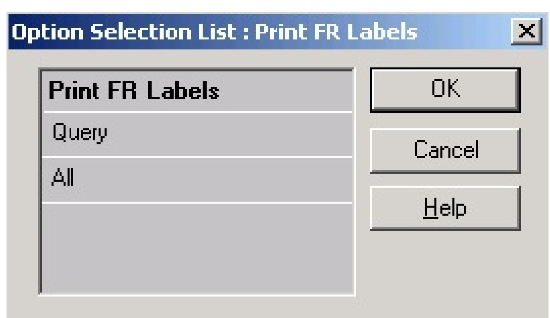
Print FR Labels

To print FR labels, open the FR Labels screen by going to the Operations menu, FR Operations sub-menu, and selecting the Print FR Labels activity. At the “Option Selection List: Print FR Labels” dialog box, select either Query or All.

Upon making this selection, the FR Labels pop-up box is displayed where you specify the information you would like to appear on the label. The items from which you may select are:

- FR Code,
- Address Type (Parcel Address or Mailing Address), and
- Phone.

Once the information that you want on the label is specified, the Label Format Selection pop-up is displayed to allow you to select how you would like the labels to be formatted (One label per FR (default), or one page of labels per FR (you specify a number of labels per page)).



Once you select the label format, the FR Labels screen showing the labels to be printed is displayed.

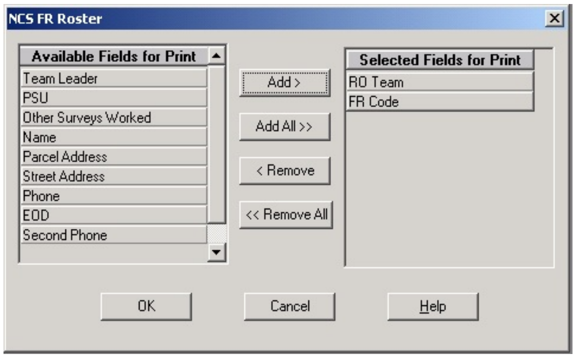
To give you a better idea of exactly how large the labels will be, you can turn on horizontal and vertical rulers. To view the ruler, click the Ruler checkbox at the top of the FR Labels screen.

To produce labels in a specific order, click on the Sort icon.

Print FR Roster

To print the FR roster, open the FR Roster screen by going to the Operations menu, FR Operations sub-menu, and selecting the Print FR Roster activity. A box containing the Available Fields for Print is displayed. The available fields are:

- FR Code
- RO Team (if used)
- Team Leader
- PSU
- Other Surveys Worked
- Name (FR name)
- Parcel Address (Mailing address)
- Street Address (Physical address)
- Phone
- EOD (Date FR began working at the RO)
- Second Phone
- RO Use (Special notes about the FR, e.g., speaks Spanish)



Use the Add, Add All, Remove and Remove All buttons to move options between the "Available" and "Selected" fields. After selecting all items to include on the roster, click OK. The roster will be displayed on the screen. Click the Print icon to begin the print job.

ROSCO Surveys Overview

The ROSCO Surveys Overview activity can be found on the Operations menu, directly below the FR Operations sub-menu. The purpose of this activity is to display workload information for all surveys that an (S)FR is currently working on.

You have the option of selecting one or more (S)FRs from a list, and information displays for those (S)FRs selected.

FRs On Leave Report

The FRs on Leave Report displays all FRs entered into the system as being on leave for a specified period of time. This report is populated by using the Leave Data icon in the Edit FR's Survey Data activity. The information appearing on this report is:

- FR Code,
- FR Name,
- Start Date (when the FR's leave begins), and
- End Date (when the FR has reported he or she would return from leave).

Designate an FR on Leave for the Interview Period

To prevent cases from being assigned to FRs who are ill, on vacation, or unavailable for an assignment for some other reason, flag the FR as being on leave for the interview period as follows:

- Select Edit FR's Survey Data
- Select the FR scheduled for leave
- Click on the Leave Data icon
- If there are no previous leave records for the FR, click OK in the ROSCO Message box.
- Click the insert icon and enter the Survey Period the FR will be on leave. Enter the Survey Period in the format shown below:

  Format: yyyy/mm
  Example: 2004/08

- Click Save to save the changes

Topic 2 - Sample Control Operations

Sample Control Operations

ROSCO's Sample Control operations allows you to work with some assignment information before you begin the process of making assignments. The primary Sample Control activities and reports include:

- View/Edit Sample
- Customized Respondent Letters (mail merge)
- Edit Letter Language
- Edit Letter Types
- Print Respondent Letters
- Tracking Respondent Letters
- Print Respondent Labels
- Segments with Additional Units
- Key Additional Units
- Edit PSU
- View Historical Resting Data
- Sample Count Reports
- Identical Segment Folder Report
- Respondent Letters Tracking Repor

View/Edit Sample

After the assignment file for the month is loaded, you can view the cases in your monthly workload by using the View/Edit Sample option under the Operations/Sample Control.

Add to View/Edit Sample

Everything stored in ROSCO about a case can be accessed through the View/Edit Sample screens. When you click on the View/Edit Sample menu pick, a pop-up Options Selection List displays:

- View/Edit
- Query - for querying up a single case or group of cases
- Incoming cases
- Incomplete Address - for all cases with an incomplete address
- Address Changed - for all cases that have had address changes

View/Edit displays one case at a time. If you selected an option that brings up more than one case, move between the selected cases using the First, Prior, Next or Last buttons. You can also use the “Go to Case” button to view a list of all the cases selected.

The View/Edit Sample screen has the following tabs for each case:

Tab	Editable Fields
Basic Info	Respondent name, phone number(s), Best Time to Call
Sample Control Info	Year built, mobile home, GQ type and name
Address Info	Address label flag, sample and mailing address label control

Current Survey Info	No editable fields
Status Info	No editable fields
PAL Info	No editable fields
Generic Fields	No editable fields

Clicking the View More button to display the following additional tabs:

- Notes - If RO staff adds notes to this tab before releasing assignments, the notes go to the Field Representative.

- Contacts - Contact name and other information for Type B and C cases

- Case History - Interview period; FR code and outcome code or CATI outcome code

- Letter History - Interview number, letter type, date sent and letter delivered

- Case Activity - Current case status and previous case activity within ROSCO for the current month. Case Activity can include:

    - Reassigned from Workload
    - Reassigned from Sup Rev

- Checked-in from an FR different than the assigned FR
- Accepted duplicate
- Accepted from an FR that is different from the assigned FR
- Eliminated from Sup Rev
- Resolved with prior version
- Reassigned Mover (not used by NCVS)
- Type A - Charged to different FR
- Deleted from Sup Rev
- Remote reassignment

☐ Address History - Current and previous address data

The View More button is accessible from the Make Adjust Assignment screens, the Supervisory Review screens and the View/Reassign screens.

Mail Merge (Customized Respondent Letters)

In addition to 1st month letters, you can customize letters for respondents with a Mail Merge feature that uses merge-tagged letters and ROSCO data.

Edit Letter Language

ROSCO allows users to designate which rich text format (.RTF) file to use for the various types of respondent letters (refusal, NOH, etc.) to use for the cases selected. The user specifies:

☐ Type of letter
☐ Language used in the letter
☐ The file to use for the type of letter.

The user can also modify the:

- Type of letter,
- Language, and/or
- The file to use for the type of letter.

The user can also remove (delete) letters no longer used. However, a request must be sent to the TMO Technical Assistance Center to add or delete from the list of languages.

ROSCO merges information from the database into the text of the letter such as:

- Respondent name and address
- FR name and telephone number

You are also given the option of entering additional information such as:

- Supervisor name
- Office telephone number

If you choose, ROSCO can also keep a record of:

- Cases for which letters were generated
- Letters generated for each case

Since ROSCO's Edit and Print Respondent Letters activity is most useful for avoiding noninterviews, you can find detailed use instructions in Chapter 8 of this manual.

Edit Letter Types	The Edit Letter Types activity allows you to view the different types of letters available for the Survey and the Regional Office. However, a request must be sent to the TMO Technical Assistance Center to add or delete from the list of letter types.
Print Respondent Letters	The Print Respondent Letters activity allows the user to print a letter for 1-to-many Control Numbers, with the option to merge data from the database into the letter. The “Merge” feature requires specific <<TAGS>> in the body of the letter (see <Merge> Tags: below), placed in positions where database data should replace the tags. This activity allows the user to indicate that the system should place a record in the Letter Tracking activity when generating letters.

For this activity, ROSCO displays all Control Numbers for the Survey and Regional Office, matching the RO Team(s) and Interview Period(s) for the current ROSCO session (e.g., specified during login), and the condition entered by the user in the Query pop-up window.

CPS staff may find this feature useful in generating mailing labels for refusal letters and other letters sent from the RO.

Following are the steps to follow to create and print respondent labels:

- ☐ Click on Operations → Sample → Print Respondent Labels.

- ☐ From the Option Selection window:

  - Select 'All' to generate labels for all cases in sample that month, or

  - Select 'Query' to select specific cases or a group of cases.

The respondent labels are created with:

- ☐ Control Number
- ☐ FR Code
- ☐ Interview Period
- ☐ Respondent Name (uses Current Resident if name field is blank)
- ☐ Respondent Address

If there is a mailing address in ROSCO for the case, it is used on the label, otherwise the sample address is used.

- ☐ The format of the labels can be changed by clicking on the field for label type and selecting a different format.

- ☐ Use the 'Sort' or 'Filter' buttons to:

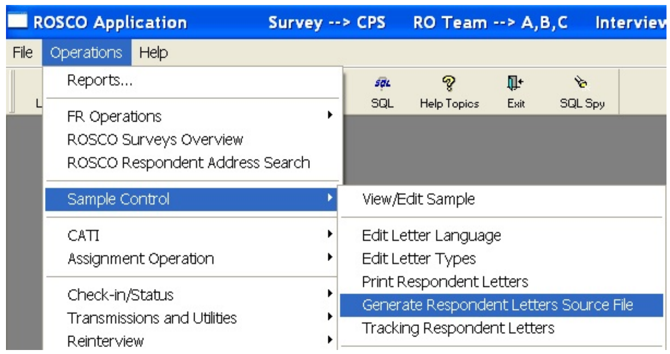
  - Change the order in which the names are displayed, or to

- Change which names are displayed, respectively.

☐ Click on the Print icon to print the labels.

Generating Source Files

Use the below path to get to "**Generate Respondent Letters Source File**".

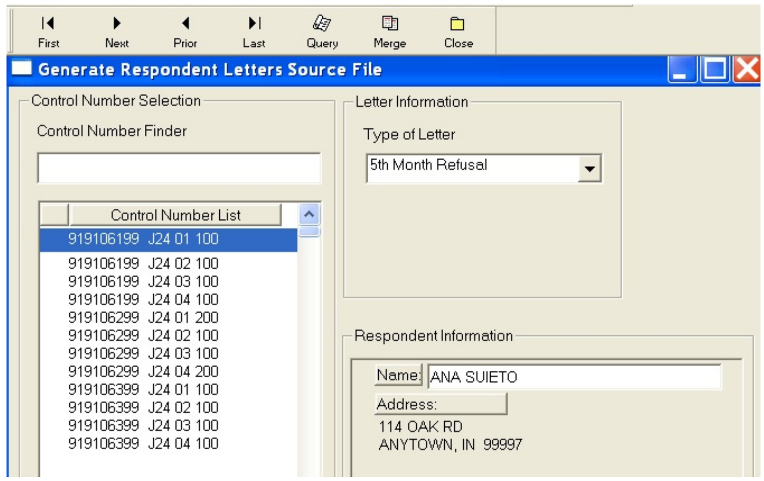


This activity is similar to "**Print Respondent Letters**" except that instead of respondent letters being printed directly from Rosco, an output text file containing respondent data is created.

The user can then use either WordPerfect or Microsoft Word to generate respondent letters using the text file as the data source.

Generate the Source File

The "**Generate Respondent Letters Source File**" activity window opens with the query selection window (just like "**Print Respondent Letters").** Enter a query criterion and select 'Ok'. A screen similar to the following one will appear.

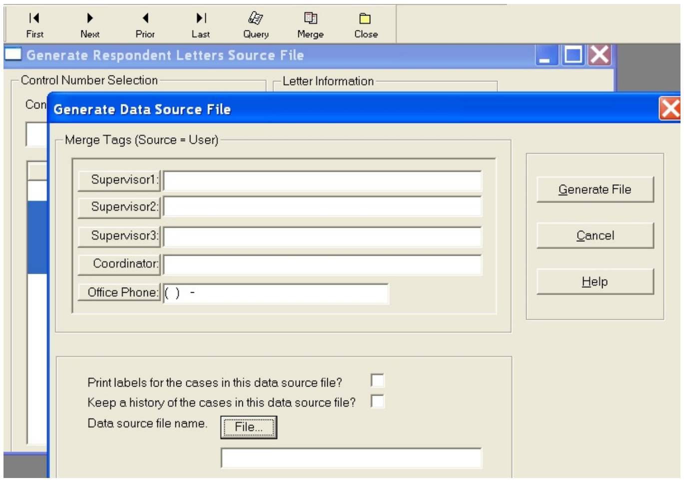


Selecting Letter Type

1. Select a "Type of Letter" from the drop down box. This is required because the user can elect to save a history of the respondent letters sent in the Letter_History table. (See the "**Tracking Respondent Letters**"activity.)

2. Click on the control numbers to select (and highlight) the cases for which you want to print respondent letters. You can modify the 'Name' under 'Respondent Information' if you wish. This change will appear on the letter, however, the corresponding record in the Workload table will not be updated with this correction.

3. Click on the 'Merge' menu icon. The following screen appears.



Setting Up the Merge Tags

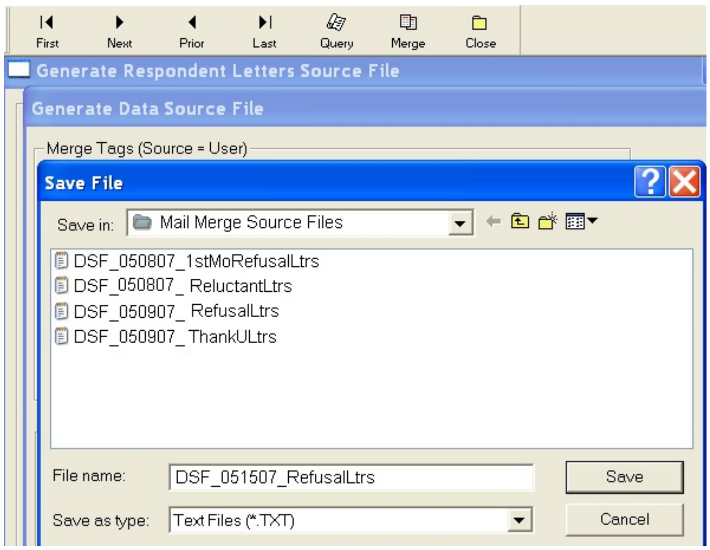
This "**Generate Data Source File**" response window prompts the user for additional information.

The "Merge Tags (Source = User)" allows the user to enter information, not contained in Rosco, which will be the same for all letters derived from this merge activity. The different merge tag fields can be left blank. If data is entered it is printed on letters as is.

Click on the check box for "Print labels for the cases in this data source file?" if you want print respondent labels for all the cases selected in this merge activity.

Click on "Keep a history of the cases in this data source file?" if you want to keep a record of the cases for which respondent letters were generated during this particular merge activity. The records will be stored to the Letter_History table. (See the "**Tracking Respondent Letters**"activity.)

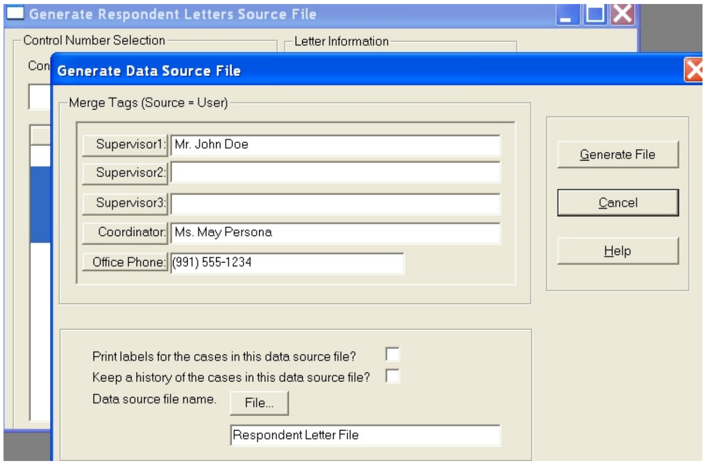
Enter a name for the text file that will contain the respondent data (Data source file name) by either clicking on 'File…' or typing the full path name of the file in the input field below the 'File…' button. Clicking on 'File…' opens the Windows Save File dialog window.



Navigate to the folder in which you would like to save the file. Type in the file name and click on 'Save'. Note that the file is given an extension of '.txt' by default.

The user is returned to the previous screen and the 'Data source file name' input field is populated with the name of the text file.

Click on 'Generate File' to proceed. If the file name chosen already exists, the user will receive a warning message and can either enter a new file name or overwrite the existing file.

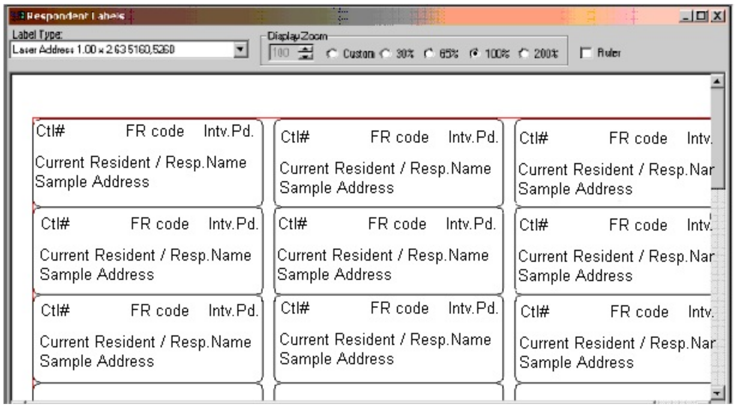


Click on 'Generate File' to generate the text file. A message will inform the user that the data source text file has been successfully generated.

If the user had elected to keep a record of the cases selected for respondent letters then a message will alert the user that the Letter_History file was successfully updated.

If the user had elected to print respondent labels for the cases in this merge activity, the "**Print Respondent Labels**" will automatically open with labels for the cases selected.

Click on the 'Print' menu icon to print the labels.



Close the label window to return to the “Generate Respondent Letters Source File” window.

Repeat the steps above to produce a text file for a new set of cases and letter type.

Sample of data source text file created.

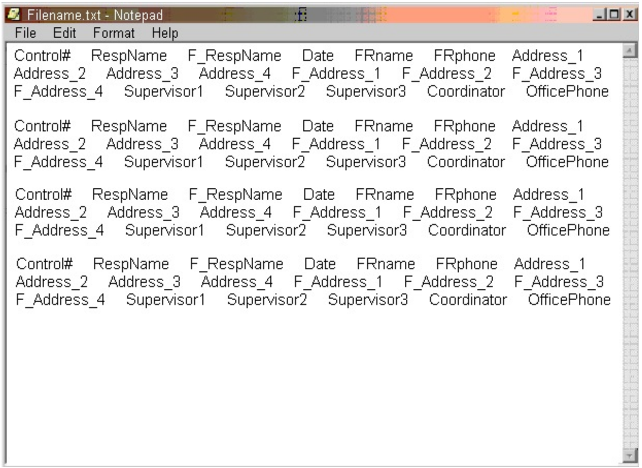


Table of Merge Tags

The table below lists the merge tags used by "Generate Respondent Letters Source File". The text file contains data for all the merge tags. The user decides which tags to place on the letters.

Tag	Source	Format
<<FRNAME>>	f_name, l_name from **FR**	Capitalize first letter in both f_name and l_name, with the rest of each value in lowercase, and insert a space between the values.
<<DATE>>	sysdate	Month dd, yyyy. Ex. March 12, 2004.
<<ADDRESS_1>>	address_info	First line of address as it appears in the table.
<<ADDRESS_2>>	address_info	Second line of address as it appears in the table.
<<ADDRESS_3>>	address_info	Third line of address as it appears in the table.
<<ADDRESS_4>>	address_info	Fourth line of address as it appears in the table (if used by the particular address format).
<<F_ADDRESS_1>>	address_info	First line of address with the first letter of each word capitalized.
<<F_ADDRESS_2>>	address_info	Second line of address with the first letter of each word capitalized.
<<F_ADDRESS_3>>	address_info	Third line of address with the first letter of each word capitalized.
<<F_ADDRESS_4>>	address_info	Fourth line of address with the first letter of each word capitalized (if used by the particular address format).
<<RESPNAME>>	workload.g_resp_name	If null, print 'Current Resident'. Print as it appears in the table.
<<F_RESPNAME>>	workload.g_resp_name	If null, print 'Current Resident'. Print with the first letter of each part of the name capitalized
<<CONTROLNUMBER>>	workload.control_number	Formatted using the control number format.
<<FRPHONE>>	phonenum from **FR**	substr(phonenum,1,3) substr(phonenum,5,8)
<<SUPERVISOR1>>	Prompt	Exactly as entered.
<<SUPERVISOR2>>	Prompt	Exactly as entered.
<<SUPERVISOR3>>	Prompt	Exactly as entered.
<<COORDINATOR>>	Prompt	Exactly as entered.
<<OFFICEPHONE>>	Prompt	Exactly as entered.

<Merge> Tags

Letters must be typed and saved as .RTF files. This can be done from any widely used word processing application, such as Corel Word Perfect or Microsoft Word. The tag name should be enclosed in double less than and greater than signs, as indicated below, and should be placed in the desired position in the letter where you would like the database/prompt data to appear. For example:

Please call your local field representative, <<FRNAME>>, collect at <<FRPHONE>>, and they will make every effort to arrange an interview at your convenience.

Result when printed:

Please call your local field representative, Jane Doe, collect at (991) 555-3333, and she will make every effort to arrange an interview at your convenience.

Note that the “address” tags result in multiple lines printed in the letter. Therefore, it is highly recommended that the “address” tags display on a line all by itself, and it should only be placed in the far left position of that line.

Also note that the names supplied when prompted by the application are displayed **as-**

typed in the printed letter (i.e., the application does not **not** reformat).

From the Database	<<DATE>>	
	<<FRNAME>>	(1st letter capital letters)
	<<FRPHONE>>	
	<<CONTROLNUMBER>>	
	<<RESPNAME>>	(All capital letters)
	<<ADDRESS>>	(All capital letters)
	<<F_RESPNAME>>	(1st letter capital letters)
	<<F_ADDRESS>>	(1st letter capital letters)
From “Generate Data Source File”	<<SUPERVISOR1>>	(as typed in Window)
	<<SUPERVISOR2>>	(as typed in Window)
	<<SUPERVISOR3>>	(as typed in Window)
	<<COORDINATOR>>	(as typed in Window)
	<<OFFICEPHONE>>	

Tracking Respondent Letters

The Tracking Respondent Letters activity allows the user to track which letters were sent to cases in their workload. The Print Respondent Letter activity can automatically insert records into this screen. In addition, the user can add records to this screen for cases that had letters sent/generated outside of ROSCO. The user can also run the Respondent Letters Tracking Report to view this information in a printable format.

Print Respondent Labels

Upon entering the Print Respondent Labels activity, the Option Selection List: Print Respondent Labels dialog box displays the following choices:

- ☐ Query

- ☐ 1st Month Labels
- ☐ 5th Month Labels

- ☐ Hispanic Oversample Labels
- ☐ All Labels

The respondent labels are displayed in the manner in which they will appear when you print them.

You can turn on horizontal and vertical rulers to get a better idea of the size of the labels. To view the ruler:

- ☐ Click the Ruler checkbox at the top of the Respondent Labels screen.

Segments with Additional Units – Identify Segments with Additional Units

The Identify Segments with Additional Units activity can only be performed for a single interview period, and will display all PSU-Segment-Sample-Segment Type combinations that are in sample for that interview period that do not have their segment folders checked for possible additional units. At the Identify Segments with Additional Units window, you can flag any segments that you feel need additional units keyed. To do this, highlight a row and select the Flag Segment icon to flag the segment folder. Once you save your changes, any segments flagged on this screen will no longer appear on this screen, but on the Check Folder for Identified Segments screen.

Segments with Additional Units – Check Folder for Identified Segments

This activity displays the segments which need the segment folder checked for possible additional units. Segment folders that were flagged on the Identify Segments with Additional Units screen will be displayed here. To indicate that a segment folder has been checked, select the checkbox to insert a checkmark in the 'Check Folder' field for the appropriate PSU-Segment-Sample-Segment Type combination. When all rows appearing on this screen have a checkmark appearing and you select the Save icon, the Done icon will become activated.

Note: You must accomplish the task of inserting a checkmark for all segments appearing on this screen and selecting the Done icon before you are able to release assignments to the field.

Key Additional Units

The Key Additional Units screen contains the segments that were inserted with a checkmark in the Check Folders for Identified Segments activity. These segments may or may not need additional units keyed. This activity is where you will be able to add any units that need to be keyed. On the Key Additional Units screen, highlight a row that needs additional units keyed and select the Edit Sample icon. The Edit/Add Sample Lines window is displayed showing the units already reported within that segment, referred to as the *parent cases*. Highlight a row and select the Add icon. A row is inserted below the selected row with a Serial Suffix added to the control number. You can make changes to House #, Suffix, Street Name, Unit Designation (the default field for the curser), Place, State, or Zip. The changes you make for this case are now displayed in View More, on the Address History tab under Current Address Data.

Note: **The keying of additional units is not required by ROSCO before you are able to release assignments to the field, but it is highly recommended that you key them prior to releasing assignments.**

Edit PSU

You should use the Edit PSU screen to insert new PSUs and delete old PSUs. You can also designate the stratum of the PSU by selecting the Edit Stratum icon and entering the name you would like the stratum displayed under and its meaning. If more than one PSU falls in a single (S)FR's assignment area, you can give each of these PSUs the same code and specify the group name you would like it to display under by selecting the Edit Group icon.

Checking for New PSUs

Problems result if new PSUs are automatically added to ROSCO when the assignments are loaded. To avoid this, each month you must check the status of the ROSCO scif_load program when the assignments for a new interview period are loaded, before you begin making the assignments. You do this in ROSCO by clicking on the Operations menu, then selecting the Transmissions and Utilities sub-menu, then View Job Status. Once the View Job Status screen comes up, you can filter on job_name = 'scif_load'. Select the newest scif_load job entry, and click on the 'Comments' button. A pop up screen is displayed giving more information about the status of the job. If the comments for your scif_load job say, "NOTICE: New PSU(s), PLEASE UPDATE," then you need to go to the Edit PSU activity and insert the new PSUs.

View Historical Resting Data

The View Historical Resting Data screen allows you to view data collected in previous interview periods for a sample case. This screen is only available for longitudinal surveys where the same sample returns for interview multiple times.

In ROSCO go to Operations, Sample Control, and before the View Historical Resting Data screen is displayed, the Query dialog box appears for you to specify the case(s) you would like to view. Based on the criteria entered in your query, the following tabs are displayed:

- Resting Information
- Address Information
- Case History
- CAPI Notes

Resting Information Tab

This tab contains the following fields:

- Control Number
- Interview Period
- Respondent Name
- Phone Number 1
- Phone 2
- Address Changed
- FR Code
- Outcome Code

Address Information Tab

This tab contains two separate areas – *Current Address Data* and *Previous Address Data*.

The Current Address Data area contains the following fields:

- Control Number
- Interview Period
- Address Type
- House Number
- House Number Suffix
- Street Name
- Unit Designation
- Place

- State
- Zip Code
- Physical Description

The Previous Address Data area contains the following fields:

- Date Changed
- House Number
- House Number Suffix
- Street Name
- Unit Designation
- Place
- State
- Zip
- Zip4

The Previous Address Data area only displays data if a survey follows movers and has a returning sample.

Case History Tab

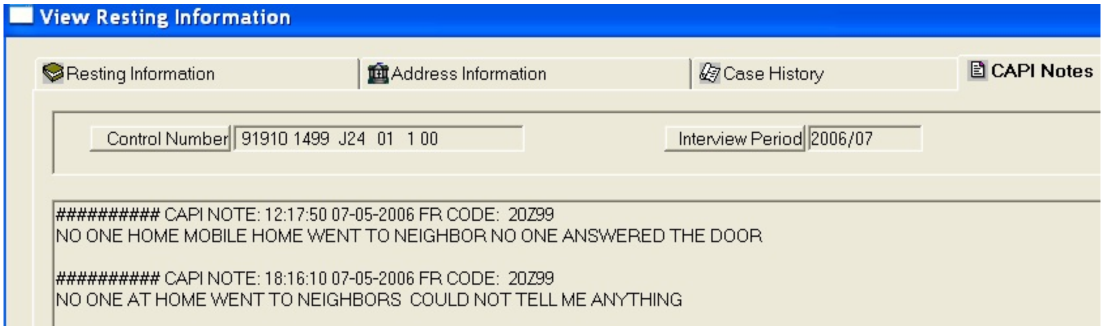
This tab contains the following fields:

- Control Number
- Interview Period
- Interview Number
- FR Code
- Outcome Code
- CATI Outcome

Data that appears on this tab is relevant to the last time each case was in sample.

CAPI Notes Tab

Click on the Notes Tab to display for the case.



You can also access Notes by clicking on the View More button at the following screens:

- View/Edit Sample under Sample Control
- Make/Adjust Assignments under Assignment Operations
- View/Reassign Cases under Check-in/Status
- Supervisory Review under Check-in Status
- Resolve Missing Cases under Closeout/Cleanup

Sample Count Reports

Sample Count reports can be a useful tool to see an overview of your workload for the month before you make assignments. These reports provide counts of sample cases by various combinations of PSU, Tract, ZIP, and

Place. Follow these steps to produce the Sample Count reports:

1. Click on the Operations menu, Reports sub-menu, or the Reports icon on the toolbar.

2. Double click on Sample Control.

3. Double click on Sample Counts.

4. Select from the options for the type of Sample Counts Report, and double click on the option you would like.

5. Use the ‘Sort’ and ‘Filter’ buttons to change the order of the report rows or to adjust what information appears on the report, respectively. (See Chapter 4 for information on sorts and filters.)

6. Click on the Print icon to print your report.

Identical Segment Folder Report

The Identical Segment Folder Reports displays first-time listings for NCVS that are identical to an existing or first-time listing in another sample and/or survey.

For NCVS, the information listed is:

- Sample
- PSU

- Segment
- Serial
- Segment Type

The information listed where the identical segment occurs is:

- Survey
- Sample
- Segment

A “T” in the ‘Tie Flag’ field indicates that the segment is in sample for the first time for both samples and/or surveys.

Respondent Letters Tracking

This report displays the letters sent by control number for the selected interview period(s). This report gets populated from the Tracking Respondent Letters activity. The information displayed on the Respondent Letters Tracking Report is:

- Control Number
- FR Code
- Date Sent
- Type of Letter

Topic 3 - Using Assignment Parameters

Overview

The assignment parameters are a set of rules that you set for the ROSCO database to use when it makes a “first draft” of your monthly assignments. For example, you can tell ROSCO to assign all cases in one PSU to a certain FR, while for cases in another PSU, you can designate one FR for all cases in one set of tracts, and a different FR for all cases in another set of tracts. From Operation/Assignment Operation you first need to use the Edit Assignment Parameters activity to define what rules ROSCO should follow in making assignments. Then choose the Apply Parameters to Sample activity to have ROSCO go through all of the new cases for the month and use your rules to assign FRs.

Defining Assignment Parameters

Before you can use parameters in making assignments, you must use the Edit Assignment Parameters activity to define which FR should be assigned cases in each geographic area. You access this activity by clicking on the Operations menu, Assignment Operations sub-menu, and selecting Edit Assignment Parameters. You will then be asked to choose either ‘Display By PSU’ or ‘Display All.’

Display By PSU

Only one PSU is displayed on the screen with the “Display by PSU” option. You may move between PSUs using either of the following methods:

- Use the Select PSU drop-down window to highlight the PSU you want.

- Use the Next, Prior, First, and Last icons to move between the PSU pages (which are in ascending numeric order).

Display All

This option displays a continuous listing of all records. The Select PSU drop-down window highlights the desired PSU, and the Next, Prior, First, and Last icons move you between pages.

Conventions for the Edit Assignment Parameters Screen

Keep in mind the following conventions when using the Edit Assignment Parameters screen:

- The first record listed for each PSU is the PSU-level record. You cannot add any geographical information to this record, although you can assign the entire PSU to one FR using this record. You must insert a new row to split the PSU into lower levels of geography.

- A PSU can be split using Place, ZIP, Tract, or Block. If you split the PSU by Block, you must also enter Tract information for that PSU.

- There are columns that allow you to assign a Regular FR, Type A FR, Personal Visit (PV) FR, and Phone FR for each geographic level.

Steps to Assign an FR to Entire PSU

Following are the steps to assign one FR to receive all cases in an entire PSU:

1. On the Edit Assignment Parameters screen, select the desired PSU-level record by clicking on it.

2. Click on the “Regular FR” field.

3. Select the appropriate FR.

4. Click the Save icon to save your changes.

Steps to Assign FRs to Portions of a PSU

Following are the steps to split a PSU into lower geographic levels and assign FRs to those portions of the PSU:

1. On the Edit Assignment Parameters screen, select the desired PSU-level record by clicking on it.

2. Click on the Insert icon to insert a new row for each lower geographic level you wish to specify.

3. In each new row, click in the column for the level of geography you wish to specify (Place, ZIP, Tract, or Block).

4. Key in the information for that column, or use the drop-down data options.

5. For each lower level geography, click on the "Regular FR" column and either key in the proper FR code, or select it from the drop-down list.

6. Click on the Save icon to save your changes.

Edit Assignment Parameters

As you discover ways to make your assignment parameters more efficient, and as you experience turnover in your interviewing staff, you will need to make modifications to your assignment parameters.

To Remove an FR

To remove an FR from your assignment parameters, follow these steps on the Edit Assignment Parameters screen:

1. Select the row for the PSU or lower level geography from which you want to remove the FR.

2. Click on the "FR" field, highlighting the FR code.

3. Press the backspace or delete key to remove the FR code, thus leaving the "FR" field empty.

4. Click the Save icon to save your changes.

To Change an FR Code

To change an FR code in your assignment

parameters, follow these steps on the Edit Assignment Parameters screen:

1. Select the row that contains the FR code you would like to change.

2. Click on the "FR" field, highlighting the FR code.

3. Press the backspace or delete key to remove the FR code, and enter the new FR code, or select it from the drop-down list.

4. Click the Save icon to save your changes.

To Change One FR Code

To replace all current existing assignment parameters for a given FR with an alternative FR (for example: Z95 resigned, and you hired Z98 to replace him/her), follow these steps on the Edit Assignment Parameters screen:

1. Click on the Change FR icon in the toolbar.

2. The Change FR dialog box appears.

3. Under the "Please select the OLD FR" section, scroll down and select the FR you want to replace.

4. Under the "Please select the NEW FR" section, scroll and select the code of the replacement FR, and click OK.

5. Click "Yes" on the pop-up window to confirm.

6. Click the Save icon to save your changes.

To Delete a Row for a Lower Level Geography

If you decide that you no longer need to use a certain lower level geography in your assignment parameters, you may remove it using the following steps on the Edit Assignment Parameters screen:

1. Highlight the lower level geography you wish to delete.

2. Click the Delete icon in the toolbar, or select Delete from the Options menu.

3. Click "Yes" from the pop-up window to confirm.

4. Click the Save icon to save your changes.

Note: You cannot delete the PSU-level record.

Apply Parameters to Sample

After you have finished creating and modifying your assignment parameters, and after the assignment file for the month has been loaded, you can apply your parameters to the sample. In this operation, ROSCO assigns all cases that fit a defined assignment parameter to the FR you specified. Complete the following steps to apply the parameters to the sample:

1. Click on the Operations menu, Assignment Operations sub-menu, and Apply Parameters to Sample activity.

2. A screen will popup to confirm your action and ask “Do you which to continue?”, say yes.

3. Check the box on the Apply Parameters to Sample window if you have previous FR codes, and click OK.

4. It will take a moment for the operation to finish then a pop-up window will appear telling you assignment operations have been completed with the number of cases left unassigned.

5. Click OK to confirm the message and return to the main window.

Next, you will need to assign the unassigned cases (those that did not meet any of the criteria listed in the assignment parameters), and make any adjustments to the assignments. (See Topic 3 of this chapter for more information.)

Topic 4 - Adjusting Assignments

Overview

One of the most important jobs of the NCVS Supervisor is deciding how to assign the cases in your workload to the FR staff, taking into consideration their different abilities and availability. After you have applied the assignment parameters to make initial assignments, you will need to assign any unassigned cases, and fine-tune the assignments made by the parameters to account for the various workloads and the geography of the current month's assignment.

After you have finish adjusting the assignments, you will need to release the assignments to the field (See Topic 5 of this chapter).

Assigning the Unassigned Cases

To see what cases were left unassigned after applying the assignment parameters, run a CAPI-5, Unassigned Cases Report, using the following steps:

1. Click on the Operations/ Reports, or select the Reports icon on the toolbar.

2. On the Report Selections window, click on Assignments, and then click on Unassigned Cases Report (CAPI-5).

A listing of all cases currently unassigned is displayed. To display these cases in the database:

1. Click on Operations, Assignment, Make/Adjust Assignments.

2. On the Option Selection List, choose 'Unassigned Cases (All)' to see all of your unassigned cases, or 'Unassigned Cases (Query)' to select a subset of your unassigned cases.

You can then assign these cases displayed on the Make/Adjust Assignments screen. We'll discuss this topic in more detail now.

Adjusting the Assignments

To see an overview of your assignments so far, print a Workload Summary Report (CAPI 3):

1. Click on the Operations/ Report, or select the Report icon on the toolbar.

2. On the Report Selections window, click on Assignments, and then click on Workload Summary Report (CAPI 3).

3. Select your preferred type of report: By PSU, Segment, Place; FRs Without Work; By PSU.

Although the format of these reports varies somewhat, you can refer to each of them to get an idea of the number of cases assigned to each FR, and where those cases are located. You may then go into the database to adjust the assignments and reassign cases using the following steps:

1. Click on the Operations/Assignment/ Make/Adjust Assignments.

2. Select 'Adjust Assignments (Query)' on the Option Selection List.

You can then assign the cases displayed on the Make/Adjust Assignments screen. You may need to go through several rounds of adjusting assignments and printing and reviewing Workload Summary Reports to get your assignments ready for release to the field.

Make/Adjust Assignments

The Make/Adjust Assignments screen is where you can assign or reassign cases. This screen has three sections: "Cases to Assign," "Address Information," and "Customizable Field."

The "Cases to Assign" section lists some basic information about the cases that are being reviewed, such as the FR assigned the case, the control number, the place, and the ZIP code.

The "Address Information" section displays the basic address data for the case highlighted in the "Cases to Assign" section.

The "Customizable Fields" section contains additional data for each case being reviewed. You can customize which columns appear by clicking the 'Custom' button, selecting the desired variables, and clicking OK. If you would like the current customized version of the section to remain as your default each time you use this screen, click on the 'Store' button.

If you need to see more information about a case (like notes), click the View More button.

To assign or reassign cases on the Make/Adjust Assignments screen:

1. In the "Cases to Assign" section, highlight the row or rows you want to assign to a specific FR.

2. Click the Assign icon in the toolbar or select Assign Cases from the Options menu.

3. Select the FR you want to assign the case to from the FR Search Dialog Box, and click OK.

4. Click on the Save icon to save your changes.

Note: You can only reassign cases using the Make/Adjust Assignments screen BEFORE assignments are released. After the assignments are released, you must use the View/Reassign Cases screen to reassign cases. (See Chapter 7 for more information about this in Topic 3 Check-In/Status Operations, under View/Reassign Cases screen.)

Topic 5 - Releasing Assignments

Overview

After you finalize your assignments and the instrument for the interview period is released, you must complete certain steps before your field staff can transmit to pick up their assignments. First, you must set start and due dates for each FR. Second, you must release and transmit the assignments to the field.

Set Assignment Start and Due Dates

After you assign all of your cases and FR workloads are balanced as desired, you need to set start and due dates for the assignments. These start and due dates appear on the CAPI 35, FR List of Assigned Cases Report you generate for each FR.

To access the Start and Due Date Assignment activity, click on the Operations menu, Assignment Operations sub-menu, and select the Set Assignment Start and Due Dates activity. On this screen, you can either set individual start and due dates for each FR or set the same start and due dates for all FRs.

To Set Assignment Start and Due Dates

To set individual start and due dates for FRs, from the Start and Due Date Assignment screen:

1. Use the scroll bar or First, Prior, Next, and Last icons to locate the FR whose start and due dates you are entering.

2. Click in the “Start Date” field and key in the appropriate date (format MM/DD/YYYY).

3. Click in the “Due Date” field and key in the appropriate date (format MM/DD/YYYY).

4. Click the Save icon to save your changes.

To Set the Same Start and Due Date for All FRs

To set the same start and due dates for all FRs, from the Start and Due Date Assignment screen:

1. Click the Assign All icon on the toolbar.

2. In the dialog box displayed, click in the “Enter Start Date” field and key in the appropriate date (format MM/DD/YYYY).

3. Click in the “Enter Due Date” field and key in the appropriate date (format MM/DD/YYYY).

4. Click OK.

5. These dates should now be entered for all FRs on the Start and Due Date Assignment screen.

6. Click the Save icon to save your changes.

Check Segment Folders

Every month, RO staff check unit and permit segments listed on the Check Folders for Identified Segments screen to determine if they need to add sample cases.

- ☐ Review segment folders and add units from the Key Additional Units screen, if necessary.

- ☐ Return to the CFIS screen and click the check boxes next to the segments. Also click the check boxes for segments that did not need adds.

Once all check boxes on the CFIS screen are checked, select Save to activate the Done button. Double click the Done (Happy Face) button to set the check folder flag. Until this is done, you cannot release assignments.

Release and Transmit

When you are ready for the assignments to be picked up by FRs after the instrument for the interview period is released, the last operations to complete are releasing and transmitting the assignments. To release and transmit assignments:

1. Click on Operations, Assignment, and Release Assignments to Field activity.

2. On the Release Assignments to the Field screen, click on the row that has the interview period you wish to release.

3. Click the Release icon, or select Release from the Options menu.

4. The Release Exceptions dialog box is displayed. This screen allows you to

uncheck the box under the “Release to Field” column when you do not want to release the assignment yet for one or more FRs. When you have finished customizing this list, click OK.

5. The Release to the Field Checklist box is displayed, which reminds you to select any FRs for Supplemental QC Reinterview before releasing assignments. (See Chapter 10 for more information on reinterview.) Check the empty box when you are ready to proceed, and click OK.

6. Click the Save icon on the Release Assignments to the Field screen. You will then see a checkmark under the “Released” column for the interview period you selected.

7. Click the Transmit icon in the toolbar, or select Transmit from the Options menu.

8. Click OK on the Transmit Assignments dialog box.

9. If the transmission was successful, you will see a pop-up window with the message, “Assignment file creation has been requested.” If you do not receive this message, try to transmit again.

10. You can check the Out directory to verify that the files are ready to be picked up. (See Chapter 7 for information on viewing the Out directory.)

Note: Once assignments are released, cases move from the Assignment screen to the View/Reassign cases screen. See View/Reassign Cases section in Chapter 7, Monitoring Progress, Topic 3, Check-In/Status Operations.

Chapter 7. Monitoring Progress

Chapter Contents

This chapter covers the following topics:

1.	Transmissions and Utilities	7-2
2.	Check-In Reports	7-14
3.	Check-In/Status Operations	7-17
Appendix 7A -	Schedule of Automatic Transmissions for CAPI Interview	7-35
Appendix 7B -	Schedule of Automatic Check-ins for CAPI Interview	7-37
Appendix 7C -	Variables in the Customizable Windows	7-39

Topic 1 - Transmission and Utilities

Overview

ROSCO allows RO users to take an active role in (S)FRs' file transmissions. You can see transmitted files waiting to be checked in using the View In Directories activity, then check in the waiting files using the Run Check-In option. You can send files out for (S)FRs to pick up using the Make Transmissions activity, then see which files are waiting to be picked up using View Out Directory. ROSCO also allows you to write and send mail messages to a selected FR, a group of FRs, or all of your field staff. Each of these features is discussed in more detail in this topic.

When an (S)FR transmits work into HQ, it goes through two servers before it is checked in. First, the package of FR files are transmitted to the Novell CAPI Telecommunications server, separating the encrypted survey data files from the mail files. This server is managed by the Telecommunications staff at HQ.

Encrypting, Decrypting, Zipping, and Unzipping Files

For security reasons, files are encrypted and decrypted into one file. Files are sent between the laptop and servers in one encrypted .SA file. After the files are sent to the CAPI Telecommunications server, they are decrypted and the survey data files are separated from any other files that came with it during the transmission. Files are compressed (zipped) before being transmitted and uncompressed (unzipped) once received at their destination. The term “zipping” refers to the process of taking many files and compressing the files into one file while still retaining their unique single file identity. The process of zipping saves on bandwidth and storage allowing for more efficient data management and faster transmissions.

Create and Send Mail

RO staff can create and send mail messages to all field staff, certain pre-set groups of field staff (like all Team Leaders, or all FRs), or selected field staff working on NCVS via ROSCO. In addition to creating new mail messages, the ROSCO Create Mail Messages function also allows you to open “saved” copies of previously sent messages to edit and resend.

A mail message can contain up to 4,000 characters.

Create a New Message

To create a new mail message:

1. Access the Mail Activity screen by clicking on the Mail icon in the toolbar, or by clicking on the Operations menu ⇨ Transmissions and Utilities sub-menu ⇨ and selecting Create Mail Messages.

2. Select one of the following in the “To:” field’s drop-down menu:

   - All NCVS Field Staff
   - All NCVS FRs

- All NCVS team leaders
- Selected Staff (Displays the Select FR window where you must click on the desired FR. Hold down <Ctrl> and press <Shift> to select multiple FRs.)
- Selected Team (Displays the Select FR window with only team leaders listed. You must click on the desired team leader. Hold down <Ctrl> and press <Shift> to select multiple team leaders. The selected team leaders' team members' names are displayed.)
- All Field Staff (Sends the message to all FRs in the ROSCO database, not just those listed on NCVS.)

3. Click in the "Subject" field and enter an appropriate subject for the mail message.

4. Click in the "Message" field and enter the text of the mail message. You can copy and paste text from other email or word processing documents.

5. Click on the Save icon.

6. Choose "Yes" to save a draft copy for future use or choose "No" to delete the message after it is sent.

7. Click on the Transmit icon to send the message file immediately. Or, access the

Make Transmissions screen later when you are ready to send the message.

8. Click on the Close icon to exit the screen.

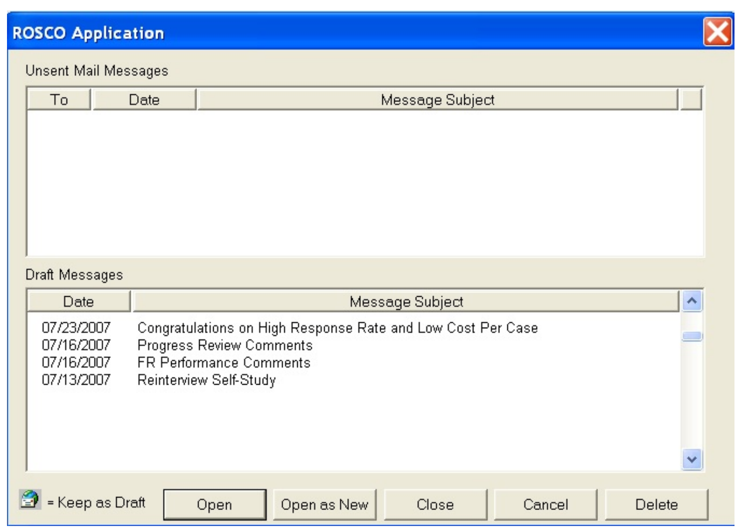
Send a Previous Mail Message

To modify or send a previous message to the survey staff:

1. Access the Mail Activity screen by clicking on the Mail icon in the toolbar or by clicking on the Operations menu ➩ Transmissions and Utilities sub-menu ➩ and selecting Create Mail Messages.

2. Click on the Open icon.

3. Highlight a message in the “Unsent Mail Messages” or the “Draft Messages” data window.



4. Click the ‘Open’ button (to keep all previous entries in each of the three fields: “Date,” “Subject,” and “Message”) or the ‘Open as New’ button (to keep only the text in the “Subject” and “Message” fields).

5. Make any changes to the message, including the “Date” field.

6. Click on the Save icon.

7. Click OK to the message: “This will replace the original message,” or choose cancel.

8. Click on the Transmit icon to send the message file immediately. Or access the Make Transmissions screen later when you are ready to send the message.

9. Click on the Close icon to exit the screen.

Make Transmissions

ROSCO prepares files to be placed on the server for (S)FRs to transmit and pick up each time a transmission is made in ROSCO. The Make Transmissions activity gives you the option to send any of the following items to the field:

- ☐ Regular Assignments – To send recently released or reassigned cases.

- ☐ Mail – To send newly created mail messages.

- ☐ Team Leader Reports – To send a file to update the information displayed in the Laptop Status Report on the survey Team Leaders' laptops.

- ☐ Team Leader Telephone List – To send an updated telephone number list to the Team Leaders.

- ☐ Reinterview Assignments – To send released reinterview cases that have received input files.

Many ROSCO screens include a Transmit icon on the toolbar. Clicking on this icon allows you to make a transmission for cases reassigned or messages created. If you choose not to use the Transmit icon, you can also make a transmission following these steps:

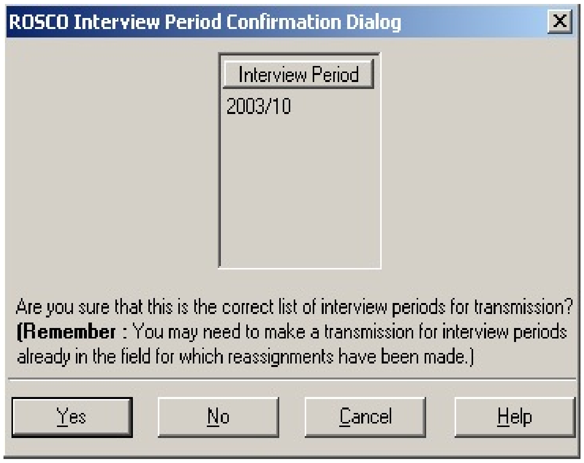
1. Click on the Operations menu ⇨ Transmissions and Utilities sub-menu ⇨ and select Make Transmissions.

2. To transmit an item, click in the box under the "Transmit Item" heading. A check mark is displayed in the box for the item(s) you selected for transmission.

3. Click on the Transmit icon on the toolbar.

4. If Regular Assignments, Reinterview Assignments, or Team Leader Report(s) are

selected, an Interview Period Confirmation Dialog Box will be displayed. Click "Yes" to confirm the correct interview period.



5. Click on the Close icon when you're done.

Although you can make a transmission at any time following these steps, ROSCO is programmed to make transmissions automatically throughout the day. Refer to Appendix 7A, Schedule of Automatic Transmissions for CAPI Interview, at the end of this chapter for the daily schedule of automatic transmissions.

View In Directories

The View In Directories activity displays a screen divided in half. The top half contains files waiting for the check-in process. The bottom half contains files waiting to be copied from the Telecommunications server. Copy-ins that move files from bottom to the top of this display run hourly at the top of the hour.

To view the In Directory:

1. Click on the Operations menu, Transmissions and Utilities sub-menu, and select View In Directories.

2. On the Selection List View In box, select either Interview or Reinterview and click OK.

3. A DOS program runs while the list of files is generated.

4. The ROSCO View In window appears with the lists of files, including filename, FR Code, Size, and Date/Time.

   The filename identifies the FR that transmitted the file. For example, file "XZ990071.ZPI.ENT", where:

   X - RO code
   Z99 - the FR code
   0071 - a sequence # that increases by one with each new transmission
   ZPI.ENT - a zipped Entrust encrypted file

   The double-suffixes for files in In and Out Directories are ZPI.ENT and ZPO.ENT, respectively. Both file types are Entrust encrypted.

5. Click on the Close icon or the X in the upper-right corner of the ROSCO View In window to exit the screen.

View Out Directory

The Novell CAPI Telecommunications server holds files in the OUT directory which are ready to be picked up by an (S)FR. When an (S)FR transmits in, this is the server with which they connect.

Files with a .ZPO.ENT extension are on this server. These .ZPO.ENT files are the encrypted files for any work that has been assigned to the FR. Mail messages are also included in this encrypted file. When a laptop transmission is picked up by the (S)FR, the file no longer appears in the Out Directory.

The View Out Directory screen allows you to look at files that were transmitted to (S)FRs and are waiting for the (S)FR to pick up.

To view the Out Directory:

1. Click on the Operations menu ⇨ Transmissions and Utilities sub-menu ⇨ and select View Out Directory.

2. On the Selection List View Out box, select Interview, Reinterview, or SFR Files, and click OK.

3. A DOS window is displayed while the list of files is generated.

4. The ROSCO View Out window is displayed listing filename, FR Code, Size, and Date/Time.

5. Click the Close icon to exit the screen.

View Job Status

When cases are assigned or reassigned by the RO and/or mail messages or FR lists are created for one or more FRs, the RO must initiate a process to create the files and place them on the telecommunications server for FRs to pick up.

The actual file creation and transmission occurs almost immediately. A process that runs continuously on the central database system looks for any records in a table that contain your request for a transmission and starts the program to create the FR's files.

The program looks for any cases that are flagged "Ready to Transmit" in the Xmit Status column and creates the files for the FR.

If you checked the box to "Include mail message" when you requested a transmission, the process next looks for any mail messages and creates the files, if necessary.

When the program completes, you are notified via ROSCO as to the status. You may verify the status (success or failure) of a transmission by going to the Operations menu ➪ Transmissions and Utilities sub-menu ➪ and selecting the View Job Status activity.

In the top half of the View Job Status screen called New Jobs, the status of the jobs and programs that ran is displayed. An “S” displayed in the “Status” column indicates a successful program run. An “F” displayed in the “Status” column indicates a failed run.

To see any comments associated with the job or program that ran, highlight the row of the job or program and click on the Comments icon on the toolbar. These comments may help clarify the situation if a failure occurs.

Once you review the job status, you may mark it as seen by highlighting the row and selecting the Seen icon. Once you select Save, the jobs are moved to the lower half of the View Job Status screen, called Seen Jobs.

After viewing a job status, you may want to delete it. Highlight the row and select the Delete icon. The row disappears from the screen but is displayed again unless you save the changes. It is advisable to view the comments for the record before deleting it. If problems are indicated, notify HQ.

Topic 2 - Check-In Reports

Overview

ROSCO includes many reports available for RO staff to use in measuring (S)FR progress toward completing assignments. By clicking on the Operations menu and Reports sub-menu, or by clicking on the Reports icon and then selecting Check-in, you can access any of the reports described in this topic.

Before generating any check-in reports, run a check-in to clear all files from the In Directory. You may also want to act on cases in Supervisory Review, as these cases are not yet checked-in.

Description of Check-In Reports

Each of the check-in reports contains information to help you manage your field staff's progress throughout the interview period.

Team Leader Status Report

The Team Leader Status Report lists the survey status by Team Leader. This report contains the same information as the Team Leader Report that appears on the Team Leader's Laptop computer under the SFR Functions application. The report lists progress of each FR on the Team Leader's team, including counts of cases by outcome categories still on the laptop, in Supervisory Review, checked-in, and number in assignment.

This report runs automatically twice a day at 10:00 a.m. and 8:00 p.m. ET. Once it runs, the Team Leader Reports are available on the telecom server for the team leaders to pick up with their next transmission. You can run these reports at other times by checking the Team Leader Reports check box and making an RO transmission from the Transmission screen.

Daily Laptop Report (CAPI 2)

The Daily Laptop Report (CAPI 2) allows you to view the status of cases still on the FR's laptop. The report lists FR information, workload, cases not checked-in, and Team Leader assigned to the FR. **Run this report daily.**

Control Numbers Assigned But Not On Laptop Report

The Control Numbers Assigned But Not On Laptop Report lists cases that were assigned but not picked up by the FR. Verify that a file is awaiting pickup in the Out Directory for the FR, then remind them to make a transmission to pick up the file. **Run this report daily.**

Daily Receipt Report (CAPI 1)

The Daily Receipt Report (CAPI 1) is one of your most important tools for monitoring FR progress each day. ROSCO allows you to generate this report sorted by FR Code, Team Leader Code, or FR Name. This report displays each FR's workload and counts of cases received and not received, calculates the percentage received, and lists counts of interviews and noninterviews. Totals appear at the bottom of the report. When the report is generated by Team Leader Code, subtotals by each SFR team are also listed. **Run run this report each day.**

NOTE: The Daily Receipt Report also displays the date of the last transmission for each FR.

Cases Not Checked-in Report (CAPI 4)

The Cases Not Checked-In Report (CAPI 4) provides a listing of all cases for the selected interview period that have not been checked-in, including cases waiting for action in Supervisory Review. ROSCO allows you to generate this report sorted by FR Code or FR Name. **This report is especially useful as closeout draws near, at which point you will want to run this report each day or multiple times on closeout day.** Do not create this report early in the interview period because it will contain your entire workload. This report contains contact data on the Control Number, a flag if the case is in Supervisory Review, Transmission Status, address information for the case, Tract, Block, and last FR assigned the case.

Segment Folders Not Checked In Report

The Segment Folders Not Checked In Report provides a listing of all segment folders checked out but not yet checked back in. This report contains data on FR Code, FR Name, PSU, Segment/Segment Suffix, Segment Type, and Date Checked Out.

Topic 3 - Check-In/Status Operations

Overview

As you monitor survey progress each day during the interview period, you will use several functions under the Operations menu and Check-in/Status sub-menu. The Check-In/Status sub-menu includes Supervisory Review, View/Reassign Cases, Run Check-in, Check-Out/Check-In Segment Folders, and Request Blaise Data. This topic discusses each of these activities.

Supervisory Review: General

As files are checked-in, cases with certain outcome codes and action codes are held in Supervisory Review instead of completing the check-in process. The NCVS supervisor must review these cases and decide to accept, reassign, or eliminate each of them. **It is important that the supervisor do this each day since the cases will not check-in until acted upon.**

To access Supervisory Review, click on the Operations menu ⇨ Check-in/Status sub-menu ⇨ and select Supervisory Review.

When a case comes into Supervisory Review, it falls into one of four groupings: Non Interviews, Duplicates, Failed Cases, Extra Units or Partial. You should check each of these categories daily to act on all of your cases held in Supervisory Review.

Supervisory Review: Non Interviews

Selecting Non Interviews on the Option Selection List produces the following screen:

The Address Information Window

The "Non Interviews" section of this screen contains a list of all noninterview cases currently being held in Supervisory Review. This includes:

- All Type A noninterviews
- All Type C noninterviews
- Type B, Other noninterviews (outcome code 233)

Some Type B cases check-in without stopping in Supervisory Review while others go straight to Supervisory Review.

The "Address Information" section displays the address information for the case selected in the Noninterviews section.

The Customized Window

The "Custom Supervisory Review Noninterview Data" section contains additional information about the selected case. You can customize which variables appear in this section using the 'Custom' button on the right. If you decide you would like to use your customized arrangement as the default each time you access this screen:

1. Click the Custom button to display the 'Dynamic Data Window Customization' screen.

2. Select the columns you want to display from the Available Columns window.

3. Click the Add button to move your choices into the Selected Columns window.

4. Click OK to close the Dynamic window.

5. Click the Store button in the Custom Supervisory Review window.

See Appendix 7C for a complete list of the variables in the Customized Window.

To see more information about the selected case, including the case notes, click on the View More icon on the toolbar.

The View More Sections

In Supervisory Review, the View More screen contains tabs for Case History, Case Activity, Address History, Contacts, Letter History, CAPI Notes, HH Roster (not shown), and Supv Review Notes. The Supv Review Notes are displayed initially as the default. Most of these tabs are self-explanatory, but it is especially important to understand the uses of the Case Activity tab.

The Case Activity tab displays both the current status of the case and any previous activity with the case. For example, if you reassigned a case previously from FR Z97 to X01, and then Z97 completed an interview of the case, the current status would show the case checked-in as an interview credited to Z97.

To exit the View More window and return to the Supervisory Review screen, click on the ‘Close’ button.

Reassigning a Noninterview

To reassign a Supervisory Review Noninterview case:

1. Select one or more cases.

2. Click on the Reassign icon on the toolbar, or select Reassign from the Options menu.

3. If one or more of the cases you select was already checked-in, the Cases Checked-In Warning box is displayed. If necessary, check the appropriate boxes, and click OK.

4. If one or more of the cases you select is a Type A, the Type A Reassign dialog box is displayed. Mark whether or not you would like the current FR to be charged with a Type A if the case is converted, and click OK.

5. On the FR Search dialog box, select the appropriate FR code and check the box if you would like to delete the case from the original FR’s laptop, then click OK.

6. An “R” is displayed in the “Supv Action” field to denote the case was reassigned.

7. Click the Save icon on the toolbar to save the changes. Then click the Transmit icon to immediately send the file for the new FR to pick up.

Accepting a Noninterview

To accept a noninterview in Supervisory Review:

1. Select one or more cases that you want to accept.

2. Click on the Accept icon or select Accept from the Options menu.

3. If you accept Type B or Type C cases, an “A” is displayed in the “Supv Action” field to denote the case has been accepted. If you accept a Type A, you will then see the Type A ➜ Accept dialog box.
   Select the FR to Charge With Type A from the drop-down menu, or key in a different FR code (be sure the alpha portion of the FR code is capitalized). Then, you may also designate the case as a Confirmed Refusal or Congressional refusal (see Chapter 8, Noninterviews, Topic 2, Office Control of Type A Noninterviews, for more information). Click on OK when you have finished. An A is then displayed in the Supv Action field to indicate the case was accepted.

4. Click on the Save icon to save the changes.

Eliminating a Noninterview

To eliminate a Supervisory Review Noninterview case:

1. Select one or more cases.

2. Click on the Eliminate icon on the toolbar, or select Eliminate from the Options menu.

3. A pop-up window displays the message: “Eliminate the data for these cases now?” Click OK to confirm the elimination.

4. An “E” appears in the “Supv Action” field to denote the case has been eliminated.

5. Click the Save icon on the toolbar to save the changes.

Changing a Noninterview Outcome Code

ROSCO allows users to change the outcome code for noninterview cases in Supervisory Review. However, you can only change the outcome code to another outcome code with the same noninterview Type (A or B), and you must change it before accepting the case. Changing the outcome code in Supervisory Review only changes it for FR performance reasons in the ROSCO database – it does *not* change the data in the case that is sent to the sponsor to be analyzed. Because of this, you **should not** change the outcome for Type C noninterviews. Instead, reassign the case to a laptop to be assigned the correct outcome code.

To change the outcome code for a Type A or Type B noninterview on the Supervisory Review Noninterviews screen:

1. Select a case.

2. Click the Chg Outcome icon on the toolbar, or select Change Outcome from the Options menu.

3. The Change Outcome Code window appears. Click the drop-down arrow on the New Outcome Code column to select a different code from the list.

4. Click OK.

5. Click “Yes” to the message: “Are you sure that you want to change the outcome code of [control number of the selected case]?”

6. Click the Save icon on the toolbar to save your changes.

Supervisory Review: Duplicates

Cases appear on the Supervisory Review Duplicates screen if a case is sent in after a previous version of the case was checked-in. The RO staff must review the outcome codes and case notes of the duplicate to determine which version of the case should be accepted. For example, if the first version of the case is an accepted Type A Noninterview, and the second version is a completed case (outcome code 201), you will want to accept the completed interview.

This screen contains features very similar to the Supervisory Review Non Interviews screen described earlier in this topic, but there are some important differences. The section with the list of duplicate cases shows the FR, Outcome Code, and Date Recv'd for both the duplicate case and the checked-in case.

Accept or Eliminate a Duplicate Case

Accepting or eliminating the case acts on the duplicate case, not the checked-in case. Therefore, if you want to keep the checked-in version of the case and not the duplicate, you would *eliminate* the duplicate case in Supervisory Review. If you want to keep the duplicate instead of the checked-in case, *accept* the duplicate case in Supervisory Review.

Double check that you want to accept or eliminate the duplicate before acting on the case. **HQ accepts the last copy of the case it receives.** Therefore, if you accept an incorrect version of a case after the correct version of the case was received by HQ, the last version of the case accepted overwrites the earlier (checked-in) version.

If the **incorrect** version of the case was accepted, there are two ways to correct this:

- The correct version of the completed case could be re-transmitted by the FR and you can accept *that* duplicate, or

- You can use the Resolve Missing Cases activity as follows:

  1. Click on Operations, then Closeout/Cleanup, and select Resolve Missing Cases/Closeout.

  2. Click on the Cases Not Checked In and Not In Supervisory Review tab, and click on the case you want to reassign.

  3. Press the Resolve icon.

  4. Click on the entry for the case that shows the correct outcome code and FR code, then click OK.

  5. Click on the "No" button in response to the window: "Do you want to change the outcome?" to accept the case with the outcome code you selected in step 4.

  6. Click on the Save icon to save your changes.

Supervisory Review: Failed Cases

Selecting Failed Cases on the Supervisory Review Option Selection List produces a screen that displays cases which failed to be checked-in for any of the following reasons:

- ☐ There is missing data.
- ☐ The outcome code and action code in the database do not match the outcome code and action code in the study.
- ☐ The action code for the case is not on the list of possible action codes.
- ☐ The case is not in the workload.

At First, No Action is Required for Failed Edit Cases

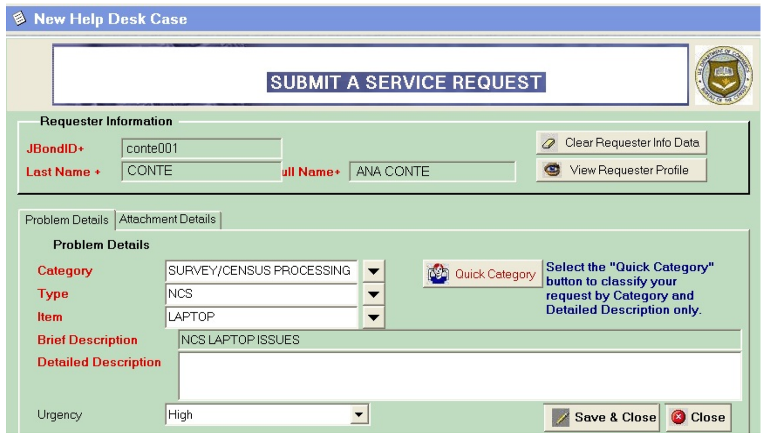
You don't have to Accept, Eliminate, or Reassign anything from the Failed Cases screen. Cases on the Failed Cases screen cannot check in and must be retransmitted.

ROSCO automatically puts a "resend" file in the Out Directory for the FR. When the FR picks up the "resend" file, the file causes the laptop to "resend" the case with the next transmission. Usually the resent file checks in and the case disappears from the Failed Cases screen.

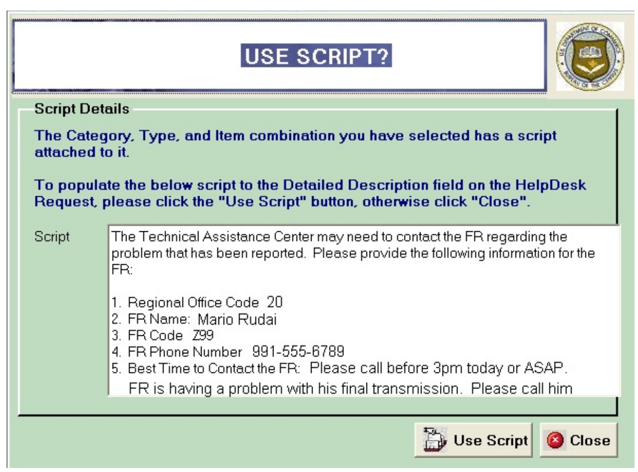
When Failed Edit Cases Require a Remedy Ticket

If the resent file does not check in, it is displayed twice on the Failed Cases screen. If this occurs, submit a ticket to the Remedy Help Desk with this problem. A Remedy technician contacts the FR and help them get the case to check in.

Following is an example of a remedy ticket. Select the “High” option for Urgency on Close Out day only.



When you select the Item “Laptop”, a pop-up ‘Script” will prompt you for RO code, FR name, code and phone number, and best time to call. There is also room to enter a problem description below these items.



Supervisory Review: Extra Units

The Supervisory Review Extra Units screen displays cases in which an extra unit was found at an address and collected in the instrument during interview. Extra units are unlisted living quarters associated with a sample unit that are discovered by chance during the interview or when asking the household coverage questions. The extra unit must come from the original unit (e.g., a basement or attic of a sample unit being rented as a separate living quarters).

Inserting an Extra Unit

If you believe that the case in Supervisory Review Extra Units is a legitimate extra unit that needs to be added to the workload sample, select the Insert icon. This case is then displayed as another case in the FR's assignment. An "I" is displayed in the 'Supv Action' field.

Deleting an Extra Unit

If you believe that the case in Supervisory Review Extra Units is NOT a legitimate unit that should not be added to the workload sample, select the Delete icon. The extra unit is not displayed in the FR's assignment. A "D" is displayed in the 'Supv Action' field.

View/Reassign Cases

The View/Reassign Cases activity is fundamental to your efforts to monitor progress during the interview period. The View/Reassign Cases screen allows you to query any subset of your workload and see the current status, outcome, notes, and other data for the case. You also use this screen to reassign cases from one (S)FR to another. **Once assignments are released, you**

cannot adjust who is assigned a case from the Make/Adjust Assignments screen. You must use the View/Reassign Cases screen instead.

To access the View/Reassign Cases screen:

1. Click on the Operations/ Check-in/Status/ View/Reassign Cases.

2. The Query dialog box is displayed where you designate which cases to display on the View/Reassign Cases screen. See Chapter 4 for more information about using Queries.

3. The View/Reassign Cases screen is displayed with the results from your query.

The “Cases to Reassign” section displays the Control Number, FR, Outcome Code, Action Code, Interview Period, and Checked-in (Y/N) status for each case. The “Address Information” section displays the address information for the highlighted case. The “Custom View Reassign Data” section displays the workload data which you can customize by using the ‘Custom’ button on the right-side.

A complete list of the variables in the Customized Window is in Appendix 7C.

In View/Reassign Cases, click the View More icon to see tabs for Case History, Case Activity, Address History, Contacts, Letter History, CAPI Notes, and HH Roster.

Reassigning a Case on the View/Reassign Screen

To reassign a case to a different (S)FR using the the View/Reassign Cases screen:

1. Select one or more cases.

2. Click the Reassign icon on the toolbar, or select Reassign from the Options menu.

3. Select the desired FR from the FR Search dialog box, and select the desired Case Options. The different case options available are:

   - “Delete cases from original FR’s laptop” is displayed on the reassigned FR’s laptop when he/she transmits to pick it up. The case is removed from the original FR’s laptop on the original FR’s next transmission.

   - “Make reassignment permanent” makes this case a permanent reassignment to the designated reassigned FR in the assignment parameters.

   - “Send Original Data” removes all data collected on the case to date and sets the outcome code to ‘200' (new case, not started) on the reassigned FR's laptop.

- "Review reassignment later" allows the RO to review the case in subsequent months before automatically assigning it to the reassigned FR by using the assignment parameters.

4. Click on the Save icon to save your changes.

5. If the case selected was already checked-in, the Cases Checked-In Warning dialog box is displayed. Check the boxes for cases you are sure you would like to reassign, and click OK.

6. Click on the Transmit icon on the toolbar to immediately send the file to be picked up.

The outcome of the reassigned cases is 200 and the date checked in is blank.

Run Check-In

Running check-in places incoming FRs' work in the appropriate tables and databases so ROSCO reflects the most recent changes in the FRs' assignments (number of cases complete, number of noninterviews, etc.). Check-in runs automatically two times each day. See Appendix 7B, Schedule of Automatic Check-ins by RO, at the end of this chapter.

ROSCO allows RO users to request additional check-ins at anytime by using the Run Check-in activity as follows:

1. Click on the Operations menu, Check-in/Status sub-menu, and select Run Check-in.

2. Click "Yes" on the Check-In Dialog Box, verifying that you are sure you would like to run check-in.

3. A message box is displayed informing you that "Check-In has been requested."

4. After a few moments, you should be able to verify in the View In Directories screen that the files are no longer listed and have been

checked-in, or you can check the View Job Status screen to make sure it was successful.

Note: Go to the Operations menu, Reinterview submenu, to execute a check-in for reinterview. See Chapter 10 for more information.

Check-Out/Check-In Segment Folders

If you have segment folders to send to (S)FRs, you need to assign and check them out through ROSCO. This activity must be performed before assignments are released. You can do this by going to the Operations menu ⇨ Check-in/Status sub-menu ⇨ and selecting the Check-Out/Check-In Segment Folders activity.

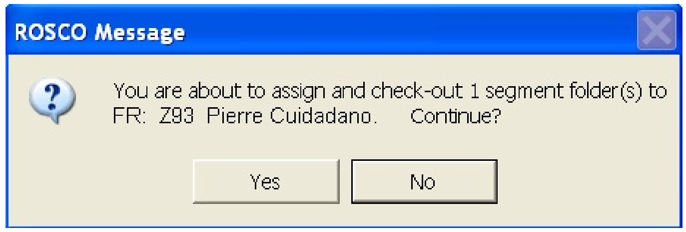
Assigning and Checking-out Segment Folders

You can select segments that need to be assigned and checked out by keying the PSU and Segment

number which causes the matching PSU-Segment number combination to be highlighted when you press <Enter>. You can also click on a row to highlight it. To un-highlight a row, click on it again.

Once you select the row(s) you would like to assign and check out to a particular FR, select the Assign icon. A window is displayed that enables you to select an FR. After you select the FR and click OK, the following message is displayed:
If this is the FR you would like to assign the segment folder(s) to, select 'Yes.' The "FR Code" and "Date Checked-Out" fields are filled with the

FR selected and the current date. This data is saved automatically.

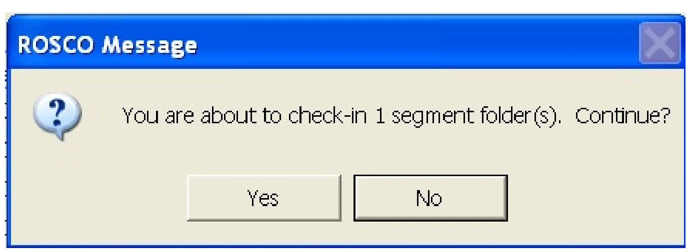


Checking-in Segment Folders

Once the FR has completed his/her assignment with the segment folder, you need to check it back in to ROSCO. At the Check-Out/Check-In Segment Folders screen, select the PSU-Segment number combination as you did when assigning the segment folder, and when it becomes highlighted, select the Check-In icon.

Note: You cannot perform the Check-In activity unless the "FR Code" and "Date Checked-Out" fields are filled.

The following message is displayed:
If this is correct, select 'Yes.' The "Date Checked-In" field is filled with the current date. This data is saved automatically.

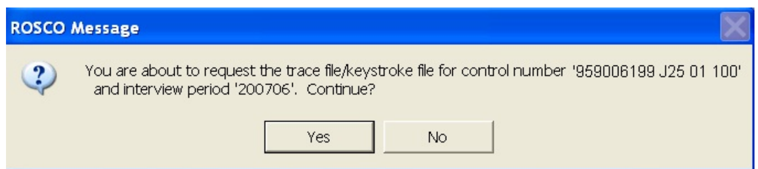


Requesting Keystroke Files

ROSCO is programmed to allow users to request their own keystroke files using the Request Keystroke File on the Check-in/Status sub-menu.

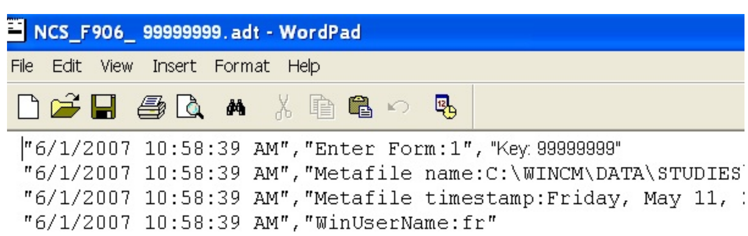
At the Request Keystroke File screen, select a case by keying a control number or caseid OR use sort, filter, or scroll down the list to find the case.

Highlight the row and select OK. The following message is displayed:



Select “Yes” if this is the correct control number and you wish to continue.

The caseid is displayed as a .adt file in the WordPad titlebar. You can save this trace file to it’s default name or change the name. You can also print the trace file from WordPad. The number at the end of the first line of the trace file is the caseid. The control number is not on the trace file.



Appendix 7A - Schedule of Automatic Transmissions by RO

Automatic transmissions are scheduled ROSCO jobs that place any recently released or reassigned cases, reports, or mail messages onto the Out Directory that the FRs will pick up with their next transmission. The ROSCO job name for transmissions is "frassign".

Regional Office	Automatic Transmission Times (all times are Washington DC times)
RO 21	6:30am, 10:30am, 2:30pm
RO 22	6:30am, 10:30am, 2:30pm
RO 23	6:30am, 10:30am, 2:30pm
RO 24	6:30am, 10:30am, 2:30pm
RO 25	7:30am, 11:30am, 3:30pm
RO 26	7:30am, 11:30am, 3:30pm
RO 27	7:30am, 11:30am, 3:30pm
RO 28	6:30am, 10:30am, 2:30pm
RO 29	6:30am, 10:30am, 2:30pm
RO 30	7:30am, 11:30am, 3:30pm
RO 31	7:30am, 11:30am, 3:30pm
RO 32	7:30am, 11:30am, 3:30pm

No automatic reinterview ROSCO transmissions are currently enabled for NCVS.

Appendix 7B - Schedule of Automatic Check-ins by RO

Automatic check-ins are scheduled ROSCO jobs that send any files transmitted in from FRs that are waiting on the In Directory into the ROSCO database. The ROSCO job name for check-ins is “checkin”.

Regional Office	Automatic Check-In Times (all times are Washington DC times)
RO 21	5:30am, 10am, 2pm
RO 22	5:30am, 10am, 2pm
RO 23	5:30am, 10am, 2pm
RO 24	5:30am, 10am, 2pm
RO 25	6:30am, 11am, 3pm
RO 26	6:30am, 11am, 3pm
RO 27	6:30am, 11am, 3pm
RO 28	5:30am, 10am, 2pm
RO 29	5:30am, 10am, 2pm
RO 30	6:30am, 11am, 3pm
RO 31	6:30am, 11am, 3pm
RO 32	6:30am, 11am, 3pm

*Reinterview check-ins (ri_checkin) in ROSCO run automatically at 6am, 10am and 3pm local time for Eastern Time Zone ROs, and at 7 am, 11am and 4pm for other ROs. All times are Washington, DC times.

Appendix 7C - Variables in the Customizable Windows

The following variables are displayed in the customizable windows available on the Assignment, Supervisory Review, and View/Reassign screens. See Appendix 4B for descriptions of the variables (fields).

PSU
Tract
Block
Addr Chg
Best Time
Best Time Specified
Callback Notes
Caseid
Mode (Collection)
Conf Ref
County Name
Date Assg
Date Recv by FR
Date Xmit to FR
Date Case Comp
Date Chckd In
Date Deliv to MCS
Date MCS Ack
Date Recvd
P/T
How Intrvd
In Supv Review
Intvrw #
Listing ID
Load Date
Nbr Type Z
No Sunday
Notes Chgd
Observed
Phone Intvw OK
Phone Nbr 1
Phone Ext 1
Phone Nbr 2
Phone Ext 2
Prev FR
Prev Outcome
Prev Type A
In Reinterview
Version
RO Team
Study Name
Xmit Status
Rotation
HH Resp Name
March Hispanic
Vacation
I/O Referral
Address Size
Census ID
DO Code
FIPS State Code
GQ Code
GQ Flag
GQ Name
GQ Register Method
Incmp Addr
Sheet #
Line #
Mobile Home
Multi Unit
Nbr or Ltr
New Extra
New Unit
Relist Add
Sample
Segment
Serial
Serial Sfx
Year Built
CATI Outcome
CATI Recycle
Date Recycle Recv
Prev CATI Outcome
CATI Eligible
CATI Eligible PSU
CATI OK
CATI Possible
CATI Selected
CATI Ever
Never CATI
Prev Recycle
Recycle Req
Returning CATI
Why Not CATI
Trans Assgn
Date Last Modified
Phone Type 1
Phone Type 2
State of Case
Wkld Type Z base
Incentive
Incoming Flag
Map Spot
MAF ID
Mail Flag
Link ID
GQ Type
Institutional
ACS Dup Flag
NHIS Dup Flag
Seq Nbr Bsa
AIANHH
Workload ID

Chapter 8. Noninterviews

Chapter Contents

This chapter covers the following topics:

1. Types of Noninterviews	8-2
2. Office Control of Type A Noninterviews2	8-8
3. Procedures for Type B Noninterviews	8-17
4. Procedures for Type C Noninterviews	8-18
5. Procedures for Type Z Noninterviews	8-19
6. Denial of Access to Multi-Unit Buildings	8-23
7. Using ROSCO to Print Respondent Letters	8-24
Appendix A Refusal Letter	8-29
Appendix B Letter to Manager of Multi-Unit Structure	8-31
Appendix C Confidentiality	8-33

Topic 1 - Types of Noninterviews

Overview

This chapter presents procedures for the NCVS RO staff to implement in noninterview situations. The RO staff should expect to encounter these different situations during the course of field operations. The specifics for each noninterview category are described throughout this chapter.

Introduction to Noninterviews

Circumstances sometimes prevent obtaining an interview at an address on your case list. We divide noninterview cases into Type A, Type B, Type C, and Type Z (see list on pages 4-88 & 89).

Type A Noninterviews

Type A noninterview refers to households in which household members refuse to be interviewed or are not available for an interview (temporarily absent or no one home), other occupied, or there is a language problem which prohibits gaining the interview.

FRs should not transmit a case as a Type A noninterview without supervisory approval first. Supervisors need to ensure that the FR makes every reasonable effort to "convert" the noninterview **before** the FR transmits the case as a Type A noninterview.

After the FR specifies the kind of Type A, the instrument displays a series of questions about the demographics of the household. The FR should enter his/her best guess for the race and sex of the reference person, the number of people living in the household, and the tenure. Upon completion of the demographic noninterview questions, the FR is prompted to enter brief notes about the case. The NCVS Supervisor should review the current FR notes for each Type A noninterview.

Type A Noninterviews **ARE** reassigned in subsequent interview periods.

Type A Categories

The control numbers and outcome codes of Type A cases received are displayed on the Supervisory Review screen for noninterviews. There are four Type A noninterview categories for units occupied by persons eligible for interview but could not be interviewed. These Type A categories and outcome codes are listed below:

Type A Categories	Outcome Code
No one home (NOH)	216
Temporarily absent (TA)	217
Refused (REF)	218
Type A - Other Occupied	219

Type A - Other

When you cannot interview at a unit occupied by persons eligible for interview, and the reasons “No one home,” “Temporarily absent,” or “Refused” do not apply, enter “Other-Occ.” Specify the reason, such as:

- “Death in family”
- “Household quarantined”
- “Roads impassable”

Type B Noninterviews

Type B noninterview refers to households which are not eligible for interview.

Type B Noninterviews are not reassigned in subsequent interview periods.

Type B Categories

The control numbers and outcome codes of Type B cases received are displayed on the Supervisory Review screen for noninterviews. The Type B categories and outcome codes are listed in the following table:

Type B Categories	Outcome Code
Temporarily occupied by URE	225
Vacant - Regular	226
Vacant - Storage of HH Furniture	227
Unfit or to be demolished	228
Under Construction, Not ready	229
Converted to Temporary Business or Storage	230

Unoccupied Tent or Trailer Site	231
Permit Granted, Construction Not Started	232
Type B - Other	233

Type B - Other

The "Type B - Other" classification is used for a housing unit that is likely to be uninhabitable and/or the residents are likely to have evacuated to unknown locations, but because of a severe disaster (flood, earthquake, tornado, fires, etc.), the FR is unable to access and confirm (in person or by telephone) the correct status during the interview period.

Type B - Other cases are the only Type B cases that are stopped in the noninterview section of Supervisory Review. This allows RO staff to verify that the Type B - Other cases are coded correctly before accepting them.

In cases of natural disasters, HQ notifies the ROs and TCs when it is acceptable to code cases as Type B - Other.

Type C Noninterviews

Type C noninterview refers to households that will never be eligible for an interview. Type C noninterviews **are <u>not</u>** reassigned in subsequent interview periods.

When the FR determines that the case is a Type C noninterview and codes it as such, the instrument prompts the FR to enter notes about the case. The NCVS Supervisor should review the current FR notes for each Type C noninterview. These notes assist the supervisor during supervisory review in determining whether to accept or reassign the case.

Type C Categories

The control numbers and outcome codes of Type C cases received are displayed on the Supervisory Review screen for noninterviews. The Type C categories and outcome codes are listed in the following table:

Type C Categories	Outcome Code
Demolished	240
House or Trailer Moved	241
Outside Segment	242
Converted to Permanent Business or Storage	243
Merged	244
Condemned (and Unoccupied)	245
Unused Serial Number of Listing Sheet	247
Removed during Subsampling	256
Unit already had a chance of selection	257
Type C - Other	248

Type C - Other

The “Type C - Other” is used for a housing unit that cannot be classified in any of the above categories. Some examples might be “duplicate listing,” “never living quarters,” or “permit abandoned” (permit segments ONLY). This should be used for “Built after April 1, 1990" (final code 246). The instrument displays a specific question to determine this based on the segment type for the case.

Topic 2 - Office Control of Type A Noninterviews

Overview

The number of Type A Noninterviews can influence the degree to which the NCVS data are representative of the entire population. People who are difficult to find at home or who resist being interviewed may have different employment characteristics from those who are readily interviewed. Failure to obtain interviews from such people may introduce serious bias into the survey results. Therefore, it is absolutely critical to minimize Type A Noninterviews.

Past experience shows that trying to minimize nonresponse rates has proven to be one of the most challenging aspects of the supervisor's responsibilities. There is no formula for keeping Type A Noninterviews to a minimum. It involves the FR's ability to enlist cooperation from different people and to plan visits when people are most likely to be home. Experience shows that Type A noninterview rates fluctuate by area and by season. For example, you may know the people who live in your region and when they will be most receptive to a personal visit; therefore, you can help determine the best time to conduct the interview. Be aware of ethnic and religious sensitivities. Consistently high response rates in some areas can be a tribute to the extra effort of the office staff and (S)FRs.

The RO Supervisors and SFRs also play a key role in minimizing Type A Noninterviews by planning the follow-up or by personally attempting to convert refusals. He or she must do everything possible to help FRs reduce Type A Noninterviews. The supervisor should also suggest ways to obtain an interview in each Type A situation reported and make certain that sample units reported as Type A Noninterviews are classified correctly.

Below are some suggestions that the supervisor can give the FR for handling cases which are tentatively classified as Type A noninterview. Also consider that any noninterview case can be reassigned to another FR or SFR as the supervisor considers necessary.

Manage the Number of Type A Noninterviews in Supervisory Review

All Type As will show up in the noninterview section of Supervisory Review. Type As do not get counted in the reports until the RO staff "Accept" them in the noninterview section of Supervisory Review. Therefore, before accepting a Type A, discuss the case with the FR (and SFR, if necessary) and determine the best way to convert the case to a completed interview. Decide whether to:

- ☐ Send a Type A letter to the respondent
- ☐ Reassign the case to the same FR
- ☐ Reassign the case to the SFR
- ☐ Reassign the case to another FR experienced in converting refusals

Do not accept Type As until all attempts to convert them are unsuccessful.

No One Home (NOH)

NOH noninterviews need to be closely monitored and should be a primary concern for supervisors. There should be few NOH cases. Remind the FRs to:

- Ask neighbors, janitors, etc., when occupants are most likely to be home and schedule callbacks accordingly (an inquiry on first call can avoid unproductive callbacks when a household is temporarily absent). Get the name(s) of the occupants (during the first visit) from a mailbox if the name is visible on the outside (never open someones mailbox) or by asking neighbors. Remember not to mention the name of the survey, just that you are from the Census Bureau.

- Make additional callbacks when driving near the unit on the way to or from other assigned cases.

- Consider leaving a Request for Appointment form/card in the door or on the door knob (not in the mailbox) on the first visit to a unit. Leave a telephone number where the respondent can contact either the RO or the FR.

- Request the RO to send a No One Home (NOH) letter, (see Appendix 8B, No One

Home (NOH) Sample Letter) at the end of this chapter.

Temporarily Absent (TA)

It is especially important for the FR to find out from neighbors, relatives, or friends when a sample household that is temporarily absent is expected to return. Although the household may not return until after closeout, instruct the FR to:

- ☐ Continue to make periodic attempts to contact the household.
- ☐ Try to find an address or telephone number where the household can be reached and conduct an interview at the other number, if appropriate.
- ☐ Interview the household when they return, if they are expected to return before closeout.

The office should consider sending a NOH letter to the address.

Refusals (Ref)

Monitor the number of refusals turned in by each FR daily, particularly the new inexperienced FRs. If an FR turns in too many refusals, he or she may be giving up too easily or may not be adequately explaining the survey to respondents. The RO supervisor should:

- ☐ Call the FR and discuss his or her refusals (see section below on discussing refusals).

- Have the SFR contact the FR immediately and discuss strategies to convert the refusal cases.

- Consider reassigning refusal cases to the SFR or another FR that has experience converting refusals.

- Schedule a Special Needs Observation with the FR, if necessary.

Type A - Other

Don’t accept Type A - Other refusals without an acceptable explanation from the FR and SFR. Make sure the FR classified the case correctly before accepting a Type A - Other.

Discuss Refusals and Offer Suggestions

When discussing refusals with the FR, review the FR’s approach during the initial contact with respondents. Address specific respondent objections that the FR encountered and how the FR countered the respondent’s objection. Discuss with the FR the suggestions below:

- Explain clearly to the respondent the importance of the survey, the need for subsequent interviews, and the confidentiality of the data.

- Introduce yourself and explain the survey to local authorities who may receive calls from respondents inquiring about the NCVS.

- Get as much information as possible about the refusal person(s) and household, i.e., names, age, race, income, children in the household, etc. This information will be valuable when assigning Type A follow-up or in tailoring a letter.

Effective refusal conversion requires careful and immediate supervisory planning. Each refusal is different and each attempt to convert a refusal requires careful consideration of a variety of techniques. Remember, if refusals are reported on a timely basis, ample time still exists to effectively plan and conduct successful follow-up activities.

Send Refusal Letters

FRs may encounter respondents who offer resistance or do not wish to cooperate in the NCVS. In most instances, the FR can explain the purpose of NCVS sufficiently so that he or she gains the respondent's cooperation. There are cases, however, when the FR may request a letter be sent to a reluctant respondent. Send a letter to the respondent as soon as a new refusal is reported. Refusal letters must include information required by the Privacy Act of 1974. It is the Regional Office's discretion as to whether the letter is signed by the NCVS Supervisor or by a member of the Regional Office's management staff.

Consider tailoring the letter to counter the specific objection of the respondent, the type of respondent, or the income category of the respondent. Examples of different kinds of refusal letters are provided for your information in Appendices C through G at the end of this chapter. You can use these letters as templates to develop your own letters.

If your RO develops a letter which is different from the templates, please send a copy of the letter to Field Division, Attn: Labor and Crime Surveys Branch.

Depending upon the Type A circumstances and location of the FR, you also may consider immediately telephoning the respondent to explain the survey and arrange an appointment for the FR.

Personal visits require close coordination with ongoing work on other surveys to minimize expenses. Supervisors or SFRs should generally plan to visit refusals located within a reasonable distance from where they are working. Consult with the program coordinator when arranging personal visit follow-ups which will incur excessive time and money.

Provide Other Assistance

In multi-FR PSUs, consider reassigning refusal cases to another FR or SFR in the area. This is especially important when the FR who originally received the refusal is inexperienced. However, competence in converting refusals is best gained by experience, so make sure the inexperienced FR has attempted to convert the refusal before reassigning the case to another FR/SFR.

For particularly difficult cases, consider reassigning the case to the RO for follow-up. When a supervisor or SFR travels to an area for any reason, he or she should, if possible, take active refusal cases in that area and attempt to convert them.

Confirmed Refusals

Generally, refusals may be confirmed only by the NCVS Supervisor, provided that:

- A supervisor, SFR, or another FR assigned by the NCVS Supervisor has attempted to convert the refusal;
- The (S)FR incurring the refusal has discussed with the NCVS Supervisor the results of his/her conversion attempts made after a refusal letter has been sent; or
- Headquarters, the Regional Director, or the Assistant Regional Director instructs you to discontinue interview attempts.

Once the refusal is confirmed, instruct the FR to discontinue interview attempts to the household. In subsequent panels, the FR is to only **verify** occupancy.

See the Chapter 7, Monitoring Progress, Topic 3, Accepting a Noninterview, for details on how to mark a confirmed refusal in ROSCO.

Once a case is flagged as a confirmed refusal, it is flagged in case management on the FR's laptop for all subsequent interviews. You must submit a Remedy Ticket to remove a confirmed refusal flag.

Charging Duplicate and Confirmed Refusals or Congressional Referrals

Charge refusals to the FR code your office uses for:

- Duplicates - when the refusal is at a sample address that is in another survey (ACS or NHIS)
- Confirmed Refusals or Congressional Referrals - when Headquarters, the Regional Director or Assistant Regional Director instructs you stop the FR from trying to interview at the sample address.

Other Occupied - *specify*

For other reasons such as impassable roads, sickness or quarantined households, etc., instruct the FR to contact the household later in the interview period if a telephone interview is not possible. Otherwise the case must be reported as a Type A - Other.

Topic 3 - Procedures for Type B Noninterviews

When a unit is reported as a Type B noninterview, review the case notes. Be sure the FR marked the classification correctly. (Refer to the NCVS Interviewing Manual for specific instructions for marking each category.)

The Only Type B in Supervisory Review

All Type B Noninterviews, except for Type B - Other, are sent directly into the ROSCO database without stopping in Supervisory Review when a check-in is executed. You must verify Type B - Other Noninterviews in Supervisory Review and determine whether to accept, eliminate, or reassign the case.

Topic 4 - Procedures for Type C Noninterviews

Type C Noninterviews are those households which are ineligible for sample. Once a case is accepted as a Type C noninterview, it will not return to sample.

All Type Cs Stop in Supervisory Review

All Type C Noninterviews stop in Supervisory Review where you determine to accept, eliminate, or reassign them.

Reinstating Type Cs

Notify your survey liaison at FLD HQ - Labor and Crime Surveys Branch if it is determined that a Type C noninterview case was deleted in error. The Demographic Statistical Methods Division (DSMD) can reinstate a Type C for future interview periods.

A reinstated case is displayed as a new case and will not have any dependent data previously collected for the case.

Topic 5 - Procedures for Type Z Noninterviews

Type Z Noninterviews

Person-level noninterviews are classified as Type Z Noninterviews.

For Type Z Noninterviews, see that the line number of the person for whom an interview was not obtained is coded as Type Z reason code 203.

You will classify an eligible household member as a Type Z noninterview when you are unable to interview an eligible household member **and** the household member is **not** the household respondent.

Unlike Type A, B, and C noninterviews, a Type Z noninterview relates to an eligible household member *(other than the household respondent)* and does **not** relate to the entire sample household. Another difference is that a personal visit is not required prior to classifying a person as a Type Z noninterview.

However, if you are unable to interview the household respondent, the entire sample household will classify as a Type A noninterview because:

✗ You must interview the household respondent **before** interviewing anyone else in the household.

AND

✗ You cannot classify a household respondent as a Type Z noninterview person.

Minimizing Noninterviews

It is important to keep both Type A and Type Z noninterviews to a minimum, so that:

- Your response rate does not suffer and

- The sample data you collect is truly representative of the entire U.S. population.

Individuals who are difficult to find at home or who resist being interviewed may have different victimization experiences than persons who are readily available for interviews. Therefore, failure to get interviews from all eligible household members could introduce a serious bias into the survey results.

It is important that we try to obtain an interview for each eligible household member. When the FR does not complete an interview for an eligible household member, the instrument will prompt the FR to attempt to set up a callback appointment to complete the case. Interviews must be completed by self-response or if specific criteria are met a proxy interview may be completed. The screener interview CAN be completed by proxy. (For more information on proxy interviews refer to Chapter 2, Part A, Topic 3 of your CAPI Interviewing Manual for Field Representivies)

As with Type A noninterviews, verify that the FR is following the correct procedures in minimizing these noninterviews. Basically, make sure that each FR is making every effort to locate and interview self-respondents.

Procedures for 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.

If the household contains any members who have not been interviewed, either because they refused, had a partial interview, were never available despite repeated attempts to interview them, they were temporarily absent and no proxy was available, you must specify the Type Z noninterview reason for every noninterview person in the household before you can transmit the case.

This process can only be done at the time you are ready to transmit the case, so it is important that you identify any eligible household members as noninterviews early in the interview period, and annotate the reason(s) in the CAPI notes so you don't forget them when you are ready to transmit the case later.

Designating household members as Type Z noninterviews

Enter the case and click on the household roster (HH Roster) tab on the toolbar to check the interview status of eligible household members. You must designate a Type Z noninterview reason for all those whose interview status is “Need self,” “Need proxy,” “Partial int,” or “Refused.” Proceed as follows:

Click on the “Main” tab to go to the **START_CP** screen and enter Precode (5), “Ready to transmit case - no more followup.” A pop-up screen appears that says, “Case not ready for transmission.” Click the “suppress” button. The

TYPEZ screen appears: “No survey data were collected for (NAME). Enter the reason that best describes why (NAME)’s survey data were not collected.” There are five options:

1. Never available
2. Refused
3. Physically/Mentally Unable
4. TA - No proxy available
5. Other

Enter the applicable reason, then exit the case. Note that the case is automatically removed from the main Case List.

Topic 6 - Denial of Access to Multi-Unit Buildings

There are cases in which FRs are denied access to an apartment building by the building manager while attempting to conduct Census Bureau surveys. Title 13 of the U.S. Code authorizes the Census Bureau to conduct NCVS interviews. In addition, Section 223 of Title 13 forbids anyone, under penalty of fine, to deny an FR access to a building.

Appendix B, Letter to Manager of Multi-Unit Structure, illustrates an example of a letter to send to apartment managers who refuse access to an NCVS FR. If you encounter a case of denial of access to an NCVS FR, use one of the letters provided, or your own rewording, as you prefer. Excerpts from Title 13 are provided for your use in Appendix I, Citations from Title 13.

Topic 7 - Using ROSCO to Print Respondent Letters

Overview

ROSCO can be used to generate letters for respondents by using letter templates that you provide and inserting control numbers, respondent names, addresses, FR names, and telephone numbers from the database. This replaces the need for RO staff to use the merged file option in a word processing application and saves time by automatically filling in many of the fields in the letter with information from the database. The other benefit of this feature is that it maintains a record of each letter sent on the Tracking Respondent Letters screen.

Before you can use the Print Respondent Letters function, you must create a file for the letter in .rtf format and set up that letter type in ROSCO.

Create the Letter File in .RTF Format

Create the letter using Microsoft Word, Corel WordPerfect, or Microsoft WordPad. You can use special merge tags in the letter that tell ROSCO to automatically insert information from the database.

For example, inserting the merge tag <<RESPNAME>> in the letter instructs ROSCO to automatically fill the respondent's name from the database for the case selected or "Current Resident" if there is no respondent name entered yet for the case. A summary of the merge tags you can insert into the document appears in the following table:

Summary of ROSCO Merge Tags	
Tag	**Source/Format**
<<RESPNAME>>	Respondent's name or "Current Resident" if none entered in the table for the selected case.
<<FRNAME>>	First and last name of the FR currently assigned to the case in the database
<<FRPHONE>>	Telephone number listed for the currently assigned FR as listed in the "Edit FR Data" screen
<<CONTROLNUMBER>>	Control number from the workload table
<<DATE>>	System date set on the computer used to generate the letters
<<ADDRESS>>	Address as entered for the case in the workload table
<<SUPERVISOR1>>	System prompts user to enter manually; name is displayed exactly as entered
<<SUPERVISOR2>>	System prompts user to enter manually; name is displayed exactly as entered
<<SUPERVISOR3>>	System prompts user to enter manually; name is displayed exactly as entered
<<COORDINATOR>>	System prompts user to enter manually; name is displayed exactly as entered
<<OFFICEPHONE>>	System prompts user to enter manually; number is displayed exactly as entered

Once you create the letter with any desired merge tags included, save the document in .rtf format. Word and WordPerfect allow you to select this format on the "Save As" window. Be sure to save the file in a location that all ROSCO users access since you will only be able to select one location of the file for ROSCO to point to when generating the letter.

Set Up the Letter in ROSCO

After you save a version of the letter in .rtf format, you need to set up the letter in ROSCO. To do this:

1. Click on the Operations menu, Sample Control sub-menu, and select Edit Letter Language.

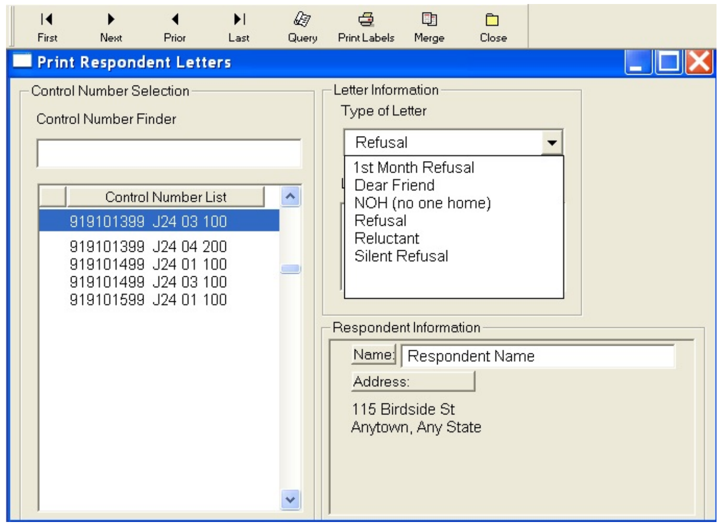
2. On the Edit Letter Language screen, click on the Insert icon.

3. Select the letter type and language from the drop-down menus. Click on the 'File' button to designate the location of your saved letter in the Filename field.

4. Click the Save icon.

Print Respondent Letters

After you create a letter template and set up the letter type in ROSCO, you can print the respondent letter by following these steps:



1. Click on the Operations menu ➩ Sample Control sub-menu ➩ and select Print Respondent Letters.

2. On the Query box pop-up, either enter the control number of the case that needs the letter, or enter 0=0 to retrieve a list of all cases in this interview period on the Print Respondent Letters screen.
3. Select the desired control number from the Control Number List or type it into the Control Number Finder field. The name and address of the selected case is displayed in the Respondent Information window.
4. Click on the Merge icon to generate and print the letter.

5. If your letter template included any merge tags that require manual entry by the user, a dialog box is displayed for you to type in the

names and/or numbers required. After filling in the tags, click OK to print the letter.

6. Once the letter prints, use the Query icon to select another case to create a letter.

7. After you generate letters, click the Close icon to exit. You are asked, "Do you want to keep a history of the respondent letters you have sent?" If you select "Yes," a record is added to the Tracking Respondent Letters screen for each letter that was printed.

Sample Letter Templates

Appendix A and Appendix B contain sample letter templates with merged tags inserted that you may use in generating respondent letters in ROSCO. Feel free to modify any of the letter templates for your ROs use.

Appendix A: Example of the Refusal Letter

91910 14999 J22 01 100
July 12, 2006

Current Resident
112 Main Blvd
Any town, MN 99997

Dear Resident:

Recently, Ms. Suzi Bleau, a representative from the U. S. Census Bureau, called upon your household asking for your participation in the National Crime Victimization Survey. She indicated that you were reluctant to cooperate. Perhaps, if we explained more about this survey and the importance of your participation you might reconsider and participate.

We assure you that the National Crime Victimization Survey is a necessary and valuable program. This survey collects important information about persons victimized by crime in this country. The Bureau of Justice Statistics of the U. S. Department of Justice is sponsoring this survey to help law enforcement, judicial and correctional agencies throughout the country improve their effectiveness by providing information about amounts of crime, where and when it occurs. Although other crime statistics are published, they are based on crimes reported to the police. However, studies have shown that many crimes are not actually reported to the police. The information that the Census Bureau collects in this survey overcomes this deficiency.

The Census Bureau is conducting the survey under the authority of Title 42, United States Code, Section 3732. The information provided is held strictly confidential under the authority of Title 42, United States Code, Section 3771, and is used only for statistical purposes. The statistics will provide a truer picture of crime in this country and will permit the Bureau of Justice Statistics, Department of Justice, to make realistic plans for coping with the problem. Because this is a sample survey, each sample address, whether victimized or not, represents hundreds of other households across the country. For this reason, your participation in this survey is extremely important to ensure the completeness and accuracy of the final results. Although there are no penalties for failure to answer any question, each unanswered question substantially lessens the accuracy of the final data.

We hope you will reconsider your decision and be able to cooperate with our request for information. An interviewing member of my staff will contact you again during the next few days, or you may call Washington at 991-555-6789, collect if necessary, to schedule an interview, or phone the Anytown Regional Office at 911-555-1234 extension 011 upon receipt of this letter. Any further questions you may have will gladly be answered for you at that time. Thank you for your cooperation.

Sincerely,

Jean Doe
Regional Director

Appendix B: Sample of the Letter to the Manager of a Multi-Unit Structure

91910 1499 J33 02 100
July 1, 2006

Attn: Individuo, Property Manager
Habitante Apartments
113 Elm Lane
Anytown, IL 99997

Dear Property Manager:

Certain units in the Habitante Apartments are in sample for a survey conducted by the U.S. Census Bureau, as authorized by Title 13, United States Code, and Title 29, United States Code. The Census Bureau conducts a variety of surveys each month to provide statistics on topics such as employment, expenditures, crime, health, and housing throughout the nation. The published statistics are used by the President and by Congress in determining the well-being of the nation. The Census Bureau collects statistics which produce the monthly national unemployment rates, the consumer price index, the index of economic indicators, and variety of other figures used extensively by federal, state, local and private researchers.

Information is collected for these surveys by scientifically selecting living quarters throughout the country and interviewing the occupants. To keep the cost of the survey down and to increase reliability, we contact sampled addresses several times, according to the individual survey's schedule. The persons who do the interviewing are official representatives of the U.S. Department of Commerce, Census Bureau. They have official identification cards which they are instructed to show to each person from whom they request census information. By law, (Title 13, U.S. code) all information collected by our field representatives is confidential. It may be seen only by authorized, sworn Census Bureau employees, and may only be used for statistical purposes. No person or household can be identified from the resulting statistical tabulations. The statistical summaries are available to all who are interested in them.

You requested the legal authority by which our field representative can contact residents of the units in Habitante Apartments.. Congress has considered this to be one of the most important surveys conducted by the Federal Government, and has included in the Census Law (title 13, Section223) an Amendment which addresses unimpeded access to selected units, and assistance to Census employees by owners, managers, etc.

Our field representative will be required to conduct interviews with sample households each month until there are no more scheduled interviews. I thank you for your cooperation.

Sincerely,

Jean Doe
Regional Director

Appendix C - Title 13 - Confidentiality

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, that Title 13 of the United States Code, entitled "Census", is revised, codified, and enacted into law, and may be cited in part as "Title 13, United States Code, section as follows:

UNITED STATES CODE
TITLE 13 – CENSUS

CHAPTER 5 – CENSUSES

****

SUBCHAPTER II – POPULATION, HOUSING, AGRICULTURE, IRRIGATION, AND UNEMPLOYMENT

Sec. 141. Population and other census information

(a) The Secretary shall, in the year 1980 and every 10 years thereafter, take a decennial census of population as of the first day of April of such year, which date shall be known as the "decennial census date", in such from and content as he may determine, including the use of sampling procedures and special surveys. In connection with any such census, the Secretary is authorized to obtain such other census information as necessary.

(g) As used in this section, "census of population" means a census of population, housing, and matters relating to population and housing.

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SUBCHAPTER IV – INTERIM CURRENT DATA

Sec. 182. Surveys

The Secretary may make surveys deemed necessary to furnish annual and other interim current data on the subjects covered by the censuses provided for in this title.

UNITED STATES CODE
TITLE 13 – CENSUS

CHAPTER 7 – OFFENSES AND PENALTIES

****

SUBCHAPTER II – OTHER PERSONS

Sec. 223. Refusal, by owners, proprietors, etc., to assist census employees

Whoever, being the owner, proprietor, manager, superintendent, or agent of any hotel, apartment house, boarding or lodging house, tenement, or other building, refuses or willfully neglects, when requested by the Secretary or by any other officer or employee of the Department of Commerce or bureau or agency thereof, acting under the instructions of the Secretary, to furnish names of the occupants of such premises, or to give free ingress thereto and egress therefrom to any duly accredited representative of such Department or bureau or agency thereof, so as to permit the collection of statistics with respect to any census provided for in subchapters I and II of chapter 5 of this title, or any survey authorized by subchapter IV or V of such chapter insofar as such survey relates to any of the subjects for which censuses are provided by such subchapters I and II,

including, when relevant when relevant to the census or survey being taken or made, the proper and correct enumeration of all persons having their usual place of abode in such premisses, shall be fined not more than $500.

Chapter 9. End of the Survey Cycle Operations

Chapter Contents This chapter covers the following topics:

1.	Overview	9-2
2.	Reviewing Type A Noninterviews	9-3
3.	Resolving Missing Cases/Closeout	9-6
4.	Closeout/Clean-Up Reports	9-12
5.	Populating the FR Performance Table	9-14
6.	Clean Up the Interview Period	9-16
7.	Clean Up the Laptops	9-18

Topic 1 - Overview

Overview

There are a number of separate operations that must occur for you to properly conclude activities at the end of the survey cycle. By closeout time, ALL cases must be transmitted in and received, and all cases must be resolved in Supervisory Review. This chapter provides a review of the closeout process.

Topic 2 - Reviewing Type A Noninterviews

‘

Overview

Before you close out an interview period, you have the opportunity to review your Type A cases and adjust which (S)FR is charged for each one. The Review/Charge Type As screen allows you to do this for cases checked-in as Type As, while the Review Converted Type As screen allows you to do this for cases that were once transmitted as a Type A, but were reassigned for follow-up and are no longer Type A cases.

Review/Charge Type A Noninterviews

To access the Review/Charge Type As screen, click on the Operations ⇨ Closeout/Cleanup ⇨ then click on Review/Charge Type As from the Closeout/Cleanup sub-menu. The Review/Charge Type As screen lists all Type A noninterviews for the month and provides the FR code to which the Type A is currently being charged. RO staff may review this screen and make adjustments to the FR code as appropriate. After each change, click on the Save icon to save the change.

Generate a Final Outcome Code Summary Report to review the totals of each outcome code either by FR or for the entire region.

To see additional information about a highlighted case, click on the View More icon on the Tool bar.

You may change who is charged with a Type A case by using the FR Code column. Clicking on the drop-down window in the FR Code column displays the Case Activity, assigned FR, Checked-

In status, Outcome Code, and Dates Assigned and Received for previous versions of the case. You may click on an FR code displayed in the drop-down window, or type in another FR code.

You can also use the Chg Outcome activity on the tool bar to change the outcome code of the highlighted case to another Type A outcome.

Review Converted Type A Noninterviews

Select Review Converted Type As from the Closeout/Cleanup activity before Populating FR Performance data. The Review Converted Type As screen lists all cases that meet the following criteria:

- The case appeared in Supervisory Review as a Type A.
- The case was reassigned for follow-up, and the person who reassigned the case marked the box to charge the current FR with a Type A if the case is converted.
- The case was later accepted as something other than a Type A noninterview.

The RO staff has several options:

- Click on Delete to remove the case from the list. If Delete is selected, no FR will be charged with a Type A noninterview.
- Click on Insert to add a case that is not on the list. The Control Number Search

window will appear. Scroll down the list to find and highlight the desired case. Use the Case Activity button to verify that the case was reassigned. Click on OK to add the case to the Review Converted Type As screen. Then select the FR code to be charged with the Type A for the case, or type in the FR code. Finally, click on the Save icon to save your changes.

- ☐ Click on View More to see more information about the case.

The purpose of charging a Type A to a specific FR is to reflect a negative outcome for the case on the FR's performance. This function is optional – you and RO management may choose whether or not to use it. Note that cases listed on this screen do not negatively affect your overall response rate, and the FR who converted and completed an interview for the case still receives credit for the interview. The only change to the database is the addition of the Type A to the individual performance data of the FR charged.

Topic 3 - Resolving Missing Cases/Closeout

Overview

Closing out an interview period is a critical part of the NCVS RO staff's duties. The RO staff must follow up on any outstanding cases, handle last-minute technical problems, properly resolve any cases in Supervisory Review, and review charges for Type A Noninterviews and converted Type A cases (see Topic 2 of this chapter). All of these activities must be completed before you can closeout.

Use the Resolve Missing Cases screen, the Daily Receipts Report, and the Cases Not Checked-In Report to ensure that all cases are checked in and cleared from Supervisory Review before you can closeout. Once you account for all of your cases, notify your NCVS liaison. You must indicate that your RO has closed out and the time of closeout. Check your NCVS monthly activities calendar for details about NCVS closeout. You must closeout out by the time indicated in order to receive credit for an on-time closeout.

Check-In Reports

Regularly review the Daily Receipt Reports from the Reports activity (Check-In) to identify FRs who:

- ☐ are not sending in work on a flow basis;
- ☐ have several cases outstanding, or
- ☐ have a high Type A rate as closeout day approaches.

Review the Cases Not Checked-In Report from the Reports activity (Check-In) for details about cases not yet checked-in. This report is especially useful as closeout day approaches.

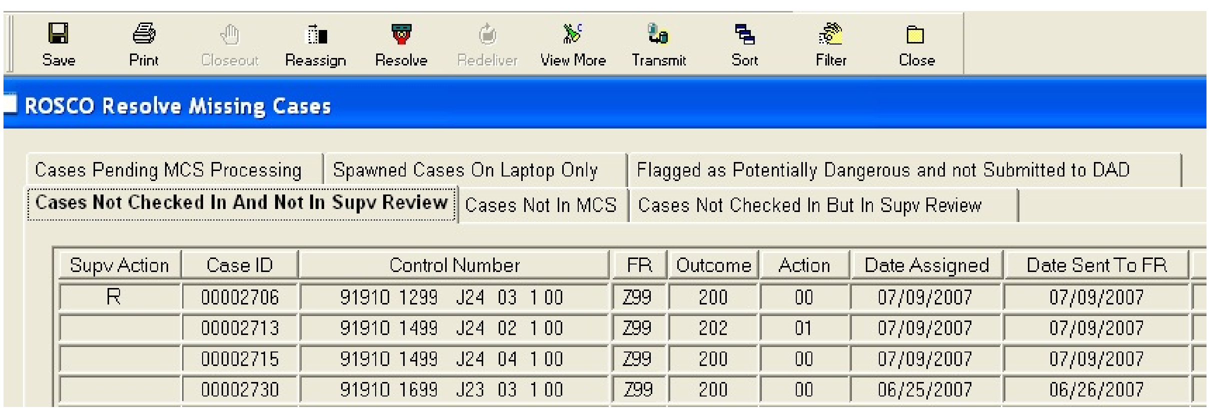
FRs Make Final Transmission

The FRs should make their final transmission the night before closeout day. For example, for a Tuesday closeout day, FRs must make a final (preset) transmission on Monday night.

Resolve Missing Cases Screen

The Resolve Missing Cases Screen allows you to review cases that are still outstanding and take action to get them resolved. Although you can access this screen anytime during the interview period after assignments have been released, the number of cases appearing on this screen early in the interview period may be too large to be useful.

To access this screen, click on the Operations menu, select Closeout/Cleanup ➪ Resolve Missing Cases/Closeout. The Resolve Missing Cases screen consists of six tabs:



Cases Not Checked-In And Not In Supv Review Tab	Cases on this tab are not in Supervisory Review and were not checked into the database. **Each of these cases must be resolved before you can closeout.** Use the following activities on the tool bar to act on these cases: □ Reassign – Use this activity to reassign case(s) to another FR to resolve the case and transmit it in. □ Transmit – Use this activity to immediately transmit reassigned cases to be picked up by (S)FRs. □ Resolve – Use this activity to accept the previously received version of a case – if you had previously reassigned the case after it was checked-in using the View/Reassign Cases screen, or if you reassigned the case from Supervisory Review.
Cases Not Checked In But In Supv Review Tab	Cases on this tab were not checked into the database because they are in Supervisory Review. **Each of these cases must be resolved before you can closeout.** However, you cannot resolve the cases from this tab – you must resolve them on the appropriate Supervisory Review screen.
Cases Not in MCS Tab	Cases on this tab were delivered to the Master Control System (MCS) but receipt of the cases was not been acknowledged by the MCS. Presumably, cases on this tab are in ROSCO, but

never made it to the MCS, so the RO should first try to resend the case rather than having the FR retransmit or reassign the case. **You may closeout even if there are cases on this tab.**

Use the following activities on the tool bar to act on these missing cases:

- Redeliver – Use this icon to resend the last checked-in version of the case to the MCS.
- Resolve – Use this icon to send a previous version of the case to the MCS.

Cases Pending MCS Processing Tab

Cases on this tab were checked-in and are waiting to be delivered to the MCS. **You may closeout even if there are cases on this tab**. No action is necessary on your part to resolve these cases.

Spawned Cases on Laptop Only

Cases on this tab are replacement households that are on the laptop, but have not been checked in as complete.

Potentially Dangerous Cases Not Submitted to DAD

Cases on this tab have been "Flagged as Potentially Dangerous and not Submitted to DAD".

Instructions for submitting a case to DAD from the View/Reassign screen in ROSCO are in Chapter 2, Section 2.1 of the DAD RO Manual.

Note: A case must be checked-in to ROSCO before you can submit it to DAD for approval.

Closeout Time

The monthly closeout date and time are listed in the monthly NCVS Office Memo and Calendar. In most months, closeout is at Noon on the last working day of the Interview month.

The Closeout Hand

Once there are no more cases listed on the "Cases Not Checked In And Not In Supervisory Review" tab AND on the "Cases Not Checked In But In Supervisory Review" tab, the Closeout Hand button is activated. Prior to being activated, the inactive button will appear "grayed-out."

Click the activated Closeout Hand button to closeout. Clicking the closeout button immediately creates a closeout file that is sent directly to the MCS. The system time when the closeout file is created becomes your closeout time. When MCS receives the closeout file, it automatically checks to make sure all cases are accounted for.

Closeout Confirmation

Call or e-mail HQ (FLD-LCSB) as soon as you closeout ("Hit the hand").

- If the MCS file indicates that one or more cases is not accounted for, FLD LCSB notifies RO that closeout is NOT complete. TMO Support staff may be able to find the missing case(s) in the system OR you may have to have one or more FRs retransmit the missing cases.

Reopening for Late Arriving Cases

If FRs call on closeout day to indicate that they have more completed interviews to send in **after** you have closed out, you can reopen ROSCO to accept the late arriving cases. To reopen:

- ◻ Call HQ (FLD-LCSB) to request a "reopen."
- ◻ FLD-LSCB notifies TMO Support staff to reopen the office. This takes only a few minutes.
- ◻ After you check in the late arriving cases, click the Closeout Hand button.
- ◻ If the Closeout Hand button is not activated, check Supervisory Review. When you checked in the late arriving cases, you may have also checked in some additional cases that may be in the "Noninterviews" or "Duplicates" part of Supervisory Review.
- ◻ Notify FLD-LCSB that you closed out again.

The time of your last closeout becomes the closeout time.

Topic 4 - Closeout/Clean-Up Reports

Overview	Many reports are available in ROSCO for RO staff to use in evaluating performance for an interview period after closeout. By clicking on the Operations ⇨ and Reports (or by clicking on the Reports activity), then ⇨ Closeout/Clean-Up, you can access any of the reports described in this topic. Once you generate the report, use the Print activity to print the reports, or use the Sort and Filter activity to customize your reports as described in Chapter 4 of this manual.
Description of Reports	Each of the different closeout/cleanup reports contains slightly different information to evaluate performance for the interview period. You can experiment with the different reports to determine which ones work best for you.
Report - Converted Cases by FR Code	The Converted Cases by FR Code report lists all cases during the interview period that were once Type A Noninterviews but were later converted. This report displays the Control Number, Final FR Code, Final Outcome, Type A FR Code, Type A Outcome, and Type A Description for each case.
Report - Final Status (CAPI 7)	The Final Status report provides a summary of results of each (S)FR's assignment. You can generate this report sorted by FR Code or Team Leader Code. This report has a line for each (S)FR who completed work during the interview period and lists the FR Code, FR Name, Assignment Workload, # of Noninterviews, % Noninterviews, Type As, % Type As, Response

	Rate, # of Type Bs, % Type Bs, # of Type Cs, and % Type Cs for each.
Report - Final Outcome Code (CAPI 8) – RO Totals	The Final Outcome Code – RO Totals report provides a summary of counts of cases with each outcome code. The report columns display Outcome, Action, and Count.
Report - Final Outcome Code (CAPI 8) – FR Totals	The Final Outcome Code – FR Totals report provides a summary of counts of cases with each outcome code for each FR. The report columns display FR Code, FR Name, Outcome, Action, and Count.
Type A, and Z Report (CAPI 6)	The Type A, and Z Reports provides a listing of all Type A, and Z cases, sorted by FR, with subtotals for each. The columns display FR Code, FR Name, Control Number, Type A Outcome, and Number of Z's.
Type C Report	The Type Cs Report provides a listing of the Control Number, Outcome Code, and Description of each Type C case accepted during the selected interview period.

Topic 5 - Populating the FR Performance Table

Overview

After closing out the reinterview period for both regular interviewing and reinterview, RO staff must save the performance information for each interview period by populating the FR Performance Table. This saves the performance data for the month so that it can be accessed for performance reports, even after cleaning up the interview period (see Topic 6, Clean Up the Interview Period, of this chapter for more information on cleanup).

This ROSCO function must be done before you can begin further steps to generate performance reports in SPAM as described in Chapter 11 of this manual. If, however, you want to enter transmission goals, you must do so before populating the FR Performance Table.

Populate the FR Performance Table

You may only populate the performance table once for each interview period. Follow the steps below to perform this operation:

1. Verify that you have the correct interview period selected. Only one interview period may be selected at a time.

2. Click on the Operations menu, Closeout/Cleanup sub-menu, and select Populate FR Performance Table.

3. The message “Do you want to continue?” is displayed. Click Yes.

4. A message is displayed to indicate whether the request to begin loading the performance data was successful, and advises that the process may take a few minutes. Click OK. (Note: There will be **no** message to inform you when the process is complete, so allow several minutes.)

Topic 6 - Clean Up the Interview Period

Overview

In the Closeout/Cleanup sub-menu of the Operations menu is an option for Clean-Up Interview Period. However, in ROSCO, you cannot execute the option to clean up an interview period until 90 days after you closeout Reinterview for that interview period. The monthly office memo and calendar include reminders to clean up interview periods.

You will no longer have access to any ROSCO information for cases from this interview period.

Clean Up Interview Period

The ROSCO database is created to contain adequate storage space for about three interview periods. Each month you must verify which interview periods are stored in your system by clicking on the Period icon on the Tool bar, and then cleaning up the oldest interview period as follows:

1. Click on the Operations menu, Closeout/Cleanup sub-menu, and select Clean-Up Interview Period.

2. Click "Yes" on the message box asking if you want to continue.

3. A message box appears reading "Request to clean-up interview period successful."

When these processes are complete, you will no longer be able to access the interview period that was cleaned-up in the database, but your performance data will still reflect the results from the interview period.

Cleanup Instrument on the Laptops

When the RO runs the Cleanup Interview Period for ROSCO, Cleanup Instrument (.clns) files are put on the server that will remove the Instrument from the laptops when the FRs pick up the .clns files. See details in Topic 7 below.

Since RO Cleanup cannot be run until 90 days after reinterview closeout for the month, the instrument file stays on the laptop about three months longer than the cases.

For example, the Cleanup Cases (.clnp) files for June are put out a few days after June reinterview closeout (the 2nd week in July).

The Cleanup Instrument (.clns) files for June are put out in October (90 days after June reinterview closeout).

Topic 7 - Clean Up the Laptops

Overview

In the Closeout/Cleanup sub-menu of the Operations menu is an option for Clean-Up Laptop that removes the monthly cases from the laptops.

Cleanup Monthly Cases on Laptops

The monthly office memo and calendar include reminders to run Clean-Up Laptop a few days after the monthly reinterview closeout.

1. Click on the Operations menu, Closeout/Cleanup sub-menu, and select Clean-Up Laptop.

2. Click “Yes” on the message box indicating that this will delete all cases from the FR’s laptops if you continue.

This puts a Cleanup Cases (.clnp) file for the Interview Period on the server for every FR. When an FR picks up the .clnp file, their laptop computer cleans up cases and puts a message in the Tranlog file indicating cases for the Interview Period were cleaned up.

Cleanup Monthly Instrument on Laptops

When the RO runs an RO Cleanup an Interview Period, a Cleanup Instrument (.clns) file for the Interview Period is put on the server for every FR. When an FR picks up the .clns file, their laptop cleans up the instrument and puts a message in the Translog file indicating the instrument for the Interview Period was cleaned up.

Chapter 10. Reinterview

Chapter Contents

This chapter covers the following topics:

Topic	
1. Overview of NCVS Reinterview	10-2
2. Sample Selection	10-4
3. Supervisor's Responsibilities	10-8
4. Reinterview Assignment Activities	10-10
5. Focused and Supplemental Quality Control Reinterview	10-15
6. Monitoring Reinterview Progress	10-18
7. Suspected Falsification, Follow-Up, and Feedback	10-22
8. Reinterview Outcome Codes	10-31
9. Reinterview Closeout Operations	10-32
Appendix 10A - Quality Control and Response Error Outcome and Action Codes	10-35

Topic 1 -Overview of NCVS Reinterview

Overview

This chapter provides an outline of the NCVS CAPI Reinterview (RI) program and general instructions for the office operations associated with RI. Additional details on NCVS-specific RI procedures for SFRs are provided in NCVS-546, the NCVS Reinterviewer's Manual.

Purpose of NCVS Reinterview

The primary objective of the NCVS RI program is to identify FRs who falsify interviews and/or misclassify noninterviews. This is a method known as Quality Control (QC) RI. A secondary objective is to collect data to evaluate questions, a practice which is called Response Error (RE) RI.

Reinterview is a significant part of FR quality control. It allows us to measure error in coverage of the population arising out of failure to conduct interviews at the correct household, noninterview misclassification, missed units, or incorrect application of definitions of housing units and household membership. Reinterview also prevents and identifies instances of data falsification.

It is extremely important that reinterviewers and office staff understand the importance of keeping confidential the names of selected FRs and the control numbers of selected cases. Reinterview is compromised if the FR has advance knowledge that any of his or her cases will be reinterviewed.

NCVS RI is conducted by a program supervisors, supervisory survey clerks, and SFRs trained on NCVS, or a member of RO management staff. The reinterviewer must be trained on the NCVS Survey and be familiar with NCVS RI procedures.

Note that neither a supervisory survey clerk nor an SFR may reinterview another supervisory survey clerk or SFR. Only a supervisor or a member of RO management may reinterview supervisory survey clerks or SFRs.

Timing of NCVS Reinterview

Reinterview cases should be assigned as soon as possible. Reinterviews should be completed within two weeks of the original interview.

Topic 2 -Sample Selection

Types of CAPI Reinterview

Reinterview is conducted on about 2 percent of the NCVS workload. The primary goal of QC reinterview is to detect and discourage FR data falsification. The Response Error (RE) portion of the QC reinterview is designed to evaluate the response error of specific questions asked during the interview. The reinterview sample is selected at HQ right after assignments are released. The reinterview sample person, about whom the RE questions are asked, is chosen as complete original cases are processed at HQ.

There are two other types of reinterview: supplemental QC reinterview and focused reinterview. Supplemental QC reinterview allows the RO staff to add FRs to the QC reinterview. Focused reinterview allows Headquarters to add specific cases for FRs to the QC reinterview.

The QC Sample

The QC reinterview uses a modified generic reinterview instrument. It uses a few questions to verify that the FR visited the household, and then it asks questions about the crimes that happened to the reinterview sample person.

Groups of FRs are selected for QC reinterview every month in a way that results in FRs being selected for QC reinterview several times a year. HQ send a monthly list of the FRs selected for QC reinterview to the ROs prior to NCVS Interview Week. See the NCVS Monthly Calendar for the date. The number of cases selected for each FR is determined by their interview experience.

- FRs with less than five years of experience, as measured from their EOD (entered on duty) date, are considered “inexperienced ” FRs with five or more years of experience are considered “experienced. ”

- Four reinterview cases are selected for each inexperienced FR.

- Seven reinterview cases are selected for each experienced FR.

- Inexperienced FR groups are selected for reinterview twice a year. Experienced FR groups are selected for reinterview once a year.

The reinterview sample includes interviewed cases as well as Type B and Type C noninterviews. Some selected cases become ineligible during the interview process. Ineligible cases include:

- Type A noninterviews

- Observed cases (if the flag is set properly - see Topic 5, Observer’s Instructions, in Chapter 5, Training and Observations)

- Cases that were reassigned to a different RO.

As cases are screened from reinterview during the month, you will see the reinterview workload decline in the QC and RE progress reports.

Reinterview Sample Person

The reinterview rephrases seven crime and vandalism questions from the original interview to re-ask questions about crime affecting the reinterview sample person. This is necessary to evaluate the individual questions for response error.

The reinterview sample person is randomly chosen from eligible household members of in the reinterview sample. Household members are eligible for reinterview if they are at least 12 years of age and have complete interviews. The RE analysis evaluates how specific NCVS questions are answered.

The Supplemental QC Sample

The supplemental QC reinterview is conducted with the NCVS reinterview instrument.

Supplemental QC reinterview allows the RO staff to “add” QC cases for specific FRs that are not already in QC reinterview. Additions can be made during two time frames.

- FRs added to supplemental QC reinterview BEFORE you release assignments – cases are selected along with regular QC and RI cases by HQ.
- FRs added to supplemental QC reinterview AFTER you release assignments – RO staff select the cases.

The Focused Reinterview Sample

The focused reinterview is conducted with the NCVS reinterview instrument.

Focused reinterview allows Headquarters staff to "add" QC cases for specific FRs when there are unusual performance and/or data characteristics. Additions are made weekly, as Headquarters staff review performance and data characteristics. Since cases selected for focused reinterview have unusual characteristics, it is necessary that those cases be reinterviewed.

Reinterview Types

There are four types of reinterview cases for the NCVS:

Types of Reinterview Cases	
04	QC - Quality Control CAPI cases
05	Supplemental QC cases (when RO selects extra FRs <u>before</u> releasing assignments)
06	Supplemental QC cases (when RO activates cases <u>after</u> releasing assignments)

The random reinterview cases are reinterview sample type 04. The focused reinterview cases are 06s.

Topic 3 -Supervisor's Responsibilities

It is the NCVS program supervisor's responsibility to ensure that all eligible RI cases are:

- Assigned to a reinterviewer as soon as possible (except inactive cases that the supervisor does not wish to activate, unless Headquarters requests that the cases be activated);

- Transmitted to a reinterviewer as the RI Input files are received;

- Reinterviewed; and

- Checked into ROSCO as they are completed prior to the scheduled due date.

In addition, the supervisor must:

- Follow-up and resolve all cases of suspected falsification;

- Flag FRs for supplemental RI and/or activate supplemental QC cases when necessary;

- Run the Missing RI Input for RI Cases Report regularly throughout the month, and notify FLD Labor and Crime Surveys of any potential problems;

- Review weekly reinterview progress reports issued by FLD Labor and Crime Surveys, ensuring that the reinterview workload is being completed in a timely manner; and

- ◻ Close out RI in ROSCO according to the date provided on the NCVS Monthly Activities Calendar.

The reinterviewer may provide positive feedback to the FR/SFR if there are no errors or problems discovered during reinterview. If there are minor errors or problems, the reinterviewer may call the FR/SFR and discuss the errors. The reinterviewer may offer suggestions to assist in correcting faulty techniques or concepts.

Topic 4 -Reinterview Assignment Activities

Before SFRs Can Receive RI Cases

The RI PIN (pre-input) file for each Interview Period is loaded into ROSCO before the interview period begins. Once loaded, RO staff can begin to make RI assignments. However, unlike regular NCVS, the SCIF (sample control input file) files do not load for reinterview all at the same time. RI SCIF files load on a flow basis.

The RI SCIF file for a specific reinterview case usually loads into ROSCO the day after the case has been checked into regular NCVS. Before a reinterview case can be picked up by an SFR:

- The case must be assigned to an SFR
- The SCIF file for the case must be loaded into ROSCO
- ROSCO must have put the case out on the telecom server.

Usually, RI SCIF files are received just before noon for regular NCVS cases that were checked in on the previous day. A scheduled job(ri_frassign) runs at 4:00 p.m. ET that puts those cases on the telecom server for the SFRs to pick up with their next transmission.

RI SCIF files are not created for Type A noninterviews, observed and reassigned cases because they are ineligible for reinterview.

Make Reinterview Assignments

To assign RI cases:

1. Click on the Operations ➩ Reinterview and ➩ Make/Adjust Reinterview Assignments.

2. Click on Unassigned Cases (All) on the Option Selection List, then click OK.

3. The Make/Adjust Reinterview Assignments Screen is displayed with all of the selected RI cases for the interview period.

4. Assign a reinterviewer by highlighting a row and either keying in the SFR code in the Reint FR column, or by highlighting the row and click on the Assign activity on the Tool bar and select the SFR from the SFR Search window. Hold down <Ctrl> and press <Shift> to highlight and assign multiple rows.

5. Click on the Save icon to save the assignment.

   NOTE: When the RI assignments are first loaded into ROSCO, the interview outcome for the cases is blank since the original case has not yet have been completed. When you assign an RI case that has an entry in the interview outcome field (which means the interview was completed), you may immediately send it to the field by clicking on the Release and Transmit activity on the tool bar.

Release Reinterview Assignments

Highlight all of the assigned cases and click the on the Release activity to release the assignments after you make your initial RI assignments. RI cases are then automatically released and transmitted to the field each day as input files are created and received. However, you should also check regularly throughout the interview period for unreleased and unassigned cases (see sub-topic "When RI Cases Become Unassigned" below).

Reassign a Reinterview Case

The ROSCO menu you must use to reassign a RI case is dependent upon whether or not the case was released to the field. If the case in question does not yet have an input file and has not been released to the reinterviewer, it is displayed on the Make/Adjust Reinterview Assignments screen. Select either Unreleased Cases (All) or Adjust Assignments (Query) to reassign the case.

If an input file for the case was received and the case was released to the reinterviewer, access the View/Reassign Reinterview Cases screen (see Topic 6 of this chapter) to reassign the case.

When Reinterview Cases Become Unassigned

The reinterview cases are assigned by the RO staff like regular interview assignments. Reinterview cases, however, can become "unassigned" if one of the following conditions is met:

- ◻ The SFR assigned to the reinterview case is the same person who completed the original interview. The FR code field is automatically changed to blank for that case. The case is then displayed as unassigned in the Make/Adjust Reinterview Assignments–Unassigned Cases (All) option in ROSCO. This occurs because an interviewer may not reinterview a case for which he or she completed a regular interview.

- The person who completed the original interview has an "employee_type" of SFR (S), Team Leader (T), or RO Management (M) as displayed on the Edit FR Survey Data Screen in ROSCO. In this case, the FR code field that indicates which FR is assigned to conduct the interview is automatically changed to blank. The case is then displayed as unassigned in the Make/Adjust Reinterview Assignments – Unassigned Cases (All) option ROSCO. This occurs because cases where employee_type equals M, S, or T are considered "difficult" cases that should be reviewed and assigned personally by the RO staff.

Cases in these situations must be assigned manually by the RO staff. Since RI cases may become unassigned on a flow basis as input files are received, the NCVS supervisor should regularly check ROSCO for unassigned cases and assign them to a proper reinterviewer using the Make/Adjust RI Assignments screen.

Reinterview Assignment Reports

The reinterviewer's laptop does not indicate whether he or she will receive an RI assignment that month until the first RI case appears in the reinterviewer's case management. Therefore, it is important to send reinterviewers an email message notifying them about their assignments, and, if appropriate, send them a paper assignment listing (CAPI-35).

To print a CAPI-35:

1. Click on Operations ⇨ Reports or click on the Reports activity on the toolbar.

2. Double-click on Reinterview.

3. Double-click on RI List of Assigned Cases (CAPI-35).

4. Click on the Print activity.

Topic 5 -Focused and Supplemental Quality Control Reinterviews

Overview

If Headquarters staff determines there is sufficient reason to conduct reinterview of specific cases for specific FRs (unusual performance or data characteristics), Headquarters will instruct you to activate specific inactive supplemental reinterview cases. Activation of these cases is not optional. Once activated, they must be completed.

If you believe that there is sufficient reason to conduct additional RI of an FR's work (for example, if there are indications of falsification), you may activate additional cases in ROSCO by accessing the Assign Supplemental QC Cases function. The supervisor may only activate a supplemental RI case after the original interview is checked-in and an RI input file is received. The supervisor has the option of assigning the activated cases to another reinterviewer or to him/herself. Although activating any supplemental QC cases is optional, once activated, the cases must be completed.

You also have the option to place an FR into supplemental QC RI for the next interview period by accessing the Select Supplemental QC FRs activity in ROSCO. When this is done, HQ automatically selects a subset of the FR's assignment during the next interview period.

Procedure for Activating Inactive Supplemental QC Cases

Follow the steps below to activate and assign an inactive RI case during the current interview period:

1. Click on the Operations ➩ Reinterview ➩ and Assign Supplemental QC Cases.

2. Select the FR who completed the original interview from the FR search window, then click OK.

3. Select the case you wish to activate, and click on the Assign activity on the tool bar. Remember that only checked-in cases are displayed here.

4. Select the person who will conduct the reinterview from the FR Search window, then click OK.

5. Click on the Save activity to save your assignment.

6. Click on the Release activity then the Transmit activity to transmit the case to the assigned reinterviewer. The case is picked up during the reinterviewer's next transmission. (These cases are assigned a RI Type Code 06 – see Topic 2.)

Activated inactive cases become eligible for reinterview again using the same rules as regular reinterview cases. The remaining inactive cases, which were not activated, are cleared from the central database when reinterview closes out.

Procedure for Selecting Supplemental QC FRs

To select an FR for a supplemental QC RI assignment in a future interview period, follow these steps **before releasing regular interview**

assignments to the field for that interview period:

1. Click on Operations ⇨ Reinterview ⇨ Supplemental QC FRs.

2. Click on the Insert FR activity on the toolbar.

3. Key in the interview period (YYYY/MM).

4. Click on the Save activity to save your changes, or click on the Delete FR activity to remove the FR from supplemental QC RI.

HQ selects a sample of that FR’s assignment for QC RI during the interview period selected. You assign these cases by accessing the Make/Adjust Reinterview Assignments screen. (These cases are assigned a RI Type Code 05.)

Topic 6 -Monitoring Reinterview Progress

Overview

Many of the activities you perform to monitor RI progress are similar to the activities for monitoring progress and checking in work for regular NCVS assignments. See Chapter 2 of this manual for an overview of these activities.

Transmissions and Utilities for Reinterview

The process to view the In and Out Directories and to make transmissions for RI works very similarly to the way these operations are executed for regular NCVS cases, as described in Chapter 7 of this manual. For each of these functions, select **Reinterview** instead of **Interview** on the dialog box.

Reinterview Check-In

The check-in process for RI is completed somewhat differently from regular NCVS interviewing. To run RI check-in:

1. Click on Operations ⇨ Reinterview.
2. Select Run Reinterview Check-In.
3. Click "Yes" at the confirmation question dialog box.

Check the In Directory for RI to verify that the RI files checked-in properly. Automatic RI check-ins run daily.

Reinterview Progress Reports in ROSCO

There are two reports available in ROSCO to help you monitor progress with your RI workload. To access these reports, click on the Reports activity or click on Operations ⇨ Reports from the drop-down menu.

At the Reports screen, click on Reinterview to view the various RI reports that are available.

- QC Reinterview Daily Receipts Report – provides information on cases received for each reinterviewer

- Missing RI Input for Reinterview Cases Report – provides a list of RI cases that were checked-in and are missing input files.

Use these two reports to monitor progress on the RI workload.

Reinterview Supervisory Review

Supervisory Review for RI functions very much like Supervisory Review for regular NCVS interviewing. See Chapter 7 for additional information about NCVS interview Supervisory Review.

To access RI Supervisory Review, click ⇨ Operations ⇨ Reinterview ⇨ Reinterview Supervisory Review.

One additional feature available on the Option Selection list for RI Supervisory Review is the Suspected Falsification option. Accessing this option displays a screen that lists all RI cases for which the reinterviewer indicated in the case that falsification was suspected. The supervisor may accept, reassign, or eliminate the case, just as he/she can with the other Supervisory Review options. When the supervisor accepts a suspected falsification case, a pop-up window is displayed requesting notes to explain the case. Topic 7 of this chapter contains more information on the 11-163 and what to enter in this notes field.

Remember, you must resolve any cases in RI Supervisory Review prior to closeout, which may often occur before you finalize the investigation of a case.

View/Reassign Reinterview Cases

The View/Reassign Reinterview Cases screen functions in the same way as the View/Reassign Cases screen for regular NCVS interviewing. Access this screen by clicking Operations ➩ Reinterview ➩ and View/Reassign Reinterview Cases. RI cases with input files and were sent to the field are accessible on the View/Reassign Reinterview Cases screen. RI cases without input files can only be reassigned by accessing the Make/Adjust Reinterview Assignments screen. For more information on the features of the View/Reassign cases screen for regular NCVS interview, see Chapter 7 of this manual.

Flagging Observed Cases

Observed cases are not eligible to be selected for RI, as discussed in Topic 2 of this chapter. Instruct observers to flag cases as observed on the (S)FR's laptop at the time of the interview and observation, but before the (S)FR transmits the case. Flagging observed cases on the interviewing (S)FR's laptop (not on the reinterviewer's laptop) marks those cases ineligible for RI. This ensures that RI input files are not created for these cases (and thus are not be sent out to be reinterviewed).

It is important for an observer to remember to flag an observed case. If the observer overlooks marking the case as observed, then it may be selected for RI. Once a case is selected for RI, it cannot be eliminated from your RO's RI workload. At that point the supervisor must decide whether to complete the RI case or mark it as a Type A - RO Discretion noninterview.

See Topic 5, Observer's Instructions (in Chapter 5, Training and Observations) for details on flagging an observed case.

Topic 7 -Suspected Falsification, Follow-Up, and Feedback

Falsification

Reinterview is the most frequent method of identifying suspected data falsification. Discrepancies detected during reinterview may be the result of respondent errors, FR errors, or falsification. Falsification is knowing deviation from current interviewing procedures to avoid interviewing or properly classifying units. Falsification includes not only making up information, but accepting proxy information from a non-eligible person or in cases requiring self-response. The acceptance of proxy information in this instance is considered falsification when the field representative knowingly deviates from the correct procedure and attempts to conceal that he or she has done so.

When falsification is suspected as a result of reinterviewing, there are specific procedures that must be followed.

Reinterview Discrepancies

Discrepancies detected in the reinterview may be the result of respondent errors, FR errors, or falsification. The reinterviewer and Program Supervisor must determine the cause of discrepancies and take appropriate action.

Quality Control Reinterview

Discrepancies the generic QC reinterview might detect include:

- Roster errors
- Misclassified noninterviews

- eligible units misclassified as ineligible (for example, an occupied unit misclassified as vacant).

- ineligible units misclassified as a different type of ineligible (for example, a type C Noninterview misclassified as a type B).

□ Wrong unit interviewed. Sometimes the reinterviewer may determine that the FR interviewed an incorrect unit, rather than the designated sample unit.

If the reinterviewer suspects that discrepancies are caused by FR falsification, he or she should contact the Program Supervisor immediately. The reinterviewer should **not** contact the FR. The Program Supervisor must discuss the situation with the appropriate subject matter branch or FLD Team at Field Division, Headquarters.

If the discrepancies are the result of errors rather than falsification, the reinterviewer or the Program Supervisor should give the FR feedback about the errors.

Supervisory Review

The Program Supervisor must examine in Supervisory Review each case with a reinterview action code ending in “1” (see Topic 8 for technical details). These cases include:

□ Suspected falsification.

□ Eligible unit misclassified as a Noninterview.

- ☐ Wrong unit interviewed.
- ☐ Cases with other discrepancies (e.g., accepting proxy information, not asking specified questions).

Falsification Suspected

For the “suspected falsification” cases, the Suspected Falsification Follow-up Screen is displayed in Supervisory Review. The Program Supervisor should review the original interview notes and the reinterviewer notes to determine whether he or she agrees that falsification should be suspected.

If the Program Supervisor agrees that falsification is suspected, or **if he cannot conclusively determine that no falsification occurred**, then falsification is suspected and the supervisor **must prepare** a Field Representative Data Falsification Follow-up **Form 11-163**. Supervisors must also indicate in the Suspected Falsification Follow-up Screen that they will prepare a Form 11-163.

Note: If the supervisor considers the reinterview evidence to be inconclusive, the supervisor must treat the case as suspected falsification. *For example, if no one in the household remembers the FR’s contact or if they are unsure of whether the FR conducted the interview, the case is inconclusive. The supervisor should complete Form 11-163 and carry out a thorough investigation of the current assignment.*

If the supervisor places the FR in supplemental reinterview for a subsequent assignment and the supplemental reinterview also finds cases of suspected falsification, then the supervisor must complete a separate Form 11-163 for that assignment.

Follow up in Current Assignment

The supervisor must investigate additional cases in the current assignment to confirm the falsification or clear the FR.

Complete Form 11-163

The Program Supervisor must complete Form 11-163, Field Representative Data Falsification Follow-up Form, **every** time there is an assignment where an FR is **suspected** of falsifying data.

Send Yellow Cover Page to Headquarters

Within two weeks of suspected falsification, complete page 1 of the Form 11-163, remove the top copy of page 1 (yellow cover-page) and send it to the Headquarters office listed below.

Via postal mail:

Chief, Field Division/MRB
U.S. Census Bureau
4700 Silver Hill Road
Room 1784/FOB-3, Mail Stop #5700
Washington, DC 20233

Via express delivery:

Chief, Field Division/MRB
U.S. Census Bureau
4700 Silver Hill Road
Room 1784/FOB-3
Suitland, MD 20746

Focused Reinterview Cases

Complete and send Forms 11-163 for focused reinterview cases to Method and Performance Evaluation Branch, just as you would any other Form 11-163.

To clearly identify falsification detected in the focused reinterview, complete items 1 and 2 of Section II on page 1 of the Form 11-163 as follows:

Item 1 - Mark box a, 'Reinterview results.'

Item 2 - Mark box b, 'Focused Reinterview.'

Item 3 - Mark all that apply in item 3.

Complete the Remainder of Form 11-163

Complete the remainder of the form after the investigation is complete and a decision on the action the RO plans to take is made. If possible, the final form should be sent to HQ within two months of sending the yellow copy.

For all cases, make certain that the situation has been thoroughly investigated before completing Sections III, IV, and V -- even if this delays full completion of the Form 11-163 for several months. **Do not send the original form to Headquarters until Section IV has been completed.**

Additional Requirements for Follow-up of Suspected Falsification

If the reinterview results suggest that an FR falsified one or more cases, also follow the requirements specified in the Regional Office Administrative Manual and in the memorandum from the Field Division Chief to all Regional Directors concerning data falsification.

If the reinterviewer suspects falsification and needs additional information about the original interview to investigate the current assignment, the RO may request original interview responses from the appropriate Field Division subject matter branch at Headquarters.

Contact Subject Matter Branch at Headquarters

If you suspect a FR has falsified data, immediately discuss what action to take with the FLD Team or appropriate subject matter branch of Field Division. We also suggest assigning supplemental reinterview cases for the FR.

Do Not Take Any Administrative Action until Notified

In all circumstances, **do not take any administrative action** (i.e., termination) until Management Services Branch, Field Division notifies you to do so.

Falsification Not Suspected

The supervisor may respond on the Follow-up Screen that no falsification occurred only for cases where he or she is **confident** no falsification occurred.

When the supervisor determines no falsification occurred he or she <u>must</u>:

- Respond "No" to the question, "Do you plan to prepare a Field Representative Data Falsification Follow-up Form 11-163?"
- Provide a complete, conclusive explanation in the Follow-up Screen **why** falsification is not suspected. Simply entering

"Falsification not suspected" is not an adequate explanation for not completing and sending a Form 11-163 (see examples of adequate reasons in Table 1).

The only time discrepancies between the original interview and the reinterview should not be considered suspected falsification is when an error caused the discrepancy. For example:

- an instrument error,
- a reinterviewer error,
- a respondent error, or
- a good faith error by the field representative.

In these situations, the supervisor need not complete a form 11-163. Remember, if the supervisor cannot conclusively determine that an error caused the discrepancy, the case must be considered suspected falsification.

Detailed Instructions for Completion of the Form 11-163

Refer to pages 9 through 11 of the Form 11-163, Field Representative Data Falsification Follow-up Form for detailed instructions for completion of the Form 11-163.

Frequently Asked Questions for Completion of Form 11-163

Refer to pages 7 and 8 of the Form 11-163 a list of questions and answers about completing the 11-163.

Table 1. Reasons for Not Filling out a Form 11-63, Field Representative Data Falsification Form	
Instrument error	The respondent remembers talking to an FR, but no data that the respondent reported shows up in the reinterview instrument. The original FR made no notes in the INOTES section about any problems with the case. This discrepancy could be caused by a problem in the original instrument, in CAPI Control, or in the reinterview instrument. The SFR should talk to the FR to clarify the situation and determine whether the problem occurred in the original instrument. If so, the SFR should remind the FR to document any problems in the INOTES section.
Reinterviewer error	The FR completed an interview, but the respondent moved out of the unit before the reinterview. The reinterviewer thought that the unit was vacant at the time of the original interview and misclassified the case as suspected falsification.
Respondent error	The respondent remembered talking to the FR, but did not think it was during the interview period. The reinterviewer noted that the respondent seemed confused and may not be reliable. The Supervisor is confident that the respondent error caused the discrepancy. *Note: In cases such as this example, it is still a good idea to place the FR in supplemental reinterview for the next assignment.*
Good faith FR error	An FR misclassified an AHS case as Vacant, rather than URE occupied. The Program Supervisor's investigation showed that unit was rented for varying periods around the time of the original interview. The Program Supervisor felt that the FR

Feedback

If the reinterview finds no discrepancies from the original interview, the reinterviewer should contact the FR to commend him or her on a job well done.

If the reinterview finds discrepancies that resulted from FR errors, the FR should receive feedback about these errors.

Minor Errors

The reinterviewer or the Program Supervisor should call the FR to discuss minor errors. The reinterviewer should offer suggestions for correcting faulty techniques or erroneous concepts.

Serious Errors

If the discrepancies indicate serious errors or possible falsification, the reinterviewer should not call the FR regarding the reinterview, nor mention to the FR that they were in the reinterview. The Program Supervisor should discuss the reinterview with the FR. The Program Supervisor may decide to put the FR in supplemental reinterview to resolve any questions about the quality of the FR's work.

The Program Supervisor, in consultation with his or her coordinator, may elect to retrain FRs whose reinterviews indicate 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 FR attend all or part of initial training again.

Topic 8 -Reinterview Outcome Codes

Reinterview vs. Interview Outcome Codes

The reinterview outcome codes listed in the table in Appendix 10A refer to the outcome of the reinterview, not the original interview outcome code as shown in Appendix 8A, CAPI Outcome and Action Codes, of Chapter 8, Noninterviews. These reinterview outcome codes are applicable to 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. However, there are some reinterview outcome codes that are not original outcome codes.

Assignment of Codes

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

Topic 9 -Reinterview Closeout Operations

Overview

In order to closeout NCVS RI each month, RO staff must follow-up on any outstanding cases, resolve last minute technical problems, and resolve any cases in RI Supervisory Review. The primary tool to close out RI is the Resolve Missing Reinterview Cases screen.

Resolve Missing Reinterview Cases Screen

The Resolve Missing Reinterview Cases screen allows you to review RO cases that are still outstanding and take action to get them resolved. To access this screen, click on Operations ⇨ Reinterview ⇨ Resolve Missing Reinterview Cases.

The screen is very similar to the Resolve Missing Cases screen for regular NCVS interviewing, discussed in Chapter 9 of this manual. Refer to Chapter 9 to review the general features of that screen. Note there is one tab page on the Resolve Missing Reinterview Cases screen that is not on the Resolve Missing Cases screen. This screen is titled Cases With No Input Received. This tab lists all cases for which RI input has not been received. This list becomes smaller over the course of the RI period as RI input files are created. **You will not be able to closeout RI if cases remain on this tab.** Check the column “Intv Checked In” to see whether the corresponding original NCVS case was received. If a “Y” is displayed in this column, then the original case was received and an input file should have been created. In this situation, submit a remedy ticket AND notify your FLD Labor and

Crime Surveys. Review the Missing RI Input for RI Cases report throughout the RI cycle to prevent problems at closeout due to cases appearing on this tab.

Reinterview Close Out

Once all cases from the Resolve Missing Reinterview Cases screen are accounted for, the Closeout activity displays the image of a hand. Before you click on the Closeout activity, you must make sure that all cases are resolved. Click the Closeout activity on or before the date specified on your NCVS Monthly Activities Calendar.

The date that you closeout reinterview is used to determine when an Interview Period can be Cleaned Up. You cannot Clean Up an Interview Period in ROSCO until 90 days after the date of Reinterview Closeout. If you try to clean up sooner, an error message reminding you of the 90 day rule is displayed.

Appendix 10A - Quality Control and Response Error Outcome and Action Codes

Quality Control and Response Error Outcome and Action Codes			
[1]Disposition	[2]Outcome	Action	Description
No Suspected Falsification			
N/A	200	00	New case, not started
N/A	202	01	Accessed instrument, no interview or insufficient partial
001	201	10	Original interview or noninterview verified as correct
Type A Noninterviews			
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 B Noninterviews			
017	226	31	Vacant, regular
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

Quality Control and Response Error Outcome and Action Codes			
[1]Disposition	[2]Outcome	Action	Description
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 – regular
041	233	31	Other Type B
Type C Noninterviews			
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
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

Quality Control and Response Error Outcome and Action Codes			
[1]Disposition	[2]Outcome	Action	Description
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 HH roster
011	301	11	Discrepancy - telephone interview when personal visit required
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 telephone 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)

Quality Control and Response Error Outcome and Action Codes			
[1]Disposition	[2]Outcome	Action	Description
Suspected Falsification			
060	301	11	Suspected falsification of a case turned in as an interview
Type A Noninterviews			
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 B Noninterviews			
071	226	31	Vacant, regular
072	326	31	Vacant, seasonal
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 – regular
093	225	31	Temporarily occupied by persons with URE - seasonal
094	233	31	Other Type B

Quality Control and Response Error Outcome and Action Codes			
[1]Disposition	[2]Outcome	Action	Description
Type C Noninterviews			
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
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 HH 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

Quality Control and Response Error Outcome and Action Codes			
[1]Disposition	[2]Outcome	Action	Description
111	301	11	Discrepancy - telephone interview when personal visit required
112	301	11	Discrepancy – laptop not used (RESERVE)

1.Disposition of Quality Control Outcome Code:
001-059 = no suspected falsification
060+ = suspected falsification

2.All cases excepted outcome codes 200, 202, and 201 to go Supervisory Review.

Chapter 11. Performance of the NCVS Staff

Chapter Contents

This chapter covers the following topics:

Topic		
1.	Overview	11-2
2.	Monitoring Monthly Performance	11-4
3.	Generating the 11-39, Summary of FR Performance	11-7
4.	Conducting Performance Appraisal	11-9
5.	Evaluating Clerical Performance	11-11
	Appendix 11A Performance Statistics	11-13

Topic 1 - Overview

Responsibility for Employee Development

The RO Supervisors are responsible for developing each employee to his or her fullest potential. Employee development can only be accomplished by providing meaningful feedback on a continuing basis.

By acknowledging strong points and highlighting areas for improvement, the RO supervisors can monitor employee progress and take appropriate steps toward improvement in weak areas.

The requirements for the FR and clerical positions must be mutually understood by the employee and the supervisor at the time of recruitment. Additional information is provided to the employee through training, observations, memoranda, and supervisory instruction.

Measuring FR Performance

Field Representative performance is measured by a combination of:

- response and production rates;
- transmission rates;
- reinterview and observation results;
- timely submission of payrolls;
- attendance at training sessions;
- meeting deadlines; and
- reporting to team leaders as appropriate.

Provide FRs feedback on their performance throughout the survey period. In addition, provide input on the FR's performance during progress reviews and annual performance ratings.

For more information about how to develop performance standards for your NCVS FRs see Appendix 11A Performance Statistics at the end of this chapter.

Topic 2. Monitoring Monthly Performance

Performance Feedback

It is important that the Supervisors provide regular performance feedback to the FRs. The feedback should include written reports, but may also include informal verbal or email communication.

FR Performance Folders

Prepare an FR performance folder for each FR. This folder can contain 11-39 Summary of FR Performances, observation reports, and copies of mail messages that contain information pertinent to performance as well as any additional materials deemed appropriate by your Regional Office.

Monitoring FR Performance

FR performance is determined by response rates, production guidelines, availability for assignments, reinterview and observation results, and administrative matters such as submission of timely and accurate payrolls. Use the tools described below to monitor and provide feedback on FR performance. For more information about how to develop performance standards for your NCVS FRs see Appendix 11A Performance Statistics at the end of this chapter.

Form 11-39, Summary of FR Performance

One useful tool for evaluating FR performance is the 11-39, Summary of FR Performance, produced using the Survey Performance Management System (SPAM). The 11-39s are generated monthly for any range of months and provide information on:

- response rates
- Type A rates
- production rates

- observation and reinterview results

See Topic 3 of this chapter for more information on SPAM and the 11-39.

Response and Production Standards

The Methods Research Branch at Headquarters provides guidelines to ROs for developing FR performance standards for national **response and production rates.** (For a copy of these guidelines, contact your HQ liaison.) The ROs have the option of using the guidelines, modifying them, or establishing a different set of standards. If the RO establishes a different set of standards, they must contact the HQ liaison to provide information on the criteria used to establish the rates. Also, the RO **must** notify the FRs of the standards **60 days prior to their implementation.**

You can calculate Response and Type A rates as follows:

Response Rate =
(Interviews+Partials)/(Interviews+Partials+Type As)
Type A Rate =
(Interviews+Partials+Type As)/Type As

Transmission Rates

The ROSCO system improves your ability to monitor transmission rates. Review the CAPI-1A, Daily Receipts Report, on a daily basis to monitor the progress of your FRs.

Observation Reports

Send the FR a copy of the front and back pages of the 11-62A, Observation Report. If, in the program supervisor's opinion, a copy of the observation report should not be sent to the FR, send a memorandum from the Regional Director advising the FR of the observation results. Detailed guidelines are provided in Chapter 5 of this manual.

Reinterview Results

The main purpose of reinterview (RI) is to detect falsification. Therefore, RI results cannot be used to evaluate FRs other than for data falsification. RI consists of a quality control check and response error. For more information on RI, refer to Chapter 10 of this manual.

When falsification is suspected as a result of reinterviewing, there are specific procedures that must be followed. Refer to Chapter 9 of the GENCAPI-256, Generic CAPI Operations Manual for details on falsification follow-up procedures and FR feedback.

Topic 3. Generating the 11-39, Summary of FR Performance

Overview

The ROSCO system can feed performance data into the SPAM system to create an automated 11-39, Summary of FR Performance Report. This process involves a number of steps:

1. Populate the FR performance table in ROSCO
2. Update the FR data in SPAM
3. Load the performance data into SPAM
4. Key hours and miles into SPAM
5. Modify any performance data in SPAM (if necessary)
6. Print the 11-39s using SPAM

It is important that these steps be completed in the order listed. This manual provides detailed instructions on the ROSCO steps in the process, but will provide only a general overview of the steps taken in SPAM. For more detailed information about the SPAM system, consult the SPAM User's Guide.

Populate the FR Performance Table

The steps to populate the performance table are described in Chapter 9 of this manual. Be sure to complete this operation only after closing out the regular interviews and reinterview for the interview period, and after reviewing Type As, as described in Chapter 9.

Update the FR Data in SPAM

Before loading the performance data for the interview period into SPAM, you must ensure that the SPAM database is updated to reflect the FRs who worked on NCVS during that interview period. You need to add any new FRs to the Survey using the "Add new Employee" or "Add New Low-Level Assignment" features in SPAM.

Load the Performance Data in SPAM	With the FR history file created in ROSCO and the FR data updated in SPAM, you can now load the performance data for the interview period into SPAM. To do this for NCVS, use SPAM's Utilities menu, select CAPI Data Loading, and select NCVS. The file to be loaded for the current month will appear in the bottom window. If you don't see the file for the desired interview period, recreate the FR history file in ROSCO. See chapter 5 of the SPAM User's Guide for more information on loading the performance data into SPAM.
Key Hours and Miles Into SPAM	You need to manually key in the hours and miles data for each FR into SPAM from the Task Code 523 hours and miles information available in CARMN (or, if CARMN data is unavailable, from FR payrolls). In SPAM, enter the Hours/Miles screen through the Management menu. See Chapter 3, Topic 10 of the SPAM User's Guide for more information.
Modify Performance Data	If you need to manually modify any performance data in SPAM that appears on the 11-39 (for example incorrectly charged Type As), you may do so by accessing the All FR Data or Cases Received or Transmitted screen through the Management menu. See Chapter 3, Topic 10 of the SPAM User's Guide for more information about modifying the performance data in SPAM.
Print the 11-39s	To generate the 11-39s, select 11-39s through the Management menu in SPAM. Note that on the parameters screen, you can select the starting month and year to appear on the report. See Chapter 3, Topic 8 of the SPAM User's Guide for more information about printing the 11-39s.

Topic 4. Conducting Performance Appraisal

The Performance Appraisal System

Information on the Performance Appraisal System is in Chapter 8 of the Form 11-55, Administrative Handbook, and in Chapter 11 of the Field Administrative Manual (FAM).

Refer to Chapter 11 of the FAM for information on the appraisal system, record-keeping requirements, and instructions for conducting and completing progress reviews, annual ratings, and performance awards.

Supervisory Adjustments

When determining your FRs performance, consider extenuating circumstances such as:

- unusual weather conditions such as floods or blizzards;
- extreme distances between sample units, or an assignment area that covers multiple counties;
- large number of inherited or confirmed refusals;
- working part of another FR's assignment area;
- a large proportion of high security buildings or communities;
- an inordinate number of Temporarily Absent cases;
- a high percentage of Type B or C noninterviews that decrease the base for response rate;

- laptop or transmission problems that delayed interviewing or receipt of completed work;
- other substantial changes in normal assignment conditions; and
- language and/or cultural barriers.

Unsatisfactory Performance

When the performance of an employee is at the unsatisfactory level over any period (usually 90 days), he or she may be placed in a Performance Improvement Period (PIP) for 30 to 90 days. Refer to your regional office guidelines concerning PIP letters, and, if applicable, work with your office's assigned Employee Relations representative in the Human Resources Division at HQ.

Topic 5. Evaluating Clerical Performance

Consider the following criteria when evaluating your clerical staff:

- ☐ accuracy in preparatory work such as training and observation
- ☐ meeting time schedules, such as sending FR assignments and preparing reports for HQ
- ☐ willingness to accept work assignments
- ☐ ability to conduct telephone follow-up and to use all available resources to locate respondents
- ☐ adherence to regional office policies
- ☐ degree of cooperativeness, tact, consideration and effectiveness in working with field and office staff
- ☐ knowledge of computer operations (ROSCO, laptop functions, and the Interactive on-line databases, CARMN and SPAM systems) to perform everyday operations and troubleshoot computer problems

Provide clerical staff performance feedback on a continuing basis, highlighting accomplishments as well as discussing deficiencies.

Appendix 11A - Performance Statistics

METHODS RESEARCH BRANCH MEMORANDUM NO. 03-03
NCVS OFFICE MEMORANDUM NO. 03-13

MEMORANDUM FOR	All Regional Directors
From:	Chief, Field Division
Subject:	Distribution of National Crime Victimization Survey (NCVS) Field Representative (FR) Performance Statistics
Action:	Review the attached distribution and develop performance standards for your NCVS FRs Once standards are set, advise the Method Research Branch (MRB) of the standards you will use to evaluate the performance of your NCVS FRs.
Summary:	This memorandum provides distributions of response and production rates, in an effort to help you establish data-based NCVS FR performance standards and expectations.

MRB has prepared the attached tables to assist you in developing NCVS FR performance standards for your regional office. Consistent with the move to a two-tier rating system in October 1998, the attached tables show percentile values, means and standard deviations (SD) for FR response and production rates. Distributions for response are shown nationally as well as by regional office. Distributions for production rates also are shown nationally as well as by regional office.

These tables were prepared using NCVS FR data from the Survey Performance Management System (SPAM) from fiscal year 2002 data for 10 of the 12 regions. RO 4 SPAM data was unavailable, but complete FR performance data was sent to MRB as an Excel file and these data were included in the analysis. FR performance data was not available for the RO 9 and they are not included in the analysis.

SFRs and regional supervisors were excluded from the computations. FRs with fewer than 4 assignments, or who had fewer than 8 cases throughout the fiscal year, were also excluded from the analysis.

Formulas for calculating response and production rates (available in the SPAM Manual) are as follows:

Response Rate = (# of Interviewed Units / (# of Type A Units + # of Interviewed Units)) * 100

$$\text{Production Rate} = \frac{\text{Total \# of Hours}}{\text{(Total \# of interviewed Units + \# of Type A + \# of Type B + \# of Type C)}}$$

The values in the percentile column of each table show what percentage of FRs are performing at or below a given rate. For example, the table in Attachment 1 shows response rates by regional office. The 80th percentile for RO 1 is 94.4. This means that 80 percent of the RO 1 FRs had a response rate **at or below** 94.4 (or 20% of the FRs had a response rate above 94.4). Similarly, the 30th percentile for RO 1 is 88.7. Therefore, 30 percent of RO 1 FRs had a response rate at or below 88.7 (70% of FRs had a response rate above 88.7).

Each region has full discretion in determining it's own FR performance guidelines for NCVS. MRB tries to keep on file updated records of performance standards being used in the regions and once you have developed performance guidelines for your region, please send a copy of your final standards, via electronic mail, to FLD MRB. If you have any questions regarding this memorandum, contact MRB.

EXPLANATION OF TABLES

1. **Response Rates by Regional Office** - Attachment 1

   The distributions of response rates are provided at the national level and by regional office.

2. **Production Rates by Regional Office -** Attachment 2

   The distributions of production rates are provided at the national level and by regional office.

Attachment 1

NCVS FR RESPONSE RATES BY REGIONAL OFFICE

Percentile	NATIONAL	RO 1	RO 2	RO 3	RO 4	RO 5	RO 6	RO 7	RO 8	RO 10	RO 11	RO 12
99	100.0	96.9	95.7	100.0	100.0	100.0	100.0	100.0	99.6	100.0	100.0	100.0
98	100.0	96.9	95.7	100.0	100.0	100.0	100.0	100.0	99.6	100.0	100.0	100.0
96	100.0	96.4	94.7	98.2	100.0	100.0	100.0	98.1	99.4	100.0	98.9	98.9
94	99.3	96.4	94.0	98.2	100.0	100.0	100.0	97.3	98.7	100.0	98.9	96.9
92	99.0	96.1	94.0	98.2	99.2	99.2	100.0	97.3	98.2	99.2	98.7	96.9
90	98.7	95.7	93.9	98.1	99.2	99.0	100.0	97.1	97.7	98.9	98.7	96.9
88	98.3	95.7	92.2	97.7	98.5	98.9	100.0	96.7	97.5	98.9	98.3	96.1
86	98.0	95.3	92.2	97.7	98.5	97.6	100.0	96.4	96.9	98.8	98.3	96.1
85	97.7	95.3	91.7	97.1	98.0	97.5	99.9	96.4	96.9	98.8	98.3	95.5
80	96.9	94.4	91.5	95.6	97.7	96.9	99.6	96.0	96.8	98.6	97.9	95.1
75	96.2	93.6	90.9	95.2	96.1	96.3	99.3	95.3	95.7	97.4	97.4	95.0
70	95.5	93.4	88.5	94.4	94.8	94.7	99.1	95.0	95.1	97.1	95.8	93.5
65	94.9	93.1	88.5	93.8	94.6	93.4	99.0	94.9	94.3	96.5	95.5	91.8
60	94.4	92.8	87.4	93.6	93.8	93.0	98.6	94.6	93.7	96.0	94.4	90.3
55	93.8	91.6	85.2	93.3	93.1	91.8	98.1	94.2	93.5	95.7	93.9	88.9
50	93.1	90.6	84.0	93.1	92.4	90.9	97.4	94.1	92.9	95.6	91.7	88.8
45	92.3	89.9	82.6	92.2	92.2	90.0	97.1	93.8	92.8	95.4	90.8	88.3
40	91.3	89.5	82.1	91.9	91.9	88.9	96.9	93.1	91.4	94.9	90.4	87.3
35	90.4	89.3	81.3	91.2	89.0	87.3	96.5	93.0	91.0	94.6	89.9	87.0
30	89.3	89.3	81.0	90.1	88.9	86.7	96.4	93.0	90.7	94.4	89.4	86.4
25	88.3	87.9	79.4	89.4	87.9	85.3	96.0	92.2	90.0	93.6	88.1	83.9
20	87.1	87.4	78.0	89.3	86.2	84.2	95.0	91.4	87.7	92.8	87.4	83.3
15	85.1	82.9	76.8	89.1	84.7	81.3	94.2	90.9	87.3	90.9	86.2	82.6
10	82.5	81.5	75.4	88.9	82.9	79.5	93.7	87.9	83.7	87.9	85.1	78.6
5	78.6	77.7	74.0	85.7	80.2	77.1	89.8	87.5	82.3	85.3	84.8	75.0
MEAN	93.6	91.6	86.8	94.1	93.6	92.4	97.9	94.6	93.7	96.1	94.0	90.9
SD	5.8	5.1	6.9	4.0	5.9	7.0	2.6	3.2	4.8	3.8	5.1	6.8
N	410	31	34	35	28	54	40	37	43	45	28	35

Attachment 2

NCVS FR PRODUCTION RATES BY REGIONAL OFFICE

Percentile	NATIONAL	RO 1	RO 2	RO 3	RO 4	RO 5	RO 6	RO 7	RO 8	RO 10	RO 11	RO 12
99	1.0	0.9	1.0	0.9	0.9	0.8	1.0	1.2	1.0	1.0	0.8	1.3
98	1.2	1.0	1.2	1.1	1.1	1.3	1.1	1.3	1.2	1.4	0.9	1.3
96	1.3	1.1	1.3	1.3	1.3	1.4	1.2	1.4	1.4	1.4	1.0	1.4
94	1.4	1.2	1.3	1.3	1.3	1.6	1.4	1.6	1.7	1.5	1.1	1.4
92	1.5	1.2	1.4	1.4	1.4	1.6	1.5	1.7	1.8	1.5	1.2	1.5
90	1.6	1.3	1.4	1.5	1.4	1.7	1.7	2.0	1.8	1.6	1.3	1.5
88	1.6	1.4	1.6	1.6	1.6	1.7	1.7	2.1	1.9	1.6	1.3	1.7
86	1.7	1.4	1.7	1.6	1.6	1.8	1.8	2.2	1.9	1.6	1.5	1.7
85	1.8	1.5	1.7	1.6	1.6	1.9	1.8	2.3	2.0	1.7	1.6	1.8
80	1.9	1.5	1.9	1.7	1.7	2.0	1.9	2.4	2.0	1.8	1.7	2.0
75	2.0	1.6	2.0	1.7	1.8	2.2	2.0	2.6	2.0	1.9	1.8	2.0
70	2.0	1.7	2.1	1.8	1.8	2.3	2.0	2.7	2.5	2.0	1.8	2.2
65	2.2	1.8	2.1	1.9	2.0	2.5	2.1	2.7	2.5	2.0	1.9	2.4
60	2.3	1.8	2.2	2.0	2.1	2.5	2.4	2.8	2.8	2.1	2.0	2.7
55	2.5	2.0	2.4	2.1	2.1	2.6	2.5	2.8	3.5	2.2	2.2	2.9
50	2.7	2.6	2.6	2.1	2.8	2.8	2.6	2.9	3.6	2.3	2.3	3.1
45	2.8	2.7	2.8	2.2	3.0	3.1	2.6	3.1	3.8	2.4	2.3	3.3
40	2.9	2.7	2.8	2.2	3.2	3.1	2.6	3.1	3.8	2.4	2.5	3.3
35	3.1	2.8	2.9	2.2	3.2	3.2	2.6	3.3	3.9	2.6	2.5	3.4
30	3.2	2.8	3.0	2.3	3.5	3.2	2.6	3.5	4.1	2.7	2.5	3.7
25	3.4	2.9	3.1	2.6	3.5	3.4	2.6	3.6	4.2	2.8	2.5	4.0
20	3.7	3.4	3.7	2.6	4.1	3.4	2.9	3.6	4.4	2.9	2.7	4.0
15	3.9	3.4	3.7	2.7	4.1	3.6	3.0	4.5	4.8	3.9	2.7	5.0
10	4.5	3.7	4.9	3.3	5.4	4.3	3.8	5.1	6.5	4.0	3.7	5.5
5	5.0	3.7	4.9	3.3	5.4	5.0	3.8	5.1	6.5	4.0	3.7	5.5
MEAN	2.4	2.1	2.4	2.0	2.5	2.5	2.2	2.8	3.0	2.2	2.0	2.7
SD	1.1	0.9	1.1	0.6	1.3	1.0	0.7	1.1	1.5	0.8	0.8	1.3
N	421	32	40	35	28	57	40	37	43	45	28	36

NCVS-572(L) DENVER
(8-2012)

UNITED STATES DEPARTMENT OF COMMERCE
Economics and Statistics Administration
U.S. Census Bureau
Washington, DC 20233-0001
OFFICE OF THE DIRECTOR

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U.S. CENSUS BUREAU

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REGIONAL DIRECTOR
US CENSUS BUREAU
6950 W JEFFERSON AVE STE 250
DENVER CO 80235-2377

Telephone: 1–800–852–6159

Thank you for your cooperation. The Census Bureau appreciates your help.

A Message From the Director

What is the National Crime Victimization Survey all about?

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

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Do I have to participate?

The survey is voluntary, and there are no penalties for not participating. We expect the interview to take about 25 minutes. Your interview may be somewhat shorter or longer than this depending on your circumstances. If you have any comments about this survey or have recommendations for reducing its length, send them to the Chief, Victimization Statistics Branch, Bureau of Justice Statistics, Washington, DC 20531.

How are the data used?

Data from this survey are used to provide information on many topics related to crime and victimization, including crime in schools, trends in violent crime, costs of crime, and the response of law enforcement to reports of victimization. To see examples of reports, tables, and charts that use data from the survey, you can visit the Bureau of Justice Statistics' Web site at <www.ojp.usdoj.gov/bjs/>.

I thought that the Census Bureau only operated 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 Census Bureau collects many different types of statistics. We conduct other censuses required by law on a regular basis, including the censuses of business and manufactures 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, as well as yearly surveys of business, manufacturing and governments, family income, and education.

NCVS-572(L) CHICAGO
(8-2012)

UNITED STATES DEPARTMENT OF COMMERCE
Economics and Statistics Administration
U.S. Census Bureau
Washington, DC 20233-0001
OFFICE OF THE DIRECTOR

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REGIONAL DIRECTOR
US CENSUS BUREAU
1111 W 22ND ST STE 400
OAK BROOK IL 60523-1918

Telephone: 1–800–865–6384

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NCVS-572(L) ATLANTA
(8-2012)

UNITED STATES DEPARTMENT OF COMMERCE
Economics and Statistics Administration
U.S. Census Bureau
Washington, DC 20233-0001
OFFICE OF THE DIRECTOR

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REGIONAL DIRECTOR
US CENSUS BUREAU
101 MARIETTA ST NW STE 3200
ATLANTA GA 30303-2711

Telephone: 1–800–424–6974, EXT. 53943

Thank you for your cooperation. The Census Bureau appreciates your help.

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NCVS-572(L) LOS ANGELES
(8-2012)

UNITED STATES DEPARTMENT OF COMMERCE
Economics and Statistics Administration
U.S. Census Bureau
Washington, DC 20233-0001
OFFICE OF THE DIRECTOR

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REGIONAL DIRECTOR
US CENSUS BUREAU
15350 SHERMAN WAY STE 400
VAN NUYS CA 91406-4203

Telephone: 1–800–992–3530

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Economics and Statistics Administration
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REGIONAL DIRECTOR
US CENSUS BUREAU
32 OLD SLIP 9TH FLOOR
NEW YORK NY 10005-3500

Telephone: 1–800–991–2520

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Do I have to participate?

The survey is voluntary, and there are no penalties for not participating. We expect the interview to take about 25 minutes. Your interview may be somewhat shorter or longer than this depending on your circumstances. If you have any comments about this survey or have recommendations for reducing its length, send them to the Chief, Victimization Statistics Branch, Bureau of Justice Statistics, Washington, DC 20531.

How are the data used?

Data from this survey are used to provide information on many topics related to crime and victimization, including crime in schools, trends in violent crime, costs of crime, and the response of law enforcement to reports of victimization. To see examples of reports, tables, and charts that use data from the survey, you can visit the Bureau of Justice Statistics' Web site at <www.ojp.usdoj.gov/bjs/>.

I thought that the Census Bureau only operated 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 Census Bureau collects many different types of statistics. We conduct other censuses required by law on a regular basis, including the censuses of business and manufactures 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, as well as yearly surveys of business, manufacturing and governments, family income, and education.

NCVS-572(L) PHILADELPHIA
(8-2012)

UNITED STATES DEPARTMENT OF COMMERCE
Economics and Statistics Administration
U.S. Census Bureau
Washington, DC 20233-0001
OFFICE OF THE DIRECTOR

FROM THE DIRECTOR
U.S. CENSUS BUREAU

The U.S. Census Bureau is conducting a survey for the U.S. Department of Justice to obtain information on the type and amount of crime committed against households and individuals throughout the country. A Census Bureau representative will be contacting you soon. Our representative will show an official identification card and ask for some important information on this subject from you and your household.

The information you provide our representative will help inform the country about how much crime there is, where it occurs, when it occurs, what crime costs victims, and which segments of the population are most frequently victimized. Since many crimes are never reported to the police, information from this survey will show a more complete picture of the amount and types of crime occurring in the United States. The survey results are used in many ways, including by citizens to evaluate their vulnerabilities, by legislators and policymakers to develop programs to aid crime victims and prevent crime, and by researchers to understand various aspects of crime victimization.

Your address is part of a scientifically selected sample of addresses chosen throughout the country for participation in this survey. Because this is a sample survey, your answers represent not only you and your household, but also hundreds of other households like yours. For this reason, your voluntary cooperation is very important. I hope you will answer all the survey questions as completely and accurately as possible. Although there are no penalties for failure to answer any questions, each unanswered question substantially lessens the accuracy of the final data. Your answers will be used only to prepare statistical summaries, and no information about your household or you as an individual can be identified from these statistics. The law completely protects your confidential answers from disclosure.

Answers to the most frequently asked survey questions are on the reverse side of this letter. If you would like further information, contact the Census Bureau by writing or calling the following office:

REGIONAL DIRECTOR
US CENSUS BUREAU
833 CHESTNUT ST STE 504
PHILADELPHIA PA 19107-4405

Telephone: 1–800–262–4236

Thank you for your cooperation. The Census Bureau appreciates your help.

A Message From the Director

What is the National Crime Victimization Survey all about?

This survey, called the National Crime Victimization Survey, collects data measuring the types and amount of crime involving people 12 years of age and older. Periodically, the survey includes such additional topics as crime in schools, hate crime, 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 63,000 addresses across the country to represent the entire population. At each selected address, we interview household members age 12 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.

Will information I provide be confidential?

We are conducting this survey under the authority of Title 13, United States Code (U.S.C.), 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, U.S.C., authorizes the Bureau of Justice Statistics, Department of Justice, to collect information using this survey. Title 42, U.S.C., Sections 3789g and 3735, also requires us to keep all information about you and your household strictly confidential. (OMB Number: 1121-0111; Expiration Date: 08/31/2015.)

Do I have to participate?

The survey is voluntary, and there are no penalties for not participating. We expect the interview to take about 25 minutes. Your interview may be somewhat shorter or longer than this depending on your circumstances. If you have any comments about this survey or have recommendations for reducing its length, send them to the Chief, Victimization Statistics Branch, Bureau of Justice Statistics, Washington, DC 20531.

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In addition to the decennial census, which is conducted every 10 years, the Census Bureau collects many different types of statistics. We conduct other censuses required by law on a regular basis, including the censuses of business and manufactures 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, as well as yearly surveys of business, manufacturing and governments, family income, and education.

NCVS-572(L)(SP)
(8-2012)

UNITED STATES DEPARTMENT OF COMMERCE
Economics and Statistics Administration
U.S. Census Bureau
Washington, DC 20233-0001
OFFICE OF THE DIRECTOR

DEL DIRECTOR DE LA OFICINA DEL CENSO DE LOS EE.UU

La Oficina del Censo de los EE.UU. está llevando a cabo una encuesta para el Departamento de Justicia con el fin de obtener información acerca del tipo y la cantidad de delitos que se cometen contra los hogares y las personas en el país. Un representante de la Oficina del Censo se comunicará con usted muy pronto. Nuestro representante le mostrará una tarjeta de identificación y le pedirá a usted y su hogar alguna información importante sobre este tema.

La información que usted le proporcione a nuestro representante ayudará a informarle al país acerca de cuántos delitos hay, cuándo ocurren, qué consecuencias tienen los delitos para las víctimas y qué sectores de la población son víctimas con más frecuencia. Debido a que muchos delitos nunca se reportan a la policía, la información de esta encuesta va a mostrar un panorama más completo de la cantidad y los tipos de delitos que ocurren en los Estados Unidos. Los resultados de la encuesta se usan de muchas maneras. Por ejemplo, los ciudadanos los usan para evaluar cuáles son sus aspectos vulnerables, los legisladores y los que establecen las normas los usan para crear programas de ayuda a las víctimas de delitos y para prevenir la delincuencia, y los investigadores los usan para comprender varios aspectos relacionados con las personas que son víctimas de delitos.

Su dirección es parte de una muestra de direcciones seleccionada científicamente en todo el país para la participación en esta encuesta. Debido a que esta es una encuesta de muestreo, sus respuestas no solamente lo representan a usted y a su hogar, sino también a cientos de otros hogares como el suyo. Por esta razón, su cooperación voluntaria es muy importante. Espero que usted responda a todas las preguntas de la encuesta tan completamente y con tanta precisión como sea posible. Aunque no hay ninguna penalidad por dejar de responder alguna pregunta, cualquier pregunta que se deje sin contestar reduce sustancialmente la precisión de los datos finales. Sus respuestas solamente se usarán para preparar resúmenes estadísticos, y ninguna información sobre su hogar o sobre usted como individuo se podrá identificar de estas estadísticas. La ley protege plenamente sus respuestas confidenciales para que no sean divulgadas.

Al dorso de esta carta aparecen las respuestas a las preguntas más frecuentes sobre esta encuesta.

Gracias por su cooperación. La Oficina del Censo agradece su ayuda.

Un Mensaje del Director

¿Qué es la Encuesta Nacional de Víctimas de Delitos?

Esta encuesta, llamada Encuesta Nacional de Víctimas de Delitos, recopila datos que miden los tipos y la cantidad de delitos en los que están involucradas las personas de 12 años de edad o más. Periódicamente, la encuesta incluye temas como los delitos en las escuelas, los delitos de odio, los contactos con las agencias de orden público y los delitos en los trabajos.

¿Cómo fui seleccionado para esta encuesta?

En realidad, para esta encuesta seleccionamos su alojamiento, no a usted personalmente. Hemos seleccionado científicamente aproximadamente 63,000 direcciones de todo el país que representen a toda la población. En cada dirección seleccionada, entrevistamos a los miembros del hogar que tengan 12 años o más de edad. Si los miembros de su hogar se mudan mientras su dirección está todavía incluida en la encuesta, entrevistaremos a la nueva familia que se mude al lugar.

¿Será confidencial la información que yo proporcione?

Estamos llevando a cabo esta encuesta en virtud de la sección 8 del título 13 del Código de los Estados Unidos (U.S.C.). La seccion 9 de esta ley estipula que mantengamos la estricta confidencialidad de toda la información sobre usted y su hogar. Solamente podemos usar esta información para fines estadísticos. Además, la sección 3732 del título 42 del U.S.C. autoriza a la Oficina de Estadísticas de Justicia del Departamento de Justicia a recopilar información usando esta encuesta. Las secciones 3789g y 3735 del título 42 del U.S.C. también estipulan que mantengamos la estricta confidencialidad de toda la información sobre usted y su hogar. (Número de OMB: 1121-0111; fecha de vencimiento: 08/31/2015).

¿Estoy obligado a participar?

La encuesta es voluntaria y no hay penalidades por no participar. Esperamos que la entrevista tome unos 25 minutos. Su entrevista podría ser algo más corta o más larga. Esto depende de las circunstancias. Si usted tiene algún comentario sobre esta encuesta o tiene recomendaciones para reducir su duración, envíelos a: Chief, Victimization Statistics Branch, Bureau of Justice Statistics, Washington, DC 20531.

¿Cómo se usan los datos?

Los datos de esta encuesta se usan para proporcionar información sobre muchos temas relacionados con los delitos y las víctimas de delitos, incluidos los delitos en las escuelas, las tendencias de los delitos con violencia, los gastos económicos como resultado de los delitos y la respuesta de las agencias de orden público ante los reportes de casos de víctimas de delitos. Para ver ejemplos de reportes, tablas y gráficas donde se usan los datos de la encuesta, puede visitar el sitio en Internet de la Oficina de Estadísticas de Justicia en <www.ojp.usdoj.gov/bjs/>.

Yo pensaba que la Oficina del Censo solamente tenía operaciones cada 10 años, cuando hacían el conteo de las personas. ¿Qué está haciendo la Oficina del Censo ahora?

Además del censo decenal, que se lleva a cabo cada 10 años, la Oficina del Censo recopila muchos tipos diferentes de estadísticas. Llevamos a cabo otros censos estipulados por la ley de manera regular, incluidos los censos de negocios y manufactura, y el censo de gobiernos estatales y locales. También recopilamos datos mensualmente para proveer información actual sobre temas, tales como la participación en la fuerza laboral, el comercio al detal y al por mayor, varias actividades de manufactura, estadísticas de comercio, así como las encuestas anuales de negocios, manufactura y gobiernos, ingresos de las familias y educación.

UNITED STATES DEPARTMENT OF COMMERCE
Economics and Statistics Administration
U.S. Census Bureau
Washington, DC 20233-0001
OFFICE OF THE DIRECTOR

NCVS-572(L)CHIN-S
(8-2012)

美国人口普查
局局长的致信

美国人口普查局正在为美国司法部进行一项调查，以获取全美对家庭和个人犯罪之类型和数量方面的信息。人口普查局的代表不久会与您联系。我们的代表会向您出示官方身份证明并向您及您的家人询问该主题的一些重要信息。

您向我们代表提供的信息将有助于国家了解犯罪数量、犯罪地点、犯罪时间、犯罪给受害人造成的损失以及最常成为受害人的人群。由于许多犯罪案件从未向警方报告过，因此此次调查获得的信息将更完整地展示发生在美国的犯罪数量和类型。该调查结果将应用于许多方面，包括公民可用来评估其脆弱性、立法和政策制定者可用来制定印助犯罪受害人和预防犯罪的计划，研究人员可据此了解犯罪受害的各个方面。

您的地址是我们在全国范围内以科学方法抽样选出的参加此次调查的地址中的一部分。由于这是一个抽样调查，您的答案不仅代表了您及您的家人，还代表象您那样的数百个家庭的答案。因此，您的自愿合作非常重要。我希望您会尽可能全面准确地回答所有调查问题。虽然不回答某个问题不会受到惩罚，但每个未回答的问题实质上会降低最终数据的准确性。您的回答将只被用来准备统计总结，该总结不会显示有关您家庭和个人的任何身份信息。法律完全保护您的秘密回答，使之不会被泄露出去。

此信的背面是对最常见调查问题的解答。

谢谢您的合作。人口普查局感谢您的帮！

来自局长的讯息

什么是国家犯罪受害情况调查？

本调查被称为国家犯罪受害情况调查，其收集的数据将评估年龄在 12 岁及以上人口犯罪的类型和数量。本调查定期调查的内容还包括在校犯罪、仇恨犯罪、接触警方的情况记录和工作场所犯罪。

我是如何被挑选出来接受此项调查的？

实际上，我选择的是您生活的地区，而不是您个人来做此项调查的。我们以科学的方法从全国范围内选择了约 63,000 个地址来代表全国所有人口。我们在每个被选中的地址约见 12 岁及以上的家庭成员。如果您的家 庭已经搬走，而您的地址仍在调查表上，那么我们会拜访搬入该地址的新家庭。

我提供的信息是否会被保密？

我们依据美国法典(U.S.C.)第 13 条第 8 节开展此次调查。该法第 9 节要求我们严格保守您及您家庭所有信息的秘密。我们只能将此信息用于统计目的。同时，美国法典第 42 条第 3732 节授权美国司法部司法统计局利用此调查来收集信息。美国法典第 42 条第 3789g 节和 3735 节也要求我们严格保守您及您家庭所有信息的秘密。(OMB 编号：1121-0111;到期日期：8/31/2015。)

我是否必须参加此项调查？

调查是自愿参加的，不参加调查者不会受到任何惩罚。我们预计完成调查需要约 25 分钟。根据您的具体情况，您的调查采访时间可能稍短或稍长些。如果您对此项调查有什么意见，或对如何缩短调查时间有什么建议，请致函司法统计局受害情况统计部主任，其地址为：Chief, Victimization Statistics Branch, Bureau of Justice Statistics, Washington, DC 20531。

如何使用此项调查的数据？

调查数据将被用来为许多与犯罪和受害情况有关的主题提供信息，包括学校犯罪、暴力犯罪趋势、犯罪造成的损失、警方对受害报警的反应。如想查看使用调查数据撰写的报告、制作的表格和图表的范例，请访问司法音统计局的网站：<www.ojp.usdoj.gov/bjs/>。

我本以为人口普查局只在每 10 年清点一次人口时才工作，现在您局在做些什么呢？

除了每 10 年做一次人口普查外，本局还收集多种不同类型的统计资料。我们根据法律要求定期进行其它统计调查，包括商业和制造业，以及州和当地政府的普查。此外，我们还每月收集一次各种数据，以便为劳动力参加就业、零售和批发贸易、各种制造业活动和行业统计等主题提供最新信息，以及每年对商业、制造业、政府、家庭收入和教育进行一次调查。

UNITED STATES DEPARTMENT OF COMMERCE
Economics and Statistics Administration
U.S. Census Bureau
Washington, DC 20233-0001
OFFICE OF THE DIRECTOR

NCVS-572(L)CHIN-T
(8-2012)

美國人口普查局
局長致函

美國人口普查局正在爲美國司法部進行一項調查，以獲取全美對家庭和個人犯罪之類型和數量方面的資訊。人口普查局的代表不久會與您聯絡。我們的代表會向您出示官方身份證明，並向您及您的家人詢問關於該主題的一些重要資訊。

您向我們代表提供的資訊將有助於國家瞭解犯罪數量、犯罪地點、犯罪時間、犯罪給受害人造成的損失以及最常成爲受害人的人群。由於許多犯罪從未向警方報告，因此這次調查獲得的資訊將更完整地揭示在美國發生的犯罪數量和類型。該調查結果將應用於多個方面，包括公民可用來評估其脆弱性、立法者和政策制定者可用來制定者協助犯罪受害人和預防犯罪的計劃，研究人員可據此瞭解犯罪受害的各個方面。

您的地址是我們爲參加此次調查在全國範圍內以科學方法抽選的。由於這是一個抽樣調查，您的回答不僅代表了您及您的家人，還代表了象您那樣的數百個家庭。因此，您的自願合作非常重要。我希望您會儘可能全面準確地回答所有調查問題。雖然不回答某個問題不會受到懲罰，但每個未回答的問題實質上會降低最終畜料的準確性。您的回答將只用於準備統計總結，該總結不會顯示有關您的家庭或個人的任何身份資訊。法律完全保護您的秘密回答不會洩露。

這封信的背面是對最常見調查問題的解答。

謝謝您的合作。人口普查局感謝您的協助！

來自局長的訊息

甚麼是全國犯罪受害情況調查？

本調查稱爲全國犯罪受害情況調查，其收集的資料將評估年齡在 12 歲及以上人口的犯罪類型和數量。本調查定期調查的主題還包括諸如校園犯罪、仇恨犯罪、與執法部門關係及工作場所犯罪等其他主題。

我是如何被挑選出來接受此項調查的？

實際上，我們選擇的是您生活的地區，而不是您個人來做此項調查。我們以科學的方法在全國範圍內選擇了約 63,000 個地址來代表全國整個人口。我們在每個被選中的地址採訪 12 歲及以上的家庭成員。如果您的家已經搬走' 而您的地址仍在調查表上，那麼我們會採訪搬入該地址的新家庭。

我提供的資訊是否會被保密？

我們依據美國法典(U.S.C.)第 13 條第 8 節開展此次調查。該法第 9 節要求我們嚴格保守關於您及您家庭所有資訊的秘密。我們只能將此資訊用於統計目的。此外，美國法典第 42 條第 3732 節授權美國司法部司法統計局利用此調查來收集資訊。美國法典第 42 條第 3789g 節和 3735 節也要求我們嚴格保守您及您家庭所有資訊的秘密。（OMB 編號：1121-0111 ，到期日期：8/31/2015。）

我是否必須參加此項調查？

調查是自願參加的，不參加調查者不會受到任何懲罰。我們預計完成調查採訪需要約 25 分鐘。根據您的具體情況，您的調查採訪時間可能稍短或稍長。如果您對此項調查有何意見，或對如何縮短調查長度有何建議，請致函司法統計局受害情況統計處主任，其地址爲：Chief, Victimization Statistics Branch, Bureau of Justice Statistics, Washington, DC 20531。

調查資料是如何使用的？

調查資料將用於爲許多與犯罪和受害情況有關主題提供資訊，這些主題包括校園犯罪、暴力犯罪趨勢、犯罪造成的損失、執法部門對受害報案的反應。若要查閱使用調查資料撰寫的報告、製作的表格和画表的範例，請參觀司法統計局的網站：<www.ojp.usdoj.gov/bjs/>。

我本以爲人口普查局只在每 10 年清點一次人口時才工作，現在人口普查局在做些甚麼？

除了每 10 年進行一次十年人口普查外，人口普查局還收集多種不同類型的統計資料。我們定期進行法律要求的其他統計調查，包括商業和製造業普查以及州和當地政府的普查。此外，我們還每月收集各種資料，以便爲勞動力參加就業、零售和批發貿易、各種製造業活動和行業統計等主題提供最新資訊，以及對商業、製造業、政府、家庭收入和教育進行年度調查。

UNITED STATES DEPARTMENT OF COMMERCE
Economics and Statistics Administration
U.S. Census Bureau
Washington, DC 20233-0001
OFFICE OF THE DIRECTOR

NCVS-572(L)KOR
(8-2012)

통계청장
미국 통계청

본 인구 통계 조사국은, 연방 법무성의 의뢰를 받아 개인이나 가정을 상대로 행하여지고 있는 범죄의 형태와 그 빈도수에 관한 자료를 수집하기 위한 통계 조사를 전국적으로 실시하고 있습니다. 이 조사를 위하여 본 인구 통계 조사국의 담당자가 귀하와 연락을 취할 것입니다. 본 담당자들은 인구 통계 조사국의 신분중을 제시하고 귀하와 귀하의 가정으로부터 이번 통계 조사를 위한 중요한 자료들을 수집하기 위하여 질문을 할 것입니다.

귀하가 본 담당자에게 제출하실 자료들은 전국적으로 발생하고 있는 범죄들의 빈도수와 발생 장소, 발생 시간, 피해으ㅣ 정도, 그리고 피해자의 유형 분석에 큰 도움을 즐 것입니다. 많은 범죄 피해들이 경찰에 신고되지 않고 있는 상황에서, 본 통계 조사를 통하여 얻어지는 유용한 자료들은 미국 전역에서 발생하고 있는 범죄들의 빈도수나 그 유형에 관하여 보다 정확한 실태를 파악할 수 있도록 해 즐 것입니다. 본 통계 조사의 결과는 여러 면에서 활용되어질 것입니다. 일반 시민들에게는 범조|에 노출될 수 있는 자신들의 취약점을 분석하는데, 정책 입안자들에게는 범죄 예방 프로그램과 범죄 피해자 지원 프로그램을 개발, 수립하는데 그리고 학술 연구자들에게는 범죄 피해의 여러 현상들을 이해하고 연구하는 자료로써 활응되어질 것입니다.

귀하으ㅣ 거주지는 본 통계 조사를 위하여 미국 전역을 대상으로 체계적이고 과학적인 표본 추출 방식에 의하여 선정된 응답자 중의 하나로 선택되었습니다. 본 통계 조사는 표본 조사이므로 구|하의 답변은 귀하나 귀하으ㅣ 가정뿐만 아니라 귀하와 같은 다른 수백 가구들을 대표하게 됩니다. 이러한 이유에서 귀하의 자발적인 협조는 매우 중요합니다. 가능한 빠진 부분이 없이 정확하게 답변을 하여 주시기를 부탁 드립니다. 비록 무응답에 대한 벌칙은 없지만, 이러한 무응답은 결과적으로 최종 조사 결과의 정확성을 현저히 낮출 것입니다. 본 통계 조人 KHI 대한 귀하의 답변들은 오직 통계적인 목적으로만 사웅도|며, 귀하나 귀하 가정의 신분을 밝힐만한 정보들은 어떠한 경우에라도 공개되지 않을 것입니다. 귀하의 답변은 법으로써 그 비밀이 철저히 보장될 것입니다.

이번 통계 조사에 관한 일반적인 사항들이 뒷면에 수록되어 있으니 참고하시기 바랍니다.

귀하의 협조에 감사를 드립니다. 인구 조사국은 귀하의 협조에 다시 한번 감사 드립니다.

통계청장이 드리는 메시지

전국 범죄 피해 조사란 무엇입니까?

전국 범죄 피해 조사는 12 세 이상의 범죄 피해자에 관련된 범죄의 형태와 빈도수를 측정하기 우|한 자료들을 수집하고 있습니다. 본 통계 조사는 학교내의 범죄, 증오성 범죄, 신고의 여부, 그리고 직장 내에서 행해지는 범죄들을 포함하고 있습니다.

어떠한 방식으로 응답자가 선정되었는지요?

전국 범죄 피해 조사 대상자 선정은 개별적 혹은 개인적 선정이 아니라, 거주 지역별에 따라 표본 추출되었습니다. 인구 통계 조사국은 미국 전체 인구를 대표할 수 잇는 약 63,000 가구들을 체계적이고 과학적인 방법에 의하여 미국 전역에서 선정하였습니다. 이렇게 선정된 가구에서 12 세 이상의 가족 구성원에 대한 면접을 실시하게 됩니다. 만약 귀하의 거주지가 선정되었으나 이사를 할 경우에는 새로운 거주자와의 면접이 실시될 것입니다.

답변 자료에 대한 비밀은 보장되는지요?

본 전국 범죄 조사에 의하여 추 /득된 귀하와 귀하 가정에 관한 신변 자료들은 미국 법전 제 13 조, 8 항과 9 항에 준하여 비밀이 보장됩니다. 오직 통계의 목적으로만 이 정보를 사용하게 됩니다. 또한 미국 법전 제 42 조, 3732 항은 연방 법무성 사법 통계국이 이번 통계 조사에서 사용되는 자료들을 수집할 수 있도록 허용하고 있습니다. 미국 법전 제 42 조, 3789g 항과 3735 항은 본 인구 통계 조사국으로 하여금 귀하와 귀하 가정에 관한 비밀을 절대적으로 보장하도록 요구하고 있습니다. (OMB 번호: 1121-0111; 만료 날짜: 8/31/2015.)

반드시 참여하여야 하는가요?

본 전국 범죄 피해 조사는 자발적인 참여로 이루어지며, 불참에 대한 벌칙은 없습니다. 본 조사의 면접에 소요되는 시간은 평균 약 *25* 분 정도입니다. 귀하와의 면접은 귀하의 주변 상황에 따라 이보다 조금은 길어질 수도, 혹은 짧아질 수도 있습니다. 본 통계 조사에 대한 비평이나, 면접 시간 단축에 대한 건의 사항이 있으시면, 연방 법무성 사법 통계국 범죄 피해 통계 과장에게 보내주시기 바랍니다. 주소는 아래와 같습니다.

Chief, Victimization Statistics Branch, Bureau of Justice Statistics
Washington, DC 20531

수집된 자료들은 어떻게 활용되는지요?

본 전국 범죄 피해 조사에서 수집된 자료들은 학교내의 범죄, 폭력 범죄의 성향, 범죄 묘|해의 정도, 범죄 피해 신고에 대한 공권력의 대응 등을 포함한 범죄와 범죄 피해에 관한 여러 가지 문제점들에 대한 정보를 파악하는데 활용되어질 것입니다. 이러한 통계 조사에 의해 작성된 보고서나 목록 혹은 도표를 참고하고자 하시면, 사법 통계국의 웹사이트 <www.ojp.usdoj.gov/bjs/>를 방문하시면 됩니다.

인구 통계 조사국은 매 10 년마다의 인구 조사를 위해서만 운영되고 있다고 생각했습니다. 인구 통계 조사국이 지금 하고 있는 업무는 무엇인가요?

매 10 년마다 인구 조사 이외에도 본 인구 통계 조사국은 여러 가지 종류의 통계 자료들을 조사, 수집하고 있습니다. 인구 통계 조사국은 법률에 의하여 미국 내 기업체들이나 생산 업체들에 관한 통계 자료, 또한 주 정부와 지방 정부들의 통계 자료 등을 정기적으로 수집하고 있습니다. 인구 통계 조사국은 매월 노동력 통계, 소-도매업의 동향, 여러 생산 활동과 무역 통계 등과 같은 최근 자료들을 수집하고 있으며, 기업체나 생산업체, 각 주 정부나 지방 정부, 가구 당 수입, 교육 등에 관한 통계 자료들을 해마다 수집하고 있습니다.

UNITED STATES DEPARTMENT OF COMMERCE
Economics and Statistics Administration
U.S. Census Bureau
Washington, DC 20233-0001
OFFICE OF THE DIRECTOR

NCVS-572(L)VIET
(8-2012)

TÖØ GIAÙM ÑOÁC VAÊN PHOØNG THỐNG KEÂ HOA KYØ

Vaên Phoøng Thống Keâ Hoa Kyø hieän ñang laøm moät cuoäc thaêm doø cho Boä Tö Phaùp Hoa Kyø nhaèm thu thaäp tin töùc veà caùc loaïi vaø con soá toäi phaïm hình söï ñaõ vi phaïm ñoái vôùi caùc gia ñình vaø caùc caù nhaân treân toaøn quoác. Moät ñaïi dieän cuûa Phoøng Thống Keâ chaúng bao laâu seõ lieân laïc vôùi quyù vò. Ñaïi dieän cuûa chuùng toâi seõ xuaát trình moät theû nhaän daïng chính thöùc vaø hoûi quyù vò vaø gia ñình moät soá tin töùc quan troïng veà ñeà taøi naøy.

Thoâng tin maø quyù vò cung caáp cho ñaïi dieän cuûa chuùng toâi seõ giuùp cho quoác gia bieát veà con soá toäi phaïm xaûy ra ñeán möùc naøo, ôû ñaâu, vaøo luùc naøo, loaïi toäi phaïm naøo gaây thieät haïi cho caùc naïn nhaân, vaø caùc thaønh phaàn daân soá naøo thöôøng hay laø naïn nhaân nhieàu nhaát. Vì coù nhieàu toäi aùc khoâng bao giôø ñöôïc baùo caùo cho caûnh saùt, thoâng tin töø baûn thaêm doø naøy seõ cho bieát ñaày ñuû hôn veà con soá vaø caùc loaïi toäi phaïm hieän ñang xaûy ra taïi Hoa Kyø. Caùc keát quaû cuûa cuoäc thaêm doø naøy ñöôïc söû duïng döôùi nhieàu khía caïnh, caû ngöôøi daân cuõng ôû ùc tính ñöôïc khaû naêng deã bò toån thöông cuûa mình, caùc nhaø laøm luaät vaø caùc nhaø soaïn thaûo chính saùch seõ soaïn thaûo caùc chöông trình ñeå giuùp cho caùc naïn nhaân toäi aùc vaø ngaên ngöøa toäi aùc, vaø caùc nhaø nghieân cöùu am töôøng ñöôïc caùc khía caïnh khaùc nhau cuûa vieäc laøm naïn nhaân cuûa toäi aùc.

Ñòa chæ cuûa quyù vò seõ ñöôïc tuyeån löïa moät caùch khoa hoïc ñeå laøm maãu trong soá caùc ñòa chæ ñöôïc choïn treân toaøn quoác ñeå tham döï cuoäc thaêm doø naøy. Vì ñaây laø baûn thaêm doø maãu, caùc caâu traû lôøi cuûa quyù vò khoâng chæ tieâu bieåu cho rieâng quyù vò vaø gia ñình, maø coøn cho haøng traêm gia ñình khaùc nhö cuûa quyù vò. Vì leõ ñoù, söï hôïp taùc töï nguyeän cuûa quyù vò raát quan troïng. Toâi hy voïng quyù vò seõ traû lôøi cho moïi caâu hoûi trong baûn thaêm doø moät caùch ñaày ñuû vaø chính xaùc neáu coù theå ñöôïc. Maëc duø khoâng coù hình phaït veà vieäc khoâng traû lôøi cho baát cöù caâu naøo, moãi caâu hoûi khoâng ñöôïc traû lôøi seõ laøm giaûm ñaùng keå söï chính xaùc cuûa döõ lieäu sau cuøng. Caùc caâu traû lôøi cuûa quyù vò seõ chæ ñöôïc duøng ñeå soaïn ra caùc baûn toùm löôïc coù tính thoáng keâ, vaø khoâng coù thoâng tin naøo veà gia ñình hoaëc caù nhaân quyù vò coù theå ñöôïc nhaän ra töø caùc soá lieäu thoáng keâ ñoù. Luaät phaùp baûo veä tuyeät ñoái caùc caâu traû lôøi kín ñaùo cuûa quyù vò cho khoûi bò tieát loä.

Caùc traû lôøi cho caùc caâu hoûi thöôøng hay gaëp nhaát cuûa baûn thaêm doø ôû maët beân kia cuûa laù thö naøy.

Xin caùm ôn veà söï hôïp taùc cuûa quyù vò. Vaên Phoøng Thống Keâ ñaùnh giaù cao söï giuùp ñôõ cuûa quyù vò.

Thông điệp từ Giám đốc

Thaêm Doø Caùc Naïn Nhaân Toäi AÙc Treân Toaøn Quoác goàm coù nhöõng gì?

Cuoäc thaêm doø naøy, ñöôïc goïi laø Thaêm Doø Caùc Naïn Nhaân Toäi AÙc Treân Toaøn Quoác, thu thaäp döõ lieäu ño löôøng caùc loaïi vaø con soá toäi aùc coù lieân quan tôùi nhöõng ngöôøi töø 12 tuoåi trôû leân. Theo töøng thôøi kyø, cuoäc thaêm doø bao goàm theâm caùc chuû ñeà khaùc nhö toäi aùc trong tröôøng hoïc, toäi aùc vì thuø gheùt, caùc lieân laïc vôùi cô quan thi haønh luaät phaùp, vaø toäi aùc taïi nôi laøm vieäc.

Toâi ñöôïc tuyeån choïn cho cuoäc thaêm doø naøy nhö theá naøo?

Thöïc söï thì, chuùng toâi choïn caùc khu vöïc sinh soáng cuûa quyù vò, chöù khoâng phaûi baûn thaân quyù vò cho cuoäc thaêm doø naøy. Chuùng toâi ñaõ tuyeån choïn moät caùch khoa hoïc khoaûng 63,000 ñòa chæ treân toaøn quoác ñeå tieâu bieåu cho toaøn boä daân soá. Taïi moãi ñòa chæ ñöôïc löïa choïn, chuùng toâi phoûng vaán caùc thaønh vieân trong gia ñình töø 12 tuoåi trôû leân. Neáu gia ñình cuûa quyù vò doïn ñi nôi khaùc trong khi ñòa chæ cuûa quyù vò vaãn coøn trong danh saùch thaêm doø, chuùng toâi seõ phoûng vaán gia ñình môùi doïn ñeán.

Thoâng tin maø toâi cung caáp coù ñöôïc baûo maät khoâng?

Chuùng toâi tieán haønh cuoäc thaêm doø naøy theo quyeàn haïn cuûa Muïc 13, Boä Luaät Hoa Kyø (U.S.C.), Phaàn 8, Phaàn 9 cuûa luaät naøy ñoøi hoûi chuùng toâi phaûi tuyeät ñoái giöõ kín moïi thoâng tin veà quyù vò vaø gia ñình. Chuùng toâi chæ coù theå duøng thoâng tin naøy cho caùc muïc ñích thoáng keâ maø thoâi. Ngoaøi ra, Muïc 42, Phaàn 3732, U.S.C., cho pheùp Vaên Phoøng Thoáng Keâ Thuoäc Boä Tö Phaùp, Boä Tö Phaùp, ñöôïc thu thaäp thoâng tin qua vieäc duøng cuoäc thaêm doø naøy. Muïc 42, U.S.C., Phaàn 3789g vaø 3735, cuõng ñoøi hoûi chuùng toâi phaûi giöõ kín tuyeät ñoái moïi thoâng tin veà quyù vò vaø gia ñình. (Soá OMB: 1121-0111; Ngaøy heát haïn: 8/31/2015.)

Toâi coù phaûi tham gia khoâng?

Cuoäc thaêm doø coù tính caùch töï nguyeän, vaø khoâng coù hình phaït naøo neáu khoâng tham gia. Chuùng toâi döï kieán laø cuoäc phoûng vaán laâu chöøng 25 phuùt. Cuoäc phoûng vaán quyù vò coù theå ngaén hôn hay daøi hôn tuøy theo tröôøng hôïp cuûa quyù vò. Neáu quyù vò coù baát cöù nhaän xeùt naøo veà cuoäc thaêm doø naøy hoaëc coù ñeà nghò ruùt ngaén thôøi gian thaåm vaán, haõy göûi veà ñòa chæ sau, the Chief, Victimization Statistics Branch, Bureau of Justice Statistics, Washington, DC 20531.

Caùc döõ lieäu ñöôïc söû duïng nhö theá naøo?

Caùc döõ lieäu töø cuoäc thaêm doø naøy ñöôïc duøng ñeå cung caáp thoâng tin veà nhieàu ñeà taøi coù lieân quan tôùi toäi aùc vaø naïn nhaân, bao goàm toäi aùc taïi tröôøng hoïc, caùc xu höôùng veà toäi aùc baïo ñoäng, söï toán keùm do toäi aùc, vaø söï ñaùp öùng cuûa cô quan thi haønh phaùp luaät ñoái vôùi caùc baùo caùo cuûa naïn nhaân. Ñeå xem thí duï veà caùc baùo caùo, caùc baûng döõ lieäu, vaø bieåu ñoà coù söû duïng döõ lieäu cuûa cuoäc thaêm doø naøy, quyù vò coù theå ñeán maïng löôùi cuûa Vaên Phoøng Thoáng Keâ thuoäc Boä Tö Phaùp taïi <www.ojp.usdoj.gov/bjs/>.

Toâi nghó raèng Vaên Phoøng Thoáng Keâ chæ hoaït ñoäng 10 naêm moät laàn, moãi khi ñeám daân soá. Hieän nay Vaên Phoøng Thoáng Keâ ñang laøm gì?

Ngoaøi coâng vieäc thoáng keâ möôøi naêm moät laàn, Vaên Phoøng Thoáng Keâ thu thaäp nhieàu loaïi thoáng keâ khaùc nhau. Chuùng toâi tieán haønh caùc coâng vieäc kieåm keâ khaùc do luaät phaùp ñoøi hoûi treân caên baûn thöôøng xuyeân, bao goàm kieåm keâ caùc cô sôû kinh doanh vaø caùc cô sôû cheá taïo vaø kieåm keâ chính quyeàn tieåu bang vaø ñòa phöông. Ngoaøi ra, chuùng toâi coøn thu thaäp döõ lieäu treân caên baûn haøng thaùng ñeå cung caáp thoâng tin hieän haønh veà caùc chuû ñeà nhö söï tham gia cuûa löïc löôïng lao ñoäng, buoân baùn leû vaø baùn sæ, nhieàu hoaït ñoäng cheá taïo khaùc nhau, vaø thoáng keâ veà buoân baùn, cuõng nhö thaêm doø haøng naêm veà cô sôû kinh doanh, cheá taïo vaø chính quyeàn, thu nhaäp cuûa gia ñình, vaø giaùo duïc.

NCVS-572(L)VIET

NCVS-573(L) DENVER
(8-2012)

UNITED STATES DEPARTMENT OF COMMERCE
Economics and Statistics Administration
U.S. Census Bureau
Washington, DC 20233-0001
OFFICE OF THE DIRECTOR

FROM THE DIRECTOR
U.S. CENSUS BUREAU

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Answers to the most frequently asked survey questions are on the reverse side of this letter. If you would like further information, contact the Census Bureau by writing or calling the following office:

REGIONAL DIRECTOR
US CENSUS BUREAU
6950 W JEFFERSON AVE STE 250
DENVER CO 80235-2377

Telephone: 1–800–852–6159

Thank you for your cooperation. The Census Bureau appreciates your help.

A Message From the Director

What is the National Crime Victimization Survey all about?

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How are the data used?

Data from this survey are used to provide information on many topics related to crime and victimization, including crime in schools, trends in violent crime, costs of crime, and the response of law enforcement to reports of victimization. To see examples of reports, tables, and charts that use data from the survey, you can visit the Bureau of Justice Statistics' Web site at <www.ojp.usdoj.gov/bjs/>.

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NCVS-573(L) CHICAGO
(8-2012)

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U.S. Census Bureau
Washington, DC 20233-0001
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REGIONAL DIRECTOR
US CENSUS BUREAU
1111 W 22ND ST STE 400
OAK BROOK IL 60523-1918

Telephone: 1–800–865–6384

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NCVS-573(L) ATLANTA
(8-2012)

UNITED STATES DEPARTMENT OF COMMERCE
Economics and Statistics Administration
U.S. Census Bureau
Washington, DC 20233-0001
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REGIONAL DIRECTOR
US CENSUS BUREAU
101 MARIETTA ST NW STE 3200
ATLANTA GA 30303

Telephone: 1–800–424–6974, EXT. 53943

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Economics and Statistics Administration
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Washington, DC 20233-0001
OFFICE OF THE DIRECTOR

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REGIONAL DIRECTOR
US CENSUS BUREAU
15350 SHERMAN WAY STE 400
VAN NUYS CA 91406-4203

Telephone: 1–800–992–3530

Thank you for your cooperation. The Census Bureau appreciates your help.

A Message From the Director

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NCVS-573(L) NEW YORK
(11-2013)

UNITED STATES DEPARTMENT OF COMMERCE
Economics and Statistics Administration
U.S. Census Bureau
Washington, DC 20233-0001
OFFICE OF THE DIRECTOR

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REGIONAL DIRECTOR
US CENSUS BUREAU
32 OLD SLIP 9TH FLOOR
NEW YORK NY 10005-3500

Telephone: 1–800–991–2520

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NCVS-573(L) PHILADELPHIA
(8-2012)

UNITED STATES DEPARTMENT OF COMMERCE
Economics and Statistics Administration
U.S. Census Bureau
Washington, DC 20233-0001
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REGIONAL DIRECTOR
US CENSUS BUREAU
833 CHESTNUT ST STE 504
PHILADELPHIA PA 19107-4405

Telephone: 1–800–262–4236

Thank you for your cooperation. The Census Bureau appreciates your help.

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I thought that the Census Bureau only operated 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 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 manufactures 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, as well as yearly surveys of business, manufacturing and governments, family income, and education.

NCVS-573(L)(SP)
(8-2012)

UNITED STATES DEPARTMENT OF COMMERCE
Economics and Statistics Administration
U.S. Census Bureau
Washington, DC 20233-0001
OFFICE OF THE DIRECTOR

DEL DIRECTOR DE LA OFICINA DEL CENSO DE LOS EE.UU

Hace varios meses, un representante de la Oficina del Censo de los EE.UU. se comunicó con los residentes de su dirección en relación con la Encuesta Nacional de Víctimas de Delitos, que la Oficina del Censo de los EE.UU. está llevando a cabo para el Departamento de Justicia. Agradecemos la cooperación que nos ofrecieron en esa ocasión. La encuesta requiere ahora que llevemos a cabo de nuevo una entrevista en su dirección. Nuestro representante necesita actualizar las características y experiencias de los actuales residentes en esta dirección, sin importar si ya hemos hablado antes con usted o si usted se mudó a esta dirección después de nuestra última entrevista.

Esta encuesta recopila información importante acerca de la medida en que las personas en este país son víctimas de delitos. Los resultados de la encuesta se usan de muchas maneras. Por ejemplo, los ciudadanos los usan para evaluar cuáles son sus aspectos vulnerables, los legisladores y los que establecen las normas los usan para crear programas de ayuda a las víctimas de delitos y para prevenir la delincuencia, y los investigadores los usan para comprender varios aspectos relacionados con las personas que son víctimas de delitos.

Un representante de la Oficina del Censo de nuestra oficina de campo se comunicará pronto con usted y otros miembros de su hogar para hacerles algunas preguntas sobre ese tema. Llevamos a cabo esta encuesta en virtud de la sección 8 del título 13 del Código de los Estados Unidos (U.S.C.). La sección 9 de esta ley estipula que mantengamos la estricta confidencialidad de toda la información sobre usted y su hogar. Solamente podemos usar esta información para fines estadísticos. Además, la sección 3732 del título 42 del U.S.C. autoriza a la Oficina de Estadísticas de Justicia del Departamento de Justicia a recopilar información usando esta encuesta. Las secciones 3789g y 3735 del título 42 del U.S.C. también estipulan que mantengamos la estricta confidencialidad de toda la información sobre usted y su hogar.

Debido a que esta es una encuesta de muestreo, sus respuestas no solamente lo representan a usted y a su hogar, sino también a cientos de otros hogares como el suyo. Por esta razón, su cooperación voluntaria es muy importante. Aunque no hay ninguna penalidad por dejar de responder alguna pregunta, cualquier pregunta que se deje sin contestar reduce sustancialmente la precisión de los datos finales.

Al dorso de esta carta aparecen las respuestas a las preguntas más frecuentes sobre esta encuesta.

Gracias por su cooperación. La Oficina del Censo agradece su ayuda.

Un Mensaje del Director

¿Qué es la Encuesta Nacional de Víctimas de Delitos?

Esta encuesta, llamada Encuesta Nacional de Víctimas de Delitos, recopila datos que miden los tipos y la cantidad de delitos en los que están involucradas las personas de 12 años de edad o más. Periódicamente, la encuesta incluye temas como los delitos en las escuelas, los delitos de odio, los contactos con las agencias de orden público y los delitos en los trabajos.

¿Cómo fui seleccionado para esta encuesta?

En realidad, para esta encuesta seleccionamos su alojamiento, no a usted personalmente. Hemos seleccionado científicamente aproximadamente 63,000 direcciones de todo el país que representen a toda la población. En cada dirección seleccionada, entrevistamos a los miembros del hogar que tengan 12 años o más de edad. Si los miembros de su hogar se mudan mientras su dirección está todavía incluida en la encuesta, entrevistaremos a la nueva familia que se mude al lugar.

¿Será confidencial la información que yo proporcione?

Estamos llevando a cabo esta encuesta en virtud de la sección 8 del título 13 del Código de los Estados Unidos (U.S.C.). La seccion 9 de esta ley estipula que mantengamos la estricta confidencialidad de toda la información sobre usted y su hogar. Solamente podemos usar esta información para fines estadísticos. Además, la sección 3732 del título 42 del U.S.C. autoriza a la Oficina de Estadísticas de Justicia del Departamento de Justicia a recopilar información usando esta encuesta. Las secciones 3789g y 3735 del título 42 del U.S.C. también estipulan que mantengamos la estricta confidencialidad de toda la información sobre usted y su hogar. (Número de OMB: 1121-0111; fecha de vencimiento: 08/31/2015).

¿Estoy obligado a participar?

La encuesta es voluntaria y no hay penalidades por no participar. Esperamos que la entrevista tome unos 25 minutos. Su entrevista podría ser algo más corta o más larga. Esto depende de las circunstancias. Si usted tiene algún comentario sobre esta encuesta o tiene recomendaciones para reducir su duración, envíelos a: Chief, Victimization Statistics Branch, Bureau of Justice Statistics, Washington, DC 20531.

¿Cómo se usan los datos?

Los datos de esta encuesta se usan para proporcionar información sobre muchos temas relacionados con los delitos y las víctimas de delitos, incluidos los delitos en las escuelas, las tendencias de los delitos con violencia, los gastos económicos como resultado de los delitos y la respuesta de las agencias de orden público ante los reportes de casos de víctimas de delitos. Para ver ejemplos de reportes, tablas y gráficas donde se usan los datos de la encuesta, puede visitar el sitio en Internet de la Oficina de Estadísticas de Justicia en <www.ojp.usdoj.gov/bjs/>.

Yo pensaba que la Oficina del Censo solamente tenía operaciones cada 10 años, cuando hacían el conteo de las personas. ¿Qué está haciendo la Oficina del Censo ahora?

Además del censo decenal, que se lleva a cabo cada 10 años, la Oficina del Censo recopila muchos tipos diferentes de estadísticas. Llevamos a cabo otros censos estipulados por la ley de manera regular, incluidos los censos de negocios y manufactura, y el censo de gobiernos estatales y locales. También recopilamos datos mensualmente para proveer información actual sobre temas, tales como la participación en la fuerza laboral, el comercio al detal y al por mayor, varias actividades de manufactura, estadísticas de comercio, así como las encuestas anuales de negocios, manufactura y gobiernos, ingresos de las familias y educación.

NCVS-593(L)
(4-2013)

UNITED STATES DEPARTMENT OF COMMERCE
Economics and Statistics Administration
U.S. Census Bureau
Washington, DC 20233-0001
OFFICE OF THE DIRECTOR

Thank You

FROM THE DIRECTOR
U.S. CENSUS BUREAU

. . . . . for the assistance you gave to the U.S. Census Bureau field representative who recently contacted you. The information given by you and members of approximately 63,000 other households nationwide will be used by criminal justice planners who need reliable data on the amount of crime in this country, as well as information on the circumstances of the victimizations, to improve their effectiveness in combating crime problems. Much of this information is not uniformly available from police reports. In addition, according to the responses given to the Census Bureau by your household and others like it, about 60 percent of the victimizations reported to the National Crime Victimization Survey field representatives are never reported to the police. This underscores the importance of the courtesy and cooperation you have given us, and we want you to know that we are sincerely appreciative.

We would also like to take this opportunity to reassure you that the information you provided will be kept confidential by the Census Bureau and will be used only for statistical purposes.

Your household will be contacted again in a few months for this important survey. We hope we can count on your continued cooperation.

A Message From the Director

NCVS-593(L)(SP)
(4-2013)

UNITED STATES DEPARTMENT OF COMMERCE
Economics and Statistics Administration
U.S. Census Bureau
Washington, DC 20233-0001
OFFICE OF THE DIRECTOR

Gracias

DEL DIRECTOR DE LA OFICINA DEL CENSO DE LOS EE.UU.

...por la asistencia que usted le ha ofrecido al representante de campo de la Oficina del Censo que se comunicó recientemente con usted. La información que nos proporcionaron usted y los miembros de aproximadamente otros 63,000 hogares de todo el país será utilizada por los planificadores de justicia criminal que necesitan datos confiables sobre la cantidad de delitos en este país, así como información acerca de las circunstancias en las que las personas son víctimas de delitos, para mejorar la efectividad en su lucha contra los problemas delictivos. Gran parte de esta información no está disponible de manera uniforme en los reportes policiales. Además, de acuerdo con las respuestas que su hogar y otros hogares como el suyo le proveyeron a la Oficina del Censo, cerca de 60 por ciento de los casos de víctimas de delitos que se reportaron a la Encuesta Nacional de Víctimas de Delitos nunca se reportan a la policía. Esto hace resaltar la importancia de la cortesía y la cooperación que usted nos ha proporcionado, y queremos que sepa que estamos sinceramente agradecidos.

También quisiéramos aprovechar esta oportunidad para reafirmarle que la Oficina del Censo mantendrá la confidencialidad de la información que usted nos ha provisto y solamente se usará con fines estadísticos.

Nos comunicaremos de nuevo con su hogar dentro de unos meses para esta importante encuesta. Esperamos contar con que continúe su cooperación.

Un Mensaje del Director

NCVS-594(L)
(4-2013)

UNITED STATES DEPARTMENT OF COMMERCE
Economics and Statistics Administration
U.S. Census Bureau
Washington, DC 20233-0001
OFFICE OF THE DIRECTOR

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U.S. CENSUS BUREAU

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A Message from the Director

NCVS-594(L)(SP)
(4-2013)

UNITED STATES DEPARTMENT OF COMMERCE
Economics and Statistics Administration
U.S. Census Bureau
Washington, DC 20233-0001
OFFICE OF THE DIRECTOR

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DEL DIRECTOR DE LA OFICINA DEL CENSO DE LOS EE.UU.

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Un Mensaje del Director

OMB No. 1121-0111: Approval Expires 08/31/2015

NOTICE - 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, 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. According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB number.

FORM NCVS-1

Implementation Date: (07-01-2008)

U.S. DEPARTMENT OF COMMERCE
Economics and Statistics Administration
U.S. CENSUS BUREAU

ACTING AS COLLECTING AGENT FOR THE BUREAU OF JUSTICE STATISTICS
U.S. DEPARTMENT OF JUSTICE

NATIONAL CRIME VICTIMIZATION SURVEY

NCVS-1 BASIC SCREEN QUESTIONNAIRE

NCVS 1

Control number

PSU	Segment/Suffix	Sample designation/Suffix	Serial/ Suffix	HH No.	Spinoff Indicator

1. Field representative identification
201 Code | Name

2. Unit status
202
1 ☐ Unit in sample the previous enumeration period - Fill 3
2 ☐ Unit in sample first time this period - SKIP to 4

3. Household status - Mark first box that applies.
203
1 ☐ Same household interviewed the previous enumeration
2 ☐ Replacement household since the previous enumeration
3 ☐ Noninterview the previous enumeration
4 ☐ Other - Specify ______

4. Line number of household respondent
204 ______ Go to page 2

5. Group Quarters [GQ] type code
205 ______

6. Tenure (TENURE)
206 1 ☐ Owned or being bought 2 ☐ Rented for cash 3 ☐ No cash rent

7. Land (LANDUSE)
207 1 ☐ Urban 2 ☐ Rural

8. Farm Sales (FARMSALES)
208 X ☐ Item blank 1 ☐ $1,000 or more 2 ☐ Less than $1,000

9. Type of living quarters (TYPEOFHOUSINGUNIT)
209
Housing unit
1 ☐ House, apartment, flat
2 ☐ HU in nontransient hotel, motel, etc.
3 ☐ HU permanent in transient hotel, motel, etc
4 ☐ HU in rooming house
5 ☐ Mobile home or trailer with no permanent room added
6 ☐ Mobile home or trailer with one or more permanent rooms added
7 ☐ HU not specified above - Describe ______

OTHER unit
8 ☐ Quarters not HU in rooming or boarding house
9 ☐ Unit not permanent in transient hotel, motel, etc.
10 ☐ Unoccupied site for mobile home, trailer, or tent
11 ☐ Student quarters in college dormitory
12 ☐ OTHER unit not specified above - Describe ______

10a. Use of telephone (TELEPHONELOCATION)
Location of phone - Mark first box that applies.
210
1 ☐ Phone in unit ....
2 ☐ Phone in common area (hallway, etc.) ....
3 ☐ Phone in another unit (neighbor, friend, etc.)
4 ☐ Work/office phone ....
} Fill 10b
5 ☐ No phone - SKIP to 11a

10b. Is phone interview acceptable? (TELEPHONEACCEPTABLE)
211 1 ☐ Yes 2 ☐ No 3 ☐ Refused to give number

11a. Number of housing units in structure (NUMBEROFUNITS)
212
1 ☐ 1 - SKIP to 11c
2 ☐ 2
3 ☐ 3
4 ☐ 4
5 ☐ 5-9
6 ☐ 10+
7 ☐ Mobile home/trailer - SKIP to 11c
8 ☐ Only OTHER units

11b. Direct outside (DIRECTENTRANCETOUNIT)
213 1 ☐ Yes 2 ☐ No 3 ☐ DK X ☐ Item blank

11c. Restricted access (GATEDWALLEDCOMMUNITY) (RESTRICTEDACCESS)
222 Gated or walled community 1 ☐ Yes 2 ☐ No X ☐ Item blank
223 Building with restricted access 1 ☐ Yes 2 ☐ No X ☐ Item blank

12a. Household Income (HOUSEHOLDINCOME)
214
1 ☐ Less than $5,000
2 ☐ $5,000 - 7,499
3 ☐ 7,500 - 9,999
4 ☐ 10,000 - 12,499
5 ☐ 12,500 - 14,999
6 ☐ 15,000 - 17,499
7 ☐ 17,500 - 19,999
8 ☐ 20,000 - 24,999
9 ☐ 25,000 - 29,999
10 ☐ 30,000 - 34,999
11 ☐ 35,000 - 39,999
12 ☐ 40,000 - 49,999
13 ☐ 50,000 - 74,999
14 ☐ 75,000 and over

12b. College/University (STUDENTHOUSING)
218 1 ☐ Yes 2 ☐ No

12c. Public Housing (PUBLICHOUSING)
219 X ☐ Item blank 1 ☐ Yes (public housing) 2 ☐ No (not public housing)

12d. Manager Verification of Public Housing (PUBLICHOUSINGMGRVERIFY)
220
Able to verify
1 ☐ Public housing
2 ☐ Not public housing
Unable to verify
3 ☐ Telephone
4 ☐ Other - Specify ______

12e. American Indian Reservation or American Indian Lands (INDIANRESERVATIONHU)
221 1 ☐ Yes 2 ☐ No

13. Proxy information - Fill for all proxy interviews

a. Proxy interview obtained for Line No.	b. Proxy respondent (PICKPROXYRESP) Name	Line No.	c. Reason (PROXYREASON) (Enter code)
301		302	303
304		305	306
307		308	309
310		311	312

Codes for item 13c
1-12-13 years old and parent refused permission for self interview
2- Physically/mentally unable to answer
3- TA and won't return before closeout

14. Type Z noninterview

a. Interview not obtained for Line No.	b. Reason (TYPEZ) (Enter code)
313	314
315	316
317	318
319	320

Codes for item 14b
1-Never available
2-Refused ....
3-Physically/ mentally unable to answer-no proxy available
4-TA and no proxy available ....
5-Other ......
6-Office use only

Complete 17-28 for each Line No. in 14a

15a. Household members 12 years of age and OVER
321 ______ Total number

15b. Household members UNDER 12 years of age
322 ______ Total number 0 ☐ None

15c. Number of Type Z noninterview household members 12 years of age and OVER
332 ______ Total number 0 ☐ None

15d. Crime Incident Reports filled
323 ______ Total number of NCVS-2s filled 0 ☐ None

16. Changes in Household Composition (MEMBERCHANGES)

a. Line No.	b. Reason (Enter code)
324	325
326	327
328	329
330	331

Only enter changes discovered during the current enumeration

USCENSUSBUREAU

Fill BOUNDING INFORMATION

RESPONDENT'S PERSONAL CHARACTERISTICS

17. Name of respondent (NAME)	18. Type of interview	19. Line No.
Last	401	402
First	1 ☐ Per. - Self-respondent 2 ☐ Tel. - Self-respondent 3 ☐ Per. - Proxy 4 ☐ Tel. - Proxy } Fill 13 on cover page	______ Line No.

20. (RELATIONSHIP) Relationship reference person	21. Age last Birthday	22a. (MARITAL) Marital status THIS survey period	22b. (From previous enumeration) Marital status LAST survey period	23. (SEX) Sex	24. (ARMED FORCES) Armed Forces Member	25. (EDUCATION ATTAIN) Educational attainment	26. (ATTENDING SCHOOL) Attending School	27. (SP_ ORIGIN) Hispanic Origin	28. (RACE) Race Mark all that apply.
403	404	405	406	407	408	409	411	413	412 *
1 ☐ Husband 2 ☐ Wife 3 ☐ Son 4 ☐ Daughter 5 ☐ Father 6 ☐ Mother 7 ☐ Brother 8 ☐ Sister 9 ☐ Other relative 10 ☐ Nonrelative 11 ☐ Ref. person	______ Age	1 ☐ Married 2 ☐ Widowed 3 ☐ Divorced 4 ☐ Separated 5 ☐ Never married	1 ☐ Married 2 ☐ Widowed 3 ☐ Divorced 4 ☐ Separated 5 ☐ Never married 6 ☐ Not inter-viewed last survey period	1 ☐ M 2 ☐ F	1 ☐ Yes 2 ☐ No	______ Highest level completed	1 ☐ Regular school 2 ☐ College/ Univer-sity 3 ☐ Trade school 4 ☐ Voca-tional school 5 ☐ None of the above schools	1 ☐ Yes 2 ☐ No	1 ☐ White 2 ☐ Black/African American 3 ☐ American Indian/Alaska Native 4 ☐ Asian 5 ☐ Native Hawaiian/Other Pacific Islander 6 ☐ Other - Specify ______ ______

29. Date of interview ______________ | 501 | Month | Day | Year

MOBILITY QUESTIONS

33a. TIMEATADDRESS

Before we get to the crime questions, I have some questions that are helpful in studying where and why crimes occur.

Ask or verify -
How long have you lived at this address?

(Enter 0 if less than 1 year.)

506 ______ Years (Round to nearest whole year)

If = 0 ASK to 33b
If = DK or RF SKIP to 33c
Else SKIP to 33d

33b. MONTHSATADDRESS

How many months?

505 ______ Months (1-11) - SKIP to 33e

33c. TIMEATADDRESSPROBE

Have you lived here...

Read categories 1-4:

1 ☐ **More than 5 years** - If HHLD Respondent ASK 34, else SKIP to 36a.
2 ☐ **Less than 5 years, but more than 1 year**
3 ☐ **Less than 1 year, but more than 6 months**
4 ☐ **6 months or less**
5 ☐ Don't Know
} SKIP to 33e

33d. CHECK ITEM A — How many years are entered in 33a?

☐ 5 years or more - If HHLD Respondent SKIP to 34, else SKIP to 36a
☐ Less than 5 years - ASK 33e

33e. TIMEMOVEDIN5YEARS

Altogether, how many times have you moved in the last 5 years, that is, since ____________, 20 ___?

Enter number of times.

508 ______ Number of times - If HHLD Respondent ASK 34, Else SKIP to 36a

BUSINESS OPERATED FROM SAMPLE ADDRESS (Ask of Household Respondent Only)

34. BUSINESS (Asked of Household Respondent Only)

Does anyone in this household operate a business from this address?

530
1 ☐ Yes - ASK 35
2 ☐ No - SKIP to 36a

35. BUSINESSSIGN (Asked of Household Respondent Only)

If this is a PERSONAL visit - Fill by observation.
If this is a TELEPHONE contact - Ask.

Is there a sign on the premises or some other indication to the general public that a business is operated from this address?

531
1 ☐ Yes (Recognizable business)
2 ☐ No (Unrecognizable business)

RESPONDENT'S SCREEN QUESTIONS

Question	Response
36a. **SQTHEFT** **I'm going to read some examples that will give you an idea of the kinds of crimes this study covers.** **As I go through them, tell me if any of these happened to you in the last 6 months, that is since __________ ______, 20 ____.** **Was something belonging to YOU stolen, such as -** Read each category. **(a) Things that you carry, like luggage, a wallet, purse, briefcase book -** **(b) Clothing, jewelry, or cellphone -** **(c) Bicycle or sports equipment -** **(d) Things in your home - like a TV, stereo, or tools -** **(e) Things outside your home such as a garden hose or lawn furniture** - (Asked of Household Respondent only) **(f) Things belonging to children in the household -** (Asked of Household Respondent only) **(g) Things from a vehicle, such as a package, groceries, camera, or CDs -** **OR** **(h) Did anyone ATTEMPT to steal anything belonging to you?** Ask only if necessary **Did any incidents of this type happen to you?**	532 1 ☐ Yes - ASK 36b 2 ☐ No - If Household Respondent SKIP to 37a; Else SKIP to 40a
36b. **SQTHEFTTIMES** **How many times?**	533 ______________ Number of times (36b)
36c. **SQTHEFTSPEC** **What happened?**	Briefly describe incident(s) ______________ ______________ ______________ If Household Respondent ASK 37a; else SKIP to 40a
37a. **SQBREAKIN** (Asked of Household Respondent Only) **(Other than any incidents already mentioned,) has anyone -** Read each category. **(a) Broken in or ATTEMPTED to break into your home by forcing a door or window, pushing past someone, jimmying a lock, cutting a screen, or entering through an open door or window?** **(b) Has anyone illegally gotten in or tried to get into a garage, shed, or storage room?** **OR** **(c) Illegally gotten in or tried to get into a hotel or motel room or vacation home where you were staying?** Ask only if necessary **Did any incidents of this type happen to you?**	534 1 ☐ Yes - ASK 37b 2 ☐ No - SKIP to 38
37b. **SQBREAKINTIMES** (Asked of Household Respondent Only) **How many times?**	535 ______________ Number of times (37b)
37c. **SQBREAKINSPEC** (Asked of Household Respondent Only) **What happened?**	Briefly describe incident(s) ______________ ______________ ______________

Notes

RESPONDENT'S SCREEN QUESTIONS

38. **SQTOTALVEHICLES** (Asked of Household Respondent Only)

What was the TOTAL number of cars, vans, trucks, motorcycles, or other motor vehicles owned by you or any other member of this household during the last 6 months? Include those you no longer own.

536
- 0 ☐ None - SKIP to 40a
- 1 ☐ 1
- 2 ☐ 2
- 3 ☐ 3
- 4 ☐ 4 or more

39a. **SQMVTHEFT** (Asked of Household Respondent Only)

During the last 6 months, (other than any incidents already mentioned,) (was the vehicle/were any of the vehicles) -

Read each category.

(a) Stolen or used without permission?

(b) Did anyone steal any parts such as a tire, car stereo, hubcap, or battery?

(c) Did anyone steal any gas from (it/them)?

OR

(d) Did anyone ATTEMPT to steal any vehicle or parts attached to (it/them)?

Ask only if necessary

Did any incidents of this type happen to you?

537
- 1 ☐ Yes - ASK 39b
- 2 ☐ No - SKIP to 40a

39b. **SQMVTHEFTTIMES** (Asked of Household Respondent Only)

How many times?

538

____

Number of times (39b)

39c. **SQMVTHEFTSPEC** (Asked of Household Respondent Only)

What happened?

Briefly describe incident(s)

____

____

____

40a. **SQATTACKWHERE**

(Other than any incidents already mentioned,) since __________ ______, 20 ____, were you attacked or threatened OR did you have something stolen from you -

Read each category.

(a) At home including the porch or yard -

(b) At or near a friend's, relative's, or neighbor's home -

(c) At work or school -

d) In places such as a storage shed or laundry room, a shopping mall, restaurant, bank, or airport -

(e) While riding in any vehicle -

(f) On the street or in a parking lot -

(g) At such places as a party, theater, gym, picnic area, bowling lanes, or while fishing or hunting -

OR

(h) Did anyone ATTEMPT to attack or ATTEMPT to steal anything belonging to you from any of these places?

Ask only if necessary

Did any incidents of this type happen to you?

539
- 1 ☐ Yes - ASK 40b
- 2 ☐ No - SKIP to 41a

40b. **SQATTACKWHERETIMES**

How many times?

540

____

Number of times (40b)

40c. **SQATTACKWHERESPEC**

What happened?

Briefly describe incident(s)

____

____

____

RESPONDENT'S SCREEN QUESTIONS

41a. SQATTACKHOW

(Other than any incidents already mentioned,) has anyone attacked or threatened you in any of these ways -

(Exclude telephone threats) -

Read each category.

(a) With any weapon, for instance, a gun or knife -

(b) With anything like a baseball bat, frying pan, scissors, or stick -

(c) By something thrown, such as a rock or bottle -

(d) Include any grabbing, punching, or choking,

(e) Any rape, attempted rape or other type of sexual attack -

(f) Any face to face threats -

OR

(g) Any attack or threat or use of force by anyone at all? Please mention it even if you are not certain it was a crime.

Ask only if necessary

Did any incidents of this type happen to you?

541
1 ☐ Yes - ASK 41b
2 ☐ No - SKIP to 42a

41b. SQATTACKHOWTIMES

How many times?

542
______ Number of times (41b)

41c. SQATTACKHOWSPEC

What happened?

Briefly describe incident(s)

______
______
______

42a. SQTHEFTATTACKKNOWNOFF

People often don't think of incidents committed by someone they know. (Other than any incidents already mentioned,) did you have something stolen from you OR were you attacked or threatened by -

(Exclude telephone threats)

Read each category.

(a) Someone at work or school -

(b) A neighbor or friend -

(c) A relative or family member -

(d) Any other person you've met or known?

Ask only if necessary

Did any incidents of this type happen to you?

543
1 ☐ Yes - ASK 42b
2 ☐ No - SKIP to 43a

42b. SQTHEFTATTACKKNOWNOFFTIMES

How many times?

544
______ Number of times (42b)

42c. SQTHEFTATTACKKNOWNOFFFSPEC

What happened?

Briefly describe incident(s)

______
______
______

Notes

RESPONDENT'S SCREEN QUESTIONS

43a. SQSEXUAL **Incidents involving forced or unwanted sexual acts are often difficult to talk about. (Other than any incidents already mentioned,) have you been forced or coerced to engage in unwanted sexual activity by -** Read each category. **(a) Someone you didn't know -** **(b) A casual acquaintance -** **OR** **(c) Someone you know well?** Ask only if necessary **Did any incidents of this type happen to you?**	545 1 ☐ Yes - ASK 43b 2 ☐ No - SKIP to 44a
43a. SQSEXUALTIMES **How many times?**	546 ________ Number of times (43b)
43c. SQSEXUALSPEC **What happened?**	Briefly describe incident(s) ________ ________ ________
44a. SQCALLPOLICECRIME **During the last 6 months, (other than any incidents already mentioned,) did you call the police to report something that happened to YOU which you thought was a crime?**	547 1 ☐ Yes - ASK 44b 2 ☐ No - SKIP to 45a
44b. SQCALLPOLICESPEC **What happened?**	Briefly describe incident(s) ________ ________ ________
44c. CHECK ITEM B SQCALLPOLICEATTACKTHREAT If not sure ask: **Were you attacked or threatened, or was something stolen or an attempt made to steal something that belonged to you or another household member?**	549 1 ☐ Yes - ASK 44d 2 ☐ No - SKIP to 45a
44d. SQCALLPOLICEATTACKTHREATTIMES **How many times?**	550 ________ Number of times (44d)

Notes

RESPONDENT'S SCREEN QUESTIONS

45a. SQNOCALLPOLICECRIME **During the last 6 months, (other than any incidents already mentioned,) did anything which you thought was a crime happen to YOU, but you did NOT report to the police?**	551	1 ☐ Yes - ASK 45b 2 ☐ No - If HHLD Respondent ASK 46, Else SKIP to 71
45b. SQNOCALLPOLICESPEC **What happened?**		Briefly describe incident(s) __________ __________ __________
45c. CHECK ITEM C SQNOCALLPOLICEATTACKTHREAT If not sure ask: **Were you attacked or threatened, or was something stolen or an attempt made to steal something that belonged to you or another household member?**	553	1 ☐ Yes - ASK 45d 2 ☐ No - If HHLD Respondent ASK 46, Else SKIP to 71
45d. SQNOCALLPOLICEATTACKTHREATTIMES **How many times?**	554	__________ Number of times (45d) - If HHLD Respondent ASK 46, Else SKIP to 71

RESPONDENT'S CHECK ITEMS D, E, AND G

71. **CHECK ITEM D** PRESENTFORSQS ☐ Who besides the respondent was present when the screen questions were asked? (If telephone interview, mark box 1 only.)	555 *	1 ☐ Telephone interview - SKIP to 73. **Personal interview** - Mark all that apply. 2 ☐ No one besides respondent present 3 ☐ Respondent's spouse 4 ☐ HHLD member(s) 12+, not spouse 5 ☐ HHLD member(s) under 12 6 ☐ Nonhousehold member(s) 7 ☐ Someone was present - Can't say who 8 ☐ Don't know if someone else present (2–8) If a Proxy interview, ASK 72, else SKIP to 73.
72. **CHECK ITEM E** PROXYHELP ☐ Did the person for whom this interview was taken help the proxy respondent answer any screen questions?	556	1 ☐ Yes 2 ☐ No 3 ☐ Person for whom interview taken not present
73. CHECK ITEM G Is one or more crimes reported in 36b, 37b, 39b, 40b, 41b, 42b, 43b, 44d, or 45d?		☐ Yes - SKIP to Crime Incident Report (Item 1a on the NCVS-2) ☐ No - SKIP to 74 (on the NCVS-1)

Notes

RESPONDENT'S EMPLOYMENT QUESTIONS

All incident reports must be completed before asking this series of questions.

74. CHECK **ITEM H1** Is the respondent 16 years or older?

1 ☐ **Yes** - ASK 75a
2 ☐ **No** - SKIP to 80

75a. JOBLASTWEEK 576

Did you have a job or work at a business LAST WEEK? (Do not include volunteer work or work around the house.)

(If farm or business operator in household, ask about unpaid work.)

1 ☐ **Yes** - SKIP to 76a
2 ☐ **No** - ASK 75b

75b. JOBDURINGREFPERIOD 577

Ask or verify -

Did you have a job or work at a business DURING THE LAST 6 MONTHS?

1 ☐ **Yes** - ASK 75c
2 ☐ **No** - SKIP to 80

75c. JOBLAST2WEEKS 578

Did that (job/work) last 2 consecutive weeks or more?

1 ☐ **Yes** - ASK 76a
2 ☐ **No** - SKIP to 80

76a. JOBDESCRIPTION

Ask or verify -

Which of the following best describes your job?

Were you employed in the ...

Read each category until respondent says "yes", then enter appropriate precode.

1 ☐ **Medical Profession?** - SKIP 76c
2 ☐ **Mental Health Services Field?** - SKIP to 76e
3 ☐ **Teaching Profession?** - SKIPto 76g
4 ☐ **Law Enforcement or Security Field?** - SKIP to 76i
5 ☐ **Retail Sales?** - SKIPto 76k
6 ☐ **Transportation Field?** - SKIP to 76m
7 ☐ **Something else?** - Specify - ASK 76b

76b. JOBDESCRIPTIONSPEC

Please specify the job not covered in answer categories 1-6 in 76a.

Specify - SKIP to 76o

____

76c. MEDICALJOB

Employed in the Medical Profession:

As a -

Read each category.

Medical Profession

1 ☐ **Physician?**
2 ☐ **Nurse?**
3 ☐ **Technician?**
} SKIP to 76o
4 ☐ **Other medical profession?** - Specify - ASK 76d

76d. MEDICALJOBSPEC

Please specify employed in the medical profession as a -

Specify - SKIP to 76o

____

76e. MENTALHEALTHJOB

Employed in the Mental Health Services Field:

Are YOUR duties -

Read each category.

Mental Health Services Field

5 ☐ **Professional (Social worker/psychiatrist)?**
6 ☐ **Custodial care?**
} SKIP to 76o
7 ☐ **Some other mental health services profession?** - Specify ASK 76f

76f. MENTALHEALTHJOBSPEC

Please specify duties in the mental health services field.

Specify - SKIP to 76o

____

Notes

RESPONDENT'S EMPLOYMENT QUESTIONS

76g. TEACHINGJOB Employed in the Teaching Profession: **Were you employed in a -** Read each category.	**Teaching Profession** 8 ☐ **Preschool?** 9 ☐ **Elementary school?** 10 ☐ **Junior high or middle school?** 11 ☐ **High school?** 12 ☐ **College or university?** 13 ☐ **Technical or industrial school?** 14 ☐ **Special education facility?** (8–14) - SKIP to 76o 15 ☐ **Other teaching profession?** - Specify - ASK 76h
76h. TEACHINGJOBSPEC Please specify employed in the teaching profession as a -	Specify - SKIP to 76o ________________
76i. LAWENFORCEJOB Employed in the Law Enforcement or Security Field: **Were you employed as a -** Read each category.	**Law Enforcement or Security Field** 16 ☐ **Law enforcement officer?** 17 ☐ **Prison or jail guard?** 18 ☐ **Security guard?** (16–18) - SKIP to 76o 19 ☐ **Law enforcement profession?** - Specify - ASK 76j
76j. LAWENFORCEJOBSPEC Please specify employed in the law enforcement or security field as a -	Specify - SKIP to 76o ________________
76k. RETAILSALESJOB Employed in Retail Sales: **Were you employed as a-** Read each category.	**Retail Sales -** 20 ☐ **Convenience or liquor store clerk?** 21 ☐ **Gas station attendant?** 22 ☐ **Bartender?** (20–22) - SKIP to 76o 23 ☐ **Other retail sales profession?** - Specify - ASK 76l
76l. RETAILSALESJOBSPEC Please specify employed in retail sales as a -	Specify - SKIP to 76o ________________
76m. TRANSPORTJOB Employed in the Transportation Field: **Were you employed as a-** Read each category.	**Transportation Field -** 24 ☐ **Bus driver?** 25 ☐ **Taxi cab driver?** (24–25) - SKIP to 76o 26 ☐ **Other transportation FIeld profession?** - Specify - ASK 76n
76n. TRANSPORTJOBSPEC Please specify employed in the transportation field as a -	Specify ________________
76o. **CHECK ITEM H2** ☐ If 76a equals 7, enter 27 here, otherwise enter the number of the employment code entered in item 76c, 76e, 76g, 76i 76k, or 76m.	579 ________
77. EMPLOYERTYPECURRENT Ask or verify - **Is your job with -** Read each category.	580 1 ☐ **A private company, business, or individual for wages?** 2 ☐ **The Federal government?** 3 ☐ **A State, county, or local government?** 4 ☐ **Yourself (Self-employed) in your own business, professional practice, or farm?** If 76o = 22 SKIP to 79, Else ASK 78.
78. COLLEGEEMPLOYER **Are you employed by a college or university?**	581 1 ☐ Yes 2 ☐ No
79. CURRENTJOBMSATYPE **While working at your job, do you work mostly in -** Read each category.	582 1 ☐ **A city?** 2 ☐ **Suburban area?** 3 ☐ **Rural area?** 4 ☐ **Combination of any of these?**

RESPONDENT'S CHECK ITEM I

80.	CHECK ITEM I	Is this the last household member to be interviewed?	☐ Yes - If Household Respondent finish collecting income and telephone information, then END interview. Otherwise END interview. ☐ No - GO TO question 33a for the next respondent. See note below before interviewing next household member.

FIELD REPRESENTATIVE -- (*Read to the Household Respondent Only.*) If there are any household members under 18, tell the Household Respondent that you will be asking the **same** questions you just asked him/her.

Notes

OMB No. 1121-0111: Approval Expires 8/31/2015

FORM NCVS-2

Ilmplementation Date: (07-01-2008)

U.S. DEPARTMENT OF COMMERCE
Economics and Statistics Administration
U.S. CENSUS BUREAU
ACTING AS COLLECTING AGENT FOR THE BUREAU OF JUSTICE STATISTICS
U.S. DEPARTMENT OF JUSTICE

CRIME INCIDENT REPORT

NATIONAL CRIME VICTIMIZATION SURVEY

Control number

PSU	Segment/Suffix	Sample designation/Suffix	Serial/ Suffix	HH No.	Spinoff Indicator

Notes

N C V S 2

INCIDENT REPORT

1a. LINE NUMBER OF RESPONDENT — 601 ☐☐ Line number (ex., 01)

1b. SCREEN QUESTION NUMBER — 602 ☐☐ Screen question number (ex., 39)

1c. INCIDENT NUMBER — 603 ☐☐ Incident number (ex., 01)

2a. CHECK ITEM A — Has the respondent lived at this address for more than 6 months? (If not sure, refer to 33a on the NCVS-1 or ASK.)

☐ Yes (more than 6 months) - SKIP to 3
☐ No (6 months or less) - ASK 2

2b. INCIDNETADDRESS

You said that during the last 6 months -
(description of the crime reported in the screen question.)
Did (this/the first) incident happen while you were living here or before you moved to this address?

605
1 ☐ While living at this address
2 ☐ Before moving to this address

3. INCIDENTDATE

In what month did (this/the first) incident happen?
Encourage respondent to give exact month.

606 ☐☐ Month ☐☐☐☐ Year

4. INCIDENTNUMBEROFTIMES

If unsure, ask -

Altogether, how many times did this type of incident happen during the last 6 months?

607 ____________ Number of incidents

5a. CHECK ITEM B — How many incidents? (Refer to 4.)

608
1 ☐ 1-5 incidents (not a "series") - SKIP to 6
2 ☐ 6 or more incidents - ASK 5b

5b. CHECK ITEM C — **INCIDENTSSIMILAR**

If unsure, ask:

Are these incidents similar to each other in detail or are they for different types of crimes?

609
1 ☐ Similar - ASK 5c
2 ☐ Different (not a "series") - SKIP to 6

5c. CHECK ITEM D — **RECALLEDTAILS**

If unsure, ask:

Can you recall enough details of each incident to distinguish them from each other?

610
1 ☐ Yes (not a "series")
2 ☐ No (is a "series")

6. INCIDENTTIME

(If box 2 is marked in 5c, read: **The following questions refer only to the most recent incident.)**

About what time did (this/the most recent) incident happen?

612
During day
1 ☐ After 6 a.m. - 12 noon
2 ☐ After 12 noon - 3 p.m.
3 ☐ After 3 p.m. - 6 p.m.
4 ☐ Don't know what time of day
At night
5 ☐ After 6 p.m. - 9 p.m.
6 ☐ After 9 p.m. - 12 midnight
7 ☐ After 12 midnight - 6 a.m.
8 ☐ Don't know what time of night
OR
9 ☐ Don't know whether day or night

7a. INCIDENT PLACE **In what city, town, or village did this incident occur?**	613 1 ☐ Outside U.S. - SKIP to 10a 2 ☐ Not inside a city/town/village - ASK 8a 3 ☐ SAME city/town/village as present residence - SKIP to 9 4 ☐ DIFFERENT city/town/village from present residence } ASK 7b 5 ☐ Don't know - ASK 8a
7b. INCIDENTPLACESPEC Please specify the city, town, or village, in which the incident occurred.	Specify ______________________
8a. INCIDENTSTATE **In what state did it occur?** **8b. INCIDENTCOUNTY** **In what county did it occur?**	614 State ____________ County ____________
8c. COUNTYSTATE Ask or verify: **Is this the same county and state as your present residence?**	615 1 ☐ Yes 2 ☐ No
9. INCIDENTAIR **Did this incident occur on an American Indian Reservation or on American Indian Lands?**	633 1 ☐ Yes 2 ☐ No
10a. LOCATION_GENERAL **Did this incident happen ...** Read each category until respondent says "yes", then enter appropriate precode.	1 ☐ **In your home or lodging?** - SKIP to 10b 2 ☐ **Near your home?** - SKIP to 10c 3 ☐ **At, in or near a friend's/relative's/neighbor's home?** - SKIP to 10d 4 ☐ **At a commercial place?** - SKIP to 10e 5 ☐ **In a parking lot or garage?** - SKIP to 10f 6 ☐ **At school?** - SKIP to 10g 7 ☐ **In open areas, on the street, or on public transportation?** - SKIP to - 10h 8 ☐ **Some where else?** - SKIP to 10i
Notes	

10b. LOCATION_IN_HOME Ask if necessary: **Where in your home or lodging did this incident happen?**	616 1 ☐ In own dwelling, own attached garage, or enclosed porch (Include illegal entry or attempted illegal entry of same) .... 2 ☐ In detached building on own property, such as detached garage, storage shed, etc. (Include illegal entry of same) .... 3 ☐ In vacation home/second home (Include illegal entry or attempted illegal entry of same) .... 4 ☐ In hotel or motel room respondent was staying in (Include illegal entry or attempted illegal entry of same) .... SKIP to 11
10c. LOCATION_NEAR_HOME Ask if necessary: **Where near your home or lodging did this incident happen?**	5 ☐ Own yard, sidewalk, driveway, carport, unenclosed porch (does not include apartment yards)................................. 6 ☐ Apartment hall, storage area, laundry room (does not include apartment parking lot/garage)............................... 7 ☐ On street immediately adjacent to own home or lodging................................. SKIP to 18
10d. LOCATION_OTHER_HOME Ask if necessary: **Where at, in, or near a friend's/relative's/ neighbor's home did this incident happen?**	8 ☐ At or in home or other building on their property .... 9 ☐ Yard, sidewalk, driveway, carport (does not include apartment yards) .... 10 ☐ Apartment hall, storage area, laundry room (does not include apartment parking lot/garage) .... 11 ☐ On street immediately adjacent to their home... SKIP to 18
10e. LOCATION_COMMERCE Ask if necessary: **At what type of a commercial place did this incident happen?**	12 ☐ Inside restaurant, bar, nightclub............. 24 ☐ Inside bank.. 25 ☐ Inside gas station................................... 26 ☐ Inside other commercial building, such as a store... 14 ☐ Inside office... 27 ☐ Inside factory or warehouse................. SKIP to 17c
10f. LOCATION_PARKING Ask if necessary: **In what type of a parking lot or garage did this incident happen?**	15 ☐ Commercial parking lot/garage .... 16 ☐ Noncommercial parking lot/garage .... 17 ☐ Apartment/townhouse parking lot/ garage .... SKIP to 17c
10g. LOCATION_SCHOOL Ask if necessary: **Where at school did this incident happen?**	18 ☐ Inside school building .... SKIP to 17a 19 ☐ On school property (school parking area, play area, school bus, etc.) .... SKIP to 17c
10h. LOCATION_OPEN_AREA Ask if necessary: **Where in an open area, on the street, or on public transportation did this incident happen?**	20 ☐ In apartment yard, park, field, playground (other than school) .... 21 ☐ On the street (other than immediately adjacent to own/friend's/relative's/ neighbor's home) .... 22 ☐ On public transportation or in station (bus, train, plane, airport, depot, etc.)........ SKIP to 18
10i. LOCATION_SPEC Please specify the other location where this incident occurred.	23 ☐ Other - Specify.................................... SKIP to 17c

11. OFFENDERLIVE **Did the offender live (here/there) or have a right to be (here/there), for instance, as a guest or a repairperson?**	617	1 ☐ Yes - SKIP to 19 2 ☐ No .... } ASK 12 3 ☐ Don't know } ASK 12
12. OFFENDERINSIDE **Did the offender actually get INSIDE your (house/apartment/room/garage/ shed/ enclosed porch)?**	618	1 ☐ Yes - SKIP to 14 2 ☐ No .... } ASK 13 3 ☐ Don't know } ASK 13
13. OFFENERTRY **Did the offender TRY to get in your (house/ apartment/room/garage/shed/porch)?**	619	1 ☐ Yes - ASK 14 2 ☐ No - SKIP to 19 3 ☐ Don't know - ASK 14
14. FORCEDENTRY **Was there any evidence, such as a broken lock or broken window, that the offender(s) (got in by force/TRIED to get in by force)?**	620	1 ☐ Yes - ASK 15a 2 ☐ No - SKIP to 16a
15a. EVIDENCE **What was the evidence?** Probe: **Anything else?** Enter all that apply.	625 * 626 *	Window 1 ☐ Damage to window (include frame, glass broken/removed/cracked) .... } SKIP to 19 2 ☐ Screen damaged/removed .... } SKIP to 19 3 ☐ Lock on window damaged/tampered with in some way .... } SKIP to 19 4 ☐ Other - Specify....................................... SKIP to 15b Door 5 ☐ Damage to door (include frame, glass panes or door removed) .... } SKIP to 19 6 ☐ Screen damaged/removed .... } SKIP to 19 7 ☐ Lock or door handle damaged/tampered with in some way .... } SKIP to 19 8 ☐ Other - Specify .... SKIP to 15c Other 9 ☐ Other than window or door - Specify......... SKIP to 15d
15b. EVIDENCE_SPEC14 Please specify what was the other evidence related to a window.		Specify - SKIP to 19 ____________________
15c. EVIDENCE_SPEC18 Please specify what was the other evidence related to a door.		Specify - SKIP to 19 ____________________
15d. EVIDENCE_SPEC19 Please specify what was the evidence other than to a window or door.		Specify - SKIP to 19 ____________________
Notes		

16a. OFFENDERGETIN **How did the offender (get in/TRY to get in)?**	627	1 ☐ Let in .... 2 ☐ Offender pushed his/her way in after door opened .... 3 ☐ Through OPEN DOOR or other opening ... 4 ☐ Through UNLOCKED door or window ...... 5 ☐ Through LOCKED door or window - Had key .... 6 ☐ Through LOCKED door or window - Picked lock, used credit card, etc., other than key .... 7 ☐ Through LOCKED door or window - Don't know how .... 8 ☐ Don't know .... } SKIP to 19 9 ☐ Other - Specify .... SKIP to 16b
16b. OFFENDERGETIN_SPEC Please specify - how the offender got in/TRIED to get in.		Specify - SKIP to 19 ____________________
17a. RESPONDENTSSCHOOL **Was it your school?**	628	1 ☐ Yes 2 ☐ No - SKIP to 17c
17b. PARTSCHOOLBLDG **In what part of the school building did it happen?**	629	1 ☐ Classroom 2 ☐ Hallway/Stairwell 3 ☐ Bathroom/Locker room 4 ☐ Other (library, gym, auditorium, cafeteria)
17c. RESTRICTEDAREA Ask or verify - **Did the incident happen in an area restricted to certain people or was it open to the public at the time?**	630	1 ☐ Open to the public .... 2 ☐ Restricted to certain people (or nobody had a right to be there) .... 3 ☐ Don't know .... } SKIP to 18 4 ☐ Other - Specify - ASK 17d
17d. RESTRICTEDAREA_SPEC Please specify.		Specify ____________________
18. INSIDEOROUT Ask or verify - **Did it happen outdoors, indoors, or both?**	631	1 ☐ Indoors (inside a building or enclosed space) 2 ☐ Outdoors 3 ☐ Both
19. FARFROMHOME Ask or verify- **How far away from home did this happen?** PROBE: **Was it within a mile, 5 miles, 50 miles or more?** Enter the code for the first answer category that the respondent is sure of.	632	1 ☐ At, in, or near the building containing the respondent's home/next door 2 ☐ A mile or less 3 ☐ Five miles or less 4 ☐ Fifty miles or less 5 ☐ More than 50 miles 6 ☐ Don't know how far
20a. HHMEMBERPRESENT Ask or verify - **Were you or any other member of this household present when this incident occurred?** You may need to probe to obtain more details to determine if respondent was present.	634	1 ☐ Yes - ASK 20b 2 ☐ No - SKIP to 56
20b. WHICHMEMBER Ask or verify - **Which household members were present?**	635	1 ☐ Respondent only .... 2 ☐ Respondent and other household member(s) .... } Ask 21 3 ☐ Only other household member(s), not respondent - SKIP to 59a

21. SEEOFFENDER Ask or verify - **Did you personally see an offender?**	636 1 ☐ Yes 2 ☐ No
22. WEAPONPRESENT **Did the offender have a weapon such as a gun or knife, or something to use as a weapon, such as a bottle or wrench?**	637 1 ☐ Yes - ASK 23a 2 ☐ No .... } SKIP to 24 3 ☐ Don't know } SKIP to 24
23a. WEAPON **What was the weapon?** Probe: **Anything else?** Enter all that apply.	638 * 1 ☐ Hand gun (pistol, revolver, etc.) .... } SKIP to 24 2 ☐ Other gun (rifle, shotgun, etc.) .... } SKIP to 24 3 ☐ Knife .... } SKIP to 24 4 ☐ Other sharp object (scissors, ice pick, axe, etc.) .... } SKIP to 24 5 ☐ Blunt object (rock, club, blackjack, etc.) .... } SKIP to 24 6 ☐ Other - Specify - ASK 23b
23b. WEAPON_SPEC Please specify the other weapon.	Specify ______________________________
24. ATTACK **Did the offender hit you, knock you down or actually attack you in any way?**	639 1 ☐ Yes - SKIP to 29a 2 ☐ No - ASK 25
25. TRYATTACK **Did the offender TRY to attack you?**	640 1 ☐ Yes - SKIP to 28a 2 ☐ No - ASK 26
26. THREATEN **Did the offender THREATEN you with harm in any way?**	641 1 ☐ Yes - SKIP to 28c 2 ☐ No - ASK 27a
27a. WHATHAPPEN **What actually happened?** Probe: **Anything else?** Enter all that apply.	642 * 1 ☐ Something taken without permission .... } SKIP to 35c 2 ☐ Attempted or threatened to take something .... } SKIP to 35c 3 ☐ Harassed, argument, abusive language ..... } SKIP to 35c 4 ☐ Unwanted sexual contact with force (grabbing, fondling, etc.) .... SKIP to 27c 5 ☐ Unwanted sexual contact without force (grabbing, fondling, etc.) .... } SKIP to 35c 6 ☐ Forcible entry or attempted forcible entry of house/apartment .... } SKIP to 35c 7 ☐ Forcible entry or attempted forcible entry of car .... } SKIP to 35c 8 ☐ Damaged or destroyed property.............. } SKIP to 35c 9 ☐ Attempted or threatened to damage or destroy property .... } SKIP to 35c 10 ☐ Other - Specify - ASK 27b
27b. WHATHAPPEN_SPEC Please specify what actually happened.	Specify - SKIP to 35c ______________________________
27c. SEXCONFORCEPROBE_1 **You mentioned some type of unwanted sexual contact with force. Do you mean forced or coerced sexual intercourse including attempts?**	1 ☐ Yes - SKIP to 29a 2 ☐ No - SKIP to 35c
Notes	

28a. HOWTRYATTACK

How did the offender TRY to attack you?

Probe: **Any other way?**

Enter all that apply.

643 *

1 ☐ Verbal threat of rape
2 ☐ Verbal threat to kill
3 ☐ Verbal threat of attack other than to kill or rape
4 ☐ Verbal threat of sexual assault other than rape
SKIP to 35c

5 ☐ Unwanted sexual contact with force (grabbing, fondling, etc.) SKIP to 28e

6 ☐ Unwanted sexual contact without force (grabbing, fondling, etc.)

644 *

7 ☐ Weapon present or threatened with weapon
8 ☐ Shot at (but missed)
9 ☐ Attempted attack with knife/sharp weapon
10 ☐ Attempted attack with weapon other than gun/knife/sharp weapon

645 *

11 ☐ Object thrown at person
12 ☐ Followed or surrounded
13 ☐ Tried to hit, slap, knock down, grab, hold, trip, jump, push, etc.
SKIP to 35c

14 ☐ Other - Specify - ASK 28b

28b. HOWTRYATTACK_SPEC

Please specify how the offender TRIED to attack you.

Specify - SKIP to 35c

____

28c. HOWTHREATEN

How were you threatened?

Probe: **Any other way?**

Enter all that apply.

643 *

1 ☐ Verbal threat of rape
2 ☐ Verbal threat to kill
3 ☐ Verbal threat of attack other than to kill or rape
4 ☐ Verbal threat of sexual assault other than rape
SKIP to 35c

5 ☐ Unwanted sexual contact with force (grabbing, fondling, etc.) SKIP to 28e

6 ☐ Unwanted sexual contact without force (grabbing, fondling, etc.)

644 *

7 ☐ Weapon present or threatened with weapon
8 ☐ Shot at (but missed)
9 ☐ Attempted attack with knife/sharp weapon
10 ☐ Attempted attack with weapon other than gun/knife/sharp weapon

645 *

11 ☐ Object thrown at person
12 ☐ Followed or surrounded
13 ☐ Tried to hit, slap, knock down, grab, hold, trip, jump, push, etc.
SKIP to 35c

14 ☐ Other - Specify - ASK 28d

28d. HOWTHREATEN_SPEC

Please specify how you were threatened.

Specify - SKIP to 35c

____

28e. SEXCONFORCEPROBE_2

You mentioned some type of unwanted sexual contact with force. Do you mean forced or coerced sexual intercourse including attempts?

1 ☐ Yes - ASK 29a
2 ☐ No - SKIP to 35c

29a. HOWATTACK

How were you attacked?

Probe: **Any other way?**

Enter all that apply.

646 *

1 ☐ Raped - ASK 29c
2 ☐ Tried to rape - ASK 29d
3 ☐ Sexual assault other than rape or attempted rape
4 ☐ Shot
5 ☐ Shot at (but missed)
6 ☐ Hit with gun held in hand

647 *

7 ☐ Stabbed/cut with knife/sharp weapon
8 ☐ Attempted attack with knife/sharp weapon
9 ☐ Hit by object (other than gun) held in hand
10 ☐ Hit by thrown object

648 *

11 ☐ Attempted attack with weapon other than gun/knife/sharp weapon
12 ☐ Hit, slapped, knocked down
13 ☐ Grabbed, held, tripped, jumped, pushed, etc.
SKIP to 30a

14 ☐ Other - Specify - ASK 29b

29b. HOWATTACK_SPEC

Please specify how you were attacked.

Specify - SKIP to 30a

____

Question	Response
29c. RAPE_CK1 **You mentioned rape. Do you mean forced or coerced sexual intercourse?** If "no", then ask: **What do you mean?**	☐ **Yes** - SKIP to 30a ☐ **No** - go back to 29a
29d. ATTRAPE_CK1 **You mentioned attempted rape. Do you mean attempted forced or coerced sexual intercourse?** If "no", then ask: **What do you mean?**	☐ **Yes** - SKIP to 30a ☐ **No** - go back to 29a
30a. PRETHREATEN **Did the offender THREATEN to hurt you before you were actually attacked?**	649 1 ☐ Yes } SKIP to 31a 2 ☐ No } 3 ☐ Other - Specify - ASK 30b
30b. PRETHREATEN_SPEC Please specify.	Specify ____________________
31a. iNJURY **What were the injuries you suffered, if any?** Probe: **Anything else?** Enter all that apply.	655 * 1 ☐ None .... SKIP to 35c 2 ☐ Raped .... SKIP to 31c 3 ☐ Attempted rape .... SKIP to 31d 4 ☐ Sexual assault other than rape or attempted rape .... 5 ☐ Knife or stab wounds .... 656 * 6 ☐ Gun shot, bullet wounds .... 7 ☐ Broken bones or teeth knocked out .... 8 ☐ Internal injuries .... 9 ☐ Knocked unconscious .... 10 ☐ Bruises, black eye, cuts, scratches, swelling, chipped teeth .... } SKIP to 32 11 ☐ Other - Specify - ASK 31b
31b. INJURY_SPEC Please specify the injuries you suffered.	Specify - SKIP to 32 ____________________
31c. RAPE_CK2 **You mentioned rape. Do you mean forced or coerced sexual intercourse?** If "no", then ask: **What do you mean?**	☐ **Yes** - SKIP to 32 ☐ **No** - go back to 31a
31d. ATTRAPE_CK2 **You mentioned attempted rape. Do you mean attempted forced or coerced sexual intercourse?** If "no", then ask: **What do you mean?**	☐ **Yes** - SKIP to 32a ☐ **No** - go back to 31a
32a. INJURYNOTGUN Ask or verify- **Were any of the injuries caused by a weapon other than a gun or knife?**	657 1 ☐ **Yes** - ASK 32b 2 ☐ **No** - SKIP to 33a
32b. FIRSTINJURY **Which injuries were caused by a weapon OTHER than a gun or knife?** Enter all that apply.	658 * 2 ☐ Raped 3 ☐ Attempted rape 4 ☐ Sexual assault other than rape or attempted rape 7 ☐ Broken bones or teeth knocked out 8 ☐ Internal injuries 9 ☐ Knocked unconscious 10 ☐ Bruises, black eye, cuts, scratches, swelling, chipped teeth 11 ☐ Other - Specify
33a. MEDICALCARE **Were you injured to the extent that you received any medical care, including self treatment?**	659 1 ☐ **Yes** - ASK 33b 2 ☐ **No** - SKIP to 35c

33b. RECEIVECAREWHERE **Where did you receive this care?** Probe: **Anywhere else?** Enter all that apply.	660 * 1 ☐ At the scene 2 ☐ At home/neighbor's/friend's 3 ☐ Health unit at work/school, first aid station at a stadium/park, etc. 4 ☐ Doctor's office/health clinic 5 ☐ Emergency room at hospital/emergency clinic 6 ☐ Hospital (other than emergency room) (1–6: SKIP to 33d) 7 ☐ Other - Specify - ASK 33c
33c. RECEIVECAREWHERE_SPEC Please specify where you received this care.	Specify ____________________
33d. **CHECK ITEM E1** Is (box 6) "Hospital" marked in 35a?	1 ☐ **Yes** - ASK 34a 2 ☐ **No** - SKIP to 35a
34a. CAREOVERNIGHT **Did you stay overnight in the hospital?**	662 1 ☐ **Yes** - ASK 34b 2 ☐ **No** - SKIP to 35a
34b. CAREDAYHOSPIT **How many days did you stay in the hospital?**	663 __________ Number of days
35a. MEDICALINSURANCE **At the time of the incident, were you covered by any medical insurance, or were you eligible for benefits from any other type of health benefits program, such as medicaid, Veterans Administration, or Public Welfare?**	664 1 ☐ Yes 2 ☐ No 3 ☐ Don't know
35b. MEDICALEXPENSES **What was the total amount of your medical expenses resulting from this incident (INCLUDING anything paid by insurance)? Include hospital and doctor bills, medicine, therapy, braces, and any other injury related expenses.** Obtain an estimate, if necessary.	665 $ __________ . 00 Total amount 0 No cost
35c. **CHECK ITEM E2** Is (box 1) "Yes" marked in 24, 25 or 26 or are (box 4 or 5) "Unwanted sexual contact with or without force" marked in 27?	1 ☐ **Yes** - ASK 36a 2 ☐ **No** - SKIP to 39
36a. IMPACT_JOB **Being a victim of crime affects people in different ways. Next I would like to ask you some questions about how being a crime victim may have affected you.** **Did being a victim of this crime lead you to have significant problems with your job or schoolwork, or trouble with your boss, coworkers, or peers?**	969 1 ☐ Yes 2 ☐ No
36b. IMPACT_FAMILY **Did being a victim of this crime lead you to have significant problems with family members or friends, including getting into more arguments or fights than you did before, not feeling you could trust them as much, or not feeling as close to them as you did before?** **36c. HOW_DISTRESSING** **How distressing was being a victim of this crime to you? Was it not at all distressing, mildly distressing, moderately distressing, or severely distressing?**	970 1 ☐ Yes 2 ☐ No 971 1 ☐ Not at all distressing 2 ☐ Mildly distressing 3 ☐ Moderately distressing 4 ☐ Severely distressing

36d. **CHECK ITEM E3** Is (box 1) "Yes" marked in 36a or 36b or are (box 3 or 4) "Moderately or severely distressing" marked in 36c?	1 ☐ **Yes** - ASK 37 2 ☐ **No** - SKIP to 39

37. Still thinking about your distress associated with being a victim of this crime did you feel any of the following ways for A MONTH OR MORE? Did you feel ...

Item	Code	Yes	No
(a) FEEL_WORRIED **Worried or anxious?**	972	1 ☐ Yes	2 ☐ No
(b) FEEL_ANGRY **Angry?**	973	1 ☐ Yes	2 ☐ No
(c) FEEL_SAD **Sad or depressed?**	974	1 ☐ Yes	2 ☐ No
(d) FEEL_VULNERABLE **Vulernable?**	975	1 ☐ Yes	2 ☐ No
(e) FEEL_VIOLATED **Violated?**	976	1 ☐ Yes	2 ☐ No
(f) FELL_MISTRUST **Like you couldn't trust people?**	977	1 ☐ Yes	2 ☐ No
(g) FEEL_UNSAFE **Unsafe?**	978	1 ☐ Yes	2 ☐ No
(h) FEE_OTHER_WAY **Some other way?**	979	1 ☐ Yes	2 ☐ No

37i. FEEL_OTH_WAY_SP **What other way did being a victim of this crime make you feel?**	Specify ________________
37j. **CHECK ITEM E4** Is (box 1) "Yes" marked in any of 37a through 37h?	1 ☐ **Yes** - ASK 37k 2 ☐ **No** - SKIP to 38
37k. SEEK_PRO_HELP **Did you seek any kind of professional help for the feelings you experienced as a result of being a victim of this crime?**	980 1 ☐ **Yes** - ASK 37l 2 ☐ **No** - SKIP to 38
37l. PRO_HELP_SOUGHT **Did you seek any kind of professional help for the feelings you experienced as a result of being a victim of this crime?** Enter all that apply.	981 1 ☐ Counseling/therapy............ } SKIP to 38 2 ☐ Medication .... } SKIP to 38 3 ☐ Visited a doctor or nurse.... } SKIP to 38 4 ☐ Visted ER/hospital/clinic...... } SKIP to 38 5 ☐ Other - Specify - ASK 37m
37m. HELP_SOUGHT_SP What other kind of professional help did you seek?	Specify ________________
Notes	

38. Did you experience any of the following physical problems associated with being a victim of this crime for A MONTH OR MORE? Did you experience ...		
(a) HAVE_HEADACHES **Headaches?**	982	1 ☐ Yes 2 ☐ No
(b) TRBL_SLEEPING **Trouble sleeping?**	983	1 ☐ Yes 2 ☐ No
(c) EATING_PROBS **Changes in your eating or drinking habits?**	984	1 ☐ Yes 2 ☐ No
(d) UPSET_STOMACH **Upset stomach?**	985	1 ☐ Yes 2 ☐ No
(e) FATIGUE **Fatigue?**	986	1 ☐ Yes 2 ☐ No
(f) HIGH_BLOOD_PRESS **High blood pressure?**	987	1 ☐ Yes 2 ☐ No
(g) MUSCLE_TENSION **Muscle tension or back pain?**	988	1 ☐ Yes 2 ☐ No
(h) OTHER_PHYSICAL **Some other physical problem?**	989	1 ☐ Yes 2 ☐ No
38i. OTH_PHY_SP **What other physical problem did you experience for A MONTH OR MORE?**		Specify ____________
38j. CHECK **ITEM E5** Is (box 1) "Yes" marked in any of 38a through 38h?		1 ☐ Yes - ASK 38k 2 ☐ No - SKIP to 39
38k. SEEK_HELP_PHYPROBS **Other than any medical care you received for the injury(ies) you suffered) did you seek any professional or medical help for the physical problems you experienced as a result of being a victim of this crime?**	990	1 ☐ Yes - ASK 38l 2 ☐ No - SKIP to 39
38l. KIND_HELP_PHYPROBS **What type of professional or medical help did you seek?** Enter all that apply.	991	1 ☐ Counseling/therapy 2 ☐ Medication 3 ☐ Visited a doctor or nurse 4 ☐ Visted ER/hospital/clinic (1–4: SKIP to 39) 5 ☐ Other - Specify - ASK 38m
38m. KIND_HELP_PHYOTH_SP What other kind of professional help did you seek?		Specify ____________
39. CHECK **ITEM F1** Is respondent female and between the ages of 18-49?		1 ☐ Yes - ASK 40 2 ☐ No - SKIP to 41a
40. PREGATTIMEOFINC **Research shows that pregnant women may be at a higher risk of being the victim of a violent crime.** **Were you pregnant at the time of this incident?**	960	1 ☐ Yes 2 ☐ No
Notes		

41a. PROTECTSELF **Did you do anything with the idea of protecting YOURSELF or your PROPERTY while the incident was going on?**	666	1 ☐ Yes - SKIP to 42a 2 ☐ No/took no action/kept still - ASK 41b
41b. DURINGINCIDENT Was there anything you did or tried to do about the incident while it was going on?	667	1 ☐ Yes - SKIP to 42a 2 ☐ No/took no action/kept still - ASK 47
42a. ACTIONDURINGINC **What did you do?** Probe: **Anything else?** Enter all that apply.	668 *	**USED PHYSICAL FORCE TOWARD OFFENDER** 1 ☐ Attacked offender with gun; fired gun 2 ☐ Attacked with other weapon 3 ☐ Attacked without weapon (hit, kicked, etc.) 4 ☐ Threatened offender with gun 5 ☐ Threatened offender with other weapon 6 ☐ Threatened to injure, no weapon
	669 *	**RESISTED OR CAPTURED OFFENDER** 7 ☐ Defended self or property (struggled, ducked, blocked blows, held onto property) 8 ☐ Chased, tried to catch or hold offender **SCARED OR WARNED OFF OFFENDER** 9 ☐ Yelled at offender, turned on lights, threatened to call police, etc. (1–9: SKIP to 42c)
	670 *	**PERSUADED OR APPEASED OFFENDER** 10 ☐ Cooperated, or pretended to (stalled, did what they asked) 11 ☐ Argued, reasoned, pleaded, bargained, etc. **ESCAPED OR GOT AWAY** 12 ☐ Ran or drove away, or tried; hid, locked door
	671 *	**GOT HELP OR GAVE ALARM** 13 ☐ Called police or guard 14 ☐ Tried to attract attention or help, warn others (cried out for help, called children inside) **REACTED TO PAIN OR EMOTION** 15 ☐ Screamed from pain or fear (10–15: SKIP to 42c) **OTHER** 16 ☐ Other - Specify - ASK 42b
42b. ACTIONDURINGINC_SPEC Please specify what you did.		Specify ____________________
42c. CHECK **ITEM F2** Was the respondent injured in this incident? (Are any of the boxes 2-11 marked in 31a?)		1 ☐ Yes - ASK 43a 2 ☐ No - SKIP to 43b
43a. INJACITON **Did you take these actions before, after, or at the same time that you were injured?** Enter all that apply.	672 *	1 ☐ Actions taken before injury 2 ☐ Actions taken after injury 3 ☐ Actions taken at same time as injury
43b. INACTIONHELP **Did (any of) your action(s) help the situation in any way?** Probe: **Did your action(s) help you avoid injury, protect your property, escape from the offender - or were they helpful in some other way?**	673	1 ☐ Yes - ASK 44a 2 ☐ No .... SKIP to 45 3 ☐ Don't know SKIP to 45
Notes		

44a. HELP **How were they helpful?** Probe: **Any other way?** Enter all that apply.	674 *	1 ☐ Helped avoid injury or greater injury to respondent .... SKIP to 45 2 ☐ Scared or chased offender off .... SKIP to 45 3 ☐ Helped respondent get away from offender... SKIP to 45 4 ☐ Protected property .... SKIP to 45 5 ☐ Protected other people .... SKIP to 45 6 ☐ Other - Specify - ASK 44b
44b. HELP_SPEC Please specify how were they helpful.		Specify ____________________
45. ACTIONWORSE **Did (any of) your action(s) make the situation worse in any way?** Probe: **Did your action(s) lead to injury, greater injury, loss of property, make the offender angrier, or make the situation worse in some other way?**	675	1 ☐ Yes - ASK 46a 2 ☐ No .... SKIP to 47 3 ☐ Don't know SKIP to 47
46a. WORSE **How did they make the situation worse?** Probe: **Any other way?** Enter all that apply.	676 *	1 ☐ Led to injury or greater injury to respondent .... SKIP to 47 2 ☐ Caused greater loss of property or damage to property .... SKIP to 47 3 ☐ Other people got hurt (worse) .... SKIP to 47 4 ☐ Offender got away .... SKIP to 47 5 ☐ Made offender angrier, more aggressive, etc. .... SKIP to 47 6 ☐ Other - Specify - ASK 46b
46b. WORSE_SPEC Please specify how the respondent's actions made the situation worse.		Specify ____________________
47. ANYONEPRESENT **Was anyone present during the incident besides you and the offender? (Other than children under age 12.)**	677	1 ☐ Yes - ASK 48 2 ☐ No .... SKIP to 54c 3 ☐ Don't know SKIP to 54c
48. OTHERSACTIONS **Did the actions of (this person/any of these people) help the situation in any way?**	678	1 ☐ Yes - ASK 49a 2 ☐ No .... SKIP to 50 3 ☐ Don't know SKIP to 50
49a. HOWOTHERSHELP **How did they help the situation?** Probe: **Any other way?** Enter all that apply.	679 *	1 ☐ Helped avoid injury or greater injury to respondent .... SKIP to 50 2 ☐ Scared or chased offender off .... SKIP to 50 3 ☐ Helped respondent get away from offender... SKIP to 50 4 ☐ Protected property .... SKIP to 50 5 ☐ Protected other people .... SKIP to 50 6 ☐ Other - Specify - ASK 49b
49b. HOWOTHERSHELP_SPEC Please specify how they helped the situation.		Specify ____________________
50. OTHERSACTIONSWORSE **Did the actions of (this person/any of these people) make the situation worse in any way?**	680	1 ☐ Yes - ASK 51a 2 ☐ No .... SKIP to 52 3 ☐ Don't know SKIP to 52
Notes		

51a. OTHWORSE **How did they make the situation worse?** Probe: **Any other way?** Enter all that apply.	681 *	1 ☐ Led to injury or greater injury to respondent .... SKIP to 52 2 ☐ Caused greater loss of property or damage to property .... SKIP to 52 3 ☐ Other people got hurt (worse) .... SKIP to 52 4 ☐ Offender got away .... SKIP to 52 5 ☐ Made offender angrier, more aggressive, etc. .... SKIP to 52 6 ☐ Other - Specify - ASK 51b
51b. OTHWORSE_SPEC Please specify how they made the situation worse.		Specify ____________________
52. PERSONSHARMED **Not counting yourself, were any of the persons present during the incident harmed** (Pause), **threatened with harm** (Pause), **or robbed by force or threat of harm? (Do not include yourself, the offender, or children under 12 years of age.)**	682	1 ☐ Yes - ASK 53 2 ☐ No .... SKIP to 54c 3 ☐ Don't know SKIP to 54c
53. PERSONSHARMEDNUM **How many? (Do not include yourself, the offender or children under 12 years of age.)**	683	________ Number of persons
54a. HHMEMHARMED **How many of these persons are members of your household now? (Do not include yourself, the offender or children under 12 years of age.)**	684	________ Number of persons 0 ☐ None - SKIP to 54c
54b. HHMEMHARMED_NAMES If not sure ask: **Who are these household members? (Do not include yourself, the offender, or children under 12 years of age)** Enter the line number(s) of other household members.		Line number(s) ________ ________ ________
54c. CHECK **ITEM G** Did the respondent use or threaten to use physical force against the offender? (Are any of the boxes 1-6 marked in 42a?)	685	1 ☐ Yes - ASK 55 2 ☐ No - SKIP to 60
55. FIRSTTOUSE FORCE **Who was the first to use or threaten to use physical force - you, the offender, or someone else?**	686	1 ☐ Respondent SKIP to 60 2 ☐ Offender(s) SKIP to 60 3 ☐ Someone else SKIP to 60
56. KNOWLEARNOFFENDERS **Do you know or have you learned anything about the offender(s) - for instance, whether there was one or more than one offender involved, whether it was someone young or old, or male or female?**	687	1 ☐ Yes - ASK 57 2 ☐ No - SKIP to 88
57. SUREOFINFO **How sure are you of this information? Do you have a suspicion, are you fairly sure or are you certain?**	688	1 ☐ Suspicion 2 ☐ Fairly sure 3 ☐ Certain
Notes		

58a. LEARNOFFENDERS **How did you learn about the offender(s)?** Probe: **Any other way?** Enter all that apply.	689 * / 690 * 1 ☐ Respondent saw or heard offender .... 2 ☐ From other member of household who was eyewitness .... 3 ☐ From eyewitness(es) other than household member(s) .... 4 ☐ From police .... 5 ☐ Other person (not eyewitness) .... 6 ☐ Offender(s) admitted it .... 7 ☐ Offender(s) had threatened to do it .... 8 ☐ Stolen property found on offender's property or in offender's possession........ 9 ☐ Figured it out by who had motive, opportunity, or had done it before .... (1–9) SKIP to 88 10 ☐ Other - Specify - ASK 58b
58b. LEARNOFFENDERS_SPEC Please specify how you learned about the offender(s).	Specify - SKIP to 88 ____________________
59a.HAPPEN **What actually happened?** Probe: **Anything else?** Enter all that apply.	691 * 1 ☐ Something taken without permission .... 2 ☐ Attempted or threatened to take something 3 ☐ Harassed, argument, abusive language .... 4 ☐ Forcible entry or attempted forcible entry of house/apartment .... 5 ☐ Forcible entry or attempted forcible entry of car .... 6 ☐ Damaged or destroyed property .... 7 ☐ Attempted or threatened to damage or destroy property .... (1–7) SKIP to 60 8 ☐ Other - Specify - ASK 59b
59b. HAPPEN_SPEC Please specify what actually happened.	Specify ____________________
60. ONEORMOREOFFENDERS Ask or verify - **Was the crime committed by only one or by more than one offender?**	692 1 ☐ Only one - SKIP to 62 2 ☐ More than one - SKIP to 74 3 ☐ Don't know - ASK 61
61. KNOWOFFENDERS **Do you know anything about one of the offenders?**	693 1 ☐ Yes - ASK 62 2 ☐ No - SKIP to 88
62. SINGOFFENDERKNEW **Was the offender someone you knew or a stranger you had never seen before?**	703 1 ☐ Knew or had seen before - SKIP to 64 2 ☐ Stranger 3 ☐ Don't know
63. SINGOFFENDERRECOG **Would you be able to recognize the offender if you saw him/her?**	704 1 ☐ Yes .... 2 ☐ Not sure (possibly or probably)........ (1–2) SKIP to 65a 3 ☐ No - SKIP to 67
64. SINGOFFENDERHOWWELL **How well did you know the offender - by sight only, casual acquaintance, or well known?**	705 1 ☐ Sight only - ASK 65a 2 ☐ Casual acquaintance ... 3 ☐ Well known .... (2–3) SKIP to 66a
65a. SINGOFFENDERSIGHT **Would you have been able to tell the police how they might find the offender, for instance, where he/she lived, worked, went to school, or spent time?**	706 1 ☐ Yes........ 2 ☐ No........ (1–2) SKIP to 67 3 ☐ Other - Specify - ASK 65b
65b. SINGOFFENERSIGT_SPEC	Specify - SKIP to 67 ____________________
Notes	

66a. SINGOFFENDERRELATION **How well did you know the offender? For example, was the offender a friend, cousin, etc.?**	707	**RELATIVE** 1 ☐ Spouse at time of incident .... SKIP to 67 2 ☐ Ex-spouse at time of incident .... SKIP to 67 3 ☐ Parent or step-parent .... SKIP to 67 4 ☐ Own child or step-child .... SKIP to 67 5 ☐ Brother/sister .... SKIP to 67 6 ☐ Other relative - Specify - ASK 66b **NONRELATIVE** 7 ☐ Boyfriend or girlfriend, ex-boyfriend or ex-girlfriend .... SKIP to 67 8 ☐ Friend or ex-friend .... SKIP to 67 9 ☐ Roommate, boarder .... SKIP to 67 10 ☐ Schoolmate .... SKIP to 67 11 ☐ Neighbor .... SKIP to 67 12 ☐ Customer/client .... SKIP to 67 14 ☐ Patient .... SKIP to 67 15 ☐ Supervisor (current or former) .... SKIP to 67 16 ☐ Employee (current or former) .... SKIP to 67 17 ☐ Co-worker (current or former) .... SKIP to 67 18 ☐ Teacher/school staff .... SKIP to 67 13 ☐ Other nonrelative - Specify - ASK 66c
66b. SINGOFFENDERRELATION_SPEC_16 Please specify the other relative.		Specify - SKIP to 67 ________________
66c. SINGOFFENERRELATION_SPEC_28 Please specify the other nonrelative.		Specify ________________
67. SINGOFFENDERGENDER **Was the offender male or female?**	698	1 ☐ Male 2 ☐ Female 3 ☐ Don't know
68. SINGOFFENDERAGE **How old would you say the offender was?**	699	1 ☐ Under 12 2 ☐ 12-14 3 ☐ 15-17 4 ☐ 18-20 5 ☐ 21-29 6 ☐ 30 or older 7 ☐ Don't know
69. SINGOFFETHNICITY **Was the offender Hispanic or Latino?**	992	1 ☐ Yes 2 ☐ No 3 ☐ Don't know
70. SINGOFFENDERRACE **What race or races was the offender? You may select more than one. Was the offender...** Enter all that apply.	708 *	1 ☐ **White?** 2 ☐ **Black or African American?** 3 ☐ **American Indian or Alaska Native?** 4 ☐ **Asian?** 5 ☐ **Native Hawaiian or Other Pacific Islander?** 6 ☐ Don't know
71. SINGOFFENERGANG **Was the offender a member of a street gang, or don't you know?**	700	1 ☐ Yes (a member of a street gang) 2 ☐ No (not a member of a street gang) 3 ☐ Don't know (if a member of a street gang)
72a. SINGOFFENDERDRINKDRUG **Was the offender drinking or on drugs, or don't you know?**	701	1 ☐ Yes (drinking or on drugs) - ASK 72b 2 ☐ No (not drinking/not on drugs) .... SKIP to 73 3 ☐ Don't know (if drinking or on drugs) .... SKIP to 73
72b. SINGOFFENDERDRNKORDRUG **Which was it? (Drinking or on drugs?)**	702	1 ☐ Drinking 2 ☐ On drugs 3 ☐ Both (drinking and on drugs) 4 ☐ Drinking or on drugs - could not tell which
73. SINGOFFENDERONLYTIME **Was this the only time this offender committed a crime against you or your household or made threats against you or your household?**	709	1 ☐ Yes (only time) .... SKIP to 88 2 ☐ No (there were other times) .... SKIP to 88 3 ☐ Don't know .... SKIP to 88
74. HOWMANYOFFENDERS **How many offenders?**	710	______ Number of offenders ☐ Don't know (number of offenders)

75. MULTOFFENDERKNEW

Were any of the offenders known to you, or were they strangers you had never seen before?

718
1 ☐ All known } SKIP to 77a
2 ☐ Some known } SKIP to 77a
3 ☐ All strangers } ASK 76
4 ☐ Don't know } ASK 76

76. MULTOFFENDERRECOG

Would you be able to recognize any of them if you saw them?

719
1 ☐ Yes .... } SKIP to 78a
2 ☐ Not sure (possibly or probably)...... } SKIP to 78a
3 ☐ No - SKIP to 80a

77a. MULTOFFENDERHOWWELL

How well did you know the offender(s) - by sight only, casual acquaintance, or well known?

Probe: **Anything else?**

Enter all that apply.

720 *
1 ☐ Sight only
2 ☐ Casual acquaintance
3 ☐ Well known

77b. **CHECK ITEM H** Is "casual acquaintance" or "well known" marked in 77a?

☐ Yes - SKIP to 79a
☐ No - ASK 78a

78a. MULTOFFENDERSIGHT

Would you have been able to tell the police how they might find any of them, for instance, where they lived, worked, went to school, or spent time?

722
1 ☐ Yes .... } SKIP to 80a
2 ☐ No........... } SKIP to 80a
3 ☐ Other - Specify - ASK 78b

78b. MULTOFFENDERSIGHT_SPEC

Please specify.

Specify - SKIP to 80a

____

79a. MULTOFFENDERRELATION

How did you know them? For example, were they friends, cousins, etc.?

Probe: **Anything else?**

Enter all that apply.

RELATIVE

723 *
1 ☐ Spouse at time of incident .... } SKIP to 80a
2 ☐ Ex-spouse at time of incident .... } SKIP to 80a
3 ☐ Parent or step-parent .... } SKIP to 80a
4 ☐ Own child or step-child .... } SKIP to 80a
5 ☐ Brother/sister .... } SKIP to 80a
6 ☐ Other relative - Specify - ASK 79b

NONRELATIVE

724 *
7 ☐ Boyfriend or girlfriend, ex-boyfriend or ex-girlfriend.. } SKIP to 80a
8 ☐ Friend or ex-friend................................. } SKIP to 80a
9 ☐ Roommate, boarder............................... } SKIP to 80a
10 ☐ Schoolmate... } SKIP to 80a

725 *
11 ☐ Neighbor... } SKIP to 80a
12 ☐ Customer/client.................................... } SKIP to 80a
14 ☐ Patient .... } SKIP to 80a
15 ☐ Supervisor (current or former)................. } SKIP to 80a
16 ☐ Employee (current or former)................... } SKIP to 80a
17 ☐ Co-worker (current or former) .... } SKIP to 80a
18 ☐ Teacher/school staff.............................. } SKIP to 80a
13 ☐ Other nonrelative - Specify - ASK 79c

79b. MULTOFFENDERRELATION_SPEC_16

Please specify the other relative.

Specify - SKIP to 80a

____

79c. MULTOFFENDERRELATION_SPEC_28

Please specify the other nonrelative.

Specify

____

80a. MULTOFFENDERGENDER

Were they male or female?

711
1 ☐ All male .... } SKIP to 81
2 ☐ All female .... } SKIP to 81
3 ☐ Don't know sex of any offenders.. } SKIP to 81
4 ☐ Both male and female.................. (If only two offenders, SKIP to 81 otherwise ASK 80b)

80b. MULTOFFENDERMOSTGENDER

Were they mostly male or mostly female?

712
1 ☐ Mostly male
2 ☐ Mostly female
3 ☐ Evenly divided
4 ☐ Don't know

Question	Code	Response
81. MULTOFFENDERYOUNG **How old would you say the youngest was?**	713	1 ☐ Under 12 2 ☐ 12-14 3 ☐ 15-17 4 ☐ 18-20 5 ☐ 21-29 6 ☐ 30 or older 7 ☐ Don't know
82. MULTOFFENDEROLD **How old would you say the oldest was?**	714	1 ☐ Under 12 2 ☐ 12-14 3 ☐ 15-17 4 ☐ 18-20 5 ☐ 21-29 6 ☐ 30 or older 7 ☐ Don't know
83a. MULTOFFETHNICITY **Were any of the offenders Hispanic or Latino?**	993	1 ☐ Yes - ASK 83b 2 ☐ No .... } SKIP to 84a 3 ☐ Don't know .... } SKIP to 84a
83b. MULTOFFENDERMOSTETHNICITY **Were the offenders mostly Hispanic, mostly non-Hispanic, or an equal number of Hispanic and non-Hispanic?**	994	1 ☐ Mostly Hispanic or Latino 2 ☐ Mostly non-Hispanic 3 ☐ Equal number of Hispanic and non-Hispanic 4 ☐ Don't know
84a. MULTOFFENDERRACE **What race or races were the offenders? Were they...** Enter all that apply.	726 *	1 ☐ **White?** 2 ☐ **Black or African American?** 3 ☐ **American Indian or Alaska Native?** 4 ☐ **Asian?** 5 ☐ **Native Hawaiian or Other Pacific Islander?** 6 ☐ Don't know
84b. CHECK ITEM I Is more than one box marked in 84a?		☐ Yes - ASK 84c ☐ No - SKIP to 85
84c. MULTOFFENDERRACEMOST **What race were most of the offenders?**	727	1 ☐ Mostly White 2 ☐ Mostly Black or African American 3 ☐ Mostly American Indian or Alaska Native 4 ☐ Mostly Asian 5 ☐ Mostly Native Hawaiian or Other Pacific Islander 6 ☐ Equal number of each race 7 ☐ Don't know
85. MULTOFFENDERGANG **Were any of the offenders a member of a street gang, or don't you know?**	715	1 ☐ Yes (a member of a street gang) 2 ☐ No (not a member of a street gang) 3 ☐ Don't know (if a member of a street gang)
86a. MULTOFFENDERDRINKDRUG **Were any of the offenders drinking or on drugs, or don't you know?**	716	1 ☐ Yes (drinking or on drugs) - ASK 86b 2 ☐ No (not drinking/not on drugs)............... } SKIP to 87 3 ☐ Don't know (if drinking or on drugs) .... } SKIP to 87
86b. MULTOFFENDERDRINKORDRUG **Which was it? (Drinking or on drugs?)**	717	1 ☐ Drinking 2 ☐ On drugs 3 ☐ Both (drinking and on drugs) 4 ☐ Drinking or on drugs - could not tell which
87. MULTOFFENDERONLYTIME **Was this the only time any of these offenders committed a crime against you or your household or made threats against you or your household?**	730	1 ☐ Yes (only time) 2 ☐ No (there were other times) 3 ☐ Don't know
88. THEFT Ask or verify: **Was something stolen or taken without permission that belonged to you or others in the household? (Include anything stolen from the business operated from the respondent's home.)** Include anything stolen from an ***unrecognizable*** business. Do not include anything stolen from a ***recognizable*** business in respondent's home or another business, such as merchandise or cash from a register.	731	1 ☐ Yes - SKIP to 96a 2 ☐ No 3 ☐ Don't know

89. ATTEMPTTHEFT Ask or verify: **Did the offender(s) ATTEMPT to take something that belonged to you or others in the household? (Include anything stolen from the operated from the respondent's home.)** Do not include anything the offender tried to steal from a recognizable business in respondent's home or another business, such as merchandise or cash from a register.	732 1 ☐ Yes - ASK 90a 2 ☐ No 3 ☐ Don't know } SKIP to 110
90a. ATTEMPTTHEFTWHAT **What did the offender try to take?** Probe: **Anything else?** Enter all that apply.	733 * 1 ☐ Cash 2 ☐ Purse 3 ☐ Wallet 4 ☐ Credit cards, checks, bank cards 5 ☐ Car 6 ☐ Other motor vehicle 734 * 7 ☐ Part of motor vehicle (tire, hubcap, attached car stereo or satellite radio, attached CB radio, etc.) 8 ☐ Gasoline or oil 9 ☐ Bicycle or parts 735 * 10 ☐ TV, DVD player, VCR, stereo, other household appliances 11 ☐ Silver, china, art objects 12 ☐ Other household furnishings (furniture, rugs, etc.) 736 * 13 ☐ Personal effects (clothing, jewelry, toys, etc.) 14 ☐ Handgun (pistol, revolver) 15 ☐ Other firearm (rifle, shotgun) } SKIP to 91a 737 * 16 ☐ Other - Specify - ASK 90b 17 ☐ Don't know - SKIP to 91a
90b. ATTEMPTTHEFTWHAT_SPEC Please specify what the offender(s) tried to take.	Specify ____________________
91a. ATTEMPTTHEFTOWNER **Did the (property/money) the offender tried to take belong to you personally, to someone else in the household, or to both you and other household members?**	738 1 ☐ Respondent only - SKIP to 92a 2 ☐ Respondent and other household member(s) 3 ☐ Other household member(s) only } SKIP to 91c 4 ☐ Nonhousehold member(s) only - SKIP to 92a 5 ☐ Other - Specify - ASK 91b
91b. ATTEMPTTHEFTOWNER_SPEC Please specify who the (property/money) the offender(s) tried to take belonged to.	Specify - SKIP to 92a ____________________
91c. **CHECK ITEM J** **ATTEMPTHEFTLNS** If not sure, ask: **Besides the respondent, which household member(s) owned the (property/money) the offender tried to take?** Enter appropriate line number(s).	739 * ☐☐ Line number ☐☐ Line number ☐☐ Line number OR 40 ☐ Household property
92a. ATTEMPTTHEFTITEMSINMV Ask or verify: **(Was/Were) the article(s) IN or ATTACHED to a motor vehicle when the attempt was made to take (it/them)?**	740 1 ☐ Yes 2 ☐ No
Notes	

92b. **CHECK ITEM K** Did the offender try to take cash, a purse, or a wallet? (Is box 1, 2, or 3 marked in 90a?)	☐ **Yes** - ASK 93 ☐ **No** - SKIP to 94
93. ATTEMPTTHEFTONPERSON Ask or verify: **Was the (cash/purse/wallet) on your person, for instance, in a pocket or being held?**	742 1 ☐ Yes 2 ☐ No
94. ATTEMPTTHEFTITEMONPERSON Ask or verify: **Was there anything (else) the offender(s) tried to take directly from you, for instance, from your pocket or hands, or something that you were wearing?** Exclude property not belonging to respondent or other household member	745 1 ☐ **Yes** - ASK 95 2 ☐ **No** - SKIP to 110
95. ATTEMPTTHEFTITEMS **Which items did the offender(s) try to take directly from you?** Exclude property not belonging to respondent or other household member.	746 * 4 ☐ Credit cards, checks, bank cards .... 5 ☐ Car .... 6 ☐ Other motor vehicle .... 7 ☐ Part of motor vehicle (tire, hubcap, attached car stereo or satellite radio, attached CB radio, etc.) .... 8 ☐ Gasoline or oil .... 9 ☐ Bicycle or parts .... 10 ☐ TV, DVD player, VCR, stereo, other household appliances .... 11 ☐ Silver, china, art objects .... 12 ☐ Other household furnishings (furniture, rugs, etc.) .... 13 ☐ Personal effects (clothing, jewelry, toys, etc.) .... 14 ☐ Handgun (pistol, revolver) .... 15 ☐ Other firearm (rifle, shotgun) .... 16 ☐ Other .... 40 ☐ Tried to take everything marked in 90a directly from respondent .... } SKIP to 110
Notes	

96a. WHATWASTAKEN **What was taken that belonged to you or others in the household?** Probe: **Anything else?** Enter all that apply.	748 *	**CASH/PURSE/WALLET/CREDIT CARDS** 1 ☐ Cash 2 ☐ Purse 3 ☐ Wallet 4 ☐ Credit cards, check, bank cards
	749 *	**VEHICLE OR PARTS** 5 ☐ Car 6 ☐ Other motor vehicle 7 ☐ Part of motor vehicle (tire, hubcap, attached car stereo or satellite radio, attached CB radio, etc.) 8 ☐ Unattached motor vehicle accessories or equipment (unattached CD player or satellite radio, etc.) 9 ☐ Gasoline or oil 10 ☐ Bicycle or parts
	750 *	**HOUSEHOLD FURNISHINGS** 11 ☐ TV, DVD player, VCR, stereo, other household appliances 12 ☐ Silver, china, art objects 13 ☐ Other household furnishings (furniture, rugs, etc.)
	751 * / 752 *	**PERSONAL EFFECTS** 14 ☐ Portable electronic and photographic gear (Personal stereo, TV, cellphone, camera, etc.) 15 ☐ Clothing, furs, luggage, briefcase 16 ☐ Jewelry, watch, keys 17 ☐ Collection of stamps, coins, etc. 18 ☐ Toys, sports and recreation equipment (not listed above) 19 ☐ Other personal and portable objects
	753 *	**FIREARMS** 20 ☐ Handgun (pistol, revolver) 21 ☐ Other firearm (rifle, shotgun)
	754 * / 755 *	MISCELLANEOUS 22 ☐ Tools, machines, office equipment 23 ☐ Farm or garden produce, plants, fruit, logs 24 ☐ Animals -pet or livestock 25 ☐ Food or liquor 26 ☐ Other - Specify 27 ☐ Don't know
96b. CHECK **ITEM L1** Follow the skip pattern for the first category met, based on the entries in 96a.		☐ If Box 26 is marked in 96a - ASK 96c ☐ If Box 2 and/or 3 is marked in 96a - SKIP to 96d ☐ If Box 1 is marked in 96a - SKIP to 96e ☐ If none of the conditions above are met - SKIP to 97a
96c. WHATWASTAKEN_SPEC Please specify what was taken.		Specify - If Box 2 and/or 3 is marked in 96a - ASK to 96d If Box 1 is marked in 96a - SKIP to 96e Otherwise SKIP to 97a ____________________
96d. PRSWLT_CONTAINMONEY **Did the stolen (purse/wallet) contain any money?**		1 ☐ Yes - ASK 96e 2 ☐ No .... If Box 1 is marked in 96a ASK 96e otherwise SKIP to 97a
96e. AMOUNTCASHTAKEN If not sure, ask: **How much cash was taken?**	747	$ __________ . 00 Amount of cash taken
97a. WHOOWNEDSTOLENPROPERTY **Did the stolen (property/money) belong to you personally, to someone else in the household, or to both you and other household members?**	760	1 ☐ Respondent only - SKIP to 97d 2 ☐ Respondent and other household member(s) .... } SKIP to 97c 3 ☐ Other household member(s) only .... } SKIP to 97c 4 ☐ Nonhousehold member(s) only - SKIP to 97d 5 ☐ Other - Specify - ASK 97b
97b. ATTEMPTTHEFTOWNER_SPEC Please specify who the stolen (property/money) belonged to.		Specify - SKIP to 97d ____________________

97c. CHECK **ITEM L2** **OTHERSOWNEDSTOLENPROPERTY** If not sure, ask: **Besides the respondent, which household member(s) owned the stolen (property/ money)?** Enter appropriate line number(s).	761 * ☐☐ Line number ☐☐ Line number ☐☐ Line number OR 40 ☐ Household property
97d. CHECK **ITEM M1** Was a car or other motor vehicle stolen? (Is box 5 or 6 marked in 96a?)	☐ **Yes** - ASK 98 ☐ **No** - SKIP to 100a
98. PERMISSIONGIVEN **Had permission to use the (car/motor vehicle) ever been given to the offender(s)?**	763 1 ☐ Yes - ASK 99 2 ☐ No.................... } SKIP to 100b 3 ☐ Don't know........ } SKIP to 100b
99. RETURNCAR **Did the offender return the (car/motor vehicle) this time?**	764 1 ☐ Yes........ } SKIP to 100b 2 ☐ No .... } SKIP to 100b
100a. ARTICLEINCAR Ask or verify: **(Was/Were) the article(s) IN or ATTACHED to a motor vehicle when (it was/they were) taken?**	765 1 ☐ Yes 2 ☐ No
100b. CHECK **ITEM M2** Did the offender(s) take a handgun? (Is box 20 marked in 96a?)	☐ **Yes** - ASK 101a ☐ **No** - SKIP to 101b
101a. NUMBERHANDGUNS **How many handguns were taken?**	923 _______ Number of handguns
101b. CHECK **ITEM M3** Did the offender(s) take some other type of firearm? (Is box 21 marked in 96a?)	☐ **Yes** - ASK 101a ☐ **No** - SKIP to 101b
101c. NUMBERFIREARMS **How many other types of firearms were taken?**	924 _______ Number of handguns
101d. CHECK **ITEM N1** Was cash, a purse, or a wallet taken? (Is box 1, 2, or 3 marked in 96a?)	☐ **Yes** - ASK 102a ☐ **No** - SKIP to 102b
102a. CASHONPERSON Ask or verify: **Was the (cash/purse/wallet) on your person, for instance, in a pocket or being held?**	767 1 ☐ Yes 2 ☐ No
102b. OTHERONPERSON Ask or verify: **Was there anything (else) the offender(s) took directly from you, for instance, from your pocket or hands, or something that you were wearing?** Exclude property not belonging to respondent or other household member	768 1 ☐ Yes - ASK 103 2 ☐ No - SKIP to 104a
Notes	

103. ITEMSTAKEN **Which items did the offender(s) take directly from you?** Exclude property not belonging to respondent or other household member.	769 * 4 ☐ Credit cards, check, bank cards 5 ☐ Car 6 ☐ Other motor vehicle 7 ☐ Part of motor vehicle (tire, hubcap, attached car stereo or satellite radio, attached CB radio, etc.) 8 ☐ Unattached motor vehicle accessories or equipment (unattached CD player or satellite radio, etc.) 9 ☐ Gasoline or oil 10 ☐ Bicycle or parts 11 ☐ TV, DVD player, VCR, stereo, other household appliances 12 ☐ Silver, china, art objects 13 ☐ Other household furnishings (furniture, rugs, etc.) 14 ☐ Portable electronic and photographic gear (Personal stereo, TV, cellphone, camera, etc.) 15 ☐ Clothing, furs, luggage, briefcase 16 ☐ Jewelry, watch, keys 17 ☐ Collection of stamps, coins, etc. 18 ☐ Toys, sports and recreation equipment (not listed above) 19 ☐ Other personal and portable objects 20 ☐ Handgun (pistol, revolver) 21 ☐ Other firearm (rifle, shotgun) 22 ☐ Tools, machines, office equipment 23 ☐ Farm or garden produce, plants, fruit, logs 24 ☐ Animals -pet or livestock 25 ☐ Food or liquor 26 ☐ Other 40 ☐ Everything marked in 96a was taken directly from respondent
104a. **CHECK ITEM N2** Were only cash, a purse, or a wallet taken? (Are boxes 1, 2, or 3 the only boxes marked in 96a?)	☐ **Yes** - SKIP to 106 ☐ **No** - ASK 104b
104b. PROPERTYVALUE **What was the value of the PROPERTY that was taken? Include recovered property. (Exclude any stolen (cash/checks/credit cards) If jointly owned with a nonhousehold member(s), include only the share owned by household members.)** Enter total dollar value for all items taken.	770 $ ____________ . 00 Value of property taken
105a. DECIDEDVALUE **How did you decide the value of the property that was taken?** Probe: **Any other way?** Enter all that apply.	771 * 1 ☐ Original cost ...... 2 ☐ Replacement cost ...... 3 ☐ Personal estimate of current value...... 4 ☐ Insurance report estimate ...... 5 ☐ Police estimate ...... 6 ☐ Don't know...... (1–6: SKIP to 106) 7 ☐ Other - Specify - ASK 105b
105b. DECIDEDVALUE_SPEC Please specify how the value of the property (that was taken) was decided.	Specify ____________________
106. ALLPARTRECOVERED **Was all or part of the stolen (money/property) recovered, not counting anything received from insurance?**	772 1 ☐ **All** - SKIP to 107d 2 ☐ **Part** - ASK 107a 3 ☐ **None** - SKIP to 109
107a. WHATRECOVERED **What was recovered?** Probe: **Anything else?** Enter all that apply.	776 * 1 ☐ Cash recovered 2 ☐ Purse 3 ☐ Wallet 4 ☐ Credit cards, checks, bank cards 5 ☐ Car or other motor vehicle 6 ☐ Property other than the above
107b. **CHECK ITEM N3** Follow the skip pattern for the first category met, based on the entries in 107a.	☐ If Box 2 and/or 3 is marked in 107a - ASK 107c ☐ If Box 1 is marked in 107a - SKIP to 107d ☐ If none of the conditions above are met - SKIP to 107e

107c. CONTAINMONEY **Did the recovered (purse/wallet) contain any money?**	1 ☐ Yes - ASK 107d 2 ☐ No .... If Box 1 is marked in 107a ASK 107d otherwise SKIP to 107e
107d. CASHRECOVERED If necessary: **How much cash was recovered?**	775 $ ________ . 00 Amount of cash recovered
107e. CHECK **ITEM O** Was PROPERTY other than cash, checks, or credit cards recovered? (Are boxes 2, 3, 5, or 6 marked in 107a?)	777 1 ☐ Yes - ASK 108 2 ☐ No - SKIP to 109
108. RECOVEREDCASHVALUE **Considering any damage, what was the value of the property after it was recovered? Do not include recovered (cash/checks/credit cards)** If value of recovered property is the same as value of property taken then enter the amount from 104b above.	778 $ ________ . 00 Value of property recovered
109. RECOVEREDINSURANCE **Was the theft reported to an insurance company?**	779 1 ☐ Yes 2 ☐ No 3 ☐ Don't have insurance 4 ☐ Don't know
110. DAMAGED **(Other than any stolen property) was anything that belonged to you or other members of the household damaged in this incident?** Probe: **For example, was (a lock or window broken/clothing damaged/damage done to a car), or something else?**	780 1 ☐ Yes - ASK 111 2 ☐ No - SKIP to 115
111. DAMAGEDREPAIRED **(Was/Were) the damaged item(s) repaired or replaced?**	781 1 ☐ Yes, all .... 2 ☐ Yes, part .... } SKIP to 113 3 ☐ No, none - ASK 112
112. ESTCOSTTOREPAIRREPLACE **How much would it cost to repair or replace the damaged item(s)?**	782 $ ________ . 00 Cost to repair/replace - SKIP to 114a 0 ☐ No cost - SKIP to 115
113. ACTCOSTREPAIRREPLACE **How much was the repair or replacement cost?**	783 $ ________ . 00 Cost to repair/replace - ASK 114a 0 ☐ No cost - SKIP to 115
114a. PAIDREPAIRS **Who (paid/will pay) for the repairs or replacement?** Probe: **Anyone else?** Enter all that apply.	784 * 1 ☐ Items will not be repaired or replaced..... 2 ☐ Household member.............................. 3 ☐ Landlord or landlord's insurance............ 4 ☐ Victim's (or household's) insurance .... 5 ☐ Offender... } SKIP to 115 6 ☐ Other - Specify - ASK 114b
114b. PAIDREPAIRS_SPEC Please specify who (paid/will pay) for the repairs or replacement.	Specify ________________________
115. POLICEINFORMED **Were the police informed or did they find out about this incident in any way?**	800 1 ☐ Yes - ASK 116a 2 ☐ No - SKIP to 117a 3 ☐ Don't know - SKIP to 130

116a. POLICEFINDOUT **How did the police find out about it?** Enter first precode that applies. If proxy interview, we want the proxy respondent to answer questions 116a - 134b for herself/himself, not for the person for whom the proxy interview is being taken.	801	1 ☐ Respondent - SKIP to 119a 2 ☐ Other household member .... SKIP to 121 3 ☐ Someone official called police (guard, apt. manager, school official, etc.) .... SKIP to 121 4 ☐ Someone else .... SKIP to 121 5 ☐ Police were at scene - SKIP to 123a 6 ☐ Offender was a police officer - SKIP to 124 7 ☐ Some other way - Specify - ASK 116b
116b. POLICEFINDOUT_SPEC Please specify how the police found out about it.		Specify - SKIP to 124 ____________________
117a. NOTREPORTEDPOLICE **What was the reason it was not reported to the police?** Probe: **Can you tell me a little more? Any other reason?** Enter all that apply. STRUCTURED PROBE - **Was the reason because you dealt with it another way, it wasn't important enough to you, insurance wouldn't cover it, police couldn't do anything, police wouldn't help, or was there some other reason?**	802 *	**DEALT WITH ANOTHER WAY** 1 ☐ Reported to another official (guard, apt. manager, school official, etc.) 2 ☐ Private or personal matter or took care of it myself or informally; told offender's parent **NOT IMPORTANT ENOUGH TO RESPONDENT** 3 ☐ Minor or unsuccessful crime, small or no loss, recovered property 4 ☐ Child offender(s), "kid stuff" 5 ☐ Not clear it was a crime or that harm was intended **INSURANCE WOULDN'T COVER** 6 ☐ No insurance, loss less than deductible, etc.
	803 *	**POLICE COULDN'T DO ANYTHING** 7 ☐ Didn't find out until too late 8 ☐ Could not recover or identify property 9 ☐ Could not find or identify offender, lack of proof **POLICE WOULDN'T HELP** 10 ☐ Police wouldn't think it was important enough, wouldn't want to be bothered or get involved
	804 *	11 ☐ Police would be inefficient, ineffective (they'd arrive late or not at all, wouldn't do a good job, etc.) 12 ☐ Police would be biased, would harass/insult respondent, cause respondent trouble, etc.) 13 ☐ Offender was police officer **OTHER REASON**
	805 *	14 ☐ Did not want to get offender in trouble with the law 15 ☐ Was advised not to report to police 16 ☐ Afraid of reprisal by offender or others
	806 *	17 ☐ Did not want to or could not take time - too inconvenient Codes 1-17 SKIP to 117c 18 ☐ Other - Specify - ASK 117b 19 ☐ Respondent not present or doesn't know why it wasn't reported - SKIP to 117c
117b. NOTREPORTEDPOLICE_SPEC Please specify the reason it was not reported to the police.		Specify ____________________
117c. CHECK **ITEM P** Is more than one reason marked in 117a?		1 ☐ Yes - ASK 118 2 ☐ No - SKIP to 130
Notes		

118. NOTREPORTEDIMPORTANT **Which of these would you say was the most important reason why the incident was not reported to the police?**	808 *	1 ☐ Reported to another official (guard, apt. manager, school official, etc.) 2 ☐ Private or personal matter or took care of it myself or informally; told offender's parent 3 ☐ Minor or unsuccessful crime, small or no loss, recovered property 4 ☐ Child offender(s), "kid stuff" 5 ☐ Not clear it was a crime or that harm was intended 6 ☐ No insurance, loss less than deductible, etc. 7 ☐ Didn't find out until too late 8 ☐ Could not recover or identify property 9 ☐ Could not find or identify offender, lack of proof 10 ☐ Police wouldn't think it was important enough, wouldn't want to be bothered or get involved 11 ☐ Police would be inefficient, ineffective (they'd arrive late or not at all, wouldn't do a good job, etc.) 12 ☐ Police would be biased, would harass/ insult respondent, cause respondent trouble, etc.) 13 ☐ Offender was police officer 14 ☐ Did not want to get offender in trouble with the law 15 ☐ Was advised not to report to police 16 ☐ Afraid of reprisal by offender or others 17 ☐ Did not want to or could not take time - too inconvenient 18 ☐ Other 30 ☐ No one reason more important	All codes, SKIP to 130
119a. REASONREPORT **Besides the fact that it was a crime, did YOU have any other reason for reporting this incident to the police?** Probe: **Any other reason?** Enter all that apply. STRUCTURED PROBE - **Did you report it to get help with this incident, to recover your loss, to stop or punish the offender, to let police know about it, or was there some other reason?**	809 * 810 * 811 *	**TO GET HELP WITH THIS INCIDENT** 1 ☐ Stop or prevent THIS incident from happening 2 ☐ Needed help after incident due to injury, etc. **TO RECOVER LOSS** 3 ☐ To recover property 4 ☐ To collect insurance **TO GET OFFENDER** 5 ☐ To prevent further crimes against respondent/ respondent's household by this offender 6 ☐ To stop this offender from committing other crimes against anyone 7 ☐ To punish offender 8 ☐ Catch or find offender - other reason or no reason given **TO LET POLICE KNOW** 9 ☐ To improve police surveillance of respondent's home, area, etc. 10 ☐ Duty to let police know about crime **OTHER** 11 ☐ Other reason - Specify - ASK 119b 12 ☐ No other reason - SKIP to 121	SKIP to 119c
119b. REASONREPORT_SPEC Please specify other reason for reporting this incident to the police.		Specify ______________________________	
119c. CHECK **ITEM Q** Is more than one reason marked in 119a?		1 ☐ **Yes** - ASK 120 2 ☐ **No** - SKIP to 121	
Notes			

120. REPORTIMPORTANT **Which of these would you say was the most important reason why the incident was reported to the police?**	813	1 ☐ Stop or prevent THIS incident from happening 2 ☐ Needed help after incident due to injury, etc. 3 ☐ To recover property 4 ☐ To collect insurance 5 ☐ To prevent further crimes against respondent/ respondent's household by this offender 6 ☐ To stop this offender from committing other crimes against anyone 7 ☐ To punish offender 8 ☐ Catch or find offender - other reason or no reason given 9 ☐ To improve police surveillance of respondent's home, area, etc. 10 ☐ Duty to let police know about crime 11 ☐ Other reason 21 ☐ No one reason more important 22 ☐ Because it was a crime was most important
121. POLICEARRIVE **Did the police come when they found out about the incident?**	814	1 ☐ Yes - ASK 122 2 ☐ No .... } SKIP to 124 3 ☐ Don't know...... } SKIP to 124 4 ☐ Respondent went to police - SKIP to 123a
122. TIMEPOLICEARRIVE **How soon after the police found out did they respond? Was it within 5 minutes, within 10 minutes, an hour, a day, or longer?** Enter the code for the first answer category respondent is sure of.	815	1 ☐ Within 5 minutes 2 ☐ Within 10 minutes 3 ☐ Within an hour 4 ☐ Within a day 5 ☐ Longer than a day 6 ☐ Don't know how soon
123a. POLICEACTION **What did they do while they were (there/here)?** Probe: **Anything else?** Enter all that apply.	816 * 817 *	1 ☐ Took report .... } SKIP to 124 2 ☐ Searched/looked around .... } SKIP to 124 3 ☐ Took evidence (fingerprints, inventory, etc.) ... } SKIP to 124 4 ☐ Questioned witnesses or suspects .... } SKIP to 124 5 ☐ Promised surveillance .... } SKIP to 124 6 ☐ Promised to investigate .... } SKIP to 124 7 ☐ Made arrest .... } SKIP to 124 8 ☐ Other - Specify - ASK 123b 9 ☐ Don't know - SKIP to 124
123b. POLICEACTION_SPEC Please specify what they did while they were (there/here).		Specify ____________________
124. POLICECONTACT **Did you (or anyone in your household) have any later contact with the police about the incident?**	818	1 ☐ Yes - ASK 125a 2 ☐ No .... } SKIP to 128 3 ☐ Don't know...... } SKIP to 128
125a. POLICEINTOUCH **Did the police get in touch with you or did you get in touch with them?**	819	1 ☐ Police contacted respondent or other HHLD member .... } SKIP to 126 2 ☐ Respondent (or other HHLD member) contacted police .... } SKIP to 126 3 ☐ Both .... } SKIP to 126 4 ☐ Don't know 5 ☐ Other - Specify - ASK 125b
125b. POLICEINTOUCH_SPEC Please specify did the police get in touch with you or did you get in touch with them.		Specify ____________________
126. HOWPOLICECONTACT **Was that in person, by phone, or some other way?**	820	1 ☐ In person 2 ☐ Not in person (by phone, mail, etc.) 3 ☐ Both in person and not in person 4 ☐ Don't know
Notes		

Question	Response
127a. POLICEFOLLOWUP **What did the police do in following up this incident?** Probe: **Anything else?** Enter all that apply.	821 * 1 ☐ Took report ... SKIP to 128 2 ☐ Questioned witnesses or suspects ... SKIP to 128 3 ☐ Did or promised surveillance/investigation ... SKIP to 128 4 ☐ Recovered property ... SKIP to 128 5 ☐ Made arrest ... SKIP to 128 6 ☐ Stayed in touch with respondent/household ... SKIP to 128 822 * 7 ☐ Other - Specify - ASK 127b 8 ☐ Nothing (to respondent's knowledge) ... SKIP to 128 9 ☐ Don't know ... SKIP to 128
127b. POLICEFOLLOWUP_SPEC Please specify what the police did in following up this incident.	Specify ________________
128. SIGNCOMPLAINT **Did you (or someone in your household) sign a complaint against the offender(s) to the police department or the authorities?**	825 1 ☐ Yes 2 ☐ No
129. ARRESTMADE Ask or verify: **As far as you know, was anyone arrested or were charges brought against anyone in connection with this incident?**	826 1 ☐ Yes 2 ☐ No 3 ☐ Don't know
130. AGENCYHELP **Did you (or someone in your household) receive any help or advice from any office or agency - other than the police - that deals with victims of crime?**	827 1 ☐ Yes - ASK 131a 2 ☐ No ... SKIP to 131b 3 ☐ Don't know ... SKIP to 131b
131a. TYPEOFAGENCY **Was that a government or private agency?**	828 1 ☐ Government 2 ☐ Private 3 ☐ Don't know
131b. CHECK **ITEM R** Were the police informed? (Is "Yes" marked in 115?	1 ☐ Yes - ASK 132 2 ☐ No - SKIP to 135a
132. CONTACTAUTHORITIES **Have you (or someone in your household) had contact with any other authorities about this incident (such as a prosecutor, court, or juvenile officer)?**	829 1 ☐ Yes - ASK 133a 2 ☐ No ... SKIP to 134a 3 ☐ Don't know ... SKIP to 134a
133a. AUTHORITIES **Which authorities?** Probe: **Any others?** Enter all that apply.	830 * 1 ☐ Prosecutor, district attorney ... SKIP to 134a 2 ☐ Magistrate ... SKIP to 134a 3 ☐ Court ... SKIP to 134a 4 ☐ Juvenile, probation or parole officer ... SKIP to 134a 5 ☐ Other - Specify - ASK 133b
133b. AUTHORITIES_SPEC Please specify which authorities.	Specify ________________
134a. ANYTHINGFURTHER **Do you expect the police, courts, or other authorities will be doing anything further in connection with this incident?**	831 1 ☐ Yes - Specify - ASK 134b 2 ☐ No ... SKIP to 135a 3 ☐ Don't know ... SKIP to 135a
134b. ANYTHINGFURTHER_SPEC Please specify what you expect the police, courts, or other authorities will be doing (further) in connection with this incident.	Specify ________________

135a. DOINGATINCIDENTTIME Ask or verify: **What were you doing when this incident (happened/started)?**	832	1 ☐ Working or on duty - SKIP to 138a 2 ☐ On the way to or from work - SKIP to 142b 3 ☐ On the way to or from school .... SKIP to 136 4 ☐ On the way to or from other place .... SKIP to 136 5 ☐ Shopping, errands .... SKIP to 136 6 ☐ Attending school .... SKIP to 136 7 ☐ Leisure activity away from home .... SKIP to 136 8 ☐ Sleeping .... SKIP to 136 9 ☐ Other activities at home .... SKIP to 136 10 ☐ Other - Specify - ASK 135b 11 ☐ Don't know - SKIP to 136
135b. DOINGATINCIDENTTIME_SPEC Please specify what you were doing when this incident (happened/started).		Specify ______________________________
136. JOBDURINGINCIDENT Ask or verify: **Did you have a job at the time of the incident?**	840	1 ☐ Yes - SKIP to 142b 2 ☐ No - ASK 137a
137a. MAJORACTIVITY **What was your major activity the week of the incident - were you looking for work, keeping house, going to school, or doing something else?**	841	1 ☐ Looking for work .... SKIP to 151 2 ☐ Keeping house .... SKIP to 151 3 ☐ Going to school .... SKIP to 151 4 ☐ Unable to work .... SKIP to 151 5 ☐ Retired .... SKIP to 151 6 ☐ Other - Specify - SKIP to 137b
137b. MAJORACTIVITY_SPEC Please specify what was your major activity the week of the incident.		Specify - SKIP to 151 ______________________________
138a. EMPLOYERTYPE **Now I have a few questions about the job at which you worked during the time of the incident.** **Were you employed by -** (Read each category - then enter appropriate code)	843	1 ☐ **A private company, business, or individual for wages?** - Ask 138b 2 ☐ **The Federal government?** .... SKIP to 138c 3 ☐ **A State, county, or local government?** .... SKIP to 138c 4 ☐ **Yourself (Self-employed) in your own business, professional practice, or farm?** ... SKIP to 138c 5 ☐ **A private, not-for-profit, tax-exempt, or charitable organization?** .... SKIP to 138c
138b. INCORPORATED **Is this business incorporated?**	953	1 ☐ Yes 2 ☐ No 3 ☐ Don't know
138c. EMPLOYERNAME **What is the name of the (company/government agency/business/non-profit organization) for which you worked at the time of the incident?**	954	______________________________ ______________________________ ______________________________
138d. TYPEOFBUSINESS **What kind of business or industry is this?** Read if necessary: **What do they make or do where you worked at the time of the incident?**	955	______________________________ ______________________________ ______________________________
138e. BUSINESSSECTOR **Is this mainly...** (Read answer categories) -	956	1 ☐ **Manufacturing?** 2 ☐ **Retail trade?** 3 ☐ **Wholesale trade?** 4 ☐ **Something else?**
138f. OCCUPATIONDESC **What kind of work did you do, that is, what was your occupation at the time of the incident?** (For example: plumber, typist, farmer)	957	______________________________ ______________________________ ______________________________

139. USUALJOBDUTIES **What were your usual activities or duties at this job?**	958	____________________ ____________________ ____________________
140. JOBMSATYPE **While working at this job, did you work mostly in -** (Read category - then enter the appropriate code).	844	1 ☐ **A city?** 2 ☐ **Suburban area?** 3 ☐ **Rural area?** 4 ☐ **Combination of any of these?**
141a. INCIDENTHAPPENATWORK Ask or verify: **Did this incident happen at your work site?**	845	1 ☐ Yes................ } SKIP to 141c 2 ☐ No .... } 3 ☐ Don't know..... } 4 ☐ Other - Specify - ASK 141b
141b. INCIDENTHAPPENATWORK_SPEC Please specify		Specify ____________________
141c. WORKDAYNIGHT **Did you usually work days or nights?**	846	1 ☐ Days 2 ☐ Nights 3 ☐ Both days and nights/rotating shifts
142a. ISCURRENTJOB **Is this your current job?**	959	1 ☐ Yes 2 ☐ No
142b. CHECK **ITEM S** Was the respondent injured in this incident? (Is box 2-11 marked in 31a?)		1 ☐ Yes (injury marked in 31a - ASK 143 2 ☐ No (blank or "None" marked in 31a - SKIP to 147a
143. LOSTWORKTIME **Did YOU lose time from work because of the injuries you suffered in this incident?**	870	1 ☐ Yes - ASK 144 2 ☐ No - SKIP to 147a
144. AMOUNTTIMELOST **How much time did you lose because of injuries?**	871	__________ Number of days - ASK 145 0 ☐ Less than one day - SKIP to 147a
145. LOSTPAYNOMEDINS **During these days, did you lose any pay that was not covered by unemployment insurance, sick leave, or some other source?**	872	1 ☐ Yes - ASK 146 2 ☐ No - SKIP to 147a
146. AMOUNTLOSTPAYNOMED **About how much pay did you lose?**	873	$ __________ . 00 Amount of pay lost
147a. LOSTOTHERWORKTIME **Did YOU lose any (other) time from work because of this incident for such things as cooperating with a police investigation, testifying in court, or repairing or replacing damaged or stolen property?** Probe: **Any other reason?** Enter all that apply.	874 *	1 ☐ Police related activities .... } 2 ☐ Court related activities .... } ASK 148 3 ☐ Repairing damaged property .... } 4 ☐ Replacing stolen items .... } 5 ☐ Other - Specify - ASK 147b 6 ☐ None (did not lose time from work for any of these reasons) - SKIP to 151
147b. LOSTOTHERWORKTIME_SPEC Please specify the (time/other time) lost from work because of this incident.		Specify ____________________
148. DAYLOSTWORK **How much time did you lose altogether because of** (name all reasons marked in 147a)**?**	875	__________ Number of days - ASK 149 0 ☐ Less than one day - SKIP to 151

149. LOSTPAYNOEMPINS **During these days, did you lose any pay that was not covered by unemployment insurance, paid leave, or some other source?**	876	1 ☐ **Yes** - ASK 150 2 ☐ **No** - SKIP to 151
150. AMOUNTLOSTNOPAYEMP **About how much pay did you lose?**	877	$ ____________ . 00 Amount of pay lost
151. HHMEMLOSTWORKTIME **Were there any (other) household members 16 years or older who lost time from work because of this incident?**	878	1 ☐ **Yes** - ASK 152a 2 ☐ **No** - SKIP to 152b
152a. AMOUNTHHMEMTIMELOST **How much time did they lose altogether?**	879	__________ Number of days 0 ☐ Less than one day
152b. **CHECK ITEM T** Was the respondent on the way to or from work, school, or some other place when the incident (happened/started)? (Is box 2, 3, or 4 marked in 135a?)		1 ☐ **Yes** - ASK 153a 2 ☐ **No** - SKIP to 153c
153a. TYPETRANSPORTATION Ask or verify: **You told me earlier you were on the way (to/from) (work/school/some place) when the incident happened.** **What means of transportation were you using?**	881	1 ☐ Car, truck or van .... Skip to 153c 2 ☐ Motorcycle .... Skip to 153c 3 ☐ Bicycle .... Skip to 153c 4 ☐ On foot .... Skip to 153c 5 ☐ School bus (private or public).... Skip to 153c 6 ☐ Bus or trolley .... Skip to 153c 7 ☐ Subway or rapid transit .... Skip to 153c 8 ☐ Train .... Skip to 153c 9 ☐ Taxi .... Skip to 153c 10 ☐ Other - Specify - Ask 153b
153b. TYPETRANSPORTATION_SPEC Please specify what means of transportation you were using.		Specify ______________________
153c. **CHECK ITEM U** Is this incident part of a series of crimes? (Is box 2 (is a "series") marked in 5c?)		1 ☐ **Yes** - ASK 154a 2 ☐ **No** - SKIP to 161
154a. SERIESNUMTIMES **You have told me about the most recent incident. How many times did this kind of thing happen to you during the last 6 months?**	883	__________ Number of incidents - SKIP to 155a ☐ Don't know - ASK 154b
154b. SERIESDK **Is that because there is no way of knowing, or because it happened too many times, or is there some other reason?**	884	1 ☐ No way of knowing .... SKIP to 155a 2 ☐ Happened too many times..... SKIP to 155a 3 ☐ Some other reason - Specify - ASK 154c
154c. SERIESDKSPEC Please specify the other reason the respondent doesn't know the number of times.		Specify ______________________
Notes		

155a. SERIESWHICHMONTHQ1

In what month or months did these incidents take place?

Probe: **How many in** (name months)**?**

885 — Number of incidents per quarter: Jan., Feb., or Mar. (Qtr. 1) ______

155b. SERIESWHICHMONTHQ2

In what month or months did these incidents take place?

Probe: **How many in** (name months)**?**

886 — Apr., May, or Jun. (Qtr. 2) ______

155c. SERIESWHICHMONTHSQ3

In what month or months did these incidents take place?

Probe: **How many in** (name months)**?**

887 — Jul., Aug., or Sept. (Qtr. 3) ______

155d. SERIESWHICHMONTHQ4

In what month or months did these incidents take place?

Probe: **How many in** (name months)**?**

888 — Oct., Nov., or Dec. (Qtr. 4) ______

156. SERIESLOCATION

Did all, some, or none of these incidents occur in the same place?

889
- 1 ☐ All in the same place
- 2 ☐ Some in the same place
- 3 ☐ None in the same place

157. SERIESOFFENDER

Were all, some, or none of these incidents done by the same person(s)?

890
- 1 ☐ All by same person
- 2 ☐ Some by same person
- 3 ☐ None by same person
- 4 ☐ Don't know - SKIP to 159a

158a. SERIESOFFENDERRELATION

What (was/were) the relationship(s) of the offender(s) to you? For example, friend, spouse, schoolmate, etc?

Probe: **Anything else?**

Enter all that apply.

RELATIVE

891 *
- 1 ☐ Spouse at time of incident .... } SKIP to 159a
- 2 ☐ Ex-spouse at time of incident .... } SKIP to 159a
- 3 ☐ Parent or step-parent .... } SKIP to 159a
- 16 ☐ Own child or step-child .... } SKIP to 159a
- 17 ☐ Brother/sister .... } SKIP to 159a
- 4 ☐ Other relative - Specify - ASK 158b

NONRELATIVE

892 *
- 18 ☐ Boyfriend or girlfriend, ex-boyfriend or ex-girlfriend .... } SKIP to 159a
- 5 ☐ Friend or ex-friend .... } SKIP to 159a
- 8 ☐ Roommate, boarder .... } SKIP to 159a
- 7 ☐ Schoolmate .... } SKIP to 159a
- 6 ☐ Neighbor .... } SKIP to 159a
- 11 ☐ Customer/client .... } SKIP to 159a
- 12 ☐ Patient .... } SKIP to 159a
- 13 ☐ Supervisor (current or former)................. } SKIP to 159a
- 14 ☐ Employee (current or former).................. } SKIP to 159a
- 15 ☐ Co-worker (current or former) .... } SKIP to 159a
- 19 ☐ Teacher/school staff.............................. } SKIP to 159a
- 10 ☐ Other nonrelative - Specify - ASK 158c

158b. SERIESOFFENDERRELATION14SPEC

Please specify the other relative.

Specify - SKIP to 159a

____

158c. SERIESOFFENDERRELATION26SPEC

Please specify the other nonrelative.

Specify

____

159a. SAMETHINGEACHTIME

Did the same thing happen each time?

893
- 1 ☐ Yes - SKIP to 160a
- 2 ☐ No - ASK 159b

159b. HOWINCIDENTSDIFFER

How did the incidents differ?

Specify

____

160a. TROUBLEONGOING **Is the trouble still going on?**	894	1 ☐ Yes - SKIP to 160c 2 ☐ No - ASK 160b
160b. WHATENDEDIT **What ended it?**		Specify ____________________
160c. CHECK ITEM V1 Do not read to respondent. Enter precode that best describes this series of crimes. If more than one category describes this series, enter the appropriate precode with the lowest number.	895	**CONTACT CRIMES** 1 ☐ Completed or threatened violence in the course of the victim's job (police officer, security guard, psychiatric social worker, etc.) .... SKIP to 161 2 ☐ Completed or threatened violence between spouses, other relatives, friends, neighbors, etc. .... SKIP to 161 3 ☐ Completed or threatened violence at school or on school property........ SKIP to 161 4 ☐ Other contact crimes (other violence, pocket picking, purse snatching, etc.) - Specify - ASK 160d **NONCONTACT CRIMES** 5 ☐ Theft or attempted theft of motor vehicles .... SKIP to 161 6 ☐ Theft or attempted theft of motor vehicle parts (tire, hubcap, battery, attached car stereo, etc.)........ SKIP to 161 7 ☐ Theft or attempted theft of contents of motor vehicle, including unattached parts .... SKIP to 161 8 ☐ Theft or attempted theft at school or on school property........ SKIP to 161 9 ☐ Illegal entry of, or attempt to enter, victim's home, other building on property, second home, hotel, motel ...... SKIP to 161 10 ☐ Theft or attempted theft from victim's home or vicinity by person(s) KNOWN to victim (roommate, babysitter, etc.)........ SKIP to 161 11 ☐ Theft or attempted theft from victim's home or vicinity by person(s) UNKNOWN to victim .... SKIP to 161 12 ☐ Other theft or attempted theft (at work, while shopping, etc.) - Specify - ASK 160e
160d. SERIESCONTACTORNOT14SPEC Please specify the other contact crime.		Specify - SKIP to 161 ____________________
160e. SERIESCONTACTORNOT22SPEC Please specify the other noncontact crime.		Specify ____________________
161. INCIDENTHATECRIME **Hate crimes or crimes of prejudice or bigotry occur when (an offender/offenders) target(s) people because of one or more of their characteristics or religious beliefs.** **Do you have any reason to suspect the incident just discussed was a hate crime or crime of prejudice or bigotry?**	910	1 ☐ Yes - ASK 162 2 ☐ No - SKIP to 167a
Notes		

162. An offender/Offenders can target people for a variety of reasons, but we are only going to ask you about a few today. Do you suspect the offender(s) targeted you because of...	
(a) INCHATETARGETREASONS_RACE **Your race?**	896 1 ☐ Yes 2 ☐ No 3 ☐ Don't know
(b) INCHATETARGETREASONS_RELIGION **Your religion?**	897 1 ☐ Yes 2 ☐ No 3 ☐ Don't know
(c) INCHATETARGETREASONS_ETHNICITY **Your ethnic background or national origin (for example, people of Hispanic origin)?**	898 1 ☐ Yes 2 ☐ No 3 ☐ Don't know
(d) INCHATETARGETREASONS_DISABILITY **Any disability (by this I mean physical, mental, or developmental disabilities) you may have?**	899 1 ☐ Yes 2 ☐ No 3 ☐ Don't know
(e) INCIDENTHATETARGETREASONS_GENDER **Your gender?**	900 1 ☐ Yes 2 ☐ No 3 ☐ Don't know
(f) INCIDENTHATETARGETREASONS_SEXUAL **Your sexual orientation?** If "Yes," SAY - **(by this we mean homosexual, bisexual, or heterosexual)**	901 1 ☐ Yes 2 ☐ No 3 ☐ Don't know
163. Some offenders target people because they associate with certain people or the (offender perceives/offenders perceive) them as having certain characteristics or religious beliefs. **Do you suspect you were targeted because of...**	
(a) INCIDENTHATETARGETWHOYOUKNOW **Your association with people who have certain characteristics or religious beliefs (for example, a multiracial couple)?**	911 1 ☐ Yes - Specify - ASK 163b 2 ☐ No } SKIP to 163c 3 ☐ Don't know } SKIP to 163c
(b) INCHATETARGETWHOYOUKNOW_SPEC Please specify why you suspect you were targeted because of your association with people who have certain characteristics or religious beliefs.	912 Specify ______________________
(c) INCIDENTHATETARGETRELIGION **The offender(s)'s perception of your characteristics or religious beliefs (for example, the offender(s) thought you were Jewish because you went into a synagogue)?**	913 1 ☐ Yes - Specify - ASK 163d 2 ☐ No } SKIP to 163e 3 ☐ Don't know } SKIP to 163e
(d) INCIDENTHATETARGETRELIGION_SPEC Please specify why you suspect you were targeted because of the offender(s)'s perception of your characteristics or religious beliefs.	914 Specify ______________________
163e. CHECK **ITEM V2** Are one or more boxes marked "Yes" in 162a through 163c?	1 ☐ Yes - ASK 164a 2 ☐ No - SKIP to 167a
164a. INCIDENTHAVEEVIDENCEHATE **Do you have any evidence that this incident was a hate crime or crime of prejudice or bigotry?**	915 1 ☐ Yes - SKIP to 165 2 ☐ No } ASK 164b 3 ☐ Don't know } ASK 164b
164b. INCIDENTHAVEEVIDENCE_SUGGEST **Did the offender(s) say something, write anything, or leave anything behind at the crime scene that would suggest you were targeted because of your characteristics or religious beliefs?**	1 ☐ Yes - ASK 165 2 ☐ No - SKIP to 167a

165. **The next questions ask about the evidence you have that makes you suspect this incident was a hate crime or a crime of prejudice or bigotry. As I read the following questions, please tell me if any of the following happened:**

(a) INCIDENTEVIDENCEHATE_MAKEFUN **Did the offender(s) make fun of you, make negative comments, use slang, hurtful words, or abusive language?**	916	1 ☐ Yes	2 ☐ No	3 ☐ Don't know
(b) INCIDENTEVIDENCEHATE_SYMBOLS **Were any hate symbols present at the crime scene to indicate the offender(s) targeted you for a particular reason (for example, a swastika, graffiti on the walls of a temple, a burning cross, or written words)?**	917	1 ☐ Yes	2 ☐ No	3 ☐ Don't know
(c) INCEVIDENCEHATE_POLICETARGET **Did a police investigation confirm the offender(s) targeted you (for example, did the offender(s) confess a motive, or did the police find books, journals, or pictures that indicated the offender(s) (was/were) prejudiced against people with certain characteristics or religious beliefs)?**	918	1 ☐ Yes	2 ☐ No	3 ☐ Don't know
(d) INCEVIDENCEHATE_OFFENDERDIDSAME **Do you know if the offender(s) (has/have) committed similar hate crimes or crimes of prejudice or bigotry in the past?**	919	1 ☐ Yes	2 ☐ No	3 ☐ Don't know
(e) INCIDENTEVIDENCEHATE_NEARHOLIDAY **Did the incident occur on or near a holiday, event, location, gathering place, or building commonly associated with a specific group (for example, at the Gay Pride March or at a synagogue, Korean church, or gay bar)?**	920	1 ☐ Yes	2 ☐ No	3 ☐ Don't know
(f) INCEVIDENCEHATE_OTHERLIKECRIMES **Have other hate crimes or crimes of prejudice or bigotry happened to you or in your area/ neighborhood where people have been targeted?**	921	1 ☐ Yes	2 ☐ No	3 ☐ Don't know
(g) INCEVIDENCEHATE_FELT_BELIEVED **Do your feelings, instincts, or perception lead you to suspect this incident was a hate crime or crime of prejudice or bigotry, but you do not have enough evidence to know for sure?**	922	1 ☐ Yes	2 ☐ No	3 ☐ Don't know

166. TELLPOLICEHATECRIME

At any time, did you tell the police that you believed the incident was a hate crime or crime of prejudice or bigotry?

908
1 ☐ Yes
2 ☐ No

167a. **CHECK ITEM V3** Is this the first incident reported for this respondent?

925
1 ☐ Yes - SKIP to 168
2 ☐ No - FILL 167b

167b. **CHECK ITEM V4** Is 171 marked "Yes" for the first incident reported for this respondent? (That is, has the respondent previously indicated that he/she has a health condition or disability?)

926
1 ☐ Yes - SKIP to 172
2 ☐ No - SKIP to 174

168. DISABILITY_INTRO

Research has shown that people with disabilities may be more vulnerable to crime victimization. The next questions ask about any health conditions, impairments, or disabilities you may have.

Notes

169a. HEARING **Are you deaf or do you have serious difficulty hearing?**	967	1 ☐ Yes 2 ☐ No
169b. VISION **Are you blind or do you have serious difficulty seeing even when wearing glasses?**	968	1 ☐ Yes 2 ☐ No
170a. Because of a physical, mental, or emotional condition, do you have serious difficulty:		
(1) LEARN_CONCENTRATE **Concentrating, remembering or making decisions?**	963	1 ☐ Yes 2 ☐ No
(2) PHYSICAL_LIMIT **Walking or climbing stairs?**	962	1 ☐ Yes 2 ☐ No
(3) DRESS_BATH **Dressing or bathing?**	964	1 ☐ Yes 2 ☐ No
170b. LEAVING_HOME **Because of a physical, mental, or emotional condition, do you have difficulty doing errands alone such as visiting a doctor's office or shopping?**		1 ☐ Yes 2 ☐ No
171. CHECK **ITEM V5** Is "Yes" marked in any of 169a - 170b? (That is, has the respondent indicated that he/she has a health condition or disability?)	943	1 ☐ **Yes** - ASK 172 2 ☐ **No** - SKIP to 174
172. VICTIMDUETODISABLE **During the incident you just told me about, do you have reason to suspect you were victimized because of your health condition(s), impairment(s), or disability(ies)?**	944	1 ☐ Yes - ASK 173a 2 ☐ No................. } SKIP to 174 3 ☐ Don't know.... } SKIP to 174
173a. WHICHDISABILITYTARGET_1 **What health conditions, impairments, or disabilities do you believe caused you to be targeted for this incident?** Please specify the first type of health condition, impairment, or disability. If multiple health conditions, impairments, or disabilities mentioned enter only the first one mentioned here.	946	____________________ (First Condition)
173b. WHICHDISABILITYTARGETELSE_1 **Any other conditions, impairments, or disabilities?**		1 ☐ Yes - ASK 173c 2 ☐ No................. } SKIP to 174 3 ☐ Don't know.... } SKIP to 174
Notes		

173c. WHICHDISABILITYTARGET_2 **What other health conditions, impairments, or disabilities do you believe caused you to be targeted for this incident?** Please specify the second type of health condition, impairment, or disability. If multiple health conditions, impairments, or disabilities mentioned enter only the second one mentioned here.	947 ____________________ (Second Condition)
173d. WHICHDISABILITYTARGETELSE_2 **Any other conditions, impairments, or disabilities?**	1 ☐ Yes - ASK 173e 2 ☐ No................ } SKIP to 174 3 ☐ Don't know.... } SKIP to 174
173e. WHICHDISABILITYTARGET_3 **What other health conditions, impairments, or disabilities do you believe caused you to be targeted for this incident?** Please specify the third type of health condition, impairment, or disability. If multiple health conditions, impairments, or disabilities mentioned enter only the third one mentioned here.	948 ____________________ (Third Condition)
174. CHECK **ITEM W** **SUMMARY** ☐ Summarize this incident. Also include any details about the incident that were not asked about in the incident report that might help clarify the incident.	
Notes	