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34 USC 10132: Bureau of Justice Statistics
Text contains those laws in effect on January 15, 2018

From Title 34-CRIME CONTROL AND LAW ENFORCEMENT
Subtitle I-Comprehensive Acts
CHAPTER 101-JUSTICE SYSTEM IMPROVEMENT
SUBCHAPTER III-BUREAU OF JUSTICE STATISTICS

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§10132. Bureau of Justice Statistics

(a) Establishment

There is established within the Department of Justice, under the general authority of the Attorney General, a Bureau of Justice Statistics (hereinafter referred to in this subchapter as "Bureau").

(b) Appointment of Director; experience; authority; restrictions

The Bureau shall be headed by a Director appointed by the President. The Director shall have had experience in statistical programs. The Director shall have final authority for all grants, cooperative agreements, and contracts awarded by the Bureau. The Director shall be responsible for the integrity of data and statistics and shall protect against improper or illegal use or disclosure. The Director shall report to the Attorney General through the Assistant Attorney General. The Director shall not engage in any other employment than that of serving as Director; nor shall the Director hold any office in, or act in any capacity for, any organization, agency, or institution with which the Bureau makes any contract or other arrangement under this Act.

(c) Duties and functions of Bureau

The Bureau is authorized to-

(1) make grants to, or enter into cooperative agreements or contracts with public agencies, institutions of higher education, private organizations, or private individuals for purposes related to this subchapter; grants shall be made subject to continuing compliance with standards for gathering justice statistics set forth in rules and regulations promulgated by the Director;

(2) collect and analyze information concerning criminal victimization, including crimes against the elderly, and civil disputes;

(3) collect and analyze data that will serve as a continuous and comparable national social indication of the prevalence, incidence, rates, extent, distribution, and attributes of crime, juvenile delinquency, civil disputes, and other statistical factors related to crime, civil disputes, and juvenile delinquency, in support of national, State, tribal, and local justice policy and decisionmaking;

(4) collect and analyze statistical information, concerning the operations of the criminal justice system at the Federal, State, tribal, and local levels;

(5) collect and analyze statistical information concerning the prevalence, incidence, rates, extent, distribution, and attributes of crime, and juvenile delinquency, at the Federal, State, tribal, and local levels;

(6) analyze the correlates of crime, civil disputes and juvenile delinquency, by the use of statistical information, about criminal and civil justice systems at the Federal, State, tribal, and local levels, and about the extent, distribution and attributes of crime, and juvenile delinquency, in the Nation and at the Federal, State, tribal, and local levels;

(7) compile, collate, analyze, publish, and disseminate uniform national statistics concerning all aspects of criminal justice and related aspects of civil justice, crime, including crimes against the elderly, juvenile delinquency, criminal offenders, juvenile delinquents, and civil disputes in the various States and in Indian country;

(8) recommend national standards for justice statistics and for insuring the reliability and validity of justice statistics supplied pursuant to this chapter;

(9) maintain liaison with the judicial branches of the Federal Government and State and tribal governments in matters relating to justice statistics, and cooperate with the judicial branch in assuring as much uniformity as feasible in statistical systems of the executive and judicial branches;

(10) provide information to the President, the Congress, the judiciary, State, tribal, and local governments, and the general public on justice statistics;

(11) establish or assist in the establishment of a system to provide State, tribal, and local governments with access to Federal informational resources useful in the planning, implementation, and evaluation of programs under this Act;

(12) conduct or support research relating to methods of gathering or analyzing justice statistics;

(13) provide for the development of justice information systems programs and assistance to the States, Indian tribes, and units of local government relating to collection, analysis, or dissemination of justice statistics;

(14) develop and maintain a data processing capability to support the collection, aggregation, analysis and dissemination of information on the incidence of crime and the operation of the criminal justice system;

(15) collect, analyze and disseminate comprehensive Federal justice transaction statistics (including statistics on issues of Federal justice interest such as public fraud and high technology crime) and to provide technical assistance to and work jointly with other Federal agencies to improve the availability and quality of Federal justice data;

(16) provide for the collection, compilation, analysis, publication and dissemination of information and statistics about the prevalence, incidence, rates, extent, distribution and attributes of drug offenses, drug related offenses and drug dependent offenders and further provide for the establishment of a national clearinghouse to maintain and update a comprehensive and timely data base on all criminal justice aspects of the drug crisis and to disseminate such information;

(17) provide for the collection, analysis, dissemination and publication of statistics on the condition and progress of drug control activities at the Federal, State, tribal, and local levels with particular attention to programs and intervention efforts demonstrated to be of value in the overall national anti-drug strategy and to provide for the establishment of a national clearinghouse for the gathering of data generated by Federal, State, tribal, and local criminal justice agencies on their drug enforcement activities;

(18) provide for the development and enhancement of State, tribal, and local criminal justice information systems, and the standardization of data reporting relating to the collection, analysis or dissemination of data and statistics about drug offenses, drug related offenses, or drug dependent offenders;

(19) provide for improvements in the accuracy, quality, timeliness, immediate accessibility, and integration of State and tribal criminal history and related records, support the development and enhancement of national systems of criminal history and related records including the National Instant Criminal Background Check System, the National Incident-Based Reporting System, and the records of the National Crime Information Center, facilitate State and tribal participation in national records and information systems, and support statistical research for critical analysis of the improvement and utilization of criminal history records;

(20) maintain liaison with State, tribal, and local governments and governments of other nations concerning justice statistics;

(21) cooperate in and participate with national and international organizations in the development of uniform justice statistics;

(22) ensure conformance with security and privacy requirement of section 10231 of this title and identify, analyze, and participate in the development and implementation of privacy, security and information policies which impact on Federal, tribal, and State criminal justice operations and related statistical activities; and

(23) exercise the powers and functions set out in subchapter VII.

(d) Justice statistical collection, analysis, and dissemination

(1) In general

To ensure that all justice statistical collection, analysis, and dissemination is carried out in a coordinated manner, the Director is authorized to-

(A) utilize, with their consent, the services, equipment, records, personnel, information, and facilities of other Federal, State, local, and private agencies and instrumentalities with or without reimbursement therefor, and to enter into agreements with such agencies and instrumentalities for purposes of data collection and analysis;

(B) confer and cooperate with State, municipal, and other local agencies;

(C) request such information, data, and reports from any Federal agency as may be required to carry out the purposes of this chapter;

(D) seek the cooperation of the judicial branch of the Federal Government in gathering data from criminal justice records;

(E) encourage replication, coordination and sharing among justice agencies regarding information systems, information policy, and data; and

(F) confer and cooperate with Federal statistical agencies as needed to carry out the purposes of this subchapter, including by entering into cooperative data sharing agreements in conformity with all laws and regulations applicable to the disclosure and use of data.

(2) Consultation with Indian tribes

The Director, acting jointly with the Assistant Secretary for Indian Affairs (acting through the Office of Justice Services) and the Director of the Federal Bureau of Investigation, shall work with Indian tribes and tribal law enforcement agencies to establish and implement such tribal data collection systems as the Director determines to be necessary to achieve the purposes of this section.

(e) Furnishing of information, data, or reports by Federal agencies

Federal agencies requested to furnish information, data, or reports pursuant to subsection (d)(1)(C) shall provide such information to the Bureau as is required to carry out the purposes of this section.

(f) Consultation with representatives of State, tribal, and local government and judiciary

In recommending standards for gathering justice statistics under this section, the Director shall consult with representatives of State, tribal, and local government, including, where appropriate, representatives of the judiciary.

(g) Reports

Not later than 1 year after July 29, 2010, and annually thereafter, the Director shall submit to Congress a report describing the data collected and analyzed under this section relating to crimes in Indian country.

(Pub. L. 90–351, title I, §302, as added Pub. L. 96–157, §2, Dec. 27, 1979, 93 Stat. 1176 ; amended Pub. L. 98–473, title II, §605(b), Oct. 12, 1984, 98 Stat. 2079 ; Pub. L. 100–690, title VI, §6092(a), Nov. 18, 1988, 102 Stat. 4339 ; Pub. L. 103–322, title XXXIII, §330001(h)(2), Sept. 13, 1994, 108 Stat. 2139 ; Pub. L. 109–162, title XI, §1115(a), Jan. 5, 2006, 119 Stat. 3103 ; Pub. L. 111–211, title II, §251(b), July 29, 2010, 124 Stat. 2297 ; Pub. L. 112–166, §2(h)(1), Aug. 10, 2012, 126 Stat. 1285 .)

References in Text

This Act, referred to in subsecs. (b) and (c)(11), is Pub. L. 90–351, June 19, 1968, 82 Stat. 197 , known as the Omnibus Crime Control and Safe Streets Act of 1968. For complete classification of this Act to the Code, see Short Title of 1968 Act note set out under section 10101 of this title and Tables.

Codification

Section was formerly classified to section 3732 of Title 42, The Public Health and Welfare, prior to editorial reclassification and renumbering as this section.

Prior Provisions

A prior section 302 of Pub. L. 90–351, title I, June 19, 1968, 82 Stat. 200 ; Pub. L. 93–83, §2, Aug. 6, 1973, 87 Stat. 201 ; Pub. L. 94–503, title I, §110, Oct. 15, 1976, 90 Stat. 2412 , related to establishment of State planning agencies to develop comprehensive State plans for grants for law enforcement and criminal justice purposes, prior to the general amendment of this chapter by Pub. L. 96–157.

Amendments

2012-Subsec. (b). Pub. L. 112–166 struck out ", by and with the advice and consent of the Senate" before period at end of first sentence.

2010-Subsec. (c)(3) to (6). Pub. L. 111–211, §251(b)(1)(A), inserted "tribal," after "State," wherever appearing.

Subsec. (c)(7). Pub. L. 111–211, §251(b)(1)(B), inserted "and in Indian country" after "States".

Subsec. (c)(9). Pub. L. 111–211, §251(b)(1)(C), substituted "Federal Government and State and tribal governments" for "Federal and State Governments".

Subsec. (c)(10), (11). Pub. L. 111–211, §251(b)(1)(D), inserted ", tribal," after "State".

Subsec. (c)(13). Pub. L. 111–211, §251(b)(1)(E), inserted ", Indian tribes," after "States".

Subsec. (c)(17). Pub. L. 111–211, §251(b)(1)(F), substituted "activities at the Federal, State, tribal, and local" for "activities at the Federal, State and local" and "generated by Federal, State, tribal, and local" for "generated by Federal, State, and local".

Subsec. (c)(18). Pub. L. 111–211, §251(b)(1)(G), substituted "State, tribal, and local" for "State and local".

Subsec. (c)(19). Pub. L. 111–211, §251(b)(1)(H), inserted "and tribal" after "State" in two places.

Subsec. (c)(20). Pub. L. 111–211, §251(b)(1)(I), inserted ", tribal," after "State".

Subsec. (c)(22). Pub. L. 111–211, §251(b)(1)(J), inserted ", tribal," after "Federal".

Subsec. (d). Pub. L. 111–211, §251(b)(2), designated existing provisions as par. (1), inserted par. (1) heading, substituted "To ensure" for "To insure", redesignated former pars. (1) to (6) as subpars. (A) to (F), respectively, of par. (1), realigned margins, and added par. (2).

Subsec. (e). Pub. L. 111–211, §251(b)(3), substituted "subsection (d)(1)(C)" for "subsection (d)(3)".

Subsec. (f). Pub. L. 111–211, §251(b)(4)(B), inserted ", tribal," after "State".

Pub. L. 111–211, §251(b)(4)(A), which directed insertion of ", tribal," after "State" in heading, was executed editorially but could not be executed in original because heading had been editorially supplied.

Subsec. (g). Pub. L. 111–211, §251(b)(5), added subsec. (g).

2006-Subsec. (b). Pub. L. 109–162, §1115(a)(1), inserted after third sentence "The Director shall be responsible for the integrity of data and statistics and shall protect against improper or illegal use or disclosure."

Subsec. (c)(19). Pub. L. 109–162, §1115(a)(2), amended par. (19) generally. Prior to amendment, par. (19) read as follows: "provide for research and improvements in the accuracy, completeness, and inclusiveness of criminal history record information, information systems, arrest warrant, and stolen

vehicle record information and information systems and support research concerning the accuracy, completeness, and inclusiveness of other criminal justice record information;".

Subsec. (d)(6). Pub. L. 109–162, §1115(a)(3), added par. (6).

1994-Subsec. (c)(19). Pub. L. 103–322 substituted a semicolon for period at end.

1988-Subsec. (c)(16) to (23). Pub. L. 100–690 added pars. (16) to (19) and redesignated former pars. (16) to (19) as (20) to (23), respectively.

1984-Subsec. (b). Pub. L. 98–473, §605(b)(1), inserted provision requiring Director to report to Attorney General through Assistant Attorney General.

Subsec. (c)(13). Pub. L. 98–473, §605(b)(2)(A), (C), added par. (13) and struck out former par. (13) relating to provision of financial and technical assistance to States and units of local government relating to collection, analysis, or dissemination of justice statistics.

Subsec. (c)(14), (15). Pub. L. 98–473, §605(b)(2)(C), added pars. (14) and (15). Former pars. (14) and (15) redesignated (16) and (17), respectively.

Subsec. (c)(16). Pub. L. 98–473, §605(b)(2)(A), (B), redesignated par. (14) as (16) and struck out former par. (16) relating to insuring conformance with security and privacy regulations issued under section 10231 of this title.

Subsec. (c)(17). Pub. L. 98–473, §605(b)(2)(B), redesignated par. (15) as (17). Former par. (17) redesignated (19).

Subsec. (c)(18). Pub. L. 98–473, §605(b)(2)(D), added par. (18).

Subsec. (c)(19). Pub. L. 98–473, §605(b)(2)(B), redesignated former par. (17) as (19).

Subsec. (d)(1). Pub. L. 98–473, §605(b)(3)(A), inserted ", and to enter into agreements with such agencies and instrumentalities for purposes of data collection and analysis".

Subsec. (d)(5). Pub. L. 98–473, §605(b)(3)(B)–(D), added par. (5).

Effective Date of 2012 Amendment

Amendment by Pub. L. 112–166 effective 60 days after Aug. 10, 2012, and applicable to appointments made on and after that effective date, including any nomination pending in the Senate on that date, see section 6(a) of Pub. L. 112–166, set out as a note under section 113 of Title 6, Domestic Security.

Effective Date of 1984 Amendment

Amendment by Pub. L. 98–473 effective Oct. 12, 1984, see section 609AA(a) of Pub. L. 98–473, set out as an Effective Date note under section 10101 of this title.

Construction of 2010 Amendment

Pub. L. 111–211, title II, §251(c), July 29, 2010, 124 Stat. 2298 , provided that: "Nothing in this section [amending this section and section 41507 of this title] or any amendment made by this section-

"(1) allows the grant to be made to, or used by, an entity for law enforcement activities that the entity lacks jurisdiction to perform; or

"(2) has any effect other than to authorize, award, or deny a grant of funds to a federally recognized Indian tribe for the purposes described in the relevant grant program."

[For definition of "Indian tribe" as used in section 251(c) of Pub. L. 111–211, set out above, see section 203(a) of Pub. L. 111–211, set out as a note under section 2801 of Title 25, Indians.]

Inclusion of Honor Violence in National Crime Victimization Survey

Pub. L. 113–235, div. B, title II, Dec. 16, 2014, 128 Stat. 2191 , provided in part: "That beginning not later than 2 years after the date of enactment of this Act [div. B of Pub. L. 113–235, Dec. 16, 2014], as part of each National Crime Victimization Survey, the Attorney General shall include statistics relating to honor violence".

Study of Crimes Against Seniors

Pub. L. 106–534, §5, Nov. 22, 2000, 114 Stat. 2557 , provided that:

"(a) In General.-The Attorney General shall conduct a study relating to crimes against seniors, in order to assist in developing new strategies to prevent and otherwise reduce the incidence of those crimes.

"(b) Issues Addressed.-The study conducted under this section shall include an analysis of-

"(1) the nature and type of crimes perpetrated against seniors, with special focus on-

"(A) the most common types of crimes that affect seniors;

"(B) the nature and extent of telemarketing, sweepstakes, and repair fraud against seniors; and

"(C) the nature and extent of financial and material fraud targeted at seniors;

"(2) the risk factors associated with seniors who have been victimized;

"(3) the manner in which the Federal and State criminal justice systems respond to crimes against seniors;

"(4) the feasibility of States establishing and maintaining a centralized computer database on the incidence of crimes against seniors that will promote the uniform identification and reporting of such crimes;

"(5) the effectiveness of damage awards in court actions and other means by which seniors receive reimbursement and other damages after fraud has been established; and

"(6) other effective ways to prevent or reduce the occurrence of crimes against seniors."

Inclusion of Seniors in National Crime Victimization Survey

Pub. L. 106–534, §6, Nov. 22, 2000, 114 Stat. 2557 , provided that: "Beginning not later than 2 years after the date of enactment of this Act [Nov. 22, 2000], as part of each National Crime Victimization Survey, the Attorney General shall include statistics relating to-

"(1) crimes targeting or disproportionately affecting seniors;

"(2) crime risk factors for seniors, including the times and locations at which crimes victimizing seniors are most likely to occur; and

"(3) specific characteristics of the victims of crimes who are seniors, including age, gender, race or ethnicity, and socioeconomic status."

Crime Victims With Disabilities Awareness

Pub. L. 105–301, Oct. 27, 1998, 112 Stat. 2838 , as amended by Pub. L. 106–402, title IV, §401(b)(10), Oct. 30, 2000, 114 Stat. 1739 , provided that:

"SECTION 1. SHORT TITLE.

"This Act may be cited as the 'Crime Victims With Disabilities Awareness Act'.

"SEC. 2. FINDINGS; PURPOSES.

"(a) Findings.-Congress finds that-

"(1) although research conducted abroad demonstrates that individuals with developmental disabilities are at a 4 to 10 times higher risk of becoming crime victims than those without disabilities, there have been no significant studies on this subject conducted in the United States;

"(2) in fact, the National Crime Victim's Survey, conducted annually by the Bureau of Justice Statistics of the Department of Justice, does not specifically collect data relating to crimes against individuals with developmental disabilities;

"(3) studies in Canada, Australia, and Great Britain consistently show that victims with developmental disabilities suffer repeated victimization because so few of the crimes against them are reported, and even when they are, there is sometimes a reluctance by police, prosecutors, and judges to rely on the testimony of a disabled individual, making individuals with developmental disabilities a target for criminal predators;

"(4) research in the United States needs to be done to-

"(A) understand the nature and extent of crimes against individuals with developmental disabilities;

"(B) describe the manner in which the justice system responds to crimes against individuals with developmental disabilities; and

"(C) identify programs, policies, or laws that hold promises for making the justice system more responsive to crimes against individuals with developmental disabilities; and

"(5) the National Academy of Science Committee on Law and Justice of the National Research Council is a premier research institution with unique experience in developing seminal, multidisciplinary studies to establish a strong research base from which to make public policy.

"(b) Purposes.-The purposes of this Act are-

"(1) to increase public awareness of the plight of victims of crime who are individuals with developmental disabilities;

"(2) to collect data to measure the extent of the problem of crimes against individuals with developmental disabilities; and

"(3) to develop a basis to find new strategies to address the safety and justice needs of victims of crime who are individuals with developmental disabilities.

"SEC. 3. DEFINITION OF DEVELOPMENTAL DISABILITY.

"In this Act, the term 'developmental disability' has the meaning given the term in section 102 of the Developmental Disabilities Assistance and Bill of Rights Act of 2000 [42 U.S.C. 15002].

"SEC. 4. STUDY.

"(a) In General.-The Attorney General shall conduct a study to increase knowledge and information about crimes against individuals with developmental disabilities that will be useful in developing new strategies to reduce the incidence of crimes against those individuals.

"(b) Issues Addressed.-The study conducted under this section shall address such issues as-

"(1) the nature and extent of crimes against individuals with developmental disabilities;

"(2) the risk factors associated with victimization of individuals with developmental disabilities;

"(3) the manner in which the justice system responds to crimes against individuals with developmental disabilities; and

"(4) the means by which States may establish and maintain a centralized computer database on the incidence of crimes against individuals with disabilities within a State.

"(c) National Academy of Sciences.-In carrying out this section, the Attorney General shall consider contracting with the Committee on Law and Justice of the National Research Council of the National Academy of Sciences to provide research for the study conducted under this section.

"(d) Report.-Not later than 18 months after the date of enactment of this Act [Oct. 27, 1998], the Attorney General shall submit to the Committees on the Judiciary of the Senate and the House of Representatives a report describing the results of the study conducted under this section.

"SEC. 5. NATIONAL CRIME VICTIM'S SURVEY.

"Not later than 2 years after the date of enactment of this Act, as part of each National Crime Victim's Survey, the Attorney General shall include statistics relating to-

"(1) the nature of crimes against individuals with developmental disabilities; and

"(2) the specific characteristics of the victims of those crimes."

NCVS-500 Control Card (2010 Sample Design)

KEY
◆ Blue Diamond and text = Field Representative Instructions
[ ] Red Brackets and text = Instruction Instructions/Skip Instructions
[Green Text] = Automatically filled by instrument as appropriate
Bold Text = Question text is read aloud to the respondent
Gray Text = Optional for Field Representative to read out loud
NOTES
"Empty" means never previously answered
"Verify" means the Field Representative sees the answer prefilled from the previous enumeration period

Instrument Screen Name

START_CP

[Appears during ALL Enumeration Periods]

CENSUS CATI/CAPI SYSTEM
National Crime Victimization Survey

Case Status is: New Case

Date is: [Today's Date Appears]

Time is: [Current Time Appears]

Incoming/Continuing Case: [Will specify whether this is an Incoming Case or Continuing Case]

Interview Number: [Will specify which interview this is from 01 to 07]

Confirmed Refusal: [Will Specify Yes or No]

1. Telephone interview
2. Personal interview (See notes)
3. Personal interview (SKIP all notes and go to GEN_INTRO_CP)
4. Nointerview (TYPE A/B/C)
5. Ready to transmit case – no followup (TYPE Z's)
6. Quit: Do not attempt now

SHOW_CP_ROSTER

[Verify 2nd, 3rd, 4th, 5th, 6th, and 7th Enumeration Periods]

- ◆ Status of household composition

LN	NAME	REL	MEMBER	SEX	AGE	STATUS	PHONE #

1. Enter 1 to continue

SHOW_INFO_CP

[Appears during 2nd, 3rd, 4th, 5th, 6th, and 7th Enumeration Periods]

- INFORMATION FROM PREVIOUS SCREEN INTERVIEW
  Press Control-F7 to view case level notes
  Press Control-T to view interview time preference
  1. Enter 1 to Continue

GEN_INTRO_CP

[Appears during ALL Enumeration Periods]

- 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

[Appears during 1st Enumeration Period]

- ASK TO SPEAK TO: Eligible respondent (a household member at least 18 years of age and knowledgeable about the household)

[Appears during 2nd, 3rd, 4th, 5th, 6th, and 7th Enumeration Periods]

- ASK TO SPEAK TO: [Household Respondent]

[Appears during ALL Enumeration Periods]

- Household address is:[Address Displayed]

1. Respondent available
2. Respondent not available (SKIP to **VERIFY** [F10])
3. Unavailable through closeout

[Pop Up Screen: ◆ Are you sure this person is unavailable through closeout? If so, you must select a new household respondent.]

CAPI_INTRO_B

- Is respondent ready to complete the interview?

1. Continue

(SKIP to **GETLETTER_CP** during 1st Enumeration Period)
(SKIP to **HHNUM_VR_CP** during 2nd, 3rd, 4th, 5th, 6th, and 7th Enumeration Periods)

2. Inconvenient time. Callback needed.

(SKIP to **VERIFY** [F10])

3. Reluctant respondent – hold for refusal follow-up

(SKIP to **VERIFY** [F10] during 1st Enumeration Period)
(SKIP to **HHNUM_VR_CP** during 2nd, 3rd, 4th, 5th, 6th, and 7th Enumeration Periods)

4. Other outcome-problem/select new household respondent

(SKIP to **HHNUM_VR_CP** during 2nd, 3rd, 4th, 5th, 6th, and 7th Enumeration Periods)

5. Wrong address (wrong case selected) (SKIP to **VERIFY** [F10])

VERIFY

*[This screen appears only when **GEN_INTRO_CP** = 2 and when **CAPI_INTRO_B** = 2, 3, or 4]*

- Review information listed below
- Do you need to make any changes?
- Press "Control T" to review/update interview time preference.

TELEPHONEOK: Yes
Telephone1: () – Extn: Type:
Telephone2: () – Extn: Type:
Telephone3: () – Extn: Type:

HHNUM_VR_CP

[Appears during 2nd, 3rd, 4th, 5th, 6th, and 7th Enumeration Periods]

- Is this a replacement household?
- If unsure, enter 2 (No)

1. Yes (SKIP to **CK_REPLACE_CP**)
2. No (SKIP to **GETLETTER_CP**)

CK_REPLACE_CP

[Appears during 2nd, 3rd, 4th, 5th, 6th, and 7th Enumeration Periods]

- 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

   [Pop Up Screen: ◆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]
2. No

GETLETTER_CP

- IF NECESSARY: **Hello I'm (your name) from the U.S. Census Bureau.**

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.

[Read during 1st Enumeration Period]

Did you receive our introductory letter in the mail?

[Read during 2nd, 3rd, 4th, 5th, 6th, and 7th Enumeration Periods]

We contacted your household for this survey several months ago. Did you receive our introductory letter in the mail?

- If "No" or "Don't know" give respondent an introductory letter and allow time to read.

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

VERADD_CP

I have your address listed as …

- Read below

  [Address Appears]

Is that your exact address?

1. SAME address

(SKIP to **MAILINGSAME_CP** during 1st Enumeration Period)
(SKIP to **CHNGPH_CP** during 2nd, 3rd, 4th, 5th, 6th, and 7th Enumeration Periods)

2. MOVED (NOT same address)
3. Haven't moved, but address has changed (SKIP to **CHNGPH_CP**)
4. Incorrect address previously recorded (SKIP to **CHNGPH_CP**)

MOVED_CP

*[This screen appears only when **VERADD_CP** = 2 during 2nd, 3rd, 4th, 5th, 6th, and 7th Enumeration Periods]*

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

[Pop Up Screen: This case needs to be made a replacement household. Press GOTO to continue.]

CHNGPH_CP

- Do not ask

Do you need to change the current phone number?

CURRENT NUMBER: () – EXT:

1. Yes (SKIP to **NEWPH_CP**)
2. No (SKIP to **NEWADDHNO_CP** during 1st Enumeration Period)

(SKIP to **MAILINGSAME_CP** during 2nd, 3rd, 4th, 5th, 6th, and 7th Enumeration Periods)

Update Physical Address Information Screen Begins

NEWPH_CP through NEWADDGQDESCRIPTION_CP appear on the same screen.

NEWPH_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

NEWADDHNO_CP

- OLD ADDRESS:
  [Address Appears]
- If incorrect or missing, enter new house number; otherwise press "Enter" to continue

NEWADDHNOSUF_CP

- OLD ADDRESS:
  [Address Appears]
- If incorrect or missing, enter new house suffix; otherwise press "Enter" to continue

NEWADDSTRNAME_CP

- OLD ADDRESS:
  [Address Appears]
- If incorrect or missing, enter new street name; otherwise press "Enter" to continue

NEWADDUNITES_CP

- OLD ADDRESS:
  [Address Appears]
- If incorrect or missing, enter new unit designation; otherwise press "Enter" to continue

NEWADDNONCITYSTYLEADDRESS_CP

- OLD ADDRESS:
  [Address Appears]
- If incorrect or missing, enter non-city style address; otherwise press "Enter" to continue

NEWADDPHYSDESCRIPTION_CP

- OLD ADDRESS:
  [Address Appears]
- If incorrect or missing, enter new physical location description; otherwise press "Enter" to continue

NEWADDCITY_CP

- OLD ADDRESS:
  [Address Appears]
- If incorrect or missing, enter new city name; otherwise press "Enter" to continue

NEWADDSTATE_CP

- OLD ADDRESS:
  [Address Appears]
- If incorrect or missing, enter new state abbreviation; otherwise press "Enter" to continue

NEWADDZIP5_CP

- OLD ADDRESS:
  [Address Appears]
- If incorrect or missing, enter 5-digit ZIP code; otherwise press "Enter" to continue

NEWADDZIP4_CP

- OLD ADDRESS:
  [Address Appears]
- If incorrect or missing, enter new 4-digit ZIP code; otherwise press "Enter" to continue

NEWADDBUILDINGNAME_CP

- OLD ADDRESS:
  [Address Appears]
- If incorrect or missing, enter new building name; otherwise press "Enter" to continue

NEWADDGQDESCRIPTION_CP

- OLD ADDRESS:
  [Address Appears]
- If incorrect or missing, enter new group description; otherwise press "Enter" to continue

Update Physical Address Information Screen Ends

ADRCHECK_CP

- Enter reason why address information provided by respondent did not match display address

OLDADDRESS	NEWADDRESS
[Address Displayed]	[Address Displayed]
◆ HOUSE NUMBER	◆NON-CITY STYLE ADDRESS

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 but misspelled (e.g. Pak instead ok 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 design was missing
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

MAILINGSAME_CP

Is your mailing address still the same as your physical address?

1. Yes (SKIP to **TENURE** during 1st , 3rd, 5th, and 7th Enumeration Periods)
(SKIP to **STUDENTHOUSING** during 2nd, 4th, and 6th Enumeration Periods)
2. No (SKIP to **VERIFYMAILING_CP**)

VERIFYMAILING_CP

- Read mailing address

I have your mailing address as…

MAILING ADDRESS:
[Address Displayed]

Is that correct?

1. Yes (SKIP to **TENURE**)
2. No (SKIP to **NEWMAILHNO_CP**)

Update Mailing Address Information Screen Begins

NEWMAILHNO_CP through NEWMAILGQDESCRIPTION_CP appear on the same screen.

NEWMAILHNO_CP

- OLD MAILING ADDRESS:
  [Previous Address Displayed]
- If incorrect or missing, enter new house number; otherwise press “Enter” to continue

NEWMAILHNOSUF_CP

- OLD ADDRESS:
  [Address Appears]
- If incorrect or missing, enter new house number suffix; otherwise press “Enter” to continue

NEWMAILSTRNAME_CP

- OLD ADDRESS:
  [Address Appears]
- If incorrect or missing, enter new street name; otherwise press “Enter” to continue

NEWMAILUNITES_CP

- OLD ADDRESS:
  [Address Appears]
- If incorrect or missing, enter new unit designation; otherwise press "Enter" to continue

NEWMAILNONCITYSTYLEADDRESS_CP

- OLD ADDRESS:
  [Address Appears]
- If incorrect or missing, enter non-city style address; otherwise press "Enter" to continue

NEWMAILCITY_CP

- OLD ADDRESS:
  [Address Appears]
- If incorrect or missing, enter new city name; otherwise press "Enter" to continue

NEWMAILSTATE_CP

- OLD ADDRESS:
  [Address Appears]
- If incorrect or missing, enter new state abbreviation; otherwise press "Enter" to continue

NEWMAILZIP5_CP

- OLD ADDRESS:
  [Address Appears]
- If incorrect or missing, enter 5-digit ZIP code; otherwise press "Enter" to continue

NEWMAILZIP4_CP

- OLD ADDRESS:
  [Address Appears]
- If incorrect or missing, enter new 4-digit ZIP code; otherwise press "Enter" to continue

NEWMAILGQDESCRIPTION_CP

- OLD ADDRESS:
  [Address Appears]
  If incorrect or missing, enter new group description; otherwise press "Enter" to continue

Update Mailing Address Information Screen Ends

TENURE

[Appears during 1st Enumeration Period or when empty. Verify during 3rd, 5th and 7th Enumeration Periods]

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?

STUDENTHOUSING

[Verify each Enumeration Period]

- If apparent, enter precode without asking.

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

1. Yes
2. No

PUBLICHOUSING

[Appears during 1st Enumeration Period or when empty]
*[If box 1 is marked in item **TENURE**, SKIP to **INDIANRESERVATIONHU**]*
*[If box 2 or box 3 is marked in **TENURE**, ask below]*

Is this building owned by a public housing authority?

1. Yes, public housing – (SKIP to **PUBLICHOUSINGMGRVERIFY**)
2. No, not public housing – (SKIP to **INDIANRESERVATIONHU**)

PUBLICHOUSINGMGRVERIFY

*[Appears when **PUBLICHOUSING** = 1]*

- If possible, verify PUBLICHOUSING entry of 1 (Yes) with the manager of building.
- Able to verify
  1. Public housing
  2. Not public housing
- Unable to verify
  3. Telephone
  4. Other – Specify

PUBLICHOUSINGMGRVERIFYSPEC

*[Appears when **PUBLICHOUSINGMGRVERIFY** = 4]*

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

INDIANRESERVATIONHU

[Appears during 1st Enumeration Period, or when empty]

- 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

[Appears during 1st Enumeration Period, or when empty, and address is in rural area]

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

[Appears during 1st Enumeration Period, or when empty]

- 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

TYPEOFHOUSINGUNIT

[Appears during 1st Enumeration Period, or when empty]

- 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

TYPEOFHOUSINGUNITSPEC7

*[Appears when **TYPEOFHOUSINGUNIT** = 7]*

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

TYPEOFHOUSINGUNITSPEC12

*[Appears when **TYPEOFHOUSINGUNIT** = 12]*

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

NUMBEROFUNITS

[Appears during 1st Enumeration Period, or when empty]

- 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

DIRECTENTRANCETOUNIT

[Appears during 1st Enumeration Period, or when empty]

- 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

GATEDWALLEDCOMMUNITY

[Appears during 1st Enumeration Period, or when empty]

- 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

[Appears during 1st Enumeration Period, or when empty]

- 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

Begin Initial Roster Loop

Appears when a household roster is being first established.
(Repeat for each household member)

HHROSTER_FNAME

[Appears during 1st Enumeration Period, or when empty]

What are the names of all people living or staying here?
Start with the person or one of the people who [owns/rents] this home.

- Enter first name on this screen.
- To change a non-member already listed on this roster to a member use the up/down arrow to go to MEMBERCHANGES and enter the reason why this person is now a member.
- Enter 999 to leave the table.

HHROSTER_LNAME

[Appears during 1st Enumeration Period, or when empty]

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/rents] this home.

- Enter last name on this screen.

SEX

[Appears during 1st Enumeration Period, or when empty]

- Ask if necessary

Is [household member name] male or female?

1. Male
2. Female

RELATIONSHIP

[Appears during 1st Enumeration Period, or when empty]

- Review the relationship of other household members to the new reference person and update these relationships if necessary.

What is [household member name]'s relationship to [reference person]?

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

HHMEMBER

[Appears during 1st Enumeration Period, or when empty]

Does [household member name] usually live here?

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

1. Yes
2. No

HSEMEMURE

[Appears during 1st Enumeration Period, or when empty]

Does [household member name] have a usual place of residence elsewhere?

1. Yes
2. No

End Initial Roster Loop

Begin Verify Roster Section

Appears if a roster has been established in a previous enumeration.

NAMECHECK

[Verify during 2nd, 3rd, 4th, 5th, 6th, and 7th Enumeration Periods]

I have [◆Read names below] listed as living or staying at this address.

[The name and information of each household member from the previous enumeration period will appear in a table below.]

LINE NUMBER NAME RELATIONSHIP AGE SEX MARITAL STATUS STATUS

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

1. Yes (SKIP to **MEMBERCHANGES** if missing demographic data, else SKIP to **HHLDCOVERAGE**)
2. No (SKIP to **REFPERSTILLLIVE**)

REFPERSTILLLIVE

*[Appears when **NAMECHECK** = 2]*

Does [reference person name] still live at this address?

1. Yes
2. No (SKIP to **NEWREFPER**)

NEWREFPER

*[Appears when **REFPERSTILLLIVE** = 2]*

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, or 31 if someone not listed

[The name and information of each household member from the previous enumeration period will appear in a table below.]

LINE NUMBER NAME RELATIONSHIP SEX AGE MARITAL STATUS STATUS

01.-30. Line number 01 – Line number 30 [Names on line number 1 up to line number 30 are displayed.]

31. Someone not listed above

Begin Verify Roster Loop

(Repeat for each household member)

MEMBERCHANGES

[Appears during 2nd, 3rd, 4th, 5th, 6th, and 7th Enumeration Periods when new household member enters or leaves]

- 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:

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

WHY LEFT HOUSEHOLD:

15. 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

HHROSTER_FNAME

[Appears during 2nd, 3rd, 4th, 5th, 6th, and 7th Enumeration Periods when new household member is added to roster]

What is the name of the person/people that is/are new to the household?

- Enter first name on this screen.
- To change a non-member already listed on this roster to a member use the up/down arrow to go to MEMBERCHANGES and enter the reason why this person is now a member.
- Enter 999 to leave the table.

HHROSTER_LNAME

[Appears during 2nd, 3rd, 4th, 5th, 6th, and 7th Enumeration Periods when new household member is added to roster]

What is the name of the person/people that is/are new to the household?

- Enter last name on this screen.

SEX

[Appears during 2nd, 3rd, 4th, 5th, 6th, and 7th Enumeration Periods when new household member is added to roster]

- Ask if necessary

Is [household member name] male or female?

1. Male
2. Female

RELATIONSHIP

[Appears during 2nd, 3rd, 4th, 5th, 6th, and 7th Enumeration Periods when new household member is added to roster]

- Review the relationship of other household members to the new reference person and update these relationships if necessary.

What is [household member name]'s relationship to [reference person]?

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

HHMEMBER

[Appears during 2nd, 3rd, 4th, 5th, 6th, and 7th Enumeration Periods when new household member is added to roster]

Does [household member name] usually live here?

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

1. Yes (SKIP to **HHLDCOVERAGE**)
2. No (SKIP to **HSEMEMURE**)

HSEMEMURE

[Appears during 2nd, 3rd, 4th, 5th, 6th, and 7th Enumeration Periods when new household member is added to roster]

Does [household member name] have a usual place of residence elsewhere?

1. Yes
2. No

End Verify Roster Loop
End Verify Roster Section

HHLDCOVERAGE

[Verify each Enumeration Period]

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?

[The name of each household member given will appear in a table below.]

LINE NUMBER NAME

1. Yes
2. No

ENTIREHHURE

[Appears when all people on the household roster have a usual residence elsewhere]

- 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.
- Enter 1 to Continue

[Appears when all household members no longer live at residence .]

PICK1STHHRESP

[Appears during 1st Enumeration Period, or when household respondent is changed]

- 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.

[The name of each household member given will appear in a table below.]

LINE NUMBER NAME

Begin Additional Demographic Loop
Appears when a household is being first established AND when a household roster has been previously established.
(Repeat for each household member)

AGECHECK

[Verify during 2nd, 3rd, 4th, 5th, 6th, and 7th Enumeration Periods]

I have [you/household member name] listed as [calculated age] years old.
Is that correct?

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

BRTHDATEMO

[Ask or Verify each Enumeration Period]

What is [your/household member name] 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

[Ask or Verify each Enumeration Period]

What is [your/household member name] date of birth?

- Enter day on this screen

BRTHDATEYR

[Ask or Verify each Enumeration Period]

What is [your/household member name] date of birth?

- Enter year on this screen
- If year is less than 1890, enter 1890

VFYAGE

[Ask or Verify each Enumeration Period]

That would make [you/household member name] [calculated age] years old.
Is that correct?

1. Yes
2. No

ESTAGE

*[Appears when **BRTHDATEYR** is Don't Know]*

[Appears for household respondent]

Even though you don't know your exact birthdate, what is your approximate age?

[Appears for household member]

Even though you don't know [household member name]'s exact birthdate, what is your best guess as to how old he/she was on his/her last birthday?

AGERNG

*[Appears when **BRTHDATEYR** is Don't Know, and **ESTAGE** is Don't Know or Refused] OR*
*[Appears when **BRTHDATEYR** is Refused]*

[Appears for household respondent]

Are you between 18 and 65 years old? 66 or older?
Are you…

[Appears for household member]

Is [he/she] a child, a teenager, or an adult?
Is [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?

MARITAL

[Ask or Verify each Enumeration Period]

- Enter new marital status for [household member name]

LAST REPORTED AS: **MARITAL**

- If in doubt, ask:

[Are/Is] [you/household member name] now married, widowed, divorced, separated or [have/has] [you/he/she] never been married?

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

ARMEDFORCES

[Ask or Verify each Enumeration Period for persons 18-65 years old]

LAST REPORTED AS: **MILITARY**

[Are/Is] [you/household member name] now in the Armed Forces?

1. Yes
2. No

EDUCATIONATTAIN

[Ask or Verify during 1st, 3rd, 5th, and 7th Enumeration Periods for persons 12 years of age and older]

<Flashcard Booklet> (Page 6)

LAST REPORTED AS: **EDUCATIONATTAIN**

What is the highest level of school [you/household member name] completed or the highest degree [you/he/she] 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 the 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

[Ask or Verify each Enumeration Period for persons 12 years of age and older]

LAST REPORTED AS: **ATTENDINGSCHOOL**

[Are/Is] [you/household member name] currently attending 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

SP_ORIGIN

[Appears during 1st Enumeration Period or when new household member is added]

<Flashcard Booklet> (Page 8)

[Are/Is] [you/household member name] Spanish, Hispanic, or Latino?

1. Yes
2. No

RACE

[Appears during 1st Enumeration Period or when new household member is added]

<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/household member name] consider/considers [yourself/himself/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

RACE_SPECIFY

- Specify the other race for this person.

End Additional Demographic Loop

- 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: 8/31/2018

NATIONAL CRIME VICTIMIZATION SURVEY NOTICE -

The U.S. Census Bureau is required by law to protect your information. The Census Bureau is not permitted to publicly release your responses in a way that could identify you. We are conducting this survey for the Bureau of Justice Statistics of the United States Department of Justice under the authority of law (Title 13, United States Code, Section 8). The Bureau of Justice Statistics is authorized to collect this survey information by law (Title 34, United States Code, Section 10132). Federal law protects your privacy and keeps your answers confidential (Title 13, United States Code, Section 9 and Title 34, United States Code, Sections 10231 and 10134). Per the Federal Cybersecurity Enhancement Act of 2015, your data are protected from cybersecurity risks through screening of the systems that transmit your data.

This collection has been approved by the Office of Management and Budget (OMB). The eight-digit OMB approval number that appears on your survey letter confirms this approval. If this number were not displayed we could not conduct this survey.

Send comments regarding any aspect of this survey to the Chief, Victimization Statistics Branch, Bureau of Justice Statistics, Washington, DC 20531.

1. Proceed with interview
2. Return to FAQ list

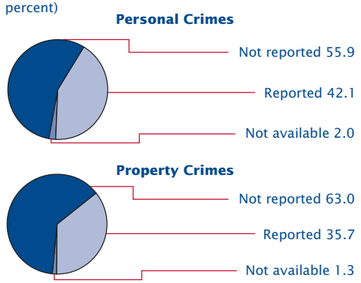
OMB Notice

Reporting Crimes to the Police

- The NCVS was intended to complement the Federal Bureau of Investigation's *Uniform Crime Reports*—an annual compilation of the information reported to police. 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 2016, the majority of personal crimes, 55.9 percent, were not reported to the police. In addition, the majority of property crimes, 63.0 percent, were not reported to the police (see Figure 4).

Figure 4.

Crimes Reported to the Police in 2016
(In percent)



Source: Bureau of Justice Statistics, National Crime Victimization Survey, 2016.

Keeping Your Information Confidential

- The Census Bureau is required by law to protect your information (Title 13, U.S. Code, Section 9 and Title 34, U.S. Code, Sections 10231 and 10134). The Census Bureau is not permitted to publicly release your responses in a way that could identify you or your household.
- Your responses will be used for statistical research. 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.

Source and Accuracy

- Data presented in this factsheet are based on people and households that responded to the NCVS. 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 methodology, please see the "National Crime Victimization Survey: Technical Documentation" 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/sexual assault, and motor vehicle theft. 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

  <www.bjs.gov>

Useful Information

National Domestic Violence Hotline
1-800-799-SAFE
1-800-787-3224 (TTY)
<www.thehotline.org/>

National Center for Victims of Crime
1-202-467-8700
<victimsofcrime.org/>

Child Help®
National Child Abuse Hotline
1-800-4-A-CHILD
<www.childhelp.org/>

Eldercare Locator
1-800-677-1116
<www.eldercare.gov/>

Victim Connect
1-855-4-VICTIM
<victimconnect.org/>

Issued January 2018
NCVS-110 (01-18)

2016 National Crime Victimization Survey

Factsheet—2016 Data

United States Census Bureau
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.
- Generally, we interview each selected address once every 6 months over a 3-year period for a total of 7 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?

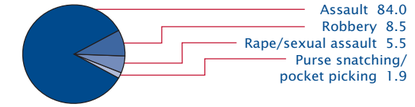
- Types and amount of crimes committed
- Characteristics of victims
- Offender characteristics
- Details of crimes, including:
  - When and where crimes occur
  - Economic loss to the victim
  - Extent of injuries suffered by the victim
  - Whether the victim knew the offender or whether they were strangers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

What Are the Results From the NCVS?

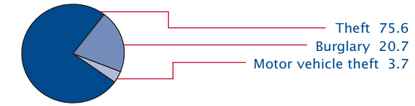
- The BJS releases the summary results of the NCVS on an annual basis, as well as special topical reports on a periodic basis.
- Results for 2016, the most recent year in which annual estimates are available, showed that assaults were the single most prevalent type of personal crime committed against persons aged 12 or older. They comprised 84.0 percent of all personal victimizations in 2016 (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 includes robbery, rape/sexual assault, and purse snatching/pocket picking. These crimes collectively account for the remaining 16.0 percent of personal victimizations in 2016.
- As illustrated in Figure 1, the most prevalent type of property crime reported for 2016 was theft. Thefts—such as lawn furniture stolen from a backyard or a bicycle stolen from the driveway—accounted for 75.6 percent of all property crimes. Other property crimes include burglary (20.7 percent) and motor vehicle theft (3.7 percent).

Figure 1.

2016 Personal Crimes
(Percentage of total victimizations)



2016 Property Crimes
(Percentage of total victimizations)



Note: Percentages may not add to 100 due to rounding.
Source: Bureau of Justice Statistics, National Crime Victimization Survey, 2016.

Personal Crimes

Sex of victim:

- In 2016, for personal crimes, males aged 12 or older experienced 21.8 victimizations per 1,000 persons, which is not statistically different from females aged 12 or older who experienced 21.3 victimizations per 1,000 persons.

Age of victim:

- A person's age affects their likelihood of becoming a victim of crime. In 2016, NCVS findings show that people aged 65 or older are least likely to be victimized (see Figure 2). People aged 65 or older had 4.7 victimizations per 1,000 persons.

Figure 2.

2016 Personal Crimes: Age of Victim
(Rate per 1,000 persons aged 12 or older)

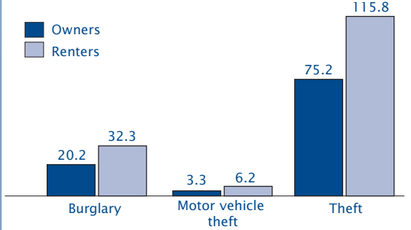
Note: The first three age groups are not statistically different from each other. All other age group comparisons are statistically significant.
Source: Bureau of Justice Statistics, National Crime Victimization Survey, 2016.

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 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 2016 than homeowners for each of the three major types of property crimes.

Figure 3.

2016 Property Crimes: Owners vs. Renters
(Rate per 1,000 households)



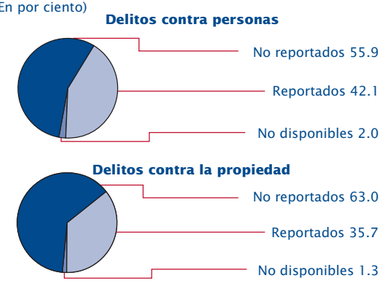
Source: Bureau of Justice Statistics, National Crime Victimization Survey, 2016.

Delitos que se reportaron a la policía

- La NCVS fue concebida para complementar los *Uniform Crime Reports* del Buró Federal de Investigaciones, una recopilación anual de la información reportada a la policía. 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 2016, la mayoría de los delitos contra personas, el 55.9%, no se reportó a la policía. Además, la mayoría de los delitos contra la propiedad, el 63.0%, no se reportó a la policía (vea la Ilustración 4).

Ilustración 4.

Delitos reportados a la policía en 2016
(En por ciento)



Fuente: Buró de Estadísticas Judiciales, Encuesta Nacional de Víctimas de Delitos, 2016.

Mantenemos la confidencialidad de su información

- La Oficina del Censo está obligada por ley a proteger su información (Título 13 del Código de los EE. UU., Sección 9 y Título 34 del Código de los EE. UU., Secciones 10231 y 10134). A la Oficina del Censo no se le permite divulgar sus respuestas de manera que usted o su hogar pudieran ser identificados.
- Sus respuestas se usarán para investigaciones estadísticas. Las tablas y gráficas que se muestran en esta hoja informativa han sido creadas a partir de una recopilación de datos provistos por personas encuestadas 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.

Fuentes y precisión

- Los datos que se presentan en esta hoja de datos se basan en las personas y los hogares que respondieron a la NCVS. Las estimaciones que se obtuvieron como resultado son representativas 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 <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 informes 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 las víctimas de raza negra o hispanas, las víctimas de edad avanzada, las víctimas de robo, violación/agresión sexual, y robos de vehículos. Usted puede obtener las copias más recientes de estos y otros informes basados en los datos de la NCVS escribiendo al BJS o visitando el sitio web del BJS:

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

<www.bjs.gov>

Información útil

Línea Nacional sobre Violencia Doméstica
1-800-799-SAFE
1-800-787-3224 (TTY)
<www.thehotline.org/>

Centro Nacional para Víctimas de Delitos
1-202-467-8700
<victimsofcrime.org/>

Ayuda para los Niños
Línea Nacional para Abuso Infantil
1-800-4-A-CHILD
<www.childhelp.org/>

Localizador de Atención a Ancianos (Eldercare)
1-800-677-1116
<www.eldercare.gov/>

Conexión con las víctimas
1-855-4-VICTIM
<victimconnect.org/>

Publicado en enero de 2018
NCVS-110 (SP) (01-18)

2016 Encuesta Nacional de Víctimas de Delitos

Hoja Informativa—Datos del 2016

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

¿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 de hogares. La encuesta está diseñada para obtener información detallada acerca de las personas que han sido víctimas de determinado tipo de delitos, como hurto, allanamiento de morada, robo de vehículos, robo, agresiones, 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.
- 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 la NCVS

- La NCVS provee información que las agencias de orden público, judiciales y correccionales utilizan 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.
- Los académicos e investigadores en instituciones educativas 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.
- Por lo general, entrevistamos a cada una de las direcciones seleccionadas una vez cada 6 meses en un periodo de 3 años, para un total de 7 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 sanciones 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?

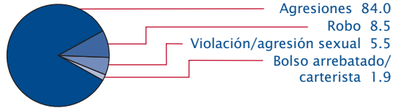
- Los tipos y la cantidad de delitos cometidos
- Características de las víctimas
- Características de los criminales
- Detalles de los delitos, incluidos:
  - Cuándo y dónde ocurren los delitos
  - Las pérdidas económicas causadas a la víctima
  - La magnitud de los daños sufridos por la víctima
  - 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?

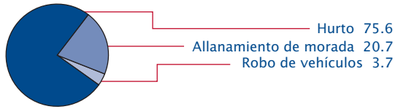
- La BJS publica el resumen de los resultados de la NCVS anualmente, además de informes especiales sobre temas específicos de manera periódica.
- Los resultados para el 2016, el año más reciente para el cual están disponibles las estimaciones anuales, mostraron que las agresiones fueron el más común de los delitos contra personas que se cometieron contra las personas de 12 años o más. Estos constituían alrededor del 84.0 por ciento de todos los delitos contra personas en el 2016 (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 contra personas restantes incluyen robo, violación/agresión sexual, arrebatar bolsos/carteristas. En su conjunto estos delitos constituyeron el restante 16.0 por ciento de los delitos contra personas en el 2016.
- Como se muestra en la Ilustración 1, entre los delitos contra la propiedad reportados en el 2016 el hurto fue el tipo de delito más común. Los hurtos, tales como el robo de muebles de jardín en el patio o el robo de una bicicleta en la entrada de la casa, constituyeron el 75.6 por ciento de todos los delitos contra la propiedad. Otros delitos contra la propiedad incluyen el allanamiento de morada (20.7 por ciento) y los robos de vehiculos (3.7 por ciento).

Ilustración 1.

Delitos contra personas en el 2016
(Porcentaje total de casos de víctimas de delitos)



Delitos contra la propiedad en el 2016
(Porcentaje total de casos de víctimas de delitos)



Nota: Es posible que los porcentajes no sumen 100 debido que se redondearon.
Fuente: Buró de Estadísticas Judiciales, Encuesta Nacional de Víctimas de Delitos, 2016.

Delitos contra personas

Sexo de las víctimas:

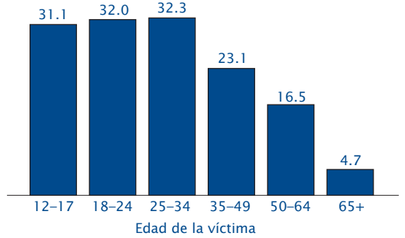
- En el 2016, para los delitos contra personas, 21.8 de cada 1,000 personas de sexo masculino de 12 años o más fueron víctimas de delitos, lo cual no es estadísticamente diferente de 21.3 de cada 1,000 personas de sexo femenino de 12 años o más que fueron víctimas de delitos.

Edad de las víctimas:

- La edad de la persona influye en la probabilidad de que se convierta en víctima de un delito. En el 2016, las conclusiones de la NCVS muestran que las personas de 65 años o más tenían menos probabilidades de ser víctimas de delitos (vea la Ilustración 2). Las personas de 65 años o más fueron víctimas de 4.7 delitos por cada 1,000 personas.

Ilustración 2.

Delitos contra personas en el 2016: Edad de las víctimas
(Tasa por cada 1,000 personas de 12 años o más)



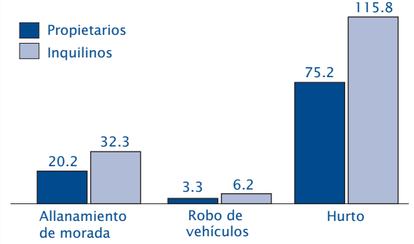
Nota: Los tres primeros grupos de edad no son estadísticamente diferentes entre sí. Todas las demás comparaciones de grupos de edad son estadísticamente significativas.
Fuente: Buró de Estadísticas Judiciales, Encuesta Nacional de Víctimas de Delitos, 2016.

Delitos contra la propiedad

- Clasificamos los delitos contra la propiedad que se reportan a la NCVS en tres tipos principales: allanamiento de morada, robo de vehículos 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 ocurre 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 2016 que los propietarios de viviendas para cada uno de los principales tipos de delitos contra la propiedad.

Ilustración 3.

Delitos contra la propiedad en el 2016: Propietarios comparados con inquilinos
(Tasa por cada 1,000 hogares)



Fuente: Buró de Estadísticas Judiciales, Encuesta Nacional de Víctimas de Delitos, 2016.

NCVS-521
(9/2017)

National Crime Victimization Survey

CAPI Self-Study

For NCVS Field Representatives

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 person, especially any current or past Census Bureau employees.

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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 conducted by personal visit or by telephone interview.

Generic 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.

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. 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 **project number 0976000** and **task code 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.

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.

WebFRED 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.

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.

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 Interviewing Manual for Field Representatives (electronic document on laptop – refer to Lesson 2, page 6 of this self-study for direction to access this manual)

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. Most lessons 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 16 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 trainin**g.

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-550 Interviewing Manual for Field Representatives 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.

Lesson 1. Introduction to the National Crime Victimization Survey

Objectives

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 households on the frequency, characteristics and consequences of criminal victimization in the United States. For 2017, the sample size is over 200,000 households. 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 1-7.

Take a minute now and look at page 1-7. **[ ]**

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 age 12 or older.

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. We scientifically selected a sample of 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 in.

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. You can also click, “Are You in a Survey?” at Census.gov.

8. Is this survey authorized by law?

Yes. We are conducting this survey for the Bureau of Justice Statistics of the United States Department of Justice under the authority of law (Title 13, United States Code, Section 8). The Bureau of Justice Statistics is authorized to collect this survey information by law (Title 42, United States Code, Section 3732).

Federal law protects your privacy and keeps your answers confidential (Title 13, United States Code, Section 9 and Title 42, United States Code, Sections 3789g and 3735).

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 Interviewing Manual for Field Representatives.

Take a moment now to look over the complete list of questions and answers in the NCVS-550 Interviewing Manual for Field Representatives. **[ ]**

Explain the Sampling

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

We selected your address, not you personally. We scientifically selected a sample of 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.

Confidentiality

It is important that you understand and maintain strict confidentiality of information. By law, the Census Bureau can only use survey information for statistical research. The Census Bureau is not permitted to publicly release survey responses in a way that could identify the respondent or their household.

As an FR, you should NEVER make survey information available to anyone except sworn Census Bureau employees who have a work related need to know the information. **Do not permit any**

unauthorized persons, even members of your own family, to see the information that you collect.
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. The Census Bureau takes its confidentiality promise to respondents very seriously.

The NCVS is protected by two confidentiality statutes. Title 13 United States Code (U.S.C.), Section 9 and Title 42, U.S.C., Sections 3789g and 3735, both require us to keep all information about NCVS respondents and their households confidential. As a result, the penalty provisions in both statutes apply if you are found guilty of an unauthorized disclosure of individual information provided to the Census Bureau. The penalty for unauthorized disclosure under Title 13 is a fine of up to $250,000 or a jail term of up to 5 years or both. The penalty for unauthorized disclosure under Title 42 includes a fine of up to $11,000.

Per the Federal Cybersecurity Enhancement Act of 2015, survey data are protected from cybersecurity risks through screening of the systems that transmit the data. The Cybersecurity Act specifies that if any information that is scanned by the cybersecurity software programs is found to be suspicious, it may be reviewed for specific threats by computer network experts working for the government (or contractors or agents who have governmental authority to do so). The Act does specify that only information directly related to government network security is monitored, and requires that any personal information that identifies respondents be removed from suspicious files before they are shared.

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 1-8. 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 2016, NCJ 250180

Criminal Victimization, 2015

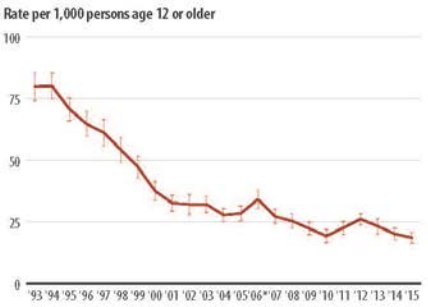
Jennifer L. Truman, Ph.D., and Rachel E. Morgan, Ph.D., *BJS Statisticians*

In 2015, U.S. residents age 12 or older experienced an estimated 5.0 million violent victimizations, according to the Bureau of Justice Statistics' (BJS) National Crime Victimization Survey (NCVS).* There was no statistically significant change in the rate of overall violent crime, defined as rape or sexual assault, robbery, aggravated assault, and simple assault, from 2014 (20.1 victimizations per 1,000 persons age 12 and older) to 2015 (18.6 per 1,000) (figure 1). However, the rate of violent crime in 2015 was lower than in 2013 (23.2 per 1,000). From 1993 to 2015, the rate of violent crime declined from 79.8 to 18.6 victimizations per 1,000 persons age 12 or older.

The rates of violent and property crime largely followed similar trends over time. Households in the U.S. experienced an estimated 14.6 million property victimizations in 2015 (see table 3). The overall property crime rate (which includes household burglary, theft, and motor vehicle theft) decreased from 118.1 victimizations per 1,000 households in 2014 to 110.7 victimizations per 1,000 in 2015. A decline in theft accounted for most of the decrease in property crime.

*Unless otherwise noted, the findings in this report are at the 95% confidence level.

FIGURE 1
Violent victimization, 1993–2015



Note: Estimates include 95% confidence intervals. See appendix table 1 for estimates and standard errors.
*See *Criminal Victimization, 2007* (NCJ 224390, BJS web, December 2008) for information on changes in the 2006 NCVS.
Source: Bureau of Justice Statistics, National Crime Victimization Survey (NCVS), 1993–2015.

HIGHLIGHTS

Violent crime

- No statistically significant change occurred in the rate of violent crime from 2014 (20.1 victimizations per 1,000) to 2015 (18.6 per 1,000).
- No statistically significant change was detected in the percentage of violent crime reported to police from 2014 (46%) to 2015 (47%).
- No measureable change was detected in the percentage of violent crime victimizations in which victim services were received from 2014 (10.5%) to 2015 (9.1%).

Property crime

- The rate of property crime decreased from 118.1 victimizations per 1,000 households in 2014 to 110.7 per 1,000 in 2015.

Prevalence of crime

- In 2015, 0.98% of all persons age 12 or older (2.7 million persons) experienced at least one violent victimization.
- The prevalence rate of violent victimization declined from 1.11% of all persons age 12 or older in 2014 to 0.98% in 2015.
- In 2015, 7.60% of all households (10 million households) experienced one or more property victimizations.
- The prevalence rate of property victimization declined from 7.99% of all households in 2014 to 7.60% in 2015.

Bulletin

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.

NOTES

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 an 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, by law, the Census Bureau can only use respondent's responses for statistical research. The Census Bureau is not permitted to publicly release responses in a way that could identify the respondent or their household.

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 selected your address, not you personally. We scientifically selected a sample of 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. 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 Badge

When you come to class, you will be given an Identification Badge. 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 National Processing Center (NPC) 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 is confidential.

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:

"Hello. I'm *(your name)* from the U.S. Census Bureau. Here is my identification. *(Show ID badge)* I'm here concerning the National Crime Victimization Survey. The Census Bureau is conducting this survey here and throughout the nation to determine how often people are victims of crimes. Did you receive our introductory letter in the mail?"

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

There will be two types of information that you will collect 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.

Proper Interviewing Procedures For the NCVS, interview household members in private, out of the hearing of others whenever possible. The NCVS covers some very sensitive topics. If a respondent completes the interview in front of other people, they may not be fully truthful about their victimization experiences. This can happen when others are present during the interview, 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 household member’s answers, and to ensure that we get the most complete and quality data. Use your discretion if a respondent seems hesitant about providing information when others are present. Ask the household member whether another time or room in the residence might be more convenient to complete the interview. Continue to interview with others present ONLY if the household member refuses 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 household member all questions in their entirety. Certain NCVS questions require use of a flashcard when conducting in person interviews, which also provides more privacy.

It is important to develop a neutral, non-threatening, non-judgmental atmosphere when asking the new questions, as with all NCVS questions. Do not let the respondent see any signs of approval or disapproval after he/she gives you information.

Be careful not to give your personal opinion by your words, facial expressions, or the tone of your voice. Since some household members might be reluctant or uncomfortable to answer questions, you must be careful not to show any surprise or disapproval. Any of these expressions could cause the respondent to give untrue answers or withhold information.

Here are some reasons for not showing your reactions to what a household member says:

Your actions, as well as your words, can influence 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 his or her responses.

For more detailed information about probing techniques refer to pages A2-37 through A2-43 in the electronic copy of the NCVS Field Representative Manual (NCVS-550, Interviewing Manual for Field Representatives, 8/2017).

Accessing the NCVS-550 Interviewing Manual for Field Representatives

To access the NCVS-550 Interviewing Manual for Field Representatives open Mobile Case Management and click the purple Training/Manuals tab. Click the manuals folder under "Resources" and then click the NCS subfolder. Finally, click the file, "NCVS-550 FR Manual."

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 page 2-7. 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. Which of the following statement(s) is/are true about your reaction to a respondent's answer:

   _____

   1. It's important to develop a neutral non-threatening, nonjudgmental atmosphere since it is difficult not to show personal opinion.
   2. It is ok when you agree with the respondent's opinion.
   3. Do not show any surprise or disapproval expressions.
   4. Do not show favoritism to one answer more than another answer.

9. 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 Badge** 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 2-4)

8. Which of the following statement(s) is/are true about your reaction to a respondent's answer:

   1. It's important to develop a neutral non-threatening, nonjudgmental atmosphere since it is difficult not to show personal opinion.
   2. It is ok when you agree with the respondent's opinion.
   3. Do not show any surprise or disapproval expressions.
   4. Do not show favoritism to one answer more than another answer.

   1, 3, 4
   (Page 2-6)

9. 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 2-6 to 2-7)

Continue with Lesson 3.

NOTES

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 NCVS sample for 2017 consists of over 200,000 household cases 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.

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

Until January 2018, there are types of sample cases: 2000 design sample cases (sample based on the 2000 Decennial Census) and 2010 design sample cases (sample based on the 2010 Decennial Census). Starting in January 2018, the 2000 design sample cases will be phased out and the sample will consist entirely of 2010 design sample cases. Each type of sample case has a different style of control number:

2000 DESIGN SAMPLE: For 2000 design 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 DESIGN SAMPLE: For 2010 design sample cases, each sample unit is identified uniquely by a control number, which consists of the following:

- Survey code (*2 digits*)
  For NCVS the code is 02.
- State code (*2 digits*)
  FIPS (Federal Information Processing Standards) state code
- County code (*3 digits*)
  FIPS county code
- Frame code (*1 digit*)
  Shows what frame the sample unit is in:
  G = group quarters frame,
  U = unit frame, and
  C = coverage improvement frame.
- Sample designation code (*3 digits*)
- Sequence number #1 (*4 digits*)
- Sequence number #2 (*2 digits*)

How Often Is a Sample Address Interviewed?

Generally, 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 2018 for the first time, that household is interviewed again in July 2018, January 2019, July 2019, January 2020, July 2020 and January 2021.

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.

Unique ID

No two sample addresses should ever have the same control number. Control number uniquely identifies sample addresses.

Review Exercise

Complete the review exercise starting on page 3-4 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 200,000 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 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
   (Page 3-1)

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 200,000 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 3-2)

8. No two sample addresses should ever have the same control number.

   TRUE

   (Page 3-3)

Continue with Lesson 4.

NOTES

Lesson 4. The NCVS-550 Interviewing Manual for Field Representatives

Objective

In this lesson, we will discuss the primary source of information that you will have. This electronic reference document is located on your laptop:

- The NCVS-550 Interviewing Manual for Field Representatives

Please get your laptop out and find it now. Refer to chapter 2, page 6 of this Self-Study for directions on accessing this document.

[ ]

Introduction to the NCVS-550

The NCVS-550 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 Interviewing Manual for Field Representatives 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*,

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,
- proper interviewing procedures,
- 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 noninterview or person noninterview. The chapter begins 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.

Part B, 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. **[ ]**

Part B, 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, select another eligible household respondent.

Part B, 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 various names pertaining to a concept or other kind of information are included in the manual.

Part B, 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.

Part B, 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-550 Interviewing Manual for Field Representatives and look over the different help screens that are available to you as you conduct NCVS interviews. **[ ]**

Part B, 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 Contact History Instrument CHI), 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. **[ ]**

This chapter explains:

- getting into case management,
- function keys, and
- transmissions.

Part D, Chapter 1, Getting into Case Management

Now go to Chapter 1, 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.

Part D, Chapter 1, Topic 2, Transmissions

Topic 2 covers important information on transmitting your completed work.

Part D, Chapter 2, Personal Contact History Instrument

Chapter 2 covers all the details for using the Personal 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.

Table of Contents

The NCVS- 550 Interviewing Manual for Field Representatives contains a Table of Contents 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.)

Review Exercise

Complete the review exercise on starting on page 4-7. 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?

   _____ Listing and Coverage: A Survival Guide for Field Representatives (Volume II)

   _____ NCVS-550 Interviewing Manual for Field Representatives

2. Identify the Part (A, B, C, or D) of the NCVS-550 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. List the Part and Topic of the NCVS-550 Interviewing Manual for Field Representatives which provides instructions for completing the summary of the crime incident report.

   _____

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?

   ____ Listing and Coverage: A Survival Guide for Field Representatives (Volume II)

   __X__ NCVS-550 Interviewing Manual for Field Representatives

   (Page 4-1)

2. Identify the Part (A, B, C, or D) of the NCVS-550 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. List the Part and Topic of the NCVS-550 Interviewing Manual for Field Representatives which provides instructions for completing the summary of the crime incident report.

   Part B, Chapter 4

   (Page 4-4)

Continue with Lesson 5

Lesson 5. Blaise and the NCVS

Objective

At the end of this lesson, you will 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. Throughout training you will practice identifying information and learning where to look for things in Blaise.

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 pre-code and pressing "Enter" takes you to the next question or item in the 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.

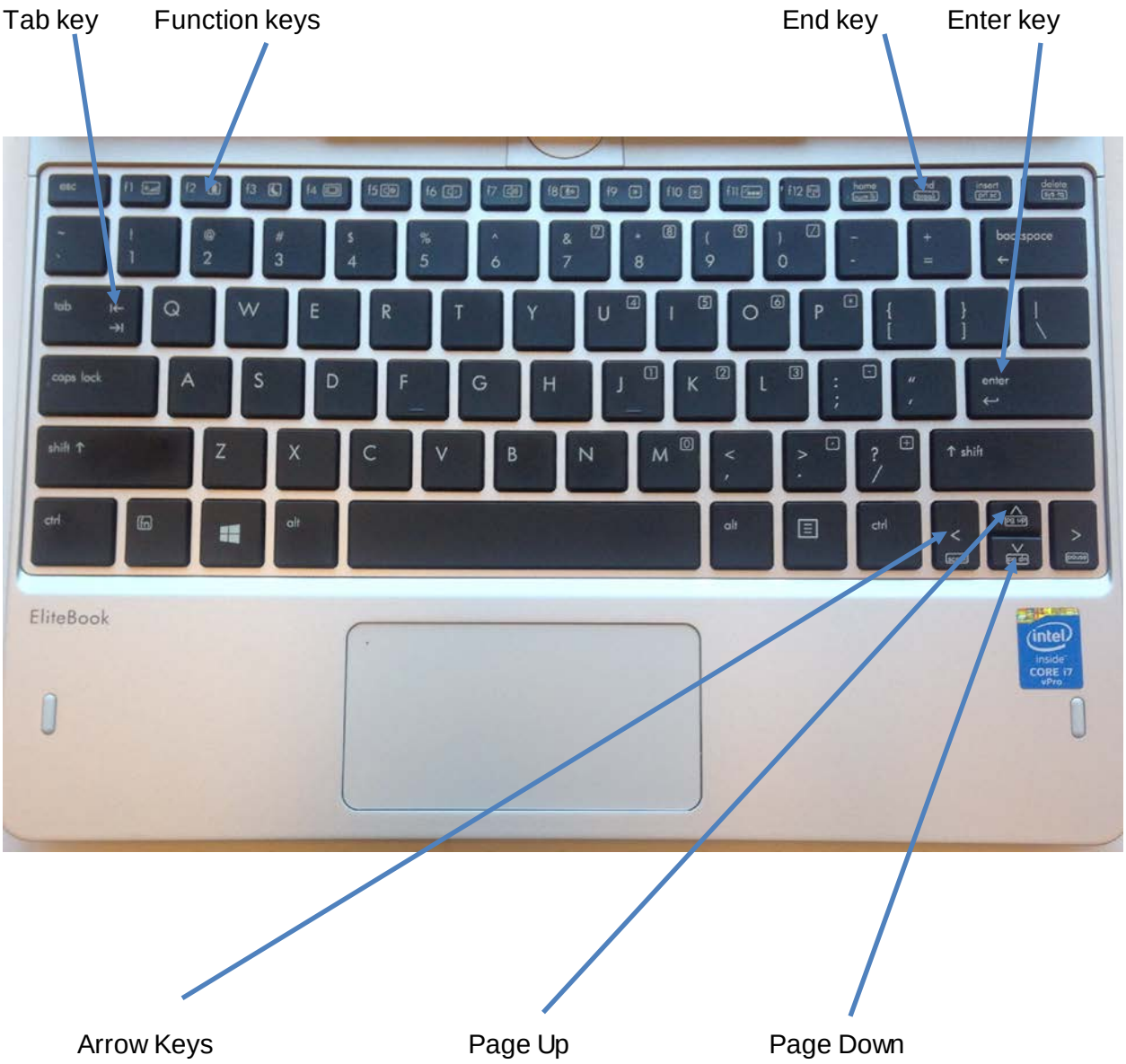
You will practice using these keys later in the self-study and during classroom training. [ ]

Summary Points

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 starting on page 5-3 for this lesson. Compare your answers to the answer key which follows the review exercise and continue with Lesson 6.



Lesson 5 - Review Exercise

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

   ___ PageUp

   ___ PageDown

   ___ Enter

   ___ End

2. 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. 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 5-1)

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

Continue with Lesson 6.

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?

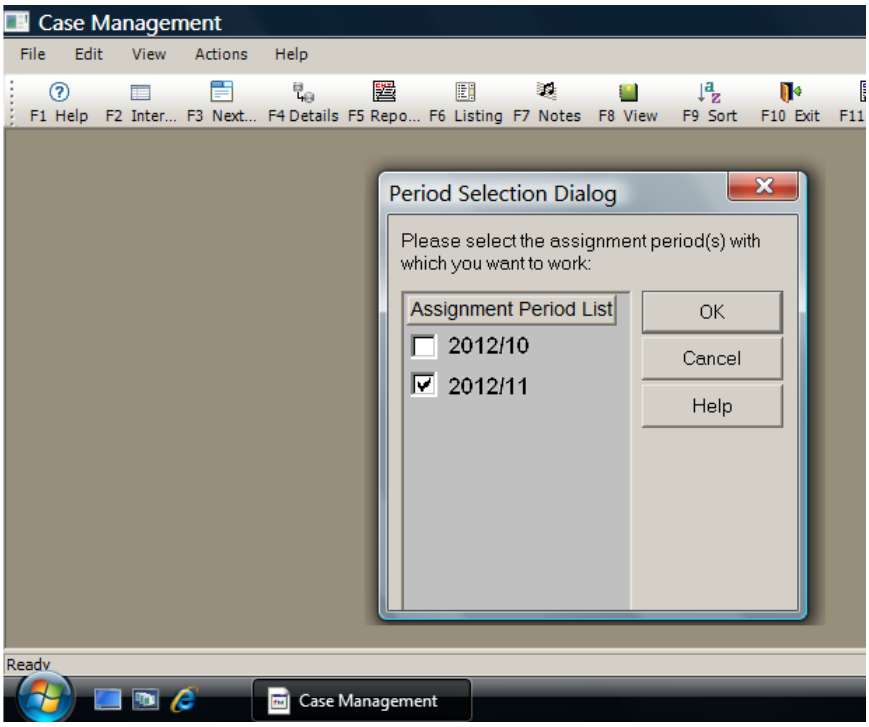
Case Management is an application that helps you (and staff at headquarters) manage your work. Case Management provides a list of all sample cases in your NCVS monthly assignment, along with additional information that is helpful to you in managing your work, such as appointments, telephone numbers, 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 in using your profile name and password.
-
- Click on the MCM Training Icon
- Click on the top right Training/ Manuals Tab (purple)
- Click on LCM Training
- Select NCVS from the survey list and press Enter (or click OK).
- Highlight the row "NCVS 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 actual 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.)

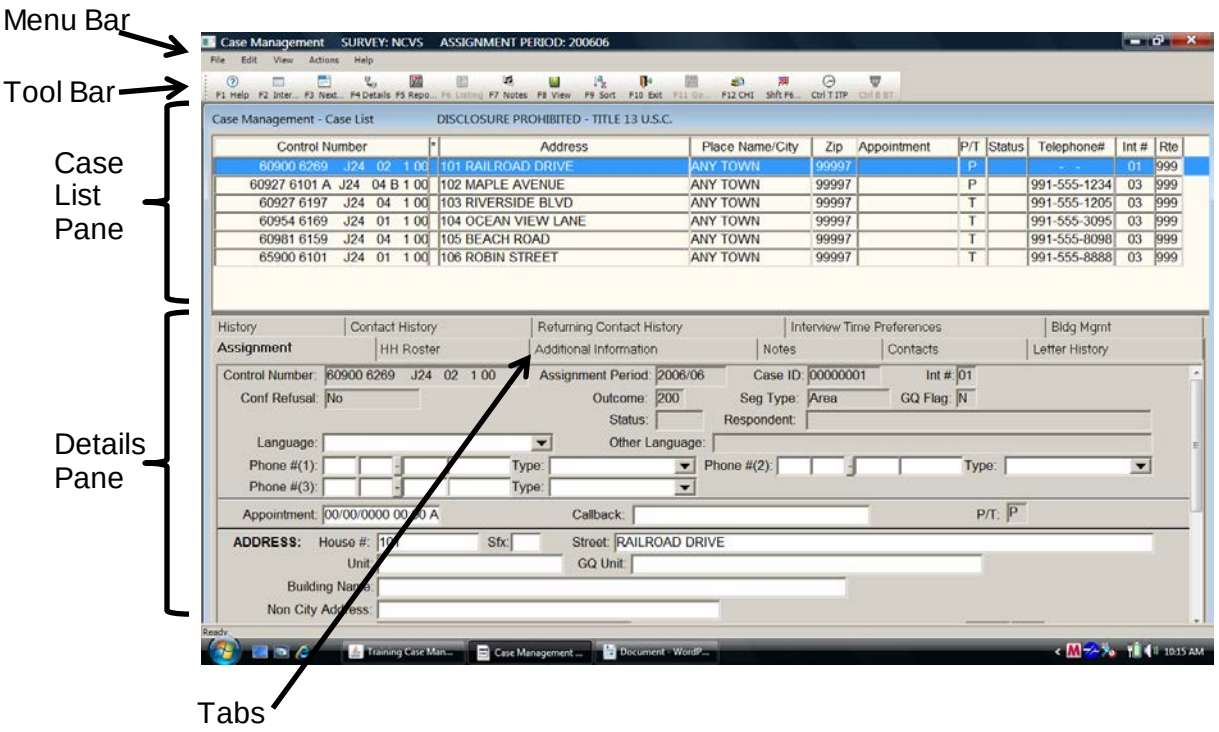


Follow the instructions in this lesson as you go through some Case Management functions.

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 – Case Level Notes

The **F7** key allows you to add case notes and view existing case 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).

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.

Using 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. **[ ]**

Press F10 to exit out of case management.

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 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.
J CTRL+T	**J.** 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 6-11)

Continue with Lesson 7

NOTES

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

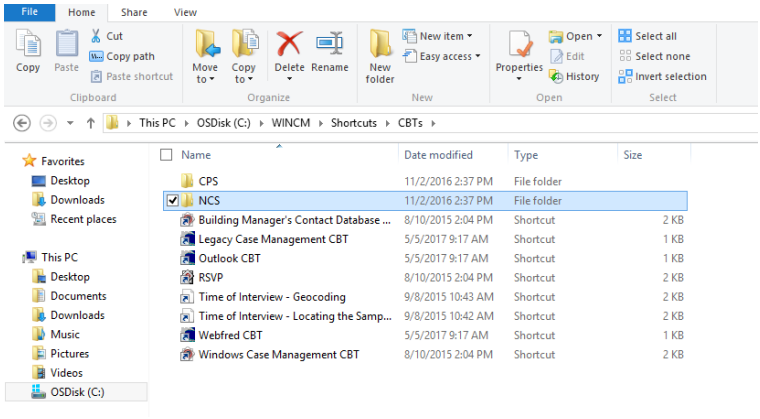
Person Level Contact History Instrument (pCHI)

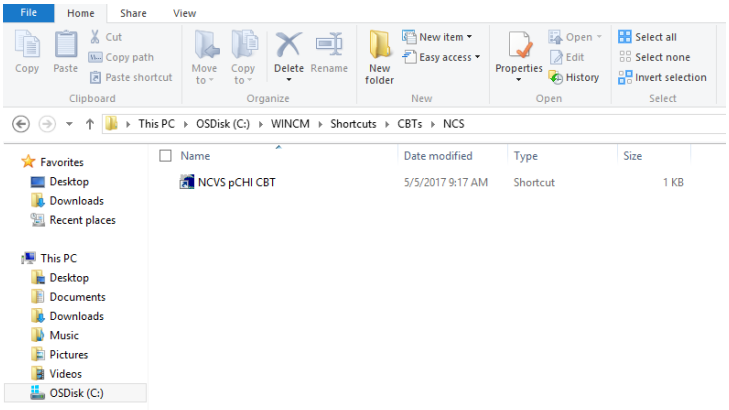
The Person Level Contact History instrument (also known as pCHI) allows you to track NCVS contact history on a person level basis.

pCHI Computer Based Training (CBT)

Log onto your laptop and complete the pCHI Computer Based Training. Click to open Mobile Case Management and click the purple Training/Manuals tab. Click the CBT folder under “Resources” and then click the NCS subfolder. Finally, click the file, NCVS pCHI 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 while balancing respondent burden.

Enumeration Periods

We refer to each time a sample household's address is assigned for interview as an "enumeration period." Since we generally interview or attempt to interview each sample household seven times, there are usually 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, 2018**, the current reference period for the household respondent is **September 1, 2017 to February 28, 2018**. If the remaining household members were interviewed for the first enumeration period on **March 4, 2018,** the current reference period for each of these household members is **September 1, 2017 to March 3, 2018**.

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, 2018** and you are conducting the respondent’s current interview on

August 8, 2018, then the current reference period for this respondent is **February 3, 2018** to **August 7, 2018**.

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 no other 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:

Hate crimes
Sexual Orientation
Gender Identity
Citizenship
Veteran's Status

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.

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. 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 8-3)

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. 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)

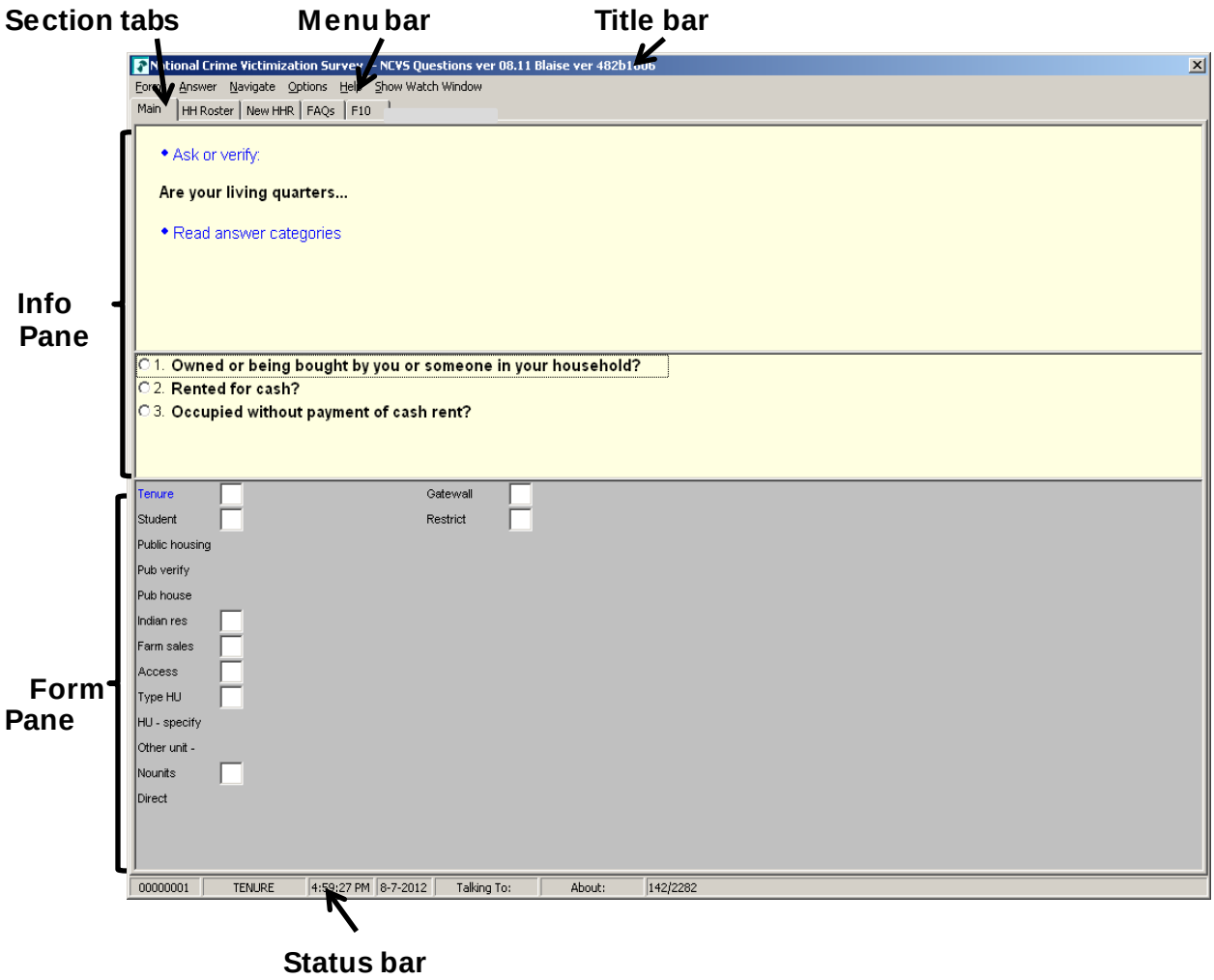
Continue with Lesson 9.

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

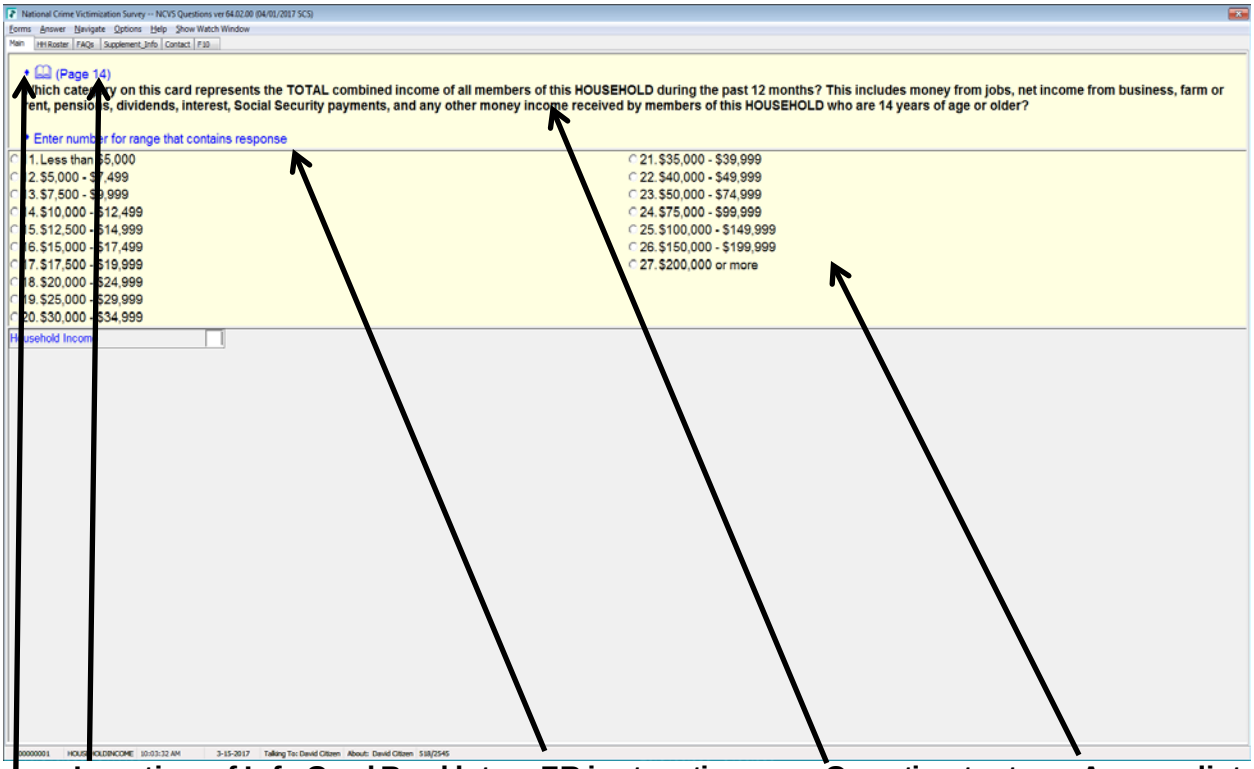
These menus each contain lists that help you navigate, enter data, and access help throughout the NCVS instrument.

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 HOUSEHOLDINCOME 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.

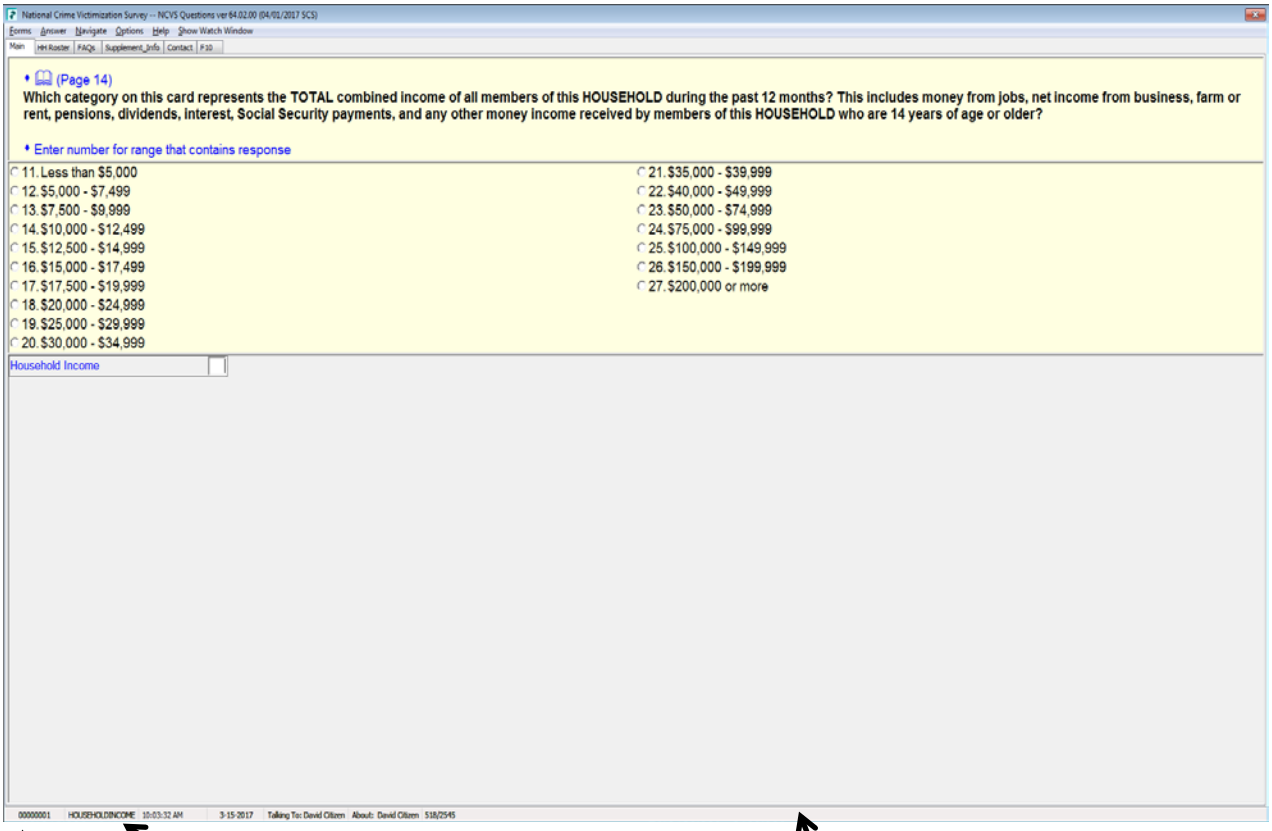
Form Pane

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 when you are in a case by using the back arrows to 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 9-5)

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 9-5)

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.

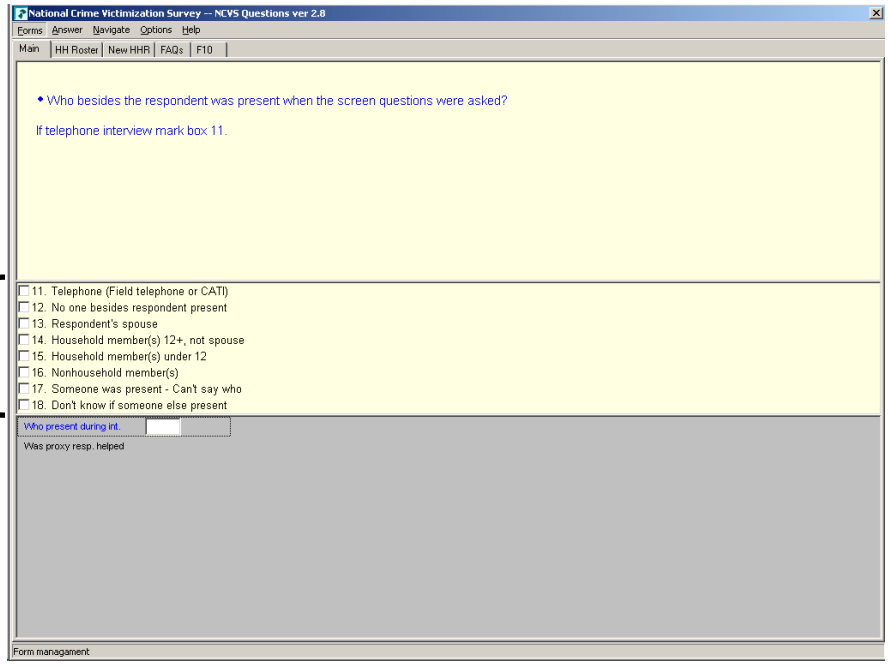
Ask Questions As Worded

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. In general, use neutral probes when the respondent does not seem to understand the question. (Probing is prohibited for the sexual orientation and gender identity questions. These are discussed more in Lesson 15.) When appropriate, verify the information entered.

Answer Categories

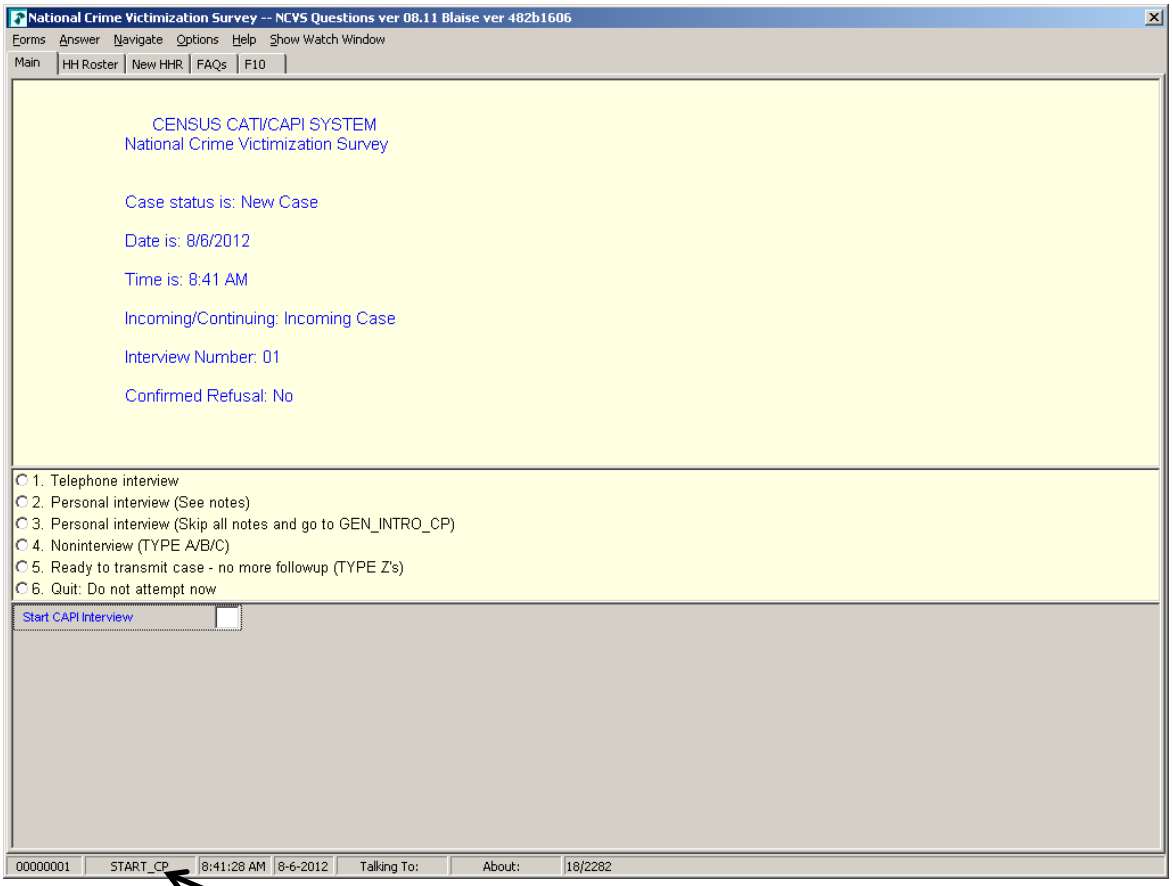
Notice that some question answer lists contain values starting with "11" rather than "1." This was designed to minimize errors in the data collected.

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

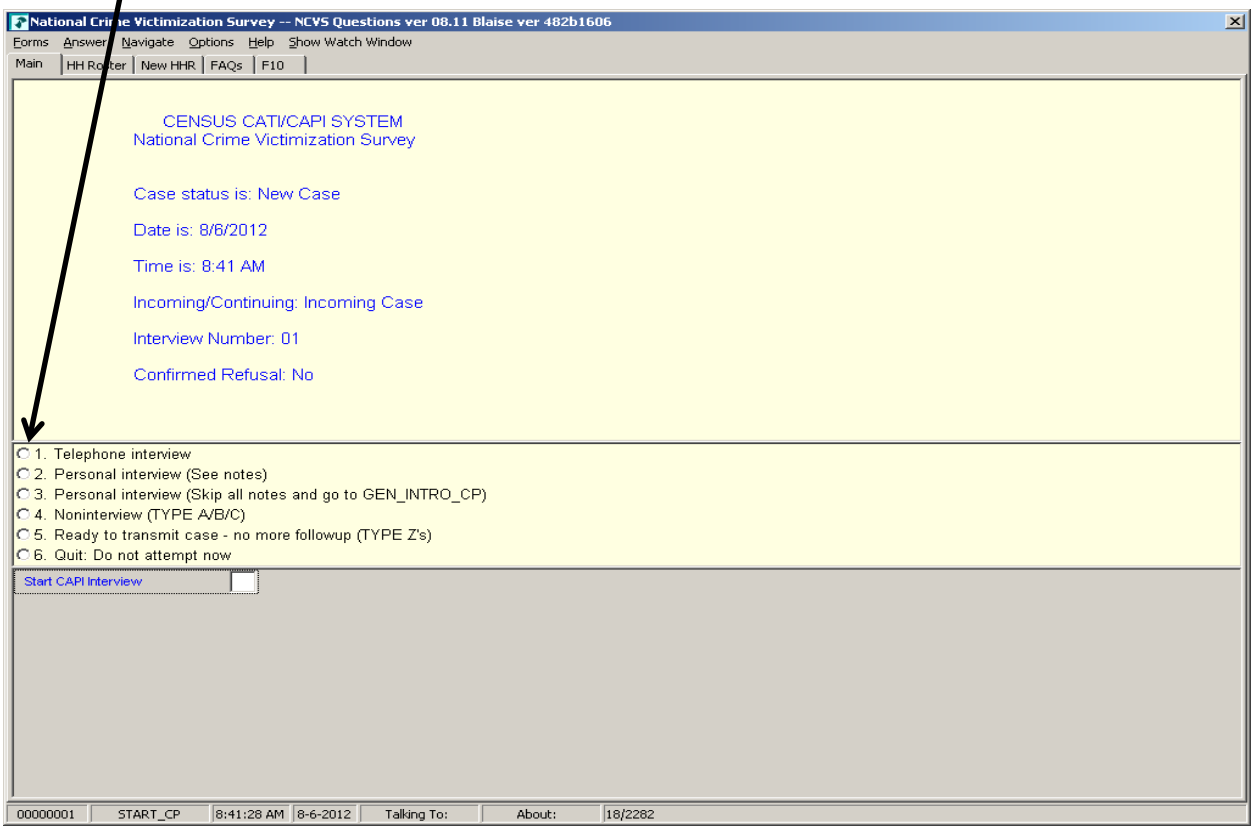
Single and Multiple Response Categories

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.

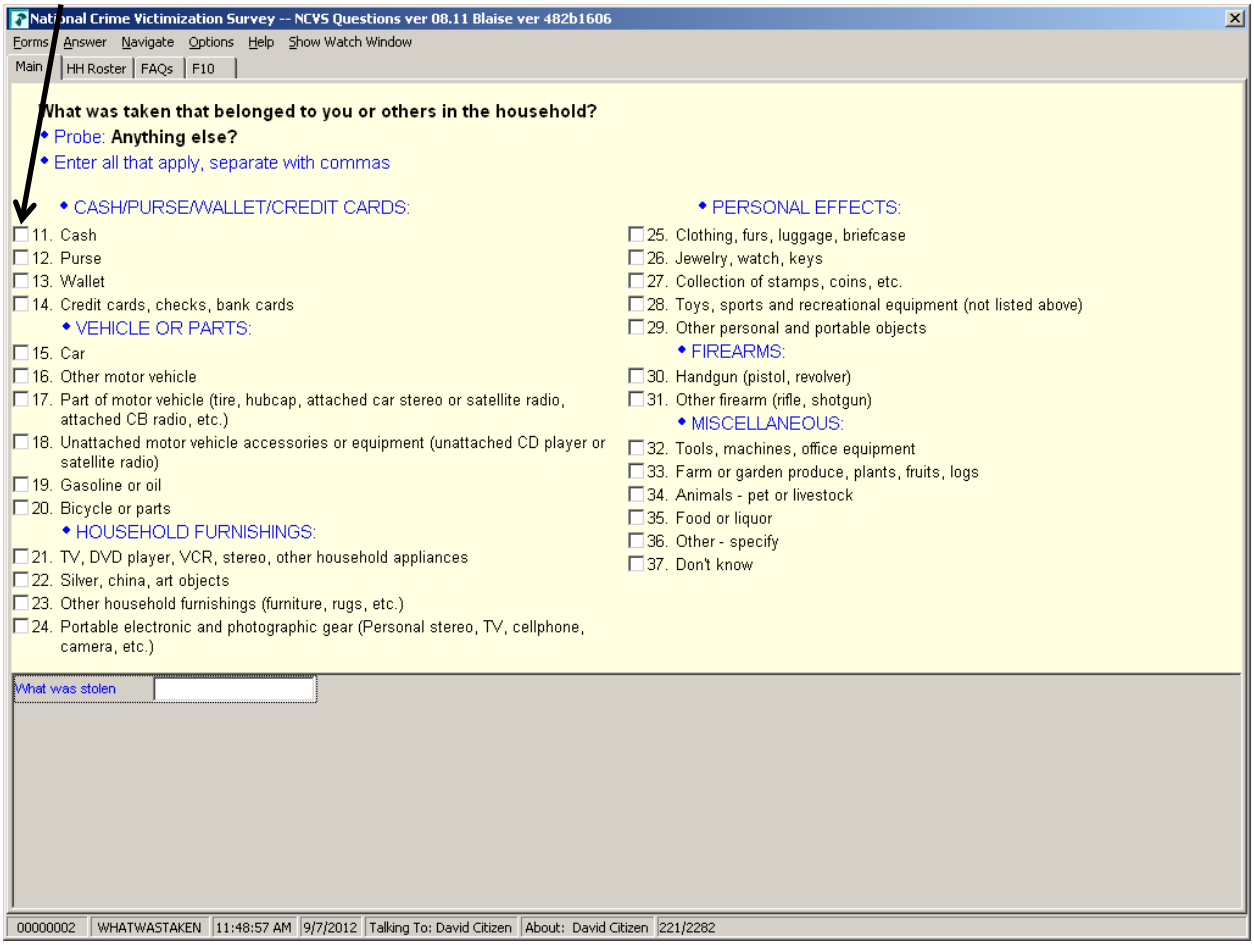
Single Response Question

"Radio Buttons"



Multiple Response Question

"Boxes"

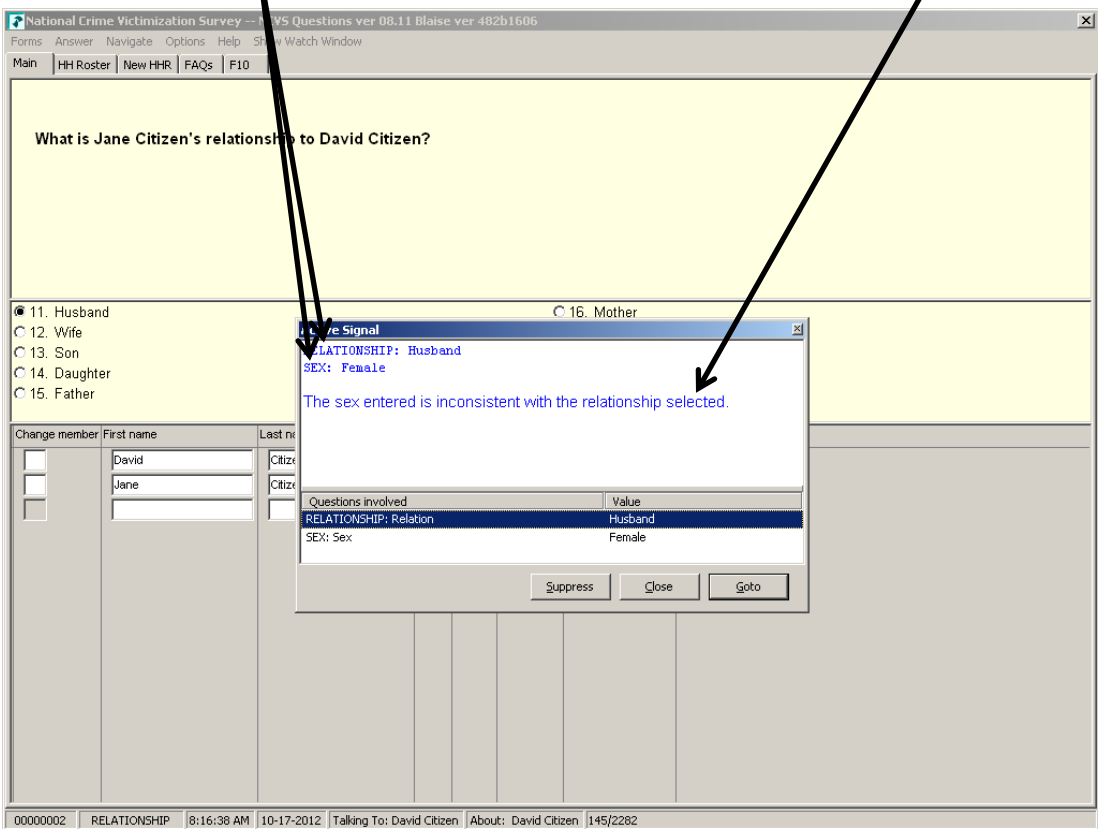


When you see response categories with boxes, before pressing "Enter," keep asking the appropriate probe, "**Anything else?**" or "**Any other way?**" and record all responses. Continue probing in this manner until you get a "No" response.

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 – 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:

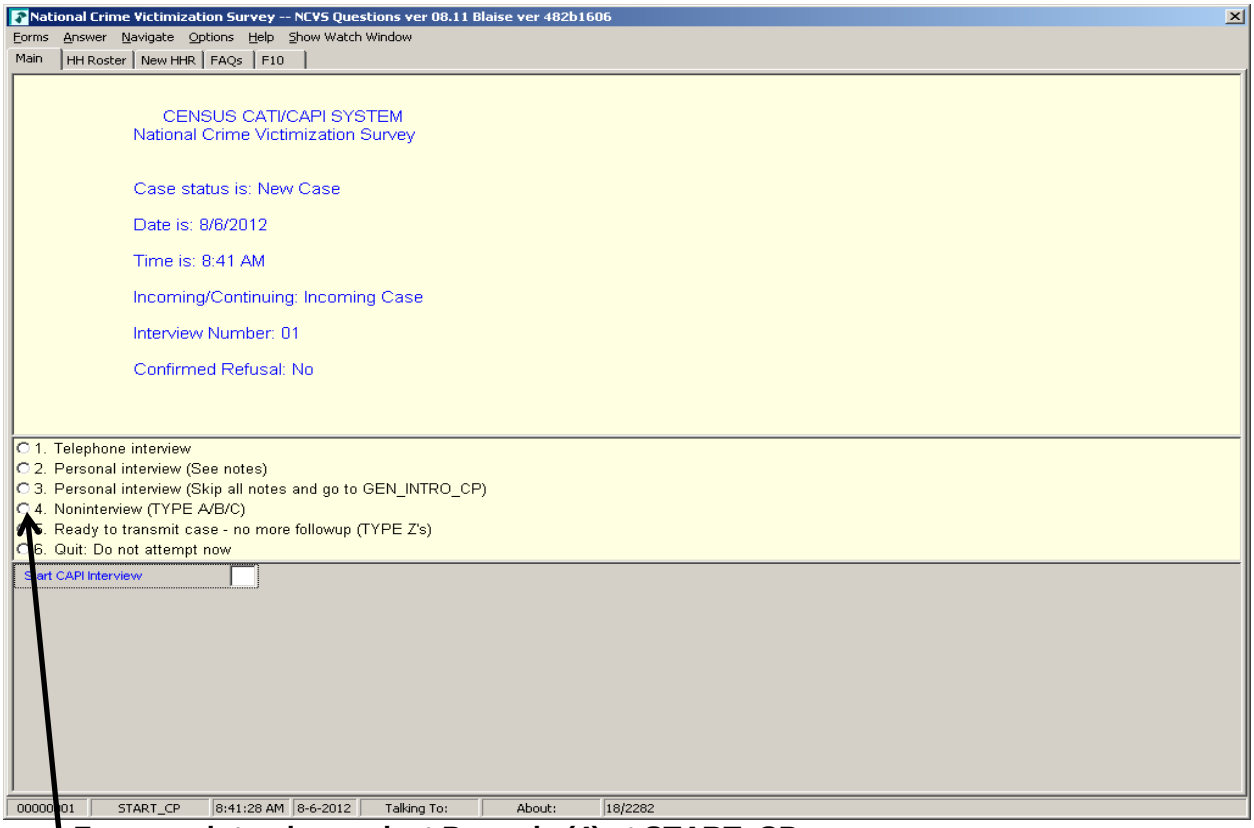
Introduce and reintroduce the survey to the respondent;
Record the type of interview you are conducting (personal visit or telephone);
Record the outcome of your attempts to contact the household respondent or individual respondents; and
Select a new household respondent when necessary.

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.

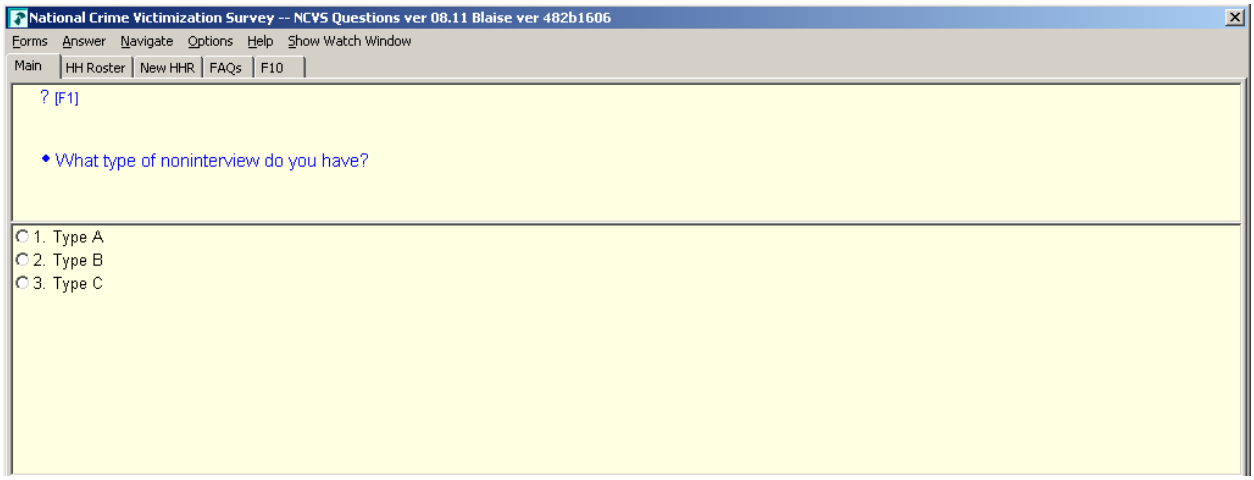
Look at the **START_CP** screen shown on the next page. This is the first screen in the instrument's Front Section that appears when you enter the NCVS CAPI instrument from Case Management. At this screen you select whether to:

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.

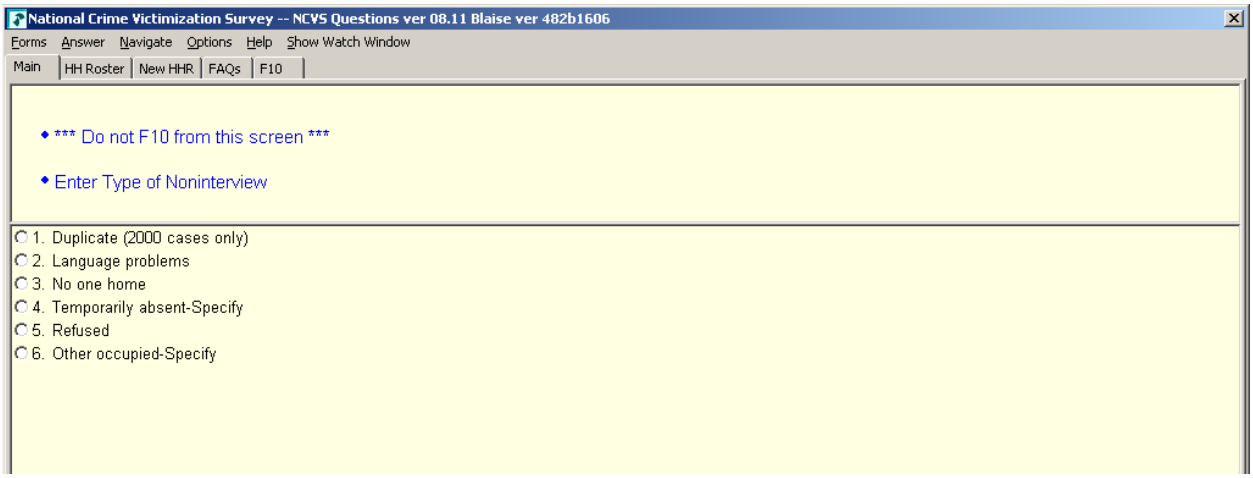
If a case is a Type A, B, or C noninterview, select category (4), "Noninterview" at the **START_CP** screen which takes you to the screen to classify the type of noninterview and code appropriate noninterview reasons.



For a noninterview, select Precode (4) at START_CP



Select the type of noninterview at NONTYP

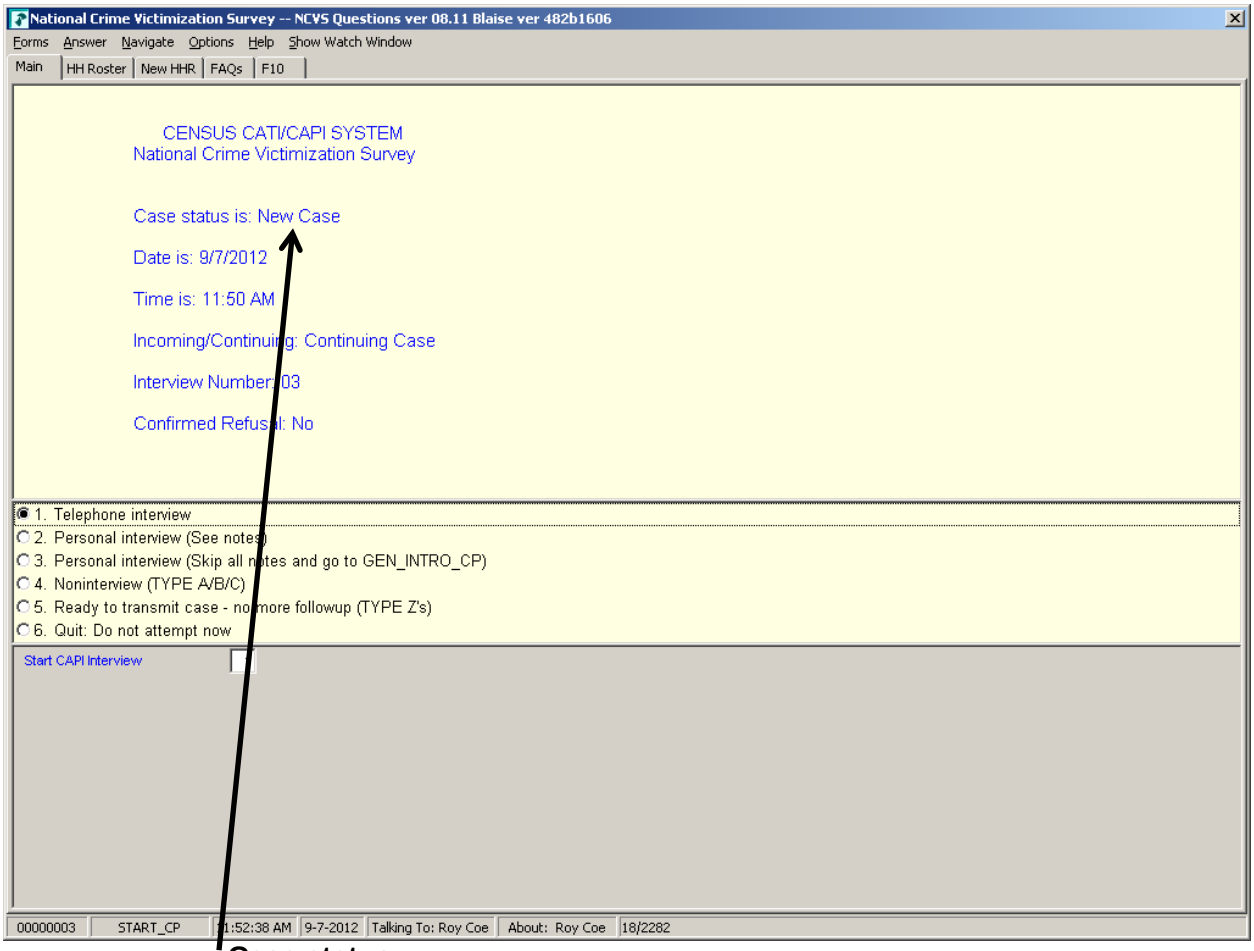


Select the reason for the noninterview at TYPEA (shown here), TYPEB, or TYPEC

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.)



Case status

- **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,
- socio-demographic 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.

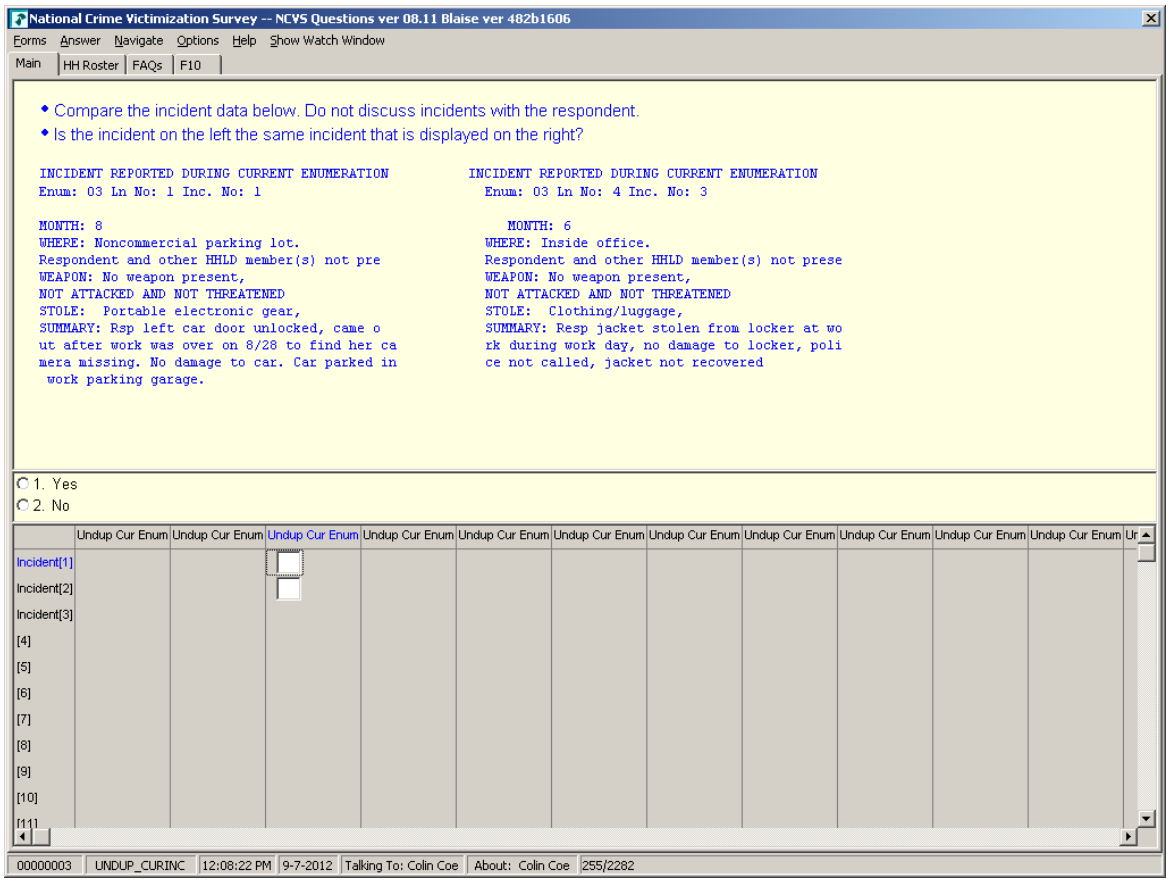
To ensure that we do not collect duplicate information about incidents, the unduplication screens compare incident(s) reported by the current respondent against --

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 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
F1	Question Help
F2	(Unassigned)
F3	(Unassigned)
F4	Jump Menu
F5	Show Status
F6	(Unassigned)
F7	Item Notes/Remarks
F8	Return
F9	Skip Forward
F10	Exit
F11	Calculator
F12	Copy Down (Repeat)

KEY	FUNCTION
Shift+F1	Show HH
Shift+F2	FAQs
Shift+F3	RI FAQs
Shift+F4	(Unassigned)
Shift+F5	Language
Shift+F6	(Unassigned)
Shift+F7	Show notes/Remarks
Shift+F8	(Unassigned)
Shift+F9	(Unassigned)
Shift+F10	Show Function Keys
Shift+F11	Show Standard Abbr
Shift+F12	Show Original Notes (RI)
Alt +F4	Closes active window or exits active program or help screen

KEY	FUNCTION
END	Next Question on Path
HOME	First Question on Path
Ctrl+F3	Show Question Text
Ctrl+D	Don't Know
Ctrl+F	Search Tag
Ctrl+H	Info
Ctrl+F7	Case Level Notes
Ctrl+K	Show Function Keys
Ctrl+M	Show DK & Refused
Ctrl+R	Refused
Ctrl+F11	Calendar
Ctrl+T	Interview Time Preferences
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 Interviewing Manual for Field Representatives 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, the National Processing Center (NPC), 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

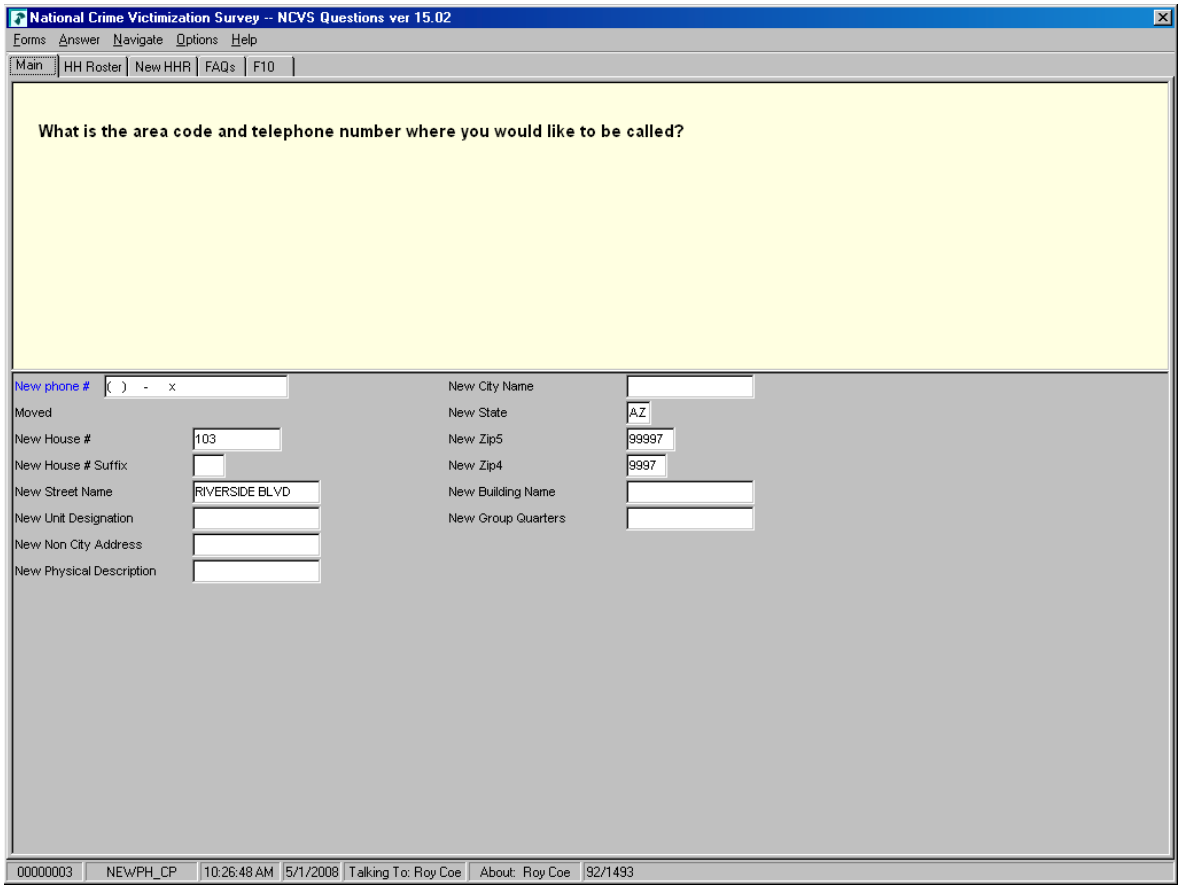
The next question you ask the household respondent is if the address listed on the screen for the household is the household's exact address. The question reads:

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.

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 B2-55 in your NCVS-550 Interviewing Manual for Field Representatives 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 the LiMA – Listing and Coverage training you reviewed in the self study generic training package.

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 B2-56 of the NCVS-550 Interviewing Manual for Field Representatives and read the description of the 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.

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 11-3)

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:

Questions about the characteristics of the sample unit and its members.

Screening questions designed to identify all crime incidents which occurred during the respondent's **6-month reference period.**

Incident questions designed to collect detailed information about each crime incident reported by a sample household member.

Other survey questions:
Socio-demographic questions about disability, citizenship, sexual orientation, gender identity, veteran status, employment, and household income.

Questions about use of telephone and contact information.
Questions about 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,
- each person's relationship,

- building characteristics and basic household information (names of all persons living in the household),
- 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 B2-60 of your NCVS 550 Interviewing Manual for Field Representatives 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 B2-62 of your NCVS 550 Interviewing Manual for Field Representatives 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 B2-65 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 B2-66.

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 B2-80 and B2-81 of your NCVS 550 Interviewing Manual for Field Representatives 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 when first building a roster and therefore has a line number of one. In subsequent interviews, the reference person may not be the first person listed on the roster due to household roster changes.

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 first 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?"**

HHMEMURE

If you discover in **HHMEMBER** that a person **does not** usually live at the sample unit, the instrument goes to **HHMEMURE** 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 B2-119 of your NCVS 550 Interviewing Manual for Field Representatives 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 12-6–12-7)

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 B2-80)

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:

Mobility Questions
Business Operated from Sample Address Questions
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 Interviewing Manual for Field Representatives 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 Interviewing Manual for Field Representatives 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; and
- Has any reason to suspect that the incident was a hate crime or crime of prejudice or bigotry; and

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.**

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 or internet.

   FALSE
   (Page 14-3)

8. The **SUMMARY** screen is designed for you to summarize all of the pertinent facts surrounding a reported crime incident.

   (Page 14-4)

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.

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. Disability
2. Citizenship
3. Sexual Orientation
4. Gender Identity
5. Veteran Status
6. Employment
7. Total Household Income
8. Use of Telephone and Contact Information
9. Language requirements

Disability Questions

The disability questions are asked of each respondent 12 years of age or older except **LEAVING_HOME** which is asked of those 15 years of age or older. They are asked at the first, third, fifth and seventh enumeration periods or if never asked before. Research has shown that people with disabilities may be more vulnerable to crime victimization. This series of questions asks about impairments or disabilities the respondent has. The reason for asking these questions more than once is that the status of disability could change over time.

Go to page B3-33 of your NCVS 550 Interviewing Manual for Field Representatives and review the disability questions. **[ ]**

Citizenship Question

The citizenship question is asked of each respondent 12 years of age or older. It is asked at the first interview. If the respondent reports being a citizen, it is not asked again. If the respondent does not report being a citizen, it is asked again at the next enumeration since non-citizen status may change. The reason for asking this question is to research if citizens have different rates of crime victimization than non-citizens.

Go to page B3-34 of your NCVS 550 Interviewing Manual for Field Representatives and review the citizenship question. **[ ]**

Sexual Orientation Questions

A sexual orientation question is asked of all persons 16 years of age or older at the first, third, fifth, and seventh interview or if never asked before. There are two versions of the question that differ slightly. What version you ask a respondent depends on the sex recorded on the household roster for that individual. This question will not be asked if the interview is being conducted by a proxy.

The sexual orientation question does not follow the standard NCVS probing guidelines. **Do NOT mark this question by observation or probing. Answers to this question must be obtained strictly through self-identification; meaning that you must ask the question even if you think you know the answer.**

Open your NCVS-554, Information Card Booklet, to Page 12 and look over the sexual orientation 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.

Respondents may ask why you are asking them this question. Refer to the FAQ tab in the instrument and read the answer to the respondent.

Go to page B3-36 of your NCVS 550 Interviewing Manual for Field Representatives and carefully review the information on the sexual orientation questions. **[ ]**

Gender Identity Questions

The gender identity questions are asked of all persons 16 years of age or older at the first, third, fifth, and seventh interview or if never asked before. These questions will not be asked if the interview is being conducted by a proxy.

The gender identity questions do not follow the standard NCVS probing guidelines. Like the sexual orientation question, **do NOT mark this question by observation or probing. Answers to this question must be obtained strictly through self-identification; meaning that you must ask the question even if you think you know the answer.**

Open your NCVS-554, Information Card Booklet, to Page 14 and look over the gender identity flash card. This flash card is also provided in Spanish on Page 15. **[ ]**

During personal visit interviews, show the respondent the flash card as you ask the question.

Respondents may ask why you are asking them this question. Refer to the FAQ tab in the instrument and read the answer to the respondent.

Go to page B3-40 of your interviewing manual and carefully review the information on the gender identity questions. **[ ]**

Veteran Status Questions

The veteran status questions are asked of each respondent 18 years of age or older. After the first interview, it is only asked again of those 18 to 39 years of age who previously did not report being in the military as their status may change.

Go to page B3-44 of your interviewing manual and review the veteran status questions. **[ ]**

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 16 and look over the employment flash card. This flash card is also provided in Spanish on Page 17. **[ ]**

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 18 of the Information Card Booklet (Page 19 for Spanish) 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 - $99,999
$100,000 - $149,999
$150,000 - $199,999
$200,00 or more

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. Also, ask 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. Answers to the sexual orientation and gender identity questions can be marked by observation if obvious?

   TRUE **FALSE**

2. What resources are available in the instrument to help with questions from respondents on the sexual orientation and gender identity questions?

   _____ Verbatim response to read if asked, "Why are you asking me this question?" in the FAQ tab.

   _____ Definitions of terms used in the question in gray text on the question screen.

   _____ Definitions of sexual orientation, gender identity, and terms used in the questions in the FAQ tab.

   _____ all of the above

3. The employment questions are asked of each respondent who is 12 years of age or older.

   TRUE **FALSE**

4. When asking the household respondent the household income question, only include income received from jobs.

   TRUE **FALSE**

5. 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.

6. 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. Answers to the sexual orientation and gender identity questions can be marked by observation if obvious?

   FALSE
   (Page 15-2 and 15-3)

2. What resources are available in the instrument to help with questions from respondents on the sexual orientation and gender identity questions?

   _____ Verbatim response to read if asked, "Why are you asking me this question?" in the FAQ tab.

   _____ Definitions of terms used in the question in gray text on the question screen.

   _____ Definitions of sexual orientation, gender identity, and terms used in the questions in the FAQ tab.

   __X__ all of the above
   (NCVS-550, Pages B3-36 and B3-40)

3. The employment questions are asked of each respondent who is 12 years of age or older.

   FALSE
   (Page 15-3)

4. When asking the household respondent the household income question, only include income received from jobs.

   FALSE
   (Pages 15-4 and 15-5)

5. 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.

    (Pages 15-4 and 15-5)

6. 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 15-5)

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 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 field representatives.

   (Page 16-2)

Continue with Lesson 18.

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 Mobile Case Management Training. To access your cases:

- Click on the MCM Training Icon
- Click on the top right Training/ Manuals Tab (purple)
- Click on LCM Training
- 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 "NCVS 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 **508 NEIL ST** 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

(Enter 1 to continue)

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 **This screen asks if this is a replacement household. If you are unsure, enter 2.**

(Enter 2, No, since you do not know if this is a replacement household yet.)

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 letter now. The key points contained within the letter are highlighted in this Help Screen and can be read to the respondent. Then press the red X at the top to exit the Help screen.

(Enter 3)

VERADD_CP

FR: I have your address listed as 508 NEIL ST, Any Town, AR 99991. 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 37 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)

ARMEDFORCES

FR: Is Ted Moe now in the Armed Forces?

R: No.

(Press Enter)

EDUCATIONATTAIN

FR: What is the highest level of school Ted Moe completed or the highest degree he received?

R: The highest level he completed is 12th grade (no diploma).

(Press Enter)

ATTENDINGSCHOOL

FR: Is Ted 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?

R: No.

(Enter 5)

AGECHECK

FR: I have you listed as 37 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)

ARMEDFORCES

FR: Are you now in the Armed Forces?

R: No.

(Press Enter)

EDUCATIONATTAIN

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

R: I am a high school graduate (diploma, or the equivalent).

(Press Enter)

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.

Precode (3) is 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 indoors, outdoors, 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/ any of these people) help the situation in any way?

R: No.

(Enter 2)

OTHERSACTIONSWORSE

FR: Did the actions of (this person/ any of these people) 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 checks, or credit cards.) If jointly owned with a nonhousehold member, include only the shared owned by the household member.

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)

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 B5-14 of your NCVS-550 Interviewing Manual for Field Representatives and review the acceptable abbreviations you can use for the NCVS. The list of abbreviations ends on page B5-19. [ ]

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 1/2017 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 1/2017 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.**
INTRO_SOCIO_DEMO	FR: Now we have some questions about your demographic characteristics. **(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)

CITIZENSHIP

FR: Are you a citizen of the United States? That is, were you born in the United States, born in a U.S. territory, born of U.S. citizen parent(s), or become a citizen of the U.S. through naturalization?

R: Yes, I was born in the U.S.

(Enter 1)

ORIENTATION_FEMALE

FR: Which of the following best represents how you think of yourself?

-- Lesbian or gay
-- Straight, that is, not lesbian or gay
-- Bisexual
-- Something else
-- I don't know the answer

R: Straight.

If you were conducting a personal visit interview you would show the respondent the appropriate SO_ 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 2)

GENID_BIRTH

FR: What sex were you assigned at birth, on your original birth certificate?

R: Female.

If you were conducting a personal visit interview, you would show the respondent the first question on the GI 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 2)

GENID_DESCRIBE

FR: Do you currently describe yourself as male, female or transgender?

R: Male.

If you were conducting a personal visit interview, you would show the respondent the second question on the GI 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 1)

GENID_CONFIRM

FR: Just to confirm, you were assigned female at birth and now describe yourself as male. Is that correct?

R: I don't want to answer.

(Enter 3)

ACTIVE_DUTY

FR: Have you ever served on active duty in the U.S. Armed Forces, Reserves, or National Guard?

R: Yes, I have served in the military.

(Enter 4)

ACTIVE_DUTYWHEN

FR: When did you serve on active duty in the U.S. Armed Forces?

R: I served in August 1964 to 1968.

(Enter 14)

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)

INTVDONE **FR Instruction**

Enter 1 to continue. DO NOT F10 OUT OF THIS SCREEN.

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.

RESPONDENTPHONENUMBER

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

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.

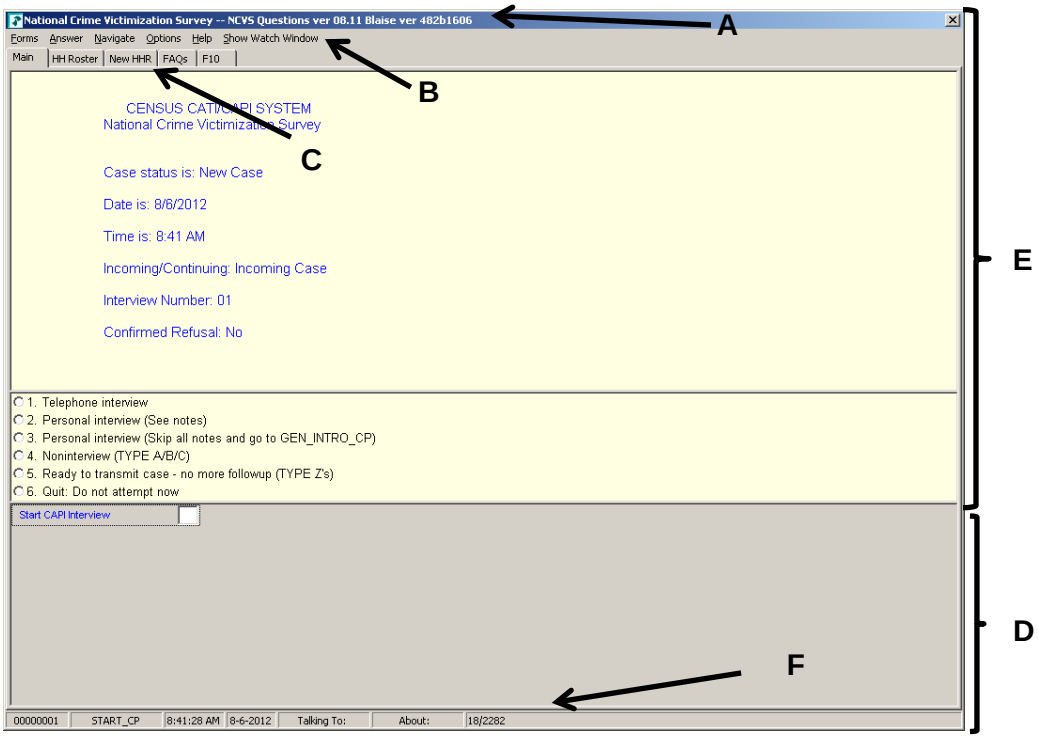
PRESENT **NOT PRESENT**

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 CAPI instrument illustrated below.

_____ Info Pane
_____ Title bar
_____ Section Tabs
_____ Form Pane
_____ Menu Bar
_____ Status Bar



8. 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: _____

9. Which key, when pressed in the NCVS CAPI instrument, ensures that the entry is "accepted" within the instrument and moves to the next question?

   _____

10. Which Function key in the NCVS CAPI instrument allows you to enter Item Level Notes?

    _____

11. Which keys, when pressed while in the NCVS CAPI instrument, allow you to enter Case Level Notes?

    _____

12. Which Function key in the NCVS CAPI instrument allows you to end the interview?

    _____

13. 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

14. 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 18-4.)

    TRUE **FALSE**

15. In the NCVS CAPI instrument, _____ accepts data item inconsistencies in a _____ edit check.

16. 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)
(9/2017)

National Crime Victimization Survey

Classroom Training Guide:

NCVS Initial Training for Field Representatives

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 person, especially any current or past Census Bureau employees.

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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 Elapse
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	2:00	8:00

Suggested Training Schedule

DAY 2

Chapter	Title	Time (Mins.)	Time Elapse
5	Case Management	1:45	1:45
	BREAK	:15	2:00
5	Case Management (Continued)	1:00	3:00
	LUNCH	1:00	4:00
6	Review of Pre-Classroom Self-Study Materials	:30	4:30
	BREAK	:15	4:45
7	NCVS Concepts and Definitions	2:00	6:45

Suggested Training Schedule

DAY 3

Chapter	Title	Time (Mins	Time Elapse
8	NCVS Practice Interviews		
	Practice Exercise 1 - Building a Household Roster	:45	:45
	BREAK	:15	1:00
	Practice Exercise 2 - Picking a New Household Respondent	:45	1:45
	Practice Exercise 3 - Replacement Household by Telephone	:30	2:15
	LUNCH	1:00	3:15
	Practice Exercise 4 - Type A Noninterview	:20	3:35
	Practice Exercise 5 - Type B Noninterview	:20	3:55
	Practice Exercise 6 - Changing the Household Respondent	:15	4:10
	BREAK	:15	4:25
	Practice Exercise 7 - Selecting a New Reference Person	:45	5:10
	Practice Exercise 8 - Re-entering a Case to Complete Interview with Remaining Eligible Household Members	:15	5:25
	Practice Exercise 9 - Classifying an NCVS Respondent as Type Z Noninterview	:15	5:40
	Practice Exercise 10 - Unduplication of Incidents	:30	6:10
	Practice Exercise 11 - Proxy Interview	:30	6:40

Suggested Training Schedule

DAY 4

Chapter	Title	Time (Mins.)	Time Elapsed
8	NCVS Practice Interviews (Continued)		
	Practice Exercise 12 - Quitting a Case at Onset of Interview	:05	:05
	Practice Exercise 13 - Incident of Rape	:30	:35
	Practice Exercise 14 - Series of Incidents	:30	1:05
	BREAK	:15	1:20
	Practice Exercise 15 – Adding an Incident	:15	1:35
	Practice Exercise 16 - Accessing the NCVS CAPI Spanish Instrument	:10	1:45
9	Performance and Supervisory Topics	1:00	2:45
	LUNCH	1:00	3:45
10	2010 Redesign Listing and Coverage	1:00	4:45
	BREAK	:15	5:00
11	Paired Practice Interview	2:00	7:00

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 anintroduction 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, Self-Study for New Field Representatives
- ✓ NCVS-550, Interviewing Manual for Field Representatives (electronic document on laptop)
- ✓ NCVS-554, Field Representative's Information Card Booklet
- ✓ NCVS-572(L), Incoming Case Introductory Letter
- ✓ NCVS-573(L), Continuing Case 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 accessible so trainees can plug in laptop computers or extension cords.

- ✓ Make sure that a television, DVD 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. A horseshoe seating arrangement encourages trainee interaction and participation.

- ✓ 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.

✓ 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, be sure to manage time efficiently so all the material will be covered.

2. **Try to keep the walkthrough practice interviews 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) Classroom Training Guide: NCVS Initial Training for 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. Current RO Letters for Case Management.

5. DVD player and monitor

6. VIDEO: “Generic Refusal Avoidance”

7. 11-903, Getting Started - Administrative (Training Guide)

8. 11-903a, Getting Started - Administrative (Classroom Workbook)

9. 11-904, Probing for Accuracy (Training Guide)

10. 11-904a, Probing for Accuracy (Classroom Workbook)

11. 11-905, Power of Persuasion (Training Guide)

12. 11-905a, Power of Persuasion (Classroom Workbook)

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. 3 notecards per trainee

17. 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: NCVS Initial Training for Field Representatives

3. NCVS-572(L), Incoming Case Introductory Letter

4. NCVS-573(L), Continuing Case Introductory Letter

5. Form 11-38 and 11-38A, Request of Appointment

6. NCVS Function Key Template

7. Black lead pencil

8. 11-903a, Getting Started - Administrative (Classroom Workbook)

9. 11-904a, Probing for Accuracy (Classroom

Workbook)

10. 11-905a, Power of Persuasion (Classroom Workbook)

11. NCVS-110 Fact Sheet

12. 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 Interviewing Manual for Field Representatives)

2. NCVS-521 Self-Study for NCVS Field Representatives ***(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

✓ Instructions for completing any current NCVS supplement training that will be in the field when the trainee begins work

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 (i.e., "_____") 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. Pause to look at trainees and maintain eye contact. 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 the 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

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.

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 table on the next page shows the interrelationship of the practice exercises.

Supplement Training The NCVS typically has a different supplemental survey attached to it that is administered after the NCVS interview. Supplements are generally in the field for six months (January through June or July through December) and then replaced by a new supplemental survey. The supplements address other topics not covered in the NCVS (e.g., identity theft, school crime, and police contacts). Separate self-study training is developed for each NCVS supplement. You will need to inform trainees of the supplement (if any) that will be in the field when they begin working cases and how to complete the training for that supplement. The FLD Team at headquarters will keep you informed of supplement training.

Initial Training Feedback 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 Interview Exercises

#	Case ID: 00000001	Case ID: 00000002	Case ID: 00000003	Case ID: 00000004	Case ID: 00000005	Case ID: 00000006
Self Study				NCVS-521 Self Study Exercise		
1			Replacement HH identified during PV interview. Build replacement HH roster.			
2			Select new HHR			
3						Replacement HH identified during telephone interview.
4		Type A- Refusal				
5						Replacement HH Vacant- Type B
6					Changing the HHR	
7					Selecting new Reference Person	
8				Re-entering case to complete interviews with other HHM		
9				Type Z- Noninterview		
10					Unduplication of Incidents	
11					Proxy Interview	
12	Quitting a case before starting the interview					
13					Incident of Rape	
14	Series Incidents					
15	Adding an Incident					
16			Accessing the Spanish NCVS CAPI Instrument			

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 **project number 0976000 task code 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. I will regularly stop and ask for questions. If you have a question, please write it down on your notecard as it occurs to you so you will remember any necessary details when I ask for questions.

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 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. An unauthorized person is any person who is not a sworn

Census Bureau employee with a work related need to know. 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 NCVS is protected by two confidentiality laws. Title 13 and Title 42 both require us to keep all information about NCVS respondents and their households confidential. As a result, the penalty provisions in both statutes apply if you are found guilty of an unauthorized disclosure of individual information provided to the Census Bureau. The penalty for unauthorized disclosure under Title 13 is a fine of up to $250,000 or a jail term of up to 5 years or both. The penalty for unauthorized disclosure under Title 42 includes a fine of up to $11,000.

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 manual in the NCVS self-study you completed before coming to class. You will have the opportunity to use this reference manual again in this classroom training.

Also, during the self-study you were introduced to the NCVS Case Management, the Person Level Contact History Instrument (or pCHI), 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 to the next chapter)

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 9*.)
- 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)

11-109, 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).

(Continue to 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)

Now we are going to talk about probing for accuracy. However, I want you to remember from your pre-classroom self-study that there are two sets of NCVS questions that you are not allowed to probe on. These are the sexual orientation and gender identity questions. We will talk more about these questions later in practice exercises.

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 to 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 (Training Guide)

Follow along with the 11-905, Power of Persuasion (Training Guide), then proceed to the next appropriate chapter.

(Continue to the next chapter)

Chapter 5 - Case Management
(Approximate time: 2 hours, 45 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. *(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

(If there are additional trainees for Day 2 training that were not present for Day 1, refer to Chapter 1 for an introduction. Also, inform the additional trainees to write down their questions as they arise and ask them when you regularly stop to ask for questions.)

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 "MCM Training" to access Training Case Management. The window that pops up should read "Mobile Case Management Training" in the upper left corner of the screen. Click on the purple Training/Manual Tab in the top right corner of the screen. ***(Pause)***

Click on LCM Training on the left side of the screen under the title "Training." Now use the up or down arrow key on your keyboard to highlight "NCVS" if not already highlighted 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 "NCVS Classroom Training" is highlighted, if not use the up or down arrow key to select. ***(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 **286 Erasmus Dr**. 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 **611 Produce St.** 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 **286 Erasmus Dr**. 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, **286 Erasmus Dr.**, 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 **Notes** 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."

(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 and click OK. 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. Press F9 to get back into the sort function and click OK. 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 – Person Contact History Instrument (pCHI)

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 **116 Aphroditedr** 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 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, **373 Alexander Blvd**. **(*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 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*)**

On the next line of the Assignment tab, you will see a Responsible FR field. If you are responsible for the case, it will have the word "Yes" appear in that field and "No" if not. Outcome Code 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 or press Alt + F4 to close it. You should be back at the Case Management Details pane. **(*Pause*)**

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.

Next, if the case is a confirmed refusal (Conf. 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.

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 may have been entered for the non-English language spoken by any eligible household member(s) that didn't fit into one of the predefined language categories.

(Show example of how to use "Other Language" field. In the Language field, choose "Other Language, Specify". Point out that the "Other Language" field is now editable and enter in another language. Explain to press Ctrl + S to save.)

"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)

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.

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.

(Answer questions)

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.

(Answer questions)

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 History.” “Letters Requested” shows pending requests already sent, and lets you initiate new respondent letter requests. “Letters History” 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. Review copies of the RO letters with trainees so they know what is used in the letter management tab.)

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 bottom 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" icon. ***(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" icon 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 bottom 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 bottom 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" icon. **(*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.

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 to increase response and/or efficiency.

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. The 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 to the next lesson)

Chapter 6 – 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 Self-Study.

Materials Needed:

Trainee
- 11-901, InterAct Pre-Classroom Learning Magazine (completed)
- NCVS-521, Self-Study for NCVS Field Representatives (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 FR Interviewing 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 it in the trunk. 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!** Personal software packages 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 layout on the screen and the function keys, uses of the pCHI instrument, which is 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 of 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, 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 2-4 through 2-5)

b. Which members of the Moe household are eligible respondents for the NCVS?

John, Megan, and Mary Moe

(NCVS-521, Page 2-4 through 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 2-4 through 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

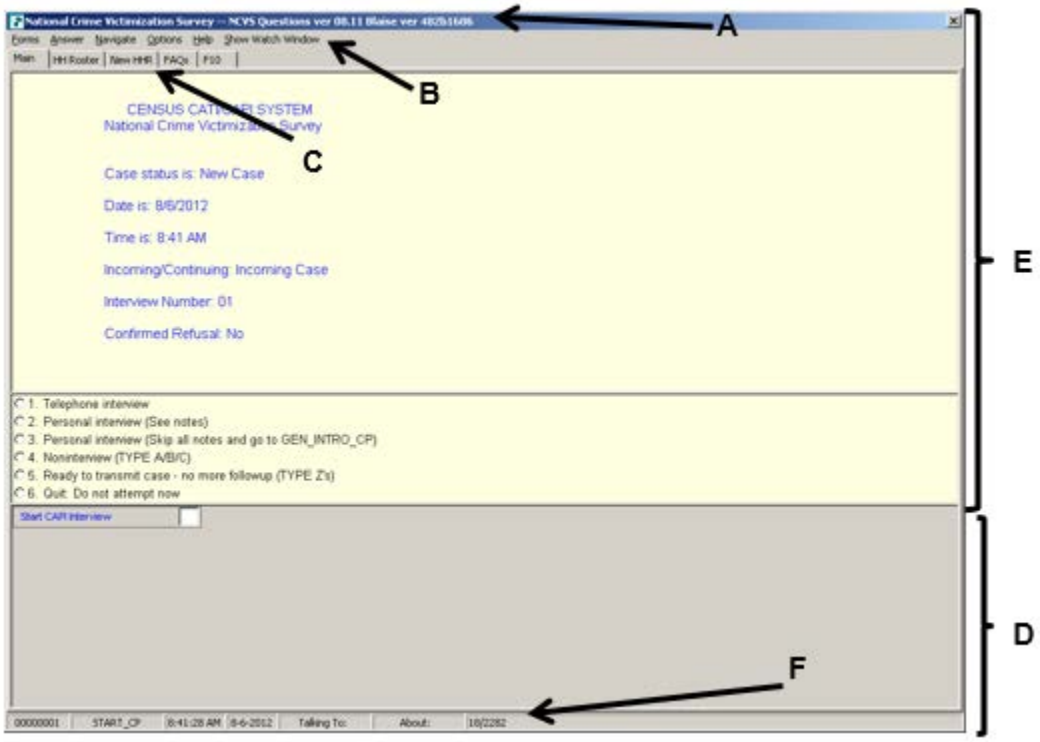
(The woman was at the immediate scene of the crime and had property stolen from her person.)

(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 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)

8. 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)

9. 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 9-5)

10. Which Function key in the NCVS CAPI instrument allows you to enter Item Level Notes?

F7

(NCVS-521, Pages 10-14 and 10-15)

11. Which keys, when pressed while in the NCVS CAPI instrument, allow you to enter Case Level Notes?

Ctrl+F7

(NCVS-521, Page 10-14)

12. Which Function key in the NCVS CAPI instrument allows you to end the interview?

F10

(NCVS-521, Pages 10-14 and 10-15)

13. 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)

14. 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)

15. In the NCVS CAPI instrument, **suppress** accepts data item inconsistencies in a **soft** edit check.

(NCVS-521, Page 10-5)

16. 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 all 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 to the next chapter)

Chapter 7 – NCVS Concepts and Definitions (Total approximate time: 2 hours)

Instructor Preparation:

- Make sure each trainee has a copy of
  - the NCVS-522.1 Classroom Workbook,
  - the NCVS-550.1, NCVS At a Glance, and
  - the NCVS-554 Information Card Booklet.

Objectives:

- Familiarize trainees with survey concepts and definitions.

Materials Needed:

- NCVS-550.1 NCVS At a Glance
- NCVS-522.1 Classroom Workbook
- NCVS-550 Interviewing Manual for Field Representatives (electronic document on laptop)
- NCVS-554 Information Card Booklet

(Throughout this chapter when you see Q: and A:, ask trainees the questions by name and review the answers with them. Discuss if needed to ensure the concept is clear.)

(Before you begin, ask trainees to open and minimize the electronic version of the NCVS-550 Interviewing Manual for Field Representatives. Trainees are going to need to reference it several times in this chapter.)

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, you must classify the whole household as a Type A Noninterview. You will do a practice Type A Noninterview later in this training.

We will now toggle from the instrument to the NCVS-550 Interviewing Manual for Field Representatives on your laptop. To do this, press Alt + Tab. Once in the manual, press Ctrl + F to bring up the "Find" bar to be able to search the document. Now go to page C1-14 in the NCVS-550 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 will be the first person you list as you build a new 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)

Q1: 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.

Q2: 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.

Q3: 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.

Q4: 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.

Q5: If you list someone as living and staying at the sample unit as of the night before the interview and then determine at **HSEMEMURE** (Does _____ have a usual place of residence elsewhere? (1) Yes; (2) No.) that the person usually lives somewhere else, what precode do you enter in **HSEMEMURE**?

Hint: See page B2-87 of the NCVS-550 Interviewing Manual for Field Representatives on your laptop for more information on HSEMEMURE.

A: Precode 1, "Yes."

When you enter precode 1, "Yes" 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 generally will 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 Interviewing Manual for Field Representatives 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 the following month. 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, aggravated and simple assault, purse snatching and pocket picking, 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, sexual assault, 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 NCVS-550 Interviewing Manual for Field Representatives 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 NCVS-550 Interviewing Manual for Field Representatives, 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 NCVS-550 Interviewing Manual for Field Representatives 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. The respondent reported less than six similar incidents so it cannot be a series.

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 eleven 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. ***Summary*** section is where you enter a detailed descriptive summary of the crime incident.

Are there any questions about these eleven 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 NCVS-550 Interviewing Manual for Field Representatives 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.

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.

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 NCVS-550 Interviewing Manual for Field Representatives 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.

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.

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 NCVS-550 Interviewing Manual for Field Representatives 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)

(Continue to the next chapter)

Chapter 8 – NCVS Practice Interviews (Total approximate time: 6 hours, 40 minutes)

Instructor Preparation: Review Completed for Exercises 1-4

- 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 materials needed listed below.

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*)
- NCVS-110 Factsheet

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 must 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 part of a question. It's 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 thousands of respondents each month to ensure 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 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 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. You can also see a copy of the function keys in your NCVS-522.1 Classroom Workbook.

(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 **611 Produce St** 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 will 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, interview number, 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 you are ready to transmit. 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 eligible members in this household, Roy, Mary, and Colin Coe. Line number 3 is Kevin Coe, who is not a household member, so Kevin will not be interviewed. 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 "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 Official Census Bureau identification badge. For this case, you will not be able to speak to Roy Coe or anyone who was previously interviewed since this is a replacement household.

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 screen 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 the next screen, **GETLETTER_CP**, you need to verify that the person you are speaking with is eligible to be the household respondent, that is, someone who lives there, is at least 18 years old, and is knowledgeable about the household. If the person you are speaking with is not an eligible household respondent, you need to press F10 to breakoff the interview and return at a later date to return to speak to an eligible household member. If at the **GETLETTER_CP** screen, you are speaking to an eligible respondent, ask if the respondent received the introductory letter in the mail.

(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 if they did not receive it in the mail. For continuing or second through seventh enumeration period households, hand the respondent a copy of the NCVS-573(L) letter if they did not receive it in the mail. 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. The National Processing Center (NPC) mails the NCVS-572(L) to a household just

before it comes into sample for the first enumeration period. The NPC also mails the NCVS-573(L) letter before each subsequent enumeration period.

For telephone interviews, press the F1 function key and read to the respondent key points contained within the letter.

You can also read this list of key points to replacement respondents. 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 confidential by law. As an FR, you should NEVER make survey information available to anyone except sworn Census Bureau employees who have a work related need to know the information. By law, the Census Bureau can only use survey information for statistical research.
- 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

611 Produce St.
Any Town, AZ 99995

Is that your exact address?

R: Yes, it is.

(Enter 1, Same Address)

MAILINGSAME_CP FR: Is your mailing address still 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" and press Enter. 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 the other 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, then press Enter)

HHROSTER_LNAME **(Enter Zoe, press Enter)**

SEX FR: Ask if necessary
Is John Zoe 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 HHMEMBER 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 37 years old on April 1, the age displayed will be "36."

_____, please continue the interview.

VFYAGE FR: That would make you 37 years old (as of last month). Is that correct?

R: Yes.

(Trainees may read a different age than displayed if training is conducted after 2017.)

(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: (*SHOWFLASHCARD*)
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. Throughout this training, some flashcard page references may be wrong in the instrument, but will be correct in the production instrument. _____, 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 are not asking about the color of a person's skin. You are looking for the racial group or groups *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 race or races 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 33 years old (as of last month). Is that correct?

R: Yes.

(Trainees may read a different age than displayed if training is conducted after 2017.)

(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: (*SHOWFLASHCARD*)
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 60 years old (as of last month). Is that correct?

R: Yes

(Trainees may read a different age than displayed if training is conducted after 2017.)

(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 in you NCVS-522.1 Classroom 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. Notice that the name at the bottom of the screen has changed from John Zoe to Maria Zoe.

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 "screener/screening questions." The purpose of these questions is to remind the household respondent of crimes that may have 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.

We will now toggle from the instrument to the NCVS-550 Interviewing Manual for Field Representatives. To do this, press Alt + Tab. Once in the manual, press Ctrl + F to be able to search the document. Go to page **C2-16** in your NCVS-550 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.

_____, 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 member of that household during the last 6 months? Includes 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 lo-t
-- 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 socio-demographic questions. The socio-demographic questions contain the topics of disability, citizenship, sexual orientation, gender identity, veteran status, and employment. These questions are not always asked at every enumeration period. Lesson 15 in your NCVS-521 Self Study provides more information on these questions including why we ask them.

INTRO_SOCIO_DEMO

FR: Now we have some questions about your demographic characteristics.

(Enter 1 to continue)

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)

CITIZENSHIP FR: Are you a citizen of the United States? That is, were you born in the United States, born in a U.S. territory, born of U.S. citizen parent(s), or become a citizen of the U.S. through naturalization?

R: Yes, I was born in the U.S.

(Enter 1)

The NCVS includes a question on sexual orientation. It is asked of those respondents 16 years of age and older who answer the NCVS by self-interview.

This will never be asked during a proxy interview. Sexual orientation is the direction of one's romantic or sexual attraction to members of the same sex, opposite sex, or both sexes. There are tremendous gaps in information about crime victimization as it relates to lesbian, gay, bisexual, and transgender (LGBT) persons. By collecting sexual orientation data, researchers, policy makers, health providers, and advocates will be able to identify and address crimes affecting the LGBT community.

A respondent may ask you why you are asking them questions about sexual orientation and gender identity. If so, reference the FAQs tab and read the appropriate response. Definitions of some terms are provided on the question screen. Do not mark this question by observation or probing. Read the question exactly as worded.

Please note that the training instrument is a different than the production instrument. In the production instrument, a flashcard icon will appear on the sexual orientation and gender identity question screens with a page number that corresponds to your current NCVS-554 Information Card Booklet.

ORIENTATION_FEMALE

FR: Which of the following best represents how you think of yourself?

-- Lesbian or gay
-- Straight, that is, not lesbian or gay
-- Bisexual
-- Something else
-- I don't know the answer

R: Why are you asking me this?

(Interrupt and say)

Click on the FAQs tab and choose precode 11, "Why does the NCVS ask about sexual orientation and gender identity?"

FR**:** Research has shown that sexual orientation and gender identity are correlated with crime victimization. These questions are included in the NCVS to better understand the relationship between these characteristics and experiences with criminal victimization. Additionally, discrimination against persons because of their sexual orientation and gender identity is prohibited by federal hate crime statutes and the 2013 reauthorized Violence Against Women Act (VAWA). Since the NCVS includes measures of hate crime and the provision of victim services, the inclusion of these items in the NCVS will allow researchers to better address policy-relevant questions about victimization and victim services.

R: Well, I'm straight.

(Interrupt and say)

If you were conducting a personal visit interview you would show the respondent the appropriate SO_ 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 1 to return to the instrument)

The NCVS includes questions on gender identity which is asked of respondents age 16 years of age and older who answer the NCVS by self-interview. Gender identity is a person's internal sense of gender, that is, being male, female, or a

blend of both. As stated in the sexual orientation question section of this self-study, there are tremendous gaps in information about crime victimization as it relates to LGBT persons. Do not mark this question by observation or probing. Read the question exactly as worded.

GENID_BIRTH FR: What sex were you assigned at birth, on your original birth certificate?

R: Male

(Interrupt and say)

If you were conducting a personal visit interview, you would show the respondent the first question on the GI 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 2)

GENID_DESCRIBE FR: Do you currently describe yourself as male, female or transgender?

R: Female

(Interrupt and say)

If you were conducting a personal visit interview, you would show the respondent the second question on the GI 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 1)

GENID_CONFIRM FR: Just to confirm, you were assigned male at birth and now describe yourself as female. Is that correct?

R: I don't want to answer.

(Enter 3)

The veteran status questions are asked of all persons 18 years of age and older. After the first interview, the veteran status questions are asked of those 18 to 39 years of age who previously answered "Never served in the military," "Don't Know," or "Refused."

ACTIVE_DUTY FR: Have you ever served on active duty in the U.S. Armed Forces, Reserves, or National Guard?

R: Yes, I was in the Navy.

(Enter 4)

ACTIVE_DUTYWHEN

FR: When did you serve on active duty in the U.S. Armed Forces?

R: I served in August 2005 to 2009.

(Enter 11)

The instrument then moves on to the employment questions. 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 16 in your Information Card Booklet before asking the question. Note that the training instrument references the wrong page number, but the production instrument will reference the correct page number in the Information Card Booklet. 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: (*SHOWFLASHCARD)*
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)

INTVDONE (Enter 1 to continue)

(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 18 in the Information Card Booklet BEFORE asking this question. Note that the production instrument will always reference the correct pages in your current NCVS-554 Information Card Booklet. ***(Pause)***

Now turn to page **B3-61** in your NCVS-550 manual and read "What to Include" and "What to Exclude" in this item. The reading ends on page **B3-62**.

(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, since the respondent is receiving this money every other month and the grandfather does not live with him.

Q: What if a person received a lump sum inheritance of $10,000 from an uncle _____?

A: No, since this is just a one-time lump sum inheritance.

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, since tax refunds are not included in household income.

_____, 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-$74,999)

(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)

RESPINTERVIEWLANG

FR: Was this respondent's interview conducted in a language other than English?

R: No

(Enter 2, No)

This concludes Maria Zoe's interview. Enter 1 at the **ENDPERSON** 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. Also, you will see "DONE-Int" (for done interview) under the interview status column for persons(s) you already interviewed.

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 OK to the pop-up message. Then press 1 to continue at **PERSAPPT**.

(Allow time)

At the **THANKYOU_INDIV** 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, pCHI will appear automatically. Then the CAPI Instrument goes to 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 follow up required)**

(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 "Control Number" 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 **373 Alexander Blvd.** and press F2 to get into the NCVS CAPI instrument.

(Allow time)

Enter 1 on the "This is a Training Case" screen.

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

373 Alexander Blvd.
Any Town, CO 99984

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)

Be sure to confirm that all members of the HH roster moved out. As you can see, when you entered code 1 at **MOVED_CP** indicating that the household moved, a hard 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. Then click OK on the pop-up message.

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 with the most recent available data, 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, **286 Erasmus Dr**. 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 interviews for this case are 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 bad 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. Then click 1 on the **TRAININGCASE** screen.

(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 (ITP). 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." Then, click Yes on the Notes Editor –Confirmation pop-up, then OK on the Message pop-up. **(*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 5, called HH and enter 99, request Better Understanding Letter in **pSTRATEGS**. 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.

(Demonstrate letter management and how to request letters)

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, **286 Erasmus Dr**, 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 4, "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 **373 Alexander Blvd.** 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 would 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 **373 Alexander Blvd.** 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: **370 Alexander Blvd.**

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 second 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 2, contact with NON-SAMPLE unit member)**
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 temporary, it will classify as a Type B noninterview and, if it is permanent, it will classify as a Type C 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," code 245, 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 category 233, called "Other." Also notice the category 248, "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, **116 Aphroditedr**, 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: *4*)

That's correct.

Press the F2 function key to start the interview. Make sure that you have selected the correct address, **116 Aphroditedr**.

(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

116 Aproditedr
Any Town, CA 99984-9997

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 32 years old.
Is that correct?

R: Yes it is.

(Trainees may read a different age than displayed if training is conducted after 2017.)

(Enter 1, Yes age IS correct)

MARITAL

FR: *If in doubt, ask*
Are you now married, widowed, divorced, separated or has he 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

(Press Enter, if already pre-filled, or enter 2)

EDUCATIONATTAIN

FR: (*SHOWFLASHCARD*)
What is the highest level of school Michael Goe completed or the highest degree he 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 35 years old.
Is that correct?

R: Yes it is.

(Trainees may read a different age than displayed if training is conducted after 2017.)

(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: (*SHOWFLASHCARD*)
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 Micahel 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 55 years old.
Is that correct?

R: Yes it is.

(Trainees may read a different age than displayed if

training is conducted after 2017.)

(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: (*SHOWFLASHCARD*)
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 39 years old. Is that correct?

R: Yes

(Trainees may read a different age than displayed if training is conducted after 2017.)

(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 **B2-108 in your NCVS-550 Interviewing Manual for Field Representatives**.

(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: (*SHOWFLASHCARD*)
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: *(SHOW FLASHCARD)*
Is Megan Moe Spanish, Hispanic, or Latino?

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 member of that household during the last 6 months? Includes those you no longer own.

R: We have three cars and a 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; 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 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.)

(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 an 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)

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 can 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 enter value 28, but again don't press enter. Notice that the check mark for the first value is deselected or unmarked and the second value never gets selected or marked. Now press enter, and back arrow to the screen WHATWASTAKEN. Notice both values are ultimately recorded. However, without pressing the space bar or entering a comma between values you may miss which values are selected while in the current screen.

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)

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 the 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)

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 or press the F7 key to record additional information on the **SUMMARY** screen. 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 28 and 29 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. When writing the summary, avoid pronouns, generalizations, making up abbreviations and omitting pertinent details. If you run out of room for your summary, press F7 to record additional information. 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 "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 socio-demographic questions.

INTRO_SOCIO_DEMO

FR: Now we have some questions about your demographic characteristics.

(Enter 1 to continue)

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)

CITIZENSHIP FR: Are you a citizen of the United States? That is, were you born in the United States, born in a U.S. territory, born of U.S. citizen parent(s), or become a citizen of the U.S. through naturalization?

R: Yes, I became a citizen through naturalization.

(Enter 4)

ORIENTATION_MALE

FR: Which of the following best represents how you think of yourself?

-- Gay
-- Straight, that is, not gay
-- Bisexual
-- Something else
-- I don't know the answer

R: What do you mean by bisexual?

(Interrupt and say)

If the respondent asks for further clarification of a term on this screen, read the appropriate definition that appears on this screen in optional text. Do not try and define these terms yourself.

FR: By bisexual, we mean romantic or sexual attraction to persons of both the same sex and opposite sex.

R: Oh okay, I'm bisexual.

(Enter 3)

GENID_BIRTH

FR: What sex were you assigned at birth, on your original birth certificate?

R: Male.

(Enter 1)

GENID_DESCRIBE

FR: Do you currently describe yourself as male, female or transgender?

R: Male.

(Enter 1)

ACTIVE_DUTY

FR: Have you ever served on active duty in the U.S. Armed Forces, Reserves, or National Guard?

R: Yes, I'm in the Reserves.

(Enter 2)

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 Services 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)

INTVDONE **(Enter 1 to continue)**

HOUSEHOLDINCOME

FR: (*SHOW FLASHCARD)*

(Interrupt and say)

Since this is a telephone interview, if necessary 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 26, $150,000 - $199,999)

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)

RESPINTERVIEWLANG

FR: 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.**

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. You can also enter notes here regarding the incident that you captured and any other details about the case.

(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.
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, **508 Neil St**. 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 **508 Neil St**. 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. 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 **116 Aphroditedr**. 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 **(*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)

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.

(Press the End key to proceed to the next unanswered question)

INTERVIEWSTATUS **(Enter 1 to continue interview)**

INTROFORNEWRESPONDENT

(Enter 1 to proceed with 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)

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 our front yard.

(Enter: Lawn ornaments were 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. 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)

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 yard one time.

(Enter 1 to continue)

INCIDENTDATE FR: In what month did this incident happen?

R: I think it happened sometime in March.

(Make sure the month the incident occurred falls WITHIN the reference period.)

(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."

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. The respondent could be sleeping, remember to probe. 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 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: 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 the 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 member)

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: *Ask or verify*
What were you doing when this incident happened?

R: I was 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)

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)

(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 an incident reported by Line Number 2 to an incident reported by Line Number 3. The purpose of comparing the two incidents on this screen is to determine if Line 2 and Line 3 are reporting the same incident, so please read each summary carefully.

Does everyone understand the purpose of reviewing the summaries of the two incidents 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)

Ask trainees, how and why are they different?

(Allow time)

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.

INTRO_SOCIO_DEMO

FR: Now we have some questions about your demographic characteristics.

(Enter 1 to continue)

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)

CITIZENSHIP

FR: Are you a citizen of the United States? That is, were you born in the United States, born in a U.S. territory, born of U.S. citizen parent(s), or become a citizen of the U.S. through naturalization?

R: Yes, I was born in Guam.

(Enter 2)

ORIENTATION_MALE

FR: Which of the following best represents how you think of yourself?

-- Gay
-- Straight, that is, not gay
-- Bisexual
-- Something else
-- I don't know the answer

R: I'd prefer not to answer.

(Enter 6, Refused)

GENID_BIRTH

FR: What sex were you assigned at birth, on your original birth certificate?

R: Male.

(Enter 1)

GENID_DESCRIBE

FR: Do you currently describe yourself as male, female or transgender?

R: Male.

(Enter 1)

ACTIVE_DUTY

FR: Have you ever served on active duty in the U.S. Armed Forces, Reserves, or National Guard?

R: No.

(Enter 1)

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: (*SHOWFLASHCARD)*
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)

LAWENFORCEJOB

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)

INTVDONE **(Enter 1 to continue)**

BESTTIME_NOSUNDAY

(Enter 1 to continue)

RESPONDENTPHONENUMBER

(Enter 0 to continue)

RESPINTERVIEWLANG

(Enter 2, No)

(Interrupt and say)

This concludes Michael Goe's interview. Enter 1 at the **ENDPERSON**. 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.

Enter 3, which is Michael Goe's line number, and then press Enter. **(Enter 3)**

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. If you click on the HH Roster tab, you will notice that Will Loe's STATUS has changed from "NEED SELF" to "NEED PRXY." After look at this, go back to the interview by clicking the Main tab.

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 some 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 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 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?

Ask only if necessary
Did any incidents of this type happen to Will Loe?

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 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.)

(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.

(Interrupt and say)

This is a quick way to remove an incident if you make a mistake.

(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. Enter 1 at **ENDINCIDENT.** 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.)

(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 he is at rehab in the morning between 9 and 12.

(Enter 11, After 6a.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: *Ask or verify*
Did it happen outdoors, indoors, 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 household member 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 him.

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?
-- 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: *Ask or verify*
What was Will Loe doing when this incident happened?

R: He was at rehab going through therapy.

(Enter 15, Shopping, errands)

(Interrupt and say)

Doctor appointments, such as therapy, can be considered an errand for this question, so use precode 15.

JOBDURINGINCIDENT

FR: *Ask or verify*

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)

(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.

(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.)

Example:

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.***

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_CURINC **(Enter 2, No)**

UNDUP_OLDINC **(Enter 2, No)**

UNDUP_DONE **(Enter 1 to continue)**

_____, please continue the interview with socio-demographic questions.

INTRO_SOCIO_DEMO

FR: Now we have some questions about Will Loe's demographic characteristics.

(Enter 1 to continue)

HEARING FR: Is Will Loe deaf or does he have serious difficulty hearing?

R: No.

(Enter 2)

VISION

FR: Is Will Loe blind or does he have serious difficulty seeing even when wearing glasses?

R: No.

(Enter 2)

LEARN_CONCENTRATE

FR: Because of a physical, mental, or emotional condition does he have serious difficulty:

Concentrating, remembering, or making decisions?

R: Yes.

(Enter 1)

PHYSICAL_LIMIT

FR: Walking or climbing stairs?

R: No.

(Enter 2)

DRESS_BATH

FR: Dressing or bathing?

R: Yes.

(Enter 1)

LEAVING_HOME

FR: Because of a physical, mental or emotional condition, does he have difficulty doing errands alone such as visiting a doctor's office or shopping?

R: Yes.

(Enter 1)

CITIZENSHIP

FR: Is Will Loe a citizen of the United States? That is, was he born in the United States, born in a U.S. territory, born of U.S. citizen parent(s), or become a citizen of the U.S. through naturalization?

R: I'm not sure.

(Enter Ctrl+D)

ACTIVE_DUTY FR: Has Will Loe ever served on active duty in the U.S. Armed Forces, Reserves, or National Guard?

R: No.

(Enter 1)

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)

INTVDONE **(Enter 1 to continue)**

BESTTIME_NOSUNDAY

(Enter 1 to continue)

RESPONDENTPHONENUMBER

(Enter 0 to continue)

RESPINTERVIEWLANG
(Enter 2, No)

ENDPERSON **(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.

(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(LN3) (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 **502 Stuart St.**, 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 **116 Aphroditedr**. 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)

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.

(Press the End key to proceed to the next unanswered question)

INTERVIEWSTATUS **(Enter 1 to continue interview)**

INTROFORNEWRESPONDENT
(Enter 1 to continue 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: 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.)

(Enter 5, 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. – 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: 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?

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. Notice that these definitions are provided on the screen. 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: *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: 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, , 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)

MEDICALEXPENSES

FR: 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-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)

PREGATTIEMOFINC

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: *Ask or verify*
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.

(Enter 1, Male)

SINGOFFENDERAGE

FR: How old would you say the offender was?

R: I would saw around 25.

(Enter 5, Twenty-one to twenty-nine)

SINGOFFENDERETHNICITY

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 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: 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 12, "Purse"; 13, "Wallet"; 11, "Cash"; 29 "Other personal and portable objects"; 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 nonhousehold members, 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 "Original cost" and 13 "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, ect))

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 offical)

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 12, "Searched/looked around"; 11, "Took report"; 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)

(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)

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 4)**

UNDUP_OLDINC **(Enter 2, No)**

UNDUP_DONE **(Enter 1 to continue)**

_____, please continue the interview with **JOBLASTWEEK**.

INTRO_SOCIO_DEMO

FR: Now we have some questions about your demographic characteristics.

(Enter 1 to continue)

HEARING

FR: Are you deaf or do you have serious difficulty hearing?

R: Yes.

(Enter 1)

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: Yes.

(Enter 1)

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)

CITIZENSHIP FR: Are you a citizen of the United States? That is, were you born in the United States, born in a U.S. territory, born of U.S. citizen parent(s), or become a citizen of the U.S. through naturalization?

R: Yes, I was born abroad.

(Enter 3)

ORIENTATION_FEMALE

FR: Which of the following best represents how you think of yourself?

-- Lesbian or gay
-- Straight, that is, not lesbian or gay
-- Bisexual
-- Something else

-- I don't know the answer

R: Something else.

(Enter 4, Something else)

GENID_BIRTH FR: What sex were you assigned at birth, on your original birth certificate?

R: Female.

(Enter 2)

GENID_DESCRIBE FR: Do you currently describe yourself as male, female or transgender?

R: Female.

(Enter 2)

ACTIVE_DUTY FR: Have you ever served on active duty in the U.S. Armed Forces, Reserves, or National Guard?

R: I have.

(Enter 4)

ACTIVE_DUTYWHEN

FR: When did you serve on active duty in the U.S. Armed Forces?

R: I served in January 2000 through 2004.

(Enter 11 and 12)

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)

INTVDONE **(Enter 1 to continue)**

BESTTIME_NOSUNDAY

(Enter 1 to continue)

RESPONDENTPHONENUMBER

(Enter 0 to continue)

RESPINTERVIEWLANG

(Enter 2, No)

ENDPERSON **(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(LN5)	**(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 L5'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 **502 Stuart St**. 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 2, No)

VERADD_CP FR: I have your address listed as

502 Stuart St.
Any Town, AL 99996

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 the other people living or staying here? Start with the name of the person or 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 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?

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 38 years old. Is that correct?

R: Yes.

(TRAINEES may read a different age than displayed if training is conducted after 2017.)

(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: *(SHOW FLASHCARD)*
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.

_____, what do we need to press to exit the case? **(F10)**

At the next screen, **REFCBBREAK_CP,** what should we enter?

(Enter 3, Breakoff)

(Enter 2 at VERIFY)

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)**
CASECONTACT	**(Enter 1, made contact with one or more eligible persons)**
CONTACTPER	**(Enter 1, contact, made contact with Jason Doe)**
CTTYPE	**(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.

NONINTER **(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)

RSPNDENT **(Enter 2, Too busy, and 9, Hangup/slams door on FR)**

STRATEGS **(Enter 1, Advanced letter given, and 99, Other-specify)**

STRATOTH **(Write in "Request Better Understanding Letter")**

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, **502 Stuart St.,** 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)**

(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: (*SHOWFLASHCARD*)
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 member of that household during the last 6 months? Includes 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 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: 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 this incident happen?

R: March.

(For training, make sure the month the incident occurred falls WITHIN the reference period.)

(Enter 3, March)

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 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 cant.

(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 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: 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. In the production instrument, the respondent will be asked what month or months the incidents took place. These are not on path in the training instrument.

_____, please continue.

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)

(Interrupt and say)

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 L1 unenclosed front porch 10x throughout last 6 mos while L1 was asleep, value $1, belonged to L1 only, not reported to police, L1 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 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: 15 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.

(Enter 1 at ENDINCIDENT)

(Enter 1 at ENDSCREENER)

(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.)

(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 socio-demographic questions.

INTRO_SOCIO_DEMO

FR: Now we have some questions about your demographic characteristics.

(Enter 1 to continue)

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)

CITIZENSHIP

FR: Are you a citizen of the United States? That is, were you born in the United States, born in a U.S. territory, born of U.S. citizen parent(s), or become a citizen of the U.S. through naturalization?

R: Yes, I was born in the U.S.

(Enter 1)

ORIENTATION_MALE

FR: Which of the following best represents how you think of yourself?

-- Gay
-- Straight, that is, not gay
-- Bisexual
-- Something else
-- I don't know the answer

R: Straight.

(Enter 2)

GENID_BIRTH

FR: What sex were you assigned at birth, on your original birth certificate?

R: Male.

(Enter 1)

GENID_DESCRIBE

FR: Do you currently describe yourself as male, female or transgender?

R: Male.

(Enter 1)

ACTIVE_DUTY FR: Have you ever served on active duty in the U.S. Armed Forces, Reserves, or National Guard?

R: No.

(Enter 1)

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: *(SHOWFLASHCARD)*
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: 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, 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)

INTVDONE **(Enter 1 to continue)**

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: Its 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)**

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 **611 Produce St**. 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 does not 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. Another way to access the Spanish instrument is to press "Options" in the toolbar and then choose "Language." In some screens in the Spanish instrument, the answer categories that need to be read to the respondent are also in Spanish; however, for this section they are not because the categories do not need to be read to the respondent. 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. At the **VERADD_CP** enter 1 to verify that Rosa lives at the same address. Next, at the **NEXTPERSON** screen enter 3 to select Rosa to be interviewed. Enter 1 at the **INTERVIEWSTATUS** screen to continue the interview.

You are now ready to begin asking the survey questions starting with the **INTROFORNEWRESPONDENT** 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 or press "Options" and then "Languages." 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 and that she is a Spanish speaking respondent. 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)

(Continue to the next chapter)

Chapter 9 – Performance and Supervisory Topics (Approximate time: 1 hour)

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 Chapter 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 and a paired practice interview.

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 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 sample unit until you have attempted to complete telephone interviewing of all the households 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 case to another using the least amount of time and mileage. 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, we calculate the response rates for your NCVS interviewing assignment. This includes

- Household Response Rates – your Type As,
- Person-Level Response Rates – your Type Zs, and
- NCVS Supplement Response Rates.

The household response rates take into consideration how many interviews you were able to complete from all **eligible** sample addresses assigned to you *(excluding Type*

B and C noninterviews). Person-level response rates take into consideration how many interviews you were able to complete from all eligible household members. The NCVS supplement response rates take into consideration how many supplement interviews you were able to complete for all eligible individuals. You can find more detailed information on response rates on pages A4-7 thru A4-9 of your NCVS-550 Interviewing Manual for Field Representatives on your laptop.

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 and supplement 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. Data quality indicators are incorporated into your performance plan; your supervisor will go over them with you when you go over your 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 time to time. These indicators include

- pCHI completion,
- time to administer screener questions,
- time to administer crime incident questions,
- monitoring when interviews are conducted outside of normal operating hours,
- monitoring when you begin your assignment during the interview month, and
- monitoring the quality of the crime incident data you collect.

Now, I will take a moment to briefly explain each of these.

You should complete the **pCHI** for each contact you attempt. This helps you demonstrate the level of effort you invested in achieving the specific disposition of the case. Not completing pCHI misrepresents the level of effort you invested in a case.

You must read questions as worded. The time goal for going through the **screener questions** with the household respondent is at least 4 minutes and at least 3.5 minutes for all other eligible household members. Other eligible household members receive less questions than the household respondent, hence, the lower time goal. The time goal for going through the **crime incident questions** is 10 minutes for a violent crime and 8 minutes for all other crimes.

The **time of day you conduct your interviews** will also be monitored. While there may be a legitimate reason for an NCVS interview to be conducted at 2 a.m. on occasion, FRs who consistently conduct interviews at odd hours require further investigation and explanation of the circumstances.

It is important to begin working your NCVS cases early. **When you begin your assignment during the interview month** will be monitored. This helps identify FRs that are beginning their assignment (or a large percentage of it) so late in the interview month that it may jeopardize the FR's ability to maximize household and person response.

The **quality of the crime incident data you collect** is also monitored. All crime incidents are reviewed once the data is collected. If critical items are mismarked that effect the classification of a crime, you will get specific feedback from an NCVS supervisor.

In fact, for all of these data quality indicators I mentioned, you will get feedback from an NCVS supervisor if it appears you aren't meeting quality expectations.

Are there any questions?

(Answer questions)

Periodically, a portion of your assignment is eligible for reinterview. Remember, reinterview is a method we use to evaluate your performance independently. An independent Census Bureau interviewer 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, you properly followed procedures during interviews, and any noninterviews were classified accurately.

In some cases, the extent and type of errors identified 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 Interviewing Manual for Field Representatives 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 to Chapter 10, "2010 Redesign and Coverage" for new hires who have not had the 2010 redesign and coverage training.
Otherwise, go to Chapter 11, "Paired Practice Interview".)

Chapter 10 – 2010 Redesign Listing and Coverage (Approximate time: 1 hour)

Instructor Preparation:

- Make sure each trainee has a copy of the 11-925, 2010 Redesign NewHire Listing and Coverage Training (Classroom Workbook).

Objectives:

- Introduce the trainees to the concept of Listing and Coverage.

Materials Needed:

- 11-924, 2010 Redesign NewHire 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, go on to Chapter 11. Otherwise, after this chapter, go on to Chapter 11.

As of September 2017, FLD Training is in the process of updating generic initial training for FRs to include a CLC exercise titled "LiMA Training - Locating Sample Units (Stateside)." Once this is implemented, you will no longer need to review the 11-924 with NEW FRs.

Chapter 11 – Paired Practice Interview (Approximate time: 2 hours)

Instructor Preparation:

- 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.)*

Objective:

- Provide trainees experience administering the survey and recording answers.

Materials Needed:

Trainee

- Laptop Computer
- Function Key Template
- NCVS-522.1 Classroom Workbook
- NCVS-554 Information Card Booklet
- NCVS-572(L) Introductory Letter

You will now have the opportunity to administer an NCVS interview. I will pair you up and you will each have a chance to be the FR and the respondent.

(Pair up trainees, if they need to move, ensure that they bring their materials with them.)

Turn to page 20 in your NCVS CAPI Classroom Workbook.

(If you are short on time, use Case ID 2 (286 Erasmus Dr) instead of Case ID 1 (502 Stuart St). In Case ID 2, trainees will not need to build a roster and will instead just interview the 1 household member already listed; trainees should follow the other information given in the workbook besides the first 4 bulleted items.)

Follow the instructions for the paired practice interview. Please let me know if you have any questions. Once you have fully completed the interview with the details provided in your workbook, you may switch roles.

(Answer any questions that trainees have during and after the paired practice interview. After answering all questions, conclude the training.)

NCVS-522(I3)
(1/2018)

National Crime Victimization Survey

Classroom Training Guide:

NCVS Initial Training for Field Representatives

Supplemental Trainer Instructions

Effective January 2018

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 businesses, schools, group quarters, or persons, especially any current or former Census Bureau employees.

Effective January 2018, this document serves as a supplement to the NCVS Classroom Training Guide: NCVS Initial Training for Field Representatives (NCVS-522(I), 9/2017).

LEGAL CITATION CHANGES

In September 2017, the U.S. Office of the Law Revision made an editorial reclassification to the United States Code (U.S.C.) that caused the legal citations that refer to Title 42 U.S.C. to change. Nothing has changed in the way NCVS data is treated or handled. This change is only to the number of the law and is shown in the table below.

	Old Title 42 Citation	**New Title 34 Citation**
Authority for Bureau of Justice Statistics (BJS) to collect NCVS	Title 42 U.S.C., Section 3732	Title 34 U.S.C., Section 10132
Confidentiality of NCVS data	Title 42 U.S.C., Section 3789g	Title 34 U.S.C., Section 10231
Confidentiality of NCVS data	Title 42 U.S.C., Section 3735	Title 34 U.S.C., Section 10134

The Census Bureau's authority to conduct the NCVS remains Title 13, U.S.C., Section 8. Title 13, U.S.C., Section 9 continues to protect the confidentiality of the NCVS data.

LEGAL CITATION UPDATES TO MATERIALS

References to the numbers of these laws appear in a few places throughout the initial training materials.

Electronic Materials

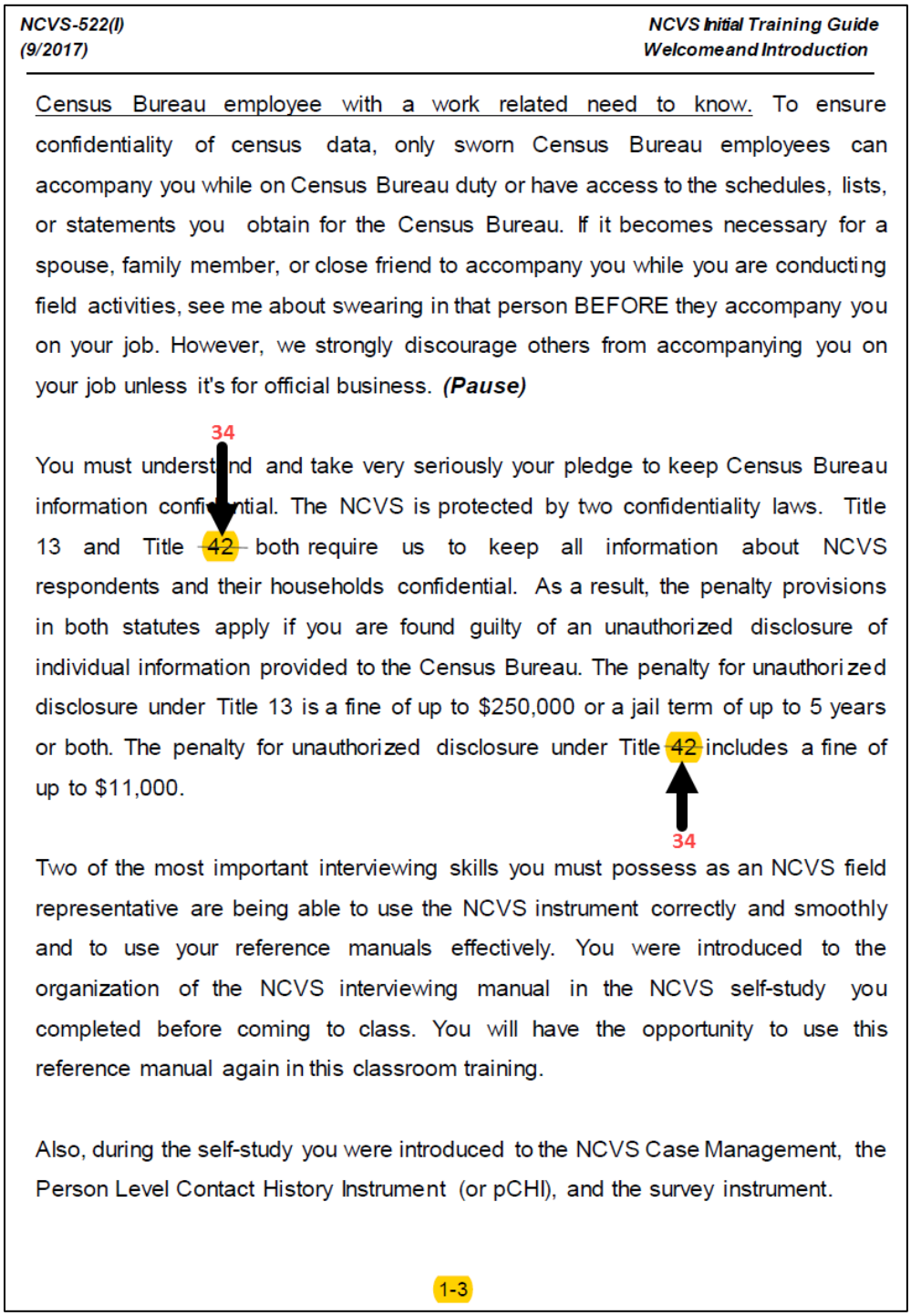
Electronic materials have been updated. The 1/2018 versions of the NCVS Interviewing Manual for Field Representatives (NCVS-550, 1/2018) and the NCVS: At a Glance (NCVS-550.1, 1/2018) documents on the FR laptops have these law number updates incorporated.

Paper Materials

Rather than printing new materials just for this change, trainers and new FRs will need to update the few existing references from Title 42 to Title 34 in their paper initial training materials by hand. These paper materials will be updated and reprinted at a later date. The instructions that follow specify the needed updates to paper initial training materials.

ONE TIME UPDATE FOR TRAINERS TO MAKE TO THEIR NCVS-522(I), 9/2017

Before your next classroom training, update page 1-3 in two places from Title 42 to Title 34. See below.



NCVS-522(I)
(9/2017)

NCVS Initial Training Guide
Welcome and Introduction

Census Bureau employee with a work related need to know. 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)***

34

You must understand and take very seriously your pledge to keep Census Bureau information confidential. The NCVS is protected by two confidentiality laws. Title 13 and Title ~~42~~ both require us to keep all information about NCVS respondents and their households confidential. As a result, the penalty provisions in both statutes apply if you are found guilty of an unauthorized disclosure of individual information provided to the Census Bureau. The penalty for unauthorized disclosure under Title 13 is a fine of up to $250,000 or a jail term of up to 5 years or both. The penalty for unauthorized disclosure under Title ~~42~~ includes a fine of up to $11,000.

34

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 manual in the NCVS self-study you completed before coming to class. You will have the opportunity to use this reference manual again in this classroom training.

Also, during the self-study you were introduced to the NCVS Case Management, the Person Level Contact History Instrument (or pCHI), and the survey instrument.

1-3

No additional updates are needed for this document.

UPDATES TO INSTRUCT FRs TO MAKE ON THE FIRST DAY OF CLASSROOM TRAINING

After you welcome the FRs to training and introduce yourself, have the FRs update their initial training materials with the reclassifications in the table below before you get started discussing Administrative Topics.

	Old Title 42 Citation	**New Title 34 Citation**
Authority for Bureau of Justice Statistics (BJS) to collect NCVS	Title 42 U.S.C., Section 3732	Title 34 U.S.C., Section 10132
Confidentiality of NCVS data	Title 42 U.S.C., Section 3789g	Title 34 U.S.C., Section 10231
Confidentiality of NCVS data	Title 42 U.S.C., Section 3735	Title 34 U.S.C., Section 10134

All of the updates that need to be made are listed below.

NCVS 521, 9/2017 – NCVS CAPI Self-Study for NCVS Field Representatives

- page 1-4, last two sentences under question "8"
- page 1-5, paragraph 2, sentence 2
- page 1-5, paragraph 2, last sentence

NCVS 550.1, 8/2017 – NCVS: At a Glance

- page 1, in the 2nd sentence under the heading "Sponsor"

NCVS 554, 6/2017 – NCVS Field Representative's Information Card Booklet

- page 1, paragraph 1, last sentence
- page 1, paragraph 2, sentence 3
- page 2, paragraph 1, sentence 4

Refer to the pictures on the following pages to see highlights of all the updates that need to be made.

NCVS 521, 9/2017 – NCVS CAPI Self-Study for NCVS Field Representatives

- page 1-4, last two sentences under question "8"

8. Is this survey authorized by law?

Yes. We are conducting this survey for the Bureau of Justice Statistics of the United States Department of Justice under the authority of law (Title 13, United States Code, Section 8). The Bureau of Justice Statistics is authorized to collect this survey information by law (Title 42, United States Code, Section 3732).

34 10132

Federal law protects your privacy and keeps your answers confidential (Title 13, United States Code, Section 9 and Title 42, United States Code, Sections 3789g and 3735).

10231 10134

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 Interviewing Manual for Field Representatives.

Take a moment now to look over the complete list of questions and answers in the NCVS-550 Interviewing Manual for Field Representatives. [ ]

Explain the Sampling

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

We selected your address, not you personally. We scientifically selected a sample of 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.

Confidentiality

It is important that you understand and maintain strict confidentiality of information. By law, the Census Bureau can only use survey information for statistical research. The Census Bureau is not permitted to publicly release survey responses in a way that could identify the respondent or their household.

As an FR, you should NEVER make survey information available to anyone except sworn Census Bureau employees who have a work related need to know the information. **Do not permit any**

NCVS 521, 9/2017 – NCVS CAPI Self-Study for NCVS Field Representatives

- page 1-5, paragraph 2, sentence 2
- page 1-5, paragraph 2, last sentence

unauthorized persons, even members of your own family, to see the information that you collect.
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. The Census Bureau takes its confidentiality promise to respondents very seriously.

10231 10134

The NCVS is protected by two confidentiality statutes. Title 13 United States Code (U.S.C.), Section 9 and Title 42, U.S.C., Sections 3789g and 3735, both require us to keep all information about NCVS respondents and their households confidential. As a result, the penalty provisions in both statutes apply if you are found guilty of an unauthorized disclosure of individual information provided to the Census Bureau. The penalty for unauthorized disclosure under Title 13 is a fine of up to $250,000 or a jail term of up to 5 years or both. The penalty for unauthorized disclosure under Title 42 includes a fine of up to $11,000.

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Per the Federal Cybersecurity Enhancement Act of 2015, survey data are protected from cybersecurity risks through screening of the systems that transmit the data. The Cybersecurity Act specifies that if any information that is scanned by the cybersecurity software programs is found to be suspicious, it may be reviewed for specific threats by computer network experts working for the government (or contractors or agents who have governmental authority to do so). The Act does specify that only information directly related to government network security is monitored, and requires that any personal information that identifies respondents be removed from suspicious files before they are shared.

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.

NCVS 550.1, 8/2017 – NCVS: At a Glance

- page 1, in the 2nd sentence under the heading "Sponsor"

Form NCVS-550.1 (8/2017)

U.S. DEPARTMENT OF COMMERCE
Economic and Statistics Administration
U.S. Census Bureau

United States Census Bureau

NCVS: At a Glance

What is the National Crime Victimization Survey (NCVS)?

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

Purpose

The U.S. Census Bureau conducts the NCVS to collect data that measures the types and amount of crimes committed against persons age 12 or older and their households.

Sponsor

10132 34

The U.S. Department of Justice, Bureau of Justice Statistics (BJS), sponsors the NCVS. The BJS sponsors the survey under the authority of Title 42, United States Code, Section 3732. The U.S. Census Bureau performs the work under the authority of Title 13, United States Code Section 8. The BJS analyzes and publishes statistical information collected on crime, its victims and offenders. To date, it is the largest ongoing statistical survey sponsored by the BJS. They also provide data about crime to the President, Congress, other government officials, and the public.

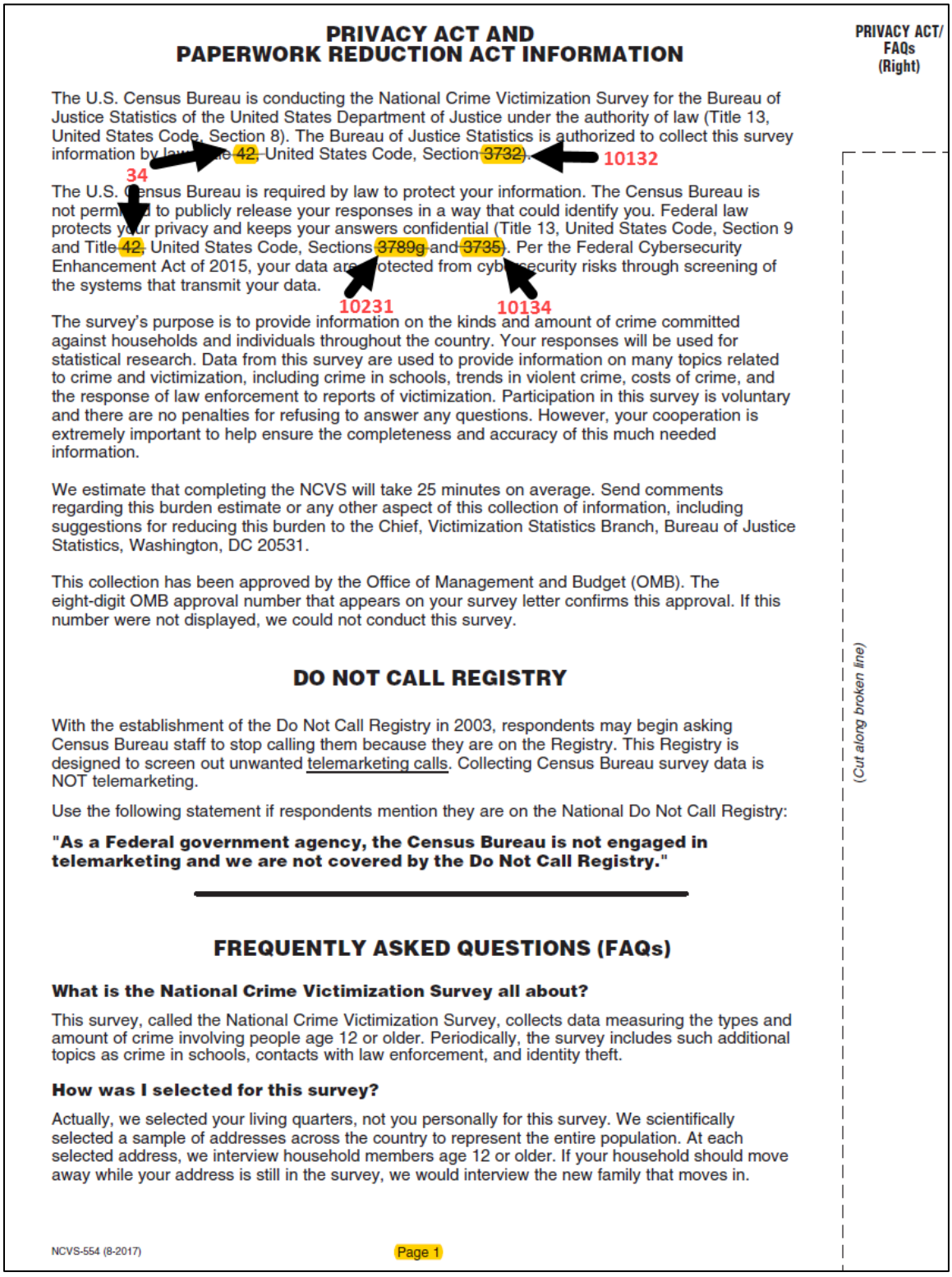
Questions and comments about the NCVS can be sent via E-mail to: **askbjs@usdoj.gov**. To obtain the most recent reports from the NCVS data, you may write or call the following office:

National Criminal Justice Reference Service (NCJRS)
P. O. Box 6000
Rockville, MD 20849-6000
1-800-851-3420 or 1-301-240-6310 (TTY Service for the hearing impaired)

You may also access the NCJRS and the BJS Internet websites at: **www.ncjrs.gov** and **www.bjs.gov**.

NCVS 554, 6/2017 – NCVS Field Representative's Information Card Booklet

- page 1, paragraph 1, last sentence
- page 1, paragraph 2, sentence 3



PRIVACY ACT AND PAPERWORK REDUCTION ACT INFORMATION

PRIVACY ACT/ FAQs (Right)

The U.S. Census Bureau is conducting the National Crime Victimization Survey for the Bureau of Justice Statistics of the United States Department of Justice under the authority of law (Title 13, United States Code, Section 8). The Bureau of Justice Statistics is authorized to collect this survey information by law (Title 42, United States Code, Section 3732).

34

10132

The U.S. Census Bureau is required by law to protect your information. The Census Bureau is not permitted to publicly release your responses in a way that could identify you. Federal law protects your privacy and keeps your answers confidential (Title 13, United States Code, Section 9 and Title 42, United States Code, Sections 3789g and 3735). Per the Federal Cybersecurity Enhancement Act of 2015, your data are protected from cybersecurity risks through screening of the systems that transmit your data.

10231

10134

The survey's purpose is to provide information on the kinds and amount of crime committed against households and individuals throughout the country. Your responses will be used for statistical research. 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. Participation in this survey is voluntary and there are no penalties for refusing to answer any questions. However, your cooperation is extremely important to help ensure the completeness and accuracy of this much needed information.

We estimate that completing the NCVS will take 25 minutes on average. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to the Chief, Victimization Statistics Branch, Bureau of Justice Statistics, Washington, DC 20531.

This collection has been approved by the Office of Management and Budget (OMB). The eight-digit OMB approval number that appears on your survey letter confirms this approval. If this number were not displayed, we could not conduct this survey.

DO NOT CALL REGISTRY

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

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

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

FREQUENTLY ASKED QUESTIONS (FAQs)

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 age 12 or older. Periodically, the survey includes such additional topics as crime in schools, contacts with law enforcement, and identity theft.

How was I selected for this survey?

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

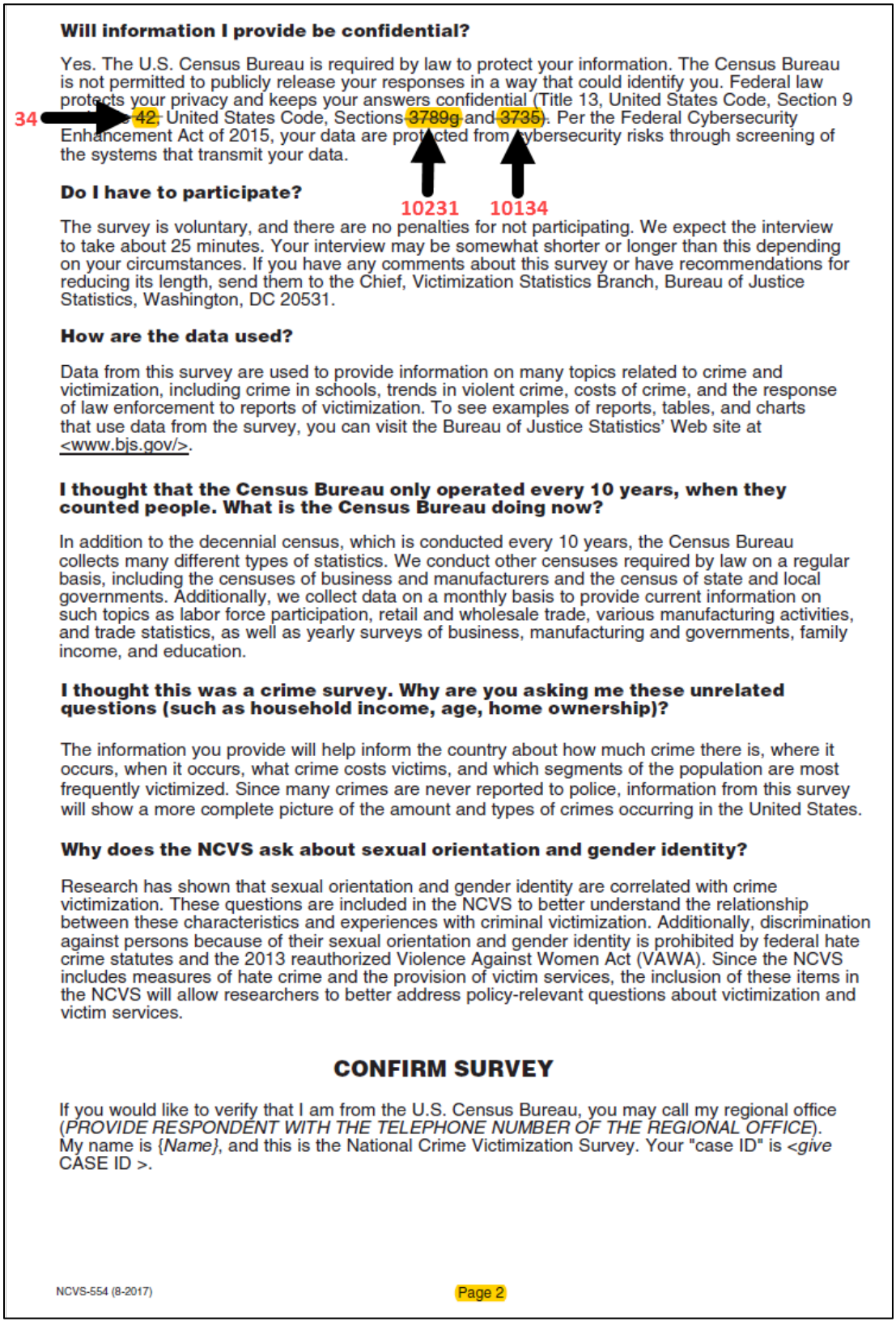
NCVS-554 (8-2017)

Page 1

(Cut along broken line)

NCVS 554, 6/2017 – NCVS Field Representative's Information Card Booklet

- page 2, paragraph 1, sentence 4



Will information I provide be confidential?

Yes. The U.S. Census Bureau is required by law to protect your information. The Census Bureau is not permitted to publicly release your responses in a way that could identify you. Federal law protects your privacy and keeps your answers confidential (Title 13, United States Code, Section 9 [illegible] 42, United States Code, Sections 3789g and 3735). Per the Federal Cybersecurity Enhancement Act of 2015, your data are protected from cybersecurity risks through screening of the systems that transmit your data.

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10231 10134

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.bjs.gov/>.

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 manufacturers and the census of state and local governments. Additionally, we collect data on a monthly basis to provide current information on such topics as labor force participation, retail and wholesale trade, various manufacturing activities, and trade statistics, as well as yearly surveys of business, manufacturing and governments, family income, and education.

I thought this was a crime survey. Why are you asking me these unrelated questions (such as household income, age, home ownership)?

The information you provide 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 police, information from this survey will show a more complete picture of the amount and types of crimes occurring in the United States.

Why does the NCVS ask about sexual orientation and gender identity?

Research has shown that sexual orientation and gender identity are correlated with crime victimization. These questions are included in the NCVS to better understand the relationship between these characteristics and experiences with criminal victimization. Additionally, discrimination against persons because of their sexual orientation and gender identity is prohibited by federal hate crime statutes and the 2013 reauthorized Violence Against Women Act (VAWA). Since the NCVS includes measures of hate crime and the provision of victim services, the inclusion of these items in the NCVS will allow researchers to better address policy-relevant questions about victimization and victim services.

CONFIRM SURVEY

If you would like to verify that I am from the U.S. Census Bureau, you may call my regional office (*PROVIDE RESPONDENT WITH THE TELEPHONE NUMBER OF THE REGIONAL OFFICE*). My name is {*Name*}, and this is the National Crime Victimization Survey. Your "case ID" is <*give* CASE ID >.

NCVS-554 (8-2017) Page 2

NCVS-522.1
(9/2017)

National Crime Victimization Survey

Classroom Workbook:

NCVS Initial Training for Field Representatives

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 person, especially any current or past Census Bureau employees.

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. ***Use ALT + F4 to leave a help screen.***
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 currently 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. Allows you to switch from the English version of the instrument to the Spanish version for the current question displayed and all subsequent questions.

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 eleven 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. ***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, Marine Corps, or Coast Guard.
- 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 (one of the persons who owns or rents the home).

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 furniture
228 Unfit or to be demolished
229 Under construction, not ready
230 Converted to temporary business or storage
231 Unoccupied site for mobile home, trailer, or tent
232 Permit granted, construction not started
233 Other

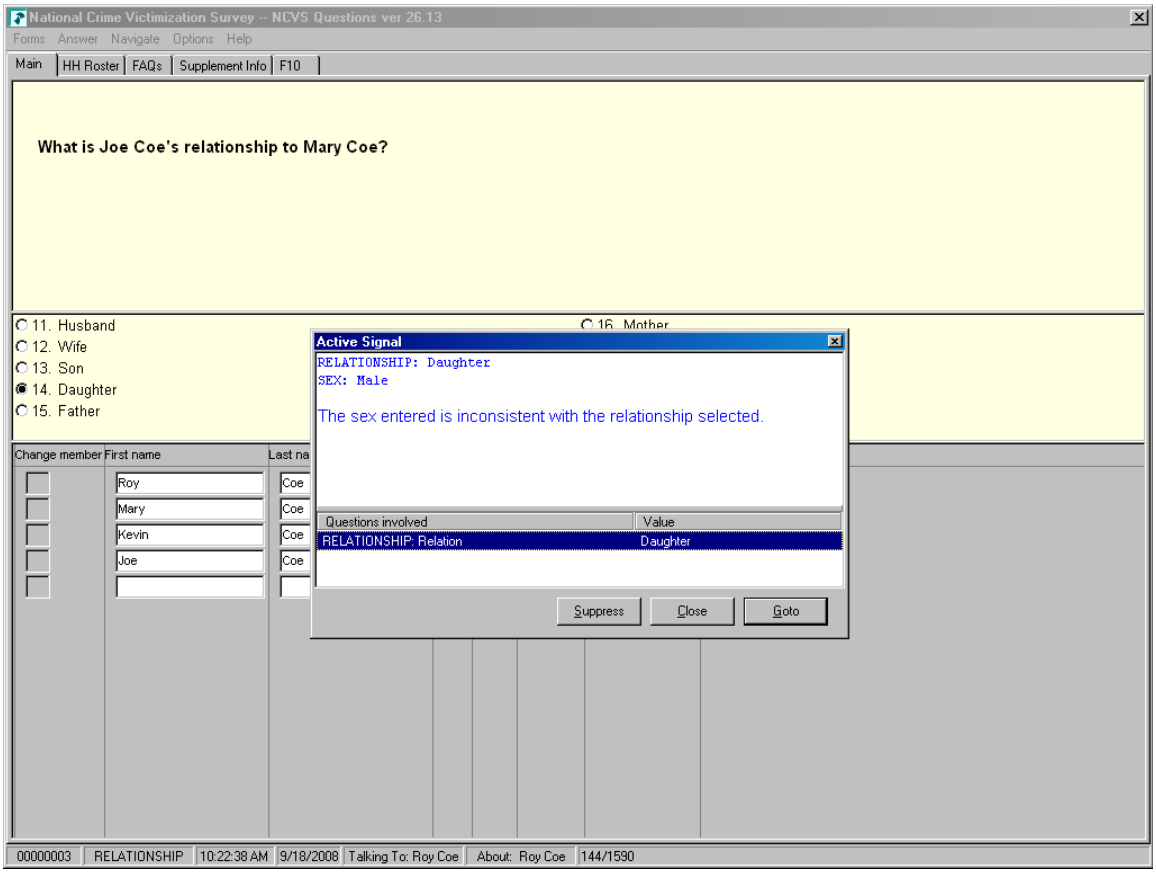
TYPE C

240 Demolished
241 House or trailer moved
242 Outside segment
243 Converted to permanent business or storage
244 Merged
245 Condemned
247 Unused line of listing sheet
248 Other (including permit abandoned)
258 Unlocatable sample address
259 Unit does not exist or unit is out of scope

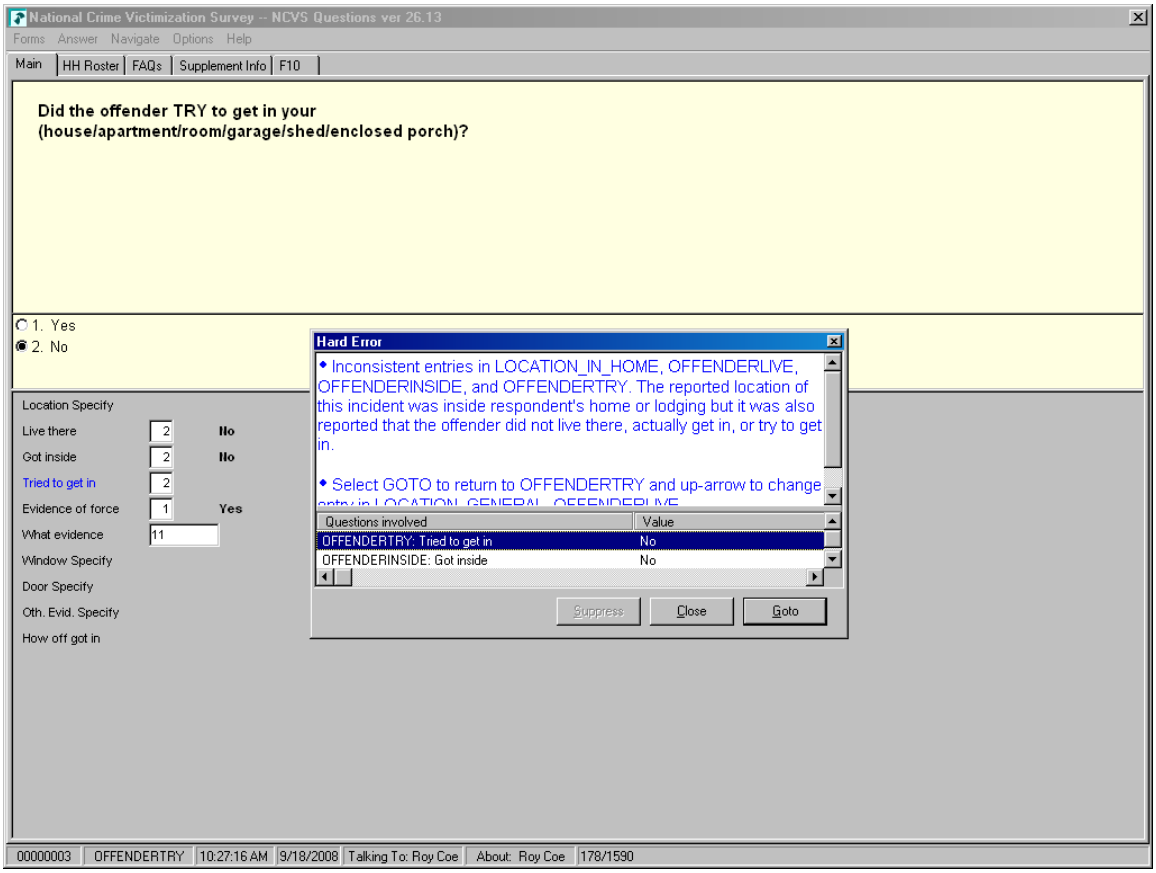
Practice Exercise #7
(Reference Person)

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 the 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.

Household Roster

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. The proxy respondent must have completed their own NCVS interview and be knowledgeable about the household member for whom he/she is responding.

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)

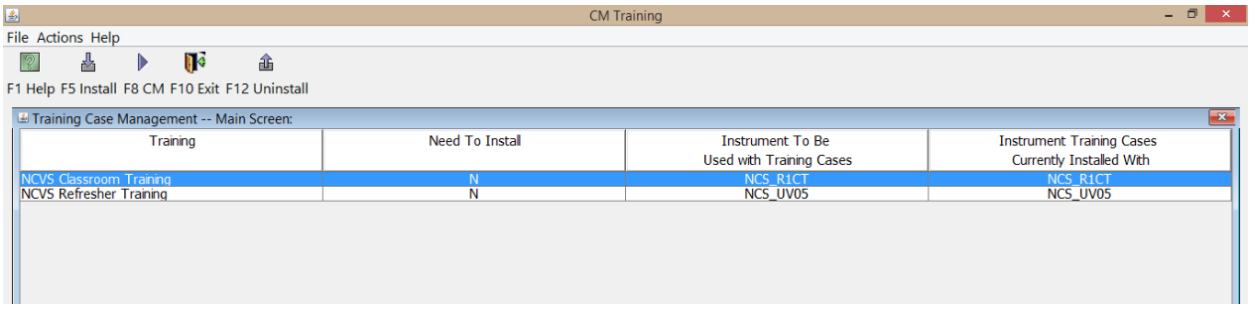
Remember these three things about FARMSALES:

1. This question refers to the **"past 12 months."** If you are interviewing on February 5, 2017, "past 12 months" means February 1, 2016 through January 31, 2017.
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.

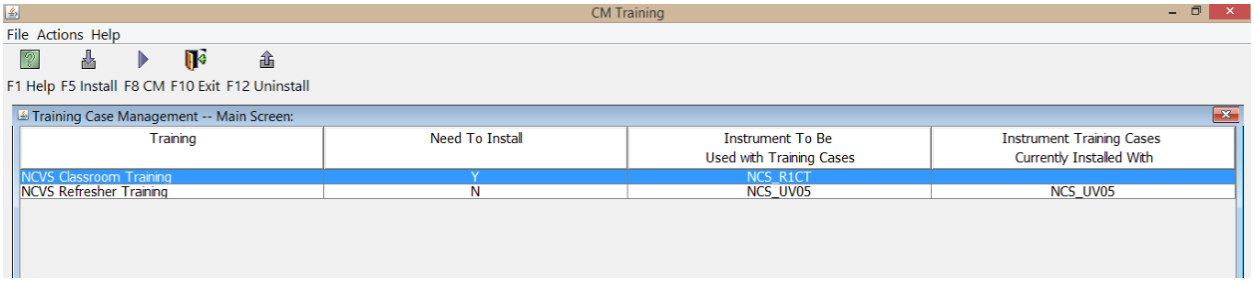
Exercise: Jimmy Voe bought a cucumber farm two months ago. Since the time he bought the farm, he has sold about $500 worth of cucumbers. The previous owner, Carl Loe, told Mr. Voe that he sold almost $800 worth of cucumbers during the last three months that he owned the farm. Which precode do you enter in Item FARMSALES?

Paired Practice Interview

For this exercise, you will need to reinstall the training cases. To do this, you first need to uninstall. On the screen shown below, press F12 to uninstall. Proceed through the pop-ups to complete uninstalling the cases.



Notice that you now have a "Y" in your "Need to Install" column.



Press F5 to install the cases. You will get a pop-up letting you know that it was successful. Notice that the "Y" has now changed to an "N". Your cases have now been restarted. Press F8 to get to your case list.

Choose the address **502 Stuart St** and press F2 to begin the interview. When you are the FR for this case, you will be building a roster and completing a Crime Incident Report. When being the respondent, please answer with the details provided. If details are not provided for a specific screen, answer at your discretion.

- This is an incoming case (Interview Number 1 – personal interview needed)
- 1-unit apartment rented for cash
- 1-person household (John Doe)
    - DOB: July 12, 1978

  - Divorced
  - Master's degree
  - John is not of Hispanic origin and considers his race to be Asian.
- Lived at this address for 5 months and has moved once.
- Owns 2 cars
- Only 1 crime reported within the reference period.
  - 1 car belonging to the respondent was stolen in a month WITHIN the reference period. Car was parked in an attached garage at the sample address but the garage door was left open.
  - Respondent was sleeping at the time of the incident and did not discover the theft until the morning.
  - Value of the car was $10,000 and was recovered with damages. Value of the car after recovery was $8,000.
  - The respondent called the police who came out and took a report and promised to investigate.
  - The police called the respondent later to let him know that they recovered the vehicle.
- The respondent has a phone and the number is 999-888-7777.

NCVS 2018 Reinterview Instrument Screens

Quality Assurance and Measurement Error 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:

1-800-642-0469 (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 www.bjs.gov

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: 08/31/2018

NATIONAL CRIME VICTIMIZATION SURVEY NOTICE -

The U.S. Census Bureau is required by law to protect your information. The Census Bureau is not permitted to publicly release your responses in a way that could identify you. We are conducting this survey for the Bureau of Justice Statistics of the United States Department of Justice under the authority of law (Title 13, United States Code, Section 8). The Bureau of Justice Statistics is authorized to collect this survey

information by law (Title 34, United States Code, Section 10132). Federal law protects your privacy and keeps your answers confidential (Title 13, United States Code, Section 9 and Title 34, United States Code, Sections 10231 and 10134). Per the Federal Cybersecurity Enhancement Act of 2015, your data are protected from cybersecurity risks through screening of the systems that transmit your data.

This collection has been approved by the Office of Management and Budget (OMB). The eight-digit OMB approval number that appears on your survey letter confirms this approval. If this number were not displayed we could not conduct this survey.

Send comments regarding any aspect of this survey to the Chief, Victimization Statistics Branch, Bureau of Justice Statistics, Washington, DC 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	Calculator
F12	Copy
Shift-F1	Display the household roster
Shift-F2	Original Interview 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	Search
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)
Ctrl-S	Save

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."

REACTOCAPI_RI_CT

This should not have been assigned to CATI because this case [fill: BADCASE].

This case needs to be recycled to field.

1. Continue

HELLO_TC_CT

Hello, This is ... from the U.S. Census Bureau.

May I please 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. Other outcome OR problem interviewing household

HELLO_TCX_CT

Hello. This is ... from the U.S. Census Bureau.

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
3. Inconvenient time. Try again later.

HELLO_TN_CT

Hello, This is ... from the U.S. Census Bureau.

May I please speak to [Fill: NAME]?

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. Other outcome OR problem interviewing household

HELLO_TNX_CT

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_TC_CT

Thank you for helping us recently with the [Fill: SURVEY_NAME].

[Fill: INTRO]

Is your address: [Fill: ADDRESS1]?

1. Yes
2. No
3. Refused to verify Address

INTRO_TN_CT

Thank you for recently helping us verify the status of:

[Fill: ADDRESS1]

[Fill: INTRO]

♦ Enter 1 to continue.

1. Continue

INTRBO_RI_CT

This call may be recorded for quality assurance purposes. Do I have permission to record this call?

♦ If the respondent does not wish to be recorded:
Click on the NICE stop recording button.
Read: I appreciate your concern. I am turning off the recording.

1. Yes; continue with the interview.
2. Inconvenient time; schedule an appointment to callback.
3. No; recording is turned off. Continue interview.

VERTELE_CT

Excuse me. I need to verify your telephone number again.

Have I reached area code [Fill: (AREA) PREFIX-SUFFIX, ext. EXTN] / [CPPHON, ext. CPEXT]?

1. Yes
2. No. Exit instrument and redial.
3. Refused to verify.

ADDVER_CT

I need to verify that the address there is:

[Fill: ADDRESS1]

1. Same Address.
2. Not same Address.
3. Refused to verify.

HHMEM_CT

Perhaps you can help me.

Are you a household member [Fill: "who is" MIN_AGE "years or older" / blank]?

1. Yes
2. No

HHMEM2_CT

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_CT

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_CT

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_CT

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
3. Inconvenient time. Try again later.

LIVEHERE_CT

Were you living here on [Fill: INTDATE]?

1. Yes
2. No
3. Inconvenient time. Try again later. Make an appointment.

ADDVER_N_CT

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. Make an appointment.
3. No, but I have a phone number of someone who can.
4. No.

PROX_UN_CT

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.

1. Continue

HELLO_PRB_RI_CT

Thank you for your cooperation. You've been very helpful.

♦ Problem reinterviewing household – Household not available or another problem

Make several attempts before selecting choice 8 or 9. Then contact your supervisor.

1. Hard refusal.
2. Respondent can't remember.
3. Entire HH institutionalized or temporarily ineligible.
4. Entire HH under age [Fill: MIN_AGE].
5. Temporarily occupied by persons with Usual Residence Elsewhere (URE).
6. Entire household deceased.
7. Entire household moved.
8. No knowledgeable proxy available.
9. Other problems with reinterview

HELLO_SP_CT

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 the 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.

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] – [Fill: OUTCOME_DESCRIP]

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]"-" [Fill: ORIOUT_DESCRIP] "-"
[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: PHTYP's description])
[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]

1. Continue

HHCOMP

Line No.	Name	Relationship	Age	Sex	HH_INFO1	HH_INFO2	HH_INFO3
[Fill: LNO]	[Fill: FNAME LNAME]	[Fill: REL]	[Fill: AGE]	[Fill: SEX]	[Fill: HH_FILL1]	[Fill: HH_FILL2]	[Fill: HH_FILL3]

- 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: PHTYP's description]) /
[Fill: CPPHON], ext. [Fill: CPEXT] ([Fill: CPPHT's description])

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: AREA] ♦ 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: PREFIX]-[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: SUFFIX] ♦ 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: CPPHON] ♦ Edit phone or press Enter for same.
EXT: [Fill: CPEXT]

NEWNUMBER_CE

♦ Record new number.

New Number: [Fill: NEWNUMBER_CP]
EXT: [Fill: CPEXT] ♦ 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.

HELLO_TCX

Hello. This is ... from the U.S. Census Bureau.

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
3. Inconvenient time. Try again later.

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 [Fill: SURVEY_NAME].

[Fill: INTRO]

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]

♦ 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.

HELLO_PCX

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 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

3. Inconvenient time. Try again later.
4. No one lives at this address.

INTRO_PC

Thank you for helping us recently with the [Fill: SURVEY_NAME].

[Fill: INTRO]

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. Same Address.
2. Not same Address.
3. Refused to verify.

INTRO_PN

Thank you for recently helping us verify the status of:

[Fill: ADDRESS1]

[Fill: INTRO]

♦ 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 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 (make an appointment).

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,

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	HH_INFO1	HH_INFO2	HH_INFO3
[Fill: LNO]	[Fill: FNAME LNAME]	[Fill: REL]	[Fill: AGE]	[Fill: SEX]	[Fill: HH_FILL1]	[Fill: HH_FILL2]	[Fill: HH_FILL3]

♦ 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.

RIRESPB_RI_CT

This call may be recorded for quality assurance. Do I have permission to record this call?

♦ If the respondent does not wish to be recorded:
Click on the NICE stop recording button.
Read: I appreciate your concern. I am turning off the recording.

1. Continue
2. Inconvenient time; schedule an appointment to callback.
3. No; recording is turned off. Continue interview.

CONTACT_C

Did an interviewer contact [Fill: CONTACT_C_INFO1 on or about [Fill: INTDATE] and ask questions about [Fill: CONTACT_C_INFO2]?

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

PHONE_REQUEST

1. Yes
2. No – Telephone interview requested by interviewer

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.

♦ If no hours, enter 0.

LENGTH_M

About how long did the interview last?

[Fill: LENGTH_H] hours ___ minutes.

LAPTOP

Did the interviewer use a laptop computer?

1. Yes

2. No

ROSTER_1

Line No.	Name	Relationship	Age	Sex	HH_INFO1	HH_INFO2	HH_INFO3
[Fill: LNO]	[Fill: FNAME LNAME]	[Fill: REL]	[Fill: AGE]	[Fill: SEX]	[Fill: HH_FILL1]	[Fill: HH_FILL2]	[Fill: HH_FILL3]

Our records indicate that ♦ Read above name(s) in blue **[Fill: HH_SIZE] living or staying at**

[Fill: ADDRESS1]

on [Fill: INTDATE].

Is this correct?

1. Yes
2. No

ROSTER_2

Line No.	Name	Relationship	Age	Sex	HH_INFO1	HH_INFO2	HH_INFO3
[Fill: LNO]	[Fill: FNAME LNAME]	[Fill: REL]	[Fill: AGE]	[Fill: SEX]	[Fill: HH_FILL1]	[Fill: HH_FILL2]	[Fill: HH_FILL3]

♦ 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	HH_INFO1	HH_INFO2	HH_INFO3
[Fill: LNO]	[Fill: FNAME LNAME]	[Fill: REL]	[Fill: AGE]	[Fill: SEX]	[Fill: HH_FILL1]	[Fill: HH_FILL2]	[Fill: HH_FILL3]

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	HH_INFO1	HH_INFO2	HH_INFO3
[Fill: LNO]	[Fill: FNAME LNAME]	[Fill: REL]	[Fill: AGE]	[Fill: SEX]	[Fill: HH_FILL1]	[Fill: HH_FILL2]	[Fill: HH_FILL3]

♦ 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

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.

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?**
6. **25 – 34 years old?**
7. **35 – 49 years old?**
8. **50 – 65 years old?**
9. **66 years old or older?**

5. **18 – 24 years old?**

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

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.

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

RACE_SPECIFY

♦ **Specify the other race for this person.**

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

ORIGIN

[Fill: IS_ARE] [Fill: YOU_NAME_CC] Spanish, Hispanic, or Latino?

1. Yes
2. No

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

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

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

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

RACE_SPECIFY

♦ **Specify the other race for this person.**

ORIGIN

[Fill: IS_ARE] [Fill: YOU_NAME_CC] Spanish, Hispanic, or Latino?

1. Yes
2. No

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
12. $5,000 - $7,499
13. $7,500 - $9,999
14. $10,000 - $12,499
15. $12,500 - $14,999
16. $15,000 - $17,499
17. $17,500 - $19,999
18. $20,000 - $24,999
19. $25,000 - $29,999
20. $30,000 - $34,999
21. $35,000 - $39,999
22. $40,000 - $49,999
23. $50,000 - $74,999
24. $75,000 - $99,999
25. $100,000-$149,999
26. $150,000-$199,999
27. $200,000 or more

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?

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]

1. Yes
2. No

SPEAKTO:

May I speak to that person?

1. Yes
2. No

CONTACT_N

Did an interviewer visit or call regarding:

[Fill: ADDRESS1]?

1. Yes
2. No

VACANT

Was

[Fill: ADDRESS1]

vacant on [Fill: INTDATE]?

1. Yes
2. No

STAT_VER

Is there someone present I could speak with who could tell me the status of

[Fill: ADDRESS1]

on or about [Fill: INTDATE]?

1. Yes
2. No

***SPEAKTO2**:*

May I speak to that person?

1. Yes
2. No

VACANT2

Hello, I'm ... from the U.S. Census Bureau.

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.

Was

[Fill: ADDRESS1]

vacant on [Fill: INTDATE]?

3. Yes
4. 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]"-"
[Fill: TYPEB_SP / TYPEC_SP / blank]
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 or telephone number. Thank you for your help.

♦ Attempt to contact the correct household now or at a later time.

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.

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 the quality check. What Date and Time would be best to call or 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] 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.

APPT_CT

- Once in WebCATI, set callback appointment. If necessary, ask respondent for best callback date and time.

1. Enter 1 to Continue

CBTHANK

Thank you for your help.
We will call or visit again at the time suggested.

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

RI_OUTCM

Original Outcome: [FILL: ORIOUT] – [FILL: ORIOUT's description"-"
[Fill: TYPEA_SP/TYPEB_SP/TYPEC_SP/blank]]
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 was not correct.
♦ Enter the reason(s) here that lead you to determine that the original outcome was correct.

NONINT

♦ Which outcome describes this reinterview case?

1. Type A Noninterview.
2. Type B Noninterview.
3. Type C Noninterview.
4. Type D Noninterview – Household replaced by new household since the original interview.

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.

TYPEB_ALT

♦ Which Type B outcome describes this reinterview case?

1. Vacant, regular.
2. Vacant, seasonal.
3. Vacant, storage of household furniture.
4. Converted to temporary business or storage.
5. Unoccupied tent or trailer site.
6. Unfit, to be demolished.
7. HH institutionalized or temporarily ineligible.
8. Entire HH under age [Fill: MIN_AGE].
9. Temporarily occupied by persons with Usual Residence Elsewhere (URE), regular.
10. Temporarily occupied by persons with Usual Residence Elsewhere (URE), seasonal.

11. 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.
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 (occupied at time of interview).
2. Should have been a Type B.
3. Should have been another Type C.

MISC_VINT:

♦ Which of the following options describes the misclassification of this original vacant interview case?

1. Should have been an Interview or Type A.
2. Should have been a Type B or C.

MISC_BVINT:

♦ 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 a vacant interview.
3. Should have been another Type B.
4. Should have been a Type C.

MISC_CVINT:

♦ 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 vacant interview.
3. Should have been a Type B.
4. Should have been another Type C.

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. Be sure to enter all proper notes explaining the situation.

1. Continue

DISCREP_NOTES

♦ Explain why you do not suspect falsification in the WebCATI Notes after the instrument goes through READYWRAP.

♦ Explain why you do suspect falsification in Case Notes.

♦ Press Ctrl-F7 to access Notes.

♦ Enter 1 when done with your explanation.

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 was incorrect.
6. The reinterview respondent indicated that the original status, [Fill: ORIOUT] - [Fill: ORIOUT's description from Attachment D] was incorrect.
7. The household roster was incorrect.
11. The interviewer entered a bad telephone number for this case.
13. Demographic characteristic(s) was/were incorrectly recorded on roster.
14. The household income and/or tenure was/were incorrectly recorded.

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.

1. Continue

SF_RIDISP

Your reinterview detected multiple discrepancies.

♦ Enter the code of the detected discrepancy which best describes the primary reason you suspect falsification.

2. You determined that the original status, [Fill: ORIOUT] "-" [Fill: ORIOUT's description, 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 D] 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 D], was incorrect.
6. The reinterview respondent indicated that the original status, [Fill: ORIOUT] - [Fill: ORIOUT's description from Attachment D] was incorrect.
7. The household roster was incorrect.
11. The interviewer entered a bad telephone number for this case.
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

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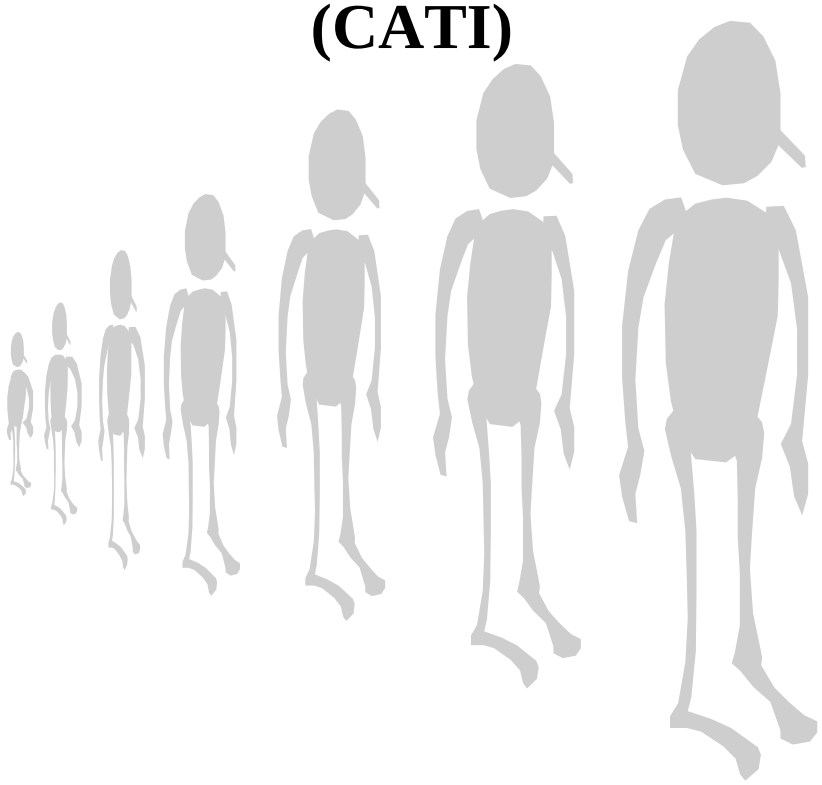
Form 11-170
April 2016

National Crime Victimization Survey
Quality Control Reinterview
Computer-Assisted Telephone Interviewing (CATI)



Reinterviewer Training Guide

United States Census Bureau

This document contains no Title 13 data or other Personally Identifiable Information (PII). All data are fictitious and any resemblance to actual data is coincidental.

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About this Training

Introduction

This instructor's guide provides all of the information needed to conduct the National Crime Victimization Survey (NCVS) CATI Reinterviewer training. The goal of this training is to provide reinterviewers with the skills they need to conduct NCVS reinterviews efficiently and effectively. The course PowerPoint slides and exercises are included in this guide.

The training lasts approximately five hours and includes a 15-minute break. The instructor will designate the time for the 15-minute break.

Required materials

Be sure that you have all of the following required materials before class.

- Form 11-170 – National Crime Victimization Survey Quality Control Reinterview Computer-Assisted Telephone Interviewing Reinterviewer Training Guide (this Training Guide), April 2016
- Form 11-171 – National Crime Victimization Survey Quality Control Reinterview Computer-Assisted Telephone Interviewing Reinterviewer Training Workbook, April 2016
- Computer, computer projector, and screen
- PowerPoint slides
- Flip chart, markers, paper, pencils (optional)

Instructor preparation

Study this instructor's guide thoroughly in preparation for conducting the training. This includes reading through the guide and reviewing the course topics and

exercises.

Be sure that you have familiarized yourself with the NCVS Reinterview instrument before the training session begins. This will help prepare you for answering questions the participants are likely to ask during training.

Prior to the training, go over the demonstration reinterview ("walk-through") and practice reinterviews so you will be prepared to answer questions that will come up during training.

Specific notes for the instructor are bolded in parenthesis and centered on the page. Some examples are:

(Allow time.)

(Pause.)

(Answer questions.)

Room set-up

Before the course begins, be sure that all participants have a clear view of you, the screen, and the flip charts (if used). If possible, the participants should be seated so each will easily have a partner for the paired-practice reinterview.

Instructional strategies

Provide clear instructions for the participant activities and exercises.

The participants must have a clear understanding of what to do, including the length of the activity/exercise and the expected outcomes.

Speak clearly and make sure everyone can hear you without difficulty.

Summarize frequently.

Summarize key points at the end of each training unit. This allows for a smoother transition to the next training unit. Avoid moving abruptly from one unit to another.

Ask the participants questions.

Ask direct questions, using the names of the individual participants. Questions can be spontaneous or follow-up.

Encourage participation.

Make learner reaction and active participation an essential part of the learning process. Provide frequent response opportunities to all participants.

Classroom Training Techniques

Listed below are some training techniques that will help you manage the attention of the class and guide the participants through an effective learning experience.

- Stand when you conduct the training.

This will help you in two ways. First, you will have better control of the class because you can see all the participants. Second, everyone in the room can easily hear you.

- Maintain eye contact with the training participants.

Watch for signs that reflect how well the participants are learning and how well you are holding their attention. Signs to watch for include if someone looks confused, the participants' answers to your questions, their questions to you, and their participation in discussions.

- Provide Case IDs for each training participant.

You are responsible for providing the training participants with their equivalent Case ID numbers they will use for practice exercises. Be sure to have a list of these numbers before training begins, and give each participant the numbers that are needed for each training unit.

- Answering questions.

If you do not know the answer to a question, refer to your materials and, if the subject is not covered in your materials, tell the class you will speak to your sponsor and get the answer to the question. Once you get the answer, be sure to let the class know.

- Limit class discussions.

Class participation is a key to effective training, but must be used wisely. For example, if a participant's question relates to a topic that will be covered later, tell him or her that you will cover the topic later in the training. If a discussion takes longer than anticipated, tell the participant to see you during the break or after class.

Remember, you must cover all of the material in the training guide within the allotted time.

- Encourage all training participants.

Do not always call on the same eager participants. Attempt to bring all participants into discussions. Be tactful when a participant gives an incorrect answer; try to lead him or her to the correct answer. **Always treat the training participants with courtesy and respect.**

Unit 1: Introductions, NCVS Overview, and Quality Assurance

Objectives

At the conclusion of this unit, participants will:

- Know the objectives of the training.
- Have basic information about the National Crime Victimization Survey (NCVS).
- Know about Quality Assurance.

Presenter's outline

Welcome 1-2

Training Objectives 1-3

Participant Introductions 1-4

NCVS Overview 1-5

Quality Assurance 1-8

Required materials

- Computer and projection system
- PowerPoint slides
- Form 11-171 – National Crime Victimization Survey Quality Control Reinterview Computer-Assisted Telephone Interviewing Reinterviewer Training Workbook, April 2016

Unit 1: Introductions, NCVS Overview, and Quality Assurance

Welcome

(Show the "Welcome" slide to the participants. Introduce yourself and others who will assist with conducting the training. Introduce any guests who are attending the training. Read the following text to the training participants.)

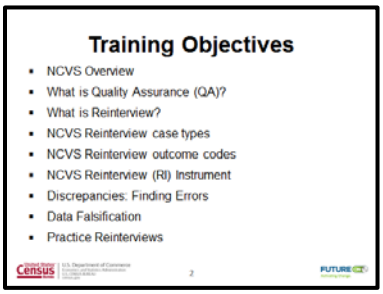
Welcome to the National Crime Victimization Survey CATI Reinterviewer classroom training! Throughout this training, I'll often refer to the National Crime Victimization Survey Reinterview as "NCVS RI."

This training will provide you with specific knowledge and practice so you can complete the NCVS reinterviews efficiently and effectively. It consists of classroom discussions, review exercises and activities, and practice reinterviews.

Your participants' workbook contains all of the materials that you'll need for the training. After this training, you can continue to use the workbook as a reference if you have questions or need to refresh your memory.

We hope you enjoy the training and we encourage your participation!

Unit 1: Introductions, NCVS Overview, and Quality Assurance



Training Objectives

(Show the "Training Objectives" slide and direct the participants to the Training Objectives listed on page 1-2 in the workbook. Read the following objectives to the participants.)

The objectives of this training are for you to:

- Receive an overview about the National Crime Victimization Survey, or what's known as the NCVS;
- Learn about Quality Assurance;
- Learn about the NCVS Reinterview case types;
- Learn about the Reinterview outcome codes;
- Learn about the Reinterview instrument;
- Learn about interview discrepancies and finding errors; and
- Learn about data falsification.

We'll also do some walk-through practice reinterviews so that you'll gain some hands-on practice with the NCVS RI instrument.

Unit 1: Introductions, NCVS Overview, and Quality Assurance

Introductions

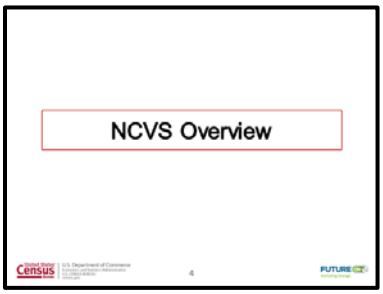
(Show the "Introductions" slide. Read the following text to the participants.)

Now, it's time for introductions! I would like everyone to introduce themselves. Please tell us:

- Your name;
- How long you have been with the Census Bureau;
- Other types of surveys you've worked on; and
- An activity you like to do in your spare time or the type of music you enjoy.

(Allow about five minutes for the introductions, and then continue with the NCVS Overview.)

Unit 1: Introductions, NCVS Overview, and Quality Assurance



NCVS Overview

The National Crime Victimization Survey (NCVS), sponsored by the U.S. Bureau of Justice Statistics (BJS), provides 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 also serves as a vehicle for obtaining supplemental data on crime and the criminal justice system, including:

- Perceptions of contacts with police officers;
- Stalking;
- Identity theft; and
- Crime in schools.

This supplemental information is collected periodically along with the standard NCVS data.

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 tells us about the impact crime has on victims. The NCVS measures crimes both reported and not reported to police.

(Pause.)

The Census Bureau administers the NCVS to persons 12 years of age or older using a scientifically selected sample of households in all 50 states and the District of Columbia. Every 6 months, thousands of housing units and other living quarters, such as college dormitories and religious group dwellings, are designated for sample. Each selected address is interviewed once every 6 months over a 3-year period for a total of 7 interviews. Since addresses are selected for the sample and not the people in the household themselves, if a family moves away while the address is still in the sample, the new family that moves into the housing unit will be interviewed.

Every eligible person in the household is interviewed for the NCVS. People who are ineligible to be interviewed include: crewmembers of merchant vessels, armed forces personnel living in military barracks, and persons living in institutions, such as correctional facilities and hospitals.

The NCVS is a completely computerized survey and is administered by Census Bureau field representatives across the country through both personal and telephone interviews. The first interview with a household is always conducted in person. Whenever possible, subsequent NCVS interviews are conducted by telephone.

(Pause.)

The NCVS begins by building a roster of people who usually live at the household or by confirming the status of the household if it is unoccupied. We collect names, ages, birthdays, relationships, sex, race, Hispanic origin, and marital status. We then ask a series of questions on participation in the military and educational

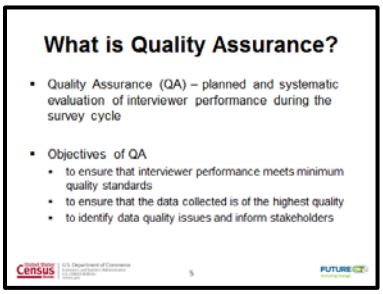
attainment. After a roster with demographics is established, we then ask questions to determine whether any of the household members were victimized by crime during the 6-month reference period. These questions are referred to as the screening portion of the NCVS. This portion of the NCVS is designed to give each respondent every opportunity to remember any crime incidents that occurred during the 6-month reference period. We then collect detailed information about each reported incidence of crime that occurred to get a clear picture of what happened during the incident. These questions are referred to as the incident report items of the NCVS instrument.

Examples of some of the questions the NCVS asks are shown on pages 1-4 through 1-7 in your workbook. Take a minute and look over those questions.

(Allow time.)

Understanding that the NCVS is an ongoing survey and the type of information we collect will help you with NCVS RI as you talk to respondents.

Unit 1: Introductions, NCVS Overview, and Quality Assurance



Quality Assurance

(Show the "What is Quality Assurance?" slide. Read the following text to the participants.)

Let's take a little time now and talk about "Quality Assurance."

Quality assurance, or QA, is the planned and systematic evaluation of interviewer performance during the survey cycle. The objectives of quality assurance are to:

- Ensure that interviewer performance meets minimum quality standards;
- Ensure that the data collected is of the highest quality; and
- Identify data quality issues and inform stakeholders.

NCVS Reinterview is one of the main tools to perform Quality Assurance. It's not enough to just collect data. We want to be sure that the data we collect is of the highest quality. Here in the contact centers, we do this by interview monitoring.

Do you have any questions about what our training will cover, the National Crime Victimization Survey, or quality assurance?

(Answer questions, and then continue to Unit 2 – NCVS RI Case Types and Outcome Codes.)

Notes

Unit 2: NCVS RI Case Types and Outcome Codes

Objectives

At the conclusion of this unit, the training participants will learn about the cases that are eligible for NCVS Reinterview and the reinterview outcome codes.

Presenter's outline

What is Reinterview (RI)? 2-2

Cases Selected for Reinterview 2-3

Noninterviews 2-4

Cases Eligible for Reinterview 2-9

Reinterview Outcome Codes 2-12

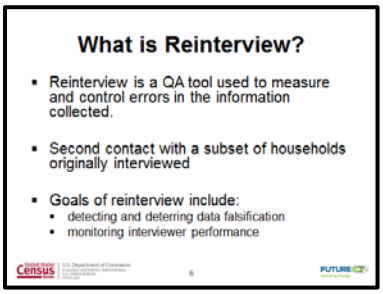
Unit 2 Knowledge Check 2-14

Unit 2 Knowledge Check Answer Key 2-15

Required materials

- Computer and projection system
- PowerPoint slides
- Form 11-171 – National Crime Victimization Survey Quality Control Reinterview Computer-Assisted Telephone Interviewing Reinterviewer Training Workbook, April 2016

Unit 2: NCVS RI Case Types and Outcome Codes



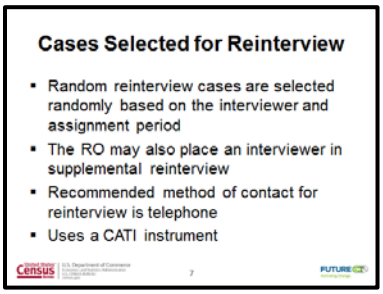
What is Reinterview?

(Show the "What is Reinterview?" slide. Read the following text to the participants.)

Let us begin this training unit with the definition of "Reinterview." As we just discussed, reinterview is a QA tool that is used to measure and control errors in the data and information that's collected. It is a second contact with a subset of households interviewed in Production. The NCVS RI instrument is used to detect errors like an incomplete or wrong household roster, not all survey questions being asked, or no laptop used to record respondent answers, result in errors in the data.

(Pause.)

The other goals of Reinterview include the detection and deterring of data falsification and the monitoring of interviewer job performance. One way to accomplish the goal of detecting and deterring falsification is by noting the differences between the production interview and the reinterview. We'll discuss those differences later.



Cases Selected for Reinterview

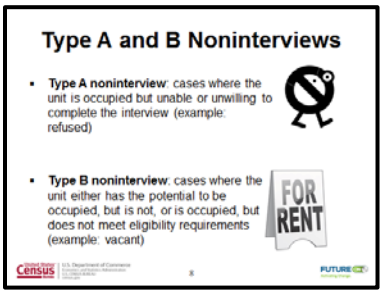
(Show the "Cases Selected for Reinterview" slide.)

Reinterview cases are selected in two ways. The first way is through random sampling and the second way is through supplemental interview.

The majority of reinterview cases are selected by a random sample. Why do we select randomly? Ideally, we would like to check *every* case, but this is not possible due to budget and time constraints. By selecting randomly, we get a selection of cases per interviewer. This allows us to use the smaller selection of cases to tell us about ***all*** of the cases.

How are the supplemental cases selected? The Regional Office and/or Census Headquarters (HQ) may place an interviewer with an original assignment in supplemental reinterview.

You will be assigned both random and supplemental RI cases. There are no differences in how these cases are handled, so you do not need to worry about the difference between the two types of cases.



Type A and Type B Noninterviews

(Show the "Types A and B Noninterviews" slide. Read the following text to the participants.)

Let's talk about the different types of cases in both Production and Reinterview. Please turn to the "Case Types" table on page 2-4 in your workbook.

(Allow time.)

The first line is an interview. We all know what interviews are. Obviously, complete interviews in NCVS are eligible for Reinterview, but some noninterviews are also eligible.

As the table shows, there are four types of NCVS noninterviews – Types A, B, C, and D. Take a look at the Type A row of the table and notice the checkmarks under "How to Identify" – "Housing Unit?" and "Occupied?" sub-columns on the chart. These checkmarks tell you how to identify a Type A noninterview. So, the checkmarks tell us for a case to be a Type A it has to be a housing unit, and it has to be occupied. A description of the Type A noninterview is under the "Description" column.

Can someone please read the Type A noninterview description?

(Select a volunteer. Volunteer should read the following: The housing unit is

occupied but unwilling or unable to complete the interview.

Example: Refusal)

A "refusal" is an example of a Type A noninterview.

Notice there are also checkmarks under the "When Can It Happen?" – "Production" and "RI Case Status" sub-columns. These checkmarks mean that you can get a Type A noninterview for the case you are working in Production, and you can also get a Type A noninterview for a case you are working in RI. The "X" in the "Eligible for RI" sub-column means that a Type A is not eligible for reinterview. So, you will *never* attempt to do a reinterview on something in Production like "No one home" because if we never reached the respondents, how can we reinterview them? But, you *can* get a Type A outcome in RI because a respondent could refuse to do the reinterview after having participated in the production interview.

Does everyone understand?

(Answer questions.)

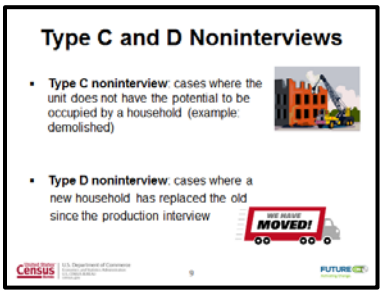
Next is the Type B noninterview. Type B noninterview cases are cases where the unit either has the potential to be occupied but is not occupied, or the unit *is* occupied but it does not meet housing unit eligibility requirements. For NCVS, this would be the whole household is occupied by people with a usual residence elsewhere or in the military.

On the chart, there's an "X" under the "Occupied?" sub-column, which means that units that are Type B cases are not occupied. A good example of a Type B is a vacant unit.

The checkmarks in the "Production," "Eligible for RI," and "RI Case Status" sub-columns mean that you can get a Type B noninterview in Production *and* it is eligible to be reinterviewed. You would just talk to the contact person or qualified proxy, who confirmed the case was a Type B instead of a household member. For instance, you might talk to a real estate agent if the unit is vacant and up for sale. You can also get a Type B noninterview for a case you are working in RI. In this case, the status of the case has changed since the production interview and is now "vacant" when it was occupied at time of interview.

Do you have any questions about Type A and Type B noninterviews?

(Answer questions.)



Type C and Type D Noninterviews

(Show the "Types C and D Noninterviews" slide. Read the following text to the participants.)

Type C noninterviews are those where the unit *does not* have the potential to be occupied by a household. An example of a Type C noninterview would be a case where the unit is "demolished." There is no housing unit and it cannot be occupied as indicated by an "X" in the "Housing Unit?" and "Occupied?" sub-columns. Like the Type B noninterview, the checkmarks in the "Production," "Eligible for RI," and "RI Case Status" sub-columns mean you can get a Type C noninterview for the case worked in Production. A Type C is also eligible for reinterview *and* you can get a Type C for a case you are working in RI.

(Pause.)

Finally, there's the Type D noninterview, which applies to cases where the old household has moved and has been replaced by a new household since the production interview. An example of a Type D noninterview would be if the Jones family moved out and the Smith family now occupies the unit. For the NCVS, Type D noninterviews can only happen in Reinterview. This is because NCVS scientifically selects addresses, not the people in the household themselves, for the

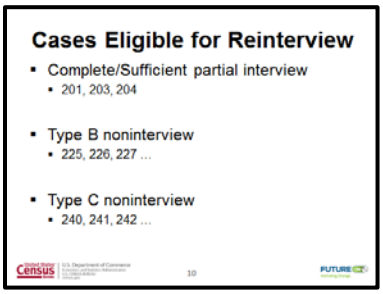
survey. The new family now occupying the unit would be interviewed in Production and eligible for Reinterview. As the "N/A" on the chart shows, Type D noninterviews do not exist for the NCVS in production interviews.

Checkmarks in the "Housing Unit?" and "Occupied?" sub-columns show that it is a housing unit and occupied. The difference from the "Interview" row is that the people occupying the housing unit have changed.

Understanding these noninterview types is important because you will verify the production interview outcome and if that outcome is wrong, you will need to identify the type it *should* have been.

Are there any questions about Type C and Type D noninterviews?

(Answer questions.)



Cases Eligible for Reinterview

(Show the "Cases Eligible for Reinterview" slide. Read the following text to the participants.)

Now let's focus on the Production case types that are eligible for reinterview. Please turn to the "NCVS Production Outcome Codes Eligible for Reinterview" table on page 2-8 in your workbook.

(Allow time.)

These are the field outcome codes for the *Production* instrument. These outcomes are categorized into the types and are only for those field cases that are eligible to be reinterviewed. In addition to other information that is passed from the production interview to the reinterview instrument, these outcome codes allow you to conduct the proper RI for each case.

The table has two columns – the Outcome Code and the Description of the Outcome Code. First on the chart are the "201", "203", and "204" Complete and Sufficient partial interview outcome codes. Can someone please read the descriptions of the "201", "203", and "204" outcomes for us?

(Select a volunteer. Allow time. Volunteer should read the following:

201 Completed interview
203 Sufficient partial – no more follow-up needed
204 Sufficient partial – follow-up needed

Thank you **(volunteer's name)**.

The "204" outcome is eligible, but is rare for reinterview.

Next on the table are the outcome codes for the Type B noninterview cases that are eligible for reinterview. As I stated earlier, a Type B noninterview can occur when the unit has the potential to be occupied, but is not occupied. Take a minute to look over the descriptions of those codes.

(Allow time.)

A Type B noninterview can also occur when the unit is occupied, but does not meet eligibility requirements. An example of such a unit is Outcome Code 225 – a household that is "Temporarily occupied by persons with Usual Residence Elsewhere," or what's referred to as a URE.

UREs happen most frequently in places with vacation homes that people rent for the week or for the month. So these cases are not occupied by eligible persons.

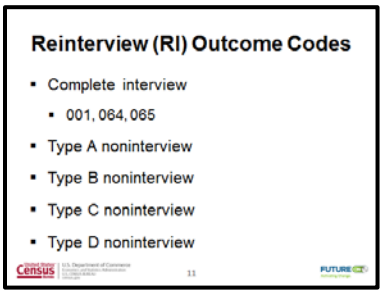
It is important to make sure these are coded correctly because Type B units are interviewed again in future months of NCVS Production, in case these units become occupied.

Last on the chart are the Type C outcome codes. These units are those that do not have the potential to be occupied, because they are not a housing unit. You can think of a Type C unit as being permanently ineligible for NCVS. It's important to confirm this status is correct because we *never* attempt to interview these cases again

in future months, and we don't want to lose any sample permanently if it should have been a housing unit.

Take a minute now and look over the Type C outcome code descriptions.

(Allow time.)



Reinterview (RI) Outcome Codes

(Show the "Reinterview (RI) Outcome Codes" slide. Read the following text to the participants.)

Recall that to conduct the proper RI for each case, the RI instrument uses the Production outcome code, along with other information that is passed to it. Like the production instrument, the RI instrument also has its own set of outcome codes. In addition, the RI instrument has some outcomes that the production instrument *does not* have.

Please turn to the "NCVS Reinterview Outcome Codes" table on page 2-10 in your workbook. Listed on this page are all the outcome codes for complete interviews and on page 2-11 are all the codes for Noninterviews.

(Allow time.)

Similar to the Production outcome codes table that we just reviewed, this table also has "Outcome Code" and "Description" columns. But, notice that this outcome code list also has an "RI Disposition" column. The disposition of a case indicates what differences the RI instrument detected, the status of the RI case, and whether the case is suspected of falsification. A case that has a disposition code greater than "060" is suspected of falsification. So for each case, there is an Outcome Code and

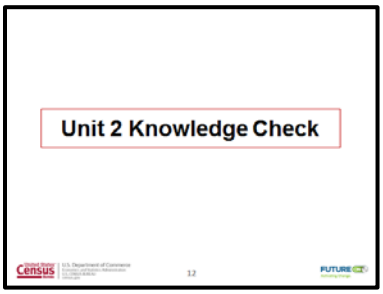
Disposition Code combination set for the case. The answers you collect in the reinterview will also set the Outcome Code and RI Disposition code. The lower Outcome Code goes with the lower RI Disposition Code and is not suspected of falsification. The higher Outcome Code goes with the higher RI Disposition Code and is suspected of falsification. For example, under misclassified cases – the third line – "Originally classified as a Type B, should have been a Type C," the "064" Outcome Code goes with the "046" in the RI Disposition column. The "064" Outcome Code and the corresponding "046" RI Disposition code will appear on the last screen of the instrument before you exit. For this combination, falsification is not suspected because "046" is less than "060".

On that same line, when "065" and "099" are a pair, falsification is suspected because "099" is greater than "060". You don't need to memorize these, but it will help to look at the outcome and disposition code at the end of the interview before exiting to make sure you coded everything correctly.

If a line only has one number in the RI Disposition column, it means that falsification is automatically set as suspected or not. An example is "065" – Discrepancy – Laptop not used. This is always suspected of falsification.

Are there any questions about the NCVS RI Outcomes Codes?

(Answer questions.)



Unit 2 Knowledge Check

(Show the "Unit 2 Knowledge Check" slide. Read the following text to the participants.)

Now it's time for a short review exercise. Please take a few minutes now and complete the Unit 2 Knowledge Check on page 2-12 in your workbook. When you're finished, we'll go over the answers.

(Allow about 5 minutes for the Knowledge Check. When the participants are finished, review the answers on the next page, and then continue to Unit 3 – NCVS RI Instrument.)

Unit 2 Knowledge Check Answer Key

Provide the correct answers for the following:

1. Both random and supplemental reinterview cases will be assigned to you.

   a. ☒ **True**

   b. ☐ False

2. To conduct the proper RI for each case, the RI instrument uses the Production outcome code, along with other information that is passed to it.

   a. ☒ **True**

   b. ☐ False

3. All noninterviews are eligible to be in Reinterview.

   a. ☐ True

   b. ☒ False

4. A “Demolished” unit is an example of a Type B noninterview.

   a. ☐ True

   b. ☒ **False**

   Correct answer:

   A “Demolished” unit is an example of a Type C noninterview.

Notes

Unit 3: NCVS RI Instrument

Objectives

At the conclusion of this unit, the training participants will have received an overview about NCVS Reinterview instrument.

Presenter's outline

NCVS RI Instrument 3-2

Front of the Instrument 3-3

Middle of the Instrument 3-4

Back of the Instrument 3-6

Preview of Instrument Main Screens 3-6

Unit 3 Knowledge Check 3-17

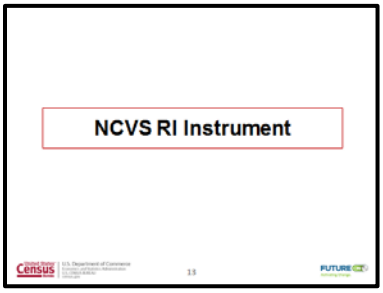
Unit 3 Knowledge Check Answer Key 3-18

Required materials

- Computer and projection system
- PowerPoint slides
- Form 11-171 – National Crime Victimization Survey Quality Control Reinterview Computer-Assisted Telephone Interviewing Reinterviewer Training Workbook, April 2016

Note for the Presenter

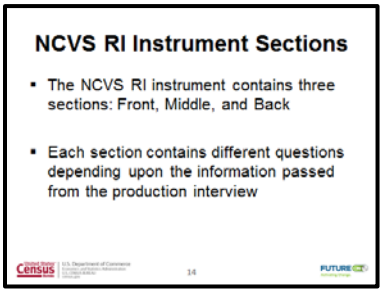
The training participants will need their case number equivalents for Case ID 28 for this training unit. Units for this training package are duplicated in 100s. So 28, 128, 228, etc. are all the same case.



NCVS RI Instrument

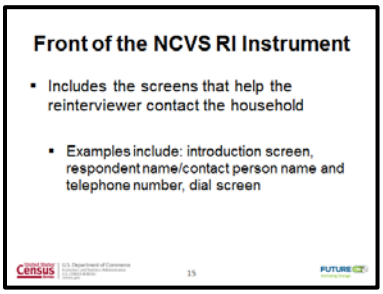
(Show the "NCVS RI Instrument" slide. Read the following text to the participants.)

Information is passed to the RI instrument from the production interview. Based on that information, the RI instrument displays the proper interview questions for the reinterviewer.



(Show the "NCVS RI Instrument Sections" slide. Read the following text to the participants.)

The RI instrument contains three sections – Front, Middle, and Back. Each section contains different questions depending upon the information passed from the production interview.



Front of the Instrument

(Show the "Front of the NCVS RI Instrument" slide. Read the following text to the participants.)

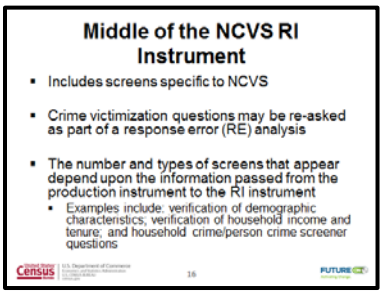
When you leave the DIAL screen in WebCATI, you will launch into the front of the RI Instrument, which contains the screens that help you contact the household. These screens include the introduction screen, respondent or contact person's name and telephone number. All of this information is in the instrument.

For RI, remember that sometimes you will be contacting a household member, and sometimes you will be contacting a contact person. The NCVS RI respondent is the person who responded in the original interview. 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.

In the case of original noninterviews – such as Type B's and C's –proxies are also acceptable if the contact person is unavailable. The proxy respondent must be 18 years of age or older and knowledgeable about the status of the sample unit. Otherwise, the front of the RI instrument is similar to that of other surveys you have worked.

One thing that may be different is that you may have up to 3 phone numbers to choose from. You should use the main phone number to contact the household, unless something in the Production notes indicates that one of the other numbers would be more useful, or a respondent requests one of the other numbers.

(Pause.)



Middle of the Instrument

(Show the "Middle of the NCVS RI Instrument" slide. Read the following text to the participants.)

The middle of the NCVS RI instrument includes those screens that are specific to NCVS. These screens check to see if procedures were followed and specific questions were asked.

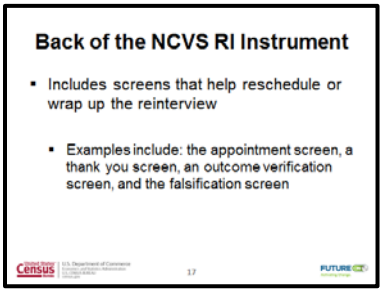
In addition, the NCVS RI instrument includes questions for a response error (RE) analysis. The RE analysis includes re-asking some crime victimization questions in order to analyze the consistency of responses. The RE questions are asked *only* for complete original interviews. These questions are asked of the household respondent and of a randomly chosen RE sample person, which may possibly 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.

If the RE sample person is not available, the RI instrument will NOT allow a proxy to answer questions for the RE sample person. The RI instrument will guide you through what to do when the RE sample person is unavailable. You will have the option of scheduling a time to complete the reinterview if the RE sample will be available prior to closeout. Please keep in mind that a case will still be considered a complete reinterview even if you are unable to reach the RE sample person.

As with the screens that appear at the front of the instrument, the number and types of screens that appear in the middle of the RI instrument depend upon the information that was passed from the production interview.

Questions that appear in the middle of the instrument are from the following areas: interview verification, household roster, demographic characteristic verification (such as age, sex, marital status, etc.), and verification of household income and tenure. Household crime and person crime, screener questions may also be asked.



Back of the Instrument

(Show the "Back of the NCVS RI Instrument" slide. Read the following text to the participants.)

The back of the NCVS RI instrument includes screens that help you reschedule or wrap up the reinterview. Examples of these screens at the back of the instrument include the appointment screen and thanking the respondent or contact person.

The back of the instrument is also where you determine if the outcome of the Production case is correct and if you suspect falsification after you hang up with the respondent. It's also where the RI outcome and disposition codes are set.

Preview of Instrument Main Screens

Now that we've talked about the major sections of the NCVS RI instrument, let's do a quick walk-through of a case for a preview of the screens for each section.

Please turn to the case on page 3-5 in your workbook. Follow steps 1 through 5 and stop when you reach the Dial Screen.

(Allow time. Make sure they select the proper survey id for your Telephone Center. Be sure training participants have the proper Case ID 28 equivalent numbers.)

This is where you can see what kind of cases you are calling. You should click on the case notes screen here to see the history of the case in Production. This will tell you if it was a complete interview or noninterview. Also, if the respondent name is filled you know it is a complete interview.

On page 3-6 of your workbook is the keying path so you can follow along with me.

The titles in the "Screen" column are the names of the screens that we'll see as we proceed through the reinterviews. The "Selection/Action" column has the options you will select and the actions you will take on each screen.

Specific information about Case 28 including the Control Number, Mode, and the Original Case Description are across the top. Notice that the Original Case Description says that this is a one-person household.

This is just for you to follow along. Please stay with me as I am going to discuss each screen as we get to it. Let's move ahead.

1. Click on "2. Go to Dial" under the Navigation section of the screen.
2. On the "Dial" screen, click on the radio button for the respondent's phone number.

   Remember I mentioned earlier to use the *first* phone number listed, unless case notes suggested that one of the other numbers would be more successful.

Let's continue.

3. Click "3. Dial Selected Number" under the Navigation section of the screen.
4. On the "Dial Outcome" screen, click "9. Start Interview" under the "Record Your Dial Attempt" section of the screen.

Everyone should be on the HELLO_TC_CT screen. Please wait here until we are all together.

(Walk around to make sure everyone is on the HELLO_TC_CT screen.)

This is the first screen in the instrument. Remember that the front of the instrument includes the introduction and the respondent or contact person's name.

HELLO_TC_CT is the first of the introduction screens at the front of the instrument. It appears the first time the household is contacted and it asks if you are speaking to a specific person. The name that appears is the household respondent from the NCVS Production interview. For this case, that respondent is Jane Doe.

Let's assume that Jane answers the phone. We'll select option 1 on this screen.

Screen	Selection/Action
HELLO_TC_CT	1. Correct Person

(Interrupt and say)

INTRO_TC_CT is the second introduction screen. On this screen, you thank the respondents for their participation in the NCVS survey, inform them that you are conducting a short quality check to ensure the original interviewer followed the correct procedures, and verify the respondent's address.

We'll assume that the respondent has verified the address is correct, and select "1" on this screen.

Screen	Selection/Action
INTRO_TC_CT	1. Yes

(Interrupt and say)

The INTROB_RI_CT screen notifies the household respondent that the interview may be recorded for quality control purposes. If the person agrees to be recorded, you enter "1" to proceed with the interview. However, on rare occasions when a respondent refuses to be recorded, you will enter 3 and stop recording. You should be familiar with this screen from other surveys.

Enter 1 to continue.

Screen	Selection/Action
INTROB_RI_CT	1. Yes

(Interrupt and say)

The RIRESP screen marks the middle of the instrument. This is the first of the screens where we are checking that the interviewer in Production followed procedures. This is the household roster for Case 28. If people have been called to the phone and you are not sure who is speaking, you have the option of confirming the respondent. We *are* speaking with Jane Doe, so enter 1.

Screen	Selection/Action
RIRESP	Enter 1

(Interrupt and say)

First, we confirm that they did in fact contact the respondent for ***this assignment period*** around the date mentioned. It's important to clarify if there is any confusion. Remember NCVS is a longitudinal survey, and the respondent may have been contacted or visited many times in previous months. Jane confirms she was visited, so we'll enter 1.

Screen	Selection/Action
CONTACT_C	1. Yes

(Interrupt and say.)

This screen confirms how the interview was conducted. Again, we are interested in the interview for ***this assignment period.*** You are also trying to record the mode of the actual interview. Often times, the contacts may be both Telephone and Personal visit as they try to reach the respondent, but you are interested in how **the interview** was done. Most of the time you should pick, either 1 or 2. We will say Jane was visited and enter 1.

Screen	Selection/Action
ORMODE	1. Personal Visit Only

(Interrupt and say.)

This screen is asking if they felt the interviewer was polite. You should always enter how the respondent answers. The respondent says the interviewer was polite, so select "1."

Screen	Selection/Action
POLITE	1. Yes
(Interrupt and say) At this point, you will ask the respondent about the length of the production interview. Most of the time the NCVS interview takes about 20 minutes. Due to the supplements and the variation of the households, anywhere from 5 to 30 minutes is normal. Again, enter what they provide with no probing. Jane says the interview was 45 minutes, so enter 0 for the hours and 45 for the minutes.	
Screen	**Selection/Action**
LENGTH_H	Enter 0
LENGTH_M	Enter 45
(Interrupt and say) Enter 1 to indicate that the interviewer used a laptop to conduct the interview.	
Screen	**Selection/Action**
LAPTOP	1. Yes
(Interrupt and say) Now we are moving into the questions that check the data quality. The next two questions confirm if the roster is correct. ROSTER_1 confirms that no one extra is on the roster. Jane says everything is correct, so let's enter 1 for this ROSTER_1 verification screen.	
Screen	**Selection/Action**
ROSTER_1	1. Yes

(Interrupt and say)	
ROSTER_3 confirms there isn't anyone who needs to be added to the roster. Jane says the roster is correct. Enter 2.	
Screen	**Selection/Action**
ROSTER_3	2. No
(Interrupt and say)	
The next set of questions verify the respondent's demographic characteristics. The questions change based on what they reported in the production interview and are tailored to the person and their situation. This screen inquires about whether the production interviewer collected Jane's age correctly. The respondent answers "Yes," so select option 1. We'll also select "Yes" on the next few screens verifying that Jane's sex, race, Hispanic origin, and marital status were all collected correctly at the time of the production interview.	
Screen	**Selection/Action**
AGE_CHECK	1. Yes
SEX_VER	1. Yes
RACE_VER	1. Yes
ORIGIN_VER	1. Yes
MARITAL_VER	1. Yes

(Interrupt and say)

Next, we move on to questions that check to make sure the household income and tenure data were collected correctly in the production interview. These questions are also tailored to what the respondent reported in Production. This screen verifies the household income.

The respondent answers "Yes," so select option 1. We'll also select "Yes" on the next screen that verifies the tenure.

Screen	Selection/Action
RI_HHINCOME_VER	1. Yes
RI_HHTENURE_VER	1. Yes

(Interrupt and say)

The next set of questions re-asks the respondent some of the crime victimization questions for a response error (RE) analysis. Remember, these questions are asked of the household respondent and the RE sample person, and the RI instrument automatically fills the names. In this example, the household respondent and RE sample person are the same.

We'll assume Jane has not had a theft or break-in during the reference period, so we'll select "No" on the next screens.

Screen	Selection/Action
RI_SQTHEFT	2. No
RI_SQBREAKIN	2. No

(Interrupt and say)

This question asks how many vehicles are owned by the household. Jane says she owns one car, so Enter 1.

Screen	Selection/Action
RI_SQTOTALVEHICLES	1
(Interrupt and say) We continue on the next few screens re-asking the respondent a few more crime victimization questions. Again, we're assuming Jane has had no crime incidents to report, so we'll select "No" on the next few screens.	
Screen	**Selection/Action**
RI_SQMVTHEFT	2. No
RI_SQATTACKWHERE	2. No
RI_SQATTACKHOW	2. No
RI_SQTHEFTATTACKKNOWNOFF	2. No
RI_SQSEXUAL	2. No
RI_SQCALLPOLICECRIME	2. No
RI_SQNOCALLPOLICECRIME	2. No
(Interrupt and say) We've now arrived at the back of the RI instrument. This THANK_YOU screen begins the reinterview wrap up by thanking the respondent for their help and cooperation. While you *are not* done with the reinterview case, you are done with the interview. Hang up with the respondent. Enter 1 to continue.	
Screen	**Selection/Action**
THANK_YOU	1. Continue

(Interrupt and say)

You are now at the two screens where ***you*** will need to make a determination about the Production case. The first thing you will do is determine if the type and outcome code for the Production case is correct. You do this on the RI_OUTCM screen.

The top of this RI_OUTCM screen shows the original interview date and outcome. As we discussed earlier, it's important that you select the correct option on this screen, because an incorrect selection will result in an incorrect discrepancy on the next FALSIF screen.

In this case, the RI respondent said they were contacted and were asked questions. So we will answer "Yes" to verify that the original outcome is correct.

We'll talk about discrepancies and finding errors in the status in the next chapter.

Screen	Selection/Action
RI_OUTCM	1. Yes

(Interrupt and say.)

This is the suspected falsification screen also known as the FALSIF screen. Here is where you decide if you suspect falsification. Later in the training, we'll take a closer look at determining suspected falsification, but for now we have no discrepancies so we will select option 2 for "No."

Screen	Selection/Action
FALSIF	2. No

(Interrupt and say)

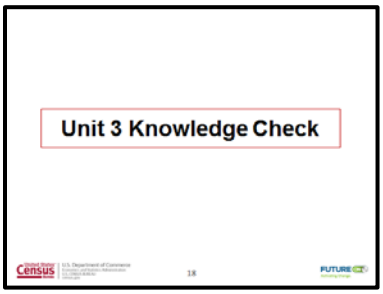
Select 1 to continue on this READYWRAP screen.

Screen	Selection/Action
READYWRAP	1. Continue
(Interrupt and say) This final screen marks the end of the reinterview. It shows an outcome code and outcome subtype of 001 for this case. Please turn to the "NCVS Reinterview Outcome Codes" table on page 2-10 in your workbooks. **(Allow time.)** As the table shows, an outcome code of "001" means the original interview or noninterview is verified as correct. Enter 1 to continue.	
Screen	**Selection/Action**
Show_Ctrl	1. Enter 1 to continue.

Now you will enter the appropriate notes and exit the case. We'll talk about the importance of notes later. For now, just enter "Complete" and exit the case.

Do you have any questions about the RI Instrument?

(Answer questions.)



Unit 3 Knowledge Check

(Show the "Unit 3 Knowledge Check" slide. Read the following text to the participants.)

Please turn to the Unit 3 Knowledge Check on page 3-8 in your workbook.

(Allow time.)

Take a few minutes to complete the Knowledge Check on this page. When you're finished, we'll go over the answers.

(Allow about 5 minutes for the Knowledge Check, and then review the answers. The Knowledge Check Answer Key is on the next page in the training unit.

Continue to Unit 4 – Discrepancies and Finding Errors.)

Unit 3 Knowledge Check Answer Key

Provide the correct answers for the following statements.

1. The Middle of the Instrument always asks the same questions for NCVS RI.

   a. ☐ **True**

   b. ☒ False

   Correct answer:

   The screens in the **middle** of the RI instrument asks questions that are specific to the NCVS production interview.

2. What are the two questions you need to answer after you hang up with the respondent?

   RI_OUTCM and FALSIF.

3. The FALSIF screen asks the reinterviewer if falsification is suspected.

   a. ☒ **True**

   b. ☐ False

4. The _____ screen begins the reinterview wrap up by _____ the respondent for their help and cooperation.

   a. ☐ POLITE, asking

   b. ☒ THANK_YOU, thanking

Notes

Unit 4: Discrepancies and Finding Errors

Objectives

At the conclusion of this unit, participants will know about finding production interview discrepancies.

Presenter's outline

Discrepancies: Finding Errors..... 4-2

What is a Discrepancy? 4-2

Applicable RI Discrepancies 4-3

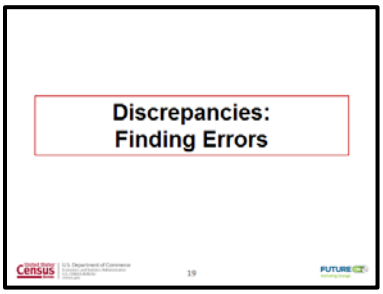
Unit 4 Knowledge Check..... 4-7

Unit 4 Knowledge Check Answer Key 4-8

Required materials

- Computer and projection system
- PowerPoint slides
- Form 11-171 – National Crime Victimization Survey Quality Control Reinterview Computer-Assisted Telephone Interviewing Reinterviewer Training Workbook, April 2016

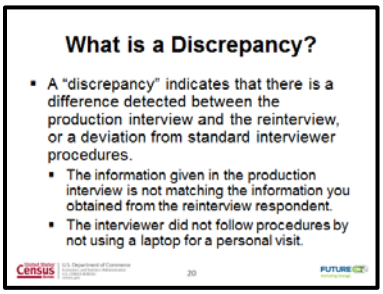
Unit 4: Discrepancies: Finding Errors



Discrepancies: Finding Errors

(Show the "Discrepancies: Finding Errors" slide. Read the following text to the participants.)

During this training unit, our focus will be on interview "discrepancies." We will define what a reinterview discrepancy is and discuss the specific discrepancies that you may find when you are conducting the NCVS reinterviews.



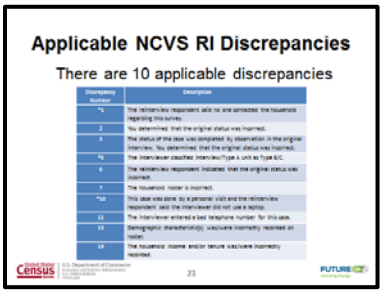
What is a Discrepancy?

(Show the "What is a Discrepancy?" slide. Read the following text to the participants.)

A "discrepancy" is a difference detected between the reinterview and production interview. It indicates that the information given in the production interview is not matching the information you obtained from the reinterview respondent, or that there

was a deviation from interviewer procedures.

A discrepancy also indicates that the Production interviewer did not follow procedures – for example, a laptop was not used for a personal visit with the respondent.



Applicable RI Discrepancies

(Show the "Applicable RI Discrepancies?" slide. Read the following text to the participants.)

You can find ten discrepancies in NCVS RI. These discrepancies are described in the "NCVS Reinterview Discrepancy Code" table on page 4-4 in your workbook. Please turn to that table now.

(Allow time.)

Notice that there are ten defined discrepancy codes in the NCVS RI instrument. Please not that the discrepancies are not numbered sequentially in the table. That's because the codes are for all surveys, but not all codes are used in *all* surveys.

If the reinterview detects any discrepancies, one or more of these discrepancy codes will be listed on the FALSIF screen where you'll make the falsification determination in the RI instrument. We'll see more of these discrepancies and the FALSIF screen when

we walk-through the practice reinterviews.

(Pause.)

If the information the RI respondent gives matches the information given in the production interview and the interviewer followed procedures, then the case will not have any discrepancies. This is what will happen most often. However, a case could generate more than one discrepancy code.

Take a few minutes now and read over the descriptions for each discrepancy number.

(Allow time.)

For all RI surveys, we have what we'll call the "Big 3" discrepancy codes – numbers 1, 5, and 10. The instrument will *automatically* suspect falsification when any of these codes appear on the FALSIF2 screen. There are no choices!

Let's take a closer look at discrepancies 1, 5, and 10. Can a volunteer please read the description for discrepancy number 1?

(Select a volunteer. Allow time. Volunteer should read the following:

The reinterview respondent said no one contacted this household regarding this survey.)

Thank you **(volunteer's name.)** Obviously, if no one contacted the household then there is no way the data was collected accurately.

Will someone read the description for discrepancy number 5?

(Select a volunteer. Allow time. Volunteer should read the following:

The interviewer classified the Interview/Type A unit as Type B/C.)

Thank you **(volunteer's name.)**

If you recall, a Type B unit is one that is vacant and has the potential to be occupied but is not occupied, and a Type C unit does not have the potential to be occupied because it is condemned or demolished. Discrepancy 5 is a ***big*** error because we are missing data on an occupied household.

Can another volunteer read the discrepancy number 10 description, please?

(Select a volunteer. Allow time. Volunteer should read the following:

The case was done by a personal visit and the reinterview respondent said the interviewer did not use a laptop.)

Thank you **(volunteer's name.)** Think of your surveys. Would you be able to say the survey exactly as worded with the questions in the proper order if you didn't have your computer in front of you? I know I couldn't, and no one "accidentally" does not use their laptop.

Let's talk about the other discrepancies. For discrepancy codes 2 and 6, the status of the production case was not correct. These discrepancies usually appear together. The difference is for 6, the respondent indicated the error, and for 2, you confirmed the status as incorrect.

For discrepancy 3, the status of the case was completed by observation in the original interview, and it is discovered in reinterview that the original status is incorrect.

For discrepancy 7, there is some sort of error in the roster.

You will only receive discrepancy 11 when you indicate that you reached a phone number that doesn't belong to the respondent or housing unit in the instrument. This

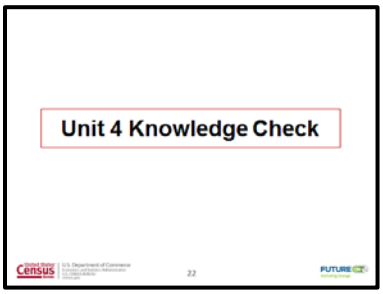
will happen when you get a noninterview. We are covering noninterviews later in the training.

For the last two discrepancies 13 and 14, the responses in the middle of RI determine if the demographic characteristics and the household and/or tenure were recorded correctly. An example for discrepancy 13 would be if all of a single person's characteristics are all incorrect, then that may mean the person's information was falsified.

For all of these discrepancies, suspected falsification is not automatic. Keep in mind that you *can* suspect falsification when a case generates a discrepancy other than 1, 5, and 10, but usually those are more errors in procedures and not intentional.

We'll talk more about suspecting falsification in the next unit. Do you have any questions about the RI discrepancy codes?

(Answer questions.)



Unit 4 Knowledge Check

(Show the "Unit 4 Knowledge Check" slide. Read the following text to the participants.)

Now it's time for a short review exercise. Please take a few minutes now and complete the Unit 4 Knowledge Check on page 4-5 in your workbook. We'll go over the answers when you're finished.

(Allow about 5 minutes for the Knowledge Check. When the participants are finished, review the answers on the next page, and then continue to Unit 5 – Data Falsification.)

Unit 4: Knowledge Check Answer Key

Provide the correct answers to the following statements and questions.

1. A "**discrepancy**" is a difference detected between the reinterview and production interview.

2. The "Big 3" discrepancy codes are 1, 5, and 10.

   a. ☒ **True**

   b. ☐ False

3. Falsification cannot be suspected when a case generates a discrepancy other than 1, 5, and 10.

   a. ☐ True

   b. ☒ **False**

   You *can* suspect falsification when a case generates a discrepancy other than 1, 5, and 10.

Notes

Unit 5: Data Falsification

Objectives

At the conclusion of this unit, the training participants will have received information about data falsification and the RI Outcome screen, the FALSIF and FALSIF2 screens, and using RI notes when falsification is suspected.

Presenter's outline

Data Falsification 5-2

RI_OUTCM screen 5-3

What is Data Falsification? 5-5

When Falsification is suspected 5-6

FALSIF and FALSIF2 screens 5-8

Using RI Notes 5-9

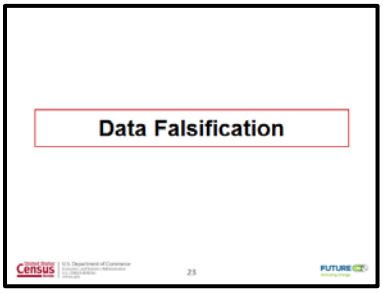
Required RI Notes 5-10

Unit 5 Review Activity 5-13

Required materials

- Computer and projection system
- PowerPoint slides
- Form 11-171 – National Crime Victimization Survey Quality Control Reinterview Computer-Assisted Telephone Interviewing Reinterviewer Training Workbook, April 2016

Unit 5: Data Falsification

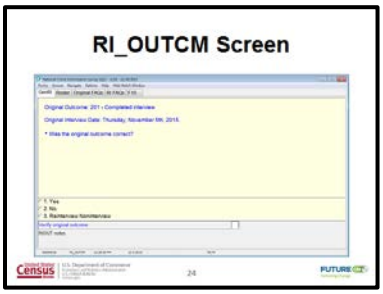


Data Falsification

(Show the "Data Falsification" slide. Read the following text to the participants.)

During this training unit our focus is on the two items you will need to determine if falsification is suspected. We'll have a review of verifying outcome code statuses. Then, we'll define what data falsification is and whether to suspect falsification. As part of that, we'll have more discussion about the role the FALSIF and FALSIF2 screens play in determining suspected falsification. We'll also talk about the case notes content requirements when falsification is suspected.

First, let's talk about how to determine if the status of the production case was correct.



RI_OUTCM screen

(Show the "RI_OUTCM" slide. Read the following text to the participants.)

Remember the RI_OUTCM screen? On this screen, you complete your first step to determine if a case is suspected of falsification. Turn to page 2-4 in your workbook and let's revisit the NCVS RI Case Types table.

(Allow time.)

For the RI_OUTCM screen, you will use the first two columns in this table to decide if the case type is correct. You have to ask yourself two main questions – "Was the case a housing unit?" **and** "Was the unit occupied during Production?" based on what happened in Reinterview. Answers to both of these questions will tell you the status. If the status you determine is based on the response from RI and it matches the status listed on the RI_OUTCM screen, then you can say, yes, the original outcome is correct.

Think about the case we completed earlier. It was a 201 – Completed Interview in Production.

(Ask the participants the following questions. Select a volunteer.)

Q: Based on Reinterview, was the case a housing unit?

A: Yes

Q: Was the unit occupied?

A: Yes

Q: Based on the "NCVS RI Case Types " table, is the Production status correct?

A: Yes

Does everyone understand?

(Answer questions.)

Let's try an example that's a little more difficult. Say you contact a person in RI and they say the housing unit is for sale and empty.

Q: Is the case a housing unit?

A: Yes

Q: Is the unit occupied?

A: No

Q: So, that makes it what type of noninterview?

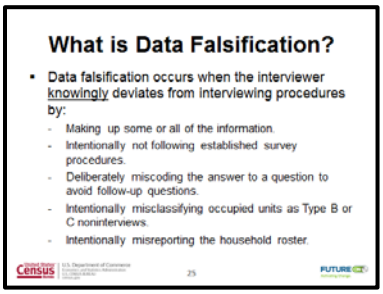
A: Type B

Don't worry if this is not completely clear to you now. We will practice this often and it will become second nature to you.

Are there any questions?

(Answer questions.)

Unit 5: Data Falsification



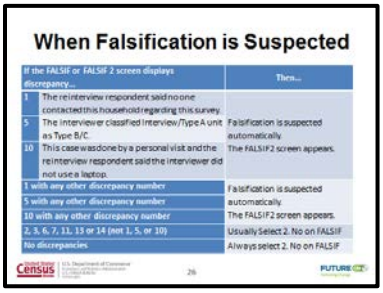
What is Data Falsification?

(Show the "What is Data Falsification?" slide. Read the following text to the participants.)

Data falsification occurs when the interviewer **knowingly** deviates from interviewing procedures by:

- Making up some or all of the information;
- Intentionally not following established survey procedures;
- Deliberately miscoding the answer to a question to avoid follow-up questions;
- Intentionally misclassifying occupied units as Type B or C noninterviews; or
- Intentionally misreporting the household roster.

Falsification *is not* the result when the interviewer missed a household member or included a household member by mistake. It also is not falsification when the interviewer mistakenly misclassified a housing unit as vacant when in fact the housing unit is now temporary storage. These are errors but not suspected falsification.



When Falsification is suspected

(Show the "When Falsification is Suspected" slide. Read the following text to the participants.)

Please turn to the "Guidance for Suspecting Falsification" table on page 5-4 in your workbook. I want to make sure everyone understands this table because it details the conditions under which falsification is suspected.

(Allow time.)

The left column of the table shows the discrepancy numbers and combinations of numbers that are displayed on the FALSIF or FALSIF2 screens. The right column shows the option you will select depending on the discrepancy numbers.

As the table shows, if any of the "Big 3" discrepancies – 1, 5, or 10 – appears alone or as a combination with *any* other discrepancy numbers, falsification is automatically suspected, and the instrument will display the FALSIF2 screen.

If the FALSIF screen displays discrepancies 2, 3, 6, 7, 11, 13, 14, or any combination of these numbers, you will usually select "2" on the FALSIF screen. The one exception is if you have 2, 3, 6, 7, 11, 13, 14, or some combination of these numbers on the FALSIF screen and the respondent or contact person gives you some indication that the interviewer **knowingly and intentionally** did not collect the

correct data. In this case, you can select "1" on the FALSIF screen, and provide full details in the case notes. However, we usually give the interviewers the benefit of the doubt for these discrepancies and assume they are honest mistakes or that they need some reinforcement on procedures. The interviewers will receive feedback about all cases that have discrepancies, so they can correct what they are doing incorrectly.

If there are *no* discrepancies, you will **always** select "2" on the FALSIF screen. Notice the asterisk on the table in your workbook. This table is for complete reinterviews and not noninterviews. We will review what to do for noninterviews toward the end of training.

(Pause.)

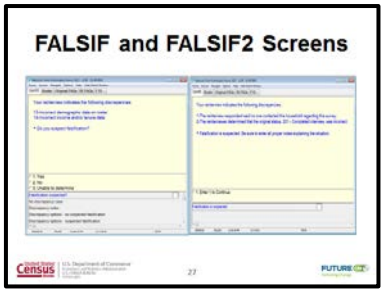
Listening closely to the respondent will help you determine if an interviewer's error was intentional or a mistake. For example, you will suspect falsification when the respondent or contact person leads you to believe the NCVS interviewer did not conduct an interview with the household and possibly made up the data entered during Production.

Remember – when suspecting falsification, the emphasis should be on the **intent** of the interviewer. In other words, ask yourself if you believe the interviewer **intentionally** acted in a way that caused the interview to contain incorrect data. Unless you have some sort of proof they did, then you will assume they weren't doing anything intentionally.

Now, turn to the "FALSIF and FALSIF2" information on page 5-6 in your

workbook so we can discuss these screens a little further.

(Allow time.)



FALSIF and FALSIF2 screens

(Show the "FALSIF and FALSIF2 screens" slide. Read the following text to the participants.)

Pictures of the FALSIF and FALSIF2 screens are shown on pages 5-6 and 5-7. These screens indicate when falsification has occurred, so both are important screens in the reinterview instrument.

(Pause.)

The FALSIF screen has very specific responses to the question, "Do you suspect falsification?" Entering "1. Yes" means you ***do*** suspect falsification, and entering "2. No" means you ***do not*** suspect falsification.

There is also a third option for when you are "Unable to determine" if falsification has occurred. When you enter "3," it means you are unsure if there is falsification because the respondent could not provide enough information, or the reinterview is a noninterview. Typically, you won't see any discrepancies on the FALSIF screen

when this happens. Again, we'll talk more about noninterviews later.

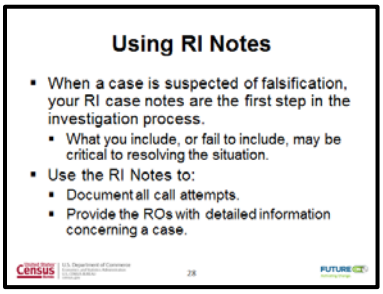
I want to emphasize that you should ***NOT*** speed through the FALSIF screen. This screen is one of the last few screens you will see in the reinterview instrument and it's easy to quickly enter 1's and exit the instrument.

Entering "Yes" for suspecting falsification when there is no valid reason is ***your*** error as a reinterviewer, so always take your time and correctly answer the FALSIF question as you complete the reinterview.

Remember FALSIF2 appears when you find one of the Big 3 Discrepancies – 1, 5, or 10 in Reinterview. Your only option is to suspect falsification and continue forward.

Are there any questions about when data falsification is suspected or the FALSIF and FALSIF2 screens?

(Answer questions.)

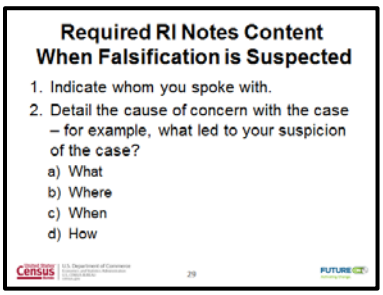


Using RI Notes

(Show the "Using RI Notes" slide. Read the following text to the participants.)

As we all know, notes are always important. You will document your call attempts as you always do. But, when a case is suspected of falsification, your notes become

the way to get detailed information to the Regional Office. Your notes are the first step in the investigation process, so it is important that the notes are as thorough as possible. A supervisor will review your notes and also enter *their* notes, so be sure that your case notes are as clear as possible. What you include or fail to include in the case notes may be critical to resolving a situation.



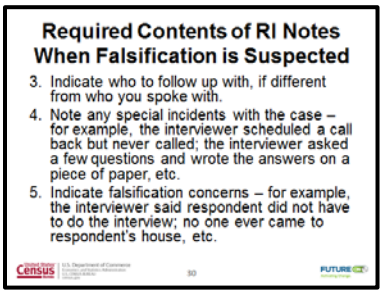
Required RI Notes Contents when Falsification is suspected

(Show the first "Required RI Notes Contents When Falsification is Suspected" slide. Read the following text to the participants.)

Page 5-8 in your workbook provides the required contents for RI notes when you suspect falsification.

(Allow time.)

Your notes should indicate whom you spoke with when you conducted the reinterview. Provide details as to why you suspect falsification – the what, where, when, and how – that led to your suspicion about the case. Be sure to include any additional information they mentioned beyond the question. Example situations could be that the interviewer said the respondent did not have to do the interview *or* no one ever came to the respondent's residence for six months.



(Show the second "Required RI Notes Contents When Falsification is Suspected" slide. Read the following text to the participants.)

Indicate whom to follow up with, if that person or those persons are different from those you spoke with. For example, you talk to the lady of the house and she indicated issues, but it really sounded like the gentleman of the house did the interview. In this case, the Regional Office should follow-up with the gentleman.

Also, note any special incidents with the case – for example, the interviewer scheduled a call back but never called *or* the interviewer asked the respondent a few questions and wrote the answers on a piece of paper. Again, any information the respondent provides is important, so be as thorough as possible. This information is also important when you find discrepancies and *do not* suspect falsification, because your notes can help the supervisor explain more clearly to the FR the errors they made in procedures.

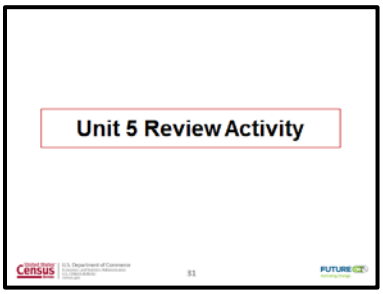
(Pause.)

You can put quite a bit of information into case notes but you may not always have it. We want to be clear. You should only add information that the respondent gives. It is *not* your job to probe in order to determine the interviewer's intent or get extra details from the respondent. You are not doing the investigation. You

should not probe. If need be you can clarify an answer as always, but we do not want you to probe.

Do you have any questions about using RI notes or anything else we've covered in this training segment?

(Answer questions.)



Unit 5 Review Activity

(Show the "Unit 5 Review Activity" slide. Read the following text to the participants.)

Now, let's do a review activity to recap what we've learned so far.

This activity is called the "Neighbor Nudge." For this activity, you'll "nudge" your neighbor – the person sitting to the left or right of you – and share with him or her two or more things that you've learned about when to suspect data falsification and how to document it. If necessary, so that everyone has a chance to participate, please share with more than one person.

Feel free to refer to your workbook.

Take about five minutes for the activity.

(Allow five minutes for the activity, and then continue to Unit 6 – Walkthrough Reinterviews.)

Notes

Unit 6: Walk-through Reinterviews

Objectives

At the conclusion of this unit, participants will have obtained hands-on practice with NCVS CATI reinterviews and instrument.

Presenter's outline

Reinterview Walk-throughs 6-2

Required materials

- Computer and projection system
- PowerPoint slide

Form 11-171 – National Crime Victimization Survey Quality Control Reinterview Computer-Assisted Telephone Interviewing Reinterviewer Training Workbook, April 2016

Note for the presenter

The training participants will need their individual case number equivalents for the following 5 cases that will be completed in this training unit. Case numbers are duplicated in the 100s:

Case ID 9 – Control Number 919114301 J27 01 100

Case ID 15 – Control Number 619544369 J27 01 100

Case ID 27 – Control Number 609004169 J27 01 199

Case ID 30 – Control Number 609544469 J26 02 200

Case ID 37 – Control Number 919154201A J27 01B100

Unit 6: Walk-through Reinterviews

In this training unit, we will complete some reinterviews so that you will obtain hands-on practice with the NCVS RI instrument. As we complete the reinterviews, we will pause periodically and I will re-emphasize some important points about the reinterview process.

We will complete reinterviews that cover various scenarios – those that are reinterviews with discrepancy codes other than 1, 5, and 10, and some with suspected falsification reinterview discrepancies 1, 5, and 10.

Please turn to page 6-3 in your workbook. These are the steps to follow to launch WebCATI and go to our first Case 9. Remember to use your Case IDs I gave you and use NCVS QCRI TRN (tctt). Stop before you click "Start Interview".

(Allow time.)

You will play the role of the Reinterviewer and read aloud the reinterview questions that appear on our computer screens. You will take turns playing the Reinterviewer in sequential order, based on where you are sitting. I will play the respondent role and read aloud the responses. Read aloud any keystrokes you take. If you fall behind or need something to follow, each scenario is in your workbook, but please attempt to follow along with us as much as possible.

Are there any questions so far?

(Answer questions.)

Case 9 is our first reinterview. You should be on page 6-4 of your workbook. It's important that everyone stay together, so please do not work ahead, and stop me if you're falling behind. Select "Start Interview".

Unit 6: Walk-through Reinterviews

Everyone should be on the HELLO_TC_CT screen.

(Make sure everyone is on the HELLO_TC_CT screen.)

Can you please be our first Reinterviewer **(participant's name)**?

(Your response is in Bold. Keystrokes are entered if you need to assist in selection of Answer Choices.)

Screen	Selection/Action/Text for the trainer
HELLO_TC_CT	**Yes, this is Jane.** Enter 1
INTRO_TC_CT	**Yes.** Enter 1
INTROB_RI_CT	**That's fine.** Enter 1. Yes
RIRESP	We know we're talking to Jane, so Enter 1.
CONTACT_C	**Yes.** Enter 1.
ORMODE	**We spoke over the phone.** Enter 2
POLITE	**Yes.** Enter 1

Screen	Selection/Action/Text for the trainer
LENGTH_H	**It was about an hour and 10 minutes.** Enter 1
LENGTH_M	Enter 10
ROSTER_1	**Yes, it's just me and my husband.** Enter 1
ROSTER_3	**Nope.** Enter 2
AGE_CHECK **(LNO 1)**	**Yes.** Enter 1
SEX_VER **(LNO 1)**	**Yes.** Enter 1
RACE_VER **(LNO 1)**	**Yes.** Enter 1
ORIGIN_VER **(LNO 1)**	**Yes.** Enter 1
MARITAL_VER **(LNO 1)**	**Yes.** Enter 1
AGE_CHECK **(LNO 2)**	**Yes, he is.** Enter 1
SEX_VER **(LNO 2)**	**Yes.** Enter 1

Screen	Selection/Action/Text for the trainer
RACE_VER **(LNO 2)**	**Yes.** Enter 1
ORIGIN_VER **(LNO 2)**	**Yes.** Enter 1
MARITAL_VER **(LNO 2)**	**Yes.** Enter 1
RI_HHINCOME	**Between $35,000 - $39,999.** Enter 21
RI_HHTENURE_VER	**Yes, we own our home.** Enter 1
RI_SQTHEFT	**No.** Enter 2
RI_SQBREAKIN	**No.** Enter 2
RI_SQTOTALVEHICLES	**We have two cars.** Enter 2
RI_SQMVTHEFT	**No.** Enter 2

(Interrupt and say.)

At this point of the reinterview, we are done interviewing the household respondent, Jane, and are ready to interview the RE sample person. The instrument has automatically selected Andrew Voe as the RE sample person.

Screen	Selection/Action/Text for the trainer
RI_THANKHR	**Sure. Hold on. I'll put him on the phone.** 1. Continue

(Interrupt and say.)

Let's take a minute and look at this RI_SPEAKTOSP screen. As I mentioned earlier, there may be cases where the RE sample person will not be available. If the RI respondent indicates the RE sample person will be available before closeout, you will select option 2 and schedule a time to complete the reinterview. Upon reentering the NCVS RI instrument, it will prompt you ask to for the RE sample person.

If the RE sample person will not be available prior to closeout, then you will select option 3, and the instrument will prompt you to indicate the appropriate reason you were unable to interview the RE sample person.

Remember, a case is still considered to be a complete reinterview, even if you are unable to reach the RE sample person.

In this case, Jane told us that Andrew is available, so we'll enter 1 on this screen.

Screen	Selection/Action/Text for the trainer
RI_SPEAKTOSP	**Hello, this is Andrew.** Enter 1
RI_INTROSP	**Sure. That's fine.** 1. Continue
RI_QUESTYPESP	**Okay, but I don't have anything to report.** 1. Continue
RI_SQATTCKWHERE	**No.** Enter 2
RI_SQATTACKHOW	**No.** Enter 2
RI_SQTHEFTATTACKKNOWNOFF	**No.** Enter 2
RI_SQSEXUAL	**No.** Enter 2
RI_SQCALLPOLICECRIME	**No.** Enter 2
RI_SQNOCALLPOLICECRIME	**No.** Enter 2
THANK_YOU	**You're welcome. Bye.** Enter 1

(Interrupt and say.)

Now it's time to decide if the original outcome was correct. The original outcome for this case was a 201 – completed interview. What do you think we should select?

(Allow time. Select a participant. He/she should select Yes.)

From the affirmative responses to the survey specific questions the respondent gave us in this reinterview, we can assume that the original outcome is correct. We'll select "Yes" on this RI Outcome screen.

Screen	Selection/Action/Text for the trainer
RI_OUTCM	Enter 1

(Interrupt and say.)

This reinterview did not result in any discrepancies, and we determined the original outcome to be correct, so we safely say that we do not suspect falsification.

Screen	Selection/Action/Text for the trainer
FALSIF	Enter 2
READYWRAP	Enter 1
Show_Ctrl	Enter 1 to exit to WebCATI

Even though we did not suspect falsification, we should enter a note saying that the original outcome was correct, there were no discrepancies found, and we did not suspect falsification.

Okay, let's continue with our next case, Case 15, which is on page 6-6 of your workbook.

(Allow time for the participants to access Caseid 15.)

Screen	Selection/Action/ Text for the trainer
HELLO_TC_CT	**This is Megan Moe.** 1. Correct person
INTRO_TC_CT	**Yes it is.** Enter 1
INTROB_RI_CT	**No, I don't mind if you record the call.** Enter 1
RIRESP	Enter 2

Screen	Selection/Action/Text for the trainer
CONTACT_C	**Yes.** Enter 1
ORMODE	**The person came to my house.** Enter 1
POLITE	**Yes, she was very polite!** 1. Yes
LENGTH_H	**Oh, I guess it was about 40 minutes.** Enter 0
LENGTH_M	Enter 40
LAPTOP	**I remember her using a laptop computer.** Enter 1
ROSTER_1	**No. My husband Ted wasn't living here then. He's in a nursing home.** Enter 2
ROSTER_2	Since Ted Moe wasn't living there at the time, enter 1 for line number 1.
ROSTER_3	**No, that's it.** Enter 2
AGE_CHECK	**Yes.** Enter 1
SEX_VER	**Yes.** Enter 1

Screen	Selection/Action/ Text for the trainer
RACE_VER	**Yes.** Enter 1
ORIGIN_VER	**Yes.** Enter 1
MARITAL_VER	**Yes.** Enter 1
RI_HHINCOME	**Between $40,000 – $49,990.** Enter 22
RI_HHTENURE_VER	**Yes, I rent.** Enter 1
RI_SQTHEFT	**No.** Enter 2
RI_SQBREAKIN	**No.** Enter 2
RI_SQTOTALVEHICLES	**I have one car.** Enter 1
RI_SQMVTHEFT	**No.** Enter 2
RI_SQATTACKWHERE	**No.** Enter 2
RI_SQATTACKHOW	**No.** Enter 2

Screen	Selection/Action/ Text for the trainer
RI_SQATTACKKNOWNOFF	**No.** Enter 2
RI_SQSEXUAL	**No.** Enter 2
RI_SQCALLPOLICECRIME	**No. This is a very safe neighborhood.** Enter 2
RI_SQNOCALLPOLICECRIME	**No, not that I can remember.** Enter 2
THANK_YOU	**Thank you, glad I could help!** Enter 1

(Interrupt and say.)

Again, notice the original outcome for this case was a 201 – completed interview, which is the right status.

Enter "1. Yes" on this RI Outcome screen.

Screen	Selection/Action/ Text for the trainer
RI_OUTCM	Enter 1

(Interrupt and say.)

This reinterview resulted in discrepancy 7, which means the household roster was incorrect. This is because the respondent stated that Line Number 1, Ted Moe, was not living there at the time of the production interview when the roster was verified on the ROSTER_1 screen. Look at the Guidance to Suspecting Falsification table

in your Workbook on page 5-4.

(Allow time.)

Since, the respondent didn't tell us anything that says the interviewer knowingly and intentionally left a person off of the roster and this is not one of the "Big 3" discrepancies of 1, 5, and 10, we will not suspect falsification.

Are there any questions?

(Answer questions.)

Select "No" on this FALSIF screen.

Screen	Selection/Action/Text for the trainer
FALSIF	Enter 2

(Interrupt and say.)

Although the reinterview resulted in a discrepancy, the original outcome was correct and falsification is not suspected. We'll enter a case note shortly.

Select "1" on this Discrepancy Notes screen.

Screen	Selection/Action/Text for the trainer
DISCREP_NOTES	Enter 1
READYWRAP	Enter 1
Show_Ctrl	Enter 1

Now we enter the case notes. We should put in the notes " Household roster incorrect – Ln#1did not live there." And since we did not suspect falsification, let's

enter another note saying the original outcome was correct, and we did not suspect falsification.

Are there any questions about Case 15?

(Answer questions.)

Keep the Guidance to Suspecting Falsification table handy. We'll be referring to it again during this training unit.

Let's continue with Case 27. You should be on page 6-8 of your workbook.

(Allow time for the participants to access Caseid 27.)

Screen	Selection/Action/Text for the trainer
HELLO_TC_CT	**This is Jane Doe.** Enter 1
INTRO_TC_CT	**Yes.** Enter 1
INTROB_RI_CT	**Sure.** Enter 1
RIRESP	Enter 1
CONTACT_C	**Yes.** Enter 1
ORMODE	**Someone called me.** Enter 2
POLITE	**For the most part.** Enter 1

Screen	Selection/Action/Text for the trainer
LENGTH_H	**It was pretty short. He just asked me if I called the police for anything in the past 6 six months. I think the call lasted maybe 10 minutes?** Enter 0
LENGTH_M	Enter 10
ROSTER_1	**Yes.** Enter 1
ROSTER_3	**No, I live here alone.** Enter 2
AGE_CHECK	**No, that's incorrect. I'm 30 years old.** Enter 2
AGE_RANGE	Since Jane stated she was 30, enter 6.
SEX_VER	**Yes.** Enter 1
RACE_VER	**No. That's not correct.** Enter 2
RACE	**I'm Native American.** Enter 3
ORIGIN_VER	**No, I am not Hispanic.** Enter 2
MARITAL_VER	**No. That's also incorrect.** Enter 2

Screen	Selection/Action/Text for the trainer
MARITAL	**I don't recall being asked all these personal questions, but, no. I'm divorced.** Enter 3
RI_HHINCOME	**Yes.** Enter 1
RI_HHTENURE_VER	**Yes, I own my home.** Enter 1
RI_SQTHEFT	**Yes** Enter 1
RI_SQTHEFTTIMES	**Once.** Enter 1
RI_SQTHEFTSPEC	**My purse was stolen.** Enter "Purse stolen"
RI_SQBREAKIN	**No.** Enter 2
RI_SQTOTALVEHICLES	**Just one.** Enter 1
RI_SQMVTHEFT	**No.** Enter 2
RI_SQATTACKWHERE	**No.** Enter 2
RI_SQATTACKHOW	**No.** Enter 2

Screen	Selection/Action/Text for the trainer
RI_SQATTACKKNOWNOFF	**No.** Enter 2
RI_SQSEXUAL	**No.** Enter 2
RI_SQCALLPOLICECRIME	**No.** Enter 2
RI_SQNOCALLPOLICECRIME	**No.** Enter 2
THANK_YOU	**You're welcome.** Enter 1

(Interrupt and say.)

This case is a prime example of a bad Production interview with incorrect demographic data recorded on the roster and where the respondent states she only recalls being asked about whether or not she called the police to report any incidents. But, it is a housing unit that was occupied, and an interviewer *did* call the respondent, so it has the correct status.

Enter "1. Yes" on this RI Outcome screen.

Screen	Selection/Action/Text for the trainer
RI_OUTCM	Enter 1

(Interrupt and say.)

The reinterview resulted only in discrepancy 13 – incorrect demographic data on

roster. Everyone turn to the Guidance for Suspecting Falsification table again, and read the description of this discrepancy.

(Allow time.)

Notice that this discrepancy code would not normally indicate falsification since it is not one of the Big 3. However, almost all of the respondent's demographic characteristics were incorrect, and the respondent mentioned that she was only asked if she called the police in the past 6 months. We can reasonably assume the original interviewer intentionally made up the demographic information and completed the rest of the interview without the respondent. So, in this case we can suspect falsification. Let's select "Yes" on the FALSIF screen.

Screen	Selection/Action/Text for the trainer
FALSIF	Enter 1
READYWRAP	Enter 1
Show_Ctrl	Enter 1

Ok, now we need to enter detailed notes on our findings.

Q: What should we enter?

(Allow time, select a volunteer, and enter the following note.)

A: Interviewer only asked if the respondent called the police, and almost all demographic characteristics were incorrect. Falsification suspected.

Great! Case 30 is next. You should now be on page 6-10 of your workbook.

(Allow time for the participants to access Caseid 30.)

Screen	Selection/Action/Text for the trainer
HELLO_TC_CT	**Hi, this is she.** Enter 1
INTRO_TC_CT	**Yes it is.** Enter 1
INTROB_RI_CT	**No, I would prefer if you didn't.** Enter 3.
RIRESP	Since we know we are speaking to Jane Doe, enter 1.
CONTACT_C	**No, I was never contacted by the Census Bureau.** Enter 2.
SOMEONE_ELSE	**No.** Enter 2
THANK_YOU	**Okay, you're welcome.** Enter 1

(Interrupt and say.)

Turn to the "Case Types Table" on page 2-4 of your workbook. This is an occupied housing unit. Therefore, the production interview should have been an interview or a Type A.

The Production status of 201 is correct, even though the respondent says there was no contact, because it is a housing unit and it is occupied. Remember – we are confirming the status, not the errors. If the status in RI matches the status listed on

this screen, then we can say that the case type is correct.

Are there any questions about that?

(Answer questions.)

We'll select "Yes" on this RI_OUTCM screen.

Screen	Selection/Action/Text for the trainer
RI_OUTCM	Enter 1

(Interrupt and say.)

The reinterview resulted in discrepancy 1, meaning falsification is automatically suspected. Will someone read the description for that discrepancy?

(Allow time. Select a volunteer. Volunteer should read the following:

The reinterview respondent said no one contacted this household regarding this survey.)

This is where the fact that no one visited or contacted the unit comes into play. Since this is one of the "Big 3" discrepancies, the instrument takes you to the FALSIF2 screen prompting you to enter proper case notes explaining the situation.

Select "1" to continue on the following screens.

Screen	Selection/Action/Text for the trainer
FALSIF2	Enter 1
Screen	**Selection/Action/Text for the trainer**
READYWRAP	Enter 1
Show_Ctrl	Enter 1

Remember to enter your case notes. For this case, enter "the contact person, phone number, and address in the instrument were correct; however, the respondent was never contacted by an interviewer."

Let's move on to Case 37, which is our last reinterview. You should be on page 6-11 of your workbook.

(Allow time for participants to access Caseid 37.)

Screen	Selection/Action/Text for the trainer
HELLO_TC_CT	**This is David.** Enter 1
INTRO_TC_CT	**Yes.** Enter 1
INTROB_RI_CT	**You can record.** Enter 1
RIRESP	We are speaking with David, so enter 1
CONTACT_C	**I don't know.** Ctrl D
Someone_Else	**I don't know.** Ctrl D

Screen	Selection/Action/Text for the trainer
THANK_YOU	**You're welcome.** Enter 1

(Interrupt and say.)

The respondent could not confirm that someone came to the unit, so the existing data could be from an earlier interview. They really couldn't confirm or deny anything about the interview. Because of that, we cannot call this an interview, which makes this our first case of an RI Noninterview.

Option "3. Reinterview Noninterview" is the best choice on this RI Outcome screen.

Screen	Selection/Action/Text for the trainer
RI_OUTCM	3. Reinterview Noninterview

(Interrupt and say.)

Look at your "Case Types Table." Someone please tell us which Noninterview Type we should pick on this screen?

(Allow time. Select a volunteer, who should select option 1 – Type A.)

Screen	Selection/Action/Text for the trainer
NONINT	1. Type A

(Interrupt and say.)

Which is the most accurate selection for this TYPEA screen?

(Allow time. Select a volunteer. The volunteer should say option 7 – Respondent couldn't remember.)

Select option 7.

Screen	Selection/Action/Text for the trainer
TYPEA	7. Respondent couldn't remember

(Interrupt and say.)

For almost all Type A Noninterviews in RI, you won't have enough information to make a determination on the FALSIF screen. In addition, there may be situations like this when you are unsure or unable to determine if falsification occurred. For these cases, option "3. Unable to determine" is the best choice on this screen.

Screen	Selection/Action/Text for the trainer
FALSIF	3. Unable to determine
READYWRAP	1. Continue
Show_Ctrl	1. Enter 1 to continue,

Remember to enter your case notes. For this case, enter "the respondent didn't know if the FR came or if he talked with anyone else. No useful information given."

We are going to review getting noninterviews in reinterview next. Any questions on what we just covered before we move on?

Notes

Unit 7: Reinterview Noninterviews

Objectives

At the conclusion of this unit, participants will have an understanding of when and how noninterviews can happen in NCVS RI.

Presenter's outline

Type A Noninterviews 7-2

Type B and Type C Noninterviews 7-3

Type D Noninterviews 7-5

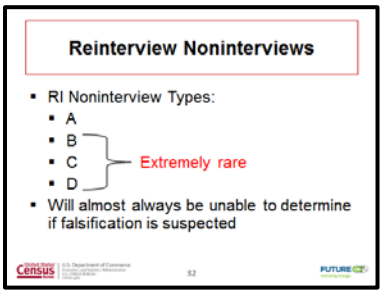
Unit 7 Knowledge Check 7-9

Unit 7 Knowledge Check Answer Key 7-10

Required materials

- Computer and projection system
- PowerPoint slide
- Form 11-171 – National Crime Victimization Survey Quality Control Reinterview Computer-Assisted Telephone Interviewing Reinterviewer Training Workbook, April 2016

Unit 7: Reinterview Noninterviews



Noninterview in RI

(Show the "Reinterview Noninterviews" slide. Read the following text to the participants.)

So in the last example we had a noninterview in reinterview for the first time. I want to take some time and talk about them now. What kind of noninterviews do you get in your surveys now?

(Take answers. They should consist of: Ring No answers, Refusals, Hang Ups, Language Issues, etc.)

You will of course get all of these for NCVS Reinterview as well. They are the "Type A" noninterviews. You reach the housing unit and it has a person who can answer, but you can't get an interview. You will handle these as normal either in WebCATI on the Dial Outcome Screen or in the Instrument Front. The only noninterview you are probably not used to is the scenario we just covered where the respondent cannot remember.

There is also one Type A Noninterview that results in a discrepancy. We haven't talked about Discrepancy 11 – the interviewer entered a bad telephone number for this case. You will get this when you enter the instrument and you confirm that the person

is unknown at that number and you have reached the wrong address. You will still treat this as a noninterview though. Any questions about Type A Noninterviews?

(Answer.)

Now let's talk about Type B and Type C Noninterviews. Remember on your table that they can happen in both Production and in Reinterview. They have a slightly different definition in RI compared to a production interview. You are looking at the status **after** the production interview. This is different than what we practiced earlier where we confirmed it should have been a Type B or C at the time of interview.

You will get a Type B or C Noninterview if you reach a respondent and they tell you the unit is no longer an occupied housing unit like it was in production. Let's do an example. You call a respondent for a household. They can't answer any questions because they weren't there at the time of the interview, but they tell you they moved out of the house AFTER the production interview. You can mark this case as a Type B Noninterview - Vacant. Open your workbook to Page 2-11 for a list of all the Reinterview Type B and C codes you can get.

(Allow Time)

Notice that they all have two outcome codes just like complete cases with discrepancies. This is because we always allow you to suspect falsification should you get any information that suggests it, **BUT** you will almost always not have enough information in ANY of the noninterviews to suspect falsification. You will almost always select "3. Unable to Determine" no matter what you have on the FALSIF screen.

Type B and C Noninterviews will be very rare in NCVS and even more rare in the Call Center because you are calling just a couple days after the production interview and the

change in status will make it difficult to reach the respondent by phone. But, they can happen, so we want to be sure you know how to handle them. Let's do a practice case. Everyone open Case 4 in WebCATI. Again, if anyone needs to follow along you can find the cases in your workbook starting on Page 7-4.

(Allow time to access. Be sure they are using the proper case equivalent. Call on volunteer to be Reinterviewer.)

Case 4 – Type A Noninterview

Screen	Selection/Action
HELLO_TC_CT	Person answers the phone and is very hostile and refuses to answer any questions, except that someone did visit the address. Enter 8. Other outcome OR problem interviewing household
HELLO_PRB_RI_CT	Respondent refused. Enter 1. Hard refusal.
FALSIF	Falsification is not suspected because the respondent indicated that someone from Census did visit the address. Enter 2. No

Screen	Selection/Action
READYWRAP	Enter 1 to complete, the case is ready to be transmitted. 1. Continue
Show_Ctrl	Enter 1 to transmit the case. Enter 1 to continue.

We would enter notes that explain the respondent was hostile and refused the interview. Do that now.

(Allow Time.)

Again, it will be very rare to get Type B and C Noninterviews in NCVS RI because of the timing. Also with cell phones, you can still reach the respondent and get an interview even if the status of the housing unit has changed since the production interview. Say we reached Susan on her cell phone; our goal is to confirm what happened at time of Production, so we would complete the reinterview if possible and put the change in status just in notes.

Any questions about Type B or C Noninterviews?

(Answer.)

Now let's talk about Type D Noninterviews. Can anyone tell me what Type D noninterviews are?

(Answer: They only happen in Reinterview and happen when one household has moved out and another has moved in.)

Type D Noninterviews will also be very rare in NCVS Reinterview, but can happen, so let's review one now. Go to Case 10. This case is on page 7-5 in your workbook.

(Allow time for the participants to access Case ID 10.)

Screen	Selection/Action/Text for the trainer
HELLO_TC_CT	**I don't know that person.** Enter 4. Person unknown at this number
VERTELE_CT	**Yes, you have reached that number.** 1. Yes
ADDVER_CT	**The address is right.** 1. Yes
HHMEM_CT	**Yes, I live here and I'm older than 18.** 1. Yes
PROX_UC_CT	**I bet that woman you mentioned is the woman who moved out yesterday. I don't know anything about her. I'm moving in now.** In this scenario, there's a glitch in the instrument. If the respondent mentions moving, you need to answer "Yes" on this screen for you to collect that the respondent wasn't here at the time of the Production interview. If they don't mention moving, then you can answer "No." Enter 1. Yes
LIVEHERE_CT	**No. I was not.** 2. No

Screen	Selection/Action/Text for the trainer
SOMEONE_ELSE	**I don't know.** Ctrl D
THANK_YOU	**No problem.** 1. Continue

(Interrupt and say.)

The instrument displays the message informing us that this case is not completed and that several attempts to contact the respondent or contact person should be made before the Reinterview Noninterview option is selected on this STATUS_RI screen.

You would do this if you thought that you could reach the original respondent if you called back. This might be a time to try one of the other numbers in WebCATI if you have more than one. But for this example, we found out the original respondent has moved and can't be reached at this number, so we will mark this as a Reinterview Noninterview.

Screen	Selection/Action/Text for the trainer
STATUS_RI	2. Reinterview Noninterview

(Interrupt and say.)

So guess what option we are selecting here? That's right, Type D. Select option 4 – Type D.

Screen	Selection/Action/Text for the trainer
NONINT	4. Type D Noninterview

(Interrupt and say.)

This is a situation when you may question if there was intentional falsification because it seems odd to reach another household. However, the person you spoke with mentioned they just moved in today, and the person who was living there moved out yesterday making it clear that this happened after the date of the production interview. This is just like the Type B and Cs, we never reached a person who knows about the production interview, so we'll select 3. Unable to Determine.

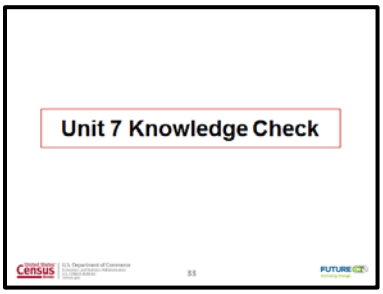
Screen	Selection/Action/Text for the trainer
FALSIF	3. Unable to Determine
READYWRAP	1. Continue
Show_Ctrl	1. Enter 1 to Continue

Enter your case notes. The notes should include all of the details you can collect, such as dates of moves, etc. Do that now and exit the case.

(Allow time)

That concludes Unit 7. Are there any questions about noninterviews before we do our review?

(Answer questions.)



Unit 7 Knowledge Check

(Show the "Unit 7 Knowledge Check" slide. Read the following text to the participants.)

Now it's time for a short review exercise. Please take a few minutes now and complete a short Unit 7 Knowledge Check on page 7-6 in your workbook. We'll go over the answers when you're finished.

(Allow about 5 minutes for the Knowledge Check. When the participants are finished, review the answers on the next page, and then continue to Unit 8 – Paired-Practice Reinterviews.)

Unit 7: Knowledge Check Answer Key

Provide the correct answers to the following.

1. "Respondent Can't Remember" is what type of Noninterview?

   Type A.

2. Type B and C Noninterviews happen often in NCVS Reinterview.

   a. ☐ True

   b. ☒ **False**

   Correct answer:
   It will be very rare.

3. You will almost always select "Unable to Determine" on the FALSIF Screen for Noninterviews.

   a. ☒ **True**

   b. ☐ False

   You should almost always select "Unable to Determine" because you will not reach a knowledgeable respondent about the interview at the time of production.

Notes

Unit 8: Paired-Practice Reinterviews

Objectives

At the conclusion of this unit, the training participants will have obtained additional hands-on practice by completing four paired-practice NCVS CATI reinterviews.

Presenter's outline

Paired-Practice Reinterviews 8-2

Case ID 38 – Control Number 609004169 J27 02 199 8-4

Case ID 16 – Control Number 669004301 J27 01 100 8-6

Case ID 11 – Control Number 659004301 J27 01 100 8-8

Case ID 13 – Control Number 919234301 J27 01 100 8-9

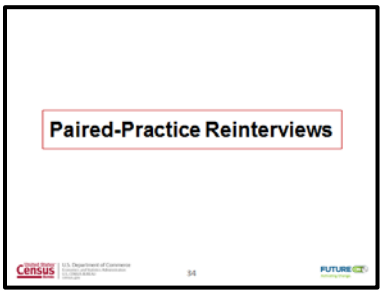
Required materials

- Computer and projection system
- PowerPoint slides
- Form 11-171 – National Crime Victimization Survey Quality Control Reinterview Computer-Assisted Telephone Interviewing Reinterviewer Training Workbook, April 2016

Note for the presenter

The training participants will need individual case number equivalents for the above-listed cases that will be completed in this training unit.

Unit 8: Paired-Practice Reinterviews



Paired-Practice Reinterviews

(Show the "Paired-Practice Reinterviews" slide. Read the following text to the training participants.)

Turn to the Unit 8 – Paired-Practice Reinterviews on page 8-2 in your workbook.

(Pause.)

There are four paired-practice interview cases that you'll complete for this training unit. Each of you will have a partner for the reinterviews. One person will play the Respondent role and the other person will play the Reinterviewer role.

Change roles so that both you and your partner have the opportunity to obtain more practice with conducting the reinterview and becoming more familiar with the NCVS CATI RI instrument.

After you have located your case(s) in WebCATI, you can go ahead and begin the reinterview(s).

Unit 8: Paired-Practice Reinterviews

(Be sure that each participant has a partner for the reinterviews. If there are an odd number of participants, you or your assistant should be a partner. If necessary, assist the participants in locating and accessing cases in WebCATI. After the participants have finished the paired-practice reinterviews, ask if there are any questions about the training and allow time for discussion.

If there is more time or anything you would like to cover, the following Case IDS can be used for additional practice. Case IDs 38, 16, 11, and 13)

Have the participants complete the Training Evaluation form.)

Case 38

Control Number:	**Caseid:**	**Original Outcome:**	**Mode:**
609004169 J27 02 199	38	Completed interview (201)	CATI
Reinterview Scenario Description: No Suspected Falsification			

Screen	Selection
HELLO_TC_CT	1 (Correct person)
INTRO_TC_CT	1 (Yes)
INTROB_RI_CT	1(Yes)
RIRESP	Enter 1 (Jack Sprat)
CONTACT_C	1 (Yes)
ORMODE	1 (Personal visit only)
POLITE	1 (Yes)
LENGTH_H	Enter 1 (hour)
LENGTH_M	Enter 25 (minutes)
LAPTOP	1 (Yes)
ROSTER_1	1 (Yes)
ROSTER_3	2 (No)
AGE_CHECK	1 (Yes)
SEX_VER	1 (Yes)
RACE_VER	1 (Yes)
ORIGIN_VER	1 (Yes)
MARITAL_VER	1 (Yes)
RI_HHINCOME_VER	1 (Yes)
RI_HHTENURE_VER	1 (Yes)
RI_SQTHEFT	2 (No)
RI_SQBREAKIN	2 (No)

Screen	Selection
RI_SQTOTALVEHICLES	1
RI_SQMVTHEFT	2 (No)
RI_SQATTACKWHERE	2 (No)
RI_SQATTACKHOW	2 (No)
RI_SQTHEFTATTACKKNOWNOFF	2 (No)
RI_SQSEXUAL	2 (No)
RI_SQCALLPOLICECRIME	1 (Yes)
RI_SQCALLPOLICESPEC	"Someone ran over the mailbox"
RI_SQCALLPOLICEATTACKTHREAT	2 (No)
RI_SQNOCALLPOLICECRIME	2 (No)
THANK_YOU	1 (Continue)
RI_OUTCM	1 (Yes)
FALSIF	2 (No)
READYWRAP	1 (Continue)
Show_Ctrl	1 (Continue)

Case16

Control Number:	**Caseid:**	**Original Outcome:**	**Mode:**
669004301 J27 01 100	16	Completed interview (201)	CATI
Reinterview Scenario Description: Discrepancy (Incorrect Household Roster), no suspected falsification			

Screen	Selection
HELLO_TC_CT	1 (Correct person)
INTRO_TC_CT	1 (Yes)
INTROB_RI_CT	1 (Yes)
RIRESP	Enter 1 (Jane Voe)
CONTACT_C	1 (Yes)
ORMODE	3 (Both)
POLITE	2 (No)
PO_NOTES	Enter “Hounded me”
LENGTH_H	Enter 1
LENGTH_M	Enter 0
LAPTOP	1 (Yes)
ROSTER_1	2 (No)
ROSTER_2	2 (Andrew Voe)
ROSTER_3	2 (No)
AGE_CHECK	1 (Yes)
SEX_VER	1 (Yes)
RACE_VER	1 (Yes)
ORIGIN_VER	1 (Yes)
MARITAL_VER	1 (Yes)
RI_HHINCOME	19 ($25,000 - $29,999)
RI_HHTENURE_VER	1 (Yes)

Screen	Selection
RI_SQTHEFT	2 (No)
RI_SQBREAKIN	2 (No)
RI_SQTOTALVEHICLES	1
RI_SQMVTHEFT	2 (No)
RI_THANKHR	1 (Continue)
RI_SPEAKTOSP	3 (No, sample person will not be available.)
THANK_YOU	1 (Continue)
RI_DESCRIPTSP	5 (You could NOT complete reinterview with Andrew Voe because of a reason not listed above. Specify in Reinterview notes.)
RI_OUTCM	1 (Yes)
FALSIF	2 (No)
DISCREP_NOTES	1 (Continue)
READYWRAP	1 (Continue)
Show_Ctrl	1 (Continue)

Case 11

Control Number: 659004301 J27 01 100	**Caseid:** 11	**Original Outcome:** Completed interview (201)	**Mode: CATI**
Reinterview Scenario Description: Noninterview, Type A – No falsification			

Screen	Selection
HELLO_TC_CT	5 (No longer there)
HHMEM_CT	1 (Yes)
PROX_ C_CT	2 (No)
HELL_PRB_RI_CT	8 (No knowledgeable proxy available)
Show_Ctrl	1 (continue)

Case 13

Control Number:	**Caseid:**	**Original Outcome:**	**Mode:**
919234301 J27 01 100	13	Completed interview (201)	CATI
Reinterview Scenario Description: Discrepancy (No laptop used), suspected falsification			

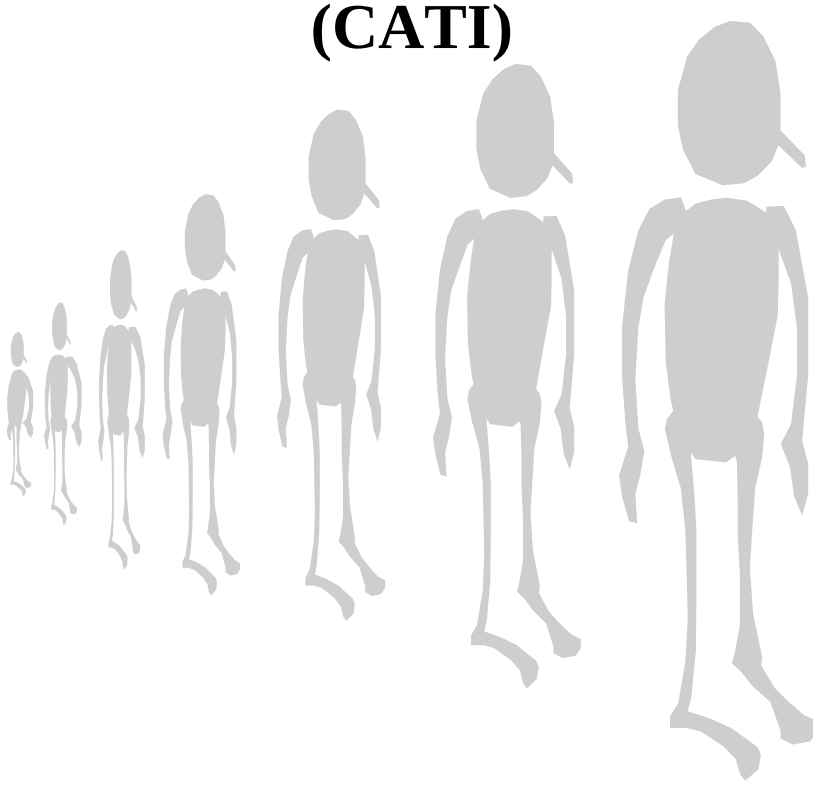
Screen	Selection
HELLO_TC_CT	1 (Correct person)
INTRO_TC_CT	1 (Yes)
INTROB_RI_CT	1 (Yes)
RIRESP	1 (Andy Voe)
CONTACT_C	1 (Yes)
ORMODE	1 (Personal Visit)
POLITE	1 (Yes)
LENGTH_H	0 hour
LENGTH_M	20 minutes
LAPTOP	2 (No)
ROSTER_1	1 (Yes)
ROSTER_3	2 (No)
AGE_CHECK (LNO 1)	1 (Yes)
SEX_VER (LNO 1)	1 (Yes)
RACE_VER (LNO 1)	1 (Yes)
ORIGIN_VER (LNO 1)	1 (Yes)
MARITAL_VER (LNO 1)	1 (Yes)
AGE_CHECK (LNO 2)	1 (Yes)
SEX_VER (LNO 2)	1 (Yes)
RACE_VER (LNO 2)	1 (Yes)
ORIGIN_VER (LNO 2)	1 (Yes)

MARITAL_VER (LNO 2)	1 (Yes)
RI_HHINCOME	20 ($30,000 - $34,999)
RI_HHTENURE_VER	1 (Yes)
RI_SQTHEFT	2 (No)
RI_SQBREAKIN	2 (No)
RI_SQTOTALVEHICLES	2
RI_SQATTACKWHERE	2 (No)
RI_SQATTACKHOW	2 (No)
RI_SQTHEFTATTACKKNOWOFF	2 (No)
RI_SQSEXUAL	2 (No)
RI_SQCALLPOLICECRIME	2 (No)
RI_SQNOCALLPOLICECRIME	2 (No)
THANK_YOU	1 (Continue)
RI_OUTCM	1 (Yes)
FALSIF2	1 (Continue)
READYWRAP	1 (Continue)
Show_Ctrl	1 (Continue)

Notes

Form 11-171
April 2016

National Crime Victimization Survey
Quality Control Reinterview
Computer-Assisted Telephone Interviewing (CATI)



Reinterviewer Training Workbook

United States Census Bureau

This document contains no Title 13 data or other Personally Identifiable Information (PII). All data are fictitious and any resemblance to actual data is coincidental.

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About this Training

Welcome to the National Crime Victimization Survey (NCVS) Reinterviewer Computer-Assisted Telephone Interview (CATI) training. This training provides you with specific knowledge and practice exercises so that you can complete NCVS telephone reinterviews efficiently and effectively. The training is delivered through classroom discussions, review exercises/activities, and walk-through practice interviews.

This participants' workbook/manual contains all of the NCVS Reinterview (RI) information that you need for this training. It can serve as a reference after training while you conduct the reinterviews.

The training lasts approximately five hours and includes a 15-minute break. The instructor will designate the time for the 15-minute break.

We hope you enjoy the course and we encourage your participation!

Notes

Unit 1: Introductions, NCVS Overview, and Quality Assurance

Objectives

At the conclusion of this unit, you will:

- Know the objectives of the training.
- Have basic information about the National Crime Victimization Survey (NCVS).
- Know about Quality Assurance.

This unit also provides you with an opportunity to introduce yourself and meet the other training participants.

Unit outline

Training Objectives..... 1-2

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Unit 1: Introductions, NCVS Overview, and Quality Assurance

Training Objectives

The objectives of this training are for you to:

- Receive an overview about the National Crime Victimization Survey, or what's known as NCVS;
- Learn about Quality Assurance;
- Learn about the NCVS Reinterview case types;
- Learn about the Reinterview outcome codes;
- Learn about the Reinterview instrument;
- Learn about interview discrepancies and finding errors;
- Learn about data falsification; and
- Receive hands-on practice with completing the NCVS reinterviews.

Unit 1: Introductions, NCVS Overview, and Quality Assurance

NCVS Overview

The National Crime Victimization Survey (NCVS), sponsored by the U.S. Bureau of Justice Statistics (BJS), provides 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 also serves as a vehicle for obtaining supplemental data on crime and the criminal justice system, including:

- Perceptions of contact with police officers;
- Stalking;
- Identity theft; and
- Crime in schools.

This supplemental information is collected periodically along with the standard NCVS data.

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.

Methodology

The Census Bureau administers the NCVS to persons 12 years of age or older using a scientifically selected sample of households in all 50 states and the District of Columbia. Every 6 months, thousands of housing units and other living quarters, such as college dormitories and religious group dwellings, are designated for sample. Each selected address is interviewed once every 6 months over a 3-year period for a total of 7 interviews.

Since addresses are selected for the sample and not the people in the household themselves, if a family moves away while the address is still in the sample, the new family that moves into

the housing unit will be interviewed.

Every eligible person in the household is interviewed for the NCVS. People who are ineligible to be interviewed include: crew members of merchant vessels, armed forces personnel living in military barracks, and persons living in institutions, such as correctional facilities and hospitals.

The NCVS is a completely computerized survey and is administered by Census Bureau field representatives across the country through both personal and telephone interviews. The first interview with a household is always conducted in person. Whenever possible, subsequent NCVS interviews are conducted by telephone.

Survey Questions

The NCVS begins by building a roster of people who usually live at the household or confirming the status of the household if it is unoccupied. We collect names, ages, birthdays, relationships, sex, race, Hispanic origin, and marital status. We then ask a series of questions about participation in the military and educational attainment. After a roster with demographics is established, we ask questions to determine whether any of the household members were victimized by crime during the 6-month reference period. These questions are referred to as screening portion of the NCVS. This portion of the NCVS is designed to give each respondent every opportunity to remember any crime incidents that occurred during the 6-month reference period. We then collect detailed information about each reported incidence of crime that occurred to get a clear picture of what happened during the incident. These questions are referred to as the incident report items of the NCVS instrument. Some of the questions the NCVS asks are:

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 (THE REFERENCE PERIOD). 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?

1 Yes
2 No

SQBREAKIN

Other than any incidents already mentioned, has anyone --

- 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?

1 Yes
2 No

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?
Include those you no longer own.

SQMVTHEFT

During the last 6 months, other than any incident(s) already mentioned, was the vehicle/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 it/them?

OR

- Did anyone ATTEMPT to steal any vehicle or parts attached to it/them?

1 Yes
2 No

SQATTACKWHERE
Other than any incidents already mentioned, since (THE REFERENCE PREIOD), 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?

1 Yes
2 No

SQATTACKHOW
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.

1 Yes
2 No

SQATTACKKNOWNOFF
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?
1 Yes
2 No

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 --

- Someone you didn't know -
- A casual acquaintance -
OR
- Someone you know well?
1 Yes
2 No

SQCALLPOLICECRIME
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

SQNOCALLPOLICECRIME
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?
1 Yes
2 No

Unit 1: Introductions, NCVS Overview, and Quality Assurance

Quality Assurance

Quality assurance (QA) is the planned and systematic evaluation of interviewer performance during the survey cycle. The objectives of quality assurance are to:

- Ensure that interviewer performance meets minimum quality standards;
- Ensure that the data collected is of the highest quality; and
- Identify data quality issues and inform stakeholders.

NCVS Reinterview is one of the main tools to perform QA. We want to be sure that the collected data is of the highest quality.

Notes

Unit 2: NCVS RI Case Types and Outcome Codes

Objectives

At the conclusion of this unit, you will learn about the cases that are eligible for NCVS Reinterview and the reinterview outcome codes.

Unit outline

What is Reinterview (RI)? 2-2

Cases Selected for Reinterview 2-2

Case Types 2-4

Noninterviews 2-5

Cases Eligible for Reinterview 2-7

Production Outcome Codes 2-8

Reinterview Outcome Codes 2-9

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Unit 2: NCVS RI Case Types and Outcome Codes

What is Reinterview?

Reinterview (RI) is a quality assurance (QA) tool that is used to measure and control errors in the information and data that the Census Bureau collects. It is a second contact with a subset of households interviewed in Production. The purposes of the RI is to detect errors like: an incomplete or wrong household roster, not all questions being asked, or no laptop used to record respondent answers, which will result in data errors.

The detection and deterring of data falsification and the monitoring of interviewer job performance is the other goal of RI. Noting the differences between the production interview and the reinterview is one way to accomplish the goal of detecting and deterring falsification.

Cases Selected for Reinterview

Reinterview cases are selected in two ways: through random sampling and supplemental interview. The majority of reinterview cases are selected by random reinterview. Due to budget and time constraints, it is not possible to check every case; by selecting cases/households randomly, we get a selection of cases *per interviewer*.

An interviewer with an original assignment can also be added for supplemental reinterview. The Regional Office (RO) and/or Census Headquarters (HQ) 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 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.

Unit 2: NCVS RI Case Types and Outcome Codes

As an NCVS reinterviewer, you will be assigned both random and supplemental reinterview cases. There are no differences in how these cases are handled.

Noninterviews

There are four types of NCVS noninterviews — Types A, B, C, and D — as shown in the Case Types table on the next page.

Unit 2: NCVS RI Case Types and Outcome Codes

Case Types Table						
Type and Description		**How to Identify**		**When Can it Happen?**		
Type	**Description**	**Housing Unit?**	**Occupied?**	**Production**	**Eligible for RI**	**RI Case Status**
Interview	The housing unit is occupied and did the interview	✓	✓	✓	✓	✓
A	The housing unit is occupied but unwilling or unable to complete the interview Example: **Refusal**	✓	✓	✓	**X**	✓
B	The unit has the potential to be occupied but is not; the unit does not meet housing unit eligibility requirements Example: **Vacant**	✓	**X**	✓	✓	✓
C	The unit does not have the potential to be occupied by a household Example: **Demolished**	**X**	**X**	✓	✓	✓
***D**	A new household has replaced the old household since the production interview Example: **Jones moved, Smiths live here now**	✓	✓	**N/A**	✓	✓

*** For NCVS, Type D noninterviews can occur <u>only</u> in Reinterview.**

Type A Noninterview

On the Type A row in the table on page 2-4, the checkmarks (✓) under the "How to Identify" - "Housing Unit?" and "Occupied?" sub-columns tell you a Type A Noninterview happens when it is a housing unit and occupied. A description of the Type A noninterview is under the Description column.

The checkmarks under the "When Can It Happen?" – "Production" and "RI Case Status" sub-columns mean that you can get a Type A noninterview for the case you are working in Production *and* you can also get a Type A noninterview for a case you are working in RI. The "X" in the "Eligible for RI" sub-column means that a Type A is not eligible for reinterview. A "refusal" is an example of a Type A noninterview.

Type B Noninterview

Type B noninterview cases are cases where the unit either has the potential to be occupied but is not, or the unit *is* occupied but it is not occupied by eligible occupants. For NCVS, this would be people who have a usual residence elsewhere or are in the military. So the Type B row has a ✓ in "Housing unit?" and an "X" under the "Occupied ?" sub-columns. A good example of a Type B is a vacant unit.

The checkmarks in the "Production," "Eligible for RI," and "RI Case Status" sub-columns mean that you can get a Type B noninterview in Production *and* it is eligible to be reinterviewed. You would just talk to the contact person or qualified proxy who confirmed the case was a Type B instead of a household member. You can also get a Type B noninterview for a case you are working in RI. In this case, the status has changed since the production interview and is now "vacant" when it was occupied at time of interview.

Type C Noninterviews

Type C noninterviews are those where the unit *does not* have the potential to be occupied by a household. An example of a Type C noninterview would be a case where the unit is

"demolished." There is no housing unit, and it cannot be occupied as indicated by an "X" in the "Housing Unit?" and "Occupied?" sub-columns. Like the Type B noninterview, the checkmarks in the "Production," "Eligible for RI," and "RI Case Status" sub-columns mean you can get a Type C noninterview for the case you are working in Production. A Type C is also eligible for reinterview *and* you can get a Type C for a case you are working in RI.

Type D Noninterviews

The Type D noninterview applies to cases where the old household has moved and has been replaced by a new household since the production interview. An example of a Type D noninterview would be if the Jones family moved out and the Smith family now occupies the unit. For NCVS, Type D noninterviews can only happen in RI. This is because NCVS scientifically selects addresses, not the people in the household themselves, for the survey. Therefore, the new family now occupying the unit would be interviewed in Production and is eligible for reinterview.

Type D noninterviews technically do not exist in NCVS production interviews, as indicated by the "N/A" on the Type D row in the table.

Checkmarks in the "Housing Unit?" and "Occupied ?" sub-columns show that it is a housing unit and occupied. The difference from the "Interview" row for or Type A is that the people occupying the housing unit have changed.

Unit 2: NCVS RI Case Types and Outcome Codes

Cases Eligible for Reinterview

The NCVS outcome codes for the production instrument that are eligible for reinterview are shown in the table on page 2-8. These outcomes are categorized into types and are only for those field cases that are eligible to be reinterviewed. In addition to other information that is passed from the production interview to the reinterview instrument, these outcome codes allow you to conduct the proper RI for each case.

The table has two columns – the "Outcome Code" and the "Description" of the outcome code. First on the chart are the "201," "203," and "204" Complete and Sufficient partial interview outcome codes.

Next on the table are the outcome codes for the Type B noninterview cases that are eligible for reinterview. A Type B noninterview can occur when the unit is vacant. A Type B noninterview can also occur when the unit is occupied, but does not meet eligibility requirements. An example of such a unit is Outcome Code 225, which is a residence that is "Temporarily occupied by persons with Usual Residence Elsewhere," or what is referred to as a URE. UREs happen most frequently in places with vacation homes that people rent out for the week or for the month.

Last on the chart are the Type C outcome codes. Type C units are those that *do not* have the potential to be occupied, because they are not a housing unit.

NCVS Production Outcome Codes Eligible for Reinterview

Outcome code	Description
201	Completed interview
203	Sufficient partial – no more follow-up needed
204	Sufficient partial – follow-up needed

Type B Non-Interviews (Temporarily Ineligible)

225	Temporarily occupied by persons with Usual Residence Elsewhere (URE)
226	Vacant – regular
227	Vacant – storage of furniture
228	Unfit or to be demolished
229	Under construction, not ready
230	Converted to temporary business or storage
231	Unoccupied site for mobile home, trailer, or tent
232	Permit granted, construction not started
233	Other – specify

Type C Non-Interviews (Permanently Ineligible)

240	Demolished
241	House or trailer moved
242	Outside segment
243	Convert to permanent business or storage
244	Merged
245	Condemned
247	Unused line of listing sheet
248	Other – specify
258	Unlocatable sample address
259	Unit does not exist or unit is out of scope

Unit 2: NCVS RI Case Types and Outcome Codes

Reinterview (RI) Outcome Codes

To conduct the proper RI for each case, the RI instrument uses the production outcome code, along with other information that is passed to it. The RI instrument also has a set of its own outcome codes, but it has some outcomes that the production instrument *does not* have, as shown in the "NCVS Reinterview Outcome Codes" table on pages 2-10 through 2-11.

The "NCVS Reinterview Outcome Codes" table contains three columns – "Outcome Code," "Description," and "RI Disposition." The disposition of a case indicates what differences the RI instrument detected, the status of the RI case, and whether the case is suspected of falsification. A case that has a disposition code greater than "060" is suspected of falsification. So for each case, there is an Outcome Code and Disposition Code combination set for the case. The answers you collect in the reinterview will also set the Outcome Code and RI Disposition code. The lower Outcome Code goes with the lower RI Disposition Code and is not suspected of falsification. The higher Outcome Code goes with the higher RI Disposition Code and is suspected of falsification. For example, under misclassified cases – the third line – "Originally classified as a Type B, should have been a Type C," the "064" Outcome Code goes with the "046" in the RI Disposition column. The "064" Outcome Code and the corresponding "046" RI Disposition code will appear on the last screen of the instrument before you exit. For this combination, falsification is not suspected because "046" is less than "060."

On that same line, when "065" and "099" are a pair, falsification is suspected because "099" is greater than "060." You don't need to memorize these but it will help to look at the outcome and disposition codes at the end of the interview before exiting to make sure you coded everything correctly.

If a line only has one number in the RI Disposition column, it means that falsification is ***automatically*** set as suspected. An example is "065" – Discrepancy – Laptop not used. This is always suspected of falsification.

NCVS Reinterview Outcome Codes

Outcome Code	Description	RI Disposition
001	Original interview or noninterview verified as correct	001
065	Suspected falsification, no discrepancies	060
Misclassified Cases		
064/065	Originally classified as a Type B, should have been an interview or Type A	043, 096
064/065	Originally classified as a Type C, should have been an interview or Type A	044, 097
064/065	Originally classified as a Type B, should have been a C	046, 099
064/065	Originally classified as a Type C, should have been a B	048, 101
064/065	Other misclassification – specify in notes	058, 103
Discrepancy Cases		
065	Wrong unit/person visited originally	065
065	Discrepancy – household not contacted	066
065	Discrepancy – laptop not used	112
064/065	Discrepancy – bad telephone number	003,105
064/065	Discrepancy – not all questions asked in original interview	005, 062
064/065	Discrepancy – use of proxy in original when self response is required	006, 063
064/065	Discrepancy – use of ineligible proxy when when proxy is allowed	007, 064
064/065	Discrepancy – incorrect household roster	009, 061
064/065	Discrepancy – telephone interview when personal visit required	011, 111
064/065	Discrepancy – Other	012, 066
064/065	Discrepancy – incorrect demographic data on roster	035, 126
064/065	Discrepancy – incorrect income and/or tenure data	036,127

NCVS Reinterview Outcome Codes, continued

Type A Noninterviews

Standard List of Noninterviews such as Answer Machine Message left, Language Problem, etc.

Type B Noninterviews

066/067	Vacant, regular or seasonal	017, 071
066/067	Vacant, storage of HH furniture	019, 073
066/067	Converted to temporary business or storage	020, 074
066/067	Unoccupied mobile home, trailer, or tent site	021, 075
066/067	Household institutionalized or temporarily ineligible	022, 076
066/067	Unfit, to be demolished	023, 077
066/067	Entire HH under or over age limit	038, 091
066/067	Temporarily occupied by persons with Usual Residence Elsewhere (URE)	039, 092
066/067	Other Type B	041, 094

Type C Noninterviews

066/067	Demolished	024, 078
066/067	House or trailer moved	025, 079
066/067	Convert to permanent business or storage	026, 080
066/067	Condemned	027, 081
066/067	Deceased	030, 083
066/067	Moved out of country	031, 084
066/067	Other Type C	042, 095

Type D Noninterviews

NA/NA	Household replaced by new household since the original interview	032, 085

Unit 2 Knowledge Check

Provide the correct answers for the following:

1. Both random and supplemental reinterview cases will be assigned to you.
   a. ☐ True
   b. ☐ False
2. To conduct the proper RI for each case, the RI instrument uses the production outcome code, along with other information that is passed to it.
   a. ☐ True
   b. ☐ False
3. All noninterviews are eligible to be in Reinterview.
   a. ☐ True
   b. ☐ False
4. A "Demolished" unit is an example of a Type B noninterview.
   a. ☐ True
   b. ☐ False

Notes

Unit 3: NCVS RI Instrument

Objectives

At the conclusion of this unit, you will have received an overview about the NCVS Reinterview instrument.

Unit outline

NCVS RI Instrument 3-2

Front of the Instrument 3-2

Middle of the Instrument 3-3

Back of the Instrument 3-3

Preview of Instrument Main Screens 3-4

Example Case 28 3-5

Unit 3 Knowledge Check 3-8

Unit 3: NCVS RI Instrument

NCVS RI Instrument

Information is passed to the RI instrument from the Production interview. Based on that information, the RI instrument displays the proper interview questions for the reinterviewer.

The RI instrument contains three sections – Front, Middle, and Back. Each section contains different types of questions depending upon the information passed from the production interview.

Front of the Instrument

The front of the RI instrument contains the screens that help the reinterviewer contact the household. These screens include the introduction screen, respondent name or contact person's name, and telephone number. For RI, remember that sometimes you will be contacting a household member, and sometimes you will be contacting a contact person. In the case of noninterviews, that contact person could a neighbor, mailman, real estate agent, or anyone knowledgeable.

The NCVS RI respondent is the person who responded in the original interview. 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.

For cases treated as Type B and C original noninterviews, proxies are also acceptable if the contact person is unavailable. The proxy respondent must be 18 years of age or older and knowledgeable about the status of the sample unit.

You may have up to 3 phone numbers to choose from. You should use the main phone number to contact the household, unless something in the Production notes indicates that one of the other numbers would be more useful or a respondent requests one of the other numbers.

Middle of the Instrument

The middle of the NCVS RI instrument includes those screens that are specific to NCVS to check that the FR followed procedures and to check that specific questions were asked. The number and types of screens that appear in the middle of the RI instrument depend upon the information passed from the production interview.

In addition, the NCVS RI instrument includes questions for a response error (RE) analysis. The RE analysis includes re-asking some crime victimization questions in order to analyze the consistency of responses. The RE questions are asked of the household respondent and of a randomly chosen RE sample person only for complete original interviews. It is possible for the household respondent and the RE sample person to 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.

If the RE sample person is not available, the RI instrument will NOT allow a proxy to answer questions for the RE sample person. However, the RI instrument will guide you through what to do when the RE sample person is unavailable. You will have the option of scheduling a time to complete the reinterview with the RE sample if they will be available prior to closeout. A case will still be considered a complete reinterview even if you are unable to reach the RE sample person prior to closeout.

Questions that appear in the middle of the instrument are from the following areas: interview verification, date of birth, household roster, demographic characteristic verification (such as age, sex marital status, etc.), and verification of household income and tenure. Household crime and person crime, screener questions may also be asked.

Back of the Instrument

The back of the NCVS RI instrument includes screens that help you to reschedule or wrap up the reinterview. Examples of these screens include the appointment screen and thanking the

respondent or contact person. After hanging up with the respondent, the two most important questions are answered by you; verifying the status is correct and whether to suspect falsification.

Preview of Instrument Main Screens

Case ID 28 on page 3-6, will be completed as a preview of the main screens of the RI instrument. The titles in the "Screen" column are the names of the screens that appear when working through the reinterview. The "Selection/Action" column has the options you will select on each screen.

Steps for accessing Case ID 28 in WebCATI

1. Log on to WebCATI Production.
2. Click on "1. Conduct an Interview."
3. Click on the "Survey" drop down arrow, and select NCVS QCRI Trn **(tctt for Tucson)** from the list, and then click "Select Survey."
4. Under "Search for Specific Case," enter your equivalent case number to 28 into the Case ID: field, and then click "Search."
5. Be sure that you have selected Case 28, and click on the red "SELECT" in the Select column.

The WebCATI screen for Case ID 28 appears.

6. Click on "2. Go to Dial" under the Navigation section of the screen.
7. On the "Dial" screen, click on the radio button for the respondent's phone number.
8. Click "3. Dial Selected Number" under the Navigation section of the screen.
9. On the "Dial Outcome" screen, click "9. Start Interview" under the "Record Your Dial Attempt" section of the screen.

Caseid 28 Reinterview

Control Number: 919214159 J27 01 100	**Caseid:** 28	**Mode:** CATI	**Original Outcome:** Complete
Original Case Description: 1 Person HH			

Screen	**Selection/Action**
HELLO_TC_CT	1. Correct Person
INTRO_TC_CT	1. Yes
INTROB_RI_CT	1. Yes
RIRESP	Enter 1
CONTACT_C	1. Yes
ORMODE	1. Personal Visit Only
POLITE	1. Yes
LENGTH_H	Enter 0
LENGTH_M	Enter 45
LAPTOP	1. Yes
ROSTER_1	1. Yes
ROSTER_3	2. No
AGE_CHECK	1. Yes
SEX_VER	1. Yes
RACE_VER	1. Yes
ORIGIN_VER	1. Yes
MARITAL_VER	1. Yes
RI_HHINCOME_VER	1. Yes
RI_HHTENURE_VER	1. Yes
RI_SQTHEFT	2. No
RI_SQBREAKIN	2. No
RI_SQTOTALVEHICLES	1

RI_SQMVTHEFT	2. No
RI_SQATTACKWHERE	2. No
RI_SQATTACKHOW	2. No
RI_SQTHEFTATTACKKNOWNOFF	2. No
RI_SQSEXUAL	2. No
RI_SQCALLPOLICECRIME	2. No
RI_SQNOCALLPOLICECRIME	2. No
THANK_YOU	1. Continue
RI_OUTCM	1. Yes
FALSIF	2. No
READYWRAP	1. Continue
Show_Ctrl	1. Enter 1 to continue.

Unit 3 Knowledge Check

Provide the correct answers for the following statements.

1. The middle of the instrument always asks the same questions for NCVS RI.

   a. ☐ True

   b. ☐ False

2. What are the two questions you need to answer after you hang up with the respondent?

   _____ and _____

3. The FALSIF screen asks the reinterviewer if falsification is suspected.

   a. ☐ True

   b. ☐ False

4. The _____ screen begins the reinterview wrap up by _____ the respondent for their help and cooperation.

   a. ☐ POLITE, asking

   b. ☐ THANK_YOU, thanking

Notes

Unit 4: Discrepancies and Finding Errors

Objectives

At the conclusion of this unit, you will know about finding production interview discrepancies and errors.

Unit outline

What is a Discrepancy?..... 4-2

Applicable RI Discrepancies 4-2

NCVS Reinterview Discrepancy Codes 4-4

Unit 4 Knowledge Check..... 4-5

Unit 4: Discrepancies and Finding Errors

What is a Discrepancy?

A "discrepancy" is a difference detected between the reinterview and production interview. It indicates that the information given in the production interview is not matching the information you obtained from the reinterview respondent.

A discrepancy could also indicate that the production interviewer did not follow procedures. One example is that a laptop was not used for a personal visit with the respondent.

Applicable RI Discrepancies

For NCVS RI, there are ten applicable/possible discrepancies. These discrepancies are described in the "NCVS Reinterview Discrepancy Code" table on page 4-4.

There are ten defined discrepancies codes in the NCVS RI instrument, but the discrepancies are not numbered sequentially in the table. The reason for this is that the codes are for all surveys, but not all codes are used for all surveys.

If the reinterview finds any discrepancies, one or more of the discrepancy codes in the table will be listed on the FALSIF screen, where the falsification determination is made in the RI instrument.

If the information the RI respondent gives matches the information given in the production interview and the interviewer followed procedures, then the case will not have any discrepancies. However, a case could generate more than one discrepancy code.

For NCVS RI, the instrument will *automatically* suspect falsification when discrepancy code numbers 1, 5, and 10 appear on the FALSIF2 screen.

For discrepancy codes 2 and 6, the status of the production case was not correct. These discrepancies usually appear together. The difference is for 6, the respondent indicated the error, and for 2, you confirmed the status as incorrect.

For discrepancy 3, the status of the case was completed by observation in the original interview,

and it is discovered in reinterview that the original status is incorrect.

For discrepancy 7, there is some sort of error in the roster.

You will only receive discrepancy 11 when you indicate you reached a phone number not connected to the respondent or the housing unit in the instrument.

For discrepancies 13 and 14, the responses in the middle of RI determine if the demographic characteristics and the household and/or tenure were recorded correctly in the production interview. An example for discrepancy 13 would be if all of a single person's characteristics were incorrect, then that may mean the person's information was falsified.

You *can* suspect falsification when a case generates a discrepancy other than 1, 5, or 10, but that is an exception.

NCVS Reinterview Discrepancy Codes

Discrepancy Number	Description
***1**	**The reinterview respondent said no one contacted the household regarding this survey.**
2	You determined that the original status was incorrect.
3	The status of the case was completed by observation in the original interview. You determined that the original status was incorrect.
***5**	**The interviewer classified interview/Type A unit as Type B/C.**
6	The reinterview respondent indicated that the original status was incorrect.
7	The household roster is incorrect.
***10**	**This case was done by a personal visit and the reinterview respondent said the interviewer did not use a laptop.**
11	The interviewer entered a bad telephone number for this case.
13	Demographic characteristic(s) was/were incorrectly recorded on roster.
14	The household income and/or tenure was/were incorrectly recorded.

*****At least one of these codes means "Yes" for suspected falsification.

Unit 4: Discrepancies and Finding Errors

Unit 4: Knowledge Check

Provide the correct answers to the following statements and questions.

1. A _____ is a difference detected between the reinterview and production interview.

2. The "Big 3" discrepancy codes are 1, 5, and 10.

   a. ☐ True

   b. ☐ False

3. Falsification cannot be suspected when a case generates a discrepancy other than 1, 5, and 10.

   a. ☐ True

   b. ☐ False

Notes

Unit 5: Data Falsification

Objectives

At the conclusion of this unit, you will have received information about data falsification and the RI Outcome screen, the FALSIF and FALSIF2 screens, and using RI notes for suspected falsification.

Unit outline

Confirming Case Type – RI_OUTCM screen 5-2

What is Data Falsification? 5-3

- When to Suspect Falsification 5-3
- Guidance for Suspecting Falsification 5-4
- FALSIF and FALSIF2 screens 5-6

Required RI Notes 5-8

Unit 5 Review Activity 5-9

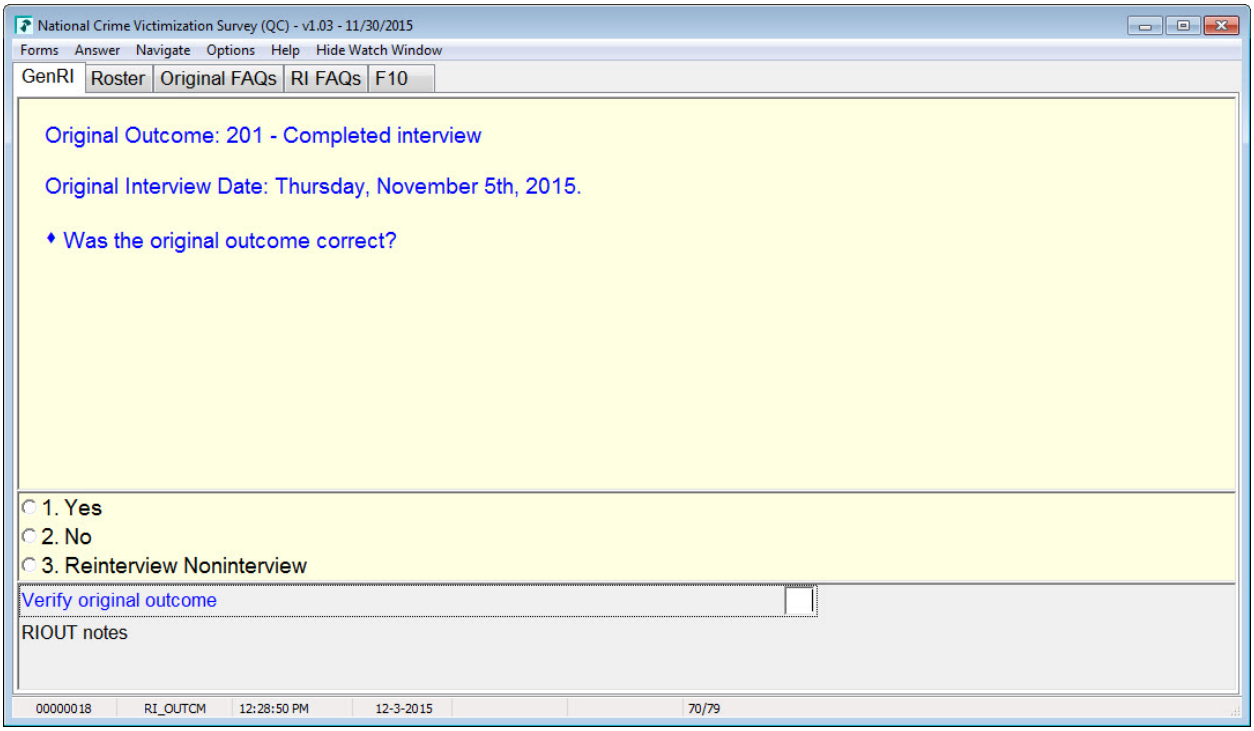
Unit 5: Data Falsification

Confirming Case Type

RI_OUTCM screen

The RI_OUTCM screen (below) is where you do your first step to determine if the case is suspected of falsification. Look at the NCVS RI Case Types table on page 2-4.

For the RI_OUTCM screen, you will use the first two columns in this table to decide if the case type is correct. You have to ask yourself two main questions – "Is the case a housing unit?" **and** "Is the unit occupied?" – based on what happened in Reinterview. Answers to both of these questions will tell you the status. If the status in RI matches the status listed on the RI_OUTCM screen, then you can say that the case type is correct.



Unit 5: Data Falsification

What is Data Falsification?

Discrepancies can be used to detect falsification. It does not, however, mean that there is falsification. Data falsification occurs when the interviewer **knowingly** deviates from interviewing procedures by:

- Making up some or all of the information;
- Intentionally not following established survey procedures;
- Deliberately miscoding the answer to a question to avoid follow-up questions;
- Intentionally misclassifying occupied units as Type B or C noninterviews; or
- Intentionally misreporting the household roster.

Falsification is not the result when the interviewer missed a household member or included a household member by mistake. It also is not falsification when the interviewer mistakenly misclassified a housing unit as vacant when in fact the housing unit is now temporary storage. Just because there are errors in the case does not mean there is suspected falsification.

When Falsification is suspected

The "Guidance for Suspecting Falsification" table on page 5-4 details the conditions under which falsification is suspected. The left column of the table shows the discrepancy numbers and the combinations of numbers that are displayed on the FALSIF or FALSIF2 screens. The right column shows the option you will select, depending on the discrepancy numbers.

Guidance for Suspecting Falsification*

<table>
<tr><th colspan="2">If the FALSIF or FALSIF 2 screen displays discrepancy…</th><th>Then…</th></tr>
<tr><td>1</td><td>The reinterview respondent said no one contacted this household regarding this survey.</td><td rowspan="3">Falsification is automatically suspected.
The FALSIF2 screen is displayed.</td></tr>
<tr><td>5</td><td>The interviewer classified Interview/Type A unit as Type B/C.</td></tr>
<tr><td>10</td><td>This case was done by a personal visit and the reinterview respondent said the interviewer did not use a laptop.</td></tr>
<tr><td colspan="2">1 with any other discrepancy number</td><td rowspan="3">Falsification is automatically suspected.
The FALSIF2 screen is displayed.</td></tr>
<tr><td colspan="2">5 with any other discrepancy number</td></tr>
<tr><td colspan="2">10 with any other discrepancy number</td></tr>
<tr><td colspan="2">2, 3, 6, 7, 11, 13, 14 (not 1, 5, or 10)</td><td>Usually Select 2. No on FALSIF.</td></tr>
<tr><td colspan="2">No Discrepancies*</td><td>Always Select 2. No on FALSIF</td></tr>
</table>

* For complete Reinterviews. See Unit 7 for how to handle noninterviews.

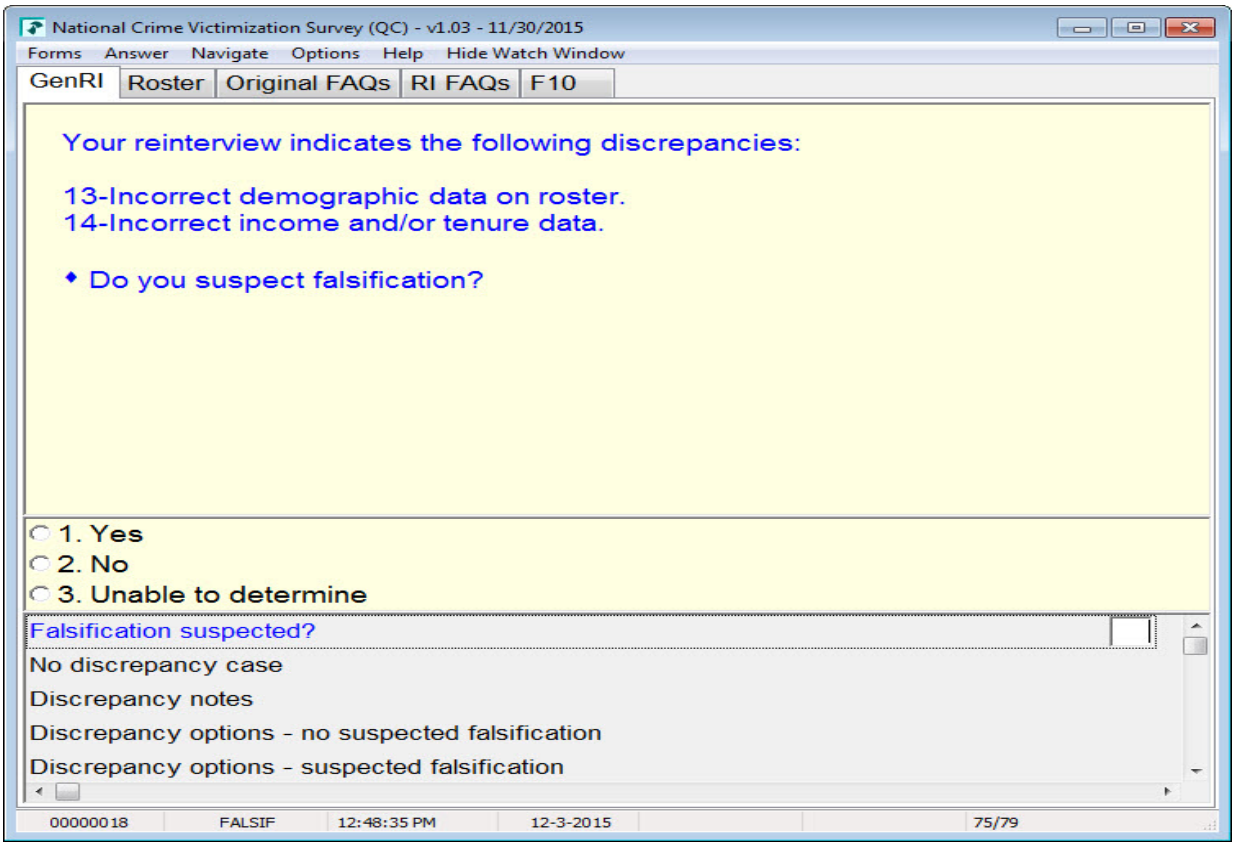
If any discrepancies 1, 5, or 10 appear alone or as a combination with *any* other discrepancy numbers, falsification is automatically suspected, and the instrument will display the FALSIF2 screen.

If the FALSIF screen displays discrepancies 2, 3, 6, 7, 11, 13, 14, or any combination of *these* numbers, you will **usually** select "2" on the FALSIF screen. The one exception is if you have discrepancies 2, 3, 6, 7, 11, 13, 14, or some combination of these numbers on the FALSIF screen and the respondent gives you some indication that the interviewer knowingly and intentionally did not collect the correct data. In this case, you can select "1" on the FALSIF screen, and provide full details in the case notes. Listening closely to the respondent will help you determine if an interviewer's error was intentional or a mistake. For example, you will

suspect falsification when the respondent or contact person leads you to believe the NCVS interviewer did not conduct an interview with the household and possibly made up the data entered during production. When suspecting falsification, the emphasis should be on the **intent** of the interviewer.

If there are *no* discrepancies, you will **always** select "2" on the FALSIF screen.

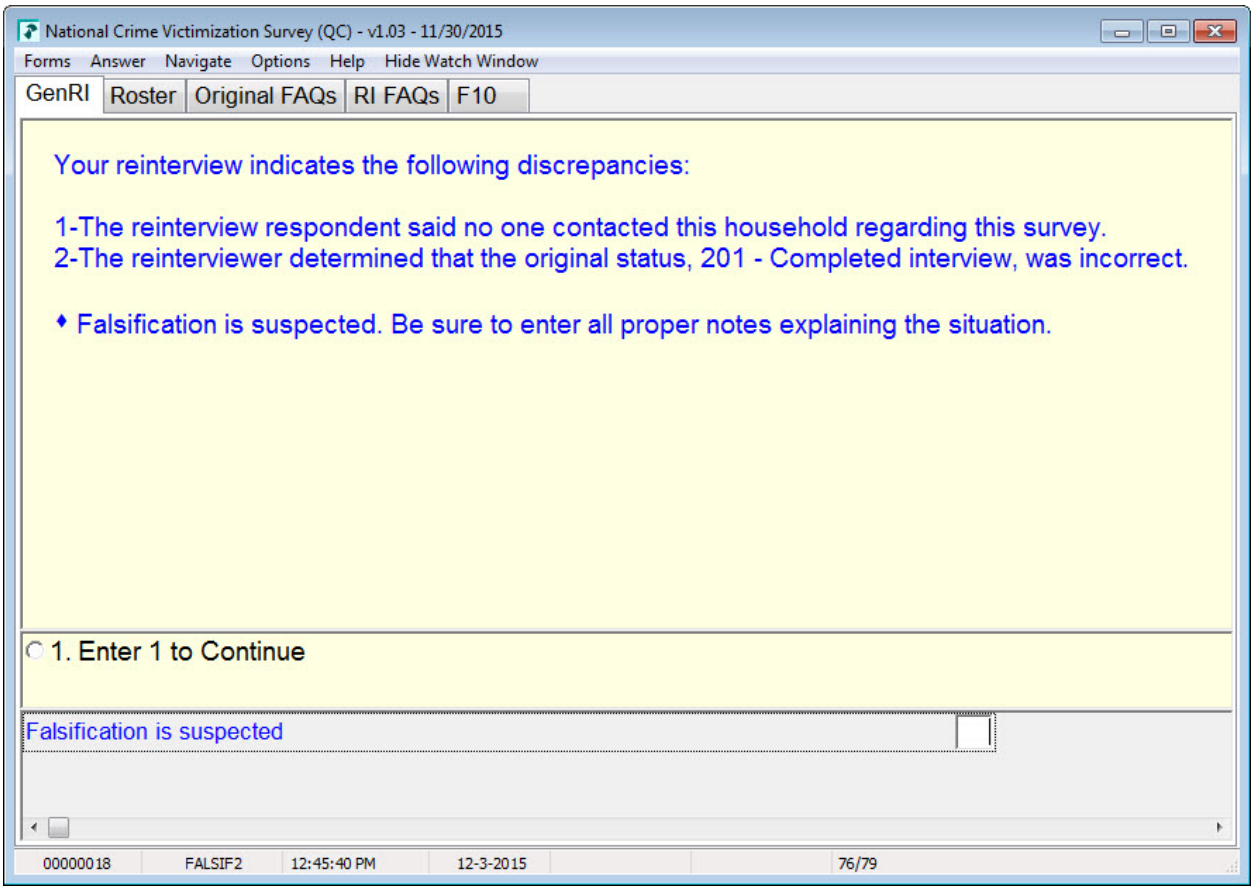
The FALSIF and FALSIF2 screens



FALSIF screen

The FALSIF screen has very specific responses to the question, "Do you suspect falsification?" Entering "1. Yes" on this screen means you ***do*** suspect falsification, and entering "2. No" means you ***do not*** suspect falsification. There is also a third option for when you are "Unable to determine" if falsification has occurred. When you enter "3," it means you are unsure if there is falsification because the respondent could not provide enough information, or the reinterview is a noninterview.

Always take your time and correctly answer the FALSIF question as you complete the reinterview. The FALSIF screen is one of the last few screens you will see in the reinterview instrument, so it is easy to quickly enter 1's and exit the instrument. Entering "Yes" for suspected falsification when there is no valid reason is ***your*** error as a reinterviewer.



FALSIF2 screen

The FALSIF2 Screen appears when one of the Big 3 Discrepancies – 1, 5, or 10 is found in Reinterview. Your only option is to suspect falsification.

Required RI Notes

When a case is suspected of falsification, your notes are the first step in the investigation process. Make your notes as clear and thorough as possible because what you include, or fail to include, may be critical to resolving the situation. In addition, you are to use the RI notes to document all call attempts and provide the ROs with detailed information concerning a case.

Required RI Notes contents when falsification is suspected

Your notes should indicate whom you spoke with when you conducted the reinterview. Provide details about the case and why you suspect falsification. Listed below are the required RI case notes contents when you suspect falsification:

1. Indicate whom you spoke with.
2. Detail the cause of concern with the case (what led to your suspicion about the case).
   a. What
   b. Where
   c. When
   d. How
3. Indicate who to follow up with, if different from whom you spoke with.
4. Note any special incidents with the case (ex: The interviewer scheduled a call back, but never called or the interviewer asked a few questions and noted answers on a piece of paper.).
5. Indicate falsification concerns (ex: The interviewer said the respondent did not have to do the interview or no one ever came to respondent's residence.)

Unit 5 Review Activity

This activity is called "Neighbor Nudge." For this activity, you will "nudge" your neighbor – the person sitting to the left or right of you – and share with him or her two or more things that you have learned about when to suspect data falsification and how to document it. If necessary, please share with more than one person.

If needed, you can refer to your workbook for this activity.

Notes

Unit 6: Walk-through Reinterviews

Objectives

At the conclusion of this unit, you will have obtained some hands-on practice with the NCVS CATI reinterviews and instrument.

Unit outline

Reinterview Walk-throughs 6-2

Steps for Accessing a Case in WebCATI 6-3

Case ID 9 – Control Number 919114301 J27 01 100 6-4

Case ID 15 – Control Number 619544369 J27 01 100 6-6

Case ID 27– Control Number 609004169 J27 01 199 6-8

Case ID 30 – Control Number 609544469 J26 02 200 6-10

Case ID 37 – Control Number 919154201A J27 01B100 6-11

Unit 6: Walk-through Reinterviews

Reinterview Walk-throughs

In this training unit, you will complete some reinterviews so that you will obtain hands-on practice with the NCVS RI instrument.

You will complete reinterviews that cover various scenarios – those reinterviews with discrepancy codes other than 1, 5, and 10, and some with suspected falsification reinterview discrepancies 1, 5, and 10.

The titles in the "Screen" column are the names of the screens that you will see as you proceed through the interviews. The "Selection/Action" column has the respondents' answers and actions for the Interviewer.

You will play the role of the Reinterviewer and read aloud the interview questions that appear on your computer screen. The presenter will play the respondent role and read aloud the responses shown in the Response/Action column, and any keystrokes that are shown in the Response/Action column.

The first reinterview is Case 9 on page 6-4.

Do not work ahead and stop the presenter if you are falling behind.

Unit 6: Walk-through Reinterviews

Steps for accessing a Case in WebCATI

Click on the Start button at the lower-left corner of the screen.

1. Log on to WebCATI production.
2. Click on "1. Conduct an Interview."
3. Click on the "Survey" drop down arrow, and select NCVS QCRI Trn **(tctt for Tucson)** from the list, and then click "Select Survey."
4. Under "Search for Specific Case," enter your Case 1 equivalent into the Case ID: field, and then click "Search."
5. Be sure that you have selected Case 1, and click on the red "SELECT" in the Select column.
6. Click on "2. Go to Dial" under the Navigation section of screen.
7. On the "Dial" screen, click on the radio button for the respondent's phone number.
8. Click "3. Dial Selected Number" under the Navigation section of screen.
9. On the "Dial Outcome" screen, click "9. Start Interview" under the "Record Your Dial Attempt" section of the screen.

Case 9 – Complete case without discrepancies; household respondent and RE sample person are different people; no suspected falsification

Screen	Selection/Action
HELLO_TC_CT	1. Correct Person
INTRO_TC_CT	1. Yes
INTROB_RI_CT	1. Yes
RIRESP	Enter 1. Jane Voe
CONTACT_C	1. Yes
ORMODE	2. Telephone call only
POLITE	1. Yes
LENGTH_H	Enter 1
LENGTH_M	Enter 10
ROSTER_1	1. Yes
ROSTER_3	2. No
AGE_CHECK (LNO 1)	1. Yes
SEX_VER (LNO 1)	1. Yes
RACE_VER (LNO 1)	1. Yes
ORIGIN_VER (LNO 1)	1. Yes
MARITAL_VER (LNO 1)	1. Yes
AGE_CHECK (LNO 2)	1. Yes
SEX_VER (LNO 2)	1. Yes
RACE_VER (LNO 2)	1. Yes
ORIGIN_VER (LNO 2)	1. Yes
MARITAL_VER (LNO 2)	1. Yes
RI_HHINCOME	21. $35,000 - $39,999
RI_HHTENURE_VER	1. Yes
RI_SQTHEFT	2. No
RI_SQBREAKIN	2. No

Screen	Selection/Action
RI_SQTOTALVEHICLES	2
RI_SQMVTHEFT	2. No
RI_THANKHR	1. Continue
RI_SPEAKTOSP	1. Yes, sample person is available.
RI_INTROSP	1. Continue
RI_QUESTYPESP	1. Continue
RI_SQATTCKWHERE	2. No
RI_SQATTACKHOW	2. No
RI_SQTHEFTATTACKKNOWNOFF	2. No
RI_SQSEXUAL	2. No
RI_SQCALLPOLICECRIME	2. No
RI_SQNOCALLPOLICECRIME	2. No
THANK_YOU	1. Continue
RI_OUTCM	1. Yes
FALSIF	2. No
READYWRAP	1. Continue
Show_Ctrl	1. Enter 1 to continue.

Case 15 – Complete case with discrepancy (roster incorrect); however no suspected falsification

Screen	Selection/Action
HELLO_TC_CT	1. Correct Person
INTRO_TC_CT	1. Yes
INTROB_RI_CT	1. Yes
RIRESP	Enter 2. Megan Moe
CONTACT_C	1. Yes
ORMODE	1. Personal visit only
POLITE	1. Yes
LENGTH_H	Enter 0
LENGTH_M	Enter 40
LAPTOP	1. Yes
ROSTER_1	2. No
ROSTER_2	1. LN 1 Ted Moe
ROSTER_3	2. No
AGE_CHECK	1. Yes
SEX_VER	1. Yes
RACE_VER	1. Yes
ORIGIN_VER	1. Yes
MARITAL_VER	1. Yes
RI_HHINCOME	22. $40,000 – $49,990
RI_HHTENURE_VER	1. Yes
RI_SQTHEFT	2. No
RI_SQBREAKIN	2. No
RI_SQTOTALVEHICLES	1
RI_SQMVTHEFT	2. No
RI_SQATTACKWHERE	2. No

Screen	Selection/Action
RI_SQATTACKHOW	2. No
RI_SQATTACKKNOWNOFF	2. No
RI_SQSEXUAL	2. No
RI_SQCALLPOLICECRIME	2. No
RI_SQNOCALLPOLICECRIME	2. No
THANK_YOU	1. Continue
RI_OUTCM	1. Yes
FALSIF	2. No
DISCREP_NOTES	1. Continue
READYWRAP	1. Continue
Show_Ctrl	1. Enter 1 to continue.

Case 27 – Complete case with discrepancy (incorrect demographic data on roster); Falsification suspected

Screen	Selection/Action
HELLO_TC_CT	1. Correct Person
INTRO_TC_CT	1. Yes
INTROB_RI_CT	1. Yes
RIRESP	Enter 1
CONTACT_C	1. Yes
ORMODE	2. Telephone call only.
POLITE	1. Yes
LENGTH_H	Enter 0
LENGTH_M	Enter 10
ROSTER_1	1. Yes
ROSTER_3	2. No
AGE_CHECK	2. No
AGE_RANGE	6. 25-34 years old
SEX_VER	1. Yes
RACE_VER	2. No
RACE	3. American Indian or Alaskan Native
ORIGIN_VER	2. No
MARITAL_VER	2. No
MARITAL	3. Divorced
RI_HHINCOME	1. Yes
RI_HHTENURE_VER	1. Yes
RI_SQTHEFT	1. Yes
RI_SQTHEFTTIMES	1
RI_SQTHEFTSPEC	Enter “Purse stolen”
RI_SQBREAKIN	2. No

Screen	Selection/Action
RI_SQTOTALVEHICLES	1
RI_SQMVTHEFT	2. No
RI_SQATTACKWHERE	2. No
RI_SQATTACKHOW	2. No
RI_SQTHEFTATTACKKNOWNOFF	2. No
RI_SQSEXUAL	2. No
RI_SQCALLPOLICECRIME	2. No
RI_SQNOCALLPOLICECRIME	2. No
THANK_YOU	1. Continue
RI_OUTCM	1. Yes
FALSIF	1. Yes
READYWRAP	1. Continue
Show_Ctrl	1. Enter 1 to continue.

Case 30 – Complete case with discrepancy (household NOT contacted); Falsification suspected

Screen	Selection/Action
HELLO_TC_CT	1. Correct Person
INTRO_TC_CT	1. Yes
INTROB_RI_CT	3. No; recording is turned off. Continue with interview.
RIRESP	Enter 1
CONTACT_C	2. No
SOMEONE_ELSE	2. No
THANK_YOU	1. Continue
RI_OUTCM	1. Yes
FALSIF2	1. Yes
READYWRAP	1. Continue
Show_Ctrl	1. Enter 1 to continue.

Case 37 – Reinterview noninterview; respondent cannot remember

Screen	Selection/Action
HELLO_TC_CT	1. Correct Person
INTRO_TC_CT	1. Yes
INTROB_RI_CT	1. Yes; continue with the interview.
RIRESP	Enter 1
CONTACT_C	Ctrl D
SOMEONE_ELSE	Ctrl D
THANK_YOU	1. Continue
RI_OUTCM	3. Reinterview Noninterview
NONINT	1. Type A Noninterview.
TYPEA	7. Respondent can't remember.
FALSIF	3. Unable to determine
READYWRAP	1. Continue
Show_Ctrl	1. Enter 1 to continue.

Notes

Unit 7: Reinterview Noninterviews

Objectives

At the conclusion of this unit, you will understand how to handle noninterviews in NCVS Reinterview.

Unit outline

Type A Noninterviews 7-2

Type B and C Noninterviews 7-2

Type D Noninterviews 7-3

Example Noninterview Cases 7-4

Unit 7 Knowledge Check 7-6

Unit 7: Reinterview Noninterviews

Noninterviews

Type A Noninterviews

You will get all the typical noninterviews in NCVS RI just like other surveys, such as Ring No Answers, Refusals, Language Problems, etc. They are the "Type A" noninterviews. You reach the housing unit and it has a person who can answer but you can't get an interview. You will handle these as normal either in WebCATI on the Dial Outcome Screen or in the Instrument Front. The only noninterview you are probably not used to is the scenario we just covered where the respondent cannot remember.

There is also one Type A Noninterview that results in a discrepancy. We haven't talked about Discrepancy 11 – the interviewer entered a bad telephone number for this case. You will get this when you enter the instrument and you confirm that the person is unknown at that number and you have reached the wrong address. You will still treat this as a noninterview though.

Type B and C Noninterviews

Type B and C Noninterviews have a slightly different definition in RI compared to a production interview. You are looking at the status **after** the production interview. This is different from when we confirm it should have been a Type B or C at the time of interview.

You will get a Type B or C Noninterview if you reach a respondent and they tell you the unit is no longer an occupied housing unit like it was in production. For example, you call a respondent for a household. They can't answer any questions because they weren't there at the time of the interview but they tell you they moved out of the house AFTER the production interview. You can mark this case as a Type B Noninterview - Vacant.

Type B and C Noninterviews can be suspected of Falsification. This is because we always allow you to suspect falsification should you get any information that suggests it, **BUT** you will almost always not have enough information in ANY of the noninterviews to suspect falsification. You

will almost always select "3. Unable to Determine" no matter what you have on the FALSIF screen.

Type B and C Noninterviews will be very rare in NCVS and even more rare in the Call Center because you are calling just a couple days after the production interview and the change in status will make it difficult to reach the respondent by phone.

Type D Noninterviews

Type D Noninterviews can only happen in RI and happen when one household moves out and another household moves in. This doesn't allow you to talk to the old respondent to review the production interview. They are very rare in NCVS.

Case 4 – Type A Noninterview

Screen	Selection/Action
HELLO_TC_CT	8. Other outcome OR problem interviewing household
HELLO_PRB_RI_CT	1. Hard refusal.
FALSIF	2. No
READYWRAP	1. Continue
Show_Ctrl	1. Enter 1 to continue.

Case 10 – Type D Noninterview Review

Screen	Selection/Action
HELLO_TC_CT	4. Person unknown at this number
VERTELE_CT	1. Yes
ADDVER_CT	1. Yes
HHMEM_CT	1. Yes
PROX_UC_CT	1. Yes (Yes if respondent mentions just moving, No if Not)
LIVEHERE_CT	2. No
SOMEONE_ELSE	Ctrl D
THANK_YOU	1. Continue
STATUS_RI	2. Reinterview Noninterview
NONINT	4. Type D Noninterview
FALSIF	3. Unable to determine
READYWRAP	1. Continue
Show_Ctrl	1. Enter 1 to Continue
Exit to WebCATI.	

Unit 7: Knowledge Check

Provide the correct answers to the following.

1. "Respondent Can't Remember" is what type of Noninterview?

   _____

2. Type B and C Noninterviews happen often in NCVS Reinterview.

   a. ☐ True

   b. ☐ False

3. You will almost always select "Unable to Determine" on the FALSIF Screen for Noninterviews.

   a. ☐ True

   b. ☐ False

Notes

Unit 8: Paired-Practice Reinterviews

Objectives

At the conclusion of this unit, you will have obtained additional hands-on practice by conducting paired-practice NCVS reinterviews.

Unit outline

Paired-Practice Reinterviews 8-2

Case ID 38 – Control Number 609004169 J27 02 199 8-3

Case ID 16 – Control Number 669004301 J27 01 100 8-5

Case ID 11 – Control Number 659004301 J27 01 100 8-7

Case ID 13 – Control Number 919234301 J27 01 100 8-8

Unit 8: Paired-Practice Reinterviews

Paired-Practice Reinterviews

You will complete the following paired-practice interviews for this training unit. Each person has a partner for the interviews. One person will play the respondent role and the other person will play the interviewer role.

You should change roles so that both you and your partner have the opportunity to obtain more practice with conducting the interview and using the NCVS CATI RI instrument.

Case 38

Control Number:	**Caseid:**	**Original Outcome:**	**Mode:**
609004169 J27 02 199	38	Completed interview (201)	CATI
Reinterview Scenario Description: No Suspected Falsification			

Screen	Selection
HELLO_TC_CT	1 (Correct person)
INTRO_TC_CT	1 (Yes)
INTROB_RI_CT	1(Yes)
RIRESP	Enter 1 (Jack Sprat)
CONTACT_C	1 (Yes)
ORMODE	1 (Personal visit only)
POLITE	1 (Yes)
LENGTH_H	Enter 1 (hour)
LENGTH_M	Enter 25 (minutes)
LAPTOP	1 (Yes)
ROSTER_1	1 (Yes)
ROSTER_3	2 (No)
AGE_CHECK	1 (Yes)
SEX_VER	1 (Yes)
RACE_VER	1 (Yes)
ORIGIN_VER	1 (Yes)
MARITAL_VER	1 (Yes)
RI_HHINCOME_VER	1 (Yes)
RI_HHTENURE_VER	1 (Yes)
RI_SQTHEFT	2 (No)
RI_SQBREAKIN	2 (No)

Screen	Selection
RI_SQTOTALVEHICLES	1
RI_SQMVTHEFT	2 (No)
RI_SQATTACKWHERE	2 (No)
RI_SQATTACKHOW	2 (No)
RI_SQTHEFTATTACKKNOWNOFF	2 (No)
RI_SQSEXUAL	2 (No)
RI_SQCALLPOLICECRIME	1 (Yes)
RI_SQCALLPOLICESPEC	"Someone ran over the mailbox"
RI_SQCALLPOLICEATTACKTHREAT	2 (No)
RI_SQNOCALLPOLICECRIME	2 (No)
THANK_YOU	1 (Continue)
RI_OUTCM	1 (Yes)
FALSIF	2 (No)
READYWRAP	1 (Continue)
Show_Ctrl	1 (Continue)

Case 16

Control Number:	**Caseid:**	**Original Outcome:**	**Mode:**
669004301 J27 01 100	16	Completed interview (201)	CATI
Reinterview Scenario Description: Discrepancy (Incorrect Household Roster), no suspected falsification			

Screen	Selection
HELLO_TC_CT	1 (Correct person)
INTRO_TC_CT	1 (Yes)
INTROB_RI_CT	1 (Yes)
RIRESP	Enter 1 (Jane Voe)
CONTACT_C	1 (Yes)
ORMODE	3 (Both)
POLITE	2 (No)
PO_NOTES	Enter “Hounded me”
LENGTH_H	Enter 1
LENGTH_M	Enter 0
LAPTOP	1 (Yes)
ROSTER_1	2 (No)
ROSTER_2	2 (Andrew Voe)
ROSTER_3	2 (No)
AGE_CHECK	1 (Yes)
SEX_VER	1 (Yes)
RACE_VER	1 (Yes)
ORIGIN_VER	1 (Yes)
MARITAL_VER	1 (Yes)
RI_HHINCOME	19 ($25,000 - $29,999)
RI_HHTENURE_VER	1 (Yes)

Screen	Selection
RI_SQTHEFT	2 (No)
RI_SQBREAKIN	2 (No)
RI_SQTOTALVEHICLES	1
RI_SQMVTHEFT	2 (No)
RI_THANKHR	1 (Continue)
RI_SPEAKTOSP	3 (No, sample person will not be available.)
THANK_YOU	1 (Continue)
RI_DESCRIPTSP	5 (You could NOT complete reinterview with Andrew Voe because of a reason not listed above. Specify in Reinterview notes.)
RI_OUTCM	1 (Yes)
FALSIF	2 (No)
DISCREP_NOTES	1 (Continue)
READYWRAP	1 (Continue)
Show_Ctrl	1 (Continue)

Case 11

Control Number: 659004301 J27 01 100	**Caseid:** 11	**Original Outcome:** Completed interview (201)	**Mode: CATI**
Reinterview Scenario Description: Noninterview, Type A – No falsification			

Screen	**Selection**
HELLO_TC_CT	5 (No longer there)
HHMEM_CT	1 (Yes)
PROX_ C_CT	2 (No)
HELL_PRB_RI_CT	8 (No knowledgeable proxy available)
Show_Ctrl	1 (Continue)

Case 13

Control Number:	**Caseid:**	**Original Outcome:**	**Mode:**
919234301 J27 01 100	13	Completed interview (201)	CATI
Reinterview Scenario Description: Discrepancy (No laptop used), suspected falsification			

Screen	Selection
HELLO_TC_CT	1 (Correct person)
INTRO_TC_CT	1 (Yes)
INTROB_RI_CT	1 (Yes)
RIRESP	1 (Andy Voe)
CONTACT_C	1 (Yes)
ORMODE	1 (Personal Visit)
POLITE	1 (Yes)
LENGTH_H	0 hour
LENGTH_M	20 minutes
LAPTOP	2 (No)
ROSTER_1	1 (Yes)
ROSTER_3	2 (No)
AGE_CHECK (LNO 1)	1 (Yes)
SEX_VER (LNO 1)	1 (Yes)
RACE_VER (LNO 1)	1 (Yes)
ORIGIN_VER (LNO 1)	1 (Yes)
MARITAL_VER (LNO 1)	1 (Yes)
AGE_CHECK (LNO 2)	1 (Yes)
SEX_VER (LNO 2)	1 (Yes)
RACE_VER (LNO 2)	1 (Yes)
ORIGIN_VER (LNO 2)	1 (Yes)

MARITAL_VER (LNO 2)	1 (Yes)
RI_HHINCOME	20 ($30,000 - $34,999)
RI_HHTENURE_VER	1 (Yes)
RI_SQTHEFT	2 (No)
RI_SQBREAKIN	2 (No)
RI_SQTOTALVEHICLES	2
RI_SQATTACKWHERE	2 (No)
RI_SQATTACKHOW	2 (No)
RI_SQTHEFTATTACKKNOWNOFF	2 (No)
RI_SQSEXUAL	2 (No)
RI_SQCALLPOLICECRIME	2 (No)
RI_SQNOCALLPOLICECRIME	2 (No)
THANK_YOU	1 (Continue)
RI_OUTCM	1 (Yes)
FALSIF2	1 (Continue)
READYWRAP	1 (Continue)
Show_Ctrl	1 (Continue)

Notes

Form 11-172
April 2016

National Crime Victimization Survey (NCVS) CATI Quality Control Reinterview

SUPERVISOR'S MANUAL and SELF STUDY

U.S. DEPARTMENT OF COMMERCE
BUREAU OF THE CENSUS

TOPIC 1: OVERVIEW OF NCVS CAPI REINTERVIEW (RI)

INTRODUCTION

This manual provides an overview of the NCVS reinterview (RI) program and instructions for the operations associated with it.

During NCVS interviewing, errors in responses may affect the accuracy of the data collected. NCVS uses a second interview, called a reinterview, to compare responses between the original interview and the reinterview. The reinterview instrument will mark the differences called discrepancies. Measuring these differences helps to evaluate the accuracy of the original survey results.

The Reinterview process helps deter field interviewers from falsifying data and identifies when pre-established procedures are not being followed correctly.

Reinterview is a two-step process for the CATI interviewers and is different from other survey work. The reinterviewer will not only conduct the survey, they will also indicate if the status of the original interview was correct and review any discrepancies to see if there is suspected falsification. See the NCVS QC CATI Reinterviewer Training Guide (Form 11-170) and the NCVS QC CATI Reinterview Workbook (Form 11-171) for information about reinterview and the expectations for the reinterviewer.

WORKLOAD

The contact center in Tucson will participate in NCVS reinterview.

NCVS Reinterview will typically begin around the 2nd business day of the month. Reinterview will typically run through the middle of the following month. You will receive an official schedule yearly with all key dates.

We expect to have approximately 500-600 cases a month for NCVS RI. You will receive the workload on a flow basis.

Cases will recycle within 10 days of receipt if not sooner based on parameters. We expect the recycle rate to be 20% - 30%. You should instruct the interviewers to leave an answering machine message every other day.

NOTE **No more than 15 contact attempts will be allowed!**

TOPIC 2: DISCREPANCIES OR SUSPECTED FALSIFICATION

The goal of RI is to review the field interviewer's work and make sure they are following procedures.

It is the reinterviewers' responsibility to contact the original respondents and ask them questions about the original interview. When the respondent provides an answer that is inconsistent with the original interview, it indicates a discrepancy. Once the reinterview is completed, the interviewer needs to decide two things.

1. Is the outcome correct on the original interview?
2. Are the discrepancies justified to suspect falsification?

If they answer yes to the first question, they create an additional discrepancy. If they answer yes to the second question, then the case is suspected of falsification. If there is any discrepancy, even if there is no suspected falsification, you will need to review the case and make sure the interviewer keyed the case correctly and that you agree with their coding. All cases with a discrepancy are assigned a final code of 008 – Completed Hold for Review.

Each case will have a unique outcome code to let you know its status:

- Outcome 064 – Discrepancies but No Suspected Falsification on Complete Reinterview
- Outcome 065 – Discrepancies and Suspected Falsification on Complete Reinterview
- Outcome 066 – Type B/Type C Reinterview (With or Without Discrepancies) No suspected Falsification
- Outcome 067 – Type B/Type C Reinterview with Suspected Falsification

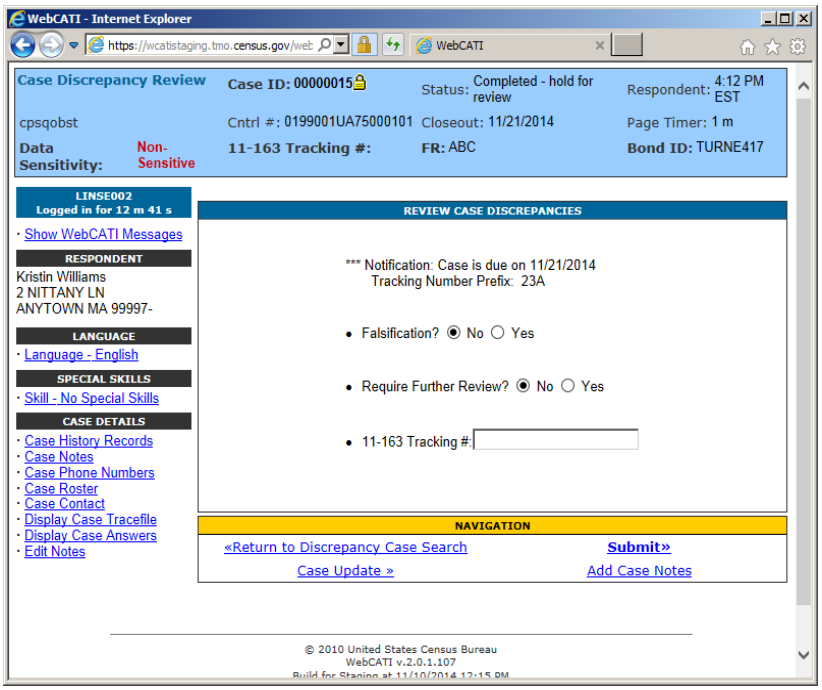
Outcomes 066 and 067 should be rare for NCVS.

All of these cases will go to a new Case Discrepancy Review Screen. You will need to go to this regularly and act on the

cases in a timely manner. We suggest that this screen is reviewed at least daily. We also recommend you review cases with another person until you feel familiar enough to make these judgment calls comfortably. Two sets of eyes are always better than one. All of the cases in this review must be acted upon before closeout.

To access the screen:

1) Under the Administrative Task Bar, select 11. Case and Phone Administration choice on the Main Screen.
2) Select 8. Discrepancy Cases on the Case and Phone Administration Screen.
3) Select the Proper Survey ID, All Outcomes (or specify if necessary), your Telephone Center, and Select Search.
4) A list of cases that currently meet that criteria will appear much like when you are searching for a case. Click Select to act on the case.
5) The Case Discrepancy Review Screen will appear. As you can see below, the review screen is in a standard WebCATI format with key information in the title bar at the top and details available through selections on the side.



From this screen, you will review each case and do the following:

1) Determine if the case was keyed correctly and the outcome is correct.
2) Determine if the case should be forwarded to the RO and how.
3) If necessary, fill out an 11-163 (Automated Data Falsification Follow-up and Quality Assurance form.
4) Submit the case with the proper settings.

1) Determine if the reinterview case was keyed correctly. (Should this case be suspected of falsification?)

Keying errors, or "Miskeys" as they are called, are common and can be the reason that the case came in as "Suspected Falsification" when it actually is not. The Suspected Falsification screen called "FALSIF" is at the end of the reinterview. The interviewer needs to take time to review and properly select the answer on this screen. It is a very important data item. We have found that interviewers often enter 1 in their haste to exit the case. Selecting 1 on this case marks it as suspected falsification even if there are no discrepancies. In general, you are reviewing all of the information to determine if you think this case should be suspected of falsification.

The following things are important to review:

- The RI Outcome and Outcome Subtype (RI Disposition Code)
- The Production and the RI Notes
- The Trace File

The first indication that the case may have been miskeyed is a lack of extensive notes. Interviewers are trained to take good notes explaining why the case is suspected of falsification or not whenever there is a discrepancy. If you review the case notes and you do not see any explanation of the discrepancies found and why it is suspected of

falsification, then this could be a sign of a possible miskey. If the notes do not match the outcome set for RI, this is also a sign of a possible miskey. The notes should also indicate to whom the interviewer spoke. It is important to note if they did not speak to the original respondent. A discrepancy case should possibly be a noninterview if they did not talk to the proper person. See the NCVS QC CATI Reinterviewer Training Guide (Form 11-170) for the outline of notes to be expected.

If you think there is a possible issue, review the trace file. There are certain variables that will help you determine if it is a miskey or proper outcome.

1) If the trace file has FALSIF2 on path, the case cannot be a CATI miskey. A major discrepancy was found during the interview.

2) If the trace file has FALSIF on path, the case could be a CATI miskey. If FALSIF = 1 then one of the key variables should be answered in a way to create a discrepancy. Below is a list of the questions that can result in a discrepancy and the way they need to be answered for that to happen. See the NCVS QC CATI Reinterviewer Training Guide (Form 11-170) to review the instrument.

   <u>Complete Production Interview:</u>

   - CONTACT_C – (2. No results in Discrepancy)
   - LAPTOP – (2. No results in Discrepancy)
   - ROSTER_1 – (2. No results in Discrepancy)
   - ROSTER_3 – (1. Yes results in Discrepancy)
   - AGE_CHECK – (2. No results in Discrepancy)
   - SEX_VER – (2. No results in Discrepancy)
   - RACE_VER – (2. No results in Discrepancy)
   - ORIGIN_VER – (2. No results in Discrepancy)

- MARITAL_VER – (2. No results in Discrepancy)
- RI_HHINCOME_VER – (2. No results in Discrepancy)
- RI_HHTENURE_VER – (2. No results in Discrepancy)
- RI_OUTCM – (2. No results in a discrepancy. This is decided by the reinterviewer. Make sure it coincides with the notes provided. This would come from talking with the respondent).

Noninterview Production Interview:

- CONTACT_N – (2. No results in Discrepancy)
- LAPTOP – (2. No results in Discrepancy)
- STATUS – (2. No results in Discrepancy)
- RI_OUTCM – (2. No results in a discrepancy. This is decided by the reinterviewer. Make sure it coincides with the answer in Status)

Otherwise if you see FALSIF = 2 and many of the key variables above have the opposite answer, then the Reinterviewer neglected to mark the case "Suspected falsification."

After you finish your review, you should enter a note explaining what you reviewed and whether you determined if it is falsification or not.

2) Should the case be forwarded to the RO and how?

The Case Discrepancy Review Screen is where you indicate if the case should be sent to a RO supervisor and how the case is flagged for them to review.

In general, if a case is an outcome 064 or 066, the case should be sent to the RO for further review so they can provide feedback to the FR who performed the case.

If the case is an outcome 065 or 067, then the case should be sent to the RO for them to start the investigation on the FR who is suspected of falsification.

This is only true if you have reviewed the case and found NO miskey.

Below are all the different scenarios you can have on the Case Discrepancy Review Screen. Follow the proper instructions for the one matching the case you are reviewing.

- **Outcome = 064 or 066 and Case is Not a Miskey**

  Mark No to Falsification and Yes to Require Further Review

- **Outcome = 064 or 066 and Case is Miskey and should have been suspected of falsification**

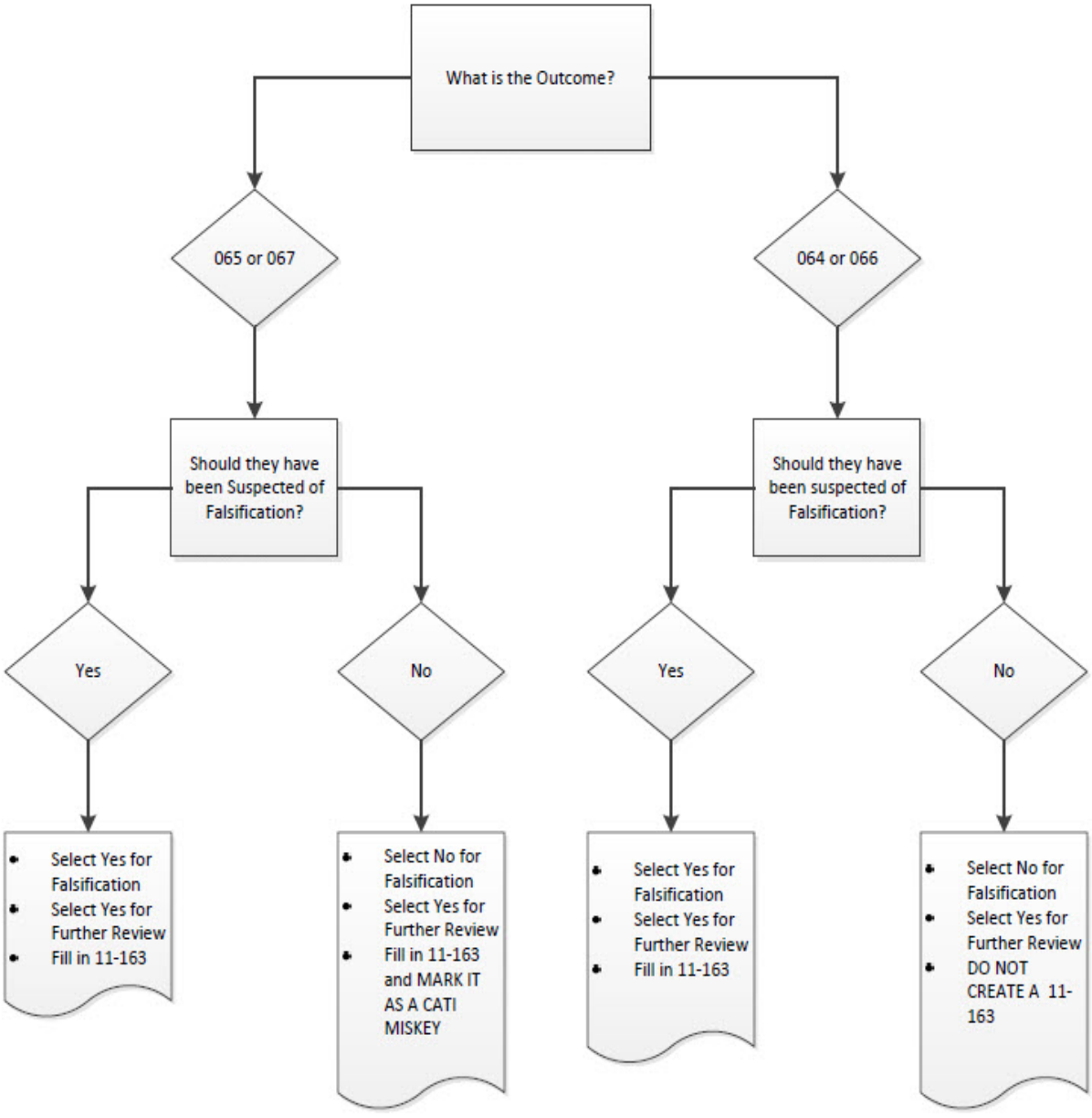
  Mark Yes to Falsification and Yes to Require Further Review. Start the 11-163 automated form and fill in the Form ID under the Tracking #.

- **Outcome = 065 or 067 -** If the case has an outcome of 065 or 067 (miskey or not), then you must select Yes to Falsification. Every case that is marked as suspected falsification needs to have an 11-163 completed for documentation, so all cases must be forwarded to RO. You will fill out the 11-163 differently based on if it was a miskey or not.

  Mark Yes to Falsification and Yes to Require Further Review. Start the 11-163 automated form and fill in the Form ID under the Tracking #.

  See the diagram Workflow for Review of Discrepancy Cases on page 9 showing the steps and actions to be taken in the review process.

Workflow for Review of Discrepancy Cases



3) Fill out an 11-163

The 11-163 is a way to track all steps taken when a field interviewer is first suspected of falsification through reinterview. The form will be initiated by you and completed in the RO.

If the case has an outcome 065 or 067 or you determined it should have been suspected of falsification, then an 11-163 must be initiated. Before leaving the Case Discrepancy Review screen, you will complete Section 1 of the 11-163 using the information on the screen in WebCATI. See the 11-163 User Guide for step-by-step instructions. Once Section 1 is done, go back to WebCATI and enter the form number on the screen under the tracking number before you can take action on the case.

If the Outcome is 065 or 067 **and the case is a miskey (NOT Suspected Falsification)**, you will still start an automated 11-163, however, at the end of Section 1 you will mark the case as a miskey. This will stop the case from being forwarded for an investigation. It is very important to properly mark the miskey and stop the investigation if the error is on the part of the reinterviewer.

TOPIC 3: SELF STUDY - EXAMPLE TRACE FILES FOR SUSPECTED FALSIFICATION

The following are some examples of different kinds of cases you will review. The scenario is provided along with an example of notes entered by the Reinterviewer and an example of a Trace File. Key variables are highlighted to show where discrepancies are keyed. At the end of the example is the action you should take. No data in this section is real and no Title 13 or PII information is included.

Example 1:

Scenario – The Reinterview outcome is 065. The original interview was a Noninterview Type B – Temporarily occupied by person with Usual Residence Elsewhere (URE)

Notes – Talked with Respondent. Said interviewer called him on the phone and he's been living here for 10 years.

Trace File -

"2/4/2016 9:13:14 AM","Enter Form:1","Key:00000018"
"2/4/2016 9:13:14 AM","Metafile name:C:\temp\TMO_BUILDS\NCVS RI CATI TRAINING\e-inst\inst.bmi"
"2/4/2016 9:13:14 AM","Metafile timestamp:Tuesday, February 02, 2016 11:29:42 AM"
"2/4/2016 9:13:14 AM","WinUserName:nicke007"
"2/4/2016 9:13:14 AM","DictionaryVersionInfo:0.0.0.0"
"2/4/2016 9:13:14 AM","Enter Field:CATIFRONT.HELLO_TN_CT","Status:Normal","Value:"
"2/4/2016 9:13:22 AM","(KEY:)1[ENTR]"
"2/4/2016 9:13:22 AM","Action:Store Field Data","Field:CATIFRONT.HELLO_TN_CT"
"2/4/2016 9:13:22 AM","Leave Field:CATIFRONT.HELLO_TN_CT","Cause:Next Field","Status:Normal","Value:1"
"2/4/2016 9:13:23 AM","Enter Field:CATIFRONT.INTRO_TN_CT","Status:Normal","Value:"
"2/4/2016 9:13:24 AM","(KEY:)1[ENTR]"
"2/4/2016 9:13:25 AM","Action:Store Field Data","Field:CATIFRONT.INTRO_TN_CT"
"2/4/2016 9:13:25 AM","Leave Field:CATIFRONT.INTRO_TN_CT","Cause:Next Field","Status:Normal","Value:1"
"2/4/2016 9:13:25 AM","Enter Field:CATIFRONT.INTROB_RI_CT","Status:Normal","Value:"
"2/4/2016 9:13:26 AM","(KEY:)1[ENTR]"
"2/4/2016 9:13:26 AM","Action:Store Field Data","Field:CATIFRONT.INTROB_RI_CT"

"2/4/2016 9:13:26 AM","Leave Field:CATIFRONT.INTROB_RI_CT","Cause:Next Field","Status:Normal","Value:1"
"2/4/2016 9:13:26 AM","Enter Field:MIDDLE.CONTACT_N","Status:Normal","Value:"
"2/4/2016 9:13:33 AM","(KEY:)1[ENTR]"
"2/4/2016 9:13:33 AM","Action:Store Field Data","Field:MIDDLE.CONTACT_N"
"2/4/2016 9:13:33 AM","Leave Field:MIDDLE.CONTACT_N","Cause:Next Field","Status:Normal","Value:1"
"2/4/2016 9:13:33 AM","Enter Field:MIDDLE.ORMODE","Status:Normal","Value:"
"2/4/2016 9:13:37 AM","(KEY:)2[ENTR]"
"2/4/2016 9:13:39 AM","Action:Store Field Data","Field:MIDDLE.ORMODE"
"2/4/2016 9:13:39 AM","Leave Field:MIDDLE.ORMODE","Cause:Next Field","Status:Normal","Value:2"
"2/4/2016 9:13:39 AM","Enter Field:MIDDLE.POLITE","Status:Normal","Value:"
"2/4/2016 9:13:40 AM","(KEY:)1[ENTR]"
"2/4/2016 9:13:40 AM","Action:Store Field Data","Field:MIDDLE.POLITE"
"2/4/2016 9:13:40 AM","Leave Field:MIDDLE.POLITE","Cause:Next Field","Status:Normal","Value:1"
"2/4/2016 9:13:41 AM","Enter Field:MIDDLE.STATUS","Status:Normal","Value:"
"2/4/2016 9:13:43 AM","(KEY:)2[ENTR]" ***– 2 on STATUS means the status(outcome) was confirmed to be wrong by the respondent.***
"2/4/2016 9:13:44 AM","Action:Store Field Data","Field:MIDDLE.STATUS"
"2/4/2016 9:13:44 AM","Leave Field:MIDDLE.STATUS","Cause:Next Field","Status:Normal","Value:2"
"2/4/2016 9:13:44 AM","Enter Field:MIDDLE.STAT_PROB2","Status:Normal","Value:"
"2/4/2016 9:13:46 AM","(KEY:)[SHFT]Rep[BACK]spondent has been living here for 10 years.[ENTR]"
"2/4/2016 9:13:59 AM","Action:Store Field Data","Field:MIDDLE.STAT_PROB2"
"2/4/2016 9:13:59 AM","Leave Field:MIDDLE.STAT_PROB2","Cause:Next Field","Status:Normal","Value:Respondent has been living here for 10 years."
"2/4/2016 9:13:59 AM","Enter Field:BACK.THANK_YOU","Status:Normal","Value:"
"2/4/2016 9:14:01 AM","(KEY:)1[ENTR]"
"2/4/2016 9:14:01 AM","Action:Store Field Data","Field:BACK.THANK_YOU"
"2/4/2016 9:14:01 AM","Leave Field:BACK.THANK_YOU","Cause:Next Field","Status:Normal","Value:1"
"2/4/2016 9:14:02 AM","Enter Field:BACK.RI_OUTCM","Status:Normal","Value:"
"2/4/2016 9:14:03 AM","(KEY:)2[ENTR]"
"2/4/2016 9:14:04 AM","Action:Store Field Data","Field:BACK.RI_OUTCM"
"2/4/2016 9:14:04 AM","Leave Field:BACK.RI_OUTCM","Cause:Next Field","Status:Normal","Value:2"
"2/4/2016 9:14:04 AM","Enter Field:BACK.MISC_B","Status:Normal","Value:"

"2/4/2016 9:14:05 AM","(KEY:)1[ENTR**]"** ***– The combination of RI_OUTCOM and the answer to MISC_B tells you that the reinterviewer believes the status was wrong (2. No) and that it should have been a Interview or Type A (1)***
"2/4/2016 9:14:06 AM","Action:Store Field Data","Field:BACK.MISC_B"
"2/4/2016 9:14:06 AM","Leave Field:BACK.MISC_B","Cause:Next Field","Status:Normal","Value:1"
"2/4/2016 9:14:06 AM","Enter Field:BACK.FALSIF2","Status:Normal","Value:"
"2/4/2016 9:14:07 AM","(KEY:)1[ENTR]" – ***WHEN FALSIF 2 is on path. The only answer is 1. Cannot be CATI Miskey and is definitely Suspected Falsification.***
"2/4/2016 9:14:08 AM","Action:Store Field Data","Field:BACK.FALSIF2"
"2/4/2016 9:14:08 AM","Leave Field:BACK.FALSIF2","Cause:Next Field","Status:Normal","Value:1"
"2/4/2016 9:14:08 AM","Enter Field:BACK.READYWRAP","Status:Normal","Value:"
"2/4/2016 9:14:09 AM","(KEY:)1[ENTR]"
"2/4/2016 9:14:09 AM","Action:Store Field Data","Field:BACK.READYWRAP"
"2/4/2016 9:14:09 AM","Leave Field:BACK.READYWRAP","Cause:Next Field","Status:Normal","Value:1"
"2/4/2016 9:14:09 AM","Enter Field:bSplashScreens.Show_Ctrl","Status:Normal","Value:"
"2/4/2016 9:14:10 AM","(KEY:)1[ENTR]"
"2/4/2016 9:14:11 AM","Action:Store Field Data","Field:bSplashScreens.Show_Ctrl"
"2/4/2016 9:14:11 AM","Leave Field:bSplashScreens.Show_Ctrl","Cause:Next Field","Status:Normal","Value:1"
"2/4/2016 9:14:11 AM","Leave Field:bSplashScreens.Show_Ctrl","Cause:Exit","Status:Normal","Value:1"
"2/4/2016 9:14:11 AM","Leave Form:1","Key:00000018"

Result – Based on good notes and FALSIF2 being on path, this case is not a miskey and is suspected of falsification. Start an 11-163. Mark "Yes" to Falsification and "Yes" to Require Further Review. Fill in the Form ID under the Tracking #.

Example 2:

Scenario – Production Case was a complete interview. The Reinterview Outcome is 065.

Notes – Talked to Respondent, Said interviewer called but interview was really short and only asked if she contacted the police in the past 6 months. Almost all demo characteristics were incorrect. I suspect Falsification based on interviewer purposely made up the information.

Trace File -

"2/4/2016 9:32:15 AM","Enter Form:1","Key:00000027"
"2/4/2016 9:32:15 AM","Metafile name:C:\temp\TMO_BUILDS\NCVS RI CATI TRAINING\e-inst\inst.bmi"
"2/4/2016 9:32:15 AM","Metafile timestamp:Tuesday, February 02, 2016 11:29:42 AM"
"2/4/2016 9:32:15 AM","WinUserName:nicke007"
"2/4/2016 9:32:15 AM","DictionaryVersionInfo:0.0.0.0"
"2/4/2016 9:32:15 AM","Enter Field:CATIFRONT.HELLO_TC_CT","Status:Normal","Value:"
"2/4/2016 9:32:18 AM","(KEY:)1[ENTR]"
"2/4/2016 9:32:18 AM","Action:Store Field Data","Field:CATIFRONT.HELLO_TC_CT"
"2/4/2016 9:32:18 AM","Leave Field:CATIFRONT.HELLO_TC_CT","Cause:Next Field","Status:Normal","Value:1"
"2/4/2016 9:32:18 AM","Enter Field:CATIFRONT.INTRO_TC_CT","Status:Normal","Value:"
"2/4/2016 9:32:20 AM","(KEY:)1[ENTR]"
"2/4/2016 9:32:21 AM","Action:Store Field Data","Field:CATIFRONT.INTRO_TC_CT"
"2/4/2016 9:32:21 AM","Leave Field:CATIFRONT.INTRO_TC_CT","Cause:Next Field","Status:Normal","Value:1"
"2/4/2016 9:32:21 AM","Enter Field:CATIFRONT.INTROB_RI_CT","Status:Normal","Value:"
"2/4/2016 9:32:22 AM","(KEY:)1[ENTR]"
"2/4/2016 9:32:22 AM","Action:Store Field Data","Field:CATIFRONT.INTROB_RI_CT"
"2/4/2016 9:32:22 AM","Leave Field:CATIFRONT.INTROB_RI_CT","Cause:Next Field","Status:Normal","Value:1"
"2/4/2016 9:32:22 AM","Enter Field:MIDDLE.RIRESP","Status:Normal","Value:"
"2/4/2016 9:32:23 AM","(KEY:)1[ENTR]"
"2/4/2016 9:32:24 AM","Action:Store Field Data","Field:MIDDLE.RIRESP"
"2/4/2016 9:32:24 AM","Leave Field:MIDDLE.RIRESP","Cause:Next Field","Status:Normal","Value:1"
"2/4/2016 9:32:24 AM","Enter Field:MIDDLE.CONTACT_C","Status:Normal","Value:"
"2/4/2016 9:32:25 AM","(KEY:)1[ENTR]"
"2/4/2016 9:32:25 AM","Action:Store Field Data","Field:MIDDLE.CONTACT_C"
"2/4/2016 9:32:26 AM","Leave Field:MIDDLE.CONTACT_C","Cause:Next Field","Status:Normal","Value:1"
"2/4/2016 9:32:26 AM","Enter Field:MIDDLE.ORMODE","Status:Normal","Value:"
"2/4/2016 9:32:27 AM","(KEY:)2[ENTR]"
"2/4/2016 9:32:28 AM","Action:Store Field Data","Field:MIDDLE.ORMODE"
"2/4/2016 9:32:28 AM","Leave Field:MIDDLE.ORMODE","Cause:Next Field","Status:Normal","Value:2"
"2/4/2016 9:32:28 AM","Enter Field:MIDDLE.POLITE","Status:Normal","Value:"

"2/4/2016 9:32:28 AM","(KEY:)1[ENTR]"
"2/4/2016 9:32:29 AM","Action:Store Field Data","Field:MIDDLE.POLITE"
"2/4/2016 9:32:29 AM","Leave Field:MIDDLE.POLITE","Cause:Next Field","Status:Normal","Value:1"
"2/4/2016 9:32:29 AM","Enter Field:MIDDLE.LENGTH_H","Status:Normal","Value:"
"2/4/2016 9:32:29 AM","(KEY:)0[ENTR]"
"2/4/2016 9:32:30 AM","Action:Store Field Data","Field:MIDDLE.LENGTH_H"
"2/4/2016 9:32:30 AM","Leave Field:MIDDLE.LENGTH_H","Cause:Next Field","Status:Normal","Value:0"
"2/4/2016 9:32:30 AM","Enter Field:MIDDLE.LENGTH_M","Status:Normal","Value:"
"2/4/2016 9:32:30 AM","(KEY:)10[ENTR]"
"2/4/2016 9:32:31 AM","Action:Store Field Data","Field:MIDDLE.LENGTH_M"
"2/4/2016 9:32:31 AM","Leave Field:MIDDLE.LENGTH_M","Cause:Next Field","Status:Normal","Value:10"
"2/4/2016 9:32:31 AM","Enter Field:MIDDLE.ROSTER_1","Status:Normal","Value:"
"2/4/2016 9:32:35 AM","(KEY:)1[ENTR]"
"2/4/2016 9:32:36 AM","Action:Store Field Data","Field:MIDDLE.ROSTER_1"
"2/4/2016 9:32:36 AM","Leave Field:MIDDLE.ROSTER_1","Cause:Next Field","Status:Normal","Value:1"
"2/4/2016 9:32:36 AM","Enter Field:MIDDLE.ROSTER_3","Status:Normal","Value:"
"2/4/2016 9:32:37 AM","(KEY:)2[ENTR]"
"2/4/2016 9:32:38 AM","Action:Store Field Data","Field:MIDDLE.ROSTER_3"
"2/4/2016 9:32:38 AM","Leave Field:MIDDLE.ROSTER_3","Cause:Next Field","Status:Normal","Value:2"
"2/4/2016 9:32:38 AM","Enter Field:SurveySpecific.Ri_Demo_Ver.Person3[1].AGE_CHECK","Status:Normal","Value:"
"2/4/2016 9:32:41 AM","(KEY:)2[ENTR]" – ***2 means respondent indicated age was wrong.***
"2/4/2016 9:32:42 AM","Action:Store Field Data","Field:SurveySpecific.Ri_Demo_Ver.Person3[1].AGE_CHECK"
"2/4/2016 9:32:42 AM","Leave Field:SurveySpecific.Ri_Demo_Ver.Person3[1].AGE_CHECK","Cause:Next Field","Status:Normal","Value:2"
"2/4/2016 9:32:42 AM","Enter Field:SurveySpecific.Ri_Demo_Ver.Person3[1].AGE_RANGE","Status:Normal","Value:"
"2/4/2016 9:32:44 AM","(KEY:)6[ENTR]" – ***Selected the category containing respondents correct age.***
"2/4/2016 9:32:45 AM","Action:Store Field Data","Field:SurveySpecific.Ri_Demo_Ver.Person3[1].AGE_RANGE"
"2/4/2016 9:32:45 AM","Leave Field:SurveySpecific.Ri_Demo_Ver.Person3[1].AGE_RANGE","Cause:Next Field","Status:Normal","Value:6"

"2/4/2016 9:32:45 AM","Enter
Field:SurveySpecific.Ri_Demo_Ver.Person3[1].SEX_VER","Status:Normal","Value:"
"2/4/2016 9:32:46 AM","(KEY:)1[ENTR]"
"2/4/2016 9:32:46 AM","Action:Store Field
Data","Field:SurveySpecific.Ri_Demo_Ver.Person3[1].SEX_VER"
"2/4/2016 9:32:46 AM","Leave
Field:SurveySpecific.Ri_Demo_Ver.Person3[1].SEX_VER","Cause:Next
Field","Status:Normal","Value:1"
"2/4/2016 9:32:46 AM","Enter
Field:SurveySpecific.Ri_Demo_Ver.Person3[1].RACE_VER","Status:Normal","Value:"
"2/4/2016 9:32:47 AM","(KEY:)2[ENTR]" ***– 2 means respondent indicated race was wrong.***
"2/4/2016 9:32:48 AM","Action:Store Field
Data","Field:SurveySpecific.Ri_Demo_Ver.Person3[1].RACE_VER"
"2/4/2016 9:32:48 AM","Leave
Field:SurveySpecific.Ri_Demo_Ver.Person3[1].RACE_VER","Cause:Next
Field","Status:Normal","Value:2"
"2/4/2016 9:32:48 AM","Enter
Field:SurveySpecific.Ri_Demo_Ver.Person3[1].RACE[1]","Status:Normal","Value:"
"2/4/2016 9:32:49 AM","(KEY:)3[ENTR]" ***– Respondent provided correct race.***
"2/4/2016 9:32:49 AM","Action:Store Field
Data","Field:SurveySpecific.Ri_Demo_Ver.Person3[1].RACE[1]"
"2/4/2016 9:32:49 AM","Leave
Field:SurveySpecific.Ri_Demo_Ver.Person3[1].RACE[1]","Cause:Next
Field","Status:Normal","Value:3"
"2/4/2016 9:32:49 AM","Enter
Field:SurveySpecific.Ri_Demo_Ver.Person3[1].ORIGIN_VER","Status:Normal","Value:"
"2/4/2016 9:32:51 AM","(KEY:)2[ENTR]" ***– 2 means respondent indicated Hispanic origin was wrong.***
"2/4/2016 9:32:51 AM","Action:Store Field
Data","Field:SurveySpecific.Ri_Demo_Ver.Person3[1].ORIGIN_VER"
"2/4/2016 9:32:51 AM","Leave
Field:SurveySpecific.Ri_Demo_Ver.Person3[1].ORIGIN_VER","Cause:Next
Field","Status:Normal","Value:2"
"2/4/2016 9:32:51 AM","Enter
Field:SurveySpecific.Ri_Demo_Ver.Person3[1].MARITAL_VER","Status:Normal","Value:
"
"2/4/2016 9:32:52 AM","(KEY:)2[ENTR]" ***2 means respondent indicated marital status was wrong.***
"2/4/2016 9:32:53 AM","Action:Store Field
Data","Field:SurveySpecific.Ri_Demo_Ver.Person3[1].MARITAL_VER"

"2/4/2016 9:32:53 AM","Leave
Field:SurveySpecific.Ri_Demo_Ver.Person3[1].MARITAL_VER","Cause:Next
Field","Status:Normal","Value:2"
"2/4/2016 9:32:53 AM","Enter
Field:SurveySpecific.Ri_Demo_Ver.Person3[1].MARITAL","Status:Normal","Value:"
"2/4/2016 9:32:53 AM","(KEY:)3[ENTR]" - ***Respondent provided correct marital status.***
"2/4/2016 9:32:54 AM","Action:Store Field
Data","Field:SurveySpecific.Ri_Demo_Ver.Person3[1].MARITAL"
"2/4/2016 9:32:54 AM","Leave
Field:SurveySpecific.Ri_Demo_Ver.Person3[1].MARITAL","Cause:Next
Field","Status:Normal","Value:3"
"2/4/2016 9:32:54 AM","Enter
Field:SurveySpecific.RI_HHINCOME_VER","Status:Normal","Value:"
"2/4/2016 9:32:55 AM","(KEY:)1[ENTR]"
"2/4/2016 9:32:56 AM","Action:Store Field
Data","Field:SurveySpecific.RI_HHINCOME_VER"
"2/4/2016 9:32:56 AM","Leave Field:SurveySpecific.RI_HHINCOME_VER","Cause:Next
Field","Status:Normal","Value:1"
"2/4/2016 9:32:56 AM","Enter
Field:SurveySpecific.RI_HHTENURE_VER","Status:Normal","Value:"
"2/4/2016 9:32:56 AM","(KEY:)1[ENTR]"
"2/4/2016 9:32:57 AM","Action:Store Field
Data","Field:SurveySpecific.RI_HHTENURE_VER"
"2/4/2016 9:32:57 AM","Leave Field:SurveySpecific.RI_HHTENURE_VER","Cause:Next
Field","Status:Normal","Value:1"
"2/4/2016 9:32:57 AM","Enter
Field:SurveySpecific.RI_SQTHEFT","Status:Normal","Value:"
"2/4/2016 9:33:10 AM","(KEY:)1[ENTR]"
"2/4/2016 9:33:10 AM","Action:Store Field Data","Field:SurveySpecific.RI_SQTHEFT"
"2/4/2016 9:33:10 AM","Leave Field:SurveySpecific.RI_SQTHEFT","Cause:Next
Field","Status:Normal","Value:1"
"2/4/2016 9:33:10 AM","Enter
Field:SurveySpecific.RI_SQTHEFTTIMES","Status:Normal","Value:"
"2/4/2016 9:33:11 AM","(KEY:)1[ENTR]"
"2/4/2016 9:33:12 AM","Action:Store Field
Data","Field:SurveySpecific.RI_SQTHEFTTIMES"
"2/4/2016 9:33:12 AM","Leave Field:SurveySpecific.RI_SQTHEFTTIMES","Cause:Next
Field","Status:Normal","Value:1"
"2/4/2016 9:33:12 AM","Enter
Field:SurveySpecific.RI_SQTHEFTSPEC","Status:Normal","Value:"
"2/4/2016 9:33:13 AM","(KEY:)purse stolen[ENTR]"

"2/4/2016 9:33:17 AM","Action:Store Field
Data","Field:SurveySpecific.RI_SQTHEFTSPEC"
"2/4/2016 9:33:17 AM","Leave Field:SurveySpecific.RI_SQTHEFTSPEC","Cause:Next
Field","Status:Normal","Value:purse stolen"
"2/4/2016 9:33:17 AM","Enter
Field:SurveySpecific.RI_SQBREAKIN","Status:Normal","Value:"
"2/4/2016 9:33:19 AM","(KEY:)2[ENTR]"
"2/4/2016 9:33:19 AM","Action:Store Field Data","Field:SurveySpecific.RI_SQBREAKIN"
"2/4/2016 9:33:19 AM","Leave Field:SurveySpecific.RI_SQBREAKIN","Cause:Next
Field","Status:Normal","Value:2"
"2/4/2016 9:33:20 AM","Enter
Field:SurveySpecific.RI_SQTOTALVEHICLES","Status:Normal","Value:"
"2/4/2016 9:33:20 AM","(KEY:)1[ENTR]"
"2/4/2016 9:33:21 AM","Action:Store Field
Data","Field:SurveySpecific.RI_SQTOTALVEHICLES"
"2/4/2016 9:33:21 AM","Leave
Field:SurveySpecific.RI_SQTOTALVEHICLES","Cause:Next
Field","Status:Normal","Value:1"
"2/4/2016 9:33:21 AM","Enter
Field:SurveySpecific.RI_SQMVTHEFT","Status:Normal","Value:"
"2/4/2016 9:33:21 AM","(KEY:)2[ENTR]"
"2/4/2016 9:33:21 AM","Action:Store Field Data","Field:SurveySpecific.RI_SQMVTHEFT"
"2/4/2016 9:33:21 AM","Leave Field:SurveySpecific.RI_SQMVTHEFT","Cause:Next
Field","Status:Normal","Value:2"
"2/4/2016 9:33:22 AM","Enter
Field:SurveySpecific.RI_SQATTACKWHERE","Status:Normal","Value:"
"2/4/2016 9:33:22 AM","(KEY:)2[ENTR]"
"2/4/2016 9:33:23 AM","Action:Store Field
Data","Field:SurveySpecific.RI_SQATTACKWHERE"
"2/4/2016 9:33:23 AM","Leave
Field:SurveySpecific.RI_SQATTACKWHERE","Cause:Next
Field","Status:Normal","Value:2"
"2/4/2016 9:33:23 AM","Enter
Field:SurveySpecific.RI_SQATTACKHOW","Status:Normal","Value:"
"2/4/2016 9:33:23 AM","(KEY:)2[ENTR]"
"2/4/2016 9:33:24 AM","Action:Store Field
Data","Field:SurveySpecific.RI_SQATTACKHOW"
"2/4/2016 9:33:24 AM","Leave Field:SurveySpecific.RI_SQATTACKHOW","Cause:Next
Field","Status:Normal","Value:2"
"2/4/2016 9:33:24 AM","Enter
Field:SurveySpecific.RI_SQTHEFTATTACKKNOWNOFF","Status:Normal","Value:"

"2/4/2016 9:33:24 AM","(KEY:)2[ENTR]"
"2/4/2016 9:33:25 AM","Action:Store Field
Data","Field:SurveySpecific.RI_SQTHEFTATTACKKNOWNOFF"
"2/4/2016 9:33:25 AM","Leave
Field:SurveySpecific.RI_SQTHEFTATTACKKNOWNOFF","Cause:Next
Field","Status:Normal","Value:2"
"2/4/2016 9:33:25 AM","Enter
Field:SurveySpecific.RI_SQSEXUAL","Status:Normal","Value:"
"2/4/2016 9:33:25 AM","(KEY:)2[ENTR]"
"2/4/2016 9:33:26 AM","Action:Store Field Data","Field:SurveySpecific.RI_SQSEXUAL"
"2/4/2016 9:33:26 AM","Leave Field:SurveySpecific.RI_SQSEXUAL","Cause:Next
Field","Status:Normal","Value:2"
"2/4/2016 9:33:26 AM","Enter
Field:SurveySpecific.RI_SQCALLPOLICECRIME","Status:Normal","Value:"
"2/4/2016 9:33:27 AM","(KEY:)2[ENTR]"
"2/4/2016 9:33:27 AM","Action:Store Field
Data","Field:SurveySpecific.RI_SQCALLPOLICECRIME"
"2/4/2016 9:33:27 AM","Leave
Field:SurveySpecific.RI_SQCALLPOLICECRIME","Cause:Next
Field","Status:Normal","Value:2"
"2/4/2016 9:33:27 AM","Enter
Field:SurveySpecific.RI_SQNOCALLPOLICECRIME","Status:Normal","Value:"
"2/4/2016 9:33:28 AM","(KEY:)2[ENTR]"
"2/4/2016 9:33:28 AM","Action:Store Field
Data","Field:SurveySpecific.RI_SQNOCALLPOLICECRIME"
"2/4/2016 9:33:28 AM","Leave
Field:SurveySpecific.RI_SQNOCALLPOLICECRIME","Cause:Next
Field","Status:Normal","Value:2"
"2/4/2016 9:33:28 AM","Enter Field:BACK.THANK_YOU","Status:Normal","Value:"
"2/4/2016 9:33:29 AM","(KEY:)1[ENTR]"
"2/4/2016 9:33:29 AM","Action:Store Field Data","Field:BACK.THANK_YOU"
"2/4/2016 9:33:29 AM","Leave Field:BACK.THANK_YOU","Cause:Next
Field","Status:Normal","Value:1"
"2/4/2016 9:33:29 AM","Enter Field:BACK.RI_OUTCM","Status:Normal","Value:"
"2/4/2016 9:33:31 AM","(KEY:)2[ENTR]"
"2/4/2016 9:33:32 AM","Action:Store Field Data","Field:BACK.RI_OUTCM"
"2/4/2016 9:33:32 AM","Leave Field:BACK.RI_OUTCM","Cause:Next
Field","Status:Normal","Value:2" - ***The reinterviewer selected No because they believe the original status was wrong.***
"2/4/2016 9:33:32 AM","Enter Field:BACK.FALSIF","Status:Normal","Value:"

"2/4/2016 9:33:36 AM","(KEY:)1[ENTR]" ***– The reinterviewer selected Yes to suspected Falsification.***
"2/4/2016 9:33:41 AM","Action:Store Field Data","Field:BACK.FALSIF"
"2/4/2016 9:33:41 AM","Leave Field:BACK.FALSIF","Cause:Next Field","Status:Normal","Value:1"
"2/4/2016 9:33:41 AM","Enter Field:BACK.READYWRAP","Status:Normal","Value:"
"2/4/2016 9:33:43 AM","(KEY:)1[ENTR]"
"2/4/2016 9:33:43 AM","Action:Store Field Data","Field:BACK.READYWRAP"
"2/4/2016 9:33:43 AM","Leave Field:BACK.READYWRAP","Cause:Next Field","Status:Normal","Value:1"
"2/4/2016 9:33:43 AM","Enter Field:bSplashScreens.Show_Ctrl","Status:Normal","Value:"
"2/4/2016 9:33:45 AM","(KEY:)1[ENTR]"
"2/4/2016 9:33:45 AM","Action:Store Field Data","Field:bSplashScreens.Show_Ctrl"
"2/4/2016 9:33:45 AM","Leave Field:bSplashScreens.Show_Ctrl","Cause:Next Field","Status:Normal","Value:1"
"2/4/2016 9:33:45 AM","Leave Field:bSplashScreens.Show_Ctrl","Cause:Exit","Status:Normal","Value:1"
"2/4/2016 9:33:45 AM","Leave Form:1","Key:00000027"

Result – Based on good notes and the respondent correcting almost all of the demographic characteristics that shows suspected falsification, you can confirm the outcome and suspect falsification. Start an 11-163. Mark "Yes" to Falsification and "Yes" to Require Further Review. Fill in the Form ID under the Tracking #.

Example 3:

Scenario - This case was a complete interview in production. The reinterview outcome is a 065.

Notes - No Issues. Complete

Trace File -
"2/2/2016 3:49:14 PM","Enter Form:1","Key:00000028"
"2/2/2016 3:49:14 PM","Metafile name:C:\temp\TMO_BUILDS\NCVS RI CATI TRAINING\e-inst\inst.bmi"
"2/2/2016 3:49:14 PM","Metafile timestamp:Tuesday, February 02, 2016 11:29:42 AM"
"2/2/2016 3:49:14 PM","WinUserName:nicke007"

"2/2/2016 3:49:14 PM","DictionaryVersionInfo:0.0.0.0"
"2/2/2016 3:49:14 PM","Enter
Field:CATIFRONT.HELLO_TC_CT","Status:Normal","Value:"
"2/2/2016 3:50:12 PM","(KEY:)1[ENTR]"
"2/2/2016 3:50:12 PM","Action:Store Field Data","Field:CATIFRONT.HELLO_TC_CT"
"2/2/2016 3:50:12 PM","Leave Field:CATIFRONT.HELLO_TC_CT","Cause:Next
Field","Status:Normal","Value:1"
"2/2/2016 3:50:13 PM","Enter
Field:CATIFRONT.INTRO_TC_CT","Status:Normal","Value:"
"2/2/2016 3:50:15 PM","(KEY:)1[ENTR]"
"2/2/2016 3:50:15 PM","Action:Store Field Data","Field:CATIFRONT.INTRO_TC_CT"
"2/2/2016 3:50:15 PM","Leave Field:CATIFRONT.INTRO_TC_CT","Cause:Next
Field","Status:Normal","Value:1"
"2/2/2016 3:50:16 PM","Enter
Field:CATIFRONT.INTROB_RI_CT","Status:Normal","Value:"
"2/2/2016 3:50:16 PM","(KEY:)1[ENTR]"
"2/2/2016 3:50:16 PM","Action:Store Field Data","Field:CATIFRONT.INTROB_RI_CT"
"2/2/2016 3:50:16 PM","Leave Field:CATIFRONT.INTROB_RI_CT","Cause:Next
Field","Status:Normal","Value:1"
"2/2/2016 3:50:17 PM","Enter Field:MIDDLE.RIRESP","Status:Normal","Value:"
"2/2/2016 3:50:18 PM","(KEY:)1[ENTR]"
"2/2/2016 3:50:19 PM","Action:Store Field Data","Field:MIDDLE.RIRESP"
"2/2/2016 3:50:19 PM","Leave Field:MIDDLE.RIRESP","Cause:Next
Field","Status:Normal","Value:1"
"2/2/2016 3:50:19 PM","Enter Field:MIDDLE.CONTACT_C","Status:Normal","Value:"
"2/2/2016 3:50:26 PM","(KEY:)1[ENTR]"
"2/2/2016 3:50:26 PM","Action:Store Field Data","Field:MIDDLE.CONTACT_C"
"2/2/2016 3:50:26 PM","Leave Field:MIDDLE.CONTACT_C","Cause:Next
Field","Status:Normal","Value:1"
"2/2/2016 3:50:27 PM","Enter Field:MIDDLE.ORMODE","Status:Normal","Value:"
"2/2/2016 3:50:28 PM","(KEY:)1[ENTR]"
"2/2/2016 3:50:29 PM","Action:Store Field Data","Field:MIDDLE.ORMODE"
"2/2/2016 3:50:29 PM","Leave Field:MIDDLE.ORMODE","Cause:Next
Field","Status:Normal","Value:1"
"2/2/2016 3:50:30 PM","Enter Field:MIDDLE.POLITE","Status:Normal","Value:"
"2/2/2016 3:50:30 PM","(KEY:)1[ENTR]"
"2/2/2016 3:50:31 PM","Action:Store Field Data","Field:MIDDLE.POLITE"
"2/2/2016 3:50:31 PM","Leave Field:MIDDLE.POLITE","Cause:Next
Field","Status:Normal","Value:1"
"2/2/2016 3:50:31 PM","Enter Field:MIDDLE.LENGTH_H","Status:Normal","Value:"
"2/2/2016 3:50:32 PM","(KEY:)1[ENTR]"

"2/2/2016 3:50:32 PM","Action:Store Field Data","Field:MIDDLE.LENGTH_H"
"2/2/2016 3:50:32 PM","Leave Field:MIDDLE.LENGTH_H","Cause:Next Field","Status:Normal","Value:1"
"2/2/2016 3:50:32 PM","(KEY:)0"
"2/2/2016 3:50:32 PM","Enter Field:MIDDLE.LENGTH_M","Status:Normal","Value:0"
"2/2/2016 3:50:32 PM","(KEY:)[ENTR]"
"2/2/2016 3:50:32 PM","Action:Store Field Data","Field:MIDDLE.LENGTH_M"
"2/2/2016 3:50:32 PM","Leave Field:MIDDLE.LENGTH_M","Cause:Next Field","Status:Normal","Value:0"
"2/2/2016 3:50:33 PM","Enter Field:MIDDLE.LAPTOP","Status:Normal","Value:"
"2/2/2016 3:50:33 PM","(KEY:)1[ENTR]"
"2/2/2016 3:50:33 PM","Action:Store Field Data","Field:MIDDLE.LAPTOP"
"2/2/2016 3:50:33 PM","Leave Field:MIDDLE.LAPTOP","Cause:Next Field","Status:Normal","Value:1"
"2/2/2016 3:50:33 PM","Enter Field:MIDDLE.ROSTER_1","Status:Normal","Value:"
"2/2/2016 3:50:34 PM","(KEY:)1[ENTR]"
"2/2/2016 3:50:35 PM","Action:Store Field Data","Field:MIDDLE.ROSTER_1"
"2/2/2016 3:50:35 PM","Leave Field:MIDDLE.ROSTER_1","Cause:Next Field","Status:Normal","Value:1"
"2/2/2016 3:50:35 PM","Enter Field:MIDDLE.ROSTER_3","Status:Normal","Value:"
"2/2/2016 3:50:36 PM","(KEY:)2[ENTR]"
"2/2/2016 3:50:36 PM","Action:Store Field Data","Field:MIDDLE.ROSTER_3"
"2/2/2016 3:50:37 PM","Leave Field:MIDDLE.ROSTER_3","Cause:Next Field","Status:Normal","Value:2"
"2/2/2016 3:50:37 PM","Enter Field:SurveySpecific.Ri_Demo_Ver.Person3[1].AGE_CHECK","Status:Normal","Value:"
"2/2/2016 3:50:37 PM","(KEY:)1[ENTR]"
"2/2/2016 3:50:37 PM","Action:Store Field Data","Field:SurveySpecific.Ri_Demo_Ver.Person3[1].AGE_CHECK"
"2/2/2016 3:50:37 PM","Leave Field:SurveySpecific.Ri_Demo_Ver.Person3[1].AGE_CHECK","Cause:Next Field","Status:Normal","Value:1"
"2/2/2016 3:50:38 PM","Enter Field:SurveySpecific.Ri_Demo_Ver.Person3[1].SEX_VER","Status:Normal","Value:"
"2/2/2016 3:50:38 PM","(KEY:)1[ENTR]"
"2/2/2016 3:50:38 PM","Action:Store Field Data","Field:SurveySpecific.Ri_Demo_Ver.Person3[1].SEX_VER"
"2/2/2016 3:50:38 PM","Leave Field:SurveySpecific.Ri_Demo_Ver.Person3[1].SEX_VER","Cause:Next Field","Status:Normal","Value:1"

"2/2/2016 3:50:38 PM","Enter
Field:SurveySpecific.Ri_Demo_Ver.Person3[1].RACE_VER","Status:Normal","Value:"
"2/2/2016 3:50:39 PM","(KEY:)1[ENTR]"
"2/2/2016 3:50:39 PM","Action:Store Field
Data","Field:SurveySpecific.Ri_Demo_Ver.Person3[1].RACE_VER"
"2/2/2016 3:50:39 PM","Leave
Field:SurveySpecific.Ri_Demo_Ver.Person3[1].RACE_VER","Cause:Next
Field","Status:Normal","Value:1"
"2/2/2016 3:50:39 PM","Enter
Field:SurveySpecific.Ri_Demo_Ver.Person3[1].ORIGIN_VER","Status:Normal","Value:"
"2/2/2016 3:50:39 PM","(KEY:)1[ENTR]"
"2/2/2016 3:50:39 PM","Action:Store Field
Data","Field:SurveySpecific.Ri_Demo_Ver.Person3[1].ORIGIN_VER"
"2/2/2016 3:50:39 PM","Leave
Field:SurveySpecific.Ri_Demo_Ver.Person3[1].ORIGIN_VER","Cause:Next
Field","Status:Normal","Value:1"
"2/2/2016 3:50:40 PM","Enter
Field:SurveySpecific.Ri_Demo_Ver.Person3[1].MARITAL_VER","Status:Normal","Value:
"
"2/2/2016 3:50:40 PM","(KEY:)1[ENTR]"
"2/2/2016 3:50:40 PM","Action:Store Field
Data","Field:SurveySpecific.Ri_Demo_Ver.Person3[1].MARITAL_VER"
"2/2/2016 3:50:40 PM","Leave
Field:SurveySpecific.Ri_Demo_Ver.Person3[1].MARITAL_VER","Cause:Next
Field","Status:Normal","Value:1"
"2/2/2016 3:50:40 PM","Enter
Field:SurveySpecific.RI_HHINCOME_VER","Status:Normal","Value:"
"2/2/2016 3:50:41 PM","(KEY:)1[ENTR]"
"2/2/2016 3:50:42 PM","Action:Store Field
Data","Field:SurveySpecific.RI_HHINCOME_VER"
"2/2/2016 3:50:42 PM","Leave Field:SurveySpecific.RI_HHINCOME_VER","Cause:Next
Field","Status:Normal","Value:1"
"2/2/2016 3:50:42 PM","Enter
Field:SurveySpecific.RI_HHTENURE_VER","Status:Normal","Value:"
"2/2/2016 3:50:42 PM","(KEY:)1[ENTR]"
"2/2/2016 3:50:43 PM","Action:Store Field
Data","Field:SurveySpecific.RI_HHTENURE_VER"
"2/2/2016 3:50:43 PM","Leave Field:SurveySpecific.RI_HHTENURE_VER","Cause:Next
Field","Status:Normal","Value:1"
"2/2/2016 3:50:43 PM","Enter
Field:SurveySpecific.RI_SQTHEFT","Status:Normal","Value:"

"2/2/2016 3:50:44 PM","(KEY:)2[ENTR]"
"2/2/2016 3:50:44 PM","Action:Store Field Data","Field:SurveySpecific.RI_SQTHEFT"
"2/2/2016 3:50:44 PM","Leave Field:SurveySpecific.RI_SQTHEFT","Cause:Next
Field","Status:Normal","Value:2"
"2/2/2016 3:50:45 PM","Enter
Field:SurveySpecific.RI_SQBREAKIN","Status:Normal","Value:"
"2/2/2016 3:50:45 PM","(KEY:)2[ENTR]"
"2/2/2016 3:50:45 PM","Action:Store Field Data","Field:SurveySpecific.RI_SQBREAKIN"
"2/2/2016 3:50:45 PM","Leave Field:SurveySpecific.RI_SQBREAKIN","Cause:Next
Field","Status:Normal","Value:2"
"2/2/2016 3:50:46 PM","Enter
Field:SurveySpecific.RI_SQTOTALVEHICLES","Status:Normal","Value:"
"2/2/2016 3:50:46 PM","(KEY:)1[ENTR]"
"2/2/2016 3:50:46 PM","Action:Store Field
Data","Field:SurveySpecific.RI_SQTOTALVEHICLES"
"2/2/2016 3:50:46 PM","Leave
Field:SurveySpecific.RI_SQTOTALVEHICLES","Cause:Next
Field","Status:Normal","Value:1"
"2/2/2016 3:50:47 PM","Enter
Field:SurveySpecific.RI_SQMVTHEFT","Status:Normal","Value:"
"2/2/2016 3:50:47 PM","(KEY:)2[ENTR]"
"2/2/2016 3:50:47 PM","Action:Store Field Data","Field:SurveySpecific.RI_SQMVTHEFT"
"2/2/2016 3:50:47 PM","Leave Field:SurveySpecific.RI_SQMVTHEFT","Cause:Next
Field","Status:Normal","Value:2"
"2/2/2016 3:50:47 PM","Enter
Field:SurveySpecific.RI_SQATTACKWHERE","Status:Normal","Value:"
"2/2/2016 3:50:48 PM","(KEY:)2[ENTR]"
"2/2/2016 3:50:48 PM","Action:Store Field
Data","Field:SurveySpecific.RI_SQATTACKWHERE"
"2/2/2016 3:50:48 PM","Leave
Field:SurveySpecific.RI_SQATTACKWHERE","Cause:Next
Field","Status:Normal","Value:2"
"2/2/2016 3:50:48 PM","Enter
Field:SurveySpecific.RI_SQATTACKHOW","Status:Normal","Value:"
"2/2/2016 3:50:49 PM","(KEY:)2[ENTR]"
"2/2/2016 3:50:49 PM","Action:Store Field
Data","Field:SurveySpecific.RI_SQATTACKHOW"
"2/2/2016 3:50:49 PM","Leave Field:SurveySpecific.RI_SQATTACKHOW","Cause:Next
Field","Status:Normal","Value:2"
"2/2/2016 3:50:49 PM","Enter
Field:SurveySpecific.RI_SQTHEFTATTACKKNOWNOFF","Status:Normal","Value:"

"2/2/2016 3:50:49 PM","(KEY:)2[ENTR]"
"2/2/2016 3:50:50 PM","Action:Store Field
Data","Field:SurveySpecific.RI_SQTHEFTATTACKKNOWNOFF"
"2/2/2016 3:50:50 PM","Leave
Field:SurveySpecific.RI_SQTHEFTATTACKKNOWNOFF","Cause:Next
Field","Status:Normal","Value:2"
"2/2/2016 3:50:50 PM","Enter
Field:SurveySpecific.RI_SQSEXUAL","Status:Normal","Value:"
"2/2/2016 3:50:50 PM","(KEY:)2[ENTR]"
"2/2/2016 3:50:51 PM","Action:Store Field Data","Field:SurveySpecific.RI_SQSEXUAL"
"2/2/2016 3:50:51 PM","Leave Field:SurveySpecific.RI_SQSEXUAL","Cause:Next
Field","Status:Normal","Value:2"
"2/2/2016 3:50:51 PM","Enter
Field:SurveySpecific.RI_SQCALLPOLICECRIME","Status:Normal","Value:"
"2/2/2016 3:50:51 PM","(KEY:)2[ENTR]"
"2/2/2016 3:50:52 PM","Action:Store Field
Data","Field:SurveySpecific.RI_SQCALLPOLICECRIME"
"2/2/2016 3:50:52 PM","Leave
Field:SurveySpecific.RI_SQCALLPOLICECRIME","Cause:Next
Field","Status:Normal","Value:2"
"2/2/2016 3:50:52 PM","Enter
Field:SurveySpecific.RI_SQNOCALLPOLICECRIME","Status:Normal","Value:"
"2/2/2016 3:50:52 PM","(KEY:)2[ENTR]"
"2/2/2016 3:50:52 PM","Action:Store Field
Data","Field:SurveySpecific.RI_SQNOCALLPOLICECRIME"
"2/2/2016 3:50:52 PM","Leave
Field:SurveySpecific.RI_SQNOCALLPOLICECRIME","Cause:Next
Field","Status:Normal","Value:2"
"2/2/2016 3:50:53 PM","Enter Field:BACK.THANK_YOU","Status:Normal","Value:"
"2/2/2016 3:50:53 PM","(KEY:)1[ENTR]"
"2/2/2016 3:50:54 PM","Action:Store Field Data","Field:BACK.THANK_YOU"
"2/2/2016 3:50:54 PM","Leave Field:BACK.THANK_YOU","Cause:Next
Field","Status:Normal","Value:1"
"2/2/2016 3:50:54 PM","Enter Field:BACK.RI_OUTCM","Status:Normal","Value:"
"2/2/2016 3:50:56 PM","(KEY:)1[ENTR]"
"2/2/2016 3:50:57 PM","Action:Store Field Data","Field:BACK.RI_OUTCM"
"2/2/2016 3:50:57 PM","Leave Field:BACK.RI_OUTCM","Cause:Next
Field","Status:Normal","Value:1"
"2/2/2016 3:50:58 PM","Enter Field:BACK.FALSIF","Status:Normal","Value:"
"2/2/2016 3:50:59 PM","(KEY:)1[ENTR]"
"2/2/2016 3:51:00 PM","Action:Store Field Data","Field:BACK.FALSIF"

"2/2/2016 3:51:00 PM","Leave Field:BACK.FALSIF","Cause:Next Field","Status:Normal","Value:1"
"2/2/2016 3:51:00 PM","Enter Field:BACK.NO_DISCREP","Status:Normal","Value:"
"2/2/2016 3:51:05 PM","(KEY:)1[ENTR]"
"2/2/2016 3:51:05 PM","Action:Store Field Data","Field:BACK.NO_DISCREP"
"2/2/2016 3:51:05 PM","Leave Field:BACK.NO_DISCREP","Cause:Next Field","Status:Normal","Value:1" ***– This is the screen that verifies they want to Suspect Falsification even though there are NO discrepancies.***
"2/2/2016 3:51:05 PM","Enter Field:BACK.READYWRAP","Status:Normal","Value:"
"2/2/2016 3:51:06 PM","(KEY:)1[ENTR]"
"2/2/2016 3:51:07 PM","Action:Store Field Data","Field:BACK.READYWRAP"
"2/2/2016 3:51:07 PM","Leave Field:BACK.READYWRAP","Cause:Next Field","Status:Normal","Value:1"
"2/2/2016 3:51:07 PM","Enter Field:bSplashScreens.Show_Ctrl","Status:Normal","Value:"
"2/2/2016 3:51:08 PM","(KEY:)1[ENTR]"
"2/2/2016 3:51:13 PM","Action:Store Field Data","Field:bSplashScreens.Show_Ctrl"
"2/2/2016 3:51:13 PM","Leave Field:bSplashScreens.Show_Ctrl","Cause:Next Field","Status:Normal","Value:1"
"2/2/2016 3:51:14 PM","Leave Field:bSplashScreens.Show_Ctrl","Cause:Exit","Status:Normal","Value:1"
"2/2/2016 3:51:14 PM","Leave Form:1","Key:00000028"

Result – None of the key variables have answers that create discrepancies, so there are no discrepancies for this case. This case should **not** be marked as suspected falsification. Add notes on the screen to explain the miskey. Remember, even though this is a miskey a 11-163 must exist for every case with an outcome of 065 or 067 (Suspected of Falsification) for documentation purposes. Start a 11-163 but indicate the case is a CATI Miskey. Mark "Yes" to Falsification (Indicates there is a 11-163 to be reviewed) and "Yes" to Require Further Review. Fill in the Form ID under the Tracking #.

01/2016

Field Division
Current Surveys

Reinterviewer's Self-Study

This document does not contain any Title 13 data, Title 15 data, or Personally Identifiable Information (PII). 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 any actual persons, especially any current or former Census Bureau employees.

U.S. DEPARTMENT OF COMMERCE
BUREAU OF THE CENSUS

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Appendices are in a separate file

Self-Study Instructions

Purpose of this Self-Study

You have been selected to conduct reinterview for Field Division's current surveys. This self-study will provide you with background information about the reinterview program, an overview of the reinterview instrument, and information on your responsibilities as you conduct reinterview.

How to Complete this Self-Study

This self-study is divided into two sections. The first section (Section I) includes 5 lessons that should be completed by everyone. The information included in this section is generic and applies to all surveys.

The second section (Section II) is divided into survey specific lessons. Your supervisor will instruct you on which lessons to complete. Only complete the lessons you are assigned.

How to Charge Your Time

You are allowed 2 hours to complete Section I. Charge that time to Administration-Program Division Overhead, code 0251000, task code 528 The time allotted for Section II will vary depending upon which survey(s) you are being trained. Information on what project code to charge for Section II will be identified in the survey specific lesson.

Materials Needed

To complete this self-study, you only need your laptop and this self-study.

Final Review Exercises

Both sections include a final review exercise. Upon completion of both sections, you will contact your supervisor and go over the answers to the Section I and II final review exercises.

Problems or Questions

If you have problems or questions that require immediate attention, please contact your supervisor. Utilize the "notes" pages provided throughout the self-study to assist you in organizing your thoughts or concerns.

Section I

General Current Survey Information

Notes

Lesson 1. Purpose and Types of Reinterview

Objectives

Upon completing this lesson, you will be able to:
- Identify the primary goal of reinterviews
- Identify the CATI facility's involvement in reinterview
- List responsibilities of a reinterviewer
- Define recycled cases

Why Conduct Reinterview?

The US Census Bureau and our survey sponsors are committed to collecting quality data and providing accurate and reliable statistics about our country. Although most interviewers conduct interviews properly and effectively, some interviewers do not follow appropriate survey procedures and may even falsify data.

To prevent this from happening, a verification process called a *reinterview* is conducted. The primary goals of the Survey Quality Control (QC) Computer Assisted Personal Interviewing (CAPI) reinterview are to ensure procedures are followed and to detect and deter interviewer data falsification. We do this by identifying those interviewers who we suspect:

- falsified interview data,
- misclassified eligible household units as noninterviews to avoid interviewing them, or
- intentionally did not follow the established interview procedures with regards to not using a laptop for a personal visit interview and collecting household roster information
- identify and correct interviewing errors.

Centralized Reinterview

In an effort to create independence in our QC process, reinterview is centralized and conducted, for the most part, out of the Census Bureau's Computer Assisted Telephone Interviewing (CATI) facilities. If reinterview cannot be conducted by CATI, for example, if there was no telephone number or the respondent could not be reached by telephone, reinterview cases will be assigned to the Regional Office (RO) for field staff to conduct reinterview.

Your Responsibility

Your responsibility as a reinterviewer is to verify that the interviewer, which could include Field Representatives (FRs), Field Supervisors (FS), or other personnel who collect survey data, is conducting interviews properly by following survey procedures. You will ask all questions exactly as worded on the screens, and it is important to note that you will **not** re-ask all of the original survey questions. For original complete interviews and sufficient partials, the reinterview instrument will provide you with appropriate probes to see if:

- the household was contacted,
- the interviewer was polite and professional,
- the original interview was completed.

For cases that were originally classified as noninterviews, the reinterview instrument will provide you with the appropriate probes to determine if the original noninterview classification was correct.

Possible Reinterview Methods & Recycled Cases

Reinterviews can by conducted by telephone (CATI) or in person (CAPI). The method depends on the circumstances of each case. Reinterview is conducted primarily out of the Telephone Centers. However, if there is no phone number for a case, it is immediately assigned to the field to be completed by CAPI.

Sometimes the telephone center is unable to conduct reinterview, and those cases may be assigned to the field after the attempted CATI. These cases are called recycled cases.

The following are the methods used for recycled cases and cases competed by CATI:

Scenarios for Recycled Cases

If…	**Then…**
The Reinterview case goes to CATI and is completed in CATI and there are no discrepancies…	The case is complete and will be removed from assignments in ROSCO.
The Reinterview case goes to CATI and is completed in CATI and there are discrepancies or the case is marked as suspected of falsification…	The case will go to Reinterview Supervisory Review, under 'Noninterviews/Discrepancies' or 'Suspected Falsification.

Please note that the FS conducting the interview should not be handling a case originally interviewed by a direct subordinate.

Observed Cases

Cases that have been observed should not fall into reinterview. Observed cases must be flagged in Case Management when the observation is done, so that they do not come into sample for reinterview.

Eligible Respondent and Callbacks

For QC reinterview, the preferred reinterview respondent is the person who responded to the majority of the *original* interview, as indicated by the original FR/FS. For complete original interviews, if the reinterview respondent is unavailable when conducting reinterview by telephone, make an appointment to call the respondent back at another time.

If the respondent is unavailable after several attempts to call back, proxies are acceptable. For the majority of our current surveys, the proxy respondent must be a household member 15 years of age or older. It is helpful to talk to a household member who was interviewed (or present) during the original interview, and knowledgeable about the household members.

For Type B and C original noninterviews, the reinterview respondent is the Type B or C contact person. If the contact person is unavailable, proxies are acceptable. The proxy respondent must be 15 years of age or older and knowledgeable about the status of the sample unit. A callback is necessary if a proxy cannot be reached.

Personal Visit

If you cannot conduct a reinterview by phone, the unit is within 50 miles, AND you have supervisory permission to conduct a personal visit reinterview, you may conduct reinterview via personal visit.

When a reinterview case does not have a telephone number or the number listed is not valid, use resources available to obtain a valid telephone number. If no telephone number is available, and the address is within 50 miles, gain supervisory permission and go in person to complete the reinterview.

Timing

Conduct QC reinterviews as soon as possible once assignments are certified and HQ has loaded the reinterview cases.

QC reinterview cases are generally sent to your laptop two to three days after the original case is completed and transmitted. **Complete QC reinterview cases as soon as possible**.

Lesson Summary

This lesson has provided you with some general information about the reinterview process, such as:

- The purpose of reinterview is to ensure interviewing procedures are followed and to detect data falsification.
- Reinterview cases are first attempted by CATI in the telephone centers, unless there was no telephone number in the original case.
- Cases will be recycled from CATI to CAPI, and assigned to FRs/FSs and SSFs, when applicable, if the reinterview case cannot be interviewed in CATI.
- Observed cases should not fall into reinterview.
- For original completed interviews, it is preferred that you contact the original respondent. However, if after multiple attempts, you may conduct reinterview with a proxy respondent.
- For original Type B and C noninterviews, you will conduct reinterview with the original Type B/C contact person.
- If possible, attempt to conduct reinterview by telephone. Personal visits can be made if the telephone contact is unsuccessful AND the address is within 50 miles AND you have supervisory approval.
- Complete your reinterview cases as soon as possible.

Lesson 2. Reinterview Sample Selection

Objectives

During this lesson you will be able to:

- Identify how the QC random sample is selected, and what types of cases are either eligible or ineligible
- State how and why cases are selected for supplemental reinterview
- Identify where to locate your reinterview assignment

Eligible Cases

The QC reinterview sample includes:

- completed interviews,
- partial interviews,
- Type B noninterviews,
- most Type C noninterviews

Note that Type B and C noninterviews with and without available telephone numbers can be included in the sample.

Ineligible Cases

Original CAPI cases **not eligible** for QC reinterview:

- Observed cases
- Certain Type C noninterviews
- Cases previously reinterviewed
- Original Type A noninterviews

Active and Inactive Supplemental Reinterview

Supplemental cases are either active or inactive. Active cases are part of the centralized reinterview workload, meaning they are attempted in CATI. Inactive cases are assigned to field staff to be conducted in CAPI.

Supplemental Reinterview

The SSO (Survey Statistician Office) may add any FR/FS with an original assignment to supplemental QC reinterview prior to the release of original interviewing assignments. The SSO may place an FR/FS in supplemental reinterview if:

- 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, or
- the FS or Survey Statistician Field (SSF) recommends the original FR/FS for supplemental reinterview.

Selecting Supplemental Cases Prior to Releasing Assignments

The SSO can assign an interviewer to supplemental reinterview before assignments are released for the current interview period. HQ will then select the cases for the supplemental reinterview.

Selecting Supplemental Cases During an Interview Period

If a need arises, inactive cases can be selected for supplemental reinterview during the *current* interview period. For these cases, HQ will make original cases that are not part of the regular or supplemental samples for the current period QC CAPI inactive supplemental reinterview cases. The SSO can activate these inactive cases by assigning them to a reinterviewer.

Receiving Your Reinterview Assignment

You receive your reinterview cases when you make your transmission.

Confidentiality & Reinterview

It is imperative that all reinterviewers understand the importance of keeping confidential the names of FRs and cases selected for reinterview.

Reinterview is compromised if the interviewer has advance knowledge that any of his/her cases will be reinterviewed. Information gained from reinterview should not be shared with other interviewers.

Lesson Summary

This lesson has provided you with information about the reinterview sample, such as:

- The QC reinterview sample is comprised of a combination of original complete interviews, partials, and some Type B and C noninterviews.
- Observed, reassigned, and previously reinterviewed cases are NOT eligible for reinterview. Additionally, Type A noninterviews and some Type C noninterviews are not eligible.
- An SSO can add an FS/FR to supplemental reinterview under certain circumstances.
- You will receive your reinterview assignment following a transmission.
- It is imperative that all reinterviewers understand the importance of keeping confidential the names of interviewers and cases selected for reinterview.

Notes

Lesson 3. Conducting Reinterview

Objectives

During this lesson you will be able to:

- Access your reinterview cases and check for your assignment
- Identify the interviewer verification questions you will ask when the original case was completed
- Identify the types of questions you ask when the original case was a noninterview
- Understand how to deal with noninterviews for reinterview

Location of Reinterview Software

CAPI reinterview is treated as a separate survey option for all current surveys. It is not part of the regular survey Case Management system, but is a stand-alone survey within your Survey Selection dialogue box. Reinterviewers must have the appropriate survey reinterview software loaded on their laptop before they will be able to receive their reinterview cases.

Checking for your Reinterview Assignment

Until the first reinterview case appears in your reinterview Case Management, your laptop will not indicate whether you will receive a reinterview assignment. After each transmission, check reinterview Case Management to see if you received any reinterview cases.

As mentioned earlier, if the reinterview case goes to CATI, but is not completed in CATI, then the case is recycled The case will appear on your laptop, and you should see a recycling symbol on the Assignment Tab in Case Management.

CATI will recycle cases to be completed by you under the following circumstances:

- Contact made but not with the respondent or a knowledgeable person
- Respondent requests a personal visit
- Bad number and/or maximum call attempts have been reached with no contact.

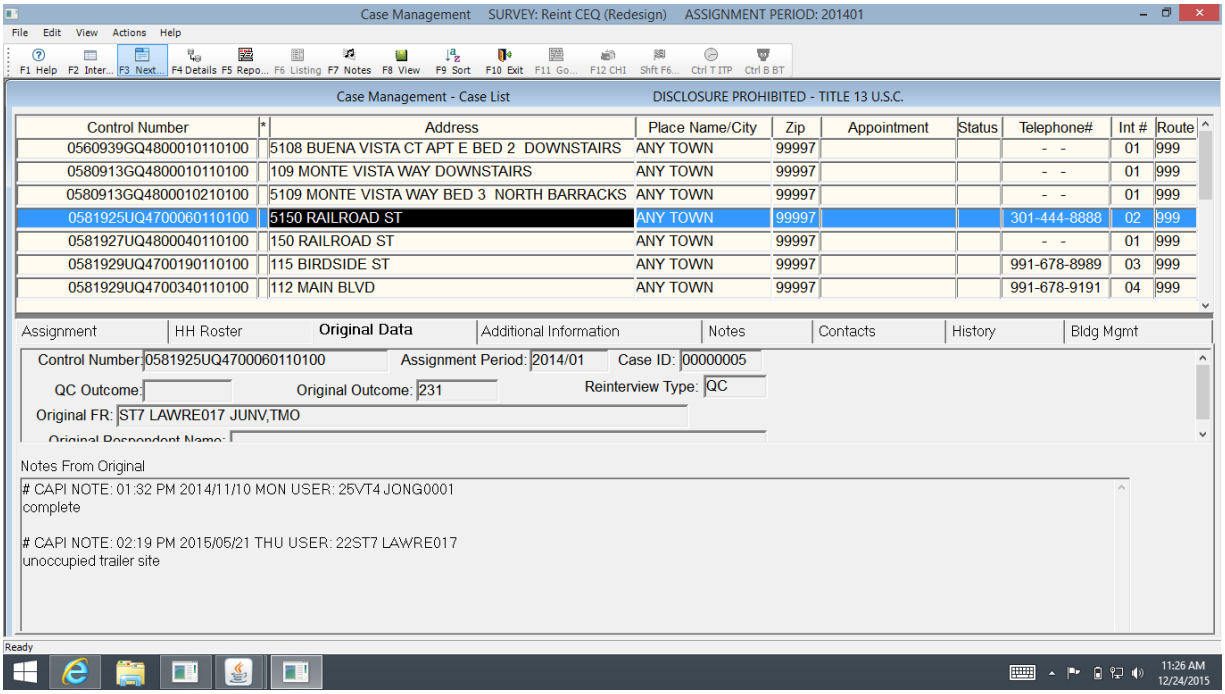
Check your email daily to see if the SSO or SSF has sent a message alerting you to a reinterview assignment.

Reinterview Case Management

Reinterview Case Management screens and functions are almost identical to the survey Case Management screens and functions. Information that appears on the reinterview Case Management screens will come from the original case.

Reinterview Respondent Name

The **Original Data Tab** displays the reinterview respondent name for reinterview for original cases that were complete or partial interviews. This name will be the reference person who responded to the majority of the original interview as indicated by the original interviewer. For original Type B or C noninterviews, the reinterview respondent is the contact person listed on the upper half of the **Contacts Tab**.

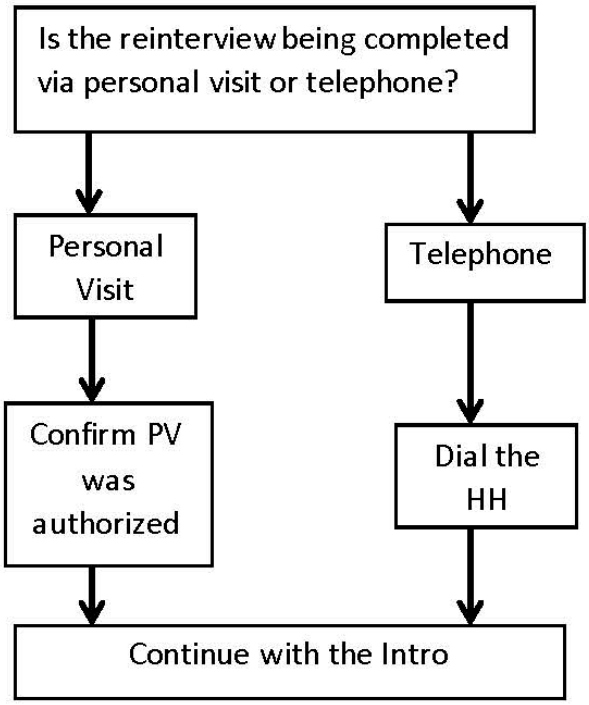


Reinterview Codes

The laptop displays the reinterview Outcome and Action codes on the **Assignment Tab** in the details pane. A full listing of the reinterview codes is displayed in Case Management on the **F1 Help** screen as well as in Appendix 1 of this self-study.

Reinterview Instrument

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



The survey specific portion of the reinterview will not re-ask the original survey content questions. Instead, it will ask several general questions to determine if the original survey was completed properly and to detect any falsification.

Screen Standards

Screen standards are the same in original instruments and reinterview instruments:

- Words in bold black font signify statements or questions that are to be read aloud.
- Reinterviewer instructions are in blue font and enclosed on each side by blue diamonds (♦).

Introductory Screens

Different paths lead to different introductory screens. However, all introductory screens are identified by the words:

Personal Visit:
Hello. I'm ... from the U.S. Census Bureau.

Telephone:
Hello. This is... from the U.S. Census Bureau.

For many reinterviewers, the text shown on these screens has been effective in persuading respondents or contact persons to cooperate in reinterview. Please use your best judgment in addressing the respondent/contact person during the reinterview introduction.

Reinterview Questions for Completed Original Interviews

Original interviews that were complete interviews or sufficient partials will be asked questions from the following areas:

- interview/procedure verification,
- household roster verification, and
- content verification.

Interview Verification

You will ask respondents the Interview Verification questions below:

Screen *CONTACT_C*:

Did an interviewer contact you on or about *(original interview date)* **and ask questions about your household and the members who make up your household for the (***current survey name***)?**
❍ 1. Yes ❍ 2. No

Screen *ORMODE*:

Did the interviewer conduct the interview in person or over the telephone?
❍ 1. Personal visit only ❍ 2. Telephone call only ❍ 3. Both - Interviewer visited and called

Screen *POLITE*:

Was the interviewer polite and professional?
❍ 1. Yes ❍ 2. No

Screens *LENGTH_H* and *LENGTH_M*:

About how long did the interview last?
_____Hours _____Minutes

Screen *LAPTOP*:

Did the interviewer use a laptop computer?
❍ 1. Yes ❍ 2. No

Household Roster Display

For every member of a household, the roster displays some of the demographic information collected during the original interview. Some of the information may vary slightly from survey to survey. However, for most surveys you will see, at minimum:

- Line number
- Name
- Relationship
- Age
- Sex

Content Reinterview Questions

As mentioned before, the reinterview instrument does not re-ask all of the survey questions. Each survey will include content questions to help ascertain whether the original outcome is correct. Survey specific content questions will vary; they are covered in the survey-specific lesson in Section II of this self-study.

However, it is important to note that regardless of the survey, the reinterview questions should be read **exactly as worded**.

"Don't Know" and "Refused" Response Choices

In reinterview, "don't know" responses are allowed in many of the content questions, but not all of them. The table below lists the screens within the screens in the instrument that will NOT accept "don't know." The screens listed below are the same across surveys; content verification screens that allow "don't know" responses will be covered in survey specific lessons.

Reinterview Questions That WILL NOT ALLOW "Don't Know Responses

Screen	Question	Don't Know
CONTACT_C	Did an interviewer contact you on or about *(fill with interview date)* and ask questions about your household's economic situation?	✓
CONTACTN	Did an interviewer visit or call regarding *(fill with sample unit address)*?	✓
LAPTOP	Did the interviewer use a laptop computer?	✓
LENGTH_	About how long did the interview last?	✓
ORMODE	Did the interviewer visit in person or call on the telephone?	✓
POLITE	Was the interviewer polite and professional?	✓
SOMEONE_ELSE	Could the interviewer have spoken to another person at *(fill with sample unit address)*?	✓

QC Reinterview Questions for Type B and Type C Original Noninterviews

For original Type B and C Noninterviews, you will also ask some Interview Verification Questions. These questions will vary depending upon whether the original noninterview was made through speaking with a contact person or knowledgeable source, or if was made by observation. Take a look at the Interview Verification Questions you will ask if the original noninterview includes Contact Person information**.**

Type B's and C's With Contact Person

Screen *CONTACT_N*:

Did an interviewer visit or call regarding *(fill with sample unit address)***?**
❍ 1. Yes ❍ 2. No

Screen *STATUS*:

Our records show that on *(original interview date)* *(sample unit address)* **was** *(original Type B/C description)*. ***Is this information correct?***
❍ 1. Yes ❍ 2. No

Screen *STAT_PROBE*:

Original Outcome: *(Original outcome)* **Original Interview Date:** *(Original interview date)* **What was the status of** *(sample unit address)* **on or about** *(original interview date)***?** ♦ Enter reported status. ♦ Explain any discrepancy between reported status and original outcome.

QC Reinterview Questions for Type B and Type C Original Noninterviews, *(cont'd)*

Without Contact Person Information

There are no special questions for original Type B and Type C noninterview cases which have no contact person information. Rather, the reinterview instrument directs you to the *VERBYOBS* screen, which instructs you to use any available resource to verify the noninterview status reported by the interviewer. The verification method and outcome should be recorded in the reinterview case level notes. The *VERBYOBS* screen is shown below:

The interviewer determined the original outcome by observation. ♦ Please use any available resource to check that: *(sample unit address)* **was** *(original outcome)* **on** *(original interview date)*.
❍ 1. Original outcome was correct. ❍ 2. Original outcome was incorrect. ❍ 3. Reinterview Noninterview. ❍ 4. Quit – Attempt later.

Reinterview Noninterviews

It should be rare to classify cases as noninterviews during reinterview. Make a reinterview case a reinterview noninterview **only** if you cannot complete it after several attempts. For original Type B and C noninterviews, a case is a reinterview noninterview **only** if you cannot verify the original noninterview status.

The original interview's outcome does not affect the outcome of the reinterview case. It is possible that the original interview was complete, the but reinterview is a noninterview, and visa versa.

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

If you classify a reinterview case a noninterview, the reinterview instrument directs you to select the noninterview type . The question "WHICH OUTCOME DESCRIBES THIS REINTERVIEW CASE?" in the *NONINT* screen pertains to the reinterview noninterview type and not the original noninterview status. Take a look at the example of this screen on the next page.

Screen *NONINT*:

Which outcome best describes this reinterview case?

❍ 1. Type A Noninterview.
❍ 2. Type B Noninterview.
❍ 3. Type C Noninterview.
❍ 4. Type D Noninterview – Entire household moved since the original interview.

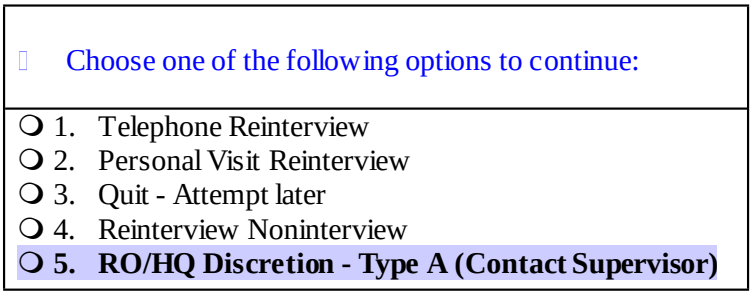
RO/HQ Discretion Cases

You may make a reinterview case a "RO discretion" case **only** if the SSO 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.).

However, an RO discretion case is classified as a Type A noninterview in reinterview. Therefore, use this option **only** if the SSO approves or asks you to make a case an RO discretion case.

For reinterviews that cannot be completed because of Case Management/CAPI control problems or sample adjustment, the SSO will contact HQ for approval to use the code or HQ will instruct you to use this code for specific cases. In both situations, HQ will instruct the FS to make the case an HQ discretion case.

To do this, choose "5 - RO/HQ Discretion - Type A (Contact Supervisor)" from the *METHOD* screen in the reinterview instrument (see below).



The next screen, *RO_DISC*, instructs you to contact your supervisor before choosing one of the listed RO/HQ discretion options.

Reinterview Notes

Enter details that further explain the reinterview case in the reinterview notes. To view, edit, or enter reinterview case level notes, press **CTRL-F7**. To view the original case level notes press **SHIFT-F12**.

You can view the original interview notes, CATI notes (see Appendix II for a list of commonly used abbreviations) enter reinterview notes, or view or edit existing reinterview notes at any time in the reinterview instrument. The reinterview Case Management notes can be viewed on the original data tab and on the reinterview case level notes tab.

Instrument Function Keys

The function key settings for the reinterview instrument are the same across survey instruments and are described below.

"F" Keys

F1	Item specific help
F4	Jump menu
F7	Enter item specific notes
F8	Exit the reference screen and go back to reinterview
F10	Exit – Skip to the END of the reinterview
F11	Calculator
F12	Copy

The "Shift-F" Keys

Shift-F1	Display the household roster
*Shift-F2	Display the Survey Frequently Asked Questions
*Shift-F3	Display the Reinterview FAQs (*RIREASON* Screen)
Shift-F7	View remarks / items notes (ready only)
Shift-F8	Display Follow-on contact person information (
Shift-F10	Display functions keys
Shift-F11	Display standard case level note abbreviations
Shift-F12	Display original CAPI case level notes

*Note that the reinterview instrument displays FAQs specific to reinterview as well as the FAQs for the original survey. These are accessed through two different Shift-Function keys.

The "Ctrl" Keys

Ctrl-D	Don't know (D)
Ctrl-F7	Access reinterview case level notes (read only)
Ctrl-H	Show info
Ctrl-K	Display function key descriptions
Ctrl-M	Show "Don't Knows: and "Refusals"
Ctrl-R	Refuse (R)

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

Instrument Function Keys, *(cont'd)*

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 re-access 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 is for reference only, and displays the original interview household composition. Persons are not added or deleted from this screen based on responses to ROSTER_2 or ROSTER_4.

Summary

This lesson has provided you with some general information you need to know to access your reinterview cases and work with your assignments to conduct reinterview, such as:

- Reinterview is treated as a separate survey within case management.
- If a reinterview case is a CATI recycle, you will see a recycling symbol in the assignment tab of Case Management.
- Reinterview Case Management screens and functions are almost identical to regular survey Case Management.
- Reinterview instrument screens are similar to those in regular surveys, where bold, black text is read aloud and FR instructions appear in blue text.
- There are a variety of function keys within the reinterview instrument that provide some information about the original case.
- Reinterview questions are asked from three different verification areas: interview and procedure, , household roster, and survey content.
- You will ask reinterview questions of the contact person for original Type B and C cases.
- You can view notes from the original case, CATI notes (for recycled cases) as well as add your own notes.

In the survey specific lesson(s) of this self-study, you will have hands-on practice working with your reinterview cases.

Notes

Lesson 4. Feedback and Follow-Up

Objectives

Upon completion of this lesson, you will be able to:

- Identify what constitutes falsification.
- Recognize the difference between falsification and failure to follow procedures.
- Understand the procedures you will follow when the instrument detects falsification.

After Reinterview

Sometimes things are discovered during reinterview that require feedback to the original FR and/or follow-up action. You will communicate feedback to the SSO/SSF. Only communicate feedback to the FR/FS when you have been given approval to do so. to do so.

Falsification

Data falsification occurs if the interviewer **knowingly** deviates from current interviewing procedures to avoid interviewing or properly interviewing a respondent. This includes, but is not limited to:

- making up some or all information,
- deliberately miscoding the answer to a question,
- misclassifying occupied units as Type B or C noninterviews, or
- accepting proxy information from an ineligible person.

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 on path 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
- 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.

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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.

- If the reinterview instrument detects any discrepancies, the FALSIF or FALSIF2 screen displays "Your reinterview indicates the following discrepancies:" and a list of the detected discrepancies.

- If there are no detected discrepancies, the FALSIF screen will display "Your reinterview did not indicate any discrepancies."

The reinterview instrument checks for the following 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.

1 – The reinterview respondent said no one contacted this household regarding the survey. **The instrument automatically suspects falsification for this discrepancy.**

2 – The reinterviewer determined that the original status was incorrect.

3 – The status of the case was completed by observation in the original interview. The reinterviewer determined that the original status was incorrect.

4 – The case was a Type A in the original interview. The reinterviewer determined that the original status was incorrect.

5 – The 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. **The instrument automatically suspects falsification for this discrepancy.**

6 – The reinterview respondent indicated that the original status was incorrect.

7 – The household roster was incorrect.

8 – Not all survey questions were asked in the interview.

Discrepancies Between the Original Interview and Reinterview, *(cont'd)*

9 – The interviewer conducted a telephone interview only instead of a personal visit interview, as required.

10 – This case was done by personal visit and the reinterview respondent said the interviewer did not use a laptop. **The instrument automatically suspects falsification for this discrepancy.**

11 – The interviewer entered a bad telephone number for this case.

13 – Demographic characteristics were incorrectly recorded on roster.

14 – The household income and/or tenure were incorrectly recorded.

FALSIF2 Screen

For discrepancies 1, 5, and 10, the CAPI RI 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.

Screen FALSIF2:

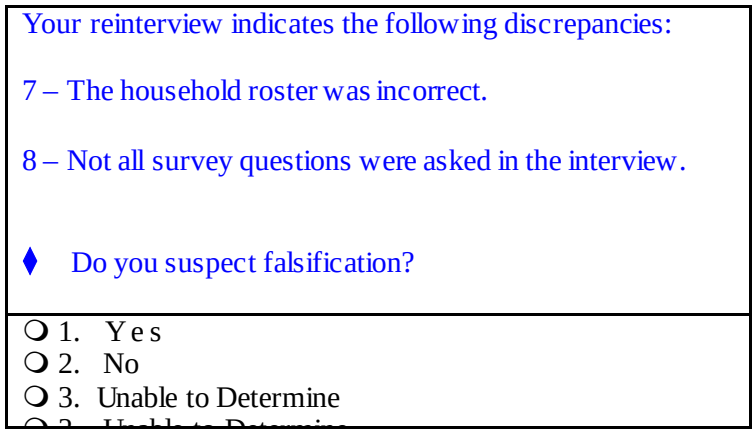
Your reinterview indicates the following discrepancies: 10 – This case was done by personal visit and the reinterview respondent said the interviewer did not use a laptop. ♦ Falsification is suspected for this case. An 11-163 is required. Please notify your supervisor.
1. Continue

The FALSIF2 screen comes on path if the reinterview instrument finds any of the following discrepancies:

- (1) The reinterview respondent said no one contacted this household regarding this survey
- (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
- (10) This case was done by personal visit, and the reinterview respondent said the interviewer did not use a laptop

FALSIF Screen

The *FALSIF* screen comes on path when discrepancies other than 1, 5 and 10 are detected. Take a look at the example below when an discrepancies 7 and 8 are detected:



Reinterviewer Requirements for Suspecting Falsification

The Field Division at Headquarters REQUIRES that reinterviewers select 'Yes' on the *FALSIF* screen when the interviewer conducts an interview 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 on the Form 11-163 through an investigation process.

What to do if you Suspect Falsification

Whenever you, or the instrument, suspects an FR/FS 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, you may request original interview responses from your SSF/SSO 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.

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, even if the RO clears your suspicions. 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.

Discrepancies Detected but Falsification Not Suspected

If discrepancies are detected, but you **DO NOT** suspect falsification you may need to follow up with the SSO to provide additional information about the situation.

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. The SSO should then call and discuss them with the interviewer.

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 select additional reinterview cases 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.

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.

Summary

This lesson has provided you with much of the information you will need after you complete your reinterview cases, such as:

- Data falsification occurs if the interviewer **knowingly** deviates from current interviewing procedures to avoid interviewing or properly interviewing a respondent.
- Failure to follow survey procedures is not the same as data falsification.
- Noninterview misclassification is a failure to follow survey procedures and occurs when an interviewer incorrectly determines the status of a sample household unit and records it as a noninterview.
- When discrepancies are discovered, the instrument will display either the FALSIF screen or the FALSIF2 screen. FALSIF allows you to make the determination if falsification is suspected. FALSIF2 appears when falsification is automatically suspected.
- Do not contact the original FR/FS regardless of whether falsification is suspected.
- 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.
- Sometimes you will discover discrepancies between the original interview and the reinterview, but falsification has not occurred.

Notes

Lesson 5. Section I Final Review Exercise

1. A _____ case is originally designated to be completed by CATI but cannot and is sent to the field for reinterview.

2. For a completed case, your first choice for the QC reinterview respondent is always the person who completed the majority of the original interview.

   ☐ True ☐ False

3. For QC reinterview for a Type B or Type C noninterview, any knowledgeable person about the unit would be a sufficient respondent.

   ☐ True ☐ False

4. As a reinterviewer, it is crucial that you ask questions EXACTLY as worded.

   ☐ True ☐ False

5. During reinterview, you will re-ask the original survey questions.

   ☐ True ☐ False

6. All reinterview cases, including active and inactive supplemental reinterview cases, that are not eligible for CATI will be activated when you

   _____

7. CAPI reinterview is treated as a separate survey option for all current surveys.

   ☐ True ☐ False

8. The primary goal of reinterview is to allow us to determine if proper interviewing procedures are being followed in the field.

   ☐ True ☐ False

9. Falsification includes, but is not limited to: *(Mark all that apply)*

☐ making up some or all information,

☐ deliberately miscoding the answer to a question to avoid follow-up questions,

☐ misclassifying occupied units as Type B or C noninterviews, or

☐ accepting proxy information from an ineligible person.

10. Failure to follow procedures includes, but is not limited to: *(Mark all that apply)*

☐ interviewing without using a laptop and keying the answers later, after the interview,

☐ not asking questions as worded,

☐ conducting an interview via telephone when it was designated as personal visit

☐ misclassifying occupied units as Type B or C noninterviews.

11. If you suspect falsification, contact the FR/FS directly and question them.

☐ True ☐ False

12. What form must be completed if you suspect falsification upon completing reinterview?

_____

Section II
Survey Specific Information

Lesson(s) are on paper or in separate file(s)

Notes

Lesson 10. Reinterview for the National Crime Victimization Survey

Introduction

Section I of this self-study provided you with information about conducting reinterview that is the same across all current surveys. This lesson will focus on reinterview for NCVS. You will learn about:

- The NCVS content questions that are asked in the reinterview instrument
- The outcome codes you can expect to see in the NCVS reinterview instrument
- Unique situations applicable to NCVS reinterview

How to Charge Your Time

You are allowed 1 hour to complete this lesson. Charge that time to National Crime Victimization Survey, project number 7523013, task code 528.

If you have questions about how to charge time for completing this self-study, contact your supervisor.

Response Error Analysis

In addition to the purposes of conducting reinterview outlined in Section I, Lesson 1, the NCVS reinterview instrument includes questions for a response error (RE) analysis. The RE analysis for the NCVS includes re-asking some crime victimization questions in order to analyze the consistency of responses. The RE questions are asked of the household respondent and of a randomly chosen RE sample person only for complete original interviews.

Eligible Respondents and Proxies

The NCVS reinterview respondent is the person who responded in the original interview. For complete original interviews in reinterview, there will be a household respondent and an RE sample person (possibly the same person).

If the household respondent is unavailable, 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 allowed ONLY for the RE sample person if the proxy respondent answered the questions for the RE sample person during the original NCVS interview.

For cases treated as Type B and C original noninterviews, proxies are acceptable if the contact person is unavailable. The proxy respondent must be 18 years of age or older and knowledgeable about the status of the sample unit.

NCVS Content Questions

The survey content questions you will ask for NCVS reinterview come from the following areas:

- Demographic characteristics verification
- Verification of household income and tenure
- Household crime screeners
- Person crime screeners

Demographic Characteristic Verification

You will ask the household respondent or the household respondent proxy questions about the demographic characteristics of household members. The screens are described below:

AGE_CHECK asks if the age reported for a household member was reported correctly.

AGE_RANGE asks for the age range for a household member if the age was not reported or was not reported correctly.

SEX_VER asks if the sex reported for a household member was reported correctly.

SEX asks for the sex of a household member if the sex was not reported.

RACE_VER asks if the race reported for a household member was reported correctly.

RACE asks for the race of a household member if the race was not reported or was not reported correctly.

RACE_SPECIFY collects the race of a household member if "some other race" was the response to RI_RACE.

ORIGIN_VER asks if the Hispanic origin reported for a household member was reported correctly.

ORIGIN asks for the Hispanic origin of a household member if the Hispanic origin was not reported.

MARITAL_VER asks if the marital status reported for a household member was reported correctly.

MARITAL asks for the marital status of a household member if the marital status was not reported or was not reported correctly.

Verification of Household Income and Tenure

Questions will be asked to verify and/or collect information about the household income and household tenure (own or rent). These screens are described below:

RI_HHINCOME_VER asks if the household income was reported correctly.

RI_HHINCOME asks for the household income if the household income was not reported or was not reported correctly.

RI_HHTENURE_VER asks if the tenure (whether the household owns or rents) was reported correctly.

RI_HHTENURE asks for the tenure if the tenure was not reported or was not reported correctly.

Household Crime Screeners

You will re-ask the household respondent questions about 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.

Person Crime Screeners

You will ask the RE sample person about crimes affecting him/her. If the reinterview is being completed by a proxy, then the questions listed on the screens 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 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.

Instructions for Accessing NCVS Reinterview Training Case Management

Step 1 At the Desktop, click twice on the **Mobile Case Management** icon.

Step 2 At the Warning screen, select **OK**.

Step 3 Click on the purple "Training/Manuals" tab on the far right.

Step 4 Click on the "LCM Training" link, found in the "Training" box toward the upper left. (This opens up the Training Case Management screen and *immediately* following that, the Survey Selection Dialog screen.)

Step 5 At the Survey Selection Dialog screen, use your mouse or touch pad to select **Reint NCVS (Windows)** from the surveys listed. Then click **OK**. This brings you to the Training Case Management screen.

Step 6 **Reint NCVS QC** is selected**.** Press **F5 Install** to install your Reint NCVS cases. (If you see a pop-up screen asking if you want to un-install first, select "**Yes**.")

Step 7 Wait a few moments while the classroom training cases are installed. A statement will pop up stating that the installation of training cases was successful. Then click **OK**.

Step 8 Access your Training Case Management by pressing the **F8 CM** icon. *(If you see a message asking you to import case information, click on "**Cancel**.")*

NOTE: It is not necessary to install your training cases each time you log on; however, you must install them the first time you log on for this training session. **DO NOT INSTALL/REINSTALL CASES ONCE YOU HAVE BEGUN CLASSROOM TRAINING.**

Once the training cases are installed, you may go directly to the Case List screen after logging on. ***To access the training cases only, omit steps 6 and 7.***

Below are examples of some scenarios that you may encounter while conducting reinterview.

Scenario #1

For this first example, the original outcome was a complete interview. The household respondent and the RE sample are different people.

Highlight the Control Number: 919074369 J27 01 100 (address 104 Ocean View Lane, Any Town, AR) and press **F2**. At the address confirmation screen, select **OK**.

START	The reinterview date, time, and case status, as well as the original date, FR, outcome, respondent name, phone number, and address, will be displayed on the screen. **(Enter 1, Continue)**
HHCOMP	This screen shows the roster, including names, relationship to household respondent, age, sex, race, and household membership status of each person. You can access this screen by pressing **Shift-F1** at any time during the reinterview. You can also see this roster screen by clicking on the "Roster" tab. **(Enter 1)**
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	FR: Hello. I'm (your name) from the U.S. Census Bureau. May I speak to Megan Moe? R: This is she. **(Enter 1, This is correct person, or correct person called to the phone.)**

INTRO_TC

FR: 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. We expect this to take about 15 minutes. It may be somewhat shorter or longer depending on your circumstances.

Is your address: 104 Ocean View Lane, Any Town, AR 99997?

R: Yes.

(Enter 1)

RIRESP

We know we are speaking with Megan Moe, who is line number 2.

(Enter 2)

CONTACT_C

FR: Did an interviewer contact you or someone in your household on or about Tuesday, November 17th, 2015 and ask questions about crime incidents that happened during the last six months, that is between May 16, 2015, and November 16, 2015?

R: Yes.

(Enter 1)

ORMODE

FR: Did the interviewer conduct the interview in person or over the telephone?

R: In person.

(Enter 1, Personal visit only)

POLITE

FR: Was the interviewer polite and professional?

R: Yes.

(Enter 1)

LENGTH_H, LENGTH_M

FR: About how long did the interview last?

R: It lasted about an hour and a half.

(Enter 1 for LENGTH_H and 30 for LENGTH_M.)

LAPTOP

This screen is only accessed if the respondent answered that the interview was either by Personal visit only or Both – Interviewer visited and called.

FR: Did the interviewer use a laptop computer?
R: Yes.

(Enter 1)

ROSTER_1

FR: Our records indicate that Ted Moe and Megan Moe were living or staying at: 104 Ocean View Lane, Any Town, AR 99997, on Tuesday, November 17, 2015. Is this correct?
R: Yes.

(Enter 1)

ROSTER_3

FR: Have I missed any household member who was living here on Tuesday, November 17, 2015?
R: No.

(Enter 2)

AGE_CHECK

This screen is accessed for each household member whose age was given during the initial interview.

FR: I have Ted Moe listed as 76 years old. Is that correct?
R: Yes.

(Enter 1, Yes, age IS correct.)

SEX_VER

FR: I have Ted Moe listed as male. Is that correct?
R: Yes.

(Enter 1, Yes, sex IS correct.)

RACE_VER

FR: I have Ted Moe's race listed as Asian. Is that correct?
R: Yes.

(Enter 1, Yes, race IS correct)

ORIGIN_VER

FR: I have Ted Moe listed as not being Spanish, Hispanic, or Latino. Is that correct?
R: Yes.

(Enter 1, Yes, Hispanic origin IS correct.)

MARITAL_VER

FR: I have Ted Moe's marital status listed as married. Is that correct?
R: Yes.

(Enter 1, Yes, marital status IS correct.)

Second person from original household roster:

AGE_CHECK

FR: I have you listed as 76 years old. Is that correct?
R: Yes.

(Mark 1, Yes, age IS correct.)

SEX_VER

FR: I have you listed as female. Is that correct?
R: Yes.

(Enter 1, Yes, sex IS correct.)

RACE_VER

FR: I have your race listed as white. Is that correct?
R: Yes.

(Enter 1, Yes, race IS correct.)

ORIGIN_VER

FR: I have you listed as being Spanish, Hispanic, or Latino. Is that correct?
R: Yes.

(Enter 1, Yes, Hispanic origin IS correct.)

MARITAL_VER

FR: I have your marital status listed as married. Is that correct?
R: Yes it is.

(Enter 1, Yes, Marital status IS correct.)

RI_HHINCOME

This screen is accessed if the household income was not 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.

FR: 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 the income categories as displayed on the screen and select the category according to the respondent's answer.

R: About $36,000.

(Enter 21, for $35,000 - $39,999.)

RI_HHTENURE_VER

FR: I have that your living quarters are rented for cash. Is that correct

R: Yes, we rent.

(Enter 1, Yes, tenure IS correct.)

RI_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, between May 16, 2015 and November 16, 2015.

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: No.

(Enter 2)

RI_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?

R: No.

(Enter 2)

RI_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, that is between May 16, 2015 and November 16, 2015? Include those you no longer own.

R: We 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.

FR: During the last 6 months, that is between May 16, 2015 and November 16, 2015, 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)

Note: At this point of the reinterview, we are done with the interviewing the household respondent, Megan Moe, and are ready to interview the RE sample person. The instrument has automatically selected Ted Moe as the sample person.

RI_THANKHR

FR: Thank you for your cooperation. I now have a few more questions I would like to ask Ted Moe.

(Enter 1 to continue.)

RI_SPEAKTOSP

FR: May I speak to Ted Moe?

R: Hold on. I'll get him.

(Enter 1, Yes, sample person is available.)

RI_INTROSP

FR: We're doing a short quality control check to make sure that our interviewer followed the correct procedure when he/she recently interviewed you for the National Crime Victimization Survey.

I've already completed part of this interview with Megan Moe and would like to finish this interview by asking you a few questions.

R: Sure.

(Enter 1)

RI_QUESTYPESP

FR: The questions I will ask you will be about the crime incidents that occurred to between May 16, 2015 and November 16, 2015.

R: Okay, but I don't have anything to report.

(Enter 1 to continue.)

RI_SQATTACKWHERE

FR: Between May 16, 2015 and November 16, 2015, 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: No.

(Enter 2)

RI_SQATTACKHOW

FR: 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)

RI_SQTHEFTATTACK-KNOWNOFF

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?

Did any incidents of this type happen to you?

R: No.

(Enter 2)

RI_ 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 before -
-- A casual acquaintance -

OR

-- Someone you know well?

Did any incidents of this type happen to you?

R: No.

(Enter 2)

RI_SQCALLPOLICECRIME

FR: During the last 6 months, that is between May 16, 2015 and November 16, 2015, did you call the police to report something that happened to YOU which you thought was a crime?

R: No.

(Enter 2)

RI_SQNOCALLPOLICE-CRIME

FR: During the last 6 months, that is between May 16, 2015 and November 16, 2015, did anything which you thought was a crime happen to YOU, but you did NOT call the police?

R: No.

(Enter 2)

THANK_YOU

Thank you for your cooperation. You've been very helpful.

(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 did not indicate any discrepancies.

◆Do you suspect falsification?

(Enter 2, No.)

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 the outcome code of the case, as well as the action code and the RI disposition code. When you enter 1, the instrument will leave the case.

(Enter 1 to continue.)

The Case-Level Notes Editor will pop up for one last chance to enter notes. Enter "Original outcome is correct and no discrepancies. No suspected falsification." Click F10 to close the notes window.

Scenario #2

For this example, the original outcome was a noninterview. Take a look at how the reinterview instrument path will look when the previous outcome was a noninterview and the reinterviewer discovers the case was not classified correctly during the original interview.

Highlight the Control Number: 02609272J28000802 (address 103 Riverside Blvd, Any Town, AZ) and press **F2**. At the address confirmation screen, select OK.

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 to continue)

METHOD **(Enter 1, Telephone Reinterview.)**

DIAL **(Enter 1, Someone answers.)**

HELLO_TN

FR: Hello. I'm (your name) from the U.S. Census Bureau. May I speak to Ana McCool?

R: Speaking.

(Enter 1, This is correct person, or correct person called to the phone.)

INTRO_TN

FR: Thank you for recently helping us verify the status of: 103 Riverside Blvd, Any Town, AZ 99997.

We're doing a short quality control check to make sure that our interviewers are following correct procedures. We expect this to take about 15 minutes. It be somewhat shorter or longer depending on your circumstances.

R: Ok.

(Enter 1 to continue.)

CONTACT_N

FR: Did an interviewer visit or call regarding: 103 Riverside Blvd, Any Town, AZ 99997

R: Yes.

(Enter 1)

ORMODE

FR: Did the interviewer visit in person or call on the telephone?
R: They called.

(Enter 2, Telephone call only.)

POLITE

FR: Was the interviewer polite and professional?
R: No.

(Enter 2)

PO_NOTES

FR: 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

FR: Our records show that on Wednesday, November 18, 2015, 103 Riverside Blvd, Any Town, AZ 99997 was vacant. Is this information correct?
R: No, it isn't.

(Enter 2)

STAT_PROB2

This question is only asked if the respondent indicates that the original outcome was not correct.

FR: What was the status of 103 Riverside Blvd, Any Town, AZ 99997 on or about Wednesday, November 18, 2015?
R: It has been occupied continuously for the past 2 years.

(Enter "Continuously occupied for past 2 years" and Press Enter.)

THANK_YOU

FR: Thank you for your cooperation. You've been very helpful.

(Enter 1 to continue.)

RI_OUTCM

This screen asks if the original outcome was correct.

(Enter 2, No.)

MISC_B

This screen appears only if the original outcome was a TYPE B case, but you said on the RI_OUTCM screen that the original outcome was incorrect.

◆Which of the following options describes the misclassification of this original Type B case?

(Enter 1, Should have been an Interview or Type A.)

FALSIF2

After listing all discrepancies, this screen indicates falsification is suspected.

Your reinterview indicates the following discrepancies:

2- The Reinterviewer determined that the original status, 226 – Vacant, regular, was incorrect.
5- The interviewer classified this unit as Type B or Type C Noninterview and you determined that is should have been an Interview or Type A.
6- The reinterview respondent indicated that the original status, 226 – Vacant, regular was incorrect.

◆Falsification is suspected. Be sure to enter all proper notes explaining the situation.

(Enter 1 to continue.)

READYWRAP

This screen tells you that the case is completed and ready to be transmitted. After exiting, the case will be removed from your case list.

(Enter 1 to continue.)

WRAP_UP

This screen tells you that the case outcome and RI disposition code.

(Enter 1 to continue.)

The Case-Level Notes Editor will pop up for one last chance to enter notes. Enter "Spoke with original Type B contact person Ana McCool. She indicated unit has been continuously occupied for past 2 years. Prev outcome incorrect." Click F10 to close the notes window. This will wrap up the case.

Scenario #3

For this example, the original outcome was a complete interview.

Highlight Control Number: 02609272J28000101 (address 103 Riverside Blvd, Any Town, AZ) and press **F2**. At the address confirmation screen, select OK.

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 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 clicking on the "Roster" 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	FR: Hello. I'm (your name) from the U.S. Census Bureau. May I speak to John Doe? R: This is John. **(Enter 1, This is correct person, or correct person called to the phone.**
INTRO_TC	FR: 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. We expect this to take about 15 minutes. It may be somewhat shorter or longer depending on your circumstances.

Is your address: 103 Riverside Blvd, Any Town, AZ 99997?

R: Yes.

(Enter 1)

RIRESP

We know we are speaking with John Doe.

(Enter 1)

CONTACT_C

FR: Did an interviewer contact you on someone in your household on or about Tuesday, November 17, 2015, and ask questions about crime incidents that happened during the last six months, that is between May 16, 2015, and November 16, 2015?

R: Yes.

(Enter 1)

ORMODE

FR: Did the interviewer conduct the interview in person or over the telephone?

R: Someone called me.

(Enter 2, Telephone call only)

POLITE

FR: Was the interviewer polite and professional?

R: Yes.

(Enter 1)

LENGTH_H, LENGTH_M

FR: About how long did the interview last?

R: It lasted about 30 minutes.

(Enter 0 for LENGTH_H and 30 for LENGTH_M.)

ROSTER_1

FR: Our records indicate that John Doe was living or staying at 103 Riverside Blvd, Any Town, AZ 99997 on Tuesday, November 17, 2015. Is this correct?

R: Yes.

(Enter 1)

ROSTER_3

FR: Have I missed any household member who was living here on Tuesday, November 17, 2015?

R: No.

(Enter 2)

AGE_CHECK

FR: I have you listed as 38 years old. Is that correct?
R: Yes.

(Enter 1, Yes, age IS correct.)

SEX_VER

FR: I have you listed as male. Is that correct?
R: Yes.

(Enter 1, Yes, sex IS correct.)

RACE_VER

FR: I your race listed as white. Is that correct?
R: Yes.

(Enter 1, Yes, race IS correct.)

ORIGIN_VER

FR: I have you listed as not being Spanish, Hispanic, or Latino. Is that correct?
R: Yes.

(Enter 1, Yes, Hispanic origin IS correct.)

MARITAL_VER

FR: I have your marital status listed as married. Is that correct?
R: Yes.

(Enter 1, Yes marital status IS correct.)

RI_HHINCOME

FR: 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 the income categories as displayed on the screen and select the category according to the respondent's answers.

R: $18,000.

(Enter 17, for $17,500 - $19,999)

RI_HHTENURE_VER

FR: I have that your living quarters are owned or being bought by you or someone in your household. Is that correct?
R: Yes.

(Enter 1, Yes, tenure IS correct.)

RI_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, between May 16, 2015, and November 16, 2015.

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

FR: How many times?
R: Once.

(Enter 1.)

RI_SQTHEFTSPEC

FR: What happened?
R: Someone broke into my car while I was sleeping and stole my GPS & some 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 "Roster" tab, you will see the names of those persons living or staying in the household and their

corresponding line number.

You will see that John Doe's line number is 1. Now enter click on the "GenRI" 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 while sleeping and stole the GPS as well as some CDs.

(Press Enter to continue)

RI_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?

R: No.

(Enter 2)

RI_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, that is between May 16, 2015, and November 16, 2015? Include those you no longer own.

R: Just one.

(**Enter 1.)**

RI_SQMVTHEFT

FR: During the last 6 months, that is between May 16, 2015, and November 16, 2015, 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)

RI_SQATTACKWHERE

FR: Other than any incidents already mentioned, between May 16, 2015 and November 16, 2015, 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: No.

(Enter 2)

RI_SQATTACKHOW

FR: 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)

RI_SQTHEFTATTACK-KNOWNOFF

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?

Did any incidents of this type happen to you?

R: No.

(Enter 2)

RI_ 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 before -
-- A casual acquaintance -
OR
-- Someone you know well?

Did any incidents of this type happen to you?

R: No.

(Enter 2)

RI_SQCALLPOLICECRIME

FR: During the last 6 months, that is between May 16, 2015 and November 16, 2015, did you call the police to report something that happened to YOU which you thought was a crime?

R: Yes.

(Enter 1)

RI_SQCALLPOLICECRIME-SPEC

FR: What happened?

R: The police came to take a report on the damage to my car from the break-in. I needed some documentation to give to the insurance company.

Enter the details in 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_SQCALLPOLICE-ATTACKTHREAT

FR: 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)

RI_SQCALLPOLICE-ATTACKTHREATTIMES

FR: How many times?
R: Just the once.

(Enter 1)

RI_SQNOCALLPOLICE-CRIME

FR: During the last 6 months, that is between May 16, 2015 and November 16, 2015, did anything which you thought was a crime happen to YOU, but you did NOT call the police?
R: Not that I can recall.

(Enter 2)

THANK_YOU

FR: Thank you for your cooperation. You've been very helpful.

RI_OUTCM

This screen asks if the original outcome was correct.

(Enter 1)

FALSIF

After listing all discrepancies, this screen asks if you suspect falsification.

Your reinterview did not indicate any discrepancies.

◆Do you suspect falsification?

(Enter 2, No.)

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 outcome code of the case, as well as the action code and RI disposition code. When you enter 1, the instrument will leave the case.

(Enter 1 to continue.)

The Case-Level Notes Editor will pop up for one last chance to enter notes. Enter "Original outcome is correct and no discrepancies. No suspected falsification." Click F10 to close the notes window.

Scenario #4

This example is a complete NCVS interview of a two-person household where one person has moved out.

Highlight Control Number: 919244301 J27 02 100 (address 106 Robin St, Any Town, CO) and press **F2**. At the address confirmation screen, select OK.

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 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 clicking on 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

FR: Hello. I'm (your name) from the U.S. Census Bureau. May I speak to Jim Voe?
R: Yes, this is Jim.

(Enter 1, This is correct person, or correct person called to the phone.

INTRO_TC

FR: 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. We expect this to take about 15 minutes. It may be somewhat shorter or longer depending on your circumstances.

Is your address: 106 Robin St, Any Town, CO 99997?

R: Yes.

(Enter 1)

RIRESP

FR: With whom am I speaking?
R: Jim

(Enter 1, the line number of the respondent.)

CONTACT_C

FR: Did an interviewer contact you on someone in your household on or about Wednesday, November 18, 2015, and ask questions about crime incidents that happened during the last six months, that is between May 17, 2015, and November 17, 2015?
R: Yes.

(Enter 1)

ORMODE

FR: Did the interviewer conduct the interview in person or over the telephone?
R: On the telephone.

(Enter 2, Telephone call only)

POLITE

FR: Was the interviewer polite and professional?
R: Yes.

(Enter 1)

LENGTH_H, LENGTH_M

FR: About how long did the interview last?
R: About 45 minutes.

(Enter 0 for LENGTH_H and 45 for LENGTH_M.)

ROSTER_1

FR: Our records indicate that Jim Voe and Andrew Voe were living or staying at 106 Robin Street, Any Town, CO 99997 on Wednesday, November 18, 2015. Is this correct?
R: No, Andrew was no longer living here at that time.

(Enter 2)

ROSTER_2

This screen appears to enter the line number of the household member(s) who wasn't/weren't living at the household during the initial interview.

(Enter 2, the line number for Andrew Voe, and Press Enter.)

ROSTER_3

FR: Have I missed any household member who was living here on Wednesday, November 18, 2015?
R: No.

(Enter 2)

AGE_CHECK

FR: I have you listed as 33 years old. Is that correct?
R: Yes.

(Enter 1, yes, age IS correct.)

SEX_VER

FR: I have you listed as male. Is that correct?
R: Yes.

(Enter 1, Yes, sex IS correct.)

RACE_VER

FR: I your race listed as Asian. Is that correct?
R: Yes.

(Enter 1, Yes, race IS correct.)

ORIGIN_VER

FR: I have you listed as not being Spanish, Hispanic, or Latino. Is that correct?
R: Yes.

(Enter 1, Yes, Hispanic origin IS correct.)

MARITAL_VER

FR: I have your marital status listed as never married. Is that correct?
R: Yes.

(Enter 1, Yes marital status IS correct.)

RI_HHINCOME

FR: 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 the income categories as displayed on the screen and select the category according to the respondent's answers.

R: $26,000.

(Enter 19, for $25,000 - $29,999)

RI_HHTENURE_VER

FR: I have that your living quarters are owned or being bought by you or someone in your household. Is that correct?
R: Yes.

(Enter 1, Yes, tenure IS correct.)

RI_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, between May 17, 2015, and November 17, 2015.

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: No.

(Enter 2)

RI_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?

R: No.

(Enter 2)

RI_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, that is between May 17, 2015, and November 17, 2015? Include those you no longer own.

R: I have one vehicle.

(**Enter 1.)**

RI_SQMVTHEFT

FR: During the last 6 months, that is between May 17, 2015, and November 17, 2015, 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)

RI_THANKHR

FR: Thank you for your cooperation. I now have a few more questions I would like to ask Andrew Voe.

(Enter 1 to continue.)

RI_SPEAKTOSP

FR: May I speak to Andrew Voe?

R: He doesn't live here anymore.

(Enter 3, No, sample person will not available.)

THANK_YOU

FR: Thank you for your cooperation. You've been very helpful.

RI_DESCRIPTSP

This screen is accessed if you are unable you speak to the RE sample person. The instrument will automatically pre-fill sample person's name.

◆Which of the following best describes what happened in reinterview with Andrew Voe?

(Enter 5, You could NOT complete reinterview with Andrew Voe because of a reason not listed above. Specify in the Reinterview Notes.)

RI_OUTCM

This screen asks if the original outcome was correct.

(Enter 1)

FALSIF2

After listing all discrepancies, this screen asks if you suspect falsification.

Your reinterview indicated the following discrepancies:

7- The household roster was incorrect.

◆Do you suspect falsification?

(Enter 3, Unable to determine.)

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 RI disposition code.

(Enter 1 to continue.)

The Case-Level Notes Editor will pop up for one last chance to enter notes. Enter "Household roster incorrect. Respondent stated L2 was not living in the household at the time of the original interview." Click F10 to close the notes window. This will wrap up the case.

Appendix I. Reinterview Outcome and Action Codes

Reinterview Outcome Codes

The outcome codes listed 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.

Reinterview Outcome Codes			
Disposition	**Outcome**	**Action**	**Description**
N/A	200	00	New case, not started
N/A	202	01	Accessed instrument, no interview or insufficient
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, regular or seasonal
019	227	31	Vacant, storage of household furniture
020	230	31	Converted to temporary business or storage
021	231	31	Unoccupied tent or trailer site
022	234	31	HH institutionalized or temporarily ineligible
023	228	31	Unfit, to be demolished
038	224	31	Entire HH under age limit
039	225	31	Temporarily occupied by persons with URE
041	233	31	Other Type B

Disposition	Out	Action	Description
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
Type Ds			
032	360	51	HH replaced by new HH since original interview
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 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
010	301	11	Discrepancy – CU determination incorrect
011	301	11	Discrepancy – telephone interview when personal visit required
012	301	11	Other discrepancy – no suspected falsification
016	301	11	Discrepancy – incorrect demographic data on roster
028	301	11	Discrepancy – incorrect income and/or tenure data

Disposition	Outcome	Action	Description
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
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, ROSCO problems)
057	312	21	RO discretion - temporary (other)
Suspected Falsification			
All cases with disposition codes greater than 060 are suspected of falsification (SF)			
060	301	11	Suspected falsification of 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, regular or 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 age limit
092	225	31	Temporarily occupied by persons with URE
094	233	31	Other Type B
Type Cs			
078	240	41	Demolished
079	241	41	House or trailer moved
080	243	41	Converted to permanent business or storage
081	245	41	Condemned
083	250	41	Deceased
084	251	41	Moved out of country
095	248	41	Other Type C

Disposition	Outcome	Action	Description
Type Ds			
085	360	51	HH replaced by new HH since original interview
Misclassified Cases			
096	301	11	Originally classified as a B, should have been an Interview or Type A
097	301	11	Originally classified as a C, should have been an Interview or Type A
099	301	11	Originally classified as a B, should have been a C
101	301	11	Originally classified as a C, should have been a B
103	301	11	Other misclassification - specify in the notes
Discrepancy Cases			
061	301	11	Discrepancy - incorrect household roster
062	301	11	Discrepancy - not all questions asked in interview
063	301	11	Discrepancy – use of proxy in original when self response is required
064	301	11	Discrepancy – use of ineligible proxy in original when proxy is allowed
065	301	11	Wrong unit/person visited originally
066	301	11	Other discrepancy - suspected falsification
110	301	11	Discrepancy - CU determination incorrect
111	301	11	Discrepancy - telephone interview when personal visit required
112	302	11	Discrepancy – laptop not used
117	301	11	Discrepancy – incorrect demographic data on roster
118	301	11	Discrpeancy – incorrect income and/or tenure data

Appendix II. CATI Abbreviations

These abbreviations are used by CATI interviewers in the telephone centers. For recycled reinterview cases, it may be helpful to refer to these abbreviations when reviewing case notes.

Abbreviation	Meaning
Cnty	County
Co	Company
Cont	Continue
Coop	Cooperate
Corp	Corporation
CP	Contact Person
CST	Central Standard Time
Ct	Court
Ctr	Center
Cty	City
DA	Directory Assistance
Dau	Daughter
OBA	Doing Business As
Dept	Department
Disc	Disconnected
Dr	Drive
Dsc Add	Descriptive Address
Dup	Duplicate
Own	Down
E	East
EDT	Eastern Daylight Time
EM	Exact Match
EST	Eastern Standard Time
F	Female
F/U	Followup
FAX	Fax Machine

Abbreviation	Meaning
Fnd	Find, Found
FR	Field Representative
Fri	Friday
Frm	From, Form
Frnt	Front
Ft	Foot, Feet
Fwd	Forward
GCB	Guess Call Back
Grp	Group, Group Home
HCB	Hard Call Back
HH	Household
HhM	Household Member
HgUp	Hang Up
HST	Hawaiian Standard Time
HU	Housing Unit
Hwy	Highway
HX	History
ID	Identification
lmmd	Immediate
Inc	Incorporated
Incl	Include
lncm	Income
Info	Information
lnsd	Inside
Int	Interview, Interviewer
LLC	Limited Liability Company
LN	Lane

Abbreviation	Meaning
Ln#	Line Number
Lng Prb	Language Problem
Lptp	Laptop Computer
Lrg	Large
LS	Listing Sheet
Lt	Left
Ltd	Limited
Ltr	Letter
Lv	Leave
M	Male
Mbr	Member
MDT	Mountain Daylight Time
Mfg	Manufacturing
Mgr	Manager
Mi	Mile, Miles
ML	Message Left
Mo	Month
Mon	Monday
Msg	Message Left
Msd Appt	Missed Appointment
MST	Mountain Standard Time
MU	Multiply Units, Multi Units
MUC	Multi Unit Cases
Mvd	Move, Moved
N	North
NA	Not Available, Not Applicable
NE	Northeast

Abbreviation	Meaning
NIS	Not In Service
NOH	No One Home
No Int -(A, B, C, D)	Non Interview Type A, Type B, Type C, Type D
Nrby	Nearby
NW	Northwest
Nx	Next
Org	Organization
OSP	Original Sample Person
0th	Other
OtSd	Outside
Per	Person
Prt Int	Partial Interview
PDT	Pacific Daylight Time
Ph	Phone
Ph#	Phone Number
Pk	Park
Pkwy	Parkway
Pl	Place
PM	Afternoon, Evening
Pmgr	Property Manager
POB	Place of Business
POBx	Post Office Box
POE	Place of Employment
Pos	Possible
Prev	Previous
Prop	Property
Prvd	Provide

Abbreviation	Meaning
PST	Pacific Standard Time
Pub Lib	Public Library
PV	Personal Visit
Pxy	Proxy
Ost	Question
Qstnr	Questionnaire
RD	Road, Rural Delivery
Recd	Received
Ref	Refuse, Refused
Ref Per	Reference Person
Req	Request
RH	Rooming House
Rlct	Reluctant
Rm	Room, Roommate
RNA	Ring No Answer
RR	Rural Route
RRD	Rural Route Delivery
Resp	Respondent
Rt	Right
Rte	Route
s	South
Sat	Saturday
SCB	Soft Call Back
Scrn	Screen (computer)
Sd	Said
SE	Southeast
SFR	Senior Field Representative
Sgnl	Signal
S L	Sheet #, Line #
Sm	Small

Abbreviation	Meaning
SP	Sample Person
Sp/w	Spoke with
SS	Spanish Speaking
SSN	Social Security Number
St	Street
Stat	Status
Ste	Suite
Sun	Sunday
Sup	Supervisor
Svc	Service
SW	Southwest
TA	Temporarily Absent
TxAs	Tax Assessor
Ter	Terrace
Thur	Thursday
Tlk	Talk
Tlkd	Talked
Tom	Tomorrow
Tpke	Turnpike
Tr	Trail
Trlr	Trailer
Trlr Prk	Trailer Park
Trnsm	Transmission, Transmitted
Trsfr	Transfer
Tue	Tuesday
UTL	Unable To Locate

Abbreviation	Meaning
Vac	Vacant
Vst	Visit
Vstd	Visited

NCVS-550
(1/2018)

National Crime Victimization Survey

Interviewing Manual *for* Field Representatives

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 businesses, schools, group quarters, or persons, especially any current or former Census Bureau employees.

Summary of Changes Since 8/2017 Version

Version	Section	Description of Change
1/2018	A2	Updates to legal citations. The U.S. Office of the Law Revision made an editorial reclassification to the United States Code (U.S.C.) that caused the legal citations that refer to Title 42 U.S.C. to change. Nothing has changed in the way NCVS data is treated or handled. This change is only to the number of the law. The authority for BJS to collect NCVS was Title 42 U.S.C., Section 3732, which changed to Title 34 U.S.C., Section 10132. Confidentiality of NCVS data was protected by • 42 U.S.C., Section 3789g, which changed to 34 U.S.C., Section 10231, and • 42 U.S.C., Section 3735, which changed to 34 U.S.C., Section 10134.

NOTE: The date on the header of each chapter reflects the last time that chapter was updated.

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Chapter 1
An Overview of the National Crime Victimization Survey

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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@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 1-301-240-6310.

Respondents can also access the NCJRS and the BJS Internet sites at: **www.ncjrs.gov** 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 areas. (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***.

In July 2006, the NCVS converted to a fully CAPI automated environment. Other changes have been made to the NCVS questions over the years to maintain the relevancy of the survey. For example, new socio-demographic questions were added in July 2016 including questions on citizenship, sexual orientation, and gender identity among others.

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, over 100,000 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).

Formation of PSUs begins with listing counties and independent cities in the target area. For the NCVS, the target area is the entire country. The counties are either grouped with one or more contiguous counties to form PSUs or are PSUs all by themselves. The groupings are based on certain characteristics such as total land area, current and projected population counts, large metropolitan areas, and potential natural barriers such as rivers and mountains. The resulting county groupings are called PSUs.

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

NCVS uses a rotating sample. The sample consists of seven groups for each month of enumeration. Each of these groups stays in the sample for an initial interview and six subsequent interviews; these six subsequent interviews are each 6 months apart.

During the course of a 6-month period, a full sample of seven rotation groups will be interviewed (one-seventh each month). One rotation group enters the sample for its first interview each month. Therefore, during one interview month, you may have sample housing units who are getting their first, second, third, forth, fifth, sixth, and/or seventh NCVS interview.

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 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 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 were 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 known offenses. These studies require knowledge of levels of nonreporting to the police, together with information on kinds of victimization that are disproportionately not reported to the police.

Chapter 2
Conducting the National Crime Victimization Survey Interview

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Topic 1. NCVS Authorization and Introduction

NCVS Authorization

Currently, the BJS is authorized to collect statistics on victimizations through Title 34, United States Code, Section 10132 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.

The Census Bureau is authorized to collect this data under Title 13, United States Code, Section 8. Title 13 Section 9 also requires that all information collected from respondents be kept 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 contact information.

How To Use Introductory Letters

The National Processing Center 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 will find the Privacy Act and Paperwork Reduction Act Information (which appears in your Information Card Booklet *(NCVS-554)*) 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. For example, you may say:

"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. Your responses will be used for statistical research. The U.S. Census Bureau is required by law to protect your information. The Census Bureau is not permitted to publicly release your responses in a way that could identify you.

This survey is authorized by Title 34, Section 10132, 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 ensure 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 A2-31 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 34 of the United States Code), the Census Bureau can only use survey information for statistical research and is NOT permitted to publically release survey responses in a way that could identify the respondent or their household.

As an FR, you should NEVER make survey information available to anyone except sworn Census Bureau employees who have a work related need to know the information. **Do not permit any unauthorized persons, even members of your own family, to see the information that you collect.**

Confidentiality and Your Job

While working as an FR, avoid mentioning or providing anyone (other than sworn Census Bureau employees with a work related need to know) 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

Some respondents may 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. By law, the Census Bureau is not permitted to publicly release survey responses in a way that could identify the respondent or their household.

- 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 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 5 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 off path or reworded automatically when conducting a proxy interview.

The instrument will not ask the following questions during a proxy interview:

- Sexual orientation questions (**ORIENTATION_MALE** or **ORIENTATION_FEMALE)**, nor

- Gender identity questions (**GENID_BIRTH**, **GENID_DESCRIBE**, and **GENID_CONFIRM**).

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 TELLPOLICEHATECRIME** - 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, 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 badge 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, Chapter 1 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, Chapter 1 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 cannot 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 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 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

To verify that I am calling from the Census Bureau, you may call our toll free number:

♦provide your regional office number.

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.

Wasting taxpayers' money

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 ask the policeabout crimes?

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 so many questions when I told you "No crimes"?

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.

No crimes here, so go ask somebody else.

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.

Survey doesn't seem to be working, crimes still occur.

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.

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.

How can I get information regarding BJS/NCVS?

You can find detailed results from the survey at the BJS website at: **www.bjs.gov**

Many newspapers and television stations write about the survey results when reports come out so you may see something there too.

OMB NOTICE statement for respondents with a serious grievance

OMB No. 1121-0111: Approval Expires: mm/dd/yyyy

The U.S. Census Bureau is required by law to protect your information. The Census Bureau is not permitted to publicly release your responses in a way that could identify you. We are conducting this survey for the Bureau of Justice Statistics of the United States Department of Justice under the authority of law (Title 13, United States Code, Section 8). The Bureau of Justice Statistics is authorized to collect this survey information by law (Title 34, United States Code, Section 10132). Federal law protects your privacy and keeps your answers confidential (Title 13, United States Code, Section 9 and Title 34, United States Code, Sections 10231 and 10134). Per the Federal Cybersecurity Enhancement Act of 2015, your data are protected from cybersecurity risks through screening of the systems that transmit your data.
This collection has been approved by the Office of Management and Budget (OMB). The eight-digit OMB approval number that appears on your survey letter confirms this approval. If this number were not displayed we could not conduct this survey.

Send comments regarding any aspect of this survey to the Chief, Victimization Statistics Branch, Bureau of Justice Statistics, Washington, DC 20531.

Why does the NCVS ask about sexual orientation and gender identity?

Research has shown that sexual orientation and gender identity are correlated with crime victimization. These questions are included in the NCVS to better understated the relationship between these characteristics and experiences with criminal victimization. Additionally, discrimination against persons because of their sexual orientation and gender identity is prohibited by federal hate crime statutes and the 2013 reauthorized Violence Against Women Act (VAWA). Since the NCVS includes measures of hate crime and the provision of victim services, the inclusion of these items in the NCVS will allow researchers to better address policy-relevant questions about victimization and victim services.

♦ WHAT IS MEANT BY "SEXUAL ORIENTATION?"
The direction of one's romantic or sexual attraction to members of the same sex, opposite sex, or both sexes.

♦ WHAT IS MEANT BY "GENDER IDENTITY?"
A person's internal sense of gender, that is, being male, female, or a blend of both.

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 short job aid can also help you answer questions from respondents. The first few 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 few pages contain reference information to help you with NCVS key concepts and definitions.

Information on the first few pages is worded so that you can read the information directly to a respondent as needed. The last pages on key concepts and definitions 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 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 was 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 (BJS), releases results periodically from the National Crime Victimization Survey, together with reports on specific topics. By law, the BJS and the Census Bureau can only use your responses for statistical research; they are not permitted to publicly release your responses in a way that

could identify you. BJS publishes statistical summaries of the data.

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. We scientifically selected a sample of 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 am 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?

Besides the decennial census, which we conduct every ten years, we collect many different kinds of information through other censuses and surveys. These surveys provide current information on such topics as housing, crime, unemployment rates, health, manufacturing, and education.

How many times will I be interviewed?	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 continue asking the questions to find people who do become victims. Research has shown that by contacting the same households a number of times, we are able to obtain the most accurate information.
Is this survey authorized by law?	Yes. We are conducting this survey for the Bureau of Justice Statistics of the U. S. Department of Justice under the authority of law (Title 13, United States Code, Section 8). The Bureau of Justice Statistics is authorized to collect this survey information by law (Title 34, United States Code, Section 10132).
Do I have to participate?	Participation is voluntary and there are no penalties for not participating. 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 middle of reading 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 all 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?** Probe: **Any other way?**

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; let 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.

Probing can be done with all NCVS questions as needed except for the sexual orientation questions (**ORIENTATION_MALE** and **ORIENTATION_FEMALE**) and the gender identity questions (**GENID_BIRTH**, **GENID_DESCRIBE**, and **GENID_CONFIRM**). You may repeat these questions and provide definitions of terms as needed, but do not probe on these questions.

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 follow-up 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"** you see in 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

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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, 2017**, then the current reference period for the household respondent is **January 1, 2017 through July 2, 2017**.

If the remaining household members were interviewed for the first enumeration period on **July 5, 2017,** then the current reference period for each of these household members is **January 1, 2017 through July 4, 2017**.

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 panels and rotations. For 2010 design sample cases, there are two rotations. A rotation is introduced semiannually for the new sample. Sample units for most sample-rotations will be interviewed once every 6 months.

Each rotation is further divided into six panels or months. Thus one-sixth of a rotation will be interviewed each month during a 6-month period.

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.

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 and transmitted.

The majority of the NCVS cases in each assignment will require telephone interviews, but some will require personal visits. 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, Chapter 1 of this manual for details),
- 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:

Step

1. Always conduct your telephone interviews FIRST.
2. Try to conduct your personal visit 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 page A2-11 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.

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-554, Field Representative's Information Card Booklet factsheet
- Copies of both introductory letters, NCVS-572(L) and NCVS-573(L), and the Factsheet 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 cases that can be completed by telephone interviews. Make every effort to obtain the telephone number when making a personal visit so the household can be contacted by phone in the future.

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 interviewed 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 a possible 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)*. 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 **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 previous 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 **GET_LETTER_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 contain 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 do 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)

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.

Socio-Demographic Questions

Once you have completed the incident report section of the instrument for all reported crime incidents, the instrument continues with the individual socio-demographic questions. If the household respondent did not report any crime incidents, the instrument continues with the socio-demographic questions.

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.

Screening questions NOT asked of individual respondents determine--

- 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.

Socio-demographic Questions

Once you have completed the incident report section of the instrument for all reported crime incidents, then the instrument continues with the socio-demographic questions. If the respondent did not report any crime incidents, the instrument continues with the socio-demographic questions.

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."

There are a handful of screens in the instrument on which you should NEVER hit F10. These screens have blue instruction text warning you DO NOT F10 OUT OF THIS SCREEN. ***If you F10 from these screens, you will not have a completed interview from the respondent and doing so may cause the instrument to loop or glitch in some way*.** If you need to exit the interview and are at one of the screens instructing you to NOT F10, make the appropriate entry on the screen and F10 at the next appropriate screen.

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

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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. Generally, each sample address is in the NCVS for seven interviews – one interview every six months, over the course of 3 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.

If you are unable to locate the sample address, contact your Regional Office immediately for review.

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 “Personal 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 Bulletin, Memos, Self-Studies, CBTs, and Refresher Training

Monthly FR Bulletins contain an FR calendar, current and upcoming FR activity information, a review of procedures for recent problems, and routine survey activity reminders. FR Memorandum (Memos) communicate changes to policies and procedures.

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 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 are provided 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, identifying challenging cases early in the interview period will provide you more time to implement field strategies and complete cases 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 Factsheet** *(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.

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 3 of this chapter for more details about performance standards.)***

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. Group Quarters

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.

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.

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.

Group Quarters (GQ)

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 2010 census blocks originally screened for unit segments.

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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 acceptable.

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 immediately.

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, FS, RSM 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 conducted within your first two 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 may be 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, 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 recently interviewed the correct eligible household respondents,
- The household screens were completed or updated properly, ie. the household roster, demographic characteristics, and household income and tenure
- The interviewer was polite and professional,
- Some screener questions are re-asked in reinterview to analyze the consistency of the responses and all answers recorded,
- Any noninterviews were classified accurately, and
- If this original interview was by personal visit, and if the FR collected the data on a laptop.

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

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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 your assignment 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

Once the interviewing month begins, get started on reviewing your assignments. Start with telephone interviews. It is possible that you will discover cases marked as telephone interviews that require you to make a personal visit ***(as covered in Topic 2 of this chapter)***. By working through your telephone interview work first, you can minimize the number of trips to an 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 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 an 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.

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 7. 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 Roster 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 (NCVS-554) and the F1 Key

Questions that display the icon of an open book in the upper left corner (for example, **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.

Item 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 9.

Item SP_ORIGIN, HISPANIC 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 categories in your Information Card Booklet (NCVS-554) 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:

Ask the question in Item **HOUSEHOLDINCOME**, ***"What was the total combined income of all members of this household during the past 12 months?"***

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.

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

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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.)*

Type B

A sample address 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 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.)*

Type C

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 259*]
9. Unlocatable address [*outcome code 258*]
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 do not 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.(Type Z’s)” A pop-up screen appears that says, “Are you ready to transmit this case?.” 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:

- ✓ 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).

For personal visit interviews:
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.

As soon as your Regional 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 Regional 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. 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 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:

- ✓ 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 "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.

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),

Most Type C noninterviews fall under one of the specific reasons already mentioned. If you discover a rare situation

(Outcome 248)

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).

NOTES

Chapter 7
Interviewing Materials

Table of Topics

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2 Materials Kept Month to Month	A7-5
3 Materials Supplied Monthly	A7-6

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.

Field Representative's Information Card Booklet, NCVS-554

The Information Card Booklet contains flashcard pages for you to show respondents at in person interviews and pages with quick reference information for you. By using the flashcard pages during a personal visit interview, you can allow respondents to read all the categories before selecting the appropriate answer.

The Information Card Booklet contains information on the following:

- Explanation of the NCVS which satisfies the Privacy Act and Paperwork Reduction Act
- Answers to frequently asked respondent questions
- Information about NCVS data uses and users
- Guidelines on when to fill the CAPI case level notes
- Guidelines and table to help determine who to include as a household member
- Flashcards for in person interviewing
- NCVS definition for the term “rape”
- NCVS definition for the term “presence”
- Information about classifying Type Z noninterviews.
- Information about proxy interviews
- Quick reference guide of important NCVS definitions and concepts.
- Guide to help you complete the Summary section of the instrument

- Information on coding thefts and attempted thefts
- List of standard abbreviations to use when writing summary reports
- Instructions for conducting NCVS interviews in Spanish
- List of function keys for case management and the NCVS CAPI instrument

NCVS At a Glance, NCVS-550.1

The NCVS At a Glance is a short guide that provides information about the survey's purpose, its sponsor, data users and uses, length of interview, and participation requirements, along with answers to the most common 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. You can hand the respondent an NCVS Fact Sheet when:

- The respondent requests the type of information provided in this brochure.
- 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 National Processing Center (NPC) 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 NPC.) 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 current approval expiration date. Use the FAQ tab in the instrument to access this control number and expiration date. The OMB number and expiration date also appear on the Introductory Letters (NCVS-572(L) and NCVS-573(L)).

Topic 2. Materials Kept Month to Month

Materials Needed Each Interview Month

Your regional office provides you with the following supplies used monthly:

- 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
- Field Representative's Information Card Booklet, NCVS-554
- Copies of the NCVS Fact Sheet, NCVS-110

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 bulletin 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 Bulletin

Read all NCVS monthly bulletin carefully so you can conduct your work accurately for each interview month. Every month the bulletin covers current monthly topics, as well as any special reminders. Contact your regional office if any part of the bulletin is unclear to you.

Chapter 1
Overview of the NCVS Instrument

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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** on page B1-27 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

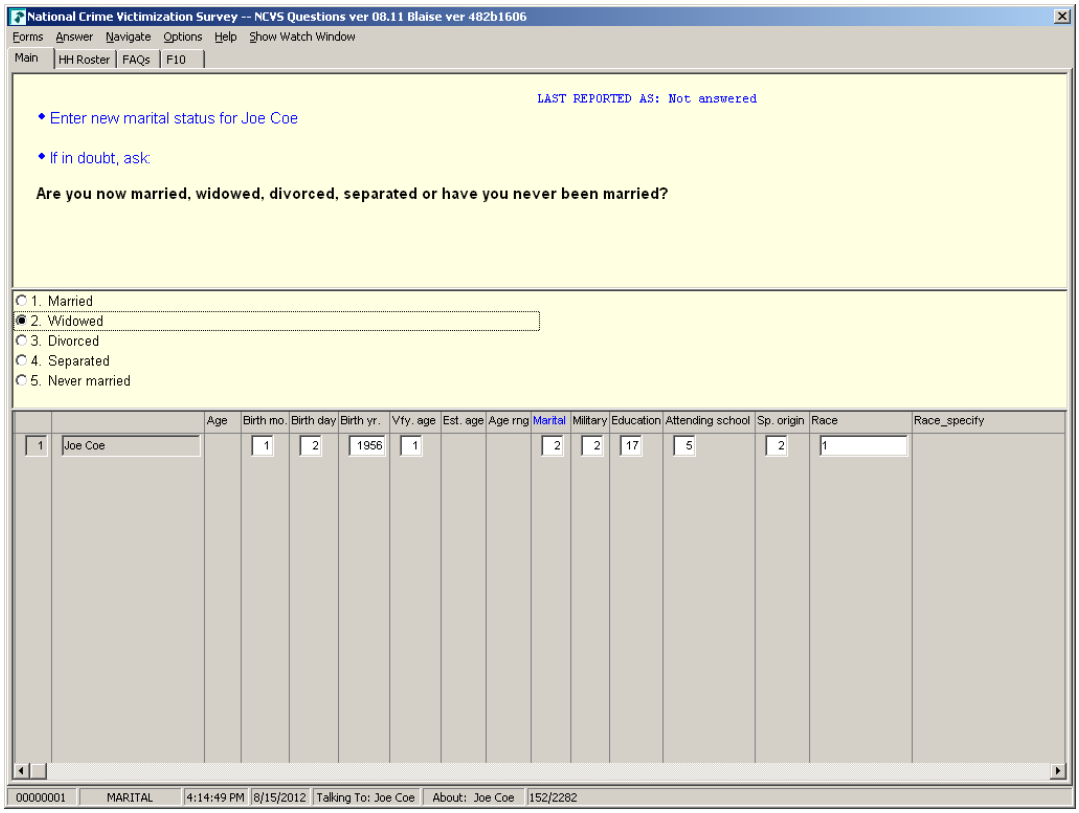
In the NCVS instrument, each item displayed in the Info Pane is reflected only as an item label in the Form Pane, thus allowing space on the bottom half to trace all of the entries you make in a section. The Info Pane changes as you move item by item. By contrast, the Form Pane remains stationary until 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, Hispanic 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.

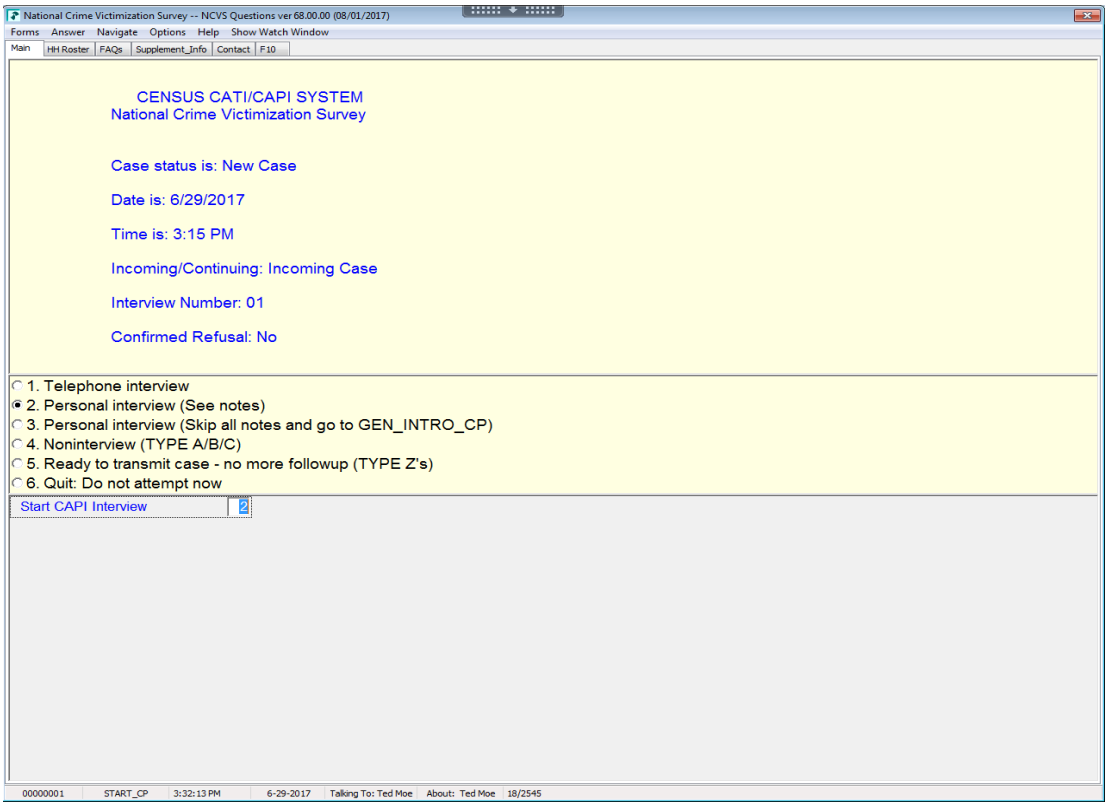
Time, date, and respondent information

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.

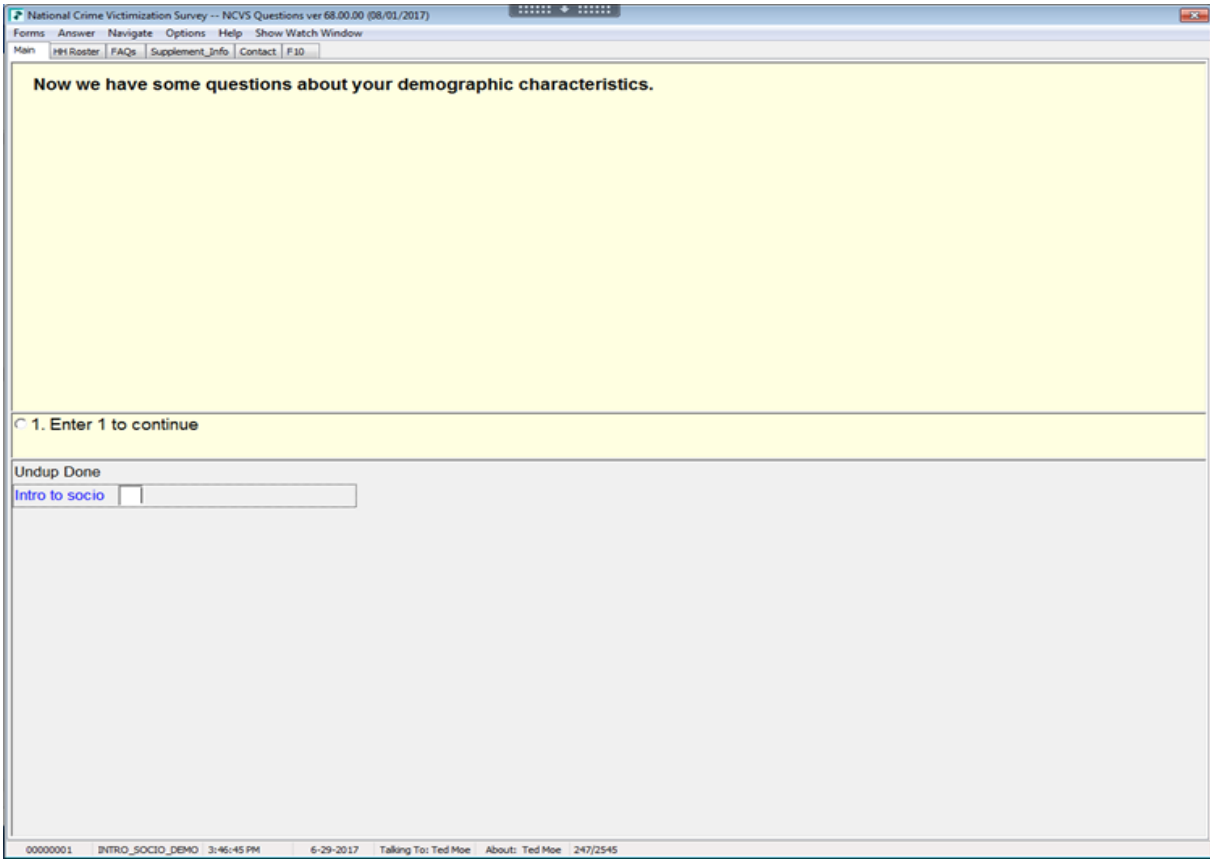
Screens Without Questions

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 68.00.00 (08/01/2017)
Forms Answer Navigate Options Help Show Watch Window
Main HH Roster FAQs Supplement_Info Contact F10
CENSUS CATI/CAPI SYSTEM
National Crime Victimization Survey
Case status is: New Case
Date is: 6/29/2017
Time is: 3:15 PM
Incoming/Continuing: Incoming Case
Interview Number: 01
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
2
00000001 START_CP 3:32:13 PM 6-29-2017 Talking To: Ted Moe About: Ted Moe 18/2545

There are also NCVS screens that only display statements to be read to a respondent, such as **INTRO_SOCIO_DEMO** 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.

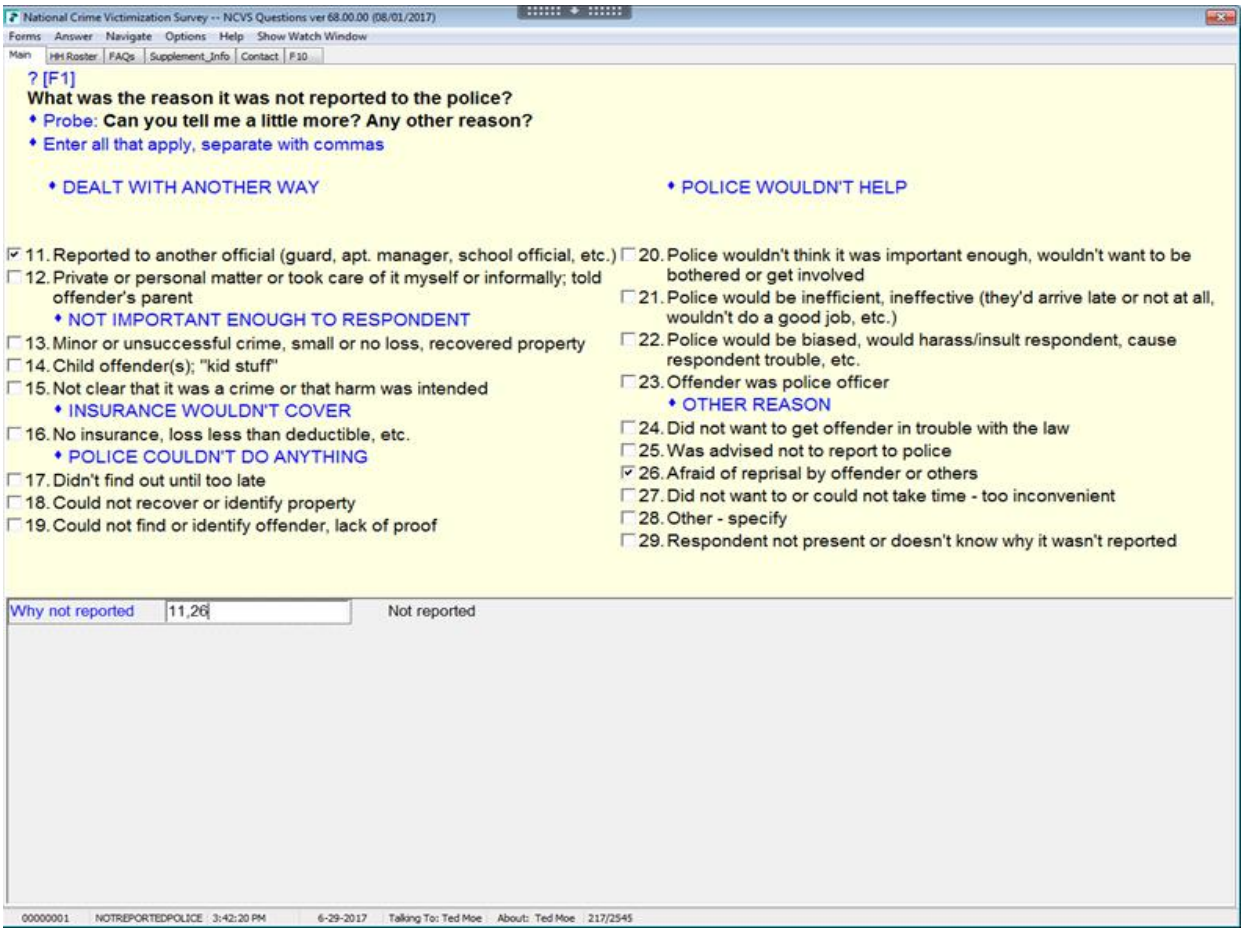
Single entry questions display answer categories preceded by circles or "radio buttons," which fill with a black dot when an answer is selected. The instrument does not allow more than one "button" to be filled.

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.

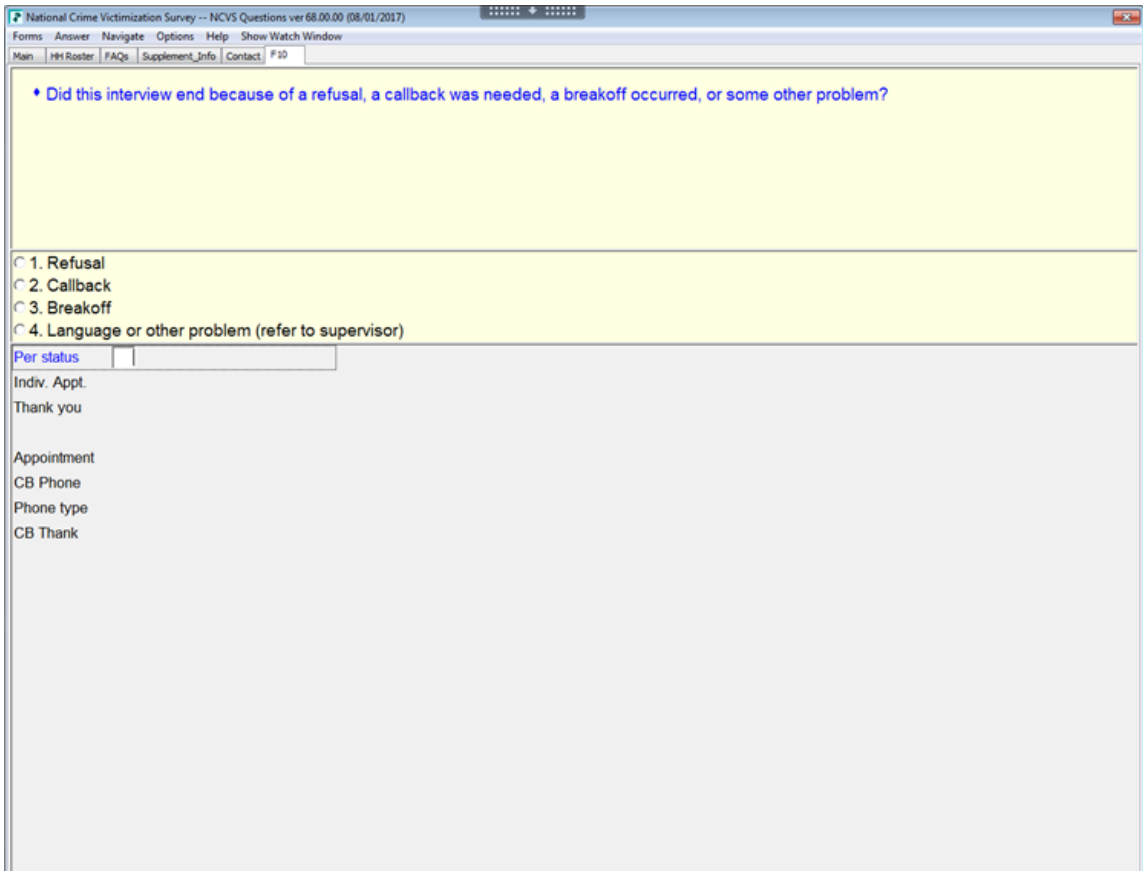
Introducing Yourself

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.

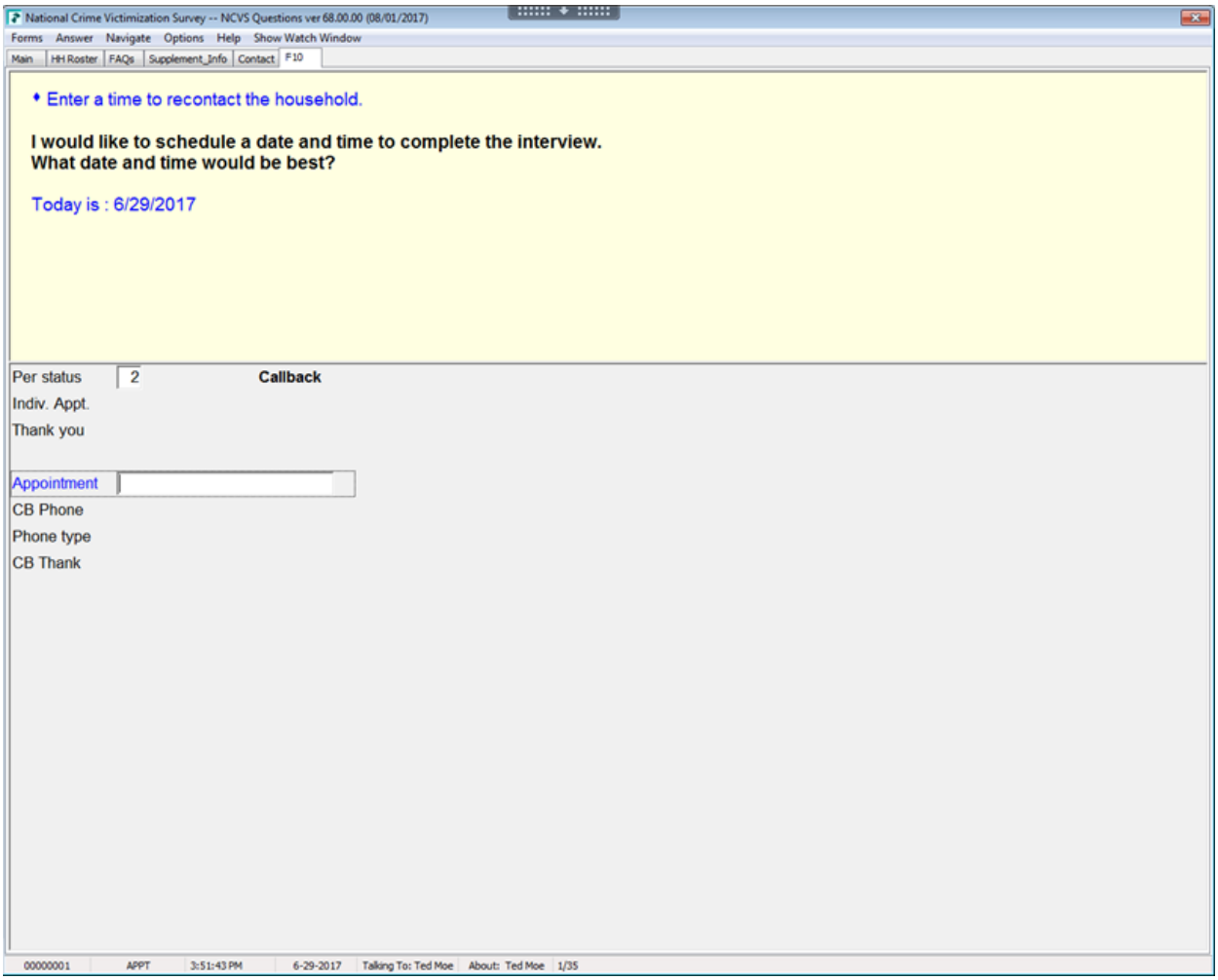
Exiting a Partial Interview

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, page B6-3.



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

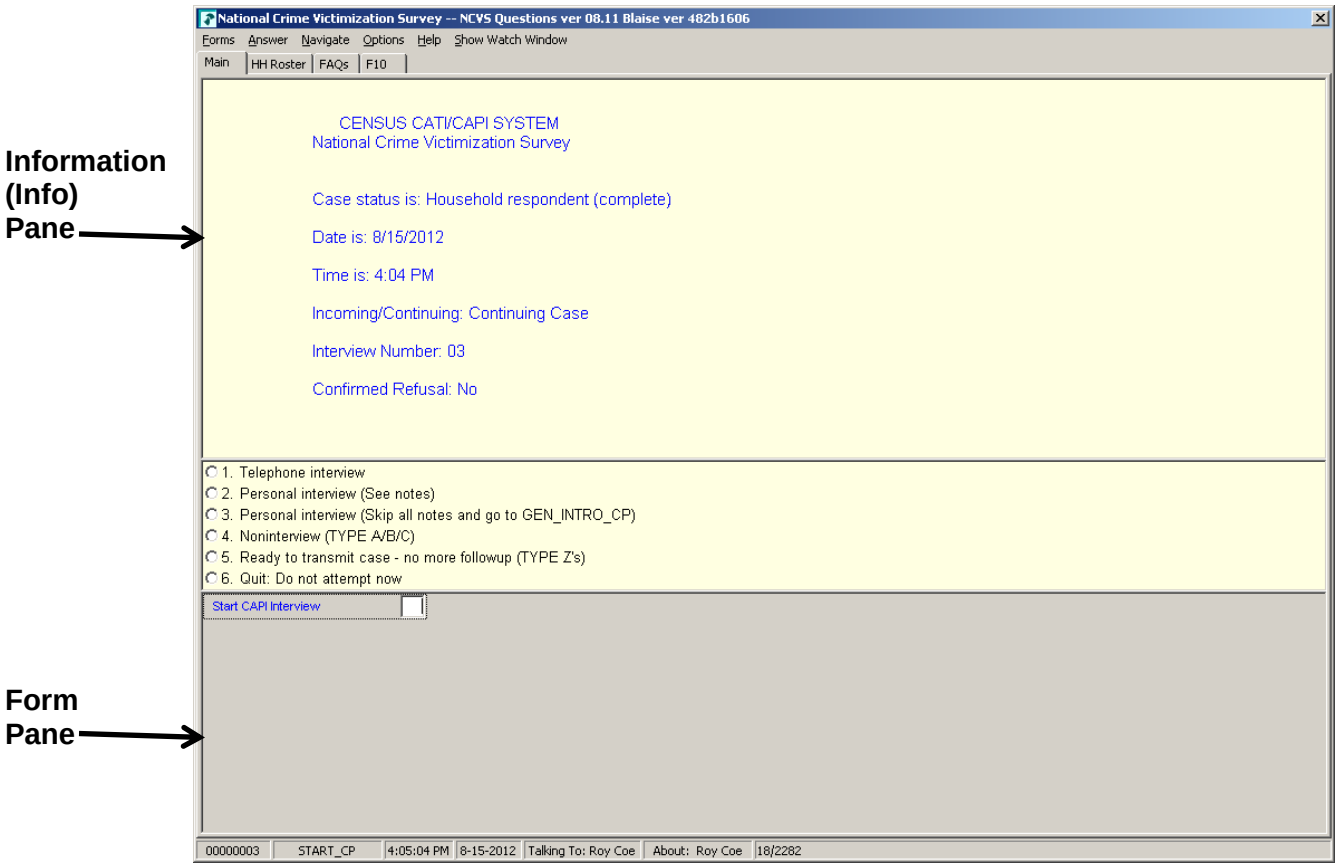
Options - miscellaneous functions

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

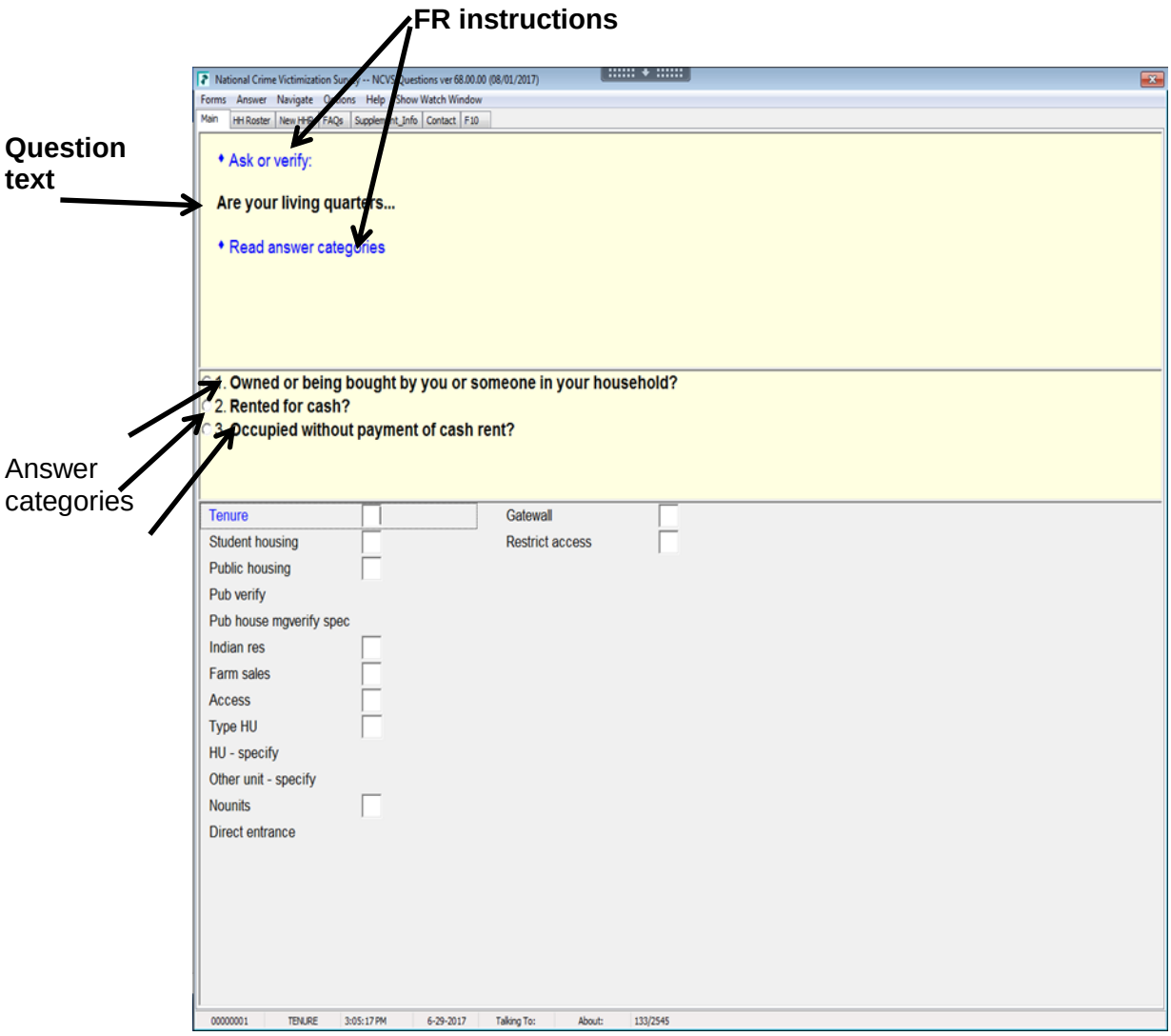
Help - shows various help functions

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



Form Pane in Column Format **FIGURE B**



Form Pane in Table Format

FIGURE C

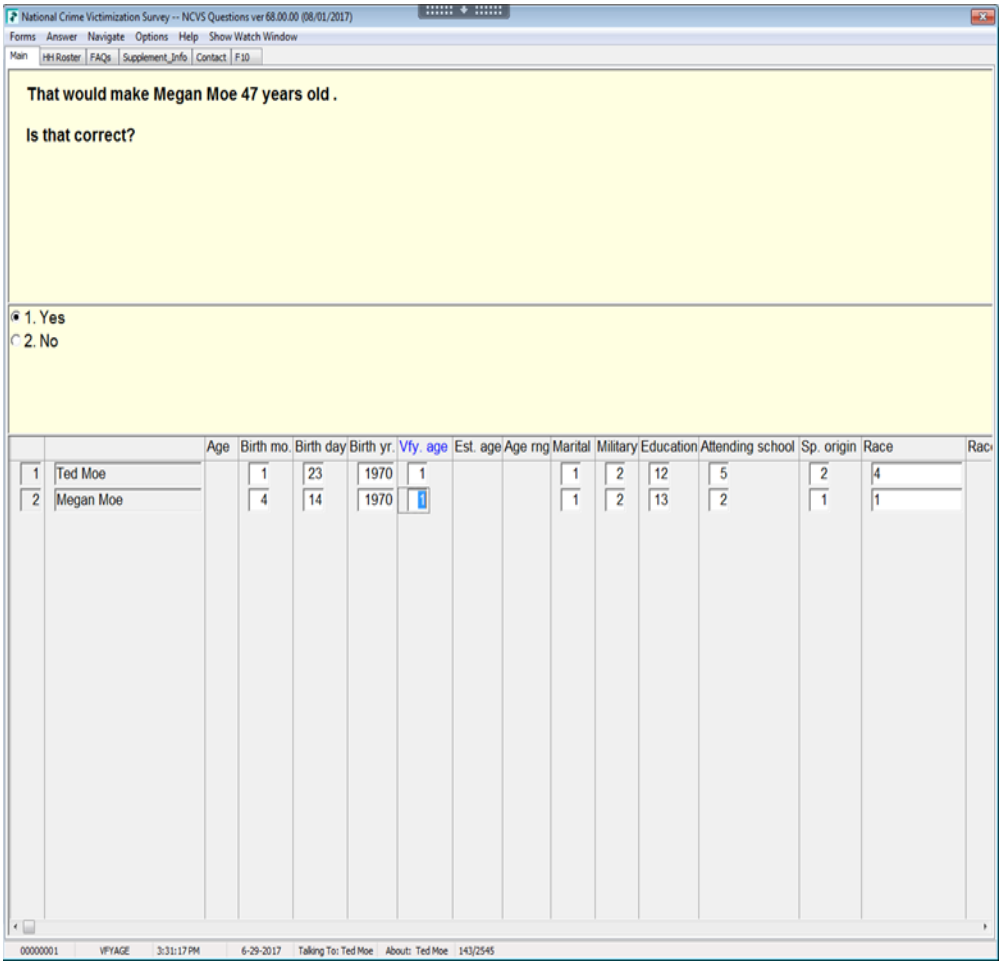


FIGURE D

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

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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, 2017
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, 2017
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

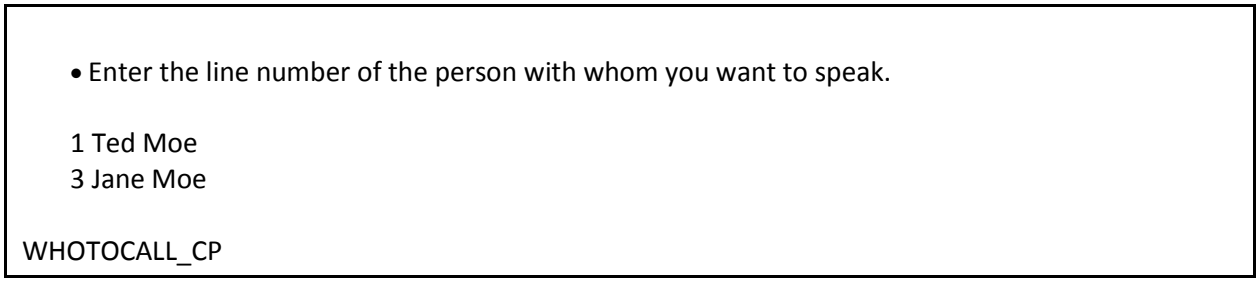
SHOW_INFO_CP

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).



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, 2017
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

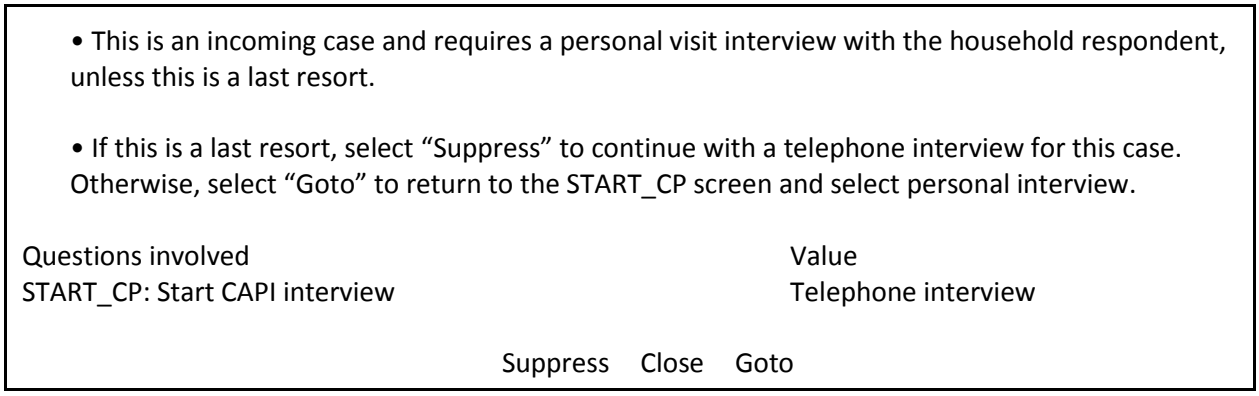
START_CP

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**.



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 Jane 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, 2017, enter "9/2/2017."

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 31,2017?

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 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

PUBLICHOUSINGMGRVERIFYSPEC

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

INDIANRESERVATIONHU

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.

Sample household moved to the property during the past 6 months:
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."

Sample household is unable or unwilling to answer:
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 9 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, sex, 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, sex 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 Sex)

Ask the question in **SEX** and enter the appropriate precode based on the household respondent's answer.
Enter Precode (1) for "Male" or Precode (2) for "Female."

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;
- ✓ The person's sex 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 If you determine that the person meets the household

Member

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:
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

WHY LEFT HOUSEHOLD:
15 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

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 L1/1-2017."

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/2-2017" or "Precode 19/L2 Active military duty overseas/3-2017."

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/7-2017."

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/2-2017."

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 **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 4/2/2017 for April 2, 2017.

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.

  Since certain questions will only be on-path based on a household member's age, it is very important that you are careful to correctly capture age information when building or updating the roster for the household.

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.

Remember, age is very important to capture because it is used as criteria for asking other question such as; **LEAVING_HOME**, **ORIENTATION_MALE**, **ORIENTATION_FEMALE**, **GENID_BIRTH**, **GENID_DESCRIBE**, **GENID_CURRENT**, **GENID_CONFIRM**, **ACTIVE_DUTY** and **ACTIVE_DUTYWHEN**.

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 certainsocio-demographic questions 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 goes 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 (1/2017)*.

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 (1/2017)*.

(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 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
2 Black or African American
3 American Indian, or Alaska Native
4 Asian
5 Native Hawaiian or other Pacific Islander
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.

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

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?

LN	NAME	REL	AGE	SEX	MARITAL	STATUS
3	Jane Moe	Daughtr	14	F	Never married	NEED SELF

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 sex 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 sex entered for the person, such as a "Female" "Brother" then you will encounter the same edit checks discussed earlier in Topic 9, 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 Sex)

Use Item **CHNG_SEX** to change the sex 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 sex 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

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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), ”Less 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 middle of reading 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 13,2017. 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, 2017, 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. Socio-Demographic Questions

Overview of the Socio-Demographic Questions

The socio-demographic questions are asked of all eligible respondents regardless of whether they report a crime incident. The particular socio-demographic questions that come on path for any interview depend on several factors including the age of the respondent; the interview number; proxy interview status; and if the respondent has answered the question before. See each question for details.

Now we have some questions about your demographic characteristics.

INTRO_SOCIO_DEMO

INTRO_SOCIO_DEMO

The instrument proceeds to a screen introducing the socio-demographic questions. Then proceeds to questions on disability.

Are you deaf or do you have serious difficulty hearing?

1 Yes
2 No

HEARING

Are you blind or do you have serious difficulty seeing even when wearing glasses?

1 Yes
2 No

VISION

Because of a physical, mental, or emotional condition, do you have serious difficulty… Concentrating, remembering or making decisions?

1 Yes
2 No

LEARN_CONCENTRATE

Because of a physical, mental, or emotional condition, do you have serious difficulty…
Walking or climbing stairs?

1 Yes
2 No

PHYSICAL_LIMIT

Because of a physical, mental, or emotional condition, do you have serious difficulty…
Dressing or bathing?

1 Yes
2 No

DRESS_BATH

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

DISABILITY

The disability questions include **HEARING, VISION, LEARN_CONCENTRATE, PHYSICAL_LIMIT, DRESS_BATH,** and **LEAVING_HOME.**

Who Gets the Item(s)?

The disability questions are asked of all persons 12 years of age or older except for **LEAVING_HOME**, which is asked of all persons 15 years of age or older.

When is Item Asked?

The disability questions are asked at 1st, 3rd, 5th, and 7th interviews, or if never asked before.

Precode (1)

If "Yes," select Precode (1).

Precode (2) If "No," select Precode (2).

Are you a citizen of the United States? That is, were you born in the United States, born in a U.S. territory, born of U.S. citizen parent(s), or become a citizen of the U.S. through naturalization?

1 Yes, born in the United States
2 Yes, born in Puerto Rico, Guam, the U.S. Virgin Islands, or Northern Marianas
3 Yes, born abroad of U.S. citizen parent or parents
4 Yes, U.S. citizen by naturalization
5 No, not a U.S. citizen

CITIZENSHIP

CITIZENSHIP The responses to this question are used to determine the U.S. citizen and non-U.S. citizen populations as well as to determine the native and foreign-born populations.

Who Gets the Item? Asked of all persons 12 years of age or older.

When is Item Asked? Asked at 1st interview, if never asked before, if "Refused" or "Don't Know" at prior interview, or if the respondent reported they were not a citizen at the prior interview.

Precode (1) Enter Precode (1), "Yes, born in the United States," if born in one of the 50 states or the District of Columbia.

Precode (2) Enter Precode (2), for "Yes, born in Puerto Rico, Guam, the U.S. Virgin Islands, or Northern Marianas." **People born in American Samoa, although not explicitly listed, are included in this response category.**

Precode (3) Enter Precode (3), for "Yes, born abroad of U.S. citizen parent or parents." Born abroad means that the person was NOT born in one of the 50 states, the District of Columbia, Puerto Rico, Guam, U.S. Virgin Islands, Northern Marianas, or American Samoa.

Precode (4) Enter Precode (4), for "Yes, U.S. citizen by naturalization." Naturalization is the legal act or process by which a non-citizen may acquire U.S. citizenship or nationality. It may be done by a statute without any effort on the part of

	the individual, or it may involve an application and approval by legal authorities.
Precode (5)	Enter Precode (5), "No, not a U.S. citizen" if the respondent indicates that they are not a U.S. citizen at the time of the survey.

📖 (Page 12)

Which of the following best represents how you think of yourself?

• If further clarification is needed, read: By gay, we mean romantic or sexual attraction to persons of the same sex. Another term that may be used for gay is homosexual.

• If further clarification is needed, read: By straight, we mean romantic or sexual attraction to persons of the opposite sex. Another term that may be used for straight is heterosexual.

• If further clarification is needed, read: By bisexual, we mean romantic or sexual attraction to persons of both the same sex and opposite sex.

1 Gay
2 Straight, that is, not gay
3 Bisexual
4 Something else
5 I don't know the answer
6 Refused

ORIENTATION_MALE

📖 (Page 12)

Which of the following best represents how you think of yourself?

• If further clarification is needed, read: By lesbian or gay, we mean romantic or sexual attraction to persons of the same sex. Another term that may be used for lesbian or gay is homosexual.

• If further clarification is needed, read: By straight, we mean romantic or sexual attraction to persons of the opposite sex. Another term that may be used for straight is heterosexual.

• If further clarification is needed, read: By bisexual, we mean romantic or sexual attraction to persons of both the same sex and opposite sex.

1 Lesbian or gay
2 Straight, that is, not lesbian or gay
3 Bisexual
4 Something else
5 I don't know the answer
6 Refused

ORIENTATION_FEMALE

SEXUAL ORIENTATION

The NCVS includes questions on sexual orientation **(ORIENTATION_MALE** and **ORIENTATION_FEMALE**). Sexual orientation is the direction of one's romantic or sexual attraction to members of the same sex, opposite sex, or both sexes.

There are tremendous gaps in information about crime victimization as it relates to lesbian, gay, bisexual, and transgender (LGBT) persons. By collecting sexual orientation data, researchers, policy makers, health providers, and advocates will be able to identify and address crimes affecting the LGBT community. Research has shown that sexual orientation and gender identity are correlated with crime victimization. These questions are included in the NCVS to better understand the relationship between these characteristics and experiences with criminal victimization.

	Respondents may ask what the question means by "lesbian," "gay," "straight," or "bisexual." If so, read the appropriate definition that appears on the question screen to the respondent. Do not try to define these terms yourself. Use the definitions on the question screen.
Who Gets the Item?	• Asked of all persons 16 years of age or older. • All persons defined as male in the household roster will be asked the ORIENTATION_MALE question. • All persons defined as female in the household roster will be asked the ORIENTATION_FEMALE question. • If SEX is answered "Don't Know" or "Refused" in the household roster, the instrument will ask the ORIENTATION_FEMALE question.
When is Item Asked?	Asked at 1st, 3rd, 5th, and 7th interviews, or if never asked before.
Proxy Respondents	Proxy respondents are NOT allowed. The sexual orientation questions will be off-path and unavailable for the proxy respondent to answer.
No Observation/ No Probing/	***Do NOT mark this item either by observation or probing. Answers to this question must be obtained strictly through self-identification. You must ask the question for each respondent even when the answer seems obvious.***
For personal visit interviews	In the instrument, a book icon and page reference at the top left of the screen denotes when a flashcard should be used. This tells you that there is a corresponding page in the Information Card Booklet (NCVS-554) to show the respondent. During personal visit interviews, show the respondent the English or Spanish version of the flashcard as appropriate before asking the questions. The top half of the flashcard is titled **SO**_(Male) and lower half of the flashcard is titled **SO**_(Female). Direct them to the **SO**_(Male) or **SO**_(Female) question as appropriate.

For telephone interviews	During telephone interviews, read the bold text of the question.
Precode (1) ***Gay/Lesbian or gay***	Refer to the precode definition in gray text in the first FR instruction on the question screen if needed.
Precode (2) ***Straight, that is, not gay/ Straight, that is, not lesbian or gay***	Refer to the precode definition in gray text in the second FR instruction on the question screen if needed.
Precode (3) ***Bisexual***	Refer to the precode definition in gray text in the third FR instruction on the question screen if needed.
Precode (4) ***Something else***	If the respondent describes his or her sexual orientation as something other than precodes 1, 2, or 3, select the "Something else" answer category. If the household member asks what "Something else" means, respond, "An answer other than what was provided in the answer categories."
Precode (5) ***I don't know the answer***	If the respondent states that he/she does not know the answer, select the "I don't know the answer" answer category.
Precode (6) ***Refused***	If the respondent refuses to answer the question, select this precode.
Sexual Orientation and Gender Identity FAQs	A respondent may ask you why you are asking them this question. If so, reference the FAQs tab, and read the appropriate response. Listed below are the verbatim responses that you should give to respondents if they ask you a question or the meaning of one of the terms related to sexual orientation and/or gender identity. You will find all the responses below by clicking on the FAQs tab. Additionally, definitions relevant to the question wording can be found in gray text on the associated question screen.

Q: Why does the NCVS ask about sexual orientation and gender identity?
A: Research has shown that sexual orientation and gender identity are correlated with crime victimization. These questions are included in the NCVS to better understand the relationship between these characteristics and experiences with criminal victimization. Additionally, discrimination against persons because of their sexual orientation and gender identity is prohibited by federal hate crime statutes and the 2013 reauthorized Violence Against Women Act (VAWA). Since the NCVS includes measures of hate crime and the provision of victim services, the inclusion of these items in the NCVS will allow researchers to better address policy-relevant questions about victimization and victim services.

Q: What is meant by "sexual orientation"?
A: The direction of one's romantic or sexual attraction to members of the same sex, opposite sex, or both sexes.

Q: What is meant by "gender identity"?
A: A person's internal sense of gender, that is, being male, female, or a blend of both.

Q: What is meant by "lesbian" or "gay"?
A: Romantic or sexual attraction to persons of the same sex. Another term that may be used for lesbian or gay is homosexual.

Q: What is meant by "straight"?
A: Romantic or sexual attraction to persons of the opposite sex. Another term that may be used for straight is heterosexual.

Q: What is meant by "bisexual"?
A: Romantic or sexual attraction to persons of both the same sex and opposite sex.

Q: What is meant by "transgender"?
A: A person whose internal sense of being male or female is different from the sex assigned to them at

birth.

📖 (Page 14)

What sex were you assigned at birth, on your original birth certificate?
1 Male
2 Female
3 Refused
4 Don't know

GENID_BIRTH

GENDER IDENTITY

The NCVS includes questions on gender identity **(GENID_BIRTH, GENID_DESCRIBE,** and **GENID_CONFIRM**). Gender identity is a person's internal sense of gender, that is, being male, female, or a blend of both.

There are tremendous gaps in information about crime victimization as it relates to lesbian, gay, bisexual, and transgender (LGBT) persons. By collecting sexual orientation data, researchers, policy makers, health providers, and advocates will be able to identify and address crimes affecting the LGBT community. Research has shown that sexual orientation and gender identity are correlated with crime victimization. These questions are included in the NCVS to better understand the relationship between these characteristics and experiences with criminal victimization.

Respondents may ask what the question, GENID_DESCRIBE, means by "transgender." If so, read the appropriate definition that appears on the question screen to the respondent. Do not try to define this term yourself. Use the definition on the question screen.

Who Gets the Items? Asked of all persons 16 years of age or older.

When Are Items Asked? Asked at 1st, 3rd, 5th, and 7th interviews, or if never asked before.

Proxy Respondents Proxy respondents are NOT allowed. The gender identity

	questions will be off-path and unavailable for the proxy respondent to answer.
No Observation/ No Probing/	***Do NOT mark these items either by observation or probing. Answers to these questions must be obtained strictly through self-identification. You must ask the questions for each respondent even when the answer seems obvious.***
For personal visit interviews	In the instrument, a book icon and page reference at the top left of the screen denotes when a flashcard should be used. This tells you that there is a corresponding page in the Information Card Booklet (NCVS-554) to show the respondent. During personal visit interviews, show the respondent the English or Spanish version of the flashcard as appropriate before asking the questions. The top half of the flashcard is used for the **GENID_BIRTH** question and lower half of the flashcard is used for the **GENID_DESCRIBE** question.
For telephone interviews	During telephone interviews, read the bold text of the question.

Precodes for GENID_BIRTH

Precode (1) Male	If “Male,” select Precode (1).
Precode (2) Female	If “Female,” select Precode (2).
Precode (3) Refused	If the respondent refuses to answer the question, select this precode.
Precode (4) Don’t know	If the respondent states that he/she does not know the answer to the question, select this precode.

📖 (Page 14)

Do you currently describe yourself as male, female, or transgender?

• If further clarification is needed, read: By transgender, we mean a person whose internal sense of being male or female is different from the sex assigned to them at birth.

1 Male
2 Female
3 Transgender
4 None of these

GENID_DESCRIBE

Precodes for GENID_DESCRIBE

Precode (1) Male	If "Male," select Precode (1).
Precode (2) Female	If "Female," select Precode (2).
Precode (3) Transgender	Refer to the precode definition in gray text in the FR instruction on the question if needed.
Precode (4) None of these	If the respondent cannot find a category that describes his/her gender identity, select the "None of these" answer category. If the household member asks what "None of these" means, respond, "An answer other than what was provided in the answer categories."

Just to confirm, you were assigned {GENID_BIRTH fill} at birth and now {GENID_DESCRIBE fill}. Is that correct?

1 Yes
2 No
3 Refused
4 Don't know

GENID_CONFIRM

When Is GENID_CONFIRM Asked?

The **GENID_CONFIRM** question will only appear when **GENID_BIRTH** and **GENID_DESCRIBE** do not match (i.e., if **GENID_DESCRIBE** is answered Transgender, None of these, or is not consistent with a Male or Female answer for **GENID_BIRTH**).

If **GENID_CONFIRM** is answered "Yes" indicating that the responses recorded in the instrument for **GENID_BIRTH** and **GENID_DESCRIBE** are correct, then the instrument continues to the next question. If **GENID_CONFIRM** is answered "No" indicating that the responses recorded in the instrument for **GENID_BIRTH** and **GENID_DESCRIBE** are not correct, then the instrument takes you back to **GENID_BIRTH** and **GENID_DESCRIBE** to ask those questions again. The instrument will allow the interview to continue to the next question once the household member answers "Yes" to **GENID_CONFIRM.**

Precodes for GENID_CONFIRM

Precode (1) Yes

If "Yes," select precode (1).

Precode (2) No

If "No," select precode (2).

Precode (3) Refused

If "Refused," select precode (3).

Precode (4) Don't know

If "Don't Know," select precode (4).

Sexual Orientation and Gender Identity FAQs

A respondent may ask you why you are asking them this question. If so, reference the FAQs tab, and read the appropriate response. The FAQs available are listed in detail on pages B3-39.

Have you ever served on active duty in the U.S. Armed Forces, Reserves, or National Guard?

- Mark one box

1 Never served in the military
2 Only on active duty for training in the Reserves or National Guard
3 Now on active duty
4 On active duty in the past, but not now

ACTIVE_DUTY

VETERAN STATUS

The NCVS collects data on the past and present military service of household members **(ACTIVE_DUTY** and **ACTIVE_DUTYWHEN**).

The veteran status questions are intended to accurately count men and women who are currently on active duty in the Armed Forces as well as those who have served on active duty in the past (even for a short time) and are now considered veterans.

A respondent serving in the U.S. Armed Force, Reserves, or National Guard is considered to be on active duty at the 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),* and
- 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.

Who Gets the Item(s)?

- Asked of all persons 18 years of age or older.
- After the first interview, only asked of persons age 18 to 39 years of age who previously answered "Never served in the military," "Don't Know," or "Refused."

When is Item Asked?

- Asked at 1st interview or if never asked before.
- Asked at subsequent interviews if "Never served in the military," "Don't Know," or "Refused" at prior interview.

Precodes for ACTIVE_DUTY

If the respondent gives you a general answer of "Yes" to the **ACTIVE_DUTY** question, probe to find out if it was active duty for training in the Reserves or National Guard (precode 2), if they are on active duty now (precode 3), or were on active duty only in the past (precode 4).

Precode (1) Never served in the military

Respondent never served in the U.S. Armed Forces, Reserves, or National Guard.

Precode (2) Only on active duty for training in Reserves or National Guard

Respondent trained for active duty in the Reserves or National Guard, but was never called to service. Always consider members of the regular service as on active duty. Members of the Reserve service are considered to be on active duty if they are called to service by a military order, such as the Gulf War. **Do not** include weekend training for the Reserves or National Guard as being on active duty.

Precode (3) Now on active duty

Respondent is NOW on active duty in the U. S. Armed Forces, Reserves, or National Guard. Refer to the definition above.

Precode (4) On duty in the past, but not now

Respondent served on active duty in the U.S. Armed Forces, Reserves, or National Guard in the past, but is not now serving.

When did you serve on active duty in the U.S. Armed Forces?

- Mark all that apply, even if just for part of the time period
- If needed, probe: Any other time period?

11 September 2001 or later
12 August 1990 to August 2001 (including Persian Gulf War)
13 May 1975 to July 1990
14 Vietnam era (August 1964 to April 1975)
15 February 1955 to July 1964
16 Korean War (July 1950 to January 1955)
17 January 1947 to June 1950
18 World War II (December 1941 to December 1946)
19 November 1941 or earlier

ACTIVE_DUTYWHEN

If the respondent has served on active duty, **ACTIVE_DUTYWHEN** when is asked.

Precodes for ACTIVE_DUTYWHEN

When asking the **ACTIVE_DUTYWHEN** question, probing may be necessary to capture all periods of service from the household member.

It is common for a veteran to be discharged and re-enter military service in another period. For example, a veteran may have served during WWII, was discharged, and then re-entered military service during the Korean War.

Probe by asking, “Any other time period?” to ensure that you select each period the respondent was on active duty.

Select all that apply, i.e. mark a box for each period in which the person served, even if just for part of the period.

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.**)

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- 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

CURRENTJOBMSATYPE

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.)

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(Which category on this card represents/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.

Which category represents the TOTAL HOUSEHOLD income during the past 12 months?
11 Less than $5,000
12 $5,000 to $7,499
13 $7,500 to $9,999
14 $10,000 to $12,499
15 $12,500 to $14,999
16 $15,000 to $17,499
17 $17,500 to $19,999
18 $20,000 to $24,999
19 $25,000 to $29,999
20 $30,000 to $34,999
21 $35,000 to $39,999
22 $40,000 to $49,999
23 $50,000 to $74,999
24 $75,000 to $99,999
25 $100,000 to $149,999
26 $150,000 to $199,999
27 $200,000 or more

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 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” tab 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

RESPONDENTPHONETYPE

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

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Topic 1. Screen Layout and Instructions for Items INCIDENTINTRO Through HAPPEN

Talking to: John Doe
Asking about: John Doe

● Starting the First Incident Report

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: 2016
January: 2017

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?"***

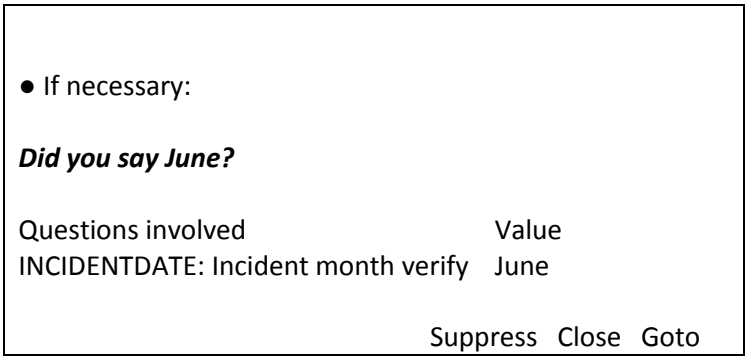
  Repeat as necessary for all other occurrences.

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.

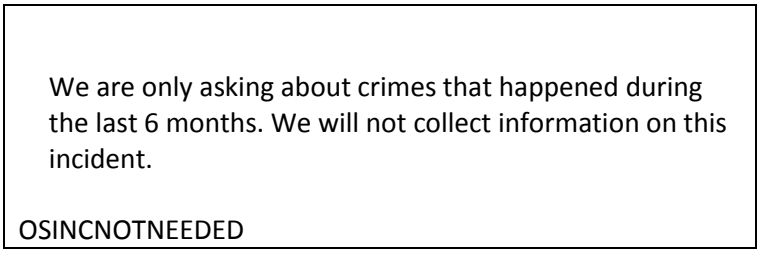
When the respondent still gives you a date outside of his/her reference period, enter the appropriate precode for the month given by the respondent. After entering a

precode for a month outside of the respondent's reference period, the following edit check appears:



If 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.



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 2016 and January 2017?

INCIDENTDATEPROBE

Item **INCIDENTDATEPROBE** appears: "***Did you have anything like this happen between July 2016 and January 2017?***" 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 that 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?"

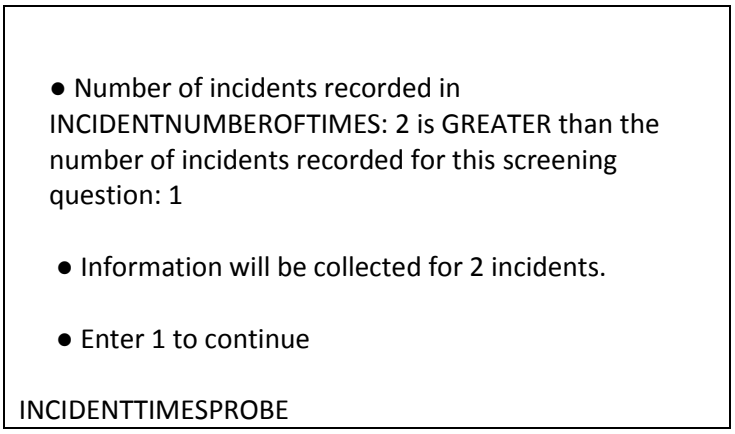
If the entry in Item **INCIDENTNUMBEROFTIMES** is less than or equal to the number entered in the screener question, the instrument continues with either:

✓ 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:



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:
11 After 6 a.m. -- 12 noon
12 After 12 noon -- 3 p.m.
13 After 3 p.m. -- 6 p.m.
14 Don't know what time of day

● At night:
15 After 6 p.m. -- 9 p.m.
16 After 9 p.m. -- 12 midnight
17 After 12 midnight -- 6 a.m.
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 definitions 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.

The Federal Government holds **Trust Lands** in trust 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 be 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 Precedes (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, and 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 public 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 Enter Precode (23), **Inside bank**, when the incident

(25)

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**, and 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/neighbor'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**, which 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 repairperson?

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 house cleaner, 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, police officer, 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 repairperson, police officer, 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 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 raincoat at a restaurant and, when he returned the next day, the raincoat 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 coatroom in the restaurant lobby while she was eating dinner at the restaurant. After finishing her meal, she returned to the coatroom 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)*
- ✕ 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 handgun, 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 handgun, 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.

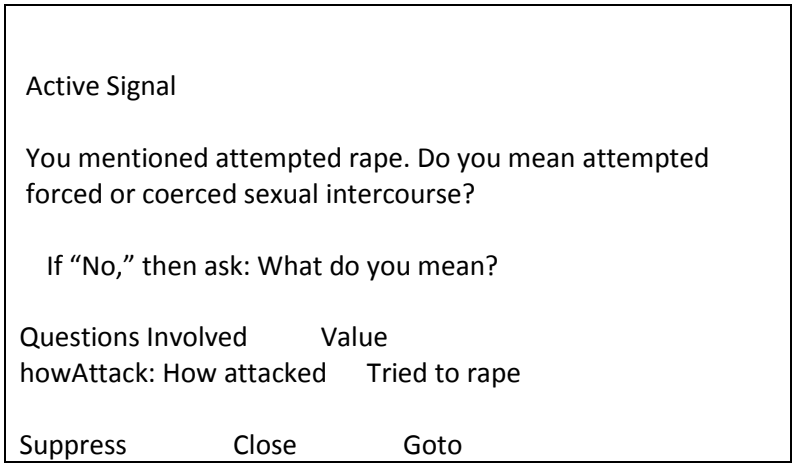
If the respondent's answer to the probe question is "No," you must ask the second probe question, ***"What do you mean?"*** The purpose of this question is to distinguish between rape and other forms of sexual assault. Do not probe beyond this question.

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:



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**

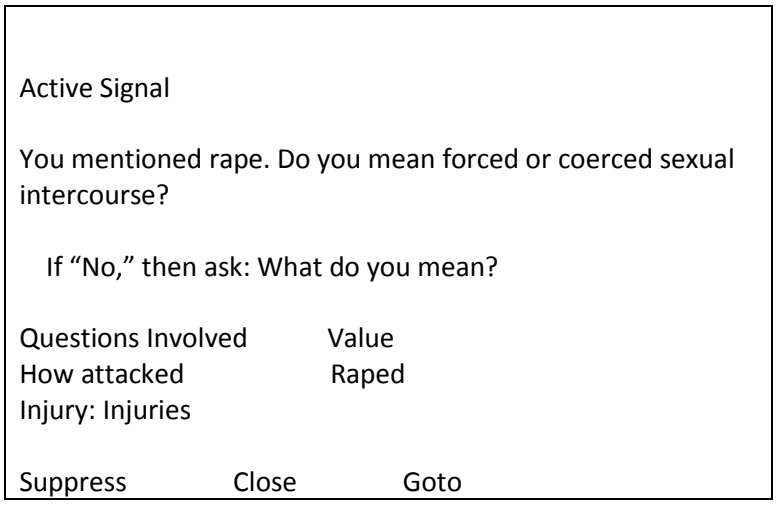
OR

✕ You entered Precode (11), "Raped," 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.



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

ONEORMOREOFFENDERS

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

SINGOFFENDERHOWWELL

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

SINGOFFENDERDRINKORDRUG 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 unrecognizable 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 recognizable 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 recognizable 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 NOT happen 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

ATTEMPTTHEFTITEMONPERSON

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?"

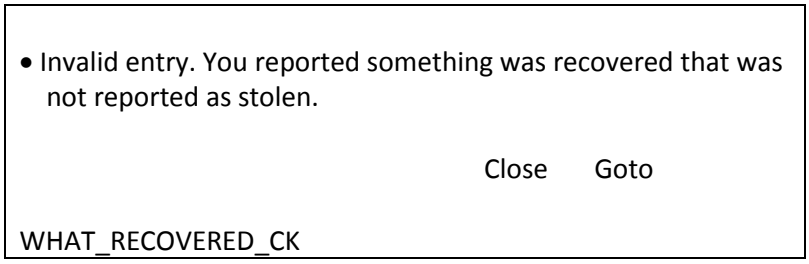
Precode (3) Enter Precode (3) if the owner's stolen wallet was recovered. After entering Precode (3), continue with item **CONTAINMONEY**.

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:



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 **NOTREPORTIMPORTANT**.

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 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 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

2017: 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 Summary.

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 sexual orientation.

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 **INCIDENTHATETARGETREASONS_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"

Most responents will probably understand what we mean by "sexual orientation," but,if someone seems unsure, you can direct them to the FAQs.

After reading this statement, a respondent may tell you that he/she meant something different. If this happens, correct your entry for question **INCIDENTHATETARGETREASONS_SEXUAL**.

Understanding "Gender"

Most respondents will probably understand what we mean by "gender," but, if someone seems unsure, you can direct them to the FAQs.

After completing the **INCIDENTHATETARGETREASONS** 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 **SUMMARY** if you entered all Precode (2), "No" or Precode (3), "Don't know" answers in the six **INCIDENTHATETARGETREASONS** items, **INCIDENTHATETARGETWHOYOUKNOW**, or **INCIDENTHATETARGETRELIGION.**

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 **SUMMARY**.

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 with the summary for 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.)*
- ✕ 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.)"***

When completing Item PROPERTYVALUE, please note: 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.

NOTES

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

Table of Topics

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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 to the sociodemographic section.

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:

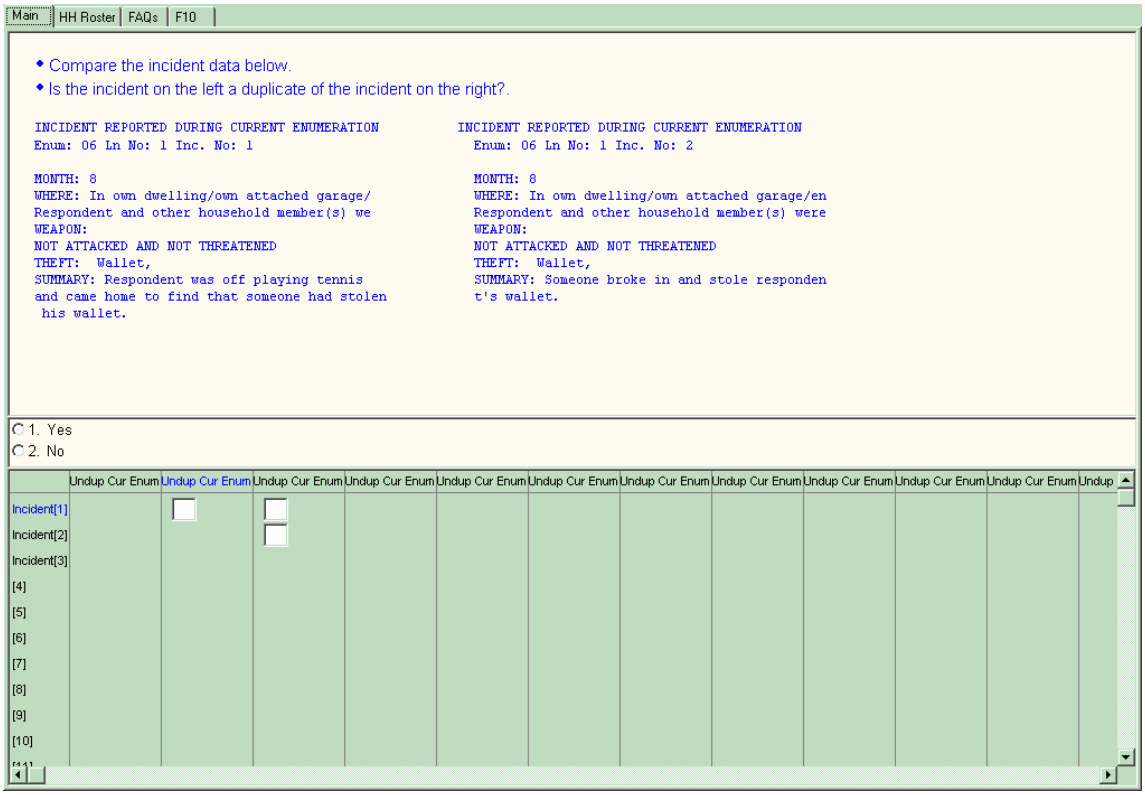
- The incident actually happened and was reported in a previous enumeration period and did not occur again during the current enumeration period, but was reported again during the current enumeration period.

- 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 same 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 a household member must be 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.
H_WEAPON	Objects that are NEVER considered weapons include animals, parts of the body, 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". If any object that is typically considered a

weapon such as a knife or club is used only as a tool, it will not be considered a weapon.

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_INTROLETTER Includes the text that appears on the NCVS-572(L), Introductory Letter.

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
Demolished
House or trailer moved
Outside segment
Converted to permanent business or storage
Merged
Condemned
Unused line of listing sheet
Other- Specify
Unlocatable Sample Address
Unit does not exist or is out of scope
Permit abandoned

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**
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**
Fast Data, **FD**
Find/Found, **FND**
Field Representative, **FR**
Front, **FRNT**
Friday, **FRI**
Foot/Feet (Distance), **FT**
Follow-up, **FU**
Forward, **FWD**
Gender Identity, **GI**
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**

Noninterview, **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**
Sample Person, **SP**
Sample Unit, **SU**
Saturday, **SAT**
Sexual Orientation, **SO**
Soft Call Back, **SCB**
Screen (computer), **SCRN**
Said, **SD**
Southeast, **SE**
Senior Field Representative, **SFR**
Signal, **SGNL**
Sheet#, Line#, **S_L_**
Small, **SM**
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 1/15/2017

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 "9/1/17," 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 respondent. 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.

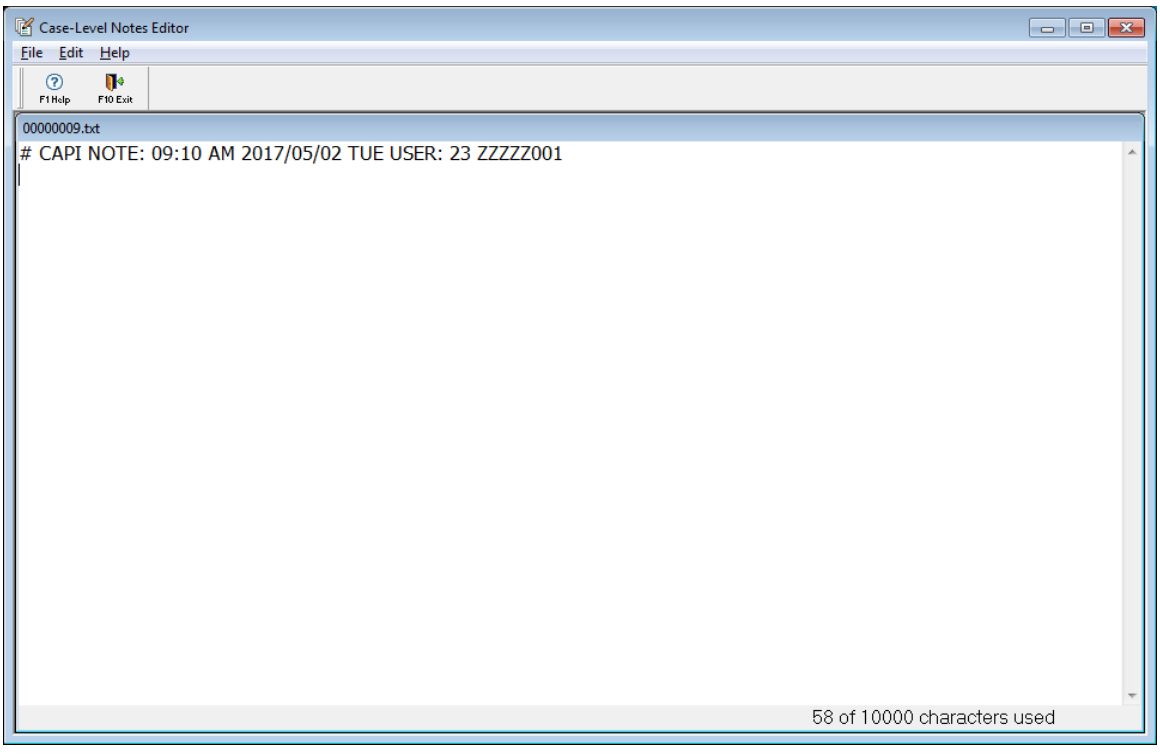
What type of phone is this (for example, a home, office, or cell phone)?

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

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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, 2017, the current reference period for the household respondent is **January 1, 2017 to July 1, 2017**.

Individual respondent example:
If the remaining household members are interviewed for the first enumeration period on July 3, 2017, the current reference period for each household member is **January 1, 2017 to July 2, 2017**.

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.

For example:
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 11-922, 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 first 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

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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.

Motor Vehicles:
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?"

If a respondent answers:
"It's been about 5 to 10 years."

Use this probe:
"Can you give me your best estimate of the number of years?"

If a respondent answers:
"Oh, I haven't lived here very long, less than a year."

Use this probe:
"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**:

Respondent answers:	**Enter:**
"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 (month of interview) , (year 5 years prior to interview year)?"

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

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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:

Example 1:
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.

Example 2:
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)*
- 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:

Precode:
(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.

Example of burglary:
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**:

For Precode:

(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 **ATTEMPTHEFTWHAT_SPEC**. Also, if the motor vehicle was owned and operated exclusively for a recognizable business, do not enter Precode (16) at Item **ATTEMPTTHEFTWHAT**.

For Precode:

(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."

MULTOFFENDERMOSTETHNICITY

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:

"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:

Precode (1) "Items will not be repaired or replaced": 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.

Example 5:
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
- 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 i**s ***"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.)"***
When completing Item PROPERTYVALUE, please note:
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.

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 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.

Chapter 1
NCVS Case Management

Table of Topics

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Topic 1. Getting Into Case Management

Introduction

This document outlines procedures for the NCVS CAPI Case Management System used by field staff 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.

Although some of the sign in screens and the case list screen will be from the new Mobile Case Management, once you select a case from the case list screen, the previous version of Case Management will appear on the screen.

Logging onto Laptop

The first screen that appears when you turn on the computer is the swirly multi-color screen used for Mobile Case Management. It will have the time, and a few other items. Follow the instructions at the top of the screen. They are:

Press Ctrl+Alt+Delete or use the Windows Security button to unlock.

The Unlock the PC screen appears.
Enter you user name (jBond ID) and password.

- The black screen with icons on it appears.
- Two CISCO AnyConnect pop-ups may appear. The Mobility Client pop-up will indicate that VPN is awaiting user input.
- The CAPI-DATA pop-up will display your username (jBond ID) and a place to enter you Passcode.
- Enter you passcode (eight-digit number + RSA token number)

- Then click the Mobile Case Management icon
- At the gray warning screen, click OK.
- This brings you to the Mobile Case Management Case List screen.
- A pop-up may suggest you can transmit. If you have a good connection, and want to transmit, click the Yes,Transmit Now button. If not, click the No, I Will Transmit Later button.

Notice from this Mobile Case Management Case List Screen, in the top right corner are links to the Training/Manuals (purple), Support (green), and My Apps (blue).

- Use these links to get to these areas.

Training/Manuals (purple) has two sections

- Training includes LCM and LIMA Training
  1. NCVS Initial and Refresher Training
- Resources includes Manuals, CBTs and the Census Learning Center (CLC)
  2, NCVS Manuals, Self-studies, and CLCs

Support (green) has

1. LCM Log Viewer
2. Folder link
3. Bongar Remote Support
4. Enterprise Password Reset
5. Enterprise Security (Update Security Questions)
6. Update User Settings (for TAC only)

MY Apps has two sections – Apps and Web Apps

1. Apps has
    a. FR Survey
    b. LIMA Standalone

2. WebApps has
    a. WebFred (payroll)
    b. Internet Explorer (IE)
    c. Outlook Web App (e-mail)
    d. CHRIS

To Get back to the Mobile Case Management Home Page that has the Case List, click on Home on the top left of the screen.

When you click on an NCVS Case in the Case List in the Current Cases section on the left side of the window, you will leave Mobile Case Management, and enter the previous Case Management (black & white).,

Getting into Case Management 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 Function or shortcut keys that perform the same action.

- To make a selection there are two options:

  Use the arrow keys to highlight your selection and press "ENTER," **OR**

  Press the key combination.

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.

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.”

F7 - Notes

- Displays the Notes field for the selected case. You may edit your notes.
- Multiple pages of notes may be entered. Notes can handle up to 10,000 characters.
- 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

- Allows you to 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, Reassigned cases that are , confirmed refusals and Dangerous Address Database (DAD) Cases. 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 Transmitted and 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 eleven tabs/sections (Assignment, HH Roster, Additional Information, Notes, Contacts, Letter Mgmt, History, Contact History, Returning Contact History, Interview Time Preference, and Bldg Mgmt). These tabs 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, appointments, and more.

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 Mgmt 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 Mgmt Tab

- Displays building management contact information for multi-unit buildings from the Building Management Contact (BMC) database. If information from this tab is needed by FRs, and this tab has no data in obsolete, FRs can enter new data, or replace obsolete. The new and changed data is sent to the RO when it is reviewed. Once a new case or update is Accepted, it is put on the server for all FRs who have cases in the building.

Topic 2. Transmissions

General Information

You will need to make a transmission every day that you work. Making transmissions is very simple on your Field Representative laptop. Before completing a transmission, you must be connected to the internet and VPN. Once you have internet and VPN connections, follow the instructions below

Completing a Transmission and Accessing MCM

To access MCM you need to be at the desktop screen of your laptop. There is an icon on your desktop that reads Mobile Case Management

1. Using the touchscreen, double tap your finger on the **MCM icon** on the desktop.

2. Once you select the MCM icon, if there are any software updates, the MCM Update Manager will appear and start to update the application. Click Update. This update shouldn't take more than a few minutes.

After all updates are finished, a **Warning screen** appears notifying you that all data contained within the Census Bureau computer system are owned by the Census Bureau, and that use of this computer without authorization or for unauthorized purposes is a violation of federal law.

3. Click OK to acknowledge the warning. You will then see the MCM home screen, shown below.

When you are connected to the VPN, a dialog box will prompt you to transmit each time you enter MCM.

4. Click the green **Yes, Transmit Now** button.
   If the dialog box does not appear when you enter MCM, you can initiate the transmission.

5. Click the green **Transmit** button.

If you are not connected to the VPN, a pop up message will appear notifying you that a VPN connection is

Completing a Transmission and Accessing MCM (cont.)

required to complete a transmission, shown below. Click **OK**.

If you lose your VPN connection during the transmission, an error message will appear. Click **OK**.

You will need to complete the steps again to establish a VPN connection and transmit again.

If you are working on DAAL, you will receive a message once your transmission is complete. Click **OK**.

If you are not working on DAAL, you can check the log under the support page. On the upper right ribbon on your screen is where you will access the support page. Click on **Support**.

This is where you will access your LCM Log Viewer. **Click on the LCM log viewer link.**

This is where you will see if your transmission was successful.

Chapter 2
Person Level Contact History Instrument (pCHI)

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3	The pCHI and Households Without a Roster	D2-13
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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 for yourself or other FRs who may need to contact the household, as well as,to your regional office (RO), headquarters staff, and our survey sponsors. 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.

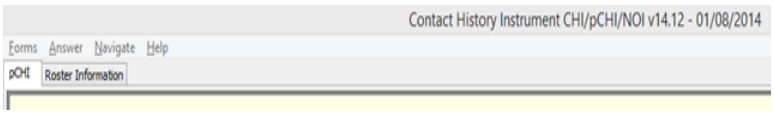
The pCHI allows you to record contact information for individual household members.

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

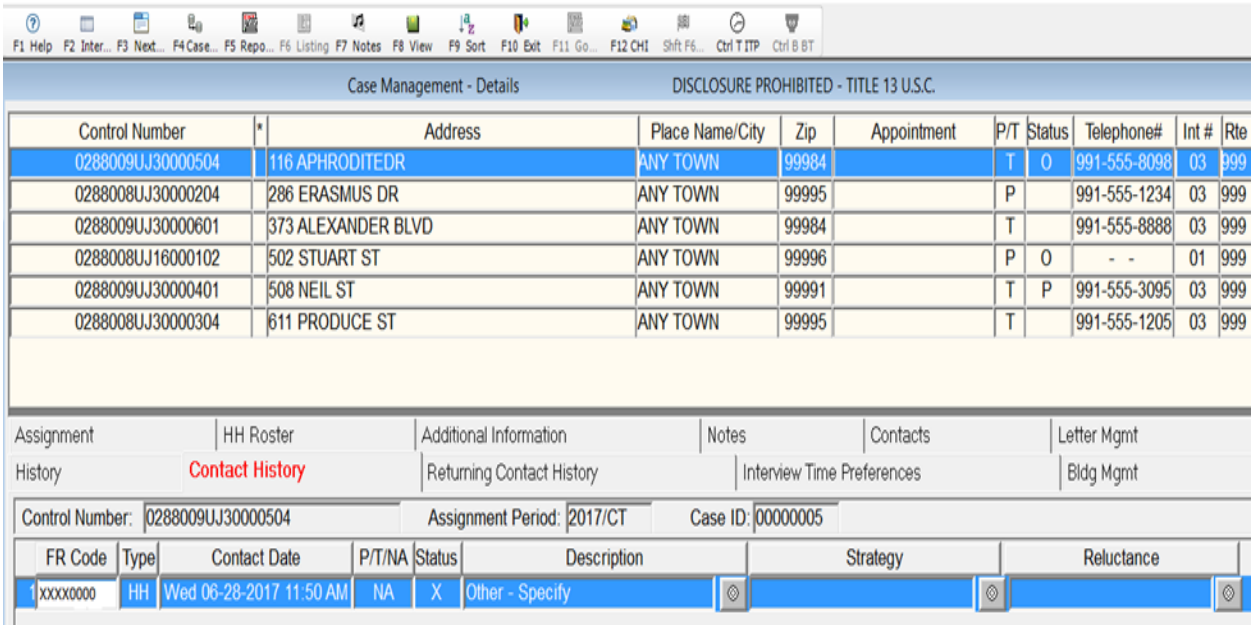
- If you get into the NCVS instrument during a contact attempt, pCHI appears automatically.
- To access the pCHI from Case Management, highlight the case and press F12 or click on the Contact History or Returning Contact History tabs

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 –<u>If it is for the respondent or person level</u>, it shows the line number (L1, L2, etc.) to which it refers. Respondent or person level screens will have screen names that start with a small p (i.e. pCTTYPE)

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.

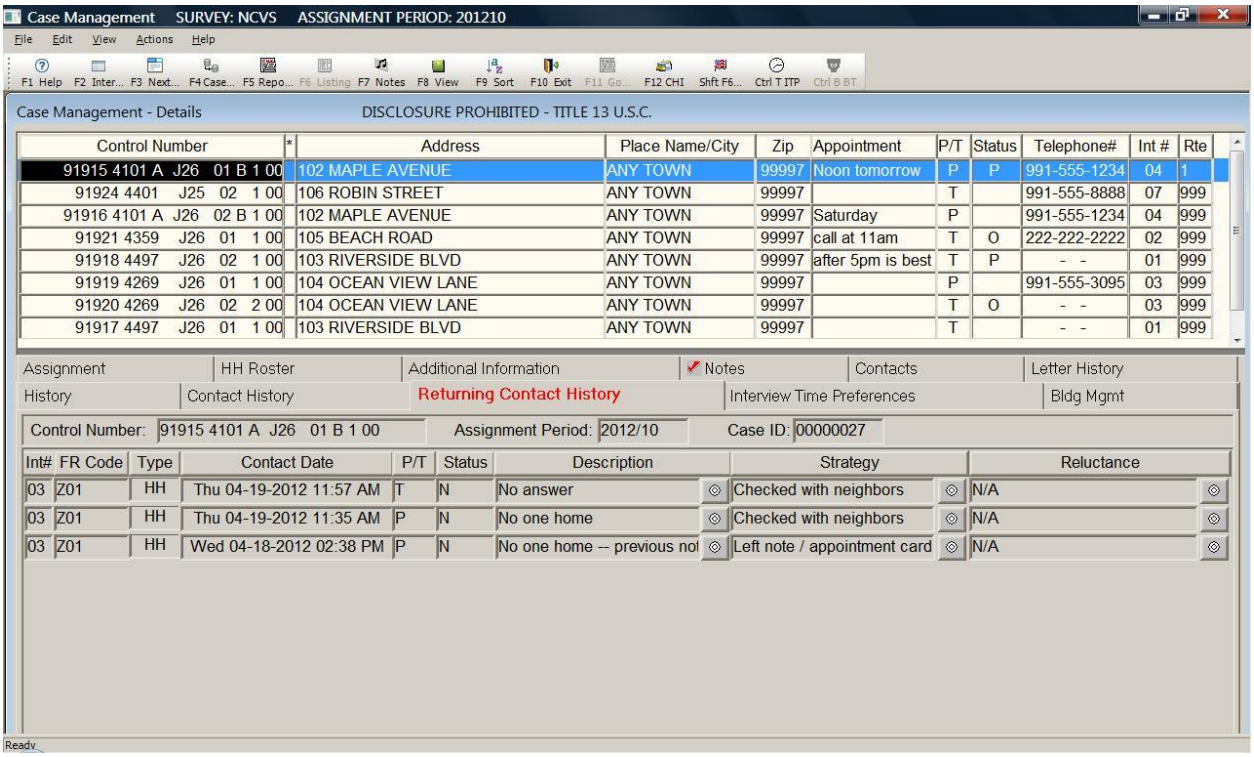
5. “Status” shows the status of the contact attempt. The codes are: “C” - Completed case, “P” - Partial interview, “U” - Unable to conduct interview, ~~or~~ “N” – Noncontact or “X” for Not Attempting Contact.

   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.



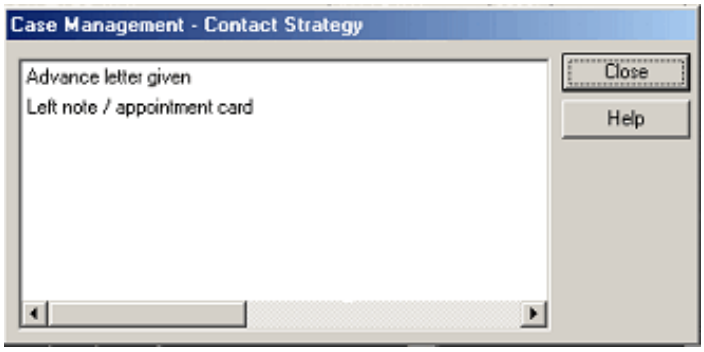
Returning Contact History Tab

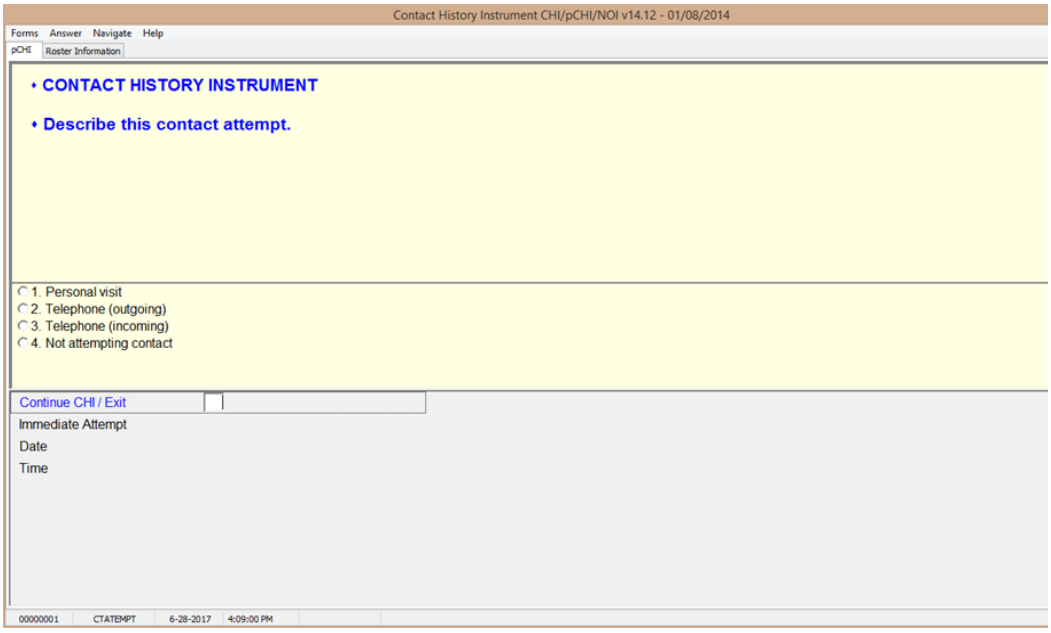
On the Case Management screen, the "Returning Contact History" tab includes the same information as the "Contact History" tab, with an extra column labeled "Int #" for "Interview Number." This tab is used for longitudinal surveys like the NCVS. Use this tab to view pCHI records from the last enumeration.

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

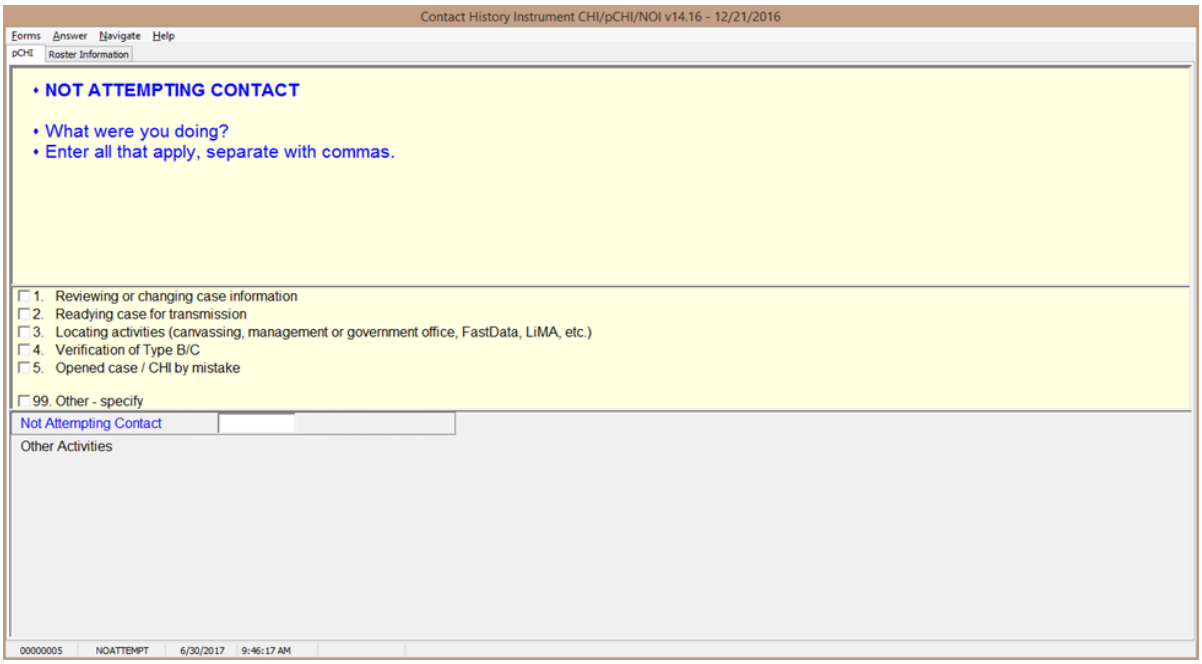
You may see a small snowflake next to some of the columns; this means that there are multiple entries for that column. Clicking on the snowflake brings up a dialog box that displays ALL entries that the FR made for that column, for that particular date and time. See example below:





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.

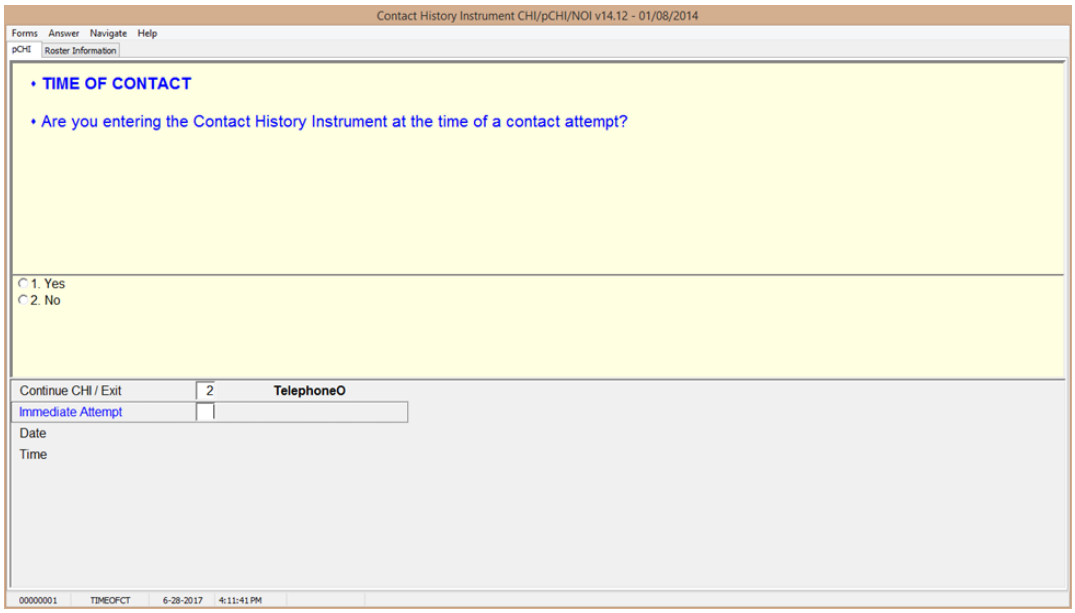


NOATTEMPT

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.

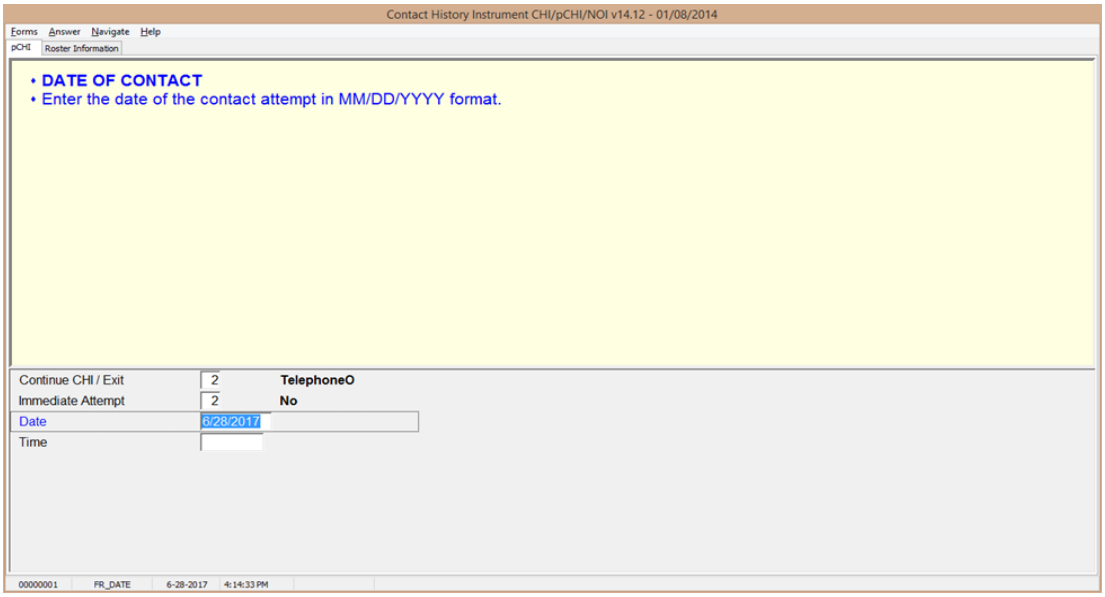


TIMEOFCT

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.

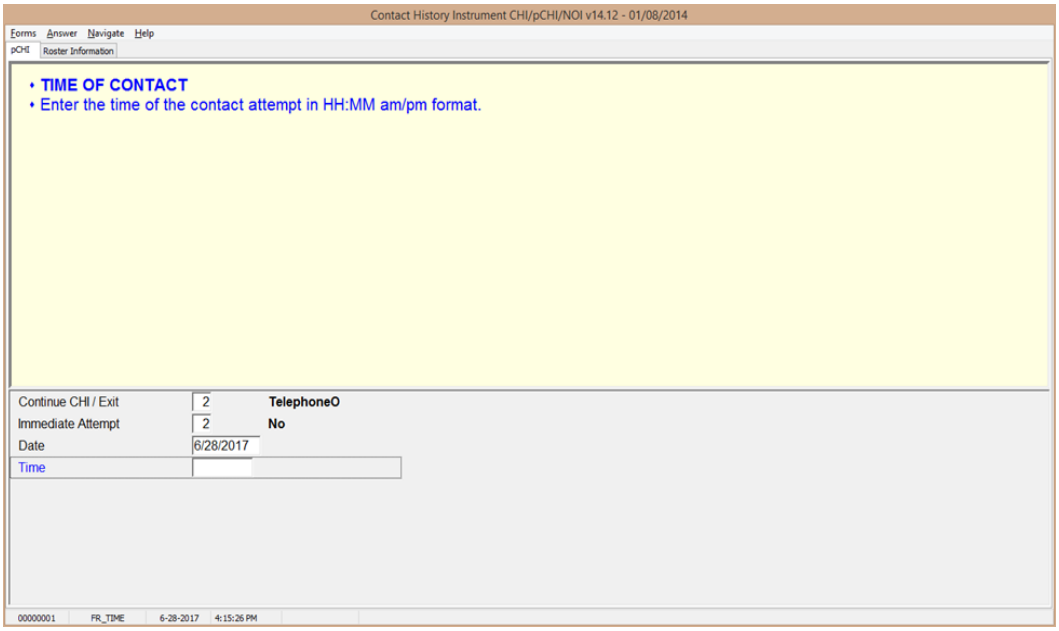
If you enter "1," "Yes," and a roster exists, the instrument goes to **pCASECONTACT**; if no roster exists, the instrument goes to **CASECONTACT**. If you enter "2," "No," the instrument goes to **FR_DATE** to allow you to enter the date and time of the contact attempt manually.



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, 2017, enter 11/20/2017.

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.

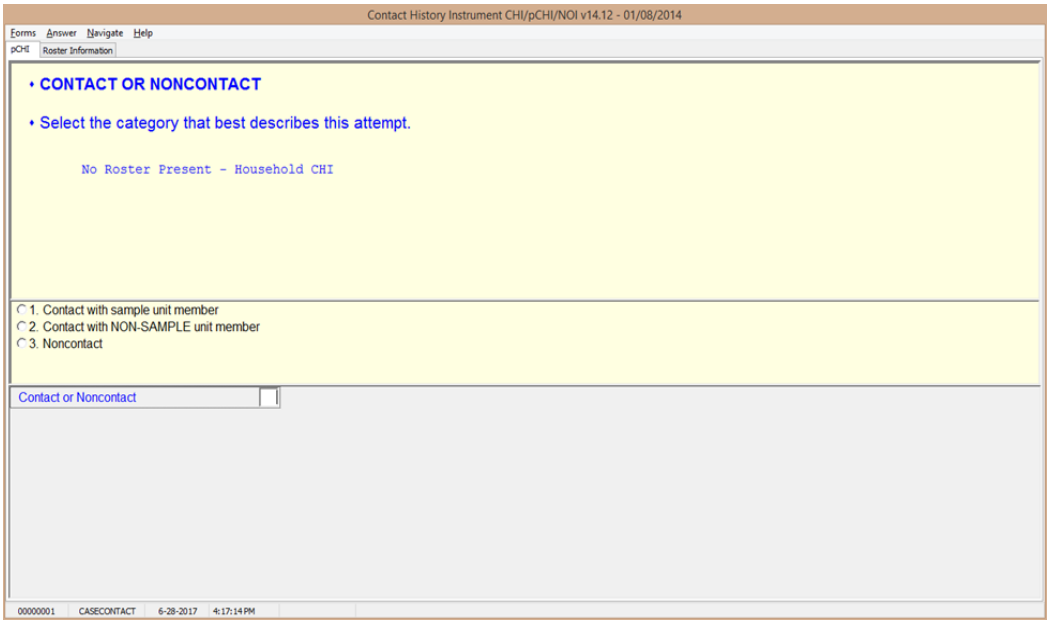
When entering the time of the contact attempt, enter the hours and minutes of the contact and AM or PM. Do not use colons when entering the hours and minutes; the instrument does that for you. For example, if you made contact at 11:00AM, type 1100A.

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 CHI questions are about the household and the screens will not have a small 'p' preceding the screen names.



CASECONTACT

CASECONTACT is the pCHI "Contact Status" screen. Notice the message "No Roster Present – Household CHI." Since there is no roster present, regular household CHI questions are asked. 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.”

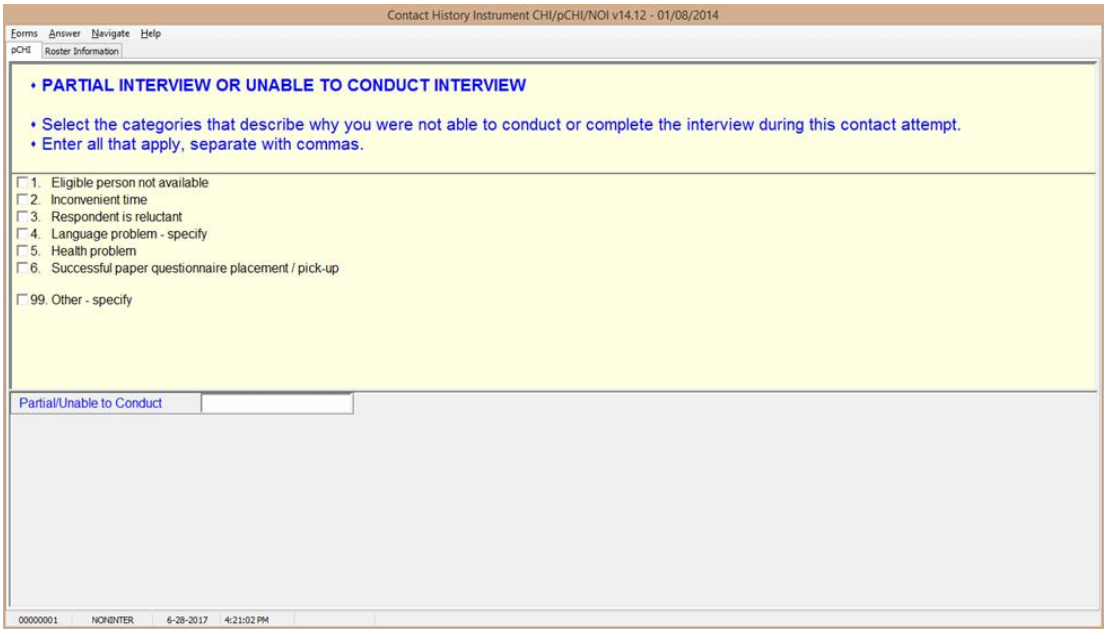
- Notice Precode (1), “Completed case – ready to transmit.” Since this screen appears for cases that do not have a household roster, Precode (1) does not apply for the NCVS.

  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**.



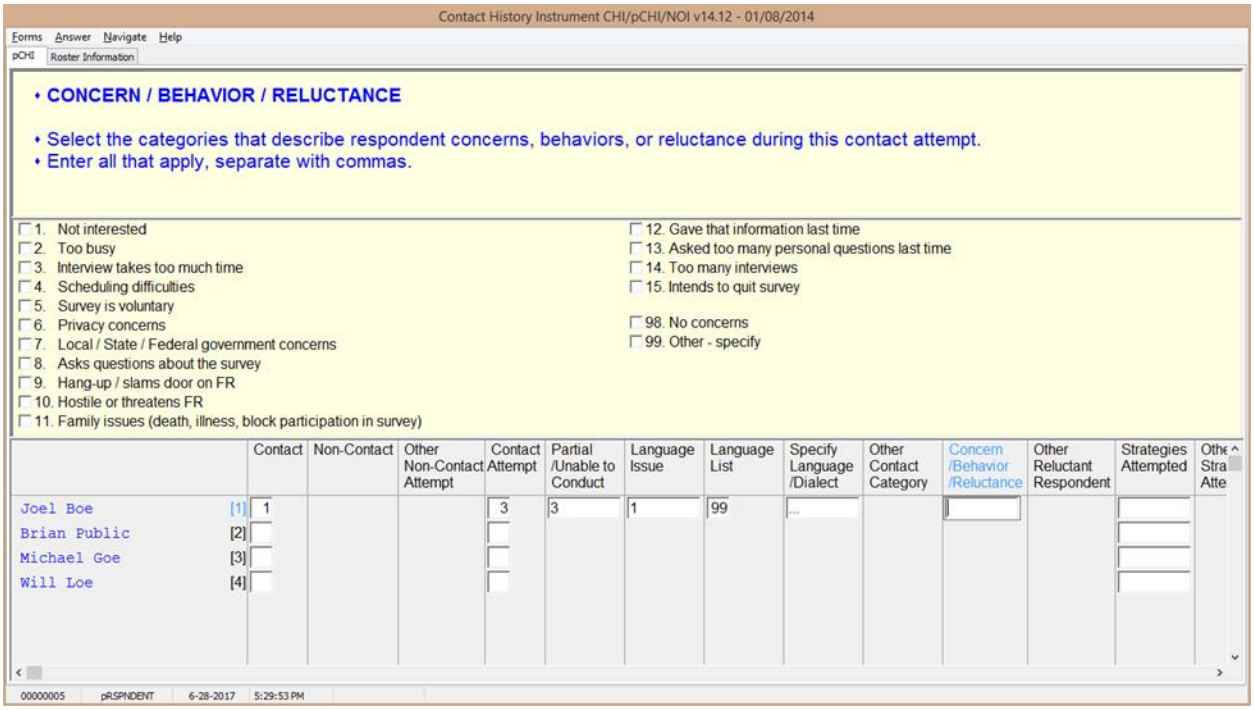
NONINTER

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**.

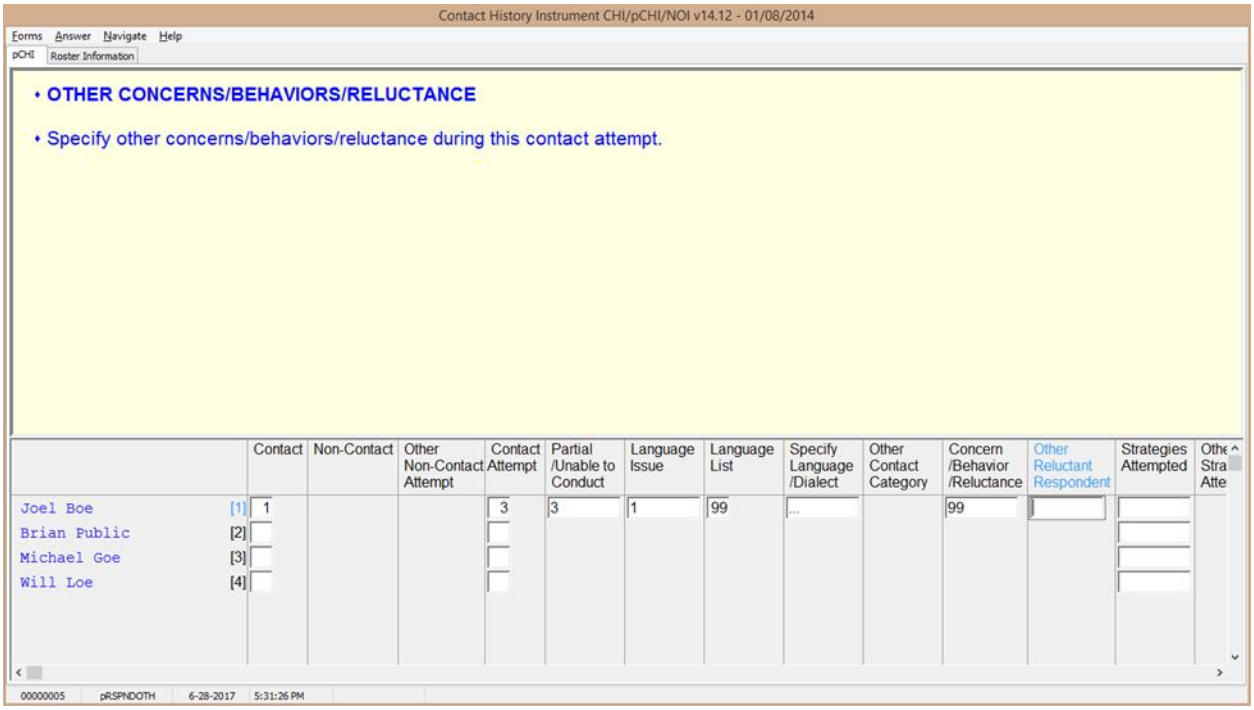
Precodes (1)-(3), and (5), all continue with **RSPNDENT**. Precode (6) is not used in the NCVS.



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.

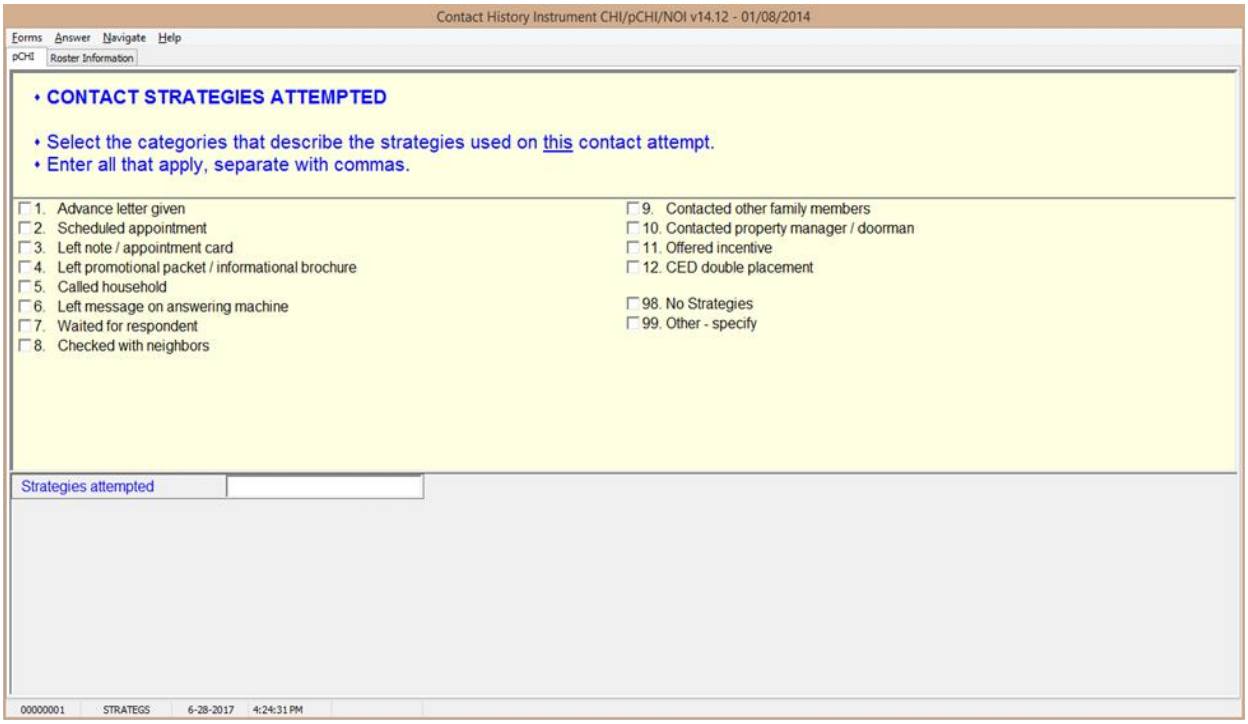
This item has check boxes; mark all that apply. You can click the box or enter the number you would like to select. If you are entering more than one number, separate them using commas.



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

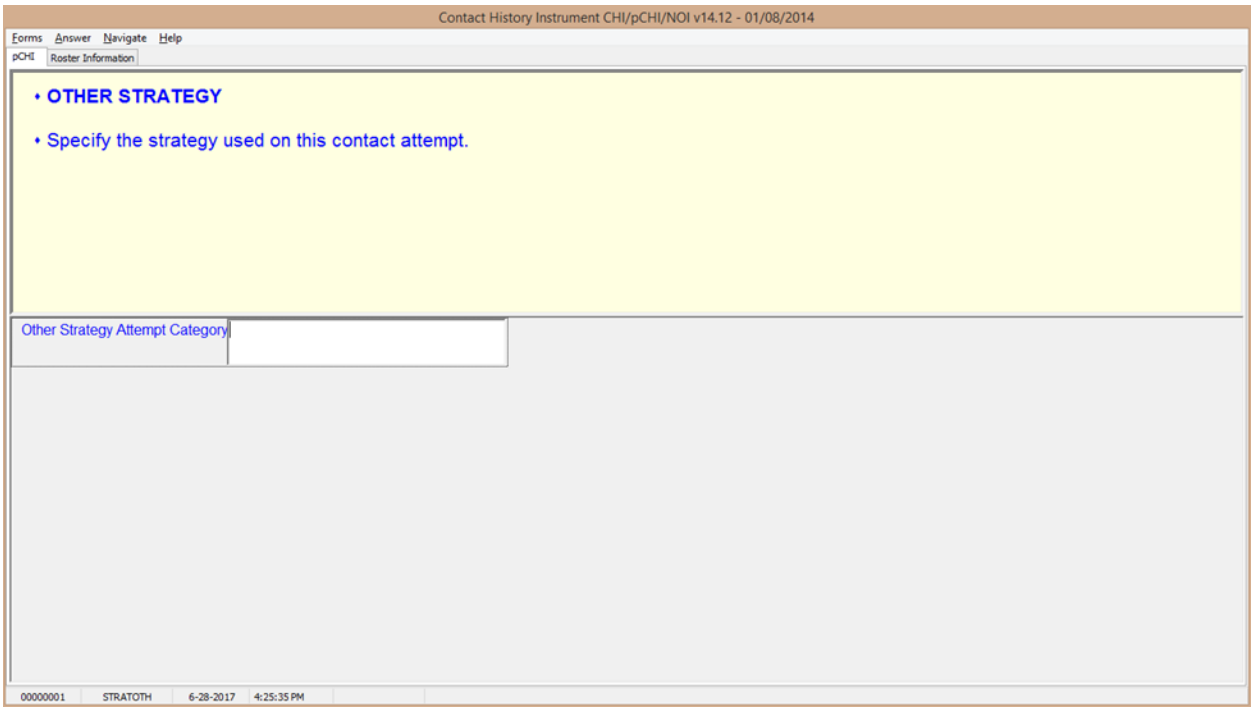
Item **STRATEGS** asks about "Contact Strategies Attempted." It appears for all contact attempts.

Precode (11) – "Offered incentive" is only used in surveys that offer monetary incentives. Do not select Precode (11), "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.

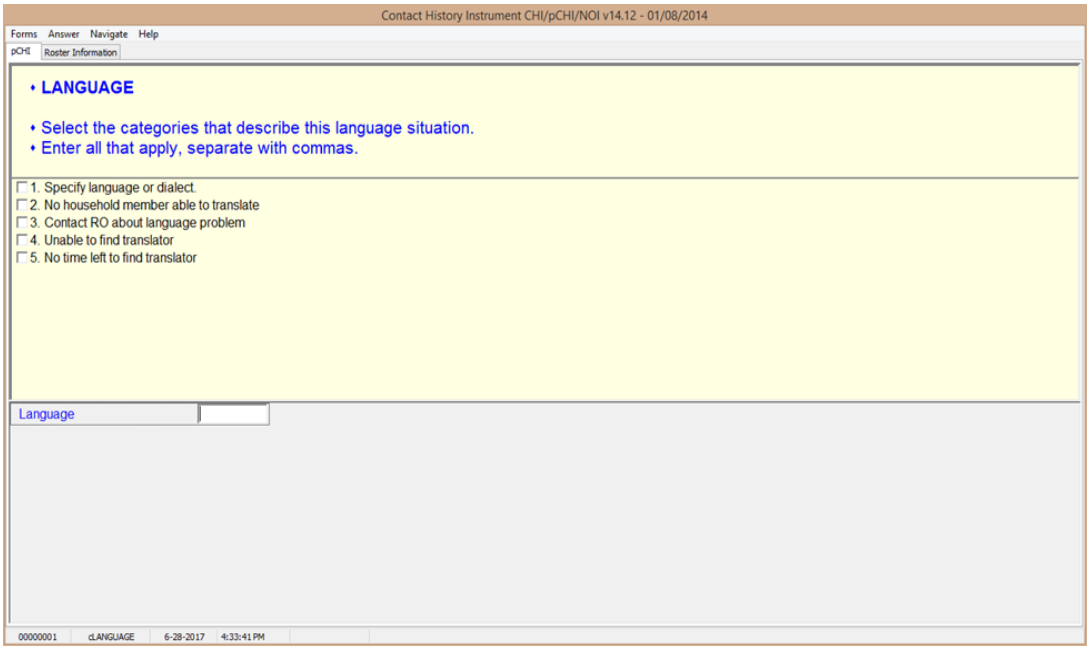
Precode (98) – "No Strategies" refers to THIS particular contact attempt, not all previous attempts. Mark this precode if you did not use any specific technique for this contact attempt.

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

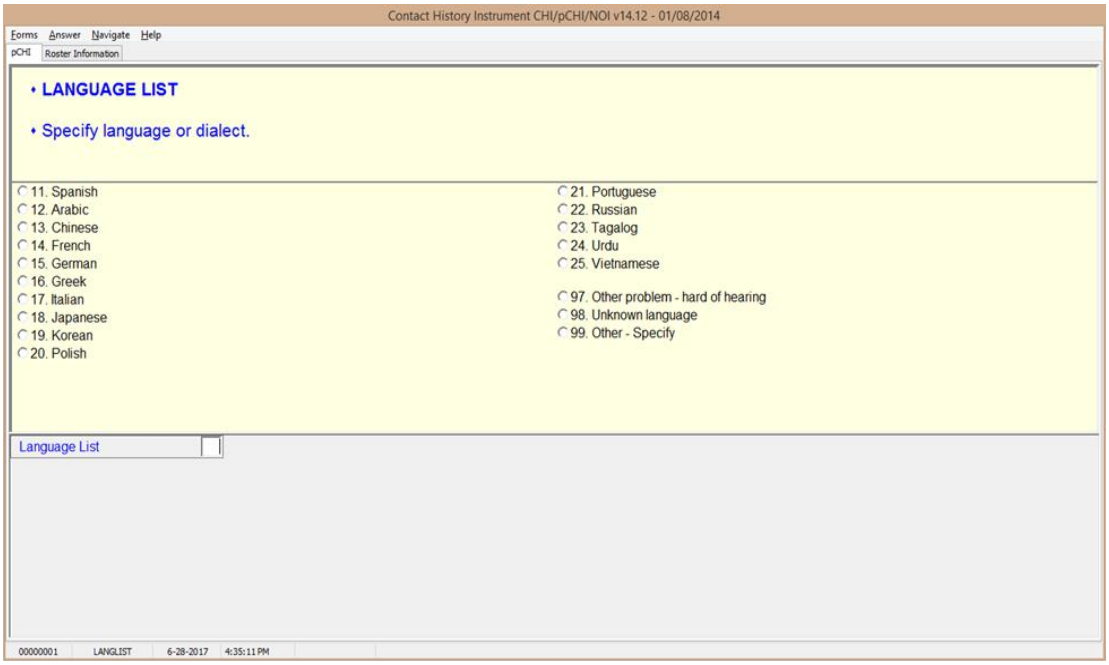
STRATOTH appears when Precode (99), "Other – specify" was marked in **STRATEGS**. Enter the "other" strategy; the instrument returns to the Case Management screen.



cLANGUAGE

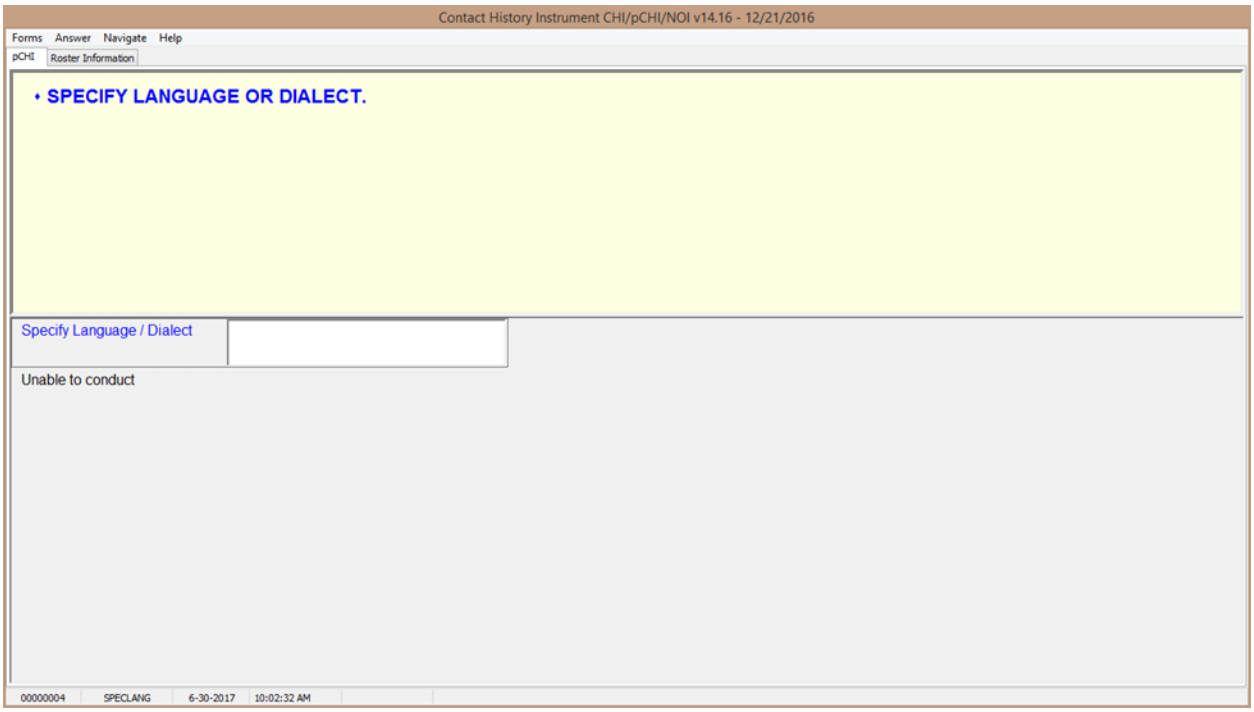
In **cLANGUAGE**, select the categories that describe the language situation.

Marking Precode (1), "Specify language or dialect," takes you to **LANGLIST**. Otherwise, the instrument goes to **RSPNDENT**.



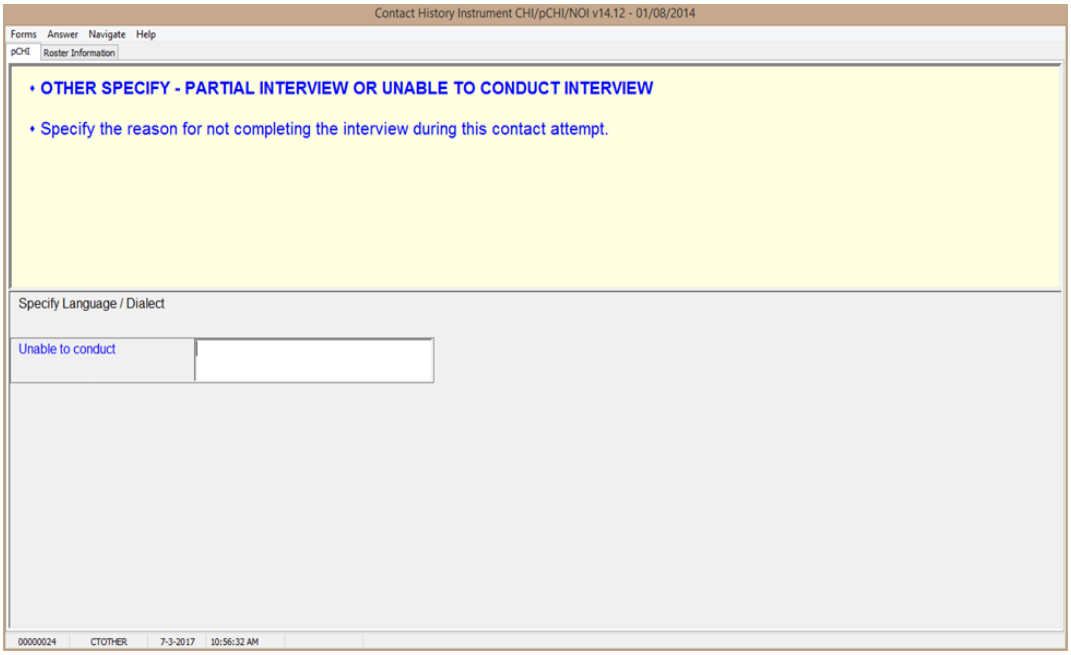
LANGLIST

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**.



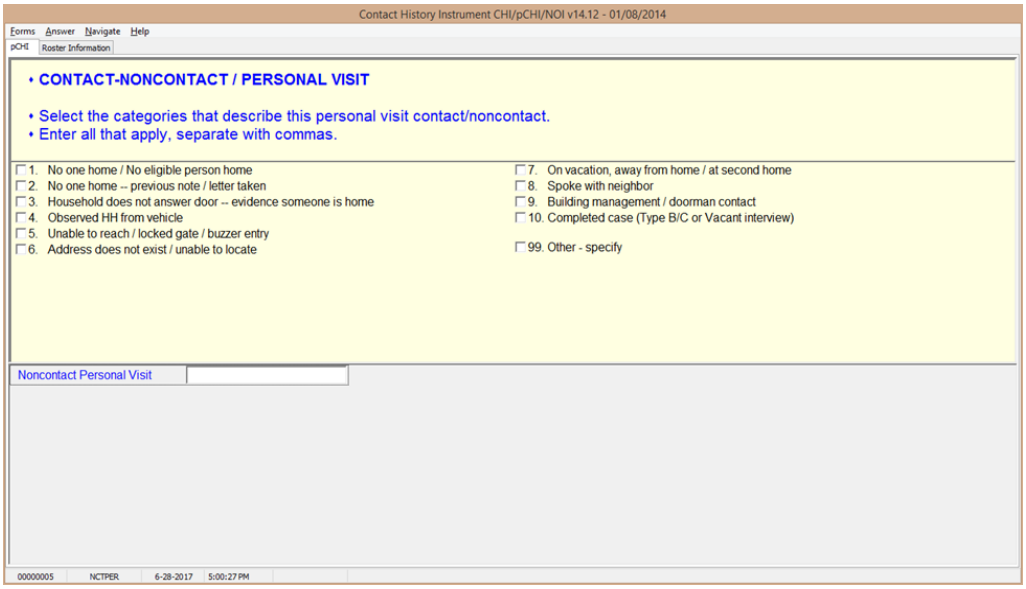
SPECLANG

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**.



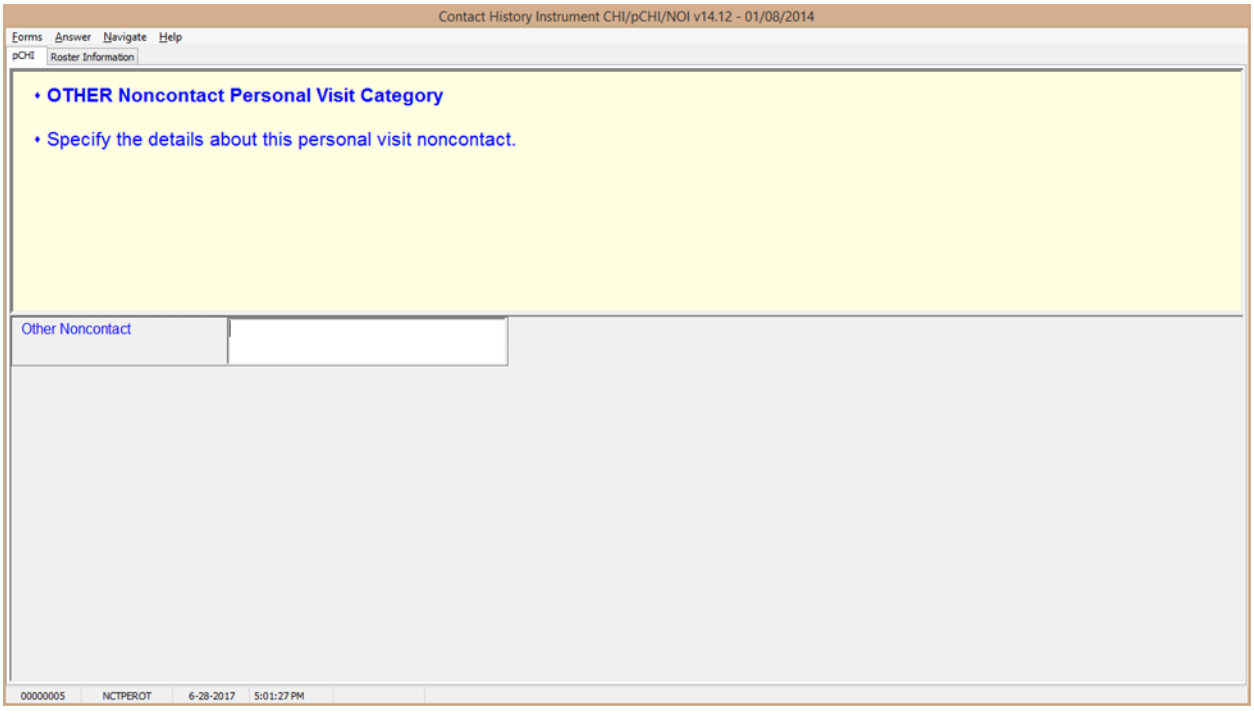
NCTPER

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.

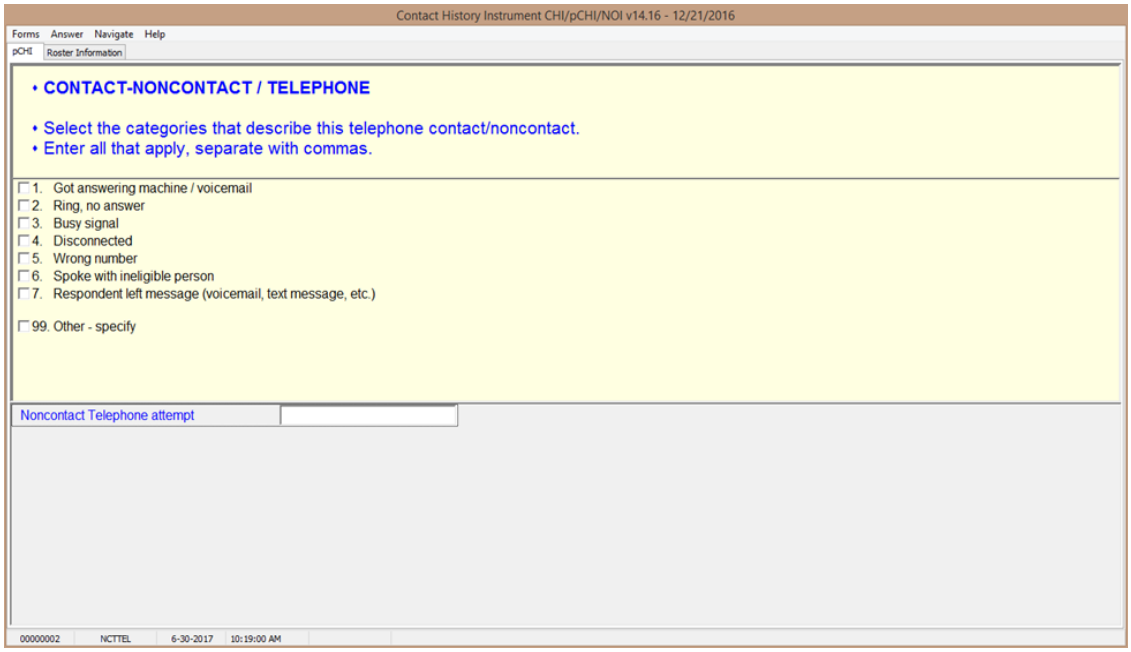
For most answers to **NCTPER** the instrument goes to **STRATEGS**, except::

- Precode (99), "Other – specify" goes to **NCTPEROT**.



NCTPEROT

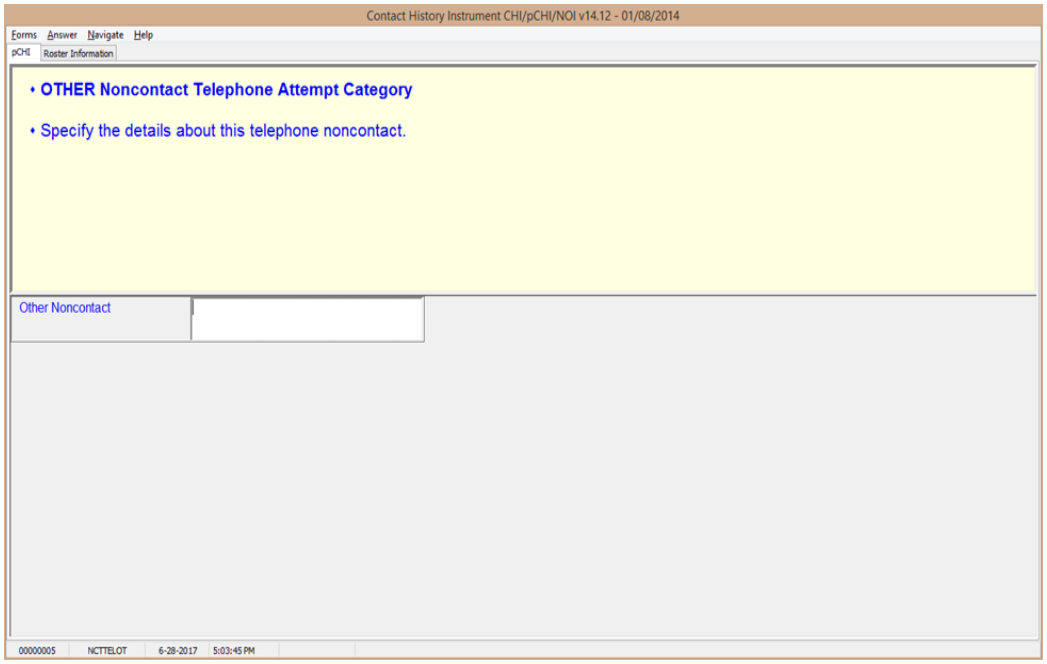
NCTPEROT appears when **NCTPER** was answered with Precode (99), "Other-specify." This item allows 80 characters. Enter the details of this personal visit noncontact. The instrument then proceeds to **STRATEGS**.



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 (99), "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.

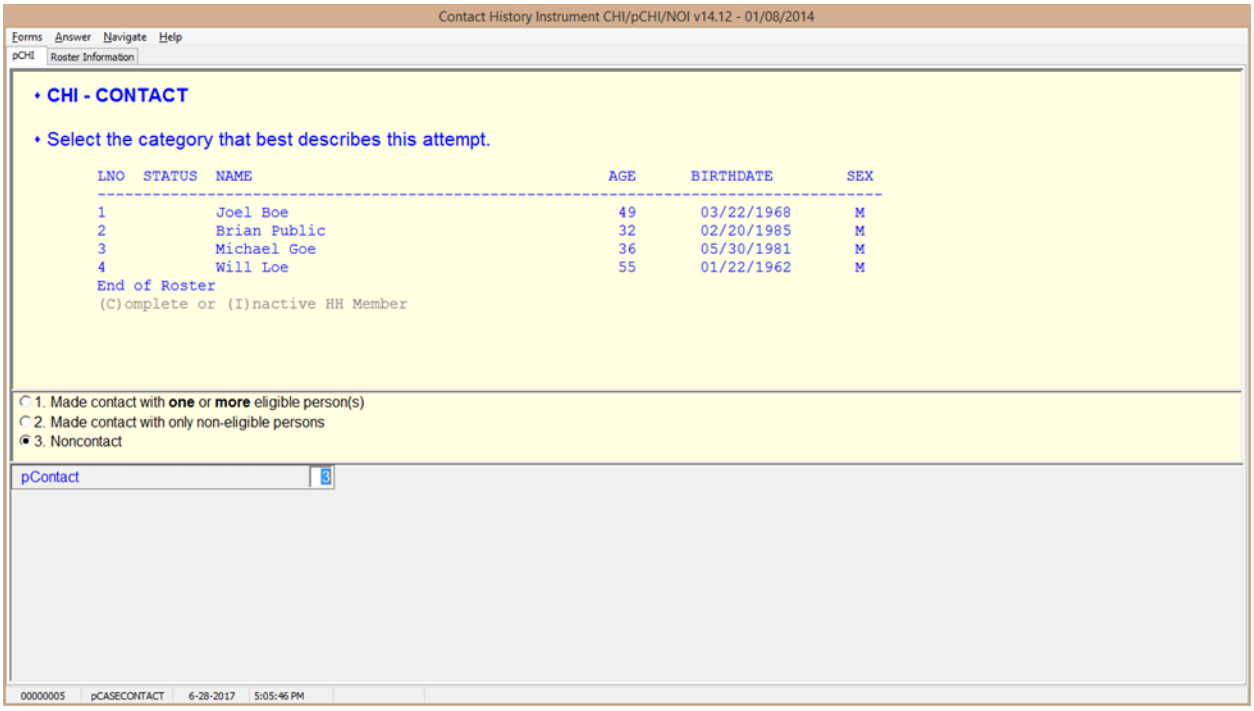
The pCHI receives roster information from the NCVS instrument and cycles through each NCVS eligible person. Update the contact history for each NCVS eligible household member. When you have updated for each eligible member, the pCHI sends you back to the Case Management screen.

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 six columns:

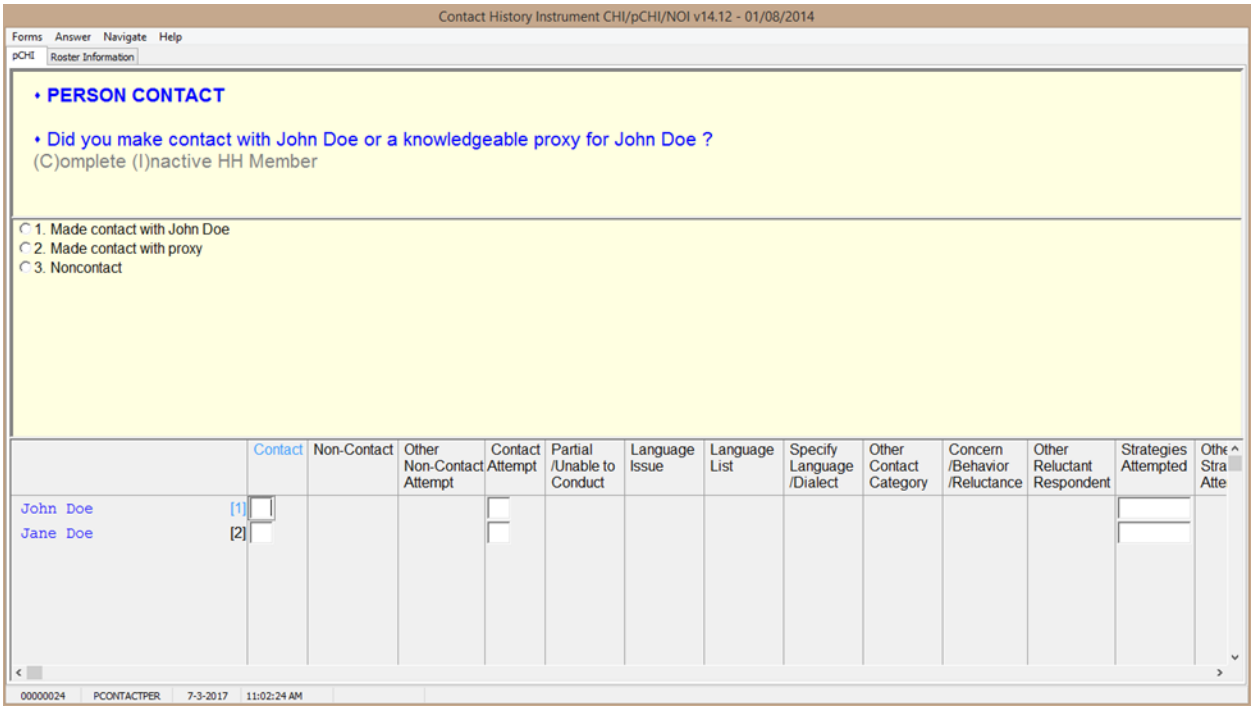
- LNO – person's line number and interview status:
  - (C) denotes a completed interview – person has completed their NCVS interview during a previous contact,
  - (I) denotes an ineligible person/ non-household member – persons who are no longer eligible household members or are not eligible for the 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.
- STATUS – person's status
- NAME – person's name
- AGE – person's age
- BIRTHDATE – person's birthdate
- 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.

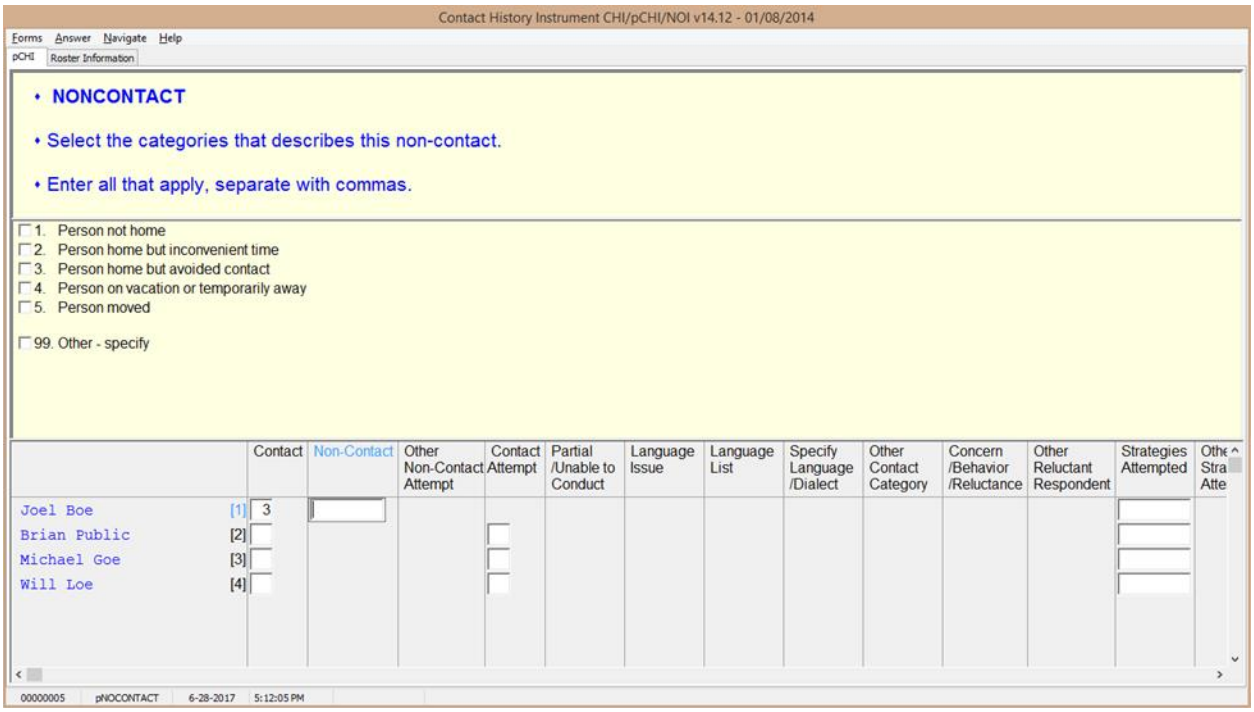


PCONTACTPER

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**.

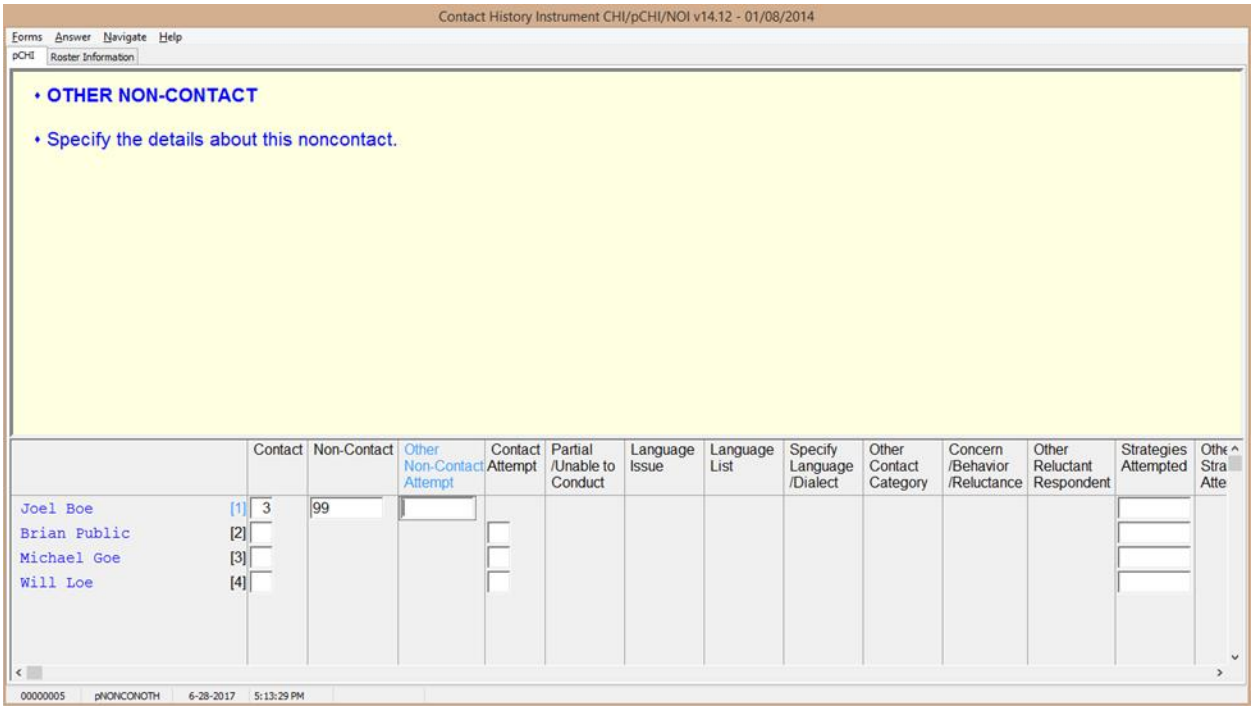


pNOCONTACT

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.

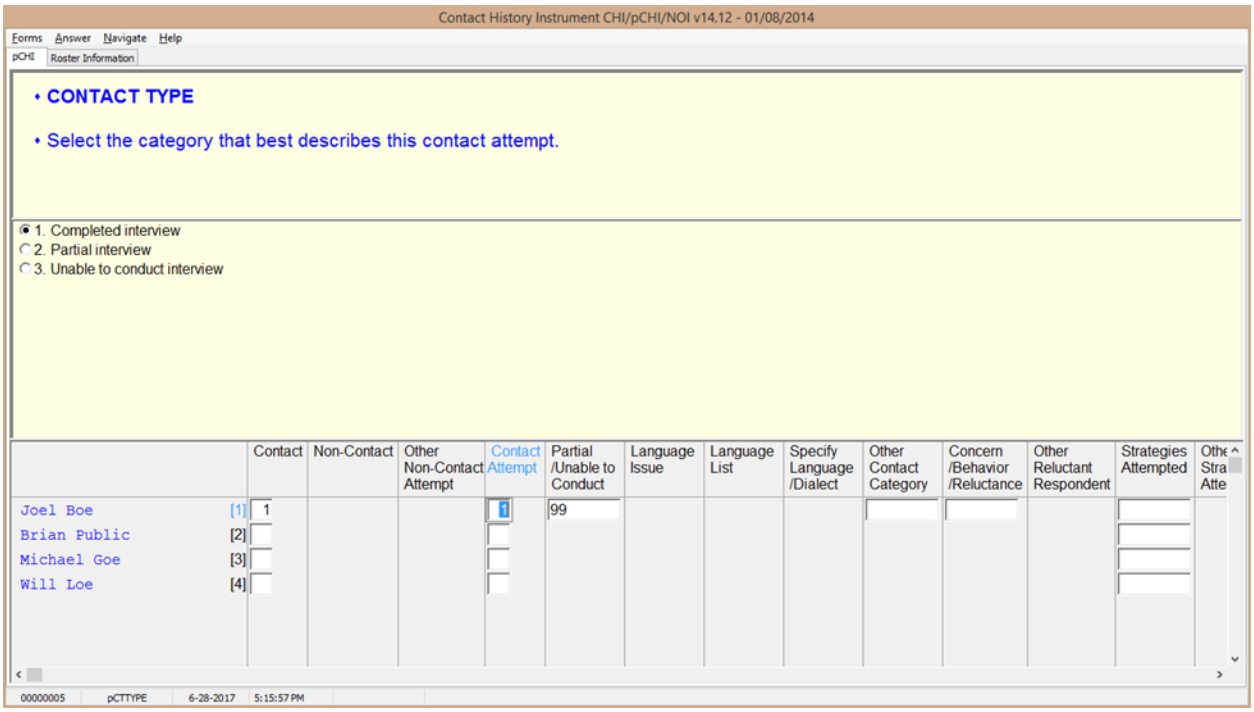
Precode (99), "Other – specify," continues to **pNONCONOTH** to collect the "other" reason for personal visit noncontact.



pNONCONOTH

pNONCONOTH appears when Precode (99), "Other – specify" was marked in **pNOCONTACT**. Enter the "other" reason for the noncontact. This item allows for 80 characters.

The instrument proceeds to **pSTRATEGS**.

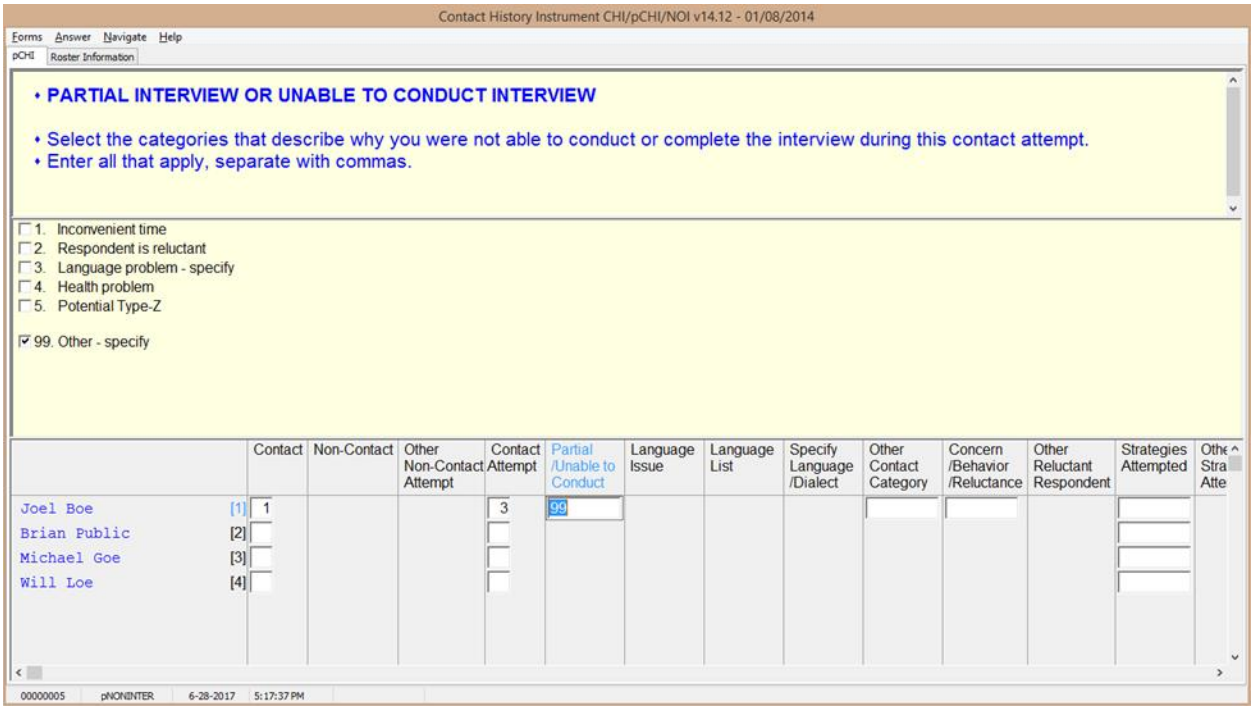


pCTTYPE

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

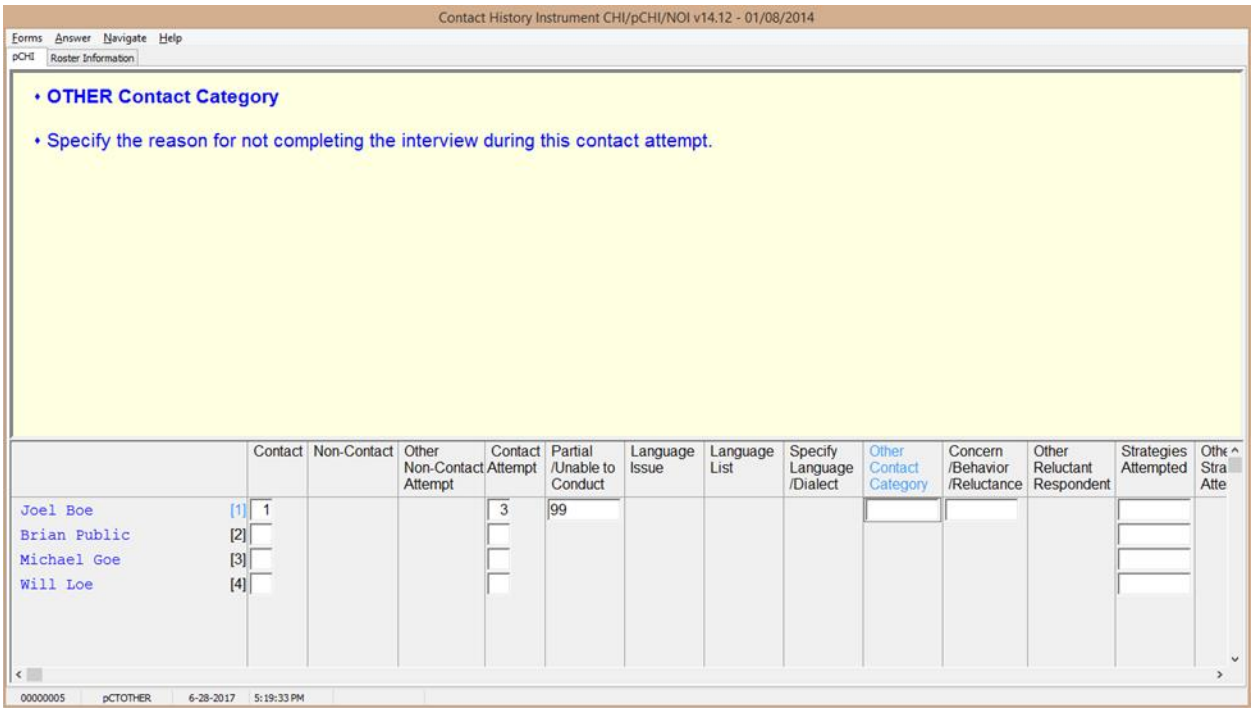
pNONINTER asks the reasons for the noninterview for the household member.

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**.

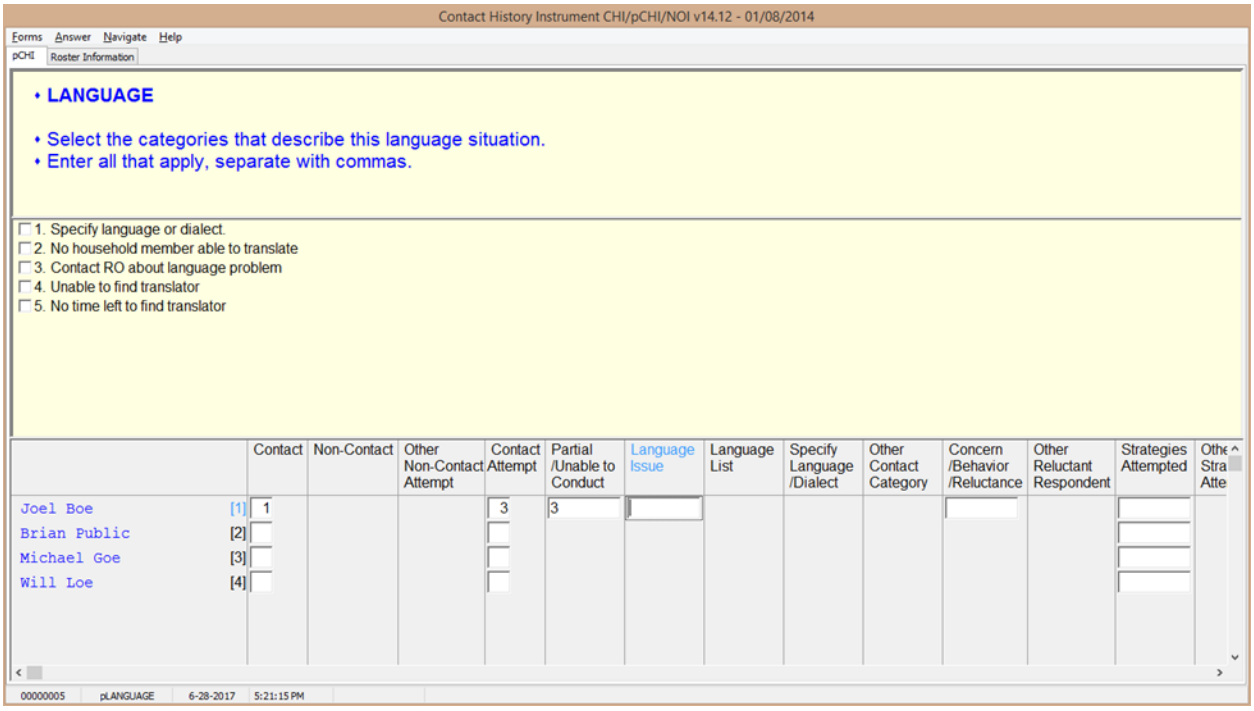
- Precode (5), “Potential Type Z,” the instrument goes to **pRSPNDENT**.
- Precode (99), “Other – specify,” the instrument goes to **pCTOTHER**.



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**.

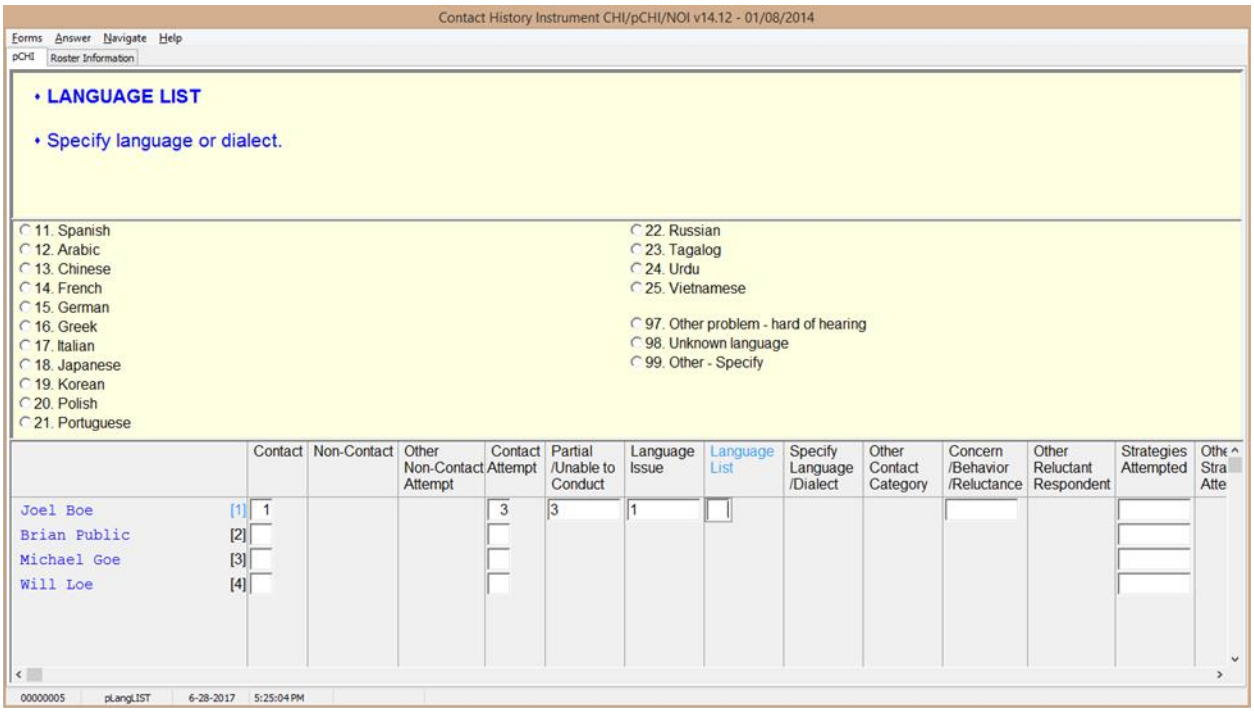


pLANGUAGE

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.

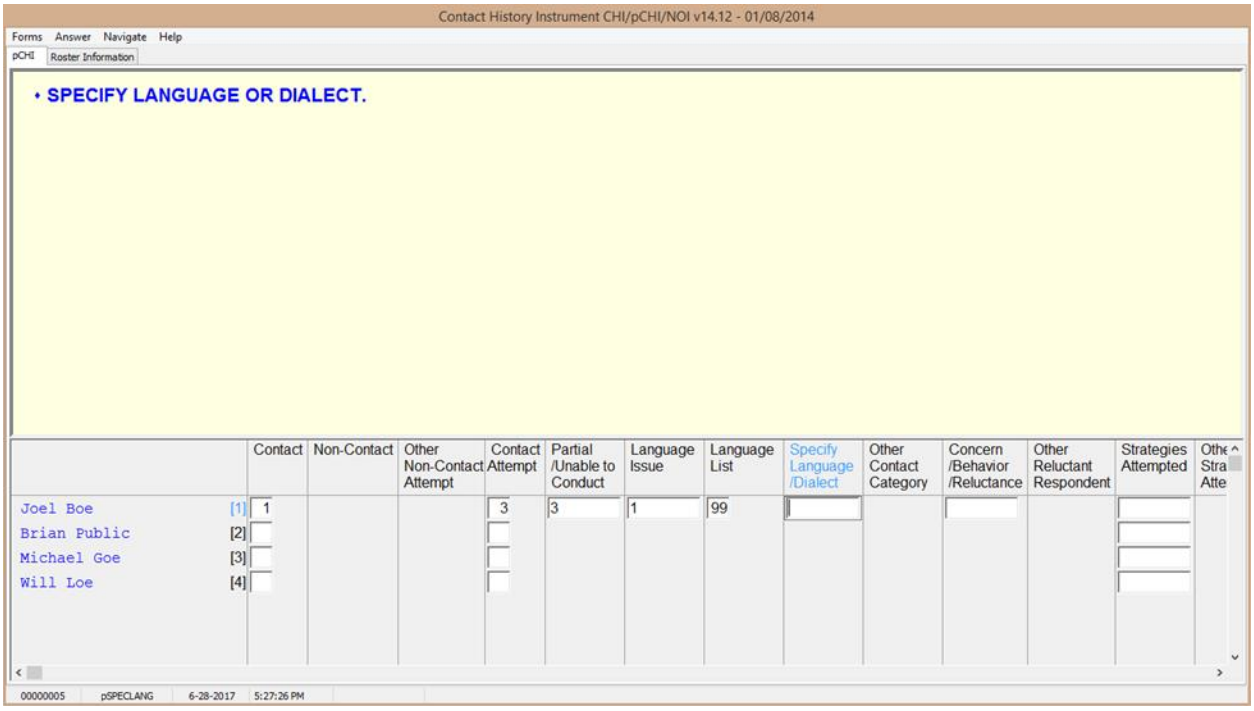
Marking Precode (1), "Specify language or dialect," takes you to **LANGLIST**. All other responses go to **RSPNDENT**.



pLangLIST

pLangLIST appears when Precode (1), "Specify language or dialect," is selected in **pLANGUAGE**. Mark the appropriate precode for the language or other problem.

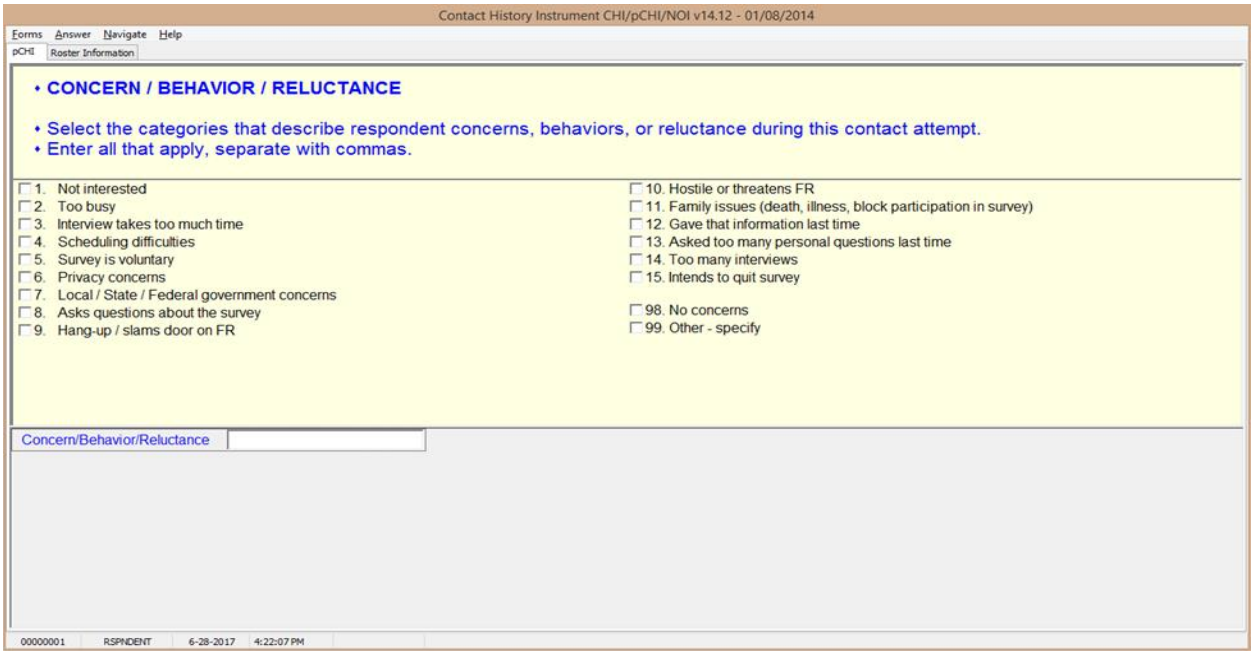
For Precodes (11) - (25) and (97) - (98), the instrument goes to **pRSPNDENT.** For Precode (99), the instrument goes to **pSPECLANG.**



pSPECLANG

pSPECLANG appears when Precode (99), "Other-specify" was marked in **pLangLIST**. Specify the language or dialect. This item allows 80 characters.

The instrument then goes to **pRSPNDENT**.



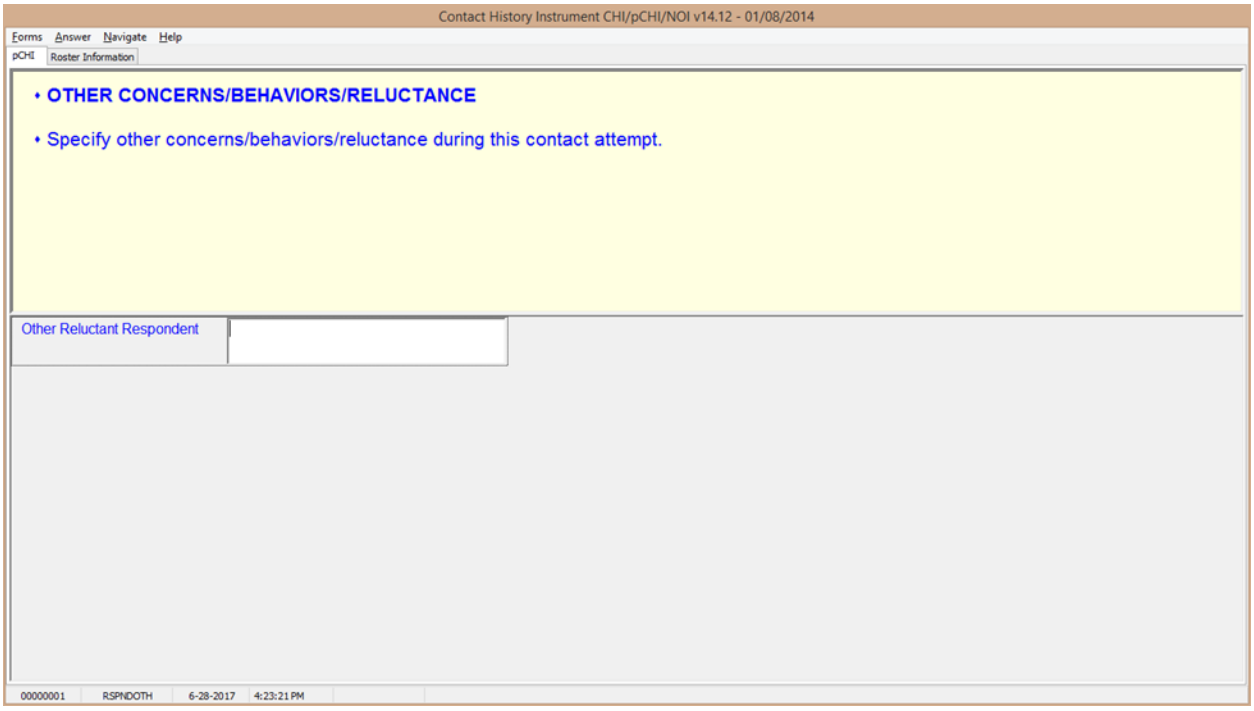
pRSPNDENT

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.

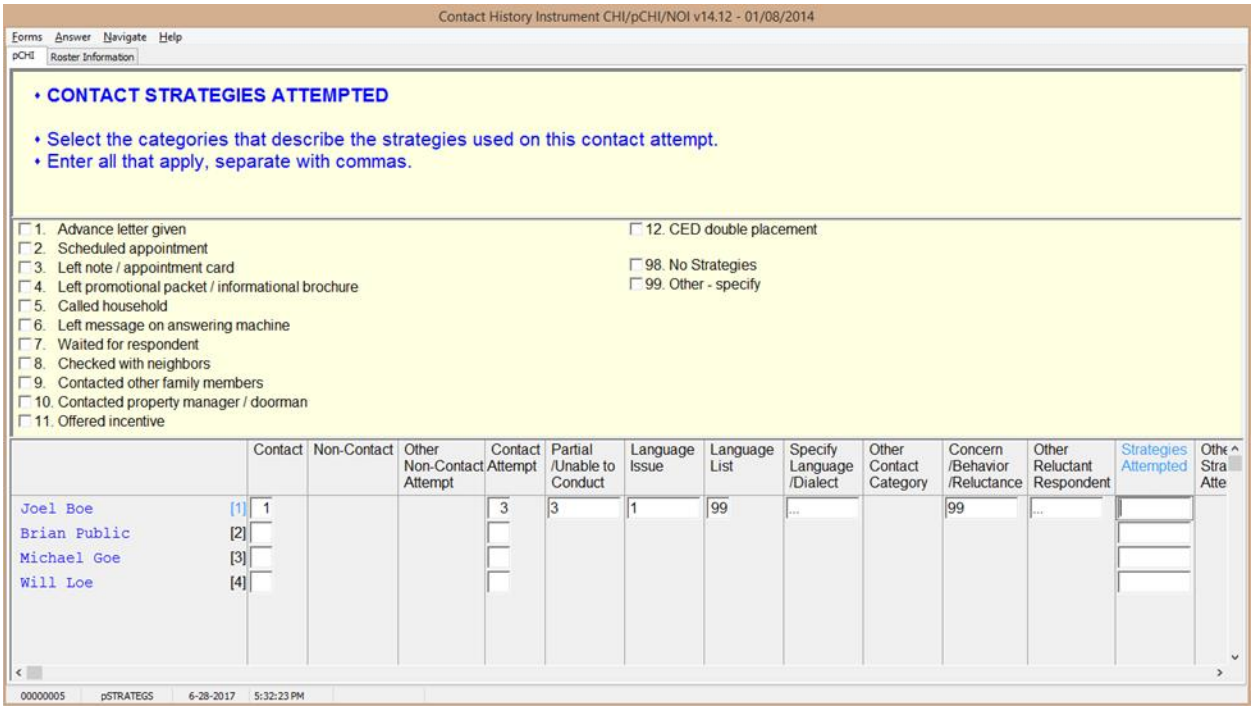
After this item, the instrument goes to **pSTRATEGS**.

- **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.

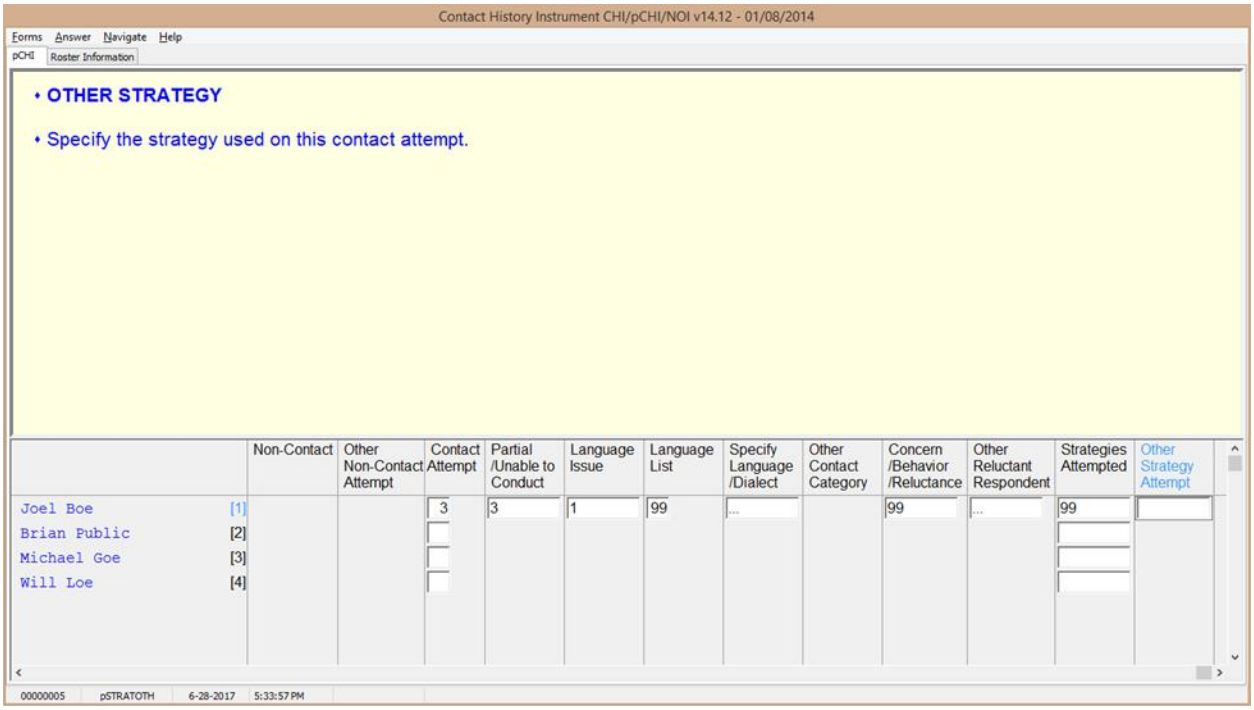
Precode (12) – “CED double placement” is only used in the Consumer Expenditures survey. Do not mark this category for the NCVS.

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 (99), "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.

NCVS: At a Glance

What is the National Crime Victimization Survey (NCVS)?

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

Purpose

The U.S. Census Bureau conducts the NCVS to collect data that measures the types and amount of crimes committed against persons age 12 or older and their households.

Sponsor

The U.S. Department of Justice, Bureau of Justice Statistics (BJS) sponsors the NCVS. The BJS sponsors the survey under the authority of Title 34, United States Code, Section 10132. The U.S. Census Bureau performs the work under the authority of Title 13, United States Code Section 8. The BJS analyzes and publishes statistical information collected on crime, its victims and offenders. To date, it is the largest ongoing statistical survey sponsored by the BJS. They also provide data about crime to the President, Congress, other government officials, and the public.

Questions and comments about the NCVS can be sent via E-mail to: **askbjs@usdoj.gov** . To obtain the most recent reports from the NCVS data, you may write or call the following office:

National Criminal Justice Reference Service (NCJRS)
P. O. Box 6000
Rockville, MD 20849-6000
1-800-851-3420 or 1-301-240-6310 (TTY Service for the hearing impaired)

You may also access the NCJRS and the BJS Internet websites at: **www.ncjrs.gov** and **www.bjs.gov.**

Data Uses

The NCVS is the main source of information for measuring crime and its impact. This survey produces facts that are used in scholarly publications, testimony before Congress, neighborhood and victim assistance programs, and police patrol strategies and training.

Length of Interview

We estimate that completing the NCVS will take 25 minutes on average. Your interview may be somewhat shorter or longer than this depending on your circumstances. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to:

Chief, Victimization and Statistics Branch
Bureau of Justice Statistics
Washington, DC 20531

Participation Requirements

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

Frequently Asked Questions (FAQs)

What information comes from this survey?

This survey collects information on the types and amounts of crimes committed, the characteristics of victims, as well as the characteristics of offenders who have committed violent crimes. The NCVS also collects detailed crime information, such as when and where crimes occur, economic loss to the victim, extent of injuries suffered by the victim, whether the victim knew the offender, whether the offender used a weapon, whether the police were notified, and whether the incident was a hate crime.

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

Based on information received in previous survey years, we've 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.

How many times will I be interviewed?

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 continue asking the questions to find people who do become victims. Research has shown that by contacting the same households a number of times, we are able to obtain the most accurate information.

What kind of results are released from this survey?

Our sponsor, the BJS, releases crime statistics periodically from this survey, together with reports on specific topics. By law, the BJS and the Census Bureau can only use your responses for statistical research; they are not permitted to publicly release your responses in a way that could identify you. BJS publishes statistical summaries of the data.

(*For personal visit interviews*) Here is a recent Factsheet (Form NCVS-110) showing statistical graphs, charts, and figures released from this survey.

(*For telephone interviews*) I can mail you a copy of a recent Factsheet showing statistical graphs, charts, and figures from this survey. You can find detailed results from the survey by visiting the BJS website at **www.bjs.gov**.

Who uses this information?

This survey's data users encompass a wide audience of individuals, including researchers, community groups, government and law enforcement agencies, as well as, the print and broadcast media. It has also been used by the Supreme Court in making decisions. The survey provides data to our users in a neutral, unbiased way, to assist them in making public policy.

Why do you need to interview me and ask all these questions when I don't have any crimes to report?

Your participation is important whether or not you report a crime. We cannot accurately capture the percentage of people who experience crime, unless we collect information from both victims and non-victims. We have studied asking fewer questions, but our research 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 and accuracy of the data.

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.

Isn't this survey a waste of taxpayers' money?

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 by making crime prevention and control programs more effective.

I answer these questions, but crime still occurs. Is the survey not working?

It may not be possible to eliminate all crime; however, 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 thought this was a crime survey? Why are you asking me these demographic questions?

We collect data to compare characteristics of victims to non-victims. For example, past data collected for the NCVS shows that renters have a higher victimization rate than that of homeowners. Statistics like this are included in the NCVS-110 Factsheet.

Why do you keep asking about the same type of crimes in different questions?

Research has shown that asking about events from different contexts can help respondents remember things they have experienced. It also provides respondents with a frame of reference. For example, they may not immediately think of a crime that occurred away from the home or by someone they knew.

(Refer to NCVS-550, Part A, Chapter 2 for more FAQs.)

Key Concepts and Definitions

(Designed for your reference only)

Types of Respondents

The **Household Respondent** is the person who is the most knowledgeable household member and at least 18 years of age. The **Household Respondent** is the first household member to be interviewed in each enumeration. (See NCVS-550 Manual at Part C, Chapter 1 for exceptions to the age requirement.) **Individual Respondents** are all other household members who are age 12 or older.

In most cases, a **Proxy Respondent** is a household member who is allowed to answer questions for an individual respondent in the same household, the **Proxy Person**. The **Proxy Person** is someone who cannot answer the NCVS by self-response for one of the three reasons detailed in the NCVS-550 Manual. In order for a person to act as a **Proxy Respondent** for an individual household member, he/she must first complete his/her own interview by Self Response. (See the NCVS-550 Manual at Part C, Chapter 1 for the strict rules regarding when to accept a proxy respondent.)

Reference Person

The **Reference Person** is used solely for the purpose of establishing the relationship of people on the roster to the reference person. The **Reference Person** is used as the benchmark to determine how the people on the roster are related. (See NCVS-550 Manual, Part C, Chapter 1 for more information on who should be coded as the **Reference Person**.) Although the Household Respondent can change from enumeration to enumeration, the **Reference Person** should remain the same over the course of the seven interviews. The exception to this rule is when the **Reference Person** becomes a non-household member.

Reference Period

For first enumeration period interviews, the **reference period** begins on the first day of the month, six months prior to the month of interview, and ends the day before the interview. For subsequent enumeration period interviews, the previous interview date is used as the starting date for the **reference period**, and the ending date will be the day before the current interview. If the last date of interview is more than six months ago, the **reference period** begins on the first day of the month, six months prior to the month of interview.

Series Crimes

To consider several incidents as a **series**, there must be at least six occurrences, or incidents, that happened during the current reference period, and the respondent must be unable to recall separate details for each incident.

Types of NCVS Crimes

The NCVS accounts for crimes that fall under two broad crime categories: personal crimes and property crimes. **Personal crimes** are actual or attempted crimes that involve direct contact between the victim and the offender; they include rape, sexual, aggravated, and simple assaults, purse snatching, and pocket picking. **Property crimes** do not involve personal contact; these include household burglary (both completed and attempted), theft (such as larceny), and motor vehicle theft.

The NCVS does not account for crimes such as murder, kidnaping, public drunkenness, drug abuse, prostitution, and illegal gambling.

Presence of a Household Member During an Incident

For a household member to be considered **present** during an incident, the individual must have been at the immediate scene of the crime during the incident and was in a place that was reachable by the offender so that the offender could have attacked, threatened to attack, or stolen something directly from the household member. For example, if the respondent is sleeping in his/her bedroom and an offender attempts to break into his/her home, the sleeping respondent is considered present during the incident. Although the offender did not get into the house, the opportunity to threaten or attack the sleeping respondent existed at the time of the incident. However, if the respondent is sleeping in his/her bedroom when an offender stole his/her car from the driveway, but no attempt was made to gain access to the home, there was no opportunity to threaten or attack the respondent at the time of the incident, then the respondent was not present during the incident. (See the NCVS-550 Manual at Part C, Chapter 3 for determining **presence** during an incident.)

Forced Illegal Entry

Forced illegal entry is when someone who has no legal right to be on the premises uses force to gain entry into a residence.

Rape vs. Sexual Assault

Rape is defined for the purposes of the NCVS as forced sexual intercourse and includes both psychological and physical coercion. Forced sexual intercourse includes vaginal, anal, or oral penetration by the offender(s) and can include incidents where the penetration is from a foreign object, such as a bottle.

Sexual assault includes attacks, or attempted attacks, involving unwanted sexual contact. Sexual assault may or may not involve force and includes such things as grabbing, fondling, and/or verbal threats.

Types of NCVS Threats

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.

A threat that is **not** face-to-face, such as those delivered via telephone, email, text message, facebook, twitter, blogs, etc., are not included for the NCVS. Third-party threats and "feeling" threatened, are also not included for the NCVS.

(See the NCVS-550 Manual, Part C, Chapter 2 for more information on **threats**.)

Household Property Ownership

Household Property is defined as property owned by the sample household and belonging to the respondent or a household member at the time of the interview. However, property that belongs to a recognizable business should not be considered owned by the sample household for the purposes of this survey.

Borrowed vs. Loaned Property

Borrowed property is property that does not belong to the household member, but is in their possession for a specified time period. Borrowed property that is stolen from a household member is not included in the NCVS, because the household member does not own the stolen property.

Loaned or **entrusted property** is property that the household member has given permission for someone to borrow. If household members loan their property to someone and the borrower does not return the property, this is not considered an NCVS crime. However, if the loaned household property was stolen while in the possession of the borrower, this is considered an NCVS crime.

Theft From Businesses: Recognizable vs. Unrecognizable

A **Recognizable Business** is one that is observable from the outside of the unit by means of a sign or similar indicator. Business advertisements appearing only in the newspaper, phone book, or on transitory vehicles are not considered observable indicators. Thefts that occur to recognizable businesses are not included in the NCVS.

An **Unrecognizable Business** is one where there are no signs or outside indicators. Thefts of property belonging to unrecognizable businesses are included in the NCVS.

Vandalism

Vandalism is defined as the deliberate or intentional damage to, or destruction of, household property. Since vandalism alone is not considered an NCVS crime, you do not need to complete a crime incident report. However, if an NCVS crime was committed together with an act of vandalism, then you must complete an NCVS-2, Crime Incident Report.

Weapons Recognized by NCVS

For the NCVS, most guns and knives are 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.

(Use this job aid as a quick reference while interviewing. For detailed NCVS concept definitions and procedures, refer to Part C of your NCVS-550 Manual.)

NCVS-570
(January 2017)

NCVS

National Crime Victimization Survey

Regional Office Manual

United States Census Bureau
Measuring America

U.S. DEPARTMENT OF COMMERCE
BUREAU OF THE CENSUS

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Topic 1: Overview of the National Crime Victimization Survey

Overview

This chapter introduces the integrated data collection system for the National Crime Victimization Survey (NCVS).

Field Representatives (FRs) conduct interviews in person or by telephone and collect NCVS data using a laptop computer.

FRs are assigned to a regional office and work out of their homes.

Purpose of the NCVS

The National Crime Victimization Survey obtains detailed information about 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.

The NCVS is 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

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 182
2. **Compliance**: Voluntary
3. **Penalty for Not Participating**: None

Sponsorship

The Bureau of Justice Statistics (BJS) of the United States Department of Justice sponsors the NCVS. The Census Bureau acts as the collecting agency for the NCVS. The BJS tabulates the information, analyzes the data, and publishes the findings.

Uses of the Survey Data

The information obtained by the NCVS is used to improve 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 BJS routinely distributes statistical 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 17,000 to 18,000 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 100,000 housing units and other living quarters, such as college dormitories and religious group dwellings, are sampled. This means that 100,000 households every 6 months, or 17,000 sample households every month are interviewed seven times every 6 months for 3½ years.

Persons not included within the scope of this survey include:

- Crew members of merchant vessels
- Armed Forces personnel living in military barracks
- Institutionalized persons, such as inmates in a correctional facility

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, and the data are published by the BJS at the U.S. Department of Justice. Copies of the publications are made available to the regional offices for distribution to other interested persons.

Topic 2: Regional Office Organization

Regional Director

The Regional Director (RD) oversees the operation of all surveys in the region and is responsible for designating Survey Statisticians Office (SSOs), Survey Statisticians Field (SSFs), as well as a staff of Field Supervisors (FSs), Field Representatives (FRs) and clerks to carry out the program.

Assistant Regional Director

The RO has two Assistant Regional Directors (ARDs) who report to the RD. Each ARD has a separate set of responsibilities as determined by the RD.

Coordinator

The RO has four Coordinators who report to an Assistant Regional Director. Two Coordinators are responsible for Data Collection. These two Coordinators manage field operations and supervise all SSFs.

A third Coordinator is responsible for Program Management and Analysis and supervises all SSOs.

The remaining Coordinator is responsible for support functions which include:

- Administration
- Automation
- Recruiting
- Geography
- Partnership

Each Coordinator may rotate through each Coordinator position to gain experience and depth of understanding of all operational tasks.

Survey Statistician Office

The SSO position is located in the RO. SSOs report to the Program Management and Analysis Coordinator. SSOs are primarily responsible for managing survey workloads, progress, and performance on the surveys assigned to them.

SSO duties include:

- Serving as the primary contact between the RO and Census Headquarters (HQ) for their assigned survey(s),
- Supervising support staff and associated activities,
- Making initial program assignments for the field staff,
- Ensuring that staff levels are adequate and adjustments are made as needed based on consultations with the SSFs,
- Working closely with Census HQ to implement new survey procedures and new technology,
- Analyzing data results and survey paradata,
- Ensuring the most accurate data are collected within the survey budget,
- Assisting SSFs in identifying patterns, trends, or inconsistencies that might need attention.

Survey Statistician Field

The SSFs also work in the RO and report to a Data Collection Coordinator. SSF duties include:

- Managing a staff of several FSs,
- Assuming responsibility for a specific geographical area,
- Being trained on all surveys conducted out of the RO,
- Using automated reports to manage all aspects of data collection for all surveys, including monitoring quality indicators, response rates, and costs,
- Working as needed with the RO to support FR recruitment and training.

Field Supervisor

Field Supervisors (FS) report to an SSF. FS duties include:

- Overseeing a specific geographic area with responsibility for approximately 10-12 FRs, regardless of survey assignments,
- Managing surveys to meet response, quality and schedule standards,
- Developing, coaching, and motivating their FRs to complete casework within production, cost, and quality standards,
- Approving payroll (including overtime, work hours, miles, and other costs for team members), conducting performance evaluations, and taking corrective action as needed,
- Providing assignment feedback to the SSF.

Field Representative

Field Representatives (FRs) report to the FS and are responsible for completing their assignments on a laptop.

The assignments must be completed by the survey deadline and FRs must achieve the performance standards within the specified range for the survey. The FRs must be proficient in the operation of the laptop and the telecommunication procedures.

In the case of an emergency situation in which an FR cannot contact the FS, the FR should contact the SSO directly.

Regional Office Computer Specialist

The Regional Office Computer Specialist (ROCS) is responsible for providing technical support to the RO and field staff on the operation of the laptop hardware. The ROCS duties include:

- Maintaining an inventory of equipment,
- Loading the appropriate software,
- Configuring and testing the laptops,
- Preparing and testing modems,
- Providing laptop technical support to the FRs once they are in the field.

Office Clerk

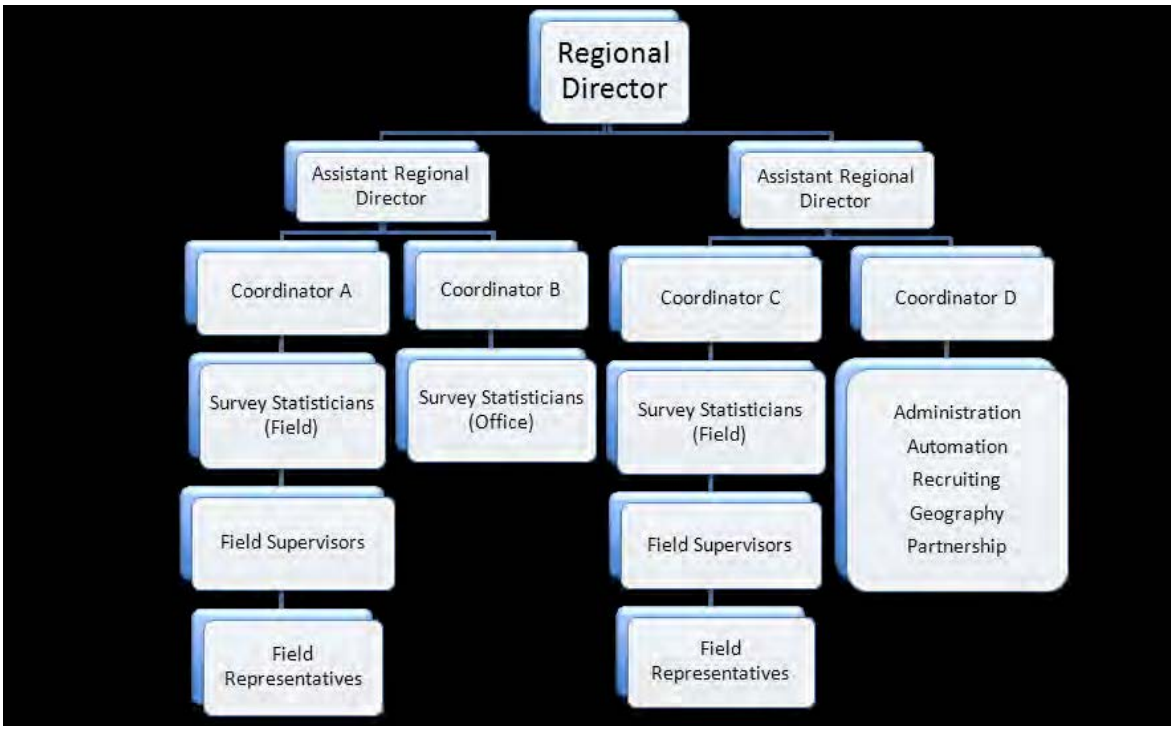
Office clerks assist the SSO with office activities. Their duties include:

- Preparing advance letters,
- Preparing FR assignments, respondent letters, and observation and reinterview reports,
- Maintaining survey supplies,
- Assisting in the preparation of initial and refresher training materials,
- Assisting the SSO with meeting survey deadlines.

RO Organization Chart

Figure 1-1 below shows an illustration of the RO organization chart.

FIGURE 1-1



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—completed prior to classroom training—four days of classroom training, and on-the-job training which occurs while the FR works the first two assignments.

Additional training consists of periodic home study exercises and group classroom training sessions, as needed.

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. ROSCO is discussed in detail in Chapter 4 of this manual.

Additionally, clerks are required to complete all self-studies and classroom trainings given to field representatives.

Assignment Operations

Prior to, or during FR training, assignment operations take place in the RO. Assignment operations include entering and updating FR data, preparing respondent letters, assigning cases, and releasing assignments to the field.

Assignment operations are discussed in detail in Chapter 5 of this manual.

Interviewing

NCVS interviewing consists of gaining each sample household's cooperation and then asking survey questions of all household members age 12 or older.

As a last resort, knowledgeable household members who meet the proxy requirements may serve as proxy respondents for other household members.

The FR will conduct personal visit (PV) interviews for Time-in-Sample (TIS) 1 cases, and maximize telephone interviews for TIS 2-7 cases.

An FR should complete a personal visit interview for TIS 2-7 cases only if necessary to get the interview.

Observations

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.

Each month, the NCVS Field Supervisor must review the performance of any new FRs. Other FRs can be observed, as necessary.

Reinterview

Reinterview is the systematic review of an FR or FS' work to determine the quality of coverage and to detect possible falsification.

Telephone contact center staff conduct reinterview by telephone. Cases that cannot be reached by phone are recycled to the ROs. These recycle cases are then assigned to Field Supervisors or office staff to complete.

Reinterview is usually completed within two weeks of the original interview. The program supervisor is responsible for ensuring reinterview is completed in a timely fashion.

During reinterview, the contact center, FS, or other office staff member re-contacts a previously interviewed sample household and asks the same survey questions asked by the original interviewer. 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 electronic form 11-163, Automated Data Falsification Follow up and Quality Assurance form.

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

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Topic 1: Using the NCVS Bulletin and Calendar

Overview

Every month, HQ distributes a bulletin highlighting the NCVS activities for the upcoming month, including information about any supplemental interviews, as well as any staffing changes or other news relevant to the survey.

In addition to the monthly highlights, the NCVS RO Bulletin also contains the monthly calendar detailing all of the NCVS activities for the month. The calendar appears at the end of the bulletin, and the tasks listed on the calendar are color-coded by responsibility, depending on whether the task is an HQ or RO task. RO tasks include FS and FR activities.

The NCVS bulletin is posted on the SharePoint Intranet Website each month, and, for quick reference, the master NCVS calendar is also posted on the site as a separate document.

Monthly Milestones

While all activities on the calendar are important to the success of NCVS, some are major milestones in the monthly NCVS cycle. These milestones include the activities in the sections that follow.

Loading the Interview Period

At the beginning of the month, TMO will load the ROSCO database with the cases for the next month. Once ROSCO has been loaded with the cases, the RO can begin to make FR assignments.

Releasing NCVS Assignments

During the last week of the month, the RO staff release the FR assignments for the next month.

Creating the CATI and Reinterview Workload Files

ADSD at HQ loads the reinterview workload files at the end of each month, with cases to be completed by the telephone center in the upcoming month.

Any cases that cannot be completed by telephone are recycled to the RO and must be completed by an FS or other office staff person.

NCVS Interviewing

Interviewing for NCVS begins on the first day of the month and ends on the last weekday of the month.

CATI Closeout

Computer assisted telephone interviewing ends for the month.

FR Closeout

Interviewing stops for the month and FRs make a final transmission.

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. These are provided for the nation as a whole as well by region.

Topic 2: Assignment Preparations

Advance Preparations for Each Month

Each month, there are a variety of activities to complete before NCVS interviewing week begins. These activities are explained below.

Those steps requiring ROSCO are mentioned in this topic for consistency; however, for detailed steps on using ROSCO, see Chapter 5, Assignment Operations.

Read the Monthly Office Memorandum

Before beginning the monthly preparation of materials, read the NCVS Monthly Memorandum for that month. It may contain special instructions which must be applied for that particular month. This memo, along with any attachments, are posted on the SharePoint site each month.

Prepare for Monthly Observations

Plan which FRs and FSs will need to be observed during the month, as well as who will conduct the observations. Prepare observation materials for those new FRs who will be observed, and send the materials to the observers. Also, notify the FRs about their upcoming observation.

See Chapter 3 for more details about the materials that are used for observation preparation and implementation.

Add New FRs to the ROSCO Database

You will need to add any newly-hired-and-trained FRs to the ROSCO databases (including updating the assignment parameters) before you can make assignments. You will also need to assign these FRs to an RO Team.

Once the database for the next interview period has been loaded, you can apply your assignment parameters and adjust the assignments.

Once the workload has been divided among the FRs to your satisfaction, you may complete the steps to assign start and due dates and to release the assignments to the field.

Prepare Respondent Letters

Before an FR visits a sample household, a letter is sent to the household to prepare them for the impending visit and to explain the NCVS survey.

Respondent letters will be stuffed into envelopes at NPC in Jeffersonville, Indiana, and sent in bulk to the RO. The RO must then print respondent labels and attach them to the envelopes before sealing and mailing them out.

Printing Letter Labels

To print respondent labels in ROSCO, follow the steps below:

From the ROSCO menu, select Operations ➔Sample Control ➔Print Respondent Labels ➔Interview 1.

Select the correct Label Type from the drop-down list and print the labels.

The Mail Flag

The mail flag is set on new sample cases by an algorithm that determines if the available addresses are suitable for mail.

To view or reset a mail flag, bring up the case in View/Edit sample. The top line on the Address Information tab displays the mail flag radio buttons:

1 = Sample address

2 = Mailing address

3 = No good address

A mailing label will not print if the mail flag is set to 3.

Mail Respondent Letters

The RO mails the respondent letter as appropriate. Mail the 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.

Set Assignment Parameters

You will set assignment parameters to program how NCVS cases in your RO are assigned. 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.

Apply Assignment Parameters

Once you are able to make assignments for the next interview period, apply assignment parameters and adjust the assignments.

See Chapter 5 for more details on setting and applying assignment parameters.

Print Workload Summary Reports

The Workload Summary Report lists the distribution and number of cases assigned to each FR. Review this report to ensure that workloads are geographically efficient and properly balanced among the FRs. As required, cases can be adjusted by switching them from one FR to another.

Print the Workload Summary Report again after making adjustments, and continue to do so until you are satisfied with the workload balance.

Print the FR List of Assigned Cases Report

Print the FR List of Assigned Cases Report (CAPI 35) for each FR after making assignments, and make this report available, as appropriate, for RO control and field supervisors (SSFs, FSs, etc.). Use the CAPI 35 when adjusting assignments.

DO NOT SEND CAPI 35s TO FRs. This report is for supervisors only. FRs get their list of sample addresses in case management on their laptop once they pick up their assignments.

Topic 3: Assignment Transmission

Release Assignments to Field

After adjusting the FR assignments, release the assignments to the field.

In ROSCO, 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 Assignment Operations. You can view the released cases in View/Reassign Cases.

Changes to assignments must be made through the View/Reassign Cases activity under the Sample Control Operations sub-menu.

You cannot release assignments until ALL assigned cases are correct. Once assignments are released to the field by all six ROs, a process in the central database creates and sends the files for reinterview to the contact center(s).

Transmit FR Assignments

After releasing FR assignments, make a transmission to the server at HQ for FRs to pick up the released assignments.

FRs will not be able to pick up cases until a daily transmission is performed.

View the OUT Directory to monitor the FRs picking up assignments.

For detailed steps on using ROSCO to release and transmit assignments, see Chapter 5, Assignment Operations.

Topic 4: Daily Interview Period Monitoring

Overview

This topic provides an overview of the daily activities performed by the RO staff during the NCVS interviewing period. During this time, your primary duties are to monitor the progress of your FRs and to check in completed work.

Monitoring Progress

FRs are expected to transmit completed work and hours and miles (WEBFRED) data to HQ every night during the interviewing period. Each morning, the RO staff prints and reviews the Check-In Reports. These reports include:

- Daily Receipt Report (CAPI-1)
- Team Leader Status Report
- Daily Laptop Report
- Cases Not Checked In Report
- Current Cost and Progress Report from HQ

More details about these reports are discussed in Chapter 6, Monitoring Progress.

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 check-ins were successful.

Most supervisors can also manually run a check-in in ROSCO at any time.

You will also need to process cases in Supervisory Review and review paperwork and mail messages submitted to the RO from the FRs and FSs.

Supervisory Review

Cases in Supervisory Review are not checked in by ROSCO (i.e., are not counted towards your number of completed cases). Instead, these cases are held for a supervisor to review and decide whether they should be accepted, reassigned, or eliminated. Cases that come into Supervisory Review include:

- Noninterviews—These include all Type A, B, and C cases.
- Duplicate Cases
- Extra Units
- Failed Cases

Typically, the FS or SSF will clear up Supervisory Review daily. For more information about using the Supervisory Review activity, see Chapter 6, Monitoring Progress.

Cases Not Checked In Report (CAPI 4)

The FS will print the Cases Not Checked In Report (CAPI 4) near the end of the month. As the interview period comes to a close, this report allows a supervisor to monitor the uncompleted work of individual FRs.

This report 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. The two types of reinterview are discussed in the following sections.

QC Reinterview

Most 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.

Supplemental QC Reinterview

Supplemental QC reinterview provides RO staff the opportunity to select additional cases for QC reinterview. If an FR is selected by his/her RO to be in reinterview before assignments are released, DSMD selects the supplemental QC cases. After interviewing begins, an FR can still be placed in supplemental reinterview, but the RO staff must select the supplemental reinterview cases.

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 about the end of survey operations are covered in Chapter 7, End of the Survey Cycle Operations. In this topic, they are described briefly.

End-of-month operations include:

- Closing Out the Survey on Time,
- Reviewing/Charging Type As,
- Reviewing Converted Type As,
- Printing End of Month Reports,
- Running Laptop Cleanup.

RO staff also prepare for the upcoming interview period by:

- Reviewing Reassigned Cases,
- Assessing Temporary Reassignments,
- Editing Assignment Parameters.

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**: This screen displays cases that have not been transmitted in.
- **Cases Not Checked In But In Supervisory Review**: This screen displays cases that are in Supervisory Review. You must go to the regular Supervisory Review screens to resolve these cases.

Closing Out the Interview Period (continued)

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.

Closeout Time

The time the closeout file is created is the time entered on the Preliminary Response Rate Report issued from Headquarters on the day after closeout.

This is the time that determines whether you closed out on time.

Review/Charge 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.

Review 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 were converted to different outcome codes, the screen allows you to charge the Type As to any FR including A01, as appropriate.

Print End-of-Month Reports

Print the following end of month reports:

- Converted Cases by FR
- CAPI 7, Final Status Report by FR, Team Leader, or SSF
- CAPI 8, Final Outcome Code by FR, RO or SSF/FS
- CAPI 6, Type A and Z Report
- Type Cs and Extras

Preliminary Response Rates Report

The *Preliminary Response Rates Report* is issued the day after NCVS RO Closeout. The report consists of three tables:

- **Basic NCVS Rates**, which displays the basic NCVS numbers and rates
- **National Production Management Report**, which is often missing from the original Preliminary Response Rates Report, until the data from CARMN is available
- **NCVS Response Rates for the Last Twelve Months, by SSFA**, which displays the final response rates for the SSF area and the national averages for the previous twelve months.

Cleaning Up Laptops

The RO should send a clean up file(s) to FRs to remove cases and/or instrument from a laptop for a particular interview or period. Once the FRs pick up the clean up file(s), those files remove the cases and/or instrument from the laptop for the interview period.

Send the clean-up files to all FRs' laptops for an interview period. First, make sure you are in the interview period in ROSCO that you want to remove from the laptops, and then follow the steps below:

1. Select the Operations menu ➔ Closeout/Clean-Up ➔ Clean-Up Laptop.
2. You will see the following warning: 'ROSCO message – Laptop clean up will delete all cases for this interview period from the FR's laptop for all FRs and all RO teams. If you continued, please check with the other teams to be sure that they are ready for cleanup to occur on the laptop. Do you want to continue?'

   Click "Yes" on the confirmation message box if you would like to continue.

Cleaning Up Laptops (continued)

3. A message box appears which states, "Request to start job for Laptop Clean-Up successfully submitted. This may take a few minutes."
4. Click OK.

Note: No pop-up window will appear to let you know when this operation has finished. Allow a few minutes for this process to run.

Topic 6: Regional Office/HQ Communication

HQ Liaisons

RO staff can call or send survey-related questions via electronic mail to HQ liaisons in the Field 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 the Associate Director for Demographic Programs (ADDP) or Demographic Statistical Methods Division (DSMD) staff.

Monthly Bulletin

Every month the NCVS RO and FR Bulletin are posted on the NCVS Sharepoint site.

The NCVS RO Bulletin includes routine instructions as well as specific directions for any special activities for the month. This bulletin includes a detailed activities calendar.

- The NCVS FR Bulletin includes:
  - Monthly highlights and an activities schedule
  - Monthly information and details about the monthly supplement
  - Updated staff and other news

Other survey memoranda are posted when needed.

Operations (OPS) Logs

Periodically, LCSB HQ staff will e-mail a NCVS Operations (Ops) Log with survey-related information. These logs are cumulative, and normally contain reminders and/or notices regarding issues requiring clarification or immediate attention.

Cost and Response Management Report Network (CARMN) Reports

Cost and Response Management Network (CARMN) provides field expenditures, costs per case, and survey performance data at the FR, RO, Project, and Administrative levels. CARMN integrates data from four existing data systems—CAPI, NFC, WEBFRED and ROSCO—to provide timely information on a daily basis. CARMN is available on the Census intranet.

Technical Assistance Center (TAC) Support

Submit a ticket in the Remedy Action Request System to send technical 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.

HQ Postal Mailing Address

U.S. Postal Service Address:

Census Bureau
Field Division
Room 5H130
Washington, DC 20233-5700

Express Delivery Address:

Census Bureau
Field Division
4600 Silver Hill Road, Room 5H130
Suitland, MD 20746-5700

HQ Email Information

fld.labor.and.crime.surveys@census.gov

⇛ Email share account used by the HQ NCVS liaison staff.

fld.ro.ncvs@census.gov

⇛ Email list that includes the RO NCVS accounts for all six ROs.

fld.all.regional.offices@census.gov

⇛ Email list that includes the RO NCVS account for all six ROs, as well as several HQ share accounts.

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Chapter 3: Training and Observations

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Topic 1: Overview

Training Program

The NCVS training program encompasses a variety of methods, including self-studies, Census Learning Center(CLC) videos, classroom training, and on-the-job training (OJT).

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 for evaluating his/her capability to apply NCVS concepts and procedures during actual work situations. The observation provides, within an on-the-job environment, the opportunity to teach the FR interviewing skills, as well as certain important concepts that may not be covered in the self-study or classroom training.

Observation may also reveal certain bits of information about respondents in a particular area, as well as the geographic conditions where the FR works.

Topic 2: Training NCVS Staff

Supervisors

All NCVS Supervisors must be proficient in the subject matter of the survey, as well as all CAPI aspects of the survey. To ensure this, the NCVS Supervisors must complete the entire initial FR training, including self-study assignments and classroom training, prior to administering the training to others. Further, they must also review all office operations and procedures.

The NCVS Supervisors also must be knowledgeable about the following:

- Office operations as outlined in this manual,
- GENCAPI-256, Generic CAPI Operations Manual,
- Laptop and Modem Troubleshooting,
- BC-20, Training the Trainer Guide.

Clerks

The NCVS clerk is expected to help meet tight deadlines and has a wide variety of duties, including:

- Preparing correspondence,
- Using ROSCO,
- Preparing assignments,
- Monitoring the flow of completed work into HQ.

The clerk must also be able to provide survey concept support to 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.

Clerks (continued)

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 RO's organization and procedures and provide computer-based training in such areas as: email applications, spreadsheet and word processing applications, and ROSCO, including a complete overview of NCVS survey control operations.

The SSO guides and leads the work of NCVS clerks and provides feedback on their job performance.

FRs

The FR staff consists of new hires, FRs with other survey experience, and FRs with NCVS experience.

FRs who have not worked on a monthly or quarterly Computer-Assisted Personal Interviewing (CAPI) survey in the past 12 months receive the same OJT observation as newly hired FRs.

New hires and experienced FRs who have not worked on NCVS must complete self-studies at home prior to attending an initial NCVS training. After the training, they must be observed by an RO supervisor or FS before they can continue working on their assignments. Any FR who is having difficulty with concepts and/or laptop problems should receive OJT to help them correct any work-related deficiencies.

FRs assigned to NCVS may be used on other current and one-time surveys at the discretion of the Regional Director.

Laptop and RSA Token

A government-issued laptop computer is necessary to complete the pre-classroom self-study. Make arrangements with the Regional Office Computer Specialist (ROCS) to obtain the laptops needed for new hires and FRs without CAPI experience.

FRs will receive their laptops from NPC. Every FR who gets a laptop will also need an RSA token that enables them to log on to the laptop in a secure way. The RSA token should be obtained from the RO staff in charge or their distribution.

The ROCS sends the laptops to the new hires in advance of the other training materials. A laptop self-study is also available to all new hires and FRs without CAPI experience. This is part of the Generic Initial Training.

Pre-Classroom Self-Study

All field and office staff working on NCVS who do not have NCVS experience must complete the NCVS Pre-classroom Self-Study. They will be paid up to the number of hours authorized as indicated in the 'Instructions for Completing the Self-Study' section. Send the self-studies to the appropriate field staff early enough so they will have adequate time to complete them prior to attending the classroom training.

Classroom Training

All FRs and FSs who do not have NCVS experience must attend an NCVS classroom training session. Attendees **with** CAPI experience **do not** need to attend the first day of training.

Only persons authorized to train may do so. In addition to the SSO, trainers can include an RO Coordinator, another RO supervisor, or an experienced FS.

Each RO will have an NCVS training guide to train new field staff. This guide will list all the materials needed for training. The trainer should review this guide and be knowledgeable about the topics within prior to the training session.

Classroom Training (continued)

Contact the Labor and Crime Surveys Branch (LCSB) at HQ to discuss any other training questions or other arrangements.

Topic 3: Evaluating FR Performance

Employee Development

The SSO is responsible for ensuring that all employees are being developed to their fullest potential. Employee development can best be ensured by providing constructive feedback on a continuous basis.

FSs will provide the majority of feedback to those FRs whom they directly supervise.

The SSFs are responsible for monitoring the progress of all FS teams in their area. Therefore, SSFs directly supervise FSs and are the second line of supervision for the FRs.

While the SSO generally does not work directly with the FRs or the FSs, they are responsible for ensuring the field staff is performing according to survey standards. The SSO primarily accomplishes this by monitoring various reports such as Unified Tracking System (UTS) and ROSCO reports, as well as other performance reports sent by email from HQ. The SSO will intervene when the reports indicate the work is delayed or not up to the quality standards of the survey.

By acknowledging strong points and highlighting areas for improvement, supervisory staff can monitor FR progress and take appropriate steps to improve areas of deficient performance.

The work requirements for the FRs 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.

FR Survey Folder

Prepare an FR performance folder for each NCVS FR and FS. This folder should contain the following materials and reports:

- Emails containing information pertinent to performance.
- Summary of FR Performance for the current and previous fiscal year, as well as the weekly/quarterly current year.
- NCVS Observation Reports for the current and previous fiscal years. (If the FR was not observed in the last two years, keep the latest observation report.)

Factors to Consider When Measuring FR Performance

The FS is primarily responsible for evaluating the performance of FRs. The FR performance is measured through a review and assessment of the following factors:

- Response rates and production rates
- Work and payroll transmittal rates
- Reinterview and observation results
- Timely submission of payrolls
- Attendance at required training sessions
- Meeting deadlines
- Reporting to their supervisors, as appropriate

Detailed information about observations is provided later in this chapter.

Reinterview

Quality Control (QC) Reinterview (RI) is a significant part of FR quality control. QC RI prevents and identifies instances of data falsification and also identifies when FRs might not understand correct survey procedures.

Reinterview (continued)

Chapter 8 in this manual provides a detailed description of QC RI guidelines.

Monitoring FR Performance

When monitoring FR performance, the following factors should be considered:

- Response rates
- Production goals
- Availability for assignments
- Reinterview and observation results
- Daily transmissions of work and accurate payrolls

Field Division Headquarters provides guidelines to the ROs for developing performance standards for FR response and production rates.

The RO must notify all field staff of job performance standards and all appropriate supervisors must ensure that these standards are being met.

Supervisory Adjustments

When determining the quality of FR performance, consider extenuating circumstances such as:

- Unusual weather conditions such as floods, hurricanes, or blizzards,
- Extreme distances between sample units, large assignments that cover multiple PSUs, or a large number of inherited or confirmed refusals,
- Whether the FR is working part of another FR's assignment,
- An inordinate number of temporarily absent cases,
- A high percentage of Type B/C noninterviews that decrease the base FR response rate,
- Laptop or transmission problems that delayed interviewing or transmission/receipt of completed work,

Supervisory Adjustments (continued)

- Other substantive abnormalities in normal assignment conditions.

Unsatisfactory Performance

When the performance of an employee is at the unacceptable level over any predetermined period (usually 90 days), the employee may be placed in a trial period from 30 to 90 days.

Refer to RO guidelines concerning placing an employee on a Performance Opportunity Period (POP) or a Performance Improvement Period (PIP).

Where to Find Information About the Performance Appraisal System

Information on the Performance Appraisal System is in Chapter 11, 'The Performance Appraisal System,' of the Field Administrative Manual (FAM).

Refer to Chapter 11 of the FAM for information on the appraisal system, Form CD-516, *Classification and Performance Management Record*, instructions on completing progress review and annual ratings, and performance awards.

Topic 4: Evaluating Clerical Performance

Criteria Used

A clerk's performance should be evaluated using the following criteria:

- Knowledge of survey concepts,
- Accuracy in preparatory work such as training and observation,
- Meeting time schedules, such as sending FR assignments and preparing reports for Census HQ,
- Willingness to accept work assignments,
- Ability to conduct telephone follow-up,
- Adherence to office policy regarding work hours,
- Degree of cooperation, tact, consideration and effectiveness in working with field and office staff,
- Knowledge of computer operations—such as ROSCO and laptop functions—in order to perform everyday operations and solve computer problems.

Provide clerks feedback on their performance on a continuous basis and be sure to highlight any accomplishments and discuss deficiencies.

Topic 5: Purpose and Types of Observations

Purpose of Observations

Observations are critical to developing capable FRs who can perform quality work. The main purposes of observation are to:

- Evaluate the performance of the FR,
- Provide on-the-job training (OJT),
- Motivate FRs to become more efficient and effective employee,
- Gain better insight into the FRs' working conditions (e.g. geographic area, type of people encountered, etc.),
- Build rapport between the FS and the FR.

Initial Observations (N–1, 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 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. Examples of phases where additional training may be required include refusal conversion techniques, problems meeting deadlines, care of the laptop equipment, listing procedures, and telephone interviewing.

Special Needs Observation (continued)	The results of the special needs 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 6: Observation Materials

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 observations.

11-62A, OJT and Observation Report

In addition to the 11-62, the 11-62A, On-the-Job Training and Observation Report, is the form the observer should use to evaluate and comment on the performance of the FR being observed.

11-130A, Observation Guarantee List

Form 11-130A, Observation Guarantee List, is used at the RO's discretion to keep track of which FRs were observed, the dates they were observed during the year, and to help schedule observations for the fiscal year.

Reporting Observed Cases

In order to flag observed cases to make them ineligible for reinterview, 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'

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 7: Preparing the Observation

Observation Briefing

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 Observations, the supervisor should note the problem or problems which warranted the Special Needs Observation. Observer briefings may be in writing, by telephone, through email messages, or in person.

Home Observation

It is permissible to conduct the transmission part of the N–1 and other observations in the FR's home. This allows use of the telephone lines and other equipment under actual work conditions. Observers should notify FRs of this during the advance observation contact.

Note: If a home observation is unacceptable to the FR, then other arrangements should be made to use a mutually agreeable site.

Materials the Observer should have for the Observation

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
- FR Notification of Observation (copy of mail message to FR)
- Summary of FR Performance Reports, CARMN Reports, etc.
- Previous Observation Reports (Form 11-62A)

Materials the Observer should have for the Observation (continued)

- Copy of FR's current CAPI-35, FR Assignment List (so observer can prepare for the observation and make notes about observed cases) (optional)
- Specific instructions from the NCVS Supervisor (optional)
- Notes/Reports from the administrative or payroll section about administrative or payroll problems (optional)

Preparation of Form 11-62A, On-the-Job Training and Observation Report

Prepare electronic Form 11-62A, On-the-Job Training and Observation Report, for each scheduled observation.

Fill items 1-10 and 12 on Page 1 of the form, and note in item 10 any reference notes requiring special attention. The observer will note the date and time observed in item 11. For item 12, if the FR has not worked for three months, note any applicable performance information available.

Notifying the FR

Notify the FR, as well as the observer, of the observation via email, and keep a copy of the email message for the RO records.

Topic 8: Selecting the 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 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, N–2 observations.

N–1, Initial Observation

Schedule a one or two day N-1 observation during the FR's first NCVS assignment. It is at 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.

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.

General Performance Review (GPR) Observations

The frequency with which an FR is observed and the content of the observation depends on the number of surveys the FR works.

The following sections describe the frequency and content of general performance observations.

Single-Survey FRs

An FR who works only one current survey should be observed once every other year. This observation should consist of observing the FR as he/she conducts interviews and then giving feedback on his/her performance.

Multi-Survey FRs

An FR who works multiple current surveys should be observed once every year. This observation should consist of observing the FR as he/she conducts interviews on one specific survey and then giving feedback on his/her program performance on that specific survey. In addition, the observation should consist of a review of the FR's program performance on the other surveys based on feedback from the supervisory staff of those other surveys.

For example, if an FR works on the Current Population Survey (CPS) and 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 FR conduct NCVS interviews and gives feedback on the FR's performance on NCVS. During that same observation, the observer discusses the FR's program performance on CPS based on feedback from the CPS supervisory 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 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 CAPS for his SSFA,
- Repeated problems locating addresses,
- A need for help or training on any aspect of the job,
- Received a Level 1, Unsatisfactory, rating on the last observation,
- Requested help on any part of his/her assignment.

Note: An FR who was rated Unsatisfactory on his/her last progress review or evaluation must be observed or retrained during his/her next assignment.

Special Needs Observations Fulfills GPR Requirements

The Special Needs observation fulfills the GPR requirement for the fiscal year. Although it is not required, it is suggested that FRs who received a Special Needs or N–2 observation be scheduled for their next GPR observation within six months of the next fiscal year.

Schedule FRs 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 if possible. For FRs who only work occasionally, the survey supervisor should determine the type of observation necessary based on the FR's previous NCVS experience and performance.

Topic 9: Conducting the Observation

General

The main objective of the observation is to help the FR improve his/her interviewing skills. Each month, in order to select FRs and for plan for observations, the NCVS supervisor must review the performance of the FR staff and the initial training requirements.

Number of Observed Interviews

There is no specific number of interviews which must be observed to satisfy 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.

Length of Initial Observations

The observer should spend one or two days with the FR depending on his/her needs and experience. For brand new FRs, as well as 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 five cases **or** six hours of working time constitutes a day of observation.

When circumstances out of the observer's hands make it impossible to observe for a full six hours, the observer should include an explanation in the observation report to justify the situation.

Conducting Special Needs Observations

Special Needs Observations should be scheduled at an appropriate time so the observer can take the most effective preventive or remedial action, depending on the reason for the observation. Suggestions for different special needs scenarios are given below.

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. 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 As. Instruct the FR to keep Type As for the observer's review.

Feedback

If an FR has been selected for a special needs observation, in addition to observing the FR's production issues, make sure you discuss your observations with the FR and give specific instruction about ways to improve.

Topic 10: Evaluating the Observations

General

The NCVS SSO is responsible for reviewing all observation reports.

The NCVS coordinator should also review the observation reports—particularly those completed by the NCVS supervisor—for new FRs and FRs rated "Does Not Meet."

Reviewers should enter their name or initials in item 11.

Review of Observation Report

Check to see that the following information (other than procedural errors) is included in the observation report:

- The heading item information is entered on page 1 and questions on specific performance have been answered.
- Whether the observation met the minimum time requirement. If the requirement has not been met, be sure that there is ample written justification.
- The action the observer took to help the FR overcome any problems. This is most important since future observers may try to approach recurring problems in different ways from those previously tried.
- Whether the FR needs further special attention and the type of attention required.
- Whether or not the observer's final overall evaluation of the FR's work corresponds to the written summary and to the specific performance areas of the report. If the evaluation does not correspond or there is no adequate explanation, return the observation report to the observer to clarify his/her comments.

Review of Observation Report (continued)

- Reviewers should enter their names or initials in item 19.

Recording Observation Results

Record observation results on Form 11-130A, the Observation Guarantee List. Enter the observer's name and/or code, the type of observation, and the overall evaluation (Meets, Does Not Meet).

Note: N-1 observations do not receive an evaluation.

The Form 11-130A is based on the rating years and maintained in the RO.

Disposition of Observation Results

At the conclusion of the observation, the NCVS supervisor should retain the original 11-62A and completed NCVS 524, NCVS Induction Guide, in the FR's performance folder.

Providing 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 FR's strengths and weaknesses.
- Discuss the observation and subsequent Summary of Performance with the FR. Include strengths and weaknesses, and give praise and encouragement, where appropriate.
- Ask the FR to sign the Summary of Performance to confirm the results were discussed.

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Chapter 4: Survey Materials

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Topic 1: Office Equipment

Overview

This chapter presents an overview of the hardware, software, and paper supplies that are needed for NCVS. It covers materials needed in both the Regional Office and in the field, as well as a list of forms used for NCVS.

Regional Office Equipment

The RO staff uses personal computers which are networked to servers at the RO and at HQ. Through this network, these PCs access the central database at HQ to retrieve data for survey management.

The RO staff, in conjunction with the ROCS, is responsible for setting up the NCVS survey area with the appropriate equipment. The area should be equipped with the NCVS PC, connected to the LAN, and configured to the network.

Regional Office Software

Just as with the NCVS hardware, there will be software that the RO staff use for their daily activities.

Regional Office Survey Control (ROSCO)

The Regional Office Survey Control (ROSCO) system provides a common system to manage most surveys. ROSCO uses a relational database software customized for Census surveys to connect to the database.

A computer-based training is available for ROSCO, which includes illustrations of screens from the system, and instruction boxes to instruct the user about what to do.

ROSCO is discussed in detail in Chapter 5.

Remedy Help Desk System

The Remedy Help Desk System is a client-server application designed for Census Bureau employees to automate support processes, including the ability to submit, monitor, and manage trouble tickets, change requests, and asset inventory records.

ROs use the Remedy Help Desk System to report problems that occur on FR laptops and on ROSCO.

Remedy is readily available via desktop client or the intranet.

Cost and Response Management Network (CARMN)

CARMN is an intranet web-based, semi-customizable reporting application that provides expenditures related to field work, costs per unit of work, and survey performance data which enable close to real time cost analysis and cost modeling to reduce costs and improve response rates. The data from CARMN is used to assist with the decision-making process that immediately impact response rates and survey costs.

CARMN integrates data from four existing data systems—CAPI, NFC, WEBFRED, and ROSCO—to provide a source of timely information. NCVS, as well as a few other surveys, also get data from Giant PANDA.

Field costs are calculated using hours, miles, pay rate, and survey data. HQ and RO staff generate reports on a daily, weekly, biweekly, or monthly basis to analyze data on three levels: Field Representative/Employee, Regional Office, and Project/HQ. On a daily basis, RO supervisors are able to see how much their interviewers are spending so they can monitor their performance on a particular survey.

Windows Laptop Users Guide

Use the 11-7(WIN), Windows Laptop Users Guide, as a comprehensive tool for the explanation of the FR equipment and software, including the Windows operating system and the applications that will be used to conduct the NCVS survey.

FR Equipment

FR operations are carried out using an automated questionnaire—or instrument—which is loaded onto FR laptops. Data from this instrument (case files) are packaged and transmitted to the server at HQ and then downloaded into the database where the FR's work is then checked into the central database via ROSCO.

FR Kit—Laptop Computer

Each FR working on the survey will be equipped with a Windows Laptop Computer Kit. Following is a list of the windows laptop computer kit contents:

1	HP Revolve 810 Laptop computer with battery
2	AC Adapters (for laptop)
2	Power Cords (for laptop)
2	Telephone Cords
1	Laptop Surge Protector
1	Auto/Airline AC/DC Adapter
2	Extra Batteries
1	Form 11-5(WIN), Kit Contents and Repacking Instructions (laminated card)
1	Form 11-836, Laptop Security Flyer

Additional Items for Laptop Kit

In addition to the items listed above, the RO must add the following item to each laptop kit for new hires:

- Form 11-13(WIN), Laptop Insert for New Hires (see Chapter A6).
- A prepaid shipping label for the individual to use if he or she must return the laptop kit to the RO before attending the appointment orientation and survey-specific training. Prepare the label using the charge code 57-0976000-508.
- A copy of the newly developed Form 11-836, Laptop Security Flyer, and a copy of the signed Certification statement. The original copy of the signed certification statement is to be placed in each individual LCF.
- 1 copy of the Acceptable Use Policy for U.S. Census Bureau Field Representative laptop System.
- 1 copy of Acknowledgement of Receipt of Acceptable Use Policy for U.S. Census Bureau Field Representative Laptop System.

Paper Materials

Some paper materials are required to manage the NCVS. The Master List of Forms for NCVS was created to establish one point of reference for NCVS forms, ordering information, contact information, etc., and to maintain a historical listing of all documents for research purposes. This document is stored in the NCVS folder on the NCVS SharePoint Site.

Since CAPI is always under refinement, additions or deletions to this document occur on a regular basis.

Topic 2: NCVS Memoranda

Overview

The NCVS procedures are sent to the Regional Offices and contact center staff on a monthly basis. Following is a description of each of these items.

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 Interviewer Memoranda Series

NCVS Field Representative Interviewer Memoranda contain instructions and other NCVS subjects of concern to FRs who work on NCVS. This series is numbered in order by calendar year.

NCVS Bulletins

Links to the monthly NCVS Bulletin and attachments are sent via email to the RO and TC staff each month. These documents are posted on NCVS SharePoint site monthly.

Following is a list of the other items that may be included with the NCVS monthly memo.

NCVS Ops Logs

NCVS Operations Logs are sent to RO staff periodically to cover topics like progress and cost, training, and any other relevant NCVS subjects.

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Topic 1: ROSCO

Overview

The ROSCO (Regional Office Survey COntrol) application has access to a database that stores FR data, information for making assignments, and all the data for cases in sample. The ROSCO system is a graphical user interface which accesses Census survey databases using the Oracle SQL*Plus language.

Via the ROSCO menu selections, a user may call up screens to enter, edit, display, and delete information in the database.

Accessing ROSCO

To open the ROSCO database, use the following steps:

1. From the Programs menu, click on the ROSCO icon,
2. After agreeing to the Acceptable Use Policy Agreement, select "NCVS" on the Survey Selection Dialog Box,
3. Select the team or teams (i.e., SSF areas) you wish to access,
4. Select the correct interview period in the Interview Period Dialog Box.

At this point, you will be at the main screen of the ROSCO application where you will now be able to create reports and perform survey management tasks.

The remainder of this section discusses the basic ROSCO functionality; additional topics address the tasks you will perform in ROSCO each interview period.

ROSCO 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, and Reports. 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

The general information help screen for each function contains:

- the menu path for the function,
- the purpose of the screen,
- the procedural steps necessary 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,
- a list that references related topics and icons on the screen.

How-To

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,
- a list that references related topics and icons on the screen.

Topic 2: ROSCO Title, Menu, and Toolbars

ROSCO Title Bar

The title bar at the top of the window displays the title of the application (ROSCO) and information regarding the survey, Regional Office, RO Team(s), and Interview Period(s) currently in use.

ROSCO Menu Bar

ROSCO uses a menu-driven system to access its features. 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.

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

Operations Menu

Most tasks in ROSCO are performed via the Operations Menu, which consists of the following main options:

- Reports
- FR Operations
- ROSCO Overview
- ROSCO Respondent Address Search
- Supervisor Audit Log
- Sample Control
- CATI

Operations Menu (continued)

- Assignment Operation
- Check-in/Status
- Transmissions and Utilities
- Closeout/Cleanup

Help Menu

The Help menu consists of the following:

- Help Contents
- About [ROSCO]

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 that Always Appear

Below are the standard icons that always appear on the top row of the toolbar, as well as their functions:

Icon Name	Function
Login	Displays the Login Dialog Box, which allows you to select a survey.
Period	Displays the Interview Period Dialog Box, which allows you to specify which group(s) of cases you want to work with.
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.
SQL	Displays the Interactive SQL Dialog Box, which allows you to create and execute SQL code.
Help Topics	Displays the online help for the system.
Exit	Logs you out of ROSCO.

Additional Icons

The following table highlights the icons on the bottom row of the toolbar that may appear depending on the functionality of the screen you are in:

Save	Saves changes you have made to the database.
Print	Sends the current table or report to print.
View More	View more screens 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.
Sort	Displays the data in a particular order.
Filter	Displays a subset of the data.
Close	Closes the ROSCO operation in use.

ROSCO Training Resources

In the CBT folder on Census Field supervisor laptops, there is a ROSCO Computer Based Training (CBT) for all Field supervisors.

Additionally, the Census Learning Center offers ROSCO Web Based Training (WBT) programs targeted specifically for Field supervisors.

Topic 3: ROSCO Queries, Filters, and Sorts

Overview

Whenever existing data needs to be viewed or updated, you must retrieve information from the database. The process of retrieving information from the database is called executing a query or filter, or querying or filtering the database. ROSCO saves your last Query, Filter, or Sort, but does not automatically apply it. Thus, when you open Query, Filter, or Sort windows, your previous entry is displayed. You can press OK, add to your current syntax, or delete the current syntax.

Query vs. Filter

On the surface, the query and filter options seem like the same function. The difference, however, is that a query is done before a case is displayed (i.e. a query retrieves a subset of cases to be brought into an activity), while a filter is done to select a subset of cases while within an activity (i.e., once a query has already been done).

The Query Dialog Box

You can initiate a query via the Query icon in the toolbar, or by selecting Query under Options on the Menu Bar. Most queries function the same way using the Query Dialog Box.

The Query Dialog Box has two sections: Query Expression and Build Query With. You can use the Build Query With function by selecting fields below each of the three tabs–Columns, Operators, and Values—or you can type your query directly into the Query Expression section.

Columns Tab

The Columns tab lists all the fields or variables you can use to query your data. Double-click on a field to query on it. 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, you would double-click on the equal sign [=] to display the data that match the single value you select.

Values Tab

The items on the Values tab vary depending on the code selected under the Columns tab. If, for example, you select FR Code on the Columns tab, the Values tab displays all valid FR codes for your survey, RO Team, and Interview Period(s) shown in your ROSCO Title Bar.

Note that Values automatically applies single quotes (' ') to each value you select.

Defining a Query Using the Build With Option

Below are the steps necessary to use the Build Query With option of the Query Dialogue Box:

1. From the Columns tab, double-click the field you want to query.
2. Click on the Operators tab and double-click the appropriate operator.
3. Click on the Values tab and double-click the appropriate value or values.
4. Click the Verify button to see if your search expression in the Query Expression panel is valid.
5. Click OK.

Multiple Query Expressions

Below are the steps necessary to define multiple query expressions:

1. Follow steps 1-3 from the previous section,
2. Click the Operators tab and choose either AND or OR,
3. Repeat steps 1-3 from the previous section to build the additional query.

For example, if you wanted to bring up cases for FR D42 that were in PSU 53003, you would create the following query expression:

fr_code= 'D42' and psu= '53003'

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 will only accept queries that use the proper format (single quotes around values, correct variable 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 telling you that your query is either 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.

Using Boolean* Operators

Boolean operators are the foundation of database logic. Use them to build complex expressions or search on multiple conditions.

- AND – Narrows a search by filtering on two or more expressions.
- OR – Broadens a search by returning all results that match either of two or more expressions.
- NOT – Narrows a search by excluding all results that match a certain condition.
- BETWEEN – Returns all results that are between two endpoints. Must be used with an AND statement.
- ISNULL – Returns results where there is no value for a given field.
- NOT – Returns results for which a given expression is not true.
- LIKE – Returns all results containing certain characters.
- IN – Allows users to query for all results meeting more than one parameters.

*** The word "Boolean" comes from the man who invented Boolean Logic in the 10th century – George Boole. Boolean is the basis of modern computer logic and George Boole is regarded in hindsight as one of the founders o the field of computer science.**

You may also have to key in parts of the query. For example, when selecting the 'In' operator, you need to select the open parenthesis operator, then select a values entry, then put in a comma as a keyed entry before selecting another values entry.

Hints for Complex Expressions

Below are some hints for using more complex query expressions:

- The conditional value queried on must be contained in single quotes. For example: outcome_code = '200'
- 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'

Hints for Complex Expressions (continued)

- 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')
- 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 'Z1_' returns all FR codes that have Z1 followed by one other character; fr_code like 'Z%' returns all FR codes that begin with Z.

Confusing Column Names

Some of the column names shown on the query window can be confusing. Below is a "translation" of some of these columns:

- g_flag_1 = Questionnaire Type
- g_flag_2 = Personal Visit/Telephone Flag
- g_ind_1 = Year
- g_ind_2 = Month
- g_ind_3 = Panel
- g_ind_4 = Wave
- g_ind_5 = Rotation

The Filter Dialog Box

The filter function allows you to change the viewed data by specifying an expression to view only a subset of the previous data. For example: after you have queried the database for all unassigned cases, you can filter by a specific city (Place) and view only the unassigned cases in that PLACE.

The Filter Dialog Box (continued)

You can bring up the Filter Dialog Box by clicking on the Filter icon in your toolbar, or selecting 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:

1. Click on the Filter icon.
2. From the Columns tab, double-click on the field you want to filter by.
3. Click on the Operators tab and double-click on the appropriate operator.
4. Click on the Values tab and double-click on the desired value(s).
5. Click the Verify button to see if your filter expression is valid.
6. Click 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 arrange data in a particular order. 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:

1. Click on the Sort icon or select Sort from the View menu.
2. Drag the sort fields from the Columns Available panel to the Sort Columns panel. The 1st field you drag will be the primary sort. The 2nd field will be the secondary sort, etc.
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.
4. Click on OK.

Topic 4: ROSCO Field Representative Operations

Overview

All NCVS staff who need to make transmissions must be registered to access the ROSCO database. This includes all FRs, FSs and selected office staff. This topic discusses adding and editing FR data, as well as steps for designating Team Leaders.

Entering FR Codes into ROSCO

To create a new profile in ROSCO, from the ROSCO database, select Operations ➔ FR Operations ➔ Edit FR Data

In Edit FR Data, select **Insert FRs** from the second line of icons at the top of the screen. The user then enters 'FR Primary Data' and 'FR Secondary Data.'

Enter telephone numbers in the format 991/555-1234. The bottom line of the 'FR Secondary Data' is for entering parcel addresses. Some employees may use a route and box number for mail. Federal Express will only deliver to addresses with a house number and street or road name.

The FR Secondary Data screen allows you to enter both addresses, since the FR may receive items from the U.S. Postal Service and also from Federal Express (such as a laptop computer). Once this information is entered, select **Save** from the second row of icons.

Editing FR Personal Data

When a change to an FR's information (such as a telephone number) needs to be made, first highlight the information requiring the change, then highlight the FR's row and make the needed change.

Note: the icon **Change FR** on the second row with the light blue 'edit' sign is used only when an FR code changes, such as with a promotion of an FR to FS.

Editing FR Survey Data

After entering the FR in ROSCO as described above, the second step is to get the code registered to enable the FR to transmit. To do this, select Operations ➔ FR Operations➔ Edit FR's Survey Data, and then click on Insert FRs.

A roster is displayed which includes the FR(s) just added. Highlight the line of the FR being added and click **OK.** Enter information on the FR survey dialogue window and then click **OK**.

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 and 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.

Other Uses of the Edit Survey Data Screen (continued)

If you put an FR on leave using this option, you cannot assign work to that FR during the dates designated in the interview period.

Ready to Transmit

Once the FR is entered into **Edit FR Data** and **Edit FR's Survey Data**, the FR can make a transmission. Keep in mind, however, the FR will only receive the survey data after ROSCO updates at the top of each hour. For example, if A01 is added at 4:05, that FR will not see any survey information until after 5:00 pm.

Also, be aware of your RO's required lead time between issuing an FR code and issuing a laptop.

Note: All initial transmissions are completed at NPC when the laptop is created, at which point the laptop is shipped directly to the FR. The FR is then required to finish setting up the laptop by setting the RSA token PIN and completing the CBTs as outlined in the Generic Initial Training Kit.

Once the initial transmission connects, the FR code becomes registered at Census Headquarters and the system will accept both full and express transmissions from this FR code.

Topic 5: Making Assignments

Overview

This topic describes the procedures for making assignments for your FRs by defining the assignment parameters in ROSCO.

Assignment Parameters

The assignment parameters are a set of rules that are applied in the ROSCO database to help make assignments.

For example, you can tell ROSCO to assign all cases in one PSU to one particular FR, while for cases in another PSU, you can designate one FR for all cases in one ZIP code and a different FR for all cases in another ZIP code.

To define what rules ROSCO should follow in making assignments, you first need to use the Edit Assignment Parameters activity under Assignment Operations.

Defining Assignment Parameters

To use assignment parameters to define which FR will work in each geographic area, click Operation→ Assignments Operations → Edit Assignment Parameters.

Keep in mind the following 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. You can, however, assign the entire PSU to one FR using this record.

  Insert a new row to split the PSU into lower levels of geography.

Defining Assignment Parameters (continued)

- Split a PSU into Places, Zips, Tracts, or Blocks. 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.

After you click on Edit Assignment Parameters, you are prompted to select '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.

Steps for Assigning an FR to an Entire PSU

The following steps describe how 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

The following steps describe how 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.

Editing Assignment Parameters

The SSO works with the SSF to adjust parameters to make assignments efficient. Typically, the SSO makes the preliminary assignments, and then the SSFs and/or FSs refine these assignments before releasing them to the field.

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.

The following are some of the edits you may need to make to your defined parameters.

Removing 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 blank.
4. Click the Save icon to save your changes.

Changing 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.

Replacing an FR with another FR

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,

Replacing an FR with another FR (continued)

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.

Removing a Lower-Level Geography Parameter

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.

Applying Parameters to Sample

After you finish creating and modifying your assignment parameters, and after the assignment file for the month is 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 Operations → Assignment Operations → Apply Parameters to Sample.
2. A confirmation screen is displayed. Click 'Yes' to continue.
3. Click on Apply Parameters to Sample if you have previous FR codes then click OK.

Applying Parameters to Sample (continued)

4. It takes a moment for the operation to complete. When done, a message is displayed telling you assignment operations are complete. The number of cases left unassigned is displayed.
5. Click OK to confirm the message and return to the main window

You then 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.

You can then use the ROSCO GIS instrument to assign the unassigned cases. Refer to the ROSCO GIS guide for step by step procedures. (See Topic 6 of this chapter for more information.)

Topic 6: Adjusting Assignments

Overview

One of the most important jobs of the NCVS office staff is to decide how the cases in the workload will be assigned to the FR staff, taking into consideration each FR's abilities and availability. Again, the SSO typically makes the preliminary assignments, and the SSF and the FS adjust the assignments based on the individual FR's location, workload, and ability.

After applying the assignment parameters to make initial assignments, you will then need to assign any unassigned cases, as well as fine tune the set assignments to account for the various workloads and geography of the current month's assignment.

This topic discusses the procedures for assigning unassigned cases and for making adjustments to assigned cases.

Assigning 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:

- Click on Operations/Reports, or select the Reports icon on the toolbar.
- On the Report Selections window, click on Assignments → Unassigned Cases Report (CAPI-5).

A listing of all cases currently unassigned is displayed. To display these cases in the database:

- Click on Operations → Assignment → Make/Adjust Assignments.

Assigning Unassigned Cases (continued)

- On the Option Selection List:
  - Select 'Unassigned Cases (All)' to view all of your unassigned cases, or
  - Select 'Unassigned Cases (Query)' to select a subset of your unassigned cases.

Once you have selected one of the options on the list, assign the cases displayed on the Make/Adjust Assignments screen.

Adjusting the Assignments

Print a Workload Summary Report (CAPI 3) to see an overview of your assignments:

- Click on Operations/Report, or select the Report icon on the toolbar.
- On the Report Selections window, click on Assignments → Workload Summary Report (CAPI 3).
- Select your preferred type of report:
  - By PSU, Segment, Place, FRs Without Work
  - By PSU

Although the format of these reports varies somewhat, refer to each of them to get an idea of the number of cases assigned to each FR and where those cases are located. Then go into the database to make, adjust or reassign cases using the following steps:

- Click on Operations → Assignment→ Make/Adjust Assignments,
- Select Adjust Assignments (Query) on the Option Selection List.

Assign the cases displayed on the Make/Adjust Assignments screen.

Adjusting the Assignments (continued)

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

Use the Make/Adjust Assignments screen to assign or reassign cases. This screen has three sections:

- Cases to Assign
- Address Information
- Customizable Field

The Cases to Assign section lists some basic information about the cases that are being reviewed, such as the FR assigned to 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. To customize which columns are displayed:

- Click the 'Custom' button
- Select the desired variables
- Click OK

To make the current customized version of the section to remain as your default screen, click on 'Store.'

For more information about a case (like notes), click the View More button.

To assign or reassign cases on the Make/Adjust Assignments screen:

- In the Cases to Assign section, highlight the row or rows you want to assign to a specific FR.

Make/Adjust Assignments (continued)

- Click the Assign icon or select Assign Cases from the Options menu.
- Select the FR you want to assign the case to from the FR Search Dialog Box
- Click OK.
- Click on the Save icon to save your changes.

Note: Reassign cases using the Make/Adjust Assignments screen BEFORE assignments are released. After the assignments are released, use the View/Reassign Cases screen to reassign cases.

Topic 7: Releasing Assignments

Overview

Once all cases are assigned to the FRs. You are almost ready to release the assignments to the FRs' laptops. First, however, you must set start and due dates for your FRs.

Setting Start and Due Dates

After you have assigned all of your cases and have adjusted your FR workloads, set start and due dates for the assignments.

To access the Start and Due Date Assignment activity:

- Click on Operations → Assignment Operations,
- 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.

These start and due dates are displayed on the CAPI 35, FR List of Assigned Cases Report.

Note: Do not send the CAPI-35s to FRs unless instructed otherwise by your supervisor. The CAPI-35 contains Title 13 data and is not typically sent to FRs.

Setting Individual Start and Due Dates

To set individual start and due dates for FRs, from the Start and Due Date Assignment screen:

- Use the scroll bar, or the First, Prior, Next, and Last icons to locate the FR whose start and due dates you are entering,
- Click in the "Start Date" field and key in the appropriate date (format MM/DD/YYYY).

Setting Individual Start and Due Dates (continued)

- Click in the "Due Date" field and key in the appropriate date (format MM/DD/YYYY).
- Click the Save icon to save your changes.

Setting the Same Start and Due Dates for All FRs

To set the same start and due dates for all FRs, from the Start and Due Date Assignment screen:

- Click the Assign All icon on the toolbar.
- In the dialog box displayed, key in the appropriate date in the Enter Start Date field and key in the appropriate date. The date format is MM/DD/YYYY.
- Key in the appropriate date in the Enter Due Date field. The date format is MM/DD/YYYY.
- Click OK. These dates should now be entered for all FRs on the Start and Due Date Assignment screen.
- Click the Save icon to save your changes.

Release and Transmit

When the instrument for the interview period is released and you are ready for the assignments to be picked up by FRs, the last operations to complete are releasing and transmitting the assignments. To release and transmit assignments:

- Click on Operations → Assignment Operation → Release Assignments to Field.
- On the Release Assignments to the Field screen, click on the row that has the interview period you wish to release.

Release and Transmit (continued)

- Click the Release icon, or select Release from the Options menu. 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.
- Click OK when you finish customizing this list.
- 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 8 for more information on reinterview.) Check the empty box when you are ready to proceed and then click OK.
- Click the Save icon on the Release Assignments to the Field screen. A checkmark is displayed under the "Released" column for the interview period you selected.
- Click the Transmit icon in the toolbar, or select Transmit from the Options menu.
- Click OK on the Transmit Assignments dialog box.
- If the transmission was successful, the following message is displayed:

  "Assignment file creation has been requested."

If this message is not displayed, try to transmit again.

You can check the Out directory to verify that the files are ready to be picked up.

Note: Once assignments are released, cases move from the Assignment screen to the View/Reassign cases screen. It is a good idea to check the cases in View/Reassign to ensure there is a date in 'Date Transmitted to FRs."

Topic 8: Cost-Saving Strategies

Minutes and Miles Per Case

The national NCVS production rate goal is to maintain an overall production rate below 2 hours and 20 miles per field case, including supplement time. In order to achieve these goals, one strategy is to place a limit on the number of interviewing hours each FR may charge on his/her assignment (i.e., charges to task code 523, interviewing). FRs can use the additional strategies outlined in this topic to help them meet their individual goals.

The SSO, SSF, and FS should provide their FRs with their maximum number of hours based on their workload, keeping in mind the national goal of 2 hours or less per case. Assign the maximum number of hours per assignment on an FR-by-FR basis. You may get input from your FSs when doing this. Keep in mind that this an overall average, based on a "normal" mix of telephone and personal visit cases. Since individual FRs have varying proportions of telephone and personal visit cases, they each require varying time limits.

Additionally, you may keep some hours in a reserve (either in the RO or with the FS) to be used toward the end of the interviewing period.

The average production rate in your region will differ from the national average – that is, it may be higher or lower. This is understandable, since the regions vary by geography, land mass, urban/rural concentrations, housing density, availability of respondents, etc. The key to minimizing costs is for all ROs to prevent their minutes and mileage rates from increasing. Even small deviations from your rate per case can have a large impact on costs.

Monitoring Progress Toward Minutes and Miles Per Case Goals

The Cost and Response Management Network (CARMN) provides many daily and monthly reports for the RO to use in monitoring FRs' progress in meeting their production goals. In order for these reports to be accurate, you must instruct FRs to complete and transmit their payroll data each day that they work. With just a few minutes of analysis each day during you can monitor the production rates of each FR.

The daily CARMN FR reports include:

- FR Production Management
- Daily WEBFRED Hours/Miles w/Workload
- FR Daily Cost and Performance

The monthly CARMN reports include:

- FR Daily Cost
- FR Performance Summary w/o Workload

Please note that the CARMN reports display production rates as hours per case. What might appear to be a small amount above the production standard could, in fact, be very large, especially if all or most FRs are above the standard. For example, 1.1 hours per case is actually 66 minutes, which is 6 minutes and 10% above the standard.

In addition to the daily CARMN reports, be prepared to use other tools and reports every month and quarter cumulatively throughout the year, as well as at the end of the fiscal year, to monitor cost and production.

As your FRs progress in their interviewing assignments, questions may arise about follow-up attempts on cases not yet completed. You need the daily hours and miles data to make these types of decisions.

For example, say an FS reports that an FR has 20 cases in his/her assignment and 2 cases are not yet completed. However, the FR is approaching his/her maximum hours.

Monitoring Progress Toward Minutes and Miles Per Case Goals (continued)

In this case, you and the SSF may decide, based on the data provided to you by the FS, that this FR should attempt those 2 remaining cases, since other FRs in your RO have not used their maximum allowances.

In a similar scenario, you and the SSF may decide that only one of the two cases would likely result in an interview (based on the information provided to you by the FS), so you would instruct the FR to attempt only the one case and to make the other case a Type A noninterview.

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Topic 1: Transmission and Utilities

Overview

ROSCO allows the RO to monitor an FR's transmissions, as well as view those files which have been transmitted to FRs and are waiting to be picked up. This topic discusses these transmission functions in detail.

Making Transmissions

The Make Transmissions function gives you the option to send any of the following items to the field:

- Regular Assignments – This option transmits recently released or reassigned cases.
- Reinterview Assignments – This option releases 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:

- Click on Operations → Transmissions and Utilities → Make Transmissions.
- To transmit an item, click in the box under the "Transmit Item" heading, next to the item you wish to transmit. A check mark is displayed in the box for the item(s) you selected for transmission.
- Click on the Transmit icon on the toolbar.
- An Interview Period Confirmation Dialog Box appears. Click "Yes" to confirm the correct interview period.
- Click on the Close button when you are finished.

Making Transmissions (continued)

Although you can make a transmission at any time following these steps, ROSCO is programmed to make transmissions automatically throughout the day.

View "In" Directories

The View In Directories activity displays a screen divided in half. The top half of the screen displays the list of files waiting for the check-in process to be completed. The bottom half of the screen displays the list of files waiting to be copied from the server. Copy-ins that move files from the bottom to the top of this display run hourly at the top of the hour.

To view the In Directory:

- Click on Operations ➔ Transmissions and Utilities ➔ View In Directories.
- On the Selection List View In box, select either Interview or Reinterview and click OK.
- The ROSCO View Out window is displayed with the lists of files, including filename, User ID, Size, and Date/Time.

View "Out" Directories

The View Out Directory screen allows you to look at files that were transmitted to FRs and are waiting for the FR to pick up.

To view the Out Directory:

- Click on Operations ➞ Transmissions and Utilities ➞ View Out Directory.
- On the Selection List View Out box, select Interview, Reinterview, or FR Files and click OK.
- The ROSCO View In window is displayed listing filename, User ID, Size, and Date/Time.

View Job Status

When cases are assigned or reassigned by the RO, SSF, or FS, the RO must make a ROSCO transmission in order for the FRs to pick up the cases.

When the RO makes a ROSCO transmission, a job named 'frassign' looks for any cases that are 'Ready to Transmit' in the Xmit Status column, and creates the files for the FR.

When the job is done, you can verify if the transmission was successful by clicking 'View Job Status'. To verify the status of a transmission:

- Click on Operations → Transmissions and Utilities → View Job Status.

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. To do this, highlight the row and click on the Delete icon. The row disappears from the screen (it will display again, however, if you do not 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 offers several reports for measuring FR progress. Each of these check-in reports contains information to help you manage your field staff's progress throughout the interview period.

To access these reports, click on the Operations menu and Reports sub-menu, or click on the Reports icon and then select Check-in.

The accessible check-in reports follow.

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, counts of cases received and not received, the percentage of cases received, and the counts of interviews and noninterviews. The totals are displayed at the bottom of the report.

Note: The Daily Receipt Report also displays the date of the last successful transmission for each FR.

Run this report each day.

Daily Laptop Report (CAPI-2)

The Daily Laptop Report (CAPI 2) allows you to view the status of cases still on an FR's laptop. This 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 and then remind the FR to make a transmission to pick up the file. **Run this report daily.**

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 not checked-in, including cases awaiting 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 run this report early in the interview period since it will contain your entire workload and will not be useful.

This report contains: 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.

Prior to Running Check-In Reports

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.

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, and Request CASES Data. This topic discusses each of these activities.

Supervisory Review

As files are checked-in, cases with certain outcome codes and action codes are held in Supervisory Review awaiting review by an FS, SSF or SSO. These supervisors must review these cases and decide to accept, reassign, or eliminate each of them. **It is important that the supervisor act on cases in Supervisory Review daily since the cases don't check-in until they are accepted.**

To access Supervisory Review, click on Operations → Check-in/Status → Supervisory Review.

When a case comes into Supervisory Review, it falls into one of four groupings: Non Interviews, Duplicates, Failed Cases, or Partials. You should check each of these categories daily to act on all of your cases held in Supervisory Review.

Supervisory Review – Noninterviews

If you select Non Interviews from the Option Selection List, a list of all noninterview cases currently being held in supervisory review appears. This includes:

- All Type A noninterviews
- All Type B noninterviews
- All Type C noninterviews

The Address Information Window

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 display 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:

- Click the Custom button to display the 'Dynamic Data Window Customization' screen.
- Select the columns you want to display from the Available Columns window.
- Click the Add button to move your choices into the Selected Columns window.
- Click OK to close the Dynamic window.
- Click the Store button in the Custom Supervisory Review window.

The View More Sections

To see more information about the selected case, including the case notes, click on the View More icon on the toolbar.

In Supervisory Review, the View More screen contains tabs for Case Activity, Address History, Contacts, Letter History, CAPI Notes, HH Roster, 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:

- Select one or more cases.
- Click on the Reassign icon on the toolbar, or select Reassign from the Options menu.
- 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.
- 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.

Reassigning a Noninterview (continued)

- 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.
- An "R" is displayed in the "Supv Action" field to denote the case was reassigned.
- 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:

- Select one or more cases that you want to accept.
- Click on the Accept icon or select Accept from the Options menu.
- If you accept Type B or Type C cases, an "A" is displayed in the "Supv Action" field to denote the case was accepted. If you accept a Type A, the Type A ➔ Accept dialog box is displayed.
- 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). You may also designate the case as a Confirmed Refusal or Congressional refusal.
- Click on OK when you finish. An A is displayed in the Supv Action field to indicate the case was accepted.
- Click on the Save icon to save the changes.

Eliminating a Noninterview

To eliminate a Supervisory Review Noninterview case:

- Select one or more cases.
- Click on the Eliminate icon on the toolbar, or select Eliminate from the Options menu.
- A pop-up window displays the message: "Eliminate the data for these cases now?" Click OK to confirm the elimination.
- An "E" is displayed in the "Supv Action" field to denote the case was eliminated.
- 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:

- Select a case.
- Click the Chg Outcome icon on the toolbar, or select Change Outcome from the Options menu.
- The Change Outcome Code window is displayed. Click the drop-down arrow on the New Outcome Code column to select a different code from the list.

Changing a Noninterview Outcome Code (continued)

- Click OK.
- Click "Yes" to the following message:

"Are you sure that you want to change the outcome code of [control number of the selected case]?"

- Click the Save icon on the toolbar to save your changes.

Supervisory Review – Duplicates

Cases are displayed 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 displays 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 a 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.

To accept or eliminate duplicate cases on the screen, follow the instructions for accepting a noninterview or eliminating a noninterview from earlier in this topic.

Accept or Eliminate a Duplicate Case (continued)

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:

Click on Operations ➔ Closeout/Cleanup ➔ Resolve Missing Cases/Closeout.

- Click on the Cases Not Checked In and Not In Supervisory Review tab, and click on the case you reassigned.
- Press the Resolve icon.
- Click on the entry for the case that displays the correct outcome code and FR code, then click OK.
- To accept the case with the outcome code you selected in step 4, Click on the "No" button in response to the window:

"Do you want to change the outcome?"

- 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 are missing data.
- The outcome code and action code in the database do not match the outcome code and action code in the study.
- The outcome code is not on the list of possible action codes.
- The case is not in the workload.

You do not 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 no longer displays on the Failed Cases screen.

If the resent file does not check in, it is displayed twice or more on the Failed Cases screen. If this occurs, submit a ticket about this problem to the Remedy Help Desk, and a Remedy technician will contact the FR to assist them with checking in the file

Supervisor Review – Partials

When FRs transmit sufficient partial cases, the cases go to the Partial section of Supervisory Review.

An NCVS case becomes a sufficient partial with an outcome code of 204 when the FR completes the NCVS interview for the household (HH) respondent. To get a completed case (with an outcome code of 201), the FR needs to interview all other HH members who are eligible for NCVS (HH members age 12 and over). If FRs are unable to interview one or more of the other HH members, they must mark the cases as 'Ready to Transmit.'

Once transmitted, a sufficient partial changes from 204 to 203. This sufficient partial 203 goes to the Partial section of Supervisory Review in ROSCO where it can be accepted, reassigned to another FR, or eliminated. When a sufficient partial is reassigned, the responsible FR can be changed, if appropriate.

All sufficient partials must be accepted, reassigned, or eliminated out of the Partial section of Supervisory Review before the RO can close out the interview period.

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 view the current status, outcome, notes, and other data for the case. You also use this screen to reassign cases from one 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:

- Click on Operations ➔ Check-in/Status ➔ View/Reassign Cases.

View/Reassign Cases (continued)

- The Query dialog box is displayed. Here you will designate the cases to display on the View/Reassign Cases screen.
- 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.

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.

Once assignments are released, they no longer appear in the Make/Adjust Assignment window. They do display on the View/Assign window.

Reassigning a Case on the View/Reassign Screen

To reassign a case to a different FR using the View/Reassign Cases screen:

- Select one or more cases.
- Click the Reassign icon on the toolbar or select Reassign from the Options menu.
- 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.

Reassigning a Case on the View/Reassign Screen (continued)

- "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. *Note: this is the default option*.
- "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.

➢ Click on the Save icon to save your changes.

➢ 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.

The outcome of the reassigned cases is 200 and the date checked in is blank.

Run Check-In

Running Check-In updates ROSCO with the most recent changes in the FRs' assignments. Check-in runs automatically four times each day: 8:05, 12:05, 16:05, and 18:05.

Additionally, ROSCO allows users to request additional check-ins at any time using the Run Check-in activity as follows:

➢ Click on Operations ➔ Check-in/Status ➔ Run Check-in.

➢ Click "Yes" on the Check-In Dialog Box to verify that you are sure you would like to run check-in.

Run Check-In (continued)

- A message box is displayed informing you that 'Check-In has been requested.'
- 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.

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Chapter 7: End of the Survey Cycle

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Topic 1: Closeout Duties

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 and received and all cases must be resolved in Supervisory Review. This chapter provides a review of the closeout process.

Closeout Duties

Closing out an interview period on time 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.

Before closeout, the RO should use the following activities to ensure that all cases are checked in and cleared from Supervisory Review:

- Resolve Missing Cases screen
- Daily Receipts Report
- Cases Not Checked-In Report

Once you have accounted for all of your cases, notify your NCVS liaison at HQs. 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 on the calendar 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
- 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.

Final Transmission

The FRs must make their final transmissions the night before closeout day. If, for example, Tuesday is a closeout day, FRs must make a final transmission on Monday night.

Topic 2: Resolving Missing Cases

Resolving 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 are 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 → Closeout/Cleanup → Resolve Missing Cases/Closeout.

The Resolve Missing Cases screen consists of eight tabs:

- Cases Not Checked In And Not In Sup Review
- Cases Not Checked In And In Sup Review
- Cases Not in MCS
- Cases Awaiting Delivery To MCS
- Flagged As Potentially Dangerous And Not Submitted To DAD
- Cases Awaiting Acknowledgement By MCS
- Checked In And Duplicate In Sup Review
- Cases Checked In But In Sup Review

Some of these tabs are described further in the sections that follow.

Cases Not Checked In And Not In Supervisory Review Tab

Cases on this tab are **not** in Supervisory Review and were **not** checked in to 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:

Cases Not Checked In And Not In Supervisory Review Tab (continued)

- Reassign – Use this activity to reassign case(s) to another FR in order to resolve the case and transmit it in.
- Transmit – Use this activity to immediately transmit reassigned cases to be picked up by FRs.
- Resolve – Use this activity to accept the previously received version of a case, if you 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 And In Supervisory Review Tab

Cases under 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 under this tab were delivered to the Master Control System (MCS) but receipt of the cases was not acknowledged by the MCS. Presumably, cases under this tab are in ROSCO but never made it to the MCS, so the RO should first try to resend the case rather than have the FR retransmit or reassign the case.

You may closeout even if there are cases under 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 Awaiting Delivery to MCS

Cases under this tab were checked in and are waiting to be delivered to the MCS. You may closeout even if there are cases under this tab. No action is necessary on your part to resolve these cases.

Flagged as Potentially Dangerous Cases and not Submitted to DAD Tab

Cases under 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 the DAD RO Manual.

Note: A case must be checked-in to ROSCO before you can submit it to DAD for approval.

Topic 3: Closeout

Closeout Activation

Once there are no more cases listed under both the "Cases Not Checked In And Not In Supervisory Review" tab AND the "Cases Not Checked In But In Supervisory Review" tab, the Closeout icon ('the hand') is activated. Prior to being activated, the Closeout icon is displayed in grayed text indicating it is inactive.

Click the activated Closeout icon to close out. Clicking the Closeout icon 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 in the Preliminary Response Rate Report that is sent to you the day after closeout. When MCS receives the closeout file, it automatically checks to make sure all cases are accounted for.

Closeout Time

The monthly closeout date and time are listed in the monthly NCVS Office Memo and Calendar.

Closeout Confirmation

Call FLD LCSB at HQ as soon as you closeout (click the Closeout icon). FLD LCSB then alerts TMO Support staff that the RO is closed out and to look for the MCS confirmation file.

- If the MCS file indicates all cases are accounted for, FLD LCSB notifies the RO staff that closeout is complete.
- If the MCS file indicates that one or more cases is not accounted for, FLD LCSB notifies the RO that closeout is not complete. TMO Support staff may be able to find the missing case(s) in the system, or it may require a retransmission of the missing cases by one or more FRs.

Reopening for Late Arriving Cases

If FRs call on closeout day to indicate they have more completed interviews to send in after you have closed out, you can reopen ROSCO to accept the late arriving cases as long as at least one other RO has not yet closed out. To reopen:

- Call HQ-FLD-LCSB to request a "reopen."
- FLD-LSCB notifies TMO Support to reopen the office. This takes only a few minutes.
- After you check in the late arriving cases, click the Closeout icon.
- If the Closeout icon 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, and FLD-LCSB staff will call back with a confirmation within a few minutes.

Your last closeout time will be documented on the Preliminary Response Rate Report.

Topic 4: Reviewing Type A Noninterviews

Review/Charge Type A Noninterviews

The FSs/SSFs have the opportunity to review Type A cases and adjust which FR should be 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.

To access the Review/Charge Type As screen:

- Click on Operations ➔ Closeout/Cleanup ➔ Review/Charge Type As.

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.

To display previous versions of a case, click on the drop down window in the FR Code column. The following information is displayed:

Review/Charge Type A Noninterviews (continued)

- Case Activity
- Assigned FR
- Checked-In status
- Outcome Code
- Dates Assigned and Received

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.

Reviewing Type As

Some Type As will read 'Pending' in the RO Approval Pending column. In most cases, Type As should be charged to the Responsible FR.

If, for some reason, the RO wishes to excuse an FR of a Type A charge, supervisors can select from the following options in the 'What to charge with Type A' column:

- 'FS Responsible FR'—This option will move the Type A from the FR to the FS responsible for the FR.
- 'RO (proposed)'—This option will propose moving the Type A from the FR to the RO to which the FR is assigned. The supervisor must explain the justification for the proposal, and then the SSO will review the proposal and select one of the following:
  - 'Approve'—This option accepts the proposal and moves the Type A to the RO.
  - 'Reject'—This option rejects the proposal and moves the Type A charge back to the FR.

All pending Type As must be approved or rejected before closeout.

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 is displayed 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 is charged with a Type A noninterview.
- Click on Insert to add a case that is not on the list. The Control Number Search window is displayed.
  - 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.
  - Select the FR code to be charged with the Type A for the case, or type in the FR code.
  - 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.

Review Converted Type A Noninterviews (continued)

Cases listed on this screen do not negatively affect the RO's 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 5: Closeout Reports

How to Generate Reports

There are a number of reports available in ROSCO for RO staff to use to evaluate performance for an interview period after closeout. To generate these reports:

- Click on Operations ➔ Reports ➔ Closeout/Clean-Up.

The different types of available reports are described in this topic.

After you have generated the report, you can click the Print icon to print the reports.

Report Descriptions

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. The report options are listed below.

Converted Cases by FR Code Report

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.

Final Status Report (CAPI 7)

The Final Status report provides a summary of results of each FR's assignment for an interview period, such as assignment workloads, numbers of noninterviews, response rates, etc. You can generate this report sorted by FR Code, FS Code, or SSF Team. This report has a line for each FR who completed work during the interview period.

Final Outcome Code Report (CAPI 8)

The Final Outcome Code report provides a summary of counts of cases with each outcome code for each FR. The report columns display Outcome, Action, and Count.

You can generate this report by FR Code, FS Code, or SSF Team.

Type A, D, and Z Report (CAPI 6)

The Type A, D, and Z report provides a listing of all Type A, D, and Z cases, sorted by FR, with subtotals for each.

For NCVS, there is no Type D classification and thus this type of noninterview will not appear on the report.

A Type Z interview in NCVS indicates labor force items were not collected from an eligible household member.

Type Cs and Extras Report

The Type Cs and Extras report provides a listing of the Control Number, Outcome Code, and Description of each Type C case accepted during the selected interview period.

Extra units—that is, unlisted living quarters associated with a sample unit discovered during the interview—are not collected in NCVS and should not appear on this report.

Contact History Instrument (CHI) Reports

The CHI reports list several categories to help determine why certain outcomes were reached. These reports are FR specific and, depending on the specific report selected, can inform of the strategies used, times and days of contacts, and any type of reluctances encountered during the contact.

Contact History Instrument (CHI) Reports (continued)

The CHI reports are as follows:

- CHI 1 – Cases Not Checked In report
- CHI 2 – Type A report
- CHI 2z – Type Z report
- CHI 3 – Type of Contact report by FS
- CHI 3 – Type of Contact report by FS/PSU
- CHI 3 – Type of Contact report by FS/ZIP
- CHI 4 – Number of Attempts report by FR
- CHI 5 – FR Contact Attempts report
- CHI 6 – Zero Attempts report

Topic 6: Clean Up Operations

Clean Up Laptops

FRs should cleanup the laptops for a particular interview period once the RO gives permission to proceed. This usually occurs a week or so after feedback for the closed out month, which is about a month and a half after close out.

For example, feedback for January begins in the month of February, and this feedback ends the first week in March. So, the FRs should cleanup the January interview period during the second week in March.

To clean-up an interview period from all NCVS FRs' laptops:

1. Click on ➔ Operations menu ➔Closeout/Clean-Up sub-menu➔ Clean-Up Laptop activity.
2. Click "Yes" on the confirmation message to continue.
3. The following message is displayed:

   "Request to start job for Laptop Clean-Up successfully submitted. This may take a few minutes."

4. Click OK.

When you select Cleanup for an interview period, a cleanup file (.clnp) is put on the server for each FR. When they pick up the .clnp file, it will remove the interview period from their laptop.

You can see the /clnp files in the Out Directory a few minutes after you click OK

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Chapter 8: Reinterview

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Topic 1: Overview of NCVS CAPI Reinterview

Overview

The Census Bureau and the survey sponsor, the Bureau of Justice Statistics, are committed to collecting quality data and providing accurate and reliable statistics about victims of crimes in the United States. Although most FRs conduct interviews properly and effectively, some do not follow appropriate survey procedures and others may even falsify data. For this reason, NCVS conducts Quality Control (QC) reinterview (RI). The main objective of QC RI is to detect and deter data falsification. We do this by identifying those FRs who are suspected of:

- Falsifying interview data,
- Misclassifying eligible household units as noninterviews to avoid interviewing them,
- Not following established interview procedures with respect to being polite, using laptops for personal visit interviews, and collecting household roster data.

QC reinterview is conducted in both CAPI and CATI.

Topic 2: Descriptions of Reinterview

Types of Reinterview

The primary goal of QC reinterview is to detect and discourage FR data falsification. The reinterview sample is selected at HQ right after assignments are released.

In addition to the QC reinterview selected by HQ, the RO can select FRs for supplemental QC reinterview, if they deem it necessary. The supplemental QC reinterview sample can be selected before or after assignments are released.

How many cases get reinterviewed?

Reinterview is conducted on about 2% of the NCVS workload.

Cases Eligible for QC

Cases eligible for the QC Sample include all interviewed cases, as well as Type B and Type C noninterviews.

Type A noninterviews are not eligible for reinterview.

Also not eligible are any cases conducted during an observation and cases which were reassigned to another FR.

Centralized Reinterview

All NCVS QC reinterview cases are first sent to the Tucson Contact Center (TCC) where TCC staff try to conduct QC reinterview cases on the Telephone.

If TCC is unable to make contact with a case by phone, the case is recycled to the ROs.

Cases without phone numbers are recycled to the ROs immediately.

About half of the reinterview cases recycle.

Eligible Respondents

The reinterview respondent should be the household respondent, family respondent, or sample adult respondent from the original interview (for complete original interviews or sufficient partials). If the original respondent is unavailable, the reinterview may be conducted with another knowledgeable household member who is at least 15 years of age.

Personal Visits

For cost efficiency, the first contact attempt for all reinterviews should be by phone. If no phone verification is possible, attempt to complete the reinterview by conducting a personal visit. If the household is more than 50 miles away, get supervisory approval before conducting the personal visit.

50 Mile Rule

The '50 Mile Rule' states that if a household or noninterview can't be reinterviewed by telephone and is more than 50 miles from the nearest available FR or reinterviewer, the RO may classify that case as, "Type A - RO discretion - 50 Mile Rule".

The 50-Mile Rule is available to the ROs but not required. Because the RO is budgeted for 10 percent of their reinterview cases to be conducted by personal visit, the RO has the option to conduct these personal visits regardless of the 50 Mile Rule.

Who May Conduct Reinterview

FSs, SSFs, SSOs, supervisory survey clerks, or any member of the RO management staff may conduct NCVS QC reinterviews. The reinterviewer must be familiar with the NCVS and be trained on reinterview procedures. Additionally, the reinterviewer cannot be in the direct line of supervision of the FR being checked.

Supervisor's Responsibility

The SSO has the responsibility to:

- Assign all eligible QC reinterview cases to a reinterviewer,
- Assure all eligible QC reinterview cases are assigned and transmitted to a reinterviewer. This includes monitoring recycle from CATI on a daily basis,
- Assure all eligible QC reinterviews are completed and transmitted before the closeout date,
- Flag FRs for supplemental reinterview when necessary,
- Follow up and resolve all cases suspected of falsification.

Topic 3: Sample Selection

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 sends 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.

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 progress reports.

Supplemental Reinterview

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 Supplemental QC Sample

Supplemental QC reinterview additions are made in two windows of time:

- **Before** assignments are released, in which case the supplemental cases are selected by HQ along with regular QC and RI cases.
- **After** assignments are released, in which case the RO staff selects the cases.

Timing of Reinterview

Reinterview cases should be assigned as soon as possible. Reinterviews should be completed within two weeks of the original interview.

Activating Inactive Cases

All cases in the FR's original assignment that are eligible for reinterview, but have not been selected for random or active supplemental reinterview are considered inactive supplemental cases**.** Additional cases may be activated if you are not sure whether to suspect falsification.

Activating Inactive Cases (continued)

Only RO management can activate inactive cases. Inactive cases should only be activated if you intend to reinterview those cases.

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

The input file for the activated cases will be transmitted to the assigned reinterviewer when he/she makes his/her reinterview transmission.

Assigning Cases

To Whom

Once assignments for NCVS are checked in and HQ has loaded the reinterview cases into the *Reint-Status* table, ROs assign reinterview cases to reinterviewers for each assignment period. You will get the list of all possible reinterviewers. When making reinterview assignments, be aware that most of these cases will be worked in CATI. You should assume over 50% of the cases will be worked in CATI and not by your reinterviewers. Also, keep in mind that some will never be reinterviewed at all because they are ineligible.

Timing

QC cases must be sent out to the reinterviewer one to three days after the original interview, and completed within two weeks of the original interview.

Confidentiality

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 when FRs have advance knowledge that any of their cases will be reinterviewed.

Topic 4: Laptop Operations

Location

The NCVS reinterview is treated as a separate survey and thus it is not part of the NCVS survey case management system. Instead, since NCVS RI is a stand-alone survey, it has its own stand-alone application on the laptop.

Load Reinterview Software

Each person authorized to do the NCVS reinterview must have the NCVS reinterview software loaded on his/her laptop before receiving reinterview cases. All reinterviewers and office staff can pick up the reinterview instrument once it is available on the CAPI server by performing a full transmission.

Reinterviewer Transmissions

Until the first reinterview case appears in the reinterviewer's Case Management, the reinterviewer's laptop will not indicate if he/she will be receiving a reinterview assignment that week. After each transmittal, the reinterviewer should check the reinterview case management to see if he/she received any (more) reinterview cases.

Reinterviewers should also check their mail messages daily to see if the RO has sent a message alerting them of a reinterview assignment.

Case Management

Reinterview case management screens and functions are almost identical to the NCVS case management screens and functions. Information that appears on the reinterview case management will be taken from the original NCVS interview.

Topic 5: Conducting the Reinterview

Quality Control Reinterview Instrument

The questions that appear in the QC reinterview instrument largely depend on whether the original outcome was a noninterview or a completed/sufficient partial interview.

Reinterview Questions for Completed Original Interviews

The following questions will be asked for completed original interviews and sufficient partials. All automatic fills are italicized.

Interview Verification

- Did the interviewer visit in person or call on the telephone?
- Was the interviewer polite and professional?
- About how long did the interview last?
- Did the interviewer use a laptop computer? (For personal visits only)

Content Verification

The following questions are only asked when there is a response from the original interview. A subset, or possibly none, of these questions will be asked in reinterview. The instrument will display the appropriate questions.

- Is the household roster correct?
- Did the interviewer ask about work, pay, or business?

Reinterview Questions for Type B or C Noninterviews

The reinterviewer will ask the following questions for Type B or Type C Noninterviews.

- Did an interviewer visit or call regarding (*sample address*)?
- Was the interviewer polite and professional?
- Did they use a laptop? (personal visit only)
- Confirmation of the status on interview date.

Notes

The reinterviewer should place details that will further explain the reinterview case in *RI Notes* at the end of the reinterview. This should include: the person with whom the reinterviewer spoke; what errors, if any, were discovered; if falsification was suspected, the reasons why; any other information the RI respondent provided.

Viewing the Reinterview Notes

After a reinterview is completed, reinterviewers will be asked if they are ready to wrap up the case. If the answer is "No", the reinterviewer will be able to get back in the instrument and only view the notes. Reinterviewer will then be asked if they are ready to "wrap up" the case. A case must be wrapped up to be transmitted. You can also use case management to view notes.

Reinterviewer's Manual

For more details on reinterview, refer to the NCVS-546, Reinterviewer's Manual.

Topic 6: QC Reinterview Outcome and Action Codes

Overview

Reinterview outcome codes are separated into two groups: no suspected falsification and suspected falsification. Many of the outcome codes are the same, but the reinterview disposition code is different. Cases suspected of falsification have a reinterview disposition code greater than or equal to 060.

The tables on the next 4 pages show the outcome/action codes for the situations of **Not Suspected of Falsification** and **Suspected of Falsification. The outcome codes in parentheses are the outcome codes if the case is a CATI case.**

NOT SUSPECTED OF FALSIFICATION			
Disposition (QC Outcome Subtype)	**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 (continued)			
017	226 (398)	31	Vacant, regular or seasonal
019	227 (398)	31	Vacant, storage of household furniture
020	230 (398)	31	Converted to temporary business or storage
021	231 (398)	31	Unoccupied tent or trailer site
022	234 (398)	31	HH institutionalized or temporarily ineligible
023	228 (398)	31	Unfit to be demolished
038	224 (398)	31	Entire HH under age limit
039	225 (398)	31	Temporarily occupied by persons with URE
041	233 (398)	31	Other Type B
Type Cs			
024	240 (398)	41	Demolished
025	241 (398)	41	House or trailer moved
026	243 (398)	41	Converted to permanent business or storage
027	245 (398)	41	Condemned
030	250 (398)	41	Deceased
031	251 (398)	41	Moved out of country
042	248 (398)	41	Other Type C
Type Ds			
032	360 (398)	51	HH replaced by new HH since original interview
Discrepancy Cases			
005	301 (398)	11	Discrepancy - not all questions asked in original interview
009	301 (398)	11	Discrepancy - incorrect household roster
012	301 (398)	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, ROSCO problems)
057	312	21	RO discretion - temporary (other)

SUSPECTED FALSIFICATION			
All cases with disposition codes greater than or equal to 060 are suspected of falsification (SF)			
Disposition (QC Outcome Subtype)	**Outcome**	**Action**	**Description**
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 (399)	31	Vacant, regular or seasonal
073	227 (399)	31	Vacant, storage of household furniture
074	230 (399)	31	Converted to temporary business or storage
075	231 (399)	31	Unoccupied tent or trailer site
076	234 (399)	31	HH institutionalized or temporarily ineligible
077	228 (399)	31	Unfit, to be demolished
091	224 (399)	31	Entire HH under age limit
092	225 (399)	31	Temporarily occupied by persons with URE
094	233 (399)	31	Other Type B

Type Cs			
078	240 (399)	41	Demolished
079	241 (399)	41	House or trailer moved
080	243 (399)	41	Converted to permanent business or storage
081	245 (399)	41	Condemned
083	250 (399)	41	Deceased
084	251 (399)	41	Moved out of country
095	248 (399)	41	Other Type C
Type Ds			
085	360 (399)	51	HH replaced by new HH since original interview
Misclassified Cases			
096	301 (399)	11	Originally classified as a B, should have been an Interview or Type A
097	301 (399)	11	Originally classified as a C, should have been an Interview or Type A
099	301 (399)	11	Originally classified as a B, should have been a C
101	301 (399)	11	Originally classified as a C, should have been a B
103	301 (399)	11	Other misclassification - specify in the notes
Discrepancy Cases			
061	301 (399)	11	Discrepancy - incorrect household roster
062	301 (399)	11	Discrepancy - not all questions asked in interview
066	301 (399)	11	Other discrepancy - suspected falsification
112	302 (399)	11	Discrepancy – laptop not used

Topic 7: Falsification, Feedback, and Follow-up

What is Falsification?

Data falsification occurs when an FR knowingly deviates from interviewing procedures. Falsification includes any of the following:

- Making up some or all information.
- Deliberately miscoding the answer to a question to avoid follow-up questions.
- Misclassifying occupied units as Type B or Type C noninterviews to avoid interviewing (including Screened Out cases).

Suspected Falsification

There must be follow up on any cases where falsification is suspected. Reinterviewers should not be afraid to suspect falsification. It is better to suspect falsification, investigate it, and clear it, than to leave any issues unresolved.

For some discrepancies, suspected falsification is automatic.

RO management can place any interviewer in supplemental reinterview whenever a reinterviewer cannot determine whether to suspect falsification or not. Also, RO management decides whether to place that interviewer in supplemental reinterview for the next assignment period or to activate additional cases for the FR.

All cases suspected of falsification should be transmitted to the RO nightly. The RO will then fill out the automated Form 11-163, *Field Representative Data Falsification Followup and Quality Assurance Form*. For every suspected falsification case there must be an 11-163 form, even if you determine the case is a fail-to-follow procedures. See the 11-164 manual for information on filling out the form and timing.

Suspected Falsification (continued)

It is very important that action is taken on every suspected falsification case in a timely manner. If, after the initial review of the case, any possible falsification could have occurred, you must follow the proper steps listed in the ROAM, including issuing a 5-day letter and removing the laptop from the FR until the investigation is complete.

The RO may require you to check additional cases from the FR and may request assistance in completing the 11-163. **The SSO should continue monitoring the FR and the investigation until the issue is resolved.**

Reinterviewer Requirement for Suspecting Falsification

The Demographic Statistical Methods Division (DSMD) at Census HQ requires that reinterviewers **must** suspect falsification in the following situations:

1. Respondent reports that they were not interviewed for the NCVS. In this situation, the original data could be falsified.
2. Respondent reports that no laptop was used on a personal visit interview. The integrity of the original interview is compromised when a laptop is not used, since you cannot ensure that all appropriate questions have been asked.
3. The case was incorrectly classified as a Type B or Type C noninterview when eligible respondents occupied the unit. FRs may intentionally classify sample household units as noninterviews to avoid interviewing and prevent further contact in RI.

No Errors

When there are no discrepancies discovered during reinterview, the reinterviewer should contact the FRs to commend them on a job well done.

Minor Errors

If there are minor discrepancies, the reinterviewer or the supervisor should call and discuss them with the FR. The reinterviewer should offer suggestions for correcting faulty techniques or wrong concepts.

Serious Errors

If there are indications of serious errors or possible falsification, the SSO should be the one to discuss the reinterview with the FR. In this case, the reinterviewer should not call the FR regarding reinterview or mention to the FR that he or she had been in reinterview. It is possible that the SSO may elect to put the FR in supplemental reinterview the following week(s) to resolve any questions about the quality of the FR's work.

The SSO, in consultation with the Coordinator, may elect to retrain FRs whose reinterview indicates they are having serious problems with the survey concepts, procedures, or interviews.

This may be done by a phone discussion, by special needs observation, or by having the FR attend all or part of initial training again.

Topic 8: Reinterview Closeout Operations

Getting Started

In order to closeout NCVS RI each week, the RO staff must follow-up on any outstanding cases, handle last minute technical problems, and resolve any cases in RI Supervisory Review. Your primary tool for closing out reinterview 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. However, there is one tab on the Resolve Missing Reinterview Cases screen that is not on the Resolve Missing Cases screen. This tab is titled Cases With No Input Received. Cases under this tab were selected for reinterview but never received an input file to allow them to be released to the assigned reinterviewer. **You will not be able to closeout reinterview 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" appears 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 LCSB liaison(s).

Reviewing the Missing Reinterview Input for Reinterview Cases report throughout the reinterview cycle will prevent problems at closeout due to cases appearing on this tab.

Close Out

Once all cases from the Resolve Missing Reinterview Cases screen have been accounted for, the Closeout icon will display the image of a hand. Before you click on the Closeout icon, you must make sure that all cases have been resolved. Hit the Closeout icon on or before the date specified on your NCVS Monthly Activities Calendar.

The date you closeout reinterview is used to determine when an interview period can be cleaned up. You cannot clean up an intervie period in ROSCO until 90 days after the date of reinterview closeout. If you try to clean up sooner, an error message displays reminding you of the 90-day rule.

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Chapter 9: Noninterviews

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Topic 1: Types of Noninterviews

Overview

A noninterview unit is a sample unit for which an interview is not obtained. The RO staff should expect to encounter noninterviews for a variety of different reasons during the course of field operations. The specifics for each noninterview category are described throughout this chapter.

Introduction to Noninterviews

Noninterview units are classified as Type A, Type B, or Type C. There is a screen for noninterviews within the NCVS instrument. When FRs select the noninterview option, they will be asked under which type of noninterview this case should be classified. Again, the options are:

- Type A
- Type B
- Type C

Once the FR makes the selection, the self-explanatory screens take the FR through the process of entering the necessary data for the noninterview.

Each category of noninterviews is assigned a different outcome code. Once the noninterview case is transmitted to HQ by the FR, noninterviews are sent to supervisory review.

The survey supervisor should review each noninterview, as well as any FR notes, to confirm that the case has been coded correctly.

See Chapter 6 for information and instructions on how to review, reassign, and accept noninterviews through the ROSCO system.

Type A Noninterviews

Type A noninterviews refer to eligible sample units in which the occupants refuse or are not available to be interviewed. For example: temporarily absent or no one home.

FRs should not transmit a case as a Type A noninterview without supervisory approval. Supervisors need to ensure that the FR made every reasonable effort to "convert" a Type A noninterview before the FR transmits the case as a noninterview.

When the FR determines the case is a Type A noninterview and codes it as such, the instrument will take the FR directly to a screen to enter notes about the case. The survey supervisor should check that there are notes for every Type A noninterview.

On the supervisory review screen for Type A noninterviews, the supervisor will see the control number and outcome codes of newly received Type As. The outcome codes and categories are listed in the table below:

Type A Categories Outcome Codes	
Language barrier	213
Unable to locate	214
No one home (NOH)	216
Temporarily absent (TA)	217
Refused (REF)	218
Type A - Other	219

Type A – Other

When you cannot interview at a unit occupied by persons eligible for interview, and the first five Type A categories do not apply, enter 'Other-Occupied', and specify the reason. Reasons may include: 'Death in the family', 'Roads impassable', 'Household quarantined', etc.

Type B Noninterviews

Type B noninterviews refer to households which are not eligible for interview.

Type B noninterviews ARE reassigned in subsequent interview periods.

When the FR determines that the case is a Type B noninterview, the instrument will take the FR directly to the items to end the interview. The outcome codes and categories for Type B noninterviews are listed in the table on the following page:

Type B Categories Outcome Codes	
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.

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 noninterviews refer to sample units which can no longer be lived in or, for some other reason, are out of scope for this survey.

FRs should not transmit a case as a Type C noninterview without supervisory approval. Supervisors need to ensure that the FR has verified the Type C noninterview status before the FR transmits the case as a noninterview.

When the FR determines that the case is a Type C noninterview and codes it as such, the instrument will take the FR directly to a screen to enter notes about the case. The survey supervisor should check that there are FR notes for each Type C noninterview. If the case is a Type C noninterview for a listing or coverage reason, (i.e., outside of segment, merged, etc,) the FR should detail those reasons in the NOTES section of the case.

On the supervisory review screen for Type C noninterviews, the supervisor will see the control number and outcome codes of newly received Type Cs. The outcome codes and categories are listed in the table on the following page:

Type C Categories Outcome Codes	
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
Type C - Other	248
Unlocatable Sample Address	258
Unit Does Not Exist or Unit is Out of Scope	259

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).

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 be different from those who are readily interviewed. Failure to obtain interviews from such persons may introduce a serious bias into the survey.

There is no formula for keeping Type A noninterviews to a minimum. It involves the FR's ability to enlist cooperation from all kinds of people and to plan visits when people are most likely to be home. Experience has shown that Type A noninterview rates fluctuate by area and by season. Consistently low rates in some areas are a tribute to the extra effort of the office staff and FRs.

To aid the supervisory review of cases received as Type As during interview week, the ROSCO system has a daily review and resolve program for noninterviews.

Make every effort to help FRs reduce Type A noninterviews by suggesting ways to obtain an interview in each situation, and by making sure that sample units reported as Type A noninterviews are in fact Type A and not Type B or Type C noninterviews.

Following are some suggestions you can offer the FR for handling units which are tentatively classified as Type A noninterviews. Also consider that any noninterview case can be reassigned to another FR as the survey supervisor sees necessary.

Type A – 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, postal workers, etc. when occupants are most likely to be home, and schedule callbacks accordingly. An inquiry on the first visit can avoid unproductive callbacks when a household is temporarily absent.
- Make additional callbacks when driving near the unit on the way to and from other cases.
- Consider leaving a Request for Appointment form/card (not in the mail box) if, on the first visit to a unit, no respondent is home.
- Visit all cases as early in the interview period as possible.

Type A – Temporarily Absent

It is especially important for the FR to find out from the neighbors, relatives, or friends when a temporarily absent household will return. If the household will return before closeout, the FR should contact the household when they return.

If all members of a household are staying with friends or at a seasonal unit, have the FR attempt to find the location and/or telephone number of where the respondents can be reached. There may be another FR in or close to the area the respondents are staying who can conduct the interview before closeout.

Type A – Refusal

Check the number of refusals reported by each FR, particularly inexperienced ones. If an FR consistently reports refusals, schedule him/her for special needs observation. Perhaps he/she is giving up too easily or is not adequately explaining the survey.

Type A – Refusal (continued)

Discuss refusals and offer the following suggestions:

- Explain clearly to the respondent the importance of the survey, and emphasize the confidentiality of the information.
- Be sure the household has an introductory letter. Leave other materials which explain the survey, if that would likely to help.
- Introduce yourself and explain the survey to local authorities who may receive calls from respondents inquiring about NCVS.
- Review the FR Manual for the variety of approaches to be made to respondents.

Send Refusal Letters

FRs may encounter respondents who offer resistance or who do not wish to cooperate in NCVS. In most instances, the FR can explain the purposes of the NCVS sufficiently so that he/she gains the respondent's cooperation. There are cases, however, when the FR may request a letter to be sent to a reluctant respondent. Send a letter to the respondent as soon as a new refusal is reported. Use the ROSCO NCS Respondent Letters Tracking report under Sample Control to monitor respondent letters. There are five types of letters, some of which are available in Spanish. The letters are:

- No One Home (NOH)
- Better Understanding
- Refusal
- Management
- More Information

Depending upon the Type A noninterview, as well as the location of the FR, you may also consider immediately telephoning the respondent to explain the survey and arrange an appointment for the FR.

Send Refusal Letters (continued)

Personal visits require close coordination with on-going work on other surveys to minimize expenses. Supervisors should generally plan to visit refusals which are located within a reasonable distance from where they are working. Consult with the program supervisor when arranging personal visit follow-ups, since those will incur excessive time and money.

Provide Other Assistance

In multi-FR PSUs, consider reassigning refusal cases to another FR 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.

For particularly difficult cases, consider reassigning the case to the RO for follow-up. When a supervisor 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.

When to charge Refusals to the Regional Office

Charge refusals to the Regional Office (Code A01) when they cannot be charged to the FR for any of the following reasons:

- Refusals resulting from the designation of the same unit to different samples or surveys.
- Households for which HQ, the regional director, or assistant regional director instructs the FR to discontinue attempts.

Households not Interviewed for Other Reasons

For Type A noninterviews which could not be interviewed for such reasons as impassable roads or sickness in the household (or quarantine), instruct the FR to contact the household later in the interview period. If the situation has changed, an interview may be obtained; otherwise, the case should be reported as a Type A – Other.

Topic 3: Office Procedures for Type B Noninterviews

Overview

When a unit is reported as a Type B noninterview, make sure to review the case notes first to ensure the FR marked the classification correctly. (Refer to the NCVS Interviewing Manual for specific instructions for marking each category.)

Once a case is accepted as a Type B noninterview, it will return in subsequent months as a Type B for field verification by an FR. Some Type B cases may convert back to living quarters in future months.

Topic 4: Office Procedures for Type C Noninterviews

Overview

Type C noninterviews are households which are ineligible for the NCVS sample. Once a case is accepted as a Type C noninterview, it will not return to sample.

All Type C noninterviews stop in Supervisory Review, where the supervisor must determine to accept, eliminate, or reassign them.

Reinstating Type C Noninterviews

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.

Chapter 10: Security

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Topic 1: Security

Overview

This Chapter outlines policies, procedures, and guidelines for the implementation and maintenance of Field Division security for the Regional Offices and for individual Field Representatives (FRs). It is consistent with the requirements of the Computer Security Act of 1987, OMB Circular A-130 (Management of Federal Information Resources) and all existing Federal regulations, policies, procedures and standards.

Computer Security Act of 1987

The Authority for the security regulations of the Census Bureau is based on the Computer Security Act of 1987 – P.L. 100-235. This law requires each Federal Agency to identify which of its computer systems have sensitive information and establish a plan for maintaining the security and privacy of such information, compatible with the magnitude of harm resulting from loss, misuse, or unauthorized access of the information. The law also requires training for persons who manage or operate Federal computer systems. It is the intention of Field Division to carry out this law by requiring all employees to comply with the practical procedures found in this Chapter.

Computers and Confidentiality

Respondents and employees may have concerns about the confidentiality and protection of data when information is stored and transmitted by computers. Here are some issues that RO and field personnel should be aware of:

Computers and Confidentiality (continued)

- Confidential information can be better protected inside a computer than on paper forms, since a password is required to enter the computer program and access the files.
- Census Bureau policy prohibits employees from using their computers for non-work activities or permitting anyone else to use their computers for any purpose.
- The data from all interviews done in one day are combined into a single compact file which is transmitted as a continuous stream of data, not as individual cases.
- The interview data pass over the cable, telephone, and wireless lines in a form that makes it difficult to identify the data items, even if a transmission were somehow intercepted.
- Access to Census Bureau central computers by hackers is prevented by using secure cable, telephone, and wireless lines to connect the ROs with HQ, and by receiving transmissions from FRs on a group of small computers that are isolated from the Census Bureau's main network.

Regional Responsibility

The Assistant Regional Director (ARD) is responsible for overall security within the RO. Regional Offices must implement computer related security procedures and report the status of operations and any problems to the ARD.

The operational monitoring of security comes under the jurisdiction of the Survey Supervisor. Each Survey Supervisor is responsible for security in his/her area and will establish and monitor security procedures.

The regional office computer specialist, automation coordinator, supervisor, or other knowledgeable person must train all appropriate personnel on computer security matters.

Data Security

The information stored on the PC or laptop is of critical value to the Census Bureau. It is important for all personnel to remember the following points:

- The security and maintenance of the data are vital to the success of the NCVS CAPI system.
- The data must not be lost, stolen, or damaged.
- It is important to protect the data from hardware and software failures, catastrophes, vandals, and persons who would misuse the data.

Environmental Security

Environmental security requires measures for the protection of the structures housing the computer, related equipment, and their contents from damage by accident, fire, and environmental hazards.

Each RO should make a detailed list of the contacts for service of support equipment. This includes HVAC unit service, building service, and electrical service. Post the list in a conspicuous place in the computer area.

FRs and Regional personnel should refrain from smoking, drinking or eating in areas close to any computer and should exercise caution, especially in the field, not to operate equipment under hazardous conditions.

Physical Security

Physical Security refers to the safeguarding of agency equipment and materials from theft, vandalism, and unauthorized use. Such equipment and materials include computers, modems, disks, and printouts.

In the RO, physical security involves the use of locks, guards, badges, and similar administrative measures to control access to the computers and related equipment. Physical Security in the field requires FRs to exercise proper care to protect Bureau property, especially from theft and unauthorized use.

Computer-Generated Materials

Computer printouts and drafts containing sensitive information, such as payroll data or respondent addresses must be held in a secure location. This also includes printouts of system information.

Dispose of these materials in a manner appropriate to their sensitivity. Sensitive Field and RO materials should be held in the office in separate containers until instructions are given for shredding, incineration, or other disposal methods. The survey supervisor will instruct the FRs regarding the proper mode of disposal.

The ARD may authorize local disposal of confidential materials for the RO and field personnel. In this case, an employee with security clearance will accompany the material and witness the destruction.

Software Security

Bureau computers must not be used for any purposes other than official business. Employees may not use, or allow others to use, agency equipment and materials for personal work or play.

Passwords

Passwords are the most common means of verifying an authorized user's identity and are an important method of protecting computer data. Passwords are required for any on-line access to computers and occasionally for access to particular files.

Selecting a Password

In most cases, passwords may consist of any combination of letters and numbers as long as the total number of characters equals twelve. An ideal password is an obscure mixture of numbers and letters, but fragments of several words or one badly misspelled word may also be used. One might, for example, think of an unusual word, then misspell it or rearrange the letters, and finally throw in a digit or two someplace. **Do not use common English words.**

Selecting a Password (continued)

Laptop users are required to change their password on a regular basis.

Protecting Passwords

Intruders can easily circumvent the protection afforded by passwords if users do not take basic precautions to safeguard passwords.

Have users memorize passwords. It is against Bureau regulations to write down a computer password. Users must remember passwords reliably.

If an RO password is forgotten, the ROCS will need to provide assistance.

Sign-on Attempts

Access procedures will allow only a limited number of sign-on attempts before stopping further use of the log-on. The number of sign-on attempts allowed may vary with the degree of security required. In general, Field Division allows three attempts.

Unauthorized Software

Users must not add any unauthorized software to the hard drive, or download or run from a disk any software not provided to them by the Census Bureau.

The use of any unauthorized software on a computer introduces the risk of contamination by a virus—a computer program that damages or writes over other files.

Use of unauthorized software may take up working memory needed for official work, which can directly interfere with the operation of official software.

Alteration of Authorized Software

Computer-assisted data collection and management requires uniform materials and procedures. Users should not attempt to make any changes to existing software on computers. Users must never alter any programs or files in an attempt to make the software operate differently. Such alterations defeat the uniformity that operations require and make it difficult or impossible to provide technical support.

Topic 2: Personally Identifiable Information

Overview

Personally Identifiable Information (PII) is any information about an individual maintained by an agency, including, but not limited to, education, financial transactions, medical history, and criminal or employment history and information which can be used to distinguish or trace an individual's identity, such as their name, social security number, date and place of birth, mother's maiden name, biometric records, etc., including other personal information which is linked or linkable to an individual.

Below is a list of Devices and Forms that may potentially contain PII:

- Laptop Computers
- Memory Keys (flash drives, thumb drives, memory sticks)
- CDs and DVDs
- CAPI-35 assignment sheets

Notification Procedures for Loss of PII

Within ONE HOUR of loss or suspected loss of PII, the BOC Computer Incident Response Team (CIRT) must be notified by calling (877) 343-2010. Please provide the CIRT with the following information:

- Employee name and phone number(s)
- Regional Office name
- Date and Time of incident
- Device or Item that was lost or stolen
- Description of what happened
- Are the data encrypted?
- Is the device password protected?

Notification Procedures for Loss of PII (continued)

In addition to reporting to the CIRT, notify the local law enforcement and obtain a police report. For more information on the security of PII information, please refer to the 11-2 (WIN) Regional Office Laptop Control Manual.

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NCVS-572(L) LOS ANGELES
(12-2017)

UNITED STATES DEPARTMENT OF COMMERCE
Economics and Statistics Administration
U.S. Census Bureau
Washington, DC 20233-0001
OFFICE OF THE DIRECTOR

A Message from the Director, U.S. Census Bureau...

Dear Resident:

Your address has been selected to participate in the **National Crime Victimization Survey**. The survey collects information about the type and amount of crime committed against people in the United States. The U.S. Census Bureau conducts this survey on behalf of the U.S. Department of Justice.

Since many crimes are never reported to the police, information from this survey is used to get a more complete picture of crime occurring in our country. The information you provide will give a better understanding of crime and its impact on victims. The survey results are used to develop programs to aid crime victims and prevent crime.

The success of this survey depends on your participation. We cannot substitute another address for yours. Your address is part of a scientifically selected sample of addresses chosen throughout the country. Your answers represent hundreds of other households like yours. Your participation is important even if you have not experienced any crime. By law, the Census Bureau can only use your responses to produce statistics. No information about you or your household can be identified from these statistics.

Answers to frequently asked questions are on the back of this letter. If you would like further information, contact your Census Bureau Regional Office at 1–800–992–3530.

You do not need to take any action at this time. A Census Bureau representative will contact you soon to ask your household to complete the survey.

Thank you for your participation.

NCVS-572(L) DENVER
(12-2017)

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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Answers to frequently asked questions are on the back of this letter. If you would like further information, contact your Census Bureau Regional Office at 1–800–852–6159 EXT. 23820.

You do not need to take any action at this time. A Census Bureau representative will contact you soon to ask your household to complete the survey.

Thank you for your participation.

NCVS-572(L) ATLANTA
(12-2017)

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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Answers to frequently asked questions are on the back of this letter. If you would like further information, contact your Census Bureau Regional Office at 1–800–424–6974 EXT. 53943.

You do not need to take any action at this time. A Census Bureau representative will contact you soon to ask your household to complete the survey.

Thank you for your participation.

NCVS-572(L) CHICAGO
(12-2017)

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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Answers to frequently asked questions are on the back of this letter. If you would like further information, contact your Census Bureau Regional Office at 1–800–865–6384.

You do not need to take any action at this time. A Census Bureau representative will contact you soon to ask your household to complete the survey.

Thank you for your participation.

NCVS-572(L) NEW YORK
(12-2017)

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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Answers to frequently asked questions are on the back of this letter. If you would like further information, contact your Census Bureau Regional Office at 1–800–991–2520.

You do not need to take any action at this time. A Census Bureau representative will contact you soon to ask your household to complete the survey.

Thank you for your participation.

NCVS-572(L) PHILADELPHIA
(12-2017)

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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Answers to frequently asked questions are on the back of this letter. If you would like further information, contact your Census Bureau Regional Office at 1–800–262–4236.

You do not need to take any action at this time. A Census Bureau representative will contact you soon to ask your household to complete the survey.

Thank you for your participation.

What is the National Crime Victimization Survey?

This survey collects data about experiences with crime, both reported and not reported to the police. Periodically, the survey includes additional topics such as crime in schools, contacts with law enforcement, and identity theft.

How was I selected for this survey?

The U.S. Census Bureau chose your address, not you personally, to participate in this survey. We randomly selected a sample of addresses across the country to represent the entire population. We need a response from all persons 12 or older in sampled homes to get a complete picture of the types and amount of crime happening in the United States.

Will information I provide be confidential? Is this survey required by law?

The Census Bureau is required by law to protect your information. The Census Bureau is not permitted to publicly release your responses in a way that could identify you or your household. We are conducting this survey for the Bureau of Justice Statistics of the U.S. Department of Justice under the authority of law (Title 13, United States Code (U.S.C.), Section 8). The Bureau of Justice Statistics is authorized to collect this survey information by law (Title 34, U.S.C., Section 10132). Federal law protects your privacy and keeps your answers confidential (Title 13, U.S.C., Section 9 and Title 34, U.S.C., Sections 10231 and 10134). Per the Federal Cybersecurity Enhancement Act of 2015, your data are protected from cybersecurity risks through screening of the systems that transmit your data. This collection has been approved by the Office of Management and Budget (OMB Number: 1121-0111; Expiration Date: 08/31/2018). If this number were not displayed, we could not conduct this survey. Your voluntary participation in this survey is important; however, you may decline to answer any or all questions.

How are the data used?

Data from this survey 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. Examples of reports, tables, and charts that use data from the survey are on the Bureau of Justice Statistics' web site at **www.bjs.gov**.

How long will it take?

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.

I thought that the Census Bureau only counts people every 10 years. What is the Census Bureau doing now?

Besides the decennial census, we collect many different kinds of information through other censuses and surveys. These surveys provide current information on such topics as housing, crime, unemployment rates, health, business, economics and education.

NCVS-572(L)(SP)
(1-2018)

UNITED STATES DEPARTMENT OF COMMERCE
Economics and Statistics Administration
U.S. Census Bureau
Washington, DC 20233-0001
OFFICE OF THE DIRECTOR

Un mensaje del Director de la Oficina del Censo de los Estados Unidos

Estimado Residente,

Su dirección ha sido seleccionada para participar en la **Encuesta Nacional de Víctimas de Delitos**. Esta encuesta recopila información acerca del tipo de crimen y la cantidad de delitos que se cometen contra las personas en los Estados Unidos. La Oficina del Censo de los EE.UU. lleva a cabo esta encuesta por parte del Departamento de Justicia de los EE.UU.

Debido a que muchos delitos nunca son reportados a la policía, la información recopilada en esta encuesta será usada para obtener un panorama más completo del crimen que ocurre en nuestro país. La información que usted proporciona nos ayudará para mejor entender el crimen y el impacto que tiene a las víctimas. Los resultados de la encuesta son usados para desarrollar programas que ayudan a las víctimas del crimen y para prevenirlo.

Su participación es muy importante porque garantiza que los resultados de la encuesta estén completos y sean confiables. No podemos reemplazar su dirección por otra. Su dirección forma parte de una muestra estadística de hogares seleccionadas en el país. Sus respuestas representas miles de hogares como el suyo. Su participación es importante, aún si no ha sido víctima de un crimen. Por ley, la Oficina del Censo solamente puede usar sus respuestas para producir estadísticas. La información que nos proporciona acerca de usted o su hogar no podrá ser identificada al producir estadísticas.

Al reverso de esta carta puede leer las respuestas a preguntas que frecuentemente recibimos. No necesita hacer nada en este momento. Un representante del Censo se pondrá en contacto con usted para pedir la participación de su hogar en la encuesta.

Gracias por su participación.

¿Qué es la Encuesta Nacional de Víctimas de Delitos?

Esta encuesta recopila datos sobre las experiencias con el crimen, ambos reportados y no reportados a la policía. Periódicamente, la encuesta incluye temas adicionales tales como crimen en las escuelas, el contacto con las agencias de orden público, y el robo de la identidad.

¿Cómo fui seleccionado(a) para esta encuesta?

La Oficina del Censo de los Estados Unidos seleccionó su dirección, no a usted personalmente, para participar en esta encuesta. Elegimos una muestra de direcciones para representar todas las áreas de los Estados Unidos. Necesitamos la participación de todas las personas de 12 años y mayor en las direcciones elegidas para ver un panorama completo del tipo de crimen y la cantidad de delitos ocurriendo en los Estados Unidos.

¿Será confidencial la información que proporcioné? ¿Es esta encuesta obligatoria por ley?

La Oficina del Censo de los EE.UU. está obligada por ley a proteger su información. A la Oficina del Censo no se le permite divulgar sus respuestas de manera que usted o su hogar pudiera(n) ser identificado(a)(s). Llevamos a cabo esta encuesta para la Oficina de Estadísticas de Justicia del Departamento de Justicia de los Estados Unidos bajo la autorización de la ley (Titulo 13, Código de los Estados Unidos (U.S.C.), Sección 8). La Oficina de Estadísticas de Justicia está autorizada para recopilar información en esta encuesta por ley (Titulo 34, U.S.C., Sección 10132). La ley federal proteja su privacidad y mantiene su información confidencial (Titulo 13, U.S.C., Sección 9 y Titulo 34, U.S.C., Sección 10231 y 10134). En conformidad con la Ley para el Fortalecimiento de la Seguridad Cibernética Federal del 2015, sus datos están protegidos contra los riesgos de seguridad cibernética mediante los controles aplicados a los sistemas que los transmiten. Esta recopilación de información ha sido aprobada por la Oficina de Administración y Presupuesto (OMB, por sus siglas en inglés) (Número de OMB: 1121-0111; fecha de expiración: 08/31/2018). De no mostrarse este número, no podríamos realizar esta encuesta. Su participación voluntaria a esta encuesta es importante, pero puede decidir no contestar alguna o ninguna de las preguntas.

¿Cómo se usan los datos?

Los datos de esta encuesta proveen información acerca de varios temas relacionadas con el crimen y casos de las víctimas de delitos, incluyendo crimen en las escuelas, las tendencias de los delitos de violencia, el costo de los delitos y la respuesta de las agencias de orden público a las denuncias de los casos de las víctimas de delitos. Hay ejemplos de los reportes, tablas y gráficas donde se usan los datos de esta encuesta en el sitio web de la Oficina de Estadísticas de Justicia en **www.bjs.gov**.

¿Cuánto tiempo durará esta encuesta?

Esperamos que la entrevista durará aproximadamente 25 minutos. Su entrevista tal vez será menos o durará más tiempo dependiendo en su situación. Si tiene algún comentario acerca de esta encuesta o tiene recomendaciones para reducir el tiempo de completar la encuesta, envíalos(as) a Chief, Victimization Statistics Branch, Bureau of Justice Statistics, Washington, DC 20531.

Pensé que la Oficina del Censo solo tiene operaciones cada diez años. ¿Qué hace el Censo ahora?

Además del censo decenal, la Oficina del Censo recopila diferentes tipos de información a través de otros censos y encuestas. Estas encuestas proveen información actual sobre temas tal como las viviendas, el crimen, tasas de empleo, la salud, los negocios, la economía, y la educación.

NCVS-572(L) CHIN-S
(1-2018)

UNITED STATES DEPARTMENT OF COMMERCE
Economics and Statistics Administration
U.S. Census Bureau
Office of the Director
Washington, DC 20233-0001

美国人口普查局局长寄语.....

亲爱的住户：

我们抽中您的住所参与**全国犯罪受害情况调查**。该调查收集针对美国境内居民的犯罪类型和数量的相关信息。美国人口普查局代表美国司法部进行此次调查。

鉴于警方接报的犯罪案件数量远低于实际数量，我们将通过此次调查收集的信息全面掌握我国的案发情况。您提供的信息将让我们深入了解犯罪情况及其对受害者的影响。我们将根据调查结果制定计划，援助犯罪受害者和预防犯罪行为。

此次调查的成功有赖您的参与。我们只能让您按这个住所参与调查。我们用一种科学采样法在全国范围内抽选参与人，您是其中之一。您的回答可以帮助我们了解几百个类似家庭的想法。您的参与很重要，即使您未曾受害于任何犯罪行为。根据法律规定，人口普查局只能用您的回答制作统计报告。 此类统计报告不会包含您或家人的可识别信息。

常见问题解答详见本函背面。您暂时无需做任何事情。不久就会有人口普查局的代表联系您，请您的家人完成此项调查。

感谢您的参与。

什么是全国犯罪受害情况调查？

此项调查收集全国性犯罪遭遇经历，警方接报与未接报的都算。此类调查偶尔收集 其他 信息，如校园犯罪、与执法机构的联系以及身份盗用。

如何被选中参与这项调查的？

美国人口普查局根据您的住所，而不是您个人抽中您参与调查。我们从全国所有住所中随机选出一群人，代表所有居民参与调查。我们要求被抽中参与调查的住户家中年满 12 岁的人士都作答，以便全面掌握发生在美国境内的犯罪类型和数量。

会对我提供的信息进行保密处理吗？这是一项法定调查吗？

法律规定人口普查局必须保护您的信息。人口普查局不能以可识别您或家人的身份的方式公开发布您的答案。我们根据《美国法典》（U.S.C.）第 13 篇第 8 条赋予的权限，代表美国司法部司法统计局开展此项调查。《美国法典》第 34 篇第 10132 条赋权司法统计局收集该项调查的信息。联邦法律《美国法典》第 13 篇第 9 条和第 34 篇第 10231 条和 10134 条保护您的隐私，保障答案的保密性。根据《2015 年联邦网络安全促进法案》，我们将筛选数据传输系统使您的数据无网络安全风险之虞。此次信息采集活动已经管理和预算办公室批准（OMB 编号：1121-0111；有效期至 2018 年 8 月 31 日）。不显示这个编号就不能开展此项调查。您的自愿参与对此次调查很重要，但您可以拒绝回答个别或全部问题。

这些数据将作何用途？

可以根据此次调查获取的信息了解许多犯罪和受害问题，包括校园犯罪、暴力犯罪倾向、犯罪成本、以及执法机构如何应对受害者报案。您可浏览司法统计局的网站 **www.bjs.gov**，查阅一些根据此次调查获取的数据编制的报告、表格和图表范例。

要花多少时间？

我们预计要花 25 分钟作答。实际时间有长有短，要看您的具体情况而定。对此次调查有任何意见或建议缩短作答时间的，都可以致函 Chief, Victimization Statistics Branch, Bureau of Justice Statistics, Washington, DC 20531。

我以为人口普查局每 10 年才进行一次人口普查。
人口普查局现在做什么？

除了十年一次的人口普查，我们还通过其他普查和调查收集多种不同信息。这些调查提供住房、犯罪、失业率、健康、商业、经济和教育等方面的最新信息。

NCVS-572(L) KOR
(1-2018)

UNITED STATES DEPARTMENT OF COMMERCE
Economics and Statistics Administration
U.S. Census Bureau
Office of the Director
Washington, DC 20233-0001

미국 인구조사국 국장의 메시지

거주자 귀하:

귀하의 주소가 **전국 범죄 피해 설문조사**에서 설문 대상으로 선정되었습니다. 이번 설문조사에서는 미국에서 사람을 대상으로 발생하는 범죄의 유형 및 규모에 관한 정보를 수집하게 됩니다. 이번 설문조사는 미국 법무부를 대신하여 미국 인구조사국에서 실시합니다.

많은 범죄가 경찰에 전혀 신고되지 않고 있는 만큼, 이번 설문조사를 통해 수집되는 정보는 미국 내 범죄 발생 현황을 보다 포괄적으로 파악하는 데 이용될 예정입니다. 귀하가 제공하는 정보는 범죄의 발생 그리고 피해자에게 미치는 영향을 보다 정확히 이해하는 데 큰 도움이 될 것입니다. 설문조사 결과는 범죄 피해자 지원 및 범죄 예방 프로그램을 개발하는 데 사용됩니다.

이번 설문조사의 성공 여부는 바로 귀하의 참여에 달려 있습니다. 귀하의 주소는 다른 주소로 대체하는 것이 불가능합니다. 귀하의 주소는 전국에 걸쳐 과학적인 기준에 따라 선정된 표본 가운데 하나이기 때문입니다. 귀하의 응답은 귀하의 가구와 유사한 수백 개의 다른 가구들을 대표하게 됩니다. 설사 범죄 피해를 입은 적이 없더라도 본 설문에 참여해 주시는 것이 매우 중요합니다. 법에 따라, 인구조사국은 귀하의 응답을 오직 통계 집계 목적으로만 사용할 수 있습니다. 이러한 통계에서는 귀하나 귀하의 가구에 관한 정보를 식별하는 것이 불가능합니다.

자주 묻는 질문에 대한 답변은 본 서신의 뒷면에 안내되어 있습니다. 귀하가 지금 어떤 조치를 취해야 하는 것은 아닙니다. 인구조사국 직원이 설문조사 참여를 요청하기 위해 조만간 연락드릴 것입니다.

참여해 주셔서 감사합니다.

전국 범죄 피해 설문조사란 무엇입니까?

이번 설문조사는 범죄(경찰에 신고된 사건과 미신고 사건을 모두 포함) 피해 경험에 관한 정보를 수집하기 위해 실시됩니다. 주기적으로 실시되는 이 설문조사에는 학교 내 범죄, 경찰/검찰과의 연락 여부, 신원 도용 등 추가적인 주제가 포함되기도 합니다.

우리 가구가 어떻게 선정되었습니까?

미국 인구조사국은 이번 설문 대상을 선정함에 있어 귀하 개인이 아닌 귀하의 주소를 기준으로 하였습니다. 인구조사국은 인구 전체를 대표할 수 있도록 전국에 걸쳐 여러 표본 주소를 무작위로 선정하였습니다. 미국에서 발생하는 범죄의 유형과 규모를 포괄적으로 파악하기 위해서는 선정된 가구의 구성원 중 만 12 세 이상은 모두 설문에 참여해 주셔야 합니다.

내가 제공하는 정보가 비밀로 유지됩니까? 이 설문조사는 법에 따라 반드시 실시해야 합니까?

인구조사국은 법에 따라 귀하의 정보를 보호할 의무가 있습니다. 인구조사국은 귀하나 귀하의 가구를 식별할 수 있는 방식으로 귀하의 응답을 공개할 수는 없도록 규정되어 있습니다. 인구조사국은 법(미연방법전 제 13 편 제 8 절)에 따라 미국 법무부 법무통계국을 대신하여 이번 설문조사를 실시합니다. 법무통계국은 법(미연방법전 제 34 편 제 10132 절)에 따라 이번 설문조사에 해당되는 정보를 수집할 권한이 있습니다. 연방법(미연방법전 제 13 편 제 9 절 및 제 34 편 제 10231, 10134 절)은 귀하의 개인정보를 보호하고 귀하의 응답을 비밀로 유지하도록 규정하고 있습니다. 2015 년 연방 사이버보안강화법에 따라, 귀하의 정보는 전송 시스템 검사를 통해 사이버보안상 위협으로부터 보호됩니다. 이번 정보 수집은 행정관리예산국의 승인을 받았습니다(OMB 번호: 1121-0111, 만료일: 2018 년 8 월 31 일). 이 번호가 명시되지 않은 상태에서는 인구조사국이 이번 설문조사를 실시할 수 없습니다. 이번 설문조사에서는 귀하의 자발적인 참여가 중요합니다. 그러나 원하실 경우 문항 전부 또는 일부에 대해 답변을 거부하실 수 있습니다.

수집된 정보는 어떻게 사용됩니까?

이번 설문조사에서 수집된 자료는 범죄 및 피해 발생에 관한 다양한 주제에 걸쳐 정보를 제공하게 되며, 여기에는 학교 내 범죄, 폭력 범죄의 추세, 범죄로 인한 비용, 피해 발생 신고에 대한 경찰/검찰의 대응 등이 포함됩니다. 설문조사를 통해 수집된 정보가 보고서, 표, 차트에 어떻게 사용되는지 보여 주는 예시는 법무통계국 웹사이트 www.bjs.gov 에서 확인하실 수 있습니다.

설문조사 시간은 얼마나 걸립니까?

설문 인터뷰는 25 분 가량 소요될 것으로 예상됩니다. 다만 귀하의 상황에 따라 다소 길어지거나 짧아질 수 있습니다. 이번 설문조사에 관한 의견이나 소요 시간 단축을 위한 제안이 있으면 Chief, Victimization Statistics Branch, Bureau of Justice Statistics, Washington, DC 20531 로 보내 주십시오.

인구조사국의 인구조사는 10 년에 한 번만 실시하는 것으로 알고 있습니다. 인구조사국이 지금 실시하는 것은 무엇입니까?

인구조사국은 10 년마다 실시하는 인구조사 외에도 다른 조사 및 설문을 통해 다양한 정보를 수집하고 있습니다. 이러한 각종 설문조사를 통해 주거, 범죄, 실업률, 보건, 비즈니스, 경제, 교육 등 여러 주제에 걸친 현행 정보를 얻게 됩니다.

NCVS-572(L) VIET
(1-2018)

UNITED STATES DEPARTMENT OF COMMERCE
Economics and Statistics Administration
U.S. Census Bureau
Office of the Director
Washington, DC 20233-0001

Thông điệp của Giám đốc, Cục Thống Kê Dân số Hoa Kỳ ...

Kính gửi Cư dân:

Địa chỉ của quý vị đã được chọn để tham gia **Cuộc Khảo sát Toàn quốc về Nạn nhân của Tội ác.** Cuộc khảo sát nhằm thu thập thông tin về hình thức phạm tội và số lượng tội phạm đối với người dân ở Hoa Kỳ Cục Thống kê Dân số Hoa Kỳ thay mặt cho Bộ Tư pháp Hoa Kỳ tiến hành cuộc khảo sát này.

Nhiều vụ phạm tội chưa bao giờ được trình báo với cảnh sát thông tin từ cuộc khảo sát này được sử dụng để có một bức tranh hoàn chỉnh hơn về tội ác xảy ra trên đất nước chúng ta. Thông tin mà quý vị cung cấp sẽ giúp hiểu rõ hơn về tội ác và ảnh hưởng của tội ác đối với các nạn nhân. Các kết quả khảo sát được sử dụng để phát triển chương trình cứu giúp cho các nạn nhân của tội ác và ngăn ngừa tội ác.

Sự thành công của cuộc khảo sát này phụ thuộc vào việc tham gia của quý vị. Chúng tôi không thể thay thế địa chỉ khác cho địa chỉ của quý vị. Địa chỉ của quý vị là một trong những địa chỉ mẫu được chọn lọc cách khoa học trên toàn quốc. Cau trả lời của quý vị đại diện cho hằng trăm hộ gia đình khác giống như gia đình của quý vị. Sự tham gia của quý vị rất quan trọng ngay cả khi quý vị không có phạm bất cứ tội nào. Theo luật, Cục Thống kê Dân số chỉ sử dụng câu trả lời của quý vị để đưa ra số liệu thống kê; không có bất cứ thông tin nào về quý vị hoặc gia đình của quý vị được nhận biết từ những số liệu thống kê này.

Để câu trả lời những câu hỏi thường gặp ở phía sau lá thư này. Quý vị không cần thực hiện bất cứ hành động nào vào lúc này. Nhân viên đại diện Cục Thống kê Dân số sẽ sớm liên lạc với quý vị để cùng với gia đình của quý vị hoàn tất bản khảo sát này.

Cám ơn sự tham gia của quý vị.

Khảo sát Toàn quốc về Nạn nhân của Tội ác là gì?

Cuộc khảo sát này thu thập dữ liệu về trải nghiệm với tội ác, da được trình báo và không được trình báo với cảnh sát Theo định kỳ, bản khảo sát bao gồm các đề tài bổ sung như tội phạm trong trường học, liên lạc với cơ quan thực thi pháp luật và nhận dạng hành vi ăn cắp .

Tôi đã được chọn cho cuộc khảo sát này như thế nào?

Cục Thống kê Dân số Hoa Kỳ đã chọn địa chỉ của quý vị, chứ không phải quý vị tự chọn, tham gia vào cuộc khảo sát này. Chúng tôi chọn ngẫu nhiên một số địa chỉ mẫu trên toàn quốc để đại diện cho toàn bộ dân số. Chúng tôi cần câu trả lời của tất cả những cá nhân từ 12 tuổi trở lên cư ngụ tại những gia đình được chọn để có một bức tranh hoàn chỉnh về các loại tội ác và số lượng tội phạm xảy ra tại Hoa Kỳ.

Thông tin tôi cung cấp sẽ được bảo mật không? Cuộc khảo sát này có đòi hỏi theo luật pháp không?

Cục Thống kê Dân Số được luật pháp yêu cầu bảo mật thông tin của quý vị. Cục Thống kê Dân số không được phép công khai những câu trả lời của quý vị theo cách có thể nhận biết quý vị hoặc gia đình của quý vị. Chúng tôi đang tiến hành cuộc khảo sát này cho Cục Thống kê Tư pháp của Bộ Tư pháp Hoa Kỳ thuộc thẩm quyền của pháp luật (Tiêu đề 13, Đạo luật Hoa Kỳ (U.S.C.), Mục 8). Cục Thống kê Tư pháp được ủy quyền để thu thập thông tin khảo sát này theo luật (Tiêu đề 34, U.S.C., Mục 10132). Luật pháp liên bang bảo vệ quyền riêng tư của quý vị và bảo mật các câu trả lời của quý vị (Tiêu đề 13, U.S.C., Mục 9 và Tiêu đề 34, U.S.C., Mục 10231 và 10134). Theo Đạo luật Tăng cường An ninh Mạng của Liên bang năm 2015, dữ liệu của quý vị được bảo mật khỏi những rủi ro về an ninh mạng thông qua thanh lọc của các hệ thống truyền tải dữ liệu của quý vị. Phần thu thập này đã được Văn phòng Quản lý và Ngân sách phê duyệt (Số OMB: 1121-0111, Ngày Hết hạn: 08/31/2018). Nếu số này không được hiển thị, chúng tôi không thể tiến hành cuộc khảo sát này. Sự tham gia tự nguyện của quý vị cho cuộc khảo sát này rất quan trọng; tuy nhiên, quý vị có thể từ chối trả lời bất kỳ hoặc tất cả các câu hỏi.

Các dữ liệu được sử dụng như thế nào?

Dữ liệu từ cuộc khảo sát này cung cấp thông tin về các chủ đề liên quan đến tội ác và nạn nhân, bao gồm tội ác trong trường học, xu hướng bạo lực, chi phí của tội ác và phản ứng của cơ quan thực thi pháp luật đối với các báo cáo về nạn nhân. Những ví dụ về các báo cáo, bảng biểu và biểu đồ sử dụng dữ liệu từ cuộc khảo sát này đều có trên trang mạng của Cục Thống kê Tư pháp tại **www.bjs.gov**.

Trả lời bản khảo sát này mất bao nhiêu thời gian?

Chúng tôi dự kiến cuộc phỏng vấn sẽ mất khoảng 25 phút. Cuộc phỏng vấn của quý vị có thể ngắn hơn hoặc dài hơn tùy theo hoàn cảnh của quý vị. Nếu quý vị có bất kỳ nhận xét nào về cuộc khảo sát này hoặc đề nghị giảm thời gian, vui lòng gửi thư đến the Chief, Victimization Statistics Branch, Bureau of Justice Statistics (Trưởng Chi nhánh Thống kê Nạn nhân, Cục Thống kê Tư pháp), Washington, DC 20531.

Tôi nghĩ rằng Cục Thống kê Dân số chỉ thống kê dân số 10 năm một lần.
Cục Thống kê Dân số hiện nay đang làm gì?

Bên cạnh thống kê dân số mười năm một lần, chúng tôi đang thu thập nhiều loại thông tin khác nhau thông qua các đợt thống kê và khảo sát khác Những đợt khảo sát này cung cấp thông tin mới nhất về các vấn đề như nhà ở, tội ác, tỷ lệ thất nghiệp, y tế, kinh doanh, kinh tế và giáo dục.

NCVS-573(L) LOS ANGELES
(12-2017)

UNITED STATES DEPARTMENT OF COMMERCE
Economics and Statistics Administration
U.S. Census Bureau
Washington, DC 20233-0001
OFFICE OF THE DIRECTOR

A Message from the Director, U.S. Census Bureau...

Dear Resident:

Several months ago, we contacted residents at your address to participate in the **National Crime Victimization Survey**. The survey collects information about the type and amount of crime committed against people in the United States. The U.S. Census Bureau conducts this survey on behalf of the U.S. Department of Justice. We need to interview the current residents of this address, whether we talked with you before or you recently moved to this address.

Since many crimes are never reported to the police, information from this survey is used to get a more complete picture of crime occurring in our country. The information you provide will give a better understanding of crime and its impact on victims. The survey results are used to develop programs to aid crime victims and prevent crime.

The success of this survey depends on your participation. We cannot substitute another address for yours. Your address is part of a scientifically selected sample of addresses chosen throughout the country. Your answers represent hundreds of other households like yours. Your participation is important even if you have not experienced any crime. By law, the Census Bureau can only use your responses to produce statistics. No information about you or your household can be identified from these statistics.

Answers to frequently asked questions are on the back of this letter. If you would like further information, contact your Census Bureau Regional Office at 1–800–992–3530.

You do not need to take any action at this time. A Census Bureau representative will contact you soon to ask your household to complete the survey.

Thank you for your participation.

NCVS-573(L) DENVER
(12-2017)

UNITED STATES DEPARTMENT OF COMMERCE
Economics and Statistics Administration
U.S. Census Bureau
Washington, DC 20233-0001
OFFICE OF THE DIRECTOR

A Message from the Director, U.S. Census Bureau...

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Answers to frequently asked questions are on the back of this letter. If you would like further information, contact your Census Bureau Regional Office at 1–800–852–6159 EXT. 23820.

You do not need to take any action at this time. A Census Bureau representative will contact you soon to ask your household to complete the survey.

Thank you for your participation.

NCVS-573(L) ATLANTA
(12-2017)

UNITED STATES DEPARTMENT OF COMMERCE
Economics and Statistics Administration
U.S. Census Bureau
Washington, DC 20233-0001
OFFICE OF THE DIRECTOR

A Message from the Director, U.S. Census Bureau...

Dear Resident:

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Answers to frequently asked questions are on the back of this letter. If you would like further information, contact your Census Bureau Regional Office at 1–800–424–6974 EXT. 53943.

You do not need to take any action at this time. A Census Bureau representative will contact you soon to ask your household to complete the survey.

Thank you for your participation.

NCVS-573(L) CHICAGO
(12-2017)

UNITED STATES DEPARTMENT OF COMMERCE
Economics and Statistics Administration
U.S. Census Bureau
Washington, DC 20233-0001
OFFICE OF THE DIRECTOR

A Message from the Director, U.S. Census Bureau...

Dear Resident:

Several months ago, we contacted residents at your address to participate in the **National Crime Victimization Survey**. The survey collects information about the type and amount of crime committed against people in the United States. The U.S. Census Bureau conducts this survey on behalf of the U.S. Department of Justice. We need to interview the current residents of this address, whether we talked with you before or you recently moved to this address.

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Answers to frequently asked questions are on the back of this letter. If you would like further information, contact your Census Bureau Regional Office at 1–800–865–6384.

You do not need to take any action at this time. A Census Bureau representative will contact you soon to ask your household to complete the survey.

Thank you for your participation.

NCVS-573(L) NEW YORK
(12-2017)

UNITED STATES DEPARTMENT OF COMMERCE
Economics and Statistics Administration
U.S. Census Bureau
Washington, DC 20233-0001
OFFICE OF THE DIRECTOR

A Message from the Director, U.S. Census Bureau...

Dear Resident:

Several months ago, we contacted residents at your address to participate in the **National Crime Victimization Survey**. The survey collects information about the type and amount of crime committed against people in the United States. The U.S. Census Bureau conducts this survey on behalf of the U.S. Department of Justice. We need to interview the current residents of this address, whether we talked with you before or you recently moved to this address.

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Answers to frequently asked questions are on the back of this letter. If you would like further information, contact your Census Bureau Regional Office at 1–800–991–2520.

You do not need to take any action at this time. A Census Bureau representative will contact you soon to ask your household to complete the survey.

Thank you for your participation.

NCVS-573(L) PHILADELPHIA
(12-2017)

UNITED STATES DEPARTMENT OF COMMERCE
Economics and Statistics Administration
U.S. Census Bureau
Washington, DC 20233-0001
OFFICE OF THE DIRECTOR

A Message from the Director, U.S. Census Bureau...

Dear Resident:

Several months ago, we contacted residents at your address to participate in the **National Crime Victimization Survey**. The survey collects information about the type and amount of crime committed against people in the United States. The U.S. Census Bureau conducts this survey on behalf of the U.S. Department of Justice. We need to interview the current residents of this address, whether we talked with you before or you recently moved to this address.

Since many crimes are never reported to the police, information from this survey is used to get a more complete picture of crime occurring in our country. The information you provide will give a better understanding of crime and its impact on victims. The survey results are used to develop programs to aid crime victims and prevent crime.

The success of this survey depends on your participation. We cannot substitute another address for yours. Your address is part of a scientifically selected sample of addresses chosen throughout the country. Your answers represent hundreds of other households like yours. Your participation is important even if you have not experienced any crime. By law, the Census Bureau can only use your responses to produce statistics. No information about you or your household can be identified from these statistics.

Answers to frequently asked questions are on the back of this letter. If you would like further information, contact your Census Bureau Regional Office at 1–800–262–4236.

You do not need to take any action at this time. A Census Bureau representative will contact you soon to ask your household to complete the survey.

Thank you for your participation.

What is the National Crime Victimization Survey?

This survey collects data about experiences with crime, both reported and not reported to the police. Periodically, the survey includes additional topics such as crime in schools, contacts with law enforcement, and identity theft.

How was I selected for this survey?

The U.S. Census Bureau chose your address, not you personally, to participate in this survey. We randomly selected a sample of addresses across the country to represent the entire population. We need a response from all persons 12 or older in sampled homes to get a complete picture of the types and amount of crime happening in the United States.

Will information I provide be confidential? Is this survey required by law?

The Census Bureau is required by law to protect your information. The Census Bureau is not permitted to publicly release your responses in a way that could identify you or your household. We are conducting this survey for the Bureau of Justice Statistics of the U.S. Department of Justice under the authority of law (Title 13, United States Code (U.S.C.), Section 8). The Bureau of Justice Statistics is authorized to collect this survey information by law (Title 34, U.S.C., Section 10132). Federal law protects your privacy and keeps your answers confidential (Title 13, U.S.C., Section 9 and Title 34, U.S.C., Sections 10231 and 10134). Per the Federal Cybersecurity Enhancement Act of 2015, your data are protected from cybersecurity risks through screening of the systems that transmit your data. This collection has been approved by the Office of Management and Budget (OMB Number: 1121-0111; Expiration Date: 08/31/2018). If this number were not displayed, we could not conduct this survey. Your voluntary participation in this survey is important; however, you may decline to answer any or all questions.

How are the data used?

Data from this survey 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. Examples of reports, tables, and charts that use data from the survey are on the Bureau of Justice Statistics' web site at **www.bjs.gov**.

How long will it take?

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.

I thought that the Census Bureau only counts people every 10 years. What is the Census Bureau doing now?

Besides the decennial census, we collect many different kinds of information through other censuses and surveys. These surveys provide current information on such topics as housing, crime, unemployment rates, health, business, economics and education.

NCVS-573(L) (SP)
(1-2018)

UNITED STATES DEPARTMENT OF COMMERCE
Economics and Statistics Administration
U.S. Census Bureau
Washington, DC 20233-0001
OFFICE OF THE DIRECTOR

Un mensaje del Director de la Oficina del Censo de los Estados Unidos

Estimado Residente,

Hace varios meses, nos pusimos en contacto con los residentes en esta dirección para participar en la **Encuesta Nacional de Víctimas de Delitos**. Esta encuesta recopila información acerca del tipo de crimen y la cantidad de delitos que se cometen contra las personas en los Estados Unidos. La Oficina del Censo de los EE.UU. lleva a cabo esta encuesta por parte del Departamento de Justicia de los EE.UU. Necesitamos entrevistar a los residentes actuales de esta dirección, aún si hablamos con ustedes anteriormente o si ustedes se mudaron recientemente a esta dirección.

Debido a que muchos delitos nunca son reportados a la policía, la información recopilada en esta encuesta será usada para obtener un panorama más completo del crimen que ocurre en nuestro país. La información que usted proporciona nos ayudará para mejor entender el crimen y el impacto que tiene a las víctimas. Los resultados de la encuesta son usados para desarrollar programas que ayudan a las víctimas del crimen y para prevenirlo.

Su participación es muy importante porque garantiza que los resultados de la encuesta estén completos y sean confiables. No podemos reemplazar su dirección por otra. Su dirección forma parte de una muestra estadística de hogares seleccionadas en el país. Sus respuestas representas miles de hogares como el suyo. Su participación es importante, aún si no ha sido víctima de un crimen. Por ley, la Oficina del Censo solamente puede usar sus respuestas para producir estadísticas. La información que nos proporciona acerca de usted o su hogar no podrá ser identificada al producir estadísticas.

Al reverso de esta carta puede leer las respuestas a preguntas que frecuentemente recibimos. No necesita hacer nada en este momento. Un representante del Censo se pondrá en contacto con usted para pedir la participación de su hogar en la encuesta.

Gracias por su participación.

¿Qué es la Encuesta Nacional de Víctimas de Delitos?

Esta encuesta recopila datos sobre las experiencias con el crimen, ambos reportados y no reportados a la policía. Periódicamente, la encuesta incluye temas adicionales tales como crimen en las escuelas, el contacto con las agencias de orden público, y el robo de la identidad.

¿Cómo fui seleccionado(a) para esta encuesta?

La Oficina del Censo de los Estados Unidos seleccionó su dirección, no a usted personalmente, para participar en esta encuesta. Elegimos una muestra de direcciones para representar todas las áreas de los Estados Unidos. Necesitamos la participación de todas las personas de 12 años y mayor en las direcciones elegidas para ver un panorama completo del tipo de crimen y la cantidad de delitos ocurriendo en los Estados Unidos.

¿Será confidencial la información que proporcioné? ¿Es esta encuesta obligatoria por ley?

La Oficina del Censo de los EE.UU. está obligada por ley a proteger su información. A la Oficina del Censo no se le permite divulgar sus respuestas de manera que usted o su hogar pudiera(n) ser identificado(a)(s). Llevamos a cabo esta encuesta para la Oficina de Estadísticas de Justicia del Departamento de Justicia de los Estados Unidos bajo la autorización de la ley (Titulo 13, Código de los Estados Unidos (U.S.C.), Sección 8). La Oficina de Estadísticas de Justicia está autorizada para recopilar información en esta encuesta por ley (Titulo 34, U.S.C., Sección 10132). La ley federal proteja su privacidad y mantiene su información confidencial (Titulo 13, U.S.C., Sección 9 y Titulo 34, U.S.C., Sección 10231 y 10134). En conformidad con la Ley para el Fortalecimiento de la Seguridad Cibernética Federal del 2015, sus datos están protegidos contra los riesgos de seguridad cibernética mediante los controles aplicados a los sistemas que los transmiten. Esta recopilación de información ha sido aprobada por la Oficina de Administración y Presupuesto (OMB, por sus siglas en inglés) (Número de OMB: 1121-0111; fecha de expiración: 08/31/2018). De no mostrarse este número, no podríamos realizar esta encuesta. Su participación voluntaria a esta encuesta es importante, pero puede decidir no contestar alguna o ninguna de las preguntas.

¿Cómo se usan los datos?

Los datos de esta encuesta proveen información acerca de varios temas relacionadas con el crimen y casos de las víctimas de delitos, incluyendo crimen en las escuelas, las tendencias de los delitos de violencia, el costo de los delitos y la respuesta de las agencias de orden público a las denuncias de los casos de las víctimas de delitos. Hay ejemplos de los reportes, tablas y gráficas donde se usan los datos de esta encuesta en el sitio web de la Oficina de Estadísticas de Justicia en **www.bjs.gov**.

¿Cuánto tiempo durará esta encuesta?

Esperamos que la entrevista durará aproximadamente 25 minutos. Su entrevista tal vez será menos o durará más tiempo dependiendo en su situación. Si tiene algún comentario acerca de esta encuesta o tiene recomendaciones para reducir el tiempo de completar la encuesta, envíalos(as) a Chief, Victimization Statistics Branch, Bureau of Justice Statistics, Washington, DC 20531.

Pensé que la Oficina del Censo solo tiene operaciones cada diez años. ¿Qué hace el Censo ahora?

Además del censo decenal, la Oficina del Censo recopila diferentes tipos de información a través de otros censos y encuestas. Estas encuestas proveen información actual sobre temas tal como las viviendas, el crimen, tasas de empleo, la salud, los negocios, la economía, y la educación.

NCVS-593(L)
(11-2017)

UNITED STATES DEPARTMENT OF COMMERCE
Economics and Statistics Administration
U.S. Census Bureau
Washington, DC 20233-0001
OFFICE OF THE DIRECTOR

Thank You

A Message from the Director, U.S. Census Bureau...

Dear Resident:

I am writing to thank you for participating in the National Crime Victimization Survey. By participating in the confidential survey, you help ensure that we have reliable data on crime and victimization in our country. Much of this information is not available from police reports. Historically, less than half of victimizations reported in the survey are ever reported to police. Criminal justice professionals can use the survey results to improve their effectiveness in combating crime.

We know your time is valuable, and we really appreciate your participation.

Your household may be contacted again for this important survey. We hope we can count on your continued support.

NCVS-593(L)(SP)
(1-2018)

UNITED STATES DEPARTMENT OF COMMERCE
Economics and Statistics Administration
U.S. Census Bureau
Washington, DC 20233-0001
OFFICE OF THE DIRECTOR

Gracias

Un mensaje del Director de la Oficina del Censo de los Estados Unidos

Estimado Residente,

Le escribo esta carta para darle las gracias por participar en la Encuesta Nacional de Víctimas de Delitos. Al participar en esta encuesta confidencial, su ayuda garantizar que tengamos datos confiables sobre el crimen y casos de víctimas de delitos en nuestro país. Gran parte de esta información no está disponible en los informes policiales. Históricamente, menos de la mitad de casos de víctimas de delitos en la encuesta nunca son reportados a la policía. Los profesionales de la justicia penal pueden usar los resultados de la encuesta para mejorar sus propósitos en la lucha contra el crimen.

Reconocemos que su tiempo es valioso y le agradecemos mucho su participación.

Su hogar podría ser contactado de nuevo para participar en esta encuesta importante. Esperamos poder contar con su apoyo continuo.

NCVS-594(L)
(11-2017)

UNITED STATES DEPARTMENT OF COMMERCE
Economics and Statistics Administration
U.S. Census Bureau
Washington, DC 20233-0001
OFFICE OF THE DIRECTOR

Thank You

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We know your time is valuable, and we really appreciate your participation.

NCVS-594(L)(SP)
(1-2018)

UNITED STATES DEPARTMENT OF COMMERCE
Economics and Statistics Administration
U.S. Census Bureau
Washington, DC 20233-0001
OFFICE OF THE DIRECTOR

Gracias

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NATIONAL CRIME VICTIMIZATION SURVEY

NCVS-1 BASIC SCREEN QUESTIONNAIRE

NOTE: Questions are listed in the order asked. Skips in question numbering are due to questionnaire changes over time.

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 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

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)

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 ASK 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)

_____

_____

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)

_____
_____
_____

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 542

How many times?

_____
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 544

How many times?

_____
Number of times (42b)

42c. SQTHEFTATTACKKNOWNOFFSPEC

What happened?

Briefly describe incident(s)

_____
_____
_____

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

43b. SQSEXUALTIMES

How many times?

546 _____

Number of times (43b)

43c. SQSEXUALSPEC

What happened?

Briefly describe incident(s)

_____

_____

_____

44a. SQCALLPOLICECRIME

547 1 ☐ Yes - ASK 44b
2 ☐ No - SKIP to 45a

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?

44b. SQCALLPOLICESPEC

What happened?

Briefly describe incident(s)

_____

_____

_____

44c. **CHECK ITEM B** **SQCALLPOLICEATTACKTHREAT**

549 1 ☐ Yes - ASK 44d
2 ☐ No - SKIP to 45a

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?

44d. SQCALLPOLICEATTACKTHREATTIMES

How many times?

550 _____

Number of times (44d)

RESPONDENT'S SCREEN QUESTIONS

45a. SQNOCALLPOLICECRIME — 551

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?

1 ☐ Yes - ASK 45b
2 ☐ No - SKIP to 71

45b. SQNOCALLPOLICESPEC

What happened?

Briefly describe incident(s)

_____

_____

_____

45c. CHECK ITEM C SQNOCALLPOLICEATTACKTHREAT — 553

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 - ASK 45d
2 ☐ No - SKIP to 71

45d. SQNOCALLPOLICEATTACKTHREATTIMES — 554

How many times?

_____
Number of times (45d) - SKIP to 71

RESPONDENT'S CHECK ITEMS D, E, AND G

71. CHECK ITEM D PRESENTFORSQS — 555

Who besides the respondent was present when the screen questions were asked? (If telephone interview, mark box 1 only.)

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

If a Proxy interview, ASK 72, else SKIP to 73

72. CHECK ITEM E PROXYHELP — 556

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

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 2a on the NCVS-2)
☐ No - SKIP to 81 (ASK INTRO_SOCIO_DEMO)

All incident reports must be completed before asking this series of questions.

81. INTRO_SOCIO_DEMO

Now we have some questions about your demographic characteristics.

169a. DIS_HEARING

(Asked at 1st, 3rd, 5th, and 7th interview, or if never asked before.)

Are you deaf or do you have serious difficulty hearing?

1 ☐ Yes
2 ☐ No

169b. DIS_VISION

(Asked at 1st, 3rd, 5th, and 7th interview, or if never asked before.)

Are you blind or do you have serious difficulty seeing even when wearing glasses?

1 ☐ Yes
2 ☐ No

170a. Because of a physical, mental, or emotional condition, do you have serious difficulty:

(1) DIS_LEARN_CONCENTRATE

(Asked at 1st, 3rd, 5th, and 7th interview, or if never asked before.)

Concentrating, remembering or making decisions?

1 ☐ Yes
2 ☐ No

(2) DIS_PHYSICAL_LIMIT

(Asked at 1st, 3rd, 5th, and 7th interview, or if never asked before.)

Walking or climbing stairs?

1 ☐ Yes
2 ☐ No

(3) DIS_DRESS_BATH

(Asked at 1st, 3rd, 5th, and 7th interview, or if never asked before.)

Dressing or bathing?

1 ☐ Yes
2 ☐ No

170b. DIS_LEAVING_HOME

(Asked at 1st, 3rd, 5th, and 7th interview, or if never asked before
Asked only of persons age 15 or older.)

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

82. CITIZENSHIP

(Asked at 1st interview or if never asked before.
Asked at subsequent interviews if no or Don't Know/Refused at prior interview.)

Are you a citizen of the United States? That is, were you born in the United States, born in a U.S. territory, born of U.S. citizen parent(s), or become a citizen of the U.S. through naturalization?

1 ☐ Yes, born in the United States
2 ☐ Yes, born in Puerto Rico, Guam, the U.S. Virgin Islands, or North Marianas
3 ☐ Yes, born abroad of U.S. citizen parent or parents
4 ☐ Yes, U.S. citizen by naturalization
5 ☐ No, not a U.S. citizen

83. ORIENTATION_MALE

(Asked of persons age 16 or older.
Asked at 1st, 3rd, 5th, and 7th interview, or if never asked before.
Asked if NCVS-500 roster SEX question = Male)

Which of the following best represents how you think of yourself?

1 ☐ **Gay**
2 ☐ **Straight, that is, not gay**
3 ☐ **Bisexual**
4 ☐ **Something else**
5 ☐ **I don't know the answer**
6 ☐ Refused

SKIP to 85

84. ORIENTATION_FEMALE

(Asked of persons age 16 or older.
Asked at 1st, 3rd, 5th, and 7th interview, or if never asked before.
Asked if NCVS-500 roster SEX question = Female or Unknown)

Which of the following best represents how you think of yourself?

1 ☐ **Lesbian or gay**
2 ☐ **Straight, that is, not lesbian or gay**
3 ☐ **Bisexual**
4 ☐ **Something else**
5 ☐ **I don't know the answer**
6 ☐ Refused

85. GENID_BIRTH

(Asked of persons age 16 or older.
Asked at 1st, 3rd, 5th, and 7th interview, or if never asked before.)

What sex were you assigned at birth, on your original birth certificate?

1 ☐ Male
2 ☐ Female
3 ☐ Refused
4 ☐ Don't know

86. GENID_DESCRIBE

(Asked of persons age 16 or older.
Asked at 1st, 3rd, 5th, and 7th interview, or if never asked before.)

Do you currently describe yourself as male, female or transgender?

1 ☐ Male
2 ☐ Female
3 ☐ Transgender
4 ☐ None of these

87. GENID_CONFIRM

(Asked of persons age 16 or older.
Asked at 1st, 3rd, 5th, and 7th interview, or if never asked before.
Asked if GENID_BIRTH and GENID_DESCRIBE do not match.)

Just to confirm, you were assigned (male/female) at birth and now (describe yourself as male/ describe yourself as female/ describe yourself as transgender/ do not describe yourself male, female, or transgender). Is that correct?

The instrument prefills the question wording based on responses to GENID_BIRTH and GENID_DESCRIBE.

1 ☐ Yes
2 ☐ No - SKIP back to 85 and/or 86 to correct
3 ☐ Refused
4 ☐ Don't Know

88. ACTIVE_DUTY

(Asked of persons age 18 or older.
Asked at 1st interview or if never asked before. Asked at subsequent interviews if Never served in the military or Don't Know/Refused at prior interview.
Do not ask if age 40 or older and valid response prior interview.)

Have you ever served on active duty in the U.S. Armed Forces, Reserves, or National Guard?

Mark one box.

1 ☐ Never served in the military
2 ☐ Only on active duty for training in the Reserves or National Guard } - SKIP to 74
3 ☐ Now on active duty
4 ☐ On active duty in the past, but not now } - ASK 89

89. ACTIVE_DUTYWHEN

(Asked of persons age 18 or older.
Asked at 1st interview or if never asked before. Asked at subsequent interviews if no or Don't Know/Refused at prior interview.
Do not ask if age 40 or older and valid response prior interview.)

When did you serve on active duty in the U.S. Armed Forces?

Mark a box for each period in which the person served, even if just for part of the period.

1 ☐ September 2001 or later
2 ☐ August 1990 to August 2001 (including Persian Gulf War)
3 ☐ May 1975 to July 1990
4 ☐ Vietnam era (August 1964 to April 1975)
5 ☐ February 1955 to July 1964
6 ☐ Korean War (July 1950 to January 1955)
7 ☐ January 1947 to June 1950
8 ☐ World War II (December 1941 to December 1946)
9 ☐ November 1941 or earlier

RESPONDENT'S EMPLOYMENT 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?** - SKIP to 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 _____

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?**

} - 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?**

} - 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?**

} - 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?**

} - 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**

579 _____

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.

77. EMPLOYERTYPECURRENT

580

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?**

} If 76o = 22 SKIP to 79, Else ASK 78.

78. COLLEGEEMPLOYER

581

Are you employed by a college or university?

1 ☐ Yes
2 ☐ No

79. CURRENTJOBMSATYPE

582

While working at your job, do you work mostly in -

Read each category.

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.

90. HOUSEHOLDINCOME (Asked of Household Respondent Only)

(Asked of household respondent.
Asked at 1st, 3rd, 5th, and 7th interview, or if never asked before. Asked at subsequent interviews if no or Don't Know/Refused at prior interview.)

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.

214

1 ☐ Less than $5,000
2 ☐ $5,000 to $7,499
3 ☐ $7,500 to $9,999
4 ☐ $10,000 to $12,499
5 ☐ $12,500 to $14,999
6 ☐ $15,000 to $17,499
7 ☐ $17,500 to $19,999
8 ☐ $20,000 to $24,999
9 ☐ $25,000 to $29,999
10 ☐ $30,000 to $34,999
11 ☐ $35,000 to $39,999
12 ☐ $40,000 to $49,999
13 ☐ $50,000 to $74,999
14 ☐ $75,000 to $99,999
15 ☐ $100,000 to $149,999
16 ☐ $150,000 to $199,999
17 ☐ $200,000 or more

NCVS-2 Implementation Date: (07-01-2016) OMB No. 1121-0111: Approval Expires 8/31/2018

NATIONAL CRIME VICTIMIZATION SURVEY

NCVS-2 CRIME INCIDENT REPORT

NOTE: Questions are listed in the order asked. Skips in question numbering are due to questionnaire changes over time.

2a. INCIDENTINTRO

You said that during the last 6 months :
(description of the crime reported in the screen question.)

2b. 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 2c

2c. INCIDENTADDRESS

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 **RECALLDETAILS**

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. INCIDENTPLACE

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?

614

State _____

8b. INCIDENTCOUNTY

In what county did it occur?

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

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
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
3 ☐ Don't know
} ASK 13

13. OFFENDERTRY

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.

Window

625
1 ☐ Damage to window (include frame, glass broken/removed/cracked)
2 ☐ Screen damaged/removed
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)
6 ☐ Screen damaged/removed
626
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

_____

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
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.)
2 ☐ Other gun (rifle, shotgun, etc.)
3 ☐ Knife
4 ☐ Other sharp object (scissors, ice pick, axe, etc.)
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
2 ☐ Attempted or threatened to take something
SKIP to 35c
3 ☐ Harassed, argument, abusive language
4 ☐ Unwanted sexual contact with force (grabbing, fondling, etc.)
SKIP to 27c
5 ☐ Unwanted sexual contact without force (grabbing, fondling, etc.)
6 ☐ Forcible entry or attempted forcible entry of house/apartment
7 ☐ Forcible entry or attempted forcible entry of car
8 ☐ Damaged or destroyed property
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

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

647

4 ☐ Shot
5 ☐ Shot at (but missed)
6 ☐ Hit with gun held in hand
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

_____

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 ..... SKIP to 32a

656
5 ☐ Knife or stab wounds ..... } SKIP to 33a
6 ☐ Gun shot, bullet wounds ..... }
7 ☐ Broken bones or teeth knocked out ..... } SKIP to 32a
8 ☐ Internal injuries ..... }
9 ☐ Knocked unconscious ..... }
10 ☐ Bruises, black eye, cuts, scratches, swelling, chipped teeth ..... }
11 ☐ Other - Specify - ASK 31b

31b. INJURY_SPEC

Please specify the injuries you suffered.

Specify - SKIP to 32a _____

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 32a
☐ 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) .....
7 ☐ Other - Specify - ASK 33c

SKIP to 33d

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. EMO_TOLL_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?

971

1 ☐ Yes
2 ☐ No

36b. EMO_TOLL_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?

972

1 ☐ Yes
2 ☐ No

36c. EMO_TOLL_IMPACT_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?

973

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 ...

(a) EMO_TOLL_FEEL_WORRIED **Worried or anxious?**	974	1 ☐ Yes	2 ☐ No
(b) EMO_TOLL_FEEL_ANGRY **Angry?**	975	1 ☐ Yes	2 ☐ No
(c) EMO_TOLL_FEEL_SAD **Sad or depressed?**	976	1 ☐ Yes	2 ☐ No
(d) EMO_TOLL_FEEL_VULNERABLE **Vulnerable?**	977	1 ☐ Yes	2 ☐ No
(e) EMO_TOLL_FEEL_VIOLATED **Violated?**	978	1 ☐ Yes	2 ☐ No
(f) EMO_TOLL_FEEL_MISTRUST **Like you couldn't trust people?**	979	1 ☐ Yes	2 ☐ No
(g) EMO_TOLL_FEEL_UNSAFE **Unsafe?**	980	1 ☐ Yes	2 ☐ No
(h) EMO_TOLL_FEEL_OTHER_WAY **Some other way?**	981	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. EMO_TOLL_SEEK_PRO_HELP 982

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 - ASK 37l
2 ☐ No - SKIP to 38

37l. EMO_TOLL_PRO_HELP_SOUGHT 983

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.

1 ☐ Counseling/therapy
2 ☐ Medication
3 ☐ Visited a doctor or nurse
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 _____

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) EMO_TOLL_HAVE_HEADACHES **Headaches?**	984	1 ☐ Yes	2 ☐ No
(b) EMO_TOLL_TRBL_SLEEPING **Trouble sleeping?**	985	1 ☐ Yes	2 ☐ No
(c) EMO_TOLL_EATING_PROBS **Changes in your eating or drinking habits?**	986	1 ☐ Yes	2 ☐ No
(d) EMO_TOLL_UPSET_STOMACH **Upset stomach?**	987	1 ☐ Yes	2 ☐ No
(e) EMO_TOLL_FATIGUE **Fatigue?**	988	1 ☐ Yes	2 ☐ No
(f) EMO_TOLL_HIGH_BLOOD_PRESS **High blood pressure?**	989	1 ☐ Yes	2 ☐ No
(g) EMO_TOLL_MUSCLE_TENSION **Muscle tension or back pain?**	990	1 ☐ Yes	2 ☐ No
(h) EMO_TOLL_OTHER_PHYSICAL **Some other physical problem?**	991	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. EMO_TOLL_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?

992

1 ☐ Yes - ASK 38l
2 ☐ No - SKIP to 39

38l. EMO_TOLL_KIND_HELP_PHYPROBS

What type of professional or medical help did you seek?

Enter all that apply.

993

1 ☐ Counseling/therapy.....
2 ☐ Medication .....
3 ☐ Visited a doctor or nurse ....
4 ☐ Visted ER/hospital/clinic ....
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

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. ACTIONSDURINGINC

What did you do?

Probe: **Anything else?**

Enter all that apply.

668
669
670
671

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

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.

SKIP to 42c

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

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

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. INJACTION

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. INJACTIONHELP

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 .....
3 ☐ Don't know
} SKIP to 45

44a. HELP

How were they helpful?

Probe: **Any other way?**

Enter all that apply.

674

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 - ASK 44b

SKIP to 45

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
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
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 - ASK 46b

SKIP to 47

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
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
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
2 ☐ Scared or chased offender off
3 ☐ Helped respondent get away from offender
4 ☐ Protected property
5 ☐ Protected other people
6 ☐ Other - Specify - ASK 49b

SKIP to 50

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
3 ☐ Don't know

SKIP to 52

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 .....
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 - ASK 51b

SKIP to 52

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 .....
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 **RESPONDENTUSEFORCE**

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. FIRSTTOUSEFORCE

Who was the first to use or threaten to use physical force - you, the offender, or someone else?

686

1 ☐ Respondent
2 ☐ Offender(s)
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

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 .....
10 ☐ Other - Specify - ASK 58b

SKIP to 88

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
6 ☐ entry of car .....
Damaged or destroyed property.....
7 ☐ Attempted or threatened to damage or destroy property .....
8 ☐ Other - Specify - ASK 59b

SKIP to 60

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).....
3 ☐ No - SKIP to 67

SKIP to 65a

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 .....

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 .....
3 ☐ Other - Specify - ASK 65b

SKIP to 67

65b. SINGOFFENDERSIGHT_SPEC

Specify - SKIP to 67

_____

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
2 ☐ Ex-spouse at time of incident
3 ☐ Parent or step-parent
4 ☐ Own child or step-child
5 ☐ Brother/sister
6 ☐ Other relative - Specify - ASK 66b

SKIP to 67

NONRELATIVE

7 ☐ Boyfriend or girlfriend, ex-boyfriend or ex-girlfriend
8 ☐ Friend or ex-friend
9 ☐ Roommate, boarder
10 ☐ Schoolmate
11 ☐ Neighbor
12 ☐ Customer/client
14 ☐ Patient
15 ☐ Supervisor (current or former)
16 ☐ Employee (current or former)
17 ☐ Co-worker (current or former)
18 ☐ Teacher/school staff
13 ☐ Other nonrelative - Specify - ASK 66c

SKIP to 67

66b. SINGOFFENDERRELATION_SPEC_16

Please specify the other relative.

Specify - SKIP to 67

_____

66c. SINGOFFENDERRELATION_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?

994

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. SINGOFFENDERGANG

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)
3 ☐ Don't know (if drinking or on drugs)

SKIP to 73

72b. SINGOFFENDERDRINKORDRUG

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)
2 ☐ No (there were other times)
3 ☐ Don't know

SKIP to 88

74. HOWMANYOFFENDERS

How many offenders?

710

_____ 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
2 ☐ Some known
} SKIP to 77a
3 ☐ All strangers
4 ☐ Don't know
} ASK 76

76. MULTOFFENDERRECOG

Would you be able to recognize any of them if you saw them?

719
1 ☐ Yes .....
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 .....
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

961
1 ☐ Spouse at time of incident .....
2 ☐ Ex-spouse at time of incident .....
3 ☐ Parent or step-parent .....
4 ☐ Own child or step-child .....
5 ☐ Brother/sister .....
} SKIP to 80a
6 ☐ Other relative - Specify - ASK 79b

NONRELATIVE

962
7 ☐ Boyfriend or girlfriend, ex-boyfriend or ex-girlfriend .....
8 ☐ Friend or ex-friend .....
9 ☐ Roommate, boarder .....
10 ☐ Schoolmate .....
963
11 ☐ Neighbor .....
12 ☐ Customer/client .....
} SKIP to 80a
13 ☐ Other nonrelative - Specify - ASK 79c

964
14 ☐ Patient .....
15 ☐ Supervisor (current or former) .....
16 ☐ Employee (current or former) .....
965
17 ☐ Co-worker (current or former) .....
18 ☐ Teacher/school staff .....
} SKIP to 80a

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 .....
2 ☐ All female .....
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

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. MULTIPLEOFFENDERETHNICITY

Were any of the offenders Hispanic or Latino?

995

1 ☐ Yes - ASK 83b
2 ☐ No
3 ☐ Don't know

} SKIP to 84a

83b. MULTIPLEOFFENDERMOSTETHNICITY

Were the offenders mostly Hispanic, mostly non-Hispanic, or an equal number of Hispanic and non-Hispanic?

996

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)
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)
737
16 ☐ Other - Specify - ASK 90b
17 ☐ Don't know - SKIP to 91a

} 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

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

96a. WHATWASTAKEN

What was taken that belonged to you or others in the household?

Probe: **Anything else?**

Enter all that apply.

CASH/PURSE/WALLET/CREDIT CARDS

748
1 ☐ Cash
2 ☐ Purse
3 ☐ Wallet
4 ☐ Credit cards, check, bank cards

VEHICLE OR PARTS

5 ☐ Car
6 ☐ Other motor vehicle
749 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

HOUSEHOLD FURNISHINGS

750 11 ☐ TV, DVD player, VCR, stereo, other household appliances
12 ☐ Silver, china, art objects
13 ☐ Other household furnishings (furniture, rugs, etc.)

PERSONAL EFFECTS

751 14 ☐ Portable electronic and photographic gear (Personal stereo, TV, cellphone, camera, etc.)
15 ☐ Clothing, furs, luggage, briefcase
16 ☐ Jewelry, watch, keys
752 17 ☐ Collection of stamps, coins, etc.
18 ☐ Toys, sports and recreation equipment (not listed above)
19 ☐ Other personal and portable objects

FIREARMS

753 20 ☐ Handgun (pistol, revolver)
21 ☐ Other firearm (rifle, shotgun)

MISCELLANEOUS

22 ☐ Tools, machines, office equipment
754 23 ☐ Farm or garden produce, plants, fruit, logs
24 ☐ Animals - pet or livestock
25 ☐ Food or liquor
755 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 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) .....
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 ..... }

99. RETURNCAR

Did the offender return the (car/motor vehicle) this time?

764

1 ☐ Yes ..... } SKIP to 100b
2 ☐ No ..... }

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

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 .....

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 **NONCASHPROPERTYRECOVERED**

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. REPORTEDTOINSURANCE

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. ESTCOSTREPAIRREPLACE

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 .....
3 ☐ Someone official called police (guard, apt. manager, school official, etc.) .....
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?

DEALT WITH ANOTHER WAY

802

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.

POLICE COULDN'T DO ANYTHING

803

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

Codes 1-17 SKIP to 117c

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
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

118. NOTREPORTIMPORTANT

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 - Specify
19 ☐ 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

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

810

TO LET POLICE KNOW
9 ☐ To improve police surveillance of respondent's home, area, etc.
10 ☐ Duty to let police know about crime

SKIP to 119c

OTHER
811
11 ☐ Other reason - Specify - ASK 119b
12 ☐ No other reason - SKIP to 121

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

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
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

1 ☐ Took report
2 ☐ Searched/looked around
3 ☐ Took evidence (fingerprints, inventory, etc.)
4 ☐ Questioned witnesses or suspects
5 ☐ Promised surveillance
6 ☐ Promised to investigate
} SKIP to 124

817

7 ☐ Made arrest
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
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
2 ☐ Respondent (or other HHLD member) contacted police
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

127a. POLICEFOLLOWUP

What did the police do in following up this incident?

Probe: **Anything else?**

Enter all that apply.

821
822

1 ☐ Took report
2 ☐ Questioned witnesses or suspects
3 ☐ Did or promised surveillance/investigation
4 ☐ Recovered property
5 ☐ Made arrest
6 ☐ Stayed in touch with respondent/household
} SKIP to 128

7 ☐ Other - Specify - ASK 127b

8 ☐ Nothing (to respondent's knowledge)
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
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
3 ☐ Don't know
} SKIP to 134a

133a. AUTHORITIES

Which authorities?

Probe: **Any others?**

Enter all that apply.

830

1 ☐ Prosecutor, district attorney
2 ☐ Magistrate
3 ☐ Court
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
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 .....
4 ☐ On the way to or from other place .....
5 ☐ Shopping, errands .....
6 ☐ Attending school .....
7 ☐ Leisure activity away from home .....
8 ☐ Sleeping .....
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 .....
2 ☐ Keeping house .....
3 ☐ Going to school .....
4 ☐ Unable to work .....
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?** .....
3 ☐ **A State, county, or local government?** .....
} SKIP to 138c
4 ☐ **Yourself (Self-employed) in your own business, professional practice, or farm?** ...
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 .....
2 ☐ No ..... } SKIP to 141c
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 .....
2 ☐ Motorcycle .....
3 ☐ Bicycle .....
4 ☐ On foot .....
5 ☐ School bus (private or public)....
6 ☐ Bus or trolley.....
7 ☐ Subway or rapid transit .....
8 ☐ Train.....
9 ☐ Taxi .....
10 ☐ Other - Specify - Ask 153b

} SKIP to 153c

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 .....
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

_____

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.

966

RELATIVE

1 ☐ Spouse at time of incident
2 ☐ Ex-spouse at time of incident
3 ☐ Parent or step-parent
} SKIP to 159a

4 ☐ Other relative - Specify - ASK 158b

NONRELATIVE

967

5 ☐ Friend or ex-friend
6 ☐ Neighbor
7 ☐ Schoolmate
8 ☐ Roommate, boarder
} SKIP to 159a

10 ☐ Other nonrelative - Specify - ASK 158c

968

11 ☐ Customer/client
12 ☐ Patient
13 ☐ Supervisor (current or former)
14 ☐ Employee (current or former)

969

15 ☐ Co-worker (current or former)

(RELATIVE)

16 ☐ Own child or step-child
17 ☐ Brother/sister

(NONRELATIVE)

970

18 ☐ Boyfriend or girlfriend, ex-boyfriend or ex-girlfriend

19 ☐ Teacher/school staff

} SKIP to 159a

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** **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.

895

CONTACT CRIMES

1 ☐ Completed or threatened violence in the course of the victim's job (police officer, security guard, psychiatric social worker, etc.)
2 ☐ Completed or threatened violence between spouses, other relatives, friends, neighbors, etc.
3 ☐ Completed or threatened violence at school or on school property
4 ☐ Other contact crimes (other violence, pocket picking, purse snatching, etc.) - Specify - ASK 160d

SKIP to 161

NONCONTACT CRIMES

5 ☐ Theft or attempted theft of motor vehicles
6 ☐ Theft or attempted theft of motor vehicle parts (tire, hubcap, battery, attached car stereo, etc.)
7 ☐ Theft or attempted theft of contents of motor vehicle, including unattached parts
8 ☐ Theft or attempted theft at school or on school property
9 ☐ Illegal entry of, or attempt to enter, victim's home, other building on property, second home, hotel, motel
10 ☐ Theft or attempted theft from victim's home or vicinity by person(s) KNOWN to victim (roommate, babysitter, etc.)
11 ☐ Theft or attempted theft from victim's home or vicinity by person(s) UNKNOWN to victim
12 ☐ Other theft or attempted theft (at work, while shopping, etc.) - Specify - ASK 160e

SKIP to 161

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 174

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) INCIDENTHATETARGETREASON_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? ..... 901 1 ☐ Yes 2 ☐ No 3 ☐ Don't know

If "Yes," SAY - **(by this we mean homosexual, bisexual, or heterosexual)**

---

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 ..... }

(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 ..... }

(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 174

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 ..... }

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 174

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

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.

NCVS-554
(8-2017)

NATIONAL CRIME VICTIMIZATION SURVEY (NCVS)

U.S. Department
of Commerce

Economics and Statistics
Administration

U.S. CENSUS
BUREAU

FIELD REPRESENTATIVE'S INFORMATION CARD BOOKLET

(Cut along broken lines)

PRIVACY ACT AND PAPERWORK REDUCTION ACT INFORMATION

PRIVACY ACT/ FAQs (Right)

The U.S. Census Bureau is conducting the National Crime Victimization Survey for the Bureau of Justice Statistics of the United States Department of Justice under the authority of law (Title 13, United States Code, Section 8). The Bureau of Justice Statistics is authorized to collect this survey information by law (Title 42, United States Code, Section 3732).

The U.S. Census Bureau is required by law to protect your information. The Census Bureau is not permitted to publicly release your responses in a way that could identify you. Federal law protects your privacy and keeps your answers confidential (Title 13, United States Code, Section 9 and Title 42, United States Code, Sections 3789g and 3735). Per the Federal Cybersecurity Enhancement Act of 2015, your data are protected from cybersecurity risks through screening of the systems that transmit your data.

The survey's purpose is to provide information on the kinds and amount of crime committed against households and individuals throughout the country. Your responses will be used for statistical research. 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. Participation in this survey is voluntary and there are no penalties for refusing to answer any questions. However, your cooperation is extremely important to help ensure the completeness and accuracy of this much needed information.

We estimate that completing the NCVS will take 25 minutes on average. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to the Chief, Victimization Statistics Branch, Bureau of Justice Statistics, Washington, DC 20531.

This collection has been approved by the Office of Management and Budget (OMB). The eight-digit OMB approval number that appears on your survey letter confirms this approval. If this number were not displayed, we could not conduct this survey.

DO NOT CALL REGISTRY

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

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

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

FREQUENTLY ASKED QUESTIONS (FAQs)

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 age 12 or older. Periodically, the survey includes such additional topics as crime in schools, contacts with law enforcement, and identity theft.

How was I selected for this survey?

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

(Cut along broken line)

Will information I provide be confidential?

Yes. The U.S. Census Bureau is required by law to protect your information. The Census Bureau is not permitted to publicly release your responses in a way that could identify you. Federal law protects your privacy and keeps your answers confidential (Title 13, United States Code, Section 9 and Title 42, United States Code, Sections 3789g and 3735). Per the Federal Cybersecurity Enhancement Act of 2015, your data are protected from cybersecurity risks through screening of the systems that transmit your data.

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.bjs.gov/>.

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 manufacturers and the census of state and local governments. Additionally, we collect data on a monthly basis to provide current information on such topics as labor force participation, retail and wholesale trade, various manufacturing activities, and trade statistics, as well as yearly surveys of business, manufacturing and governments, family income, and education.

I thought this was a crime survey. Why are you asking me these unrelated questions (such as household income, age, home ownership)?

The information you provide 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 police, information from this survey will show a more complete picture of the amount and types of crimes occurring in the United States.

Why does the NCVS ask about sexual orientation and gender identity?

Research has shown that sexual orientation and gender identity are correlated with crime victimization. These questions are included in the NCVS to better understand the relationship between these characteristics and experiences with criminal victimization. Additionally, discrimination against persons because of their sexual orientation and gender identity is prohibited by federal hate crime statutes and the 2013 reauthorized Violence Against Women Act (VAWA). Since the NCVS includes measures of hate crime and the provision of victim services, the inclusion of these items in the NCVS will allow researchers to better address policy-relevant questions about victimization and victim services.

CONFIRM SURVEY

If you would like to verify that I am from the U.S. Census Bureau, you may call my regional office (*PROVIDE RESPONDENT WITH THE TELEPHONE NUMBER OF THE REGIONAL OFFICE*). My name is {*Name}*, and this is the National Crime Victimization Survey. Your "case ID" is <*give* CASE ID >.

USES OF THE NCVS DATA

GOVERNMENT AGENCIES

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

DEPARTMENT of JUSTICE

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

DEPARTMENT of EDUCATION

The U.S. Department of Education measures the prevalence and nature of student victimizations at school.

DEPARTMENT of HEALTH AND HUMAN SERVICES

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.

EDUCATIONAL INSTITUTIONS

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

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

NATIONAL CRIME PREVENTION COUNCIL

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

COMMUNITY GROUPS

Use the data to develop neighborhood watch programs.

LAW ENFORCEMENT AGENCIES

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

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

PRINT AND BROADCAST MEDIA

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

OTHER USES OF THE 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 known offenses. These studies require knowledge of the levels of nonreporting to the police, together with information on the kinds of victimization that are disproportionately not reported to the police.

(Cut along broken line)

WHEN TO FILL THE CAPI CASE LEVEL NOTES IN THE INSTRUMENT

- Type A Noninterviews (all types, except confirmed refusals)
- Type B Noninterviews (all types)
- Type C Noninterviews (all types)
- Type Z Noninterviews (all types)
- Proxy Interviews (all types, with details of proxy conditions)
- Partial Interviews (*Specify Line #'s missing information*)
- Classification of Living Quarters Problems
- Conducted an interview for the entire household with a nonhousehold respondent *(Specify details of Proxy Conditions and who the nonhousehold member is.)*
- Anytime after a contact or attempted contact with the household.
- To include additional information about an incident not included in the incident summary.

GUIDANCE FOR INTERVIEWING RESPONDENTS WITH USUAL RESIDENCE ELSEWHERE (URE)

Students

While attending school away from the family residence (boarding, college, trade, or commercial 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.* (See Chapter C1 of the NCVS-550 Manual)

However, students ***are*** considered household members at their family residences 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.

Inmates/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. Examples of these types of institutional group quarters are:

- Correctional Institutions
- Nursing, Convalescent, and Rest Homes
- Hospitals
- Institutions for the Disabled
- Institutions for the Mentally Ill/Retarded
- Juvenile Institutions

Persons in institutional group quarters are not free to come and go without permission. *Therefore, these persons are* ***not*** *eligible for the NCVS interviewing, even if the group quarter is in the NCVS sample.* (See Chapter C1 of the NCVS-550 Manual; also refer to Chapter A6 for a complete reference of Noninterview Types. If additional guidance is necessary, contact your supervisor, who will follow up with HQ staff.) Additional information concerning Household Membership continues on the following page.

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

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

Entering "Case Level Notes"/ GUIDANCE FOR INTERVIEWING RESPONDENTS WITH URE (Left)

SUMMARY TABLE FOR HOUSEHOLD MEMBERSHIP (Right)

(Cut along broken line)

TABLE OF EDUCATION CODES

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

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

CÓDIGOS DE EDUCACÍON

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

Código	
	Primaria
1	1 grado
2	2 grado
3	3 grado
4	4 grado
5	5 grado
6	6 grado
7	7 grado
8	8 grado
	Secundaria
9	9 grado
10	10 grado
11	11 grado
12	12 grado (SIN DIPLOMA)
13	Graduado de escuela secundaria (DIPLOMA o su equivalente)
	Universidad
14	Algunos créditos universitarios (SIN DIPLOMA)
15	Título asociado universitario
16	Título de bacheller universitario (e.g. BA, AB, BS)
17	Título de maestría (e.g. MA, MS, Meng, MSW, MBA)
18	Título profesional (e.g. MD, DDS, DVM, LLB, JD)
19	Título de doctorado (e.g. PhD, EdD)
20	Nunca asistió o solo guardería infantil o kindergarten

EDUCATION CODE ENGLISH (Left)

EDUCATION CODE SPANISH (Right)

(Cut along broken line)

HISPANIC ORIGIN

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

Mexican

Mexican-American

Chicano

Puerto Rican

Cuban

Cuban-American

Central or South American (Spanish Countries)

Other Spanish origin

ORIGEN ESPAÑOL

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

Mexicano(a)

Mexicano(a)-Americano(a)

Chicano(a)

Puerto Riqueño(a)

Cubano(a)

Americano(a)-Cubano(a)

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

De otro orígen español

HISPANIC ORIGIN ENGLISH (Left)

HISPANIC ORIGIN SPANISH (Right)

(Cut along broken line)

RACE

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

Precode

1 White

2 Black or African American

3 American Indian or Alaska Native

4 Asian (Asian Indian, Chinese, Filipino, Japanese, Korean, Vietnamese, or other Asian)

5 Native Hawaiian or other Pacific Islander

RAZA

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

Código

1 Blanco(a)

2 Negro(a) o Africano(a) Americano(a)

3 Indio(a) Americano(a) o Nativo(a) de Alaska

4 Asiático(a) (Chino(a), Coreano(a), Filipino(a), Indio(a)Asiatico(a), Japonés(a), Vietnamita u otros Asiáticos)

5 Nativo de Hawaii o de Otra Isla del Pacífico

RACE ENGLISH (Left)

RACE SPANISH (Right)

(Cut along broken line)

SO_(Male)

Which of the following best represents how you think of yourself?

Precode

1	Gay
2	Straight, that is, not gay
3	Bisexual
4	Something else
5	I don’t know the answer

SO_(Female)

Which of the following best represents how you think of yourself?

Precode

1	Lesbian or gay
2	Straight, that is, not lesbian or gay
3	Bisexual
4	Something else
5	I don’t know the answer

SO_(Male)

¿Cuál de las siguientes mejor representa su manera de pensar en sí mismo?

Código

1	Gay
2	No gay, o sea, heterosexual
3	Bisexual
4	Otra cosa
5	No sé la respuesta

SO_(Female)

¿Cuál de las siguientes mejor representa su manera de pensar en sí mismo?

Código

1	Lesbiana o gay
2	No gay o lesbiana, o sea, heterosexual
3	Bisexual
4	Otra cosa
5	No sé la respuesta

SEXUAL ORIENTATION ENGLISH (Left)

SEXUAL ORIENTATION SPANISH (Right)

GI

What sex were you assigned at birth, on your original birth certificate?

Precode

1 Male

2 Female

GI

Do you currently describe yourself as male, female or transgender?

Precode

1 Male

2 Female

3 Transgender

4 None of these

GENDER IDENTITY ENGLISH (Left)

GENDER IDENTITY SPANISH (Right)

GI

¿Qué sexo le asignaron al nacer, en su acta de nacimiento original?

Código

1 Hombre

2 Mujer

GI

¿Actualmente se describe a sí mismo(a) como hombre, mujer o transgénero?

Código

1 Hombre

2 Mujer

3 Transgénero

4 Ninguna de las anteriores

(Cut along broken line)

EMPLOYMENT

Which of the following best describes your job?

11. Medical Profession – As a –

11 Physician?
12 Nurse?
13 Technician?
14 Other Medical Profession? – *Specify* _____

12. Mental Health Services Field – Are your duties –

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

13. Teaching Profession – Were you employed in a –

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

14. Law Enforcement or Security Field – Were you employed as a –

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

15. Retail Sales – Were you employed as a –

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

16. Transportation Field – Were you employed as a –

34 Bus driver?
35 Taxi cab driver?
36 Other Transportation Field Profession? – *Specify* _____

OR

17. Something else? – *Specify* _____

EMPLEO

¿Cuál de las siguientes describe mejor su trabajo?

11. <u>Profesiones Médicas</u> – ¿Como un(a) –

11 Doctor en Medicina?
12 Enfermera?
13 Tecnólogo Médico?
14 Otro? – *Especifique* _____

12. <u>Servicios de Salud Mental</u> – ¿Son sus obligaciones –

15 Profesional (trabajador social/psiquiátra)?
16 Cuidado de Enfermos (Custodial Care)?
17 Otro? – *Especifique* _____

13. <u>Profesiones de Enseñanza</u> – ¿Estaba Ud. empleado en un(a) –

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

14. <u>Cumplimiento de la Ley o en Profesiones de Seguridad</u> – ¿Estaba Ud. empleado como un(a) –

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

15. <u>Ventas al detal</u> – ¿Estaba Ud. empleado como un(a) –

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

16. <u>Profesiones de Transporte</u> – ¿Estaba Ud. empleado como un –

34 Chofer de autobús?
35 Chofer de taxi?
36 Otro? – *Especifique* _____

O

17. <u>Alguna otra cosa?</u> – *Especifique* _____

EMPLOYMENT ENGLISH (Left)

EMPLOYMENT SPANISH (Right)

(Cut along broken line)

HOUSEHOLD INCOME

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

Precode	Income Range
11	Less than $5,000
12	$5,000 to $7,499
13	$7,500 to $9,999
14	$10,000 to $12,499
15	$12,500 to $14,999
16	$15,000 to $17,499
17	$17,500 to $19,999
18	$20,000 to $24,999
19	$25,000 to $29,999
20	$30,000 to $34,999
21	$35,000 to $39,999
22	$40,000 to $49,999
23	$50,000 to $74,999
24	$75,000 to $99,999
25	$100,000 to $149,999
26	$150,000 to $199,999
27	$200,000 or more

INGRESO DEL HOGAR

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

Código	Rango de Ingresos
11	Menos de $5,000
12	$5,000 a $7,499
13	$7,500 a $9,999
14	$10,000 a $12,499
15	$12,500 a $14,999
16	$15,000 a $17,499
17	$17,500 a $19,999
18	$20,000 a $24,999
19	$25,000 a $29,999
20	$30,000 a $34,999
21	$35,000 a $39,999
22	$40,000 a $49,999
23	$50,000 a $74,999
24	$75,000 a $99,999
25	$100,000 a $149,999
26	$150,000 a $199,999
27	$200,000 y más

HOUSEHOLD INCOME ENGLISH (Left)

HOUSEHOLD INCOME SPANISH (Right)

(Cut along broken line)

NCVS DEFINITION OF RAPE

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

NCVS DEFINITION OF PRESENCE DURING AN INCIDENT

"Presence" during an incident means a sample household member:

✓ Was at the immediate scene of the crime

AND

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

NCVS DEFINITION OF RAPE ENGLISH (Left)

NCVS DEFINITION OF PRESENCE (Right)

(Cut along broken line)

TYPE Z NONINTERVIEWS

Situations Causing Type Z Noninterviews

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

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

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

(Precode 2) Parent Refused – Use Precode (2) when a parent or other person refused for respondent.

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

(Precode 3) Respondent Refused – Use Precode (3) when an individual respondent refused for themselves.

(Precode 4) Physically/Mentally Unable to Answer and No Proxy Available – The household member must have health and/or mental illness problems that are continuous throughout the entire interview period and you are unable to find an eligible proxy respondent for this person.

(Precode 5) Temporarily Absent and No Proxy Available – An individual respondent is temporarily away from home and not expected to return before the closeout date and you are unable to find an eligible proxy respondent for this person.

(Precode 6) Other Type Z Situations – You are not able to interview an eligible respondent *(other than the household respondent)* and the situation does not fit Type Z codes 1 through 5. An example is:

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

Refer to Part A, Chapter 6 of the NCVS-550 Manual for additional information concerning Noninterviews.

PROXY INTERVIEWS

Proxy Interviews for Household Members

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

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

Qualifications of a Proxy Respondent

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

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

Exceptions to the Age Requirement for a Proxy Respondent

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

OR

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

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

(Cut along broken line)

QUICK REFERENCE GUIDE

BASIC DEFINITIONS AND CONCEPTS

The purpose of this quick reference guide is to provide you basic definitions and concepts used in the National Crime Victimization Survey. This guide does not take the place of the NCVS-550 Manual, but instead is to be used in conjunction with the manual. The NCVS-550 Manual remains the definitive reference source for detailed definitions and explanations.

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

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

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

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

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

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

Citizenship – The person was born in the United States; born in a U.S. territory (Puerto Rico, Guam, U.S. Virgin Island, Northern Marianas, or America Samoa); born of U.S. citizen parent(s); or become a citizen of the U.S. through naturalization.

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

Gender Identity (GI) – A person's internal sense of gender, that is, being male, female, or a blend of both.

Group Quarters (GQ) – Comprised of one or more GQs that were identified in the same Census blocks screened to be a group living quarters.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Recognizable business – To be a recognizable business, these three conditions must be met: (1) it must be a commercial establishment operated by a household member, (2) a sign must be present that is clearly visible to the general public from the outside of the business, and (3) if operated from sample address the sign announcing the business must be located on the sample household property.

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

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

Sexual Orientation (SO) – The direction of one's romantic or sexual attraction to members of the same sex, opposite sex, or both sexes.

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

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

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

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

Type C Noninterviews – Units that are ineligible for sample.

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

Units – Consists of one or more basic addresses selected from the most recent Census files.

QUICK REFERENCE GUIDE (Left/Right)

(Cut along broken line)

GUIDELINES FOR DETAILS TO INCLUDE IN THE SUMMARY SECTION OF THE NCVS CAPI INSTRUMENT

WHERE RESPONDENT WAS DURING INCIDENT:

- A specific description about where the respondent was and what they were doing when the incident occurred.
  Examples – L1 was at home sleeping; L2 was watching TV at home, L3 was in restaurant.

WHERE INCIDENT HAPPENED:

- If the incident occurred in or near the respondent's residence, then the incident should have an entry in Item LOCATION_IN_HOME or in Item LOCATION_NEAR_HOME. Please specify in the summary where exactly in or near the respondent's residence the incident occurred. If the incident happened on a porch, specify whether the porch was an open porch or whether it was an enclosed porch.
  Example – Offender stole lawn furniture from L1's enclosed front porch.

RESPONDENT MENTIONS A GARAGE:

- Specify whether the garage was attached to the house or detached from the house.
- Specify how the offender entered the garage.
  Examples – Offender entered attached garage through an opened door; offender entered detached garage after breaking glass in a locked window.

CAR STOLEN/BROKEN INTO:

- Specifically describe where the car was parked at the time it was stolen/broken into.
  Examples – Car was in parking lot at work/shopping mall; car was in L2's driveway; car was in L2's attached/detached garage.

RESPONDENT WAS THREATENED:

- Describe specifically the nature of the threat.
  Examples – Threatened to hurt L1; threatened to rape L2; threatened to kill L3; threatened to burn L4's house down.

WEAPON PRESENT:

- Describe the weapon used or threatened to be used.
- Describe how the weapon was used or threatened to be used.
  Examples – Offender threatened to hit L1 with a wrench; offender pointed a gun at L2.

PURSE OR WALLET STOLEN WHILE OUT SHOPPING OR RUNNING ERRANDS:

- Describe when the respondent noticed the item was stolen.
  Examples – L1 noticed her purse was gone while at the counter paying; several hours later L2 discovered his wallet was missing.

PROPERTY BROKEN INTO WAS A VACATION/RENTAL HOME:

- How is property used, that is, exclusively as a rental property or does the respondent stay there sometimes.
  Examples – L1's vacation home where they live 6 months out of the year was broken into while they were at the sample address; while L2 was renting the vacation home to renters, someone broke into it.

WHEN POLICE OFFICER WAS THE OFFENDER: (POLICEFINDOUT = 16)

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

CODING THEFTS/ATTEMPTED THEFTS

What to INCLUDE

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

What to EXCLUDE

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

STANDARD ABBREVIATIONS TO USE

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**
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**
Fast Data, **FD**
Find/Found, **FND**
Field Representative, **FR**
Front, **FRNT**
Friday, **FRI**
Foot/Feet (Distance), **FT**
Follow-up, **FU**
Forward, **FWD**
Gender Identity, **GI**
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**
Noninterview, **NO INT**
Nearby, **NRBY**
Number, **#**
Northwest, **NW**

STANDARD ABBREVIATIONS TO USE – Cont.

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**
Sample Person, **SP**
Sample Unit, **SU**
Saturday, **SAT**
Sexual Orientation, **SO**
Soft Call Back, **SCB**
Screen (computer), **SCRN**
Said, **SD**
Southeast, **SE**
Senior Field Representative, **SFR**
Signal, **SGNL**
Sheet#, Line#, **S_L_**
Small, **SM**
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**

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INSTRUCTIONS FOR SPANISH NCVS INTERVIEWS

For Spanish-Speaking Field Representatives

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

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

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

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

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

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

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

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

For All Field Representatives

Also available are Spanish translations of the NCVS-572(L) and NCVS-573(L) introductory letters, the NCVS-593(L) and NCVS-594(L) Thank You letters, and the NCVS-110 Factsheet.

In addition the NCVS-572(L) is also available in Korean, Vietnamese, Chinese Simplified(S) and Chinese Traditional(T).

CASE MANAGEMENT FUNCTION KEYS

KEY	FUNCTION
F1	Help
F2	Interview
F3	Next Tab
F4	Go to (Detail/Case List)
F5	Reports
F6	Listing
F7	Notes
F8	View
F9	Sort
F10	Exit

KEY	FUNCTION
Alt + F4	Closes active window; exits program
Ctrl + End	Moves to last case
Ctrl + Home	Moves to first case
Ctrl + K	Accesses shortcut keys
Ctrl + T	Interview Time Preference
Shift + F1	Displays Welcome
Shift + F6	Map
Shift + F8	Returns to main Case Management Screen

SPANISH INTERVIEWS (Left)

FUNCTION KEYS (Right)

CAPI FUNCTION KEYS

KEY	FUNCTION
F1	Question Help
F2	(Unassigned)
F3	(Unassigned)
F4	Jump Menu
F5	(Unassigned)
F6	(Unassigned)
F7	Item Notes/Remarks
F8	Return
F9	(Unassigned)
F10	Exit
F11	Calculator
F12	Copy Down (Repeat)

KEY	FUNCTION
Shift + F1	Show HH
Shift + F2	FAQs
Shift + F3	RI FAQs
Shift + F4	(Unassigned)
Shift + F5	Language
Shift + F6	(Unassigned)
Shift + F7	Show Notes/Remarks
Shift + F8	(Unassigned)
Shift + F9	New HHR
Shift + F10	Show Function Keys
Shift + F11	Show Standard Abbrev.
Shift + F12	Show Original Notes (RI)

KEY	FUNCTION
END	Next Question on Path
HOME	First Question on Path
Ctrl + F3	Show Question Text
Ctrl + D	Don't Know
Ctrl + F	Search Tag
Ctrl + H	Info

KEY	FUNCTION
Ctrl + F7	Case Level Notes
Ctrl + K	Show Function Keys
Ctrl + M	Show DK and Refused
Ctrl + R	Refused
Ctrl + F11	Calendar
Ctrl + T	Interview Time Preference
Alt + S	Save

NCVS Rotation Chart

January 2018 - December 2021

Year/Month		2014*		2015		2016		2017		2018		2019		2020	
		J28/K28		J30/K30		J16/K16		J17/K17		J18/K18		J19/K19		J20/K20	
2018	JAN	13	14	15	16	17	11	12							
	FEB	23	24	25	26	27	21	22							
	MAR	33	34	35	36	37	31	32							
	APR	43	44	45	46	47	41	42							
	MAY	53	54	55	56	57	51	52							
	JUN	63	64	65	66	67	61	62							
	JUL		14	15	16	17	11	12	13						
	AUG		24	25	26	27	21	22	23						
	SEP		34	35	36	37	31	32	33						
	OCT		44	45	46	47	41	42	43						
	NOV		54	55	56	57	51	52	53						
	DEC		64	65	66	67	61	62	63						
2019	JAN			15	16	17	11	12	13	14					
	FEB			25	26	27	21	22	23	24					
	MAR			35	36	37	31	32	33	34					
	APR			45	46	47	41	42	43	44					
	MAY			55	56	57	51	52	53	54					
	JUN			65	66	67	61	62	63	64					
	JUL				16	17	11	12	13	14	15				
	AUG				26	27	21	22	23	24	25				
	SEP				36	37	31	32	33	34	35				
	OCT				46	47	41	42	43	44	45				
	NOV				56	57	51	52	53	54	55				
	DEC				66	67	61	62	63	64	65				
2020	JAN					17	11	12	13	14	15	16			
	FEB					27	21	22	23	24	25	26			
	MAR					37	31	32	33	34	35	36			
	APR					47	41	42	43	44	45	46			
	MAY					57	51	52	53	54	55	56			
	JUN					67	61	62	63	64	65	66			
	JUL						11	12	13	14	15	16	17		
	AUG						21	22	23	24	25	26	27		
	SEP						31	32	33	34	35	36	37		
	OCT						41	42	43	44	45	46	47		
	NOV						51	52	53	54	55	56	57		
	DEC						61	62	63	64	65	66	67		
2021	JAN							12	13	14	15	16	17	11	
	FEB							22	23	24	25	26	27	21	
	MAR							32	33	34	35	36	37	31	
	APR							42	43	44	45	46	47	41	
	MAY							52	53	54	55	56	57	51	
	JUN							62	63	64	65	66	67	61	
	JUL								13	14	15	16	17	11	12
	AUG								23	24	25	26	27	21	22
	SEP								33	34	35	36	37	31	32
	OCT								43	44	45	46	47	41	42
	NOV								53	54	55	56	57	51	52
	DEC								63	64	65	66	67	61	62

* Sample selected in 2014 (for first interviews in 2015) was within 2010 design continuing counties only. In new counties, sample designation J28/K28 was selected in 2015 and began interviewing in 2016.

DESCRIPTION OF THE NCVS ROTATION CHART

This rotation chart for the National Crime Victimization Survey (NCVS) covers the time period from January 2018 through December 2021.

Overall panel design

The NCVS is a panel survey where sample housing units (HUs) are interviewed every six months for a total of seven interviews within a three year period. The 2010 design NCVS selects a new HU sample every year, and each sample begins interviewing the following January. The GQ sample is selected every three years (2013, 2016, 2019, and 2022) and divided equally into three annual samples.

Top headings

The years across the top of the rotation chart indicate the year of HU sampling. The row under the sample years contains the sample designations assigned to each annual sample. Starting in 2016, the sample designation number corresponds to the year the sample was selected. "J" sample designations are used for active sample, and "K" sample designations are used for reserve sample that may be activated as needed.

Left headings

The year and month on the left indicates the interview month for each subset of the sample. The numbers within each row in this rotation chart indicate the subsets of the NCVS sample that are sent out for data collection in that month.

Body - Panel and Rotation

The body of the rotation chart contains a series of two-digit numbers. The first digit is the panel number, which indicates which two months a sample case is interviewed during a year. The second digit is the rotation number, which divides each annual sample in half and determines which time-in-sample the cases are on.

Instructions for Determining Time-in-sample (TIS)

Identify which row on the rotation chart a case is in by the combination of sample designation, panel, rotation, and current interview month. In any given row, you can determine the TIS for each rotation number by counting the rotations interviewing that month from left to right or from right to left. The rotations on the far left are on TIS 7 and the rotations on the right are on TIS 1.

New Growth Sample

New growth cases may be added to a rotation any time between TIS 1 and TIS 6. Therefore, a small number of sample cases do not receive all seven NCVS interviews. For example, if a new growth case is added in TIS 6, the rotation chart will indicate that they are on TIS 6, but the case will be flagged as incoming and only receive the two remaining interviews for that rotation.