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## Attachment 1: National Crime Victimization Survey Redesign Questionnaire

# NATIONAL CRIME VICTIMIZATION SURVEY REDESIGN QUESTIONNAIRE

## Questionnaire Legend:

**Red Text** = Question screen name

**Black Bold Text** = Question text to be read aloud

**Grey Bold Text** = Optional question text to be read aloud when necessary

**Blue Text** = Field Representative (FR) Text

**Green {} Text** = Indicates a fill within the question text or answer categories

= Single response option

= Multiple response option

Block text indicates different *SKIP* patterns, these instructions are listed in *italic text*.  
*SKIP TO* indicates skipping forward to a question within the questionnaire.  
*LOOP TO* indicates moving backward to a previous question that has already appeared.  
*CONTINUE TO* indicates moving to the next question in the questionnaire.  
*EXIT*

There are some questions that do not include any block text instructions for where to move to within the questionnaire. In these cases, all responses should move to the question that appears next within the questionnaire.

RF = Refusal (many questions but not all allow a hard refusal response)

DK = Don't know (many questions but not all allow a hard don't know response)

## FRONT SECTION

### EARLYSTART\_CK (hard)

◆ You are trying to access a case before the interview period has started. Please wait until {February 1/March 1/ April 1/May 1/June 1/July 1/August 1/September 1/October 1/ November 1/December 1/January 1} to access.

## Front

### START

#### CENSUS CAPI SYSTEM NATIONAL CRIME VICTIMIZATION SURVEY

Case Status is: {New case/Household reached/Insufficient partial for the household respondent/Sufficient partial interview for the household respondent/Household respondent (complete)/Fully complete household interview}

Incoming/Continuing: {Incoming case/Continuing case}

Interview Number: {1/2/3/4/5/6/7}

Confirmed Refusal: {Confirmed refusal/Potential congressional/No}

Household address: {Address}

- 1 = Telephone interview
- 2 = Personal interview
- 3 = Noninterview (Type A/B/C)
- 4 = Ready to transmit – no follow-up (Type Zs)
- 5 = Quit: Do not attempt now

### TRANS\_CK (hard)

◆ Case is not ready for transmission.

### SUFFPART\_CK (hard)

◆ Sufficient partial case cannot be coded as noninterview.

◆ Select Close or Goto to return to START.

◆ Enter 4 at START to record Type Z reason for noninterview people and set the case for transmission.

### COMPLETE\_CK (hard)

◆ Not a valid entry. Case is complete. Close this check and transmit or exit the case as necessary.

### READYTRANS\_CK (soft)

◆ Are you ready to transmit this case?

◆ Select Suppress to continue.

### NEEDPV\_CK (soft)

◆ 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 screen and select personal interview.

## WHOTOCALL\_HHR

LN	HH/NAME	STATUS	AGE	RELATION	PHONE #1	PHONE #2
	Household Level					
{Line number}	{Name}	{Interview status}	{Age}	{Relationship}	{Phone 1}	{Phone 2}

◆ Enter the line number of the person with whom you want to speak.

## WHOTOCALL

LN	HH/NAME	STATUS	AGE	RELATION	PHONE #1	PHONE #2
	Household Level					
{Line number}	{Name}	{Interview status}	{Age}	{Relationship}	{Phone 1}	{Phone 2}

◆ Enter the line number of the person with whom you want to speak.

## GENINTRO

◆ Household address is:

{Address}

Hello. I'm ◆ YOUR NAME from the U.S. Census Bureau. Here is my identification.

I'm looking for {someone who is 18 or older, lives at this address and is knowledgeable about the household/Name}.

Is {that person/Name} available?

◆ If you are speaking to someone other than Name, DO NOT ENTER 1

- 1 = Yes, {someone who is 18 or older, lives at this address and is knowledgeable about the household/Name} is available
- 2 = No, {someone who is 18 or older, lives at this address and is knowledgeable about the household/Name} is not available
- 3 = Nonhousehold member proxy respondent

## REPLACEMENTHH

◆ A replacement household means that there are NO members of the household interviewed during the previous enumeration period currently living at this address.

◆ Is this a replacement household? If unsure, enter 2 - No.

- 1 = Yes
- 2 = No

## REPLACELASTCALL\_CK (soft)

- ◆ You are about to start a new case and delete all previous data. This action cannot be undone without the case being restarted.
- ◆ Select Suppress to continue.

## REPLACEMENTINTRO

I'm looking for someone who is 18 or older, lives at this address and is knowledgeable about the household.

Is that person available?

- 1 = Yes, someone who is 18 or older, lives at this address and is knowledgeable about the household is available
- 2 = No someone who is 18 or older, lives at this address and is knowledgeable about the household is not available
- 3 = Nonhousehold member proxy respondent

## DIAL

HHR	HH/NAME	STATUS	SEX	AGE	RELATION	PHONE #1	PHONE #2
	Household Level						
{HHR}	{Name}	{Interview status}	{Sex}	{Age}	{Relationship}	{Phone 1}	{Phone 2}
{HHR}	{Name}	{Interview status}	{Sex}	{Age}	{Relationship}	{Phone 1}	{Phone 2}

- ◆ Dial number.

Hello. This is ◆ YOUR NAME from the U.S. Census Bureau.

May I please speak with {someone who is 18 or older, lives at this address and is knowledgeable about the household/Name}?

- 1 = This is the correct person or correct person called to the phone
- 2 = Person not available now or no longer lives here
- 3 = Person unknown at this number
- 4 = No contact or reached answering machine
- 5 = New telephone number
- 6 = Telephone disconnected
- 7 = Nonhousehold member proxy respondent

## DIALCORRECT

Have I reached ♦ READ PHONE NUMBER YOU DIALED?

HHR	HH/NAME	STATUS	SEX	AGE	RELATION	PHONE #1	PHONE #2
	Household Level						
{HHR}	{Name}	{Interview status}	{Sex}	{Age}	{Relationship}	{Phone 1}	{Phone 2}
{HHR}	{Name}	{Interview status}	{Sex}	{Age}	{Relationship}	{Phone 1}	{Phone 2}

- 1 = Yes
- 2 = No

## DIALEDCORRECT\_CK (hard)

♦ Select the Goto button in order to return to the DIAL screen to redial the phone number for the household.

♦ Otherwise, select the Close button to return to the DIALCORRECT screen.

## RTNUM

I'm trying to reach someone in {this/the NAME} household.

Have I reached the correct household?

- 1 = Yes
- 2 = No

## HELLO\_ALT2

May I speak to ♦ ASK FOR ANOTHER POSSIBLE HOUSEHOLD RESPONDENT?

LN	HH/NAME	STATUS	SEX	AGE	RELATION
	Household Level				
{Line number}	{Name}	{Interview status}	{Sex}	{Age}	{Relationship}

## HELPOTH

Perhaps you can help me.

I would like to speak to a member of the {Name} household who lives there, is at least 18 years old, and is knowledgeable about the household.

◆ If necessary: Would you or someone else there now qualify?

◆ Only enter 1 if the {Name} household still lives at the sample address. DO NOT ENTER 1 if this is a replacement household.

- 1 = Yes, member of the {Name} household available
- 2 = No, no one from the {Name} household available
- 3 = Not the {Name} household

## HELPOTH\_CK (hard)

◆ Check the HH Roster Tab if needed.

◆ Is this a replacement household? If yes, {suppress this check and exit the case. This case is a replacement which requires a PV/back up to REPLACEMENTHH and update the answer to 1 - Yes.}

◆ Is the person you are speaking with already on the roster? If yes, do not answer 1 - Yes to HELPOTH or a duplicate line number will be created.

## OTHFNAME

What is your name?

◆ Enter the respondent's first name on this screen and last name on the next screen. \_\_\_\_\_

## OTHLNAME

What is your last name?

◆ Enter respondent's last name. \_\_\_\_\_

## ALTERNATE1

I still need to interview {Name}.

LN	NAME	STATUS	SEX	AGE	RELATION
{Line number}	{Name}	{Interview status}	{Sex}	{Age}	{Relationship}

{Are any of them available now?/Is he/she available now?/Are either of them available now?}

## ATT\_CONTACT

Thank you for your help.

◆ Try contacting the household using other available phone numbers. If you are unable to make contact, conduct a personal visit to determine if this is a replacement household.}

- 1 = Try another phone number
- 2 = Exit instrument



## TRYPHONE\_CK (hard)

- ◆ Select the Goto button in order to return to the DIAL.
- ◆ Otherwise, select the Close button to return to the ATT\_CONTACT screen.

## VERADD\_TELE

We are talking with members of your household age 12 or older about their experiences with crime and safety.

{I have your address listed as...

{Address}/

Is that your exact address?

Do you still live at...

{Address}}

- 1 = Yes, exact address
- 2 = {No, moved (NOT same address)}
- 3 = Haven't moved, but address has changed
- 4 = {Incorrect address previously recorded}

## VERADDHH\_TELE

Since that address rather than you personally was selected for this survey, no interview is required of you at this time. Do any of the following people still live at your previous address: {fill NAMES of eligible household members}?

- ◆ If needed, remind the respondent of the address:

{Address}

- 1 = Yes
- 2 = No
- 3 = Don't know

## MOVED

{Since that address rather than you personally was selected for this survey, no interview is required of you at this time.} Thank you for your past participation. We appreciate your time and cooperation.

{◆ You may now hang up.}

## VERIFYREPLACE

{◆ All household members from the previous enumeration have moved from this address. Conduct a personal visit to determine if this case is a replacement household./Attempt to contact other household members via phone before making a personal visit.}

## INTROPARTIAL

◆ Partial interview for: {Name}

◆ 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 = Yes, respondent or proxy available
- 2 = No, respondent not ready to complete interview

## INTROREC

◆ Current respondent: {Name}

◆ 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. The survey questions ask for information about people's perceptions of community safety, their local police, and their experiences with victimization and crime in the past six months. The results will be used to help improve the way we measure crime.

**Are you available now to be interviewed?**

- 1 = Yes, respondent or proxy available
- 2 = No, respondent not ready to complete interview

## GETLETTER

◆ If necessary: Hello, this is ◆ YOUR NAME from the U.S. Census Bureau.

I'm {here/calling} concerning the National Crime Victimization Survey. The survey questions ask for information about people's perceptions of community safety, their local police, and their experiences with victimization and crime in the past six months. The results will be used to help improve the way we measure crime. 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

I have your address listed as...

{Address}

**Is that your exact address?**

- 1 = Yes, exact address
- 2 = {No, moved (NOT same address)}
- 3 = Haven't moved, but address has changed
- 4 = {Incorrect address previously recorded}

## Noninterview

*Block to code noninterviews*

## NONTYP

◆ What type of noninterview do you have?

- 1 = Type A
- 2 = Type B
- 3 = Type C

## TYPEA

◆ Enter Type A noninterview reason.

- 1 = Language problems
- 2 = No one home
- 3 = Temporarily absent (specify)
- 4 = Refused
- 5 = Other occupied (specify)

## TYPEA\_SP3

◆ Enter the date this household is expected to return as mmddyyyy or click to activate the calendar feature. \_\_\_\_\_

## TYPEA\_SP3\_CK (hard)

◆ Date is unacceptable. You must set a callback appointment for this household since they will return before closeout or return to TYPEA and choose a different reason.

◆ To set a callback appointment, press F10 and enter 2 – Callback (set appointment).

## TYPEA\_SP5

◆ Enter the description for Other occupied. \_\_\_\_\_

## TYPEACHECK\_CK (soft)

◆ Are you sure this is a Type A noninterview? If this is correct, select Suppress to continue.

◆ If this is not a Type A noninterview, then return to NONTYP to select the correct type of noninterview.

## TYPEB

◆ Enter Type B noninterview reason.

- 1 = Vacant – regular
- 2 = Vacant – storage of household furniture
- 3 = Temporarily occupied by persons with a usual residence elsewhere (URE)
- 4 = Unfit or to be demolished
- 5 = Under construction, not ready
- 6 = Converted to temporary business or storage
- 7 = Unoccupied site for mobile home, trailer, or tent
- 8 = Permit granted, construction not started
- 9 = Other (specify)

## TYPEB\_SP9

◆ Enter the description of the Other Type B reason. \_\_\_\_\_

### **TYPEB\_CK (hard)**

- ◆ This is an invalid noninterview reason for this case. A replacement household cannot be made a Type B noninterview.
- ◆ If this is a Type B noninterview, restart the case and code as a Type B WITHOUT making it a replacement household.
- ◆ If this is a replacement household and you are unable to interview the household members, code this as a Type A.

### **TYPEBCHECK\_CK (soft)**

- ◆ Are you sure this is a Type B noninterview? If this is correct, select Suppress to continue.
- ◆ If this is not a Type B noninterview, then return to NONTYP to select the correct type of noninterview.

### **TYPEC**

- ◆ Enter Type C noninterview reason.
  - 1 = Unused line of listing sheet
  - 2 = Demolished
  - 3 = House or trailer moved
  - 4 = Outside segment
  - 5 = Converted to permanent business or storage
  - 6 = Merged
  - 7 = Condemned
  - 8 = Unit does not exist or is out of scope
  - 9 = Unlocatable sample address
  - 10 = Permit abandoned
  - 11 = Other (specify)

### **TYPEC258\_CK (hard)**

- ◆ 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 enter 5 - Other occupied. Type "Unable to Locate" in the specify screen. Or press F10 and contact your supervisor for assistance.

### **TYPEC\_SP**

- ◆ Enter the description of the Other Type C reason. \_\_\_\_\_

### **TYPECCHECK\_CK (soft)**

- ◆ Are you sure this is a Type C noninterview? Making this case a Type C noninterview will remove it from sample. If this is correct, select Suppress to continue.
- ◆ If this is not a Type C noninterview, then return to NONTYP to select the correct type of noninterview.

## TYPEOFHU\_AB

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

- 1 = House, apartment, flat
- 2 = Unit in rooming house, hotel, motel, etc.
- 3 = Mobile home or trailer
- 4 = Other housing unit
- 5 = Student quarters in college dormitory
- 6 = Other group quarters unit
- 7 = Tent or trailer site

## Contact Person

*Type B or Type C noninterview classified by observation*

### BCOBS

◆ Did you classify this unit by observation only? If you verified with a contact person, enter 2 - No.

Name of contact person: {Contact person name}  
Title of contact person: {Contact person title}  
Phone number to contact: {Contact person phone number}  
Address of contact person: {Contact person address}  
Previously recorded by observation only? {Yes/No}

- 1 = Yes
- 2 = No

### BCNAME

◆ Enter name of contact person.

◆ Press Enter for none or same.

Name of contact person: {Contact person name}  
Title of contact person: {Contact person title}  
Phone number to contact: {Contact person phone number}  
Address of contact person: {Contact person address}  
Previously recorded by observation only? {Yes/No}

### BCNAME\_CK (hard)

◆ There was no previously recorded contact person's name. Please record the contact person's name.

### **BCTITL**

- ◆ Enter title of contact person.
- ◆ Press Enter for none or same.

Name of contact person: {Contact person name}  
Title of contact person: {Contact person title}  
Phone number to contact: {Contact person phone number}  
Address of contact person: {Contact person address}  
Previously recorded by observation only? {Yes/No}

### **BCTITL\_CK (hard)**

- ◆ There was no previously recorded contact person's title. Please record the contact person's title.

### **BCNUM**

- ◆ Enter phone number of contact person.
- ◆ Press Enter for none or same.

Name of contact person: {Contact person name}  
Title of contact person: {Contact person title}  
Phone number to contact: {Contact person phone number}  
Address of contact person: {Contact person address}  
Previously recorded by observation only? {Yes/No}

### **BCNUM\_CK (hard)**

- ◆ There was no previously recorded phone number for the contact person. Please record the contact person's phone number.

### **BCADDRESS1**

- ◆ Enter first line of address of contact person.
- ◆ Press Enter for none or same.

Name of contact person: {Contact person name}  
Title of contact person: {Contact person title}  
Phone number to contact: {Contact person phone number}  
Address of contact person: {Contact person address}  
Previously recorded by observation only? {Yes/No}

### **BCADDRESS1\_CK (hard)**

- ◆ There was no previously recorded address for the contact person. Please record the contact person's address.

## **BCADDRESS2**

- ◆ Enter second line of address of contact person.
- ◆ Press Enter for none or same.

Name of contact person: {Contact person name}  
Title of contact person: {Contact person title}  
Phone number to contact: {Contact person phone number}  
Address of contact person: {Contact person address}  
Previously recorded by observation only? {Yes/No}

## **BCCITY**

- ◆ Enter city of contact person's address.
- ◆ Press Enter for none or same.

Name of contact person: {Contact person name}  
Title of contact person: {Contact person title}  
Phone number to contact: {Contact person phone number}  
Address of contact person: {Contact person address}  
Previously recorded by observation only? {Yes/No}

## **BCCITY\_CK (hard)**

- ◆ There was no previously recorded city for the contact person. Please record the contact person's city.



## BCSTATE

◆ Enter state of contact person's address.

◆ Press Enter for none or same.

Name of contact person: {Contact person name}

Title of contact person: {Contact person title}

Phone number to contact: {Contact person phone number}

Address of contact person: {Contact person address}

Previously recorded by observation only? {Yes/No}

- |                               |                               |                               |
|-------------------------------|-------------------------------|-------------------------------|
| <input type="radio"/> 1 = AL  | <input type="radio"/> 21 = KY | <input type="radio"/> 38 = ND |
| <input type="radio"/> 2 = AK  | <input type="radio"/> 22 = LA | <input type="radio"/> 39 = OH |
| <input type="radio"/> 4 = AZ  | <input type="radio"/> 23 = ME | <input type="radio"/> 40 = OK |
| <input type="radio"/> 5 = AR  | <input type="radio"/> 24 = MD | <input type="radio"/> 41 = OR |
| <input type="radio"/> 6 = CA  | <input type="radio"/> 25 = MA | <input type="radio"/> 42 = PA |
| <input type="radio"/> 8 = CO  | <input type="radio"/> 26 = MI | <input type="radio"/> 44 = RI |
| <input type="radio"/> 9 = CT  | <input type="radio"/> 27 = MN | <input type="radio"/> 45 = SC |
| <input type="radio"/> 10 = DE | <input type="radio"/> 28 = MS | <input type="radio"/> 46 = SD |
| <input type="radio"/> 11 = DC | <input type="radio"/> 29 = MO | <input type="radio"/> 47 = TN |
| <input type="radio"/> 12 = FL | <input type="radio"/> 30 = MT | <input type="radio"/> 48 = TX |
| <input type="radio"/> 13 = GA | <input type="radio"/> 31 = NE | <input type="radio"/> 49 = UT |
| <input type="radio"/> 15 = HI | <input type="radio"/> 32 = NV | <input type="radio"/> 50 = VT |
| <input type="radio"/> 16 = ID | <input type="radio"/> 33 = NH | <input type="radio"/> 51 = VA |
| <input type="radio"/> 17 = IL | <input type="radio"/> 34 = NJ | <input type="radio"/> 53 = WA |
| <input type="radio"/> 18 = IN | <input type="radio"/> 35 = NM | <input type="radio"/> 54 = WV |
| <input type="radio"/> 19 = IA | <input type="radio"/> 36 = NY | <input type="radio"/> 55 = WI |
| <input type="radio"/> 20 = KS | <input type="radio"/> 37 = NC | <input type="radio"/> 56 = WY |

## BCSTATE\_CK (hard)

◆ There was no previously recorded state for the contact person. Please record the contact person's state.

## BCZIP5

◆ Enter 5-digit ZIP of contact person's address.

◆ Press Enter for none or same.

Name of contact person: {Contact person name}

Title of contact person: {Contact person title}

Phone number to contact: {Contact person phone number}

Address of contact person: {Contact person address}

Previously recorded by observation only? {Yes/No}

## BCZIP5\_CK (hard)

◆ There was no previously recorded 5-digit ZIP for the contact person. Please record the contact person's 5-digit ZIP.

## BCZIP4

- ◆ Enter 4-digit ZIP of contact person's address.
- ◆ Press Enter for none or same.

Name of contact person: {Contact person name}  
Title of contact person: {Contact person title}  
Phone number to contact: {Contact person phone number}  
Address of contact person: {Contact person address}  
Previously recorded by observation only? {Yes/No}

## Type Z Block

*Block to set individual respondents as a noninterview*

### TYPEZ

- ◆ No survey data were collected for {Line number} {Name}.
- ◆ Enter the reason that best describes why {Name's} survey data were not collected.
  - 1 = Never available
  - 2 = Parent refused – Parent or other person refused for respondent
  - 3 = Respondent refused – Respondent refused for themselves
  - 4 = Physically or mentally unable to answer and no proxy available
  - 5 = Temporarily absent and no proxy available
  - 6 = Other (specify)

### TYPEZ\_SP

- ◆ No survey data were collected for {Line number} {Name}.
- ◆ Why wasn't survey data collected for {Name}?

### SUPTYPEZ

- ◆ No supplement data were collected for {Line number} {Name}.
- ◆ Enter the reason that best describes why {Name's} supplement data were not collected.
  - 1 = Never available
  - 2 = Parent refused – Parent or other person refused for respondent
  - 3 = Respondent refused – Respondent refused for themselves
  - 4 = Physically or mentally unable to answer and no proxy available
  - 5 = Temporarily absent and no proxy available
  - 6 = Other (specify)

### SUPTYPEZ\_SP

- ◆ No supplement survey data were collected for {Line number} {Name}.
- ◆ Why wasn't supplement survey data collected for {Name}?

## Proxy HHR

*Proxy interview needed for the entire household.*

### PROXYHHR\_CK (soft)

- ◆ To interview this household with a nonhousehold member proxy, EVERY person who lives here should be unable to leave the home without the help of the nonhousehold member proxy.
- ◆ If this is true, select Suppress.

### HHLDPROXYREASON

- ◆ Please describe the reason you are unable to interview ALL eligible household members by self-response. \_\_\_\_\_

### ENTIREREFPERIOD

Reference Period: {First date of reference period} - Yesterday

#### How long have you cared for ALL of the household members?

- ◆ If the proxy respondent has not cared for ALL of the household members, enter 3 – Less than half of the reference period.
- 1 = The entire reference period
- 2 = More than half of the reference period
- 3 = Less than half of the reference period

### LEAVEONOWN

Since {reference period}, were ALL eligible household members unable to leave the housing unit unless they were accompanied by you?

- 1 = Yes
- 2 = No

### ISPROXYRESP18

- ◆ Ask or verify:

#### Are you 18 years of age or older?

- 1 = Yes
- 2 = No

### NONHHLDHHRINVALID\_CK (soft)

- ◆ The eligibility criteria has not been met to have a proxy respondent for the entire household.
- ◆ Since this person is ineligible to be a proxy respondent for the entire household, you will need to code this case as a Type A if the household members are unable to answer for themselves.

### PICK\_PROXYPERSONHHR

- ◆ Enter the line number for the person to be interviewed as the household respondent.
- ◆ Press Ctrl+F7 to access case level notes and record the name of the nonhousehold member proxy respondent.

LN	NAME	SEX	AGE	RELATION
{Line number}	{Name}	{Sex}	{Age}	{Relationship}

## Sample Address Verification

*Block to update the sample address.*

### NEWHNO

- ◆ Old address:  
    {Address}
- ◆ If incorrect or missing, enter new house number; otherwise press Enter to continue.

### NEWHNOSUF

- ◆ Old address:  
    {Address}
- ◆ If incorrect or missing, enter new house number suffix; otherwise press Enter to continue.

### NEWSTRNAME

- ◆ Old address:  
    {Address}
- ◆ If incorrect or missing, enter new street name; otherwise press Enter to continue.

### NEWUNITDES

- ◆ Old address:  
    {Address}
- ◆ If incorrect or missing, enter new unit designation; otherwise press Enter to continue.

### NEWNONCITYSTYLEADD

- ◆ Old address:  
    {Address}
- ◆ If incorrect or missing, enter new non-city style address; otherwise press Enter to continue.

### NEWPHYSDESC

- ◆ Old address:  
    {Address}
- ◆ If incorrect or missing, enter new physical location description; otherwise press Enter to continue.

## NEWCITY

◆ Old address:

{Address}

◆ If incorrect or missing, enter new city name; otherwise press Enter to continue.

## NEWSTATE

◆ Old address:

{Address}

◆ If incorrect or missing, enter new state abbreviation; otherwise press Enter to continue.

- |                               |                               |                               |
|-------------------------------|-------------------------------|-------------------------------|
| <input type="radio"/> 1 = AL  | <input type="radio"/> 21 = KY | <input type="radio"/> 38 = ND |
| <input type="radio"/> 2 = AK  | <input type="radio"/> 22 = LA | <input type="radio"/> 39 = OH |
| <input type="radio"/> 4 = AZ  | <input type="radio"/> 23 = ME | <input type="radio"/> 40 = OK |
| <input type="radio"/> 5 = AR  | <input type="radio"/> 24 = MD | <input type="radio"/> 41 = OR |
| <input type="radio"/> 6 = CA  | <input type="radio"/> 25 = MA | <input type="radio"/> 42 = PA |
| <input type="radio"/> 8 = CO  | <input type="radio"/> 26 = MI | <input type="radio"/> 44 = RI |
| <input type="radio"/> 9 = CT  | <input type="radio"/> 27 = MN | <input type="radio"/> 45 = SC |
| <input type="radio"/> 10 = DE | <input type="radio"/> 28 = MS | <input type="radio"/> 46 = SD |
| <input type="radio"/> 11 = DC | <input type="radio"/> 29 = MO | <input type="radio"/> 47 = TN |
| <input type="radio"/> 12 = FL | <input type="radio"/> 30 = MT | <input type="radio"/> 48 = TX |
| <input type="radio"/> 13 = GA | <input type="radio"/> 31 = NE | <input type="radio"/> 49 = UT |
| <input type="radio"/> 15 = HI | <input type="radio"/> 32 = NV | <input type="radio"/> 50 = VT |
| <input type="radio"/> 16 = ID | <input type="radio"/> 33 = NH | <input type="radio"/> 51 = VA |
| <input type="radio"/> 17 = IL | <input type="radio"/> 34 = NJ | <input type="radio"/> 53 = WA |
| <input type="radio"/> 18 = IN | <input type="radio"/> 35 = NM | <input type="radio"/> 54 = WV |
| <input type="radio"/> 19 = IA | <input type="radio"/> 36 = NY | <input type="radio"/> 55 = WI |
| <input type="radio"/> 20 = KS | <input type="radio"/> 37 = NC | <input type="radio"/> 56 = WY |

## NEWZIP5

◆ Old address:

{Address}

◆ If incorrect or missing, enter new 5-digit ZIP code; otherwise press Enter to continue.

## NEWZIP4

◆ Old address:

{Address}

◆ If incorrect or missing, enter new 4-digit ZIP code; otherwise press Enter to continue.

## NEWBLDGNAME

◆ Old address:

{Address}

◆ If incorrect or missing, enter new building name; otherwise press Enter to continue.

## NEWGQDESC

◆ Old address:

{Address}

◆ If incorrect or missing, enter new group quarters description; otherwise press Enter to continue.

## Mailing Address Verification

*Block to verify/modify the mailing address*

## MAILINGSAME

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

- 1 = Yes
- 2 = No

## VERMAILING

**I have your mailing address as...**

{Mailing address}

**Is that correct?**

- 1 = Yes
- 2 = No

## NEWMAILHNO

◆ Old mailing address:

{Mailing address}

◆ If incorrect or missing, enter new house number; otherwise press Enter to continue.

## NEWMAILHNOSUF

◆ Old mailing address:

{Mailing address}

◆ If incorrect or missing, enter new house number suffix; otherwise press Enter to continue.

## NEWMAILSTRNAME

◆ Old mailing address:

{Mailing address}

◆ If incorrect or missing, enter new street name; otherwise press Enter to continue.

## NEWMAILUNITDES

◆ Old mailing address:

{Mailing address}

◆ If incorrect or missing, enter new unit designation; otherwise press Enter to continue.

### **NEWMAILNONCITYSTYLEADD**

◆ Old mailing address:

{Mailing address}

◆ If incorrect or missing, enter new non-city style address; otherwise press Enter to continue.

### **NEWMAILCITY**

◆ Old mailing address:

{Mailing address}

◆ If incorrect or missing, enter new city name; otherwise press Enter to continue.

### **NEWMAILSTATE**

◆ Old mailing address:

{Mailing address}

◆ If incorrect or missing, enter new state abbreviation; otherwise press Enter to continue.

- |                               |                               |                               |
|-------------------------------|-------------------------------|-------------------------------|
| <input type="radio"/> 1 = AL  | <input type="radio"/> 21 = KY | <input type="radio"/> 38 = ND |
| <input type="radio"/> 2 = AK  | <input type="radio"/> 22 = LA | <input type="radio"/> 39 = OH |
| <input type="radio"/> 4 = AZ  | <input type="radio"/> 23 = ME | <input type="radio"/> 40 = OK |
| <input type="radio"/> 5 = AR  | <input type="radio"/> 24 = MD | <input type="radio"/> 41 = OR |
| <input type="radio"/> 6 = CA  | <input type="radio"/> 25 = MA | <input type="radio"/> 42 = PA |
| <input type="radio"/> 8 = CO  | <input type="radio"/> 26 = MI | <input type="radio"/> 44 = RI |
| <input type="radio"/> 9 = CT  | <input type="radio"/> 27 = MN | <input type="radio"/> 45 = SC |
| <input type="radio"/> 10 = DE | <input type="radio"/> 28 = MS | <input type="radio"/> 46 = SD |
| <input type="radio"/> 11 = DC | <input type="radio"/> 29 = MO | <input type="radio"/> 47 = TN |
| <input type="radio"/> 12 = FL | <input type="radio"/> 30 = MT | <input type="radio"/> 48 = TX |
| <input type="radio"/> 13 = GA | <input type="radio"/> 31 = NE | <input type="radio"/> 49 = UT |
| <input type="radio"/> 15 = HI | <input type="radio"/> 32 = NV | <input type="radio"/> 50 = VT |
| <input type="radio"/> 16 = ID | <input type="radio"/> 33 = NH | <input type="radio"/> 51 = VA |
| <input type="radio"/> 17 = IL | <input type="radio"/> 34 = NJ | <input type="radio"/> 53 = WA |
| <input type="radio"/> 18 = IN | <input type="radio"/> 35 = NM | <input type="radio"/> 54 = WV |
| <input type="radio"/> 19 = IA | <input type="radio"/> 36 = NY | <input type="radio"/> 55 = WI |
| <input type="radio"/> 20 = KS | <input type="radio"/> 37 = NC | <input type="radio"/> 56 = WY |

### **NEWMAILZIP5**

◆ Old mailing address:

{Mailing address}

◆ If incorrect or missing, enter new 5-digit ZIP code; otherwise press Enter to continue.

### **NEWMAILZIP4**

◆ Old mailing address:

{Mailing address}

◆ If incorrect or missing, enter new 4-digit ZIP code; otherwise press Enter to continue.

## **NEWMAILGQDESC**

◆ Old mailing address:

{Mailing address}

◆ If incorrect or missing, enter new group quarters description; otherwise press Enter to continue.



# CONTROL CARD

## Housing Characteristics I

### TENURE

◆ Ask or verify:

Are your living quarters...

◆ Read answer categories

- Owned or being bought by you or someone in the household?
- Rented?
- Occupied without payment of rent?

### STUDENTHOUSING

◆ If apparent, answer without asking.

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

- 1 = Yes
- 2 = No

### PUBLICHOUSING

Is this building owned by a public housing authority?

◆ The unit must be in a FEDERALLY FUNDED project to be considered public housing.

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

◆ Verify with a building manager if possible.

- 1 = Yes
- 2 = No

### INDIANRESERVATIONHU

◆ If apparent, answer without asking.

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

- 1 = Yes
- 2 = No

### ACCESS

◆ If apparent, answer without asking.

Do you have direct access to your home, either from the outside or through a common hall?

- 1 = Yes
- 2 = No

## TYPEOFHOUSINGUNIT

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

- 1 = House, apartment, flat
- 2 = Unit in rooming house, hotel, motel, etc.
- 3 = Mobile home or trailer
- 4 = Other housing unit
- 5 = Student quarters in college dormitory
- 6 = Other group quarters unit
- 7 = Tent or trailer site

## NUMBEROFUNITS

◆ Observe or ask:

How many units are in this structure?

- 1 = 1
- 2 = 2
- 3 = 3
- 4 = 4
- 5 = 5-9
- 6 = 10+
- 7 = Any type of trailer or mobile home
- 8 = GQ or other

## GATEDRESTRICTEDACCESS

◆ Ask if unsure:

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

- 1 = Yes
- 2 = No

## Roster

### NAMECHECK

I have {Name} listed as living or staying at {this/that} address.

LN	NAME	SEX	AGE	RELATION
{Line number}	{Name}	{Sex}	{Age}	{Relationship}

Are all of these persons still living or staying at {this/that} address?

- 1 = Yes
- 2 = No

## WHICHLNMOVED

Who no longer lives at {this/that} address?

LN	NAME	STATUS	SEX	AGE	RELATION
{Line number}	{Name}	{Interview Status}	{Sex}	{Age}	{Relationship}

- ◆ Mark all that apply

## NEWREFPER

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

- ◆ Enter line number of the new reference person or 31 if someone not listed.
- ◆ If the owner or renter does not live at the same address, choose the person who lives here and is most knowledgeable about the household.

HHR	LN	NAME	SEX	AGE	RELATION
{Household respondent}	{Line number}	{Name}	{Sex}	{Age}	{Relationship}

## NEWREFPER\_FNAME, NEWREFPER\_LNAME

What is that person's name?

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

## ROSTERTOOBIG\_CK (hard)

- ◆ You have reached the max number of persons allowed to be added to the roster. {You will need to choose a reference person who is already on the roster.}
- ◆ Any additional household members cannot be added to the household roster so you will not conduct an NCVS interview for them.

## HHLDCOVERAGE

Have I missed anyone else who USUALLY lives here, including people who are not related to you or people who are away traveling?

LN	NAME
{Line number}	{Name}

- 1 = Yes
- 2 = No

## ENTIREHHURE\_CK (soft)

- ◆ You have recorded all people on the household roster as having a usual residence elsewhere.
- ◆ If this is correct, please suppress this check to exit the case and reenter to code it as a Type B noninterview. At the TYPEB screen, enter 3 – Temporarily occupied by persons with a usual residence elsewhere (URE).

- ◆ If this is incorrect, please fix the HHMEMBER screen.

### PICK1STHHRESP

- ◆ {Enter the line number of whom the nonhousehold proxy will be answering for first. The line number chosen should be over 18./Enter the line number for the person with whom you are speaking.
- ◆ This person should be at least 18 years of age and knowledgeable about the household.”}

LN	NAME
{Line number}	{Name}

### VALIDNAME\_CK (hard)

- ◆ You can only enter 999 on a blank line - not over an existing person.
- {◆ If you need to delete this person from the roster, select NAMECHECK and select Goto to return to that screen and Enter 2 - No. Then, choose which line number needs to be removed (WHICHLNMOVED) and why (MEMBERCHANGES).}
- ◆ Select Close to return to HHROSTER\_FNAME to restore {name} the household roster.

## PreDemo Table

### HHROSTER\_FNAME

{What are the names of all people living or staying {here/there}? Start with the name of the person or one of the people who {owns/rents} this home./What is the name of the person/people that is/are new to the household?}

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

### 999FORLINE1\_CK (hard)

- ◆ 9's not allowed for the first person in the household.

### NAME\_CK (hard)

- ◆ You can only enter 9's on a blank line - not over an existing person.
- ◆ {If you need to delete this person from the roster, select NAMECHECK and select Goto to return to that screen and Enter 2 - No. Then, choose which line number needs to be removed (WHICHLNMOVED) and why (MEMBERCHANGES).}
- ◆ Select Close to return to HHROSTER\_FNAME to restore {Name} to the household roster.

### HHROSTER\_LNAME

{What are the names of all people living or staying {here/there}? Start with the name of the person or one of the people who {owns/rents} this home./What is the name of the person/people that is/are new to the household?}

- ◆ Enter last name on this screen.

## MEMBERCHANGES

◆ {Enter reason why this household member no longer lives at the sample address./Enter reason why this person entered the sample address.}

LN	NAME	SEX	AGE	RELATION
{Line number}	{Name}	{Sex}	{Age}	{Relationship}

- 1 = Person turned 12
- 2 = Entered or returned from school or college
- 3 = Entered or returned from an institution or other group quarters (e.g., nursing home, hospital, or correctional facility)
- 4 = Entered because of marriage, separation, or divorce
- 5 = Person entered household for reason other than above
- 6 = Person died
- 7 = Left for school or college
- 8 = Entered institution or other group quarters (e.g. nursing home, hospital, or correctional facility)
- 9 = Left because of marriage, separation, or divorce
- 10 = Person left household for reason other than above
- 11 = Visitor – residence elsewhere
- 12 = No change to membership status

## SEX

◆ Ask if necessary:

Are you male or female?

- 1 = Male
- 2 = Female

## RELATIONSHIP

{◆ Review the relationships of other household members to the new reference person and update these relationships if necessary.}

How is this person related to you?

- 1 = Opposite-sex husband/wife/spouse
- 2 = Opposite-sex unmarried partner
- 3 = Same-sex husband/wife/spouse
- 4 = Same-sex unmarried partner
- 5 = Child (biological or adopted son or daughter, stepson or stepdaughter))
- 6 = Brother or sister
- 7 = Father or mother
- 8 = Grandchild
- 9 = Other relative (aunt, cousin, nephew, niece, parent-in-law, son-in-law, daughter-in-law, etc.)
- 10 = Roommate or housemate
- 11 = Foster child
- 12 = Other nonrelative

- 21 = Reference person

### **SPOUSE\_CK (soft)**

◆ You entered more than one {spouse and unmarried partner/spouse/unmarried partner} as the relationship to the reference person. Go back to RELATIONSHIP and correct the relationship if necessary.

### **HHMEMBER**

**Do you usually live {here/there}?**

◆ For guidance on usual residence elsewhere or household membership status (i.e. college students, military members, etc.), press F1.

- 1 = Yes
- 2 = No

### **HSEMEMURE**

**Do you have a usual place of residence elsewhere?**

◆ For guidance on usual residence elsewhere or household membership status (i.e. college students, military members, etc.), press F1.

- 1 = Yes
- 2 = No

### **REFPER\_CK (hard)**

◆ You need to select a reference person who is a household member.

If the current reference person is not a household member, choose a new household member at NEWREFPER.

◆ If all people on the household roster have a usual residence elsewhere AND:

- ◆ NO ONE new has moved in – press the Close button and F10 to exit the case and reenter to code it as a Type B noninterview. At the TYPEB screen, enter 3 - Temporarily occupied by persons with a usual residence elsewhere (URE).

- ◆ SOMEONE new has moved in – press the Close button and F10 to exit the case and make this case a replacement which requires a personal visit.

### **ALLNONMEMBERS\_CK (soft)**

◆ All people from the previous household roster are nonmembers or have a usual residence elsewhere.

◆ If all people on the household roster have a usual residence elsewhere AND:

- ◆ NO ONE new has moved in - suppress this check to exit the case and reenter to code it as a Type B noninterview. At the TYPEB screen, enter 3 - Temporarily occupied by persons with a usual residence elsewhere (URE).

- ◆ SOMEONE new has moved in - suppress this check to exit the case and make this case a replacement which requires a personal visit.

## DemoDetailed

### AGECHECK

I have you listed as {Age/less than 1/older than 96} {year/years} old {as of last month}. Is that correct?

- 1 = Yes
- 2 = No

### BRTHDATEMO

In what month and year were you born?

◆ 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

### BRTHDATEYR

In what month and year were you born?

◆ Enter year on this screen.

◆ If year is less than 1920, enter 1920.

### BRTHDATEYR\_CK (hard)

◆ Invalid year.

### VFYAGE

That would make you {Age/less than 1/older than 96} {year/years} old {as of last month}. Is that correct?

- 1 = Yes
- 2 = No

### PARENT\_CK (soft)

◆ {A household member marked as a parent is recorded as younger or the same age as the reference person/child. / A household member marked as a child is recorded as older or the same age as the reference person/parent.} Verify the relationships are correctly marked.

## **AGERNG**

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

◆ 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**

**Are you now married, widowed, divorced, separated or have you never been married?**

◆ Last reported as: {Married/Widowed/Divorced/Separated/Never Married/Refused/Don't know}

- 1 = Married
- 2 = Widowed
- 3 = Divorced
- 4 = Separated
- 5 = Never married

## **ARMEDFORCES**

**Are you now in the Armed Forces?**

- 1 = Yes
- 2 = No



## EDUCATIONATTAIN

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

◆ Last reported as: {1<sup>st</sup> grade, 2<sup>nd</sup> grade, 3<sup>rd</sup> grade, 4<sup>th</sup> grade, 5<sup>th</sup> grade, 6<sup>th</sup> grade, 7<sup>th</sup> grade, 8<sup>th</sup> grade, 9<sup>th</sup> grade, 10<sup>th</sup> grade, 11<sup>th</sup> grade, 12<sup>th</sup> grade (No diploma), High school graduate (Diploma or equivalent), Some college (No degree), Associate's degree, Bachelor's degree (e.g. BA, AB, BS), Master's degree (e.g. MA, MS, MEng, MSW, MBA), Professional school degree (e.g. MD, DDS, DVM, LLB, JD), Doctorate degree (e.g. PhD, EdD), Never attended, preschool, kindergarten, Refused, Don't know, Not answered}

- 1 = 1st grade
- 2 = 2nd grade
- 3 = 3rd grade
- 4 = 4th grade
- 5 = 5th grade
- 6 = 6th grade
- 7 = 7th grade
- 8 = 8th grade
- 9 = 9th grade
- 10 = 10th grade
- 11 = 11th grade
- 12 = 12th grade (No diploma)
- 13 = High school graduate (Diploma or equivalent)
- 14 = Some college (No degree)
- 15 = Associate 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

## EDUCATION\_CK (soft)

◆ You marked {1<sup>st</sup> grade, 2<sup>nd</sup> grade, 3<sup>rd</sup> grade, 4<sup>th</sup> grade, 5<sup>th</sup> grade, 6<sup>th</sup> grade, 7<sup>th</sup> grade, 8<sup>th</sup> grade, 9<sup>th</sup> grade, 10<sup>th</sup> grade, 11<sup>th</sup> grade, 12<sup>th</sup> grade (No diploma), High school graduate (Diploma or equivalent), Some college (No degree), Associate's degree, Bachelor's degree (e.g. BA, AB, BS), Master's degree (e.g. MA, MS, MEng, MSW, MBA), Professional school degree (e.g. MD, DDS, DVM, LLB, JD), Doctorate degree (e.g. PhD, EdD), Never attended, preschool, kindergarten, Refused, Don't know, Not answered} as the highest level of school completed for a person age {age/less than 1/older than 96}. Are you sure this is correct?

## ATTENDING SCHOOL

Are you 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?

◆ Last reported as: {Regular school/College/University/Trade school/Vocational school/Not enrolled in any school/Refused/Don't know/Not answered}

- 1 = Regular school
- 2 = College/university
- 3 = Trade school
- 4 = Vocational school
- 5 = None of the above schools

## SP\_ORIGIN

Are you Spanish, Hispanic, or Latino?

- 1 = Yes
- 2 = No

## RACE

◆ Do not probe.

Please choose one or more races that you consider 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\_SPECIFY

◆ Specify the other race for this person.

## ROSTERREVIEW

◆ Review all categories.

◆ Is this information correct?

LN	NAME	REL	AGE	SEX	MARITAL	STATUS
{Line number}	{Name}	{Relationship}	{Age}	{Sex}	{Marital status}	{Interview status}

- 1 = Yes
- 2 = No

### VALIDHHR\_CK (hard)

- ◆ You have not selected a valid household respondent. The current household respondent is either not a member or does not meet the age requirements to be the household respondent.
- ◆ Select on the "Suppress" button and then select on the New HHR Tab to select a valid household respondent.

### VALIDREFPER\_CK (soft)

- ◆ You have not selected a valid reference person. The current reference person does not meet the age requirements to be the household respondent.
- ◆ Select the GoTo button to go to the NEWREFPER screen and then select a valid reference person.

### ROSTERREVIEW\_CK (soft)

- ◆ Suppressing this check will lock the roster and you will not be able to back up and edit it. If you are sure that the roster is correct, suppress this check to move forward.
- ◆ If there is something incorrect in the roster, close this check and mark ROSTERREVIEW=2.

## DemoChange

### WHOTOCHANGE

- ◆ Enter the line number of the person requiring a change.

LN	NAME	REL	AGE	SEX	MARITAL	STATUS
{Line number}	{Name}	{Relationship}	{Age}	{Sex}	{Marital status}	{Interview status}

- 1-30 = {Name}
- 31 = No changes need to be made to the roster. Return to ROSTERREVIEW.

### WHATFIX

Person you are editing: {name}

Reference person: {reference person name}

- ◆ What change is needed?

LN	NAME	REL	AGE	SEX	MARITAL	STATUS
{Line number}	{Name}	{Relationship}	{Age}	{Sex}	{Marital status}	{Interview status}

- 1 = Name
- 2 = Relationship
- 3 = Date of birth
- 4 = Sex
- 5 = Marital Status
- 6 = Household membership status

### **CHANGERELATION\_CK (hard)**

- ◆ Can't change the reference person's relationship.

### **CHANGENAME\_CK (hard)**

- ◆ To change the name, **{Name}**, select HHROSTER\_FNAME (first name) or HHROSTER\_LNAME (last name) and then Goto.
- ◆ Once the update(s) have been made, select Suppress.

### **CHANGERELNONREF\_CK (hard)**

- ◆ To change the relationship for **{Name}**, select Goto to return to RELATIONSHIP.
- ◆ Once the update(s) have been made, select Suppress.

### **CHANGEAGE\_CK (hard)**

- ◆ To change the date of birth for **{Name}**, select Goto to return to the age verification question.
- ◆ Once the update(s) have been made, select Suppress.

### **CHANGESEX\_CK (hard)**

- ◆ To change the sex for **{Name}**, select Goto to return to SEX.
- ◆ Once the update(s) have been made, select Suppress.

### **CHANGEMARITAL\_CK (hard)**

- ◆ To change the marital status for **{Name}**, select Goto to return to MARITAL.
- ◆ Once the update(s) have been made, select Suppress.

### **CHANGEMEMBER\_CK (hard)**

- ◆ To change the membership status for **{Name}**, select Goto to return to the household membership question.
- ◆ Once the update(s) have been made, select Suppress.

# SETUP ROSTER

## Setup Roster

### NEXTPERSON

LN	HH/NAME	STATUS	SEX	AGE	RELATION	PHONE #1	PHONE #2
	Household Level						
{Line number}	{Name}	{Interview status}	{Sex}	{Age}	{Relationship}	{Phone 1}	{Phone 2}

I still need to interview {Name}.

{Are any of them available now?/Is he/she available now?/Are either of them available now?}

- ◆ Enter person's line number for next interview.
- ◆ Probe if a proxy interview is necessary.

### INTERVIEWSTATUS

- ◆ Review information below. If wrong person selected, back up to the NEXTPERSON screen to select the next person to be interviewed.
- ◆ Interview is for: {Name}
- ◆ Talking to: {Name}
- ◆ Self/Proxy status: {Self interview/Proxy interview}
  - 1 = Continue with this respondent's interview
  - 2 = {Change to a proxy interview}

### PERSTATUSPROXY\_CK (soft)

- ◆ 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, select the Suppress button. Otherwise, select the Close or Goto button to return to the INTERVIEWSTATUS screen.

### PROXYREASON

- ◆ Choose the reason for proxy interview.
- ◆ Reminder - being sick with a cold, flu, etc. is not a valid reason for a proxy interview.
- ◆ Reminder - a respondent refusing to answer for themselves does not make them eligible for a 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

### PROXYAGEERROR\_CK (hard)

- ◆ A proxy interview is not acceptable because the respondent is older than 13.
- ◆ Interview the respondent by self-interview or Type Z the respondent.

### RETURNBYCLOSEOUT

Do you expect {Name} to return by {closeout date}?

- 1 = Yes
- 2 = No

### RETURNDATEERROR\_CK (hard)

- ◆ The respondent will return before closeout. You must set a callback for this respondent.

### PICKPROXYRESP

LN	HH/NAME	STATUS	SEX	AGE	RELATION	PHONE #1	PHONE #2
	Household Level						
{Line number}	{Name}	{Interview status}	{Sex}	{Age}	{Relationship}	{Phone 1}	{Phone 2}

- ◆ Enter line number of who will be responding on behalf of {Name of current respondent}. If unsure, ask name.
- ◆ If you're speaking to a nonhousehold member proxy respondent, press Ctrl+F7 to access case level notes and record their name.

### INTPROXYSTATUS

- ◆ Review that the information below is correct.
- ◆ Proxy interview for: {Name of current respondent}
- ◆ Talking to: {Name of who the FR is talking to}

### INTROFORNEWRESPONDENT

- ◆ Re-introduction for new respondent.
- ◆ If necessary: Hello, I'm ◆ YOUR NAME from the U.S. Census Bureau.

I'm {calling/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 and older. The survey questions ask for information about people's perceptions of community safety, their local police, and their experiences with victimization and crime in the past six months. The results will be used to help improve the way we measure crime.

Are you available now to be interviewed?

- 1 = Yes, respondent or proxy available
- 2 = No, respondent not ready to complete interview

# NCVS-1

## Person Characteristics I

### 1. TIMEADDRESS

{I will also interview all other household members age 12 or older and will be asking them similar questions.}

{Next/First} are some questions just about you.

How long have you lived at this address?

- 1 = Less than 6 months
- 2 = At least 6 months, but less than 1 year
- 3 = At least 1 year, but less than 5 years
- 4 = 5 years or more

If TIMEADDRESS=1, DK, or RF CONTINUE TO HOMELESS  
Else if TIMEADDRESS=2, 3, SKIP TO TIMEMOVED5YEARS  
Else if TIMEADDRESS=4 and the respondent's age is >=16, SKIP TO JOBLASTWEEK  
Else if household respondent, SKIP TO BUSINESS  
Else if current month is January—June and it is a self-interview, SKIP TO POL\_CONTACTCRIME  
Else if current month is July—December and it is a self-interview, SKIP TO CM\_ROBBED  
Else, SKIP TO VS\_INTRO

### 2. HOMELESS

Have you been homeless or without a regular place to stay at any time in the past 6 months, that is, since {DATE 6 MONTHS AGO}?

- 1 = Yes
- 2 = No

### 3. TIMEMOVED5YEARS

How many times have you moved in the past 5 years, that is, since {CURRENT MONTH AND CURRENT YEAR MINUS 5}?

- 1 = 1
- 2 = 2 to 5
- 3 = 6 to 10
- 4 = 11 to 20
- 5 = More than 20

If the respondent's age is >=16, CONTINUE TO JOBLASTWEEK  
Else if household respondent, SKIP TO BUSINESS  
Else if current month is January—June and it is a self-interview, SKIP TO POL\_CONTACTCRIME  
Else if current month is July—December and it is a self-interview, SKIP TO CM\_ROBBED  
Else, SKIP TO VS\_INTRO

#### 4. JOBLASTWEEK

(Only respondents age 16+ are asked employment questions)

In the past 7 days, did you have a job or work at a business? Do not include volunteer work or work around the house.

- 1 = Yes
- 2 = No

If **JOBLASTWEEK=1**, **SKIP TO SAMEJOB6MONTHS**  
Else if **JOBLASTWEEK=2**, RF, or DK, **CONTINUE TO JOBLAST6MONTHS**

#### 5. JOBLAST6MONTHS

(Only respondents age 16+ are asked employment questions)

AT ANY TIME during the past 6 months, that is, since {DATE 6 MONTHS AGO}, did you have a job or work at a business? Do not include volunteer work or work around the house.

- 1 = Yes
- 2 = No

**SKIP TO UNEMPLOYED**

#### 6. SAMEJOB6MONTHS

(Only respondents age 16+ are asked employment questions)

Have you worked at the same job for all of the past 6 months?

- 1 = Yes
- 2 = No

If **SAMEJOB6MONTHS=2**, RF, or DK, **CONTINUE TO UNEMPLOYED**  
Else if household respondent, **SKIP TO BUSINESS**  
Else if current month is January—June and it is a self-interview, **SKIP TO POL\_CONTACTCRIME**  
Else if current month is July—December and it is a self-interview, **SKIP TO CM\_ROBBED**  
Else, **SKIP TO VS\_INTRO**

#### 7. UNEMPLOYED

(Only respondents age 16+ are asked employment questions)

AT ANY TIME in the past 6 months, have you been unemployed? Unemployed means you were looking for and able to work but you were not able to find employment.

- 1 = Yes
- 2 = No



If household respondent, *CONTINUE TO BUSINESS*  
Else if current month is January—June and it is a self-interview, *SKIP TO POL\_CONTACTCRIME*  
Else if current month is July—December and it is a self-interview, *SKIP TO CM\_ROBBED*  
Else, *SKIP TO VS\_INTRO*

## 8. BUSINESS

*(Only asked of household respondent)*

**Does anyone in this household operate a business from this address?**

- 1 = Yes
- 2 = No

If **BUSINESS=1**, *CONTINUE TO BUSINESSSIGN*  
Else if current month is January—June and it is a self-interview, *SKIP TO POL\_CONTACTCRIME*  
Else if current month is July—December and it is a self-interview, *SKIP TO CM\_ROBBED*  
Else, *SKIP TO VS\_INTRO*

## 9. BUSINESSSIGN

*(Only asked of household respondent)*

{♦ *Fill by observation*}

**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

If current month is January—June and it is a self-interview, *CONTINUE TO POL\_CONTACTCRIME*  
Else if current month is July—December and it is a self-interview, *SKIP TO CM\_ROBBED*  
Else, *SKIP TO VS\_INTRO*

## Police Ask-All Items

*(Only asked during the months of January, February, March, April, May, and June. Also, only asked during a self-interview.)*

## 10. POL\_CONTACTCRIME

**Next are some questions about experiences you may have had with the police in your area during the past 6 months, that is, since {DATE 6 MONTHS AGO}. Please include experiences with police officers, sheriff's deputies, state troopers, or school resource officers, but not with guards or other security personnel who are not part of the police.**

**During the past 6 months, have you contacted the police in your area to report a crime, disturbance, or suspicious activity?**

- 1 = Yes
- 2 = No

### 11. POL\_CONTACTNOCRIME

Next are some questions about experiences you may have had with the police in your area during the past 6 months, that is, since {DATE 6 MONTHS AGO}. Please include experiences with police officers, sheriff's deputies, state troopers, or school resource officers, but not with guards or other security personnel who are not part of the police.

During the past 6 months, have you contacted the police in your area to report something else, such as a traffic accident or medical emergency?

- 1 = Yes
- 2 = No

### 12. POL\_MVSTOP

During the past 6 months, that is, since {DATE 6 MONTHS AGO} have you...

Been stopped by the police when you were driving or when you were a passenger in a motor vehicle?

- 1 = Yes
- 2 = No

### 13. POL\_STOPPEDOTHER

During the past 6 months, that is, since {DATE 6 MONTHS AGO} have you...

Been stopped or approached by the police for some other reason?

- 1 = Yes
- 2 = No

### 14. POL\_COMMUNITYWATCH

During the past 6 months, that is, since {DATE 6 MONTHS AGO} have you...

Been at a community meeting, neighborhood watch, or other activities where the police took part?

- 1 = Yes
- 2 = No

### 15. POL\_RESPECT

The next questions ask for your views of the police in your area {even though you may not have had direct contact with them recently}. Please draw on everything you know about them and give your best judgments when you respond to these questions.

How respectfully do you think the police in your area treat people?

- 1 = Very respectfully
- 2 = Somewhat respectfully
- 3 = Neither respectfully nor disrespectfully
- 4 = Somewhat disrespectfully
- 5 = Very disrespectfully

## 16. POL\_TIME

In your opinion, how much time and attention do the police in your area give to what people have to say?

- 1 = A great deal of time
- 2 = A lot of time
- 3 = A moderate amount of time
- 4 = A little time
- 5 = No time at all

## 17. POL\_FAIRLY

In your opinion, how fairly do the police in your area treat people?

- 1 = Very fairly
- 2 = Somewhat fairly
- 3 = Neither fairly nor unfairly
- 4 = Somewhat unfairly
- 5 = Very unfairly

## 18. POL\_EFFECTIVE

How effective are the police at preventing crime in your area?

- 1 = Very effective
- 2 = Somewhat effective
- 3 = Neither effective nor ineffective
- 4 = Somewhat ineffective
- 5 = Very ineffective

## 19. POL\_TRUST

How much do you trust the police in your area?

- 1 = Trust completely
- 2 = Somewhat trust
- 3 = Neither trust nor distrust
- 4 = Somewhat distrust
- 5 = Distrust completely

## 20. POL\_RATEPOLICE

Taking everything into account, how would you rate the job the police in your area are doing?

- 1 = A very good job
- 2 = A somewhat good job
- 3 = Neither a good nor a bad job
- 4 = A somewhat bad job
- 5 = A very bad job

[SKIP TO VS\\_INTRO](#)

## Community Measures

*(Only asked during the months of July, August, September, October, November, and December. Also, only asked during a self-interview.)*

### 21. CM\_ROBBED

Next are some questions about your local area.

How worried are you about being mugged or robbed in your local area?

- 1 = Extremely worried
- 2 = Very worried
- 3 = Somewhat worried
- 4 = Slightly worried
- 5 = Not at all worried

### 22. CM\_THREATATTACK

How worried are you about...

Being threatened or attacked in your local area?

- 1 = Extremely worried
- 2 = Very worried
- 3 = Somewhat worried
- 4 = Slightly worried
- 5 = Not at all worried

### 23. CM\_BREAKINTHEFT

How worried are you about...

Having something stolen from inside your home?

- 1 = Extremely worried
- 2 = Very worried
- 3 = Somewhat worried
- 4 = Slightly worried
- 5 = Not at all worried

### 24. CM\_THEFT

How worried are you about...

Having something stolen from your porch, lawn, garage, or other part of your property?

- 1 = Extremely worried
- 2 = Very worried
- 3 = Somewhat worried
- 4 = Slightly worried
- 5 = Not at all worried

## 25. CM\_WALKALONE

Is there any place within a mile of your home where you would be afraid to walk alone at night?

- 1 = Yes
- 2 = No

## 26. CM\_CRIMECONCERN

How often does concern about crime prevent you from doing things you would like to do?

- 1 = Every day
- 2 = Several times a week
- 3 = Several times a month
- 4 = Once a month or less
- 5 = Never

## 27. CM\_VANDALISM

In your local area, how common a problem is...

Vandalism, graffiti, or other deliberate damage to property?

- 1 = Extremely common
- 2 = Very common
- 3 = Somewhat common
- 4 = Not too common
- 5 = Not common at all

## 28. CM\_PUBLICDRUNK

In your local area, how common a problem is...

People being drunk or rowdy in public places?

- 1 = Extremely common
- 2 = Very common
- 3 = Somewhat common
- 4 = Not too common
- 5 = Not common at all

## 29. CM\_ABANDONEDBLDGS

In your local area, how common a problem is...

Burned, abandoned, or boarded-up buildings?

- 1 = Extremely common
- 2 = Very common
- 3 = Somewhat common
- 4 = Not too common
- 5 = Not common at all

### 30. CM\_ILLEGALDRUGS

In your local area, how common a problem is...

People using or dealing drugs illegally?

- 1 = Extremely common
- 2 = Very common
- 3 = Somewhat common
- 4 = Not too common
- 5 = Not common at all

### 30. CM\_OTHERSPROPERTY

If children or teenagers were damaging others' property, how likely is it that any of your neighbors would do something about it?

- 1 = Very likely
- 2 = Somewhat likely
- 3 = Neither likely nor unlikely
- 4 = Somewhat unlikely
- 5 = Very unlikely

### 31. CM\_NEIGHBORREPORT

If there was a crime in your local area, how likely is it that any of your neighbors would call the police?

- 1 = Very likely
- 2 = Somewhat likely
- 3 = Neither likely nor unlikely
- 4 = Somewhat unlikely
- 5 = Very unlikely

### 32. CM\_HELPNEIGHBORS

Please tell me how much you agree or disagree with each of the following statements about your local area.

People around here are willing to help their neighbors.

- 1 = Strongly agree
- 2 = Somewhat agree
- 3 = Neither agree nor disagree
- 4 = Somewhat disagree
- 5 = Strongly disagree

### 33. CM\_TRUSTLOCALS

Please tell me how much you agree or disagree with each of the following statements about your local area.

People in this local area can be trusted.

- 1 = Strongly agree
- 2 = Somewhat agree
- 3 = Neither agree nor disagree
- 4 = Somewhat disagree
- 5 = Strongly disagree

## Victimization Screener

### VS\_INTRO

For the next questions, please think about things that happened to you since {TODAY'S DATE 6 MONTHS AGO}, no matter where they may have occurred {including things that happened in the past 6 months but before you moved to your current residence}. The questions will cover theft, {break-ins, vandalism,} physical attacks, and unwanted sexual contact.

## Theft

### 34. T\_CARRY

The next questions ask about different things that might have been stolen from you. This may have happened to you while you were at home, {work,} {school,} or somewhere else.

{♦ If needed: Do not include virtual items that may have been stolen in a game or online.}

In the past 6 months, did anyone...

Steal something {of yours} that you carry, like a cell phone, money, a wallet, purse, or backpack?

- 1 = Yes
- 2 = No

### 35. T\_WEAR

{♦ If needed: Do not include virtual items that may have been stolen in a game or online.}

In the past 6 months, did anyone...

Steal something {of yours} that you wear, like clothing, jewelry, or shoes?

- 1 = Yes
- 2 = No

### 36. T\_INHOME

{♦ If needed: Do not include virtual items that may have been stolen in a game or online.}

In the past 6 months, did anyone...

Steal something {of yours} in your home, like a TV, computer, tools, or guns?

- 1 = Yes
- 2 = No

### 37. T\_ONPROPERTY

{♦ If needed: Do not include virtual items that may have been stolen in a game or online.}

In the past 6 months, did anyone...

Steal something {of yours} from your porch, lawn, garage, or other part of your property, such as a bicycle, garden hose, or lawn furniture?

♦ Do not include stolen vehicles.

- 1 = Yes
- 2 = No

### 38. T\_INVEHICLE

{♦ If needed: Do not include virtual items that may have been stolen in a game or online.}

In the past 6 months, did anyone...

Steal something {of yours} out of a vehicle, such as a package or groceries?

♦ Do not include stolen vehicles.

- 1 = Yes
- 2 = No

If respondent age 18+ and there is at least 1 child in the household age < 18, RF, or DK,  
CONTINUE TO T\_FROMCHILD  
Else, SKIP TO T\_ELSE

### 39. T\_FROMCHILD

(Only asked if respondent is age 18+ and if there is at least 1 child in the household.)

{♦ If needed: Do not include virtual items that may have been stolen in a game or online.}

In the past 6 months, did anyone...

Steal something belonging to any children who live here?

- 1 = Yes
- 2 = No



#### 40. T\_ELSE

{♦ If needed: Do not include virtual items that may have been stolen in a game or online.}

In the past 6 months, did anyone...

Steal anything else that belongs to you {, including things that were stolen from you {at work} {at school} or {the business operated from your home}}? Do not include stolen vehicles.

♦ 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

#### 41. T\_ATTEMPT

{Other than what you have already mentioned, in/in} the past 6 months, did anyone TRY to steal anything that belongs to you {or any children who live with you}, but not actually steal it?

- 1 = Yes
- 2 = No

If T\_CARRY=1, T\_WEAR=1, T\_INHOME=1, T\_ONPROPERTY=1, T\_INVEHICLE=1, T\_FROMCHILD=1, T\_ELSE=1, or T\_ATTEMPT=1, CONTINUE TO T\_TIMES  
Else if household respondent, SKIP TO MV\_OWNVEHICLE  
All other respondents, SKIP TO A\_WITHWEAPON

#### 42. T\_TIMES

How many times did someone {steal} {or} {try to steal} something in the past 6 months?

- 1 = Once
- 2 = Two or more times

If T\_TIMES=2, CONTINUE TO T\_TIMES\_NUM  
Else if T\_TIMES=1, SKIP TO T\_INCDATE  
Else if T\_TIMES=RF and household respondent, SKIP TO MV\_OWNVEHICLE  
Else if T\_TIMES=RF and not the household respondent, SKIP TO A\_WITHWEAPON

#### 43. T\_TIMES\_NUM

How many times? \_\_\_\_\_

♦ Probe for the respondent's best guess if the respondent says 'Don't know'

If T\_TIMES\_NUM >= 6, CONTINUE TO T\_INCSIMILAR  
Else if T\_TIMES\_NUM < 6, SKIP TO T\_MULTINTRO  
Else if T\_TIMES\_NUM = RF and household respondent, SKIP TO MV\_OWNVEHICLE  
Else if T\_TIMES\_NUM = RF and not the household respondent, SKIP TO A\_WITHWEAPON

#### 44. T\_INCSIMILAR

Are these incidents similar to each other in detail or are they for different types of crimes?

◆ **If needed, read:** This is an important question for making sure we capture the incident correctly, please try to provide an answer.

- 1 = Similar
- 2 = Different – *SKIP TO T\_MULTINTRO*

#### 45. T\_RECALLDETAILS

Do you recall enough details about each incident to be able to distinguish them from each other?

◆ **If needed, read:** This is an important question for making sure we capture the incident correctly, please try to provide an answer.

- 1 = Yes
- 2 = No – *SKIP TO T\_INCDATE*

#### T\_MULTINTRO

I will ask about {each of these/the six most recent} incidents, starting with the most recent.

#### 46. T\_INCDATE

{You said that someone {stole} {or} {tried to steal} something {once/[number in T\_TIMES\_NUM] times} in the past 6 months.}

In what month and year did the {most recent/second most recent/third most recent/fourth most recent/fifth most recent/sixth most recent} incident happen?

◆ **If necessary, read:** If you don't remember the exact month, please give your best estimate.

- 1 = Before {Current month minus 6}
- 2 = {Current month minus 6}
- 3 = {Current month minus 5}
- 4 = {Current month minus 4}
- 5 = {Current month minus 3}
- 6 = {Current month minus 2}
- 7 = {Current month minus 1}
- 8 = {Current month}
- 9 = Don't know

If T\_INCDATE=1, *CONTINUE TO T\_INCDATE\_CK*  
Else if T\_INCDATE=2, 9, RF, *SKIP TO T\_ANCHORDATE*  
Else, *SKIP TO T\_DESCRIBE*

#### T\_INCDATE\_CK (soft)

We are only asking about crimes that happened during the last 6 months. We will not collect information on this incident.

◆ **If the wrong month was selected, please select the correct month at T\_INCDATE.**

If 'Suppress' and additional incidents were reported in this screener, *LOOP TO T\_INCDATE* for the next incident  
Else if 'Suppress' and household respondent and no more incidents reported in this screener, *SKIP TO MV\_OWNVEHICLE*  
Else if 'Suppress' and not the household respondent and no more incidents reported in this screener, *SKIP TO A\_WITHWEAPON*

#### 47. T\_ANCHORDATE

Did this incident happen before, after, or on {6-MO ANCHORDATE}?

- 1 = It happened before {6-mo anchor date}
- 2 = It happened after or on {6-mo anchor date}
- 3 = Don't know

If T\_ANCHORDATE=2, *CONTINUE TO T\_DESCRIBE*  
Else if T\_ANCHORDATE=1, 3, RF and additional incidents were reported in this screener, *LOOP TO T\_INCDATE* for the next incident  
Else if household respondent and T\_ANCHORDATE=1, 3, RF and no more incidents reported in this screener, *SKIP TO MV\_OWNVEHICLE*  
Else if not household respondent and T\_ANCHORDATE=1, 3, RF and no more incidents reported in this screener, *SKIP TO A\_WITHWEAPON*

#### 48. T\_DESCRIBE

To help me refer back to this incident later, can you give me just a few words to describe what happened? For example, someone stole your backpack on a train. Later, I may ask you for a full description of what happened. \_\_\_\_\_

◆ Limit to a few words – the goal is to help you identify this incident in the crime incident report.

If another incident was reported in this screener, *LOOP TO T\_INCDATE*  
Else if household respondent, *CONTINUE TO MV\_OWNVEHICLE*  
Else if not household respondent, *SKIP TO A\_WITHWEAPON*

## Motor Vehicle Theft

(This section is only asked of the household respondent.)

#### 49. MV\_OWNVEHICLE

At any point in the past 6 months, have you or someone you live with owned a car, van, truck, motorcycle, or other motor vehicle?

- 1 = Yes
- 2 = No

If MV\_OWNVEHICLE=1, *CONTINUE TO MV\_THEFT*  
Else if MV\_OWNVEHICLE=2, RF, or DK, *SKIP TO BI\_HOME*

## 50. MV\_THEFT

In the past 6 months, {other than the thefts or attempted thefts you have mentioned already,}...

Did anyone steal a vehicle belonging to you or anyone you live with or use it without permission?

- 1 = Yes
- 2 = No

## 51. MV\_ATTEMPT

In the past 6 months, {other than the thefts attempted thefts you have mentioned already,}...

Did anyone TRY to steal a vehicle but not actually steal it?

- 1 = Yes
- 2 = No

If **MV\_THEFT=1** or **MV\_ATTEMPT=1**, *CONTINUE TO MV\_TIMES*  
Else if **MV\_THEFT=2**, RF, or DK, and **MV\_ATTEMPT=2**, RF, or DK, *SKIP TO MVP\_PARTS*

## 52. MV\_TIMES

In the past 6 months, how many times {was a vehicle stolen or used without permission/did someone try to steal a vehicle/was a vehicle stolen or used without permission, or did someone try to steal a vehicle}?

- 1 = Once
- 2 = Two or more times

If **MV\_TIMES=2**, *CONTINUE TO MV\_TIMES\_NUM*  
Else if **MV\_TIMES=1**, *SKIP TO MV\_INCDATE*  
Else if **MV\_TIMES=RF**, *SKIP TO MVP\_PARTS*

## 53. MV\_TIMES\_NUM

How many times? \_\_\_\_\_

◆ Probe for the respondent's best guess if the respondent says 'Don't know'

If **MV\_TIMES\_NUM** >= 6, *CONTINUE TO MV\_INCSIMILAR*  
Else if **MV\_TIMES\_NUM** < 6, *SKIP TO MV\_MULTINTRO*  
Else if **MV\_TIMES\_NUM** = RF, *SKIP TO MVP\_PARTS*

## 54. MV\_INCSIMILAR

Are these incidents similar to each other in detail or are they for different types of crimes?

◆ If needed, read: This is an important question for making sure we capture the incident correctly, please try to provide an answer.

- 1 = Similar
- 2 = Different – *SKIP TO MV\_MULTINTRO*

## 55. MV\_RECALLDETAILS

Do you recall enough details about each incident to be able to distinguish them from each other?

◆ **If needed, read:** This is an important question for making sure we capture the incident correctly, please try to provide an answer.

- 1 = Yes
- 2 = No – *SKIP TO* MV\_INCDATE

## MV\_MULTINTRO

I will ask about {each of these/the six most recent} incidents, starting with the most recent.

## 56. MV\_INCDATE

{{You said that someone stole a vehicle or used it without permission} {or} {tried to steal a vehicle} {once/[number in MV\_TIMES\_NUM] times} in the past 6 months.}

In what month and year did the {most recent/second most recent/third most recent/fourth most recent/fifth most recent/sixth most recent} {motor vehicle theft} {or} {attempted motor vehicle theft} happen?

◆ **If necessary, read:** If you don't remember the exact month, please give your best estimate.

- 1 = Before {Current month minus 6}
- 2 = {Current month minus 6}
- 3 = {Current month minus 5}
- 4 = {Current month minus 4}
- 5 = {Current month minus 3}
- 6 = {Current month minus 2}
- 7 = {Current month minus 1}
- 8 = {Current month}
- 9 = Don't know

If MV\_INCDATE=1, *CONTINUE TO* MV\_INCDATE\_CK  
Else if MV\_INCDATE=2, 9, RF, *SKIP TO* MV\_ANCHORDATE  
Else if theft reported or attempted theft reported, *SKIP TO* MV\_PARTOFOTHERINC  
Else, *SKIP TO* MV\_DESCRIBE

## MV\_INCDATE\_CK (soft)

We are only asking about crimes that happened during the last 6 months. We will not collect information on this incident.

◆ **If the wrong month was selected, please select the correct month at MV\_INCDATE.**

If 'Suppress' and additional incidents were reported in this screener, *LOOP TO* MV\_INCDATE for the next incident  
Else if 'Suppress' and no more incidents reported in this screener, *SKIP TO* MVP\_PARTS

## 57. MV\_ANCHORDATE

Did this incident happen before, after, or on {6-MO ANCHORDATE}?

- 1 = It happened before {6-mo anchor date}
- 2 = It happened after or on {6-mo anchor date}
- 3 = Don't know

If MV\_ANCHORDATE=1, 3, RF and additional incidents were reported in this screener, LOOP TO MV\_INCDATE for the next incident  
Else if MV\_ANCHORDATE=1, 3, RF and no more incidents reported in this screener, SKIP TO MVP\_PARTS  
Else if theft incident reported or attempted theft incident reported, SKIP TO MV\_PARTOFOTHERINC  
Else SKIP TO MV\_DESCRIBE

## 58. MV\_PARTOFOTHERINC

Is this {motor vehicle theft} {or} {attempted motor vehicle theft} part of any other incident you have already mentioned?

- 1 = Yes
- 2 = No

If MV\_PARTOFOTHERINC=1, CONTINUE TO MV\_WHICHINCIDENT  
Else if MV\_PARTOFOTHERINC=2, DK, SKIP TO MV\_DESCRIBE

## 59. MV\_WHICHINCIDENT

Which incident was this part of?

◆ If needed, read: This is an important question for making sure we capture the incident correctly, please try to provide an answer.

- 1 = {Month/year; Incident's \_DESCRIBE}
- 2 = {Month/year; Incident's \_DESCRIBE}
- 3 = {Month/year; Incident's \_DESCRIBE}
- 4 = {Month/year; Incident's \_DESCRIBE}
- 5 = {Month/year; Incident's \_DESCRIBE}
- 6 = {Month/year; Incident's \_DESCRIBE}
- 50 = This is a separate incident

If MV\_WHICHINCIDENT=50, CONTINUE TO MV\_DESCRIBE  
Elseif MV\_WHICHINCIDENT not equal to 50 and more incidents in this screener, LOOP TO MV\_INCDATE  
Elseif MV\_WHICHINCIDENT not equal to 50 and no more incidents in this screener, SKIP TO MVP\_PARTS

## 60. MV\_DESCRIBE

To help me refer back to this incident later, can you give me just a few words to describe what happened? For example, someone stole your car from your driveway. Later, I may ask you for a full description of what happened. \_\_\_\_\_

◆ Limit to a few words – the goal is to help you identify this incident in the crime incident report.

If another incident reported in this screener, LOOP TO MV\_INCDATE  
Else, CONTINUE TO MVP\_PARTS

## Vehicle Part Theft

(This section is only asked of household respondents who reported owning a vehicle.)

### 61. MVP\_PARTS

{Other than the thefts or attempted thefts you have mentioned already, in/in} the past 6 months...

Did anyone steal any vehicle parts such as a tire, car stereo, GPS, hubcap, or battery from a vehicle?

- 1 = Yes
- 2 = No

### 62. MVP\_GAS

{Other than the thefts or attempted thefts you have mentioned already, in/in} the past 6 months...

Did anyone steal any gas from a vehicle?

- 1 = Yes
- 2 = No

### 63. MVP\_ATTEMPT

{Other than the thefts or attempted thefts you have mentioned already, in/in} the past 6 months...

Did anyone TRY to steal vehicle parts or gas from a vehicle but not actually do it?

- 1 = Yes
- 2 = No

If MVP\_PARTS=1, MVP\_GAS=1, or MVP\_ATTEMPT=1, CONTINUE TO MVP\_TIMES  
Else, SKIP TO BI\_HOME

### 64. MVP\_TIMES

How many times did someone {steal vehicle parts} {steal gas} {attempt to steal vehicle parts or gas} {steal vehicle parts or steal gas} {steal vehicle parts or attempt to steal vehicle parts or gas} {steal gas or attempt to steal vehicle parts} {steal vehicle parts, steal gas or attempt to steal vehicle parts or gas} in the past 6 months?

- 1 = Once
- 2 = Two or more times

If **MVP\_TIMES=2**, CONTINUE TO **MVP\_TIMES\_NUM**  
Else if **MVP\_TIMES=1**, SKIP TO **MVP\_INCDATE**  
Else if **MVP\_TIMES=RF**, SKIP TO **BI\_HOME**

## 65. MVP\_TIMES\_NUM

How many times? \_\_\_\_\_

- ◆ Probe for the respondent's best guess if the respondent says 'Don't know'

If **MVP\_TIMES\_NUM** >= 6, CONTINUE TO **MVP\_INCSIMILAR**  
Else if **MVP\_TIMES\_NUM** < 6, SKIP TO **MVP\_MULTINTRO**  
Else if **MVP\_TIMES\_NUM=RF**, SKIP TO **BI\_HOME**

## 66. MVP\_INCSIMILAR

Are these incidents similar to each other in detail or are they for different types of crimes?

- ◆ If needed, read: This is an important question for making sure we capture the incident correctly, please try to provide an answer.

- 1 = Similar
- 2 = Different – SKIP TO **MVP\_MULTINTRO**

## 67. MVP\_RECALLDETAILS

Do you recall enough details about each incident to be able to distinguish them from each other?

- ◆ If needed, read: This is an important question for making sure we capture the incident correctly, please try to provide an answer.

- 1 = Yes
- 2 = No – SKIP TO **MVP\_INCDATE**

## MVP\_MULTINTRO

I will ask about {each of these/the six most recent} incidents, starting with the most recent.



## 68. MVP\_INCDATE

{{You said that someone {stole} {and} {tried to steal} vehicle parts or gas {once/[number in MVP\_TIMES\_NUM] times} in the past 6 months.}}

In what month and year did the {most recent/second most recent/third most recent/fourth most recent/fifth most recent/sixth most recent} {theft of vehicle parts or gas/theft or attempted theft of vehicle parts or gas/or attempted theft of vehicle parts or gas} happen?

◆ If necessary, read: If you don't remember the exact month, please give your best estimate.

- 1 = Before {Current month minus 6}
- 2 = {Current month minus 6}
- 3 = {Current month minus 5}
- 4 = {Current month minus 4}
- 5 = {Current month minus 3}
- 6 = {Current month minus 2}
- 7 = {Current month minus 1}
- 8 = {Current month}
- 9 = Don't know

If MVP\_INCDATE=1, CONTINUE TO MVP\_INCDATE\_CK  
Else if MVP\_INCDATE=2, 9, RF, SKIP TO MVP\_ANCHORDATE  
Else if MVP\_INCDATE is [3-8] and (theft, attempted theft, or motor vehicle theft reported), SKIP TO MVP\_PARTOFOTHERINC  
Else, SKIP TO MVP\_DESCRIBE

## MVP\_INCDATE\_CK (soft)

We are only asking about crimes that happened during the last 6 months. We will not collect information on this incident.

◆ If the wrong month was selected, please select the correct month at MVP\_INCDATE.

If 'Suppress' and additional incidents were reported in this screener, LOOP TO MVP\_INCDATE for the next incident  
Else if 'Suppress' and no more incidents reported in this screener, SKIP TO BI\_HOME

## 69. MVP\_ANCHORDATE

Did this incident happen before, after, or on {6-MO ANCHORDATE}?

- 1 = It happened before {6-mo anchor date}
- 2 = It happened after or on {6-mo anchor date}
- 3 = Don't know

If **MVP\_ANCHORDATE=1, 3, RF** and additional incidents were reported in this screener, **LOOP TO MVP\_INCDATE** for the next incident  
Else if **MVP\_ANCHORDATE=1, 3, RF** and no more incidents reported in this screener, **SKIP TO BI\_HOME**  
Else if **MVP\_ANCHORDATE=2** and (theft, attempted theft, or motor vehicle theft reported), **CONTINUE TO MVP\_PARTOFOTHERINC**  
Else if **MVP\_ANCHORDATE=2**, **SKIP TO MVP\_DESCRIBE**

## 70. MVP\_PARTOFOTHERINC

Is this {theft of vehicle parts or gas} {or} {attempted theft of vehicle parts or gas} part of any other incident you have already mentioned?

- 1 = Yes
- 2 = No – **SKIP TO MVP\_DESCRIBE**

If **MVP\_PARTOFOTHERINC=1**, **CONTINUE TO MVP\_WHICHINCIDENT**  
Else if **MVP\_PARTOFOTHERINC=2, DK**, **SKIP TO MVP\_DESCRIBE**

## 71. MVP\_WHICHINCIDENT

Which incident was this part of?

◆ **If needed, read:** This is an important question for making sure we capture the incident correctly, please try to provide an answer.

- 1 = {Month/year; Incident's \_DESCRIBE}
- 2 = {Month/year; Incident's \_DESCRIBE}
- 3 = {Month/year; Incident's \_DESCRIBE}
- 4 = {Month/year; Incident's \_DESCRIBE}
- 5 = {Month/year; Incident's \_DESCRIBE}
- 6 = {Month/year; Incident's \_DESCRIBE}
- 7 = {Month/year; Incident's \_DESCRIBE}
- 8 = {Month/year; Incident's \_DESCRIBE}
- 9 = {Month/year; Incident's \_DESCRIBE}
- 10 = {Month/year; Incident's \_DESCRIBE}
- 11 = {Month/year; Incident's \_DESCRIBE}
- 12 = {Month/year; Incident's \_DESCRIBE}
- 50 = This is a separate incident

If **MVP\_WHICHINCIDENT=50**, **CONTINUE TO MVP\_DESCRIBE**  
Else if **MVP\_WHICHINCIDENT** not equal to 50 and more incidents in this screener, **LOOP TO MVP\_INCDATE**  
Else if **MVP\_WHICHINCIDENT** not equal to 50 and no more incidents in this screener, **SKIP TO BI\_HOME**

## 72. MVP\_DESCRIBE

To help me refer back to this incident later, can you give me just a few words to describe what happened? For example, someone tried to steal the tires off of your car. Later, I may ask you for a full description of what happened. \_\_\_\_\_

◆ Limit to a few words – the goal is to help you identify this incident in the crime incident report.

If another incident reported in this screener, LOOP TO MVP\_INCDATE  
Else, CONTINUE TO BI\_HOME

## Break-in

(This section is only asked of the household respondent.)

## 73. BI\_HOME

The next few questions ask about break-ins. In the past 6 months, did anyone...

Break in or try to break into your home by forcing a door or window, pushing past someone, jimmying a lock, cutting a screen, or coming through an open door or window?

- 1 = Yes
- 2 = No

## 74. BI\_OTHERPROP

The next few questions ask about break-ins. In the past 6 months, did anyone...

Break in or try to break into your garage, shed, or storage room?

- 1 = Yes
- 2 = No

## 75. BI\_HOTELVACATION

The next few questions ask about break-ins. In the past 6 months, did anyone...

Break in or try to break into a hotel or motel room or vacation home where you were staying?

- 1 = Yes
- 2 = No

If BI\_HOME=1, BI\_OTHERPROP=1, or BI\_HOTELVACATION=1, CONTINUE TO BI\_TIMES  
Else, SKIP TO V\_PROPERTY

## 76. BI\_TIMES

How many times did someone break in or try to break in during the past 6 months?

- 1 = Once
- 2 = Two or more times

If **BI\_TIMES=2**, *CONTINUE TO BI\_TIMES\_NUM*  
Else if **BI\_TIMES=1**, *SKIP TO BI\_INCDATE*  
Else if **BI\_TIMES=RF**, *SKIP TO V\_PROPERTY*

## 77. **BI\_TIMES\_NUM**

How many times? \_\_\_\_\_

- ◆ Probe for the respondent's best guess if the respondent says 'Don't know'

If **BI\_TIMES\_NUM** >= 6, *CONTINUE TO BI\_INCSIMILAR*  
Else if **BI\_TIMES\_NUM** < 6, *SKIP TO BI\_MULTINTRO*  
Else if **BI\_TIMES\_NUM=RF**, *SKIP TO V\_PROPERTY*

## 78. **BI\_INCSIMILAR**

Are these incidents similar to each other in detail or are they for different types of crimes?

- ◆ *If needed, read:* This is an important question for making sure we capture the incident correctly, please try to provide an answer.

- 1 = Similar
- 2 = Different – *SKIP TO BI\_MULTINTRO*

## 79. **BI\_RECALLEDDETAILS**

Do you recall enough details about each incident to be able to distinguish them from each other?

- ◆ *If needed, read:* This is an important question for making sure we capture the incident correctly, please try to provide an answer.

- 1 = Yes
- 2 = No – *SKIP TO BI\_INCDATE*

## **BI\_MULTINTRO**

I will ask about {each of these/the six most recent} incidents, starting with the most recent.

## 80. BI\_INCDATE

{You said that someone broke in or tried to break in {once/[number in BI\_TIMES\_NUM] times} in the past 6 months.}

In what month and year did the {most recent/second most recent/third most recent/fourth most recent/fifth most recent/sixth most recent} incident happen?

◆ If necessary, read: If you don't remember the exact month, please give your best estimate.

- 1 = Before {Current month minus 6}
- 2 = {Current month minus 6}
- 3 = {Current month minus 5}
- 4 = {Current month minus 4}
- 5 = {Current month minus 3}
- 6 = {Current month minus 2}
- 7 = {Current month minus 1}
- 8 = {Current month}
- 9 = Don't know

If BI\_INCDATE=1, CONTINUE TO BI\_INCDATE\_CK  
Else if BI\_INCDATE=2, 9, RF, SKIP TO BI\_ANCHORDATE  
Else if BI\_INCDATE is [3-8] and theft, attempted theft, or motor vehicle theft reported, SKIP TO BI\_PARTOFOTHERINC  
Else, SKIP TO BI\_DESCRIBE

## BI\_INCDATE\_CK (soft)

We are only asking about crimes that happened during the last 6 months. We will not collect information on this incident.

◆ If the wrong month was selected, please select the correct month at BI\_INCDATE.

If 'Suppress' and additional incidents were reported in this screener, LOOP TO BI\_INCDATE for the next incident  
Elseif 'Suppress' and no more incidents reported in this screener, SKIP TO V\_PROPERTY

## 81. BI\_ANCHORDATE

Did this incident happen before, after, or on {6-MO ANCHORDATE}?

- 1 = It happened before {6-mo anchor date}
- 2 = It happened after or on {6-mo anchor date}
- 3 = Don't know

If **BI\_ANCHORDATE**=1, 3, RF and additional incidents were reported in this screener, *LOOP TO BI\_INCDATE* for the next incident  
 Else if **BI\_ANCHORDATE**=1, 3, RF and no more incidents reported in this screener, *SKIP TO V\_PROPERTY*  
 Else if (and theft, attempted theft, or motor vehicle theft reported) and **BI\_ANCHORDATE**=2, *CONTINUE TO BI\_PARTOFOTHERINC*  
 Else if **BI\_ANCHORDATE**=2, *SKIP TO BI\_DESCRIBE*

## 82. BI\_PARTOFOTHERINC

Is this break-in or attempted break-in part of any other incident you have already mentioned?

- 1 = Yes
- 2 = No

If **BI\_PARTOFOTHERINC**=1, *CONTINUE TO BI\_WHICHINCIDENT*  
 Else if **BI\_PARTOFOTHERINC**=2, DK, *SKIP TO BI\_DESCRIBE*

## 83. BI\_WHICHINCIDENT

Which incident was this part of?

◆ **If needed, read:** This is an important question for making sure we capture the incident correctly, please try to provide an answer.

- |   |   |
|---|---|
| ○ 1 = {Month/year; Incident's _DESCRIBE}  | ○ 11 = {Month/year; Incident's _DESCRIBE} |
| ○ 2 = {Month/year; Incident's _DESCRIBE}  | ○ 12 = {Month/year; Incident's _DESCRIBE} |
| ○ 3 = {Month/year; Incident's _DESCRIBE}  | ○ 13 = {Month/year; Incident's _DESCRIBE} |
| ○ 4 = {Month/year; Incident's _DESCRIBE}  | ○ 14 = {Month/year; Incident's _DESCRIBE} |
| ○ 5 = {Month/year; Incident's _DESCRIBE}  | ○ 15 = {Month/year; Incident's _DESCRIBE} |
| ○ 6 = {Month/year; Incident's _DESCRIBE}  | ○ 16 = {Month/year; Incident's _DESCRIBE} |
| ○ 7 = {Month/year; Incident's _DESCRIBE}  | ○ 17 = {Month/year; Incident's _DESCRIBE} |
| ○ 8 = {Month/year; Incident's _DESCRIBE}  | ○ 18 = {Month/year; Incident's _DESCRIBE} |
| ○ 9 = {Month/year; Incident's _DESCRIBE}  | ○ 50 = This is a separate incident        |
| ○ 10 = {Month/year; Incident's _DESCRIBE} |   |

If **BI\_WHICHINCIDENT**=50, *CONTINUE TO BI\_DESCRIBE*  
 Else if **BI\_WHICHINCIDENT** not equal to 50 and more incidents in this screener, *LOOP TO BI\_INCDATE*  
 Else if **BI\_WHICHINCIDENT** not equal to 50 and no more incidents in this screener, *SKIP TO V\_PROPERTY*

## 84. BI\_DESCRIBE

To help me refer back to this incident later, can you give me just a few words to describe what happened? For example, someone broke into your home while you were at work. Later, I may ask you for a full description of what happened. \_\_\_\_\_

◆ **Limit to a few words** – the goal is to help you identify this incident in the crime incident report.

If another incident reported in this screener, *LOOP TO BI\_INCDATE*  
Else, *CONTINUE TO V\_PROPERTY*

## Vandalism

(This section is only asked of the household respondent.)

### 85. V\_PROPERTY

Vandalism is when someone deliberately damages or destroys something belonging to you. Examples are breaking windows, slashing tires, or painting graffiti on walls. In the past 6 months, has anyone vandalized your home, car, or something else that belongs to you or someone else living here?

- 1 = Yes
- 2 = No

### 86. V\_INJUREKILLANIMAL

In the past 6 months, did someone deliberately injure or kill an animal, such as a pet or livestock, that belonged to you or someone you live with?

- 1 = Yes
- 2 = No

If *V\_PROPERTY=1* or *V\_INJUREKILLANIMAL=1*, *CONTINUE TO V\_TIMES*  
Else, *SKIP TO A\_WITHWEAPON*

### 87. V\_TIMES

In the past 6 months, how many times did someone vandalize something that belonged to you or someone you live with?

{Please also count times when an animal was injured or killed.}

- 1 = Once
- 2 = Two or more times

If *V\_TIMES=2*, *CONTINUE TO V\_TIMES\_NUM*  
Else if *V\_TIMES=1*, *SKIP TO V\_INCDATE*  
Else if *V\_TIMES=RF*, *SKIP TO A\_WITHWEAPON*

### 88. V\_TIMES\_NUM

How many times? \_\_\_\_\_

◆ Probe for the respondent's best guess if the respondent says 'Don't know'

If *V\_TIMES\_NUM* >= 6, *CONTINUE TO V\_INCSIMILAR*  
Else if *V\_TIMES\_NUM* < 6, *SKIP TO V\_MULTINTRO*  
Else if *V\_TIMES\_NUM=RF*, *SKIP TO A\_WITHWEAPON*

## 89. V\_INCSIMILAR

Are these incidents similar to each other in detail or are they for different types of crimes?

◆ **If needed, read:** This is an important question for making sure we capture the incident correctly, please try to provide an answer.

- 1 = Similar
- 2 = Different – *SKIP TO V\_MULTINTRO*

## 90. V\_RECALLDETAILS

Do you recall enough details about each incident to be able to distinguish them from each other?

◆ **If needed, read:** This is an important question for making sure we capture the incident correctly, please try to provide an answer.

- 1 = Yes
- 2 = No – *SKIP TO V\_INCDATE*

## V\_MULTINTRO

I will ask about {each of these/the six most recent} incidents, starting with the most recent.

## 91. V\_INCDATE

{You said that {something was vandalized} {and} {someone deliberately injured or killed an animal} {once/[number in V\_TIMES\_NUM] times} in the past 6 months.}

In what month and year did the {most recent/second most recent/third most recent/fourth most recent/fifth most recent/sixth most recent} incident happen?

◆ **If necessary, read:** If you don't remember the exact month, please give your best estimate.

- 1 = Before {Current month minus 6}
- 2 = {Current month minus 6}
- 3 = {Current month minus 5}
- 4 = {Current month minus 4}
- 5 = {Current month minus 3}
- 6 = {Current month minus 2}
- 7 = {Current month minus 1}
- 8 = {Current month}
- 9 = Don't know

If V\_INCDATE=1, *CONTINUE TO V\_INCDATE\_CHK*  
Else if V\_INCDATE=2, 9, RF, *SKIP TO V\_ANCHORDATE*  
Else if V\_INCDATE is [3-8] and (theft, attempted theft, motor vehicle theft, or break-in reported),  
*SKIP TO V\_PARTOFOTHERINC*  
Else, *SKIP TO V\_DESCRIBE*



## V\_INCDATE\_CK (soft)

We are only asking about crimes that happened during the last 6 months. We will not collect information on this incident.

◆ If the wrong month was selected, please select the correct month at V\_INCDATE.

If 'Suppress' and additional incidents were reported in this screener, *LOOP TO V\_INCDATE* for the next incident  
Else if 'Suppress' and no more incidents reported in this screener, *SKIP TO A\_WITHWEAPON*

## 92. V\_ANCHORDATE

Did this incident happen before, after, or on {6-MO ANCHORDATE}?

- 1 = It happened before {6-mo anchor date}
- 2 = It happened after or on {6-mo anchor date}
- 3 = Don't know

If V\_ANCHORDATE=1, 3, RF and additional incidents were reported in this screener, *LOOP TO V\_INCDATE* for the next incident  
Else if V\_ANCHORDATE=1, 3, RF and no more incidents reported in this screener, *SKIP TO A\_WITHWEAPON*  
Else if (theft, attempted theft, motor vehicle theft, or break-in reported) and V\_ANCHORDATE=2, *CONTINUE TO V\_PARTOFOTHERINC*  
Else if V\_ANCHORDATE, *SKIP TO V\_DESCRIBE*

## 93. V\_PARTOFOTHERINC

Is this {vandalism} {or} {deliberate injuring or killing of an animal} part of any other incident you have already mentioned?

- 1 = Yes
- 2 = No

If V\_PARTOFOTHERINC=1, *CONTINUE TO V\_WHICHINCIDENT*  
Else if V\_PARTOFOTHERINC=2, DK, *SKIP TO V\_DESCRIBE*

## 94. V\_WHICHINCIDENT

Which incident was this part of?

◆ If needed, read: This is an important question for making sure we capture the incident correctly, please try to provide an answer.

- 1 = {Month/year; Incident's \_DESCRIBE}
- 2 = {Month/year; Incident's \_DESCRIBE}
- 3 = {Month/year; Incident's \_DESCRIBE}
- 4 = {Month/year; Incident's \_DESCRIBE}
- 5 = {Month/year; Incident's \_DESCRIBE}
- 6 = {Month/year; Incident's \_DESCRIBE}
- 7 = {Month/year; Incident's \_DESCRIBE}
- 8 = {Month/year; Incident's \_DESCRIBE}
- 9 = {Month/year; Incident's \_DESCRIBE}
- 10 = {Month/year; Incident's \_DESCRIBE}
- 11 = {Month/year; Incident's \_DESCRIBE}
- 12 = {Month/year; Incident's \_DESCRIBE}
- 13 = {Month/year; Incident's \_DESCRIBE}
- 14 = {Month/year; Incident's \_DESCRIBE}
- 15 = {Month/year; Incident's \_DESCRIBE}
- 16 = {Month/year; Incident's \_DESCRIBE}
- 17 = {Month/year; Incident's \_DESCRIBE}
- 18 = {Month/year; Incident's \_DESCRIBE}
- 19 = {Month/year; Incident's \_DESCRIBE}
- 20 = {Month/year; Incident's \_DESCRIBE}
- 21 = {Month/year; Incident's \_DESCRIBE}
- 22 = {Month/year; Incident's \_DESCRIBE}
- 23 = {Month/year; Incident's \_DESCRIBE}
- 24 = {Month/year; Incident's \_DESCRIBE}
- 50 = This is a separate incident

If V\_WHICHINCIDENT=50, CONTINUE TO V\_DESCRIBE

Else if V\_WHICHINCIDENT not equal to 50 and more incidents in this screener, LOOP TO V\_INCDATE

Else if V\_WHICHINCIDENT not equal to 50 and no more incidents in this screener, SKIP TO A\_WITHWEAPON

## 95. V\_DESCRIBE

To help me refer back to this incident later, can you give me just a few words to describe what happened? For example, someone spray painted a message on your garage. Later, I may ask you for a full description of what happened. \_\_\_\_\_

◆ Limit to a few words – the goal is to help you identify this incident in the crime incident report.

If another incident reported in this screener, LOOP TO V\_INCDATE

Else, SKIP TO A\_WITHWEAPON

## Attack

### 96. A\_WITHWEAPON

The next few questions ask about any physical attacks against you personally. These may have happened at your home or while you were {at work, school,/at work/at school} or away from home. {Do not include threats and do not include incidents that were accidental or when you knew someone was playing.}

In the past 6 months, did anyone attack or try to attack you...

With a weapon, such as a gun or knife?

- 1 = Yes
- 2 = No

### 97. A\_OBJECT

In the past 6 months, did anyone attack or try to attack you...

With something else used as a weapon, like a baseball bat, scissors, or a stick?

- 1 = Yes
- 2 = No

### 98. A\_THROW

In the past 6 months, did anyone attack or try to attack you...

By throwing something at you, such as a rock or bottle?

- 1 = Yes
- 2 = No

### 99. A\_HITKICK

In the past 6 months, did anyone attack or try to attack you...

By hitting, slapping, grabbing, kicking, punching, or choking you?

- 1 = Yes
- 2 = No

### 100. A\_OTHER

In the past 6 months, did anyone attack or try to attack you or use force against you in any other way? Please mention it even if you are not certain it was a crime. {Do not include threats and do not include incidents that were accidental or when you knew someone was playing.}

- 1 = Yes
- 2 = No

### 101. A\_THREAT

In the past 6 months, did anyone THREATEN to attack you, but not actually do it? {Do not include incidents you have already mentioned.}

- 1 = Yes
- 2 = No

### 102. A\_KNOWNOFF

People sometimes don't think of attacks by someone they know, like {a current or former spouse or partner/a boyfriend or girlfriend}, {someone at work or at school/someone at work/someone at school}, a friend, a family member, a neighbor, or any other person they've met or known.

{Other than what you have already mentioned, in/In} the past 6 months, has anyone you know used any kind of physical force against you? Examples are if someone you know choked you, slapped you, hit you, attacked you with a weapon, or otherwise physically hurt you.

- 1 = Yes
- 2 = No

If A\_WITHWEAPON=1, A\_OBJECT=1, A\_THROW=1, A\_HITKICK=1, A\_OTHER=1, A\_THREAT=1, or A\_KNOWNOFF=1, CONTINUE TO A\_TIMES  
Else, SKIP TO SA\_UNWANTEDCONTACT

### 103. A\_TIMES

{You just said yes to more than one question about physical attacks. Altogether, in/In} the past 6 months, how many times did someone {attack you or try to attack you} {or} {threaten to attack you}?

- 1 = Once
- 2 = Two or more times

If A\_TIMES=2, CONTINUE TO A\_TIMES\_NUM  
Else if A\_TIMES=1, SKIP TO A\_INCDATE  
Else if A\_TIMES=RF, SKIP TO SA\_UNWANTEDCONTACT

### 104. A\_TIMES\_NUM

How many times? \_\_\_\_\_

◆ Probe for the respondent's best guess if the respondent says 'Don't know'

If A\_TIMES\_NUM >= 6, CONTINUE TO A\_INCSIMILAR  
Else if A\_TIMES\_NUM < 6, SKIP TO A\_MULTINTRO  
Else if A\_TIMES\_NUM = RF, SKIP TO SA\_UNWANTEDCONTACT

### 105. **A\_INCSIMILAR**

Are these incidents similar to each other in detail or are they for different types of crimes?

◆ **If needed, read:** This is an important question for making sure we capture the incident correctly, please try to provide an answer.

- 1 = Similar
- 2 = Different – *SKIP TO A\_MULTINTRO*

### 106. **A\_RECALLDETAILS**

Do you recall enough details about each incident to be able to distinguish them from each other?

◆ **If needed, read:** This is an important question for making sure we capture the incident correctly, please try to provide an answer.

- 1 = Yes
- 2 = No – *SKIP TO A\_INCDATE*

### **A\_MULTINTRO**

I will ask about **{each of these/the six most recent}** incidents, starting with the most recent.

### 107. **A\_INCDATE**

**{You said that someone {attacked you or tried to attack you} {and} {threatened to attack you} {once/[number in A\_TIMES\_NUM] times} in the past 6 months.}**

**In what month and year did the {most recent/second most recent/third most recent/fourth most recent/fifth most recent/sixth most recent} incident happen?**

◆ **If necessary, read:** If you don't remember the exact month, please give your best estimate.

- 1 = Before {Current month minus 6}
- 2 = {Current month minus 6}
- 3 = {Current month minus 5}
- 4 = {Current month minus 4}
- 5 = {Current month minus 3}
- 6 = {Current month minus 2}
- 7 = {Current month minus 1}
- 8 = {Current month}
- 9 = Don't know

If **A\_INCDATE=1**, *CONTINUE TO A\_INCDATE\_CHK*  
Else if **A\_INCDATE=2, 9, RF**, *SKIP TO A\_ANCHORDATE*  
Else if **A\_INCDATE** is [3-8] and (theft, attempted theft, motor vehicle theft, break-in, or vandalism reported), *SKIP TO A\_PARTOFOTHERINC*  
Else, *SKIP TO A\_DESCRIBE*

## A\_INCDATE\_CK (soft)

We are only asking about crimes that happened during the last 6 months. We will not collect information on this incident.

◆ If the wrong month was selected, please select the correct month at A\_INCDATE.

If 'Suppress' and additional incidents were reported in this screener, *LOOP TO A\_INCDATE* for the next incident  
Else if 'Suppress' and no more incidents reported in this screener, *SKIP TO SA\_UNWANTEDCONTACT*

## 108. A\_ANCHORDATE

Did this incident happen before, after, or on {6-MO ANCHORDATE}?

- 1 = It happened before {6-mo anchor date}
- 2 = It happened after or on {6-mo anchor date}
- 3 = Don't know

If (theft incident, attempted theft incident, motor vehicle theft incident, break-in incident, or vandalism incident reported) and A\_ANCHORDATE=2, *CONTINUE TO A\_PARTOFOTHERINC*  
Else if A\_ANCHORDATE=1, 3, RF and additional incidents were reported in this screener, *LOOP TO A\_INCDATE* for the next incident  
Else if A\_ANCHORDATE=1, 3, RF and no more incidents reported in this screener, *SKIP TO SA\_UNWANTEDCONTACT*  
Else if A\_ANCHORDATE, *SKIP TO A\_DESCRIBE*

## 109. A\_PARTOFOTHERINC

Is this {attack or attempted attack} {or} {threat} part of any other incident you have already mentioned?

- 1 = Yes
- 2 = No – *SKIP TO A\_DESCRIBE*

If A\_PARTOFOTHERINC=1, *CONTINUE TO A\_WHICHINCIDENT*  
Else if A\_PARTOFOTHERINC=2, DK, *SKIP TO A\_DESCRIBE*

## 110. A\_WHICHINCIDENT

Which incident was this part of?

◆ **If needed, read:** This is an important question for making sure we capture the incident correctly, please try to provide an answer.

- 1 = {Month/year; Incident's \_DESCRIBE}
- 2 = {Month/year; Incident's \_DESCRIBE}
- 3 = {Month/year; Incident's \_DESCRIBE}
- 4 = {Month/year; Incident's \_DESCRIBE}
- 5 = {Month/year; Incident's \_DESCRIBE}
- 6 = {Month/year; Incident's \_DESCRIBE}
- 7 = {Month/year; Incident's \_DESCRIBE}
- 8 = {Month/year; Incident's \_DESCRIBE}
- 9 = {Month/year; Incident's \_DESCRIBE}
- 10 = {Month/year; Incident's \_DESCRIBE}
- 11 = {Month/year; Incident's \_DESCRIBE}
- 12 = {Month/year; Incident's \_DESCRIBE}
- 13 = {Month/year; Incident's \_DESCRIBE}
- 14 = {Month/year; Incident's \_DESCRIBE}
- 15 = {Month/year; Incident's \_DESCRIBE}
- 16 = {Month/year; Incident's \_DESCRIBE}
- 17 = {Month/year; Incident's \_DESCRIBE}
- 18 = {Month/year; Incident's \_DESCRIBE}
- 19 = {Month/year; Incident's \_DESCRIBE}
- 20 = {Month/year; Incident's \_DESCRIBE}
- 21 = {Month/year; Incident's \_DESCRIBE}
- 22 = {Month/year; Incident's \_DESCRIBE}
- 23 = {Month/year; Incident's \_DESCRIBE}
- 24 = {Month/year; Incident's \_DESCRIBE}
- 25 = {Month/year; Incident's \_DESCRIBE}
- 26 = {Month/year; Incident's \_DESCRIBE}
- 27 = {Month/year; Incident's \_DESCRIBE}
- 28 = {Month/year; Incident's \_DESCRIBE}
- 29 = {Month/year; Incident's \_DESCRIBE}
- 30 = {Month/year; Incident's \_DESCRIBE}
- 50 = This is a separate incident

If A\_WHICHINCIDENT=50, CONTINUE TO A\_DESCRIBE

Elseif A\_WHICHINCIDENT not equal to 50 and more incidents in this screener, LOOP TO A\_INCDATE

Elseif A\_WHICHINCIDENT not equal to 50 and no more incidents in this screener, SKIP TO SA\_UNWANTEDCONTACT

## 111. A\_DESCRIBE

To help me refer back to this incident later, can you give me just a few words to describe what happened? For example, someone shoved you and punched you at a concert. Later, I may ask you for a full description of what happened. \_\_\_\_\_

◆ **Limit to a few words – the goal is to help you identify this incident in the crime incident report.**

If another incident reported in this screener, LOOP TO A\_INCDATE  
Else, CONTINUE TO SA\_UNWANTEDCONTACT

## Unwanted Sexual Contact

### 112. SA\_UNWANTEDCONTACT

The next questions are about any sexual contact in the past 6 months that YOU DID NOT CONSENT TO and that YOU DID NOT WANT to happen. The information you provide is confidential.

{Sexual contact includes touching of your sexual body parts, or any type of sexual penetration with a body part or object. It also includes making you touch or penetrate someone else. This could have been done by someone you know well, someone you casually know, or a stranger and can happen to both men and women./Sexual contact includes someone touching your private parts, unwanted sex, or making you do these kinds of things to them. This could have been done by someone you know well, someone you casually know, or a stranger and can happen to both boys and girls.}

In the past 6 months...

Did anyone touch, grab, or kiss your {sexual body parts against your will}/{private parts when you didn't want them to} - or TRY to do this?

- 1 = Yes
- 2 = No

### 113. SA\_FORCE

The information you provide is confidential.

{Sexual contact includes touching of your sexual body parts, or any type of sexual penetration with a body part or object. It also includes making you touch or penetrate someone else. This could have been done by someone you know well, someone you casually know, or a stranger and can happen to both men and women./Sexual contact includes someone touching your private parts, unwanted sex, or making you do these kinds of things to them. This could have been done by someone you know well, someone you casually know, or a stranger and can happen to both boys and girls.}

In the past 6 months...

Did anyone force you to have sexual contact by holding you down with his or her body, pinning your arms, hitting or kicking you, or using some other type of force - or TRY or THREATEN to do this?

- 1 = Yes
- 2 = No



#### 114. SA\_THREATENHURT

The information you provide is confidential.

{Sexual contact includes touching of your sexual body parts, or any type of sexual penetration with a body part or object. It also includes making you touch or penetrate someone else. This could have been done by someone you know well, someone you casually know, or a stranger and can happen to both men and women./Sexual contact includes someone touching your private parts, unwanted sex, or making you do these kinds of things to them. This could have been done by someone you know well, someone you casually know, or a stranger and can happen to both boys and girls.}

In the past 6 months...

**Did anyone threaten to physically hurt you or someone close to you if you did not have sexual contact?**

- 1 = Yes
- 2 = No

#### 115. SA\_UNABLETOCONSENT

The information you provide is confidential.

{Sexual contact includes touching of your sexual body parts, or any type of sexual penetration with a body part or object. It also includes making you touch or penetrate someone else. This could have been done by someone you know well, someone you casually know, or a stranger and can happen to both men and women./Sexual contact includes someone touching your private parts, unwanted sex, or making you do these kinds of things to them. This could have been done by someone you know well, someone you casually know, or a stranger and can happen to both boys and girls.}

In the past 6 months...

**Did anyone have sexual contact with you - or try to have sexual contact with you - while you were passed out, unconscious, asleep, or unable to consent because you were drunk or high?**

- 1 = Yes
- 2 = No

If SA\_UNWANTEDCONTACT=1, SA\_FORCE=1, SA\_THREATENHURT=1, or  
SA\_UNABLETOCONSENT=1, CONTINUE TO SA\_TIMES  
Else, SKIP TO CA\_OTHERCRIME

#### 116. SA\_TIMES

**In the past 6 months, how many times did someone have, try to have, or threaten to have these types of sexual contact with you?**

- 1 = Once
- 2 = Two or more times

If SA\_TIMES=2, CONTINUE TO SA\_TIMES\_NUM  
Else if SA\_TIMES=1, SKIP TO SA\_INCDATE  
Else if SA\_TIMES=RF, SKIP TO CA\_OTHERCRIME

### 117. SA\_TIMES\_NUM

How many times? \_\_\_\_\_

- ◆ Probe for the respondent's best guess if the respondent says 'Don't know'

If SA\_TIMES\_NUM >= 6, CONTINUE TO SA\_INCSIMILAR  
Else if SA\_TIMES\_NUM < 6, SKIP TO SA\_MULTINTRO  
Else if SA\_TIMES\_NUM = RF, SKIP TO CA\_OTHERCRIME

### 118. SA\_INCSIMILAR

Are these incidents similar to each other in detail or are they for different types of crimes?

- ◆ If needed, read: This is an important question for making sure we capture the incident correctly, please try to provide an answer.

- 1 = Similar
- 2 = Different – SKIP TO SA\_MULTINTRO

### 119. SA\_RECALLDETAILS

Do you recall enough details about each incident to be able to distinguish them from each other?

- ◆ If needed, read: This is an important question for making sure we capture the incident correctly, please try to provide an answer.

- 1 = Yes
- 2 = No – SKIP TO SA\_INCDATE

### SA\_MULTINTRO

I will ask about {each of these/the six most recent} incidents, starting with the most recent.

## 120. SA\_INCDATE

{You said that someone had, or tried to have these types of sexual contact with you {once/{number in SA\_TIMES\_NUM] times} in the past 6 months.}

In what month and year did the {most recent/second most recent/third most recent/fourth most recent/fifth most recent/sixth most recent} incident happen?

◆ If necessary, read: If you don't remember the exact month, please give your best estimate.

- 1 = Before {Current month minus 6}
- 2 = {Current month minus 6}
- 3 = {Current month minus 5}
- 4 = {Current month minus 4}
- 5 = {Current month minus 3}
- 6 = {Current month minus 2}
- 7 = {Current month minus 1}
- 8 = {Current month}
- 9 = Don't know

If SA\_INCDATE=1, CONTINUE TO SA\_INCDATE\_CK  
Else if SA\_INCDATE=2, 9, RF, SKIP TO SA\_ANCHORDATE  
Else if (theft, attempted theft, motor vehicle theft, break-in, vandalism, attack, threatened attack, or attempted attack reported), SKIP TO SA\_PARTOFOTHERINC  
Else, SKIP TO SA\_DESCRIBE

## SA\_INCDATE\_CK (soft)

We are only asking about crimes that happened during the last 6 months. We will not collect information on this incident.

◆ If the wrong month was selected, please select the correct month at SA\_INCDATE.

If 'Suppress' and additional incidents were reported in this screener, LOOP TO SA\_INCDATE for the next incident  
Else if 'Suppress' and no more incidents reported in this screener, SKIP TO CA\_OTHERCRIME

## 121. SA\_ANCHORDATE

Did this incident happen before, after, or on {6-MO ANCHORDATE}?

- 1 = It happened before {6-mo anchor date}
- 2 = It happened after or on {6-mo anchor date}
- 3 = Don't know

If **SA\_ANCHORDATE=1, 3, RF** and additional incidents were reported in this screener, *LOOP TO SA\_INCDATE* for the next incident  
 Else if **SA\_ANCHORDATE=1, 3, RF** and no more incidents reported in this screener, *SKIP TO CA\_OTHERCRIME*  
 Else if (theft, attempted theft, motor vehicle theft, break-in, vandalism, attack, threatened attack, or attempted attack reported) and **SA\_ANCHORDATE=2**, *CONTINUE TO SA\_PARTOFOTHERINC*  
 Else if **SA\_ANCHORDATE=2**, *SKIP TO SA\_DESCRIBE*

## 122. SA\_PARTOFOTHERINC

Is this {sexual contact or attempted sexual contact} {or} {threat} part of any other incident you have already mentioned?

- 1 = Yes
- 2 = No

If **SA\_PARTOFOTHERINC=1**, *CONTINUE TO SA\_WHICHINCIDENT*  
 Else if **SA\_PARTOFOTHERINC=2, DK**, *SKIP TO SA\_DESCRIBE*

## 123. SA\_WHICHINCIDENT

Which incident was this part of?

◆ **If needed, read:** This is an important question for making sure we capture the incident correctly, please try to provide an answer.

- 1 = {Month/year; Incident's \_DESCRIBE}
- 2 = {Month/year; Incident's \_DESCRIBE}
- 3 = {Month/year; Incident's \_DESCRIBE}
- 4 = {Month/year; Incident's \_DESCRIBE}
- 5 = {Month/year; Incident's \_DESCRIBE}
- 6 = {Month/year; Incident's \_DESCRIBE}
- 7 = {Month/year; Incident's \_DESCRIBE}
- 8 = {Month/year; Incident's \_DESCRIBE}
- 9 = {Month/year; Incident's \_DESCRIBE}
- 10 = {Month/year; Incident's \_DESCRIBE}
- 11 = {Month/year; Incident's \_DESCRIBE}
- 12 = {Month/year; Incident's \_DESCRIBE}
- 13 = {Month/year; Incident's \_DESCRIBE}
- 14 = {Month/year; Incident's \_DESCRIBE}
- 15 = {Month/year; Incident's \_DESCRIBE}
- 16 = {Month/year; Incident's \_DESCRIBE}
- 17 = {Month/year; Incident's \_DESCRIBE}
- 18 = {Month/year; Incident's \_DESCRIBE}
- 19 = {Month/year; Incident's \_DESCRIBE}
- 20 = {Month/year; Incident's \_DESCRIBE}
- 21 = {Month/year; Incident's \_DESCRIBE}
- 22 = {Month/year; Incident's \_DESCRIBE}
- 23 = {Month/year; Incident's \_DESCRIBE}
- 24 = {Month/year; Incident's \_DESCRIBE}
- 25 = {Month/year; Incident's \_DESCRIBE}
- 26 = {Month/year; Incident's \_DESCRIBE}
- 27 = {Month/year; Incident's \_DESCRIBE}
- 28 = {Month/year; Incident's \_DESCRIBE}
- 29 = {Month/year; Incident's \_DESCRIBE}
- 30 = {Month/year; Incident's \_DESCRIBE}
- 31 = {Month/year; Incident's \_DESCRIBE}
- 32 = {Month/year; Incident's \_DESCRIBE}
- 33 = {Month/year; Incident's \_DESCRIBE}
- 34 = {Month/year; Incident's \_DESCRIBE}
- 35 = {Month/year; Incident's \_DESCRIBE}
- 36 = {Month/year; Incident's \_DESCRIBE}
- 50 = This is a separate incident

If **SA\_WHICHINCIDENT=50**, *CONTINUE TO SA\_DESCRIBE*  
Else if **SA\_WHICHINCIDENT** not equal to 50 and more incidents in this screener, *LOOP TO SA\_INCDATE*  
Else if **SA\_WHICHINCIDENT** not equal to 50 and no more incidents in this screener, *SKIP TO CA\_OTHERCRIME*

#### 124. SA\_DESCRIBE

To help me refer back to this incident later, can you give me just a few words to describe what happened? For example, someone tried to have sex with you after a party. Later, I may ask you for a full description of what happened. \_\_\_\_\_

◆ Limit to a few words – the goal is to help you identify this incident in the crime incident report.

If another incident reported in this screener, *LOOP TO SA\_INCDATE*  
Else, *CONTINUE TO CA\_OTHERCRIME*

### Catch-All

#### 125. CA\_OTHERCRIME

To make sure this survey has captured everything that has happened to you, is there anything else that you might think of as a crime that happened to you, personally, in the past 6 months, that is, since **{DATE 6 MONTHS AGO}** that you haven't mentioned? It could be something you called the police about, or something you didn't consider reporting to the police.

- 1 = Yes
- 2 = No

If **CA\_OTHERCRIME=1**, *CONTINUE TO CA\_TIMES*  
Else, *SKIP TO INC\_REPORTS*

#### 126. CA\_TIMES

In the past 6 months, how many times did something you might think of as a crime happen to you? **{Do not include anything you have already mentioned.}**

- 1 = Once
- 2 = Two or more times

If **CA\_TIMES=1**, *SKIP TO CA\_INCDATE*  
Else if **CA\_TIMES=2**, *CONTINUE TO CA\_TIMES\_NUM*  
Else if **CA\_TIMES=RF**, *SKIP TO INC\_REPORTS*

#### 127. CA\_TIMES\_NUM

How many times? \_\_\_\_\_

◆ Probe for the respondent's best guess if the respondent says 'Don't know'

If **CA\_TIMES\_NUM** >= 6, *CONTINUE TO CA\_INCSIMILAR*  
Else if **CA\_TIMES\_NUM** is [2-5], *SKIP TO CA\_MULTINTRO*  
Else if **CA\_TIMES\_NUM** = RF, *SKIP TO INC\_REPORTS*

### 128. **CA\_INCSIMILAR**

Are these incidents similar to each other in detail or are they for different types of crimes?

◆ **If needed, read:** This is an important question for making sure we capture the incident correctly, please try to provide an answer.

- 1 = Similar
- 2 = Different – *SKIP TO CA\_MULTINTRO*

### 129. **CA\_RECALLEDTAILS**

Do you recall enough details about each incident to be able to distinguish them from each other?

◆ **If needed, read:** This is an important question for making sure we capture the incident correctly, please try to provide an answer.

- 1 = Yes
- 2 = No – *SKIP TO CA\_INCDATE*

### **CA\_MULTINTRO**

I will ask about {each of these/the six most recent} incidents, starting with the most recent.

### 130. **CA\_INCDATE**

{You said that something (else) you thought was a crime happened to you {once/[number in CA\_TIMES\_NUM] times} in the past 6 months.}

In what month and year did the {most recent/second most recent/third most recent/fourth most recent/fifth most recent/sixth most recent} incident happen?

◆ **If necessary, read:** If you don't remember the exact month, please give your best estimate.

- 1 = Before {Current month minus 6}
- 2 = {Current month minus 6}
- 3 = {Current month minus 5}
- 4 = {Current month minus 4}
- 5 = {Current month minus 3}
- 6 = {Current month minus 2}
- 7 = {Current month minus 1}
- 8 = {Current month}
- 9 = Don't know

If **CA\_INCDATE=1**, *CONTINUE TO CA\_INCDATE\_CK*  
Else if **CA\_INCDATE=2, 9, RF**, *SKIP TO CA\_ANCHORDATE*  
Else if **CA\_INCDATE** is [3-8] and (theft, attempted theft, motor vehicle theft, break-in, vandalism, attack, threatened attack, attempted attack, or unwanted sexual contact reported), *SKIP TO CA\_PARTOFOTHERINC*  
Else if **CA\_INCDATE** is [3-8], *SKIP TO CA\_MVTHEFT*

### **CA\_INCDATE\_CK (soft)**

**We are only asking about crimes that happened during the last 6 months. We will not collect information on this incident.**

◆ If the wrong month was selected, please select the correct month at **CA\_INCDATE**.

If 'Suppress' and additional incidents were reported in this screener, *LOOP TO CA\_INCDATE* for the next incident  
Elseif 'Suppress' and no more incidents reported, *SKIP TO INC\_REPORTS*

### **131. CA\_ANCHORDATE**

**Did this incident happen before, after, or on {6-MO ANCHORDATE}?**

- 1 = It happened before {6-mo anchor date}
- 2 = It happened after or on {6-mo anchor date}
- 3 = Don't know

If (theft, attempted theft, motor vehicle theft, break-in, vandalism, attack, threatened attack, attempted attack, or unwanted sexual contact reported) and **CA\_ANCHORDATE=2**, *CONTINUE TO CA\_PARTOFOTHERINC*  
Elseif **CA\_ANCHORDATE=2**, *SKIP TO CA\_MVTHEFT*  
Elseif **CA\_ANCHORDATE=1, 3, RF** and additional incidents were reported in this screener, *LOOP TO CA\_INCDATE* for the next incident  
Elseif **CA\_ANCHORDATE=1, 3, RF** and no more incidents reported in this screener, *SKIP TO INC\_REPORTS*

### **132. CA\_PARTOFOTHERINC**

**Is this incident part of any other incident you have already mentioned?**

- 1 = Yes
- 2 = No

If **CA\_PARTOFOTHERINC=1**, *CONTINUE TO CA\_WHICHINCIDENT*  
Else, *SKIP TO CA\_MVTHEFT*

### 133. CA\_WHICHINCIDENT

Which incident was this part of?

◆ If needed, read: This is an important question for making sure we capture the incident correctly, please try to provide an answer.

- 1 = {Month/year; Incident's \_DESCRIBE}
- 2 = {Month/year; Incident's \_DESCRIBE}
- 3 = {Month/year; Incident's \_DESCRIBE}
- 4 = {Month/year; Incident's \_DESCRIBE}
- 5 = {Month/year; Incident's \_DESCRIBE}
- 6 = {Month/year; Incident's \_DESCRIBE}
- 7 = {Month/year; Incident's \_DESCRIBE}
- 8 = {Month/year; Incident's \_DESCRIBE}
- 9 = {Month/year; Incident's \_DESCRIBE}
- 10 = {Month/year; Incident's \_DESCRIBE}
- 11 = {Month/year; Incident's \_DESCRIBE}
- 12 = {Month/year; Incident's \_DESCRIBE}
- 13 = {Month/year; Incident's \_DESCRIBE}
- 14 = {Month/year; Incident's \_DESCRIBE}
- 15 = {Month/year; Incident's \_DESCRIBE}
- 16 = {Month/year; Incident's \_DESCRIBE}
- 17 = {Month/year; Incident's \_DESCRIBE}
- 18 = {Month/year; Incident's \_DESCRIBE}
- 19 = {Month/year; Incident's \_DESCRIBE}
- 20 = {Month/year; Incident's \_DESCRIBE}
- 21 = {Month/year; Incident's \_DESCRIBE}
- 22 = {Month/year; Incident's \_DESCRIBE}
- 23 = {Month/year; Incident's \_DESCRIBE}
- 24 = {Month/year; Incident's \_DESCRIBE}
- 25 = {Month/year; Incident's \_DESCRIBE}
- 26 = {Month/year; Incident's \_DESCRIBE}
- 27 = {Month/year; Incident's \_DESCRIBE}
- 28 = {Month/year; Incident's \_DESCRIBE}
- 29 = {Month/year; Incident's \_DESCRIBE}
- 30 = {Month/year; Incident's \_DESCRIBE}
- 31 = {Month/year; Incident's \_DESCRIBE}
- 32 = {Month/year; Incident's \_DESCRIBE}
- 33 = {Month/year; Incident's \_DESCRIBE}
- 34 = {Month/year; Incident's \_DESCRIBE}
- 35 = {Month/year; Incident's \_DESCRIBE}
- 36 = {Month/year; Incident's \_DESCRIBE}
- 37 = {Month/year; Incident's \_DESCRIBE}
- 38 = {Month/year; Incident's \_DESCRIBE}
- 39 = {Month/year; Incident's \_DESCRIBE}
- 40 = {Month/year; Incident's \_DESCRIBE}
- 41 = {Month/year; Incident's \_DESCRIBE}
- 42 = {Month/year; Incident's \_DESCRIBE}
- 50 = This is a separate incident

If CA\_WHICHINCIDENT=50, CONTINUE TO CA\_MVTHEFT  
Else if additional incidents were reported in this screener, LOOP TO CA\_INCDATE  
Else if no additional incidents were reported in this screener, SKIP TO INC\_REPORTS

### 134. CA\_MVTHEFT

In this incident, did someone steal a vehicle or try to steal a vehicle that belonged to you or anyone you live with?

- 1 = Yes
- 2 = No

### 135. CA\_THEFT

In this incident, did someone steal anything (else) that belonged to you?

- 1 = Yes
- 2 = No



**136. CA\_ATTEMPTTHEFT**

In this incident, did someone TRY to steal something that belonged to you?

- 1 = Yes
- 2 = No

**137. CA\_BREAKIN**

In this incident, did someone break in, or try to break in, to your property?

- 1 = Yes
- 2 = No

**138. CA\_VANDALISM**

In this incident, did someone vandalize something that belonged to you?

- 1 = Yes
- 2 = No

**139. CA\_ATTACKTHREAT**

In this incident, did someone attack you, try to attack you, or threaten to attack you?

- 1 = Yes
- 2 = No

**140. CA\_SEXUALCONTACT**

In this incident, did someone have or try to have sexual contact with you that you did not agree to and did not want to happen?

- 1 = Yes
- 2 = No

**141. CA\_DESCRIBE**

To help me refer back to this incident later, can you give me just a few words to describe what happened? For example, someone broke into your home while you were at work. Later, I may ask you for a full description of what happened. \_\_\_\_\_

◆ Limit to a few words – the goal is to help you identify this incident in the crime incident report.

## Crime Incidents Reported

### INC\_REPORTS

◆ Total incidents reported: {Number of incidents reported}

If (theft, attempted theft, motor vehicle theft, break-in, vandalism, attack, threatened attack, attempted attack, or unwanted sexual contact reported), *CONTINUE TO INC\_INTRO*  
Else if no crime is reported, *SKIP TO SOCIODEMO\_INTRO*

## NCVS-2

### Crime Incident Report

#### INC\_INTRO

The next questions are about the incident **{in {Month year}}** that involved: **{Incident Note}**

If (CA\_MVTHEFT=1, CA\_THEFT=1, CA\_ATTEMPTTHEFT=1, CA\_BREAKIN=1, CA\_VANDALISM=1, CA\_ATTACKTHREAT=1, or CA\_SEXUALCONTACT=1), **SKIP TO OFF\_INTRO**  
Else if no motor vehicle theft, no theft, and no attempted theft reported, **CONTINUE TO ALSO\_MVTHEFT**  
Else if no theft and no attempted theft reported and (motor vehicle theft, break-in, or vandalism reported), **SKIP TO ALSO\_THEFT**  
Else if no break-in reported, **SKIP TO ALSO\_BREAKIN**  
Else if no vandalism reported, **SKIP TO ALSO\_VANDALISM**  
Else if no attack, no threatened attack, no attempted attack incident, and no unwanted sexual contact reported, **SKIP TO ALSO\_ATTACKTHREAT**  
Else if no unwanted sexual contact reported and (attack, threatened attack, or attempted attack reported), **SKIP TO ALSO\_SEXUALCONTACT**  
Else, **SKIP TO OFF\_INTRO**

#### 142. ALSO\_MVTHEFT

Just to confirm, did someone steal or try to steal a vehicle as part of this incident **{in {Month year}}**?

- 1 = Yes
- 2 = No

If no theft and no attempted theft reported and (motor vehicle theft, break-in, or vandalism reported), **CONTINUE TO ALSO\_THEFT**  
Else if no break-in reported, **SKIP TO ALSO\_BREAKIN**  
Else if no vandalism reported, **SKIP TO ALSO\_VANDALISM**  
Else if no attack, no threatened attack, no attempted attack, and no unwanted sexual contact reported, **SKIP TO ALSO\_ATTACKTHREAT**  
Else if no unwanted sexual contact reported and (attack, threatened attack, or attempted attack reported), **SKIP TO ALSO\_SEXUALCONTACT**  
Else, **SKIP TO OFF\_INTRO**

#### 143. ALSO\_THEFT

Just to confirm, did someone steal something **{else}** as part of this incident **{in {Month year}}**?

- 1 = Yes
- 2 = No

#### 144. ALSO\_ATTEMPTTHEFT

Just to confirm, did someone try to steal something **{else}** but not steal it as part of this incident **{in {Month year}}**?

- 1 = Yes

- 2 = No

If no break-in reported, *CONTINUE TO ALSO\_BREAKIN*  
Else if no vandalism reported, *SKIP TO ALSO\_VANDALISM*  
Else if no attack, no threatened attack, no attempted attack, and no unwanted sexual contact reported, *SKIP TO ALSO\_ATTACKTHREAT*  
Else if no unwanted sexual contact reported and (attack, threatened attack, or attempted attack reported), *SKIP TO ALSO\_SEXUALCONTACT*  
Else, *SKIP TO OFF\_INTRO*

#### 145. ALSO\_BREAKIN

Just to confirm, did someone break in or try to break in to your property as part of this incident {in {Month year}}?

- 1 = Yes
- 2 = No

If no vandalism reported, *CONTINUE TO ALSO\_VANDALISM*  
Else if no attack, no threatened attack, no attempted attack, and no unwanted sexual contact reported, *SKIP TO ALSO\_ATTACKTHREAT*  
Else if no unwanted sexual contact reported and (attack, threatened attack, or attempted attack reported), *SKIP TO ALSO\_SEXUALCONTACT*  
Else, *SKIP TO OFF\_INTRO*

#### 146. ALSO\_VANDALISM

Just to confirm, did someone vandalize something of yours as part of this incident {in {Month year}}?

- 1 = Yes
- 2 = No

If no attack, no threatened attack, no attempted attack, and no unwanted sexual contact reported, *CONTINUE TO ALSO\_ATTACKTHREAT*  
Else if no unwanted sexual contact reported and (attack, threatened attack, or attempted attack reported), *SKIP TO ALSO\_SEXUALCONTACT*  
Else, *SKIP TO OFF\_INTRO*

#### 147. ALSO\_ATTACKTHREAT

Just to confirm, did someone attack or threaten to attack you as part of this incident {in {Month year}}?

- 1 = Yes
- 2 = No

If no unwanted sexual contact reported and (attack, threatened attack, attempted attack reported, or *ALSO\_ATTACKTHREAT=1*), *CONTINUE TO ALSO\_SEXUALCONTACT*

Else, *SKIP TO OFF\_INTRO*

#### 148. **ALSO\_SEXUALCONTACT**

Just to confirm, did someone have or try to have sexual contact with you that you did not agree to and did not want to happen as part of this incident {in {Month year}}?

- 1 = Yes
- 2 = No

#### **OFF\_INTRO**

Some of the next questions will refer to the "offender," which means the person or people who did this to you.

If series crime, *CONTINUE TO SERIESLOCATION*  
Else if unwanted sexual contact reported, *SKIP TO UNWANTED\_INTRO*  
Else if threatened attack or attempted attack reported, *SKIP TO ATTACKATTEMPTTHREAT*  
Else if attack reported, *SKIP TO A\_WEAPONPRESENT*  
Else if motor vehicle theft reported and ((*MV\_THEFT*=1 and *MV\_ATTEMPT*=1) or *ALSO\_MVTHEFT*=1 or *CA\_MVTHEFT*), *SKIP TO MVTHEFTATTEMPT*  
Else if motor vehicle theft reported and *MV\_THEFT* not equal to 1 and *MV\_ATTEMPT*=1, *SKIP TO INTENTATTMVTHEFT*  
Else if motor vehicle theft reported and *MV\_THEFT*=1 and *MV\_ATTEMPT* not equal to 1, *SKIP TO WHOOWNEDMV*  
Else if break-in reported, *SKIP TO BREAKINWHERE*  
Else if theft and attempted theft reported, *SKIP TO THEFTATTEMPT*  
Else if theft reported and attempted theft is not equal to 1, *SKIP TO WHATWASTAKEN*  
Else if theft is not equal to 1 and attempted theft reported, *SKIP TO ATTEMPTTHEFTWHAT*  
Else if vandalism reported and *V\_PROPERTY*=1 and (no attack, no threatened attack, no attempted theft, no theft, no break-in, no unwanted sexual contact, and no motor vehicle theft reported), *SKIP TO VANDALISM*  
Else if vandalism reported and *V\_INJUREKILLANIMAL*=1 and (no attack, no threatened attack, no attempted theft, no theft, no break-in, no unwanted sexual contact, and no motor vehicle theft reported), *SKIP TO WHOOWNEDVANDALISM*

### Series Crimes

*(Respondents who reported this type of incident happened six or more times in the past 6 months and did not recall enough details about each incident to be able to distinguish them from each other.)*

#### 149. **SERIESLOCATION**

Earlier, you said this type of thing happened to you more than once in the past 6 months.

Did all of these incidents happen in the same place, did some of them happen in the same place, or did they all happen in different places?

- 1 = All in the same place
- 2 = Some in the same place
- 3 = All in different places

## 150. SERIESOFFENDER

Were all of these incidents done by the same offender, were some of them done by the same offender, or were they all done by different offenders?

- 1 = All by same offender
- 2 = Some by same offender
- 3 = All by different offenders
- 4 = Don't know

## SERIES\_INTRO

The rest of the questions will now ask you to focus on the most recent time this happened {in {Month year}}.

If unwanted sexual contact reported, *CONTINUE TO UNWANTED\_INTRO*  
Else if threatened attack or attempted attack reported, *SKIP TO ATTACKATTEMPTTHREAT*  
Else if attack reported, *SKIP TO A\_WEAPONPRESENT*  
Else if motor vehicle theft reported and ((*MV\_THEFT*=1 and *MV\_ATTEMPT*=1) or *ALSO\_MVTHEFT*=1 or *CA\_MVTHEFT*=1), *SKIP TO MVTHEFTATTEMPT*  
Else if motor vehicle theft reported and (*MV\_THEFT* not equal to 1 and *MV\_ATTEMPT*=1), *SKIP TO INTENTATTMVTHEFT*  
Else if motor vehicle theft reported and (*MV\_THEFT*=1 and *MV\_ATTEMPT* not equal to 1), *SKIP TO WHOOWNEDMV*  
Else if break-in reported, *SKIP TO BREAKINWHERE*  
Else if theft and attempted theft reported, *SKIP TO THEFTATTEMPT*  
Else if theft reported and no attempted theft reported, *SKIP TO WHATWASTAKEN*  
Else if no theft reported and attempted theft reported, *SKIP TO ATTEMPTTHEFTWHAT*  
Else if vandalism reported and *V\_PROPERTY*=1 and (no attack, no threatened attack, no attempted theft, no theft, no break-in, no unwanted sexual contact, and no motor vehicle theft reported), *SKIP TO VANDALISM*  
Else if vandalism reported and *V\_INJUREKILLANIMAL*=1 and (no attack, no threatened attack, no attempted theft, no theft, no break-in, no unwanted sexual contact, and no motor vehicle theft reported), *SKIP TO WHOOWNEDVANDALISM*

## What Happened: Module SV – Unwanted Sexual Contact

*(Respondents who reported unwanted sexual contact in this incident.)*

### UNWANTED\_INTRO

Earlier, you said someone had, tried to have, or threatened to have unwanted sexual contact with you during the incident {in {month year}/in the past 6 months}.

These questions are about what specific things you did not want to happen during the incident. It may seem like you've already answered these questions, but we want to understand clearly what happened. {Some of the language is explicit; it's important that the questions be asked this way so that you understand what we mean.}

### 151. UNWANTEDCONTACT

In this incident, did someone have unwanted sexual contact with you, such as touching, groping, or penetration, or make you do these things to them?

- 1 = Yes
- 2 = No

If UNWANTEDCONTACT=1, CONTINUE TO UNWANTEDSEX  
Else if UNWANTEDCONTACT=2, SKIP TO ATTEMPTSEX  
Else if UNWANTEDCONTACT=RF, SKIP TO UNWANTEDCONTACT\_SP

### 152. UNWANTEDSEX

In this particular incident...

Did you have unwanted vaginal sex {with a woman}?

- 1 = Yes
- 2 = No

### 153. UNWANTEDORAL

In this particular incident...

Did you have unwanted oral or anal sex?

♦ If needed, read: Oral sex means that someone put their mouth or tongue on a vagina, anus, or penis. Anal sex is a man or boy putting his penis in someone else's anus.

- 1 = Yes
- 2 = No

### 154. UNWANTEDPENETRATION

In this particular incident...

Was there unwanted penetration of sexual body parts with a finger or object?

♦ If needed, read: Penetration means that someone put a finger or object inside a sexual body part.

- 1 = Yes
- 2 = No

### 155. UNWANTEDTOUCH

In this particular incident...

Was there unwanted sexual contact, such as touching or kissing of sexual body parts, or grabbing, fondling, or rubbing up against you in a sexual way?

- 1 = Yes
- 2 = No

If UNWANTEDSEX=1, UNWANTEDORAL=1, or UNWANTEDPENETRATION=1, CONTINUE TO PENETRATERESP

Else if UNWANTEDTOUCH=1, SKIP TO PHYSICALFORCE  
Else if (UNWANTEDSEX=RF or DK, and UNWANTEDORAL=RF or DK, and  
UNWANTEDPENETRATION=RF or DK, and UNWANTEDTOUCH=RF or DK), SKIP TO  
UNWANTEDCONTACT\_SP  
Else, SKIP TO ATTEMPTSEX

### 156. PENETRATERESP

Did the offender penetrate YOUR sexual body parts?

- 1 = Yes
- 2 = No

### 157. PENETRATEOFF

Were YOU {also} forced to penetrate the offender's sexual body parts?

- 1 = Yes
- 2 = No

### 158. PHYSICALFORCE

During {this/the} incident...

Did the offender use physical force, such as holding, pinning, or blocking you, hitting or kicking you, or using a weapon?

- 1 = Yes
- 2 = No

### 159. PHYSICALTHREAT

During {this/the} incident...

Did the offender threaten to physically hurt you or someone close to you?

- 1 = Yes
- 2 = No

### 160. UNCONSCIOUS

During {this/the} incident...

Were you blacked out, unconscious, or asleep at any point?

- 1 = Yes
- 2 = No

### 161. UNABLECONSENT

During {this/the} incident...

Were you unable to consent because you were too drunk or high?

- 1 = Yes
- 2 = No

If (UNWANTEDSEX=1, UNWANTEDORAL=1, or UNWANTEDPENETRATION=1) and (PHYSICALFORCE=2, RF, or DK, PHYSICALTHREAT=2, RF, or DK, UNCONSCIOUS=2, RF, or DK, and UNABLECONSENT=2, RF, or DK), SKIP TO UNWANTEDPRESSURE  
Else if (UNWANTEDSEX=1, UNWANTEDORAL=1, or UNWANTEDPENETRATION=1) and (PHYSICALFORCE=1, PHYSICALTHREAT=1, UNCONSCIOUS=1, UNABLECONSENT=1), SKIP TO WEAPON\_INTRO  
Else if UNWANTEDTOUCH=1, PHYSICALFORCE=2, RF, or DK, PHYSICALTHREAT=2, RF, or DK, and UNCONSCIOUS=2, RF, or DK, CONTINUE TO FORCEDTOUCH  
Else, SKIP TO ATTEMPTSEX

### 162. FORCEDTOUCH

During {this/the} incident, did the offender forcibly touch or kiss your sexual body parts, or forcibly touch, grab, fondle, or rub up against you in a sexual way?

- 1 = Yes
- 2 = No

If UNABLECONSENT=2, RF, or DK, and FORCEDTOUCH=2, RF, or DK, CONTINUE TO UNWANTEDPRESSURE  
Else, SKIP TO ATTEMPTSEX

### 163. UNWANTEDPRESSURE

Did the offender use some other type of pressure, such as threatening to cause financial or other problems for you, threatening to break up with you, threatening to hurt your reputation, or promising rewards?

- 1 = Yes
- 2 = No



If (UNWANTEDSEX=1, UNWANTEDORAL=1, or UNWANTEDPENETRATION=1) and UNWANTEDPRESSURE=2, RF, or DK, SKIP TO UNWANTEDCONTACT\_SP  
Elseif UNWANTEDSEX=1, UNWANTEDORAL=1, or UNWANTEDPENETRATION=1, SKIP TO WEAPON\_INTRO  
Else, CONTINUE TO ATTEMPTSEX

#### 164. ATTEMPTSEX

Did the offender physically TRY to do, or try to make you do, any of the following, BUT NOT ACTUALLY DO IT?

Have vaginal sex {with a woman}?

- 1 = Yes
- 2 = No

#### 165. ATTEMPTORAL

Did the offender physically TRY to do, or try to make you do, any of the following, BUT NOT ACTUALLY DO IT?

Did the offender physically try to, or try to make you, have oral or anal sex?

◆ If needed, read: Oral sex means that someone put their mouth or tongue on a vagina, anus, or penis. Anal sex is a man or boy putting his penis in someone else's anus.

- 1 = Yes
- 2 = No

#### 166. ATTEMPTPENETRATE

Did the offender physically TRY to do, or try to make you do, any of the following, BUT NOT ACTUALLY DO IT?

Did the offender physically try to sexually penetrate you with a finger or object or try to make you penetrate them with your finger or an object?

◆ If needed, read: Penetration means that someone put a finger or object inside a sexual body part.

- 1 = Yes
- 2 = No

If UNWANTEDTOUCH=2, RF, or DK, CONTINUE TO ATTEMPTTOUCH  
Else if ATTEMPTSEX=1, ATTEMPTORAL=1, or ATTEMPTPENETRATE=1, SKIP TO ATTEMPTPHYSFORCE  
Else, SKIP TO THREATSEXUALCONTACT

### 167. ATTEMPTTOUCH

Did the offender physically TRY to do, or try to make you do, any of the following, BUT NOT ACTUALLY DO IT?

Did the offender physically try to, or try to make you, touch, grab, fondle, or kiss sexual body parts?

- 1 = Yes
- 2 = No

If **ATTEMPTSEX=1**, **ATTEMPTORAL=1**, or **ATTEMPTPENETRATE=1**, **SKIP TO ATTEMPTPHYSFORCE**  
Else, **CONTINUE TO THREATSEXUALCONTACT**

### 168. THREATSEXUALCONTACT

Did the offender verbally THREATEN to have vaginal, oral, or anal sex, or THREATEN sexual penetration with a finger or object when you did not want it to happen?

- 1 = Yes
- 2 = No

If **UNWANTEDTOUCH=1**, **SKIP TO WEAPON\_INTRO**  
Else if **ATTEMPTTOUCH=2**, RF, or DK, and **THREATSEXUALCONTACT=2**, RF, or DK, **CONTINUE TO THREATFORCEDTOUCH**  
Else, **SKIP TO ATTEMPTPHYSFORCE**

### 169. THREATFORCEDTOUCH

Did the offender verbally threaten to, or threaten to make you, touch, grab, fondle, or kiss sexual body parts when you did not want it to happen?

- 1 = Yes
- 2 = No

If **THREATFORCEDTOUCH=2**, RF, or DK, **SKIP TO UNWANTEDCONTACT\_SP**  
Else, **CONTINUE TO ATTEMPTPHYSFORCE**

### 170. ATTEMPTPHYSFORCE

You said that the offender {**tried to/threatened to**} have unwanted sexual contact with you when you did not want it to happen.

Did the offender use physical force, such as holding or pinning you, hitting or kicking you, or using a weapon, in doing this?

- 1 = Yes
- 2 = No

### 171. ATTEMPTPHYSTHREAT

You said that the offender {tried to/threatened to} have unwanted sexual contact with you when you did not want it to happen.

Did the offender threaten to physically hurt you or someone close to you?

- 1 = Yes
- 2 = No

If (ATTEMPTSEX=1, ATTEMPTORAL=1, ATTEMPTPENETRATE=1, or ATTEMPTTOUCH=1),  
CONTINUE TO ATTEMPTUNCONSCIOUS  
Else if THREATSEXUALCONTACT=1 or THREATFORCEDTOUCH=1, SKIP TO ACTONTHREAT  
Else, SKIP TO WEAPON\_INTRO

### 172. ATTEMPTUNCONSCIOUS

You said that the offender {tried to/threatened to} have unwanted sexual contact with you when you did not want it to happen.

Did the offender try to do it while you were blacked out, unconscious, or asleep?

- 1 = Yes
- 2 = No

### 173. ATTEMPTUNABLECONSENT

You said that the offender {tried to/threatened to} have unwanted sexual contact with you when you did not want it to happen.

Did the offender try to do it while you were unable to consent because you were too drunk or high?

- 1 = Yes
- 2 = No

If (ATTEMPTPHYSFORCE=1, ATTEMPTPHYSTHREAT=1, or ATTEMPTUNABLECONSENT=1), SKIP TO SAYNO  
Else if THREATSEXUALCONTACT=1 or THREATFORCEDTOUCH=1, SKIP TO ACTONTHREAT  
Else if ATTEMPTPHYSFORCE=2, RF, or DK, ATTEMPTPHYSTHREAT=2, RF, or DK,  
ATTEMPTUNCONSCIOUS=2, RF, or DK, and ATTEMPTUNABLECONSENT=2, RF, or DK, CONTINUE TO ATTEMPTFORCEDTOUCH  
Else if ATTEMPTUNCONSCIOUS=1, SKIP TO WEAPON\_INTRO

### 174. ATTEMPTFORCEDTOUCH

During the incident, did the offender attempt to forcibly touch or kiss your sexual body parts, or forcibly touch, grab, fondle, or rub up against you in a sexual way?

- 1 = Yes
- 2 = No

If **ATTEMPTFORCEDTOUCH=1**, *CONTINUE TO SAYNO*  
Elseif **ATTEMPTFORCEDTOUCH=2**, RF, or DK, *SKIP TO UNWANTEDCONTACT\_SP*

### 175. **SAYNO**

Did you tell the offender "no," "stop," or that you did not want this to happen?

- 1 = Yes
- 2 = No

If **SAYNO=1**, *CONTINUE TO OFFSTOP*  
Else if **THREATSEXUALCONTACT=1** or **THREATFORCEDTOUCH=1** or (**ATTEMPTPHYSTHREAT=1**,  
**ATTEMPTPHYSFORCE=2**, RF, or DK, **ATTEMPTUNCONSCIOUS=2**, RF, or DK, and  
**ATTEMPTUNABLECONSENT=2**, RF, or DK), *SKIP TO ACTONTHREAT*  
Else if **ATTEMPTPHYSFORCE=2**, RF, or DK, **ATTEMPTPHYSTHREAT=2**, RF, or DK,  
**ATTEMPTUNCONSCIOUS=2**, RF, or DK, and **ATTEMPTUNABLECONSENT=2**, RF, or DK, and  
**ATTEMPTFORCEDTOUCH=1**, *SKIP TO UNWANTEDCONTACT\_SP*  
Else, *SKIP TO WEAPON\_INTRO*

### 176. **OFFSTOP**

When you said this, did the offender stop immediately, stop after you said it more than once, or not stop at all?

- 1 = Stop immediately
- 2 = Stop after said more than once
- 3 = Not stop at all

If **THREATSEXUALCONTACT=1** or **THREATFORCEDTOUCH=1** or (**ATTEMPTPHYSTHREAT=1**,  
**ATTEMPTPHYSFORCE=2**, RF, or DK, **ATTEMPTUNCONSCIOUS=2**, RF, or DK, and  
**ATTEMPTUNABLECONSENT= 2**, RF, or DK), *CONTINUE TO ACTONTHREAT*  
Else if **ATTEMPTPHYSFORCE=2**, RF, or DK, **ATTEMPTPHYSTHREAT=2**, RF, or DK,  
**ATTEMPTUNCONSCIOUS=2**, RF, or DK, and **ATTEMPTUNABLECONSENT=2**, RF, or DK, *SKIP TO UNWANTEDCONTACT\_SP*  
Else, *SKIP TO WEAPON\_INTRO*

### 177. **ACTONTHREAT**

At the time, how likely did you think it was that the offender would actually act on their threat during {this/the} incident?

- 1 = Very likely
- 2 = Somewhat likely
- 3 = Somewhat unlikely
- 4 =Very unlikely

### 178. SA\_HOWTHREATENED

Were you threatened face to face, by phone or text, online (such as by email or social media), or in some other way?

◆ Mark all that apply

- 1 = Face to face
- 2 = By phone or text
- 3 = Online (email or social media)
- 4 = Some other way

If SA\_HOWTHREATENED=4, CONTINUE TO SA\_HOWTHREATENED\_SP  
Else if SA\_HOWTHREATENED=1, RF, SKIP TO WEAPON\_INTRO  
Else if SA\_HOWTHREATENED not equal to 1, 4, RF, and no attack, no threatened attack, no attempted attack, no motor vehicle theft, no theft, no attempted theft, no break-in, and no vandalism reported, SKIP TO SUMMARY\_SP  
Else if SA\_HOWTHREATENED not equal to 1, 4, RF, and (attack, threatened attack, or attempted attack reported), SKIP TO WEAPON\_INTRO  
Else if SA\_HOWTHREATENED not equal to 1, 4, RF, and motor vehicle theft reported and ((MV\_THEFT=1 and MV\_ATTEMPT=1) or ALSO\_MVTHEFT=1 or CA\_MVTHEFT=1), SKIP TO MVTHEFTATTEMPT  
Else if SA\_HOWTHREATENED not equal to 1, 4, RF, and motor vehicle theft reported and (MV\_THEFT not equal to 1 and MV\_ATTEMPT=1), SKIP TO INTENTATTMVTHEFT  
Else if SA\_HOWTHREATENED not equal to 1, 4, RF, and motor vehicle theft reported and (MV\_THEFT=1 and MV\_ATTEMPT not equal to 1), SKIP TO WHOOWNEDMV  
Else if SA\_HOWTHREATENED not equal to 1, 4, RF, and break-in reported, SKIP TO BREAKINWHERE  
Else if SA\_HOWTHREATENED not equal to 1, 4, RF, and theft and attempted theft reported, SKIP TO THEFTATTEMPT  
Else if SA\_HOWTHREATENED not equal to 1, 4, RF, and theft reported and no attempted theft reported, SKIP TO WHATWASTAKEN  
Else if SA\_HOWTHREATENED not equal to 1, 4, RF, and no theft reported and attempted theft reported, SKIP TO ATTEMPTTHEFTWHAT  
Else if SA\_HOWTHREATENED not equal to 1, 4, RF, and vandalism reported and V\_PROPERTY=1, SKIP TO VANDALISM  
Else if SA\_HOWTHREATENED not equal to 1, 4, RF, and vandalism reported and V\_INJUREKILLANIMAL=1, SKIP TO WHOOWNEDVANDALISM

### 179. SA\_HOWTHREATENED\_SP

In what other way were you threatened? \_\_\_\_\_

SKIP TO WEAPON\_INTRO

### 180. UNWANTEDCONTACT\_SP

What did the offender do that was unwanted? \_\_\_\_\_

## WEAPON\_INTRO

The next question asks whether a weapon was used during this incident.

SKIP TO A\_WEAPONPRESENT

## What Happened Module A – Attack/Threatened Attack

(Respondents who reported being attacked, with or without a weapon, or threatened with attack, and did not report unwanted sexual contact for this incident.)

### 181. ATTACKATTEMPTTHREAT

Did someone actually attack you, try to attack you, or threaten to attack you during this incident?

◆ Probe if respondent only says 'Yes'

- 1 = Attacked/tried to attack
- 2 = Threatened to attack

If ATTACKATTEMPTTHREAT=2, CONTINUE TO A\_HOWTHREATENED  
Else if ATTACKATTEMPTTHREAT=1, SKIP TO A\_WEAPONPRESENT  
Else if ATTACKATTEMPTTHREAT=RF, and no theft, and no attempted theft reported, SKIP TO A\_THEFTATTEMPT  
Else if ATTACKATTEMPTTHREAT=RF and threatened attack reported, SKIP TO INJURY  
Else if ATTACKATTEMPTTHREAT=RF and motor vehicle theft reported and ((MV\_THEFT=1 and MV\_ATTEMPT=1) or ALSO\_MVTHEFT=1 or CA\_MVTHEFT=1), SKIP TO MVTHEFTATTEMPT  
Else if ATTACKATTEMPTTHREAT=RF and motor vehicle theft reported and (MV\_THEFT not equal to 1 and MV\_ATTEMPT=1), SKIP TO INTENTATTMVTHEFT  
Else if ATTACKATTEMPTTHREAT=RF and motor vehicle theft reported and (MV\_THEFT=1 and MV\_ATTEMPT not equal to 1), SKIP TO WHOOWNEDMV  
Else if ATTACKATTEMPTTHREAT=RF and break-in reported SKIP TO BREAKINWHERE  
Else if ATTACKATTEMPTTHREAT=RF and theft and attempted theft reported, SKIP TO THEFTATTEMPT  
Else if ATTACKATTEMPTTHREAT=RF, and theft reported, and no attempted theft reported, SKIP TO WHATWASTAKEN  
Else if ATTACKATTEMPTTHREAT=RF, and no theft reported, and attempted theft reported, SKIP TO ATTEMPTTHEFTWHAT

### 182. A\_HOWTHREATENED

Were you threatened face to face, by phone or text, online (such as by email or social media), or in some other way?

◆ Mark all that apply

- 1 = Face to face
- 2 = By phone or text
- 3 = Online (email or social media)
- 4 = Some other way (specify)

If **A\_HOWTHREATENED=4**, *CONTINUE TO A\_HOWTHREATENED\_SP*  
 Else if **A\_HOWTHREATENED=1**, RF and **A\_HOWTHREATENED** not equal to 4, *SKIP TO A\_WEAPONPRESENT*  
 Else if **A\_HOWTHREATENED** not equal to 1, 4, RF and (no motor vehicle theft, no theft, no attempted theft, no break-in, and no vandalism reported), *SKIP TO SUMMARY\_SP*  
 Else if motor vehicle theft reported and ((**MV\_THEFT=1** and **MV\_ATTEMPT=1**) or **ALSO\_MVTHEFT=1** or **CA\_MVTHEFT=1**), *SKIP TO MVTHEFTATTEMPT*  
 Else if motor vehicle theft reported and (**MV\_THEFT** not equal to 1 and **MV\_ATTEMPT=1**), *SKIP TO INTENTATTMVTHEFT*  
 Else if motor vehicle theft reported and (**MV\_THEFT=1** and **MV\_ATTEMPT** not equal to 1), *SKIP TO WHOOWNEDMV*  
 Else if break-in reported, *SKIP TO BREAKINWHERE*  
 Else if theft and attempted theft reported, *SKIP TO THEFTATTEMPT*  
 Else if theft reported and no attempted theft reported, *SKIP TO WHATWASTAKEN*  
 Else if no theft reported and attempted theft reported, *SKIP TO ATTEMPTTHEFTWHAT*  
 Else if vandalism reported and **V\_PROPERTY=1** and (no eligible attack, no eligible threatened attack, no attempted theft, no theft, and no break-in, no eligible unwanted sexual contact, and no motor vehicle theft reported), *SKIP TO VANDALISM*  
 Else if vandalism reported and **V\_INJUREKILLANIMAL=1** and (no eligible attack, no eligible threatened attack, no attempted theft, no theft, and no break-in, no eligible unwanted sexual contact, and no motor vehicle theft reported), *SKIP TO WHOOWNEDVANDALISM*

### 183. **A\_HOWTHREATENED\_SP**

In what other way were you threatened? \_\_\_\_\_

### 184. **A\_WEAPONPRESENT**

{You said someone {attacked or tried to attack you} {threatened to attack you} during {this/the} incident {in {month year}/in the past 6 months.} {Just to confirm, did/Did} the offender have a weapon such as a gun or knife, or something to use as a weapon, such as a baseball bat, scissors, or a stick?

- 1 = Yes
- 2 = No
- 3 = Don't know

If **A\_WEAPONPRESENT=1**, *CONTINUE TO A\_WEAPON*  
 Else if **A\_WEAPONPRESENT** not equal to 1 and (unwanted sexual contact reported and (**PHYSICALFORCE=1** or **FORCEDTOUCH=1** or **ATTEMPTPHYSFORCE=1**)), *SKIP TO GRABPUSHTRIP*  
 Else if unwanted sexual contact reported and no theft, no attempted theft, no attack, and no threatened attack reported, *SKIP TO A\_THEFTATTEMPT*  
 Else if unwanted sexual contact reported and no attack and no threatened attack reported, *SKIP TO INJURY*  
 Else, *SKIP TO ATTACK*

## 185. A\_WEAPON

What was the weapon?

◆ Mark all that apply

- 1 = Firearm (gun, rifle, etc.)
- 2 = Knife or other sharp object (razors, axes, scissors, broken glass, etc.)
- 3 = Blunt object (baseball bat, butt of a firearm, clubs, rocks, bottles, etc.)
- 4 = Motor vehicle
- 5 = Poison
- 6 = Explosives or a fire/incendiary device
- 7 = Drugs, narcotics, or sleeping pills
- 8 = BB guns, pellet guns, tasers, pepper spray, stun guns, etc.
- 9 = Something else (specify)

If **A\_WEAPON=9**, *CONTINUE TO A\_WEAPON\_SP*  
Else if **A\_WEAPON=1**, *SKIP TO A\_GUNTYPE*  
Else if **A\_WEAPON=2**, *SKIP TO A\_KNIFEWOUND*  
Else if (**PHYSICALFORCE=2**, RF, or DK, and **FORCEDTOUCH=2**, RF, or DK, and **ATTEMPTPHYSFORCE=2**, RF, or DK, and no attack, and no threatened attack reported, and unwanted sexual contact reported) and no theft and no attempted theft reported, *SKIP TO A\_THEFTATTEMPT*  
Else if (**PHYSICALFORCE=2**, RF, or DK, and **FORCEDTOUCH=2**, RF, or DK, and **ATTEMPTPHYSFORCE=2**, RF, or DK, and unwanted sexual contact reported, and no attack, and no threatened attack reported), *SKIP TO INJURY*  
Else if (unwanted sexual contact reported, and (**PHYSICALFORCE=1**, **FORCEDTOUCH=1**, or **ATTEMPTPHYSFORCE=1**)), *SKIP TO GRABPUSHTRIP*  
Else, *SKIP TO ATTACK*

## 186. A\_WEAPON\_SP

What was the weapon? \_\_\_\_\_

If **A\_WEAPON=1**, *CONTINUE TO A\_GUNTYPE*  
Else if **A\_WEAPON=2**, *SKIP TO A\_KNIFEWOUND*  
Else if (**PHYSICALFORCE=2**, RF, or DK, and **FORCEDTOUCH=2**, RF, or DK, and **ATTEMPTPHYSFORCE=2**, RF, or DK, and no attack, and no threatened attack reported, and unwanted sexual contact reported) and no theft and no attempted theft reported, *SKIP TO A\_THEFTATTEMPT*  
Else if (**PHYSICALFORCE=2**, RF, or DK, and **FORCEDTOUCH=2**, RF, or DK, and **ATTEMPTPHYSFORCE=2**, RF, or DK, and unwanted sexual contact reported, and no attack, and no threatened attack reported), *SKIP TO INJURY*  
Else if (unwanted sexual contact reported, and (**PHYSICALFORCE=1**, **FORCEDTOUCH=1**, or **ATTEMPTPHYSFORCE=1**)), *SKIP TO GRABPUSHTRIP*  
Else, *SKIP TO ATTACK*



### 187. A\_GUNTYPE

Was it a handgun or some other kind of gun, such as a rifle or shotgun?

- 1 = Handgun, pistol, revolver
- 2 = Some other kind of gun, rifle, shotgun

### 188. A\_HOWGUNUSED

Did the offender...

- 1 = Shoot you
- 2 = Shoot at you, but missed
- 3 = Hit you with the gun
- 4 = Show you a gun or point a gun at you

If A\_WEAPON=2, CONTINUE TO A\_KNIFEWOUND

Else if ((A\_HOWGUNUSED=1, 3) or (PHYSICALFORCE=2, RF, or DK, and FORCEDTOUCH=2, RF, or DK, and ATTEMPTPHYSFORCE=2, RF, or DK, and no attack and no threatened attack reported, and unwanted sexual contact reported)) and no theft and no attempted theft reported, SKIP TO A\_THEFTATTEMPT

Else if ((A\_HOWGUNUSED=1, 3) or (PHYSICALFORCE=2, RF, or DK, and FORCEDTOUCH=2, RF, or DK, and ATTEMPTPHYSFORCE=2, RF, or DK, and unwanted sexual contact reported, and no attack, and no threatened attack reported)), SKIP TO INJURY

Else if (unwanted sexual contact reported, and (PHYSICALFORCE=1, FORCEDTOUCH=1, or ATTEMPTPHYSFORCE=1)), SKIP TO GRABPUSHTRIP

Else, SKIP TO ATTACK

### 189. A\_KNIFEWOUND

You said the offender had a knife or other sharp object. Did the offender stab or cut you?

- 1 = Yes
- 2 = No

If A\_KNIFEWOUND=2, RF, or DK, CONTINUE TO A\_ATTEMPTKNIFEWOUND

Else if no theft and no attempted theft reported, SKIP TO A\_THEFTATTEMPT

Else if A\_KNIFEWOUND=1, SKIP TO INJURY

### 190. A\_ATTEMPTKNIFEWOUND

Did the offender TRY to stab or cut you?

- 1 = Yes
- 2 = No

If ((**PHYSICALFORCE**=2, RF, or DK, and **FORCEDTOUCH**=2, RF, or DK, and **ATTEMPTPHYSFORCE**=2, RF, or DK, and unwanted sexual contact reported, and no attack, and no threatened attack reported) or **A\_HOWGUNUSED**=1, 3) and (no theft and no attempted theft reported), **SKIP TO A\_THEFTATTEMPT**

Else if unwanted sexual contact reported and (**PHYSICALFORCE**=1 or **FORCEDTOUCH**=1 or **ATTEMPTPHYSFORCE**=1), **SKIP TO GRABPUSHTRIP**

Else if ((**PHYSICALFORCE**=2, RF, or DK, and **FORCEDTOUCH**=2, RF, or DK, and **ATTEMPTPHYSFORCE**=2, RF, or DK, and unwanted sexual contact reported, and no attack, and no threatened attack reported) or **A\_HOWGUNUSED**=1, 3) and (theft or attempted theft reported), **SKIP TO INJURY**

Else, **CONTINUE TO ATTACK**

### 191. **ATTACK**

{In addition to trying to {shoot} {stab or cut} you, did the offender hit you, grab you, knock you down or attack you in any other way?/Did the offender hit you, grab you, knock you down or attack you in any way?}

- 1 = Yes
- 2 = No

If **ATTACK**=1, **SKIP TO GRABPUSHTRIP**

Else if **ATTACK**=2 and (**A\_HOWGUNUSED**=2 or **A\_ATTEMPTKNIFEWOUND**=1) and no theft and no attempted theft reported, **SKIP TO A\_THEFTATTEMPT**

Else if **ATTACK**=2 and (**A\_HOWGUNUSED**=2 or **A\_ATTEMPTKNIFEWOUND**=1), **SKIP TO INJURY**

Else, **CONTINUE TO ATTEMPTATTACK**

### 192. **ATTEMPTATTACK**

Did the offender TRY to hit you, grab you, knock you down, or try to attack you in any way?

- 1 = Yes
- 2 = No

If **ATTEMPTATTACK**=1, **SKIP TO HOWATTACKTHREATEN**

Else if **ATTEMPTATTACK**=2 RF, or DK, **CONTINUE TO THREATATTACK**

### 193. **THREATATTACK**

Did the offender THREATEN to hit you, grab you, knock you down, or threaten to attack you in any way?

- 1 = Yes
- 2 = No

If **THREATATTACK**=1, **SKIP TO HOWATTACKTHREATEN**

Else if **THREATATTACK**=2, RF, or DK, **CONTINUE TO WHATHAPPEN**

### 194. WHATHAPPEN

What did the offender do?

◆ Probe if needed: Anything else?

◆ Mark all that apply

- 1 = Took something without your permission
- 2 = Tried to or threatened to take something
- 3 = Harassed, argued with you, or used abusive language
- 4 = Broke in or tried to break into your home
- 5 = Broke in or tried to break into your vehicle
- 6 = Damaged or destroyed your property
- 7 = Something else (specify)

If **WHATHAPPEN=7**, CONTINUE TO **WHATHAPPEN\_SP**  
Else if no theft and no attempted theft reported, SKIP TO **A\_THEFTATTEMPT**  
Else, SKIP TO **INJURY**

### 195. WHATHAPPEN\_SP

What did the offender do? \_\_\_\_\_

If no theft and no attempted theft reported, SKIP TO **A\_THEFTATTEMPT**  
Else, SKIP TO **INJURY**

### 196. HOWATTACKTHREATEN

How did the offender TRY or THREATEN to attack you?

◆ Mark all that apply

- 1 = Saying they would attack or kill you
- 2 = {Threatening you with a weapon}
- 3 = {Trying to attack you with a weapon other than gun, knife, or sharp object}
- 4 = Throwing something at you
- 5 = Following you or surrounding you
- 6 = Trying to choke you
- 7 = Trying to hit, slap, knock down, grab, hold, trip, jump, or push you
- 8 = Something else (specify)

If **HOWATTACKTHREATEN=8**, CONTINUE TO **HOWATTACKTHREATEN\_SP**  
Else if no theft and no attempted theft reported, SKIP TO **A\_THEFTATTEMPT**  
Else, SKIP TO **INJURY**

### 197. HOWATTACKTHREATEN\_SP

How did the offender TRY or THREATEN to attack you? \_\_\_\_\_

Else if no theft and no attempted theft reported, *SKIP TO* **A\_THEFTATTEMPT**  
Else, *SKIP TO* **INJURY**

### **198. GRABPUSHTRIP**

{Earlier you said the offender used physical force {and had a weapon} during the incident.} Did the offender {also} do any of the following?

Grab, hold, trip, jump, or push you?

- 1 = Yes
- 2 = No

### **199. HITS LAP**

{Earlier you said the offender used physical force {and had a weapon} during the incident.} Did the offender {also} do any of the following?

Hit you, slap you, or knock you down?

- 1 = Yes
- 2 = No

### **200. THROWOBJECT**

{Earlier you said the offender used physical force {and had a weapon} during the incident.} Did the offender {also} do any of the following?

Throw something at you?

- 1 = Yes
- 2 = No

### **201. CHOKE**

{Earlier you said the offender used physical force {and had a weapon} during the incident.} Did the offender {also} do any of the following?

Choke you?

- 1 = Yes
- 2 = No

### **202. HITWITHOBJECT**

{Earlier you said the offender used physical force {and had a weapon} during the incident.} Did the offender {also} do any of the following?

Hit you with an object other than a gun?

- 1 = Yes
- 2 = No

### 203. OTHERATTACK

{Earlier you said the offender used physical force {and had a weapon} during the incident.} Did the offender {also} do any of the following?

Do something else to attack you?

- 1 = Yes
- 2 = No

If OTHERATTACK=1, CONTINUE TO OTHERATTACK\_SP  
Else if no theft and no attempted theft reported, SKIP TO A\_THEFTATTEMPT  
Else, SKIP TO INJURY

### 204. OTHERATTACK\_SP

What else did the offender do to attack you? \_\_\_\_\_

If no theft and no attempted theft reported, CONTINUE TO A\_THEFTATTEMPT  
Else, SKIP TO INJURY

### 205. A\_THEFTATTEMPT

Did the offender steal or try to steal something that belonged to you during {this/the} incident?

- 1 = Yes, stole something
- 2 = Yes, tried to steal something
- 3 = No

## Consequences I: Injury

*(Respondents who reported being attacked or were threatened with attack face to face or someone tried to have unwanted sexual contact with them.)*

### 206. INJURY

The next questions ask about any injuries you may have had during this incident.

During {this/the} incident, {besides being} {shot} {and} {stabbed}, were you physically {hurt or} injured in any {other} way? {Injuries include things such as bruises, black eyes, cuts, broken bones, or more serious injuries.}

{Please include times when you were hurt, even if there were not physical marks.}

- 1 = Yes
- 2 = No

If **INJURY=1** and threatened attack reported, and no attack reported, and no unwanted sexual contact reported, **CONTINUE TO INJURY\_CK**  
 Else if **INJURY=1**, **SKIP TO HOWINJURED**  
 Else if **A\_HOWGUNUSED=1** or **A\_KNIFEWOUND=1**, **SKIP TO MEDICALCARE**  
 Else if motor vehicle theft reported and ((**MV\_THEFT=1** and **MV\_ATTEMPT=1**)) or **ALSO\_MVTHEFT=1** or **CA\_MVTHEFT=1**), **SKIP TO MVTHEFTATTEMPT**  
 Else if motor vehicle theft reported and (**MV\_THEFT** not equal to 1 and **MV\_ATTEMPT=1**), **SKIP TO INTENTATTMVTHEFT**  
 Else if motor vehicle theft reported and (**MV\_THEFT=1** and **MV\_ATTEMPT** not equal to 1), **SKIP TO WHOOWNEDMV**  
 Else if break-in reported, **SKIP TO BREAKINWHERE**  
 Else if theft and attempted theft reported, **SKIP TO THEFTATTEMPT**  
 Else if theft reported and no attempted theft reported, **SKIP TO WHATWASTAKEN**  
 Else if no theft reported and attempted theft reported, **SKIP TO ATTEMPTTHEFTWHAT**  
 Else, **SKIP TO INCTIME**

### **INJURY\_CK (soft)**

◆ You reported an injury, but no attack was reported, please review entries to make sure everything was recorded correctly.

If 'Suppress', **LOOP TO INJURY**  
 Else, allow option to select **INJURY** or move forward to **HOWINJURED**

## **207. HOWINJURED**

**{Besides being} {shot} {and} {stabbed}, How were you injured?**

◆ Mark all that apply

- 11 = Broken or cracked bones
- 12 = Broken nose
- 13 = Dislocated joints
- 14 = A concussion
- 15 = Knocked unconscious
- 16 = {Injury from sexual intercourse, such as to vagina or anus {, including bleeding}}
- 17 = {Other internal/Internal} injuries, such as internal bleeding or damage to internal organs
- 18 = Bruising, swelling, welts, black eye
- 19 = Bite mark or bite wound
- 20 = Cuts or scratches
- 21 = Sore muscles, sprains, strains, pulls
- 22 = Burns
- 23 = Nosebleed or bloody lip
- 24 = Broken, chipped, or lost teeth
- 25 = Other (specify)

If **HOWINJURED=25**, *CONTINUE TO HOWINJURED\_SP*  
Else, *SKIP TO MEDICALCARE*

## 208. **HOWINJURED\_SP**

How else were you injured? \_\_\_\_\_

## 209. **MEDICALCARE**

Did you receive any care from a medical or dental professional as a result of **{this/the}** incident?

- 1 = Yes
- 2 = No

If **MEDICALCARE=1**, *CONTINUE TO RECCARESCENE*  
Else if motor vehicle theft reported and ((**MV\_THEFT=1** and **MV\_ATTEMPT=1**) or **ALSO\_MVTHEFT=1** or **CA\_MVTHEFT=1**), *SKIP TO MVTHEFTATTEMPT*  
Else if motor vehicle theft reported and **MV\_THEFT** not equal to 1 and **MV\_ATTEMPT=1**, *SKIP TO INTENTATTMVTHEFT*  
Else if motor vehicle theft reported and (**MV\_THEFT=1** and **MV\_ATTEMPT** not equal to 1), *SKIP TO WHOOWNEDMV*  
Else if break-in reported, *SKIP TO BREAKINWHERE*  
Else if theft and attempted theft reported, *SKIP TO THEFTATTEMPT*  
Else if theft reported and no attempted theft reported, *SKIP TO WHATWASTAKEN*  
Else if no theft reported and attempted theft reported, *SKIP TO ATTEMPTTHEFTWHAT*  
Else, *SKIP TO INCTIME*

## 210. **RECCARESCENE**

Did you receive this care at the location where the incident happened, somewhere else, or both?

- 1 = Only where the incident happened
- 2 = Only somewhere else
- 3 = Both

If **RECCARESCENE=2, 3**, *CONTINUE TO RECCAREWHERE*  
Else, *SKIP TO MEDICALINSURANCE*

## 211. **RECCAREWHERE**

Where did you receive this care?

◆ **Mark all that apply**

- 1 = At your home or the home of a relative, friend, or neighbor
- 2 = At a hospital emergency room (ER) or an emergency clinic
- 3 = At some other kind of medical or dental place
- 4 = Somewhere else (specify)

If **RECCAREWHERE=4**, *CONTINUE TO RECCAREWHERE\_SP*  
 Else if **RECCAREWHERE=2, 3**, *SKIP TO CAREOVERNIGHT*  
 Else if motor vehicle theft reported and ((**MV\_THEFT=1** and **MV\_ATTEMPT=1**) or **ALSO\_MVTHEFT=1** or **CA\_MVTHEFT=1**), *SKIP TO MVTHEFTATTEMPT*  
 Else if motor vehicle theft reported and **MV\_THEFT** not equal to 1 and **MV\_ATTEMPT=1**, *SKIP TO INTENTATTMVTHEFT*  
 Else if motor vehicle theft reported and (**MV\_THEFT=1** and **MV\_ATTEMPT** not equal to 1), *SKIP TO WHOOWNEDMV*  
 Else if break-in reported, *SKIP TO BREAKINWHERE*  
 Else if theft and attempted theft reported, *SKIP TO THEFTATTEMPT*  
 Else if theft reported and no attempted theft reported, *SKIP TO WHATWASTAKEN*  
 Else if no theft reported and attempted theft reported, *SKIP TO ATTEMPTTHEFTWHAT*  
 Else, *SKIP TO INCTIME*

## 212. RECCAREWHERE\_SP

Where did you receive this care? \_\_\_\_\_

## 213. CAREOVERNIGHT

Did you stay overnight in the hospital?

◆ A hospital can include any institution that provides medical and surgical treatment and nursing care for sick or injured people.

- 1 = Yes
- 2 = No

## 214. MEDICALINSURANCE

Have you had any out-of-pocket expenses for your medical or dental care that you do not expect to get paid back from insurance or some other source?

- 1 = Yes
- 2 = No
- 3 = Don't know

If **MEDICALINSURANCE=1**, *CONTINUE TO MEDICALEXPENSES*  
 Else if motor vehicle theft reported and ((**MV\_THEFT=1** and **MV\_ATTEMPT=1**) or **ALSO\_MVTHEFT=1** or **CA\_MVTHEFT=1**), *SKIP TO MVTHEFTATTEMPT*  
 Else if motor vehicle theft reported and (**MV\_THEFT** not equal to 1 and **MV\_ATTEMPT=1**), *SKIP TO INTENTATTMVTHEFT*  
 Else if motor vehicle theft reported and (**MV\_THEFT=1** and **MV\_ATTEMPT** not equal to 1), *SKIP TO WHOOWNEDMV*  
 Else if break-in reported, *SKIP TO BREAKINWHERE*  
 Else if theft and attempted theft reported, *SKIP TO THEFTATTEMPT*  
 Else if theft reported and no attempted theft reported, *SKIP TO WHATWASTAKEN*  
 Else if no theft reported and attempted theft reported, *SKIP TO ATTEMPTTHEFTWHAT*  
 Else, *SKIP TO INCTIME*



## 215. MEDICALEXPENSES

How much were these out-of-pocket expenses?

- 1 = Less than \$100
- 2 = \$100 to less than \$500
- 3 = \$500 to less than \$1,000
- 4 = \$1,000 to less than \$5,000
- 5 = \$5,000 or more

If motor vehicle theft reported and ((MV\_THEFT=1 and MV\_ATTEMPT=1) or ALSO\_MVTHEFT=1 or CA\_MVTHEFT=1), CONTINUE TO MVTHEFTATTEMPT  
Else if motor vehicle theft reported and MV\_THEFT not equal to 1 and MV\_ATTEMPT=1), SKIP TO INTENTATTMVTHEFT  
Else if motor vehicle theft reported and (MV\_THEFT=1 and MV\_ATTEMPT not equal to 1), SKIP TO WHOOWNEDMV  
Else if break-in reported, SKIP TO BREAKINWHERE  
Else if theft and attempted theft reported, SKIP TO THEFTATTEMPT  
Else if theft reported and no attempted theft reported, SKIP TO WHATWASTAKEN  
Else if no theft reported and attempted theft reported, SKIP TO ATTEMPTTHEFTWHAT  
Else, SKIP TO INCTIME

## What Happened: Module MV – Motor Vehicle Theft/Attempted Theft

*(Respondents who reported someone stole a vehicle/used vehicle without permission AND tried to steal a vehicle; OR reported in ALSO\_MVTHEFT that a person stole or tried to steal a vehicle.)*

## 216. MVTHEFTATTEMPT

You said someone stole or tried to steal a motor vehicle or used it without permission during {this/the} incident {in {month year}}. Did the offender actually take the vehicle?

- 1 = Yes
- 2 = No

If MVTHEFTATTEMPT=2, CONTINUE TO INTENTATTMVTHEFT  
Else if MVTHEFTATTEMPT=1, SKIP TO WHOOWNEDMV  
Else if break-in reported, SKIP TO BREAKINWHERE  
Else if theft and attempted theft reported, SKIP TO THEFTATTEMPT  
Else if theft reported and no attempted theft reported, SKIP TO WHATWASTAKEN  
Else if no theft reported and attempted theft reported, SKIP TO ATTEMPTTHEFTWHAT  
Else, SKIP TO INCTIME

## 217. INTENTATTMVTHEFT

These next questions ask for details about what the offender might have been trying to do during {this/the} incident {in {month year}}.

Do you think the offender was actually trying to steal the vehicle?

- 1 = Yes
- 2 = No
- 3 = Don't know

If INTENTATTMVTHEFT=3, SKIP TO WHOOWNEDMV

Else if INTENTATTMVTHEFT=1, 2, RF, and no theft, and no attempted theft reported, CONTINUE TO THEFTINSIDEMV

Else if INTENTATTMVTHEFT=1, 2, RF, and no vandalism reported, SKIP TO VANDALIZEMV

Else if break-in reported, SKIP TO BREAKINWHERE

Else if theft and attempted theft reported, SKIP TO THEFTATTEMPT

Else if theft reported and no attempted theft reported, SKIP TO WHATWASTAKEN

Else if no theft reported and attempted theft reported, SKIP TO ATTEMPTTHEFTWHAT

Else if vandalism reported and V\_PROPERTY=1 and (no eligible attack, no eligible threatened attack, no attempted theft, no theft, no break-in, no eligible unwanted sexual contact, and no eligible motor vehicle theft reported), SKIP TO VANDALISM

Else if vandalism reported and V\_INJUREKILLANIMAL=1 and (no eligible attack, no eligible threatened attack, no attempted theft, no theft, no break-in, no eligible unwanted sexual contact, and no eligible motor vehicle theft reported), SKIP TO WHOOWNEDVANDALISM

Else, SKIP TO INCTIME

## 218. THEFTINSIDEMV

Do you think the offender...

Was {also} trying to steal something inside the vehicle?

- 1 = Yes
- 2 = No
- 3 = Don't know

If no vandalism reported, *CONTINUE TO VANDALIZEMV*  
Else if *INTENTATTMVTHEFT=1*, *SKIP TO WHOOWNEDMV*  
Else if *THEFTINSIDEMV=1*, *SKIP TO ACTUALTHEFTINMV*  
Else if break-in reported, *SKIP TO BREAKINWHERE*  
Else if theft and attempted theft reported, *SKIP TO THEFTATTEMPT*  
Else if theft reported and no attempted theft reported, *SKIP TO WHATWASTAKEN*  
Else if no theft reported and attempted theft reported, *SKIP TO ATTEMPTTHEFTWHAT*  
Else if vandalism reported and (*V\_PROPERTY=1* or *VANDALIZEMV=1*) and (no eligible attack, no eligible threatened attack, no attempted theft, no theft, no break-in, no eligible unwanted sexual contact, and no eligible motor vehicle theft reported), *SKIP TO VANDALISM*  
Else if vandalism reported and *V\_INJUREKILLANIMAL=1* and (no eligible attack, no eligible threatened attack, no attempted theft, no theft, no break-in, no eligible unwanted sexual contact, and no eligible motor vehicle theft reported), *SKIP TO WHOOWNEDVANDALISM*  
Else, *SKIP TO INCTIME*

## 219. VANDALIZEMV

Do you think the offender...

Was trying to vandalize the vehicle?

- 1 = Yes
- 2 = No
- 3 = Don't know

If *INTENTATTMVTHEFT=1*, *CONTINUE TO WHOOWNEDMV*  
Else if *THEFTINSIDEMV=1*, *SKIP TO ACTUALTHEFTINMV*  
Else if break-in reported, *SKIP TO BREAKINWHERE*  
Else if theft and attempted theft reported, *SKIP TO THEFTATTEMPT*  
Else if theft reported and no attempted theft reported, *SKIP TO WHATWASTAKEN*  
Else if no theft reported and attempted theft reported, *SKIP TO ATTEMPTTHEFTWHAT*  
Else if vandalism reported and (*V\_PROPERTY=1* or *VANDALIZEMV=1*) and (no eligible attack, no eligible threatened attack, no attempted theft, no theft, no break-in, no eligible unwanted sexual contact, and no eligible motor vehicle theft reported), *SKIP TO VANDALISM*  
Else if vandalism reported and *V\_INJUREKILLANIMAL=1* and (no eligible attack, no eligible threatened attack, no attempted theft, no theft, no break-in, no eligible unwanted sexual contact, and no eligible motor vehicle theft reported), *SKIP TO WHOOWNEDVANDALISM*  
Else, *SKIP TO INCTIME*

## 220. WHOOWNEDMV

Did the vehicle belong to you personally, to someone else in the household, or to both you and other household members?

- 1 = Respondent
- 2 = Someone the respondent lives with
- 3 = Both the respondent and someone else the respondent lives with
- 4 = Someone the respondent doesn't live with
- 5 = Other (specify)

If **WHOOWNEDMV=5**, *CONTINUE TO WHOOWNEDMV\_SP*  
Else if **WHOOWNEDMV=1, 2, 3**, *SKIP TO PERMISSIONGIVEN*  
Else if break-in reported, *SKIP TO BREAKINWHERE*  
Else if theft and attempted theft reported, *SKIP TO THEFTATTEMPT*  
Else if theft reported and no attempted theft reported, *SKIP TO WHATWASTAKEN*  
Else if no theft reported and attempted theft reported, *SKIP TO ATTEMPTTHEFTWHAT*  
Else if vandalism reported and (**V\_PROPERTY=1** or **VANDALIZEMV=1**) and (no eligible attack, no eligible threatened attack, no attempted theft, no theft, no break-in, no eligible unwanted sexual contact, and no eligible motor vehicle theft reported), *SKIP TO VANDALISM*  
Else if vandalism reported and **V\_INJUREKILLANIMAL=1** and (no eligible attack, no eligible threatened attack, no attempted theft, no theft, no break-in, no eligible unwanted sexual contact, and no eligible motor vehicle theft reported), *SKIP TO WHOOWNEDVANDALISM*  
Else if (motor vehicle theft, theft, attempted theft, break-in, vandalism, attack, threatened attack, or unwanted sexual contact reported), *SKIP TO INCTIME*  
Else, *SKIP TO SUMMARY\_SP*

## 221. WHOOWNEDMV\_SP

Who did the vehicle belong to? \_\_\_\_\_

## 222. PERMISSIONGIVEN

Did anyone ever tell the offender they could use the vehicle?

- 1 = Yes
- 2 = No

If **PERMISSIONGIVEN=1**, RF, or DK, *SKIP TO RETURNMV*  
Else if break-in reported, *SKIP TO BREAKINWHERE*  
Else if theft and attempted theft reported, *SKIP TO THEFTATTEMPT*  
Else if theft reported and no attempted theft reported, *SKIP TO WHATWASTAKEN*  
Else if no theft reported and attempted theft reported, *SKIP TO ATTEMPTTHEFTWHAT*  
Else, *SKIP TO INCTIME*

## 223. ACTUALTHEFTINMV

Did the offender actually steal something, or just try to steal something from inside the vehicle?

- 1 = Actually stole something
- 2 = Tried to steal something
- 3 = Don't know

If break-in reported, *SKIP TO* **BREAKINWHERE**  
Else if theft and attempted theft reported, *SKIP TO* **THEFTATTEMPT**  
Else if theft reported and no attempted theft reported, *SKIP TO* **WHATWASTAKEN**  
Else if no theft reported and attempted theft reported, *SKIP TO* **ATTEMPTTHEFTWHAT**  
Else if vandalism reported and (**V\_PROPERTY=1** or **VANDALIZEMV=1**) and (no eligible attack, no eligible threatened attack, no attempted theft, no theft, no break-in, no eligible unwanted sexual contact, and no eligible motor vehicle theft reported), *SKIP TO* **VANDALISM**  
Else if vandalism reported and **V\_INJUREKILLANIMAL=1** and (no eligible attack, no eligible threatened attack, no attempted theft, no theft, no break-in, no eligible unwanted sexual contact, and no eligible motor vehicle theft reported), *SKIP TO* **WHOOWNEDVANDALISM**  
Else if (motor vehicle theft, theft, attempted theft, break-in, vandalism, attack, threatened attack, or unwanted sexual contact reported), *SKIP TO* **INCTIME**  
Else, *SKIP TO* **SUMMARY\_SP**

## 224. RETURNMV

Did the offender return the vehicle?

- 1 = Yes
- 2 = No

If ineligible motor vehicle theft reported and (no theft, no break-in, no vandalism, no attack, no threatened attack, no attempted attack, and no unwanted sexual contact reported), *SKIP TO* **SUMMARY\_SP**  
Else if break-in reported, go to **BREAKINWHERE**  
Else if theft and attempted theft reported, *SKIP TO* **THEFTATTEMPT**  
Else if theft reported and no attempted theft reported, *SKIP TO* **WHATWASTAKEN**  
Else if no theft reported and attempted theft reported, *SKIP TO* **ATTEMPTTHEFTWHAT**  
Else if vandalism reported and (**V\_PROPERTY=1** or **VANDALIZEMV=1**) and (no eligible attack, no eligible threatened attack, no attempted theft, no theft, no break-in, no eligible unwanted sexual contact, and no eligible motor vehicle theft reported), *SKIP TO* **VANDALISM**  
Else if vandalism reported and **V\_INJUREKILLANIMAL=1** and (no eligible attack, no eligible threatened attack, no attempted theft, no theft, no break-in, no eligible unwanted sexual contact, and no eligible motor vehicle theft reported), *SKIP TO* **WHOOWNEDVANDALISM**  
Else if (motor vehicle theft, theft, attempted theft, break-in, vandalism, attack, threatened attack, or unwanted sexual contact reported), *SKIP TO* **INCTIME**  
Else, *SKIP TO* **SUMMARY\_SP**

## What Happened: Module B – Break-ins

(Respondents who reported a break-in.)

### 225. BREAKINWHERE

You said someone broke in or tried to break in during **{this/the}** incident **{in {month year}}**. Did someone break in or try to break into any of the following during this incident?

◆ Read all categories and mark all that apply

- 1 = Your home or enclosed porch** (Include dorm room or room in a multi-unit building like a nursing home)
- 2 = A garage, shed, or other building on your property**
- 3 = A second home or vacation home**
- 4 = A hotel or motel room where you or someone you live with was staying**
- 5 = A car or motor vehicle**
- 6 = Some other place** (specify)

If **BREAKINWHERE=6**, go to **BREAKINWHERE\_SP**  
Else if **BREAKINWHERE=1, 2, 3, 4, RF**, **SKIP TO OFFENDERLIVE**  
Else if theft and attempted theft reported, **SKIP TO THEFTATTEMPT**  
Else if theft reported and no attempted theft reported, **SKIP TO WHATWASTAKEN**  
Else if no theft reported and attempted theft reported, **SKIP TO ATTEMPTTHEFTWHAT**  
Else if vandalism reported and (**V\_PROPERTY=1** or **VANDALIZEMV=1**) (no eligible attack, no eligible threatened attack, no attempted theft, no theft, no break-in, no eligible unwanted sexual contact, and no eligible motor vehicle theft reported), **SKIP TO VANDALISM**  
Else if vandalism reported and **V\_INJUREKILLANIMAL=1** and (no eligible attack, no eligible threatened attack, no attempted theft, no theft, no break-in, no eligible unwanted sexual contact, and no eligible motor vehicle theft reported), **SKIP TO WHOOWNEDVANDALISM**  
Else if (motor vehicle theft, theft, attempted theft, break-in, vandalism, attack, threatened attack, or unwanted sexual contact reported), **SKIP TO INCTIME**  
Else, **SKIP TO SUMMARY\_SP**

### 226. BREAKINWHERE\_SP

What other place did someone break in or try to break into? \_\_\_\_\_

### 227. OFFENDERLIVE

Did the offender live there or have a right to be there, for instance, as a guest or a repair person?

- 1 = Yes
- 2 = No

If **OFFENDERLIVE=2**, RF, or DK, **CONTINUE TO OFFENDERINSIDE**  
 Else if theft and attempted theft reported, **SKIP TO THEFTATTEMPT**  
 Else if theft reported and no attempted theft reported, **SKIP TO WHATWASTAKEN**  
 Else if no theft reported and attempted theft reported, **SKIP TO ATTEMPTTHEFTWHAT**  
 Else if vandalism reported and (**V\_PROPERTY=1** or **VANDALIZEMV=1**) and (no eligible attack, no eligible threatened attack, no attempted theft, no theft, no break-in, no eligible unwanted sexual contact, and no eligible motor vehicle theft reported), **SKIP TO VANDALISM**  
 Else if vandalism reported and **V\_INJUREKILLANIMAL=1** and (no eligible attack, no eligible threatened attack, no attempted theft, no theft, no break-in, no eligible unwanted sexual contact, and no eligible motor vehicle theft reported), **SKIP TO WHOOWNEDVANDALISM**  
 Else if (motor vehicle theft, theft, attempted theft, break-in, vandalism, attack, threatened attack, or unwanted sexual contact reported), **SKIP TO INCTIME**  
 Else, **SKIP TO SUMMARY\_SP**

## 228. OFFENDERINSIDE

{Excluding the motor vehicle, did /Did} the offender actually get inside {any of these places}?

- 1 = Yes
- 2 = No

## 229. FORCEDENTRY

Were there any signs that the offender got in or tried to get in by force? Signs of force include things like broken locks or windows or removal of a screen.

- 1 = Yes
- 2 = No

If **FORCEDENTRY=1**, **CONTINUE TO EVIDENCE**  
 Else if theft and attempted theft reported, **SKIP TO THEFTATTEMPT**  
 Else if theft reported and no attempted theft reported, **SKIP TO WHATWASTAKEN**  
 Else if no theft reported and attempted theft reported, **SKIP TO ATTEMPTTHEFTWHAT**  
 Else, **SKIP TO INCTIME**

## 230. EVIDENCE

What were these signs?

◆ Probe if needed: Anything else?

◆ Mark all that apply

- 1 = A window was damaged
- 2 = A window screen was damaged or removed
- 3 = A lock on a window was damaged or tampered with
- 4 = A door was damaged
- 5 = A screen door was damaged or removed
- 6 = A lock or a door handle was damaged or tampered with
- 7 = Something else (specify)

If **EVIDENCE=7**, **CONTINUE TO EVIDENCE\_SP**  
Else if theft and attempted theft reported, **SKIP TO THEFTATTEMPT**  
Else if theft reported and no attempted theft reported, **SKIP TO WHATWASTAKEN**  
Else if no theft reported and attempted theft reported, **SKIP TO ATTEMPTTHEFTWHAT**  
Else, **SKIP TO INCTIME**

### 231. **EVIDENCE\_SP**

What were the other signs of force? \_\_\_\_\_

Else if theft and attempted theft reported, **CONTINUE TO THEFTATTEMPT**  
Else if theft reported and no attempted theft reported, **SKIP TO WHATWASTAKEN**  
Else if no theft reported and attempted theft reported, **SKIP TO ATTEMPTTHEFTWHAT**  
Else, **SKIP TO INCTIME**

## What Happened: Module T – Theft

(Respondent who reported a theft or attempted theft.)

### 232. **THEFTATTEMPT**

You said someone stole or tried to steal something from you during **{this/the}** incident **{in {month year}}**. Did the offender actually steal something or did they only TRY to steal something?

- 1 = The offender actually stole something
- 2 = The offender only tried to steal something

If **T\_INVEHICLE=1** and **T\_TIMES=2** and (**T\_CARRY=1** or **T\_WEAR=1** or **T\_INHOME=1** or **T\_ONPROPERTY=1** or **T\_FROMCHILD=1** or **T\_ELSE=1** or **T\_ATTEMPT=1**), **SKIP TO THEFTFROMMV**  
Else if **THEFTATTEMPT=1**, **CONTINUE TO WHATWASTAKEN**  
Else if **THEFTATTEMPT=2**, **SKIP TO ATTEMPTTHEFTWHAT**  
Else if vandalism reported and **V\_PROPERTY=1** and no attack, no threatened attack, no attempted theft, no theft, no break-in, no unwanted sexual contact, and no motor vehicle theft reported, **SKIP TO VANDALISM**  
Else if vandalism reported and **V\_INJUREKILLANIMAL=1** and no attack, no threatened attack, no attempted theft, no theft, no break-in, no unwanted sexual contact, and no motor vehicle theft reported, **SKIP TO WHOOWNEDVANDALISM**  
Else if (unwanted sexual contact, attack, threatened attack, motor vehicle theft, or break-in reported), **SKIP TO INCTIME**  
Else, **SKIP TO SUMMARY\_SP**

### 232a. **THEFTFROMMV**

◆ The respondent reported multiple thefts or /attempted thefts, with at least one of the incidents being a theft of something out of a motor vehicle.

Is this the incident where something was stolen out of a motor vehicle?

- 1 = Yes



- 2 = No

If **THEFTATTEMPT=1**, *CONTINUE TO WHATWASTAKEN*  
Else if **THEFTATTEMPT=2**, *SKIP TO ATTEMPTTHEFTWHAT*  
Else if vandalism reported and **V\_PROPERTY=1** and no attack, no threatened attack, no attempted theft, no theft, no break-in, no unwanted sexual contact, and no motor vehicle theft reported, *SKIP TO VANDALISM*  
Else if vandalism reported and **V\_INJUREKILLANIMAL=1** and no attack, no threatened attack, no attempted theft, no theft, no break-in, no unwanted sexual contact, and no motor vehicle theft reported, *SKIP TO WHOOWNEDVANDALISM*  
Else if (unwanted sexual contact, attack, threatened attack, motor vehicle theft, or break-in reported), *SKIP TO INCTIME*  
Else, *SKIP TO SUMMARY\_SP*

### 233. **WHATWASTAKEN**

**{You said someone stole something {besides the vehicle} from you during {this/the} incident {in {month year}}.} What {else} was stolen?**

◆ **Probe if needed: Anything else?**

◆ **Mark all that apply**

- 11 = Cash
- 12 = Credit cards, checks, bank cards, or gift cards
- 13 = Purse, keys, wallet, backpack, briefcase, or luggage
- 14 = Jewelry, watch, clothing, furs, shoes, or sunglasses
- 15 = Personal documents (license, social security card, passport, birth certificate, etc.)
- 16 = Mail or (unspecified) package
- 17 = Personal items (medication, makeup, etc.) or baby gear (car seats, stroller, etc.)
- 18 = Handgun or other firearm
- 19 = Cell phone
- 20 = Tablets, laptops, or other portable electronics (including chargers or accessories)
- 21 = TVs, gaming equipment, appliances, or other electronics
- 22 = Indoor home décor (indoor home furnishings, potted plants, or rugs)
- 23 = Outdoor furniture or accessories (lawn decorations, outdoor plants, outdoor lights, flags, signs, etc.)
- 24 = Tools, machines (lawn mower, tractor, etc.), or office equipment
- 25 = Food or beverages
- 26 = Bicycle or bicycle parts
- 27 = Toys or sports and recreation equipment (ATV, dirt bike, snowmobile, treadmill, etc.)
- 28 = Vehicle parts (license plate, stereo, etc.), gas or propane (including tanks and cans)
- 29 = Something else (specify)
- 30 = Don't know
- 31 = Nothing {else} was stolen

If **WHATWASTAKEN=31** and **WHATWASTAKEN** is [11-30], *CONTINUE TO NOTHINGTAKEN\_CK*  
Else if **WHATWASTAKEN=29**, *SKIP TO WHATWASTAKEN\_SP*  
Else if **WHATWASTAKEN=11** and age is [12-17], *SKIP TO CASHTAKENMINOR*  
Else if **WHATWASTAKEN=11** and age is >18, *SKIP TO CASHTAKENADULT*  
Else if **WHATWASTAKEN=31**, *SKIP TO WHATWASTAKEN\_CK*  
Else, *SKIP TO WHOOWNEDPROP*

### **NOTHINGTAKEN\_CK (hard)**

- ◆ You recorded both something was stolen, and nothing was stolen.
- ◆ If something was stolen, remove 31 from WHATWASTAKEN. If nothing was stolen, remove any categories marked 11-30 at WHATWASTAKEN.

*LOOP TO WHATWASTAKEN*

### **234. WHATWASTAKEN\_SP**

What was stolen? \_\_\_\_\_

If **WHATWASTAKEN=11** and age is [12-17], *SKIP TO CASHTAKENMINOR*  
Else if **WHATWASTAKEN=11** and age is >18, *SKIP TO CASHTAKENADULT*  
Else, *SKIP TO WHOOWNEDPROP*

### **WHATWASTAKEN\_CK (soft)**

- ◆ You reported a theft but recorded nothing was stolen. If this is correct, select Suppress.
- ◆ If something was stolen, select WHATWASTAKEN and select Goto.

If 'Suppress' or 'Close', *CONTINUE TO ATTEMPTTHEFTWHAT*  
Else, if 'Goto', *LOOP TO WHATWASTAKEN*

### **235. ATTEMPTTHEFTWHAT**

{You said someone tried to steal something {else} from you during {this/the} incident {in {Month year}}.} What did someone TRY to steal?

- ◆ Probe if needed: Anything else?
- ◆ Mark all that apply

- 11 = Cash
- 12 = Credit cards, checks, bank cards, or gift cards
- 13 = Purse, keys, wallet, backpack, briefcase, or luggage
- 14 = Jewelry, watch, clothing, furs, shoes, or sunglasses
- 15 = Personal documents (license, social security card, passport, birth certificate, etc.)
- 16 = Mail or (unspecified) package
- 17 = Personal items (medication, makeup, etc.) or baby gear (car seats, stroller, etc.)
- 18 = Handgun or other firearm

- 19 = Cell phone
- 20 = Tablets, laptops, or other portable electronics (including chargers or accessories)
- 21 = TVs, gaming equipment, appliances, or other electronics
- 22 = Indoor home décor (indoor home furnishings, potted plants, or rugs)
- 23 = Outdoor furniture or accessories (lawn decorations, outdoor plants, outdoor lights, flags, signs, etc.)
- 24 = Tools, machines (lawn mower, tractor, etc.), or office equipment
- 25 = Food or beverages
- 26 = Bicycle or bicycle parts
- 27 = Toys or sports and recreation equipment (ATV, dirt bike, snowmobile, treadmill, etc.)
- 28 = Vehicle parts (license plate, stereo, etc.), gas or propane (including tanks and cans)
- 29 = Something else (specify)
- 30 = Don't know
- 31 = Didn't try to steal anything {else}

If **ATTEMPTTHEFTWHAT=31** and **ATTEMPTTHEFTWHAT** is [11-30], **CONTINUE TO ATTEMPTNOTHINGTAKEN\_CK**

Else if **WHATWASTAKEN** not equal to 31 and **ATTEMPTTHEFTWHAT=31**, **SKIP TO ATTEMPTTHEFTWHAT\_CK**

Else if **ATTEMPTTHEFTWHAT=29**, **SKIP TO ATTEMPTTHEFTWHAT\_SP**

Else if **ATTEMPTTHEFT** not equal to 31, **SKIP TO WHOOWNEDPROP**

Else if (vandalism reported and (no eligible unwanted sexual contact, no eligible attack, no eligible threatened attack, no eligible motor vehicle theft, no eligible theft, no eligible attempted theft, and no eligible break-in reported) and (**V\_PROPERTY=1** or **VANDALIZEMV=1**), **SKIP TO VANDALISM**

Else if (vandalism reported and (no eligible unwanted sexual contact, no eligible attack, no eligible threatened attack, no eligible motor vehicle theft, no eligible theft, no eligible attempted theft, and no eligible break-in reported) and **V\_INJUREKILLANIMAL=1**, **SKIP TO WHOOWNEDVANDALISM**

Else if (unwanted sexual contact, attack, threatened attack, motor vehicle theft, break-in, theft, or attempted theft reported), **SKIP TO INCTIME**

Else, **SKIP TO SUMMARY\_SP**

### **ATTEMPTNOTHINGTAKEN\_CK (hard)**

- ◆ You recorded that both something was attempted to be stolen, and nothing was attempted to be stolen.
- ◆ If something was attempted to be stolen, remove 31 from **ATTEMPTTHEFTWHAT**. If nothing was attempted to be stolen, remove any categories marked 11-30 in **ATTEMPTTHEFTWHAT**.

*LOOP TO ATTEMPTTHEFTWHAT*

### **236. ATTEMPTTHEFTWHAT\_SP**

What did someone TRY to steal? \_\_\_\_\_

*SKIP TO WHOOWNEDPROP*

**ATTEMPTTHEFTWHAT\_CK (soft)**

- ◆ You reported an attempted theft but recorded that the offender didn't try to steal anything. If this is correct, select Suppress.
- ◆ If the offender(s) tried to steal something, select ATTEMPTTHEFTWHAT and select Goto.

If Suppress or Close and (vandalism reported and (no eligible unwanted sexual contact, no eligible attack, no eligible threatened attack, no eligible motor vehicle theft, no eligible theft, no eligible attempted theft, and no eligible break-in reported) and (V\_PROPERTY=1 or VANDALIZEMV=1), SKIP TO VANDALISM

Else if Suppress or Close and (vandalism reported and (no eligible unwanted sexual contact, no eligible attack, no eligible threatened attack, no eligible motor vehicle theft, no eligible theft, no eligible attempted theft, and no eligible break-in reported) and V\_INJUREKILLANIMAL=1, SKIP TO WHOOWNEDVANDALISM

Else if Suppress or Close and (unwanted sexual contact, attack, threatened attack, motor vehicle theft, break-in, theft, or attempted theft reported), SKIP TO INCTIME

Else if Suppress or Close, SKIP TO SUMMARY\_SP

Else, allow option to choose ATTEMPTTHEFTWHAT

### 237. CASHTAKENMINOR

How much cash was taken?

- 1 = Less than \$10
- 2 = \$10 or more, but less than \$20
- 3 = \$20 or more, but less than \$30
- 4 = \$30 or more, but less than \$50
- 5 = \$50 or more

SKIP TO WHOOWNEDPROP

### 238. CASHTAKENADULT

How much cash was taken?

- 1 = Less than \$10
- 2 = \$10 or more, but less than \$50
- 3 = \$50 or more, but less than \$200
- 4 = \$200 or more, but less than \$500
- 5 = \$500 or more, but less than \$1,000
- 6 = \$1,000 or more

### 239. WHOOWNEDPROP

Did the {stolen} property {or cash} {they tried to steal} belong to you personally, to someone else in the household, or to both you and other household members?

- 1 = Respondent
- 2 = Someone respondent lives with
- 3 = Both respondent and someone else the respondent lives with
- 4 = Someone respondent doesn't live with
- 5 = Other (specify)

If **WHOOWNEDPROP=5**, *CONTINUE TO WHOOWNEDPROP\_SP*  
Else if **WHOOWNEDPROP** not equal to 4 and (**WHATWASTAKEN=11, 13, 19**), *SKIP TO CASHONPERSON*  
Else if **WHOOWNEDPROP** not equal to 4, *SKIP TO OTHERONPERSON*  
Else if vandalism reported and (**V\_PROPERTY=1** or **VANDALIZEMV=1**) and (no eligible attack, no eligible threatened attack, no eligible attempted theft, no eligible theft, no eligible break-in, no eligible unwanted sexual contact, and no eligible motor vehicle theft), *SKIP TO VANDALISM*  
Else if vandalism reported and **V\_INJUREKILLANIMAL=1** and (no eligible attack, no eligible threatened attack, no eligible attempted theft, no eligible theft, no eligible break-in, no eligible unwanted sexual contact, and no eligible motor vehicle theft), *SKIP TO WHOOWNEDVANDALISM*  
Else if unwanted sexual contact, attack, threatened attack, motor vehicle theft, break-in, theft, or attempted theft reported, *SKIP TO INCTIME*  
Else, *SKIP TO SUMMARY\_SP*

## 240. **WHOOWNEDPROP\_SP**

Who did the {stolen} property {or cash} {they tried to steal} belong to? \_\_\_\_\_

If **WHOOWNEDPROP** not equal to 4 and **WHATWASTAKEN=11, 13, 19**, *CONTINUE TO CASHONPERSON*  
Else if **WHOOWNEDPROP** not equal to 4, *SKIP TO OTHERONPERSON*

## 241. **CASHONPERSON**

Was the {cash} {or} {purse, wallet, or backpack} {or} {cell phone} on your person, such as in a pocket or being held?

- 1 = Yes
- 2 = No

If **WHATWASTAKEN** is [14-18], [20-30], 12, *CONTINUE TO OTHERONPERSON*  
Else, *SKIP TO INCTIME*

## 242. **OTHERONPERSON**

Was there anything {else} the offender {took/tried to take} directly from you, such as from your pocket or hands, or something that you were wearing?

- 1 = Yes
- 2 = No

*SKIP TO INCTIME*

## What Happened: Module V – Vandalism

(Respondents who reported their property was damaged or destroyed and did not report any other incident type.)

### 243. VANDALISM

You said someone damaged or destroyed your property during {this/the} incident {in {month year}}. What kind of property did the offender damage or destroy?

◆ Probe if needed: Anything else?

◆ Mark all that apply

- 11 = A vehicle (including parts)
- 12 = Something inside your home or apartment, such as personal possessions or furniture
- 13 = Personal property such as a cell phone, clothing, or jewelry
- 14 = A mailbox
- 15 = Something on the exterior of your home or apartment, such as doors, windows, or walls
- 16 = Fences, walls, gates, or items in a garden
- 17 = A garage, shed, barn, or other structure on your property
- 18 = Something else on your property, such as a tree, yard ornament, or hose
- 19 = {An animal such as a pet or livestock}
- 20 = Other (specify)
- 21 = Nothing was damaged or destroyed

If VANDALISM=21 and VANDALISM is [11-20], CONTINUE TO VANDALISM\_CK  
Else if VANDALISM=20, SKIP TO VANDALISM\_SP  
Else if VANDALISM is [11-19], RF, or DK, SKIP TO WHOOWNEDVANDALISM  
Else if VANDALISM=21, SKIP TO SUMMARY\_SP

### VANDALISM\_CK (hard)

◆ You reported both something was vandalized, and nothing was vandalized.

◆ If something was vandalized, removed 21 from VANDALISM. If nothing was vandalized, remove any categories marked 11-20 at VANDALISM.

LOOP TO VANDALISM

### VANDALISMANIMAL\_CK (soft)

◆ You reported someone deliberately injured or killed an animal but recorded nothing was damaged or destroyed.

◆ If an animal was deliberately injured or killed, go to VANDALISM and select 19 - An animal such as a pet or livestock.

LOOP TO VANDALISM

## 244. VANDALISM\_SP

What other kind of property did the offender damage or destroy? \_\_\_\_\_

## 245. WHOOWNEDVANDALISM

{You said someone injured or killed an animal during {this/the} incident {in {Month year}}.} Who did the {property} {or} {animal(s)} belong to?

◆ Mark all that apply

- 1 = Respondent or someone respondent lives with
- 2 = Someone respondent doesn't live with
- 3 = A business
- 4 = Other (specify)

If WHOOWNEDVANDALISM not equal to 1, 4, RF, or DK, SKIP TO SUMMARY\_SP  
Else if WHOOWNEDVANDALISM=4, CONTINUE TO WHOOWNEDVANDALISM\_SP  
Else if VANDALISM=13, SKIP TO VANDALISMONPERSON  
Else if VANDALIZEMV=1 or VANDALISM=11, SKIP TO DAMAGEBREAKINMV  
Else if VANDALISM=14, 15, SKIP TO DAMAGEBREAKINHOME  
Else if VANDALISM=17, SKIP TO DAMAGEBREAKINOTHPROP  
Else if there is more than one household member, SKIP TO V\_ATTACKTHREAT  
Else, SKIP TO INTENTVANDALISM

## 246. WHOOWNEDVANDALISM\_SP

Who did the {property} {or} {animal(s)} belong to? \_\_\_\_\_

If VANDALISM=13, CONTINUE TO VANDALISMONPERSON  
Else if VANDALIZEMV=1 or VANDALISM=11, SKIP TO DAMAGEBREAKINMV  
Else if VANDALISM=14, 15, SKIP TO DAMAGEBREAKINHOME  
Else if VANDALISM=17, SKIP TO DAMAGEBREAKINOTHPROP  
Else if there is more than one household member, SKIP TO V\_ATTACKTHREAT  
Else, SKIP TO INTENTVANDALISM

## 247. VANDALISMONPERSON

Did the offender take anything that was damaged or destroyed directly from you, such as from your pocket or hands, or something that you were wearing?

- 1 = Yes
- 2 = No

If VANDALIZEMV=1 or VANDALISM=11, CONTINUE TO DAMAGEBREAKINMV  
Else if VANDALISM=14, 15, SKIP TO DAMAGEBREAKINHOME  
Else if VANDALISM=17, SKIP TO DAMAGEBREAKINOTHPROP  
Else if there is more than one household member, SKIP TO V\_ATTACKTHREAT  
Else, SKIP TO INTENTVANDALISM



## 248. DAMAGEBREAKINMV

Was any of the damage a result of the offender trying to get into the vehicle?

- 1 = Yes
- 2 = No

If **VANDALISM=14, 15**, *CONTINUE TO DAMAGEBREAKINHOME*  
Else if **VANDALISM=17**, *SKIP TO DAMAGEBREAKINOTHPROP*  
Else if there is more than one household member, *SKIP TO V\_ATTACKTHREAT*  
Else, *SKIP TO INTENTVANDALISM*

## 249. DAMAGEBREAKINHOME

Was any of the damage to your house or apartment a result of the offender trying to get inside?

- 1 = Yes
- 2 = No

If **VANDALISM=17**, *CONTINUE TO DAMAGEBREAKINOTHPROP*  
Else if there is more than one household member, *SKIP TO V\_ATTACKTHREAT*  
Else, *SKIP TO INTENTVANDALISM*

## 250. DAMAGEBREAKINOTHPROP

Was any of the damage to your garage, shed, barn, or other structure on your property a result of the offender trying to get into the structure?

- 1 = Yes
- 2 = No

If there is more than one household member, *CONTINUE TO V\_ATTACKTHREAT*  
Else, *SKIP TO INTENTVANDALISM*

## 251. V\_ATTACKTHREAT

Did the offender attack or threaten anyone else who was living with you during **{this/the}** incident?

- 1 = Yes
- 2 = No

## 252. V\_THEFTATTEMPT

Did the offender steal or try to steal something that belonged to anyone else who lived with you during **{this/the}** incident?

- 1 = Yes
- 2 = No

### 253. INTENTVANDALISM

Do you think the offender {caused this damage} {or} {injured or killed an animal} intentionally, or was it an accident?

- 1 = Intentionally
- 2 = Accident
- 3 = Don't know

If INTENTVANDALISM=1 and VANDALISM=11 and INTENTATTMVTHEFT=EMPTY, CONTINUE TO VANDALIZEORMVTHEFT

Else if this is an eligible vandalism incident, SKIP TO INCTIME

Else if this is not an eligible vandalism incident, SKIP TO SUMMARY\_SP

### 254. VANDALIZEORMVTHEFT

Do you think the offender was actually trying to vandalize the vehicle, or were they trying to steal the vehicle or something inside the vehicle, was it an accident, or don't you know?

◆ Mark all that apply

- 1 = Actually trying to vandalize
- 2 = Trying to steal the vehicle
- 3 = Trying to steal something inside the vehicle
- 4 = Accident
- 5 = Don't know

## Location Series

(Respondents who reported an eligible incident.)

### 255. INCTIME

The next questions ask about when and where {this/the} incident {in {month year}} took place.

About what time did the incident happen?

- 1 = After 6am – 12 noon
- 2 = After 12 noon – 3pm
- 3 = After 3pm – 6pm
- 4 = After 6pm – 9pm
- 5 = After 9pm – midnight
- 6 = After midnight – 6am
- 7 = During the day, but don't know what time
- 8 = During the night, but don't know what time
- 9 = Don't know whether day or night

If **TIMEATADDRESS=1**, RF, or DK, **CONTINUE TO INCADDRESS**  
 Else if **BREAKINWHERE=3, 4**, **SKIP TO INCPLACE**  
 Else if **BREAKINWHERE=1, 2** and **ATTENDINGSCHOOL=2**, **SKIP TO INCCAMPUS**  
 Else if **BREAKINWHERE=1, 2** and **ATTENDINGSCHOOL** not equal to 2 and (unwanted sexual contact, attack, or threatened attack reported), **SKIP TO ONEORMOREOFFENDERS**  
 Else if **BREAKINWHERE=1, 2** and **ATTENDINGSCHOOL** not equal to 2 and **CASHONPERSON=1** or **OTHERONPERSON=1** or **VANDALISMONPERSON=1**, **SKIP TO P\_WEAPONPRESENT**  
 Else if **BREAKINWHERE=1, 2** and **ATTENDINGSCHOOL** not equal to 2, **SKIP TO PRESENCE\_INTRO**  
 Else if **VANDALISM=11** or (eligible theft or attempted theft reported and (**THEFTFROMMV=1** or **BREAKINWHERE=5**)) or motor vehicle theft reported, **SKIP TO LOCATIONMV**  
 Else, **SKIP TO LOCATION**

## 256. INCADDRESS

Did this incident happen while you were living at your current address, or before you moved to this address?

- 1 = While living at current address
- 2 = Before moving to this address

If **BREAKINWHERE=3, 4**, **SKIP TO INCPLACE**  
 Else if **INCADDRESS** not equal to 2 and **BREAKINWHERE=1, 2** and **ATTENDINGSCHOOL=2**, **SKIP TO INCCAMPUS**  
 Else if **INCADDRESS** not equal to 2 and **BREAKINWHERE=1, 2** and **ATTENDINGSCHOOL** not equal to 2 and (unwanted sexual contact, attack, or threatened attack reported), **SKIP TO ONEORMOREOFFENDERS**  
 Else if **INCADDRESS** not equal to 2 and **BREAKINWHERE=1, 2** and **ATTENDINGSCHOOL** not equal to 2 and **CASHONPERSON=1** or **OTHERONPERSON=1** or **VANDALISMONPERSON=1**, **SKIP TO P\_WEAPONPRESENT**  
 Else if **INCADDRESS** not equal to 2 and **BREAKINWHERE=1, 2** and **ATTENDINGSCHOOL** not equal to 2, **SKIP TO PRESENCE\_INTRO**  
 Else if **VANDALISM=11** or (eligible theft or attempted theft reported and (**THEFTFROMMV=1** or **BREAKINWHERE=5**)) or motor vehicle theft reported, **CONTINUE TO LOCATIONMV**  
 Else, **SKIP TO LOCATION**

## 257. LOCATIONMV

Where was the vehicle when this happened?

- 1 = In your own garage
- 2 = Somewhere else on your property, such as a driveway or carport
- 3 = In your building's garage or parking lot
- 4 = In some other garage or parking lot
- 5 = On the street near where you live
- 6 = At or near someone else's home
- 7 = On the street but not near where you live
- 8 = Somewhere else (specify)

If **LOCATIONMV=8**, *CONTINUE TO LOCATIONMV\_SP*  
 Else if (**LOCATIONMV=1, 2, 3, 5** and **INCADDRESS=2**) or (**LOCATIONMV=4, 6, 7, RF, or DK**), *SKIP TO INCPLACE*  
 Else if **ATTENDINGSCHOOL=2**, *SKIP TO INCCAMPUS*  
 Else if (unwanted sexual contact, attack, or threatened attack reported), *SKIP TO ONEORMOREOFFENDERS*  
 Else if **CASHONPERSON=1** or **OTHERONPERSON=1** or **VANDALISMONPERSON=1**, *SKIP TO P\_WEAPONPRESENT*  
 Else, *SKIP TO PRESENCE\_INTRO*

## 258. LOCATIONMV\_SP

Where was the vehicle when this happened? \_\_\_\_\_

*SKIP TO INCPLACE*

## 259. LOCATION

Where did **{this/the}** incident happen?

- 1 = Inside your home or attached garage (Include dorm room or room in a multi-unit building like a nursing home.)
- 2 = Inside another building on your property such as a garage or shed
- 3 = In a common area where you live, such as a stairwell, hallway or storage area
- 4 = On your porch, lawn, or other part of your property
- 5 = Inside somewhere else where you were staying overnight or longer
- 6 = {At your place of work}
- 7 = At {a primary or secondary} school {, on school property, or on a school bus}
- 8 = On a college or university campus
- 9 = Somewhere else

If **ATTENDINGSCHOOL** not equal to 2 and **LOCATION=1, 2, 3, 4** and **INCADDRESS** not equal to 2 and (unwanted sexual contact, attack, or threatened attack reported), *SKIP TO ONEORMOREOFFENDERS*  
 Else if **ATTENDINGSCHOOL** not equal to 2 and **LOCATION=1, 2, 3, 4** and **INCADDRESS** not equal to 2 and (**CASHONPERSON=1** or **OTHERONPERSON=1** or **VANDALISMONPERSON=1**), *SKIP TO P\_WEAPONPRESENT*  
 Else if **ATTENDINGSCHOOL** not equal to 2 and **LOCATION=1, 2, 3, 4** and **INCADDRESS** not equal to 2, *SKIP TO PRESENCE\_INTRO*  
 Else if **ATTENDINGSCHOOL=2** and ((**LOCATION=1, 2, 3, 4** and **INCADDRESS** not equal to 2) or **BREAKINWHERE=1, 2**), *SKIP TO INCCAMPUS*  
 Else, *CONTINUE TO INCPLACE*

## 260. **INCPLACE**

Did this happen in the city, town, or village where you live now?

- 1 = Yes
- 2 = No

If **INCPLACE=1** and **ATTENDINGSCHOOL** not equal to 2 and (age is [66-96] or (age is [18-65] and **ATTENDINGSCHOOL** not equal to 1)) and (**LOCATIONMV=1, 2, 3, 5**, or **LOCATION=1, 2, 3, 4**) and (unwanted sexual contact, attack, or threatened attack reported), **SKIP TO**

**ONEORMOREOFFENDERS**

Else if **INCPLACE=1** and **ATTENDINGSCHOOL** not equal to 2 and (age is [66-96] or (age is [18-65] and **ATTENDINGSCHOOL** not equal to 1) and (**LOCATIONMV=1, 2, 3, 5**, or **LOCATION=1, 2, 3, 4**) and (**CASHONPERSON=1** or **OTHERONPERSON=1** or **VANDALISMONPERSON=1**), **SKIP TO**

**P\_WEAPONPRESENT**

Else if **INCPLACE=1** and **ATTENDINGSCHOOL** not equal to 2 and (age is [66-96] or (age is [18-65] and **ATTENDINGSCHOOL** not equal to 1) and (**LOCATIONMV=1, 2, 3, 5**, or **LOCATION=1, 2, 3, 4**), **SKIP TO PRESENCE\_INTRO**

Else if **INCPLACE=1** and **ATTENDINGSCHOOL=2** and **LOCATION=8**, **SKIP TO LOCATION\_CAMPUS**

Else if **INCPLACE=1** and **ATTENDINGSCHOOL=2**, **SKIP TO INCCAMPUS**

Else if **INCPLACE=1** and (age is [12-17] or (age is [18-65], RF, or DK, and **ATTENDINGSCHOOL=1**)) and (**LOCATIONMV** is [4-8], RF, or DK, or **LOCATION=7, 9**, RF, or DK), **SKIP TO**

**LOCATION\_TOFROMSCHOOL**

Else if **INCPLACE=1** and (**LOCATIONMV=4, 6, 7, 8**, RF, or DK, or **LOCATION=8**), **SKIP TO**

**FARFROMHOME**

Else if **INCPLACE=1** and **LOCATION=7**, **SKIP TO LOCATION\_SCHOOL**

Else if **INCPLACE=1**, **SKIP TO LOCATION\_PUBLIC**

Else if **INCPLACE=2** or RF, or DK, **CONTINUE TO INCUSA**

## 261. **INCUSA**

Did this happen in the U.S. or in another country?

- 1 = In the U.S.
- 2 = In another country

If **INCUSA=1**, RF, or DK, **CONTINUE TO INCAIR**

Else if (unwanted sexual contact, attack, or threatened attack reported), **SKIP TO**

**ONEORMOREOFFENDERS**

Else if **CASHONPERSON=1** or **OTHERONPERSON=1** or **VANDALISMONPERSON=1**, **SKIP TO**

**P\_WEAPONPRESENT**

Else, **SKIP TO PRESENCE\_INTRO**

## 262. **INCAIR**

Did this happen on an American Indian Reservation or on American Indian Lands?

- 1 = Yes
- 2 = No

If **ATTENDINGSCHOOL=2** and **LOCATION=8**, **SKIP TO LOCATION\_CAMPUS**  
Else if **ATTENDINGSCHOOL=2**, **CONTINUE TO INCCAMPUS**  
Else if (age is [12-17] or (age is [18-65], RF, or DK, and **ATTENDINGSCHOOL=1**)) and  
(**LOCATIONMV** is [4-8], RF, or DK, or **LOCATION=7, 9**, RF, or DK), **SKIP TO**  
**LOCATION\_TOFROMSCHOOL**  
Else if **LOCATIONMV=4, 6, 7, 8**, RF, or DK, or **LOCATION=8**, **SKIP TO FARFROMHOME**  
Else if **LOCATION=7**, **SKIP TO LOCATION\_SCHOOL**  
Else, **SKIP TO LOCATION\_PUBLIC**

### 263. **INCCAMPUS**

Did this happen on a college or university campus?

- 1 = Yes
- 2 = No

If **INCCAMPUS=1**, **CONTINUE TO LOCATION\_CAMPUS**  
Else if **LOCATIONMV** is [4-8], RF, or DK, or **LOCATION=7, 9**, RF, or DK, **SKIP TO**  
**LOCATION\_TOFROMSCHOOL**  
Else if **LOCATION=8**, **SKIP TO FARFROMHOME**  
Else if **LOCATION=7**, **SKIP TO LOCATION\_SCHOOL**  
Else, **SKIP TO LOCATION\_PUBLIC**

### 264. **LOCATION\_CAMPUS**

Where did this happen?

- 1 = In or on the property of a residence hall or dorm
- 2 = In or on the property of a fraternity or sorority house
- 3 = In or on the property of other residential housing around the university
- 4 = Somewhere else on campus

If (unwanted sexual contact, attack, or threatened attack reported), **SKIP TO**  
**ONEORMOREOFFENDERS**  
Else if **CASHONPERSON=1** or **OTHERONPERSON=1** or **VANDALISMONPERSON=1**, **SKIP TO**  
**P\_WEAPONPRESENT**  
Else, **SKIP TO PRESENCE\_INTRO**

### 265. **LOCATION\_TOFROMSCHOOL**

Did {this/the} incident occur when you were on the way to or from school?

- 1 = Yes
- 2 = No

If (**LOCATIONMV**=1, 2, 3, 5 or **LOCATION** is [1-4]) and (unwanted sexual contact, attack, or threatened attack reported), **SKIP TO ONEORMOREOFFENDERS**  
Else if (**LOCATIONMV**=1, 2, 3, 5 or **LOCATION** is [1-4]) and (**CASHONPERSON**=1 or **OTHERONPERSON**=1 or **VANDALISMONPERSON**=1), **SKIP TO P\_WEAPONPRESENT**  
Else if (**LOCATIONMV**=1, 2, 3, 5 or **LOCATION** is [1-4]), **SKIP TO PRESENCE\_INTRO**  
Else if **ATTENDINGSCHOOL** not equal to 2 and **LOCATION**=7, **SKIP TO LOCATION\_SCHOOL**  
Else if **LOCATION\_TOFROMSCHOOL**=2 and **LOCATIONMV**=4, 7, 8, RF, or DK, and **ATTENDINGSCHOOL** not equal to 2, **CONTINUE TO LOCATIONMV\_SCHOOL**  
Else, **SKIP TO FARFROMHOME**

## 266. **LOCATIONMV\_SCHOOL**

Was the vehicle on school property when {this/the} incident occurred?

- 1 = Yes
- 2 = No

If **LOCATIONMV\_SCHOOL**=1, **SKIP TO RESPSCHOOL**  
Else, **SKIP TO FARFROMHOME**

## 267. **LOCATION\_SCHOOL**

You said this happened at school. Did this happen inside a school building or somewhere else on school property {such as a school parking area, play area, school bus, etc.}?

- 1 = Inside a school building
- 2 = On school property outside the school building (school parking area, play area, school bus, etc.)
- 3 = Other (specify)

If **LOCATION\_SCHOOL**=3, **CONTINUE TO LOCATION\_SCHOOL\_SP**  
Else if **LOCATION\_SCHOOL**=1, 2, **SKIP TO RESPSCHOOL**  
Else, **SKIP TO FARFROMHOME**

## 268. **LOCATION\_SCHOOL\_SP**

Where did this happen at school? \_\_\_\_\_

**SKIP TO FARFROMHOME**

## 269. **RESPSCHOOL**

Was it your school at the time of the incident?

- 1 = Yes
- 2 = No

**SKIP TO FARFROMHOME**

## 270. LOCATION\_PUBLIC

Which of the following BEST describes where this happened...

- ◆ Note: Public buildings are free to enter.
- ◆ Examples of businesses include gyms, stadiums, theme parks, doctor's offices.
- 1 = At, in or near someone else's home
- 2 = At a business, such as a store, restaurant, bar, or office building
- 3 = At a public building, such as a hospital or library
- 4 = In a parking lot or garage
- 5 = On the street
- 6 = In an open area, or on public transportation
- 7 = Or somewhere else? (specify)

If LOCATION\_PUBLIC=7, CONTINUE TO LOCATION\_PUBLIC\_SP  
Else if LOCATION\_PUBLIC=2, SKIP TO LOCATION\_COMMERCE  
Else, SKIP TO FARFROMHOME

## 271. LOCATION\_PUBLIC\_SP

Where did this happen? \_\_\_\_\_

SKIP TO FARFROMHOME

## 272. LOCATION\_COMMERCE

At what type of a business did {this/the} incident happen?

- 1 = A restaurant, bar, nightclub
- 2 = A bank
- 3 = A gas station
- 4 = A store or shopping mall
- 5 = An office
- 6 = A factory or warehouse
- 7 = Other (specify)

If LOCATION\_COMMERCE=7, CONTINUE TO LOCATION\_COMMERCE\_SP  
Else, SKIP TO FARFROMHOME

## 273. LOCATION\_COMMERCE\_SP

At what type of a business did {this/the} incident happen? \_\_\_\_\_



## 274. FARFROMHOME

How far from your home was it...

- 1 = A mile or less
- 2 = More than a mile up to 5 miles
- 3 = More than 5 miles up to 50 miles
- 4 = More than 50 miles?

If (unwanted sexual contact, attack, or threatened attack reported), *SKIP TO ONEORMOREOFFENDERS*  
Else if *CASHONPERSON=1* or *OTHERONPERSON=1* or *VANDALISMONPERSON=1*, *SKIP TO P\_WEAPONPRESENT*  
Else, *CONTINUE TO PRESENCE\_INTRO*

## Presence Series

(Respondents who reported an eligible incident that did not involve unwanted sexual contact or an attack of any kind or something being taken directly from the respondent.)

### PRESENCE\_INTRO

The next questions ask about who was there when {this/the} incident {in {month year}} took place.

## 275. HHMPRESENT

Did you {or someone you live with} see, hear, or have any contact with the offender as the incident was happening?

- 1 = Yes
- 2 = No

If *HHMPRESENT=1* and there is more than one household member, *CONTINUE TO WHICHMEMBER*  
Else if *HHMPRESENT=1*, *SKIP TO P\_WEAPONPRESENT*  
Else if *HHMPRESENT=2*, RF, or DK, *SKIP TO ONEORMOREOFFENDERS*

## 276. WHICHMEMBER

Who saw, heard, or had contact with the offender as the incident was happening?

◆ Mark all that apply

- 1 = Respondent
- 2 = Someone the respondent lives with
- 3 = Someone the respondent does not live with

If *WHICHMEMBER=1*, *CONTINUE TO P\_WEAPONPRESENT*  
Else if *WHICHMEMBER=2, 3*, RF, or DK, *SKIP TO ONEORMOREOFFENDERS*

### 277. P\_WEAPONPRESENT

Did the offender have a weapon such as a gun or knife, or something to use as a weapon, such as a baseball bat, scissors, or a stick?

- 1 = Yes
- 2 = No
- 3 = Don't know

If P\_WEAPONPRESENT=1, CONTINUE TO P\_WEAPON  
Else, SKIP TO P\_INJURY

### 278. P\_WEAPON

What was the weapon?

◆ Mark all that apply

- 1 = Firearm (gun, rifle, etc.)
- 2 = Knife or other sharp object (razors, axes, scissors, broken glass, etc.)
- 3 = Blunt object (baseball bat, butt of a firearm, clubs, rocks, bottles, etc.)
- 4 = Motor vehicle
- 5 = Poison
- 6 = Explosives or a fire/incendiary device
- 7 = Drugs, narcotics, or sleeping pills
- 8 = BB guns, pellet guns, tasers, pepper spray, stun guns, etc.
- 9 = Something else (specify)

If P\_WEAPON=9, CONTINUE TO P\_WEAPON\_SP  
Else if P\_WEAPON=1, SKIP TO P\_GUNTYPE  
Else if P\_WEAPON=2, SKIP TO P\_KNIFEWOUND  
Else, SKIP TO P\_INJURY

### 279. P\_WEAPON\_SP

What was the weapon? \_\_\_\_\_

If P\_WEAPON=1, CONTINUE TO P\_GUNTYPE  
Else if P\_WEAPON=2, SKIP TO P\_KNIFEWOUND  
Else, SKIP TO P\_INJURY

### 280. P\_GUNTYPE

Was it a handgun or some other kind of gun, such as a rifle or shotgun?

- 1 = Handgun, pistol, revolver
- 2 = Some other kind of gun, rifle, shotgun

### 281. P\_HOWGUNUSED

Did the offender...

- 1 = Shoot you
- 2 = Shoot at you, but miss
- 3 = Hit you with the gun, or
- 4 = Show you a gun or point a gun at you?

If P\_WEAPON=2, CONTINUE TO P\_KNIFEWOUND  
Else, SKIP TO P\_INJURY

### 282. P\_KNIFEWOUND

You said the offender had a knife or other sharp object. Did the offender stab or cut you?

- 1 = Yes
- 2 = No

If P\_KNIFEWOUND=2, RF, or DK, CONTINUE TO P\_ATTKNIFEWOUND  
Else if P\_KNIFEWOUND=1, SKIP TO P\_INJURY

### 283. P\_ATTKNIFEWOUND

Did the offender TRY to stab or cut you?

- 1 = Yes
- 2 = No

### 284. P\_INJURY

During {this/the} incident, {besides being} {shot} {and/or} {stabbed,} were you physically {hurt or} injured in any {other} way? {Injuries include things such as bruises, black eyes, cuts, broken bones, or more serious injuries.}

{Please include times when you were hurt, even if there were not physical marks.}

- 1 = Yes
- 2 = No

If P\_INJURY=1, CONTINUE TO P\_HOWINJURED  
Else if P\_HOWGUNUSED=1 or P\_KNIFEWOUND=1, SKIP TO P\_MEDICALCARE  
Else, SKIP TO ONEORMOREOFFENDERS

## 285. P\_HOWINJURED

{Besides being} {shot} {and} {stabbed,} How were you injured?

◆ Mark all that apply

- 11 = Broken or cracked bones
- 12 = Broken nose
- 13 = Dislocated joints
- 14 = A concussion
- 15 = Knocked unconscious
- 17 = {{Other internal/Internal} injuries, such as internal bleeding or damage to internal organs}
- 18 = Bruising, swelling, welts, black eye
- 19 = Bite mark or bite wound
- 20 = Cuts or scratches
- 21 = Sore muscles, sprains, strains, pulls
- 22 = Burns
- 23 = Nosebleed or bloody lip
- 24 = Broken, chipped, or lost teeth
- 25 = Other (specify)

If P\_HOWINJURED=25, CONTINUE TO P\_HOWINJURED\_SP  
Else if P\_HOWINJURED is [11-22] or P\_HOWGUNUSED=1 or P\_KNIFEWOUND=1, SKIP TO P\_MEDICALCARE  
Else, SKIP TO ONEORMOREOFFENDERS

## 286. P\_HOWINJURED\_SP

How else were you injured? \_\_\_\_\_

## 287. P\_MEDICALCARE

Did you receive any care from a medical or dental professional as a result of {this/the} incident?

- 1 = Yes
- 2 = No

If P\_MEDICALCARE=1, CONTINUE TO P\_RECCARESCENE  
Else, SKIP TO ONEORMOREOFFENDERS

## 288. P\_RECCARESCENE

Did you receive this care at the location where the incident happened, somewhere else, or both?

- 1 = Only where the incident happened
- 2 = Only somewhere else
- 3 = Both

If **P\_RECCARESCENE=2, 3**, *CONTINUE TO P\_RECCAREWHERE*  
Else if **P\_RECCARESCENE=1, RF, or DK**, *SKIP TO P\_MEDICALINSURANCE*

### 289. **P\_RECCAREWHERE**

Where did you receive this care?

◆ Mark all that apply

- 1 = At your home or the home of a relative, friend or neighbor
- 2 = At a hospital emergency room (ER) or an emergency clinic
- 3 = At some other kind of medical or dental place
- 4 = Somewhere else (specify)

If **P\_RECCAREWHERE=4**, *CONTINUE TO P\_RECCAREWHERE\_SP*  
Else if **P\_RECCAREWHERE=2, 3**, *SKIP TO P\_CAREOVERNIGHT*  
Else if **P\_RECCAREWHERE=1, RF, or DK**, *SKIP TO ONEORMOREOFFENDERS*

### 290. **P\_RECCAREWHERE\_SP**

Where did you receive this care? \_\_\_\_\_

### 291. **P\_CAREOVERNIGHT**

Did you stay overnight in the hospital?

- 1 = Yes
- 2 = No

### 292. **P\_MEDICALINSURANCE**

Have you had any out-of-pocket expenses for your medical or dental care that you do not expect to get paid back from insurance or some other source?

- 1 = Yes
- 2 = No
- 3 = Don't know

If **P\_MEDICALINSURANCE=1**, *CONTINUE TO P\_MEDICALEXPENSES*  
Else, *SKIP TO ONEORMOREOFFENDERS*

### 293. **P\_MEDICALEXPENSES**

How much were these out-of-pocket expenses?

- 1 = Less than \$100
- 2 = \$100 to less than \$500
- 3 = \$500 to less than \$1,000
- 4 = \$1,000 to less than \$5,000
- 5 = \$5,000 or more

## Victim-Offender Relationship

### 294. ONEORMOREOFFENDERS

This section asks what you know about the offender.

{To the best of your knowledge, was/Was} the incident committed by only one or by more than one offender?

- 1 = One
- 2 = More than one
- 3 = Don't know

If **ONEORMOREOFFENDERS=2**, *CONTINUE TO HOWMANYOFFENDERS*  
Else, *SKIP TO KNOWOFFENDERS*

### 295. HOWMANYOFFENDERS

How many offenders were there?

- 1 = Two
- 2 = Three
- 3 = Four or more
- 4 = Don't know number of offenders

### 296. KNOWOFFENDERS

Do you know who {the offender was/the offenders were}?

- 1 = Yes
- 2 = No

If **KNOWOFFENDERS=2**, RF, or DK, *CONTINUE TO KNOWLEARNOFFENDERS*  
Else if **KNOWOFFENDERS=1** and **ONEORMOREOFFENDERS=1** and ((unwanted sexual contact, attack, or threatened attack reported) or **WHICHMEMBER=1, 2**), *SKIP TO OFF\_KNEW*  
Else if **KNOWOFFENDERS=1** and **ONEORMOREOFFENDERS=2** and ((unwanted sexual contact, attack, or threatened attack reported) or **WHICHMEMBER=1, 2**), *SKIP TO MOFFS\_KNEW*  
Else if **KNOWOFFENDERS=1** and **ONEORMOREOFFENDERS=3** or RF and ((unwanted sexual contact, attack, or threatened attack reported) or **WHICHMEMBER=1, 2**), *SKIP TO OFF\_SEX*  
Else if **KNOWOFFENDERS=1**, *SKIP TO LEARNOFFENDERS*

### 297. KNOWLEARNOFFENDERS

Do you know anything about {the offender/any of the offenders}, such as whether they were young or old, male or female, etc.?

- 1 = Yes
- 2 = No

If **KNOWLEARNOFFENDERS=1** and ((unwanted sexual contact, attack, or threatened attack reported) or **WHICHMEMBER=1, 2**) and **ONEORMOREOFFENDERS=1**, **SKIP TO OFF\_KNEW**  
 Else if **KNOWLEARNOFFENDERS=1** and ((unwanted sexual contact, attack, or threatened attack reported) or **WHICHMEMBER=1, 2**) and **ONEORMOREOFFENDERS=2**, **SKIP TO MOFFS\_KNEW**  
 Else if **KNOWLEARNOFFENDERS=1** and ((unwanted sexual contact, attack, or threatened attack reported) or **WHICHMEMBER=1, 2**) and **ONEORMOREOFFENDERS=3** or RF, **SKIP TO OFF\_SEX**  
 Else if **KNOWLEARNOFFENDERS=1**, **CONTINUE TO LEARNOFFENDERS**  
 Else if **KNOWLEARNOFFENDERS=2**, NONRESPONSE and (unwanted sexual contact, attack, or threatened attack reported) or **WHICHMEMBER=1** or **VANDALISMONPERSON=1** or **CASHONPERSON** or **OTHERONPERSON**, **SKIP TO SELFPROTECT\_INTRO**  
 Else, **SKIP TO HATE\_RACE**

## 298. LEARNOFFENDERS

{How did you learn what you know about the {offender/offenders?}/How did you find out who the {offender was/offenders were}??}

◆ Mark all that apply

- 11 = The respondent saw or heard the offender(s)
- 12 = Someone the respondent lives with saw or heard the offender(s)
- 13 = Someone else saw or heard the offender(s)
- 14 = The respondent figured it out themself
- 15 = The police told the respondent
- 16 = The offender(s) admitted it
- 17 = The offender(s) had threatened to do it, or had done it before
- 18 = Someone else (not an eyewitness)
- 19 = Surveillance or doorbell camera
- 20 = {The stolen item(s) were found in offender(s) possession or at the offender(s) home}
- 21 = Other (specify)

If **LEARNOFFENDERS=21**, **CONTINUE TO LEARNOFFENDERS\_SP**  
 Else if **ONEORMOREOFFENDERS=1**, **SKIP TO OFF\_KNEW**  
 Else if **ONEORMOREOFFENDERS=2**, **SKIP TO MOFFS\_KNEW**  
 Else if **ONEORMOREOFFENDERS=3**, RF, or DK, **SKIP TO OFF\_SEX**

## 299. LEARNOFFENDERS\_SP

{How did you learn what you know about the {offender/offenders?}/How did you find out who the {offender was/offenders were}??}

If **ONEORMOREOFFENDERS=1**, **CONTINUE TO OFF\_KNEW**  
 Else if **ONEORMOREOFFENDERS=2**, **SKIP TO MOFFS\_KNEW**  
 Else if **ONEORMOREOFFENDERS=3**, RF, or DK, **SKIP TO OFF\_SEX**

### 300. OFF\_KNEW

Was the offender someone you knew, even slightly, or a complete stranger?

- 1 = Someone the respondent knew
- 2 = Complete stranger

If OFF\_KNEW=1, SKIP TO OFF\_HOWWELL  
Else if OFF\_KNEW=2, RF, or DK, CONTINUE TO OFF\_RECOG

### 301. OFF\_RECOG

Would you be able to recognize the offender if you saw them?

- 1 = Yes
- 2 = Not sure (possibly)
- 3 = No

If OFF\_RECOG=1, 2, SKIP TO OFF\_SIGHT  
Else, SKIP TO OFF\_CONNECTION

### 302. OFF\_HOWWELL

Was the offender...

- 1 = Someone you knew well
- 2 = Someone you knew, but not well, or
- 3 = Someone you knew by sight only?

If OFF\_HOWWELL=3, RF, or DK, CONTINUE TO OFF\_SIGHT  
Else if OFF\_HOWWELL=1, 2, SKIP TO OFF\_RELATION

### 303. OFF\_SIGHT

Did you know how the offender might be found, for instance, where they lived, worked, went to school, or spent time?

- 1 = Yes
- 2 = No

SKIP TO OFF\_CONNECTION



### 304. OFF\_RELATION

At the time of the incident, how did you know the offender? For example, was the offender a friend, cousin, etc.?

- 11 = A husband or wife
- 12 = An ex-husband or ex-wife
- 13 = A live-in partner
- 14 = A fiancé(e)
- 15 = A boyfriend, girlfriend, or dating partner
- 16 = An ex-boyfriend, ex-girlfriend, or former fiancé(e)
- 17 = Someone you were casually seeing
- 18 = Someone you were no longer dating or seeing
- 19 = A parent or step-parent
- 20 = A child or step-child
- 21 = A brother, sister, step-brother, or step-sister
- 22 = Some other relative
- 23 = A friend or ex-friend
- 24 = An acquaintance or a friend of a friend
- 25 = A roommate or boarder
- 26 = A schoolmate
- 27 = A neighbor
- 28 = {A customer or client}
- 29 = {A patient}
- 30 = {A supervisor or former supervisor}
- 31 = {An employee or co-worker or former employee or co-worker}
- 32 = A teacher or school staff
- 33 = A student
- 34 = Some other non-relative (specify)

If OFF\_RELATION=34, CONTINUE TO OFF\_RELATION\_SP  
Else if OFF\_RELATION not equal to 13, 25, SKIP TO OFF\_LIVED  
Else, SKIP TO OFF\_SEX

### 305. OFF\_RELATION\_SP

At the time of the incident, how did you know the offender? \_\_\_\_\_

SKIP TO OFF\_LIVED

### 306. OFF\_CONNECTION

What was your connection, if any, to this person?

- 1 = A friend of a friend
- 2 = A schoolmate
- 3 = A neighbor
- 4 = {A customer or client}
- 5 = {A patient}
- 6 = {Someone who worked at the same place as you}
- 7 = A teacher or school staff
- 8 = Other (specify)
- 9 = A stranger or someone of whom you have no knowledge

If OFF\_CONNECTION=8, CONTINUE TO OFF\_CONNECTION\_SP  
Else, SKIP TO OFF\_SEX

### 307. OFF\_CONNECTION\_SP

What was your connection, if any, to this person? \_\_\_\_\_

SKIP TO OFF\_SEX

### 308. OFF\_LIVED

Had you ever lived with this person?

- 1 = Yes
- 2 = No

If OFF\_LIVED=1, CONTINUE TO OFF\_LIVINGWITH  
Else, SKIP TO OFF\_SEX

### 309. OFF\_LIVINGWITH

Were you living with this person at the time of {this/the} incident {in {Month year}}?

- 1 = Yes
- 2 = No

SKIP TO OFF\_SEX

### 310. MOFFS\_KNEW

Were any of the offenders someone you knew, even slightly, or were all of them complete strangers?

- 1 = At least one was someone the respondent knew
- 2 = All were complete strangers

If **MOFFS\_KNEW=1**, *SKIP TO MOFFS\_HOWWELL*  
Else if **MOFFS\_KNEW=2**, RF, or DK, *CONTINUE TO MOFFS\_RECOG*

### 311. **MOFFS\_RECOG**

Would you be able to recognize any of them if you saw them?

- 1 = Yes
- 2 = Not sure (possibly)
- 3 = No

If **MOFFS\_RECOG=1, 2**, *SKIP TO MOFFS\_SIGHT*  
Else if **MOFFS\_RECOG=3**, RF, *SKIP TO MOFFS\_CONNECTION*

### 312. **MOFFS\_HOWWELL**

How well did you know the offenders – well, not very well or by sight only?

◆ Mark all that apply

- 1 = Knew well
- 2 = Knew, but not very well
- 3 = Knew by sight only

If **MOFFS\_HOWWELL=3** only (**MOFFS\_HOWWELL** not equal to 1, 2) or **MOFFS\_HOWWELL= RF** or DK, *CONTINUE TO MOFFS\_SIGHT*  
Else if **MOFFS\_HOWWELL=1, 2**, *SKIP TO MOFFS\_RELATION*

### 313. **MOFFS\_SIGHT**

Did you know how any of the offenders might be found, for instance, where they lived, worked, went to school, or spent time?

- 1 = Yes
- 2 = No

*SKIP TO MOFFS\_CONNECTION*

### 314. MOFFS\_RELATION

At the time of the incident, how did you know the offenders? For example, were any of the offenders a friend, cousin, etc.?

◆ Mark all that apply

- 11 = A husband or wife
- 12 = An ex-husband or ex-wife
- 13 = A live-in partner
- 14 = A fiancé(e)
- 15 = A boyfriend, girlfriend, or dating partner
- 16 = An ex-boyfriend, ex-girlfriend, or former fiancé(e)
- 17 = Someone you were casually seeing
- 18 = Someone you were no longer dating or seeing
- 19 = A parent or step-parent
- 20 = A child or step-child
- 21 = A brother, sister, step-brother, or step-sister
- 22 = Some other relative
- 23 = A friend or ex-friend
- 24 = An acquaintance or a friend of a friend
- 25 = A roommate or boarder
- 26 = A schoolmate
- 27 = A neighbor
- 28 = A customer or client
- 29 = A patient
- 30 = A supervisor or former supervisor
- 31 = An employee or co-worker or former employee or co-worker
- 32 = A teacher or school staff
- 33 = A student
- 34 = Some other non-relative (specify)

If **MOFFS\_RELATION=34**, *CONTINUE TO MOFFS\_RELATION\_SP*  
Else if **MOFFS\_RELATION** not equal to 13, 25, *SKIP TO MOFFS\_LIVED*  
Else, *SKIP TO MOFFS\_SEX*

### 315. MOFFS\_RELATION\_SP

At the time of the incident, how did you know the offenders? \_\_\_\_\_

If **MOFFS\_RELATION** not equal to 13, 25, *SKIP TO MOFFS\_LIVED*  
Else, *SKIP TO MOFFS\_SEX*

### 316. MOFFS\_CONNECTION

What was your connection, if any, to the offenders?

◆ Mark all that apply

- 1 = A friend of a friend
- 2 = A schoolmate
- 3 = A neighbor
- 4 = {A customer or client}
- 5 = {A patient}
- 6 = {Someone who worked at the same place as you}
- 7 = A teacher or school staff
- 8 = Other
- 9 = A stranger or someone of whom you have no knowledge

If MOFFS\_CONNECTION=8, CONTINUE TO MOFFS\_CONNECTION\_SP  
Else, SKIP TO MOFFS\_SEX

### 317. MOFFS\_CONNECTION\_SP

What was your connection, if any, to the offenders? \_\_\_\_\_

SKIP TO MOFFS\_SEX

### 318. MOFFS\_LIVED

Have you ever lived with any of them?

- 1 = Yes
- 2 = No

If MOFFS\_LIVED=1, CONTINUE TO MOFFS\_LIVINGWITH  
Else, SKIP TO MOFFS\_SEX

### 319. MOFFS\_LIVINGWITH

Were you living with any of them at the time of {this/the} incident {in {Month Year}}?

- 1 = Yes
- 2 = No

SKIP TO MOFFS\_SEX

## Offender Characteristics

### 320. OFF\_SEX

This section asks for details about the offender.

Was the offender male or female?

- 1 = Male
- 2 = Female
- 3 = Don't know

### 321. OFF\_AGE

How old would you say the offender was at the time of the incident?

◆ Probe using answer categories as needed.

- 1 = Under 18
- 2 = 18 to 24
- 3 = 25 to 34
- 4 = 35 to 54
- 5 = 55 or older
- 6 = Don't know

If OFF\_AGE=1, CONTINUE TO OFF\_AGEMINOR  
Else, SKIP TO OFF\_ETHNICITY

### 322. OFF\_AGEMINOR

To the best of your knowledge, would you say the offender was...

- 1 = Under 12
- 2 = 12 to 14
- 3 = 15 to 17?
- 4 = Don't know

### 323. OFF\_ETHNICITY

Was the offender Hispanic or Latino?

- 1 = Yes
- 2 = No
- 3 = Don't know

### 324. OFF\_RACE

What race or races was the offender? You may select more than one. Was the offender...

◆ Mark all that apply

- 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

### 325. OFF\_GANG

Was the offender part of a street gang, or don't you know?

- 1 = Yes
- 2 = No
- 3 = Don't know

### 326. OFF\_DRINKDRUG

Was the offender drinking or on drugs at the time of the incident, or don't you know?

- 1 = Yes
- 2 = No
- 3 = Don't know

If (unwanted sexual contact, attack, or threatened attack reported) or WHICHMEMBER=1 or VANDALISMONPERSON=1, CASHONPERSON=1, or OTHERONPERSON=1, SKIP TO SELFPROTECT\_INTRO  
Else, SKIP TO HATE\_RACE

### 327. MOFFS\_SEX

This section asks for more details about the offenders.

Were the offenders male or female?

- 1 = All were male
- 2 = All were female
- 3 = They were both male and female
- 4 = Don't know

If MOFFS\_SEX=3 and HOWMANYOFFENDERS not equal to 1, CONTINUE TO MOFFS\_MOSTSEX  
Else, SKIP TO MOFFS\_YOUNG

### 328. **MOFFS\_MOSTSEX**

Were most of the offenders male or were most of them female?

- 1 = Most were male
- 2 = Most were female
- 3 = They were evenly divided
- 4 = Don't know

### 329. **MOFFS\_YOUNG**

How old would you say the youngest was?

◆ Probe using answer categories as needed.

- 1 = Under 18
- 2 = 18 to 24
- 3 = 25 to 34
- 4 = 35 to 54
- 5 = 55 or older
- 6 = Don't know

If **MOFFS\_YOUNG=1**, *CONTINUE TO MOFFS\_YOUNGMINOR*  
Else, *SKIP TO MOFFS\_OLD*

### 330. **MOFFS\_YOUNGMINOR**

Would you say the youngest offender was...

- 1 = Under 12
- 2 = 12 to 14
- 3 = 15 to 17?
- 4 = Don't know

### 331. **MOFFS\_OLD**

How old would you say the oldest was?

◆ Probe using answer categories as needed.

- 1 = Under 18
- 2 = 18 to 24
- 3 = 25 to 34
- 4 = 35 to 54
- 5 = 55 or older
- 6 = Don't know

If **MOFFS\_OLD=1**, *CONTINUE TO MOFFS\_OLDMINOR*  
Else, *SKIP TO MOFFS\_ETHNICITY*



### 332. MOFFS\_OLDMINOR

Would you say the oldest offender was...

- 1 = Under 12
- 2 = 12 to 14
- 3 = 15 to 17?
- 4 = Don't know

### 333. MOFFS\_ETHNICITY

Were any of the offenders Hispanic or Latino?

- 1 = Yes
- 2 = No
- 3 = Don't know

If MOFFS\_ETHNICITY=1, CONTINUE TO MOFFS\_MOSTETHNICITY  
Else, SKIP TO MOFFS\_RACE

### 334. MOFFS\_MOSTETHNICITY

Were all of the offenders Hispanic, most of the offenders Hispanic, non-Hispanic, or were roughly an equal number Hispanic and non-Hispanic?

- 1 = All of the offenders were Hispanic
- 2 = Most of the offenders were Hispanic
- 3 = Most of the offenders were non-Hispanic
- 4 = A roughly equal number were Hispanic and non-Hispanic
- 5 = Don't know

### 335. MOFFS\_RACE

What race or races were the offenders? Were they...

◆ Mark all that apply

- 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

If 2 or more selected, CONTINUE TO MOFFS\_RACEMOST  
Else, SKIP TO MOFFS\_GANG

### 336. MOFFS\_RACEMOST

What race were most of the offenders?

- 1 = {Most were White}
- 2 = {Most were Black or African American}
- 3 = {Most were American Indian or Alaska Native}
- 4 = {Most were Asian}
- 5 = {Most were Native Hawaiian or Other Pacific Islander}
- 6 = Roughly equal numbers of two or more races
- 7 = Don't know

### 337. MOFFS\_GANG

Were any of the offenders part of a street gang, or don't you know?

- 1 = Yes
- 2 = No
- 3 = Don't know

### 338. MOFFS\_DRINKDRUG

Were any of the offenders drinking or on drugs at the time of the incident, or don't you know?

- 1 = Yes
- 2 = No
- 3 = Don't know

If (unwanted sexual contact, attack, or threatened attack reported) or **WHICHMEMBER=1** or **VANDALISMONPERSON=1**, **CASHONPERSON=1**, or **OTHERONPERSON=1**, **CONTINUE TO SELFPROTECT\_INTRO**  
Else, **SKIP TO HATE\_RACE**

## Self-Protection

### SELFPROTECT\_INTRO

These next questions are about what you did when {this/the} incident {in (month year)} occurred.

{People may react differently to certain situations and there's not a right or wrong way to react. Everyone is different and every situation is different.}

### 339. PROTECTSELF

Did you do anything with the idea of protecting YOURSELF {or your PROPERTY} while the incident was going on?

- 1 = Yes
- 2 = No

If **PROTECTSELF=1**, **SKIP TO ACTIONSDURINGINC**  
Else, **CONTINUE TO DURINGINCIDENT**

### 340. DURINGINCIDENT

Was there anything you did or tried to do about the incident while it was going on?

- 1 = Yes
- 2 = No

If **DURINGINCIDENT=1**, *SKIP TO ACTIONSDURINGINC*  
Else, *CONTINUE TO DIDNOTHINGDURINGINC*

### 341. DIDNOTHINGDURINGINC

Did you do nothing, freeze, do what the offender told you to do, or do something else while the incident was going on?

◆ Mark all that apply

- 1 = Did nothing
- 2 = Froze
- 3 = Did what offender said to do
- 4 = Did something else

If **WHICHMEMBER=2, 3** or **V\_ATTACKTHREAT=1**, *SKIP TO OTHERSACTIONS*  
Else, *SKIP TO ANYONEPRESENT*

### 342. **ACTIONS DURING INC**

You said that you took some action during the incident. What did you do?

◆ Probe if needed: Anything else?

◆ Mark all that apply

#### USED OR THREATENED PHYSICAL FORCE TOWARD OFFENDER

- 11 = Attacked the offender(s) with a gun or fired a gun
- 12 = Attacked the offender(s) with another weapon
- 13 = Hit, kicked, or attacked the offender(s) in some other way
- 14 = Threatened the offender(s) with a gun
- 15 = Threatened the offender(s) with another weapon
- 16 = Threatened the offender(s) in some other way

#### TRIED TO PREVENT INCIDENT OR CHASED OFFENDER

- 17 = Tried to prevent attack or theft (e.g., struggled, ducked, blocked blows)
- 18 = Held onto or hid belongings
- 19 = Chased, tried to catch, or hold offender(s)

#### VERBALLY RESISTED

- 20 = Argued, reasoned, pleaded, bargained
- 21 = Stalled or distracted offender(s)
- 22 = Said no

#### SCARED OR WARNED OFF OFFENDER(S)

- 23 = Yelled at or told offender(s) to leave
- 24 = Threatened to call the police

#### DID NOT RESIST

- 25 = Did what offender asked
- 26 = Froze

#### ESCAPED OR GOT AWAY

- 27 = Ran or drove away, or tried; locked door

#### GOT HELP OR GAVE ALARM

- 28 = Called the police or a guard
- 29 = Tried to get someone else's attention
- 30 = Screamed or yelled
- 31 = Cried from pain or fear

#### OTHER

- 32 = Other (specify)

If **ACTIONS DURING INC=32**, *CONTINUE TO ACTIONS DURING INC\_SP*  
Else if **INJURY=1, P\_INJURY=1, A\_HOWGUNUSED=1, A\_KNIFEWOUND=1, P\_HOWGUNUSED=1**, or  
**P\_KNIFEWOUND=1**, *SKIP TO INACTION*  
Else if **WHICHMEMBER=2, 3** or **V\_ATTACKTHREAT=1**, *SKIP TO OTHER ACTIONS*  
Else, *SKIP TO ANYONE PRESENT*

### 343. **ACTIONS DURING INC\_SP**

What did you do? \_\_\_\_\_

If **INJURY=1, P\_INJURY=1, A\_HOWGUNUSED=1, A\_KNIFEWOUND=1, P\_HOWGUNUSED=1, or P\_KNIFEWOUND=1**, **CONTINUE TO INJECTION**  
Else if **WHICHMEMBER=2, 3 or V\_ATTACKTHREAT=1**, **SKIP TO OTHERSACTIONS**  
Else, **SKIP TO ANYONEPRESENT**

### 344. **INJECTION**

Did you react this way before you were injured, after you were injured, or at the same time you were injured?

◆ Mark all that apply

- 1 = Before the respondent was injured
- 2 = After the respondent was injured
- 3 = At the same time the respondent was injured

If **WHICHMEMBER=2, 3 or V\_ATTACKTHREAT=1**, **SKIP TO OTHERSACTIONS**  
Else, **CONTINUE TO ANYONEPRESENT**

### 345. **ANYONEPRESENT**

Besides you and the offender(s), was anyone ELSE, age 12 or older, present during the incident?

- 1 = Yes
- 2 = No

If **ANYONEPRESENT=1**, **CONTINUE TO OTHERSACTIONS**  
Else, **SKIP TO HATE\_RACE**

### 346. **OTHERSACTIONS**

Did anyone else, age 12 or older, do or try to do anything to help you while the incident was going on?

- 1 = Yes
- 2 = No

If **OTHERSACTIONS=1**, **CONTINUE TO WHOTOOKACTION**  
Else if **WHICHMEMBER** not equal to 2,3 and **ANYONEPRESENT** not equal to 1, **SKIP TO HATE\_RACE**  
Else, **SKIP TO PERSONSHARMED**

### 347. WHOTOOKACTION

Who took these actions?

◆ Mark all that apply

- 1 = Someone you were with
- 2 = Someone who was with the offender(s)
- 3 = Someone else

### 348. HOWOTHERSHELP

What did the person or people try to do to help you?

◆ Mark all that apply

- 1 = They attacked or threatened the offender(s)
- 2 = They defended you or your property without physically attacking the offender(s)
- 3 = They chased or warned off the offender(s)
- 4 = They argued, reasoned, pleaded, or bargained with the offender(s)
- 5 = They tried to get help; called police or a guard
- 6 = They did something else (specify)

If HOWOTHERSHELP=6, CONTINUE TO HOWOTHERSHELP\_SP  
Else, SKIP TO IMPACTOTHERSACTIONS

### 349. HOWOTHERSHELP\_SP

What did the person or people try to do to help you? \_\_\_\_\_

### 350. IMPACTOTHERSACTIONS

Overall, did the actions of this person or people help the situation, make it worse, or have NO impact?

- 1 = Helped the situation
- 2 = Made the situation worse
- 3 = Had no impact on the situation

If WHICHMEMBER=2, 3 or ANYONEPRESENT=1, CONTINUE TO PERSONSHARMED  
Else, SKIP TO HATE\_RACE

### 351. PERSONSHARMED

Not counting yourself or the offender(s), were any other people harmed, threatened with harm, or have any belongings taken or damaged in {this/the} incident? Do not include children under 12 years of age.

- 1 = Yes
- 2 = No

If PERSONSHARMED=1, CONTINUE TO PERSONSHARMED\_NUM  
Else, SKIP TO HATE\_RACE

### 352. PERSONSHARMED\_NUM

How many people? \_\_\_\_\_

If PERSONSHARMED\_NUM=1, CONTINUE TO OFFLIVINGWITH  
Else if PERSONSHARMED\_NUM>1, RF, or DK, SKIP TO HHMEMHARMED

### 353. OFFLIVINGWITH

Does this person live with you now?

- 1 = Yes
- 2 = No

SKIP TO HATE\_RACE

### 354. HHMEMHARMED

Do any of the people who were harmed or threatened or had property taken or damaged live with you now?

- 1 = Yes
- 2 = No

If HHMEMHARMED=1, CONTINUE TO HHMEMHARMED\_NUM  
Else, SKIP TO HATE\_RACE

### 355. HHMEMHARMED\_NUM

How many people? \_\_\_\_\_

If HHMEMHARMED\_NUM>PERSONSHARMED\_NUM, CONTINUE TO PERSONSHARMED\_CK  
Else, SKIP TO HATE\_RACE

### PERSONSHARMED\_CK (hard)

◆ You reported more household members than people in general who were harmed, threatened, or had property taken or damaged.

◆ Select PERSONSHARMED\_NUM to edit the number of people who were harmed, threatened, or had property taken or damaged or HHMEMHARMED\_NUM to edit the number of household members who were harmed, threatened, or had property taken or damaged.

If Suppress or Close, LOOP TO HHMEMHARMED\_NUM  
Else, allow option to choose HHMEMHARMED\_NUM or PERSONSHARMED\_NUM

## Hate Crimes

### 356. HATE\_RACE

The next questions are about why the offender may have targeted you {or someone you live with}.

{The reason may have been prejudice or bigotry toward those with your characteristics or religious beliefs, even if the offender mistakenly thought you had those characteristics or beliefs. This kind of reason is different from just being angry or wanting to get something from you.}

Do you think the offender was targeting you {or someone you live with} because of...

Prejudice or bigotry toward your race, ethnic background, or national origin?

- 1 = Yes
- 2 = No

### 357. HATE\_RELIGION

Do you think the offender was targeting you {or someone you live with} because of...

Prejudice or bigotry toward your religion?

- 1 = Yes
- 2 = No

### 358. HATE\_DISABILITY

Do you think the offender was targeting you {or someone you live with} because of...

Prejudice or bigotry toward a disability you may have?

- 1 = Yes
- 2 = No

### 359. HATE\_ORIENTATION

Do you think the offender was targeting you {or someone you live with} because of...

Prejudice or bigotry toward your sexual orientation, including being lesbian, gay, bisexual, or straight?

- 1 = Yes
- 2 = No

### 360. HATE\_GENID

Do you think the offender was targeting you {or someone you live with} because of...

Prejudice or bigotry toward your gender identity, including being transgender, intersex, or gender non-conforming?

- 1 = Yes
- 2 = No

◆ If further clarification is needed, read: By intersex, we mean people who have a difference of sex development (DSD) or were born with genitals, reproductive organs, or chromosomal patterns that do not correspond to a single sex.



◆ If further clarification is needed, read: By gender non-conforming, we mean people whose gender expression, presentation, or behaviors do not conform to society's traditional gender norms.

### 361. HATE\_SEX

Do you think the offender was targeting you {or someone you live with} because of...

Prejudice or bigotry toward your sex, including being male or female?

- 1 = Yes
- 2 = No

### 362. HATE\_OTHER

Do you think the offender was targeting you {or someone you live with} because of...

Prejudice or bigotry toward other characteristics I have not already mentioned?

- 1 = Yes
- 2 = No

If only 1 HATE\_RACE=1, HATE\_RELIGION=1, HATE\_DISABILITY=1, HATE\_ORIENTATION=1, HATE\_GENID=1, HATE\_SEX=1, SKIP TO HATEOFFENSIVELANG  
Else if more than 1 HATE\_RACE=1, HATE\_RELIGION=1, HATE\_DISABILITY=1, HATE\_ORIENTATION=1, HATE\_GENID=1, HATE\_SEX=1, HATE\_OTHER=1, CONTINUE TO HATEPRIMARYREASON  
Else if HATE\_RACE=2, RF, or DK, HATE\_RELIGION=2, RF, or DK, HATE\_DISABILITY=2, RF, or DK, HATE\_ORIENTATION=2, RF, or DK, HATE\_GENID=2, RF, or DK, HATE\_SEX=2, RF, or DK, and HATE\_OTHER=1, SKIP TO HATECRIME\_SP  
Else if HATE\_RACE=2, RF, or DK, HATE\_RELIGION=2, RF, or DK, HATE\_DISABILITY=2, RF, or DK, HATE\_ORIENTATION=2, RF, or DK, HATE\_GENID=2, RF, or DK, HATE\_SEX=2, RF, or DK, and HATE\_OTHER=2, RF, or DK, SKIP TO POLICEINFORMED

### 363. HATEPRIMARYREASON

Which of the following do you believe was the offender's PRIMARY or main motivation for targeting you?

- 1 = {Prejudice or bigotry toward your race, ethnic background, or national origin?}
- 2 = {Prejudice or bigotry toward your religion?}
- 3 = {Prejudice or bigotry toward a disability you may have?}
- 4 = {Prejudice or bigotry toward your sexual orientation, including being lesbian, gay, bisexual, or straight?}
- 5 = {Prejudice or bigotry toward your gender identity, including being intersex, transgender, or gender non-conforming?}
- 6 = {Prejudice or bigotry toward your sex, including being male or female?}
- 7 = {Prejudice or bigotry toward other characteristics I have not already mentioned?}

### 364. HATEOFFENSIVELANG

DURING THE INCIDENT OR LEADING UP TO IT, did the offender use offensive or prejudiced language to describe your characteristics or religious beliefs?

- 1 = Yes
- 2 = No

If **HATEOFFENSIVELANG=1**, *CONTINUE TO TYPEOFFENSIVELANG*  
Else, *SKIP TO HATESYMBOLS*

### 365. **TYPEOFFENSIVELANG**

I'm going to read you two choices. Please tell me which one better describes how the offensive or prejudiced language was used... was it used to scare or intimidate you? Or, was it used to express dislike or prejudice toward people with your characteristics **{or religious beliefs}**? Or don't you know?

- 1 = To scare, intimidate, or express anger toward you or the situation
- 2 = To express dislike or prejudice toward people with the respondent's characteristics or religious beliefs
- 3 = Don't know

### 366. **HATESYMBOLS**

Did any of the following things happen?

Did the offender leave something at the scene referring to your characteristics or religion, such as graffiti with hurtful words, symbols or images, or a burning cross?

- 1 = Yes
- 2 = No

### 367. **HATECHAR**

Did any of the following things happen?

Did the police find that the offender had something against people with your characteristics **{or religious beliefs}**?

- 1 = Yes
- 2 = No

### 368. **HATESIMILARCRIMES**

Did any of the following things happen?

Did you know or learn that the offender(s) had committed similar crimes against people with your characteristics **{or religious beliefs}** in the past?

- 1 = Yes
- 2 = No

### 369. **HATEHOLIDAY**

Did any of the following things happen?

Did the incident happen around a holiday, event, or place commonly associated with a specific group, which made you think it was motivated by prejudice or bigotry?

- 1 = Yes

- 2 = No

### 370. HATENEIGHBORHOOD

Did any of the following things happen?

Are you aware of other crimes against people with your characteristics {or religious beliefs} in your local area or neighborhood?

- 1 = Yes
- 2 = No

If HATESYMBOLS=2, HATECHAR=2, HATESIMILARCRIMES=2, HATEHOLIDAY=2, and HATENEIGHBORHOOD=2, CONTINUE TO HATESOMETHINGELSE  
Else, SKIP TO INCHATECRIME

### 371. HATESOMETHINGELSE

Did any of the following things happen?

Did something else happen that would suggest the offender had something against people with your characteristics {or religious beliefs}?

- 1 = Yes
- 2 = No

### 372. INCHATECRIME

A hate crime is a crime of prejudice or bigotry that occurs when an offender targets someone because of one or more of their characteristics or religious beliefs. Based on this description, do you believe the incident was a hate crime?

- 1 = Yes
- 2 = No

### 373. HATECRIME\_SP

{In your own words, what/What} did the offender do or say that made you feel you were targeted based on your characteristics {or religious beliefs}? \_\_\_\_\_

## Police Involvement Series

### 374. POLICEINFORMED

The next questions ask about whether the police got involved in {this/the} incident {in {month year}}.

Were the police informed or did they find out about this incident in any way?

- 1 = Yes
- 2 = No

If POLICEINFORMED=1, SKIP TO POLICEFINDOUT  
Else if POLICEINFORMED=2, CONTINUE TO NOTREPORTEDPOLICE  
Else if LOCATION=7, SKIP TO RPTSCHOOLOFFICAL

Else, *SKIP TO* **ATTIMETHINKCRIME**

### **375. NOTREPORTEDPOLICE**

Why did you {**decide not to/not**} contact the police?

◆ Mark all that apply

- 11 = You didn't think it was important enough to report
- 12 = You didn't think the police would do anything about it
- 13 = You weren't sure who did it
- 14 = It was too personal or embarrassing to report
- 15 = {You told a parent or other adult relative}
- 16 = You took care of it yourself
- 17 = You reported it to an official other than the police {such as a teacher or administrator}
- 18 = You didn't think the police would believe you
- 19 = You didn't want to get into trouble with the police
- 20 = You didn't want the offender to get in trouble or face harsh consequences
- 21 = You were worried the offender might get back at you
- 22 = You weren't sure it was a crime
- 23 = You didn't trust the police
- 24 = You didn't find out until it was too late to report
- 25 = It would have been too much trouble to report it
- 26 = You thought someone else would contact the police
- 27 = Some other reason (specify)

If **NOTREPORTEDPOLICE=27**, *CONTINUE TO* **NOTREPORTEDPOLICE\_SP**

Else if **NOTREPORTEDPOLICE=more than 1 answer category**, *SKIP TO* **NOTREPORTIMPORTANT**

Else if **NOTREPORTEDPOLICE** not equal to 17 and **LOCATION=7**, *SKIP TO* **RPTSCHOOLOFFICIAL**

Else, *SKIP TO* **ATTIMETHINKCRIME**

### **376. NOTREPORTEDPOLICE\_SP**

Why did you {**decide not to/not**} contact the police? \_\_\_\_\_

If **NOTREPORTEDPOLICE=more than 1 answer category**, *CONTINUE TO* **NOTREPORTIMPORTANT**

Else if **NOTREPORTEDPOLICE** not equal to 17 and **LOCATION=7**, *SKIP TO* **RPTSCHOOLOFFICIAL**

Else, *SKIP TO* **ATTIMETHINKCRIME**

### 377. NOTREPORTIMPORTANT

Which of these would you say was the most important reason why you did not contact the police?

- 1 = {You didn't think it was important enough to report}
- 2 = {You didn't think the police would do anything about it}
- 3 = {You weren't sure who did it}
- 4 = {It was too personal or embarrassing to report}
- 5 = {You told a parent or other adult relative}
- 6 = {You took care of it yourself}
- 7 = {You reported it to an official other than the police {such as a teacher or administrator}}
- 8 = {You didn't think the police would believe you}
- 9 = {You didn't want to get into trouble with the police}
- 10 = {You didn't want the offender to get in trouble or face harsh consequences}
- 11 = {You were worried the offender might get back at you}
- 12 = {You weren't sure it was a crime}
- 13 = {You didn't trust the police}
- 14 = {You didn't find out until it was too late to report}
- 15 = {It would have been too much trouble to report it}
- 16 = {You thought someone else would contact the police}
- 17 = {Fill text from NOTREPORTEDPOLICE\_SP}
- 18 = No one reason is most important

If NOTREPORTEDPOLICE not equal to 17 and LOCATION=7, SKIP TO RPTSCHOOLOFFICIAL  
Else, SKIP TO ATTIMETHINKCRIME

### 378. POLICEFINDOUT

Who informed the police? If more than one person, choose the first response that applies.

- 1 = You informed the police yourself
- 2 = Someone you live with
- 3 = {A school employee or School Resource Officer}
- 4 = Someone such as a security guard or a building manager
- 5 = The police were at scene
- 6 = Someone else who saw the crime, like a friend or a neighbor
- 7 = Someone else told the police (specify)

If POLICEFINDOUT=7, CONTINUE TO POLICEFINDOUT\_SP  
Else if HATE\_RACE=1, HATE\_RELIGION=1, HATE\_DISABILITY=1, HATE\_ORIENTATION=1,  
HATE\_GENID=1, or HATE\_SEX=1, SKIP TO TELLPOLICEHATECRIME  
Else if POLICEFINDOUT is 1-4, 6, 7, SKIP TO POLICECONTACTED  
Else if POLICEFINDOUT=5, SKIP TO POLICECONTACT  
Else if POLICEFINDOUT= RF, or DK, SKIP TO POLICEARRIVE

### 379. POLICEFINDOUT\_SP

Who informed the police? \_\_\_\_\_

If **HATE\_RACE=1, HATE\_RELIGION=1, HATE\_DISABILITY=1, HATE\_ORIENTATION=1, HATE\_GENID=1, or HATE\_SEX=1**, **CONTINUE TO TELLPOLICEHATECRIME**  
Else if **POLICEFINDOUT** is 1-4, 6, 7, **SKIP TO POLICECONTACTED**  
Else if **POLICEFINDOUT=5**, **SKIP TO POLICECONTACT**  
Else if **POLICEFINDOUT= RF, or DK**, **SKIP TO POLICEARRIVE**

### 380. TELLPOLICEHATECRIME

Did you tell the police that you believe the incident was a hate crime?

- 1 = Yes
- 2 = No

If **POLICEFINDOUT** is 1-4, 6, 7, **CONTINUE TO POLICECONTACTED**  
Else if **POLICEFINDOUT=5**, **SKIP TO POLICECONTACT**  
Else if **POLICEFINDOUT= RF, or DK**, **SKIP TO POLICEARRIVE**

### 381. POLICECONTACTED

**{You said someone else informed the police.}** How did **{you first/they}** notify the police?

- 1 = Called the police
- 2 = Approached an officer or police car
- 3 = Went to the police station
- 4 = Used the Internet or a social media app
- 5 = Some other way (specify)
- 6 = Don't know

If **POLICECONTACTED=5**, **CONTINUE TO POLICECONTACTED\_SP**  
Else if **POLICECONTACTED** is 1-3, **SKIP TO POLICEFIRSTCONTACTED**  
Else if **POLICECONTACTED=4, 6, RF**, **SKIP TO POLICEARRIVE**

### 382. POLICECONTACTED\_SP

How did **{you first/they}** notify the police? \_\_\_\_\_

**SKIP TO POLICEARRIVE**

### 383. POLICEFIRSTCONTACTED

Which of the following **BEST** describes when the police were first contacted?

- 1 = While the incident was happening
- 2 = Within 10 minutes after the incident occurred
- 3 = Within an hour after the incident occurred
- 4 = Within 24 hours of the incident
- 5 = Longer than a day after the incident occurred

If **POLICECONTACTED=1**, *CONTINUE TO POLICEARRIVE*  
Else if **POLICEINFORMED=1**, *SKIP TO POLICECONTACT*  
Else if **NOTREPORTEDPOLICE** not equal to 17 and **LOCATION=7**, *SKIP TO RPTSCHOOLOFFICIAL*  
Else, *SKIP TO ATTIMETHINKCRIME*

### 384. **POLICEARRIVE**

Did the police come when they found out about the incident?

- 1 = Yes
- 2 = No

If **POLICEARRIVE=1**, *SKIP TO POLICEARRIVESAT*  
Else if **POLICEARRIVE=2**, RF, or DK, *CONTINUE TO POLICEHANDLE*

### 385. **POLICEHANDLE**

When the police found out, did they do any of the following?

◆ Mark all that apply

- 1 = Tell you to go to a police station
- 2 = Take a report over the phone
- 3 = Deal with it through the mail
- 4 = Deal with it through the Internet or a social media app
- 5 = Something else (specify)
- 6 = The police did nothing

If **POLICEHANDLE=6** and **POLICEHANDLE** is [1-5], *CONTINUE TO POLICEHANDLE\_CK*  
Else if **POLICEHANDLE=5**, *SKIP TO POLICEHANDLE\_SP*  
Else if **POLICEHANDLE=2**, *SKIP TO POLICEPHONERPTSAT*  
Else if **POLICEARRIVE=2**, *SKIP TO POLICENOARRIVE*  
Else if **POLICEINFORMED=1**, *SKIP TO POLICECONTACT*  
Else if **NOTREPORTEDPOLICE** not equal to 17 and **LOCATION=7**, *SKIP TO RPTSCHOOLOFFICIAL*  
Else, *SKIP TO ATTIMETHINKCRIME*

### **POLICEHANDLE\_CK (hard)**

◆ You recorded both the police took some action, and the police did nothing.

◆ If the police took some action, remove 6 from POLICEHANDLE. If the police did nothing, remove any categories marked 1-5 at POLICEHANDLE.

*LOOP TO POLICEHANDLE*

### 386. **POLICEHANDLE\_SP**

What did the police do? \_\_\_\_\_

If **POLICEHANDLE=2**, *CONTINUE TO POLICEPHONERPTSAT*  
Else if **POLICEARRIVE=2**, *SKIP TO POLICENOARRIVE*  
Else if **POLICEINFORMED=1**, *SKIP TO POLICECONTACT*  
Else if **NOTREPORTEDPOLICE** not equal to 17 and **LOCATION=7**, *SKIP TO RPTSCHOOLOFFICAL*  
Else, *SKIP TO ATTIMETHINKCRIME*

### 387. POLICEPHONERPTSAT

How satisfied were you with how the phone report was taken?

- 1 = Completely satisfied
- 2 = Mostly satisfied
- 3 = Equally satisfied and dissatisfied
- 4 = Mostly dissatisfied
- 5 = Completely dissatisfied
- 6 = {Or do you not have an opinion?}

If **POLICEARRIVE=2**, *CONTINUE TO POLICENOARRIVE*  
Else if **POLICEINFORMED=1**, *SKIP TO POLICECONTACT*  
Else if **NOTREPORTEDPOLICE** not equal to 17 and **LOCATION=7**, *SKIP TO RPTSCHOOLOFFICAL*  
Else, *SKIP TO ATTIMETHINKCRIME*

### 388. POLICENOARRIVE

Do you think the police should have come to you when they were contacted?

- 1 = Yes
- 2 = No

If **POLICEINFORMED=1**, *SKIP TO POLICECONTACT*  
Else if **NOTREPORTEDPOLICE** not equal to 17 and **LOCATION=7**, *SKIP TO RPTSCHOOLOFFICAL*  
Else, *SKIP TO ATTIMETHINKCRIME*

### 389. POLICEARRIVESAT

How satisfied were you with the time it took the police to get to you after they were contacted?

- 1 = Completely satisfied
- 2 = Mostly satisfied
- 3 = Equally satisfied and dissatisfied
- 4 = Mostly dissatisfied
- 5 = Completely dissatisfied
- 6 = {Or do you not have an opinion?}

If **POLICEFINDOUT** not equal to 5 and **POLICECONTACTED** not equal to 2, *CONTINUE TO POLICEARRIVALTIME*  
Else, *SKIP TO POLICEACTION*



### 390. POLICEARRIVALTIME

Had the police told {you/the person who contacted them} how long it would take them to get there?

- 1 = Yes
- 2 = No
- 3 = Don't know

### 391. POLICEACTION

What did the police do while they were there?

◆ Probe if needed: Anything else?

◆ Mark all that apply

- 1 = They took a report or asked the respondent questions about what happened
- 2 = They questioned other witnesses or suspects
- 3 = They looked around
- 4 = They took evidence, such as fingerprints or pictures
- 5 = They made a list of what was taken
- 6 = Promised surveillance
- 7 = They promised to investigate
- 8 = They made one or more arrests
- 9 = They did not do any of these things

### 392. POLICEACTIONOTHER

Did the police do any of the following other things while they were there?

◆ Mark all that apply

- 1 = Calmed people down
- 2 = Resolved the conflict
- 3 = Gave advice about insurance
- 4 = Gave information about your rights as a victim
- 5 = Gave information about services that could help you as a victim
- 6 = Contacted victim services on your behalf
- 7 = Contacted emergency medical services
- 8 = Did something else to help (specify)
- 9 = They did not do any of these things

If POLICEACTIONOTHER=8, CONTINUE TO POLICEACTIONOTHER\_SP  
Else if POLICEINFORMED=1, SKIP TO POLICECONTACT  
Else if NOTREPORTEDPOLICE not equal to 17 and LOCATION=7, SKIP TO RPTSCHOOLOFFICIAL  
Else, SKIP TO ATTIMETHINKCRIME

### 393. POLICEACTIONOTHER\_SP

What did the police do to help? \_\_\_\_\_

If **POLICEINFORMED=1**, *SKIP TO POLICECONTACT*  
Else if **NOTREPORTEDPOLICE** not equal to 17 and **LOCATION=7**, *CONTINUE TO RPTSCHOOLOFFICIAL*  
Else, *SKIP TO ATTIMETHINKCRIME*

### 394. **RPTSCHOOLOFFICIAL**

Did anyone report the incident to a school official {such as a teacher, counselor, or principal,} or School Resource Officer (SRO) or did they find out about the incident in any way?

- 1 = Yes
- 2 = No

*SKIP TO ATTIMETHINKCRIME*

### 395. **POLICECONTACT**

Did you {or someone you live with} have any later contact with the police about the incident?

- 1 = Yes
- 2 = No

If **POLICECONTACT=1**, *CONTINUE TO POLICEINTOUCH*  
Else, *SKIP TO POLICERESPECT*

### 396. **POLICEINTOUCH**

Thinking about these later contacts, did the police get in touch with you or did you get in touch with them?

- 1 = Police contacted the respondent (or someone the respondent lives with)
- 2 = The respondent (or someone the respondent lives with) contacted the police
- 3 = Both

### 397. **POLICEFOLLOWUP**

What did the police do to follow up on {this/the} incident?

◆ Probe if needed: Anything else?

◆ Mark all that apply

- 1 = Took, reviewed, or added to a report
- 2 = They questioned other witnesses or suspects
- 3 = Did or promised surveillance/investigation
- 4 = {They got some or all of your property back}
- 5 = They made one or more arrests
- 6 = They stayed in touch
- 7 = They contacted victim services on your behalf
- 8 = They did something else (specify)
- 9 = They did not do anything to your knowledge

If **POLICEFOLLOWUP=8**, *CONTINUE TO POLICEFOLLOWUP\_SP*  
Else, *SKIP TO POLICERESPECT*

### 398. **POLICEFOLLOWUP\_SP**

What did the police do to follow up? \_\_\_\_\_

### 399. **POLICERESPECT**

Next are some questions about how you feel the police handled **{this/the}** incident. If more than one officer was involved, please think about how you would rate them as a group.

How respectfully did the police treat you?

- 1 = Very respectfully
- 2 = Somewhat respectfully
- 3 = Neither respectfully nor disrespectfully
- 4 = Somewhat disrespectfully
- 5 = Very disrespectfully
- 6 = **{Or do you not have an opinion?}**

### 400. **POLICETIMESAT**

How satisfied were you with the amount of time the police gave you to tell your story?

- 1 = Completely satisfied
- 2 = Mostly satisfied
- 3 = Equally satisfied and dissatisfied
- 4 = Mostly dissatisfied
- 5 = Completely dissatisfied
- 6 = **{Or do you not have an opinion?}**

### 401. **POLICEACTIONSAT**

How satisfied were you that the police did everything they could?

- 1 = Completely satisfied
- 2 = Mostly satisfied
- 3 = Equally satisfied and dissatisfied
- 4 = Mostly dissatisfied
- 5 = Completely dissatisfied
- 6 = **{Or do you not have an opinion?}**

### 402. **POLICEEFFECTIVE**

Taking the whole experience into account, how effectively did the police handle the incident?

- 1 = Very effectively
- 2 = Somewhat effectively
- 3 = Neither effectively nor ineffectively
- 4 = Somewhat ineffectively
- 5 = Very ineffectively

**403. ATTIMETHINKCRIME**

At the time, did you consider this incident to be a crime?

- 1 = Yes
- 2 = No

**404. NOWTHINKCRIME**

Now, looking back, do you consider this incident to be a crime?

- 1 = Yes
- 2 = No

**Victim Services (VS) Series**

**405. TOLDFAMILYFRIENDS**

The next questions ask about any help you might have gotten after {this/the} incident {in {month year}} took place.

{Besides the parent or other adult relative you mentioned, have /Have} you told any family, friends, co-workers, {classmates,} or neighbors about the incident?

- 1 = Yes
- 2 = No

**406. TOLDOTHER**

{Other than {the police {or School Resource Officer} or} family or friends, have/Have} you told anyone in the following positions about the incident who you thought might be able to help you?

◆ Mark all that apply

- 1 = {Teacher, school counselor, or school administrator}
- 2 = {Employer, supervisor, or human resources personnel}
- 3 = Medical or mental health professional
- 4 = Representative of a religious or community organization
- 5 = Security guard or personnel, other than the police
- 6 = Other person in a leadership or professional position (specify)
- 7 = No, have not told anyone in any of these positions

If TOLDOTHER=6, CONTINUE TO TOLDOTHER\_SP  
 Else if (unwanted sexual contact, attack, threatened attack, motor vehicle theft, or (break-in and OFFENDERINSIDE=1) reported), SKIP TO VS\_HOTLINE  
 Else, SKIP TO EMOTOLL\_INTRO

**406. TOLDOTHER\_SP**

What other person did you tell in a leadership or professional position? \_\_\_\_\_

If (unwanted sexual contact, attack, threatened attack, motor vehicle theft, or (break-in and OFFENDERINSIDE=1) reported), *SKIP TO VS\_HOTLINE*  
Else, *SKIP TO EMOTOLL\_INTRO*

#### 407. VS\_HOTLINE

Have you received the following kinds of services because of the incident...

Hotline, helpline, or crisis line intervention?

- 1 = Yes
- 2 = No

#### 408. VS\_MENTALHEALTH

Have you received the following kinds of services because of the incident...

Counseling, therapy, support groups, or help from a mental health provider?

- 1 = Yes
- 2 = No

If (ATTACK=1 or ((UNWANTEDSEX=1, UNWANTEDORAL=1, UNWANTEDPENETRATION=1, or UNWANTEDTOUCH=1) and (PHYSICALFORCE=1, PHYSICALTHREAT=1, UNCONSCIOUS=1, UNABLECONSENT=1, FORCEDTOUCH =1, or INJURY=1))), *CONTINUE TO VS\_EXAM*  
Else if (UNWANTEDSEX=1, UNWANTEDORAL=1, UNWANTEDPENETRATION=1, or UNWANTEDTOUCH=1) and (PHYSICALFORCE=1, PHYSICALTHREAT=1, UNCONSCIOUS=1, UNABLECONSENT=1, or FORCEDTOUCH =1), *SKIP TO VS\_SAEXAM*  
Else, *SKIP TO VS\_LEGAL*

#### 409. VS\_EXAM

Have you received the following kinds of services because of the incident...

Help or advocacy with medical care or medical exams, including accompanying you to a medical exam?

- 1 = Yes
- 2 = No

If (UNWANTEDSEX=1, UNWANTEDORAL=1, UNWANTEDPENETRATION=1, or UNWANTEDTOUCH=1) and (PHYSICALFORCE=1, PHYSICALTHREAT=1, UNCONSCIOUS=1, UNABLECONSENT=1, or FORCEDTOUCH =1), *CONTINUE TO VS\_SAEXAM*  
Else, *SKIP TO VS\_LEGAL*

#### 410. VS\_SAEXAM

Have you received the following kinds of services because of the incident...

Sexual assault exam by a doctor, nurse, or other medical professional?

- 1 = Yes
- 2 = No

#### 411. VS\_LEGAL

Have you received the following kinds of services because of the incident...

**Legal help or assistance, such as free or low-cost legal services, help with the legal process, preparing for court, or enforcement of your rights?**

- 1 = Yes
- 2 = No

#### 412. VS\_HELPFILE

Have you received the following kinds of services because of the incident...

**Help filing for a restraining, protection, or no-contact order?**

- 1 = Yes
- 2 = No

If age is [18-96, RF, or DK], *CONTINUE TO VS\_VICTIMCOMP*  
Else if VS\_HOTLINE=1, *SKIP TO SAT\_HOTLINE*  
Else if VS\_MENTALHEALTH=1, *SKIP TO SAT\_MENTALHEALTH*  
Else if VS\_EXAM=1, *SKIP TO SAT\_EXAM*  
Else if VS\_SAEEXAM=1, *SKIP TO SAT\_SAEEXAM*  
Else if VS\_LEGAL=1, *SKIP TO SAT\_LEGAL*  
Else if VS\_HELPFILE=1, *SKIP TO SAT\_HELPFILE*  
Else, *SKIP TO WANTSERVICES*

#### 413. VS\_VICTIMCOMP

Have you received the following kinds of services because of the incident...

**Help applying for victim compensation?**

- 1 = Yes
- 2 = No

#### 414. VS\_FINANCIALHELP

Have you received the following kinds of services because of the incident...

**Short term or emergency financial assistance?**

- 1 = Yes
- 2 = No

#### 415. VS\_HOUSING

Have you received the following kinds of services because of the incident...

**Housing, shelter, or safehouse services?**

- 1 = Yes
- 2 = No

#### 416. VS\_OTHER

Have you received the following kinds of services because of the incident...

Any other help or services because of the incident?

- 1 = Yes
- 2 = No

If VS\_OTHER=1, CONTINUE TO VS\_OTHER\_SP  
Else if VS\_HOTLINE=1, SKIP TO SAT\_HOTLINE  
Else if VS\_MENTALHEALTH=1, SKIP TO SAT\_MENTALHEALTH  
Else if VS\_EXAM=1, SKIP TO SAT\_EXAM  
Else if VS\_SAEEXAM=1, SKIP TO SAT\_SAEEXAM  
Else if VS\_LEGAL=1, SKIP TO SAT\_LEGAL  
Else if VS\_HELPFILE=1, SKIP TO SAT\_HELPFILE  
Else if VS\_VICTIMCOMP=1, SKIP TO SAT\_VICTIMCOMP  
Else if VS\_FINANCIALHELP=1, SKIP TO SAT\_FINANCIALHELP  
Else if VS\_HOUSING=1, SKIP TO SAT\_HOUSING  
Else, SKIP TO WANTSERVICES

#### 417. VS\_OTHER\_SP

What other help or services have you received? \_\_\_\_\_

If VS\_HOTLINE=1, CONTINUE TO SAT\_HOTLINE  
Else if VS\_MENTALHEALTH=1, SKIP TO SAT\_MENTALHEALTH  
Else if VS\_EXAM=1, SKIP TO SAT\_EXAM  
Else if VS\_SAEEXAM=1, SKIP TO SAT\_SAEEXAM  
Else if VS\_LEGAL=1, SKIP TO SAT\_LEGAL  
Else if VS\_HELPFILE=1, SKIP TO SAT\_HELPFILE  
Else if VS\_VICTIMCOMP=1, SKIP TO SAT\_VICTIMCOMP  
Else if VS\_FINANCIALHELP=1, SKIP TO SAT\_FINANCIALHELP  
Else if VS\_HOUSING=1, SKIP TO SAT\_HOUSING  
Elseif VS\_OTHER=1, SKIP TO SAT\_OTHER

#### 418. SAT\_HOTLINE

How satisfied were you with...

Hotline, helpline, or crisis line intervention?

- 1 = Completely satisfied
- 2 = Mostly satisfied
- 3 = Equally satisfied and dissatisfied
- 4 = Mostly dissatisfied
- 5 = Completely dissatisfied

If **VS\_MENTALHEALTH=1**, *CONTINUE TO SAT\_MENTALHEALTH*  
Else if **VS\_EXAM=1**, *SKIP TO SAT\_EXAM*  
Else if **VS\_SAEEXAM=1**, *SKIP TO SAT\_SAEEXAM*  
Else if **VS\_LEGAL=1**, *SKIP TO SAT\_LEGAL*  
Else if **VS\_HELPFILE=1**, *SKIP TO SAT\_HELPFILE*  
Else if **VS\_VICTIMCOMP=1**, *SKIP TO SAT\_VICTIMCOMP*  
Else if **VS\_FINANCIALHELP=1**, *SKIP TO SAT\_FINANCIALHELP*  
Else if **VS\_HOUSING=1**, *SKIP TO SAT\_HOUSING*  
Elseif **VS\_OTHER=1**, *SKIP TO SAT\_OTHER*  
Else if ((**JOBLASTWEEK=1** or **JOBLAST6MONTHS=1**) and (unwanted sexual contact, attack, or threatened attack reported)), *SKIP TO INCIDENTHAPPENATWORK*  
Else, *SKIP TO EMOTOLL\_INTRO*

#### **419. SAT\_MENTALHEALTH**

How satisfied were you with...

**Counseling, therapy, support groups, or help from a mental health provider?**

- 1 = Completely satisfied
- 2 = Mostly satisfied
- 3 = Equally satisfied and dissatisfied
- 4 = Mostly dissatisfied
- 5 = Completely dissatisfied

If **VS\_EXAM=1**, *CONTINUE TO SAT\_EXAM*  
Else if **VS\_SAEEXAM=1**, *SKIP TO SAT\_SAEEXAM*  
Else if **VS\_LEGAL=1**, *SKIP TO SAT\_LEGAL*  
Else if **VS\_HELPFILE=1**, *SKIP TO SAT\_HELPFILE*  
Else if **VS\_VICTIMCOMP=1**, *SKIP TO SAT\_VICTIMCOMP*  
Else if **VS\_FINANCIALHELP=1**, *SKIP TO SAT\_FINANCIALHELP*  
Else if **VS\_HOUSING=1**, *SKIP TO SAT\_HOUSING*  
Elseif **VS\_OTHER=1**, *SKIP TO SAT\_OTHER*  
Else if ((**JOBLASTWEEK=1** or **JOBLAST6MONTHS=1**) and (unwanted sexual contact, attack, or threatened attack reported)), *SKIP TO INCIDENTHAPPENATWORK*  
Else, *SKIP TO EMOTOLL\_INTRO*

#### **420. SAT\_EXAM**

How satisfied were you with...

**Help or advocacy with medical care or medical exams, including accompanying you to a medical exam?**

- 1 = Completely satisfied
- 2 = Mostly satisfied
- 3 = Equally satisfied and dissatisfied
- 4 = Mostly dissatisfied
- 5 = Completely dissatisfied



If **VS\_SAEXAM=1**, *CONTINUE TO SAT\_SAEXAM*  
Else if **VS\_LEGAL=1**, *SKIP TO SAT\_LEGAL*  
Else if **VS\_HELPFILE=1**, *SKIP TO SAT\_HELPFILE*  
Else if **VS\_VICTIMCOMP=1**, *SKIP TO SAT\_VICTIMCOMP*  
Else if **VS\_FINANCIALHELP=1**, *SKIP TO SAT\_FINANCIALHELP*  
Else if **VS\_HOUSING=1**, *SKIP TO SAT\_HOUSING*  
Elseif **VS\_OTHER=1**, *SKIP TO SAT\_OTHER*  
Else if ((**JOBLASTWEEK=1** or **JOBLAST6MONTHS=1**) and (unwanted sexual contact, attack, or threatened attack reported)), *SKIP TO INCIDENTHAPPENATWORK*  
Else, *SKIP TO EMOTOLL\_INTRO*

#### **421. SAT\_SAEXAM**

How satisfied were you with...

**Sexual assault exam by a doctor, nurse, or other medical professional?**

- 1 = Completely satisfied
- 2 = Mostly satisfied
- 3 = Equally satisfied and dissatisfied
- 4 = Mostly dissatisfied
- 5 = Completely dissatisfied

If **VS\_LEGAL=1**, *CONTINUE TO SAT\_LEGAL*  
Else if **VS\_HELPFILE=1**, *SKIP TO SAT\_HELPFILE*  
Else if **VS\_VICTIMCOMP=1**, *SKIP TO SAT\_VICTIMCOMP*  
Else if **VS\_FINANCIALHELP=1**, *SKIP TO SAT\_FINANCIALHELP*  
Else if **VS\_HOUSING=1**, *SKIP TO SAT\_HOUSING*  
Elseif **VS\_OTHER=1**, *SKIP TO SAT\_OTHER*  
Else if ((**JOBLASTWEEK=1** or **JOBLAST6MONTHS=1**) and (unwanted sexual contact, attack, or threatened attack reported)), *SKIP TO INCIDENTHAPPENATWORK*  
Else, *SKIP TO EMOTOLL\_INTRO*

#### **422. SAT\_LEGAL**

How satisfied were you with...

**Legal help or assistance, such as free or low-cost legal services from an attorney, help with the legal process, preparing for court, or enforcement of your rights?**

- 1 = Completely satisfied
- 2 = Mostly satisfied
- 3 = Equally satisfied and dissatisfied
- 4 = Mostly dissatisfied
- 5 = Completely dissatisfied

If **VS\_HELPFILE=1**, *CONTINUE TO SAT\_HELPFILE*  
Else if **VS\_VICTIMCOMP=1**, *SKIP TO SAT\_VICTIMCOMP*  
Else if **VS\_FINANCIALHELP=1**, *SKIP TO SAT\_FINANCIALHELP*  
Else if **VS\_HOUSING=1**, *SKIP TO SAT\_HOUSING*  
Elseif **VS\_OTHER=1**, *SKIP TO SAT\_OTHER*  
Else if ((**JOBLASTWEEK=1** or **JOBLAST6MONTHS=1**) and (unwanted sexual contact, attack, or threatened attack reported)), *SKIP TO INCIDENTHAPPENATWORK*  
Else, *SKIP TO EMOTOLL\_INTRO*

### 423. **SAT\_HELPFILE**

How satisfied were you with...

Help filing for a restraining, protection, or no-contact order?

- 1 = Completely satisfied
- 2 = Mostly satisfied
- 3 = Equally satisfied and dissatisfied
- 4 = Mostly dissatisfied
- 5 = Completely dissatisfied

If **VS\_VICTIMCOMP=1**, *CONTINUE TO SAT\_VICTIMCOMP*  
Else if **VS\_FINANCIALHELP=1**, *SKIP TO SAT\_FINANCIALHELP*  
Else if **VS\_HOUSING=1**, *SKIP TO SAT\_HOUSING*  
Elseif **VS\_OTHER=1**, *SKIP TO SAT\_OTHER*  
Else if ((**JOBLASTWEEK=1** or **JOBLAST6MONTHS=1**) and (unwanted sexual contact, attack, or threatened attack reported)), *SKIP TO INCIDENTHAPPENATWORK*  
Else, *SKIP TO EMOTOLL\_INTRO*

### 423. **SAT\_VICTIMCOMP**

How satisfied were you with...

Help applying for victim compensation?

- 1 = Completely satisfied
- 2 = Mostly satisfied
- 3 = Equally satisfied and dissatisfied
- 4 = Mostly dissatisfied
- 5 = Completely dissatisfied

If **VS\_FINANCIALHELP=1**, *CONTINUE TO SAT\_FINANCIALHELP*  
Else if **VS\_HOUSING=1**, *SKIP TO SAT\_HOUSING*  
Elseif **VS\_OTHER=1**, *SKIP TO SAT\_OTHER*  
Else if ((**JOBLASTWEEK=1** or **JOBLAST6MONTHS=1**) and (unwanted sexual contact, attack, or threatened attack reported)), *SKIP TO INCIDENTHAPPENATWORK*  
Else, *SKIP TO EMOTOLL\_INTRO*

### 423. SAT\_FINANCIALHELP

How satisfied were you with...

Short term or emergency financial assistance?

- 1 = Completely satisfied
- 2 = Mostly satisfied
- 3 = Equally satisfied and dissatisfied
- 4 = Mostly dissatisfied
- 5 = Completely dissatisfied

If **VS\_HOUSING=1**, *CONTINUE TO SAT\_HOUSING*  
Elseif **VS\_OTHER=1**, *SKIP TO SAT\_OTHER*  
Else if ((**JOBLASTWEEK=1** or **JOBLAST6MONTHS=1**) and (unwanted sexual contact, attack, or threatened attack reported)), *SKIP TO INCIDENTHAPPENATWORK*  
Else, *SKIP TO EMOTOLL\_INTRO*

### 424. SAT\_HOUSING

How satisfied were you with...

Housing, shelter, or safehouse services?

- 1 = Completely satisfied
- 2 = Mostly satisfied
- 3 = Equally satisfied and dissatisfied
- 4 = Mostly dissatisfied
- 5 = Completely dissatisfied

If **VS\_OTHER=1**, *CONTINUE TO SAT\_OTHER*  
Else if ((**JOBLASTWEEK=1** or **JOBLAST6MONTHS=1**) and (unwanted sexual contact, attack, or threatened attack reported)), *SKIP TO INCIDENTHAPPENATWORK*  
Else, *SKIP TO EMOTOLL\_INTRO*

### 425. SAT\_OTHER

How satisfied were you with...

Any other help or services because of the incident?

- 1 = Completely satisfied
- 2 = Mostly satisfied
- 3 = Equally satisfied and dissatisfied
- 4 = Mostly dissatisfied
- 5 = Completely dissatisfied

If ((**JOBLASTWEEK=1** or **JOBLAST6MONTHS=1**) and (unwanted sexual contact, attack, or threatened attack reported)), *SKIP TO INCIDENTHAPPENATWORK*  
Else, *SKIP TO EMOTOLL\_INTRO*

#### 426. **WANTSERVICES**

You said you didn't get any services. Did you want any services?

- 1 = Yes
- 2 = No

If **WANTSERVICES=1**, *CONTINUE TO NOVS\_UNAWARE*  
Else if ((**JOBLASTWEEK=1** or **JOBLAST6MONTHS=1**) and (unwanted sexual contact, attack, or threatened attack reported)), *SKIP TO INCIDENTHAPPENATWORK*  
Else, *SKIP TO EMOTOLL\_INTR*

#### 427. **NOVS\_UNAWARE**

Please indicate whether or not each of the following were reasons why you did not get any services.

You did not know what help or services were available?

- 1 = Yes
- 2 = No

#### 428. **NOVS\_INELIGIBLE**

Please indicate whether or not each of the following were reasons why you did not get any services.

You did not think you were eligible for services, or you were told you were not eligible?

- 1 = Yes
- 2 = No

#### 429. **NOVS\_TRANSPORT**

Please indicate whether or not each of the following were reasons why you did not get any services.

You did not have transportation {or childcare}?

- 1 = Yes
- 2 = No

#### 430. **NOVS\_NOTIME**

Please indicate whether or not each of the following were reasons why you did not get any services.

You could not take time off work or school?

- 1 = Yes
- 2 = No

#### 431. **NOVS\_NOTROUBLE**

Please indicate whether or not each of the following were reasons why you did not get any services.

You didn't want to get the offender in trouble or face harsh consequences?

- 1 = Yes
- 2 = No

**432. NOVS\_WORRIED**

Please indicate whether or not each of the following were reasons why you did not get any services.

**You were worried about the consequences for yourself or your family?**

- 1 = Yes
- 2 = No

**433. NOVS\_NOTAPPROP**

Please indicate whether or not each of the following were reasons why you did not get any services.

**You did not feel services were appropriate to meet your needs?**

- 1 = Yes
- 2 = No

**434. NOVS\_CONDITION**

Please indicate whether or not each of the following were reasons why you did not get any services.

**You could not apply for or could not receive services because of a physical, mental, or emotional condition?**

- 1 = Yes
- 2 = No

**435. NOVS\_LANGUAGEPROB**

Please indicate whether or not each of the following were reasons why you did not get any services.

**The services were not available in your language?**

- 1 = Yes
- 2 = No

**436. NOVS\_OTHER**

Please indicate whether or not each of the following were reasons why you did not get any services.

**Some other reason?**

- 1 = Yes
- 2 = No

If **NOVS\_OTHER=1**, *CONTINUE TO NOVS\_OTHER\_SP*  
Else if ((**JOBLASTWEEK=1** or **JOBLAST6MONTHS=1**) and (unwanted sexual contact, attack, or threatened attack reported)), *SKIP TO INCIDENTHAPPENATWORK*  
Else, *SKIP TO EMOTOLL\_INTRO*

**437. NOVS\_OTHER\_SP**

**What was that reason?** \_\_\_\_\_

If ((**JOBLASTWEEK=1** or **JOBLAST6MONTHS=1**) and (unwanted sexual contact, attack, or threatened attack reported), **SKIP TO INCIDENTHAPPENATWORK**  
Else, **SKIP TO EMOTOLL\_INTRO**

## Workplace Violence Series

### 438. **INCIDENTHAPPENATWORK**

Did **{this/the}** incident occur while you were working or on duty?

- 1 = Yes
- 2 = No

If **INCIDENTHAPPENATWORK=1** and (**EMPLOYERTYPE** previously collected, RF, or DK, or **WV\_EMPLOYERTYPE** previously collected, RF, or DK), **SKIP TO WV\_CONFIRMEMPTY**  
Else if **INCIDENTHAPPENATWORK=1**, **SKIP TO WV\_EMPLOYERTYPE**  
Else if **INCIDENTHAPPENATWORK=2**, RF, or DK, and **LOCATIONMV** not equal to 1 and **LOCATION** not equal to 1, 3, 5, **CONTINUE TO TOFROMWORK**  
Else, **SKIP TO EMOTOLL\_INTRO**

### 439. **TOFROMWORK**

Did **{this/the}** incident happen when you were on your way to or from work?

- 1 = Yes
- 2 = No

If **LOCATION=6** and **INCIDENTHAPPENATWORK** not equal to 1 and **TOFROMWORK** not equal to 1, **CONTINUE TO INCIDENTHAPPENATWORK\_CK**  
Else if (**LOCATION=6** or **TOFROMWORK=1**) and (**EMPLOYERTYPE** previously collected, RF, or DK, or **WV\_EMPLOYERTYPE** previously collected, RF, or DK), **SKIP TO WV\_CONFIRMEMPTY**  
Else if **LOCATION=6** or **TOFROMWORK=1**, **SKIP TO WV\_EMPLOYERTYPE**  
Else, **SKIP TO EMOTOLL\_INTRO**

### **INCIDENTHAPPENATWORK\_CK (soft)**

◆ You reported that the incident happened at work, but that the respondent was not on duty or on the way to or from work at the time of the incident.

If Suppress or Close, **SKIP TO EMOTOLL\_INTRO**  
Else, allow option to choose **INCIDENTHAPPENATWORK** or **TOFROMWORK**

#### 440. WV\_CONFIRMEMPTYTYPE

At a previous interview, it was reported that you were {employed by a private company, business, or individual for wages/employed by the Federal government/employed by a state, county, or local government/self-employed in your own business, professional practice, or farm/employed by a private not-for-profit, tax-exempt, or charitable organization}.

Were you {employed by a private company, business, or individual for wages/employed by the Federal government/employed by a state, county, or local government/self-employed in your own business, professional practice, or farm/employed by a private not-for-profit, tax-exempt, or charitable organization} at the time of this incident?

- 1 = Yes
- 2 = No

If WV\_CONFIRMEMPTYTYPE=1, CONTINUE TO WV\_CONFIRMOCC  
Else if WV\_CONFIRMEMPTYTYPE=2, SKIP TO WV\_EMPLOYERTYPE  
Else, SKIP TO EMOTOLL\_INTRO

#### 441. WV\_CONFIRMOCC

At a previous interview, it was reported that your occupation was {Management, Business, and Financial Operations Occupation/Computer, Mathematical, Architecture, Engineering, Life/Physical/Social Science Occupation/Counselor, Social Worker, Other Community and Social Service Specialist, or Religious Worker/Legal Occupation (for example: judge/lawyer, legal support worker)/Educational Instruction or Library Occupation (for example: teacher, professor, librarian)/Arts, Design, Entertainment, Sports, or Media Occupation/Healthcare Practitioner or Health Technician Occupation (for example: physician, nurse)/Healthcare Support Occupation (for example: home health aide, nursing assistant)/Law Enforcement or Protective Service Occupation/Food Preparation or Food Serving Related Occupation (for example: cook, waiter/waitress, bartender)/Building and Grounds Cleaning Maintenance Occupation/Personal Care or Service Occupation/Sales or Retail Occupation (for example: cashier, retail salesperson)/Office and Administrative Support Occupation/Installation Maintenance, or Repair Occupation/Transportation and Material Moving Occupation (for example: bus driver, taxi, or rideshare driver)/Military specific occupation/[Previously reported OCCUPATION\_SP]}. Is this an accurate description of your current job at the time of this incident?

- 1 = Yes
- 2 = No

If WV\_CONFIRMOCC=2, SKIP TO WV\_OCCUPATION\_SP  
Else, SKIP TO EMOTOLL\_INTRO

#### 442. WV\_EMPLOYERTYPE

The next questions are about the job you had at the time of {this/the} incident. Were you employed by...

- 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, or,
- 5 = A private non-profit, tax-exempt, or charitable organization?

If WV\_EMPLOYERTYPE is 1-5, CONTINUE TO WV\_TYPEBUSINESS\_SP  
Else, SKIP TO EMOTOLL\_INTRO

#### 443. WV\_TYPEBUSINESS\_SP

What kind of business or industry is this? What do they make or do where you were working at the time of {this/the} incident? \_\_\_\_\_

#### 444. WV\_BUSINESSSECTOR

Which of these categories best describes the business or industry?

◆ {Read categories until respondent says yes/Turn the laptop around and show the respondent the answer categories.}

- 1 = Agriculture, Forestry, Fishing, and Mining, Oil and Gas Extraction
- 2 = Construction
- 3 = Manufacturing
- 4 = Transportation, Communications, and Public Utilities, Warehousing
- 5 = Wholesale Trade
- 6 = Retail Trade
- 7 = Finance, Insurance, and Real Estate
- 8 = Business and Repair Services
- 9 = Personal Services
- 10 = Entertainment and Recreation
- 11 = Professional Services
- 12 = Public Administration/Government
- 13 = Armed Forces
- 14 = Healthcare and Social Assistance
- 15 = Public Safety
- 16 = Something else

#### 445. WV\_OCCUPATION\_SP

What kind of work were you doing at this job at the time of {this/the} incident, that is, what was your occupation? For example: 4th grade teacher, plumber, cashier, lawn care technician. \_\_\_\_\_



#### 446. WV\_JOBDESCRIPTION

What kind of work did you do, that is, what was your occupation at the time of {this/the} incident?  
Which of these categories best describes your occupation?

◆ {Read categories until respondent says yes/Turn the laptop around and show the respondent the answer categories.}

- 1 = Management, Business, and Financial Operations Occupation
- 2 = Computer, Mathematical, Architecture, Engineering, Life/Physical/Social Science Occupation
- 3 = Counselor, Social Worker, Other Community and Social Service Specialist, or Religious Worker
- 4 = Legal Occupation (for example: judge/lawyer, legal support worker)
- 5 = Educational Instruction or Library Occupation (for example: teacher, professor, librarian)
- 6 = Arts, Design, Entertainment, Sports, or Media Occupation
- 7 = Healthcare Practitioner or Health Technician Occupation (for example: physician, nurse)
- 8 = Healthcare Support Occupation (for example: home health aide, nursing assistant)
- 9 = Law Enforcement or Protective Service Occupation
- 10 = Food Preparation or Food Serving Related Occupation (for example: cook, waiter/waitress, bartender)
- 11 = Building and Grounds Cleaning Maintenance Occupation
- 12 = Personal Care or Service Occupation
- 13 = Sales or Retail Occupation (for example: cashier, retail salesperson)
- 14 = Office and Administrative Support Occupation
- 15 = Installation, Maintenance, or Repair Occupation
- 16 = Transportation and Material Moving Occupation (for example: bus driver, taxi, or rideshare driver)
- 17 = Military specific occupation
- 18 = Any remaining occupations that do not fall into above categories

If WV\_JOBDESCRIPTION=4, CONTINUE TO WV\_JOB\_LEGAL  
Else if WV\_JOBDESCRIPTION =5, SKIP TO WV\_JOB\_EDUCATION  
Else if WV\_JOBDESCRIPTION =7, SKIP TO WV\_JOB\_HEALTHCARE  
Else if WV\_JOBDESCRIPTION =8, SKIP TO WV\_JOB\_HEALTHSUPPORT  
Else if WV\_JOBDESCRIPTION =9, SKIP TO WV\_JOB\_LAWENFORCE  
Else if WV\_JOBDESCRIPTION =10, SKIP TO WV\_JOB\_FOODSERVICES  
Else if WV\_JOBDESCRIPTION =13, SKIP TO WV\_JOB\_RETAILSALES  
Else if WV\_JOBDESCRIPTION =16, SKIP TO WV\_JOB\_TRANSPORT  
Else, SKIP TO WV\_USUALJOBduties

#### 447. WV\_JOB\_LEGAL

Were you employed as a...?

- 1 = Judge or lawyer
- 2 = Legal support worker
- 3 = Another legal occupation

SKIP TO [EMOTOLL\\_INTRO](#)

#### 448. **WV\_JOB\_EDUCATION**

Were you employed as a...?

- 1 = Preschool, elementary, middle, or high school teacher
- 2 = College, university, or technical school professor or teacher
- 3 = Special education teacher
- 4 = Another educational instruction or library occupation

SKIP TO [EMOTOLL\\_INTRO](#)

#### 449. **WV\_JOB\_HEALTHCARE**

Were you employed as a...?

- 1 = Physician
- 2 = Nurse
- 3 = Health technologist or technician
- 4 = Another healthcare practitioner or technical occupation

SKIP TO [EMOTOLL\\_INTRO](#)

#### 450. **WV\_JOB\_HEALTHSUPPORT**

Were you employed as a...?

- 1 = Home health or personal care aide; nursing assistant, orderly, or psychiatric aide
- 2 = Occupational therapy or physical therapist assistant or aide
- 3 = Another healthcare support occupation

SKIP TO [EMOTOLL\\_INTRO](#)

#### 451. **WV\_JOB\_LAWENFORCE**

Were you employed as a...?

- 1 = Police officer
- 2 = Correctional officer or jailer
- 3 = Security guard
- 4 = Another law enforcement or protective service occupation

SKIP TO [EMOTOLL\\_INTRO](#)

#### 452. WV\_JOB\_FOODSERVICES

Were you employed as a...?

- 1 = Supervisor of food preparation and serving workers
- 2 = Cook or food preparation worker
- 3 = Waiter/waitress or food server
- 4 = Bartender
- 5 = Another food preparation or serving related occupation

SKIP TO EMOTOLL\_INTRO

#### 453. WV\_JOB\_RETAILSALES

Were you employed as a...?

- 1 = Retail sales worker, such as a cashier, counter or rental clerk, parts salesperson, retail salesperson
- 2 = Another sales occupation

SKIP TO EMOTOLL\_INTRO

#### 454. WV\_JOB\_TRANSPORT

Were you employed as a...?

- 1 = Bus driver
- 2 = Taxi driver, rideshare driver, or chauffeur
- 3 = Another transportation or material moving occupation

SKIP TO EMOTOLL\_INTRO

#### 455. WV\_USUALJOBduties

What were your usual activities or duties at this job? For example: instruct students and create lesson plans, drive a bus, mow lawns. \_\_\_\_\_

## Consequences II: Socio-emotional Problems

### EMOTOLL\_INTRO

Being a victim of crime affects people in different ways. The next questions are about how **{this/the}** incident may have affected you.

If **JOBLASTWEEK=1**, **JOBLAST6MONTHS=1**, **ATTENDINGSCHOOL=1**, or **ATTENDINGSCHOOL=2**,  
CONTINUE TO **IMPACT\_JOB**  
Else, SKIP TO **IMPACT\_FAMILY**

#### 456. IMPACT\_JOB

Did {this/the} incident lead you to have serious problems with your {job or} {schoolwork}, or trouble with people {at work} {or} {at school}?

- 1 = Yes
- 2 = No

#### 457. IMPACT\_FAMILY

Did {this/the} incident lead you to have serious problems with family members or friends, such as having more arguments with them, losing trust in them, or feeling more distant from them?

- 1 = Yes
- 2 = No

#### 458. HOW\_DISTRESSING

Overall, how upsetting has {this/the} incident been to you?

- 1 = Not at all upsetting
- 2 = Mildly upsetting
- 3 = Moderately upsetting
- 4 = Severely upsetting

If IMPACT\_JOB=1, IMPACT\_FAMILY=1, or HOW\_DISTRESSING=3, 4, CONTINUE TO FEEL\_ANGRY  
Else, SKIP TO ECONOMIC\_INTRO

#### 459. FEEL\_ANGRY

I am going to read a list of things you may have felt because of the incident. For each, please tell me whether you didn't feel this way at all, you felt this way for less than a month, or you felt this way for a month or longer.

Angry

- 1 = Didn't feel this way
- 2 = Yes, for less than 1 month
- 3 = Yes, for 1 month or more

#### 460. FEEL\_SHOCKED

I am going to read a list of things you may have felt because of the incident. For each, please tell me whether you didn't feel this way at all, you felt this way for less than a month, or you felt this way for a month or longer.

Shocked

- 1 = Didn't feel this way
- 2 = Yes, for less than 1 month
- 3 = Yes, for 1 month or more

#### **461. FEEL\_FEARFUL**

I am going to read a list of things you may have felt because of the incident. For each, please tell me whether you didn't feel this way at all, you felt this way for less than a month, or you felt this way for a month or longer.

##### **Fearful**

- 1 = Didn't feel this way
- 2 = Yes, for less than 1 month
- 3 = Yes, for 1 month or more

#### **462. FEEL\_DEPRESSED**

I am going to read a list of things you may have felt because of the incident. For each, please tell me whether you didn't feel this way at all, you felt this way for less than a month, or you felt this way for a month or longer.

##### **Depressed**

- 1 = Didn't feel this way
- 2 = Yes, for less than 1 month
- 3 = Yes, for 1 month or more

#### **462. FEEL\_WORRIED**

I am going to read a list of things you may have felt because of the incident. For each, please tell me whether you didn't feel this way at all, you felt this way for less than a month, or you felt this way for a month or longer.

##### **Anxious or panicked**

- 1 = Didn't feel this way
- 2 = Yes, for less than 1 month
- 3 = Yes, for 1 month or more

#### **462. FEEL\_LESSCONFIDENT**

I am going to read a list of things you may have felt because of the incident. For each, please tell me whether you didn't feel this way at all, you felt this way for less than a month, or you felt this way for a month or longer.

##### **Less confident**

- 1 = Didn't feel this way
- 2 = Yes, for less than 1 month
- 3 = Yes, for 1 month or more

#### 463. FEEL\_SAD

I am going to read a list of things you may have felt because of the incident. For each, please tell me whether you didn't feel this way at all, you felt this way for less than a month, or you felt this way for a month or longer.

##### Sad

- 1 = Didn't feel this way
- 2 = Yes, for less than 1 month
- 3 = Yes, for 1 month or more

#### 464. FEEL\_ANNOYED

I am going to read a list of things you may have felt because of the incident. For each, please tell me whether you didn't feel this way at all, you felt this way for less than a month, or you felt this way for a month or longer.

##### Annoyed

- 1 = Didn't feel this way
- 2 = Yes, for less than 1 month
- 3 = Yes, for 1 month or more

#### 465. TRBL\_SLEEPING

Did you have difficulty sleeping because of the incident?

- 1 = No
- 2 = Yes, for less than 1 month
- 3 = Yes, for 1 month or more

#### 466. MENTALHEALTH

Have you talked to a psychologist, psychiatrist, counselor, or other mental health professional about {this/the} incident?

- 1 = Yes
- 2 = No

If MENTALHEALTH=1, CONTINUE TO MH\_MEDICALINSURANCE  
Else, SKIP TO ECONOMIC\_INTRO

#### 467. MH\_MEDICALINSURANCE

Did you have any out-of-pocket expenses for your mental health care, that is, expenses that you do not expect to get paid back from insurance or some other source?

- 1 = Yes
- 2 = No
- 3 = Don't know

If **MH\_MEDICALINSURANCE=1**, *CONTINUE TO* **MH\_MEDICALEXPENSES**  
Else, *SKIP TO* **ECONOMIC\_INTRO**

#### **468. MH\_MEDICALEXPENSES**

**How much were these out-of-pocket expenses?**

◆ Probe using answer categories as needed.

- 1 = Less than \$100
- 2 = \$100 to less than \$500
- 3 = \$500 to less than \$1,000
- 4 = \$1,000 to less than \$5,000
- 5 = \$5,000 or more

### **Consequences III: Economic Consequences**

#### **ECONOMIC\_INTRO**

**Thank you. The next set of questions ask about the how the incident impacted you financially.**

If motor vehicle theft reported, *CONTINUE TO* **VEHICLE\_VALUE**  
Else if theft reported, *SKIP TO* **PROPERTYVALUE**  
Else if no vandalism reported, *SKIP TO* **DAMAGED**  
Else if vandalism and other type of crime reported, *SKIP TO* **WHATDAMAGED**  
Else if vandalism reported, *SKIP TO* **TYPEOFDAMAGE**

#### **469. VEHICLE\_VALUE**

**What would you estimate was the value of the vehicle that was stolen or taken without permission?**

◆ Probe using answer categories as needed.

- 1 = Less than \$1,000
- 2 = \$1,000 to less than \$5,000
- 3 = \$5,000 to less than \$10,000
- 4 = \$10,000 to less than \$20,000
- 5 = \$20,000 to less than \$30,000
- 6 = \$30,000 or more

#### **470. GETVEHICLEBACK**

**Did you get the vehicle back?**

- 1 = Yes
- 2 = No

If **GETVEHICLEBACK=1**, **CONTINUE TO VEHICLE\_DAMAGED**  
Else if theft reported, **SKIP TO VEHICLE\_VALOTHITEMS**  
Else if no vandalism reported, **SKIP TO DAMAGED**  
Else if vandalism and other type of crime reported, **SKIP TO WHATDAMAGED**  
Else if vandalism reported, **SKIP TO TYPEOFDAMAGE**

#### **471. VEHICLE\_DAMAGED**

**Did the vehicle have no damage, some damage, or damage beyond repair?**

- 1 = No damage
- 2 = Some damage
- 3 = Damaged beyond repair

If theft reported, go to **VEHICLE\_VALOTHITEMS**  
Else if no vandalism reported, **SKIP TO DAMAGED**  
Else if vandalism and other type of crime reported, **SKIP TO WHATDAMAGED**  
Else if vandalism reported, **SKIP TO TYPEOFDAMAGE**

#### **472. VEHICLE\_VALOTHITEMS**

**Earlier you said some items were stolen along with the vehicle. What was the value of these other items, including the value of anything you got back?**

◆ **Probe using answer categories as needed.**

- 1 = Less than \$25
- 2 = \$25 to less than \$50
- 3 = \$50 to less than \$100
- 4 = \$100 to less than \$500
- 5 = \$500 to less than \$1,000
- 6 = \$1,000 or more

**SKIP TO ALLPARTRECOVERED**



#### 473. PROPERTYVALUE

What would you estimate was the total value of the stolen items, including the value of anything you got back? {Exclude any stolen cash./Exclude any checks or credit cards./Exclude any stolen cash, checks, or credit cards.} If jointly owned with a nonhousehold member(s), include only the share owned by household members.

◆ Probe using answer categories as needed.

- 1 = Less than \$25
- 2 = \$25 to less than \$50
- 3 = \$50 to less than \$100
- 4 = \$100 to less than \$500
- 5 = \$500 to less than \$1,000
- 6 = \$1,000 or more

#### 474. ALLPARTRECOVERED

{Apart from the stolen vehicle, did/Did} you get any of the stolen {cash} {or} {items} back?

- 1 = Yes, the respondent got all of it back
- 2 = Yes, the respondent got some of it back
- 3 = No, the respondent got none of it back

If ALLPARTRECOVERED=2, CONTINUE TO RECOVEREDVALUE  
Else if no vandalism reported, SKIP TO DAMAGED  
Else if vandalism and other type of crime reported, SKIP TO WHATDAMAGED  
Else if vandalism reported, SKIP TO TYPEOFDAMAGE

#### 475. RECOVEREDVALUE

{Apart from the cost of the vehicle, what/What} would you estimate was the total value of the {other} items you got back?

◆ Probe using answer categories as needed.

- 1 = Less than \$25
- 2 = \$25 to less than \$50
- 3 = \$50 to less than \$100
- 4 = \$100 to less than \$500
- 5 = \$500 to less than \$1,000
- 6 = \$1,000 or more

If no vandalism reported, CONTINUE TO DAMAGED  
Else if vandalism and other type of crime reported, SKIP TO WHATDAMAGED  
Else if vandalism reported, SKIP TO TYPEOFDAMAGE

## Property Damage

### 476. DAMAGED

{Other than any stolen property, was/Was} anything that belonged to you or someone you live with damaged or destroyed in {this/the} incident?

- 1 = Yes
- 2 = No

If **DAMAGED=1**, *CONTINUE TO WHATDAMAGED*  
Else if **JOBLASTWEEK=1**, **JOBLAST6MONTHS=1**, **ATTENDING SCHOOL=1**, or  
**ATTENDING SCHOOL=2**, *SKIP TO LOSTWORKTIME*  
Else, *SKIP TO SUMMARY\_SP*

### 477. WHATDAMAGED

What was damaged or destroyed {other than any stolen property}?

◆ Probe if needed: Anything else?

◆ Mark all that apply

- 1 = A vehicle (including parts)
- 2 = Something inside your home or apartment
- 3 = A mailbox
- 4 = Part of your home or apartment, such as doors, windows, or walls
- 5 = Fences, walls, gates, or items in a garden
- 6 = A garage, shed, barn, or other structure on your property
- 7 = A cell phone or something you were wearing or carrying, such as clothing
- 8 = Other (specify)

If **WHATDAMAGED=8**, *CONTINUE TO WHATDAMAGED\_SP*  
Else, *SKIP TO TYPEOFDAMAGE*

### 478. WHATDAMAGED\_SP

What was damaged or destroyed? \_\_\_\_\_

#### 479. TYPEOFDAMAGE

What kind of damage did the offender do?

◆ Mark all that apply

- 1 = Broke glass, such as a window or mirror
- 2 = Defaced something, such as painting, graffiti, or keyed a car
- 3 = Broke or destroyed something else
- 4 = Cut something
- 5 = Knocked something down
- 6 = Other damage, such as dents, holes, scratches, burns
- 7 = Other (specify)

If **TYPEOFDAMAGE=7**, *CONTINUE TO TYPEOFDAMAGE\_SP*  
Else if **VANDALISM** not equal to **EMPTY**, *SKIP TO DAMAGEDCOST*  
Else if **WHATDAMAGED=1**, *SKIP TO DAMAGEDVEHICLE*  
Else if **WHATDAMAGED=3, 4**, *SKIP TO DAMAGEDHOUSE*  
Else if **WHATDAMAGED=6**, *SKIP TO DAMAGEDOTHPROP*  
Else if **DAMAGED=1**, *SKIP TO DAMAGEDCOST*  
Else if **JOBLASTWEEK=1**, **JOBLAST6MONTHS=1**, **ATTENDINGSCHOOL=1**, or  
**ATTENDINGSCHOOL=2**, *SKIP TO LOSTWORKTIME*  
Else, *SKIP TO SUMMARY\_SP*

#### 480. TYPEOFDAMAGE\_SP

What kind of damage did the offender do? \_\_\_\_\_

If **VANDALISM** not equal to **EMPTY**, *SKIP TO DAMAGEDCOST*  
Else if **WHATDAMAGED=1**, *CONTINUE TO DAMAGEDVEHICLE*  
Else if **WHATDAMAGED=3, 4**, *SKIP TO DAMAGEDHOUSE*  
Else if **WHATDAMAGED=6**, *SKIP TO DAMAGEDOTHPROP*  
Else if **DAMAGED=1**, *SKIP TO DAMAGEDCOST*  
Else if **JOBLASTWEEK=1**, **JOBLAST6MONTHS=1**, **ATTENDINGSCHOOL=1**, or  
**ATTENDINGSCHOOL=2**, *SKIP TO LOSTWORKTIME*  
Else, *SKIP TO SUMMARY\_SP*

#### 481. DAMAGEDVEHICLE

Was any of the damage a result of the offender trying to get into the vehicle?

- 1 = Yes
- 2 = No

If **WHATDAMAGED=3, 4**, *CONTINUE TO DAMAGEDHOUSE*  
Else if **WHATDAMAGED=6**, *SKIP TO DAMAGEDOTHPROP*  
Else if **DAMAGED=1** or (vandalism reported and **VANDALISM=not previously collected**), *SKIP TO DAMAGEDCOST*  
Else if **JOBLASTWEEK=1, JOBLAST6MONTHS=1, ATTENDINGSCHOOL=1**, or **ATTENDINGSCHOOL=2**, *SKIP TO LOSTWORKTIME*  
Else, *SKIP TO SUMMARY\_SP*

#### 482. DAMAGEDHOUSE

Was any of the damage to your house or apartment a result of the offender trying to get inside?

- 1 = Yes
- 2 = No

If **WHATDAMAGED=6**, *CONTINUE TO DAMAGEDOTHPROP*  
Else if **DAMAGED=1** or (vandalism reported and **VANDLAISM=not previously collected**), *SKIP TO DAMAGEDCOST*  
Else if **JOBLASTWEEK=1, JOBLAST6MONTHS=1, ATTENDINGSCHOOL=1**, or **ATTENDINGSCHOOL=2**, *SKIP TO LOSTWORKTIME*  
Else, *SKIP TO SUMMARY\_SP*

#### 483. DAMAGEDOTHPROP

Was any of the damage to your garage, shed, barn, or other structure on your property a result of the offender trying to get into the structure?

- 1 = Yes
- 2 = No

If **DAMAGED=1** or (vandalism reported **VANDLAISM=not previously collected**), *CONTINUE TO DAMAGEDCOST*  
Else if **JOBLASTWEEK=1, JOBLAST6MONTHS=1, ATTENDINGSCHOOL=1**, or **ATTENDINGSCHOOL=2**, *SKIP TO LOSTWORKTIME*  
Else, *SKIP TO SUMMARY\_SP*

#### 484. DAMAGEDCOST

**{Excluding any costs you have already mentioned, what/What}** was the total value of the damage done **{in this vandalism}**? If you don't know the exact amount, please give your best estimate.

◆ Probe using answer categories as needed.

- 1 = Less than \$100
- 2 = \$100 to less than \$500
- 3 = \$500 to less than \$1,000
- 4 = \$1,000 to less than \$5,000
- 5 = \$5,000 or more

#### 485. STAYELSEWHERE

Did you need to stay somewhere else or move to a new home as a result of {this/the} incident?

- 1 = Yes
- 2 = No

If **JOBLASTWEEK=1, JOBLAST6MONTHS=1, ATTENDINGSCCHOOL=1, or ATTENDINGSCCHOOL=2,**  
**SKIP TO LOSTWORKTIME**  
Else, **SKIP TO SUMMARY\_SP**

### Lost Work and Wages

#### 486. LOSTWORKTIME

Have you taken any time off from {work} {or} {school} because of {this/the} incident {for such things as {cooperating with a police investigation, testifying in court} {or} {repairing or replacing damaged or stolen property}}?

- 1 = {Yes, time off from work}
- 2 = {Yes, time off from school}
- 3 = {Yes, time off from both work and school}
- 4 = No

If **LOSTWORKTIME=1, 2, 3, CONTINUE TO AMOUNTTIMELOST**  
Else, **SKIP TO LOSTJOB**

#### 487. AMOUNTTIMELOST

How much time did you take off work or school?

- 1 = Less than 1 day
- 2 = 1 day
- 3 = 2-4 days
- 4 = 5-10 days
- 5 = 11-20 days
- 6 = 21-30 days
- 7 = 31+ days

If **LOSTWORKTIME=1, 3, CONTINUE TO LOSTPAY**  
Else, **SKIP TO LOSTJOB**

#### 488. LOSTPAY

Did you lose any pay for the time you took off?

- 1 = Yes
- 2 = No

If **LOSTPAY=1**, *CONTINUE TO AMOUNTLOSTPAY*  
Else, *SKIP TO LOSTJOB*

#### 489. **AMOUNTLOSTPAY**

About how much pay did you lose?

◆ *Probe using answer categories as needed.*

- 1 = Less than \$100
- 2 = \$100 to less than \$500
- 3 = \$500 to less than \$1,000
- 4 = \$1,000 or more

#### 490. **LOSTJOB**

Did you lose your job or have to **{give up work} {or} {withdraw from school}** as a result of **{this/the}** incident?

- 1 = Yes
- 2 = No

If **LOSTJOB=2**, *CONTINUE TO CHANGEJOB*  
Else, *SKIP TO SUMMARY\_SP*

#### 491. **CHANGEJOB**

Did you have to change your **{job} {or} {school}** as a result of **{this/the}** incident?

- 1 = Yes
- 2 = No

### Summary

#### 492. **SUMMARY\_SP**

Thank you for telling me about the incident **{in {Month year}}**. Would you mind describing the incident for me in your own words? \_\_\_\_\_

#### **ENDINCIDENT**

Thank you.

◆ *If needed:* We appreciate you sharing such personal information about this incident.

We will not be asking any more questions about this particular incident and are going to move on to the next set of questions.

## Unduplication

### INTRO\_UNDUP

Please give me a moment to review the crime incident(s) collected.

◆ Enter 1 to continue.

### UNDUP\_CURINC

◆ Compare the incident data reported this interview period. Do not discuss incidents with the respondent.

◆ Is the incident on the left the same incident that is displayed on the right?

LN {Line number} {Name} Inc # {Incident number}

Month: {Month Year}

Incident Note: {Incident note}

Summary: {Incident summary}

LN {Line number} {Name} Inc # {Incident number}

Month: {Month Year}

Incident Note: {Incident note}

Summary: {Incident summary}

- 1 = Yes
- 2 = No

If more incidents to compare, *GO TO* **UNDUP\_CURINC** for the next comparison  
Else, *CONTINUE TO* **SOCIODEMO\_INTRO**

## Person Characteristics II

### SOCIODEMO\_INTRO

The next questions ask about you. Remember all answers to this survey are confidential.

If incoming case, replacement household, interview number=3, 5, 7, or **HEARING** not previously collected, *CONTINUE TO* **HEARING**  
Else if **VISION** not previously collected, *SKIP TO* **VISION**  
Else if **LEARN\_CONCENTRATE** not previously collected, *SKIP TO* **LEARN\_CONCENTRATE**  
Else if **PHYSICAL\_LIMIT** not previously collected, *SKIP TO* **PHYSICAL\_LIMIT**  
Else if **DRESS\_BATH** not previously collected, *SKIP TO* **DRESS\_BATH**  
Else if age is >=15 and **LEAVING\_HOME** not previously collected, *SKIP TO* **LEAVING\_HOME**  
Else if **CITIZENSHIP**=RF, DK, or not previously collected, *SKIP TO* **CITIZENSHIP**  
Else if age is [16-96], **SEX**=male, self-interview, and (**ORIENTATION\_MALE** not previously collected, incoming case, interview number=3, 5, 7, or replacement household), *SKIP TO* **ORIENTATION\_MALE**  
Else if age is [16-96], **SEX**=female, RF, or DK, self-interview, and (**ORIENTATION\_FEMALE** not previously collected, incoming case, interview number=3, 5, 7, or replacement household), *SKIP TO* **ORIENTATION\_FEMALE**  
Else if age is [16-96], self-interview, and (**GENID\_BIRTH** not previously collected, incoming case, interview number=3, 5, 7, or replacement household), *SKIP TO* **GENID\_BIRTH**  
Else if age is [16-96], self-interview, and (**GENID\_DESCRIBE** not previously collected, incoming case, interview number=3, 5, 7, or replacement household), *SKIP TO* **GENID\_DESCRIBE**

Else if age is [18-39] and **ACTIVEDUTY=1**, RF, DK, or not previously collected, **SKIP TO ACTIVEDUTY**

Else if age is [14-96, RF, or DK] and **MARITAL=1**, **SKIP TO LIVEWITHSPOUSE**

Else if age is [14-96, RF, or DK] and there is more than one household member, **SKIP TO LIVEWITHPARTNER**

Else if ((**JOBLASTWEEK=1** or **JOBLAST2WEEKS=1**) and **SAMEJOB6MONTHS=1** and (**WV\_EMPLOYERTYPE** previously collected or **WV\_CONFIRMEMPTYTYPE** previously collected in any CIR)), **SKIP TO INTVDONE**

Else if ((**JOBLASTWEEK=1** or **JOBLAST2WEEKS=1**) and (**WV\_EMPLOYERTYPE** previously collected or **WV\_CONFIRMEMPTYTYPE** previously collected in any CIR))), **SKIP TO JOBCHANGE**

Else if (**JOBLASTWEEK=1** or **JOBLAST2WEEKS=1**) and (**EMPLOYERTYPE** previously collected, RF, or DK, or **WV\_EMPLOYERTYPE** previously collected, RF, or DK), **SKIP TO CONFIRMEMPTYTYPE**

Else if **JOBLASTWEEK=1**, **SKIP TO EMPLOYERTYPE**

Else if **JOBLASTWEEK=2**, **SKIP TO LOOKINGFORWORK**

Else if **JOBLAST6MONTHS=1**, **SKIP TO JOBLAST2WEEKS**

Else, go to **INTVDONE**

#### **493. HEARING**

**Are you deaf or do you have serious difficulty hearing?**

- 1 = Yes
- 2 = No

#### **494. VISION**

**Are you blind or do you have serious difficulty seeing even when wearing glasses?**

- 1 = Yes
- 2 = No

#### **495. LEARN\_CONCENTRATE**

**Because of a physical, mental, or emotional condition, do you have serious difficulty:**

**Concentrating, remembering, or making decisions?**

- 1 = Yes
- 2 = No

#### **496. PHYSICAL\_LIMIT**

**Because of a physical, mental, or emotional condition, do you have serious difficulty:**

**Walking or climbing stairs?**

- 1 = Yes
- 2 = No

#### **496. DRESS\_BATH**

**Because of a physical, mental, or emotional condition, do you have serious difficulty:**

**Dressing or bathing?**

- 1 = Yes



- 2 = No

If age is >=15, *CONTINUE TO LEAVING\_HOME*  
 Else, *SKIP TO CITIZENSHIP*

#### 497. LEAVING\_HOME

Because of a physical, mental, or emotional condition, do you have difficulty doing errands alone such as visiting a doctor's office or shopping?

- 1 = Yes
- 2 = No

#### 498. CITIZENSHIP

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 parents, or become a citizen of the U.S. through naturalization?

◆ Probe if respondent only says 'Yes'.

- 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

If age is [16-96], *SEX*=male, self-interview, and (*ORIENTATION\_MALE* not previously collected, incoming case, interview number=3, 5, 7, or replacement household), *SKIP TO ORIENTATION\_MALE*  
 Else if age is [16-96], *SEX*=female, RF, or DK, self-interview, and (*ORIENTATION\_FEMALE* not previously collected, incoming case, interview number=3, 5, 7, or replacement household), *SKIP TO ORIENTATION\_FEMALE*  
 Else if age is [16-96], self-interview, and (*GENID\_BIRTH* not previously collected, incoming case, interview number=3, 5, 7, or replacement household), *SKIP TO GENID\_BIRTH*  
 Else if age is [16-96], self-interview, and (*GENID\_DESCRIBE* not previously collected, incoming case, interview number=3, 5, 7, or replacement household), *SKIP TO GENID\_DESCRIBE*  
 Else if age is [18-39] and *ACTIVEDUTY*=1, RF, DK, or not previously collected, *SKIP TO ACTIVEDUTY*  
 Else if age is [14-96, RF, or DK] and *MARITAL*=1, *SKIP TO LIVEWITHSPOUSE*  
 Else if age is [14-96, RF, or DK] and there is more than one household member, *SKIP TO LIVEWITHPARTNER*  
 Else if ((*JOBLASTWEEK*=1 or *JOBLAST2WEEKS*=1) and *SAMEJOB6MONTHS*=1 and (*WV\_EMPLOYERTYPE* previously collected or *WV\_CONFIRMEMPTYTYPE* previously collected in any CIR)), *SKIP TO INTVDONE*  
 Else if ((*JOBLASTWEEK*=1 or *JOBLAST2WEEKS*=1) and (*WV\_EMPLOYERTYPE* previously collected or *WV\_CONFIRMEMPTYTYPE* previously collected in any CIR))), *SKIP TO JOBCHANGE*  
 Else if (*JOBLASTWEEK*=1 or *JOBLAST2WEEKS*=1) and (*EMPLOYERTYPE* previously collected, RF, or DK, or *WV\_EMPLOYERTYPE* previously collected, RF, or DK), *SKIP TO CONFIRMEMPTYTYPE*  
 Else if *JOBLASTWEEK*=1, *SKIP TO EMPLOYERTYPE*

Else if **JOBLASTWEEK=2**, *SKIP TO LOOKINGFORWORK*  
Else if **JOBLAST6MONTHS=1**, *SKIP TO JOBLAST2WEEKS*  
Else, *SKIP TO INTVDONE*

#### 499. **ORIENTATION\_MALE**

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

*SKIP TO GENID\_BIRTH*

#### 500. **ORIENTATION\_FEMALE**

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

#### 501. **GENID\_BIRTH**

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

- 1 = Male
- 2 = Female
- 3 = Refused

- 4 = Don't know

## 502. **GENID\_DESCRIBE**

**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

If (GENID\_BIRTH=1 and GENID\_DESCRIBE=2, 3, 4) or (GENID\_BIRTH=2 and GENID\_DESCRIBE=1, 3, 4), CONTINUE TO GENID\_CONFIRM

Else if age is [18-39] and ACTIVEDUTY=1, RF, DK, or not previously collected, SKIP TO ACTIVEDUTY

Else if age is [14-96, RF, or DK] and MARITAL=1, SKIP TO LIVEWITHSPOUSE

Else if age is [14-96, RF, or DK] and there is more than one household member, SKIP TO LIVEWITHPARTNER

Else if ((JOBLASTWEEK=1 or JOBLAST2WEEKS=1) and SAMEJOB6MONTHS=1 and (WV\_EMPLOYERTYPE previously collected or WV\_CONFIRMEMPTYTYPE previously collected in any CIR)), SKIP TO INTVDONE

Else if ((JOBLASTWEEK=1 or JOBLAST2WEEKS=1) and (WV\_EMPLOYERTYPE previously collected or WV\_CONFIRMEMPTYTYPE previously collected in any CIR))), SKIP TO JOBCHANGE

Else if (JOBLASTWEEK=1 or JOBLAST2WEEKS=1) and (EMPLOYERTYPE previously collected, RF, or DK, or WV\_EMPLOYERTYPE previously collected, RF, or DK), SKIP TO CONFIRMEMPTYTYPE

Else if JOBLASTWEEK=1, SKIP TO EMPLOYERTYPE

Else if JOBLASTWEEK=2, SKIP TO LOOKINGFORWORK

Else if JOBLAST6MONTHS=1, SKIP TO JOBLAST2WEEKS

Else, SKIP TO INTVDONE

### 503. GENID\_CONFIRM

Just to confirm, you were assigned {male/female} at birth and now {describe yourself as {male/female/transgender}/do not describe yourself as male, female, or transgender}. Is that correct?

- 1 = Yes
- 2 = No
- 3 = Refused
- 4 = Don't know

If GENID\_CONFIRM=2, LOOP TO GENID\_ERROR\_CK

Else if age is [18-39] and ACTIVEDUTY=1, RF, DK, or not previously collected, SKIP TO ACTIVEDUTY

Else if age is [14-96, RF, or DK] and MARITAL=1, SKIP TO LIVEWITHSPOUSE

Else if age is [14-96, RF, or DK] and there is more than one household member, SKIP TO LIVEWITHPARTNER

Else if ((JOBLASTWEEK=1 or JOBLAST2WEEKS=1) and SAMEJOB6MONTHS=1 and (WV\_EMPLOYERTYPE previously collected or WV\_CONFIRMEMPTYTYPE previously collected in any CIR)), SKIP TO INTVDONE

Else if ((JOBLASTWEEK=1 or JOBLAST2WEEKS=1) and (WV\_EMPLOYERTYPE previously collected or WV\_CONFIRMEMPTYTYPE previously collected in any CIR))), SKIP TO JOBCHANGE

Else if (JOBLASTWEEK=1 or JOBLAST2WEEKS=1) and (EMPLOYERTYPE previously collected, RF, or DK, or WV\_EMPLOYERTYPE previously collected, RF, or DK), SKIP TO CONFIRMEMPTYTYPE

Else if JOBLASTWEEK=1, SKIP TO EMPLOYERTYPE

Else if JOBLASTWEEK=2, SKIP TO LOOKINGFORWORK

Else if JOBLAST6MONTHS=1, SKIP TO JOBLAST2WEEKS

Else, SKIP TO INTVDONE

## GENID\_ERROR\_CK (hard)

◆ You selected that the respondent was either not assigned {male/female} at birth or does not currently {describe themselves as {male/female/transgender}}. Go back to GENID\_BIRTH and GENID\_DESCRIBE to correct.

## 504. ACTIVEDUTY

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

- 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

If **ACTIVEDUTY=3, 4**, **CONTINUE TO ACTIVEDUTY\_WHEN**

Else if age is [14-96, RF, or DK] and **MARITAL=1**, **SKIP TO LIVEWITHSPOUSE**

Else if age is [14-96, RF, or DK] and there is more than one household member, **SKIP TO LIVEWITHPARTNER**

Else if ((**JOBLASTWEEK=1** or **JOBLAST2WEEKS=1**) and **SAMEJOB6MONTHS=1** and (**WV\_EMPLOYERTYPE** previously collected or **WV\_CONFIRMEMPTYTYPE** previously collected in any CIR)), **SKIP TO INTVDONE**

Else if ((**JOBLASTWEEK=1** or **JOBLAST2WEEKS=1**) and (**WV\_EMPLOYERTYPE** previously collected or **WV\_CONFIRMEMPTYTYPE** previously collected in any CIR))), **SKIP TO JOBCHANGE**

Else if (**JOBLASTWEEK=1** or **JOBLAST2WEEKS=1**) and (**EMPLOYERTYPE** previously collected, RF, or DK, or **WV\_EMPLOYERTYPE** previously collected, RF, or DK), **SKIP TO CONFIRMEMPTYTYPE**

Else if **JOBLASTWEEK=1**, **SKIP TO EMPLOYERTYPE**

Else if **JOBLASTWEEK=2**, **SKIP TO LOOKINGFORWORK**

Else if **JOBLAST6MONTHS=1**, **SKIP TO JOBLAST2WEEKS**

Else, **SKIP TO INTVDONE**

## 505. ACTIVEDUTY\_WHEN

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

If age is [14-96, RF, or DK] and **MARITAL=1**, **SKIP TO LIVEWITHSPOUSE**  
Else if age is [14-96, RF, or DK] and there is more than one household member, **SKIP TO LIVEWITHPARTNER**  
Else if ((**JOBLASTWEEK=1** or **JOBLAST2WEEKS=1**) and **SAMEJOB6MONTHS=1** and (**WV\_EMPLOYERTYPE** previously collected or **WV\_CONFIRMEMPTYTYPE** previously collected in any CIR)), **SKIP TO INTVDONE**  
Else if ((**JOBLASTWEEK=1** or **JOBLAST2WEEKS=1**) and (**WV\_EMPLOYERTYPE** previously collected or **WV\_CONFIRMEMPTYTYPE** previously collected in any CIR))), **SKIP TO JOBCHANGE**  
Else if (**JOBLASTWEEK=1** or **JOBLAST2WEEKS=1**) and (**EMPLOYERTYPE** previously collected, RF, or DK, or **WV\_EMPLOYERTYPE** previously collected, RF, or DK), **SKIP TO CONFIRMEMPTYTYPE**  
Else if **JOBLASTWEEK=1**, **SKIP TO EMPLOYERTYPE**  
Else if **JOBLASTWEEK=2**, **SKIP TO LOOKINGFORWORK**  
Else if **JOBLAST6MONTHS=1**, **SKIP TO JOBLAST2WEEKS**  
Else, **SKIP TO INTVDONE**

## 506. LIVEWITHSPOUSE

Is your spouse living with you?

- 1 = Yes
- 2 = No

If ((**JOBLASTWEEK=1** or **JOBLAST2WEEKS=1**) and **SAMEJOB6MONTHS=1** and (**WV\_EMPLOYERTYPE** previously collected or **WV\_CONFIRMEMPTYTYPE** previously collected in any CIR)), **SKIP TO INTVDONE**  
Else if ((**JOBLASTWEEK=1** or **JOBLAST2WEEKS=1**) and (**WV\_EMPLOYERTYPE** previously collected or **WV\_CONFIRMEMPTYTYPE** previously collected in any CIR))), **SKIP TO JOBCHANGE**  
Else if (**JOBLASTWEEK=1** or **JOBLAST2WEEKS=1**) and (**EMPLOYERTYPE** previously collected, RF, or DK, or **WV\_EMPLOYERTYPE** previously collected, RF, or DK), **SKIP TO CONFIRMEMPTYTYPE**  
Else if **JOBLASTWEEK=1**, **SKIP TO EMPLOYERTYPE**  
Else if **JOBLASTWEEK=2**, **SKIP TO LOOKINGFORWORK**  
Else if **JOBLAST6MONTHS=1**, **SKIP TO JOBLAST2WEEKS**  
Else, **SKIP TO INTVDONE**

## 507. LIVEWITHPARTNER

Do you live with a boyfriend, girlfriend, or partner?

- 1 = Yes
- 2 = No

If ((**JOBLASTWEEK=1** or **JOBLAST2WEEKS=1**) and **SAMEJOB6MONTHS=1** and (**WV\_EMPLOYERTYPE** previously collected or **WV\_CONFIRMEMPTYTYPE** previously collected in any CIR)), **SKIP TO INTVDONE**  
Else if ((**JOBLASTWEEK=1** or **JOBLAST2WEEKS=1**) and (**WV\_EMPLOYERTYPE** previously collected or **WV\_CONFIRMEMPTYTYPE** previously collected in any CIR))), **SKIP TO JOBCHANGE**  
Else if (**JOBLASTWEEK=1** or **JOBLAST2WEEKS=1**) and (**EMPLOYERTYPE** previously collected, RF, or DK, or **WV\_EMPLOYERTYPE** previously collected, RF, or DK), **SKIP TO CONFIRMEMPTYTYPE**  
Else if **JOBLASTWEEK=1**, **SKIP TO EMPLOYERTYPE**  
Else if **JOBLASTWEEK=2**, **CONTINUE TO LOOKINGFORWORK**  
Else if **JOBLAST6MONTHS=1**, **SKIP TO JOBLAST2WEEKS**  
Else, **SKIP TO INTVDONE**

### 508. **LOOKINGFORWORK**

Earlier you said you did not have a job or work at a business last week. During the past 4 WEEKS, have you been **ACTIVELY** looking for work?

- 1 = Yes
- 2 = No

If **JOBLAST6MONTHS=1**, **CONTINUE TO JOBLAST2WEEKS**  
Else, **SKIP TO INTVDONE**

### 509. **JOBLAST2WEEKS**

Earlier you said you had a job or worked at a business at some time in the past 6 months. Did that job or work last 2 consecutive weeks or more?

- 1 = Yes
- 2 = No

If ((**JOBLASTWEEK=1** or **JOBLAST2WEEKS=1**) and **SAMEJOB6MONTHS=1** and (**WV\_EMPLOYERTYPE** previously collected or **WV\_CONFIRMEMPTYTYPE** previously collected in any CIR)), **SKIP TO INTVDONE**  
Else if ((**JOBLASTWEEK=1** or **JOBLAST2WEEKS=1**) and (**WV\_EMPLOYERTYPE** previously collected or **WV\_CONFIRMEMPTYTYPE** previously collected in any CIR))), **SKIP TO JOBCHANGE**  
Else if (**JOBLASTWEEK=1** or **JOBLAST2WEEKS=1**) and (**EMPLOYERTYPE** previously collected, RF, or DK, or **WV\_EMPLOYERTYPE** previously collected, RF, or DK), **SKIP TO CONFIRMEMPTYTYPE**  
Else if **JOBLASTWEEK=1**, **SKIP TO EMPLOYERTYPE**  
Else if **JOBLASTWEEK=2**, **SKIP TO LOOKINGFORWORK**  
Else if **JOBLAST6MONTHS=1**, **SKIP TO JOBLAST2WEEKS**  
Else, **SKIP TO INTVDONE**

## 510. **JOBCHANGE**

Earlier you said that an incident happened while you were at work. Have you changed your job since then?

- 1 = Yes
- 2 = No

If **JOBCHANGE=1**, *SKIP TO EMPLOYERTYPE*  
Else, *SKIP TO INTVDONE*

## 511. **CONFIRMEMPTYTYPE**

At a previous interview, it was reported that you were {employed by a private company, business, or individual for wages/employed by the Federal government/employed by a state, county, or local government/self-employed in your own business, professional practice, or farm/employed by a private not-for-profit, tax-exempt, or charitable organization}. Are you still {employed by a private company, business, or individual for wages/employed by the Federal government/employed by a state, county, or local government/self-employed in your own business, professional practice, or farm/employed by a private not-for-profit, tax-exempt, or charitable organization}?

- 1 = Yes
- 2 = No

If **CONFIRMEMPTYTYPE=1**, *CONTINUE TO CONFIRMOCC*  
Elseif **CONFIRMEMPTYTYPE=2**, *SKIP TO EMPLOYERTYPE*  
Else, *SKIP TO INTVDONE*

## 512. **CONFIRMOCC**

At a previous interview, it was reported that your occupation was {Management, Business, and Financial Operations Occupation/Computer, Mathematical, Architecture, Engineering, Life/Physical/Social Science Occupation/Counselor, Social Worker, Other Community and Social Service Specialist, or Religious Worker/Legal Occupation (for example: judge/lawyer, legal support worker)/Educational Instruction or Library Occupation (for example: teacher, professor, librarian)/Arts, Design, Entertainment, Sports, or Media Occupation/Healthcare Practitioner or Health Technician Occupation (for example: physician, nurse)/Healthcare Support Occupation (for example: home health aide, nursing assistant)/Law Enforcement or Protective Service Occupation/Food Preparation or Food Serving Related Occupation (for example: cook, waiter/waitress, bartender)/Building and Grounds Cleaning Maintenance Occupation/Personal Care or Service Occupation/Sales or Retail Occupation (for example: cashier, retail salesperson)/Office and Administrative Support Occupation/Installation Maintenance, or Repair Occupation/Transportation and Material Moving Occupation (for example: bus driver, taxi, or rideshare driver)/Military specific occupation/[Previously reported OCCUPATION\_SP]}. Is this an accurate description of your current job?

- 1 = Yes
- 2 = No



If CONFIRMOCC=2, SKIP TO OCCUPATION\_SP  
Else, SKIP TO INTVDONE

### 513. EMPLOYERTYPE

{Earlier you said you had a job or worked at a business last week.} The next questions are about your {current main/most recent} job. {Are you/Were you} employed by...

- 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, or
- 5 = A private not-for-profit, tax-exempt, or charitable organization?

If EMPLOYERTYPE is [1-5], CONTINUE TO TYPEBUSINESS\_SP  
Else, SKIP TO INTVDONE

### 514. TYPEBUSINESS\_SP

What kind of business or industry is this? What do they make or do? \_\_\_\_\_

### 515. BUSINESSECTOR

Which of these categories best describes the business or industry?

◆ {Read categories until respondent says yes/Turn the laptop around and show the respondent the answer categories}.

- 1 = Agriculture, Forestry, Fishing, and Mining, Oil and Gas Extraction
- 2 = Construction
- 3 = Manufacturing
- 4 = Transportation, Communications, and Public Utilities, Warehousing
- 5 = Wholesale Trade
- 6 = Retail Trade
- 7 = Finance, Insurance, and Real Estate
- 8 = Business and Repair Services
- 9 = Personal Services
- 10 = Entertainment and Recreation
- 11 = Professional Services
- 12 = Public Administration/Government
- 13 = Armed Forces
- 14 = Healthcare and Social Assistance
- 15 = Public Safety
- 16 = Something else

### 516. OCCUPATION\_SP

What kind of work {do/did} you do, that is, what {is /was} your occupation? For example: 4th grade teacher, plumber, cashier, lawn care technician. \_\_\_\_\_

## 517. **JOBDESCRIPTION**

What kind of work **{do/did}** you do, that is, what **{is/was}** your occupation? Which of these categories best describes your occupation?

◆ **{Read categories until respondent says yes/Turn the laptop around and show the respondent the answer categories}**.

- **1 = Management, Business, and Financial Operations Occupation**
- **2 = Computer, Mathematical, Architecture, Engineering, Life/Physical/Social Science Occupation**
- **3 = Counselor, Social Worker, Other Community and Social Service Specialist, or Religious Worker**
- **4 = Legal Occupation (for example: judge/lawyer, legal support worker)**
- **5 = Educational Instruction or Library Occupation (for example: teacher, professor, librarian)**
- **6 = Arts, Design, Entertainment, Sports, or Media Occupation**
- **7 = Healthcare Practitioner or Health Technician Occupation (for example: physician, nurse)**
- **8 = Healthcare Support Occupation (for example: home health aide, nursing assistant)**
- **9 = Law Enforcement or Protective Service Occupation**
- **10 = Food Preparation or Food Serving Related Occupation (for example: cook, waiter/waitress, bartender)**
- **11 = Building and Grounds Cleaning Maintenance Occupation**
- **12 = Personal Care or Service Occupation**
- **13 = Sales or Retail Occupation (for example: cashier, retail salesperson)**
- **14 = Office and Administrative Support Occupation**
- **15 = Installation Maintenance, or Repair Occupation**
- **16 = Transportation and Material Moving Occupation (for example: bus driver, taxi, or rideshare driver)**
- **17 = Military specific occupation**
- **18 = Any remaining occupations that do not fall into above categories**

If **JOBDESCRIPTION=4**, **CONTINUE TO JOB\_LEGAL**  
Else if **JOBDESCRIPTION=5**, **SKIP TO JOB\_EDUCATION**  
Else if **JOBDESCRIPTION=7**, **SKIP TO JOB\_HEALTHCARE**  
Else if **JOBDESCRIPTION=8**, **SKIP TO JOB\_HEALTHSUPPORT**  
Else if **JOBDESCRIPTION=9**, **SKIP TO JOB\_LAWENFORCE**  
Else if **JOBDESCRIPTION=10**, **SKIP TO JOB\_FOODSERVICES**  
Else if **JOBDESCRIPTION=13**, **SKIP TO JOB\_RETAILSALES**  
Else if **JOBDESCRIPTION=16**, **SKIP TO JOB\_TRANSPORT**  
Else, **SKIP TO USUALJOBduties**

## 518. **JOB\_LEGAL**

Were you employed as a...

- **1 = Judge or lawyer**
- **2 = Legal support worker**
- **3 = Another legal occupation**

*SKIP TO INTVDONE*

### **519. JOB\_EDUCATION**

Were you employed as a...

- 1 = Preschool, elementary, middle, or high school teacher
- 2 = College, university, or technical school professor or teacher
- 3 = Special education teacher
- 4 = Another educational instruction or library occupation

*SKIP TO INTVDONE*

### **520. JOB\_HEALTHCARE**

Were you employed as a...

- 1 = Physician
- 2 = Nurse
- 3 = Health technologist or technician
- 4 = Another healthcare practitioner or technical occupation

*SKIP TO INTVDONE*

### **521. JOB\_HEALTHSUPPORT**

Were you employed as a...

- 1 = Home health or personal care aide; nursing assistant, orderly, or psychiatric aide
- 2 = Occupational therapy or physical therapist assistant or aide
- 3 = Another healthcare support occupation

*SKIP TO INTVDONE*

### **522. JOB\_LAWENFORCE**

Were you employed as a...

- 1 = Police officer
- 2 = Correctional officer or jailer
- 3 = Security guard
- 4 = Another law enforcement or protective service occupation

*SKIP TO INTVDONE*

### 523. **JOB\_FOODSERVICES**

Were you employed as a...

- 1 = Supervisor of food preparation and serving workers
- 2 = Cook or food preparation worker
- 3 = Waiter/waitress or food server
- 4 = Bartender
- 5 = Another food preparation or serving related occupation

*SKIP TO INTVDONE*

### 524. **JOB\_RETAILSALES**

Were you employed as a...

- 1 = Retail sales worker, such as a cashier, counter or rental clerk, parts salesperson, retail salesperson
- 2 = Another sales occupation

*SKIP TO INTVDONE*

### 525. **JOB\_TRANSPORT**

Were you employed as a...

- 1 = Bus driver
- 2 = Taxi driver, rideshare driver, or chauffeur
- 3 = Another transportation or material moving occupation

*SKIP TO INTVDONE*

### 526. **USUALJOB DUTIES**

What **{are/were}** your usual activities or duties at this job? For example: instruct students and create lesson plans, drive a bus, mow lawns. \_\_\_\_\_

## Interview Done

**INTVDONE**

◆ Enter 1 to continue.

## Household Characteristics II

### 527. HOUSEHOLDINCOME

Thinking about all of the people who lived in your household in the past 12 months, was your TOTAL combined income less than \$40,000, or \$40,000 or more? 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 the people in this household who are 16 years of age or older.

- 1 = Less than \$40,000
- 2 = \$40,000 or more

If **HOUSEHOLDINCOME=1**, *CONTINUE TO HHLDDINCOMELESS*  
Else if **HOUSEHOLDINCOME=2**, *SKIP TO HHLDDINCOMEMORE*  
Else, *SKIP TO PUBLICASSISTANCE*

### 528. HHLDDINCOMELESS

Was the total combined income in your household...

- 1 = Less than \$12,500
- 2 = \$12,500 to \$19,999
- 3 = \$20,000 to \$24,999
- 4 = \$25,000 to \$29,999
- 5 = \$30,000 to \$34,999
- 6 = \$35,000 to \$39,999?

*SKIP TO PUBLICASSISTANCE*

### 529. HHLDDINCOMEMORE

Was the total combined income in your household...

- 1 = \$40,000 to \$49,999
- 2 = \$50,000 to \$74,999
- 3 = \$75,000 to \$99,999
- 4 = \$100,000 to \$149,999
- 5 = \$150,000 to \$199,999
- 6 = \$200,000 or more?

### 530. PUBLICASSISTANCE

At any time during the past 12 months, did you or anyone who lives with you receive any kind of welfare or public assistance from a state or local welfare office – any food or housing benefits, welfare-to-work assistance, emergency help, or anything like that?

- 1 = Yes
- 2 = No

**531. WORRYABOUTEXPENSES**

**How often do you worry that your total income, for everyone who lives there, will not be enough to meet your expenses and bills?**

- 1 = Almost all the time
- 2 = Often
- 3 = Once in a while
- 4 = Hardly ever
- 5 = Never

# TABS

## HH Roster

◆ Interview Number: {Interview number}

HHR	LN	HH/NAME	STATUS	SEX	AGE	RELATION	MEMBER
{Household Respondent}	{Line number}	{Name}	{Interview status}	{Sex}	{Age}	{Relationship}	{Member Status}

## NEWHHR

◆ Do you need to change the household respondent?

- 1 = Yes
- 2 = No

## CHANGERESPTAB

\*\*\*Do not use this tab multiple times while in the same interview.\*\*\*

◆ Do you need to change respondents?

- 1 = Yes
- 2 = No

## FAQ

### FAQMAIN

◆ Choose from the following topics of Frequently Asked Questions:

- 1 = Confirm call/survey
- 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 = Why do you need to interview my child/children?
- 11 = OMB NOTICE statement for respondents with a serious grievance
- 12 = Why does the NCVS ask about sexual orientation and gender identity?
- 13 = Return to interview

### FAQ800NMBR

◆ 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: {Case number}

◆ Read if necessary:

To verify that the toll free number is legitimate, you may call Directory Assistance on: 1-800-555-1212.

## **FAQTAXES**

◆ YOU ARE WASTING TAXPAYERS MONEY BY CONDUCTING THIS USELESS SURVEY.

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

## **FAQASKPOLICE**

◆ WHY DON'T YOU CALL THE POLICE IF YOU WANT TO KNOW ABOUT CRIME?

NCVS data show that over half of all crimes go unreported to the police. This survey is the only way to find out about these crimes and it provides more detailed information than we get from the police.

## **FAQWHOUSES**

◆ 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. The survey is used to track trends and patterns in crime and safety and to develop policies.

## **FAQTOOMANYQS**

◆ 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.

## **FAQNOCRIMES**

◆ I DON'T HAVE ANY CRIMES TO REPORT. WHY DON'T YOU INTERVIEW MY NEIGHBOR? I KNOW HE'D HAVE SOME CRIMES TO REPORT.

Whether you experienced a crime or not, you are helping the nation understand crime and safety issues—your experience matters. We need a clearer picture of who's impacted by crime and how



these impacts vary for different people and households. Your participation is key to this understanding.

### **FAQSTILLCRIME**

◆ 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.

### **FAQNMBRTIMES**

◆ I'VE ALREADY ANSWERED THESE QUESTIONS ONCE. HOW MANY TIMES WILL I BE CONTACTED?

Census Bureau representatives contact household members at a selected address every 6 months for a total of seven interviews. If you move away during that time, we will interview the residents who move in. Research has shown that by contacting the same households a number of times we get the most accurate information.

### **FAQNCVSINFO**

◆ 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 <https://bjs.ojp.gov/programs/ncvs>

Many newspapers and television stations write about the survey results when reports come out so you may see something there too.

### **FAQYOUTH**

◆ WHY DO YOU NEED TO INTERVIEW MY CHILD/CHILDREN

Many crimes, especially those that happen to children, never get reported to police. The NCVS is one of the only ways to find out what kinds of crimes are happening to young people. The NCVS collects data from young people to create statistics on who has and has not been a victim of a crime, which is why we need to speak with all children (age 12 and older) in the household, regardless of whether they have been a victim in the past 6 months.

### **FAQOMB**

◆ 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: 11/30/2026

## 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 control number confirms this approval. We could not conduct this survey without a currently valid OMB control number.

Send comments regarding any aspect of this survey to the Bureau of Justice Statistics at [askBJS@usdoj.gov](mailto:askBJS@usdoj.gov) or 202-307-0765, or by mail: Chief, Victimization Statistics Unit, Bureau of Justice Statistics, 810 Seventh Street, NW, Washington, DC 20531.

## FAQSOGENID

### ◆ 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.

### ◆ 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.

## Distress

◆ Below are some steps you can follow when you encounter a respondent showing signs of distress:

◆ Step 1: If the respondent is exhibiting any signs of distress, remain calm and ask the respondent one of the following:

"How are you doing?"

"Are you ok?"

"Do you have any questions?"

- If the respondent indicates they are "Ok" and do not have any questions, continue with the interview.
- Otherwise continue to step 2a when interviewing adults or step 2b when interviewing respondents ages 12-17.

◆ Step 2a: (ADULT ONLY) If the respondent does not respond or indicates they are distressed ask:

"Do you need to take a short break?"

- If the respondent answers "No" to this question, then continue with the interview.
- If the respondent answers "Yes" to this question, allow the respondent to take a short break and mention something such as:

**"Let's stop and take a short break. I will check back in with you in a few moments. Some respondents may need a moment to collect themselves and will be willing to proceed."** Then continue with step 3.

◆ Step 2b: (YOUTH ONLY) If the respondent does not respond or indicates they are distressed ask one of the following:

"Do you need to take a short break?"

"Would you like to get your mom/dad/another adult at home?"

- If the youth answers "No" to this question, then continue with the interview.
- If the youth answers "Yes," to taking a short break, allow the respondent to take a short break and mention something such as:

**"Let's stop and take a short break. I will check back in with you in a few moments. Some respondents may need a moment to collect themselves and will be willing to proceed."** Then continue with step 3.

- If the youth answers "Yes," to getting a parent/adult then find a parent/adult or ask the youth to get a parent/adult if on the telephone. Update the parent/adult that the interview upset the young respondent and they would like a short break. Then continue with step 3.

◆ Step 3: After the break, ask the respondent:

"Are you OK to continue with the interview?"

- If the respondent answers "Yes," continue with the interview.
- If the respondent answers "No" after taking a short break, follow the steps below depending on whether you are conducting the interview in person (Step 4a) or over the telephone (Step 4b).

- If the respondent does not improve after the steps 1-3 above or if they express statements that they might hurt themselves or others STOP THE INTERVIEW.

◆ For In Person Interviews

◆ Step 4a: Stay calm and say the following:

**"It seems you are upset and it may be helpful to talk to a trained counselor. I can provide you with some resources that you can contact on your own, if you'd like?"**

- If the respondent asks for resources, say the following:

**"Thank you for participating and for sharing such sensitive information about your experiences. I'm going to provide you with a handout of resources. This has contact information for organizations that you can use if you want to talk about any feelings or emotions you experience."**

- Give them a copy of the NCVS-110 Factsheet, show them the list of resources, and end the interview.

- If the respondent doesn't want the resources, say the following:

**"Thank you for participating and for sharing such sensitive information about your experiences." End the interview.**

◆ For Telephone Interviews

◆ Step 4b: Stay calm and say the following:

**"It seems you are upset and it may be helpful to talk to a trained counselor. I can read you the list of some resources that you can contact when we are finished or mail the list of resources to you, which would you prefer?"**

- If the respondent asks you to read the list of resources, say the following:

**"Thank you for participating and for sharing such sensitive information about your experiences. Can you please get a pen and a piece of paper? I'm going to read you some different resources that you can contact if you would like to speak to someone at any point after we hang up."**

Click on the Resources tab and read the names of the crisis resources and toll-free numbers aloud from the Resources tab and then end the interview.

- If the respondent asks you to mail the list of resources, say the following:

**"Thank you for participating and for sharing such sensitive information about your experiences. I will mail a copy of the resources to you." End the interview.**

- If the respondent doesn't want the resources, say the following:

**"Thank you for participating and for sharing such sensitive information about your experiences." End the interview.**

## Resources

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

◆ National Domestic Violence Hotline  
1-800-799-SAFE (1-800-799-7233)  
1-800-787-3224 (TTY)  
[www.thehotline.org](http://www.thehotline.org)

◆ Victim Connect  
1-855-4VICTIM (1-855-484-2846)  
<https://victimconnect.org>

◆ The 988 Suicide & Crisis Lifeline  
988  
<https://988lifeline.org>

◆ Boys Town National Hotline  
1-800-448-3000  
[www.boystown.org/hotline](http://www.boystown.org/hotline)

◆ The National Sexual Assault Hotline  
1-800-656-HOPE (1-800-656-4673)  
[www.rainn.org](http://www.rainn.org)

◆ Childhelp National Child Abuse Hotline  
1-800-4-A-CHILD (1-800-422-4453)  
www.childhelp.org

◆ Trevor Project  
1-866-488-7386  
www.thetrevorproject.org

◆ Eldercare Locator  
1-800-677-1116  
https://eldercare.acl.gov

## Contact Tab

### CONTACTINFO

◆ {Make changes as needed below, then select the 'Main' tab./Add or update contact information as needed./If a phone number has been disconnected, click on the phone number and backspace to delete it.}

HHR	LN	NAME	RELATION	SEX	AGE
{Household respondent}	{Line number}	{Name}	{Relationship}	{Sex}	{Age}

### HHPHONE

{What is the best telephone number for the household?/◆ Please update the contact information as needed./Is the best phone number still {household phone number} for the household?}

- ◆ Current number: {Household phone number}
- ◆ If no household telephone number, press Enter.

### HHPHONE\_CK1 (hard)

- ◆ The telephone number (area code or prefix) cannot begin with a '0' or '1'.

### HHPHONE\_CK2 (hard)

- ◆ You must enter all ten digits of the telephone number.

### HHPHONE\_CK3 (hard)

- ◆ You must enter a valid area code.

### DELETEHHPHONE\_CK (soft)

- ◆ You are about to delete the household phone number. If the phone number is incorrect or disconnected, Suppress to delete the number.
- ◆ If you do not want to delete this number, close this check and type in the original number that is displayed in the question text.

### PERPHONE1

{What is the best telephone number to reach you at?/Is the best telephone number for you still {personal phone 1}?

- ◆ Current number: {Personal phone 1}

- ◆ If no personal telephone number, press Enter.

### **PERPHONE1\_CK1 (hard)**

- ◆ The telephone number (area code or prefix) cannot begin with a '0' or '1'.

### **PERPHONE1\_CK2 (hard)**

- ◆ You must enter all ten digits of the telephone number.

### **PERPHONE1\_CK3 (hard)**

- ◆ You must enter a valid area code.

### **DELETEPERPHONE1\_CK (soft)**

- ◆ You are about to delete the household phone number. If the phone number is incorrect or disconnected, Suppress to delete the number.
- ◆ If you do not want to delete this number, close this check and type in the original number that is displayed in the question text.

### **PERPHONE2**

{Is there another number we can reach you at? Is {personal phone 2} still a good number to contact you?}

- ◆ Current number: {Personal phone 2}
- ◆ If no additional personal telephone number, press Enter.

### **PERPHONE2\_CK1 (hard)**

- ◆ The telephone number (area code or prefix) cannot begin with a '0' or '1'.

### **PERPHONE2\_CK2 (hard)**

- ◆ You must enter all ten digits of the telephone number.

### **PERPHONE2\_CK3 (hard)**

- ◆ You must enter a valid area code.

### **DELETEPERPHONE2\_CK (soft)**

- ◆ You are about to delete the respondent's phone number. If the phone number is incorrect or disconnected, Suppress to delete the number.
- ◆ If you do not want to delete this number, close this check and type in the original number that is displayed in the question text.

### **EMAIL**

{Is there an email address that we could use to contact you?/Is the best email address to contact you still {Email}?}

- ◆ Current email: {Email}

### **EMAIL\_CK (hard)**

- ◆ You must enter a valid email containing a domain (@).

### DELETEEMAIL\_CK (soft)

- ◆ You are about to delete the respondent's email. If the email is incorrect or no longer valid, Suppress to delete the email.
- ◆ If you do not want to delete this email, close this check and type in the original email that is displayed in the question text.

### CONTACTDONE

- ◆ If you're done updating the contact information, enter 1 to continue and exit the contact tab.

HHR	LN	NAME	RELATION	SEX	AGE
{Household respondent}	{Line number}	{Name}	{Relationship}	{Sex}	{Age}

## INTERVIEW INFO and BACK

### Interview Info

#### RESPONDENTINTERVIEWLANG

◆ What language was the respondent's interview conducted in?

- 1 = English
- 2 = Spanish
- 3 = Chinese
- 4 = Vietnamese
- 5 = Arabic
- 6 = Russian
- 7 = Portuguese
- 8 = Armenian
- 9 = Korean
- 10 = French
- 11 = Creole
- 12 = Polish
- 13 = Italian
- 14 = Urdu
- 15 = Japanese
- 16 = Tagalog
- 17 = Other – Specify
- 18 = Don't know

#### LANG\_SPEC

◆ Specify the other language the interview was conducted in.

#### INTERVIEWTYPE

◆ Was this a telephone interview or an in-person interview?

- 1 = Telephone
- 2 = In person



## INTERVIEWPLACE

Thank you for completing the National Crime Victimization Survey. {Please give me a moment to fill in a few pieces of information about today's interview./I also have a few questions about where you were while you were completing the survey.}

{♦ Answer without asking respondent. Was the respondent home or away from home when completing the survey? }

{Were you at home or away from home when completing the survey?}

♦ Mark all that apply

- 1 = At home
- 2 = Away from home

## INTERVIEWANYONEELSE

{♦ Answer without asking respondent. Was anyone else in the room at any point while you were completing the survey? }

{Was anyone else in the room at any point while you were completing the survey?}

- 1 = Yes
- 2 = No

## INTERVIEWWHOELSE

{♦ Answer without asking respondent. Who else was in the room while you were completing the survey? }

{Who else was in the room while you were completing the survey?}

♦ Mark all that apply

- 1 = {Your spouse or partner/The respondent's spouse or partner}
- 2 = {Your parent(s)/The respondent's parent(s)}
- 3 = {Some other adult/Some other adult}
- 4 = {A child/children/A child/children}
- 5 = Don't know if someone else was present

## INFORM\_HHR

As a reminder, I need to interview all other household members age 12 and older and will be asking them the same questions I asked you about theft, physical attacks, and unwanted sexual contact. {Certain questions, such as those about sexual contact, use age appropriate language for household members age 12 through 15.} {Additionally, I will be asking household members age 12 through 18 some questions on school-related crime./Additionally, I will be asking household members 16 years of age and older the same questions I asked you about contact with the police./Additionally, I will be asking household members 16 years of age and older the same questions I asked you about their experience with identity theft./Additionally, I will be asking household members 16 years of age and older the same questions I asked you about times when they may have experienced unwanted contacts or behaviors.}

## THANKYOU

{Thank you for participating in this survey. Six months from now we may be contacting you again. You've been very helpful./This is the last regularly scheduled interview for this household for the National Crime Victimization Survey. Thank you for your participation.}

◆ **Read if necessary:** Sometimes when people have participated in a survey like this, they realize that they are interested in following up on some of the issues that they have been asked about in the survey with someone who is professionally trained to deal with these kinds of issues.

◆ Read or show the Resources tab {or Factsheet} as needed.

◆ **Note:** Inform the respondent that a supervisor may call them to conduct reinterview. Explain reinterview as needed.

## PERCONTACT

**In the future, how would you prefer to be contacted?**

◆ Mark all that apply

- 1 = Personal visit**
- 2 = Phone call**
- 3 = Text**
- 4 = Email**

## Back

### REFCBBREAK

◆ Why did this interview end?

- 1 = Refusal or breakoff
- 2 = {Callback (set appointment)}
- 3 = Other

### APPTDATE

**I would like to schedule a date to {conduct/complete} the interview. What date would be best to call back?**

◆ Today is: {Date}

◆ Press Enter if you are not scheduling an appointment.

### APPTDATEPAST (hard)

◆ The appointment date cannot be in the past.

### APPDATEFUTURE (hard)

◆ The appointment date cannot be past the current month.

## APPTIME

What time would be best to call back on {date}?

- ◆ Enter the time followed by AM or PM.
- ◆ Press Enter if you are not scheduling an appointment.

## APPTIMEPAST (hard)

- ◆ The appointment time is before the current time.

## APPT\_NOTES

- ◆ Enter callback notes about the appointment or press Enter if there are none.

## THANKCB

Thank you for your time.

{I will contact you at the time suggested.}

## VERIFY

- ◆ Review the contact information listed below.
- ◆ Do you need to make any changes?

HHR	LN	NAME	SEX	AGE	PHONE1	PHONE2	EMAIL	PERCONTACT
{Household respondent}	{Line number}	{Name}	{Sex}	{Age}	{Phone1}	{Phone2}	{Email}	{PV/Call/Text/Email}

- 1 = Yes, need to make changes to contact information
- 2 = No changes needed to contact information

Attachment 2: Title 34, U.S.C., Section 10132 of the Justice Systems Improvement Act of 1979

**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.

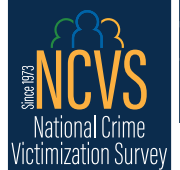
#### "SEC. 5. NATIONAL CRIME VICTIM'S SURVEY.

"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."

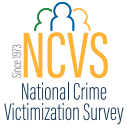
Attachment 3: NCVS-572(L) Introductory Letter - All Languages



Dear Resident,

**Your address has been selected to participate in the National Crime Victimization Survey (NCVS).**

## What is the NCVS?



The NCVS asks people about crimes they may have experienced in the past 6 months. We are interested in hearing about crimes, even those that were not reported to the police. Even if you have not experienced any crimes, we would like to speak with you.

The Bureau of Justice Statistics sponsors the survey, and the U.S. Census Bureau conducts the interviews. Since 1973, the NCVS has been used to show crime trends and patterns in the United States. To learn more, visit <<https://bjs.ojp.gov/ncvs-participant>>.

## What should I expect?



A Census Bureau interviewer will call or visit your home to invite you to participate.

- The interviewer will ask you or another person in the household a few questions about you and the people who live here.
- All household members who are 12 years or older will be invited to complete the survey.

## Are my answers confidential?



Everything you say during the interview will stay completely private and confidential, as required by federal law. Your responses will be combined with those from other people who respond to the survey to produce statistical data summaries. The data will not include any information that could be used to identify you, your household, or other residents.

## Why should I participate?



By participating, you will represent hundreds of households like yours. You can also help:

- **Your community.** Communities across the nation can use NCVS data to support people affected by crime.
- **Schools.** The U.S. Department of Education uses these data to measure crime, violence, and safety in schools.
- **Employers.** The U.S. Department of Health and Human Services uses NCVS data to understand violence in the workplace.
- **Law enforcement.** Law enforcement agencies can use NCVS data to strengthen awareness of crimes that aren't reported to police and to develop prevention programs.
- **Many others.** News organizations, students, and researchers use NCVS data to examine various issues related to crime and safety.

**Your address cannot be replaced.** To make sure the NCVS results are accurate and reliable, we need your help.

**Thank you for participating in this important survey.**

Sincerely,

# Frequently Asked Questions

## How was I chosen for this survey?

The U.S. Census Bureau used a scientific process to randomly select certain addresses, including yours, from all addresses in the United States. This process ensures that selected addresses represent all households in the United States. We cannot swap one address for another. If we did, the survey results would not accurately reflect crime in the country.

## Why not get this information from the police?

NCVS data show that over half of all crimes go unreported to the police. This survey is the only way to find out about these crimes across the nation. It also provides more detailed information than we get from the police.

## I have not been a victim of a crime. Why should I participate in a crime survey?

Whether you experienced a crime or not, you are helping the nation understand crime and safety issues—*your experience matters*. We need a clearer picture of who's impacted by crime and how these impacts vary for different people and households. Your participation is key to this understanding.

## How often will I be contacted for this survey? How long will an interview take?

Census Bureau representatives contact household members at selected addresses every 6 months for a total of seven interviews. If you move away during that time, we will interview the residents who move in. We expect each interview to take about 25 minutes, but you may need less time or more.

## I thought the Census Bureau counts people every 10 years. Why are you doing this survey now?

Besides the decennial census conducted every 10 years, the Census Bureau collects a variety of information through other censuses and surveys, such as the NCVS. These surveys provide current information on topics such as housing, crime, unemployment, business, and education. This survey is collected for the Bureau of Justice Statistics.

## How will my information be protected?

The Census Bureau and the Bureau of Justice Statistics are required by law to protect your information. The Census Bureau and the Bureau of Justice Statistics are not permitted to publicly release your responses in a way that could identify you or your household. The Census Bureau is 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). 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?

NCVS data provide information on many topics, including crime in schools, trends in violent crime, costs associated with crime, and law enforcement responses to reports of criminal victimization. Examples of NCVS data products can be found on the Bureau of Justice Statistics' website at <https://bjs.ojp.gov/programs/ncvs>.

## How do I ask questions about this survey?

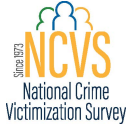
You can ask the Census Bureau interviewer any questions you have. You can also contact the Bureau of Justice Statistics with questions or feedback at [askBJS@usdoj.gov](mailto:askBJS@usdoj.gov); by phone at 202-307-0765; or by mail: Chief, Victimization Statistics Unit, Bureau of Justice Statistics, 810 Seventh Street, NW, Washington, DC, 20531. To ensure that the person contacting you about the survey is a Census Bureau employee or for more information, visit [www.census.gov/ncvs](http://www.census.gov/ncvs).



Estimado Sr./Sra.,

Su dirección ha sido seleccionada para participar en la Encuesta Nacional de Victimización Delictiva (NCVS, por sus siglas en inglés).

## ¿Qué es la NCVS?



La NCVS pregunta a las personas acerca de los delitos de los que hayan sido víctima en los últimos 6 meses. Nos interesa saber acerca de los delitos, incluso los que no fueron reportados a la policía. Nos gustaría hablar con usted incluso si no ha sido víctima de ningún delito.

La Oficina de Estadísticas Judiciales patrocina la encuesta y la Oficina del Censo de Estados Unidos realiza las entrevistas. Desde 1973, se usa la NCVS para mostrar las tendencias y patrones del delito en los Estados Unidos. Para saber más, vaya a <https://bjs.ojp.gov/ncvs-participant>.

## ¿Qué puedo esperar?



Un entrevistador de la Oficina del Censo lo llamará o le visitará en casa para invitarlo a participar.

- El entrevistador le hará algunas preguntas a usted o a otra persona en el hogar acerca de usted y las personas que viven en el hogar.
- Se invitará a contestar la encuesta a todos los miembros del hogar que tengan 12 años o más.

## ¿Son confidenciales mis respuestas?



Todo lo que diga durante la entrevista se mantendrá completamente en privado y de manera confidencial, tal como requieren las leyes federales. Se combinarán sus respuestas con las de otras personas que responden la encuesta para producir resúmenes de datos estadísticos. Los datos no incluirán información que se podría usar para identificarlo a usted, su hogar o a otros residentes del hogar.

## ¿Por qué debería participar?



Al participar usted representará a cientos de hogares como el suyo. También podrá ayudar a:

- **Su comunidad.** Las comunidades en todo el país pueden usar los datos de NCVS para apoyar a las personas afectadas por el delito.
- **Escuelas.** El Departamento de Educación de Estados Unidos usa estos datos para medir los delitos, la violencia y la seguridad en las escuelas.
- **Empleadores.** El Departamento de Salud y Servicios Humanos de Estados Unidos usa estos datos para comprender la violencia en el lugar de trabajo.
- **Agencias del orden público.** Las agencias del orden público pueden usar los datos de la NCVS para aumentar su conocimiento de los delitos que no se reportan a la policía y para crear programas de prevención.
- **Muchos otros.** Las agencias de noticias, los estudiantes e investigadores usan los datos de la NCVS para analizar los temas relacionados con el delito y la seguridad.

**No se puede reemplazar su dirección.** Para asegurar que los resultados de la NCVS sean precisos y confiables, necesitamos su ayuda.

**Gracias por participar en esta importante encuesta.**

Atentamente,

## ¿Cómo me seleccionaron para esta encuesta?

La Oficina del Censo de Estados Unidos usó un proceso científico para seleccionar al azar ciertas direcciones, incluyendo la suya, de todas las direcciones en Estados Unidos. Este proceso asegura que las direcciones seleccionadas representen todos los hogares en Estados Unidos. No podemos cambiar una dirección por otra. Si lo hiciéramos, los resultados de la encuesta no reflejarían con exactitud los delitos en el país.

## ¿Por qué no obtienen esta información de la policía?

Los datos de la NCVS muestran que no se reporta a la policía más de la mitad de todos los delitos. Esta encuesta es la única manera de enterarnos de estos delitos de todo el país. Asimismo, la encuesta proporciona información más detallada que la información que podemos obtener de la policía.

## No he sido víctima de un delito. ¿Por qué debería participar en una encuesta acerca de los delitos?

Sea que ha sido víctima o no de un delito, usted puede ayudar al país a entender la problemática del delito y de la seguridad—*su experiencia es importante*. Necesitamos saber con mayor claridad quiénes son impactados por el delito y cómo el impacto varía entre personas y hogares. Su participación es esencial para que logremos entender esto.

## ¿Con qué frecuencia se comunicarán conmigo para la encuesta? ¿Cuánto tiempo tomará la entrevista?

Representantes de la Oficina del Censo se comunicarán con los miembros del hogar en las direcciones seleccionadas cada 6 meses para un total de siete entrevistas. Si usted se muda durante este tiempo, entrevistaremos a los residentes nuevos. Estimamos que la duración de cada entrevista en unos 25 minutos, pero usted tal vez necesite más o menos tiempo.

## Creía que la Oficina del Censo hace su cuenta cada 10 años. ¿Por qué hace esta encuesta ahora?

Aparte del censo decenal realizado cada 10 años, la Oficina del Censo obtiene varias informaciones por medio de otros censos y encuestas, tal como la NCVS. Estas encuestas proporcionan información acerca de temas como la vivienda, el delito, el desempleo, el comercio y la educación. Se realiza la encuesta de parte de la Oficina de Estadísticas Judiciales.

## ¿Cómo se protegerá mi información?

La ley requiere a la Oficina del Censo y la Oficina de Estadísticas Judiciales proteger su información. No se permite a la Oficina del Censo ni a la Oficina de Estadísticas Judiciales diseminar sus respuestas públicamente de una forma que permitiría la identificación de usted o su hogar. La Oficina del Censo realiza esta encuesta de parte de la Oficina de Estadísticas Judiciales del Departamento de Justicia de Estados Unidos bajo autoridad legal (Título 13, Artículo 8, del Código de Estados Unidos [U.S.C., por sus siglas en inglés]). Se ha autorizado legalmente a la Oficina de Estadísticas Judiciales a obtener información por medio de esta encuesta (Título 34, Artículo 10132, U.S.C.). Las leyes federales protegen su privacidad y mantienen la confidencialidad de sus respuestas (Título 13, Artículo 9, U.S.C. y Título 34, Artículos 10231 y 10134, U.S.C.). De conformidad con la Ley federal de ciberseguridad de 2015, sus datos se protegen contra los riesgos de ciberseguridad por medio de un proceso de filtrado de los sistemas que transmiten sus datos. Esta recolección de datos ha sido aprobada por la Oficina de Administración y Presupuesto (N.º de OMB: 1121-0111). No podemos realizar esta encuesta sin mostrar este número. Su participación voluntaria en esta encuesta es importante. Sin embargo, usted puede negarse a contestar alguna o todas las preguntas.

## ¿Cómo se usan los datos?

Los datos de la NCVS proporcionan información sobre muchos temas, incluyendo el delito en las escuelas, tendencias de los delitos violentos, los costos asociados con los delitos y las respuestas de las agencias del orden público a los informes de victimización criminal. Se pueden encontrar ejemplos de los productos informativos de la NCVS en la página web de la Oficina de Estadísticas Judiciales en <<https://bjs.ojp.gov/programs/ncvs>>.

## ¿Cómo puedo hacer preguntas acerca de esta encuesta?

Puede hacerle al entrevistador de la Oficina del Censo cualquier pregunta que tenga. También puede comunicarse con la Oficina de Estadísticas Judiciales con sus preguntas o comentarios en <[askBJS@usdoj.gov](mailto:askBJS@usdoj.gov)>; por teléfono en 202-307-0765; o por correo en: Chief, Victimization Statistics Unit, Bureau of Justice Statistics, 810 Seventh Street, NW, Washington, DC, 20531. Para asegurarse que la persona que se comunica con usted es empleado de la Oficina del Censo o para más información, visite <[www.census.gov/ncvs](http://www.census.gov/ncvs)>.

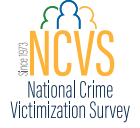
Spanish

عزيزي المقيم في هذا العنوان

تم اختيار عنوانك للمشاركة في الاستبيان الوطني لضحايا الجريمة (NCVS).

## ما هو الاستبيان الوطني لضحايا الجريمة NCVS؟

يسأل الاستبيان الوطني لضحايا الجريمة NCVS الناس عن الجرائم التي ربما قد تعرضوا لها في الأشهر الستة الماضية. نحن مهتمون أن نسمع عن الجرائم، حتى تلك التي لم يتم إبلاغ الشرطة بها. حتى لو لم تكن قد تعرضت لأية جريمة، فنحن نريد التحدث إليك. هذا الاستبيان برعاية مكتب إحصاءات العدل، ويقوم مكتب الإحصاء الأمريكي بإجراء المقابلات. منذ عام 1973، يتم استخدام الاستبيان الوطني لضحايا الجريمة NCVS لإظهار اتجاهات الجريمة وأنماطها في الولايات المتحدة. لمعرفة المزيد، يرجى زيارة <https://bjs.ojp.gov/ncvs-participant>.



## ماذا ينبغي علي أن أتوقع؟

- سيقوم أحد المكلفين بإجراء المقابلات من مكتب الإحصاء بالاتصال بك أو بزيارتك في المنزل لتوجيه الدعوة لك للمشاركة.
- سيسألك المحاور أو سيسأل شخصاً آخر في الأسرة بعض الأسئلة المتعلقة بك وبالأشخاص الذين يعيشون هنا.
- ستتم دعوة جميع أفراد الأسرة الذين يبلغون من العمر 12 عاماً أو أكثر لإكمال الاستبيان.



## هل ستكون إجاباتي سرية؟

كل ما تقوله خلال المقابلة سيبقى خاصاً وسرياً تماماً، كما هو مطلوب بموجب القانون الفيدرالي. سيتم دمج إجاباتك مع إجابات الأشخاص الآخرين الذين يقبلون الدعوة للمشاركة بالاستبيان لإنتاج ملخصات بيانات إحصائية. لن تتضمن البيانات أي معلومات يمكن استخدامها لتحديد هويتك أو التعرف على أسرتك أو المقيمين الآخرين.



## لماذا يجب أن أشارك؟

- من خلال مشاركتك ستمثل مئات الأسر المشابهة لأسرتك. يمكنك أيضاً مساعدة كل من:
- **مجتمعك.** يمكن للمجتمعات في جميع أنحاء البلاد استخدام بيانات الاستبيان الوطني لضحايا الجريمة NCVS لدعم الأشخاص المتضررين من الجريمة.
- **المدارس.** تستخدم وزارة التعليم في الولايات المتحدة الأمريكية هذه البيانات لقياس الجريمة والعنف والسلامة في المدارس.
- **أرباب العمل** تستخدم وزارة الصحة والخدمات الإنسانية في الولايات المتحدة الأمريكية بيانات الاستبيان الوطني لضحايا الجريمة NCVS لفهم العنف في مكان العمل.
- **سلطات إنفاذ القانون.** يمكن لوكالات إنفاذ القانون استخدام بيانات الاستبيان الوطني لضحايا الجريمة NCVS لتعزيز الوعي بالجرائم التي لا يتم إبلاغ الشرطة بها وتطوير برامج الوقاية.
- **جهات أخرى كثيرة.** تستخدم المؤسسات الإخبارية والطلاب والباحثين بيانات الاستبيان الوطني لضحايا الجريمة NCVS لدراسة مختلف القضايا المتعلقة بالجريمة والسلامة.



لا يمكن استبدال عنوانك. لضمان دقة وموثوقية نتائج الاستبيان الوطني لضحايا الجريمة NCVS نطلب منك المساعدة.

شكراً لمشاركتك في هذا الاستبيان المهم.

بإخلاص،



## كيف تم اختياري للمشاركة بهذا الاستبيان؟

استخدم مكتب الإحصاء الأمريكي إجراءً علمياً لاختيار عناوين محددة بشكل عشوائي بما فيها عنوانك من كافة العناوين في الولايات المتحدة الأمريكية. يضمن هذا الإجراء أن العناوين المختارة تمثل جميع الأسر في الولايات المتحدة. ولا يمكننا أن نبدل عنواننا بآخر. إذا فعلنا ذلك، فلن تعكس نتائج الاستبيان الجريمة بدقة في البلاد.

## لماذا لا نحصل على هذه المعلومات من الشرطة؟

تظهر بيانات الاستبيان الوطني لضحايا الجريمة NCVS أن أكثر من نصف الجرائم لا يتم الإبلاغ عنها للشرطة. هذا الاستبيان هو الطريقة الوحيدة لمعرفة المزيد عن هذه الجرائم في جميع أنحاء البلاد. كما أنه يوفر معلومات أكثر تفصيلاً مما نحصل عليه من الشرطة.

## لم أكن ضحية لجريمة. لماذا يجب أن أشارك في استبيان عن الجريمة؟

سواء كنت قد تعرضت لجريمة أم لا، فأنت تساعد الأمة على فهم قضايا الجريمة والسلامة - تجربتك تعني الكثير. نحتاج إلى صورة أوضح لمن تأثر بالجريمة وكيف تختلف آثار الجريمة باختلاف الأشخاص والأسر. مشاركتك هي عامل مهم لهذا الفهم.

## كم مرة سيتم الاتصال بي لإجراء هذا الاستبيان؟ كم من الزمن تستغرق المقابلة؟

يقوم ممثلو مكتب الإحصاء بالاتصال بأفراد الأسرة على العناوين المختارة كل ستة أشهر لما مجموعه سبع مقابلات. إذا انتقلت من مكان سكنك خلال ذلك الوقت، فسنجري مقابلة مع السكان الذين ينتقلون للإقامة في مكانك. نتوقع أن تستغرق كل مقابلة حوالي 25 دقيقة، ولكن قد تحتاج إلى وقت أقل أو أكثر.

## كنت أعتقد أن مكتب الإحصاء يحصي السكان كل 10 سنوات. لماذا تقومون بهذا الاستبيان الآن؟

إلى جانب التعداد العشري الذي يتم إجراؤه كل 10 سنوات، يقوم مكتب الإحصاء بجمع مجموعة متنوعة من المعلومات من خلال تعدادات واستبيانات أخرى مثل الاستبيان الوطني لضحايا الجريمة NCVS. توفر هذه الاستبيانات معلومات حالية حول مواضيع مختلفة مثل الإسكان والجريمة والبطالة وقطاع الأعمال والتعليم. يتم جمع هذه الاستبيانات لصالح مكتب إحصاءات العدل.

## كيف سيتم حماية معلوماتي؟

يطلب من مكتب الإحصاء ومكتب إحصاءات العدل حماية معلوماتك بموجب القانون. لا يُسمح لمكتب الإحصاء ولا لمكتب إحصاءات العدل التابع لوزارة العدل الأمريكية (BJS) بنشر ردودك علناً بطريقة يمكن أن تعرف عنك أو عن أسرتك. يُجري مكتب الإحصاء هذا الاستبيان لصالح مكتب إحصاءات العدل التابع لوزارة العدل الأمريكية بموجب سلطة القانون (المادة 13، قانون الولايات المتحدة USC، البند 8). مكتب إحصاءات العدل مخول بجمع معلومات الاستبيان هذه بموجب القانون (المادة 34، قانون الولايات المتحدة، البند 10132). يحمي القانون الفيدرالي خصوصيتك ويحافظ على سرية إجاباتك (المادة 13، قانون الولايات المتحدة، البند 9 والمادة 34، قانون الولايات المتحدة، البنود 10231 و 10134). وفقاً لقانون تحسين الأمن السيبراني الفيدرالي لعام 2015، تتم حماية بياناتك من مخاطر الأمن السيبراني من خلال فحص الأنظمة التي تنقل بياناتك. تمت الموافقة على هذه المجموعة من قبل مكتب الإدارة والميزانية (رقم: 1121-0111). إذا لم يتم عرض هذا الرقم، فلن تتمكن من إجراء هذا الاستبيان. مشاركتك الطوعية في هذا الاستبيان مهمة، ومع ذلك، قد ترفض الإجابة عن أي من الأسئلة أو عن جميعها.

## كيف يتم استخدام البيانات؟

توفر بيانات الاستبيان الوطني لضحايا الجريمة NCVS معلومات حول العديد من الموضوعات، بما في ذلك الجريمة في المدارس، والاتجاهات في جرائم العنف، والتكاليف المرتبطة بالجريمة، واستجابات سلطات إنفاذ القانون لتقارير الإيذاء الإجرامي. يمكن العثور على أمثلة لمنتجات بيانات الاستبيان الوطني لضحايا الجريمة NCVS على موقع مكتب إحصاءات العدل على <https://bjs.ojp.gov/programs/ncvs>.

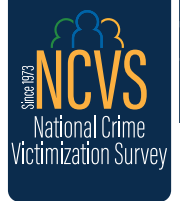
## كيف يمكنني طرح أسئلة حول هذا الاستبيان؟

يمكنك أن تسأل المحاور الذي يعمل لحساب مكتب الإحصاء أي أسئلة لديك. يمكنك أيضاً الاتصال بمكتب إحصاءات العدل بخصوص أية أسئلة أو تعليقات على [askBJS@usdoj.gov](mailto:askBJS@usdoj.gov) أو عن طريق الهاتف على 202-703-5670 أو عن طريق البريد:

Chief, Victimization Statistics Unit, Bureau of Justice Statistics, 810 Seven0th Street, NW, Washington, DC, 20531

للتأكد من أن الشخص الذي يتصل بك حول الاستبيان هو موظف في مكتب الإحصاء أو لمزيد من المعلومات، يرجى زيارة [www.census.gov/ncvs](http://www.census.gov/ncvs).

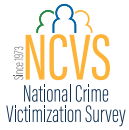
Arabic



尊敬的居民：

您的地址已被选中参与全美犯罪受害状况调查（NCVS）。

## 什么是 NCVS?



NCVS 询问人们在过去六个月内可能经历的犯罪行为。我们希望了解有关犯罪的信息，包括未向警方报告的犯罪行为。即使您没有经历过任何犯罪，我们也希望与您交谈。

司法统计局赞助了这项调查，由美国人口普查局进行访谈。自 1973 年以来，NCVS 被用于显示美国的犯罪趋势和模式。如需了解更多信息，请访问网站 <<https://bjs.ojp.gov/ncvs-participant>>。



## 预期会发生什么?

一位人口普查局调查员会打电话给您或到您的家中进行访谈，邀请您参与。

- 访谈者会询问您或家中的其他人一些关于您和住在这里的人的几个问题。
- 将邀请所有 12 岁及以上的家庭成员完成调查。



## 会对我的回答保密吗?

根据联邦法律的要求，您在访谈期间所说的所有内容都将完全得到保密。您的回答将与其他调查回答者的回答结合在一起，生成统计数据摘要。数据将不包括任何可用于识别您、您的家庭成员或其他居民身份的信息。

## 我为什么应当参加?

您将代表数百个像您这样的家庭参与调查。您还可以帮助：



- **您所在的社区。**全美各地的社区都可以利用 NCVS 的数据支持受犯罪影响的人。
- **学校。**美国教育部可利用这些数据衡量学校的犯罪、暴力和安全。
- **雇主。**美国卫生与公共服务部可利用 NCVS 的数据了解工作场所的暴力行为。
- **执法机构。**执法机构可利用 NCVS 的数据加强对未向警方报告的犯罪的认识，并制定预防计划。
- **很多其他各方。**新闻机构、学生和研究人员可利用 NCVS 的数据检查与犯罪和安全相关的各种问题。

您的地址无法被替换。为了确保 NCVS 的结果准确可靠，我们需要您的帮助。

**感谢您参与这项重要的调查。**

顺致敬意！

## 我是如何被选择参与这项调查的？

美国人口普查局使用科学的程序从美国的所有地址中随机选择某些地址，包括您的地址。这一程序可确保所选地址代表美国的所有家庭。我们不能将一个地址换成另一个地址。如果我们这样做，调查结果将无法准确地反映美国的犯罪状况。

## 为什么不从警方获得这些信息？

NCVS 的数据显示，半数以上的犯罪行为没有向警方报告。本项调查是了解全美这些犯罪行为的唯一途径。它还提供了比我们从警方获得的更详细的信息。

## 我不是犯罪受害者。我为什么要参加犯罪调查？

无论您是否经历过犯罪，您都是在帮助美国了解犯罪和安全问题 — **您的经历很重要**。我们需要更清楚地了解谁受到犯罪的影响，以及这些影响对于不同的人和家庭有何不同。您的参与是理解这一问题的关键。

## 这项调查的工作人员多久会与我联系一次？访谈需要多长时间？

人口普查局代表每六个月与所选地址的住户成员联系一次，总共进行七次访谈。如果您在此期间搬走，我们将对搬入的住户进行访谈。我们预计每次访谈约需 25 分钟，但您需要的时间可能更多或更少。

## 我原以为人口普查局每 10 年进行一次人口普查。你们为什么现在开展这项调查？

除了每 10 年进行一次的人口普查外，人口普查局还通过 NCVS 等其他人口普查和调查收集各种信息。这些调查提供有关住房、犯罪、失业、商业和教育等主题的最新信息。本项调查是为司法统计局收集信息。

## 我的信息将如何受到保护？

法律要求人口普查局和司法统计局保护您的信息。人口普查局和司法统计局不得以可能识别您或您的家庭成员身份的方式公开披露您的回答。人口普查局根据法律（《美国法典》第 13 篇第 8 节）授权，为美国司法部司法统计局开展这项调查。司法统计局有权依法（《美国法典》第 34 篇第 10132 节）收集本调查信息。联邦法律保护您的隐私，并对您的回答保密（《美国法典》第 13 篇第 9 节和《美国法典》第 34 篇第 10231 节和第 10134 节）。根据《2015 年联邦网络安全增强法案》的要求，通过对传输数据的系统进行筛选，保护您的数据免受网络安全风险。本数据搜集已获得管理和预算办公室（OMB 编号：1121-O111）的批准。如果不显示该编号，我们将无法开展本项调查。您自愿参与本项调查很重要。但是，您可以拒绝回答任何或所有的问题。

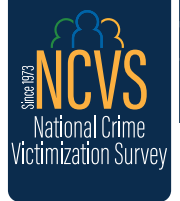
## 如何使用数据？

NCVS 的数据提供了有关很多主题的信息，包括学校犯罪、暴力犯罪趋势、与犯罪相关的成本以及执法部门对刑事犯罪受害报告的回应。可在司法统计局的网站上查找 NCVS 的数据产品范例，网址为 <<https://bjs.ojp.gov/programs/ncvs>>。

## 我如何提出有关本项调查的问题？

您可以向人口普查局调查员提出任何问题。您也可以通过以下方法与司法统计局联系，提出问题或反馈意见，发电子邮件至 <[askBJS@usdoj.gov](mailto:askBJS@usdoj.gov)>；打电话至 202-307-0765；或寄邮件至 Chief, Victimization Statistics Unit, Bureau of Justice Statistics, 810 Seventh Street, NW, Washington, DC, 20531。为了确保与您联系的调查人员是人口普查局员工，或了解更多信息，请访问网站 <[www.census.gov/ncvs](http://www.census.gov/ncvs)>。

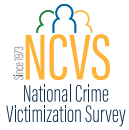
Simplified Chinese



친애하는 주민님,

귀하의 주소가 전국 범죄 피해 조사(NCVS)에 참여하도록 선정되었습니다.

## NCVS란 무엇인가요?



NCVS는 사람들에게 그들이 지난 6개월 동안 경험했을 수 있는 범죄 피해에 대해 묻습니다. 저희는 경찰에 신고되지 않은 범죄에 대해서도 듣고 싶습니다. 귀하께서 범죄를 경험하지 않으셨더라도, 저희는 귀하와 대화를 나누고 싶습니다.

사법 통계국이 이 조사를 후원하고, 미국 인구조사국이 인터뷰를 진행합니다. 1973년부터 미국의 범죄 경향과 패턴을 보여주기 위해 NCVS가 사용되었습니다. 자세한 내용은 <<https://bjs.ojp.gov/ncvs-participant>>을 방문하십시오.



## 제가 무엇을 기대할 수 있나요?

인구조사국 면접관이 전화로 걸거나 집을 방문하여 참여를 요청할 것입니다.

- 면접관은 귀하나 다른 사람에게 귀하와 함께 사는 사람들과 귀하에 대해 몇 가지 질문을 드릴 것입니다.
- 12세 이상 가구원 전원을 대상으로 설문조사를 실시합니다.



## 제 답변은 기밀 유지되니까?

인터뷰 중에 하시는 모든 말씀은 연방법에 따라 철저히 기밀로 유지될 것입니다. 귀하의 응답은 조사에 응답한 다른 사람들의 응답과 합쳐져서 통계 데이터 요약물 생성합니다. 데이터에는 귀하, 귀하의 가구 또는 다른 거주자를 식별하는 데 사용될 수 있는 정보는 포함되지 않습니다.

## 제가 왜 참여해야 합니까?

참여함으로써, 귀하께서는 귀하와 같은 수백 가구를 대표하게 될 것입니다. 다음을 지원할 수도 있습니다:



- **귀하의 지역사회.** 전국의 지역사회는 범죄의 영향을 받은 사람들을 지원하기 위해 NCVS 데이터를 사용할 수 있습니다.
- **학교.** 미국 교육부는 학교의 범죄, 폭력, 그리고 안전을 측정하기 위해 이러한 데이터를 사용합니다.
- **고용주.** 미국 보건복지부는 직장 내 폭력을 이해하기 위해 NCVS 데이터를 사용합니다.
- **법 집행.** 법 집행 기관은 NCVS 데이터를 사용하여 경찰에 신고되지 않은 범죄에 대한 인식을 강화하고 예방 프로그램을 개발할 수 있습니다.
- **그외 많은 지원.** 뉴스 기관, 학생 및 연구원은 범죄 및 안전과 관련된 다양한 문제를 조사하기 위해 NCVS 데이터를 사용합니다.

귀하의 주소를 바꿀 수 없습니다. NCVS 결과가 정확하고 신뢰할 수 있는지 확인하려면 귀하의 도움이 필요합니다.

**이 중요한 조사에 참여해 주셔서 감사합니다.**

진심으로 감사드립니다.

## 제가 이 설문조사에 어떻게 선정되었나요?

미국 인구조사국은 과학적인 방법을 사용하여 귀하의 주소를 포함한 미국의 모든 주소에서 특정 주소를 무작위로 선정합니다. 이 프로세스는 선정된 주소가 미국의 모든 가구를 대표하도록 합니다. 저희는 한 주소를 다른 주소로 바꿀 수 없습니다. 그렇게 한다면, 그 조사 결과는 미국의 범죄를 정확하게 반영하지 못할 것입니다.

## 왜 경찰로부터 이 정보를 입수하지 않는 거죠?

NCVS 자료에 따르면 전체 범죄의 절반 이상이 경찰에 신고되지 않은 것으로 나타났습니다. 이 조사는 전국적으로 이러한 범죄에 대해 알 수 있는 유일한 방법입니다. 이 조사는 또한 저희가 경찰로부터 입수하는 것보다 더 자세한 정보를 제공합니다.

## 범죄의 피해자가 아닌데 범죄 피해 조사에 참여해야 하는 이유는 무엇입니까?

귀하의 범죄 경험 여부와 관계없이, 귀하는 미국의 범죄와 안전 문제를 이해하는 것을 도울 것입니다 - **귀하의 경험이 중요합니다.** 우리는 범죄의 영향을 받는 사람과 이러한 영향이 사람과 가정에 따라 어떻게 다른지에 대한 보다 명확한 이해가 필요합니다. 귀하의 참여가 이러한 이해의 핵심인 것입니다.

## 이 조사를 위해 얼마나 자주 연락을 받게 되나요? 인터뷰는 얼마나 걸릴까요?

인구조사국 직원들은 총 7회의 인터뷰를 위해 6개월마다 선정된 주소의 가구원들에게 연락합니다. 그 기간 동안 이사를 가신다면 새로 입주한 주민들을 인터뷰합니다. 각 인터뷰는 약 25분 정도 소요될 것으로 예상되지만, 더 길게 또는 더 짧게 진행될 수도 있습니다.

## 인구조사국이 10년마다 인구 조사를 실시하는 것으로 아는데 왜 지금 이 조사를 하나요?

인구조사국은 10년마다 실시하는 인구조사 외에도 NCVS와 같은 다른 인구조사와 조사를 통해 다양한 정보를 수집합니다. 이러한 조사는 주택, 범죄, 실업, 사업, 그리고 교육과 같은 주제에 대한 최신 정보를 제공합니다. 이 조사는 사법 통계국을 위해 수집될 것입니다.

## 제 정보는 어떻게 보호되니까?

인구조사국과 사법 통계국은 법에 따라 귀하의 정보를 보호해야 합니다. 인구조사국과 사법 통계국은 귀하 또는 귀하의 가족을 식별할 수 있는 방법으로 귀하의 응답을 공개하는 것이 허용되지 않습니다. 인구조사국은 미국 연방 법전(U.S.C.) 제13호 제8절에 따라 미국 법무부 사법 통계국(Bureau of Justice Statistics)을 위해 이 조사를 실시하고 있습니다. 사법 통계국은 U.S.C. 제34호 제10132절에 따라 이 조사의 정보를 수집할 권한이 있습니다. 연방법(U.S.C. 제13조, 제9절 및 U.S.C. 제34, 제10231절 및 제10134절)은 귀하의 개인 정보를 보호하고 답변을 기밀로 유지합니다. 2015년 연방 사이버보안 강화법에 따라 귀하의 데이터를 전송하는 시스템의 스크리닝을 통해 귀하의 데이터는 사이버보안의 위험으로부터 보호됩니다. 이 정보 수집 방법은 관리예산국(OMB 번호: 1121-0111)의 승인을 받았습니다. 이 번호가 표시되지 않으면 저희는 이 조사를 수행할 수 없습니다. 이 조사에서 귀하의 자발적인 참여가 중요하지만, 일부 또는 모든 질문에 대한 답변을 거부할 수 있습니다.

## 데이터는 어떻게 사용되니까?

NCVS 데이터는 학교 범죄, 폭력 범죄의 추세, 범죄와 관련된 비용, 그리고 범죄 피해 보고에 대한 법 집행 대응 등 다양한 주제에 대한 정보를 제공합니다. NCVS 데이터 결과물의 예는 사법 통계국 홈페이지 <<https://bjs.ojp.gov/programs/ncvs>>에서 보실 수 있습니다.

## 이 조사에 대한 질문은 어떻게 하나요?

인구조사국 면접관에게 이 조사와 관련한 모든 질문을 하실 수 있습니다. 질문이나 피드백은 사법 통계국에 이메일, 전화, 또는 우편으로 연락하실 수 있습니다. 이메일 <[askBJS@usdoj.gov](mailto:askBJS@usdoj.gov)>; 전화 202-307-0765; 우편주소 Chief, Victimization Statistics Unit, Bureau of Justice Statistics, 810 Seventh Street, NW, Washington, DC, 20531. 이 조사와 관련하여 귀하에게 연락하는 사람이 인구조사국 직원인지 확인하거나 자세한 정보를 원하시면 <[www.census.gov/ncvs](http://www.census.gov/ncvs)>을 방문하십시오.

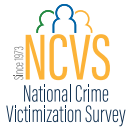
Korean



Kính gửi quý cư dân,

**Địa chỉ của bạn đã được chọn để tham gia vào Khảo sát Quốc gia về Nạn nhân Tội phạm (chữ viết tắt bằng tiếng Anh là NCVS).**

## Khảo sát NCVS là gì?



Khảo sát Quốc gia về Nạn nhân Tội phạm (NCVS, National Crime Victimization Survey) hỏi mọi người về các trường hợp phạm tội mà họ đã gặp phải trong 6 tháng qua. Chúng tôi muốn biết về tất cả các trường hợp phạm tội, ngay cả các trường hợp chưa được báo cáo cho cảnh sát. Thậm chí cho dù bạn chưa gặp phải trường hợp phạm tội nào thì chúng tôi vẫn muốn nói chuyện với bạn.

Cục Thống kê Tư pháp là nhà tài trợ cho cuộc khảo sát này và Cục Thống kê Dân số là cơ quan tiến hành các buổi phỏng vấn. Kể từ năm 1973 cho tới nay, Khảo sát NCVS đã được sử dụng để tìm hiểu về các xu hướng và mô hình tội phạm ở nước Mỹ. Để biết thêm thông tin, hãy truy cập <<https://bjs.ojp.gov/ncvs-participant>>.

## Quá trình khảo sát diễn ra như thế nào?



Một phỏng vấn viên của Cục Thống kê Dân số sẽ gọi điện thoại hay đến nhà của bạn để mời bạn tham gia.

- Phỏng vấn viên sẽ có vài câu hỏi cho bạn hay người khác trong gia hộ để biết về bạn và những người sống chung nhà.
- Tất cả các thành viên gia hộ từ 12 tuổi trở lên đều sẽ được mời trả lời khảo sát này.

## Các câu trả lời của tôi có được bảo mật không?



Tất cả những gì bạn nói trong buổi phỏng vấn đều sẽ được bảo mật nghiêm ngặt theo quy định của luật liên bang. Các câu trả lời của bạn sẽ được kết hợp với câu trả lời của những người khác tham gia khảo sát để tạo ra các bảng tổng kết dữ liệu thống kê. Dữ liệu này sẽ không chứa bất kỳ thông tin nào có thể được sử dụng để nhận diện bạn, gia hộ của bạn hay những người khác cùng chung sống.

## Tại sao tôi nên tham gia?

Bằng việc tham gia, bạn sẽ đại diện cho hàng trăm gia hộ giống như của bạn. Việc tham gia cũng có thể giúp cho:



- **Cộng đồng của bạn.** Các cộng đồng trên khắp cả nước có thể sử dụng dữ liệu NCVS để trợ giúp những người bị ảnh hưởng bởi tội phạm.
- **Trường học.** Bộ Giáo dục Hoa Kỳ sử dụng dữ liệu này để đánh giá sự an toàn và các vấn đề tội phạm, bạo lực ở trường học.
- **Chủ thuê lao động.** Bộ Y tế và Nhân sinh Hoa Kỳ sử dụng dữ liệu NCVS để tìm hiểu về vấn đề bạo lực tại sở làm.
- **Cơ quan thi hành luật pháp.** Các cơ quan thi hành luật pháp có thể sử dụng dữ liệu NCVS để nâng cao nhận thức về các loại tội phạm mà thường không được báo cáo cho cảnh sát và phát triển các chương trình phòng chống tội ác.
- **Nhiều đối tượng khác.** Các tổ chức thông tin, sinh viên và nghiên cứu viên sử dụng dữ liệu NCVS để tìm hiểu về nhiều vấn đề khác nhau liên quan đến tội ác và sự an toàn.

**Chúng tôi không thể sử dụng địa chỉ khác thay thế cho địa chỉ của bạn.** Chúng tôi cần sự trợ giúp của bạn thì mới có thể đảm bảo được tính chính xác và đáng tin cậy của kết quả khảo sát NCVS.

**Xin cảm ơn bạn đã tham gia vào cuộc khảo sát rất quan trọng này.**

Kính thư,

# Các câu hỏi thường gặp

## Tại sao tôi được chọn cho cuộc khảo sát này?

Cục Thống kê Dân số Hoa Kỳ đã áp dụng một quy trình khoa học mang tính ngẫu nhiên để chọn ra một số địa chỉ, trong đó có địa chỉ của bạn, trong toàn bộ các địa chỉ ở nước Mỹ. Quy trình này đảm bảo việc lựa chọn các địa chỉ tiêu biểu đại diện cho tất cả các hộ gia đình ở nước Mỹ. Chúng tôi không thể thay thế các địa chỉ đã chọn. Nếu làm vậy thì kết quả khảo sát sẽ không phản ánh chính xác tình trạng phạm tội trong nước.

## Tại sao không lấy thông tin này từ cảnh sát?

Dữ liệu NCVS cho thấy rằng hơn một nửa trường hợp phạm tội không được báo cáo lên cảnh sát. Cuộc khảo sát này là cách duy nhất để biết về các trường hợp phạm tội như vậy trên phạm vi toàn quốc. Khảo sát này cũng cung cấp thông tin chi tiết hơn so với thông tin từ cảnh sát.

## Tôi chưa từng là nạn nhân tội phạm. Tại sao tôi nên tham gia khảo sát về tội phạm?

Cho dù bạn có từng gặp phải một trường hợp phạm tội hay không, bạn sẽ giúp nhà nước tìm hiểu về các vấn đề liên quan đến tội ác và sự an toàn—**trải nghiệm của bạn là rất quan trọng**. Chúng tôi cần nắm bắt được rõ hơn những ai đang bị ảnh hưởng bởi vấn đề tội ác và ảnh hưởng này khác nhau như thế nào đối với các cá nhân và gia đình khác nhau. Sự tham gia của bạn là rất cần thiết để giúp chúng tôi hiểu rõ.

## Nhân viên khảo sát sẽ liên lạc với tôi theo lịch như thế nào? Việc phỏng vấn sẽ mất bao lâu?

Nhân viên đại diện Cục Thống kê Dân số sẽ liên lạc với những người sống tại các địa chỉ được chọn mỗi 6 tháng một lần cho tổng cộng bảy lần phỏng vấn. Nếu bạn chuyển nhà trong khoảng thời gian này thì chúng tôi sẽ phỏng vấn người mới dọn vào. Theo dự kiến thì mỗi buổi phỏng vấn sẽ kéo dài khoảng 25 phút, nhưng có thể ngắn hơn hay dài hơn tùy theo nhu cầu.

## Tôi tưởng Cục Thống kê Dân số đếm dân số một lần mỗi 10 năm. Tại sao họ thực hiện khảo sát vào lúc này?

Ngoài cuộc thống kê dân số được thực hiện mỗi 10 năm một lần, Cục Thống kê Dân số còn thu thập nhiều loại thông tin khác nữa thông qua các cuộc thống kê và khảo sát, ví dụ như khảo sát NCVS. Các khảo sát này cung cấp thông tin đương thời về các vấn đề như nhà ở, tội phạm, tình trạng thất nghiệp, giáo dục và các doanh nghiệp. Cuộc

khảo sát này nhằm thu thập thông tin cho Cục Thống kê Tư pháp.

## Thông tin của tôi sẽ được bảo vệ như thế nào?

Cục Thống kê Dân số và Cục Thống kê Tư pháp buộc phải bảo vệ thông tin của bạn theo luật pháp. Cục Thống kê Dân số và Cục Thống kê Tư pháp không được phép tiết lộ công khai các câu trả lời của bạn theo bất kỳ cách nào mà có thể để lộ danh tính của bạn hay các thành viên gia đình. Cục Thống kê Dân số thực hiện khảo sát này cho Cục Thống kê Tư pháp của Bộ Tư pháp Hoa Kỳ phù hợp với luật pháp (Chương 13, Phần 8 của Bộ luật Hoa Kỳ (U.S.C.)). Cục Thống kê Tư pháp có thẩm quyền theo luật pháp để thu thập thông tin trong khảo sát này (Chương 34, Phần 10132 của Bộ luật Hoa Kỳ). Luật pháp liên bang bảo vệ quyền riêng tư của bạn và quy định rằng các câu trả lời của bạn cần được bảo mật (Chương 13, Phần 9 và Chương 34, Phần 10231 và 10134 của Bộ luật Hoa Kỳ). Chiếu theo Luật Tăng cường An ninh mạng Liên bang năm 2015, dữ liệu của bạn được bảo vệ khỏi các rủi ro an ninh mạng bằng cách rà soát các hệ thống truyền dữ liệu. Việc thu thập thông tin này đã được phê duyệt bởi Cục quản lý Hành chính và Ngân sách Hoa Kỳ (Mã số OMB: 1121-0111). Nếu không có mã số này thì chúng tôi không thể thực hiện khảo sát này. Việc bạn tự nguyện tham gia khảo sát là rất quan trọng, tuy nhiên bạn có thể từ chối trả lời bất kỳ hay tất cả các câu hỏi.

## Dữ liệu sẽ được sử dụng như thế nào?

Dữ liệu NCVS cung cấp thông tin về nhiều vấn đề khác nhau, bao gồm tình trạng phạm tội ở trường học, các xu hướng phạm tội bạo lực, các phí tổn liên quan đến tội phạm và sự đáp ứng của các cơ quan thi hành luật pháp khi nạn nhân báo cáo trường hợp phạm tội. Bạn có thể xem một số ví dụ về các ấn phẩm dùng dữ liệu NCVS tại trang web của Cục Thống kê Tư pháp ở địa chỉ <<https://bjs.ojp.gov/programs/ncvs>>.

## Tôi nên hỏi ai nếu có thắc mắc về khảo sát này?

Bạn có thể hỏi phỏng vấn viên của Cục Thống kê Dân số nếu có bất kỳ thắc mắc nào. Bạn cũng có thể liên lạc với Cục Thống kê Tư pháp để đặt câu hỏi hay đóng góp ý kiến qua email tại <[askBJS@usdoj.gov](mailto:askBJS@usdoj.gov)>; qua điện thoại theo số 202-307-0765; hoặc qua thư theo địa chỉ: Chief, Victimization Statistics Unit, Bureau of Justice Statistics, 810 Seventh Street, NW, Washington, DC, 20531. Để xác nhận rằng người liên lạc với bạn về khảo sát này thực sự là nhân viên Cục Thống kê Dân số, hoặc để biết thêm thông tin, vui lòng truy cập <[www.census.gov/ncvs](http://www.census.gov/ncvs)>.

Vietnamese

## Appendix 4: NCVS Redesign Distress Protocol



## What is Distress/Distress Protocol?

The NCVS uses the term “distress” specifically to mean a respondent’s **negative emotions related to personal experiences that are triggered by the interview questions**. While a respondent showing signs of distress is not new to the NCVS, this protocol is a new tool that can assist you when interviewing respondents. This section and later training will teach you to recognize and respond to such situations. **Your appropriate response to a respondent’s distress or discomfort is a key part of your responsibilities as an NCVS FR.**

Although this is an important responsibility, it is worth noting that you will not encounter this situation very often. Most respondents will have few or no crimes to report and are unlikely to find the survey questions distressing. People who anticipate becoming upset due to the survey topic typically do not consent to participate. Other studies on similar topics have found that crime victims approach disclosing their experience differently in a research context than they do in more emotionally intense contexts such as therapy. Even though the topic of the NCVS is sensitive, most respondents will complete the interview without experiencing distress or discomfort.

Note that some negative emotions respondents may display during the interview are not distress. Examples of negative emotional reactions that are not considered distress include annoyance, anger, or embarrassment about the explicit wording of some of the questions being asked. You will handle such reactions by applying your basic interviewing techniques and responding with the appropriate feedback as described in this lesson.

The following focuses on a distressed emotional state, which you will recognize through identifiable changes in body language and/or the respondent’s verbal expressions. The changes and/or verbal expressions may or may not be subtle. Young respondents may express distress in different ways than adults; we’ll discuss the signs typical of both adults and youth. **If you are ever in doubt about whether a respondent’s reaction is emotional distress, assume that it is and follow the distress protocol below; which is also in the Distress Protocol tab in the NCVS CAPI instrument. Keep in mind that you do not need to memorize the protocol.**

## Identifying Respondent Distress

The NCVS distress protocol addresses different levels of distress. These levels vary both in emotional intensity and the response required on your part.

Respondents experiencing **low to moderate emotional distress** may show some of the signs of emotional distress listed below. Watch for them carefully as you proceed with an interview, however some of these may not be detectable during a telephone interview.

*Recognizing low to moderate emotional distress in Adults (Age 18 or Older)*

- Crying
- Change in mood
- Change in tone
- Voice shaking or trembling
- Frequently getting off task, allowing distractions to interrupt the pace of the interview

- Appearing “zoned out”, nonresponsive to questions

#### *Recognizing low to moderate emotional distress in Youth (Ages 12-17)*

- Complaints, such as stomachache, headache
- Irritability
- Restlessness (tapping feet, shifting around often)
- Regressive/self-soothing behavior (thumb sucking, hair sucking, rocking)
- Whining
- Acting out (aggressive, destructive behavior)
- Sudden onset of stuttering

Note that because people and their experiences do not fall into neat categories, a respondent who is an adult may exhibit some of the signs listed for youth, and vice versa.

Below is a list of signs of **elevated emotional distress**. Again, watch for these signs and verbal expressions carefully as you proceed with an interview.

#### *Recognizing elevated emotional distress*

- Uncontrollable crying
- Emotional outburst, including expressions of rage
- Not making sense
- Dissociation (can't remember the current time or place)
- Flashbacks (like they are having a bad dream)
- Statements indicating might hurt self
- Statements indicating loss of purpose or reason to live
- Statements indicating might hurt someone else
- Statements about planning or thinking about using a firearm or other weapon

## **Responding to Distress (The Distress Protocol)**

Follow the steps in the sections below as a general protocol when respondents exhibit any of the signs shown in the lists above. The instructions differ slightly depending on whether the respondent is an adult or youth and if you are conducting a personal visit or telephone interview. As mentioned, there is no need to memorize the distress protocol. The Distress Protocol tab in the instrument reflects the steps below and will help you respond appropriately while conducting interviews.

In all cases, when a respondent is exhibiting signs of distress listed above, it is important that you remember that your role is not to act as a counselor or provide advice on improving the situation. The protocol provides guidance on offering to take a break, setting up a callback, or in some situations offering a list of resources that include individuals who are trained to work with crime victims and their relatives. These resources are listed in the NCVS-110 Factsheet which is mailed to households, but you are encouraged to provide a copy during a personal visit if the respondent does not have a copy on hand. The same list also appears on the Resources tab in the NCVS instrument.

Below are some steps you can follow when you encounter a respondent showing signs of distress:

**Step 1: If the respondent is exhibiting any signs of distress, remain calm and ask the respondent one of the following:**

- “How are you doing?”
- “Are you ok?”
- “Do you have any questions?”

*If the respondent indicates they are “Ok” and do not have any questions, continue with the interview. Otherwise continue to step 2a when interviewing adults or step 2b when interviewing respondents ages 12-17.*

**Step 2a: (ADULT ONLY) If the respondent does not respond or indicates they are distressed ask:**

- “Do you need to take a short break?”

*If the respondent answers “No” to this question, then continue with the interview.*

*If the respondent answers “Yes” to this question, allow the respondent to take a short break and mention something such as:*

- “Let’s stop and take a short break. I will check back in with you in a few moments. Some respondents may need a moment to collect themselves and will be willing to proceed.”  
Then continue with step 3.

**Step 2b: (YOUTH ONLY) If the respondent does not respond or indicates they are distressed ask one of the following:**

- “Do you need to take a short break?”
- “Would you like to get your mom/dad/another adult at home?”

*If the youth answers “No” to this question, then continue with the interview.*

*If the youth answers “Yes,” to taking a short break, allow the respondent to take a short break and mention something such as:*

- “Let’s stop and take a short break. I will check back in with you in a few moments. Some respondents may need a moment to collect themselves and will be willing to proceed.”  
Then continue with step 3.

*If the youth answers “Yes,” to getting a parent/adult then find a parent/adult or ask the youth to get a parent/adult if on the telephone. Update the parent/adult that the interview upset the young respondent and they would like a short break. Then continue with step 3.*

**Step 3: After the break, ask the respondent:**

- “Are you OK to continue with the interview?”

*If the respondent answers “Yes,” continue with the interview.*

*If the respondent answers “No” after taking a short break, follow the steps below depending on whether you are conducting the interview in person (Step 4a) or over the telephone (Step 4b).*

**If the respondent does not improve after the steps 1-3 above or if they express statements that they might hurt themselves or others STOP THE INTERVIEW.**

*For In-Person Interviews -*

**Step 4a: Stay calm and say the following:**

- “It seems you are upset and it may be helpful to talk to a trained counselor. I can provide you with some resources that you can contact on your own, if you’d like?”

*If the respondent asks for RESOURCES, say the following:*

- “Thank you for participating and for sharing such sensitive information about your experiences. I’m going to provide you with a handout of resources. This has contact information for organizations that you can use if you want to talk about any feelings or emotions you experience.” **Give them the Resources Handout and end the interview.**

*If the respondent doesn’t want the RESOURCES, say the following:*

- “Thank you for participating and for sharing such sensitive information about your experiences.” **End the interview.**

*For Telephone Interviews -*

**Step 4b: Stay calm and say the following:**

- “It seems you are upset and it may be helpful to talk to a trained counselor. I can read you the list of some resources that you can contact when we are finished or mail the list of resources to you, which would you prefer?”

*If the respondent asks you to read the list of RESOURCES, say the following:*

- “Thank you for participating and for sharing such sensitive information about your experiences. Can you please get a pen and a piece of paper? I’m going to read you some different resources that you can contact if you would like to speak to someone at any point after we hang up.”
- **Click on the Resources tab and read the names of the crisis resources and toll-free numbers aloud from the Resources tab and then end the interview.**

*If the respondent asks you to mail the list of RESOURCES, say the following:*

- “Thank you for participating and for sharing such sensitive information about your experiences. I will mail a copy of the resources to you.” **End the interview.**

*If the respondent doesn’t want the RESOURCES, say the following:*

- “Thank you for participating and for sharing such sensitive information about your experiences.” **End the interview.**

**Note:** The policies and guidance for Census Bureau employees are, aside from an emergency occurring at the time of interview at the respondent's address, a field representative may not reach out to outside parties, because that would lead to identification of the respondent, the respondent’s address, and the reason for the Bureau being there, which is in violation of 13 U.S.C. confidentiality laws. Even if the respondent indicates they may harm themselves or others, we are unable to report to the authorities because of Title 13 confidentiality protections.

However, it is Bureau policy that if there is a threat posed to the safety of Bureau personnel while in the field, you may make an emergency call and then contact your supervisor.

Attachment 5: OMB Number and Expiration Date

- ♦ [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: 11/30/2026**

**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 control number confirms this approval. We could not conduct this survey without a currently valid OMB control number.**

**Send comments regarding any aspect of this survey to the Bureau of Justice Statistics at [askBJS@usdoj.gov](mailto:askBJS@usdoj.gov) or 202-307-0765, or by mail: Chief, Victimization Statistics Unit, Bureau of Justice Statistics, 810 Seventh Street, NW, Washington, DC 20531.**

- 1. Proceed with interview
- 2. Return to FAQ list

[OMB Notice](#)

Attachment 6: NCVS Rotation Chart



## Description of the NCVS Rotation Chart

### Definitions

- Phase-in/Phase-out -- The time period when Census introduces the new sample design cases into production and starts the discontinuation of the old sample from production.
- Continuing Areas -- These are areas where the counties are in sample for both the 2010 and 2020 sample designs.
- Outgoing Areas -- These are areas where the counties are in sample for the 2010 sample design but not in the 2020 sample design.
- New Areas -- These are areas where the counties are in sample for the 2020 sample design but not in the 2010 sample design.
- Sample Designation -- The sample designation identifies the year that the sample was selected from the Master Address File (MAF) and whether it is in the production sample (Sample designation beginning with the letter "J") or the reserve sample (Sample designation beginning with the letter "K"). (Identified in row 4.)
- Sample Year -- The year the sample was selected. (Identified in the rotation charts in row 3.)
- Panel -- Identifies which months of the year the interviews will take place.
- Rotation -- 1/7th of the sample cases that are introduced each six months for incoming sample cases.

### Panel/Rotation Codes in:

- Black numbers -- Production interviews.
- White numbers -- Sample cases are not interviewed in these months -- shown to indicate when the sample designation is in or would be in sample.
- Orange Boxes -- Sample in the 2010 design in the continuing and outgoing areas.
- Red Boxes -- Sample in the 2010 design in the outgoing areas only.
- Dark Yellow Boxes -- Sample in the 2010 design in the continuing areas only.
- Light Yellow Boxes -- Sample in the 2020 design in the continuing areas only.
- Dark Blue Boxes -- Sample in the 2020 design in the new areas only. Sample designations match the 2010 sample designations.
- Light Blue Boxes -- Sample in the 2020 design in the new areas only. Sample designations match the 2020 sample designations.
- Green Boxes -- Sample in the 2020 design in the continuing areas and the new areas.

### Description of the Rotation Chart:

This rotation chart for the National Crime Victimization Survey (NCVS) covers the time period from July 2024 through December 2027 – the phase-in and phase-out period for the transition from the 2010 sample design to the 2020 sample design.

The NCVS sample designations are identified horizontally at the top of the chart by the letter "J" and a two-digit number. Sample from the 2010 design is shown to the left of the vertical black line and sample from the 2020 design is shown on the right side.

New sample is selected every year (sample year is indicated above sample designation). Sample designations consists of only two rotations. Sample units for most sample-rotations will be interviewed once every 6 months for 3 ½ years (there are some exceptions for 2024-2027). Each rotation is further divided into six panels or months, numbered 1 through 6. Thus one-sixth of a rotation will be interviewed each month during a 6-month period. The month and year of interview are indicated vertically on the left side of the chart.

The body of the rotation chart on the reverse side contains a series of two-digit numbers. The "tens" digit is the panel number and the "units" digit is the rotation number. Therefore, you should read across the rows for a change in rotation number and down the columns for a change in panel number.

A rotation is introduced semiannually for the new sample. For example, in sample J24 (rotation 2), sample units will be introduced in the period January through June 2024. Sample J24 (rotation 3) will be introduced in the period July through December 2024. Sample J23 (rotations 7 and 1) will be interviewed for the last time in January through December 2027.

For the transition from the 2010 sample design to the 2020 sample design, sample for sample designation J24 is selected from both sample designs: 2024 (2010) and 2024 (2020). Only sample in outgoing areas from the J24 2010 sample design are interviewed in 2025; whereas sample in continuing areas from the J24 2020 sample design are interviewed in 2025 and sample from new areas from the J24 2020 sample design are introduced in January 2026 -- when the outgoing areas from the J24 2010 sample design are phased out.

Sample for sample designations J22 and J23 are also be selected from the 2020 design but only sample from new areas from the 2020 sample are interviewed starting in 2026.

# NCVS Rotation Chart

January 2024 - December 2027

Year/Month		2020	2021	2022	2023	2024(2010)	2024(2020)	2024(2020)	2024(2020)	2024(2020)	2025	2026			
		J20/K20	J21/K21	J22/K22	J23/K23	J24/K24	J22/K22	J23/K23	J24/K24	J24/K24	J25/K25	J26/K26			
2024	JAN	11 12	13 14	15 16	17		15 16	17							
	FEB	21 22	23 24	25 26	27		25 26	27							
	MAR	31	2010 Sample in Outgoing and Continuing Areas (Orange)					35 36	37						
	APR	41						45 46	47						
	MAY	51						55 56	57						
	JUN	61 62	63 64	65 66	67		65 66	67							
	JUL		12 13	14 15	16 17	11 17	2010 Sample in Outgoing Areas only (Red)	15 16	17 11						
	AUG		22 23	24 25	26 27	21 27		25 26	27 21						
	SEP		32 33	34 35	36 37	21 37		35 36	37 31						
	OCT		42 43	44 45	46 47	41 47		45 46	47 41						
	NOV		52 53	54 55	56 57	51 57		55 56	57 51						
	DEC		62 63	64 65	66 67	61 67		65 66	67 61						
2025	JAN		13 14	15 16	17 11	12		15 16	17 11	12	12	Phase-in Begins			
	FEB		23 24	25 26	27 21	22		25 26	27 21	22	22				
	MAR		33 34	35 36	37 31	32		2020 Sample in New Areas only (Dark Blue)			32	32			
	APR		43 44	45 46	47 41	42				42	42				
	MAY		53 54	55 56	57 51	52		55 56	57 51	52	52				
	JUN		63 64	65 66	67 61	62		65 66	67 61	62	62				
	JUL			14 15	16 17	11 17	12 13	15 16	17 11	12 13	12 13				
	AUG			24 25	26 27	21 27	22 23	25 26	27 21	22 23	22 23				
	SEP			34 35	36 37	31 37	32 33	35 36	37 31	32 33	32 33				
	OCT			44 45	46 47	41 47	42 43	45 46	47 41	42 43	42 43				
	NOV			54 55	56 57	51 57	52 53	55 56	57 51	52 53	52 53				
	DEC			64 65	66 67	61 67	62 63	65 66	67 61	62 63	62 63				
2026	JAN			15 16	17 11		15 16	17 11	12 13	12 13	14	First Interview in New Areas			
	FEB		Last Interview in Outgoing Areas			26 27	21 27	25 26	27 21	22 23	22 23	24			
	MAR			36 37	31 37		35 36	37 31	32 33	32 33	34				
	APR			45 46	47 41		45 46	47 41	42 43	42 43	44	2020 Sample in New and Continuing Areas (Green)			
	MAY			55 56	57 51		55 56	57 51	52 53	52 53	54				
	JUN			65 66	67 61		65 66	67 61	62 63	62 63	64				
	JUL		2010 Sample in Continuing Areas only (Dark Yellow)			16 17	11 17	16 17	17 11	12 13	12 13	14 15			
	AUG			26 27	21 27		26 27	27 21	22 23	22 23	24 25				
	SEP			36 37	31 37		36 37	37 31	32 33	32 33	34 35				
	OCT			46 47	41 47		46 47	47 41	42 43	42 43	44 45				
	NOV			56 57	51 57		56 57	57 51	52 53	52 53	54 55				
	DEC			66 67	61 67		66 67	67 61	62 63	62 63	64 65				
2027	JAN				17 11			17 11	12 13	12 13	14 15	16			
	FEB				27 21			27 21	22 23	22 23	24 25	26			
	MAR				37 31			37 31	32 33	32 33	34 35	36			
	APR				47 41			47 41	42 43	42 43	44 45	46			
	MAY				57 51			57 51	52 53	52 53	54 55	56			
	JUN				67 61			67 61	62 63	62 63	64 65	66			
	JUL				11			11	12 13	12 13	14 15	16 17			
	AUG				21			21	22 23	22 23	24 25	26 27			
	SEP				31			31	32 33	32 33	34 35	36 37			
	OCT				41			41	42 43	42 43	44 45	46 47			
	NOV				51			51	52 53	52 53	54 55	56 57			
	DEC		Phase-in Complete After December 2027			61			61	62 63	62 63	64 65	66 67		

Will not interview sample with only one interview

Attachment 7: NCVS-110 Brochure

## Frequently Asked Questions

### What is this survey about?

The NCVS asks whether people experienced crime in the last 6 months and asks about those experiences, regardless of whether they were reported to the police.

### Who is conducting this survey?

The U.S. Census Bureau conducts the NCVS on behalf of the U.S. Department of Justice's Bureau of Justice Statistics (BJS).

### How is the information collected?

A Census Bureau representative will come to your home or call to interview you and any other household members aged 12 or older. Generally, people from each selected address are interviewed once every 6 months over a 3-year period for a total of seven interviews.

### How was I selected for this survey?

We select addresses, not you personally, to represent all households in the United States. If you move away while this address is still in the survey, we will interview the residents who move in.

### Why should I participate?

Your cooperation is important to help ensure accurate and reliable information about crime and safety in neighborhoods like yours. We think you will find the survey interesting, and your participation will help the public understand crime and safety issues in different communities around the country.

### How will my privacy be protected?

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). Your answers will not be connected to your name. The Census Bureau and the BJS are not allowed to publicly release your responses in a way that could identify you or your household.

## Resources for Victims

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

**Victim Connect**  
1-855-4VICTIM (1-855-484-2846)  
<<https://victimconnect.org>>

**Boys Town National Hotline**  
1-800-448-3000  
<[www.boystown.org/hotline](http://www.boystown.org/hotline)>

**Childhelp National Child Abuse Hotline**  
1-800-4-A-CHILD (1-800-422-4453)  
<[www.childhelp.org](http://www.childhelp.org)>

**Eldercare Locator**  
1-800-677-1116  
<<https://eldercare.acl.gov>>

**National Domestic Violence Hotline**  
1-800-799-SAFE (1-800-799-7233)  
1-800-787-3224 (TTY)  
<[www.thehotline.org](http://www.thehotline.org)>

**The 988 Suicide & Crisis Lifeline**  
988  
<<https://988lifeline.org>>

**The National Sexual Assault Hotline**  
1-800-656-HOPE (1-800-656-4673)  
<[www.rainn.org](http://www.rainn.org)>

**The Trevor Project**  
1-866-488-7386  
<[www.thetrevorproject.org](http://www.thetrevorproject.org)>

Survey sponsored by the U.S. Department of Justice's Bureau of Justice Statistics.  
Data collected by the U.S. Census Bureau.

U.S. Department of Justice  
Office of Justice Programs  
Bureau of Justice Statistics  
[bjs.ojp.gov](http://bjs.ojp.gov)

U.S. Department of Commerce  
U.S. CENSUS BUREAU  
[census.gov](http://census.gov)

Issued December 2022  
NCVS-110 (12-22)

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Since 1973

# NCVS

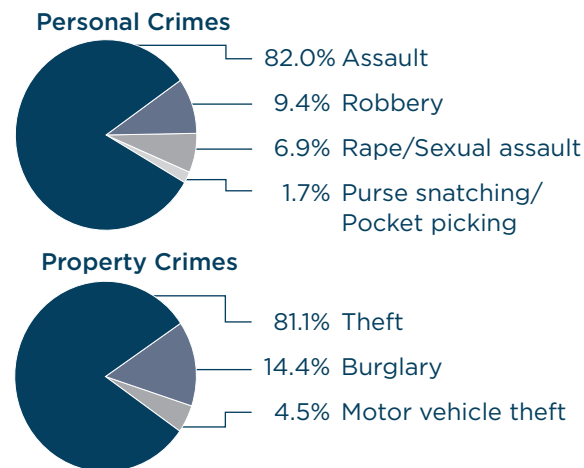
## National Crime Victimization Survey

## What is the National Crime Victimization Survey?

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

NCVS data, like those shown in Figures 1 and 2, are used to track trends and patterns in crime and safety and to develop policies. More examples are available at <https://ncvs.bjs.ojp.gov/Home>.

Figure 1.  
**Victimizations by Type of Crime**  
(Percentage of total victimizations)



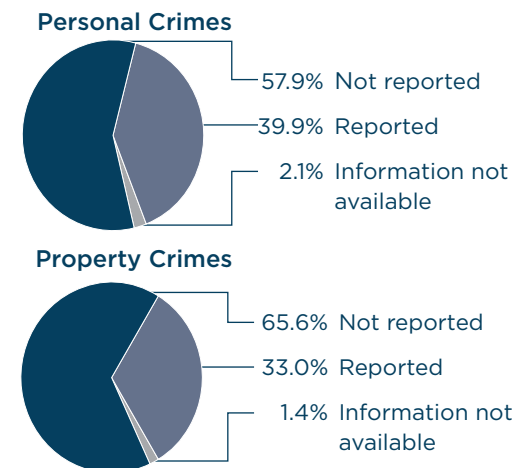
Note: Percentages may not add to 100 due to rounding.  
Source: Bureau of Justice Statistics, National Crime Victimization Survey, 2020.

## What information is collected in this survey?

The NCVS collects information about crime incidents from the victim's perspective, whether or not they were reported to the police. This includes:

- Types and numbers of crimes experienced
- Characteristics of persons and households
- Crime details, including:
  - When and where crimes occur
  - Economic loss to the victim
  - Injuries
  - Police involvement
  - Weapons used
  - Victim services used

Figure 2.  
**Victimizations Reported to the Police**  
(Percentage of total victimizations)



Note: Percentages may not add to 100 due to rounding.  
Source: Bureau of Justice Statistics, National Crime Victimization Survey, 2020.

## Accuracy of the data

Data presented in this factsheet are based on people and households that responded to the NCVS. The estimates are representative of the entire population. However, the data are subject to sampling and nonsampling error. More information is available in the NCVS Technical Documentation: <https://bjs.ojp.gov/data-collection/ncvs#documentation-0>.

## Who can I contact with questions?

Contact the Bureau of Justice Statistics via:  
E-mail: [askBJS@usdoj.gov](mailto:askBJS@usdoj.gov)  
Phone: 202-307-0765

For more information about this survey, please visit by link <https://bjs.ojp.gov/programs/ncvs> or QR code:



For more information from the U.S. Census Bureau and to verify the person contacting you to participate in the survey is a Census Bureau employee, please visit by link [www.census.gov/ncvs](http://www.census.gov/ncvs) or QR code:



## Preguntas frecuentes

### ¿De qué se trata esta encuesta?

La NCVS pregunta a las personas si han sufrido un delito en los últimos 6 meses y les hace preguntas acerca del delito en sí, sin importar si fue reportado a la policía o no.

### ¿Quién realiza esta encuesta?

La Oficina del Censo de Estados Unidos lleva a cabo la NCVS de parte de la Oficina de Estadísticas Judiciales (BJS, por sus siglas en inglés), que es parte del Departamento de Justicia de Estados Unidos.

### ¿Cómo se reúne la información?

Un representante de la Oficina del Censo visitará su hogar o lo(la) llamará para entrevistarle a usted y otros miembros de su hogar mayores de 12 años. Generalmente, se entrevistará a las personas de cada dirección seleccionada una vez cada 6 meses a lo largo de un periodo de 3 años, por un total de siete entrevistas.

### ¿Cómo me seleccionaron para esta encuesta?

Seleccionamos a los domicilios, no a usted personalmente, para representar a todos los hogares en Estados Unidos. Si usted se muda mientras este domicilio sigue en la encuesta, entrevistaremos a los nuevos residentes.

### ¿Por qué debería participar?

Es importante su cooperación para ayudar a asegurar información precisa y confiable acerca de los delitos y la seguridad en vecindarios como el suyo. Creemos que la encuesta resultará interesante para usted y con su participación ayudará al público a entender los problemas de crímenes y seguridad en diferentes comunidades del país.

### ¿Cómo se protegerá mi privacidad?

La Oficina del Censo está obligada por ley a proteger su información (Título 13, Código de Estados Unidos, Sección 9 y Título 34, Código de Estados Unidos, Secciones 10231 y 10134). Sus respuestas no se relacionarán con su nombre. No se permite a la Oficina del Censo ni a la Oficina de Estadísticas Judiciales diseminar sus respuestas públicamente de una forma que permitiría la identificación de usted o su hogar.

## Recursos para víctimas

**National Center for Victims of Crime**  
(Centro Nacional para Víctimas del Crimen)  
1-202-467-8700  
<<https://victimsofcrime.org>>

**Victim Connect**  
(El Centro de Recursos VictimConnect)  
1-855-4VICTIM (1-855-484-2846)  
<<https://victimconnect.org>>

**Boys Town National Hotline**  
(Línea de Ayuda Nacional de "Boys Town")  
1-800-448-3000  
<[www.boystown.org/hotline](http://www.boystown.org/hotline)>

**Childhelp National Child Abuse Hotline**  
(Línea de Ayuda Nacional para Niños Maltratados)  
1-800-4-A-CHILD (1-800-422-4453)  
<[www.childhelp.org](http://www.childhelp.org)>

**Eldercare Locator**  
(ayuda para encontrar cuidados para personas mayores)  
1-800-677-1116  
<<https://eldercare.acl.gov>>

**National Domestic Violence Hotline**  
(Línea Nacional de Violencia Doméstica)  
1-800-799-SAFE (1-800-799-7233)  
1-800-787-3224 (TTY) (teletipo)  
<[www.thehotline.org](http://www.thehotline.org)>

**The 988 Suicide & Crisis Lifeline**  
(Línea de Prevención del Suicidio y Crisis)  
988  
<<https://988lifeline.org>>

**The National Sexual Assault Hotline**  
(Línea de Ayuda Nacional de Asalto Sexual)  
1-800-656-HOPE (1-800-656-4673)  
<[www.rainn.org](http://www.rainn.org)>

**The Trevor Project**  
(El Proyecto "Trevor")  
1-866-488-7386  
<[www.thetrevorproject.org](http://www.thetrevorproject.org)>

La encuesta es patrocinada por la Oficina de Estadísticas Judiciales del Departamento de Justicia de Estados Unidos. Los datos son reunidos por la Oficina del Censo de Estados Unidos.

**Departamento de Justicia de Estados Unidos**  
Oficina de Programas Judiciales  
Oficina de Estadísticas Judiciales  
[bjs.ojp.gov](http://bjs.ojp.gov)

**Departamento de Comercio de Estados Unidos**  
OFICINA DEL CENSO DE ESTADOS UNIDOS  
[census.gov](http://census.gov)

**Conéctese con nosotros**  
[@uscensubureau](https://twitter.com/uscensubureau)  
[@BJSgov](https://twitter.com/BJSgov)

Publicado en  
diciembre de 2022  
NCVS-110 (12-22)



Desde 1973

# NCVS

National  
Crime  
Victimization  
Survey  
(Encuesta  
Nacional de  
Victimización  
Delictiva)

## ¿Qué es la Encuesta Nacional de Victimización Delictiva?

La Encuesta Nacional de Victimización Delictiva (NCVS, por sus siglas en inglés) es una encuesta a nivel nacional basada en una muestra de hogares en Estados Unidos. Se ha diseñado la encuesta para obtener información detallada acerca de las personas y si han sido víctimas de ciertos tipos de delitos como, por ejemplo, robo, hurto con entrada forzada, robo de un vehículo de motor, agresión física, violación y robo por carterista.

Se usan los datos de la NCVS, tales como las que se muestran en las Figura 1 y 2, para seguir de cerca la evolución del delito y la seguridad, tendencias repetidas en esta, así como para crear políticas. Se pueden ver más ejemplos en <https://ncvs.bjs.ojp.gov/Home>.

## ¿Qué información se reúne en esta encuesta?

La NCVS reúne información sobre los delitos desde la perspectiva de las víctimas, sin importar si los delitos se reportaron o no a la policía. Esto incluye:

- El tipo y la cantidad de los delitos ocurridos
- Características de las personas y los hogares
- Detalles sobre los delitos, incluyendo:
  - El momento y el lugar
  - Daños económicos para la víctima
  - Lesiones
  - Actuación de la policía
  - Armas utilizadas
  - Servicios para la víctima que fueron usados

## Precisión de los datos

Los datos que se presentan en esta hoja informativa se basan en las personas y los hogares que contestaron la NCVS. Los datos estimados son representativos de toda la población del país. Sin embargo, los datos son susceptibles a errores de muestreo y a errores no relacionados con el muestreo. Podrá encontrar más información en la documentación técnica de la NCVS: <https://bjs.ojp.gov/data-collection/ncvs#documentation-0>.

## ¿Con quién puedo comunicarme si tengo preguntas?

Comuníquese con la Oficina de Estadísticas Judiciales por:

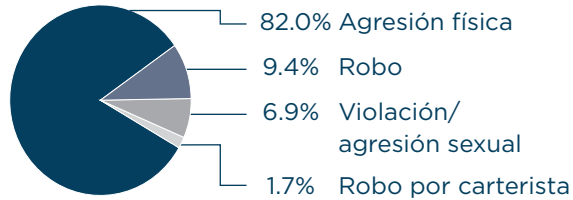
Correo electrónico: [askBJS@usdoj.gov](mailto:askBJS@usdoj.gov)

Teléfono: 202-307-0765

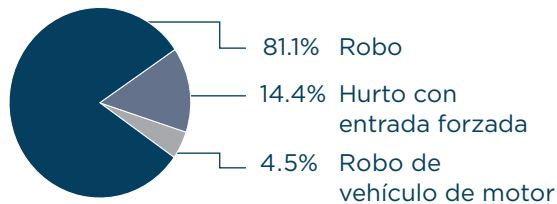
Para más información acerca de esta encuesta, visite <https://bjs.ojp.gov/programs/ncvs> o el Código QR:

**Figura 1.**  
**Victimizaciones según el tipo de delito**  
(Porcentaje del total de victimizaciones)

### Delitos personales



### Delitos contra la propiedad

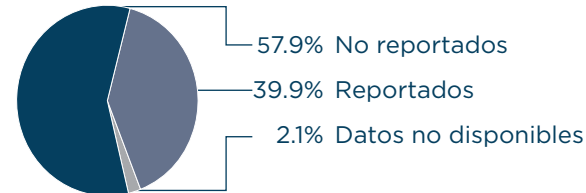


Nota: los porcentajes podrían no sumar a 100 debido al redondeo de las cifras.

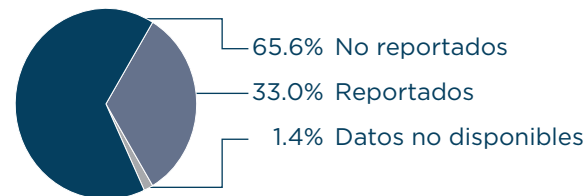
Fuente: Oficina de Estadísticas Judiciales, Encuesta Nacional de Victimización Delictiva, 2020.

**Figura 2.**  
**Victimizaciones reportadas a la policía**  
(Porcentaje del total de victimizaciones)

### Delitos personales



### Delitos contra la propiedad



Nota: los porcentajes podrían no sumar a 100 debido al redondeo de las cifras.

Fuente: Oficina de Estadísticas Judiciales, Encuesta Nacional de Victimización Delictiva, 2020.



Para obtener más información de la Oficina del Censo de Estados Unidos y verificar que la persona que le ha contactado para que participe en la encuesta es empleado(a) de la Oficina del Censo, visite [www.census.gov/ncvs](http://www.census.gov/ncvs) o Código QR:



## الأسئلة الشائعة

ما المقصود بهذا الاستبيان؟

يسأل الاستبيان الوطني لضحايا الجريمة [NCVS] عما إذا كان الأشخاص قد تعرضوا للجريمة في الأشهر الستة الأخيرة ويسأل عن تلك التجارب، بغض النظر عما إذا كان قد تم إبلاغ الشرطة بها أم لا.

من يجري هذا الاستبيان؟

يُجري مكتب الإحصاء الأمريكي الاستبيان الوطني لضحايا الجريمة [NCVS] نيابة عن مكتب إحصاءات العدل التابع لوزارة العدل الأمريكية (BJS).

كيف يتم جمع المعلومات؟

سيأتي ممثل مكتب الإحصاء إلى منزلك أو سيتصل بك لإجراء مقابلة معك ومع أي أفراد آخرين في الأسرة تتراوح أعمارهم بين ١٢ عاماً وما فوق. وبوجه عام، يتم إجراء مقابلات مع أشخاص من كل عنوان تم اختياره مرة كل ستة أشهر على مدى فترة ثلاث سنوات لما مجموعه سبع مقابلات.

كيف تم اختياري لهذا الاستبيان؟

نحن نختار عناوين، ولذلك لم يتم اختيارك شخصياً. نتبع أسلوب الاختيار هذا لنضمن تمثيل كافة الأسر في الولايات المتحدة. إذا غيرت مكان إقامتك وبقي هذا العنوان في الاستبيان، فسنقابل السكان الجدد الذين انتقلوا إلى عنوانك القديم.

لماذا يجب أن أشارك؟

إن تعاونك مهم للمساعدة في ضمان الحصول على معلومات دقيقة وموثوقة بها حول الجريمة والسلامة في الأحياء كتلك التي نقيم فيها. نعتقد أنك ستجد الاستبيان مثيراً للاهتمام، ومشاركتك ستساعد الجمهور في فهم قضايا الجريمة والسلامة في مختلف المجتمعات حول البلاد.

كيف ستتم حماية خصوصيتي؟

مكتب الإحصاء ملزم بحماية معلوماتك طبقاً للمادة ١٣ من القانون الأمريكي، القسم ٩ والمادة ٣٤ من القانون الأمريكي، القسمان ١٠٢٣١ و١٠٣٤). لن تكون إجاباتك مرتبطة باسمك. لا يُسمح لمكتب الإحصاء ولا لمكتب إحصاءات العدل التابع لوزارة العدل الأمريكية بنشر ردودك علناً بطريقة يمكن أن تعرف عنك أو عن منزلك.

## موارد للضحايا

National Center for Victims of Crime  
[ المركز الوطني لضحايا الجريمة ]  
1-202-467-8700

<<https://victimsofcrime.org>>

Victim Connect  
[ فيكتيم كونكت ]

1-855-4VICTIM (1- 855- 484-2846)

<<https://victimconnect.org>>

Boys Town National Hotline  
[ الخط الساخن الوطني «بويز تاون» ]

1-800-448-3000

<[www.boystown.org/hotline](http://www.boystown.org/hotline)>

Childhelp National Child Abuse Hotline

[ الخط الساخن الوطني للعنف ضد الأطفال «تشايلد هيلب» ]

1-800-4-A-CHILD (1-800-422-4453)

<[www.childhelp.org](http://www.childhelp.org)>

Eldercare Locator

[ البحث عن رعاية المسنين ]

1-800-677-1116

<<https://eldercare.acl.gov>>

National Domestic Violence Hotline

[ الخط الساخن الوطني للعنف المنزلي ]

1-800-799-SAFE (1-800-799-7233)

1-800-787-3224 (TTY)

<[www.thehotline.org](http://www.thehotline.org)>

The 988 Suicide & Crisis Lifeline

[ خط الحياة ٩٨٨ الخاص بالانتحار والأزمات ]

٩٨٨

<<https://988lifeline.org>>

The National Sexual Assault Hotline

[ الخط الساخن الوطني للاعتداء الجنسي ]

1-800-656-HOPE (1-800-656-4673)

<[www.rainn.org](http://www.rainn.org)>

The Trevor Project

[ مشروع «تريفور» ]

1-866-488-7386

<[www.thetrevorproject.org](http://www.thetrevorproject.org)>

الاستبيان برعاية مكتب إحصاءات العدل التابع لوزارة العدل في الولايات المتحدة.

البيانات يجمعها مكتب الإحصاء الأمريكي.

Office of Justice Programs U.S. Department of Justice  
مكتب برامج العدل وزارة العدل الأمريكية  
Bureau of Justice Statistics [bjs.ojp.gov](http://bjs.ojp.gov)  
مكتب إحصاءات العدل

U.S. Department of Commerce  
U.S. CENSUS BUREAU  
[census.gov](http://census.gov)

تم الإصدار ديسمبر/كانون الأول ٢٠٢٢  
NCVS-110 (12-22)  
اتصل بنا بالبريد الإلكتروني على:  
[@uscensusbureau](mailto:@uscensusbureau)  
[@BJS.gov](http://@BJS.gov)

**BJS** Bureau of Justice Statistics

United States®  
**Census**  
Bureau

منذ عام ١٩٧٣

# NCVS

## National Crime Victimization Survey

### الاستبيان الوطني لضحايا الجريمة



## دقة البيانات

تعتمد البيانات المقدمة في صحيفة الوقائع هذه إلى إجابات الأشخاص والأسر التي استجابت للاستبيان الوطني لضحايا الجريمة [NCVS]. التقديرات الواردة تمثل جميع سكان البلد. ومع ذلك، تكون البيانات عرضة لأخطاء أخذ العينات أو أخطاء عدم أخذ العينات. يتوفر المزيد من المعلومات في الوثائق الفنية للاستبيان الوطني لضحايا الجريمة [NCVS]:

<https://bjs.ojp.gov/data-collection/ncvs#documentation-0>

## بمن يمكنني الاتصال لطرح الأسئلة؟

اتصل بمكتب إحصاءات العدل عن طريق:

البريد الإلكتروني: [askBJS@usdoj.gov](mailto:askBJS@usdoj.gov)

الهاتف: 202-307-0765

لمزيد من المعلومات حول هذا الاستبيان، يرجى زيارة الرابط <https://bjs.ojp.gov/programs/ncvs> أو رمز QR:



للحصول على مزيد من المعلومات من مكتب الإحصاء وللتحقق من أن الشخص الذي يتصل بك للمشاركة في الاستبيان هو موظف في مكتب الإحصاء، يرجى زيارة الرابط [www.census.gov/ncvs](http://www.census.gov/ncvs) أو رمز QR:



## ما المعلومات التي يتم جمعها في هذا الاستبيان؟

يجمع الاستبيان الوطني لضحايا الجريمة [NCVS] معلومات حول حوادث الجريمة كما يراها الضحية، سواء تم إبلاغ الشرطة بها أو لم يتم الإبلاغ عنها. ذلك يشمل:

- أنواع وأعداد الجرائم التي ارتكبت
- خصائص الأشخاص والأسر
- تفاصيل الجريمة، بما في ذلك:
- متى وأين تقع الجرائم
- الخسارة الاقتصادية للضحية
- الإصابات
- تدخل الشرطة
- الأسلحة المستخدمة
- خدمات الضحايا المستخدمة

الشكل ٢.

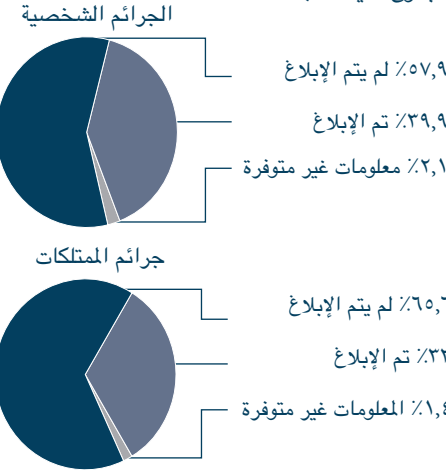
## ما هو الاستبيان الوطني لضحايا الجريمة [National Crime Victimization Survey]؟

الاستبيان الوطني لضحايا الجريمة [The National Crime Victimization Survey (NCVS)] هو استبيان وطني يستند إلى عينة من الأسر الأمريكية. تم تصميم الاستبيان للحصول على معلومات مفصلة حول الناس وما إذا كانوا ضحايا لأنواع معينة من الجرائم، مثل السرقة والسطو وسرقة السيارات وسرقة الممتلكات والاعتداء والاعتصاب ونشل حقيبة اليد أو الجيب.

تستخدم بيانات الاستبيان الوطني لضحايا الجريمة [NCVS]، مثل البيانات الموضحة في الشكلين ١ و٢، لتتبع الاتجاهات والأنماط في الجريمة والسلامة ولتطوير السياسات. يتوفر المزيد من الأمثلة على الموقع <https://ncvs.bjs.ojp.gov/Home>.

الشكل ١.

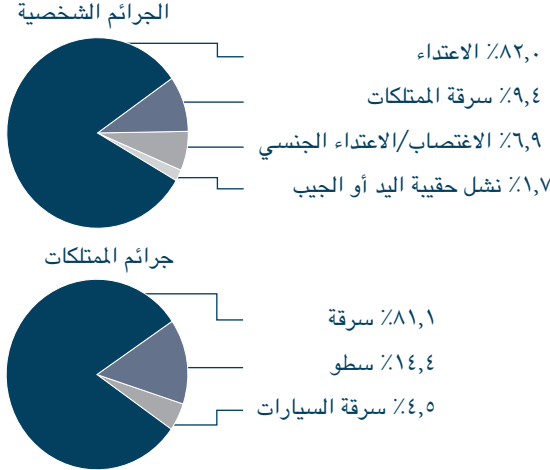
## الايذاءات الإجرامية التي تم إبلاغ الشرطة عنها (النسبة المئوية من مجموع الايذاءات)



ملاحظة: قد لا يبلغ مجموع النسب المئوية ١٠٠ بسبب التقريب.

المصدر: مكتب إحصاءات العدل، الاستبيان الوطني لضحايا الجريمة [National Crime Victimization Survey]، ٢٠٢٠.

## الايذاءات الإجرامية حسب نوع الجريمة (النسبة المئوية من مجموع الايذاءات)



ملاحظة: قد لا يبلغ مجموع النسب المئوية ١٠٠ بسبب التقريب.

المصدر: مكتب إحصاءات العدل، الاستبيان الوطني لضحايا الجريمة [National Crime Victimization Survey]، ٢٠٢٠.

## 常见问题解答

### 这项调查是关于什么？

全国犯罪受害事件调查 ( NCVS ) 询问人们在过去六个月内是否经历过犯罪事件，并询问这些经历，无论人们是否向警方报案。

### 谁在开展这项调查？

美国人口普查局 ( The U.S. Census Bureau ) 代表美国司法部 ( U.S. Department of Justice ) 司法统计局 ( Bureau of Justice Statistics/简称BJS ) 开展全国犯罪受害事件调查(简称 NCVS)。

### 信息是如何收集的？

一位人口普查局代表将到您的家中，或打电话对您和12岁或以上的任何其他家庭成员进行访谈。通常，每个选定地址的人每六个月接受一次访谈，为期三年，总共接受七次访谈。

### 我是如何被选中参加这项调查的？

我们选择地址，而不是您个人，来代表美国所有家庭。在接受调查期间，如果您从该地址搬走，我们将对搬入该地址的居民进行访谈。

### 我为什么要参加？

对于确保准确并可靠地了解您所在的社区内的犯罪和安全信息，您的合作十分重要。我们觉得您会认为这项调查很有趣，而您的参与将有助于公众了解全美范围内不同社区的犯罪和安全问题。

### 我的隐私将如何受到保护？

根据相关法律 ( 《美国法典》第13篇第9节和《美国法典》第34篇第10231节和第10134节 ) ，人口普查局必须按要求保护您的信息。您的答复不会与您的姓名有联系。人口普查局和司法统计局不允许以可识别您或您的家庭成员身份等方式公布您的答复。

## 向受害者提供的资源

### National Center for Victims of Crime

[全国犯罪受害者援助中心]  
1-202-467-8700  
<<https://victimsofcrime.org>>

### Victim Connect [受害者联系专线]

1-855-4VICTIM (1-855-484-2846)  
<<https://victimconnect.org>>

### Boys Town National Hotline

[男孩镇全国热线]  
1-800-448-3000  
<[www.boystown.org/hotline](http://www.boystown.org/hotline)>

### Childhelp National Child Abuse Hotline

[儿童帮助 — 全国儿童虐待举报热线]  
1-800-4-A-CHILD (1-800-422-4453)  
<[www.childhelp.org](http://www.childhelp.org)>

### Eldercare Locator

[年长者护理查找电话]  
1-800-677-1116  
<<https://eldercare.acl.gov>>

### National Domestic Violence Hotline

[全国反家暴热线]  
1-800-799-SAFE (1-800-799-7233)  
1-800-787-3224 (TTY)  
<[www.thehotline.org](http://www.thehotline.org)>

### The 988 Suicide & Crisis Lifeline

[988自杀与危机援助热线]  
988  
<<https://988lifeline.org>>

### The National Sexual Assault Hotline

[全国反性攻击热线]  
1-800-656-HOPE (1-800-656-4673)  
<[www.rainn.org](http://www.rainn.org)>

### The Trevor Project

[特雷弗项目]  
1-866-488-7386  
<[www.thetrevorproject.org](http://www.thetrevorproject.org)>

由美国司法部司法统计局赞助的调查。

由美国人口普查局收集数据。

美国司法部司法项目办公室 ( U.S. Department of Justice Office of Justice Programs )

司法统计局 ( Bureau of Justice Statistics )  
[bjs.ojp.gov](http://bjs.ojp.gov)

U.S. Department of Commerce  
U.S. CENSUS BUREAU  
[census.gov](http://census.gov)

颁发日期：2022年12月

NCVS-110 (12-22)

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[@BJSgov](https://www.facebook.com/BJSgov)与我们联系

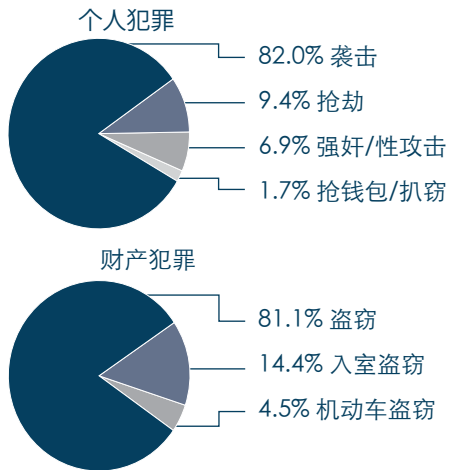
# 自1973年 NCVS National Crime Victimization Survey (全国犯罪 受害事件 调查)

## 什么是全国犯罪受害事件调查？

全国犯罪受害事件调查 ( NCVS ) 是一项基于美国家庭样本的全国性调查。这项调查旨在获取有关人们的详细信息以及他们是否是某些类型犯罪的受害者，例如盗窃、入室盗窃、机动车盗窃、抢劫、袭击、强奸和抢钱包/扒窃。

NCVS数据 ( 如图1和图2所示 ) 用于跟踪犯罪和安全的发展趋势和模式，并制定政策。可在<https://ncvs.bjs.ojp.gov/Home>查阅更多范例。

图1  
按犯罪类型划分的受害事件  
(占总受害事件百分比)



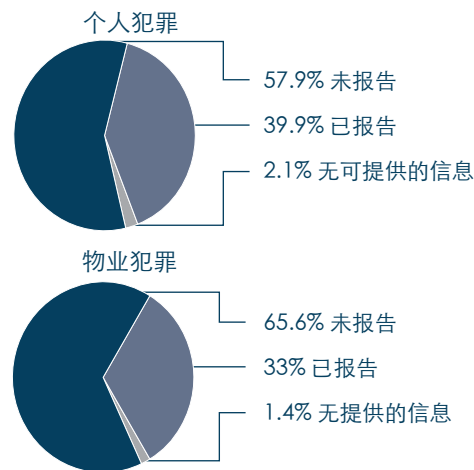
注释：由于四舍五入，总百分比数可能不是100。  
资料来源：司法统计局，2020年全国犯罪受害事件调查。

## 这项调查收集了哪些信息？

NCVS从受害者的角度收集有关犯罪事件的信息，无论是否报警，其中包括：

- 经历的犯罪类型和次数
- 个人和家庭特征
- 犯罪细节，包括：
  - 犯罪发生的时间和地点
  - 受害人的经济损失
  - 受伤
  - 警方介入
  - 使用的武器
  - 使用的受害者服务

图2  
向警方报告的受害事件  
(占总受害事件百分比)



注释：由于四舍五入，总百分比数可能不是100。  
资料来源：司法统计局，2020年全国犯罪受害事件调查。

## 数据的准确性

本情况说明书中提供的数据基于回复NCVS的个人和家庭。估计数字代表整个人口。但是，数据会受到抽样和非抽样误差的影响。可在以下NCVS技术文档中查阅更多的信息：<https://bjs.ojp.gov/data-collection/ncvs#documentation-0>。

## 如有问题，我可以与谁联系？

请通过以下方式与司法统计局联系：电子邮件：[askBJS@usdoj.gov](mailto:askBJS@usdoj.gov)；电话：202-307-0765

请通过链接<https://bjs.ojp.gov/programs/ncvs>或以下二维码了解有关这项调查的更多信息：



请通过链接[www.census.gov/ncvs](http://www.census.gov/ncvs)或以下二维码，了解人口普查局提供的更多信息，并确认与您联系邀请您参加调查的人是人口普查局的雇员：



## 자주 묻는 질문

이 설문조사는 무엇에 관한 것입니까?

NCVS는 경찰에 신고되었는지 여부에 관계없이 지난 6개월 동안 범죄의 피해자였던 경험이 있는지 그리고 그러한 경험에 대해 질문합니다.

이 설문조사는 누가 실시합니까?

U.S. Census Bureau (미국 인구조사국)이 U.S. Department of Justice's Bureau of Justice Statistics (미국 법무부 사법통계국: BJS)을 대신해 NCVS를 실시합니다.

이 정보는 어떻게 수집됩니까?

인구조사국 직원이 귀하와 12세 이상의 가족 구성원에게 인터뷰하기 위해 집을 방문하거나 전화를 드릴 것입니다. 일반적으로 보통 선정된 주소의 사람들은 3년 동안 6개월에 1회 총 7차례의 인터뷰를 받게 됩니다.

이 설문조사에 어떻게 제가 선발되었습니까?

미국의 모든 가구를 대표하기 위해서 한 개인 대신 주소가 선정됩니다. 이 설문조사를 진행하는 중에 귀하께서 이 주소로부터 이사를 하실 경우, 새로 입주한 사람이 인터뷰를 받게 됩니다.

설문조사에 왜 참여해야 하죠?

귀하의 거주 지역과 유사한 지역의 범죄와 안전에 관해 정확하고 신뢰성 있는 정보를 보장하는데 귀하의 협조가 중요합니다. 저희는 귀하께서 이 설문조사에 관심을 가지실 것으로 생각합니다. 귀하의 참여는 미국 전역의 다양한 공동체의 범죄와 안전 문제에 대한 공공의 이해에 도움을 제공할 것입니다.

제 개인 정보는 어떻게 보호됩니까?

인구조사국은 법에 의해 귀하의 정보를 보호할 의무가 있습니다 (Title 13, U.S. Code, Section 9 그리고 Title 34, U.S. Code, Sections 10231 및 10134). 귀하의 답변은 귀하의 이름과 연계되지 않을 것입니다. 인구조사국과 BJS(사법통계국)은 귀하와 귀하의 가구를 식별할 수 있는 어떠한 방식으로도 귀하의 답변을 공개할 수 없습니다.

## 피해자를 위한 자원

**National Center for Victims of Crime**  
(전국 범죄 피해자 센터)  
1-202-467-8700  
<<https://victimsofcrime.org>>

**Victim Connect**  
(피해자 커넥트)  
1-855-4VICTIM (1-855-484-2846)  
<<https://victimconnect.org>>

**Boys Town National Hotline**  
(전국 보이즈 타운 핫라인)  
1-800-448-3000  
<[www.boystown.org/hotline](http://www.boystown.org/hotline)>

**Childhelp National Child Abuse Hotline**  
(전국 아동지원 아동 학대 핫라인)  
1-800-4-A-CHILD (1-800-422-4453)  
<[www.childhelp.org](http://www.childhelp.org)>

**Eldercare Locator**  
(노인 돌봄 위치 정보)  
1-800-677-1116  
<<https://eldercare.acl.gov>>

**National Domestic Violence Hotline**  
(전국 가정 폭력 핫라인)  
1-800-799-SAFE (1-800-799-7233)  
1-800-787-3224 (TTY)  
<[www.thehotline.org](http://www.thehotline.org)>

**The 988 Suicide & Crisis Lifeline**  
(988 자살 및 위기 라이프라인)  
988  
<<https://988lifeline.org>>

**The National Sexual Assault Hotline**  
(전국 성폭행 핫라인)  
1-800-656-HOPE (1-800-656-4673)  
<[www.rainn.org](http://www.rainn.org)>

**The Trevor Project**  
(트레버 프로젝트)  
1-866-488-7386  
<[www.thetrevorproject.org](http://www.thetrevorproject.org)>

**U.S. Department of Justice's Bureau of Justice Statistics**  
(미국 법무부 사법통계국)이 후원하는 설문조사입니다.

U.S. Census Bureau (미국 인구조사국)에서 수집한 자료

U.S. Department of Justice (미국 법무부) Office of Justice Programs (사법 프로그램 사무국)  
Bureau of Justice Statistics (사법통계국) [bjs.ojp.gov](http://bjs.ojp.gov)

U.S. Department of Commerce  
U.S. CENSUS BUREAU  
[census.gov](http://census.gov)

2022년 12월 발행  
NCVS-110 (12-22)  
연락처  
[@uscensusbureau](https://twitter.com/uscensusbureau)  
[@BJSgov](https://www.facebook.com/USCensusBureau)

1973년부터 실시  
NCVS

National  
Crime  
Victimization  
Survey

(전국 범죄  
피해자  
설문조사)

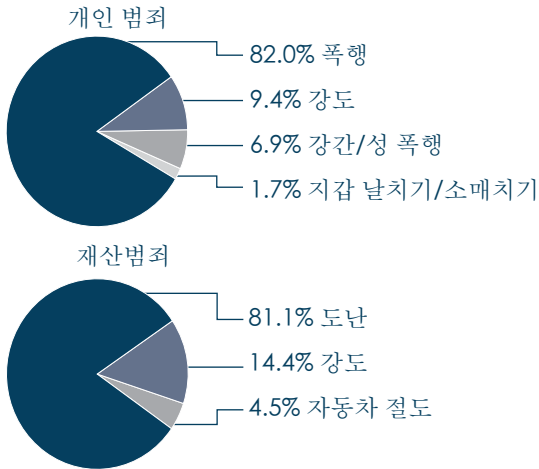
**BJS** Bureau of Justice Statistics

United States<sup>®</sup>  
**Census**  
Bureau

## 전국 범죄 피해자 설문조사란?

National Crime Victimization Survey (전국 범죄 피해자 설문조사: NCVS)는 미국 가구의 샘플을 기반으로 하는 전국적인 설문조사입니다. 설문조사는 사람들과 그들이 도난, 절도, 자동차 절도, 강도, 폭행, 강간, 그리고 지갑 날치기/소매치기 등과 같은 특정 유형의 범죄 피해자인지의 여부에 대한 자세한 정보를 확보하기 위해 고안되었습니다. 그림 1과 2에서 보여주는 것과 같은 NCVS 데이터는 범죄 및 안전의 추세와 패턴을 추적하고 정책을 개발하는 데 사용됩니다. 더 많은 예는 <<https://ncvs.bjs.ojp.gov/Home>>에서 보실 수 있습니다.

그림 1.  
범죄 유형에 따른 피해  
(총 피해 비율)



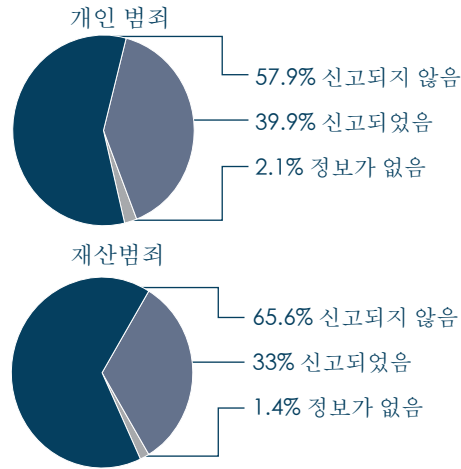
비고: 반올림으로 인해 총 퍼센트가 100이 되지 않을 수 있음.  
출처: Bureau of Justice Statistics (사법통계국), National Crime Victimization Survey (전국 범죄 피해 설문조사), 2020년.

## 이 설문조사는 어떤 정보를 수집합니까?

경찰에 신고가 되었는지 여부에 관계없이 피해자의 관점에서 본 범죄 사건에 대한 정보를 수집합니다. 여기에는 다음이 포함됩니다:

- 경험한 범죄의 유형 및 건수
- 사람들과 가구의 특징
- 다음에 포함하는 범죄 세부 사항:
  - 범죄가 발생한 시간과 장소
  - 피해자의 경제적 손실
  - 부상
  - 경찰의 개입
  - 사용된 무기
  - 이용한 피해자 서비스

그림 2.  
경찰에 신고된 피해  
(총 피해 비율)



비고: 반올림으로 인해 총 퍼센트가 100이 되지 않을 수 있음.  
출처: Bureau of Justice Statistics (사법통계국), National Crime Victimization Survey (전국 범죄 피해 설문조사), 2020년.

## 데이터의 정확성

이 팩트 시트에 제시된 데이터는 NCVS에 응답한 사람들과 가구를 기반으로 합니다. 추정치는 전체 인구를 대표합니다. 그러나 데이터는 샘플링 및 비샘플링 오류의 영향을 받을 수 있습니다. 자세한 내용은 NCVS Technical Documentation(NCVS기술 문서)에서 보실 수 있습니다. <<https://bjs.ojp.gov/data-collection/ncvs#documentation-0>>.

## 질문이 있으면 누구에게 연락합니까?

Bureau of Justice Statistics(사법통계국) 연락처

이메일: <[askBJS@usdoj.gov](mailto:askBJS@usdoj.gov)> 전화: 202-307-0765

이 설문조사에 대한 자세한 내용을 보려면 아래 링크를 방문하십시오. <<https://bjs.ojp.gov/programs/ncvs>> 또는 QR 코드:



인구조사국에 대한 추가 정보 및 설문조사 참여를 위해 귀하에게 연락하는 사람이 인구조사국 직원인지 확인하려면 아래 링크를 방문하십시오.

<[www.census.gov/ncvs](http://www.census.gov/ncvs)> 또는 QR 코드:



## Các câu hỏi thường gặp

### Khảo sát này hỏi về điều gì?

National Crime Victimization Survey (NCVS, Khảo sát Quốc gia về Nạn nhân Tội phạm) hỏi xem liệu mọi người có gặp phải trường hợp tội phạm nào trong 6 tháng qua hay không và muốn biết về những trải nghiệm đó, bất kể có báo cáo cho cảnh sát hay không.

### Ai thực hiện cuộc khảo sát này?

U.S. Census Bureau [Cục Thống kê Dân số Hoa Kỳ] tiến hành khảo sát NCVS thay mặt cho Bureau of Justice Statistics [BJS, Cục Thống kê Tư pháp] của Bộ Tư pháp Hoa Kỳ.

### Thông tin được thu thập như thế nào?

Một đại diện của Cục Thống kê Dân số sẽ đến nhà bạn hoặc gọi điện để phỏng vấn bạn và những người khác từ 12 tuổi trở lên trong hộ gia đình. Nhìn chung, những người từ mỗi địa chỉ đã chọn sẽ được phỏng vấn 6 tháng một lần trong khoảng thời gian 3 năm với tổng số bảy cuộc phỏng vấn.

### Làm cách nào tôi được chọn cho cuộc khảo sát này?

Chúng tôi chọn các địa chỉ, không phải cá nhân bạn, để đại diện cho tất cả các hộ gia đình ở Hoa Kỳ. Nếu bạn chuyển đi trong khi địa chỉ này vẫn nằm trong cuộc khảo sát thì chúng tôi sẽ phỏng vấn những cư dân chuyển đến.

### Tại sao tôi nên tham gia?

Sự hợp tác của bạn là rất quan trọng để giúp đảm bảo thông tin chính xác và đáng tin cậy về tội phạm và an toàn trong các khu vực như của bạn. Theo chúng tôi nghĩ, bạn sẽ thấy cuộc khảo sát này là thú vị và sự tham gia của bạn sẽ giúp công chúng hiểu về các vấn đề về tội phạm và an toàn trong các cộng đồng khác nhau trên khắp cả nước.

### Quyền riêng tư của tôi sẽ được bảo vệ như thế nào?

Theo luật, Cục Thống kê Dân số buộc phải bảo vệ thông tin của bạn (Phần 9 của Tiêu đề 13, Bộ luật Hoa Kỳ, và các Phần 10231, 10134 của Tiêu đề 34, Bộ luật Hoa Kỳ). Các câu trả lời của bạn sẽ không được liên kết với tên của bạn. Cục Thống kê Dân số và BJS không được phép công bố công khai các câu trả lời theo cách mà có thể nhận dạng được bạn hay hộ gia đình của bạn.

## Các nguồn hỗ trợ dành cho nạn nhân

National Center for Victims of Crime  
[Trung tâm Quốc gia dành cho Nạn nhân Tội phạm]  
1-202-467-8700  
<<https://victimsofcrime.org>>

Victim Connect  
[Kết nối Nạn nhân]  
1-855-4VICTIM (1-855-484-2846)  
<<https://victimconnect.org>>

Boys Town National Hotline  
[Đường dây nóng Quốc gia Boys Town]  
1-800-448-3000  
<[www.boystown.org/hotline](http://www.boystown.org/hotline)>

Childhelp National Child Abuse Hotline  
[Đường dây nóng Quốc gia về Lạm dụng Trẻ em của Childhelp]  
1-800-4-A-CHILD (1-800-422-4453)  
<[www.childhelp.org](http://www.childhelp.org)>

Eldercare Locator  
[Công cụ tìm Dịch vụ Chăm sóc Người cao niên]  
1-800-677-1116  
<<https://eldercare.acl.gov>>

National Domestic Violence Hotline  
[Đường dây nóng Quốc gia về Bạo lực Gia đình]  
1-800-799-SAFE (1-800-799-7233)  
1-800-787-3224 (TTY)  
<[www.thehotline.org](http://www.thehotline.org)>

The 988 Suicide & Crisis Lifeline  
[Đường dây nóng 988 về Tự tử & Khủng hoảng]  
988  
<<https://988lifeline.org>>

The National Sexual Assault Hotline  
[Đường dây nóng Quốc gia về Tấn công Tình dục]  
1-800-656-HOPE (1-800-656-4673)  
<[www.rainn.org](http://www.rainn.org)>

The Trevor Project  
[Dự án Trevor]  
1-866-488-7386  
<[www.thetrevorproject.org](http://www.thetrevorproject.org)>

Khảo sát này được tài trợ bởi Cục Thống kê Tư pháp của Bộ Tư pháp Hoa Kỳ.  
Dữ liệu được thu thập bởi Cục Thống kê Dân số Hoa Kỳ.

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

[Bộ Tư pháp Hoa Kỳ]  
[Văn phòng Hỗ trợ các Chương trình Tư pháp]  
[Cục Thống kê Tư pháp]  
[bjs.ojp.gov](http://bjs.ojp.gov)

Phát hành Tháng 12/2022  
NCVS-110 (12-22)

U.S. Department of Commerce  
U.S. CENSUS BUREAU  
[census.gov](http://census.gov)

Kết nối với chúng tôi tại  
[@uscensusbureau](https://uscensusbureau)  
[@BJSGov](https://BJSGov)

Từ năm 1973

# NCVS

## National Crime Victimization Survey

(Khảo sát Quốc gia về Nạn nhân Tội phạm)

 Bureau of Justice Statistics

United States<sup>®</sup>  
 Bureau

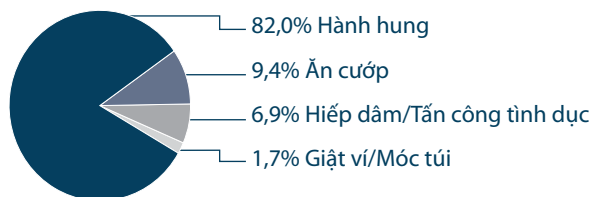
## Khảo sát Quốc gia về Nạn nhân Tội phạm là gì?

National Crime Victimization Survey (NCVS, Khảo sát Quốc gia về Nạn nhân Tội phạm) là một cuộc khảo sát trên toàn quốc dựa trên một mẫu các hộ gia đình ở Hoa Kỳ. Cuộc khảo sát được thiết kế để thu thập thông tin chi tiết về con người và liệu họ có phải là nạn nhân của một số loại tội phạm, chẳng hạn như trộm cắp, trộm nhà, trộm xe cơ giới, ăn cướp, hành hung, hiếp dâm và giật ví/móc túi hay không.

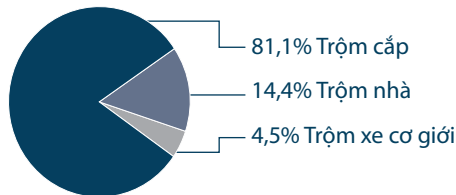
Dữ liệu của NCVS, như là những dữ liệu được thể hiện trong Hình 1 và Hình 2, được sử dụng để theo dõi các xu hướng và mô hình tội phạm và an toàn cũng như để phát triển các chính sách. Có nhiều ví dụ hơn tại <<https://ncvs.bjs.ojp.gov/Home>>.

Hình 1.  
**Các vụ phạm tội theo loại tội**  
(Phần trăm trong tổng số vụ phạm tội)

### Tội phạm đối với cá nhân



### Tội phạm đối với tài sản



Lưu ý: Tổng các số phần trăm có thể không bằng 100 do làm tròn.

Nguồn: Bureau of Justice Statistics, National Crime Victimization Survey, 2020 (Khảo sát Quốc gia về Nạn nhân Tội phạm năm 2020 của Cục Thống kê Tư pháp).

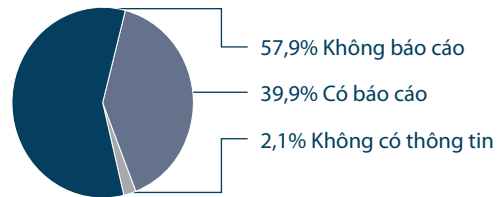
## Thông tin nào được thu thập trong khảo sát này?

NCVS thu thập thông tin về các vụ phạm tội từ góc độ của nạn nhân, cho dù có được báo cảnh sát hay không. Thông tin này bao gồm:

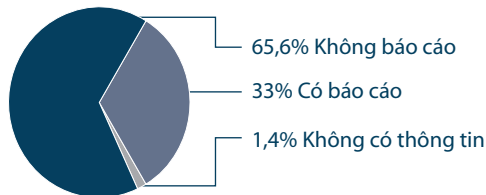
- Loại và số các vụ phạm tội đã gặp phải
- Các đặc điểm của con người và hộ gia đình
- Chi tiết về vụ phạm tội, bao gồm:
  - Thời gian và địa điểm xảy ra vụ phạm tội
  - Tổn thất tài chính đối với nạn nhân
  - Các thương tích
  - Hành động của cảnh sát
  - Vũ khí sử dụng
  - Các dịch vụ nạn nhân đã sử dụng

Hình 2.  
**Các vụ phạm tội có báo cáo với cảnh sát**  
(Phần trăm trong tổng số vụ phạm tội)

### Tội phạm đối với cá nhân



### Tội phạm đối với tài sản



Lưu ý: Tổng các số phần trăm có thể không bằng 100 do làm tròn.

Nguồn: Bureau of Justice Statistics, National Crime Victimization Survey, 2020 (Khảo sát Quốc gia về Nạn nhân Tội phạm năm 2020 của Cục Thống kê Tư pháp).

## Tính chính xác của dữ liệu

Dữ liệu được trình bày trong tài liệu này là dựa trên thông tin từ những người và hộ gia đình đã phản hồi cho khảo sát NCVS. Các ước tính là đại diện cho toàn bộ dân số. Tuy nhiên, dữ liệu có thể bị lỗi liên quan và không liên quan đến việc lấy mẫu. Có thông tin bổ sung trong Tài liệu Kỹ thuật của NCVS: <<https://bjs.ojp.gov/data-collection/ncvs#documentation-0>>.

## Tôi có thể liên lạc với ai nếu có thắc mắc?

Bạn có thể liên lạc với Cục Thống kê Tư pháp qua:

E-mail: <[askBJS@usdoj.gov](mailto:askBJS@usdoj.gov)>

Điện thoại: 202-307-0765

Để biết thêm thông tin về cuộc khảo sát này, vui lòng truy cập theo liên kết <<https://bjs.ojp.gov/programs/ncvs>> hoặc mã QR:



Để biết thêm thông tin từ Cục Thống kê Dân số và xác minh xem người liên lạc để mời bạn tham gia vào cuộc khảo sát này có phải là nhân viên của Cục Thống kê Dân số hay không, vui lòng truy cập theo liên kết

<[www.census.gov/ncvs](http://www.census.gov/ncvs)> hoặc mã QR:



Attachment 8: NCVS-593(L) Thank You Letter



**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 garantiza 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.

Attachment 9: NCVS-521RE NCVS Self-Study

NCVS-521RE  
(10/2023)

# National Crime Victimization Survey (NCVS)



## NCVS Instrument Redesign 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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# Self-Study Instructions

## Welcome!

Welcome to the training on the redesigned National Crime Victimization Survey (NCVS) instrument. This self-study prepares you for the NCVS classroom training and conducting interviews with the redesigned survey instrument. You will continue conducting interviews via computer-assisted personal interviewing (CAPI).

## Charging Time

Be sure to keep a record of the time you spend working on this self-study. Charge the actual time that it takes you to complete this self-study (up to 8 hours) to project number **0976000** and **task code 528 (Refresher Training/Home Study)**. You can keep a record of the time you spend working on it using the “NOTES” page in the NCVS-523RE FR Training Workbook that your Regional Office (RO) mailed to you. Also, use the “NOTES” page to enter any questions you may have as you complete each lesson. You can discuss your questions with the instructor during classroom training.

## 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 (remember to transmit to pick up the training cases before starting this self-study).
2. NCVS-523RE FR Training Workbook (document sent from your RO).

## About this Self-Study

This self-study contains 9 lessons. In addition to this self-study, you will access videos that introduce you to the redesigned NCVS instrument and provide demonstrations. You will also key two practice interviews in preparation for additional exercises you will complete during classroom training. **Finally, you will access the Commerce Learning Center (CLC) to complete the final review exercise *after* completing classroom training.**

Lesson 1 introduces you to the redesigned NCVS instrument and procedures. Lesson 2 covers Mobile Case Management (MCM) and identifying cases that will be interviewed using the redesigned instrument. Lesson 3 reviews some interviewing procedures and CAPI instrument features. Lessons 4 through 9 explain the different components of the redesigned instrument used for conducting interviews. Then you will use the NCVS-523RE FR Training Workbook to complete two practice interview exercises.

**Make sure you complete this self-study, including the practice interviews before you attend classroom training.**

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

- Know why the NCVS instrument is being redesigned.
- Be familiar with the redesigned instrument.
- Understand updated NCVS definitions and concepts.
- Use the redesigned instrument to complete two practice interviews following a script.

## Getting Started

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

# Lesson 1. Introduction to the Redesigned NCVS Instrument

## Objectives

The objectives of this lesson are to:

- Give a brief overview of the redesigned NCVS instrument.
- Provide a high-level summary of changes between the current and redesigned instruments.
- Provide information on the instrument redesign phase-in.

## NCVS Redesign

### Why redesign the survey?

The Bureau of Justice Statistics (BJS) last redesigned the NCVS in 1992. A lot has changed since that time, both in crime and in the public's willingness to participate in surveys. To revise the survey, the BJS initiated a multiyear effort with three main goals:

1. Modernize the organization and content of the NCVS instrument.
2. Increase the quality of information collected and efficiency of the instrument flow.
3. Improve the measurement and classification of crime.

These updates will help improve our understanding about the consequences of crime victimization. Now we ask that you navigate to the NCS subfolder in the Manuals folder on your laptop. You will find a video created by the BJS entitled "BJS Redesigned Instrument Message." This video further explains the importance of the instrument redesign. Please watch this video now.

More information about the redesign of the NCVS instrument can be found here: <https://bjs.ojp.gov/programs/ncvs/instrument-redesign>.

### What was involved in redesigning the NCVS instrument?

1. The BJS assessed the survey instrument to determine which questions were most important to data users, which questions had unclear language, and to identify whether new questions were necessary.
2. From this assessment, the BJS revised the survey content, streamlined the victimization screening questions, and developed a testing plan.
3. The BJS then tested the revised instrument with respondents to evaluate their understanding of the questions.
4. Those test results informed the design of a new NCVS instrument that was assessed through a national field test conducted from 2019 through 2020 and formed the basis for the redesigned instrument we are implementing.

### How the redesign benefits the data, respondents, and FRs

Based on the results of the field test the BJS conducted, the redesigned instrument better captures crime incidents and improves the flow of the interview. This will help the BJS generate better and more comprehensive crime statistics.

Questions on topics such as community safety measures and respondent opinions about their local police were added to the instrument to improve respondent engagement with the survey. All eligible NCVS respondents can answer these questions, regardless of whether they experienced any crimes. Questions about vandalism were added to the victimization screeners and the measures of victim experiences were expanded. This information will help the BJS generate additional valuable information about victimization.

The terms, language, and examples provided in questions and answer categories were updated for clarity. Questions are more conversational and less technical so that respondents can easily understand what we are asking. And the redesigned instrument promotes recall of crime incidents by asking respondents to consider each example or probe separately. For some topics, the question wording was revised to be more age appropriate for younger respondents.

During the BJS's field test of the redesigned instrument they found that the updated questions:

- Resulted in a higher proportion of incidents being properly classified as crimes.
- Provided more critical details to classify the type of crime.
- Were easier for respondents to understand.

It is expected that the redesigned instrument will not only improve data collection, but also greatly reduce inconsistencies seen in **Crime Incident Reports (CIR)** regarding location, presence, and theft. Overall, updates have been made to improve survey concepts and protocols. For example, the concept of presence used in the current instrument has been frequently misinterpreted by respondents and FRs, which results in incidents being misclassified before data are reviewed. In fact, 22% of the situations that are part of the monthly CIR Data Quality Indicator feedback are due to this issue. In the BJS field test, the redesigned instrument reduced this problem.

In addition, changes were made to help you collect the data more efficiently. Some screens in the front section of the instrument were simplified to improve navigation. Responses to the victimization screeners question drive questions asked in the CIR. The questions and answer categories are more straightforward throughout the instrument with the goal of reducing the burden currently placed on FRs to use their own judgment to interpret respondent's answers. We anticipate the redesigned instrument will reduce or even eliminate the need for some of the current Data Quality Indicators, such as the feedback you may receive about data collected in the CIR.

## Overview of the Redesigned NCVS Instrument

The redesigned instrument uses the same two-stage approach by:

1. Screening for crimes, and
2. Collecting information about crime incidents.

The redesigned screener questions are intended to help respondents remember incidents by providing a set of examples or probes.

In the redesigned instrument you will record crime incidents at the screener question related to that type of crime. If a respondent reports a theft when asked about attacks, you will need to back up in the instrument and record the theft in one of the theft screener questions. The appropriate questions will not be asked in the CIR if this procedure is not followed. This is a major change in how the NCVS instrument collects information on criminal victimization.

The redesigned instrument is structured to better classify the specific **type of crime** and capture situations where two or more types of crime occurred during one incident. For example, if someone broke into a garage and stole the respondent's car, the redesigned instrument can easily identify these as two different types of crime (break-in and motor vehicle theft) that happened during the same incident, so one CIR will be collected.

Although the redesigned instrument is focused on the screener questions and the CIR, enhancements were made to the flow of other sections in the instrument. Some of these changes were based on direct FR feedback, as well as issues noticed when reviewing the data. The goal was to improve some of the survey processes, such as switching between respondents, collecting and viewing respondent contact information, and wrapping up interviews with individual respondents and completed households.

Additional changes include:

- Tabs in the instrument have been modified or added to update content and improve flexibility.
- FR instructions and help screens have been enhanced to clarify concepts.
- You no longer use a paper copy of the *NCVS Field Representative's Information Card Booklet* (NCVS-554) and instead should utilize the flashcards available in the instrument. Since answer categories or questions may have changed, do not use the current NCVS-554 paper flashcards when conducting interviews in the redesigned instrument.

### Similarities Between the Current and Redesigned Instruments

Although some questions, procedures, and concepts were modified for the redesign, there are components of the current NCVS that will remain the same in the redesigned instrument:

- Sample addresses will be interviewed seven times over a three-year period.
- All household members aged 12 and older should be interviewed.
- You will have one month to conduct interviews to complete a case.
- The reference period will remain as six months.
- Mobile Case Management (MCM) will be used to manage your workload.
- pCHI will be used to record information about each contact attempt.
- You need to interview the **household respondent (HHR)** first. However, the redesigned instrument will allow partial interviews with the HHR. This means that you will be able to move forward with interviewing another household member if you have reached a certain point in the HHR's interview.

### Information about the Instrument Redesign Phase-in

The redesigned and current NCVS instruments will be administered concurrently in 2024 through a split-sample design. The sample will be divided so that approximately half of households will be interviewed using the redesigned instrument and half will be interviewed using the current instrument each month. Beginning in January 2025, you will conduct interviews using the redesigned instrument only.

# Lesson 2. Mobile Case Management (MCM)

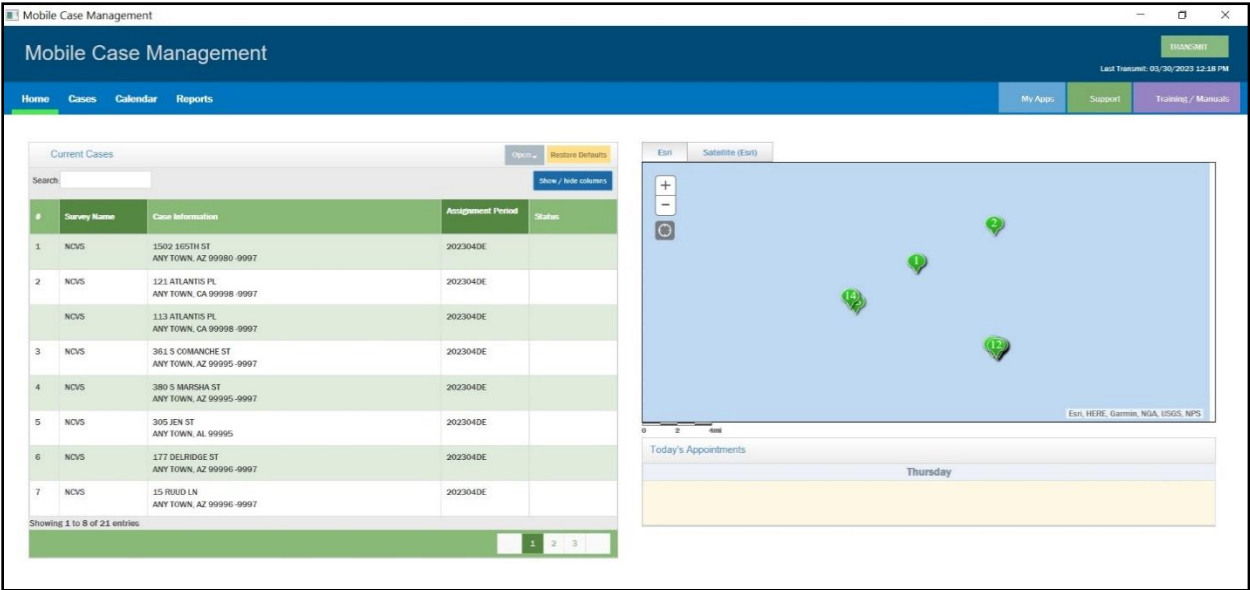
## Objectives

The objectives of this lesson are to:

- Explain how to identify redesign cases.
- Review the updates made to MCM for all NCVS cases.

## Identifying Current and Redesigned Instrument Cases in MCM

You will continue to use MCM to access all cases assigned to you. MCM opens to the **Home** page by default. Notice the green line underneath the word “Home” in the upper left corner of the page, in the screen shot below.

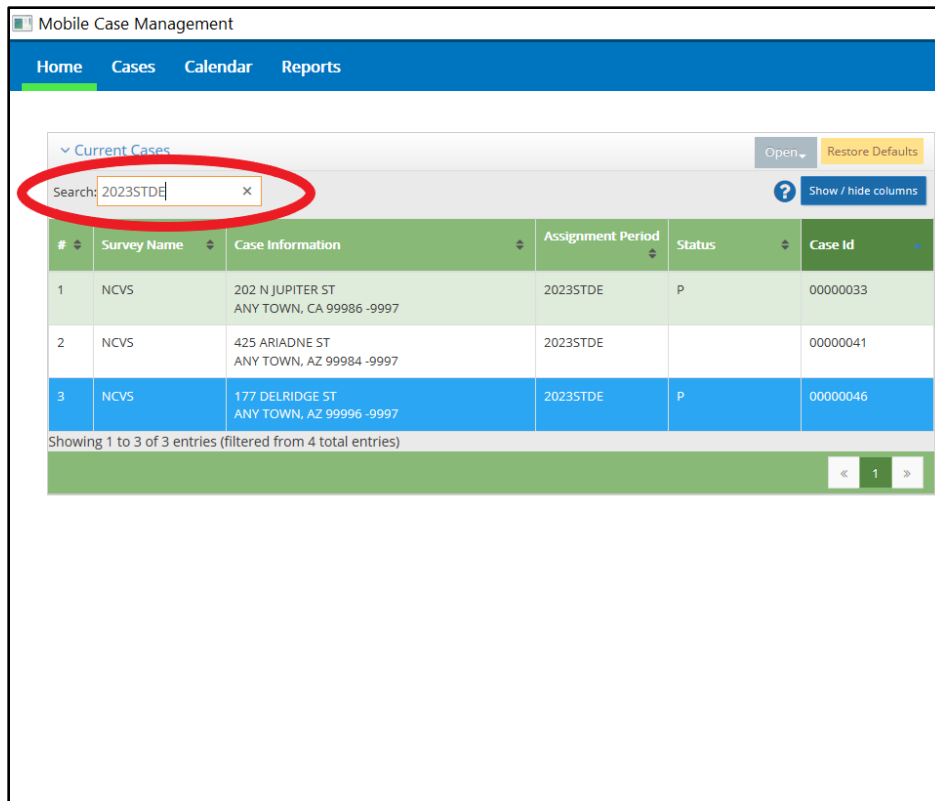


A list of all your monthly cases displays under the heading “Current Cases.” If you work on multiple surveys, cases for all available surveys, not just your NCVS assignments, will be listed here. As mentioned earlier, for NCVS you will have cases that will be interviewed using the redesigned instrument and cases that will use the current instrument each month. In the “**Assignment Period**” column, cases using the redesigned instrument will have “**DE**” at the end of the assignment period. See the table below for assignment period example.

Month and Year	Current Instrument Cases	Redesigned Instrument Cases
January 2024	202401	202401DE

**Although it is helpful to know which instrument is used before opening a case, the correct instrument will open for you when you launch the case.**

If you would like to change your view in MCM to only display your NCVS redesign cases, you can use the search feature and type in the name of the assignment period (including “DE”) you would like to view, as shown in the screenshot below.



Keep in mind that your redesign cases can be a mix of incoming cases that have not been interviewed before, cases that were previously interviewed using the current NCVS instrument, or cases that were previously interviewed using the redesigned NCVS instrument during the pilot test.

## Updates in MCM for the Redesigned NCVS Instrument

The current and redesigned instruments both use the same version of MCM. Even though some information collected in the redesigned instrument is not collected in the current instrument, MCM will display the same columns and fields. When a case does not collect certain information, it will not be populated in MCM. For example, you can collect a respondent's email address in the redesigned instrument, but not in the current instrument. Therefore, the email address will always be empty in MCM for cases assigned to the current instrument. The remainder of this lesson contains an overview of the updated tabs, and other information regarding the redesigned instrument and MCM.

### Assignment Overview Tab

The Assignment Overview tab shows detailed information about a case, such as the full address, telephone number, case ID, assignment period, current outcome code, appointment information, call back notes, and so on. Since only one household-level phone number is collected in the redesigned NCVS instrument, only one household-level phone number will display in MCM for cases using the redesigned instrument. The names, addresses, and telephone numbers of contact people who are persons other than members of the household are also shown on this tab.

Mobile Case Management 2 of 4 Open Cases, Filtered By: ""

Address and Geography

Additional Information

Household Roster

Notes

Contact History

Returning Contact History

Letter Management

Building Management

History

Interview Time Preference

Troubleshooting

Case Details « Return to List

NCVS

Status: Sufficient partial, follow-up needed

Address: 202 N JUPITER ST, ANY TOWN, CA 99586-9997

Control Number	Case ID	Assignment Period
0288009UJ19003311	00000033	2023STDE
Outcome Code	Reassigned?	FR Responsible
204 - Sufficient partial, follow-up needed	Yes	Yes
Confirmed Refusal?	Panel	Rotation
No	1	6
Personal Visit or Telephone	Interview Number	Frame
Telephone	07	GQ
GQ Flag		
<b>Respondent Information</b>		
Respondent Name	Email	
Joelle Boe		
Phone Number 1	Phone Extension 1	Phone Type 1
(991)555-8098		
Phone Number 2	Phone Extension 2	Phone Type 2
Phone Number 3	Phone Extension 3	Phone Type 3

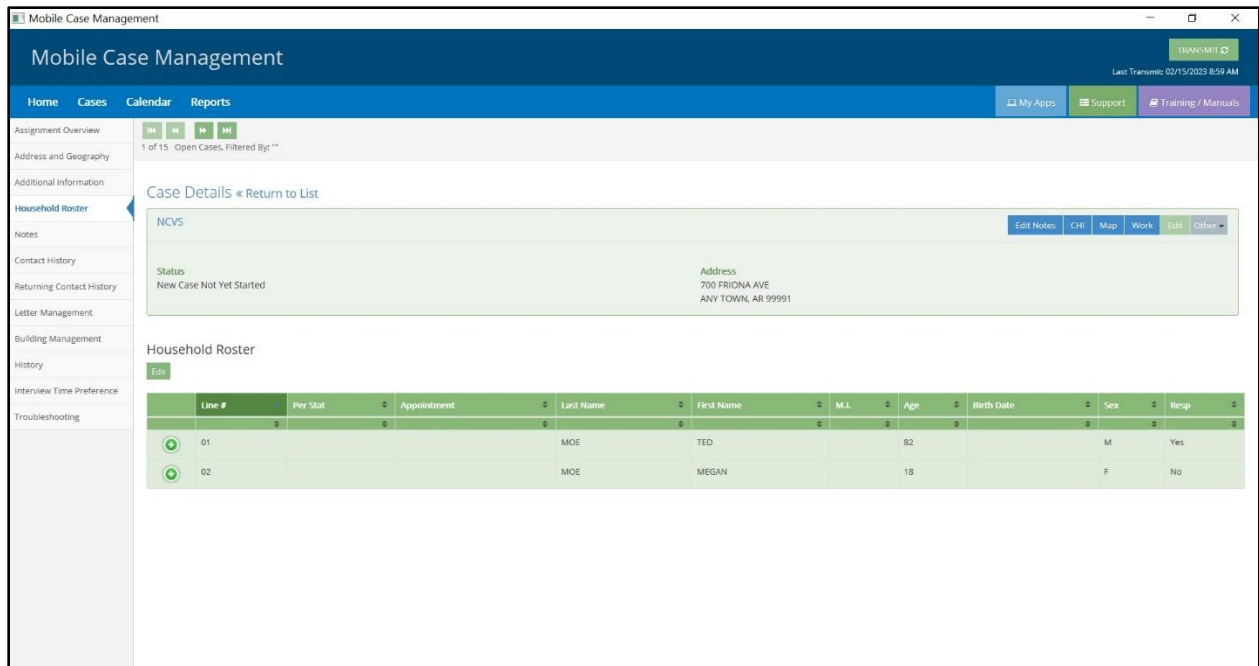
## Household Roster Tab

The Household Roster tab shows the names of all persons on the household roster. It is updated by the instrument if any changes are made during the current interview period. The information listed here is useful for callbacks to interview additional respondents.

Each record can be expanded to show additional information such as two phone numbers and phone number extensions (when applicable), Appointments, and Callback Notes, by clicking the green plus (+) or red minus (-) symbols. Some of the information on the household roster can be edited here by clicking on the green "Edit" button. Any editable fields will appear as white text boxes. After you complete your edits, click "Save."

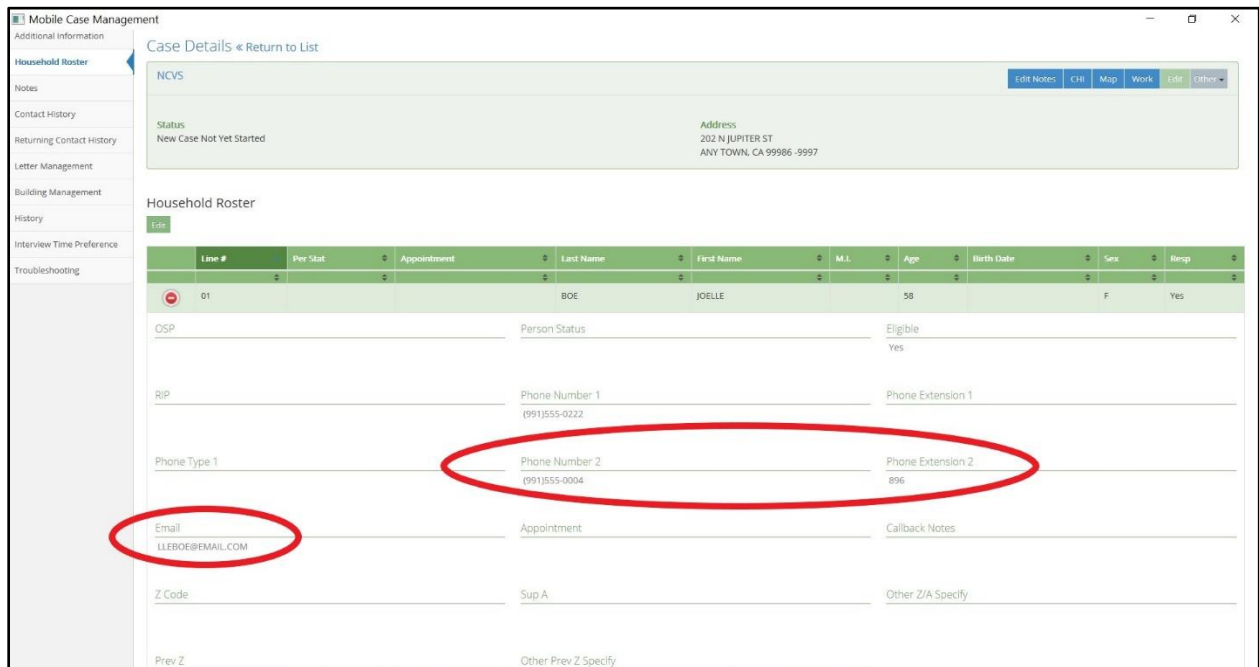
Another change in the redesigned instrument is how the date of birth for a respondent is collected. In the current instrument, the birth month, birth day, and birth year are collected and the birthdate along with the respondent's age are displayed in MCM. However, in the redesigned instrument, you will only collect the birth month and birth year to determine the respondent's age. As a result, for cases using the redesigned instrument, only the respondent's age will be displayed in MCM.





To accommodate the redesigned instrument, the following information was added to the Household Roster tab in MCM:

- A second phone number for each respondent
- An email address for each respondent



## Other Notable Information

For cases using the redesigned instrument that were previously interviewed using the current NCVS instrument, data from the prior interview(s) will be carried forward. The following information from prior interviews can be viewed in MCM:

- Household Roster.
- Notes.
- Contact History.
- Returning Contact History.

As a reminder, the Troubleshooting button contains information the Help Desk may require for providing technical assistance.

# Lesson 3. Interviewing Procedures and the NCVS CAPI Instrument

## Objective

The objectives of this lesson are to:

- Remind you of some important NCVS interviewing procedures and certain features of the NCVS CAPI instrument.
- Provide an overview of when to conduct proxy interviews.
- Review the new distress protocol.
- Explain concepts used in the NCVS instrument.
- Review instrument tabs and function keys.

## Interviewing Procedures

If you are trained on multiple surveys, you know that you would not conduct an interview for the Current Population Survey (CPS) or the American Community Survey (ACS) by following procedures for the NCVS. Even though other surveys may have some similar procedures, you treat each survey differently. **Although there are similarities in the questions and procedures between the current and redesigned NCVS instruments, you should treat them as two different surveys.**

## Confidentiality and Privacy

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 took 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 34, U.S.C., Sections 10231 and 10134, 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 34 includes a fine of up to \$11,000.

For the NCVS, interview all eligible 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.

Multiple household members cannot respond to the questions at the same time. For example, if a couple insists on taking the survey together, each partner will need to answer the questions for themselves, and the FR will need to go through the survey questions two times.

It is important to develop a neutral, non-threatening, and non-judgmental atmosphere when asking all NCVS questions. Be careful not to give your personal opinion by your words, facial expressions, or the tone of your voice as this can influence an interview. Since some household members might be reluctant or uncomfortable to answer questions, do not show any surprise or disapproval. Any of these expressions could cause the respondent to give untrue answers or withhold information.

## Ask Questions as Worded

When asking NCVS questions, **do not change the words or omit any parts of the questions**. Ask the NCVS questions **EXACTLY AS WORDED** on the screen. Even if the change seems insignificant to you, it could change the way the respondent interprets the question. It is imperative that each respondent is asked the question exactly the same, so the answers we get are comparable throughout the entire sample. For example:

- *Question as worded:* Does anyone in this household operate a business from this address?
- *Interviewer omits some words:* Does anyone in this household operate a business?

If you reword a question, you may get a different response than an interviewer who reads the question as it appears in the instrument. By leaving out “from this address” in this example, you might lead a respondent to misinterpret the true intent of this question.

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

Some of the questions in the NCVS instrument have response categories that you read as part of the question. Sometimes, a respondent may answer before you finish reading each response category for one of these questions. Always attempt to finish reading all possible responses before the respondent gives an answer. Even if you are interrupted, read every category in its entirety, unless a question provides

different instructions. The following general technique may help you present all the response categories before a respondent answers:

- After reading each response category, pause only long enough to let the respondent know that you are about to start reading a new one. If you pause too long, the respondent may feel you are waiting for an answer.
- After reading all response categories for a question, pause long enough to allow the respondent to reply. If they don't answer, then read any optional text that may be on the screen, to assist a respondent in answering the question.
- If this technique doesn't work and the respondent interrupts you with their answer before you finish reading all the response categories, stop and thank them, but explain there is more to the question they need to hear before giving an answer.

## Probing

As you ask questions, there may be times when you need to probe for more information. 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. **Probing is prohibited for the sexual orientation and gender identity questions.**

### Probing Techniques

If a probe is not displayed for a particular question, there are many techniques you may use 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.

### 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**. For example, you could say:

- "Based on what you know, what would you say?"
- "Thinking back, can you recall what you were doing or what was happening in your life at the time of the incidents?"

### 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. 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.

## Proxy Interviews

A **proxy interview** is one in which someone other than the intended household member answers the interview questions for another eligible household member. 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.

Like the current NCVS, there are only **THREE** conditions that allow you to take a proxy interview for a household member. These conditions are:

- A parent will not allow you to speak to their 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.
- 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 themselves, or a household may have a family member with Alzheimer's disease who cannot respond for themselves.

## New Distress Protocol

### What is Distress/Distress Protocol?

The NCVS uses the term "distress" specifically to mean a respondent's **negative emotions related to personal experiences that are triggered by the interview questions**. While a respondent showing signs of distress is not new to the NCVS, this protocol is a new tool that can assist you when interviewing respondents. This section and later training will teach you to recognize and respond to such situations. **Your appropriate response to a respondent's distress or discomfort is a key part of your responsibilities as an NCVS FR.**

Although this is an important responsibility, it is worth noting that you will not encounter this situation very often. Most respondents will have few or no crimes to report and are unlikely to find the survey questions distressing. People who anticipate becoming upset due to the survey topic typically do not consent to participate. Studies have found that crime victims approach disclosing their experience differently in a research context than they do in more emotionally intense contexts, such as therapy. Even though the topics addressed in the NCVS are sensitive, most respondents will complete the interview without experiencing distress or discomfort.

Note that some negative emotions respondents may display during the interview are not distress. Examples of negative emotional reactions that are not considered distress include annoyance, anger, or embarrassment about the explicit wording of some of the questions being asked. You will handle such reactions by applying your basic interviewing techniques and responding with the appropriate feedback as described in this lesson.

The following focuses on a distressed emotional state, which you will recognize through identifiable changes in body language and/or the respondent's verbal expressions. The changes and/or verbal expressions may or may not be subtle. Young respondents may express distress in different ways than adults; we'll discuss the signs typical of both adults and youth. **If you are ever in doubt about whether a respondent's reaction is emotional distress, assume that it is and follow the distress protocol below, which is also in the Distress Protocol tab in the redesigned NCVS instrument. Keep in mind that you do not need to memorize the protocol.**

### Identifying Respondent Distress

The NCVS distress protocol addresses different levels of distress. These levels vary both in emotional intensity and the response required on your part.

Respondents experiencing **low to moderate emotional distress** may show some of the signs of emotional distress listed below. Watch for them carefully as you proceed with an interview, however some of these may not be detectable during a telephone interview.

#### *Recognizing low to moderate emotional distress in Adults (Age 18 or Older)*

- Crying
- Change in mood
- Change in tone
- Voice shaking or trembling
- Frequently getting off task, allowing distractions to interrupt the pace of the interview
- Appearing "zoned out", nonresponsive to questions

#### *Recognizing low to moderate emotional distress in Youth (Ages 12-17)*

- Complaints, such as stomachache, headache
- Irritability
- Restlessness (tapping feet, shifting around often)
- Regressive/self-soothing behavior (thumb sucking, hair sucking, rocking)
- Whining
- Acting out (aggressive, destructive behavior)
- Sudden onset of stuttering

Note that because people and their experiences do not fall into neat categories, a respondent who is an adult may exhibit some of the signs listed for youth, and vice versa.

Below is a list of signs of **elevated emotional distress**. Again, watch for these signs and verbal expressions carefully as you proceed with an interview.

#### *Recognizing elevated emotional distress*

- Uncontrollable crying
- Emotional outburst, including expressions of rage
- Not making sense
- Dissociation (can't remember the current time or place)
- Flashbacks (like they are having a bad dream)
- Statements indicating might hurt self
- Statements indicating loss of purpose or reason to live
- Statements indicating might hurt someone else

- Statements about planning or thinking about using a firearm or other weapon

## Responding to Distress (The Distress Protocol)

Follow the steps in the sections below as a general protocol when respondents exhibit any of the signs shown in the lists above. The instructions differ slightly depending on whether the respondent is an adult or youth and if you are conducting a personal visit or telephone interview. As mentioned, there is no need to memorize the distress protocol. The **Distress Protocol** tab in the instrument reflects the steps below and will help you respond appropriately while conducting interviews.

In all cases, when a respondent is exhibiting signs of distress listed above, it is important that you remember that your role is not to act as a counselor or provide advice on improving the situation. The protocol provides guidance on offering to take a break, setting up a callback, or in some situations offering a list of resources that include organizations that work with crime victims and their relatives. These resources are listed in the NCVS-110 Factsheet which is mailed to households, but you are encouraged to provide a copy during a personal visit if the respondent does not have a copy on hand. The same list also appears on the Resources tab in the NCVS instrument.

Below are some steps you can follow when you encounter a respondent showing signs of distress:

**Step 1: If the respondent is exhibiting any signs of distress, remain calm and ask the respondent one of the following:**

- “How are you doing?”
- “Are you ok?”
- “Do you have any questions?”

*If the respondent indicates they are “Ok” and do not have any questions, continue with the interview. Otherwise continue to step 2a when interviewing adults or step 2b when interviewing respondents ages 12-17.*

**Step 2a: (ADULT ONLY) If the respondent does not respond or indicates they are distressed ask:**

- “Do you need to take a short break?”

*If the respondent answers “No” to this question, then continue with the interview.*

*If the respondent answers “Yes” to this question, allow the respondent to take a short break and mention something such as:*

- “Let’s stop and take a short break. I will check back in with you in a few moments. Some respondents may need a moment to collect themselves and will be willing to proceed.”  
Then continue with step 3.

**Step 2b: (YOUTH ONLY) If the respondent does not respond or indicates they are distressed ask one of the following:**

- “Do you need to take a short break?”
- “Would you like to get your mom/dad/another adult at home?”

*If the youth answers “No” to this question, then continue with the interview.*

*If the youth answers “Yes,” to taking a short break, allow the respondent to take a short break and mention something such as:*



- “Let’s stop and take a short break. I will check back in with you in a few moments. Some respondents may need a moment to collect themselves and will be willing to proceed.” Then continue with step 3.

*If the youth answers “Yes,” to getting a parent/adult then find a parent/adult or ask the youth to get a parent/adult if on the telephone. Update the parent/adult that the interview upset the young respondent and they would like a short break. Then continue with step 3.*

**Step 3: After the break, ask the respondent:**

- “Are you OK to continue with the interview?”

*If the respondent answers “Yes,” continue with the interview.*

*If the respondent answers “No” after taking a short break, follow the steps below depending on whether you are conducting the interview in person (Step 4a) or over the telephone (Step 4b).*

**If the respondent does not improve after the steps 1-3 above or if they express statements that they might hurt themselves or others STOP THE INTERVIEW.**

For In Person Interviews

**Step 4a: Stay calm and say the following:**

- “It seems you are upset and it may be helpful to talk to a trained counselor. I can provide you with some resources that you can contact on your own, if you’d like?”

*If the respondent asks for resources, say the following:*

- “Thank you for participating and for sharing such sensitive information about your experiences. I’m going to provide you with a handout of resources. This has contact information for organizations that you can use if you want to talk about any feelings or emotions you experience.” **Give them a copy of the NCVS-110 Factsheet, show them the list of resources, and end the interview.**

*If the respondent doesn’t want the resources, say the following:*

- “Thank you for participating and for sharing such sensitive information about your experiences.” **End the interview.**

For Telephone Interviews

**Step 4b: Stay calm and say the following:**

- “It seems you are upset and it may be helpful to talk to a trained counselor. I can read you the list of some resources that you can contact when we are finished or mail the list of resources to you, which would you prefer?”

*If the respondent asks you to read the list of resources, say the following:*

- “Thank you for participating and for sharing such sensitive information about your experiences. Can you please get a pen and a piece of paper? I’m going to read you some different resources that you can contact if you would like to speak to someone at any point after we hang up.”

- ***Click on the Resources tab and read the names of the crisis resources and toll-free numbers aloud from the Resources tab and then end the interview.***

*If the respondent asks you to mail the list of resources, say the following:*

- “Thank you for participating and for sharing such sensitive information about your experiences. I will mail a copy of the resources to you.” **End the interview.**

*If the respondent doesn’t want the resources, say the following:*

- “Thank you for participating and for sharing such sensitive information about your experiences.” **End the interview.**

**Note:** The policies and guidance for Census Bureau employees are, aside from an emergency occurring at the time of interview at the respondent's address, FRs may not reach out to outside parties, because that would lead to identification of the respondent, the respondent’s address, and the reason for the Census Bureau FR being there, which is in violation of Title 13 U.S.C. confidentiality laws. Even if the respondent indicates they may harm themselves or others, FRs are unable to report to the authorities because of Title 13 confidentiality protections.

However, if there is a threat posed to the safety of Census Bureau personnel while in the field, Census Bureau policy allows you to make an emergency phone call and contact your supervisor.

## Answer Categories

Some question answer lists contain values starting with “11” rather than “1.” This was designed to minimize errors in the data collected. Also, some answer lists will only contain responses that are relevant to the respondent’s circumstances and/or previous responses. Therefore, some answer lists will not include all possible responses for a question and may skip values based on how the respondent answered previous questions. You will need to pay close attention to the values when entering responses. Further, some questions have large answer lists and while efforts have been made to eliminate any left to right scrolling for answer lists, this may still occur.

## Screen Name

A descriptive name or label has been assigned to each screen and is displayed on the Status Bar at the bottom of the screen. For example, the screen name displayed in the screenshot below is **START**. In the redesigned instrument, you may notice that many screen names have been shortened or modified, even though the text on the screen has remained the same.

National Crime Victimization Survey -- NCVS Questions ver 22.08.05 (01/01/2025) X

Forms Answer Navigate Options Help Show Watch Window

NCVS HH Roster NEWHR F10 Contact

**CENSUS CAPI SYSTEM**  
National Crime Victimization Survey

Case status is: New Case

Incoming/Continuing: Incoming Case

Interview Number: 01

Confirmed Refusal: No

Household address: RIVERSIDE BLVD

ANY TOWN, AZ 99997-9997

1. Telephone interview

2. Personal interview

3. Noninterview (Type A/B/C)

4. Ready to transmit - no follow-up (Type Zs)

5. Quit: Do not attempt now

[Start Interview](#)

00000041	START	9:31:03 AM	12-1-2022	Talking To:	About:	4/51408
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**Screen Name**

## Edit Checks

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 inconsistencies are detected in the respondent's answers. The screen displays an error message, also known as an edit check, and identifies the questions that are inconsistent. There are two types of edit checks, **soft edit** checks and **hard edit** checks. Soft edit checks allow you to accept the answer initially provided, while hard edits do not allow you to move forward without changing an answer. In this training, it will be denoted with (soft) or (hard) after the screen name to let you know which kind of error message you are receiving.

- For soft edit checks, you can either accept the responses and therefore the inconsistency (select **Suppress**) OR resolve the error by going back (select **GoTo**) 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 because 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" is highlighted; then click **GoTo**, which takes you to the question that needs correcting.

## Tabs

Throughout the instrument, there are various tabs you can access during the interview:

- **Main** – used to return to the interview after accessing the other tabs.
- **HH Roster** – displays the household roster. For an incoming case this tab is empty until you complete the household roster items.
- **NEWHHR** – displays if there are at least 2 household members on the roster who are eligible to be the HHR and the HHR has not completed a partial interview. The tab asks if you need to change the HHR.
- **CHANGERESP** – displays if there are at least 2 household members on the roster who are eligible for the survey. The tab asks if you need to change the household member you are interviewing.  
NOTE: The **NEWHHR** and **CHANGERESP** tabs will never be displayed at the same time.
- **FAQ** – provides responses to Frequently Asked Questions about the survey. These have been updated in the redesigned instrument.
- **F10** – allows you to end the interview.
- **Distress** – displays the protocol you can follow to help a respondent who is showing signs of distress.
- **Resources** – shows resources you can provide to the respondent. These are organizations trained to work with crime victims and their relatives.
- **Contact** – displays the household contact information, including a household phone number, personal phone numbers, and personal email addresses for future contacts. For an incoming case this tab is empty until you collect this information from respondents. Some of the data in this tab can be edited, making it easier to update respondent contact information.

## Instrument Function Keys

Function keys are shortcuts for specific actions in the instrument. In the 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. You should have a paper copy of the NCVS Function Key Template from the current instrument, which displays the keys that should also work for the redesigned instrument.

<u>KEY</u>	<u>FUNCTION</u>	<u>KEY</u>	<u>FUNCTION</u>	<u>KEY</u>	<u>FUNCTION</u>
<b>F1</b>	Question Help	<b>Shift+F1</b>	Show HH	<b>END</b>	Next Question on Path
<b>F2</b>	(Unassigned)	<b>Shift+F2</b>	FAQs	<b>HOME</b>	First Question on Path
<b>F3</b>	(Unassigned)	<b>Shift+F3</b>	RI FAQs	<b>Ctrl+F3</b>	Show Question Text
<b>F4</b>	Jump Menu	<b>Shift+F4</b>	(Unassigned)	<b>Ctrl+D</b>	Don't Know
<b>F5</b>	Show Status	<b>Shift+F5</b>	Language*	<b>Ctrl+F</b>	Search Tag
<b>F6</b>	(Unassigned)	<b>Shift+F6</b>	(Unassigned)	<b>Ctrl+H</b>	Info

<b>F7</b>	Item Notes/Remarks	<b>Shift+F7</b>	Show notes/Remarks	<b>Ctrl+F7</b>	Case Level Notes
<b>F8</b>	Return	<b>Shift+F8</b>	(Unassigned)	<b>Ctrl+K</b>	Show Function Keys
<b>F9</b>	Skip Forward	<b>Shift+F9</b>	(Unassigned)	<b>Ctrl+M</b>	Show DK & Refused
<b>F10</b>	Exit	<b>Shift+F10</b>	Show Function Keys	<b>Ctrl+R</b>	Refused
<b>F11</b>	Calculator	<b>Shift+F11</b>	Show Standard Abbr	<b>Ctrl+F11</b>	Calendar
<b>F12</b>	Copy Down (Repeat)	<b>Shift+F12</b>	Show Original Notes (RI)	<b>Alt+S</b>	Save
		<b>Alt +F4</b>	Closes active window or exits active program or help screen	<b>Alt +F4</b>	Closes active window or help screen

\*NOTE: Some sections of the Spanish instrument are still being developed and may not be ready for January 2024.

The chart below further explains the operations of function keys in the NCVS survey instrument.

<i>If you press function key:</i>	<i>You can perform this operation within the instrument during the interview</i>
<b>F1</b>	<b>QUESTION HELP</b> 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.
<b>F4</b>	<b>JUMP MENU</b> 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 CIR.
<b>ALT + F4</b>	Closes the active window, closes help screen, or exits the active program.
<b>F7</b>	<b>ITEM NOTES/REMARKS</b> Allows you to view or add comments and explanations for the screen currently displayed.
<b>F8</b>	<b>RETURN</b> Allows you to skip back over a block of questions.
<b>F10</b>	<b>EXIT</b> Skips from the present question to the <b>REFCBBREAK</b> screen at the back of the instrument. You do this whenever you need to make an early exit from the interview.

<b>SHIFT + F5</b>	<p><b>LANGUAGE</b></p> <p>Allows you to switch from the English version of the instrument to the Spanish version for the current question and all subsequent questions.</p> <p><i>This function key will work in the redesigned instrument. However, some sections of the Spanish instrument are still being developed and may not be ready for January 2024.</i></p>
<b>SHIFT + F11</b>	<p><b>SHOW STANDARD ABBREVIATIONS</b></p> <p>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.</p>
<b>END</b>	<p>Takes you to the next unanswered question in the instrument path.</p>
<b>CTRL + D</b>	<p><b>DON'T KNOW</b></p> <p>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 answer list. Also referred to as a "Blind" Don't Know.</p>
<b>CTRL + R</b>	<p><b>REFUSED</b></p> <p>Allows you to record a refusal to a question by the respondent. Also referred to as a "Blind" Refusal.</p>

# Lesson 4. The NCVS Front Section

## Objectives

The objectives of this lesson are to:

- Explain the design of the Front Section of the redesigned instrument.
- Review screens that appear for different interviewing scenarios (a personal interview, a telephone interview, and those that may appear for both types of interviews).
- Provide an overview of conducting proxy interviews with a nonhousehold member.
- Explain the new phone number collection and verification screens.

## Introduction

The Front Section of the NCVS instrument:

- Gives case-level information to review before attempting to contact the sample address.
- Contains the screens for setting a case as a Type A, B, or C, as well as individual Type Z noninterviews.
- Guides you through screens for contacting an HHR or other household members for personal visits or telephone interviews and recording possible interviewing problems.
- Guides you through screens for selecting a new HHR or changing respondents.
- Guides you through making a replacement household if necessary.
- Updates sample address, mailing address, and telephone number information for the household with the HHR.

In the redesigned instrument, the flow of the front section was streamlined for personal visits and for telephone contacts. Additionally, screens were adjusted to make it clearer when and how to make a case a replacement household, and screens were added in the instrument so you can capture the rare situation of interviewing a nonhousehold member as a proxy respondent for all household members.

## Points to Remember for this Training

1. **Please note that not all screens are shown or discussed in this training.** If there were minimal to no changes from the current instrument, we did not include those screens in this training.
2. **The screens displayed in this lesson are for different scenarios that would not happen within the same case during one contact.** For example, some screens show what the text and/or answer categories would be for an incoming case, where others show what the text and/or answer categories would be for a continuing case.

## Identifying the Method of Interview

Each interview month, some of your interviews are designated as personal visit interviews and some designated as telephone interviews. This information is displayed in the Case Details Assignment Overview page in MCM.

Review your notes for each case using the Case Details Notes page in MCM for more information about a respondent's preferred interviewing method. Notify your supervisor immediately if you have any questions about whether the sample addresses in your assignment must be interviewed by personal visit or by telephone.

## START

This is the first screen when you enter the NCVS instrument.

At this screen you can select whether to interview by telephone or personal visit, classify the case as a noninterview, transmit the case and classify any NCVS eligible household members who can't be interviewed as Type Z noninterviews, or get out of the case. In the redesigned instrument, collecting information about noninterviews will remain the same, so those screens will not be covered in this training.

At the top of the **START** screen, the following information about the case is displayed:

- **Case Status** - Indicates the progress of the case, such as:
  - New case.
  - Household reached.
  - Insufficient partial for the household respondent.
  - Sufficient partial interview for the household respondent – (New for the redesigned instrument. You will be able to move forward with interviewing another household member if you have reached a certain point in the HHR's interview.)
  - Household respondent (complete).
  - Fully completed household interview.
- **Incoming/Continuing** - Identifies whether the case is an incoming or continuing case. NOTE: A replacement household is always considered "incoming," and requires a personal visit interview but retains the interview number of the sample address. This is because the interview number is associated with the sample address, not with the current household members. Also, cases are added to the sample that will be labeled as "incoming" but may not have the interview number labeled as 1. This is because these are added as **new growth** cases to increase the sample size.
- **Interview Number** - Identifies the interview number (1-7).
- **Confirmed Refusal** - Indicates whether the case is a confirmed refusal. An entry of "Confirmed refusal" indicates that the case is a confirmed refusal and an entry of "No" indicates that it is not a confirmed refusal. Also, "Potential congressional" may display here to indicate the case is a potential congressional refusal.
- **Household address** – Displays the address of the household you should be interviewing.



CENSUS CAPI SYSTEM  
NATIONAL CRIME VICTIMIZATION SURVEY

Case Status is: New case

Incoming/Continuing: Incoming case

Interview Number: 1

Confirmed Refusal: No

Household address: 611 Produce Street  
Any Town, AK 99995

1. Telephone interview
2. Personal interview
3. Noninterview (Type A/B/C)
4. Ready to transmit – no follow-up (Type Zs)
5. Quit: Do not attempt now

START

## Personal Interview

The following screens appear only for an in-person interview at the household.

### GENINTRO

This question prompts you to introduce yourself and ask for either a potential HHR, if there is no roster, or for a specific household member.

The response you enter in **GENINTRO** results in the instrument continuing to different screens based on the progress made through the case during this interview period, or if the case is an incoming, continuing, or replacement case.

◆ Identify yourself and show I.D.

**Hello. I'm ◆ YOUR NAME from the U.S. Census Bureau. Here is my identification.**

**I'm looking for someone who is 18 or older, lives at this address and is knowledgeable about the household.**

**Is that person available?**

◆ Household address is:

611 Produce Street

Any Town, AK 99995

1. Yes
2. No
3. Nonhousehold member proxy respondent

GENINTRO

## REPLACEMENTHH

This screen is used to check if a case with an existing roster is a replacement household. When an entire household moves out and a new household moves in (i.e., the household members are not the same people that were interviewed in the previous interview period), the new household at the sample address is referred to as a **replacement household**. Replacement households are treated as incoming cases. You must interview the HHR in person, along with any additional household members who are eligible for interview and available at the time of your visit. Any household members not interviewed during the personal visit may be interviewed by telephone.

Only code a case as a replacement household after you confirm new occupants have moved into the sample address. If new occupants have not moved in yet, then the 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.

◆ A replacement household means that there are NO members of the household interviewed during the previous interview period currently living at this address.

◆ Is this a replacement household? If unsure, enter 2 - No.

1. Yes
2. No

REPLACEMENTHH

## REPLACELASTCALL\_CK (soft)

This soft edit check is the last verification that the case is a replacement household. After selecting Suppress, all data from the previous household will be erased. If you reach this check in error, select Close to return to **REPLACEMENTHH**.

◆ You are about to start a new case and delete all previous data. This action cannot be undone without the case being restarted.

◆ Select Suppress to continue.

## VERADD

The purpose of this question is to verify with the HHR that you are speaking with the correct household. Read the entire address as it is displayed to verify that you are at the correct address and the sample address displayed is accurate. **NOTE: Some answer categories may not display on this screen if the household has not been previously interviewed.**

**I have your address listed as...**

**611 Produce Street  
Any Town, AK 99995**

**Is that your exact address?**

1. Yes, exact address
2. No, moved (NOT same address)
3. Haven't moved, but address has changed
4. Incorrect address previously recorded

VERADD

## Telephone Interview

The following screens only appear during a telephone interview.

### WHOTOCALL\_HHR

This screen is on path when a new HHR needs to be selected. At this screen, only household members who are eligible to be the HHR are displayed.

LN	HH/NAME	STATUS	AGE	RELATION	PHONE #1	PHONE #2
	Household Level				(991) 432-1010	
1	Jack McCool	Need self	45	Ref person	(991) 555-1133	(991) 555-6668
2	Mary McCool	Need self	43	Spouse	(991) 325-1821	

◆ Enter the line number of the person with whom you want to speak.

1. Jack McCool
2. Mary McCool

WHOTOCALL\_HHR

### DIAL

This question will prompt you to introduce yourself and ask for either a specific household member or if there is no roster, for someone 18 or older who lives at address and is knowledgeable about the household. The next question on path will be determined by the response selected, the progress made through the case during current interview period, and whether you are interviewing the HHR or another member of the household.

HHR	HH/ NAME	STATUS	SEX	AGE	RELATION	PHONE #1	PHONE #2
	Household Level					(991) 432-1010	
X	Jack McCool	Need self	Male	45	Ref. person	(991) 555-1133	(991) 555-6668
	Mary McCool	Need self	Female	43	Spouse	(991) 325-1821	
	James McCool	Nonmember	Male	38			
	Johnnie McCool	Need self	Male	14	Child		
	Max McCool	Need self	Male	12	Child		
	Debra McCool	Under 12	Female	10	Child		

◆ Dial number.

**Hello. This is ◆ YOUR NAME from the U.S. Census Bureau.**

**May I please speak with Jack McCool?**

1. This is the correct person or correct person called to the phone
2. Person not available now or no longer lives here
3. Person unknown at this number
4. No contact or reached answering machine
5. New telephone number
6. Telephone disconnected
7. Nonhousehold member proxy respondent

DIAL

DIALCORRECT

When you call a household and the person who answers says they do not know the respondent you asked for at the **DIAL** screen, the instrument goes to **DIALCORRECT** to verify that you dialed the correct telephone number.

**Have I reached ◆ READ PHONE NUMBER YOU DIALED?**

HHR	HH/NAME	STATUS	SEX	AGE	RELATION	PHONE #1	PHONE #2
	Household Level					(991) 432-1010	
X	Jack McCool	Need self	Male	45	Ref. Person	(991) 555-1133	(991) 555-6668
	Mary McCool	Need self	Female	43	Spouse	(991) 325-1821	
	James McCool	Nonmember	Male	38			
	Johnnie McCool	Need self	Male	14	Child		
	Max McCool	Need self	Male	12	Child		
	Debra McCool	Under 12	Female	10	Child		

1. Yes
2. No

DIALCORRECT

DIALEDCORRECT\_CK (hard)

You will see this hard edit check when you have misdialed the phone number for the household. Select Goto to return to **DIAL** and redial the phone number. Otherwise, select Close to return to **DIALCORRECT** and change the answer to "Yes," you dialed the correct number.

- ◆ Select the Goto button in order to return to the DIAL screen to redial the phone number for the household.
- ◆ Otherwise, select the Close button to return to the DIALCORRECT screen.

#### RTNUM

This question is on path after verifying the correct number was dialed, and the person who answers the phone says they do not know the respondent you are attempting to contact. This confirms that you reached the correct household.

**I'm trying to reach someone in the Jack McCool household.**

**Have I reached the correct household?**

1. Yes
2. No

RTNUM

#### VERADD\_TELE

This question is used to verify the sample address during a telephone interview. Read the entire address as it is displayed to verify the sample address displayed is correct.

**We are talking with members of your household age 12 or older about their experiences with crime and safety.**

**Do you still live at...**

**286 Erasmus Drive**

**Any Town, AL 99995?**

1. Yes, exact address
2. No, moved (NOT same address)
3. Haven't moved, but address has changed
4. Incorrect address previously recorded

VERADD\_TELE

#### VERADDHH\_TELE

This question is displayed when the HHR moved, but there are other household members who may still be living at the sample address. It informs the person you are speaking with that you do not need to interview them since they have moved from the sample address. It also asks whether any of the other persons on the roster from the last interview still live at the sample address. This can help you determine if you should try to contact the other persons or conduct a personal visit to determine if new persons have moved into the sample address and the case is a replacement household. It was added to help you plan your next steps for this case.

Since that address rather than you personally was selected for this survey, no interview is required of you at this time. Do any of the following people still live at your previous address: Mary McCool, Johnnie McCool, Max McCool, or Debra McCool?

◆ If needed, remind the respondent of the address:

286 Erasmus Drive  
Any Town, AL 99995

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

VERADDHH\_TELE

## Screens Used on Both Paths

The following screens may appear when conducting either personal or telephone interviews.

### HELLO\_ALT2

This question is on path to select a new HHR when the prior HHR is not available and there are other household members who are eligible to be the HHR. Note that the answer list will only display those who are eligible to be the HHR. If an eligible HHR is available, enter that household member's line number and continue with the HHR's interview. Otherwise, enter 32 - No one listed above available.

**May I speak to** ◆ **ASK FOR ANOTHER POSSIBLE HOUSEHOLD RESPONDENT?**

LN	NAME	STATUS	SEX	AGE	RELATION
1	Jack McCool	Need self	Male	45	Ref. Person
2	Mary McCool	Need self	Female	43	Spouse

2. Mary McCool
32. No one listed above available

HELLO\_ALT2

### HELPOTH

This question is on path to find a new HHR when the prior HHR is not available and there are no other HHR eligible household members available.

**Perhaps you can help me.**

**I would like to speak to a member of the Jack McCool household who lives there, is at least 18 years old, and is knowledgeable about the household.**

◆ **If necessary:** Would you or someone else there now qualify?

1. Yes (person speaking with or someone else available)
2. No (no one available or qualified)
3. Wrong household

HELPOTH

#### ATT\_CONTACT

This screen is on path when you have either reached the wrong household, or no eligible HHR is available. When you enter 1 – Try another phone number, the instrument either returns to **DIAL** or goes to the **WHOTOCALL\_HHR** screen.

**Thank you for your help.**

◆ **Try contacting the household using other available phone numbers. If you are unable to make contact, conduct a personal visit to determine if this is a replacement household.**

1. Try another phone number
2. Exit instrument

ATT\_CONTACT

#### WHOTOCALL

This screen is on path when you are re-entering a case where the HHR has a sufficient partial or fully completed interview. You must complete at least a sufficient partial interview with the HHR BEFORE interviewing any other NCVS eligible household members. This screen is used to select the next person to interview.

This screen allows you to enter the line number for any household member whose interview you have not yet completed. The answer list only displays those respondents who have not fully completed their NCVS or supplement interview.

LN	HH/NAME	STATUS	AGE	RELATION	PHONE #1	PHONE #2
	Household Level				(991) 432-1010	
1	Jack McCool	Done NCVS	45	Ref. person	(991) 555-1133	(991) 555-6668
2	Mary McCool	Need self	43	Spouse	(991) 325-1821	
3	James McCool	Nonmember	38			
4	Johnnie McCool	Need self	14	Child		
5	Max McCool	Need self	12	Child		
6	Debra McCool	Under 12	10	Child		

◆ Enter the line number of the person with whom you want to speak.

- 2. Mary McCool
- 4. Johnnie McCool
- 5. Max McCool

WHOTOCALL

ALTERNATE1

This question is on path when there are multiple household members who have not completed their NCVS interview and the person you were trying to interview is not available. The answer list displays the household members who have not completed their NCVS or supplement interview. Read the question text to the person you are speaking with and enter the line number for the household member who is available to be interviewed. If no other household members are available, enter 32 - No one listed above available.

**I still need to interview Mary McCool, Johnnie McCool, and Max McCool.**

LN	NAME	STATUS	SEX	AGE	RELATION
1	Jack McCool	Done NCVS	Male	45	Ref Person
2	Mary McCool	Need self	Female	43	Spouse
4	Johnnie McCool	Need self	Male	14	Child
5	Max McCool	Need self	Male	12	Child
6	Debra McCool	Under 12	Female	10	Child

**Are any of them available now?**

- 2. Mary McCool
- 4. Johnnie McCool
- 5. Max McCool
- 32. No one listed above available

ALTERNATE1

INTROPARTIAL

This screen appears when you are interviewing the HHR or another member of the household whose interview has been partially completed during the interview period. Use this screen to reintroduce yourself, if necessary, and ask if the respondent or proxy is ready to complete the interview. If the



respondent or proxy is available, enter 1, then press End on your keyboard to skip to the next unanswered question in this respondent's interview. This will save you time by not having to go through the screens the respondent answered during the previous contact.

◆ Partial interview for: Mary McCool

◆ 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. Yes, respondent or proxy available
2. No, respondent not ready to complete interview

INTROPARTIAL

### INTROREC

This screen appears when you are speaking with a household member whose interview has not been started. Use this screen to introduce yourself, if necessary, and ask if the respondent or proxy is ready to complete the interview.

?[F1]

◆ Current respondent: Mary McCool

◆ 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. The survey questions ask for information about people's perceptions of community safety, their local police, and their experiences with victimization and crime in the past six months. The results will be used to help improve the way we measure crime.**

**Are you available now to be interviewed?**

1. Yes, respondent or proxy available
2. No, respondent not ready to complete interview

INTROREC

### MOVED

This screen is used to inform the person you are speaking with that we do not need to interview them since they have moved from the sample address. It is on path when a respondent says they moved when you verify their address.

**Thank you for your past participation. We appreciate your time and cooperation.**

◆ You may now hang up.

1. Enter 1 to continue

MOVED

#### VERIFYREPLACE

This screen is on path when the person you were speaking with moved from the sample address. The FR text shown below appears when there are other eligible household members listed on the roster who may still live at the sample address. In this situation, you should try contacting the other people on the roster to verify whether they still live at the sample address.

Otherwise, the FR text displayed will read, "All household members from the previous interview period have moved from this address. Conduct a personal visit to determine if this case is a replacement household."

At this time, we ask that you navigate to the video entitled "Replacement Household" to view a demonstration of coding a case as a replacement household in the redesigned instrument. The video can be accessed by clicking on the Manuals folder and then the NCS subfolder.

◆ Attempt to contact other household members via phone before making a personal visit.

1. Enter 1 to continue

VERIFYREPLACE

#### GETLETTER

This question asks whether the household received the NCVS introductory letter. If needed, you should have paper copies of the NCVS Advance letter to hand to the respondent during an in-person interview or you can access the letter text by pressing F1 on your keyboard.

?[F1]

◆ If necessary: Hello I'm ◆ YOUR NAME from the U.S. Census Bureau.

**I'm here concerning the National Crime Victimization Survey. The survey questions ask for information about people's perceptions of community safety, their local police, and their experiences with victimization and crime in the past six months. The results will be used to help improve the way we measure crime. 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

GETLETTER

## Nonhousehold Member Proxy Interviews

The redesigned NCVS instrument has questions designed to document situations where you must conduct a proxy interview with a nonhousehold member.

The **ONLY ACCEPTABLE REASON** for allowing a proxy interview for an HHR is when a nonhousehold member is a proxy respondent for an **ENTIRE** household. This should happen infrequently, but when it does, the nonhousehold member must be the proxy respondent for the HHR AND all other household members who are eligible for the NCVS interview.

**ALL** the following conditions must apply for a nonhousehold member to be a valid proxy respondent:

- 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 and responsible for the care of each eligible household member.
- The nonhousehold member caretaker must be at least 18 years of age.

If all conditions are not met, one of the eligible household members must serve as the HHR and can be a proxy respondent for other eligible household members.

The redesigned instrument contains several screens to ensure you are correctly conducting an interview with a nonhousehold member proxy respondent. These screens and the criteria for nonhousehold member proxy interviews are discussed in more detail below. If you do not feel comfortable or are unsure about interviewing a nonhousehold member as a proxy respondent, check with your supervisor before conducting the proxy interview.

### PROXYHHR\_CK (soft)

The new answer category on the **GEN\_INTRO** and **DIAL** screens enables you to capture nonhousehold proxy situations. When the answer category “Nonhousehold member proxy respondent” is selected at those screens, this soft edit check will display to verify that a nonhousehold member proxy is appropriate for the interview.

- ◆ To interview this household with a nonhousehold member proxy, EVERY person who lives here should be unable to leave the home without the help of the nonhousehold member proxy.
- ◆ If this is true, select Suppress.

### HHLDPROXYREASON

On this screen, type in the reason, typically a physical or mental illness, none of the eligible household members are able to complete their interview by self-response. For example, “Both members of the household have Alzheimer’s disease and a nurse cares for them on a daily basis.”

◆ Please describe the reason you are unable to interview ALL eligible household members by self-response. \_\_\_\_\_

HHLDPROXYREASON

#### ENTIREREFPERIOD

The nonhousehold proxy respondent must have cared for all eligible household members for more than half of the reference period. If the nonhousehold member cared for all the household members for less than half of the reference period, this person does NOT qualify as a nonhousehold proxy respondent.

Reference Period: January 1, 2023 - Yesterday

**How long have you cared for ALL of the household members?**

◆ If the proxy respondent has not cared for ALL of the household members, enter - 3 – Less than half of the reference period.

1. The entire reference period
2. More than half the reference period
3. Less than half the reference period

ENTIREREFPERIOD

#### LEAVEONOWN

The instrument will only accept a nonhousehold proxy respondent if during the entire reference period, ALL eligible household members at the sample address were unable to leave the sample address, unless they were accompanied by the nonhousehold member who cares for them.

**Since January 1, 2023, were ALL eligible household members unable to leave the housing unit unless they were accompanied by you?**

1. Yes
2. No

LEAVEONOWN

#### ISPROXYRESP18

The nonhousehold proxy respondent must be at least 18 years of age.

◆ Ask or verify:

**Are you 18 years of age or older?**

1. Yes
2. No

ISPROXYRESP18

## NONHHLDDHHRINVALID\_CK (hard)

This hard edit check displays if you selected an invalid reason for conducting a proxy interview with a nonhousehold respondent. Invalid reasons for conducting a nonhousehold member proxy interview include (1) the nonhousehold member proxy respondent has not cared for the household members for more than half the reference period, (2) the eligible household members can leave the home on their own, and (3) the nonhousehold member proxy respondent is not 18 years old.

- ◆ The eligibility criteria has not been met to have a proxy respondent for the entire household.
- ◆ Since this person is ineligible to be a proxy respondent for the entire household, you will need to code this case as a Type A if the household members are unable to answer for themselves.

## PICK\_PROXYPERSONHHR

On this screen select the person who will be interviewed as the HHR using the nonhousehold member proxy respondent. This screen will not be on path for a case that has never been interviewed before because the roster has not been created. At this screen, the only household members displayed are ones who are eligible to be the HHR.

- ◆ Enter the line number for the person to be interviewed as the household respondent.
- ◆ Press Ctrl+F7 to access case level notes and record the name of the nonhousehold member proxy respondent.

LN	NAME	SEX	AGE	RELATION
1	Frank Conte	Male	93	Ref. Person
2	Kathy Conte	Female	91	Spouse

1. Frank Conte  
2. Kathy Conte

PICK\_PROXYPERSONHHR

## Sample Address Verification

These questions are used to update the sample address when it was either previously recorded incorrectly or the address has changed.

## Mailing Address Verification

These questions are used to verify and/or update the household's mailing address.

## Phone Number Collection and Verification

During the HHR's interview, they will be asked to provide or verify a household phone number, any personal phone number(s), and a personal email for future contacts. You may need to explain the reason for asking these questions. You can tell the HHR:

As a cost-saving measure, future interviews should be conducted by telephone whenever possible.

We need the household's telephone number to:

- Schedule appointments to call other household members who are not present during your initial visit to complete the household.
- Contact respondents to obtain any missing information that was not provided during an interview.
- Contact the household if they are selected for reinterview.

## CONTACTINFO

The **CONTACTINFO** screen is the first screen in the Contact tab. Wait until the box prefills with the number 1, then press Enter to continue collecting or updating contact information. **(It is important that you allow the instrument to prefill this box. Do not enter 1 or any other number on your own.)**

- Enter to continue.

HHR	LN	NAME	RELATION	SEX	AGE
X	1	Jack McCool	Ref. person	Male	45

Contact info	HH/Name	Household phone	1st personal phone	2nd personal phone	Email	Contact done
1						
	Household Level	(991) 432-1010				
	Jack McCool		(991) 555-1133	(991) 555-6668		

CONTACTINFO

## HHPHONE

**In the redesigned NCVS instrument, you will collect only one household-level telephone number.** If you previously contacted the household and recorded a household phone number, this question will display the phone number previously collected and ask you to verify that this is still the best phone number to reach the household.

**What is the best telephone number for the household?**

- ◆ Current number:
- ◆ If no household telephone number, press Enter.

HHPHONE

## HHPHONE\_CK1 (hard)

This hard edit check will not allow you to input a household phone number with the first digit as zero or one. There are also identical checks (**PERPHONE1\_CK1** and **PERPHONE2\_CK1**) for the two personal phone numbers the instrument allows you to collect.

◆ The telephone number (area code or prefix) cannot begin with a '0' or '1'.

#### HHPHONE\_CK2 (hard)

This hard edit check ensures that you will not input a household phone number that has less than ten total digits. There are also identical checks (**PERPHONE1\_CK2** and **PERPHONE2\_CK2**) for the two personal phone numbers the instrument allows you to collect.

◆ You must enter all ten digits of the telephone number.

#### HHPHONE\_CK3 (hard)

This hard edit check will not allow you to input a household phone number that has an area code with the same first three digits (e.g., 333) or three digits used for another purpose (e.g., 911). There are also identical checks (**PERPHONE1\_CK3** and **PERPHONE2\_CK3**) for the two personal phone numbers the instrument allows you to collect.

◆ You must enter a valid area code.

#### DELETEHHPHONE\_CK (soft)

This soft edit check appears when a previously collected household phone number was deleted during the interview. It was added to verify that you want to delete the household phone number before you remove it from the instrument. There are also identical checks (**DELETEPERPHONE1\_CK** and **DELETEPERPHONE2\_CK**) for the two personal phone numbers the instrument allows you to collect.

◆ You are about to delete the household phone number. If the phone number is incorrect or disconnected, Suppress to delete the number.

#### PERPHONE1

**The redesigned instrument can collect two personal phone numbers for each household member who is eligible for the NCVS interview.** If you previously contacted a respondent and recorded their personal phone number(s), this question will display the first phone number collected for that respondent and ask you to verify that this is still the best phone number to reach the respondent.

**What is the best telephone number to reach you at?**

◆ Current number:

◆ If no personal telephone number, press Enter.

PERPHONE1

#### PERPHONE2

The redesigned instrument can collect two personal phone numbers for each NCVS interview eligible household member. If you previously contacted a respondent and recorded their personal phone

number(s), this question will display the second phone number collected for that respondent and ask you to verify that this is still a good phone number to reach the respondent. If a second phone number was not previously collected for this respondent, the question will ask if there is another good number to reach them.

**Is there another number we can reach you at?**

- ◆ Current number:
- ◆ If no personal telephone number, press Enter.

PERPHONE2

## EMAIL

**The redesigned instrument allows you to ask each respondent if they have an email address where they want to be contacted to set up future NCVS interviews. If a respondent asks why you are asking for their email address, you can tell them you may use it to contact them to set up future NCVS interviews. Guidance about using the email address to contact respondents will be provided later.** If you previously contacted a respondent and recorded their email address, this question will display the email address collected for that respondent and ask you to verify that this is still the respondent's email address.

**Is there an email address that we could use to contact you?**

- ◆ Current email:

EMAIL

## EMAIL\_CK (hard)

This hard edit check will not allow you to collect an email address that does not include the domain (@), also known as the "at sign" or "address symbol," which is needed for recording a valid email address for the respondent.

- ◆ You must enter a valid email containing a domain (@).

## DELETEEMAIL\_CK (soft)

This soft edit check appears when a previously collected email address was deleted during the interview. It was added to verify that you want to delete the respondent's email address before you remove it from the instrument.

- ◆ You are about to delete the respondent's email. If the email is incorrect or no longer valid, Suppress to delete the email.



## CONTACTDONE

When you are done updating the contact information, enter 1 in the **CONTACTDONE** screen to exit the Contact tab. Note that the **CONTACTDONE** screen does NOT appear when you click on the Contact tab, but when contact information is collected during the normal course of the interview.

# Lesson 5. Basic Household Questions

## Objective

The objective of this lesson is to:

- Provide an overview of the items that make up the household and person-level sections of the instrument (questions about the characteristics of the sample address and its members).

## Household Characteristics

These questions are used to gather information about the characteristics of the household and are asked during the first interview with the household and may be verified or updated in subsequent interviews.

Responses collected in a prior interview will be prefilled to assist you in verifying the household characteristics. However, the first time you interview a household using the redesigned instrument some of these questions will not have prefilled responses. This is due to changes in answer categories in the redesigned instrument.

Questions about the characteristics of the household are described below.

### TENURE

You will ask **TENURE** for each household during odd numbered interviews. The answer categories have been updated in the redesigned instrument. This question is used to determine how crime victimization might differ for people who own their home and people who rent.

◆ Ask or verify:

**Are your living quarters...**

◆ Read answer categories

1. **Owned or being bought by you or someone in the household?**
2. **Rented?**
3. **Occupied without payment of rent?**

TENURE

### STUDENTHOUSING

Instead of asking this question in every other interview period, it will only be asked once of a household in the redesigned instrument.

◆ If apparent, answer without asking.

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

1. Yes
2. No

STUDENTHOUSING

## PUBLICHOUSING

The public housing question is asked during odd numbered interviews and only if the sample address is not owned by the household. If possible, verify with the building manager that the housing unit is owned by a public housing authority.

### **Is this building owned by a public housing authority?**

- ◆ The unit must be in a **FEDERALLY FUNDED** project to be considered public housing.
- ◆ A unit located in a building that is funded by a state or local government or part of a federal assistance program, such as VA (veteran), FHA (Federal Housing Authority), voucher, or certificate assisted housing is **NOT** considered public housing for the NCVS.
- ◆ Verify with a building manager if possible.

1. Yes
2. No

PUBLICHOUSING

## INDIANRESERVATIONHU

This question is only asked during the initial interview with the household. If you are familiar with the area and are certain that you know the response (e.g., you had to receive permission to interview on a reservation), you can answer this question without asking the respondent.

- ◆ If apparent, answer without asking.

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

1. Yes
2. No

INDIANRESERVATIONHU

## ACCESS

During your initial visit to the household, observe whether there is direct access to the living quarters.

Direct access means an occupant can either:

- Enter their living quarters directly from the outside of the structure, or
- Enter their living quarters from a common hall or lobby that is used by occupants of more than one unit, such as in an apartment building.

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.

◆ If apparent, answer without asking.

**Do you have direct access to your home, either from the outside or through a common hall?**

1. Yes
2. No

ACCESS

#### TYPEOFHOUSINGUNIT

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 people who share the living quarters. The answer categories were updated in the redesigned instrument. For this item, you will select the category that best describes the housing unit.

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

1. House, apartment, flat
2. Unit in rooming house, hotel, motel, etc.
3. Mobile home or trailer
4. Other housing unit
5. Student quarters in college dormitory
6. Other group quarters unit
7. Tent or trailer site

TYPEOFHOUSINGUNIT

#### NUMBEROFUNITS

Determine how many housing units are in the structure during your initial interview with a household. 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. This question will not be on path if the type of housing unit is marked as a mobile home or trailer, student quarters, group quarters, or a tent or trailer site.

◆ Observe or ask:

**How many units are in this structure?**

1. 1
2. 2
3. 3
4. 4
5. 5-9
6. 10+
7. Any type of trailer or mobile home
8. GQ or other

NUMBEROFUNITS

### GATEDRESTRICTEDACCESS

In the redesigned instrument, this question determines if access to the household's community or building requires some kind of special entry system, such as an intercom system where the occupants can identify and buzz in visitors or a security guard who monitors building access. The community could also be surrounded by walls, fencing, or other barriers that restricts nonresidents from entering the community.

◆ Ask if unsure:

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

1. Yes
2. No

GATEDRESTRICTEDACCESS

## Household Roster and Person Level Characteristics

After collecting household characteristics, you will go through a series of questions that creates or updates the household roster. When creating the household roster, list the names of:

- All persons, including children, living or staying at the sample address at the time of your contact, and
- Any persons who usually live there but are temporarily absent.

When initially creating a roster, the first name you enter will be the reference person for the household. **The reference person is normally one of the persons who owns or rents the sample address AND is 18 years of age or older. Make sure the first person listed on the roster meets these qualifications.** The reference person for the household can be the HHR, but they do not have to be the HHR. In subsequent interviews, you will be able to record that the reference person has moved, if applicable, and choose a new reference person. The *preferred* order for entering names when creating the household roster is shown below. The order is by relationship to the reference person and is as follows:

- Reference person

- Spouse or partner of reference person
- Unmarried children of the reference person or their spouse, starting with the oldest and ending with the youngest.
- Married children of the reference person or their spouse followed by the married child's spouse, and each of their children (*oldest to youngest*)
- Other persons related to the reference person or their spouse
- Lodgers, roommates, and other nonrelatives staying at the sample address

In the redesigned instrument, edit checks are used to ensure that the information recorded on the roster is correct. For example, the **999FORLINE1\_CK** hard edit check confirms the first person on the household roster does not have a string of '9's' for their name. Also, the hard edit check **NAME\_CK** is used to make sure that you are only entering '9's' on a blank line and not over an existing household member. Remember, '999' is used to get out of the roster table when you do not have any additional household members to add and should only be entered to the last line of the table.

To complete the household roster, you will 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,
- Age,
- Marital status,
- Armed forces status,
- Education,
- Ethnicity,<sup>1</sup> and
- Race.

Additional updates to this section in the redesigned instrument are described below.

- A question was added to ask who no longer lives at the sample address after verifying there are changes to the household roster.
- The process of adding a new reference person to the roster was streamlined. The instrument will now collect the new household member's name in the roster table instead of on separate screens.
- If all household members from the previous interview are recorded as nonmembers or have a usual residence elsewhere, then the new check **ALLNONMEMBERS\_CK** will appear.

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<sup>1</sup> In the late 1970s, Latino advocacy groups successfully lobbied Congress to create a separate category for counting Hispanics and Latinos on federal surveys. Thus, the NCVS collects race and Hispanic origin for respondents and about the offender for crime incidents. These questions reflect the most current guidelines from the Office of Management and Budget (OMB) for the collection and reporting of race and Hispanic origin data in government surveys. Based on these guidelines, the NCVS must ask the questions as worded and in the current order. OMB is actively investigating how to improve the quality and usefulness of Federal race and ethnicity data in order to better reflect a diverse America. The BJS is waiting for guidance from OMB regarding the measurement of race and ethnicity data and will make any necessary updates when guidance is provided.

- The display and functionality of the **MEMBERCHANGES** question, which captures the reason why someone entered or left the sample address, was updated.
- The answer list for the relationship question was updated to include more modern relationships that may be present in different households.
- Respondents will no longer be asked for their full birth date. Now only the month and year of birth will be collected.
- Household membership status was added as an option on the **WHATFIX** screen when you indicate there is demographic information to update for a person on the household roster.

This lesson does go into detail about each of the personal characteristic questions, as these items are addressed in the practice exercises at the end of this self-study and during classroom training. However, the following screens had changes that were substantial enough to mention here.

## RELATIONSHIP

This question collects the relationship of all members of the household to the **reference person**. Categories were added to specify if married respondents are in an opposite-sex or same-sex relationship. Also, categories were added to indicate when unmarried partners are living together. Aside from this, categories were combined to indicate that a child, sibling, or a parent is living with the reference person (their sex no longer matters when selecting the relationship). Additionally, categories were added to specify relationships such as grandchildren, foster children, and roommates. As a result, several edit checks that are used in the current instrument were removed in the redesigned instrument.

♦ [Review the relationships of other household members to the new reference person and update these relationships if necessary.](#)

### How is this person related to you?

1. Opposite-sex husband/wife/spouse
2. Opposite-sex unmarried partner
3. Same-sex husband/wife/spouse
4. Same-sex unmarried partner
5. Child (biological or adopted son or daughter, stepson or stepdaughter)
6. Brother or sister
7. Father or mother
8. Grandchild
9. Other relative (aunt, cousin, nephew, niece, parent-in-law, son-in-law, daughter-in-law, etc.)
10. Roommate or housemate
11. Foster child
12. Other nonrelative

## RELATIONSHIP

## HHMEMBER

After determining the person's relationship to the reference person, identify whether each person is a member of the household. For this question and the next (HSEMEMURE) we added an FR instruction and help screen to assist you in verifying household membership.

?[F1]

**Do you usually live here?**

◆ For guidance on usual residence elsewhere or household membership status (i.e. college students, military members, etc.), press F1.

1. Yes
2. No

HHMEMBER

## HSEMEMURE

If you discover in **HHMEMBER** that a person **does not** usually live at the sample address, the instrument goes to **HSEMEMURE** to find out whether the person has 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, they are a household member.

Include as members of the household:

- Any person at the household, including members of family, lodgers, servants, farm hands, or other employees, visitors, etc., that ordinarily stay here all the time (sleep at sample address) or are at the household temporarily and do not have living quarters held elsewhere.
- Persons in the armed forces that are stationed in this locality and usually sleep at the sample address.
- Students living at the sample address while attending school or who are living at the sample address while on summer vacation from school.
- Persons who are temporarily absent or away visiting friends, on vacation, in general hospital (including veteran's facilities that are general hospitals), etc. and have living quarters held at the sample address.
- Persons who are absent in connection with a job. They may be temporarily absent while "on the road," but have living quarters held for them at the sample address (i.e., traveling salespeople, railroad personnel, bus drivers, long haul truck drivers, seamen, etc.).
- Persons with two concurrent residences but regularly sleep the greater part of the week at the sample address.
- Citizens of foreign countries temporarily in the United States that are living at the sample address while studying and/or working and have no usual place of residence elsewhere in the U.S.

Do NOT include as members of the household:

- Any person at the household, such as members of family, lodgers, servants, farm hands, or other employees, visitors, etc., that are at the sample address temporarily and have living quarters held for them elsewhere.
- Persons in the armed forces that are temporarily at the sample address while on leave but are stationed elsewhere. Also exclude members of the armed forces that may have been household members when the address entered sample but are currently stationed elsewhere.



- Students who are visiting the sample address while on a short holiday from school, but they usually live at school (i.e., they live in a dorm room or apartment). Also exclude students who are living away from the sample address while attending school, such as student nurses living at school.
- Persons who are inmates of specified institutions, regardless of whether living quarters are held for a person here (i.e., persons in jail, prison, or long-term nursing care home).
- Persons who are absent in connection with a job. These persons have living quarters held at the sample address and elsewhere, but the person stays at the sample address less often (i.e., construction engineers).
- Persons with two concurrent residences but regularly sleep the greater part of the week in another locality.
- Citizens of foreign countries temporarily in the United States while visiting or traveling in the U.S. Also, exclude citizens of foreign countries who are temporarily in the U.S. and living on the premises of an embassy, ministry, legation, chancellery, or consulate.

?[F1]

**Do you have a usual place of residence elsewhere?**

◆ For guidance on usual residence elsewhere or household membership status (i.e. college students, military members, etc.), press F1.

1. Yes
2. No

HSEMEMURE

REFPER\_CK (soft)

This soft edit check was updated to ensure that you are selecting a reference person that is a household member of the sample address. It appears after coding the current reference person as a nonmember at the **HSEMEMURE** screen. The instructions on this screen have been updated to add the actions you should take if the current reference person no longer lives at the sample address.

- If all members of the household have a usual residence elsewhere and nobody has moved into the sample address, make sure to code the case as a Type B noninterview (i.e., the sample address is a vacation/second house that the family is staying at during the time of the interview, but they live a greater part of the reference period at another address).
- If the current reference person and all other previous household members have moved out but someone else moved into the sample address, you need to restart the case and make it a replacement household.

◆ You need to select a reference person who is a household member.

◆ If the current reference person is not a household member, choose a new household member at NEWREFPER.

◆ If all people on the household roster have a usual residence elsewhere AND:

- ◆ NO ONE new has moved in - suppress this check to exit the case and reenter to code it as a Type B noninterview. At the TYPEB screen, enter 3 - Temporarily occupied by persons with a usual residence elsewhere (URE).
- ◆ SOMEONE new has moved in - suppress this check to exit the case and make this case a replacement which requires a personal visit.

#### ALLNONMEMBERS\_CK (soft)

This soft edit check was added to notify you that all the previous household members were made nonmembers and this case may need to be made a replacement household. If one or more new persons have moved into the sample address, it is important to make the case a replacement household so that we can get accurate information about the current household.

- ◆ All people from the previous household roster are nonmembers or have a usual residence elsewhere.
- ◆ If someone new has moved into this home, this case needs to be made a replacement which requires a personal visit.
- ◆ If this is not a replacement but all members have a usual residence elsewhere, then please exit and reenter this case to code it as a Type B noninterview. At the TYPEB screen, enter 3 - Temporarily occupied by persons with a usual residence elsewhere (URE).

#### WHICHLNMOVED

When a household has been interviewed in a prior interview period, you will verify the accuracy of the roster at the **NAMECHECK** screen. If the HHR mentions there have been changes to the roster, the instrument will proceed to the new question **WHICHLNMOVED** to select which person(s) on the roster have left the household.

#### Who no longer lives at this address?

LN	NAME	SEX	AGE	RELATION
1	Jack McCool	Male	45	Ref. person
2	Mary McCool	Female	43	Spouse
4	Johnnie McCool	Male	14	Child
5	Max McCool	Male	12	Child
6	Debra McCool	Female	10	Child

#### ◆ Mark all that apply

1. Jack McCool
2. Mary McCool
4. Johnnie McCool
5. Max McCool
6. Debra McCool

#### WHICHLNMOVED

## MEMBERCHANGES

To streamline data collection on this screen, it will now only display the applicable categories based on if someone entered or left the household. For example, if at the **WHICHLNMOVED** screen you selected one of the household members has moved from the address and no longer should be considered a household member, only categories 6 through 11 will display on this screen. When a person is added to an existing roster, answer categories 2-5 will be displayed. Additional changes include an FR instruction dependent on whether someone was added or needs to be removed as well as updated answer categories.

◆ Enter reason why this household member no longer lives at the sample address./Enter reason why this person entered the sample address.

LN	NAME	SEX	AGE	RELATION
1	Jack McCool	Male	45	Ref. person
2	Mary McCool	Female	43	Spouse
3	James McCool	Male	38	
4	Johnnie McCool	Male	14	Child
5	Max McCool	Male	12	Child
6	Debra McCool	Female	10	Child

2. Entered or returned from school or college
3. Entered or returned from an institution or other group quarters (e.g., nursing home, hospital, or correctional facility)
4. Entered because of marriage, separation, or divorce
5. Person entered household for reason other than above
6. Person died
7. Left for school or college
8. Entered institution or other group quarters (e.g., nursing home, hospital, or correctional facility)
9. Left because of marriage, separation, or divorce
10. Person left household for reason other than above
11. Visitor – residence elsewhere

## MEMBERCHANGES

## ROSTERREVIEW

After you complete the demographic questions in the NCVS instrument for all household members, the **ROSTERREVIEW** screen appears. Everyone listed on the household roster, regardless of their membership status, will be displayed on this screen. At this screen, you can indicate whether changes are needed to some of the information, such as the respondent's name, relationship, or sex. You will have the opportunity to practice making changes to the household roster later in training.

- ◆ Review all categories.
- ◆ Is this information correct?

LN	NAME	STATUS	SEX	AGE	RELATION	MARTIAL
1	Jack McCool	Need self	Male	45	Ref person	Married
2	Mary McCool	Need self	Female	43	Spouse	Married
3	James McCool	Nonmember	Male	38		
4	Johnnie McCool	Need self	Male	14	Child	Never Married
5	Max McCool	Need self	Male	12	Child	Never Married
6	Debra McCool	Under 12	Female	10	Child	Never Married

1. Yes
2. No

ROSTERREVIEW

#### ROSTERREVIEW\_CK (soft)

This soft edit check was added to the redesigned instrument. After you Suppress this check, the roster will be **locked**, and you will not be able to go back and make any changes or edits to the roster.

- ◆ Suppressing this check will lock the roster and you will not be able to back up and edit it. If you are sure that the roster is correct, suppress this check to move forward.
- ◆ If there is something incorrect in the roster, close this check and mark ROSTERREVIEW=2.

# Lesson 6. Victimization Screener Questions

## Objective

The objectives of this lesson are to:

- Explain the design of the screener section of the instrument.
- Provide an overview of the items in this section of the instrument.

## Introduction

The questions in this section of the NCVS instrument can be divided into the following parts:

1. Person Characteristics (housing and employment questions)
2. Perceptions of the police or community safety measures questions
3. Crime victimization screener questions

You will have an opportunity to get more acquainted with the individual questions within each section during the classroom training.



**Please note that screens with minimal or no changes from the current NCVS instrument are not shown in this lesson.**

## Person Characteristics I

This section asks about personal characteristics that will later bring relevant questions on path within the CIR. These questions include where the respondent has lived, employment status during the reference period, and if there is an unrecognizable business operated from the sample address.

### TIMEATADDRESS

This screen is used to determine the length of **continuous time** the respondent has lived at the sample address. If a respondent seems unsure about how to answer this question, you can tell them that we are interested in the most recent **continuous length of time** the respondent has lived as a resident at the sample address. This screen now collects ranges of time rather than collecting specific number of months or years at the address.

**I will also interview all other household members age 12 or older and will be asking them similar questions.**

**Next are some questions just about you.**

**How long have you lived at this address?**

1. Less than 6 months
2. At least 6 months, but less than 1 year
3. At least 1 year, but less than 5 years
4. 5 years or more

TIMEATADDRESS

## HOMELESS

This question is only on path for respondents who have lived at the sample address for less than six months or did not report how long they have lived at the sample address.

In this question, the term “**a regular place to stay**” means a place intended for human habitation where the respondent expects to be able to stay so long as financial obligations (i.e., rent or mortgage payments) are met by whomever is responsible. Emergency shelters, tents pitched in areas not intended as campgrounds, and vehicles are not included in the NCVS definition of “**a regular place to stay.**” You can explain this term to the respondent if they seem hesitant to respond or if they ask what kind of places the question includes.

**Have you been homeless or without a regular place to stay at any time in the past 6 months, that is, since January 1, 2023?**

1. Yes
2. No

HOMELESS

## TIMESMOVED5YEARS

This question is only on path for respondents who have lived at the sample address for less than five years, or those who did not report how long they have lived at the sample address. Include all moves whether inside or outside of the United States, and the move to the sample address. Each time a respondent changes their usual place of residence is considered one move.

For respondents who are college 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 past 5 years. In this scenario, Jeffrey Doe moved two times.

Although some college 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 place of residence could be a college dormitory or apartment. Each time a college student changes the place where they usually live and sleep is considered a move, even if it is just moving from one dormitory room to another.

**How many times have you moved in the past 5 years, that is, since July 2018?**

1. 1
2. 2 to 5
3. 6 to 10
4. 11 to 20
5. More than 20

TIMESMOVED5YEARS

Respondents will receive the employment questions if they are 16 years of age or older.

## JOBLASTWEEK

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. This could be a full-time or part-time job for salary or wages working for a business, government agency, or self-employed. 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. **Do NOT include volunteer work for which the respondent was not paid.**

**In the past 7 days, did you have a job or work at a business? Do not include volunteer work or work around the house.**

1. Yes
2. No

JOBLASTWEEK

## JOBLAST6MONTHS

This question is only asked when respondents did not have a job or work at a business during the 7 days prior to their NCVS interview.

**AT ANY TIME during the past 6 months, that is, since January 1, 2023, did you have a job or work at a business? Do not include volunteer work or work around the house.**

1. Yes
2. No

JOBLAST6MONTHS

## SAMEJOB6MONTHS

This question is only on path for respondents who reported they had a job or worked at a business during the 7 days prior to their NCVS interview. **"The same job"** generally means working for the same employer (including self-employment) in the same line of work. For example, we do not consider a promotion within the same department or moving to a different work site for the same employer, with the same duties, to be changing jobs. If in doubt, accept the respondent's perception of whether any change was the "same job" or not.

**Have you worked at the same job for all of the past 6 months?**

1. Yes
2. No

SAMEJOB6MONTHS

## UNEMPLOYED

The NCVS asks about unemployment for respondents who have not held a job for all of the past 6 months.

“Unemployed” means someone does not have a job but has actively looked for work in the prior 4 weeks and is currently available for work. Workers expecting to be recalled from temporary layoff, however, are counted as unemployed whether they have engaged in a specific job-seeking activity. As another example, a period of unemployment might also have occurred between finishing one’s education and starting work. If in doubt, accept the respondent’s perception of being unemployed.

**AT ANY TIME in the past 6 months, have you been unemployed? Unemployed means you were looking for and able to work but you were not able to find employment.**

1. Yes
2. No

UNEMPLOYED

The questions about home businesses (**BUSINESS** and **BUSINESSSIGN**) will be on path when interviewing the HHR. These questions did not change in the redesigned instrument.

## Police Ask-All or Community Measures Questions

These sets of questions are new to the redesigned NCVS instrument and were added so respondents can share their opinions about their local community, regardless of their victimization status. These questions **ARE NOT** replacing the supplement surveys (e.g., Police-Public Contact Survey, Identity Theft Supplement, etc.). The supplement surveys will not be in the field during the instrument redesign phase in but will return in 2025. The instrument is designed to rotate each set of questions every six months. Eligible respondents will be asked the **Police Ask-All questions between January and June** and the **Community Measures questions between July and December**.

Because these questions ask for opinions, it is important that you **do not clarify or explain terms**. If necessary, you may re-read the question and response categories.

The answer categories for most of these questions include five response options in the form of a response scale.



A **response scale** is an ordered arrangement of different response options, which consists of a specific range of options that respondents can choose from. Response scales are important because they help respondents to quantify what they think or how they feel about certain things.

Try to get the respondent to select one of the specific response options offered. Specifically, if a respondent says, “I don’t know,” you may pause to allow the respondent time to choose a specific response. Alternatively, you can say, “We’re just interested in your opinion,” or “Based on what you know, what would you say?” After probing once, you may accept a “don’t know” response. If the respondent offers a response not in the scale, re-read all or part of the response scale.



For example:

FR: **Next are some questions about your local area. How worried are you about being mugged or robbed in your local area?**

**Extremely worried**  
**Very worried**  
**Somewhat worried**  
**Slightly worried**  
**Not at all worried**

Respondent: This is a very safe area.

FR: **Would you say you are extremely worried, very worried, somewhat worried, slightly worried, or not at all worried about being mugged or robbed in your local area?**

### Police Ask-All

Respondents will be asked about their interactions with police during the last 6 months (e.g., reporting crimes or seeking assistance, traffic stops, neighborhood watch, etc.), police/community relations, and their overall perceptions of the police.

The table below includes examples of what is and is not considered “police” for the NCVS.

<b>The NCVS definition of police includes...</b>	<b>The NCVS definition of police excludes...</b>
All regular police officers at the city, county, state, or federal government level Sheriff’s deputies Campus police Park police Fish and game wardens Fire marshals Transit police Harbor police Airport police	Security forces Building guards Prison guards All others with no authority to make arrests

The NCVS purposefully does not define the term “**in your area**” which is used in this set of questions. Some respondents think about this term as their neighborhood, others may think of it as their city or town, and still others may think of this as the term for the broader metropolitan area where they live. These interpretations are all fine for these questions. So, if a respondent asks what is meant by “in your area,” tell them, “However you’d like to define it.”

Several questions in this section have different response categories that must be read to the respondent, even if the respondent interrupts with an answer. See **POL\_EFFECTIVE** below for an example of the questions asked in this section.

**How effective are the police at preventing crime in your area?**

1. **Very effective**
2. **Somewhat effective**
3. **Neither effective nor ineffective**
4. **Somewhat ineffective**
5. **Very ineffective**

POL\_EFFECTIVE

### Community Measures

In this set of questions, respondents will be asked about their concerns regarding crime and safety in their area. The introductory statement for these questions includes the phrase “your local area.”

The NCVS purposefully does not define the term “**your local area**” which is used in this set of questions. Some respondents think about this term as their neighborhood, others may think of it as their city or town, and still others may think of this as the term for the broader metropolitan area where they live. These interpretations are all fine for these questions. So, if a respondent asks what is meant by “in your local area,” tell them, “However you’d like to define it.”

Most of the questions in this section use five-item response scales, with several questions using the same response scale. If successive questions use the same response scale, always read each of the response options the first time the scale appears. An example of the questions asked in this section is show below (CM\_CRIMECONCERN).

**How often does concern about crime prevent you from doing things you would like to do?**

1. **Every day**
2. **Several times a week**
3. **Several times a month**
4. **Once a month or less**
5. **Never**

CM\_CRIMECONCERN

### Crime Victimization Screener Questions

These questions determine if an eligible respondent was a victim of crime during the 6-month reference period.

In the redesigned instrument, the screener questions have been revamped and some questions have been reordered. Screeners have moved away from the current structure of asking about similar crimes from different perspectives (i.e., asking about thefts, then about thefts from particular locations, then thefts by someone known to the respondent).

The redesigned screener section now asks several questions about a specific type of crime before asking about a different type of crime. This change was made to proceed through the CIR more efficiently by only asking questions relevant to the type of crime reported. Therefore, it is important to record an incident in

the correct screener question to accurately direct the interview through the CIR. Also, the redesigned instrument makes it easier to collect CIRs when more than one type of crime occurred during the same incident. For example, when a respondent's home was broken into and items were stolen.

The screener questions are now separated into probes with short examples rather than including several examples in one question. These brief questions are easier for respondents to follow and help respondents remember crime incidents by asking them to consider each example or probe separately.

The screener questions also attempt to identify all the different types of crimes that happened in a particular incident, so when you collect the CIR later in the interview, the instrument knows which questions to ask. For example, in a particular incident, the HHR may report a break-in at the address in which their TV and laptop were stolen, and the offender pointed a gun and threatened to shoot. The goal of the screener is to find out not only that all three of these crimes occurred, but that they all happened as part of the same incident. When you complete the CIR for that incident, the instrument will route the interview to questions about the break-in, theft, and threat.

Some questions ask about completed crimes, while others ask about attempted crimes. These questions are important because respondents may not think of incidents that did not result in a completed crime.

All eligible NCVS respondents are asked questions about crime incidents for which they may have been a victim. The HHR is asked additional screener questions about crimes against the household. The crime victimization screener questions cover:

- Theft
- Motor vehicle theft (HHR only)
- Motor vehicle part theft (HHR only)
- Break-ins (HHR only)
- Vandalism (HHR only)
- Attacks
- Unwanted sexual contact

**YOU MUST ASK THE QUESTIONS IN THEIR ENTIRETY AND EXACTLY AS WORDED.** All screener questions were designed to help respondents recall incidents they might otherwise forget. Asking questions exactly as worded also ensures that every respondent is asked the exact same questions, helps collect information consistently, and helps make the survey results valid.

**YOU MUST CAPTURE RESPONDENT'S EXPERIENCES IN THE APPROPRIATE VICTIMIZATION SCREENER.** Questions in the CIR will be on path based on the screener in which the incident was reported. For example, if the respondent reports a break-in, it must be captured in the break-in screeners so specific questions about the break-in will be asked in the CIR. If the type of crime reported by the respondent is recorded in the wrong screener, the questions asked in the CIR will not be relevant to the type of crime that occurred. This is a new procedure in the redesigned NCVS and is being implemented to collect information efficiently and reduce respondent burden.

If a respondent mentions a type of crime that was not asked about in a specific question, explain that you will ask about that type of crime in a moment and restate the original question. For example:

FR: **In the past 6 months, did anyone steal something of yours in your home, like a TV, computer, tools, or guns?**

Respondent: Someone stole my car.

FR: **I will ask you about that in just a minute, but in the past 6 months, did anyone steal something of yours in your home, like a TV, computer, tools, or guns?**

Respondent: No, nothing like that, just the car.

In the event a respondent remembers a victimization experience after answering “No,” you should do one of the following:

- Back up in the instrument and enter the correct response for the appropriate questions, or
- You may use the catch-all prompt at the end of the screener questions to capture the incident.

The NCVS does not ask about all types of crime. For example, if a respondent reports having their identity stolen online, that would not be covered by the NCVS. Other examples of crimes not asked about include fraud, stalking, and kidnapping. If a respondent mentions a type of crime other than those included in the screener, you may thank the respondent for sharing, but say that we are not asking about that kind of crime in this survey.

The following sections covers the screener questions in more detail.

## VS\_INTRO

**VS\_INTRO** is a new introductory screen in the instrument and appears before the crime victimization screener questions. It reminds respondents of the reference period and the types of crimes they will be asked about.

**For the next questions, please think about things that happened to you since January 1, 2023, no matter where they may have occurred. The questions will cover theft, break-ins, vandalism, physical attacks, and unwanted sexual contact.**

1. Enter 1 to continue

VS\_INTRO

## Theft

This section includes seven questions about different types of items (other than a motor vehicle or vehicle parts) that may have been stolen in the past 6 months and one question about attempted thefts. Several questions provide examples of items that may have been stolen, but these examples are not exhaustive. The most important thing is that if anything has been stolen (other than a motor vehicle or vehicle parts), it gets reported within this section. The CIR will ask for details about what specifically was stolen.

Thefts reported could include the personal property of one household member or property that belongs to the entire household. Any property stolen from a current household member, regardless of where the theft took place, should be reported.

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 these questions. 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.

Below, the first two theft screener questions are displayed.

**The next questions ask about different things that might have been stolen from you. This may have happened to you while you were at home, work, school, or somewhere else.**

**In the past 6 months did anyone...**

**Steal something that you carry, like a cell phone, money, a wallet, purse, or backpack?**

1. Yes
2. No

T\_CARRY

In the past 6 months did anyone...

**Steal something that you wear, like clothing, jewelry, or shoes?**

1. Yes
2. No

T\_WEAR

#### *Follow-up Questions*

If a respondent answers yes to any of the victimization screener questions, you will ask follow-up questions to find out:

- How many times the type of crime happened in the past 6 months.
- If the respondent has reported a series of crimes (i.e., the type of crime happened 6 or more times), are they similar in nature and can the respondent distinguish the details of each incident.

These questions are asked for each type of crime where a respondent answers yes to the screener questions associated with that type of crime. For example, if a respondent answers yes to one of the theft screener questions, you will ask them these follow up questions before proceeding to the motor vehicle theft screener questions.

The next four screens were moved into to the screener section in the redesigned instrument so valid incidents can be identified before beginning the CIR.

#### T\_TIMES

If the respondent says the incident only happened one time, the instrument skips to **T\_INCDATE**. The answer categories for this question are in bold, so remember to read them to the respondent.

**How many times did someone steal something in the past 6 months?**

1. **Once**
2. **Two or more times**

T\_TIMES

T\_TIMES\_NUM

**T\_TIMES\_NUM** is only on path when the incident occurred two or more times during the 6-month reference period. If the respondent does not know how many times the incident happened, ask for their best estimate. You cannot type in a range; it must be an actual number.

**How many times?**

◆ Probe for the respondent's best guess if the respondent says 'Don't know'

---

T\_TIMES\_NUM

T\_INCSIMILAR

This is only on path when 6 or more incidents are reported in **T\_TIMES\_NUM**. **T\_INCSIMILAR** is used to determine whether the multiple incidents are similar to each other or whether the incidents involve different types of crimes. **The incidents must be similar to each other in detail to qualify as a series of crimes.**

**Are these incidents similar to each other in detail or are they for different types of crimes?**

◆ If needed, read: This is an important question for making sure we capture the incident correctly, please try to provide an answer.

1. Yes
2. No

T\_INCSIMILAR

T\_RECALLDETAILS

If the incidents are similar, the respondent will be asked if they can distinguish the incidents from each other. In other words, can the respondent remember enough facts to differentiate the multiple incidents from one another or would it be impossible to complete a separate set of incident report questions for each incident. Do not rush the respondent and allow sufficient time for the respondent to recall details about the incidents.

If the respondent can distinguish the incidents from each other, you will ask about the most recent incidents (up to six incidents per type of crime). If the respondent reported six or more similar incidents, and the respondent is not able to distinguish the incidents, you will ask only about the most recent occurrence. When the respondent is not able to distinguish among six or more similar incidents, it is considered a "series crime."

**Do you recall enough details about each incident to be able to distinguish them from each other?**

◆ If needed, read: This is an important question for making sure we capture the incident correctly, please try to provide an answer.

1. Yes
2. No

T\_RECALLDETAILS

**T\_MULTINTRO** only appears when two or more theft incidents were reported.

**I will ask about each of these incidents, starting with the most recent.**

1. Enter 1 to continue

T\_MULTINTRO

#### *Additional Screener Details*

You will also collect additional details in the screener section when a respondent answers yes to a screener. These details include:

- The month and year of each incident that occurred in the past 6 months.
- If the type of crime is part of any other incident(s) the respondent has already mentioned. (Except for the theft screener details, since theft is the first set of screener questions.)
- For eligible incidents, a short description of what happened.

Again, some of these screens were moved into to the screener section in the redesigned instrument so valid incidents can be identified before beginning the CIR.

#### T\_INCDATE

Starting with the most recent incident you will ask the respondent for the month and year when the incident happened. Encourage respondents to give an exact month. When necessary, probe with holidays or other special events to help the respondent identify an exact month. It is possible that the respondent does not recall the exact month. In this situation, please work with the respondent to narrow down to a month. The answer list will display based on the reference period for each respondent.

**You said that someone stole something 2 times in the past 6 months.**

**In what month and year did the most recent incident happen?**

◆ If necessary, read: If you don't remember the exact month, please give your best estimate.

1. Before January 2023
2. January 2023
3. February 2023
4. March 2023
5. April 2023
6. May 2023
7. June 2023
8. July 2023
9. Don't know

T\_INCDATE

T\_INCDATE\_CK (soft)

A soft edit check will appear if the respondent reports the incident occurred before the 6-month reference period. Suppressing the edit check will cause the incident to become invalid, and you will not ask any additional questions regarding that incident.

**We are only asking about crimes that happened during the last 6 months. We will not collect information on this incident.**

◆ If the wrong month was selected, please select the correct month at T\_INCDATE.

T\_ANCHORDATE

If the respondent cannot pinpoint when the incident occurred, they are asked to confirm whether the incident happened before the 6-month anchor date, after or on that date, or if they truly don't know when it happened. The anchor date is tied to the first day of the reference period. The incident will only be considered eligible for a CIR if they say it happened after or on the 6-month anchor date.

**Did this incident happen before, after, or on January 1, 2023?**

1. It happened before January 1, 2023
2. It happened after or on January 1, 2023
3. Don't know

T\_ANCHORDATE

T\_DESCRIBE

For valid incidents, respondents will be asked to provide a short incident description of what happened. The idea is just to gather enough of a description so the respondent can more easily recall details about each incident they reported when you ask questions in the CIR. For example, "Bicycle was stolen from



yard,” or “Cell phone was stolen from purse.” You are allowed 150 characters to record the description of the incident. You will read the description later in the interview and it will be displayed in the CIR so you can tell incidents apart when a respondent reports multiple incidents. If more than one incident was reported, the instrument will go back to the **T\_INCDATE** screen to collect details about the next incident.

**To help me refer back to this incident later, can you give me just a few words to describe what happened? For example, someone stole your backpack on a train. Later, I may ask you for a full description of what happened.**

◆ **Limit to a few words – the goal is to help you identify this incident in the crime incident report.**

---

T\_DESCRIBE

### Motor Vehicle Theft

Only the HHR will receive questions in this section.

The first question asks about motor vehicle ownership to verify if the household qualifies for questions regarding completed or attempted motor vehicle theft. The NCVS definition of what is and is not a motor vehicle is not changing. Below are the three screens that make up the motor vehicle screeners.

**At any point in the past 6 months, have you or someone you live with owned a car, van, truck, motorcycle, or other motor vehicle?**

1. Yes
2. No

MV\_OWNVEHICLE

**In the past 6 months,**

**Did anyone steal a vehicle belonging to you or anyone you live with or use it without permission?**

1. Yes
2. No

MV\_THEFT

In the past 6 months,

**Did anyone TRY to steal a vehicle but not actually steal it?**

1. Yes
2. No

MV\_ATTEMPT

If a respondent answers yes to MV\_THEFT or MV\_ATTEMPT, you will ask the follow-up questions to gather additional details about the crime. These follow-up questions are like the ones described in the theft section above (T\_TIMES, T\_TIMES\_NUM, T\_INCSIMILAR, T\_RECALLEDDETAILS).

Further, when a respondent answers yes to any of the motor vehicle theft screener questions, you would also ask the screener details questions outlined above in the theft section (T\_INCDATE, T\_ANCHORDATE, and T\_DESCRIBE).

However, beginning in the motor vehicle theft victimization screener section, you will also ask if the incident was part of an incident previously reported by this respondent. This process checks to see if multiple types of crime happened in the same incident and allows the appropriate questions to come on path in the CIR for each type of crime. If the types of crime are not part of the same incident, the crimes would be considered separate incidents and multiple CIRs would be completed. For instance, if it was reported in the theft screeners that a laptop was stolen and in the motor vehicle screeners that the respondent's SUV was stolen you would ask the respondent in MV\_PARTOFOTHERINC if the motor vehicle theft was part of another incident. If the laptop was in the SUV when it was stolen, you would use the two screens below to document these two types of crime were part of the same incident and you would only need to complete one CIR.

**Is this motor vehicle theft part of any other incident you have already mentioned?**

1. Yes
2. No

MV\_PARTOFOTHERINC

**Which incident was this part of?**

◆ If needed, read: This is an important question for making sure we capture the incident correctly, please try to provide an answer.

1. February 2023; cell phone stolen
2. March 2023; jacket stolen
50. This is a separate incident

MV\_WHICHINCIDENT

## Vehicle Part Theft

The questions in this section are also only asked of the HHR and if someone in the household owned a motor vehicle in the past 6 months.

As a reminder, if the respondent reports an incident in this section, you will ask additional follow-up questions to gather more details about the incident.

### MVP\_PARTS

For the NCVS, the following items are examples of parts attached to motor vehicles: tires, wheels, hubcaps, manufacturer's insignias, transmissions, mufflers, gas caps, CD players, car stereos, batteries, steering wheels, door handles, catalytic converters, and so on.

In the past 6 months...

**Did anyone steal any vehicle parts such as a tire, car stereo, GPS, hubcap, or battery from a vehicle?**

1. Yes
2. No

MVP\_PARTS

### MVP\_GAS

This question asks specifically about gas being stolen from a vehicle. If it was only an attempt to steal gas from a vehicle, that should be captured in the next screener.

In the past 6 months...

**Did anyone steal any gas from a vehicle?**

1. Yes
2. No

MVP\_GAS

### MVP\_ATTEMPT

It may not always be clear to a respondent that an attempt was made to steal vehicle parts (e.g., a broken car window). If it is unclear whether the incident was an attempted theft or an act of vandalism, rely on the respondent's perception.

In the past 6 months...

**Did anyone TRY to steal vehicle parts or gas from a vehicle but not actually do it?**

1. Yes
2. No

MVP\_ATTEMPT

## Break-in

This section of screener questions asks the HHR about any break-ins or attempted break-ins in the past 6 months.

These questions (shown below) ask whether any break-in or attempted break-ins occurred in the respondent's home, or any unattached enclosed structures on the property (e.g., a garage, shed, or storage room belonging only to the respondent or other household members). There is also a question about a break-in or attempted break-in of temporary housing like a hotel room, motel room, or vacation home.

An HHR may have lived in more than one housing unit during the 6 months before the interview. If the respondent reports a break-in during the reference period at a prior residence, include the incident. There will be a question asked later in the instrument that finds out if this incident happened at the HHR's current or former address.

However, do NOT include the incident if the HHR reports an incident that happened at the sample address during the 6-month reference period, but before they were living at the sample address. For example, the break-in may have occurred when the sample unit was still owned or rented by the previous owner/renter or may have been vacant while it was available for sale or rent.

**The next few questions ask about break-ins. In the past 6 months, did anyone...**

**Break in or try to break into your home by forcing a door or window, pushing past someone, jimmying a lock, cutting a screen, or coming through an open door or window?**

1. Yes
2. No

BI\_HOME

The next few questions ask about break-ins. In the past 6 months, did anyone...

**Break in or try to break into your garage, shed, or storage room?**

1. Yes
2. No

BI\_OTHERPROP

For **BI\_HOTELVACATION**, there are some items to consider when determining whether the break-in should be included as an incident for the NCVS. This question covers hotel/motel rooms, vacation properties, and recreational vehicles/motor homes when it was owned or rented by the HHR or other household member 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,

- was rented to a non-household member at the time of the incident, or
- was not occupied by the sample household as a residence at the time of the incident.

The next few questions ask about break-ins. In the past 6 months, did anyone...

**Break in or try to break into a hotel or motel room or vacation home where you were staying?**

1. Yes
2. No

BI\_HOTELVACATION

If the respondent reports an incident in this section, you will ask additional questions to gather more details about the incident, such as the date the incident occurred and whether it was part of an incident that was reported by this respondent in a prior screener section.

### Vandalism

Only the HHR is asked about any acts of vandalism in the past 6 months.

Vandalism is defined as someone deliberately damaging or destroying something. If someone breaks a car window to steal something from a vehicle, this is not considered vandalism, it is considered damage as part of a theft (or attempted theft). But if someone destroys a mailbox, spray paints a hate symbol on the respondent's property, or slashes the respondent's car tires, for example, that would be vandalism.

Vandalism also includes someone deliberately injuring or killing an animal. Animals included are the respondent's personal pets like a dog or cat, and any farm animals the respondent may own.

We are interested in vandalism only if it happened to something owned by the HHR or another member of the household, or to their own housing unit. For example, painting graffiti on the door to the respondent's apartment would be included, but painting graffiti on the walls of the common hall outside of the apartment would not. Vandalism associated with the respondent's school or place of work would also not be included.

**Vandalism is when someone deliberately damages or destroys something belonging to you. Examples are breaking windows, slashing tires, or painting graffiti on walls. In the past 6 months, has anyone vandalized your home, car, or something else that belongs to you or someone else living here?**

1. Yes
2. No

V\_PROPERTY

**In the past 6 months, did someone deliberately injure or kill an animal, such as a pet or livestock, that belonged to you or someone you live with?**

1. Yes
2. No

V\_INJUREKILLANIMAL

As a reminder, if the respondent reports an incident in this section, you will ask additional follow-up questions to gather more details about the incident.

### Attack

All respondents are asked about attacks, attempted attacks, and threats to attack they may have experienced in the past 6 months. The attack screener questions are below.

**The next few questions ask about any physical attacks against you personally. These may have happened at your home or while you were at work or away from home.**

**In the past 6 months, did anyone attack or try to attack you...**

**With a weapon, such as a gun or knife?**

1. Yes
2. No

A\_WITHWEAPON

In the past 6 months, did anyone attack or try to attack you...

**With something else used as a weapon, like a baseball bat, scissors, or a stick?**

1. Yes
2. No

A\_OBJECT

In the past 6 months, did anyone attack or try to attack you...

**By throwing something at you, such as a rock or bottle?**

1. Yes
2. No

A\_THROW

In the past 6 months, did anyone attack or try to attack you...

**By hitting, slapping, grabbing, kicking, punching, or choking you?**

1. Yes
2. No

A\_HITKICK

The instrument includes a broad question, **A\_OTHER**, to determine if the respondent has been the victim of an attack or attempted attack that was not previously captured in this section.

**In the past 6 months, did anyone attack or try to attack you or use force against you in any other way? Please mention it even if you are not certain it was a crime.**

1. Yes
2. No

A\_OTHER

Respondents are also asked about any threats of attack, that is, the offender did not actually attack the respondent but threatened to do it. The survey will only follow up with threats that were made in-person or face-to-face—and NOT by phone, online, or some other way—but that is determined later in the instrument.

**In the past 6 months, did anyone THREATEN to attack you, but not actually do it?**

1. Yes
2. No

A\_THREAT

The final screener question in this section is designed to trigger recall of any attacks by someone the respondent knows, which might be an intimate partner, a relative, a friend, a neighbor, or anyone they have met or known.

**People sometimes don't think of attacks by someone they know, like a current or former spouse or partner, a friend, a family member, a neighbor, or any other person they've met or known.**

**In the past 6 months, has anyone you know used any kind of physical force against you? Examples are if someone you know choked you, slapped you, hit you, attacked you with a weapon, or otherwise physically hurt you.**

1. Yes
2. No

A\_KNOWNOFF

Again, if the respondent reports an incident in the Attack section, you will ask additional questions to gather more details about the incident.

### Unwanted Sexual Contact

All respondents are asked the screener questions below, though the wording used is slightly different based on the age of the respondent. The questions refer to “sexual body parts” for respondents 16 and older. For respondents who are 12 to 15, the questions refer to “private parts.”

These screener questions are designed to include many different types of unwanted sexual contact that the respondent did not consent to and did not want to happen. We are leaving it up to the respondent to interpret what these concepts mean. Do not provide your personal definitions for respondents. Later, in the CIR, the instrument will determine if those incidents rise to the level of being an NCVS crime based on additional questions asked.

These questions were modified to collect better data and accurately classify rape and sexual assaults so we can improve our understanding of these types of crimes. The questions in this section are based on extensive research, cognitive testing, and questions used by other surveys.

These questions are sensitive in nature. If respondents prefer not to answer a question, you may enter Ctrl+R to record a refusal without any further prompting the respondent to collect a response.



**It is important to practice reading these questions aloud before your first interviews to become comfortable saying these words and asking about these concepts.** Research shows that most respondents do not mind being asked these questions and appreciate that reporting what has happened to them will be helpful for other victims.

For respondents 16 and older, sexual contact is defined as, “touching of your sexual body parts, or any type of sexual penetration with a body part or object. It also includes making you touch or penetrate someone else.” This definition has been very carefully worded and it is important that you read it word-for-word. The first unwanted sexual contact screener provides this definition in the question text to read to the respondent. It is also provided as optional text in the subsequent screeners in case the respondent needs to be reminded about the definition.



**The next questions are about any sexual contact in the past 6 months that YOU DID NOT CONSENT TO and that YOU DID NOT WANT to happen. The information you provide is confidential.**

**Sexual contact includes touching of your sexual body parts, or any type of sexual penetration with a body part or object. It also includes making you touch or penetrate someone else. This could have been done by someone you know well, someone you casually know, or a stranger and can happen to both men and women.**

**In the past 6 months...**

**Did anyone touch, grab, or kiss your sexual body parts against your will - or TRY to do this?**

1. Yes
2. No

SA\_UNWANTEDCONTACT

For respondents who are 12-15, sexual contact is defined as, “someone touching your private parts, unwanted sex, or making you do these kinds of things to them.” Below is how the question text will be displayed for 12–15-year-old respondents at **SA\_UNWANTEDCONTACT**.

Respondents are reminded that we are asking about situations that are not just done by strangers, but also by someone they know well, or only casually know. We also want boys to understand that these types of things can happen to them, as well as to girls.

**The next questions are about any sexual contact in the past 6 months that YOU DID NOT CONSENT TO and that YOU DID NOT WANT to happen. The information you provide is confidential.**

**Sexual contact includes someone touching your private parts, unwanted sex, or making you do these kinds of things to them. This could have been done by someone you know well, someone you casually know, or a stranger and can happen to both boys and girls.**

**In the past 6 months...**

**Did anyone touch, grab, or kiss your private parts when you didn't want them to - or TRY to do this?**

1. Yes
2. No

SA\_UNWANTEDCONTACT

The information you provide is confidential.

Sexual contact includes touching of your sexual body parts, or any type of sexual penetration with a body part or object. It also includes making you touch or penetrate someone else. This could have been done by someone you know well, someone you casually know, or a stranger and can happen to both men and women.

In the past 6 months...

**Did anyone force you to have sexual contact by holding you down with his or her body, pinning your arms, hitting or kicking you, or using some other type of force - or TRY or THREATEN to do this?**

1. Yes
2. No

SA\_FORCE

The information you provide is confidential.

Sexual contact includes touching of your sexual body parts, or any type of sexual penetration with a body part or object. It also includes making you touch or penetrate someone else. This could have been done by someone you know well, someone you casually know, or a stranger and can happen to both men and women.

In the past 6 months...

**Did anyone threaten to physically hurt you or someone close to you if you did not have sexual contact?**

1. Yes
2. No

SA\_THREATENHURT

The information you provide is confidential.

Sexual contact includes touching of your sexual body parts, or any type of sexual penetration with a body part or object. It also includes making you touch or penetrate someone else. This could have been done by someone you know well, someone you casually know, or a stranger and can happen to both men and women.

In the past 6 months...

**Did anyone have sexual contact with you - or try to have sexual contact with you - while you were passed out, unconscious, asleep, or unable to consent because you were drunk or high?**

1. Yes
2. No

SA\_UNABLETOCONSENT

When the respondent reports an incident in this section, you will ask additional follow-up questions to gather more details about the incident.

### Catch-All

The catch-all question was designed to catch anything else that personally happened to the respondent in the past 6 months that they might think of as a crime, regardless of if they reported the incident to the police. This question is included to make sure any other type of crime has not been missed in the previous screener questions. All respondents are asked this question.

Do not collect incidents in which a respondent witnessed something they believed to be a crime happening to someone else.

**To make sure this survey has captured everything that has happened to you, is there anything else that you might think of as a crime that happened to you, personally, in the past 6 months, that is, since January 1, 2023 that you haven't mentioned? It could be something you called the police about, or something you didn't consider reporting to the police.**

1. Yes
2. No

CA\_OTHERCRIME

If a respondent answers 'Yes' to the question asked in **CA\_OTHERCRIME**, the instrument will proceed through the follow-up questions similar to when incidents are reported in the screener sections discussed previously.

If the respondent reported an incident at the catch-all question that was not part of any other incident reported, they will be asked if the incident included a motor vehicle theft, theft, attempted theft, break-in, vandalism, attack or threat, and unwanted sexual contact. This is a new feature for the redesigned NCVS and will bring the appropriate questions on path in the CIR.

**In this incident, did someone steal a vehicle or try to steal a vehicle that belonged to you or anyone you live with?**

1. Yes
2. No

CA\_MVTHEFT

**In this incident, did someone steal anything (else) that belonged to you?**

1. Yes
2. No

CA\_THEFT

**In this incident, did someone TRY to steal something that belonged to you?**

1. Yes
2. No

CA\_ATTEMPTTHEFT

**In this incident, did someone break in, or try to break in, to your property?**

1. Yes
2. No

CA\_BREAKIN

**In this incident, did someone vandalize something that belonged to you?**

1. Yes
2. No

CA\_VANDALISM

**In this incident, did someone attack you, try to attack you, or threaten to attack you?**

1. Yes
2. No

CA\_ATTACKTHREAT

**In this incident, did someone have or try to have sexual contact with you that you did not agree to and did not want to happen?**

1. Yes
2. No

CA\_SEXUALCONTACT

# Lesson 7. The Crime Incident Report

## Objective

The objectives of this lesson are to:

- Explain the design of the CIR in the redesigned instrument.
- Provide an overview of the questions that make up this section of the instrument.

## Crime Incident Report

This section of the NCVS instrument is designed to collect detailed information about each crime incident reported by each 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.

Although many screens in the CIR have not changed, some questions have been revised, removed, or added to better collect the crime incident details. For example, when a motor vehicle was stolen, the answer categories for the location question are based on places a motor vehicle could be stolen from rather than the more general list, used in the current instrument, that could include places that are not appropriate for a motor vehicle theft.

In most cases, you will complete a separate CIR for each incident that a household member reports during the 6-month reference period. The only exception is a series of crimes which we will discuss further in your classroom training. When multiple incidents are reported that are not a series, the most serious incidents will be asked about first, such as incidents involving personal crimes (i.e., unwanted sexual contacts, attacks, attempted attacks or threats, or thefts of items taken directly from the respondent). For example, if a respondent reports one incident of a stolen bike and a separate incident of being attacked, you will complete the CIR for the attack first, then the CIR for the theft.

The order the CIRs will be collected, based on seriousness is:

- Unwanted sexual contact
- Attack
- Threatened Attack
- Break-in
- Motor vehicle theft
- Theft
- Attempted Theft
- Vandalism

You do not need to memorize the order of seriousness in which the CIRs will be collected. However, it is important to remember that the order of the CIRs may be different from the order the crimes were reported in the screener section.

The month and year of the incident, as well as the short incident description that was recorded in the screener section, will display at the top of each screen within the CIR, as seen below on the screen **ALSO\_MVTHEFT** (January 2023 roommate stole L1's wallet).

Later in this lesson, as well as during classroom training, the CIR questions will be discussed in more detail. Please note that not all screens are shown or discussed in this training. If there were minimal to no changes from the current instrument, we did not include those screens in this lesson. Refer to the **NCVS Redesign Questionnaire** for a complete list of the NCVS questions. Also, the screens displayed in this lesson **are not necessarily in sequential order, that is, they are for different scenarios that would not necessarily happen within the same CIR.**

### ALSO\_ Questions

Before getting into specific details about the incident reported, you will ask questions to clarify if any other type of crime (unwanted sexual contact, attack or threat, motor vehicle theft, break-in, theft, attempted theft, or vandalism) happened as part of the original incident reported, if that type of crime was not already reported. The redesigned instrument will bring up these questions based on the screener where this incident was reported, so not all the screens will appear for each CIR. For example, if a motor vehicle theft was reported, the respondent will not be asked if they also experienced a motor vehicle theft for that incident.

January 2023 roommate stole L1's wallet

**Just to confirm, did any of the following other things also happen as part of this incident in January 2023...**

**Someone stole or tried to steal a vehicle?**

1. Yes
2. No

ALSO\_MVTHEFT

### Series Crimes

The redesigned instrument will still capture series crimes, but the series specific crime questions have been moved to the beginning of the CIR. The two series questions ask about the location(s) and offender(s) of the crimes. The series location question is shown below.

March 2023 someone keeps stealing newspaper off the porch

**Earlier, you said this type of thing happened to you more than once in the past 6 months.**

**Did all of these incidents happen in the same place, did some of them happen in the same place, or did they all happen in different places?**

1. All in the same place
2. Some in the same place
3. All in different places

SERIESLOCATION

## Detailed Type of Crime Questions

In the redesigned NCVS instrument, only questions relevant to the type of crime reported in the screener will be asked in the CIR. This is a change from the current NCVS, in which you complete each CIR section no matter what type of crime is reported.

Depending on the type of crime, detailed questions include:

- Unwanted sexual contact.
- Attack/Threat.
- Motor vehicle theft.
- Break-in.
- Theft.
- Vandalism.

### *Unwanted Sexual Contact*

This section is on path when an unwanted sexual contact was reported in the screener questions and determines whether the reported incident was a threatened, attempted, or completed unwanted sexual contact. In the redesigned instrument, the questions have been completely revamped based on thorough research and extensive cognitive testing. The questions ask about the **behaviors (specific type of sexual activity)** and **tactics (the means the offender used to engage in the behavior)** used to determine if the incident involved a rape or sexual assault and if there was any injury. Although there is tailored language for respondents aged 12-15 in the unwanted sexual contact screeners, the language in this section is the same for all respondents.

Some of the language in these questions is explicit, so we alert respondents about the language in an introduction before the questions begin. **Behaviorally specific language is used so that respondents are clear about what we mean in the questions.** This helps improve the accuracy of reporting.

It is possible that respondents may become upset during this section of the survey as they recall details about unwanted sexual contact. Be sure you have reviewed the distress protocol and are observant of the respondent's emotional state. If the respondent begins exhibiting signs of distress (such as those mentioned in the distress protocol), pause the interview to check in that the respondent is okay, and offer to take a break if needed. We'll discuss the distress protocol in more detail during the classroom training.

Respondents may also react to the explicit nature of the questions (for example, become angry). If that occurs, calmly explain that the survey uses these words so that everyone has a clear understanding of the intent of the question.

It is important that you read these questions just like any of the other questions and remain neutral, non-threatening, and non-judgmental. Be aware of your body language, facial expressions, and the tone of your voice. If you stumble, repeat the questions, or ask the questions in an awkward way, the respondent will not only have difficulty understanding the words, but will be more likely to become upset. **Do not skip any questions.** You should practice asking these questions before you start data collection. This will enable you to be more confident and neutral when conducting interviews.

**Remember, you are the conduit to collect accurate data and you are helping to give victims a voice.**



Several screens are shown below as examples. **Please refer to the NCVS Redesign Questionnaire for a complete list of the questions in this section.**

January 2023 ex-boyfriend tried to force himself in his dorm room

**In this particular incident...**

**Did you have unwanted vaginal sex?**

1. Yes
2. No

UNWANTEDSEX

January 2023 ex-boyfriend tried to force himself in his dorm room

In this particular incident...

**Did you have unwanted oral or anal sex?**

◆ **If needed, read:** Oral sex means that someone put their mouth or tongue on a vagina, anus, or penis. Anal sex is a man or boy putting his penis in someone else's anus.

1. Yes
2. No

UNWANTEDORAL

January 2023 ex-boyfriend tried to force himself in his dorm room

In this particular incident...

**Was there unwanted penetration of sexual body parts with a finger or object?**

◆ **If needed, read:** Penetration means that someone put a finger or object inside a sexual body part.

1. Yes
2. No

UNWANTEDPENETRATION

January 2023 ex-boyfriend tried to force himself in his dorm room

In this particular incident...

**Was there unwanted sexual contact, such as touching or kissing of sexual body parts, or grabbing, fondling, or rubbing up against you in a sexual way?**

1. Yes
2. No

UNWANTEDTOUCH

If any penetration is reported, the respondent will be asked if the offender penetrated the respondent or if the respondent was forced to penetrate the offender. Next, the respondent will be asked about any tactics used. These include physical force, threats of physical force to the respondent or someone close to the respondent, and if the respondent was incapacitated, including being blacked out, unconscious, asleep, or unable to consent because of being too drunk or high.

Depending on the answers collected, you may ask whether the offender forcibly touched or used some other type of pressure, such as threatening to break up with the respondent, cause financial problems, or some other type of harm.

If no completed sexual crime has been reported thus far, you will ask similar questions to those above (**UNWANTEDSEX-UNWANTEDTOUCH**) but only about ATTEMPTED contacts in which the offender tried to do something, but did not actually do it.

If, at this point, no completed or attempted sexual crime has been reported you will ask two questions to determine if the offender **VERBALLY THREATENED** the respondent.

If the offender attempted or threatened any unwanted contacts, questions about tactics the offender may have used will be asked.

For respondents who report an attempted sexual crime or use of tactics, the redesigned instrument may ask the following questions.

January 2023 ex-boyfriend tried to force himself in his dorm room

**Did you tell the offender "no," "stop," or that you did not want this to happen?**

1. Yes
2. No

SAYNO

**OFFSTOP** is asked of those who say they told the offender "no," "stop," or that they didn't want this to happen at the question **SAYNO**. The question is meant to differentiate between offenders who eventually stopped and offenders who stopped right away when the respondent said something.

January 2023 ex-boyfriend tried to force himself in his dorm room

**When you said this, did the offender stop immediately, stop after you said it more than once, or not stop at all?**

1. Stop immediately
2. Stop after said more than once
3. Not stop at all

OFFSTOP

Respondents who were threatened will receive the question **ACTONTHREAT**.

January 2023 ex-boyfriend tried to force himself in his dorm room

**At the time, how likely did you think it was that the offender would actually act on their threat during the incident?**

1. Very likely
2. Somewhat likely
3. Somewhat unlikely
4. Very unlikely

ACTONTHREAT

Since the NCVS is only interested in face to face threats, the question **SA\_HOWTHREATENED** was added to confirm how the respondent was threatened.

January 2023 offender threatened to sexual assault L3 while at a bar

**Were you threatened face to face, by phone or text, online (such as by email or social media), or in some other way?**

◆ [Mark all that apply](#)

1. Face to face
2. By phone or text
3. Online (email or social media)
4. Some other way (specify)

SA\_HOWTHREATENED

The last question in this section, **UNWANTEDCONTACT\_SP**, is only asked of those who had an attempted or threatened incident but said no to all the tactics, or those who said there was some type of unwanted sexual contact, but it was neither completed, attempted, nor threatened. Type in the response verbatim, up to 35 characters.

January 2023 offender threatened to sexual assault L3 while at a bar

**What did the offender do that was unwanted?**

---

UNWANTEDCONTACT\_SP

### *Attack/Threat*

This section determines whether the incident was a threat, attempted attack, or completed attack. Some questions within this section are also asked of those who reported an unwanted sexual contact. Respondents who experienced personal crimes are asked if the offender had a weapon, and if so, what kind, how it was used, and if there was any injury.

Similar to the question, **SA\_HOWTHREATENED**, in the Unwanted Sexual Contact section above, a question is in this section to determine if the threat was face to face. Questions about weapons and injury are found in this section as well as in the Presence section that will be discussed later in this lesson. We will go into more detail about the weapon and injury questions in the Presence section.

In the redesigned instrument, the questions about attacks, attempted attacks, and threats are structured differently. There are shorter yes/no style questions instead of one question with a long answer list of how the respondent may have been attacked, attempted to be attacked, or threatened.

Some of the updated questions are shown below.

February 2023 man at a bar punched me

**Did the offender hit you, grab you, knock you down, or attack you in any way?**

1. Yes
2. No

ATTACK

If the respondent does not report an attack, they will be asked if there was an attempted attack.

February 2023 man at a bar punched me

**Did the offender TRY to hit you, grab you, knock you down, or try to attack you in any way?**

1. Yes
2. No

ATTEMPTATTACK

If the respondent does not report an attack or attempted attack, they will be asked if there was a threat.

February 2023 man at a bar punched me

**Did the offender THREATEN to hit you, grab you, knock you down, or threaten to attack you in any way?**

1. Yes
2. No

THREATATTACK

If the respondent does not report an attack, attempted attack, or threat, they will be asked what happened. A similar question is in the current instrument, but the answer categories have been updated in the redesigned instrument.

February 2023 man at a bar punched me

**What did the offender do?**

◆ Probe if needed: Anything else?

◆ Mark all that apply

1. Took something without your permission
2. Tried to or threatened to take something
3. Harassed, argued with you, or used abusive language
4. Broke in or tried to break into your home
5. Broke in or tried to break into your vehicle
6. Damaged or destroyed your property
7. Something else (specify)

WHATHAPPEN

If the respondent did not report an attack with a weapon, the next questions will be asked to determine what kind of attack may have happened. The first question, **GRABPUSHTRIP**, is shown as an example below, but there are additional questions asking if the respondent was hit, slapped, had an object thrown at them, choked, hit with an object, or attacked in another way.

February 2023 man at a bar punched me

**Did the offender also do any of the following?**

**Grab, hold, trip, jump, or push you?**

1. Yes
2. No

GRABPUSHTRIP

The last question within this section is asked of those respondents who reported a personal crime, but who did not report a theft or attempted theft in the screener section. This question is asked to confirm that no other crime was committed as part of the personal crime.

February 2023 man at a bar punched me

**Did the offender steal or try to steal something that belonged to you during the incident?**

1. Yes, stole something
2. Yes, tried to steal something
3. No

A\_THEFTATTEMPT

### *Motor Vehicle Theft*

This section determines whether the incident was an attempted or completed motor vehicle theft and who the vehicle belonged to. Several new questions have been added to the redesigned instrument and are shown below.

If a respondent reported both an attempted and completed motor vehicle theft or reported it outside of the screener section, the question **MVTHEFTATTEMPT** will be asked to confirm if the vehicle was stolen in this incident.

March 2023 stranger stole car while at a gas station

**You said someone stole or tried to steal a motor vehicle or used it without permission during the incident in March 2023. Did the offender actually take the vehicle?**

1. Yes
2. No

MVTHEFTATTEMPT

When a person discovers evidence that someone may have attempted to steal their vehicle, the offender's intent may not be clear. **INTENTATTMVTHEFT** will be asked of all respondents who reported an attempted motor vehicle theft. We want to collect the respondent's perception of the offender's intent. Do not probe a "don't know" response.

March 2023 stranger stole car while at a gas station

**These next questions ask for details about what the offender might have been trying to do during the incident in March 2023.**

**Do you think the offender was actually trying to steal the vehicle?**

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

INTENTATTMVTHEFT

Respondents who reported an attempted motor vehicle theft and did not report a theft or attempted theft as part of the same incident will be asked **THEFTINSIDEMV** to confirm that no other crime was committed as part of this incident. Do not probe a "don't know" response.

March 2023 stranger stole car while at a gas station

Do you think the offender...

**Was trying to steal something inside the vehicle?**

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

THEFTINSIDEMV

Respondents who reported an attempted motor vehicle theft and did not report a vandalism in the screener section as part of the same incident will be asked **VANDALIZEMV** to confirm that no other crime was committed as part of this incident. Do not probe a "don't know" response.

March 2023 stranger stole car while at a gas station

Do you think the offender...

**Was trying to vandalize the vehicle?**

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

VANDALIZEMV

For those respondents that answered "Yes" to **THEFTINSIDEMV**, they will be asked **ACTUALTHEFTINMV** to determine if a theft or only an attempted theft occurred. Do not probe a "don't know" response.

March 2023 stranger stole car while at a gas station

**Did the offender actually steal something, or just try to steal something from inside the vehicle?**

1. Actually stole something
2. Tried to steal something
3. Don't know

ACTUALTHEFTINMV

### *Break-in*

This section determines whether the incident was an attempted or completed break-in, what was broken into, and if there was evidence of a forced entry. There were minimal changes to the break-in questions in the redesigned instrument, with an additional question to record exactly what the offender broke into or tried to break into. The new question (**BREAKINWHERE**) was added to improve how we capture the location where an incident happened, is shown below.

April 2023 broke-into shed in backyard, stole tools and cash

**You said someone broke in or tried to break in during the incident in April 2023. Did someone break in or try to break into any of the following during this incident?**

◆ [Read all categories and mark all that apply](#)

1. **Your home or enclosed porch** (Include dorm room or room in a multi-unit building like a nursing home)
2. **A garage, shed, or other building on your property**
3. **A second home or vacation home**
4. **A hotel or motel room where you or someone you live with was staying**
5. **A car or motor vehicle**
6. **Some other place** (specify)

BREAKINWHERE

### *Theft*

This section determines whether the incident was an attempted or completed theft, what was taken or attempted to be taken, who owned the property, and if the stolen item(s) were on the respondent at the time of the incident. Several changes were made to the theft questions in the redesigned instrument. Questions that were updated or are new are shown below.

Respondent who reported both a theft and an attempted theft will be asked **THEFTATTEMPT** to determine if a completed theft happened during this incident.



April 2023 broke-into shed in backyard, stole tools and cash

**You said someone stole or tried to steal something from you during the incident in April 2023. Did the offender actually steal something or did they only TRY to steal something?**

1. The offender actually stole something
2. The offender only tried to steal something

THEFTATTEMPT

In the redesigned instrument, the answer categories for what may have been stolen or attempted to be stolen were updated to be more relevant to items that respondents frequently report as stolen. For example, categories were added to specifically mark when cell phones or packages were stolen. **WHATWASTAKEN** is asked for a completed theft and is shown below, while a similar question exists for attempted thefts. Remember to probe for “Anything else?” until the respondent says nothing else was stolen.

April 2023 broke-into shed in backyard, stole tools and cash

**What was stolen?**

◆ Probe if needed: **Anything else?**

◆ Mark all that apply

11. Cash
12. Credit cards, checks, bank cards, or gift cards
13. Purse, keys, wallet, backpack, briefcase, or luggage
14. Jewelry, watch, clothing, furs, shoes, or sunglasses
15. Personal documents (license, social security card, passport, birth certificate, etc.)
16. Mail or (unspecified) package
17. Personal items (medication, makeup, etc.) or baby gear (car seats, stroller, etc.)
18. Handgun or other firearm
19. Cell phone
20. Tablets, laptops, or other portable electronics (including chargers or accessories)
21. TVs, gaming equipment, appliances, or other electronics
22. Indoor home décor (indoor home furnishings, potted plants, or rugs)
23. Outdoor furniture or accessories (lawn decorations, outdoor plants, outdoor lights, flags, signs, etc.)
24. Tools, machines (lawn mower, tractor, etc.), or office equipment
25. Food or beverages
26. Bicycle or bicycle parts
27. Toys or sports and recreation equipment (ATV, dirt bike, snowmobile, treadmill, etc.)
28. Vehicle parts (license plate, stereo, etc.), gas or propane (including tanks and cans)
29. Something else (specify)
30. Don't know
31. Nothing was stolen

WHATWASTAKEN

If cash was reported as stolen, the respondent will either receive **CASHTAKENMINOR** or **CASHTAKENADULT** depending on the age of the respondent. **CASHTAKENMINOR** will be asked of those who are under 18 years of age and contain smaller cash value answer categories compared to **CASHTAKENADULT**.

April 2023 broke-into shed in backyard, stole tools and cash

**How much cash was taken?**

1. **Less than \$10**
2. **\$10 or more, but less than \$20**
3. **\$20 or more, but less than \$30**
4. **\$30 or more, but less than \$50**
5. **\$50 or more**

CASHTAKENMINOR

April 2023 broke-into shed in backyard, stole tools and cash

**How much cash was taken?**

1. **Less than \$10**
2. **\$10 or more, but less than \$50**
3. **\$50 or more, but less than \$200**
4. **\$200 or more, but less than \$500**
5. **\$500 or more, but less than \$1,000**
6. **\$1,000 or more**

CASHTAKENADULT

### *Vandalism*

This section determines what was vandalized, who owned the vandalized property, if the damage was caused by the offender trying to break-in, and if the respondent thought there was intent to damage or destroy their property. These detailed questions are only asked if no other type of crime listed above was reported. Since this is a new type of crime being captured in the redesigned instrument, all the questions are new and shown below.

If a respondent reported vandalism of their property, they will be asked **VANDALISM** to determine all property that may have been vandalized. Not all answer categories will display, only those relevant to answers the respondent has already provided will be shown.

May 2023 vandalized fence

**You said someone damaged or destroyed your property during the incident in May 2023. What kind of property did the offender damage or destroy?**

◆ Probe if needed: **Anything else?**

◆ Mark all that apply

11. A vehicle (including parts)
12. Something inside your home or apartment, such as personal possessions or furniture
13. Personal property such as a cell phone, clothing, or jewelry
14. A mailbox
15. Something on the exterior of your home or apartment, such as doors, windows, or walls
16. Fences, walls, gates, or items in a garden
17. A garage, shed, barn, or other structure on your property
18. Something else on your property, such as a tree, yard ornament, or hose
19. An animal such as a pet or livestock
20. Other (specify)
21. Nothing was damaged or destroyed

VANDALISM

May 2023 vandalized fence

**Who did the property or animal(s) belong to?**

◆ Mark all that apply

1. Respondent or someone the respondent lives with
2. Someone the respondent doesn't live with
3. A business
4. Other (specify)

WHOOWNEDVANDALISM

If the respondent reports that personal property such as a cell phone, clothing, or jewelry was vandalized, the respondent will be asked **VANDALISMONPERSON**.

May 2023 vandalized fence

**Did the offender take anything that was damaged or destroyed directly from you, such as from your pocket or hands, or something that you were wearing?**

1. Yes
2. No

VANDALISMONPERSON

If the respondent reports their car was vandalized, the respondent will be asked **DAMAGEBREAKINMV**.

May 2023 vandalized fence

**Was any of the damage a result of the offender trying to get into the vehicle?**

1. Yes
2. No

DAMAGEBREAKINMV

If the respondent reports their mailbox or something on the exterior of their home or apartment, such as doors, windows, or walls, was vandalized, the respondent will be asked **DAMAGEBREAKINHOME**.

May 2023 vandalized fence

**Was any of the damage to your house or apartment a result of the offender trying to get inside?**

1. Yes
2. No

DAMAGEBREAKINHOME

If the respondent reports that a garage, shed, barn, or other structure on their property was vandalized, they will be asked **DAMAGEBREAKINOTHPROP**.

May 2023 vandalized fence

**Was any of the damage to your garage, shed, barn, or other structure on your property a result of the offender trying to get into the structure?**

1. Yes
2. No

DAMAGEBREAKINOTHPROP

If the respondent is not the only household member, the respondent will be asked if the offender attacked, threatened, stole, or attempted to steal from anyone else who was living with the respondent during the incident in **V\_ATTACKTHREAT** and **V\_THEFTATTEMPT**.

May 2023 vandalized fence

**Did the offender attack or threaten anyone else who was living with you during the incident?**

1. Yes
2. No

V\_ATTACKTHREAT

May 2023 vandalized fence

**Did the offender steal or try to steal something that belonged to anyone else who lived with you during the incident?**

1. Yes
2. No

V\_THEFTATTEMPT

All respondents who reported vandalism will be asked **INTENTVANDALISM**. Do not probe a “don’t know” response.

May 2023 vandalized fence

**Do you think the offender caused this damage or injured or killed an animal intentionally, or was it an accident?**

1. Intentionally
2. Accident
3. Don’t know

INTENTVANDALISM

Respondents who reported intentional vandalism of their car will be asked **VANDALIZEORMVTHEFT**. Do not probe a “don’t know” response.

May 2023 vandalized fence

**Do you think the offender was actually trying to vandalize the vehicle, or were they trying to steal the vehicle or something inside the vehicle, was it an accident, or don't you know?**

◆ **Mark all that apply**

1. Actually trying to vandalize
2. Trying to steal the vehicle
3. Trying to steal something inside the vehicle
4. Accident
5. Don't know

VANDALIZEORMVTHEFT

### Detailed Crime Incident Questions

In addition to the detailed type of crime questions discussed above, you may ask the respondent more specific details about:

- The location of the crime.
- Whether the respondent or any household members saw, heard, or had contact with the offender.
- Victim-offender relationship and any offender characteristics.
- Any actions taken by the respondent or others who were present that may have impacted the situation.
- If the respondent thought the incident was a hate crime or crime of prejudice or bigotry.
- Any police involvement and actions.
- Whether the respondent told anyone about the incident and received any victim services.
- Social or emotional problems experienced.
- Economic consequences of the incident, such as, property damage, and lost work and wages.

### *Location*

The location questions are driven by the type of crime reported and the respondent's answers to prior questions. Location questions are more detailed in the redesigned instrument and are tailored to the type of crime or the victim. For example, **LOCATIONMV**, shown below, will only display for respondents who reported an attempted or completed motor vehicle theft, break-in of a motor vehicle, or vandalism. The location screens shown below are either new or have changed in the redesigned instrument. Questions that have not changed or have minimal changes are not shown in this self-study.

In **LOCATIONMV**, answer category 3 - **In your building's garage or parking lot** refers to a garage or parking lot for residents of a multi-unit dwelling, such as an apartment building. If the vehicle was in a garage or parking lot associated with the vehicle owner's workplace, for example, enter 4 - **In some other garage or parking lot**.

In answer categories 5 and 7, the term "**near where you live**" means whatever the respondent takes it to mean.

January 2023 roommate stole L1's car from driveway

**Where was the vehicle when this happened?**

1. **In your own garage**
2. **Somewhere else on your property, such as a driveway or carport**
3. **In your building's garage or parking lot**
4. **In some other garage or parking lot**
5. **On the street near where you live**
6. **At or near someone else's home**
7. **On the street but not near where you live**
8. **Somewhere else (specify)**

LOCATIONMV

Not all answer categories will display, only those relevant to answers the respondent already provided. For example, in **LOCATION** shown below, answer category 6 – **At your place of work**, will only display if the respondent reported that they had a job sometime during the reference period.

The following guidance applies to the answer list on **LOCATION**.

In **LOCATION**, for answer category 1 the term **"Inside your home"** includes the house, apartment, or room (in a nursing home, for example) where the respondent was living at the time of the incident. It also includes an enclosed porch or a garage attached to the house. It does not include parts of an apartment building other than the respondent's own apartment.

The term **"On your porch"** in answer category 4, refers to unenclosed porches and can include property owned/rented by the respondent and property associated with a multi-unit dwelling.

**Inside somewhere else where you were staying overnight or longer** does not include somewhere outdoors, for example, a motel parking lot, which would be considered category 9 – "Somewhere else".



February 2023 someone stole snow shovels from yard

**Where did this incident happen?**

1. Inside your home or attached garage (Include dorm room or room in a multi-unit building like a nursing home.)
2. Inside another building on your property such as a garage or shed
3. In a common area where you live, such as a stairwell, hallway or storage area
4. On your porch, lawn, or other part of your property
5. Inside somewhere else where you were staying overnight or longer
6. At your place of work
7. At school, on school property, or on a school bus
8. On a college or university campus
9. Somewhere else

LOCATION

The questions **INCCAMPUS** and **LOCATION\_CAMPUS** will only be asked of respondents who reported attending a college or university.

January 2023 roommate stole L1's car from driveway

**Did this happen on a college or university campus?**

1. Yes
2. No

INCCAMPUS

January 2023 roommate stole L1's car from driveway

**Where did this happen?**

1. **In or on the property of a residence hall or dorm**
2. **In or on the property of a fraternity or sorority house**
3. **In or on the property of other residential housing around the university**
4. **Somewhere else on campus**

LOCATION\_CAMPUS

The question **LOCATION\_TOFROMSCHOOL** will be asked of respondents who are attending a regular school (i.e., elementary through high school), college, or university.

January 2023 roommate stole L1's car from driveway

**Did this incident occur when you were on the way to or from school?**

1. Yes
2. No

LOCATION\_TOFROMSCHOOL

The question **LOCATIONMV\_SCHOOL** will be asked of respondents who reported an attempted or completed motor vehicle theft, vandalism, or break-in of a motor vehicle and attend a regular school.

January 2023 roommate stole L1's car from driveway

**Was the vehicle on school property when this incident occurred?**

1. Yes
2. No

LOCATIONMV\_SCHOOL

The question **LOCATION\_SCHOOL** will be asked of respondents who are attending a regular school and earlier in the interview said it happened at school, on school property, or on a school bus. A school bus is considered school property regardless of where it happens to be at the time.

January 2023 roommate stole L1's car from driveway

**You said this happened at school. Did this happen inside a school building or somewhere else on school property such as a school parking area, play area, school bus, etc.?**

1. Inside a school building
2. On school property outside the school building (school parking area, play area, school bus, etc.)
3. Other (specify)

LOCATION\_SCHOOL

When incidents did not happen at or near the respondent's home or school, the instrument proceeds to **LOCATION\_PUBLIC** to determine where the incident took place. For this question, public buildings, which are included in answer category 3, include all buildings that are free to enter.

January 2023 roommate stole L1's car from driveway

**Which of the following BEST describes where this happened...**

◆ **Note: Public buildings are free to enter.**

◆ **Examples of businesses include gyms, stadiums, theme parks, doctor's offices.**

1. **At, in or near someone else's home**
2. **At a business, such as a store, restaurant, bar, or office building**
3. **At a public building, such as a hospital or library**
4. **In a parking lot or garage**
5. **On the street**
6. **In an open area, or on public transportation**
7. **Or somewhere else? (specify)**

LOCATION\_PUBLIC

### *Presence*

In the redesigned instrument you will ask if any household member saw, heard, or had any contact with the offender(s) as the incident was happening. Do NOT include the respondent only seeing the offender(s) on a security camera, doorbell camera, or other electronic device.

**You should record the answer the respondent provides based on how they interpret this question.**

Respondents who report an eligible incident that involved an attempted or completed unwanted sexual contact, an attempted or completed attack, threat, or something being taken directly from them will not be asked the questions **HHMPRESENT** and **WHICHMEMBER**. These questions are only asked if it is not clear from the type of crime if the respondent saw, heard, or had any contact with the offender. This is why it is so important to capture the incident at the correct screener question. If the respondent saw, heard, or had contact with the offender, follow-up questions will be asked to determine details of the possible attack, attempted attack, or threat, if there was a weapon, and if there was any injury to the respondent.

The screens shown below are either new or have changed in the redesigned instrument.

January 2023 roommate stole L1's car from driveway

**Did you or someone you live with see, hear, or have any contact with the offender as the incident was happening? Do not include seeing the offender on a security camera.**

1. Yes
2. No

HHMPRESENT

In the redesigned instrument, the question **WHICHMEMBER** has been updated to be a 'mark all that apply' question.

January 2023 roommate stole L1's car from driveway

**Who saw, heard, or had contact with the offender as the incident was happening?**

◆ [Mark all that apply](#)

1. Respondent
2. Someone the respondent lives with
3. Someone the respondent does not live with

WHICHMEMBER

The question **P\_WEAPONPRESENT** has only had minor changes in the question text, whereas the question **P\_WEAPON** has expanded answer categories to include additional weapons reported frequently in the current instrument weapon other – specify field.

For the redesigned instrument, objects that are thrown at the respondent are **ONLY considered weapons if they hit the respondent**. If the object did NOT hit the respondent, **the incident should be considered an attempted attack with no weapon**. This is a change from the current instrument which considers objects thrown at the respondent as a weapon only if the object hit the respondent *and* caused serious injury.

January 2023 roommate stole L1's car from driveway

**Did the offender have a weapon such as a gun or knife, or something to use as a weapon, such as a baseball bat, scissors, or a stick?**

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

P\_WEAPONPRESENT

January 2023 roommate stole L1's car from driveway

**What was the weapon?**

◆ **Mark all that apply**

1. Firearm (gun, rifle, etc.)
2. Knife or other sharp object (razors, axes, scissors, broken glass, etc.)
3. Blunt object (baseball bat, butt of a firearm, clubs, rocks, bottles, etc.)
4. Motor vehicle
5. Poison
6. Explosives or a fire/incendiary device
7. Drugs, narcotics, or sleeping pills
8. BB guns, pellet guns, tasers, pepper spray, stun guns, etc.
9. Something else (specify)

P\_WEAPON

Based on the type of weapon the offender had, new questions may be asked to determine how the weapon was used.

January 2023 roommate stole L1's car from driveway

**Was it a handgun or some other kind of gun, such as a rifle or shotgun?**

1. Handgun, pistol, revolver
2. Some other kind of gun, rifle, shotgun

P\_GUNTYPE

January 2023 roommate stole L1's car from driveway

**Did the offender...**

1. **Shoot you**
2. **Shoot at you, but miss**
3. **Hit you with the gun, or**
4. **Show you a gun or point a gun at you?**

P\_HOWGUNUSED

January 2023 roommate stole L1's car from driveway

**You said the offender had a knife or other sharp object. Did the offender stab or cut you?**

1. Yes
2. No

P\_KNIFEWOUND

January 2023 roommate stole L1's car from driveway

**Did the offender TRY to stab or cut you?**

1. Yes
2. No

P\_ATTKNIFEWOUND

The redesigned instrument has been updated to first ask if there were any injuries (**P\_INJURY**) before asking about types of injuries (**HOWINJURED**), instead of the current instrument format that only has one question to record any potential injuries.

January 2023 roommate stole L1's car from driveway

**During this incident, were you physically injured in any way? Injuries include things such as bruises, black eyes, cuts, broken bones, or more serious injuries.**

1. Yes
2. No

P\_INJURY

The answer categories on **P\_HOWINJURED** have been expanded in the redesigned instrument. Examples of other injuries that would be recorded in the other – specify category might include having a heart attack, becoming pregnant, or having a miscarriage.

January 2023 roommate stole L1's car from driveway

**How were you injured?**

◆ Mark all that apply

11. Broken or cracked bones
12. Broken nose
13. Dislocated joints
14. A concussion
15. Knocked unconscious
17. Internal injuries, such as internal bleeding or damage to internal organs
18. Bruising, swelling, welts, black eye
19. Bite mark or bite wound
20. Cuts or scratches
21. Sore muscles, sprains, strains, pulls
22. Burns
23. Nosebleed or bloody lip
24. Broken, chipped, or lost teeth
25. Other (specify)

P\_HOWINJURED

The redesigned instrument has updated question text and answer categories for the questions that ask about any professional medical or dental care, medical insurance, and medical expenses.

Note: For the question **P\_MEDICALCARE**, treatment by a mental health professional (for example, psychiatrist, psychologist, psychiatric social worker, therapist, counselor) would not be included in this item. Questions about mental health care services are asked in a later section of the instrument.

January 2023 roommate stole L1's car from driveway

**Did you receive any care from a medical or dental professional as a result of the incident?**

1. Yes
2. No

P\_MEDICALCARE

In the question **P\_RECCARESCENE**, answer category 2 – **Only somewhere else**, includes treatment at any place that was *not the scene of the incident*. For example, it could include 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, a hospital emergency room or an emergency clinic, their home or the home of the respondent's neighbor, friend, or relative, a health unit or first aid station at work or school, a sports arena or stadium, airport, a train or subway station, a museum, or some other type of emergency facility.

January 2023 roommate stole L1's car from driveway

**Did you receive this care at the location where the incident happened, somewhere else, or both?**

1. Only where the incident happened
2. Only somewhere else
3. Both

P\_RECCARESCENE

January 2023 roommate stole L1's car from driveway

**Where did you receive this care?**

◆ [Mark all that apply](#)

1. At your home or the home of a relative, friend or neighbor
2. At a hospital emergency room (ER) or an emergency clinic
3. At some other kind of medical or dental place
4. Somewhere else (specify)

P\_RECCAREWHERE

“Out-of-pocket” expenses are those that have already been paid by the respondent or their immediate family, for which they do not expect to be reimbursed. If the respondent (or immediate family) is waiting to find out whether any or some of what they have paid for medical or dental expenses will be reimbursed by insurance or some other source, select 3 – **Don't know**.

January 2023 roommate stole L1's car from driveway

**Have you had any out-of-pocket expenses for your medical or dental care that you do not expect to get paid back from insurance or some other source?**

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

P\_MEDICALINSURANCE

For **P\_MEDICALEXPENSES**, the out-of-pocket amount is what the respondent or their immediate family has paid to date minus any reimbursement from insurance or other source. If the reimbursement has not yet been made, probe for the respondent's best estimate of what their out-of-pocket expenses will end up being.



January 2023 roommate stole L1's car from driveway

**How much were these out-of-pocket expenses?**

1. **Less than \$100**
2. **\$100 to less than \$500**
3. **\$500 to less than \$1,000**
4. **\$1,000 to less than \$5,000**
5. **\$5,000 or more**

P\_MEDICALEXPENSES

*Victim-Offender Relationship*

This section asks how many offenders there were, if the respondent knew the offender(s) and, if so, how well. The redesigned instrument has new questions that were added to this section and changes to answer categories for some other questions that are also in the current instrument. The questions were updated to gather more information about offenders the respondent may have some knowledge about even if they did not know them well.

The single offender questions are listed below, and the instrument includes similar questions for incidents where there were multiple offenders.

The questions on path for a respondent will be determined based on previous answers. In addition, some answer categories on certain screens may not display based on the respondent's age. As a reminder, the screens displayed in this lesson **are not in sequential order, that is, they are not about the same incident (crime incident report)**. They are for different scenarios that would not happen within the same CIR. Questions are only shown below if they have been changed from the current instrument or are new to the redesigned instrument.

The answer categories asking about the offender(s) relationship to the respondent have been updated and expanded. The answer categories are ordered in groups:

- 11-18 cover romantic/sexual/dating relationships
- 19-22 cover relatives other than a spouse or partner
- 23-34 cover nonrelatives

Offenders may not fit into just one answer category; for example, the offender could have been a co-worker whom the respondent was casually dating. Select the lowest-numbered category that applies.

January 2023 roommate stole L1's car from driveway

**At the time of the incident, how did you know the offender? For example, was the offender a friend, cousin, etc.?**

11. A husband or wife
12. An ex-husband or ex-wife
13. A live-in partner
14. A fiancé(e)
15. A boyfriend, girlfriend, or dating partner
16. An ex-boyfriend, ex-girlfriend, or former fiancé(e)
17. Someone you were casually seeing
18. Someone you were no longer dating or seeing
19. A parent or step-parent
20. A child or step-child
21. A brother, sister, step-brother, or step-sister
22. Some other relative
23. A friend or ex-friend
24. An acquaintance or a friend of a friend
25. A roommate or boarder
26. A schoolmate
27. A neighbor
28. A customer or client
29. A patient
30. A supervisor or former supervisor
31. An employee or co-worker or former employee or co-worker
32. A teacher or school staff
33. A student
34. Some other non-relative (specify)

OFF\_RELATION

For respondents who reported the offender was a stranger or someone they only knew by sight, a new question has been added, **OFF\_CONNECTION**, to determine if any connection existed between the respondent and the offender. This question was added to better cover situations such as an offender who was a neighbor, but the respondent didn't know the offender personally.

January 2023 roommate stole L1's car from driveway

**What was your connection, if any, to this person?**

1. A friend of a friend
2. A schoolmate
3. A neighbor
4. A customer or client
5. A patient
6. Someone who worked at the same place as you
7. A teacher or school staff
8. Other (specify)
9. A stranger or someone of whom you have no knowledge

OFF\_CONNECTION

If the offender was not reported as a live-in partner, roommate or boarder, the respondent will be asked if they have ever lived with the offender (**OFF\_LIVED**), and if so, if they were living together at the time of the incident (**OFF\_LIVEDWITH**).

January 2023 roommate stole L1's car from driveway

**Had you ever lived with this person?**

1. Yes
2. No

OFF\_LIVED

January 2023 roommate stole L1's car from driveway

**Were you living with this person at the time of this incident in January 2023?**

1. Yes
2. No

OFF\_LIVEDWITH

*Offender Characteristics*

This section asks about detailed characteristics of the offender(s) if the respondent reported knowing anything about the offender(s). A subset of the single offender questions is listed below, and the instrument includes similar questions for multiple offenders. Most of the offender characteristics questions have remained the same and are not shown below. The questions regarding the age of the offender(s) have updated answer categories and are shown below.

January 2023 roommate stole L1's car from driveway

**How old would you say the offender was at the time of the incident?**

◆ Probe using answer categories as needed.

1. Under 18
2. 18 to 24
3. 25 to 34
4. 35 to 54
5. 55 or older
6. Don't know

OFF\_AGE

The **OFF\_AGEMINOR** question is a follow-up question to **OFF\_AGE** when answer category 1 - Under 18 is selected.

January 2023 roommate stole L1's car from driveway

**To the best of your knowledge, would you say the offender was...**

1. **Under 12**
2. **12 to 14**
3. **15 to 17?**
4. Don't know

OFF\_AGEMINOR

As mentioned above, similar offender characteristic questions come on path when there were multiple offenders. Examples of some of the questions that have been updated in the redesigned instrument are below. The age questions for the youngest offender are shown below, and the instrument includes similar questions for the age of the oldest offender.

January 2023 roommate stole L1's car from driveway

**How old would you say the youngest was?**

◆ Probe using answer categories as needed.

1. Under 18
2. 18 to 24
3. 25 to 34
4. 35 to 54
5. 55 or older
6. Don't know

MOFFS\_YOUNG

January 2023 roommate stole L1's car from driveway

**Would you say the youngest offender was...**

1. **Under 12**
2. **12 to 14**
3. **15 to 17?**
4. Don't know

MOFFS\_YOUNGMINOR

### *Self-Protection*

This section is asked of those respondents who report a personal crime, including incidents where something was taken from the respondent's person. These questions are designed to determine what actions, if any, were taken by the respondent or others who were present during the incident, at what point the actions were taken, and what effect they had on the situation. Questions are also asked to determine if any of the others who were harmed or threatened live with the respondent, and if so, how many. Answer categories classifying the respondent's or others' actions have been modified. Only the questions that have been added or updated are shown below.

The following guidance applies to the answer list on **DIDNOTHINGDURINGINC**.

- **Did nothing** – select this answer category if the respondent said they did not do anything.
- **Froze** – select this answer category when the respondent stopped what they were doing.
- **Did something else** – this does not have to be an action the respondent took to protect themselves or their property. For example, it might have been to protect someone else.

February 2023 punched at a bar

**Did you do nothing, freeze, do what the offender told you to do, or do something else while the incident was going on?**

◆ **Mark all that apply**

1. Did nothing
2. Froze
3. Did what offender said to do
4. Did something else

DIDNOTHINGDURINGINC

The answer categories and headings on **ACTIONSDURINGINC** have been changed. The answer categories under **Used or threatened physical force toward offender**, covers any aggressive actions taken by the respondent against the offender.

February 2023 punched at a bar

**You said that you took some action during the incident. What did you do?**

◆ Probe if needed: **Anything else?**

◆ Mark all that apply

**USED OR THREATENED PHYSICAL FORCE TOWARD OFFENDER**

11. Attacked the offender(s) with a gun or fired a gun
12. Attacked the offender(s) with another weapon
13. Hit, kicked, or attacked the offender(s) in some other way
14. Threatened the offender(s) with a gun
15. Threatened the offender(s) with another weapon
16. Threatened the offender(s) in some other way

**TRIED TO PREVENT INCIDENT OR CHASED OFFENDER**

17. Tried to prevent attack or theft (e.g., struggled, ducked, blocked blows)
18. Held onto or hid belongings
19. Chased, tried to catch, or hold offender(s)

**VERBALLY RESISTED**

20. Argued, reasoned, pleaded, bargained
21. Stalled or distracted offender(s)
22. Said no

**SCARED OR WARNED OFF OFFENDER(S)**

23. Yelled at or told offender(s) to leave
24. Threatened to call the police

**DID NOT RESIST**

25. Did what offender asked
26. Froze

**ESCAPED OR GOT AWAY**

27. Ran or drove away, or tried; locked door

**GOT HELP OR GAVE ALARM**

28. Called the police or a guard
29. Tried to get someone else's attention
30. Screamed or yelled
31. Cried from pain or fear

**OTHER**

32. Other (specify)

ACTIONS DURING INC

If anyone else was present at the time of the incident, including other victims, bystanders, or other household members, the respondent will be asked **OTHERSACTIONS**. If someone did or tried to do

something to help, the respondent will then be asked **WHOTOOKACTION**, **HOWOTHERSHELP**, and **IMPACTOTHERSACTIONS**.

February 2023 punched at a bar

**Did anyone else, age 12 or older, do or try to do anything to help you while the incident was going on?**

1. Yes
2. No

OTHERSACTIONS

February 2023 punched at a bar

**Who took these actions?**

◆ [Mark all that apply](#)

1. **Someone you were with**
2. **Someone who was with the offender(s)**
3. **Someone else**

WHOTOOKACTION

February 2023 punched at a bar

**What did the person or people try to do to help you?**

◆ [Mark all that apply](#)

1. They attacked or threatened the offender{s}
2. They defended you or your property without physically attacking the offender{s}
3. They chased or warned off the offender{s}
4. They argued, reasoned, pleaded, or bargained with the offender{s}
5. They tried to get help; called police or a guard
6. They did something else (specify)

HOWOTHERSHELP

February 2023 punched at a bar

**Overall, did the actions of this person or people help the situation, make it worse, or have NO impact?**

1. Helped the situation
2. Made the situation worse
3. Had no impact on the situation

IMPACTOTHERSACTIONS

Although the questions **PERSONSHARMED** and **PERSONSHARMED\_NUM** exist in the current instrument and are not changing, they are shown here for context.

February 2023 punched at a bar

**Not counting yourself or the offenders, were any other people harmed, threatened with harm, or have any belongings taken or damaged in the incident? Do not include children under 12 years of age.**

1. Yes
2. No

PERSONSHARMED

February 2023 punched at a bar

**How many people?**

\_\_\_\_\_

PERSONSHARMED\_NUM

If the respondent reports that other people were harmed, either **OFFLIVINGWITH** or the equivalent for more than one person, **HHMEMHARMED**, will be asked to determine whether the person(s) harmed currently lives with the respondent.

February 2023 punched at a bar

**Does this person live with you now?**

1. Yes
2. No

OFFLIVINGWITH



February 2023 punched at a bar

**Do any of the people who were harmed or threatened or had property taken or damaged live with you now?**

1. Yes
2. No

HHMEMHARMED

If any of the people were reported as living with the respondent at **HHMEMHARMED**, **HHMEMHARMED\_NUM** will collect the number of those living with the respondent at the time of the interview. In the redesigned instrument, we no longer ask for the specific line numbers of those household members.

February 2023 punched at a bar

**How many people?**

\_\_\_\_\_

HHMEMHARMED\_NUM

### *Hate Crimes*

This section is designed to determine if the victimization was the result of prejudice or bigotry. For the incident to be considered a hate crime, the victim would have been targeted because of some real or perceived personal characteristic such as race, ethnic background or national origin, religion, a disability, sexual orientation, gender, or gender identity.

The respondent also could have been a victim because someone they spend time with was targeted. Questions in this section ask whether the victim considers the incident to be a hate crime based on their own judgement and what happened during the incident. The hate crime questions in the redesigned instrument have had several changes including updated wording, merging of questions, and the ordering of questions. All the screens in this section are shown below.

February 2023 punched at a bar

**The next questions are about why the offender may have targeted you or someone you live with.**

**The reason may have been prejudice or bigotry toward those with your characteristics or religious beliefs, even if the offender mistakenly thought you had those characteristics or beliefs. This kind of reason is different from just being angry or wanting to get something from you.**

**Do you think the offender was targeting you or someone you live with because of...**

**Prejudice or bigotry toward your race, ethnic background, or national origin?**

1. Yes
2. No

HATE\_RACE

February 2023 punched at a bar

Do you think the offender was targeting you or someone you live with because of...

**Prejudice or bigotry toward your religion?**

1. Yes
2. No

HATE\_RELIGION

February 2023 punched at a bar

Do you think the offender was targeting you or someone you live with because of...

**Prejudice or bigotry toward a disability you may have?**

1. Yes
2. No

HATE\_DISABILITY

February 2023 punched at a bar

Do you think the offender was targeting you or someone you live with because of...

**Prejudice or bigotry toward your sexual orientation, including being lesbian, gay, bisexual, or straight?**

1. Yes
2. No

HATE\_ORIENTATION

Definitions are provided if the respondent needs clarification about the meaning of “intersex” or “gender non-conforming,” which are terms used in the question **HATE\_GENID**.

February 2023 punched at a bar

Do you think the offender was targeting you or someone you live with because of...

**Prejudice or bigotry toward your gender identity, including being transgender, intersex, or gender non-conforming?**

◆ **If further clarification is needed, read:** By intersex, we mean people who have a difference of sex development (DSD) or were born with genitals, reproductive organs, or chromosomal patterns that do not correspond to a single sex.

◆ **If further clarification is needed, read:** By gender non-conforming, we mean people whose gender expression, presentation, or behaviors do not conform to society's traditional gender norms.

1. Yes
2. No

HATE\_GENID

February 2023 punched at a bar

Do you think the offender was targeting you or someone you live with because of...

**Prejudice or bigotry toward your sex, including being male or female?**

1. Yes
2. No

HATE\_SEX

February 2023 punched at a bar

Do you think the offender was targeting you or someone you live with because of...

**Prejudice or bigotry toward other characteristics I have not already mentioned?**

1. Yes
2. No

HATE\_OTHER

If the respondent reports multiple reasons for being targeted, **HATEPRIMARYREASON** will be asked to determine what the respondent believes was the offender's main motivation. The answer categories will only display those reasons that the respondent reported for being targeted.

February 2023 punched at a bar

**Which of the following do you believe was the offender's PRIMARY or main motivation for targeting you?**

1. Prejudice or bigotry toward your race, ethnic background, or national origin?
2. Prejudice or bigotry toward your religion?
3. Prejudice or bigotry toward a disability you may have?
4. Prejudice or bigotry toward your sexual orientation, including being lesbian, gay, bisexual, or straight?
5. Prejudice or bigotry toward your gender identity, including being intersex, transgender, or gender non-conforming?
6. Prejudice or bigotry toward your sex, including being male or female?
7. Prejudice or bigotry toward other characteristics I have not already mentioned?

HATEPRIMARYREASON

The questions below are asked when a respondent reported the offender(s) had some type of prejudice towards them.

February 2023 punched at a bar

**DURING THE INCIDENT OR LEADING UP TO IT, did the offender use offensive or prejudiced language to describe your characteristics or religious beliefs?**

1. Yes
2. No

HATEOFFENSIVELANG

February 2023 punched at a bar

**I'm going to read you two choices. Please tell me which one better describes how the offensive or prejudiced language was used... was it used to scare or intimidate you? Or, was it used to express dislike or prejudice toward people with your characteristics or religious beliefs? Or don't you know?**

1. To scare, intimidate, or express anger toward you or the situation
2. To express dislike or prejudice toward people with your characteristics or religious beliefs
3. Don't know

TYPEOFFENSIVELANG

February 2023 punched at a bar

**Did any of the following things happen?**

**Did the offender leave something at the scene referring to your characteristics or religion, such as graffiti with hurtful words, symbols or images, or a burning cross?**

1. Yes
2. No

HATESYMBOLS

February 2023 punched at a bar

Did any of the following things happen?

**Did the police find that the offender had something against people with your characteristics or religious beliefs?**

1. Yes
2. No

HATECHAR

February 2023 punched at a bar

Did any of the following things happen?

**Did you know or learn that the offender(s) had committed similar crimes against people with your characteristics or religious beliefs in the past?**

1. Yes
2. No

HATESIMILARCRIMES

February 2023 punched at a bar

Did any of the following things happen?

**Did the incident happen around a holiday, event, or place commonly associated with a specific group, which made you think it was motivated by prejudice or bigotry?**

1. Yes
2. No

HATEHOLIDAY

February 2023 punched at a bar

Did any of the following things happen?

**Are you aware of other crimes against people with your characteristics or religious beliefs in your local area or neighborhood?**

1. Yes
2. No

HATENEIGHBORHOOD

February 2023 punched at a bar

Did any of the following things happen?

**Did something else happen that would suggest the offender had something against people with your characteristics or religious beliefs?**

1. Yes
2. No

HATESOMETHINGELSE

February 2023 punched at a bar

**A hate crime is a crime of prejudice or bigotry that occurs when an offender targets someone because of one or more of their characteristics or religious beliefs. Based on this description, do you believe the incident was a hate crime?**

1. Yes
2. No

INCHATECRIME

February 2023 punched at a bar

**In your own words, what did the offender do or say that made you feel you were targeted based on your characteristics or religious beliefs?**

---

HATECRIME\_SP

### *Police Involvement*

This section asks about involvement of the police during or after the incident. Questions in this section address if and when the police were notified, what actions they took at the time of notification, and how they followed up. If the police were not notified, it collects information on why they were not notified about the incident.

For the NCVS, consider the police to include:

- All regular police officers at the city, county, state, or federal government level,
- Officers who work for sheriff's departments,
- 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),
- School Resource Officers (SRO), and
- Fish and game wardens.

For the NCVS, exclude:

- Any security forces,
- Building guards,
- Prison guards,
- Fire marshals, and
- All others who do not have the authority to make police arrests.

When the victim or the offender is a police officer and you are asking if the police found out about the incident, 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 or offender is a police officer. For example, if the respondent who is a police officer was threatened with physical harm by a crime suspect and they only mentioned it to their partner at the station, but never filed a report or officially notified the department, this does not count as informing the police of the incident.

New questions or questions with updated wording or answer categories are shown below.

**TELLPOLICEHATECRIME** is asked when the incident was reported to the police and the respondent believes it was a hate crime as identified in the Hate Crimes section.

February 2023 punched at a bar

**Did you tell the police that you believe the incident was a hate crime?**

1. Yes
2. No

TELLPOLICEHATECRIME

February 2023 punched at a bar

**How did you first notify the police?**

1. Called the police
2. Approached an officer or police car
3. Went to the police station
4. Used the Internet or a social media app
5. Some other way (specify)
6. Don't know

POLICECONTACTED

If the respondent reports that the police were first notified by the respondent calling the police, approaching an officer or police car, or going to the police station, the respondent will be asked **POLICEFIRSTCONTACTED**.

February 2023 punched at a bar

**Which of the following BEST describes when the police were first contacted?**

1. **While the incident was happening**
2. **Within 10 minutes after the incident occurred**
3. **Within an hour after the incident occurred**
4. **Within 24 hours of the incident**
5. **Longer than a day after the incident occurred**

POLICEFIRSTCONTACTED

For **POLICEHANDLE**, be sure to read to the respondent all answer categories in bold and mark each answer category applicable to the action(s) the police took or enter category 6 if the police did nothing.



February 2023 punched at a bar

**When the police found out, did they do any of the following?**

◆ **Mark all that apply**

1. **Tell you to go to a police station**
2. **Take a report over the phone**
3. **Deal with it through the mail**
4. **Deal with it through the Internet or a social media app**
5. **Something else** (specify)
6. The police did nothing

POLICEHANDLE

Several questions in this section ask for the respondents' perceptions or opinions; there are no right or wrong answers. Each opinion question offers five response options. Read all the response options in each scale, even if the respondent interrupts with an answer.

Do not offer clarifications or explanation of terms, except to reread the question and response categories. If the respondent asks, for example, "What do you mean by...?" say "Whatever it means to you."

Your job is to get the respondent to select one of the specific response options offered. If they say "I don't know" probe for a response in the scale. For "don't know" response, just pausing silently can be an effective probe. Alternatively, you can say, "We're just interested in your opinion," or "Based on what you know, what would you say?" After probing once, accept a "don't know" response and continue with the interview. If the respondent offers a response not in the scale, re-read all or part of the scale, as shown in the example below.

FR: **How respectfully did the police treat you?**

**Very respectfully,  
Somewhat respectfully,  
Neither respectfully nor disrespectfully,  
Somewhat disrespectfully, or  
Very disrespectfully?**

Respondent: She was very professional.

FR: **Would you say she treated you very respectfully, somewhat respectfully...**

Respondent: Oh, she was very respectful.

Some of these opinion questions contain answer category 6 – **Or do you not have an opinion**, this answer category will only display when the respondent was NOT the person who informed the police.

February 2023 punched at a bar

**How satisfied were you with how the phone report was taken?**

1. **Completely satisfied**
2. **Mostly satisfied**
3. **Equally satisfied and dissatisfied**
4. **Mostly dissatisfied**
5. **Completely dissatisfied**
6. **Or do you not have an opinion?**

POLICEPHONERPTSAT

February 2023 punched at a bar

**Do you think the police should have come to you when they were contacted?**

1. Yes
2. No

POLICENOARRIVE

February 2023 punched at a bar

**How satisfied were you with the time it took the police to get to you after they were contacted?**

1. **Completely satisfied**
2. **Mostly satisfied**
3. **Equally satisfied and dissatisfied**
4. **Mostly dissatisfied**
5. **Completely dissatisfied**
6. **Or do you not have an opinion?**

POLICEARRIVESAT

February 2023 punched at a bar

**Had the police told you how long it would take them to get there?**

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

POLICEARRIVALTIME

After asking about actions the police took when they arrived in the question **POLICEACTION** (not shown here), you will now ask about other actions the police may have taken (**POLICEACTIONOTHER**).

February 2023 punched at a bar

**Did the police do any of the following other things while they were there?**

◆ [Mark all that apply](#)

1. **Calmed people down**
2. **Resolved the conflict**
3. **Gave advice about insurance**
4. **Gave information about your rights as a victim**
5. **Gave information about services that could help you as a victim**
6. **Contacted victim services on your behalf**
7. **Contacted emergency medical services**
8. **Did something else to help** (specify)
9. They did not do any of these things

POLICEACTIONOTHER

If the incident happened at school, **RPTSCHOOLOFFICIAL** will be asked to determine if any school official or SRO was told about the incident.

February 2023 pushed at school

**Did anyone report the incident to a school official or School Resource Officer (SRO) or did they find out about the incident in any way?**

1. Yes
2. No

RPTSCHOOLOFFICIAL

February 2023 punched at a bar

**Next are some questions about how you feel the police handled the incident. If more than one officer was involved, please think about how you would rate them as a group.**

**How respectfully did the police treat you?**

1. **Very respectfully**
2. **Somewhat respectfully**
3. **Neither respectfully nor disrespectfully**
4. **Somewhat disrespectfully**
5. **Very disrespectfully**
6. **Or do you not have an opinion?**

POLICERESPECT

February 2023 punched at a bar

**How satisfied were you with the amount of time the police gave you to tell your story?**

1. **Completely satisfied**
2. **Mostly satisfied**
3. **Equally satisfied and dissatisfied**
4. **Mostly dissatisfied**
5. **Completely dissatisfied**
6. **Or do you not have an opinion?**

POLICETIMESAT

February 2023 punched at a bar

**How satisfied were you that the police did everything they could?**

1. **Completely satisfied**
2. **Mostly satisfied**
3. **Equally satisfied and dissatisfied**
4. **Mostly dissatisfied**
5. **Completely dissatisfied**
6. **Or do you not have an opinion?**

POLICEACTIONSAT

February 2023 punched at a bar

**Taking the whole experience into account, how effectively did the police handle the incident?**

1. **Very effectively**
2. **Somewhat effectively**
3. **Neither effectively nor ineffectively**
4. **Somewhat ineffectively**
5. **Very ineffectively**

POLICEEFFECTIVE

Two new questions have been added in the redesigned instrument to ask the respondent if they considered the incident to be a crime at the time of the incident and whether they consider it to be a crime now.

February 2023 punched at a bar

**At the time, did you consider this incident to be a crime?**

1. Yes
2. No

ATTIMETHINKCRIME

February 2023 punched at a bar

**Now, looking back, do you consider this incident to be a crime?**

1. Yes
2. No

NOWTHINKCRIME

### *Victim Services*

This is a new section that asks whom respondents told about the incident, what kind of services they received, and if they were satisfied with those services. Respondents who reported not receiving any services are asked if they wanted services, and if so, why they did not get the services they needed.

All the screens in this section are discussed below.

All respondents who reported an eligible incident will receive the questions **TOLDFAMILYFRIENDS** and **TOLDOTHER**.

March 2023 ex-boyfriend sexually assaulted L1 at his home

**The next questions ask about any help you might have gotten after the incident in March 2023 took place.**

**Have you told any family, friends, co-workers, or neighbors about the incident?**

1. Yes
2. No

TOLDFAMILYFRIENDS

Not all answer categories will display for **TOLDOTHER**, only those relevant to answers the respondent has already provided will be shown.

March 2023 ex-boyfriend sexually assaulted L1 at his home

**Other than the police or family or friends, have you told anyone in the following positions about the incident who you thought might be able to help you?**

◆ [Mark all that apply](#)

1. **Teacher, school counselor, or school administrator**
2. **Employer, supervisor, or human resources personnel**
3. **Medical or mental health professional**
4. **Representative of a religious or community organization**
5. **Security guard or personnel, other than the police**
6. **Other person in a leadership or professional position** (specify)
7. No, have not told anyone in any of these positions

TOLDOTHER

The remainder of the questions in this section will only be asked of those respondents who reported an eligible personal crime, motor vehicle theft, or completed break-in.

March 2023 ex-boyfriend sexually assaulted L1 at his home

**Have you received the following kinds of services because of the incident...**

**Hotline, helpline, or crisis line intervention?**

1. Yes
2. No

VS\_HOTLINE

March 2023 ex-boyfriend sexually assaulted L1 at his home

Have you received the following kinds of services because of the incident...

**Counseling, therapy, support groups, or help from a mental health provider?**

1. Yes
2. No

VS\_MENTALHEALTH

**VS\_EXAM** and **VS\_SAEEXAM** are only asked when the incident involved an attack, unwanted sexual contact, or injury.

March 2023 ex-boyfriend sexually assaulted L1 at his home

Have you received the following kinds of services because of the incident...

**Help or advocacy with medical care or medical exams, including accompanying you to a medical exam?**

1. Yes
2. No

VS\_EXAM

March 2023 ex-boyfriend sexually assaulted L1 at his home

Have you received the following kinds of services because of the incident...

**Sexual assault exam by a doctor, nurse, or other medical professional?**

1. Yes
2. No

VS\_SAEEXAM

March 2023 ex-boyfriend sexually assaulted L1 at his home

Have you received the following kinds of services because of the incident...

**Legal help or assistance, such as free or low-cost legal services, help with the legal process, preparing for court, or enforcement of your rights?**

1. Yes
2. No

VS\_LEGAL

March 2023 ex-boyfriend sexually assaulted L1 at his home

Have you received the following kinds of services because of the incident...

**Help filing for a restraining, protection, or no-contact order?**

1. Yes
2. No

VS\_HELPFILE

March 2023 ex-boyfriend sexually assaulted L1 at his home

Have you received the following kinds of services because of the incident...

**Help applying for victim compensation?**

1. Yes
2. No

VS\_VICTIMCOMP

March 2023 ex-boyfriend sexually assaulted L1 at his home

Have you received the following kinds of services because of the incident...

**Short term or emergency financial assistance?**

1. Yes
2. No

VS\_FINANCIALHELP

March 2023 ex-boyfriend sexually assaulted L1 at his home

Have you received the following kinds of services because of the incident...

**Housing, shelter, or safehouse services?**

1. Yes
2. No

VS\_HOUSING



March 2023 ex-boyfriend sexually assaulted L1 at his home

Have you received the following kinds of services because of the incident...

**Any other help or services because of the incident?**

1. Yes
2. No

VS\_OTHER

If the respondent reported receiving any kind of assistance, they will receive the corresponding question asking how satisfied they were with the service received. While each service has its own question regarding the respondent's satisfaction, only **SAT\_HOTLINE** is shown as an example below.

March 2023 ex-boyfriend sexually assaulted L1 at his home

**How satisfied were you with...**

**Hotline, helpline, or crisis line intervention?**

1. **Completely satisfied**
2. **Mostly satisfied**
3. **Equally satisfied and dissatisfied**
4. **Mostly dissatisfied**
5. **Completely dissatisfied**

SAT\_HOTLINE

Respondents who reported not receiving any services are asked if they wanted services, **WANTSERVICES**.

March 2023 ex-boyfriend sexually assaulted L1 at his home

**You said you didn't get any services. Did you want any services?**

1. Yes
2. No

WANTSERVICES

Respondents who reported wanting services will be asked the remaining questions in this section to determine the possible reasons why they did not receive any services.

March 2023 ex-boyfriend sexually assaulted L1 at his home

**Please indicate whether or not each of the following were reasons why you did not get any services.**

**You did not know what help or services were available?**

1. Yes
2. No

NOVS\_UNAWARE

March 2023 ex-boyfriend sexually assaulted L1 at his home

Please indicate whether or not each of the following were reasons why you did not get any services.

**You did not think you were eligible for services, or you were told you were not eligible?**

1. Yes
2. No

NOVS\_INELIGIBLE

March 2023 ex-boyfriend sexually assaulted L1 at his home

Please indicate whether or not each of the following were reasons why you did not get any services.

**You did not have transportation or childcare?**

1. Yes
2. No

NOVS\_TRANSPORT

March 2023 ex-boyfriend sexually assaulted L1 at his home

Please indicate whether or not each of the following were reasons why you did not get any services.

**You could not take time off work or school?**

1. Yes
2. No

NOVS\_NOTIME

March 2023 ex-boyfriend sexually assaulted L1 at his home

Please indicate whether or not each of the following were reasons why you did not get any services.

**You didn't want to get the offender in trouble or face harsh consequences?**

1. Yes
2. No

NOVS\_NOTROUBLE

March 2023 ex-boyfriend sexually assaulted L1 at his home

Please indicate whether or not each of the following were reasons why you did not get any services.

**You were worried about the consequences for yourself or your family?**

1. Yes
2. No

NOVS\_WORRIED

March 2023 ex-boyfriend sexually assaulted L1 at his home

Please indicate whether or not each of the following were reasons why you did not get any services.

**You did not feel services were appropriate to meet your needs?**

1. Yes
2. No

NOVS\_NOTAPPROP

March 2023 ex-boyfriend sexually assaulted L1 at his home

Please indicate whether or not each of the following were reasons why you did not get any services.

**You could not apply for or could not receive services because of a physical, mental, or emotional condition?**

1. Yes
2. No

NOVS\_CONDITION

March 2023 ex-boyfriend sexually assaulted L1 at his home

Please indicate whether or not each of the following were reasons why you did not get any services.

**The services were not available in your language?**

1. Yes
2. No

NOVS\_LANGUAGEPROB

March 2023 ex-boyfriend sexually assaulted L1 at his home

Please indicate whether or not each of the following were reasons why you did not get any services.

**Some other reason?**

1. Yes
2. No

NOVS\_OTHER

*Workplace Violence*

If the incident was a personal crime and happened while the respondent was working or on the way to or from work, they will be asked about the job they held at the time of the incident. The questions about the respondent's employer and position are used to classify the respondent's type of work.

If the respondent changed jobs since the incident, they should answer about the job they were doing at the time of the incident, not their current employment. We are interested in knowing if those who work in certain jobs or industries are more likely to be victimized. It is important that the information collected here is specific and accurate because these questions are used to assign codes for the industry of the employer and occupation of the respondent.

All the screens in this section are shown below.

April 2023 coworker punched me at the office

**Did the incident occur while you were working or on duty?**

1. Yes
2. No

INCIDENTHAPPENATWORK

April 2023 coworker punched me at the office

**Did the incident happen when you were on your way to or from work?**

1. Yes
2. No

TOFROMWORK

Once employment questions have been answered, you will not have to reenter the employment data if the respondent's job has not changed. Employment data may have been collected in a previous interview or in this Workplace Violence section from another incident. The next two questions will confirm if the respondent has changed jobs or not.

**WV\_CONFIRMEMPTY** will display the type of employer that was previously reported. Therefore, the question will display the text that is underlined below:

- A private company, business, or individual for wages - private employer for wages, salary, commission, tips, piece-rates, or pay in kind.
- The Federal government - any branch of the Federal government, was elected to a paid Federal office, was a member of the Armed Forces, or was employed by an international organization (for example, the United Nations) or a foreign government.
- A state, county, or local government - any branch of a state, county, or local government. This also includes respondents who were elected to paid state, county, or local offices.
- Yourself (self-employed) in your own business, professional practice, or farm - self-employed for profit or fees in their own business, farm, shop, office, or practice.
- A private not-for-profit, tax-exempt, or charitable organization - worked for pay at a church, union, or some other type of nonprofit organization.

April 2023 coworker punched me at the office

**At a previous interview, it was reported that you were employed by a private company, business, or individual for wages.**

**Were you employed by a private company, business, or individual for wages at the time of this incident?**

1. Yes
2. No

WV\_CONFIRMEMPTY

Again, when the employment information has already been collected in a previous interview, **WV\_CONFIRMOCC** will fill the occupation previously reported to confirm it was still their occupation at the time of the incident. If the respondent confirms that this was still their job at the time of the incident, the instrument will move forward to the next section. Otherwise, you will collect information about their current job.

April 2023 coworker punched me at the office

**At a previous interview, it was reported that your occupation was Healthcare Practitioner or Health Technician Occupation (for example: physician, nurse). Is this an accurate description of your current job at the time of this incident?**

1. Yes
2. No

WV\_CONFIRMOCC

When we do not have employment information or the respondent said their prior employment is not the same as their current job, the following questions will be asked.

April 2023 coworker punched me at the office

**The next questions are about the job you had at the time of the incident. Were you employed by...**

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, or,**
5. **A private non-profit, tax-exempt, or charitable organization?**

WV\_EMPLOYERTYPE

The goal of **WV\_TYPEBUSINESS\_SP** is to get enough detail about the employer so that coders can classify the business, organization, or industry.

Here are examples that are too general:

- "It's a mining company."
- "The business provides a repair service."
- "It's a computer-related business."
- "It's a retail store."

Try probing such as, "What kind of a...," like, "What kind of a mining company?" or "What kind of a retail store?"

Here are examples of better descriptions:

- "Mines/transport coal/byproducts"
- "Repairs home appliances"
- "Designs/sells computer software"
- "Hardware retail store"

April 2023 coworker punched me at the office

**What kind of business or industry is this? What do they make or do where you were working at the time of the incident?**

---

WV\_TYPEBUSINESS\_SP

For the next screen, the FR instruction will display different text depending on whether this is a personal visit or telephone interview. Remember, there is not a Flashcard for the redesigned instrument, so you will show the respondent the answer categories after reading the question for in-person interviews, so the instruction will read, "Turn the laptop around and show the respondent the answer categories." For a telephone interview, you will see the text displayed below.

April 2023 coworker punched me at the office

**Which of these categories best describes the business or industry?**

◆ [Read categories until respondent says yes](#)

1. **Agriculture, Forestry, Fishing, and Mining, Oil and Gas Extraction**
2. **Construction**
3. **Manufacturing**
4. **Transportation, Communications, and Public Utilities, Warehousing**
5. **Wholesale Trade**
6. **Retail Trade**
7. **Finance, Insurance, and Real Estate**
8. **Business and Repair Services**
9. **Personal Services**
10. **Entertainment and Recreation**
11. **Professional Services**
12. **Public Administration/Government**
13. **Armed Forces**
14. **Healthcare and Social Assistance**
15. **Public Safety**
16. **Something else**

WV\_BUSINESSECTOR

Answers to **WV\_OCCUPATION\_SP** and **WV\_USUALJOBduties** (displayed at the end of this section) should provide a clear picture of what the respondent does, or did, at work. The examples shown in this question have an appropriate level of detail, whereas "nurse," "manager," "supervisor" would not have been specific enough. For general responses like these, probe, "What kind of a... [nurse, manager, supervisor]?"

April 2023 coworker punched me at the office

**What kind of work were you doing at this job at the time of the incident, that is, what was your occupation? For example: 4th grade teacher, plumber, cashier, lawn care technician.**

---

WV\_OCCUPATION\_SP

The answer categories listing occupations in the redesigned instrument, seen below in **WV\_JOBDESCRIPTION**, have been expanded. For this screen, the FR instruction will display different text depending on whether this is a personal visit or telephone interview. Remember, there is not a Flashcard for the redesigned instrument, so you will show the respondent the answer categories after reading the question for in-person interviews, so the instruction will read, "Turn the laptop around and show the respondent the answer categories." For a telephone interview, you will see the text displayed below.

April 2023 coworker punched me at the office

**What kind of work did you do, that is, what was your occupation at the time of the incident? Which of these categories best describes your occupation?**

◆ [Read categories until respondent says yes](#)

1. **Management, Business, and Financial Operations Occupation**
2. **Computer, Mathematical, Architecture, Engineering, Life/Physical/Social Science Occupation**
3. **Counselor, Social Worker, Other Community and Social Service Specialist, or Religious Worker**
4. **Legal Occupation (for example: judge/lawyer, legal support worker)**
5. **Educational Instruction or Library Occupation (for example: teacher, professor, librarian)**
6. **Arts, Design, Entertainment, Sports, or Media Occupation**
7. **Healthcare Practitioner or Health Technician Occupation (for example: physician, nurse)**
8. **Healthcare Support Occupation (for example: home health aide, nursing assistant)**
9. **Law Enforcement or Protective Service Occupation**
10. **Food Preparation or Food Serving Related Occupation (for example: cook, waiter/waitress, bartender)**
11. **Building and Grounds Cleaning Maintenance Occupation**
12. **Personal Care or Service Occupation**
13. **Sales or Retail Occupation (for example: cashier, retail salesperson)**
14. **Office and Administrative Support Occupation**
15. **Installation, Maintenance, or Repair Occupation**
16. **Transportation and Material Moving Occupation (for example: bus driver, taxi, or rideshare driver)**
17. **Military specific occupation**
18. **Any remaining occupations that do not fall into above categories**

WV\_JOBDESCRIPTION



Based on the answer category selected in **WV\_JOBDESCRIPTION**, the instrument may proceed to one of the following questions to capture a more detailed occupation before asking **WV\_USUALJOBBDUTIES**.

April 2023 coworker punched me at the office

**Were you employed as a...?**

1. **Judge or lawyer**
2. **Legal support worker**
3. **Another legal occupation**

WV\_JOB\_LEGAL

April 2023 coworker punched me at the office

**Were you employed as a...?**

1. **Preschool, elementary, middle, or high school teacher**
2. **College, university, or technical school professor or teacher**
3. **Special education teacher**
4. **Another educational instruction or library occupation**

WV\_JOB\_EDUCATION

April 2023 coworker punched me at the office

**Were you employed as a...?**

1. **Physician**
2. **Nurse**
3. **Health technologist or technician**
4. **Another healthcare practitioner or technical occupation**

WV\_JOB\_HEALTHCARE

April 2023 coworker punched me at the office

**Were you employed as a...?**

1. **Home health or personal care aide; nursing assistant, orderly, or psychiatric aide**
2. **Occupational therapy or physical therapist assistant or aide**
3. **Another healthcare support occupation**

WV\_JOB\_HEALTHSUPPORT

April 2023 coworker punched me at the office

**Were you employed as a...?**

1. **Police officer**
2. **Correctional officer or jailer**
3. **Security guard**
4. **Another law enforcement or protective service occupation**

WV\_JOB\_LAWENFORCE

April 2023 coworker punched me at the office

**Were you employed as a...?**

1. **Supervisor of food preparation and serving workers**
2. **Cook or food preparation worker**
3. **Waiter/waitress or food server**
4. **Bartender**
5. **Another food preparation or serving related occupation**

WV\_JOB\_FOODSERVICES

April 2023 coworker punched me at the office

**Were you employed as a...?**

1. **Retail sales worker, such as a cashier, counter or rental clerk, parts salesperson, retail salesperson**
2. **Another sales occupation**

WV\_JOB\_RETAILSALES

April 2023 coworker punched me at the office

**Were you employed as a...?**

1. **Bus driver**
2. **Taxi driver, rideshare driver, or chauffeur**
3. **Another transportation or material moving occupation**

WV\_JOB\_TRANSPORT

April 2023 coworker punched me at the office

**What were your usual activities or duties at this job? For example: instruct students and create lesson plans, drive a bus, mow lawns.**

---

WV\_USUALJOBBDUTIES

*Consequences II: Socio-emotional Problems*

This section asks about the social and emotional impacts the incident has had on the respondent. It includes questions about the effect on work, schoolwork, and relationships with family, friends, and peers.

This section also includes questions to determine what emotions the respondent experienced in response to the incident and any out-of-pocket costs they may have incurred for mental health related treatment. The questions related to emotions the respondent experienced have been updated to capture if the respondent has felt a particular way and if so, whether it was for less than a month or for a month or more. There are eight questions asking about different emotions the respondent may have felt, but only **FEEL\_ANGRY** is shown as an example below.

April 2023 coworker punched me at the office

**I am going to read a list of things you may have felt because of the incident. For each, please tell me whether you didn't feel this way at all, you felt this way for less than a month, or you felt this way for a month or longer.**

**Angry**

1. **Didn't feel this way**
2. **Yes, for less than 1 month**
3. **Yes, for 1 month or more**

FEEL\_ANGRY

The next questions ask about difficulty sleeping and seeking mental health care because of the incident.

April 2023 coworker punched me at the office

**Did you have difficulty sleeping because of the incident?**

1. **No**
2. **Yes, for less than 1 month**
3. **Yes, for 1 month or more**

TRBL\_SLEEPING

April 2023 coworker punched me at the office

**Have you talked to a psychologist, psychiatrist, counselor, or other mental health professional about the incident?**

1. Yes
2. No

MENTALHEALTH

When a respondent answers yes to **MENTALHEALTH**, they will be asked about any out-of-pocket expenses for mental health care.

April 2023 coworker punched me at the office

**Did you have any out-of-pocket expenses for your mental health care, that is, expenses that you do not expect to get paid back from insurance or some other source?**

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

MH\_MEDICALINSURANCE

April 2023 coworker punched me at the office

**How much were these out-of-pocket expenses?**

◆ Probe using answer categories as needed.

1. Less than \$100
2. \$100 to less than \$500
3. \$500 to less than \$1,000
4. \$1,000 to less than \$5,000
5. \$5,000 or more

MH\_MEDICALEXPENSES

### *Consequences III: Economic Consequences*

This section asks for the value of the stolen items, if any stolen items were recovered, if there was any damage to stolen vehicles that were recovered, and the estimated value of the property or cash that was recovered. These questions, along with the questions in the next two sections, help determine the cost of the crime to the respondent. Answer categories with specific dollar ranges have been added instead of being captured with a write-in value.

January 2023 roommate stole L1's car from driveway

**Thank you. The next set of questions ask about how the incident impacted you financially.**

1. Enter 1 to continue

ECONOMIC\_INTRO

The questions **VEHICLE\_VALUE** and **GETVEHICLEBACK** will only be on path for respondents who reported a motor vehicle theft.

January 2023 roommate stole L1's car from driveway

**What would you estimate was the value of the vehicle that was stolen or taken without permission?**

◆ Probe using answer categories as needed.

1. Less than \$1,000
2. \$1,000 to less than \$5,000
3. \$5,000 to less than \$10,000
4. \$10,000 to less than \$20,000
5. \$20,000 to less than \$30,000
6. \$30,000 or more

VEHICLE\_VALUE

January 2023 roommate stole L1's car from driveway

**Did you get the vehicle back?**

1. Yes
2. No

GETVEHICLEBACK

If the respondent got their vehicle back, they will be asked **VEHICLE\_DAMAGED**.

January 2023 roommate stole L1's car from driveway

**Did the vehicle have no damage, some damage, or damage beyond repair?**

1. No damage
2. Some damage
3. Damaged beyond repair

VEHICLE\_DAMAGED

**VEHICLE\_VALOTHITEMS** will only be asked when the respondent reported a motor vehicle theft in addition to theft of other items. For the questions asking for dollar values, probe using the answer categories to help the respondent provide an answer, when necessary.

January 2023 roommate stole L1's car from driveway

**Earlier you said some items were stolen along with the vehicle. What was the value of these other items, including the value of anything you got back?**

◆ Probe using answer categories as needed.

1. Less than \$25
2. \$25 to less than \$50
3. \$50 to less than \$100
4. \$100 to less than \$500
5. \$500 to less than \$1,000
6. \$1,000 or more

VEHICLE\_VALOTHITEMS

**PROPERTYVALUE** will only be asked when there was no motor vehicle theft, but theft of other items.

April 2023 LN2 bike stolen from yard

**What would you estimate was the total value of the stolen items, including the value of anything you got back? Exclude any stolen cash. If jointly owned with a nonhousehold member(s), include only the share owned by household members.**

◆ Probe using answer categories as needed.

1. Less than \$25
2. \$25 to less than \$50
3. \$50 to less than \$100
4. \$100 to less than \$500
5. \$500 to less than \$1,000
6. \$1,000 or more

PROPERTYVALUE

April 2023 LN2 bike stolen from yard

**Did you get any of the stolen cash or items back?**

1. Yes, the respondent got all of it back
2. Yes, the respondent got some of it back
3. No, the respondent got none of it back

ALLPARTRECOVERED

If the respondent reports that some of the stolen cash or items were recovered, they will be asked **RECOVEREDVALUE**.

April 2023 LN2 bike stolen from yard

**What would you estimate was the total value of the items you got back?**

◆ Probe using answer categories as needed.

1. Less than \$25
2. \$25 to less than \$50
3. \$50 to less than \$100
4. \$100 to less than \$500
5. \$500 to less than \$1,000
6. \$1,000 or more

RECOVEREDVALUE

### *Property Damage*

This section has been expanded and asks about any damage that may have occurred. If the respondent reports any damage, they will be asked what was damaged, the type of damage, the value of the damage, and if the damage was an attempt to gain access to a vehicle or structure. Questions that are new in the redesigned instrument are shown below.

April 2023 coworker punched me at the office

**What was damaged or destroyed other than any stolen property?**

◆ Probe if needed: **Anything else?**

◆ Mark all that apply

1. A vehicle (including parts)
2. Something inside your home or apartment
3. A mailbox
4. Part of your home or apartment, such as doors, windows, or walls
5. Fences, walls, gates, or items in a garden
6. A garage, shed, greenhouse, or other structure on your property
7. A cell phone or something you were wearing or carrying, such as clothing
8. Other (specify)

WHATDAMAGED

April 2023 coworker punched me at the office

**What kind of damage did the offender do?**

◆ **Mark all that apply**

1. Broke glass, such as a window or mirror
2. Defaced something, such as painting, graffiti, or keyed a car
3. Broke or destroyed something else
4. Cut something
5. Knocked something down
6. Other damage, such as dents, holes, scratches, burns
7. Other (specify)

TYPEOFDAMAGE

Depending on what the respondent reports was damaged in **WHATDAMAGED**, they may be asked **DAMAGEDVEHICLE**, **DAMAGEDHOUSE**, and/or **DAMAGEDOTHPROP**.

April 2023 coworker punched me at the office

**Was any of the damage a result of the offender trying to get into the vehicle?**

1. Yes
2. No

DAMAGEDVEHICLE

April 2023 coworker punched me at the office

**Was any of the damage to your house or apartment a result of the offender trying to get inside?**

1. Yes
2. No

DAMAGEDHOUSE

April 2023 coworker punched me at the office

**Was any of the damage to your garage, shed, barn, or other structure on your property a result of the offender trying to get into the structure?**

1. Yes
2. No

DAMAGEDOTHPROP



April 2023 coworker punched me at the office

**What was the total value of the damage done? If you don't know the exact amount, please give your best estimate.**

◆ Probe using answer categories as needed.

1. Less than \$100
2. \$100 to less than \$500
3. \$500 to less than \$1,000
4. \$1,000 to less than \$5,000
5. \$5,000 or more

DAMAGEDCOST

April 2023 coworker punched me at the office

**Did you need to stay somewhere else or move to a new home as a result of the incident?**

1. Yes
2. No

STAYELSEWHERE

### *Lost Work and Wages*

This section has been expanded and asks if the respondent had to take time off from work or school, if they lost wages for missing work as a direct result of the incident, and if the respondent lost or changed their job because of the incident. All the screens in this section are shown below.

Only the answer categories relevant to the respondent will display for **LOSTWORKTIME**. The answer categories that display will be based on the answers the respondent provided to other questions asked at the beginning of the interview.

April 2023 coworker punched me at the office

**Have you taken any time off from work or school because of the incident for such things as cooperating with a police investigation, testifying in court, or repairing or replacing damaged or stolen property?**

1. Yes, time off from work
2. Yes, time off from school
3. Yes, time off from both work and school
4. No

LOSTWORKTIME

If the respondent reported having to take any time off work or school, they will be asked **AMOUNTTIMELOST** and **LOSTPAY**. Otherwise, the instrument will go to **LOSTJOB**.

April 2023 coworker punched me at the office

**How much time did you take off work or school?**

1. Less than 1 day
2. 1 day
3. 2-4 days
4. 5-10 days
5. 11-20 days
6. 21-30 days
7. 31+ days

AMOUNTTIMELOST

April 2023 coworker punched me at the office

**Did you lose any pay for the time you took off?**

1. Yes
2. No

LOSTPAY

April 2023 coworker punched me at the office

**About how much pay did you lose?**

◆ Probe using answer categories as needed.

1. Less than \$100
2. \$100 to less than \$500
3. \$500 to less than \$1,000
4. \$1,000 or more

AMOUNTLOSTPAY

April 2023 coworker punched me at the office

**Did you lose your job or have to give up work or withdraw from school as a result of the incident?**

1. Yes
2. No

LOSTJOB

If the respondent did not lose their job or withdraw from school, the respondent will be asked if they changed their job or school because of the incident.

April 2023 coworker punched me at the office

**Did you have to change your job or school as a result of the incident?**

1. Yes
2. No

CHANGEJOB

### *Summary*

We will continue to collect a summary of the incident. However, in the redesigned NCVS instrument, we are asking the respondent to give a full description of the incident. This is the respondent's opportunity to describe what happened in their own words and allows the respondent to continue to be engaged in the interview.

You will still write each summary 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. Key information to include in the narrative of the incident includes:

- Who did it.
- Where it occurred.
- What was taken.
- How they were attacked or threatened.
- Whether they were injured.

In addition to capturing the incident description the respondent gives, you should also include any details that you feel are not evident from the answers in the CIR or any other details you feel are important to understanding what happened. This is very important because editors who review each CIR you collect often need more specific details than they can get from just the answers to the CIR questions. When this happens, they must rely on what is written in your summary report.



**If a respondent refuses to provide a narrative of the incident, you must still write a summary.**

As you write your summary report, be careful not to use misleading words or phrases that may raise more questions about the incident. 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 request 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 included in the summary.

April 2023 coworker punched me at the office

**Thank you for telling me about the incident in April 2023. Would you mind describing the incident for me in your own words?**

SUMMARY\_SP

## Unduplication

This section of the instrument compares incidents reported by **different** household members in the current interview period.

Since questions were added in the screener section to avoid duplication, incidents reported by the same respondent in the same interview period will not be compared. Additionally, the redesigned instrument will not compare incidents reported in the current interview period to incidents reported in the previous interview period.

This step of the NCVS interview ensures that each reported incident is not a duplicate of another incident already reported so that a crime is not inaccurately counted more than once in the final data.

**Remember, DO NOT discuss the incidents you are comparing with the respondent, even to verify that they are the same or different incidents.**

◆ Compare the incident data reported this interview period. Do not discuss incidents with the respondent.

◆ Is the incident on the left the same incident that is displayed on the right?

LN 2 Jane Voe Inc # 1

LN 1 Jack Voe Inc # 1

Month: February 2023

Month: February 2023

Incident note: broke into shed and stole tools in Feb

Incident note: tools stolen in Feb from shed

Summary: stranger caught on camera breaking into shed in backyard in Feb

Summary: Feb, someone broke into shed and stole \$100 worth of tools. Caught on camera, police caught offender

UNDUP\_CURINC

# Lesson 8. Personal/Household Characteristics and Interview Info Questions

## Objective

The objectives of this lesson are to:

- Explain the design of the next sections of the redesigned instrument.
- Provide an overview of the questions that make up these sections of the instrument.

## Person Characteristics II

After you have completed all the CIRs, this section finishes the respondent's NCVS interview. If the respondent asks why we are asking these questions or what they have to do with crime, you can say that we are interested in how people in different circumstances or with different experiences are affected by crime. This section covers socio-demographic and employment questions.

### Socio-demographic Questions

Most of the questions within this section have had minimal or no changes. You will continue to collect demographic data from respondents (e.g., disabilities, citizenship, sexual orientation, gender identity, and military service). Two questions about living situations have been added to this section and are shown below. The questions are asked based on the household roster information that was collected. For example, **LIVEWITHSPOUSE** is only asked when the respondent is married.

#### **Is your spouse living with you?**

1. Yes
2. No

LIVEWITHSPOUSE

#### **Do you live with a boyfriend, girlfriend, or partner?**

1. Yes
2. No

LIVEWITHPARTNER

### Employment Questions

The frequency with which the employment questions are asked has been updated to avoid asking questions that the respondent may have already answered. Again, once employment questions have been answered, you will not have to reenter the employment data if the respondent's job has not changed, even if answered in a previous interview period. The questions in the Workplace Violence section and the Person Characteristics II section mirror each other. A couple of new questions have been added and are shown below.

**Earlier you said you did not have a job or work at a business last week. During the past 4 WEEKS, have you been ACTIVELY looking for work?**

1. Yes
2. No

LOOKINGFORWORK

For the question **JOBCHANGE**, the phrase “**changed your job**” generally means working for a different employer or for the same employer in a new position with substantially different duties. Just changing locations for the same employer would not count as changing jobs. If in doubt, accept the respondent’s perception of whether they have changed jobs.

**Earlier you said that an incident happened while you were at work. Have you changed your job since then?**

1. Yes
2. No

JOBCHANGE

## Household Characteristics II

The purpose of the household income questions is to determine the TOTAL household income during the past 12 months. 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.

You may encounter an HHR who knows the household income but is reluctant to tell you because they do not think anyone needs 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. However, respondents have the right to refuse any question.

Multiple changes have been made to the household income question for the redesigned instrument. First, the total household income has changed from including any income from those who are 14 or 15 years of age, to including income only from those in the household who are 16 years of age or older. Second, the household income question has been updated to first ask for an over/under amount of income before asking for a more specific income range. Additionally, questions have been added to ask about receiving public assistance and how often the HHR is worried the household income is enough to cover expenses and bills.

**Thinking about all of the people who lived in your household in the past 12 months, was your TOTAL combined income less than \$40,000, or \$40,000 or more? 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 the people in this household who are 16 years of age or older.**

1. Less than \$40,000
2. \$40,000 or more

HOUSEHOLDINCOME

**Was the total combined income in your household...**

1. Less than \$12,500
2. \$12,500 to \$19,999
3. \$20,000 to \$24,999
4. \$25,000 to \$29,999
5. \$30,000 to \$34,999
6. \$35,000 to \$39,999?

HHLDDINCOMELESS

**Was the total combined income in your household...**

1. \$40,000 to \$49,999
2. \$50,000 to \$74,999
3. \$75,000 to \$99,999
4. \$100,000 to \$149,999
5. \$150,000 to \$199,999
6. \$200,000 or more?

HHLDDINCOMEMORE

**At any time during the past 12 months, did anyone who lives with you receive any kind of welfare or public assistance from a state or local welfare office – any food or housing benefits, welfare-to-work assistance, emergency help, or anything like that?**

1. Yes
2. No

PUBLICASSISTANCE

**How often do you worry that your total income, for everyone who lives there, will not be enough to meet your expenses and bills?**

1. Almost all the time
2. Often
3. Once in a while
4. Hardly ever
5. Never

WORRYABOUTEXPENSES

## Contact Tab

In the redesigned instrument, a tab with contact information has been added to provide an easier way to access, view, and edit contact information for the household.

If you need to collect or update contact information, the Contact tab will be accessible after confirming or updating the mailing address. The contact screens and edit checks incorporated into the Contact Tab were discussed in Lesson 4, under the heading Phone Number Collection and Verification. Refer to that lesson for more detail.

**CONTACTINFO** is always on path when you access the Contact tab. The blue FR text displayed will depend on the situation that brought this screen on path (but each is shown below, separated by “/”).

◆ Make changes as needed below, then select the ‘Main’ tab./◆ Add or update contact information as needed./◆ If a phone number has been disconnected, click on the phone number and backspace to delete it../◆ Enter to continue.

HHR	LN	NAME	RELATION	SEX	AGE
X	1	Jack McCool	Ref. Person	Male	45
	2	Mary McCool	Spouse	Female	43

Contact info	HH/Name	Household phone	1st personal phone	2nd personal phone	Email	Contact done
1						
	Household Level	(991) 432-1010				
	Jack McCool		(991)555-1133		jack@email.com	
	Mary McCool					

CONTACTINFO

**HHPHONE** is only on path during the HHR’s interview and is used to collect a household level phone number. Only one household phone number will be collected.



**Is the best telephone number still (991)555-6582 for the household?**

- ◆ Current number: (991)555-6582
- ◆ If no household telephone number, press Enter.

HHPHONE

After each household member's interview, you will ask that respondent for their personal telephone number(s) and a personal email. The redesigned instrument can now collect up to two personal phone numbers for each respondent.

**What is the best telephone number to reach you at?**

- ◆ Current number:
- ◆ If no personal telephone number, press Enter.

PERPHONE1

**Is there another number we can reach you at?**

- ◆ Current number:
- ◆ If no additional personal telephone number, press Enter.

PERPHONE2

**Is there an email address that we could use to contact you?**

- ◆ Current email:

EMAIL

When you are finished updating contact information, enter 1 to continue at **CONTACTDONE**. After entering 1 to continue, you will either return to the screen you were on or go to the next unanswered question.

## Interview Info

The process of ending an interview with a respondent, collecting information about the interview, and transitioning to another respondent has been modified in the redesigned instrument. This section asks about the interview itself, that is, in what language it was conducted, where the interview took place, and if anyone else was present during the interview. All the screens in this section are shown below.

**RESPONDENTINTERVIEWLANG** has been modified to be more efficient by combining two previous questions into one general question about the interview language. Answer categories have been reordered based on the most common responses in recent NCVS data collection years.

◆ What language was the respondent's interview conducted in?

1. English
2. Spanish
3. Chinese
4. Vietnamese
5. Arabic
6. Russian
7. Portuguese
8. Armenian
9. Korean
10. French
11. Creole
12. Polish
13. Italian
14. Urdu
15. Japanese
16. Tagalog
17. Other – Specify
18. Don't Know

RESPONDENTINTERVIEWLANG

The remaining questions in this section will not be asked of proxies. These questions are being asked to better understand how interviews may be impacted by certain situations.

◆ Was this a telephone interview or an in-person interview?

1. Telephone
2. In person

INTERVIEWTYPE

For the remaining questions, the question text will be different if it was a personal visit interview. Notice **INTERVIEWPLACE** has a 'mark all that apply' answer list since a respondent could have been in one place when the interview started and another place when the interview finished.

**Thank you for completing the National Crime Victimization Survey. I also have a few questions about where you were while you were completing the survey.**

**Were you at home or away from home when completing the survey?**

◆ [Mark all that apply](#)

1. At home
2. Away from home

INTERVIEWPLACE

**Was anyone else in the room at any point while you were completing the survey?**

1. Yes
2. No

INTERVIEWANYONEELSE

**Who else was in the room while you were completing the survey?**

◆ [Mark all that apply](#)

1. Your spouse or partner
2. Your parent(s)
3. Some other adult
4. A child/children
5. Don't know if someone else was present

INTERVIEWWHOELSE

## INFORM\_HHR

This screen informs the HHR that minors will be asked similar questions, and that those who are under the age of 16 will have age-appropriate language in their questions. This screen is only on path when there are household members between the ages of 12-17.

**As a reminder, I need to interview all other household members age 12 and older and will be asking them the same questions I asked you about theft, physical attacks, and unwanted sexual contact. Certain questions, such as those about sexual contact, use age appropriate language for household members age 12 through 15.**

1. Enter 1 to continue

INFORM\_HHR

# Lesson 9. The NCVS Back Section

## Objective

The objectives of this lesson are to:

- Explain the design of the back section of the redesigned instrument.
- Provide an overview of the items that make up the back section of the instrument.

## Overview of the NCVS Back Section

This section of the instrument is designed to guide you through screens for:

- Recording the incomplete status (i.e., refusal or breakoff, callback, or some other reason) of a respondent's interview.
- Setting appointments.
- Entering callback notes about an appointment.
- Thanking the respondent for completing the interview.

The information you enter in the back of the instrument is fed into MCM and appears there after you exit the case. Some of the main screens in this section of the instrument are discussed below.

### REFCBBREAK

When you terminate an interview by pressing the F10 key or clicking on the F10 tab, the instrument goes to **REFCBBREAK**.

This item asks you if the interview ended because of a refusal or breakoff, a callback is needed to complete the interview, or some other reason.

Please note, "Callback (set appointment)" will not display if there is not at least one valid household member on the roster. If you indicate that you need to call the respondent back to complete the interview, the instrument goes through the **APPTDATE**, **APPTTIME**, and **APPT\_NOTES** screens to record the appointment information as it does in the current instrument.

At the **APPTDATE** screen, clicking on the drop-down arrow next to the data entry field opens the calendar for you to select the appointment date.

#### ◆ Why did this interview end?

1. Refusal or breakoff
2. Callback (set appointment)
3. Other

REFCBBREAK

### THANKCB

This screen is on path if an interview ends with a refusal or breakoff, or if you have set an appointment to make a callback to complete the interview. If the interview ends due to a refusal or breakoff, thank the

respondent for their time. If you scheduled an appointment, thank the respondent, and inform them that you will contact them at the time suggested.

## THANKYOU

This screen is on path for all completed interviews.

For all cases, except those on their final interview, you will thank respondents for participating and tell them that they may be contacted again in six months.

For cases that have completed their final interview, you will thank respondents and inform them that this is the last interview for their household.

If you sense a respondent may need additional resources (i.e., the respondent exhibited signs of emotional distress during an interview), read the note on the screen, then provide the respondent with the information in the Resources tab or give the respondent a copy of the NCVS-110 Factsheet.

Additionally, you will inform the respondent that a supervisor may call them to conduct reinterview. You may have to explain to respondents that reinterview is a quality control check on interviewing. In reinterview, a sample of interviewed households are contacted shortly after the original interview is completed and asked a subset of interview questions to ensure the accuracy of the data collected and to verify the FR followed proper procedures during the interview.

**Thank you for participating in this survey. Six months from now we may be contacting you again. You've been very helpful.**

◆ **Read if necessary:** Sometimes when people have participated in a survey like this, they realize that they are interested in following up on some of the issues that they have been asked about in the survey with someone who is professionally trained to deal with these kinds of issues.

◆ **Read or show the Resources tab or Factsheet as needed.**

◆ **Note: Inform the respondent that a supervisor may call them to conduct reinterview. Explain reinterview as needed.**

THANKYOU

## PERCONTACT

This question was added so that you can record each respondent's preferred method of contact for future NCVS interviews. You are allowed to select more than one method of preferred contact for each respondent. By recording the preferred methods of contact, it may be easier to make the first contact with a respondent to set up their interview. After collecting the respondent's preference, the instrument will continue on to the NEXTPERSON screen if there are other respondents to be interviewed.

**In the future, how would you prefer to be contacted?**

◆ Mark all that apply

1. Personal visit
2. Phone Call
3. Text
4. Email

PERCONTACT

VERIFY

Before exiting the case, please verify that the contact information is correct. You will be directed to the Contact tab if you need to make changes to contact information.

◆ Review the contact information listed below.

◆ Do you need to make any changes?

HHR	LN	NAME	SEX	AGE	PHONE #1	PHONE #2	EMAIL	PERCONTACT
		Household Level			(991) 325-1751			
	1	Jack	Nombre	Male	45	(991) 555-8590	jackn@email.com	PV
X	2	Mary	Nombre	Female	43	(991) 555-5175		Call
	3	Max	Nombre	Male	20	(991) 555-5123		Text
	4	Debra	Nombre	Female	25	(993) 325-1974	debn@email.com	Email

1. Yes, need to make changes to contact information
2. No changes needed to contact information

VERIFY

# Self-Study Practice Interviews

## Objective

You will now have the opportunity to familiarize yourself with the redesigned instrument by going through practice interviews. The purpose of the practice interviews is to make you more familiar with the instrument. You will have more time to master navigation of the redesigned instrument and understand the NCVS questions during your classroom training session. The training instrument may not match the redesigned instrument exactly.

## Caution

To keep things simple, go straight through the scripted interview. **DO NOT** attempt to jump around to different sections or enter “Don’t Know” and “Refused” answers unless instructed in the practice 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 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 the practice interviews on the “NOTES” page in the NCVS-523RE FR Training Workbook 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 the practice interviews in their entirety by entering data into the instrument based on the script. 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 the respondent’s answers. Below each survey question identified by “FR:” and respondent answer identified by “R:”, the data to enter into your laptop are displayed in parentheses. For a response to be recorded, you must press the **ENTER** key. Be sure to read the text in *italics* since they describe specific screens and concepts as you go through the script. FR instructions will not be displayed in the script, but will display on your laptop screen.

## Access Training Cases

To access your training cases, go into MCM and click on the MCM Training Icon. You will now be on the MCM **Home** page and should have a list of training cases in your case list. All training cases assigned to you will be displayed in MCM, so when selecting cases to key in data for be sure you are selecting the appropriate cases with the “Interview Period” of ‘202401CT’.

If your training cases are not in the case list, click “Transmit” in the upper right-hand corner to load them. If after transmitting your cases still do not appear, you may need to reset your training cases. To reset your cases:

1. Click on the top right Training/Manuals Tab (purple)
2. There are two drop down boxes in the “Reset Training Cases” section on the Training/Manuals tab:
  - A. From the “Select the Survey Type” drop down, select “NCVS.”
  - B. From the “Select the Training Module” drop down, select “NCVS 202401CT Package.”
3. Click the “Reset Training” training button.
4. A box appears with the message that your cases have been reset. Click OK.
5. Return to the **Home** page by clicking the word “Home” in the upper left corner. You should have a list of training cases on your screen.



**\*\*\*If you have trouble accessing the training cases, notify your supervisor. It’s important to complete the practice interviews in this lesson before you go to classroom training.\*\*\***

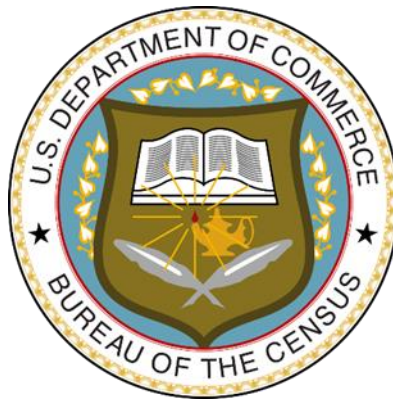
Now that you have verified the redesigned instrument training cases have successfully loaded in MCM, open the NCVS-523RE FR Training Workbook and follow the interview scripts to complete both Self-Study practice exercises.



Attachment 10: NCVS-522RE Classroom Trainer Guide

NCVS-522RE  
(10/2023)

# National Crime Victimization Survey (NCVS)



## Classroom Training Guide:

### NCVS Instrument Redesign 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

Although you are free to select the training schedule that works best for your Regional Office (RO), you should always avoid ending a training day in the middle of an exercise. In addition, we recommend you do not end the training day with a case that will be completed in a subsequent exercise the next day. For example, do not end the training day with Practice Exercise 9, since the same case is used for Practice Exercise 10. If you start Practice Exercise 10 the day after having completed Practice Exercise 9 on Day 1, the screens trainees see on their laptops at the beginning of the exercise will not correspond to the practice exercise script.

**Before your classroom training session begins, read “Instructions to the Trainer,” which follows the suggested training schedule. Make sure trainees log into their laptops and are able to access the training cases before the start of each day.**

Complete in 2 days (Day 1 is longer than Day 2)

DAY 1			
Chapter	Title	Time to Complete	Time Elapsed
	Welcome and Introduction	:30	:30
Practice Exercise 1	Replacement Household (Telephone Contact First)	:30	1:00
Practice Exercise 2	Partial HHR (Change Resp Tab)	:30	1:30
	<b>BREAK</b>	:15	1:45
Practice Exercise 3	Series	:35	2:20
Practice Exercise 4	Multiple Types of Crime (TOCs) in Same Incident	1:00	3:20
	<b>LUNCH</b>	1:00	4:20
Practice Exercise 5	Rape Incident	:55	5:15
Practice Exercise 6	Workplace Violence	:15	5:30
	<b>BREAK</b>	:15	5:45
Practice Exercise 7	Insufficient Partial HHR Interview (NEWHHR Tab)	:20	6:05
Practice Exercise 8	Incident Reported Outside the Reference Period (OSRP)	:15	6:20

<b>DAY 2</b>			
<b>Chapter</b>	<b>Title</b>	<b>Time to Complete</b>	<b>Time Elapsed</b>
Practice Exercise 9	New Reference Person	:15	:15
Practice Exercise 10	ALSO_ Questions	:35	:50
Practice Exercise 11	MEMBERCHANGES (Remove a Household Member and Add Another)	:15	1:05
Practice Exercise 12	Multiple Crime Incident Reports – Different TOCs	:35	1:40
	<b>BREAK</b>	:15	1:55
	Paired Practice Interview Introduction	:10	2:05
	Paired Practice Interview #1	:15	2:20
	Paired Practice Interview #2	:15	2:35
	Training Wrap Up	:15	2:50

## Instructions to the Trainer

### Training Instructions

The key to effective training is preparation and the understanding that learning is not a passive exercise; it requires active participation. For employees to retain information and use it in their daily tasks, they must have hands-on, real-world-applicable training modules. Additionally, nothing can take the place of knowing your subject matter.

Note that this training guide has been written to facilitate both in-person training and virtual training. Look for specific references to instructions in this guide that may differ, depending on which type of training you are conducting.

### Your Role

Training interviewers is one of your most important roles as a survey supervisor. The Census Bureau's success depends in part on your ability to train staff to do an effective job. There is no substitute for a motivated and competent staff to be able to collect accurate data.

For this training, we recommend utilizing a training assistant. Having additional help to troubleshoot issues Field Representatives (FRs) encounter and monitoring the Microsoft (MS) Teams chat for questions during virtual trainings allows the trainer to focus on presenting the material and keying data in the instrument during the practice exercises.

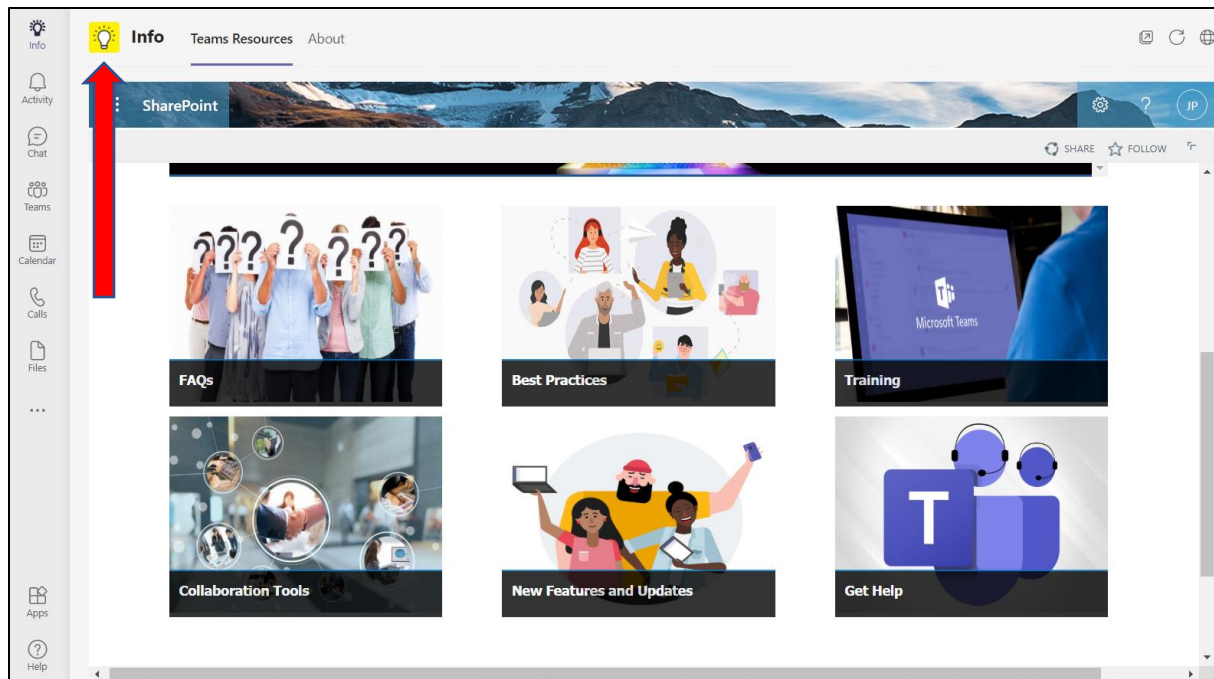
### Practice Interviews

This training includes multiple interview exercises to help FRs become familiar with the instrument redesign. For classroom training, Practice Exercise 4 and Practice Exercise 5 build from the two practice interviews from the NCVS-523RE FR Training Workbook, which FRs complete after reading the NCVS-521RE NCVS Instrument Redesign Self-Study. **So you will need to access the cases prior to the classroom training and pre-key the interviews up to the point where the self-study practice exercises end. The keystrokes to get to that point can be found in the NCVS-523RE FR Training Workbook.**

### Virtual Training

If you will be conducting the training in a virtual format, please review information about using MS Teams for meetings prior to reviewing the materials and delivering training. This is provided to you within the MS Teams platform by selecting on the lightbulb icon marked "Info" on the left side of the screen, as shown below.





In the Info application, you can access several MS Teams informational resources.

Use the Outlook calendar to schedule the training sessions and invite participants. This email should include instructions to:

- (1) make sure their laptop is current on software updates, and
- (2) to complete the NCVS-521RE NCVS Instrument Redesign Self-Study and key the two self-study practice interviews prior to class.

Join the meeting early to prepare your content. Set up and test any audio devices 15-20 minutes before the meeting begins.

Trainees may want to use the call-in option to listen to the audio, particularly for the walkthrough interviews. This will enable participants to unmute themselves to ask questions while the instrument is displayed on their CAPI laptop.

You will utilize breakout rooms for the paired practice interviews after Practice Exercise 12. You should set up the breakout rooms and which FRs are paired together before the scheduled training session. Refer to the document "Setting up the training in MS Teams" also located on SharePoint.

### *Virtual Training Best Practices*

Start and end sessions on time. When you leave for a break, type the return time in chat.

Similar to what you do for in-person training, share any ground rules at the start of the class.

Ask participants to mute themselves. You may 'hard' mute participants if needed.

Mute yourself until you begin speaking.

This type of training works best with the help of an assistant. The assistant will monitor the chat and help troubleshoot problems. Ensure the assistant watches for questions in the chat to acknowledge

those that wish to speak. Have the assistant record anything that requires follow-up. The assistant will also need to be familiar with MS Teams functionality.

Designate a backup presenter in case you are running late, etc. so they can get the session started. If you share your screen, be aware that attendees can see all open screens. Minimize email, browsers, etc. before sharing your desktop. However, if you share a window in Teams, you can only share an open window like a specific app you have open, such as MCM or the instrument.

## Final Preparations

Make sure all trainees have been sent all hard copy materials in advance. Prior to class, follow up to confirm that they have received the materials and have completed the required preclassroom work. FRs were provided with a training checklist to help them prepare for this training.

## Useful Techniques

### Preparation

Your preparation will make the difference.

Merely reading the Training Guide aloud does not ensure effective training. Probably the single best thing you can do to ensure a successful training is to rehearse the training. This includes several elements directly and indirectly related to the training you are going to deliver.

Reviewing the script of the training may seem like a somewhat obvious step. A true and thorough review of the script, however, would include:

- noting any questions that you may have prior to delivering the training and seeking out the answers,
- looking for potential areas of confusion on the part of the attendees and budgeting an appropriate amount of time to address their concerns, and
- familiarizing yourself with how the materials work with each other.
- if you don't understand a particular part, reread the material in this Training Guide or search for additional information in the NCVS-521RE NCVS Instrument Redesign Self-Study. If necessary, ask your supervisor for assistance.

Some core competencies of a good trainer include rehearsing the training package and ensuring that attendees have completed all prior preparation. Practice reading the Training Guide aloud to another person, if possible. Ideally you would review this or practice with your training assistant.

### Presentation

Not specific to training, but as with any kind of public speaking, good presentation skills are critical. This includes:

- knowing your material, and
- keeping the participants engaged.

As mentioned above, knowing your material is a big part of good presentation skills. The better you know your material, the more comfortable you will be as a presenter. Speak clearly and convincingly.

Make sure everyone can hear you without difficulty. Read at a normal speed. You can lose the class's attention if you read too fast or too slow.

### Audience Awareness

Encourage participation and learning. One way to engage the trainees is to ensure that you are randomly calling on participants to answer questions or offer opinions. Don't call on the eager trainees all the time. Try to bring your more reserved trainees into the discussions. You can use an attendance list to track that all attendees are participating by using tick marks as people are called upon.

Know how to give your attention to each participant. Again, using tick marks on an attendance list is a great way to ensure that one or two people don't dominate the group with questions.

Set a tone that encourages learning by acknowledging incorrect answers with tact. Don't embarrass the trainee, but try to lead them to the correct answer.

Note who may need help with the computer, automated instrument, or procedures and concept knowledge.

Class participation is central to effective training, but must be used wisely. Do not let trainees' eagerness throw the session off schedule. Know how to manage the discussion and stay on task. If a discussion gets off-track or is taking too long, be prepared with some one-liners to regain control. Examples would include:

- "One more comment and then we need to take a break."
- "To summarize – what I'm hearing is..."
- "I think that's a great point, and our next topic ties into that."

If a trainee is persistent despite this explanation, tell him or her to contact you during break, lunch, or after class. If a trainee asks a question about an upcoming topic, tell the person to hold the question since it will be covered later.

Answer all questions at some point in training. Trainees need to be grounded in all concepts, and they also need to know that their problems or questions will have resolution.

Admit it if you don't know an answer. Don't fumble for an answer or, still worse, give the wrong one. Never bluff! Look up the answers with the help of the trainees. If the subject is not covered in your materials, tell the trainees you will give them the answer after you speak to your supervisor, then be sure you do.

If a trainee answers a question incorrectly, try to lead the person to the correct answer by re-asking the question, asking additional questions, or having the whole class find the answer together. Be supportive as trainees think of responses. If necessary, provide the answer or information that was not offered.

Always treat your trainees with respect; they'll be working for you.

## Using This Guide

### Verbatim Text

The Census Bureau uses verbatim training that is read to the trainees word-for-word. This type of training has several advantages:

- (1) Cost and training time are controlled. Specific funds are budgeted for training for each survey. Through uniform and tested training, costs remain within budget.
- (2) A scripted training has been developed via close collaboration between members of multiple divisions at headquarters and the sponsor. A major benefit of a scripted decentralized training is that across various training times and locations, all trainees are receiving substantially the same message. This means that data collected throughout the year, in diverse locations, by different FRs, and across various ROs will be collected using standardized procedures and interviewing techniques. **To ensure a consistent training message, it is critical that you stick to the script that has been developed.**

Answers given by the trainees may not always match the answers provided in the guide, or the guide may have additional answers not covered by the trainees. When this happens, supplement the trainees' answers by reading the answers in the guide.

### Bold Italicized Wording

Words printed in bold italics are instructions to you that you don't read aloud; just take the action. For example:

***(Choose someone in the class to be the FR.)***

You wouldn't actually read the above sentence out loud. You would just select a trainee to be the FR for the next portion of the practice interview.

### Italicized Wording

Words that are printed in italics, but not bolded, are text you should read out loud during the training to provide additional information about a question in the instrument or a concept in the instrument redesign.

### Day of Class Preparation

- If available, set up projection device.
- Make sure all trainees are logged into their laptops and using AC power. (Make sure all trainees have access to electrical outlets to plug in their laptop computers. If necessary, help trainees use extension cords or adaptors to connect to outlets in the training room.)
- Make sure trainees have a copy of the materials needed listed below. *Trainees do not have to be connected to Wi-Fi to access their training cases or training materials.*

<b>Trainer Materials</b>
Laptop Computer with Peripherals
A projector for in-person trainings
NCVS-522RE Classroom Training Guide (hard copy if you prefer)
NCVS-523RE NCVS Instrument Redesign FR Training Workbook (hard copy and PDF)
NCVS-521RE NCVS Instrument Redesign Self-Study
NCVS Redesign Questionnaire

<b>Trainee Materials</b>
Laptop Computer with Peripherals
NCVS-523RE NCVS Instrument Redesign FR Training Workbook (hard copy and on laptop)
NCVS-521RE NCVS Instrument Redesign Self-Study (on laptop)
NCVS Redesign Questionnaire (on the laptop)

## Practice Interview Exercises

	CaseID 1	CaseID 2	CaseID 3	CaseID 4	CaseID 5	CaseID 6
<b>Self-Study Practice Interview 1</b>		Update resp name, HHR reports a personal theft				
<b>Self-Study Practice Interview 2</b>	Create a single person HH, partial interview					
<b>Classroom Practice Exercise 1</b>			Replacement HH (Telephone contact)			
<b>Classroom Practice Exercise 2</b>			Partial HHR (switch resp)			
<b>Classroom Practice Exercise 3</b>			Series of thefts			
<b>Classroom Practice Exercise 4</b>		Multiple TOCS in the same incident				
<b>Classroom Practice Exercise 5</b>	Rape at work					
<b>Classroom Practice Exercise 6</b>	Workplace Violence questions					
<b>Classroom Practice Exercise 7</b>				Insufficient partial HHR (switch resp)		
<b>Classroom Practice Exercise 8</b>				Incident OSRP		
<b>Classroom Practice Exercise 9</b>					New Reference Person	
<b>Classroom Practice Exercise 10</b>					TOC added at ALSO_ screen	

<b>Classroom Practice Exercise 11</b>						Roster changes, one person moves out and one person moves in
<b>Classroom Practice Exercise 12</b>						HHR reports 2 incidents (Garage Break-in & Motor Vehicle Theft)
<b>Paired Practice Interview #1</b>			Asking screener questions with a 15 year old respondent			
<b>Paired Practice Interview #2</b>			Asking screener questions with a 15 year old respondent			

## Welcome and Introduction

### Objectives

- Familiarize trainees with the redesigned survey questions and their intent.
- Provide trainees with practice using the redesigned NCVS instrument.

*Good morning. My name is \_\_\_\_\_ and I will be your trainer for the NCVS instrument redesign phase-in training. As the trainer, my job is to train you, answer any questions you have, and solve any problems that may arise during the training. Today, I also have \_\_\_\_\_, who is assisting me to ensure everyone is following the practice exercises, troubleshoot, and help answer questions.*

### **(For virtual trainings:)**

#### **(Share your window, so trainees can watch as you review functionality in MS Teams)**

*Before we get into the training, we'll review some of the features of Microsoft Teams that may be helpful for you. As a reminder, unless you are talking, you must mute your microphone. To mute and unmute your microphone, you will select the "Mic" icon near the top right corner of the Teams meeting room window. When you are muted, the "Mic" icon should have a diagonal line through it. You can select that icon to unmute and then select it again to mute. We will practice that in a few minutes when we go through introductions.*

*In the Teams meeting room, there is a chat feature where you can enter a question or comment. The "Chat" icon is near the top of the Teams meeting window. When you select the "Chat" icon, the chat window should appear on the right side of the screen. If you'd like to hide the chat window, select the "Chat" icon again. Everyone should open the chat window now by selecting the "Chat" icon if it isn't already displayed on your screen. You can add a question or comment in the chat window near the bottom where you see the word "Reply". Please try typing a greeting into the chat to make sure you can enter a message and see messages from other trainees. Did that work for everyone?*

*Another feature in Teams is being able to virtually raise your hand to ask a question. Near the "Chat" icon you should see a "Raise" hand icon. You can use this icon to alert me that you have a question. I will be able to see who raised their hand, so I can call on you to unmute your mic to ask your question. Once you have asked your question you can lower your hand by selecting the "Raise" hand icon again. Let's try that now. Everyone select the "Raise" hand icon; if that icon is not displayed, it can be accessed by selecting the "React" icon and then selecting the "Raise" hand icon. **(Wait for trainees to try this.)** Now select it again to lower your hand. After asking your question, remember to lower your hand by selecting the "Raise" hand icon so I know there isn't another question.*

*Last, we'll review how to toggle your laptop display to change what is shown on your screen so you can move between MCM and the Teams meeting windows or between the instrument and Teams windows. Right now, you should be viewing the Teams meeting room. Later in training you will be accessing MCM and the redesigned instrument when we start going through the practice exercises. You may need to get back to the Teams meeting room to view my screen if you get lost while you are keying in the practice exercises. To move between the MCM or the instrument and the Teams meeting window, use the "Alt" and "Tab" keys. To do that you will press the "Alt" key and continue holding it down while also pressing the "Tab" key. This lets you move between open windows on your laptop. If the screen you are looking for is not the next window you can continue pressing the "Alt" key and press and release the "Tab" key*



again. I'll demonstrate this in the Teams meeting so you can see how this works. I'm pressing the "Alt" key and holding that key down and now I am pressing the "Tab" key. As you see my view changed from the teams meeting to another screen. Let's try that now together. Press the "Alt" key and while continuing to press the "Alt" key you will press the "Tab" key. You should see a display of smaller screens appear. Stop pressing the "Alt" key and you should now be viewing a larger display of another window, such as MCM. To get back to the Teams meeting room, repeat what you just did. Was everyone able to toggle between windows on your laptop?

***(Tell trainees a little about yourself. Also, ask each trainee to introduce themselves and to answer a question like, what is their favorite food, summer activity, book/movie, etc.)***

***(For in-person trainings: If they are not familiar with the area, you can tell them where the restrooms, water fountains, and places to eat are located.)***

Our training is scheduled to last two days. On the first day we will have a short break in the morning and in the afternoon, as well as an hour for lunch. The second day will be shorter, so we'll only have a break. 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.

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 instrument redesign. I will regularly stop and ask for questions.

***(For in person trainings:)***

If you have a question, please write it down in the NCVS-523RE FR Training Workbook as it occurs to you so you will remember any necessary details when I ask for questions.

***(For virtual trainings:)***

Please type your questions in the group chat. I will address the questions one-by-one at the end of each exercise and may come back to the trainee who asked the question for clarification. This will help to manage classroom interaction, so we don't have multiple people trying to talk at the same time.

Are there any questions so far?

***(Answer questions.)***

As you learned in the NCVS-521RE NCVS Instrument Redesign Self-Study, the NCVS instrument redesign is aimed at improving the survey experience for both respondents and you, as the interviewer. The redesigned instrument is intended to better capture incidents using a more conversational-style questionnaire and more efficient instrument flow.

Another thing I want to emphasize is that you must ask all the screener questions in their entirety at a conversational pace. The new instrument helps with this by asking for a yes/no response at each screener cue. 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. 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 the 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.*

*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 ensures that the data are 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 to recall any crime incidents they may have experienced. These questions have been structured and worded to collect more details that are critical for classifying the type of crime, resulting in a higher proportion of incidents properly classifying as crimes. We can't stress enough how important it is to ask all the screener questions, and ask them fully and completely, exactly as worded. Do not reword questions as this could affect the accuracy of the data.*

*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.*

*Your role as an FR is crucial to the success of the NCVS. As you learn more about the redesigned NCVS instrument, you may think that there are too many questions in the new instrument and/or that some of the questions are too personal or intrusive. All of the new questions have been cognitively tested thoroughly, and we are confident your interviews will be successful. Ask each question as worded, in a neutral, non-threatening and non-judgmental tone.*

*Two of the most important interviewing skills you need as an NCVS FR are being able to use the NCVS instrument correctly and smoothly and to use your reference manuals effectively. You were introduced to the redesigned NCVS instrument in the NCVS 521RE NCVS Self-Study, and you will have the opportunity to gain more experience with the instrument in this classroom training.*

*Before we get into the practice interviews, I want to remind you that you should interview respondents in private, out of the hearing range of others whenever possible.*

*In a survey like the NCVS, which can cover sensitive topics, if a respondent is interviewed in front of other people, they may not be fully truthful about their victimization experiences.*

*For the rest of the classroom training, you will have the opportunity to go through several practice exercises to become more familiar with using the redesigned NCVS instrument. Remember this training instrument may not match the production instrument exactly; however, it will teach you what you need to know to successfully navigate the redesigned instrument. During these exercises I will, from time-to-time, interrupt to further explain a concept or clarify parts of the instrument.*

*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 must 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. 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.*

*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. **(For in person trainings:)** Raise your hand so we can make sure everyone is following along and at the correct screen. **(For virtual trainings:)** Mention it in the chat so we can make sure everyone is following along and at the correct screen.*

*Also, DO NOT re-enter or reset 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.*

*Are there any questions before we proceed?*

**(Answer questions.)**

*Now let's prepare for Practice Exercise 1 by opening MCM. Now watch my screen as I open MCM, filter the results to show only the cases we'll be using for this training, and highlight the first case we'll be working with.*

**(Open MCM, filter for the training cases by typing in 202401CT, and highlight the case with 286 Erasmus Dr.)**

*Now let's try it together. First, select the MCM Training Icon to access your training cases. **(Pause.)***

*In order to search for the correct cases, check to make sure the Assignment Period column is displayed. Next, we'll filter your current training cases to only show the NCVS Redesign cases by entering '202401CT' in the "Search" field. Take a moment now to ensure that all six of your training cases appear. If your cases are not there, try exiting and re-opening MCM.*

**(If an FR cannot locate the NCVS Redesign cases, they may need to retransmit to pick up the training cases.)**

***(Make sure all trainees are ready and answer questions.)***

## Practice Exercise 1 – Replacement Household (Telephone Contact First)

**Control Number** – 02880082J22000304

*The first practice exercise covers contacting a continuing case by phone and learning that the respondents have moved from the sample address. Questions have been added to verify that every member from the current roster has moved. If unsure, instructions are given to try other previously collected phone numbers to verify that all members have moved. If all of the previous household members have moved, a personal visit is necessary to create a replacement case.*

*This exercise will also cover building a household roster for a replacement household. The process of building a roster is mostly the same as the current instrument, with minor changes.*

*Next select the case with the address 286 Erasmus Dr, make sure it is highlighted, and verify it is in the Assignment Period 202401CT. This is the case we want to interview, so launch the case to access the NCVS CAPI redesigned instrument.*

**(Allow time.)**

*You will see a screen that reads “This is a training case.” Enter 1 to continue.*

*Before we start with the interview, let’s look at the tabs available in the instrument. At any point in time, you will be able to see the composition of this household by selecting the HH Roster tab or pressing the Shift+F1 keys. Use one of these two methods now to view the household roster for this case. We have also implemented a Contact tab to record contact information for the household. This will be on path in the normal course of the interview, but if a respondent ever needs to break off, you can access the tab to record or update the contact information for any household member. The Contact tab is visible after confirming or updating the mailing address, so it will appear later on in this exercise. You might remember reviewing this tab in the Self-Study Practice Interview 2.*

*Now select the Main tab. We will now go through a practice interview together. You will key entries into the instrument on your CAPI laptop and I’ll display my screen so you can follow along to make sure you are on the correct screens during each practice exercise. I will call on trainees to take turns being the FR and I will be the respondent. During the exercises I will be explaining new concepts as they come up during the interview, in between some of the interview questions.*

*At the DATECHANGE screen enter January 1, 2024 to simulate interviewing in January. You can access the calendar at this screen by selecting the down arrow to the right of the date. This screen helps ensure the correct questions are on path for the trainings. It will not appear in the instrument when you are conducting interviews with respondents. Please keep in mind that reference period dates and incident date categories you see in the instrument may not align exactly with the ones in the scenarios for this training. This is because the training is being conducted over the course of many weeks.*

### **DATECHANGE**

*(Enter 01/01/2024)*

*Similarly, the CLOSEOUTCHANGE screen only appears in the training instrument. It will not appear in the production instrument you use to interview respondents. For this exercise the CLOSEOUTCHANGE screen reads January 31, 2024, press the enter key to accept that date.*

**CLOSEOUTCHANGE**

(Press Enter)

**START**

*This exercise will be a telephone contact, so enter 1 for a telephone interview at the START screen.*

(Enter 1, Telephone interview)

**(Choose someone in the class to be the FR.)**

*Read the questions as they are presented on the screen, and I'll answer for the respondent. Based on the answers I provide, please read out loud the answer category you are entering so everyone can follow along and enter the same answers in their laptop.*

**DIAL** FR: **Hello. This is ♦YOUR NAME from the U.S. Census Bureau.**

**May I please speak with Marco Conte?**

R: Yes, this is Marco.

(Enter 1, This is the correct person or correct person called to the phone)

**VERADD\_TELE** FR: **We are talking with members of your household age 12 or older about their experiences with crime and safety.**

**Do you still live at...**

**286 Erasmus Dr**

**Any Town, AK 99995**

**?**

R: No, not anymore, I actually moved from there several months back.

(Enter 2, No, moved (NOT same address))

**VERADDHH\_TELE** FR: **Since that address rather than you personally was selected for this survey, no interview is required of you at this time.**

**Does Laura Conte still live at your previous address?**

R: No, we all moved.

(Enter 2, No)

*This is a new question to help FRs gain knowledge about the household, and whether a personal visit or additional phone calls may be needed to reach someone who may still live at the sample address.*

**MOVED** FR: **Thank you for your past participation. We appreciate your time and cooperation.**

(Enter 1 to continue)

*Based on the answers respondents provide when you ask if all prior residents moved, you will either call any additional phone numbers of the other people on the roster or make a personal visit for a potential replacement household. In this exercise, we will reenter the case as a personal visit since the previous household respondent said all previous household members have moved.*

*At the VERIFYREPLACE screen enter 1 to continue and enter 2 at the VERIFY screen to exit the case without making changes to the contact information.*

*Now complete Case Notes and pCHI on your own and we'll meet back at MCM. In pCHI, you can note that the respondent was ineligible.*

**(Fill out Case Notes and pCHI. Allow time for FRs to return to MCM.)**

*When you are back in MCM make sure you are still viewing the case at 286 Erasmus Dr. Launch this case by selecting the "Work" button. You will see a screen that reads "This is a training case." Enter 1 to continue.*

*At the DATECHANGE screen enter January 2, 2024, to simulate a personal visit the following day.*

#### **DATECHANGE**

(Enter 01/02/2024)

*For the training, the CLOSEOUTCHANGE screen reads January 31, 2024. Press Enter to continue.*

#### **CLOSEOUTCHANGE**

(Press Enter)

#### **START**

*Since we are following up with a personal visit to check on the status of this case, enter 2 for a personal interview.*

(Enter 2, Personal interview)

**GENINTRO**                      FR:     **Hello. I'm ♦ YOUR NAME from the U.S. Census Bureau. Here is my identification.**

**I'm looking for Marco Conte.**

**Is Marco Conte available?**

R:        No, sorry, there is no one by that name at this address.

(Enter 2, No)

#### **REPLACEMENTHH**

*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 previous household has not yet been replaced with new respondents. Based on the phone call we had*

*with Marco Conte confirming all previous household members had moved and this personal visit confirming someone new has moved to the sample address, we can enter that this is a replacement household.*

*Now enter 1 to continue.*

(Enter 1, Yes)

#### **REPLACELASTCALL\_CHK**

*This is the final check to verify that you are sure this is a replacement household before previously collected data are erased. If you accidentally delete the previous data, you will have to restart the case to restore the lost data. For this exercise we are sure this is a replacement so we can suppress this edit check by selecting Suppress or pressing the "S" key.*

(Suppress the check)

*Are there any questions about how or when to set a replacement household?*

***(Answer questions.)***

**REPLACEMENTINTRO FR:** I'm looking for someone who is 18 or older, lives at this address and is knowledgeable about the household.

**Is that person available?**

R: Yes, that's me.

(Enter 1, Yes)

**GETLETTER FR:** I'm here concerning the National Crime Victimization Survey. The survey questions ask for information about people's perceptions of community safety, their local police, and their experiences with victimization and crime in the past six months. The results will be used to help improve the way the government measures crime. Did you receive our introductory letter in the mail?

R: Yes, I did.

(Enter 1, Yes)

**VERADD FR:** I have your address listed as...  
**286 Erasmus Dr**

**Any Town, AK 99995-**

**Is that your exact address?**

R: Yes.

(Enter 1, Yes, exact address)

**MAILINGSAME FR:** Is your mailing address the same as your physical address?



R: Yes, it is.

(Enter 1, Yes)

**CONTACTINFO**

(Once the box prefills with 1, press Enter)

*When the CONTACTINFO screen appears, wait until the box prefills with 1, which may take a few seconds, and then press Enter to continue. It is important that you do not enter 1 or any other number; instead, allow the instrument to prefill this box. If the respondent does not wish to provide any contact information, these fields can remain empty; you can press Enter to pass through to the next question.*

**HHPHONE** FR: **What is the best telephone number for the household?**

R: 991-555-1983.

(Enter 991-555-1983)

**CONTACTDONE**

(Enter 1 to continue)

*We only asked about a phone number for the household here since this is a replacement household and we do not have a roster yet.*

*Everyone should now be at the TENURE screen.*

**TENURE** FR: **Are your living quarters...  
Owned or being bought by you or someone in the household?  
Rented?  
Occupied without payment of rent?**

R: Rented.

(Enter 2, Rented)

**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)

**INDIANRESERVATIONHU**

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

R: No.

(Enter 2, No)

**ACCESS** FR: **Do you have direct access to your home, either from the outside or through a common hall?**

R: Yes.

(Enter 1, Yes)

**TYPEOFHOUSINGUNIT**

*For this exercise, this is a house, so enter 1 at TYPEOFHOUSINGUNIT.*

(Enter 1, House, apartment, flat)

**NUMBEROFUNITS** FR: **How many units are in this structure?**

R: Just one.

(Enter 1, 1)

**GATEDRESTRICTEDACCESS**

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

R: No.

(Enter 2, No)

**HHROSTER\_FNAME** FR: **What are the names of all people living or staying here? Start with the name of the person or one of the people who rents this home.**

R: My name is Matt Woe.

(Enter Matt)

**HHROSTER\_LNAME**

(Enter Woe)

**SEX**

(Enter 1, Male)

**HHMEMBER** FR: **Does Matt Woe usually live here?**

R: Yes.

(Enter 1, Yes)

**HHROSTER\_FNAME** FR: **Anyone else?**

R: Isabel Woe.

(Enter Isabel)

**HHROSTER\_LNAME**

(Enter Woe)

**SEX**

(Enter 2, Female)

**RELATIONSHIP** FR: **How is Isabel Woe related to Matt Woe?**

*Let's take a look at the new relationship categories. They have been updated and expanded to be more descriptive.*

R: She is my wife.

(Enter 1, Opposite-sex husband/wife/spouse)

**HHMEMBER** FR: **Does Isabel Woe usually live here?**

R: Yes.

(Enter 1, Yes)

**HHROSTER\_FNAME** FR: Anyone else?

R: We have twins, Cameron and Charlie.

(Enter Cameron)

**HHROSTER\_LNAME**

(Enter Woe)

**SEX** FR: **Is Cameron Woe male or female?**

R: Both are girls.

(Enter 2, Female)

**RELATIONSHIP** FR: **How is Cameron Woe related to Matt Woe?**

R: My daughter.

(Enter 5, Child (biological or adopted son or daughter, stepson or stepdaughter))

**HHMEMBER** FR: **Does Cameron Woe usually live here?**

R: Yes.

(Enter 1, Yes)

**HHROSTER\_FNAME**

(Enter Charlie)

**HHROSTER\_LNAME**

(Enter Woe)

**SEX**

(Enter 2, Female)

**RELATIONSHIP**

(Enter 5, Child (biological or adopted son or daughter, stepson or stepdaughter))

**HHMEMBER** FR: **Does Charlie Woe usually live here?**

R: Yes.

(Enter 1, Yes)

**HHROSTER\_FNAME** FR: Anyone else?

R: No.

(Enter 999)

**HHLDCOVERAGE** FR: **Have I missed anyone else who USUALLY lives here, including people who are not related to you or people who are away traveling?**

R: No.

(Enter 2, No)

**PICK1STHHRESP**

(Enter 1, Matt Woe)

**BRTHDATEMO** FR: **In what month and year were you born?**

R: March 1983

(Enter 3, March)

**BRTHDATEYR**

(Enter 1983)

*Please note that 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.*

**VFYAGE** FR: **That would make you 40 years old. Is that correct?**

R: Yes.

***(Trainees may read a different age than is displayed in this trainer guide depending on when training is conducted.)***

(Enter 1, Yes)

**MARITAL** FR: **Are you now married, widowed, divorced, separated or have you never been married?**

*(If FR reads the question as worded, remind them that this question is an ask or verify and since the respondent already said he and Isabel were married, we can just verify that answer here. An example of how to do that is to ask "You said that you and Isabel are married, right?").*

R: Correct.

(Enter 1, Married)

**ARMEDFORCES** FR: **Are you now in the Armed Forces?**

R: No.

(Enter 2, No)

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

R: I have my bachelor's degree.

(Enter 16, Bachelor's degree (e.g. BA, AB, BS))

**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: **Are you Spanish, Hispanic, or Latino?**

R: No.

(Enter 2, No)

**RACE** FR: **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: Asian.

(Enter 4, Asian)

**BIRTHDATEMO** FR: **In what month and year was Isabel Woe born?**

R: October 1983.

(Enter 10, October)

**BIRTHDATEYR**

(Enter 1983)

**VFYAGE**

FR: **That would make Isabel Woe 39 years old. Is that correct?**

R: Yes.

(Enter 1, Yes)

**MARITAL**

FR: **Is Isabel Woe now married, widowed, divorced, separated or has she never been married?**

*(If FR reads the question as worded, remind them that we've already verified this when asking about Matt's marital status and can verify again here rather than asking the full question. When we verify this type of information rather than re-asking the question the respondent sees we are listening to them and are more likely to stay engaged in the interview.)*

R: She's married.

(Enter 1, Married)

**ARMEDFORCES**

FR: **Is Isabel Woe now in the Armed Forces?**

R: No.

(Enter 2, No)

**EDUCATIONATTAIN**

FR: **What is the highest level of school Isabel Woe completed or the highest degree she received?**

R: She has her doctorate.

(Enter 19, Doctoral degree (e.g. PhD, EdD))

**ATTENDINGSCHOOL**

FR: **Is Isabel Woe currently attending or enrolled either full-time or part-time in a college or university, trade, or vocational school?**

R: No.

(Enter 5, None of the above schools)

**SP\_ORIGIN**

FR: **Is Isabel Woe Spanish, Hispanic, or Latino?**

R: No.

(Enter 2, No)

**RACE**

FR: **Please choose one or more races that Isabel Woe 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)

**BIRTHDATEMO** FR: **In what month and year was Cameron Woe born?**

FR: January 2008.

(Enter 1, January)

**BIRTHDATEYR**

(Enter 2008)

**VFYAGE** FR: **That would make Cameron Woe 15 years old as of last month. Is that correct?**

R: Yes.

(Enter 1, Yes)

**MARITAL** FR: **Is Cameron Woe now married, widowed, divorced, separated or has she never been married?**

R: Never been married.

(Enter 5, Never married)

**EDUCATIONATTAIN** FR: **What is the highest level of school Cameron Woe completed or the highest degree she received?**

R: 9<sup>th</sup> grade.

(Enter 9, 9<sup>th</sup> grade)

**ATTENDINGSCHOOL** FR: **Is Cameron Woe 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: Yes, she's in high school.

(Enter 1, Regular school)

**SP\_ORIGIN** FR: **Is Cameron Woe Spanish, Hispanic, or Latino?**

R: No.

(Enter 2, No)

**RACE** FR: **Please choose one or more races that Cameron Woe considers herself to be.**  
**White**  
**Black or African American**  
**American Indian or Alaska Native**  
**Asian**  
**Native Hawaiian or Other Pacific Islander?**

R: White and Asian.

(Enter 1 and 4, White, Asian)

**BIRTHDATEMO** FR: **In what month and year was Charlie Woe born?**

R: January 2008.

(Enter 1, January)

**BIRTHDATEYR**

(Enter 2008)

**VFYAGE** FR: **That would make Charlie Woe 15 years old as of last month. Is that correct?**

R: Yes.

(Enter 1, Yes)

**MARITAL** FR: **Is Charlie Woe now married, widowed, divorced, separated or has she never been married?**

R: Never been married.

(Enter 5, Never married)

**EDUCATIONATTAIN** FR: **What is the highest level of school Charlie Woe completed or the highest degree she received?**

R: 9<sup>th</sup> grade.

(Enter 9, 9<sup>th</sup> grade)

**ATTENDING SCHOOL** FR: **Is Charlie Woe 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: She's in high school.

(Enter 1, Regular school)

**SP\_ORIGIN** FR: **Is Charlie Woe Spanish, Hispanic, or Latino?**

R: No.



(Enter 2, No)

**RACE** FR: **Please choose one or more races that Charlie Woe considers herself to be.**  
**White**  
**Black or African American**  
**American Indian or Alaska Native**  
**Asian**  
**Native Hawaiian or Other Pacific Islander?**

R: White and Asian.

(Enter 1 and 4, White, Asian)

*At the ROSTERREVIEW screen you will review the household roster to make sure everything is accurate. If something needs to change you can start that here, otherwise if the roster information is correct, you will Enter 1 to acknowledge the roster is correct. For this exercise, the roster is correct.*

### **ROSTERREVIEW**

(Enter 1, Yes)

*There is a new edit check added to the instrument to remind you that the roster will be locked once you move on to the next screen. When the roster is locked, you are unable to go back to the roster to make updates, so this edit check was added to ensure all updates have been made before proceeding with the household respondent's interview. For this exercise, since the roster is correct, we can suppress this edit check by selecting Suppress or pressing the "S" key.*

(Suppress)

*This is the end of Practice Exercise 1. We will continue with this case for Practice Exercise 2. Are there any questions about how to code a replacement household or about building a roster in the Redesigned instrument?*

**(Answer questions.)**

## Practice Exercise 2 – Partial HHR (CHANGERESP Tab)

**Control Number – 02880082J22000304**

*In Practice Exercise 2, we will cover a partial interview with the household respondent and how to change to a different household member to interview without exiting the instrument. Everyone should be at the TIMEADDRESS screen.*

***(Choose someone in the class to be the FR and remind them to read out the answers they are selecting so the class can follow along on their laptops.)***

**TIMEADDRESS** FR: **I will also interview all other household members age 12 or older and will be asking them similar questions.**

**Next are some questions just about you.**

**How long have you lived at this address?**

R: 5 months.

(Enter 1, Less than 6 months)

**HOMELESS** FR: **Have you been homeless or without a regular place to stay at any time in the past 6 months, that is, since (date)?**

R: No.

(Enter 2, No)

**TIMEMOVED5YEARS** FR: **How many times have you moved in the past 5 years, that is, since January 2019?**

R: One time.

(Enter 1, 1)

**JOBLASTWEEK** FR: **In the past 7 days, did you have a job or work at a business? Do not include volunteer work or work around the house.**

R: Yes.

(Enter 1, Yes)

**SAMEJOB6MONTHS** FR: **Have you worked at the same job for all of the past 6 months?**

R: Yes, I have.

(Enter 1, Yes)

**BUSINESS** FR: **Does anyone in this household operate a business from this address?**

R: No.

(Enter 2, No)

*Depending on what month you are interviewing in, the next section of questions will either be the Police Ask-All questions (asked January through June) or the Community Measures questions (asked July to December). Since we entered January 2, 2024, at the DATECHANGE screen we will ask the Police Ask-All questions.*

**POL\_CONTACTCRIME FR:** Next are some questions about experiences you may have had with the police in your area during the past 6 months, that is, since (date). Please include experiences with police officers, sheriff's deputies, state troopers, or school resource officers, but not with guards or other security personnel who are not part of the police.

**During the past 6 months, have you contacted the police in your area to report a crime, disturbance, or suspicious activity?**

R: No.

(Enter 2, No)

**POL\_CONTACTNOCRIME**

**FR:** During the past 6 months, have you contacted the police in your area to report something else, such as a traffic accident or medical emergency?

R: No.

(Enter 2, No)

**POL\_MVSTOP**

**FR:** During the past 6 months, that is, since (date) have you...

**Been stopped by the police when you were driving or when you were a passenger in a motor vehicle?**

R: No.

(Enter 2, No)

**POL\_STOPPEDOTHER**

**FR:** Been stopped or approached by the police for some other reason?

R: No.

(Enter 2, No)

**POL\_COMMUNITYWATCH**

**FR:** Been at a community meeting, neighborhood watch, or other activities where the police took part?

R: No.

(Enter 2, No)

**POL\_RESPECT** FR: **The next questions ask for your views of the police in your area even though you may not have had direct contact with them recently. Please draw on everything you know about them and give your best judgments when you respond to these questions.**

**How respectfully do you think the police in your area treat people?**

**Very respectfully  
Somewhat respectfully  
Neither respectfully nor disrespectfully  
Somewhat disrespectfully  
Very disrespectfully**

R: **What do you mean by “in my area?”**

FR: **However you’d like to define it.**

R: **Somewhat respectfully.**

(Enter 2, Somewhat respectfully)

**POL\_TIME** FR: **In your opinion, how much time and attention do the police in your area give to what people have to say?**

**A great deal of time  
A lot of time  
A moderate amount of time  
A little time  
No time at all**

R: **A little time.**

(Enter 4, A little time)

**POL\_FAIRLY** FR: **In your opinion, how fairly do the police in your area treat people?**

**Very fairly  
Somewhat fairly  
Neither fairly nor unfairly  
Somewhat unfairly  
Very unfairly**

R: **Neither fairly nor unfairly.**

(Enter 3, Neither fairly nor unfairly)

**POL\_EFFECTIVE** FR: **How effective are the police at preventing crime in your area?**

**Very effective**  
**Somewhat effective**  
**Neither effective nor ineffective**  
**Somewhat ineffective**  
**Very ineffective**

R: Somewhat effective.

(Enter 2, Somewhat effective)

**POL\_TRUST** FR: **How much do you trust the police in your area?**

**Trust completely**  
**Somewhat trust**  
**Neither trust nor distrust**  
**Somewhat distrust**  
**Distrust completely**

R: Somewhat trust.

(Enter 2, Somewhat trust)

**POL\_RATEPOLICE** FR: **Taking everything into account, how would you rate the job the police in your area are doing?**

**A very good job**  
**A somewhat good job**  
**Neither a good nor a bad job**  
**A somewhat bad job**  
**A very bad job**

R: Somewhat good.

(Enter 2, A somewhat good job)

*(Note that the reference period month and year may differ from what the trainee reads, depending on when training is conducted.)*

**VS\_INTRO** FR: **For the next questions, please think about things that happened to you since (date), no matter where they may have occurred, including things that happened in the past 6 months but before you moved to your current residence. The questions will cover theft, break-ins, vandalism, physical attacks, and unwanted sexual contact.**

(Enter 1 to continue)

*The next question is the start of the new screener questions. These questions cover a wide variety of situations and are designed to provide the respondent with specific examples of the types of crime that the NCVS collects. In the redesigned instrument, the screener questions were restructured to create*

*shorter probes, or examples, with yes/no responses, rather than including multiple examples within one question. This structure helps respondents recall incidents and creates a more conversational pace. It is critical to report EACH different type of crime that is, theft/attempted theft, motor vehicle theft, break-in, vandalism, attack/attempted attack/threatened attack, or unwanted sexual contact in the correct screener question, so the pathing in the Crime Incident Report only asks questions relevant to the crime reported.*

**T\_CARRY** FR: **The next questions ask about different things that might have been stolen from you. This may have happened to you while you were at home, work, or somewhere else.**

**In the past 6 months, did anyone...**

**Steal something that you carry, like a cell phone, money, a wallet, purse, or backpack?**

R: No.

(Enter 2, No)

**T\_WEAR** FR: **Steal something that you wear, like clothing, jewelry, or shoes?**

R: No.

(Enter 2, No)

**T\_INHOME** FR: **Steal something in your home, like a TV, computer, tools, or guns?**

R: No.

(Enter 2, No)

**T\_ONPROPERTY** FR: **Steal something from your porch, lawn, garage, or other part of your property, such as a bicycle, garden hose, or lawn furniture?**

R: No.

(Enter 2, No)

**T\_INVEHICLE** FR: **Steal something out of a vehicle, such as a package or groceries?**

R: No.

(Enter 2, No)

**T\_FROMCHILD** FR: **Steal something belonging to any children who live here?**

R: No.

(Enter 2, No)

**T\_ELSE** FR: **Steal anything else that belongs to you, including things that were stolen from you at work? Do not include stolen vehicles.**

R: No.

(Enter 2, No)

**T\_ATTEMPT** FR: **In the past 6 months, did anyone TRY to steal anything that belongs to you or any children who live with you, but not actually steal it?**

R: No.

(Enter 2, No)

**MV\_OWNVEHICLE** FR: **At any point in the past 6 months, have you or someone you live with owned a car, van, truck, motorcycle, or other motor vehicle?**

R: Yes.

(Enter 1, Yes)

**MV\_THEFT** FR: **In the past 6 months, Did anyone steal a vehicle belonging to you or anyone you live with or use it without permission?**

R: No.

(Enter 2, No)

**MV\_ATTEMPT** FR: **Did anyone TRY to steal a vehicle but not actually steal it?**

R: No.

(Enter 2, No)

**MVP\_PARTS** FR: **In the past 6 months... Did anyone steal any vehicle parts such as a tire, car stereo, GPS, hubcap, or battery from a vehicle?**

R: No.

(Enter 2, No)

**MVP\_GAS** FR: **Did anyone steal any gas from a vehicle?**

R: No.

(Enter 2, No)

**MVP\_ATTEMPT** FR: **Did anyone TRY to steal vehicle parts or gas from a vehicle but not actually do it?**

R: No.

(Enter 2, No)

**BI\_HOME** FR: **The next few questions ask about break-ins. In the past 6 months, did anyone...**

**Break in or try to break into your home by forcing a door or window, pushing past someone, jimmying a lock, cutting a screen, or coming through an open door or window?**

R: No.

(Enter 2, No)

**BI\_OTHERPROP FR: Break in or try to break into your garage, shed, or storage room?**

R: No.

(Enter 2, No)

**BI\_HOTELVACATION FR: Break in or try to break into a hotel or motel room or vacation home where you were staying?**

R: No.

(Enter 2, No)

*The next two screener questions ask about vandalism, which is a new type of crime in the instrument redesign.*

**V\_PROPERTY FR: Vandalism is when someone deliberately damages or destroys something belonging to you. Examples are breaking windows, slashing tires, or painting graffiti on walls. In the past 6 months, has anyone vandalized your home, car, or something else that belongs to you or someone else living here?**

R: No.

(Enter 2, No)

**V\_INJUREKILLANIMAL FR: In the past 6 months, did someone deliberately injure or kill an animal, such as a pet or livestock, that belonged to you or someone you live with?**

R: No.

(Enter 2, No)

**A\_WITHWEAPON FR: The next few questions ask about any physical attacks against you personally. These may have happened at your home or while you were at work or away from home.**

**In the past 6 months, did anyone attack or try to attack you...**

**With a weapon, such as a gun or knife?**

R: No.

(Enter 2, No)



**A\_OBJECT** FR: **With something else used as a weapon, like a baseball bat, scissors, or a stick?**

R: No.

(Enter 2, No)

**A\_THROW** FR: **By throwing something at you, such as a rock or bottle?**

R: No.

(Enter 2, No)

**A\_HITKICK** FR: **By hitting, slapping, grabbing, kicking, punching, or choking you?**

R: No.

(Enter 2, No)

**A\_OTHER** FR: **In the past 6 months, did anyone attack or try to attack you or use force against you in any other way? Please mention it even if you are not certain it was a crime.**

R: No.

(Enter 2, No)

**A\_THREAT** FR: **In the past 6 months, did anyone THREATEN to attack you, but not actually do it?**

R: No.

(Enter 2, No)

**A\_KNOWNOFF** FR: **People sometimes don't think of attacks by someone they know, like a current or former spouse or partner, someone at work, a friend, a family member, a neighbor, or any other person they've met or known.**

**In the past 6 months, has anyone you know used any kind of physical force against you? Examples are if someone you know choked you, slapped you, hit you, attacked you with a weapon, or otherwise physically hurt you.**

R: No.

(Enter 2, No)

*A new series of questions in the victimization screener ask about unwanted sexual contact in the past 6 months. These questions have been significantly modified using more specific language. Asking these questions as worded is important because it makes it clear what types of behaviors we are interested in collecting in the NCVS. The survey sponsor has tested these questions extensively and found that asking the questions in this way makes a big difference in the types of incidents that are collected.*

All adult and youth respondents are asked this series of questions, however there is a slightly different version for younger youth (ages 12 to 15). The screener questions refer to “sexual body parts” for respondents age 16 and older. For respondents who are ages 12 to 15, the screener questions refer to “private parts.” See the “Unwanted Sexual Contact” section on pages 78-80 of the NCVS-521RE NCVS Instrument Redesign Self-Study for the question text. You can also reference wording of these questions in the NCVS Redesign questionnaire (pages 67-68) that was included with the training materials.

These screening questions are designed to include different types of unwanted sexual contact that the respondent did not consent to and did not want to happen. We are leaving it up to the respondent to interpret what these concepts mean. Do not provide definitions for them. We also remind respondents that we are asking about situations that aren’t just done by strangers, but might also have been done by someone they know well, or only casually know. We also want respondents to understand that these types of things can happen to men as well as women. We understand that these questions ask about sensitive behaviors, and we remind respondents at the beginning of this screener series that all the responses they provide are confidential. If respondents ask about the language, you can explain by stating something like “it is important that we ask the questions this way so that you are clear about what we mean.” If respondents prefer not to answer a question, you should accept the refusal and move onto the next question.

You should continue to practice reading these questions aloud before your first interviews to make sure you are comfortable saying these words and asking about these concepts. Research shows that most respondents do not mind being asked these questions and appreciate that reporting what has happened to them will be helpful for other victims.

Let’s continue with the next question.

#### **SA\_UNWANTEDCONTACT**

**FR: The next questions are about any sexual contact in the past 6 months that YOU DID NOT CONSENT TO and that YOU DID NOT WANT to happen. The information you provide is confidential.**

**Sexual contact includes touching of your sexual body parts, or any type of sexual penetration with a body part or object. It also includes making you touch or penetrate someone else. This could have been done by someone you know well, someone you casually know, or a stranger and can happen to both men and women.**

**In the past 6 months...**

**Did anyone touch, grab, or kiss your sexual body parts against your will - or TRY to do this?**

**R: No.**

(Enter 2, No)

**SA\_FORCE** FR: **Did anyone force you to have sexual contact by holding you down with his or her body, pinning your arms, hitting or kicking you, or using some other type of force - or TRY or THREATEN to do this?**

R: No.

(Enter 2, No)

**SA\_THREATENHURT** FR: **Did anyone threaten to physically hurt you or someone close to you if you did not have sexual contact?**

R: No.

(Enter 2, No)

### **SA\_UNABLETOCONSENT**

FR: **Did anyone have sexual contact with you - or try to have sexual contact with you - while you were passed out, unconscious, asleep, or unable to consent because you were drunk or high?**

*The purpose of this question is to accurately identify if a specific tactic was used by the offender such as taking advantage of a situation. This question is not an evaluation of the respondent's behavior.*

R: No.

(Enter 2, No)

**CA\_OTHERCRIME** FR: **To make sure this survey has captured everything that has happened to you, is there anything else that you might think of as a crime that happened to you, personally, in the past 6 months, that is, since (date), that you haven't mentioned? It could be something you called the police about, or something you didn't consider reporting to the police.**

R: No.

(Enter 2, No)

### **INC\_REPORTS**

*The INC\_REPORTS screen indicates how many incidents were reported in the screener questions. In this exercise, we see that no incidents were reported and will continue with the socio-demographic questions for this respondent. As a reminder, once you type 1 and press 'Enter' here, the instrument will lock you out of the screener questions for this respondent, so you will not be able to back up to the screener questions after you have gotten past this screen. Does anyone have any questions?*

**(Answer questions.)**

*Let's go ahead and enter 1 to continue with this exercise. In the training instrument you may notice the instrument moves slower to the next screen, from the INC\_REPORTS screen; we are working to improve this.*

(Enter 1 to continue)

**SOCIODEMO\_INTRO** FR: **The next questions ask about you. Remember all answers to this survey are confidential.**

(Enter 1 to continue)

**HEARING** FR: **Are you deaf or do you have serious difficulty hearing?**  
R: No. Also, I need to head out to an appointment. Can we finish this later?

(Enter 2, No)

*After entering the answer to this question, you can verify if other household members are available to be interviewed or if an appointment is necessary. For this exercise, we will go through the scenario that Matt, LN1 must leave, but his wife, Isabel who is LN2, is available to complete her interview.*

**(FRs must enter the answer to HEARING and advance to the next screen, VISION, before the CHANGERESP tab will display.)**

*The NCVS now accepts a partial household respondent interview, meaning that you can interview other members of the household before fully completing the interview with the household respondent. As long as you reach a certain place within the instrument, depending on the interview situation, you will be able to start another household member's interview without needing to finish the original household respondent's interview first or switching the household respondent. If you are unable to finish the household respondent's interview and switch to another person to interview, you can complete the household respondent's interview at a later time. However, if you are unable to complete the household respondent's interview before closeout that respondent will need to be coded as a Type Z.*

*A new tab has been implemented in the instrument to allow you to switch respondents while in the interview. We will go to the CHANGERESP tab by selecting that tab.*

*Note that the CHANGERESP tab does not affect who is selected as the household respondent. There is a separate functionality for switching the household respondent if necessary, which we will address in a later exercise.*

*This tab has the FR instruction to verify whether you need to change respondents, and for this exercise enter 1, Yes. That will then take us to the NEXTPERSON screen.*

## **NEXTPERSON**

*Everyone should now be at the NEXTPERSON screen where we will change the respondent. The NEXTPERSON screen will only show those respondents who are eligible to be interviewed; Matt Woe, Isabel Woe, Cameron Woe, and Charlie Woe. Similar to other screens where you select a person to interview, you will select the line number of the person who will become the next respondent. Matt has let you know that Isabel is available and is willing to complete her interview now. Enter 2 to select her as the next respondent.*

(Enter 2, Isabel Woe)

### **INTERVIEWSTATUS**

*At the INTERVIEWSTATUS screen review the information to verify you have selected LN2, and that Isabel is displayed on the screen as who the interview is for and who you are talking to. Does everyone see this and have the correct respondent displaying at this screen?*

***(After verifying everyone is ready)***

*Enter 1 to continue.*

(Enter 1, Continue with this respondent's interview)

*Since we are talking to a new respondent, you will introduce the survey to Isabel before continuing with her interview. Please continue.*

### **INTROFORNEWRESPONDENT**

FR: **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 and older. The survey questions ask for information about people's perceptions of community safety, their local police, and their experiences with victimization and crime in the past six months. The results will be used to help improve the way the government measures crime.**

**Are you available now to be interviewed?**

R: **Yes.**

(Enter 1, Yes, respondent or proxy available)

*Are there any questions about the ability to switch to interviewing another household member when you haven't fully completed the household respondent's interview?*

***(Answer questions.)***

## Practice Exercise 3 – Series

**Control Number – 02880082J22000304**

*This next scenario will go through reporting and collecting a crime incident series. In the redesigned instrument, the qualifying series questions have been moved from the Crime Incident Report to the screener section. Remember, a series of crimes is 6 or more incidents that all occurred during the respondent's 6-month reference period, that were reported all in the same screen item, and that are all similar enough in nature that the respondent can't differentiate them in detail. Detailed series questions have been shortened to ask only about the location and offender.*

*We'll continue with Isabel Woe's interview for this scenario.*

**(Choose someone in the class to be the FR.)**

**TIMEATADDRESS** FR: **First are some questions just about you.**  
**How long have you lived at this address?**

R: 5 months.

(Enter 1, Less than 6 months)

**HOMELESS** FR: **Have you been homeless or without a regular place to stay at any time in the past 6 months, that is, since (date)?**

R: No.

(Enter 2, No)

**TIMEMOVED5YEARS** FR: **How many times have you moved in the past 5 years, that is, since January 2019?**

R: Once.

(Enter 1, 1)

**JOBLASTWEEK** FR: **In the past 7 days, did you have a job or work at a business? Do not include volunteer work or work around the house.**

R: No.

(Enter 2, No)

**JOBLAST6MONTHS** FR: **AT ANY TIME during the past 6 months, that is, since (date), did you have a job or work at a business? Do not include volunteer work or work around the house.**

R: No.

(Enter 2, No)

**UNEMPLOYED** FR: **AT ANY TIME in the past 6 months, have you been unemployed? Unemployed means you were looking for and able to work but you were not able to find employment.**

R: No.

(Enter 2, No)

*Depending on what month you are interviewing in, the next section of questions will either be the Police Ask-All questions (asked January through June) or the Community Measures questions (asked July to December). Since we've gone through these questions already as a class in the last exercise, please answer all questions in this section on your own with any valid answer category. Once you reach the VS\_INTRO screen, wait there until everyone has completed this section and we will then continue as a group.*

***(When everyone is ready, continue with the interview.)***

**VS\_INTRO** FR: **For the next questions, please think about things that happened to you since (date), no matter where they may have occurred, including things that happened in the past 6 months but before you moved to your current residence. The questions will cover theft, physical attacks, and unwanted sexual contact.**

(Enter 1 to continue)

**T\_CARRY** FR: **The next questions ask about different things that might have been stolen from you. This may have happened to you while you were at home or somewhere else.**

**In the past 6 months, did anyone...**

**Steal something that you carry, like a cell phone, money, a wallet, purse, or backpack?**

R: No.

(Enter 2, No)

**T\_WEAR** FR: **Steal something that you wear, like clothing, jewelry, or shoes?**

R: No.

(Enter 2, No)

**T\_INHOME** FR: **Steal something in your home, like a TV, computer, tools, or guns?**

R: No.

(Enter 2, No)

**T\_ONPROPERTY** FR: **Steal something from your porch, lawn, garage, or other part of your property, such as a bicycle, garden hose, or lawn furniture?**

R: Yes, someone keeps stealing our packages off the porch.

(Enter 1, Yes)

**T\_INVEHICLE** FR: **Steal something out of a vehicle, such as a package or groceries?**

R: No.

(Enter 2, No)

**T\_FROMCHILD** FR: **Steal something belonging to any children who live here?**

R: No.

(Enter 2, No)

**T\_ELSE** FR: **Steal anything else that belongs to you? Do not include stolen vehicles.**

R: No.

(Enter 2, No)

**T\_ATTEMPT** FR: **Other than what you have already mentioned, in the past 6 months, did anyone TRY to steal anything that belongs to you or any children who live with you, but not actually steal it?**

R: No.

(Enter 2, No)

**T\_TIMES** FR: **How many times did someone steal something in the past 6 months?**

**Once**  
**Two or more times**

R: It has to be around 8 times.

*(If the FR does not read the answer list out loud, remind them to read answer lists that are in bolded text. FRs may miss this at the \_TIMES screens since the answer list is lower on the screen.)*

(Enter 2, Two or more times)

**T\_TIMES\_NUM**

(Enter 8)

**T\_INCSIMILAR** FR: **Are these incidents similar to each other in detail or are they for different types of crimes?**

R: They are similar.

(Enter 1, Similar)



**T\_RECALLDETAILS**      FR:      **Do you recall enough details about each incident to be able to distinguish them from each other?**

R:      I don't know, I know some but I'm not sure.

FR:      **This is an important question for making sure we capture the incident correctly, please try to provide an answer.**

*(If the FR does not follow up by reading the additional optional text based on your response, mention to the class that this question has follow up text to read to respondents who are not sure, to help them answer this question.)*

R:      No, I don't think I'd be able to remember each thing about each separate time.

(Enter 2, No)

**T\_INCDATE**      FR:      **You said that someone stole something 8 times in the past 6 months. In what month and year did the most recent incident happen?**

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

R:      In October.

(Select the answer category corresponding with October 2023)

*(If FRs ask how the answer list for this question is determined, mention it is based on the current date on the laptop. There is an answer category for each of the six months in the NCVS reference period (based on the current date on the laptop), plus an answer category for the current interview month, and one for before the current reference period.)*

*When an incident is reported in the screener questions, you'll collect a brief description of the incident in the \_DESCRIBE screens. The description can be up to 150 characters and will be displayed on all screens within the Crime Incident Report. Please note that this written description will be read out loud back to the respondent. Because of this you may want to avoid words like "you", "my", or "line number" in the description and describe the incident more generally. We'll cover some examples as we go through these exercises. The goal is to gather enough of a description to help you identify the incident you are asking questions about in the Crime Incident Report. The respondent will have an opportunity to provide a detailed summary of the incident at the end of the Crime Incident Report.*

**T\_DESCRIBE**      FR:      **To help me refer back to this incident later, can you give me just a few words to describe what happened? For example, someone stole your backpack on a train. Later, I may ask you for a full description of what happened.**

R:      Someone keeps stealing packages off our porch in the middle of the day.

*Based on the respondent's response, a good general description for this example, could be "someone keeps stealing packages off porch." Now type in a description of this incident and press the enter key to continue with this exercise.*

(Enter "Someone keeps stealing packages off porch.")

**A\_WITHWEAPON** FR: **The next few questions ask about any physical attacks against you personally. These may have happened at your home or away from home.**

**In the past 6 months, did anyone attack or try to attack you...**

**With a weapon, such as a gun or knife?**

R: No.

(Enter 2, No)

**A\_OBJECT** FR: **With something else used as a weapon, like a baseball bat, scissors, or a stick?**

R: No.

(Enter 2, No)

**A\_THROW** FR: **By throwing something at you, such as a rock or bottle?**

R: No.

(Enter 2, No)

**A\_HITKICK** FR: **By hitting, slapping, grabbing, kicking, punching, or choking you?**

R: No.

(Enter 2, No)

**A\_OTHER** FR: **In the past 6 months, did anyone attack or try to attack you or use force against you in any other way? Please mention it even if you are not certain it was a crime.**

R: No.

(Enter 2, No)

**A\_THREAT** FR: **In the past 6 months, did anyone THREATEN to attack you, but not actually do it?**

R: No.

(Enter 2, No)

**A\_KNOWNOFF**

FR: **People sometimes don't think of attacks by someone they know, like a current or former spouse or partner, a friend, a family member, a neighbor, or any other person they've met or known.**

**In the past 6 months, has anyone you know used any kind of physical force against you? Examples are if someone you know choked you, slapped you, hit you, attacked you with a weapon, or otherwise physically hurt you.**

R: No.

(Enter 2, No)

**SA\_UNWANTEDCONTACT**

FR: **The next questions are about any sexual contact in the past 6 months that YOU DID NOT CONSENT TO and that YOU DID NOT WANT to happen. The information you provide is confidential.**

**Sexual contact includes touching of your sexual body parts, or any type of sexual penetration with a body part or object. It also includes making you touch or penetrate someone else. This could have been done by someone you know well, someone you casually know, or a stranger and can happen to both men and women.**

**In the past 6 months...**

**Did anyone touch, grab, or kiss your sexual body parts against your will - or TRY to do this?**

R: No.

(Enter 2, No)

**SA\_FORCE**

FR: **Did anyone force you to have sexual contact by holding you down with his or her body, pinning your arms, hitting or kicking you, or using some other type of force - or TRY or THREATEN to do this?**

R: No.

(Enter 2, No)

**SA\_THREATENHURT**

FR: **Did anyone threaten to physically hurt you or someone close to you if you did not have sexual contact?**

R: No.

(Enter 2, No)

**SA\_UNABLETOCONSENT**

FR: **Did anyone have sexual contact with you - or try to have sexual contact with you - while you were passed out, unconscious, asleep, or unable to consent because you were drunk or high?**

R: No.

(Enter 2, No)

**CA\_OTHERCRIME** FR: **To make sure this survey has captured everything that has happened to you, is there anything else that you might think of as a crime that happened to you, personally, in the past 6 months, that is, since (date) that you haven't mentioned? It could be something you called the police about, or something you didn't consider reporting to the police.**

R: No.

(Enter 2, No)

### **INC\_REPORTS**

(Enter 1 to continue)

*Is everyone now at the INC\_INTRO screen?*

*(Choose someone in the class to be the FR.)*

**INC\_INTRO** FR: **The next questions are about the incident in October 2023 that involved: Someone keeps stealing packages off porch.**

(Enter 1 to continue)

**ALSO\_BREAKIN** FR: **Just to confirm, did any of the following other things also happen as part of this incident in October 2023...**

**Someone broke in, or tried to break in to your property?**

R: No.

(Enter 2, No)

**ALSO\_VANDALISM** FR: **Just to confirm, did any of the following other things also happen as part of this incident in October 2023...**

**Someone vandalized something?**

R: No.

(Enter 2, No)

**ALSO\_ATTACKTHREAT** FR: **Just to confirm, did any of the following other things also happen as part of this incident in October 2023...**

**Someone attacked or threatened to attack you?**

R: No.

(Enter 2, No)

*(Ask another person in the class to be the FR.)*

**OFF\_INTRO** FR: **Some of the next questions will refer to the "offender," which means the person or people who did this to you.**

(Enter 1 to continue)

**SERIESLOCATION** FR: **Earlier, you said this type of thing happened to you more than once in the past 6 months.**

**Did all of these incidents happen in the same place, did some of them happen in the same place, or did they all happen in different places?**

R: They were all on my porch.

(Enter 1, All in the same place)

**SERIESOFFENDER** FR: **Were all of these incidents done by the same offender, were some of them done by the same offender, or were they all done by different offenders?**

R: I don't really know.

(Enter 4, Don't know)

**SERIES\_INTRO** FR: **The rest of the questions will now ask you to focus on the most recent time this happened in October 2023.**

*Notice that this intro screen reminds the respondent to focus only on the most RECENT incident, even if they express wanting to report on the most serious incident.*

(Enter 1 to continue)

**WHATWASTAKEN** FR: **You said someone stole something from you during the incident in October 2023. What was stolen?**

R: The last package was a pair of shoes.

*Regarding the theft of packages, we want to collect as much information as possible about what the package contained. If the respondent reports simply that a package was stolen, probe the respondent about its contents.*

(Enter 14, Jewelry, watch, clothing, furs, shoes, or sunglasses)

FR: **Anything else?**

R: No, nothing else.

(Enter)

**WHOOWNEDPROP** FR: **Did the stolen property belong to you personally, to someone else in the household, or to both you and other household members?**

R: They were for me.

(Enter 1, Respondent)

**OTHERONPERSON** FR: **Was there anything the offender took directly from you, such as from your pocket or hands, or something that you were wearing?**

R: No.

(Enter 2, No)

**INCTIME** FR: **The next questions ask about when and where the incident in October 2023 took place.**

**About what time did the incident happen?**

R: Between noon and 2.

(Enter 2, After 12 noon – 3pm)

**INCADDRESS** FR: **Did this incident happen while you were living at your current address, or before you moved to this address?**

R: It happened here.

(Enter 1, While living at current address)

**LOCATION** FR: **Where did the incident happen?**

R: The porch.

(Enter 4, On your porch, lawn, or other part of your property)

**PRESENCE\_INTRO** FR: **The next questions ask about who was there when the incident in November 2023 took place.**

(Enter 1 to continue)

**HHMPRESENT** FR: **Did you or someone you live with see, hear, or have any contact with the offender as the incident was happening? Do not include seeing the offender on a security camera.**

R: No.

(Enter 2, No)

*In the redesigned instrument, we are only asking this question for types of crime where it is not clear if the respondent or someone they live with saw, heard, or had any contact with the offender. However, for personal types of crime, such as, attacks, threats, unwanted sexual contacts, or thefts from their person we do not have to ask this because the answer is obvious.*

*Because of these changes, presence will no longer be included as part of Data Quality Feedback for cases interviewed using the redesigned instrument. Ask the question as worded, and simply record the respondent's answer and press Enter.*

*Also, keep in mind during the phase-in period that you may work cases in both the redesigned instrument and the current instrument. You will need to continue to follow current guidance on presence when collecting data using the current NCVS instrument. As mentioned in the self-study, the current instrument and the redesigned instrument need to be treated as two separate surveys so the concepts may not apply to both instruments.*

*Are there any questions about answering the HHMPRESENT question in the redesigned NCVS?*

**(Answer questions.)**

### **ONEORMOREOFFENDERS**

**FR: This section asks what you know about the offender.**

**To the best of your knowledge, was the incident committed by only one or by more than one offender?**

**R: I don't know.**

(Enter 3, Don't know)

**KNOWOFFENDERS FR: Do you know who the offenders were?**

**R: No.**

(Enter 2, No)

### **KNOWLEARNOFFENDERS**

**FR: Do you know anything about any of the offenders, such as whether they were young or old, male or female, etc.?**

**R: No.**

(Enter 2, No)

**HATE\_RACE FR: The next questions are about why the offender may have targeted you.**

**The reason may have been prejudice or bigotry toward those with your characteristics or religious beliefs, even if the offender mistakenly thought you had those characteristics or beliefs. This kind of reason is different from just being angry or wanting to get something from you.**

**Do you think the offender was targeting you because of...**

**Prejudice or bigotry toward your race, ethnic background, or national origin?**

R: No.

(Enter 2, No)

**HATE\_RELIGION** FR: **Prejudice or bigotry toward your religion?**

R: No.

(Enter 2, No)

**HATE\_DISABILITY** FR: **Prejudice or bigotry toward a disability you may have?**

R: No.

(Enter 2, No)

**HATE\_ORIENTATION** FR: **Prejudice or bigotry toward your sexual orientation, including being lesbian, gay, bisexual, or straight?**

R: No.

(Enter 2, No)

**HATE\_GENID** FR: **Prejudice or bigotry toward your gender identity, including being transgender, intersex, or gender non-conforming?**

R: No.

(Enter 2, No)

**HATE\_SEX** FR: **Prejudice or bigotry toward your sex, including being male or female?**

R: No.

(Enter 2, No)

**HATE\_OTHER** FR: **Prejudice or bigotry toward other characteristics I have not already mentioned?**

R: No.

(Enter 2, No)

**POLICEINFORMED** FR: **The next questions ask about whether the police got involved in the incident in October 2023.**

**Were the police informed or did they find out about this incident in any way?**

R: Yes.

(Enter 1, Yes)

**POLICEFINDOUT** FR: **Who informed the police? If more than one person, choose the first response that applies.**



**You informed the police yourself**  
**Someone you live with**  
**Someone such as a security guard or building manager.**  
**The police were at the scene**  
**Someone else who saw the crime, like a friend or a neighbor**

R: I did.

(Enter 1, You informed the police yourself)

**POLICECONTACTED** FR: **How did you first notify the police?**

R: I called them.

(Enter 1, Called the police)

**POLICEFIRSTCONTACTED**

FR: **Which of the following BEST describes when the police were first contacted?**

**While the incident was happening**  
**Within 10 minutes after the incident occurred**  
**Within an hour after the incident occurred**  
**Within 24 hours of the incident**  
**Longer than a day after the incident occurred**

R: Within a day.

(Enter 4, Within 24 hours of the incident)

**POLICEARRIVE** FR: **Did the police come when they found out about the incident?**

R: No.

(Enter 2, No)

**POLICEHANDLE** FR: **When the police found out, did they do any of the following?**

**Tell you to go to a police station**  
**Take a report over the phone**  
**Deal with it through the mail**  
**Deal with it through the Internet or a social media app**  
**Something else**

R: They just took a report over the phone.

(Enter 2, Take a report over the phone)

**POLICEPHONERPTSAT** FR: **How satisfied were you with how the phone report was taken?**

**Completely satisfied**

**Mostly satisfied**  
**Equally satisfied and dissatisfied**  
**Mostly dissatisfied**  
**Completely dissatisfied**

R: I'd say equally satisfied and dissatisfied.

(Enter 3, Equally satisfied and dissatisfied)

**POLICENOARRIVE** FR: **Do you think the police should have come to you when they were contacted?**

R: Yes, I think it would have been nice to have them look around.

(Enter 1, Yes)

**POLICECONTACT** FR: **Did you or someone you live with have any later contact with the police about the incident?**

R: Yes.

(Enter 1, Yes)

**POLICEINTOUCH** FR: **Thinking about these later contacts, did the police get in touch with you or did you get in touch with them?**

R: I called to follow-up.

(Enter 2, The respondent (or someone the respondent lives with) contacted the police)

**POLICEFOLLOWUP** FR: **What did the police do to follow up on the incident?**

R: They said they would watch our street in particular for thefts since other neighbors have also had packages stolen.

(Enter 3, Did or promised surveillance/investigation)

FR: **Anything else?**

R: No.

(Enter)

**POLICERESPECT** FR: **Next are some questions about how you feel the police handled the incident. If more than one officer was involved, please think about how you would rate them as a group.**

**How respectfully did the police treat you?**

**Very respectfully**  
**Somewhat respectfully**  
**Neither respectfully nor disrespectfully**  
**Somewhat disrespectfully**  
**Very disrespectfully**

R: Somewhat respectfully.

(Enter 2, Somewhat respectfully)

**POLICETIMESAT** FR: **How satisfied were you with the amount of time the police gave you to tell your story?**

**Completely satisfied**  
**Mostly satisfied**  
**Equally satisfied and dissatisfied**  
**Mostly dissatisfied**  
**Completely dissatisfied**

R: Mostly satisfied.

(Enter 2, Mostly satisfied)

*As you learned in the self-study, when multiple questions use the same response scale you only need to read them to the respondent the first time the scale appears. However, you can re-read them to a respondent if they need to be reminded of the categories. So, at the POLICEACTIONSAT screen you can ask the question without the response scale unless the respondent needs to be reminded of the scale.*

**POLICEACTIONSAT** FR: **How satisfied were you that the police did everything they could?**

**Completely satisfied**  
**Mostly satisfied**  
**Equally satisfied and dissatisfied**  
**Mostly dissatisfied**  
**Completely dissatisfied**

R: Equally.

(Enter 3, Equally satisfied and dissatisfied)

**POLICEEFFECTIVE** FR: **Taking the whole experience into account, how effectively did the police handle the incident?**

**Very effectively**  
**Somewhat effectively**  
**Neither effectively nor ineffectively**  
**Somewhat ineffectively**  
**Very ineffectively**

R: Somewhat effectively.

(Enter 2, Somewhat effectively)

**ATTIMETHINKCRIME** FR: **At the time, did you consider this incident to be a crime?**

R: Yes.

(Enter 1, Yes)

**NOWTHINKCRIME** FR: **Now, looking back, do you consider this incident to be a crime?**  
R: Yes.

(Enter 1, Yes)

**TOLDFAMILYFRIENDS** FR: **The next questions ask about any help you might have gotten after the incident in October 2023 took place.**  
**Have you told any family, friends, co-workers or neighbors about the incident?**  
R: Yes.

(Enter 1, Yes)

**TOLDOTHER** FR: **Other than the police or family or friends, have you told anyone in the following positions about the incident who you thought might be able to help you?**  
**Medical or mental health professional**  
**Representative of a religious or community organization**  
**Security guard or personnel, other than the police**  
**Other person in a leadership or professional position**  
R: No, I haven't.

(Enter 7, No, have not told anyone in any of these positions)

**EMOTOLL\_INTRO** FR: **Being a victim of crime affects people in different ways. The next questions are about how the incident may have affected you.**

(Enter 1 to continue)

**IMPACT\_FAMILY** FR: **Did the incident lead you to have serious problems with family members or friends, such as having more arguments with them, losing trust in them, or feeling more distant from them?**  
R: No.

(Enter 2, No)

**HOW\_DISTRESSING** FR: **Overall, how upsetting has the incident been to you?**  
**Not at all upsetting**  
**Mildly upsetting**  
**Moderately upsetting**  
**Severely upsetting**  
R: Mildly

(Enter 2, Mildly upsetting)

**ECONOMIC\_INTRO** FR: **Thank you. The next set of questions ask about the how the incident impacted you financially.**

(Enter 1 to continue)

**PROPERTYVALUE** FR: **What would you estimate was the total value of the stolen items, including the value of anything you got back? If jointly owned with a nonhousehold member(s), include only the share owned by household members.**

R: I think they were around \$60.

(Enter 3, \$50 to less than \$100)

**ALLPARTRECOVERED** FR: **Did you get any of the stolen items back?**

R: The company sent me a new pair, but I didn't ever get the original package.

*Note that the focus of this question is on the RECOVERY of the originally stolen item(s), and not any replacement item(s) the respondent may have received. Since Isabel's shoes were REPLACED by the company but she did not recover the original shoes, the correct response to this question is 3.*

(Enter 3, No, you got none of it back)

**DAMAGED** FR: **Other than any stolen property, was anything that belonged to you or someone you live with damaged or destroyed in the incident?**

R: No.

(Enter 2, No)

*In the instrument redesign respondents will be asked to describe the incident, which you will record in 300 characters or fewer in the SUMMARY\_SP screen. This change was made to keep respondents engaged in the interview and provide them an opportunity to tell us what happened in their own words. You will enter the respondent's description in this screen. In addition to capturing what the respondent says you will need to make sure the summary is written so that anyone reading it can get a clear, well-defined picture of the incident. Therefore, you may need to add information beyond what the respondent mentions to better portray what occurred. Make sure the summary includes information that will help ensure the incident classifies as the correct type of crime, such as: who the offender was, when and where it occurred, what was stolen, how they were attacked or threatened, etc.*

*When writing an incident summary at the end of the Crime Incident Report, it is a best practice to use the third person and refer to the respondent using their line number for example, LN1, LN2, LN3, etc. so that there is not any personally identifiable information (PII) included in the summary. However, it is most important that a complete summary is written. When key details are left out of the summary, it is challenging to review the data. The most important part of writing a good summary is to include the who, what, where, when, and how to describe the crime incident.*

**SUMMARY\_SP** FR: **Thank you for telling me about the incident in October 2023. Would you mind describing the incident for me in your own words?**

R: Sure, there have been numerous times that packages have been stolen off our porch during the day. I don't know who stole the packages and the packages have not been returned. The last time it was a pair of shoes I ordered from Amazon. They sent me a new pair.

(Type your response and press Enter)

**ENDINCIDENT**

FR: **Thank you.**

**We will not be asking any more questions about this particular incident and are going to move on to the next set of questions.**

(Enter 1 to continue)

**SOCIODEMO\_INTRO**

FR: **The next questions ask about you. Remember all answers to this survey are confidential.**

(Enter 1 to continue)

*The next sections of the instrument collect socio-demographic data about the respondent, such as disability, sexual orientation and gender identification, and employment. Since there have not been many changes to those screens, we'll end this exercise here so we can continue with other practice exercises. At the HEARING screen, press the F10 key or select the F10 tab to get out of the instrument and fill out the Case Notes and pCHI for this case. For the Case Notes, remember, we interviewed Matt Woe as the household respondent and had to switch respondents before we were able to complete the household respondent's interview. We then interviewed Isabel Woe and collected one incident that was a series of crimes. When everyone has returned to the MCM, we will continue with the next exercise.*

## Practice Exercise 4 – Multiple Types of Crime (TOCs) in Same Incident

**Control Number** – 02880082J22000204

*In this exercise we will go through a case where the respondent reports an incident in which someone with a weapon threatened her and attempted to steal her purse. Because the incident involves multiple types of crime, it illustrates how the redesigned instrument identifies these different crime types as being part of the same incident, and collects detailed information about the incident in a single Crime Incident Report.*

*Now highlight the case with the address 508 Neil St. This is the case we want to interview, so launch the case to access the NCVS CAPI instrument. You should have completed the Self-Study Practice Interview 1 for this case where you interviewed David Citizen who was the household respondent and reported his cellphone was stolen while at a concert, but his wife was not available to be interviewed. Now we will call the household back to interview LN2, Megan Citizen.*

*You will see a screen that says, “This is a training case.” Enter 1 to continue. For this exercise enter the date of January 10, 2024 at the DATECHANGE screen, press Enter at the CLOSEOUTCHANGE screen, and then enter 1 at the START screen for a telephone interview.*

### **DATECHANGE**

(Enter 01/10/2024)

### **CLOSEOUTCHANGE**

(Press Enter)

### **START**

(Enter 1, Telephone interview)

*The WHOTOCALL screen comes on path since you previously completed the interview with the household respondent, David Citizen. On this screen, you will enter the line number of the next household member to interview. The answer list only displays the respondents who have not completed their interview.*

***(Choose someone in the class to be the FR.)***

### **WHOTOCALL**

(Enter 2, Megan Citizen)

**DIAL** FR: Hello. This is ♦YOUR NAME from the U.S. Census Bureau.

**May I please speak with Megan Citizen?**

R: This is Megan.

(Enter 1, This is the correct person or correct person called to the phone)

**INTROREC** 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. The survey questions ask for information about**

**people's perceptions of community safety, their local police, and their experiences with victimization and crime in the past six months. The results will be used to help improve the way the government measures crime.**

**Are you available now to be interviewed?**

R: Yes.

(Enter 1, Yes, respondent or proxy available)

**INTERVIEWSTATUS**

(Enter 1, Continue with this respondent's interview)

**TIMEATADDRESS** FR: **First are some questions just about you.  
How long have you lived at this address?**

R: 5 years.

(Enter 4, 5 years or more)

**JOBLASTWEEK** FR: **In the past 7 days, did you have a job or work at a business? Do not include volunteer work or work around the house.**

R: Yes.

(Enter 1, Yes)

**SAMEJOB6MONTHS** FR: **Have you worked at the same job for all of the past 6 months?**

R: Yes, I have.

(Enter 1, Yes)

*The next section of questions will be either the Police Ask-All questions, which are asked from January through June, or the Community Measures questions, which are asked from July through December. Since we've gone through these questions already, please answer all questions in this section on your own with any valid answer category. This time try using different answers than you used earlier. Once you reach the VS\_INTRO screen, wait there until everyone has completed this section and we will then continue as a group.*

***(When everyone is ready, continue with the interview.)***

**VS\_INTRO** FR: **For the next questions, please think about things that happened to you since July 21, 2023, no matter where they may have occurred. The questions will cover theft, physical attacks, and unwanted sexual contact.**

(Enter 1 to continue)



*In the instrument redesign, the screener section has been restructured. It is critical to report EACH different type of crime that is, theft/attempted theft, motor vehicle theft, break-in, vandalism, attack/attempted attack/threatened attack, or unwanted sexual contact in the correct screener question so that the correct detailed type of crime questions will be asked.*

*For instance, if a respondent reports an attack that included a theft, the theft must be recorded in the appropriate theft screener, and the attack in the appropriate attack screener. The instrument allows for these types of crimes to be recorded as being part of the same incident. It is critical that both types of crime are captured in the appropriate screener questions so the correct questions will be on path in the Crime Incident Report.*

**T\_CARRY** FR: **The next questions ask about different things that might have been stolen from you. This may have happened to you while you were at home, work, or somewhere else.**

**In the past 6 months, did anyone...**

**Steal something that you carry, like a cell phone, money, a wallet, purse, or backpack?**

R: No.

(Enter 2, No)

**T\_WEAR** FR: **Steal something that you wear, like clothing, jewelry, or shoes?**

R: No.

(Enter 2, No)

**T\_INHOME** FR: **Steal something in your home, like a TV, computer, tools, or guns?**

R: No.

(Enter 2, No)

**T\_ONPROPERTY** FR: **Steal something from your porch, lawn, garage, or other part of your property, such as a bicycle, garden hose, or lawn furniture?**

R: No.

(Enter 2, No)

**T\_INVEHICLE** FR: **Steal something out of a vehicle, such as a package or groceries?**

R: No.

(Enter 2, No)

**T\_ELSE** FR: **Steal anything else that belongs to you, including things that were stolen from you at work? Do not include stolen vehicles.**

R: No.

(Enter 2, No)

**T\_ATTEMPT** FR: **In the past 6 months, did anyone TRY to steal anything that belongs to you, but not actually steal it?**

R: Yes, actually, someone tried to steal my purse.

(Enter 1, Yes)

**T\_TIMES** FR: **How many times did someone try to steal something in the past 6 months?**

**Once**  
**Two or more times**

R: Once.

(Enter 1, Once)

**T\_INCDATE** FR: **You said that someone tried to steal something once in the past six months.**

**In what month and year did the most recent incident happen?**

R: It happened in October 2023.

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

(Select the answer category corresponding with October 2023)

**T\_DESCRIBE** FR: **To help me refer back to this incident later, can you give me just a few words to describe what happened? For example, someone stole your backpack on a train. Later, I may ask you for a full description of what happened.**

R: Sure. I was walking around downtown, and someone came up to me and tried to steal my purse.

(Enter "Someone tried to steal purse while walking downtown" and press Enter.)

*Since Megan Citizen is not the household respondent, the instrument does not ask her the screener questions about crimes against the household. These were asked of the household respondent, David Citizen, in the Self-Study Practice Interview 1. However, she is asked about personal crime incidents.*

**A\_WITHWEAPON** FR: **The next few questions ask about any physical attacks against you personally. These may have happened at your home or while you were at work or away from home.**

**In the past 6 months, did anyone attack or try to attack you...**

**With a weapon, such as a gun or knife?**

R: No.

(Enter 2, No)

**A\_OBJECT** FR: **With something else used as a weapon, like a baseball bat, scissors, or a stick?**

R: No.

(Enter 2, No)

**A\_THROW** FR: **By throwing something at you, such as a rock or bottle?**

R: No.

(Enter 2, No)

**A\_HITKICK** FR: **By hitting, slapping, grabbing, kicking, punching, or choking you?**

R: No.

(Enter 2, No)

**A\_OTHER** FR: **In the past 6 months, did anyone attack or try to attack you or use force against you in any other way? Please mention it even if you are not certain it was a crime.**

R: No.

(Enter 2, No)

**A\_THREAT** FR: **In the past 6 months, did anyone THREATEN to attack you, but not actually do it?**

R: Yes. The guy who tried to steal my purse threatened me with a knife.

(Enter 1, Yes)

**A\_KNOWNOFF** FR: **People sometimes don't think of attacks by someone they know, like a current or former spouse or partner, someone at work, a friend, a family member, a neighbor, or any other person they've met or known.**

**In the past 6 months, has anyone you know used any kind of physical force against you? Examples are if someone you know choked you, slapped you, hit you, attacked you with a weapon, or otherwise physically hurt you.**

R: No.

(Enter 2, No)

**A\_TIMES** FR: **In the past 6 months, how many times did someone threaten to attack you?**

**Once**

**Two or more times**

R: It was just that one time.

(Enter 1, Once)

**A\_INCDATE** FR: **You said that someone threatened to attack you once in the past 6 months.**

**In what month and year did the most recent incident happen?**

R: It was in October 2023.

***(Make sure the month the incident occurred falls WITHIN the reference period and is the SAME as the attempted theft incident previously reported in T\_INCDATE.)***

(Select the answer category corresponding with October 2023)

*At this point Megan has reported an attempted theft and a threat. The next screens are used to determine whether these two crimes are related.*

**A\_PARTOFOTHERINC** FR: **Is this threat part of any other incident you have already mentioned?**

R: Yes.

(Enter 1, Yes)

*Notice the answer list at the A\_WHICHINCIDENT screen. It is made up of however many incidents have been reported so far by the respondent, plus an additional category, 50, for "This is a separate incident." Since Megan has reported only one other incident, her answer choices are 1 and 50.*

**A\_WHICHINCIDENT** FR: **Which incident was this part of?**

R: It was when the guy tried to steal my purse.

(Enter 1, October 2023 Someone tried to steal purse while walking downtown.)

*Since we coded that these two types of crime occurred in the same incident, we will not collect a brief description about the threat like we did for the attempted theft of the purse. The Crime Incident Report will use the description you entered for the attempted theft to reference this incident.*

*Does everyone understand how to code multiple types of crimes as being part of the same incident and why we capture this information for incidents?*

***(Answer questions.)***

**SA\_UNWANTEDCONTACT**

FR: **The next questions are about any sexual contact in the past 6 months that YOU DID NOT CONSENT TO and that YOU DID NOT WANT to happen. The information you provide is confidential.**

**Sexual contact includes touching of your sexual body parts, or any type of sexual penetration with a body part or object. It also includes**

making you touch or penetrate someone else. This could have been done by someone you know well, someone you casually know, or a stranger and can happen to both men and women.

In the past 6 months...

Did anyone touch, grab, or kiss your sexual body parts against your will - or TRY to do this?

R: No.

(Enter 2, No)

**SA\_FORCE** FR: Did anyone force you to have sexual contact by holding you down with his or her body, pinning your arms, hitting or kicking you, or using some other type of force - or TRY or THREATEN to do this?

R: No.

(Enter 2, No)

**SA\_THREATENHURT** FR: Did anyone threaten to physically hurt you or someone close to you if you did not have sexual contact?

R: No.

(Enter 2, No)

**SA\_UNABLETOCONSENT**

FR: Did anyone have sexual contact with you - or try to have sexual contact with you - while you were passed out, unconscious, asleep, or unable to consent because you were drunk or high?

R: No.

(Enter 2, No)

**CA\_OTHERCRIME** FR: To make sure this survey has captured everything that has happened to you, is there anything else that you might think of as a crime that happened to you, personally, in the past 6 months, that is, since July 21, 2023, that you haven't mentioned? It could be something you called the police about, or something you didn't consider reporting to the police.

R: No.

(Enter 2, No)

**INC\_REPORTS**

*This screen is on path after the screener questions have been completed, and indicates the number of incidents reported. Although the respondent reported an incident in two different screener questions -*

*the attempted theft of her purse and the threat - she reported that the threat was part of the attempted theft. Therefore, the instrument has combined these two types of crime into the same incident, and we should see a total of 1 incident here. That means you will only complete one Crime Incident Report for this respondent and capture information about both the theft and the threat in the same Crime Incident Report.*

(Enter 1 to continue)

**INC\_INTRO** FR: **The next questions are about the incident in October 2023 that involved:**

**Someone tried to steal purse while walking downtown**

(Enter 1 to continue)

*Notice the text at the top of the screen. Each screen in the Crime Incident Report will display the month, year, and description of the incident you are collecting to help you and the respondent remember which incident the Crime Incident Report is for. Based on the respondent, in this exercise, saying that the attempted theft and the threat were part of the same incident, you will collect one Crime Incident Report. The description displayed at the top of each screen will display the description you entered for the attempted theft since that was identified first in the screener questions.*

**ALSO\_BREAKIN** FR: **Just to confirm, did any of the following other things also happen as part of this incident in October 2023...**

**Someone broke in, or tried to break in to your property.**

R: No.

(Enter 2, No)

**ALSO\_VANDALISM** FR: **Just to confirm, did any of the following other things also happen as part of this incident in October 2023...**

**Someone vandalized something?**

R: No.

(Enter 2, No)

**ALSO\_SEXUALCONTACT**

FR: **Just to confirm, did any of the following other things also happen as part of this incident in October 2023...**

**Someone had or tried to have sexual contact with you that you did not agree to and did not want to happen?**

R: No.

(Enter 2, No)

**OFF\_INTRO** FR: **Some of the next questions will refer to the "offender," which means the person or people who did this to you.**

(Enter 1 to continue)

*As mentioned in the self-study, the Crime Incident Report is set up to collect the more serious types of crime first when multiple incidents are reported. Similarly, when multiple types of crime occurred during one incident, the Crime Incident Report will collect information about the more serious type of crime first. This means that, for this exercise, the Crime Incident Report continues with questions about the threatened attack with a knife before asking about the attempted theft of the respondent's purse.*

**ATTACKATTEMPTTHREAT**

FR: **Did someone actually attack you, try to attack you, or threaten to attack you during this incident?**

R: Yes. He threatened me.

*This question, ATTACKATTEMPTTHREAT, will be changed slightly in the production instrument. As it is currently worded in this training, be sure to check the answer choices carefully to ensure you have selected the category that corresponds to the respondent's answer. Probe the respondent if their answer does not correlate with an answer category.*

(Enter 2, Threatened to attack.)

**A\_HOWTHREATENED** FR: **Were you threatened face to face, by phone or text, online (such as by email or social media), or in some other way?**

R: I was right there, it was face to face.

(Enter 1, Face to face)

**A\_WEAPONPRESENT** FR: **You said someone threatened to attack you during the incident in October 2023. Did the offender have a weapon such as a gun or knife, or something to use as a weapon, such as a baseball bat, scissors, or a stick?**

R: Yes.

(Enter 1, Yes)

**A\_WEAPON** FR: **What was the weapon?**

R: A knife.

(Enter 2, Knife or other sharp object (razors, axes, scissors, broken glass, etc.))

**A\_KNIFEWOUND** FR: **You said the offender had a knife or other sharp object. Did the offender stab or cut you?**

R: No. He just said he would.

(Enter 2, No)

**A\_ATTEMPTKNIFEWOUND**

FR: **Did the offender TRY to stab or cut you?**

R: No, he had it in his hand, waving it around while he threatened to stab me.

(Enter 2, No)

**ATTACK**

FR: **Did the offender hit you, grab you, knock you down, or attack you in any way?**

R: No.

(Enter 2, No)

**ATTEMPTATTACK**

FR: **Did the offender TRY to hit you, grab you, knock you down, or try to attack you in any way?**

R: No.

(Enter 2, No)

**THREATATTACK**

FR: **Did the offender THREATEN to hit you, grab you, knock you down, or threaten to attack you in any way?**

R: Yes.

(Enter 1, Yes)

**HOWATTACKTHREATEN**

FR: **How did the offender TRY or THREATEN to attack you?**

R: Like I said, he threatened to stab me.

(Enter 2, Threatening you with a weapon)

*Notice that you did not ask the respondent if they were present for this incident. This is because the instrument knows the respondent was present during the incident based on the type of crime (a threatened attack with a knife). This is one of the reasons why capturing the incident in the correct screener question is so important. It determines which questions are asked in the Crime Incident Report.*

**(Choose someone in the class to be the FR.)**

**INJURY**

FR: **The next questions ask about any injuries you may have had during this incident.**

**During the incident, were you physically injured in any way? Injuries include things such as bruises, black eyes, cuts, broken bones, or more serious injuries.**

R: Thankfully. No, I wasn't.

(Enter 2, No)



**ATTEMPTTHEFTWHAT** FR: **You said someone tried to steal something from you during the incident in October 2023. What did someone TRY to steal?**

R: My purse.

(Enter 13, Purse, keys, wallet, backpack, briefcase, or luggage)

FR: **Anything else?**

R: No.

(Enter)

**WHOOWNEDPROP** FR: **Did the property they tried to steal belong to you personally, to someone else in the household, or to both you and other household members?**

R: It belonged to me.

(Enter 1, Respondent)

**CASHONPERSON** FR: **Was the purse, wallet, or backpack on your person, such as in a pocket or being held?**

R: Yes, it was on my arm.

(Enter 1, Yes)

**INCTIME** FR: **The next questions ask about when and where the incident in October 2023 took place.**

**About what time did the incident happen?**

R: It was sometime in the afternoon, around 4:00.

(Enter 3, After 3 pm – 6 pm)

**LOCATION** FR: **Where did the incident happen?**

R: It was right downtown.

(Enter 9, Somewhere else)

**INCPPLACE** FR: **Did this happen in the city, town, or village where you live now?**

R: Yes.

(Enter 1, Yes)

**LOCATION\_PUBLIC** FR: **Which of the following BEST describes where this happened...**

**At, in, or near someone else's home**

**At a business, such as a store, restaurant, bar or office building**

**At a public building, such as a hospital or library**

**In a parking lot or garage**  
**On the street**  
**In an open area, or on public transportation**  
**Or somewhere else?**

R: It was on the street.

(Enter 5, On the street)

**FARFROMHOME** FR: **How far from your home was it...**

**A mile or less**  
**More than a mile up to 5 miles**  
**More than 5 miles up to 50 miles**  
**More than 50 miles**

R: It was about 4 miles from my house.

(Enter 2, More than a mile up to 5 miles)

#### **ONEORMOREOFFENDERS**

FR: **This section asks what you know about the offender.**

**Was the incident committed by only one or by more than one offender?**

R: It was just one guy.

(Enter 1, One)

**KNOWOFFENDERS** FR: **Do you know who the offender was?**

R: No, I've never seen him before.

(Enter 2, No)

#### **KNOWLEARNOFFENDERS**

FR: **Do you know anything about the offender, such as whether they were young or old, male or female, etc.?**

R: Yes, I got a pretty good look at him.

(Enter 1, Yes)

**OFF\_KNEW** FR: **Was the offender someone you knew, even slightly, or a complete stranger?**

R: He was complete stranger.

(Enter 2, Complete stranger)

**OFF\_RECOG** FR: **Would you be able to recognize the offender if you saw them?**

R: Maybe, but I'm not sure. It all happened pretty quickly.

(Enter 2, Not sure (possibly))

**OFF\_SIGHT** FR: **Did you know how the offender might be found, for instance, where they lived, worked, went to school, or spent time?**

R: No.

(Enter 2, No)

**OFF\_CONNECTION** FR: **What was your connection, if any, to this person?**

R: Like I said before, he was a stranger – I'd never seen him before.

(Enter 9, A stranger or someone of whom you have no knowledge)

**OFF\_SEX** FR: **This section asks for details about the offender.**

**Was the offender male or female?**

R: Male.

(Enter 1, Male)

**OFF\_AGE** FR: **How old would you say the offender was at the time of the incident?**

R: He was young, probably around 20.

(Enter 2, 18 to 24)

**OFF\_ETHNICITY** FR: **Was the offender Hispanic or Latino?**

FR: I'm not sure.

(Enter 3, Don't know)

**OFF\_RACE** 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: He was white.

(Enter 1, White)

**OFF\_GANG** FR: **Was the offender part of a street gang, or don't you know?**

R: I have no idea.

(Enter 3, Don't know)

**OFF\_DRINKDRUG** FR: **Was the offender drinking or on drugs at the time of the incident, or don't you know?**

R: Maybe. I'm not sure though.

(Enter 3, Don't know)

**SELFPROTECT\_INTRO** FR: **These next questions are about what you did when the incident in October 2023 occurred.**

**People may react differently to certain situations and there's not a right or wrong way to react. Everyone is different and every situation is different.**

(Enter 1 to continue)

**PROTECTSELF** FR: **Did you do anything with the idea of protecting YOURSELF or your PROPERTY while the incident was going on?**

R: No, it all happened too quickly for me to react.

(Enter 2, No)

**DURINGINCIDENT** FR: **Was there anything you did or tried to do about the incident while it was going on?**

R: No, there was no time to do anything.

(Enter 2, No)

**DIDNOTHINGDURINGINC**

FR: **Did you do nothing, freeze, do what the offender told you to do, or do something else while the incident was going on?**

R: I guess I just froze.

(Enter 2, Froze)

**ANYONEPRESENT** FR: **Besides you and the offender(s), was anyone ELSE, age 12 or older, present during the incident?**

R: Not at first, but then a big group of people started walking towards us. That's when the guy ran away.

(Enter 1, Yes)

**OTHERSACTIONS** FR: **Did anyone else, age 12 or older, do or try to do anything to help you while the incident was going on?**

R: No, I wouldn't say so. I think the guy got scared when he saw the group walking towards us, but they didn't actually do anything. I don't think they realized what was going on.

(Enter 2, No)

**PERSONSHARMED** FR: **Not counting yourself or the offender(s), were any other people harmed, threatened with harm, or have any belongings taken or damaged in the incident? Do not include children under 12 years of age.**

R: No.

(Enter 2, No)

**HATE\_RACE** FR: **The next questions are about why the offender may have targeted you.**

**The reason may have been prejudice or bigotry toward those with your characteristics or religious beliefs, even if the offender mistakenly thought you had those characteristics or beliefs. This kind of reason is different from just being angry or wanting to get something from you.**

**Do you think the offender was targeting you because of...**

**Prejudice or bigotry toward your race, ethnic background, or national origin?**

R: No.

(Enter 2, No)

**HATE\_RELIGION** FR: **Prejudice or bigotry toward your religion?**

R: No.

(Enter 2, No)

**HATE\_DISABILITY** FR: **Prejudice or bigotry toward a disability you may have?**

R: No.

(Enter 2, No)

**HATE\_ORIENTATION** FR: **Prejudice or bigotry toward your sexual orientation, including being lesbian, gay, bisexual, or straight?**

R: No.

(Enter 2, No)

**HATE\_GENID** FR: **Prejudice or bigotry toward your gender identity, including being transgender, intersex, or gender non-conforming?**

R: No.

(Enter 2, No)

**HATE\_SEX** FR: **Prejudice or bigotry toward your sex, including being male or female?**  
R: No.

(Enter 2, No)

**HATE\_OTHER** FR: **Prejudice or bigotry toward other characteristics I have not already mentioned?**  
R: No.

(Enter 2, No)

**POLICEINFORMED** FR: **The next questions ask about whether the police got involved in the incident in October 2023.**  
**Were the police informed or did they find out about this incident in any way?**  
R: No, I thought about it but decided not to call the police.

(Enter 2, No)

**NOTREPORTEDPOLICE** FR: **Why did you decide not to contact the police?**  
R: Since I got out of it without any harm and the guy ran away, I didn't think the police would be able or willing to do anything about it.

(Enter 12, You didn't think the police would do anything about it)

**ATTIMETHINKCRIME** FR: **At the time, did you consider this incident to be a crime?**  
R: Yes, of course.

(Enter 1, Yes)

**NOWTHINKCRIME** FR: **Now, looking back, do you consider this incident to be a crime?**  
R: Yes, definitely!

(Enter 1, Yes)

**TOLDFAMILYFRIENDS** FR: **The next questions ask about any help you might have gotten after the incident in October 2023 took place.**  
**Have you told any family, friends, co-workers, or neighbors about the incident?**  
R: Yes, I told my husband.

(Enter 1, Yes)

**TOLDOTHER** FR: **Other than family or friends, have you told anyone in the following positions about the incident who you thought might be able to help you?**

**Employer, supervisor, or human resources personnel**  
**Medical or mental health professional**  
**Representative of a religious or community organization**  
**Security guard or personnel, other than the police**  
**Other person in a leadership or professional position**

R: No, just my husband.

(Enter 7, No, have not told anyone in any of these positions)

**VS\_HOTLINE** FR: **Have you received the following kinds of services because of the incident...**

**Hotline, helpline, or crisis line intervention?**

R: No.

(Enter 2, No)

**VS\_MENTALHEALTH** FR: **Counseling, therapy, support groups, or help from a mental health provider?**

R: No.

(Enter 2, No)

**VS\_LEGAL** FR: **Legal help or assistance, such as free or low-cost legal services, help with the legal process, preparing for court, or enforcement of your rights?**

R: No.

(Enter 2, No)

**VS\_HELPFILE** FR: **Help filing for a restraining, protection, or no-contact order?**

R: No.

(Enter 2, No)

**VS\_VICTIMCOMP** FR: **Help applying for victim compensation?**

R: No.

(Enter 2, No)

**VS\_FINANCIALHELP** FR: **Short term or emergency financial assistance?**

R: No.

(Enter 2, No)

**VS\_HOUSING** FR: **Housing, shelter, or safehouse services?**

R: No.

(Enter 2, No)

**VS\_OTHER** FR: **Any other help or services because of the incident?**

R: No.

(Enter 2, No)

**WANTSERVICES** FR: **You said you didn't get any services. Did you want any services?**

R: No, I'm fine. I've been able to process it on my own.

(Enter 2, No)

**INCIDENTHAPPENATWORK**

FR: **Did the incident occur while you were working or on duty?**

R: No, it didn't.

(Enter 2, No)

**TOFROMWORK** FR: **Did the incident happen when you were on your way to or from work?**

R: No, it didn't.

(Enter 2, No)

**EMOTOLL\_INTRO** FR: **Being a victim of crime affects people in different ways. The next questions are about how the incident may have affected you.**

(Enter 1 to continue)

**IMPACT\_JOB** FR: **Did the incident lead you to have serious problems with your job or trouble with people at work?**

R: No, not at all.

(Enter 2, No)

**IMPACT\_FAMILY** FR: **Did the incident lead you to have serious problems with family members or friends, such as having more arguments with them, losing trust in them, or feeling more distant from them?**

R: No.

(Enter 2, No)

**HOW\_DISTRESSING** FR: **Overall, how upsetting has the incident been to you?**



**Not at all upsetting**  
**Mildly upsetting**  
**Moderately upsetting**  
**Severely upsetting**

R: Mildly

(Enter 2, Mildly upsetting)

**ECONOMIC\_INTRO** FR: **Thank you. The next set of questions ask about the how the incident impacted you financially.**

(Enter 1 to continue)

**DAMAGED** FR: **Was anything that belonged to you or someone you live with damaged or destroyed in the incident?**

R: No.

(Enter 2, No)

**LOSTWORKTIME** FR: **Have you taken any time off from work because of the incident?**

R: No.

(Enter 4, No)

**LOSTJOB** FR: **Did you lose your job or have to give up work as a result of the incident?**

R: No.

(Enter 2, No)

**CHANGEJOB** FR: **Did you have to change your job as a result of the incident?**

R: No.

(Enter 2, No)

**SUMMARY\_SP** FR: **Thank you for telling me about the incident in October 2023. Would you mind describing the incident for me in your own words?**

R: Sure. I was walking downtown, and a guy came up to me and tried to steal my purse. I had never seen him before. He waved a knife at me and said he'd stab me if I didn't give him my purse. A group of people were walking towards us and they scared him off before he took my purse.

*Write a summary about this incident using what the respondent told you. After entering the summary, press F10 to get out of the case so we can get through more exercises. Then, fill out the Case Notes and pCHI for this case. This is the end of Practice Exercise 4.*

*Are there any questions about completing a Crime Incident Report with multiple types of crimes being part of the same incident?*

***(Answer questions.)***

## Practice Exercise 5 – Rape Incident

**Control Number – 02880082J23000102**

*In this exercise, we will go through an interview where the respondent reports a sexual assault.*

*In the redesigned instrument, detailed information is collected about rape and sexual assault incidents. The questions ask about the specific type of sexual activity, referred to as behaviors, and the means the offender used to engage in the behavior, which are called the tactics. By asking specific questions about the behaviors and tactics the offender used, these types of incidents can be better classified, and, in turn, produce more accurate statistics. The unwanted sexual contact questions use explicit language so respondents are clear about what we mean in the questions.*

*From your case list screen in MCM highlight the case with the address 502 Stuart St. This is the case we want to interview next. You should have completed the Self-Study Practice Interview 2 for this case where you started but did not finish the interview with the household respondent. Launch the case to access the NCVS CAPI instrument and we will pick up from where you left off in that exercise.*

*You will see a screen that reads: “This is a training case.” Enter 1 to continue. At the DATECHANGE screen enter January 3, 2024 and then press Enter at the CLOSEOUTCHANGE screen.*

### **DATECHANGE**

(Enter 01/03/2024)

### **CLOSEOUTCHANGE**

(Press Enter)

*This will be a personal visit interview, so enter 2 at the START screen.*

### **START**

(Enter 2, Personal interview)

**(Choose someone in the class to be the FR.)**

**GENINTRO** FR: **Hello. I’m ♦YOUR NAME from the U.S. Census Bureau. Here is my identification.**

**I’m looking for Ashley Public.**

**Is Ashley Public available?**

R: Yes, I’m Ashley.

(Enter 1, Yes)

**INTROPARTIAL** FR: **We completed part of your interview for the National Crime Victimization Survey and would like to finish it now.**

R: Okay.

(Enter 1, Yes, respondent or proxy available)

*In the Self-Study Practice Interview, you started the interview with this respondent and collected a one-person roster, and the interview ended while collecting the screener questions. Now that we are back in the interview with the household respondent we can pick up where we left off. To do that press the End key to jump to the next unanswered question. Everyone should now be at the MV\_OWNVEHICLE screen which is where the Self-Study Practice Interview ended.*

**MV\_OWNVEHICLE** FR: **At any point in the past 6 months, have you or someone you live with owned a car, van, truck, motorcycle, or other motor vehicle?**

FR: Yes.

(Enter 1, Yes)

**MV\_THEFT** FR: **In the past 6 months,...**  
**Did anyone steal a vehicle belonging to you or anyone you live with or use it without permission?**

R: No.

(Enter 2, No)

**MV\_ATTEMPT** FR: **Did anyone TRY to steal a vehicle but not actually steal it?**

R: No.

(Enter 2, No)

**MVP\_PARTS** FR: **In the past 6 months...**  
**Did anyone steal any vehicle parts such as a tire, car stereo, GPS, hubcap, or battery from a vehicle?**

R: No.

(Enter 2, No)

**MVP\_GAS** FR: **Did anyone steal any gas from a vehicle?**

FR: No.

(Enter 2, No)

**MVP\_ATTEMPT** FR: **Did anyone TRY to steal vehicle parts or gas from a vehicle but not actually do it?**

R: No.

(Enter 2, No)

**BI\_HOME** FR: **The next few questions ask about break-ins. In the past 6 months, did anyone...**

**Break in or try to break into your home by forcing a door or window, pushing past someone, jimmying a lock, cutting a screen, or coming through an open door or window?**

R: No.

(Enter 2, No)

**BI\_OTHERPROP FR: Break in or try to break into your garage, shed, or storage room?**

R: No.

(Enter 2, No)

**BI\_HOTELVACATION FR: Break in or try to break into a hotel or motel room or vacation home where you were staying?**

R: No.

(Enter 2, No)

**V\_PROPERTY FR: Vandalism is when someone deliberately damages or destroys something belonging to you. Examples are breaking windows, slashing tires, or painting graffiti on walls. In the past 6 months, has anyone vandalized your home, car, or something else that belongs to you or someone else living here?**

R: No.

(Enter 2, No)

**V\_INJUREKILLANIMAL FR: In the past 6 months, did someone deliberately injure or kill an animal, such as a pet or livestock, that belonged to you or someone you live with?**

R: No.

(Enter 2, No)

**A\_WITHWEAPON FR: The next few questions ask about any physical attacks against you personally. These may have happened at your home or while you were at work or away from home.**

**In the past 6 months, did anyone attack or try to attack you...**

**With a weapon, such as a gun or knife?**

R: No.

(Enter 2, No)

**A\_OBJECT FR: With something else used as a weapon, like a baseball bat, scissors, or a stick?**

R: No.

(Enter 2, No)

**A\_THROW** FR: **By throwing something at you, such as a rock or bottle?**

R: No.

(Enter 2, No)

**A\_HITKICK** FR: **By hitting, slapping, grabbing, kicking, punching, or choking you?**

R: No.

(Enter 2, No)

**A\_OTHER** FR: **In the past 6 months, did anyone attack or try to attack you or use force against you in any other way? Please mention it even if you are not certain it was a crime.**

R: Yes, my old boss pushed me to the floor and then sexually assaulted me

(Enter 1, Yes)

*The respondent mentions both that she was pushed and sexually assaulted here, which means that there were two different types of crime. Collecting the incident in the correct screener questions is very important in the redesigned instrument because it determines which questions should be asked in the Crime Incident Report. This screener section captures the attack, that is, being pushed. It is imperative to make sure that the sexual assault is captured in the next screener section that asks about unwanted sexual contact.*

*In the event that a respondent reports a type of crime that fits a screener question you have not asked about yet, explain that you will ask about that type of crime in a moment. If a respondent reports a type of crime that you have already asked about, back up and record the response in the correct screener question. For example, if we were at this point in the interview and the respondent remembers that her boss also stole her phone, you would need to back up to the theft screener questions to accurately capture the theft.*

**(Ask FR to continue with the practice interview starting at A\_THREAT.)**

**A\_THREAT** FR: **In the past 6 months, did anyone THREATEN to attack you, but not actually do it? Do not include incidents you have already mentioned.**

R: No.

(Enter 2, No)

**A\_KNOWNOFF** FR: **People sometimes don't think of attacks by someone they know, like a current or former spouse or partner, someone at work, a friend, a family member, a neighbor, or any other person they've met or known.**

**In the past 6 months, has anyone you know used any kind of physical force against you? Examples are if someone you know choked you, slapped you, hit you, attacked you with a weapon, or otherwise physically hurt you.**

R: Yes, it was my boss who pushed me to the floor and then raped me.

(Enter 1, Yes)

**A\_TIMES**

FR: **You just said yes to more than one question about physical attacks. Altogether, in the past 6 months, how many times did someone attack you or try to attack you?**

**Once  
Two or more times**

R: It happened once.

(Enter 1, Once)

**A\_INCDATE**

FR: **You said that someone attacked you or tried to attack you once in the past 6 months.**

**In what month and year did the most recent incident happen?**

R: It was in September.

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

(Select the answer category corresponding with September 2023)

**A\_DESCRIBE**

FR: **To help me refer back to this incident later, can you give me just a few words to describe what happened? For example, someone shoved you and punched you at a concert. Later, I may ask you for a full description of what happened.**

R: My former boss pushed me to the floor and raped me.

(Enter "Pushed to floor and raped by former boss.")

**SA\_UNWANTEDCONTACT**

FR: **The next questions are about any sexual contact in the past 6 months that YOU DID NOT CONSENT TO and that YOU DID NOT WANT to happen. The information you provide is confidential.**

**Sexual contact includes touching of your sexual body parts, or any type of sexual penetration with a body part or object. It also includes making you touch or penetrate someone else. This could have been done by someone you know well, someone you casually know, or a stranger and can happen to both men and women.**

**In the past 6 months...**

**Did anyone touch, grab, or kiss your sexual body parts against your will - or TRY to do this?**

R: Yes.

(Enter 1, Yes)

**SA\_FORCE** FR: **Did anyone force you to have sexual contact by holding you down with his or her body, pinning your arms, hitting or kicking you, or using some other type of force - or TRY or THREATEN to do this?**

R: Yes.

(Enter 1, Yes)

**SA\_THREATENHURT** FR: **Did anyone threaten to physically hurt you or someone close to you if you did not have sexual contact?**

R: No.

(Enter 2, No)

**SA\_UNABLETOCONSENT**

FR: **Did anyone have sexual contact with you - or try to have sexual contact with you - while you were passed out, unconscious, asleep, or unable to consent because you were drunk or high?**

R: No.

(Enter 2, No)

**SA\_TIMES** FR: **In the past 6 months, how many times did someone have or try to have these types of sexual contact with you?**

**Once**  
**Two or more times**

R: It happened once.

(Enter 1, Once)

**SA\_INCDATE** FR: **You said that someone had or tried to have these types of sexual contact with you once in the past 6 months.**

**In what month and year did the most recent incident happen?**

R: It was in September.

***(Make sure the month the incident occurred falls WITHIN the reference period, and is the SAME as the attack incident previously reported in A\_INCDATE.)***



(Select the answer category corresponding with September 2023)

*When multiple types of crimes happened during the same incident, as is the case in this exercise, you must record the type of crime in the appropriate screener sections that is, in both the attack and unwanted sexual contact sections) to make sure the appropriate questions are asked in the Crime Incident Report. Note that, even though the respondent said yes to multiple screener questions, the instrument is able to recognize that there was only one incident because of the addition of the next two screens.*

**SA\_PARTOFOTHERINC FR: Is this sexual contact or attempted sexual contact part of any other incident you have already mentioned?**

R: Yes, it happened at the same time as when he pushed me.

(Enter 1, Yes)

**SA\_WHICHINCIDENT FR: Which incident was this part of?**

R: When he pushed me to the floor.

(Enter 1, September 2023 Pushed to floor and raped by former boss.)

**CA\_OTHERCRIME FR: To make sure this survey has captured everything that has happened to you, is there anything else that you might think of as a crime that happened to you, personally, in the past 6 months, that is, since (date) that you haven't mentioned? It could be something you called the police about, or something you didn't consider reporting to the police.**

R: No.

(Enter 2, No)

### **INC\_REPORTS**

*The INC\_REPORTS screen is on path after the screener questions have been completed and indicates the number of incidents reported. Enter 1 to continue.*

(Enter 1 to continue)

***(Choose someone in the class to be the FR.)***

**INC\_INTRO FR: The next questions are about the incident in September 2023 that involved: Pushed to floor and raped by former boss.**

(Enter 1 to continue)

**ALSO\_MVTHEFT FR: Just to confirm, did any of the following other things also happen as part of this incident in September 2023...**

**Someone stole or tried to steal a vehicle?**

R: No.

(Enter 2, No)

**ALSO\_BREAKIN** FR: **Just to confirm, did any of the following other things also happen as part of this incident in September 2023...**

**Someone broke in, or tried to break in to your property?**

R: No.

(Enter 2, No)

**ALSO\_VANDALISM** FR: **Just to confirm, did any of the following other things also happen as part of this incident in September 2023...**

**Someone vandalized something?**

R: No.

(Enter 2, No)

**OFF\_INTRO** FR: **Some of the next questions will refer to the "offender," which means the person or people who did this to you.**

(Enter 1 to continue)

**UNWANTED\_INTRO** FR: **Earlier, you said someone had or tried to have unwanted sexual contact with you during the incident in September 2023.**

**These questions are about what specific things you did not want to happen during the incident. It may seem like you've already answered these questions, but we want to understand clearly what happened. Some of the language is explicit; it's important that the questions be asked this way so that you understand what we mean.**

(Enter 1 to continue)

*The unwanted sexual contact questions have been modified to more accurately collect and classify rape or sexual assaults. These questions are based on questions asked in other federal and non-federal surveys and have been updated based on extensive research and testing. It is important that you read these questions just like any other questions. If necessary, explain to the respondent that we use these words so that it is clear what types of behaviors are being asked about. Let's continue.*

**UNWANTEDCONTACT** FR: **In this incident, did someone have unwanted sexual contact with you, such as touching, groping, or penetration, or make you do these things to them?**

R: Yes.

(Enter 1, Yes)

**UNWANTEDSEX** FR: **In this particular incident...**

**Did you have unwanted vaginal sex?**

R: Yes.

(Enter 1, Yes)

**UNWANTEDORAL** FR: **Did you have unwanted oral or anal sex?**

R: No.

(Enter 2, No)

**UNWANTEDPENETRATION**

FR: **Was there unwanted penetration of sexual body parts with a finger or object?**

R: No.

(Enter 2, No)

**UNWANTEDTOUCH** FR: **Was there unwanted sexual contact, such as touching or kissing of sexual body parts, or grabbing, fondling, or rubbing up against you in a sexual way?**

R: Yes.

(Enter 1, Yes)

**PENETRATERESP** FR: **Did the offender penetrate YOUR sexual body parts?**

R: Yes.

(Enter 1, Yes)

*Although rare, you may encounter a respondent who is in distress about their experience being a victim of crime. To help you navigate these situations, the Distress Protocol has been added to a tab labeled "Distress" that is accessible at any time while you are in the instrument. The protocol was covered in your self-study materials and is also included in your workbook. Please select the Distress tab now so that we can review it.*

*The protocol is broken down into several different steps, and the instructions differ for personal visits and telephone contacts, and whether the respondent is age 12-15 or older. Take a few minutes to review the Distress tab.*

**(Allow time.)**

*If you need to provide a distressed respondent with the list of resources during a personal interview, give them a copy of the English or Spanish NCVS-110 Factsheet and show them the list of resources for victims of crime on the back page. If you need to provide the respondent with resources during a telephone interview, go to the Resources tab and read them the appropriate information.*

*The protocol is there to help you and the respondent by acknowledging the respondent's emotional state, providing the respondent an opportunity to take a break, and, when necessary, providing them with a list of resources for crime victims. Are there any questions about the protocol or how to use it when interviewing respondents?*

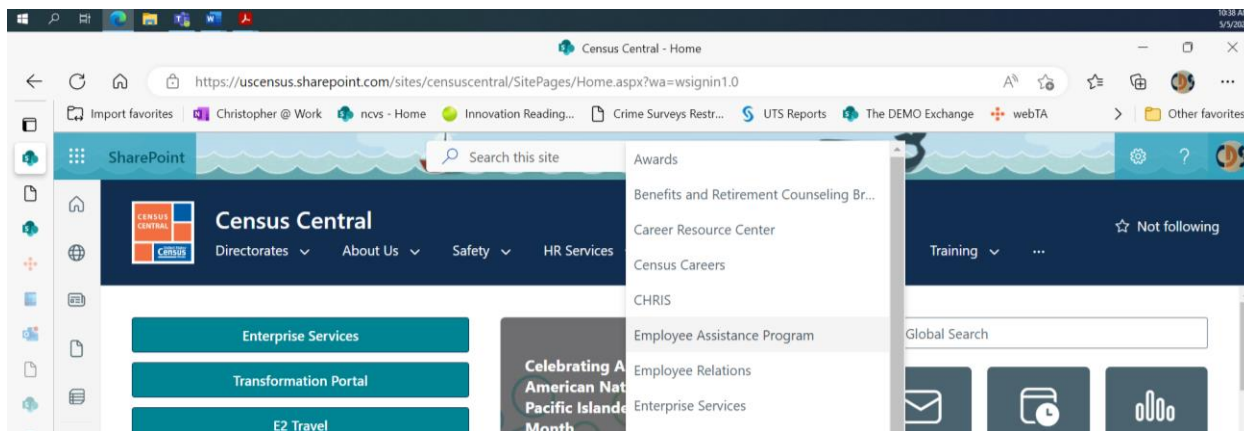
**(Answer questions.)**

*When addressing any form of respondent distress, you must never step out of your role as an interviewer. As an NCVS FR, it is essential that you complete all tasks in a neutral and objective, yet sensitive, manner. This is a balancing act. You must be sensitive in order to recognize distress and be empathetic when following the distress protocol. No matter what personal or professional training or experience you may have outside of being an FR, your role on this survey is to be an interviewer and is not that of an advocate, therapist, counselor, or social worker. Your responsibility is not to provide your thoughts, advice, opinions, or judgments about the respondent's situation.*

*While it is appropriate to show human empathy and support, you must maintain proper professional boundaries. Reactions that would cross these professional boundaries include anything that (1) would bias respondent answers to survey questions, (2) would cause the respondent (further) distress, or (3) could be mistaken for expert, clinical, or legal advice.*

*Follow the distress protocol and use the suggested scripts it provides while speaking in a conversational manner. Remember, your main actions will be to ask if the respondent is ok, to suggest that the respondent take a short break if they aren't, and, if necessary, to refer the respondent to resources on the NCVS-110 Factsheet that include organizations that are trained to work with victims of crime. In some cases, the respondent may be too distressed to complete the interview at that time. Depending on the circumstances, it may be possible to contact the respondent at a later date to see if the interview can be completed.*

*Encounters with a distressed respondent can also affect interviewers. Please know that you have resources available if you feel impacted by an interaction with a respondent. You can reach out to your supervisor or the Employee Assistance Program (EAP).*



**(For in person trainings:)**

*You can access information about the EAP program from the Census Central homepage by hovering your cursor over the HR Services header and then select the Employee Assistance Program in the displayed list. You can also call the EAP directly at 800-211-6015. The EAP website may also be loaded as a favorite in your internet browser.*

**(For virtual trainings:)**

*We'll place some information for the EAP in the chat:*

**(Copy and paste the following text.)**

[Employee Assistance Program \(EAP\) \(sharepoint.com\)](http://sharepoint.com). You can also call the EAP directly at 800-211-6015. The EAP website may also be loaded as a favorite in your internet browser.

**PENETRATEOFF** FR: **Were YOU also forced to penetrate the offender's sexual body parts?**

R: No.

(Enter 2, No)

**PHYSICALFORCE** FR: **During the incident...**  
**Did the offender use physical force, such as holding, pinning, or blocking you, hitting or kicking you, or using a weapon?**

R: Yes.

(Enter 1, Yes)

**PHYSICALTHREAT** FR: **Did the offender threaten to physically hurt you or someone close to you?**

R: No.

(Enter 2, No)

**UNCONSCIOUS** FR: **Were you blacked out, unconscious, or asleep at any point?**

R: No.

(Enter 2, No)

**UNABLECONSENT** FR: **Were you unable to consent because you were too drunk or high?**

R: No.

(Enter 2, No)

**WEAPON\_INTRO** FR: **The next question asks whether a weapon was used during this incident.**

(Enter 1 to continue)

**A\_WEAPONPRESENT** FR: **Did the offender have a weapon such as a gun or knife, or something to use as a weapon, such as a baseball bat, scissors, or a stick?**

R: No.

(Enter 2, No)

**ATTACK** FR: **Did the offender hit you, grab you, knock you down, or attack you in any other way?**

R: Yes.

(Enter 1, Yes)

**GRABPUSHTRIP** FR: **Earlier you said the offender used physical force during the incident. Did the offender also do any of the following?**

**Grab, hold, trip, jump, or push you?**

R: Yes.

(Enter 1, Yes)

**HITSLAP** FR: **Hit you, slap you, or knock you down?**

R: No.

(Enter 2, No)

**THROWOBJECT** FR: **Throw something at you?**

R: No.

(Enter 2, No)

**CHOKE** FR: **Choke you?**

R: No.

(Enter 2, No)

**HITWITHOBJECT** FR: **Hit you with an object other than a gun?**

R: No.

(Enter 2, No)

**OTHERATTACK** FR: **Do something else to attack you?**

R: No.

(Enter 2, No)

**A\_ATTEMPTTHEFT** FR: **Did the offender steal or try to steal something that belonged to you during the incident?**

R: No.

(Enter 3, No)

**INJURY** FR: **The next questions ask about any injuries you may have had during this incident.**

**During the incident, were you physically injured in any way? Injuries include things such as bruises, black eyes, cuts, broken bones, or more serious injuries.**

R: Yes.

(Enter 1, Yes)

**HOWINJURED** FR: **How were you injured?**

R: I got a black eye, a bloody lip, and cuts.

(Enter 18, Bruising swelling, welts, black eye and 20, Cuts or scratches and 23, Nosebleed or bloody lip)

**MEDICALCARE** FR: **Did you receive any care from a medical or dental professional as a result of the incident?**

R: Yes.

(Enter 1, Yes)

**RECCARESCENE** FR: **Did you receive this care at the location where the incident happened, somewhere else, or both?**

R: Somewhere else.

(Enter 2, Only somewhere else)

**RECCAREWHERE** FR: **Where did you receive this care?**

R: At the ER and follow up appointments at my doctor's office.

(Enter 2, At a hospital emergency room (ER) or an emergency clinic and 3, At some other kind of medical or dental place)

**CAREOVERNIGHT** FR: **Did you stay overnight in the hospital?**

R: No.

(Enter 2, No)

**MEDICALINSURANCE** FR: **Have you had any out-of-pocket expenses for your medical or dental care that you do not expect to get paid back from insurance or some other source?**

R: No.

(Enter 2, No)

**INCTIME** FR: **The next questions ask about when and where the incident in September 2023 took place.**

**About what time did the incident happen?**

R: It was after 9 PM.

(Enter 5, After 9pm - midnight)

**INCADDRESS** FR: **Did this incident happen while you were living at your current address, or before you moved to this address?**

R: Since I've lived here.

(Enter 1, While living at current address)

**LOCATION** FR: **Where did the incident happen?**

R: It was in the office building where I used to work.

(Enter 6, At your place of work)

**INCPLACE** FR: **Did this happen in the city, town, or village where you live now?**

R: Yes.

(Enter 1, Yes)

**LOCATION\_PUBLIC** FR: **Which of the following BEST describes where this happened...**

**At, in or near someone else's home**

**At a business, such as a store, restaurant, bar, or office building**

R: Yes, in an office building.

(Enter 2, At a business, such as a store, restaurant, bar, or office building)

**LOCATION\_COMMERCE**

FR: **At what type of a business did the incident happen?**

R: It was a law firm.

(Enter 5, An office)

**FARFROMHOME** FR: **How far from your home was it...**

**A mile or less**

**More than a mile up to 5 miles**

R: It was about 4 miles.

(Enter 2, More than a mile up to 5 miles)

**ONEORMOREOFFENDERS**

FR: **This section asks what you know about the offender.**

**Was the incident committed by only one or by more than one offender?**

R: One.



(Enter 1, One)

**KNOWOFFENDERS** FR: **Do you know who the offender was?**

R: Yes.

(Enter 1, Yes)

**OFF\_KNEW** FR: **Was the offender someone you knew, even slightly, or a complete stranger?**

R: I knew him.

(Enter 1, Someone the respondent knew)

**OFF\_HOWWELL** FR: **Was the offender...**  
**Someone you knew well**  
**Someone you knew, but not well, or**  
**Someone you knew by sight only?**

R: He hadn't been my boss for long, so I didn't know him well.

(Enter 2, Someone you knew, but not well)

**OFF\_RELATION** FR: **At the time of the incident, how did you know the offender? For example, was the offender a friend, cousin, etc.?**

R: He was my boss.

(Enter 30, A supervisor or former supervisor)

**OFF\_LIVED** FR: **Had you ever lived with this person?**

R: No.

(Enter 2, No)

**OFF\_SEX** FR: **This section asks for details about the offender.**  
**Was the offender male or female?**

R: Male.

(Enter 1, Male)

**OFF\_AGE** FR: **How old would you say the offender was at the time of the incident?**

R: I think he is in his early 50s.

(Enter 4, 35-54)

**OFF\_ETHNICITY** FR: **Was the offender Hispanic or Latino?**

R: No.

(Enter 2, No)

**OFF\_RACE** 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: He is white.

(Enter 1, White)

**OFF\_GANG** FR: **Was the offender part of a street gang, or don't you know?**

R: No.

(Enter 2, No)

**OFF\_DRINKDRUG** FR: **Was the offender drinking or on drugs at the time of the incident, or don't you know?**

R: Yes, he had been drinking.

(Enter 1, Yes)

**SELFPROTECT\_INTRO** FR: **These next questions are about what you did when the incident in September 2023 occurred.**

**People may react differently to certain situations and there's not a right or wrong way to react. Everyone is different and every situation is different.**

(Enter 1 to continue)

**PROTECTSELF** FR: **Did you do anything with the idea of protecting YOURSELF while the incident was going on?**

R: Yes.

(Enter 1, Yes)

*In this training, the answer list headers on the ACTIONSDURINGINC screen display in bold, black text. You should not read the answer list headers to respondents. The headers will be fixed for the phase-in instrument to display as all caps in blue FR text.*

**ACTIONSDURINGINC** FR: **You said that you took some action during the incident. What did you do?**

R: I told him no and argued with him.

(Enter 22, Said no and 20, Argued, reasoned, pleaded, bargained)

FR: **Anything else?**

R: I screamed.

(Enter 30, Screamed or yelled)

FR: **Anything else?**

R: I hit him.

(Enter 13, Hit, kicked, or attacked the offender(s) in some other way)

FR: **Anything else?**

R: No.

(Enter)

**INJECTION** FR: **Did you react this way before you were injured, after you were injured, or at the same time you were injured?**

R: Before and at the same time.

(Enter 1, Before the respondent was injured and 3, At the same time the respondent was injured)

**ANYONEPRESENT** FR: **Besides you and the offender(s), was anyone ELSE, age 12 or older, present during the incident?**

R: No.

(Enter 2, No)

**HATE\_RACE** FR: **The next questions are about why the offender may have targeted you.**

**The reason may have been prejudice or bigotry toward those with your characteristics or religious beliefs, even if the offender mistakenly thought you had those characteristics or beliefs. This kind of reason is different from just being angry or wanting to get something from you.**

**Do you think the offender was targeting you because of...**

**Prejudice or bigotry toward your race, ethnic background, or national origin?**

R: No.

(Enter 2, No)

**HATE\_RELIGION** FR: **Prejudice or bigotry toward your religion?**

R: No.

(Enter 2, No)

**HATE\_DISABILITY** FR: **Prejudice or bigotry toward a disability you may have?**  
R: No.

(Enter 2, No)

**HATE\_ORIENTATION** FR: **Prejudice or bigotry toward your sexual orientation, including being lesbian, gay, bisexual, or straight?**  
R: No.

(Enter 2, No)

**HATE\_GENID** FR: **Prejudice or bigotry toward your gender identity, including being transgender, intersex, or gender non-conforming?**  
R: No.

(Enter 2, No)

**HATE\_SEX** FR: **Prejudice or bigotry toward your sex, including being male or female?**  
R: No.

(Enter 2, No)

**HATE\_OTHER** FR: **Prejudice or bigotry toward other characteristics I have not already mentioned?**  
R: No.

(Enter 2, No)

***(Choose someone in the class to be the FR.)***

*The series of questions dealing with whether the police were informed have been updated to collect additional information about the police response and the respondent's satisfaction with such things as the response time and whether they felt the police did everything they could.*

**POLICEINFORMED** FR: **The next questions ask about whether the police got involved in the incident in September 2023.**

**Were the police informed or did they find out about this incident in any way?**

R: Yes.

(Enter 1, Yes)

**POLICEFINDOUT** FR: **Who informed the police? If more than one person, choose the first response that applies.**

**You informed the police yourself**

**Someone you live with**  
**Someone such as a security guard or building manager.**  
**The police were at the scene**  
**Someone else who saw the crime, like a friend or a neighbor**

R: I did.

(Enter 1, You informed the police yourself)

**POLICECONTACTED** FR: **How did you first notify the police?**

R: I called the police.

(Enter 1, Called the police)

**POLICEFIRSTCONTACTED**

FR: **Which of the following BEST describes when the police were first contacted?**

**While the incident was happening**  
**Within 10 minutes after the incident occurred**  
**Within an hour after the incident occurred**

R: Within an hour.

(Enter 3, Within an hour after the incident occurred)

**POLICEARRIVE** FR: **Did the police come when they found out about the incident?**

R: Yes.

(Enter 1, Yes)

**POLICEARRIVESAT** FR: **How satisfied were you with the time it took the police to get to you after they were contacted?**

**Completely satisfied**  
**Mostly satisfied**  
**Equally satisfied and dissatisfied**  
**Mostly dissatisfied**  
**Completely dissatisfied**

R: Mostly satisfied.

(Enter 2, Mostly satisfied)

**POLICEARRIVALTIME** FR: **Had the police told you how long it would take them to get there?**

R: I don't remember.

(Enter 3, Don't know)

**POLICEACTION** FR: **What did the police do while they were there?**

R: They took a report and gathered evidence.

(Enter 1, They took a report or asked the respondent questions about what happened and 4, They took evidence, such as fingerprints or pictures)

FR: **Anything else?**

R: They said they'd investigate it.

(Enter 7, They promised to investigate)

FR: **Anything else?**

R: No.

(Enter)

**POLICEACTIONOTHER** FR: **Did the police do any of the following other things while they were there?**

**Calmed people down**  
**Resolved the conflict**  
**Gave advice about insurance**  
**Gave information about your rights as a victim**  
**Gave information about services that could help you as a victim**  
**Contacted victim services on your behalf**  
**Contacted emergency medical services**  
**Did something else to help**

R: They called an ambulance and talked about victim services that could help.

(Enter 7, Contacted emergency medical services and 5, Gave information about services that could help you as a victim)

**POLICECONTACT** FR: **Did you have any later contact with the police about the incident?**

R: Yes.

(Enter 1, Yes)

**POLICEINTOUCH** FR: **Thinking about these later contacts, did the police get in touch with you or did you get in touch with them?**

R: They called me.

(Enter 1, Police contacted the respondent (or someone else the respondent lives with))

**POLICEFOLLOWUP** FR: **What did the police do to follow up on the incident?**

R: They questioned the suspect.

(Enter 2, They questioned other witnesses or suspects)

FR: **Anything else?**

R: They arrested him.

(Enter 5, They made one or more arrests)

FR: **Anything else?**

R: No.

(Enter)

**POLICERESPECT** FR: **Next are some questions about how you feel the police handled the incident. If more than one officer was involved, please think about how you would rate them as a group.**

**How respectfully did the police treat you?**

**Very respectfully**

**Somewhat respectfully**

**Neither respectfully nor disrespectfully**

**Somewhat disrespectfully**

**Very disrespectfully**

R: Somewhat respectfully.

(Enter 2, Somewhat respectfully)

**POLICETIMESAT** FR: **How satisfied were you with the amount of time the police gave you to tell your story?**

**Completely satisfied**

**Mostly satisfied**

**Equally satisfied and dissatisfied**

**Mostly dissatisfied**

**Completely dissatisfied**

R: Mostly satisfied.

(Enter 2, Mostly satisfied)

**POLICEACTIONSAT** FR: **How satisfied were you that the police did everything they could?**

**Completely satisfied**

**Mostly satisfied**

**Equally satisfied and dissatisfied**

**Mostly dissatisfied**

**Completely dissatisfied**

R: Mostly satisfied.

(Enter 2, Mostly satisfied)

**POLICEEFFECTIVE** FR: **Taking the whole experience into account, how effectively did the police handle the incident?**

**Very effectively**  
**Somewhat effectively**  
**Neither effectively nor ineffectively**  
**Somewhat ineffectively**  
**Very ineffectively**

R: Very effectively.

(Enter 1, Very effectively)

**ATTIMETHINKCRIME** FR: **At the time, did you consider this incident to be a crime?**

R: Yes, I did.

(Enter 1, Yes)

**NOWTHINKCRIME** FR: **Now, looking back, do you consider this incident to be a crime?**

R: I do.

(Enter 1, Yes)

**TOLDFAMILYFRIENDS** FR: **The next questions ask about any help you might have gotten after the incident in September 2023 took place.**

**Have you told any family, friends, co-workers, or neighbors about the incident?**

R: Yes, I told my family.

(Enter 1, Yes)

**TOLDOTHER** FR: **Other than the police or family or friends, have you told anyone in the following positions about the incident who you thought might be able to help you?**

**Employer, supervisor, or human resources personnel**  
**Medical or mental health professional**  
**Representative of a religious or community organization**  
**Security guard or personnel, other than the police**  
**Other person in a leadership or professional position**

R: Yes, the head of HR.

(Enter 2, Employer, supervisor, or human resources personnel)



*The next set of questions are about help the respondent may have received from services that assist victims of crime. These are new to the NCVS and measure victim experiences, providing insight into services the respondent may have received as well as their satisfaction with those services.*

**VS\_HOTLINE** FR: **Have you received the following kinds of services because of the incident...**

**Hotline, helpline, or crisis line intervention?**

R: No.

(Enter 2, No)

**VS\_MENTALHEALTH** FR: **Counseling, therapy, support groups, or help from a mental health provider?**

R: Yes.

(Enter 1, Yes)

**VS\_EXAM** FR: **Help or advocacy with medical care or medical exams, including accompanying you to a medical exam?**

R: No.

(Enter 2, No)

**VS\_SAEAM** FR: **Sexual assault exam by a doctor, nurse, or other medical professional?**

R: Yes.

(Enter 1, Yes)

**VS\_LEGAL** FR: **Legal help or assistance, such as free or low-cost legal services, help with the legal process, preparing for court, or enforcement of your rights?**

R: No.

(Enter 2, No)

**VS\_HELPFILE** FR: **Help filing for a restraining, protection, or no-contact order?**

R: No.

(Enter 2, No)

**VS\_VICTIMCOMP** FR: **Help applying for victim compensation?**

R: No.

(Enter 2, No)

**VS\_FINANCIALHELP** FR: **Short term or emergency financial assistance?**

R: No.

(Enter 2, No)

**VS\_HOUSING** FR: **Housing, shelter, or safehouse services?**

R: No.

(Enter 2, No)

**VS\_OTHER** FR: **Any other help or services because of the incident?**

R: No.

(Enter 2, No)

**SAT\_MENTALHEALTH** FR: How satisfied were you with...

**Counseling, therapy, support groups, or help from a mental health provider?**

**Completely satisfied**  
**Mostly satisfied**  
**Equally satisfied and dissatisfied**  
**Mostly dissatisfied**  
**Completely dissatisfied**

R: Completely satisfied.

(Enter 1, Completely satisfied)

**SAT\_SAEXAM** FR: **Sexual assault exam by a doctor, nurse, or other medical professional?**

**Completely satisfied**  
**Mostly satisfied**  
**Equally satisfied and dissatisfied**  
**Mostly dissatisfied**  
**Completely dissatisfied**

R: Mostly satisfied.

(Enter 2, Mostly satisfied)

*This is the end of Practice Exercise 5. Does anyone have any questions about collecting an unwanted sexual contact Crime Incident Report or the Distress Protocol?*

**(Answer questions.)**

*We will continue with this interview for Practice Exercise 6.*

## Practice Exercise 6 – Workplace Violence

**Control Number – 02880082J23000102**

*In this exercise, we will go through a series of questions about the respondent’s job when an incident occurred at their workplace. If this respondent had been interviewed in the prior interview period, some of these questions would verify if the employment information collected previously is the same. Since this an incoming case we will collect information about the job they had at the time of the incident.*

***(The trainee who was the FR at the end of the last exercise can continue for this short exercise.)***

### **INCIDENTHAPPENATWORK**

**FR: Did the incident occur while you were working or on duty?**

**R: Yes.**

(Enter 1, Yes)

**WV\_EMPLOYERTYPE FR: The next questions are about the job you had at the time of the incident. Were you employed by...**

**A private company, business, or individual for wages,  
The Federal government,  
A state, county, or local government,  
Yourself (self-employed) in your own business, professional practice,  
or farm, or,  
A private not-for-profit, tax-exempt, or charitable organization?**

**R: A private company.**

(Enter 1, A private company, business, or individual for wages)

**WV\_TYPEBUSINESS\_SP FR: What kind of business or industry is this? What do they make or do where you were working at the time of the incident?**

**R: It’s a law firm.**

(Enter law firm)

**WV\_BUSINESSECTOR FR: Which of these categories best describes the business or industry?**

*Notice the FR instruction at this screen. Since this scenario is for a personal visit the FR instruction says to “turn the laptop around and show the respondent the answer categories.” If this was a telephone interview, the FR instruction would say to “read categories until the respondent says yes.”*

**R: Professional services.**

(Enter 11, Professional Services)

**WV\_OCCUPATION\_SP** FR: **What kind of work were you doing at this job at the time of the incident, that is, what was your occupation? For example: 4th grade teacher, plumber, cashier, lawn care technician.**

R: I'm a paralegal.

(Enter paralegal)

**WV\_JOBDESCRIPTION** FR: **What kind of work did you do, that is, what was your occupation at the time of the incident? Which of these categories best describes your occupation?**

*Notice, once again, that this screen has the FR instruction to turn the laptop around for the respondent to read the answer categories.*

R: Legal.

(Enter 4, Legal Occupation (for example: judge/lawyer, legal support worker))

**WV\_JOB\_LEGAL** FR: **Were you employed as a...?**

**Judge or lawyer**  
**Legal support worker**  
**Another legal occupation**

R: I'm a paralegal, so legal support.

(Enter 2, Legal support worker)

**EMOTOLL\_INTRO** FR: **Being a victim of crime affects people in different ways. The next questions are about how the incident may have affected you.**

(Enter 1 to continue)

**IMPACT\_JOB** FR: **Did the incident lead you to have serious problems with your job, or trouble with people at work?**

R: Yes.

(Enter 1, Yes)

**IMPACT\_FAMILY** FR: **Did the incident lead you to have serious problems with family members or friends, such as having more arguments with them, losing trust in them, or feeling more distant from them?**

R: No.

(Enter 2, No)

**HOW\_DISTRESSING** FR: **Overall, how upsetting has this incident been to you?**

**Not at all upsetting**  
**Mildly upsetting**

**Moderately upsetting**  
**Severely upsetting**

R: Severely.

(Enter 4, Severely upsetting)

**FEEL\_ANGRY** FR: **I am going to read a list of things you may have felt because of the incident. For each, please tell me whether you didn't feel this way at all, you felt this way for less than a month, or you felt this way for a month or longer.**

**Angry**

**Didn't feel this way**  
**Yes, for less than 1 month**  
**Yes, for 1 month or more**

R: For a month or more.

(Enter 3, Yes, for 1 month or more)

**FEEL\_SHOCKED** FR: **Shocked**

R: For a month or more.

(Enter 3, Yes, for 1 month or more)

**FEEL\_FEARFUL** FR: **Fearful**

R: For a month or more.

(Enter 3, Yes, for 1 month or more)

**FEEL\_DEPRESSED** FR: **Depressed**

R: No.

(Enter 1, Didn't feel this way)

**FEEL\_WORRIED** FR: **Anxious or panicked**

R: For a month or more.

(Enter 3, Yes, for 1 month or more)

**FEEL\_LESSCONFIDENT** FR: **Less confident**

R: No.

(Enter 1, Didn't feel this way)

**FEEL\_SAD** FR: **Sad**

R: No.

(Enter 1, Didn't feel this way)

**FEEL\_ANNOYED** FR: **Annoyed**

R: For a month or more.

(Enter 3, Yes, for 1 month or more)

**TRBL\_SLEEPING** FR: **Did you have difficulty sleeping because of the incident?**

**No**

**Yes, for less than 1 month**

**Yes, for 1 month or more**

R: For 1 month or more.

(Enter 3, Yes, for 1 month or more)

**MENTALHEALTH** FR: **Have you talked to a psychologist, psychiatrist, counselor, or other mental health professional about the incident?**

R: Yes.

(Enter 1, Yes)

**MH\_MEDICALINSURANCE**

FR: **Did you have any out-of-pocket expenses for your mental health care, that is, expenses that you do not expect to get paid back from insurance or some other source?**

R: No.

(Enter 2, No)

**ECONOMIC\_INTRO** FR: **Thank you. The next set of questions ask about how the incident impacted you financially.**

(Enter 1 to continue)

**DAMAGED** FR: **Was anything that belonged to you or someone you live with damaged or destroyed in the incident?**

R: No.

(Enter 2, No)

**LOSTWORKTIME** FR: **Have you taken any time off from work because of the incident for such things as cooperating with a police investigation or testifying in court?**

R: Yes.

(Enter 1, Yes, time off from work)

**AMOUNTTIMELOST** FR: **How much time did you take off work or school?**

R: About three weeks.

*Note that you should only count workdays as time lost in AMOUNTTIMELOST. If the respondent works Monday through Friday, then three weeks of lost work is equal to 15 days, not 21.*

(Enter 5, 11-20 days)

**LOSTPAY** FR: **Did you lose any pay for the time you took off?**

R: No.

(Enter 2, No)

**LOSTJOB** FR: **Did you lose your job or have to give up work as a result of the incident?**

R: No.

(Enter 2, No)

**CHANGEJOB** FR: **Did you have to change your job as a result of the incident?**

R: Yes.

(Enter 1, Yes)

**SUMMARY\_SP** FR: **Thank you for telling me about the incident in September 2023. Would you mind describing the incident for me in your own words?**

R: Boss at my former employer came into my office after hours, pushed me to the floor and raped me. I tried to stop him. Called police afterwards and they investigated and arrested him. Law firm fired him.

(Enter the summary described by the respondent.)

**ENDINCIDENT** FR: **Thank you.**

**We will not be asking any more questions about this particular incident and are going to move on to the next set of questions.**

(Enter 1 to continue)

*Are there any questions about incidents that happened at the respondent's workplace?*

**(Answer questions.)**

*F10 to get out of the instrument and fill out the Case Notes and pCHI for this case. For the Case Notes, remember, we interviewed Ashley Public as the household respondent and collected 1 incident report.*

## Practice Exercise 7 – Insufficient Partial HHR Interview (NEWHHR Tab)

**Control Number** – 02880092J21000401

*In this exercise we will practice using the NEWHHR Tab to switch household respondents. Occasionally, it may become necessary during the household respondent’s interview to select a new household respondent. For example, the initial household respondent may run out of time to complete the interview. You may use the NEWHHR Tab to select a new household respondent at any time before the interview with the household respondent reaches a partial interview, which depends on the interviewing situation. You will know when the interview has reached this point because the NEWHHR Tab will no longer be visible. When available, the NEWHHR tab can be accessed from any screen in the instrument.*

*From your case list screen in MCM highlight the case with the address 611 Produce St. This is the case we want to interview for this exercise, so press the “work” button to launch the case to access the NCVS CAPI instrument.*

**(Allow time.)**

*You will see a screen that says, “This is a training case.” Enter 1 to continue.*

*For this exercise enter the date of January 3, 2024, at the DATECHANGE screen, press Enter at the CLOSEOUTCHANGE screen, and then enter 1 at the START screen for a telephone interview.*

**DATECHANGE**

(Enter 01/03/2024)

**CLOSEOUTCHANGE**

(Press Enter)

**START**

(Enter 1, Telephone interview)

**(Choose someone in the class to be the FR)**

**DIAL** FR: **Hello. This is ♦YOUR NAME from the U.S. Census Bureau.**

**May I please speak with Megan Moe?**

R: Yes, that’s me.

(Enter 1, This is the correct person or correct person called to the phone)

**VERADD\_TELE** FR: **We are talking with members of your household age 12 or older about their experiences with crime and safety.**

**Do you still live at...**

**611 PRODUCE ST**

**ANY TOWN AZ 99995-9997?**



R: Yes, we're still living there.

(Enter 1, the address is correct)

**GETLETTER** FR: **I'm calling concerning the National Crime Victimization Survey. The survey questions ask for information about people's perceptions of community safety, their local police, and their experiences with victimization and crime in the past six months. The results will be used to help improve the way the government measures crime. Did you receive our introductory letter in the mail?**

R: Yes, I did.

(Enter 1, Yes)

**MAILINGSAME** FR: **Is your mailing address the same as your physical address?**

R: Yes, it is.

(Enter 1, Yes)

*At the CONTACTINFO screen, press Enter once the box prefills with the number 1.*

**HHPHONE** FR: **What is the best telephone number for the household?**

R: 991-555-3095

(Enter 9915553095)

**PERPHONE1** FR: **Is the best telephone number for you still 991-555-7722?**

R: Yes.

(Press Enter)

**PERPHONE2** FR: **Is there another number we can reach you at?**

R: No.

(Press Enter for no additional phone number)

**EMAIL** FR: **Is the best email address to contact you at still meganmoe@email.com?**

R: Yes.

(Press Enter)

**CONTACTDONE**

(Enter 1 to continue)

**NAMECHECK** FR: **I have you, Ted Moe, Bob Moe, and Jane Moe listed as living or staying at that address.**

**Are all of these persons still living or staying at that address?**

R: Yes.

(Enter 1, Yes)

**HHLDCOVERAGE** FR: **Have I missed anyone else who USUALLY lives here, including people who are not related to you or people who are away traveling?**

R: No, that's everyone who currently lives here.

(Enter 2, No)

**AGECHECK** FR: **I have Ted Moe listed as 35 years old. Is that correct?**

R: Yes, that's correct, he's 35.

*(Trainees may read a different age than displayed in the trainer guide depending on when training is conducted.)*

(Enter 1, Yes)

**MARITAL** FR: **Is Ted Moe now married, widowed, divorced, separated or has he never been married?**

R: He's married to me.

(Press Enter)

**ARMEDFORCES** FR: **Is Ted Moe now in the Armed Forces?**

R: No.

(Press Enter)

**ATTENDING SCHOOL** FR: **Is Ted Moe currently attending or enrolled either full-time or part-time in a college or university, trade, or vocational school?**

R: No.

(Press Enter)

**AGECHECK** FR: **I have you listed as 36 years old. Is that correct?**

R: Yes, that's right.

(Enter 1, Yes)

**MARITAL** FR: **Are you now married, widowed, divorced, separated or have you never been married?**

R: Like I said, Ted and I are married.

(Press Enter)

**ARMEDFORCES** FR: **Are you now in the Armed Forces?**

R: No.

(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.

(Press Enter)

**AGECHECK** FR: **I have Bob Moe listed as 18 years old. Is that correct?**

R: Yes, he's 18 now.

(Enter 1, Yes)

**MARITAL** FR: **Is Bob Moe now married, widowed, divorced, separated or has he never been married?**

R: He's never been married.

(Press Enter)

**ARMEDFORCES** FR: **Is Bob Moe now in the Armed Forces?**

R: No.

(Enter 2, No)

**ATTENDINGSCHOOL** FR: **Is Bob 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: Yes, he's in high school.

(Press Enter)

**AGECHECK** FR: **I have Jane Moe listed as 11 years old. Is that correct?**

R: Yes.

(Enter 1, Yes)

**ROSTERREVIEW**

(Enter 1, Yes)

**ROSTERREVIEW\_CHK**

(Suppress)

**TIMEATADDRESS** FR: **Next are some questions just about you.**  
**How long have you lived at this address?**

R: 15 years.

(Enter 4, 5 years or more)

**JOBLASTWEEK** FR: **In the past 7 days, did you have a job or work at a business? Do not include volunteer work or work around the house.**

R: Yes.

(Enter 1, Yes)

**SAMEJOBSIXMONTHS** FR: **Have you worked at the same job for all of the past six months?**

R: Yes.

(Enter 1, Yes)

**BUSINESS** FR: **Does anyone in this household operate a business from this address?**

R: No.

(Enter 2, No)

*Depending on what month you are interviewing in, the next section of questions will either be the Police Ask-All questions (asked January through June) or the Community Measures questions (asked July to December). Please answer all questions in this section, on your own, with any valid answer category. Once you reach the VS\_INTRO screen, wait there until everyone has completed this section and we will then continue as a group.*

***(When everyone is ready, continue with the interview.)***

**VS\_INTRO** FR: **For the next questions, please think about things that happened to you since July 2, 2023, no matter where they may have occurred. The questions will cover theft, break-ins, vandalism, physical attacks, and unwanted sexual contact.**

(Enter 1 to continue)

**T\_CARRY** FR: **The next questions ask about different things that might have been stolen from you. This may have happened to you while you were at home, work, or somewhere else.**

**In the past 6 months, did anyone...**

**Steal something that you carry, like a cell phone, money, a wallet, purse, or backpack?**

R: No.

(Enter 2, No)

**T\_WEAR** FR: **Steal something that you wear, like clothing, jewelry, or shoes?**  
R: No.

(Enter 2, No)

**T\_INHOME** FR: **Steal something in your home, like a TV, computer, tools, or guns?**  
R: No.

(Enter 2, No)

**T\_ONPROPERTY** FR: **Steal something from your porch, lawn, garage, or other part of your property, such as a bicycle, garden hose, or lawn furniture?**  
R: No.

(Enter 2, No)

**T\_INVEHICLE** FR: **Steal something out of a vehicle, such as a package or groceries?**  
R: No.

(Enter 2, No)

**T\_FROMCHILD** FR: **Steal something belonging to any children who live here?**  
R: No.

(Enter 2, No)

**T\_ELSE** FR: **Steal anything else that belongs to you, including things that were stolen from you at work? Do not include stolen vehicles.**  
R: No.

(Enter 2, No)

**T\_ATTEMPT** FR: **In the past 6 months, did anyone TRY to steal anything that belongs to you or any children who live with you, but not actually steal it?**  
R: I'm tired of answering all these questions and don't want to participate any more.

*Megan Moe decides that she no longer wants to participate in the interview. After additional discussion with Megan, you determine that it would be best to select a new household respondent and try again later to complete Megan Moe's interview. Go to the NEWHHR tab to start the process of selecting a new household respondent.*

*This tab has the FR instruction to verify whether you need to change the household respondent and for this exercise enter 1, Yes.*

**NEWHHR**

(Enter 1, Yes)

*That will take us to the NEXTPERSON screen. The NEXTPERSON screen will only show those respondents who are eligible to be the household respondent: Megan Moe, Ted Moe and Bob Moe. Similar to other screens where you select a person to interview, you will select the line number of the person who will become the household respondent. Megan has let you know that Ted is available and is willing to act as household respondent.*

### **NEXTPERSON**

(Enter 1, Ted Moe)

*The instrument continues to INTERVIEWSTATUS, with Ted Moe as the household respondent. Note that when you are finished with Ted Moe's interview, Megan Moe will still appear in the instrument as an eligible household member for an NCVS interview. If, later on, you are able to interview the original household respondent, you will pick up the interview at the question where her interview ended. Based on this exercise, if you were to interview Megan at a later date you would pick her interview back up at the T\_ATTEMPT screen.*

### **INTERVIEWSTATUS**

*At the INTERVIEWSTATUS screen verify that Ted Moe is displayed as the person you are talking to and who the interview is for. Is everyone seeing Ted displayed on this screen?*

(Enter 1, Continue with this respondent's interview)

*Since we are talking to a new respondent, you will introduce the survey to Ted before continuing with his interview. Please continue.*

### **INTROFORNEWRESPONDENT**

**FR: Hello, I'm (YOUR NAME) from the U.S. Census Bureau.**

**I'm calling 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 and older. The survey questions ask for information about people's perceptions of community safety, their local police, and their experiences with victimization and crime in the past six months. The results will be used to help improve the way the government measures crime.**

**Are you available now to be interviewed?**

**R: Yes.**

(Enter 1, Yes)

### **TIMEATADDRESS**

**FR: Next are some questions just about you.**

**How long have you lived at this address?**

**R: 15 years.**

(Enter 4, 5 years or more)

**JOBLASTWEEK** FR: **In the past 7 days, did you have a job or work at a business? Do not include volunteer work or work around the house.**

R: Yes.

(Enter 1, Yes)

**SAMEJOBSIXMONTHS** FR: **Have you worked at the same job for all of the past six months?**

R: Yes.

(Enter 1, Yes)

**BUSINESS** FR: **Does anyone in this household operate a business from this address?**

R: No.

(Enter 2, No)

*This is the end of this practice exercise. Are there any questions about switching the household respondent using the NEWHHR tab?*

***(Answer questions.)***

*We will continue with this interview for the next practice exercise.*

## Practice Exercise 8 – Incident Reported Outside the Reference Period (OSRP)

**Control Number** – 02880092J21000401

*In this exercise, we continue the interview with Ted Moe from Practice Exercise 7. Ted reports an incident that occurred outside of the reference period (OSRP). His interview will demonstrate how you record any such incident outside the reference period in the redesigned instrument.*

*The next section of questions will be either the Police Ask-All questions, which are asked from January through June, or the Community Measures questions, which are asked from July through December. Since we've gone through these questions already, please answer all questions in this section on your own with any valid answer category. This time try using different answers than you used in earlier exercises. Once you reach the VS\_INTRO screen, wait there until everyone has completed this section and we will then continue as a group.*

***(When everyone is ready, continue with the interview.)***

***(Choose someone in the class to be the FR.)***

**VS\_INTRO** FR: **For the next questions, please think about things that happened to you since July 2, 2023, no matter where they may have occurred. The questions will cover theft, break-ins, vandalism, physical attacks, and unwanted sexual contact.**

(Enter 1 to continue)

**T\_CARRY** FR: **The next questions ask about different things that might have been stolen from you. This may have happened to you while you were at home, work, or somewhere else.**

**In the past 6 months, did anyone...**

**Steal something that you carry, like a cell phone, money, a wallet, purse, or backpack?**

R: No.

(Enter 2, No)

**T\_WEAR** FR: **Steal something that you wear, like clothing, jewelry, or shoes?**

R: No.

(Enter 2, No)

**T\_INHOME** FR: **Steal something in your home, like a TV, computer, tools, or guns?**

R: No.

(Enter 2, No)



**T\_ONPROPERTY** FR: **Steal something from your porch, lawn, garage, or other part of your property, such as a bicycle, garden hose, or lawn furniture?**

R: No.

(Enter 2, No)

**T\_INVEHICLE** FR: **Steal something out of a vehicle, such as a package or groceries?**

R: No.

(Enter 2, No)

**T\_FROMCHILD** FR: **Steal something belonging to any children who live here?**

R: No.

(Enter 2, No)

**T\_ELSE** FR: **Steal anything else that belongs to you, including things that were stolen from you at work? Do not include stolen vehicles.**

R: No.

(Enter 2, No)

**T\_ATTEMPT** FR: **In the past 6 months, did anyone TRY to steal anything that belongs to you or any children who live with you, but not actually steal it?**

R: No.

(Enter 2, No)

*Since Ted Moe is now the household respondent, you will ask him screener questions about motor vehicle theft, theft of motor vehicle parts, break-ins, and vandalism that are only asked of the household respondent.*

**MV\_OWNVEHICLE** FR: **At any point in the past 6 months, have you or someone you live with owned a car, van, truck, motorcycle, or other motor vehicle?**

R: Yes.

(Enter 1, Yes)

**MV\_THEFT** FR: **In the past 6 months, Did anyone steal a vehicle belonging to you or anyone you live with or use it without permission?**

R: No.

(Enter 2, No)

**MV\_ATTEMPT** FR: **Did anyone TRY to steal a vehicle but not actually steal it?**

R: No.

(Enter 2, No)

**MVP\_PARTS**

FR: **In the past 6 months...**

**Did anyone steal any vehicle parts such as a tire, car stereo, GPS, hubcap, or battery from a vehicle?**

R: No.

(Enter 2, No)

**MVP\_GAS**

FR: **Did anyone steal any gas from a vehicle?**

R: No.

(Enter 2, No)

**MVP\_ATTEMPT**

FR: **Did anyone TRY to steal vehicle parts or gas from a vehicle but not actually do it?**

R: No.

(Enter 2, No)

**BI\_HOME**

FR: **The next few questions ask about break-ins. In the past 6 months, did anyone...**

**Break in or try to break into your home by forcing a door or window, pushing past someone, jimmying a lock, cutting a screen, or coming through an open door or window?**

R: No.

(Enter 2, No)

**BI\_OTHERPROP**

FR: **Break in or try to break into your garage, shed, or storage room?**

R: No.

(Enter 2, No)

**BI\_HOTELVACATION**

FR: **Break in or try to break into a hotel or motel room or vacation home where you were staying?**

R: No.

(Enter 2, No)

**V\_PROPERTY**

FR: **Vandalism is when someone deliberately damages or destroys something belonging to you. Examples are breaking windows, slashing tires, or painting graffiti on walls. In the past 6 months, has anyone**

**vandalized your home, car, or something else that belongs to you or someone else living here?**

R: No.

(Enter 2, No)

**V\_INJUREKILLANIMAL FR: In the past 6 months, did someone deliberately injure or kill an animal, such as a pet or livestock, that belonged to you or someone you live with?**

R: No.

(Enter 2, No)

**A\_WITHWEAPON FR: The next few questions ask about any physical attacks against you personally. These may have happened at your home or while you were at work or away from home.**

**In the past 6 months, did anyone attack or try to attack you...  
With a weapon, such as a gun or knife?**

R: No.

(Enter 2, No)

**A\_OBJECT FR: With something else used as a weapon, like a baseball bat, scissors, or a stick?**

R: No.

(Enter 2, No)

**A\_THROW FR: By throwing something at you, such as a rock or bottle?**

R: No.

(Enter 2, No)

**A\_HITKICK FR: By hitting, slapping, grabbing, kicking, punching, or choking you?**

R: No.

(Enter 2, No)

**A\_OTHER FR: In the past 6 months, did anyone attack or try to attack you or use force against you in any other way? Please mention it even if you are not certain it was a crime.**

R: No.

(Enter 2, No)

**A\_THREAT** FR: **In the past 6 months, did anyone THREATEN to attack you, but not actually do it?**

R: Yes.

(Enter 1, Yes)

**A\_KNOWNOFF** FR: **People sometimes don't think of attacks by someone they know, like a current or former spouse or partner, someone at work, a friend, a family member, a neighbor, or any other person they've met or known.**

**In the past 6 months, has anyone you know used any kind of physical force against you? Examples are if someone you know choked you, slapped you, hit you, attacked you with a weapon, or otherwise physically hurt you.**

R: No.

(Enter 2, No)

**A\_TIMES** FR: **In the past 6 months, how many times did someone threaten to attack you?**

**Once  
Two or more times**

R: Once.

(Enter 1, Once)

**A\_INCDATE** FR: **You said that someone threatened to attack you once in the past six months.**

**In what month and year did the most recent incident happen?**

R: It happened in April.

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

(Enter 1 to indicate that the incident took place prior to the current reference period.)

*Note that some of the reference period dates and months displayed in the answer list may not line up exactly since training is occurring on different dates. When you enter a month that is outside the reference period, a soft edit check appears. You will read the text in the soft edit check to let the respondent know that the incident is out of scope. Please read the bolded text on this screen.*

**A\_INCDATE\_CHK** FR: **We are only asking about crimes that happened during the last 6 months. We will not collect information on this incident.**

(Suppress)

Select Suppress or press the "S" key to accept the entry. Suppressing the edit check will cause the incident to become invalid, and the instrument will not ask any additional questions regarding that incident. However, if it was a miskey or the respondent gave the wrong month, you can make the incident in-scope for the current reference period, by selecting the "Close" or "Goto" button to return to the A\_INCDATE screen to fix the error. For the redesigned instrument, this date check was moved to the screener questions. This change makes the instrument more efficient since it avoids creating invalid incidents.

Are there any questions about entering an incident outside the reference period?

**(Answer questions.)**

This is the end of this practice exercise, so after selecting Suppress or pressing the "S" key, press the F10 key or select the F10 tab to get out of the case. Then fill out the Case Notes and pCHI for this case. For the Case Notes, remember, we started to interview Megan Moe as the household respondent and had to switch before we were able to complete the household respondent's interview. We then interviewed Ted Moe as the new HHR and identified an incident that was outside the reference period and therefore we will not collect a Crime Incident Report for it. When everyone has returned to the MCM, we will continue with the next exercise.

## Practice Exercise 9 – New Reference Person

**Control Number** – 02880093J21000504

*In this exercise we complete a continuing case in which the old reference person is no longer a household member, and a new reference person must be selected. As we will see in this exercise, the redesigned instrument has been updated to more efficiently collect changes to the household roster.*

*From your case list screen in MCM highlight the case with the address 116 Aphrodite dr. This is the case we want to interview, so press the “work” button to launch the case to access the NCVS CAPI instrument.*

**(Allow time.)**

*You will see a screen that reads, “This is a training case.” Enter 1 to continue.*

*For this exercise enter the date of January 15, 2024 at the DATECHANGE screen, press Enter at the CLOSEOUTCHANGE screen, and then enter 1 at the START screen for a telephone interview.*

### **DATECHANGE**

(Enter 01/15/2024)

### **CLOSEOUTCHANGE**

(Press Enter)

### **START**

(Enter 1, Telephone interview)

**(Choose someone in the class to be the FR.)**

### **DIAL**

FR: **Hello. This is ♦ YOUR NAME from the U.S. Census Bureau.**

**May I please speak with Michael Public?**

R: No, we got divorced and he no longer lives here.

(Enter 2, Person not available now or no longer lives here)

*Since the old household respondent, Michael Public, is no longer living at this address, the instrument asks for a new household respondent. Note that, in the HELLO\_ALT2 screen, the answer list will only display those household members who are eligible to be the HHR, and Michael Public no longer shows as a possible household respondent.*

### **HELLO\_ALT2**

FR: **May I speak to Alicia Public or Joe Public?**

R: I’m Alicia.

(Enter 2, Alicia Public)

### **VERADD\_TELE**

FR: **We are talking with members of your household age 12 or older about their experiences with crime and safety.**

**Do you still live at...**

**116 APHRODITEDR**

**ANYTOWN, CA**

**99984-9997?**

R: Yes, that's correct.

(Enter 1, Yes, exact address)

**GETLETTER**

FR: **I'm calling concerning the National Crime Victimization Survey. The survey questions ask for information about people's perceptions of community safety, their local police, and their experiences with victimization and crime in the past six months. The results will be used to help improve the way the government measures crime. Did you receive our introductory letter in the mail?**

R: Yes, I did.

(Enter 1, Yes)

**MAILINGSAME**

FR: **Is your mailing address the same as your physical address?**

R: Yes.

(Enter 1, Yes)

**CONTACTINFO**

(Once the box prefills with 1, press Enter to continue.)

**HHPHONE**

FR: **What is the best telephone number for the household?**

R: 991-555-2357

(Enter 9915552357)

**PERPHONE1**

FR: **Is the best telephone number for you still 991-555-1111?**

R: Yes.

(Press Enter)

**PERPHONE2**

FR: **Is there another number we can reach you at?**

R: No.

(Press Enter for no additional phone number.)

**EMAIL**

FR: **Is the best email address to contact you at still aliciapublic@email.com?**

R: Yes.

(Press Enter)

**CONTACTDONE**

(Enter 1 to continue)

**TENURE**

FR: **Are your living quarters...**

**Owned or being bought by you or someone in your household?  
Rented?  
Occupied without payment of rent?**

R: We're renters.

(Enter)

*Although 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 the same.*

**PUBLICHOUSING**

FR: **Is this building owned by a public housing authority?**

R: Yes.

(Enter 1, Yes)

**NAMECHECK**

FR: **I have you, Michael Public, and Joe Public listed as living or staying at that address.**

**Are all of these persons still living or staying at that address?**

R: No. Like I said, Michael and I got divorced.

(Enter 2, No)

*Since the respondent has already let you know that Michael has left the household, you may either ask the next question as worded, or simply verify it.*

**WHICHLNMOVED**

FR: **Who no longer lives at that address?**

R: Michael.

(Enter 1, LN1 Michael Public)

*This is a new question that was added when the HHR mentions changes to the roster. At this screen you will select which person(s) on the roster have left the household. Since the previous reference person, Michael Public, is no longer a household member, you must select a new reference person at the NEWREFPER screen. Note that, since he is no longer eligible to be the reference person, this screen does not show Michael Public as an option. The reference person is normally one of the persons who owns or*



*rents the sample address AND is 18 years of age or older. The reference person and the household respondent do not need to be the same person.*

**NEWREFPER** FR: **What is the name of the person (or one of the persons) living at this address, who owns or rents that home? Would that be you?**

R: Yes, I guess it's me now.

(Enter 2, LN2 Alicia Public)

*At the HHROSTER\_FNAME press the End key or arrow keys to move to the next unanswered question, which should be MEMBERCHANGES.*

**HHROSTER\_FNAME**

(Press End)

*Next, on the MEMBERCHANGES screen you will indicate Michael Public is no longer a household member because of the divorce. The answer list will only display categories appropriate to the situation. For example, since MEMBERCHANGES is on path because you entered 'no' at the NAMECHECK screen, the instrument will only display categories related to someone leaving the household. The instrument will display FR instructions based on whether you are adding or removing someone from the roster.*

**MEMBERCHANGES**

(Enter 9, Left because of marriage, separation, or divorce)

*At the HHROSTER\_FNAME press the End key or arrow keys to move to the next unanswered question to record Joe's relationship to the new reference person.*

**HHROSTER\_FNAME**

(Press End)

**RELATIONSHIP** FR: **How is Joe Public related to you?**

R: He's my son.

(Enter 5, Child (biological or adopted son or daughter, stepson or stepdaughter))

**HHROSTER\_FNAME**

(Enter 999)

**HHLDCOVERAGE** FR: **Have I missed anyone else who USUALLY lives here, including people who are not related to you or people who are away travelling?**

R: No, it's just the two of us now.

(Enter 2, No)

**AGECHECK** FR: **I have you listed as 54 years old. Is that correct?**

R: Yes, I'm 54.

(Enter 1, to confirm that the respondent age is correct)

**MARITAL** FR: **Are you now married, widowed, divorced, separated or have you never been married?**

R: I just got divorced.

*(If the FR reads the full question remind them they can just verify this question since the respondent has already told us she is divorced from Michael.)*

(Enter 3, Divorced)

**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 have a B.A.

(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.

(Press Enter)

**AGECHECK** FR: **I have Joe Public listed as 22 years old. Is that correct?**

R: Yes.

(Enter 1, Yes)

**MARITAL** FR: **Is Joe Public now married, widowed, divorced, separated or has he never been married?**

R: He's never been married.

(Press Enter)

**ARMEDFORCES** FR: **Is Joe Public now in the Armed Forces?**

R: No.

(Press Enter)

**EDUCATIONATTAIN** FR: **What is the highest level of school Joe Public completed or the highest degree he received?**

R: He graduated high school.

(Enter 13, High school graduate (Diploma or equivalent))

**ATTENDING SCHOOL** FR: **Is Joe Public currently attending or enrolled either full-time or part-time in a college or university, trade, or vocational school?**

R: Yes, he's in a program to become an electrician.

(Enter 3, Trade school)

### **ROSTERREVIEW**

*Review the roster, and if all of the information is correct Enter 1.*

(Enter 1, Yes)

*Suppress the edit check to confirm the household roster is correct.*

(Suppress)

*This is the end of Practice Exercise 9. We will continue with this case in Practice Exercise 10.*

*Are there any questions about removing a household member and selecting a new reference person?*

***(Answer questions.)***

## Practice Exercise 10 – ALSO\_ Questions

**Control Number – 02880093J21000504**

*One of the improvements in the redesigned instrument is that it better classifies the specific type of crime in an incident and captures situations where two or more types of crime occurred during one incident. One way in which it does so is through the ALSO\_ questions. This is a series of questions at the beginning of the Crime Incident Report that clarifies if any other type of crime, that is, unwanted sexual contact, attack or threat, motor vehicle theft, break-in, theft, attempted theft, or vandalism, happened as part of the original incident reported, if that type of crime was not already reported in the screener questions. In this exercise we will complete a Crime Incident Report for LN2, Alicia Public, in which the nature of the crime incident is clarified through the ALSO\_ questions.*

**TIMEATADDRESS** FR: **Next are some questions just about you.**

**How long have you lived at this address?**

R: 8 years.

(Enter 4, 5 years or more)

**JOBLASTWEEK** FR: **In the past 7 days, did you have a job or work at a business? Do not include volunteer work or work around the house.**

R: Yes.

(Enter 1, Yes)

**SAMEJOBSIXMONTHS** FR: **Have you worked at the same job for all of the past six months?**

R: Yes.

(Enter 1, Yes)

**BUSINESS** FR: **Does anyone in this household operate a business from this address?**

R: No.

(Enter 2, No)

*The next section of questions will be either the Police Ask-All questions, which are asked from January through June, or the Community Measures questions, which are asked from July through December. Since we've gone through these questions already, please answer all questions in this section on your own with any valid answer category. Once you reach the VS\_INTRO screen, wait there until everyone has completed this section and we will then continue as a group.*

***(When everyone is ready, continue with the interview.)***

**VS\_INTRO** FR: **For the next questions, please think about things that happened to you since July 12, 2023, no matter where they may have occurred. The questions will cover theft, break-ins, vandalism, physical attacks, and unwanted sexual contact.**

(Enter 1 to continue)

**T\_CARRY** FR: **The next questions ask about different things that might have been stolen from you. This may have happened to you while you were at home, work, or somewhere else.**

**In the past 6 months, did anyone...**

**Steal something that you carry, like a cell phone, money, a wallet, purse, or backpack?**

R: No.

(Enter 2, No)

**T\_WEAR** FR: **Steal something that you wear, like clothing, jewelry, or shoes?**

R: No.

(Enter 2, No)

**T\_INHOME** FR: **Steal something in your home, like a TV, computer, tools, or guns?**

R: No.

(Enter 2, No)

**T\_ONPROPERTY** FR: **Steal something from your porch, lawn, garage, or other part of your property, such as a bicycle, garden hose, or lawn furniture?**

R: No.

(Enter 2, No)

**T\_INVEHICLE** FR: **Steal something out of a vehicle, such as a package or groceries?**

R: No.

(Enter 2, No)

**T\_ELSE** FR: **Steal anything else that belongs to you, including things that were stolen from you at work? Do not include stolen vehicles.**

R: No.

(Enter 2, No)

**T\_ATTEMPT** FR: **In the past 6 months, did anyone TRY to steal anything that belongs to you, but not actually steal it?**

R: No.

(Enter 2, No)

**MV\_OWNVEHICLE** FR: **At any point in the past 6 months, have you or someone you live with owned a car, van, truck, motorcycle, or other motor vehicle?**

R: Yes.

(Enter 1, Yes)

**MV\_THEFT** FR: **In the past 6 months,  
Did anyone steal a vehicle belonging to you or anyone you live with or use it without permission?**

R: No.

(Enter 2, No)

**MV\_ATTEMPT** FR: **Did anyone TRY to steal a vehicle but not actually steal it?**

R: No.

(Enter 2, No)

**MVP\_PARTS** FR: **In the past 6 months...  
Did anyone steal any vehicle parts such as a tire, car stereo, GPS, hubcap, or battery from a vehicle?**

R: No.

(Enter 2, No)

**MVP\_GAS** FR: **Did anyone steal any gas from a vehicle?**

R: No.

(Enter 2, No)

**MVP\_ATTEMPT** FR: **Did anyone TRY to steal vehicle parts or gas from a vehicle but not actually do it?**

R: No.

(Enter 2, No)

**BI\_HOME** FR: **The next few questions ask about break-ins. In the past 6 months, did anyone...**

**Break in or try to break into your home by forcing a door or window, pushing past someone, jimmying a lock, cutting a screen, or coming through an open door or window?**

R: No.

(Enter 2, No)

**BI\_OTHERPROP** FR: **Break in or try to break into your garage, shed, or storage room?**  
R: No.

(Enter 2, No)

**BI\_HOTELVACATION** FR: **Break in or try to break into a hotel or motel room or vacation home where you were staying?**  
R: No.

(Enter 2, No)

**V\_PROPERTY** FR: **Vandalism is when someone deliberately damages or destroys something belonging to you. Examples are breaking windows, slashing tires, or painting graffiti on walls. In the past 6 months, has anyone vandalized your home, car, or something else that belongs to you or someone else living here?**  
R: Yes, there was an incident when I was at the grocery store.

(Enter 1, Yes)

**V\_INJUREKILLANIMAL** FR: **In the past 6 months, did someone deliberately injure or kill an animal, such as a pet or livestock, that belonged to you or someone you live with?**  
R: No.

(Enter 2, No)

**V\_TIMES** FR: **In the past 6 months, how many times did someone vandalize something that belonged to you or someone you live with?**  
**Once**  
**Two or more times**  
R: Just the one time.

(Enter 1, Once)

**V\_INCDATE** FR: **You said that something was vandalized once in the past 6 months. In what month and year did the most recent incident happen?**  
R: It was in September.

(Select the answer category corresponding with September 2023)

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

**V\_DESCRIBE** FR: **To help me refer back to this incident later, can you give me just a few words to describe what happened? For example, someone spray painted a message on your garage. Later, I may ask you for a full description of what happened.**

R: Sure. I had just finished my grocery shopping and was heading to my car. I noticed a kid was in the parking lot keying cars, including mine.

(Enter respondent's description, "Car keyed in grocery store parking lot.")

**A\_WITHWEAPON** FR: **The next few questions ask about any physical attacks against you personally. These may have happened at your home or while you were at work or away from home.**

**In the past 6 months, did anyone attack or try to attack you...**

**With a weapon, such as a gun or knife?**

R: No.

(Enter 2, No)

**A\_OBJECT** FR: **With something else used as a weapon, like a baseball bat, scissors, or a stick?**

R: No.

(Enter 2, No)

**A\_THROW** FR: **By throwing something at you, such as a rock or bottle?**

R: No.

(Enter 2, No)

**A\_HITKICK** FR: **By hitting, slapping, grabbing, kicking, punching, or choking you?**

R: No.

(Enter 2, No)

**A\_OTHER** FR: **In the past 6 months, did anyone attack or try to attack you or use force against you in any other way? Please mention it even if you are not certain it was a crime.**

FR: No.

(Enter 2, No)

**A\_THREAT** FR: **In the past 6 months, did anyone THREATEN to attack you, but not actually do it?**

R: No.



(Enter 2, No)

**A\_KNOWNOFF**

**FR: People sometimes don't think of attacks by someone they know, like a current or former spouse or partner, someone at work, a friend, a family member, a neighbor, or any other person they've met or known.**

**In the past 6 months, has anyone you know used any kind of physical force against you? Examples are if someone you know choked you, slapped you, hit you, attacked you with a weapon, or otherwise physically hurt you.**

**R: No.**

(Enter 2, No)

**SA\_UNWANTEDCONTACT**

**FR: The next questions are about any sexual contact in the past 6 months that YOU DID NOT CONSENT TO and that YOU DID NOT WANT to happen. The information you provide is confidential.**

**Sexual contact includes touching of your sexual body parts, or any type of sexual penetration with a body part or object. It also includes making you touch or penetrate someone else. This could have been done by someone you know well, someone you casually know, or a stranger and can happen to both men and women.**

**In the past 6 months...**

**Did anyone touch, grab, or kiss your sexual body parts against your will - or TRY to do this?**

**R: No.**

(Enter 2, No)

**SA\_FORCE**

**FR: Did anyone force you to have sexual contact by holding you down with his or her body, pinning your arms, hitting or kicking you, or using some other type of force - or TRY or THREATEN to do this?**

**R: No.**

(Enter 2, No)

**SA\_THREATENHURT**

**FR: Did anyone threaten to physically hurt you or someone close to you if you did not have sexual contact?**

**R: No.**

(Enter 2, No)

## SA\_UNABLETOCONSENT

FR: **Did anyone have sexual contact with you - or try to have sexual contact with you - while you were passed out, unconscious, asleep, or unable to consent because you were drunk or high?**

R: No.

(Enter 2, No)

CA\_OTHERCRIME FR: **To make sure this survey has captured everything that has happened to you, is there anything else that you might think of as a crime that happened to you, personally, in the past 6 months, that is, since July 12, 2023, that you haven't mentioned? It could be something you called the police about, or something you didn't consider reporting to the police.**

R: No, that's it.

(Enter 2, No)

## INC\_REPORTS

(Enter 1 to continue)

INC\_INTRO FR: **The next questions are about the incident in September 2023 that involved: Car keyed in grocery store parking lot.**

(Enter 1 to continue)

*The next set of questions are asked at the beginning of the Crime Incident Report and were added to determine if any other type of crime occurred as part of the incident reported in the screener questions. Not all of the "ALSO\_" questions will be asked in each Crime Incident Report. For example, if a motor vehicle theft was reported in the screener questions, the respondent will not be asked if they also experienced a motor vehicle theft as part of that incident. These questions were added to ensure we've identified all of the types of crime that may have happened in the same incident. Remember to read all bolded text in the following questions, even if it seems repetitive.*

ALSO\_MVTHEFT FR: **Just to confirm, did any of the following other things also happen as part of this incident in September 2023...**

**Someone stole or tried to steal a vehicle?**

R: No.

(Enter 2, No)

ALSO\_THEFT FR: **Just to confirm, did any of the following other things also happen as part of this incident in September 2023...**

**Someone stole something?**

R: No.

(Enter 2, No)

**ALSO\_ATTEMPTTHEFT FR: Just to confirm, did any of the following other things also happen as part of this incident in September 2023...**

**Someone tried to steal something but did not steal it?**

R: No.

(Enter 2, No)

**ALSO\_BREAKIN FR: Just to confirm, did any of the following other things also happen as part of this incident in September 2023...**

**Someone broke in, or tried to break in to your property.**

R: No.

**ALSO\_ATTACKTHREAT FR: Just to confirm, did any of the following other things also happen as part of this incident in September 2023...**

**Someone attacked or threatened to attack you?**

R: Now that you mention it, after I had run over to stop that kid from keying my car, he pushed me.

(Enter 1, Yes)

*The respondent indicates that a second type of crime took place during this incident, which was not already mentioned in the screener questions.*

**ALSO\_SEXUALCONTACT**

**FR: Just to confirm, did any of the following other things also happen as part of this incident in September 2023...**

**Someone had or tried to have sexual contact with you that you did not agree to and did not want to happen?**

R: No.

(Enter 2, No)

***(Choose someone in the class to be the FR.)***

**OFF\_INTRO FR: Some of the next questions will refer to the "offender," which means the person or people who did this to you.**

(Enter 1 to continue)

*Since the respondent indicated in the ALSO\_ questions that she was attacked during the vandalism incident, there are now two types of crime reported as happening in the same incident. Without the*

*ALSO\_ questions, the vandalism would have been the only type of crime asked about in the Crime Incident Report. However, because the respondent reported in the ALSO\_ questions that she was pushed by the offender, the next questions asked will focus on the attack. Before we continue, does anyone have any questions about this series of questions or about the two types of crime being part of the same incident?*

**(Answer questions.)**

**ATTACKATTEMPTTHREAT**

FR: **Did someone actually attack you, try to attack you, or threaten to attack you during this incident?**

R: Yes, he attacked me.

*This question, ATTACKATTEMPTTHREAT, is being reviewed and changed slightly in the production instrument. As it is currently worded in this training, be sure to check the answer choices carefully to ensure you have selected the category that corresponds to the respondent's answer. Probe the respondent if their answer does not correlate with an answer category.*

(Enter 1, Attacked/tried to attack)

**A\_WEAPONPRESENT** FR: **Did the offender have a weapon such as a gun or knife, or something to use as a weapon, such as a baseball bat, scissors, or a stick?**

R: No.

(Enter 2, No)

**ATTACK** FR: **Did the offender hit you, grab you, knock you down, OR attack you in any way?**

R: Yes.

(Enter 1, Yes)

**GRABPUSHTRIP** FR: **Did the offender also do any of the following?  
Grab, hold, trip, jump, or push you?**

R: Yes, he pushed me.

(Enter 1, Yes)

**HITSLAP** FR: **Hit you, slap you, or knock you down?**

R: No.

(Enter 2, No)

**THROWOBJECT** FR: **Throw something at you?**

R: No.

(Enter 2, No)

**CHOKER** FR: **Choke you?**

R: No.

(Enter 2, No)

**HITWITHOBJECT** FR: **Hit you with an object other than a gun?**

R: No.

(Enter 2, No)

**OTHERATTACK** FR: **Do something else to attack you?**

R: No.

(Enter 2, No)

**A\_ATTEMPTTHEFT** FR: **Did the offender steal or try to steal something that belonged to you during the incident?**

R: No.

(Enter 3, No)

**INJURY** FR: **The next questions ask about any injuries you may have had during this incident.**

**During the incident, were you physically injured in any way? Injuries include things such as bruises, black eyes, cuts, broken bones, or more serious injuries.**

R: No, I didn't have any injuries.

(Enter 2, No)

**INCTIME** FR: **The next questions ask about when and where the incident in September 2023 took place.**

**About what time did the incident happen?**

R: It was at about 8:30 PM.

(Enter 4, After 6pm - 9pm)

**LOCATION** FR: **Where did the incident happen?**

R: It was in the parking lot of the grocery store.

(Enter 9, Somewhere else)

**INCPLACE** FR: **Did this happen in the city, town, or village where you live now?**

R: Yes.

(Enter 1, Yes)

**LOCATION\_PUBLIC** FR: **Which of the following BEST describes where this happened...**

- At, in, or near someone else's home**
- At a business, such as a store, restaurant, bar or office building**
- At a public building, such as a hospital or library**
- In a parking lot or garage**
- On the street**
- In an open area, or on public transportation**
- Or somewhere else?**

R: It was in the parking lot.

(Enter 4, In a parking lot or garage)

**FARFROMHOME** FR: **How far from your home was it...**

- A mile or less**
- More than a mile up to 5 miles**
- More than 5 miles up to 50 miles**
- More than 50 miles**

R: It was about 4 miles from my house.

(Enter 2, More than a mile up to 5 miles)

**ONEORMOREOFFENDERS**

FR: **This section asks what you know about the offender.**

**Was the incident committed by only one or by more than one offender?**

R: It was just one person.

(Enter 1, One)

**KNOWOFFENDERS** FR: **Do you know who the offender was?**

R: No, it was a stranger.

(Enter 2, No)

**KNOWLEARNOFFENDERS**

FR: **Do you know anything about the offender, such as whether they were young or old, male or female, etc.?**

R: He was a kid, a teenager, that's about all I know.

(Enter 1, Yes)

**OFF\_KNEW** FR: **Was the offender someone you knew, even slightly, or a complete stranger?**

R: It was complete stranger.

(Enter 2, Complete stranger)

**OFF\_RECOG** FR: **Would you be able to recognize the offender if you saw them?**

R: No, I doubt it.

(Enter 3, No)

**OFF\_CONNECTION** FR: **What was your connection, if any, to this person?**

R: We had no connection at all.

(Enter 9, A stranger or someone of whom you have no knowledge)

**OFF\_SEX** FR: **This section asks for details about the offender.**  
**Was the offender male or female?**

R: Male.

(Enter 1, Male)

**OFF\_AGE** FR: **How old would you say the offender was at the time of the incident?**

R: Probably 15 or 16 years old.

(Enter 1, Under 18)

**OFF\_AGEMINOR** FR: **To the best of your knowledge, would you say the offender was...**  
**Under 12**  
**12 to 14**  
**15 to 17?**

R: He was 15 to 17.

(Enter 3, 15 to 17)

**OFF\_ETHNICITY** FR: **Was the offender Hispanic or Latino?**

R: Maybe, but I'm not sure.

(Enter 3, Don't know)

**OFF\_RACE** 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: He was White.

(Enter 1, White)

**OFF\_GANG** FR: **Was the offender part of a street gang, or don't you know?**

R: I have no idea.

(Enter 3, Don't know)

**OFF\_DRINKDRUG** FR: **Was the offender drinking or on drugs at the time of the incident, or don't you know?**

F: I don't know that either.

(Enter 3, Don't know)

**SELFPROTECT\_INTRO** FR: **These next questions are about what you did when the incident in September 2023 occurred.**

**People may react differently to certain situations and there's not a right or wrong way to react. Everyone is different and every situation is different.**

(Enter 1 to continue)

**PROTECTSELF** FR: **Did you do anything with the idea of protecting YOURSELF or your PROPERTY while the incident was going on?**

R: No, everything happened so quickly.

(Enter 2, No)

**DURINGINCIDENT** FR: **Was there anything you did or tried to do about the incident while it was going on?**

R: Well, yes, I ran over to stop him from damaging my car.

(Enter 1, Yes)

**ACTIONSURINGINC** FR: **You said that you took some action during the incident. What did you do?**

R: I ran over to stop him.

(Enter 19, Chased, tried to catch, or hold offender)

FR: **Anything else?**

R: No, nothing else.



(Enter)

**ANYONEPRESENT** FR: **Besides you and the offender(s), was anyone ELSE, age 12 or older, present during the incident?**

R: No, it was getting late and I was the only one around.

(Enter 2, No)

**HATE\_RACE** FR: **The next questions are about why the offender may have targeted you or someone you live with.**

**The reason may have been prejudice or bigotry toward those with your characteristics or religious beliefs, even if the offender mistakenly thought you had those characteristics or beliefs. This kind of reason is different from just being angry or wanting to get something from you.**

**Do you think the offender was targeting you or someone you live with because of...**

**Prejudice or bigotry toward your race, ethnic background, or national origin?**

R: No, I don't think it was anything like that.

(Enter 2, No)

**HATE\_RELIGION** FR: **Prejudice or bigotry toward your religion?**

R: No.

(Enter 2, No)

**HATE\_DISABILITY** FR: **Prejudice or bigotry toward a disability you may have?**

R: No.

(Enter 2, No)

**HATE\_ORIENTATION** FR: **Prejudice or bigotry toward your sexual orientation, including being lesbian, gay, bisexual, or straight?**

R: No.

(Enter 2, No)

**HATE\_GENID** FR: **Prejudice or bigotry toward your gender identity, including being transgender, intersex, or gender non-conforming?**

R: No.

(Enter 2, No)

**HATE\_SEX** FR: **Prejudice or bigotry toward your sex, including being male or female?**  
R: No.

(Enter 2, No)

**HATE\_OTHER** FR: **Prejudice or bigotry toward other characteristics I have not already mentioned?**  
R: No.

(Enter 2, No)

**POLICEINFORMED** FR: **The next questions ask about whether the police got involved in the incident in September 2023.**  
**Were the police informed or did they find out about the incident in any way?**  
R: No, not by me.

(Enter 2, No)

**NOTREPORTEDPOLICE** FR: **Why did you decide not to contact the police?**  
R: I didn't think they'd do anything about it.

(Enter 12, You didn't think the police would do anything about it)

**ATTIMETHINKCRIME** FR: **At the time, did you consider this incident to be a crime?**  
R: Yes.

(Enter 1, Yes)

**NOWTHINKCRIME** FR: **Now, looking back, do you consider this incident to be a crime?**  
R: Yes.

(Enter 1, Yes)

**TOLDFAMILYFRIENDS** FR: **The next questions ask about any help you might have gotten after the incident in September 2023 took place.**  
**Have you told any family, friends, co-workers, or neighbors about the incident?**  
R: Yes, I told my family and a few friends.

(Enter 1, Yes)

**TOLDOTHER** FR: **Other than family or friends, have you told anyone in the following positions about the incident who you thought might be able to help you?**

**Employer, supervisor, or human resources personnel**  
**Medical or mental health professional**  
**Representative of a religious or community organization**  
**Security guard or personnel, other than the police**  
**Other person in a leadership or professional position**

R: Now that you mention it, I did tell my supervisor at work the next day.

(Enter 2, Employer, supervisor, or human resources personnel)

**VS\_HOTLINE** FR: **Have you received the following kinds of services because of the incident...**

**Hotline, helpline, or crisis line intervention?**

R: No.

(Enter 2, No)

**VS\_MENTALHEALTH** FR: **Counseling, therapy, support groups, or help from a mental health provider?**

R: No.

(Enter 2, No)

**VS\_EXAM** FR: **Help or advocacy with medical care or medical exams, including accompanying you to a medical exam?**

R: No.

(Enter 2, No)

**VS\_LEGAL** FR: **Legal help or assistance, such as free or low-cost legal services, help with the legal process, preparing for court, or enforcement of your rights?**

R: No.

(Enter 2, No)

**VS\_HELPFILE** FR: **Help filing for a restraining, protection, or no-contact order?**

R: No.

(Enter 2, No)

**VS\_VICTIMCOMP** FR: **Help applying for victim compensation?**

R: No.

(Enter 2, No)

**VS\_FINANCIALHELP** FR: **Short term or emergency financial assistance?**

R: No.

(Enter 2, No)

**VS\_HOUSING** FR: **Housing, shelter, or safehouse services?**

R: No.

(Enter 2, No)

**VS\_OTHER** FR: **Any other help or services because of the incident?**

R: No.

(Enter 2, No)

**WANTSERVICES** FR: **You said you didn't get any services. Did you want any services?**

R: No, I'm dealing with it on my own.

(Enter 2, No)

**INCIDENTHAPPENATWORK**

FR: **Did the incident occur while you were working or on duty?**

R: No, I was out at night when it happened.

(Enter 2, No)

**TOFROMWORK** FR: **Did the incident happen when you were on your way to or from work?**

R: No.

(Enter 2, No)

**EMOTOLL\_INTRO** FR: **Being a victim of a crime affects people in different ways. The next questions are about how the incident may have affected you.**

(Enter 1 to continue)

**IMPACT\_JOB** FR: **Did the incident lead you to have serious problems with your job or trouble with people at work?**

R: No, I only told my boss in a casual conversation.

(Enter 2, No)

**IMPACT\_FAMILY** FR: **Did the incident lead you to have serious problems with family members or friends, such as having more arguments with them, losing trust in them, or feeling more distant from them?**

R: No.

(Enter 2, No)

**HOW\_DISTRESSING** FR: **Overall, how upsetting has the incident been to you?**

**Not at all upsetting**  
**Mildly upsetting**  
**Moderately upsetting**  
**Severely upsetting**

R: Mildly upsetting.

(Enter 2, Mildly upsetting)

**ECONOMIC\_INTRO** FR: **Thank you. The next set of questions ask about the how the incident impacted you financially.**

(Enter 1 to continue)

**WHATDAMAGED** FR: **What was damaged or destroyed?**

R: It was my car.

(Enter 1, A vehicle (including parts))

FR: **Anything else?**

R: No.

(Enter)

**TYPEOFDAMAGE** FR: **What kind of damage did the offender do?**

R: He keyed it.

(Enter 2, Defaced something, such as painting, graffiti, or keyed a car)

**DAMAGEDVEHICLE** FR: **Was any of the damage a result of the offender trying to get into the vehicle?**

R: No, he wasn't trying to break in.

(Enter 2, No)

**DAMAGEDCOST** FR: **What was the total value of the damage done in this vandalism? If you don't know the exact amount, please give your best estimate.**

R: About \$400.

(Enter 2, \$100 to less than \$500)

**STAYELSEWHERE** FR: **Did you need to stay somewhere else or move to a new home as a result of the incident?**

R: No, I didn't.

(Enter 2, No)

**LOSTWORKTIME** FR: **Have you taken any time off from work because of the incident for such things as repairing or replacing damaged or stolen property?**

R: No, I haven't needed to.

(Enter 4, No)

**LOSTJOB** FR: **Did you lose your job or have to give up work as a result of the incident?**

R: No.

(Enter 2, No)

**CHANGEJOB** FR: **Did you have to change your job as a result of the incident?**

R: No.

(Enter 2, No)

**SUMMARY\_SP** FR: **Thank you for telling me about the incident in September 2023. Would you mind describing the incident for me in your own words?**

R: In the grocery store parking lot, some kid I didn't know keyed my car.

*Notice that the respondent didn't mention that she ran up and yelled at the offender, that the offender pushed her, and that she was not injured. In some cases, a respondent may not provide you with all of these details since they don't know what we need to include in the summary. However, you do not need to probe the respondent to give you a more complete summary. Instead, you would add the necessary information in the summary based on the answers and what the respondent has said over the course of the interview. Be sure to include these details so that the summary gives a complete description of what happened during the incident.*

(Enter the summary using third-person perspective)

**ENDINCIDENT** FR: **Thank you.**

**We will not be asking any more questions about this particular incident and are going to move on to the next set of questions.**

*This is the end of this practice exercise. Press F10 to get out of the instrument and fill out the Case Notes and pCHI for this case. Are there any questions?*

**(Answer questions)**

## Practice Exercise 11 – MEMBERCHANGES (Remove a Household Member and Add Another)

**Control Number** – 02880092J22000601

*This exercise will cover the updates to the MEMBERCHANGES screen. To streamline data collection, this screen will now only display the applicable categories based on if someone entered or left the household. In other words, if someone entered the household you won't see the answer categories that apply to people who have left the household, and vice versa. We will go through a case where one of the household members leaves for college and another person moves in.*

*Now select the case with the address 373 Alexander Blvd and make sure it is highlighted. This is the case we want to interview, so launch the case to access the NCVS CAPI instrument.*

**(Allow time.)**

*You will see a screen that says, "This is a training case." Enter 1 to continue. For this case, enter January 12, 2024, at the DATECHANGE screen, and press Enter at the CLOSEOUTCHANGE screen.*

### **DATECHANGE**

(Enter 01/12/2024)

### **CLOSEOUTCHANGE**

(Press Enter)

*Everyone should be at the START screen. Enter 2 for a personal visit.*

**(Choose someone in the class to be the FR.)**

### **START**

(Enter 2, Personal interview)

**GENINTRO**                      FR:     **Hello. I'm ♦YOUR NAME from the U.S. Census Bureau. Here is my identification.**

**I'm looking for Jill Rudai.**

**Is Jill Rudai available?**

R:     I'm Jill.

(Enter 1, Yes)

### **REPLACEMENTHH**

*Since this is not a replacement household, enter 2 at REPLACEMENTHH.*

(Enter 2, No)

**GETLETTER**                      FR:     **I'm here concerning the National Crime Victimization Survey. The survey questions ask for information about people's perceptions of**

**community safety, their local police, and their experiences with victimization and crime in the past six months. The results will be used to help improve the way the government measures crime. Did you receive our introductory letter in the mail?**

R: Yes, we did.

(Enter 1, Yes)

**VERADD** FR: **I have your address listed as...**

**373 Alexander Blvd  
Any Town, CO 99984**

**Is that your exact address?**

R: Yes.

(Enter 1, Yes, exact address)

**MAILINGSAME** FR: **Is your mailing address the same as your physical address?**

R: Yes, it is.

(Enter 1, Yes)

#### **CONTACTINFO**

(Once the box prefills with 1, press Enter)

**HHPHONE** FR: **What is the best telephone number for the household?**

R: 991-555-4204

(Enter 9915554204)

**PERPHONE1** FR: **What is the best telephone number to reach you at?**

R: The same number I just gave you, 991-555-4204.

(Press Enter for no personal phone number)

**PERPHONE2** FR: **Is there another number we can reach you at?**

R: No.

(Press Enter for no additional phone number)

**EMAIL** FR: **Is there an email address that we could use to contact you?**

R: Sure, my email is jill.rudai@email.com.

(Enter jill.rudai@email.com)

#### **CONTACTDONE**



(Enter 1 to continue)

**TENURE** FR: **Are your living quarters...  
Owned or being bought by you or someone in your household?  
Rented?  
Occupied without payment of rent?**

R: Owned.

(Press Enter)

**NAMECHECK** FR: **I have you, Andrew Rudai, and Joe Rudai listed as living or staying at this address.**

**Are all of these persons still living or staying at this address?**

R: No, Joe is in college and lives in the dorm now.

(Enter 2, No)

**WHICHLNMOVED** FR: **Who no longer lives at this address?**

*As mentioned in an earlier exercise, this question was added in the instrument redesign to identify who has left the household.*

R: Joe.

(Enter 3, Joe Rudai)

**HHROSTER\_FNAME**

*Press the End key to reach the MEMBERCHANGES screen. On the MEMBERCHANGES screen, you will indicate why Joe Rudai is no longer a household member.*

**MEMBERCHANGES**

(Enter 7, Left for school or college)

**HHROSTER\_FNAME**

*Since we've made all of the known updates to the roster, we can enter 999 to exit the roster.*

(Enter 999 to exit)

**HHLDCOVERAGE** FR: **Have I missed anyone else who USUALLY lives here, including people who are not related to you or people who are away traveling?**

R: Yes. My mother recently moved in with us because she couldn't live on her own anymore.

(Enter 1, Yes)

**HHROSTER\_FNAME** FR: **What is the name of the person that is new to the household?**

R: Mary Loe

(Enter Mary, then press Enter)

**HHROSTER\_LNAME**

(Enter Loe)

*Because we added someone to the roster, the instrument takes you back to the MEMBERCHANGES screen so you can record the reason Mary Loe entered the household. Notice that the answer categories are different for recording why Mary joined the household compared to the categories we just saw when we recorded why Joe left the household. You must enter the code that best describes the reason for adding this person to the household roster.*

**MEMBERCHANGES**

(Enter 5, Person entered household for reason other than above)

**SEX**

(Enter 2, Female)

**RELATIONSHIP** FR: **How is Mary Loe related to you?**

R: She's my mother.

(Enter 7, Father or mother)

**HHMEMBER** FR: **Does Mary Loe usually live here?**

R: Yes.

(Enter 1, Yes)

**HHROSTER\_FNAME**

(Enter 999 to exit)

**HHLDCOVERAGE** FR: **Have I missed anyone else who USUALLY lives here, including people who are not related to you or people who are away traveling?**

R: No.

(Enter 2, No)

**AGECHECK** FR: **I have you listed as 44 years old. Is that correct?**

R: Yes.

(Enter 1, Yes)

**MARITAL** FR: **Are you now married, widowed, divorced, separated or have you never been married?**

R: I'm married.

*Remember, some items may already be pre-filled with a value based on 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: **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 have a Bachelor's degree.

(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.

(Press Enter)

**AGECHECK** FR: **I have Andrew Rudai listed as 44 years old. Is that correct?**  
R: Yes, it is.

(Enter 1, Yes)

**MARITAL** FR: **Is Andrew Rudai now married, widowed, divorced, separated or has he never been married?**  
R: Yes, we're married.

*(If the FR reads the question as worded, remind them we can confirm the answer collected during a previous interview period.)*

(Press Enter)

**ARMEDFORCES** FR: **Is Andrew Rudai now in the Armed Forces?**  
R: No.

(Press Enter)

**EDUCATIONATTAIN** FR: **What is the highest level of school Andrew Rudai completed or the highest degree he received?**  
R: He has a bachelor's degree.

(Press Enter)

**ATTENDINGSCHOOL** FR: **Is Andrew Rudai currently attending or enrolled either full-time or part-time in a college or university, trade, or vocational school?**

R: No.

(Press Enter)

**BIRTHDATEMO** FR: **In what month and year was Mary Loe born?**

R: June 1955.

(Enter 6, June)

**BIRTHDATEYR**

(Enter 1955)

**VFYAGE** FR: **That would make Mary Loe 68 years old. Is that correct?**

FR: Yes.

(Enter 1, Yes)

**MARITAL** FR: **Is Mary Loe now married, widowed, divorced, separated or has she never been married?**

R: She's widowed.

(Enter 2, Widowed)

**EDUCATIONATTAIN** FR: **What is the highest level of school Mary Loe completed or the highest degree she received?**

R: She has a bachelor's degree.

(Enter 16, Bachelor's degree (e.g. BA, AB, BS))

**ATTENDINGSCHOOL** FR: **Is Mary 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)

**SP\_ORIGIN** FR: **Is Mary Loe Spanish, Hispanic, or Latino?**

R: No.

(Enter 2, No)

**RACE** FR: **Please choose one or more races that Mary Loe considers herself to be.**

**White**  
**Black or African American**

**American Indian or Alaska Native  
Asian  
Native Hawaiian or Other Pacific Islander?**

R: Black.

(Enter 2, Black or African American)

### **ROSTERREVIEW**

*At ROSTERREVIEW notice that Joe Rudai is no longer listed as a household member and that Mary Loe has been added to the roster as a household member. At this screen you must review that the following information is correct for each household member: name, household membership status, sex, age, relationship, and marital status. If any of the information is incorrect, you have the opportunity to make corrections by entering 2, No, at this screen. For this exercise all information is correct.*

(Enter 1, Yes)

*At the edit check after ROSTERREVIEW select Suppress or press the "S" key to confirm the roster is correct.*

(Suppress)

*This is the end of Practice Exercise 11. Are there any questions about the MEMBERCHANGES screen or adding/removing household members?*

***(Answer questions.)***

*We will continue with this interview for Practice Exercise 12.*

## Practice Exercise 12 – Multiple Crime Incident Reports – Different TOCs

**Control Number** – 02880092J22000601

*In this exercise, we will go through a case where the respondent reports two incidents that are different types of crime – a motor vehicle theft and a break-in. The purpose of this exercise is to demonstrate how crime incident reports will be filled out in the order of seriousness of the type of crimes that were reported in an incident.*

**(Choose someone in the class to be the FR.)**

**TIMEADDRESS** FR: **Next are some questions just about you.**

**How long have you lived at this address?**

R: 10 years.

(Enter 4, 5 years or more)

**JOBLASTWEEK** FR: **In the past 7 days, did you have a job or work at a business? Do not include volunteer work or work around the house.**

R: Yes.

(Enter 1, Yes)

**SAMEJOBSIXMONTHS** FR: **Have you worked at the same job for all of the past 6 months?**

R: Yes.

(Enter 1, Yes)

**BUSINESS** FR: **Does anyone in this household operate a business from this address?**

R: No.

(Enter 2, No)

*The next section of questions will be either the Police Ask-All questions, which are asked from January through June, or the Community Measures questions, which are asked from July through December. Please answer all questions in this section on your own with any valid answer category. Once you reach the VS\_INTRO screen, wait there until everyone has completed this section and we will then continue as a group.*

**(When everyone is ready, continue with the interview.)**

**VS\_INTRO** FR: **For the next questions, please think about things that happened to you since July 1, 2023, no matter where they may have occurred. The questions will cover theft, break-ins, vandalism, physical attacks, and unwanted sexual contact.**

(Enter 1 to continue)

**T\_CARRY** FR: **The next questions ask about different things that might have been stolen from you. This may have happened to you while you were at home, work, or somewhere else.**

**In the past 6 months, did anyone...**

**Steal something that you carry, like a cell phone, money, a wallet, purse, or backpack?**

R: No.

(Enter 2, No)

**T\_WEAR** FR: **Steal something that you wear, like clothing, jewelry, or shoes?**

R: No.

(Enter 2, No)

**T\_INHOME** FR: **Steal something in your home, like a TV, computer, tools, or guns?**

R: No.

(Enter 2, No)

**T\_ONPROPERTY** FR: **Steal something from your porch, lawn, garage, or other part of your property, such as a bicycle, garden hose, or lawn furniture?**

R: No.

(Enter 2, No)

**T\_INVEHICLE** FR: **Steal something out of a vehicle, such as a package or groceries?**

R: No.

(Enter 2, No)

**T\_ELSE** FR: **Steal anything else that belongs to you, including things that were stolen from you at work? Do not include stolen vehicles.**

R: No.

(Enter 2, No)

**T\_ATTEMPT** FR: **In the past 6 months, did anyone TRY to steal anything that belongs to you, but not actually steal it?**

R: No.

(Enter 2, No)

**MV\_OWNVEHICLE** FR: **At any point in the past 6 months, have you or someone you live with owned a car, van, truck, motorcycle, or other motor vehicle?**

R: Yes.

(Enter 1, Yes)

**MV\_THEFT**

FR: **In the past 6 months, ...**

**Did anyone steal a vehicle belonging to you or anyone you live with or use it without permission?**

R: Yes.

(Enter 1, Yes)

**MV\_ATTEMPT**

FR: **Did anyone TRY to steal a vehicle but not actually steal it?**

R: No. It was actually stolen.

(Enter 2, No)

**MV\_TIMES**

FR: **In the past 6 months, how many times was a vehicle stolen or used without permission?**

**Once  
Two or more times**

R: Once.

(Enter 1, Once)

**MV\_INCDATE**

FR: **You said that someone stole a vehicle or used it without permission once in the past 6 months.**

**In what month and year did the most recent motor vehicle theft happen?**

R: It happened in October.

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

(Select the answer category corresponding with October 2023)

**MV\_DESCRIBE**

FR: **To help me refer back to this incident later, can you give me just a few words to describe what happened? For example, someone stole your car from your driveway. Later, I may ask you for a full description of what happened.**

R: That's exactly what happened. I looked out the living room window and saw someone steal my car from the driveway. They were gone by the time I got outside.

*Remember, the goal at the \_DESCRIBE screens is to gather enough of a description to help you identify the incident when you ask questions in the Crime Incident Report. You will have an opportunity to provide a detailed summary of the incident at the end of the Crime Incident Report. Some examples of*



*descriptions you can use in this exercise are "Car stolen from driveway" or "Saw someone steal car from driveway, they were gone by time got outside."*

(Type a brief description of respondent's response, "Car stolen from driveway". Press Enter)

**MVP\_PARTS** FR: **Other than the thefts or attempted thefts you have mentioned already, in the past 6 months...**

**Did anyone steal any vehicle parts such as a tire, car stereo, GPS, hubcap, or battery from a vehicle?**

R: No.

(Enter 2, No)

**MVP\_GAS** FR: **Did anyone steal any gas from a vehicle?**

R: No.

(Enter 2, No)

**MVP\_ATTEMPT** FR: **Did anyone TRY to steal vehicle parts or gas from a vehicle but not actually do it?**

R: No.

(Enter 2, No)

**BI\_HOME** FR: **The next few questions ask about break-ins. In the past 6 months, did anyone...**

**Break in or try to break into your home by forcing a door or window, pushing past someone, jimmying a lock, cutting a screen, or coming through an open door or window?**

R: No.

(Enter 2, No)

**BI\_OTHERPROP** FR: **Break in or try to break into your garage, shed, or storage room?**

R: Yes. My garage was broken into.

(Enter 1, Yes)

**BI\_HOTELVACATION** FR: **Break in or try to break into a hotel or motel room or vacation home where you were staying?**

R: No.

(Enter 2, No)

**BI\_TIMES** FR: **How many times did someone break in or try to break in during the past 6 months?**

**Once**  
**Two or more times**

R: It only happened one time.

(Enter 1, Once)

**BI\_INCDATE** FR: **You said that someone broke in or tried to break in once in the past 6 months.**

**In what month and year did the most recent incident happen?**

R: This happened in August.

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

(Select the answer category corresponding with August 2023)

**BI\_PARTOFOTHERINC** FR: **Is this break-in or attempted break-in part of any other incident you have already mentioned?**

R: No.

(Enter 2, No)

*Note that since this break-in was not part of another crime, the instrument will treat it as a separate incident from the car theft previously reported by the respondent. Two Crime Incident Reports will be completed for this respondent.*

**BI\_DESCRIBE** FR: **To help me refer back to this incident later, can you give me just a few words to describe what happened? For example, someone broke into your home while you were at work. Later, I may ask you for a full description of what happened.**

R: We came back from vacation and saw someone had broken into the garage, but nothing was taken.

(Type "Someone broke into garage" and press Enter)

**V\_PROPERTY** FR: **Vandalism is when someone deliberately damages or destroys something belonging to you. Examples are breaking windows, slashing tires, or painting graffiti on walls. In the past 6 months, has anyone vandalized your home, car, or something else that belongs to you or someone else living here?**

R: No.

(Enter 2, No)

**V\_INJUREKILLANIMAL** FR: **In the past 6 months, did someone deliberately injure or kill an animal, such as a pet or livestock, that belonged to you or someone you live with?**

R: No.

(Enter 2, No)

**A\_WITHWEAPON**

FR: **The next few questions ask about any physical attacks against you personally. These may have happened at your home or while you were at work or away from home.**

**In the past 6 months, did anyone attack or try to attack you...**

**With a weapon, such as a gun or knife?**

R: No.

(Enter 2, No)

**A\_OBJECT**

FR: **With something else used as a weapon, like a baseball bat, scissors, or a stick?**

R: No.

(Enter 2, No)

**A\_THROW**

FR: **By throwing something at you, such as a rock or bottle?**

R: No.

(Enter 2, No)

**A\_HITKICK**

FR: **By hitting, slapping, grabbing, kicking, punching, or choking you?**

R: No.

(Enter 2, No)

**A\_OTHER**

FR: **In the past 6 months, did anyone attack or try to attack you or use force against you in any other way? Please mention it even if you are not certain it was a crime.**

R: No.

(Enter 2, No)

**A\_THREAT**

FR: **In the past 6 months, did anyone THREATEN to attack you, but not actually do it?**

R: No.

(Enter 2, No)

**A\_KNOWNOFF**

FR: **People sometimes don't think of attacks by someone they know, like a current or former spouse or partner, someone at work, a friend, a family member, a neighbor, or any other person they've met or known.**

**In the past 6 months, has anyone you know used any kind of physical force against you? Examples are if someone you know choked you, slapped you, hit you, attacked you with a weapon, or otherwise physically hurt you.**

R: No.

(Enter 2, No)

**SA\_UNWANTEDCONTACT**

FR: **The next questions are about any sexual contact in the past 6 months that YOU DID NOT CONSENT TO and that YOU DID NOT WANT to happen. The information you provide is confidential.**

**Sexual contact includes touching of your sexual body parts, or any type of sexual penetration with a body part or object. It also includes making you touch or penetrate someone else. This could have been done by someone you know well, someone you casually know, or a stranger and can happen to both men and women.**

**In the past 6 months...**

**Did anyone touch, grab, or kiss your sexual body parts against your will - or TRY to do this?**

R: No.

(Enter 2, No)

**SA\_FORCE**

FR: **Did anyone force you to have sexual contact by holding you down with his or her body, pinning your arms, hitting or kicking you, or using some other type of force - or TRY or THREATEN to do this?**

R: No.

(Enter 2, No)

**SA\_THREATENHURT**

FR: **Did anyone threaten to physically hurt you or someone close to you if you did not have sexual contact?**

R: No.

(Enter 2, No)

**SA\_UNABLETOCONSENT**

FR: **Did anyone have sexual contact with you - or try to have sexual contact with you - while you were passed out, unconscious, asleep, or unable to consent because you were drunk or high?**

R: No.

(Enter 2, No)

**CA\_OTHERCRIME** FR: **To make sure this survey has captured everything that has happened to you, is there anything else that you might think of as a crime that happened to you, personally, in the past 6 months, that is, since July 1, 2023 that you haven't mentioned? It could be something you called the police about, or something you didn't consider reporting to the police.**

R: No.

(Enter 2, No)

### **INC\_REPORTS**

*This screen indicates the number of incidents reported. In this case, the respondent has reported two incidents, so we see the number 2 displayed.*

(Enter 1 to continue)

**INC\_INTRO** FR: **The next questions are about the incident in August 2023 that involved: Someone broke into garage**

*Notice the incident listed here is not the first incident reported in the screeners, which was a motor vehicle theft, but the second. When there are multiple crime incident reports to fill out, the most serious incidents will be asked about first. The crime incident reports will be collected in the following order of seriousness:*

*Unwanted sexual contact  
Attack  
Attempted attack  
Threatened Attack  
Break in  
Motor vehicle theft  
Theft  
Attempted Theft  
Vandalism*

*In this case, the respondent reported an incident of motor vehicle theft and a separate incident of a break-in to her garage. Even though the respondent reported the motor vehicle theft first in the screeners, the break-in is higher in the order of seriousness, which is why you will complete the Crime Incident Report for the break in first, then the Crime Incident Report for the motor vehicle theft. You do not need to memorize the order of seriousness as the instrument will collect the incidents in the correct order. Are there any questions about how incidents are prioritized in the instrument?*

**(Answer questions.)**

*Now we'll continue with the Crime Incident Report for the break-in.*

*(Choose someone in the class to be the FR.)*

**ALSO\_MVTHEFT** FR: **Just to confirm, did any of the following other things also happen as part of this incident in August 2023...**

**Someone stole or tried to steal a vehicle?**

R: No.

(Enter 2, No)

**ALSO\_THEFT** FR: **Just to confirm, did any of the following other things also happen as part of this incident in August 2023...**

**Someone stole something?**

R: No.

(Enter 2, No)

**ALSO\_ATTEMPTTHEFT** FR: **Just to confirm, did any of the following other things also happen as part of this incident in August 2023...**

**Someone tried to steal something but did not steal it?**

R: No.

(Enter 2, No)

**ALSO\_VANDALISM** FR: **Just to confirm, did any of the following other things also happen as part of this incident in August 2023...**

**Someone vandalized something?**

R: No.

(Enter 2, No)

**ALSO\_ATTACKTHREAT** FR: **Just to confirm, did any of the following other things also happen as part of this incident in August 2023...**

**Someone attacked or threatened to attack you?**

R: No.

(Enter 2, No)

**OFF\_INTRO** FR: **Some of the next questions will refer to the "offender," which means the person or people who did this to you.**

(Enter 1 to continue)

**BREAKINWHERE** FR: **You said someone broke in or tried to break in during this incident in August 2023. Did someone break in or try to break into any of the following during this incident?**

**Your home or enclosed porch**

**A garage, shed, or other building on your property**  
**A second home or vacation home**  
**A hotel or motel room where you or someone you live with was staying**  
**A car or motor vehicle**  
**Some other place**

R: They broke into my garage.

(Enter 2, A garage, shed, or other building on your property)

**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?**

R: Yes.

(Enter 1, Yes)

**FORCEDENTRY** FR: **Were there any signs that the offender got in or tried to get in by force? Signs of force include things like broken locks or windows or removal of a screen.**

R: Yes.

(Enter 1, Yes)

**EVIDENCE** FR: **What were these signs?**

R: The garage door was broken and it was open.

(Enter 4, A door was damaged)

FR: **Anything else?**

R: No.

(Enter)

**INCTIME** FR: **The next questions ask about when and where the incident in August 2023 took place.**

**About what time did the incident happen?**

R: I don't know. We were away on vacation.

(Enter 9, Don't know whether day or night)

**PRESENCE\_INTRO** FR: **The next questions ask about who was there when this incident in August 2023 took place.**

(Enter 1 to continue)

**HHMPRESENT**

FR: **Did you or someone you live with see, hear, or have any contact with the offender as the incident was happening? Do not include seeing the offender on a security camera.**

R: No.

(Enter 2, No)

**ONEORMOREOFFENDERS**

FR: **This section asks what you know about the offender.**

**To the best of your knowledge, was the incident committed by only one or by more than one offender?**

R: I don't know.

(Enter 3, Don't know)

**KNOWOFFENDERS**

FR: **Do you know who the offenders were?**

R: No.

(Enter 2, No)

**KNOWLEARNOFFENDERS**

FR: **Do you know anything about any of the offenders, such as whether they were young or old, male or female, etc.?**

R: No.

(Enter 2, No)

**HATE\_RACE**

FR: **The next questions are about why the offender may have targeted you or someone you live with.**

**The reason may have been prejudice or bigotry toward those with your characteristics or religious beliefs, even if the offender mistakenly thought you had those characteristics or beliefs. This kind of reason is different from just being angry or wanting to get something from you.**

**Do you think the offender was targeting you or someone you live with because of...**

**Prejudice or bigotry toward your race, ethnic background, or national origin?**

R: No.

(Enter 2, No)

**HATE\_RELIGION**

FR: **Prejudice or bigotry toward your religion?**



R: No.

(Enter 2, No)

**HATE\_DISABILITY** FR: **Prejudice or bigotry toward a disability you may have?**

R: No.

(Enter 2, No)

**HATE\_ORIENTATION** FR: **Prejudice or bigotry toward your sexual orientation, including being lesbian, gay, bisexual, or straight?**

R: No.

(Enter 2, No)

**HATE\_GENID** FR: **Prejudice or bigotry toward your gender identity, including being transgender, intersex, or gender non-conforming?**

R: No.

(Enter 2, No)

**HATE\_SEX** FR: **Prejudice or bigotry toward your sex, including being male or female?**

R: No.

(Enter 2, No)

**HATE\_OTHER** FR: **Prejudice or bigotry toward other characteristics I have not already mentioned?**

R: No.

(Enter 2, No)

**POLICEINFORMED** FR: **The next questions ask about whether the police got involved in this incident in August 2023.**

**Were the police informed or did they find out about this incident in any way?**

R: No.

(Enter 2, No)

**NOTREPORTEDPOLICE** FR: **Why did you decide not to contact the police?**

R: Nothing was stolen, so I didn't think it was a big deal.

(Enter 11, You didn't think it was important enough to report)

**ATTIMETHINKCRIME** FR: **At the time, did you consider this incident to be a crime?**

R: Yes, of course.

(Enter 1, Yes)

**NOWTHINKCRIME** FR: **Now, looking back, do you consider this incident to be a crime?**  
R: Yes.

(Enter 1, Yes)

**TOLDFAMILYFRIENDS** FR: **The next questions ask about any help you might have gotten after this incident in August 2023 took place.**  
**Have you told any family, friends, co-workers, or neighbors about the incident?**

R: I think I may have told my dad about it.

(Enter 1, Yes)

**TOLDOOTHER** FR: **Other than family or friends, have you told anyone in the following positions about the incident who you thought might be able to help you?**

**Employer, supervisor, or human resources personnel**  
**Medical or mental health professional**  
**Representative of a religious or community organization**  
**Security guard or personnel, other than the police**  
**Other person in a leadership or professional position**

R: No.

(Enter 7, No, have not told anyone in any of these positions)

**VS\_HOTLINE** FR: **Have you received the following kinds of services because of the incident...**  
**Hotline, helpline, or crisis line intervention?**

R: No.

(Enter 2, No)

**VS\_MENTALHEALTH** FR: **Counseling, therapy, support groups, or help from a mental health provider?**

R: No.

(Enter 2, No)

**VS\_LEGAL** FR: **Legal help or assistance, such as free or low-cost legal services, help with the legal process, preparing for court, or enforcement of your rights?**

R: No.

(Enter 2, No)

**VS\_HELPFILE** FR: **Help filing for a restraining, protection, or no-contact order?**

R: No.

(Enter 2, No)

**VS\_VICTIMCOMP** FR: **Help applying for victim compensation?**

R: No.

(Enter 2, No)

**VS\_FINANCIALHELP** FR: **Short term or emergency financial assistance?**

R: No.

(Enter 2, No)

**VS\_HOUSING** FR: **Housing, shelter, or safehouse services?**

R: No.

(Enter 2, No)

**VS\_OTHER** FR: **Any other help or services because of the incident?**

R: No.

(Enter 2, No)

**WANTSERVICES** FR: **You said you didn't get any services. Did you want any services?**

R: No.

(Enter 2, No)

**EMOTOLL\_INTRO** FR: **Being a victim of crime affects people in different ways. The next questions are about how this incident may have affected you.**

(Enter 1 to continue)

**IMPACT\_JOB** FR: **Did this incident lead you to have serious problems with your job or trouble with people at work?**

R: No.

(Enter 2, No)

**IMPACT\_FAMILY** FR: **Did this incident lead you to have serious problems with family members or friends, such as having more arguments with them, losing trust in them, or feeling more distant from them?**

R: No.

(Enter 2, No)

**HOW\_DISTRESSING** FR: **Overall, how upsetting has this incident been to you?**

**Not at all upsetting**  
**Mildly upsetting**  
**Moderately upsetting**  
**Severely upsetting**

R: Mildly.

(Enter 2, Mildly upsetting)

**ECONOMIC\_INTRO** FR: **Thank you. The next set of questions ask about the how the incident impacted you financially.**

(Enter 1 to continue)

**DAMAGED** FR: **Was anything that belonged to you or someone you live with damaged or destroyed in this incident?**

R: Yes.

(Enter 1, Yes)

**WHATDAMAGED** FR: **What was damaged or destroyed?**

R: My garage door was damaged.

(Enter 6, A garage, shed, barn, or other structure on your property)

FR: **Anything else?**

R: No.

(Enter)

**TYPEOFDAMAGE** FR: **What kind of damage did the offender do?**

R: The garage door was jimmed and broken.

(Enter 3, Broke or destroyed something else)

**DAMAGEDOTHPROP** FR: **Was any of the damage to your garage, shed, barn, or other structure on your property a result of the offender trying to get into the structure?**

R: Yes.

(Enter 1, Yes)

**DAMAGEDCOST** FR: **What was the total value of the damage done? If you don't know the exact amount, please give your best estimate.**

R: Maybe \$150. I can't remember exactly.

(Enter 2, Yes \$100 to less than \$500)

**STAYELSEWHERE** FR: **Did you need to stay somewhere else or move to a new home as a result of this incident?**

R: No.

(Enter 2, No)

**LOSTWORKTIME** FR: **Have you taken any time off from work because of this incident for such things as repairing or replacing damaged or stolen property?**

R: No.

(Enter 4, No)

**LOSTJOB**

FR: **Did you lose your job or have to give up work as a result of this incident?**

R: No.

(Enter 2, No)

**CHANGEJOB**

FR: **Did you have to change your job as a result of this incident?**

R: No.

(Enter 2, No)

**SUMMARY\_SP**

FR: **Thank you for telling me about the incident in August 2023. Would you mind describing the incident for me in your own words?**

R: When we came back from vacation, I noticed the garage door had been jimmied. It was damaged and wouldn't close anymore. It cost about \$150 to repair. We don't really keep anything of value in there. There were some things moved around, so I know someone had been inside. Thankfully nothing was stolen.

*Using what the respondent told you, write a summary about this incident. Remember, your summary must include all 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.*

(Type the respondent's summary and press Enter)

**ENDINCIDENT**

FR: **Thank you.**

**We will not be asking any more questions about this particular incident and are going to move on to the next set of questions.**

(Enter 1 to continue)

**INC\_INTRO**

FR: **The next questions are about the incident in October 2023 that involved: Car stolen from driveway**

(Enter 1 to continue)

**ALSO\_THEFT**

FR: **Just to confirm, did any of the following other things also happen as part of this incident in October 2023...**

**Someone stole something else?**

R: No.

(Enter 2, No)

**ALSO\_ATTEMPTTHEFT**

FR: **Just to confirm, did any of the following other things also happen as part of this incident in October 2023...**

**Someone tried to steal something else but did not steal it?**

R: No.

(Enter 2, No)

**ALSO\_BREAKIN** FR: **Just to confirm, did any of the following other things also happen as part of this incident in October 2023...**

**Someone broke in, or tried to break in to your property?**

R: No.

(Enter 2, No)

**ALSO\_VANDALISM** FR: **Just to confirm, did any of the following other things also happen as part of this incident in October 2023...**

**Someone vandalized something?**

R: No.

(Enter 2, No)

**ALSO\_ATTACKTHREAT** FR: **Just to confirm, did any of the following other things also happen as part of this incident in October 2023...**

**Someone attacked or threatened to attack you?**

R: No.

(Enter 2, No)

**OFF\_INTRO** FR: **Some of the next questions will refer to the "offender," which means the person or people who did this to you.**

(Enter 1 to continue)

**WHOOWNEDMV** FR: **Did the vehicle belong to you personally, to someone else in the household, or to both you and other household members?**

R: It was my car.

(Enter 1, Respondent)

**PERMISSIONGIVEN** FR: **Did anyone ever tell the offender they could use the vehicle?**

R: No.

(Enter 2, No)

**INCTIME** FR: **The next questions ask about when and where the incident in October 2023 took place.**

**About what time did the incident happen?**

R: It was around 10 pm.

(Enter 5, After 9pm – midnight)

**LOCATIONMV** FR: **Where was the vehicle when this happened?**  
**In your own garage**  
**Somewhere else on your property, such as a driveway or carport**  
R: In my driveway.

(Enter 2, Somewhere else on your property, such as a driveway or carport)

**PRESENCE\_INTRO** FR: **The next questions ask about who was there when this incident in October 2023 took place.**

(Enter 1 to continue)

**HHMPRESENT** FR: **Did you or someone you live with see, hear, or have any contact with the offender as the incident was happening? Do not include seeing the offender on a security camera.**  
R: Yes, I saw the whole thing happen through my living room window.

(Enter 1, Yes)

**WHICHMEMBER** FR: **Who saw, heard, or had contact with the offender as the incident was happening?**  
R: Just me.

(Enter 1, Respondent)

**P\_WEAPONPRESENT** FR: **Did the offender have a weapon such as a gun or knife, or something to use as a weapon, such as a baseball bat, scissors, or a stick?**  
R: I'm not sure. It was dark outside.

(Enter 3, Don't Know)

**P\_INJURY** FR: **During this incident, were you physically injured in any way?** Injuries include things such as bruises, black eyes, cuts, broken bones, or more serious injuries.  
R: No.

(Enter 2, No)

*To save time for the paired practice interviews, we'll end this scenario here. Are there any questions about collecting multiple incident reports or incidents of break ins or motor vehicle theft?*

**(Answer questions.)**

*Press F10 to exit the instrument, then fill out the Case Notes and pCHI for this case. Then we'll meet back at MCM to begin the paired practice interviews.*

## Paired Practice Interviews

**Control Number – 02880082J22000304**

*You will now have the opportunity to conduct an NCVS interview. I will pair you up, and you will each have a chance to be the FR and the respondent. For the paired practice interviews you will need the NCVS-523RE FR Training Workbook and your laptop so you can practice asking and keying in the answers.*

***(For In person training:)***

***(Pair up trainees and ensure that they have access to the case and related materials. Determine which trainee will be the FR in the first exercise.)***

***(For virtual training:)***

***(Pair up trainees and set them up in breakout rooms and ensure that they have access to the case and related materials. Determine which trainee will be the FR in the first exercise.)***

*For these paired practice interviews you will reenter the case from Classroom Training Practice Exercise 1 and interview the 15-year-old twins Cameron and Charlie Woe. The purpose of these practice interviews is to get you more familiar with the new screener questions in the redesigned instrument.*

*Also, when you are playing the role of the respondent for the exercise, there will be some text in italics that you should read out loud so you both get the additional information about the question or scenario. As you go through the scenario, both trainees should be entering in the answers in their own laptop so everyone is getting more practice with the redesigned instrument.*

*Now you can begin your paired practice exercises following the script in the NCVS-523RE FR Training Workbook, which starts on page 45. I will check in with each pair to see how the exercise is going. Once you have completed the interview with the first respondent, you will switch roles. This occurs on page 52 of the FR Training Workbook. Please let me know if you have any questions while going through the paired practice interviews.*

***(For virtual training:)***

***(FRs can use the Alt & Tab keys to toggle from the instrument to the breakout room to enter questions in the chat window. They can use the Alt & Tab keys to toggle back to the instrument.)***

*You will see a screen that reads “This is a training case,” which is where the paired practice exercises begin.*

***(You can follow the script the FRs will use in the paired practice exercises using to the NCVS-523RE FR Training Workbook. Check in to see how the exercise is going for each pair throughout this exercise.)***

***(The first exercise should take about 15 minutes to complete; then FRs should switch roles. As you get near 15 minutes into the paired practice interviews let the FRs know they should be close to completing the first exercise to switch roles. The second exercise will take about 10 minutes, so as you approach 10 minutes into the second paired practice interview let the FRs know they should be close to completing this paired practice exercise. In all, it should***



***take the FRs about 25 minutes to complete the two paired practice exercises. Then bring the FRs back together before wrapping up with the training in the next section.)***

## NCVS Redesign Training Wrap Up

***(After FRs have completed the paired practice interviews, everyone should rejoin the class.)***

***(If virtual training, end the breakout rooms so everyone is together in the main meeting room.)***

*Are there any questions from the paired practice interviews?*

***(Answer questions.)***

*There are a few more things I want to cover before we wrap up this training.*

*There are many differences between the current and redesigned instruments. The redesigned instrument is designed to collect data about crime more efficiently, use more current terms and concepts, and have a structure that makes it easier for respondents to understand the questions. Nevertheless, with a new instrument there may be some unanticipated issues in the field. Please note that if you run into any issues with the instrument or interview procedures during data collection, you can utilize the F7 notes function to provide feedback about a question, scenario, or case that isn't clear, and staff at Headquarters will review it.*

*Your supervisors are here to assist you as well as the Technical Assistance Center. If you encounter issues in the instrument reach out to them just as you would if you come across an issue interviewing for the current NCVS.*

*Remember some procedures for the redesigned instrument are different from those that you follow for the current instrument. Therefore, you should treat the current NCVS and the redesigned NCVS as two separate surveys.*

*The redesigned instrument has been years in the making. The BJS has worked with experts through many iterations of developing, testing, and revising these instrument changes. We're excited that the redesign instrument is finally going into the field, and are grateful for your work to help achieve this milestone.*

*The phase-in of the redesigned instrument will occur over the entire 2024 calendar year. In each month of 2024, half of the NCVS sample will be interviewed with the current instrument and half with the redesigned instrument. However, each month your workload may not be an exact 50/50 split between the two instruments. Starting January 2025, all cases will be interviewed using the redesigned instrument. This transition period is being utilized so the sponsor can measure the redesign's impact on victimization rates and maintain the historical trend of victimization rates between the current and redesigned instruments. This also allows data users to compare crime estimates over time.*

*In the self-study and classroom portions of this training you learned why the survey is being redesigned, and how the questionnaire has been changed. You also learned how to identify a redesigned case in MCM with "DE" in the assignment period.*

*Now that you have completed the classroom training, you will need to complete the Census Learning Center (CLC) Final Review Exercise to verify your knowledge and understanding of key concepts of the redesigned instrument presented throughout the self-study and classroom training. You can access the CLC Final Review Exercise by selecting the CLC link under the Training/Manuals tab on your laptop. The Final Review Exercise contains 25 questions. This exercise will be scored, and results will be passed along*

*to your supervisor and headquarters staff. The minimum passing score is 80%. You will need to pass the Final Review Exercise before you can start interviewing cases with the redesigned instrument. You may retake the exercise as many times as needed to pass.*

*You should have received a memo with these instructions for accessing and completing this final review exercise. If you cannot access the CLC or you do not see the CLC Final Review Exercise for the NCVS Instrument Redesign Phase-in in your CLC transcript, call your supervisor immediately.*

*Are there any questions about anything that has been covered before we end?*

**(Answer questions.)**

Attachment 11: NCVS-523RE Field Representative Training Workbook

NCVS-523RE  
(10/2023)

# National Crime Victimization Survey (NCVS)

## NCVS Instrument Redesign FR Training Workbook



*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.*

# **NOTES**

# Self-Study Practice Interview #1

Control Number 02880082J22000204

## Access Your Case

Now filter your training cases to only show the NCVS Redesign cases by entering '202401CT' in the "Search" field.

For the first practice interview, launch the case with the address **508 NEIL ST** and verify it is in the Assignment Period 202401CT, which is displayed on the right side of the "Case Details" screen in MCM.

**DO NOT** at any time get into the other households listed in your Case List, besides the two cases in you'll enter for your Preclassroom Practice Interviews, as the other cases will be used during classroom training. Also, after completing the practice interviews in this lesson, **DO NOT** restart or re-install your training cases since doing so will delete the information you entered. In this training your practice exercises build off each other so, for example, in this exercise you will complete the household respondent's (HHR's) interview and then during your classroom training a practice interview will pick up where this exercise ends to complete an interview with the other household member. If you do not complete this exercise or if you restart the case after completing this exercise, you will have trouble keeping up with the classroom material.

A few notes before you start this practice interview. In the scripted interviews that follow, some screens have italicized text. This text provides addition information about the screen, concept, or scenario to help you complete these practice interviews.

The first screen you see when accessing a training case is **TRAININGCASE**. When you are conducting a live interview with respondents this screen does not appear.

The next screen you see when accessing a training case is **DATECHANGE**. This screen is used to help align the instrument to the training scenario. When you are conducting a live interview with respondents, this screen does not appear.

The last training specific screen is **CLOSEOUTCHANGE**. This screen is used to help with certain training scenarios so the closeout date can align with the timing of the training. When you are conducting a live interview with respondents, this screen does not appear.

**START** is the next screen displayed. Look at the left of the status bar (bottom of your screen; second box from the left). You should see the word **START**. This is the screen name. While completing this interview, if you feel lost, look for the screen name in the status bar. If it does not match the screen 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**, 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 you will begin the first practice interview. Remember to follow the scripted interview and make the entries as indicated using the keyboard.

## TRAININGCASE

(Enter 1, Enter 1 to continue)

At the **DATECHANGE** screen enter January 8, 2024 to simulate interviewing in January.

## DATECHANGE

(Enter 01/08/2024)

We've added the **CLOSEOUTCHANGE** screen to the training instrument to help with training scenarios and it will not appear in the instrument you use to interview respondents. For this exercise, January 31, 2024 should be displayed, so press Enter.

## CLOSEOUTCHANGE

(Press Enter)

## START

(Enter 1, Telephone interview)

**DIAL** FR: Hello. This is ♦ YOUR NAME from the U.S. Census Bureau.  
May I please speak with David Citizen?

R: Yes, I'm David.

(Enter 1, This is the correct person or correct person called to the phone)

**VERADD\_TELE** FR: We are talking with members of your household age 12 or older about their experiences with crime and safety.

Do you still live at...

508 Neil St.

Any Town, AR 99991

R: Yes.

(Enter 1, Yes, exact address)

**GETLETTER** FR: I'm calling concerning the National Crime Victimization Survey. The survey questions ask for information about people's perceptions of community safety, their local police, and their experiences with victimization and crime in the past six months. The results will be used to help improve the way the government measures crime. Did you receive our introductory letter in the mail?

R: I don't think so.

*For personal visit interviews when the respondent did not receive or does not remember receiving the letter, hand the respondent the introductory letter and give them time to read the letter before continuing with the interview. For telephone interviews, press the F1 function key and read through the letter. 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, Don't know)

**MAILINGSAME** FR: **Is your mailing address the same as your physical address?**

R: Yes, it is.

(Enter 1, Yes)

*When the **CONTACTINFO** screen appears, wait until the box prefills with 1 and then press Enter to continue. It is important that you allow the instrument to prefill this box. Do not enter 1 or any other number on your own. If the respondent does not wish to provide any contact information, these fields can remain empty; you can press Enter to pass through to the next question.*

### **CONTACTINFO**

(Once the box prefills with 1, press Enter)

**HHPHONE** FR: **Is the best phone number still (991)555-2324 for the household?**

R: Yes.

(Enter)

**PERPHONE1** FR: **Is the best telephone number for you still (991)555-6756?**

R: No, I have a new number now, it is (991)555-3914.

(Delete the current number, record the new number, and press Enter)

*If you encounter a situation where you need to delete a phone number or email address, and there is no new number or email address to record, a soft edit check will pop up to verify the deletion. Select Suppress if you are sure the phone number or email address needs to be deleted.*

**PERPHONE2** FR: **Is there another number we can reach you at?**

R: No, just the ones I told you.

(Enter)

**EMAIL** FR: **Is there an email address that we could use to contact you?**

R: Sure, it is dcitizen@email.com.

(Enter dcitizen@email.com and press Enter)

### **CONTACTDONE**

(Enter 1 to continue)

**TENURE** FR: **Are your living quarters...**  
**Owned or being bought by you or someone in your household?**  
**Rented?**  
**Occupied without payment of rent?**

R: We bought our house.

*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 by you or someone in the household?)

**NAMECHECK** FR: **I have you and Megan Doe listed as living or staying at that address. Are all of these persons still living or staying at that address?**

R: Yes, Megan and I recently married so her last name is now Citizen.

*This question is only asking if David Citizen and Megan Doe still live here, so Enter 1, Yes. Later in the survey you will be able to update her last name.*

(Enter 1, Yes)

*The instrument will go to the **HHROSTER\_FNAME** screen next because line number 2 (Megan Doe) has a missing relationship. As discussed in the self-study rosters will be missing the relationship of some household members since the old relationship categories are not one-to-one matches with the new categories. So the first time you interview households using the redesigned instrument you may need to collect relationship information for some household members.*

*To get to the **RELATIONSHIP** question use the “End” key to jump to that screen.*

**RELATIONSHIP** FR: **How is Megan Doe related to you?**

R: She is my wife.

(Enter 1, Opposite-sex husband/wife/spouse)

**HHMEMBER** FR: **Does Megan Doe usually live here?**

R: Yes.

(Enter 1, Yes)

*Enter 999 at **HHROSTER\_FNAME** in the third row to continue with the interview.*

**HHLDCOVERAGE** FR: **Have I missed anyone else who USUALLY lives here, including people who are not related to you or people who are away traveling?**

R: No.

(Enter 2, No)

**AGECHECK** FR: **I have you listed as 39 years old. Is that correct?**

R: Yes.

*(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, Yes)

**MARITAL** FR: **♦ Ask or verify:**

**Are you now married, widowed, divorced, separated or have you never been married?**

R: Megan and I recently married.

*Remember, some items may already be pre-filled with a value based upon responses from a previous interview. Also, this screen has an interviewer instruction to ask or verify. Since the HHR provided an answer to this question a few screens back, when he said Megan is now his wife, you can verify this question without asking the full question.*

(Enter 1, Married)

**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 have my bachelor's degree.

(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.

(Press Enter)

**AGECHECK** FR: **I have Megan Doe listed as 39 years old. Is that correct?**

R: Yes, it is.

(Enter 1, Yes)

**MARITAL** FR: **And you said Megan Doe is now married, correct?**

R: Yes, we're married.

(Enter 1, Married)

**ARMEDFORCES** FR: **Is Megan Doe now in the Armed Forces?**

R: No.

(Press Enter)

**EDUCATIONATTAIN** FR: **What is the highest level of school Megan Doe completed or the highest degree she received?**

R: She has a master's degree.

(Press Enter)

**ATTENDINGSCHOOL** FR: **Is Megan Doe currently attending or enrolled either full-time or part-time in a college or university, trade, or vocational school?**

R: No.

(Press Enter)

### **ROSTERREVIEW**

*At this screen, review that the following information is correct: name, household membership status, sex, age, relationship, and marital status. If the information is not correct, you can make corrections to these items if you enter 2, No, at this screen. David mentioned earlier in the interview that Megan now has the same last name as him, Citizen.*

(Enter 2, No)

### **WHOTOCHANGE**

*At this screen, enter the line number of the respondent whose information you need to change.*

(Enter 2, Megan Doe)

### **WHATFIX**

*Now select what needs to be changed. Since Megan Doe's name is incorrect, you must fix her name.*

(Enter 1, Name)

*At the edit check after **WHATFIX**, click on "**HHROSTER\_LNAME**: Last name" and click Goto to proceed. Megan Doe's last name will be highlighted to make the change.*

### **HHROSTER\_LNAME**

(Type "Citizen" and press Enter)

*After updating **HHROSTER\_LNAME**, press the End, Enter, or arrow keys to move to the next unanswered question, **ROSTERREVIEW**.*

### **ROSTERREVIEW**

*The information displayed is now correct, so no other changes needed.*

(Enter 1, Yes)

*At the edit check after **ROSTERREVIEW** select Suppress to confirm the roster is now correct.*

(Suppress)

**TIMEADDRESS** FR: **Next are some questions just about you.**  
**How long have you lived at this address?**

R: 15 years.

(Enter 4, 5 years or more)

**JOBLASTWEEK** FR: **In the past 7 days, did you have a job or work at a business? Do not include volunteer work or work around the house.**

R: Yes.

(Enter 1, Yes)

**SAMEJOB6MONTHS** FR: **Have you worked at the same job for all of the past 6 months?**

R: Yes, I have.

(Enter 1, Yes)

**BUSINESS** FR: **Does anyone in this household operate a business from this address?**

R: No.

(Enter 2, No)

*Depending on what month you are interviewing in, the next section of questions will either be the Police Ask-All questions (January-June) or the Community Measures questions (July-December). Since you entered January 8, 2024 at the **DATECHANGE** screen you will proceed through the Police Ask-All questions.*

**POL\_CONTACTCRIME** FR: **Next are some questions about experiences you may have had with the police in your area during the past 6 months, that is, (date). Please include experiences with police officers, sheriff's deputies, state troopers, or school resource officers, but not with guards or other security personnel who are not part of the police.**

**During the past 6 months, have you contacted the police in your area to report a crime, disturbance, or suspicious activity?**

R: No.

(Enter 2, No)

**POL\_CONTACTNOCRIME**

FR: **During the past 6 months, have you contacted the police in your area to report something else, such as a traffic accident or medical emergency?**

R: No.

(Enter 2, No)

**POL\_MVSTOP** FR: **During the past 6 months, that is, since (date) have you...**

**Been stopped by the police when you were driving or when you were a passenger in a motor vehicle?**

R: No.

(Enter 2, No)

**POL\_STOPPEDOTHER** FR: **Been stopped or approached by the police for some other reason?**

R: No.

(Enter 2, No)

**POL\_COMMUNITYWATCH**

FR: **Been at a community meeting, neighborhood watch, or other activities where the police took part?**

R: No.

(Enter 2, No)

**POL\_RESPECT**

FR: **The next questions ask for your views of the police in your area even though you may not have had direct contact with them recently. Please draw on everything you know about them and give your best judgments when you respond to these questions.**

**How respectfully do you think the police in your area treat people?**

- Very respectfully**
- Somewhat respectfully**
- Neither respectfully nor disrespectfully**
- Somewhat disrespectfully**
- Very disrespectfully**

R: Somewhat respectfully.

(Enter 2, Somewhat respectfully)

**POL\_TIME**

FR: **In your opinion, how much time and attention do the police in your area give to what people have to say?**

- A great deal of time**
- A lot of time**
- A moderate amount of time**
- A little time**
- No time at all**

R: A moderate amount.

(Enter 3, A moderate amount of time)

**POL\_FAIRLY**

FR: **In your opinion, how fairly do the police in your area treat people?**

- Very fairly**
- Somewhat fairly**
- Neither fairly nor unfairly**
- Somewhat unfairly**
- Very unfairly**

R: Somewhat fairly.

(Enter 2, Somewhat fairly)

**POL\_EFFECTIVE** FR: **How effective are the police at preventing crime in your area?**

**Very effective**  
**Somewhat effective**  
**Neither effective nor ineffective**  
**Somewhat ineffective**  
**Very ineffective**

R: Somewhat effective.

(Enter 2, Somewhat effective)

**POL\_TRUST** FR: **How much do you trust the police in your area?**

**Trust completely**  
**Somewhat trust**  
**Neither trust nor distrust**  
**Somewhat distrust**  
**Distrust completely**

R: Somewhat trust.

(Enter 2, Somewhat trust)

**POL\_RATEPOLICE** FR: **Taking everything into account, how would you rate the job the police in your area are doing?**

**A very good job**  
**A somewhat good job**  
**Neither a good nor a bad job**  
**A somewhat bad job**  
**A very bad job**

R: Somewhat good.

(Enter 2, A somewhat good job)

**VS\_INTRO** FR: **For the next questions, please think about things that happened to you since (date), no matter where they may have occurred. The questions will cover theft, break-ins, vandalism, physical attacks, and unwanted sexual contact.**

*When conducting interviews, the instrument will fill in the correct 6-month reference period for you. Depending on when you are completing training, reference periods for practice interviews may not be exactly 6-months.*

(Enter 1 to continue)

**T\_CARRY** FR: **The next questions ask about different things that might have been stolen from you. This may have happened to you while you were at home, work, or somewhere else.**

**In the past 6 months, did anyone...**

**Steal something that you carry, like a cell phone, money, a wallet, purse, or backpack?**

R: Yes, someone stole my cellphone out of my pocket at a concert.

(Enter 1, Yes)

*Notice that after entering 1 in **T\_CARRY** you will continue asking about other thefts before collecting more information about the theft of the cell phone. This is one of the modifications to the structure of the screener section.*

**T\_WEAR** FR: **Steal something that you wear, like clothing, jewelry, or shoes?**

R: No.

(Enter 2, No)

**T\_INHOME** FR: **Steal something in your home, like a TV, computer, tools, or guns?**

R: No.

(Enter 2, No)

**T\_ONPROPERTY** FR: **Steal something from your porch, lawn, garage, or other part of your property, such as a bicycle, garden hose, or lawn furniture?**

R: No.

(Enter 2, No)

**T\_INVEHICLE** FR: **Steal something out of a vehicle, such as a package or groceries?**

R: No.

(Enter 2, No)

*Note that the question **T\_FROMCHILD** is not on path in this interview because there are no children on the roster.*

**T\_ELSE** FR: **Steal anything else that belongs to you, including things that were stolen from you at work? Do not include stolen vehicles.**

R: No.

(Enter 2, No)

**T\_ATTEMPT** FR: **Other than what you have already mentioned, in the past 6 months, did anyone TRY to steal anything that belongs to you, but not actually steal it?**

R: No.

(Enter 2, No)



*At this point we have finished asking about thefts and will now collect a little more information about the theft of the cell phone, starting with the screen **T\_TIMES**.*

**T\_TIMES** FR: **How many times did someone steal something in the past 6 months?**

**Once**

**Two or more times**

R: Only once.

(Enter 1, Once)

**T\_INCDATE** FR: **You said that someone stole something once in the past 6 months.**

**In what month and year did the most recent incident happen?**

R: Hmm, I don't really remember.

FR: **If you don't remember the exact month, please give your best estimate.**

R: I'd say around September (or pick date within 6-month reference period).

(Enter the answer category for September (or date within reference period))

**T\_DESCRIBE** FR: **To help me refer back to this incident later, can you give me just a few words to describe what happened? For example, someone stole your backpack on a train. Later, I may ask you for a full description of what happened.**

R: Someone stole my cell phone out of my back pocket at a concert.

(Enter "Someone stole cell phone out of back pocket at concert" and Press Enter)

**MV\_OWNVEHICLE** FR: **At any point in the past 6 months, have you or someone you live with owned a car, van, truck, motorcycle, or other motor vehicle?**

R: Yes.

(Enter 1, Yes)

**MV\_THEFT** FR: **In the past 6 months, other than the thefts or attempted thefts you have mentioned already,...**  
**Did anyone steal a vehicle belonging to you or anyone you live with or use it without permission?**

R: No.

(Enter 2, No)

**MV\_ATTEMPT** FR: **Did anyone TRY to steal a vehicle but not actually steal it?**

R: No.

(Enter 2, No)

**MVP\_PARTS**

FR: **Other than the thefts or attempted thefts you have mentioned already, in the past 6 months...**

**Did anyone steal any vehicle parts such as a tire, car stereo, GPS, hubcap, or battery from a vehicle?**

R: No.

(Enter 2, No)

**MVP\_GAS**

FR: **Did anyone steal any gas from a vehicle?**

R: No.

(Enter 2, No)

**MVP\_ATTEMPT**

FR: **Did anyone TRY to steal vehicle parts or gas from a vehicle but not actually do it?**

R: No.

(Enter 2, No)

**BI\_HOME**

FR: **The next few questions ask about break-ins. In the past 6 months, did anyone...**

**Break in or try to break into your home by forcing a door or window, pushing past someone, jimmying a lock, cutting a screen, or coming through an open door or window?**

R: No.

(Enter 2, No)

**BI\_OTHERPROP**

FR: **Break in or try to break into your garage, shed, or storage room?**

R: No.

(Enter 2, No)

**BI\_HOTELVACATION**

FR: **Break in or try to break into a hotel or motel room or vacation home where you were staying?**

R: No.

(Enter 2, No)

**V\_PROPERTY**

FR: **Vandalism is when someone deliberately damages or destroys something belonging to you. Examples are breaking windows, slashing tires, or painting graffiti on walls. In the past 6 months, has anyone vandalized your home, car, or something else that belongs to you or someone else living here?**

R: No.

(Enter 2, No)

**V\_INJUREKILLANIMAL** FR: **In the past 6 months, did someone deliberately injure or kill an animal, such as a pet or livestock, that belonged to you or someone you live with?**

R: No.

(Enter 2, No)

**A\_WITHWEAPON** FR: **The next few questions ask about any physical attacks against you personally. These may have happened at your home or while you were at work or away from home.**

**In the past 6 months, did anyone attack or try to attack you...**

**With a weapon, such as a gun or knife?**

R: No.

(Enter 2, No)

**A\_OBJECT** FR: **With something else used as a weapon, like a baseball bat, scissors, or a stick?**

R: No.

(Enter 2, No)

**A\_THROW** FR: **By throwing something at you, such as a rock or bottle?**

R: No.

(Enter 2, No)

**A\_HITKICK** FR: **By hitting, slapping, grabbing, kicking, punching, or choking you?**

R: No.

(Enter 2, No)

**A\_OTHER** FR: **In the past 6 months, did anyone attack or try to attack you or use force against you in any other way? Please mention it even if you are not certain it was a crime.**

R: No.

(Enter 2, No)

**A\_THREAT** FR: **In the past 6 months, did anyone THREATEN to attack you, but not actually do it?**

R: No.

(Enter 2, No)

**A\_KNOWNOFF**

FR: **People sometimes don't think of attacks by someone they know, like a current or former spouse or partner, someone at work, a friend, a family member, a neighbor, or any other person they've met or known.**

**In the past 6 months, has anyone you know used any kind of physical force against you? Examples are if someone you know choked you, slapped you, hit you, attacked you with a weapon, or otherwise physically hurt you.**

R: No.

(Enter 2, No)

**SA\_UNWANTEDCONTACT**

FR: **The next questions are about any sexual contact in the past 6 months that YOU DID NOT CONSENT TO and that YOU DID NOT WANT to happen. The information you provide is confidential.**

**Sexual contact includes touching of your sexual body parts, or any type of sexual penetration with a body part or object. It also includes making you touch or penetrate someone else. This could have been done by someone you know well, someone you casually know, or a stranger and can happen to both men and women.**

**In the past 6 months...**

**Did anyone touch, grab, or kiss your sexual body parts against your will - or TRY to do this?**

R: No.

(Enter 2, No)

**SA\_FORCE**

FR: **Did anyone force you to have sexual contact by holding you down with his or her body, pinning your arms, hitting or kicking you, or using some other type of force - or TRY or THREATEN to do this?**

R: No.

(Enter 2, No)

**SA\_THREATENHURT**

FR: **Did anyone threaten to physically hurt you or someone close to you if you did not have sexual contact?**

R: No.

(Enter 2, No)

**SA\_UNABLETOCONSENT**

FR: **Did anyone have sexual contact with you - or try to have sexual contact with you - while you were passed out, unconscious, asleep, or unable to consent because you were drunk or high?**

R: No.

(Enter 2, No)

**CA\_OTHERCRIME** FR: **To make sure this survey has captured everything that has happened to you, is there anything else that you might think of as a crime that happened to you, personally, in the past 6 months, that is, since (date) that you haven't mentioned? It could be something you called the police about, or something you didn't consider reporting to the police.**

R: No.

(Enter 2, No)

### **INC\_REPORTS**

*This screen is on path after the screener questions have been completed and indicates the number of incidents reported.*

(Enter 1 to continue)

**INC\_INTRO** FR: **The next questions are about the incident in September 2023 that involved: Someone stole cell phone out of back pocket at concert**

(Enter 1 to continue)

*Notice the text at the top of the screen. Each screen in the CIR will display the month, year, and description of the incident you are collecting. It is there to help you and the respondent remember which incident this report is for. This can be especially helpful when the respondent reports more than one incident.*

**ALSO\_BREAKIN** FR: **Just to confirm, did any of the following other things also happen as part of this incident in September 2023...**

**Someone broke in, or tried to break in to your property?**

R: No.

(Enter 2, No)

**ALSO\_VANDALISM** FR: **Just to confirm, did any of the following other things also happen as part of this incident in September 2023...**

**Someone vandalized something?**

R: No.

(Enter 2, No)

**ALSO\_ATTACKTHREAT** FR: **Just to confirm, did any of the following other things also happen as part of this incident in September 2023...**

**Someone attacked or threatened to attack you?**

R: No.

(Enter 2, No)

**OFF\_INTRO** FR: **Some of the next questions will refer to the "offender," which means the person or people who did this to you.**

(Enter 1 to continue)

**WHATWASTAKEN** FR: **You said someone stole something from you during the incident in September 2023. What was stolen?**

R: My cell phone.

(Enter 19, Cell phone)

FR: **Anything else?**

R: No, nothing else.

(Enter)

**WHOOWNEDPROP** 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 mine.

(Enter 1, Respondent)

**CASHONPERSON** FR: **Was the cell phone on your person, such as in a pocket or being held?**

R: Yes, my phone was in my back pocket.

(Enter 1, Yes)

**INCTIME** FR: **The next questions ask about when and where the incident in September 2023 took place.**

**About what time did the incident happen?**

R: Well, the concert started at 9 at night, so probably around 9:30.

(Enter 5, After 9pm – midnight)

**LOCATION** FR: **Where did the incident happen?**

R: At the concert venue downtown.

(Enter 9, Somewhere else)

**INCPLACE** FR: **Did this happen in the city, town, or village where you live now?**

R: No.

(Enter 2, No)

**INCUSA** FR: **Did this happen in the U.S. or in another country?**

R: In the U.S.

(Enter 1, In the U.S.)

**INCAIR** FR: **Did this happen on an American Indian Reservation or on American Indian Lands?**

R: No.

(Enter 2, No)

**LOCATION\_PUBLIC** FR: **Which of the following BEST describes where this happened...**

**At, in or near someone else's home**  
**At a business, such as a store, restaurant, bar, or office building**  
**At a public building, such as a hospital or library**  
**In a parking lot or garage**  
**On the street**  
**In an open area, or on public transportation**  
**Or somewhere else?**

R: At a business.

(Enter 2, At a business, such as a store, restaurant, bar, or office building)

**LOCATION\_COMMERCE**

FR: **At what type of a business did the incident happen?**

R: Nightclub.

(Enter 1, A restaurant, bar, nightclub)

**FARFROMHOME** FR: **How far from your home was it...**

**A mile or less**  
**More than a mile up to 5 miles**  
**More than 5 miles up to 50 miles**  
**More than 50 miles?**

R: It's about 10 miles from my house.

(Enter 3, More than 5 miles up to 50 miles)

**P\_WEAPONPRESENT** FR: **Did the offender have a weapon such as a gun or knife, or something to use as a weapon, such as a baseball bat, scissors, or a stick?**

R: No.

(Enter 2, No)

**P\_INJURY** FR: **During the incident, were you physically injured in any way? Injuries include things such as bruises, black eyes, cuts, broken bones, or more serious injuries.**

R: No.

(Enter 2, No)

**ONEORMOREOFFENDERS**

FR: **This section asks what you know about the offender.**

**Was the incident committed by only one or by more than one offender?**

R: I don't know.

(Enter 3, Don't know)

**KNOWOFFENDERS** FR: **Do you know who the offenders were?**

R: No.

(Enter 2, No)

**KNOWLEARNOFFENDERS**

FR: **Do you know anything about any of the offenders, such as whether they were young or old, male or female, etc.?**

R: No.

(Enter 2, No)

**SELFPROTECT\_INTRO** FR: **These next questions are about what you did when the incident in September 2023 occurred.**

**People may react differently to certain situations and there's not a right or wrong way to react. Everyone is different and every situation is different.**

(Enter 1 to continue)

**PROTECTSELF** FR: **Did you do anything with the idea of protecting YOURSELF or your PROPERTY while the incident was going on?**

R: No, I didn't know exactly when it happened.

(Enter 2, No)

**DURINGINCIDENT** FR: **Was there anything you did or tried to do about the incident while it was going on?**

R: No.

(Enter 2, No)

**DIDNOTHINGDURINGINC**

FR: **Did you do nothing, freeze, do what the offender told you to do, or do something else while the incident was going on?**

R: I didn't do anything.

(Enter 1, Did nothing)



**ANYONEPRESENT** FR: **Besides you and the offender(s), was anyone ELSE, age 12 or older, present during the incident?**

R: Yes, there was a ton of people at the concert.

(Enter 1, Yes)

**OTHERSACTIONS** FR: **Did anyone else, age 12 or older, do or try to do anything to help you while the incident was going on?**

R: No.

(Enter 2, No)

**PERSONSHARMED** FR: **Not counting yourself or the offender(s), were any other people harmed, threatened with harm, or have any belongings taken or damaged in the incident? Do not include children under 12 years of age.**

R: No.

(Enter 2, No)

**HATE\_RACE** FR: **The next questions are about why the offender may have targeted you.**

**The reason may have been prejudice or bigotry toward those with your characteristics or religious beliefs, even if the offender mistakenly thought you had those characteristics or beliefs. This kind of reason is different from just being angry or wanting to get something from you.**

**Do you think the offender was targeting you because of...**

**Prejudice or bigotry toward your race, ethnic background, or national origin?**

R: No.

(Enter 2, No)

**HATE\_RELIGION** FR: **Prejudice or bigotry toward your religion?**

R: No.

(Enter 2, No)

**HATE\_DISABILITY** FR: **Prejudice or bigotry toward a disability you may have?**

R: No.

(Enter 2, No)

**HATE\_ORIENTATION** FR: **Prejudice or bigotry toward your sexual orientation, including being lesbian, gay, bisexual, or straight?**

R: No.

(Enter 2, No)

**HATE\_GENID** FR: **Prejudice or bigotry toward your gender identity, including being transgender, intersex, or gender non-conforming?**

R: No.

(Enter 2, No)

**HATE\_SEX** FR: **Prejudice or bigotry toward your sex, including being male or female?**

R: No.

(Enter 2, No)

**HATE\_OTHER** FR: **Prejudice or bigotry toward other characteristics I have not already mentioned?**

R: No.

(Enter 2, No)

**POLICEINFORMED** FR: **The next questions ask about whether the police got involved in the incident in September 2023.**

**Were the police informed or did they find out about this incident in any way?**

R: Yes.

(Enter 1, Yes)

**POLICEFINDOUT** FR: **Who informed the police? If more than one person, choose the first response that applies.**

**You informed the police yourself**

R: Yes, I did.

(Enter 1, You informed the police yourself)

**POLICECONTACTED** FR: **How did you first notify the police?**

R: There were some police officers near the exit of the venue that I talked to.

(Enter 2, Approached an officer or police car)

**POLICEFIRSTCONTACTED**

FR: **Which of the following BEST describes when the police were first contacted?**

**While the incident was happening**  
**Within 10 minutes after the incident occurred**  
**Within an hour after the incident occurred**  
**Within 24 hours of the incident**

**Longer than a day after the incident occurred**

R: It was probably within 10 minutes.

(Enter 2, Within 10 minutes after the incident occurred)

**POLICECONTACT** FR: **Did you or someone you live with have any later contact with the police about the incident?**

R: Yes.

(Enter 1, Yes)

**POLICEINTOUCH** FR: **Thinking about these later contacts, did the police get in touch with you or did you get in touch with them?**

R: They called me to update me.

(Enter 1, Police contacted the respondent (or someone else the respondent lives with))

**POLICEFOLLOWUP** FR: **What did the police do to follow up on the incident?**

R: Just let us know others also had their phone stolen and they were still looking into it.

(Enter 6, They stayed in touch)

FR: **Anything else?**

R: No, nothing else.

(Enter)

**POLICERESPECT** FR: **Next are some questions about how you feel the police handled the incident. If more than one officer was involved, please think about how you would rate them as a group.**

**How respectfully did the police treat you?**

**Very respectfully**

**Somewhat respectfully**

**Neither respectfully nor disrespectfully**

**Somewhat disrespectfully**

**Very disrespectfully**

R: Somewhat respectfully.

(Enter 2, Somewhat respectfully)

**POLICETIMESAT** FR: **How satisfied were you with the amount of time the police gave you to tell your story?**

**Completely satisfied**

**Mostly satisfied**

**Equally satisfied and dissatisfied**

**Mostly dissatisfied**

**Completely dissatisfied**

R: Mostly satisfied.

(Enter 2, Mostly satisfied)

**POLICEACTIONSAT** FR: **How satisfied were you that the police did everything they could?**

**Completely satisfied**

**Mostly satisfied**

**Equally satisfied and dissatisfied**

**Mostly dissatisfied**

**Completely dissatisfied**

R: I guess I'm mostly satisfied with what they did.

(Enter 2, Mostly satisfied)

**POLICEEFFECTIVE** FR: **Taking the whole experience into account, how effectively did the police handle the incident?**

**Very effectively**

**Somewhat effectively**

**Neither effectively nor ineffectively**

**Somewhat ineffectively**

**Very ineffectively**

R: Somewhat effectively.

(Enter 2, Somewhat effectively)

**ATTIMETHINKCRIME** FR: **At the time, did you consider this incident to be a crime?**

R: Yes, definitely.

(Enter 1, Yes)

**NOWTHINKCRIME** FR: **Now, looking back, do you consider this incident to be a crime?**

R: Yes.

(Enter 1, Yes)

**TOLDFAMILYFRIENDS** FR: **The next questions ask about any help you might have gotten after the incident in September 2023 took place.**

**Have you told any family, friends, co-workers, or neighbors about the incident?**

R: Yes, some of my friends were with me too.

(Enter 1, Yes)

**TOLDOTHER** FR: **Other than the police or family or friends, have you told anyone in the following positions about the incident who you thought might be able to help you?**

**Employer, supervisor, or human resources personnel**  
**Medical or mental health professional**  
**Representative of a religious or community organization**  
**Security guard or personnel, other than the police**  
**Other person in a leadership or professional position**

R: No.

(Enter 7, No, have not told anyone in any of these positions)

**EMOTOLL\_INTRO** FR: **Being a victim of crime affects people in different ways. The next questions are about how the incident may have affected you.**

(Enter 1 to continue)

**IMPACT\_JOB** FR: **Did the incident lead you to have serious problems with your job or trouble with people at work?**

R: No.

(Enter 2, No)

**IMPACT\_FAMILY** FR: **Did the incident lead you to have serious problems with family members or friends, such as having more arguments with them, losing trust in them, or feeling more distant from them?**

R: No.

(Enter 2, No)

**HOW\_DISTRESSING** FR: **Overall, how upsetting has the incident been to you?**

**Not at all upsetting**  
**Mildly upsetting**  
**Moderately upsetting**  
**Severely upsetting**

R: Mildly.

(Enter 2, Mildly upsetting)

**ECONOMIC\_INTRO** FR: **Thank you. The next set of questions ask about the how the incident impacted you financially.**

(Enter 1 to continue)

**PROPERTYVALUE** FR: **What would you estimate was the total value of the stolen items, including the value of anything you got back? If jointly owned with a nonhousehold member(s), include only the share owned by household members.**

R: It was a fairly new iPhone, so a little less than a grand.

(Enter 5, \$500 to less than \$1,000)

**ALLPARTRECOVERED** FR: **Did you get any of the stolen items back?**

R: No.

(Enter 3, No, you got none of it back)

**DAMAGED** FR: **Other than any stolen property, was anything that belonged to you or someone you live with damaged or destroyed in the incident?**

R: No.

(Enter 2, No)

**LOSTWORKTIME** FR: **Have you taken any time off from work because of the incident for such things as cooperating with a police investigation, testifying in court, or repairing or replacing damaged or stolen property?**

R: No.

*Notice that only categories 1 and 4 are displayed for this answer list. The answer list will be displayed based on the respondent's prior answers about working or going to school, so in this exercise only 1 and 4 are displayed so they are the only valid options for this scenario.*

(Enter 4, No)

**LOSTJOB** FR: **Did you lose your job or have to give up work as a result of the incident?**

R: No.

(Enter 2, No)

**CHANGEJOB** FR: **Did you have to change your job as a result of the incident?**

R: No.

(Enter 2, No)

**SUMMARY\_SP** FR: **Thank you for telling me about the incident in September 2023. Would you mind describing the incident for me in your own words?**

R: Sure, while I was at a concert downtown in September, someone took my iPhone out of my back pocket. I was taking pictures and videos every few songs, so it couldn't have been that long before I noticed it. After I realized someone took it, I went up to one of the police officers that was at the venue and let them know. They weren't able to find who took it though and I have no idea who stole it.

*Now using what the respondent told you, write a summary about this incident. Remember, your summary must include all 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. If you need additional space, you can press F7 to include additional notes.*

*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 LN1, LN2, LN3 and so forth and not by their name.*

*Here is an example of what to enter, "LN1 was at a concert venue downtown in September when an unknown offender stole the resp's iPhone from their back pocket. Valued a little less than \$1,000. Told police onsite, no recovery."*

(Type your summary and press Enter)

**ENDINCIDENT**

FR: **Thank you.**

**We will not be asking any more questions about this particular incident and are going to move on to the next set of questions.**

(Enter 1 to continue)

**SOCIODEMO\_INTRO**

FR: **The next questions ask about you. Remember all answers to this survey are confidential.**

(Enter 1 to continue)

**HEARING**

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

R: No.

(Enter 2, No)

**VISION**

FR: **Are you blind or do you have serious difficulty seeing even when wearing glasses?**

R: No.

(Enter 2, No)

**LEARN\_CONCENTRATE**

FR: **Because of a physical, mental, or emotional condition do you have serious difficulty:**

**Concentrating, remembering, or making decisions?**

R: No.

(Enter 2, No)

**PHYSICAL\_LIMIT**

FR: **Walking or climbing stairs?**

R: No.

(Enter 2, No)

**DRESS\_BATH**

FR: **Dressing or bathing?**

R: No.

(Enter 2, No)

**LEAVING\_HOME** FR: **Because of a physical, mental, or emotional condition, do you have difficulty doing errands alone such as visiting a doctor's office or shopping?**

R: No.

(Enter 2, No)

**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, Straight, that is, not gay)

**GENID\_BIRTH** FR: **What sex were you assigned at birth, on your original birth certificate?**

R: Male.

(Enter 1, Male)

**GENID\_DESCRIBE** FR: **Do you currently describe yourself as male, female, or transgender?**

R: Male.

(Enter 1, Male)

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

R: No, I haven't.

(Enter 1, Never served in the military)

**LIVEWITHSPOUSE** FR: **Is your spouse living with you?**

R: Yes.

(Enter 1, Yes)

*The next two questions confirm information about the respondent's job rather than asking the more detailed questions about their job since this information was already collected in a prior interview. This respondent reported being a middle school teacher at the last interview.*

**CONFIRMEMPTYPE** FR: **At a previous interview, it was reported that you were employed by a state, county, or local government. Are you still employed by a state, county, or local government?**

R: Yes.

(Enter 1, Yes)



**CONFIRMOCC**

FR: **At a previous interview, it was reported that your occupation was Educational Instruction or Library Occupation (for example: teacher, professor, librarian). Is this an accurate description of your current job?**

R: Yes.

(Enter 1, Yes)

**INTVDONE**

(Enter 1 to continue)

**HOUSEHOLDINCOME**

FR: **Thinking about all of the people who lived in your household in the past 12 months, was your TOTAL combined income less than \$40,000, or \$40,000 or more? 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 the people in this household who are 16 years of age or older.**

R: More than \$40,000.

(Enter 2, \$40,000 or more)

**HHLINCOMEMORE**

FR: **Was the total combined income in your household...**

- \$40,000 to \$49,999**
- \$50,000 to \$74,999**
- \$75,000 to \$99,999**
- \$100,000 to \$149,999**
- \$150,000 to \$199,999**
- \$200,000 or more?**

R: I don't want to give a more specific number to you.

(Enter CTRL+R, for a blind refusal)

**PUBLICASSISTANCE**

FR: **At any time during the past 12 months, did anyone who lives with you receive any kind of welfare or public assistance from a state or local welfare office – any food or housing benefits, welfare-to-work assistance, emergency help, or anything like that?**

R: No.

(Enter 2, No)

**WORRYABOUTEXPENCES**

FR: **How often do you worry that your total income, for everyone who lives there, will not be enough to meet your expenses and bills?**

R: I've worried only a couple times.

(Enter 4, Hardly ever)

*At this point of the interview, if you are not interviewing the HHR, you will then collect that household member's contact information (personal phone numbers and email address). Since this is the HHR, we have already collected this information and will not re-ask those questions, but there are a few additional questions before the interview with the HHR is complete. These questions record information about how the interview was conducted.*

**RESPONDENTINTERVIEWLANG**

*Record the language the respondent's interview was conducted in.*

(Enter 1, English)

**INTERVIEWTYPE**

*Record if this was a telephone or in-person interview.*

(Enter 1, Telephone)

**INTERVIEWPLACE** FR: **Thank you for completing the National Crime Victimization Survey.**

**I also have a few questions about where you were while you were completing the survey.**

**Were you at home or away from home when completing the survey?**

R: I'm at home.

(Enter 1, At home)

**INTERVIEWANYONEELSE**

FR: **Was anyone else in the room at any point while you were completing the survey?**

R: My wife has been walking in and out of the room that I'm in throughout the time we have been talking.

(Enter 1, Yes)

**INTERVIEWWHOELSE** FR: **Who else was in the room while you were completing the survey?**

R: Just my wife like I said.

(Enter 1, Your spouse or partner)

**THANKYOU** FR: **Thank you for participating in this survey. Six months from now we may be contacting you again. You've been very helpful.**

(Enter 1 to continue)

**PERCONTACT** FR: **In the future, how would you prefer to be contacted?**

**Personal visit  
Phone Call  
Text  
Email**

R: Phone call or text is fine.

(Enter 2 and 3, phone call and text)

*The instrument goes to **NEXTPERSON** to try to interview LN2. However, for this practice interview, LN2 is not available.*

**NEXTPERSON**

(Enter 31, No other person available now)

*Answer **REFCBBREAK** and exit the instrument. After exiting the instrument, fill out the Case Notes and pCHI for this case. You should then return to MCM.*

## Self-Study Practice Interview #2

Control Number 02880082J23000102

For the second practice interview, highlight the case with the address **502 Stuart St** in MCM and make sure this case is in Assignment Period 202401CT and then launch this case. In this practice interview, you will create a 1-person household.

### TRAININGCASE

(Enter 1 to continue)

### DATECHANGE

(Enter 01/01/2024)

### CLOSEOUTCHANGE

(Press Enter)

### START

(Enter 2, Personal interview)

**GENINTRO** FR: Hello. I'm ♦ **YOUR NAME** from the U.S. Census Bureau. Here is my identification.

I'm looking for someone who is 18 or older, lives at this address and is knowledgeable about the household.

Is that person available?

R: Yes, that would be me.

(Enter 1, Yes)

**GETLETTER** FR: I'm here concerning the National Crime Victimization Survey. The survey questions ask for information about people's perceptions of community safety, their local police, and their experiences with victimization and crime in the past six months. The results will be used to help improve the way the government measures crime. Did you receive our introductory letter in the mail?

R: Yes.

(Enter 1, Yes)

**VERADD** FR: I have your address listed as...

**502 Stuart St**

**Any Town, AL 99996**

Is that your exact address?

R: Yes, that's right.

(Enter 1, Yes, exact address)

**MAILINGSAME** FR: **Is your mailing address the same as your physical address?**

R: Yes, it is.

(Enter 1, Yes)

*Note that since this is an incoming case and you have not collected a roster yet, you will only ask for a household phone number. The HHR's personal phone number(s) and email will be collected later in the interview.*

**CONTACTINFO**

(Once the box prefills with 1, press Enter)

**HHPHONE** FR: **What is the best telephone number for the household?**

R: The best number is (991)555-1728

(Enter 9915551728)

**CONTACTDONE**

(Enter 1 to continue)

**TENURE** FR: **Are your living quarters...  
Owned or being bought by you or someone in the household?  
Rented?  
Occupied without payment of rent?**

R: I rent.

(Enter 2, Rented)

**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)

**INDIANTRESERVATIONHU**

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

R: No.

(Enter 2, No)

**ACCESS** FR: **Do you have direct access to your home, either from the outside or through a common hall?**

R: Yes.

(Enter 1, Yes)

**TYPEOFHOUSINGUNIT**

(Enter 1, House, apartment, flat)

**NUMBEROFUNITS** FR: **How many units are in this structure?**

R: Just the 1.

(Enter 1, 1)

**GATEDRESTRICTEDACCESS**

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

R: No.

(Enter 2, No)

**HHROSTER\_FNAME** FR: **What are the names of all people living or staying here? Start with the name of the person or one of the people who rents this home.**

R: It's just me. My name is Ashley Public.

(Enter Ashley)

**HHROSTER\_LNAME**

(Enter Public)

**SEX**

(Enter 2, Female)

**HHMEMBER** FR: **Does Ashley Public usually live here?**

R: Yes.

(Enter 1, Yes)

**HHROSTER\_FNAME**

(Enter 999 to exit the table)

**HHLDCOVERAGE** FR: **Have I missed anyone else who USUALLY lives here, including people who are not related to you or people who are away traveling?**

R: No.

(Enter 2, No)

**PICK1STHHRESP**

(Enter 1, Ashley Public)

**BRTHDATEMO** FR: **In what month and year were you born?**

R: March 2000.

(Enter 3, March)

**BRTHDATEYR**

(Enter 2000)

**VFYAGE** FR: **That would make you 23 years old. Is that correct?**

R: Yes.

*(For purposes of this exercise, enter 1 "Yes" even if the age displayed in the instrument is different. This scenario will be discussed further in the classroom training.)*

(Enter 1, Yes)

**MARITAL** FR: **Are you now married, widowed, divorced, separated or have you never been married?**

R: I've never been married.

(Enter 5, Never married)

**ARMEDFORCES** FR: **Are you now in the Armed Forces?**

R: No.

(Enter 2, No)

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

R: I have my masters.

(Enter 17, Master's degree (e.g. MA, MS, Meng, MSW, MBA))

**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: **Are you Spanish, Hispanic, or Latino?**

R: Yes.

(Enter 1, Yes)

**RACE** FR: **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: White.

(Enter 1, White)

**ROSTERREVIEW**

(Enter 1, Yes)

*At the edit check after **ROSTERREVIEW** select Suppress to confirm the roster is correct.*

(Suppress)

**TIMEADDRESS** FR: **Next are some questions just about you.  
How long have you lived at this address?**

R: About 4 months.

(Enter 1, Less than 6 months)

**HOMELESS** FR: **Have you been homeless or without a regular place to stay at any time in the past 6 months, that is, since (date)?**

R: No.

(Enter 2, No)

**TIMESMOVED5YEARS** FR: **How many times have you moved in the past 5 years, that is, since January 2019?**

R: Just once.

(Enter 1, 1)

**JOBLASTWEEK** FR: **In the past 7 days, did you have a job or work at a business? Do not include volunteer work or work around the house.**

R: Yes.

(Enter 1, Yes)

**SAMEJOB6MONTHS** FR: **Have you worked at the same job for all of the past 6 months?**

R: No, I changed jobs when I moved here a few months ago.

(Enter 2, No)

**UNEMPLOYED** FR: **AT ANY TIME in the past 6 months, have you been unemployed? Unemployed means you were looking for and able to work but you were not able to find employment.**

R: No.



(Enter 2, No)

**BUSINESS** FR: Does anyone in this household operate a business from this address?

R: No.

(Enter 2, No)

**POL\_CONTACTCRIME** FR: Next are some questions about experiences you may have had with the police in your area during the past 6 months, that is, since (date). Please include experiences with police officers, sheriff's deputies, state troopers, or school resource officers, but not with guards or other security personnel who are not part of the police.

During the past 6 months, have you contacted the police in your area to report a crime, disturbance, or suspicious activity?

R: No.

(Enter 2, No)

**POL\_CONTACTNOCRIME**

FR: During the past 6 months, have you contacted the police in your area to report something else, such as a traffic accident or medical emergency?

R: No.

(Enter 2, No)

**POL\_MVSTOP** FR: During the past 6 months, that is, since (date) have you...

Been stopped by the police when you were driving or when you were a passenger in a motor vehicle?

R: No.

(Enter 2, No)

**POL\_STOPPEDOTHER** FR: Been stopped or approached by the police for some other reason?

R: No.

(Enter 2, No)

**POL\_COMMUNITYWATCH**

FR: Been at a community meeting, neighborhood watch, or other activities where the police took part?

R: No.

(Enter 2, No)

**POL\_RESPECT** FR: The next questions ask for your views of the police in your area even though you may not have had direct contact with them recently.

Please draw on everything you know about them and give your best judgments when you respond to these questions.

How respectfully do you think the police in your area treat people?

Very respectfully  
Somewhat respectfully  
Neither respectfully nor disrespectfully  
Somewhat disrespectfully  
Very disrespectfully

R: Somewhat respectfully.

(Enter 2, Somewhat respectfully)

**POL\_TIME** FR: In your opinion, how much time and attention do the police in your area give to what people have to say?

A great deal of time  
A lot of time  
A moderate amount of time  
A little time  
No time at all

R: I don't know. I'm not aware of my neighbors' interaction with police.

(Enter CTRL+D, for a blind don't know)

**POL\_FAIRLY** FR: In your opinion, how fairly do the police in your area treat people?

Very fairly  
Somewhat fairly  
Neither fairly nor unfairly  
Somewhat unfairly  
Very unfairly

R: I don't know.

(Enter CTRL+D, for a blind don't know)

**POL\_EFFECTIVE** FR: How effective are the police at preventing crime in your area?

Very effective  
Somewhat effective  
Neither effective nor ineffective  
Somewhat ineffective  
Very ineffective

R: Somewhat effective.

(Enter 2, Somewhat effective)

**POL\_TRUST** FR: How much do you trust the police in your area?

**Trust completely**  
**Somewhat trust**  
**Neither trust nor distrust**  
**Somewhat distrust**  
**Distrust completely**

R: Somewhat trust.

(Enter 2, Somewhat trust)

**POL\_RATEPOLICE** FR: **Taking everything into account, how would you rate the job the police in your area are doing?**

**A very good job**  
**A somewhat good job**  
**Neither a good nor a bad job**  
**A somewhat bad job**  
**A very bad job**

R: Somewhat good.

(Enter 2, A somewhat good job)

**VS\_INTRO** FR: **For the next questions, please think about things that happened to you since (date), no matter where they may have occurred, including things that happened in the past 6 months but before you moved to your current residence. The questions will cover theft, break-ins, vandalism, physical attacks, and unwanted sexual contact.**

(Enter 1 to continue)

**T\_CARRY** FR: **The next questions ask about different things that might have been stolen from you. This may have happened to you while you were at home, work, or somewhere else.**

**In the past 6 months, did anyone...**

**Steal something that you carry, like a cell phone, money, a wallet, purse, or backpack?**

R: No.

(Enter 2, No)

**T\_WEAR** FR: **Steal something that you wear, like clothing, jewelry, or shoes?**

R: No.

(Enter 2, No)

**T\_INHOME** FR: **Steal something in your home, like a TV, computer, tools, or guns?**

R: No.

(Enter 2, No)

**T\_ONPROPERTY** FR: **Steal something from your porch, lawn, garage, or other part of your property, such as a bicycle, garden hose, or lawn furniture?**

R: No.

(Enter 2, No)

**T\_INVEHICLE** FR: **Steal something out of a vehicle, such as a package or groceries?**

R: No.

(Enter 2, No)

**T\_ELSE** FR: **Steal anything else that belongs to you, including things that were stolen from you at work? Do not include stolen vehicles.**

R: No.

(Enter 2, No)

**T\_ATTEMPT** FR: **In the past 6 months, did anyone TRY to steal anything that belongs to you, but not actually steal it?**

R: No.

(Enter 2, No)

*At the screen **MV\_OWNVEHICLE**, F10 to get out of the case. After exiting the instrument, fill out the Case Notes and pCHI for this case. You should then return to MCM. We will get back into this case during the classroom portion of the training. Please be prepared with any questions you may have from the self-study and the two preclassroom practice interviews you completed.*

*This concludes the practice interviews for this self-study. During classroom training you will complete the interview with Ashley Public. Also, you will practice using the NCVS redesigned 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.*

*You can now exit Case Management by clicking on the "X" in the upper right corner of the Case Management Home page.*

## Distress Protocol – Adult Respondent

**Step 1: If the respondent is exhibiting any signs of distress, remain calm and ask the respondent one of the following:**

- “How are you doing?” or “Are you ok?” or “Do you have any questions?”

*If the respondent indicates they are “Ok” and do not have any questions, continue with the interview.*

*Otherwise continue to step 2.*

**Step 2: If the respondent does not respond or indicates they are distressed ask:**

- “Do you need to take a short break?”

*If the respondent answers “No”, then continue with the interview.*

*If the respondent answers “Yes”, allow the respondent to take a short break, mention something such as:*

- “Let’s stop and take a short break. I will check back in with you in a few moments. Some respondents may need a moment to collect themselves and will be willing to proceed.” Then continue with step 3.

**Step 3: After the break, ask the respondent:**

- “Are you OK to continue with the interview?”

*If the respondent answers “Yes,” continue with the interview.*

*If the respondent answers “No” after taking a short break, follow the steps below depending on whether you are conducting the interview in person (Step 4a) or over the telephone (Step 4b).*

**If the respondent does not improve after the steps 1-3 or**

**if they express statements that they might hurt themselves or others *STOP THE INTERVIEW.***

**Step 4a (IN PERSON): Stay calm and say the following:**

- “It seems you are upset and it may be helpful to talk to a trained counselor. I can provide you with some resources that you can contact on your own, if you’d like?”

*If the respondent asks for resources, say the following:*

- “Thank you for participating and for sharing such sensitive information about your experiences. I’m going to provide you with a handout of resources. This has contact information for organizations that you can use if you want to talk about any feelings or emotions you experience.” **Give them a copy of the NCVS-110 Factsheet, show them the list of resources, and end the interview.**

*If the respondent doesn’t want the resources, say the following:*

- “Thank you for participating and for sharing such sensitive information about your experiences.” **End the interview.**

**Step 4b (TELEPHONE): Stay calm and say the following:**

- “It seems you are upset and it may be helpful to talk to a trained counselor. I can read you the list of some resources that you can contact on your own or mail the list of resources to you, which would you prefer?”

*If the respondent asks you to read the list of resources, say the following:*

- “Thank you for participating and for sharing such sensitive information about your experiences. Can you please get a pen and a piece of paper? I’m going to read you some different resources that you can contact if you would like to speak to someone at any point after we hang up.”
- **Click on the Resources tab and read the names of the crisis resources and toll-free numbers aloud from the Resources tab and then end the interview.**

*If the respondent asks you to mail the list of resources, say the following:*

- “Thank you for participating and for sharing such sensitive information about your experiences. I will mail a copy of the resources to you.” **End the interview.**

*If the respondent doesn’t want the resources, say the following:*

- “Thank you for participating and for sharing such sensitive information about your experiences.” **End the interview.**

## Distress Protocol – Respondents Ages 12-17

**Step 1: If the respondent is exhibiting any signs of distress, remain calm and ask the respondent one of the following:**

- “How are you doing?” or “Are you ok?” or “Do you have any questions?”

*If the respondent indicates they are “Ok” and do not have any questions, continue with the interview.*

*Otherwise continue to step 2.*

**Step 2: If the respondent does not respond or indicates they are distressed ask one of the following:**

- “Do you need to take a short break?”
- “Would you like to get your mom/dad/another adult at home?”

*If the youth answers “No”, then continue with the interview.*

*If the youth answers “Yes”, to taking a short break, allow the respondent to take a short break, mention something such as:*

- “Let’s stop and take a short break. I will check back in with you in a few moments. Some respondents may need a moment to collect themselves and will be willing to proceed.” Then continue with step 3.

*If the youth answers “Yes,” to getting a parent/adult then find a parent/adult or ask the youth to get a parent/adult if on the telephone. Update the parent/adult that the interview upset the young respondent and they would like a short break. Then continue with step 3.*

**Step 3: After the break, ask the respondent:**

- “Are you OK to continue with the interview?”

*If the respondent answers “Yes,” continue with the interview.*

*If the respondent answers “No” after taking a short break, follow the steps below depending on whether you are conducting the interview in person (Step 4a) or over the telephone (Step 4b).*

**If the respondent does not improve after the steps 1-3 or if they express statements that they might hurt themselves or others STOP THE INTERVIEW.**

**Step 4a (IN PERSON): Stay calm and say the following:**

- “It seems you are upset and it may be helpful to talk to a trained counselor. I can provide you with some resources that you can contact on your own, if you’d like?”

*If the respondent asks for resources, say the following:*

- “Thank you for participating and for sharing such sensitive information about your experiences. I’m going to provide you with a handout of resources. This has contact information for organizations that you can use if you want to talk about any feelings or emotions you experience.” **Give them a copy of the NCVS-110 Factsheet, show them the list of resources, and end the interview.**

*If the respondent doesn’t want the resources, say the following:*

- “Thank you for participating and for sharing such sensitive information about your experiences.” **End the interview.**

**Step 4b (TELEPHONE): Stay calm and say the following:**

- “It seems you are upset and it may be helpful to talk to a trained counselor. I can read you the list of some resources that you can contact on your own or mail the list of resources to you, which would you prefer?”

*If the respondent asks you to read the list of resources, say the following:*

- “Thank you for participating and for sharing such sensitive information about your experiences. Can you please get a pen and a piece of paper? I’m going to read you some different resources that you can contact if you would like to speak to someone at any point after we hang up.”
- **Click on the Resources tab and read the names of the crisis resources and toll-free numbers aloud from the Resources tab and then end the interview.**

*If the respondent asks you to mail the list of resources, say the following:*

- “Thank you for participating and for sharing such sensitive information about your experiences. I will mail a copy of the resources to you.” **End the interview.**

*If the respondent doesn’t want the resources, say the following:*

- “Thank you for participating and for sharing such sensitive information about your experiences.” **End the interview.**



# Classroom Paired Practice Interviews

Control Number 02880082J22000304

Now highlight the case with the address 286 Erasmus Dr. This is the case we want to interview, so launch the case to access the NCVS CAPI instrument. At the screen that says, "This is a training case," enter 1 to continue.

## DATECHANGE

(Enter 01/04/2024)

## CLOSEOUTCHANGE

(Press Enter)

## START

(Enter 1, Telephone interview)

## WHOTOCALL

(Enter 3, Cameron Woe)

**DIAL** FR: Hello. This is ♦YOUR NAME from the U.S. Census Bureau.  
May I please speak with Cameron Woe?

R: This is Cameron.

(Enter 1, This is the correct person or correct person called to the phone)

**INTROREC** 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. The survey questions ask for information about people's perceptions of community safety, their local police, and their experiences with victimization and crime in the past six months. The results will be used to help improve the way the government measures crime.

Are you available now to be interviewed?

R: Yes.

(Enter 1, Yes, respondent or proxy available)

## INTERVIEWSTATUS

(Enter 1, Continue with this respondent's interview)

**TIMEATADDRESS** FR: First are some questions just about you.

**How long have you lived at this address?**

R: 5 months.

(Enter 1, Less than 6 months)

**HOMELESS** FR: **Have you been homeless or without a regular place to stay at any time in the past 6 months, that is, since (date)?**

R: No.

(Enter 2, No)

**TIMEMOVED5YEARS** FR: **How many times have you moved in the past 5 years, that is, since January 2019?**

R: One time.

(Enter 1, 1)

**POL\_CONTACTCRIME** FR: **Next are some questions about experiences you may have had with the police in your area during the past 6 months, that is, since (date). Please include experiences with police officers, sheriff's deputies, state troopers, or school resource officers, but not with guards or other security personnel who are not part of the police.**

**During the past 6 months, have you contacted the police in your area to report a crime, disturbance, or suspicious activity?**

R: No.

(Enter 2, No)

**POL\_CONTACTNOCRIME**

FR: **During the past 6 months, have you contacted the police in your area to report something else, such as a traffic accident or medical emergency?**

R: No.

(Enter 2, No)

**POL\_MVSTOP** FR: **During the past 6 months, that is, since (date) have you...  
Been stopped by the police when you were driving or when you were a passenger in a motor vehicle?**

R: No.

(Enter 2, No)

**POL\_STOPPEDOTHER** FR: **Been stopped or approached by the police for some other reason?**

R: No.

(Enter 2, No)

**POL\_COMMUNITYWATCH**

FR: **Been at a community meeting, neighborhood watch, or other activities where the police took part?**

R: No.

(Enter 2, No)

**POL\_RESPECT**

FR: **The next questions ask for your views of the police in your area even though you may not have had direct contact with them recently. Please draw on everything you know about them and give your best judgments when you respond to these questions.**

**How respectfully do you think the police in your area treat people?**

- Very respectfully**
- Somewhat respectfully**
- Neither respectfully nor disrespectfully**
- Somewhat disrespectfully**
- Very disrespectfully**

R: Somewhat respectfully.

(Enter 2, Somewhat respectfully)

**POL\_TIME**

FR: **In your opinion, how much time and attention do the police in your area give to what people have to say?**

- A great deal of time**
- A lot of time**
- A moderate amount of time**
- A little time**
- No time at all**

R: I'm not really sure.

(Enter CTRL+D, for a blind don't know)

**POL\_FAIRLY**

FR: **In your opinion, how fairly do the police in your area treat people?**

- Very fairly**
- Somewhat fairly**
- Neither fairly nor unfairly**
- Somewhat unfairly**
- Very unfairly**

R: Somewhat fairly.

(Enter 2, Somewhat fairly)

**POL\_EFFECTIVE** FR: **How effective are the police at preventing crime in your area?**

**Very effective**  
**Somewhat effective**  
**Neither effective nor ineffective**  
**Somewhat ineffective**  
**Very ineffective**

R: Somewhat effective.

(Enter 2, Somewhat effective)

**POL\_TRUST** FR: **How much do you trust the police in your area?**

**Trust completely**  
**Somewhat trust**  
**Neither trust nor distrust**  
**Somewhat distrust**  
**Distrust completely**

R: Somewhat trust.

(Enter 2, Somewhat trust)

**POL\_RATEPOLICE** FR: **Taking everything into account, how would you rate the job the police in your area are doing?**

**A very good job**  
**A somewhat good job**  
**Neither a good nor a bad job**  
**A somewhat bad job**  
**A very bad job**

R: Somewhat good.

(Enter 2, A somewhat good job)

**VS\_INTRO** FR: **For the next questions, please think about things that happened to you since (date), no matter where they may have occurred, including things that happened in the past 6 months but before you moved to your current residence. The questions will cover theft, physical attacks, and unwanted sexual contact.**

(Enter 1 to continue)

**T\_CARRY** FR: **The next questions ask about different things that might have been stolen from you. This may have happened to you while you were at home, school, or somewhere else.**

**In the past 6 months, did anyone...**

**Steal something of yours that you carry, like a cell phone, money, a wallet, purse, or backpack?**

R: No.

(Enter 2, No)

**T\_WEAR**

FR: **Steal something of yours that you wear, like clothing, jewelry, or shoes?**

R: No.

(Enter 2, No)

**T\_INHOME**

FR: **Steal something of yours in your home, like a TV, computer, tools, or guns?**

R: No.

(Enter 2, No)

**T\_ONPROPERTY**

FR: **Steal something of yours from your porch, lawn, garage, or other part of your property, such as a bicycle, garden hose, or lawn furniture?**

R: No.

(Enter 2, No)

**T\_INVEHICLE**

FR: **Steal something of yours out of a vehicle, such as a package or groceries?**

R: No.

(Enter 2, No)

**T\_ELSE**

FR: **Steal anything else that belongs to you, including things that were stolen from you at school? Do not include stolen vehicles.**

R: No.

(Enter 2, No)

**T\_ATTEMPT**

FR: **In the past 6 months, did anyone TRY to steal anything that belongs to you, but not actually steal it?**

R: No.

(Enter 2, No)

**A\_WITHWEAPON**

FR: **The next few questions ask about any physical attacks against you personally. These may have happened at your home or while you were at school or away from home.  
Do not include threats and do not include incidents that were accidental or when you knew someone was playing.**

**In the past 6 months, did anyone attack or try to attack you...**

**With a weapon, such as a gun or knife?**

R: No.

(Enter 2, No)

**A\_OBJECT** FR: **With something else used as a weapon, like a baseball bat, scissors, or a stick?**

R: No.

(Enter 2, No)

**A\_THROW** FR: **By throwing something at you, such as a rock or bottle?**

R: No.

(Enter 2, No)

**A\_HITKICK** FR: **By hitting, slapping, grabbing, kicking, punching, or choking you?**

R: No.

(Enter 2, No)

**A\_OTHER** FR: **In the past 6 months, did anyone attack or try to attack you or use force against you in any other way? Please mention it even if you are not certain it was a crime. Do not include threats and do not include incidents that were accidental or when you knew someone was playing.**

R: No.

(Enter 2, No)

**A\_THREAT** FR: **In the past 6 months, did anyone THREATEN to attack you, but not actually do it?**

R: No.

(Enter 2, No)

**A\_KNOWNOFF** FR: **People sometimes don't think of attacks by someone they know, like a boyfriend or girlfriend, someone at school, a friend, a family member, a neighbor, or any other person they've met or known.**

**In the past 6 months, has anyone you know used any kind of physical force against you? Examples are if someone you know choked you, slapped you, hit you, attacked you with a weapon, or otherwise physically hurt you.**

R: No.

(Enter 2, No)

**SA\_UNWANTEDCONTACT**

FR: **The next questions are about any sexual contact in the past 6 months that YOU DID NOT CONSENT TO and that YOU DID NOT WANT to happen. The information you provide is confidential.**

**Sexual contact includes someone touching your private parts, unwanted sex, or making you do these kinds of things to them. This could have been done by someone you know well, someone you casually know, or a stranger and can happen to both boys and girls.**

**In the past 6 months...**

**Did anyone touch, grab, or kiss your private parts when you didn't want them to - or TRY to do this?**

R: No.

(Enter 2, No)

*Remember, all respondents are asked the sexual assault screener questions, and the wording used is slightly different based on the age of the respondent. Note the sexual assault screener questions here refer to "private parts" and sexual contact is defined as, "someone touching your private parts, unwanted sex, or making you do these kinds of things to them" since the respondent is under 16 years of age.*

**SA\_FORCE FR: Did anyone force you to have sexual contact by holding you down with his or her body, pinning your arms, hitting or kicking you, or using some other type of force - or TRY or THREATEN to do this?**

R: No.

(Enter 2, No)

**SA\_THREATENHURT FR: Did anyone threaten to physically hurt you or someone close to you if you did not have sexual contact?**

R: No.

(Enter 2, No)

**SA\_UNABLETOCONSENT**

**FR: Did anyone have sexual contact with you - or try to have sexual contact with you - while you were passed out, unconscious, asleep, or unable to consent because you were drunk or high?**

R: No.

(Enter 2, No)

**CA\_OTHERCRIME FR: To make sure this survey has captured everything that has happened to you, is there anything else that you might think of as a crime that happened to you, personally, in the past 6 months, that is, since (date) that you haven't mentioned? It could be something you called the police about, or something you didn't consider reporting to the police.**

R: No.

(Enter 2, No)

## INC\_REPORTS

(Enter 1 to continue)

**SOCIODEMO\_INTRO** FR: **The next questions ask about you. Remember all answers to this survey are confidential.**

(Enter 1 to continue)

*Since there have not been many changes to the socio-demographic screens, we'll end this interview here so we can continue with the other paired practice interview. At the **SOCIODEMO\_INTRO** screen, click on the **CHANGERESP** tab to select the next household member to be interviewed.*

*This tab has the FR instruction to verify whether you need to change respondents, and for this exercise enter 1, Yes. That will then take us to the **NEXTPERSON** screen.*

## NEXTPERSON

(Enter 4, Charlie Woe)

**FRs will now swap roles so the FR up to this point will now be the respondent.**

*Continue with the next paired-practice interview to interview Charlie Woe starting at the **INTERVIEWSTATUS** screen.*

*At the **INTERVIEWSTATUS** screen review the information to verify you have selected LN4, and that Charlie is displayed on the screen as who the interview is for and who you are talking to. After verifying that enter 1 to continue.*

## INTERVIEWSTATUS

(Enter 1, Continue with this respondent's interview)

*Since we are talking to a new respondent, you will introduce the survey to Charlie before continuing with her interview.*

## INTROFORNEWRESPONDENT

FR: **Hello, I'm ♦ YOUR NAME from the U.S. Census Bureau.**

**I'm calling 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 and older. The survey questions ask for information about people's perceptions of community safety, their local police, and their experiences with victimization and crime in the past six months. The**



**results will be used to help improve the way the government measures crime.**

**Are you available now to be interviewed?**

R: Yes.

(Enter 1, Yes)

**TIMEADDRESS FR: First are some questions just about you.**

**How long have you lived at this address?**

R: 5 months.

(Enter 1, Less than 6 months)

**HOMELESS FR: Have you been homeless or without a regular place to stay at any time in the past 6 months, that is, since (date)?**

R: No.

(Enter 2, No)

**TIMEMOVED5YEARS FR: How many times have you moved in the past 5 years, that is, since January 2019?**

R: One time.

(Enter 1, 1)

**POL\_CONTACTCRIME FR: Next are some questions about experiences you may have had with the police in your area during the past 6 months, that is, since (date). Please include experiences with police officers, sheriff's deputies, state troopers, or school resource officers, but not with guards or other security personnel who are not part of the police.**

**During the past 6 months, have you contacted the police in your area to report a crime, disturbance, or suspicious activity?**

R: No.

(Enter 2, No)

**POL\_CONTACTNOCRIME FR: During the past 6 months, have you contacted the police in your area to report something else, such as a traffic accident or medical emergency?**

R: No.

(Enter 2, No)

**POL\_MVSTOP FR: During the past 6 months, that is, since (date) have you...**

**Been stopped by the police when you were driving or when you were a passenger in a motor vehicle?**

R: No.

(Enter 2, No)

**POL\_STOPPEDOTHER FR: Been stopped or approached by the police for some other reason?**

R: No.

(Enter 2, No)

**POL\_COMMUNITYWATCH**

**FR: Been at a community meeting, neighborhood watch, or other activities where the police took part?**

R: No.

(Enter 2, No)

**POL\_RESPECT FR: The next questions ask for your views of the police in your area even though you may not have had direct contact with them recently. Please draw on everything you know about them and give your best judgments when you respond to these questions.**

**How respectfully do you think the police in your area treat people?**

**Very respectfully  
Somewhat respectfully  
Neither respectfully nor disrespectfully  
Somewhat disrespectfully  
Very disrespectfully**

R: Somewhat respectfully.

(Enter 2, Somewhat respectfully)

**POL\_TIME FR: In your opinion, how much time and attention do the police in your area give to what people have to say?**

**A great deal of time  
A lot of time  
A moderate amount of time  
A little time  
No time at all**

R: I guess a moderate amount of time.

(Enter 3, A moderate amount of time)

**POL\_FAIRLY FR: In your opinion, how fairly do the police in your area treat people?  
Very fairly**

**Somewhat fairly**  
**Neither fairly nor unfairly**  
**Somewhat unfairly**  
**Very unfairly**

R: Somewhat fairly.

(Enter 2, Somewhat fairly)

**POL\_EFFECTIVE** FR: **How effective are the police at preventing crime in your area?**

**Very effective**  
**Somewhat effective**  
**Neither effective nor ineffective**  
**Somewhat ineffective**  
**Very ineffective**

R: Somewhat effective.

(Enter 2, Somewhat effective)

**POL\_TRUST** FR: **How much do you trust the police in your area?**

**Trust completely**  
**Somewhat trust**  
**Neither trust nor distrust**  
**Somewhat distrust**  
**Distrust completely**

R: Somewhat trust.

(Enter 2, Somewhat trust)

**POL\_RATEPOLICE** FR: **Taking everything into account, how would you rate the job the police in your area are doing?**

**A very good job**  
**A somewhat good job**  
**Neither a good nor a bad job**  
**A somewhat bad job**  
**A very bad job**

R: Somewhat good.

(Enter 2, A somewhat good job)

**VS\_INTRO** FR: **For the next questions, please think about things that happened to you since (date), no matter where they may have occurred, including things that happened in the past 6 months but before you moved to your current residence. The questions will cover theft, physical attacks, and unwanted sexual contact.**

(Enter 1 to continue)

**T\_CARRY** FR: **The next questions ask about different things that might have been stolen from you. This may have happened to you while you were at home, school, or somewhere else.**

**In the past 6 months, did anyone...**

**Steal something of yours that you carry, like a cell phone, money, a wallet, purse, or backpack?**

R: No.

(Enter 2, No)

**T\_WEAR** FR: **Steal something of yours that you wear, like clothing, jewelry, or shoes?**

R: No.

(Enter 2, No)

**T\_INHOME** FR: **Steal something of yours in your home, like a TV, computer, tools, or guns?**

R: No.

(Enter 2, No)

**T\_ONPROPERTY** FR: **Steal something of yours from your porch, lawn, garage, or other part of your property, such as a bicycle, garden hose, or lawn furniture?**

R: No.

(Enter 2, No)

**T\_INVEHICLE** FR: **Steal something of yours out of a vehicle, such as a package or groceries?**

R: No.

(Enter 2, No)

**T\_ELSE** FR: **Steal anything else that belongs to you, including things that were stolen from you at school? Do not include stolen vehicles.**

R: No.

(Enter 2, No)

**T\_ATTEMPT** FR: **In the past 6 months, did anyone TRY to steal anything that belongs to you, but not actually steal it?**

R: No.

(Enter 2, No)

**A\_WITHWEAPON** FR: **The next few questions ask about any physical attacks against you personally. These may have happened at your home or while you were at school or away from home. Do not include threats and do not include incidents that were accidental or when you knew someone was playing.**

**In the past 6 months, did anyone attack or try to attack you...  
With a weapon, such as a gun or knife?**

R: No.

(Enter 2, No)

**A\_OBJECT** FR: **With something else used as a weapon, like a baseball bat, scissors, or a stick?**

R: No.

(Enter 2, No)

**A\_THROW** FR: **By throwing something at you, such as a rock or bottle?**

R: No.

(Enter 2, No)

**A\_HITKICK** FR: **By hitting, slapping, grabbing, kicking, punching, or choking you?**

R: No.

(Enter 2, No)

**A\_OTHER** FR: **In the past 6 months, did anyone attack or try to attack you or use force against you in any other way? Please mention it even if you are not certain it was a crime. Do not include threats and do not include incidents that were accidental or when you knew someone was playing.**

R: No.

(Enter 2, No)

**A\_THREAT** FR: **In the past 6 months, did anyone THREATEN to attack you, but not actually do it?**

R: No.

(Enter 2, No)

**A\_KNOWNOFF** FR: **People sometimes don't think of attacks by someone they know, like a boyfriend or girlfriend, someone at school, a friend, a family member, a neighbor, or any other person they've met or known.**

**In the past 6 months, has anyone you know used any kind of physical force against you? Examples are if someone you know choked you,**

**slapped you, hit you, attacked you with a weapon, or otherwise physically hurt you.**

R: No.

(Enter 2, No)

**SA\_UNWANTEDCONTACT**

FR: **The next questions are about any sexual contact in the past 6 months that YOU DID NOT CONSENT TO and that YOU DID NOT WANT to happen. The information you provide is confidential.**

**Sexual contact includes someone touching your private parts, unwanted sex, or making you do these kinds of things to them. This could have been done by someone you know well, someone you casually know, or a stranger and can happen to both boys and girls.**

**In the past 6 months...**

**Did anyone touch, grab, or kiss your private parts when you didn't want them to - or TRY to do this?**

R: No.

(Enter 2, No)

**SA\_FORCE**

FR: **Did anyone force you to have sexual contact by holding you down with his or her body, pinning your arms, hitting or kicking you, or using some other type of force - or TRY or THREATEN to do this?**

R: No.

(Enter 2, No)

**SA\_THREATENHURT**

FR: **Did anyone threaten to physically hurt you or someone close to you if you did not have sexual contact?**

R: No.

(Enter 2, No)

**SA\_UNABLETOCONSENT**

FR: **Did anyone have sexual contact with you - or try to have sexual contact with you - while you were passed out, unconscious, asleep, or unable to consent because you were drunk or high?**

R: No.

(Enter 2, No)

**CA\_OTHERCRIME**

FR: **To make sure this survey has captured everything that has happened to you, is there anything else that you might think of as a crime that happened to you, personally, in the past 6 months, that is, since (date)**

**that you haven't mentioned? It could be something you called the police about, or something you didn't consider reporting to the police.**

R: No.

(Enter 2, No)

### **INC\_REPORTS**

(Enter 1 to continue)

**SOCIODEMO\_INTRO** FR: **The next questions ask about you. Remember all answers to this survey are confidential.**

*There have not been many changes to the socio-demographic screens, so we'll end this interview here. At the **SOCIODEMO\_INTRO** screen, F10 to get out of the instrument and Enter 1 at **REFCBBREAK**. Fill out the Case Notes and pCHI for this case. For the Case Notes, remember, we interviewed Cameron and Charlie Woe and no incidents were reported. This is the end of the paired practice interviews.*

Attachment 12: NCVS-570 Regional Office Manual



NCVS-570  
(January 2017)

# NCVS

## National Crime Victimization Survey



## Regional Office Manual





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# Chapter 1: Introduction to the National Crime Victimization Survey

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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**

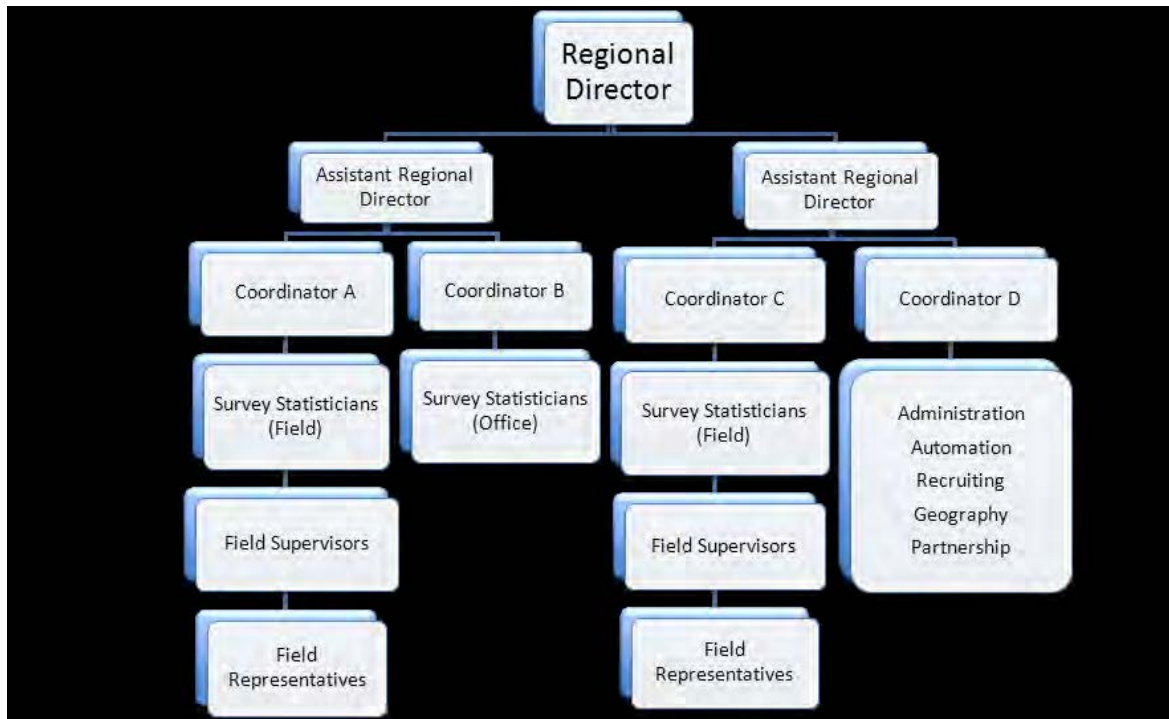
Office clerks assist the SSO with office activities. Their duties include:

- 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.

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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.

---

<b>Releasing NCVS Assignments</b>	During the last week of the month, the RO staff release the FR assignments for the next month.
<b>Creating the CATI and Reinterview Workload Files</b>	<p>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.</p> <p>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.</p>
<b>NCVS Interviewing</b>	Interviewing for NCVS begins on the first day of the month and ends on the last weekday of the month.
<b>CATI Closeout</b>	Computer assisted telephone interviewing ends for the month.
<b>FR Closeout</b>	Interviewing stops for the month and FRs make a final transmission.
<b>RO Closeout</b>	<p>RO closeout is scheduled at 12:00 noon local time on the last weekday of the interview month.</p> <p>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.</p>

## **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.



---

<b>The Mail Flag</b>	<p>The mail flag is set on new sample cases by an algorithm that determines if the available addresses are suitable for mail.</p> <p>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:</p> <p>1 = Sample address 2 = Mailing address 3 = No good address</p> <p>A mailing label will not print if the mail flag is set to 3.</p>
<b>Mail Respondent Letters</b>	<p>The RO mails the respondent letter as appropriate. Mail the letters to units that have deliverable mailing addresses.</p> <p>Do not send letters to units in rural areas unless the RFD route number, box number, town, state, and ZIP codes are known.</p>
<b>Set Assignment Parameters</b>	<p>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.</p>
<b>PSU</b>	<p>If the workload in a PSU is the size of one assignment, assign the entire PSU to one FR.</p>
<b>Place</b>	<p>If the workload in a PSU is more than one assignment, assign the PSU workload to FRs by place or groups of places.</p>
<b>ZIP Code</b>	<p>If the workload in a place is too large for an individual FR, assign the place workload to FRs by ZIP Code.</p>

**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



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## **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](mailto:fld.labor.and.crime.surveys@census.gov)**

⇒ **Email share account used by the HQ NCVS liaison staff.**

**[fld.ro.ncvs@census.gov](mailto:fld.ro.ncvs@census.gov)**

⇒ **Email list that includes the RO NCVS accounts for all six ROs.**

**[fld.all.regional.offices@census.gov](mailto: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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## **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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## **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 10<sup>th</sup> century – George Boole. Boolean is the basis of modern computer logic and George Boole is regarded in hindsight as one of the founders of 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 1<sup>st</sup> field you drag will be the primary sort. The 2<sup>nd</sup> 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.



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**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.



## Chapter 6: Monitoring Progress

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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 Partial. 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 – Partial**

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.



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## 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.

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## 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.

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<b>Final Outcome Code Report (CAPI 8)</b>	<p>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.</p> <p>You can generate this report by FR Code, FS Code, or SSF Team.</p>
<b>Type A, D, and Z Report (CAPI 6)</b>	<p>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.</p> <p>For NCVS, there is no Type D classification and thus this type of noninterview will not appear on the report.</p> <p>A Type Z interview in NCVS indicates labor force items were not collected from an eligible household member.</p>
<b>Type Cs and Extras Report</b>	<p>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.</p> <p>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.</p>
<b>Contact History Instrument (CHI) Reports</b>	<p>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.</p>

**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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## **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
<b>Type As</b>			
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

<b>Type Bs (continued)</b>			
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
<b>Type Cs</b>			
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
<b>Type Ds</b>			
032	360 (398)	51	HH replaced by new HH since original interview
<b>Discrepancy Cases</b>			
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

<b>RO/HQ Discretion</b>			
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)

<b>SUSPECTED FALSIFICATION</b>			
<i>All cases with disposition codes greater than or equal to 060 are suspected of falsification (SF)</i>			
<b>Disposition (QC Outcome Subtype)</b>	<b>Outcome</b>	<b>Action</b>	<b>Description</b>
<b>Type As</b>			
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
<b>Type Bs</b>			
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

<b>Type Cs</b>			
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
<b>Type Ds</b>			
085	360 (399)	51	HH replaced by new HH since original interview
<b>Misclassified Cases</b>			
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
<b>Discrepancy Cases</b>			
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 interview 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:

<b>Type A Categories Outcome Codes</b>	
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:



<b>Type B Categories Outcome Codes</b>	
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:

<b>Type C Categories Outcome Codes</b>	
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.

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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.**

<b>Selecting a Password (continued)</b>	Laptop users are required to change their password on a regular basis.
<b>Protecting Passwords</b>	<p>Intruders can easily circumvent the protection afforded by passwords if users do not take basic precautions to safeguard passwords.</p> <p>Have users memorize passwords. It is against Bureau regulations to write down a computer password. Users must remember passwords reliably.</p> <p>If an RO password is forgotten, the ROCS will need to provide assistance.</p>
<b>Sign-on Attempts</b>	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.
<b>Unauthorized Software</b>	<p>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.</p> <p>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.</p> <p>Use of unauthorized software may take up working memory needed for official work, which can directly interfere with the operation of official software.</p>



**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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Attachment 13: NCVS-541 Reinterview Instrument Screens

## National Crime Victimization Survey Reinterview Instrument Design 2024 Redesign Set of Questions

The reinterview (RI) instrument is separated into the front, middle, and back sections. RI questions are meant for the household respondent. There is, however, verification that both household and personal crime categories were asked of the respondent during the original interview. For original case noninterviews the reinterviewer uses contact persons, such as neighbors, to verify the status of the housing unit.

### I. Front

In the front of the instrument, the reinterviewer introduces himself/herself and tries to contact the original respondent.

### II. Middle

The middle of the RI instrument has questions to determine if an interview was conducted using proper survey procedures. The middle also contains verification that questions on select household and personal crime categories were asked during the interview.

- Did the interviewer conduct the interview in person or over the telephone? (Screen *ORMODE*)
- Was the interviewer polite and professional? (Screen *POLITE*)
- About how long did the interview last? (Screens *LENGTH\_H* and *LENGTH\_M*)
- Did the interviewer use a laptop computer? (For personal visit original interviewers only) (Screen *LAPTOP*)
- Our records indicate [Fill: Roster List] was/were living or staying at [Fill: ADDRESS] on [Fill: INTDATE]. Is this correct? (Screen *ROSTER\_1*)
- Have I missed any household member who was living or staying here on [Fill: date]? (Screen *ROSTER\_3*)

## Verification of Demographic Characteristics Collected with the Roster

- I have [Fill: YOU\_NAME\_CC] listed as [Fill: AGE\_NO] [Fill: YEAR\_YEARS] old [Fill: AS\_OF\_LAST\_MONTH]. Is that correct? (Screen *AGE\_CHECK*)
- [Fill: IS\_ARE] [Fill: YOU\_NAME\_CC] a child, a teenager, or an adult?  
[Fill: IS\_ARE] [Fill: YOU\_HE\_SHE] ...
  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?  
(Screen *AGE\_RANGE*)
- I have [Fill: YOUR\_NAMES] race listed as [Fill: DRACE]. Is that correct? (Screen *RACE\_VER*)
- 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 (Screen *RACE*)
- I have [Fill: YOU\_NAME\_CC] listed as [Fill: ORIGN] being Spanish, Hispanic, or Latino. Is that correct? (Screen *ORIGIN\_VER*)
- [Fill: IS\_ARE] [Fill: YOU\_NAME\_CC] Spanish, Hispanic, or Latino? (Screen *ORIGIN*)

## Property and Personal Crime Questions Verification (Household respondent only)

- Now I am going to ask you a few questions to verify that the survey was administered correctly. Each person can be asked different questions, so please answer questions according to your memory. (Screen *RI\_INTROSURVEY*)
- Did the interviewer ask you [Fill: “or someone in your household”] if things might have been stolen from you while you [Fill: “or someone in your household”] were at home, work, school or somewhere else? (Screen *RI\_THEFT*)
- At any point in the past 6 months, have you or someone you live with owned a car, van, truck, motorcycle, or other motor vehicle? (Screen *RI\_MV\_OWNVEHICLE*)
- [Asked of persons that answered yes to *RI\_MV\_OWNVEHICLE*] Did the interviewer ask you [Fill: “or someone in your household”] if anyone has stolen or tried to steal a vehicle belonging to you or anyone you live with, or used it without permission? (Screen *RI\_MV\_THEFT*)

- [Asked of persons that answered yes to *RI\_MV\_OWNVEHICLE*] Did the interviewer ask you [Fill: “or someone in your household”] if anyone has stolen or tried to steal any vehicle parts such as a tire, car stereo, GPS, hubcap, battery, or gas from a vehicle? (Screen *RI\_MVP\_PARTS\_GAS*)
- Did the interviewer ask you [Fill: “or someone in your household”] if anyone has-
  - Broken in or tried to break into your home by forcing a door or window, pushing past someone, jimmying a lock, cutting a screen, or coming through an open door or window?
  - Broken in or tried to break into your garage, shed, or storage room? OR
  - Broken in or tried to break into a hotel or motel room or vacation home where you were staying? (Screen *RI\_BREAKIN*)
- Did the interviewer ask you [Fill: “or someone in your household”] if someone vandalized your home, car, or something else that belongs to you or someone else living here?
  - **If further clarification is needed, read:**
    - Vandalism is when someone deliberately damages or destroys something belonging to you. Examples are breaking windows, slashing tires, or painting graffiti on walls. (Screen *RI\_V\_PROPERTY*)
- Did the interviewer ask you [Fill: “or someone in your household”] if someone deliberately injured or killed an animal, such as a pet or livestock, that belonged to you or someone you live with? (Screen *RI\_V\_INJUREKILLANIMAL*)
- Did the interviewer ask you [Fill: “or someone in your household”] if anyone physically attacked or tried to attack [Fill: “you/them”]? This may have happened at your home or while [Fill: “you/they”] were at work, school, or away from home. (Screen *RI\_ATTACK*)
- Did the interviewer ask you [Fill: “or someone in your household”] if anyone THREATENED to attack [Fill: “you/them”] but did not actually do it? (Screen *RI\_THREAT*)
- Incidents involving forced or unwanted sexual contact are often difficult to talk about. The information you provide is confidential.

Did the interviewer ask you [Fill: “or someone in your household”] about any sexual contact that [Fill: “YOU/THEY”] DID NOT CONSENT TO and that [Fill: “YOU/THEY”] DID NOT WANT to happen? (Screen *RI\_SA\_UNWANTEDCONTACT*)



- Did the interviewer ask you [Fill: “or someone in your household”] if there was anything else that may have happened to [Fill: “you/them”] that [Fill: “you/they”] might think of as a crime? It could have been something that [Fill: “you/they”] called the police about, or something [Fill: “you/they”] didn't consider reporting to the police. (Screen *RI\_CAOTHERCRIME*)

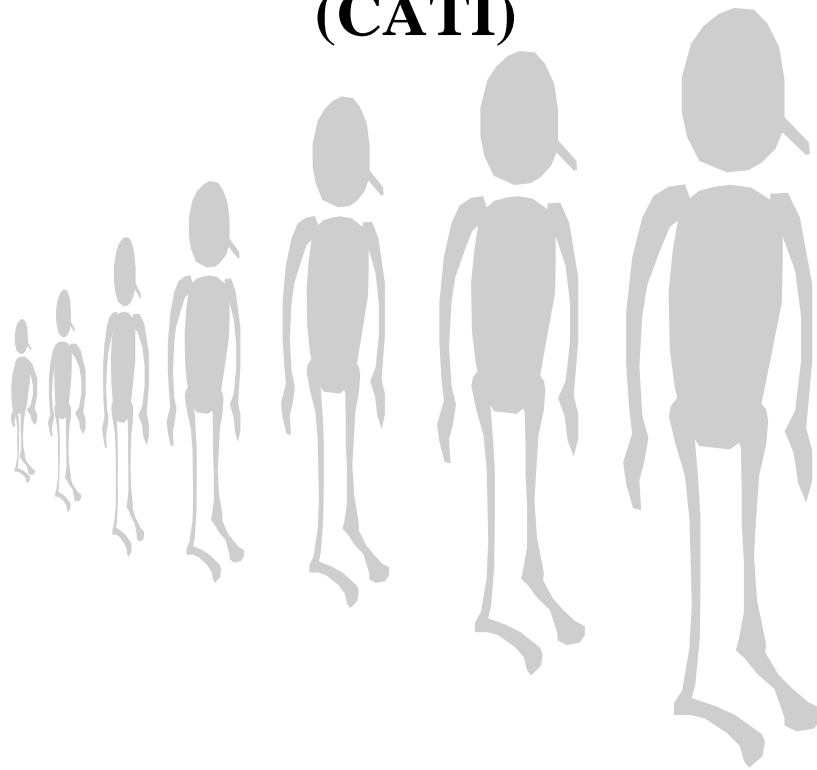
### **III. Back**

In the back of the instrument, the reinterviewer finishes the RI and thanks the respondent for their participation. The RI instrument will display any discrepancies and allow the reinterviewer to make a determination in regard to falsification.

Attachment 14: 11-170 CATI Reinterview Training Guide

Form 11-170  
April 2016

# **National Crime Victimization Survey Quality Control Reinterview Computer-Assisted Telephone Interviewing (CATI)**



## **Reinterviewer Training Guide**

***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**

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### **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

## About this Training

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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.

## **About this Training**

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### **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.

## About this Training

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- 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.

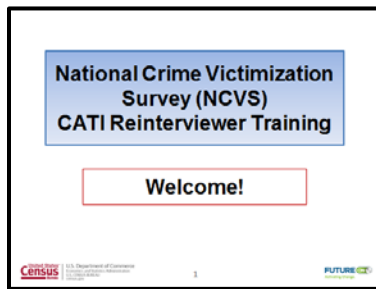
## **Presenter’s outline**

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## **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.)**

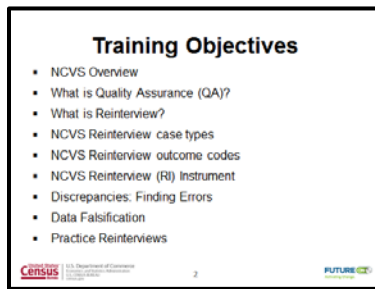
Welcome to the National Crime Victimization Survey CATI Reinterviewer classroom training! Throughout this training, I’ll often refer to the National Crime Victimization Survey Reinterview as “NCVS RI.”

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.

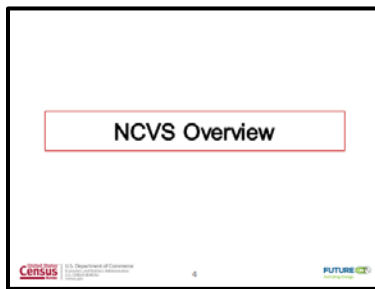
Please tell us:

- 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.

## **Unit 1: Introductions, NCVS Overview, and Quality Assurance**

**(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

## **Unit 1: Introductions, NCVS Overview, and Quality Assurance**

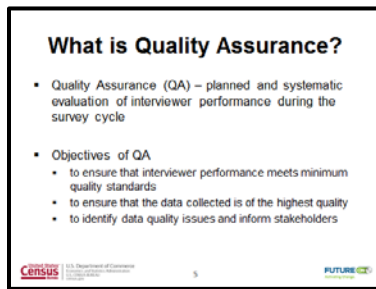
attainment. After a roster with demographics is established, we then ask questions to determine whether any of the household members were victimized by crime during the 6-month reference period. These questions are referred to as the screening portion of the NCVS. This portion of the NCVS is designed 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.)**

# **Unit 1: Introductions, NCVS Overview, and Quality Assurance**

## **Notes**

## **Unit 2: NCVS RI Case Types and Outcome Codes**

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### **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**

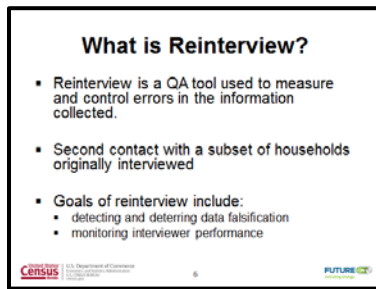
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Unit 2 Knowledge Check Answer Key .....	2-15

### **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

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### What is Reinterview?

**(Show the “What is Reinterview?” slide. Read the following text to the participants.)**

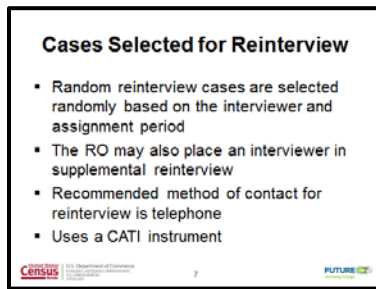
Let us begin this training unit with the definition of “Reinterview.” As we just discussed, reinterview is a QA tool that is used to measure and control errors in the data and information that’s collected. It is a second contact with a subset of households interviewed in Production. The NCVS RI instrument 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.

## Unit 2: NCVS RI Case Types and Outcome Codes

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### 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.

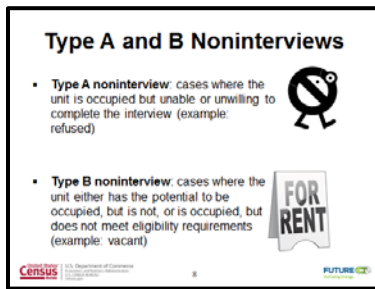
How are the supplemental cases selected? The Regional Office and/or Census Headquarters (HQ) may place an interviewer with an original assignment in supplemental reinterview.

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.



## Unit 2: NCVS RI Case Types and Outcome Codes

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### 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**

## Unit 2: NCVS RI Case Types and Outcome Codes

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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.

## **Unit 2: NCVS RI Case Types and Outcome Codes**

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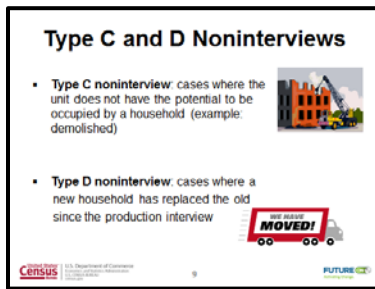
The checkmarks in the “Production,” “Eligible for RI,” and “RI Case Status” sub-columns mean that you can get a Type B noninterview in Production *and* it is eligible to be reinterviewed. You would just talk to the contact person or qualified proxy, who confirmed the case was a Type B instead of a household 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.)**

## Unit 2: NCVS RI Case Types and Outcome Codes

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### 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

## **Unit 2: NCVS RI Case Types and Outcome Codes**

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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.

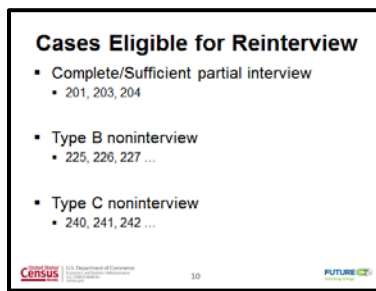
Understanding these noninterview types is important because you will verify the production interview outcome and if that outcome is wrong, you will need to identify the type it *should* have been.

Are there any questions about Type C and Type D noninterviews?

**(Answer questions.)**

## Unit 2: NCVS RI Case Types and Outcome Codes

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### 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:**

## Unit 2: NCVS RI Case Types and Outcome Codes

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- 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

## **Unit 2: NCVS RI Case Types and Outcome Codes**

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in future months, and we don't want to lose any sample permanently if it should have been a housing unit.

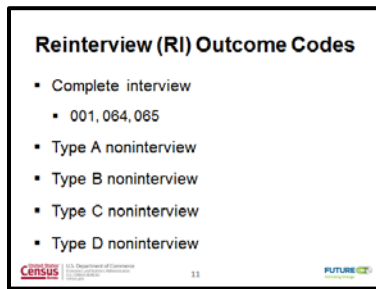
Take a minute now and look over the Type C outcome code descriptions.

**(Allow time.)**



## Unit 2: NCVS RI Case Types and Outcome Codes

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### 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

## **Unit 2: NCVS RI Case Types and Outcome Codes**

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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.

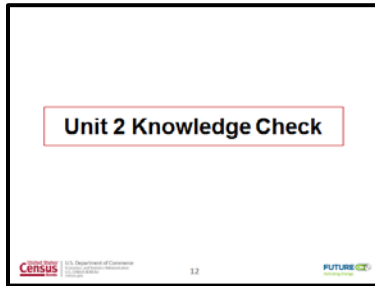
If a line only has one number in the RI Disposition column, it means that falsification is automatically set as suspected or not. An example is “065” – Discrepancy – Laptop not used. This is always suspected of falsification.

Are there any questions about the NCVS RI Outcomes Codes?

**(Answer questions.)**

## Unit 2: NCVS RI Case Types and Outcome Codes

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### **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: NCVS RI Case Types and Outcome Codes

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### 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.

# Unit 2: NCVS RI Case Types and Outcome Codes

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## Notes

## **Unit 3: NCVS RI Instrument**

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### **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**

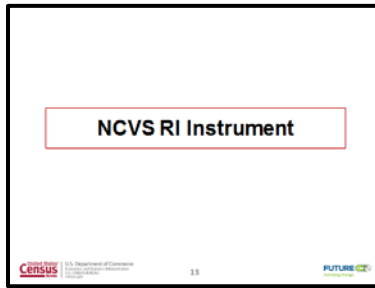
- Computer and projection system
- PowerPoint slides
- Form 11-171 – National Crime Victimization Survey Quality Control Reinterview Computer-Assisted Telephone Interviewing Reinterviewer Training Workbook, April 2016

### **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.

## Unit 3: NCVS RI Instrument

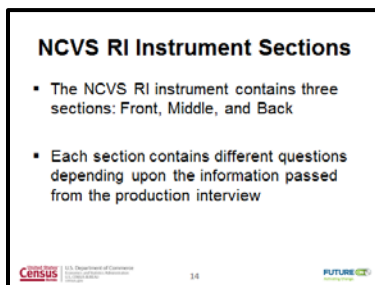
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### NCVS RI Instrument

**(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.

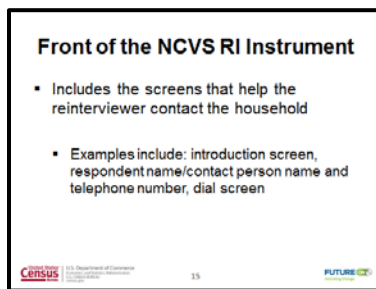


**(Show the “NCVS RI Instrument Sections” slide. Read the following text to the participants.)**

The RI instrument contains three sections – Front, Middle, and Back. Each section contains different questions depending upon the information passed from the production interview.

## Unit 3: NCVS RI Instrument

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### 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.

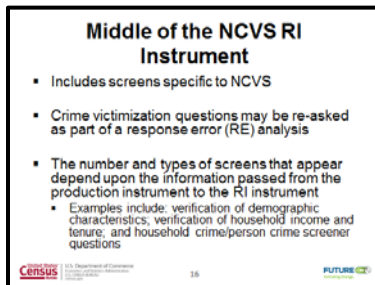


## Unit 3: NCVS RI Instrument

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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

## **Unit 3: NCVS RI Instrument**

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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.

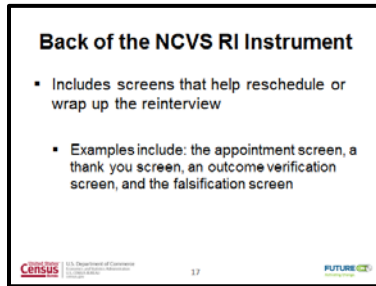
If the RE sample person is not available, the RI instrument will NOT allow a proxy to answer questions for the RE sample person. The RI instrument will guide you through what to do when the RE sample person is unavailable. You will have the option of scheduling a time to complete the reinterview if the 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.

## Unit 3: NCVS RI Instrument

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### 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.

## **Unit 3: NCVS RI Instrument**

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**(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.

## Unit 3: NCVS RI Instrument

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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

## Unit 3: NCVS RI Instrument

**(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.

### Unit 3: NCVS RI Instrument

Screen	Selection/Action
<b>RIRESP</b>	Enter 1
<b>(Interrupt and say)</b>	
<p>First, we confirm that they did in fact contact the respondent for <i>this assignment period</i> 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.</p>	
Screen	Selection/Action
<b>CONTACT_C</b>	1. Yes
<b>(Interrupt and say.)</b>	
<p>This screen confirms how the interview was conducted. Again, we are interested in the interview for <i>this assignment period</i>. 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 <b>the interview</b> was done. Most of the time you should pick, either 1 or 2. We will say Jane was visited and enter 1.</p>	
Screen	Selection/Action
<b>ORMODE</b>	1. Personal Visit Only
<b>(Interrupt and say.)</b>	
<p>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."</p>	

## Unit 3: NCVS RI Instrument

Screen	Selection/Action
<b>POLITE</b>	1. Yes
<b>(Interrupt and say)</b>	
<p>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.</p>	
Screen	Selection/Action
<b>LENGTH_H</b>	Enter 0
<b>LENGTH_M</b>	Enter 45
<b>(Interrupt and say)</b>	
<p>Enter 1 to indicate that the interviewer used a laptop to conduct the interview.</p>	
Screen	Selection/Action
<b>LAPTOP</b>	1. Yes
<b>(Interrupt and say)</b>	
<p>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.</p>	
Screen	Selection/Action
<b>ROSTER_1</b>	1. Yes



## Unit 3: NCVS RI Instrument

<b>(Interrupt and say)</b>	
<p>ROSTER_3 confirms there isn't anyone who needs to be added to the roster. Jane says the roster is correct. Enter 2.</p>	
<b>Screen</b>	<b>Selection/Action</b>
<b>ROSTER_3</b>	2. No
<b>(Interrupt and say)</b>	
<p>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.</p> <p>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.</p>	
<b>Screen</b>	<b>Selection/Action</b>
<b>AGE_CHECK</b>	1. Yes
<b>SEX_VER</b>	1. Yes
<b>RACE_VER</b>	1. Yes
<b>ORIGIN_VER</b>	1. Yes
<b>MARITAL_VER</b>	1. Yes

## Unit 3: NCVS RI Instrument

**(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
<b>RI_HHINCOME_VER</b>	1. Yes
<b>RI_HHTENURE_VER</b>	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
<b>RI_SQTHEFT</b>	2. No
<b>RI_SQBREAKIN</b>	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.

### Unit 3: NCVS RI Instrument

Screen	Selection/Action
<b>RI_SQTOTALVEHICLES</b>	1
<b>(Interrupt and say)</b>	
<p>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.</p>	
Screen	Selection/Action
<b>RI_SQMVTHEFT</b>	2. No
<b>RI_SQATTACKWHERE</b>	2. No
<b>RI_SQATTACKHOW</b>	2. No
<b>RI_SQTHEFTATTACKKNOWNOFF</b>	2. No
<b>RI_SQSEXUAL</b>	2. No
<b>RI_SQCALLPOLICECRIME</b>	2. No
<b>RI_SQNOCALLPOLICECRIME</b>	2. No
<b>(Interrupt and say)</b>	
<p>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 <i>are not</i> done with the reinterview case, you are done with the interview. Hang up with the respondent.</p> <p>Enter 1 to continue.</p>	
Screen	Selection/Action
<b>THANK_YOU</b>	1. Continue

## Unit 3: NCVS RI Instrument

**(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
<b>RI_OUTCM</b>	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
<b>FALSIF</b>	2. No

**(Interrupt and say)**

Select 1 to continue on this READYWRAP screen.

## Unit 3: NCVS RI Instrument

Screen	Selection/Action
<b>READYWRAP</b>	1. Continue
<p><b>(Interrupt and say)</b></p> <p>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.</p> <p><b>(Allow time.)</b></p> <p>As the table shows, an outcome code of “001” means the original interview or noninterview is verified as correct.</p> <p>Enter 1 to continue.</p>	
Screen	Selection/Action
<b>Show_Ctrl</b>	1. Enter 1 to continue.

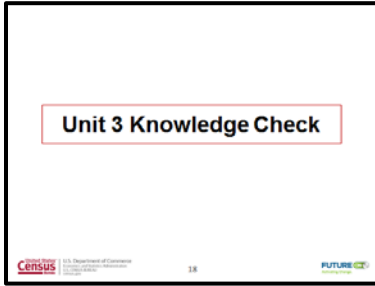
Now you will enter the appropriate notes and exit the case. We’ll talk about the importance of notes later. For now, just enter “Complete” and exit the case.

Do you have any questions about the RI Instrument?

**(Answer questions.)**

## Unit 3: NCVS RI Instrument

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### **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: NCVS RI Instrument

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### 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

## **Unit 3: NCVS RI Instrument**

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### **Notes**



## Unit 4: Discrepancies and Finding Errors

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### **Objectives**

At the conclusion of this unit, participants will know about finding production interview discrepancies.

### **Presenter's outline**

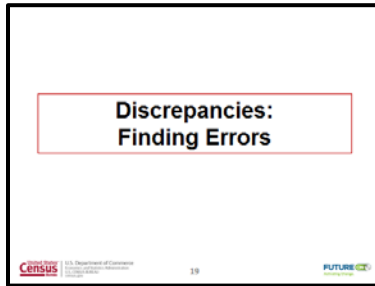
Discrepancies: Finding Errors.....	4-2
What is a Discrepancy? .....	4-2
Applicable RI Discrepancies .....	4-3
Unit 4 Knowledge Check.....	4-7
Unit 4 Knowledge Check Answer Key .....	4-8

### **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

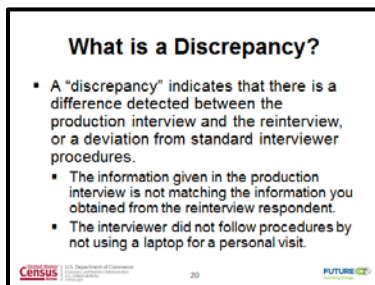
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### Discrepancies: Finding Errors

**(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.)**

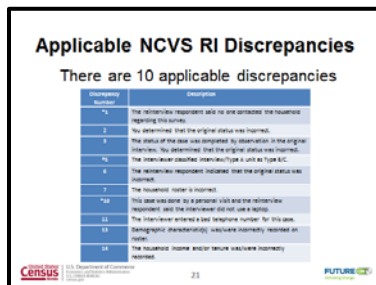
A “discrepancy” is a difference detected between the reinterview and production interview. It indicates that the information given in the production interview is not matching the information you obtained from the reinterview respondent, or that there

## Unit 4: Discrepancies and Finding Errors

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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 NCVS RI Discrepancies**  
There are 10 applicable discrepancies

Discrepancy Number	Description
1	The interviewer requested and he did not provide the household regarding this survey.
2	No determination that the original status was changed.
3	The status of the unit was determined to be occupied in the original interview. No determination that the original status was changed.
4	The interviewer requested interview type a unit is Type B/C.
5	The interviewer requested indicated that the original status was changed.
6	The interviewer number is incorrect.
7	This unit was done as a personal visit and the interviewer requested that the interviewer did not use a laptop.
8	The interviewer entered a non-response number for this case.
9	Demographic characteristics were not correctly reported on cases.
10	The household income and/or tenure were not correctly reported.

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### 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 note 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

## Unit 4: Discrepancies: Finding Errors

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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.)**

## Unit 4: Discrepancies and Finding Errors

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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

## **Unit 4: Discrepancies: Finding Errors**

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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.

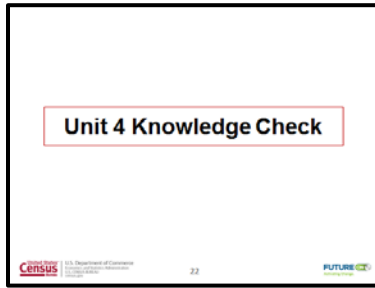
For all of these discrepancies, suspected falsification is not automatic. Keep in mind that you *can* suspect falsification when a case generates a discrepancy other than 1, 5, and 10, but usually those are more errors in procedures and not intentional.

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: Discrepancies and Finding Errors

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### 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: Discrepancies: Finding Errors

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### 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.



## Unit 4: Discrepancies and Finding Errors

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### Notes

## Unit 5: Data Falsification

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### **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**

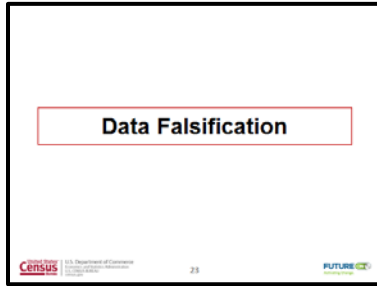
Data Falsification .....	5-2
RI_OUTCM screen.....	5-3
What is Data Falsification?.....	5-5
When Falsification is suspected .....	5-6
FALSIF and FALSIF2 screens .....	5-8
Using RI Notes.....	5-9
Required RI Notes .....	5-10
Unit 5 Review Activity .....	5-13

### **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

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### **Data Falsification**

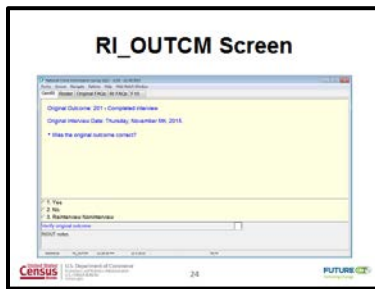
**(Show the “Data Falsification” slide. Read the following text to the participants.)**

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.

## Unit 5: Data Falsification

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### 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?

## Unit 5: Data Falsification

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**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

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**What is Data 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.
  - Intentionally misreporting the household roster.

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### 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.

## Unit 5: Data Falsification

If the FALSIF or FALSIF2 screen displays discrepancy...	Then...
1 The reinterview respondent said no one contacted the household regarding this survey.	Falsification is suspected automatically.
5 The interviewer classified Interview/Type A unit as Type B/C.	The FALSIF2 screen appears.
10 This case was done by a personal visit and the reinterview respondent said the interviewer did not use a memo.	Falsification is suspected automatically.
1 with any other discrepancy number	The FALSIF2 screen appears.
5 with any other discrepancy number	Usually Select 2. No on FALSIF
10 with any other discrepancy number	Always select 2. No on FALSIF
2, 3, 6, 7, 11, 13 or 14 (not 1, 5, or 10)	
No discrepancies.	

### 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

## Unit 5: Data Falsification

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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

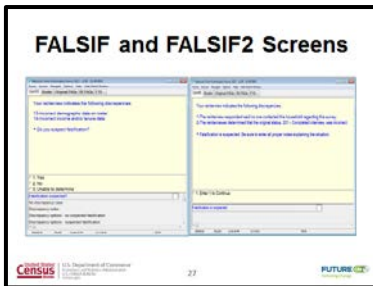


## Unit 5: Data Falsification

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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

## Unit 5: Data Falsification

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when this happens. Again, we'll talk more about noninterviews later.

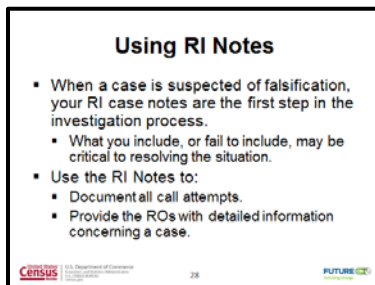
I want to emphasize that you should **NOT** speed through the FALSIF screen. This screen is one of the last few screens you will see in the reinterview instrument and it's easy to quickly enter 1's and exit the instrument.

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

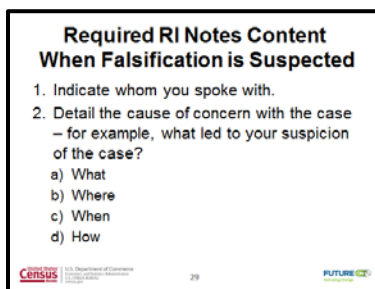
**(Show the "Using RI Notes" slide. Read the following text to the participants.)**

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

## Unit 5: Data Falsification

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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.)**

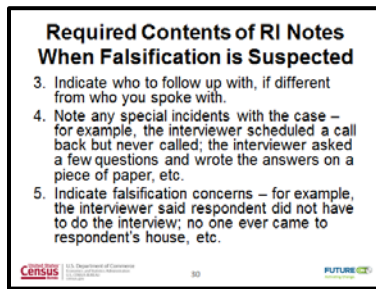
Page 5-8 in your workbook provides the required contents for RI notes when you suspect falsification.

**(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.

## Unit 5: Data Falsification

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**(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

## **Unit 5: Data Falsification**

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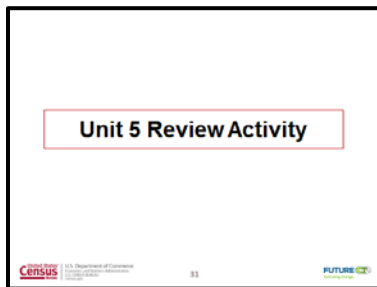
should not probe. If need be you can clarify an answer as always, but we do not want you to probe.

Do you have any questions about using RI notes or anything else we've covered in this training segment?

**(Answer questions.)**

## Unit 5: Data Falsification

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### **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.)**

## Unit 5: Data Falsification

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### Notes

## **Unit 6: Walk-through Reinterviews**

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### **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**

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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

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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
<b>HELLO_TC_CT</b>	<b>Yes, this is Jane.</b> Enter 1
<b>INTRO_TC_CT</b>	<b>Yes.</b> Enter 1
<b>INTROB_RI_CT</b>	<b>That's fine.</b> Enter 1. Yes
<b>RIRESP</b>	We know we're talking to Jane, so Enter 1.
<b>CONTACT_C</b>	<b>Yes.</b> Enter 1.
<b>ORMODE</b>	<b>We spoke over the phone.</b> Enter 2
<b>POLITE</b>	<b>Yes.</b> Enter 1

## Unit 6: Walk-through Reinterviews

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Screen	Selection/Action/Text for the trainer
<b>LENGTH_H</b>	<b>It was about an hour and 10 minutes.</b> Enter 1
<b>LENGTH_M</b>	Enter 10
<b>ROSTER_1</b>	<b>Yes, it's just me and my husband.</b> Enter 1
<b>ROSTER_3</b>	<b>Nope.</b> Enter 2
<b>AGE_CHECK</b> (LNO 1)	<b>Yes.</b> Enter 1
<b>SEX_VER</b> (LNO 1)	<b>Yes.</b> Enter 1
<b>RACE_VER</b> (LNO 1)	<b>Yes.</b> Enter 1
<b>ORIGIN_VER</b> (LNO 1)	<b>Yes.</b> Enter 1
<b>MARITAL_VER</b> (LNO 1)	<b>Yes.</b> Enter 1
<b>AGE_CHECK</b> (LNO 2)	<b>Yes, he is.</b> Enter 1
<b>SEX_VER</b> (LNO 2)	<b>Yes.</b> Enter 1

## Unit 6: Walk-through Reinterviews

Screen	Selection/Action/Text for the trainer
<b>RACE_VER</b> (LNO 2)	<b>Yes.</b> Enter 1
<b>ORIGIN_VER</b> (LNO 2)	<b>Yes.</b> Enter 1
<b>MARITAL_VER</b> (LNO 2)	<b>Yes.</b> Enter 1
<b>RI_HHINCOME</b>	<b>Between \$35,000 - \$39,999.</b> Enter 21
<b>RI_HHTENURE_VER</b>	<b>Yes, we own our home.</b> Enter 1
<b>RI_SQTHEFT</b>	<b>No.</b> Enter 2
<b>RI_SQBREAKIN</b>	<b>No.</b> Enter 2
<b>RI_SQTOTALVEHICLES</b>	<b>We have two cars.</b> Enter 2
<b>RI_SQMVTHEFT</b>	<b>No.</b> Enter 2

## Unit 6: Walk-through Reinterviews

<p><b>(Interrupt and say.)</b></p> <p>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.</p>	
<b>Screen</b>	<b>Selection/Action/Text for the trainer</b>
<b>RI_THANKHR</b>	<p><b>Sure. Hold on. I'll put him on the phone.</b></p> <p>1. Continue</p>
<p><b>(Interrupt and say.)</b></p> <p>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.</p> <p>If the RE sample person will <u>not</u> 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.</p> <p>Remember, a case is still considered to be a complete reinterview, even if you are unable to reach the RE sample person.</p> <p>In this case, Jane told us that Andrew is available, so we'll enter 1 on this screen.</p>	

## Unit 6: Walk-through Reinterviews

Screen	Selection/Action/Text for the trainer
<b>RI_SPEAKTOSP</b>	<b>Hello, this is Andrew.</b> Enter 1
<b>RI_INTROSP</b>	<b>Sure. That's fine.</b> 1. Continue
<b>RI_QUESTYPESP</b>	<b>Okay, but I don't have anything to report.</b> 1. Continue
<b>RI_SQATTCKWHERE</b>	<b>No.</b> Enter 2
<b>RI_SQATTACKHOW</b>	<b>No.</b> Enter 2
<b>RI_SQTHEFTATTACKKNOWNOFF</b>	<b>No.</b> Enter 2
<b>RI_SQSEXUAL</b>	<b>No.</b> Enter 2
<b>RI_SQCALLPOLICECRIME</b>	<b>No.</b> Enter 2
<b>RI_SQNOCALLPOLICECRIME</b>	<b>No.</b> Enter 2
<b>THANK_YOU</b>	<b>You're welcome. Bye.</b> Enter 1

## Unit 6: Walk-through Reinterviews

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**(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
<b>RI_OUTCM</b>	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
<b>FALSIF</b>	Enter 2
<b>READYWRAP</b>	Enter 1
<b>Show_Ctrl</b>	Enter 1 to exit to WebCATI

## **Unit 6: Walk-through Reinterviews**

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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.)**

<b>Screen</b>	<b>Selection/Action/ Text for the trainer</b>
<b>HELLO_TC_CT</b>	<b>This is Megan Moe.</b> 1. Correct person
<b>INTRO_TC_CT</b>	<b>Yes it is.</b> Enter 1
<b>INTROB_RI_CT</b>	<b>No, I don't mind if you record the call.</b> Enter 1
<b>RIRESP</b>	Enter 2



## Unit 6: Walk-through Reinterviews

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Screen	Selection/Action/Text for the trainer
<b>CONTACT_C</b>	<b>Yes.</b> Enter 1
<b>ORMODE</b>	<b>The person came to my house.</b> Enter 1
<b>POLITE</b>	<b>Yes, she was very polite!</b> 1. Yes
<b>LENGTH_H</b>	<b>Oh, I guess it was about 40 minutes.</b> Enter 0
<b>LENGTH_M</b>	Enter 40
<b>LAPTOP</b>	<b>I remember her using a laptop computer.</b> Enter 1
<b>ROSTER_1</b>	<b>No. My husband Ted wasn't living here then. He's in a nursing home.</b> Enter 2
<b>ROSTER_2</b>	Since Ted Moe wasn't living there at the time, enter 1 for line number 1.
<b>ROSTER_3</b>	<b>No, that's it.</b> Enter 2
<b>AGE_CHECK</b>	<b>Yes.</b> Enter 1
<b>SEX_VER</b>	<b>Yes.</b> Enter 1

## Unit 6: Walk-through Reinterviews

Screen	Selection/Action/ Text for the trainer
<b>RACE_VER</b>	<b>Yes.</b> Enter 1
<b>ORIGIN_VER</b>	<b>Yes.</b> Enter 1
<b>MARITAL_VER</b>	<b>Yes.</b> Enter 1
<b>RI_HHINCOME</b>	<b>Between \$40,000 – \$49,990.</b> Enter 22
<b>RI_HHTENURE_VER</b>	<b>Yes, I rent.</b> Enter 1
<b>RI_SQTHEFT</b>	<b>No.</b> Enter 2
<b>RI_SQBREAKIN</b>	<b>No.</b> Enter 2
<b>RI_SQTOTALVEHICLES</b>	<b>I have one car.</b> Enter 1
<b>RI_SQMVTHEFT</b>	<b>No.</b> Enter 2
<b>RI_SQATTACKWHERE</b>	<b>No.</b> Enter 2
<b>RI_SQATTACKHOW</b>	<b>No.</b> Enter 2

## Unit 6: Walk-through Reinterviews

Screen	Selection/Action/ Text for the trainer
<b>RI_SQATTACKKNOWNOFF</b>	<b>No.</b> Enter 2
<b>RI_SQSEXUAL</b>	<b>No.</b> Enter 2
<b>RI_SQCALLPOLICECRIME</b>	<b>No. This is a very safe neighborhood.</b> Enter 2
<b>RI_SQNOCALLPOLICECRIME</b>	<b>No, not that I can remember.</b> Enter 2
<b>THANK_YOU</b>	<b>Thank you, glad I could help!</b> Enter 1
<p><b>(Interrupt and say.)</b></p> <p>Again, notice the original outcome for this case was a 201 – completed interview, which is the right status.</p> <p>Enter “1. Yes” on this RI Outcome screen.</p>	
Screen	Selection/Action/ Text for the trainer
<b>RI_OUTCM</b>	Enter 1
<p><b>(Interrupt and say.)</b></p> <p>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</p>	

## Unit 6: Walk-through Reinterviews

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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
<b>FALSIF</b>	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
<b>DISCREP_NOTES</b>	Enter 1
<b>READYWRAP</b>	Enter 1
<b>Show_Ctrl</b>	Enter 1

Now we enter the case notes. We should put in the notes " Household roster incorrect – Ln#1 did not live there." And since we did not suspect falsification, let's

## **Unit 6: Walk-through Reinterviews**

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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.)**

<b>Screen</b>	<b>Selection/Action/Text for the trainer</b>
<b>HELLO_TC_CT</b>	<b>This is Jane Doe.</b> Enter 1
<b>INTRO_TC_CT</b>	<b>Yes.</b> Enter 1
<b>INTROB_RI_CT</b>	<b>Sure.</b> Enter 1
<b>RIRESP</b>	Enter 1
<b>CONTACT_C</b>	<b>Yes.</b> Enter 1
<b>ORMODE</b>	<b>Someone called me.</b> Enter 2
<b>POLITE</b>	<b>For the most part.</b> Enter 1

## Unit 6: Walk-through Reinterviews

Screen	Selection/Action/Text for the trainer
<b>LENGTH_H</b>	<b>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?</b> Enter 0
<b>LENGTH_M</b>	Enter 10
<b>ROSTER_1</b>	<b>Yes.</b> Enter 1
<b>ROSTER_3</b>	<b>No, I live here alone.</b> Enter 2
<b>AGE_CHECK</b>	<b>No, that's incorrect. I'm 30 years old.</b> Enter 2
<b>AGE_RANGE</b>	Since Jane stated she was 30, enter 6.
<b>SEX_VER</b>	<b>Yes.</b> Enter 1
<b>RACE_VER</b>	<b>No. That's not correct.</b> Enter 2
<b>RACE</b>	<b>I'm Native American.</b> Enter 3
<b>ORIGIN_VER</b>	<b>No, I am not Hispanic.</b> Enter 2
<b>MARITAL_VER</b>	<b>No. That's also incorrect.</b> Enter 2

## Unit 6: Walk-through Reinterviews

Screen	Selection/Action/Text for the trainer
<b>MARITAL</b>	<b>I don't recall being asked all these personal questions, but, no. I'm divorced.</b> Enter 3
<b>RI_HHINCOME</b>	<b>Yes.</b> Enter 1
<b>RI_HHTENURE_VER</b>	<b>Yes, I own my home.</b> Enter 1
<b>RI_SQTHEFT</b>	<b>Yes</b> Enter 1
<b>RI_SQTHEFTTIMES</b>	<b>Once.</b> Enter 1
<b>RI_SQTHEFTSPEC</b>	<b>My purse was stolen.</b> Enter "Purse stolen"
<b>RI_SQBREAKIN</b>	<b>No.</b> Enter 2
<b>RI_SQTOTALVEHICLES</b>	<b>Just one.</b> Enter 1
<b>RI_SQMVTHEFT</b>	<b>No.</b> Enter 2
<b>RI_SQATTACKWHERE</b>	<b>No.</b> Enter 2
<b>RI_SQATTACKHOW</b>	<b>No.</b> Enter 2

## Unit 6: Walk-through Reinterviews

Screen	Selection/Action/Text for the trainer
<b>RI_SQATTACKKNOWNOFF</b>	<b>No.</b> Enter 2
<b>RI_SQSEXUAL</b>	<b>No.</b> Enter 2
<b>RI_SQCALLPOLICECRIME</b>	<b>No.</b> Enter 2
<b>RI_SQNOCALLPOLICECRIME</b>	<b>No.</b> Enter 2
<b>THANK_YOU</b>	<b>You're welcome.</b> Enter 1
<p><b>(Interrupt and say.)</b></p> <p>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 <i>did</i> call the respondent, so it has the correct status.</p> <p>Enter “1. Yes” on this RI Outcome screen.</p>	
Screen	Selection/Action/Text for the trainer
<b>RI_OUTCM</b>	Enter 1
<p><b>(Interrupt and say.)</b></p> <p>The reinterview resulted only in discrepancy 13 – incorrect demographic data on</p>	



## Unit 6: Walk-through Reinterviews

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
<b>FALSIF</b>	Enter 1
<b>READYWRAP</b>	Enter 1
<b>Show_Ctrl</b>	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.

## Unit 6: Walk-through Reinterviews

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(Allow time for the participants to access Caseid 30.)

Screen	Selection/Action/Text for the trainer
<b>HELLO_TC_CT</b>	<b>Hi, this is she.</b> Enter 1
<b>INTRO_TC_CT</b>	<b>Yes it is.</b> Enter 1
<b>INTROB_RI_CT</b>	<b>No, I would prefer if you didn't.</b> Enter 3.
<b>RIRESP</b>	Since we know we are speaking to Jane Doe, enter 1.
<b>CONTACT_C</b>	<b>No, I was never contacted by the Census Bureau.</b> Enter 2.
<b>SOMEONE_ELSE</b>	<b>No.</b> Enter 2
<b>THANK_YOU</b>	<b>Okay, you're welcome.</b> Enter 1
<p><b>(Interrupt and say.)</b></p> <p>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.</p> <p>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</p>	

## Unit 6: Walk-through Reinterviews

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
<b>RI_OUTCM</b>	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
<b>FALSIF2</b>	Enter 1
Screen	Selection/Action/Text for the trainer
<b>READYWRAP</b>	Enter 1
<b>Show_Ctrl</b>	Enter 1

## Unit 6: Walk-through Reinterviews

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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	<b>This is David.</b> Enter 1
INTRO_TC_CT	<b>Yes.</b> Enter 1
INTROB_RI_CT	<b>You can record.</b> Enter 1
RIRESP	We are speaking with David, so enter 1
CONTACT_C	<b>I don’t know.</b> Ctrl D
Someone_Else	<b>I don’t know.</b> Ctrl D

## Unit 6: Walk-through Reinterviews

Screen	Selection/Action/Text for the trainer
<b>THANK_YOU</b>	<p><b>You're welcome.</b></p> <p>Enter 1</p>
<p><b>(Interrupt and say.)</b></p> <p>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.</p> <p>Option "3. Reinterview Noninterview" is the best choice on this RI Outcome screen.</p>	
Screen	Selection/Action/Text for the trainer
<b>RI_OUTCM</b>	3. Reinterview Noninterview
<p><b>(Interrupt and say.)</b></p> <p>Look at your "Case Types Table." Someone please tell us which Noninterview Type we should pick on this screen?</p> <p><b>(Allow time. Select a volunteer, who should select option 1 – Type A.)</b></p>	
Screen	Selection/Action/Text for the trainer
<b>NONINT</b>	1. Type A

## Unit 6: Walk-through Reinterviews

**(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
<b>TYPEA</b>	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
<b>FALSIF</b>	3. Unable to determine
<b>READYWRAP</b>	1. Continue
<b>Show_Ctrl</b>	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?

## **Unit 6: Walk-through Reinterviews**

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Notes

## Unit 7: Reinterview Noninterviews

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### **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

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**Reinterview Noninterviews**

- RI Noninterview Types:
  - A
  - B
  - C
  - D

Extremely rare
- Will almost always be unable to determine if falsification is suspected

Census 2010 Department of Commerce Bureau of Economic Analysis 82 FUTURE

### 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

## Unit 7: Reinterview Noninterviews

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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

## Unit 7: Reinterview Noninterviews

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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

## Unit 7: Reinterview Noninterviews

Screen	Selection/Action
<b>READYWRAP</b>	Enter 1 to complete, the case is ready to be transmitted.  1. Continue
<b>Show_Ctrl</b>	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.)**

## Unit 7: Reinterview Noninterviews

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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
<b>HELLO_TC_CT</b>	<b>I don't know that person.</b> Enter 4. Person unknown at this number
<b>VERTELE_CT</b>	<b>Yes, you have reached that number.</b> 1. Yes
<b>ADDVER_CT</b>	<b>The address is right.</b> 1. Yes
<b>HHMEM_CT</b>	<b>Yes, I live here and I'm older than 18.</b> 1. Yes
<b>PROX_UC_CT</b>	<b>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.</b>  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
<b>LIVEHERE_CT</b>	<b>No. I was not.</b> 2. No

## Unit 7: Reinterview Noninterviews

Screen	Selection/Action/Text for the trainer
<b>SOMEONE_ELSE</b>	<b>I don't know.</b> Ctrl D
<b>THANK_YOU</b>	<b>No problem.</b> 1. Continue
<b>(Interrupt and say.)</b>	
<p>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.</p> <p>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.</p>	
Screen	Selection/Action/Text for the trainer
<b>STATUS_RI</b>	2. Reinterview Noninterview
<b>(Interrupt and say.)</b>	
<p>So guess what option we are selecting here? That's right, Type D. Select option 4 – Type D.</p>	
Screen	Selection/Action/Text for the trainer
<b>NONINT</b>	4. Type D Noninterview

## Unit 7: Reinterview Noninterviews

**(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
<b>FALSIF</b>	3. Unable to Determine
<b>READYWRAP</b>	1. Continue
<b>Show_Ctrl</b>	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.

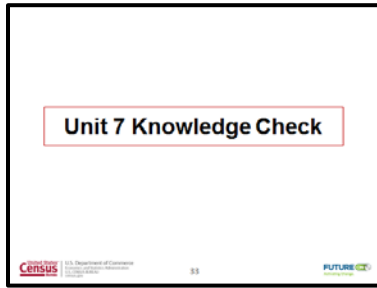
**(Allow time)**

That concludes Unit 7. Are there any questions about noninterviews before we do our review?

**(Answer questions.)**

## Unit 7: Reinterview Noninterviews

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### **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: Reinterview Noninterviews

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### 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.**

## Unit 7: Reinterview Noninterviews

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### Notes

## Unit 8: Paired-Practice Reinterviews

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### **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**

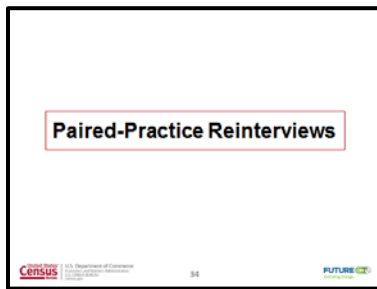
- Computer and projection system
- PowerPoint slides
- Form 11-171 – National Crime Victimization Survey Quality Control Reinterview Computer-Assisted Telephone Interviewing Reinterviewer Training Workbook, April 2016

### **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

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### **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**

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**(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.)**

## Unit 8: Paired-Practice Reinterviews

### Case 38

<b>Control Number:</b> 609004169 J27 02 199	<b>Caseid:</b> 38	<b>Original Outcome:</b> Completed interview (201)	<b>Mode:</b> CATI
<b>Reinterview Scenario Description:</b> 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)

## Unit 8: Paired-Practice Reinterviews

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)

## Unit 8: Paired-Practice Reinterviews

### Case16

<b>Control Number:</b> 669004301 J27 01 100	<b>Caseid:</b> 16	<b>Original Outcome:</b> Completed interview (201)	<b>Mode:</b> CATI
<b>Reinterview Scenario Description:</b> 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)



## Unit 8: Paired-Practice Reinterviews

Screen	Selection
<b>RI_SQTHEFT</b>	2 (No)
<b>RI_SQBREAKIN</b>	2 (No)
<b>RI_SQTOTALVEHICLES</b>	1
<b>RI_SQMVTHEFT</b>	2 (No)
<b>RI_THANKHR</b>	1 (Continue)
<b>RI_SPEAKTOSP</b>	3 (No, sample person will not be available.)
<b>THANK_YOU</b>	1 (Continue)
<b>RI_DESCRIPTSP</b>	5 (You could NOT complete reinterview with Andrew Voe because of a reason not listed above. Specify in Reinterview notes.)
<b>RI_OUTCM</b>	1 (Yes)
<b>FALSIF</b>	2 (No)
<b>DISCREP_NOTES</b>	1 (Continue)
<b>READYWRAP</b>	1 (Continue)
<b>Show_Ctrl</b>	1 (Continue)

## Unit 8: Paired-Practice Reinterviews

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### Case 11

<b>Control Number:</b> 659004301 J27 01 100	<b>Caseid:</b> 11	<b>Original Outcome:</b> Completed interview (201)	<b>Mode: CATI</b>
<b>Reinterview Scenario Description:</b> 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)

## Unit 8: Paired-Practice Reinterviews

### Case 13

<b>Control Number:</b> 919234301 J27 01 100	<b>Caseid:</b> 13	<b>Original Outcome:</b> Completed interview (201)	<b>Mode:</b> CATI
<b>Reinterview Scenario Description:</b> 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)

## Unit 8: Paired-Practice Reinterviews

<b>MARITAL_VER (LNO 2)</b>	1 (Yes)
<b>RI_HHINCOME</b>	20 (\$30,000 - \$34,999)
<b>RI_HHTENURE_VER</b>	1 (Yes)
<b>RI_SQTHEFT</b>	2 (No)
<b>RI_SQBREAKIN</b>	2 (No)
<b>RI_SQTOTALVEHICLES</b>	2
<b>RI_SQATTACKWHERE</b>	2 (No)
<b>RI_SQATTACKHOW</b>	2 (No)
<b>RI_SQTHEFTATTACKKNOWOFF</b>	2 (No)
<b>RI_SQSEXUAL</b>	2 (No)
<b>RI_SQCALLPOLICECRIME</b>	2 (No)
<b>RI_SQNOCALLPOLICECRIME</b>	2 (No)
<b>THANK_YOU</b>	1 (Continue)
<b>RI_OUTCM</b>	1 (Yes)
<b>FALSIF2</b>	1 (Continue)
<b>READYWRAP</b>	1 (Continue)
<b>Show_Ctrl</b>	1 (Continue)

## Unit 8: Paired-Practice Reinterviews

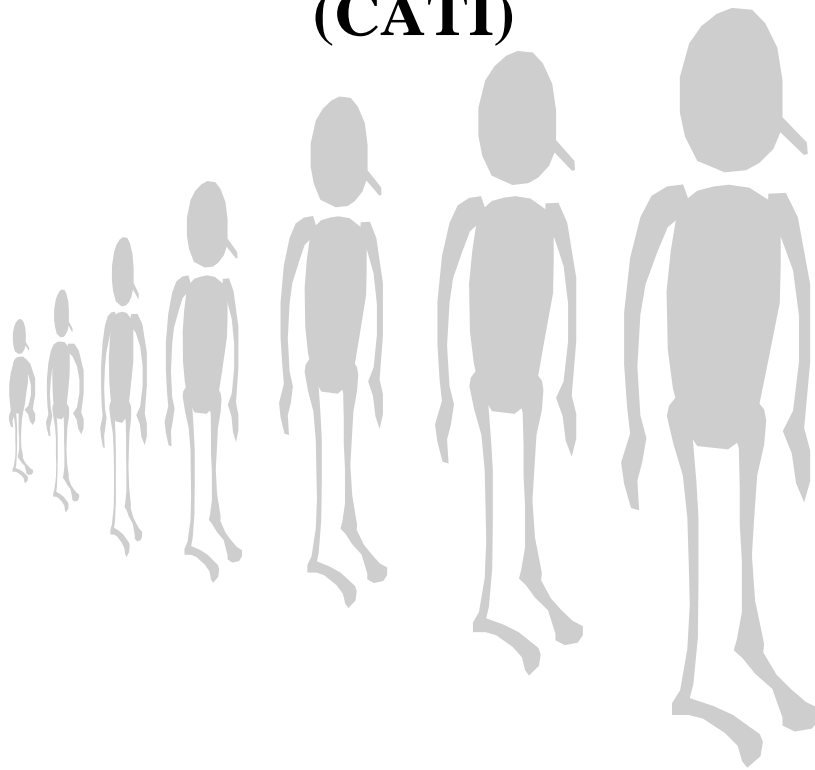
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### Notes

Attachment 15: 11-171 CATI Reinterview Training Workbook

Form 11-171  
April 2016

# **National Crime Victimization Survey Quality Control Reinterview Computer-Assisted Telephone Interviewing (CATI)**



## **Reinterviewer Training Workbook**

***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

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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!



# **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**

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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

## **Unit 1: Introductions, NCVS Overview, and Quality Assurance**

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--

## **Unit 1: Introductions, NCVS Overview, and Quality Assurance**

- 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

## **Unit 1: Introductions, NCVS Overview, and Quality Assurance**

### ***SQATTACKWHERE***

Other than any incidents already mentioned, since (THE REFERENCE PERIOD), 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 –

## **Unit 1: Introductions, NCVS Overview, and Quality Assurance**

- 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.

**Unit 1: Introductions, NCVS Overview, and Quality Assurance**

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.

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### Unit outline

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Unit 2 Knowledge Check .....	2-12



## **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**





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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
<b>Interview</b>	The housing unit is occupied and did the interview	✓	✓	✓	✓	✓
<b>A</b> 	The housing unit is occupied but unwilling or unable to complete the interview Example: <b>Refusal</b>	✓	✓	✓	X	✓
<b>B</b> 	The unit has the potential to be occupied but is not; the unit does not meet housing unit eligibility requirements Example: <b>Vacant</b>	✓	X	✓	✓	✓
<b>C</b> 	The unit does not have the potential to be occupied by a household Example: <b>Demolished</b>	X	X	✓	✓	✓
<b>*D</b> 	A new household has replaced the old household since the production interview Example: <b>Jones moved, Smiths live here now</b>	✓	✓	N/A	✓	✓

\* For NCVS, Type D noninterviews can occur only in Reinterview.

## Unit 2: NCVS RI Case Types and Outcome Codes

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### ***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

## **Unit 2: NCVS RI Case Types and Outcome Codes**

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“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**

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### **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.

## Unit 2: NCVS RI Case Types and Outcome Codes

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### NCVS Production Outcome Codes Eligible for Reinterview

<u>Outcome code</u>	<u>Description</u>
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.



## Unit 2: NCVS RI Case Types and Outcome Codes

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### NCVS Reinterview Outcome Codes

<u>Outcome Code</u>	<u>Description</u>	<u>RI Disposition</u>
001	Original interview or noninterview verified as correct	001
065	Suspected falsification, no discrepancies	060
<b>Misclassified Cases</b>		
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
<b>Discrepancy Cases</b>		
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

## Unit 2: NCVS RI Case Types and Outcome Codes

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### 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
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## **Unit 2: NCVS RI Case Types and Outcome Codes**

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### **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

# Unit 2: NCVS RI Case Types and Outcome Codes

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Notes

## Unit 3: NCVS RI Instrument

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### Objectives

At the conclusion of this unit, you will have received an overview about the NCVS Reinterview instrument.

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### 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

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### **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 be 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.

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## Unit 3: NCVS RI Instrument

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### **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

## **Unit 3: NCVS RI Instrument**

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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.



## Unit 3: NCVS RI Instrument

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### 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.

## Unit 3: NCVS RI Instrument

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### *Caseid 28 Reinterview*

<b>Control Number:</b> 919214159 J27 01 100	<b>Caseid:</b> 28	<b>Mode:</b> CATI	<b>Original Outcome:</b> Complete
<b>Original Case Description:</b> 1 Person HH			
<b>Screen</b>	<b>Selection/Action</b>		
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		

### Unit 3: NCVS RI Instrument

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<b>RI_SQMVTHEFT</b>	2. No
<b>RI_SQATTACKWHERE</b>	2. No
<b>RI_SQATTACKHOW</b>	2. No
<b>RI_SQTHEFTATTACKKNOWNOFF</b>	2. No
<b>RI_SQSEXUAL</b>	2. No
<b>RI_SQCALLPOLICECRIME</b>	2. No
<b>RI_SQNOCALLPOLICECRIME</b>	2. No
<b>THANK_YOU</b>	1. Continue
<b>RI_OUTCM</b>	1. Yes
<b>FALSIF</b>	2. No
<b>READYWRAP</b>	1. Continue
<b>Show_Ctrl</b>	1. Enter 1 to continue.

## Unit 3: NCVS RI Instrument

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### 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

## Unit 3: NCVS RI Instrument

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### Notes

## Unit 4: Discrepancies and Finding Errors

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### Objectives

At the conclusion of this unit, you will know about finding production interview discrepancies and errors.

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### 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**

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### **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,

## Unit 4: Discrepancies and Finding Errors

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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.



## Unit 4: Discrepancies and Finding Errors

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### NCVS Reinterview Discrepancy Codes

Discrepancy Number	Description
*1	<b>The reinterview respondent said no one contacted the household regarding this survey.</b>
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	<b>The interviewer classified interview/Type A unit as Type B/C.</b>
6	The reinterview respondent indicated that the original status was incorrect.
7	The household roster is incorrect.
*10	<b>This case was done by a personal visit and the reinterview respondent said the interviewer did not use a laptop.</b>
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

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### 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

## Unit 4: Discrepancies and Finding Errors

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### Notes

## Unit 5: Data Falsification

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### 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.

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### 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.

National Crime Victimization Survey (QC) - v1.03 - 11/30/2015

Forms Answer Navigate Options Help Hide Watch Window

GenRI Roster Original FAQs RI FAQs F10

Original Outcome: 201 - Completed interview

Original Interview Date: Thursday, November 5th, 2015.

♦ Was the original outcome correct?

1. Yes

2. No

3. Reinterview Noninterview

Verify original outcome

RIOUT notes

00000018 RI\_OUTCM 12:28:50 PM 12-3-2015 70/79

## Unit 5: Data Falsification

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### **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.

## Unit 5: Data Falsification

### Guidance for Suspecting Falsification\*

If the FALSIF or FALSIF 2 screen displays discrepancy...		Then...
1	The reinterview respondent said no one contacted this household regarding this survey.	Falsification is automatically suspected. The FALSIF2 screen is displayed.
5	The interviewer classified Interview/Type A unit as Type B/C.	
10	This case was done by a personal visit and the reinterview respondent said the interviewer did not use a laptop.	
1 with any other discrepancy number		Falsification is automatically suspected. The FALSIF2 screen is displayed.
5 with any other discrepancy number		
10 with any other discrepancy number		
2, 3, 6, 7, 11, 13, 14 (not 1, 5, or 10)		Usually Select 2. No on FALSIF.
No Discrepancies*		Always Select 2. No on FALSIF

\* 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

## Unit 5: Data Falsification

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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.



## Unit 5: Data Falsification

### The FALSIF and FALSIF2 screens

National Crime Victimization Survey (QC) - v1.03 - 11/30/2015

Forms Answer Navigate Options Help Hide Watch Window

GenRI Roster Original FAQs RI FAQs F10

Your reinterview indicates the following discrepancies:

13-Incorrect demographic data on roster.  
14-Incorrect income and/or tenure data.

♦ Do you suspect falsification?

1. Yes  
 2. No  
 3. Unable to determine

Falsification suspected?  
No discrepancy case  
Discrepancy notes  
Discrepancy options - no suspected falsification  
Discrepancy options - suspected falsification

0000018 FALSIF 12:48:35 PM 12-3-2015 75/79

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.

## Unit 5: Data Falsification

National Crime Victimization Survey (QC) - v1.03 - 11/30/2015

Forms Answer Navigate Options Help Hide Watch Window

GenRI Roster Original FAQs RI FAQs F10

Your reinterview indicates the following discrepancies:

- 1-The reinterview respondent said no one contacted this household regarding this survey.
- 2-The reinterviewer determined that the original status, 201 - Completed interview, was incorrect.

♦ Falsification is suspected. Be sure to enter all proper notes explaining the situation.

1. Enter 1 to Continue

Falsification is suspected

00000018 FALSIF2 12:45:40 PM 12-3-2015 76/79

**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.

## Unit 5: Data Falsification

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### **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: Data Falsification

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### 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.

## Unit 5: Data Falsification

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### Notes

## **Unit 6: Walk-through Reinterviews**

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### **Objectives**

At the conclusion of this unit, you will have obtained some hands-on practice with the NCVS CATI reinterviews and instrument.

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### **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**

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### **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

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### 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.



## Unit 6: Walk-through Reinterviews

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**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

## Unit 6: Walk-through Reinterviews

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Screen	Selection/Action
<b>RI_SQTOTALVEHICLES</b>	2
<b>RI_SQMVTHEFT</b>	2. No
<b>RI_THANKHR</b>	1. Continue
<b>RI_SPEAKTOSP</b>	1. Yes, sample person is available.
<b>RI_INTROSP</b>	1. Continue
<b>RI_QUESTIONP</b>	1. Continue
<b>RI_SQATTCKWHERE</b>	2. No
<b>RI_SQATTACKHOW</b>	2. No
<b>RI_SQTHEFTATTACKKNOWNOFF</b>	2. No
<b>RI_SQSEXUAL</b>	2. No
<b>RI_SQCALLPOLICECRIME</b>	2. No
<b>RI_SQNOCALLPOLICECRIME</b>	2. No
<b>THANK_YOU</b>	1. Continue
<b>RI_OUTCM</b>	1. Yes
<b>FALSIF</b>	2. No
<b>READYWRAP</b>	1. Continue
<b>Show_Ctrl</b>	1. Enter 1 to continue.

## Unit 6: Walk-through Reinterviews

---

**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

## Unit 6: Walk-through Reinterviews

---

Screen	Selection/Action
<b>RI_SQATTACKHOW</b>	2. No
<b>RI_SQATTACKKNOWNOFF</b>	2. No
<b>RI_SQSEXUAL</b>	2. No
<b>RI_SQCALLPOLICECRIME</b>	2. No
<b>RI_SQNOCALLPOLICECRIME</b>	2. No
<b>THANK_YOU</b>	1. Continue
<b>RI_OUTCM</b>	1. Yes
<b>FALSIF</b>	2. No
<b>DISCREP_NOTES</b>	1. Continue
<b>READYWRAP</b>	1. Continue
<b>Show_Ctrl</b>	1. Enter 1 to continue.

## Unit 6: Walk-through Reinterviews

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**Case 27 – Complete case with discrepancy (incorrect demographic data on roster);  
Falsification suspected**

Screen	Selection/Action
<b>HELLO_TC_CT</b>	1. Correct Person
<b>INTRO_TC_CT</b>	1. Yes
<b>INTROB_RI_CT</b>	1. Yes
<b>RIRESP</b>	Enter 1
<b>CONTACT_C</b>	1. Yes
<b>ORMODE</b>	2. Telephone call only.
<b>POLITE</b>	1. Yes
<b>LENGTH_H</b>	Enter 0
<b>LENGTH_M</b>	Enter 10
<b>ROSTER_1</b>	1. Yes
<b>ROSTER_3</b>	2. No
<b>AGE_CHECK</b>	2. No
<b>AGE_RANGE</b>	6. 25-34 years old
<b>SEX_VER</b>	1. Yes
<b>RACE_VER</b>	2. No
<b>RACE</b>	3. American Indian or Alaskan Native
<b>ORIGIN_VER</b>	2. No
<b>MARITAL_VER</b>	2. No
<b>MARITAL</b>	3. Divorced
<b>RI_HHINCOME</b>	1. Yes
<b>RI_HHTENURE_VER</b>	1. Yes
<b>RI_SQTHEFT</b>	1. Yes
<b>RI_SQTHEFTTIMES</b>	1
<b>RI_SQTHEFTSPEC</b>	Enter “Purse stolen”
<b>RI_SQBREAKIN</b>	2. No

## Unit 6: Walk-through Reinterviews

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Screen	Selection/Action
<b>RI_SQTOTALVEHICLES</b>	1
<b>RI_SQMVTHEFT</b>	2. No
<b>RI_SQATTACKWHERE</b>	2. No
<b>RI_SQATTACKHOW</b>	2. No
<b>RI_SQTHEFTATTACKKNOWNOFF</b>	2. No
<b>RI_SQSEXUAL</b>	2. No
<b>RI_SQCALLPOLICECRIME</b>	2. No
<b>RI_SQNOCALLPOLICECRIME</b>	2. No
<b>THANK_YOU</b>	1. Continue
<b>RI_OUTCM</b>	1. Yes
<b>FALSIF</b>	1. Yes
<b>READYWRAP</b>	1. Continue
<b>Show_Ctrl</b>	1. Enter 1 to continue.

## **Unit 6: Walk-through Reinterviews**

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**Case 30 – Complete case with discrepancy (household NOT contacted); Falsification suspected**

Screen	Selection/Action
<b>HELLO_TC_CT</b>	1. Correct Person
<b>INTRO_TC_CT</b>	1. Yes
<b>INTROB_RI_CT</b>	3. No; recording is turned off. Continue with interview.
<b>RIRESP</b>	Enter 1
<b>CONTACT_C</b>	2. No
<b>SOMEONE_ELSE</b>	2. No
<b>THANK_YOU</b>	1. Continue
<b>RI_OUTCM</b>	1. Yes
<b>FALSIF2</b>	1. Yes
<b>READYWRAP</b>	1. Continue
<b>Show_Ctrl</b>	1. Enter 1 to continue.

## Unit 6: Walk-through Reinterviews

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### Case 37 – Reinterview noninterview; respondent cannot remember

Screen	Selection/Action
<b>HELLO_TC_CT</b>	1. Correct Person
<b>INTRO_TC_CT</b>	1. Yes
<b>INTROB_RI_CT</b>	1. Yes; continue with the interview.
<b>RIRESP</b>	Enter 1
<b>CONTACT_C</b>	Ctrl D
<b>SOMEONE_ELSE</b>	Ctrl D
<b>THANK_YOU</b>	1. Continue
<b>RI_OUTCM</b>	3. Reinterview Noninterview
<b>NONINT</b>	1. Type A Noninterview.
<b>TYPEA</b>	7. Respondent can't remember.
<b>FALSIF</b>	3. Unable to determine
<b>READYWRAP</b>	1. Continue
<b>Show_Ctrl</b>	1. Enter 1 to continue.



## Unit 6: Walk-through Reinterviews

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Notes

## Unit 7: Reinterview Noninterviews

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### Objectives

At the conclusion of this unit, you will understand how to handle noninterviews in NCVS Reinterview.

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### 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

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### 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

## Unit 7: Reinterview Noninterviews

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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.

## Unit 7: Reinterview Noninterviews

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### 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.

## Unit 7: Reinterview Noninterviews

### Case 10 – Type D Noninterview Review

Screen	Selection/Action
<b>HELLO_TC_CT</b>	4. Person unknown at this number
<b>VERTELE_CT</b>	1. Yes
<b>ADDVER_CT</b>	1. Yes
<b>HHMEM_CT</b>	1. Yes
<b>PROX_UC_CT</b>	1. Yes (Yes if respondent mentions just moving, No if Not)
<b>LIVEHERE_CT</b>	2. No
<b>SOMEONE_ELSE</b>	Ctrl D
<b>THANK_YOU</b>	1. Continue
<b>STATUS_RI</b>	2. Reinterview Noninterview
<b>NONINT</b>	4. Type D Noninterview
<b>FALSIF</b>	3. Unable to determine
<b>READYWRAP</b>	1. Continue
<b>Show_Ctrl</b>	1. Enter 1 to Continue
Exit to WebCATI.	

## Unit 7: Reinterview Noninterviews

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### 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

## Unit 7: Reinterview Noninterviews

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Notes



## **Unit 8: Paired-Practice Reinterviews**

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### **Objectives**

At the conclusion of this unit, you will have obtained additional hands-on practice by conducting paired-practice NCVS reinterviews.

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### **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

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## **Unit 8: Paired-Practice Reinterviews**

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### **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.

## Unit 8: Paired-Practice Reinterviews

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### Case 38

<b>Control Number:</b> 609004169 J27 02 199	<b>Caseid:</b> 38	<b>Original Outcome:</b> Completed interview (201)	<b>Mode:</b> CATI
<b>Reinterview Scenario Description:</b> 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)

## Unit 8: Paired-Practice Reinterviews

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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)

## Unit 8: Paired-Practice Reinterviews

### Case 16

<b>Control Number:</b> 669004301 J27 01 100	<b>Caseid:</b> 16	<b>Original Outcome:</b> Completed interview (201)	<b>Mode:</b> CATI
<b>Reinterview Scenario Description:</b> 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)

## Unit 8: Paired-Practice Reinterviews

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Screen	Selection
<b>RI_SQTHEFT</b>	2 (No)
<b>RI_SQBREAKIN</b>	2 (No)
<b>RI_SQTOTALVEHICLES</b>	1
<b>RI_SQMVTHEFT</b>	2 (No)
<b>RI_THANKHR</b>	1 (Continue)
<b>RI_SPEAKTOSP</b>	3 (No, sample person will not be available.)
<b>THANK_YOU</b>	1 (Continue)
<b>RI_DESCRIPTOR</b>	5 (You could NOT complete reinterview with Andrew Voe because of a reason not listed above. Specify in Reinterview notes.)
<b>RI_OUTCM</b>	1 (Yes)
<b>FALSIF</b>	2 (No)
<b>DISCREP_NOTES</b>	1 (Continue)
<b>READYWRAP</b>	1 (Continue)
<b>Show_Ctrl</b>	1 (Continue)

## Unit 8: Paired-Practice Reinterviews

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### Case 11

<b>Control Number:</b> 659004301 J27 01 100	<b>Caseid:</b> 11	<b>Original Outcome:</b> Completed interview (201)	<b>Mode: CATI</b>
<b>Reinterview Scenario Description:</b> 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)

## Unit 8: Paired-Practice Reinterviews

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### Case 13

<b>Control Number:</b> 919234301 J27 01 100	<b>Caseid:</b> 13	<b>Original Outcome:</b> Completed interview (201)	<b>Mode:</b> CATI
<b>Reinterview Scenario Description:</b> 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)



## Unit 8: Paired-Practice Reinterviews

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<b>MARITAL_VER (LNO 2)</b>	1 (Yes)
<b>RI_HHINCOME</b>	20 (\$30,000 - \$34,999)
<b>RI_HHTENURE_VER</b>	1 (Yes)
<b>RI_SQTHEFT</b>	2 (No)
<b>RI_SQBREAKIN</b>	2 (No)
<b>RI_SQTOTALVEHICLES</b>	2
<b>RI_SQATTACKWHERE</b>	2 (No)
<b>RI_SQATTACKHOW</b>	2 (No)
<b>RI_SQTHEFTATTACKKNOWNOFF</b>	2 (No)
<b>RI_SQSEXUAL</b>	2 (No)
<b>RI_SQCALLPOLICECRIME</b>	2 (No)
<b>RI_SQNOCALLPOLICECRIME</b>	2 (No)
<b>THANK_YOU</b>	1 (Continue)
<b>RI_OUTCM</b>	1 (Yes)
<b>FALSIF2</b>	1 (Continue)
<b>READYWRAP</b>	1 (Continue)
<b>Show_Ctrl</b>	1 (Continue)

## Unit 8: Paired-Practice Reinterviews

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Notes

Attachment 16: 11-172 CATI Reinterview Supervisor's Manual

*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 2<sup>nd</sup> 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

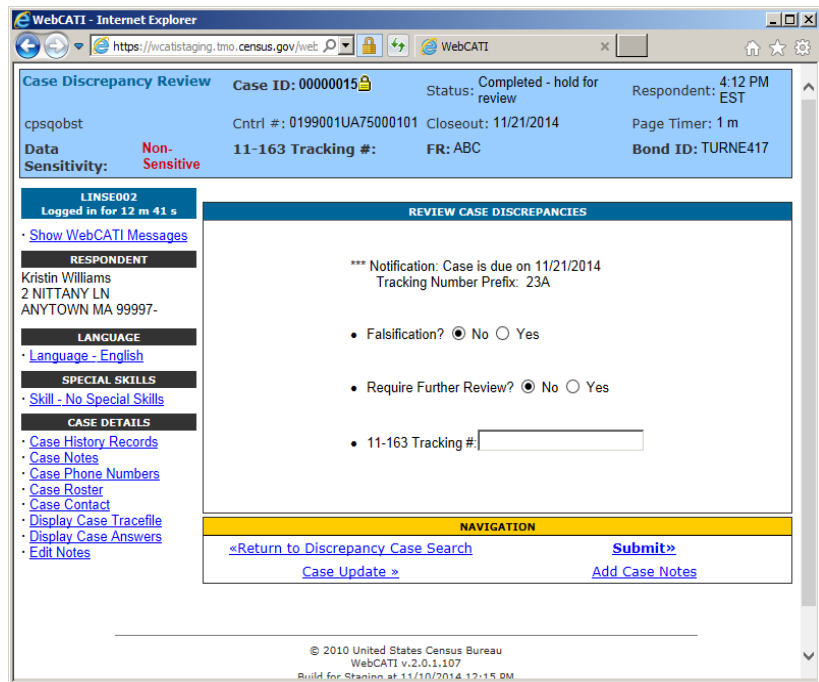
Outcomes 066 and 067 should be rare for NCVS.

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.

Complete Production Interview:

- 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**

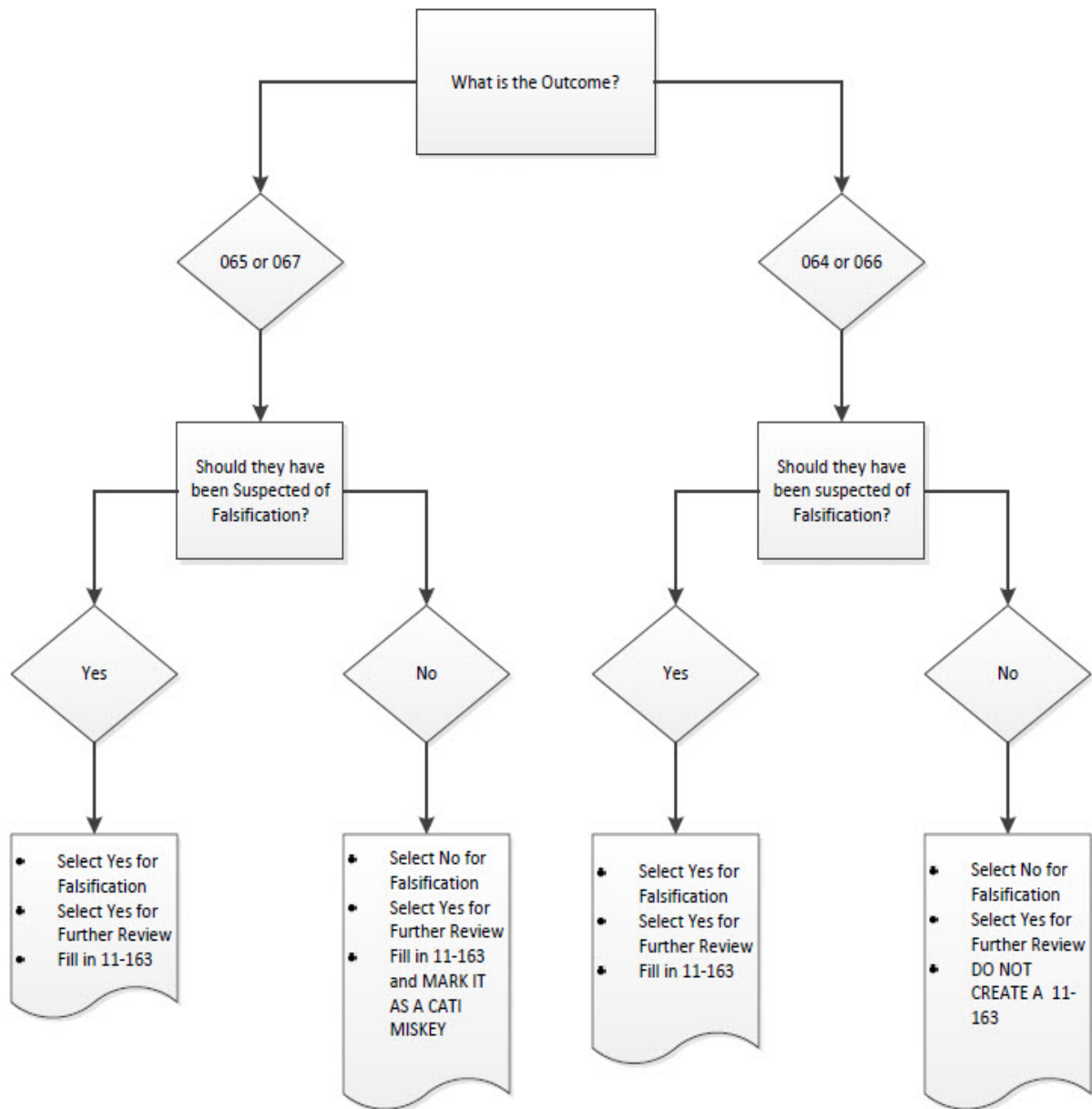
*Mark Yes to Falsification and Yes to Require Further Review. Start the 11-163 automated form and fill in the Form ID under the Tracking #.*

- **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.FALSEIF","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 #.

Attachment 17: Field Division Current Surveys Reinterviewer's Self Study

# 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.



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## Self-Study Instructions

### **Purpose of this Self-Study**

You were 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**

There are two sections to this self-study. 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) includes the 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 may charge 2 hours to complete Section I. Charge that time to Administration-Program Division Overhead, code 0251057, 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 is in the survey specific lesson.

### **Materials Needed**

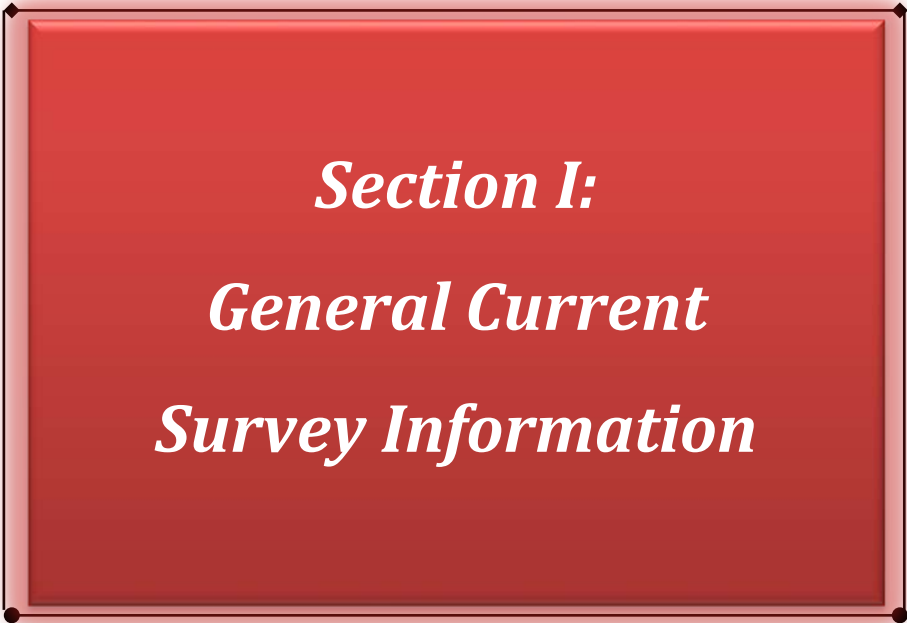
To complete this self-study, you only need your laptop and this self-study.

### **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***

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*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, we conduct a verification process called a *reinterview*. The primary goals of the Survey Quality Control (QC) Computer Assisted Personal Interviewing (CAPI) reinterview are to ensure interviewers follow procedures 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
- collect erroneous interview information so it can be corrected.

### 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 CATI cannot reinterview, for example, if there was no telephone number or the respondent is not accessible 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 be conducted by telephone (CATI) or in person (CAPI). The method depends on the circumstances of each case. The Telephone Centers primarily conduct reinterview. However, if a case has no phone number it is immediately assigned to the field for completion by CAPI.

Sometimes the telephone center is unable to conduct reinterview. Those cases may be assigned to the field after the attempted CATI. We call these cases recycled cases.

The following are the methods used for recycled cases and cases completed by CATI:

**Scenarios for Recycled Cases**

If...	Then...
The Reinterview case goes to CATI, and, is completed, and there are no discrepancies...	The case is complete and is removed from assignments in ROSCO.
The Reinterview case goes to CATI, is completed, and there <b>are</b> discrepancies or the case is marked as suspected of falsification...	The case goes 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**

Observed cases that 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. If a proxy cannot be reached, a callback is necessary.

**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.

Generally, QC reinterview cases are sent to your laptop two to three days after the original case is completed and transmitted.

**Complete OC 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 staff follow interviewing procedures 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/FSSs, when applicable, if CATI cannot interview the case.
- 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 are not successful, 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. You can make personal visits 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 or 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 CATI made an attempt. Field staff are assigned inactive cases to be conducted in CAPI.

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<b>Supplemental Reinterview</b>	The Regional Survey Manager Expert (RSM-E) may add any FR/FS with an original assignment to supplemental QC reinterview prior to the release of original interviewing assignments. The RSM-E may place an FR/FS in supplemental reinterview if: <ul data-bbox="574 327 1479 785" style="list-style-type: none"><li>• the interviewer is suspected of falsification,</li><li>• the interviewer has had trouble classifying noninterviews correctly,</li><li>• the interviewer has problems with other aspects of the interview procedures,</li><li>• the interviewer was hired after the QC reinterview sample was selected, or</li><li>• the FS or Survey Statistician Field (SSF) recommends the original FR/FS for supplemental reinterview.</li></ul>
<b>Selecting Supplemental Cases Prior to Releasing Assignments</b>	Before the release of assignments for the current interview period, the RSM-E can assign an interviewer to supplemental reinterview. HQ will then select the cases for the supplemental reinterview.
<b>Selecting Supplemental Cases During an Interview Period</b>	If a need arises, we can select inactive cases for supplemental reinterview during the <i>current</i> 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 RSM-E can activate these inactive cases by assigning them to a reinterviewer.
<b>Receiving Your Reinterview Assignment</b>	You receive your reinterview cases when you make your transmission.
<b>Confidentiality &amp; Reinterview</b>	It is imperative that all reinterviewers understand the importance of keeping confidential the names of FRs and cases selected for reinterview.  If the interviewer has advance knowledge that any of his/her cases will be reinterviewed, the reinterview is compromised. 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 RSM-E 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.



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*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

We treat CAPI reinterview 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 CATI is not able to complete the case, then it 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 reached with no contact.

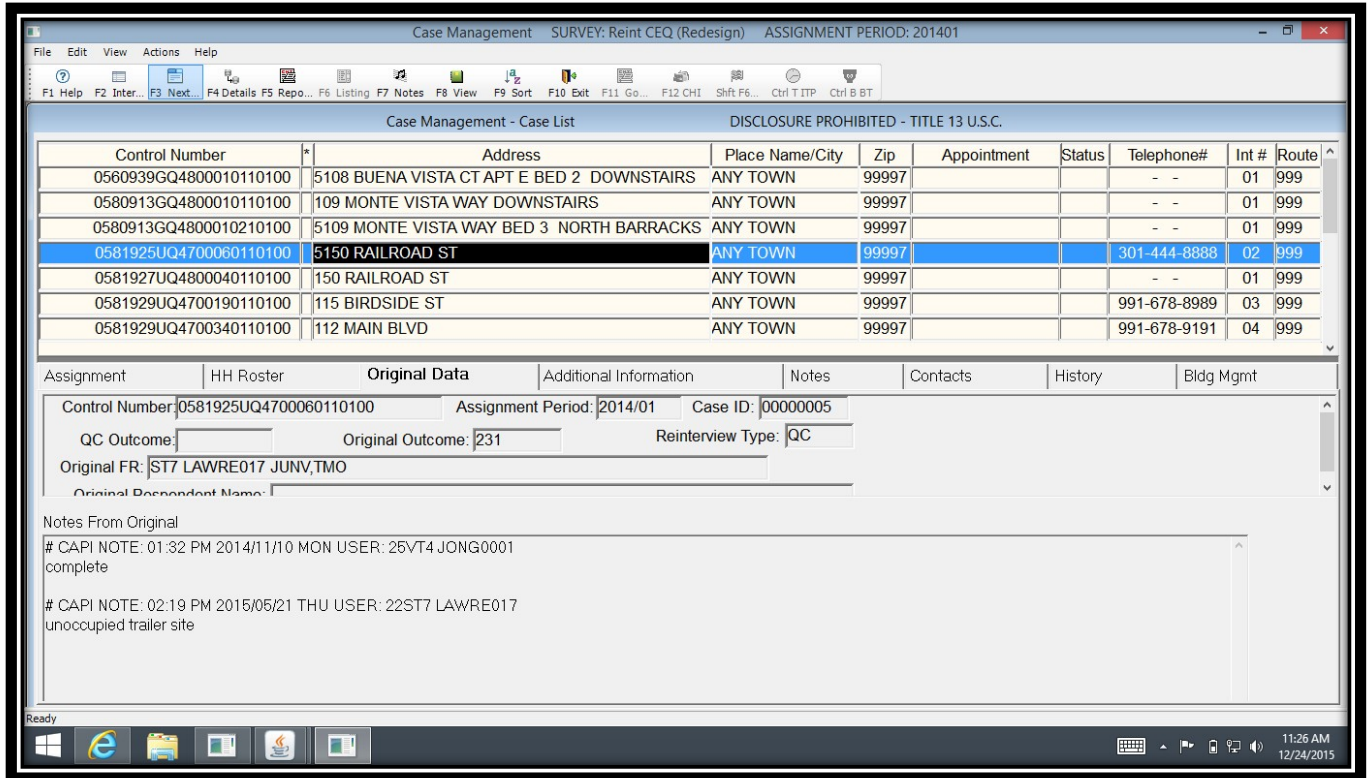
Check your email daily to see if the RSM-E or RSM-G has sent a message alerting you to a reinterview assignment.

### 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**.

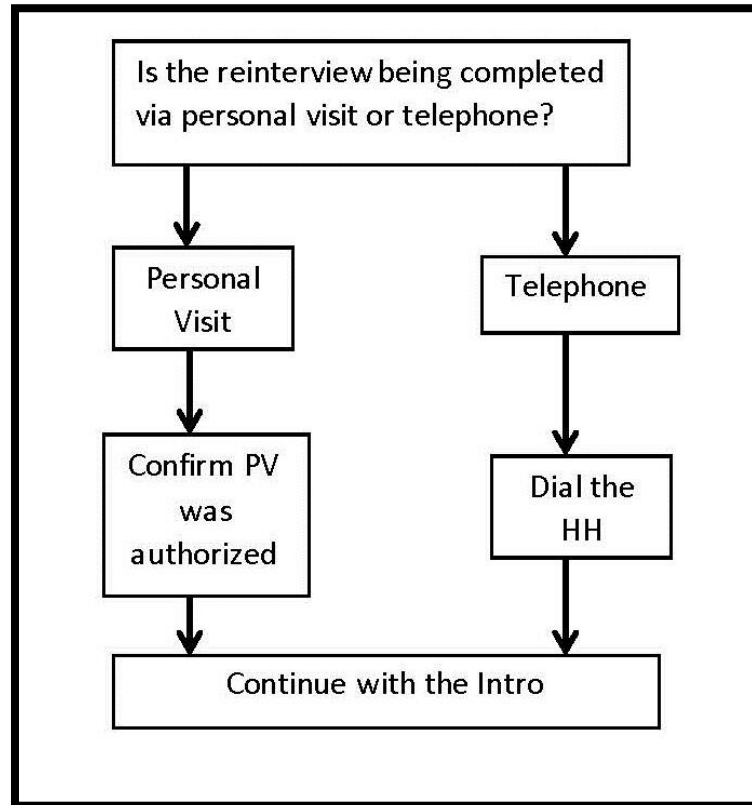


**Reinterview Codes**

The laptop displays the reinterview Outcome and Action codes on the **Assignment Tab** in the details pane. The **F1 Help** screen in Case Management, as well as in Appendix 1 of this self-study, displays a full listing of the reinterview codes.

**Reinterview Instrument**

The reinterview instrument has two paths, depending on whether the reinterview is by telephone or by 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 interviewer properly completed the original survey 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 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
- 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; the survey-specific lesson in Section II covers those questions.

However, it is important to note that regardless of the survey, you should read then reinterview questions **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

<u>Screen</u>	<u>Question</u>	<u>Don’t Know</u>
CONTACT _C	Did an interviewer contact you on or about ( <i>fill with interview date</i> ) and ask questions about your household’s economic situation?	✓
CONTACT _N	Did an interviewer visit or call regarding ( <i>fill with sample unit address</i> )?	✓
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 ( <i>fill with sample unit address</i> )?	✓

**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 by speaking with a contact person or knowledgeable source, or if was made by observation. 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 that 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. You should record the verification method and outcome in the reinterview case level notes. Below is the *VERBYOBS* screen:

**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  
Noninterview**

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, but the reinterview is a noninterview, and vice 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 RSM\_E 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 the option **only** if the RSM-E 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 RSM-E 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).

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)**

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. You can view the reinterview Case Management notes on the original data tab and on the reinterview case level notes tab.

**Instrument Function Keys**

The function key settings described below for the reinterview instrument are the same across survey instruments.

**“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 ( <i>RIREASON</i> 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 both 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. The system does not add or delete persons from this screen based on responses to ROSTER\_2 or ROSTER\_4.



**Lesson 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:

- We treat reinterview 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 you read bold, black text is aloud and FR instructions appear in blue text.
- Several function keys within the reinterview instrument provide 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.



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*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 you make discoveries during reinterview that require feedback to the original FR and/or follow-up action. You will communicate feedback to the RSM-E/RSM-G. Only communicate feedback to the FR/FS when you receive approval 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 during reinterview you verify that an original case that 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. Either the sample household unit is recorded as the wrong type of noninterview; or the sample unit is recorded as a noninterview when an interviewer should have conducted an interview. For example, if the interviewer records a unit as vacant but the unit is actually occupied and the household members are simply not home, this is misclassification. If this unit was properly classified, the opportunity to make additional contact exists which could result in a complete interview.

You can determine if a noninterview was 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*:

<p><b>Which of the following options describes the misclassification of this original Type B case?</b></p>
<p><input type="radio"/> 1. Should have been an Interview or Type A.</p> <p><input type="radio"/> 2. Should have been another Type B.</p> <p><input type="radio"/> 3. Should have been a Type C.</p>

Screen *MISC\_C*:

<p><b>Which of the following options describes the misclassification of this original Type C case?</b></p>
<p><input type="radio"/> 1. Should have been an Interview or Type A.</p> <p><input type="radio"/> 2. Should have been a Type B.</p> <p><input type="radio"/> 3. Should have been another Type C.</p>

Misclassification may suggest that the interviewer needs more training in classifying noninterviews. In addition, intentionally misclassifying noninterviews to avoid interviewing is a type of data falsification.

**Discrepancies between the Original Interview and Reinterview**

During the course of the reinterview, the instrument will check 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 statements that there are no detected discrepancies should aid you in determining whether to 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 completion status of the case was 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. – The interviewer did not ask all survey questions during 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 interview was 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. – Incorrect recordation of demographic characteristics on the roster.
14. – Incorrect recordation of the household income and/or tenure.

### 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*:

<p>Your reinterview indicates the following discrepancies:</p> <p>10 – This case was done by personal visit and the reinterview respondent said the interviewer did not use a laptop.</p> <p>◆ Falsification is suspected for this case. An 11-163 is required. Please notify your supervisor.</p>
<p><b>1. Continue</b></p>

The *FALSIF2* screen comes on path if the reinterview instrument finds any of the following discrepancies:

- 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 it detects discrepancies other than 1, 5 and 10. The example below shows when discrepancies 7 and 8 are detected:

Your reinterview indicates the following discrepancies:

7 – The household roster was incorrect.

8 – Not all survey questions were asked in the interview.

◆ Do you suspect falsification?

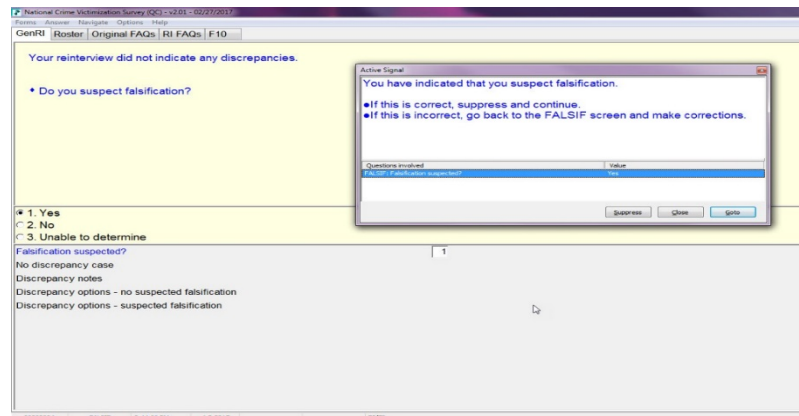
1. Yes

2. No

3. Unable to Determine

If you select “1 –Yes”, a pop-up box appears to verify that you *did* intend to select “1 –Yes” indicating that falsification is suspected. The pop-up options are shown below:

- If this is correct, suppress and continue.
- If this is not correct, go back to the FALSIF screen and make corrections.



**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 you should initiate the case into Survey Field Investigation Tool (sFIT) for investigation.

**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 NOT 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 RSM-E/RSM-G. These original interview responses are contained in trace files. We may place the interviewer 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 you detect discrepancies, but you **DO NOT** suspect falsification you may need to follow up with the RSM-E 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 RSM-E 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 RSM-E may select additional reinterview cases or place the interviewer in supplemental reinterview for other surveys on which the interviewer works to resolve any questions about the quality of the interviewer's work.

The RSM-E, 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 by a phone discussion, by special needs observation, or by having the interviewer attend all or part of initial training again.



**Lesson 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. It occurs when an interviewer incorrectly determines the status of a sample household unit and records it as a noninterview.
- With discrepancies, the instrument displays either the FALSIF 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.
- 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.



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*Notes*



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 that 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?



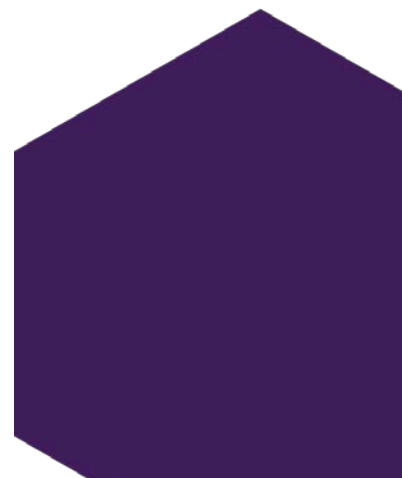
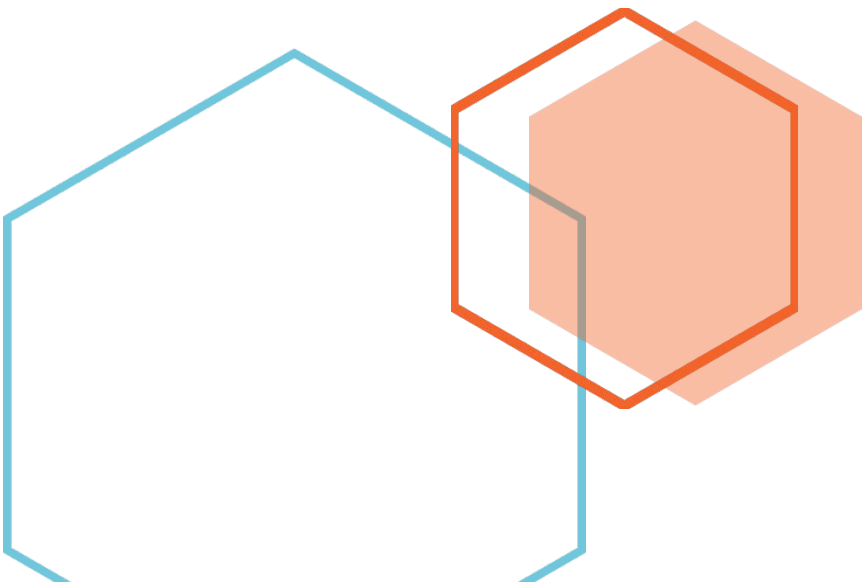
# ***Section II***

## ***Survey Specific Information***

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Revision: 7/2018

Lesson 6. Reinterview for the Consumer Expenditures  
Diary Survey Self-Study



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.

## Lesson 6. Reinterview for the Consumer Expenditures Diary Survey

### Introduction

This lesson will focus on reinterview for CED. You will learn about:

- the CED content questions that are asked in the reinterview instrument
- the outcome codes you can expect to see in the reinterview instrument
- unique situations applicable to CED reinterview

### How to Charge Your Time

You are allowed .5 hour to complete this lesson. Charge that time to project 7403000 – CE -Consumer Expenditure Survey, task code 528.

If you have questions about how to charge time for completing this self-study, contact your supervisor.

### CED Content Questions

As mentioned before, the front and back screens of current survey reinterview instruments are the same, but content questions about the survey will vary. For CED, these content questions include:

- Questions to verify the household roster and CU makeup for a household
- Verification of placement and pickup interviews for both Week 1 and Week 2 Diaries
- Verification of expenditures, or lack of expenditures
- Questions about recall for expenditures for both Week 1 and Week 2

Later in this lesson you will complete reinterview practice interviews, where you will have the opportunity to see these content questions in the context of an actual interview.



**Don't Know & Refused  
in the Content Questions**

As you read in Section I of this self-study, the reinterview instrument allows some “don't know” and “refused” responses. In the content questions, some, but not all, allow “don't know” and “refused responses. The table below and on the following pages lists the content screens within the instrument that will NOT accept “don't know” or “refused.”

**Reinterview Questions That WILL NOT ALLOW  
“Don't Know or “Refused” Responses**

<u>Screen</u>	<u>Question</u>	<u>Don't Know</u>	<u>Refused</u>
STATUS	Our records show that on <i>(fill with interview date)</i> <i>(fill with sample unit address)</i> was <i>(fill with original outcome description)</i> . Is this information correct?	✓	
WK1_ ABSENT	Our interviewer reported that you/you and everyone in your group were temporarily absent from <i>(fill with sample unit address)</i> from <i>(fill with start of reference period)</i> to <i>(fill with end of reference period)</i> . Is this correct?		✓

## Noninterviews for CED

CED has unique outcome codes because it is possible for a case to be complete one week and a noninterview the next. Because of this uniqueness, CED has some reinterview questions in regards to noninterviews that other surveys do not. They are:

Screen *WK1\_TYPEB*:

<p><b>Our records show that on</b> <i>(fill with placement date)</i> <b>our interviewer attempted to contact your household and drop off a diary, but was unsuccessful.</b></p>
<p><input type="radio"/> 1. Yes <input type="radio"/> 2. No</p>

### *Type B - Not Other or Temporarily Absent*

Screen *WK1\_STATUS*:

<p><b>Our interviewer reported that on</b> <i>(fill with placement date)</i>, <i>(fill with sample unit address)</i> <b>was</b> <i>(fill with Week 1 pickup description)</i>.</p>
<p><b>Is this information correct?</b></p>
<p><input type="radio"/> 1. Yes <input type="radio"/> 2. No</p>

### *Type B - Temporarily Absent*

Screen *WK1\_ABSENT*:

<p><b>Our interviewer reported that you/you and everyone in your group were temporarily absent from</b> <i>(fill with sample unit address)</i> <b>from</b> <i>(fill with start of reference period)</i> <b>to</b> <i>(fill with end of reference period)</i>.</p>
<p><b>Is this information correct?</b></p>
<p><input type="radio"/> 1. Yes <input type="radio"/> 2. No</p>

Screen WKI\_CARE:

**Our records show that during your absence** *(fill with contact person name)* **was responsible for the care of your residence from** *(fill with start of reference period)* **to** *(fill with end of reference period)*. **Examples of responsibilities are picking up mail, feeding pets, or watching your home during your absence.**

**Is this information correct?**

1. Yes  
 2. No

***Type B - Other***

Screen WKI\_PROBE:

**What was the status of** *(fill with sample unit address)* **on or about** *(fill with placement date)*?

1. Yes  
 2. No

**Original Outcome Code and Interview Date Reset in Reinterview**

The CED original instrument sets placement dates, dates and pickup codes for both the Week 1 and Week diaries, but sets only one final outcome and interview date for the case. When a case is opened in reinterview, the reinterview instrument takes the original outcome code and resets it. The reinterview instrument also resets the interview date to either the Week 1 diary placement date or the Week 2 diary placement date, depending on the value of the reset outcome code. The reset outcome code determines whether the reinterview instrument treats the original case as an interview or noninterview.

The table below and on the following page lists the possible pickup statuses for the Week1 and Week 2 diaries, along with the original outcome code, the reset outcome code and interview date used by the reinterview instrument, and how the reinterview instrument treats the original case.

**Original Outcome Codes and Interview Dates Reset for Reinterview**

<b>Week 1 Diary Pick-up Status (PICK_UP1)</b>	<b>Week 2 Diary Pick-up Status (PICK_UP2)</b>	<b>Original Outcome Code</b>	<b>Reset Outcome Code</b>	<b>Reset Interview Date</b>	<b>How Original Case is Treated in Reinterview</b>
Interview	Interview	201	201	Week 1 Placement	Interview
Interview	Type A	203	203	Week 1 Placement	Interview
Interview	Type B-non326	204	PICK_UP2	Week 2 Placement Date	Type B
Interview	Type B-326	204	205	Week 1 Placement	Interview
Interview	Type C	204	PICK_UP2	Week 2 Placement	Type C
TYPE A	Interview	206	206	Week 2 Placement	Interview
TYPE A	TYPE A	PICK_UP2	PICK_UP2	Week 2 Placement	Type A
TYPE A	Type B-non326	210	PICK_UP2	Week 2 Placement Date	Type B
TYPE A	Type B-326	210	211	Week 2 Placement	Interview
TYPE A	Type C	210	PICK_UP2	Week 2 Placement	Type C

<b>Week 1 Diary Pick-up Status (PICK_UP1)</b>	<b>Week 2 Diary Pick-up Status (PICK_UP2)</b>	<b>Original Outcome Code</b>	<b>Reset Outcome Code</b>	<b>Reset Interview Date</b>	<b>How Original Case is Treated in Reinterview</b>
TYPE B-non326	Interview	207	207	Week 2 Placement Date	Interview
TYPE B-326	Interview	207	208	Week 1 Placement	Interview
TYPE B-non326	TYPE A	210	PICK_UP1	Week 1 Placement Date	Type B
TYPE B-326	TYPE A	210	212	Week 1 Placement	Interview
TYPE B-326	TYPE B-326	PICK_UP2 (326)	209	Week 1 Placement Date	Interview
TYPE B-all	Type B-non326	PICK_UP2	PICK_UP2	Week 2 Placement Date	Type B
TYPE B-non326	TYPE B-326	PICK_UP2 (326)	PICK_UP2 (326)	Week 2 Placement Date	Interview
TYPE B-all	TYPE C	PICK_UP2	PICK_UP2	Week 2 Placement Date	C1 or C2
TYPE C (moved out cases)	TYPE C (automatically)	PICK_UP1 PICK_UP2	PICK_UP2	Week 2 Placement Date	Type C
TYPE C (moved in cases)	Interview	207	Cannot Reinterview – Case ID Not On Case ID File		
TYPE C (moved in cases)	TYPE A	210			
TYPE C (moved in cases)	TYPE B	PICK_UP2			

**CED Reinterview Practice Scenarios** To familiarize yourself with CED reinterview content, complete the following practice scenarios. Follow the keying instruction included in the scenarios below to access and install your CED reinterview training cases and use the training instrument to complete the practice interviews.

### Instructions for Accessing CED 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 toward 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 CED (Redesign)** from the surveys listed. Then click **OK**. This brings you to the Training Case Management screen.
- Step 6** **CED RI Classroom Training** is selected... Press **F5 Install** to install your CED RI training 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. Take a look at how the reinterview instrument path will look when the previous outcome is an interview and the reinterview verifies the previous outcome as correct.

**Highlight the address 107 Mountain View Circle (Control # 0478925UD47000901101010000) and press F2. At the address confirmation screen, select OK.**

<b>TRAININGCASE</b>	<b>(Enter 1)</b>
<b>START</b>	Review the information on the screen. Note the original interview date and outcome code. <b>(Enter 1)</b>
<b>HHCOMP</b>	Here you will review the original household composition. <b>(Enter 1)</b>
<b>METHOD</b>	You are completing this case by personal visit. <b>(Enter 2)</b>
<b>CKSUP</b>	Remember, you must obtain supervisory approval AND ensure the address is within 50 miles to conduct reinterview via personal visit. You did obtain supervisory approval. <b>(Enter 1)</b>
<b>HELLO_PC</b>	FR: Hello, I'm (your name) from the U.S. Census Bureau. Here is my identification card. (Show ID) May I speak to Sam Ro? R: I'm Sam Ro. <b>(Enter 1)</b>
<b>INTRO_PC</b>	FR: <b>Thank you for helping us recently with the Consumer Expenditure Diary Survey. We're doing a short quality control check to make sure that our interviewers are following correct procedures. Is your address 107 Mountain View Circle, Any Town, CT 99997-9997?</b> R: Yes. <b>(Enter 1)</b>
<b>RIRESP</b>	<b>(Enter 3 for Sam Ro)</b>

**CONTACT\_C**

FR: Did an interview contact you on or about Tuesday, May 5<sup>th</sup>, 2015 and ask questions about your household and the members who make up your household for the Consumer Expenditure Diary Survey?

R: Yes.  
**(Enter 1)**

**ORMODE**

FR: Did the interview conduct the interview in person or over the telephone?

R: In person.  
**(Enter 1)**

**POLITE**

FR: Was the interviewer polite and professional?

R: Yes.  
**(Enter 1)**

**LENGTH\_H**

FR: About how long did the interview last?

R: About 20 minutes.  
**(Enter 0 for the hour)**

**LENGTH\_M**

**(Enter 20 for the minutes)**

**LAPTOP**

FR: Did the interviewer use a laptop computer?

R: Yes.  
**(Enter 1)**

**ROSTER\_1**

FR: Our records indicate that Lance Ro, Wanda Ro, and Sam Ro were living or staying at 107 Mountain View Circle, Any Town, CT 99997-9997 on Tuesday May 5<sup>th</sup>, 2015. Is this correct?

R: Yes.  
**(Enter 1)**

**ROSTER\_3**

FR: Have I missed any household member who didn't have a usual residence elsewhere or who wasn't away at college or Tuesday, May 5<sup>th</sup>, 2015?

R: No.  
**(Enter 2)**



**SURVEY\_1**

FR: The consumer Expenditure Diary Survey groups household members together if they are related or, if not related, dependent on one another for payment of their major expenses. The household members that make up a group are listed together on a Diary form.

Household members who are related by blood, marriage, adoption, or other legal arrangement are listed together on the same Diary form.

Household members who are not related can be listed together on the same Diary form if they are dependent on one another for payment of their major expenses. A household member is the only person listed on a Diary form if he is independent of all other household members for payment of his major expenses. By major expenses, I mean housing expenses, food expenses, and other living expenses, such as clothing, transportation, etc.

**(Enter 1)**

**CU\_LISTING**

FR: Our records indicate that Lance Ro, Wanda Ro, and Same Ro made up a group on Tuesday May 15<sup>th</sup> 2015, were listed together on a Diary form.

**(Enter 1)**

**MULTI\_RELATED**

FR: Are Lance Ro, Wanda Ro, and Sam Ro all related by blood, marriage, adoption, or other legal arrangement?

R: Yes.

**(Enter 1)**

**DIARY**

FR: Did the interviewer give you or someone in your group a diary on or about Tuesday, May 5<sup>th</sup>, 2015 to record your group's expenses for the week from Wednesday, May 6<sup>th</sup> 2015 to Tuesday, May 12?

R: Yes.

**(Enter 1)**

**ENTRIES**

FR: Did you or someone in your group record any expenses for the week from Wednesday, May 6<sup>th</sup>, 2015 to Tuesday, May 12<sup>th</sup>, 2015 in this diary before the interview picked it up on Wednesday, May 20<sup>th</sup>?

R: Yes.

**(Enter 1)**

**PICKUP**

FR: Our records show that the interview picked up this diary on Wednesday, May 20<sup>th</sup>, 2015. Is this correct?

R: Yes.  
**(Enter 1)**

**DIARY2**

FR: Did the interviewer give you or someone a second diary on or about Tuesday, May 5<sup>th</sup>, 2015 to record your group's expenses for the week from Wednesday, May 13<sup>th</sup>, 2015 to Tuesday, May 19<sup>th</sup>, 2015?

R: Yes.  
**(Enter 1)**

**ENTRIES2**

FR: Did you or someone in your group record any expenses for the week from Wednesday, May 13<sup>th</sup>, 2015 to Tuesday, May 19<sup>th</sup>, 2015 in this diary before the interview picked it up on Wednesday, May 20<sup>th</sup>?

R: Yes.  
**(Enter 1)**

**PICKUP2**

FR: Our records show that the interview picked up this second diary on Wednesday, May 20<sup>th</sup>, 2015. Is this correct?

R: Yes.  
**(Enter 1)**

**THANK\_YOU**

FR: Thank you for your cooperation.

R: You're welcome.  
**(Enter 1)**

**RI\_OUTCOME**

Now you determine whether, based on your questions, if the original outcome code was correct. For this case it is correct.  
**(Enter 1)**

**FALSIF**

There is no reason to suspect falsification. **(Enter 2)**

**READYWRAP**

**(Enter 1)**

**WRAP\_UP**

**(Enter 1)**

**Scenario #2**

For this second example, the original outcome was a vacant for rent unit. Take a look at how the reinterview instrument path will look when the previous outcome is a Type C and the reinterview shows the original outcome is *not* correct.

**Highlight the address 103 Riverside Blvd, Bsmt.**

**(Control # 0463926UD470123011010000) and press F2.**

At the address confirmation screen, select OK.

<b>TRAININGCASE</b>	<b>(Enter 1)</b>
<b>START</b>	Review the information on the screen. Note the original interview date and outcome code. <b>(Enter 1)</b>
<b>BY_OBS</b>	Here you will review the original household composition. <b>(Enter 1)</b>
<b>METHOD</b>	You are completing this case by personal visit. <b>(Enter 2)</b>
<b>CKSUP</b>	Remember, you must obtain supervisory approval AND ensure the address is within 50 miles to conduct reinterview via personal visit. You did obtain supervisory approval. <b>(Enter 1)</b>
<b>VERBYOBS</b>	You are at the address and you determine that the unit 103 Riverside Blvd., Bsmt is not condemned. It is currently occupied. <b>(Enter 2)</b>
<b>MISC_C</b>	You spoke with the current occupant of the unit and determined that the unit has been occupied for several months. <b>(Enter 1)</b>
<b>FALSIF2</b>	Read the instructions to you on the FALSIF2 screen. Remember to record information about your contact with the current resident in your case notes. <b>(Enter 1)</b>

**READYWRAP**

**(Enter 1)**

**WRAP\_UP**

**(Enter 1)**

**Case Notes**

**(Enter “spoke with current resident. Has occupied the unit for several months and was never contacted by a Census interview.”)**

## **Notes**

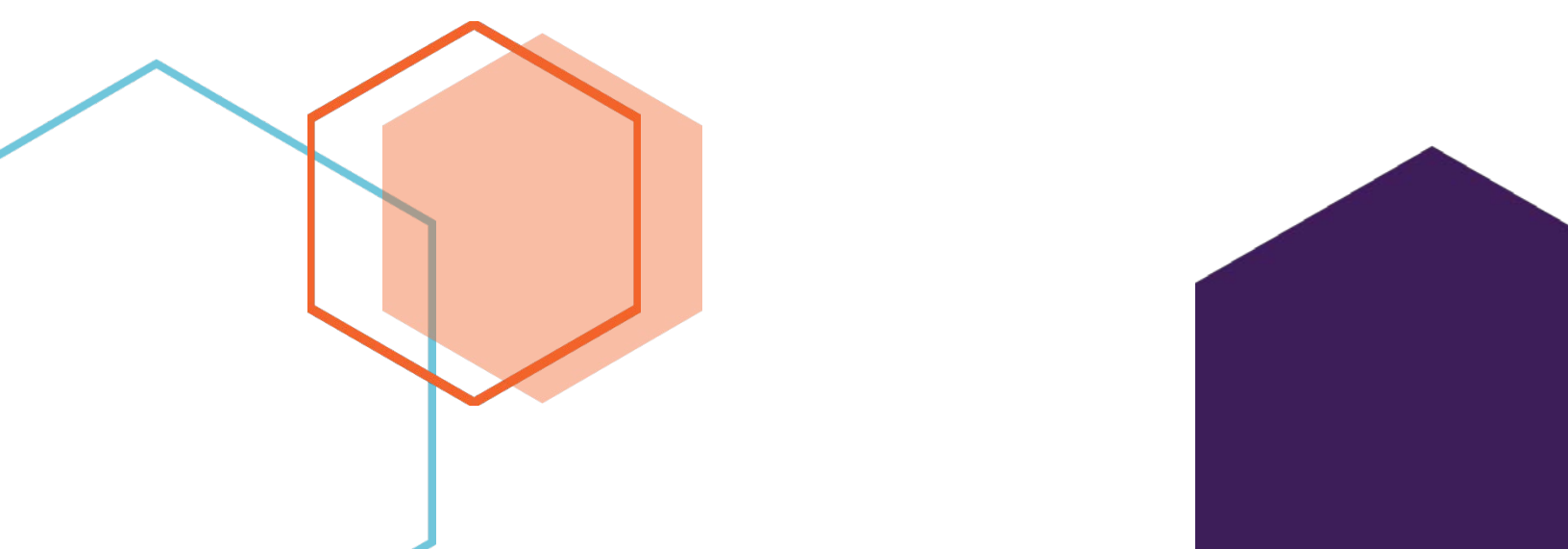
# ***Section II***

## ***Survey Specific Information***

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Revision: 7/2018

Lesson 7. Reinterview for the Consumer Expenditures  
Quarterly Survey



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## Lesson 7. Reinterview for the Consumer Expenditures Quarterly 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 CEQ. You will learn about:

- the CEQ content questions that are asked in the reinterview instrument
- unique situations applicable to CEQ reinterview

### How to Charge Your Time

You are allowed 30 minutes to complete this lesson. Charge that time to project Consumer Expenditure Survey, task code Refresher Training (528).

If you have questions about how to charge time for completing this self-study, contact your supervisor.

### CEQ Unique Verification Questions

As mentioned before, the front and back screens of current survey reinterview instruments are the same for most current surveys. There are specific questions to the CEQ interview that you will ask as part of the verification questions. They are:

- Did the interviewer give you an information booklet that lists a variety of items you might have?
- Throughout the interview, did you refer to any receipts?
- What was the length of the interview?
- Payments for housing, utilities and vehicles purchased or leased.

If the respondent kept receipts, you will also ask about the frequency of which they referred to those receipts.



**CEQ Content  
Questions: Path 1**

The content verification questions are separated into four paths. Responses given in the original interview determine which of the four paths respondents receive in reinterview. The reinterview instrument will display the appropriate questions.

*Path 1*Screen: *ONE\_SESSION*:

**Was this interview done in one session?  
By session I mean, was the interviewer able to  
complete the entire interview on the first visit, or  
were there additional visits or a follow up?**

1. Yes  
 2. No

Screen *UTILITIES*:

**Were you asked about utility bills such as electricity  
or gas?**

1. Yes  
 2. No

Screen *VEHICLE*:

**For any vehicle that you rented, leased, or owned,  
were you asked about expenses such as licensing,  
registration, or fuel?**

1. Yes  
 2. No

Screen *MEDICAL*:

**Did the interviewer ask you about out-of-pocket  
payments made directly to a medical provider for  
eye or dental care?**

1. Yes  
 2. No

Screen *HEALTH*:

**Did the interviewer ask whether you pay for a  
health insurance policy?**

1. Yes  
 2. No

**CEQ Content  
Questions: Path 1,  
(cont'd)**

Screen *WORK*:

<p><b>Were you asked about working in the past year? Do not include housework.</b></p> <p><input type="radio"/> 1. Yes</p> <p><input type="radio"/> 2. No</p>
---

**CEQ Content  
Questions: Path 2**

Path 2

Screen *EDUCATION*:

<p><b>Were you asked about payments made for education expenses?</b></p> <p>◆ Education expenses would include recreation lessons, textbooks, supplies, equipment, test preparation, tutoring, or housing while attending.</p>
<p>- 1. Yes</p> <p>- 2. No</p>

Screen *INSURANCE*:

<p><b>Were you asked about any new insurance policies?</b></p> <p>◆ Please include health, vision, dental, life, vehicle, home/renters insurance policies.</p>
<p><input type="radio"/> 1. Yes</p> <p><input type="radio"/> 2. No</p>

**CEQ Content  
Questions: Path 3**

Path 3

Screen *HHAPP*:

<p><b>Were you asked about purchasing garbage disposals, range hoods, and built-in dishwashers?</b></p> <p>◆ If the respondent recalls at least one of the three items, then select 'Yes'.</p>
<p><input type="checkbox"/> 1. Yes</p> <p><input type="checkbox"/> 2. No</p>

**CEQ Content  
Questions: Path 3  
(cont'd)**

Screen MEALEXP:

**Were you asked about your usual weekly expense for meals or snacks from restaurants, fast food places, or cafeterias?**

- 1. Yes
- 2. No

Screen CLOTHING:

**Were you asked about purchasing swimsuits, uniforms, and jewelry?**

*If the respondent recalls at least one of the three items, then select 'Yes'.*

- 1. Yes
- 2. No

Screen MISCEXP:

**Were you asked about miscellaneous expenses such as funeral costs, legal fees, and adult care?**

*If the respondent recalls at least one of the three items, then select 'Yes'.*

- 1. Yes
- 2. No
- 3. I don't remember

**CEQ Content  
Questions: Path 4**Screen *SPECLOTH*:

**Were you asked about specific clothing items such as footwear, and undergarments separately?**

1. Yes  
 2. No

Screen *COMCLOTH*:

**You reported combined clothing expenses. Were you asked to tell what you spent on individual clothing types such as sports coats, nightwear, and sweaters?**

A combined clothing expense is a clothing expense where you paid for different types of clothing items in a single purchase. For example, we want to know if you were asked how much you spent on shoes, pants, nightwear, or uniforms separately rather than giving one lump sum for all clothing purchased.

1. Yes  
 2. No

To familiarize yourself with CEQ reinterview content, complete the following practice scenarios. First, follow the instructions on the next page to access and install your CEQ training cases. Then, follow the keying instruction included in the scenarios below by using the training instrument.

## Instructions for Accessing CEQ 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 toward 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 CEQ (Redesign)** from the surveys listed. Then click **OK**. This brings you to the Training Case Management screen.

**Step 6** **CEQ RI Classroom Training** is selected. Press **F5 Install** to install your CEQ RI 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. Take a look at how the reinterview instrument path will look when the previous outcome is an interview and the reinterview verifies the previous outcome as correct.

**Highlight the address 101 Railroad Drive (Control # 709561269 Q43 01 10100) and press F2.**  
At the address confirmation screen, select OK.

<b>TRAININGCASE</b>	<b>(Enter 1)</b>
<b>START</b>	Review the information on the screen. Note the original interview date and outcome code. <b>(Enter 1)</b>
<b>HHCOMP</b>	Here you will review the original household composition. <b>(Enter 1)</b>
<b>METHOD</b>	You are completing this case by personal visit. <b>(Enter 2)</b>
<b>CKSUP</b>	Remember, you must obtain supervisory approval AND ensure the address is within 50 miles to conduct reinterview via personal visit. You did obtain supervisory approval. <b>(Enter 1)</b>
<b>HELLO_PC</b>	FR: Hello, I'm (your name) from the U.S. Census Bureau. Here is my identification card. (Show ID) May I speak to John Ro? R: I'm John Ro. <b>(Enter 1)</b>
<b>INTRO_PC</b>	FR: <b>Thank you for helping us recently with the Consumer Expenditure Quarterly Survey. We're doing a short quality control check to make sure that our interviewers are following correct procedures. Is your address 107 Mountain View Circle, Any Town, CT 99997-9997?</b> R: Yes. <b>(Enter 1)</b>
<b>RIRESP</b>	<b>(Enter 3 for John Ro)</b>

- CONTACT\_C** FR: Did an interview contact you on or about Tuesday, May 5<sup>th</sup>, 2015 and ask questions about bills and other household expenses?  
R: Yes.  
**(Enter 1)**
- ORMODE** FR: Did the interview conduct the interview in person or over the telephone?  
R: In person.  
**(Enter 1)**
- POLITE** FR: Was the interviewer polite and professional?  
R: Yes.  
**(Enter 1)**
- LENGTH\_H** FR: About how long did the interview last?  
R: About an hour and a half.  
**(Enter 1 for the hour)**
- LENGTH\_M** **(Enter 30 for the minutes)**
- LAPTOP** FR: Did the interviewer use a laptop computer?  
R: Yes.  
**(Enter 1)**
- INFOBK** FR: Did the interviewer give you an information booklet that lists a variety of items you might have had expenses for?  
R: Yes.  
**(Enter 1)**
- ANYRECEIPTS** FR: Throughout the interview did you refer to any receipts for purchases?  
R: No.  
**(Enter 2)**
- RECEIPTS** FR: Were you asked to keep receipts between interviews?  
R: Yes.  
**(Enter 1)**
- REFER** FR: Throughout the interview, did you refer to those receipts?  
R: No.  
**(Enter 2)**

**ROSTER\_1**

FR: Our records indicate that Lance Ro, Wanda Ro, and John Ro were living or staying at 107 Mountain View Circle, Any Town, CT 99997-9997 on Tuesday May 5<sup>th</sup>, 2015. Is this correct?

R: Yes.  
**(Enter 1)**

**ROSTER\_3**

FR: Have I missed any household member who didn't have a usual residence elsewhere or who wasn't away at college or Tuesday, May 5<sup>th</sup>, 2015?

R: No.  
**(Enter 2)**

**EMAIL\_BLANK**

FR: Our records indicate that your e-mail address wasn't recorded during the previous interview. Do you have an email address?

R: Yes.  
**(Enter 1)**

**EMAIL\_COLLECT**

FR: Can I have your email address?

R: No, I don't want to give it out.  
**(Press Enter)**

**ONE\_SESSION**

FR: Was this interview done in one session? By one session I mean, was the interviewer able to complete the entire interview on the first visit, or were there additional visits or a follow up?

R: One visit.  
**(Enter 1)**

**EDUCATION**

FR: Were you asked about payments made for education expenses?

R: Yes.  
**(Enter 1)**

**INSURANCE**

FR: Were you asked about any new insurance policies?

R: Yes.  
**(Enter 1)**

**THANK\_YOU**

FR: Thank you for your cooperation.

R: You're welcome.  
**(Enter 1)**

**RI\_OUTCOME**

Now you determine whether, based on your questions, if the original outcome code was correct. For this case it is correct.

**(Enter 1)**



**FALSIF** There is no reason to suspect falsification. **(Enter 2)**  
**READYWRAP** **(Enter 1)**

**WRAP\_UP** **(Enter 1)**

### *Scenario #2*

For this next example, the original outcome was a Type B – Unoccupied Trailer Site. Take a look at how the reinterview instrument path will look when the previous outcome is a Type B and the reinterview shows the previous outcome is not correct.

**Highlight the address 5150 Railroad Street (Control # 0581925UQ47000060110100) and press F2. At the address confirmation screen, select OK.**

**TRAININGCASE** **(Enter 1)**

**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. This is a new reinterview case.  
**(Enter 1)**

**START\_1A** This screen gives contact person information: Name, Title, Phone, and Address.  
**(Enter 1)**

**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 Joan Smith?  
R: Speaking.  
**(Enter 1)**

- INTRO\_TN** FR: Thank you for recently helping us verify the status of 5150 Railroad Street. We're doing a short quality control check to make sure that our interviewers are following correct procedures.  
R: Ok.  
**(Enter 1)**
- CONTACT\_N** FR: Did an interviewer visit or call regarding: 5150 Railroad Street, Anytown, GA 99997?  
R: Yes.  
**(Enter 1)**
- ORMODE** FR: Did the interviewer visit in person or call on the telephone?  
R: On the telephone.  
**(Enter 2)**
- POLITE** FR: Was the interviewer polite and professional?  
R: Yes.  
**(Enter 1)**
- STATUS** FR: Our records show that on Monday, September 15<sup>th</sup>, 2015, 5150 Railroad Street, Anytown, GA 99997 was an unoccupied tent or trailer site. 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 5150 Railroad Street, Any Town, GA 99997 on or about Monday, September 15<sup>th</sup>, 2015?  
R: It's been occupied continuously for the past 8 years.  
  
**(Enter "Continuously occupied for past 8 years" and Press Enter.)**
- THANK\_YOU** FR: Thank you for your cooperation. You've been very helpful.  
**(Enter 1)**

---

<b>Ri_outcm</b>	This screen asks if the original outcome was correct. <b>(Enter 2)</b>
<b>MISC_B</b>	This screen appears only if the original outcome was a Type B case, but you said in RI_OUTCM that the original outcome was not correct. <b>(Enter 1, Should have been an Interview or Type A)</b>
<b>FALSIF2</b>	After listing all discrepancies, this screen Indicates falsification is suspected. <b>(Enter 1)</b>
<b>READYWRAP</b>	This screen tells you that a case is ready to be wrapped up.. After exiting, the case will be deleted from your case list. <b>(Enter 1)</b>
<b>WRAP_UP</b>	This screen tells you the outcome code as well as the action code and RI disposition code of this case. <b>(Enter 1)</b>

**At the Case Notes, enter “Spoke to original Type C contact person Joan Smith. She indicated unit has been continuously occupied for past 8 yrs. Prev outcome incorrect.”**

## **Notes**

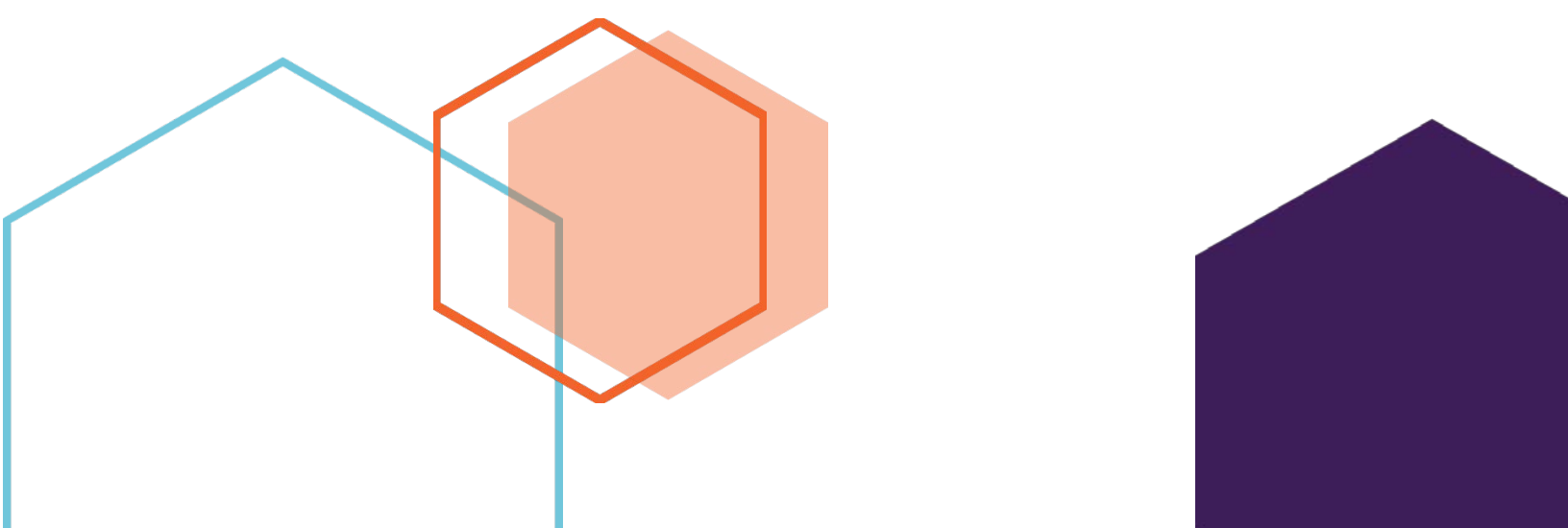
# ***Section II***

## ***Survey Specific Information***

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Revision: 7/2018

### Lesson 8: Current Population Survey (CPS) Reinterview Self-Study



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.

## Lesson 8. Reinterview for the Current Population 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 the Current Population Survey (CPS). You will learn about:

- Who is eligible to do the CPS reinterview.
- The CPS content questions that are asked in the reinterview.
- The outcome codes you can expect to see in the CPS reinterview instrument.
- Unique situations applicable to CPS reinterview.

### How to Charge Your Time

You are allowed 1 hour to complete this lesson. Charge that time to Current Population Survey, project number 0906000 task code 521.

If you have questions about how to charge time for completing this self-study, contact your supervisor.

### Eligible Reinterview Respondent for Complete and Sufficient Partial Original Interviews

You will conduct a reinterview with one household member. You will reinterview either:

#### **The original household respondent**

Or

#### **an eligible proxy respondent.**

### Proxy Response Allowed

If the original household respondent is not available, a proxy response in CPS is allowed in reinterview for the household respondent. Any knowledgeable household member who is 15 years old or older is an eligible proxy. If possible, talk with someone who was present at the time of the original respondent. If the household respondent or eligible proxy respondent is not available after three (3) attempts, then the reinterview is a Type A noninterview.

**Eligible Reinterview Respondent for Original Noninterviews**

To verify Type B or C noninterviews, the reinterview instrument will instruct you either to contact the Type B/C contact person or to use all available resources to verify the original noninterview outcome.

**CPS Content Questions****Eligible Cases**

**The QC sample includes interviewed cases and type B and type C noninterviews (with or without available telephones).** Type A noninterviews are not eligible for QC reinterview, nor are previously reinterviewed or observed cases.

**Interview Verification**

The following questions will be asked for complete interviews and sufficient partials. All automatic fill are *italicized*.

**Content Verification**

The following is asked of all interviews:

- Did the interviewed 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)

**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.

**Reinterview Questions for Completes**

As is standard with most QC reinterviews, after verifying that the CPS interviewer contacted the household, the CPS QC RI instrument leads the reinterviewer to ask:

- If the interviewer visited in person or called on the telephone (ORMODE),
- If the interviewer was polite and professional(POLITE),
- How long the interview lasted (LENGTH\_H,



LENGTH \_M),

- If the interviewer used a laptop computer (LAPTOP),
- If the roster was correct (ROSTER\_1, ROSTER\_2, ROSTER\_3), and
- If the interviewer asked about labor force items (MLR1, ..., MLR7).

**Questions about labor force items are:**

MLR1: Did the interviewer ask [*NAME(s)*] about work, pay, or business?

MLR2: Did the interviewer ask [*NAME(s)*] if they were paid by their employer for any of their time off work?

MLR3: Did the interviewer ask [*NAME(s)*] about returning to work?

MLR4: Did the interviewer ask [*NAME(s)*] about looking for work?

MLR5: Did the interviewer ask [*NAME(s)*] work or retirement related questions?

MLR6: Did the interviewer ask [*NAME(s)*] disability related questions?

MLR7: Did the interviewer ask [*NAME(s)*] what best described their situation at the time of the interview? For example, in school, taking care of house or family, etc.

**Probing for Falsification**

Before reaching a conclusion that an interviewer is falsifying data, make every effort to see if there is any other explanation for discrepancies. For example:

**Original Case Was Interview**

A respondent claims that they were never contacted, not contacted recently, or the occupants of the sample unit are not occupants listed on the roster. Some questions the reinterviewer may ask the respondent or him/herself are:

- a) "Is it possible that there is another person in the household who spoke with the

interviewer?" ... "May I speak to that person?"

- b) "May I proceed with the interview to verify the information we do have?" Perhaps the questions will jog the person's memory. (This is only applicable if the household that occupies the unit is the same household that is listed on the roster.)
- c) "Is it possible that you were contacted by phone (in person)?"
- d) "Was this person/household enumerated as part of another household?"
- e) "Did the interviewer attempt to interview the unit?"

**Original Case  
Was a Type B**

A case reported as an original Type B is found to be occupied. Ask him/herself or the respondent:

- a) "When did the occupants move to the sample address?" "Could it have been after the interviewer's initial visit?"
- b) "Does the occupant have any other place where he/she usually sleeps most of the week, e.g., a live-in job, a parent's home, a girlfriend's or boyfriend's home?"
- c) "Did the interviewer (I) have the wrong address?"
- d) "Was this person/household enumerated as part of another household?"
- e) "Did the interviewer attempt to interview the unit?"

**Original Case  
Was a Type C**

A case reported as an original Type C noninterview is found to be occupied. Ask yourself or the respondent:

- a) "When was this structure built?" "Could this be a replacement structure?"
- b) "Could this unit be considered to be part of another unit?"
- c) "Did the interviewer (I) have the wrong address?"
- d) "Did the interviewer attempt to interview the unit?"

**REINTERVIEW  
OUTCOMES**

When a reinterview is over, the instrument will show the reinterviewer the following list of six reinterview outcomes on the RICODE screen. **The reinterviewer must select one of these outcomes.** The instrument will display the outcome code of the original interview and its' description on the RICODE screen. Outcome codes are presented in Appendix A. **The INTERVIEW OUTCOMES are:**

1. Original interview outcome verified as correct.

**Note: This includes cases where the original outcome was a complete interview OR a noninterview as long as the original outcome was verified as correct by the reinterviewer.**

2. Suspect Falsification of a completed original interview. (Referred for supervisory review).
3. Suspect falsification of an original Type B or Type C (Referred for supervisory review.)
4. Misclassification of an original noninterview. (Falsification **NOT** suspected.)

**Note: This includes original noninterview (Type B or C) cases that are accidentally classified by the interviewer incorrectly**

5. Wrong unit interviewed/visited originally. (Falsification **NOT** suspected.)
6. Noninterview in reinterview-unable to verify the original interview outcome.

**Note: This includes reinterview cases where the original interview outcome **COULD NOT BE VERIFIED** by the reinterviewer. For example, the reinterviewere could not verify the original interview outcome because the respondent refused to be reinterviewed. (i.e., refusal in RI).**

## Instructions for Accessing CPS 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 CPS (Windows)** from the surveys listed. Then click **OK**. This brings you to the Training Case Management screen.
- Step 6** **Reint CPS QC** is selected. Press **F5 Install** to install your Reint CPS 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 – CASE 25

For this first example, the original outcome was a complete interview.

**Highlight the Control Number: 0199001UA25000101(address: 901 Captains Ln., Brick House with White Trimming, Any Town, KS 99997)** 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.

This screen will display: Original Outcome: 201 Complete- Interview.
---

(Enter 1, to Continue.)

#### HHCOMP

This screen shows the roster, including names, relationship to household respondent, age, sex, race, education, 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, 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.)

Be sure to verify the name of the person of who you are speaking by checking the screen.
--

#### HELLO\_TC

FR: Hello. I’m (your name) from the U.S. Census Bureau.  
May I speak to Susan Butler?  
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 Current Population Survey.

We're doing a short quality control check, that may last 5 to 10 minutes, to make sure our interviewers are following correct procedures.

Is your address:

**901 Captains Ln., Any Town, KS 99997?**

R: Yes.

**(Enter 1, Yes.)**

**RIRESP**

**We know we are speaking with Susan Butler, who is line number 1.**

**(Enter 1, for Susan Butler.)**

**CONTACT\_C**

FR: Did an interviewer contact you or about and a Friday, June 23<sup>rd</sup>, 2017 and ask questions about characteristics of this housing unit and occupants of the unit?

R: Yes.

(Enter 1, Yes.)

**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, Yes.)**

**LENGTH\_H, LENGTH\_M**

FR: About how long did the interview last?

R: It lasted about thirty minutes.

**(Enter 0 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, Yes.)**

**ROSTER\_1**

FR: Our records indicate that Susan Butler, Marcos Brown, John Butler, Bill Butler, Debra Dreelin and Dennis Dreelin were living or staying at: **901 Captains Ln., Any Town, KS 99997**, on Friday June 23rd, 2017. Is this correct?

R: Yes.

**(Enter 1, Yes.)**

**ROSTER\_3**

FR: Have I missed any household member who was living here on Friday, June 23, 2017?

R: No.

**(Enter 2, No.)**

**MISCK48**

FR: Did the interviewer ask Susan Butler about earnings?

R: Yes.

**(Enter 1, Yes.)**

**RIMLR1**

FR: Did the interviewer ask about Marcos Brown's work, pay or business?

R: Yes.

**(Enter 1, Yes.)**

**RIMLR5**

FR: Did the interviewer ask about Susan Butler's work or retirement status?

R: Yes.

**(Enter 1, Yes.)**

**RIMLR7**

FR: Did the interviewer ask what Bill Butler and Debra Dreelin situations were at the time of the interview? For example, in school, taking care of the house or family, etc.?

R: Yes.

**(Enter 1, Yes.)**

**THANK\_YOU**

Thank you for your cooperation. You've been very helpful.

**RI\_OUTCM**

This question gives the original outcome for the case and asks if it was correct and whether it was a complete interview.

(Enter 1, Yes.)

(Enter 1 to Continue.)

**FALSIF**

This question asks if you suspect falsification of the entire interview. It lists discrepancies found during reinterview, if any:

Your reinterview did not indicate any discrepancies.

◆Do you suspect falsification?

Since there are no discrepancies, you do not 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.

The outcome code for this case should display: Outcome: 201 RI_DISP: 001
--

(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 – CASE 39**

For this example, the original outcome is a demolished case. You cannot reach a respondent to confirm.

**Highlight the Control Number: 0199001UA39000101 (address 78 Jets Lane, Any Town, MA 99997) 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 confirmed noninterview case.

**(Enter 1, Continue.)**

This screen will display: Original Outcome: 240 Demolished.
--

**START\_1A**

This screen shows no contact information is available: Name, Title, Phone, and Address.

**(Enter 1, to Continue.)**

You can go out to the location to find a proxy. If there is still no one available and you see can see it is demolished.
--

**METHOD**

**(Enter 4, for Reinterview Noninterview.)**

**STATUS\_RI**

FR: Attempts were made to contact the respondent.

R: **(Enter 2, Reinterview noninterview.)**

**NONINT**

FR: Which outcome describes this reinterview case?

R: Select, Type C

**(Enter 3, Type C Noninterview.)**

**TYPEC**

FR: Which Type C outcome describes this interview case?

R: Select, Demolished.

**(Enter 1, Demolished.)**

**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 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.

This screen should display: Outcome code: 240 RI_DISP: 024
---

**(Enter 1, to Continue.)**

**The Case-Level Notes Editor will pop up for one last chance to enter notes. Enter. “No one available to confirm.” Click F10 to close the notes window. This will wrap up the case.**

**Scenario #3 – CASE 29**

For this example, the original outcome: A completed interview, however reinterview will determine this case to be a Type A, unable to reach the respondent.

**Highlight Control Number: 0199001UA290001011 (address:201 Bulldogs Drive, Anytown, KS 99997)** 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.

The screen will display, Original Outcome: 201-Completed Interview.
--

**(Enter 1, to 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. You should also get permission for a personal visit.

**(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.)**

**VERTELE**

FR: Have I reached area code (111) 111 – 1111?  
R: Yes.

**(Enter 1, Yes.)**

**ADDVER**

FR: I need to verify that the address is correct:

**100 Bulldog Drive  
Any Town, KS 99997**

R: No, this is not the same address.

**(Enter 2, Not the same address.)**

**THANK\_SORRY**

FR: I'm sorry, I have the wrong address or telephone number. Thank you for your help.

**(Enter 1, to continue)**

**STATUS\_RI**

This screen will display: **This case is not completed.**  
Several attempts have been made to contact the respondent.

**(Enter 2, Reinterview Noninterview.)**

**NONINT**

FR: Which outcome describes this reinterview case?

R: Select, Type A

**(Enter 1, Type A Noninterview.)**

**TYPEA**

FR: Which Type A outcome describes this interview case?

R: Select, Unable to complete, bad telephone number.

**(Enter 1, Unable to complete, bad telephone number.)**

**FALSIF**

After listing all discrepancies, this screen asks if you suspect falsification.

Your reinterview indicated the following discrepancies:

11- The interviewer entered a bad telephone number for this case

◆Do you suspect falsification?

You do not know if this is a mistake or on purpose, so there is no way to determine falsification.

**(Enter 3, Unable to determine.)**

**READYWRAP**

This screen tells you that the case is ready to be wrapped up.

When you enter 1, the instrument will leave the case.

**(Enter 1, to Continue.)**

**WRAP\_UP**

This screen tells you that the 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.

The screen will display: Outcome: 214 RI_DISP:003
--

**(Enter 1, to Continue.)**

**The Case-Level Notes Editor will pop up for one last chance to enter notes. Enter “wrong phone number”. Unable to determine if suspected falsification.” Click F10 to close the notes window.**

**Scenario #4 – CASE 30**

This example is a complete CPS interview of a two-person household where one person has moved out several months ago. He had to go to a nursing home to live permanently.

**Highlight Control Number:** 0199001UA30000101 (address: 90 Jaquar Way, Any Town, KS 99997) 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.

This screen will display: 201 Completed interview
---

**(Enter 1, Continue)**

**HHCMP**

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 Jaime Conte?  
R: Yes, this is Jaime.

**(Enter 1, This is correct person, or correct person called to the phone.)**

**INTRO\_TC**

FR: Thank you for helping us recently with the Current Population Survey

We're doing a short quality control check, that is 5 to 10 minutes, to make sure that our interviewers are following correct procedures.

Is your address: *90 Jaquar Way, Any Town, KS 99997*

R: Yes.

**(Enter 1, Yes.)**

**RIRESP**

FR: With whom am I speaking?

R: Jaime

**(Enter 1, the line number for Jamie Conte.)**

**CONTACT\_C**

FR: Did an interviewer contact you on someone in your household on or about Monday, June 26<sup>th</sup>, 2017, and ask questions about characteristics of this housing unit and occupants of the unit?

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)**

**PHONE\_REQUEST**

FR: Did you request the telephone interview?

R: Yes.

**(Enter 1)**

**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 Jaime and John Conte were living or staying at 90 Jaguars Way, KA 99997 on Monday, June 26<sup>th</sup> 2017. Is this correct?  
R: No, John 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 John Conte, and Press Enter.)**

**ROSTER\_3**

FR: Have I missed any household member who was living here on Monday June 26<sup>th</sup>, 2017?  
R: No.

**(Enter 2)**

**RIMLR5**

FR: Did the interviewer ask about Jaimie Contes and John Contes's work or retirement status?  
R: Yes.

**(Enter 1)**

**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.

The interview had an error, however an interview was conducted therefore it is correct.

**(Enter 1)**

**FALSIF**

**After listing all discrepancies, this screen asks if you suspect falsification.**

Your reinterview indicated the following discrepancies:  
7- The household roster was incorrect.

This is an error but the respondent indicated they visited and did the interview and asked the work questions.

◆Do you suspect falsification?



**(Enter 2, No.)**

**DESCREPNOTES**

This screen asks why you did NOT suspect falsification and asks you to provide an explanation in the case notes. You will need to press CTRL-F2 to access the notes. Enter L when your done with the explanation in Reinterview Notes.

**(Enter 1 to Continue.)**

**READYWRAP**

This screen tells you that the case is completed and ready for to be transmitted.

This screen displays: Outcome code: 301 RI_DISP: 009
--

**(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.**

**Scenario #5 CASE 36**

For this example, the original outcome (Under construction, not ready) is incorrect:  
Suspected Falsification

**Highlight Control Number: 0199001UA36000101 1 (address:, Anytown, KS 99997)** 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.

This screen will display: Outcome Code: 229 Under Construction, not ready.

**(Enter 1, Continue.)**

**START\_1A**

This screen shows no contact information is available:  
Name, Title, Phone, and Address.

This will screen display: NO CONTACT PERSON INFORMATION IS AVAILABLE

**(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 2, Personal Visit Reinterview.)**

**CKSUP**

This screen shows:

- ◆ [Contact your supervisor for authorization before conducting a personal visit?](#)

**(Enter 1, Personal Visit Reinterview Authorized.)**

**HELLO\_PNX**

FR: Hello. I'm (your name) from the U.S. Census Bureau. Here is my identification card.

- ◆ [Show ID Card](#)

Our records show that one of our interviewers, (name), recently contacted this location to verify the status of:

246 Mustangs Ave Apt #320  
Any Town, MA 99997

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?

R: Yes

**(Enter 1, Yes.)**

**CONTACT\_N**

FR: Did an interviewer visit or call regarding:

246 Mustangs Ave Apt #320  
Any Town, MA 99997

R: No.

**(Enter 2, No)**

**STATUS**

FR: Our records show that on Tuesday, June 27<sup>th</sup>, 2017,

246 Mustangs Ave Apt #320  
Any Town, MA 99997

Was under construction.  
Is this information correct?

R: No.

**(Enter 2, No.)**

**STAT\_PROB2**

- ◆ Original Outcome: 229-Under Construction, not ready?
- ◆ Original Interview Date: Tuesday, June 27<sup>th</sup>, 2017?  
What was the status of

246 Mustangs Ave Apt #320  
Any Town, MA 99997

On or about Tuesday, June 27<sup>th</sup>, 2017?

- ◆ Enter reported status ?

- ◆ Explain any discrepancy between reported status and original outcome.

The respondent's unit was reported as, "under construction, not ready". An interview was not conducted.

**THANK\_YOU**

FR: Thank you for your cooperation. You've been very helpful.

**(Enter 1, to Continue.)**

**RI\_OUTCM**

Screen displays:

- ◆ Original Outcome: 229-Under Construction, not ready?
- ◆ Original Interview Date: Tuesday, June 27<sup>th</sup>, 2017?

FR: Was the original outcome correct?

R: No.

**(Enter 2, to continue.)**

**MISC\_B**

This screen asks you to describe the misclassification of this original Type B Case.

- ◆ Which of the following options describes the misclassifications of this original Type B Case?

**(Enter 1, Should have been an interview or Type A.)**

**FALSIF2**

**After listing all discrepancies, this screen asks if you suspect falsification.**

Your reinterview indicates the following discrepancies:

2- The interviewer determined that the original status, 229- Under construction, not ready, was incorrect.

5- The interviewer classified this unit as a Type B or Type C Noninterview and you determined that it should have been an interview Type A.

6- The interviewer respondent indicated that the original status, 229- Under Construction, not ready, 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 for to be transmitted.

**(Enter 1 to Continue.)**

**WRAP\_UP**

This screen tells you that the case outcome and RI disposition code.

This screen displays: Outcome code: 301 RI_DISP: 096
--

**(Enter 1 to Continue.)**

**The Case-Level Notes Editor will pop up for one last chance to enter notes. Enter “The interviewer did not interview the respondent, who was not available. There was no construction at the time of the interview.” 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 A - Quality Control and Response Error

### Outcome and Action Codes

Quality Control and Response Error Reinterview Outcome and Action Codes			
Disposition <sup>A1</sup>	Outcome <sup>A2</sup>	Action	Description
<b>No Suspected Falsification</b>			
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
001	203	04	Sufficient partial - no more follow-up
Type A Noninterviews			
034	213	21	Language barrier
003	214	21	Unable to complete, bad telephone number
013	214	21	Unable to locate
036	215	21	Insufficient Partial
014	216	21	No one home
015	217	21	Temporarily absent
033	218	21	Refused
035	218	21	Respondent can't remember
037	219	21	Other Type A
Type B Noninterviews			
038	224	31	Entire HH under or over age limit
039	225	31	Temporarily occupied by persons with URE
017	226	31	Vacant, regular or seasonal
019	227	31	Vacant, storage of household furniture
023	228	31	Unfit, to be demolished
028	229	31	Under construction, not ready
020	230	31	Converted to temporary business or storage
021	231	31	Unoccupied tent or trailer site
016	232	31	Permit granted, construction not started
041	233	31	Other Type B
022	234	31	HH institutionalized or temporarily ineligible
Type C Noninterviews			
024	240	41	Demolished
025	241	41	House or trailer moved
045	242	41	Outside Segment
026	243	41	Converted to permanent business or storage

<sup>A1</sup>Disposition of Quality Control Outcome Code: 001-059 = no suspected falsification 060+ = suspected falsification

<sup>A2</sup>All cases except outcome codes 200, 202, and 201 go to Supervisory Review

Disposition	Outcome	Action	Description
050	244	41	Merged
027	245	41	Condemned
046	246	41	Built after April 1, 2000
051	247	41	Unused line of listing sheet
042	248	41	Other Type C
029	249	41	Sample Adjustment
030	250	41	Deceased
031	251	41	Moved out of country
050	256	41	Removed during subsampling
050	257	41	Unit already had chance of selection
Type D Noninterviews			
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
047	301	11	Originally classified as a B, should have been a D
048	301	11	Originally classified as a C, should have been a B
049	301	11	Originally classified as a C, should have been a D
058	301	11	Other misclassification – specify in the notes
Discrepancy Cases			
005	301	11	Discrepancy – not all questions asked in original interview
006	301	11	Discrepancy - Use of proxy in original when self-response is required
007	301	11	Discrepancy - Use of ineligible proxy in original when proxy is allowed
008	301	11	Wrong unit/person visited originally
009	301	11	Discrepancy – incorrect HH roster
012	301	11	Other – No suspected Falsification
RO/HQ Discretion			
052	311	21	RO discretion – permanent (hard to interview original case)
053	312	21	RO discretion – temporary (more than 50 miles from nearest reinterviewer and no phone number)
054	312	21	RO discretion – temporary (observed during the original interview)
055	312	21	RO discretion – temporary (personal visit needed, but not authorized)

056	312	21	HQ discretion – temporary (case management, CAPI control problems)
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Disposition	Outcome	Action Description	
057	312	21	RO discretion – temporary (other)
			<b>Suspected Falsification</b>
060	301	11	Suspected falsification of a case turned in as an interview
Type A Noninterviews			
105	214	21	Unable to complete, bad telephone number
067	214	21	Unable to locate
068	216	21	No one home
069	217	21	Temporarily absent
086	218	21	Refused
087	213	21	Language problem
089	215	21	Insufficient partial
090	219	21	Other Type A
Type B Noninterviews			
071	226	31	Vacant, regular 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 or over age limit
092	225 31		Temporarily occupied by persons with URE
094	233	31	Other Type B
Type C Noninterviews			
078	240	41	Demolished
079	241	41	House or trailer moved
080	243	41	Converted to permanent business or storage
081	245	41	Condemned
083	250	41	Deceased
084	251	41	Moved out of country
095	248	41	Other Type C
Type D Noninterviews			
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



100	301	11	Originally classified as a B, should have been a D
101	301	11	Originally classified as a C, should have been a B
102	301	11	Originally classified as a C, should have been a D
103	301	11	Other misclassification – specify in the notes
Discrepancy Cases			
Disposition	Outcome	Action	Description
061	301	11	Discrepancy – incorrect HH roster
062	301	11	Discrepancy – not all questions asked in interview
063	301	11	Discrepancy - Use of proxy in original when self-response is required
064	301	11	Discrepancy - Use of ineligible proxy in original when proxy is allowed
065	301	11	Wrong unit/person visited originally
066	301	11	Other Suspected Falsification

## **Notes**

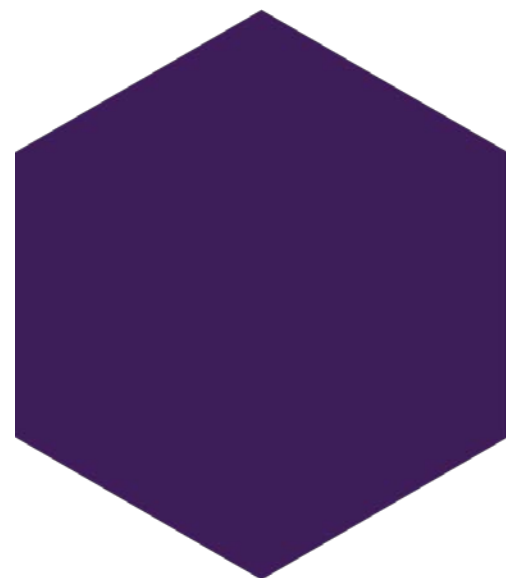
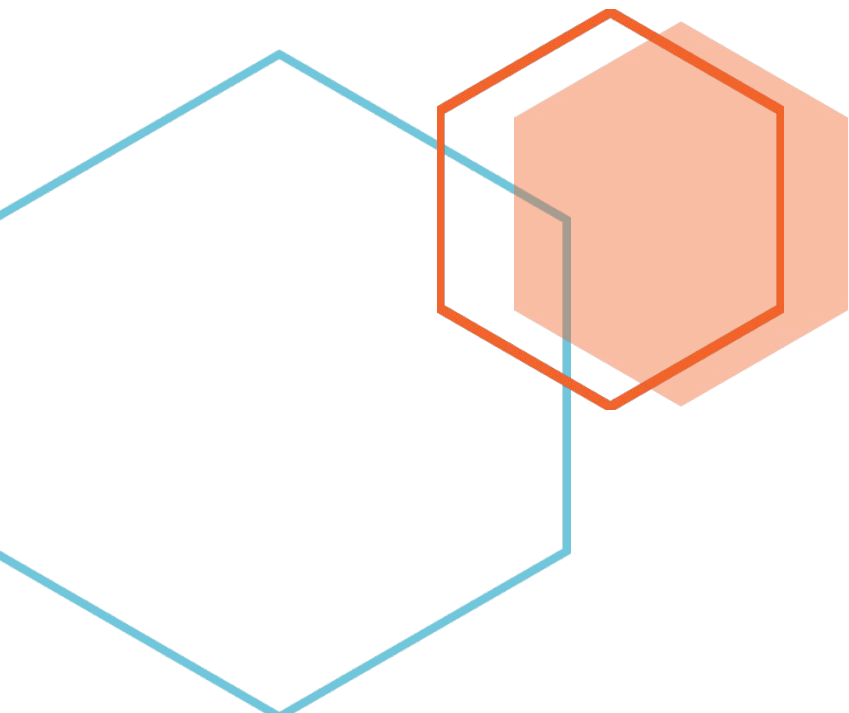


# ***Section II*** ***Survey Specific Information***

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Revision: 7/2018

## Lesson 9: National Health Interview Survey (NHIS)



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.

## Lesson 9. Reinterview for the National Health Interview 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 NHIS. You will learn about:

- the NHIS content questions that are asked in the reinterview instrument
- the outcome codes you can expect to see in the reinterview instrument
- unique situations applicable to NHIS reinterview

**How to Charge Your Time** You are allowed **4 hours** to complete this lesson. Charge that time to NHIS-National Health Interview Survey, **task code 528**.

If you have questions about how to charge time for completing this self-study, contact your supervisor.

**2018  
Reinterview  
Split Sample  
Test**

A split sample test will be conducted during the January 2018 – September 2018 reinterview data collection cycles. Using a systematic sampling scheme, the reinterview sample will be divided to test the wording of new introduction questions. One portion of the reinterview respondents will be asked the new introduction questions, whereas the other portion will be asked introduction questions that were used in 2017. Both versions of the introduction questions are listed below, with the differences highlighted in yellow.

**Screen: SURVEY**

- **Old Wording:** Now I am going to ask you a few questions about the content of the interview to verify whether the interviewer asked you the correct questions.
- **New Wording:** Now I am going to ask you a few questions to verify that the survey was administered correctly. Each person can be asked different questions, so please answer questions according to your memory.

**Screens:** HELLO\_TCX; INTRO\_TC; HELLO\_TNX;  
INTRO\_TN; HELLO\_PCX; INTRO\_PC; HELLO\_PNX;  
INTRO\_PN; PROX\_C; PROX\_N; PROX\_UC; PROX\_UN;  
VACANT2\*

- **Old Wording:** We're doing a short quality control check to make sure that our interviewers are following correct procedures.
- **New Wording:** We're doing a short quality control check to make sure that correct procedures are being followed.

**Screens:** HELLO\_TCX; HELLO\_TNX; HELLO\_PCX;  
HELLO\_PNX; PROX\_C; PROX\_N; PROX\_UC; PROX\_UN

- **Old Wording:** Can you or another household member answer a few questions to help us evaluate the interviewer's work?
- **New Wording:** Can you or another household member answer a few questions to verify that the survey was administered correctly?

**Screen:** RESPFOLUP\_DIF - *Note that this question is new for 2018 and will be asked in both samples.*

- In general, how difficult was it for you to remember whether the interviewer asked certain questions in the original interview? Would you say...
  - very difficult,
  - somewhat difficult, or
  - not at all difficult?

**Screen RESPFOLUP\_COM** - *Note that this question is new for 2018 and will be asked in both samples.*

- In general, how comfortable were you answering questions about whether the interviewer asked certain questions I the original interview? Would you say...
  - very comfortable,
  - somewhat comfortable,
  - neither comfortable or uncomfortable,
  - somewhat uncomfortable, or
  - very uncomfortable?

### **NHIS Content Questions**

The NHIS reinterview content questions are:

- Did the interviewer ask you questions about whether someone in your household has a cell phone?
- Did the interviewer ask whether anyone in the family needs the help of other persons with personal care needs, such as eating, bathing, dressing, or getting around inside this home?
- Did the interviewer ask you or someone in your household if anyone in the household was covered by health insurance or some other kind of health care plan?
- Did the interviewer ask you about the amount of your total family income?
- Did the interviewer ask you how often you exercise?
- Did the interviewer ask whether your house has a functioning smoke detector?
- Did the interviewer ask you whether there is a place that you usually go to when you are sick or need advice about your health?
- Did the interviewer ask whether you consider yourself to be gay, straight, bisexual, or something else?
- Did the interviewer ask whether you recently felt sad, nervous, or hopeless?

- Did the interviewer ask whether you got an influenza (flu) vaccination?
- Did the interviewer ask for the last four digits of your social security number?

**NHIS Follow-up Questions**

For the 2018 Reinterview we have added the two follow-up questions below, which will be asked at the end of all completed reinterviews. Note that these questions were mentioned above in the 2018 Reinterview Split Sample Test section on page 9-2 and page 9-3.

Two follow-up questions, RESPFOLUP\_DIF and RESPFOLUP\_COM have been added to the reinterview questionnaire. These follow-up questions will be asked at the end of the reinterview, but before you thank the respondent for their participation. You will only ask respondents who completed an original interview. Note that these questions were mentioned above in the 2018 Reinterview Split Sample Test section on pages 9-1 through 9-3.

The first question, RESPFOLUP\_DIF, asks about the respondent's recall and the second question, RESPFOLUP\_COM, asks about the respondent's comfort level when answering questions about the interviewer's performance.

**Screen RESPFOLUP\_DIF:**

- In general, how difficult was it for you to remember whether the interviewer asked certain questions in the original interview? Would you say...
  - very difficult,
  - somewhat difficult, or
  - not at all difficult?

**Screen RESPFOLUP\_COM:**

- In general, how comfortable were you answering questions about whether the interviewer asked certain questions in the original interview? Would you say...
  - very comfortable,
  - somewhat comfortable,
  - neither comfortable or uncomfortable,
  - somewhat uncomfortable, or
  - very uncomfortable?

All Reinterview cases that wrap up with outcome 301 (CAPI), or



**Documenting  
Discrepancies**

outcome 398 or 399 (CATI) do so because there is a discrepancy between the reinterview answers and those entered in the original interview.

Reinterview is about more than finding falsification. It is important for us to identify all reinterview discrepancies. This helps us understand how the instrument is working, if we need to improve training, or if an FR has difficulties with specific items. Each month, Field Division provides the National Center of Health Statistics (NCHS) a list of all reinterview discrepancies found during the month for their analysis. NCHS has been very involved in changes to the NHIS reinterview instrument and process in recent years, and they frequently have questions about this report. We also provide the report to staff in Census' Demographic Statistical Methods Division (DSMD), which manages reinterview materials, instruments and analysis for all Field surveys.

Because of this, it is very important to identify specific discrepancies in the reinterview notes. When a case wraps up as a 301, 398 or 399, determine:

- Were there any questions the respondent said were not asked or that the respondent did not remember? Which ones?
- Was there a discrepancy in the sample address?
- Was there a discrepancy in the household roster?
- Did the respondent indicate that a laptop was not used on a personal visit interview?
- Did the respondent express a concern about the FR's behavior or demeanor?
- Should the original outcome code have been different?
- Was the case sent as an interview (201 or 203), but the respondent did not participate or was not contacted?

If the answer to any of these is "Yes," please enter this information in the notes before wrapping up the case.

**NHIS Response  
Error  
Questions**

These next questions are to make sure the interviewer recorded the correct responses:

- Have you ever been told by a doctor or health professional that you have diabetes or sugar diabetes?
- Do you have trouble seeing, even when wearing glasses or contact lenses?

<b>NHIS Reinterview Practice Scenarios</b>	To familiarize yourself with the NHIS reinterview content, complete the following practice scenarios. Follow the keying instruction included in the scenarios below by using your NHIS RI training instrument.
--	--

### Instructions for Accessing NHIS Reinterview Training Case Management

- Step 1** At the Desktop, click twice on **the Capitest 1 MCMT** icon.
- Step 2** At the Warning screen, select **OK**.
- Step 3** Click on the purple “Training/Manuals” tab toward 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 NHIS (Redesign)** from the surveys listed. Then click **OK**. This brings you to the Training Case Management screen.
- Step 6** **NHIS RI Training 2018** is selected. Press **F5 Install** to install your NHIS Reinterview Cases 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 (Case 4)***

For this first example, the original outcome was a complete interview. Take a look at how the reinterview instrument path will look when the previous outcome is an interview and the reinterview verifies the previous outcome as correct.

***Highlight the address 175 First ST STE A (Control # 0888008AN18000104 00) and press F2.***  
At the address confirmation screen, select OK.

TRAININGCASE (Enter 1)

OMB\_NOTICE This statement is read to the respondent only if she/he has a serious grievance and would like to make a complaint regarding the survey.  
**(Enter 1)**

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)

HHCAMP This screen shows the roster, including names, relationship to household respondent, age, sex, race, education, and Household status (which describes changes to the household membership status of each person). You can access this screen by Shift-F1 at any time during the reinterview. You can also see this roster screen by the "Ros" tab.  
**(Enter 1)**

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. This is a personal visit.  
**(Enter 2)**

CKSUP This screen indicates that you must have supervisory approval to conduct a personal visit.  
**(Enter 1)**

HELLO\_PC FR: Hello. I'm (your name) from the U.S. Census Bureau. Here is my identification card. May I speak to Bob Public?  
R: Yes; I'm Bob Public.  
**Enter 1)**

**INTRO\_PC**

FR: Thank you for helping us recently with the National Health Interview Survey. We're doing a short quality control check, that may last 5 to 10 minutes, to make sure that our interviewers were following correct procedures.

Is your address: 175 First St STE A, Test Building Name 1, Area Test RR Desc 1 333 Box, Test Area Frame Location Description 1, Anytown, XX 00000

R: Yes.  
(Enter 1)

**RIRESP**

FR: With whom am I speaking?

R: Bob Public  
**(Enter 1)**

**CONTACT\_C**

FR: Did an interviewer contact you on or about Thursday, February 1<sup>st</sup>, 2018 and ask questions about your health and your family's health?

R: Yes.  
(Enter 1)

**ORMODE**

FR: Did the interviewer conduct the interview in person or over the telephone?

R: In person.  
(Enter 1)

**POLITE**

FR: Was the interviewer polite and professional?

R: No, he obnoxiously chewed gum through the entire interview.  
(Enter 2)

**PO\_NOTES**

*(Note that this screen is only accessed if the respondent answered that the interviewer was **not** polite and professional.)*

**(Enter: FR chewing gum.)**

**LENGTH\_H, LENGTH\_M**

FR: About how long did the interview last?

R: About an hour and a half.  
(Enter 1 for LENGTH\_H, 30 FOR LENGTH\_M.)

**LAPTOP**

**This screen is only accessed if the respondent answered**

**that the interview was either by Personal visit only or by Both - Interviewer visited and called.**

**ROSTER\_1**

FR: Did the interviewer use a laptop computer?

R: No.

**(Enter 2)**

FR: Our records indicate that Bob Public, Mary Public, Johnny Public, and Brad Citizen were living or staying at 175 First St STE A, Test Building Name 1, Area Test RR Desc 1 333 Box, Test Area Frame Location Description 1, Anytown , XX 00000 on Thursday, February 1, 2018. Is this correct?

R: Yes.

**(Enter 1)**

**ROSTER\_3**

FR: Have I missed any household member who doesn't have a usual residence elsewhere or who wasn't away at college or a trade commercial school; is working away from home, or is a member of the Armed Forces usually sleeping at home.

R: No.

**(Enter 2)**

**SURVEY**

FR: Now I am going to ask you a few questions to verify that the survey was administered correctly. Each person can be asked different questions, so please answer according to your memory.

R: Okay

**(Enter 1)**

**HH1**

FR: Did the interviewer ask you questions about whether someone in your household has a cell phone?

R: Yes

**(Enter 1)**

**FAM1**

FR: Did the interviewer ask whether anyone in the family needs the help of other persons with personal care needs, such as eating, bathing, dressing, or getting around inside this home?

R: Yes

**(Enter 1)**

**FAM2**

FR: Did the interviewer ask you or someone in your household if anyone in the household was covered by

health insurance or some other kind of health care plan?

R: Yes, they did  
**(Enter 1)**

**FAM3**

FR: Did the interviewer ask you about the amount of your total family income?

R: Yep  
**(Enter 1)**

**SADIBEV**

FR: The next questions are to make sure that the interviewer recorded the correct responses: Have you ever been told by a doctor or health professional that you have diabetes or sugar diabetes?

R: No.  
**(Enter 2)**

**SAAVISON**

FR: Do you have trouble seeing, even when wearing glasses or contact lenses?

R: No.  
**(Enter 2)**

**SAEXERCISE**

FR: Thank you. Now I am going to ask you a few more questions to verify that the interviewer asked you everything they were supposed to. Did the interviewer ask you how often you exercise?

R: Yes.  
**(Enter 1)**

**SMDDET**

FR: Did the interviewer ask whether your house has a functioning smoke detector?

R: Yes.  
**(Enter 1)**

**SAAUSUAL**

FR: Did the interviewer ask you whether there is a place that you usually go to when you are sick or need advice about your health?

R: Yes  
**(Enter 1)**

**SAORIENT**

FR: Did the interviewer ask whether you consider yourself to be gay, straight, bisexual, or something else?

R: Yes  
**(Enter 1)**

**SAACISAD**

FR: Did the interviewer ask whether you recently felt sad, nervous, or hopeless?

R: Yes.

**(Enter 1)**

**SAFLU**

FR: Did the interviewer ask whether you got an influenza (flu) vaccination?

R: Yes

**(Enter 1)**

**RESPFOLUP\_DIF**

FR: In general, how difficult was it for you to remember whether the interviewer asked certain questions in the original interview?

Would you say...

- very difficult,
- somewhat difficult, or
- not at all difficult?

R: Not at all difficult

**(Enter 3)**

**RESPFOLUP\_COM**

FR: In general, how comfortable were you answering questions about whether the interviewer asked certain questions in the original interview?

Would you say...

- very comfortable
- somewhat comfortable
- neither comfortable nor uncomfortable,
- somewhat uncomfortable, or
- very uncomfortable?

R: Very comfortable

**(Enter 1)**

**THANK\_YOU**

FR: Thank you for your cooperation. You've been very helpful.

R: You're welcome.

**(Enter 1)**

**RI\_OUTCM**

**This question gives the original outcome for the case and asks if it was correct.**

**(Enter 1)**

**FALSIF2**

This question asks if you suspect falsification of the entire interview. It lists discrepancies found during reinterview:

10 - This case was done by a personal visit and the reinterview respondent said the FR did not use a laptop.

**(Enter 1)**

**READYWRAP**

This screen tells you that the case is complete and ready to be transmitted.

**(Enter 1)**

**WRAP\_UP**

This screen tells you the outcome code of the case and the RI disposition code. When you enter 1 the instrument will leave the case. For this case the outcome code and disposition code is:

OUTCOME: 301

RI\_DISP: 112

Since the disposition code is greater than "060," this indicates that the case is suspected of falsification.

**(Enter 1)**

**Case Notes**

**Enter "The respondent remembered a lot of questions though they said the FR did not use a laptop." Press F10 to exit notes. Select Yes to save notes.**

**Scenario #2 (Case 24)**

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 address 179 W Elm Cir N (Control # 0888008UN18000108 00) and press F2. At the address confirmation screen, select OK.**

**TRAININGCASE**

**(Enter 1)**

**OMB\_NOTICE**

This statement is read to the respondent only if she/he has a serious grievance and would like to make a complaint regarding the survey.

**(Enter 1)**

**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. This is a new reinterview case. **(Enter 1)**

**START\_1A**

This screen gives contact person information: Name, Title, Phone, and Address.

**(Enter 1)**

**METHOD**

**(Enter 1, Telephone Reinterview.)**

**DIAL**

**(Enter 1, Someone Answers.)**



**HELLO\_TNX**

FR: Hello, I'm (your name) from the U.S. Census Bureau. Our records show that one of our interviewers recently contacted your location to verify the status of 179 W. Elm Cir N, Unit E, Anytown, XX 44444-5555. We're doing a short quality control check to make sure that correct procedures are being followed. Can you or another household member answer a few questions to verify that the survey was administered correctly?

R: OK  
(Enter 1)

**CONTACT\_N**

FR: Did an interviewer visit or call regarding: 179 W. Elm Cir N, Unit E, Anytown, XX 44444-5555?

R: Yes.  
(Enter 1)

**PROX\_PRESENT**

FR: Were you present during the original interview?

R: Yes.  
(Enter 1)

**ORMODE**

FR: Did the interviewer conduct the interview in person or over the telephone?

R: In Person.  
(Enter 1)

**POLITE**

FR: Was the interviewer polite and professional?

R: Yes.  
(Enter 1)

**LAPTOP**

FR: Did the interviewer use a laptop computer?

R: Yes.  
(Enter 1)

**STATUS**

FR: Our records show that on Thursday, February 1st, 2018, 179 W. Elm Cir N, Unit E, Anytown, XX 44444-5555 was an unoccupied site for mobile home, trailer, or tent. 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 179 W. Elm Cir N, Unit E, Anytown, XX 44444-5555 on or about Thursday,

February 1st, 2018?

R: It's been occupied continuously for the past 2 years.

**(Enter "Should have been an interview" and Press Enter.)**

**THANK\_YOU**

FR: Thank you for your cooperation. You've been very helpful.

**(Enter 1)**

**RI\_OUTCM**

This screen asks if the original outcome was correct. **(Enter 2)**

**MISC\_B**

This screen appears only if the original outcome was a Type B case, but you said in RI\_OUTCM that the original outcome was not correct.

**(Enter 1, should have been an Interview or Type A.)**

**FALSIF2**

After listing all discrepancies, this screen Indicates falsification is suspected.

**(Enter 1)**

**READYWRAP**

This screen tells you that a case is ready to be wrapped up. After exiting, the case will be deleted from your case list.

**(Enter 1)**

**WRAP\_UP**

This screen tells you the outcome code and RI disposition code of this case. When you enter 1 the instrument will leave the case. For this case the outcome code and disposition code is:

OUTCOME: 301

RI\_DISP: 096

Since the disposition code is greater than "060," this indicates that the case is suspected of falsification.

**(Enter 1)**

**Case Notes**

Enter "Spoke to original Type B contact person. She indicated unit has been continuously occupied for past 2 yrs. Previous outcome incorrect." Press F10 to exit notes. Select Yes to save notes.

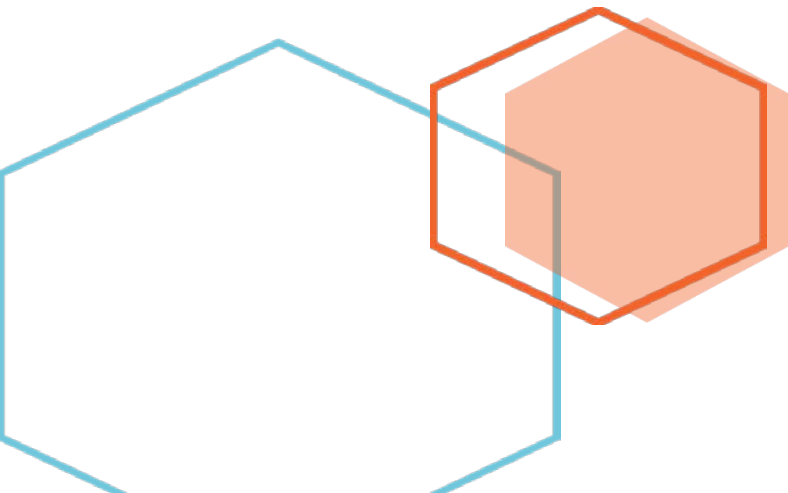
## **Notes**



## ***Section II*** ***Survey Specific Information***

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Lesson 10: National Crime Victimization Survey (NCVS)  
Reinterview Self-Study



This document does not contain any Title 13 data or other Personally Identifiable Information.

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## 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\_DESCRIPTOR screen. After entering a value on RI\_DESCRIPTOR, 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 17<sup>th</sup>, 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.

<b>START</b>	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.  <b>(Enter 1, Continue)</b>
<b>START_1A</b>	This screen gives contact person information: Name, Title, Phone, and Address.  <b>(Enter 1 to continue)</b>
<b>METHOD</b>	<b>(Enter 1, Telephone Reinterview.)</b>
<b>DIAL</b>	<b>(Enter 1, Someone answers.)</b>
<b>HELLO_TN</b>	FR: Hello. I'm (your name) from the U.S. Census Bureau. May I speak to Ana McCool? R: Speaking.  <b>(Enter 1, This is correct person, or correct person called to the phone.)</b>
<b>INTRO_TN</b>	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.  <b>(Enter 1 to continue.)</b>
<b>CONTACT_N</b>	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 it 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:**

*LI 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\_DESCRIPTOR**

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.

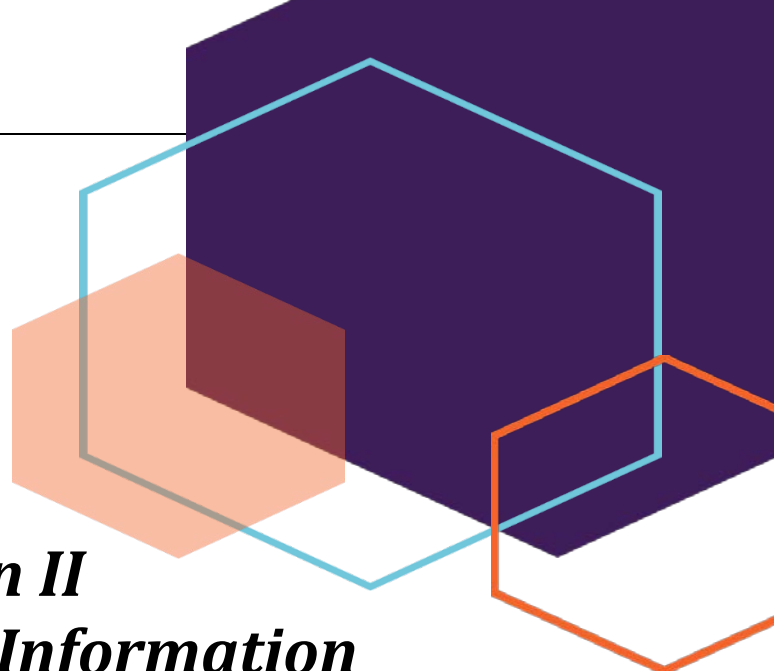
**(Enter 1 to continue.)**

**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.**

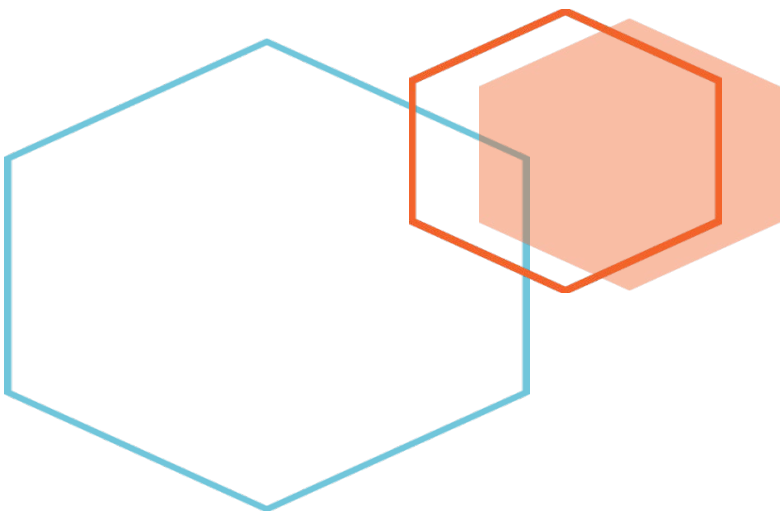


## ***Section II*** ***Survey Specific Information***

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Revision: 7/2018

### Lesson 11: Survey of Income and Program Participation (SIPP)



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.



## Lesson 11. Reinterview for the Survey of Income and Program Participation

### 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 SIPP. You will learn about:

- the SIPP content questions that are asked in the reinterview instrument
- unique situations applicable to SIPP reinterview

### How to Charge Your Time



You are allowed 30 minutes to complete this lesson. Charge that time to project SIPP – Survey of Income and Program Participation, task code 528.

If you have questions about how to charge time for completing this self-study, contact your supervisor.

### SIPP Cases Eligible for Reinterview

The SIPP QC reinterview sample includes completed interviews, partial interviews, and certain Type B and C noninterviews.

As with other surveys, Type A noninterviews and observed cases are not eligible for reinterview. Additionally, the following SIPP-specific outcomes are not eligible for reinterview:

- Type D noninterviews
- Movers/Spawns in the current assignment
- Cases reassigned to an interviewer in a different RO

### SIPP Noninterviews

In Wave 1, SIPP noninterviews are similar to what you would encounter for other surveys, such as Vacants, Demolished, Condemned, etc. However, in Waves 2 and beyond, SIPP becomes a person-based survey, there are a very limited number of Type B and C noninterview situations that apply to SIPP after Wave 1. For SIPP reinterview in Waves 2 and beyond, Type B and C noninterviews will include:

- Type B – Entire HH institutionalized
- Type B – Entire HH on Active Duty in the US Armed Forces
- Type C – Entire HH deceased
- Type C – Entire HH moved out of the country

**SIPP Specific Questions**

SIPP reinterview will include the standard verification questions such as if the household was contacted, if the interviewer used a laptop, and how long the interview took. The SIPP reinterview also includes questions to verify the household roster.

In addition to the standard verification questions asked across all surveys, the SIPP reinterview instrument includes two questions to verify that the interview asked about SIPP-specific content. Those questions are:

Did the interviewer ask you about your recent work activities?

Did the interview ask questions about your health insurance?

**Practice Cases**

To familiarize yourself with SIPP reinterview content, complete the following practice scenarios. First, follow the instructions on the next page to access and install your SIPP training cases. Then, follow the keying instruction included in the scenarios below by using the training instrument.

## Instructions for Accessing SIPP 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 toward 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 SIPP** from the surveys listed. Then click **OK**. This brings you to the Training Case Management screen.
- ❖ **Step 6** **SIPP RI Classroom Training** is selected. Press **F5 Install** to install your SIPP RI 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.



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. Take a look at how the reinterview instrument path will look when the original outcome is an interview and the reinterview verifies the previous outcome as correct.

**Highlight the address 5020 High Place, Any Town, VT (Control # 0363915US0419820101100) and press F2. At the address confirmation screen, select OK.**

<b>TRAININGCASE</b>	<b>(Enter 1)</b>
<b>START</b>	Review the information on the screen. Note the original interview date and outcome code. <b>(Enter 1)</b>
<b>HHCOMP</b>	Here you will review the original household composition. <b>(Enter 1)</b>
<b>METHOD</b>	You are completing this case by telephone. <b>(Enter 1)</b>
<b>DIAL</b>	You dial and someone answers. <b>(Enter 1)</b>
<b>HELLO_TC</b>	<b>FR:</b> Hello, I'm (your name) from the U.S. Census Bureau. May I speak to Jan Nom? <b>R:</b> I'm Jan Nom. <b>(Enter 1)</b>
<b>INTRO_PC</b>	<b>FR:</b> Thank you for helping us recently with the Survey of Income and Program Participation. We're doing a short quality control check, that may last 5 to 10 minutes, to make sure our interviewers are following correct procedures. Is your address 5020 High Place, Any Town, VT 99997-9997? <b>R:</b> Yes. <b>(Enter 1)</b>
<b>RIRESP</b>	<b>(Enter 1 for Jan Nom)</b>

**CONTACT\_C**

**FR:** Did an interview contact you on or about Monday, October 5<sup>th</sup>, 2015 and ask questions about your household's economic situation?

**R:** Yes.

**(Enter 1)**

**ORMODE**

**FR:** Did the interviewer conduct the interview in person or over the telephone?

**R:** In person.

**(Enter 1)**

**POLITE**

**FR:** Was the interviewer polite and professional?

**R:** Yes.

**(Enter 1)**

**LENGTH\_H**

**FR:** About how long did the interview last?

**R:** It was so long! About 2 hours.

**(Enter 2 for the hour)**

**LENGTH\_M**

**(Enter 0 for the minutes)**

**LAPTOP**

**FR:** Did the interviewer use a laptop computer?

**R:** Yes.

**(Enter 1)**

**ROSTER\_1**

**FR:** Our records indicate that Jan Nom, Ram Nom, and Dan Nom were living or staying at 5020 High Place, Any Town, VT 99997-9997 on Monday, October 5<sup>th</sup>, 2015. Is this correct?

**R:** Yes.

**(Enter 1)**

**ROSTER\_3**

**FR:** Have I missed any household member who didn't have an usual residence elsewhere or who wasn't away at college or Monday, October 5<sup>th</sup>, 2015?

**R:** No.

**(Enter 2)**

**SURVEY\_1**  
your recent work activities?

**FR:** Did the interviewer ask questions about

**R:** Yes.  
**(Enter 1)**

**SURVEY\_2**

**FR:** Did the interviewer ask questions about your health insurance?

**R:** Yes.  
**(Enter 1)**

**THANK\_YOU**  
helpful.

**FR:** Thank you for your cooperation. You've been very

**R:** You're welcome.  
**(Enter 1)**

**RI\_OUTCOM**

Now you determine whether, based on your questions, if the original outcome code was correct. For this case it is correct.  
**(Enter 1)**

**FALSIF**

There is no reason to suspect falsification. **(Enter 2)**

**READYWRAP**

**(Enter 1)**

**WRAP\_UP**

**(Enter 1)**

**Case Notes**  
**outcome with no issues to report.**

**Add a note indicating reinterview confirmed original**

**Scenario #2**

For this next example, the original outcome was a Type B – Entire HH Institutionalized. Take a look at how the reinterview instrument path will look when the original outcome is a Type B and the reinterview shows the previous outcome is not correct.

**Highlight the address 101 Red Street (Control # 00378922US1319830102200) and press F2. At the address confirmation screen, select OK.**

<b>TRAININGCASE</b>	<b>(Enter 1)</b>
<b>START</b>	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. This is a new reinterview case <b>(Enter 1)</b>
<b>START_1A</b>	This screen gives contact person information: Name, Title, Phone, and Address. <b>(Enter 1)</b>
<b>METHOD</b>	<b>(Enter 1, Telephone Reinterview)</b>
<b>DIAL</b>	<b>(Enter 1, Someone Answers)</b>
<b>HELLO_TN</b>	<b>FR:</b> Hello, I'm (your name) from the U.S. Census Bureau. May I speak to Jane Smith? <b>R:</b> Speaking. <b>(Enter 1)</b>
<b>INTRO_TN</b>	<b>FR:</b> Thank you for recently helping us verify the status of 101 Red Street. We're doing a short quality control check, that may last 5 to 10 minutes, to make sure that our interviewers are following correct procedures. <b>R:</b> Ok. <b>(Enter 1)</b>

- CONTACT\_N**      **FR:** Did an interviewer visit or call regarding: 5150 Red Street, Anytown, KY 99997?  
**R:** Yes.  
**(Enter 1)**
- ORMODE**      **FR:** Did the interviewer visit in person or call on the telephone?  
**R:** On the telephone.  
**(Enter 2)**
- POLITE**      **FR:** Was the interviewer polite and professional?  
**R:** Yes.  
**(Enter 1)**
- STATUS**      **FR:** Our records show that on Wednesday, September 30<sup>th</sup>, 2015, 101 Red Street, Anytown, KY 99997 was occupied by persons who have all been institutionalized. 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 5150 Railroad Street, Any Town, GA 99997 on or about Monday, September 15<sup>th</sup>, 2015?  
**R:** It's been occupied continuously by the same resident for the past 8 years.  
**(Enter "Continuously occupied by the same resident for past 8 years" and Press Enter.)**
- THANK\_YOU**      **FR:** Thank you for your cooperation. You've been very helpful.  
**(Enter 1)**
- RI\_OUTCM**      This screen asks if the original outcome was correct. **(Enter 2)**
- MISC\_B**      This screen appears only if the original outcome was a Type B case, but you said in RI\_OUTCM that the original outcome was not correct.  
**(Enter 1, Should have been an Interview or Type A)**



- FALSIF2** After listing all discrepancies, this screen Indicates falsification is suspected. **(Enter 1)**
- READYWRAP** This screen tells you that a case is ready to be wrapped up. After exiting, the case will be removed from your case list. **(Enter 1)**
- WRAP\_UP** This screen tells you the outcome code as well as the action code and RI disposition code of this case. **(Enter 1)**
- Case Notes** **Enter "Spoke to original Type B contact person Joan Smith. She indicated unit has been continuously occupied for past 8 yrs. Prev outcome incorrect."**

**Lesson Summary**

This lesson has provided you with information on what is unique about SIPP reinterview, as well as some practice working with SIPP reinterview cases. If you have any further questions regarding your SIPP reinterview cases, please contact your supervisor.



## ***Notes***

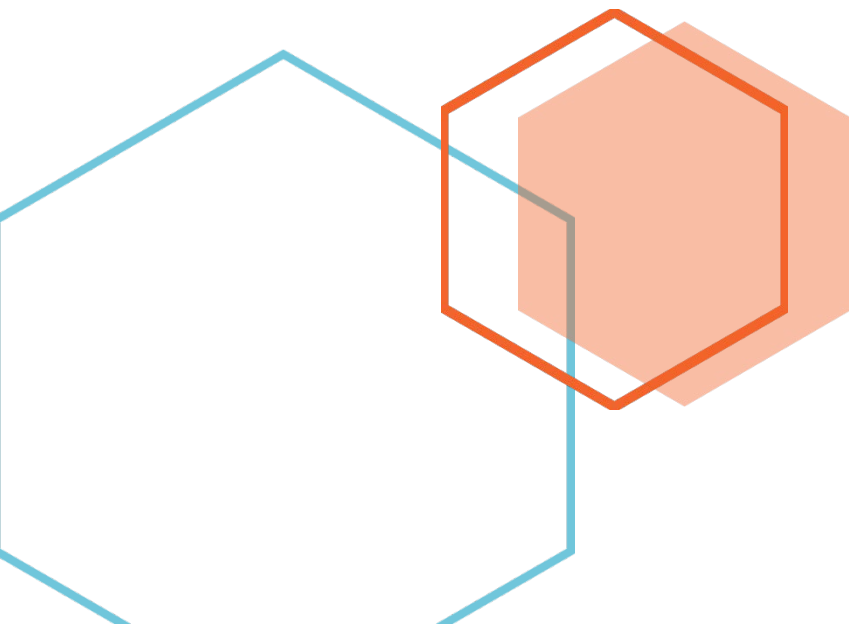


## ***Section II*** ***Survey Specific Information***

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Revision: 7/2018

Lesson 12: American Community Survey (ACS) or the  
Puerto Rico Community Survey (PRCS) Housing Unit (HU)



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.

**LESSON 12: ACS/PRCS HU REINTERVIEWER SELF-STUDY**

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## Instructions for this Self-Study

### Introduction

This self-study is part of your training as a reinterviewer for the American Community Survey (ACS) or the Puerto Rico Community Survey (PRCS) Housing Unit (HU) sample. As a reinterviewer, you should have already completed the ACS/PRCS HU Pre-Classroom Self-Study on the Census Learning Center (CLC) and attended the ACS-HU or PRCS-HU classroom training. You should now be familiar with the ACS/PRCS HU instrument and Mobile Case Management (MCM). If you have not completed the initial training for ACS-HU or PRCS-HU, you are not ready to complete this self-study and you must contact your supervisor.

### Objectives

The purpose of this self-study is to give you an overview of the ACS/PRCS HU reinterview program and to give you practice completing reinterview cases. Since reinterview is a critical component in maintaining data quality, completing this training will give you practice with different situations you may encounter while conducting reinterview with ACS/PRCS HU respondents.

In this self-study, you will learn a number of concepts, definitions, and procedures. To help you identify the most important points made here, a list of objectives is given at the beginning of each lesson. You are not expected to remember everything presented in this self-study, but you are expected to fulfill the objectives and understand the concepts.

### How to Complete the Self-Study

You **MUST** complete this self-study before conducting your first reinterview assignment using the ACS/PRCS reinterview instrument. This self-study has four topics and a final review exercise at the end of the self-study. Complete each topic in turn before going on to the next, and e-mail your answers to the final review exercise to your supervisor.

As you complete this self-study, you will be instructed to take certain actions. Whenever you are instructed to take an action, there will be a check box  next to the action to be taken. Place a check mark  in the box to indicate that you have completed the task.

Find a quiet place to work, and then go through the topics

in order. Avoid interruptions, and work at your own pace. Take a break from time to time but avoid stopping in the middle of a topic. If possible, try to complete a topic before taking a break.

### **Hints for Successfully Completing the Walk Through Reinterviews in this Self-Study**

Below are a few hints to be aware of as you complete the walk-through reinterview scenarios in this self-study using the reinterview instrument on your laptop.

Hint 1: If you make a mistake and enter the wrong answer to a question, use the **left** or **up arrow** key on your keyboard to back up in the interview to change your answer.

Hint 2: You can use your mouse to make entries by clicking or touching the radio buttons next to the answer categories for most questions. You can also key the answers using the keyboard.

### **Materials Needed to Complete this Self-Study**

You will need the following materials for this self-study:

- Your Laptop computer with the Reint ACS/PRCS training software loaded, and
- Computer accessories (including the ACS/PRCS HU CAPI template).

If you are missing any of the listed materials, call your supervisor immediately. You will need all of the materials listed to complete this self-study.

### **Questions**

We have included pages where you can write down any questions you might have as you complete this self-study. Discuss these questions with your supervisor.

### **Time Authorized**

You will be paid for the time it takes you to complete this self-study, up to two hours.

- Charge to the ACS-HU Project Number and Task Code 528, if you will be conducting reinterviews for stateside.
- **(For the New York RO only)** Charge to the PRCS-HU Project Number and Task Code 528, if you will be conducting reinterviews in Puerto Rico.

## Topic 1 – Overview of ACS/PRCS Housing Units Reinterview

### Objectives

- To provide reinterviewers with an overview of reinterview for the American Community Survey (ACS) and the Puerto Rico Community Survey (PRCS) Housing Unit (HU) samples.
- To familiarize reinterviewers with the sample selection process for ACS/PRCS HU Reinterview.
- To prepare reinterviewers for proper communication with the reinterviewed Field Representative (FR), the Regional Office (RO), and reinterview respondents.
- To familiarize reinterviewers with the survey operations for reinterview, including the use of Mobile Case Management (MCM).

### Purpose of Quality Control (QC) Reinterview

The primary purpose of Quality Control (QC) Reinterview (RI) is to detect and deter falsification by identifying FRs who:

- 1) falsify interviews,
- 2) misclassify noninterviews, and/or
- 3) incorrectly apply survey procedures.

Reinterview also allows us to measure errors in coverage of the population caused by:

- 1) failure to conduct interviews at the correct household,
- 2) noninterview misclassification,
- 3) missed units, or
- 4) incorrect application of definitions of housing units and household membership.

**Note: ACS/PRCS HU RI does not include an assessment of Response Error.**

### Reinterview Sample

The reinterview sample is selected by Headquarters (HQ)



and sent to Regional Offices (ROs) to make assignments.

### **Eligible Cases**

The reinterview sample includes:

- 1) completed, partial, and temporarily occupied interviews,
- 2) vacant interviews, and
- 3) Type B and Type C noninterviews.

Although most current surveys exclude reassigned cases from the reinterview sample, cases reassigned to or from any FR **are eligible** for ACS/PRCS HU RI during the current month.

### **Ineligible Cases**

Type A noninterviews and cases marked as observed are ineligible for reinterview.

#### ***Marking the Original Case as Observed***

It is important that observers mark cases as observed on the original interviewer's laptop after the case is finished, but before transmitting the case, following the steps below:

1. On the MCM Home page on the FR's laptop, make sure that the filter is set to **All** so that the completed cases you observed will appear on the case list.
2. Long press on the observed case, then select **Details** from the pop-up menu.
3. On the Case Details screen, touch the **down arrow** on the **Other** tab and select **Observe**.
4. Enter your **Observer User ID** and **RO PIN**, and select **Submit**.

The reason you must mark cases as observed is to set a flag in the database to make them ineligible for reinterview. If the observer overlooks marking the cases as observed, these cases may still be selected for reinterview. If this happens, it will be up to your supervisor to decide whether you must complete the reinterview or make the case a Type A - RO Discretion noninterview.

<b>Eligible Respondent</b>	Attempt to reinterview the original respondent. However, if that person is unavailable, you may reinterview any other household member who is at least 15 years old.
<b>Telephone Reinterviews</b>	The majority of your reinterview cases will have a valid telephone number that was obtained during the original interview. These cases will be reinterviewed by telephone interviewers from the Census Bureau's Tucson Contact Center (TCC) located in Arizona, or our Jeffersonville Contact Center (JCC) located in Indiana. If the telephone interviewer is unable to reach the respondent by telephone or the respondent refuses to be reinterviewed over the phone, the case will be <b>recycled</b> ♻️ for personal visit (PV) reinterview.
<b>Personal Visit Reinterviews</b>	Sometimes, a telephone reinterview is not possible because: <ul style="list-style-type: none"><li>• The interviewed household does not have a valid telephone number, <b>or</b></li><li>• The telephone number provided is not the correct number for the household that was interviewed, <b>or</b></li><li>• The vacant interview or noninterview case does not have a valid telephone number for the contact person, <b>or</b></li><li>• The household does not want to be reinterviewed by telephone.</li></ul>
<b>Authorization for Personal Visits</b>	Reinterviewers must call their supervisor before making any personal visits for a reinterview case. Publically available resources will be used to attempt to locate a valid telephone number for the case. If the case is to be completed by personal visit, your supervisor will ensure that the case is assigned to the closest available reinterviewer who is not in the FR's supervisory chain of command.

**Modifications to the 50Mile Reinterview Rule**

Previously, as a cost saving measure, an attempt to complete a reinterview case by personal visit (PV) *was only authorized* as long as the household was no more than 50 miles away. However, conducting PVs on cases over 50 miles can be an effective tool to help increase data quality and minimize data falsification. Therefore, as per *FLD Surveys Memorandum No. 2017-02 or ACS-HU RO Memorandum No. 2017-07*, effective June 14, 2017, the 50 mile Reinterview Rule was modified and where appropriate, PVs should be conducted on reinterview cases over 50 miles by an independent reinterviewer. The purpose of conducting PVs on reinterview cases over 50 miles is to ensure that all FRs are following proper procedures and to avoid a high percentage of reinterview noninterviews.

**Criteria for PVs**

Cases that meet any of the following criteria should receive a personal visit:

- The FR has a case that was suspected of falsification in the current or previous assignment period and telephone attempts have been unsuccessful for outstanding cases.
- If less than 75% of the FR's total reinterview cases have been completed via telephone for a specific FR.
- The FR has multiple cases without telephone numbers.

**How ACS Reinterview Cases are Selected**

Only a portion of the monthly workload is selected for reinterview each month, and reassigned cases are eligible to be included in the reinterview sample. However, there are several factors that go into reinterview sample selection.

**Random Reinterview Sample**

After all the ROs release original assignments, HQ selects a random reinterview sample in two stages for each assignment period. First, HQ selects a sample of FRs. Then, they select a random sample of cases for each of the selected FRs. The number of cases selected for an FR varies by the FR's experience level. All FRs, experienced and inexperienced, are selected for reinterview at least twice during each survey year.

**Inexperienced and Experienced FRs**

Inexperienced FRs are selected at a higher rate than experienced FRs. However, more cases are selected from an experienced FR's assignment than from an inexperienced FR's assignment. This differential sampling, based on length of work experience with the Bureau, is a result of analysis of the monthly falsification reports received by HQ.

For reinterview, an inexperienced FR has **less than one (1) year of experience** with the Census Bureau. That is, their entry on duty (EOD) date is less than one year from the date the reinterview sample is selected. An inexperienced FS has **less than two (2) months of experience** with the Census Bureau, that is, their EOD date is less than two months from the date the reinterview sample is selected.

**Supplemental QC Reinterview**

Supplemental QC reinterview is a component of the QC reinterview system which allows ROs to check any FR, even if the FR wasn't selected for reinterview, and to check additional cases for FRs that were selected.

Reasons to select cases for supplemental reinterview include:

- To check or follow-up on FRs suspected of falsification.
  - To check on FRs who have had trouble classifying noninterviews correctly.
- To check an FR's work for some other reason (i.e., to check a recently hired FR, or having trouble with other interview procedures, etc.).

**Although it is the RO's discretion to assign supplemental reinterview cases, once they activate a case or put an FR in supplemental reinterview, those cases must be completed or given a final outcome code. Reinterview outcome codes are discussed in Topic 3.**

**Reinterview in  
Remote Alaska  
(Los Angeles RO Only)**

Due to accessibility and seasonality of the remote areas of Alaska, all reinterview in these areas is conducted via the Supplemental QC method. HQ does not select and send monthly random sample files to the Los Angeles RO. Instead, all Remote Alaska HU interview cases are available for activation by the RO. The RO activates enough cases to ensure that at least two cases are reinterviewed for each FR for the interviewing period. Once the reinterviewers complete two QC cases on the FR, reinterviewers should code out other remaining activated cases for that FR as Type C – Sample Adjustment (outcome code 249).

**Confidentiality**

It is critical that reinterviewers and office staff keep confidential the identities of selected FRs and the control numbers of selected cases. Reinterview is compromised if the FR has any prior knowledge that any of his or her cases will be reinterviewed.

**Reinterview Cases with  
Incorrect Original  
Outcomes**

Reinterview input files are created based on the first version of a case transmitted to HQ. If you receive an input file and know the original outcome is incorrect, you must still complete the reinterview and enter notes explaining the discrepancy. This is necessary because data falsification can still be detected on these cases.

**Communication with Field  
Representatives about  
Reinterview**

It is very important that you keep confidential which FRs and cases are in reinterview each month. If an FR is aware that some of his/her cases will be reinterviewed in a certain month, he/she may conduct those interviews in a different manner than if he/she was unaware of being in reinterview. In order to accurately detect falsification and measure how well an interviewer follows survey procedures, you must keep this information confidential.

At the conclusion of your reinterview assignment, you will provide feedback directly to each reinterviewed FR if no serious errors were found. It is important that you provide positive and constructive feedback to the reinterviewed FRs after finishing your reinterview assignment each month. Be sure to share with the FR any positive comments about his/her performance which were made by the respondent. Provide instruction in a constructive manner when minor errors were discovered. If serious errors were found, or if you suspect falsification, **DO NOT** discuss anything about the reinterview assignment with the FR. Instead, contact your supervisor and he/she will contact the FR. You will learn more about suspected falsification in Topic 4 of this self-study.

### **Communication with your Supervisor about Reinterview**

Discuss any problems found in a reinterview case with your supervisor immediately. If you do not have a valid telephone number for a reinterview case, contact your supervisor who will attempt to find a valid telephone number using Fast data or other publically available search engines. If a valid telephone number cannot be found, contact your supervisor to discuss making a personal visit. You'll see examples of this in Topics 2 and 3 of this self-study. Inform your supervisor if you have any problems that may potentially prevent you from completing your reinterview assignment before your assigned closeout date.

### **Communication with Reinterview Respondents**

To allow for maximum respondent recall during the reinterview, attempt to complete RI cases as soon as you receive them on your laptop and within two weeks of the original interview. Although FRs are reminded to mention the possibility of reinterview to respondents at the close of the original ACS/PRCS HU interview on the TELNO\_CP screen, you may still get respondents who are surprised or annoyed when a reinterviewer contacts them.

You could say something like, "Our job is to make sure we are accurately representing your household and to make sure our field personnel have been polite and courteous to you. I know your time is valuable and I appreciate the time you've taken with us. I will do everything I can to make the interview go as quickly as possible."

Let the respondents know we're not checking on them, and that most reinterviews take less than 5 minutes. For additional suggested responses to this and other respondent

questions, a set of Frequently Asked Questions has been built into the ACS-PRCS HU reinterview instrument. You will learn more about this feature in Topic 2.

Remember that although ACS/PRCS HU does not make return visits for additional interviews at each household, it is still important to leave respondents with a positive impression of the Census Bureau and its employees.

### **Reinterview Instrument**

As an authorized reinterviewer, you will have the reinterview instrument loaded on your laptop before you receive your reinterview cases. You can pick up the reinterview instrument by transmitting on the last business day of the month before the new reinterview period begins.

### **Reinterview Assignments**

You will begin to receive your reinterview cases after the assignments are loaded in ROSCO, which usually occurs on the 5<sup>th</sup> business day of each month. With every transmission, you will automatically pick up new reinterview cases on a flow basis.

After you receive your initial reinterview assignment, additional reinterview cases are generally available for you to pick-up within two days of FRs completing and transmitting their original cases. After each transmission, you should check MCM to see if you've received any more reinterview cases. You may not receive eligible Type B or Type C cases until later in the reinterview period if they are awaiting processing in Supervisory Review in ROSCO.

The last cases will appear within two days after close-out of regular production. If you have not received all of your cases by this time, contact your supervisor.

### **Mobile Case Management (MCM) for Reinterview**

Just like regular production, you will use MCM to transmit to pick up your reinterview assignment, monitor the completion of your reinterview cases, and access the reinterview instrument for interviewing. You can access your Reinterview cases by typing **Reint ACS-HU** or **Reint PRCS-HU** in the Search box on the MCM Home page.

Much of the information in MCM about the reinterview case is taken from the original interview. The **Original Case Information** tab, the **Original Case Notes** tab, and the **Assignment Overview** tab on the **MCM Case Details** screen provides you with some important information to use when conducting reinterviews.

### **Original Case Information tab**

The Original Case Information tab contains the following information:

- Original Outcome,
- Original Respondent,
- Original FR ID, and
- Name of FR

### **Original Case Notes tab vs Reinterview Notes**

The Original Case Notes tab contains notes about the progress of the case during the original interview. Notes entered during the reinterview are displayed on the Notes tab.

### **Assignment Overview tab**

If the original interview was a vacant interview or Type B or Type C noninterview, the contact person's name will not appear in the Original Respondent field on the Original Case Information tab. The contact person's name will instead appear on the **Assignment Overview** tab in the **Contact 1** or **Contact 2** section. This is the same place the contact person's name and address appears for the original case.

You will get more experience using MCM during reinterview in the walk-through interviews in Topics 2, 3 and 4 of this self-study.

### **Summary**

Below is a summary of some of the key concepts and procedures you learned from this overview of ACS/PRCS HU Reinterview:

- You should always try first to complete a reinterview case by telephone with the original respondent.
- Occupied and temporarily occupied interviewed cases, vacant interviews, Type B and Type C noninterviews are eligible for ACS reinterview, while Type A noninterviews and cases marked as observed are not.



- Headquarters selects the reinterview sample in 2 stages: first, selecting a sample of FRs, then selecting a sample of cases from each FR's workload.
- You should provide constructive feedback to the reinterviewed FR when no errors or only minor errors were discovered. If serious errors were found, or if you suspect falsification, do not contact the FR—instead, work with your supervisor to contact the FR.
- Although ACS/PRCS HU doesn't make return visits for additional interviews at each household, it is important to leave reinterview respondents with a positive impression of the Census Bureau through your communication with the respondent.
- You will pick up reinterview cases on a flow basis throughout the reinterview period. Each reinterview case is generally available two days after the original FR sends in the case.
- In MCM, the Original Case Information tab contains useful information about the original ACS/PRCS HU interview, including the original outcome code, the original respondent name, and the original FR's ID and name.

## Topic 2 – Conducting Reinterview:

### Verifying the Original Interview Outcome

#### Objectives

- To familiarize reinterviewers with the reinterview instrument path for verifying an original ACS/PRCS HU interview with no discrepancies or suspected falsification found during reinterview.
- To familiarize reinterviewers with the reinterview instrument path for verifying an original vacant interview, or Type B or Type C noninterview with a contact person listed, with no discrepancies or suspected falsification found during reinterview.
- To familiarize reinterviewers with the reinterview instrument path for verifying an original Type B or Type C noninterview which was completed by observation only, with no discrepancies or suspected falsification found during reinterview.

#### Walk-Through Reinterview of an Original Occupied Interview

- Log into your computer and click on the **MCM Training** icon.
- Once you have opened MCM Training, type **Reint ACS-HU** in the Search field on the Home page.
- Highlight the address 1687 A 5TH AVE ANYTOWN, XX 99987.
- Apply a long press to activate the pop-up menu, then select the Work menu item.

You should now be at the *Start up screen* or START screen.

Follow the scripted interview beginning on the next page and make the entries as indicated. **Be sure to read the extra instructions with the clipboard (☐) next to them.**

American Community Survey CAPI QUALITY CONTROL REINTERVIEW	
Date: << Current Day, Date >>	Time: HH:MM AM/PM
Reinterview Case Status:	New Case
Original Interview Date:	<< Original Interview Day, Date >>
Original FR Code:	
Original James Bond ID:	TMOFR901
Original Name:	TESTER01, TMOFR
Original Outcome:	201 – Completed interview Original
Respondent Name:	Wanda Woe
Sample Unit Phone:	(991) 555-1329 (HOME)
Sample Unit Address:	
	1687 A 5TH AVE
	ANYTOWN, XX 99987
<input checked="" type="radio"/> 1. Continue	
<input type="radio"/> 2. Quit - Attempt later	
Start up screen	<input type="checkbox"/>
START	

The *Startup screen* shows you the current status of the reinterview case, as well as helpful information from the original interview. As you can see, the original interview for this case was conducted by FR 901, who coded the case as 201 – Completed interview. The original respondent's name is Wanda Woe, and her phone number and address are displayed.

- It is always helpful to review the original notes entered by the FR before you contact the household for reinterview.*
- Press **Shift-F12** now.
- Review the notes made by the original FR in the Case Level Notes Editor – Original Case Notes window now.
- To close this window, press **F10**.

You should be back on the *Startup* screen now.

You can access and update reinterview notes at any time by pressing **Ctrl-F7**.

- Press **Ctrl-F7** now.
- You should see a notes editor with no entries as shown below (aside from the pre-filled line for a CAPI note, with the current time, date, day, and your FR code).

Case-Level Notes Editor
<input type="checkbox"/> # CAPI NOTE: HH:MM AM/PM YYYY/MM/DD DAY USER XXXXXX

Notes entered on this screen will be saved and accessible to you after you finish the case.

- Press **F10** to close this window.

By the way, using the **F7** key to add item notes or remarks works in the same way in the reinterview instrument as it does in the regular production instrument. By pressing the **F7** key you will see the screen below.

Remark
<input type="button" value="Save"/> <input type="button" value="Cancel"/> <input type="button" value="Help"/>

- On the *Startup screen*, type **1** to continue.

The instrument proceeds to the *Household Composition* or HH COMP screen.

- As with the ACS production instrument, instructions to you (the reinterviewer) are preceded by a diamond and shown in blue font like the screen below. These notes are for your use and do not need to be read to the respondent.

<table style="width: 100%; border-collapse: collapse;"> <thead> <tr style="border-bottom: 1px solid black;"> <th style="text-align: left; border-bottom: 1px solid black;">LN</th> <th style="text-align: left; border-bottom: 1px solid black;">Name</th> <th style="text-align: left; border-bottom: 1px solid black;">Relationship</th> <th style="text-align: left; border-bottom: 1px solid black;">Age</th> <th style="text-align: left; border-bottom: 1px solid black;">Sex</th> <th style="text-align: left; border-bottom: 1px solid black;">Mult</th> <th style="text-align: left; border-bottom: 1px solid black;">Race</th> <th style="text-align: left; border-bottom: 1px solid black;">Dcode 1</th> <th style="text-align: left; border-bottom: 1px solid black;">Wanda</th> </tr> </thead> <tbody> <tr> <td style="border-bottom: 1px solid black;">Woe</td> <td style="border-bottom: 1px solid black;"></td> <td style="border-bottom: 1px solid black;">Reference Person</td> <td style="border-bottom: 1px solid black;">83</td> <td style="border-bottom: 1px solid black;">Female</td> <td style="border-bottom: 1px solid black;"></td> <td style="border-bottom: 1px solid black;">Asian</td> <td style="border-bottom: 1px solid black;">0</td> <td style="border-bottom: 1px solid black;"></td> </tr> </tbody> </table> <p style="color: blue; margin-top: 10px;">◆ Press Shift-F1 to access this screen at any time during the reinterview.</p>	LN	Name	Relationship	Age	Sex	Mult	Race	Dcode 1	Wanda	Woe		Reference Person	83	Female		Asian	0	
LN	Name	Relationship	Age	Sex	Mult	Race	Dcode 1	Wanda										
Woe		Reference Person	83	Female		Asian	0											
<p>● Enter 1 to Continue</p>																		

Household Comp	<input type="checkbox"/>
HHCOMP	

The *Household Composition* screen displays the household (HH) roster information from the original interview. Note the instruction that you may access this screen at any time by pressing **Shift-F1** or pressing the **Roster** tab.

- On the HH COMP screen, enter **1** to continue.

The instrument proceeds to the *Method of reinterview* or METHOD screen.

◆ Choose one of the following options to continue:	
<input type="radio"/>	1. Telephone Reinterview
<input checked="" type="radio"/>	2. Personal Visit Reinterview <input type="radio"/>
	3. Quit – Attempt Later
<input type="radio"/>	4. Reinterview Noninterview
<input type="radio"/>	5. RO/HQ Discretion – Type A (Contact Supervisor)
Method of reinterview	<input type="checkbox"/>
METHOD	

As mentioned in Topic 1, the majority of cases that fall into reinterview will be conducted by telephone interviewers at one of the Census Bureau's telephone contact centers if the original FR obtained a valid telephone number. Most of the reinterview cases you receive will require a personal visit because there is no telephone number associated with the case, or when a completed vacant interview or Type B or Type C noninterview was conducted by observation only.

### Telephone Reinterview

Select Option **1** if you are conducting the reinterview by phone. The instrument will proceed to the DIAL screen. This is the preferred method if a valid telephone number is available.

### Personal Visit Reinterview

Select Option **2** if you are conducting the reinterview by personal visit. The instrument will proceed to the CKSUP screen where you will be reminded to contact your supervisor before making a personal visit.

**Quit – Attempt Later**

Select Option **3** if you do not want to continue with this case at this time. The instrument will proceed to the Notes Editor where you may enter any applicable notes before returning to MCM.

**Reinterview Noninterview**

Select Option **4** if you want to assign a noninterview outcome code to this reinterview case.

**RO/HQ Discretion – Type A  
(Contact Supervisor)**

Contact your supervisor before selecting option **5**.

- On the METHOD screen, select option **2**, “Personal Visit Reinterview.”

The instrument proceeds to the *PV authorization* or CKSUP screen.

◆ Contact your supervisor for authorization before conducting a personal visit.	
<input checked="" type="radio"/>	1. Personal visit reinterview authorized
<input type="radio"/>	2. Quit – Attempt Later
PV authorization	<input type="checkbox"/>
CKSUP	

You must have authorization before making any personal visits for a reinterview case to ensure that the case is assigned to the closest available reinterviewer who is not in the FR’s supervisory chain of command. Let’s assume you received this authorization.

- On the PV authorization screen, select option **1**, “Personal visit reinterview authorized.”

The instrument proceeds to the *Hello for personal visit reinterview and respondent name available* or HELLO\_PC screen.

<p>Hello, I’m.... from the U.S. Census Bureau. Here is my identification card.</p> <p>◆ Show ID Card.</p> <p>May I speak to Wanda Woe?</p>
--

<ul style="list-style-type: none"> <li>● 1. Correct person available.</li> <li>○ 2. Person not available now.</li> <li>○ 3. Person unknown at this number.</li> <li>○ 4. Person no longer lives there.</li> <li>○ 5. Person deceased.</li> <li>○ 6. No one lives at this address</li> <li>○ 7. Reinterview Noninterview.</li> </ul>
<p>Hello for personal visit reinterview and respondent name available <input type="checkbox"/></p>
<p>HELLO_PC</p>

Since you have reached the correct person, you'll select option **1** in a moment, but first look at the other options:

<b>Correct person is available</b>	If the person is available, select option <b>1</b> . The instrument will proceed to the INTRO_PC screen.
<b>Person not available now</b>	If the person listed in the instrument is unavailable, and there is someone else who you can speak to select option <b>2</b> . The instrument will proceed to the HHMEM screen.
<b>Person unknown at this address</b>	If the person listed in the instrument is unknown at the sample address, select option <b>3</b> . The instrument will proceed to the ADDVER screen.
<b>Person no longer lives there</b>	If the person no longer lives at the address, select option <b>4</b> . The instrument will proceed to the HHMEM screen, where you can ask if anyone else can help you.
<b>Person deceased</b>	If the person is deceased, select option <b>5</b> . The instrument will proceed to the THANK_REF screen and will be coded out as a non-interview.
<b>No one lives at this address</b>	If no one is lives at this address, select option <b>6</b> . The instrument will proceed to the STATUS_RI screen where you can choose to return later, or select reinterview noninterview.
<b>Reinterview Noninterview</b>	Select option <b>7</b> if the unit is occupied but you are unable to conduct the reinterview. The instrument will proceed to the STATUS_RI screen.

- On the HELLO\_PC screen, select option **1**, "Correct person available."

The instrument proceeds to the *Introduction for personal visit reinterview and respondent name*

available or INTRO\_PC screen.

Thank you for helping us recently with the American Community Survey.

We're doing a short quality control check that may last 5 to 10 minutes, to make sure our interviewers are following correct procedures.

Is your address:

1687 A 5TH AVE  
ANYTOWN, XX 99987

1. Yes  
 2. No  
 3. Refused to verify Address

[Introduction for personal visit reinterview and respondent name available](#)

INTRO\_PC

Since the respondent verified that you are at the correct address, select option **1** for “Yes.”

The instrument proceeds to the *Reinterview Respondent* or RIRESP screen.

LN	Name	Relationship	Age	Sex	Multr	Race	Dcode
1	Wanda Woe	Reference Person	83	Female		Asian	0
◆ 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.							
<a href="#">Reinterview Respondent</a>			<input type="checkbox"/>				
RIRESP							

The RIRESP screen marks the middle of the instrument where you begin to verify questions from the original interview.

The respondent told you earlier her name is Wanda Woe, so type **1** to select the line number of the person you are speaking to.

The instrument proceeds to the *Contact verification of original survey interview?* or CONTACT\_C screen.



Did an interviewer contact you on or about Thursday, July 28 <sup>th</sup> , 2016 and ask questions about the characteristics of this housing unit and the occupants of the unit?	
<input checked="" type="radio"/> 1. Yes	
<input type="radio"/> 2. No	
Contact verification of original survey interview?	<input type="checkbox"/>
CONTACT_C	

Ms. Woe verifies that an FR visited her on July 28<sup>th</sup>.

- On the CONTACT\_C screen, select option **1** for “Yes.”

The instrument proceeds to the *Interview Mode* or ORMODE screen.

Did the interviewer conduct the interview in person or over the telephone?	
<input checked="" type="radio"/> 1. Personal visit only	
<input type="radio"/> 2. Telephone call only	
<input type="radio"/> 3. Both – Interviewer visited and called	
Interview Mode	<input type="checkbox"/>
ORMODE	

A respondent may have been contacted by phone, in person, or both. This question asks specifically about **the interview** mode(s).

Ms. Woe said the interviewer came in person.

- On the ORMODE screen, select option **1**, “Personal visit only.”

The instrument proceeds to the *FR Polite/Professional* or POLITE screen.

Was the interviewer polite and professional?	
<input checked="" type="radio"/> 1. Yes	
<input type="radio"/> 2. No	
FR Polite/Professional	<input type="checkbox"/>

POLITE

Ms. Woe said the interviewer was polite and professional.

- On the POLITE screen, select option **1** for “Yes.”

The instrument proceeds to the *Length of interview – hour portion* or LENGTH\_H screen.

About how long did the interview last?

\_\_\_\_ hours \_\_\_\_ minutes.

◆ If no hours, enter 0.

[Length of interview – hour portion](#)

LENGTH\_H

Ms. Woe said the interview lasted 20 minutes.

- Type 0 hours on the LENGTH\_H screen.

The instrument proceeds to the *Length of interview – minute portion* or LENGTH\_M screen.

About how long did the interview last?

0 hours 20 minutes.

[Length of interview – minute portion](#)

LENGTH\_M

- Type 20 minutes on the LENGTH\_M screen.

The instrument proceeds to the *Laptop used* or LAPTOP screen.

Did the interviewer use a laptop computer?

<input checked="" type="radio"/> 1. Yes <input type="radio"/> 2. No	
Laptop used	<input type="checkbox"/>
LAPTOP	

Ms. Woe states a laptop was used during the interview.

- On the LAPTOP screen, select option **1** for “Yes.”

The instrument proceeds to the *Roster verification* or ROSTER\_1 screen.

The following screens are asked to verify data collected during the original interview.

LN	Name	Relationship	Age	Sex	Multir	Race	Dcode 1
	Wanda Woe	Reference Person	80	Male		Black	0

Our records indicate that [◆ Read above names in blue](#) were living or staying at:

1687 A 5TH AVE  
ANYTOWN, XX 99987

on Thursday, July 28<sup>th</sup>, 2016.

Is this correct?

<input checked="" type="radio"/> 1. Yes <input type="radio"/> 2. No	
Roster verification	<input type="checkbox"/>
ROSTER_1	

Ms. Woe verifies all household member are correct.

- On the ROSTER\_1 screen, select option **1** for “Yes.”

The instrument proceeds to the *Roster Age verification* or ROSTER\_1A screen.

LN	Name	Relationship	Age	Sex	Multr	Race	Dcode 1
	Wanda Woe	Reference Person	83	Female		Asian	0
I'd also like to verify that we recorded each person's age correctly. ♦ <a href="#">Read the name(s) and age(s) in blue</a> ♦							
<input checked="" type="radio"/> 1. All ages correct <input type="radio"/> 2. One or more ages wrong							
Roster Age verification <input type="checkbox"/>							
ROSTER_1A							

Ms. Woe verified the age recorded was correct.

- On the ROSTER\_1A screen, select option 1, "All ages correct."

The instrument proceeds to the *Roster* or ROSTER\_3 screen.

LN	Name	Relationship	Age	Sex	Multr	Race	Dcode 1
	Wanda Woe	Reference Person	83	Female		Asian	0
Have I missed any household member who was living or staying here on Thursday, July 28 <sup>th</sup> , 2016?							
<input type="radio"/> 1. Yes <input checked="" type="radio"/> 2. No							
Roster <input type="checkbox"/>							
ROSTER_3							

Ms. Woe verified the roster is correct, but asks why you are asking these questions again. She wonders if you are checking up on answers that she gave the original interviewer.

You can address respondent's concerns using the reinterview (RI) frequently asked questions (FAQs) tab. There are two ways to access the reinterview FAQs. The first is to use the **F4 Jump** function.

- Press **F4** now.

You will now see the Parallel Blocks window. Just like with original interviews, the list of choices in the Parallel Blocks window corresponds with the tabs shown at the top of the screen just below the Menu bar. As you can see, there are two options for frequently asked questions:

Option 1 is for FAQs about the original ACS interview, and Option 2 is for FAQs about reinterview.

- Arrow down to highlight the **Frequently Asked Questions – Reinterview** option, then press **enter**.

The RI FAQs tab at the top of the screen should now be activated. You could also have reached this screen by directly clicking on the RI FAQs tab.

- Take a moment to read each of the items listed on this screen, then select option **6** to return to the interview.

You may also select the GenRI tab to return to where you left off in the instrument, or you could have pressed **F8**. All three methods return you to the ROSTER\_3 screen.

- On the ROSTER\_3 screen, select option **2** for “No.”

The instrument proceeds to the *Number of rooms* or SURVEY\_1 screen.

Did the interviewer ask questions about the total number of rooms and bedrooms in this unit?	
<input checked="" type="radio"/> 1. Yes	
<input type="radio"/> 2. No	
Number of rooms	<input type="checkbox"/>
SURVEY_1	

Ms. Woe confirms that the interviewer asked about number of rooms and bedrooms.

- On the SURVEY\_1 screen, select option **1** for “Yes.”

The instrument proceeds to the *Income* or SURVEY\_2 screen.

Now think about each person who lives in this unit who is at least 15 years old. Did the interviewer ask questions about income for each of the people?	
<input checked="" type="radio"/> 1. Yes	
<input type="radio"/> 2. No	
Income	<input type="checkbox"/>
SURVEY_2	

Ms. Woe confirms that the interviewer asked about income.

- On the SURVEY\_2 screen, select option **1** for “Yes.”

The instrument proceeds to the THANK\_YOU screen.

Thank you for your cooperation. You’ve been very helpful.	
● 1. Enter 1 to Continue	
Thank You	<input type="checkbox"/>
THANK_YOU	

You have completed all items in this reinterview case that require the respondent’s answers, so you may end the visit when you’ve finished the THANK\_YOU screen. The instrument proceeds to the *Verify original outcome* or RI\_OUTCM screen.

Original Outcome: 201 – Completed interview	
Original Interview Date: Thursday, July 28 <sup>th</sup> , 2016.	
◆ Was the original outcome code correct?	
● 1. Yes ○ 2. No ○ 3. Reinterview Noninterview	
Verify original outcome	<input type="checkbox"/>
RI_OUTCM	

The outcome of the original interview is pre-filled at the top of the RI\_OUTCM screen. Based on your conversation with the respondent, you must now determine whether that original outcome was correct. Your options are as follows:

**Yes**

If the outcome code is correct, select option **1**. The instrument will proceed to the FALSIF screen.

**No**

If the outcome code is incorrect, select option **2**. The instrument will proceed to the FALSIF screen.

**Reinterview Noninterview**

If you were unable to verify whether or not the original outcome was correct, you would choose item 3, Reinterview Noninterview.

- In this case, since you were able to confirm the original outcome code of 201 was correct, select option **1** for ‘Yes’ on the RI OUTCM screen.

The instrument proceeds to the *Falsification suspected* or FALSIF screen.

Your reinterview did not indicate any discrepancies.	
◆ Do you suspect falsification?	
<input type="radio"/>	1. Yes
<input checked="" type="radio"/>	2. No
<input type="radio"/>	3. Unable to determine
Falsification suspected?	<input type="checkbox"/>
FALSIF	

- Since you have no reason to suspect falsification, type **2** for “No” and press enter.

The instrument proceeds to the *Ready to wrap up* or READYWRAP screen.

This case is complete and ready to be transmitted. After exiting, the case will be removed from the Case List view.	
<input checked="" type="radio"/>	1. Enter 1 to Continue
Ready to wrap up	<input type="checkbox"/>
READYWRAP	

- On the READYWRAP screen, enter **1** to continue.

The instrument proceeds to the WRAP\_UP screen.

OUTCOME: 201 RI_DISP: 001	
<input checked="" type="radio"/>	1. Enter 1 to Continue
Wrap Up	<input type="checkbox"/>

WRAP_UP
---------

CONGRATULATIONS! You just completed a reinterview of an original interview.

- On the WRAP\_UP screen, enter **1** to continue.
- When the Case-Level Notes Editor appears, type a note that reads “*Reinterview completed. No falsification suspected.*”

Case-Level Notes Editor
# CAPI NOTE: HH:MM AM/PM YYYY/MM/DD DAY USER XXXXX
Reinterview completed. No falsification suspected.

- Once you have finished adding your note, press **F10** to **Exit** the Notes Editor.
- The Notes Editor will ask you if you want to save changes. Select “**Yes**”.
- A pop up message will appear stating “Your changes have been saved”. Select “**OK**”.

### Walk-Through Reinterview an Original Vacant Interview

The next walk-through reinterview will be of vacant interview (Outcome Code 301 – Vacant – completed) with a contact person listed.

You should already be on the Home page in MCM.

- Apply the long press for the address at 400 2<sup>ND</sup> AVE, ANYTOWN, XX 99978, then select the **Work** menu item.

You should now be at the START screen as shown below.



American Community Survey CAPI QUALITY CONTROL REINTERVIEW	
Date: << Current Day, Date >>	Time: HH:MM AM/PM
Reinterview Case Status:	New case
Original Interview Date:	<< Original Interview Day, Date >>
Original James Bond ID:	TMOFR901
Original Name:	TESTER01, TMOFR
Original Outcome:	301 – Vacant – interview completed Original
Respondent Name:	
Sample Unit Phone:	(991) 555-2265 (HOME)
Sample Unit Address:	
	400 2 <sup>ND</sup> AVE
	ANYTOWN, XX 99978
Best Time to Contact: During Banking Hours	
<input checked="" type="radio"/> 1. Continue <input type="radio"/> 2. Quit - Attempt later	
Start up screen	<input type="checkbox"/>
START	

The START screen shows the original interview for this case was conducted by FR 901, who coded the case as 301 – Vacant interview completed.

- On the START screen, select option **1** to “Continue” and press enter.

The instrument proceeds to the *Contact person information* or START\_1A screen.

CONTACT PERSON INFORMATION	
Name: Sally Moe	
Title: Asst Manager	
Phone: (991) 555-2265	
Address:	
XX Banking & Trust	
5065 Main St	
Anytown, MI 99997-	
● Enter 1 to Continue	
Contact person information	<input type="checkbox"/>
START_1A	

- On the START\_1A screen, enter **1** to continue and press enter.

The instrument proceeds to the *Method of reinterview* or METHOD screen.

◆ 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)	
Method of reinterview	<input type="checkbox"/>
METHOD	

- On the METHOD screen, select option **2**, “Personal Visit Reinterview,” and press enter.

The instrument proceeds to the *PV Authorization* or CKSUP screen.

◆ Contact your supervisor for authorization before conducting a personal visit.	
● 1. Personal visit reinterview authorized	
○ 2. Quit – Attempt Later	
PV authorization	<input type="checkbox"/>

**CKSUP**

Assume that you've checked available sources for a telephone number to verify the status of the sample unit but were not successful. You called your supervisor and were told that you were the closest reinterviewer to the unit. She has authorized you to make a personal visit to the unit.

- On the CKSUP screen, select option **1**, "Personal visit reinterview authorized," and press enter.

The instrument proceeds to the *Hello for personal visit reinterview and contact person name available* or HELLO\_PN screen.

Hello, I'm ... from the U.S. Census Bureau.  
Here is my identification card.

◆ [Show ID card.](#)

May I speak to Sally Moe?

- 1. Correct person available.
- 2. Personal not available now.
- 3. Person unknown at this address.
- 4. Person no longer lives at this address.
- 5. Person deceased.
- 6. Reinterview Noninterview.

[Hello for personal visit and contact person name available](#)

HELLO\_PN

- On the HELLO\_PN screen, select option **1**, "Correct person available," and press enter.

The instrument proceeds to the *Introduction for personal visit reinterview and contact person name available* or INTRO\_PN screen.

Thank you for recently helping us verify the status of:

400 2<sup>ND</sup> AVE  
ANYTOWN, XX 99978

We're doing a short quality check, that may last 5 to 10 minutes, to make sure our interviewers are following correct procedures.

<input checked="" type="radio"/> 1. Enter 1 to Continue
Introduction for personal visit reinterview and contact person name available <input type="checkbox"/>
INTRO_PN

- On the INTRO\_PN screen, enter **1** to Continue and press enter.

The instrument proceeds to the *Contact verification for original survey noninterview* or CONTACT\_N screen.

Did an interviewer visit or call regarding:  400 2 <sup>ND</sup> AVE ANYTOWN, XX 99978?
<input checked="" type="radio"/> 1. Yes <input type="radio"/> 2. No
Contact verification for original survey noninterview <input type="checkbox"/>
CONTACT_N

- On the CONTACT\_N screen, select option **1** for “Yes” and press enter.

The instrument proceeds to the *Interviewer Mode* or ORMODE screen.

Did the interviewer conduct the interview in person or over the telephone?
<input checked="" type="radio"/> 1. Personal visit only <input type="radio"/> 2. Telephone call only <input type="radio"/> 3. Both – Interviewer visited and called
Interview Mode <input type="checkbox"/>
ORMODE

- On the ORMODE screen, select option **1**, “Personal visit only,” and press enter.

The instrument proceeds to the *FR Polite/Professional* or POLITE screen.

Was the interviewer polite and professional?
--

<input checked="" type="radio"/> 1. Yes <input type="radio"/> 2. No
FR Polite/Professional <input type="checkbox"/>
POLITE

- On the POLITE screen, select option **1** for “Yes” and press enter.

The instrument proceeds to the *Laptop used* or LAPTOP screen.

Did the interviewer use a laptop computer?
<input checked="" type="radio"/> 1. Yes <input type="radio"/> 2. No
Laptop used <input type="checkbox"/>
LAPTOP

- On the LAPTOP screen, select option **1** for “Yes” and press enter.

The instrument proceeds to the *Vacant check* or VACANT screen.

Was  400 2 <sup>ND</sup> AVE ANYTOWN, XX 99978  vacant on Thursday, July 28 <sup>th</sup> , 2016?
<input checked="" type="radio"/> 1. Yes <input type="radio"/> 2. No
Vacant check <input type="checkbox"/>
VACANT

- On the VACANT screen, select option **1** for “Yes” and press enter.

The instrument proceeds to the THANK\_YOU screen.

Thank you for your cooperation. You’ve been very helpful.
---

● 1. Enter 1 to Continue
Thank You <input type="checkbox"/>
THANK_YOU

- On the THANK\_YOU screen, enter **1** to Continue.

The instrument proceeds to the *Verify original outcome* or RI\_OUTCM screen.

Original Outcome: 301 – Vacant – interview complete
Original Interview Date: Thursday, July 28 <sup>th</sup> , 2016.
◆ Was the original outcome code correct?
● 1. Yes ○ 2. No ○ 3. Reinterview Noninterview
Verify original outcome <input type="checkbox"/>
RI_OUTCM

- On the RI\_OUTCM screen, select option **1** for “Yes.”

The instrument proceeds to the *Falsification suspected?* or FALSIF screen.

Your reinterview did not indicate any discrepancies
◆ Do you suspect falsification?
○ 1. Yes ● 2. No ○ 3. Unable to determine
Falsification suspected? <input type="checkbox"/>
FALSIF

- On the FALSIF screen, select option **2** for “No.”

The instrument proceeds to the *Ready to wrap up* or READYWRAP screen.

This case is complete and ready to be transmitted. After exiting, the case will be removed from the Case List view.

- 1. Enter 1 to Continue

Ready to wrap up

READYWRAP

- On the READYWRAP screen, enter **1** to continue.

The instrument proceeds to the WRAP\_UP screen.

OUTCOME: 201

RI\_DISP: 001

- 1. Enter 1 to Continue

Wrap Up

WRAP\_UP

- On the WRAP\_UP screen, enter **1** to continue.

CONGRATULATIONS! You just completed a reinterview of an original vacant interview.

- When the Case-Level Notes Editor appears, type a note that reads “*Reinterview completed. No falsification suspected.*”

#### Case-Level Notes Editor

# CAPI NOTE: HH:MM AM/PM YYYY/MM/DD DAY USER XXXXX

Reinterview completed. No falsification suspected.

- Once you have finished adding your note, press **F10** to **Exit** the Notes Editor. The Notes Editor will ask you if you want to save changes. Select “**Yes**”.
- A pop up message will appear stating “Your changes have been saved”. Select “**OK**”.

### **Walk-Through Reinterview of an Original Noninterview Completed by Observation Only**

The next walk-through reinterview will be of an original Type C – Unit Nonexistent – BSA found noninterview (Outcome Code 253) completed by observation only. You'll see that the approach to conducting the reinterview differs from the two previous walk-through cases. Since you have no contact person listed, you will need to use any available tools to verify the status of the case.

You should already be on the Home page in MCM - Training.

- Find the address 211 BETTA DR APT 211, ANYTOWN, XX 99989 on the case list.
  - Long press** on the address and select **Details** from the pop-up menu.
  - Click on the Original Case Information tab to look at some important information about the case.

You can see that the Original Outcome Code for the case was 253 – Unit nonexistent – BSA found. Also notice that there is no respondent listed in the Original Respondent field so let's look in the Assignment Overview tab to see if there is a contact person listed in the Contact 1 or Contact 2 section.

- Click on the Assignment Overview tab and scroll down to the Contact 1 and Contact 2 sections.;

As you can see, there is no contact information provided because the case was completed by observation only.

- Press the **Work** tab to begin the interview.

You should now be at the START screen.



American Community Survey CAPI QUALITY CONTROL REINTERVIEW	
Date: << Current Day, Date >>	Time: HH:MM AM/PM
Reinterview Case Status:	New case
Original Interview Date:	<< Original Interview Day, Date >>
Original James Bond ID:	TMOFR901
Original Name:	TESTER01, TMOFR
Original Outcome:	253 – Unit nonexistent BSA found Original
Respondent Name:	
Sample Unit Phone:	
Sample Unit Address:	
	211 BETTA DR, APT 211 ANYTOWN, XX 99989
<input checked="" type="radio"/> 1. Continue <input type="radio"/> 2. Quit - Attempt later	
Startup screen	<input type="checkbox"/>
START	

The START screen shows the original interview for this case was conducted by FR 901, who coded the case as a **Type C – Unit nonexistent BSA found** noninterview, outcome code **253**. The Original Respondent Name is blank because the case was completed by observation only.

- On the START screen, select option **1** to “Continue” and press enter.

The instrument proceeds to the *Type B/C noninterview by observation* or BY\_OBS screen.

◆ The interviewer determined the original outcome by observation. No contact person information was collected.	
● 1. Enter 1 to Continue	
Type B/C noninterview by observation	<input type="checkbox"/>
BY_OBS	

- On the BY\_OBS screen, enter **1** to continue and press enter.

The instrument proceeds to the *Method of Reinterview* or METHOD screen.

◆ Choose one of the following options to continue:	
<input type="radio"/>	1. Telephone Reinterview
<input checked="" type="radio"/>	2. Personal Visit Reinterview
<input type="radio"/>	3. Quit – Attempt Later
<input type="radio"/>	4. Reinterview Noninterview
<input type="radio"/>	5. RO/HQ Discretion – Type A (Contact RSM)
Method of reinterview	<input type="checkbox"/>
METHOD	

Assume that you've checked publically available sources for a telephone number to verify the status of the sample unit but were unsuccessful. So, you called your supervisor and were told that you were the closest reinterviewer to the sample unit.

- On the METHOD screen, select option **2**, “Personal Visit Reinterview” then press enter.

The instrument proceeds to the *PV authorization* or CKSUP screen.

◆ Contact your supervisor for authorization before conducting a personal visit.	
<input checked="" type="radio"/>	1. Personal visit reinterview authorized
<input type="radio"/>	2. Quit – Attempt Later
PV authorization	<input type="checkbox"/>
CKSUP	

The CKSUP screen reminds you to obtain authorization from your supervisor before making a personal visit.

- On the CKSUP screen, select option **1**, “Personal visit reinterview authorized” then press enter.

The instrument proceeds to the *Type B/C noninterview by observation* or VERBYOBS screen.

The interviewer determined the original outcome by observation.

◆ Please use any available resource to check that:

211 BETTA DR, APT 211  
ANYTOWN, XX 99989

was 253 – Unit nonexistent BSA found  
on Thursday, August 4<sup>th</sup>, 2016.

- 1. Original outcome was correct. ○
  - 2. Original outcome was incorrect.
  - 3. Reinterview Noninterview. ○ 4.
- Quit – Attempt later.

Type B/C noninterview by observation

VERBYOBS

Take a moment to read the VERBYOBS screen.

As indicated on the screen, the original outcome was completed by observation and you will need to verify the status of the sample unit using any available means. Assume that you drive out to the area, using LiMA and locate the apartment building at 211 BETTA DR, which contains unit designations from 101 to 110, 201 to 210, and 301 to 310. You stop at the rental office and speak with the rental agent, Larry Moe. He confirms that there is no apt # 211 and there never has been. Since the FR correctly determined that the unit doesn't exist, you are ready to make an entry on the VERBYOBS screen.

On the VERBYOBS screen, select option **1**, "Original outcome was correct," then press enter.

The instrument proceeds to the *Ready to wrap up* or READYWRAP screen.

This case is complete and ready to be transmitted. After exiting, the case will be removed from the Case List view.

- 1. Enter 1 to Continue

Ready to wrap up

READYWRAP

On the READYWRAP screen, enter **1** to continue, then press enter.

The instrument proceeds to the WRAP\_UP screen.

OUTCOME: 201 RI_DISP: 001	
● 1. Enter 1 to Continue	
Wrap Up	<input type="checkbox"/>
WRAP_UP	

The WRAP\_UP screen is the last screen of the instrument before the notes, and serves as your last opportunity to go back and review entries and/or make any corrections to entries in the case. After you exit the case, you will not be able to re-enter the case.

- On the WRAP\_UP screen, enter **1** to continue, then press enter.

Next, you will be prompted to enter notes about the case in the Case-Level Notes Editor.

- Type a note that reads, “*Verified with Rental Agent, Larry Moe, that unit 211 does not exist at BSA.*”

Case Level Notes Editor
# CAPI NOTE: HH:MM AM/PM YYYY/MM/DD DAY USER XXXXX
Verified with Rental Agent, Larry Moe, that unit 211 does not exist at BSA.

- Once you have finished adding your note, press **F10** to **Exit** the Notes Editor.
- The Notes Editor will ask you if you want to save changes. Select “**Yes.**”
- A pop up message will appear stating “Your changes have been saved.” Select “**OK.**”

## Topic 3 – Reinterview Noninterviews

### Objectives

- To familiarize reinterviewers with the different types of reinterview noninterviews.
- To familiarize reinterviewers with the reinterview instrument paths available to code a reinterview case as a Type A, B, C, or D noninterview.
- To familiarize reinterviewers with RO Discretion noninterviews, and the steps for coding a reinterview case as RO Discretion.

### Overview of Reinterview Noninterviews

**Reinterview noninterviews occur when you are unable to verify the original outcome (interview or noninterview) of the case** after exhausting all available methods to do so in reinterview. If you are able to verify the original noninterview status of a case, the reinterview is considered complete, not a reinterview noninterview. You should not automatically designate a reinterview case as a noninterview just because the original case was a noninterview. Only if you are unable to verify the status of the original case should you code the reinterview case as a noninterview.

The reinterview noninterview types and outcome codes for reinterview differ greatly from those used during the original interview. Remember, the reinterview noninterview outcome codes describe why you cannot verify the original outcome of the case.

### Type A Reinterview Noninterviews

Type A reinterview noninterviews are used when there is an eligible household member or contact person for the reinterview but you are not able to conduct the reinterview. You should make every effort to avoid Type A reinterview noninterviews by being persistent and persuasive, and by working closely with your RSMQA supervisor.

Do not use Type A - Unable to complete, bad telephone number, outcome code 214, just because a personal visit to the case would require you to travel more than 50 miles. Instead, you should obtain permission from your supervisor.

Below is a list of the Type A noninterview outcome codes for reinterview.

- 213 Language program
- 214 Unable to complete, bad telephone number, or  
Unable to locate/Wrong address
- 215 Insufficient partial
- 216 No One Home
- 217 Temporarily absent
- 218 Refused or Respondent can't remember
- 219 Other Type A
- 311 RO Discretion – hard to interview original case
- 312 HQ Discretion –
  - case management or ROSCO problems
  - sample adjustment
- 312 RO Discretion –
  - More than 50 miles from nearest reinterviewer and no phone number
  - Observed during the original interview
  - Personal visit needed, but not authorized
  - Other RO discretion – Specify in Reinterview Notes

### **Type B Reinterview Noninterviews**

Type B reinterview noninterviews are used when there is no longer an eligible reinterview respondent at the sample unit; for example, the original respondents have moved and the unit is vacant.

Type B reinterview noninterviews are not under your control. Most of the Type B outcomes are self-explanatory. Use Type B –224, Entire HH under or over age limit, when there is no longer an eligible respondent 15 years old or older living at the sample unit to conduct the reinterview.

### **Type B Reinterview Outcome Codes**

Below is a list of the Type B noninterview outcome codes for reinterview.

- 224 Entire HH under age 15
- 225 Temporarily occupied by persons with Usual  
Residence Elsewhere (URE)
- 226 Vacant, regular or seasonal

- 227 Vacant, storage of household furniture
  - 228 Unfit, to be demolished
- 230 Converted to temporary business or storage
- 231 Unoccupied tent or trailer site
- 233 Other Type B
- 234 HH institutionalized or temporarily ineligible

### **Type C Reinterview Noninterviews**

Type C reinterview noninterviews are used when there is no longer an eligible reinterview respondent at the sample unit due to permanent changes, like the demolition of the sample unit during the time between the original interview and the reinterview.

Type C reinterview noninterviews are also not under your control. Most of the Type C outcomes are self-explanatory. You may use Type C – 249, Sample adjustment, only when Headquarters instructs your RO to have you do so.

### **Type C Reinterview Outcome Codes**

Below is a list of the Type C noninterview outcome codes for reinterview.

- 240 Demolished
- 241 House or Trailer Moved
- 243 Converted to permanent business or storage
- 245 Condemned
- 248 Other Type C – Specify in Reinterview Notes
- 249 Sample Adjustment
- 250 Deceased
- 251 Moved

### **Type D Reinterview Noninterviews**

Type D reinterview noninterviews are used when the sample household (HH) has moved since the time of the original interview and the sample unit is now occupied by a different household.

Type D reinterview noninterviews are also not under your control.

**Type D Reinterview Outcome Codes**

Below is a list of the Type D noninterview outcome codes for reinterview.

360 Change in occupancy at unit originally classified as *occupied* (HH replaced by new HH since original interview)

519 Change in occupancy at unit originally classified as *temporarily occupied*

**Coding a Reinterview Noninterview in the Instrument**

There are many paths through the instrument to code a Type A, B, C, or D reinterview noninterview, but they all involve using the NONINT screen as shown below.

◆ Which outcome describes this reinterview case?	
<input type="radio"/>	1. Type A Noninterview.
<input type="radio"/>	2. Type B Noninterview.
<input type="radio"/>	3. Type C Noninterview.
<input checked="" type="radio"/>	4. Type D Noninterview – Household replaced by new household since the original interview.
Noninterview classification	<input type="checkbox"/>
NONINT	

As you can see, it is important that you understand the differences between the reinterview noninterview types to make a correct entry on this screen. After selecting the noninterview type on this screen, you will be taken to the noninterview-specific screen where you will select the appropriate type of reinterview noninterview outcome.

**Walk-Through a Reinterview Noninterview**

Let’s walk through an example of how to classify a reinterview case as a noninterview. You should already be on the Home page in MCM Training.

- Highlight the address 1 W MARS ST EXD, ANYTOWN, XX 99995, then long press until the pop up menu appears.
- Press **Work** to begin the interview.

You should now be at the START screen.



Follow the scripted interview that begins on the next page and make the entries as indicated using the keyboard.

American Community Survey CAPI QUALITY CONTROL REINTERVIEW	
Date: << Current Day, Date >>	Time: HH:MM AM/PM
Reinterview Case Status:	New case
Original Interview Date:	<< Original Interview Day, Date >>
Original FR Code:	
Original James Bond ID:	TMOFR901
Original Name:	TESTER01, TMOFR
Original Outcome:	201 – Completed interview Original
Respondent Name:	John Doe
Sample Unit Phone:	(991) 555-1320 (HOME)
Sample Unit Address:	
	1 MARS ST EXD
	ANYTOWN, XX 99995
Best Time to Contact:	Weekends
<input checked="" type="radio"/> 1. Continue <input type="radio"/> 2. Quit - Attempt later	
Start up screen	<input type="checkbox"/>
START	

As you can see on the START screen, the original interview for this case was conducted by an FR whose bondID is TMOFR901. He obtained a completed interview, outcome code 201, with John Doe. Mr. Doe's phone number and address are displayed.

- On the START screen, select option **1**, "Continue," then press enter.

The instrument proceeds to the *Household composition* or HHCOMP screen.

LN						
Name	Relationship	Age	Sex	Multr	Race	Dcode
1	John Doe	Reference Person	32	Male	White	0
2	John Doe, Jr	Biological child	4	Male	White	0

◆ Press Shift-F1 to access this screen at any time during the reinterview.

● 1. Enter 1 to Continue

Household composition

HHCOMP

- On the HHCOMP screen, enter **1** to Continue, then press enter.

The instrument proceeds to the *Method of reinterview* or METHOD screen.

◆ 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)

Method of reinterview

METHOD

Notice on the METHOD screen that if you already know that the case was a reinterview noninterview, you could enter 4 and go through the screens to begin selecting the correct noninterview outcome.

- On the METHOD screen, select option **1**, “Telephone Reinterview” then press enter.

The instrument proceeds to the *Dial phone number* or DIAL screen.

Respondent Name: John Doe	
Respondent Address:	
1 MARS ST EXD	
ANYTOWN, XX 99995	
◆ Dial this number:	
(991) 555-1329 (HOME)	
<input type="radio"/>	1. Someone answers
<input type="radio"/>	2. Enter a new telephone number
<input type="radio"/>	3. Reinterview Noninterview ● 4. Quit – Attempt Later
Dial phone number	<input type="checkbox"/>
DIAL	

Assume that you dial the number listed and learn that it has been disconnected. You check other sources and cannot find a listing. Since this address is only a few miles away from your home, you decide to make a personal visit.

- On the DIAL screen, select option **4** to “Quit – Attempt Later,” then press enter.

The instrument proceeds to the WRAP\_UP screen.

OUTCOME: 202	
RI_DISP:	
<input checked="" type="radio"/>	1. Enter 1 to Continue
Wrap Up	<input type="checkbox"/>
WRAP_UP	

- On the WRAP\_UP screen, enter **1** to continue, then press enter.

You will be prompted to enter case notes in the Case-Level Notes Editor.

Type a note that reads, “*Phone number has been disconnected and no other number can be found. PV will be made,*” then press F10 to exit and save your note.

**Case-Level Notes Editor**

# CAPI NOTE: HH:MM AM/PM YYYY/MM/DD DAY USER XXXXX

Phone number has been disconnected and no other number can be found. PV will be made.

- Once you have finished adding your note, press **F10** to **Exit** the Notes Editor.
- The Notes Editor will ask you if you want to save changes. Select **“Yes”**.
- When the pop up message appears stating **“Your changes have been saved,”** select **“OK.”**
- When you arrive at the sample unit, you reopen the case to begin a personal visit interview.

American Community Survey CAPI QUALITY CONTROL REINTERVIEW	
Date: << Current Day, Date >>	Time: HH:MM AM/PM
Reinterview Case Status:	202 – Accessed Instrument, no interview, or insufficient partial
Original Interview Date:	<< Original Interview Day, Date >>
Original FR Code:	
Original James Bond ID:	TMOFR901
Original Name:	TESTER01, TMOFR
Original Outcome:	201 – Completed interview
Original Respondent Name:	John Doe
Sample Unit Phone:	(991) 555-1320 (HOME)
Sample Unit Address:	
	1 W MARS ST EXD ANYTOWN, XX 99995
Best Time to Contact:	Weekends
<input checked="" type="radio"/> 1. Continue <input type="radio"/> 2. Quit - Attempt later	
Start up screen	<input type="checkbox"/>
START	

- On the START screen, select option **1** to “Continue,” then press enter.

The instrument proceeds to the *Household composition* or HHCOMP screen.

LN						
<hr/>						
Name	Relationship	Age	Sex	Multr	Race	Dcode
1 John Doe	Reference Person	32	Male		White	0
2 John Doe, Jr	Biological child	4	Male		White	0
◆ Press Shift-F1 to access this screen at any time during the reinterview.						
● 1. Enter 1 to Continue						
Household composition				<input type="checkbox"/>		
HHCOMP						

- On the HHCOMP screen, enter **1** to continue, then press enter.

The instrument proceeds to the *Method of reinterview* or METHOD screen.

◆ Choose one of the following options to continue:	
<input type="radio"/>	1. Telephone Reinterview
<input checked="" type="radio"/>	2. Personal Visit Reinterview
<input type="radio"/>	3. Quit – Attempt Later
<input type="radio"/>	4. Reinterview Noninterview
<input type="radio"/>	5. RO/HQ Discretion – Type A (Contact Supervisor)
Method of reinterview <input type="checkbox"/>	
METHOD	

- On the METHOD screen, select option **2**, “Personal Visit Reinterview,” and press enter.

The instrument proceeds to the *PV Authorization* or CKSUP screen.

◆ Contact your supervisor for authorization before conducting a personal visit.
---

<input checked="" type="radio"/> 1. Personal visit reinterview authorized <input type="radio"/> 2. Quit – Attempt Later
PV authorization <input type="checkbox"/>
CKSUP

Authorization is not needed in this instance.

- On the CKSUP screen, select option **1**, “Personal visit reinterview authorized,” then press enter.

The instrument proceeds to the *Hello for personal reinterview and respondent name available* or HELLO\_PC screen.

<p>Hello, I’m... from the U.S. Census Bureau. Here is my identification card.</p> <p>◆ Show ID card.</p> <p>May I speak to John Doe?</p>
<input type="radio"/> 1. Correct person available. <input type="radio"/> 2. Person not available now. <input type="radio"/> 3. Person unknown at this address. <input checked="" type="radio"/> 4. Person no longer lives there. <input type="radio"/> 5. Person deceased. <input type="radio"/> 6. No one lives at this address <input type="radio"/> 7. Reinterview Noninterview.
Hello for personal visit reinterview and respondent name available <input type="checkbox"/>
HELLO_PC

The person answering the door states that John Doe no longer lives here.

- On the HELLO\_PC screen, select option **4**, “Person no longer lives there,” and press enter.

The instrument proceeds to the *Household member* or HHMEM screen.

<p>Perhaps you can help me.</p> <p>Are you a household member who is 15 years or older?</p>
---

<input checked="" type="radio"/> 1. Yes <input type="radio"/>
2. No
Household member <input type="checkbox"/>
HHMEM

The respondent tells you he is the current resident.

- On the HHMEM screen, select option **1** for “Yes” and press enter.

The instrument proceeds to the *Proxy contact verification for interview case* or PROX\_C screen.

<p>Our records show that one of our interviewers recently contacted your household. We’re doing a short quality control check to make sure that our interviewers are following correct procedures. Can you or another household member answer a few questions to help us evaluate the interviewer’s work?</p>
<input checked="" type="radio"/> 1. Yes
<input type="radio"/> 2. No
<input type="radio"/> 3. Inconvenient time. Try again later.
Proxy contact verification for interview case <input type="checkbox"/>
PROX_C

The respondent tells you he is willing to answer a few questions.

- On the PROX\_C screen, select option **1** for “Yes” and press enter.

The instrument proceeds to the *Address verification from proxy* or ADDVER screen.

<p>I need to verify that the address here is:</p> <p>1 W MARS ST EXD ANYTOWN, XX 99995</p>
<input checked="" type="radio"/> 1. Same Address. <input type="radio"/>
2. Not same Address. <input type="radio"/>
3. Refused to verify.
Address verification from proxy <input type="checkbox"/>
ADDVER

The respondent verifies the sample unit address.

- On the ADDVER screen, select option **1**, “Same Address,” and press enter.

The instrument proceeds to the *Reinterview Respondent* or RIRESP screen.

LN	Name	Relationship	Age	Sex	Multr	Race	Dcode
1	John Doe	Reference Person	32	Male		White	0
2	John Doe, Jr	Biological child	4	Male		White	0
<ul style="list-style-type: none"> <li>◆ Ask if necessary: With whom am I speaking?</li> <li>◆ Enter line number of person you are speaking to or (0) if person is not on roster.</li> </ul>							
Reinterview Respondent )							
RIRESP							

The respondent states his name is Jeffrey Moe.

- Notice the instruction to enter either the line number of the person to whom you are speaking or “**0**” if the person is not listed on the roster.
- On the RIRESP screen, enter **0** and press enter.

The instrument proceeds to the *Contact verification of original survey interview* or CONTACT\_C screen.

Did an interviewer contact you on or about << ORIGINAL INTERVIEW DAY, DATE >> and ask questions about the characteristics of this housing unit and the occupants of the unit?
<input type="radio"/> 1. Yes <input checked="" type="radio"/> 2. No
Contact verification of original survey interview? <input type="checkbox"/>
CONTACT_C

Mr. Moe tells you he didn’t speak to an interviewer on that date because he didn’t move in until a week after the date of the original interview.

- On the CONTACT\_C screen, select **2** for “No” and press enter.



The instrument proceeds to the *Someone else contacted* or SOMEONE\_ELSE screen.

<p>Could the interviewer have spoken to another person at</p> <p>1 W MARS ST EXD ANYTOWN, XX 99995</p>
<p><input type="radio"/> 1. Yes <input type="radio"/></p> <p>2. No</p>
<p>Someone else contacted</p> <p style="text-align: center;">(?)</p>
<p>SOMEONE_ELSE</p>

I don't know who else was living here before I moved in.

- At any point during the interview, if the respondent refuses to give you the requested response, enter **Ctrl+R** in each question that is Refused. If the respondent does not know the answer to a question, enter **Ctrl+D** for Don't Know.*
- On the SOMEONE\_ELSE screen, enter **Ctrl+D** for "Don't Know" and press enter.

The instrument proceeds to the THANK\_YOU screen.

<p>Thank you for your cooperation. You've been very helpful.</p>
<p><input checked="" type="radio"/> 1. Enter 1 to Continue</p>
<p>Thank you <input type="checkbox"/></p>
<p>THANK_YOU</p>

You have completed the interview with Mr. Moe. After you leave the respondent's doorstep, you finish the remaining screens.

- On the THANK\_YOU screen, enter **1** to continue and press enter.

The instrument proceeds to the *Verify original outcome* or RI\_OUTCM screen.

Original Outcome: 201 – Completed interview	
Original Interview Date: << Original Interview Day, Date >>	
◆ Was the original outcome correct?	
<input type="radio"/> 1. Yes <input type="radio"/> 2. No <input checked="" type="radio"/> 3. Reinterview Noninterview	
Verify original outcome	<input type="checkbox"/>
RI_OUTCM	

- On the RI\_OUTCM, you will need to select option **3**, “Reinterview Noninterview,” **because you were not able to accurately verify the status of the original interview based on your conversation with the new resident.**

The instrument proceeds to the *Noninterview classification* or NONINT screen.

◆ Which outcome describes this reinterview case?	
<input type="radio"/> 1. Type A Noninterview. <input type="radio"/> 2. Type B Noninterview. <input type="radio"/> 3. Type C Noninterview. <input type="radio"/> 4. Type D Noninterview – Household replaced by new household since the original interview.	
Noninterview classification	<input type="checkbox"/>
NONINT	

The NONINT screen lists four types of reinterview noninterviews.

### Type A Reinterview Noninterviews

- Select option **1**, “Type A Noninterview.”

The instrument proceeds to the *Type A description* or TYPEA screen. This screen lists all of the Type A outcomes that were discussed earlier.

- Take a moment to review the different Type A reinterview noninterview outcomes.
- When you’re done, press the **up arrow** once to go back to the NONINT screen.

**Type B Reinterview  
Noninterviews**

- Select option **2**, “Type B Noninterview.”

The instrument proceeds to the *Type B description* or TYPEB screen. This screen lists all of the Type B outcomes that were discussed earlier.

- Take a moment to review the different Type B reinterview noninterview outcomes.
- When you’re done, press the **up arrow** once to go back to the NONINT screen.

**Type C Reinterview  
Noninterviews**

- Select option **3**, “Type C Noninterview.”

The instrument proceeds to the *Type C description* or TYPEC screen. This screen lists all of the Type C outcomes that were discussed earlier.

- Take a moment to review the different Type C reinterview noninterview outcomes.
- When you’re done, press the **up arrow** once to go back to the NONINT screen.

**Type D Reinterview  
Noninterview**

If you select option **4**, “Type D Noninterview – Household replaced by new household since the original interview,” you will proceed to the *Falsification suspected?* or FALSIF screen.

Since we verified that our original household has moved out, and a new household has moved in, we’ll code this case as a Type D noninterview.

- On the NONINT screen, select option **4**, “Type D Noninterview – Household replaced by new household since the original interview,” then press enter.

The instrument proceeds to the *Falsification suspected?* or FALSIF screen.

Your reinterview did not indicate any discrepancies:

- ◆ Do you suspect falsification?

<input type="radio"/> 1. Yes <input checked="" type="radio"/> 2. No <input type="radio"/> 3. Unable to determine
Falsification suspected? <input type="checkbox"/>
FALSIF

- On the FALSIF screen, select option **2** for “No” and press enter.

The instrument proceeds to the *Ready to wrap up* or READYWRAP screen.

This case is complete and ready to be transmitted. After exiting, the case will be removed from the Case List view.
<input checked="" type="radio"/> 1. Enter 1 to Continue
Ready to wrap up <input type="checkbox"/>
READYWRAP

- On the READYWRAP screen, enter **1** to continue and press enter.

The instrument proceeds to the WRAP\_UP screen.

OUTCOME: 360 RI_DISP: 032
<input checked="" type="radio"/> 1. Enter 1 to Continue
Wrap Up <input type="checkbox"/>
WRAP_UP

- On the WRAP\_UP screen, enter **1** to continue.

The instrument proceeds to the Case-Level Notes Editor.

- Type a note that reads, “*Former occupants moved out. HH replaced by new occupants since the original interview. No falsification suspected.*”

<b>Case-Level Notes Editor</b>
--------------------------------

# CAPI NOTE: HH:MM AM/PM YYYY/MM/DD DAY USER XXXXX

Former occupants moved out. HH replaced by new occupants since the original interview. No falsification suspected.

- Once you have finished adding your note, press **F10** to **Exit** the Notes Editor.
- The Notes Editor will ask you if you want to save changes. Select **“Yes”**.
- When the pop up message appears stating **“Your changes have been saved,”** select **“OK.”**
- Let’s review a few details about the case we’ve just finished. After trying to dial the telephone number in the case and then making a personal visit, we verified that the original household had been replaced. We went through many screens on the instrument attempting to verify the status of the original interview, but eventually ended up at the NONINT screen to code the case a reinterview noninterview. Although the specific path taken through the instrument for different reinterview noninterview scenarios will vary, all reinterview noninterviews will go through the NONINT screen (or a similar screen) to designate the type of reinterview noninterview and the description of the outcome.*
- From the MCM Training Home page, make sure the Filter drop-down menu is set to **“All,”** so that you can view all of your Reint ACS-HU cases.
- Highlight (but do not long press) the case you just finished, 1 W MARS ST EXD.
- Click on the Cases page which displays more columns for viewing.

Notice that the Outcome Code column shows **360** for this case, and the Status column for this case on the case list pane shows a **D** for Type D.

### **Overview of Type A RO/HQ Discretion Noninterviews**

RO/HQ discretion cases are Type A noninterviews that aren’t charged against your individual reinterview response rate because the RO or HQ instructed you **not** to reinterview. All RO/HQ Discretion Type A noninterviews have outcome code 311 or 312, although there are many different descriptions. Take a moment to read the different RO/HQ Discretion descriptions.

**311** RO Discretion – hard to interview  
original case

**312** HQ Discretion –

- case management or ROSCO problems  
sample adjustment

### 312 RO Discretion -

- more than 50 miles from nearest reinterviewer and no phone number
- observed during the original interview
- personal visit needed, but not authorized
- other RO discretion – Specify in Reinterview Notes

### HQ Discretion

**Coding a case as HQ Discretion requires that approval is granted from Headquarters.** This is extremely rare and might only be used when technical problems caused the incorrect creation of reinterview cases, or prevented them from being completed.

### RO Discretion

Before using any of the RO discretion outcomes, you must obtain approval from your supervisor. Outcome code 311 does not replace Type A -218 for reinterview refusal cases. Outcome code 311 should only be used in rare situations. Examples of when outcome code 311 may be approved include:

- when the original interview was completed but the respondent was told by a supervisor that no further contacts would be made, or
- the respondent called the RO or their congressional representative to complain after the interview was completed.

### Coding an RO/HQ Discretion – Type A Noninterview in the Instrument

Although there are a variety of paths through this instrument that will allow you to code a case as a Type A, B, C, or D noninterview, you must select option 5 on the *Method of Reinterview* or METHOD screen in order to code a case RO/HQ Discretion.

### Walk-Through Reinterview of an RO Discretion Noninterview

The next walk-through reinterview will give you experience coding a case as an RO discretion because the case was observed during the original interview. You should still be on the Cases page in MCM.

- Long press on the address for 26 PEAR ST EXD, ANYTOWN, XX 99986.

Select **Work** from the pop-up menu.

You should now be at the START screen.

American Community Survey CAPI QUALITY CONTROL REINTERVIEW	
Date: << Current Day, Date >>	Time: HH:MM AM/PM
Reinterview Case Status:	New case
Original Interview Date:	<< Original Interview Day, Date >>
Original FR Code:	
Original James Bond ID:	TMOFR901
Original Name:	TESTER01, TMOFR
Original Outcome:	301 – Vacant - interview complete Original
Respondent Name:	
Sample Unit Phone:	(991) 555-1290 (HOME)
Sample Unit Address:	
	26 PEAR ST EXD ANYTOWN, XX 99986
Best Time to Contact:	Weekdays from 9:00am to 5:00pm
<input checked="" type="radio"/> 1. Continue <input type="radio"/> 2. Quit - Attempt later	
Start up screen	<input type="checkbox"/>
START	

The START screen shows the original interview for this case was conducted by TMOFR901, who coded the case as 301 – Vacant interview. Remember, the original respondent’s name is blank, but we’ll see the contact person’s information on the next screen.

On the START screen, select option **1** to “Continue,” then press enter.

The instrument proceeds to the *Contact person information* or START\_1A screen.

CONTACT PERSON INFORMATION	
Name: Fred Moe Title: Property Manager Phone: (991) 555-1290 Address: 104 Ocean View Lane ANYTOWN, MI 99997-	
● 1. Enter 1 to Continue	
Contact person information	<input type="checkbox"/>
START_1A	

Assume your supervisor tells you that this particular FR received a special needs observation and this case was completed while being observed. The supervisor instructs you to code the case as RO discretion.

- On the START\_1A screen, enter **1** to continue and press enter.

The instrument proceeds to the *Method of reinterview* or METHOD screen.

◆ Choose one of the following options to continue:	
<input type="radio"/> 1. Telephone Reinterview <input type="radio"/> 2. Personal Visit Reinterview <input type="radio"/> 3. Quit – Attempt Later <input type="radio"/> 4. Reinterview Noninterview <input checked="" type="radio"/> 5. RO/HQ Discretion – Type A (Contact Supervisor)	
Method of reinterview	<input type="checkbox"/>
METHOD	

- On the METHOD screen, select option **5**, “RO/HQ Discretion – Type A (Contact Supervisor),” then press enter.

The instrument proceeds to the *RO discretion case* or RO\_DISC screen.



<p>◆ Caution: Obtain supervisor’s permission before selecting an option below.</p> <p>◆ Which of the following options describes this reinterview case?</p>	
<p><input type="radio"/> 1. Hard to interview original case</p> <p><input type="radio"/> 2. More than 50 miles from nearest reinterviewer and no phone number</p> <p><input checked="" type="radio"/> 3. Observed during the original interview</p> <p><input type="radio"/> 4. Personal visit needed, but not authorized</p> <p><input type="radio"/> 5. Case management or ROSCO problems – Obtain HQ approval</p> <p><input type="radio"/> 6. Sample adjustment – Obtain HQ approval</p> <p><input type="radio"/> 7. Other RO discretion – Specify in the Reinterview Notes</p>	
RO discretion case	<input type="checkbox"/>
RO_DISC	

- On the RO\_DISC screen, select option **3**, “Observed during the original interview,” then press enter.

The instrument proceeds to the *Ready to wrap up* or READYWRAP screen.

<p>This case is complete and ready to be transmitted. After exiting, the case will be removed from the Case List view.</p>	
<p><input checked="" type="radio"/> 1. Enter 1 to Continue</p>	
Ready to wrap up	<input type="checkbox"/>
READYWRAP	

- On the READYWRAP screen, enter **1** to continue and press enter.

The instrument proceeds to the WRAP\_UP screen.

<p>OUTCOME: 312</p> <p>RI_DISP: 054</p>	
<p><input checked="" type="radio"/> 1. Enter 1 to Continue</p>	
Wrap Up	<input type="checkbox"/>
WRAP_UP	

- On the WRAP\_UP screen, enter **1** to continue and press enter.
- When the Case-Level Notes Editor appears, type a note that reads “*Case was observed during the original interview. Reinterview not needed.*”

Case-Level Notes Editor
# CAPI NOTE: HH:MM AM/PM YYYY/MM/DD DAY USER XXXXX
Case was observed during the original interview. Reinterview not needed.

- Once you have finished adding your note, press **F10** to **Exit** the Notes Editor.
- The Notes Editor will ask you if you want to save changes. Select “**Yes**”.
- When the pop up message appears stating “Your changes have been saved,” select “**OK**.”

## Topic 4 – Suspected Falsification

### Objectives

- To familiarize reinterviewers with the procedures to examine potentially falsified cases.
- To familiarize reinterviewers with the reinterview instrument path to code a reinterview case as misclassified.
- To familiarize reinterviewers with the reinterview instrument path for coding a reinterview case as suspected falsification.

### Main Purpose for Reinterview

The primary purpose of reinterview is to detect and deter falsification. The role of the reinterviewer is critical in determining whether or not falsification is suspected.

### What is Falsification?

Data falsification occurs when an FR knowingly deviates from appropriate interviewing procedures to shorten or avoid interviews and/or improperly classifies unit(s).

Some examples of falsification are:

- The occupant(s) listed by the FR for the original interview is(are) not the occupant(s) that actually occupied the address at the time of interview.
- The FR intentionally misclassified a Type A noninterview as a vacant interview, a Type B noninterview, or a Type C noninterview.
- The householder(s) listed in the case is(are) correct, but the household member(s) reported that no FR contacted them about the survey.

### Probe Before Concluding a Case Was Falsified

You must investigate any discrepancy that might indicate an FR falsified data. Before concluding that falsification occurred, you must see if there is any other explanation for discrepancies. For example:

**Original Case Was an Interview**

A respondent claim's he/she was never contacted, not contacted recently, or the occupant(s) of the sample unit is(are) not the occupant(s) listed on the roster. Some questions you may want to ask yourself or the respondent:

- Is it possible that there is another person in the household who spoke with the FR? May I speak to that person?
- May I proceed with the interview to verify the information we have? (Perhaps the questions will jog the person's memory. This is only applicable if the household that occupies the unit is the same household that is listed on the roster.)
- Am I at the right address? Did I call the right number?
- Did the FR go to the wrong address? Did the FR call the wrong phone number?
- Did the current occupants live in the unit at the time of the original interview?

**Original Case was a Type B**

A case originally reported as a Type B noninterview is found to have been occupied or vacant at the time of interview, and there's no clear reason why the case was coded as a Type B. Ask yourself, the respondent, or the knowledgeable person:

- Was there any event in the area that could have prevented access to this area at the time of interview?
- Could the address in the case be incorrect?

**Original Case was a Type C**

A case originally reported as a Type C noninterview is found to be occupied. Ask yourself or the respondent:

- When was this structure built? Could this be a replacement structure?
- Could this unit be part of another unit?
- Did the FR (or I) go to the wrong address?

- Did the FR attempt to interview the unit?
- Could the FR have been instructed to Type C the unit based on an instruction from the RO or HQ?

### Reasons for Discrepancies

It is the Reinterviewer's responsibility to report in the reinterview instrument and the reinterview notes **all** discrepancies found. Follow the screens in the instrument and fully pursue any discrepancy to determine whether it was caused by respondent error, interviewer error, poor interviewing technique, or deliberate falsification. If there is any possibility that deliberate falsification occurred, flag the case as suspected falsification.

The discrepancy and the reason for the discrepancy must be entered in the reinterview notes and the correct reinterview outcome code must be assigned. **Do NOT contact the original FR** to question him/her about what happened with the case in question to assist you in determining whether the discrepancy is due to an error or suspected falsification. Contact your supervisor to discuss what you found, and he/she may give you additional instruction on ways to investigate. Although the supervisor may decide to contact the FR, or ask you to contact the FR, you must never discuss a problem case with the FR without your supervisor's prior permission.

### Walk-Through Reinterview of a Misclassified Original Case

Your first walk-through interview in this section will give you an opportunity to reinterview a case that was misclassified in the original interview. You will need to probe to determine the reason for the discrepancy.

- Find the address N URANUS ST, NEW TWNHSE BETWN 319 AND 323 BUT NO HN POSTED on your case list
- Apply a long press and select **Work** from the popup menu to begin the interview.

You should now be at the START screen.

American Community Survey CAPI QUALITY CONTROL REINTERVIEW	
Date: << Current Day, Date >>	Time: HH:MM AM/PM
Reinterview Case Status:	New Case
Original Interview Date:	<< Original Interview Day, Date >>
Original FR Code:	
Original James Bond ID:	TMOFR901
Original Name:	TESTER01, TMOFR
Original Outcome:	254 – Address nonexistent Original
Respondent Name:	
Sample Unit Phone:	
Sample Unit Address:	
	N URANUS ST
	NEW TWNHSE BETWN 319 AND 323 BUT NO HN POSTED
	ANYTOWN, XX 99986
<input checked="" type="radio"/> 1. Continue <input type="radio"/> 2. Quit - Attempt later	
Start up screen	<input type="checkbox"/>
START	

On the START screen, you can see that the original interview for this case was conducted by TMOFR901, who coded the case as a Type C — Address nonexistent, outcome code 254. Since this case was completed by observation only, no contact information was collected.

- On the START screen, select option **1** to “Continue”.

The instrument proceeds to the *Type B/C noninterview by observation* or BY\_OBS screen.

<p>◆ The interviewer determined the original outcome by observation. No contact person information was collected.</p>	
<input checked="" type="radio"/> 1. Enter 1 to Continue	
Type B/C noninterview by observation	<input type="checkbox"/>

BY\_OBS

- Use **Shift-F12** to view the original notes for this case.

Case-Level Notes Editor – Original Case Notes
# CAPI NOTE: 06:19 PM YYYY/MM/DD MON USER XXXXX
There was no unit located between 319 and 323 on N. Uranus Street that fits the description provided for the HU. Canvassed entire block and found no such unit. Coded case out as Address Nonexistent.

Notice that the original case notes explain how the FR arrived at the outcome code for this case. Press **F10** to exit the Notes Editor.

- On the BY\_OBS screen, enter **1** to continue. The instrument proceeds to the *Method of reinterview* or METHOD screen.

◆ Choose one of the following options to continue:
<input type="radio"/> 1. Telephone Reinterview <input checked="" type="radio"/> 2. Personal Visit Reinterview <input type="radio"/> 3. Quit – Attempt Later <input type="radio"/> 4. Reinterview Noninterview <input type="radio"/> 5. RO/HQ Discretion – Type A (Contact Supervisor)
Method of reinterview <input type="checkbox"/>
METHOD

There is no contact information for this case, so a personal visit must be made to complete this reinterview case.

- On the METHOD screen, select option **2**, “Personal Visit Reinterview.”

The instrument proceeds to the *PV authorization* or CKSUP screen.

◆ Contact your supervisor for authorization before conducting a personal visit.
<input checked="" type="radio"/> 1. Personal visit reinterview authorized <input type="radio"/> 2. Quit – Attempt Later
PV authorization <input type="checkbox"/>

CKSUP

Reinterviewers must have authorization before making any personal visits for a reinterview case to ensure that the case is assigned to the closest available reinterviewer who is not in the FR's supervisory chain of command. Let's assume you have received this authorization.

- On the CKSUP screen, select option **1**, "Personal visit reinterview authorized".

The instrument proceeds to the *Type B/C noninterview* or VERBYOBS screen.

The interviewer determined the original outcome by observation.

- ◆ Please use any available resource to check that:

N URANUS ST  
NEW TWNHSE BETWN 319 AND 323 BUT NO HN POSTED  
ANYTOWN, XX 99986

was 254 – Address nonexistent  
on <<Original Day, Date>>.

1. Original outcome was correct.  2. Original outcome was incorrect.  3. Reinterview Noninterview.  
 4. Quit – Attempt later.

Type B/C noninterview by observation

VERBYOBS

During your personal visit, you spoke with Tom Soe, the owner of the townhouses on N Uranus St, and he told you that the sample unit between 319 and 323 N Uranus Street doesn't exist anymore. He explained that he owned both 319, what would have been 321, and 323. After purchase, he eliminated the middle unit by merging it with units 319 and 323 to make them larger.

Based on Mr. Soe's explanation, the original FR should have coded the case as a **Type C – 244 – Merged unit** instead of *Type C – 254 – Address nonexistent*. From reading the FR's Case Notes, you can understand why the FR might have coded it 254 by observation because he/she could determine where it would have been if it existed. However, only after speaking with a knowledgeable source were you able to classify the case more accurately. Next, you'll see how to reflect this in the reinterview instrument.

- On the VERBYOBS screen, select option **2**, "Original outcome was incorrect."



The instrument proceeds to the *Misclassification of original Type C case* or MISC\_CVINT screen.

◆ Which of the following options describes the misclassification of this original Type C case?
<input type="radio"/> 1. Should have been an Interview or Type A. <input type="radio"/> 2. Should have been a vacant interview. <input type="radio"/> 3. Should have been a Type B. <input checked="" type="radio"/> 4. Should have been another Type C.
Misclassification of original Type C case <input type="checkbox"/>
MISC_CVINT

On the MISC\_CVINT screen, select option **4**, “Should have been another Type C.”

The instrument proceeds to the *Falsification suspected?* or FALSIF screen.

<p>Your reinterview indicates the following discrepancies:</p> <p>3-The status of this case was completed by observation in the original interview. The reinterviewer determined the original status, 254 –Address nonexistent, was incorrect.</p> <p>◆ Do you suspect falsification?</p> <input type="radio"/> 1. Yes <input checked="" type="radio"/> 2. No <input type="radio"/> 3. Unable to determine
Falsification suspected? <input type="checkbox"/>
FALSIF

Falsification is defined as a knowing deviation from current interviewing procedures to avoid interviewing or properly classifying units. In this instance, the FR did correctly classify the case as a Type C, but did not use the most accurate outcome code. This is not falsification, but it is an interviewer error. The FR will need more clarification on Type C procedures and instruction on how to find a knowledgeable source, but shouldn't be investigated for falsification. However, **before** contacting the FR, discuss the error with your supervisor to make sure that he/she does not want to pursue any other course of action.

On the FALSIF screen, select option **2** for “No.”

The instrument proceeds to the *Discrepancy notes* or DISCREP\_NOTES screen.

◆ Explain why you do NOT suspect falsification in Case Notes.
◆ Press Ctrl-F7 to access Notes.
◆ Enter 1 when done with your explanation in the Reinterview Notes.
● 1. Enter 1 to Continue
Discrepancy notes <input type="checkbox"/>
DISCREP_NOTES

You must document the fact that the original case was miscoded, but the FR isn't suspected of falsification.

- Press **Ctrl-F7** to access the reinterview Case-Level Notes Editor.
- Enter a note that reads, *“Spoke with Tom Soe, the owner of the townhouses on N Uranus St, and he indicated the sample unit between 319 and 323 N Uranus Street doesn't exist anymore. He owns units 319, what would have been 321, and 323. After purchase, he eliminated the middle unit by merging it with units 319 and 323 to make them larger. Original outcome code should have been 244 – Merged Unit instead of 254 – Address Nonexistent. The FR correctly used a Type C noninterview, but could have obtained a more accurate classification if a knowledgeable source had been used. No suspicion of falsification, but FR classification error is noted.”*

Case-Level Notes Editor
<p># CAPI NOTE: HH:MM AM/PM YYYY/MM/DD DAT USER XXXXX</p> <p>Spoke with Tom Soe, the owner of the townhouses on N Uranus St, and he indicated the sample unit between 319 and 323 N Uranus Street doesn't exist anymore. He owns units 319, what would have been 321, and 323. After purchase, he eliminated the middle unit by merging it with units 319 and 323 to make them larger. Original outcome code should have been 244 – Merged Unit instead of 254 – Address Nonexistent. The FR correctly used a Type C noninterview, but could have obtained a more accurate classification if a knowledgeable source had been used. No suspicion of falsification, but FR classification error is noted.</p>

- Once you have finished adding your note, press **F10** to **Exit** the Notes Editor.
- The Notes Editor will ask you if you want to save changes. Select **“Yes”**.
- When the pop up message appears stating **“Your changes have been saved,”** select **“OK.”**

The instrument returns to the DISCREP\_NOTES screen.

- On the DISCREP\_NOTES screen, enter **1** to continue.

The instrument proceeds to the *Ready to wrap up* or READYWRAP screen.

<p>This case is complete and ready to be transmitted. After exiting, the case will be removed from the Case List view.</p>	
<ul style="list-style-type: none"> <li>● 1. Enter 1 to Continue</li> </ul>	
<p>Ready to wrap up</p>	<input type="checkbox"/>
<p>READYWRAP</p>	

- On the READYWRAP screen, enter **1** to continue.

The instrument proceeds to the WRAP\_UP screen.

OUTCOME: 301 RI_DISP: 058	
●	1. Enter 1 to Continue
Wrap Up	<input type="checkbox"/>
WRAP_UP	

- On the WRAP\_UP screen, enter **1** to continue.

The instrument proceeds to the reinterview Case-Level Notes Editor.

- Since you have already entered your note explaining why you don't suspect falsification, press **F10** to **Exit** the Notes Editor.

The next walk-through reinterview will give you experience conducting a reinterview of an original completed interview with many discrepancies, which will lead you to code the case as suspected falsification.

### Suspected Falsification

Census management takes your indication of falsification seriously. When you answer “Yes” to the question, “Do you suspect falsification?” in the reinterview instrument, the following process begins:

- The suspected FR will appear on reinterview reports provided to the RO and HQ informing them of the suspected falsification.
- The RO supervisor will investigate the situation and the FR's work. (They will do this either by a formal investigation and submission of the data falsification form, or informally by a detailed explanation as to why the supervisor is sure falsification did not occur.)
- The supervisor will contact you, the reinterviewer, for information and/or assistance in the investigation.
- The supervisor will decide what action management should take and report it to HQ.
- HQ will monitor this process until a resolution on the suspected falsification is received, including contacting the RO if the resolution is overdue.

Additionally, in your observation of the FR's performance other than conducting reinterview on his or her work, if you suspect that an FR is using improper procedures or falsifying data, notify your supervisor and recommend that he or she check the FR's work in supplemental reinterview.

### Walk-Through Reinterview of a Suspected Falsification Case

Let's walk through an example of a suspected falsification case. You should already be on the Home page in MCM - Training.

- Highlight the address located at 13 SUNSET WAY LOT 27, ANYTOWN, XX 99986 on your case list.
- Apply the long press and select **Work** from the popup menu.

You should now be at the START screen.

American Community Survey CAPI QUALITY CONTROL REINTERVIEW	
Date: << Current Day, Date >>	Time: HH:MM AM/PM
Reinterview Case Status:	New Case
Original Interview Date:	<< Original Interview Day, Date >>
Original James Bond ID:	TMOFR901
Original Name:	TESTER01, TMOFR
Original Outcome:	201 – Completed interview Original
Respondent Name: Marvin Roe	
Sample Unit Phone:	(991) 555-8943 (HOME)
Sample Unit Address:	
	13 SUNSET WAY LOT 27 ANYTOWN, XX 99986
<input checked="" type="radio"/> 1. Continue <input type="radio"/> 2. Quit - Attempt later	

Startup screen <input type="checkbox"/>
START

Listed on the START screen, the original interview for this case was conducted by TMOFR901 who coded the case as a 201 – Completed Interview. The original respondent’s name is Marvin Roe. His phone number and address are displayed.

- On the START screen, select option **1** to “Continue”.

The instrument proceeds to the *Household composition* or HHCOMP screen.

<table border="1"> <tr> <td>LN</td> <td>Name</td> <td>Relationship</td> <td>Age</td> <td>Sex</td> <td>Multr</td> <td>Race</td> <td>Dcode 1</td> <td>Marvin Roe</td> </tr> <tr> <td>Reference</td> <td>Person</td> <td>80 Male</td> <td></td> <td>Black</td> <td>0</td> <td></td> <td></td> <td></td> </tr> </table>									LN	Name	Relationship	Age	Sex	Multr	Race	Dcode 1	Marvin Roe	Reference	Person	80 Male		Black	0			
LN	Name	Relationship	Age	Sex	Multr	Race	Dcode 1	Marvin Roe																		
Reference	Person	80 Male		Black	0																					
◆ Press Shift-F1 to access this screen at any time during the reinterview.																										
● Enter 1 to Continue																										
Household composition <input type="checkbox"/>																										
HHCOMP																										

- On the HHCOMP screen, enter **1** to continue.

The instrument proceeds to the *Method of reinterview* or METHOD screen.

◆ Choose one of the following options to continue:	
<ul style="list-style-type: none"> <li><input type="radio"/> 1. Telephone Reinterview</li> <li><input checked="" type="radio"/> 2. Personal Visit Reinterview</li> <li><input type="radio"/> 3. Quit – Attempt Later</li> <li><input type="radio"/> 4. Reinterview Noninterview</li> <li><input type="radio"/> 5. RO/HQ Discretion – Type A (Contact Supervisor)</li> </ul>	
Method of reinterview <input type="checkbox"/>	
METHOD	

CATI’s attempts to reach the respondent by phone were unsuccessful, so the case was recycled to CAPI for a personal visit attempt.

- On the METHOD screen, select option **2**, “Personal Visit Reinterview”.

The instrument proceeds to the *PV authorization* or CKSUP screen.

◆ Contact your supervisor for authorization before conducting a personal visit.	
● 1. Personal visit reinterview authorized	
○ 2. Quit – Attempt Later	
PV authorization	<input type="checkbox"/>
CKSUP	

Reinterviewers must have authorization before making any personal visits for a reinterview case to ensure that the case is assigned to the closest available reinterviewer who is not in the FR's supervisory chain of command. Let's assume you received authorization from your supervisor to make a personal visit.

- On the CKSUP screen, select option **1**, "Personal visit reinterview authorized".

The instrument proceeds to the *Hello for personal visit reinterview and respondent name available* or HELLO\_PC screen.

<p><b>Hello, I'm... from the U.S. Census Bureau.</b>  <b>Here is my identification card.</b></p> <p>◆ Show ID card.</p> <p><b>May I speak to Marvin Roe?</b></p>	
○ 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. No one lives at this address	
○ 7. Reinterview Noninterview.	
Hello for personal visit reinterview and respondent name available <input type="checkbox"/>	
HELLO_PC	

The respondent tells you that there's no one here by that name.

- On the HELLO\_PC screen, select option **3**, “Personal unknown at this address”.

The instrument proceeds to the *Address verification from proxy* or ADDVER screen.

<b>I need to verify that the address here is:</b>	
<b>13 SUNSET WAY LOT 27 ANYTOWN, XX 99986</b>	
<input checked="" type="radio"/>	1. Same Address
<input type="radio"/>	2. Not same Address.
<input type="radio"/>	3. Refused to verify.
<a href="#">Address verification from proxy</a>	<input type="checkbox"/>
ADDVER	

The respondent confirms the address is correct.

- On the ADDVER screen, select option 1, “Same Address.”

The instrument proceeds to the *Household member* or HHMEM screen.

<b>Perhaps you can help me.</b>	
<b>Are you a household member who is 15 years or older?</b>	
<input type="radio"/>	1. Yes
<input checked="" type="radio"/>	2. No
<a href="#">Household member</a>	<input type="checkbox"/>
HHMEM	

- On the HHMEM screen, select option **1** for “Yes”.

The instrument proceeds to the *Proxy contact verification for interview case – respondent unknown* or PROX\_UC screen.



<p><b>Our records show that one of our interviewers, , recently contacted your household.</b></p> <p><b>We're doing a short quality control check to make sure that our interviewers are following correct procedures.</b></p> <p><b>Can you or another household member answer a few questions to help us evaluate the interviewer's work?</b></p>	
<p> <input checked="" type="radio"/> 1. Yes  <input type="radio"/> 2. No  <input type="radio"/> 3. Inconvenient time. Try again later.         </p>	
<p>Proxy contact verification for interview case – respondent unknown <input type="checkbox"/></p>	
<p>PROX_UC</p>	

The respondent tells you that he doesn't remember an interviewer coming, but he will attempt to answer questions.

- On the PROX\_UC screen, select option **1** for "Yes".

The instrument proceeds to the *Living here* or LIVEHERE screen.

<p><b>Were you living here on &lt;&lt;Original Day, Original Date&gt;&gt;?</b></p>	
<p> <input checked="" type="radio"/> 1. Yes  <input type="radio"/> 2. No  <input type="radio"/> 3. Inconvenient time. Try again later.         </p>	
<p>Living here <input type="checkbox"/></p>	
<p>LIVEHERE</p>	

The respondent confirms he/she was living at this address on the date the interview took place.

- On the LIVEHERE screen, select option **1** for "Yes".

The instrument proceeds to the *Reinterview Respondent* or RIRESP screen.

LN	Name	Relationship	Age	Sex	Multr	Race	Dcode 1	Marvin Roe
Reference Person		80 Male		Black	0			
<p>◆ Ask if necessary: With whom am I speaking?</p> <p>◆ Enter the line number of person you are speaking to or (0) if person is not on roster.</p>								
Reinterview Respondent				<input type="checkbox"/>				
RIRESP								

You ask the question in grey font on the *Reinterview Respondent* or RIRESP screen and the respondent tells you her name is Maria Voe. She is not listed on the roster.

When conducting reinterview, you must not reveal the names recorded in the original interview unless you are talking to one of the original household members.

Since Maria Voe isn't on the roster, enter **0** on the RIRESP screen.

The instrument proceeds to the *Contact verification of original survey interview?* or CONTACT\_C screen.

<b>Did an interviewer contact you on or about &lt;&lt;Original Day, Original Date&gt;&gt; and ask questions about the characteristics of this housing unit and the occupants of this unit?</b>	
<input type="radio"/> 1. Yes	
<input checked="" type="radio"/> 2. No	
Contact verification of original survey interview?	<input type="checkbox"/>
CONTACT_C	

Ms. Voe says she was out of town that week, so no one could have spoken with her.

On the CONTACT\_C screen, select option **2** for "No".

The instrument proceeds to the *Someone else contacted* or SOMEONE\_ELSE screen.

<b>Could the interviewer have spoken to another person at</b>	
<b>1 W MARS ST EXD ANYTOWN, XX 999995?</b>	
<input type="radio"/> 1. Yes	
<input checked="" type="radio"/> 2. No	
Someone else contacted	<input type="checkbox"/>
SOMEONE_ELSE	

Ms. Voe says she lives alone so the interviewer could not have spoken with anyone else.

On the SOMEONE\_ELSE screen, select option **2** for “No”.

The instrument proceeds to the THANK\_YOU screen.

<b>Thank you for your cooperation. You’ve been very helpful.</b>	
<input checked="" type="radio"/> 1. Enter 1 to Continue	
Thank You	<input type="checkbox"/>
THANK_YOU	

On the THANK\_YOU screen, enter **1** to continue.

The instrument proceeds to the *Verify original outcome* or RI\_OUTCM screen.

Original Outcome: 201 – Complete interview	
Original Interview Date: <<Original Day, Original Date>>.	
◆ Was the original outcome correct?	
<input type="radio"/> 1. Yes	
<input checked="" type="radio"/> 2. No	
<input type="radio"/> 3. Reinterview Noninterview	
Verify original outcome	<input type="checkbox"/>

RI_OUTCM
----------

- On the RI\_OUTCM screen, select option **2** for “No”.

The instrument will proceed to the *Falsification is suspected* or FALSIF2 screen.

Your reinterview indicates the following discrepancies:
---

1-The reinterview respondent said no one contacted this household regarding this survey. 2-The reinterviewer determined that the original status, 201 – Completed interview, was incorrect.
---

- |   |
|---|
| ◆ Falsification is suspected. Be sure to enter all proper notes explaining the situation. |
|---|

- |                          |
|--------------------------|
| ● 1. Enter 1 to Continue |
|--------------------------|

Falsification is suspected	<input type="checkbox"/>
----------------------------	--------------------------

FALSIF2
---------

- On the FALSIF2 screen, enter **1** to continue. The instrument will proceed to the *Ready to wrap up* or READYWRAP screen.

This case is complete and ready to be transmitted. After exiting, the case will be removed from the Case List view.
---

- |                          |
|--------------------------|
| ● 1. Enter 1 to Continue |
|--------------------------|

Ready to wrap up	<input type="checkbox"/>
------------------	--------------------------

READYWRAP
-----------

- On the READYWRAP screen, enter **1** to continue.

The instrument proceeds to the WRAP\_UP screen.

OUTCOME: 301 RI_DISP: 119
------------------------------

● 1. Enter 1 to Continue
Wrap Up <input type="checkbox"/>
WRAP_UP

- On the WRAP\_UP screen, enter **1** to continue.

The instrument wraps up the case and proceeds to the Notes Editor. You must explain in the notes the situation that caused the FR to be suspected of falsification.

Enter a note that reads, “*The respondent said no one contacted this household regarding this survey. The household member’s demographics did not match those of the person listed on the roster. Respondent indicated she was out of town at time of interview.*”

Case-Level Notes Editor
# CAPI NOTE: HH:MM AM/PM YYYY/MM/DD DAT USER XXXXX
The respondent said no one contacted this household regarding this survey. The household member’s demographics did not match those of the person listed on the roster. Respondent indicated she was out of town at time of interview.

- Once you have finished adding your note, press **F10** to **Exit** the Notes Editor.
- The Notes Editor will ask you if you want to save changes. Select “**Yes.**”
- When the pop up message appears stating “Your changes have been saved,” select “**OK.**”

### Feedback

Depending on the result of your reinterview, use the following guidelines to provide feedback to the FR:

#### *No Errors*

If the reinterview finds no discrepancies from the original interview, the reinterviewer should contact the FR to commend him or her on a job well done.

#### *Minor Errors*

If the reinterview finds discrepancies that resulted from FR errors, the FR should receive feedback about those errors. The reinterviewer or the supervisor will call the FR to discuss minor errors. The reinterviewer should

offer suggestions for correcting faulty techniques.

***Serious Errors***

If the discrepancies appear to be the result of serious errors or falsification, the reinterviewer **MUST NOT** contact the FR regarding the reinterview or mention to the FR that they were in reinterview at all. The supervisor will address it with the FR as outlined above.

If the supervisor's investigation does not confirm falsification, he or she, in consultation with his or her Coordinator, may elect to retrain FRs whose reinterviews indicate they are having serious problems with the survey concepts, procedures, or interviews. The retraining may be done by a telephone discussion, by special needs observation, or by having the FR attend all or part of initial training again. The supervisor may also require you to check additional cases from the FR's assignment.

**Topic 5 – Review Exercise**

Please answer the knowledge questions below, and follow your Region's procedures for submitting your responses to your supervisor.

1. If the telephone interviewers are unable to reach the respondent or the respondent refuses to be reinterviewed, the case will be \_\_\_\_\_ for personal visit reinterview.
  - a. reassigned
  - b. recycled
  - c. restarted
  - d. transmitted
  - e. none of the above
  
2. Which of the following cases are not eligible for reinterview:
  - a. vacant interviews
  - b. Type A cases
  - c. Type B and Type C cases
  - d. temporarily occupied cases
  - e. none of the above
  
3. An FR may be put into supplemental reinterview because:
  - a. they have a very large workload
  - b. they work multiple surveys
  - c. they are inexperienced
  - d. all of the above
  - e. none of the above
  
4. Under no circumstances should you conduct a personal visit on a reinterview case that is more than 50 miles away.
  - a. True
  - b. False
  
5. After accessing the RI FAQ page, which option will return you to the place where you left off in the instrument:
  - a. Option 6 on the RI FAQ tab
  - b. GEN RI tab
  - c. F8
  - d. all of the above
  - e. none of the above
  
6. You will not conduct reinterview on cases that:
  - a. were interviewed by someone in your chain of command

- b. were in your ZIP Code
  - c. were flagged as observed
  - d. A and C
  - e. A and B
7. Which type of reinterview noninterview is used when there is no longer an eligible respondent at the sample unit due to permanent changes to the unit: a. Type A
- b. Type B
  - c. Type C
  - d. Type D
8. You may code a reinterview case as a noninterview if:
- a. the noninterview Type was correct, but the outcome code was incorrect
  - b. the original case's outcome code was incorrect
  - c. you are unable to verify the original outcome code
  - d. all of the above
  - e. none of the above
9. Flag the case as suspected falsification, if there was:
- a. respondent error
  - b. intentional FR deception
  - c. poor interviewing technique
  - d. FR error
  - e. none of the above
10. If your case has no contact information on the START screen, it is because:
- a. the interview was completed with a non-household member
  - b. the interview was completed by observation
  - c. the interview was flagged as observed
  - d. the interview was completed with a knowledgeable source, i.e. landlord, rental agent
  - e. all of the above



**NOTES**



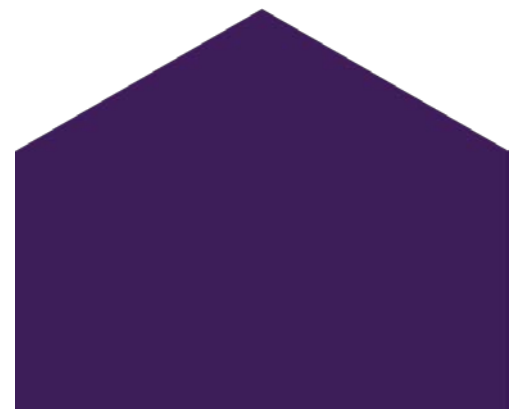
# ***Section II***

## ***Survey Specific Information***

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Revision: 2/2018

Lesson 13: American Community Survey (ACS) or the Puerto Rico Community Survey (PRCS) Group Quarters (GQ)



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.

ACS/PRCS GQ REINTERVIEWER SELF-STUDY

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## NOTES

## Instructions for this Self-Study

### Introduction

This self-study is part of your training as a reinterviewer for the American Community Survey (ACS) or the Puerto Rico Community Survey (PRCS) Group Quarters (GQ) sample. As a reinterviewer, you should have already completed the ACS/PRCS GQ Pre-Classroom Self-Study on the Census Learning Center (CLC) and attended the ACS-GQ or PRCS-GQ classroom training. You should now be familiar with the ACS/PRCS Group Quarters Facility Questionnaire (GQFQ) instrument and Mobile Case Management (MCM). If you have not completed the initial training for ACS-GQ or PRCS-GQ, you are not ready to complete this self-study and you must contact your supervisor.

### Objectives

The purpose of this self-study is to give you an overview of the ACS/PRCS GQ Reinterview (RI) program and to give you practice completing reinterview cases. Since reinterview is a critical component in maintaining data quality, completing this training will give you practice with different situations you may encounter while conducting reinterview with ACS/PRCS GQ contact persons.

In this self-study, you will learn a number of concepts, definitions, and procedures. To help you identify the most important points made here, a list of objectives is given at the beginning of each lesson. You are not expected to remember everything presented in this self-study, but you are expected to fulfill the objectives and understand the concepts.

### How to Complete the Self-Study

You **MUST** complete this self-study before conducting your first reinterview assignment using the ACS/PRCS GQ RI instrument. This self-study has four topics and a final review exercise at the end of the self-study. Complete each topic in turn before going on to the next, and e-mail your answers to the final review exercise to your supervisor.

As you complete this self-study, you will be instructed to take certain actions. Whenever you are instructed to take an action, there will be a check box  next to the action to be taken. Place a check mark  in the box to indicate that you have completed the task.

Find a quiet place to work, and then go through the topics in order. Avoid interruptions, and work at your own pace. Take a break from time to time but avoid stopping in the middle of a topic. If possible, try to complete a topic before taking a break.

### **Hints for Successfully Completing the Walk-Through Reinterviews in this Self-Study**

Below are a few hints to be aware of as you complete the walk-through reinterview scenarios in this self-study using the reinterview instrument on your laptop.

Hint 1: If you make a mistake and enter the wrong answer to a question, use the **left** or **up arrow** key on your keyboard to back up in the interview to change your answer.

Hint 2: You can use your mouse to make entries by clicking or touching the radio buttons next to the answer categories for most questions. You can also key the answers using the keyboard.

### **Materials Needed to Complete this Self-Study**

You will need the following materials for this self-study:

- Your Laptop computer with the Reint ACS/PRCS GQ training software loaded, and
- Computer accessories

If you are missing any of the listed materials, call your supervisor immediately. You will need all of the materials listed to complete this self-study.

### **Questions**

We have included pages where you can write down any questions you might have as you complete this self-study. Discuss these questions with your supervisor.

### **Time Authorized**

You will be paid for the time it takes you to complete this self-study, up to two hours. Charge to the ACS-GQ Project Number and Task Code 528, if you will be conducting reinterviews for ACS-GQ or PRCS GQ.

## Topic 1 – Overview of ACS/PRCS Group Quarters Reinterview

### Objectives

- To provide reinterviewers with an overview of reinterview for the American Community Survey (ACS) and the Puerto Rico Community Survey (PRCS) Group Quarters (GQ) samples.
- To familiarize reinterviewers with the sample selection process for ACS/PRCS GQ Reinterview.
- To prepare reinterviewers for proper communication with the reinterviewed Field Representative (FR), the Regional Office (RO), and reinterview respondents.
- To familiarize reinterviewers with the survey operations for reinterview, including the use of Mobile Case Management (MCM).

### Purpose of Quality Control (QC) Reinterview (RI)

The primary purpose of Quality Control (QC) Reinterview (RI) is to detect and deter falsification by identifying FRs who:

- 1) falsify interviews,
- 2) misclassify noninterviews, and/or
- 3) those who do not follow current survey procedures.

Reinterview also allows us to measure errors in coverage of the population caused by:

- 1) failure to conduct interviews at the correct group quarters,
- 2) noninterview misclassification,
- 3) missed units, or
- 4) incorrect application of definitions of group quarters.

Note: ACS/PRCS GQ RI does not include an assessment of Response Error.

### Reinterview Sample

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

### Eligible Cases

The reinterview sample includes:

- 1) completed interviews,
- 2) Type B other



- 3) Type C noninterviews (completed by observation or with a knowledgeable contact person).

Although most current surveys exclude reassigned cases from the reinterview sample, cases reassigned to or from any FR **are eligible** for ACS/PRCS GQ RI during the current month.

### **Ineligible Cases**

Type A noninterviews and cases marked as observed are ineligible for reinterview.

#### ***Marking the Original Case as Observed***

It is important that observers mark cases as observed on the original interviewer's laptop after the case is finished, but before transmitting the case, following the steps below:

1. On the MCM Home page on the FR's laptop, make sure that the filter is set to **All** so that the completed cases you observed will appear on the case list.
2. Long press on the observed case, then select **Details** from the pop-up menu.
3. On the Case Details screen, touch the **down arrow** on the **Other** tab and select **Observe**.
4. Enter your **Observer User ID** and **RO PIN**, and select **Submit**.

The reason you must mark cases as observed is to set a flag in the database to make them ineligible for reinterview. If the observer overlooks marking the cases as observed, these cases may still be selected for reinterview. If this happens, it will be up to your supervisor to decide whether you must complete the reinterview or make the case a Type A - RO Discretion noninterview.

### **Eligible Respondent**

Attempt to reinterview the original GQ contact person. However, if that person is unavailable, you may reinterview any other knowledgeable employee of the GQ.

### **Telephone Reinterviews**

The majority of your reinterview cases will have a valid telephone number that was obtained during the original interview. These cases will be reinterviewed by telephone interviewers from the Census Bureau's Tucson Contact Center (TCC) located in Arizona, or our Jeffersonville Contact Center (JCC) located in Indiana. If the telephone

interviewer is unable to reach the GQ contact person by telephone or the contact person refuses to be reinterviewed over the phone, the case will be **recycled** ♻️ for personal visit (PV) reinterview.

### **Personal Visit Reinterviews**

Sometimes, a telephone reinterview is not possible because:

- The interviewed GQ does not have a valid telephone number, **or**
- The telephone number provided in the reinterview case management is not the correct number for the GQ that was interviewed, **or**
- The GQ does not want to be reinterviewed by telephone.

### **Authorization for Personal Visits**

Reinterviewers must call their supervisor before making any personal visits for a reinterview case. Publically available resources will be used to attempt to locate a valid telephone number for the case. If the case is to be completed by personal visit, your supervisor will ensure that the case is assigned to the closest available reinterviewer who is not in the FR's supervisory chain of command.

### ***Modifications to the 50-Mile Reinterview Rule***

Previously, as a cost saving measure, an attempt to complete a reinterview case by personal visit (PV) **was only authorized** as long as the GQ was no more than 50 miles away. However, conducting PVs on cases over 50 miles can be an effective tool to help increase data quality and minimize data falsification. Therefore, as per *FLD Surveys Memorandum No. 2017-02 or ACS-GQ RO Memorandum No. 2017-06*, effective June 14, 2017, the 50 mile Reinterview Rule was modified and where appropriate, PVs should be conducted on reinterview cases over 50 miles by an independent reinterviewer. The purpose of conducting PVs on reinterview cases over 50 miles is to ensure that all FRs are following proper procedures and to avoid a high percentage of reinterview noninterviews.

### ***Criteria for PVs***

Cases that meet any of the following criteria should receive a personal visit:

- The FR has a case that was suspected of falsification in the current or previous assignment period and telephone attempts have been unsuccessful for outstanding cases.

- If less than 75% of the FR's total reinterview cases have been completed via telephone for a specific FR.
- The FR has multiple cases without telephone numbers.

### **How ACS Reinterview Cases are Selected**

Only a portion of the monthly workload is selected for reinterview each month, and reassigned cases are eligible to be included in the reinterview sample. However, there are several factors that go into reinterview sample selection.

#### ***Random Reinterview Sample***

After all the ROs release original assignments, HQ selects a random reinterview sample in two stages for each assignment period. First, HQ selects a sample of FRs. Then, they select a random sample of cases for each of the selected FRs. The number of cases selected for an FR will vary based on the surveys our FRs work on. All FRs will be selected for random QC reinterview at least once during each survey year.

#### ***Experience level of FRs Not Applicable***

**Please note that ACS-GQ reinterview sampling is not based on the experience level of FRs as with housing units. The reinterview sampling is based on surveys worked – housing units and group quarters.**

### **Supplemental QC Reinterview**

Supplemental QC Reinterview is a component of the QC RI system which allows ROs to check any FR, even if the FR wasn't selected for reinterview, and to check additional cases for FRs that were selected.

Reasons to select cases for supplemental reinterview include:

- To check or follow-up on FRs suspected of falsification.
- To check on FRs who have had trouble classifying noninterviews correctly.
- To check an FR's work for some other reason (i.e., to check a recently hired FR, or FR has trouble with other interviewing procedures, etc.).

**Although it is the RO's discretion to assign supplemental reinterview cases, once they activate a case or put an FR in supplemental reinterview, those cases must be completed or given a final outcome code. Reinterview outcome codes are discussed in Topic 3.**

***Reinterview in  
Remote Alaska  
(Los Angeles RO Only)***

Due to accessibility and seasonality of the remote areas of Alaska, all reinterview in these areas is conducted via the Supplemental QC method. HQ does not select and send monthly random sample files to the Los Angeles RO. Instead, all Remote Alaska GQ interview cases are available for activation by the RO. The RO activates enough cases to ensure that at least two cases are reinterviewed for each FR for the interviewing period. Once the reinterviewers complete two QC cases on the FR, reinterviewers should code out other remaining activated cases for that FR as HQ Discretion – Sample Adjustment (outcome code 312, disposition 029).

**Confidentiality**

It is critical that reinterviewers and office staff keep confidential the identities of selected FRs and the control numbers of selected cases. Reinterview is compromised if the FR has any prior knowledge that any of his or her cases will be reinterviewed.

**Reinterview Cases with  
Incorrect Original  
Outcomes**

Reinterview input files are created based on the first version of a case transmitted to HQ. If you receive an input file and know the original outcome is incorrect, you must still complete the reinterview and enter notes explaining the discrepancy. This is necessary because data falsification can still be detected on these cases.

**Communication with Field  
Representatives about  
Reinterview**

It is very important that you keep confidential which FRs and cases are in reinterview each month. If an FR is aware that some of his/her cases will be reinterviewed in a certain month, he/she may conduct those interviews in a different manner than if he/she was unaware of being in reinterview. In order to accurately detect falsification and measure how well an interviewer follows survey procedures, you must keep this information confidential.

At the conclusion of your reinterview assignment, you will provide feedback directly to each reinterviewed FR if no serious errors were found. It is important that you provide positive and constructive feedback to the reinterviewed FRs after finishing your reinterview assignment each month. Be sure to share with the FR any positive comments about his/her performance which were made by the respondent. Provide instruction in a constructive manner when minor errors were discovered. If serious errors were found, or if you suspect falsification, **DO NOT** discuss anything about the reinterview assignment with the FR. Instead, contact

your supervisor and he/she will contact the FR. You will learn more about suspected falsification in Topic 4 of this self-study.

### **Communication with your Supervisor about Reinterview**

Discuss any problems found in a reinterview case with your supervisor immediately. If you do not have a valid telephone number for a reinterview case, contact your supervisor who will attempt to find a valid telephone number using Fastdata or other publically available search engines. If a valid telephone number cannot be found, contact your supervisor to discuss making a personal visit. You'll see examples of this in Topics 2 and 3 of this self-study. Inform your supervisor if you have any problems that may potentially prevent you from completing your reinterview assignment before your assigned closeout date.

### **Communication with Reinterview Respondents**

To allow for maximum respondent recall during the reinterview, attempt to complete RI cases as soon as you receive them on your laptop and within two weeks of the original interview. Although FRs are reminded to mention the possibility of reinterview to GQ contacts at the close of the original ACS/PRCS GQ interview on the *Best day/time to contact* or RI\_BCT screen, you may still get persons who are surprised or annoyed when a reinterviewer contacts them.

You could say something like, "Our job is to make sure we are accurately representing your household and to make sure our field personnel have been polite and courteous to you. I know your time is valuable and I appreciate the time you've taken with us. I will do everything I can to make the interview go as quickly as possible."

Let the GQ contact person know we're not checking on him/her, and that most reinterviews take less than 5 minutes. For additional suggested responses to this situation and other questions, a set of Frequently Asked Questions has been built into the ACS-PRCS GQ reinterview instrument. You will learn more about this feature in Topic 2.

Since the ACS/PRCS GQ data collection operation makes return visits to large GQs for additional interviews, it is important to leave the contact person with a positive impression of the Census Bureau and its employees.

### **Reinterview Instrument**

As an authorized reinterviewer, you will have the reinterview instrument loaded on your laptop before you receive your

reinterview cases. You can pick up the reinterview instrument by transmitting on the second Friday of the month before reinterview begins.

## **Reinterview Assignments**

You will begin to receive your reinterview cases after the assignments are loaded in ROSCO, which usually occurs on the 5<sup>th</sup> business day of each month. With every transmission, you will automatically pick up new reinterview cases on a flow basis.

After you receive your initial reinterview assignment, additional reinterview cases are generally available for you to pick-up within two days of FRs completing and transmitting their original cases. After each transmission, you should check MCM to see if you've received any more reinterview cases. You may not receive eligible Type B or Type C cases until later in the reinterview period if they are awaiting processing in Supervisory Review in ROSCO.

The last cases will appear within two days after close-out of regular production. If you have not received all of your cases by this time, contact your supervisor.

## **Mobile Case Management (MCM) for Reinterview**

Just like regular production, you will use MCM to transmit to pick up your reinterview assignment, monitor the completion of your reinterview cases, and access the reinterview instrument for interviewing. You can access your Reinterview cases by typing **Reint ACS-GQ** or **Reint PRCS-GQ** in the Search box on the MCM Home page.

Much of the information in MCM about the reinterview case is taken from the original interview. The **Original Case Information** tab, the **Original Case Notes** tab, and the **Assignment Overview** tab on the **MCM Case Details** screen provides you with some important information to use when conducting reinterviews.

### ***Original Case Information tab***

The Original Case Information tab contains the following information:

- Original Outcome,
- Original Respondent,
- Original FR ID, and
- Name of FR

### ***Original Case Notes tab vs Reinterview Notes***

The Original Case Notes tab contains notes about the progress of the case during the original interview. Notes

entered during the reinterview are displayed on the Notes tab.

### ***Assignment Overview tab***

If the original interview was a completed interview or Type B other or Type C noninterview, the contact person's name will not appear in the Original Respondent field on the Original Case Information tab. The contact person's name will instead appear on the **Assignment Overview** tab in the **Contact 1** or **Contact 2** section. This is the same place the contact person's name and address appears for the original case.

You will get more experience using MCM during reinterview in the walk-through interviews in Topics 2, 3 and 4 of this self-study.

### **Summary**

Below is a summary of some of the key concepts and procedures you learned from this overview of ACS/PRCS GQ Reinterview:

- You should always try first to complete a reinterview case by telephone with the original GQ contact person.
- Completed interviewed cases, Type B other and Type C noninterviews are eligible for ACS reinterview, while Type A noninterviews and cases marked as observed are not.
- Headquarters selects the reinterview sample in 2 stages: first, selecting a sample of FRs, then selecting a sample of cases from each FR's workload.
- You should provide constructive feedback to the reinterviewed FR when no errors or only minor errors were discovered. If serious errors were found, or if you suspect falsification, do not contact the FR—instead, work with your supervisor to contact the FR.
- Since the ACS/PRCS GQ data collection operation makes return visits to large GQs for additional interviews, it is important to leave the GQ contact person with a positive impression of the Census Bureau and its employees.
- You will pick up reinterview cases on a flow basis throughout the reinterview period. Each reinterview case

is generally available two days after the original FR sends in the case.

- In MCM, the Original Case Information tab contains useful information about the original ACS/PRCS GQ interview, including the original outcome code, the original respondent name, and the original FR's ID and name.



## Notes

## Topic 2 – Conducting Reinterview: Verifying the Original Interview Outcome

### Objectives

- To familiarize reinterviewers with the reinterview instrument path for verifying an original ACS/PRCS GQ interview with no discrepancies or suspected falsification found during reinterview.
- To familiarize reinterviewers with the reinterview instrument path for verifying a Type C noninterview with a contact person listed, with no discrepancies or suspected falsification found during reinterview.
- To familiarize reinterviewers with the reinterview instrument path for verifying an original Type C noninterview with someone other than the original GQ contact person, with no discrepancies or suspected falsification found during reinterview.

### Walk-Through Reinterview of an Original Completed Interview

- Log into your computer and click on the **MCM Training** icon.
- Once you have opened MCM Training, type **Reint ACS-GQ** in the Search field on the Home page.
- Highlight the following address:  
SUNRISE MANOR  
100 B PEARL DR.
- Apply a long press to activate the pop-up menu, then select the Work menu item.

You should now be at the *Start up screen* or START screen.


Follow the scripted interview beginning on the next page and make the entries as indicated. **Be sure to read the extra instructions with the clipboard (📄) next to them.**

American Community Survey GQ CAPI QUALITY CONTROL REINTERVIEW	
Date: << Current Day, Date >>	Time: HH:MM AM/PM
Reinterview Case Status:	202 – Accessed Instrument, no interview, or insufficient partial
Original Interview Date:	<< Original Interview Day, Date >>
Original James Bond ID:	TMOFR903
Original Outcome:	801 – Completed Updating and Sampling
GQ Name:	SUNRISE MANOR
GQ Contact 1 Name:	EMILY KOE
GQ Contact 1 Title:	ASST. DIRECTOR
GQ Contact 2 Name:	
GQ Contact 2 Title:	
GQ Phone:	(991) 555-2076, ext. 96
GQ Address:	100 B PEARL DR
GQ Type:	301 Nursing Facility/Skilled Nursing Facility
<input checked="" type="radio"/> 1. Continue <input type="radio"/> 2. Quit - Attempt later	
Start up screen	<input type="checkbox"/>
START	

The *Start up screen* shows you the current status of the reinterview case, as well as helpful information from the original interview. As you can see, the original interview for this case was conducted by an FR whose bondID is TMOFR903. The FR originally coded the case as an 801 – Completed Updating and Sampling. The GQ contact person's name is Emily Koe and her title and phone number are displayed.

On the *Start up screen*, type 1 to continue.

The instrument proceeds to the *Contact person information* or START\_1 screen

 It is always helpful to review the original notes entered by the FR and/or by the CATI reinterviewers before you contact the facility for reinterview.

Press **Shift-F12** now to access the original case notes.

Case-Level Notes Editor – Original Case Notes
# CAPI NOTE: HH:MM:SS AM/PM YYYY/MM/DD DAY USER: XXXXXXXX Completed GQ-level interview with Emily Koe and sample selected from current roster.
# of 15000 characters used

The Original Case Notes should contain CAPI Notes that indicate the final status of the original case, like the one shown in the example above.

- Review the notes made by the original FR in the Case-Level Notes Editor – Original Case Notes window now.
- To close this window, press the **esc** key or the **F10** key.

You should be back on the START\_1 screen now.

You can also review, enter, or update reinterview notes at any time by pressing **Ctrl-F7**.

- Press **Ctrl-F7** now.

Case-Level Notes Editor
*****CATI Notes HH:MM:SS MM-DD-YYYY FR CODE: XXXXXXXX GQ contact person requested a personal visit by the reinterviewer.
# CAPI NOTE: HH:MM:SS AM/PM YYYY/MM/DD DAY USER: XXXXXXXX
# of 10000 characters used

If this is a CATI recycle case, the Case-Level Notes Editor should contain CATI Notes that indicate why the case was recycled to CAPI, like the one shown in the example above.

You should also see a pre-filled line for a CAPI NOTE, with the current time, date, day, and your user name/ID. Notes entered by you on this screen will be saved and accessible to you after you finish the case.

- Press the **esc** key or the **F10** key to close this window.

You should be back on the START\_1 screen.

Finally, you can use the **F7** key to add item notes or remarks about a specific entry. By pressing the **F7** key you will see the following screen.

Remark
<input type="button" value="Save"/> <input type="button" value="Cancel"/> <input type="button" value="Help"/>

- To close the Remark window, click the **Cancel** button.

You should be back on the *Contact Person information* or START\_1 screen.


<b>CONTACT PERSON INFORMATION</b>	
GQ Contact Name	EMILY KOE
Title	ASST. DIRECTOR
Phone	(991) 555-2076, ext. 96
Address	100 B PEARL DR
● Enter 1 to Continue	
Contact Person information	<input type="checkbox"/>
START_1	

The *Start\_1* screen displays the contact person information obtained during the original interview. You will see the GQ contact person's name, title, and phone number as well as the address where the GQ was located at the time of interview.

- On the START\_1 screen, enter **1** to Continue.

The instrument proceeds to the *Method of reinterview* or METHOD screen.

◆ 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)	
Method of reinterview	<input type="checkbox"/>
METHOD	

-  As with the ACS production instrument, instructions to you (the reinterviewer) are preceded by a diamond (◆) and shown in *blue* font. These notes are for your use *and* should not be read to the respondent.

As mentioned in Topic 1, the majority of cases that fall into reinterview will be conducted by telephone interviewers at one of the Census Bureau’s telephone contact centers if the original FR obtained a valid telephone number. Most of the reinterview cases you receive will require a personal visit because there is no telephone number associated with the case or when a completed Type B other or Type C noninterview was conducted by observation only.

- Telephone Reinterview**                      Select Option **1** if you are conducting the reinterview by phone. The instrument will proceed to the DIAL screen. This is the preferred method if a valid telephone number is available.
  
- Personal Visit Reinterview**              Select Option **2** if you are conducting the reinterview by personal visit. The instrument will proceed to the *PV (Personal Visit) authorization* or CKSUP screen where you will be reminded to contact your supervisor before making a personal visit.
  
- Quit – Attempt Later**                      Select Option **3** if you don’t want to continue with this case at this time. The instrument will proceed to the WRAP\_UP screen to ascribe the appropriate outcome code before exiting the case. After exiting the case, the reinterview Notes Editor will appear where you may enter any applicable notes before returning to MCM.
  
- Reinterview Noninterview**              Select Option **4** if you want to assign a noninterview outcome code to this reinterview case.
  
- RO/HQ Discretion – Type A (Contact Supervisor)**              Contact your supervisor before selecting option **5**.

On the METHOD screen, select option **2**, “Personal Visit Reinterview.”

The instrument proceeds to the *PV authorization* or CKSUP screen.

◆ Contact your supervisor for authorization before conducting a personal visit.	
● 1. Personal visit reinterview authorized	
○ 2. Quit – Attempt Later	
PV authorization	<input type="checkbox"/>
CKSUP	

You must have authorization before making any personal visits for a reinterview case to ensure that the case is assigned to the closest available reinterviewer who is not in the FR's supervisory chain of command. Let's assume you received this authorization.

On the PV authorization screen, select option **1**, "Personal visit reinterview authorized."

The instrument proceeds to the *Hello for personal visit reinterview and respondent name available* or HELLO\_PC screen.

<p><b>Hello, I'm ... from the U.S. Census Bureau. Here is my identification card.</b></p> <p>◆ Show ID Card.</p> <p><b>May I speak to EMILY KOE?</b></p>	
<p>● 1. Correct person available.  <input type="radio"/> 2. Person not available now.  <input type="radio"/> 3. Person unknown at this address.  <input type="radio"/> 4. Person no longer works there.  <input type="radio"/> 5. Person deceased.  <input type="radio"/> 6. Reinterview Noninterview</p>	
<p><a href="#">Hello for personal visit reinterview and respondent name available</a> <input type="checkbox"/></p>	
<p>HELLO_PC</p>	

Since you have reached the correct person, you'll select option **1** in a moment, but first look at the other options:

**Correct person is available**

If the contact person is available, select option **1**. The instrument will proceed to the *Introduction for personal visit reinterview and respondent name available* or INTRO\_PC screen.

**Person not available now**

If the person listed in the instrument is unavailable, and there is someone else who you can speak to select option **2**. The instrument will proceed to the *Contact Person* or CP1\_NAME screen, where you can ask if anyone else can help you.

**Person unknown at this address**

If the person listed in the instrument is unknown at the sample address, select option **3**. The instrument will proceed to the *Address verification from proxy* or ADDVER screen.

**Person no longer works there** If the person no longer works at the facility, select option **4**. The instrument will proceed to the *Contact Person* (CP1\_NAME) screen, where you can ask if anyone else can help you.

**Person deceased** If the person is deceased, select option **5**. The instrument will proceed to the *Contact Person* (CP1\_NAME) screen, where you can ask if someone else can help you.

**Reinterview Noninterview** Select option **6** if you are unable to conduct the reinterview. The instrument will proceed to the *Status of case* or STATUS\_RI screen.

On the HELLO\_PC screen, select option **1**, “Correct person available.”

The instrument proceeds to the *Introduction for personal visit reinterview and respondent name available* or INTRO\_PC screen.

**Thank you for helping us recently with the American Community Survey GQ.**

**We’re doing a short quality control check, that may last 5 to 10 minutes, to make sure our interviewers are following correct procedures.**

**Is your address:**

**100 B PEARL DR?**

- 1. Yes
- 2. No
- 3. Refused to verify Address

[Introduction for personal visit reinterview and respondent name available](#)

INTRO\_PC

Since the respondent verified that you are at the correct address, select option **1** for “Yes” on the INTRO\_PC screen.

The instrument proceeds to the *Reinterview Respondent* or RIRESP screen.



LINE NO.	GQ Contact Name	GQ Type	Max Capacity
1	EMILY KOE	301	20
2			

◆ 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.

Reinterview Respondent

RIRESP

The *Reinterview Respondent* screen marks the middle of the instrument where you begin to verify questions from the original interview.

- The GQ contact person told you earlier her name is Emily Koe, so type **1** to select the line number of the person you are speaking to.

The instrument proceeds to the *Contact verification of original survey interview?* or CONTACT\_C screen.

**Did an interviewer contact you on or about <Original Interview Day, Date> and ask questions about this group quarters?**

1. Yes  
 2. No

Contact verification of original survey interview?

CONTACT\_C

Ms. Koe verifies that an FR visited the facility on the day and date specified.

- On the CONTACT\_C screen, select option **1** for “Yes.”

The instrument proceeds to the *Interview Mode* or ORMODE screen.

**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

Interview Mode

ORMODE

This question asks specifically about **the interview mode(s)**. An FR may have personally visited the GQ only or they both called and visited the GQ. There should be no instance where a completed interview was conducted by telephone only.

*☐ Normally, the FR has a brief interview by phone with the GQ contact person to set up an appointment for a personal visit. The telephone path in the GQFQ instrument will instruct the FR to verify the name and address of the GQ, identify the person at the GQ who has the authority to grant the FR permission to interview a sample of residents, and obtain information on any special procedures or security requirements necessary to gain access to the facility. Then, at the time of the personal visit, the FR conducts a more in-depth personal interview with the GQ contact person to update the information about the GQ and obtain a sample of residents. It is highly likely, that the GQ contact person will indicate that the FR both called and personally visited the GQ.*

Ms. Koe said the interviewer called and came in-person.

On the ORMODE screen, select option **3**, “Both – Interviewer visited and called.”

The instrument proceeds to the *FR Polite/Professional* or POLITE screen.

<b>Was the interviewer polite and professional?</b>	
<input checked="" type="radio"/> 1. Yes	
<input type="radio"/> 2. No	
FR Polite/Professional	<input type="checkbox"/>
POLITE	

Ms. Koe said the interviewer was polite and professional.

On the POLITE screen, select option **1** for “Yes.”


The instrument proceeds to the *Laptop used* or LAPTOP screen.

<b>Did the interviewer use a laptop computer?</b>	
<input checked="" type="radio"/> 1. Yes	
<input type="radio"/> 2. No	
Laptop used	<input type="checkbox"/>
LAPTOP	

Ms. Koe states a laptop was used during the interview.

On the LAPTOP screen, select option **1** for “Yes.”

The instrument proceeds to the *Maximum Capacity verification* or MAXCAP\_1 screen.

 The following screens are asked to verify data collected during the original interview.

LINE NO.	GQ Contact Name	GQ Type	Max Capacity
1	EMILY KOE	301	20
2			

**Our records indicate that ◆ Read Maximum capacity above ◆ was the maximum number of people who could live or stay at:**  
**100 B PEARL DRIVE**

**On <Day, Date>**

**Is this correct?**

1. Yes  
 2. No

Maximum Capacity verification

MAXCAP\_1

Ms. Koe verifies maximum capacity of 20.

On the LAPTOP screen, select option **1** for “Yes.”

The instrument proceeds to the *GQ Type Verification* or GQTYPE\_1 screen.

LINE NO.	GQ Contact Name	GQ Type	Max Capacity
1	EMILY KOE	301	20
2			

**We recorded that SUNRISE Manor is a 301 Nursing Facility/Skilled Nursing Facility.**  
**Is this correct?**

◆ There could be up to three GQ types for a facility.  
 If there are more than one GQ type, be sure to read all of the types to the respondent.  
 There will be blank space if there is only one type.

1. Yes  
 2. No

GQ TYPE Verification

GQTYPE\_1

Ms. Koe verifies that the GQ Type is correct.

- On the GQTYPE\_1 screen, select option **1** for “Yes.”

The instrument proceeds to the THANK\_YOU screen.

<b>Thank you for your cooperation. You’ve been very helpful.</b>	
◆ Enter 1 to continue.	
● 1. Enter 1 to Continue	
Thank You	<input type="checkbox"/>
THANK_YOU	

You have completed all items in this reinterview case that require the respondent’s answers, so you may end the visit when you’ve finished the THANK\_YOU screen.

On the THANK\_YOU screen, enter **1** to Continue.

The instrument proceeds to the *Verify original outcome* or RI\_OUTCM screen.

Original Outcome: 801 – Completed Updating and Sampling	
Original Interview Date: <Day, Date>.	
◆ Was the original outcome code correct?	
● 1. Yes	
○ 2. No	
○ 3. Reinterview Noninterview	
Verify original outcome	<input type="checkbox"/>
RI_OUTCM	

The outcome of the original interview is pre-filled at the top of the RI\_OUTCM screen. Based on your conversation with the respondent, you must now determine whether that original outcome was correct. Your options are as follows:

**Yes** If the outcome code is correct, select option **1**. The instrument will proceed to the FALSIF screen.

**No** If the outcome code is incorrect, select option **2**. The instrument will proceed to the FALSIF screen.

**Reinterview Noninterview**

If you were unable to verify whether or not the original outcome was correct, you would choose item 3, Reinterview Noninterview.

- In this case, since you were able to confirm the original outcome code of 801 was correct, select option **1** for ‘Yes’ on the RI\_OUTCM screen.

The instrument proceeds to the *Falsification suspected?* or FALSIF screen.

Your reinterview did not indicate any discrepancies.	
◆ Do you suspect falsification?	
<input type="radio"/> 1. Yes <input checked="" type="radio"/> 2. No <input type="radio"/> 3. Unable to determine	
Falsification suspected?	<input type="checkbox"/>
FALSIF	

- Since you have no reason to suspect falsification, type **2** for “No” and press enter.

The instrument proceeds to the *Ready to wrap up* or READYWRAP screen.

This case is complete and ready to be transmitted. After exiting, the case will be removed from the Case List view.	
● 1. Enter 1 to Continue	
Ready to wrap up	<input type="checkbox"/>
READYWRAP	

- On the READYWRAP screen, enter **1** to continue.

The instrument proceeds to the WRAP\_UP screen.

OUTCOME: 201 RI_DISP: 001	
● 1. Enter 1 to Continue	
Wrap Up	<input type="checkbox"/>
WRAP_UP	

The wrap-up screen shows the reinterview outcome code 201 for a completed reinterview and

disposition code 001. Any disposition code that is less than 060 is not suspected of falsification.

- On the WRAP\_UP screen, enter **1** to continue.
- When the Case-Level Notes Editor appears, type a note that reads “*Reinterview completed. No falsification suspected.*”

<b>Case-Level Notes Editor</b>
# CAPI NOTE: HH:MM AM/PM YYYY/MM/DD DAY USER XXXXX
Reinterview completed. No falsification suspected.
# of 10000 characters used

- Once you have finished adding your note, press **F10** to **Exit** the Notes Editor.
- The Notes Editor will ask you if you want to save changes. Select “**Yes**”.
- A pop up message will appear stating “Your changes have been saved”. Select “**OK**”.

CONGRATULATIONS! You just completed a reinterview of an original interview.

### **Walk-Through Reinterview of an Original Noninterview with a Contact Person Listed**

The next walk-through reinterview will be conducted for a noninterview case that was originally classified as a Type C - No residents in GQ during survey period (Outcome Code 843) with a contact person listed.

You should already be on the Home page in MCM.

- Type **Reint PRCS-GQ** in the Search field on the Home page.
- Highlight the address:  
ACADEMIA NAVAL GARCÍA  
SAN MIGUEL  
5722 AVE PONCE  
CUALQUIER PUEBLO, PR 00201
- Apply a long press to activate the pop-up menu, then select the Work menu item.

You should now be at the START screen as shown on the next page.

American Community Survey GQ CAPI QUALITY CONTROL REINTERVIEW	
Date: << Current Day, Date >>	Time: HH:MM AM/PM
Reinterview Case Status:	202 – Accessed Instrument, no interview, or insufficient partial
Original Interview Date:	<< Original Interview Day, Date >>
Original James Bond ID:	TMOFR903
Original Outcome:	843 – No Residents in GQ During Survey Period
GQ Name:	SAN MIGUEL
GQ Contact 1 Name:	JOSE CITIZEN
GQ Contact 1 Title:	CAPITAN
GQ Contact 2 Name:	
GQ Contact 2 Title:	
GQ Phone:	(991) 555-3121, ext. 658
Second Phone:	(991) 555-3120 (HOME)
GQ Address:	5722 AVE PONCE CUALQUIER PUEBLO, PR 00201
GQ Type:	601 Military Quarters
<input checked="" type="radio"/> 1. Continue <input type="radio"/> 2. Quit - Attempt later	
Start up screen	<input type="checkbox"/>
START	

The START screen shows the original interview for this case was conducted by TMOFR903, who coded the case as Type C – No residents in GQ during survey period, outcome code 843.

On the START screen, select option **1** to “Continue” and press enter.

The instrument proceeds to the *Contact person information* or START\_1 screen.

*It is always helpful to review the original case notes entered by the FR before you contact the facility for reinterview.*

*Press **Shift-F12** now to access the original case notes*

Case-Level Notes Editor – Original Case Notes
# CAPI NOTE: HH:MM:SS AM/PM YYYY/MM/DD DAY USER: XXXXXXXX There are no residents currently staying at this GQ.
107 of 15000 characters used

- Review the notes made by the original FR in the Case-Level Notes Editor – Original Case Notes window now, then press **F10** to close the window.

*📄 We won't perform this activity now, but if you wanted to review the notes entered by the CATI reinterviewer, you would press **Ctrl-F7**.*

You should be back on the START\_1 screen now.

<b>CONTACT PERSON INFORMATION</b>	
GQ Contact Name	JOSE CITIZEN
Title	CAPITAN
Phone	(991) 555-3121, ext. 658
Address	5722 AVE PONCE CUALQUIER PUEBLO, PR 00201
● Enter 1 to Continue	
Contact Person information	<input type="checkbox"/>
START_1	

- On the START\_1 screen, enter **1** to continue and press enter.

The instrument proceeds to the *Method of reinterview* or METHOD screen.

◆ Choose one of the following options to continue:	
<input type="radio"/> 1. Telephone Reinterview	
<input checked="" type="radio"/> 2. Personal Visit Reinterview	
<input type="radio"/> 3. Quit – Attempt Later	
<input type="radio"/> 4. Reinterview Noninterview	
<input type="radio"/> 5. RO/HQ Discretion – Type A (Contact Supervisor)	
Method of reinterview	<input type="checkbox"/>
METHOD	

- On the METHOD screen, select option **2**, “Personal Visit Reinterview,” and press enter.



The instrument proceeds to the *PV Authorization* or CKSUP screen.

◆ Contact your supervisor for authorization before conducting a personal visit.	
● 1. Personal visit reinterview authorized ○ 2. Quit – Attempt Later	
PV authorization	<input type="checkbox"/>
CKSUP	

You called your supervisor and were told that you were the closest reinterviewer to the unit. She has authorized you to make a personal visit to the unit.

- On the CKSUP screen, select option **1**, “Personal visit reinterview authorized,” and press enter.

The instrument proceeds to the *Hello for personal visit reinterview and contact person name available* or HELLO\_PN screen.

<b>Hello, I’m ... from the U.S. Census Bureau. Here is my identification card.</b>	
◆ Show ID card.	
<b>May I speak to JOSE CITIZEN?</b>	
● 1. Correct person available. ○ 2. Person not available now. ○ 3. Person unknown at this address. ○ 4. Person no longer works here. ○ 5. Person deceased. ○ 6. Reinterview Noninterview.	
Hello for personal visit reinterview and contact person name available	<input type="checkbox"/>
HELLO_PN	

- On the HELLO\_PN screen, select option **1**, “Correct person available,” and press enter.

The instrument proceeds to the *Introduction for personal visit reinterview and contact person name available* or INTRO\_PN screen.

<p><b>Thank you for helping us verify the status of:</b></p> <p><b>5722 AVE PONCE</b> <b>CUALQUIER PUEBLO, PR 00201</b></p> <p><b>We're doing a short quality control check, that may last 5 to 10 minutes, to make sure our interviewers are following correct procedures.</b></p>
<p><input checked="" type="radio"/> 1. Enter 1 to Continue</p>
<p><a href="#">Introduction for personal visit reinterview and contact person name available</a> <input type="checkbox"/></p>
<p>INTRO_PN</p>

Enter 1 to continue on the INTRO\_PN screen.

The instrument proceeds to the *Contact verification of original survey noninterview?* or CONTACT\_N screen.

<p><b>Did an interviewer visit or call regarding:</b></p> <p><b>5722 AVE PONCE</b> <b>CUALQUIER PUEBLO, PR 00201?</b></p>
<p><input checked="" type="radio"/> 1. Yes <input type="radio"/> 2. No</p>
<p><a href="#">Contact verification of original survey noninterview?</a> <input type="checkbox"/></p>
<p>CONTACT_N</p>

Captain Citizen verifies that a representative from the Census Bureau called him recently.

On the CONTACT\_N screen, select option **1** for “Yes.”

The instrument proceeds to the *Interview Mode* or ORMODE screen.

<p><b>Did the interviewer conduct the interview in person or over the telephone?</b></p>
<p><input type="radio"/> 1. Personal visit only <input checked="" type="radio"/> 2. Telephone call only <input type="radio"/> 3. Both – Interviewer visited and called</p>
<p><a href="#">Interview Mode</a> <input type="checkbox"/></p>
<p>ORMODE</p>

Captain Citizen said the interviewer called.

- On the ORMODE screen, select option **2**, “Telephone call only.”

The instrument proceeds to the *FR Polite/Professional* or POLITE screen.

<b>Was the interviewer polite and professional?</b>	
<input checked="" type="radio"/> 1. Yes	
<input type="radio"/> 2. No	
<a href="#">FR Polite/Professional</a>	<input type="checkbox"/>
POLITE	

Captain Citizen said the interviewer was polite.

- On the POLITE screen, select option **1** for “Yes” and press enter.

The instrument proceeds to the *Status check* or STATUS screen.

<b>Our records show that on &lt;Original Interview Day, Date&gt;, SAN MIGUEL was No Residents in GQ During Survey Period</b>	
<b>Is this information correct?</b>	
<input checked="" type="radio"/> 1. Yes	
<input type="radio"/> 2. No	
<a href="#">Status check</a>	<input type="checkbox"/>
STATUS	

Capitan (Captain) Citizen Confirmed that there were no residents in military quarters during the survey interviewing period.

- On the STATUS screen, select option **1** for “Yes” and press enter.

The instrument proceeds to the THANK\_YOU screen.

Thank you for your cooperation. You've been very helpful.	
◆ Enter 1 to continue.	
● 1. Enter 1 to Continue	
Thank You	<input type="checkbox"/>
THANK_YOU	

On the THANK\_YOU screen, enter **1** to Continue.

The instrument proceeds to the *Verify original outcome* or RI\_OUTCM screen.

Original Outcome: 843 – No Residents in GQ During Survey Period	
Original Interview Date: <Day, Date>.	
◆ Was the original outcome code correct?	
● 1. Yes ○ 2. No ○ 3. Reinterview Noninterview	
Verify original outcome	<input type="checkbox"/>
RI_OUTCM	

On the RI\_OUTCM screen, select option **1** for “Yes.”

The instrument proceeds to the *Falsification suspected?* or FALSIF screen.

Your reinterview did not indicate any discrepancies.	
◆ Do you suspect falsification?	
○ 1. Yes ● 2. No ○ 3. Unable to determine	
Falsification suspected?	<input type="checkbox"/>
FALSIF	

On the FALSIF screen, select option **2** for “No.”

The instrument proceeds to the *Ready to wrap up* or READYWRAP screen.

This case is complete and ready to be transmitted. After exiting, the case will be removed from the Case List view.

- 1. Enter 1 to Continue

Ready to wrap up

READYWRAP

- On the READYWRAP screen, enter **1** to continue.

The instrument proceeds to the WRAP\_UP screen.

OUTCOME: 201

RI\_DISP: 001

- 1. Enter 1 to Continue

Wrap Up

WRAP\_UP

- On the WRAP\_UP screen, enter **1** to continue.

The instrument wraps up the case and proceeds to the reinterview Case-Level Notes Editor.

#### Case-Level Notes Editor

# CAPI NOTE: HH:MM AM/PM YYYY/MM/DD DAY USER XXXXX  
Reinterview completed. No falsification suspected.

# of 10000 characters used

- When the Case-Level Notes Editor appears, type a note that reads “*Reinterview completed. No falsification suspected.*”
- Once you have finished adding your note, press **F10** to **Exit** the Notes Editor. The Notes Editor will ask you if you want to save changes. Select “**Yes**”.
- A pop up message will appear stating “Your changes have been saved”. Select “**OK**”.

CONGRATULATIONS! You just completed a reinterview of an original noninterview with a GQ contact person.

**Walk-Through  
Reinterview of an Original  
Noninterview Completed  
by Someone other than the  
Original Contact Person**

The next walk-through reinterview will be of an original noninterview which was originally classified as Type C - GQ No Longer Exists, (Outcome Code 840). You'll see that the approach to conducting the reinterview differs from the two previous walk-through cases. In this scenario the original contact person will not be available to conduct reinterview.

You should already be on the Home page in MCM - Training.

- Type **Reint ACS-GQ** in the Search field on the Home page.
- On your case list, highlight the following address:  
DEL MAR CITRUS  
PACKER HOUSE  
1 W WINDER LN  
ANYTOWN, XX 99988.
- Long press** on the address and select **Details** from the pop-up menu.
- Click on the Original Case Information tab to look at some important information about the case.

You can see that the Original Outcome Code for the case was 840 – GQ No Longer Exists.

- Click on the Assignment Overview tab and scroll down to the Contact 1 and Contact 2 sections.

As you can see, the FR originally spoke to William Boe, Director of Del Mar Citrus.

- Press the **Work** tab to begin the interview.
- Enter 1 to continue of the TRAININGCASE screen.

You should now be at the START screen.

American Community Survey GQ CAPI QUALITY CONTROL REINTERVIEW	
Date: << Current Day, Date >>	Time: HH:MM AM/PM
Reinterview Case Status:	202 – Accessed Instrument, no interview, or insufficient partial
Original Interview Date:	<< Original Interview Day, Date >>
Original James Bond ID:	TMOFR903
Original Outcome:	840 – GQ No Longer Exists
GQ Name:	PACKER HOUSE
GQ Contact 1 Name:	WILLIAM BOE
GQ Contact 1 Title:	DIRECTOR
GQ Contact 2 Name:	
GQ Contact 2 Title:	
GQ Phone:	(991) 555-3290, ext. 2547
GQ Address:	1 W WINDER LN ANYTOWN, XX 99988
GQ Type:	901 Workers Group Living Quarters and Job Corps Center
<input checked="" type="radio"/> 1. Continue <input type="radio"/> 2. Quit - Attempt later	
Start up screen	<input type="checkbox"/>
START	

The START screen shows the original interview for this case was conducted by TMOFR903, who classified the case as a **Type C – GQ No Longer Exists** noninterview, outcome code 840.

On the START screen, select option **1** to “Continue” and press enter.

The instrument proceeds to the *Contact person information* or START\_1 screen.

<b>CONTACT PERSON INFORMATION</b>	
GQ Contact Name:	WILLIAM BOE
Title:	DIRECTOR
Phone:	(991) 555-3290, ext. 2547
Address:	1 W WINDER LN ANY TOWN, XX 99988
● 1. Enter 1 to Continue	
Contact Person information	<input type="checkbox"/>
START_1	

On the START\_1 screen, enter **1** to continue and press enter.

The instrument proceeds to the *Method of Reinterview* or METHOD screen.

◆ 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 RSM)	
Method of reinterview	<input type="checkbox"/>
METHOD	

Assume that you were unable to reach Mr. Boe by phone to verify the status of the sample GQ. Since you are the closest reinterviewer to the sample GQ, your supervisor grants you permission to make a personal visit.

On the METHOD screen, select option **2**, “Personal Visit Reinterview” then press enter.

The instrument proceeds to the *PV authorization* or CKSUP screen.

◆ Contact your supervisor for authorization before conducting a personal visit.	
● 1. Personal visit reinterview authorized	
○ 2. Quit – Attempt Later	
PV authorization	<input type="checkbox"/>
CKSUP	



- On the CKSUP screen, select option **1**, “Personal visit reinterview authorized” then press enter.

The instrument proceeds to the *Hello for personal visit reinterview and contact person name available* or HELLO\_PN screen.

You find the location of W. Winder Lane but cannot find any structure with house number 1. There are other living quarters on W. Winder Lane, such as Docker House, Loader House, Planter House, Sorter House, etc. but there is no “Packer House”. You see some people coming out of the Loader House and you inquire about the Director, William Boe.

<b>Hello, I'm ... from the U.S. Census Bureau. Here is my identification card.</b>	
◆ Show ID card.	
<b>May I speak to WILLIAM BOE?</b>	
<input type="radio"/> 1. Correct person available. <input type="radio"/> 2. Person not available now. <input type="radio"/> 3. Person unknown at this address. <input checked="" type="radio"/> 4. Person no longer works here. <input type="radio"/> 5. Person deceased. <input type="radio"/> 6. Reinterview Noninterview.	
<a href="#">Hello for personal visit reinterview and contact person name available</a>	<input type="checkbox"/>
HELLO_PN	

They inform you that Mr. Boe no longer works for Del Mar Citrus.

- On the HELLO\_PN screen, select option **4**, “Person no longer works here,” and press enter.

The instrument proceeds to the *Contact Person* or CP1\_NAME screen.

<p>Perhaps you can help me. Our records show that one of our interviewers recently contacted your location to verify the status of:</p> <p style="text-align: center;"><b>PACKER HOUSE</b></p> <p>We're doing a short quality control check to make sure our interviewers are following correct procedures.</p> <p>Can you or someone else answer a few questions to help us evaluate the interviewer's work?</p>	
<input checked="" type="radio"/> 1. Yes <input type="radio"/> 2. No	
Contact Person	<input type="checkbox"/>
CP1_NAME	

They tell you that the Assistant Director, David Goe, can help you. He is down the street visiting the Sorter House today.

On the CP1\_NAME screen, select option **1**, "Yes," and press enter.

The instrument proceeds to the *Contact verification for original survey noninterview* or CONTACT\_N screen.

<p>Did an interviewer visit or call regarding:</p> <p style="text-align: center;"><b>1 W WINDER LN ANY TOWN, XX 99988?</b></p>	
<input type="radio"/> 1. Yes <input type="radio"/> 2. No	
Contact verification for original survey noninterview?	<b>?</b>
CONTACT_N	

Mr. Goe tells you that he doesn't know since he never spoke to the interviewer.

On the CONTACT\_N screen, press **Ctrl-D** for "Don't Know."

The instrument proceeds to the *Status Probe* or STAT\_PROBE screen.

Original Outcome: 840 – GQ No Longer Exists		
Original Interview Date:<Day, Date>?		
<b>What was the status of PACKER HOUSE on or about &lt;Day, Date&gt;?</b>		
◆ Enter reported status.		
◆ Explain any discrepancy between reported status and original outcome.		
Status probe	According to the Asst. Director, the GQ was demolished 3 months prior to the survey period due to mold/mildew infestation.	
STAT_PROBE		

Mr. Goe tells you that the Packer House was condemned due to mold/mildew infestation. The structure was demolished about three months ago.

- On the STAT\_PROB screen, type “*According to the Asst. Director, the GQ was demolished 3 months prior to the survey period due to mold/mildew infestation,*” then press enter.

The instrument proceeds to the THANK\_YOU screen.

<b>Thank you for your cooperation. You’ve been very helpful.</b>	
◆ Enter 1 to continue.	
● 1. Enter 1 to Continue	
Thank You	<input type="checkbox"/>
THANK_YOU	

- On the THANK\_YOU screen, enter **1** to Continue.

The instrument proceeds to the *Verify original outcome* or RI\_OUTCM screen.

Original Outcome: 840 – GQ No Longer Exists	
Original Interview Date: <Day, Date>.	
◆ Was the original outcome code correct?	
<input checked="" type="radio"/> 1. Yes <input type="radio"/> 2. No <input type="radio"/> 3. Reinterview Noninterview	
Verify original outcome	<input type="checkbox"/>
RI_OUTCM	

- Since the original outcome was correct, select option **1** for “Yes” on the RI\_OUTCM screen.

The instrument proceeds to the *Falsification suspected?* or FALSIF screen.

Your reinterview did not indicate any discrepancies	
◆ Do you suspect falsification?	
<input type="radio"/> 1. Yes <input checked="" type="radio"/> 2. No <input type="radio"/> 3. Unable to determine	
Falsification suspected?	<input type="checkbox"/>
FALSIF	

- Since we do not suspect falsification, select option **2** for “No” on the FALSIF screen.

The instrument proceeds to the *Ready to wrap up* or READYWRAP screen.

This case is complete and ready to be transmitted. After exiting, the case will be removed from the Case List view.	
● 1. Enter 1 to Continue	
Ready to wrap up	<input type="checkbox"/>
READYWRAP	

- On the READYWRAP screen, enter **1** to continue.

The instrument proceeds to the WRAP\_UP screen.

OUTCOME: 201 RI_DISP: 001	
● 1. Enter 1 to Continue	
Wrap Up	<input type="checkbox"/>
WRAP_UP	

- On the WRAP\_UP screen, enter **1** to continue.
- When the Case-Level Notes Editor appears, type a note that reads “*Reinterview completed. No falsification suspected.*”

Case-Level Notes Editor
# CAPI NOTE: HH:MM AM/PM YYYY/MM/DD DAY USER XXXXX
Reinterview completed. No falsification suspected.
# of 10000 characters used

- Once you have finished adding your note, press **F10** to **Exit** the Notes Editor.
- The Notes Editor will ask you if you want to save changes. Select “**Yes**”.
- A pop up message will appear stating “Your changes have been saved”. Select “**OK**”.

CONGRATULATIONS! You just completed a reinterview of an original noninterview with someone other than the original GQ contact person.

## Topic 3 – Reinterview Noninterviews

### Objectives

- To familiarize reinterviewers with the different types of GQ reinterview noninterviews.
- To familiarize reinterviewers with the reinterview instrument paths available to code a reinterview case as a noninterview.
- To familiarize reinterviewers with RO Discretion noninterviews, and the steps for coding a reinterview case as RO Discretion.

### Overview of Reinterview Noninterviews

**Reinterview noninterviews occur when you are unable to verify the original outcome (interview or noninterview) of the case** after exhausting all available methods to do so in reinterview. If you are able to verify the original noninterview status of a case, the reinterview is considered complete, not a reinterview noninterview. You should not automatically designate a reinterview case as a noninterview just because the original case was a noninterview. Only if you are unable to verify the status of the original case should you code the reinterview case as a noninterview.

The reinterview noninterview outcome codes and action codes are different from those used during the original interview. This is because the generic reinterview program uses only 200 and 300 level outcome codes while GQ-level interviewing uses the 800 level outcome codes. For example, GQ outcome code 841 is a Type C – GQ 841Remember, the reinterview noninterview outcome codes describe why you cannot verify the original outcome of the case.

### Completed Reinterview Noninterviews

Type A reinterview noninterviews are used when there is a GQ contact person for the reinterview but you are not able to conduct the reinterview. You should make every effort to avoid Type A reinterview noninterviews by being persistent and persuasive, and by working closely with the reinterview supervisor.

Do not use Type A - Unable to complete, bad telephone number, outcome code 214, just because a personal visit to the case would require you to travel more than 50 miles. Instead, you should obtain permission from your

supervisor.

***Type A Reinterview  
Outcome Codes***

Below is a list of the Type A noninterview outcome codes for reinterview.

214 Unable to locate GQ

218 GQ Refusal

- GQ Contact cites Legal Restrictions
- All Other Non-Legal Issues
- Other Type A – Specify in the Reinterview Notes

311 RO Discretion – hard to interview original case

312 HQ Discretion –

- case management or ROSCO problems
- sample adjustment

312 RO Discretion –

- More than 50 miles from nearest reinterviewer and no phone number
- Observed during the original interview
- Personal visit needed, but not authorized
- Other RO discretion – Specify in Reinterview Notes

**Type B Reinterview  
Noninterview**

A Type B reinterview noninterview is used when you are unable to access the GQ due to a “Natural Disaster.” Type B reinterview noninterviews are not under your control.

***Type B Reinterview  
Outcome Code***

There is only one Type B noninterview outcome code for ACS/PRCS GQ reinterview.

233 Other Type B – Natural Disaster (FR must get Supervisor Approval)

A sample GQ is coded as a Type B – Natural Disaster when the GQ is likely to be uninhabitable and the residents and/or employees of the GQ have been evacuated to an unknown location outside of your assignment area. Also, because of the severity of the disaster (e.g. hurricane, flood, earthquake, tornado, fire, mudslide, volcano eruption, etc.), the reinterviewer is unable to verify the status of the GQ during the ENTIRE reinterview period.

**Type C Reinterview  
Noninterviews**

Type C reinterview noninterviews are used when there is no longer an eligible reinterview respondent at the

sample GQ due to permanent changes, like the conversion of the sample GQ to a Housing Unit (HU) during the time between the original interview and the reinterview.

Type C reinterview noninterviews are also not under your control. Most of the Type C outcomes are self-explanatory.

***Type C Reinterview Outcome Codes***

Below is a list of the Type C noninterview outcome codes for reinterview.

- 243 GQ Converted to HU(s)
- 250 GQ No Longer Exists
- 251 Domestic Violence Shelter / GQ Out of Scope ~ Other Specify in the Reinterview Notes

**Coding a Reinterview Noninterview in the Instrument**

There are many paths through the instrument to code a Type A, B, or C reinterview noninterview, but they all involve using the NONINT screen as shown below.

◆ Which outcome describes this reinterview case?	
<input type="radio"/>	1. Type A Noninterview.
<input type="radio"/>	2. Type B Noninterview.
<input type="radio"/>	3. Type C Noninterview.
Noninterview classification	<input type="checkbox"/>
NONINT	

As you can see, it is important that you understand the differences between the reinterview noninterview types to make a correct entry on this screen. After selecting the noninterview type on this screen, you will be taken to the noninterview-specific screen where you will select the appropriate type of reinterview noninterview outcome.

**Walk-Through a Reinterview Noninterview**

Let’s walk through an example of how to classify a reinterview case as a noninterview. You should already be on the Home page in MCM Training.

- On your list of cases Reint ACS-GQ cases, highlight the following address:



WARREN ROAD FIREHOUSE  
 1492 WARREN RD  
 ANY TOWN, XX 99990

Apply a **long press** to the highlighted case until the pop up menu appears.

Press **Work** to begin the interview.

You should now be at the START screen.

Follow the scripted interview below and make the entries as indicated using the keyboard.

American Community Survey GQ CAPI QUALITY CONTROL REINTERVIEW	
Date: << Current Day, Date >>	Time: HH:MM AM/PM
Reinterview Case Status:	202 – Accessed Instrument, no interview, or insufficient partial
Original Interview Date:	<Day, Date>
Original James Bond ID:	TMOFR903
Original Outcome:	801 – Completed Updating and Sampling
GQ Name:	WARREN ROAD FIREHOUSE
GQ Contact 1 Name:	MARK PUBLIC
GQ Contact 1 Title:	CHIEF
GQ Contact 2 Name:	
GQ Contact 2 Title:	
GQ Phone:	(991) 555-3905
Second Phone:	(991) 555-3900 (HOME)
GQ Address:	1492 WARREN RD ANY TOWN, XX 99990
GQ Type:	901 Workers' Group Living Quarters and Job Corps Center
<input type="radio"/> 1. Continue <input type="radio"/> 2. Quit - Attempt later	
Start up screen	<input type="checkbox"/>
START	

As you can see on the START screen, the original interview for this case was conducted by an FR whose BondID is TMOFR903. The FR obtained a completed interview, outcome code 801,

at the Warren Road Firehouse with Chief Mark Public. The GQ contact phone number and address are displayed.

- On the START screen, select option **1** to “Continue,” then press enter.

The instrument proceeds to the *Contact person information* or START\_1 screen.

<b>CONTACT PERSON INFORMATION</b>	
GQ Contact Name:	Mark Public
Title:	Chief
Phone:	(991) 555-3905
Address:	1492 WARREN RD ANY TOWN, XX 99990
● 1. Enter 1 to Continue	
Contact person information	<input type="checkbox"/>
START_1	

- On the START\_1 screen, enter **1** to Continue, then press enter.

The instrument proceeds to the *Method of reinterview* or METHOD screen.

◆ 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)	
Method of reinterview	<input type="checkbox"/>
METHOD	

Notice on the METHOD screen that if you already know that the case was a reinterview noninterview, you could select option 4, “Reinterview Noninterview” and to select the appropriate noninterview outcome.

- On the METHOD screen, select option **1**, “Telephone Reinterview” then press enter.

The instrument proceeds to the *Dial phone number* or DIAL screen.

Respondent Name: Mark Public	
Respondent Address:	
1492 WARREN RD	
ANY TOWN, XX 99990	
◆ Dial this number:	
(991) 555-3905	
<input type="radio"/> 1. Someone answers <input type="radio"/> 2. Enter a new telephone number <input type="radio"/> 3. Reinterview Noninterview <input checked="" type="radio"/> 4. Quit – Attempt Later	
Dial phone number	<input type="checkbox"/>
DIAL	

Assume that you dial the number listed and learn that it's not in service. You check other publicly available sources and cannot find a listing. Since the address for the sample GQ is only a few miles away from your home, you decide to make a personal visit.

On the DIAL screen, select option **4** to “Quit – Attempt Later,” then press enter.

The instrument proceeds to the WRAP\_UP screen.

OUTCOME: 202	
RI_DISP:	
● 1. Enter 1 to Continue	
Wrap Up	<input type="checkbox"/>
WRAP_UP	

On the WRAP\_UP screen, enter **1** to continue, then press enter.

The instrument proceeds to the Case-Level Notes Editor.

Type a note that reads, “*Phone number is not in service and no other number can be found. PV will be made*” as shown in the illustration which follows.

Case-Level Notes Editor	
# CAPI NOTE: HH:MM AM/PM YYYY/MM/DD DAY USER XXXXX Phone number is not in service and no other number can be found. PV will be made.	
	# of 10000 characters used

- Once you have finished adding your note, press **F10** to **Exit** the Notes Editor.
- The Notes Editor will ask you if you want to save changes. Select **“Yes”**.
- When the pop up message appears stating **“Your changes have been saved,”** select **“OK.”**
- When you arrive at the sample GQ, you reopen the case to begin a personal visit reinterview.

American Community Survey GQ CAPI QUALITY CONTROL REINTERVIEW	
Date: << Current Day, Date >>	Time: HH:MM AM/PM
Reinterview Case Status:	202 – Accessed Instrument, no interview, or insufficient partial
Original Interview Date:	<Day, Date>
Original James Bond ID:	TMOFR903
Original Outcome:	801 – Completed Updating and Sampling
GQ Name:	WARREN ROAD FIREHOUSE
GQ Contact 1 Name:	MARK PUBLIC
GQ Contact 1 Title:	CHIEF
GQ Contact 2 Name:	
GQ Contact 2 Title:	
GQ Phone:	(991) 555-3905
Second Phone:	(991) 555-3900 (HOME)
GQ Address:	1492 WARREN RD ANY TOWN, XX 99990
GQ Type:	901 Workers’ Group Living Quarters and Job Corps Center
<input checked="" type="radio"/> 1. Continue <input type="radio"/> 2. Quit - Attempt later	
Start up screen	<input type="checkbox"/>
START	

- On the START screen, select option **1** to “Continue,” then press enter.

The instrument proceeds to the *Contact person information* or START\_1 screen.

CONTACT PERSON INFORMATION	
GQ Contact Name:	Mark Public
Title:	Chief
Phone:	(991) 555-3905
Address:	1492 WARREN RD ANY TOWN, XX 99990
● 1. Enter 1 to Continue	
Contact person information	<input type="checkbox"/>
START_1	

- On the START\_1 screen, enter **1** to continue, then press enter.

The instrument proceeds to the *Method of reinterview* or METHOD screen.

◆ 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)	
Method of reinterview	<input type="checkbox"/>
METHOD	

- On the METHOD screen, select option **2**, “Personal Visit Reinterview,” and press enter.

The instrument proceeds to the *PV Authorization* or CKSUP screen.

◆ Contact your supervisor for authorization before conducting a personal visit.	
● 1. Personal visit reinterview authorized	
○ 2. Quit – Attempt Later	
PV authorization	<input type="checkbox"/>
CKSUP	

Authorization is not needed in this instance.

- On the CKSUP screen, select option **1**, “Personal visit reinterview authorized,” then press enter.

The instrument proceeds to the *Hello for personal reinterview and respondent name available* or HELLO\_PC screen.

<b>Hello, I’m... from the U.S. Census Bureau. Here is my identification card.</b>	
◆ Show ID card.	
<b>May I speak to MARK PUBLIC?</b>	
<input type="radio"/> 1. Correct person available. <input type="radio"/> 2. Person not available now. <input type="radio"/> 3. Person unknown at this address. <input type="radio"/> 4. Person no longer works there. <input type="radio"/> 5. Person deceased. <input checked="" type="radio"/> 6. Reinterview Noninterview.	
<a href="#">Hello for personal visit reinterview and respondent name available</a>	<input type="checkbox"/>
HELLO_PC	

When you arrive at the WARREN ROAD FIREHOUSE, it is boarded up with a sign stating that the property is available for lease with contact information. You call the Leasing company and speak with one of the leasing agents, Mr. Fred Moe. He informs you that, due to lack of funding, the firehouse was closed a few days ago and the neighborhood is now serviced by the ATLANTIS PLACE FIREHOUSE located in the adjacent township.

- On the HELLO\_PC screen, select option **6**, “Reinterview Noninterview,” and press enter.

The instrument proceeds to the *Status of case* or STATUS\_RI screen.

<b>This case is not completed.</b>	
◆ Make several attempts to contact respondent/contact person before selecting reinterview noninterview.	
<input type="radio"/> 1. Quit – Complete later <input checked="" type="radio"/> 2. Reinterview Noninterview	
<a href="#">Status of Case</a>	<input type="checkbox"/>
STATUS_RI	

- On the STATUS\_RI screen, select option **2** for “Reinterview Noninterview” and press enter.

The instrument proceeds to the *Noninterview classification* or NONINT screen.

◆ Which outcome describes this reinterview case?	
<input type="radio"/> 1. Type A Noninterview.	
<input type="radio"/> 2. Type B Noninterview.	
<input type="radio"/> 3. Type C Noninterview.	
Noninterview classification	<input type="checkbox"/>
NONINT	

The NONINT screen lists three types of reinterview noninterviews.

- Type A Reinterview Noninterviews**  Select option **1**, “Type A Noninterview.”

The instrument proceeds to the *Type A description* or TYPEA screen. This screen lists all of the Type A outcomes that were discussed earlier.

- Take a moment to review the different Type A reinterview noninterview outcomes.
- When you’re done, press the **up arrow** once to go back to the NONINT screen.

- Type B Reinterview Noninterviews**  Select option **2**, “Type B Noninterview.”

The instrument proceeds to the *Type B description* or TYPEB screen. This screen lists all of the Type B outcomes that were discussed earlier.

- Take a moment to review the Type B reinterview noninterview outcome.
- When you’re done, press the **up arrow** once to go back to the NONINT screen.

- Type C Reinterview Noninterviews**  Select option **3**, “Type C Noninterview.”

The instrument proceeds to the *Type C description* or TYPEC screen. This screen lists all of the Type C outcomes that were discussed earlier.

- Take a moment to review the different Type C reinterview noninterview outcomes.
- When you're done, press the **up arrow** once to go back to the NONINT screen.

◆ Which outcome describes this reinterview case?	
<input type="radio"/> 1. Type A Noninterview. <input type="radio"/> 2. Type B Noninterview. <input checked="" type="radio"/> 3. Type C Noninterview.	
Noninterview classification	<input type="checkbox"/>
NONINT	

Since we verified that the GQ no longer exists, we'll code this case as a Type C noninterview.

- On the NONINT screen, select option **3**, "Type C Noninterview, then press enter.

The instrument proceeds to the *Type C description* or TYPEC screen.

◆ Which Type C outcome describes this reinterview case?	
<input checked="" type="radio"/> 1. GQ No Longer Exists <input type="radio"/> 2. GQ Converted to HU(s) <input type="radio"/> 3. Domestic Violence Shelter <input type="radio"/> 5. GQ Out of Scope – Other Specify In the Reinterview Notes.	
Type C description	<input type="checkbox"/>
TYPEC	

- On the TYPEC screen, select option **1**, "GQ No Longer Exists," and press enter.

The instrument proceeds to the *Falsification suspected* or FALSIF screen.



Your reinterview did not indicate any discrepancies.	
◆ Do you suspect falsification?	
<input type="radio"/>	1. Yes
<input checked="" type="radio"/>	2. No
<input type="radio"/>	3. Unable to determine
Falsification suspected?	<input type="checkbox"/>
FALSIF	

On the FALSIF screen, select option **2** for “No” and press enter.

The instrument proceeds to the *Ready to wrap up* or READYWRAP screen.

This case is complete and ready to be transmitted. After exiting, the case will be removed from the Case List view.	
<input checked="" type="radio"/>	1. Enter 1 to Continue
Ready to wrap up	<input type="checkbox"/>
READYWRAP	

On the READYWRAP screen, enter **1** to continue and press enter.

The instrument proceeds to the WRAP\_UP screen.

OUTCOME: 250 RI_DISP: 030	
<input checked="" type="radio"/>	1. Enter 1 to Continue
Wrap Up	<input type="checkbox"/>
WRAP_UP	

On the WRAP\_UP screen, enter **1** to continue.

The instrument proceeds to the Case-Level Notes Editor.

Type a note that reads, “*Spoke with Mr. Fred Moe of Leasing Company. The firehouse was closed a few days ago due to lack of funding. GQ Facility no longer exists. No falsification suspected.*”

Case-Level Notes Editor
# CAPI NOTE: HH:MM:SS AM/PM YYYY/MM/DD DAY USER XXXXX Spoke with Mr. Fred Moe of Leasing Co. The firehouse was closed a few days ago due to lack of funding. GQ Facility no longer exists. No falsification suspected.
# of 10000 characters used

- Once you have finished adding your note, press **F10** to **Exit** the Notes Editor.
- The Notes Editor will ask you if you want to save changes. Select “**Yes**”.
- When the pop up message appears stating “Your changes have been saved,” select “**OK.**”
- Let’s review a few details about the case we’ve just finished. After trying to dial the telephone number in the case and then making a personal visit, we verified that the facility no longer exists. We went through a number of screens in the instrument attempting to verify the status of the original interview, but eventually ended up at the NONINT screen to code the case a reinterview noninterview. Although the specific path taken through the instrument for different reinterview noninterview scenarios will vary, all reinterview noninterviews will go through the NONINT screen (or a similar screen) to designate the type of reinterview noninterview and the description of the outcome.*
- From the MCM Training Home page, make sure the Filter drop-down menu is set to “All,” so that you can view all of your Reint ACS-GQ cases.
- Highlight (but do not long press) the case you just finished, WARREN ROAD FIREHOUSE.
- Click on the Cases page which displays more columns for viewing.

Notice that the Outcome Code column shows 250 for this case, and the Status column for this case on the case list shows a C for Type C.

## Overview of Type A RO/HQ Discretion Noninterviews

RO/HQ discretion cases are Type A noninterviews that aren't charged against your individual reinterview response rate because the RO or HQ instructed you **not** to reinterview. All RO/HQ Discretion Type A noninterviews will have outcome code 311 or 312, although there are many different descriptions. Take a moment to read the different RO/HQ Discretion descriptions.

311 RO Discretion – Permanent (hard to interview original case)

312 HQ Discretion

- Permanent (sample adjustment)
- Temporary (case management, CAPI control problems)

312 RO Discretion

- Temporary (more than 50 miles from nearest reinterviewer and no phone number)
- Temporary (observed during the original interview)
- Temporary (personal visit needed, but not authorized)
- Temporary (other RO discretion – Specify in Reinterview Notes)

### *HQ Discretion*

**Coding a case as HQ Discretion requires that approval is granted from Headquarters.** This is extremely rare and might only be used when technical problems caused the incorrect creation of reinterview cases, or prevented them from being completed.

### *RO Discretion*

Before using any of the RO discretion outcomes, you must obtain approval from your supervisor. Outcome code 311 does not replace Type A -218 for reinterview refusal cases. Outcome code 311 should only be used in rare situations. Examples of when outcome code 311 may be approved include:

- when the original interview was completed but the GQ contact person was told by a supervisor that no further contacts would be made, or
- the GQ contact person called the RO or their congressional representative to complain after the interview was completed.

**Coding an RO/HQ  
Discretion – Type A  
Noninterview in the  
Instrument**

Although there are a variety of paths through this instrument that will allow you to code a case as a Type A, B, or C noninterview, you must select option 5 on the *Method of Reinterview* or METHOD screen in order to code a case RO/HQ Discretion.

**Walk-Through  
Reinterview of an RO  
Discretion Noninterview**

The next walk-through reinterview will give you experience coding a case as an RO Discretion because the sample GQ was on lockdown during the entire CATI reinterview period.

Return to the Home page in MCM.

Long press on the address for

ATLANTIS STATE PRISON  
WOMENS UNIT  
913 Crystal Hill Pkwy  
Any Town, XX

Select **Work** from the pop-up menu.

On the TRAINING CASE screen, enter **1** to continue.

The instrument proceeds to the START screen.

American Community Survey CAPI QUALITY CONTROL REINTERVIEW	
Date: << Current Date >>	Time: HH:MM AM/PM
Reinterview Case Status:	202 – Accessed Instrument, no interview, or insufficient partial
Original Interview Date:	<<DAY, DATE>>
Original James Bond ID:	TMOFR903
Original Outcome:	801 – Completed Updating and Sampling
GQ Name:	WOMENS UNIT
GQ Contact 1 Name:	DONALD SUJETO
GQ Contact 1 Title:	WARDEN
GQ Contact 2 Name:	
GQ Contact 2 Title:	
GQ Phone:	(991) 555-1630, ext. 584
GQ Address:	913 CRYSTAL HILL PKWY ANY TOWN, XX
GQ Type:	103 State Prison
<input checked="" type="radio"/> 1. Continue <input type="radio"/> 2. Quit - Attempt later	
Start up screen	<input type="checkbox"/>
START	

The START screen shows the original interview for this case was conducted by TMOFR903, who coded the case as 801 – Completed Updating and Sampling. The name, address, and phone number of the sample GQ, and the GQ contact person’s name and title are shown.

On the START screen, select option 1 to “Continue,” then press enter.

The instrument proceeds to the *Contact person information* or START\_1 screen.

<b>CONTACT PERSON INFORMATION</b>	
GQ Contact Name:	DONALD SUJETO
Title:	WARDEN
Phone:	(991) 555-1630, ext. 584
Address:	913 CRYSTAL HILL PKWY ANY TOWN, XX
● 1. Enter 1 to Continue	
Contact person information	<input type="checkbox"/>
START_1	

**Don't do this now**, but let's pretend that you pressed **shift+f12** to review the original case notes. The notes indicate that the FR successfully completed the facility-level interview with the GQ contact person as shown in the illustration below.

Case-Level Notes Editor – Original Case Notes	
# CAPI NOTE: HH:MM:SS AM/PM YYYY/MM/DD DAY USER: XXXXXXXX Completed GQ-level interview with Mr. Sujeto, the Warden of the facility.	
	# of 15000 characters used

**Again, don't do this now**, but let's also pretend you pressed **ctrl+f7** to review the reinterviewer notes. The notes indicate that the GQ was on lockdown during the entire CATI reinterview period as shown in the illustration below.

Case-Level Notes Editor	
*****CATI Notes HH:MM:SS MM-DD-YYYY FR CODE: XXXXXXXX GQ was on lockdown for entire CATI RI period. Unable to conduct RI with Warden.	
# CAPI NOTE: HH:MM:SS AM/PM YYYY/MM/DD DAY USER: XXXXXXXX	
	# of 10000 characters used

On the START\_1 screen, enter **1** to continue and press enter.

The instrument proceeds to the *Method of reinterview* or METHOD screen.

◆ Choose one of the following options to continue:	
<ul style="list-style-type: none"> <li>● 1. Telephone Reinterview</li> <li>○ 2. Personal Visit Reinterview</li> <li>○ 3. Quit – Attempt Later</li> <li>○ 4. Reinterview Noninterview</li> <li>○ 5. RO/HQ Discretion – Type A (Contact Supervisor)</li> </ul>	
Method of reinterview	<input type="checkbox"/>
METHOD	

It's the 14<sup>th</sup> day of the month and you contact the facility to see if the lockdown has ended.

On the METHOD screen, select option 1, “Telephone Reinterview” then press enter.

The instrument proceeds to the *Dial phone number* or DIAL screen.

<b>Respondent Name:</b>	<b>DONALD SUJETO</b>
<b>Respondent Address:</b>	<b>913 CRYSTAL HILL PKWY ANY TOWN, XX</b>
◆ Dial this number:	
<b>(991) 555-1630</b>	
<ul style="list-style-type: none"> <li>● 1. Someone answers</li> <li>○ 2. Enter new telephone number</li> <li>○ 3. Reinterview Noninterview</li> <li>○ 4. Quit – Attempt later</li> </ul>	
Dial phone number	<input type="checkbox"/>
DIAL	

You dial the phone number indicated on the DIAL screen, and someone answers.

On the DIAL screen, select option 1, “Someone answers,” then press enter.

The instrument proceeds to the *Hello for telephone reinterview and respondent name available* or HELLO\_TC screen.

<b>Hello, I'm ... from the U.S. Census Bureau</b>	
<b>May I speak to DONALD SUJETO?</b>	
<input type="radio"/> 1. This is correct person, or correct person called to the phone. <input type="radio"/> 2. Person not available now. Call back later. <input type="radio"/> 3. Person cannot be reached. Speak with another facility member. <input type="radio"/> 4. Person unknown at this number. <input type="radio"/> 5. Person no longer works there. <input type="radio"/> 6. Person deceased. <input type="radio"/> 7. Person can be reached at another number. <input checked="" type="radio"/> 8. Reinterview Noninterview	
<a href="#">Hello for telephone reinterview and respondent name available</a>	<input type="checkbox"/>
HELLO_TC	

You ask to speak to the warden, Mr. Sujeto, but he's not available because the facility is still on lockdown. You ask if there is anyone else in a position of authority who works at the facility to whom you can speak, but there is no one else available at this time due to the lockdown.

On the HELLO\_TC screen, select option **8**, "Reinterview Noninterview," then press enter.

The instrument proceeds to the Status of Case or STATUS\_RI screen.

<a href="#">This case is not completed.</a>	
<a href="#">◆ Make several attempts to contact respondent/contact person before selecting reinterview noninterview.</a>	
<input checked="" type="radio"/> 1. Quit – Complete later <input type="radio"/> 2. Reinterview Noninterview	
<a href="#">Status of Case</a>	<input type="checkbox"/>
STATUS_RI	

Since this lockdown situation is not within your control, you will not immediately code this case as a Reinterview Noninterview. You'll want to contact your supervisor to obtain approval to code this case as an RO or HQ Discretion.

On the STATUS\_RI screen, select option **1**, "Quit - Complete later," then press enter.

The instrument proceeds to the WRAP\_UP screen.



OUTCOME: 202	
RI_DISP:	
● 1. Enter 1 to Continue	
Wrap Up	<input type="checkbox"/>
WRAP_UP	

- On the WRAP\_UP screen, enter **1** to “Continue,” then press enter.

The instrument proceeds to the reinterview Case-Level Notes Editor.

- Enter a note that reads, *“Called facility today and it is still on lockdown. Close-out is today. Will request approval from the RO to code case as RO Discretion.”*

Case-Level Notes Editor
<p>*****CATI Notes HH:MM:SS MM-DD-YYYY FR CODE: XXXXXXXX            GQ was on lockdown for entire CATI RI period. Unable to conduct RI with Warden.</p> <p># CAPI NOTE: HH:MM:SS AM/PM YYYY/MM/DD DAY USER XXXXX            Called facility today and it is still on lockdown. Close-out is today. Will request approval from the RO to code case as RO Discretion.</p>
# of 10000 characters used

- Once you have finished adding your note, press **F10** to **Exit** the Notes Editor.
- The Notes Editor will ask you if you want to save changes. Select **“Yes”**.
- A pop up message will appear stating **“Your changes have been saved”**. Select **“OK”**.

Let’s assume you obtained approval to code the case as RO Discretion because the facility was still in lockdown status. Let’s re-open the case so that we can code it out as RO Discretion.

- Return to the Home page in MCM and **long press** on the address for  
 ATLANTIS STATE PRISON  
 WOMENS UNIT  
 913 Crystal Hill Pkwy  
 Any Town, XX
- Select **Work** from the pop-up menu.
- On the TRAINING CASE screen, enter **1** to continue.

The instrument proceeds to the START screen.

American Community Survey CAPI QUALITY CONTROL REINTERVIEW	
Date: << Current Date >>	Time: HH:MM AM/PM
Reinterview Case Status:	202 – Accessed Instrument, no interview, or insufficient partial
Original Interview Date:	<<DAY, DATE>>
Original James Bond ID:	TMOFR903
Original Outcome:	801 – Completed Updating and Sampling
GQ Name:	WOMENS UNIT
GQ Contact 1 Name:	DONALD SUJETO
GQ Contact 1 Title:	WARDEN
GQ Contact 2 Name:	
GQ Contact 2 Title:	
GQ Phone:	(991) 555-1630, ext. 584
GQ Address:	913 CRYSTAL HILL PKWY ANY TOWN, XX
GQ Type:	103 State Prison
<input checked="" type="radio"/> 1. Continue <input type="radio"/> 2. Quit - Attempt later	
Start up screen <input type="checkbox"/>	
START	

On the START screen, enter **1** to continue.

The instrument proceeds to the *Contact person information* or START\_1 screen.

CONTACT PERSON INFORMATION	
GQ Contact Name:	DONALD SUJETO
Title:	WARDEN
Phone:	(991) 555-1630, ext. 584
Address:	913 CRYSTAL HILL PKWY ANY TOWN, XX
<input checked="" type="radio"/> 1. Enter 1 to Continue	
Contact person information <input type="checkbox"/>	
START_1	

- On the START\_1 screen, enter **1** to continue.

The instrument proceeds to the *Method of reinterview* or METHOD screen.

◆ Choose one of the following options to continue:	
<input type="radio"/>	1. Telephone Reinterview
<input type="radio"/>	2. Personal Visit Reinterview
<input type="radio"/>	3. Quit – Attempt Later
<input type="radio"/>	4. Reinterview Noninterview
<input checked="" type="radio"/>	5. RO/HQ Discretion – Type A (Contact Supervisor)
Method of reinterview	<input type="checkbox"/>
METHOD	

- On the METHOD screen, select option **5** for “RO/HQ Discretion – Type A (Contact Supervisor.”

The instrument proceeds to the *RO discretion case* or RO\_DISC screen.

◆ Caution: Obtain supervisor’s permission before selecting an option below.	
◆ Which of the following options describes this reinterview case?	
<input type="radio"/>	1. Hard to interview original case
<input type="radio"/>	2. More than 50 miles from nearest reinterviewer and no phone number
<input type="radio"/>	3. Observed during the original interview
<input type="radio"/>	4. Personal visit needed, but not authorized
<input type="radio"/>	5. Case management or ROSCO problems – Obtain HQ approval
<input type="radio"/>	6. Sample adjustment – Obtain HQ approval
<input checked="" type="radio"/>	7. Other RO discretion – Specify in the Reinterview Notes
RO discretion case	<input type="checkbox"/>
RO_DISC	

- On the RO\_DISC screen, select option **7**, “Other RO discretion – Specify in the Reinterview Notes,” then press enter.

The instrument proceeds to the *Ready to wrap up* or READYWRAP screen.

This case is complete and ready to be transmitted. After exiting, the case will be removed from the Case List view.	
● 1. Enter 1 to Continue	
Ready to wrap up	<input type="checkbox"/>
READYWRAP	

On the READYWRAP screen, enter **1** to continue and press enter.

The instrument proceeds to the WRAP\_UP screen.

OUTCOME: 312 RI_DISP: 057	
● 1. Enter 1 to Continue	
Wrap Up	<input type="checkbox"/>
WRAP_UP	

On the WRAP\_UP screen, enter **1** to continue and press enter.

When the Case-Level Notes Editor appears, type a note that reads “*Obtained approval from RO to wrap up case as RO Discretion – Other.*”

Case-Level Notes Editor
*****CATI Notes HH:MM:SS MM-DD-YYYY FR CODE: XXXXXXXX GQ was on lockdown for entire CATI RI period. Unable to conduct RI with Warden.
# CAPI NOTE: HH:MM:SS AM/PM YYYY/MM/DD DAY USER XXXXX Called facility today and it is still on lockdown. Close-out is today. Will request approval from the RO to code case as RO Discretion.
# CAPI NOTE: HH:MM:SS AM/PM YYYY/MM/DD DAY USER XXXXX Obtained approval from RO to wrap up case as RO Discretion - Other.
# of 10000 characters used

Once you have finished adding your note, press **F10** to **Exit** the Notes Editor.

The Notes Editor will ask you if you want to save changes. Select “**Yes**”.

- When the pop up message appears stating “Your changes have been saved,” select “**OK.**”

## Topic 4 – Suspected Falsification

### Objectives

- To familiarize reinterviewers with the procedures to examine potentially falsified cases.
- To familiarize reinterviewers with the reinterview instrument path to code a reinterview case as misclassified.
- To familiarize reinterviewers with the reinterview instrument path for coding a reinterview case as suspected falsification.

### Main Purpose for Reinterview

The primary purpose of reinterview is to detect and deter falsification. The role of the reinterviewer is critical in determining whether or not falsification is suspected.

### What is Falsification?

Data falsification occurs when an FR knowingly deviates from appropriate interviewing procedures to shorten or avoid interviews and/or improperly classify unit(s).

Some examples of falsification are:

- The GQ contact person listed by the FR for the original interview is not known to have actually worked at the facility at the time.
- The FR intentionally misclassified a Type A noninterview as a Type B or Type C noninterview.
- The maximum capacity and GQ type are incorrect and the employee(s) reported that no FR contacted them about the survey.

### Probe Before Concluding a Case Was Falsified

You must investigate any discrepancy that might indicate an FR falsified data. Before concluding that falsification occurred, you must see if there is any other explanation for discrepancies. For example:

#### *Original Case Was an Interview*

A contact person claim's he/she was never contacted, not contacted recently. Some questions you may want to ask yourself or the contact person are:

- Is it possible that there is another person in the facility who spoke with the FR? May I speak to that

person?

- May I proceed with the interview to verify the information we have? (Perhaps the questions will jog the person's memory.)
- Am I at the right facility? Did I call the right number? Did I go to the wrong address? Did I call the wrong phone number?
- Is this the same GQ occupying the facility at the time of the original interview?

*Original Case was a Type B*

A GQ reported as a Type B other noninterview is found to have been occupied and there's no clear reason why the case was coded as a Type B. Ask yourself, the GQ contact person, or a knowledgeable person:

- Was there any event in the area that could have prevented access to this area at the time of interview?
- Could the address in the case be incorrect?

*Original Case was a Type C*

A GQ reported as a Type C noninterview is found to be occupied. Ask yourself or the GQ contact person:

- When was this structure built? Could this be a replacement structure?
- Could this GQ be considered part of another GQ?
- Did the FR (or I) go to the wrong address?
- Did the FR attempt to interview the GQ?

**Reasons for Discrepancies**

It is the reinterviewer's responsibility to report in the reinterview instrument and the reinterview notes **all** discrepancies found. Follow the screens in the instrument and fully pursue any discrepancy to determine whether it was caused by respondent error, interviewer error, poor interviewing technique, or deliberate falsification. If there is any possibility that deliberate falsification occurred, flag the case as suspected falsification.

The discrepancy and the reason for the discrepancy must be entered in the reinterview notes and the correct reinterview outcome code must be assigned. **Do NOT contact the original FR** to question him/her about what happened with the case in question to assist you in

determining whether the discrepancy is due to an error or suspected falsification. Contact your supervisor to discuss what you found, and he/she may give you additional instruction on ways to investigate. Although the supervisor may decide to contact the FR, or ask you to contact the FR, you must never discuss a problem case with the FR without your supervisor's prior permission.

**Walk-Through  
Reinterview of a  
Misclassified Original Type  
C Case**

Your first walk-through interview in this section will give you an opportunity to reinterview a case that was misclassified during the original interview as a Type C – GQ converted to HU(s), outcome code 841. You will need to probe to determine the reason for the discrepancy.


- Find the address  
ATLANTIS ASSISTED LIVING  
BUILDING 2  
802 BETA DR  
ANY TOWN, XX 99989
  
- Apply a long press and select **Work** from the pop-up menu to begin the interview.

You should now be at the START screen.



American Community Survey CAPI QUALITY CONTROL REINTERVIEW	
Date: << Current Day, Date >>	Time: HH:MM AM/PM
Reinterview Case Status:	202 – Accessed Instrument, no interview, or insufficient partial
Original Interview Date:	<<Original Interview Day, Date>>
Original James Bond ID:	TMOFR903
Original Outcome:	841 – GQ Converted to HU(s)
GQ Name:	BUILDING 2
GQ Contact 1 Name:	KATHY HABLADOR
GQ Contact 1 Title:	ADMINISTRATOR
GQ Contact 2 Name:	
GQ Contact 2 Title:	
GQ Phone:	(991) 555-2185 ext. 4587
GQ Address:	802 BETA DR ANY TOWN, XX 99989
GQ Type:	999
<input checked="" type="radio"/> 1. Continue <input type="radio"/> 2. Quit - Attempt later	
Start up screen	<input type="checkbox"/>
START	

On the START screen, you can see that the original interview for this case was conducted by TMOFR903, who coded the sample GQ as a Type C - GQ Converted to HU(s), outcome code 841. During the original interview, the GQ was classified as Assisted Living, GQ Type Code 999, which means the facility is not a GQ. See the note below for the definition of Assisted Living quarters.

 *Assisted Living is an adult living arrangement, in private or semi-private residential housing, for people who need personal supportive services (such as meals, housekeeping, laundry, and shopping) or desire regular help with daily activities, including one or more personal services (such as dressing and grooming). People living in Assisted Living facilities do **not** need skilled medical care, like the skilled medical care that is provided in Nursing Homes. Assisted Living facilities are classified as housing units, not group quarters.*

On the START screen, select option **1** to “Continue”.

The instrument proceeds to the *Contact person information* or START\_1 screen.

<b>CONTACT PERSON INFORMATION</b>	
GQ Contact Name:	KATHY HABLADOR
Title:	ADMINISTRATOR
Phone:	(991) 555-2185, ext. 4587
Address:	802 BETA DR ANY TOWN, XX 99989
● 1. Enter 1 to Continue	
Contact person information	<input type="checkbox"/>
START_1	

**Don't do this now**, but let's pretend that you pressed **shift+f12** to review the original case notes. As shown in the illustration below, the notes indicate that the FR classified the case as a Type C – GQ Converted to HU based on the sign of the building. There is no indication in the Notes that the FR actually spoke to the GQ contact person for verification.

Case-Level Notes Editor – Original Case Notes	
# CAPI NOTE: HH:MM:SS AM/PM YYYY/MM/DD DAY USER: XXXXXXXX	
The administrator cancelled two previously scheduled appointments. No one else, in a position of authority, was available to assist me. The sign on the bldg reads, Atlantis Assisted Living. Assisted Living facilities are HUs. Coded case as Type C – GQ converted to HUs.	
# of 15000 characters used	

**Again, don't do this now**, but let's also pretend you pressed **ctrl+f7** to review the reinterviewer notes. The CATI notes indicate that the GQ contact person was unavailable as shown in the illustration below.

Case-Level Notes Editor	
*****CATI Notes HH:MM:SS MM-DD-YYYY FR CODE: XXXXXXXX	
GQ contact person unavailable. Call back later.	
*****CATI Notes HH:MM:SS MM-DD-YYYY FR CODE: XXXXXXXX	
The administrator was in a meeting off-site. Call back scheduled.	
*****CATI Notes HH:MM:SS MM-DD-YYYY FR CODE: XXXXXXXX	
Ms. Hablador went on vacation. Recycle to CAPI for pv.	
# CAPI NOTE: HH:MM:SS AM/PM YYYY/MM/DD DAY USER: XXXXXXXX	
# of 10000 characters used	

- On the START\_1 screen, enter **1** to continue.

The instrument proceeds to the *Method of reinterview* or METHOD screen.

◆ Choose one of the following options to continue:	
<input type="radio"/>	1. Telephone Reinterview
<input checked="" type="radio"/>	2. Personal Visit Reinterview
<input type="radio"/>	3. Quit – Attempt Later
<input type="radio"/>	4. Reinterview Noninterview
<input type="radio"/>	5. RO/HQ Discretion – Type A (Contact Supervisor)
Method of reinterview	<input type="checkbox"/>
METHOD	

Since the administrator avoided all telephone contacts, you requested permission from your supervisor to make a personal visit.

- On the METHOD screen, select option **2**, “Personal Visit Reinterview.”

The instrument proceeds to the *PV authorization* or CKSUP screen.

◆ Contact your supervisor for authorization before conducting a personal visit.	
<input checked="" type="radio"/>	1. Personal visit reinterview authorized
<input type="radio"/>	2. Quit – Attempt Later
PV authorization	<input type="checkbox"/>
CKSUP	

Reinterviewers must have authorization before making any personal visits for a reinterview case to ensure that the case is assigned to the closest available reinterviewer who is not in the FR’s supervisory chain of command. You have received this authorization.

- On the CKSUP screen, select option **1**, “Personal visit reinterview authorized.”

The instrument proceeds to the *Hello for personal visit reinterview and contact person name available* or HELLO\_PN screen.

<p><b>Hello, I'm... from the U.S. Census Bureau. Here is my identification card.</b></p> <p>◆ Show ID card.</p> <p><b>May I speak to KATHY HABLADOR?</b></p>	
<p><input type="radio"/> 1. Correct person available.</p> <p><input checked="" type="radio"/> 2. Person not available now.</p> <p><input type="radio"/> 3. Person unknown at this address.</p> <p><input type="radio"/> 4. Person no longer lives here.</p> <p><input type="radio"/> 5. Person deceased.</p> <p><input type="radio"/> 6. Reinterview Noninterview.</p>	
<p>Hello for personal visit reinterview and contact person name available</p>	<p><input type="checkbox"/></p>
<p>HELLO_PN</p>	

When you arrive at the GQ, a receptionist tells you that Ms. Hablador is away on vacation.

On the HELLO\_PN screen, select option **2**, “Person not available now.”

The instrument proceeds to the *Contact Person* or CP1\_NAME screen.

<p><b>Perhaps you can help me. Our records show that one of our interviewers recently contacted your location to verify the status of:</b></p> <p><b>BUILDING 2</b></p> <p><b>We're doing a short quality control check to make sure that our interviewers are following correct procedures.</b></p> <p><b>Can you or someone else answer a few questions to help us evaluate the interviewer's work?</b></p>	
<p><input checked="" type="radio"/> 1. Yes</p> <p><input type="radio"/> 2. No</p>	
<p>Contact person</p>	<p><input type="checkbox"/></p>
<p>CP1_NAME</p>	

The GQ employee is willing to help and so you proceed with the interview.

On the CP1\_NAME screen, select option **1** for “Yes,” then press enter.

The instrument proceeds to the *Contact verification for original survey noninterview* or CONTACT\_N screen.

<b>Did an interviewer visit or call regarding:</b>	
<b>802 BETA DR ANY TOWN, XX 99989?</b>	
<input checked="" type="radio"/> 1. Yes	
<input type="radio"/> 2. No	
<a href="#">Contact verification for original survey noninterview</a>	<input type="checkbox"/>
CONTACT_N	
Yes, someone from the Census Bureau did call a couple of times to schedule an appointment with our administrator.	
<input type="checkbox"/> On the CONTACT_N screen, select option <b>1</b> for “Yes.”	
The instrument proceeds to the <i>Interview Mode</i> or ORMODE screen.	
<b>Did the interviewer conduct the interview in person or over the telephone?</b>	
<input type="radio"/> 1. Personal visit only	
<input type="radio"/> 2. Telephone call only	
<input type="radio"/> 3. Both – Interviewer visited and called	
<a href="#">Interview Mode</a>	<input type="checkbox"/>
ORMODE	

The receptionist tells you that she doesn’t know if the interview was conducted but the interviewer did arrive on the scheduled appointment date. However, after learning that the administrator was not available, the interviewer left.

- Since the receptionist was unable to verify that an interview was conducted, enter **ctrl+D** for “Don’t Know,” then press enter.

The instrument proceeds to the *FR Polite/Professional* or POLITE screen.

<b>Was the interviewer polite and professional?</b>	
<input checked="" type="radio"/> 1. Yes	
<input type="radio"/> 2. No	
FR Polite/Professional	<input type="checkbox"/>
POLITE	

The receptionist tells you that the FR was very polite and patient.

On the POLITE screen, select option **1** for “Yes.”

The instrument proceeds to the *Status check* or STATUS screen.

<b>Our records show that on &lt;&lt;Original Interview Day, Date&gt;&gt;, BUILDING 2 was GQ converted to HU(s)</b>	
<b>Is this information correct?</b>	
<input type="radio"/> 1. Yes	
<input type="radio"/> 2. No	
Status check	<b>?</b>
STATUS	

The receptionist tells you, I don’t understand the question? What do you mean by GQ converted to HUs? What are you talking about?

Since the receptionist doesn’t understand the terminology used in this question, enter **ctrl+D** for “Don’t Know” on the STATUS screen.

The instrument will proceed to the *Status Probe* or STAT\_PROBE screen.

<p>Original Outcome: 841 – GQ Converted to HU(s)</p> <p>Original Interview Date: &lt;&lt;Original Interview Day, Date&gt;&gt;</p> <p>What was the status of BUILDING 2 on or about &lt;&lt;Original Interview Day, Date&gt;&gt;?</p> <ul style="list-style-type: none"> <li>◆ Enter reported status.</li> <li>◆ Explain any discrepancy between reported status and original outcome.</li> </ul>		
<p>Status check <span style="background-color: yellow; border: 1px solid black; padding: 2px;">?</span></p>		
<p>Status Probe</p>	<p>Spoke with receptionist and was informed that residents on the 1<sup>st</sup> floor of Bldg 2 receive skilled nursing care. 1<sup>st</sup> floor residents should have been sampled for interviewing.</p>	
<p>STAT_PROBE</p> <p><b>Probe:</b> You ask the receptionist if any of the people residing in Building 2 receive skilled medical care from a Registered/Licensed Nurse or Medical Practitioner. She informs you that the residents living on the 1<sup>st</sup> floor of the building receive medical assistance from a skilled nurse who also resides in the building. None of the other residents receive medical care.</p> <p><input type="checkbox"/> On the STATUS_PROBE screen, you enter “<i>Spoke with receptionist and was informed that residents on the 1<sup>st</sup> floor of Bldg 2 receive skilled nursing care. 1<sup>st</sup> floor residents should have been sampled for interviewing.</i>”</p> <p>The instrument proceeds to the THANK_YOU screen.</p>		
<p>Thank you for your cooperation. You’ve been very helpful.</p> <ul style="list-style-type: none"> <li>◆ Enter 1 to continue</li> </ul>		
<p>● 1. Enter 1 to Continue</p>		
<p>Thank You <input type="checkbox"/></p>		
<p>THANK_YOU</p>		

On the THANK\_YOU screen, enter 1 to continue.

The instrument proceeds to the *Verify original outcome* or RI\_OUTCM screen.

Original Outcome 841 – GQ Converted to HU(s)	
Original Interview Date: <<Day, Date>>.	
◆ Was the original outcome correct?	
<input type="radio"/> 1. Yes <input checked="" type="radio"/> 2. No <input type="radio"/> 3. Reinterview Noninterview	
Verify original outcome	<input type="checkbox"/>
RI_OUTCM	

Since the original FR misclassified this case, select option **2** for “No” on the RI\_OUTCM screen.

The instrument will proceed to the *Falsification suspected* or FALSIF screen.

Your reinterview indicates the following discrepancies:	
2- The original status was incorrect	
◆ Do you suspect falsification?	
<input type="radio"/> 1. Yes <input checked="" type="radio"/> 2. No <input type="radio"/> 3. Unable to determine	
Falsification suspected?	<input type="checkbox"/>
FALSIF	

Falsification is defined as a knowing deviation from current interviewing procedures to avoid interviewing or properly classifying units. In this instance, the FR incorrectly classified the case as a Type C based on the Name of the GQ. This is not falsification, but it is an interviewer error. The FR will need more clarification on Type C procedures and instruction on what to do when a knowledgeable source may be attempting to evade interviewing, but shouldn't be investigated for falsification. However, **before** contacting the FR, discuss the error with your supervisor to make sure that he/she does not want to pursue any other course of action.

On the FALSIF screen, select option **2** for “No.”

The instrument proceeds to the *Discrepancy notes* or DISCREP\_NOTES screen.



<ul style="list-style-type: none"> <li>◆ Explain why you do NOT suspect falsification in Case Notes.</li> <li>◆ Press Ctrl-F7 to access Notes.</li> <li>◆ Enter 1 when done with your explanation in the Reinterview Notes.</li> </ul>	
● 1. Enter 1 to Continue	
Discrepancy notes	<input type="checkbox"/>
DISCREP_NOTES	

You must document the fact that the original case was miscoded, but the FR isn't suspected of falsification.

- Press **Ctrl-F7** to access the reinterview Case-Level Notes Editor.
- Enter a note that reads, *“Spoke with receptionist and was informed that residents on the 1<sup>st</sup> floor of Bldg 2 receive skilled nursing care. 1<sup>st</sup> floor residents should have been sampled for interviewing. Original FR incorrectly classified case as Type C – GQ Converted to HU based on the GQ Name. Case should have been originally classified as a Type A – Noninterview since the FR was unable to conduct an interview with the GQ contact person. Falsification is not suspected.”*

Case-Level Notes Editor
<p>*****CATI Notes HH:MM:SS MM-DD-YYYY FR CODE: XXXXXXXX GQ contact person unavailable. Call back later.</p> <p>*****CATI Notes HH:MM:SS MM-DD-YYYY FR CODE: XXXXXXXX The administrator was in a meeting off-site. Call back scheduled.</p> <p>*****CATI Notes HH:MM:SS MM-DD-YYYY FR CODE: XXXXXXXX Ms. Hablador went on vacation. Recycle to CAPI for pv.</p> <p># CAPI NOTE: HH:MM:SS AM/PM YYYY/MM/DD DAY USER: XXXXXXXX Spoke with receptionist and was informed that residents on the 1<sup>st</sup> floor of Bldg 2 receive skilled nursing care. 1<sup>st</sup> floor residents should have been sampled for interviewing. Original FR incorrectly classified case as Type C – GQ Converted to HU based on the GQ Name. Case should have been originally classified as a Type A – Noninterview since the FR was unable to conduct an interview with the GQ contact person. Falsification is not suspected.</p>
# of 10000 characters used

- Once you have finished adding your note, press **F10** to **Exit** the Notes Editor.
- The Notes Editor will ask you if you want to save changes. Select **“Yes”**.

- When the pop up message appears stating “Your changes have been saved,” select “OK.”

The instrument returns to the DISCREP\_NOTES screen.

<ul style="list-style-type: none"> <li>◆ Explain why you do NOT suspect falsification in Case Notes.</li> <li>◆ Press Ctrl-F7 to access Notes.</li> <li>◆ Enter 1 when done with your explanation in the Reinterview Notes.</li> </ul>	
● 1. Enter 1 to Continue	
Discrepancy notes	<input type="checkbox"/>
DISCREP_NOTES	

- On the DISCREP\_NOTES screen, enter **1** to continue.

The instrument proceeds to the *Ready to wrap up* or READYWRAP screen.

This case is complete and ready to be transmitted. After exiting, the case will be removed from the Case List view.	
● 1. Enter 1 to Continue	
Ready to wrap up	<input type="checkbox"/>
READYWRAP	

- On the READYWRAP screen, enter **1** to continue.

The instrument proceeds to the WRAP\_UP screen.

OUTCOME: 301 RI_DISP: 044	
● 1. Enter 1 to Continue	
Wrap Up	<input type="checkbox"/>
WRAP_UP	

You may see outcome code (201) and disposition code (001) in the ACS-GQ Reinterview training instrument. This is incorrect. As shown in the illustration above, the case should have wrapped up with an outcome code of 301 and disposition code 044, which represents the following: “Originally classified as a Type C, should have been an interview or Type A.”

- On the WRAP\_UP screen, enter **1** to continue.

The instrument proceeds to the reinterview Case-Level Notes Editor.

Since you have already entered your note explaining why you don't suspect falsification, press **F10** to **Exit** the Notes Editor.

CONGRATULATIONS! You just successfully completed an interview for a misclassified original noninterview.

The next walk-through reinterview will give you experience conducting a reinterview of an original completed interview with many discrepancies, which will lead you to code the case as suspected falsification.

## Suspected Falsification

Census management takes your indication of falsification seriously. When you answer “Yes” to the question, “Do you suspect falsification?” in the reinterview instrument, the following process begins:

- The suspected FR will appear on reinterview reports provided to the RO and HQ informing them of the suspected falsification.
- The RO supervisor will investigate the situation and the FR’s work. (They will do this either by a formal investigation and submission of the data falsification form, or informally by a detailed explanation as to why the supervisor is sure falsification did not occur.)
- The supervisor will contact you, the reinterviewer, for information and/or assistance in the investigation.
- The supervisor will decide what action management should take and report it to HQ.
- HQ will monitor this process until a resolution on the suspected falsification is received, including contacting the RO if the resolution is overdue.

Additionally, in your observation of the FR’s performance other than conducting reinterview on his or her work, if you suspect that an FR is using improper procedures or falsifying data, notify your supervisor and recommend that he or she check the FR’s work in supplemental reinterview.

## Walk-Through Reinterview of a Suspected Falsification Case

Let’s walk through an example of a suspected falsification case. You should already be on the Home page in MCM - Training.

- In the Search field on the Home page, type Reint PRCS-GQ.
- Highlight the address located at  
MANSE ASST LIVING  
VIVIENDAS PARA EL PERSONAL  
337 CCL SOCRATES  
CUALQUIER PUEBLO, PR 00207.
- Apply the **long press** and select **Work** from the pop-up menu.

You should now be at the START screen.

American Community Survey CAPI QUALITY CONTROL REINTERVIEW	
Date: << Current Day, Date >>	Time: HH:MM AM/PM
Reinterview Case Status:	202 – Accessed Instrument, no interview, or insufficient partial
Original Interview Date:	<<Original Interview Day, Date>>
Original James Bond ID:	TMOFR903
Original Outcome:	841 – GQ Converted to HU(s)
GQ Name:	VIVIENDAS PARA EL PERSONAL (HOUSING FOR STAFF)
GQ Contact 1 Name:	PEDRO HABLADOR
GQ Contact 1 Title:	DIRECTOR
GQ Contact 2 Name:	
GQ Contact 2 Title:	
GQ Phone:	(991) 555-3840
GQ Address:	337 CLL SOCRATES (337 SOCRATES ST) CUALQUIER PUEBLO, PR 00207 (ANYTOWN, PR 00207)
GQ Type:	999
<input checked="" type="radio"/> 1. Continue <input type="radio"/> 2. Quit - Attempt later	
Start up screen	<input type="checkbox"/>
START	

On the START screen, the English translation of the GQ Name and Address are shown in parentheses. You can see that the original interview for this case was conducted by TMOFR903, who coded the sample GQ as a Type C - GQ Converted to HU(s), outcome code 841. During the original interview, the GQ was classified as Assisted Living, GQ Type Code 999 - Facility is not a GQ. If you look at the GQ Name, the FR was to look for Staff Housing at this facility, GQ Type 901 – Workers’ Group Living Quarters & Job Corps Centers.

On the START screen, select option 1 to “Continue”.

The instrument proceeds to the *Contact person information* or START\_1 screen.

<b>CONTACT PERSON INFORMATION</b>	
GQ Contact Name:	PEDRO HABLADOR
Title:	DIRECTOR
Phone:	(991) 555-3840
Address:	337 CCL SOCRATES CUALQUIER PUEBLO, PR 00207
● 1. Enter 1 to Continue	
Contact person information	<input type="checkbox"/>
START_1	

On the START\_1 screen, enter **1** to continue.

The instrument proceeds to the *Method of reinterview* or METHOD screen.

◆ 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)	
Method of reinterview	<input type="checkbox"/>
METHOD	

CATI's attempts to reach the GQ contact person by phone were unsuccessful, so the case was recycled to CAPI for a personal visit attempt.

On the METHOD screen, select option **2**, "Personal Visit Reinterview".

The instrument proceeds to the *PV authorization* or CKSUP screen.

◆ Contact your supervisor for authorization before conducting a personal visit.	
● 1. Personal visit reinterview authorized	
○ 2. Quit – Attempt Later	
PV authorization	<input type="checkbox"/>
CKSUP	

Reinterviewers must have authorization before making any personal visits for a reinterview case to ensure that the case is assigned to the closest available reinterviewer who is not in the FR's supervisory chain of command. Let's assume you received authorization from your supervisor to make a personal visit.

On the CKSUP screen, select option **1**, "Personal visit reinterview authorized".

The instrument proceeds to the *Hello for personal visit reinterview and contact person name available* or HELLO\_PN screen.

<p><b>Hello, I'm... from the U.S. Census Bureau. Here is my identification card.</b></p> <p>◆ Show ID card.</p> <p><b>May I speak to PEDRO HABLADOR?</b></p> <p><input type="radio"/> 1. Correct person available.</p> <p><input type="radio"/> 2. Person not available now.</p> <p><input checked="" type="radio"/> 3. Person unknown at this address.</p> <p><input type="radio"/> 4. Person no longer lives here.</p> <p><input type="radio"/> 5. Person deceased.</p> <p><input type="radio"/> 6. Reinterview Noninterview.</p>
<p><a href="#">Hello for personal visit reinterview and contact person name available</a> <input type="checkbox"/></p>
<p>HELLO_PN</p>

The receptionist at the facility tells you that there's no one here by that name.

On the HELLO\_PN screen, select option **3**, "Person unknown at this address".

The instrument proceeds to the *Address verification from proxy for original noninterview* or ADDVER\_N screen.

<b>Perhaps you can help me.</b>	
<b>I'm trying to find out information about:</b>	
<b>337 CLL SOCRATES CUALQUIER PUEBLO, PR 00207</b>	
<b>Can you or someone else help me?</b>	
<input checked="" type="radio"/> 1. Yes <input type="radio"/> 2. Inconvenient time; scheduled an appointment to callback. <input type="radio"/> 3. No, but I have the phone number of someone who can <input type="radio"/> 4. No	
Address verification from proxy for original interview <input type="checkbox"/>	
ADDVER_N	

The receptionist tells you that the Administrator, Maria Persona, can assist you.

On the ADDVER\_N screen, select option **1** for “Yes.”

The instrument proceeds to the *Contact verification for original survey noninterview* or CONTACT\_N screen.

<b>Did an interviewer visit or call regarding:</b>	
<b>377 CLL SOCRATES CUALQUIER PUEBLO, PR 00207?</b>	
<input type="radio"/> 1. Yes <input checked="" type="radio"/> 2. No	
Contact verification for original survey noninterview <input type="checkbox"/>	
CONTACT_N	

On the CONTACT\_N screen, select option **2** for “No”.

The instrument proceeds to the *Status probe* or STAT\_PROBE screen.



Original Outcome: 841 – GQ Converted to HU(s)		
Original Interview Date: <<Original Interview Day, Date>>		
<b>What was the status of VIVIENDAS PARA EL PERSONAL on or about &lt;&lt;Original Interview Day, Date&gt;&gt;?</b>		
<ul style="list-style-type: none"> <li>◆ Enter reported status.</li> <li>◆ Explain any discrepancy between reported status and original outcome.</li> </ul>		
Status check <span style="background-color: yellow; padding: 2px;">?</span>		
Status Probe	Spoke with administrator of the facility and there is staff housing for registered nurses at this facility. The rooms designated for Staff Housing should have been sampled for interviewing.	
STAT_PROBE		

**Probe:** You ask the Administrator if the facility has housing for staff at this address. Ms. Persona informs you that the residents living at MANSE ASST LIVING receive 24-hour medical assistance from registered nurses who are required to live on the premises in Staff Housing.

- On the STATUS\_PROBE screen, you enter “*Spoke with administrator of the facility and there is staff housing for registered nurses at this facility. The rooms designated for Staff Housing should have been sampled for interviewing.*”

The instrument proceeds to the THANK\_YOU screen.

Thank you for your cooperation. You’ve been very helpful.	
◆ Enter 1 to continue	
● 1. Enter 1 to Continue	
Thank You	<input type="checkbox"/>
THANK_YOU	

- On the THANK\_YOU screen, enter **1** to continue.

The instrument proceeds to the *Verify original outcome* or RI\_OUTCM screen.

Original Outcome: 841 – GQ Converted to HU(S)	
Original Interview Date: <<Original Interview Day, Date>>.	
◆ Was the original outcome correct?	
<input type="radio"/>	1. Yes
<input checked="" type="radio"/>	2. No
<input type="radio"/>	3. Reinterview Noninterview
Verify original outcome	<input type="checkbox"/>
RI_OUTCM	

The original outcome code is not correct since the GQ in sample, Staff Housing, should not have been classified as “converted to housing units.”

On the RI\_OUTCM screen, select option **2** for “No”.

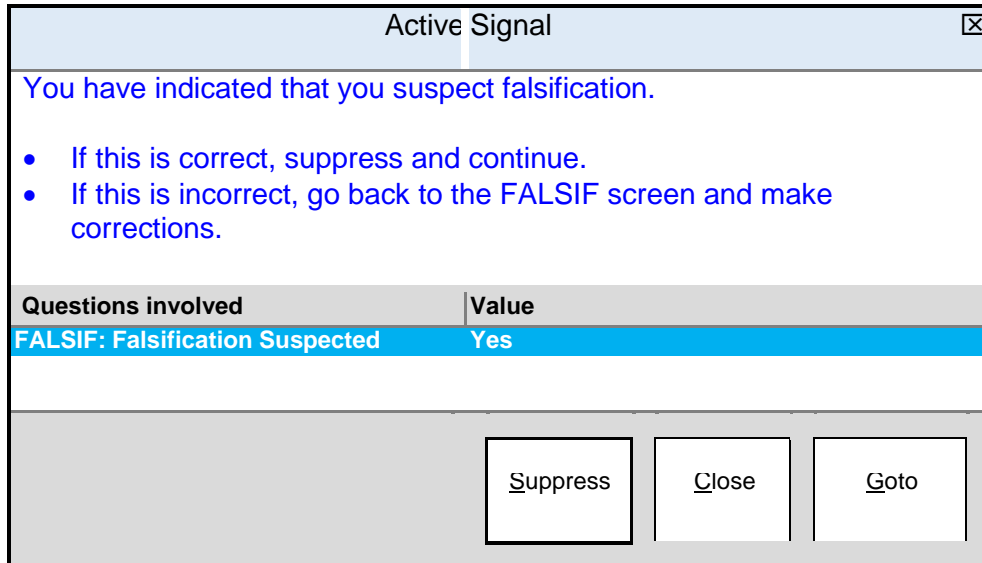
The instrument will proceed to the *Falsification suspected* or FALSIF screen.

Your reinterview indicates the following discrepancies:	
2-The original status was incorrect.	
◆ Do you suspect falsification?	
<input checked="" type="radio"/>	1. Yes
<input type="radio"/>	2. No
<input type="radio"/>	3. Unable to determine
Falsification suspected	<input type="checkbox"/>
FALSIF	

You suspect falsification in this case because the name for the GQ Contact Person was false and the FR never called or visited the facility.

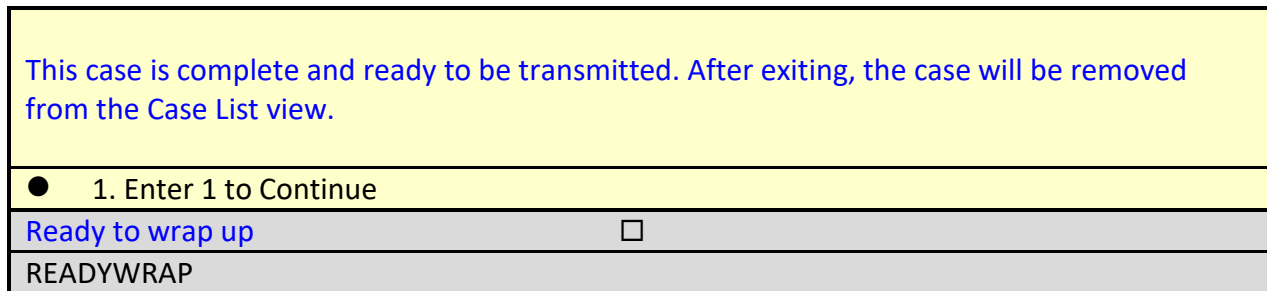
On the FALSIF screen, enter **1** for “Yes.”

The instrument proceeds to the FALSIF Active Signal window.



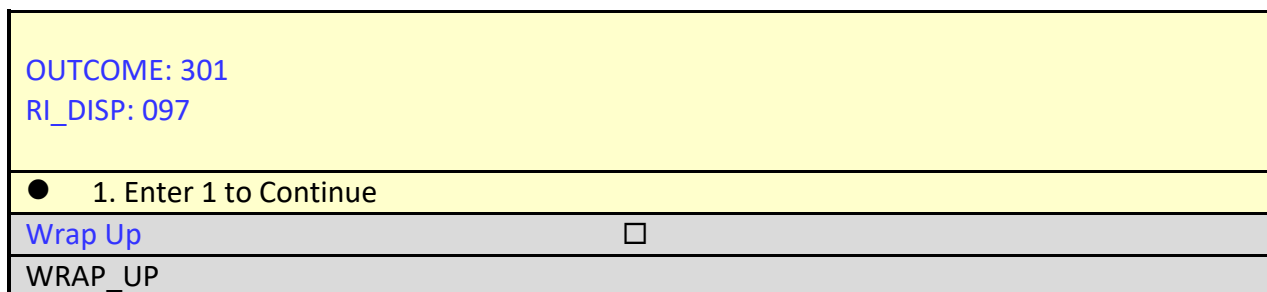
To confirm that you suspect falsification, type **S** to Suppress the FALSIF Active Signal window.

The instrument proceeds to the *Ready to wrap up* or READYWRAP screen.



On the READYWRAP screen, enter **1** to continue.

The instrument proceeds to the WRAP\_UP screen.



You may see outcome code (202) and no disposition code in the ACS-GQ Reinterview training instrument. This is incorrect. As shown in the illustration above, the case should have wrapped up with an outcome code of 301 and disposition code 097, which represents the following:

“Originally classified as a Type C, should have been an interview or Type A, Falsification Suspected.”

On the WRAP\_UP screen, enter **1** to continue.

The instrument wraps up the case and proceeds to the reinterview Notes Editor. You must explain in the notes the situation that caused the FR to be suspected of falsification.

Enter a note that reads, “*You suspect falsification in this case because the name for the GQ contact person was false and the FR never called or visited the facility. Spoke with administrator of the facility and there is staff housing for registered nurses at this facility. The rooms designated for Staff Housing should have been sampled for interviewing.*”

Case-Level Notes Editor
# CAPI NOTE: HH:MM AM/PM YYYY/MM/DD DAT USER XXXXX You suspect falsification in this case because the name for the GQ contact person was false and the FR never called or visited the facility. Spoke with administrator of the facility and there is staff housing for registered nurses at this facility. The rooms designated for Staff Housing should have been sampled for interviewing.
# of 10000 characters used

- Once you have finished adding your note, press **F10** to **Exit** the Notes Editor.
- The Notes Editor will ask you if you want to save changes. Select “**Yes.**”
- When the pop up message appears stating “Your changes have been saved,” select “**OK.**”

### Feedback

Depending on the result of your reinterview, use the following guidelines to provide feedback to the FR:

#### *No Errors*

If the reinterview finds no discrepancies from the original interview, the reinterviewer should contact the FR to commend him or her on a job well done.

#### *Minor Errors*

If the reinterview finds discrepancies that resulted from FR errors, the FR should receive feedback about those errors. The reinterviewer or the supervisor will call the FR to discuss minor errors. The reinterviewer should offer suggestions for correcting faulty techniques.

***Serious Errors***

If the discrepancies appear to be the result of serious errors or falsification, the reinterviewer **MUST NOT** contact the FR regarding the reinterview or mention to the FR that they were in reinterview at all. The supervisor will address it with the FR as outlined above.

If the supervisor's investigation does not confirm falsification, he or she, in consultation with his or her Coordinator, may elect to retrain FRs whose reinterviews indicate they are having serious problems with the survey concepts, procedures, or interviews. The retraining may be done by a telephone discussion, by special needs observation, or by having the FR attend all or part of initial training again. The supervisor may also require you to check additional cases from the FR's assignment.

## Topic 5 – Review Exercise

Please answer the knowledge questions below, and follow your Region's procedures for submitting your responses to your supervisor.

1. If the telephone interviewers are unable to reach the GQ contact person or the facility refuses to be reinterviewed, the case will be \_\_\_\_\_ for personal visit reinterview.
  - a. reassigned
  - b. recycled
  - c. restarted
  - d. transmitted
  - e. none of the above
  
2. Which of the following cases are not eligible for reinterview:
  - a. Type A cases
  - b. Type B cases
  - c. Type C cases
  - d. all of the above
  - e. none of the above
  
3. An FR may be put into supplemental reinterview for which reason(s):
  - a. to check or follow-up on FRs suspected falsification
  - b. to check on FRs who have trouble classifying noninterviews correctly
  - c. to check a recently hired FR
  - d. all of the above
  - e. none of the above
  
4. Under no circumstances should you conduct a personal visit on a reinterview case that is more than 50 miles away.
  - a. True
  - b. False
  
5. How can you access and update reinterview notes at any time:
  - a. Pg. Up or Pg. Down key
  - b. Ctrl+F
  - c. F8
  - d. Shift+F12
  - e. none of the above

6. You will not conduct reinterview on cases that:
  - a. were interviewed by someone in your chain of command
  - b. were in your ZIP Code
  - c. were flagged as observed
  - d. A and C
  - e. A and B
  
7. Assisted Living facilities are always Housing Units (HUs)?
  - a. True
  - b. False
  - c. Depends
  
8. You may code a reinterview case as a noninterview if:
  - a. the noninterview Type was correct, but the outcome code was incorrect
  - b. the original case's outcome code was incorrect
  - c. you are unable to verify the original outcome code
  - d. all of the above
  - e. none of the above
  
9. Flag the case as suspected falsification, if there was:
  - a. respondent error
  - b. intentional FR deception
  - c. poor interviewing technique
  - d. FR error
  - e. none of the above
  
10. What is an example of falsification:
  - a. the GQ contact person listed by the FR for the original interview is not known to have actually worked at the facility at the time.
  - b. the interview was completed by observation
  - c. the FR intentionally misclassified a Type A noninterview as a Type B or Type C noninterview
  - d. A and C
  - e. all of the above

## 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.

<b>Reinterview Outcome Codes</b>			
<b>Disposition</b>	<b>Outcome</b>	<b>Action</b>	<b>Description</b>
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
<i>Type As</i>			
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
<i>Type Bs</i>			
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



<b>Disposition</b>	<b>Out</b>	<b>Action</b>	<b>Description</b>
<i>Type Cs</i>			
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
<i>Type Ds</i>			
032	360	51	HH replaced by new HH since original interview
<i>Misclassified Cases</i>			
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
<i>Discrepancy Cases</i>			
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
036	301	11	Discrepancy – incorrect demographic data on roster
037	301	11	Discrepancy – incorrect income and/or tenure data

<b>Disposition</b>	<b>Outcome</b>	<b>Action</b>	<b>Description</b>
<b><i>RO/HQ Discretion</i></b>			
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)
<b>Suspected Falsification</b>			
<i>All cases with disposition codes greater than 060 are suspected of falsification (SF)</i>			
060	301	11	Suspected falsification of case turned in as an interview
<b><i>Type As</i></b>			
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
<b><i>Type Bs</i></b>			
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
<b><i>Type Cs</i></b>			
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

<b>Disposition</b>	<b>Outcome</b>	<b>Action</b>	<b>Description</b>
<i>Type Ds</i>			
085	360	51	HH replaced by new HH since original interview
<i>Misclassified Cases</i>			
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
<i>Discrepancy Cases</i>			
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
126	301	11	Discrepancy – incorrect demographic data on roster
127	301	11	Discrepancy – 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

<b>Abbreviation</b>	<b>Meaning</b>
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
Immd	Immediate
Inc	Incorporated
Incl	Include
incm	Income
Info	Information
insd	Inside
Int	Interview, Interviewer
LLC	Limited Liability Company
LN	Lane

<b>Abbreviation</b>	<b>Meaning</b>
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

<b>Abbreviation</b>	<b>Meaning</b>
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
Oth	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

<b>Abbreviation</b>	<b>Meaning</b>
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



<b>Abbreviation</b>	<b>Meaning</b>
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

<b>Abbreviation</b>	<b>Meaning</b>
Vac	Vacant
Vst	Visit
Vstd	Visited

Attachment 18: NCVS CATI Reinterview Instrument Redesign Training Memorandum



UNITED STATES DEPARTMENT OF COMMERCE  
U.S. Census Bureau  
Washington, DC 20233-0001

December 4, 2023

MEMORANDUM FOR ALL NCVS CATI Reinterviewers, Tucson Contact Center

From: Megan Ruhnke  
Assistant Survey Director, National Crime Victimization Survey  
Associate Director for Demographic Programs – Survey Operations

Subject: 2024 National Crime Victimization Survey (NCVS) CATI Reinterview Instrument Redesign

### **Overview**

The purpose of this memorandum is to provide an overview of the 2024 NCVS Reinterview (RI) Instrument redesign. Please distribute this memorandum to the NCVS interviewers and supervisors. They may charge 30 minutes for reviewing this memorandum. They should keep it on hand during the interview period, if needed.

### **Data Collection and Conducting Reinterview**

The NCVS production instrument is undergoing a redesign in 2024. There will be a split sample where approximately half of the households will be interviewed using the current production instrument and half will be interviewed using the redesign NCVS instrument each month. As a result, there will be two separate NCVS RI instruments beginning with January 2024 reinterviews. Cases worked in the current instrument will receive the current NCVS RI instrument, and cases worked in the redesigned instrument will receive the redesigned NCVS RI instrument. Reinterviews will be conducted using the redesigned RI instrument only beginning with January 2025 reinterviews.

Please keep in mind for 2024 NCVS Reinterview, you will conduct reinterviews for cases using both the redesigned NCVS RI instrument and cases using the current NCVS RI instrument each month. Cases using the redesigned NCVS RI instrument will have a unique SurveyID. Both the current and redesigned NCVS RI instruments will follow the same calendar for data collection and closeout.

### **2024 Redesigned NCVS RI Instrument Changes**

NCVS RI procedures and concepts have not changed in the redesigned RI instrument, so the front and back sections of the instrument are the same. The only difference between the current and redesigned RI instruments is to the middle section where the NCVS survey-specific questions are asked. This redesigned NCVS RI instrument will reduce respondent burden and shorten the length of the reinterview. A description of the changes to the middle of the redesigned NCVS RI instrument is listed below.

## A. NCVS RI Respondent

The redesigned NCVS RI instrument no longer includes questions for a response error (RE) analysis. Therefore, you will only interview one reinterview respondent, which is typically the household respondent who responded in the original interview. You will not interview an RE sample person.

## B. Demographic and Household Verification Questions

Two demographic characteristics are no longer being verified or collected in the redesigned NCVS RI instrument: Sex and Marital Status. The screens associated with these questions have been deleted from the middle of the RI instrument. The screenshot below shows the redesigned NCVS RI instrument when you get to the first demographic characteristics verification question (**AGE\_CHECK**).

The screenshot displays a web-based survey interface for the National Crime Victimization Survey (NCVS) RI instrument. The title bar indicates the version is v24.01.04 - 01/01/2024. The main content area is a yellow box with the text: "I have you listed as 41 years old. Is that correct?". Below this, there are two radio button options: "1. Yes, age IS correct" and "2. No, age is NOT correct". At the bottom, there is a table with columns for LNO, NAME, Age Check, Age Range, Race, Check/Race, Other Race, Hispanic Origin, and Check/Hispanic Origin. The table lists five household members: Jack Sprat, Mary Sprat, Johnnie Sprat, Max Sprat, and Debra Sprat. The status bar at the bottom shows the question ID as AGE\_CHECK, the time as 11:36:35 AM, the date as 11-14-2023, and the page number as 53/75.

LNO	NAME	Age Check	Age Range	Race	Check/Race	Other Race	Hispanic Origin	Check/Hispanic Origin
1	Jack Sprat	<input type="checkbox"/>						
2	Mary Sprat	<input type="checkbox"/>						
3	Johnnie Sprat	<input type="checkbox"/>						
4	Max Sprat	<input type="checkbox"/>						
5	Debra Sprat	<input type="checkbox"/>						

In addition, the redesigned NCVS RI Instrument no longer asks the questions verifying and/or collecting information about household income and household tenure. Those screens have also been deleted. See Attachment A for a list of the screens deleted from the current NCVS RI instrument.

## C. NCVS Content Questions

You will no longer re-ask household crime and person crime victimization screener questions in the redesigned NCVS RI instrument. Instead, you will ask the household respondents "Yes/No" NCVS content verification questions like those asked by other surveys in reinterview. This reduces the number of questions asked from 30 crime victimization and follow-up questions in the current RI instrument to 11 content verification questions in the redesigned RI instrument. Attachment A lists the changes to the screens in the middle section of the current and redesigned NCVS RI instruments for a side-by-side comparison.

The NCVS Content Verification Questions added in the 2024 redesigned NCVS RI instrument are shown in the following screenshots.

### RI\_INTROSURVEY

National Crime Victimization Survey (QC) - v24.01.03 - 01/01/2024  
Forms Answer Navigate Options Help Show Watch Window  
GenRI Roster Original FAQs RI FAQs F10

**Now I am going to ask you a few questions to verify that the survey was administered correctly. Each person can be asked different questions, so please answer questions according to your memory.**

1. Enter 1 to Continue

[Intro to NCVS crime categories](#)

0000002 RI\_INTROSURVEY 3:19:23 PM 9-26-2023 58/75

## RI\_THEFT

National Crime Victimization Survey (QC) - v24.01.03 - 01/01/2024  
Forms Answer Navigate Options Help Show Watch Window  
GenRI Roster Original FAQs RI FAQs F10

**Did the interviewer ask you or someone in your household if things might have been stolen from you while you or someone in your household were at home, work, school or somewhere else?**

1. Yes  
 2. No

Stolen	<input type="checkbox"/>	
Owned vehicles	<input type="checkbox"/>	2
Vehicle theft		
Vehicle Parts Theft		
Break-in	<input type="checkbox"/>	
Vandalism	<input type="checkbox"/>	
Injure kill animal	<input type="checkbox"/>	

0000002 RI\_THEFT 3:21:59 PM 9-26-2023 59/75

## RI\_MV\_OWNVEHICLE

National Crime Victimization Survey (QC) - v24.01.03 - 01/01/2024  
Forms Answer Navigate Options Help Show Watch Window  
GenRI Roster Original FAQs RI FAQs F10

**At any point in the past 6 months, have you or someone you live with owned a car, van, truck, motorcycle, or other motor vehicle?**

1. Yes  
 2. No

Stolen	<input type="checkbox"/>	1
Owned vehicles	<input type="checkbox"/>	
Vehicle theft		
Vehicle Parts Theft		
Break-in	<input type="checkbox"/>	
Vandalism	<input type="checkbox"/>	
Injure kill animal	<input type="checkbox"/>	

0000002 RI\_MV\_OWNVEHICLE 3:23:16 PM 9-26-2023 59/75

## RI\_MV\_THEFT

National Crime Victimization Survey (QC) - v24.01.03 - 01/01/2024  
Forms Answer Navigate Options Help Show Watch Window  
GenRI Roster Original FAQs RI FAQs F10

**Did the interviewer ask you or someone in your household if anyone has stolen or tried to steal a vehicle belonging to you or anyone you live with, or used it without permission?**

1. Yes  
 2. No

Stolen	<input type="text" value="1"/>
Owned vehicles	<input type="text" value="1"/>
Vehicle theft	<input type="text"/>
Vehicle Parts Theft	<input type="text"/>
Break-in	<input type="text"/>
Vandalism	<input type="text"/>
Injure kill animal	<input type="text"/>

00000002 RI\_MV\_THEFT 3:26:31 PM 9-26-2023 59/75

## RI\_MVP\_PARTS\_GAS

National Crime Victimization Survey (QC) - v24.01.03 - 01/01/2024  
Forms Answer Navigate Options Help Show Watch Window  
GenRI Roster Original FAQs RI FAQs F10

**Did the interviewer ask you or someone in your household if anyone has stolen or tried to steal any vehicle parts such as a tire, car stereo, GPS, hubcap, battery, or gas from a vehicle?**

1. Yes  
 2. No

Stolen	<input type="text" value="1"/>
Owned vehicles	<input type="text" value="1"/>
Vehicle theft	<input type="text" value="1"/>
Vehicle Parts Theft	<input type="text"/>
Break-in	<input type="text"/>
Vandalism	<input type="text"/>
Injure kill animal	<input type="text"/>

00000002 RI\_MVP\_PARTS\_GAS 3:27:20 PM 9-26-2023 59/75



## RI\_BREAKIN

National Crime Victimization Survey (QC) - v24.01.03 - 01/01/2024  
Forms Answer Navigate Options Help Show Watch Window  
GenRI Roster Original FAQs RI FAQs F10

**Did the interviewer ask you or someone in your household if anyone has-**

- ◆ Broken in or tried to break into your home by forcing a door or window, pushing past someone, jimmying a lock, cutting a screen, or coming through an open door or window?
- ◆ Broken in or tried to break into your garage, shed, or storage room?

**OR**

- ◆ Broken in or tried to break into a hotel or motel room or vacation home where you were staying?

1. Yes  
 2. No

Stolen	<input type="checkbox"/>	1
Owned vehicles	<input type="checkbox"/>	1
Vehicle theft	<input type="checkbox"/>	1
Vehicle Parts Theft	<input type="checkbox"/>	1
Break-in	<input type="checkbox"/>	
Vandalism	<input type="checkbox"/>	
Injure kill animal	<input type="checkbox"/>	

00000002 RI\_BREAKIN 3:27:57 PM 9-26-2023 59/75

## RI\_V\_PROPERTY

National Crime Victimization Survey (QC) - v24.01.03 - 01/01/2024  
Forms Answer Navigate Options Help Show Watch Window  
GenRI Roster Original FAQs RI FAQs F10

**Did the interviewer ask you or someone in your household if someone vandalized your home, car, or something else that belongs to you or someone else living here?**

- ◆ If further clarification is needed, read:  
Vandalism is when someone deliberately damages or destroys something belonging to you. Examples are breaking windows, slashing tires, or painting graffiti on walls.

1. Yes  
 2. No

Stolen	<input type="checkbox"/>	1
Owned vehicles	<input type="checkbox"/>	1
Vehicle theft	<input type="checkbox"/>	1
Vehicle Parts Theft	<input type="checkbox"/>	1
Break-in	<input type="checkbox"/>	1
Vandalism	<input type="checkbox"/>	
Injure kill animal	<input type="checkbox"/>	

00000002 RI\_V\_PROPERTY 3:28:43 PM 9-26-2023 59/75

## RI\_V\_INJUREKILLANIMAL

National Crime Victimization Survey (QC) - v24.01.04 - 01/01/2024

Forms Answer Navigate Options Help Show Watch Window

GenRI Roster Original FAQs RI FAQs F10

Did the interviewer ask you or someone in your household if someone deliberately injured or killed an animal, such as a pet or livestock, that belonged to you or someone you live with?

1. Yes

2. No

Stolen	<input type="checkbox"/>	1
Owned vehicles	<input type="checkbox"/>	1
Vehicle theft	<input type="checkbox"/>	1
Vehicle Parts Theft	<input type="checkbox"/>	1
Break-in	<input type="checkbox"/>	1
Vandalism	<input type="checkbox"/>	1
Injure kill animal	<input type="checkbox"/>	

0000020

RI\_V\_INJUREKILLANIMAL

9:59:32 AM

11/14/2023

59/75

## RI\_ATTACK

National Crime Victimization Survey (QC) - v24.01.03 - 01/01/2024

Forms Answer Navigate Options Help Show Watch Window

GenRI Roster Original FAQs RI FAQs F10

Did the interviewer ask you or someone in your household if anyone physically attacked or tried to attack them? This may have happened at your home or while they were at work, school, or away from home.

1. Yes

2. No

Attack	<input type="checkbox"/>
Threatened	<input type="checkbox"/>
Sexual contact	<input type="checkbox"/>
Other crime	<input type="checkbox"/>

0000002

RI\_ATTACK

3:30:56 PM

9-26-2023

60/75

## RI\_THREAT

National Crime Victimization Survey (QC) - v24.01.03 - 01/01/2024  
Forms Answer Navigate Options Help Show Watch Window  
GenRI Roster Original FAQs RI FAQs F10

**Did the interviewer ask you or someone in your household if anyone THREATENED to attack them but did not actually do it?**

1. Yes  
 2. No

Attack	<input type="text" value="1"/>
Threatened	<input type="text"/>
Sexual contact	<input type="text"/>
Other crime	<input type="text"/>

0000002 RI\_THREAT 3:31:42 PM 9-26-2023 60/75

## RI\_SA\_UNWANTEDCONTACT

National Crime Victimization Survey (QC) - v24.01.03 - 01/01/2024  
Forms Answer Navigate Options Help Show Watch Window  
GenRI Roster Original FAQs RI FAQs F10

**Incidents involving forced or unwanted sexual contact are often difficult to talk about. The information you provide is confidential.**

**Did the interviewer ask you or someone in your household about any sexual contact that THEY DID NOT CONSENT TO and that THEY DID NOT WANT to happen?**

1. Yes  
 2. No

Attack	<input type="text" value="1"/>
Threatened	<input type="text" value="1"/>
Sexual contact	<input type="text"/>
Other crime	<input type="text"/>

0000002 RI\_SA\_UNWANTEDCONTACT 3:32:58 PM 9-26-2023 60/75

**RI\_CAOTHERCRIME**

National Crime Victimization Survey (QC) - v24.01.03 - 01/01/2024

Forms Answer Navigate Options Help Show Watch Window

GenRI Roster Original FAQs RI FAQs F10

**Did the interviewer ask you or someone in your household if there was anything else that may have happened to them that they might think of as a crime? It could have been something that they called the police about, or something they didn't consider reporting to the police.**

1. Yes  
 2. No

Attack	1
Threatened	1
Sexual contact	1
Other crime	

00000002 RI\_CAOTHERCRIME 3:34:23 PM 9-26-2023 60/75

**D. Discrepancies**

There are still ten applicable/possible discrepancies in the redesigned NCVS RI instrument, and the discrepancy codes that *automatically* trigger suspected falsification have not changed. However, with the elimination of the questions verifying and/or collecting household income and household tenure, discrepancy code 14, “The household income and/or tenure was/were incorrectly recorded,” is no longer an applicable/possible discrepancy code.

Also, replacing the household crime and person crime victimization screener questions with “Yes/No” NCVS content verification questions now allows discrepancy code 8, “Not all survey questions were asked in the interview,” to be set in the redesigned NCVS RI instrument. This discrepancy code is used by other surveys in reinterview but was previously not applicable to NCVS RI. The table in Attachment B describes the applicable discrepancy codes in the redesigned NCVS RI instrument.

Please familiarize yourself with the changes outlined above so you are prepared to conduct reinterviews using the redesigned NCVS RI instrument beginning with January 2024 reinterviews.

If you have questions or concerns regarding this memorandum, please contact your supervisor.

Attachments (2)

**Attachment A. Screens in Middle Section of Current and Redesigned NCVS RI Instruments**

Screens with strikethrough text have been deleted from the middle of the 2024 redesigned NCVS RI instrument.

<b>Current NCVS RI Instrument</b>	<b>Redesigned NCVS RI Instrument</b>
AGE_CHECK	AGE_CHECK
AGE_RANGE	AGE_RANGE
SEX_VER	RACE_VER
RI_SEX	RACE
RACE_VER	RACE_SPECIFY
RACE	ORIGIN_VER
RACE_SPECIFY	ORIGIN
ORIGIN_VER	RI_INTROSURVEY
ORIGIN	RI_THEFT
MARITAL_VER	RI_MV_OWNVEHICLE
MARTIAL	RI_MV_THEFT
RI_HHINCOME_VER	RI_MVP_PARTS_GAS
RI_HHINCOME	RI_BREAKIN
RI_HHTENTURE_VER	RI_V_PROPERTY
RI_HHTENURE	RI_V_INJUREKILLANIMAL
RI_SQTHEFT	RI_ATTACK
RI_SQTHEFTTIMES	RI_THREAT
RI_SQTHEFTSPEC	RI_SA_UNWANTEDCONTACT
RI_SQBREAKIN	RI_CAOTHERCRIME
RI_SQBREAKINTIMES	
RI_SQBREAKINSPEC	
RI_SQTOTALVEHICLES	
RI_SQMVTHEFT	
RI_SQMVTHEFTTIMES	
RI_SQMVTHEFTSPEC	
RI_SQATTACKWHERE	
RI_SQATTACKWHERE TIMES	
RI_SQATTACKWHERE SPEC	
RI_SQATTACKHOW	
RI_SQATTACKHOW TIMES	
RI_SQATTACKHOW SPEC	
RI_SQTHEFTATTACKKNOWNOFF	
RI_SQTHEFTATTACKKNOWNOFFTIMES	
RI_SQTHEFTATTACKKNOWNOFFSPEC	
RI_SQSEXUAL	
RI_SQSEXUALTIMES	
RI_SQSEXUALSPEC	
RI_SQCALLPOLICECRIME	
RI_SQCALLPOLICESPEC	

Current NCVS RI Instrument	Redesigned NCVS RI Instrument
RI_SQCALLPOLICEATTACKTHREAT	
RI_SQCALLPOLICEATTACKTHREATTIMES	
RI_SQNOCALLPOLICECRIME	
RI_SQNOCALLPOLICESPEC	
RI_SQNOCALLPOLICEATTACKTHREAT	
RI_SQNOCALLPOLICEATTACKTHREATTIMES	

**Attachment B. NCVS Reinterview Discrepancy Codes – REDESIGNED Instrument**

The highlighted discrepancy code is a new code that is now being used in the 2024 redesigned NCVS RI instrument. The discrepancy code with strikethrough text was deleted from the redesigned NCVS RI instrument.

Discrepancy Number	Description
*1	<b>The reinterview respondent said no one contacted the household regarding this survey.</b>
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	<b>The interviewer classified interview/Type A unit as Type B/C.</b>
6	The reinterview respondent indicated that the original status was incorrect.
7	The household roster is incorrect.
8	Not all survey questions were asked in the interview.
*10	<b>This case was done by a personal visit and the reinterview respondent said the interviewer did not use a laptop.</b>
11	The interviewer entered a bad telephone number for this case.
13	Demographic characteristic(s) was/were incorrectly recorded on roster.
14	<del>The household income and/or tenure was/were incorrectly recorded.</del>

\*At least one of these codes means “Yes” for suspected falsification.

Attachment 19: NCVS CAPI Reinterview Instrument Redesign Training Memorandum





UNITED STATES DEPARTMENT OF COMMERCE  
U.S. Census Bureau  
Washington, DC 20233-0001

December 4, 2023

NATIONAL CRIME VICTIMIZATION SURVEY (NCVS) (MEMORANDUM NO. 2023-06)

FLD-MEMO-2023-0239

MEMORANDUM FOR ALL NCVS Reinterviewers

From: Ian Hull  
Chief, Field Division

Subject: 2024 National Crime Victimization Survey (NCVS) CAPI Reinterview  
Instrument Redesign

### **Overview**

The purpose of this memorandum is to provide an overview of the 2024 NCVS Reinterview (RI) Instrument redesign. Please distribute this memorandum to the NCVS reinterviewers and supervisors. They may charge 30 minutes for reviewing this memorandum. They should keep it on hand during the interview period, if needed.

### **Data Collection and Conducting Reinterview**

The NCVS production instrument is undergoing a redesign in 2024. There will be a split sample where approximately half of the households will be interviewed using the current production instrument and half will be interviewed using the redesign NCVS instrument each month. As a result, there will be two separate NCVS RI instruments beginning with January 2024 reinterviews. Cases worked in the current instrument will receive the current NCVS RI instrument, and cases worked in the redesigned instrument will receive the redesigned NCVS RI instrument. Reinterviews will be conducted using the redesigned RI instrument only beginning with January 2025 reinterviews.

Please keep in mind for 2024 NCVS Reinterview, you will conduct reinterviews for cases using both the redesigned NCVS RI instrument and cases using the current NCVS RI instrument each month. Cases using the redesigned NCVS RI instrument will have a "DE" at the end of the assignment period. For example, the assignment period for January 2024 cases in the redesigned NCVS RI instrument will be 202401DE. Both the current and redesigned NCVS RI instruments will follow the same calendar for data collection and closeout.

### **2024 Redesigned NCVS RI Instrument Changes**

NCVS RI procedures and concepts have not changed in the redesigned RI instrument, so the front and back sections of the instrument are the same. The only difference between the current and redesigned

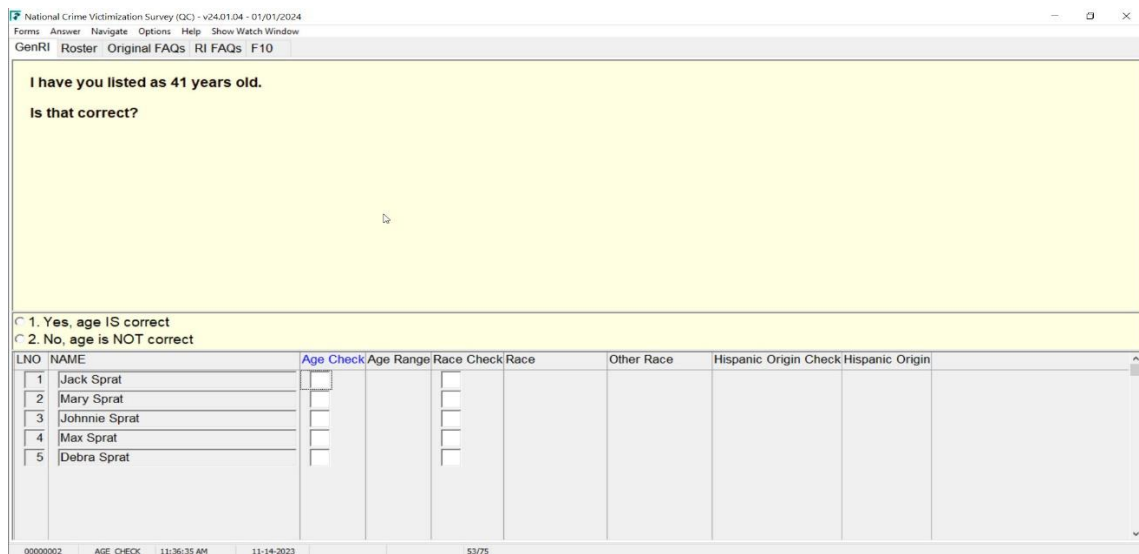
RI instruments is to the middle section where the NCVS survey-specific questions are asked. This redesigned NCVS RI instrument will reduce respondent burden and shorten the length of the reinterview. A description of the changes to the middle of the redesigned NCVS RI instrument is listed below.

**A. NCVS RI Respondent**

The redesigned NCVS RI instrument no longer includes questions for a response error (RE) analysis. Therefore, you will only interview one reinterview respondent, which is typically the household respondent who responded in the original interview. You will not interview an RE sample person.

**B. Demographic and Household Verification Questions**

Two demographic characteristics are no longer being verified or collected in the redesigned NCVS RI instrument: Sex and Marital Status. The screens associated with these questions have been deleted from the middle of the RI instrument. The screenshot below shows the redesigned NCVS RI instrument when you get to the first demographic characteristics verification question (**AGE\_CHECK**).



In addition, the redesigned NCVS RI Instrument no longer asks the questions verifying and/or collecting information about household income and household tenure. Those screens have also been deleted. See Attachment A for a list of the screens deleted from the current NCVS RI instrument.

**C. NCVS Content Questions**

You will no longer re-ask household crime and person crime victimization screener questions in the redesigned NCVS RI instrument. Instead, you will ask the household respondents “Yes/No” NCVS content verification questions like those asked by other surveys in reinterview. This reduces the number of questions asked from 30 crime victimization and follow-up questions in the current RI instrument to 11 content verification questions in the redesigned RI instrument.

Attachment A lists the changes to the screens in the middle section of the current and redesigned NCVS RI instruments for a side-by-side comparison.

The NCVS Content Verification Questions added in the 2024 redesigned NCVS RI instrument are shown in the following screenshots.

**RI\_INTROSURVEY**

National Crime Victimization Survey (QC) - v24.01.03 - 01/01/2024

Forms Answer Navigate Options Help Show Watch Window

GenRI Roster Original FAQs RI FAQs F10

**Now I am going to ask you a few questions to verify that the survey was administered correctly. Each person can be asked different questions, so please answer questions according to your memory.**

1. Enter 1 to Continue

[Intro to NCVS crime categories](#)

0000002 RI\_INTROSURVEY 3:19:23 PM 9-26-2023 SR/75

The image is a screenshot of a web-based survey interface. At the top, the title "RI\_INTROSURVEY" is displayed in bold. Below the title, there is a header bar with the text "National Crime Victimization Survey (QC) - v24.01.03 - 01/01/2024" and a menu of options: "Forms", "Answer", "Navigate", "Options", "Help", and "Show Watch Window". A secondary navigation bar contains "GenRI", "Roster", "Original FAQs", "RI FAQs", and "F10". The main content area has a yellow background and contains the instruction: "Now I am going to ask you a few questions to verify that the survey was administered correctly. Each person can be asked different questions, so please answer questions according to your memory." Below this, a question is presented: "1. Enter 1 to Continue". Underneath the question, there is a blue hyperlink that says "Intro to NCVS crime categories". At the bottom of the page, a status bar shows the ID "0000002", the page title "RI\_INTROSURVEY", the time "3:19:23 PM", the date "9-26-2023", and the page number "SR/75".

## RI\_THEFT

National Crime Victimization Survey (QC) - v24.01.03 - 01/01/2024  
Forms Answer Navigate Options Help Show Watch Window  
GenRI Roster Original FAQs RI FAQs F10

**Did the interviewer ask you or someone in your household if things might have been stolen from you while you or someone in your household were at home, work, school or somewhere else?**

1. Yes  
 2. No

Stolen	<input type="checkbox"/>	
Owned vehicles	<input type="checkbox"/>	2
Vehicle theft		
Vehicle Parts Theft		
Break-in	<input type="checkbox"/>	
Vandalism	<input type="checkbox"/>	
Injure kill animal	<input type="checkbox"/>	

00000002 RI\_THEFT 3:21:59 PM 9-26-2023 59/75

## RI\_MV\_OWNVEHICLE

National Crime Victimization Survey (QC) - v24.01.03 - 01/01/2024  
 Forms Answer Navigate Options Help Show Watch Window  
 GenRI Roster Original FAQs RI FAQs F10

**At any point in the past 6 months, have you or someone you live with owned a car, van, truck, motorcycle, or other motor vehicle?**

1. Yes  
 2. No

Stolen	<input type="checkbox"/>	1
Owned vehicles	<input type="checkbox"/>	
Vehicle theft		
Vehicle Parts Theft		
Break-in	<input type="checkbox"/>	
Vandalism	<input type="checkbox"/>	
Injure kill animal	<input type="checkbox"/>	

00000002 RI\_MV\_OWNVEHICLE 3:23:16 PM 9-26-2023 59/75

**RI\_MV\_THEFT**

National Crime Victimization Survey (QC) - v24.01.03 - 01/01/2024  
 Forms Answer Navigate Options Help Show Watch Window  
 GenRI Roster Original FAQs RI FAQs F10

**Did the interviewer ask you or someone in your household if anyone has stolen or tried to steal a vehicle belonging to you or anyone you live with, or used it without permission?**

1. Yes  
 2. No

Stolen	<input type="checkbox"/>	1
Owned vehicles	<input type="checkbox"/>	1
Vehicle theft	<input type="checkbox"/>	
Vehicle Parts Theft	<input type="checkbox"/>	
Break-in	<input type="checkbox"/>	
Vandalism	<input type="checkbox"/>	
Injure kill animal	<input type="checkbox"/>	

00000002 RI\_MV\_THEFT 3:26:31 PM 9-26-2023 59/75

**RI\_MVP\_PARTS\_GAS**

National Crime Victimization Survey (QC) - v24.01.03 - 01/01/2024  
 Forms Answer Navigate Options Help Show Watch Window  
 GenRI Roster Original FAQs RI FAQs F10

**Did the interviewer ask you or someone in your household if anyone has stolen or tried to steal any vehicle parts such as a tire, car stereo, GPS, hubcap, battery, or gas from a vehicle?**

1. Yes  
 2. No

Stolen	<input type="checkbox"/>	1
Owned vehicles	<input type="checkbox"/>	1
Vehicle theft	<input type="checkbox"/>	1
Vehicle Parts Theft	<input type="checkbox"/>	
Break-in	<input type="checkbox"/>	
Vandalism	<input type="checkbox"/>	
Injure kill animal	<input type="checkbox"/>	

00000002 RI\_MVP\_PARTS\_GAS 3:27:20 PM 9-26-2023 59/75

### RI\_BREAKIN

National Crime Victimization Survey (QC) - v24.01.03 - 01/01/2024  
 Forms Answer Navigate Options Help Show Watch Window  
 GenRI Roster Original FAQs RI FAQs F10

**Did the interviewer ask you or someone in your household if anyone has-**

- ♦Broken in or tried to break into your home by forcing a door or window, pushing past someone, jimmying a lock, cutting a screen, or coming through an open door or window?
- ♦Broken in or tried to break into your garage, shed, or storage room?

**OR**

- ♦Broken in or tried to break into a hotel or motel room or vacation home where you were staying?

1. Yes  
 2. No

Stolen	<input type="checkbox"/>	1
Owned vehicles	<input type="checkbox"/>	1
Vehicle theft	<input type="checkbox"/>	1
Vehicle Parts Theft	<input type="checkbox"/>	1
Break-in	<input type="checkbox"/>	
Vandalism	<input type="checkbox"/>	
Injure kill animal	<input type="checkbox"/>	

00000002 RI\_BREAKIN 3:27:57 PM 9-26-2023 59/75

### RI\_V\_PROPERTY

National Crime Victimization Survey (QC) - v24.01.03 - 01/01/2024  
 Forms Answer Navigate Options Help Show Watch Window  
 GenRI Roster Original FAQs RI FAQs F10

**Did the interviewer ask you or someone in your household if someone vandalized your home, car, or something else that belongs to you or someone else living here?**

• If further clarification is needed, read:  
 Vandalism is when someone deliberately damages or destroys something belonging to you. Examples are breaking windows, slashing tires, or painting graffiti on walls.

1. Yes  
 2. No

Stolen	<input type="text" value="1"/>
Owned vehicles	<input type="text" value="1"/>
Vehicle theft	<input type="text" value="1"/>
Vehicle Parts Theft	<input type="text" value="1"/>
Break-in	<input type="text" value="1"/>
Vandalism	<input type="text" value=""/>
Injure kill animal	<input type="text" value=""/>

00000002 RI\_V\_PROPERTY 3:28:43 PM 9-26-2023 59/75

**RI\_V\_INJUREKILLANIMAL**

National Crime Victimization Survey (QC) - v24.01.04 - 01/01/2024  
 Forms Answer Navigate Options Help Show Watch Window  
 GenRI Roster Original FAQs RI FAQs F10

**Did the interviewer ask you or someone in your household if someone deliberately injured or killed an animal, such as a pet or livestock, that belonged to you or someone you live with?**

1. Yes  
 2. No

Stolen	<input type="text" value="1"/>
Owned vehicles	<input type="text" value="1"/>
Vehicle theft	<input type="text" value="1"/>
Vehicle Parts Theft	<input type="text" value="1"/>
Break-in	<input type="text" value="1"/>
Vandalism	<input type="text" value="1"/>
Injure kill animal	<input type="text" value=""/>

00000020 RI\_V\_INJUREKILLANIMAL 9:59:32 AM 11/14/2023 59/75

## RI\_ATTACK

National Crime Victimization Survey (QC) - v24.01.03 - 01/01/2024  
Forms Answer Navigate Options Help Show Watch Window  
GenRI Roster Original FAQs RI FAQs F10

**Did the interviewer ask you or someone in your household if anyone physically attacked or tried to attack them? This may have happened at your home or while they were at work, school, or away from home.**

1. Yes  
 2. No

Attack	<input type="checkbox"/>
Threatened	<input type="checkbox"/>
Sexual contact	<input type="checkbox"/>
Other crime	<input type="checkbox"/>

00000002 RI\_ATTACK 3:30:56 PM 9-26-2023 60/75

## RI\_THREAT

National Crime Victimization Survey (QC) - v24.01.03 - 01/01/2024  
Forms Answer Navigate Options Help Show Watch Window  
GenRI Roster Original FAQs RI FAQs F10

**Did the interviewer ask you or someone in your household if anyone THREATENED to attack them but did not actually do it?**

1. Yes  
 2. No

Attack	<input type="checkbox"/>	1
Threatened	<input type="checkbox"/>	
Sexual contact	<input type="checkbox"/>	
Other crime	<input type="checkbox"/>	

00000002 RI\_THREAT 3:31:42 PM 9-26-2023 60/75



## RI\_SA\_UNWANTEDCONTACT

National Crime Victimization Survey (QC) - v24.01.03 - 01/01/2024  
Forms Answer Navigate Options Help Show Watch Window  
GenRI Roster Original FAQs RI FAQs F10

**Incidents involving forced or unwanted sexual contact are often difficult to talk about. The information you provide is confidential.**

**Did the interviewer ask you or someone in your household about any sexual contact that THEY DID NOT CONSENT TO and that THEY DID NOT WANT to happen?**

1. Yes  
 2. No

Attack	<input type="text" value="1"/>
Threatened	<input type="text" value="1"/>
Sexual contact	<input type="text" value=""/>
Other crime	<input type="text" value=""/>

00000002 RI\_SA\_UNWANTEDCONTACT 3:32:58 PM 9-26-2023 60/75

## RI\_CAOTHERCRIME

National Crime Victimization Survey (QC) - v24.01.03 - 01/01/2024  
Forms Answer Navigate Options Help Show Watch Window  
GenRI Roster Original FAQs RI FAQs F10

**Did the interviewer ask you or someone in your household if there was anything else that may have happened to them that they might think of as a crime? It could have been something that they called the police about, or something they didn't consider reporting to the police.**

1. Yes  
 2. No

Attack	<input type="text" value="1"/>
Threatened	<input type="text" value="1"/>
Sexual contact	<input type="text" value="1"/>
Other crime	<input type="text" value=""/>

00000002 RI\_CAOTHERCRIME 3:34:23 PM 9-26-2023 60/75

#### **D. Discrepancies**

There are still ten applicable/possible discrepancies in the redesigned NCVS RI instrument, and the discrepancy codes that *automatically* trigger suspected falsification have not changed. However, with the elimination of the questions verifying and/or collecting household income and household tenure, discrepancy code 14, “The household income and/or tenure was/were incorrectly recorded,” is no longer an applicable/possible discrepancy code.

Also, replacing the household crime and person crime victimization screener questions with “Yes/No” NCVS content verification questions now allows discrepancy code 8, “Not all survey questions were asked in the interview,” to be set in the redesigned NCVS RI instrument. This discrepancy code is used by other surveys in reinterview but was previously not applicable to NCVS RI. The table in Attachment B describes the applicable discrepancy codes in the redesigned NCVS RI instrument.

Please familiarize yourself with the changes outlined above so you are prepared to conduct reinterviews using the redesigned NCVS RI instrument beginning with January 2024 reinterviews.

If you have questions or concerns regarding this memorandum, please contact your supervisor.

Attachments (2)

**Attachment A. Screens in Middle Section of Current and Redesigned NCVS RI Instruments**

Screens with strikethrough text have been deleted from the middle of the 2024 redesigned NCVS RI instrument.

<b>Current NCVS RI Instrument</b>	<b>Redesigned NCVS RI Instrument</b>
AGE_CHECK	AGE_CHECK
AGE_RANGE	AGE_RANGE
SEX_VER	RACE_VER
RI_SEX	RACE
RACE_VER	RACE_SPECIFY
RACE	ORIGIN_VER
RACE_SPECIFY	ORIGIN
ORIGIN_VER	RI_INTROSURVEY
ORIGIN	RI_THEFT
MARITAL_VER	RI_MV_OWNVEHICLE
MARTIAL	RI_MV_THEFT
RI_HHINCOME_VER	RI_MVP_PARTS_GAS
RI_HHINCOME	RI_BREAKIN
RI_HHTENTURE_VER	RI_V_PROPERTY
RI_HHTENURE	RI_V_INJUREKILLANIMAL
RI_SQTHEFT	RI_ATTACK
RI_SQTHEFTTIMES	RI_THREAT
RI_SQTHEFTSPEC	RI_SA_UNWANTEDCONTACT
RI_SQBREAKIN	RI_CAOTHERCRIME
RI_SQBREAKINTIMES	
RI_SQBREAKINSPEC	
RI_SQTOTALVEHICLES	
RI_SQMVTHEFT	
RI_SQMVTHEFTTIMES	
RI_SQMVTHEFTSPEC	
RI_SQATTACKWHERE	
RI_SQATTACKWHERE TIMES	
RI_SQATTACKWHERE SPEC	
RI_SQATTACKHOW	
RI_SQATTACKHOW TIMES	
RI_SQATTACKHOW SPEC	
RI_SQTHEFTATTACKKNOWNOFF	
RI_SQTHEFTATTACKKNOWNOFFTIMES	
RI_SQTHEFTATTACKKNOWNOFFSPEC	
RI_SQSEXUAL	
RI_SQSEXUALTIMES	
RI_SQSEXUALSPEC	
RI_SQCALLPOLICECRIME	
RI_SQCALLPOLICESPEC	

Current NCVS RI Instrument	Redesigned NCVS RI Instrument
RI_SQCALLPOLICEATTACKTHREAT	
RI_SQCALLPOLICEATTACKTHREATTIMES	
RI_SQNOCALLPOLICECRIME	
RI_SQNOCALLPOLICESPEC	
RI_SQNOCALLPOLICEATTACKTHREAT	
RI_SQNOCALLPOLICEATTACKTHREATTIMES	

**Attachment B. NCVS Reinterview Discrepancy Codes – REDESIGNED Instrument**

The highlighted discrepancy code is a new code that is now being used in the 2024 redesigned NCVS RI instrument. The discrepancy code with strikethrough text was deleted from the redesigned NCVS RI instrument.

Discrepancy Number	Description
*1	<b>The reinterview respondent said no one contacted the household regarding this survey.</b>
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	<b>The interviewer classified interview/Type A unit as Type B/C.</b>
6	The reinterview respondent indicated that the original status was incorrect.
7	The household roster is incorrect.
8	Not all survey questions were asked in the interview.
*10	<b>This case was done by a personal visit and the reinterview respondent said the interviewer did not use a laptop.</b>
11	The interviewer entered a bad telephone number for this case.
13	Demographic characteristic(s) was/were incorrectly recorded on roster.
14	<del>The household income and/or tenure was/were incorrectly recorded.</del>

\*At least one of these codes means “Yes” for suspected falsification.