

NCVS Supporting Statement Attachments

1.NCVS Questionnaire	2
2. Title 34, U.S.C., Section 10132 of the Justice Systems Improvement Act of 1979	226
3. NCVS-572(L) Introductory letter – All Languages.....	233
4. NCVS Distress Protocol	246
5. Screenshot of NCVS OMB Number and Expiration Date.....	252
6. NCVS-551 (NCVS Rotation Chart).....	254
7. NCVS-110 (Brochure – All Languages).....	257
8. NCVS-593(L) (Thank You Letter – Different Languages)	270
9.NCVS-521 (PreClassroom Self-Study)	273
10.NCVS-522 (FR Classroom Training Guide)	417
11.NCVS-523 (FR Classroom Training Workbook).....	674
12. NCVS-570 (Regional Office Manual).....	759
13.NCVS-541 (Reinterview Instrument Screen).....	948
14. 11-170 (CATI Reinterview Training Guide)	953
15. 11-171 (CATI Reinterview Training Workbook).....	1,081
16. 11-172 (CATI Reinterview Supervisor’s Manual)	1,164
17.Field Division Current Surveys Reinterviewer Self-Study.....	1,189

1. NCVS 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

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}?

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

- 1 = This is the correct person or correct person called to the phone
- 2 = Person not available now or no longer lives here (possible replacement)
- 3 = Person unknown at this number
- 4 = No contact, reached answering machine, or hung up
- 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}

REPLACEMENTHH

♦ A replacement household means that no one on the input roster currently lives at this address AND a new household has moved in.

♦ 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

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. _____

OTHNAME

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}

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

- ◆ The NCVS was not fully completed for {Line number} {Name}.
- ◆ Enter the reason that best describes why.
 - 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

- ◆ The NCVS was not fully completed for {Line number} {Name}.
- ◆ Enter the reason that best describes why.

SUPTYPEZ

- ◆ The supplement was not fully completed for {Line number} {Name}.
- ◆ Enter the reason that best describes why.
 - 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

- ◆ The supplement was not fully completed for {Line number} {Name}.
- ◆ Enter the reason that best describes why.

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.

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

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

WHICHLMMOVED

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, NEWREFER_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_CHK (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_CHK (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_CHK (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_CHK (hard)

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

- ◆ Return to HHROSTER_FNAME to update the name. Original first name: {Name}

NAME_CHK (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).}

- ◆ Return to HHROSTER_FNAME to update the name. Original first name: {Name}

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.

999FORLINE1_LASTNAME_CK (hard)¹

- ◆ 9's not allowed for the first person in the household.
- ◆ Return to HHROSTER_LNAME to update the name. Original last name: {Name}

LASTNAME_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).}
- ◆ Return to HHROSTER_LNAME to update the name. Original last name: {Name}

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.}

¹ 999FORLINE1_LASTNAME_CK and LASTNAME_CK were added to the instrument in June 2025 to prevent FRs from over-writing previous names with 9s.

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: {1st grade, 2nd grade, 3rd grade, 4th grade, 5th grade, 6th grade, 7th grade, 8th grade, 9th grade, 10th grade, 11th grade, 12th 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}

{◆ Read the categories until the respondent says yes / Turn the laptop around and show the respondent the answer categories}

- 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 {1st grade, 2nd grade, 3rd grade, 4th grade, 5th grade, 6th grade, 7th grade, 8th grade, 9th grade, 10th grade, 11th grade, 12th 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

?[F1]

Are you Spanish, Hispanic, or Latino?

- 1 = Yes
- 2 = No

RACE

?[F1]

◆ 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_CHK (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_CHK (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_CHK (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

[F1]

{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}?

◆ If further clarification is needed, read: “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 (rent, mortgage payments) are met by whomever is responsible.

EXCLUDE:

- Emergency shelters
- Tents in areas not intended as campgrounds
- Vehicles

- 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. **JOBAST6MONTHS**

(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?

♦ *If needed:* “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.*

- 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_CHK
Else if T_INCDATE=2, 9, RF, SKIP TO T_ANCHORDATE
Else, SKIP TO T_DESCRIBE

T_INCDATE_CHK (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
 Elseif 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?

♦ Include those the respondent no longer owns and leased vehicles.

- 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

?[F1]

{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_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 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
Elseif 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_CHK (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*

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

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?

◆ The following are NEVER considered weapons:

- Animals
- Parts of the body
- Small empty cans
- Rings
- Casts

- 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. THROW OBJECT

{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. HIT WITH OBJECT

{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 *INTENTATTMTHEFT=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 *INTENTATTMTHEFT=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 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 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 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

(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 INADDRESS**
 Else if **BREAKINWHERE=3, 4**, **SKIP TO INPLACE**
 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. **INADDRESS**

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 INPLACE**
 Else if **INADDRESS** not equal to 2 and **BREAKINWHERE=1, 2** and **ATTENDINGSCHOOL=2**, **SKIP TO INCCAMPUS**
 Else if **INADDRESS** 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 **INADDRESS** 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 **INADDRESS** 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 (Include dorm room or room in a multi-unit building like a nursing home.) ²
- 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*

² Starting in March 2025 data collection, this answer category was modified to no longer include the text “or attached garage” which was included January 2024 through February 2025.

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 **BREAKINWHERE** is [1-4], go to **PRESENCE_INTRO**
 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 **BREAKINWHERE** is [1-4], go to **PRESENCE_INTRO**
 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

(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?

♦ The following are NEVER considered weapons:

- Animals
- Parts of the body
- Small empty cans
- Rings
- Casts

- 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_ATTCKNIFEWOUND
Else if P_KNIFEWOUND=1, SKIP TO P_INJURY

283. P_ATTCKNIFEWOUND

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, SKIP TO P_MEDICALCARE

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). NOT on a security camera.³
- ☐ 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**

³ The clarification of “NOT on a security camera” was added to this answer category starting in June 2025 data collection.

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 INJACTION*
Else if **WHICHMEMBER=2, 3** or **V_ATTACKTHREAT=1**, *SKIP TO OTHER ACTIONS*
Else, *SKIP TO ANYONE PRESENT*

343. ACTIONSDURINGINC_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 PERSONHARMED_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_GENID⁴

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

⁴ HATE_GENID was asked of respondents during January 2025 data collection. For February 2025 data collection, due to the Executive Order, "[Defending Women From Gender Ideology Extremism And Restoring Biological Truth To The Federal Government](#)" issued on January 20, 2025, this item remained in the instrument, but interviewers were instructed not to ask this question of respondents. This item was removed from the instrument for March-May 2025 data collection and was reinstated (with new FR text language) in June 2025.

- 2 = No

◆ If further clarification is needed, read: Please answer to the best of your ability.

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

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?

◆ Do not consider contacts with 911 dispatchers, Emergency Medical Technicians (EMTs), fire chiefs, or private security guards to be police contacts.

- ☐ 1 = Yes

- 2 = No

If **POLICEINFORMED=1**, *SKIP TO POLICEFINDOUT*
 Else if **POLICEINFORMED=2**, *CONTINUE TO NOTREPORTEDPOLICE*
 Else if **LOCATION=7**, *SKIP TO RPTSCHOOLOFFICIAL*
 Else, *SKIP TO ATTIMETHINKCRIME*

375. **NOTREPORTEDPOLICE**

Why did you {decide not to/not} contact the police?

◆ **Probe:** Can you tell me a little more? Any other reason?

◆ **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)

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

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_CONFIRMEMPTYTYPE**
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_CONFIRMEMPTYTYPE**
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_CONFIRMMOCC
Else if WV_CONFIRMEMPTYTYPE=2, SKIP TO WV_EMPLOYERTYPE
Else, SKIP TO EMOTOLL_INTRO

441. WV_CONFIRMMOCC

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_CONFIRMMOCC=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, or 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 and Maintenance Occupation
- 12 = Personal Care or Service Occupation
- 13 = Sales and Related 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, ATTENDINGSSCHOOL=1, or
ATTENDINGSSCHOOL=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, ATTENDINGSCHOOL=1, or ATTENDINGSCHOOL=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} {have to 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 [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 JOBAST2WEEKS**
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 [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

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**

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

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**
 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**

501. **GENID_BIRTH**⁵

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

- 1 = Male
- 2 = Female
- 3 = Refused
- 4 = Don't know

⁵ Items GENID_BIRTH, GENID_DESCRIBE, and GENID_CONFIRM were only asked of respondents during January 2025 data collection. For February 2025 data collection, due to the Executive Order, "[Defending Women From Gender Ideology Extremism And Restoring Biological Truth To The Federal Government](#)" issued on January 20, 2025, these items remained in the instrument, but interviewers were instructed not to ask these questions of respondents. Starting with March 2025 data collection, the items were removed from the instrument. The skip patterns reflected in this questionnaire reflect the instrument path as of March 2025, after the items were removed.

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

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

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, or 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 and Maintenance Occupation
- 12 = Personal Care or Service Occupation
- 13 = Sales and Related 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. **USUALJOBduties**

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...

{ ♦ Read the categories until the respondent says yes / Turn the laptop around and show the respondent the answer categories. }

- 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...

{ ♦ Read the categories until the respondent says yes / Turn the laptop around and show the respondent the answer categories. }

- 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 = You are 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?
- 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 or 202-307-0765, or by mail: Chief, Victimization Statistics Unit, Bureau of Justice Statistics, 999 N. Capitol Street, NE, Washington, DC 20531.

FAQSOGENID⁶

♦ WHY DOES THE NCVS ASK ABOUT SEXUAL ORIENTATION?

Research has shown that sexual orientation is correlated with crime victimization. This question is included in the NCVS to better understand the relationship between this characteristic and experiences with criminal victimization. Additionally, discrimination against persons because of their sexual orientation 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 this item 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.

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:

⁶ This FAQ was modified to remove definitions of gender identity in March 2025 due to the Executive Order, [“Defending Women From Gender Ideology Extremism And Restoring Biological Truth To The Federal Government”](#) issued on January 20, 2025.

"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

◆ 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

◆ The National Sexual Assault Hotline

1-800-656-HOPE (1-800-656-4673)

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.

APPTTIME

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.

APPTTIMEPAST (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
{Household respondent}	{Line number}	{Name}	{Sex}	{Age}	{Phone1}	{Phone2}	{Email}

○ 1 = Yes,
need to make
changes to
contact
information

- 2 = No changes needed to contact information

HELP SCREENS

H_GETLETTER

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,
Rachel E. Morgan, Ph.D.
Chief, Victimization Statistics Unit
Bureau of Justice Statistics
U.S. Department of Justice

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; by phone at 202-307-0765; or by mail: Chief, Victimization Statistics Unit, Bureau of Justice Statistics, 999 N. Capitol Street, NE, 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.

H_HHMEMBER

Household membership status includes:

- ◆ Any person who usually lives or sleeps here OR
- ◆ Persons who are here temporarily and have NO other usual place of residence.

Examples of household members:

- ◆ Persons in the Armed Forces stationed in this locality and usually sleep here
- ◆ Students living here while attending school or here on summer break
- ◆ Persons temporarily absent (i.e., away for travel, work, seaman, etc.), who usually lives here
- ◆ Persons with two concurrent residences and regularly sleeps more than half the week here
- ◆ Citizens of foreign countries temporarily living and studying/working in the United States who have NO other usual place of residence

Do NOT include persons here temporarily who HAVE other living quarters. Examples of persons who are NOT household members:

- ◆ Persons in the Armed Forces here on leave, who are stationed elsewhere
- ◆ Students here on a short break, who usually live at school
- ◆ Inmates of specified institutions
- ◆ Persons with two concurrent residences who regularly sleep less than half the week here
- ◆ Citizens of foreign countries temporarily here and living on the premises of an Embassy, Ministry, Legation, Chancellery, or Consulate
- ◆ Citizens of foreign countries temporarily here visiting/traveling

H_ORIGIN

Spanish, Hispanic, or Latino includes people of the following origins:

Mexican

Mexican-American

Chicano
Puerto Rican
Cuban
Cuban-American
Central or South American (Spanish Countries)
Other Spanish origin

H_RACE

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 (Asian Indian, Chinese, Filipino, Japanese, Korean, Vietnamese, or other Asian)
- 5 Native Hawaiian or other Pacific Islander

H_MVP_PARTS

Other examples include...

- Catalytic converter
- Door handles
- Gas caps
- Manufacturer's insignias
- Mufflers
- Steering wheels
- Transmissions
- Wheels

H_TIMEATADDRESS

We are interested in the most recent CONTINUOUS length of time the respondent has lived as a usual resident at the sample address.

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

Jump To:

[Source Credit](#)

[References In Text](#)

[Codification](#)

[Prior Provisions](#)

[Amendments](#)

[Effective Date](#)

[Miscellaneous](#)

§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.

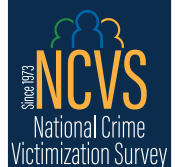
"SEC. 5. NATIONAL CRIME VICTIM'S SURVEY.

"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."

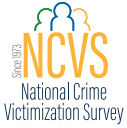
Attachment 3: NCVS-572(L) Introductory letter-All Languages



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,

Rachel E. Morgan, Ph.D.
Chief, Victimization Statistics Unit
Bureau of Justice Statistics
U.S. Department of Justice

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?

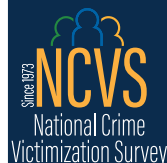
The Census Bureau and the Bureau of Justice Statistics are required by law to protect your information. The Census Bureau and the Bureau of Justice Statistics are not permitted to publicly release your responses in a way that could identify you or your household. The Census Bureau is conducting this 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?

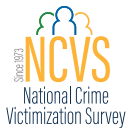
You can ask the Census Bureau interviewer any questions you have. You can also contact the Bureau of Justice Statistics with questions or feedback at askBJS@usdoj.gov; by phone at 202-307-0765; or by mail: Chief, Victimization Statistics Unit, Bureau of Justice Statistics, 999 N. Capitol Street, NE, 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.



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,

Rachel E. Morgan, Ph.D.

Jefe, Unidad de Estadísticas de Victimización

Oficina de Estadísticas Judiciales

Departamento de Justicia de Estados Unidos

¿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 (Nº 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?

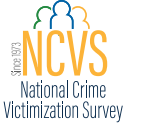
Puede hacerle al entrevistador de la Oficina del Censo cualquier pregunta que tenga. También puede comunicarse con la Oficina de Estadísticas Judiciales con sus preguntas o comentarios en <askBJS@usdoj.gov>; por teléfono en 202-307-0765; o por correo en: Chief, Victimization Statistics Unit, Bureau of Justice Statistics, 999 N. Capitol Street, NE, 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>.

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،

Rachel E. Morgan

Rachel E. Morgan، حائز لى درجة الدكتوراه
الرئيس، وحدة إحصاءات ضحايا الجريمة
وزارة العدل الأمريكية

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. يتضمن هذا الإجراء أن العناوين المختارة تمثل جميع الأسر في الولايات المتحدة. ولا يمكننا أن نبذل عنواناً 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 أسرته. 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، البندين 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: 0111-1121). 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 أو عن طريق الهاتف على 202-703-5670 أو عن طريق البريد:

Chief, Victimization Statistics Unit, Bureau of Justice Statistics, 999 N. Capitol Street, NE, Washington, DC, 20531

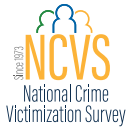
للتأكد من أن الشخص الذي يتصل بك حول الاستبيان هو موظف في مكتب الإحصاء أو لمزيد من المعلومات، يرجى زيارة www.census.gov/ncvs.



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！

Rachel E. Morgan, 博士
犯罪受害统计处处长
司法统计局局长

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？

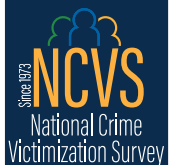
法律要求人口普查局和司法统计局保护您的信息。人口普查局和司法统计局不得以可能识别您或您的家庭成员身份的方式公开披露您的回答。人口普查局根据法律（《美国法典》第 13 篇第 8 节）授权，为美国司法部司法统计局开展这项调查。司法统计局有权依法（《美国法典》第 34 篇第 10132 节）收集本调查信息。联邦法律保护您的隐私，并对您的回答保密（《美国法典》第 13 篇第 9 节和《美国法典》第 34 篇第 10231 节和第 10134 节）。根据《2015 年联邦网络安全增强法案》的要求，通过对传输数据的系统进行筛选，保护您的数据免受网络安全风险。本数据搜集已获得管理和预算办公室（OMB 编号：1121-0111）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？

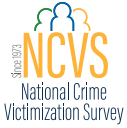
您可以向人口普查局调查员提出任何问题。您也可以通过以下方法与司法统计局联系，提出问题或反馈意见，发电子邮件至 <askBJS@usdoj.gov>；打电话至 202-307-0765；或寄邮件至 Chief, Victimization Statistics Unit, Bureau of Justice Statistics, 999 N. Capitol Street, NE, Washington, DC, 20531。为了确保与您联系的调查人员是人口普查局员工，或了解更多信息，请访问网站 <www.census.gov/ncvs>。



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 전화를 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 유지됩니까?

인터뷰 중에 하시는 모든 말씀은 연방법에 따라 철저히 기밀로 유지될 것입니다. 귀하의 응답은 조사에 응답한 다른 사람들의 응답과 합쳐져서 통계 데이터 요약을 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.

Rachel E. Morgan, 박사
범죄 피해 통계 부서 책임자
미국 법무부

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?

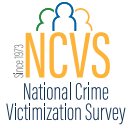
인구조사국 면접관에게 이 조사와 관련한 모든 질문을 하실 수 있습니다. 질문이나 피드백은 사법 통계국에 이메일, 전화, 또는 우편으로 연락하실 수 있습니다. 이메일 <askBJS@usdoj.gov>; 전화 202-307-0765; 우편주소 Chief, Victimization Statistics Unit, Bureau of Justice Statistics, 999 N. Capitol Street, NE, Washington, DC, 20531. 이 조사와 관련하여 귀하에게 연락하는 사람이 인구조사국 직원인지 확인하거나 자세한 정보를 원하시면 <www.census.gov/ncvs>을 방문하십시오.



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,

Tiến sĩ Rachel E. Morgan
Trưởng Phòng Thống kê Nạn nhân
Bộ Tư pháp Hoa Kỳ

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>; qua điện thoại theo số 202-307-0765; hoặc qua thư theo địa chỉ: Chief, Victimization Statistics Unit, Bureau of Justice Statistics, 999 N. Capitol Street, NE, 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>.

Appendix 4: NCVS 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.

5. Screenshot of NCVS OMB Number and Expiration Date

National Crime Victimization Survey Redesign v25.06.02

Forms

Answer

Navigate

Options

Help

Show Watch Window

Main

HH Roster

FAQ

F10

Distress

Resources

Contact

• 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 or 202-307-0765, or by mail: Chief, Victimization Statistics Unit, Bureau of Justice Statistics, 999 N. Capitol Street, NE, Washington, DC 20531.

1. Proceed with interview

2. Return to FAQ list

OMB Notice

00000002

FAQOMB

1:32:33 PM

6-3-2025

Talking To: David Citizen

About: David Citizen

12/13

Attachment 6: NCVS-551 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)									2010 Sample in Outgoing Areas only (Red)	35	36	37			2020 Sample in Continuing Areas only (Light Yellow)	2020 Sample in New Areas (Light Blue)			
	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			15	16	17	11							
	AUG		22	23	24	25	26	27	21			25	26	27	21							
	SEP		32	33	34	35	36	37	21			35	36	37	31							
	OCT		42	43	44	45	46	47	41			45	46	47	41							
	NOV		52	53	54	55	56	57	51			55	56	57	51							
	DEC		62	63	64	65	66	67	61			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					52	52						
	JUN			63	64	65	66	67	61	62	62	62	62									
	JUL				14	15	16	17	11	12	13	15	16	17	11	12	13					
	AUG				24	25	26	27	21	22	23	25	26	27	21	22	23					
	SEP				34	35	36	37	31	32	33	35	36	37	31	32	33	32	33			
	OCT				44	45	46	47	41	42	43	45	46	47	41	42	43	42	43			
	NOV				54	55	56	57	51	52	53	55	56	57	51	52	53	52	53			
	DEC				64	65	66	67	61	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	25	26	27	21	22	23	22	23	24				
	MAR					36		37	31	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		16	17	11	12	13	12	13	14	15			
	AUG					26		27	21		26	27	21	22	23	22	23	24	25			
	SEP					36		37	31		36	37	31	32	33	32	33	34	35			
	OCT					46		47	41		46	47	41	42	43	42	43	44	45			
	NOV				56	57	51		56	57	51	52	53	52	53	54	55					
	DEC				66	67	61		66	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	Phase-in Complete After December 2027						51					51		52	53	52	53	54	55	56	57
	DEC							61					61		62	63	62	63	64	65	66	67

Attachment 7: NCVS-110 (Brochure - All Languages)

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>

Childhelp National Child Abuse Hotline

1-800-4-A-CHILD (1-800-422-4453)

<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>

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>

The Trevor Project

1-866-488-7386

<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

U.S. Department of Commerce
U.S. CENSUS BUREAU
census.gov

Issued July 2024
NCVS-110 (07-24)

Connect with us
[@uscensusbureau](https://twitter.com/uscensusbureau)
[@BJSgov](https://twitter.com/BJSgov)

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.

The primary goal of the NCVS is to provide information about people's perceptions of community safety, their local police, and their experiences with victimization and crime in the past 6 months.

NCVS data, like those presented 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>.

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

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?

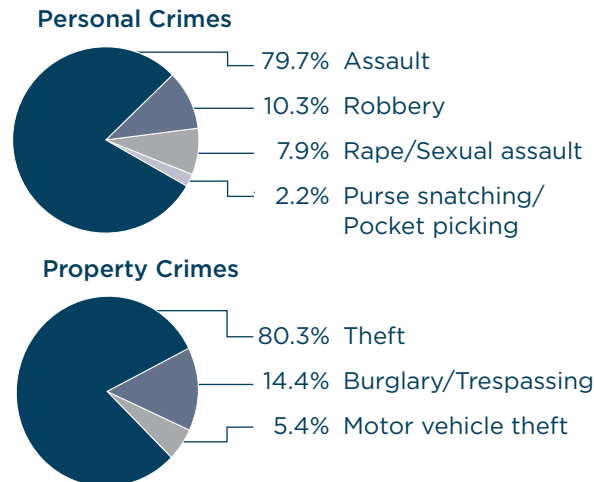
Contact the Bureau of Justice Statistics via:

Email: askBJS@usdoj.gov

Phone: 202-307-0765

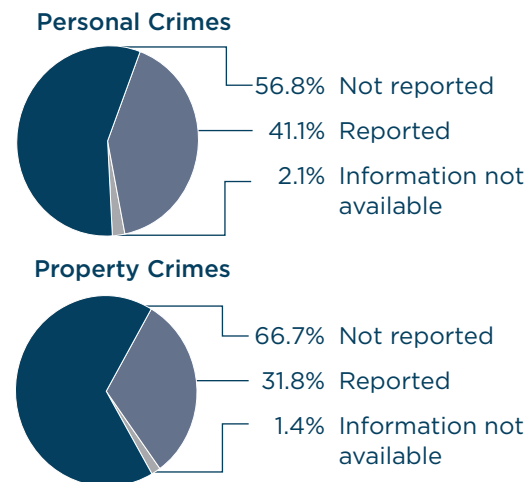
For more information about this survey, please visit by link <https://bjs.ojp.gov/programs/ncvs> or QR code:

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, 2022.

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, 2022.



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 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 crimen 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>

Childhelp National Child Abuse Hotline
(Línea de Ayuda Nacional para Niños Maltratados)
1-800-4-A-CHILD (1-800-422-4453)
<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>

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>

The Trevor Project
(El Proyecto "Trevor")
1-866-488-7386
<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

Departamento de Comercio de Estados Unidos
OFICINA DEL CENSO DE ESTADOS UNIDOS
census.gov

Conéctese con nosotros
[@uscensusbureau](https://www.uscensusbureau)
[@BJSgov](https://www.bjs.gov)

Publicado en
julio de 2024
NCVS-110 (07-24)

Desde 1973 NCVS National Crime Victimization Survey (Encuesta Nacional de Victimización Delictiva)

¿Qué es la Encuesta Nacional de Victimización Delictiva?

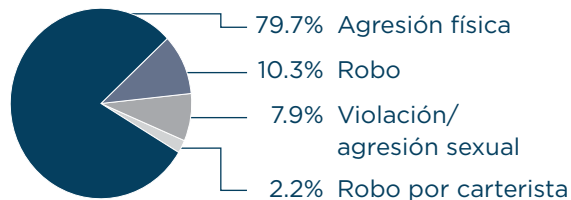
La Encuesta Nacional de Victimización Delictiva (NCVS, por sus siglas en inglés) es una encuesta a nivel nacional basada en una muestra de hogares en Estados Unidos. Se ha diseñado la encuesta para obtener información detallada acerca de las personas y si han sido víctimas de ciertos tipos de delitos como, por ejemplo, robo, hurto con entrada forzada, robo de un vehículo de motor, agresión física, violación y robo por carterista.

El objetivo principal de la NCVS es proporcionar información sobre la percepción que tienen las personas de la seguridad en su comunidad, su policía local y sus experiencias con la victimización y el delito en los últimos 6 meses.

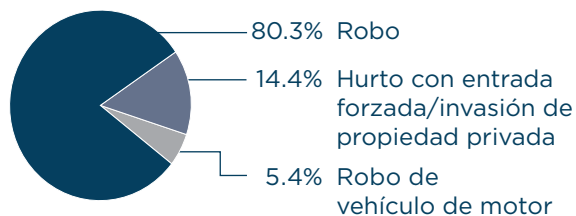
Se usan los datos de la NCVS, tales como las que se muestran en las Figura 1 y 2, para seguir de cerca la evolución del delito y la seguridad, tendencias repetidas en esta, así como para crear políticas. Se pueden ver más ejemplos en <https://ncvs.bjs.ojp.gov/Home>.

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, 2022.

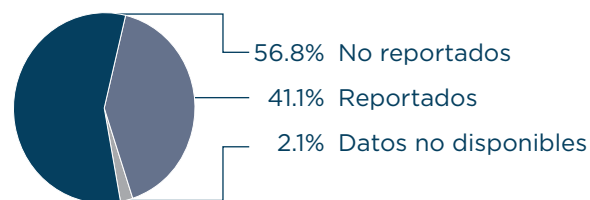
¿Qué información se reúne en esta encuesta?

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:

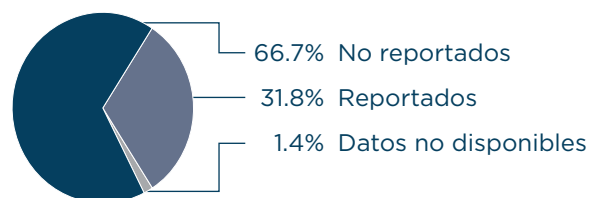
- El tipo y la cantidad de los delitos ocurridos
- Características de las personas y los hogares
- Detalles sobre los delitos, incluyendo:
 - El momento y el lugar
 - Daños económicos para la víctima
 - Lesiones
 - Actuación de la policía
 - Armas utilizadas
 - Servicios para la víctima que fueron usados

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, 2022.

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

Teléfono: 202-307-0765

Para más información acerca de esta encuesta, visite <https://bjs.ojp.gov/programs/ncvs> o el Código QR:



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 o Código QR:



منذ عام ١٩٧٣

NCVS

National Crime Victimization Survey

[الاستبيان الوطني لضحايا الجريمة]

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>

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>

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>

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>

The Trevor Project

[مشروع «تريفور»]

1-866-488-7386

<www.thetrevorproject.org>

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 لضمان 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 كذلك التي تقيم فيها. نعتقد أنك ستجد الاستبيان مثيراً للاهتمام، ومشاركتك ستساعد الجمهور في فهم قضايا الجريمة والسلامة في مختلف المجتمعات حول البلاد.

كيف سيتم 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.

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
مكتب إحصاءات العدل

U.S. Department of Commerce
U.S. CENSUS BUREAU
census.gov

تم الإصدار يوليو/تموز ٢٠٢٤
NCVS-110 (07/24)
اتصل بنا بالبريد الإلكتروني على:
@uscensusbureau
@BJS.gov

BJS Bureau of Justice Statistics

United States®
Census
Bureau

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

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 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]؟

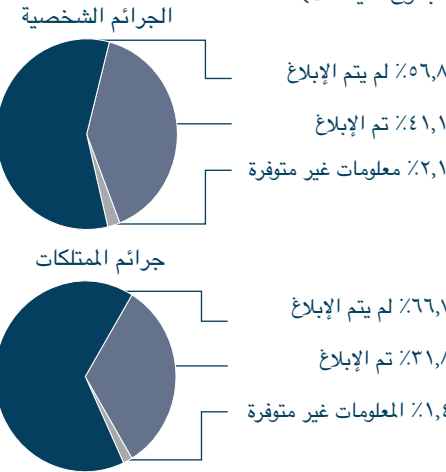
الاستبيان الوطني لضحايا الجريمة [The National Crime Victimization Survey (NCVS)] هو استبيان وطني يستند إلى عينة من الأسر الأمريكية. تم تصميم الاستبيان للحصول على معلومات مفصلة حول الناس وما إذا كانوا ضحايا لأنواع معينة من الجرائم، مثل السرقة والسطو وسرقة السيارات وسرقة الممتلكات والاعتداء والاغتصاب ونشل حقبة اليد أو الجيب.

الهدف الأساسي للاستبيان الوطني لضحايا الجريمة هو توفير معلومات حول تصورات الناس لسلامة المجتمع، والشرطة المحلية، وتجاربهم مع وقوعهم ضحية والجريمة في الأشهر الستة الماضية.

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.

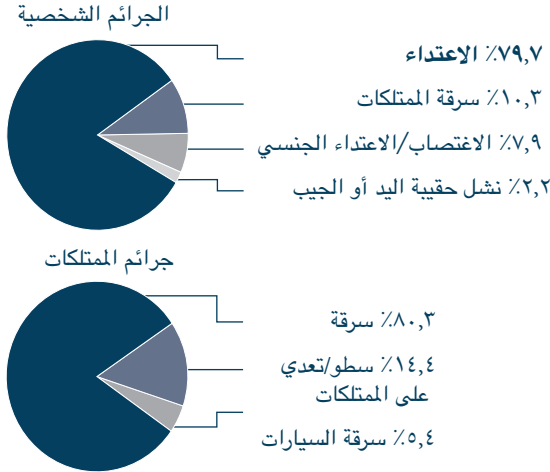
الايذاءات الإجرامية التي تم إبلاغ الشرطة عنها (النسبة المئوية من مجموع الايذاءات)



ملاحظة: قد لا يبلغ مجموع النسب المئوية ١٠٠ بسبب التقريب.

المصدر: مكتب إحصاءات العدل، الاستبيان الوطني لضحايا الجريمة [National Crime Victimization Survey]، ٢٠٢٢.

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]، ٢٠٢٢.

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 방식으로든 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>

Childhelp National Child Abuse Hotline

(전국 아동지원 아동 학대 핫라인)

1-800-4-A-CHILD (1-800-422-4453)

<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>

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>

The Trevor Project

(트레버 프로젝트)

1-866-488-7386

<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

U.S. Department of Commerce
U.S. CENSUS BUREAU
census.gov

2024년 7월 발행
NCVS-110 (7-24)
연락처
[@uscensusbureau](https://uscensusbureau)
@BJSgov

1973년부터 실시 NCVS National Crime Victimization Survey (전국 범죄 피해자 설문조사)

BJS Bureau of Justice Statistics

United States®
Census
Bureau

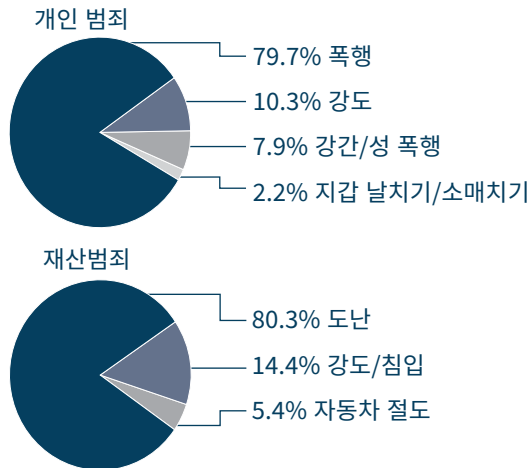
전국 범죄 피해자 설문조사란?

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.

NCVS의 주목적은 지역 사회 안전에 대한 주민들의 인식, 지역 경찰, 지난 6개월 동안의 피해 및 범죄 관련 경험에 대한 정보를 제공하는 것입니다.

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.

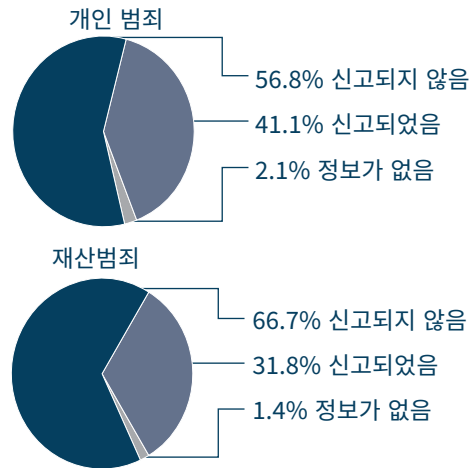
출처: Bureau of Justice Statistics (사법통계국), National Crime Victimization Survey (전국 범죄 피해 설문조사), 2022년.

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), 2022년.

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> 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> 또는 QR 코드:



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准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>

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>

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>

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>

The Trevor Project

[特雷弗项目]

1-866-488-7386

<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

U.S. Department of Commerce
U.S. CENSUS BUREAU
census.gov

颁发日期：2024年7月

NCVS-110 (7-24)

请通过
@uscensusbureau
@BJSgov与我们联系



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 的主要目标是提供有关人们对社区安全、当地警察的看法以及过去 6 个月受害和犯罪的信息。

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。

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

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；电话：202-307-0765

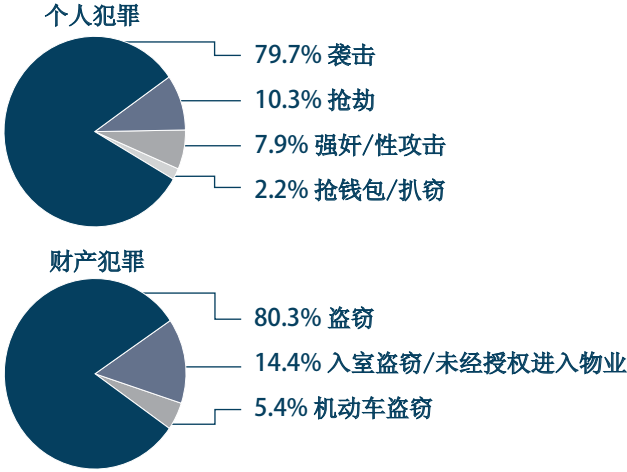
请通过链接<https://bjs.ojp.gov/programs/ncvs>或以下二维码了解有关这项调查的更多信息：



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：

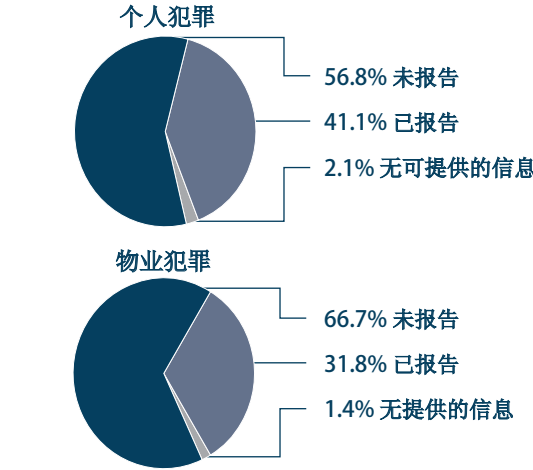


图1
按犯罪类型划分的受害事件
(占总受害事件百分比)



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，2022年全国犯罪受害事件调查。

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，2022年全国犯罪受害事件调查。

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>

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>

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>

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>

The Trevor Project
[Dự án Trevor]
1-866-488-7386
<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

U.S. Department of Commerce
U.S. CENSUS BUREAU
census.gov

Phát hành Tháng 7/2024
NCVS-110 (7-24)
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)

BJS Bureau of Justice Statistics

United States®
Census Bureau

Khảo sát Quốc gia về Nạn nhân Tội phạm là gì?

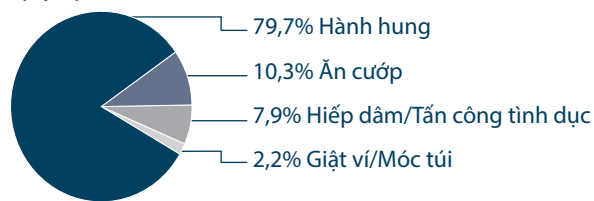
National Crime Victimization Survey (NCVS, Khảo sát Quốc gia về Nạn nhân Tội phạm) là một cuộc khảo sát trên toàn quốc dựa trên một mẫu các hộ gia đình ở Hoa Kỳ. Cuộc khảo sát được thiết kế để thu thập thông tin chi tiết về con người và liệu họ có phải là nạn nhân của một số loại tội phạm, chẳng hạn như trộm cắp, trộm nhà, trộm xe cơ giới, ăn cướp, hành hung, hiếp dâm và giật ví/móc túi hay không.

Mục đích chính của khảo sát NCVS là cung cấp thông tin về cảm nhận của người dân liên quan đến an toàn cộng đồng, cảnh sát địa phương và các trải nghiệm về tội phạm dù là nạn nhân hay không trong 6 tháng qua.

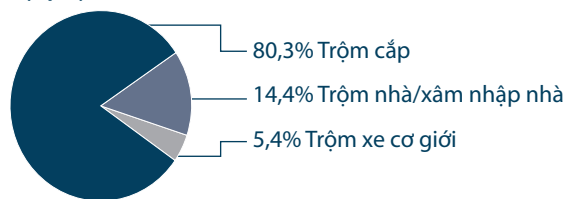
Dữ liệu của NCVS, như là những dữ liệu được thể hiện trong Hình 1 và Hình 2, được sử dụng để theo dõi các xu hướng và mô hình tội phạm và an toàn cũng như để phát triển các chính sách. Có nhiều ví dụ hơn tại <https://ncvs.bjs.ojp.gov/Home>.

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, 2022 (Khảo sát Quốc gia về Nạn nhân Tội phạm năm 2022 của Cục Thống kê Tư pháp).

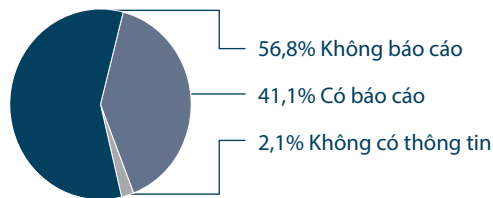
Thông tin nào được thu thập trong khảo sát này?

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:

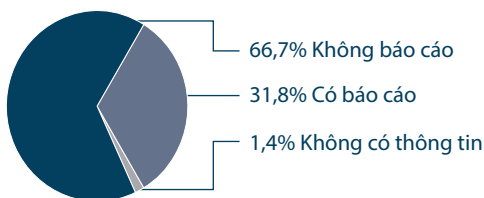
- Loại và số các vụ phạm tội đã gặp phải
- Các đặc điểm của con người và hộ gia đình
- Chi tiết về vụ phạm tội, bao gồm:
 - Thời gian và địa điểm xảy ra vụ phạm tội
 - Tổn thất tài chính đối với nạn nhân
 - Các thương tích
 - Hành động của cảnh sát
 - Vũ khí sử dụng
 - Các dịch vụ nạn nhân đã sử dụng

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, 2022 (Khảo sát Quốc gia về Nạn nhân Tội phạm năm 2022 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

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 hoặc mã QR:



Attachment 8: NCVS-593(L) Thank You Letter - Different Languages

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.



Gracias

Un mensaje del Director de la Oficina del Censo de los Estados Unidos

Estimado Residente,

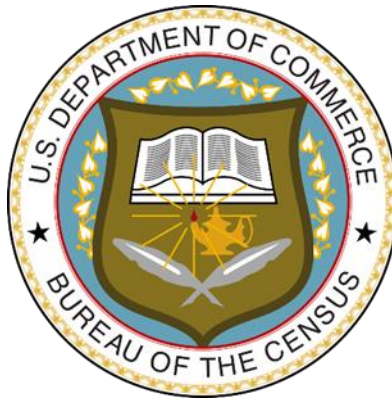
Le escribo esta carta para darle las gracias por participar en la Encuesta Nacional de Víctimas de Delitos. Al participar en esta encuesta confidencial, su ayuda garantiza que tengamos datos confiables sobre el crimen y casos de víctimas de delitos en nuestro país. Gran parte de esta información no está 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-521 PreClassroom Self-Study

National Crime Victimization Survey (NCVS)



Initial FR Training 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.

Page intentionally left blank

Contents

Self-Study Instructions	4
Lesson 1. Introduction to the National Crime Victimization Survey.....	6
Lesson 2. Basic Interviewing Techniques	17
Lesson 3. NCVS Sample Design and Control Number	27
Lesson 4. The NCVS-550 Interviewing Manual for Field Representatives	34
Lesson 5. More Details about Your Job.....	38
Lesson 6. Blaise and the NCVS	46
Lesson 7. Case Management	51
Lesson 8. The Person Level Contact History Instrument (pCHI)	66
Lesson 9. The Blaise Basics: The Survey Instrument.....	69
Lesson 10. The NCVS CAPI Instrument.....	78
Lesson 11. The NCVS Front Section	92
Lesson 12. Basic Household Questions	97
Lesson 13. Victimization Screener Questions	106
Lesson 14. The Crime Incident Report (CIR)	111
Lesson 15. Personal/Household Characteristics and Interview Info Questions	123
Lesson 16. The NCVS Back Section.....	131
Lesson 17. Self-Study Practice Interviews.....	136
Lesson 18. Final Review Exercise	138

Self-Study Instructions

Welcome!

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

Generic Training

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

Charging Time

Charge only the actual time it takes you to complete this self-study. You may charge **up to 10 hours** to complete the self-study, so be sure to keep a record of the time you spend working on this self-study using the “NOTES” page in the NCVS-523 Initial 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, so you can discuss them with your instructor during classroom training.

Charge the time that you spend completing this self-study (not to exceed 10 hours) to the **project number 0976000** and **task code 520**.

Materials Needed for this Self-Study

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

1. Your laptop and all related accessories
2. NCVS-550, Interviewing Manual for Field Representatives (electronic document on laptop – refer to Lesson 2, page 26 of this self-study for directions on how to access this manual)
3. NCVS-523 Initial FR Training Workbook
4. NCVS-572(L), Introductory Letter (incoming)
5. Pen or Pencil

About this Self-Study

This self-study contains 18 lessons. Most lessons end with a review exercise followed by an answer key. After you complete each review exercise, check your answers to see how well you have learned the major points of the lesson.

Lessons 1 through 3 introduce you to the NCVS, basic interviewing techniques, and the design of the NCVS sample. Lesson 4 illustrates using your interviewing manual. Lesson 5 introduces you to some NCVS concepts and procedures. Lesson 6 introduces you to some of the laptop keys you will use to navigate

through the survey instrument. Lessons 7 through 16 explain the different components of the instruments used in managing your sample cases and in conducting the NCVS interviews. Lesson 17 consists of a practice interview and Lesson 18 is a final review exercise which reviews key points presented throughout the self-study.

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

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

- See the differences in screen layouts in both case management and the survey instrument;
- Practice some basic navigation in the instrument;
- Become familiar with the NCVS-550 Interviewing Manual for Field Representatives and looking up answers to questions in the manual;
- Learn the basic rules of interviewing;
- Be able to explain specific NCVS definitions and concepts;
- Use the instrument to complete an interview by 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 National Crime Victimization Survey

Objectives

The objectives of this lesson are to:

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

Purpose of the NCVS

The Bureau of Justice Statistics (BJS), of the U.S. Department of Justice, sponsors the NCVS, which is the Nation's primary source of information on criminal victimization. Each year, data are obtained from a nationally representative sample of households on the frequency, characteristics, and consequences of criminal victimization in the United States. For 2025, the sample size is over 260,000 households. The survey enables the BJS to estimate the likelihood of victimization by rape, sexual assault, robbery, assault, theft, household burglary, and motor vehicle theft for the population as a whole, as well as for segments of the population such as women, the elderly, members of various racial groups, city dwellers, or other groups. The NCVS provides the largest national forum for victims to describe the impact of crime and characteristics of violent offenders.

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

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

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

Take a minute now and look at page 13 of this Self-Study.

[]

Additional publications based on the data we collect can be viewed at: [Publications & Products | Bureau of Justice Statistics](#).

NCVS History

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

“Selling” the Survey

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

Next, open a web browser on your FR laptop and go the following website (<https://bjs.ojp.gov/ncvs-participant>) to review the BJS webpage for NCVS participants. After reading the “What to Expect” and “Why Participate” sections, watch the “Learn More about the NCVS (Adult Participants, English)” video. There is also a similar video named “Learn More about the NCVS (Youth Participants, English)” which is aimed at children who are eligible to be interviewed. []

Frequently Asked Questions

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

1. What is this survey all about?

The NCVS is conducted monthly to collect information on the kinds and amount of crime in the United States. From a sample of households throughout the United States, we interview all household members age 12 or older. The NCVS asks whether people experienced crime in the last 6 months, regardless of whether they were reported to the police.

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

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

3. How can this survey help to fight crime?

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

4. Why was I selected for this survey?

Actually, we selected your address, not you personally. We scientifically selected a sample of addresses across the country to represent the entire population. If your household should move away while your address is still in the survey, we interview the new family that moves in.

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

Whether you experienced a crime or not, you are helping the nation understand crime and safety issues – *your experience matters*. We cannot accurately determine the percentage of people who experience crime unless we get information from both victims and non-victims. By examining the differences between victims and non-victims, we can get a clearer picture of who's impacted by crime and how those impacts vary for different people and households. Further, we ask respondents their opinions about their local community and the police, regardless of whether they've been a victim of a crime in the last 6 months.

6. Why waste my tax dollars on a survey?

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

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

Besides my identification badge, I can give you a telephone number to call so you can verify with my supervisor that I work for the U.S. Census Bureau. You can also go to the Census.gov website and click on the "Survey Respondents" link near the top of the webpage.

8. Is this survey authorized by law?

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

Accessing the NCVS-550 Interviewing Manual for Field Representatives

Becoming familiar with these questions and answers will add to your confidence in gaining a successful interview. A more complete list of general survey questions and answers can be found in Part A, Chapter 2, Topic 5 "Answering Respondents' Questions" in the electronic copy of the NCVS-550 Interviewing Manual for Field Representatives (2/2025).

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

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

Explain the Sampling

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

We selected your address, not you personally. We scientifically select a sample of addresses across the country to represent the entire population. At each selected address, we interview household members who are 12 years of age and older. If your household moves away while your address is still in the survey, we interview the new residents who move in.

Confidentiality

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

As an FR, you should NEVER make survey information available to anyone except sworn Census Bureau employees who have a work related need to know the information. **Do not permit any unauthorized persons, even members of your own family, to see the information that you collect.**

The assurance of confidentiality is one of the reasons people are usually willing to participate. All Census Bureau employees must take an oath to uphold this confidentiality. The Census Bureau takes its confidentiality promise to respondents very seriously.

The NCVS is protected by two confidentiality statutes. Title 13 United States Code (U.S.C.), Section 9 and Title 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.

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

Confidentiality Rules

Rules to help you maintain confidentiality during everyday activities:

1. Lock your car when it contains NCVS materials and store these materials out of view.
2. Do not leave phone numbers (*other than your own*) on notes left at a respondent's door. For example, don't leave the phone numbers of friends, other employees, or relatives.
3. Do not leave completed NCVS materials at home where others might see them or leave your NCVS cases opened on your laptop so others can see the case.
4. If you leave NCVS materials or your laptop in a hotel or motel room, make sure that they are kept in a locked briefcase.
5. Do not leave NCVS materials (such as survey brochures), with nonhousehold members or apartment managers, unless left in sealed envelopes.

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

Review Exercise

Complete the review exercise that starts on page 14. Compare your answers to the answer key which follows the review exercise, then continue with Lesson 2.

Illustration of a Crime Victimization Report



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

Criminal Victimization, 2023

SUMMARY NCJ 309335

SEPTEMBER 2024

In 2023, the rate of violent victimization in the United States was 22.5 victimizations per 1,000 persons age 12 or older, which was similar to the 2022 rate (23.5). Violent victimization includes rape or sexual assault, robbery, aggravated assault, and simple assault. The last three decades saw an overall decline in the rate of violent victimization, from 1993 (79.8 per 1,000) to 2023.

Violent victimization

In 2023, the rate of violent victimization excluding simple assault decreased for males from 9.5 per 1,000 males in 2022 to 6.9 per 1,000 in 2023, while the rate for females did not change significantly. The rate of intimate partner violence (violent victimizations that were committed by current or former spouses, boyfriends, or girlfriends) decreased from 3.4 victimizations per 1,000 persons age 12 or older in 2022 to 2.2 per 1,000 in 2023.

Property victimization

Households in the United States experienced 13.6 million property victimizations in 2023. The number of property victimizations was comparable to that in 2022 but higher than the 12.8 million in 2019. Property crime includes

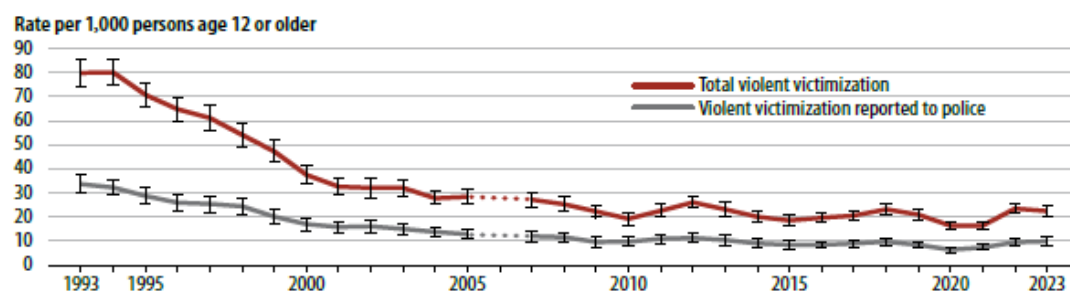
burglary or trespassing, motor vehicle theft, and other types of household theft. From 2022 to 2023, the rate of property victimization in urban areas increased from 176.1 victimizations per 1,000 households to 192.3 per 1,000.

Reporting to police

The rate of violent victimization reported to police was consistent from 2022 to 2023 (10.1 per 1,000 persons) and continued the overall downward trend since 1993 (33.8 per 1,000). The 2023 rate was higher than the 2020 (6.6 per 1,000) and 2021 (7.5 per 1,000) rates but was comparable to 5 years ago, in 2019. A lower percentage of robbery victimizations were reported to police in 2023 (42%) than in 2022 (64%). The percentage of overall property crime victimizations reported to police decreased from 32% in 2022 to 30% in 2023, due in part to a decline in the reporting of motor vehicle thefts to police (from 81% to 72%).

The full report (*Criminal Victimization, 2023*, NCJ 309335, BJS, September 2024), related documents, and additional information about the Bureau of Justice Statistics are available on the BJS website at bjs.ojp.gov.

Rate of violent victimization and violent victimization reported to police, 1993–2023



Note: Estimates for 2006 should not be compared to other years. See *Criminal Victimization, 2007* (NCJ 224390, BJS, December 2008) for more information on changes to the 2006 National Crime Victimization Survey.

Source: Bureau of Justice Statistics, National Crime Victimization Survey, 1993–2023.

Lesson 1 – Review Exercise

1. Who sponsors the National Crime Victimization Survey (NCVS)?
2. The purpose of the NCVS is to: **(Mark all answers that apply.)**
 - ☐ Obtain an accurate, up-to-date measure of the kinds and amount of crimes committed against persons who are 12 years of age and older.
 - ☐ Provide statistical information on crime and its impact on society.
 - ☐ Plan new ways to attack crime.
 - ☐ Evaluate the effectiveness of existing crime prevention programs.
3. Field Representatives (FRs) contact a specific number of households every month and ask the survey questions of each household member who is 12 years of age and older.

TRUE**FALSE**
4. If a reluctant respondent suggests that you get this crime information from the police, tell the respondent that: **(Mark the correct answer.)**
 - ☐ Over half of all crimes go unreported to the police.
 - ☐ The police are not allowed to provide our agency with crime information.
 - ☐ It is easier to collect crime information directly from crime victims.
5. If a reluctant respondent says that she doesn't have any crimes to report and there is no need to complete the NCVS interview, you can explain that: **(Mark the correct answer.)**
 - ☐ You will ask the short version for respondents with no crimes to report.
 - ☐ After asking a few NCVS questions, the respondent may remember a crime.
 - ☐ By examining the differences between victims and non-victims, we can try to determine why certain individuals become victims, while others do not.
 - ☐ Regardless of whether they were a victim of a crime in the last 6 months, all respondents are asked their opinions about their local community and the police.

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

TRUE

FALSE

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

Lesson 1 – Answer Key

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

Bureau of Justice Statistics, U. S. Department of Justice. (Page 6)

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

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

☒ Provide statistical information on crime and its impact on society.

☒ Plan new ways to attack crime.

☒ Evaluate the effectiveness of existing crime prevention programs.

(Page 6)

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

TRUE (Page 7)

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

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

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

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

(Page 7)

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

- ☐ You will ask the short version for respondents with no crimes to report.
- ☐ After asking a few NCVS questions, the respondent may remember a crime.
- ☒ By examining the differences between victims and non-victims, we can try to determine why certain individuals become victims, while others do not.
- ☒ Regardless of whether they were a victim of a crime in the last 6 months, all respondents are asked their opinions about their local community and the police.

(Page 8)

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

TRUE (Page 9)

Continue with Lesson 2.

NOTES

Lesson 2. Basic Interviewing Techniques

Objective

The objectives of this lesson are to:

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

Three Basic Elements

There are three basic elements in any interview situation.

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

Let's look at each element separately.

Your Job: Personal Visit and Telephone Interviews

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

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

Sell the Survey and Know Its Data Uses

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

In Lesson 1, you read about some of the most frequently asked questions and how you should respond, along with the importance of learning background information about the NCVS. Use this information to convince respondents of the importance of the NCVS and show the benefits of the survey results. Give brief, appropriate, and accurate information when talking to a respondent about the NCVS.

Example

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

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

Explain the Sampling

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

We selected your address, not you personally. We scientifically selected a sample of addresses across the country to represent the entire population. At each selected address, we interview household members who are 12 years of age and older. If your household moves away while your address is still in the survey, we interview the new residents that move in.

Create an Objective Atmosphere

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

- Shaking your head or frowning indicates disapproval just as clearly as if you had spoken.
- If the respondent thinks you favor one answer more than the other, he/she may give that answer. As a result, you will influence the interview and possibly impact the survey results.

Remain Neutral

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

Be Sincere

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

Be Professional

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

FR's ID Badge

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

Introductory Letter

In many cases, the household members will be expecting you. The National Processing Center (NPC) sends a letter to each sample address before a sample household will be contacted by you, for the NCVS. This letter introduces the survey and explains the voluntary nature of the study, while stressing the importance of participation. It also tells respondents that any information given to a Census Bureau representative is confidential.

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

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

[]

Introduce Yourself

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

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

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

"Hello. I'm (your name) from the U.S. Census Bureau. 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?"

Feel Comfortable With Your Introduction

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

Two Types of Information

There will be two types of information that you will collect in the NCVS interview:

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

Types of NCVS Respondents

The NCVS respondents are classified as two types:

- 1) individual respondent, and
- 2) household respondent.

Individual Respondents

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

Household Respondent

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

The household respondent must be a current household member **who is at least 18 years of age**, except for a few unusual situations, which is covered in the NCVS-550 FR Manual. The household questions are asked only once in a sample household during each interview period, which is once every 6 months for 7 interview periods. In most cases, you will complete the household respondent's interview **before** you interview any other eligible household members.

Proxy Interviews

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

Become Familiar With the Survey Questions

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

Proper Interviewing Procedures

For the NCVS, interview household members in private, out of the hearing of others whenever possible. The NCVS covers some very sensitive topics. If a respondent completes the interview in front of other people, they may not be fully truthful about their victimization experiences. This can happen when others are present during the interview, whether they are household members, family, or friends. In general, you get more accurate, complete information when you interview in private.

You may say something to the respondent like, "Research has shown that we get better data when we interview in private. We would also like to ensure confidentiality for each household member. Is there some place we can talk away from others?" Try to arrange private interviews, out of hearing distance of any other person for the NCVS. If household members sit down together for the interview, tell them that you wish to interview separately to ensure the confidentiality of each household member's answers, and to ensure that we get the most complete and quality data. Use your discretion if a respondent seems hesitant about providing information when others are present. Ask the household member whether another time or room in the residence might be more convenient to complete the interview. Continue to interview with others present **ONLY** if the household member refuses to be interviewed privately or a private interview is not possible (for example, in a small space such as a studio apartment). Even in front of others, you must still conduct each interview at a conversational pace, and ask each household member all questions in their entirety.

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

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

Your actions, as well as your words, can influence an interview. If you frown or shake your head, the respondent will sense your disapproval just as clearly as if you put it into words. If a respondent thinks that you favor one answer more than another, this could influence his or her responses.

Accessing the NCVS-550 Interviewing Manual for Field Representatives

For more detailed information about probing techniques refer to the subtopic “Probing Techniques” in Part A, Chapter 2, Topic 6 in the electronic copy of the NCVS Field Representative Manual (NCVS-550, Interviewing Manual for Field Representatives, 2/2025).

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

Ask Questions as Worded

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

- Ask the NCVS questions **EXACTLY AS WORDED** on the screen, and
- Follow all instructions carefully.

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

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

Review Exercise

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

Lesson 2 - Review Exercise

1. Your primary goal is to obtain complete _____ with each sample _____ assigned to you.
2. As an NCVS FR, you should be able to: **(Mark all answers that apply.)**
_____ Explain the importance of the survey.
_____ Answer any questions that a respondent may have.
_____ Determine if a sample household keeps a home safe for valuables.
3. As you complete your NCVS assignments, you will be conducting both _____ and _____ interviews.
4. Your _____ proves that you are an employee of the United States Census Bureau.
5. A proper introduction to the NCVS for a personal visit interview should contain the following information: **(Mark all answers that apply.)**
_____ Your home address and telephone number.
_____ Your name.
_____ The fact that you represent the United States Census Bureau.
_____ Your reason for contacting the household whether in person or by telephone.
_____ An inquiry whether or not the household received a letter from the Census Bureau about the NCVS and your visit.
6. The household respondent must be a current household member who is at least _____ years of age, except in a few unusual situations.
7. In most cases, self-response is not necessary and it is acceptable for one household member to answer all of the survey questions for all other household members.

TRUE

FALSE

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

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

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

TRUE

FALSE

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

Lesson 2 – Answer Key

1. Your primary goal is to obtain complete interviews with each sample address assigned to you.

(Page 17)

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

 X Explain the importance of the survey.

 X Answer any questions that a respondent may have.

 Determine if a sample household keeps a home safe for valuables.

(Page 17)

3. As you complete your NCVS assignments, you will be conducting both personal visit and telephone interviews.

(Page 17)

4. Your Identification Badge proves that you are an employee of the United States Census Bureau.

(Page 18)

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

 Your home address and telephone number.

 X Your name.

 X The fact that you represent the United States Census Bureau.

 X Your reason for contacting the household whether in person or by telephone.

 X An inquiry whether or not the household received a letter from the Census Bureau about the NCVS and your visit.

(Page 19)

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

(Page 20)

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

FALSE (Pages 19-20)

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

☒ It's important to develop a neutral non-threatening, nonjudgmental atmosphere since it is difficult not to show personal opinion.

☐ It is ok when you agree with the respondent's opinion.

☒ Do not show any surprise or disapproval expressions.

☒ Do not show favoritism to one answer more than another answer.

(Page 18)

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

TRUE (Page 21)

Continue with Lesson 3.

NOTES

Lesson 3. NCVS Sample Design and Control Number

Objectives

The objectives of this lesson are to:

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

Definition of "Sample"

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

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

Sample Survey

The NCVS is a sample survey. The NCVS sample for 2024 consists of over 260,000 household cases throughout the United States. These addresses are scientifically selected so that characteristics of the people who reside at these addresses are representative of the entire population.

Sample Units

Addresses selected for the NCVS sample are called "sample" units or "sample" addresses. A sample unit is occupied usually by one household (*a family, a group of unrelated persons living together, or a person living alone*).

Each sample unit represents hundreds of other similar units. Therefore, when an FR omits or obtains incorrect information about one sample unit, the error is multiplied hundreds of times.

Control number

Each sample unit is identified uniquely by a control number, which consists of the following:

- Survey code (*2 digits*) For NCVS the code is 02.
- State code (*2 digits*) FIPS (Federal Information Processing Standards) state code
- County code (*3 digits*) FIPS county code
- Frame code (*1 digit*) Shows what frame the sample unit is in:

G = group quarters frame,

U = unit frame, and

C = coverage improvement frame.

- Sample designation code (*3 digits*)
- Sequence number #1 (*4 digits*)
- Sequence number #2 (*2 digits*)

Unique ID

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

How Often Is a Sample Address Interviewed?

Generally, a sample address that is selected for the NCVS is contacted every 6 months for 3 years, until the household has been interviewed a total of 7 times. For example, if a household is interviewed in January 2024 for the first time, that household is interviewed again in July 2024, January 2025, July 2025, January 2026, July 2026, and January 2027.

Only the **first interview** with a sample household must be conducted in person. The remaining interviews (*2nd through 7th*) are conducted by telephone by an FR. However, if a household prefers to be interviewed in person, you can conduct interviews 2-7 in person.

When Household Members Change

The NCVS is a sample of addresses. If the occupants of a sample address change, you interview the people who currently live at the address and consider the address to be their usual place of residence. Always interview the current household members at an assigned sample address.

Review Exercise

Complete the review exercise starting on page 3-3 on the next page. Make sure to compare your answers to the answer key that follows the review exercise, then continue with Lesson 4.

Lesson 3 - Review Exercise

1. Which households are interviewed in the NCVS each month? **(Mark the correct answer.)**
☐ All the households in the United States.
☐ All the households in selected counties.
☐ A sample of households which represents all households in the United States.
2. The NCVS sample is selected by a scientific process.

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

TRUE**FALSE**
4. What do we call addresses selected for the NCVS sample? **(Mark the correct answer.)**
☐ Sample places
☐ Sample areas
☐ Sample units
☐ Segments
5. The information that you collect from a sample unit represents information for:
(Mark the correct answer.)
☐ The sample unit only
☐ Hundreds of other similar units
☐ All 260,000 units in the survey
6. What happens when an FR omits or obtains incorrect information at a sample unit? **(Mark the correct answer.)**
☐ The error affects only the sample unit.
☐ The error is multiplied hundreds of times.

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

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

_____ Every month for 3 years

_____ Every month for 6 months

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

TRUE

FALSE

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

Lesson 3 - Answer Key

1. Which households are interviewed in the NCVS each month? **(Mark the correct answer.)**
- _____ All the households in the United States.
- _____ All the households in selected counties.
- X** A sample of households which represents all households in the United States.

(Page 27)

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

TRUE (Page 27)

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

FALSE (Page 27)

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

- _____ Sample places
- _____ Sample areas
- X** Sample units
- _____ Segments

(Page 27)

5. The information that you collect from a sample unit represents information for:

(Mark the correct answer.)

- _____ The sample unit only
- X** Hundreds of other similar units
- _____ All 260,000 units in the survey

(Page 27)

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

_____ The error affects only the sample unit.

X The error is multiplied hundreds of times.

(Page 27)

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

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

_____ Every month for 3 years

_____ Every month for 6 months

(Page 28)

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

TRUE (Page 28)

Continue with Lesson 4

NOTES

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

Objective

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

- The NCVS-550 Interviewing Manual for Field Representatives

Please get your laptop out and find it now. Refer to lesson 2, page 13 of this Self-Study for directions on accessing this document. []

Introduction to the NCVS-550

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

How the Manual is Organized

Refer to your NCVS-550 Interviewing Manual for Field Representatives as you read the following paragraphs.

Your interviewing manual is divided into four main parts:

Part A: *The National Crime Victimization Survey and You,*

Part B: *National Crime Victimization Survey CAPI Instrument,*

Part C: *Survey Concepts,*

Part D: *NCVS Case Management and Contact History Instrument.*

Table of Contents

At the front of the NCVS-550 Interviewing Manual for Field Representatives is a Table of Contents that helps you locate information in the manual for specific NCVS subjects or items in the NCVS instrument. (You may also use the search function in Adobe Acrobat to locate specific terms or phrases.)

Part A: The National Crime Victimization Survey and You

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

- the purpose and sponsor of the survey,
- sample design,

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

Take a few minutes now to look through Part A.

[]

Part A, Chapter 6 “Noninterviews”

Now look at Part A, Chapter 6.

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

Read about the four types of NCVS noninterviews in Part A, Chapter 6, Topic 1. Your reading ends after the subtopic “Type Z Noninterviews.”

[]

Part B: The National Crime Victimization CAPI Instrument

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

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

[]

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

Part B, Chapter 1, “Overview of the NCVS Instrument”

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

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

[]

Next, locate Topic 5, “Navigation and Using Function Keys”.

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

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

[]

Part B, Chapter 2, “Front Section of the NCVS Instrument”

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

- Provide the telephone number to dial and the introduction to read to the person who answers your telephone call or answers the door during a personal visit.
- Identify possible interviewing problems.
- Verify that you reached the correct address and household.
- Verify that you are speaking to an eligible household respondent and, if necessary, select another eligible household respondent.

Part B, Chapter 3, “Middle Section of the NCVS Instrument: Introduction & Screening Items”

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

Part B, Chapter 4, “Middle Section of the NCVS Instrument: Incident Report Items”

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

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

Detailed discussions on the concepts and procedures for the screening questions and the incident questions are covered in Part C of the manual and also discussed later in this self-study.

Part B, Chapter 5, “Middle Section of the NCVS Instrument- Unduplication, and Help Screens”

This chapter gives you an overview of how to review incidents for duplication in the middle section of the NCVS CAPI instrument. This chapter also provides a list of “Help” screens available to you for specific NCVS items within the instrument. Turn to Topic 3 of Chapter 5 in your NCVS-550 Interviewing Manual for Field Representatives and look over the different help screens that are available to you as you conduct NCVS interviews. []

Part B, Chapter 6, “Ending the Interview and Back Section of the NCVS Instrument”

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

Make appointments to recontact a sample household to complete an interview.

- Thank respondents for their participation in the NCVS.
- Enter any final notes about the case.

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

Part C: “Survey Concepts”

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

Take a few minutes now to look through Part C.

[]

Part D: NCVS Case Management and Contact History Instrument

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

Part D, Chapter 1, Getting into Case Management

Now go to Chapter 1, in Part D of your manual.

[]

This chapter explains:

- getting into case management, and
- transmissions.

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

Part D, Chapter 1, Topic 2, Transmissions

Topic 2 covers important information on transmitting your completed work.

Part D, Chapter 2, Personal Contact History Instrument

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

[]

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

Lesson 5. More Details about Your Job

Objective

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

Length of Time in Sample

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

Enumeration Periods

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

Interview Period

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

Reference Periods

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

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

For example: If a household respondent's first enumeration period interview is conducted on **March 1, 2025**, the current reference period for the household respondent is **September 1, 2024 to February 28, 2025**. If the remaining household members were interviewed for the first enumeration period on **March 4, 2025**, the current reference period for each of these household members is **September 1, 2024 to March 3, 2025**.

After the first enumeration period, reference periods for all **remaining enumeration periods** start on the date of the household member's last interview and end on the day prior to the member's current interview date. For example, if the respondent was previously interviewed on **February 3, 2024** and you are conducting the respondent's current interview on **August 8, 2024**, then the current reference period for this respondent is **February 3, 2024 to August 7, 2024**.

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

Personal vs Telephone Interviews

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

After completing the household respondent's interview, always try to complete interviews for all remaining eligible household members during the same contact. Any follow-up contacts to interview remaining household members should be done by telephone. For sample units that are to be interviewed using the personal visit procedure, after you complete the household respondent's personal interview, you are allowed to make telephone callbacks to obtain interviews with the remaining household members who were not available at the time of your personal visit.

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

Refusals

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

If the household respondent refuses his/her interview and there is no other eligible household member who can serve as the new household respondent, discontinue interviewing in the sample household. However, if there is another eligible household member who can serve as a household respondent, you can interview that person as the new household respondent. Remember, BEFORE you can interview any other eligible household members, you must complete at least a partial interview with the household respondent's interview. When there is more than one eligible individual respondent, the refusal of one individual respondent does NOT end the NCVS interviews in the sample household.

Replacement Households

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

NCVS Changes

The survey sponsor, the BJS, is always looking for ways to improve the NCVS interview, as well as ways to collect information on topics of current interest. Some of these changes are temporary, while other

changes could become permanent. Over the past few years, new or revised questions have been incorporated into the NCVS interview including questions about:

- Hate crimes
- Sexual Orientation
- Citizenship
- Veteran's Status

The NCVS questionnaire was redesigned in 2024 to improve the data being collected for the survey.

Starting With the Household Respondent

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

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

Reporting Crime Incidents

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

- Where the incident took place
- How the incident happened
- Any injuries that the respondent or other household members may have experienced during the incident.
- Information about the offender(s).
- Whether the respondent received any services for being a victim of a crime.
- Whether or not the police were notified and reasons for not reporting the incident to the police.

Review Exercise

Complete the review exercise that starts on the following page. Compare your answers to the answer key, which follows the review exercise, then continue with Lesson 6.

Lesson 5 - Review Exercise

1. Each address that is selected as a sample unit for the NCVS is usually interviewed:

(Mark the correct answer.)

_____ Only one time

_____ Seven times

_____ Three times

2. The reference period for the NCVS covers the following time period:

(Mark the correct answer.)

_____ The 12 months prior to the interview month

_____ The 6 months prior to the interview day

_____ The 2 years prior to the interview month

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

TRUE

FALSE

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

TRUE

FALSE

5. Typically, your interview period begins on the first day of the month and lasts for about:

(Mark the correct answer.)

_____ 2 1/2 weeks

_____ One month

_____ 1 week

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

TRUE

FALSE

7. When an entire household moves out and a new household moves in, the new household is referred to as a _____ and the interview with the new household should be treated like _____ households.
8. Interviews with units in sample for their second through seventh interview should be conducted by telephone from a secure place in your home.

TRUE

FALSE

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

Lesson 5 - Answer Key

1. Each address that is selected as a sample unit for the NCVS is usually interviewed:

(Mark the correct answer.)

_____ Only one time

X Seven times

_____ Three times

(Page 38)

2. The reference period for the NCVS covers the following time period:

(Mark the correct answer.)

_____ The 12 months prior to the interview month

X The 6 months prior to the interview day

_____ The 2 years prior to the interview month

(Page 38)

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

TRUE (Page 39)

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

FALSE (Page 39)

5. Typically, your interview period begins on the first day of the month and lasts for about:

(Mark the correct answer.)

_____ 2 1/2 weeks

X One month

_____ 1 week

(Page 38)

6. It does not matter which household member gets interviewed first for the NCVS.
FALSE (Page 40)
7. When an entire household moves out and a new household moves in, the new household is referred to as a **replacement household** and the interview with the new household should be treated like incoming or first time in sample households.
(Page 39)
8. Interviews with units in sample for their second through seventh interview should be conducted by telephone from a secure place in your home.
TRUE (Page 39)

Continue with Lesson 6

NOTES

Lesson 6. Blaise and the NCVS

Objective

At the end of this lesson, you will familiarize yourself with some of the basic keys that you will use to navigate or “move around” in the NCVS survey instrument.

What is Blaise?

Blaise is the name of the software in which the NCVS instrument is programmed. The “instrument” is the automated questionnaire, or the computer program used to present the survey questions. Throughout training you will practice identifying information and learning where to look for things in Blaise.

Entering Information

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

You use various Function Keys: Tab, PageUp and PageDown, Enter, and End, as well as the up, down, right and left arrow keys to navigate through the instrument.

Typing the appropriate pre-code and pressing “Enter” takes you to the next question or item in the instrument.

The “End” key takes you to the next unanswered question, which is good for getting back to where you left off if you need to re-enter the case.

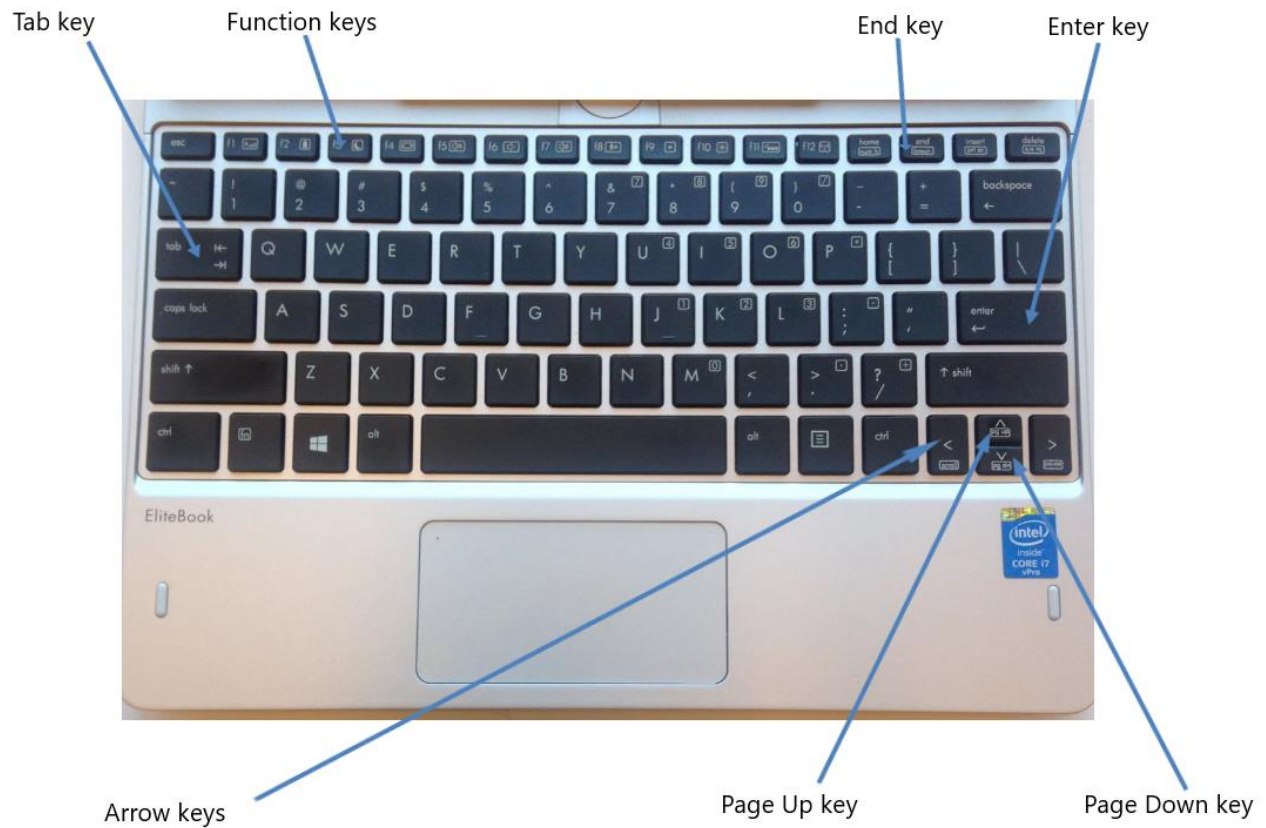
You will practice using these keys later in the self-study and during classroom training. []

Summary Points

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

Review Exercise

Complete the review exercise starting on the next page for this lesson. Compare your answers to the answer key which follows the review exercise and continue with Lesson 7.



Lesson 6 - Review Exercise

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

_____ Page Up

_____ Page Down

_____ Enter

_____ End

2. The _____ is the automated questionnaire, or the computer program used to present the survey questions.

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

Lesson 6 - Answer Key

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

_____ Page Up

_____ Page Down

_____ Enter

X End

(Page 46)

2. The **instrument** is the automated questionnaire, or the computer program used to present the survey questions.

(Page 46)

Continue with Lesson 7

NOTES

Lesson 7. Case Management

Objectives

During this lesson, you will learn some of the basic ways that information is displayed in Case Management. In this lesson, you will:

- Review some Case Management page layouts;
- Learn how to identify different parts of the Home page; and
- Learn about the features of Case Management.

What is Case Management?

Case Management is a data collection system that helps you manage your work. Case Management provides a list of all sample cases in your NCVS monthly assignment, along with additional information that is helpful to you in managing your work, such as appointments, telephone numbers, respondent names, and so on.

Practice

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

- Turn your computer on, and log in using your profile name and password.
- Click on the MCM Training Icon.

You will be on the Case Management **Home** page and should have a list of training cases in the case list on your screen. 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:

- Click on the top right Training/Manuals Tab (purple).
- There are two drop down boxes in the “Reset Training Cases” section on the Training/Manuals tab:
 1. From the “Select the Survey Type” drop down, select “NCVS.”
 2. From the “Select the Training Module” drop down, select “NCVS 202501CT Package.”
- Click the “Reset Training” training button.
- A box appears with the message that your cases have been reset. Click OK.
- 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.

Practice Makes Perfect

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

Things change when you access the survey instrument ...

Case Management (and all of its features) are separate from how things operate once you access the NCVS instrument. Later in this self-study, you will have a chance to look at some NCVS screens and see how they differ from Case Management.

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

Case Management Pages

There are seven main pages in Case Management. They are:

- Home
- Cases
- Calendar
- Reports
- My Apps
- Support
- Training/Manuals

To navigate to or from different pages, click on its name. A green line underneath the page name indicates that page is selected.

The features and functions of some of these pages are self-explanatory; however, a few of the Case Management pages require further explanation for your NCVS assignments.

Mobile Case Management

TRANSMIT

Last Transmitted: 03/11/2019 11:34 AM

Home Cases Calendar Reports

My Apps Support Training / Manuals

Current Cases

Search: []

Show / Hide columns

#	Survey Name	Case Information	Assignment Period	Status
16	NCVS	1642 CRYSTAL HILL RD ANY TOWN, AR 99979	2019VT	
	NCVS	1743 12TH AVE ANY TOWN, AR 99979	2019VT	
	NCVS	1756 155TH ST ANY TOWN, CO 99979	2019VT	
17	NCVS	1725 CLOVER CREST ST ANY TOWN, CO 99979	2019VT	
18	NCVS	858 153RD ST ANY TOWN, AL 99978	2019VT	
19	NCVS	ANY TOWN, AZ -9997 3-STORY DUPLEX, BRK. RT SIDE PORCH.	2019VT	
20	NCVS	107 ATLANTIS PL ANY TOWN, CA 99988 -9997	2019VT	
21	NCVS	286 ERASMUS DR ANY TOWN, AL 99995	2019VT	

Showing 17 to 24 of 273 entries

Esri Satellite (Esri)

Today's Appointments

Monday

1p NCVS 00000011

2p NCVS 00000008

Home

Case Management opens to the **Home** page by default. Notice the green line underneath the word “Home” in the upper left corner of the page.

A list of all of 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. To the right of the case list is a corresponding map. Finally, below the map is a list of any appointments for the current day.

There are five columns shown by default in the case list on the **Home** page:

1. **#** – Represents a map spot number on the map.
2. **Survey Name** – Indicates which survey the assignment is associated with.
3. **Case Information** – Displays key information needed to identify the case.
4. **Assignment Period** – Displays the year and month the case will be interviewed in.
5. **Status** – Indicates the status of the case, such as “O” for Open.

You can customize these columns to fit your needs. You can reorganize them by clicking on a column and dragging it to where you want it. Information displayed in a column can also be sorted by ascending or descending order by clicking on the up or down arrows next to the column name. You also have the ability to customize what columns are shown in the case list by clicking the “Show/hide columns” button. Once you add a column, it will remain there until you remove it. Please keep in mind that the number of columns you can select on the **Home** page is limited based on the size of the columns and available screen space. You can select as many columns as you like on the **Cases** page.

The default view of the case list displays all OPEN cases on your laptop. However, you can filter the cases on this page to view ALL or only CLOSED cases by clicking on the gray filter button in the upper right above the case list.

There is a “Search” box located in the upper left side of the page directly above the case list. The search field allows you to enter keywords, numbers, and/or any other characters you specify. For example, if you work on multiple surveys and only want to see your NCVS assignments, type “NCVS” into the search box. The more detailed you are about a search, the more your case list will be filtered. The search box will search everything in the case list, even if columns are hidden. To delete the information in the “Search” box, click on the “X” inside the box or use the Backspace key. Entries in the search box on the **Home** page will also apply to the **Cases** page.

Select the “Restore Defaults” button to restore your case list back to its default display.

Cases

The **Cases** page displays an expanded view of your case list without the map. This allows you to view more columns of information for each case than you can on the **Home** page. However, your selections may still be limited based on the size of the columns and the available screen space. It contains all of the current cases assigned to you for ALL surveys that you work on, if you work on more than just NCVS. Like the **Home** page, you can also customize the **Cases** page to better fit your needs by reorganizing the columns, sorting, filtering, and using the search box.

Five columns are displayed on the **Cases** page by default: *Survey Name*, *Case Information*, *Assignment Period*, *Status*, and *To Do*. You can view additional columns by clicking the “Show/hide columns” button and placing a checkmark next to the column(s) that will be most helpful in conducting your work. In addition to the five default columns, the other available columns that can be displayed here are:

Appointment, Assignment Type, Callback Notes, Case id, Control Number, Due Date, Interview Number, Outcome Code, Phone 1, Priority, and Respondent Name.

To delete or add more columns, click on the “Show/hide columns” button, and check or uncheck the column selections. Remember, once you add a column, it will remain there until you remove it. You can also click the “Restore Defaults” button to return to the original view.

Most of the information displayed in the columns on the **Cases** page is self-explanatory; however, a few of the columns require further explanation.

Survey Name Column

The Survey Name column indicates what survey the assignment is associated with. Remember that all of the cases assigned to you, not just NCVS cases, will appear in your case list if you work on multiple surveys. You can sort or filter your cases to display only NCVS cases by clicking on the “Survey Name” column, or by typing “NCVS” in the search box.

Case Information Column

The Case Information column displays an address of the sample unit, but can also be a description if more specific address information is not available.

Status Column

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

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

To Do Column

The To Do Column can be used to write short notes to yourself to help organize and plan your work. This field allows a maximum of 50 characters and is intended for **your** use only. The To Do column **does not** replace the Case Notes. Any information entered in this column will not be sent with the case when it is transmitted.

Appointment Column

The Appointment column displays the date and time of the next upcoming appointment with any member of the household.

Callback Notes Column

The Callback Notes column displays any callback notes that were entered when the appointment was made with the respondent.

Calendar

The **Calendar** page shows a timetable of all upcoming appointments for all OPEN cases. Any existing appointments after a case is closed will not display on the calendar. The **Calendar** page defaults to the monthly view, but you have the option to view the calendar in either a weekly or daily format by clicking on the buttons in the upper right corner. Appointments are displayed as Time, Survey Name, and Case ID.

When you click on an appointment within the calendar, a pop-up box appears showing the survey name, case ID, and address of the sample unit. There is also a “Case Details” button, which will take you to the **Case Details** page for that case.

Reports

The **Reports** page provides you with detailed information about the transmissions and results of each case. The information on this page is case-specific, so you can see when information for each case was last transmitted and if there were any errors. You can use the calendar in the upper right section of the page to filter transmissions that occurred within a specified timeframe. The “Search” box can also be used to narrow the list of cases on the report.

Using the Long Press Feature and Context Menu

The Long Press is a touchscreen interface feature. Long Press on a case from either the **Home** page or the **Cases** page until you see a small box. Release your finger, and the Context Menu appears. The Context Menu options are:

- Work
- Details
- CHI
- Notes
- Map

Try long-pressing on a case and view the Context Menu.

[]

DO NOT click on an option in the Context Menu unless instructed to do so. You will have an opportunity to use the Long Press feature and Context Menu later in this training.

Work

This option launches the NCVS interviewing instrument. Click on “Work” to begin an interview for the case currently selected in your case list. Once you launch a case, you are no longer in Case Management.

Details

Opens the **Case Details** page for the selected case.

CHI

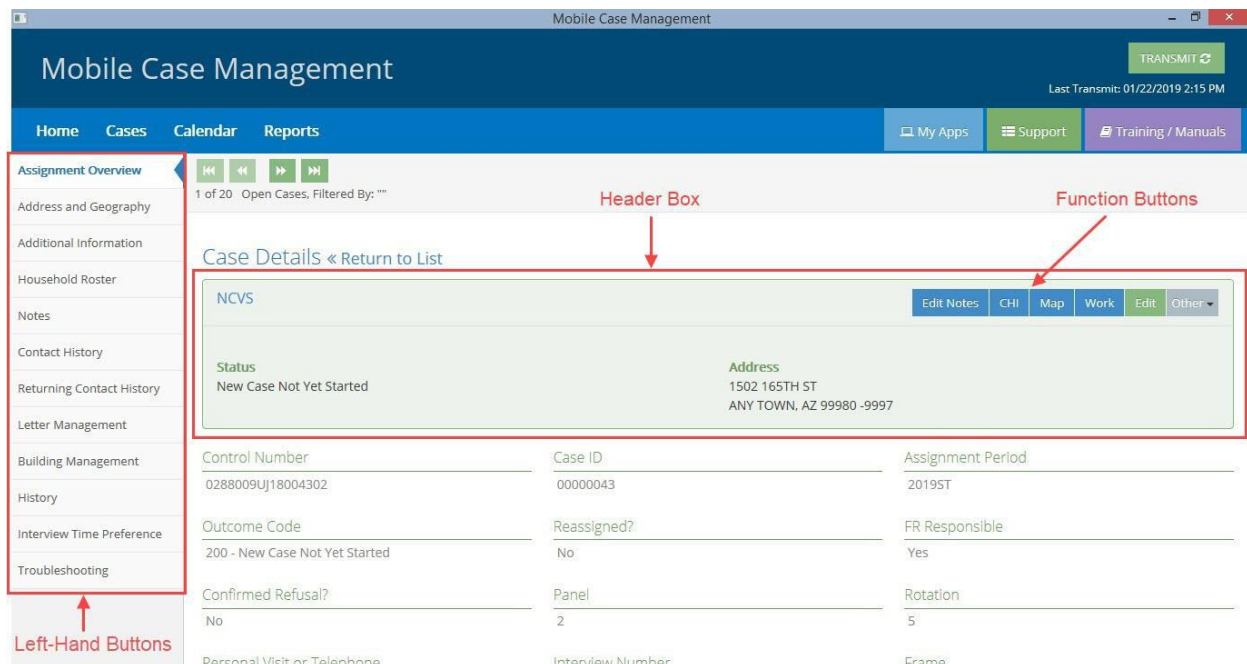
Opens the Person Level Contact History Instrument (pCHI) for the selected case.

Notes

Launches the Case-Level Notes Editor and allows you to view and enter case-level notes.

Map

Launches the Listing and Mapping Application (LiMA)-Time of Interview (TOI) map to help locate the case.



Case Details

The **Case Details** page is accessed by either long-pressing on a case and selecting “Details” from the Context Menu; double-clicking on a case in the list; or by right-clicking on a case and selecting “Details” from the Context Menu.

There is a header box at the top of the **Case Details** page that will always be displayed even as you scroll down the page. The header box identifies the survey, status, and address of the selected case. In the upper right corner of the header box, you will find the Case Details function buttons: *Edit Notes*, *CHI*, *Map*, *Work*, *Edit*, *Other* (drop down menu). The green “Edit” button makes some of the fields editable on the **Case Details** page. Any editable fields will appear as white text boxes after you click on the “Edit” button. Notice that some of the buttons on this page are also accessible in the Context Menu by using the Long Press feature.

If you filtered your case list on the **Home** page or **Cases** page, the cases displayed in **Case Details** are filtered by the same criteria. You will be able to tell this by looking at the information displayed under the green arrows in the upper right corner of the page. You can also move through your cases by using the green left and right arrows.

Look at the left-hand side of the **Case Details** page in the illustration above. Notice that there are several buttons listed there. The names of these buttons are listed vertically on the left-hand side of the **Case Details** page. The left-hand buttons are:

- Assignment Overview
- Address and Geography
- Additional Information
- Household Roster
- Notes
- Contact History
- Returning Contact History

- Letter Management
- Building Management
- History
- Interview Time Preferences
- Troubleshooting

Each button is like a folder in a file cabinet. Now click on each button as they are discussed. Take a moment to look at the information that is displayed for each left-hand button on the **Case Details** page. The button you are currently viewing will be highlighted in blue and show a blue arrow next to its name.

Assignment Overview

The Assignment Overview button shows detailed information about a case, such as the full address, telephone number, case ID, current outcome code, appointment information, callback notes and so on. It also contains the names, addresses, and telephone numbers of contact people who are persons other than members of the household. Sometimes you get information about the status of a unit from someone other than the occupant. This happens when a unit is vacant and you talk to a neighbor or a real estate agent, or when a unit does not exist and you are able to verify it with a reliable source, such as a post office. When you enter the contact person information in the instrument, you can see the information here in the Assignment Overview.

The appointment information displayed in the Assignment Overview is for the next upcoming appointment with any member of the household. The appointment field here is not editable. However, if the case has no roster, you can update the Callback Notes to indicate a callback/appointment date and time. []

Address and Geography

Address and Geography displays information on the sample address, mailing address, and other geographic information. []

Additional Information

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

Household Roster

NCVS [Edit Notes] [CHI] [Map] [Work] [Edit] [Other]

Status
Completed Interview (no Type Zs)

Address
1756 155TH ST
ANY TOWN, CO 99979

Household Roster [Edit]

	Line #	Per Stat	Appointment	Last Name	First Name	M.I.	Age	Birth Date	Sex	Resp
+	1			Voe	Jane		38	04/04/1980	F	Yes
+	2			Voe	Andrew		38	05/05/1980	M	No

Household Roster

The Household Roster button shows the names of all household members from the last interview. It is updated by the instrument if any changes are made during the current interview period. The information listed here is useful for callbacks to households with missing data.

Each record can be expanded to show additional information such as Phone #, Appointment, 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 the “Save” button. **[]**

The screenshot displays the 'Household Roster' interface. On the left is a sidebar with navigation links: Contact History, Returning Contact History, Letter Management, Building Management, History, Interview Time Preference, and Troubleshooting. The main area has a header with 'NCVS' and buttons for 'Edit Notes', 'CHI', 'Map', 'Work', 'Save', and 'Other'. Below the header, there's a section for 'Status' (New Case Not Yet Started) and 'Address' (176 STUART ST, ANY TOWN, AR 99996). A table lists household members with columns: Line #, Per Stat, Appointment, Last Name, First Name, M.I., Age, Birth Date, Sex, and Resp. Two records are shown: Line 01 (MOE, TED) and Line 02 (78, 04/14/1939, F, Yes). A red box highlights a pop-up appointment form for Line 02. This form includes a calendar for January 2019, a time selector set to 12:00, and fields for 'OSP', 'RIP', 'Phone Type', 'Appointment Field' (with a red arrow pointing to it), 'Phone Ext.', 'Callback Notes', and 'Other Z/A Specify'. A red label 'Person-level Appointment' is placed over the 'Appointment Field' in the form.

Person-level appointments are displayed in the Household Roster. This field will be populated if you make an appointment in the instrument with an individual respondent. You can also make person-level appointments here in Case Management without accessing the instrument by clicking the green “Edit” button above the roster and clicking in the Appointment field. A pop-up box appears with a calendar and time selection. You also have the ability to enter any callback notes about the appointment. Be sure to click the green “Save” button after the appointment is set to save your edits. This appointment will also populate on the **Calendar** page. If the appointment is made for the same day, it will be listed under “Today’s Appointments” on the **Home** page as well. **[]**

Remember, if there is no roster, you can update the callback notes in the Assignment Overview to document a callback/appointment date and time.

Notes

The Notes button allows you to view notes regarding this case. You can edit these notes by using the Long-Press on a case on either the **Cases** page or **Home** page, or by clicking “Edit Notes” in the header box on the **Case Details** page. The Notes button also displays any NCVS instrument notes (i.e., the notes entered in the NCVS instrument by using the **Ctrl+F7** instrument function key). **[]**

Contact History and Returning Contact History

The Contact History and Returning Contact History buttons contain the history of previous visits/interviews for a case. They also keep a record of the strategies used and respondent behavior for the case. Contact History contains contact history for the current interview period, and the information comes from pCHI. You can add to pCHI by clicking on the button in the upper right corner. Each record can be expanded to show additional information by clicking the green plus (+) or red minus (-) symbols. Returning Contact History contains history for the previous interview periods []

Letter Management

This button allows you to request letters to be sent to the sample unit. It also shows the history of the letters that have been sent from the regional office to the household, by type and date. Advance letters will not be shown here. Only those letters that an FR requested for the case will be displayed. You can edit or delete letter requests as long as the case has not been transmitted. []

Building Management

The Building Management button contains building manager contact information for large multi-unit buildings. If you are assigned a case in such a building, the building management's contact information appears when you click on this button. []

History

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

Interview Time Preferences

This button allows you to view and enter the best and worst times to contact a case. The best times are shown in green and the worst times in red. The information displayed here does not come from any previous interviews for the household, only the current interview period. To edit or enter good or bad times to contact, click the "Edit" button in the header box at the top of the **Case Details** page. []

Troubleshooting

The last button is the Troubleshooting button. It contains Information the Help Desk may require to provide technical assistance. []

Click "Return to List" in the upper left corner to take you back to your case list.

How to Launch a Case

There are a few different ways you can launch a case to begin interviewing. You can:

- Long Press on a case and select "Work" from the Context Menu;
- Right click on a case and select "Work" from the Context Menu; or
- Click the "Work" button in the header box on the **Case Details** page.

As you use Case Management more, you will decide which way(s) work best for you. Remember, once you launch a case, you are no longer in Case Management and have at that point accessed the NCVS interviewing instrument.

Review Exercise

Complete the review exercise on the next page. Compare your answers to the answer key that follows the review exercise, then continue with Lesson 8.

Lesson 7 - Review Exercise

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

TRUE

FALSE

2. In Case Management, person-level appointments can be made in the _____.

3. Which option on the Context Menu launches a case to begin interviewing?

_____ Notes

_____ Map

_____ Work

_____ CHI

_____ Details

4. Which page(s) of Case Management list all of your monthly cases?

_____ Case Details

_____ Reports

_____ Cases

_____ My Apps

_____ Home

5. Match the left-hand button on the Case Details page with the information it displays.

_____ Assignment Overview	A - Displays case notes.
_____ Household Roster	B - Shows information on the sample address, mailing address, and other geography information.
_____ Additional Information	C - Displays the previous outcome code and the FR code of the FR who previously interviewed the case.
_____ Notes	D - Shows more detailed information about a case, such as the full address, telephone number, case ID, current outcome code.
_____ Contact History	E - Displays the names of all household members.
_____ Address and Geography	F - Contains information about previous visits, strategies used, and respondent behavior during this interview period.
_____ Letter Management	G - Displays the best and worst times to contact a case.
_____ Returning Contact History	H - Contains building manager contact information for large multi-unit buildings.
_____ Building Management	I - Provides additional information for GQ cases.
_____ Interview Time Preference	J - Provides type and date of FR requested respondent letters sent by the regional office.

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

Lesson 7 - Answer Key

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

TRUE (Page 51)

2. In Case Management, person-level appointments can be made in the Household Roster.

(Page 58)

3. Which option on the Context Menu launches a case to begin interviewing?

☐ Notes

☐ Map

☒ Work

☐ CHI

☐ Details

(Page 55)

4. Which page(s) of Case Management list all of your monthly cases?

☐ Case Details

☐ Reports

☒ Cases

☐ My Apps

☒ Home

(Page 53)

5. Match the left-hand button on the Case Details page with the information it displays.

 D **Assignment Overview**

A - Displays case notes.

 E **Household Roster**

B - Shows information on the sample address, mailing address, and other geography information.

 I **Additional Information**

 A **Notes**

C - Displays the previous outcome code and the FR code of the FR who previously interviewed the case.

 F **Contact History**

 B **Address and Geography**

D - Shows more detailed information about a case, such as the full address, telephone number, case ID, current outcome code.

 J **Letter Management**

 C **Returning Contact History**

E - Displays the names of all household members.

 H **Building Management**

F - Contains information about previous visits, strategies used, and respondent behavior during this interview period.

 G **Interview Time Preference**

G - Displays the best and worst times to contact a case.

H - Contains building manager contact information for large multi-unit buildings.

I - Provides additional information for GQ cases.

J - Provides type and date of FR requested respondent letters sent by the regional office.

(Pages 57 through 59)

Continue with Lesson 8

NOTES

Lesson 8. The Person Level Contact History Instrument (pCHI)

Objectives

At the end of this lesson, you will have familiarized yourself with the contact history instrument and recording information about your contact attempts.

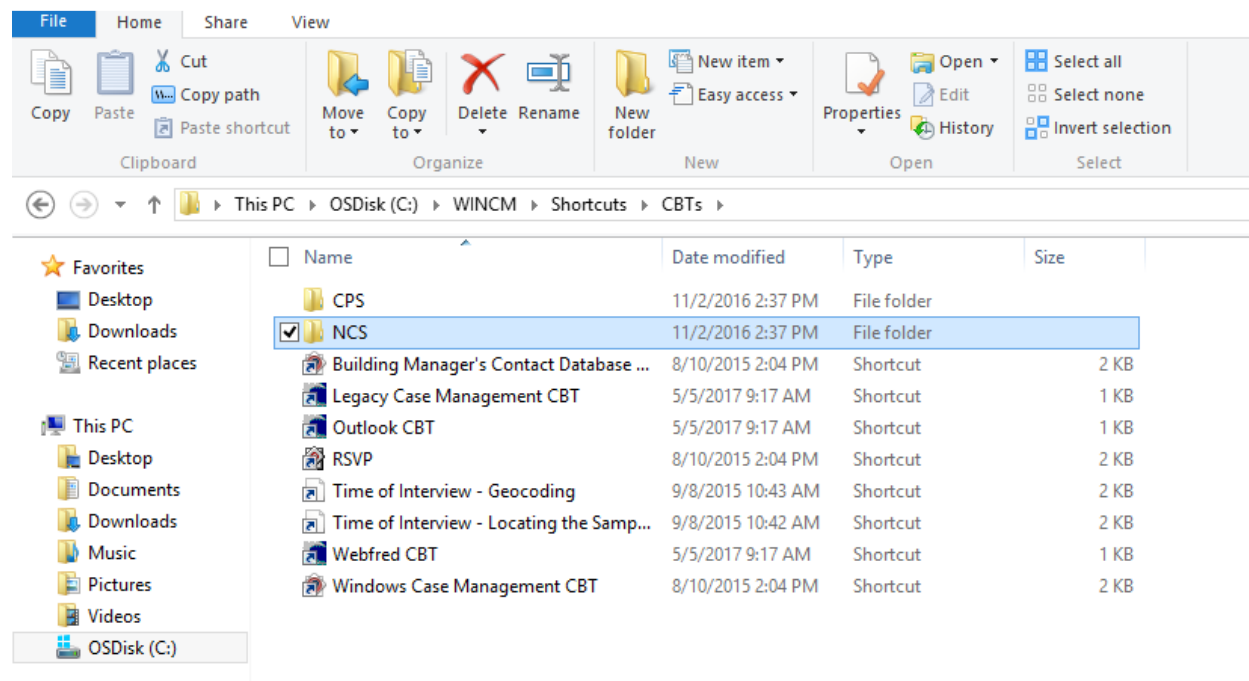
Person Level Contact History Instrument (pCHI)

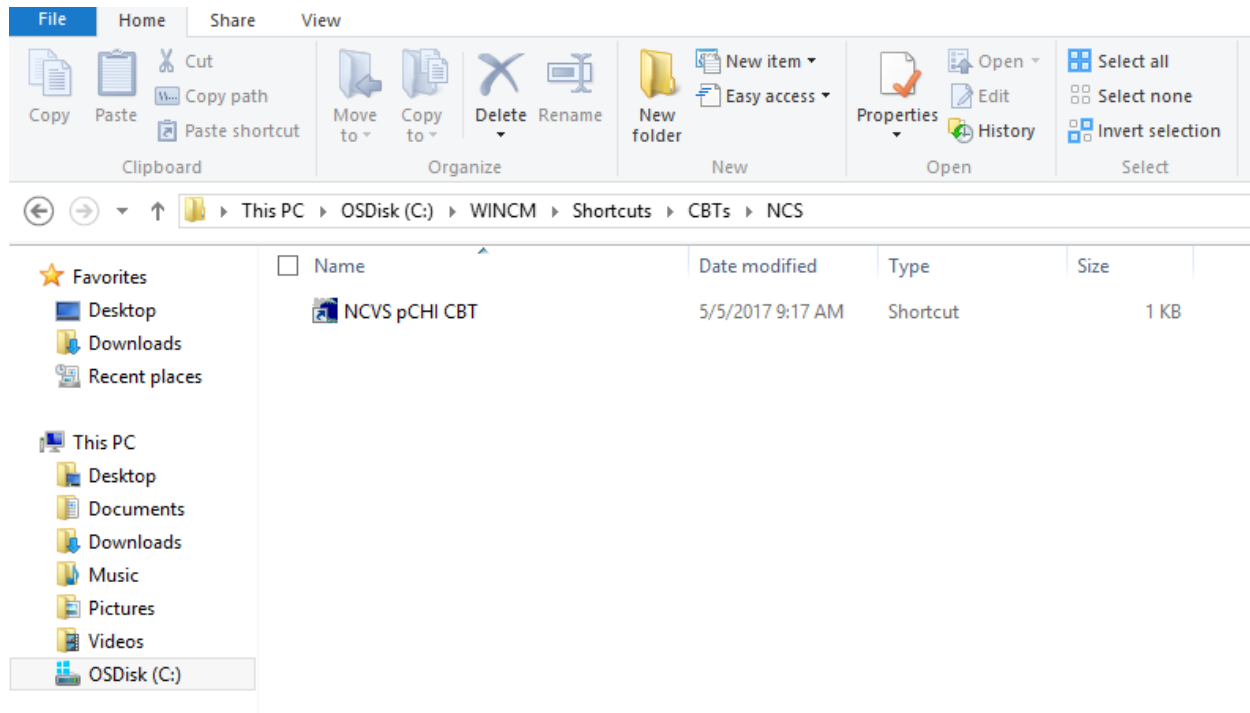
The Person Level Contact History instrument (also known as pCHI) allows you to track NCVS contact history on a person level basis.

pCHI Computer Based Training (CBT)

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

When you have completed it, continue with Lesson 9.





NOTES

Lesson 9. The Blaise Basics: The Survey Instrument

Objectives

In this lesson, you will learn the basic setup of the NCVS instrument screens. At the end of this section, you will be able to:

- differentiate between respondent questions and FR instructions;
- identify the different elements of the screen; and
- locate Help items and other information

The screenshot shows the National Crime Victimization Survey (NCVS) instrument screen. The window title is "National Crime Victimization Survey -- NCVS Questions ver 48.11 Blaise ver 482b1606". The menu bar includes "Forms", "Answer", "Navigate", "Options", and "Help". The section tabs include "Main", "HH Roster", "New HHR", "FAQs", and "F10". The title bar is at the top. The Info Pane on the left contains the following text: "♦ Ask or verify:", "Are your living quarters...", and "♦ Read answer categories". The Form Pane on the right contains the following text: "C 1. Owned or being bought by you or someone in your household?", "C 2. Rented for cash?", "C 3. Occupied without payment of cash rent?", "Tenure", "Student", "Public housing", "Pub verify", "Pub house", "Indian res", "Farm sales", "Access", "Type HU", "HU - specify", "Other unit -", "Nounits", and "Direct". The Status bar at the bottom displays "00000001", "TENURE", "4:59:27 PM", "8-7-2012", "Talking To:", "About:", and "142/2282".

Section tabs

Menu bar

Title bar

Info Pane

Form Pane

Status bar

Basic Elements of a NCVS Instrument Screen

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

Title Bar

The Title Bar identifies the name of the survey.

Menu Bar

The Menu Bar contains five menus:

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

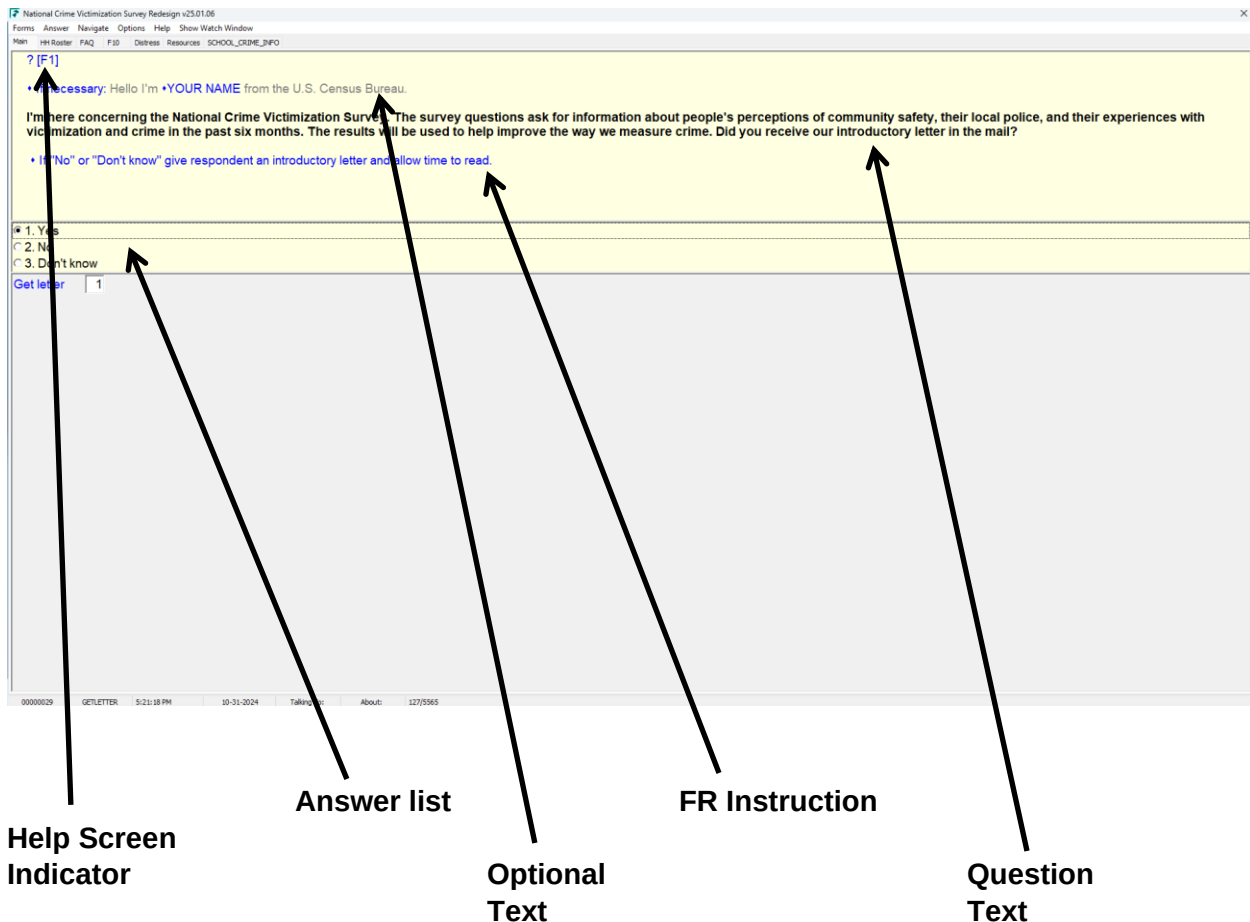
These menus each contain lists that help you navigate, enter data, and access help throughout the NCVS instrument.

Section Tabs

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

Info Pane

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



The Info Pane Contents

Help Screens

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

FR Instruction (Blue Text)

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

Bold Black Text

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

Gray Text

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

National Crime Victimization Survey -- NCVS Questions ver 08.11 Blaise ver 482b1606

Forms Answer Navigate Options Help Show Watch Window

Main HH Roster New HHR FAQs F10

• Ask or verify:

Are your living quarters...

• Read answer categories

☐ 1. Owned or being bought by you or someone in your household?

☐ 2. Rented for cash?

☐ 3. Occupied without payment of cash rent?

Tenure ☐ Gatewall ☐

Student ☐ Restrict ☐

Public housing

Pub verify

Pub house

Indian res ☐

Farm sales ☐

Access ☐

Type HU ☐

HU - specify

Other unit -

Nounits ☐

Direct

00000001 TENURE 4:59:27 PM 8-7-2012 Talking To: About: 142/2282

Case ID

Variable Name

Time & Date

Respondent Information

Page Number

Form Pane

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

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

Locating Your Position Within the Form Pane

Looking at the Form Pane, you see that the Form Pane Label is in blue text (“Tenure” in the screenshot on the prior page). This is how you know where you are within the Form Pane, or where your cursor is.

Status Bar

The Status Bar appears at the bottom of the screen and gives information about the case you are interviewing. When you encounter an error that you must report to your regional office, supply the regional office with the specific information from the Status Bar.

The Status Bar Contents

Case ID

The information in the first cell is the Case ID for the case you are in. It is an eight-digit number that is unique to each case in that month’s national workload.

Variable Name

The next cell, as you read from left to right, contains the variable or screen name, which is the name of the screen you are currently on. It is TENURE in the screenshot above.

Time And Date

The next two cells display the current time and date.

Respondent Information

This displays the name of the person who the interview is for (“About:”) and the name of the person who you are speaking to (“Talking To:”). Normally these two cells will display the same name. However, when you are conducting a proxy interview the instrument will display two different names.

Page Number

This cell displays the page (or screen) number within the instrument that you are on. In the screenshot above, it tells us that we are on page 142 out of 2,282 total pages in the entire instrument.

Navigation

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

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

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

Review Exercise

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

Lesson 9 - Review Exercise

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

TRUE

FALSE

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

TRUE

FALSE

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

_____ Tab key

_____ End key

_____ PgUp key

_____ Enter key

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

TRUE

FALSE

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

_____ Title Bar

_____ Menu Bar

_____ Status Bar

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

_____ Exclamation point (!) followed by F1

_____ Question mark (?) followed by F10

_____ Exclamation point (!) followed by F10

_____ Question mark (?) followed by F1

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

_____ Blue text

_____ Grey text

_____ Black text

_____ Red text

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

Lesson 9 - Answer Key

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

FALSE (Page 70)

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

TRUE (Page 71)

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

_____ Tab key
_____ End key
_____ PgUp key
 X Enter key

(Page 73)

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

FALSE (Page 72)

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

_____ Title Bar
_____ Menu Bar
 X Status Bar

(Page 73)

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

_____ Exclamation point (!) followed by F1

_____ Question mark (?) followed by F10

_____ Exclamation point (!) followed by F10

X Question mark (?) followed by F1

(Page 71)

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

_____ Blue text

X Grey text

_____ Black text

_____ Red text

(Page 72)

Continue with Lesson 10.

Lesson 10. The NCVS CAPI Instrument

Objective

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

- How to identify the types of answer categories used, and
- The different parts of the NCVS instrument.

Ask Questions As Worded

When asking NCVS questions, **do not change the words or omit any parts of the questions**. Even if the change seems insignificant to you, it could change the way the respondent interprets the question. We want each respondent to hear the NCVS questions the same way, so the answers we get are comparable throughout the entire sample. In general, use neutral probes when the respondent does not seem to understand the question. (Probing is prohibited for the sexual orientation questions. These are discussed more in Lesson 15.) When appropriate, verify the information entered.

Answer Categories

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

Question/Item Name

A descriptive name or label has been assigned to each question/item. This label is referred to as the Blaise Variable Name and is displayed on the screen’s Status Bar. For the NCVS, we refer to the Blaise Variable Name as the screen or item name. For example, the Blaise Variable Name for the screenshot on page 74 is **TENURE**.

Single and Multiple Response Categories

Some questions allow you to enter only one response, while others allow multiple answers. Notice that there are two types of responses, noted by radio buttons and boxes. Radio buttons are used beside the response categories when a single response is required. Boxes are used beside the response categories when multiple entries are acceptable (refer to the screenshots on the next two pages). Also, for questions that allow multiple responses the screen displays the FR instruction “Enter all that apply.” In the illustrations below and on the next page, notice that the response field to the left of the answer categories differs between multiple and single response questions.

Single Response Question

“Radio Buttons”

The screenshot shows the National Crime Victimization Survey (NCVS) software interface. The title bar reads "National Crime Victimization Survey -- NCVS Questions ver 08.11 Blaise ver 482b1606". The menu bar includes "Forms", "Answer", "Navigate", "Options", "Help", and "Show Watch Window". The main menu bar has "Main", "HH Roster", "New HHR", "F10", and "F10".

On the left side, there are links: "Ask or verify:", "Are your living quarters...", and "Read answer categories".

The main content area displays a single response question with three radio button options:

- ☐ 1. Owned or being bought by you or someone in your household?
- ☐ 2. Rented for cash?
- ☐ 3. Occupied without payment of cash rent?

Below the question, there are several checkboxes for additional information:

- Tenure ☐
- Student ☐
- Public housing ☐
- Pub verify ☐
- Pub house ☐
- Indian res ☐
- Farm sales ☐
- Access ☐
- Type HU ☐
- HU - specify ☐
- Other unit - ☐
- Nounits ☐
- Direct ☐

At the bottom, there are fields for "00000001", "TENURE", "4:59:27 PM", "8-7-2012", "Talking To:", "About:", and "142/2282".

Multiple Response Question

“Boxes”

October 2024 Decorations stolen from the yard

You said someone stole something from you during the incident in October 2024. What was stolen?

• Probe if needed: **Anything else?**

• Mark all that apply

☐ 11. Cash	☐ 20. Tablets, laptops, or other portable electronics (including chargers or accessories)	☐ 28. Vehicle parts (license plate, stereo, etc.), gas or propane (including tanks and cans)
☐ 12. Credit cards, checks, bank cards, or gift cards	☐ 21. TVs, gaming equipment, appliances, or other electronics	☐ 29. Something else (specify)
☐ 13. Purse, keys, wallet, backpack, briefcase, or luggage	☐ 22. Indoor home decor (indoor home furnishings, potted plants, or rugs)	☐ 30. Don't know
☐ 14. Jewelry, watch, clothing, furs, shoes, or sunglasses	☐ 23. Outdoor furniture or accessories (lawn decorations, outdoor plants, outdoor lights, flags, signs, etc.)	☐ 31. Nothing was stolen
☐ 15. Personal documents (license, social security card, passport, birth certificate, etc.)	☐ 24. Tools, machines (lawn mower, tractor, etc.), or office equipment	
☐ 16. Mail or (unspecified) package	☐ 25. Food or beverages	
☐ 17. Personal items (medication, makeup, etc.) or baby gear (car seats, stroller, etc.)	☐ 26. Bicycle or bicycle parts	
☐ 18. Handgun or other firearm	☐ 27. Toys or sports and recreation equipment (ATV, dirt bike, snowmobile, treadmill, etc.)	
☐ 19. Cell phone		

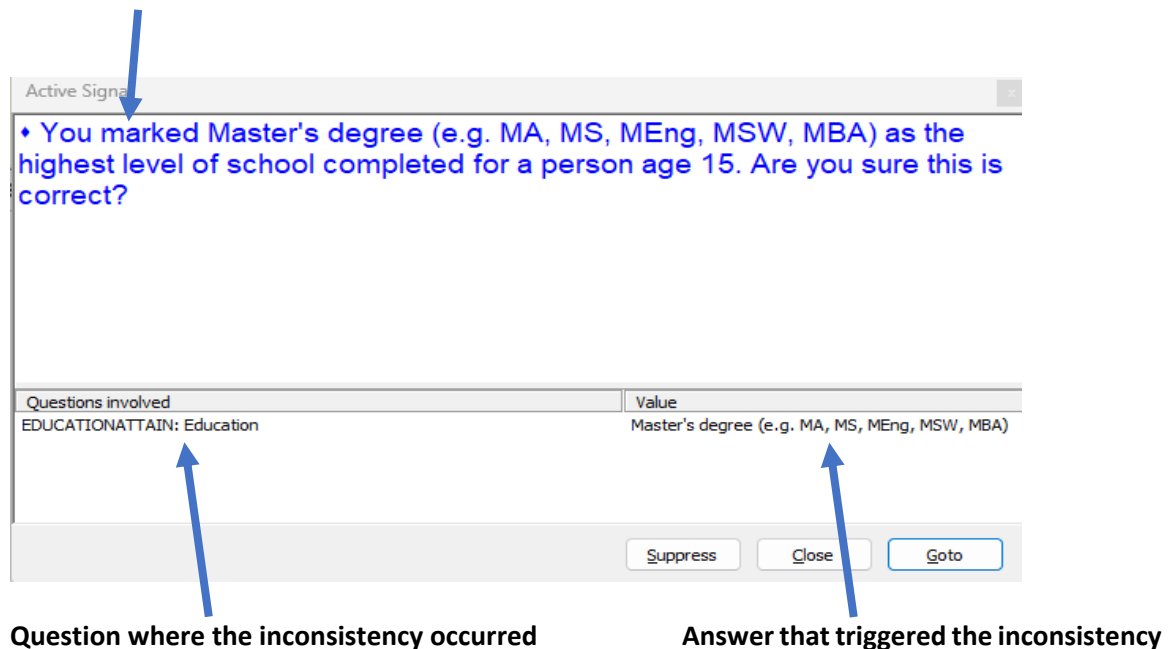
What was stolen

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

Edit Checks

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

Edit Check Error Message



Types of Edit Checks

There are two types of edit checks, **soft edit** checks and **hard edit** checks. A soft edit check appears for a situation like a 14 year-old attending college (possible but not likely); a hard edit check appears for a situation like entering a birth year that is in the future.

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

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

When resolving inconsistencies in a soft edit check, the pop-up window displays two screens in the "Questions Involved" column, which you can choose from to select which answer you want to change. In the example on the prior page, if you want to fix the inconsistency by updating the education value, highlight the "EDUCATIONATTAIN: Education" row and select the **GoTo** button to return to the EDUCATIONATTAIN screen to change the answer.

Don't Know and Refused Responses

Some questions allow a "Don't know" response. In the NCVS CAPI instrument, such questions either have a "Don't know" category displayed as a valid response category or the category is "blind." A blind "Don't know" category is not displayed. The instrument allows you to enter a "Don't know" response by pressing the **CTRL** + **D** keys if the respondent does not know the answer to the question. A question mark (?)

then appears in the answer field. Also, some questions allow a “blind” refusal. For those questions, you can press the “CTRL” + “R” keys if the respondent refuses to answer. An exclamation point (!) then appears in the answer field.

Specify Fields

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

- Screener questions – 150 characters
- “Other – specify” categories, most are 35 characters
- Crime incident summary – 300 characters

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

Overview of Front Section

The Front Section of the NCVS instrument lets you:

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

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

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

- Interview by telephone or personal visit,
- Classify the case as a noninterview,
- Transmit the case, or
- Exit the case before attempting to conduct an interview.

If a case is a Type A, B, or C noninterview, select category (3), “Noninterview” at the **START** screen which takes you to the screen to classify the type of noninterview and code appropriate noninterview reasons.

However, if you are unable to interview an eligible household member **and** the household member is **not** the household respondent, or if you did not complete the full interview for the household respondent,

you must classify the respondent as a Type Z person noninterview. In CAPI, you classify household members for whom an interview was not obtained **after** you have completed interviews with all other eligible household members and are ready to transmit the case. When you enter “4” at **START**, the Type Z block appears and asks you to record the best reason data were not collected for the respondent. We will practice classifying a household member as a Type Z noninterview during classroom training.

Also notice that at the **START** screen, the following information about the case is displayed:

- **Case Status** - Measures the progress of the case, such as “New Case,” “Household reached,” “Household Respondent (complete),” etc. (See illustration above.)
- **Incoming/Continuing** - Identifies whether the case is an incoming or continuing case.
- **Interview Number** - Identifies the case’s interview number or enumeration period (1-7).
- **Confirmed Refusal** - Indicates whether or not the case is a confirmed refusal. An entry of “Yes” indicates that the case is a confirmed refusal and an entry of “No” indicates that it is not a confirmed refusal.
- **Household address** – Displays the address information for the sample address

A replacement household is always considered “incoming,” 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.

Overview of Middle Section

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

- the sample unit's tenure,
- basic household data (names of all persons living in the household, relationship to the reference person, household membership, birth month and birth year, marital status, sex, armed forces, education, ethnicity, and race),
- changes in household composition,
- building characteristics,
- household income, and so on.

The Middle Section of the NCVS instrument also contains person level questions, such as:

- the screener questions,
- the incident questions asked on the Crime Incident Report (CIR),
- socio-demographic questions,
- information about how the interview was conducted, and
- screens for comparing/unduplicating incidents reported in the current enumeration and previous enumeration periods. To ensure that we do not collect duplicate information about incidents, the unduplication screens compare incident(s) reported by the current respondent against incidents reported during the current enumeration by other respondents.

An example of an unduplication screen is shown below:

National Crime Victimization Survey Redesign v25.02.01

Forms Answer Navigate Options Help Show Watch Window

Main HI Roster CHANGESEP FAQ F10 Distress Resources Contact SCHOOL_CRIME_INFO

• 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 3 Michael Goe Inc #1 Month: September 2024 Incident Note: schoolmate threatened to attack L3 Summary: L3 threatened at school. Off said he would attack L3 if L3 got a better score on their next test	LN 1 Joel Boe Inc #1 Month: October 2024 Incident Note: Decorations stolen from the yard Summary: At some point overnight in Oct, someone stole hall oween decorations from the front yard. Didn't see it happen, don't know who did it so not reported to the police. Minimal loss \$50-100.

☐ 1. Yes
☐ 2. No

Undup current enum

☐

00000009 UNLUP_CUR2INC 5:20:46 PM 12-23-2024 Talking To: Michael Goe About: Michael Goe 5347/5565

Overview of Back Section

The Back Section of the instrument includes screens for recording the incomplete status (either Refusal/Callback/Breakoff) of a respondent's interview, setting appointments, updating contact information, setting callback appointments, thank you screens, and case level notes.

The information you enter in the back of the instrument is fed back into Case Management and appears in Case Management after you exit the case.

Tabs

Throughout the instrument, 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.
- **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 CAPI survey instrument, you can display the function keys at any time by going to the Navigate menu and selecting “Show Function Keys.” You can display the function keys by pressing the **Ctrl+K** keys. You should also have a paper copy of the NCVS Function Key Template, which displays the function keys on your laptop.

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

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

<i>If you press function key:</i>	<i>You can perform this operation within the instrument during the interview</i>
F1	QUESTION HELP Displays any help screens for the current question. Help screens are designed to aid you with a particular concept, to define the meaning or intent of a particular word, to provide specific probes, and so on.
F4	JUMP MENU Accesses a "Jump" menu, which enables you to jump back to a previously answered section of the incident report items. Note that this function only works in the CIR.
ALT + F4	Closes the active window, closes help screen, or exits the active program.
F7	ITEM NOTES/REMARKS Allows you to view or add comments and explanations for the screen currently displayed.
F8	RETURN Allows you to skip back over a block of questions.

F10	EXIT Skips from the present question to the REFCBBREAK screen at the back of the instrument. You do this whenever you need to make an early exit from the interview.
SHIFT + F5	LANGUAGE Allows you to switch from the English version of the instrument to the Spanish version for the current question and all subsequent questions.
SHIFT + F11	SHOW STANDARD ABBREVIATIONS Displays the standard recommended and accepted abbreviations for the NCVS. Abbreviations can be used to conserve space when entering text in item text boxes that allow only a limited number of characters.
END	Takes you to the next unanswered question in the instrument path.
CTRL + D	DON'T KNOW Allows you to record a don't know response to a question when a separate "Don't Know" response category is not part of the answer list. Also referred to as a "Blind" Don't Know.
CTRL + R	REFUSED Allows you to record a refusal to a question by the respondent. Also referred to as a "Blind" Refusal.

Review Exercise

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

Lesson 10 - Review Exercise

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

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

_____ An asterisk appears in the answer list.

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

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

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

TRUE **FALSE**

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

TRUE **FALSE**

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

TRUE **FALSE**

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

_____ D

_____ !

_____ Ctrl D

_____ ?

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

- _____ R
- _____ !
- _____ Ctrl R
- _____ ?

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

TRUE

FALSE

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

TRUE

FALSE

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

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

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

Lesson 10 - Answer Key

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

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

_____ An asterisk appears in the answer list.

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

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

(Page 78)

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

FALSE (Pages 85)

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

FALSE (Pages 82-83)

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

TRUE (Page 81)

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

_____ D

_____ !

_____ Ctrl D

X ?

(Page 81)

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

_____ R
 X !
_____ Ctrl R
_____ ?

(Page 82)

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

FALSE (Page 81)

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

TRUE (Page 81)

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

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

(Page 85)

Continue with Lesson 11.

Lesson 11. The NCVS Front Section

Objectives

The objectives of this lesson are to:

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

Introduction

The Front Section of the NCVS instrument:

- Gives case-level information to review before attempting to contact the sample address.
- 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
- Contains the screens for setting a case as a Type A, B, or C, as well as individual Type Z noninterviews.

Getting into the NCVS Instrument

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

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

Go to Part B, Chapter 2, Topic 2 in your NCVS-550 Interviewing Manual for Field Representatives and read about the **START** screen, which is the first screen in the instrument's Front Section that appears when you enter the NCVS instrument from Case Management. **[]**

At this screen you select whether to proceed to interview the case by telephone or personal visit, classify the case as a Type A, B, or C noninterview, transmit the case and classify any NCVS eligible household

members who can't be interviewed as Type Z noninterviews, or get out of the case before attempting to conduct an interview.

Introductory Screen

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

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

VERADD

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

I have your address listed as ...

Is that your exact address?

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

From the **VERADD** screen the instrument proceeds to **MAILINGSAME** when the address matches what is displayed in the instrument or to the **NEWHNO** screen to collect the updated address information.

NEWHNO

If you discover that you reached the correct sample address but the address needs additions or corrections, you can edit the address at one of the **NEWHNO** screens.

If you discover that an assigned housing unit is actually a Group Quarters (GQ) unit and the "New Group Quarters" description (**NEWGQDESC**) is incorrect or needs to be completed, enter the description before pressing Enter. A GQ unit is a type of living quarters where the residents share common facilities, such as a college dormitory, or where residents receive authorized care or custody. Detailed procedures for working with GQs and explanations of the types of GQs are covered in the LiMA – Listing and Coverage training you reviewed in the self-study generic training package.

You can either press the TAB key or the ENTER key to move through the items and enter the correct information for those items that need to be updated. You've finished updating the sample address information when you reach the **MAILINGSAME** screen.

MAILINGSAME

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

VERMAILING

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

NEWMAILHNO

NEWMAILHNO is the first screen that allows you to modify the mailing address information for the household. It includes most of the same address fields for the sample address. It does not include the building name or the physical location description, such as “red house on corner,” which is not part of the mailing address.

Replacement Households

When an entire household moves out and a new household moves in (i.e., the current household is not the same household as was interviewed in the previous enumeration period) the new household at the sample unit is referred to as a “replacement” household. Once a case is coded as a replacement household, the data about the prior household (e.g. the roster, person characteristics, household characteristics, etc.) are deleted so that you can start the interview with the replacement household the same as you would an incoming case.

Now, watch the video demonstrating how to code a case as a replacement household in the instrument. The video can be accessed by opening Mobile Case Management and clicking the purple Training/Manuals tab. Then click on the materials folder under “Resources” and then click the NCS subfolder. Finally, click the video file, “2025 NCVS Replacement HH v1.0”. []

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 telephone numbers 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.

Go to Part B, Chapter 2, Topic 9 of your NCVS-550 Interviewing Manual for Field Representatives and read about collecting and updating the contact information for the household and each NCVS eligible person on the roster. []

Review Exercise

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

Lesson 11 - Review Exercise

1. The Front Section of the NCVS instrument is designed to: **(Mark all that apply)**
 - ☐ Provide information about the case for you to review before attempting contact with the sample household.
 - ☐ Screen for crime incidents.
 - ☐ Guide you through screens for making contact with a household respondent or an individual respondent.
 - ☐ Collect detailed information about the incident reported.
 - ☐ Update sample address, mailing address, and telephone number information for the household with the household respondent.

2. The first screen in the survey instrument's Front Section that appears when you enter the NCVS instrument from Case Management is:
 - ☐ **GENINTRO**
 - ☐ **VERADD**
 - ☐ **START**
 - ☐ **HHROSTER**

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

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

Lesson 11 - Answer Key

1. The Front Section of the NCVS instrument is designed to: **(Mark all that apply)**
- ☒ Provide information about the case for you to review before attempting contact with the sample household.
 - ☐ Screen for crime incidents.
 - ☒ Guide you through screens for making contact with a household respondent or an individual respondent.
 - ☐ Collect detailed information about the incident reported.
 - ☒ Update sample address, mailing address, and telephone number information for the household with the household respondent.

(Page 92)

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

- ☐ GENINTRO
- ☐ VERADD
- ☒ START
- ☐ HHROSTER

(Page 92)

3. A **Group Quarters** is a type of living quarters where the residents share common facilities or where residents receive authorized care or custody.

(Page 92)

Continue with Lesson 12.

Lesson 12. 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.

Questions about the characteristics of the sample unit are described below.

TENURE

Go to the **TENURE** subheading in Part B, Chapter 2, Topic 10 of your NCVS-550 Interviewing Manual for Field Representatives and look at the question screen shot at the top of the page. Also read the descriptions of when to select categories 1-3 and about the special situations. []

Item **TENURE** is used to determine how crime victimization might differ for people who own their home and people who rent.

STUDENTHOUSING

Go to the **STUDENTHOUSING** subheading in Part B, Chapter 2, Topic 10 of your NCVS-550 Interviewing Manual for Field Representatives and review the description of the **STUDENTHOUSING** question. []

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.

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

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.

Go to the **INDIANRESERVATIONHU** subheading in Part B, Chapter 2, Topic 10 of your NCVS-550 Interviewing Manual for Field Representatives and read what is meant by an American Indian Reservation and American Indian Lands. []

ACCESS

During your initial visit to the household, observe whether there is direct access to the living quarters. This item is designed to indicate whether or not a sample household has direct access to their 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. Therefore, the unit is not a separate housing unit and should be considered part of the housing unit through which access to it is gained.

TYPEOFHOUSINGUNIT

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

Go to the **TYPEOFHOUSINGUNIT** subheading in Part B, Chapter 2, Topic 10 of your NCVS-550 Interviewing Manual for Field Representatives and read the description of the question and answer categories. []

NUMBEROFUNITS

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

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

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

GATEDRESTRICTEDACCESS

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.

Go to the **GATEDRESTRICTEDACCESS** subheading in Part B, Chapter 2, Topic 10 of your NCVS-550 Interviewing Manual for Field Representatives and read the description of the question and answer categories. []

Household Roster and Person Level Characteristics

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

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

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

Household Roster

When building the household roster, list the names of:

- All persons living or staying at the sample unit at the time of your visit or telephone call, and
- Any persons who usually live there but are temporarily absent.

Go to the “Who to List on the Roster” subheading in Part B, Chapter 2, Topic 11 of your NCVS-550 Interviewing Manual for Field Representatives and read about who else to list. []

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 building the household roster is shown below. The order is by relationship to the reference person and is as follows:

- Reference person
- Husband or wife of reference person

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

As you build the household roster, each person is assigned a unique line number. These numbers correspond to the order in which you list the occupants of a sample unit. The first person listed on the roster is always the reference person when first building a roster and therefore has a line number of one. In subsequent interviews, the reference person may not be the first person listed on the roster due to household roster changes.

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

RELATIONSHIP

This question collects the relationship of all members of the household to the **reference person**.

HHMEMBER

After determining the person's relationship to the reference person, identify whether each person is a member of the household by asking, "**Does (person's name) usually live here?**". For this question and the next (**HSEMEMURE**) there is an FR instruction and help screen to assist you in verifying household membership.

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.

"**Usual residents**" include such persons as lodgers and servants who usually live at the sample address. Also included are persons who usually live at the address, but are temporarily away for some reason. However, do not consider students living away at school as "usual residents."

Go to the HSEMEMURE subheading in Part B, Chapter 2, Topic 11 of your NCVS-550 Interviewing Manual for Field Representatives and read more about who to include as household members. []

Verifying the Household Roster

HHLDCOVERAGE

This question: “**Have I missed anyone else living or staying (HERE/THERE) such as any babies, any lodgers, or anyone who is away at present traveling or in the hospital?**” is asked each time the household is interviewed to ensure that we do not omit persons who may have moved into the household since the previous interview. Many household respondents forget to mention babies, lodgers, and visitors when asked about persons staying at their home.

Once you determine that the listing of persons in the household roster is complete, you will select a household respondent. This is the household member at the sample address who is answering the questions about the household for the current enumeration period and is one of the household members who is most knowledgeable about household matters. In most cases, this person must be at least 18 years of age.

NAMECHECK

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 question **WHICHLNMOVED** to select which person(s) on the roster have left the household. You will then record the reason why there was a change to the roster at the **MEMBERCHANGES** screen. The **MEMBERCHANGES** screen is also used to record why someone was added to the roster based on the answer to the **HHLDCOVERAGE** screen.

MEMBERCHANGES

The **MEMBERCHANGES** screen is on path when a change in the household composition has been noted by an entry in **NAMECHECK** or **HHLDCOVERAGE**. **MEMBERCHANGES** does not have a question for you to ask the household respondent. Use this screen when you discover that a household member has entered or left the household since the previous interview. This screen will only display the applicable categories based on whether someone entered or left the household.

Go to the **MEMBERCHANGES** subheading in Part B, Chapter 2, Topic 11 of your NCVS-550 Interviewing Manual for Field Representatives and review the description of the **MEMBERCHANGES** screen. []

SP_ORIGIN

This question: “**Are you Spanish, Hispanic, or Latino?**” is asked of each household member to determine if the person is Spanish, Hispanic or Latino. Go to the **SP_ORIGIN** subheading in Part B, Chapter 2 of your NCVS-550 Interviewing Manual for Field Representatives and scan the list of groups, which distinguishes a person as being Spanish, Hispanic or Latino. This list is also available as a help screen at this screen. []

SP_ORIGIN is asked of each household member during the initial visit and when a new person is added to the household during subsequent interviews.

RACE

This question is asked of the household respondent to choose one or more races that each household member considers himself/herself to be. It is asked separately for each household member and allows up to five different races to be reported for each household member. You also ask this race question during subsequent enumeration periods when a new person is added to the household.

During a personal visit interview, you can show the respondent the Race help screen. For Spanish-speaking respondents you can show the Spanish language Race help screen, which is available when the instrument is toggled to the Spanish language instrument.

The Office of Management of Budget requires that the collection of data on race be based on self-identification. Therefore, you **MUST** ask this question for each household member even when the race of the respondent may seem obvious. If a respondent refuses to answer the race question, do **NOT** fill it by observation.

ROSTERREVIEW

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.

There is a soft edit check after you confirm the roster is correct to make sure there are no updates needed to the roster. 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.

Review Exercise

Complete the review exercise for this lesson that starts on the following page. Compare your answers to the answer key, which follows the review exercise, and continue with Lesson 13.

Lesson 12 - Review Exercise

1. The tenure question determines if the sample unit is owned or being bought, rented for cash, or occupied without payment of cash rent.

TRUE**FALSE**

2. To be considered public housing for the NCVS, a unit can be located in a building that is funded by the Federal government, a state or local government, or part of a federal assisted program.

TRUE**FALSE**

3. The _____ is one of the persons who owns or rents the sample unit AND who is normally ____ years of age or older.

4. When building the household roster, the household respondent is always the first person listed.

TRUE**FALSE**

5. The household roster should include all persons living or staying at the sample address at the time of the interview, including visitors and other persons who are not household members, but are in the sample unit and have stayed at the sample address at least _____ before the interview.

6. As you build the household roster, each person is assigned a unique line number. These numbers correspond to the order in which you list the occupants of a sample unit.

TRUE**FALSE**

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

Lesson 12 - Answer Key

1. The tenure question determines if the sample unit is owned or being bought, rented for cash, or occupied without payment of cash rent.
TRUE (Page 97)
2. To be considered public housing for the NCVS, a unit can be located in a building that is funded by the Federal government, a state or local government, or part of a federal assisted program.
FALSE (Page 97)
3. The **Reference Person** is one of the persons who owns or rents the sample unit AND who is normally 18 years of age or older.
(Page 99)
4. When building the household roster, the household respondent is always the first person listed.
FALSE (Page 99)
5. The household roster should include all persons living or staying at the sample address at the time of the interview, including visitors and other persons who are not household members, but are in the sample unit and have stayed at the sample address at least one night before the interview.
(NCVS-550, Part B, Chapter 2, Topic 11, "Who to list on the Roster" subheading)
6. As you build the household roster, each person is assigned a unique line number. These numbers correspond to the order in which you list the occupants of a sample unit.
TRUE (Page 100)

Continue with Lesson 13

NOTES

Lesson 13. 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.

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, if they have been homeless or without a regular place to stay, their employment status during the reference period, and if there is an unrecognizable business operated from the sample address.

Go to the Person Characteristics I subheading in Part B, Chapter 3, Topic 2 of your NCVS-550 Interviewing Manual for Field Representatives and read more about these questions. []

Police Ask-All or Community Measures Questions

These sets of questions were added to improve respondent engagement so they can share their opinions about their local community, regardless of their victimization status. 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.

Go to the Police Ask-All or Community Measure Questions subheading in Part B, Chapter 2, Topic 3 of your NCVS-550 Interviewing Manual for Field Representatives and read more about these questions. []

Crime Victimization Screener Questions

These screen questions cover a wide variety of situations. They are designed to stimulate respondent recall of incidents by providing concrete examples of the kinds of crimes typically reported for the NCVS that could be overlooked by respondents. These screen questions ensure that we collect ALL incidents of crimes in a sample household that occurred during each respondent's **6-month reference period**.

All eligible NCVS respondents are asked questions about crime incidents for which they may have been a victim. 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

Go to the “Crime Victimization Screener Questions” subheading in Part B, Chapter 3, Topic 4 of your NCVS-550 Interviewing Manual for Field Representatives on the laptop now and read about the crime screen questions. []

Sometimes a crime incident can include multiple types of crime. For example, when an offender breaks into the same address and steals a TV. In this example the incident includes two types of crime, a break-in and a theft. There is functionality in the instrument to capture when an incident covers multiple types of crimes. Now, watch the video demonstrating how to capture two types of crime in one incident. The video can be accessed by navigating to the NCS subfolder on your laptop. Finally, click the video file, “Two or More Type of Crime in One CIRv1.0”. []

Review Exercise

Complete the review exercise for this lesson that starts on the following page. Compare your answers to the answer key which follows the review exercise and continue with Lesson 14.

Lesson 13 - Review Exercise

1. The Crime Screener Questions asked of the household respondent include additional questions about the household such as attempted break-ins, vandalism, and motor vehicle theft.

TRUE

FALSE

2. A business operated from a sample unit by a household member is considered recognizable if: **(Mark all that apply.)**

_____ There is a business sign visible from outside the sample unit.

_____ The business is advertised in a newspaper, magazine, telephone book, or on the Internet.

_____ A business sign must be located on the sample household's property.

_____ There is a vehicle parked in the housing unit's driveway or in front of the sample unit that carries the business logo on it.

3. The screener questions are designed to stimulate a respondents recall by providing examples of the types of crimes that are reported for the NCVS.

TRUE

FALSE

4. The NCVS instrument has the functionality to record that multiple types of crime happened as part of the same incident.

TRUE

FALSE

4. The Police Ask-All and Community Measures questions were added to improve respondent engagement for both victims and nonvictims.

TRUE

FALSE

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

Lesson 13 - Answer Key

1. The Crime Screener Questions asked of the household respondent include additional questions about the household such as attempted break-ins, vandalism, and motor vehicle theft.

TRUE (Page 107)

2. A business operated from a sample unit by a household member is considered recognizable if: **(Mark all that apply.)**

☒ There is a business sign visible from outside the sample unit.

☐ The business is advertised in a newspaper, magazine, telephone book, or on the Internet.

☒ A business sign must be located on the sample household's property.

☐ There is a vehicle parked in the housing unit's driveway or in front of the sample unit that carries the business logo on it.

(NCVS-550, Part C, Chapter 2, Topic 4)

3. The screener questions are designed to stimulate a respondents recall by providing examples of the types of crimes that are reported for the NCVS.

TRUE (Page 107)

4. The NCVS instrument has the functionality to record that multiple types of crime happened as part of the same incident.

TRUE (Page 107)

5. The Police Ask-All and Community Measures questions were added to improve respondent engagement for both victims and nonvictims.

TRUE (Page 106)

Continue with Lesson 14.

NOTES

Lesson 14. The Crime Incident Report (CIR)

Objective

The objectives of this lesson are to:

- Explain the design of the CIR in the 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.

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.

Kinds of Information Collected

When you complete the Crime Incident Report section of the NCVS instrument, **you ask the respondent about:**

- When the crime incident took place;
- Where the crime incident occurred;

- How the crime incident was committed;
- What injuries the respondent may have suffered as a result of the crime incident;
- What actions the respondent took and whether those actions helped the situation in any way;
- Who committed the crime;
- Whether property that was stolen or damaged during the crime incident will be covered by insurance; and
- Whether the police were informed.

You also ask whether or not the respondent:

- Received certain services focused on victims of crime; and
- Has any reason to suspect that the incident was a hate crime or crime of prejudice or bigotry.

Later in this self-study as well as during classroom training, we will discuss the crime incident report items in detail. For this lesson, we will highlight just a few of these items.

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 2025 roommate stole L1's wallet).

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 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 2025 roommate stole L1's wallet

Just to confirm, did someone steal or try to steal a vehicle as part of this incident in January 2025?

1. Yes
2. No

ALSO_MVTHEFT

Detailed Type of Crime Questions

In the NCVS instrument, only questions relevant to the type of crime reported in the screener will be asked in the CIR.

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. These questions are 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.

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 which is included on pages 46-49 in the NCVS-523 FR Training Workbook), 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 asking 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.

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.

Motor Vehicle Theft

This section determines whether the incident was an attempted or completed motor vehicle theft and who the vehicle belonged to.

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.

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.

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.

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 tailored to the type of crime or the victim. For example, **LOCATIONMV**, will only display for respondents who reported an attempted or completed motor vehicle theft, break-in of a motor vehicle, or vandalism.

Presence

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 in this section. 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.

Victim-Offender Relationship

This section asks how many offenders there were, if the respondent knew the offender(s) and, if so, how well.

Offender Characteristics

This section asks about detailed characteristics of the offender(s) if the respondent reported knowing anything about the offender(s).

Self-Protection

These questions are 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.

Hate Crimes

This section is designed to determine if the victimization was the result of prejudice or bigotry towards the respondent. 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, sex, 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.

Police Involvement

These questions ask 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.

Go to the Police Involvement subheading in Part B, Chapter 4, Topic 3 of your NCVS-550 Interviewing Manual for Field Representatives and read more about what the NCVS considers to be “police” for these questions. []

Victim Services

These questions ask about 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.

Workplace Violence

If the incident was a personal crime and happened while the respondent was working or on the way to or from work, the respondent 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.

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.

Consequences III: Economic Consequences

These questions ask 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.

Property Damage

This section 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.

Lost Work and Wages

These questions ask 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.

Summary

At the end of the CIR, you will record a summary description of the incident. You will ask 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 type in the description that the respondent provides.

You will 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.

Other Incident Questions

We will cover some of the other incident report items in detail during the classroom training.

Probing

As you ask the detailed crime incident questions, there may be times when you need to probe for more information. At other times, you only need to verify answers.

You may encounter situations when the respondent gives an answer that does not quite fit the question. Probing is a technique in which you casually get the respondent to provide an answer that meets the question's objective. At these times, you must ask one or more probing questions. Whenever the respondent's answer is not relevant to the question or the answer is unclear or incomplete, probe to get the required information.

Ways to Probe

If a probe is not displayed for a particular question, there are many ways to probe, including:

- Repeating the question;
- Pausing to give the respondent time to think;
- Asking for more information to find out what the respondent means;
- Stressing the generality of the question by asking for an estimate;
- Zeroing in (For example, you could probe to determine how far the incident happened from the sample address by asking, "Was it within a mile, 5 miles, 50 miles or more?").

Probes Must Not Suggest Responses

As an FR, you may often think that you know what respondents mean, how they feel, and what their real opinion is, even though they have not expressed these feelings.

Do not assume and suggest an answer when you are probing. Avoid any comments that may lead a respondent to an answer. Probes must always be **NEUTRAL**.

Do Not Over Probe

Since probes, by nature, tend to press or challenge a respondent, limit your use of probes so that they do not have an adverse effect on the interview. Unless indicated in the questionnaire, only use probes when necessary to clarify a response.

Once the respondent has answered your question, do not continue to probe. You can avoid over-probing by knowing the question's objective. If you understand the main purpose for asking the question, then you will know when the respondent has answered it appropriately.

Unduplication

Unduplicating incidents is an NCVS process to ensure that **each reported incident is not a duplicate of another incident already reported by other household members in the current 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.

DO NOT discuss the incidents you are comparing with the respondent, even to verify that they are the same or different incidents.

Review Exercise

Complete the review exercise for this lesson that starts on the following page. Compare your answers to the answer key which follows the review exercise, then continue with Lesson 15.

Lesson 14 - Review Exercise

1. In most cases, you complete a separate set of crime incident report questions for each crime incident that a household member reports during his/her 6-month reference period.

TRUE

FALSE

2. Collecting details about a reported crime incident is important so that we have a clear picture of what happened during the incident.

TRUE

FALSE

3. Before getting into specific details about the incident reported, you will ask questions to clarify if any other type of crime happened as part of the original incident reported, if that type of crime was not already reported.

TRUE

FALSE

4. The following are types of information collected in the CIR: *(Mark all that apply)*

_____ When and where the crime incident took place

_____ Who committed the crime

_____ What measures the respondent uses to avoid being a victim

_____ Whether property that was stolen or damaged during the crime incident will be covered by insurance

_____ How the respondent feels about their neighbors

_____ Whether the police were informed

5. When completing the incident summary, you will write up the summary without asking the respondent to provide a summary of the incident.

TRUE

FALSE

6. 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).

TRUE

FALSE

7. _____ is a technique in which you casually get the respondent to provide an answer that meets the question's objective.

8. The incident summary should be written so that anyone reading it can get a clear, well-defined picture of how the respondent was victimized.

TRUE

FALSE

9. _____ is an NCVS process to ensure that each reported incident is not a duplicate of another incident already reported by other household members in the current interview period.

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

Lesson 14 - Answer Key

1. In most cases, you complete a separate set of crime incident report questions for each crime incident that a household member reports during his/her 6-month reference period.

TRUE (Page 111)

2. Collecting details about a reported crime incident is important so that we have a clear picture of what happened during the incident.

TRUE (Page 111)

3. Before getting into specific details about the incident reported, you will ask questions to clarify if any other type of crime happened as part of the original incident reported, if that type of crime was not already reported.

TRUE (Page 112)

4. The following are types of information collected in the CIR: **(Mark all that apply)**

 X When and where the crime incident took place

 X Who committed the crime

 What measures the respondent uses to avoid being a victim

 X Whether property that was stolen or damaged during the crime incident will be covered by insurance

 How the respondent feels about their neighbors

 X Whether the police were informed

(Pages 111-112)

5. When completing the incident summary, you will write up the summary without asking the respondent to provide a summary of the incident.

FALSE (Page 116)

6. 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).

TRUE (Page 111)

7. **Probing** is a technique in which you casually get the respondent to provide an answer that meets the question's objective.

(Page 117)

8. The incident summary should be written so that anyone reading it can get a clear, well-defined picture of how the respondent was victimized.

TRUE (Page 117)

9. **Unduplicating incidents** is an NCVS process to ensure that each reported incident is not a duplicate of another incident already reported by other household members in the current interview period.

(Page 118)

Continue with Lesson 15

Lesson 15. Personal/Household Characteristics and Interview Info Questions

Objective

The objectives of this lesson are to:

- Explain the design of the next sections of the instrument.
- Provide an overview of the questions that make up these sections of the instrument.

Additional NCVS Questions

The next part of the NCVS instrument has three sections:

1. Person Characteristics II
2. Household Characteristics II
3. Interview Information

These sections contain questions about:

1. Disability
2. Citizenship
3. Sexual Orientation
4. Veteran Status
5. Employment
6. Total Household Income
7. Respondent Contact Information
8. Interview Information

Person Characteristics II

After you have completed all the CIRs, these sections finish 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

You will collect demographic data from respondents (e.g., disabilities, citizenship, sexual orientation, and military service). The questions are asked based on the household roster information that was collected.

Disability Questions

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

Go to Part B, Chapter 3, Topic 5 “Socio-Demographic Questions” of your NCVS-550 Interviewing Manual for Field Representatives and review the disability questions. []

Citizenship Question

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

Go to Part B, Chapter 3, Topic 5 “Socio-Demographic Questions” of your NCVS-550 Interviewing Manual for Field Representatives and review the citizenship question. []

Sexual Orientation Questions

A sexual orientation question is asked of respondents who fall into the age thresholds and other criteria set by the sponsor. There are two versions of the question that differ slightly. What version you ask a respondent depends on the sex recorded on the household roster for that individual. This question will not be asked if the interview is being conducted by a proxy.

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

Go to the sub-heading “Sexual Orientation” in Part B, Chapter 3, Topic 5 of your NCVS-550 Interviewing Manual for Field Representatives and review the sexual orientation questions. []

Respondents may ask what the question means by “lesbian,” “gay,” “straight,” or “bisexual.” If so, read the appropriate definition that appears on the question screen to the respondent. Do not try to define these terms yourself. Use the definitions on the question screen.

If a respondent asks why you are asking them this question. Refer to the FAQ tab in the instrument and read the answer to the respondent.

Veteran Status Questions

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

Go to the subheading “Veteran Status” in Part B, Chapter 3, Topic 5 of your NCVS-550 Interviewing Manual for Field Representatives and review the veteran status questions. []

Employment Questions

The employment questions are asked of each respondent who is 16 years of age or older. These questions are used to determine the type of job and the type of area in which the person is working. These questions are asked to identify those jobs which may increase or decrease a person's likelihood of becoming a crime victim.

Go to Part B, Chapter 3, Topic 6 of your NCVS-550 Interviewing Manual for Field Representatives and review the employment information questions. This section of the interviewing manual provides helpful examples, descriptions, and supplementary information about the employment questions. []

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.

Go to Part B, Chapter 3, Topic 7 of your NCVS-550 Interviewing Manual for Field Representatives and review the household characteristics questions. []

Respondent Contact Information

When you are interviewing a respondent who is not the HHR, you will ask for their phone numbers and email where they can be reached. You may need to explain to the respondent the reason for asking these questions. You can tell a household respondent that:

- In order to limit survey costs, future interviews should be conducted by telephone whenever possible.
- We need the household's telephone number to:
 - ✓ Make appointments to call other household members who are not present during your initial visit to their interview.
 - ✓ Re-contact respondents to obtain any missing information that a respondent may be unable to supply during an interview.

Supplements

Periodically, we collect additional information on certain topics such as school crime, identity theft, and contacts with the police. These supplement questions are asked after eligible respondents have completed their NCVS interview. Separate training materials are provided before each supplement is fielded.

Interview Info

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.

Go to Part B, Chapter 6, Topic 1 of your NCVS-550 Interviewing Manual for Field Representatives and review what information about the interview is collected. []

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.

Review Exercise

Complete the review exercise for this lesson that starts on the following page. Compare your answers to the answer key, which follows the review exercise, then continue with Lesson 16.

Lesson 15 - Review Exercise

1. Answers to the sexual orientation questions can be marked by observation if obvious.

TRUE

FALSE

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

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

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

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

_____ All of the above

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

TRUE

FALSE

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

TRUE

FALSE

5. The TOTAL combined household income includes money income received:

_____ During the 6 months preceding the interview by all members of the household who are 12 years of age or older.

_____ During the 6 months preceding the interview by all members of the household who are 14 years of age or older.

_____ During the 6 months preceding the interview by all members of the household who are 16 years of age or older.

_____ During the 12 months preceding the interview by all members of the household who are 12 years of age or older.

_____ During the 12 months preceding the interview by all members of the household who are 14 years of age or older.

_____ During the 12 months preceding the interview by all members of the household who are 16 years of age or older.

6. One reason why we ask for contact information (phone numbers and email addresses) is, so you are able to conduct future interviews with the sample household by telephone in order to save survey costs.

TRUE

FALSE

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

Lesson 15 - Answer Key

1. Answers to the sexual orientation questions can be marked by observation if obvious.

FALSE (Page 124)

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

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

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

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

X All of the above

(NCVS-550, Part B, Chapter 3, Topic 5, "Sexual Orientation" Subheading)

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

FALSE (Page 125)

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

FALSE (NCVS-550, Part B, Chapter 3, Topic 7, "Household Characteristics")

5. The TOTAL combined household income includes money income received:

- _____ During the 6 months preceding the interview by all members of the household who are 12 years of age or older.
- _____ During the 6 months preceding the interview by all members of the household who are 14 years of age or older.
- _____ During the 6 months preceding the interview by all members of the household who are 16 years of age or older.
- _____ During the 12 months preceding the interview by all members of the household who are 12 years of age or older.
- _____ During the 12 months preceding the interview by all members of the household who are 14 years of age or older.
- X** During the 12 months preceding the interview by all members of the household who are 16 years of age or older.

(NCVS-550, Part B, Chapter 3, Topic 7, "Household Characteristics")

6. One reason why we ask for contact information (phone numbers and email addresses) is, so you are able to conduct future interviews with the sample household by telephone in order to save survey costs.

TRUE (Page 125)

Continue with Lesson 16.

Lesson 16. The NCVS Back Section

Objective

The objectives of this lesson are to:

- Explain the design of the back section of the 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 instrument.

Now let's review some of the main screens you see when you enter the Back Section of the instrument.

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.

APPTDATE

At **APPTDATE** you set an appointment to conduct or complete the interview with the respondent. Ask the respondent for a date that is best to complete the interview. Click on the drop-down arrow next to the data entry field to open the calendar for you to select the appointment date. You can also type a date in the date field. You must enter the date in m/d/yyyy or mm/dd/yyyy format, for example "9/1/2025" or "11/25/2025."

APPTTIME

At **APPTTIME** you ask the respondent for the best time to call back on the date they just gave you.

APPT_NOTES

Enter any callback notes about the appointment at the **APPT_NOTES** screen. The notes entered here will display in the callback notes on the Case Details Household Roster page in case management.

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.

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.

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 Exercise

Complete the review exercise on the next page. Compare your answers to the answer key that follows the review exercise, then continue with Lesson 17.

Lesson 16 - Review Exercise

1. The Back Section of the NCVS instrument is designed to guide you through screens for:
(Mark all that apply.)

☐ Setting appointments.

☐ Updating sample address, mailing address, and telephone number information for the household with the household respondent.

☐ Recording information, such as telephone numbers, best time to call, and whether there are any language or hearing problems.

☐ Making contact with a household respondent or an individual respondent.

☐ Thanking the respondent for his/her participation.

☐ Recording the incomplete status of a household respondent's interview.

2. When you terminate an interview by pressing the _____ key, the instrument proceeds to _____.

3. The information you enter in the back of the instrument is retained within the survey instrument and not fed back into Case Management.

TRUE**FALSE**

4. The purpose of the _____ program is to ensure the _____ of the data collected and to verify the FR _____ during the interview.

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

Lesson 16 - Answer Key

1. The Back Section of the NCVS instrument is designed to guide you through screens for:
(Mark all that apply.)

- ☒ Setting appointments.
- ☐ Updating sample address, mailing address, and telephone number information for the household with the household respondent.
- ☒ Recording information, such as telephone numbers, best time to call, and whether there are any language or hearing problems.
- ☐ Making contact with a household respondent or an individual respondent.
- ☒ Thanking the respondent for his/her participation.
- ☒ Recording the incomplete status of a household respondent's interview.

(Page 131)

2. When you terminate an interview by pressing the **F10** key, the instrument proceeds to **REFCBBREAK**.

(Page 131)

3. The information you enter in the back of the instrument is retained within the survey instrument and not fed back into Case Management.

FALSE (Page 131)

4. The purpose of the **reinterview** program is to ensure the **accuracy** of the data collected and to verify the FR **followed proper procedures** during the interview.

(Page 132)

Continue with Lesson 17.

Lesson 17. Self-Study Practice Interviews

Objective

You will now have the opportunity to familiarize yourself with the NCVS CAPI instrument by going through a practice interview. The purpose of the practice interview is to make you more familiar with the instrument. Since this is your first attempt at completing an NCVS CAPI interview, this interview will be much simpler than some of your actual interviews will be. Also note, this training instrument may not match the current production instrument exactly. You will have more time to master navigation of the instrument and understand the NCVS questions during your classroom training session.

Caution

To keep things simple, go straight through the scripted interview. **DO NOT** attempt to jump around to different sections or 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.

Follow the Instructions

Complete the practice interview in its’ 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* in the NCVS-523 FR Training Workbook script 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.

What do I do when I have questions?

Write down any questions or comments you have while completing the practice interview on the “NOTES” page in the NCVS-523 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.

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 ‘202501CT’.

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 202501CT Package.”
3. Click the “Reset Training” training button.
4. A box appears with the message that your cases have been reset. Click OK.
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 attend classroom training.*****

Now that you have verified the training cases have successfully loaded in MCM, open the NCVS-523 NCVS Initial FR Training Workbook and follow the interview script to complete the Self-Study practice exercises.

Lesson 18. Final Review Exercise

Complete each item in the final review exercise.

We'll go over the answers to these questions during the classroom training.

1. The BJS needs the NCVS data primarily to obtain an accurate, up-to-date measure of the kinds and amount of crimes committed against persons 12 years of age and older.

TRUE

FALSE

2. The reference period is important because we only ask about crime incidents that occurred during this period. Listed below are interview dates for first month interviews. For these interviews, what is the 6-month reference period for crimes committed?

Date of Interview

Reference Period

August 5

April 1

December 3

3. Listed below are the Moe family members and their ages. Answer the questions (3a - c) which follow:

Name

Age

Household Relationship

John Moe

46

Reference person

Megan Moe

42

Spouse

Mary Moe

20

Child

Michael Moe

8

Child

When you make your initial visit to the Moe household, Megan Moe is the only person home. She answers the household characteristic questions, along with other questions relating to her family.

a. Who is the household respondent?

b. If while interviewing Megan Moe, she tells you that Mary is currently away at college, living in a dorm. Mary Moe is no longer considered a household member based for NCVS purposes.

TRUE

FALSE

c. Are there any members of the Moe household who are not required to be interviewed for the NCVS?

YES

NO

If yes, who?

4. If the occupants at a sample address change between enumeration periods, you: **(Mark the correct answer.)**

_____ Try to locate the occupants' new address at the local post office.

_____ Select another address randomly on the same block.

_____ Interview the people who currently live at the sample address and who consider the address to be their usual place of residence.

5. _____ is an interviewing technique you can use to get the respondent to provide more information when the respondent's initial answer is unclear or incomplete.

6. Enter the letter next to each item that corresponds to the letter that points to a specific part of the NCVS CAPI instrument illustrated on the next page.

_____ Info Pane

_____ Title bar

_____ Section Tabs

_____ Form Pane

_____ Menu Bar

_____ Status Bar

A → National Crime Victimization Survey -- NCVS Questions ver 06.11 Blaise ver 482b1506

B → Forms Answer Navigate Options Help

C → Main HH Roster New HH FAQs F10

E →

- Ask or verify:
- Are your living quarters...
- Read answer categories

☐ 1. Owned or being bought by you or someone in your household?

☐ 2. Rented for cash?

☐ 3. Occupied without payment of cash rent?

D →

Tenure ☐ Otherwall ☐

Student ☐ Restrict ☐

Public housing

Pub verify

Pub house

Indian res ☐

Farm sales ☐

Access ☐

Type HU ☐

HU - specify

Other unit -

Nounits ☐

Direct

F →

00000001 TENURE 4:59:27 PM 8-7-2012 Talking To: About: 142/2282

7. Describe in the answer space below how you identify or differentiate each item from other information on the screen.
- FR Instructions: _____
 - Questions to ask respondents: _____
 - Questions that allow multiple answers: _____
 - Questions that allow only a single response: _____
 - Text that is optional to read to the respondent: _____
8. Which key, when pressed in the NCVS CAPI instrument, ensures that the entry is “accepted” within the instrument and moves to the next question? _____
9. Which Function key in the NCVS CAPI instrument allows you to enter Item Level Notes?

10. Which keys, when pressed while in the NCVS CAPI instrument, allow you to enter Case Level Notes? _____
11. Which Function key in the NCVS CAPI instrument is used to exit the instrument before the interview is completed? _____
12. At the START screen, select category 3, Noninterview (Type A/B/C), to classify a person as a Type Z noninterview.

TRUE

FALSE

13. In the NCVS CAPI instrument, selecting the Suppress button in a _____ edit check allows you to accept data inconsistencies.
14. Six months ago when you interviewed a sample household there were three household members. During the current month, you discover that two of the three household members moved out. You must create a replacement household and interview the remaining household member.

TRUE

FALSE

15. If you encounter a reluctant respondent you can try to convince the respondent to participate by mentioning that: **(Mark the correct answers.)**

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

_____ I can just ask you if you have been a victim of a crime and if not then we'll be done.

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

_____ Whether you experienced a crime or not, you are helping the nation understand crime and safety issues – *your experience matters*.

_____ The survey results are used to update or create new programs focusing on the people who are most likely to be victims of crime by making crime prevention and control programs more effective.

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

TRUE

FALSE

17. If multiple types of crime happened in the same incident, a separate Crime Incident Report will be completed for each type of crime reported.

TRUE

FALSE

18. Every eligible NCVS respondent will be asked screener questions on completed and attempted thefts, attacks, unwanted sexual contacts, threats, and break-ins.

TRUE

FALSE

19. Which of the following are procedures for writing the summary for a crime incident report:
(Mark all that apply.)

- _____ Write the summary on your own.
- _____ Ask the respondent to summarize the incident and type what they tell you.
- _____ Add more details to the initial summary provided by the respondent if important details were left out by the respondent.
- _____ Avoid non-descriptive summaries like, "Same as the previous incident." Each summary needs to be able to stand-alone and provide enough details to know what type of incident was reported.
- _____ Type "Refused" if the respondent does not want to provide a summary.

20. A respondent returns home from work to find their package was stolen from the porch. When checking the video from their doorbell camera, they see a young man grabbed it and ran off. In this scenario the respondent is considered present because they saw the offender commit the crime on the doorbell camera recording.

TRUE

FALSE

Bring your laptop and this completed self-study to the classroom training.

Write down any questions you want to ask during the training.

Attachment 10: NCVS-522 (FR Classroom Training Guide)

National Crime Victimization Survey (NCVS)



Classroom Training Guide:

NCVS Initial Training for Field Representatives

This document does not contain any Title 13 data or other Personally Identifiable Information. All data are fictitious and any resemblance to actual data is coincidental. Consistent with Field Division policy, any names referenced in practice interviews or other exercises are not meant to refer to any actual person, especially any current or past Census Bureau employees.

Page intentionally left blank

Contents

Suggested Training Schedule	4
Instructions to the Trainer	6
Training Instructions	6
Your Role	6
Practice Interviews.....	6
Virtual Training.....	6
Final Preparations	8
Useful Techniques.....	8
Preparation	8
Presentation.....	9
Audience Awareness.....	9
Using This Guide.....	10
Verbatim Text	10
Bold Italicized Wording	10
Day of Class Preparation	10
Practice Interview Exercises.....	12
Chapter 1 - Welcome and Introduction	14
Chapter 2 – Review of the Pre-Classroom Self-Study Materials.....	18
Chapter 3 – NCVS Concepts and Definitions.....	25
Chapter 4 – NCVS Practice Interviews	35
Practice Exercise 1 – Build a Household Roster (New Case).....	39
Practice Exercise 2 – Completing Interview With the Household Respondent (HHR).....	59
Practice Exercise 3 – Updating the Roster When the Prior Reference Person Moves Out and Selecting a New Reference Person.....	87
Practice Exercise 4 – Multiple Types of Crime (TOCs) in Same Incident.....	97
Practice Exercise 5 – Classifying an NCVS Respondent as a Type Z Noninterview	125
Practice Exercise 6 – Identify and Create a Replacement Household	127
Practice Exercise 7 – HHR reports an incident of rape	142
Practice Exercise 8 – Select Next Respondent to Interview at NEXTPERSON.....	189
Practice Exercise 9 – Respondent Reports a Crime and Adds a TOC at the ALSO Questions	191
Practice Exercise 10 – Adding a New Household Member to the Roster	215

Practice Exercise 11 – Multiple Crime Incident Reports – Different TOCs	225
Chapter 5 – Paired Practice Interviews.....	253
Chapter 6 - NCVS Training Wrap Up	255

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 the subsequent exercise the next day. For example, do not end the training day with Practice Exercise 8, since the same case is used for Practice Exercise 9. If you start Practice Exercise 9 the day after having completed Practice Exercise 8, 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.

DAY 1			
Chapter	Title	Time to Complete	Time Elapsed
Chapter 1	Welcome and Introduction	:20	:20
Chapter 2	Review of the Pre-Classroom Self-Study Materials	:30	:50
Chapter 3	NCVS Concepts and Definitions	:40	1:30
	BREAK	:15	1:45
Chapter 4	Practice Exercise 1 - Build a Household Roster (New Case)	:45	2:30
	Practice Exercise 2 - Completing Interview with the Household Respondent (HHR)	:55	3:25
	LUNCH	1:00	4:25
	Practice Exercise 3 – Updating the Roster When the Prior Reference Person Moves Out and Selecting a New Reference Person	:30	4:55
	Practice Exercise 4 – Multiple Types of Crime (TOCs) in Same Incident	:50	5:45

DAY 2			
Chapter	Title	Time to Complete	Time Elapsed
Chapter 4	Practice Exercise 5 – Classifying an NCVS Respondent as a Type Z Noninterview	:10	:10
	Practice Exercise 6 – Identify and Create a Replacement Household	:25	:35
	Practice Exercise 7 – HHR Reports an Incident of Rape	1:15	1:50
	BREAK	:15	2:05
	Practice Exercise 8 – Select Next Respondent to Interview at NEXTPERSON	:05	2:10
	Practice Exercise 9 – Respondent Reports a Crime and Adds a TOC at the ALSO Questions	:40	2:50
	LUNCH	1:00	3:50
	Practice Exercise 10 – Adding a New Household Member to the Roster	:25	4:15
	Practice Exercise 11 – Multiple Crime Incident Reports – Different TOCs	:35	4:50
Chapter 5	Paired Practice Interviews	:50	5:40
Chapter 6	NCVS Training Wrap Up	:10	5:50

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.

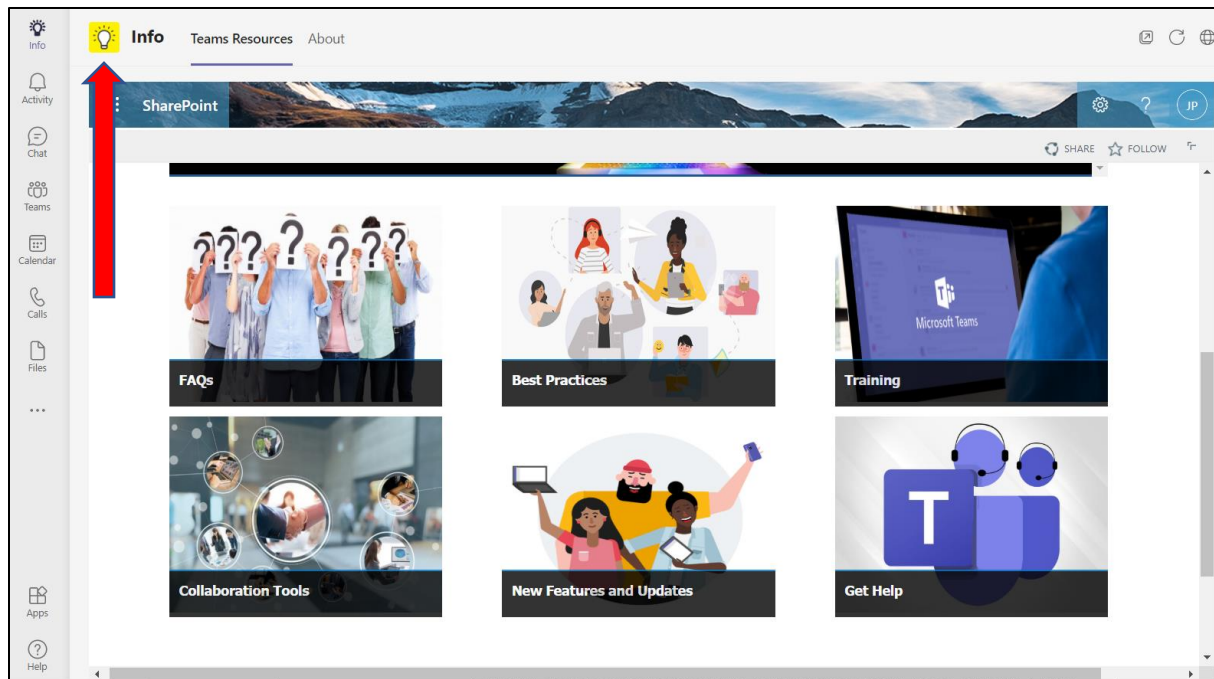
For this training, we recommend utilizing a training assistant, when conducted virtually. Having additional help to troubleshoot issues Field Representatives (FRs) encounter and monitoring the Microsoft (MS) Teams chat for questions during virtual trainings allows the trainer to focus on presenting the 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 NCVS instrument. For classroom training, Practice Exercise 4 builds from the practice interview from the NCVS-523 FR Training Workbook, which FRs complete after reading the NCVS-521 NCVS CAPI Instrument Self-Study. **So you will need to access that case prior to the classroom training and pre-key the interview up to the point where the self-study practice exercise ends. The keystrokes to get to that point can be found in the NCVS-523 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-521 NCVS Instrument Self-Study and key the self-study practice interview 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 in Chapter 8. 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 (the NCVS Initial FR Training Checklist was loaded on their laptop).

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-521 NCVS Instrument Self-Study or NCVS-550 NCVS Interviewing Manual. 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.

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.*

Trainer Materials
Laptop Computer with Peripherals
A projector for in-person trainings
NCVS-522 Classroom Training Guide (hard copy if you prefer)
NCVS-523 NCVS Instrument FR Training Workbook (hard copy and PDF)
NCVS-521 NCVS CAPI Instrument Self-Study
NCVS-550 FR Interviewing Manual (on laptop)
NCVS Questionnaire

Trainee Materials
Laptop Computer with Peripherals
NCVS-523 NCVS Instrument FR Training Workbook (hard copy and on laptop)
NCVS-521 NCVS CAPI Instrument Self-Study (hard copy and on laptop)
NCVS-550 FR Interviewing Manual (on laptop)
NCVS Questionnaire (on the laptop)

Practice Interview Exercises

	CaseID 1	CaseID 2	CaseID 3	CaseID 4	CaseID 5	CaseID 6
Self-Study Practice Interview		Update resp name, HHR reports a personal theft				
Classroom Practice Exercise 1	Build a two-person roster					
Classroom Practice Exercise 2	Complete HHRs interview (no crimes)					
Classroom Practice Exercise 3				Select new HHR and Reference Person		
Classroom Practice Exercise 4		Multiple TOCs in the same incident				
Classroom Practice Exercise 5	Code respondent as a Type Z					
Classroom Practice Exercise 6			Create a Replacement HHLD with 4 people			
Classroom Practice Exercise 7			Rape at work			
Classroom Practice Exercise 8			Same contact - select next person to interview			
Classroom Practice Exercise 9			Report a crime and add TOC in ALSO questions			
Classroom Practice Exercise 10					Adding a New HHLD Member	
Classroom Practice Exercise 11					Multiple TOCs as separate incidents	

Paired Practice Interview #1	Build a 2-person roster and complete HHR interview (no crimes)					
Paired Practice Interview #2	Interview a 15 year old respondent (no crimes)					

Chapter 1 - Welcome and Introduction

(Total approximate time: 25 minutes)

Objectives

- Familiarize trainees with the survey questions and their intent.
- Provide trainees with practice using the NCVS instrument.

Good morning. My name is _____ and I will be your trainer for the National Crime Victimization Survey or the NCVS. As the trainer, my job is to train you, answer any questions you have, and solve any problems that may arise during the training.

(If you have a trainer assistant introduce them:)

Today, I also have _____, who is assisting me to ensure everyone is following the practice exercises, troubleshoot issues, 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 words "Type a Message". 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. If that icon is not displayed, it can be accessed by selecting the "React" icon and then selecting the "Raise" hand icon. Let's try that now. Everyone select 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 NCVS 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 until you see the screen you are looking for. 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.)

Our training is scheduled to last through **(Enter day)**. Each day we will have a short break in the morning and in the afternoon, as well as an hour for lunch. I’ll ask you to return to your seats before the end of every break, so we don’t fall behind schedule. Charge time (and travel) for this training session to **project number 0976000 task code 520**.

(Pause)

(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.)

Throughout this training session, don’t hesitate to ask questions or let me know if you get lost along the way. I want each of you to feel comfortable and to learn as much as you can about the NCVS. I will regularly stop and ask for questions.

(For in person trainings:)

If you have a question, please write it down in the NCVS-523 Initial 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 chat window. 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 begin working on the NCVS, remember that you have a support system here to answer your questions and guide you along in becoming a proficient field representative.

The main purpose of the NCVS is to obtain an accurate and up-to-date measure of the amount and kinds of crime committed during a specific 6-month reference period. We collect this information from all sample household members who are 12 years of age and older. The NCVS also collects detailed information about specific incidents of criminal victimization that each respondent reports for the 6-month reference period.

The NCVS is sponsored by the Bureau of Justice Statistics (BJS), which is part of the U.S. Department of Justice. Currently, the NCVS is the largest ongoing statistical survey sponsored by the BJS. To succeed in providing timely and reliable statistics on crime and its impact on society, they contract with the U.S. Census Bureau to collect the NCVS data. The NCVS is the main source of information for measuring crime and assessing its impact.

All the data we collect for the NCVS are tabulated in the form of statistical summaries. No individuals who participate in this survey can be identified from the statistical totals that are released to the public. One of the reasons the U.S. Census Bureau is so successful in collecting information is that people know we are sworn to secrecy. You must not reveal any information you receive about individuals to any unauthorized persons. An unauthorized person is any person who is not a sworn Census Bureau employee with a work-related need to know. To ensure confidentiality of census data, only sworn Census Bureau employees can accompany you while on Census Bureau duty or have access to the schedules, lists, or statements you obtain for the Census Bureau. If it becomes necessary for a spouse, family member, or close friend to accompany you while you are conducting field activities, see me about swearing in that person BEFORE they accompany you on your job. However, we strongly discourage others from accompanying you on your job unless it's for official business. ***(Pause)***

You must understand and take very seriously your pledge to keep Census Bureau information confidential. The NCVS is protected by two confidentiality laws. Title 13 and Title 34 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.

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 NCVS instrument, you may think that there are too many questions in the instrument and/or that some of the questions are too personal or intrusive. All of the 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.

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.

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 NCVS instrument and NCVS-550 FR Interviewing Manual in the self-study. Also, during the self-study you were introduced to the Case Management and the Person-Level Contact History Instrument (or pCHI).

Throughout this training, you will have the opportunity to gain more experience with these tools as you complete several practice exercises and interviews. Are there any questions so far?

(Answer questions)

(Continue to the next chapter)

Chapter 2 – Review of the Pre-Classroom Self-Study Materials

(Total approximate time: 30 minutes)

Objectives:

- Review the pre-classroom training materials.
- Provide trainees information on computer care.
- Discuss the answers to the Final Review Exercise in the NCVS-521 Self-Study.

Materials Needed:

Trainee -

- NCVS-521, Self-Study for NCVS Field Representatives (Lesson 18 completed)

Over the past few days (weeks), you completed some pre-classroom self-study materials. These materials gave you background information about the laptop computer and the NCVS. During this classroom training, we will review some operations you already learned. You will also learn details on a few other topics.

Everyone should have completed the Person Level Contact History Instrument (pCHI) CBT (Computer Based Training). The pCHI CBT went over the layout on the screen and the function keys, uses of the pCHI instrument, which is used for keeping track of contacts, and contact attempts for households and individual respondents. We'll practice using the pCHI later in the training.

Any questions about this CBT?

(Answer questions)

Next, in your pre-classroom work, you learned about an important responsibility. That's your pledge to keep Census Bureau information confidential. The last paragraph in your Oath of Office applied specifically to this obligation. In this oath, you swore not to disclose any information you obtain as a Census Bureau employee to any person, either during or after your employment. You must be careful that no unauthorized person looks at listing sheets or looks at files and data on your laptop. This restriction applies to members of your family and to respondents.

Does anyone have any questions about survey confidentiality?

(Answer questions)

Now take out your NCVS-521, Initial FR Training Self-Study, and open it to page 138.

(Allow time)

Let's go over the final review exercise from Lesson 18 of this self-study. As I call on each of you, please read the question and give us your answer. If anyone has a question as we go through this exercise, let me know and I will try to answer it.

(Call on one trainee to answer each question. Use the following answer key to answer any questions. Refer trainees back to the appropriate page in the self-study or manual to reinforce a specific survey concept or procedure if needed.)

Please start us off with Question 1, _____.

1. The BJS needs the NCVS data primarily to obtain an accurate, up-to-date measure of the kinds and amount of crimes committed against persons 12 years of age and older.

TRUE

(NCVS-521, Page 6)

2. The reference period is important because we only ask about crime incidents that occurred during this period. Listed below are interview dates for first month interviews. For these interviews, what is the 6-month reference period for crimes committed?

Date Of Interview	Reference Period
August 5	<i>February 1 through August 4</i>
April 1	<i>October 1 through March 31</i>
December 3	<i>June 1 through December 2</i>

(NCVS-521, Page 38)

3. Listed below are the Moe family members and their ages. Answer the questions (3a - c) which follow:

Name	Age	Household Relationship
John Moe	46	Reference person
Megan Moe	42	Spouse
Mary Moe	20	Child
Michael Moe	8	Child

When you make your initial visit to the Moe household, Megan Moe is the only person home. She answers the household characteristic questions, along with other questions relating to her family.

- a. Who is the household respondent?

Megan Moe (NCVS-521, Page 20)

- b. If while interviewing Megan Moe, she tells you that Mary is currently away at college, living in a dorm. Mary Moe is no longer considered a household member for NCVS purposes.

**TRUE
(NCVS-521, Page 99 and NCVS-550, Part B, Chapter 2, Topic 11, Subheading
"Who to list on the Roster")**

- c. Are there any members of the Moe household who are not required to be interviewed for the NCVS?

YES

If yes, who?

**Michael Moe, since he is under 12 years of age.
(NCVS-521, Page 19)**

4. If the occupants at a sample address change between enumeration periods, you: **(Mark the correct answer.)**

- ☐ Try to locate the occupants' new address at the local post office.
☐ Select another address randomly on the same block.
☒ Interview the people who currently live at the sample address and who consider the address to be their usual place of residence.

(NCVS-521, Page 39)

5. **Probing** is an interviewing technique you can use to get the respondent to provide more information when the respondent's initial answer is unclear or incomplete.

(NCVS-521, Page 117)

6. Enter the letter next to each item that corresponds to the letter that points to a specific part of the NCVS CAPI instrument illustrated below:

- ☐ **E** Info Pane
☐ **A** Title bar
☐ **C** Section Tabs

- D Form Pane
- B Menu Bar
- F Status Bar

(NCVS-521, Page 69)

The screenshot shows the NCVS Questions ver 08.11 Blaise ver 482b1606 interface. The menu bar (B) includes options like Forms, Answer, Navigate, Options, and Help. The status bar (F) displays information such as 00000001, TENURE, 4:59:27 PM, 8-7-2012, Talking To: About: 142/2282. The form pane (D) is divided into a yellow section (E) and a grey section. The yellow section (E) contains instructions like 'Ask or verify' and 'Read answer categories', and a list of questions: '1. Owned or being bought by you or someone in your household?', '2. Rented for cash?', and '3. Occupied without payment of cash rent?'. The grey section contains various input fields and checkboxes for 'Tenure', 'Student', 'Public housing', 'Pub verify', 'Pub house', 'Indian res', 'Farm sales', 'Access', 'Type HU', 'HU - specify', 'Other unit -', 'Nounits', and 'Direct'.

7. Describe in the answer space below how you identify or differentiate each item from other information on the screen:
 - a. FR Instructions: Blue text
 - b. Questions to ask respondents: Bold black text
 - c. Questions that allow multiple answers: Square box to the left of answer categories
 - d. Questions that allow only a single response: Radio button to the left of answer categories

e. Text that is optional to read to the respondent: **Gray text**

(NCVS-521, Pages 70 through 72)

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

The Enter key ***(NCVS-521, Page 73)***

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

F7 ***(NCVS-521, Pages 82 and 86)***

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

Ctrl+F7 ***(NCVS-521, Page 86)***

11. Which Function key in the NCVS CAPI instrument is used to exit the instrument before the interview is completed?

F10 ***(NCVS-521, Pages 86 and 131)***

12. At the START screen, select category 3, Noninterview (Type A/B/C), to classify a person as a Type Z noninterview.

FALSE ***(NCVS-521, Pages 82 and 83)***

13. In the NCVS CAPI instrument, selecting the Suppress button in a **soft** edit check allows you to accept data inconsistencies.

(NCVS-521, Page 81)

14. Six months ago, when you interviewed a sample household there were three household members. During the current month, you discover that two of the three household members moved out. You must create a replacement household and interview the remaining household member.

FALSE ***(NCVS-521, Page 94)***

15. If you encounter a reluctant respondent you can try to convince the respondent to participate by mentioning that: ***(Mark the correct answers.)***

- ☒ Based on the results from this survey, we have found that over half of all crimes go unreported to the police. Since this survey includes crimes that are both reported and unreported, data users can get a more complete picture of crime in the United States from this survey.
- ☐ I can just ask you if you have been a victim of a crime and if not then we'll be done.
- ☒ By examining the differences between victims and non-victims, we can try to determine why certain individuals become victims, while others do not.
- ☒ Whether you experienced a crime or not, you are helping the nation understand crime and safety issues – *your experience matters*.
- ☒ The survey results are used to update or create new programs focusing on the people who are most likely to be victims of crime by making crime prevention and control programs more effective.

(NCVS-521, Pages 7 and 8)

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

TRUE (NCVS-521, Pages 21 and 78)

17. If multiple types of crime happened in the same incident, a separate Crime Incident Report will be completed for each type of crime reported.

FALSE (NCVS-521, Page 107)

18. Every eligible NCVS respondent will be asked screener questions on completed and attempted thefts, attacks, unwanted sexual contacts, threats, and break-ins.

FALSE (NCVS-521, Page 107)

19. Which of the following are procedures for writing the summary for a crime incident report: **(Mark all that apply.)**

- ☐ Write the summary on your own.
- ☒ Ask the respondent to summarize the incident and type what they tell you.
- ☒ Add more details to the initial summary provided by the respondent if important details were left out by the respondent.

- X** Avoid non-descriptive summaries like, “Same as the previous incident.”
Each summary needs to be able to stand-alone and provide enough
details to know what type of incident was reported.
- Type “Refused” if the respondent does not want to provide a summary.

(NCVS-521, Pages 116 and 117)

20. A respondent returns home from work to find their package was stolen from the porch. When checking the video from their doorbell camera, they see a young man grabbed it and ran off. In this scenario the respondent is considered present because they saw the offender commit the crime on the doorbell camera recording.

FALSE

(NCVS-550, Page B4-69)

This concludes our review of the pre-classroom training materials and the NCVS self-study final review exercise. Are there any final questions about the material covered before we continue?

(Answer questions)

(Continue to the next chapter)

Chapter 3 – NCVS Concepts and Definitions

(Total approximate time: 40 minutes)

Instructor Preparation:

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

Objectives:

- Familiarize trainees with survey concepts and definitions.

Materials Needed:

- NCVS-523 FR Workbook
- NCVS-550 Interviewing Manual for Field Representatives (electronic document on laptop)

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

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

Before you have the opportunity to access and use the NCVS automated survey instrument, let's first review and discuss in more detail some survey concepts and definitions that were covered in the self-study, as well as other concepts you should be familiar with. Understanding these concepts, as well as others we will cover while completing the practice exercises, is critical for the collection of accurate data and for the proper crime classification of reported incidents.

Let's begin with an explanation of sample units. Sample units are addresses selected for the NCVS and are of two types, housing units and other units. A housing unit consists of separate living quarters in which the occupants live separately from any other individuals in the building and have direct access from outside the building or through a common hall or lobby. Examples of a housing unit include a house, an apartment, a mobile home or trailer, or group of rooms. **(Pause)**

"Other units" are units located in non-institutional Group Quarters, such as homes for the elderly, college dormitories, and boarding houses where residents have their own room, groups of rooms, or beds. These residents also have access to some common facilities, such as a dining hall, lobby, living room, or recreational areas.

After classifying a sample unit's type, you will determine if the living quarters is presently being used as student housing by a college or university. For a sample address to be considered student housing, payment for housing must be made directly to a college or university.

Q: Let's say you are at a sample address, and you are told that a room is rented out to college students. The student pays rent to the household respondent. Would that unit be considered student housing?

A: No, because the student pays rent to the household respondent and not directly to a college or university.

Thank you.

Another important concept is public housing. Public housing is rental housing provided to eligible low-income families, the elderly, and persons with disabilities. Public housing comes in all sizes and types, from scattered single-family houses to high-rise apartments. For the NCVS, the sample address is considered public housing **ONLY** if it is located in a building owned by a public housing authority that is federally funded. Housing funded at the state and local levels is not considered public housing for the NCVS.

A sample unit represents hundreds of other similar units. Therefore, if you omit or obtain incorrect information about one sample unit, the error is multiplied hundreds of times.

Are there any questions?

(Answer questions)

Now let's review who can serve as the household respondent and the household reference person. The **household respondent** is a household member who must be **at least 18 years of age** and **knowledgeable** about the household. This household member will answer the household characteristic and household screener questions and **MUST be interviewed BEFORE interviewing any other household member**. You must complete at least a partial NCVS interview with the household respondent so that the household is a sufficient partial interview. If you can't obtain a partial interview with the household respondent, you must classify the whole household as a Type A Noninterview. You will do a practice Type A Noninterview later in this training.

We will now toggle from the instrument to the NCVS-550 Interviewing Manual for Field Representatives on your laptop. To do this, press Alt + Tab. Once in the manual, press Ctrl + F to bring up the "Find text" search bar to be able to search the document. Now type "Household and Individual Respondents" in the "Find" bar and read the "Definition" and "Who Qualifies to be a Household Respondent" In Part C of your NCVS-550 FR Manual. The reading ends when you've reached the Subheading "Changing Household Respondents During an Interview".

(Allow time)

Q: If you visit a sample address for the first enumeration period and discover that the only household member home at that time is a 16-year-old son of the homeowner, could you interview the son as the household respondent?

A: No. The son must be at least 18 years of age.

Thank you.

If you visited a sample household in which the household members are a husband, his wife, and their 18-year-old daughter and all members are available, it is better to interview either the husband or wife as the household respondent, rather than the 18-year-old daughter. This is because the parents are more likely to be knowledgeable about household information: birthdates, education levels, household income, and so on.

Now let's talk about the **reference person**. The reference person must be a responsible adult household member who is at least 18 years of age, and is also one of the persons who owns, rents, or occupies rent free the sample unit. Also, the reference person will be the first person you list as you build a new household roster. Now type "Topic 4. Reference Person" in the "Find" bar and read the "Definition" and the "Special Situations" you may encounter when identifying an eligible reference person. The reading ends when you've reached the Subheading "Changing the Reference Person".

(Allow time)

Q: Can the reference person in a sample household also be the household respondent?

A: Yes, but the reference person does not have to be the household respondent.

Thank you.

The purpose of the reference person is to establish the relationship of all household members to one person who is likely to stay in the household. Are there any questions about who is eligible to be a household respondent and the reference person?

(Answer questions)

Let's discuss household membership and usual place of residence. For a person to be considered a member of a sample household, he or she must be:

- Using the sample address as his or her usual place of residence at the time of the current interview even if the person is temporarily absent at the time of interview,

OR

- Staying temporarily at the sample address AND doesn't have a usual place of residence elsewhere.

Usual place of residence is a specific living quarters, whether a housing unit or a non-institutional group quarters unit, where a person lives and sleeps the greater part of the time and is free to return to at any time. Now type "Topic 4. Reference Person" in the "Find" bar and read the "Definition" and "Determining Usual Place of Residence". For this exercise, the reading ends when you've reached the Subheading "Foreign Citizens Temporarily Staying in the United States".

Now we'll answer some questions about usual place of residence.

Q1: Paul Moe is staying in the sample unit, but is looking for another place to live. He has no other residence. Is Paul a household member?

A: Yes, because Paul does not have any other usual place of residence.

Q2: Janet Voe is a paid housekeeper who lives in the sample unit. Is Janet a household member?

A: Yes, because the sample unit is her usual place of residence.

Q3: When you interview the Zoe household, Mr. Zoe tells you that his daughter Emily is away at college. Is Emily a household member?

A: No, because Emily is residing away from the family residence while attending school. Her school residence is considered her usual place of residence.

Q4: When you contact the Coe household, Pamela Coe, the household respondent, tells you that her husband, John, is serving with the Army and stationed overseas. Is John a household member?

A: No, because he is stationed in a different locality than the sample address.

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

Hint: Refer to the NCVS-550 Interviewing Manual for FRs on your laptop for more information on **HSEMEMURE**.

A: Answer category 1, "Yes."

When you enter answer category 1, "Yes" in **HSEMEMURE** for a person, that person is NOT considered a household member and you do not complete an NCVS interview for that person.

Are there any questions?

(Answer questions)

Each NCVS case assigned to you starts with a sample address. You generally will interview the residents at that address for seven enumeration periods, even if the usual residents change during that time period. If all members of a household move out of the sample address, the new household is considered a replacement household. Replacement households are treated like incoming or first time in sample households in that you must interview the household respondent in person, along with any remaining household members who are eligible for interview and available at the time of your visit. However, the interview period or enumeration period for the sample address does not change. For example, if a unit is in sample for its third enumeration and you discover a replacement household at the sample unit, the interview period for the replacement household remains at three and does not revert to one. **(Pause)**

Q. Suppose last enumeration three brothers, Michael, John, and Pat Coe lived at the sample unit. When you contact the household during the current interview period, you discover that John and Pat moved out of the household and Michael's new wife, Sarah, has moved in. Is this household considered a replacement household, _____?

A. No, because not all members of the household moved out.

Q. Now suppose that during the last enumeration, you interviewed the household at a sample address. This enumeration period, you return to the sample address to find that the household you interviewed last time has moved away and the address is vacant. Is this a replacement household?

A. No, this is not considered a replacement household.

This is an error that is sometimes made. It is only considered to be a replacement household if a new household has moved into the sample address. In the scenario I just asked about; you would code this address as a "Type B – vacant".

Regardless of whether or not a sample unit is a replacement household, survey procedures require that you conduct NCVS interviews for all household members 12 years of age or older by self-response. However, you may encounter situations in which the household member is unable to complete his or her interview for himself or herself. In some situations, a proxy interview is allowed, so let's talk about proxy interviews. Now type "Topic 6. Proxy Interview" in the "Find"

bar and read the definition of a proxy interview. Also, read the subheadings “Acceptable Reasons for Proxy Interviews” and “Proxy Interviews for Household Respondents”.

(Allow time)

If you must take a proxy interview for an acceptable reason, your first choice for a proxy respondent is a household member who is at least 18 years old, very knowledgeable about the proxy person, and who has already completed his or her own NCVS interview by self-response. As you read in the manual, proxy interviews should be taken as a **last resort** since you may be collecting incomplete or inaccurate information. A proxy respondent is more likely to omit an incident or leave out some of the details about a reported incident.

Q: Suppose Mrs. Voe refuses to let you interview her daughter, Mary, who is 15 years old. Can you conduct a proxy interview for Mary with Mrs. Voe, _____?

A: No, a parent who does not allow you to speak to his or her child can only complete a proxy interview for children who are 12 or 13 years old.

Q: Suppose on September 8 you call the Coe household to conduct their NCVS interview. Jennifer Coe tells you that her husband, Fred, is on an extended business trip and will not return home until the following month. Can you conduct a proxy interview with Mrs. Coe for Fred, _____?

A: Yes, since the household member is temporarily absent during the entire interview period and will not return before closeout.

Now let’s discuss the crimes measured by the NCVS. Now type “Crimes Measured by the NCVS” in the “Find” bar and read about this topic. The reading ends when you reach the subheading “Classifying NCVS Crimes”.

(Allow time)

The NCVS collects information on crimes suffered by individuals and households, whether or not those crimes were reported to law enforcement. These include crimes of rape, sexual assault, aggravated and simple assault, purse snatching and pocket picking, household burglary, theft, and motor vehicle theft. As you read, the NCVS does not measure homicide, kidnapping, commercial crimes, such as burglaries of stores, or the so-called victimless crimes, such as drunkenness, drug abuse, illegal gambling, con games, prostitution, and blackmail.

Crimes measured by the NCVS can be classified into two general types: crimes against persons and crimes against households. Crimes against persons, which are referred to as personal crimes and include rape, sexual assault, assault, purse snatching, and pocket picking, which involves contact between the victim and offender. All of the measured crimes against households, which

are referred to as property crimes and include burglary, theft, and motor vehicle theft, which are crimes that **do not** involve personal contact with an offender.

It is important to know that threats of rape, sexual assault, personal robbery, and assault made against a respondent must be delivered **verbally and face-to-face** between the offender and the respondent **AND** the threat must involve the **potential for physical harm to the respondent**.

Let's determine if the following examples are acceptable NCVS threats:

Q: Nick sent an e-mail message to John warning him to stop seeing his ex- girlfriend or he would beat him up the next time he saw him. Is this an acceptable threat for the NCVS, _____?

A: No, since the threat was not verbal and not face-to-face.

Q: Amy was driving home at night when a car pulled up behind her. The driver honked his horn, flashed his headlights, and then passed her at a high rate of speed. When passing her, Amy noticed that the driver made an obscene gesture at her. Amy said that she felt threatened. Is this an acceptable threat for the NCVS, _____?

A: No, because the other driver did not verbally threaten to physically harm Amy.

Q: Eric was at an ATM when a man approached him and told him to hand over the money he just withdrew or else he would shoot him. Is this an acceptable threat for the NCVS, _____?

A: Yes, because the threat was delivered verbally and face-to-face and involved the potential for physical harm to the respondent.

Let's try one more.

Q: James was outside in his yard when his neighbor Phil came over and warned James to stop parking in his parking space or he would slash his tires the next time he was parked in his reserved space. Is this an acceptable threat for the NCVS, _____?

A: No, because the threat, although verbal and face-to-face, did not involve the potential for physical harm.

Thank you.

The most serious crime against households is burglary, which is the illegal or attempted illegal entry of a structure. An example of **burglary** would be if a person actually broke into a house, or if a person having no right to be there entered through an unlocked door.

Theft, the most prevalent property crime, includes completed or attempted theft of property or cash without personal contact. Incidents involving theft of property from within the sample household are classified as theft if the offender has a legal right to be in the house, such as a maid, delivery person, or guest. If the offender has **no legal right** to be in the house, the incident is classified as a burglary. Examples of theft are: theft of cash by a houseguest, theft of a garden hose from the yard, theft of a briefcase or umbrella from a restaurant, or theft of a portable radio from the beach.

Any crime involving personal contact is not a household crime.

Q: What are personal crimes of violence?

A: Crimes in which an offender attempted to attack or attacked a household member or threatened a household member with physical harm, or robbed a household member by force or threat of physical harm.

Thank you.

You also record all crimes to unrecognizable businesses, as these are included in the NCVS data. Now type "Recognizable/Unrecognizable" in the "Find" bar and read the definitions for recognizable and unrecognizable businesses. The reading ends after "Example 3".

(Allow time)

Q: If a respondent does sewing alterations in her house and she has a sign in her front yard which reads: "Alterations - Same Day Service," is this a recognizable or unrecognizable business, _____?

A: A recognizable business.

Q: One of your respondents prepares income tax forms in his basement and there is no sign outside his house advertising his services. He only advertises his business in the local newspaper. Do you consider his business recognizable or unrecognizable, _____?

A: Unrecognizable.

As mentioned earlier, all crimes to **unrecognizable** businesses, such as the theft of business property, are included in the NCVS data. However, if a reported crime involves a recognizable business, report only the personal items stolen or any personal threats of physical harm or assaults that may occur to the respondent during a theft from a recognizable business. Do not include any stolen items that belong to the recognizable business.

Q: Let's say that two thieves stole a sewing machine that belonged to a person's recognizable alterations business. Do you include the theft in the NCVS?

A: No, because the stolen item belonged to a recognizable business.

Q: If a respondent uses a computer to prepare income tax forms in her unrecognizable business and her business computer was stolen, do you include the theft when completing a Crime Incident Report?

A: Yes, because the stolen computer belonged to an unrecognizable business.

Q: If a shopkeeper's wallet was stolen during the robbery of his small business, do you include the theft of the shopkeeper's wallet?

A: Yes, because we want to include thefts of personal items, regardless of whether the personal theft took place at a recognizable or unrecognizable business.

Q: While conducting an interview, a respondent says that her recognizable business, which is located in a downtown store, was burglarized and she was attacked during the burglary. Do you record this incident? Why or why not?

A: Yes, because the household member was attacked during the burglary.

In this last situation, if any personal property or cash was stolen from the store owner, you record the stolen property and cash because it belongs to the respondent, and NOT to the recognizable business. If the respondent was attacked and only business property was stolen, record information on the attack, but exclude the theft of the business property from the crime incident report.

Are there any questions?

(Answer questions)

Sometimes respondents are unable to describe separately the details of each reported incident when they are similar. Six or more similar but separate events, which the respondent is unable to describe separately in detail to you, are called a **series** of crimes.

Now type "Series of Crimes" in the "Find" bar and read the definition for series of crimes.

(Allow time)

Q: Nicole reported that money was stolen from her desk at work on five different occasions. All incidents occurred during her 6-month reference period. Nicole never found out who

stole the money and each time the circumstances were so similar that she cannot differentiate one incident from the other. Do these incidents qualify as a series of crimes, _____?

A: No. The respondent reported fewer than six similar incidents so it cannot be a series.

Are there any questions?

(Answer questions)

Finally, let's review the NCVS reference period. Now type "Topic 2. Reference Period" in the "Find" bar and read the definition of a "reference period."

(Allow time)

Sometimes you will encounter a reported incident that occurred before the reference period start date. If you discover at one of the **INCDATE** or **ANCHORDATE** screens that the incident occurred before the reference period start date, the incident is considered **out-of-scope** and the instrument will not prompt you to collect any more information about that incident. If the incident occurred on the day of interview, collect the incident information as usual.

Are there any questions?

(Answer questions)

(Continue to the next chapter)

Chapter 4 – NCVS Practice Interviews

(Total approximate time for all practice exercises: 9 hours, 50 minutes)

Instructor Preparation:

- If available, set up projection device.
- Make sure all trainees are logged into their laptops and using AC power. *(Make sure all trainees have access to electrical outlets to plug in their laptop computers. If necessary, help trainees use extension cords or adaptors to connect to outlets in the training room.)*
- Make sure trainees have a copy of the materials needed listed below.
- Make sure you have keyed the self-study practice exercise prior to starting Practice Exercise 7.

Objective:

- Familiarize trainees with the survey questions and their intent.
- Provide trainees with practice using the NCVS instrument and the instrument function keys.

Materials Needed:

Trainee -

- Laptop computer
- Function key template
- Form 11-38, Request for Appointment
- Form 11-38A, Request for Appointment
- NCVS-523 FR Training Workbook
- NCVS-572(L) Introductory Letter
- NCVS-110 Factsheet

Trainer -

- Same as trainee materials
- Projection device

Before we get into the practice interviews, I want to talk about conducting the NCVS interviews in your assignment. As we've mentioned, for first time in sample households, and occasionally for other cases, you'll visit the household in person. For NCVS personal interviews, interview respondents in private, out of the hearing range of others whenever possible. Research has shown that we get more complete and accurate data when we interview away from other household members.

In a survey like the NCVS, which can cover some sensitive topics, if a respondent is interviewed in front of other people, they may not be fully truthful about their victimization experiences. Try to arrange private interviews for the NCVS. If household members sit down together for an interview, tell them that you wish to interview separately to ensure the confidentiality of the respondent's answers, and to ensure that we get the most complete and quality data. ONLY continue to interview with others present if the respondents refuse to be interviewed privately or a private interview is not possible (for example, in a small space like a studio apartment). Even in front of others, you still must conduct each interview at a conversational pace, and ask each respondent all the screen questions in their entirety. Are there any questions?

(Answer questions)

Another thing I want to emphasize is that you must ask all the screener questions in their entirety at a conversational pace. Do not change the wording or paraphrase any questions, and do not omit any part of a question. It's important to ask all the questions and ask them as they are worded because they have been specifically designed to jog respondents' memories and help them recall incidents that they may have forgotten. The screener questions have been developed and refined since the beginning of the NCVS. You must ask all the screener questions as worded, wait for the answers, and enter those answers completely and accurately. If a respondent has forgotten an incident and you do not ask the screener question or cue that may help them remember it, we run the risk of not collecting that incident. These omissions and missed incidents can result in the crime rates we calculate being erroneously low, and in survey results being biased.

Because being the victim of a crime is an unpleasant experience, people may repress those memories, or the memory of the incident may decay so much that the respondent has trouble recalling the crime with accuracy. Also, for some respondents, crimes may be part of their everyday life and completely unremarkable to them until you, the interviewer, ask that screener question which sparks their memory or recall. People who live in environments in which these incidents commonly happen either forget them or think they are not important enough to mention.

Research has also shown that context is an important factor in people's ability to remember events. For example, a respondent may not recall a crime that happened at school when you ask the screener question about theft, but may remember it when you ask the screener question that focuses on the location of possible victimizations. As we'll discuss, these shifts in the focus of the screener questions and what may appear to be redundancies are a crucial part of the crime screener, to help respondents recall events they have experienced.

It is of the utmost importance that each respondent hears exactly the same questions in exactly the same way as every other survey respondent. Standardizing the way in which each FR asks the

questions to thousands of respondents each month to ensure that the data is collected consistently across the country. This helps us avoid bias and makes survey results more accurate.

We know that respondents and interviewers alike sometimes get impatient during these questions. If it becomes necessary, ask politely for the respondent to bear with you while you go through them, as you are required to read them as worded. Take your time and allow the questions to do the job for which they were intended – helping the respondent recall and record any crime incidents they may have experienced. We can't stress enough how important it is to ask all the screener questions, and ask them fully and completely, exactly as worded.

Are there any questions about why it's important to go through all the questions in the screening portion of the instrument?

(Answer questions)

Now we'll turn our attention to the pacing of the NCVS interview. Remember this key point about pacing the NCVS interview: DO NOT RUSH to complete an interview under any circumstances. Rushing through the survey questions increases the possibility that the respondent will miss important parts of the question, misinterpret questions, and then give you an answer that is incomplete or inaccurate. Maintain a calm, unhurried manner and ask the questions clearly in an objective, deliberate way. This will help keep the respondent's attention.

When respondents sense that you are rushing through an interview, they may withhold information, thinking that it would take too long to explain the crime incident. Talking too fast may give the impression that you think the questions are either unimportant or sensitive in nature. By speaking in a confident voice and at a moderate pace, respondents are more likely to stay relaxed and responsive. Are there any questions about pacing?

(Answer questions)

You learned in the self-study about the different parts of the NCVS CAPI instrument and the function keys that are used in this instrument. You also practiced using the instrument by completing a practice interview. In this section of the classroom training, you will have the opportunity to go through several additional practice exercises to become more familiar with using the NCVS automated instrument. You will practice re-entering a case to complete an interview, conducting a proxy interview, choosing a new household respondent, changing the reference person, building a household roster, classifying a sample unit as a noninterview, classifying an eligible NCVS respondent as a Type Z noninterview, unduplicating incidents, and quitting a case before proceeding with the interview.

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 instrument.

During the practice exercises, you will also have the opportunity to use some of the function keys that are available in the CAPI instrument. To get an idea of the variety of functions you can use in the instrument, pull out the function key template and look at the keys available to you for use in the NCVS instrument. You can also see a copy of the function keys in your NCVS-521 Self-Study, starting on page 86.

(Allow time)

Each function key or combination of keys allows you to perform specific tasks while working in the NCVS instrument. Many of these operations were discussed in the self-study you completed. You will have the opportunity to practice using some of these function keys as you go through the practice interview exercises.

Now we will begin the practice exercises. If you get off track or get stuck on a particular question, let me know right away so that you don't fall behind. I will interrupt the interviews often to provide an explanation about the intent or the meaning behind a question.

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.

Practice Exercise 1 – Build a Household Roster (New Case)

Control Number – 02880082J23000102

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 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 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. **(Pause.)** To return to the next unanswered question in the instrument path, you can press the End key. The End key is particularly important to use when you re-enter a case that was a partial interview for a respondent.

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.

(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 202501CT, and highlight the case with 502 Stuart St.)

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. Take a moment now to ensure that all six of your NCVS training cases in Assignment Period 202501CT appear. If your cases are not there, try exiting and re-opening MCM.

(If an FR cannot locate the NCVS training cases, they may need to retransmit to pick up the training cases.)

(Make sure all trainees are ready and answer questions.)

The first practice exercise covers building a two-person household roster for an incoming case. Make sure the case **502 Stuart St** is highlighted in Assignment Period 202501CT. This is the case we want to interview, so launch the case to access the NCVS CAPI instrument. Remember you can launch the case from MCM on either the **Home** page or the **Cases** page by using the touchscreen and long press on a case and then select “Work” from the Context Menu, **(Pause)** or you can use your mouse pad and right click on a case and select “Work” from the Context Menu. **(Pause)** You can also click on the “Work” button in the header box when you are on the **Case Details** page for a selected case. Now use one of those methods to launch the case at **502 Stuart St**.

(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. Notice the roster is blank since we have not built the roster. 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 questions or answer categories or concepts as they come up during the interview in between some of the interview questions.

At the DATECHANGE screen enter January 1, 2025 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 the year.

DATECHANGE

(Enter 01/01/2025)

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, 2025, press the enter key to accept that date.

CLOSEOUTCHANGE

(Press Enter)

The START screen is the first NCVS instrument screen that you see when you enter a case. Look at the information in blue text displayed in the Info Pane of the START screen. Remember, any time you see blue text in the Info Pane, it is an instruction for you to read the text to yourself and **not** to the respondent.

This screen provides you with the survey title, the case status, incoming/continuing status, interview number, confirmed refusal status, and household address.

Notice that the “Case Status” indicator, which measures the progress of the case throughout the interview process, identifies this household as a “New Case.” This means that this is your first attempt to interview the household for the current interview period.

Now look at the “Interview Number.” For this case, the interview number is 1. This tells you that this case is in sample for its first NCVS interview. **(Pause)** Since the interview number is “1,” the Incoming/Continuing status field displays the word “incoming.” When the interview period is two through seven, this field usually displays the word “continuing.” For a replacement household, regardless of the interview period, this field displays the word “incoming.”

The Confirmed Refusal field identifies a situation where a respondent adamantly refused to be interviewed and demanded that he/she not be contacted again. When a case is a confirmed refusal, the words “Confirmed Refusal” are displayed. If it is not a confirmed refusal, “No” is displayed.

After reviewing the information at START, select the appropriate interview mode. For interviews you conduct by telephone, select answer category (1). For personal interviews, select answer category (2). **(Pause)**

To code a case as a Type A, B, or C noninterview, select answer category (3). Selecting answer category (3) at START takes you to another item that collects additional information about the noninterview, such as the reason for the noninterview. **(Pause)**

Enter answer category (4) for cases that you are ready to transmit. These are cases in which the interview is complete with at least the household respondent, but there are other household members whose interview you were unable to complete and you have exhausted all attempts to interview these individuals. Before you can transmit these cases to Headquarters, you must code each noninterview person as a Type Z noninterview. Selecting answer category (4) at START takes you to another screen that collects the line number of each Type Z noninterview person and the reason for their noninterview. **(Pause)**

Enter answer category (5) if you want to quit the case, for example, if you decide that you don't want to interview the case at this time.

(Allow time)

We need to indicate the case's type of interview or interview mode. **(Pause)** As we want to proceed and interview this case, we need to identify the type of interview we are conducting, that is, telephone or personal. Since this is a first time in sample case, your initial contact with the household respondent must be a personal interview.

Before we continue with the interview, I want to mention that there are two ways of recording a response. One way is by using your mouse pad and clicking on the radio button or square box preceding the answer category to be selected. The second way is by pressing the number on your keyboard that corresponds to the answer category to be selected. Press the number 2 key on your keyboard but **do not** press the Enter key just yet. **(Pause)** Notice that the radio button next to the answer category is filled and a "2" appears in the white answer field box in the Form Pane. **(Pause)** Does everyone see that?

(Help trainees who are having difficulty)

Now press Enter. This takes you to the GENINTRO screen. This screen prompts you to introduce yourself and displays the household address. **(Pause)** Notice that you are instructed to ask to speak to a potential household respondent since there is no roster.

At the GENINTRO screen, introduce yourself and show your Official Census Bureau identification badge.

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)

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

(Pause)

Hand the respondent a copy of the NCVS-572(L) letter if they did not receive an introductory letter in the mail. Pull out a copy of the NCVS-572(L) introductory letter from your training materials and take a look.

(Allow time)

The introductory letter complies with the provisions of the Privacy Act of 1974 that requires that all Federal agencies provide specific facts to anyone from whom they plan to collect personal information. These facts include the legal authority for collecting the information, the principal purpose for collecting the information, the uses of the data collected, and the mandatory or voluntary nature of the survey and any penalties. This letter also prepares the household for your visit or telephone call. The National Processing Center (NPC) mails the NCVS-572(L) to a household just before it comes into sample for the first enumeration period and before each subsequent enumeration period. You will also have copies of the NCVS-572(L) introductory letter as a hand-out; it can be used for any NCVS case for any enumeration period.

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

You can also read this list of key points to replacement respondents. Press the F1 function key now.

(Allow time)

The key points to convey to the respondent are:

- The National Crime Victimization Survey is conducted by the U.S. Census Bureau on behalf of the U.S. Department of Justice. It asks people about their experiences as victims of crime.
- The survey is voluntary and their participation is appreciated. Their address was one of a sample that was randomly selected for the survey to represent the entire population. Their responses are important to ensure data accuracy and completeness, regardless of whether or not the respondent or anyone in their household has experienced a crime.
- Information collected in this survey is confidential by law. As an FR, you should NEVER make survey information available to anyone except sworn Census Bureau employees who have a work related need to know the information. By law, the Census Bureau can only use survey information for statistical research.
- Survey results provide an understanding of the experiences of victims and are used in many ways. Citizens, legislators, policymakers, researchers, and others rely on this data to gain a better picture of crime victimization in their efforts to assist victims.
- Although the Census Bureau collects this information, it is not part of the U.S. Population Census. The Census Bureau, with their resources and expertise, collects data on many topics beyond the decennial census.

Now press the ALT + F4 keys to exit the Help screen.

Now let's proceed with the interview. During this exercise and in the other practice exercises throughout this training, I will call on one or more of you to serve as the field representative. You will ask the questions, and I will act as the respondent. At certain points, I will interrupt the interview to provide further explanation about a question.

_____, please continue the interview. As you enter a response, please tell us what you enter at each screen as you go through the interview.

GETLETTER

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)

Throughout the instrument, you will encounter questions in which you can either ask or verify the question. For such questions, if the respondent has indicated the answer earlier in the interview or the response from the previous enumeration is provided, you can verify the answer with the respondent without asking the question. Otherwise, you must ask the question as worded. Also, for questions in which you are not instructed to ask or verify the question, you must ask the question as worded.

You will also encounter some questions in which you are instructed to read the answer categories out loud to the respondent. As you read the categories, always speak as clearly and distinctly as possible and avoid rushing through the categories.

_____, please continue the interview.

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 and press Enter)

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)

Remember, if you are familiar with the area in which the sample address is located and know for sure whether or not the living quarters is located on an American Indian Reservation or on American Indian Lands, you can enter the appropriate answer category in this item without asking the question. If there is any doubt in your mind, ask the question and then enter the appropriate answer category that corresponds to the respondent's answer.

The sample unit is not on an American Indian Reservation or on American Indian Lands so enter answer category (2), "No" and press Enter. Now, to help you through the next couple of questions, here is some additional information about the household. The unit is a single unit apartment that has direct access.

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

R: Yes.

(Enter 1, Yes)

Enter answer category (1). Now look at the seven descriptions for type of housing unit.

(Allow time)

Q: Which category do you select for this sample unit, _____?

A: Category 1, House, apartment flat.

(Enter answer category 1).

_____, please continue.

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)

(Interrupt and say)

Now you begin to build the household roster. You enter the first and last name of every person **who lives at the sample unit or who stayed at the sample address at least one night before the interview**. Turn to page 38 of your NCVS-523 Initial FR Training Workbook and read to yourself who should be listed.

(Allow time)

For each person you list, you record the first name, press enter, and then enter the last name.

_____, please continue.

HHROSTER_FNAME FR: **What are the names of all people living or staying here? Start with the name of the person or one of the people who rents this home.**

R: That would be me and my husband. 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)

(Interrupt and say)

Notice that the first person listed automatically becomes the reference person for the household. Code 21, which is the 2-digit relationship code for the reference person, is automatically entered in the Relation column for this person. Press Enter to continue. **(Pause)**

Continue collecting the names of all other people living or staying at the sample unit, until there are no more people to add to the roster. If the respondent doesn't automatically mention the next person's name, probe the household respondent to give you the names of all remaining persons living or staying at the sample address. You can probe by asking, "Anyone else?" Repeat this question, as necessary, until you are sure that the household roster is complete. Also, after listing the first person, notice that the instrument automatically inserts the surname of the first person in the last name field for each subsequent person. If the last name is correct for each subsequent person, press Enter to proceed. Otherwise, change the entry to the appropriate surname.

Finally, when there are no more people to add to the roster, enter 999 in the next blank HHROSTER_FNAME name field and then press Enter to continue the interview.

_____, please continue.

HHROSTER_FNAME FR: Anyone else?

R: Brian Public.

(Enter Brian)

HHROSTER_LNAME

(Press Enter since the prefilled surname, Public, is correct)

SEX

(Enter 1, Male)

RELATIONSHIP FR: How is Brian Public related to Ashley Public?

(Interrupt and say)

An important skill you can use as an interviewer is the skill of active listening, which means using the information the respondent has already provided. One way to practice active listening in the

next two questions is to verify the information without asking the full question, since the respondent already mentioned it in a previous question. For example, instead of asking “How is Brian Public related to Ashley Public?” here, you could ask “Brian is your husband, is that correct?” to simply verify the answer. Using this active listening technique lets the respondent know that you are paying attention and makes the interview more efficient.

_____, please continue.

R: He’s my husband.

(Enter 1, Opposite-sex husband/wife/spouse)

(Interrupt and say)

The next question, **HHMEMBER**, determines whether the person listed qualifies as a household member. Remember, for a person to be considered a member of a sample household, he/she must be using the sample address as his/her usual place of residence at the time of the interview or is staying temporarily at the sample unit at the time of the current interview AND doesn’t have a usual place of residence elsewhere. **(Pause)** If you determine that a person is a not a member of the household, you do not collect any additional information about the person.

_____, please continue.

HHMEMBER FR: **Does Brian Public usually live here?**

R: Yes.

(Enter 1, Yes)

HHROSTER_FNAME FR: **Anyone else?**

R: No.

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.

(Interrupt and say)

The purpose of this question is to make sure that no one has been missed. It may sound repetitive, but this question is important. Many respondents forget to mention babies, lodgers, and visitors. When you ask this question, you are reminding the household respondent of anyone he or she may have forgotten to mention.

(Enter 2, No)

At the next screen, PICK1STHHRESP, you need to pick a household respondent. You will see the names of all the persons listed on the household roster who are members. Turn to page 39 of your NCVS-523 Initial FR Training Workbook and read who qualifies as a household respondent.

(Allow time)

Enter the line number of the person with whom you are speaking, which is Ashley Public, since earlier you asked to speak to someone in the household who was at least 18 years of age and knowledgeable about the household, and that person was Ashley Public. Enter Ashley Public's line number, which is 1, at this screen (PICK1STHHRESP).

_____, please continue.

PICK1STHHRESP

(Enter 1, Ashley Public)

BRTHDATEMO FR: **In what month and year were you born?**

R: March 2000.

(Enter 3, March)

BRTHDATEYR

(Enter 2000)

(Interrupt and say)

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 24 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. For purposes of this exercise, enter 1 “Yes” even if the age displayed in the instrument is different.)

(Enter 1, Yes)

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

(Interrupt and say)

In many instances, you will already know the answer to this item without asking because of the names and relationships that you entered in the previous screens. Also, in subsequent interviews this screen displays the person’s marital status as reported in the previous enumeration period. If this is the case, you can verify with the respondent what their marital status is based on the information at the top of the screen. Previously collected marital status is displayed after the text “Last reported as.” The rest of the demographic questions have a similar display. If you don’t know the person’s marital status, then ask the question as worded. For household members who are 12 and 13 years of age, the instrument codes them automatically as “Never Married.” **(Pause)** Since the respondent already said she and Brian were married, we can just verify that answer here. An example of how to do that is to ask, “You said that you and Brian are married, right?”)

R: That’s correct.

(Enter 1, Married)

(Interrupt and say)

After completing the marital status question, you ask the Armed Forces question for each household member, male or female, who is between the ages of 18 and 65. Turn to page 40 of your NCVS-521 Initial FR Training Workbook and read when to consider a household member as “in the Armed Forces.” Then answer the question at the bottom of page 40 of your Workbook.

(Allow time)

Now let’s go over the workbook question and answer.

Q: Let's say that a household member is in the U.S. Army Reserves and spends two weeks on active duty in June of each year. If you are conducting an interview on June 7 and his wife says that he is away on active duty with the Army Reserve, what do you enter in **ARMEDFORCES** and why, _____?

A: Enter 2 "No," because the household member is only away for a short period of time on active reserve training. Members of the reserve component of any branch of the Armed Forces are only considered to be on active duty when they have been called to active duty by military order and are currently on active duty for several months.

However, if the household member was called to active duty to serve in Iraq, for example, then you enter 1, "Yes."

_____, please continue the interview with the ARMEDFORCES question.

ARMEDFORCES FR: **Are you now in the Armed Forces?**

R: No.

(Enter 2, No)

EDUCATIONATTAIN FR: **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))

(Interrupt and say)

Notice the blue FR text that says, "Turn the laptop around and show the respondent the answer categories." For personal interviews, this instruction may also appear on other screens during the interview. Always remember to turn your laptop around AFTER asking the question.

_____, please continue.

ATTENDINGSCHOOL FR: **Are you currently attending or enrolled either full-time or part-time in a college or university, trade, or vocational school?**

(Interrupt and say)

This item is used to find out if a household member is attending or enrolled in school either full or part time at the time of the interview. Answer category (1), Regular school, includes both public and private schools starting with kindergarten and continuing through elementary, middle, and high school. If a household respondent answers “No” to this item for a household member, select answer category (5), “None of the above schools.” Also, select answer category (5) if the household member is attending a home school, a school devoted entirely to special education, such as an alternative school, or the person is working on completing his or her GED.

R: No.

(Enter 5, None of the above schools)

SP_ORIGIN FR: **Are you Spanish, Hispanic, or Latino?**

(Interrupt and say)

For this item, you can also display the list of groups, which distinguishes a person as being Spanish, Hispanic or Latino by pressing the F1 function key. **(Pause)** Press F1 and look at the categories listed.

(Allow time)

Now press the Alt + F4 keys to exit the Help screen. It is very important to know that Alt +F4 is the way you escape from or exit the Help screens. Does everyone understand this?

In response to this question, Ashley Public says that she is Spanish, Hispanic, or Latino, so enter 1, Yes, and then press Enter.

(Enter 1, Yes)

_____, please continue.

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)

(Interrupt and say)

Notice that you can enter more than one race. Normally, you get straightforward answers when asking the race question. However, if a household respondent should refuse to answer this question and you cannot change his or her mind, press the Ctrl + R keys to record that the respondent refused the question. Under no circumstances are you to mark race by observation, probing, or asking a neighbor. Since the Census Bureau bases race on self-identification, you must ask this race question for each household member even when it seems obvious. Let's talk about race for a moment. When we use the term race on a Census Bureau survey, we are asking whether the person is "White", "Black or African American", "American Indian or Alaska Native", "Asian", "Native Hawaiian or Other Pacific Islander". In the NCVS we ask for demographic characteristics such as race to learn about crime among many detailed population groups (for example, African Americans, Asians, etc.)

Race does not equal skin color. When you ask the race question, you are not asking about the color of a person's skin. You are looking for the racial group or groups with which that person most closely identifies, or the race or races that person considers him/herself to be. For example, a person whose physical features are White could consider herself Black because the only parent who raised her was Black. In this case, if the person reports that she is Black, regardless of what her skin color or physical features might be, you must record her as Black.

Race is the race or races that the person considers him/herself to be. However, a person may use one or more of these categories to identify his/her race.

_____, please continue.

BRTHDATEMO FR: In what month and year was Brian Public born?

R: May 1999.

(Enter 5, May)

BRTHDATEYR

(Enter 1999)

VFYAGE FR: That would make Brian Public 25 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. For purposes of this exercise, enter 1 “Yes” even if the age displayed in the instrument is different.)

(Enter 1, Yes)

MARITAL FR: Is Brian Public now married, widowed, divorced, separated or has he never been married?

(Interrupt and say)

Notice that this question includes the instruction: “Ask or verify” You only need to ask this question if you don’t already know the answer.

R: He’s married.

(Enter 1, Married)

Please Continue.

ARMEDFORCES FR: Is Brian Public now in the Armed Forces?

R: No.

(Enter 2, No)

EDUCATIONATTAIN FR: What is the highest level of school Brian Public completed or the highest degree he received?

R: He has a Bachelor’s degree.

(Enter 16, Bachelor’s degree (e.g. BA, AB, BS))

ATTENDINGSCHOOL FR: Is Brian Public 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 Brian Public Spanish, Hispanic, or Latino?**

R: No.

(Enter 2, No)

RACE FR: **Please choose one or more races that Brian Public considers himself to be.**

White

Black or African American

American Indian or Alaska Native

Asian

Native Hawaiian or Other Pacific Islander

R: He's White.

(Enter 1, White)

(Interrupt and say)

At the ROSTERREVIEW screen **don't** press Enter just yet. 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)

This edit check is here 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 is used 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 starting an interview with a case that hasn't been interviewed before or about building a roster in the instrument?

(Answer questions.)

Practice Exercise 2 – Completing Interview With the Household Respondent (HHR)

Control Number – 02880082J23000102

In Practice Exercise 2, we will cover a completed interview with the household respondent without any reported crimes. 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: **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)

(Interrupt and say)

For this next item, TIMESMOVED5YEARS, we want to know how many times the respondent has moved in the last 5 years. For those respondents who move frequently, such as military personnel moving from base to base, you may have problems getting them to remember exactly how many times they have moved. In this case, probe to get their best estimate.

_____, please continue.

TIMESMOVED5YEARS

FR: **How many times have you moved in the past 5 years, that is, since (date)?**

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: Yes.

(Enter 1, Yes)

(Interrupt and say)

Since Ashley Public said that someone in the household operates a business from the sample address, the next question is asked to determine if the business operated from the sample address is considered recognizable or unrecognizable. Remember, to be considered recognizable there must be a sign on the sample household's property that is visible to the public from outside the sample unit.

_____, please continue.

BUSINESSSIGN FR: **Is there a sign on the premises or some other indication to the general public that a business is operated from this address?**

R: No

(Enter 2, No)

(Interrupt and say)

Since the business operated from the Public household is unrecognizable, remember any theft from the unrecognizable business operated by a sample household member will be included in the NCVS. **(Pause)**

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). These sets of questions were added so respondents can share their opinions about their local community, regardless of their victimization status. Since we entered January 1, 2025, 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: 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.

(Press CTRL+D, for a blind don't know and Press Enter)

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.

(Press CTRL+D, for a blind don't know, then press Enter)

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)

(Interrupt and say)

The next question is the start of the 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. The screener questions are structured to ask short 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. These screener items attempt to ensure that we collect ALL incidents of crime that occurred during each household member's six-month reference period.

Also, 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 questions, so the pathing in the Crime Incident Report only asks questions relevant to the crime reported.

When conducting interviews, the instrument will fill in the correct 6-month reference period for you. Turn to page 41 of your NCVS-523 Initial FR Training Workbook to read about how the reference period is determined in different circumstances.

(Allow time.)

The screen VS_INTRO is the first item in which the respondent's reference period is displayed. For those respondents who were interviewed previously, and their last interview was no longer than six months ago, the start date of the current reference period is the date of their previous interview. For those respondents who were interviewed more than 6 months prior to the current interview date, or were never interviewed before, the start date will be on the first day of the

month 6 months prior to the current month of interview. **(Pause)** The reference period extends up to the day **before** the current interview date. Also, although the reference period is automatically filled, it is important to understand why you may see different reference periods for different respondents.

Although the screener questions dealing with the household are asked only of the household respondent, any household member could report a household crime, too.

Another thing I want to emphasize is that you must ask all the screener questions in their entirety at a conversational pace. The 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.

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.

Depending on when you are completing training, reference periods for practice interviews may not be exactly 6-months.

_____, please continue 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, 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)

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)

(Interrupt and say)

For this question, the respondent answers “No” so enter 2 to proceed to the next question, **MV_OWNVEHICLE**, which is also asked only of the household respondent. Take a look at the question. **(Pause)** This item asks whether anyone in the household owned any motor vehicles during the 6-month reference period. In answering this question, the household respondent should include all vehicles that were owned by household members at any time during the last 6 months, even if they no longer own the vehicle.

We will now toggle from the instrument to the NCVS-550 Interviewing Manual for Field Representatives. To do this, press Alt + Tab keys. Once in the manual, press Ctrl + F to be able to search the document. Now type “Ownership of Motor Vehicles” in the “Find” bar and read about this topic.

(Allow time)

Q. If a respondent sold one car during the reference period and bought a truck during the same period, what do you enter in **MV_OWNVEHICLE**, _____?

A. Yes, since they owned two vehicles over the course of the reference period.

Q. If a respondent uses a minivan solely to carry equipment for his recognizable carpet installation business, do you count this business vehicle in **MV_OWNVEHICLE**, _____?

A. No, because the business is recognizable.

_____, please continue the interview.

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)

(Interrupt and say)

The next three questions are only asked of the household respondent. These questions include both break-ins and attempted break-ins of a household respondent's home or lodging, and second homes or vacation homes owned by the household respondent, as long as the homes were **not rented out** to someone else at the time of the incident. We are also asking about incidents in which the offender did not have the right to be in the household respondent's hotel or motel rooms, attached garages, or buildings on his or her property.

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)

(Interrupt and say)

Next is a series of questions in the victimization screener which asks about unwanted sexual contact in the past 6 months. Asking these questions as worded is important because it makes it clear what types of behaviors the NCVS collects data on. 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.”

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?**

R: No.

(Enter 2, No)

(Interrupt and say)

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. **(Pause)**

The next question is considered a “catch-all” question. This question gives the respondent another opportunity to report things that are believed to be crimes and may or may not have been reported to the police. Because this question is more general, it may encourage the respondent to report some types of crimes that are not asked about elsewhere in the screener questions.

_____, please continue the interview.

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

(Interrupt and say)

This screen is on path after the screener questions have been completed and indicates the number of incidents reported. In this case, the respondent has not reported any incidents, so we see zero displayed. Everyone can now enter (1) and press enter.

(Enter 1 to continue)

Since the respondent didn't report any crime incidents, the interview proceeds to the socio-demographic questions. The socio-demographic questions contain the topics of disability, citizenship, sexual orientation, veteran status, and employment. These questions are not always asked at every enumeration period. Part B, Chapter 3, Topic 5 provides more information on these questions including why we ask them.

_____, please continue with the interview.

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)

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

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

(Enter 1, Yes, born in the United States)

(Interrupt and say)

The NCVS includes a question on sexual orientation. It is asked of respondents who fall into the age thresholds and other criteria set by the sponsor. In addition, this question is only asked during self-response interviews. This will never be asked during a proxy interview. Sexual orientation is the direction of one's romantic or sexual attraction to members of the same sex, opposite sex, or both sexes. There are tremendous gaps in information about crime victimization as it relates to lesbian, gay, and bisexual persons. By collecting sexual orientation data, researchers, policy makers, health providers, and advocates will be able to identify and address crimes affecting this community.

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

_____, please continue with the interview.

ORIENTATION_FEMALE

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

Lesbian or gay

Straight, that is, not lesbian or gay

Bisexual

Something else

I don't know the answer

R: Straight.

(Enter 2, Straight, that is, not lesbian or gay)

(Interrupt and say)

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

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)

EMPLOYERTYPE FR: **Earlier you said you had a job or worked at a business last week. The next questions are about your current main job. Are 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: I’m a teacher, so I guess that is local government.

(Enter 3, A state, county, or local government)

TYPEBUSINESS_SP FR: **What kind of business or industry is this? What do they make or do?**

R: It’s a school.

(Enter "school")

BUSINESSECTOR FR: **Which of these categories best describes the business or industry?**

(Interrupt and say)

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: Something Else.

(Enter 16, Something else)

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 2nd grade teacher.

(Enter 2nd grade teacher)

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?**

(Interrupt and say)

Notice, once again that this screen has the FR instruction turn the laptop around for the respondent to read the answer categories."

R: Educational Instruction.

(Enter 5, Educational Instruction or Library Occupation (for example: teacher, professor, librarian))

JOBEDUCATION FR: **Were you employed as a...**

Preschool, elementary, middle, or high school teacher

College, university, or technical school professor or teacher
Special education teacher
Another educational instruction or library occupation?

R: Elementary school teacher.

(Enter 1, Preschool, elementary, middle, or high school teacher)

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)

HHLDDINCOMEMORE 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.

(Press 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)

(Interrupt and say)

At this point of the interview, you will collect this household member's personal contact information (phone numbers and email address) since it has not been collected before.

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.

CONTACTINFO

(Once the box prefills with 1, press Enter)

PERPHONE1 FR: **What is the best telephone number to reach you at?**

R: 991-555-3214.

(Enter (991) 555-3214)

PERPHONE2 FR: **Is there another number we can reach you at?**

R: No.

(Press Enter)

EMAIL FR: **Is there an email address that we could use to contact you?**

R: Yes, AshleyP12@email.com.

(Enter ashleyp12@email.com)

CONTACTDONE

(Enter 1 to continue)

(Interrupt and say)

Now there are a few additional questions before the interview with the household respondent is complete. These questions record information about how the interview was conducted.

At RESPONDENTINTERVIEWLANG, record the language the respondent's interview was conducted in.

RESPONDENTINTERVIEWLANG

(Enter 1, English)

Next, at INTERVIEWTYPE you'll record if this was a telephone or in-person interview. For this exercise it was an in-person interview.

INTERVIEWTYPE

(Enter 2, In person)

_____, please continue with the interview.

INTERVIEWPLACE FR: 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.

(Interrupt and say)

Notice the FR instruction on this screen tells you to answer this question without asking the respondent. For this exercise we are going to say that we conducted the interview at the respondent's home, so enter 1, At home.

INTERVIEWPLACE

(Enter 1, At home)

INTERVIEWANYONEELSE

Again, notice the FR instruction on this screen. Since this interview was a personal visit, you can answer it without asking the respondent. Ashley Public was at home by herself during the interview. Enter 2, No.

INTERVIEWANYONEELSE

(Enter 2, No)

_____, please continue with the interview

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)

(Interrupt and say)

The instrument goes to **NEXTPERSON** to try to interview LN2. However, for this practice interview, LN2 is not available.

At **NEXTPERSON**, you only read the names of the people whose interview status is "NEED SELF" and ask to speak to them. Also, you will see "DONE-Int" (for done interview) under the interview status column for persons(s) you already interviewed.

Q: What is the name of the person you would ask to speak to?

A: Brian Public.

Thank you.

Ashley Public tells you that Brian Public is not available to be interviewed at this time. Therefore, at the **NEXTPERSON** screen enter 31, "No other person available now." *(Pause)*

NEXTPERSON

(Enter 31, No other person available now)

At **REFCBBREAK** enter 2, Callback, since Brian Public is not available at the time of your interview with Ashley Public.

REFCBBREAK

(Enter 2, Callback (set appointment))

You must call back the household to complete Brian Public's interview. You will set an appointment to complete the interview in the next few screens.

_____, please continue.

APPTDATE FR: I would like to schedule a date to complete the interview. What date would be best to call back?

R: You can call back tomorrow.

(Enter Tomorrow's Date in the format of MM/DD/YYYY or M/D/YYYY, then press Enter)

APPTTIME FR: What time would be best to call back on (filled with entered on previous screen)?

R: 6:00 p.m.

(Enter 6:00PM, then press Enter)

(Interrupt and say)

In the next screen, **APPT_NOTES**, you are instructed to enter callback notes about the appointment. Callback notes are optional, but can be a helpful way to document the best time to reach a respondent. You are limited to 25 characters in this field, so you may use abbreviations

when entering the callback notes to save space. Enter the note, “Call back at 6pm tomorrow,” and press Enter.

(Allow time)

At the next screen, **THANKCB**, you thank Ashley Public and mention you’ll callback at the time the respondent suggested. Then press 1 to continue at **THANKCB**.

You don’t need to make any changes to the contact information, so at the **VERIFY** screen enter 2. **(Pause)**

At the “Case Level Notes Editor,” enter notes about the personal visit interview you just completed. Whenever you have to write text in which you refer to a respondent, such as the screen questions or item summaries, you must always use the respondent’s line number and **not** the respondent’s name. However, it is acceptable to use the respondent’s name when entering text in the Notes Editor as well as any other pertinent information such as address location, directions, and so on in the Case Level Notes. This is particularly important when you have difficult, potential, and real Type A cases.

Enter a note that you completed Ashley Public’s interview and need to call back the household tomorrow to complete Brian Public’s interview. When you are done entering this note, press the F10 function key or click on the F10 icon on the toolbar to exit the “Notes Editor.”

(Allow time)

After you click on the F10 icon on the toolbar to exit the “Notes Editor”, pCHI will appear automatically.

(Allow time)

Let’s go through the pCHI screens. After exiting the NCVS instrument, the pCHI automatically appears. At the **CTATEMPT** screen, enter 1. Since this was a first time in sample case, we did a personal visit to conduct the interview.

_____, please walk us through the entries for the next pCHI screens.

TIMEOFCT

(Enter 1, at time of contact attempt)

pCASECONTACT

(Enter 1, made contact with one or more eligible persons)

PCONTACTPER

(Enter 1, made contact with Ashley Public)

pCTTYPE

(Enter 1, completed interview)

pRSPNDENT

(Enter 98, no concerns)

pSTRATEGS

(Enter 98, no strategies)

PCONTACTPER (LN 2)

(Enter 3, noncontact)

pNOCONTACT

(Enter 1, person not home)

pSTRATEGS

(Enter 2, scheduled appointment)

As a reminder, information about pCHI screens can be found in Part D, Chapter 2 in the NCVS-550 Interviewing Manual for Field Representatives.

After entering the strategy used for the last eligible person, you exit the pCHI and then you go back to Case Management.

(Allow time)

Notice that the letter “P” now appears in the “Status” column for this case. This tells you that you have started or accessed the case but have not gotten an interview for one or more persons in the household.

Go to the Case Details page for this case and click on the Assignment Overview button. Locate the field labeled “Outcome Code” which is beneath the “Control Number” field.

_____, please read the outcome code and description for this case.

(TRAINEE: 204 - *Sufficient partial – follow-up needed*)

Thank you.

This means that you have completed the household respondent's interview but need to follow up with the household to interview one or more other persons in the sample unit.

If the interview for the household respondent was incomplete, outcome code 202, "Accessed instrument – insufficient partial" would have been displayed. We will discuss a few other outcome codes later in training. This concludes this exercise. Are there any questions?

(Answer questions)

Practice Exercise 3 – Updating the Roster When the Prior Reference Person Moves Out and Selecting a New Reference Person

Control Number – 02880092J21000401

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. This exercise will show how the instrument collects changes to a case with a household roster for a continuing case that was interviewed in a prior interview period.

From your case list screen in MCM highlight the case with the address **611 Produce St.** 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, 2025 at the DATECHANGE screen, press Enter at the CLOSEOUTCHANGE screen, and then enter 1 at the START screen for a telephone interview.

DATECHANGE

(Enter 01/15/2025)

CLOSEOUTCHANGE

(Press Enter)

START

(Enter 1, Telephone interview)

(Allow time)

Now, take a look at the “Status bar” at the very bottom of the Form Pane. This is the shaded portion of the screen. **(Pause)** Notice the fields “Talking to” and “About.” The “Talking to” field contains the name of the person who answers the survey questions. The “About” field contains the name of the eligible NCVS household member about whom you are collecting data. For self-response interviews, the name entered in both of these fields is always the same. For proxy interviews, the proxy respondent’s name is entered in the “Talking To” field and the proxy person’s name will appear in the “About” field. When you first enter a continuing case to interview for a given month, the first name that appears in these fields is that of the household

respondent from the previous interview, since the household respondent is the first person with whom you must complete an interview. For this case, both should be filled with “Megan Moe”. Does everyone see that in the case we just got into? **(Pause)** For incoming cases, these fields are blank until you build the household roster and select a household respondent.

Before we proceed with the interview, let’s take a look at the composition of this household to get an idea of the number of people in the household and those who you need to interview. Remember, you can also view the household composition when you are in Case Management. To view the household roster in the NCVS CAPI instrument, you can either press the **SHIFT** and **F1** keys simultaneously or you can click on the “HH Roster” tab on the toolbar. Use one of these two methods now to view the household roster for this case.

Notice that there are four members in this household, Ted, Megan, Bob, and Jane Moe. However, only three of the household members are NCVS eligible. This can be seen in the “STATUS” column with the text “Need Self”. Line number 4 is Jane Moe, who is under 12 years old, so Jane will not be interviewed.

Megan Moe, who is line number 2, is currently designated as the household respondent. The “X” in the “HHR” column preceding her line number tells you that she is the household respondent. Remember, the household respondent must be a household member who is at least 18 years of age and knowledgeable about the household. This household member will answer the household characteristics and household screener questions in addition to the individual screener questions. Remember, you **MUST** reach at least a partial interview with the household respondent **BEFORE** interviewing any other household members.

Now look at the column labeled RELATION on the HH Roster screen. This column shows the relationship of the household members to the reference person. For this case, Ted Moe, who is line number 1, is the reference person. Remember, the reference person is usually one of the owners or renters of the sample unit. When you interview at a sample address for the first time, the first person listed will automatically be designated as the reference person so you want to make sure that this person is one of the owners or renters of the sample unit.

Now let’s look further at the “STATUS” column. For any respondent whose interview you have not started, you will see “Need Self” displayed in the “STATUS” column. You could also see the following descriptions entered in the “STATUS” column as the interview progresses. You may see “Need Proxy” if the respondent needs a proxy interview, “Partial NCVS” when the respondent has started, but not completed their interview, “Under 12” for household members under the age of 12, “Nonmember” if the rostered person is no longer a household member, and so on. If you completed a respondent’s interview, the status would change to a final status of “DONE-NCVS” for a completed interview.

Let’s return to the DIAL screen. To return to this screen, either click on the “Main” tab, which is the first tab on the toolbar, or press “1” to continue.

(Allow time)

(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, I'm Megan.

(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, 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 we measure
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 991-555-7722?**

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 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: No. Ted and I got divorced.

(Enter 2, No)

(Interrupt and say)

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: Ted.

(Enter 1, LN1 Ted Moe)

(Interrupt and say)

On the previous screen you selected which person(s) on the roster have left the household. Since the previous reference person, Ted Moe, 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 Ted Moe as an option. The reference person and the household respondent do not need to be the same person. Now turn to page 43 of your NCVS-523 Initial FR Training Workbook and read who qualifies as a reference person.

(Allow time)

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 Megan Moe)

(Interrupt and say)

At the HHROSTER_FNAME screen 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 Ted Moe 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)

(Interrupt and say)

At the HHROSTER_FNAME press the End key or arrow keys to move to the next unanswered question to record Bob Moe's relationship to the new reference person.

HHROSTER_FNAME

(Press End)

RELATIONSHIP FR: **How is Bob Moe related to you?**

R: He's my son.

(Enter 5, Child (biological or adopted son or daughter, stepson or stepdaughter)

(Interrupt and say)

At the HHMEMBER screen press the End key or arrow keys to move to the next unanswered question to record Jane Moe's relationship to the new reference person.

HHMEMBER

(Press End)

RELATIONSHIP FR: **How is Jane Moe related to you?**

R: She's my daughter.

(Enter 5, Child (biological or adopted son or daughter, stepson or stepdaughter)

(Interrupt and say)

Since we are done updating the changes to the roster, press the End key or arrow keys to move to the next unanswered question, which should be HHROSTER_FNAME. Now enter 999 to leave the roster table and continue with the interview.

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 three of us now.

(Enter 2, No)

AGECHECK FR: **I have you listed as 36 years old. Is that correct?**

R: Yes, I'm 36.

(Enter 1, Yes (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 Ted.)

(Enter 3, Divorced)

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.

(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 an 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 a program to become an electrician.

(Enter 3, Trade school)

AGECHECK FR: I have Jane Moe listed as 10 years old. Is that correct?

R: Yes.

(Enter 1, Yes)

(Interrupt and say)

The instrument now goes to the ROSTERREVIEW screen. At the ROSTERREVIEW screen notice that Ted Moe is listed on the household roster as a nonmember. Although nonmembers are kept

on the roster, you will not need to interview them since they are not household members. Also, since he was coded as a nonmember, none of his demographic data are asked about/updated.

The reason nonmembers are kept on the roster is because they may return to the household and become a member in the future. This makes it easier to track respondents over the course of the seven interviews.

At this screen you must review and verify that the selected information displayed is correct and up-to-date; specifically, name, sex, age, relationship, and marital status, for each member of the household. If any of this information is incorrect, you can indicate that you need to make corrections by entering 2. For this interview, all information is correct so enter 1 to continue.

_____, please continue the interview.

ROSTERREVIEW

(Enter 1, Yes)

Suppress the edit check to confirm the household roster is correct.

(Suppress)

This is the end of this Practice Exercise. Are there any questions about removing a household member and selecting a new reference person?

(Answer questions)

To save time for the other practice exercises, we'll exit the case here.

Press F10 to exit the instrument. You don't need to make any changes to the contact information, so at the **VERIFY** screen enter 2. **(Pause)**

At the "Case Level Notes Editor," enter notes about the part of the interview you just completed. Whenever you have to write text in which you refer to a respondent, such as the screen questions or item summaries, you must always use the respondent's line number and **not** the respondent's name. However, it is acceptable to use the respondent's name when entering text in the Notes Editor as well as any other pertinent information such as address location, directions, and so on in the Case Level Notes.

(Allow time)

After you click on the F10 icon on the toolbar to exit the “Notes Editor”, pCHI will appear automatically. Then fill out the pCHI for this case. Then we’ll meet back at MCM to begin the paired practice interviews.

Practice Exercise 4 – Multiple Types of Crime (TOCs) in Same Incident

Control Number - 02880082J23000102

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 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 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, 2025 at the DATECHANGE screen, press Enter at the CLOSEOUTCHANGE screen, and then enter 1 at the START screen for a telephone interview.

DATECHANGE

(Enter 01/10/2025)

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 we measure 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)

(Interrupt and say)

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 (date) no matter where they may have occurred. The questions will cover theft, physical attacks, and unwanted sexual contact.

(Enter 1 to continue)

(Interrupt and say)

In the screener section 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.

_____, please 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: 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?**

R: One time.

(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 2024.

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

(Select the answer category corresponding with October 2024)

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.)

(Interrupt and say)

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. However, she is asked about personal crime incidents.

_____, please continue.

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?**

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 2024.

(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 2024)

(Interrupt and say)

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)

(Interrupt and say)

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.

_____, please continue.

A_WHICHINCIDENT FR: **Which incident was this part of?**

R: It was when the guy tried to steal my purse.

(Enter 1, October 2024 Someone tried to steal purse while walking downtown.)

(Interrupt and say)

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.)

_____, please continue.

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

(Interrupt and say)

This screen is on path after the screener questions have been completed and indicates the number of incidents reported. Although the respondent said yes 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)

_____, please continue.

INC_INTRO FR: **The next questions are about the incident in (date) that involved:
Someone tried to steal purse while walking downtown**

(Enter 1 to continue)

ALSO_BREAKIN FR: **Just to confirm, did someone break in or try to break in to your
property as part of this incident in (date)?**

R: No.

(Enter 2, No)

ALSO_VANDALISM FR: **Just to confirm, did someone vandalize something as part of this
incident in (date)?**

R: No.

(Enter 2, No)

ALSO_SEXUALCONTACT

FR: **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 (date)?**

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)

(Interrupt and say)

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.

The instrument knows the correct order to ask the questions in, so you do not need to remember the order of seriousness.

_____, please continue.

ATTACKATTEMPTTHREAT

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

R: Yes. He threatened me.

(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 (date). 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(s) TRY or THREATEN to attack you?**

R: Like I said, he threatened to stab me.

(Enter 2, Threatening you with a weapon)

(Interrupt and say)

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 (date). 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 (date) 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)

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 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 (date) 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 (date).**

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 (date) 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)

(Interrupt and say)

The next set of questions ask about victim services the respondent may have received. These will only be asked of those respondents who reported an eligible personal crime, motor vehicle theft, or completed break-in.

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 (date). 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.

(Interrupt and say)

Write a summary about this incident using what the respondent told you.

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)

(Interrupt and say)

The next section of the instrument compares incidents reported by different household members in the current 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.

INTRO_UNDUP FR: **Please give me a moment to review the crime incident(s) collected.**

(Enter 1 to continue)

(Interrupt and say)

The UNDUP_CURINC screen provides you with pertinent facts about the current incident that you use to compare this incident against other reported incidents, including: the respondent's line number, month incident occurred, as well as the summary and incident notes describing the circumstances of the crime. Remember that "duplicate" does not mean "similar."

The incident we just collected from Megan is displayed on the left side of the screen and that is compared to the incident reported by David on the right side of the screen. As we can see, Megan's incident of a threat and an attempted theft of her purse is not the same as the cellphone theft that David reported.

Note that, when selecting Yes at UNDUP_CURINC, you are not deleting either of the incidents from the record. You are simply flagging the duplicate incidents for further review in processing. For this scenario you will enter 2, No, at this screen to document these are not duplicate incidents.

UNDUP_CURINC

(Enter 2, No)

Are there any questions about completing a crime incident report with multiple types of crimes being part of the same incident?

(Answer questions.)

Are there any questions about comparing incidents in the unduplication screen?

(Answer questions.)

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 to return to MCM.

(Answer any questions FRs may have about filling in pCHI.)

This is the end of this practice exercise.

Practice Exercise 5 – Classifying an NCVS Respondent as a Type Z Noninterview

Control Number – 02880082J23000102

This next exercise covers classifying an NCVS respondent as a Type Z noninterview. When a case is ready to be transmitted, it means that the household doesn't require any more follow-up contacts. This is because you either interviewed all eligible members in the household, completed an interview with one or more eligible members and made every attempt to interview other household members but were unsuccessful, or the household was a Type A, Type B, or Type C noninterview.

If the household contains any members who have not been interviewed, either because they refused, were never available despite repeated attempts to interview them, they were physically or mentally unable to answer and no proxy was available, or they were temporarily absent and no proxy was available, you must specify the Type Z noninterview reason for every noninterview person in the household before you can transmit the case. Since this process can only be done at the time you are ready to transmit the case to Headquarters, it is very important that if you have identified any eligible household members as a noninterview early in the interview period, and you annotate the reason in the CAPI notes so you don't forget the reason when you are ready to transmit the case later on.

Let's go back to the training case for the Public household. You completed Ashley Public's interview, but her husband, Brian Public, refused to be interviewed. For this scenario, we'll say you tried to explain the importance of the survey and his participation. You referred to the responses under the **Frequently Asked Questions** tab to help explain the importance of the survey to him. However, after explaining that and answering his questions, he still refuses. There aren't any other eligible household members whose interview you need to complete so this case is ready to be transmitted. However, in order to transmit this case, you first need to specify the reason why Brian Public is a Type Z noninterview. In the case list, select the case **502 Stuart St.** Launch the case and get into the NCVS CAPI instrument to start the interview.

(Allow time)

You will see a screen that reads "This is a training case." Enter 1 to continue.

At the DATECHANGE screen enter January 2, 2025 to simulate interviewing in January.

DATECHANGE

(Enter 01/02/2025)

For this exercise the CLOSEOUTCHANGE screen reads January 31, 2025, press the enter key to accept that date.

CLOSEOUTCHANGE

(Press Enter)

At the START screen notice that the “Case Status” indicates that the household respondent’s interview was completed. Since this case doesn’t require any more follow-up, enter 4, “Ready to transmit case-no follow-up (Type Zs).” You now see a pop-up screen that asks you if you are ready to transmit the case. Since this case doesn’t require any more follow-up you are ready to transmit it, so click the “Suppress” button.

The TYPEZ screen tells you that no survey data was collected for Brian Public and instructs you to select the reason that best describes why survey data were not collected for him. Enter 3 since Brian Public refused to participate. At the VERIFY screen enter 2. In the Case Level Notes Editor enter that Brian Public refused to participate, then save the notes entered.

(Allow time)

Since we got back into the NCVS instrument to code Brian as a Type Z and did not attempt another contact, we can enter answer category (4), “Not attempting contact” at CTATEMPT and answer category (2), “Readying case for transmission” at NOATTEMPT. If we entered data in pCHI, it would be a duplicate of the last record entered in pCHI. Since there was not another attempt, we don’t need to enter any contact information here. Does everyone understand that?

(Answer questions)

Notice that the case is no longer listed on the case list.

This concludes this practice exercise. Are there any other questions?

(Answer questions)

Practice Exercise 6 – Identify and Create a Replacement Household

Control Number – 02880082J22000304

This exercise will cover building a household roster for a replacement household.

Select the case with the address **286 Erasmus Dr**, make sure it is highlighted, and verify it is in the Assignment Period 202501CT. 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 reads “This is a training case.” Enter 1 to continue.

At the **DATECHANGE** screen, enter January 1, 2025, to simulate interviewing in January. You can access the calendar at this screen by selecting the down arrow to the right of the date.

DATECHANGE

(Enter 01/01/2025)

For this exercise the CLOSEOUTCHANGE screen reads January 31, 2025, press the enter key to accept that date.

CLOSEOUTCHANGE

(Press Enter)

START

This exercise will be a personal visit interview, so enter 2 for a personal interview at the **START** screen.

(Enter 2, Personal interview)

(Choose someone in the class to be the FR.)

Remember to please read out loud the answer category you are entering so everyone can follow along and enter the same answers in their laptop.

GENINTRO

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

May I please speak with Marco Conte?

R: No, there is no one here by that name.

(Enter 2, No)

(Interrupt and say)

Since you did make contact with someone, but no one from the original household was reached, you must check if this is a replacement household. This describes a situation where all members of the household that participated in previous enumeration period(s) have moved out of the sample address, and a new household has moved in.

REPLACEMENTH

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. For this exercise, after confirming all previous household members have moved and 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 we measure 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)

HHPHONE FR: **What is the best telephone number for the household?**

R: 991-555-1983.

(Enter 991-555-1983)

CONTACTDONE

(Enter 1 to continue)

(Interrupt and say)

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 Isabel Woe.

(Enter Isabel)

HHROSTER_LNAME

(Enter Woe)

SEX

(Enter 2, Female)

HHMEMBER FR: Does Isabel Woe usually live here?

R: Yes.

(Enter 1, Yes)

HHROSTER_FNAME FR: Anyone else?

R: Matt Woe.

(Enter Matt)

HHROSTER_LNAME

(Enter Woe)

SEX

(Enter 1, Male)

RELATIONSHIP FR: How is Matt Woe related to Isabel Woe?

R: He is my husband.

(Enter 1, Opposite-sex husband/wife/spouse)

HHMEMBER FR: Does Matt 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 Isabel 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)

HHLD_COVERAGE 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, Isabel 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 she and Matt were married, we can just verify that answer here. An example of how to do that is to ask:
"You said that you and Matt are married, right?").**

R: Married.

(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 a doctorate.

(Enter 19, Doctoral degree (e.g. PhD, EdD))

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)

BRTHDATEMO FR: **In what month and year was Matt Woe born?**

R: October 1983.

(Enter 10, October)

BRTHDATEYR

(Enter 1983)

VFYAGE FR: **That would make Matt Woe 39 years old. Is that correct?**

R: Yes.

(Enter 1, Yes)

MARITAL FR: **Is Matt Woe now married, widowed, divorced, separated or has he 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: He's married to me.

(Enter 1, Married)

ARMEDFORCES FR: Is Matt Woe now in the Armed Forces?

R: No.

(Enter 2, No)

EDUCATIONATTAIN FR: What is the highest level of school Matt Woe completed or the highest degree he received?

R: He has a bachelor's degree.

(Enter 16, Bachelor's degree (e.g. BA, AB, BS))

ATTENDINGSCHOOL FR: Is Matt 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 Matt Woe Spanish, Hispanic, or Latino?

R: No.

(Enter 2, No)

RACE FR: Please choose one or more races that Matt Woe considers himself to be.

White

Black or African American

American Indian or Alaska Native

**Asian
Native Hawaiian or Other Pacific Islander?**

R: White.

(Enter 1, White)

BRTHDATEMO FR: In what month and year was Cameron Woe born?

FR: January 2010.

(Enter 1, January)

BRTHDATEYR

(Enter 2010)

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: 9th grade.

(Enter 9, 9th 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)

BRTHDATEMO FR: **In what month and year was Charlie Woe born?**

R: January 2010.

(Enter 1, January)

BRTHDATEYR

(Enter 2010)

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: 9th grade.

(Enter 9, 9th grade)

ATTENDINGSCHOOL 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)

Are there any questions about replacement households or building a new roster for a replacement household?

Suppress the edit check to confirm the household roster is correct.

(Suppress)

This is the end of this Practice Exercise. We will continue with this case in the next exercise. Are there any questions about coding a replacement household and building a roster for the replacement household?

(Answer questions)

Practice Exercise 7 – HHR reports an incident of rape

Control Number – 02880082J22000304

In this exercise, we will go through an interview where the respondent reports a sexual assault. In the NCVS, 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.

(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 (date)?**

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: 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)

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

R: No.

(Enter 2, No)

(Interrupt and say)

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.)

_____, please continue.

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_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?**

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)

(Interrupt and say)

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 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.**

Other than what you have already mentioned, 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?**

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 2024)

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, try to have, or threaten to have these types of sexual contact with you?

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 2024)

(Interrupt and say)

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 2024 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

(Interrupt and say)

The INC_REPORTS screen is on path after the screener questions have been completed and indicates the number of incidents reported. Even though the respondent answered yes to two different screener questions, this screen displays that there is only one incident reported. This is because we classified that the incident identified in the sexual assault screener questions was the same incident as the one reported in the attack screeners. 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 2024 that involved: Pushed to floor and raped by former boss.

(Enter 1 to continue)

ALSO_MVTHEFT FR: Just to confirm, did someone steal or try to steal a vehicle as part of this incident in September 2024?

R: No.

(Enter 2, No)

ALSO_BREAKIN FR: Just to confirm, did someone break in or try to break in to your property as part of this incident in September 2024?

R: No.

(Enter 2, No)

ALSO_VANDALISM FR: Just to confirm, did someone vandalize something as part of this incident in September 2024?

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, tried to have, or threatened to have unwanted sexual contact with you during the incident in September 2024.

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)

(Interrupt and say)

The unwanted sexual contact questions have been written to 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 developed 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)

PENETRATEOFF FR: **Were YOU also forced to penetrate the offender's sexual body parts?**

R: No.

(Enter 2, No)

(Interrupt and say)

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, there is a Distress Protocol on the 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.

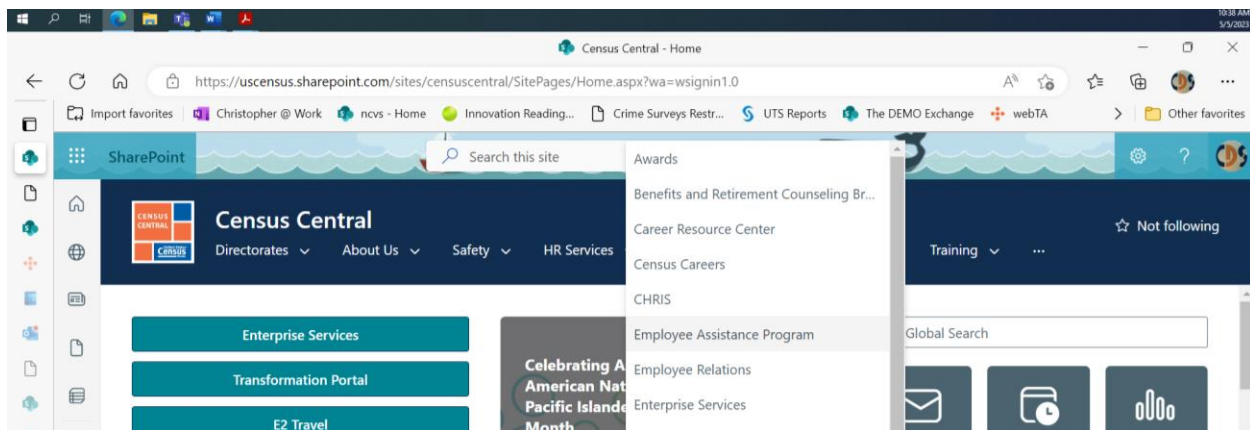
The protocol is there to help you and the respondent by acknowledging the respondent's emotional state, providing the respondent an opportunity to take a break, and, when necessary, providing them with a list of resources for crime victims. Are there any questions about the protocol or how to use it 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. **(Pause)**

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 \(EAP\) \(sharepoint.com\)](https://uscensus.sharepoint.com/sites/censuscentral/SitePages/EmployeeAssistanceProgram.aspx). 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.

_____, please continue with the interview.

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; 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 2024 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 2024 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)

ACTIONS DURING INCIDENT 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)

INJUNCTION 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)

(Interrupt and say)

The series of questions dealing with whether the police were informed, collects 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.

(Choose someone in the class to be the FR.)

POLICEINFORMED FR: **The next questions ask about whether the police got involved in the incident in (date).**

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 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.

(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 (date) 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)

(Interrupt and say)

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_SAEEXAM	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)

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?

(Interrupt and say)

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?**

(Interrupt and say)

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.

(Interrupt and say)

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)

_____, please continue.

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 2024. 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)

(Interrupt and say)

Are there any questions about incidents that happened at the respondent's workplace?

(Answer questions.)

After all incident reports are finished, the interview moves on to the SOCIODEMO section. These questions collect information about the respondent and their household.

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)

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

R: Yes, I was born here.

(Enter 1, Yes, born in the United States)

ORIENTATION_FEMALE

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

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

R: I'm straight.

(Enter 2, straight)

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

R: No.

(Enter 1, Never served in the military)

LIVEWITHSPOUSE FR: Is your spouse living with you?

R: Yes.

(Enter 1, Yes)

JOBCHANGE FR: Earlier you said that an incident happened while you were at work. Have you changed your job since then?

R: No.

(Enter 2, No)

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)

HHLDDINCOMEMORE 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, or
\$200,000 or more?**

R: 150 to 199.

(Enter 5, \$250,000 to \$199,999)

PUBLICASSISTANCE FR: 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?

R: No.

(Enter 2, No)

WORRYABOUTEXPENSES

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?

**Almost all the time,
Often,
Once in a while,
Hardly ever, or
Never?**

R: Once in a while.

(Enter 3, Once in a while)

CONTACTINFO

(Press Enter)

PERPHONE1 FR: **What is the best telephone number to reach you at?**

R: 991-555-7319.

(Enter (991) 555-7319)

PERPHONE2 FR: **Is there another number we can reach you at?**

R: No.

(Press Enter)

EMAIL FR: **Is there an email address that we could use to contact you?**

R: No.

(Press Enter)

CONTACTDONE

(Enter 1 to continue)

(Interrupt and say)

There are a few additional questions before the interview with the HHR is complete. These questions record information about how the interview was conducted.

At **RESPONDENTINTERVIEWLANG**, record the language the respondent's interview was conducted in.

RESPONDENTINTERVIEWLANG

(Enter 1, English)

Next, at **INTERVIEWTYPE** you'll record if this was a telephone or in-person interview. For this exercise it was an in-person interview.

INTERVIEWTYPE

(Enter 2, In person)

INTERVIEWPLACE **FR:** **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.

(Interrupt and say)

Notice the FR instruction on this screen tells you to answer this question without asking the respondent. For this exercise we are going to say that we conducted the interview at the respondent's home, so enter 1, At home.

INTERVIEWPLACE

(Enter 1, At home)

Again, notice the FR instruction on this screen. Since this interview was a personal visit, you can answer it without asking the respondent. Isabel Woe was at home and her husband is also home and was in the room during the beginning of her interview. Enter 1, Yes.

INTERVIEWANYONEELSE

(Enter 1, Yes)

INTERVIEWWHOELSE

You can answer it without asking the respondent. Isabel's husband was in the room during the beginning of the interview. Enter 1, Your Spouse or partner.

(Enter 1, Your Spouse or partner)

INFORM_HHR **FR:** **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 12-15.**

(Enter 1 to continue)

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?**

R: A call is fine.

(Enter 2, Phone call)

This concludes this practice exercise. Please do not close this case. We will be using it in the next practice exercise. Are there any questions?

(Answer questions)

Practice Exercise 8 – Select Next Respondent to Interview at NEXTPERSON

In this practice exercise you will select a new respondent to interview after completing another respondent's interview.

(Allow time)

Everyone should be at the NEXTPERSON screen. The NEXTPERSON screen will only show household members who are eligible to complete the NCVS. Here, you will enter the line number of the next person to interview.

Q: Can anyone tell me whose interview you still need to complete?

A: Matt Woe, Cameron Woe, and Charlie Woe

After telling Isabel Woe that you need to speak to Matt, Cameron, or Charlie, she tells you that Matt is available to complete his interview.

NEXTPERSON

(Enter 2, Matt Woe)

INTERVIEWSTATUS

At the INTERVIEWSTATUS screen, verify that Matt Woe is displayed as the person you are talking to and who the interview is for. Is everyone seeing Matt displayed on this screen?

(Allow time)

(Enter 1, Continue with this respondent's interview)

Since we are talking to a new respondent, you will introduce the survey to Matt 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)

Are there any questions about selecting the next respondent?

(Answer questions)

We will be continuing with this case in the next exercise.

Practice Exercise 9 – Respondent Reports a Crime and Adds a TOC at the ALSO Questions

The instrument is designed to classify the specific type of crime in an incident and capture 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, Matt Woe, in which the nature of the crime incident is clarified through the ALSO_ questions.

_____, please continue.

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)

TIMESMOVED FR: **How many times have you moved in the past 5 years, that is, since
(date)?**

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)

SAMEJOBSIXMONTHS

FR: **Have you worked at the same job for all of the past six months?**

R: Yes.

(Enter 1, Yes)

(Interrupt and say)

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 (date), no matter where they may have occurred. 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, 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: Yes.

(Enter 1, Yes)

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, 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?**

R: Just the 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: This past August.

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

(Select the answer category corresponding with August 2024)

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: Some kid stole my dash cam out of my car.

(Enter "kid stole GPS from car")

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 (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, that's it.

(Enter 2, No)

INC_REPORTS

(Interrupt and say)

The INC_REPORTS screen is on path after the screener questions have been completed and indicates the number of incidents reported. In this example there is one incident reported, so we should all see 1 displayed here. Enter 1 to continue.

(Enter 1 to continue)

INC_INTRO FR: The next questions are about the incident in (date) that involved: kid stole GPS from car.

(Enter 1 to continue)

(Interrupt and say)

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 are asked to ensure we've identified all of the types of crime that may have happened in the incident. Remember to read all bolded text in the following questions, even if it seems repetitive.

ALSO_BREAKIN FR: **Just to confirm, did someone break in or try to break in to your property as part of this incident in (date)?**

R: No.

(Enter 2, No)

ALSO_VANDALISM FR: **Just to confirm, did someone vandalize something as part of this incident in (date)?**

R: No.

(Enter 2, No)

ALSO_ATTACKTHREAT

FR: **Just to confirm, did someone attack or threaten to attack you as part of this incident in (date)?**

R: Now that you mention it, after I had run over to stop that kid from stealing my stuff, he pushed me.

(Enter 1, Yes)

(Interrupt and say)

The respondent indicates that a second type of crime took place during this incident, which was not already mentioned in the screener questions. So we will collect information about both the attack and the theft in this crime incident report.

ALSO_SEXUALCONTACT

FR: **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 (date)?**

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)

(Interrupt and say)

Since the respondent indicated in the ALSO_ questions that he was attacked during the theft incident, there are now two types of crime reported as happening in the same incident. Without the ALSO_ questions, the theft 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 he was pushed by the offender, the next questions asked will focus on the attack before we ask questions about the theft. Before we continue, does anyone have any questions about the ALSO_ 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.

(Interrupt and say)

Be sure to check the answer choices in ATTACKATTEMPTTHREAT 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: **You said someone attacked or tried to attack you during the incident in (date). 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)

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)

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)

WHATWASTAKEN FR: **You said someone stole something from you during the incident in (date). What was stolen?**

R: My dash cam that was sitting on the dashboard

(Enter 20, Tablets, laptops, or other portable electronics)

FR: **Anything else?**

R: I don't think so.

(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: Just 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 (date) took place.

About what time did the incident happen?

R: It was at about 8:30 PM.

(Enter 4, After 6pm - 9pm)

INCADDRESS FR: Did this incident happen while you were living at your current address, or before you moved to this address?

R: While living here.

(Enter 1, While living at current address)

LOCATIONMV FR: Where was the vehicle when this happened?

R: It was in the parking lot of the grocery store.

(Enter 4, In some other garage or parking lot)

INCPLACE FR: Did this happen in the city, town, or village where you live now?

R: Yes.

(Enter 1, Yes)

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 a 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 (date) 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: Well, yes, I ran over to stop him from taking my things.

(Enter 1, Yes)

ACTIONS DURING INCIDENT 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)

ANYONE PRESENT 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.**

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, 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 (date).**

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 (date) 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: 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_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)

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 I got the dash cam for about \$125.

(Enter 4, \$100 to less than \$150)

ALLPARTRECOVERED FR: Did you get any of the stolen items back?

R: No.

(Enter 3, No)

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: Not that I noticed.

(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 (date). 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 grabbed my dash cam out of my car.

(Interrupt and say)

Notice that the respondent didn't mention that he ran up and yelled at the offender, that the offender pushed him, and that he 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.

(Enter 1 to continue)

(Interrupt and say)

The next section of the instrument compares incidents reported by different household members in the current 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.

_____, please continue.

INTRO_UNDUP FR: **Please give me a moment to review the crime incident(s) collected.**

(Enter 1 to continue)

(Interrupt and say)

We went through these screens earlier, but we'll discuss them again now. The UNDUP_CURINC screen provides you with pertinent facts about the current incident that you use to compare this incident against other reported incidents. Each column displays the same information to make it easier to compare. Remember that "duplicate" does not mean "similar."

In this exercise, the incident we just collected from LN2 is displayed on the left side of the screen and that is compared to the incident reported by LN1 on the right side of the screen. As we can see, LN2's incident of an attack and theft is not the same as LN1's incident on the right.

For this scenario you will enter 2, No, at this screen to document these are not duplicate incidents.

UNDUP_CURINC

(Enter 2, No)

Are there any questions about completing a crime incident report with multiple types of crimes being part of the same incident?

(Answer 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 10 – Adding a New Household Member to the Roster

Control Number – 02880093J21000504

This exercise will cover adding a new household member to a case that was interviewed in the previous interview period. To streamline data collection, the MEMBERCHANGES screen will 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. In an earlier exercise we covered a scenario where a household member, from the last interview, has left the household. We will now go through a case where a person moves in.

Everyone should be at the MAILINGSAME screen.

(Choose someone in the class to be the FR.)

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 michael.public@email.com.

(Enter michael.public@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: Rented.

(Press Enter)

PUBLICHOUSING FR: **Is this building owned by a public housing authority?**

R: Yes.

(Press Enter)

NAMECHECK FR: **I have you, Alicia Public, and Joe Public listed as living or staying at this address.**

Are all of these persons still living or staying at this address?

R: Yes.

(Enter 1, Yes)

(Interrupt and say)

At the HHROSTER_FNAME press the End key or arrow keys to move to the next unanswered question.

RELATIONSHIP FR: **How is Alicia Public related to you?**

R: She is my wife.

(Enter 1, Opposite-sex husband/wife/spouse)

(Interrupt and say)

At the HHMEMBER screen press the End key or arrow keys to move to the next unanswered question, which will be RELATIONSHIP.

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))

(Interrupt and say)

At the HHMEMBER screen press the End key or arrow keys to move to the next unanswered question, which will be for HHROSTER_FNAME.

At the HHROSTER_FNAME enter 999 for no more known changes to the roster.

(Enter 999 at Line 4 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 Public

(Enter Mary, then press Enter)

HHROSTER_LNAME

(Press Enter for last name Public)

(Interrupt and say)

Because we added someone to the roster, the instrument takes you to the MEMBERCHANGES screen so you can record the reason Mary Public entered the household. Notice that the answer categories only cover reasons why someone would have joined the household. You must enter the code that best describes the reason for adding this person to the household roster. For this example, we would enter 5, "Person entered household for reason other than above".

_____, please continue.

MEMBERCHANGES

(Enter 5, Person entered household for reason other than above)

SEX

(Enter 2, Female)

RELATIONSHIP FR: **How is Mary Public related to you?**

R: She's my mother.

(Enter 7, Father or mother)

HHMEMBER FR: **Does Mary Public usually live here?**

R: Yes.

(Enter 1, Yes)

HHROSTER_FNAME

(Enter 999 at Line 5 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 51 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.

(Interrupt and say)

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)

_____, please continue.

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 Alicia Public listed as 55 years old as of last month. Is that correct?

R: Yes, it is.

(Enter 1, Yes)

MARITAL FR: Is Alicia Public now married, widowed, divorced, separated or has she never been married?

R: 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 Alicia Public now in the Armed Forces?

R: No.

(Press Enter)

EDUCATIONATTAIN FR: What is the highest level of school Alicia Public completed or the highest degree she received?

R: She has a bachelor's degree.

(Press Enter)

ATTENDINGSCHOOL FR: Is Alicia Public 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 23 years old as of last month. Is that correct?

R: Yes, it is.

(Enter 1, Yes)

MARITAL FR: Is Joe Public now married, widowed, divorced, separated or has he never been married?

R: No, never been 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 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 finished 12th grade, but doesn't have his diploma yet.

(Press Enter)

ATTENDINGSCHOOL 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 finishing up his high school degree requirements.

(Press Enter)

(Interrupt and say)

Now we'll collect the demographic information for the new household member, Mary Public.
Please continue.

_____, please continue.

BRTHDATEMO FR: In what month and year was Mary Public born?

R: June 1950.

(Enter 6, June)

BRTHDATEYR

(Enter 1950)

VFYAGE FR: That would make Mary Public 74 years old. Is that correct?

FR: Yes.

(Enter 1, Yes)

MARITAL FR: Is Mary Public 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 Public 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 Public 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 Public Spanish, Hispanic, or Latino?**

R: No.

(Enter 2, No)

RACE FR: **Please choose one or more races that Mary Public considers herself to be.**

White

Black or African American

American Indian or Alaska Native

Asian

Native Hawaiian or Other Pacific Islander?

R: White.

(Enter 1, White)

(Interrupt and say)

At ROSTERREVIEW notice that Mary Public 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.

ROSTERREVIEW

(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 this exercise. Are there any questions about the MEMBERCHANGES screen or adding new household members?

(Answer questions.)

We will continue with this interview for the next exercise.

Practice Exercise 11 – 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.)

TIMEATADDRESS 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)

(Interrupt and say)

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 entered July 12, 2025, at the DATECHANGE screen we will ask the Community Measures so you can gain some experience asking these questions.

CM_ROBBED 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

R: Not at all.

(Enter 5, Not at all)

(Interrupt and say)

As a reminder the answer categories are in bolded text, so they are read to the respondent. 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 CM_THREATATTACK screen you can ask the question without the response scale unless the respondent needs to be reminded of the scale.

CM_THREATATTACK FR: **Being threatened or attacked in your local area?**

R: Not at all.

(Enter 5, Not at all worried)

CM_BREAKINTHEFT FR: **Having something stolen from inside your home?**

R: Not at all.

(Enter 5, Not at all worried)

CM_THEFT FR: **Having something stolen from your porch, lawn, garage, or other part of your property?**

R: Slightly.

(Enter 4, Slightly worried)

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

R: No.

(Enter 2, No)

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

Every day
Several times a week
Several times a month
Once a month or less
Never

R: Never.

(Enter 5, Never)

(If FR doesn't read the new response scale remind them: Since this is the first question this response scale is used you will read all categories as part of the question.)

CM_VANDALISM FR: **In your local area, how common a problem is...**

Vandalism, graffiti, or other deliberate damage to property?

Extremely common
Very common
Somewhat common
Not too common
Not common at all

R: Not common at all.

(Enter 5, Not common at all)

CM_PUBLICDRUNK FR: **People being drunk or rowdy in public places?**

R: Not common at all.

(Enter 5, Not common at all)

CM_ABANDONEDBLDGS

FR: **Burned, abandoned, or boarded-up buildings?**

R: Not common at all.

(Enter 5, Not common at all)

CM_ILLEGALDRUGS FR: **People using or dealing drugs illegally?**

R: Not common at all.

(Enter 5, Not common at all)

CM_OTHERSPROPERTY

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

Very likely
Somewhat likely
Neither likely nor unlikely
Somewhat unlikely
Very unlikely

R: Somewhat likely.

(Enter 2, Somewhat likely)

CM_NEIGHBORREPORT

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

R: Very likely.

(Enter 1, Very likely)

CM_HELPNEIGHBORS FR: 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.

Strongly agree

Somewhat agree

Neither agree nor disagree

Somewhat disagree

Strongly disagree

R: Somewhat agree.

(Enter 2, Somewhat agree)

CM_TRUSTLOCALS FR: People in this local area can be trusted.

R: Somewhat agree.

(Enter 2, Somewhat agree)

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.

(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?**

R: One time.

(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 2024.

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

(Select the answer category corresponding with October 2024)

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.

(Interrupt and say)

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)

_____, please continue.

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?**

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 2024.

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

(Select the answer category corresponding with August 2024)

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)

(Interrupt and say)

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 report will be completed for this respondent.

_____, please continue.

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 (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

(Interrupt and say)

This screen indicates the number of incidents reported. In this case, the respondent has reported two separate incidents, so we see the number 2 displayed.

(Enter 1 to continue)

_____, please continue.

INC_INTRO

FR: **The next questions are about the incident in (date) that involved:
Someone broke into garage**

(Interrupt and say)

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 his 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 someone steal or try to steal a vehicle as part of this incident in (date)?**

R: No.

(Enter 2, No)

ALSO_THEFT FR: **Just to confirm, did someone steal something as part of this incident in (date)?**

R: No.

(Enter 2, No)

ALSO_ATTEMPTTHEFT

FR: **Just to confirm, did someone try to steal something but not steal it as part of this incident in (date)?**

R: No.

(Enter 2, No)

ALSO_VANDALISM FR: **Just to confirm, did someone vandalize something as part of this incident in (date)?**

R: No.

(Enter 2, No)

ALSO_ATTACKTHREAT

FR: Just to confirm, did someone attack you or threaten to attack you as part of this incident in (date)?

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 (date). 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 (date)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 (date)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 (date).**

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 (date)took place.**

Have you told any family, friends, co-workers, or neighbors about the incident?

R: I think I may have told my mom about it.

(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.

(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 jimmied 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 (date). 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)

(Interrupt and say)

Since the respondent reported two separate crime incidents, we'll continue the interview collecting information about the second incident, which was the theft of a motor vehicle.

_____, please continue.

INC_INTRO FR: **The next questions are about the incident in (date) that involved: Car stolen from driveway**

(Enter 1 to continue)

ALSO_THEFT FR: **Just to confirm, did someone steal something else as part of this incident in (date)?**

R: No.

(Enter 2, No)

ALSO_ATTEMPTTHEFT

FR: Just to confirm, did someone try to steal something else but not steal it as part of this incident in (date)?

R: No.

(Enter 2, No)

ALSO_BREAKIN FR: Just to confirm, did someone break in or try to break in to your property as part of this incident in (date)?

R: No.

(Enter 2, No)

ALSO_VANDALISM FR: Just to confirm, did someone vandalize something as part of this incident in (date)?

R: No.

(Enter 2, No)

ALSO_ATTACKTHREAT

FR: Just to confirm, did someone attack or threaten to attack you as part of this incident in (date)?

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 (date)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 (date)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)

(Interrupt and say)

To save time for the paired practice interviews, we'll end this scenario here. When interviewing the respondent, you would complete the rest of this crime incident report and the personal characteristics questions that we've reviewed in earlier exercises to complete their interview.

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. This was the last group practice exercise. I have a couple more topics to cover before you'll pair up and conduct two practice interviews together.

Chapter 5 – Paired Practice Interviews

(Total approximate time: 50 minutes)

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-523 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 enter the case with the address **502 Stuart St.** You will build a two-person household roster and interview the household respondent in the first interview and then, in the second interview, you will interview the 13-year-old household member. The purpose of these practice interviews is to get you more familiar with the screener questions and other questions asked of most households/respondents.

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 using the instrument.

Now you can begin your paired practice exercises following the script in the NCVS-523 FR Training Workbook, which starts on page 51. I will check in with each pair to see how the exercise is going. Once you have completed the interview with the household respondent, you will switch roles. This occurs on page 72 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.)

Highlight the case, **502 Stuart St**. Now look at the status column and make sure it is empty. If there is an “O” or “P” in that column or it is not listed in your active cases view you will need to reset your training cases. **(Pause)** To do that, follow the instructions on page 50 of the NCVS-523 FR Training Workbook. **(Pause)**

(If any FRs need to restart their cases give them time to do that before starting the practice interviews.)

Select the case with the address **502 Stuart St**, make sure it is highlighted, and verify it is in the Assignment Period 202501CT. This is the case we want to interview, so launch the case to access the NCVS CAPI 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-523 FR Training Workbook. Check in to see how the exercise is going for each pair throughout this exercise.)

(The first exercise should take about 20-25 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 15-20 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 50 minutes to complete the two paired practice exercises. Then bring the FRs back together before wrapping up with the training in the next section.)

Chapter 6 - NCVS Training Wrap Up

(Approximate time: 5 minutes)

(After FRs have completed the paired practice interviews, everyone should rejoin the class.)

(For 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.

Your supervisors are here to assist you as well as the Technical Assistance Center. If you encounter issues in the instrument reach out to your supervisor or the Technical Assistance Center.

When completing the Self-Study, you learned about the background of the NCVS survey, survey concepts, and the NCVS instrument you will use to collect the survey data. During the classroom training we reviewed some important concepts and you gained experience using the NCVS instrument, Mobile Case Management, and the person-level Contact History Instrument. The NCVS instrument is designed to collect data about crime efficiently, using current terms and concepts, and is structured to make it easy for respondents to understand the questions.

(Mention next steps for the FR such as observed interviewing.)

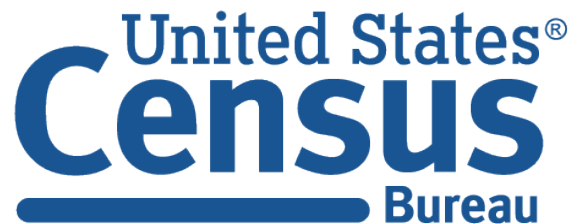
Are there any questions about anything that has been covered before we end?

(Answer questions)

Attachment 11: NCVS-523 (FR Classroom Training Workbook)

National Crime Victimization Survey (NCVS)

NCVS Initial 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.

Self-Study Practice Interview

Control Number 02880082J23000102

Access Your Case

Now filter your training cases to only show the NCVS training cases by entering '202501CT' 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 202501CT, 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 case you'll enter for your Preclassroom Practice Interview, as the other cases will be used during classroom training. Also, after completing the self-study practice interview, **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 side 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 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, 2025 to simulate interviewing in January.

DATECHANGE

(Enter 01/08/2025)

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, 2025 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 we measure 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.*

*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: 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 key to continue.*

*At the edit check, click on "Suppress" and the instrument will proceed to **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)

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)

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, 2025 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.*

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 (date) 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 someone break in or try to break in to your property as part of this incident in (date)?

R: No.

(Enter 2, No)

ALSO_VANDALISM FR: Just to confirm, did someone vandalize something as part of this incident in (date)?

R: No.

(Enter 2, No)

ALSO_ATTACKTHREAT

FR: **Just to confirm, did someone attack or threaten to attack you as part of this incident in (date)?**

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 (date) 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 (date) 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 (date) 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 (date).

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 (date) 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 (date). 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 for this exercise, "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)

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)

HHLDDINCOMEMORE 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 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?

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. So we'll set up an appointment to interview LN2 by entering 31 at **NEXTPERSON**.*

NEXTPERSON

(Enter 31, No other person available now)

*This question asks you if the interview with the household ended because of a refusal, a callback was needed, or a breakoff occurred. Since Megan Citizen is not available at the time of your interview with David Citizen and there are no other persons in the household to be interviewed, you will need to call back the household to complete Megan Citizen's interview. At **REFCBBREAK** enter 2 (Callback (set appointment)).*

REFCBBREAK

(Enter 2, Callback (set appointment))

APPTDATE FR: **I would like to schedule a date to conduct the interview. What date would be best to call back?**

R: Megan will be available later today after 6:00 p.m.

(Enter 01/08/2025, then press Enter)

APPTTIME FR: **What time would be best to call back on (date)?**

R: 6:00 p.m.

(Enter 6:00PM, then press Enter)

***APPT_NOTES** can be helpful for you by adding a short note about the callback which will be displayed in MCM. Because you are limited to 25 characters, you may use abbreviations when entering the callback notes. Here is an example of what to enter, "LN2 avail after 6pm today".*

APPT_NOTES

(“LN2 avail after 6pm today”, and press enter)

THANKCB FR: **Thank you for your help. I will contact her at the time suggested.**

(Enter 1 to continue)

Since you just updated the contact information for Megan you do not need to make any updates to the contact information for the household, so enter 2 at VERIFY.

VERIFY

(Enter 2, No)

At the “Case Level Notes Editor,” enter any additional notes about the case that you feel will be helpful for completing interviews with remaining eligible household members or for future interviews with the household.

Here is an example of what to enter in the Case Level Notes: “LN1 completed interview, set up callback with LN2.”

(Enter note and then press F10)

After pressing the F10 key, save the notes entered by pressing the “yes” button. Next the pCHI instrument automatically opens to record information about this contact with this household.

CTATEMPT

(Enter 2 for telephone - outgoing)

TIMEOFCT

(Enter 1 since you are entering pCHI at the time of the contact attempt)

pCASECONTACT

(Enter 1 [made contact with one or more eligible persons] because you were able to complete David Citizen’s interview during this contact attempt)

PCONTACTPER

(Enter 1 [made contact with David Citizen])

pCTTYPE

(Enter 1 [completed interview]) because you were able to complete LN1’s interview)

pRSPNDENT

(Enter 98 [no concerns]; we'll assume, for this exercise, David had no concerns about completing his interview)

pSTRATEGES

(Enter 98 [no strategies] because no additional strategies were needed to complete LN1's interview)

Now enter the contact information for Megan Citizen (LN2):

PCONTACTPER

(Enter 3 [noncontact] for LN2 because Megan Citizen was not at home during this contact.)

pNOCONTACT

(Enter 1 [person not home]) because David Citizen said she was not at home)

pSTRATEGES

(Enter 2 [scheduled appointment] because David Citizen was able to provide a time for a callback)

After answering pSTRATEGES, you exit the pCHI and return to Case Management.

When you return to the Case Management case list, notice that a "P" appears in the "Status" column for this household. This indicates that the case is a sufficient partial which means that you completed the household respondent's interview but there remain other eligible household members whose interview still needs to be completed.

You can now exit Case Management by clicking on the "X" in the upper right corner of the Case Management Home page.

This concludes the practice interview. During classroom training you will complete the interview with Megan Citizen and then practice transmitting the completed case. Also, you will practice using the NCVS CAPI instrument in more detail during classroom training using the other training cases; therefore, DO NOT get into these cases before classroom training. DO NOT RESTART OR RE-INSTALL your training cases; otherwise, all the information you entered during this practice interview will be lost.

Self-Study Practice Exercise

Control Number 02880092J22000601

This practice exercise covers what to do when a sample unit is a Type A noninterview. As you learned in the pre-classroom self-study, sometimes you may not be able to get interviews with anyone in the entire household.

Type A noninterviews are one of four types of NCVS noninterviews you will encounter. Types A, B, and C noninterviews relate to the entire household or sample unit, while a Type Z noninterview relates to an individual household member who did not complete their interview. Some noninterviews can be avoided, but there are some that are beyond your control. Type A noninterviews are **often avoidable**. A Type A noninterview consists of a household occupied by eligible respondents, but, for some reason, none of these persons can be interviewed. Because Type A noninterviews are often avoidable, it is part of your job to keep Type A noninterviews to a minimum. To avoid Type A noninterviews, make your visits or calls when people are likely to be home. Often this means contacting respondents in the early evening and on Saturdays.

When you make your initial visit to a sample unit and find that no one is home, try to find out when it is likely that the household members will be home from neighbors, the rental office, or from some other source. However, in keeping with our confidentiality rules, don't mention the National Crime Victimization Survey by name when asking neighbors, the rental office, and so on to help you determine when household members will be home. Instead, identify yourself and the fact that you are from the United States Census Bureau. Tell the person you are talking to that you are trying to contact someone at the specific address and ask if they know when it is likely that someone would be there. Then revisit the sample address at that time.

If the sources are unable to provide any useful information, try visiting the sample unit at a different time of day on the next visit. For example, if your initial visit was during the morning and you didn't find anyone at home, then try visiting in the afternoon or evening. We also provide a few forms that you can leave at the household to let them know that you have been there and plan to return.

Find Form 11-38, Request for Appointment, and 11-38A in your materials.

Fill out the top of this form before leaving it at the address. This "Request for Appointment" form says, "There was no one here when I called to obtain information for an important Census survey. In order to do this I plan to..." and then you can check a box that says when you will return to conduct the interview. Space is also provided on this form for you to enter the date and time when you intend to return, along with your name and telephone number. The bottom half of the form contains the identical information. Fill out both parts of this form and then separate them. Leave the top half at the sample address and keep the bottom half for your records.

This will be your reminder to revisit the household at the time and day noted on the “Request for Appointment” form. Make sure that you keep your appointments and, if an emergency will keep you from making an appointment, notify the household, if possible.

Form 11-38A says the same thing as Form 11-38. However, it is designed to be hung on a door knob and it is perforated.

You will receive a supply of both forms to use in making interview appointments.

Highlight the case, **373 Alexander Blvd**. Let’s look at a few things about this case before starting the interview. Go to the Household Roster button on the Case Details page to view the composition of the household. This household contains three NCVS eligible respondents. Now let’s see what is entered on the History button. Notice that the “CAPI Outcome” from previous interviews for this case are 201. This means that the household was a completed interview in the previous interview period.

Now launch the case to start the interview. Then enter 1 on the **TRAININGCASE** screen.

Enter January 10, 2025, at the **DATECHANGE** screen, and press Enter at the **CLOSEOUTCHANGE** screen.

DATECHANGE

(Enter 01/10/2025)

CLOSEOUTCHANGE

(Press Enter)

Everyone should be at the START screen. Enter 1 for a telephone interview.

START

(Enter 1, Telephone interview)

*At the **DIAL** screen enter 1, “This is the correct person or correct person called to the phone”*

DIAL

(Enter 1, This is the correct person or correct person called to the phone)

VERADD **FR:** **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...**

**373 Alexander Blvd
Any Town, CO 99984**

Is that your exact address?

After and asking to confirm the address, Jill Rudai, tells you that she doesn't want to participate. You explain the importance of the survey and her participation, but she still refuses to cooperate. At this point you need to end the interview. For this scenario we will say you are also unable to interview either of the other two household members.

*Terminate the interview using one of the three methods discussed earlier -- either by pressing the **F10** function key, clicking on the **F10** tab on the toolbar, or clicking on the Forms tab on the menu bar and arrow down to the "Exit" function.*

*At the next screen, **REFCBBREAK**, enter 1, Refusal or breakoff. At the **VERIFY** screen review the information displayed and determine whether or not you need to make any changes. For this exercise, enter 2 at the **VERIFY** screen.*

At the "Case Level Notes Editor" record that the respondent refused to participate. Include as much information as possible about the refusal in the Notes to help your supervisor on follow-up for the case.

*Now press the **F10** function key or click on the F10 icon on the toolbar to exit the "Notes Editor." Then, click Yes on the Notes Editor –Confirmation pop-up, then OK on the Message pop-up. Then fill in the pCHI screens.*

*Enter 1 in **pCASECONTACT** and **PCONTACTPER** screens. At **pCTTYPE**, enter (3), "Unable to conduct interview". Since the respondent refused, select (2), "Respondent is reluctant" at **pNONINTER**.*

*Enter 1 in **pRSPNDENT**. For this exercise, enter (5), "Called household" and enter (99), "Other-Specify" in **pSTRATEGS**. Then in **pSTRATOTH** type in "Request Better Understanding Letter". Press enter to exit the pCHI.*

*For this exercise we'll assume the respondent received the requested letter and continues to refuse to participate. So, we'll record this case as a Type A noninterview. Make sure you selected the correct household, **373 Alexander Blvd**, and launch the case to re-enter the CAPI instrument.*

*At the **START** screen enter (3), "Noninterview (TypeA/B/C)." The next screen asks you whether the case is a Type A, Type B, or Type C noninterview. This is a Type A noninterview so enter (1), "Type*

A" at this screen. The purpose of the next screen, **TYPEA**, is to capture the noninterview reason, as this information is extremely important in understanding survey nonresponse.

Since all persons who are eligible to the household respondent refused to participate, enter (4), "Refused" at this screen. The intent of the edit check, is to make sure that the case wasn't incorrectly classified as a Type A noninterview. Since we are sure that this is a Type A noninterview, click on "Suppress". Since you don't need to make any changes to the case's phone number, enter 2 at the **VERIFY** screen. At the Case Level Notes Editor, record that the respondents refused to participate and that you made this case a Type A noninterview. Also, include any other pertinent information that may be useful during follow-up, such as whether or not the respondent was hostile.

Now exit the Notes Editor to return to pCHI and Case Management. We already recorded that the case was a Type A noninterview in pCHI, so when you get back to the **CTATEMPT** screen enter (4), "Not attempting contact". At **NOATTEMPT** enter (2), "Readying case for transmission".

When you return to the Case Management Home page, you will see that the case is no longer displayed on the case list. However, you can view the case by filtering the case list. Click on the gray filter button in the upper right corner above the case list. Select the "Closed" option from the drop down list. Any cases you make a Type A noninterview are displayed in this filter option.

Now highlight the case and go to the Case Details page. Click on the Assignment Overview button. Notice that the outcome code is now set to 218.

Now return to the NCVS-521 Initial FR Training Self-Study and continue with Lesson 18.

Practice Exercise #1 (Household Roster)

Who to List:

- All persons living or staying at the sample address at the time of your contact.
- All persons who usually live at the sample address, but who are temporarily away for reasons such as visiting friends or relatives, traveling for their jobs, in “general” hospitals, and so forth.
- All children who usually live at the sample address, including infants under 1 year of age.
- Any lodgers, servants, hired hands, and other persons who usually live at the sample address.
- Visitors and other persons who are not household members (do not usually live at the sample address), but are in the sample household at the time of your interview and have stayed at the sample address at least one night before your interview, such as a visitor or student with a usual residence elsewhere.
- Households consisting entirely of persons who are not household members and who have a usual residence elsewhere. If you determine that the entire household has a usual residence elsewhere (URE), you will classify the household as a Type B noninterview, “Temporarily occupied by persons with URE.”

Practice Exercise #1 (Household Respondent)

The household respondent is someone who is at least 18 years old and the most knowledgeable household member, that is, the one who appears to know or might reasonably be expected to know the answers to the household questions. Most frequently this will be the reference person or spouse (one of the persons who owns or rents the home).

Exceptions:

- In households in which the reference person and/or spouse are under 18, either of them may be the household respondent.
- If **ALL** household members are under 18, interview the most knowledgeable household member as the household respondent.

The household respondent **MUST** be the first person interviewed in a household whether you are conducting the interview in person or by telephone.

Practice Exercise #1 (Armed Forces)

A household member is considered to be “in the Armed Forces” when the person is:

- Serving on active duty at the time of the interview in the U.S. Army, Navy, Air Force, Marine Corps, or Coast Guard.
- In the reserve branch of any of the above Armed Services and is currently on active duty status for several months.
- In the U.S. Public Health Service as commissioned officers who are attached to any branch of the above Armed Services.
- In the National Guard in Federal Service (*if his/her unit has become part of the regular forces by Presidential Order.*)
- In the U.S. military academies as Cadets.

Members of the **regular component** of any branch of the Armed Forces are ALWAYS considered to be on active duty, unless they are retired. Members of the **reserve component** of any branch of the Armed Forces are only considered to be on active duty when they have been called to duty by military order and are currently on active duty for several months.

Q: Let’s say that a household member is in the U.S. Army Reserves and spends two weeks on active duty in June of each year. If you are conducting an interview on June 7th and his wife says that he is away on active duty with the Army Reserve, what do you enter in **ARMEDFORCES** and why?

Practice Exercise #2 (Reference Period)

Incoming and Replacement Households

For first period households and replacement households, the reference period begins on the first day, six months preceding the month of interview and extends up to the day prior to the day of interview.

Second and Subsequent Enumeration Periods

For second and subsequent enumeration periods, the reference period is from the day of the last interview to the day prior to the current interview. Each person within a household may have a different reference period depending on the day each household member was interviewed.

For households that were a Type A noninterview the previous enumeration or persons who were a Type Z noninterview in the previous interview period, the reference period begins on the first day, six months preceding the month of interview and extends up to the day prior to the day of interview.

Practice Exercise #3 (Reference Person)

The reference person is one of the persons who owns or rents the sample unit or is any adult household member if the unit is occupied without payment of cash rent.

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:

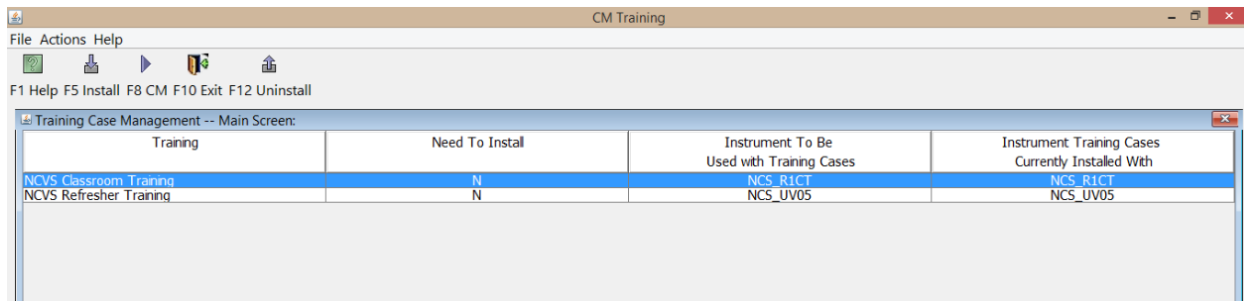
- “Thank you for participating and for sharing such sensitive information about your experiences.” **End the interview.**

Classroom Paired Practice Interviews

For this exercise, you may will need to reinstall the training cases if the status column is NOT blank for the case with the address **502 Stuart St.** If the status column is blank for that case, it is ready for these paired practice interviews and you can move on to the next page.

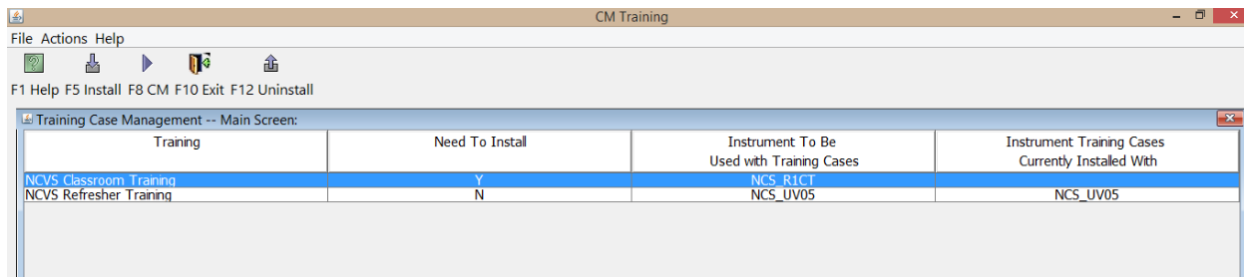
If you need to reset your cases, follow the steps below.

To do this, you first need to uninstall. On the screen shown below, press F12 to uninstall. Proceed through the pop-ups to complete uninstalling the cases.



Training	Need To Install	Instrument To Be Used with Training Cases	Instrument Training Cases Currently Installed With
NCS Classroom Training	N	NCS_R1CT	NCS_R1CT
NCS Refresher Training	N	NCS_UV05	NCS_UV05

Notice that you now have a “Y” in your “Need to Install” column.



Training	Need To Install	Instrument To Be Used with Training Cases	Instrument Training Cases Currently Installed With
NCS Classroom Training	Y	NCS_R1CT	NCS_R1CT
NCS Refresher Training	N	NCS_UV05	NCS_UV05

Press F5 to install the cases. You will get a pop-up letting you know that it was successful. Notice that the “Y” has now changed to an “N”. Your cases have now been restarted. Press F8 to get to your case list.

Paired Practice Interview #1
Control Number 02880082J23000102

Now highlight the case with the address **502 Stuart St.** 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 01/04/2025)

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, someone who is 18 or older, lives at this address and is knowledgeable about the household is available)

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 we measure 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)

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 and press Enter)

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: That would be me, my name is Susan Public.

(Enter Susan)

HHROSTER_LNAME

(Enter Public)

SEX

(Enter 2, Female)

HHMEMBER FR: **Does Susan Public usually live here?**

R: Yes.

(Enter 1, Yes)

HHROSTER_FNAME FR: **Anyone else?**

R: Yes, Bruce Public.

(Enter Bruce)

HHROSTER_LNAME

(Press Enter since the prefilled surname, Public, is correct)

SEX

(Enter 1, Male)

RELATIONSHIP FR: **How is Bruce Public related to Susan Public?**

R: He's my son.

(Enter 5, Child (biological or adopted son or daughter, stepson or stepdaughter))

HHMEMBER FR: **Does Bruce Public usually live here?**

R: Yes.

(Enter 1, Yes)

HHROSTER_FNAME FR: **Anyone else?**

R: No.

(Enter 999 to exit the table)

HHLD_COVERAGE 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, Susan Public)

BRTHDATEMO FR: **In what month and year were you born?**

R: March 1990.

(Enter 3, March)

BRTHDATEYR

(Enter 1990)

VFYAGE FR: **That would make you 34 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 divorced.

(Enter 3, Divorced)

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)

BRTHDATEMO FR: In what month and year was Bruce Public born?

R: May 2011.

(Enter 5, May)

BRTHDATEYR

(Enter 2011)

VFYAGE FR: **That would make Bruce Public 13 years old. Is that correct?**

R: Yes.

(Enter 1, Yes)

EDUCATIONATTAIN FR: **What is the highest level of school Bruce Public completed or the highest degree he received?**

R: He has completed the ninth grade.

(Enter 9, 9th grade)

ATTENDINGSCHOOL FR: **Is Bruce Public 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.

(Enter 1, Regular school)

SP_ORIGIN FR: **Is Bruce Public Spanish, Hispanic, or Latino?**

R: Yes.

(Enter 1, Yes)

RACE FR: **Please choose one or more races that Bruce Public considers himself to be.**

White

Black or African American

American Indian or Alaska Native

Asian

Native Hawaiian or Other Pacific Islander

R: He's White.

(Enter 1, White)

ROSTERREVIEW

(Enter 1, Yes)

For this exercise, since the roster is correct, you can suppress this edit check by selecting Suppress or pressing the "S" key.

(Suppress)

TIMEATADDRESS 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 (date)?**

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.

(Enter 1, Yes)

BUSSINESS 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: A little bit of 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: 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, 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, 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?

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_OWNEHICLE 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: 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

(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)

CITIZENSHIP FR: **Are you a citizen of the United States? That is, were you born in the United States, born in a U.S. territory, born of U.S. citizen parents, or became a citizen of the U.S. through naturalization?**

R: Yes, I was born here.

(Enter 1, Yes, born in the United States)

ORIENTATION_FEMALE

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

Lesbian or gay

Straight, that is, not lesbian or gay

Bisexual

**Something else
I don't know the answer**

R: Straight.

(Enter 2, Straight, that is, not gay)

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)

LIVEWITHPARTNER FR: **Do you live with a boyfriend, girlfriend, or partner?**

R: No.

(Enter 2, No)

EMPLOYERTYPE FR: **Earlier you said you had a job or worked at a business last week. The next questions are about your current main job. Are 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 non-profit.

(Enter 5, A private not-for-profit, tax-exempt, or charitable organization)

TYPEBUSINESS_SP FR: **What kind of business or industry is this? What do they make or do?**

R: We advocate for crime victims' rights.

(Enter advocate for crime victims rights)

BUSINESSECTOR FR: **Which of these categories best describes the business or industry?**

R: **Personal Services.**

(Enter 9, Personal Services)

OCCUPATION_SP FR: **What kind of work do you do, that is, what is your occupation? For example: 4th grade teacher, plumber, cashier, lawn care technician.**

R: I train professionals who work with crime victims.

(Enter train other professionals)

JOBDESCRIPTION FR: **What kind of work do you do, that is, what is your occupation?
Which of these categories best describes your occupation?**

R: Educational Instruction.

(Enter 5, Educational Instruction or Library Occupation (for example: teacher, professor, librarian))

JOB_EDUCATION FR: **Were you employed as a...**
Preschool, elementary, middle, or high school teacher
College, university, or technical school professor or teacher
Special education teacher
Another educational instruction or library occupation

R: Another educational instruction.

(Enter 4, Another educational instruction or library occupation)

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)

HHLIDINCOMEMORE

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: 75,000 to 99,999.

(Enter 3, \$75,000 to \$99,999)

PUBLICASSISTANCE FR: **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?**

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)

CONTACTINFO

(Once the box prefills with 1, press Enter to continue.)

PERPHONE1 FR: **What is the best telephone number to reach you at?**

R: 991-555-4321.

(Enter (991)555-4321)

PERPHONE2 FR: **Is there another number we can reach you at?**

R: No.

(Press Enter)

EMAIL FR: **Is there an email address that we could use to contact you?**

R: No.

(Press Enter)

CONTACTDONE

(Enter 1 to continue)

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 2, In person)

INTERVIEWPLACE FR: **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

(Enter 1, At home)

INTERVIEWANYONEELSE

(Enter 2, No)

INFORM_HHR FR: **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.**

(Enter 1 to continue)

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.

This is the end of the first paired practice interview. Stay in the case for the next paired practice interview.

FRs will now swap roles so the FR up to this point will now be the respondent and the respondent in the first paired practice interview will now be the FR.

Paired Practice Interview #2

Continue with the paired-practice interview #2, to interview Bruce Public starting at the **NEXTPERSON** screen. As a reminder the trainee in the respondent role should read any text in italics out loud so both trainees hear the additional information about those questions.

NEXTPERSON FR: **I still need to interview Bruce Public.**
Is he available now?

R: Yes, I'll get him.

(Enter 2, Bruce Public)

INTERVIEWSTATUS

(Enter 1, Continue with this respondent's interview)

Since we are talking to a new respondent, you will introduce the survey to Bruce before continuing with his interview.

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 we measure crime.

Are you available now to be interviewed?

R: Yes.

(Enter 1, Yes)

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 (date)?

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 don't know.

(Enter Ctrl+D, 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: Very effective.

(Enter 1, Very 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: Completely.

(Enter 1, Trust completely)

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: Very good.

(Enter 1, A very 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)

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_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.

(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)

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

R: Yes, I was born here.

(Enter 1, Yes, born in the United States)

INTVDONE

(Enter 1 to continue)

CONTACTINFO

(Once the box prefills with 1, press Enter to continue.)

PERPHONE1 FR: **What is the best telephone number to reach you at?**

R: My mom's cell phone, I don't have one.

(Press Enter)

PERPHONE2 FR: **Is there another number we can reach you at?**

R: No.

(Press Enter)

EMAIL FR: **Is there an email address that we could use to contact you?**

R: No.

(Press Enter)

CONTACTDONE

(Enter 1 to continue)

RESPONDENTINTERVIEWLANG

Record the language the respondent's interview was conducted in. In this scenario it was in English.

(Enter 1, English)

INTERVIEWTYPE

Record if this was a telephone or in-person interview; it was in-person.

(Enter 2, In person)

INTERVIEWPLACE FR: **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.

Notice the FR instruction on this screen tells you to answer this question without asking the respondent. For this exercise we are going to say that we conducted the interview at the respondent's home, so enter 1, At home.

INTERVIEWANYONEELSE

Again, notice the FR instruction on this screen. Since this interview was a personal visit, you can answer it without asking the respondent. Although Susan was at home, Bruce Public was the only household member in the room during his interview. Enter 2, No.

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: You can call my mom's cellphone or a personal visit.

(Enter 1 and 2, Personal visit and Phone call)

*Since there are no other household members to interview, the instrument goes to the **VERIFY** screen to exit out of the instrument. After entering 2 at **VERIFY** we'll then complete the Case Notes and pCHI.*

VERIFY

(Enter 2, No changes needed to contact information)

At the “Case Level Notes Editor,” enter a note that you completed the interview with the Household Respondent and completed LN 2’s interview as well. When you are done entering this note, press the F10 function key or click on the F10 icon on the toolbar to exit the “Notes Editor.”

After you click on the F10 icon on the toolbar to exit the “Notes Editor”, pCHI will appear automatically.

*At the **CTATEMPT** screen, enter 1. Since this was a first time in sample case, we did a personal visit to conduct the interview.*

TIMEOFCT

(Enter 1, at time of contact attempt)

pCASECONTACT

(Enter 1, made contact with sample member)

PCONTACTPER

(Enter 1, made contact with Susan Public)

pCTTYPE

(Enter 1, Completed interview)

pRSPNDENT

(Enter 98, no concerns)

pSTRATEGES

(Enter 98, no strategies)

PCONTACTPER (LN 2)

(Enter 1, made contact with Bruce Public)

pCTTYPE

(Enter 1, Completed interview)

pRSPNDENT

(Enter 98, no concerns)

pSTRATEGES

(Enter 98, no strategies)

After entering the strategy used for the last eligible person, you exit the pCHI and then return to Case Management.

This is the end of the paired practice interviews.

Let your trainer know you've completed both paired practice interviews and follow their instructions for next steps.

NOTES

Attachment 12: NCVS-570 Regional Office Manual

NCVS-570
(January 2017)

NCVS

National Crime Victimization Survey



Regional Office Manual



Table of Contents

Chapter 1	INTRODUCTION TO THE NATIONAL CRIME VICTIMIZATION SURVEY
Chapter 2	ACTIVITIES OF THE SURVEY CYCLE
Chapter 3	TRAINING AND OBSERVATIONS
Chapter 4	SURVEY MATERIALS
Chapter 5	ASSIGNMENT OPERATIONS
Chapter 6	MONITORING PROGRESS
Chapter 7	END OF THE SURVEY CYCLE
Chapter 8	REINTERVIEW
Chapter 9	NONINTERVIEWS
Chapter 10	SECURITY

Chapter 1: Introduction to the National Crime Victimization Survey

Chapter 1: Introduction to the National Crime Victimization Survey.....1-1

Topic 1: Overview of the National Crime Victimization Survey	1-3
Overview	1-3
Purpose of the NCVS	1-3
Legal Basis for the Survey	1-3
Confidentiality	1-4
Privacy Act of 1974	1-4
Sponsorship	1-5
Uses of the Survey Data	1-5
Users of the Survey Data	1-5
Survey Sample Design	1-5
NCVS Sample Population and Size	1-6
Primary Sampling Units	1-6
Tabulations	1-6
Topic 2: Regional Office Organization	1-7
Regional Director	1-7
Assistant Regional Director	1-7
Coordinator	1-7
Survey Statistician Office	1-8
Survey Statistician Field	1-9
Field Supervisor	1-9
Field Representative	1-10
Regional Office Computer Specialist	1-10
Office Clerk	1-11
RO Organization Chart	1-11
Topic 3: Overview of Major Operations in the Regional Office	1-12
Training	1-12
Assignment Operations	1-12
Interviewing	1-13

Observations.....	1-13
Reinterview	1-14
Closeout	1-14
Budget and Cost Review.....	1-14

Topic 1: Overview of the National Crime Victimization Survey

Overview

This chapter introduces the integrated data collection system for the National Crime Victimization Survey (NCVS).

Field Representatives (FRs) conduct interviews in person or by telephone and collect NCVS data using a laptop computer.

FRs are assigned to a regional office and work out of their homes.

Purpose of the NCVS

The National Crime Victimization Survey obtains detailed information about the extent to which persons have been victims of certain types of crime. The survey focuses on selected crimes that are of major concern to the general public.

Since this survey asks about all such victimizations, it reflects crimes that are reported to the police as well as those that are not reported.

The NCVS is the only current source of detailed information on the characteristics of both the victim and the crime.

Legal Basis for the Survey

All data for the NCVS are collected under the authority of Title 42, United States Code, Section 3732.

Confidentiality

All information collected as part of this survey is held in strictest confidence under Title 13 of the United States Code and is seen only by sworn employees or agents of the U.S. Census Bureau. Any information from the survey that is disclosed or released to others will be handled in such a manner that individuals cannot be identified. Unauthorized disclosure of individual information by a sworn Census Bureau employee is punishable by a fine of up to \$250,000 or imprisonment of up to five years, or both.

The confidentiality statement on the NCVS questionnaire reads:

“We are conducting this survey under the authority of Title 13, United States Code, Section 8. Section 9 of this law requires us to keep all information about you and your household strictly confidential. We may use this information only for statistical purposes. Also, Title 42, Section 3732, United States Code, authorizes the Bureau of Justice Statistics, Department of Justice, to collect information using this survey. Title 42, Sections 3789g and 3735 United States Code, also requires us to keep all information about you and your household strictly confidential.”

Privacy Act of 1974

The provisions of the Privacy Act of 1974 require that Federal Agencies provide individuals with the following information when collecting personal information:

1. **Authority:** Title 13, USC 182
2. **Compliance:** Voluntary
3. **Penalty for Not Participating:** None

Sponsorship

The Bureau of Justice Statistics (BJS) of the United States Department of Justice sponsors the NCVS. The Census Bureau acts as the collecting agency for the NCVS. The BJS tabulates the information, analyzes the data, and publishes the findings.

Uses of the Survey Data

The information obtained by the NCVS is used to improve the effectiveness of the law enforcement, judicial, and correctional agencies throughout the country by providing a more complete and up-to-date picture of the extent of crime in the United States.

Users of the Survey Data

In addition to the Department of Justice, the BJS routinely distributes statistical information from the NCVS to state and regional planners, colleges and universities, commercial and industrial groups, citizen groups, professional associations, and Federal, state, city, and local police, courts, correctional agencies, and legislative bodies.

Survey Sample Design

The NCVS collects data from approximately 17,000 to 18,000 sample units monthly. The samples are identified by the letter “J” and a two-digit number. Each sample consists of 6 rotations.

Sample units in a particular sample rotation will be interviewed once every 6 months. Each rotation is further divided into 6 panels or months. Thus, one-sixth of the rotation will be interviewed each month during a 6-month period.

**NCVS Sample
Population and Size**

Any noninstitutionalized person who is 12 years of age or older and lives in the United States is eligible for the NCVS. Every 6 months, approximately 100,000 housing units and other living quarters, such as college dormitories and religious group dwellings, are sampled. This means that 100,000 households every 6 months, or 17,000 sample households every month are interviewed seven times every 6 months for 3½ years.

Persons not included within the scope of this survey include:

- Crew members of merchant vessels
- Armed Forces personnel living in military barracks
- Institutionalized persons, such as inmates in a correctional facility

**Primary Sampling
Units**

The households to be interviewed for the NCVS are selected by scientific sampling methods from specific sampling areas across the United States. We refer to these sampling areas as Primary Sampling Units (PSUs).

Tabulations

The findings from the NCVS are tabulated, and the data are published by the BJS at the U.S. Department of Justice. Copies of the publications are made available to the regional offices for distribution to other interested persons.

Topic 2: Regional Office Organization

Regional Director

The Regional Director (RD) oversees the operation of all surveys in the region and is responsible for designating Survey Statisticians Office (SSOs), Survey Statisticians Field (SSFs), as well as a staff of Field Supervisors (FSs), Field Representatives (FRs) and clerks to carry out the program.

Assistant Regional Director

The RO has two Assistant Regional Directors (ARDs) who report to the RD. Each ARD has a separate set of responsibilities as determined by the RD.

Coordinator

The RO has four Coordinators who report to an Assistant Regional Director. Two Coordinators are responsible for Data Collection. These two Coordinators manage field operations and supervise all SSFs.

A third Coordinator is responsible for Program Management and Analysis and supervises all SSOs.

The remaining Coordinator is responsible for support functions which include:

- Administration
- Automation
- Recruiting
- Geography
- Partnership

Each Coordinator may rotate through each Coordinator position to gain experience and depth of understanding of all operational tasks.

Survey Statistician Office

The SSO position is located in the RO. SSOs report to the Program Management and Analysis Coordinator. SSOs are primarily responsible for managing survey workloads, progress, and performance on the surveys assigned to them.

SSO duties include:

- Serving as the primary contact between the RO and Census Headquarters (HQ) for their assigned survey(s),
- Supervising support staff and associated activities,
- Making initial program assignments for the field staff,
- Ensuring that staff levels are adequate and adjustments are made as needed based on consultations with the SSFs,
- Working closely with Census HQ to implement new survey procedures and new technology,
- Analyzing data results and survey paradata,
- Ensuring the most accurate data are collected within the survey budget,
- Assisting SSFs in identifying patterns, trends, or inconsistencies that might need attention.

**Survey Statistician
Field**

The SSFs also work in the RO and report to a Data Collection Coordinator. SSF duties include:

- Managing a staff of several FSs,
- Assuming responsibility for a specific geographical area,
- Being trained on all surveys conducted out of the RO,
- Using automated reports to manage all aspects of data collection for all surveys, including monitoring quality indicators, response rates, and costs,
- Working as needed with the RO to support FR recruitment and training.

Field Supervisor

Field Supervisors (FS) report to an SSF. FS duties include:

- Overseeing a specific geographic area with responsibility for approximately 10-12 FRs, regardless of survey assignments,
- Managing surveys to meet response, quality and schedule standards,
- Developing, coaching, and motivating their FRs to complete casework within production, cost, and quality standards,
- Approving payroll (including overtime, work hours, miles, and other costs for team members), conducting performance evaluations, and taking corrective action as needed,
- Providing assignment feedback to the SSF.

**Field
Representative**

Field Representatives (FRs) report to the FS and are responsible for completing their assignments on a laptop.

The assignments must be completed by the survey deadline and FRs must achieve the performance standards within the specified range for the survey. The FRs must be proficient in the operation of the laptop and the telecommunication procedures.

In the case of an emergency situation in which an FR cannot contact the FS, the FR should contact the SSO directly.

**Regional Office
Computer
Specialist**

The Regional Office Computer Specialist (ROCS) is responsible for providing technical support to the RO and field staff on the operation of the laptop hardware. The ROCS duties include:

- Maintaining an inventory of equipment,
- Loading the appropriate software,
- Configuring and testing the laptops,
- Preparing and testing modems,
- Providing laptop technical support to the FRs once they are in the field.

Office Clerk

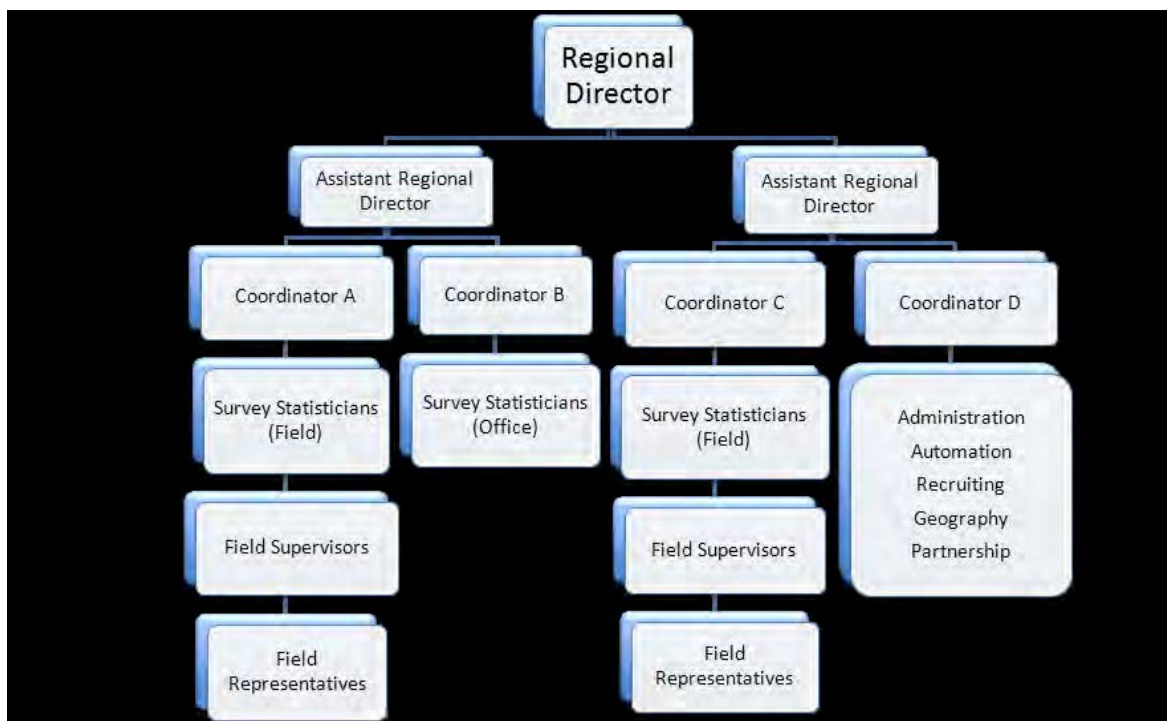
Office clerks assist the SSO with office activities. Their duties include:

- Preparing advance letters,
- Preparing FR assignments, respondent letters, and observation and reinterview reports,
- Maintaining survey supplies,
- Assisting in the preparation of initial and refresher training materials,
- Assisting the SSO with meeting survey deadlines.

RO Organization Chart

Figure 1-1 below shows an illustration of the RO organization chart.

FIGURE 1-1



Topic 3: Overview of Major Operations in the Regional Office

Training

The survey supervisor trains field representatives and office clerks.

Initial training consists of a self-study—completed prior to classroom training—four days of classroom training, and on-the-job training which occurs while the FR works the first two assignments.

Additional training consists of periodic home study exercises and group classroom training sessions, as needed.

Training also involves teaching clerks the office procedures. This consists of on-the-job training for various office activities, including use of the ROSCO application. ROSCO is discussed in detail in Chapter 4 of this manual.

Additionally, clerks are required to complete all self-studies and classroom trainings given to field representatives.

Assignment Operations

Prior to, or during FR training, assignment operations take place in the RO. Assignment operations include entering and updating FR data, preparing respondent letters, assigning cases, and releasing assignments to the field.

Assignment operations are discussed in detail in Chapter 5 of this manual.

Interviewing

NCVS interviewing consists of gaining each sample household's cooperation and then asking survey questions of all household members age 12 or older.

As a last resort, knowledgeable household members who meet the proxy requirements may serve as proxy respondents for other household members.

The FR will conduct personal visit (PV) interviews for Time-in-Sample (TIS) 1 cases, and maximize telephone interviews for TIS 2-7 cases.

An FR should complete a personal visit interview for TIS 2-7 cases only if necessary to get the interview.

Observations

The main objective of the observation is to help the FR improve his or her interviewing skills. While there is no specific number of interviews to observe, the NCVS Supervisor must ensure that the observation provides enough varying situations to accurately evaluate the FR's performance.

Each month, the NCVS Field Supervisor must review the performance of any new FRs. Other FRs can be observed, as necessary.

Reinterview

Reinterview is the systematic review of an FR or FS' work to determine the quality of coverage and to detect possible falsification.

Telephone contact center staff conduct reinterview by telephone. Cases that cannot be reached by phone are recycled to the ROs. These recycle cases are then assigned to Field Supervisors or office staff to complete.

Reinterview is usually completed within two weeks of the original interview. The program supervisor is responsible for ensuring reinterview is completed in a timely fashion.

During reinterview, the contact center, FS, or other office staff member re-contacts a previously interviewed sample household and asks the same survey questions asked by the original interviewer. Results from the reinterview are then compared to the original interview and discrepancies are noted and discussed with FRs.

Cases of suspected falsification are reported on electronic form 11-163, Automated Data Falsification Follow up and Quality Assurance form.

Closeout

Closeout is performed on the last business day of every month. Review your NCVS activities calendar for the exact monthly closeout dates.

Budget and Cost Review

At the conclusion of every month and quarter, cost reports are reviewed and analyzed to ensure that the costs of field and office operations are within the budget allocations. The regional office reports budget variances every quarter.

Chapter 2: Activities of the Survey Cycle

Chapter 2: Activities of the Survey Cycle.....	2-1
Topic 1: Using the NCVS Activities Calendar	2-3
Overview	2-3
Monthly Milestones.....	2-3
Loading the Interview Period.....	2-3
Releasing NCVS Assignments.....	2-4
Creating the CATI and Reinterview Workload Files	2-4
NCVS Interviewing	2-4
CATI Closeout	2-4
FR Closeout	2-4
RO Closeout.....	2-4
Topic 2: Assignment Preparations	2-5
Advance Preparations for Each Month	2-5
Read the Monthly Office Memorandum.....	2-5
Prepare for Monthly Observations	2-5
Add New FRs to the ROSCO Database.....	2-6
Prepare Respondent Letters.....	2-6
Printing Letter Labels	2-6
The Mail Flag	2-7
Mail Respondent Letters.....	2-7
Set Assignment Parameters	2-7
PSU.....	2-7
Place	2-7
Zip Code.....	2-7
Apply Assignment Parameters.....	2-8
Print Workload Summary Reports	2-8
Print the FR List of Assigned Cases Report.....	2-8
Topic 3: Assignment Transmission	2-9
Release Assignments to Field	2-9
Transmit FR Assignments.....	2-9

Topic 4: Daily Interview Period Monitoring	2-10
Overview	2-10
Monitoring Progress.....	2-10
Check In Completed Work	2-11
Supervisory Review	2-11
Cases Not Checked In Report (CAPI 4)	2-11
Reinterview	2-12
QC Reinterview	2-12
Supplemental QC Reinterview	2-12
Topic 5: End of the Survey Cycle Operations	2-13
End-of-Month Operations	2-13
Closing Out the Interview Period	2-13
Closeout Time	2-14
Review/Charge Type A Noninterview Cases	2-14
Review Converted Type A Noninterview Cases	2-14
Print End-of Month Reports.....	2-14
Preliminary Response Rates Report.....	2-15
Cleaning Up Laptops	2-15
Topic 6: Regional Office/HQ Communication.....	2-17
HQ Liaisons	2-17
Monthly Bulletin	2-17
Operations (OPS) Logs	2-18
Cost and Response Management Report Network (CARMN) Reports.....	2-18
Technical Assistance Center Support	2-18
HQ Postal Mailing Address	2-18
HQ Email Information	2-19

Topic 1: Using the NCVS Bulletin and Calendar

Overview

Every month, HQ distributes a bulletin highlighting the NCVS activities for the upcoming month, including information about any supplemental interviews, as well as any staffing changes or other news relevant to the survey.

In addition to the monthly highlights, the NCVS RO Bulletin also contains the monthly calendar detailing all of the NCVS activities for the month. The calendar appears at the end of the bulletin, and the tasks listed on the calendar are color-coded by responsibility, depending on whether the task is an HQ or RO task. RO tasks include FS and FR activities.

The NCVS bulletin is posted on the SharePoint Intranet Website each month, and, for quick reference, the master NCVS calendar is also posted on the site as a separate document.

Monthly Milestones

While all activities on the calendar are important to the success of NCVS, some are major milestones in the monthly NCVS cycle. These milestones include the activities in the sections that follow.

Loading the Interview Period

At the beginning of the month, TMO will load the ROSCO database with the cases for the next month. Once ROSCO has been loaded with the cases, the RO can begin to make FR assignments.

Releasing NCVS Assignments	During the last week of the month, the RO staff release the FR assignments for the next month.
Creating the CATI and Reinterview Workload Files	ADSD at HQ loads the reinterview workload files at the end of each month, with cases to be completed by the telephone center in the upcoming month. Any cases that cannot be completed by telephone are recycled to the RO and must be completed by an FS or other office staff person.
NCVS Interviewing	Interviewing for NCVS begins on the first day of the month and ends on the last weekday of the month.
CATI Closeout	Computer assisted telephone interviewing ends for the month.
FR Closeout	Interviewing stops for the month and FRs make a final transmission.
RO Closeout	RO closeout is scheduled at 12:00 noon local time on the last weekday of the interview month. On the day following RO closeout, HQ staff prepares and sends out a report with the preliminary final response rate and closeout date and time. These are provided for the nation as a whole as well by region.

Topic 2: Assignment Preparations

Advance Preparations for Each Month

Each month, there are a variety of activities to complete before NCVS interviewing week begins. These activities are explained below.

Those steps requiring ROSCO are mentioned in this topic for consistency; however, for detailed steps on using ROSCO, see Chapter 5, Assignment Operations.

Read the Monthly Office Memorandum

Before beginning the monthly preparation of materials, read the NCVS Monthly Memorandum for that month. It may contain special instructions which must be applied for that particular month. This memo, along with any attachments, are posted on the SharePoint site each month.

Prepare for Monthly Observations

Plan which FRs and FSs will need to be observed during the month, as well as who will conduct the observations. Prepare observation materials for those new FRs who will be observed, and send the materials to the observers. Also, notify the FRs about their upcoming observation.

See Chapter 3 for more details about the materials that are used for observation preparation and implementation.

**Add New FRs to the
ROSCO Database**

You will need to add any newly-hired-and-trained FRs to the ROSCO databases (including updating the assignment parameters) before you can make assignments. You will also need to assign these FRs to an RO Team.

Once the database for the next interview period has been loaded, you can apply your assignment parameters and adjust the assignments.

Once the workload has been divided among the FRs to your satisfaction, you may complete the steps to assign start and due dates and to release the assignments to the field.

**Prepare
Respondent Letters**

Before an FR visits a sample household, a letter is sent to the household to prepare them for the impending visit and to explain the NCVS survey.

Respondent letters will be stuffed into envelopes at NPC in Jeffersonville, Indiana, and sent in bulk to the RO. The RO must then print respondent labels and attach them to the envelopes before sealing and mailing them out.

Printing Letter Labels

To print respondent labels in ROSCO, follow the steps below:

From the ROSCO menu, select Operations → Sample Control → Print Respondent Labels → Interview 1.

Select the correct Label Type from the drop-down list and print the labels.

The Mail Flag The mail flag is set on new sample cases by an algorithm that determines if the available addresses are suitable for mail.

To view or reset a mail flag, bring up the case in View/Edit sample. The top line on the Address Information tab displays the mail flag radio buttons:

1 = Sample address

2 = Mailing address

3 = No good address

A mailing label will not print if the mail flag is set to 3.

Mail Respondent Letters The RO mails the respondent letter as appropriate. Mail the letters to units that have deliverable mailing addresses.

Do not send letters to units in rural areas unless the RFD route number, box number, town, state, and ZIP codes are known.

Set Assignment Parameters You will set assignment parameters to program how NCVS cases in your RO are assigned. The main parameter choices are PSU, Place, and ZIP Code.

PSU If the workload in a PSU is the size of one assignment, assign the entire PSU to one FR.

Place If the workload in a PSU is more than one assignment, assign the PSU workload to FRs by place or groups of places.

ZIP Code If the workload in a place is too large for an individual FR, assign the place workload to FRs by ZIP Code.

Apply Assignment Parameters

Once you are able to make assignments for the next interview period, apply assignment parameters and adjust the assignments.

See Chapter 5 for more details on setting and applying assignment parameters.

Print Workload Summary Reports

The Workload Summary Report lists the distribution and number of cases assigned to each FR. Review this report to ensure that workloads are geographically efficient and properly balanced among the FRs. As required, cases can be adjusted by switching them from one FR to another.

Print the Workload Summary Report again after making adjustments, and continue to do so until you are satisfied with the workload balance.

Print the FR List of Assigned Cases Report

Print the FR List of Assigned Cases Report (CAPI 35) for each FR after making assignments, and make this report available, as appropriate, for RO control and field supervisors (SSFs, FSSs, etc.). Use the CAPI 35 when adjusting assignments.

DO NOT SEND CAPI 35s TO FRs. This report is for supervisors only. FRs get their list of sample addresses in case management on their laptop once they pick up their assignments.

Topic 3: Assignment Transmission

Release Assignments to Field

After adjusting the FR assignments, release the assignments to the field.

In ROSCO, select the Release Assignments to Field option on the Assignment Operations sub-menu of the Operations menu.

Once assignments are released to the field, they no longer display in Assignment Operations. You can view the released cases in View/Reassign Cases.

Changes to assignments must be made through the View/Reassign Cases activity under the Sample Control Operations sub-menu.

You cannot release assignments until ALL assigned cases are correct. Once assignments are released to the field by all six ROs, a process in the central database creates and sends the files for reinterview to the contact center(s).

Transmit FR Assignments

After releasing FR assignments, make a transmission to the server at HQ for FRs to pick up the released assignments.

FRs will not be able to pick up cases until a daily transmission is performed.

View the OUT Directory to monitor the FRs picking up assignments.

For detailed steps on using ROSCO to release and transmit assignments, see Chapter 5, Assignment Operations.

Topic 4: Daily Interview Period Monitoring

Overview

This topic provides an overview of the daily activities performed by the RO staff during the NCVS interviewing period. During this time, your primary duties are to monitor the progress of your FRs and to check in completed work.

Monitoring Progress

FRs are expected to transmit completed work and hours and miles (WEBFRED) data to HQ every night during the interviewing period. Each morning, the RO staff prints and reviews the Check-In Reports. These reports include:

- Daily Receipt Report (CAPI-1)
- Team Leader Status Report
- Daily Laptop Report
- Cases Not Checked In Report
- Current Cost and Progress Report from HQ

More details about these reports are discussed in Chapter 6, Monitoring Progress.

Use the Check-In Reports option to monitor the progress and cost of your interviewing staff so they will complete NCVS interviewing on time, within budget, and with an acceptable response rate.

**Check In
Completed Work**

Every morning, check the IN Directory to verify that check-ins were successful.

Most supervisors can also manually run a check-in in ROSCO at any time.

You will also need to process cases in Supervisory Review and review paperwork and mail messages submitted to the RO from the FRs and FSs.

Supervisory Review

Cases in Supervisory Review are not checked in by ROSCO (i.e., are not counted towards your number of completed cases). Instead, these cases are held for a supervisor to review and decide whether they should be accepted, reassigned, or eliminated. Cases that come into Supervisory Review include:

- Noninterviews—These include all Type A, B, and C cases.
- Duplicate Cases
- Extra Units
- Failed Cases

Typically, the FS or SSF will clear up Supervisory Review daily. For more information about using the Supervisory Review activity, see Chapter 6, Monitoring Progress.

**Cases Not Checked
In Report (CAPI 4)**

The FS will print the Cases Not Checked In Report (CAPI 4) near the end of the month. As the interview period comes to a close, this report allows a supervisor to monitor the uncompleted work of individual FRs.

This report is sorted by FR code, control number, and interview period for each FR.

Reinterview

The monthly reinterview file is created after regular assignments are released. The two types of reinterview are discussed in the following sections.

QC Reinterview

Most of the reinterview cases are in Quality Control (QC) reinterview. Every month, QC cases are selected for a different set of FRs. Each FR will be selected for QC reinterview two or three times in the 15-month QC selection cycle.

Supplemental QC Reinterview

Supplemental QC reinterview provides RO staff the opportunity to select additional cases for QC reinterview. If an FR is selected by his/her RO to be in reinterview before assignments are released, DSMD selects the supplemental QC cases. After interviewing begins, an FR can still be placed in supplemental reinterview, but the RO staff must select the supplemental reinterview cases.

Topic 5: End of the Survey Cycle Operations

End-of-Month Operations

RO staff completes several end-of-month activities before printing out the final monthly survey reports. Details about the end of survey operations are covered in Chapter 7, End of the Survey Cycle Operations. In this topic, they are described briefly.

End-of-month operations include:

- Closing Out the Survey on Time,
- Reviewing/Charging Type As,
- Reviewing Converted Type As,
- Printing End of Month Reports,
- Running Laptop Cleanup.

RO staff also prepare for the upcoming interview period by:

- Reviewing Reassigned Cases,
- Assessing Temporary Reassignments,
- Editing Assignment Parameters.

Closing Out the Interview Period

Use the two Resolve Missing Cases screens when closing out the interview period.

- **Cases Not Checked In and Not in Supervisory Review:** This screen displays cases that have not been transmitted in.
- **Cases Not Checked In But In Supervisory Review:** This screen displays cases that are in Supervisory Review. You must go to the regular Supervisory Review screens to resolve these cases.

Closing Out the Interview Period (continued)

The other two screens display cases that are already checked in. When all cases are checked in, the close out “Hand” is activated.

Clicking the “Hand” creates a closeout file for the RO.

Closeout Time

The time the closeout file is created is the time entered on the Preliminary Response Rate Report issued from Headquarters on the day after closeout.

This is the time that determines whether you closed out on time.

Review/Charge Type A Noninterview Cases

The Review/Charge Type A screen permits you to charge the Type A to a different FR code or change the outcome code to a different Type A. This task may have been completed while accepting the Type A case in Supervisory Review.

Review Converted Type A Noninterview Cases

The Review Converted Type As screen permits you to review Type A cases that were reassigned to different FRs in Supervisory Review and then were converted to different (non-Type A) outcome codes.

Even though the cases were converted to different outcome codes, the screen allows you to charge the Type As to any FR including A01, as appropriate.

Print End-of-Month Reports

Print the following end of month reports:

- Converted Cases by FR
- CAPI 7, Final Status Report by FR, Team Leader, or SSF
- CAPI 8, Final Outcome Code by FR, RO or SSF/FS
- CAPI 6, Type A and Z Report
- Type Cs and Extras

Preliminary Response Rates Report

The *Preliminary Response Rates Report* is issued the day after NCVS RO Closeout. The report consists of three tables:

- **Basic NCVS Rates**, which displays the basic NCVS numbers and rates
- **National Production Management Report**, which is often missing from the original Preliminary Response Rates Report, until the data from CARMN is available
- **NCVS Response Rates for the Last Twelve Months, by SSFA**, which displays the final response rates for the SSF area and the national averages for the previous twelve months.

Cleaning Up Laptops

The RO should send a clean up file(s) to FRs to remove cases and/or instrument from a laptop for a particular interview or period. Once the FRs pick up the clean up file(s), those files remove the cases and/or instrument from the laptop for the interview period.

Send the clean-up files to all FRs' laptops for an interview period. First, make sure you are in the interview period in ROSCO that you want to remove from the laptops, and then follow the steps below:

1. Select the Operations menu → Closeout/Clean-Up → Clean-Up Laptop.
2. You will see the following warning: 'ROSCO message – Laptop clean up will delete all cases for this interview period from the FR's laptop for all FRs and all RO teams. If you continued, please check with the other teams to be sure that they are ready for cleanup to occur on the laptop. Do you want to continue?'

Click "Yes" on the confirmation message box if you would like to continue.

**Cleaning Up
Laptops
(continued)**

3. A message box appears which states, “Request to start job for Laptop Clean-Up successfully submitted. This may take a few minutes.”
4. Click OK.

Note: No pop-up window will appear to let you know when this operation has finished. Allow a few minutes for this process to run.

Topic 6: Regional Office/HQ Communication

HQ Liaisons

RO staff can call or send survey-related questions via electronic mail to HQ liaisons in the Field Labor and Crime Surveys (LCSB) at:

`fld.labor.and.crime.surveys@census.gov`

HQ liaisons answer routine questions directly, and obtain answers for more detailed questions from the Associate Director for Demographic Programs (ADDP) or Demographic Statistical Methods Division (DSMD) staff.

Monthly Bulletin

Every month the NCVS RO and FR Bulletin are posted on the NCVS Sharepoint site.

The NCVS RO Bulletin includes routine instructions as well as specific directions for any special activities for the month. This bulletin includes a detailed activities calendar.

- The NCVS FR Bulletin includes:
 - Monthly highlights and an activities schedule
 - Monthly information and details about the monthly supplement
 - Updated staff and other news

Other survey memoranda are posted when needed.

**Operations (OPS)
Logs**

Periodically, LCSB HQ staff will e-mail a NCVS Operations (Ops) Log with survey-related information. These logs are cumulative, and normally contain reminders and/or notices regarding issues requiring clarification or immediate attention.

**Cost and Response
Management
Report Network
(CARMN) Reports**

Cost and Response Management Network (CARMN) provides field expenditures, costs per case, and survey performance data at the FR, RO, Project, and Administrative levels. CARMN integrates data from four existing data systems—CAPI, NFC, WEBFRED and ROSCO—to provide timely information on a daily basis. CARMN is available on the Census intranet.

**Technical
Assistance Center
(TAC) Support**

Submit a ticket in the Remedy Action Request System to send technical ROSCO or laptop questions to the Technical Assistance Center (TAC) staff. If you call TAC support staff directly, TAC will complete and submit a ticket for your call.

**HQ Postal Mailing
Address****U.S. Postal Service Address:**

Census Bureau
Field Division
Room 5H130
Washington, DC 20233-5700

Express Delivery Address:

Census Bureau
Field Division
4600 Silver Hill Road, Room 5H130
Suitland, MD 20746-5700

**HQ Email
Information**

fld.labor.and.crime.surveys@census.gov

⇒ Email share account used by the HQ NCVS liaison staff.

fld.ro.ncvs@census.gov

⇒ Email list that includes the RO NCVS accounts for all six ROs.

fld.all.regional.offices@census.gov

⇒ Email list that includes the RO NCVS account for all six ROs, as well as several HQ share accounts.

This page intentionally left blank

Chapter 3: Training and Observations

Chapter 3: Training and Observations	3-1
Topic 1: Overview	3-3
Training Program.....	3-3
Topic 2: Training NCVS Staff.....	3-4
Supervisors.....	3-4
Clerks	3-4
FRs	3-5
Laptop and RSA Token.....	3-6
Pre-Classroom Self-Study.....	3-6
Classroom Training.....	3-6
Topic 3: Evaluating FR Performance.....	3-8
Employee Development.....	3-8
FR Survey Folder	3-9
Factors to Consider When Measuring FR Performance	3-9
Reinterview	3-9
Monitoring FR Performance	3-10
Supervisory Adjustments	3-10
Unsatisfactory Performance	3-11
Where to Find Information About the Performance Appraisal System.....	3-11
Topic 4: Evaluating Clerical Performance.....	3-12
Criteria Used	3-12
Topic 5: Purpose and Types of Observations	3-13
Purpose of Observations	3-13
Initial Observations (N-1, N-2)	3-13
Special Needs Observation	3-13
General Performance Review (GPR) Observation	3-14
Topic 6: Observation Materials.....	3-15
11-62, OJT and Observation Self-Study.....	3-15
11-62A, OJT and Observation Report	3-15
11-130A, Observation Guarantee List	3-15

Reporting Observed Cases	3-15
Topic 7: Preparing the Observation	3-16
Observation Briefing	3-16
Home Observation	3-16
Materials the Observer should have for the Observation.....	3-16
Preparation of Form 11-62A, On-the-Job Training and Observation Report.....	3-17
Notifying the FR	3-17
Topic 8: Selecting the FRs for Observation.....	3-18
General.....	3-18
Initial Observations.....	3-18
N-1, Initial Observation.....	3-18
N-2, Initial Observation.....	3-18
General Performance Review (GPR) Observations.....	3-19
Single-Survey FRs.....	3-19
Multi-Survey FRs	3-19
Additional Guidelines	3-20
Special Needs Observations.....	3-20
Special Needs (SN) Observations Fulfills GPR Requirements	3-21
Schedule FRs for GPR Observation Once Each Fiscal Year.....	3-21
Topic 9: Conducting the Observation.....	3-22
General.....	3-22
Number of Observed Interviews	3-22
Length of Initial Observations	3-22
Conducting Special Needs Observations	3-23
Low Production.....	3-23
Low Response Rate	3-23
Feedback.....	3-23
Topic 10: Evaluating the Observations	3-24
General.....	3-24
Review of Observation Report.....	3-24
Recording Observation Results.....	3-25
Disposition of Observation Results	3-25
Providing Feedback to the FR.....	3-25

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.

This page intentionally left blank

Chapter 4: Survey Materials

Chapter 4: Survey Materials	4-1
Topic 1: Office Equipment	4-2
Overview	4-2
Regional Office Equipment	4-2
Regional Office Software	4-2
Regional Office Survey Control (ROSCO)	4-2
Remedy Help Desk System	4-3
Cost and Response Management Network (CARMN)	4-3
Windows Laptop Users Guide	4-4
FR Equipment	4-4
FR Kit—Laptop Computer	4-4
Additional Items for Laptop Kit	4-5
Paper Materials	4-5
Topic 2: NCVS Memoranda	4-6
Overview	4-6
NCVS Office Memoranda Series	4-6
NCVS Field Representative Interviewer Memoranda Series	4-6
NCVS Bulletins	4-6
NCVS Ops Logs	4-6

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.

Chapter 5: Assignment Operations

Chapter 5: Assignment Operations	5-1
Topic 1: ROSCO.....	5-4
Overview.....	5-4
Accessing ROSCO.....	5-4
ROSCO Help Screens	5-5
General Information.....	5-5
How-To.....	5-5
Topic 2: ROSCO Title, Menu, and Toolbars.....	5-6
ROSCO Title Bar.....	5-6
ROSCO Menu Bar	5-6
File Menu	5-6
Operations Menu.....	5-6
Help Menu.....	5-7
ROSCO Toolbar.....	5-7
Standard Icons that Always Appear	5-7
Additional Icons	5-8
ROSCO Training Resources	5-8
Topic 3: ROSCO Queries, Filters, and Sorts	5-9
Overview.....	5-9
Query vs. Filter	5-9
The Query Dialog Box.....	5-9
Columns Tab.....	5-9
Operators Tab.....	5-10
Values Tab.....	5-10
Defining a Query Using the Build With Option	5-10
Multiple Query Expressions	5-11
Defining a Query Using the Query Expression Section	5-11
The Verify Button	5-11
The Count Button.....	5-11

Using Boolean Operators	5-12
Hints for Complex Expressions	5-12
Confusing Column Names	5-13
The Filter Dialog Box	5-13
How to Define a Filter	5-14
Sorting Data	5-14
How to Define a Sort.....	5-15
Topic 4: ROSCO Field Representative Operations	5-16
Overview	5-16
Entering FR Codes into ROSCO	5-16
Editing FR Personal Data.....	5-16
Editing FR Survey Data	5-17
Other Uses of the Edit Survey Data Screen.....	5-17
Ready to Transmit.....	5-18
Topic 5: Making Assignments	5-19
Overview	5-19
Assignment Parameters.....	5-19
Defining Assignment Parameters	5-19
Display by PSU	5-20
Display All.....	5-20
Steps for Assigning an FR to an Entire PSU	5-20
Steps to Assign FRs to Portions of a PSU	5-21
Editing Assignment Parameters.....	5-21
Removing an FR.....	5-22
Changing an FR Code.....	5-22
Replacing an FR with another FR	5-22
Removing a Lower-Level Geography Parameter.....	5-23
Applying Parameters to Sample.....	5-23
Topic 6: Adjusting Assignments.....	5-25
Overview	5-25
Assigning Unassigned Cases	5-25
Adjusting the Assignments	5-26
Make/Adjust Assignments	5-26

Topic 7: Releasing Assignments.....	5-29
Overview	5-29
Setting Start and Due Dates	5-29
Setting Individual Start and Due Dates.....	5-29
Setting the Same Start and Due Dates for All FRs.....	5-30
Release and Transmit	5-30
Topic 8: Cost-Saving Strategies.....	5-32
Minutes and Miles Per Case	5-32
Monitoring Progress Toward Minutes and Miles Per Case Goals.....	5-33

Topic 1: ROSCO

Overview

The ROSCO (Regional Office Survey COntrol) application has access to a database that stores FR data, information for making assignments, and all the data for cases in sample. The ROSCO system is a graphical user interface which accesses Census survey databases using the Oracle SQL*Plus language.

Via the ROSCO menu selections, a user may call up screens to enter, edit, display, and delete information in the database.

Accessing ROSCO

To open the ROSCO database, use the following steps:

1. From the Programs menu, click on the ROSCO icon,
2. After agreeing to the Acceptable Use Policy Agreement, select “NCVS” on the Survey Selection Dialog Box,
3. Select the team or teams (i.e., SSF areas) you wish to access,
4. Select the correct interview period in the Interview Period Dialog Box.

At this point, you will be at the main screen of the ROSCO application where you will now be able to create reports and perform survey management tasks.

The remainder of this section discusses the basic ROSCO functionality; additional topics address the tasks you will perform in ROSCO each interview period.

**ROSCO Help
Screens**

Help screens are provided for every function, dialog box, and icon in ROSCO. The Help Contents are organized by operations; for example, Assignment Operations, FR Operations, and Reports. When necessary, a function has a general information help screen and a specific how-to help screen. For example, the icons that appear on most screens in ROSCO are explained in the help screen “Standard Icons in ROSCO.”

General Information

The general information help screen for each function contains:

- the menu path for the function,
- the purpose of the screen,
- the procedural steps necessary before you can perform this function,
- the procedural steps that follow this function,
- rules and conventions for the screen,
- additional functionality available on the screen,
- definitions of the fields on the screen,
- a list that references related topics and icons on the screen.

How-To

The how-to help screens contain:

- the menu path for the function,
- the purpose of the screen,
- step-by-step instructions for performing the function,
- help information for dialog boxes,
- a list that references related topics and icons on the screen.

Topic 2: ROSCO Title, Menu, and Toolbars

ROSCO Title Bar The title bar at the top of the window displays the title of the application (ROSCO) and information regarding the survey, Regional Office, RO Team(s), and Interview Period(s) currently in use.

ROSCO Menu Bar ROSCO uses a menu-driven system to access its features. The ROSCO menu bar contains the titles of the pull-down menus. The menu bar changes depending upon which part of ROSCO you are using.

The menu consists of three main items: File, Operations, and Help.

File Menu The File menu consists of the following tasks (which also appear as icons on the toolbar):

- Log-in Survey
- Select Interview Period
- Select RO Team (if applicable)
- Exit

Operations Menu Most tasks in ROSCO are performed via the Operations Menu, which consists of the following main options:

- Reports
- FR Operations
- ROSCO Overview
- ROSCO Respondent Address Search
- Supervisor Audit Log
- Sample Control
- CATI

**Operations Menu
(continued)**

- Assignment Operation
- Check-in/Status
- Transmissions and Utilities
- Closeout/Cleanup

Help Menu

The Help menu consists of the following:

- Help Contents
- About [ROSCO]

ROSCO Toolbar

The toolbar displays the icons available for the screen that is currently displayed. The top row of icons on the toolbar is the same throughout the system. The bottom row of icons changes depending upon the screen displayed.

**Standard Icons that
Always Appear**

Below are the standard icons that always appear on the top row of the toolbar, as well as their functions:

Icon Name	Function
Login	Displays the Login Dialog Box, which allows you to select a survey.
Period	Displays the Interview Period Dialog Box, which allows you to specify which group(s) of cases you want to work with.
Team	Displays the RO Team Dialog Box, which allows you to specify which RO team(s) to work with.
Reports	Displays the Reports Selection menu from which you can select a report to view.
SQL	Displays the Interactive SQL Dialog Box, which allows you to create and execute SQL code.
Help Topics	Displays the online help for the system.
Exit	Logs you out of ROSCO.

Additional Icons

The following table highlights the icons on the bottom row of the toolbar that may appear depending on the functionality of the screen you are in:

Save	Saves changes you have made to the database.
Print	Sends the current table or report to print.
View More	View more screens pertaining to the case.
Insert	On most screens, allows the user to insert a new row into a table.
First	Displays the first page, record, etc.
Prior	Displays the prior page, record, etc.
Next	Displays the next page, record, etc.
Last	Displays the last page, record, etc.
Query	Displays the option selection list.
Sort	Displays the data in a particular order.
Filter	Displays a subset of the data.
Close	Closes the ROSCO operation in use.

ROSCO Training Resources

In the CBT folder on Census Field supervisor laptops, there is a ROSCO Computer Based Training (CBT) for all Field supervisors.

Additionally, the Census Learning Center offers ROSCO Web Based Training (WBT) programs targeted specifically for Field supervisors.

Topic 3: ROSCO Queries, Filters, and Sorts

Overview

Whenever existing data needs to be viewed or updated, you must retrieve information from the database. The process of retrieving information from the database is called executing a query or filter, or querying or filtering the database. ROSCO saves your last Query, Filter, or Sort, but does not automatically apply it. Thus, when you open Query, Filter, or Sort windows, your previous entry is displayed. You can press OK, add to your current syntax, or delete the current syntax.

Query vs. Filter

On the surface, the query and filter options seem like the same function. The difference, however, is that a query is done before a case is displayed (i.e. a query retrieves a subset of cases to be brought into an activity), while a filter is done to select a subset of cases while within an activity (i.e., once a query has already been done).

The Query Dialog Box

You can initiate a query via the Query icon in the toolbar, or by selecting Query under Options on the Menu Bar. Most queries function the same way using the Query Dialog Box.

The Query Dialog Box has two sections: Query Expression and Build Query With. You can use the Build Query With function by selecting fields below each of the three tabs—Columns, Operators, and Values—or you can type your query directly into the Query Expression section.

Columns Tab

The Columns tab lists all the fields or variables you can use to query your data. Double-click on a field to query on it. The field you select affects the values that appear on the Values tab.

Operators Tab The Operators tab contains the mathematical expressions and comparison terms you can use to apply constraints to your expressions. For example, you would double-click on the equal sign [=] to display the data that match the single value you select.

Values Tab The items on the Values tab vary depending on the code selected under the Columns tab. If, for example, you select FR Code on the Columns tab, the Values tab displays all valid FR codes for your survey, RO Team, and Interview Period(s) shown in your ROSCO Title Bar.

Note that Values automatically applies single quotes (' ') to each value you select.

Defining a Query Using the Build With Option

Below are the steps necessary to use the Build Query With option of the Query Dialogue Box:

1. From the Columns tab, double-click the field you want to query.
2. Click on the Operators tab and double-click the appropriate operator.
3. Click on the Values tab and double-click the appropriate value or values.
4. Click the Verify button to see if your search expression in the Query Expression panel is valid.
5. Click OK.

Multiple Query Expressions

Below are the steps necessary to define multiple query expressions:

1. Follow steps 1-3 from the previous section,
2. Click the Operators tab and choose either AND or OR,
3. Repeat steps 1-3 from the previous section to build the additional query.

For example, if you wanted to bring up cases for FR D42 that were in PSU 53003, you would create the following query expression:

fr_code= 'D42' and psu= '53003'

Defining a Query Using the Query Expression Section

Rather than using each of the tabs in the Build Query With section, you can also directly type your query into the Query Expression section. However, ROSCO will only accept queries that use the proper format (single quotes around values, correct variable names), so you may need to use the Build Query With section several times in order to learn the proper formatting for your desired query.

The Verify Button

You may click on the verify button to check whether your query has been entered properly. You will then see a message telling you that your query is either valid or not valid.

The Count Button

Using the Count button after creating your query will give you a count of cases or lines of data that meet your query criteria.

Using Boolean* Operators

Boolean operators are the foundation of database logic. Use them to build complex expressions or search on multiple conditions.

- AND – Narrows a search by filtering on two or more expressions.
- OR – Broadens a search by returning all results that match either of two or more expressions.
- NOT – Narrows a search by excluding all results that match a certain condition.
- BETWEEN – Returns all results that are between two endpoints. Must be used with an AND statement.
- ISNULL – Returns results where there is no value for a given field.
- NOT – Returns results for which a given expression is not true.
- LIKE – Returns all results containing certain characters.
- IN – Allows users to query for all results meeting more than one parameters.

* The word “Boolean” comes from the man who invented Boolean Logic in the 10th century – George Boole. Boolean is the basis of modern computer logic and George Boole is regarded in hindsight as one of the founders 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 1st field you drag will be the primary sort. The 2nd field will be the secondary sort, etc.
3. The default sort is ascending order. This is shown by a check mark in the box under Ascending. To change the order to descending, click the box to make the check mark disappear.
4. Click on OK.

Topic 4: ROSCO Field Representative Operations

Overview

All NCVS staff who need to make transmissions must be registered to access the ROSCO database. This includes all FRs, FSs and selected office staff. This topic discusses adding and editing FR data, as well as steps for designating Team Leaders.

Entering FR Codes into ROSCO

To create a new profile in ROSCO, from the ROSCO database, select Operations → FR Operations → Edit FR Data

In Edit FR Data, select **Insert FRs** from the second line of icons at the top of the screen. The user then enters 'FR Primary Data' and 'FR Secondary Data.'

Enter telephone numbers in the format 991/555-1234. The bottom line of the 'FR Secondary Data' is for entering parcel addresses. Some employees may use a route and box number for mail. Federal Express will only deliver to addresses with a house number and street or road name.

The FR Secondary Data screen allows you to enter both addresses, since the FR may receive items from the U.S. Postal Service and also from Federal Express (such as a laptop computer). Once this information is entered, select **Save** from the second row of icons.

Editing FR Personal Data

When a change to an FR's information (such as a telephone number) needs to be made, first highlight the information requiring the change, then highlight the FR's row and make the needed change.

Note: the icon **Change FR** on the second row with the light blue 'edit' sign is used only when an FR code changes, such as with a promotion of an FR to FS.

Editing FR Survey Data

After entering the FR in ROSCO as described above, the second step is to get the code registered to enable the FR to transmit. To do this, select Operations → FR Operations → Edit FR's Survey Data, and then click on Insert FRs.

A roster is displayed which includes the FR(s) just added. Highlight the line of the FR being added and click **OK**. Enter information on the FR survey dialogue window and then click **OK**.

Other Uses of the Edit Survey Data Screen

You may also perform the following tasks using the Edit FR Survey Data screen:

➤ **Delete an FR From the Survey**

Highlight the FR you wish to remove from NCVS and then click on the Delete FRs icon on the toolbar. You are instructed to make an entry in the “End Date for Current Survey” field in the FR Survey End Date Selection Dialog Box.

Click the Save icon to save your changes.

➤ **Undelete an FR From the Survey**

If you went through the steps to delete an FR **but have not yet saved your changes**, you may use the Restore icon on the toolbar to undelete the FR.

➤ **Mark an FR On Leave**

If you would like to designate an FR as being on leave during certain dates in an interview period, you can do so using the Leave Data icon on the toolbar. Use the Insert icon on the FR Leave Window to create a new entry, and enter the interview period that the FR will be on leave and the dates on leave.

**Other Uses of the Edit
Survey Data Screen
(continued)**

If you put an FR on leave using this option, you cannot assign work to that FR during the dates designated in the interview period.

Ready to Transmit

Once the FR is entered into **Edit FR Data** and **Edit FR's Survey Data**, the FR can make a transmission. Keep in mind, however, the FR will only receive the survey data after ROSCO updates at the top of each hour. For example, if A01 is added at 4:05, that FR will not see any survey information until after 5:00 pm.

Also, be aware of your RO's required lead time between issuing an FR code and issuing a laptop.

Note: All initial transmissions are completed at NPC when the laptop is created, at which point the laptop is shipped directly to the FR. The FR is then required to finish setting up the laptop by setting the RSA token PIN and completing the CBTs as outlined in the Generic Initial Training Kit.

Once the initial transmission connects, the FR code becomes registered at Census Headquarters and the system will accept both full and express transmissions from this FR code.

Topic 5: Making Assignments

Overview

This topic describes the procedures for making assignments for your FRs by defining the assignment parameters in ROSCO.

Assignment Parameters

The assignment parameters are a set of rules that are applied in the ROSCO database to help make assignments.

For example, you can tell ROSCO to assign all cases in one PSU to one particular FR, while for cases in another PSU, you can designate one FR for all cases in one ZIP code and a different FR for all cases in another ZIP code.

To define what rules ROSCO should follow in making assignments, you first need to use the Edit Assignment Parameters activity under Assignment Operations.

Defining Assignment Parameters

To use assignment parameters to define which FR will work in each geographic area, click Operation → Assignments Operations → Edit Assignment Parameters.

Keep in mind the following when using the Edit Assignment Parameters screen:

- The first record listed for each PSU is the PSU-level record. You cannot add any geographical information to this record. You can, however, assign the entire PSU to one FR using this record. Insert a new row to split the PSU into lower levels of geography.

**Defining
Assignment
Parameters
(continued)**

- Split a PSU into Places, Zips, Tracts, or Blocks. If you split the PSU by Block, you must also enter Tract information for that PSU.
- There are columns that allow you to assign a Regular FR, Type A FR, Personal Visit (PV) FR, and Phone FR for each geographic level.

After you click on Edit Assignment Parameters, you are prompted to select ‘Display By PSU’ or ‘Display All.’

Display by PSU

Only one PSU is displayed on the screen with the “Display by PSU” option. You may move between PSUs using either of the following methods:

- Use the Select PSU drop-down window to highlight the PSU you want,
- Use the Next, Prior, First, and Last icons to move between the PSU pages (which are in ascending numeric order).

Display All

This option displays a continuous listing of all records. The Select PSU drop-down window highlights the desired PSU, and the Next, Prior, First, and Last icons move you between pages.

**Steps for Assigning
an FR to an Entire
PSU**

The following steps describe how to assign one FR to receive all cases in an entire PSU:

1. On the Edit Assignment Parameters screen, select the desired PSU-level record by clicking on it,
2. Click on the “Regular FR” field,
3. Select the appropriate FR,
4. Click the Save icon to save your changes.

Steps to Assign FRs to Portions of a PSU

The following steps describe how to split a PSU into lower geographic levels and assign FRs to those portions of the PSU:

1. On the Edit Assignment Parameters screen, select the desired PSU-level record by clicking on it,
2. Click on the Insert icon to insert a new row for each lower geographic level you wish to specify,
3. In each new row, click in the column for the level of geography you wish to specify (Place, ZIP, Tract, or Block),
4. Key in the information for that column, or use the drop-down data options,
5. For each lower level geography, click on the “Regular FR” column and either key in the proper FR code, or select it from the drop-down list,
6. Click on the Save icon to save your changes.

Editing Assignment Parameters

The SSO works with the SSF to adjust parameters to make assignments efficient. Typically, the SSO makes the preliminary assignments, and then the SSFs and/or FSs refine these assignments before releasing them to the field.

As you discover ways to make your assignment parameters more efficient, and as you experience turnover in your interviewing staff, you will need to make modifications to your assignment parameters.

The following are some of the edits you may need to make to your defined parameters.

Removing an FR

To remove an FR from your assignment parameters, follow these steps on the Edit Assignment Parameters screen:

1. Select the row for the PSU or lower level geography from which you want to remove the FR.
2. Click on the “FR” field, highlighting the FR code.
3. Press the backspace or delete key to remove the FR code, thus leaving the “FR” field blank.
4. Click the Save icon to save your changes.

Changing an FR Code

To change an FR code in your assignment parameters, follow these steps on the Edit Assignment Parameters screen:

1. Select the row that contains the FR code you would like to change,
2. Click on the “FR” field, highlighting the FR code,
3. Press the backspace or delete key to remove the FR code, and enter the new FR code, or select it from the drop down list,
4. Click the Save icon to save your changes.

Replacing an FR with another FR

To replace all current existing assignment parameters for a given FR with an alternative FR (for example: Z95 resigned and you hired Z98 to replace him/her), follow these steps on the Edit Assignment Parameters screen:

1. Click on the Change FR icon in the toolbar,
2. The Change FR dialog box appears,
3. Under the “Please select the OLD FR” section, scroll down and select the FR you want to replace,

**Replacing an FR with
another FR
(continued)**

4. Under the “Please select the NEW FR” section, scroll and select the code of the replacement FR, and click OK,
5. Click “Yes” on the pop-up window to confirm,
6. Click the Save icon to save your changes.

**Removing a Lower-
Level Geography
Parameter**

If you decide that you no longer need to use a certain lower-level geography in your assignment parameters, you may remove it using the following steps on the Edit Assignment Parameters screen:

1. Highlight the lower level geography you wish to delete.
2. Click the Delete icon in the toolbar, or select Delete from the Options menu.
3. Click “Yes” from the pop-up window to confirm.
4. Click the Save icon to save your changes.

Note: You cannot delete the PSU-level record.

**Applying
Parameters to
Sample**

After you finish creating and modifying your assignment parameters, and after the assignment file for the month is loaded, you can apply your parameters to the sample. In this operation, ROSCO assigns all cases that fit a defined assignment parameter to the FR you specified. Complete the following steps to apply the parameters to the sample:

1. Click on Operations → Assignment Operations → Apply Parameters to Sample.
2. A confirmation screen is displayed. Click ‘Yes’ to continue.
3. Click on Apply Parameters to Sample if you have previous FR codes then click OK.

**Applying
Parameters to
Sample (continued)**

4. It takes a moment for the operation to complete. When done, a message is displayed telling you assignment operations are complete. The number of cases left unassigned is displayed.
5. Click OK to confirm the message and return to the main window

You then need to assign the unassigned cases (those that did not meet any of the criteria listed in the assignment parameters) and make any adjustments to the assignments.

You can then use the ROSCO GIS instrument to assign the unassigned cases. Refer to the ROSCO GIS guide for step by step procedures. (See Topic 6 of this chapter for more information.)

Topic 6: Adjusting Assignments

Overview

One of the most important jobs of the NCVS office staff is to decide how the cases in the workload will be assigned to the FR staff, taking into consideration each FR's abilities and availability. Again, the SSO typically makes the preliminary assignments, and the SSF and the FS adjust the assignments based on the individual FR's location, workload, and ability.

After applying the assignment parameters to make initial assignments, you will then need to assign any unassigned cases, as well as fine tune the set assignments to account for the various workloads and geography of the current month's assignment.

This topic discusses the procedures for assigning unassigned cases and for making adjustments to assigned cases.

Assigning Unassigned Cases

To see what cases were left unassigned after applying the assignment parameters, run a CAPI-5, Unassigned Cases Report, using the following steps:

- Click on Operations/Reports, or select the Reports icon on the toolbar.
- On the Report Selections window, click on Assignments → Unassigned Cases Report (CAPI-5).

A listing of all cases currently unassigned is displayed. To display these cases in the database:

- Click on Operations → Assignment → Make/Adjust Assignments.

**Assigning
Unassigned Cases
(continued)**

- On the Option Selection List:
 - Select ‘Unassigned Cases (All)’ to view all of your unassigned cases, or
 - Select ‘Unassigned Cases (Query)’ to select a subset of your unassigned cases.

Once you have selected one of the options on the list, assign the cases displayed on the Make/Adjust Assignments screen.

**Adjusting the
Assignments**

Print a Workload Summary Report (CAPI 3) to see an overview of your assignments:

- Click on Operations/Report, or select the Report icon on the toolbar.
- On the Report Selections window, click on Assignments → Workload Summary Report (CAPI 3).
- Select your preferred type of report:
 - By PSU, Segment, Place, FRs Without Work
 - By PSU

Although the format of these reports varies somewhat, refer to each of them to get an idea of the number of cases assigned to each FR and where those cases are located. Then go into the database to make, adjust or reassign cases using the following steps:

- Click on Operations → Assignment → Make/Adjust Assignments,
- Select Adjust Assignments (Query) on the Option Selection List.

Assign the cases displayed on the Make/Adjust Assignments screen.

Adjusting the Assignments (continued)

You may need to go through several rounds of adjusting assignments and printing and reviewing Workload Summary Reports to get your assignments ready for release to the field.

Make/Adjust Assignments

Use the Make/Adjust Assignments screen to assign or reassign cases. This screen has three sections:

- Cases to Assign
- Address Information
- Customizable Field

The Cases to Assign section lists some basic information about the cases that are being reviewed, such as the FR assigned to the case, the control number, the place, and the ZIP code.

The Address Information section displays the basic address data for the case highlighted in the Cases to Assign section.

The Customizable Fields section contains additional data for each case being reviewed. To customize which columns are displayed:

- Click the 'Custom' button
- Select the desired variables
- Click OK

To make the current customized version of the section to remain as your default screen, click on 'Store.'

For more information about a case (like notes), click the View More button.

To assign or reassign cases on the Make/Adjust Assignments screen:

- In the Cases to Assign section, highlight the row or rows you want to assign to a specific FR.

**Make/Adjust
Assignments
(continued)**

- Click the Assign icon or select Assign Cases from the Options menu.
- Select the FR you want to assign the case to from the FR Search Dialog Box
- Click OK.
- Click on the Save icon to save your changes.

Note: Reassign cases using the Make/Adjust Assignments screen BEFORE assignments are released. After the assignments are released, use the View/Reassign Cases screen to reassign cases.

Topic 7: Releasing Assignments

Overview

Once all cases are assigned to the FRs. You are almost ready to release the assignments to the FRs' laptops. First, however, you must set start and due dates for your FRs.

Setting Start and Due Dates

After you have assigned all of your cases and have adjusted your FR workloads, set start and due dates for the assignments.

To access the Start and Due Date Assignment activity:

- Click on Operations → Assignment Operations,
- Select the Set Assignment Start and Due Dates activity. On this screen, you can either set individual start and due dates for each FR or set the same start and due dates for all FRs.

These start and due dates are displayed on the CAPI 35, FR List of Assigned Cases Report.

Note: Do not send the CAPI-35s to FRs unless instructed otherwise by your supervisor. The CAPI-35 contains Title 13 data and is not typically sent to FRs.

Setting Individual Start and Due Dates

To set individual start and due dates for FRs, from the Start and Due Date Assignment screen:

- Use the scroll bar, or the First, Prior, Next, and Last icons to locate the FR whose start and due dates you are entering,
- Click in the "Start Date" field and key in the appropriate date (format MM/DD/YYYY).

**Setting Individual
Start and Due Dates
(continued)**

- Click in the “Due Date” field and key in the appropriate date (format MM/DD/YYYY).
- Click the Save icon to save your changes.

**Setting the Same Start
and Due Dates for All
FRs**

To set the same start and due dates for all FRs, from the Start and Due Date Assignment screen:

- Click the Assign All icon on the toolbar.
- In the dialog box displayed, key in the appropriate date in the Enter Start Date field and key in the appropriate date. The date format is MM/DD/YYYY.
- Key in the appropriate date in the Enter Due Date field. The date format is MM/DD/YYYY.
- Click OK. These dates should now be entered for all FRs on the Start and Due Date Assignment screen.
- Click the Save icon to save your changes.

**Release and
Transmit**

When the instrument for the interview period is released and you are ready for the assignments to be picked up by FRs, the last operations to complete are releasing and transmitting the assignments. To release and transmit assignments:

- Click on Operations → Assignment Operation → Release Assignments to Field.
- On the Release Assignments to the Field screen, click on the row that has the interview period you wish to release.

**Release and Transmit
(continued)**

- Click the Release icon, or select Release from the Options menu. The Release Exceptions dialog box is displayed. This screen allows you to uncheck the box under the “Release to Field” column when you do not want to release the assignment yet for one or more FRs.
- Click OK when you finish customizing this list.
- The Release to the Field Checklist box is displayed, which reminds you to select any FRs for Supplemental QC Reinterview before releasing assignments. (See Chapter 8 for more information on reinterview.) Check the empty box when you are ready to proceed and then click OK.
- Click the Save icon on the Release Assignments to the Field screen. A checkmark is displayed under the “Released” column for the interview period you selected.
- Click the Transmit icon in the toolbar, or select Transmit from the Options menu.
- Click OK on the Transmit Assignments dialog box.
- If the transmission was successful, the following message is displayed:

“Assignment file creation has been requested.”

If this message is not displayed, try to transmit again.

You can check the Out directory to verify that the files are ready to be picked up.

Note: Once assignments are released, cases move from the Assignment screen to the View/Reassign cases screen. It is a good idea to check the cases in View/Reassign to ensure there is a date in ‘Date Transmitted to FRs.’

Topic 8: Cost-Saving Strategies

Minutes and Miles Per Case

The national NCVS production rate goal is to maintain an overall production rate below 2 hours and 20 miles per field case, including supplement time. In order to achieve these goals, one strategy is to place a limit on the number of interviewing hours each FR may charge on his/her assignment (i.e., charges to task code 523, interviewing). FRs can use the additional strategies outlined in this topic to help them meet their individual goals.

The SSO, SSF, and FS should provide their FRs with their maximum number of hours based on their workload, keeping in mind the national goal of 2 hours or less per case. Assign the maximum number of hours per assignment on an FR-by-FR basis. You may get input from your FSs when doing this. Keep in mind that this an overall average, based on a "normal" mix of telephone and personal visit cases. Since individual FRs have varying proportions of telephone and personal visit cases, they each require varying time limits.

Additionally, you may keep some hours in a reserve (either in the RO or with the FS) to be used toward the end of the interviewing period.

The average production rate in your region will differ from the national average – that is, it may be higher or lower. This is understandable, since the regions vary by geography, land mass, urban/rural concentrations, housing density, availability of respondents, etc. The key to minimizing costs is for all ROs to prevent their minutes and mileage rates from increasing. Even small deviations from your rate per case can have a large impact on costs.

**Monitoring
Progress Toward
Minutes and Miles
Per Case Goals**

The Cost and Response Management Network (CARMN) provides many daily and monthly reports for the RO to use in monitoring FRs' progress in meeting their production goals. In order for these reports to be accurate, you must instruct FRs to complete and transmit their payroll data each day that they work. With just a few minutes of analysis each day during you can monitor the production rates of each FR.

The daily CARMN FR reports include:

- FR Production Management
- Daily WEBFRED Hours/Miles w/Workload
- FR Daily Cost and Performance

The monthly CARMN reports include:

- FR Daily Cost
- FR Performance Summary w/o Workload

Please note that the CARMN reports display production rates as hours per case. What might appear to be a small amount above the production standard could, in fact, be very large, especially if all or most FRs are above the standard. For example, 1.1 hours per case is actually 66 minutes, which is 6 minutes and 10% above the standard.

In addition to the daily CARMN reports, be prepared to use other tools and reports every month and quarter cumulatively throughout the year, as well as at the end of the fiscal year, to monitor cost and production.

As your FRs progress in their interviewing assignments, questions may arise about follow-up attempts on cases not yet completed. You need the daily hours and miles data to make these types of decisions.

For example, say an FS reports that an FR has 20 cases in his/her assignment and 2 cases are not yet completed. However, the FR is approaching his/her maximum hours.

**Monitoring
Progress Toward
Minutes and Miles
Per Case Goals
(continued)**

In this case, you and the SSF may decide, based on the data provided to you by the FS, that this FR should attempt those 2 remaining cases, since other FRs in your RO have not used their maximum allowances.

In a similar scenario, you and the SSF may decide that only one of the two cases would likely result in an interview (based on the information provided to you by the FS), so you would instruct the FR to attempt only the one case and to make the other case a Type A noninterview.

Chapter 6: Monitoring Progress

Chapter 6: Monitoring Progress	6-1
Topic 1: Transmission and Utilities	6-3
Overview	6-3
Making Transmissions	6-3
View “In” Directories	6-4
View “Out” Directories	6-4
View Job Status	6-5
Topic 2: Check-In Reports	6-6
Overview	6-6
Daily Receipt Report (CAPI-1)	6-6
Daily Laptop Report (CAPI-2)	6-6
Control Numbers Assigned But Not On Laptop Report	6-7
Cases Not Checked In Report (CAPI-4)	6-7
Prior to Running Check-In Reports	6-7
Topic 3: Check-In Status Operations	6-8
Overview	6-8
Supervisory Review	6-8
Supervisory Review – Noninterviews	6-9
The Address Information Window	6-9
The Customized Window	6-9
The View More Sections	6-10
Reassigning a Noninterview	6-10
Accepting a Noninterview	6-11
Eliminating a Noninterview	6-12
Changing a Noninterview Outcome Code	6-12
Supervisory Review – Duplicates	6-13
Accept or Eliminate a Duplicate Case	6-13
Supervisory Review – Failed Cases	6-15
Supervisory Review – Partial	6-15

View/Reassign Cases	6-16
Reassigning a Case on the View/Reassign Screen.....	6-17
Run Check-In	6-18

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.

This page intentionally left blank

Chapter 7: End of the Survey Cycle

Chapter 7: End of the Survey Cycle	7-1
Topic 1: Closeout Duties	7-3
Overview	7-3
Closeout Duties	7-3
Check-in Reports	7-4
Final Transmission	7-4
Topic 2: Resolving Missing Cases	7-5
Resolving Missing Cases Screen	7-5
Cases Not Checked In And Not In Supervisory Review Tab	7-5
Cases Not Checked In And In Supervisory Review Tab	7-6
Cases Not In MCS Tab	7-6
Cases Awaiting Delivery to MCS	7-7
Flagged as Potentially Dangerous Cases and not Submitted to DAD Tab	7-7
Topic 3: Closeout	7-8
Closeout Activation	7-8
Closeout Time	7-8
Closeout Confirmation	7-8
Reopening for Late Arriving Cases	7-9
Topic 4: Reviewing Type A Noninterviews	7-10
Review/Charge Type A Noninterviews	7-10
Reviewing Type As	7-11
Review Converted Type A Noninterviews	7-12
Topic 5: Closeout Reports	7-14
How to Generate Reports	7-14
Report Descriptions	7-14
Converted Cases by FR Code Report	7-14
Final Status Report (CAPI 7)	7-14
Final Outcome Code Report (CAPI 8)	7-15
Type A, D, and Z Report (CAPI 6)	7-15

Type Cs and Extras Report.....	7-15
Contact History Instrument (CHI) Reports	7-15
Topic 6: Clean Up Operations	7-17
Clean Up Laptops.....	7-17

Topic 1: Closeout Duties

Overview

There are a number of separate operations that must occur for you to properly conclude activities at the end of the survey cycle. By closeout time, ALL cases must be transmitted and received and all cases must be resolved in Supervisory Review. This chapter provides a review of the closeout process.

Closeout Duties

Closing out an interview period on time is a critical part of the NCVS RO staff's duties. The RO staff must follow up on any outstanding cases, handle last minute technical problems, properly resolve any cases in Supervisory Review, and review charges for Type A Noninterviews and converted Type A cases (see Topic 2 of this chapter). All of these activities must be completed before you can closeout.

Before closeout, the RO should use the following activities to ensure that all cases are checked in and cleared from Supervisory Review:

- Resolve Missing Cases screen
- Daily Receipts Report
- Cases Not Checked-In Report

Once you have accounted for all of your cases, notify your NCVS liaison at HQs. You must indicate that your RO has closed out and the time of closeout. Check your NCVS monthly activities calendar for details about NCVS closeout. You must closeout out by the time indicated on the calendar in order to receive credit for an on-time closeout.

Check-in Reports

Regularly review the Daily Receipt Reports from the Reports activity (Check-In) to identify FRs who:

- are not sending in work on a flow basis
- have several cases outstanding
- have a high Type A rate as closeout day approaches.

Review the Cases Not Checked-In Report from the Reports activity (Check-In) for details about cases not yet checked-in. This report is especially useful as closeout day approaches.

Final Transmission

The FRs must make their final transmissions the night before closeout day. If, for example, Tuesday is a closeout day, FRs must make a final transmission on Monday night.

Topic 2: Resolving Missing Cases

Resolving Missing Cases Screen

The Resolve Missing Cases Screen allows you to review cases that are still outstanding and take action to get them resolved. Although you can access this screen anytime during the interview period after assignments are released, the number of cases appearing on this screen early in the interview period may be too large to be useful.

To access this screen, click on the Operations menu → Closeout/Cleanup → Resolve Missing Cases/Closeout.

The Resolve Missing Cases screen consists of eight tabs:

- Cases Not Checked In And Not In Sup Review
- Cases Not Checked In And In Sup Review
- Cases Not in MCS
- Cases Awaiting Delivery To MCS
- Flagged As Potentially Dangerous And Not Submitted To DAD
- Cases Awaiting Acknowledgement By MCS
- Checked In And Duplicate In Sup Review
- Cases Checked In But In Sup Review

Some of these tabs are described further in the sections that follow.

Cases Not Checked In And Not In Supervisory Review Tab

Cases on this tab are **not** in Supervisory Review and were **not** checked in to the database. Each of these cases must be resolved before you can closeout.

Use the following activities on the tool bar to act on these cases:

**Cases Not Checked In
And Not In
Supervisory Review
Tab (continued)**

- Reassign – Use this activity to reassign case(s) to another FR in order to resolve the case and transmit it in.
- Transmit – Use this activity to immediately transmit reassigned cases to be picked up by FRs.
- Resolve – Use this activity to accept the previously received version of a case, if you previously reassigned the case after it was checked-in using the View/Reassign Cases screen, or if you reassigned the case from Supervisory Review.

**Cases Not Checked In
And In Supervisory
Review Tab**

Cases under this tab were not checked into the database because they are in Supervisory Review. Each of these cases must be resolved before you can closeout; however, you cannot resolve the cases from this tab—you must resolve them on the appropriate Supervisory Review screen.

Cases Not In MCS Tab

Cases under this tab were delivered to the Master Control System (MCS) but receipt of the cases was not acknowledged by the MCS. Presumably, cases under this tab are in ROSCO but never made it to the MCS, so the RO should first try to resend the case rather than have the FR retransmit or reassign the case.

You may closeout even if there are cases under this tab.

Use the following activities on the tool bar to act on these missing cases:

- Redeliver – Use this icon to resend the last checked in version of the case to the MCS.
- Resolve – Use this icon to send a previous version of the case to the MCS.

**Cases Awaiting
Delivery to MCS**

Cases under this tab were checked in and are waiting to be delivered to the MCS. You may closeout even if there are cases under this tab. No action is necessary on your part to resolve these cases.

**Flagged as Potentially
Dangerous Cases and
not Submitted to DAD
Tab**

Cases under this tab have been ‘Flagged as Potentially Dangerous and not Submitted to DAD’.

Instructions for submitting a case to DAD from the View/Reassign screen in ROSCO are in the DAD RO Manual.

Note: A case must be checked-in to ROSCO before you can submit it to DAD for approval.

Topic 3: Closeout

Closeout Activation

Once there are no more cases listed under both the “Cases Not Checked In And Not In Supervisory Review” tab AND the “Cases Not Checked In But In Supervisory Review” tab, the Closeout icon (‘the hand’) is activated. Prior to being activated, the Closeout icon is displayed in grayed text indicating it is inactive.

Click the activated Closeout icon to close out. Clicking the Closeout icon immediately creates a closeout file that is sent directly to the MCS. The system time when the closeout file is created becomes your closeout time in the Preliminary Response Rate Report that is sent to you the day after closeout. When MCS receives the closeout file, it automatically checks to make sure all cases are accounted for.

Closeout Time

The monthly closeout date and time are listed in the monthly NCVS Office Memo and Calendar.

Closeout Confirmation

Call FLD LCSB at HQ as soon as you closeout (click the Closeout icon). FLD LCSB then alerts TMO Support staff that the RO is closed out and to look for the MCS confirmation file.

- If the MCS file indicates all cases are accounted for, FLD LCSB notifies the RO staff that closeout is complete.
- If the MCS file indicates that one or more cases is not accounted for, FLD LCSB notifies the RO that closeout is not complete. TMO Support staff may be able to find the missing case(s) in the system, or it may require a retransmission of the missing cases by one or more FRs.

Reopening for Late Arriving Cases

If FRs call on closeout day to indicate they have more completed interviews to send in after you have closed out, you can reopen ROSCO to accept the late arriving cases as long as at least one other RO has not yet closed out. To reopen:

- Call HQ-FLD-LCSB to request a “reopen.”
- FLD-LSCB notifies TMO Support to reopen the office. This takes only a few minutes.
- After you check in the late arriving cases, click the Closeout icon.
- If the Closeout icon is not activated, check Supervisory Review. When you checked in the late arriving cases, you may have also checked in some additional cases that may be in the “Noninterviews” or “Duplicates” part of Supervisory Review.
- Notify FLD-LCSB that you closed out again, and FLD-LCSB staff will call back with a confirmation within a few minutes.

Your last closeout time will be documented on the Preliminary Response Rate Report.

Topic 4: Reviewing Type A Noninterviews

Review/Charge Type A Noninterviews

The FSs/SSFs have the opportunity to review Type A cases and adjust which FR should be charged for each one. The Review/Charge Type As screen allows you to do this for cases checked-in as Type As, while the Review Converted Type As screen allows you to do this for cases that were once transmitted as a Type A, but were reassigned for follow-up and are no longer Type A cases.

To access the Review/Charge Type As screen:

- Click on Operations → Closeout/Cleanup → Review/Charge Type As.

The Review/Charge Type As screen lists all Type A noninterviews for the month and provides the FR code to which the Type A is currently being charged. RO staff may review this screen and make adjustments to the FR code as appropriate.

After each change, click on the Save icon to save the change.

Generate a Final Outcome Code Summary Report to review the totals of each outcome code either by FR or for the entire region.

To see additional information about a highlighted case, click on the View More icon on the Tool bar.

You may change who is charged with a Type A case by using the FR Code column.

To display previous versions of a case, click on the drop down window in the FR Code column. The following information is displayed:

**Review/Charge
Type A
Noninterviews
(continued)**

- Case Activity
- Assigned FR
- Checked-In status
- Outcome Code
- Dates Assigned and Received

Click on an FR code displayed in the drop-down window or type in another FR code.

You can also use the Chg Outcome activity on the tool bar to change the outcome code of the highlighted case to another Type A outcome.

Reviewing Type As

Some Type As will read ‘Pending’ in the RO Approval Pending column. In most cases, Type As should be charged to the Responsible FR.

If, for some reason, the RO wishes to excuse an FR of a Type A charge, supervisors can select from the following options in the ‘What to charge with Type A’ column:

- ‘FS Responsible FR’—This option will move the Type A from the FR to the FS responsible for the FR.
- ‘RO (proposed)’—This option will propose moving the Type A from the FR to the RO to which the FR is assigned. The supervisor must explain the justification for the proposal, and then the SSO will review the proposal and select one of the following:
 - ‘Approve’—This option accepts the proposal and moves the Type A to the RO.
 - ‘Reject’—This option rejects the proposal and moves the Type A charge back to the FR.

All pending Type As must be approved or rejected before closeout.

**Review Converted
Type A
Noninterviews**

Select Review Converted Type As from the Closeout/Cleanup activity before Populating FR Performance data. The Review Converted Type As screen lists all cases that meet the following criteria:

- The case is displayed in Supervisory Review as a Type A.
- The case was reassigned for follow-up, and the person who reassigned the case marked the box to charge the current FR with a Type A if the case is converted.
- The case was later accepted as something other than a Type A noninterview.

The RO staff has several options:

- Click on Delete to remove the case from the list. If Delete is selected, no FR is charged with a Type A noninterview.
- Click on Insert to add a case that is not on the list. The Control Number Search window is displayed.
 - Scroll down the list to find and highlight the desired case.
 - Use the Case Activity button to verify that the case was reassigned.
 - Click on OK to add the case to the Review Converted Type As screen.
 - Select the FR code to be charged with the Type A for the case, or type in the FR code.
 - Click on the Save icon to save your changes.
- Click on View More to see more information about the case.

The purpose of charging a Type A to a specific FR is to reflect a negative outcome for the case on the FR's performance. This function is optional—you and RO management may choose whether or not to use it.

**Review Converted
Type A
Noninterviews
(continued)**

Cases listed on this screen do not negatively affect the RO's overall response rate, and the FR who converted and completed an interview for the case still receives credit for the interview. The only change to the database is the addition of the Type A to the individual performance data of the FR charged.

Topic 5: Closeout Reports

How to Generate Reports

There are a number of reports available in ROSCO for RO staff to use to evaluate performance for an interview period after closeout. To generate these reports:

- Click on Operations → Reports → Closeout/Clean-Up.

The different types of available reports are described in this topic.

After you have generated the report, you can click the Print icon to print the reports.

Report Descriptions

Each of the different closeout/cleanup reports contains slightly different information to evaluate performance for the interview period. You can experiment with the different reports to determine which ones work best for you. The report options are listed below.

Converted Cases by FR Code Report

The Converted Cases by FR Code report lists all cases during the interview period that were once Type A Noninterviews but were later converted. This report displays the Control Number, Final FR Code, Final Outcome, Type A FR Code, Type A Outcome, and Type A Description for each case.

Final Status Report (CAPI 7)

The Final Status report provides a summary of results of each FR's assignment for an interview period, such as assignment workloads, numbers of noninterviews, response rates, etc. You can generate this report sorted by FR Code, FS Code, or SSF Team. This report has a line for each FR who completed work during the interview period.

**Final Outcome Code
Report (CAPI 8)**

The Final Outcome Code report provides a summary of counts of cases with each outcome code for each FR. The report columns display Outcome, Action, and Count.

You can generate this report by FR Code, FS Code, or SSF Team.

**Type A, D, and Z
Report (CAPI 6)**

The Type A, D, and Z report provides a listing of all Type A, D, and Z cases, sorted by FR, with subtotals for each.

For NCVS, there is no Type D classification and thus this type of noninterview will not appear on the report.

A Type Z interview in NCVS indicates labor force items were not collected from an eligible household member.

**Type Cs and Extras
Report**

The Type Cs and Extras report provides a listing of the Control Number, Outcome Code, and Description of each Type C case accepted during the selected interview period.

Extra units—that is, unlisted living quarters associated with a sample unit discovered during the interview—are not collected in NCVS and should not appear on this report.

**Contact History
Instrument (CHI)
Reports**

The CHI reports list several categories to help determine why certain outcomes were reached. These reports are FR specific and, depending on the specific report selected, can inform of the strategies used, times and days of contacts, and any type of reluctances encountered during the contact.

**Contact History
Instrument (CHI)
Reports (continued)**

The CHI reports are as follows:

- CHI 1 – Cases Not Checked In report
- CHI 2 – Type A report
- CHI 2z – Type Z report
- CHI 3 – Type of Contact report by FS
- CHI 3 – Type of Contact report by FS/PSU
- CHI 3 – Type of Contact report by FS/ZIP
- CHI 4 – Number of Attempts report by FR
- CHI 5 – FR Contact Attempts report
- CHI 6 – Zero Attempts report

Topic 6: Clean Up Operations

Clean Up Laptops

FRs should cleanup the laptops for a particular interview period once the RO gives permission to proceed. This usually occurs a week or so after feedback for the closed out month, which is about a month and a half after close out.

For example, feedback for January begins in the month of February, and this feedback ends the first week in March. So, the FRs should cleanup the January interview period during the second week in March.

To clean-up an interview period from all NCVS FRs' laptops:

1. Click on → Operations menu → Closeout/Clean-Up sub-menu → Clean-Up Laptop activity.
2. Click "Yes" on the confirmation message to continue.
3. The following message is displayed:
"Request to start job for Laptop Clean-Up successfully submitted. This may take a few minutes."
4. Click OK.

When you select Cleanup for an interview period, a cleanup file (.clnp) is put on the server for each FR. When they pick up the .clnp file, it will remove the interview period from their laptop.

You can see the /clnp files in the Out Directory a few minutes after you click OK

This page intentionally left blank

Chapter 8: Reinterview

Chapter 8: Reinterview	8-1
Topic 1: Overview of NCVS CAPI Reinterview	8-3
Overview	8-3
Topic 2: Descriptions of Reinterview.....	8-4
Types of Reinterview	8-4
How many cases get reinterviewed?	8-4
Cases Eligible for QC	8-4
Centralized Reinterview.....	8-4
Eligible Respondents	8-5
Personal Visits	8-5
50 Mile Rule.....	8-5
Who May Conduct Reinterview	8-5
Supervisor's Responsibility	8-6
Topic 3: Sample Selection.....	8-7
The QC Sample	8-7
Supplemental Reinterview	8-8
The Supplemental QC Sample	8-8
Timing of Reinterview	8-8
Activating Inactive Cases.....	8-8
Assigning Cases	8-9
To Whom.....	8-9
Timing.....	8-9
Confidentiality	8-9
Topic 4: Laptop Operations	8-10
Location	8-10
Load Reinterview Software	8-10
Reinterviewer Transmissions	8-10
Case Management	8-10

Topic 5: Conducting the Reinterview.....	8-11
Quality Control Reinterview Instrument	8-11
Reinterview Questions for Completed Original Interviews	8-11
Interview Verification	8-11
Content Verification	8-11
Reinterview Questions for Type B or C Noninterviews	8-12
Notes	8-12
Viewing the Reinterview Notes	8-12
Reinterviewer's Manual.....	8-12
Topic 6: QC Reinterview Outcome and Action Codes	8-13
Overview	8-13
Topic 7: Falsification, Feedback, and Followup	8-17
What is Falsification?	8-17
Suspected Falsification	8-17
Reinterviewer Requirement for Suspecting Falsification	8-18
No Errors.....	8-18
Minor Errors.....	8-19
Serious Errors.....	8-19
Topic 8: Reinterview Closeout Operations	8-20
Getting Started	8-20
Resolve Missing Reinterview Cases Screen	8-20
Close Out.....	8-21

Topic 1: Overview of NCVS CAPI Reinterview

Overview

The Census Bureau and the survey sponsor, the Bureau of Justice Statistics, are committed to collecting quality data and providing accurate and reliable statistics about victims of crimes in the United States. Although most FRs conduct interviews properly and effectively, some do not follow appropriate survey procedures and others may even falsify data. For this reason, NCVS conducts Quality Control (QC) reinterview (RI). The main objective of QC RI is to detect and deter data falsification. We do this by identifying those FRs who are suspected of:

- Falsifying interview data,
- Misclassifying eligible household units as noninterviews to avoid interviewing them,
- Not following established interview procedures with respect to being polite, using laptops for personal visit interviews, and collecting household roster data.

QC reinterview is conducted in both CAPI and CATI.

Topic 2: Descriptions of Reinterview

Types of Reinterview

The primary goal of QC reinterview is to detect and discourage FR data falsification. The reinterview sample is selected at HQ right after assignments are released.

In addition to the QC reinterview selected by HQ, the RO can select FRs for supplemental QC reinterview, if they deem it necessary. The supplemental QC reinterview sample can be selected before or after assignments are released.

How many cases get reinterviewed?

Reinterview is conducted on about 2% of the NCVS workload.

Cases Eligible for QC

Cases eligible for the QC Sample include all interviewed cases, as well as Type B and Type C noninterviews.

Type A noninterviews are not eligible for reinterview.

Also not eligible are any cases conducted during an observation and cases which were reassigned to another FR.

Centralized Reinterview

All NCVS QC reinterview cases are first sent to the Tucson Contact Center (TCC) where TCC staff try to conduct QC reinterview cases on the Telephone.

If TCC is unable to make contact with a case by phone, the case is recycled to the ROs.

Cases without phone numbers are recycled to the ROs immediately.

About half of the reinterview cases recycle.

Eligible Respondents

The reinterview respondent should be the household respondent, family respondent, or sample adult respondent from the original interview (for complete original interviews or sufficient partials). If the original respondent is unavailable, the reinterview may be conducted with another knowledgeable household member who is at least 15 years of age.

Personal Visits

For cost efficiency, the first contact attempt for all reinterviews should be by phone. If no phone verification is possible, attempt to complete the reinterview by conducting a personal visit. If the household is more than 50 miles away, get supervisory approval before conducting the personal visit.

50 Mile Rule

The ‘50 Mile Rule’ states that if a household or noninterview can’t be reinterviewed by telephone and is more than 50 miles from the nearest available FR or reinterviewer, the RO may classify that case as, “Type A - RO discretion - 50 Mile Rule”.

The 50-Mile Rule is available to the ROs but not required. Because the RO is budgeted for 10 percent of their reinterview cases to be conducted by personal visit, the RO has the option to conduct these personal visits regardless of the 50 Mile Rule.

Who May Conduct Reinterview

FSs, SSFs, SSOs, supervisory survey clerks, or any member of the RO management staff may conduct NCVS QC reinterviews. The reinterviewer must be familiar with the NCVS and be trained on reinterview procedures. Additionally, the reinterviewer cannot be in the direct line of supervision of the FR being checked.

**Supervisor's
Responsibility**

The SSO has the responsibility to:

- Assign all eligible QC reinterview cases to a reinterviewer,
- Assure all eligible QC reinterview cases are assigned and transmitted to a reinterviewer. This includes monitoring recycle from CATI on a daily basis,
- Assure all eligible QC reinterviews are completed and transmitted before the closeout date,
- Flag FRs for supplemental reinterview when necessary,
- Follow up and resolve all cases suspected of falsification.

Topic 3: Sample Selection

The QC Sample

The QC reinterview uses a modified generic reinterview instrument. It uses a few questions to verify that the FR visited the household, and then it asks questions about the crimes that happened to the reinterview sample person.

Groups of FRs are selected for QC reinterview every month in a way that results in FRs being selected for QC reinterview several times a year. HQ sends a monthly list of the FRs selected for QC reinterview to the ROs prior to NCVS Interview Week. See the NCVS Monthly Calendar for the date.

The number of cases selected for each FR is determined by their interview experience.

The reinterview sample includes interviewed cases, as well as Type B and Type C noninterviews. Some selected cases become ineligible during the interview process. Ineligible cases include:

- Type A noninterviews,
- Observed cases (if the flag is set properly - see Topic 5, Observer's Instructions, in Chapter 5, Training and Observations),
- Cases that were reassigned to a different RO.

As cases are screened from reinterview during the month, you will see the reinterview workload decline in the QC progress reports.

Supplemental Reinterview

The supplemental QC reinterview is conducted with the NCVS reinterview instrument.

Supplemental QC reinterview allows the RO staff to “add” QC cases for specific FRs that are not already in QC reinterview. Additions can be made during two time frames:

- FRs added to supplemental QC reinterview **BEFORE** you release assignments – cases are selected along with regular QC and RI cases by HQ.
- FRs added to supplemental QC reinterview **AFTER** you release assignments – RO staff select the cases.

The Supplemental QC Sample

Supplemental QC reinterview additions are made in two windows of time:

- **Before** assignments are released, in which case the supplemental cases are selected by HQ along with regular QC and RI cases.
- **After** assignments are released, in which case the RO staff selects the cases.

Timing of Reinterview

Reinterview cases should be assigned as soon as possible. Reinterviews should be completed within two weeks of the original interview.

Activating Inactive Cases

All cases in the FR’s original assignment that are eligible for reinterview, but have not been selected for random or active supplemental reinterview are considered inactive supplemental cases. Additional cases may be activated if you are not sure whether to suspect falsification.

Activating Inactive Cases (continued)

Only RO management can activate inactive cases. Inactive cases should only be activated if you intend to reinterview those cases.

If an inactive case is activated, it will appear on the laptop exactly as the other reinterview cases. You must complete all cases that have been activated.

The input file for the activated cases will be transmitted to the assigned reinterviewer when he/she makes his/her reinterview transmission.

Assigning Cases**To Whom**

Once assignments for NCVS are checked in and HQ has loaded the reinterview cases into the *Reint-Status* table, ROs assign reinterview cases to reinterviewers for each assignment period. You will get the list of all possible reinterviewers. When making reinterview assignments, be aware that most of these cases will be worked in CATI. You should assume over 50% of the cases will be worked in CATI and not by your reinterviewers. Also, keep in mind that some will never be reinterviewed at all because they are ineligible.

Timing

QC cases must be sent out to the reinterviewer one to three days after the original interview, and completed within two weeks of the original interview.

Confidentiality

It is extremely important that reinterviewers and office staff understand the importance of keeping confidential the names of selected FRs and the control numbers of selected cases. Reinterview is compromised when FRs have advance knowledge that any of their cases will be reinterviewed.

Topic 4: Laptop Operations

Location

The NCVS reinterview is treated as a separate survey and thus it is not part of the NCVS survey case management system. Instead, since NCVS RI is a stand-alone survey, it has its own stand-alone application on the laptop.

Load Reinterview Software

Each person authorized to do the NCVS reinterview must have the NCVS reinterview software loaded on his/her laptop before receiving reinterview cases. All reinterviewers and office staff can pick up the reinterview instrument once it is available on the CAPI server by performing a full transmission.

Reinterviewer Transmissions

Until the first reinterview case appears in the reinterviewer's Case Management, the reinterviewer's laptop will not indicate if he/she will be receiving a reinterview assignment that week. After each transmittal, the reinterviewer should check the reinterview case management to see if he/she received any (more) reinterview cases.

Reinterviewers should also check their mail messages daily to see if the RO has sent a message alerting them of a reinterview assignment.

Case Management

Reinterview case management screens and functions are almost identical to the NCVS case management screens and functions. Information that appears on the reinterview case management will be taken from the original NCVS interview.

Topic 5: Conducting the Reinterview

Quality Control Reinterview Instrument

The questions that appear in the QC reinterview instrument largely depend on whether the original outcome was a noninterview or a completed/sufficient partial interview.

Reinterview Questions for Completed Original Interviews

The following questions will be asked for completed original interviews and sufficient partials. All automatic fills are italicized.

Interview Verification

- Did the interviewer visit in person or call on the telephone?
- Was the interviewer polite and professional?
- About how long did the interview last?
- Did the interviewer use a laptop computer? (For personal visits only)

Content Verification

The following questions are only asked when there is a response from the original interview. A subset, or possibly none, of these questions will be asked in reinterview. The instrument will display the appropriate questions.

- Is the household roster correct?
- Did the interviewer ask about work, pay, or business?

**Reinterview
Questions for Type
B or C
Noninterviews**

The reinterviewer will ask the following questions for Type B or Type C Noninterviews.

- Did an interviewer visit or call regarding (*sample address*)?
- Was the interviewer polite and professional?
- Did they use a laptop? (personal visit only)
- Confirmation of the status on interview date.

Notes

The reinterviewer should place details that will further explain the reinterview case in *RI Notes* at the end of the reinterview. This should include: the person with whom the reinterviewer spoke; what errors, if any, were discovered; if falsification was suspected, the reasons why; any other information the RI respondent provided.

**Viewing the
Reinterview Notes**

After a reinterview is completed, reinterviewers will be asked if they are ready to wrap up the case. If the answer is “No”, the reinterviewer will be able to get back in the instrument and only view the notes. Reinterviewer will then be asked if they are ready to “wrap up” the case. A case must be wrapped up to be transmitted. You can also use case management to view notes.

**Reinterviewer’s
Manual**

For more details on reinterview, refer to the NCVS-546, Reinterviewer’s Manual.

Topic 6: QC Reinterview Outcome and Action Codes

Overview

Reinterview outcome codes are separated into two groups: no suspected falsification and suspected falsification. Many of the outcome codes are the same, but the reinterview disposition code is different. Cases suspected of falsification have a reinterview disposition code greater than or equal to 060.

The tables on the next 4 pages show the outcome/action codes for the situations of **Not Suspected of Falsification** and **Suspected of Falsification**. The outcome codes in parentheses are the outcome codes if the case is a CATI case.

NOT SUSPECTED OF FALSIFICATION			
Disposition (QC Outcome Subtype)	Outcome	Action	Description
N/A	200	00	New case, not started
N/A	202	01	Accessed instrument, no interview or insufficient partial
001	201	10	Original interview or noninterview verified as correct
Type As			
003	214	21	Unable to complete, bad telephone number
013	214	21	Unable to locate
014	216	21	No one home
015	217	21	Temporarily absent
033	218	21	Refused
034	213	21	Language problem
035	218	21	Respondent can't remember
036	215	21	Insufficient partial
037	219	21	Other Type A

Type Bs (continued)			
017	226 (398)	31	Vacant, regular or seasonal
019	227 (398)	31	Vacant, storage of household furniture
020	230 (398)	31	Converted to temporary business or storage
021	231 (398)	31	Unoccupied tent or trailer site
022	234 (398)	31	HH institutionalized or temporarily ineligible
023	228 (398)	31	Unfit to be demolished
038	224 (398)	31	Entire HH under age limit
039	225 (398)	31	Temporarily occupied by persons with URE
041	233 (398)	31	Other Type B
Type Cs			
024	240 (398)	41	Demolished
025	241 (398)	41	House or trailer moved
026	243 (398)	41	Converted to permanent business or storage
027	245 (398)	41	Condemned
030	250 (398)	41	Deceased
031	251 (398)	41	Moved out of country
042	248 (398)	41	Other Type C
Type Ds			
032	360 (398)	51	HH replaced by new HH since original interview
Discrepancy Cases			
005	301 (398)	11	Discrepancy - not all questions asked in original interview
009	301 (398)	11	Discrepancy - incorrect household roster
012	301 (398)	11	Other discrepancy - no suspected falsification

RO/HQ Discretion			
029	312	21	HQ discretion - permanent (sample adjustment)
052	311	21	RO discretion - permanent (hard to interview original case)
053	312	21	RO discretion - temporary (more than 50 miles from nearest reinterviewer and no phone number)
054	312	21	RO discretion - temporary (observed during the original interview)
055	312	21	RO discretion - temporary (personal visit needed, but not authorized)
056	312	21	HQ discretion - temporary (case management, ROSCO problems)
057	312	21	RO discretion - temporary (other)

SUSPECTED FALSIFICATION			
<i>All cases with disposition codes greater than or equal to 060 are suspected of falsification (SF)</i>			
Disposition (QC Outcome Subtype)	Outcome	Action	Description
Type As			
105	214	21	Unable to complete, bad telephone number
067	214	21	Unable to locate
068	216	21	No one home
069	217	21	Temporarily absent
086	218	21	Refused
087	213	21	Language problem
089	215	21	Insufficient partial
090	219	21	Other Type A
Type Bs			
071	226 (399)	31	Vacant, regular or seasonal
073	227 (399)	31	Vacant, storage of household furniture
074	230 (399)	31	Converted to temporary business or storage
075	231 (399)	31	Unoccupied tent or trailer site
076	234 (399)	31	HH institutionalized or temporarily ineligible
077	228 (399)	31	Unfit, to be demolished
091	224 (399)	31	Entire HH under age limit
092	225 (399)	31	Temporarily occupied by persons with URE
094	233 (399)	31	Other Type B

Type Cs			
078	240 (399)	41	Demolished
079	241 (399)	41	House or trailer moved
080	243 (399)	41	Converted to permanent business or storage
081	245 (399)	41	Condemned
083	250 (399)	41	Deceased
084	251 (399)	41	Moved out of country
095	248 (399)	41	Other Type C
Type Ds			
085	360 (399)	51	HH replaced by new HH since original interview
Misclassified Cases			
096	301 (399)	11	Originally classified as a B, should have been an Interview or Type A
097	301 (399)	11	Originally classified as a C, should have been an Interview or Type A
099	301 (399)	11	Originally classified as a B, should have been a C
101	301 (399)	11	Originally classified as a C, should have been a B
103	301 (399)	11	Other misclassification - specify in the notes
Discrepancy Cases			
061	301 (399)	11	Discrepancy - incorrect household roster
062	301 (399)	11	Discrepancy - not all questions asked in interview
066	301 (399)	11	Other discrepancy - suspected falsification
112	302 (399)	11	Discrepancy – laptop not used

Topic 7: Falsification, Feedback, and Follow-up

What is Falsification?

Data falsification occurs when an FR knowingly deviates from interviewing procedures. Falsification includes any of the following:

- Making up some or all information.
- Deliberately miscoding the answer to a question to avoid follow-up questions.
- Misclassifying occupied units as Type B or Type C noninterviews to avoid interviewing (including Screened Out cases).

Suspected Falsification

There must be follow up on any cases where falsification is suspected. Reinterviewers should not be afraid to suspect falsification. It is better to suspect falsification, investigate it, and clear it, than to leave any issues unresolved.

For some discrepancies, suspected falsification is automatic.

RO management can place any interviewer in supplemental reinterview whenever a reinterviewer cannot determine whether to suspect falsification or not. Also, RO management decides whether to place that interviewer in supplemental reinterview for the next assignment period or to activate additional cases for the FR.

All cases suspected of falsification should be transmitted to the RO nightly. The RO will then fill out the automated Form 11-163, *Field Representative Data Falsification Followup and Quality Assurance Form*. For every suspected falsification case there must be an 11-163 form, even if you determine the case is a fail-to-follow procedures. See the 11-164 manual for information on filling out the form and timing.

**Suspected
Falsification
(continued)**

It is very important that action is taken on every suspected falsification case in a timely manner. If, after the initial review of the case, any possible falsification could have occurred, you must follow the proper steps listed in the ROAM, including issuing a 5-day letter and removing the laptop from the FR until the investigation is complete.

The RO may require you to check additional cases from the FR and may request assistance in completing the 11-163. **The SSO should continue monitoring the FR and the investigation until the issue is resolved.**

**Reinterviewer
Requirement for
Suspecting
Falsification**

The Demographic Statistical Methods Division (DSMD) at Census HQ requires that reinterviewers **must** suspect falsification in the following situations:

1. Respondent reports that they were not interviewed for the NCVS. In this situation, the original data could be falsified.
2. Respondent reports that no laptop was used on a personal visit interview. The integrity of the original interview is compromised when a laptop is not used, since you cannot ensure that all appropriate questions have been asked.
3. The case was incorrectly classified as a Type B or Type C noninterview when eligible respondents occupied the unit. FRs may intentionally classify sample household units as noninterviews to avoid interviewing and prevent further contact in RI.

No Errors

When there are no discrepancies discovered during reinterview, the reinterviewer should contact the FRs to commend them on a job well done.

Minor Errors

If there are minor discrepancies, the reinterviewer or the supervisor should call and discuss them with the FR. The reinterviewer should offer suggestions for correcting faulty techniques or wrong concepts.

Serious Errors

If there are indications of serious errors or possible falsification, the SSO should be the one to discuss the reinterview with the FR. In this case, the reinterviewer should not call the FR regarding reinterview or mention to the FR that he or she had been in reinterview. It is possible that the SSO may elect to put the FR in supplemental reinterview the following week(s) to resolve any questions about the quality of the FR's work.

The SSO, in consultation with the Coordinator, may elect to retrain FRs whose reinterview indicates they are having serious problems with the survey concepts, procedures, or interviews.

This may be done by a phone discussion, by special needs observation, or by having the FR attend all or part of initial training again.

Topic 8: Reinterview Closeout Operations

Getting Started

In order to closeout NCVS RI each week, the RO staff must follow-up on any outstanding cases, handle last minute technical problems, and resolve any cases in RI Supervisory Review. Your primary tool for closing out reinterview is the Resolve Missing Reinterview Cases screen.

Resolve Missing Reinterview Cases Screen

The Resolve Missing Reinterview Cases screen allows you to review RO cases that are still outstanding and take action to get them resolved. To access this screen, click on Operations → Reinterview → Resolve Missing Reinterview Cases.

The screen is very similar to the Resolve Missing Cases screen for regular NCVS interviewing. However, there is one tab on the Resolve Missing Reinterview Cases screen that is not on the Resolve Missing Cases screen. This tab is titled Cases With No Input Received. Cases under this tab were selected for reinterview but never received an input file to allow them to be released to the assigned reinterviewer. **You will not be able to closeout reinterview if cases remain on this tab.**

Check the column “Intv Checked In” to see whether the corresponding original NCVS case was received. If a “Y” appears in this column, then the original case was received and an input file should have been created. In this situation, submit a remedy ticket and notify your FLD LCSB liaison(s).

Reviewing the Missing Reinterview Input for Reinterview Cases report throughout the reinterview cycle will prevent problems at closeout due to cases appearing on this tab.

Close Out

Once all cases from the Resolve Missing Reinterview Cases screen have been accounted for, the Closeout icon will display the image of a hand. Before you click on the Closeout icon, you must make sure that all cases have been resolved. Hit the Closeout icon on or before the date specified on your NCVS Monthly Activities Calendar.

The date you closeout reinterview is used to determine when an interview period can be cleaned up. You cannot clean up an 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.

This page intentionally left blank

Chapter 9: Noninterviews

Chapter 9: Noninterviews	9-1
Topic 1: Types of Noninterviews	9-2
Overview	9-2
Introduction to Noninterviews	9-2
Type A Noninterviews	9-3
Type A – Other	9-4
Type B Noninterviews	9-4
Type B – Other	9-5
Type C Noninterviews	9-6
Type C – Other	9-7
Topic 2: Office Control of Type A Noninterviews.....	9-8
Overview	9-8
Type A – No One Home (NOH).....	9-9
Type A – Temporarily Absent	9-9
Type A – Refusal	9-9
Send Refusal Letters.....	9-10
Provide Other Assistance	9-11
When to charge Refusals to the Regional Office	9-11
Households not Interviewed for Other Reasons	9-12
Topic 3: Office Procedures for Type B Noninterviews	9-13
Overview	9-13
Topic 4: Office Procedures for Type C Noninterviews	9-14
Overview	9-14
Reinstating Type C Noninterviews	9-14

Topic 1: Types of Noninterviews

Overview

A noninterview unit is a sample unit for which an interview is not obtained. The RO staff should expect to encounter noninterviews for a variety of different reasons during the course of field operations. The specifics for each noninterview category are described throughout this chapter.

Introduction to Noninterviews

Noninterview units are classified as Type A, Type B, or Type C. There is a screen for noninterviews within the NCVS instrument. When FRs select the noninterview option, they will be asked under which type of noninterview this case should be classified. Again, the options are:

- Type A
- Type B
- Type C

Once the FR makes the selection, the self-explanatory screens take the FR through the process of entering the necessary data for the noninterview.

Each category of noninterviews is assigned a different outcome code. Once the noninterview case is transmitted to HQ by the FR, noninterviews are sent to supervisory review.

The survey supervisor should review each noninterview, as well as any FR notes, to confirm that the case has been coded correctly.

See Chapter 6 for information and instructions on how to review, reassign, and accept noninterviews through the ROSCO system.

Type A Noninterviews

Type A noninterviews refer to eligible sample units in which the occupants refuse or are not available to be interviewed. For example: temporarily absent or no one home.

FRs should not transmit a case as a Type A noninterview without supervisory approval. Supervisors need to ensure that the FR made every reasonable effort to “convert” a Type A noninterview before the FR transmits the case as a noninterview.

When the FR determines the case is a Type A noninterview and codes it as such, the instrument will take the FR directly to a screen to enter notes about the case. The survey supervisor should check that there are notes for every Type A noninterview.

On the supervisory review screen for Type A noninterviews, the supervisor will see the control number and outcome codes of newly received Type As. The outcome codes and categories are listed in the table below:

Type A Categories Outcome Codes	
Language barrier	213
Unable to locate	214
No one home (NOH)	216
Temporarily absent (TA)	217
Refused (REF)	218
Type A - Other	219

Type A – Other When you cannot interview at a unit occupied by persons eligible for interview, and the first five Type A categories do not apply, enter ‘Other-Occupied’, and specify the reason. Reasons may include: ‘Death in the family’, ‘Roads impassable’, ‘Household quarantined’, etc.

**Type B
Noninterviews**

Type B noninterviews refer to households which are not eligible for interview.

Type B noninterviews ARE reassigned in subsequent interview periods.

When the FR determines that the case is a Type B noninterview, the instrument will take the FR directly to the items to end the interview. The outcome codes and categories for Type B noninterviews are listed in the table on the following page:

Type B Categories Outcome Codes	
Temporarily occupied by URE	225
Vacant - Regular	226
Vacant - Storage of HH Furniture	227
Unfit, or to be demolished	228
Under Construction, Not ready	229
Converted to Temporary Business or Storage	230
Unoccupied Tent or Trailer Site	231
Permit Granted, Construction Not Started	232
Type B - Other	233

Type B – Other

The ‘Type B – Other’ classification is used for a housing unit that is likely to be uninhabitable and/or the residents are likely to have evacuated to unknown locations, but because of a severe disaster (flood, earthquake, tornado, fires, etc.), the FR is unable to access and confirm (in person or by telephone) the correct status during the interview period.

In cases of natural disasters, HQ notifies the ROs and TCs when it is acceptable to code cases as Type B - Other.

**Type C
Noninterviews**

Type C noninterviews refer to sample units which can no longer be lived in or, for some other reason, are out of scope for this survey.

FRs should not transmit a case as a Type C noninterview without supervisory approval. Supervisors need to ensure that the FR has verified the Type C noninterview status before the FR transmits the case as a noninterview.

When the FR determines that the case is a Type C noninterview and codes it as such, the instrument will take the FR directly to a screen to enter notes about the case. The survey supervisor should check that there are FR notes for each Type C noninterview. If the case is a Type C noninterview for a listing or coverage reason, (i.e., outside of segment, merged, etc,) the FR should detail those reasons in the NOTES section of the case.

On the supervisory review screen for Type C noninterviews, the supervisor will see the control number and outcome codes of newly received Type Cs. The outcome codes and categories are listed in the table on the following page:

Type C Categories Outcome Codes	
Demolished	240
House or Trailer Moved	241
Outside Segment	242
Converted to Permanent Business or Storage	243
Merged	244
Condemned (and Unoccupied)	245
Unused Serial Number of Listing Sheet	247
Type C - Other	248
Unlocatable Sample Address	258
Unit Does Not Exist or Unit is Out of Scope	259

Type C – Other

The “Type C - Other” is used for a housing unit that cannot be classified in any of the above categories. Some examples might be ‘duplicate listing’, ‘never living quarters’, or ‘permit abandoned’ (permit segments ONLY).

Topic 2: Office Control of Type A Noninterviews

Overview

The number of Type A noninterviews can influence the degree to which the NCVS data are representative of the entire population. People who are difficult to find at home or who resist being interviewed may be different from those who are readily interviewed. Failure to obtain interviews from such persons may introduce a serious bias into the survey.

There is no formula for keeping Type A noninterviews to a minimum. It involves the FR's ability to enlist cooperation from all kinds of people and to plan visits when people are most likely to be home. Experience has shown that Type A noninterview rates fluctuate by area and by season. Consistently low rates in some areas are a tribute to the extra effort of the office staff and FRs.

To aid the supervisory review of cases received as Type As during interview week, the ROSCO system has a daily review and resolve program for noninterviews.

Make every effort to help FRs reduce Type A noninterviews by suggesting ways to obtain an interview in each situation, and by making sure that sample units reported as Type A noninterviews are in fact Type A and not Type B or Type C noninterviews.

Following are some suggestions you can offer the FR for handling units which are tentatively classified as Type A noninterviews. Also consider that any noninterview case can be reassigned to another FR as the survey supervisor sees necessary.

Type A – No One Home (NOH)

NOH noninterviews need to be closely monitored and should be a primary concern for supervisors. There should be few NOH cases. Remind the FRs to:

- Ask neighbors, postal workers, etc. when occupants are most likely to be home, and schedule callbacks accordingly. An inquiry on the first visit can avoid unproductive callbacks when a household is temporarily absent.
- Make additional callbacks when driving near the unit on the way to and from other cases.
- Consider leaving a Request for Appointment form/card (not in the mail box) if, on the first visit to a unit, no respondent is home.
- Visit all cases as early in the interview period as possible.

Type A – Temporarily Absent

It is especially important for the FR to find out from the neighbors, relatives, or friends when a temporarily absent household will return. If the household will return before closeout, the FR should contact the household when they return.

If all members of a household are staying with friends or at a seasonal unit, have the FR attempt to find the location and/or telephone number of where the respondents can be reached. There may be another FR in or close to the area the respondents are staying who can conduct the interview before closeout.

Type A – Refusal

Check the number of refusals reported by each FR, particularly inexperienced ones. If an FR consistently reports refusals, schedule him/her for special needs observation. Perhaps he/she is giving up too easily or is not adequately explaining the survey.

**Type A – Refusal
(continued)**

Discuss refusals and offer the following suggestions:

- Explain clearly to the respondent the importance of the survey, and emphasize the confidentiality of the information.
- Be sure the household has an introductory letter. Leave other materials which explain the survey, if that would likely to help.
- Introduce yourself and explain the survey to local authorities who may receive calls from respondents inquiring about NCVS.
- Review the FR Manual for the variety of approaches to be made to respondents.

Send Refusal Letters

FRs may encounter respondents who offer resistance or who do not wish to cooperate in NCVS. In most instances, the FR can explain the purposes of the NCVS sufficiently so that he/she gains the respondent's cooperation. There are cases, however, when the FR may request a letter to be sent to a reluctant respondent. Send a letter to the respondent as soon as a new refusal is reported. Use the ROSCO NCS Respondent Letters Tracking report under Sample Control to monitor respondent letters. There are five types of letters, some of which are available in Spanish. The letters are:

- No One Home (NOH)
- Better Understanding
- Refusal
- Management
- More Information

Depending upon the Type A noninterview, as well as the location of the FR, you may also consider immediately telephoning the respondent to explain the survey and arrange an appointment for the FR.

**Send Refusal Letters
(continued)**

Personal visits require close coordination with on-going work on other surveys to minimize expenses.

Supervisors should generally plan to visit refusals which are located within a reasonable distance from where they are working. Consult with the program supervisor when arranging personal visit follow-ups, since those will incur excessive time and money.

**Provide Other
Assistance**

In multi-FR PSUs, consider reassigning refusal cases to another FR in the area. This is especially important when the FR who originally received the refusal is inexperienced. However, competence in converting refusals is best gained by experience, so make sure the inexperienced FR has attempted to convert the refusal before reassigning the case to another FR.

For particularly difficult cases, consider reassigning the case to the RO for follow-up. When a supervisor travels to an area for any reason, he or she should, if possible, take active refusal cases in that area and attempt to convert them.

**When to charge
Refusals to the
Regional Office**

Charge refusals to the Regional Office (Code A01) when they cannot be charged to the FR for any of the following reasons:

- Refusals resulting from the designation of the same unit to different samples or surveys.
- Households for which HQ, the regional director, or assistant regional director instructs the FR to discontinue attempts.

**Households not
Interviewed for
Other Reasons**

For Type A noninterviews which could not be interviewed for such reasons as impassable roads or sickness in the household (or quarantine), instruct the FR to contact the household later in the interview period. If the situation has changed, an interview may be obtained; otherwise, the case should be reported as a Type A – Other.

Topic 3: Office Procedures for Type B Noninterviews

Overview

When a unit is reported as a Type B noninterview, make sure to review the case notes first to ensure the FR marked the classification correctly. (Refer to the NCVS Interviewing Manual for specific instructions for marking each category.)

Once a case is accepted as a Type B noninterview, it will return in subsequent months as a Type B for field verification by an FR. Some Type B cases may convert back to living quarters in future months.

Topic 4: Office Procedures for Type C Noninterviews

Overview

Type C noninterviews are households which are ineligible for the NCVS sample. Once a case is accepted as a Type C noninterview, it will not return to sample.

All Type C noninterviews stop in Supervisory Review, where the supervisor must determine to accept, eliminate, or reassign them.

Reinstating Type C Noninterviews

Notify your survey liaison at FLD HQ, Labor and Crime Surveys Branch, if it is determined that a Type C noninterview case was deleted in error. The Demographic Statistical Methods Division (DSMD) can reinstate a Type C for future interview periods.

A reinstated case is displayed as a new case and will not have any dependent data previously collected for the case.

Chapter 10: Security

Chapter 10: Security	10-1
Topic 1: Security	10-2
Overview	10-2
Computer Security Act of 1987	10-2
Computers and Confidentiality	10-2
Regional Responsibility	10-3
Data Security	10-4
Environmental Security	10-4
Physical Security	10-4
Computer-Generated Materials	10-5
Software Security	10-5
Passwords	10-5
Selecting a Password	10-5
Protecting Passwords	10-6
Sign-on Attempts	10-6
Unauthorized Software	10-6
Alteration of Authorized Software	10-7
Topic 2: Personally Identifiable Information	10-8
Overview	10-8
Notification Procedures for Loss of PII	10-8

Topic 1: Security

Overview

This Chapter outlines policies, procedures, and guidelines for the implementation and maintenance of Field Division security for the Regional Offices and for individual Field Representatives (FRs). It is consistent with the requirements of the Computer Security Act of 1987, OMB Circular A-130 (Management of Federal Information Resources) and all existing Federal regulations, policies, procedures and standards.

Computer Security Act of 1987

The Authority for the security regulations of the Census Bureau is based on the Computer Security Act of 1987 – P.L. 100-235. This law requires each Federal Agency to identify which of its computer systems have sensitive information and establish a plan for maintaining the security and privacy of such information, compatible with the magnitude of harm resulting from loss, misuse, or unauthorized access of the information. The law also requires training for persons who manage or operate Federal computer systems. It is the intention of Field Division to carry out this law by requiring all employees to comply with the practical procedures found in this Chapter.

Computers and Confidentiality

Respondents and employees may have concerns about the confidentiality and protection of data when information is stored and transmitted by computers. Here are some issues that RO and field personnel should be aware of:

Computers and Confidentiality (continued)

- Confidential information can be better protected inside a computer than on paper forms, since a password is required to enter the computer program and access the files.
- Census Bureau policy prohibits employees from using their computers for non-work activities or permitting anyone else to use their computers for any purpose.
- The data from all interviews done in one day are combined into a single compact file which is transmitted as a continuous stream of data, not as individual cases.
- The interview data pass over the cable, telephone, and wireless lines in a form that makes it difficult to identify the data items, even if a transmission were somehow intercepted.
- Access to Census Bureau central computers by hackers is prevented by using secure cable, telephone, and wireless lines to connect the ROs with HQ, and by receiving transmissions from FRs on a group of small computers that are isolated from the Census Bureau's main network.

Regional Responsibility

The Assistant Regional Director (ARD) is responsible for overall security within the RO. Regional Offices must implement computer related security procedures and report the status of operations and any problems to the ARD.

The operational monitoring of security comes under the jurisdiction of the Survey Supervisor. Each Survey Supervisor is responsible for security in his/her area and will establish and monitor security procedures.

The regional office computer specialist, automation coordinator, supervisor, or other knowledgeable person must train all appropriate personnel on computer security matters.

Data Security

The information stored on the PC or laptop is of critical value to the Census Bureau. It is important for all personnel to remember the following points:

- The security and maintenance of the data are vital to the success of the NCVS CAPI system.
- The data must not be lost, stolen, or damaged.
- It is important to protect the data from hardware and software failures, catastrophes, vandals, and persons who would misuse the data.

Environmental Security

Environmental security requires measures for the protection of the structures housing the computer, related equipment, and their contents from damage by accident, fire, and environmental hazards.

Each RO should make a detailed list of the contacts for service of support equipment. This includes HVAC unit service, building service, and electrical service. Post the list in a conspicuous place in the computer area.

FRs and Regional personnel should refrain from smoking, drinking or eating in areas close to any computer and should exercise caution, especially in the field, not to operate equipment under hazardous conditions.

Physical Security

Physical Security refers to the safeguarding of agency equipment and materials from theft, vandalism, and unauthorized use. Such equipment and materials include computers, modems, disks, and printouts.

In the RO, physical security involves the use of locks, guards, badges, and similar administrative measures to control access to the computers and related equipment. Physical Security in the field requires FRs to exercise proper care to protect Bureau property, especially from theft and unauthorized use.

Computer-Generated Materials

Computer printouts and drafts containing sensitive information, such as payroll data or respondent addresses must be held in a secure location. This also includes printouts of system information.

Dispose of these materials in a manner appropriate to their sensitivity. Sensitive Field and RO materials should be held in the office in separate containers until instructions are given for shredding, incineration, or other disposal methods. The survey supervisor will instruct the FRs regarding the proper mode of disposal.

The ARD may authorize local disposal of confidential materials for the RO and field personnel. In this case, an employee with security clearance will accompany the material and witness the destruction.

Software Security

Bureau computers must not be used for any purposes other than official business. Employees may not use, or allow others to use, agency equipment and materials for personal work or play.

Passwords

Passwords are the most common means of verifying an authorized user's identity and are an important method of protecting computer data. Passwords are required for any on-line access to computers and occasionally for access to particular files.

Selecting a Password

In most cases, passwords may consist of any combination of letters and numbers as long as the total number of characters equals twelve. An ideal password is an obscure mixture of numbers and letters, but fragments of several words or one badly misspelled word may also be used. One might, for example, think of an unusual word, then misspell it or rearrange the letters, and finally throw in a digit or two someplace.

Do not use common English words.

**Selecting a Password
(continued)**

Laptop users are required to change their password on a regular basis.

Protecting Passwords

Intruders can easily circumvent the protection afforded by passwords if users do not take basic precautions to safeguard passwords.

Have users memorize passwords. It is against Bureau regulations to write down a computer password. Users must remember passwords reliably.

If an RO password is forgotten, the ROCS will need to provide assistance.

Sign-on Attempts

Access procedures will allow only a limited number of sign-on attempts before stopping further use of the log-on. The number of sign-on attempts allowed may vary with the degree of security required. In general, Field Division allows three attempts.

Unauthorized Software

Users must not add any unauthorized software to the hard drive, or download or run from a disk any software not provided to them by the Census Bureau.

The use of any unauthorized software on a computer introduces the risk of contamination by a virus—a computer program that damages or writes over other files.

Use of unauthorized software may take up working memory needed for official work, which can directly interfere with the operation of official software.

**Alteration of
Authorized Software**

Computer-assisted data collection and management requires uniform materials and procedures. Users should not attempt to make any changes to existing software on computers. Users must never alter any programs or files in an attempt to make the software operate differently. Such alterations defeat the uniformity that operations require and make it difficult or impossible to provide technical support.

Topic 2: Personally Identifiable Information

Overview

Personally Identifiable Information (PII) is any information about an individual maintained by an agency, including, but not limited to, education, financial transactions, medical history, and criminal or employment history and information which can be used to distinguish or trace an individual's identity, such as their name, social security number, date and place of birth, mother's maiden name, biometric records, etc., including other personal information which is linked or linkable to an individual.

Below is a list of Devices and Forms that may potentially contain PII:

- Laptop Computers
- Memory Keys (flash drives, thumb drives, memory sticks)
- CDs and DVDs
- CAPI-35 assignment sheets

Notification Procedures for Loss of PII

Within ONE HOUR of loss or suspected loss of PII, the BOC Computer Incident Response Team (CIRT) must be notified by calling (877) 343-2010. Please provide the CIRT with the following information:

- Employee name and phone number(s)
- Regional Office name
- Date and Time of incident
- Device or Item that was lost or stolen
- Description of what happened
- Are the data encrypted?
- Is the device password protected?

**Notification
Procedures for Loss
of PII (continued)**

In addition to reporting to the CIRT, notify the local law enforcement and obtain a police report. For more information on the security of PII information, please refer to the 11-2 (WIN) Regional Office Laptop Control Manual.

This page intentionally left blank

13. NCVS-541 Reinterview Instrument Screen

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*)

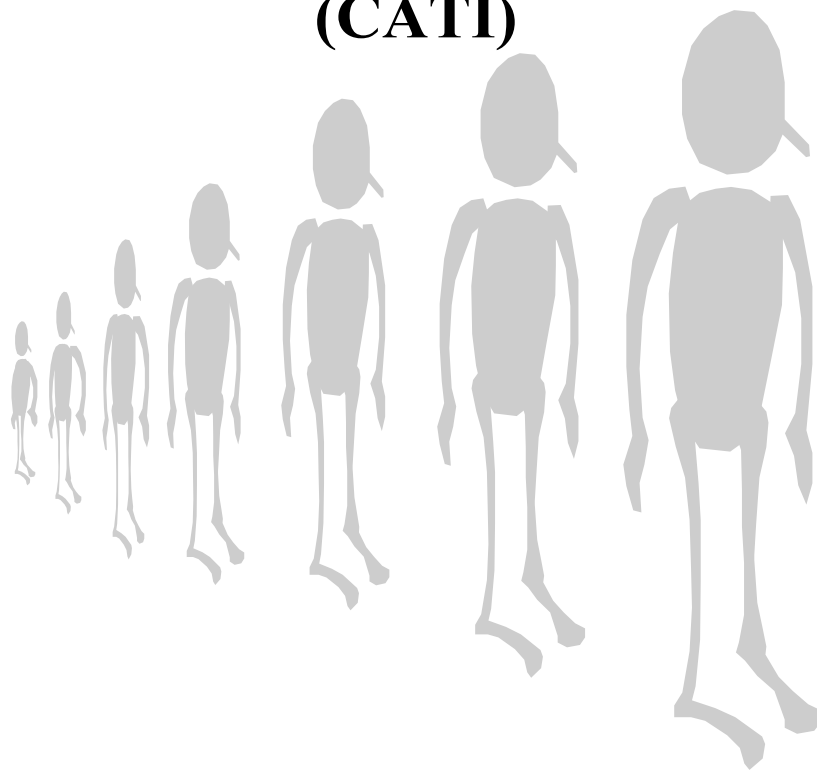
III. Back

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.

14. 11-170 NCVS Reinterview CATI Training Guide

Form 11-170
January 2025

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.

Table of Contents

About this training	About-i
Introduction	About-i
Required materials	About-i
Instructor preparation	About-i
Room set-up	About-ii
Instructional strategies	About-ii
Classroom training techniques	About-iii
Unit 1 – Introductions, NCVS Overview, and Quality Assurance	1-1
Welcome	1-2
Training Objectives	1-3
Participant Introductions	1-4
NCVS Overview	1-5
Quality Assurance	1-8
Unit 2 – NCVS RI Case Types and Outcome Codes	2-1
What is Reinterview (RI)?	2-2
Cases Selected for Reinterview	2-3
Type A and Type B Noninterviews	2-4
Type C and Type D Noninterviews	2-7
Cases Eligible for Reinterview	2-9

Table of Contents

Unit 2 – NCVS Reinterview, continued

Reinterview Outcome Codes	2-12
Unit 2 Knowledge Check.....	2-14
Unit 2 Knowledge Check Answer Key	2-15

Unit 3 – NCVS RI Instrument 3-1

NCVS RI Instrument.....	3-2
Front of the Instrument	3-3
Middle of the Instrument	3-4
Back of the Instrument.....	3-5
Preview of Instrument Main Screens.....	3-6
Unit 3 Knowledge Check.....	3-16
Unit 3 Knowledge Check Answer Key	3-17

Unit 4 – Discrepancies and Finding Errors 4-1

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

Table of Contents

Unit 5 – Data Falsification.....	5-1
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
FALSIF Pop-up Box.....	5-9
Using RI Notes.....	5-10
Required RI Notes	5-11
Unit 5 Review Activity	5-14
Unit 6 – Walk-through Reinterviews	6-1
Reinterview Walk-throughs	6-2
Unit 7 – Reinterview Noninterviews.....	7-1
Noninterview in RI.....	7-2
Type A Noninterviews.....	7-2
Type B and C Noninterviews	7-4
Type D Noninterviews.....	7-6
Unit 7 Knowledge Check.....	7-10
Unit 7 Knowledge Check Answer Key	7-11

Table of Contents

Unit 8 – Paired-Practice Reinterviews	8-1
Paired-Practice Reinterviews	8-2
Case ID 37 – Control Number 02880092J22000711	8-4
Case ID 35 – Control Number 02880092J20001811	8-6
Case ID 8 – Control Number 02880092J20003011	8-8
Case ID 58 – Control Number 02880083J21001411	8-10

About this Training

Introduction

This instructor's guide provides all of the information needed to conduct the National Crime Victimization Survey (NCVS) CATI Reinterviewer training. The goal of this training is to provide reinterviewers with the skills they need to conduct NCVS reinterviews efficiently and effectively. The course PowerPoint slides and exercises are included in this guide.

The training lasts approximately five hours and includes a 15-minute break. The instructor will designate the time for the 15-minute break.

Required materials

Be sure that you have all of the following required materials before class.

- Form 11-170 – National Crime Victimization Survey Quality Control Reinterview Computer-Assisted Telephone Interviewing Reinterviewer Training Guide (this Training Guide), January 2025
- Form 11-171 – National Crime Victimization Survey Quality Control Reinterview Computer-Assisted Telephone Interviewing Reinterviewer Training Workbook, January 2025
- 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

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

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

- Provide Case IDs for each training participant.

You are responsible for providing the training participants with their equivalent Case ID numbers they will use for practice exercises. Be sure to have a list of these numbers before training begins and give each participant the numbers that are needed for each training unit.

- Answering questions.

If you do not know the answer to a question, refer to your materials and, if the subject is not covered in your materials, tell the class you will speak to your sponsor and get the answer to the question. Once you get the answer, be sure to let the class know.

- Limit class discussions.

Class participation is a key to effective training, but must be used wisely. For example, if a participant's question relates to a topic that will be covered later, tell him or her that you will cover the topic later in the training. If a discussion takes longer than anticipated, tell the participant to see you during the break or after class.

Remember, you must cover all of the material in the training guide within the allotted time.

- Encourage all training participants.

Do not always call on the same eager participants. Attempt to bring all participants into discussions. Be tactful when a participant gives an incorrect answer; try to lead him or her to the correct answer. **Always treat the training participants with courtesy and respect.**

Unit 1: Introductions, NCVS Overview, and Quality Assurance

Objectives

At the conclusion of this unit, participants will:

- Know the objectives of the training.
- Have basic information about the National Crime Victimization Survey (NCVS).
- Know about Quality Assurance.

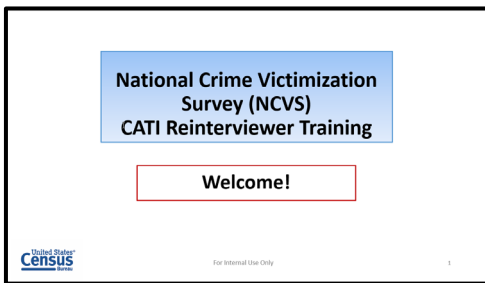
Presenter's outline

Welcome	1-2
Training Objectives	1-3
Participant Introductions	1-4
NCVS Overview	1-5
Quality Assurance	1-8

Required materials

- Computer and projection system
- PowerPoint slides
- Form 11-171 – National Crime Victimization Survey Quality Control Reinterview Computer-Assisted Telephone Interviewing Reinterviewer Training Workbook, January 2025

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.)

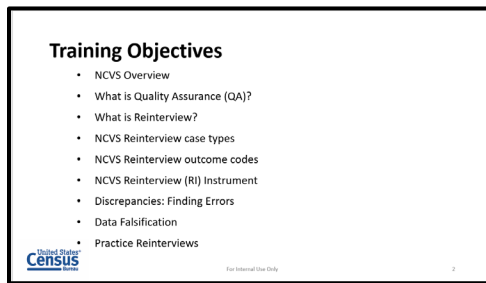
Welcome to the National Crime Victimization Survey CATI Reinterviewer classroom training! Throughout this training, I’ll often refer to the National Crime Victimization Survey Reinterview as “NCVS RI.”

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

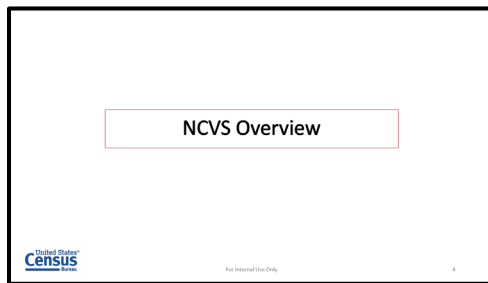
(Show the “Introductions” slide. Read the following text to the participants.)

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 collects respondents' opinions about community safety and their local police, regardless of their victimization status.

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

Unit 1: Introductions, NCVS Overview, and Quality Assurance

by that crime, but also tells us about the impact crime has on victims. The NCVS measures crimes both reported and not reported to police.

(Pause.)

The Census Bureau administers the NCVS to persons 12 years of age or older using a scientifically selected sample of households in all 50 states and the District of Columbia. Every 6 months, thousands of housing units and other living quarters, such as college dormitories and religious group dwellings, are designated for sample. Each selected address is interviewed once every 6 months over a 3-year period for a total of 7 interviews. Since addresses are selected for the sample and not the people in the household themselves, if a family moves away while the address is still in the sample, the new family that moves into the housing unit will be interviewed.

Every eligible person in the household is interviewed for the NCVS. People who are ineligible to be interviewed include: crewmembers of merchant vessels, armed forces personnel living in military barracks, and persons living in institutions, such as correctional facilities and hospitals.

The NCVS is a completely computerized survey and is administered by Census Bureau field representatives across the country through both personal and telephone interviews. The first interview with a household is always conducted in person. Whenever possible, subsequent NCVS interviews are conducted by telephone.

(Pause.)

Unit 1: Introductions, NCVS Overview, and Quality Assurance

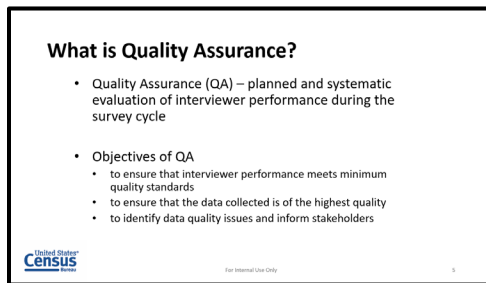
The NCVS begins by building a roster of people who usually live at the household or by confirming the status of the household if it is unoccupied. We collect names, ages, birth dates, relationships, sex, race, Hispanic origin, and marital status. We then ask a series of questions on participation in the military and educational attainment. After a roster with demographics is established, we then ask questions to determine whether any of the household members were victimized by crime during the 6-month reference period. These questions are referred to as the screening portion of the NCVS. This portion of the NCVS is designed to give each respondent every opportunity to remember any crime incidents that occurred during the 6-month reference period. We then collect detailed information about each reported incidence of crime that occurred to get a clear picture of what happened during the incident. These questions are referred to as the incident report items of the NCVS instrument.

Examples of some of the questions the NCVS asks are shown on pages 1-4 through 1-6 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?

Unit 1: Introductions, NCVS Overview, and 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

Objectives

At the conclusion of this unit, the training participants will learn about the cases that are eligible for NCVS Reinterview and the reinterview outcome codes.

Presenter's outline

What is Reinterview (RI)?	2-2
Cases Selected for Reinterview	2-3
Type A and Type B Noninterviews.....	2-4
Type C and Type D Noninterviews.....	2-7
Cases Eligible for Reinterview	2-9
Reinterview Outcome Codes	2-12
Unit 2 Knowledge Check.....	2-14
Unit 2 Knowledge Check Answer Key	2-15

Required materials

- Computer and projection system
- PowerPoint slides
- Form 11-171 – National Crime Victimization Survey Quality Control
Reinterview Computer-Assisted Telephone Interviewing Reinterviewer
Training Workbook, January 2025

Unit 2: NCVS RI Case Types and Outcome Codes

What is Reinterview?

- Reinterview is a QA tool used to measure and control errors in the information collected
- Second contact with a subset of households originally interviewed
- Goals of reinterview include:
 - detecting and deterring data falsification
 - monitoring interviewer performance



For Internal Use Only

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, which 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

Cases Selected for Reinterview

- Random reinterview cases are selected randomly based on the interviewer and assignment period
- The RO may also place an interviewer in supplemental reinterview
- Recommended method of contact for reinterview is telephone
- Uses a CATI instrument

United States Census Bureau

For Internal Use Only

7

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

Type A and B Noninterviews

- **Type A noninterview:** cases where the unit is occupied but unable or unwilling to complete the interview (example: refused)
- **Type B noninterview:** cases where the unit either has the potential to be occupied, but is not, or is occupied, but does not meet eligibility requirements (example: vacant)



United States Census Bureau

For Internal Use Only

Type A and Type B Noninterviews

(Show the “Type 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

Unit 2: NCVS RI Case Types and Outcome Codes

is occupied but unwilling or unable to complete the interview.

Example: Refusal)

A “refusal” is an example of a Type A noninterview.

Notice there are also checkmarks under the “When Can It Happen?” –

“Production” and “RI Case Status” sub-columns. These checkmarks mean that you can get a Type A noninterview for the case you are working in Production, and you can also get a Type A noninterview for a case you are working in RI. The “X” in the “Eligible for RI” sub-column means that a Type A is not eligible for reinterview. So, you will *never* attempt to do a reinterview on something in Production like “No one home” because if we never reached the respondents, how can we reinterview them? But, you *can* get a Type A outcome in RI because a respondent could refuse to do the reinterview after having participated in the production interview.

Does everyone understand?

(Answer questions.)

Next is the Type B noninterview. Type B noninterview cases are cases where the unit either has the potential to be occupied but is not occupied, or the unit *is* occupied but it does not meet housing unit eligibility requirements. For NCVS, this would be the whole household is occupied by people with a usual residence elsewhere or in the military.

On the chart, there’s an “X” under the “Occupied?” sub-column, which means that units that are Type B cases are not occupied. A good example of a Type B is a vacant unit.

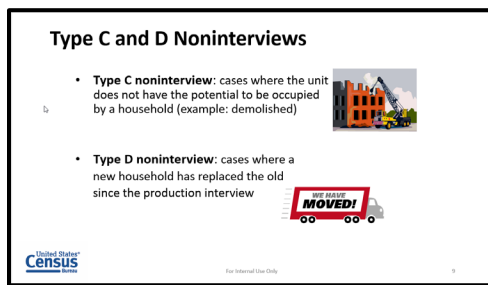
Unit 2: NCVS RI Case Types and Outcome Codes

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



Type C and Type D Noninterviews

(Show the “Type C and D Noninterviews” slide. Read the following text to the participants.)

Type C noninterviews are those where the unit *does not* have the potential to be occupied by a household. An example of a Type C noninterview would be a case where the unit is “demolished.” There is no housing unit and it cannot be occupied as indicated by an “X” in the “Housing Unit?” and “Occupied?” sub-columns. Like the Type B noninterview, the checkmarks in the “Production,” “Eligible for RI,” and “RI Case Status” sub-columns mean you can get a Type C noninterview for the case worked in Production. A Type C is also eligible for reinterview *and* you can get a Type C for a case you are working in RI.

(Pause.)

Finally, there’s the Type D noninterview, which applies to cases where the old household has moved and has been replaced by a new household since the production interview. An example of a Type D noninterview would be if the Jones family moved out and the Smith family now occupies the unit. For the NCVS, Type D noninterviews can only happen in Reinterview. This is because NCVS scientifically selects addresses, not the people in the household themselves, for the survey. The new family now occupying the unit would be interviewed in

Unit 2: NCVS RI Case Types and Outcome Codes

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.

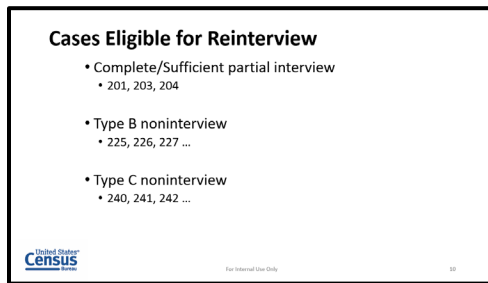
Checkmarks in the “Housing Unit?” and “Occupied?” sub-columns show that it is a housing unit and occupied. The difference from the “Interview” row is that the people occupying the housing unit have changed.

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



Cases Eligible for Reinterview

(Show the “Cases Eligible for Reinterview” slide. Read the following text to the participants.)

Now let’s focus on the Production case types that are eligible for reinterview. Please turn to the “NCVS Production Outcome Codes Eligible for Reinterview” table on page 2-8 in your workbook.

(Allow time.)

These are the field outcome codes for the *Production* instrument. These outcomes are categorized into the types and are only for those field cases that are eligible to be reinterviewed. In addition to other information that is passed from the production interview to the reinterview instrument, these outcome codes allow you to conduct the proper RI for each case.

The table has two columns – the Outcome Code and the Description of the Outcome Code. First on the chart are the “201”, “203”, and “204” Complete and Sufficient partial interview outcome codes. Can someone please read the descriptions of the “201”, “203”, and “204” outcomes for us?

(Select a volunteer. Allow time. Volunteer should read the following:

201 Completed interview

Unit 2: NCVS RI Case Types and Outcome Codes

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

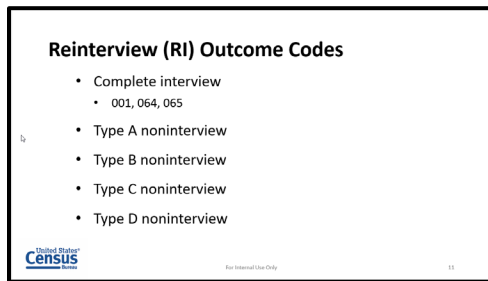
Unit 2: NCVS RI Case Types and Outcome Codes

again in future months, and we don't want to lose any sample permanently if it should have been a housing unit.

Take a minute now and look over the Type C outcome code descriptions.

(Allow time.)

Unit 2: NCVS RI Case Types and Outcome Codes



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

Unit 2: NCVS RI Case Types and Outcome Codes

Code and Disposition Code combination set for the case. The answers you collect in the reinterview will also set the Outcome Code and RI Disposition code. The lower Outcome Code goes with the lower RI Disposition Code and is not suspected of falsification. The higher Outcome Code goes with the higher RI Disposition Code and is suspected of falsification. For example, under misclassified cases – the third line – “Originally classified as a Type B, should have been a Type C,” the “064” Outcome Code goes with the “046” in the RI Disposition column. The “064” Outcome Code and the corresponding “046” RI Disposition code will appear on the last screen of the instrument before you exit. For this combination, falsification is not suspected because “046” is less than “060”.

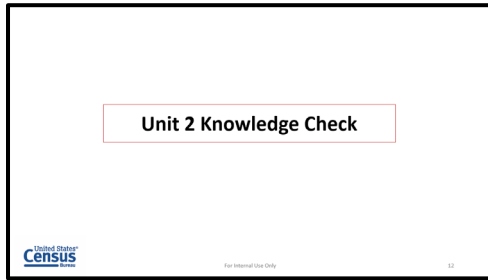
On that same line, when “065” and “099” are a pair, falsification is suspected because “099” is greater than “060”. You don’t need to memorize these, but it will help to look at the outcome and disposition code at the end of the interview before exiting to make sure you coded everything correctly.

If a line only has one number in the RI Disposition column, it means that falsification is automatically set as suspected or not. An example is “065” – Discrepancy – Laptop not used. This is always suspected of falsification.

Are there any questions about the NCVS RI Outcomes Codes?

(Answer questions.)

Unit 2: NCVS RI Case Types and Outcome Codes



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

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

Notes

Unit 3: NCVS RI Instrument

Objectives

At the conclusion of this unit, the training participants will have received an overview about NCVS Reinterview instrument.

Presenter's outline

NCVS RI Instrument.....	3-2
Front of the Instrument.....	3-3
Middle of the Instrument	3-4
Back of the Instrument.....	3-5
Preview of Instrument Main Screens.....	3-6
Unit 3 Knowledge Check.....	3-16
Unit 3 Knowledge Check Answer Key.....	3-17

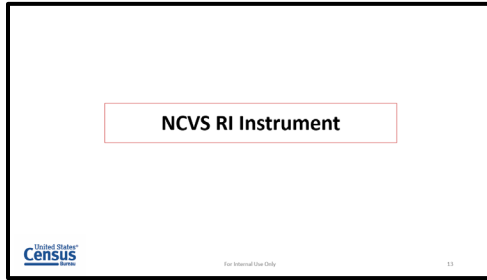
Required materials

- Computer and projection system
- PowerPoint slides
- Form 11-171 – National Crime Victimization Survey Quality Control
Reinterview Computer-Assisted Telephone Interviewing Reinterviewer
Training Workbook, January 2025

Note for the Presenter

The training participants will need their case number equivalents for Case ID 48 for this training unit. Units for this training package are duplicated in 100s. So 48, 148, 248, etc. are all the same case.

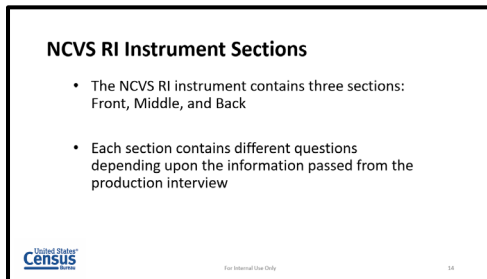
Unit 3: NCVS RI Instrument



NCVS RI Instrument

(Show the “NCVS RI Instrument” slide. Read the following text to the participants.)

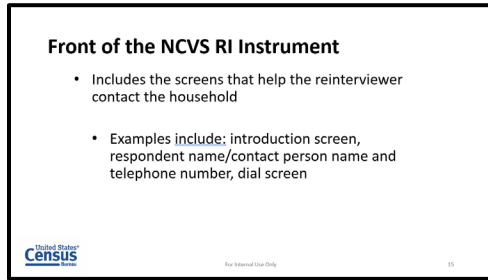
Information is passed to the RI instrument from the production interview. Based on that information, the RI instrument displays the proper interview questions for the reinterviewer.



(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



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

One thing that may be different is that you may have more than one phone number 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 to be contacted at one of the other numbers.

(Pause.)

Middle of the NCVS RI Instrument

- Includes screens specific to NCVS to verify household crime and personal crime questions were asked during the original interview
- The number and types of screens that appear depend upon the information passed from the production instrument to the RI instrument
 - For example: verification of demographic and household characteristics

United States Census Bureau

For Interviewer Use Only

16

Middle of the Instrument

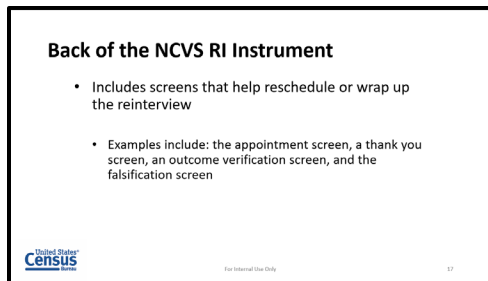
(Show the “Middle of the NCVS RI Instrument” slide. Read the following text to the participants.)

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 if specific questions were asked.

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.

Unit 3: NCVS RI Instrument

Questions that appear in the middle of the instrument are from the following areas: interview verification, household roster, and demographic characteristic verification (such as age, race, etc.). There are also questions verifying that both household and personal crime questions were asked of the respondent during the original interview.



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.

Unit 3: NCVS RI Instrument

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 3-4 in your workbook. Follow steps 1 through 5 and stop when you reach the Dial Screen.

(Allow time. Make sure they select the proper survey id for your Telephone Center. Be sure training participants have the proper Case ID 48 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 3-5 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 48 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.

Unit 3: NCVS RI Instrument

1. Click on “2. Go to Dial” under the Navigation section of the screen.
2. On the “Dial” screen, click on the radio button for the respondent’s phone number.

Remember I mentioned earlier to use the *first* phone number listed, unless case notes suggested that one of the other numbers would be more successful.

Let’s continue.

3. Click “3. Dial Selected Number” under the Navigation section of the screen.
4. On the “Dial Outcome” screen, click “9. Start Interview” under the “Record Your Dial Attempt” section of the screen.

Everyone should be on the HELLO_TC_CT screen. Please wait here until we are all together.

(Walk around to make sure everyone is on the HELLO_TC_CT screen.)

This is the first screen in the instrument. Remember that the front of the instrument includes the introduction and the respondent or contact person’s name.

HELLO_TC_CT is the first of the introduction screens at the front of the instrument. It appears the first time the household is contacted, and it asks if you are speaking to a specific person. The name that appears is the household respondent from the NCVS Production interview. For this case, that respondent is Sue Doe.

Unit 3: NCVS RI Instrument

Let's assume that Sue answers the phone. We'll select option 1 on this screen.

Screen	Selection/Action
HELLO_TC_CT	1. Correct Person
(Interrupt and say) INTRO_TC_CT is the second introduction screen. On this screen, you thank the respondents for their participation in the NCVS survey, inform them that you are conducting a short quality check to ensure the original interviewer followed the correct procedures, and verify the respondent's address. We'll assume that the respondent has verified the address is correct and select "1" on this screen.	
Screen	Selection/Action
INTRO_TC_CT	1. Yes
(Interrupt and say) The INTROB_RI_CT screen notifies the household respondent that the interview may be recorded for quality control purposes. If the person agrees to be recorded, you enter "1" to proceed with the interview. However, on rare occasions when a respondent refuses to be recorded, you will enter 3 and stop recording. You should be familiar with this screen from other surveys. Enter 1 to continue.	
Screen	Selection/Action
INTROB_RI_CT	1. Yes
(Interrupt and say) The RIRESP screen marks the middle of the instrument. This is the first of the screens where we are checking that the interviewer in Production followed	

Unit 3: NCVS RI Instrument

procedures. This is the household roster for Case 48. 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 Sue Doe, so enter 1.

Screen	Selection/Action
RIRESP	Enter 1

(Interrupt and say)

First, we confirm that they did in fact contact the respondent for *this assignment period* around the date mentioned. It's important to clarify if there is any confusion. Remember NCVS is a longitudinal survey, and the respondent may have been contacted or visited many times in previous months. Sue confirms she was visited, so we'll enter 1.

Screen	Selection/Action
CONTACT_C	1. Yes

(Interrupt and say.)

This screen confirms how the interview was conducted. Again, we are interested in the interview for *this assignment period*. You are also trying to record the mode of the actual interview. Often times, the contacts may be both Telephone and Personal visit as they try to reach the respondent, but you are interested in how **the interview** was done. Most of the time you should pick either 1 or 2. We will say Sue was visited and enter 1.

Screen	Selection/Action
ORMODE	1. Personal Visit Only

(Interrupt and say.)

This screen is asking if they felt the interviewer was polite. You should always

Unit 3: NCVS RI Instrument

enter how the respondent answers. The respondent says the interviewer was polite, so select “1.”	
Screen	Selection/Action
POLITE	1. Yes
(Interrupt and say) At this point, you will ask the respondent about the length of the production interview. Most of the time the NCVS interview takes about 36 minutes. Due to the supplements and the variation of the households, the interview time may be longer. Again, enter what they provide with no probing. Sue says the interview was 45 minutes, so enter 0 for the hours and 45 for the minutes.	
Screen	Selection/Action
LENGTH_H	Enter 0
LENGTH_M	Enter 45
(Interrupt and say) Enter 1 to indicate that the interviewer used a laptop to conduct the interview.	
Screen	Selection/Action
LAPTOP	1. Yes
(Interrupt and say) Now we are moving into the questions that check the data quality. The next two questions confirm if the roster is correct. ROSTER_1 confirms that no one extra is on the roster. Sue says everything is correct, so let’s enter 1 for this ROSTER_1 verification screen.	

Unit 3: NCVS RI Instrument

Screen	Selection/Action
ROSTER_1	1. Yes
(Interrupt and say) ROSTER_3 confirms there isn't anyone who needs to be added to the roster. Sue says the roster is correct. Enter 2.	
Screen	Selection/Action
ROSTER_3	2. No
(Interrupt and say) The next set of questions verify the respondent's demographic characteristics. The questions change based on what they reported in the production interview and are tailored to the person and their situation. This screen inquires about whether the production interviewer collected Sue's age correctly. The respondent answers "Yes," so select option 1.	
Screen	Selection/Action
AGE_CHECK	1. Yes
(Interrupt and say) This RACE screen is on path because Sue's race was not collected in the production interview. If the respondent's race had been recorded during the production interview, then RACE_VER (to verify race) would have been asked. The respondent answers "White," so select option 1. We'll also select "Yes" on the next screen verifying that Sue's Hispanic origin was collected correctly at the time of the production interview.	
Screen	Selection/Action
RACE	1. White

Unit 3: NCVS RI Instrument

ORIGIN_VER	1. Yes
(Interrupt and say) Next, we move on to questions that check that the respondent was asked questions specific to NCVS. This screen allows you to inform the respondent that you are going to ask few questions to verify the survey was conducted correctly. Enter 1 to continue.	
Screen	Selection/Action
RI_INTROSURVEY	1. Enter 1 to Continue
(Interrupt and say) The first survey content question, RI_THEFT, asks whether the interviewer asked the respondent if something was stolen from her. Sue answers “Yes”, so we’ll select “Yes” on this screen.	
Screen	Selection/Action
RI_THEFT	1. Yes
(Interrupt and say) RI_MV_OWNVEHICLE asks if anyone in the household has owned a motor vehicle in the past 6 months. Sue says ”Yes”, so Enter 1.	
Screen	Selection/Action
RI_MV_OWNVEHICLE	1. Yes
(Interrupt and say) The next two questions, RI_MV_THEFT and RI_MVP_PARTS_GAS, are only on path if the respondent answers yes to owning a motor vehicle. RI_MV_THEFT asks if the interviewer asked the respondent if anyone has stolen a vehicle or used it without permission. RI_MV_PARTS_GAS asks if	

Unit 3: NCVS RI Instrument

the interviewer asked if anyone stole vehicle parts or gas from a vehicle. Sue confirms the interviewer asked her both questions, so we'll select "Yes" on the next two screens.

Screen	Selection/Action
RI_MV_THEFT	1. Yes
RI_MVP_PARTS_GAS	1. Yes

(Interrupt and say)

We continue on the next few screens confirming the interviewer asked the respondent a few more crime victimization questions during the production interview. We're assuming Sue's interview was conducted correctly, and she was asked all NCVS survey questions, so we'll select "Yes" on the next few screens.

Screen	Selection/Action
RI_BREAKIN	1. Yes
RI_V_PROPERTY	1. Yes
RI_V_INJUREKILLANIMAL	1. Yes
RI_ATTACK	1. Yes
RI_THREAT	1. Yes
RI_SA_UNWANTEDCONTACT	1. Yes
RI_CAOTHERCRIME	1. Yes

(Interrupt and say)

We've now arrived at the back of the RI instrument. This THANK_YOU screen begins the reinterview wrap up by thanking the respondent for their help and cooperation. While you *are not* done with the reinterview case, you are

Unit 3: NCVS RI Instrument

done with the interview. Hang up with the respondent.

Enter 1 to continue.

Screen	Selection/Action
THANK_YOU	1. Continue
(Interrupt and say) You are now at the two screens where <u>you</u> will need to make a determination about the Production case. The first thing you will do is determine if the type and outcome code for the Production case is correct. You do this on the RI_OUTCM screen. The top of this RI_OUTCM screen shows the original interview date and outcome. As we discussed earlier, it's important that you select the correct option on this screen, because an incorrect selection will result in an incorrect discrepancy on the next FALSIF screen. In this case, the RI respondent said they were contacted and were asked questions. So, we will answer "Yes" to verify that the original outcome is correct. We'll talk about discrepancies and finding errors in the status in the next chapter.	
Screen	Selection/Action
RI_OUTCM	1. Yes
(Interrupt and say.) This is the suspected falsification screen also known as the FALSIF screen. Here is where you decide if you suspect falsification. Later in the training, we'll take a closer look at determining suspected falsification, but for now we	

Unit 3: NCVS RI Instrument

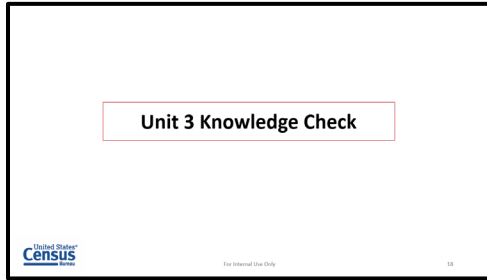
have no discrepancies so we will select option 2 for “No.”	
Screen	Selection/Action
FALSIF	2. No
(Interrupt and say) Select 1 to continue on this READYWRAP screen.	
Screen	Selection/Action
READYWRAP	1. Continue
(Interrupt and say) This final screen marks the end of the reinterview. It shows an outcome code and outcome subtype of 001 for this case. Please turn to the “NCVS Reinterview Outcome Codes” table on page 2-10 in your workbooks. (Allow time.) As the table shows, an outcome code of “001” means the original interview or noninterview is verified as correct. Enter 1 to continue.	
Screen	Selection/Action
Show_Ctrl	1. Enter 1 to Continue.

Now you will enter the appropriate notes and exit the case. We’ll talk about the importance of notes later. For now, just enter “Complete” and exit the case.

Do you have any questions about the RI Instrument?

(Answer questions.)

Unit 3: NCVS RI Instrument



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 3-7 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

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

Notes

Unit 4: Discrepancies and Finding Errors

Objectives

At the conclusion of this unit, participants will know about finding production interview discrepancies.

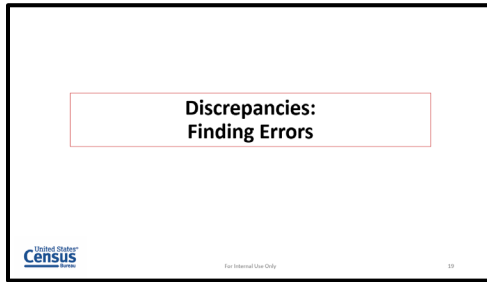
Presenter's outline

Discrepancies: Finding Errors.....	4-2
What is a Discrepancy?	4-2
Applicable RI Discrepancies	4-3
Unit 4 Knowledge Check.....	4-7
Unit 4 Knowledge Check Answer Key	4-8

Required materials

- Computer and projection system
- PowerPoint slides
- Form 11-171 – National Crime Victimization Survey Quality Control Reinterview Computer-Assisted Telephone Interviewing Reinterviewer Training Workbook, January 2025

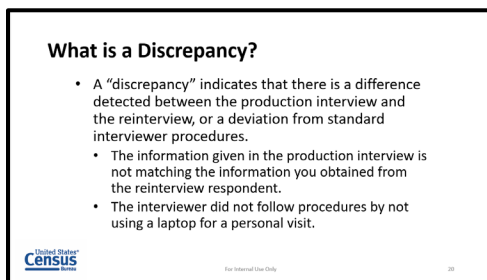
Unit 4: Discrepancies: Finding Errors



Discrepancies: Finding Errors

(Show the “Discrepancies: Finding Errors” slide. Read the following text to the participants.)

During this training unit, our focus will be on interview “discrepancies.” We will define what a reinterview discrepancy is and discuss the specific discrepancies that you may find when you are conducting the NCVS reinterviews.



What is a Discrepancy?

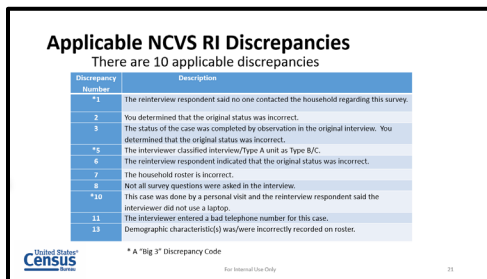
(Show the “What is a Discrepancy?” slide. Read the following text to the participants.)

A “discrepancy” is a difference detected between the reinterview and production interview. It indicates that the information given in the production interview is not matching the information you obtained from the reinterview respondent, or that there

Unit 4: Discrepancies and Finding Errors

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 reinterview respondent said no one contacted the household regarding this survey.
2	You determined that the original status was incorrect.
3	The status of the case was completed by observation in the original interview. You determined that the original status was incorrect.
*5	The interviewer classified interview/Type A unit as Type B/C.
6	The reinterview respondent indicated that the original status was incorrect.
7	The household roster is incorrect.
8	Not all survey questions were asked in the interview.
*10	This case was done by a personal visit and the reinterview respondent said the interviewer did not use a laptop.
11	The interviewer entered a bad telephone number for this case.
13	Demographic characteristic(s) was/were incorrectly recorded on roster.

* A "Big 3" Discrepancy Code

United States Census Bureau

For Internal Use Only

21

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 Codes” 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

Unit 4: Discrepancies: Finding Errors

when we walk-through the practice reinterviews.

(Pause.)

If the information the RI respondent gives matches the information given in the production interview and the interviewer followed procedures, then the case will not have any discrepancies. This is what will happen most often. However, a case could generate more than one discrepancy code.

Take a few minutes now and read over the descriptions for each discrepancy number.

(Allow time.)

For all RI surveys, we have what we'll call the "Big 3" discrepancy codes – numbers 1, 5, and 10. The instrument will *automatically* suspect falsification when any of these codes appear on the FALSIF2 screen. There are no choices!

Let's take a closer look at discrepancies 1, 5, and 10. Can a volunteer please read the description for discrepancy number 1?

(Select a volunteer. Allow time. Volunteer should read the following:

The reinterview respondent said no one contacted this household regarding this survey.)

Thank you **(volunteer's name.)** Obviously, if no one contacted the household then there is no way the data was collected accurately.

Will someone read the description for discrepancy number 5?

(Select a volunteer. Allow time. Volunteer should read the following:

The interviewer classified the Interview/Type A unit as Type B/C.)

Unit 4: Discrepancies and Finding Errors

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.

For discrepancy 8, responses to NCVS-specific RI questions determined that the proper questions in the original NCVS interview were not asked. An example of

Unit 4: Discrepancies: Finding Errors

discrepancy 8 would be that the FR did not ask the respondent if something was stolen from them or someone they live with.

You will only receive discrepancy 11 when you indicate that you reached a phone number that doesn't belong to the respondent or housing unit in the instrument. This will happen when you get a noninterview. We are covering noninterviews later in the training.

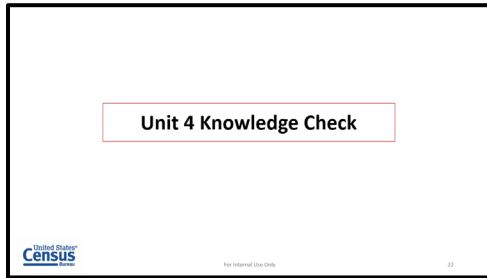
For discrepancy 13, the responses in the middle of RI determine if the demographic characteristics were recorded correctly. An example for discrepancy 13 would be if a single person's characteristics are all incorrect, then that may mean the person's information was falsified.

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



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

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

Notes

Unit 5: Data Falsification

Objectives

At the conclusion of this unit, the training participants will have received information about data falsification and the RI Outcome screen, the FALSIF and FALSIF2 screens, and using RI notes when falsification is suspected.

Presenter's outline

Data Falsification	5-2
RI_OUTCM Screen	5-3
What is Data Falsification?	5-5
When Falsification is Suspected	5-6
FALSIF and FALSIF2 Screens	5-8
FALSIF Pop-up Box	5-9
Using RI Notes	5-10
Required RI Notes	5-11
Unit 5 Review Activity	5-14

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, January 2025

Unit 5: Data Falsification



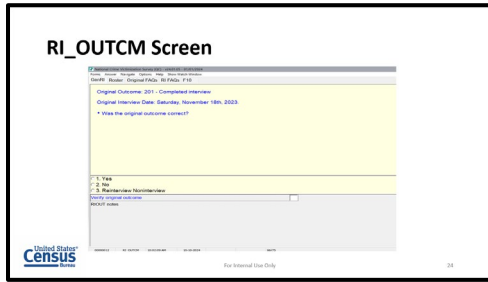
Data Falsification

(Show the “Data Falsification” slide. Read the following text to the participants.)

During this training unit our focus is on the two items you will need to determine if falsification is suspected. We’ll have a review of verifying outcome code statuses. Then, we’ll define what data falsification is and whether to suspect falsification. As part of that, we’ll have more discussion about the role the FALSIF and FALSIF2 screens play in determining suspected falsification. We’ll also talk about the case notes content requirements when falsification is suspected.

First, let’s talk about how to determine if the status of the production case was correct.

Unit 5: Data Falsification



RI_OUTCM Screen

(Show the “RI_OUTCM Screen” 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

A: Yes

Q: Was the unit occupied?

A: Yes

Q: Based on the “NCVS RI Case Types ” table, is the Production status correct?

A: Yes

Does everyone understand?

(Answer questions.)

Let’s try an example that’s a little more difficult. Say you contact a person in RI and they say the housing unit is for sale and empty.

Q: Is the case a housing unit?

A: Yes

Q: Is the unit occupied?

A: No

Q: So, that makes it what type of noninterview?

A: Type B

Don’t worry if this is not completely clear to you now. We will practice this often and it will become second nature to you.

Are there any questions?

(Answer questions.)

Unit 5: Data Falsification

What is Data Falsification?

- 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.

United States
Census

For Internal Use Only

25

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

When Falsification is Suspected	
If the FALSIF or FALSIF2 screen displays discrepancy...	Then...
1 The reinterview respondent said no one contacted this household regarding this survey.	Falsification is suspected automatically. The FALSIF2 screen appears.
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 suspected automatically.
5 with any other discrepancy number	The FALSIF2 screen appears.
10 with any other discrepancy number	Usually Select 2. No on FALSIF
2, 3, 6, 7, 8, 11 or 13 (not 1, 5, or 10)	Always select 2. No on FALSIF
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, 8, 11, 13, 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, 8, 11, 13, 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

Unit 5: Data Falsification

the correct data. In this case, you can select “1” on the FALSIF screen, and provide full details in the case notes. However, we usually give the interviewers the benefit of the doubt for these discrepancies and assume they are honest mistakes or that they need some reinforcement on procedures. The interviewers will receive feedback about all cases that have discrepancies, so they can correct what they are doing incorrectly.

If there are *no* discrepancies, you will **always** select “2” on the FALSIF screen. Notice the asterisk on the table in your workbook. This table is for complete reinterviews and not noninterviews. We will review what to do for noninterviews toward the end of training.

(Pause.)

Listening closely to the respondent will help you determine if an interviewer’s error was intentional or a mistake. For example, you will suspect falsification when the respondent or contact person leads you to believe the NCVS interviewer did not conduct an interview with the household and possibly made up the data entered during Production.

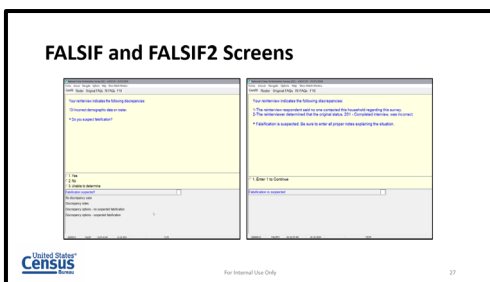
Remember – when suspecting falsification, the emphasis should be on the **intent** of the interviewer. In other words, ask yourself if you believe the interviewer **intentionally** acted in a way that caused the interview to contain incorrect data. Unless you have some sort of proof they did, then you will assume they weren’t doing anything intentionally.

Now, turn to the “FALSIF and FALSIF2” information on page 5-6 in your

Unit 5: Data Falsification

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 5-8.

These screens indicate when falsification has occurred, so both are important screens in the reinterview instrument.

(Pause.)

The FALSIF screen has very specific responses to the question, “Do you suspect falsification?” Entering “1. Yes” means you ***do*** suspect falsification and entering “2. No” means you ***do not*** suspect falsification.

There is also a third option for when you are “Unable to determine” if falsification has occurred. When you enter “3,” it means you are unsure if there is falsification because the respondent could not provide enough information, or the reinterview is a noninterview. Typically, you won’t see any discrepancies on the FALSIF screen

when this happens. Again, we'll talk more about noninterviews later.

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.



To assist you in making the correct decision at the FALSIF screen, if you answer “Yes,” to suspected falsification, a pop-up box will display asking you to confirm your decision. This will help to prevent misclassified suspected falsifications. A screenshot of the pop-up box is in your workbook on page 5-7.

To confirm that you still suspect falsification, click “Suppress” or enter “S” to continue the interview. If you made a mistake and don’t suspect falsification, click “Go to” or enter “G” to return to the FALSIF screen to change your answer.

Unit 5: Data Falsification

If there are one or more discrepancy code(s) on FALSIF and you say “No” to suspected falsification, you will need to explain why you made that decision in WebCATI Case Notes once you close the case.

(Pause.)

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

- When a case is suspected of falsification, your RI case notes are the first step in the investigation process.
- What you include, or fail to include, may be critical to resolving the situation.
- Use the RI Notes to:
 - Document all call attempts.
 - Provide the ROs with detailed information concerning a case.

United States Census Bureau For Internal Use Only 10

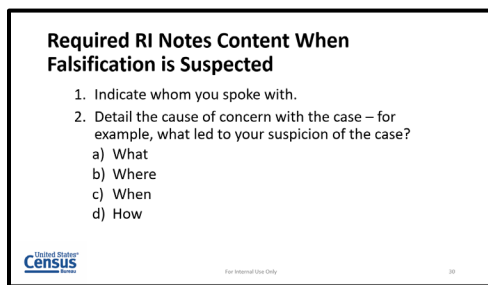
Using RI Notes

(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

Unit 5: Data Falsification

notes become the way to get detailed information to the Regional Office. Your notes are the first step in the investigation process, so it is important that the notes are as thorough as possible. A supervisor will review your notes and also enter *their* notes, so be sure that your case notes are as clear as possible. What you include or fail to include in the case notes may be critical to resolving a situation.



Required RI Notes Contents When Falsification is Suspected

(Show the first “Required RI Notes Contents When Falsification is Suspected” slide. Read the following text to the participants.)

Page 5-9 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

Required Contents of RI Notes When Falsification is Suspected

3. Indicate who to follow up with, if different from who you spoke with.
4. Note any special incidents with the case – for example, the interviewer scheduled a call back but never called; the interviewer asked a few questions and wrote the answers on a piece of paper, etc.
5. Indicate falsification concerns – for example, the interviewer said respondent did not have to do the interview; no one ever came to respondent's house, etc.

United States
Census

For Internal Use Only

21

(Show the second “Required RI Notes Content 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

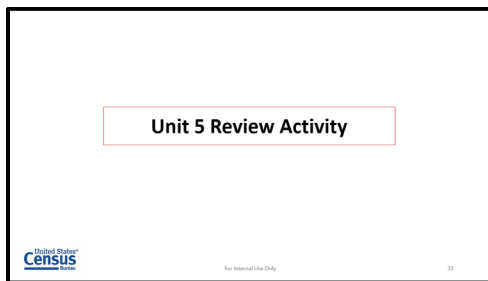
Unit 5: Data Falsification

the investigation. You should not probe. If need be, you can clarify an answer as always, but we do not want you to probe.

Do you have any questions about using RI notes or anything else we've covered in this training segment?

(Answer questions.)

Unit 5: Data Falsification



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

Notes

Unit 6: Walk-through Reinterviews

Objectives

At the conclusion of this unit, participants will have obtained hands-on practice with NCVS CATI reinterviews and instrument.

Presenter's outline

Reinterview Walk-throughs 6-2

Required materials

- Computer and projection system
- PowerPoint slide
- Form 11-171 – National Crime Victimization Survey Quality Control
Reinterview Computer-Assisted Telephone Interviewing Reinterviewer
Training Workbook, January 2025

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 29 – Control Number 02880092J22000511

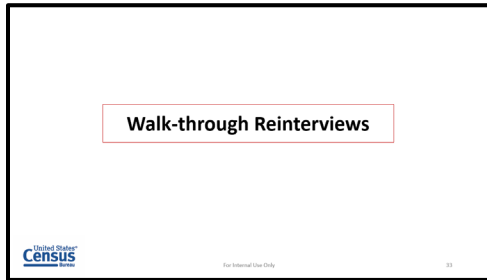
Case ID 36 – Control Number 02880082J20001911

Case ID 52 – Control Number 02880082J22002811

Case ID 16 – Control Number 02880092J22002011

Case ID 22 – Control Number 02880093J19003611

Unit 6: Walk-through Reinterviews



Reinterview Walk-throughs

(Show the “Walk-through Reinterviews” slide. Read the following text to the participants.)

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 29. Remember to use your Case IDs I gave you and use NCVS QCRI 25Tr (eett). 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

Unit 6: Walk-through Reinterviews

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 29 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".

Everyone should be on the HELLO_TC_CT screen. This is the first of the introduction screens at the front of the instrument and asks to speak to a specific person. The name that appears is either the household respondent or a contact person from the NCVS Production interview. For this case, it's the household respondent, Mary Citizen.

(Make sure everyone is on the HELLO_TC_CT screen.)

Can you please be our first Reinterviewer (**participant's name**)?

(Your response is in Bold. Keystrokes are entered if you need to assist in selection of Answer Choices.)

Screen	Selection/Action/Text for the trainer
HELLO_TC_CT	Yes, this is Mary. Enter 1
INTRO_TC_CT	Yes. Enter 1

Unit 6: Walk-through Reinterviews

Screen	Selection/Action/Text for the trainer
INTROB_RI_CT	That's fine. Enter 1. Yes
RIRESP	We know we're talking to Mary Citizen, so Enter 1.
CONTACT_C	Yes. Enter 1
ORMODE	We spoke over the phone. Enter 2
POLITE	Yes. Enter 1
LENGTH_H	It was about an hour and 10 minutes. Enter 1
LENGTH_M	Enter 10
ROSTER_1	Yes, it's just me. Enter 1
ROSTER_3	Nope. Enter 2
AGE_CHECK	Yes. Enter 1
RACE_VER	Yes. Enter 1
ORIGIN_VER	Yes. Enter 1

Unit 6: Walk-through Reinterviews

Screen	Selection/Action/Text for the trainer
RI_INTROSURVEY	Okay. Enter 1
RI_THEFT	Yes. Enter 1
RI_MV_OWNVEHICLE	No. Enter 2
(Interrupt and say.) Notice that the instrument skips over the questions RI_MV_THEFT and RI_MVP_PARTS_GAS because the respondent stated that they did not own a vehicle in the past 6 months.	
Screen	Selection/Action/Text for the trainer
RI_BREAKIN	Yes. Enter 1
RI_V_PROPERTY	Yes. Enter 1
RI_V_INJUREKILLANIMAL	Yes. Enter 1
RI_ATTACK	Yes. Enter 1
RI_THREAT	Yes. Enter 1

Unit 6: Walk-through Reinterviews

Screen	Selection/Action/Text for the trainer
RI_SA_UNWANTEDCONTACT	Yes. Enter 1
RI_CAOTHERCRIME	Yes. Enter 1
THANK_YOU	You're welcome. Bye. Enter 1
(Interrupt and say.) Now it's time to decide if the original outcome was correct. The original outcome for this case was a 201 – completed interview. What do you think we should select? (Allow time. Select a participant. He/she should select Yes.) From the affirmative responses to the survey specific questions the respondent gave us in this reinterview, we can assume that the original outcome is correct. We'll select "Yes" on this RI Outcome screen.	
Screen	Selection/Action/Text for the trainer
RI_OUTCM	Enter 1
(Interrupt and say.) This reinterview did not result in any discrepancies, and we determined the original outcome to be correct, so we safely say that we do not suspect falsification.	

Unit 6: Walk-through Reinterviews

Screen	Selection/Action/Text for the trainer
FALSIF	Enter 2
READYWRAP	Enter 1
Show_Ctrl	Enter 1 to exit to WebCATI

Even though we did not suspect falsification, we should enter a note saying that the original outcome was correct, there were no discrepancies found, and we did not suspect falsification.

Okay, let's continue with our next case, Case 36, which is on page 6-6 of your workbook.

(Allow time for the participants to access Case 36. Select a new participant to be the Reinterviewer.)

Screen	Selection/Action/ Text for the trainer
HELLO_TC_CT	This is Jen Voe. 1. Correct person
INTRO_TC_CT	Yes it is. Enter 1
INTROB_RI_CT	No, I don't mind if you record the call. Enter 1
RIRESP	Enter 1
CONTACT_C	Yes. Enter 1
ORMODE	Someone called me. Enter 2

Unit 6: Walk-through Reinterviews

Screen	Selection/Action/Text for the trainer
POLITE	For the most part. Enter 1
LENGTH_H	It wasn't that long. I remember he rushed through some questions asking me if I had certain crimes in the past six months. I think the call lasted maybe 15 minutes. Enter 0
LENGTH_M	Enter 15
ROSTER_1	No. I'm separated, and Andrew wasn't living here then. Enter 2
ROSTER_2	Since Andrew Voe wasn't living there at the time, enter 2 for line number 2.
ROSTER_3	No, that's it. Enter 2
AGE_CHECK	No, that's incorrect. I'm 37 years old. Enter 2
AGE_RANGE	Since Jen stated she was 37, enter 7.
RACE_VER	No. That's not correct. Enter 2
RACE	I'm White. Enter 1

Unit 6: Walk-through Reinterviews

Screen	Selection/Action/ Text for the trainer
ORIGIN_VER	I don't recall being asked all these personal questions, but no. That's not correct. I'm Hispanic. Enter 2
RI_INTROSURVEY	Yes. Enter 1
RI_THEFT	Yes. Enter 1
RI_MV_OWNVEHICLE	Yes. Enter 1
RI_MV_THEFT	Yes. Enter 1
RI_MVP_PARTS_GAS	Yes. Enter 1
RI_BREAKIN	I don't recall the question being this detailed. He did ask if I had a break-in. So, yes. Enter 1
RI_V_PROPERTY	Yes. Enter 1
RI_V_INJUREKILLANIMAL	Yes. Enter 1

Unit 6: Walk-through Reinterviews

Screen	Selection/Action/ Text for the trainer
RI_ATTACK	Yes. Enter 1
RI_THREAT	Yes. Enter 1
RI_SA_UNWANTEDCONTACT	Yes. Enter 1
RI_CAOTHECRIME	Yes. Enter 1
THANK_YOU	You're welcome. Enter 1
(Interrupt and say.) This case is a prime example of a bad Production interview with an incorrect household roster, incorrect demographic data recorded on the roster, and where the respondent states she recalls being rushed through questions asking about certain crimes. But, it is a housing unit that was occupied, and an interviewer <i>did</i> call the respondent, so it has the correct status. Enter “1. Yes” on this RI Outcome screen.	
Screen	Selection/Action/ Text for the trainer
RI_OUTCM	Enter 1

Unit 6: Walk-through Reinterviews

(Interrupt and say.)

This reinterview resulted two discrepancies 7 and 13. Discrepancy 7 means the household roster was incorrect. This is because the respondent stated that Line Number 2, Andrew Voe, was not living there at the time of the production interview when the roster was verified on the ROSTER_1 screen. Discrepancy 13 means the respondent's demographic characteristics were incorrectly recorded on the roster. Look at the Guidance to Suspecting Falsification table in your Workbook on page 5-4.

(Allow time.)

Notice that these two discrepancy codes individually would not normally indicate falsification since they are not one of the “Big 3” discrepancies of 1, 5, and 10. The respondent didn't tell us anything that says the interviewer knowingly and intentionally added a person or failed to remove them from the roster. If discrepancy 7 was the only discrepancy in this case, it would not normally indicate falsification.

However, there is another discrepancy in this case because almost all of the respondent's demographic characteristics were incorrect. The respondent also mentioned they didn't recall being asked any personal questions, and the interviewer seemed to rush through questions asking her about certain crimes. We can reasonably assume the original interviewer intentionally made up the demographic information. So, in this case we can suspect falsification.

Are there any questions?

Unit 6: Walk-through Reinterviews

(Answer questions.)

Select “Yes” on this FALSIF screen.

Screen	Selection/Action/Text for the trainer
FALSIF	Enter 1
(Interrupt and say.) If you enter that you suspect falsification on the FALSIF screen, a pop-up box will appear. It is so important that this question is answered correctly, and this box is an extra check to make sure it is the correct answer. If it is correct, type “S” or click the “Suppress” button to continue. If you change your mind and want to go back to the FALSIF screen to change your answer, click “Close” or “Go to.” Let’s say we still suspect falsification, so click “Suppress” or type S and continue.	
Screen	Selection/Action/Text for the trainer
FALSIF Pop-up Box	Click Suppress or type “S”
(Interrupt and say.) This case has two discrepancies on the FALSIF screen, so this additional screen, SF_RIDISP, is on path. It asks you to select the discrepancy code that best describes the primary reason you suspect falsification. What do you think we should enter in SF_RIDISP? (Select a volunteer. The volunteer should say 13 or Incorrect demographic data on roster.)	

Unit 6: Walk-through Reinterviews

Good! Why?

(Select a different volunteer. The volunteer should mention one or all of the following: The respondent didn't mention that the interviewer intentionally falsified the roster. The respondent answered that none of her demographic characteristics were correct when we verified them in the reinterview, and she didn't recall being asked any personal questions during the original interview.)

Ok, good answers. Let's select "13" for SF_RIDISP.

Screen	Selection/Action/Text for the trainer
READYWRAP	Enter 1
Show_Ctrl	Enter 1

Now we need to enter detailed notes on our findings. We should put in the notes, "Two discrepancies. Household roster incorrect – Ln#2 did not live there. Interviewer rushed through survey questions, and almost all demographic characteristics were incorrect. Falsification suspected."

Are there any questions about Case 36?

(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 52. You should be on page 6-8 of your workbook.

Unit 6: Walk-through Reinterviews

(Allow time for the participants to access Case 52. Select a new participant to be the Reinterviewer.)

Screen	Selection/Action/Text for the trainer
HELLO_TC_CT	Yes, this is Denise Citizen. Enter 1
INTRO_TC_CT	Yes. Enter 1
INTROB_RI_CT	Sure. Enter 1
RIRESP	Enter 1
CONTACT_C	Yes. Enter 1
ORMODE	The person came to my house. Enter 1
POLITE	Yes, she was very polite! Enter 1
LENGTH_H	Oh, I guess it was about 45 minutes. Enter 0
LENGTH_M	Enter 45
LAPTOP	I remember her using a laptop computer. Enter 1

Unit 6: Walk-through Reinterviews

Screen	Selection/Action/Text for the trainer
ROSTER_1	Yes. Enter 1
ROSTER_3	No, I live here alone. Enter 2
AGE_CHECK	Yes. Enter 1
RACE_VER	Yes. Enter 1
ORIGIN_VER	Yes. Enter 1
RI_INTROSURVEY	Ok. Sure.
RI_THEFT	Yes. Enter 1
RI_MV_OWNVEHICLE	Yes. I have a car. Enter 1
RI_MV_THEFT	Yes. Enter 1
RI_MVP_PARTS_GAS	Yes. Enter 1
RI_BREAKIN	Yes. Enter 1
RI_V_PROPERTY	Yes. Enter 1

Unit 6: Walk-through Reinterviews

Screen	Selection/Action/Text for the trainer
RI_V_INJUREKILLANIMAL	Yes. Enter 1
RI_ATTACK	Yes. Enter 1
RI_THREAT	Yes. Enter 1
RI_SA_UNWANTEDCONTACT	I remember being asked questions about crime, but I can't remember if I was asked about unwanted sexual contact or not. (Interrupt and say) Denise isn't clear on whether she was asked the sexual assault questions. Here is an example of when you could use probing techniques to try to get a definitive answer. You can reread the question or ask a non-leading question like "Do you remember questions about unwanted sexual contact from the original interview?" For this example, Denise says: Well, I'm not 100% sure. Maybe. I don't remember, so I'll just say no.

Unit 6: Walk-through Reinterviews

Screen	Selection/Action/Text for the trainer
	Enter 2
RI_CAOTHERCRIME	Yes. Enter 1
THANK_YOU	You're welcome, glad I could help! Enter 1

(Interrupt and say.)

Now it's time to decide if the original outcome was correct. Again, notice the original outcome for this case was a 201 – completed interview. This case is not easy because we don't know for certain that Denise wasn't asked the unwanted sexual contact questions, we just know she doesn't remember. All other answers indicate a completed interview.

Enter "1. Yes" on this RI Outcome screen because the original outcome is correct.

Screen	Selection/Action/Text for the trainer
RI_OUTCM	Enter 1

(Interrupt and say.)

The reinterview resulted in discrepancy 8 – not all survey questions were asked in the interview. This is due to the respondent answering "No" to the question asking if the interviewer asked her about any unwanted sexual contact.

Remember in Unit 5, I said that falsification occurs when an interviewer intentionally deviates from interviewing procedures. In this case, Denise isn't certain that she was not asked about unwanted sexual contact, so we don't know if

Unit 6: Walk-through Reinterviews

the original interviewer did anything intentional. Just because there are discrepancies doesn't mean you should always suspect falsification. Everyone turn to the Guidance for Suspecting Falsification table again, and read the description of this discrepancy.

(Allow time.)

Since the respondent wasn't sure about not answering the unwanted sexual contact questions, all other answers indicate a completed interview, AND this is not one of the "Big 3" discrepancies, we'll give the interviewer the benefit of the doubt. We will not suspect falsification.

Are there any questions?

(Answer questions.)

If you are really unclear if the discrepancy was intentional or not, you can choose "3. Unable to Determine" on the FALSIF screen and enter your explanation in the Case Notes. For this example, select "No" on this FALSIF screen.

Screen	Selection/Action/Text for the trainer
FALSIF	Enter 2

(Interrupt and say)

Although the reinterview resulted in a discrepancy, the original outcome was correct and falsification is not suspected. We'll enter a case note shortly. The DISCREP_NOTES screen reminds you to enter notes in WebCATI Case Notes after you exit the instrument.

Unit 6: Walk-through Reinterviews

Select “1” on this Discrepancy Notes screen.

Screen	Selection/Action/Text for the trainer
DISCREP_NOTES	Enter 1
READYWRAP	Enter 1
Show_Ctrl	Enter 1

Now we enter the case notes. We should put in the notes that “Even though Respondent said no to unwanted sexual questions, she wasn’t sure about remembering and all other answers indicate a completed interview.”

Are there any questions about Case 52?

(Answer questions.)

Great! Case 16 is next. You should now be on page 6-10 of your workbook.

(Allow time for the participants to access Case 16. Select a new participant to be the Reinterviewer.)

Screen	Selection/Action/Text for the trainer
HELLO_TC_CT	Hi, this is he. Enter 1
INTRO_TC_CT	Yes it is. Enter 1
INTROB_RI_CT	No, I would prefer if you didn’t. Enter 3.

Unit 6: Walk-through Reinterviews

Screen	Selection/Action/Text for the trainer
RIRESP	Since we know we are speaking to David Citizen, enter 1.
CONTACT_C	No, I was never contacted by anyone from the Census Bureau. Enter 2.
SOMEONE_ELSE	No. Enter 2
THANK_YOU	Okay, you're welcome. Enter 1
(Interrupt and say.) Was the original outcome correct? (Select a volunteer. The volunteer should say no.) Good! We'll select "2. No" on this RI_OUTCM screen.	
Screen	Selection/Action/Text for the trainer
RI_OUTCM	Enter 2

Unit 6: Walk-through Reinterviews

(Interrupt and say.)

The reinterview resulted in discrepancies, 1 and 2. Discrepancy 1 means falsification is automatically suspected. Will someone read the description for discrepancy 1?

(Allow time. Select a volunteer. Volunteer should read the following:

The reinterview respondent said no one contacted this household regarding this survey.)

Falsification is automatically suspected since the respondent mentions that no one visited or contacted the household regarding the National Crime Victimization Survey. This is one of the “Big 3” discrepancies, so the instrument takes you to the FALSIF2 screen prompting you to enter proper case notes explaining the situation. Remember you can always refer to page 5-4 in your training workbook if you have any questions regarding the discrepancy codes.

Enter “1” to continue here.

Screen	Selection/Action/Text for the trainer
FALSIF2	Enter 1
READYWRAP	Enter 1
Show_Ctrl	Enter 1

Remember to enter your case notes. For this case, enter “the contact person, phone number, and address in the instrument were correct; however, the respondent was never contacted by an interviewer.”

Unit 6: Walk-through Reinterviews

Let's move on to Case 22, which is our last reinterview. You should be on page 6-11 of your workbook. This case is different than the previous examples we have seen. It is an original noninterview. Remember from Unit 3, the NCVS reinterview respondent is the person who completed the original interview, and this can be the household respondent or a contact person. Since this case is an original noninterview, we will be interviewing the contact person, Jane, who is the neighbor. Please open Case 22 and start the interview with Jane. Stop when you get to the first introduction screen, HELLO_TN_CT.

(Allow time for participants to access Case 22. Make sure everyone is on the HELLO_TN_CT screen. Select a new participant to be the Reinterviewer.)

Screen	Selection/Action/Text for the trainer
HELLO_TN_CT	This is Jane. Enter 1
INTRO_TN_CT	I'm not sure I remember that, but I'll try to help. Enter 1
INTROB_RI_CT	You can record. Enter 1
CONTACT_N	I'm sorry, but I don't know. I don't remember. Ctrl D
SOMEONE_ELSE	I don't know. Ctrl D

Unit 6: Walk-through Reinterviews

Screen	Selection/Action/Text for the trainer
STATUS	There was a house torn down a while ago, but I really don't know when it happened. Ctrl D
THANK_YOU	You're welcome. Enter 1
(Interrupt and say.) The respondent could not confirm that someone contacted her about the sample address. She really couldn't confirm or deny anything about the original interview. Because of that, we cannot call this an interview, which makes this our first case of an RI Noninterview. Option "3. Reinterview Noninterview" is the best choice on this RI Outcome screen.	
Screen	Selection/Action/Text for the trainer
RI_OUTCM	3. Reinterview Noninterview

Unit 6: Walk-through Reinterviews

(Interrupt and say.)

At the NONINT screen, you are instructed to select the type of noninterview that best describes the status of this reinterview case. Even though the original interview was a Type C – demolished, it does not mean that this RI noninterview is a Type C. Look at your “Case Types Table” on page 2-4 of your workbook. Someone please tell us which Noninterview Type we should pick on this screen?

(Allow time. Select a volunteer, who should select option 1 – Type A Noninterview.)

Screen	Selection/Action/Text for the trainer
NONINT	1. Type A
(Interrupt and say.) Which is the most accurate selection for this TYPEA screen? (Select a volunteer. The volunteer should say option 7 – Respondent can’t remember.) Select option 7.	
Screen	Selection/Action/Text for the trainer
TYPEA	7. Respondent can’t remember

Unit 6: Walk-through Reinterviews

(Interrupt and say.)

For almost all Type A Noninterviews in RI, you won't have enough information to make a determination on the FALSIF screen. In addition, there may be situations like this when you are unsure or unable to determine if falsification occurred. For these cases, option "3. Unable to determine" is the best choice on this screen.

Screen	Selection/Action/Text for the trainer
FALSIF	3. Unable to determine
READYWRAP	1. Continue
Show_Ctrl	1. Enter 1 to continue,

Remember to enter your case notes. For this case, enter "the respondent didn't remember being contacted about the sample address. They didn't remember the original status. 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

Notes

Unit 7: Reinterview Noninterviews

Objectives

At the conclusion of this unit, participants will have an understanding of when and how noninterviews can happen in NCVS RI.

Presenter's outline

Noninterview in RI.....	7-2
Type A Noninterviews.....	7-2
Type B and Type C Noninterviews	7-4
Type D Noninterviews.....	7-6
Unit 7 Knowledge Check.....	7-10
Unit 7 Knowledge Check Answer Key	7-11

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, January 2025

Unit 7: Reinterview Noninterviews

Reinterview Noninterviews

- RI Noninterview Types:
 - A
 - B
 - C
 - D

Extremely rare

- Will almost always be unable to determine if falsification is suspected



For Internal Use Only

Noninterview in RI

(Show the “Reinterview Noninterviews” slide. Read the following text to the participants.)

So in the last example we had a case that was 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.)

Type A Noninterviews

You will of course get all of these for NCVS Reinterview as well. Some of these 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 you normally do 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.

Unit 7: Reinterview Noninterviews

Let's do a practice case. Everyone open Case 33 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 33 – 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
READYWRAP	Enter 1 to complete, the case is ready to be transmitted. 1. Continue

Unit 7: Reinterview Noninterviews

Screen	Selection/Action
Show_Ctrl	Enter 1 to transmit the case. Enter 1 to Continue.

We would enter notes that explain the respondent was hostile and refused the interview. Do that now.

(Allow Time.)

There is also one Type A Noninterview that results in a discrepancy. We haven't talked about Discrepancy 11 – the interviewer entered a bad telephone number for this case. You will get this when you enter the instrument and you confirm that the person is unknown at that number and you have reached the wrong address. You will still treat this as a noninterview though. Any questions about Type A Noninterviews?

(Answer questions.)

Type B and Type C Noninterviews

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.

Unit 7: Reinterview Noninterviews

You will get a Type B or C Noninterview if you reach a respondent and they tell you the unit is no longer an occupied housing unit like it was in production. Let's do an example. You call a respondent for a household. They can't answer any questions because they weren't there at the time of the interview, but they tell you they moved out of the house AFTER the production interview. You can mark this case as a Type B Noninterview - Vacant. Open your workbook to Page 2-11 for a list of all the Reinterview Type B and C codes you can get.

(Allow Time)

Notice that they all have two outcome codes just like complete cases with discrepancies. This is because we always allow you to suspect falsification should you get any information that suggests it, **BUT** you will almost always not have enough information in ANY of the noninterviews to suspect falsification. You will almost always select "3. Unable to Determine" no matter what you have on the FALSIF screen.

Type B and C Noninterviews will be very rare in NCVS and even more rare in the Call Center because you are calling just a couple days after the production interview and the change in status will make it difficult to reach the respondent by phone. But, they can happen, so we want to be sure you know how to handle them.

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

Unit 7: Reinterview Noninterviews

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 questions.)

Type D Noninterviews

Now let's talk about Type D Noninterviews. Can anyone tell me what Type D noninterviews are?

(Answer: They only happen in Reinterview and happen when one household has moved out and another has moved in.)

Type D Noninterviews will also be very rare in NCVS Reinterview, but can happen, so let's review one now. Go to Case 56. This case is on page 7-5 in your workbook.

(Allow time for the participants to access Case ID 10.)

Screen	Selection/Action/Text for the trainer
HELLO_TC_CT	I don't know that person. Enter 4. Person unknown at this number
VERTELE_CT	Yes, you have reached that number. 1. Yes
ADDVER_CT	The address is right. 1. Same Address

Unit 7: Reinterview Noninterviews

Screen	Selection/Action/Text for the trainer
HHMEM_CT	Yes, I live here, and I'm older than 18. 1. Yes
PROX_UC_CT	I bet that man you mentioned is the man who moved out yesterday. I don't know anything about him. I'm moving in now. In this scenario, there's a glitch in the instrument. If the respondent mentions moving, you need to answer "Yes" on this screen for you to collect that the respondent wasn't here at the time of the Production interview. If they don't mention moving, then you can answer "No." Enter 1. Yes
LIVEHERE_CT	No. I was not. 2. No
SOMEONE_ELSE	I don't know. Ctrl D
THANK_YOU	No problem. 1. Enter 1 to Continue

Unit 7: Reinterview Noninterviews

(Interrupt and say.)

The instrument displays the message informing us that this case is not completed and that several attempts to contact the respondent or contact person should be made before the Reinterview Noninterview option is selected on this STATUS_RI screen.

You would do this if you thought that you could reach the original respondent if you called back. This might be a time to try one of the other numbers in WebCATI if you have more than one. But for this example, we found out the original respondent has moved and can't be reached at this number, so we will mark this as a Reinterview Noninterview.

Screen	Selection/Action/Text for the trainer
STATUS_RI	2. Reinterview Noninterview

(Interrupt and say.)

So, what option we are selecting here on the NONINT screen? That's right, Type D Noninterview – Household replaced by new household since the original interview. Select option 4 – Type D Noninterview.

Screen	Selection/Action/Text for the trainer
NONINT	4. Type D Noninterview – Household replaced by new household since the original interview.

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
FALSIF	3. Unable to Determine
READYWRAP	1. Enter 1 to Continue
Show_Ctrl	1. Enter 1 to Continue

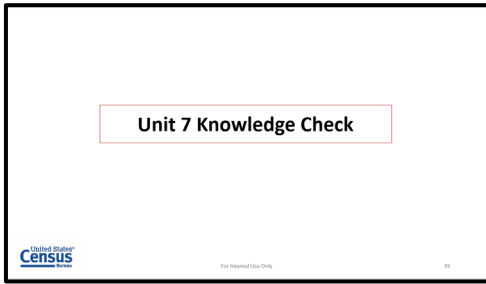
Enter your case notes. The notes should include all of the details you can collect, such as dates of moves, etc. Do that now and exit the case.

(Allow time)

That concludes Unit 7. Are there any questions about noninterviews before we do our review?

(Answer questions.)

Unit 7: Reinterview Noninterviews



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

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

Notes

Unit 8: Paired-Practice Reinterviews

Objectives

At the conclusion of this unit, the training participants will have obtained additional hands-on practice by completing four paired-practice NCVS CATI reinterviews.

Presenter's outline

Paired-Practice Reinterviews	8-2
Case ID 37 – Control Number 02880092J22000711	8-4
Case ID 35 – Control Number 02880092J20001811	8-6
Case ID 8 – Control Number 02880092J20003011	8-8
Case ID 58 – Control Number 02880083J21001411	8-10

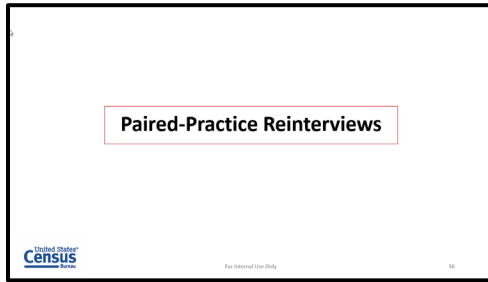
Required materials

- Computer and projection system
- PowerPoint slides
- Form 11-171 – National Crime Victimization Survey Quality Control Reinterview Computer-Assisted Telephone Interviewing Reinterviewer Training Workbook, January 2025

Note for the presenter

The training participants will need individual case number equivalents for the above-listed cases that will be completed in this training unit.

Unit 8: Paired-Practice Reinterviews



Paired-Practice Reinterviews

(Show the “Paired-Practice Reinterviews” slide. Read the following text to the training participants.)

Turn to the Unit 8 – Paired-Practice Reinterviews on page 8-2 in your workbook.

(Pause.)

There are four paired-practice interview cases that you’ll complete for this training unit. Each of you will have a partner for the reinterviews. One person will play the Respondent role and the other person will play the Reinterviewer role.

Change roles so that both you and your partner have the opportunity to obtain more practice with conducting the reinterview and becoming more familiar with the NCVS CATI RI instrument.

After you have located your case(s) in WebCATI, you can go ahead and begin the reinterview(s).

Unit 8: Paired-Practice Reinterviews

(Be sure that each participant has a partner for the reinterviews. If there are an odd number of participants, you or your assistant should be a partner. If necessary, assist the participants in locating and accessing cases in WebCATI.

After the participants have finished the paired-practice reinterviews, ask if there are any questions about the training and allow time for discussion.

Have the participants complete the Training Evaluation form.)

Unit 8: Paired-Practice Reinterviews

Case 37

Control Number: 02880092J22000711	Caseid: 37	Original Outcome: Completed interview (201)	Mode: CATI
Reinterview Scenario Description: No Suspected Falsification			

Screen	Selection
HELLO_TC_CT	1 (Correct person)
INTRO_TC_CT	1 (Continue)
INTROB_RI_CT	1 (Yes)
RIRESP	Enter 1 (Cam Lastname)
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)
RACE_VER	1 (Yes)
ORIGIN_VER	1 (Yes)
RI_SQBREAKIN	2 (No)
RI_SQTOTALVEHICLES	1
RI_SQMVTHEFT	2 (No)
RI_SQATTACKWHERE	2 (No)
RI_SQATTACKHOW	2 (No)
RI_SQTHEFTATTACKKNOWNOFF	2 (No)

Unit 8: Paired-Practice Reinterviews

Screen	Selection
RI_SQSEXUAL	2 (No)
RI_SQCALLPOLICECRIME	1 (Yes)
RI_SQCALLPOLICESPEC	“Someone ran over the mailbox”
RI_SQCALLPOLICEATTACKTHREAT	2 (No)
RI_SQNOCALLPOLICECRIME	2 (No)
RI_INTROSURVEY	1 (Yes)
RI_THEFT	1 (Yes)
RI_MV_OWNVEHICLE	2 (No)
RI_BREAKIN	1 (Yes)
RI_V_PROPERTY	1 (Yes)
RI_V_INJUREKILLANIMAL	1 (Yes)
RI_ATTACK	1 (Yes)
RI_THREAT	1 (Yes)
RI_SA_UNWANTEDCONTACT	1 (Yes)
RI_CAOTHERCRIME	1 (Yes)
THANK_YOU	1 (Continue)
RI_OUTCM	1 (Yes)
FALSIF	2 (No)
READYWRAP	1 (Continue)
Show_Ctrl	1 (Continue)

Unit 8: Paired-Practice Reinterviews

Case 35

Control Number: 02880092J20001811	Caseid: 35	Original Outcome: Completed interview (201)	Mode: CATI
Reinterview Scenario Description: Discrepancy (Incorrect Household Roster), no suspected falsification			

Screen	Selection
HELLO_TC_CT	1 (Correct person)
INTRO_TC_CT	1 (Continue)
INTROB_RI_CT	1 (Yes)
RIRESP	Enter 1 (Ann Voe)
CONTACT_C	1 (Yes)
ORMODE	3 (Both)
POLITE	2 (No)
PO_NOTES	Enter “He hounded me and was rude”
LENGTH_H	Enter 1
LENGTH_M	Enter 0
LAPTOP	1 (Yes)
ROSTER_1	2 (No)
ROSTER_2	2 (Jeff Voe)
ROSTER_3	2 (No)
AGE_CHECK	1 (Yes)
RACE_VER	1 (Yes)
ORIGIN_VER	1 (Yes)
RI_INTROSURVEY	1 (Continue)
RI_THEFT	1 (Yes)
RI_MV_OWNVEHICLE	1 (Yes)
RI_MV_THEFT	1 (Yes)

Unit 8: Paired-Practice Reinterviews

Screen	Selection
RI_MVP_PARTS_GAS	1 (Yes)
RI_BREAKIN	1 (Yes)
RI_V_PROPERTY	1 (Yes)
RI_V_INJUREKILLANIMAL	1 (Yes)
RI_ATTACK	1 (Yes)
RI_THREAT	1 (Yes)
RI_SA_UNWANTEDCONTACT	1 (Yes)
RI_CAOTHERCRIME	1 (Yes)
THANK_YOU	1 (Continue)
RI_OUTCM	1 (Yes)
FALSIF	2 (No)
DISCREP_NOTES	1 (Continue)
READYWRAP	1 (Continue)
Show_Ctrl	1 (Continue)

Unit 8: Paired-Practice Reinterviews

Case 8

Control Number: 02880092J20003011	Caseid: 8	Original Outcome: Completed interview (201)	Mode: CATI
Reinterview Scenario Description: Discrepancy (No laptop used), suspected falsification			

Screen	Selection
HELLO_TC_CT	1 (Correct person)
INTRO_TC_CT	1 (Continue)
INTROB_RI_CT	1 (Yes)
RIRESP	2 (Sherry Conte)
CONTACT_C	1 (Yes)
ORMODE	1 (Personal Visit)
POLITE	1 (Yes)
LENGTH_H	0 hour
LENGTH_M	30 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)
RACE_VER (LNO 2)	1 (Yes)
ORIGIN_VER (LNO 2)	1 (Yes)
AGE_CHECK (LNO 3)	1 (Yes)

Unit 8: Paired-Practice Reinterviews

RACE_VER (LNO 3)	1 (Yes)
ORIGIN_VER (LNO 3)	1 (Yes)
RI_INTROSURVEY	1 (Continue)
RI_THEFT	1 (Yes)
RI_MV_OWNVEHICLE	1 (Yes)
RI_MV_THEFT	1 (Yes)
RI_MVP_PARTS_GAS	Ctrl D
RI_BREAKIN	1 (Yes)
RI_V_PROPERTY	1 (Yes)
RI_V_INJUREKILLANIMAL	Ctrl D
RI_ATTACK	1 (Yes)
RI_THREAT	1 (Yes)
RI_SA_UNWANTEDCONTACT	Ctrl D
RI_CAOTHERCRIME	1 (Yes)
THANK_YOU	1 (Continue)
RI_OUTCM	1 (Yes)
FALSIF2	1 (Continue)
READYWRAP	1 (Continue)
Show_Ctrl	1 (Continue)

Unit 8: Paired-Practice Reinterviews

Case 58

Control Number: 02880083J21001411	Caseid: 58	Original Outcome: Type B (225) - Temporarily occupied by persons with Usual Residence Elsewhere (URE)	Mode: CATI
Reinterview Scenario Description: Verify original Type B noninterview (housing unit occupied by persons with URE); No discrepancies or falsification suspected			

Screen	Selection
HELLO_TN_CT	1 (Correct person)
INTRO_TN_CT	1 (Continue)
INTROB_RI_CT	1 (Yes)
CONTACT_N	1 (Yes)
ORMODE	3 (Both – Interviewer visited and called)
POLITE	1 (Yes)
LENGTH_H	1 hour
LENGTH_M	0 minutes
LAPTOP	1 (Yes)
STATUS	1 (Yes)
THANK_YOU	1 (Continue)
RI_OUTCM	1 (Yes)
FALSIF	2 (No)
READYWRAP	1 (Continue)
Show_Ctrl	1 (Continue)

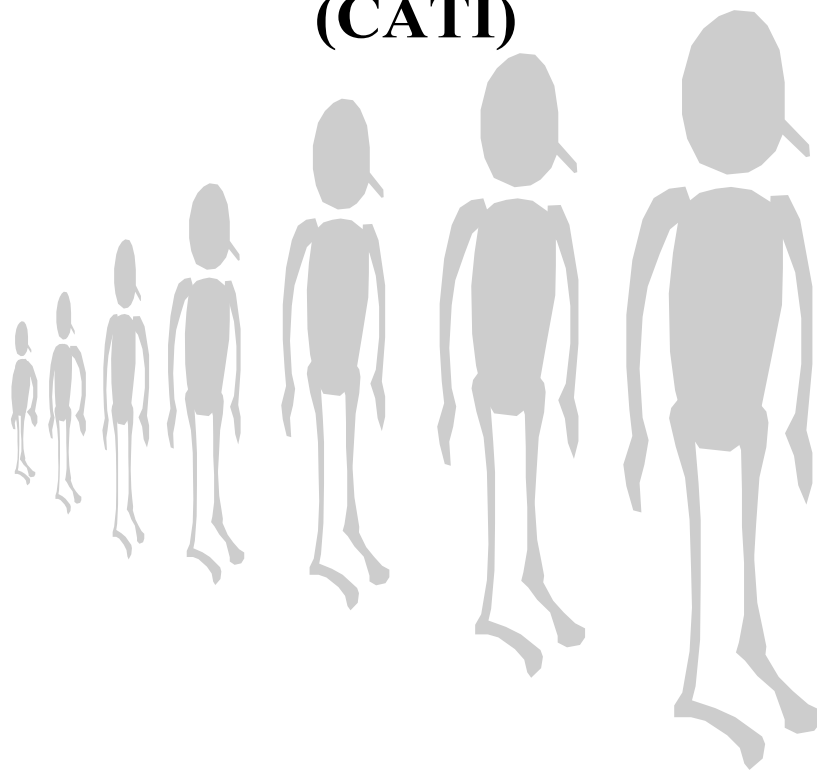
Unit 8: Paired-Practice Reinterviews

Notes

15. 11-171 NCVS Reinterview CATI Training Workbook

Form 11-171
January 2025

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.

Table of Contents

About this training.....	About-i
Unit 1 – Introductions, NCVS Overview, and Quality Assurance.....	1-1
Training Objectives.....	1-2
NCVS Overview	1-3
Quality Assurance.....	1-7
Unit 2 – NCVS RI Case Types and Outcome Codes	2-1
What is Reinterview (RI)?	2-2
Cases Selected for Reinterview.....	2-2
Case Types Table	2-4
Noninterviews	2-5
Cases Eligible for Reinterview	2-7
NCVS Production Outcome Codes	2-8
NCVS Reinterview Outcome Codes	2-9
Unit 2 Knowledge Check.....	2-12
Unit 3 – NCVS RI Instrument.....	3-1
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.....	3-3

Table of Contents

Unit 3 – CATI Reinterview Instrument, continued

Example Case 48	3-5
Unit 3 Knowledge Check.....	3-7
Unit 4 – Discrepancies and Finding Errors.....	4-1
What is a Discrepancy?.....	4-2
Applicable RI Discrepancies	4-2
NCVS Reinterview Discrepancy Codes	4-4
Unit 4 Knowledge Check.....	4-5
Unit 5 – Data Falsification	5-1
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	5-9
Unit 5 Review Activity.....	5-10
Unit 6 – Walk-through Reinterviews.....	6-1
Reinterview Walk-throughs.....	6-2
Steps for Accessing a Case in WebCATI	6-3
Case ID 29 – Control Number 02880092J22000511	6-4
Case ID 36 – Control Number 02880082J20001911	6-6

Table of Contents

Unit 6 – Walk-through Reinterviews, continued

Case ID 52 – Control Number 02880082J22002811 6-8

Case ID 16 – Control Number 02880092J22002011 6-10

Case ID 22 – Control Number 02880093J19003611 6-11

Unit 7 – Reinterview Noninterviews 7-1

Type A Noninterviews..... 7-2

Type B and C Noninterviews 7-2

Type D Noninterviews..... 7-3

RI Noninterview Case Examples..... 7-4

Unit 7 Knowledge Check..... 7-6

Unit 8 – Paired-Practice Reinterviews.....8-1

Paired-Practice Reinterviews..... 8-2

Case ID 37 – Control Number 02880092J22000711 8-3

Case ID 35 – Control Number 02880092J20001811 8-5

Case ID 8 – Control Number 02880092J20003011 8-7

Case ID 58 – Control Number 02880083J21001411 8-9

About this Training

Welcome to the National Crime Victimization Survey (NCVS) Reinterviewer Computer-Assisted Telephone Interview (CATI) training. This training provides you with specific knowledge and practice exercises so that you can complete NCVS telephone reinterviews efficiently and effectively. The training is delivered through classroom discussions, review exercises/activities, and walk-through practice interviews.

This participants' workbook/manual contains all of the NCVS Reinterview (RI) information that you need for this training. It can serve as a reference after training while you conduct the reinterviews.

The training lasts approximately five hours and includes a 15-minute break. The instructor will designate the time for the 15-minute break.

We hope you enjoy the course, and we encourage your participation!

About this Training

Notes

Unit 1: Introductions, NCVS Overview, and Quality Assurance

Objectives

At the conclusion of this unit, you will:

- Know the objectives of the training.
- Have basic information about the National Crime Victimization Survey (NCVS).
- Know about Quality Assurance.

This unit also provides you with an opportunity to introduce yourself and meet the other training participants.

Unit outline

Training Objectives.....	1-2
NCVS Overview	1-3
Quality Assurance.....	1-7

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 collects respondents' opinions about community safety and their local police, regardless of their victimization status.

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,

Unit 1: Introductions, NCVS Overview, and Quality Assurance

if a family moves away while the address is still in the sample, the new family that moves into the housing unit will be interviewed.

Every eligible person in the household is interviewed for the NCVS. People who are ineligible to be interviewed include: crew members of merchant vessels, armed forces personnel living in military barracks, and persons living in institutions, such as correctional facilities and hospitals.

The NCVS is a completely computerized survey and is administered by Census Bureau field representatives across the country through both personal and telephone interviews. The first interview with a household is always conducted in person. Whenever possible, subsequent NCVS interviews are conducted by telephone.

Survey Questions

The NCVS begins by building a roster of people who usually live at the household or confirming the status of the household if it is unoccupied. We collect names, ages, birth dates, 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:

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.

In the past 6 months did anyone...

Unit 1: Introductions, NCVS Overview, and Quality Assurance

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

1. Yes
2. No

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

MV_THEFT

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

MVP_PARTS

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_GAS

In the past 6 months...

Did anyone steal any gas from a vehicle?

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 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

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

Unit 1: Introductions, NCVS Overview, and Quality Assurance

months, has anyone vandalized your home, car, or something else that belongs to you or someone else living here?

1. Yes
2. No

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 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

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.

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

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)* 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

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.

Unit outline

What is Reinterview (RI)?	2-2
Cases Selected for Reinterview	2-2
Case Types Table	2-4
Noninterviews	2-5
Cases Eligible for Reinterview	2-7
NCVS Production Outcome Codes	2-8
NCVS Reinterview Outcome Codes	2-10
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 purpose of the RI is to detect errors like: an incomplete or wrong household roster, not all questions being asked, or no laptop used to record respondent answers, which will result in data errors.

The detection and deterring of data falsification and the monitoring of interviewer job performance is the other goal of RI. Noting the differences between the production interview and the reinterview is one way to accomplish the goal of detecting and deterring falsification.

Cases Selected for Reinterview

Reinterview cases are selected in two ways: through random sampling and supplemental interview. The majority of reinterview cases are selected by random reinterview. Due to budget and time constraints, it is not possible to check every case; by selecting cases/households randomly, we get a selection of cases *per interviewer*.

An interviewer with an original assignment can also be added for supplemental reinterview. The Regional Office (RO) and/or Census Headquarters (HQ) may place an interviewer in supplemental reinterview for any of the following reasons:

- The interviewer is suspected of falsification;
- The interviewer has had trouble classifying noninterviews correctly;
- The interviewer has problems with other aspects of the interview procedures;
- The interviewer was hired after the reinterview sample was selected and needs to be checked for falsification or proper classification of noninterviews; or
- The Field Supervisor (FS) or Survey Statistician Field (SSF) recommends the interviewer for supplemental reinterview.

Unit 2: NCVS RI Case Types and Outcome Codes

As an NCVS reinterviewer, you will be assigned both random and supplemental reinterview cases. There are no differences in how these cases are handled.

Noninterviews

There are four types of NCVS noninterviews — Types A, B, C, and D — as shown in the Case Types table on the next page.

Unit 2: NCVS RI Case Types and Outcome Codes

Case Types Table						
Type and Description		How to Identify		When Can it Happen?		
Type	Description	Housing Unit?	Occupied?	Production	Eligible for RI	RI Case Status
Interview	The housing unit is occupied and did the interview	✓	✓	✓	✓	✓
A 	The housing unit is occupied but unwilling or unable to complete the interview Example: Refusal	✓	✓	✓	X	✓
B 	The unit has the potential to be occupied but is not; the unit does not meet housing unit eligibility requirements Example: Vacant	✓	X	✓	✓	✓
C 	The unit does not have the potential to be occupied by a household Example: Demolished	X	X	✓	✓	✓
*D 	A new household has replaced the old household since the production interview Example: Jones moved, Smiths live here now	✓	✓	N/A	✓	✓

* For NCVS, Type D noninterviews can occur only in Reinterview.

Unit 2: NCVS RI Case Types and Outcome Codes

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

“demolished.” There is no housing unit, and it cannot be occupied as indicated by an “X” in the “Housing Unit?” and “Occupied?” sub-columns. Like the Type B noninterview, the checkmarks in the “Production,” “Eligible for RI,” and “RI Case Status” sub-columns mean you can get a Type C noninterview for the case you are working in Production. A Type C is also eligible for reinterview *and* you can get a Type C for a case you are working in RI.

Type D Noninterviews

The Type D noninterview applies to cases where the old household has moved and has been replaced by a new household since the production interview. An example of a Type D noninterview would be if the Jones family moved out and the Smith family now occupies the unit. For NCVS, Type D noninterviews can only happen in RI. This is because NCVS scientifically selects addresses, not the people in the household themselves, for the survey. Therefore, the new family now occupying the unit would be interviewed in Production and is eligible for reinterview.

Type D noninterviews technically do not exist in NCVS production interviews, as indicated by the “N/A” on the Type D row in the table.

Checkmarks in the “Housing Unit?” and “Occupied?” sub-columns show that it is a housing unit and occupied. The difference from the “Interview” row for or Type A is that the people occupying the housing unit have changed.

Unit 2: NCVS RI Case Types and Outcome Codes

Cases Eligible for Reinterview

The NCVS outcome codes for the production instrument that are eligible for reinterview are shown in the table on page 2-8. These outcomes are categorized into types and are only for those field cases that are eligible to be reinterviewed. In addition to other information that is passed from the production interview to the reinterview instrument, these outcome codes allow you to conduct the proper RI for each case.

The table has two columns – the “Outcome Code” and the “Description” of the outcome code. First on the chart are the “201,” “203,” and “204” Complete and Sufficient partial interview outcome codes.

Next on the table are the outcome codes for the Type B noninterview cases that are eligible for reinterview. A Type B noninterview can occur when the unit is vacant. A Type B noninterview can also occur when the unit is occupied, but does not meet eligibility requirements. An example of such a unit is Outcome Code 225, which is a residence that is “Temporarily occupied by persons with Usual Residence Elsewhere,” or what is referred to as a URE. UREs happen most frequently in places with vacation homes that people rent out for the week or for the month.

Last on the chart are the Type C outcome codes. Type C units are those that *do not* have the potential to be occupied, because they are not a housing unit.

Unit 2: NCVS RI Case Types and Outcome Codes

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 household 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	Converted 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

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
Misclassified Cases		
064/065	Originally classified as a Type B, should have been an interview or Type A	043, 096
064/065	Originally classified as a Type C, should have been an interview or Type A	044, 097
064/065	Originally classified as a Type B, should have been a C	046, 099
064/065	Originally classified as a Type C, should have been a B	048, 101
064/065	Other misclassification – specify in notes	058, 103
Discrepancy Cases		
065	Wrong unit/person visited originally	065
065	Discrepancy – household not contacted	066
065	Discrepancy – laptop not used	112
064/065	Discrepancy – bad telephone number	003, 105
064/065	Discrepancy – not all questions asked in original interview	005, 062
064/065	Discrepancy – use of proxy in original when self response is required	006, 063
064/065	Discrepancy – use of ineligible proxy when when proxy is allowed	007, 064
064/065	Discrepancy – incorrect household roster	009, 061
064/065	Discrepancy – telephone interview when personal visit required	011, 111
064/065	Discrepancy – Other	012, 066
064/065	Discrepancy – incorrect demographic data on roster	036, 126

Unit 2: NCVS RI Case Types and Outcome Codes

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	Converted to permanent business or storage	026, 080
066/067	Condemned	027, 081
066/067	Deceased	030, 083
066/067	Moved out of country	031, 084
066/067	Other Type C	042, 095

Type D Noninterviews

NA/NA	Household replaced by new household since the original interview	032, 085

Unit 2: NCVS RI Case Types and Outcome Codes

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

Notes

Unit 3: NCVS RI Instrument

Objectives

At the conclusion of this unit, you will have received an overview about the NCVS Reinterview instrument.

Unit outline

NCVS RI Instrument	3-2
Front of the Instrument.....	3-2
Middle of the Instrument.....	3-3
Back of the Instrument	3-3
Preview of Instrument Main Screens.....	3-3
Example Case 48	3-5
Unit 3 Knowledge Check.....	3-7

Unit 3: NCVS RI Instrument

NCVS RI Instrument

Information is passed to the RI instrument from the Production interview. Based on that information, the RI instrument displays the proper interview questions for the reinterviewer.

The RI instrument contains three sections – Front, Middle, and Back. Each section contains different types of questions depending upon the information passed from the production interview.

Front of the Instrument

The front of the RI instrument contains the screens that help the reinterviewer contact the household. These screens include the introduction screen, respondent name or contact person's name, and telephone number. For RI, remember that sometimes you will be contacting a household member, and sometimes you will be contacting a contact person. In the case of noninterviews, that contact person could 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 more than one phone number 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 to be contacted at one of the other numbers.

Unit 3: NCVS RI Instrument

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.

Questions that appear in the middle of the instrument are from the following areas: interview verification, date of birth, household roster, and demographic characteristic verification (such as age, race, etc.). The middle of the instrument also includes questions verifying that both household and personal crime questions were asked of the respondent during the original interview.

Back of the Instrument

The back of the NCVS RI instrument includes screens that help you to reschedule or wrap up the reinterview. Examples of these screens include the appointment screen and thanking the respondent or contact person. After hanging up with the respondent, the two most important questions are answered by you; verifying the status is correct and whether to suspect falsification.

Preview of Instrument Main Screens

Case ID 48 on page 3-5, 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

Steps for accessing Case ID 48 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 25Tr (ectt for **Tucson**) from the list, and then click “Select Survey.”
4. Under “Search for Specific Case,” enter your equivalent case number to 48 into the Case ID: field, and then click “Search.”
5. Be sure that you have selected Case 48, and click on the red “SELECT” in the Select column.

The WebCATI screen for Case ID 48 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

Case ID 48 Reinterview

Control Number: 02880082J21001212	Caseid: 48	Mode: CATI	Original Outcome: Complete
Original Case Description: 1 Person HH			
Screen	Selection/Action		
HELLO_TC_CT	1. Correct Person		
INTRO_TC_CT	1. Yes		
INTROB_RI_CT	1. Yes		
RIRESP	Enter 1		
CONTACT_C	1. Yes		
ORMODE	1. Personal Visit Only		
POLITE	1. Yes		
LENGTH_H	Enter 0		
LENGTH_M	Enter 45		
LAPTOP	1. Yes		
ROSTER_1	1. Yes		
ROSTER_3	2. No		
AGE_CHECK	1. Yes		
RACE	1. White		
ORIGIN_VER	1. Yes		
RI_INTROSURVEY	1. Enter 1 to Continue		
RI_THEFT	1. Yes		
RI_MV_OWNVEHICLE	1. Yes		
RI_MV_THEFT	1. Yes		
RI_MVP_PARTS_GAS	1. Yes		
RI_BREAKIN	1. Yes		
RI_V_PROPERTY	1. Yes		

Unit 3: NCVS RI Instrument

RI_V_INJUREKILLANIMAL	1. Yes
RI_ATTACK	1. Yes
RI_THREAT	1. Yes
RI_SA_UNWANTEDCONTACT	1. Yes
RI_CAOTHERCRIME	1. Yes
THANK_YOU	1. Enter 1 to Continue
RI_OUTCM	1. Yes
FALSIF	2. No
READYWRAP	1. Enter 1 to Continue
Show_Ctrl	1. Enter 1 to Continue

Unit 3: NCVS RI Instrument

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

Notes

Unit 4: Discrepancies and Finding Errors

Objectives

At the conclusion of this unit, you will know about finding production interview discrepancies and errors.

Unit outline

What is a Discrepancy?.....	4-2
Applicable RI Discrepancies	4-2
NCVS Reinterview Discrepancy Codes	4-4
Unit 4 Knowledge Check.....	4-5

Unit 4: Discrepancies and Finding Errors

What is a Discrepancy?

A “discrepancy” is a difference detected between the reinterview and production interview. It indicates that the information given in the production interview is not matching the information you obtained from the reinterview respondent.

A discrepancy could also indicate that the production interviewer did not follow procedures. One example is that a laptop was not used for a personal visit with the respondent.

Applicable RI Discrepancies

For NCVS RI, there are ten applicable/possible discrepancies. These discrepancies are described in the “NCVS Reinterview Discrepancy Code” table on page 4-4.

There are ten defined discrepancies codes in the NCVS RI instrument, but the discrepancies are not numbered sequentially in the table. The reason for this is that the codes are for all surveys, but not all codes are used for all surveys.

If the reinterview finds any discrepancies, one or more of the discrepancy codes in the table will be listed on the FALSIF screen, where the falsification determination is made in the RI instrument.

If the information the RI respondent gives matches the information given in the production interview and the interviewer followed procedures, then the case will not have any discrepancies. However, a case could generate more than one discrepancy code.

For NCVS RI, the instrument will *automatically* suspect falsification when discrepancy code numbers 1, 5, and 10 appear on the FALSIF2 screen.

For discrepancy codes 2 and 6, the status of the production case was not correct. These discrepancies usually appear together. The difference is for 6, the respondent indicated the error, and for 2, you confirmed the status as incorrect.

Unit 4: Discrepancies and Finding Errors

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.

For discrepancy 8, responses to NCVS-specific reinterview questions determined that the proper questions in the original NCVS interview were not asked. An example of discrepancy 8 would be that the FR did not ask the respondent if something was stolen from them or someone they live with.

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 discrepancy 13, the responses in the middle of RI determine if the demographic characteristics 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

NCVS Reinterview Discrepancy Codes

Discrepancy Number	Description
*1	The reinterview respondent said no one contacted the household regarding this survey.
2	You determined that the original status was incorrect.
3	The status of the case was completed by observation in the original interview. You determined that the original status was incorrect.
*5	The interviewer classified interview/Type A unit as Type B/C.
6	The reinterview respondent indicated that the original status was incorrect.
7	The household roster is incorrect.
8	Not all survey questions were asked in the interview.
*10	This case was done by a personal visit and the reinterview respondent said the interviewer did not use a laptop.
11	The interviewer entered a bad telephone number for this case.
13	Demographic characteristic(s) was/were incorrectly recorded on roster.

*At least one of these codes means “Yes” for suspected falsification.

Unit 4: Discrepancies and Finding Errors

Unit 4: Knowledge Check

Provide the correct answers to the following statements and questions.

1. A _____ is a difference detected between the reinterview and production interview.
2. The “Big 3” discrepancy codes are 1, 5, and 10.
 - a. ☐ True
 - b. ☐ False
3. Falsification cannot be suspected when a case generates a discrepancy other than 1, 5, and 10.
 - a. ☐ True
 - b. ☐ False

Unit 4: Discrepancies and Finding Errors

Notes

Unit 5: Data Falsification

Objectives

At the conclusion of this unit, you will have received information about data falsification and the RI Outcome screen, the FALSIF and FALSIF2 screens, and using RI notes for suspected falsification.

Unit outline

Confirming Case Type – RI_OUTCM screen.....	5-2
What is Data Falsification?	5-3
When to Suspect Falsification	5-3
Guidance for Suspecting Falsification	5-4
FALSIF and FALSIF2 screens.....	5-6
Required RI Notes	5-9
Unit 5 Review Activity.....	5-10

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) - v24.01.05 - 01/01/2024

Forms Answer Navigate Options Help Show Watch Window

GenRI Roster Original FAQs RI FAQs F10

Original Outcome: 201 - Completed interview

Original Interview Date: Saturday, November 18th, 2023.

♦ Was the original outcome correct?

☐ 1. Yes

☐ 2. No

☐ 3. Reinterview Noninterview

Verify original outcome ☐

RIOUT notes

00000012 RI_OUTCM 10:02:09 AM 10-10-2024 66/75

Unit 5: Data Falsification

What is Data Falsification?

Discrepancies can be used to detect falsification. It does not, however, mean that there is falsification. Data falsification occurs when the interviewer **knowingly** deviates from interviewing procedures by:

- Making up some or all of the information;
- Intentionally not following established survey procedures;
- Deliberately miscoding the answer to a question to avoid follow-up questions;
- Intentionally misclassifying occupied units as Type B or C noninterviews; or
- Intentionally misreporting the household roster.

Falsification is not the result when the interviewer missed a household member or included a household member by mistake. It also is not falsification when the interviewer mistakenly misclassified a housing unit as vacant when in fact the housing unit is now temporary storage. Just because there are errors in the case does not mean there is suspected falsification.

When to Suspect Falsification

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, 8, 11, 13 (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, 8, 11, 13, 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, 8, 11, 13, 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.

Unit 5: Data Falsification

For example, you will suspect falsification when the respondent or contact person leads you to believe the NCVS interviewer did not conduct an interview with the household and possibly made up the data entered during production. When suspecting falsification, the emphasis should be on the **intent** of the interviewer.

If there are *no* discrepancies, you will **always** select “2” on the FALSIF screen.

Unit 5: Data Falsification

The FALSIF and FALSIF2 screens

The screenshot shows the FALSIF screen within the National Crime Victimization Survey (QC) interface. The title bar indicates the version is v24.01.05 and the date is 01/01/2024. The menu bar includes Forms, Answer, Navigate, Options, Help, and Show Watch Window. The breadcrumb trail shows GenRI, Roster, Original FAQs, RI FAQs, and F10. The main content area has a yellow background and displays the message: "Your reinterview indicates the following discrepancies: 13-Incorrect demographic data on roster." Below this, a question is asked: "Do you suspect falsification?" with three radio button options: "1. Yes", "2. No", and "3. Unable to determine". A text box labeled "Falsification suspected?" is present, with a small input field. Below the text box, there are labels for "No discrepancy case", "Discrepancy notes", "Discrepancy options - no suspected falsification", and "Discrepancy options - suspected falsification". The status bar at the bottom shows the ID 00000012, the screen name FALSIF, the time 10:07:42 AM, the date 10-10-2024, and the page number 71/75.

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

Unit 5: Data Falsification

“Yes” for suspected falsification when there is no valid reason is *your* error as a reinterviewer.

Active Signal

You have indicated that you suspect falsification.

- If this is correct, suppress and continue.
- If this is incorrect, go back to the FALSIF screen and make corrections.

Questions involved	Value
FALSIF: Falsification suspected?	Yes

Suppress Close Goto

If you select “1. Yes” that falsification is suspected, a pop-up box will appear as a check to verify that falsification is suspected. Clicking “Suppress” or entering “S” confirms your decision that you suspect falsification, and you will continue to the end of the instrument. Clicking “Close” or “Go to” returns you to the FALSIF screen where you can change your answer.

If there are multiple discrepancies on the FALSIF screen, an additional screen comes on path (either the NSF_RIDISP screen or the SF_RIDISP screen) and asks you to select the discrepancy code that best describes the case or is the primary reason you suspect falsification.

If there are one or more discrepancy code(s) on FALSIF and you say “No” to suspected falsification, you will need to explain why you made that decision in WebCATI Case Notes once you close the case.

Unit 5: Data Falsification

National Crime Victimization Survey (QC) - v24.01.05 - 01/01/2024

Forms Answer Navigate Options Help Show 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

00000012 FALSIF2 10:16:57 AM 10-10-2024 72/75

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

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

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

Notes

Unit 6: Walk-through Reinterviews

Objectives

At the conclusion of this unit, you will have obtained some hands-on practice with the NCVS CATI reinterviews and instrument.

Unit outline

Reinterview Walk-throughs	6-2
Steps for Accessing a Case in WebCATI.....	6-3
Case ID 29 – Control Number 02880092J22000511	6-4
Case ID 36 – Control Number 02880082J20001911	6-6
Case ID 52 – Control Number 02880082J22002811	6-8
Case ID 16 – Control Number 02880092J22002011	6-10
Case ID 22 – Control Number 02880093J19003611	6-11

Unit 6: Walk-through Reinterviews

Reinterview Walk-throughs

In this training unit, you will complete some reinterviews so that you will obtain hands-on practice with the NCVS RI instrument.

You will complete reinterviews that cover various scenarios – those reinterviews with discrepancy codes other than 1, 5, and 10, and some with suspected falsification reinterview discrepancies 1, 5, and 10.

The titles in the “Screen” column are the names of the screens that you will see as you proceed through the interviews. The “Selection/Action” column has the respondents’ answers and actions for the Interviewer.

You will play the role of the Reinterviewer and read aloud the interview questions that appear on your computer screen. The presenter will play the respondent role and read aloud the responses shown in the Response/Action column, and any keystrokes that are shown in the Response/Action column.

The first reinterview is Case 9 on page 6-4.

Do not work ahead and stop the presenter if you are falling behind.

Unit 6: Walk-through Reinterviews

Steps for accessing a Case in WebCATI

Click on the Start button at the lower-left corner of the screen.

1. Log on to WebCATI production.
2. Click on “1. Conduct an Interview.”
3. Click on the “Survey” drop down arrow, and select NCVS QCRI 25Tr **(eett for Tucson)** from the list, and then click “Select Survey.”
4. Under “Search for Specific Case,” enter your assigned Case number equivalent into the Case ID: field, and then click “Search.”
5. Be sure that you have selected your assigned Case ID number, 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

Case 29 – Complete case without discrepancies; 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. Mary Citizen
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	1. Yes
RACE_VER	1. Yes
ORIGIN_VER	1. Yes
RI_INTROSURVEY	1. Enter 1 to Continue
RI_THEFT	1. Yes
RI_MV_OWNVEHICLE	2. No
RI_BREAKIN	1. Yes
RI_V_PROPERTY	1. Yes
RI_V_INJUREKILLANIMAL	1. Yes
RI_ATTACK	1. Yes
RI_THREAT	1. Yes
RI_SA_UNWANTEDCONTACT	1. Yes
RI_CAOTHERCRIME	1. Yes
THANK_YOU	1. Enter 1 to Continue
RI_OUTCM	1. Yes
FALSIF	2. No

Unit 6: Walk-through Reinterviews

Screen	Selection/Action
READYWRAP	1. Enter 1 to Continue
Show_Ctrl	1. Enter 1 to continue.

Unit 6: Walk-through Reinterviews

Case 36 – Complete case with discrepancies (household roster incorrect and incorrect demographic data on roster); Falsification suspected

Screen	Selection/Action
HELLO_TC_CT	1. Correct Person
INTRO_TC_CT	1. Yes
INTROB_RI_CT	1. Yes
RIRESP	Enter 1. Jen Voe
CONTACT_C	1. Yes
ORMODE	2. Telephone call only
POLITE	1. Yes
LENGTH_H	Enter 0
LENGTH_M	Enter 15
ROSTER_1	2. No
ROSTER_2	2. LN 2 Andrew Voe
ROSTER_3	2. No
AGE_CHECK	2. No
AGE_RANGE	7. 35-49 years old
RACE_VER	2. No
RACE	1. White
ORIGIN_VER	2. No
RI_INTROSURVEY	1. Enter 1 to continue.
RI_THEFT	1. Yes
RI_MV_OWNVEHICLE	1. Yes
RI_MV_THEFT	1. Yes
RI_MVP_PARTS_GAS	1. Yes
RI_BREAKIN	1. Yes
RI_V_PROPERTY	1. Yes
RI_V_INJUREKILLANIMAL	1. Yes

Unit 6: Walk-through Reinterviews

Screen	Selection/Action
RI_ATTACK	1. Yes
RI_THREAT	1. Yes
RI_SA_UNWANTEDCONTACT	1. Yes
RI_CAOTHERCRIME	1. Yes
THANK_YOU	1. Enter 1 to Continue
RI_OUTCM	1. Yes
FALSIF	1. Yes
FALSIF Pop-up Box	Click Suppress or type “S”
SF_RIDISP	13. Incorrect demographic data on roster
READYWRAP	1. Continue
Show_Ctrl	1. Enter 1 to continue.

Unit 6: Walk-through Reinterviews

Case 52 – Complete case with discrepancy (not all questions asked); 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 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
RACE_VER	1. Yes
ORIGIN_VER	1. Yes
RI_INTROSURVEY	1. Enter 1 to continue.
RI_THEFT	1. Yes
RI_MV_OWNVEHICLE	1. Yes
RI_MV_THEFT	1. Yes
RI_MVP_PARTS_GAS	1. Yes
RI_BREAKIN	1. Yes
RI_V_PROPERTY	1. Yes
RI_V_INJUREKILLANIMAL	1. Yes
RI_ATTACK	1. Yes
RI_THREAT	1. Yes

Unit 6: Walk-through Reinterviews

Screen	Selection/Action
RI_SA_UNWANTEDCONTACT	2. No
RI_CAOTHERCRIME	1. Yes
THANK_YOU	1. Enter 1 to Continue
RI_OUTCM	1. Yes
FALSIF	2. No
DISCREP_NOTES	1. Continue
READYWRAP	1. Enter 1 to Continue
Show_Ctrl	1. Enter 1 to Continue.

Unit 6: Walk-through Reinterviews

Case 16 – Complete case with discrepancy (household NOT contacted); Falsification suspected

Screen	Selection/Action
HELLO_TC_CT	1. Correct Person
INTRO_TC_CT	1. Yes
INTROB_RI_CT	3. No; recording is turned off. Continue with interview.
RIRESP	Enter 1
CONTACT_C	2. No
SOMEONE_ELSE	2. No
THANK_YOU	1. Continue
RI_OUTCM	2. No
FALSIF2	1. Enter 1 to Continue.
READYWRAP	1. Continue
Show_Ctrl	1. Enter 1 to Continue.

Unit 6: Walk-through Reinterviews

Case 22 – Reinterview noninterview; respondent cannot remember

Screen	Selection/Action
HELLO_TN_CT	1. Correct Person
INTRO_TN_CT	1. Continue
INTROB_RI_CT	1. Yes; continue with the interview.
CONTACT_N	Ctrl D
SOMEONE_ELSE	Ctrl D
STATUS	Ctrl D
THANK_YOU	1. Enter 1 to Continue
RI_OUTCM	3. Reinterview Noninterview
NONINT	1. Type A Noninterview.
TYPEA	7. Respondent can't remember.
FALSIF	3. Unable to determine
READYWRAP	1. Enter 1 to Continue
Show_Ctrl	1. Enter 1 to Continue.

Unit 6: Walk-through Reinterviews

Notes

Unit 7: Reinterview Noninterviews

Objectives

At the conclusion of this unit, you will understand how to handle noninterviews in NCVS Reinterview.

Unit outline

RI Noninterviews	7-2
Type A Noninterviews	7-2
Type B and C Noninterviews	7-2
Type D Noninterviews	7-3
Examples of RI Noninterview Cases	7-4
Unit 7 Knowledge Check	7-6

Unit 7: Reinterview Noninterviews

RI 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. These are some of 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 you normally do 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

Unit 7: Reinterview Noninterviews

falsification. You will almost always select “3. Unable to Determine” no matter what you have on the FALSIF screen.

Type B and C Noninterviews will be very rare in NCVS and even more rare in the Call Center because you are calling just a couple days after the production interview and the change in status will make it difficult to reach the respondent by phone.

Type D Noninterviews

Type D Noninterviews can only happen in RI and happen when one household moves out and another household moves in. This doesn’t allow you to talk to the old respondent to review the production interview. They are very rare in NCVS.

Unit 7: Reinterview Noninterviews

Case 33 – 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 56 – Type D Noninterview Review

Screen	Selection/Action
HELLO_TC_CT	4. Person unknown at this number
VERTELE_CT	1. Yes
ADDVER_CT	1. Same Address
HHMEM_CT	1. Yes
PROX_UC_CT	1. Yes (Yes if respondent mentions just moving, No if Not)
LIVEHERE_CT	2. No
SOMEONE_ELSE	Ctrl D
THANK_YOU	1. Enter 1 to Continue
STATUS_RI	2. Reinterview Noninterview
NONINT	4. Type D Noninterview – Household replaced by new household since the original interview.
FALSIF	3. Unable to determine
READYWRAP	1. Enter 1 to Continue
Show_Ctrl	1. Enter 1 to Continue
Exit to WebCATI.	

Unit 7: Reinterview Noninterviews

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

Notes

Unit 8: Paired-Practice Reinterviews

Objectives

At the conclusion of this unit, you will have obtained additional hands-on practice by conducting paired-practice NCVS reinterviews.

Unit outline

Paired-Practice Reinterviews.....	8-2
Case ID 37 – Control Number 02880092J22000711	8-3
Case ID 35 – Control Number 02880092J20001811	8-5
Case ID 8 – Control Number 02880092J20003011	8-7
Case ID 58 – Control Number 02880083J21001411	8-9

Unit 8: Paired-Practice Reinterviews

Paired-Practice Reinterviews

You will complete the following paired-practice interviews for this training unit. Each person has a partner for the interviews. One person will play the respondent role and the other person will play the interviewer role.

You should change roles so that both you and your partner have the opportunity to obtain more practice with conducting the interview and using the NCVS CATI RI instrument.

Unit 8: Paired-Practice Reinterviews

Case 37

Control Number: 02880092J22000711	Caseid: 37	Original Outcome: Completed interview (201)	Mode: CATI
Reinterview Scenario Description: No Suspected Falsification			

Screen	Selection
HELLO_TC_CT	1 (Correct person)
INTRO_TC_CT	1 (Yes)
INTROB_RI_CT	1(Yes)
RIRESP	Enter 1 (Cam Lastname)
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)
RACE_VER	1 (Yes)
ORIGIN_VER	1 (Yes)
RI_INTROSURVEY	1 (Yes)
RI_THEFT	1 (Yes)
RI_MV_OWNVEHICLE	2 (No)
RI_BREAKIN	1 (Yes)
RI_V_PROPERTY	1 (Yes)
RI_V_INJUREKILLANIMAL	1 (Yes)

Unit 8: Paired-Practice Reinterviews

Screen	Selection
RI_ATTACK	1 (Yes)
RI_THREAT	1 (Yes)
RI_SA_UNWANTEDCONTACT	1 (Yes)
RI_CAOTHERCRIME	1 (Yes)
THANK_YOU	1 (Continue)
RI_OUTCM	1 (Yes)
FALSIF	2 (No)
READYWRAP	1 (Continue)
Show_Ctrl	1 (Continue)

Unit 8: Paired-Practice Reinterviews

Case 35

Control Number: 02880092J20001811	Caseid: 35	Original Outcome: Completed interview (201)	Mode: CATI
Reinterview Scenario Description: Discrepancy (Incorrect Household Roster), no suspected falsification			

Screen	Selection
HELLO_TC_CT	1 (Correct person)
INTRO_TC_CT	1 (Yes)
INTROB_RI_CT	1 (Yes)
RIRESP	Enter 1 (Ann Voe)
CONTACT_C	1 (Yes)
ORMODE	3 (Both)
POLITE	2 (No)
PO_NOTES	Enter “He hounded me and was rude”
LENGTH_H	Enter 1
LENGTH_M	Enter 0
LAPTOP	1 (Yes)
ROSTER_1	2 (No)
ROSTER_2	2 (Jeff Voe)
ROSTER_3	2 (No)
AGE_CHECK	1 (Yes)
RACE_VER	1 (Yes)
ORIGIN_VER	1 (Yes)
RI_INTROSURVEY	1 (Continue)
RI_THEFT	1 (Yes)
RI_MV_OWNVEHICLE	1 (Yes)
RI_MV_THEFT	1 (Yes)

Unit 8: Paired-Practice Reinterviews

Screen	Selection
RI_MVP_PARTS_GAS	1 (Yes)
RI_BREAKIN	1 (Yes)
RI_V_PROPERTY	1 (Yes)
RI_V_INJUREKILLANIMAL	1 (Yes)
RI_ATTACK	1 (Yes)
RI_THREAT	1 (Yes)
RI_SA_UNWANTEDCONTACT	1 (Yes)
RI_CAOTHERCRIME	1 (Yes)
THANK_YOU	1 (Continue)
RI_OUTCM	1 (Yes)
FALSIF	2 (No)
DISCREP_NOTES	1 (Continue)
READYWRAP	1 (Continue)
Show_Ctrl	1 (Continue)

Unit 8: Paired-Practice Reinterviews

Case 8

Control Number: 02880092J20003011	Caseid: 8	Original Outcome: Completed interview (201)	Mode: CATI
Reinterview Scenario Description: Discrepancy (No laptop used), suspected falsification			

Screen	Selection
HELLO_TC_CT	1 (Correct person)
INTRO_TC_CT	1 (Yes)
INTROB_RI_CT	1 (Yes)
RIRESP	2 (Sherry Conte)
CONTACT_C	1 (Yes)
ORMODE	1 (Personal Visit)
POLITE	1 (Yes)
LENGTH_H	0 hour
LENGTH_M	30 minutes
LAPTOP	2 (No)
ROSTER_1	1 (Yes)
ROSTER_3	2 (No)
AGE_CHECK (LNO 1)	1 (Yes)
RACE_VER (LNO 1)	1 (Yes)
ORIGIN_VER (LNO 1)	1 (Yes)
AGE_CHECK (LNO 2)	1 (Yes)
RACE_VER (LNO 2)	1 (Yes)
ORIGIN_VER (LNO 2)	1 (Yes)
AGE_CHECK (LNO 3)	1 (Yes)
RACE_VER (LNO 3)	1 (Yes)
ORIGIN_VER (LNO 3)	1 (Yes)

Unit 8: Paired-Practice Reinterviews

RI_INTROSURVEY	1 (Continue)
RI_THEFT	1 (Yes)
RI_MV_OWNVEHICLE	1 (Yes)
RI_MV_THEFT	1 (Yes)
RI_MVP_PARTS_GAS	Ctrl D
RI_BREAKIN	1 (Yes)
RI_V_PROPERTY	1 (Yes)
RI_V_INJUREKILLANIMAL	Ctrl D
RI_ATTACK	1 (Yes)
RI_THREAT	1 (Yes)
RI_SA_UNWANTEDCONTACT	Ctrl D
RI_CAOTHERCRIME	1 (Yes)
THANK_YOU	1 (Continue)
RI_OUTCM	1 (Yes)
FALSIF2	1 (Continue)
READYWRAP	1 (Continue)
Show_Ctrl	1 (Continue)

Unit 8: Paired-Practice Reinterviews

Case 58

Control Number: 02880083J21001411	Caseid: 58	Original Outcome: Type B (225) - Temporarily occupied by persons with Usual Residence Elsewhere (URE)	Mode: CATI
Reinterview Scenario Description: Verify original Type B noninterview (housing unit occupied by persons with URE); No discrepancies or falsification suspected			

Screen	Selection
HELLO_TN_CT	1 (Correct person)
INTRO_TN_CT	1 (Continue)
INTROB_RI_CT	1 (Yes)
CONTACT_N	1 (Yes)
ORMODE	3 (Both – Interviewer visited and called)
POLITE	1 (Yes)
LENGTH_H	1 hour
LENGTH_M	0 minutes
LAPTOP	1 (Yes)
STATUS	1 (Yes)
THANK_YOU	1 (Continue)
RI_OUTCM	1 (Yes)
FALSIF	2 (No)
READYWRAP	1 (Continue)
Show_Ctrl	1 (Continue)

Unit 8: Paired-Practice Reinterviews

Notes

16. 11-172 NCVS CATI Reinterview Supervisor's Manual

Form 11-172
January 2025

**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 CATI REINTERVIEW (RI)

INTRODUCTION

This manual provides an overview of the NCVS CATI reinterview (RI) program and instructions for the operations associated with it.

During NCVS interviewing, errors in responses may affect the accuracy of the data collected. NCVS uses a second interview, called a reinterview, to compare responses between the original interview and the reinterview. The reinterview instrument will mark the differences called discrepancies. Measuring these differences helps to evaluate the accuracy of the original survey results.

The Reinterview process helps deter field interviewers from falsifying data and identifies when pre-established procedures are not being followed correctly.

Reinterview is a two-step process for the CATI interviewers and is different from other survey work. The reinterviewer will not only conduct the survey, they will also indicate if the status of the original interview was correct and review any discrepancies to see if there is suspected falsification. See the NCVS QC CATI Reinterviewer Training Guide (Form 11-170) and the NCVS QC CATI Reinterview Workbook (Form 11-171) for information about reinterview and the expectations for the reinterviewer.

WORKLOAD

The contact center in Tucson will participate in NCVS reinterview.

NCVS Reinterview will typically begin around the 2nd business day of the month. Reinterview will typically run through the middle of the following month. You will receive an official schedule yearly with all key dates.

We expect to have approximately 400-500 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 12 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 "no" 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 outcome 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.

CASE DISCREPANCY REVIEW

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) On the Main Screen under the Administrative Tasks Bar, select 11. Case and Phone Administration.
- 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 using the Survey Field Investigative Tool (sFiT).
- 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)
- RACE_VER – (2. No results in Discrepancy)
- ORIGIN_VER – (2. No results in Discrepancy)
- RI_THEFT – (2. No results in Discrepancy)
- RI_MV_THEFT – (2. No results in Discrepancy)
- RI_MVP_PARTS_GAS – (2. No results in Discrepancy)
- RI_BREAKIN – (2. No results in Discrepancy)
- RI_V_PROPERTY – (2. No results in Discrepancy)
- RI_V_INJUREKILLANIMAL – (2. No results in Discrepancy)
- RI_ATTACK – (2. No results in Discrepancy)
- RI_THREAT – (2. No results in Discrepancy)
- RI_SA_UNWANTEDCONTACT – (2. No results in Discrepancy)
- RI_CAOTHERCRIME – (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**

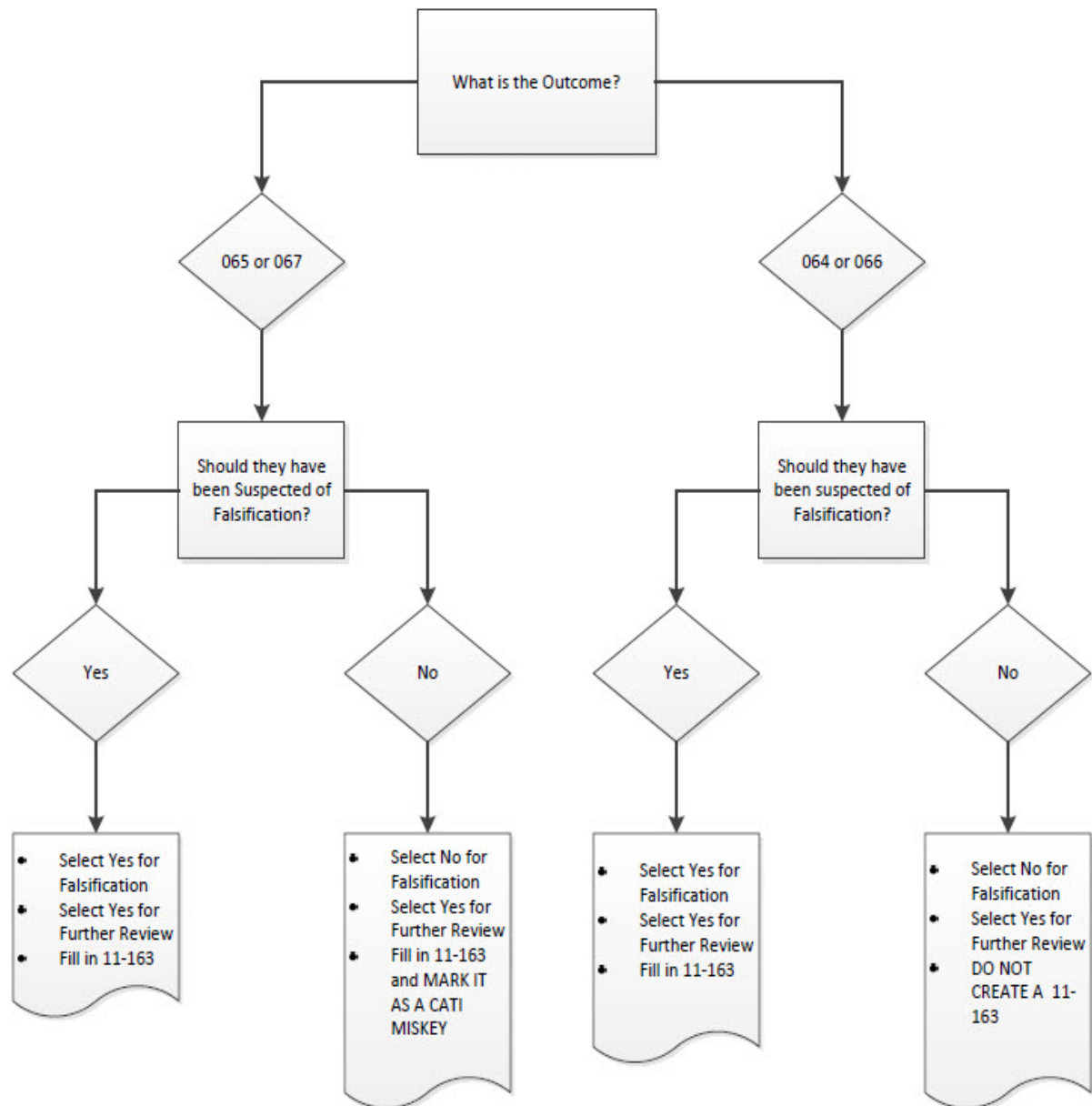
Mark “Yes” to Falsification and “Yes” to Require Further Review. Enter sFiT and start the 11-163 automated form and fill in the Form ID under the Tracking #.

- **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. Enter sFiT and 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 7 showing the steps and actions to be taken in the review process.

Workflow for Review of Discrepancy Cases



3) Fill out Form 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 in sFiT 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.

4) Submit the case with the proper settings.

When you are sure you know how you will proceed with a case, make the appropriate selection on the Case Discrepancy Review screen and click “Submit” under the Navigation bar.

TOPIC 3: SELF STUDY – EXAMPLE TRACE FILE FOR SUSPECTED FASLIFICATION

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 5 years.

Trace File -

```
"12/12/2024 3:42:29 PM","Enter Form:1","Key:00000058"
"12/12/2024 3:42:29 PM","Metafile name:C:\temp\TMO_BUILDS\nicke007\NCVS RI
CATI Training (v2025.01.03)\e-inst\inst.bmi"
"12/12/2024 3:42:29 PM","Metafile timestamp:Tuesday, December 3, 2024 2:21:12 PM"
"12/12/2024 3:42:29 PM","WinUserName:nicke007"
"12/12/2024 3:42:29 PM","DictionaryVersionInfo:0.0.0.0"
"12/12/2024 3:42:29 PM","Enter
Field:CATIFRONT.HELLO_TN_CT","Status:Normal","Value:"
"12/12/2024 3:42:35 PM","(KEY:)1[ENTR]"
"12/12/2024 3:42:36 PM","Action:Store Field Data","Field:CATIFRONT.HELLO_TN_CT"
"12/12/2024 3:42:36 PM","Leave Field:CATIFRONT.HELLO_TN_CT","Cause:Next
Field","Status:Normal","Value:1"
"12/12/2024 3:42:36 PM","Enter
Field:CATIFRONT.INTRO_TN_CT","Status:Normal","Value:"
"12/12/2024 3:42:37 PM","(KEY:)1[ENTR]"
"12/12/2024 3:42:38 PM","Action:Store Field Data","Field:CATIFRONT.INTRO_TN_CT"
"12/12/2024 3:42:38 PM","Leave Field:CATIFRONT.INTRO_TN_CT","Cause:Next
Field","Status:Normal","Value:1"
"12/12/2024 3:42:38 PM","Enter
Field:CATIFRONT.INTROB_RI_CT","Status:Normal","Value:"
"12/12/2024 3:42:39 PM","(KEY:)1[ENTR]"
"12/12/2024 3:42:40 PM","Action:Store Field Data","Field:CATIFRONT.INTROB_RI_CT"
```

"12/12/2024 3:42:40 PM","Leave Field:CATIFRONT.INTROB_RI_CT","Cause:Next Field","Status:Normal","Value:1"

"12/12/2024 3:42:40 PM","Enter Field:MIDDLE.CONTACT_N","Status:Normal","Value:"

"12/12/2024 3:42:41 PM","(KEY:)1[ENTR]"

"12/12/2024 3:42:42 PM","Action:Store Field Data","Field:MIDDLE.CONTACT_N"

"12/12/2024 3:42:42 PM","Leave Field:MIDDLE.CONTACT_N","Cause:Next Field","Status:Normal","Value:1"

"12/12/2024 3:42:42 PM","Enter Field:MIDDLE.ORMODE","Status:Normal","Value:"

"12/12/2024 3:42:44 PM","(KEY:)2[ENTR]"

"12/12/2024 3:42:45 PM","Action:Store Field Data","Field:MIDDLE.ORMODE"

"12/12/2024 3:42:45 PM","Leave Field:MIDDLE.ORMODE","Cause:Next Field","Status:Normal","Value:2"

"12/12/2024 3:42:46 PM","Enter Field:MIDDLE.POLITE","Status:Normal","Value:"

"12/12/2024 3:42:46 PM","(KEY:)1[ENTR]"

"12/12/2024 3:42:47 PM","Action:Store Field Data","Field:MIDDLE.POLITE"

"12/12/2024 3:42:47 PM","Leave Field:MIDDLE.POLITE","Cause:Next Field","Status:Normal","Value:1"

"12/12/2024 3:42:47 PM","Enter Field:MIDDLE.STATUS","Status:Normal","Value:"

"12/12/2024 3:42:52 PM","(KEY:)2[ENTR]" – **2 on STATUS means the status(outcome) was confirmed to be wrong by the respondent.**

"12/12/2024 3:42:53 PM","Action:Store Field Data","Field:MIDDLE.STATUS"

"12/12/2024 3:42:53 PM","Leave Field:MIDDLE.STATUS","Cause:Next Field","Status:Normal","Value:2"

"12/12/2024 3:42:53 PM","Enter Field:MIDDLE.STAT_PROB2","Status:Normal","Value:"

"12/12/2024 3:42:54 PM","(KEY:)[SHFT]Respondent has been living here for 5 years.[ENTR]"

"12/12/2024 3:43:09 PM","Action:Store Field Data","Field:MIDDLE.STAT_PROB2"

"12/12/2024 3:43:09 PM","Leave Field:MIDDLE.STAT_PROB2","Cause:Next Field","Status:Normal","Value:Respondent has been living here for 5 years."

"12/12/2024 3:43:09 PM","Enter Field:BACK.THANK_YOU","Status:Normal","Value:"

"12/12/2024 3:43:11 PM","(KEY:)1[ENTR]"

"12/12/2024 3:43:12 PM","Action:Store Field Data","Field:BACK.THANK_YOU"

"12/12/2024 3:43:12 PM","Leave Field:BACK.THANK_YOU","Cause:Next Field","Status:Normal","Value:1"

"12/12/2024 3:43:12 PM","Enter Field:BACK.RI_OUTCM","Status:Normal","Value:"

"12/12/2024 3:43:13 PM","(KEY:)1[BACK]2[ENTR]"

"12/12/2024 3:43:26 PM","Action:Store Field Data","Field:BACK.RI_OUTCM"

"12/12/2024 3:43:26 PM","Leave Field:BACK.RI_OUTCM","Cause:Next Field","Status:Normal","Value:2"

"12/12/2024 3:43:27 PM","Enter Field:BACK.MISC_B","Status:Normal","Value:"

"12/12/2024 3:43:30 PM","(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 an Interview or Type A (1)*

"12/12/2024 3:43:32 PM","Action:Store Field Data","Field:BACK.MISC_B"

"12/12/2024 3:43:32 PM","Leave Field:BACK.MISC_B","Cause:Next
Field","Status:Normal","Value:1"

"12/12/2024 3:43:32 PM","Enter Field:BACK.FALSIF2","Status:Normal","Value:"

"12/12/2024 3:43:36 PM","(KEY:)1[ENTR]" – *WHEN FALSIF 2 is on path. The only answer is 1. Cannot be a CATI Miskey and is definitely Suspected Falsification.*

"12/12/2024 3:43:36 PM","Action:Store Field Data","Field:BACK.FALSIF2"

"12/12/2024 3:43:36 PM","Leave Field:BACK.FALSIF2","Cause:Next
Field","Status:Normal","Value:1"

"12/12/2024 3:43:37 PM","Enter Field:BACK.READYWRAP","Status:Normal","Value:"

"12/12/2024 3:43:37 PM","(KEY:)1[ENTR]"

"12/12/2024 3:43:38 PM","Action:Store Field Data","Field:BACK.READYWRAP"

"12/12/2024 3:43:38 PM","Leave Field:BACK.READYWRAP","Cause:Next
Field","Status:Normal","Value:1"

"12/12/2024 3:43:39 PM","Enter

Field:bSplashScreens.Show_Ctrl","Status:Normal","Value:"

"12/12/2024 3:43:40 PM","(KEY:)1[ENTR]"

"12/12/2024 3:43:40 PM","Action:Store Field Data","Field:bSplashScreens.Show_Ctrl"

"12/12/2024 3:43:41 PM","Leave Field:bSplashScreens.Show_Ctrl","Cause:Next
Field","Status:Normal","Value:1"

"12/12/2024 3:43:41 PM","Leave

Field:bSplashScreens.Show_Ctrl","Cause:Exit","Status:Normal","Value:1"

"12/12/2024 3:43:41 PM","Leave Form:1","Key:00000058"

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 had a break-in or any theft in the past 6 months. Almost all demo characteristics were incorrect. I suspect Falsification based on interviewer purposely not asking the survey questions.

Trace File -

"12/12/2024 4:29:17 PM","Enter Form:1","Key:00000052"
"12/12/2024 4:29:17 PM","Metafile name:C:\temp\TMO_BUILDS\nicke007\NCVS RI
CATI Training (v2025.01.03)\e-inst\inst.bmi"
"12/12/2024 4:29:17 PM","Metafile timestamp:Tuesday, December 3, 2024 2:21:12 PM"
"12/12/2024 4:29:17 PM","WinUserName:nicke007"
"12/12/2024 4:29:17 PM","DictionaryVersionInfo:0.0.0.0"
"12/12/2024 4:29:17 PM","Enter
Field:CATIFRONT.HELLO_TC_CT","Status:Normal","Value:"
"12/12/2024 4:29:21 PM","(KEY:)1[ENTR]"
"12/12/2024 4:29:25 PM","Action:Store Field Data","Field:CATIFRONT.HELLO_TC_CT"
"12/12/2024 4:29:25 PM","Leave Field:CATIFRONT.HELLO_TC_CT","Cause:Next
Field","Status:Normal","Value:1"
"12/12/2024 4:29:25 PM","Enter
Field:CATIFRONT.INTRO_TC_CT","Status:Normal","Value:"
"12/12/2024 4:29:27 PM","(KEY:)1[ENTR]"
"12/12/2024 4:29:28 PM","Action:Store Field Data","Field:CATIFRONT.INTRO_TC_CT"
"12/12/2024 4:29:28 PM","Leave Field:CATIFRONT.INTRO_TC_CT","Cause:Next
Field","Status:Normal","Value:1"
"12/12/2024 4:29:28 PM","Enter
Field:CATIFRONT.INTROB_RI_CT","Status:Normal","Value:"
"12/12/2024 4:29:29 PM","(KEY:)1[ENTR]"
"12/12/2024 4:29:30 PM","Action:Store Field Data","Field:CATIFRONT.INTROB_RI_CT"
"12/12/2024 4:29:30 PM","Leave Field:CATIFRONT.INTROB_RI_CT","Cause:Next
Field","Status:Normal","Value:1"
"12/12/2024 4:29:30 PM","Enter Field:MIDDLE.RIRES","Status:Normal","Value:"
"12/12/2024 4:29:32 PM","(KEY:)1[ENTR]"
"12/12/2024 4:29:33 PM","Action:Store Field Data","Field:MIDDLE.RIRES"
"12/12/2024 4:29:33 PM","Leave Field:MIDDLE.RIRES","Cause:Next
Field","Status:Normal","Value:1"
"12/12/2024 4:29:33 PM","Enter Field:MIDDLE.CONTACT_C","Status:Normal","Value:"

"12/12/2024 4:29:34 PM","(KEY:)1[ENTR]"
 "12/12/2024 4:29:35 PM","Action:Store Field Data","Field:MIDDLE.CONTACT_C"
 "12/12/2024 4:29:35 PM","Leave Field:MIDDLE.CONTACT_C","Cause:Next
 Field","Status:Normal","Value:1"
 "12/12/2024 4:29:35 PM","Enter Field:MIDDLE.ORMODE","Status:Normal","Value:"
 "12/12/2024 4:29:36 PM","(KEY:)2[ENTR]"
 "12/12/2024 4:29:37 PM","Action:Store Field Data","Field:MIDDLE.ORMODE"
 "12/12/2024 4:29:37 PM","Leave Field:MIDDLE.ORMODE","Cause:Next
 Field","Status:Normal","Value:2"
 "12/12/2024 4:29:38 PM","Enter Field:MIDDLE.POLITE","Status:Normal","Value:"
 "12/12/2024 4:29:40 PM","(KEY:)1[ENTR]"
 "12/12/2024 4:29:41 PM","Action:Store Field Data","Field:MIDDLE.POLITE"
 "12/12/2024 4:29:41 PM","Leave Field:MIDDLE.POLITE","Cause:Next
 Field","Status:Normal","Value:1"
 "12/12/2024 4:29:41 PM","Enter Field:MIDDLE.LENGTH_H","Status:Normal","Value:"
 "12/12/2024 4:29:42 PM","(KEY:)0[ENTR]"
 "12/12/2024 4:29:43 PM","Action:Store Field Data","Field:MIDDLE.LENGTH_H"
 "12/12/2024 4:29:43 PM","Leave Field:MIDDLE.LENGTH_H","Cause:Next
 Field","Status:Normal","Value:0"
 "12/12/2024 4:29:43 PM","Enter Field:MIDDLE.LENGTH_M","Status:Normal","Value:"
 "12/12/2024 4:29:44 PM","(KEY:)10[ENTR]" – *The combination of LENGTH_H and
 LENGTH_M (0 hours, 10 minutes) indicates a short interview.*
 "12/12/2024 4:29:47 PM","Action:Store Field Data","Field:MIDDLE.LENGTH_M"
 "12/12/2024 4:29:47 PM","Leave Field:MIDDLE.LENGTH_M","Cause:Next
 Field","Status:Normal","Value:10"
 "12/12/2024 4:29:47 PM","Enter Field:MIDDLE.ROSTER_1","Status:Normal","Value:"
 "12/12/2024 4:29:51 PM","(KEY:)1[ENTR]"
 "12/12/2024 4:29:51 PM","Action:Store Field Data","Field:MIDDLE.ROSTER_1"
 "12/12/2024 4:29:51 PM","Leave Field:MIDDLE.ROSTER_1","Cause:Next
 Field","Status:Normal","Value:1"
 "12/12/2024 4:29:52 PM","Enter Field:MIDDLE.ROSTER_3","Status:Normal","Value:"
 "12/12/2024 4:29:53 PM","(KEY:)2[ENTR]"
 "12/12/2024 4:29:53 PM","Action:Store Field Data","Field:MIDDLE.ROSTER_3"
 "12/12/2024 4:29:53 PM","Leave Field:MIDDLE.ROSTER_3","Cause:Next
 Field","Status:Normal","Value:2"
 "12/12/2024 4:29:54 PM","Enter
 Field:SurveySpecific.Ri_Demo_Ver.Person3[1].AGE_CHECK","Status:Normal","Value:"
 "12/12/2024 4:29:57 PM","(KEY:)2[ENTR]" – *2 means respondent indicated age was
 wrong.*
 "12/12/2024 4:29:58 PM","Action:Store Field
 Data","Field:SurveySpecific.Ri_Demo_Ver.Person3[1].AGE_CHECK"

"12/12/2024 4:29:58 PM", "Leave
Field:SurveySpecific.Ri_Demo_Ver.Person3[1].AGE_CHECK", "Cause:Next
Field", "Status:Normal", "Value:2"
"12/12/2024 4:29:58 PM", "Enter
Field:SurveySpecific.Ri_Demo_Ver.Person3[1].AGE_RANGE", "Status:Normal", "Value:"
"12/12/2024 4:30:04 PM", "(KEY:)6[ENTR]" – *Selected the category containing respondents correct age.*
"12/12/2024 4:30:10 PM", "Action:Store Field
Data", "Field:SurveySpecific.Ri_Demo_Ver.Person3[1].AGE_RANGE"
"12/12/2024 4:30:10 PM", "Leave
Field:SurveySpecific.Ri_Demo_Ver.Person3[1].AGE_RANGE", "Cause:Next
Field", "Status:Normal", "Value:6"
"12/12/2024 4:30:10 PM", "Enter
Field:SurveySpecific.Ri_Demo_Ver.Person3[1].RACE_VER", "Status:Normal", "Value:"
"12/12/2024 4:30:12 PM", "(KEY:)2[ENTR]" – *2 means respondent indicated race was wrong.*
"12/12/2024 4:30:13 PM", "Action:Store Field
Data", "Field:SurveySpecific.Ri_Demo_Ver.Person3[1].RACE_VER"
"12/12/2024 4:30:13 PM", "Leave
Field:SurveySpecific.Ri_Demo_Ver.Person3[1].RACE_VER", "Cause:Next
Field", "Status:Normal", "Value:2"
"12/12/2024 4:30:13 PM", "Enter
Field:SurveySpecific.Ri_Demo_Ver.Person3[1].RACE[1]", "Status:Normal", "Value:"
"12/12/2024 4:30:20 PM", "(KEY:)1[ENTR]" – *Respondent provided correct race.*
"12/12/2024 4:30:21 PM", "Action:Store Field
Data", "Field:SurveySpecific.Ri_Demo_Ver.Person3[1].RACE[1]"
"12/12/2024 4:30:21 PM", "Leave
Field:SurveySpecific.Ri_Demo_Ver.Person3[1].RACE[1]", "Cause:Next
Field", "Status:Normal", "Value:1"
"12/12/2024 4:30:21 PM", "Enter
Field:SurveySpecific.Ri_Demo_Ver.Person3[1].ORIGIN_VER", "Status:Normal", "Value:"
"12/12/2024 4:30:25 PM", "(KEY:)2[ENTR]" – *2 means respondent indicated Hispanic origin was wrong.*
"12/12/2024 4:30:26 PM", "Action:Store Field
Data", "Field:SurveySpecific.Ri_Demo_Ver.Person3[1].ORIGIN_VER"
"12/12/2024 4:30:26 PM", "Leave
Field:SurveySpecific.Ri_Demo_Ver.Person3[1].ORIGIN_VER", "Cause:Next
Field", "Status:Normal", "Value:2"
"12/12/2024 4:30:26 PM", "Enter
Field:SurveySpecific.RI_INTROSURVEY", "Status:Normal", "Value:"
"12/12/2024 4:30:28 PM", "(KEY:)1[ENTR]"

"12/12/2024 4:30:29 PM","Action:Store Field
 Data","Field:SurveySpecific.RI_INTROSURVEY"
 "12/12/2024 4:30:29 PM","Leave Field:SurveySpecific.RI_INTROSURVEY","Cause:Next
 Field","Status:Normal","Value:1"
 "12/12/2024 4:30:29 PM","Enter
 Field:SurveySpecific.RI_THEFT","Status:Normal","Value:"
 "12/12/2024 4:30:33 PM","(KEY:)1[ENTR]"
 "12/12/2024 4:30:34 PM","Action:Store Field Data","Field:SurveySpecific.RI_THEFT"
 "12/12/2024 4:30:34 PM","Leave Field:SurveySpecific.RI_THEFT","Cause:Next
 Field","Status:Normal","Value:1"
 "12/12/2024 4:30:34 PM","Enter
 Field:SurveySpecific.RI_MV_OWNVEHICLE","Status:Normal","Value:"
 "12/12/2024 4:30:35 PM","(KEY:)2[ENTR]"
 "12/12/2024 4:30:37 PM","Action:Store Field
 Data","Field:SurveySpecific.RI_MV_OWNVEHICLE"
 "12/12/2024 4:30:37 PM","Leave
 Field:SurveySpecific.RI_MV_OWNVEHICLE","Cause:Next
 Field","Status:Normal","Value:2"
 "12/12/2024 4:30:38 PM","Enter
 Field:SurveySpecific.RI_BREAKIN","Status:Normal","Value:"
 "12/12/2024 4:30:43 PM","(KEY:)1[ENTR]"
 "12/12/2024 4:30:44 PM","Action:Store Field Data","Field:SurveySpecific.RI_BREAKIN"
 "12/12/2024 4:30:44 PM","Leave Field:SurveySpecific.RI_BREAKIN","Cause:Next
 Field","Status:Normal","Value:1"
 "12/12/2024 4:30:44 PM","Enter
 Field:SurveySpecific.RI_V_PROPERTY","Status:Normal","Value:"
 "12/12/2024 4:30:45 PM","(KEY:)2[ENTR]" – 2 means respondent indicated they were not
 asked the NCVS vandalism question.
 "12/12/2024 4:30:45 PM","Action:Store Field
 Data","Field:SurveySpecific.RI_V_PROPERTY"
 "12/12/2024 4:30:45 PM","Leave Field:SurveySpecific.RI_V_PROPERTY","Cause:Next
 Field","Status:Normal","Value:2"
 "12/12/2024 4:30:46 PM","Enter
 Field:SurveySpecific.RI_V_INJUREKILLANIMAL","Status:Normal","Value:"
 "12/12/2024 4:30:47 PM","(KEY:)2[ENTR]" – 2 means respondent indicated they were not
 asked the NCVS survey question about someone deliberately injuring or killing an animal.
 "12/12/2024 4:30:47 PM","Action:Store Field
 Data","Field:SurveySpecific.RI_V_INJUREKILLANIMAL"
 "12/12/2024 4:30:47 PM","Leave
 Field:SurveySpecific.RI_V_INJUREKILLANIMAL","Cause:Next
 Field","Status:Normal","Value:2"

"12/12/2024 4:30:47 PM","Enter
Field:SurveySpecific.RI_ATTACK","Status:Normal","Value:"
"12/12/2024 4:30:48 PM","(KEY:)2[ENTR]"
"12/12/2024 4:30:49 PM","Action:Store Field Data","Field:SurveySpecific.RI_ATTACK"
"12/12/2024 4:30:49 PM","Leave Field:SurveySpecific.RI_ATTACK","Cause:Next
Field","Status:Normal","Value:2" – 2 means respondent indicated they were not asked the
NCVS attack questions.
"12/12/2024 4:30:49 PM","Enter
Field:SurveySpecific.RI_THREAT","Status:Normal","Value:"
"12/12/2024 4:30:49 PM","(KEY:)2[ENTR]"
"12/12/2024 4:30:50 PM","Action:Store Field Data","Field:SurveySpecific.RI_THREAT"
"12/12/2024 4:30:50 PM","Leave Field:SurveySpecific.RI_THREAT","Cause:Next
Field","Status:Normal","Value:2" – 2 means respondent indicated they were not asked the
NCVS threat questions.
"12/12/2024 4:30:50 PM","Enter
Field:SurveySpecific.RI_SA_UNWANTEDCONTACT","Status:Normal","Value:"
"12/12/2024 4:30:50 PM","(KEY:)2[ENTR]" – 2 means respondent indicated they were not
asked the NCVS unwanted sexual contact questions.
"12/12/2024 4:30:51 PM","Action:Store Field
Data","Field:SurveySpecific.RI_SA_UNWANTEDCONTACT"
"12/12/2024 4:30:51 PM","Leave
Field:SurveySpecific.RI_SA_UNWANTEDCONTACT","Cause:Next
Field","Status:Normal","Value:2"
"12/12/2024 4:30:51 PM","Enter
Field:SurveySpecific.RI_CAOTHERCRIME","Status:Normal","Value:"
"12/12/2024 4:30:51 PM","(KEY:)2[ENTR]" – 2 means respondent indicated they were not
*asked the NCVS survey question about whether they had anything else happen that they
thought was a crime.*
"12/12/2024 4:30:52 PM","Action:Store Field
Data","Field:SurveySpecific.RI_CAOTHERCRIME"
"12/12/2024 4:30:52 PM","Leave
Field:SurveySpecific.RI_CAOTHERCRIME","Cause:Next
Field","Status:Normal","Value:2"
"12/12/2024 4:30:52 PM","Enter Field:BACK.THANK_YOU","Status:Normal","Value:"
"12/12/2024 4:30:54 PM","(KEY:)1[ENTR]"
"12/12/2024 4:31:00 PM","Action:Store Field Data","Field:BACK.THANK_YOU"
"12/12/2024 4:31:00 PM","Leave Field:BACK.THANK_YOU","Cause:Next
Field","Status:Normal","Value:1"
"12/12/2024 4:31:00 PM","Enter Field:BACK.RI_OUTCM","Status:Normal","Value:"
"12/12/2024 4:31:24 PM","(KEY:)1[ENTR]"
"12/12/2024 4:31:26 PM","Action:Store Field Data","Field:BACK.RI_OUTCM"

"12/12/2024 4:31:26 PM","Leave Field:BACK.RI_OUTCM","Cause:Next Field","Status:Normal","Value:1"

"12/12/2024 4:31:26 PM","Enter Field:BACK.FALSIF","Status:Normal","Value:"

"12/12/2024 4:31:27 PM","(KEY:)1[ENTR]" – *The reinterviewer selected Yes to suspected Falsification.*

"12/12/2024 4:31:28 PM","Action:Store Field Data","Field:BACK.FALSIF"

"12/12/2024 4:31:28 PM","Leave Field:BACK.FALSIF","Cause:Next Field","Status:Normal","Value:1"

"12/12/2024 4:31:32 PM","Errordlg action:Suppress","Text:@LYou have indicated that you suspect falsification. @/@/@Z@Vl@V@ZIf this is correct, suppress and continue. @/@Z@Vl@V@ZIf this is incorrect, go back to the FALSIF screen and make corrections. ","Involved:BACK.FALSIF;T1"

"12/12/2024 4:31:32 PM","Action:Error Suppress","Field:BACK.FALSIF" – *FALSIF pop-up box.*

"12/12/2024 4:31:32 PM","Enter Field:BACK.SF_RIDISP","Status:Normal","Value:"

"12/12/2024 4:31:36 PM","(KEY:)8[ENTR]" – *8 means not all survey questions were asked in the original interview.*

"12/12/2024 4:31:46 PM","Action:Store Field Data","Field:BACK.SF_RIDISP"

"12/12/2024 4:31:46 PM","Leave Field:BACK.SF_RIDISP","Cause:Next Field","Status:Normal","Value:8"

"12/12/2024 4:31:46 PM","Enter Field:BACK.READYWRAP","Status:Normal","Value:"

"12/12/2024 4:31:48 PM","(KEY:)1[ENTR]"

"12/12/2024 4:31:48 PM","Action:Store Field Data","Field:BACK.READYWRAP"

"12/12/2024 4:31:48 PM","Leave Field:BACK.READYWRAP","Cause:Next Field","Status:Normal","Value:1"

"12/12/2024 4:31:49 PM","Enter Field:bSplashScreens.Show_Ctrl","Status:Normal","Value:"

"12/12/2024 4:31:52 PM","(KEY:)1[ENTR]"

"12/12/2024 4:31:53 PM","Action:Store Field Data","Field:bSplashScreens.Show_Ctrl"

"12/12/2024 4:31:53 PM","Leave Field:bSplashScreens.Show_Ctrl","Cause:Next Field","Status:Normal","Value:1"

"12/12/2024 4:31:53 PM","Leave Field:bSplashScreens.Show_Ctrl","Cause:Exit","Status:Normal","Value:1"

"12/12/2024 4:31:53 PM","Leave Form:1","Key:00000052"

Result – Based on good notes with extra information explaining the respondent let them know information 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 -

"12/17/2024 8:42:21 AM","Enter Form:1","Key:00000048"
"12/17/2024 8:42:21 AM","Metafile name:C:\temp\TMO_BUILDS\nicke007\NCVS RI
CATI Training (v2025.01.03)\e-inst\inst.bmi"
"12/17/2024 8:42:21 AM","Metafile timestamp:Tuesday, December 3, 2024 2:21:12 PM"
"12/17/2024 8:42:21 AM","WinUserName:nicke007"
"12/17/2024 8:42:21 AM","DictionaryVersionInfo:0.0.0.0"
"12/17/2024 8:42:21 AM","Enter
Field:CATIFRONT.HELLO_TC_CT","Status:Normal","Value:"
"12/17/2024 8:42:27 AM","(KEY:)1[ENTR]"
"12/17/2024 8:42:27 AM","Action:Store Field Data","Field:CATIFRONT.HELLO_TC_CT"
"12/17/2024 8:42:27 AM","Leave Field:CATIFRONT.HELLO_TC_CT","Cause:Next
Field","Status:Normal","Value:1"
"12/17/2024 8:42:27 AM","Enter
Field:CATIFRONT.INTRO_TC_CT","Status:Normal","Value:"
"12/17/2024 8:42:28 AM","(KEY:)1[ENTR]"
"12/17/2024 8:42:29 AM","Action:Store Field Data","Field:CATIFRONT.INTRO_TC_CT"
"12/17/2024 8:42:29 AM","Leave Field:CATIFRONT.INTRO_TC_CT","Cause:Next
Field","Status:Normal","Value:1"
"12/17/2024 8:42:29 AM","Enter
Field:CATIFRONT.INTROB_RI_CT","Status:Normal","Value:"
"12/17/2024 8:42:30 AM","(KEY:)1[ENTR]"
"12/17/2024 8:42:30 AM","Action:Store Field Data","Field:CATIFRONT.INTROB_RI_CT"
"12/17/2024 8:42:30 AM","Leave Field:CATIFRONT.INTROB_RI_CT","Cause:Next
Field","Status:Normal","Value:1"
"12/17/2024 8:42:31 AM","Enter Field:MIDDLE.RIRESP","Status:Normal","Value:"
"12/17/2024 8:42:31 AM","(KEY:)1[ENTR]"
"12/17/2024 8:42:32 AM","Action:Store Field Data","Field:MIDDLE.RIRESP"
"12/17/2024 8:42:32 AM","Leave Field:MIDDLE.RIRESP","Cause:Next
Field","Status:Normal","Value:1"
"12/17/2024 8:42:32 AM","Enter Field:MIDDLE.CONTACT_C","Status:Normal","Value:"
"12/17/2024 8:42:33 AM","(KEY:)1[ENTR]"
"12/17/2024 8:42:33 AM","Action:Store Field Data","Field:MIDDLE.CONTACT_C"
"12/17/2024 8:42:33 AM","Leave Field:MIDDLE.CONTACT_C","Cause:Next
Field","Status:Normal","Value:1"

"12/17/2024 8:42:34 AM","Enter Field:MIDDLE.ORMODE","Status:Normal","Value:"
 "12/17/2024 8:42:35 AM","(KEY:)1[ENTR]"
 "12/17/2024 8:42:36 AM","Action:Store Field Data","Field:MIDDLE.ORMODE"
 "12/17/2024 8:42:36 AM","Leave Field:MIDDLE.ORMODE","Cause:Next
 Field","Status:Normal","Value:1"
 "12/17/2024 8:42:36 AM","Enter Field:MIDDLE.POLITE","Status:Normal","Value:"
 "12/17/2024 8:42:37 AM","(KEY:)1[ENTR]"
 "12/17/2024 8:42:37 AM","Action:Store Field Data","Field:MIDDLE.POLITE"
 "12/17/2024 8:42:37 AM","Leave Field:MIDDLE.POLITE","Cause:Next
 Field","Status:Normal","Value:1"
 "12/17/2024 8:42:38 AM","Enter Field:MIDDLE.LENGTH_H","Status:Normal","Value:"
 "12/17/2024 8:42:38 AM","(KEY:)1[ENTR]"
 "12/17/2024 8:42:39 AM","Action:Store Field Data","Field:MIDDLE.LENGTH_H"
 "12/17/2024 8:42:39 AM","Leave Field:MIDDLE.LENGTH_H","Cause:Next
 Field","Status:Normal","Value:1"
 "12/17/2024 8:42:39 AM","Enter Field:MIDDLE.LENGTH_M","Status:Normal","Value:"
 "12/17/2024 8:42:43 AM","(KEY:)0[ENTR]"
 "12/17/2024 8:42:44 AM","Action:Store Field Data","Field:MIDDLE.LENGTH_M"
 "12/17/2024 8:42:44 AM","Leave Field:MIDDLE.LENGTH_M","Cause:Next
 Field","Status:Normal","Value:0"
 "12/17/2024 8:42:44 AM","Enter Field:MIDDLE.LAPTOP","Status:Normal","Value:"
 "12/17/2024 8:42:45 AM","(KEY:)1[ENTR]"
 "12/17/2024 8:42:45 AM","Action:Store Field Data","Field:MIDDLE.LAPTOP"
 "12/17/2024 8:42:45 AM","Leave Field:MIDDLE.LAPTOP","Cause:Next
 Field","Status:Normal","Value:1"
 "12/17/2024 8:42:46 AM","Enter Field:MIDDLE.ROSTER_1","Status:Normal","Value:"
 "12/17/2024 8:42:47 AM","(KEY:)1[ENTR]"
 "12/17/2024 8:42:48 AM","Action:Store Field Data","Field:MIDDLE.ROSTER_1"
 "12/17/2024 8:42:48 AM","Leave Field:MIDDLE.ROSTER_1","Cause:Next
 Field","Status:Normal","Value:1"
 "12/17/2024 8:42:48 AM","Enter Field:MIDDLE.ROSTER_3","Status:Normal","Value:"
 "12/17/2024 8:42:49 AM","(KEY:)2[ENTR]"
 "12/17/2024 8:42:50 AM","Action:Store Field Data","Field:MIDDLE.ROSTER_3"
 "12/17/2024 8:42:50 AM","Leave Field:MIDDLE.ROSTER_3","Cause:Next
 Field","Status:Normal","Value:2"
 "12/17/2024 8:42:50 AM","Enter
 Field:SurveySpecific.Ri_Demo_Ver.Person3[1].AGE_CHECK","Status:Normal","Value:"
 "12/17/2024 8:42:51 AM","(KEY:)1[ENTR]"
 "12/17/2024 8:42:51 AM","Action:Store Field
 Data","Field:SurveySpecific.Ri_Demo_Ver.Person3[1].AGE_CHECK"

"12/17/2024 8:42:51 AM","Leave
Field:SurveySpecific.Ri_Demo_Ver.Person3[1].AGE_CHECK","Cause:Next
Field","Status:Normal","Value:1"
"12/17/2024 8:42:52 AM","Enter
Field:SurveySpecific.Ri_Demo_Ver.Person3[1].RACE[1]","Status:Normal","Value:"
"12/17/2024 8:42:56 AM","(KEY:)1[ENTR]" – *Collected respondent's race in the
reinterview interview since it was not collected in production interview. This is not a
discrepancy.*
"12/17/2024 8:43:02 AM","Action:Store Field
Data","Field:SurveySpecific.Ri_Demo_Ver.Person3[1].RACE[1]"
"12/17/2024 8:43:02 AM","Leave
Field:SurveySpecific.Ri_Demo_Ver.Person3[1].RACE[1]","Cause:Next
Field","Status:Normal","Value:1"
"12/17/2024 8:43:02 AM","Enter
Field:SurveySpecific.Ri_Demo_Ver.Person3[1].ORIGIN_VER","Status:Normal","Value:"
"12/17/2024 8:43:04 AM","(KEY:)1[ENTR]"
"12/17/2024 8:43:13 AM","Action:Store Field
Data","Field:SurveySpecific.Ri_Demo_Ver.Person3[1].ORIGIN_VER"
"12/17/2024 8:43:13 AM","Leave
Field:SurveySpecific.Ri_Demo_Ver.Person3[1].ORIGIN_VER","Cause:Next
Field","Status:Normal","Value:1"
"12/17/2024 8:43:13 AM","Enter
Field:SurveySpecific.RI_INTROSURVEY","Status:Normal","Value:"
"12/17/2024 8:43:14 AM","(KEY:)1[ENTR]"
"12/17/2024 8:43:15 AM","Action:Store Field
Data","Field:SurveySpecific.RI_INTROSURVEY"
"12/17/2024 8:43:15 AM","Leave Field:SurveySpecific.RI_INTROSURVEY","Cause:Next
Field","Status:Normal","Value:1"
"12/17/2024 8:43:15 AM","Enter
Field:SurveySpecific.RI_THEFT","Status:Normal","Value:"
"12/17/2024 8:43:18 AM","(KEY:)1[ENTR]"
"12/17/2024 8:43:18 AM","Action:Store Field Data","Field:SurveySpecific.RI_THEFT"
"12/17/2024 8:43:18 AM","Leave Field:SurveySpecific.RI_THEFT","Cause:Next
Field","Status:Normal","Value:1"
"12/17/2024 8:43:18 AM","Enter
Field:SurveySpecific.RI_MV_OWNVEHICLE","Status:Normal","Value:"
"12/17/2024 8:43:19 AM","(KEY:)1[ENTR]"
"12/17/2024 8:43:20 AM","Action:Store Field
Data","Field:SurveySpecific.RI_MV_OWNVEHICLE"
"12/17/2024 8:43:20 AM","Leave
Field:SurveySpecific.RI_MV_OWNVEHICLE","Cause:Next
Field","Status:Normal","Value:1"

"12/17/2024 8:43:20 AM","Enter
Field:SurveySpecific.RI_MV_THEFT","Status:Normal","Value:"
"12/17/2024 8:43:20 AM","(KEY:)1[ENTR]"

"12/17/2024 8:43:21 AM","Action:Store Field
Data","Field:SurveySpecific.RI_MV_THEFT"
"12/17/2024 8:43:21 AM","Leave Field:SurveySpecific.RI_MV_THEFT","Cause:Next
Field","Status:Normal","Value:1"
"12/17/2024 8:43:21 AM","Enter
Field:SurveySpecific.RI MVP PARTS GAS","Status:Normal","Value:"
"12/17/2024 8:43:21 AM","(KEY:)1[ENTR]"

"12/17/2024 8:43:22 AM","Action:Store Field
Data","Field:SurveySpecific.RI MVP PARTS GAS"
"12/17/2024 8:43:22 AM","Leave
Field:SurveySpecific.RI MVP PARTS GAS","Cause:Next
Field","Status:Normal","Value:1"
"12/17/2024 8:43:22 AM","Enter
Field:SurveySpecific.RI_BREAKIN","Status:Normal","Value:"
"12/17/2024 8:43:22 AM","(KEY:)1[ENTR]"

"12/17/2024 8:43:23 AM","Action:Store Field Data","Field:SurveySpecific.RI_BREAKIN"
"12/17/2024 8:43:23 AM","Leave Field:SurveySpecific.RI_BREAKIN","Cause:Next
Field","Status:Normal","Value:1"
"12/17/2024 8:43:23 AM","Enter
Field:SurveySpecific.RI_V_PROPERTY","Status:Normal","Value:"
"12/17/2024 8:43:23 AM","(KEY:)1[ENTR]"

"12/17/2024 8:43:24 AM","Action:Store Field
Data","Field:SurveySpecific.RI_V_PROPERTY"
"12/17/2024 8:43:24 AM","Leave Field:SurveySpecific.RI_V_PROPERTY","Cause:Next
Field","Status:Normal","Value:1"
"12/17/2024 8:43:24 AM","Enter
Field:SurveySpecific.RI V INJUREKILLANIMAL","Status:Normal","Value:"
"12/17/2024 8:43:24 AM","(KEY:)1[ENTR]"

"12/17/2024 8:43:31 AM","Action:Store Field
Data","Field:SurveySpecific.RI_V_INJUREKILLANIMAL"
"12/17/2024 8:43:31 AM","Leave
Field:SurveySpecific.RI_V_INJUREKILLANIMAL","Cause:Next
Field","Status:Normal","Value:1"
"12/17/2024 8:43:31 AM","Enter
Field:SurveySpecific.RI_ATTACK","Status:Normal","Value:"
"12/17/2024 8:43:32 AM","(KEY:)1[ENTR]"

"12/17/2024 8:43:34 AM","Action:Store Field Data","Field:SurveySpecific.RI_ATTACK"
"12/17/2024 8:43:34 AM","Leave Field:SurveySpecific.RI_ATTACK","Cause:Next
Field","Status:Normal","Value:1"

"12/17/2024 8:43:34 AM","Enter
Field:SurveySpecific.RI_THREAT","Status:Normal","Value:"
"12/17/2024 8:43:35 AM","(KEY:)1[ENTR]"

"12/17/2024 8:43:35 AM","Action:Store Field Data","Field:SurveySpecific.RI_THREAT"
"12/17/2024 8:43:35 AM","Leave Field:SurveySpecific.RI_THREAT","Cause:Next
Field","Status:Normal","Value:1"

"12/17/2024 8:43:35 AM","Enter
Field:SurveySpecific.RI_SA_UNWANTEDCONTACT","Status:Normal","Value:"
"12/17/2024 8:43:36 AM","(KEY:)1[ENTR]"

"12/17/2024 8:43:38 AM","Action:Store Field
Data","Field:SurveySpecific.RI_SA_UNWANTEDCONTACT"
"12/17/2024 8:43:38 AM","Leave
Field:SurveySpecific.RI_SA_UNWANTEDCONTACT","Cause:Next
Field","Status:Normal","Value:1"

"12/17/2024 8:43:38 AM","Enter
Field:SurveySpecific.RI_CAOTHERCRIME","Status:Normal","Value:"
"12/17/2024 8:43:39 AM","(KEY:)1[ENTR]"

"12/17/2024 8:43:40 AM","Action:Store Field
Data","Field:SurveySpecific.RI_CAOTHERCRIME"
"12/17/2024 8:43:40 AM","Leave
Field:SurveySpecific.RI_CAOTHERCRIME","Cause:Next
Field","Status:Normal","Value:1"

"12/17/2024 8:43:41 AM","Enter Field:BACK.THANK_YOU","Status:Normal","Value:"
"12/17/2024 8:43:41 AM","(KEY:)1[ENTR]"

"12/17/2024 8:43:42 AM","Action:Store Field Data","Field:BACK.THANK_YOU"
"12/17/2024 8:43:42 AM","Leave Field:BACK.THANK_YOU","Cause:Next
Field","Status:Normal","Value:1"

"12/17/2024 8:43:42 AM","Enter Field:BACK.RI_OUTCM","Status:Normal","Value:"
"12/17/2024 8:43:45 AM","(KEY:)1[ENTR]"

"12/17/2024 8:43:47 AM","Action:Store Field Data","Field:BACK.RI_OUTCM"
"12/17/2024 8:43:47 AM","Leave Field:BACK.RI_OUTCM","Cause:Next
Field","Status:Normal","Value:1"

"12/17/2024 8:43:48 AM","Enter Field:BACK.FALSIF","Status:Normal","Value:"
"12/17/2024 8:43:48 AM","(KEY:)1[ENTR]" – 1 on FALSIF means the reinterviewer
suspects falsification even though there are NO discrepancies.

"12/17/2024 8:43:49 AM","Action:Store Field Data","Field:BACK.FALSIF"
"12/17/2024 8:43:49 AM","Leave Field:BACK.FALSIF","Cause:Next
Field","Status:Normal","Value:1"

"12/17/2024 8:43:52 AM","Error!lg action:Suppress","Text:@LYou have indicated that you
suspect falsification. @/@/@Z@Vl@V@ZIf this is correct, suppress and continue.
@/@Z@Vl@V@ZIf this is incorrect, go back to the FALSIF screen and make corrections.
","Involved:BACK.FALSIF;T1"

"12/17/2024 8:43:52 AM","Action>Error Suppress","Field:BACK.FALSEIF"
 "12/17/2024 8:43:52 AM","Enter Field:BACK.NO_DISCREP","Status:Normal","Value:"
 "12/17/2024 8:43:54 AM","(KEY:)1[ENTR]" – *This is the screen that verifies the reinterviewer wants to suspect falsification even though there are NO discrepancies.*
 "12/17/2024 8:43:56 AM","Action:Store Field Data","Field:BACK.NO_DISCREP"
 "12/17/2024 8:43:56 AM","Leave Field:BACK.NO_DISCREP","Cause:Next Field","Status:Normal","Value:1"
 "12/17/2024 8:43:56 AM","Enter Field:BACK.READYWRAP","Status:Normal","Value:"
 "12/17/2024 8:43:57 AM","(KEY:)1[ENTR]"
 "12/17/2024 8:43:58 AM","Action:Store Field Data","Field:BACK.READYWRAP"
 "12/17/2024 8:43:58 AM","Leave Field:BACK.READYWRAP","Cause:Next Field","Status:Normal","Value:1"
 "12/17/2024 8:43:58 AM","Enter Field:bSplashScreens.Show_Ctrl","Status:Normal","Value:"
 "12/17/2024 8:43:59 AM","(KEY:)1[ENTR]"
 "12/17/2024 8:43:59 AM","Action:Store Field Data","Field:bSplashScreens.Show_Ctrl"
 "12/17/2024 8:43:59 AM","Leave Field:bSplashScreens.Show_Ctrl","Cause:Next Field","Status:Normal","Value:1"
 "12/17/2024 8:43:59 AM","Leave Field:bSplashScreens.Show_Ctrl","Cause:Exit","Status:Normal","Value:1"
 "12/17/2024 8:43:59 AM","Leave Form:1","Key:00000048"

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, an 11-163 must exist for every case with an outcome of 065 or 067 (Suspected of Falsification) for documentation purposes. Start an 11-163 but indicate the case is a CATI Miskey. Mark “Yes” to Falsification (Indicates there is an 11-163 to be reviewed) and “Yes” to Require Further Review. Fill in the Form ID under the Tracking #.

17. Field Division Current Surveys Reinterviewer Self Study Guide

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.

Table of Contents

Self-Study Instructions

Section I.	General Current Survey Reinterview Information	
Lesson 1.	Purpose and Types of Reinterview.....	1-1
Lesson 2.	Reinterview Sample Selection.....	2-1
Lesson 3.	Conducting Reinterview	3-1
Lesson 4.	Feedback and Follow-up.....	4-1
Lesson 5.	Section I Final Review Exercise.....	5-1

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

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 are 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.

Supplemental Reinterview	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: • the interviewer is suspected of falsification, • the interviewer has had trouble classifying noninterviews correctly, • the interviewer has problems with other aspects of the interview procedures, • the interviewer was hired after the QC reinterview sample was selected, or • the FS or Survey Statistician Field (SSF) recommends the original FR/FS for supplemental reinterview.
Selecting Supplemental Cases Prior to Releasing Assignments	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.
Selecting Supplemental Cases During an Interview Period	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.
Receiving Your Reinterview Assignment	You receive your reinterview cases when you make your transmission.
Confidentiality & Reinterview	It is imperative that all reinterviewers understand the importance of keeping confidential the names of FRs and cases selected for reinterview. 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.



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**.

Case Management - Case List

DISCLOSURE PROHIBITED - TITLE 13 U.S.C.

Control Number	Address	Place Name/City	Zip	Appointment	Status	Telephone#	Int #	Route
0560939GQ4800010110100	5108 BUENA VISTA CT APT E BED 2 DOWNSTAIRS	ANY TOWN	99997			- -	01	999
0580913GQ4800010110100	109 MONTE VISTA WAY DOWNSTAIRS	ANY TOWN	99997			- -	01	999
0580913GQ4800010210100	5109 MONTE VISTA WAY BED 3 NORTH BARRACKS	ANY TOWN	99997			- -	01	999
0581925UQ4700060110100	5150 RAILROAD ST	ANY TOWN	99997			301-444-8888	02	999
0581927UQ4800040110100	150 RAILROAD ST	ANY TOWN	99997			- -	01	999
0581929UQ4700190110100	115 BIRDSIDE ST	ANY TOWN	99997			991-678-8989	03	999
0581929UQ4700340110100	112 MAIN BLVD	ANY TOWN	99997			991-678-9191	04	999

Assignment | HH Roster | **Original Data** | Additional Information | Notes | Contacts | History | Bldg Mgmt

Control Number: 0581925UQ4700060110100 | Assignment Period: 2014/01 | Case ID: 00000005

QC Outcome: | Original Outcome: 231 | Reinterview Type: QC

Original FR: ST7 LAWRE017 JUNV,TMO

Original Respondent Name: |

Notes From Original

CAPI NOTE: 01:32 PM 2014/11/10 MON USER: 25VT4 JONG0001 complete

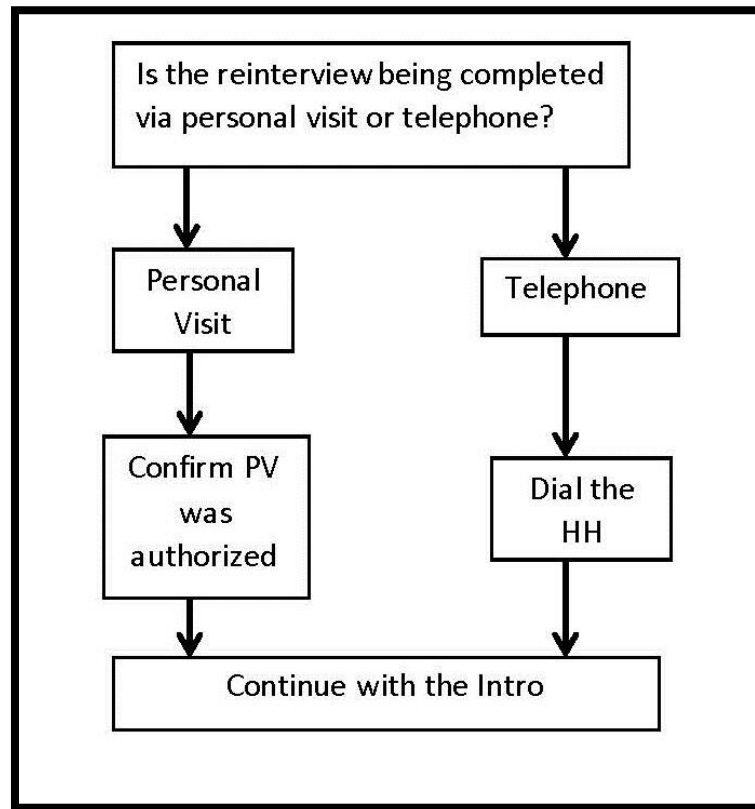
CAPI NOTE: 02:19 PM 2015/05/21 THU USER: 22ST7 LAWRE017 unoccupied trailer site

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.

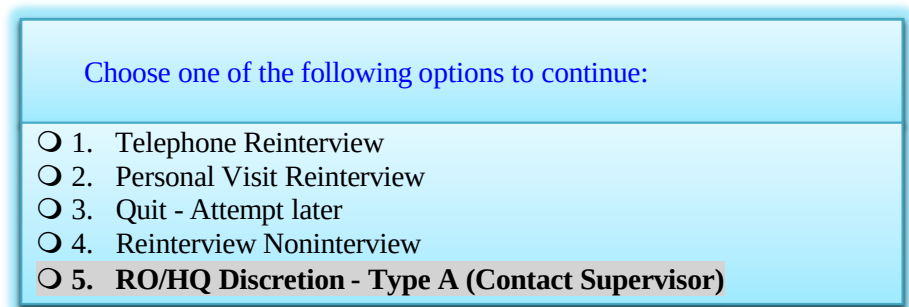
RO/HQ Discretion Cases

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 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.



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 has been misclassified in three ways:

- your personal observation by visiting the sample unit
- information from the contact person
- talking to the residents of the sample unit

Depending on the type of noninterview, you will see the *MISC_B* or *MISC_C* screen.

Screen *MISC_B*:

Which of the following options describes the misclassification of this original Type B case?
☐ 1. Should have been an Interview or Type A.
☐ 2. Should have been another Type B.
☐ 3. Should have been a Type C.

Screen *MISC_C*:

Which of the following options describes the misclassification of this original Type C case?
☐ 1. Should have been an Interview or Type A.
☐ 2. Should have been a Type B.
☐ 3. Should have been another Type C.

Misclassification may suggest that the interviewer needs more training in classifying noninterviews. In addition, intentionally misclassifying noninterviews to avoid interviewing is a type of data falsification.

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*:

Your reinterview indicates the following discrepancies: 10 – This case was done by personal visit and the reinterview respondent said the interviewer did not use a laptop. ◆ Falsification is suspected for this case. An 11-163 is required. Please notify your supervisor.
1. Continue

The *FALSIF2* screen comes on path if the reinterview instrument finds any of the following discrepancies:

- 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?

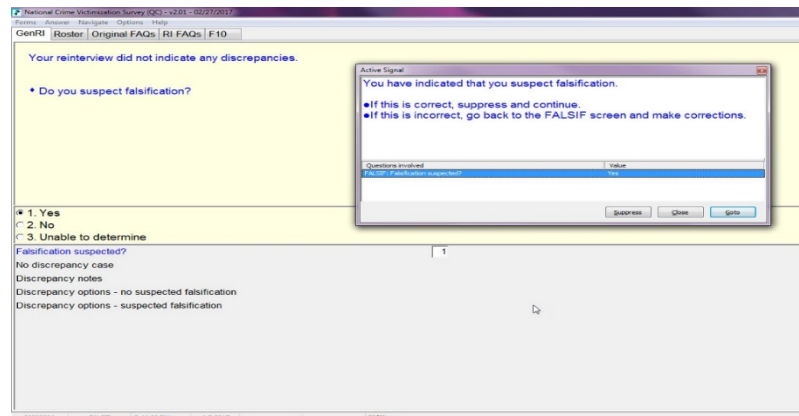
☐ 1. Yes

☐ 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.



Notes

Lesson 5. Section I Final Review Exercise

1. A _____ case is originally designated for completion by CATI but cannot and is sent to the field for reinterview.
2. For a completed case, your first choice for the QC reinterview respondent is always the person who completed the majority of the original interview.
☐ True ☐ False
3. For QC reinterview for a Type B or Type C noninterview, any knowledgeable person about the unit would be a sufficient respondent.
☐ True ☐ False
4. In the role of reinterviewer, it is crucial that you ask questions EXACTLY as worded.
☐ True ☐ False
5. During reinterview, you will re-ask the original survey questions.
☐ True ☐ False
6. All reinterview cases, including active and inactive supplemental reinterview cases, that are not eligible for CATI will be activated when you

7. We treat CAPI reinterview as a separate survey option for all current surveys.
☐ True ☐ False
8. The primary goal of reinterview is to allow us to determine if proper interviewing procedures are followed in the field.
☐ True ☐ False

9. Falsification includes, but is not limited to: (**Mark all that apply**)

- ☐ making up some or all information,
- ☐ deliberately miscoding the answer to a question to avoid follow-up questions,
- ☐ misclassifying occupied units as Type B or C noninterviews, or
- ☐ accepting proxy information from an ineligible person.

10. Failure to follow procedures includes, but is not limited to: (**Mark all that apply**)

- ☐ interviewing without using a laptop and keying the answers later, after the interview,
- ☐ not asking questions as worded,
- ☐ conducting an interview via telephone 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?

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 0976000, task code 528.

If you have questions about how to charge time for completing this self-study, contact your supervisor.

Eligible Respondents and Proxies

The NCVS reinterview 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 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 that both household and personal crime screener questions were asked during the original interview.

Demographic Characteristics 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.

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.

Verification of Household and Personal Crime Screeners

You will ask the household respondent “Yes/No” questions to verify that the interviewer asked about NCVS-specific content. These screens are described below:

RI_THEFT: 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?

RI_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?

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 a vehicle belonging to you or anyone you live with, or used it without permission?

RI_MVP_PARTS_GAS: [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?

RI_BREAKIN: 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?

RI_V_PROPERTY: 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?

RI_V_INJUREKILLANIMAL: 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?

RI_ATTACK: 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.

RI_THREAT: 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?

RI_SA_UNWANTEDCONTACT: 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?

RI_CAOTHERCRIME: 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.

Instructions for Accessing NCVS Reinterview Training Case Management

- Step 1** At the Desktop, double click on the **MCM Training** icon.
- Step 2** At the Warning screen, select **OK**.
- Step 3** The Transmit screen will display each time you start MCM. Choose to either transmit now or later. If you click “Yes, Transmit Now” to transmit, a message informs you of how many cases were received and submitted. Click “OK” to continue to MCM. If you click “No, I Will Transmit Later”, it will bring you immediately to MCM.
- Step 4** On the **MCM-Training Home** screen, type in “**NCVS R_**” in the Search box under “Current Cases” to display NCVS Reinterview cases.
- Step 5** To reset your training cases, click on the purple “Training/Manuals” tab in the upper right-hand corner.
- Step 6** Under “Reset Training Cases” on the left hand-side, select **Reint NCVS** from the “Survey Type” dropdown. Then, select **Reint NCVS 202308DE Package** from the “Training Module” dropdown. Click **Reset Training**.
- Step 7** You have successfully filtered for the NCVS Reinterview training cases. You will use these cases to complete the NCVS portion of the Reinterview Self-Study.

Below are examples of some scenarios that you may encounter while conducting reinterview.

Scenario #1

For this first example, the original outcome was a completed 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 Control Number: 02880092J22002311 (address 1549 168TH Street, Any Town, AK) 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 David Citizen?
R: This is he.

(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, that may last 5 to 10 minutes, to make sure that our interviewers are following correct procedures.

Is your address: 1549 168TH Street, Any Town, AK 99980?

R: Yes.

(Enter 1)

RIRESP

We know we are speaking with David Citizen, who is line number 1.

(Enter 1)

CONTACT_C

FR: Did an interviewer contact you or someone in your household on or about Tuesday, August 29th, 2023 and ask questions about crime incidents that happened during the last six months, that is between February 28, 2023 and August 28, 2023?

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.

(Enter 1 for LENGTH_H and 0 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 David Citizen was living or staying at: 1549 168TH Street, Any Town, AK 99980, on Tuesday, August 29th, 2023. Is this correct?

R: Yes.

(Enter 1)

ROSTER_3

FR: Have I missed any household member who was living here on Tuesday, August 29th, 2023?

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 you listed as 37 years old.
Is that correct?

R: Yes.

(Enter 1, Yes, age 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.)

RI_INTROSURVEY

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 questions according to your memory.

(Enter 1 to continue.)

RI_THEFT

FR: Did the interviewer ask you if things might have been stolen from you while you were at home, work, school or somewhere else?

R: Yes.

(Enter 1)

RI_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)

RI_MV_THEFT

This question is only accessed if the household respondent says that they have at least one motor vehicle.

FR: Did the interviewer ask you if anyone has stolen or tried to steal a vehicle belonging to you or anyone you live with, or used it without permission?

R: Yes.

(Enter 1)

RI_MVP_PARTS_GAS

This question is only accessed if the household respondent says that they have at least one motor vehicle.

FR: Did the interviewer ask you 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?

R: Yes.

(Enter 1)

RI_BREAKIN

FR: Did the interviewer ask you 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?

R: Yes.

(Enter 1)

RI_V_PROPERTY

FR: Did the interviewer ask you 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.

R: Yes.

(Enter 1)

RI_V_INJUREKILLANIMAL

FR: Did the interviewer ask you if someone deliberately injured or killed an animal, such as a pet or livestock, that belonged to you or someone you live with?

R: Yes.

(Enter 1)

RI_ATTACK

FR: Did the interviewer ask you if anyone physically attacked or tried to attack you? This may have happened at your home or while you were at work, school, or away from home.

R: Yes.

(Enter 1)

RI_THREAT

FR: Did the interviewer ask you if anyone THREATENED to attack you but did not actually do it?

R: Yes.

(Enter 1)

RI_SA_UNWANTEDCONTACT

FR: Incidents involving forced or unwanted sexual contact are often difficult to talk about. The information you provide is confidential.

Did the interviewer ask you about any sexual contact that YOU DID NOT CONSENT TO and that YOU DID NOT WANT to happen?

R: Yes.

(Enter 1)

RI_CAOTHERCRIME

FR: Did the interviewer ask you if there was anything else that may have happened to you that you might think of as a crime? It could have been something that you called the police about, or something you didn't consider reporting to the police.

R: Yes.

(Enter 1)

THANK_YOU

Thank you for your cooperation. You've been very helpful.

(Enter 1 to continue.)

RI_OUTCM

This screen displays 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 any 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 (Type B – Unfit or to be demolished). 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: 02880082J21001811 (address 174 Harper Street, Any Town, AL) and press F2. At the address confirmation screen, select OK.

START

The reinterview date, time, and case status, as well as the original date, time, outcome, address, and phone number, will be displayed on the screen. This is a new reinterview case.

(Enter 1, Continue)

START_1A

This screen gives contact person information: Name, Title, Phone, and Address.

(Enter 1 to continue)

METHOD

(Enter 1, Telephone Reinterview.)

DIAL

(Enter 1, Someone answers.)

HELLO_TN

FR: Hello. I'm (your name) from the U.S. Census Bureau. May I speak to Dave?
R: Speaking.

(Enter 1, This is correct person, or correct person called to the phone.)

INTRO_TN

FR: Thank you for recently helping us verify the status of 174 Harper Street, Any Town, AL 99996.

We're doing a short quality control check, that may last 5 to 10 minutes, to make sure our interviewers are following correct procedures.

R: Ok.

(Enter 1 to continue.)

CONTACT_N

FR: Did an interviewer visit or call regarding: 174 Harper Street, Any Town, AL 99996?
R: Yes.

(Enter 1)

ORMODE

FR: Did the interviewer conduct the interview in person or over 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 Tuesday, August 29th, 2023, 174 Harper Street, Any Town, AL 99996 was unfit to live in or scheduled to be demolished. 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 174 Harper Street, Any Town, AL 99966 on or about Tuesday, August 29th, 2023?

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, 228 – Unfit, to be demolished, 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, 228 – Unfit, to be demolished, 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 the case outcome code 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 Dave, the neighbor. He indicated unit has been continuously occupied for the past 2 years. Prev outcome incorrect.” Click F10 to close the notes window. This will wrap up the case.

Scenario #3

This example is a sufficient partial NCVS interview of a two-person household where one person has moved out.

Highlight Control Number: 02880092J22000111 (address 116 Aphrodite Drive, 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 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

(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: Yes, 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, that may last 5 to 10 minutes, to make sure our interviewers are following correct procedures.

Is your address: 116 Aphrodite Drive, Any Town,
AZ 99984?

R: Yes.

(Enter 1)

RIRESP

FR: With whom am I speaking?

R: John

(Enter 1, the line number of the respondent.)

CONTACT_C

FR: Did an interviewer contact you on someone in your household on or about Tuesday, August 29th, 2023 and ask questions about crime incidents that happened during the last six months, that is between February 28, 2023 and August 28, 2023?

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 John Doe and Will Loe were living or staying at 116 Aphrodite Drive, Any Town, AZ 99984 on Tuesday, August 29th, 2023. Is this correct?

R: No. Will 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 Will Loe, and Press Enter.)

ROSTER_3

FR: Have I missed any household member who was living here on Tuesday, August 29th, 2023?

R: No.

(Enter 2)

AGE_CHECK

FR: I have you listed as 45 years old. Is that correct?

R: Yes.

(Enter 1, yes, age IS correct.)

RACE

This question is only accessed if the race of the household member was not reported or was not reported correctly in the original interview.

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.)

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.)

RI_INTROSURVEY

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 questions according to your memory.

(Enter 1 to continue.)

RI_THEFT

FR: Did the interviewer ask you if things might have been stolen from you while you were at home, work, school or somewhere else?

R: Yes.

(Enter 1)

RI_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: No.

(Enter 2)

RI_BREAKIN

FR: Did the interviewer ask you 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?

R: Yes.

(Enter 1)

RI_V_PROPERTY

FR: Did the interviewer ask you 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.

R: Yes.

(Enter 1)

RI_V_INJUREKILLANIMAL

FR: Did the interviewer ask you if someone deliberately injured or killed an animal, such as a pet or livestock, that belonged to you or someone you live with?

R: Yes.

(Enter 1)

RI_ATTACK

FR: Did the interviewer ask you if anyone physically attacked or tried to attack you? This may have happened at your home or while you were at work, school, or away from home.

R: Yes.

(Enter 1)

RI_THREAT

FR: Did the interviewer ask you if anyone
THREATENED to attack you but did not actually
do it?

R: Yes.

(Enter 1)

RI_SA_UNWANTEDCONTACT FR: Incidents involving forced or unwanted sexual
contact are often difficult to talk about. The
information you provide is confidential.

Did the interviewer ask you about any sexual
contact that YOU DID NOT CONSENT TO and
that YOU DID NOT WANT to happen?

R: Yes.

(Enter 1)

RI_CAOTHERCRIME

FR: Did the interviewer ask you if there was anything else
that may have happened to you that you might think
of as a crime? It could have been something that you
called the police about, or something you didn't
consider reporting to the police.

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.

(Enter 1, Yes.)

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 the case outcome code 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.