

**HOUSEHOLD ENUMERATION FORM (HEF)**

**1.** IS THERE A HOUSING UNIT (HU) AT THE ADDRESS SHOWN ON THE ASSIGNMENT LABEL?

- YES ..... (GO TO Q.2) ..... 1
- NO ..... (ANSWER A-C) ..... 2

A. CIRCLE THE NUMBER BELOW WHICH BEST DESCRIBES WHY THERE IS NO HU AT THIS ADDRESS: (CIRCLE ONE ONLY)

- CONDEMNED ..... 1
- DEMOLISHED ..... 2
- PLACE OF BUSINESS WITH NO RESIDENCE ..... 3
- NO SUCH ADDRESS, NO SUCH HU ..... 4
- GROUP QUARTERS ..... 5
- VACATION CABIN ..... 6
- NOT USABLE AS A PERMANENT RESIDENCE ..... 7
- TRANSIENT USE (LESS THAN ONE MONTH) ..... 8
- NOT AN HU FOR OTHER REASON  
(DETAIL BELOW AT B) ..... 9
- UNDER CONSTRUCTION ..... 10

B. DESCRIBE HOW YOU DETERMINED THE ADDRESS WAS NOT AN HU, THEN GO TO C.

---



---

C. FINALIZE THIS CASE AS AN 80 (OUT OF SAMPLE CODE - NOT AN HU). WITH SUPERVISOR'S PERMISSION, WRITE 80 AS FINAL OUTCOME CODE ON COVER.

- FINALIZE THIS CASE  
AS AN 80 . (GO TO FIRST VISIT REPORT) ..... 80

**2.** WAS ANYONE LIVING AT THIS HU WHEN YOU MADE YOUR FIRST VISIT THERE?

- YES ..... (GO TO Q.3) ..... 1
- NO ..... (ANSWER A-D) ..... 2

A. HOW MANY VISITS WERE MADE TO THE HU? \_\_\_\_\_

B. WHO CONFIRMED THAT THE HU WAS VACANT? CIRCLE ALL THAT APPLY.

- NEIGHBOR ..... 1
- NON-RESIDENT WHO WAS AT THE HU ..... 2
- MAIL CARRIER ..... 3
- JANITOR OR SUPER ..... 4
- DOORMAN OR DOORWOMAN ..... 5
- OTHER (SPECIFY) ..... 6

---

C. DESCRIBE HOW YOU DETERMINED THE HU WAS VACANT, THEN GO TO D.

---

---

D. FINALIZE THIS CASE AS AN 81 (OUT OF SAMPLE CODE - VACANT HU). WITH SUPERVISOR'S PERMISSION, WRITE 81 AS FINAL OUTCOME CODE ON COVER.

FINALIZE THIS CASE  
AS AN 81 . (GO TO FIRST VISIT REPORT) ..... 81

3.

IS ANYONE LIVING AT THIS HU ABLE TO SPEAK ENGLISH?

YES ..... (GO TO Q.4) ..... 1  
NO ..... (ANSWER A-C) ..... 2

A. WHAT LANGUAGE DO THEY SPEAK?

---

B. DESCRIBE HOW YOU DETERMINED NO ONE SPEAKS ENGLISH, THEN GO TO C.

---

---

C. FINALIZE THIS CASE AS AN 83 (OUT OF SAMPLE CODE - NO ONE IN THE HU SPEAKS ENGLISH). WITH SUPERVISOR'S PERMISSION, WRITE 83 AS FINAL OUTCOME CODE ON COVER.

FINALIZE THIS CASE  
AS AN 83 . (GO TO FIRST VISIT REPORT) ..... 83

### INTRODUCTION TO HU RESIDENT

Hello, I'm (YOUR NAME) from the University of Chicago's National Opinion Research Center. (SHOW ID CARD)

(We recently sent you a letter explaining that) Your address has been selected to take part in this year's General Social Survey. We've done this survey for twenty-five years, learning about how people feel about issues like their communities, schools, crime, health, and the environment.

4. This year, a very small number of addresses in your area have been selected to participate in this important social science and health research. First, I'd like to make sure that I am at the correct address. Is this (READ ADDRESS FROM ASSIGNMENT LABEL ON COVER)?

- YES, CORRECT ADDRESS ..... (GO TO A) ..... 1
- NO, ADDRESS IS NOT CORRECT ..... (GO TO B) ..... 2

A. (IF NOT KNOWN): What is the zip code here?

ZIP CODE: \_\_\_\_\_

**NOW GO TO Q.5A**

B. IF DIFFERENT IN ANY WAY, REVIEW SEGMENT PRINTOUT AND RECONCILE. IF DIFFERENCE CAN'T BE RESOLVED, CALL THE AREA SAMPLING COORDINATOR BEFORE CONTINUING. EXPLAIN THE DIFFERENCE HERE:

---

---

**NOW GO TO Q.5A**

TIME ROSTER BEGAN: \_\_\_\_\_ AM PM

5A. Only one member of your household will be eligible for this survey. In order to scientifically select that person, first I need to list the names of the people who usually live here. Please tell me the names of the people who usually live in this household. Let's start with the person or one of the persons who own or rents this home. LIST ON ROWS A - J BELOW. IF HOME IS IN MORE THAN ONE PERSON'S NAME, LIST ANY OF THESE ON ROW A.

5B. Does (PERSON IN ROW A) have a spouse or unmarried partner who lives in the household? LIST ON LINE B. IF THERE IS NO SPOUSE OR PARTNER, WRITE "NONE" IN ROW B AND WRITE "NA" IN ANSWER TO Q.5B. \_\_\_\_\_

5C. Now, who else lives here? \_\_\_\_\_

6. Have we forgotten anyone: such as babies or small children; roomers; people who usually live here, but are away temporarily - on business trips, vacations, at school, temporarily in a hospital, and so on?

Yes ..... (LIST ADDITIONAL PERSONS ON ROWS C-J BELOW) ..... 1 FOR QUESTION 7, "VISITORS" ARE PEOPLE WHO HAVE STAYED 4 OR MORE OF THE PREVIOUS 7 NIGHTS.  
 No ..... (GO TO Q.7) ..... 2

| 7. Are there any people currently staying here—visitors, friends or relatives—who do not usually live here?<br>Yes ..... (LIST VISITORS ON ROWS K-N BELOW) 1<br>No ..... (GO TO Q.8) ..... 2<br>AFTER Qs.5-7, ASK Qs.8-11 FOR EACH PERSON |            | 8. What is (PERSON)'s relationship to (PERSON IN ROW A)? SEE CODES BELOW ROSTER | 9. What is (NAME)'s relationship to (PERSON IN ROW B)? SEE CODES BELOW ROSTER | 10. CODE SEX, ASK IF NOT OBVIOUS: What is (NAME)'s sex, male or female? | 11. How old (was/were) (you/NAME) on (your/his/ her) last birthday? | 12. IF 13 YRS OR OLDER, ASK: Is (NAME) now married, widowed, divorced, separated, or has (he/she) never been married? AFTER Q.12 FOR LAST PERSON OLD ENOUGH, GO TO Q.13. |     |     |     |     |         |   |
|---|------------|---|---|---|---|--|-----|-----|-----|-----|---------|---|
| ROW LETTER  | FIRST NAME | LAST NAME   | RELATIONSHIP TO HOUSEHOLDER   | RELATIONSHIP TO PARTNER OR HOUSEHOLDER (B)                              | SEX   | AGE  | MAR | WID | DIV | SEP | NEV MAR |   |
| A   |            |   | HOUSEHOLDER   |   | M   | F  |     | M   | W   | D   | S       | N |
| B   |            |   |   |   | M   | F  |     | M   | W   | D   | S       | N |
| C   |            |   |   |   | M   | F  |     | M   | W   | D   | S       | N |
| D   |            |   |   |   | M   | F  |     | M   | W   | D   | S       | N |
| E   |            |   |   |   | M   | F  |     | M   | W   | D   | S       | N |
| F   |            |   |   |   | M   | F  |     | M   | W   | D   | S       | N |
| G   |            |   |   |   | M   | F  |     | M   | W   | D   | S       | N |
| H   |            |   |   |   | M   | F  |     | M   | W   | D   | S       | N |
| I   |            |   |   |   | M   | F  |     | M   | W   | D   | S       | N |
| J   |            |   |   |   | M   | F  |     | M   | W   | D   | S       | N |
| K   |            |   |   |   | M   | F  |     | M   | W   | D   | S       | N |
| L   |            |   |   |   | M   | F  |     | M   | W   | D   | S       | N |
| M   |            |   |   |   | M   | F  |     | M   | W   | D   | S       | N |
| N   |            |   |   |   | M   | F  |     | M   | W   | D   | S       | N |

**USE THESE CODES FOR RELATIONSHIP TO HEAD**

**PARTNER OF HEAD**

- 2 SPOUSE
- 3 PARTNER, FIANCÉ(E), BOYFRIEND, GIRLFRIEND, ETC.

**CHILD OF HEAD**

- 4 CHILD, NOT SPECIFIED
- 4.1 NATURAL/BIOLOGICAL CHILD
- 4.2 ADOPTED CHILD
- 4.3 STEPCCHILD
- 5 GRANDCHILD, GREAT-GRANDCHILD
- 6 SON-IN-LAW, DAUGHTER-IN-LAW

**PARENT OF HEAD**

- 7 PARENT
- 8 PARENT-IN-LAW

**OTHER RELATIVE OF HEAD**

- 9 GRANDPARENT, GREAT-GRANDPARENT
- 10 UNCLE OR AUNT
- 11 NIECE OR NEPHEW
- 12 COUSIN
- 13 BROTHER, SISTER (FULL, HALF, OR STEP SIBLING)
- 14 SIBLING-IN-LAW
- 15 OTHER RELATIVE (GREAT-AUNT, GRANDNIECE, ETC.)

**ROOMMATE, FRIEND, OTHER**

- 16 ROOMMATE, HOUSEMATE
  - 17 FRIEND
  - 18 CHILD OF NON-RELATIVE
  - 19 OTHER NON-RELATIVE (EMPLOYEE, BOARDER)
- USE IN COLUMNS 8 & 9



19. ([NAME] has/you have) been selected. If I have to talk with (SELECTED RESPONDENT), what phone number should I use? (WRITE NAME AND PHONE NUMBER HERE AND COPY TO LOCATOR PAGE AT END OF QUESTIONNAIRE).

NAME \_\_\_\_\_ PHONE (\_\_\_\_\_) \_\_\_\_\_

20. Where is this phone?

- In this household ..... 1
- In home of neighbor ..... 2
- Other (SPECIFY) \_\_\_\_\_ ..... 3

IF NO NUMBER GIVEN:

- No phone ..... 4
- Refused phone number ..... 5

21. If I have to mail a note to (SELECTED R), what would be the best mailing address to use? WRITE HERE AND COPY TO LOCATOR PAGE AT END OF QUESTIONNAIRE.

|                                 |
|---------------------------------|
| P.O. BOX OR APT NO.             |
| NO. AND STREET/RFD NO.          |
| CITY OR POST OFFICE, STATE, ZIP |

**22.** TIME HEF ENDED. \_\_\_\_\_ AM PM

23. IS R AVAILABLE FOR INTERVIEWING RIGHT NOW?

- YES .. (CONTINUE WITH VERSION, RETURN  
HERE LATER TO COMPLETE Qs. 24-29) ..... 1
- NO ... (THANK INFORMANT, ATTEMPT TO MAKE  
APPT TO INTERVIEW R, CONTINUE) ..... 2

24. LENGTH OF TIME FOR HEF: \_\_\_\_\_  
MINUTES

25. DATE HEF ADMINISTERED: \_\_\_\_\_  
MONTH DAY YEAR

26. NAME OF HEF INFORMANT: \_\_\_\_\_

27. CIRCLE ROW LETTER OF INFORMANT FROM ROSTER ON PAGE 4:

A B C D E F G H I J K L M N NOT AN HU  
RESIDENT

28. RACE OF HOUSEHOLD BY OBSERVATION:

WHITE ..... 1  
BLACK/AFRICAN AMERICAN ..... 2  
AMERICAN INDIAN ..... 3  
ASIATIC, ORIENTAL ..... 4  
OTHER, MIXED, NOT ABLE TO OBSERVE ..... 5

29. CIRCLE ROW LETTER OF SELECTED RESPONDENT FROM ROSTER ON PAGE 4:

A B C D E F G H I J K L M N

**CONTINUE WITH Q.30**

**THIS PAGE INTENTIONALLY BLANK**

### First Visit Report

(ANSWER QS. 30-39 FROM INFORMATION OBTAINED BY OBSERVATION/CONTACTS WITH HU MEMBERS, NEIGHBORS, ETC.)

30. WHAT WAS THE ESTIMATED INCOME OF R'S FAMILY? (IF MULTIPLE FAMILIES, AND R UNDETERMINED, ESTIMATE FOR PRIMARY FAMILY).

|                                     |   |
|-------------------------------------|---|
| LOW .....                           | 1 |
| MEDIUM .....                        | 2 |
| HIGH .....                          | 3 |
| DON'T KNOW, UNABLE TO OBSERVE ..... | 8 |

31. WERE YOU ABLE TO COMPLETE THE HOUSEHOLD ROSTER (P.4)?

|           |              |   |
|-----------|--------------|---|
| YES ..... | (GO TO Q.38) | 1 |
| NO .....  | (GO TO Q.32) | 2 |

32. WHAT IS THE RACE OF THE RESIDENTS?

|                              |   |
|------------------------------|---|
| WHITE .....                  | 1 |
| BLACK/AFRICAN AMERICAN ..... | 2 |
| HISPANIC .....               | 3 |
| ASIATIC/ORIENTAL .....       | 4 |
| OTHER (SPECIFY _____) .....  | 5 |
| UNABLE TO DETERMINE .....    | 6 |

33. HOW CERTAIN ARE YOU OF THE RACE?

|                |   |
|----------------|---|
| DEFINITE ..... | 1 |
| PROBABLE ..... | 2 |

34. ESTIMATE THE NUMBER OF ADULTS LIVING IN THE HU: \_\_\_\_\_

35. ESTIMATE THE NUMBER OF ADULTS MALES LIVING IN THE HU: \_\_\_\_\_

36. IS THERE A MARRIED (OR LIVING AS MARRIED) COUPLE LIVING IN THE HU?

|                  |   |
|------------------|---|
| YES .....        | 1 |
| NO .....         | 2 |
| DON'T KNOW ..... | 8 |

37. WHAT IS YOUR ESTIMATE OF THE AGE OF THE HOUSEHOLD HEAD?

|                   |   |
|-------------------|---|
| UNDER 30 .....    | 1 |
| 30 TO 64 .....    | 2 |
| 65 OR OLDER ..... | 3 |
| DON'T KNOW .....  | 8 |

38. WHAT TYPE OF STRUCTURE IS THIS HU?

|  |    |
|--|----|
| TRAILER .....  | 1  |
| DETACHED SINGLE FAMILY HOUSE .....                         | 2  |
| 2 FAMILY HOUSE, 2 UNITS SIDE BY SIDE .....                 | 3  |
| 2 FAMILY HOUSE, 2 UNITS ONE ABOVE THE OTHER .....          | 4  |
| DETACHED 3 - 4 FAMILY HOUSE .....                          | 5  |
| ROWHOUSE (3 OR MORE UNITS IN AN ATTACHED ROW) .....        | 6  |
| APARTMENT HOUSE (5 OR MORE UNITS, 3 STORIES OR LESS) ..... | 7  |
| APARTMENT HOUSE (5 OR MORE UNITS, 4 STORIES OR MORE) ..... | 8  |
| APARTMENT IN A PARTLY COMMERCIAL STRUCTURE .....           | 9  |
| OTHER (SPECIFY) _____ ) .....                              | 10 |

39. COMPARED TO THE OTHER HOUSES/APARTMENTS IN THE NEIGHBORHOOD, WOULD YOU SAY THE HOUSE WAS ...

|                          |   |
|--------------------------|---|
| FAR ABOVE AVERAGE? ..... | 1 |
| ABOVE AVERAGE? .....     | 2 |
| AVERAGE? .....           | 3 |
| BELOW AVERAGE? .....     | 4 |
| FAR BELOW AVERAGE? ..... | 5 |

## HOW TO LOOK FOR MISSED HUs

**DEFINITION OF AN HU:** An HU is a single room, or group of rooms, that is intended for separate living quarters. This means that the people who live there must live separately from everyone else in the building or apartment and the room(s) must have: a separate entrance directly from the outside of the building or through a common hall. A common hall can be a hallway, a vestibule, or a foyer that is used by the residents of more than one living quarter in the structure. It must not be part of any other HU.

| MESSAGE NUMBER | TYPE OF HU  | WHAT TO DO   |
|----------------|---|--|
| 1              | <i>Used for a Single Family HU.</i>   | <ol style="list-style-type: none"> <li>1. Look for HUs <i>at</i> the assigned address which are not on the Segment Printout.</li> <li>2. Look for missed HUs <i>between</i> the assigned address and the check address on the Segment Printout. Follow the same path the lister did to define "between."</li> <li>3. Add any missed HUs to the Missed HU Worksheet.</li> </ol> |
| 2              | <i>Used for the first unit listed in a multi-unit structure.</i>                                | <ol style="list-style-type: none"> <li>1. Look for missed HUs within THIS individual apartment.</li> <li>2. Observe and use informants to find out if any HUs were missed at this same street address (anywhere within the same multi-unit structure).</li> <li>3. Add any missed HUs to the Missed HU Worksheet.</li> </ol>   |
| 3              | <i>Used for any listed unit except the first or last unit listed in a multi-unit structure.</i> | <ol style="list-style-type: none"> <li>1. Look for missed HUs within THIS apartment.</li> <li>2. Add any missed HUs to the Missed HU Worksheet.</li> </ol>   |
| 4              | <i>Used for the unit listed last in a multi-unit structure.</i>                                 | <ol style="list-style-type: none"> <li>1. Look for missed HUs within this apartment.</li> <li>2. Look for HUs between THIS STREET address (assigned address) and the check address on the Segment Printout. Follow same path as the lister traveled to define "between."</li> <li>3. Add any missed HUs to the Missed HU Worksheet.</li> </ol>                                 |

**NOW...** Count the number of HUs you have found and enter on the Missed HU Worksheet.

*1-3 HUs* Add each missed HU to your assignment.

*4+ HUs* Call the Field Sampling Coordinator, Linda Wiedmer at 1-877-242-9917. The coordinator will ask you for the information you have recorded on the Missed HU Worksheet (see AP Manual, Section 8 for Missed HU Worksheet instructions). She will tell you which addresses are to be added to your assignment. Circle the appropriate line number on the Missed HU Worksheet and record the new case numbers you are given.

### Important Notes:

It is up to you to remember to ask an informant or a Respondent at each assigned address if there are any other living quarters in the HU. Using the definition of an HU, you determine if the additional living quarter(s) count as an additional HU(s).

The message number, which appears on the Segment Printout, is determined by the type of structure in which the assigned address is located. If an incorrect message number is shown, change the message number to the correct number and perform the procedure for the correct number. Report the correct message number on a Segment Change Notification Form (see AP Manual, Section 9). If all HUs in a multi-unit structure have been given an incorrect message number, correct the unassigned address on a Segment Change Notification Form (for all HUs in a multi-unit structure, see AP Manual, Section 9 for instructions).

*What if the assigned address is the only HU on the block?* The check address will be the same as the assigned address. Check the entire block for missed HUs. For example, if "325 Gordon St" is the only address on Block 605, start at that address and circle Block 605 until you get back to 325 Gordon St. Did you find any HUs any where in the block? If so, they are missed HUs.

*What if the assigned address is the last HU on the block?* Check between your assigned address and the first listed HU in the same block.

*What if there are major problems with the listing?* Make detailed notes and call the Field Sampling Coordinator for further instructions.

**MISSED HOUSING UNIT WORKSHEET**

**ORIGINAL CASE ID NUMBER:**

(Enter original case address, description and type of HU on the first row of the table.)

Project Name:    Project Number:    PSU:    Seg:    CT:    Line:    Original Case Message Number:

FI Name:    FI ID:    Date:

FM Name:    FM ID:

| (1)              | (2)     | (3)         | (4)  | (5)                  |           | (6)                   | (7)                      |
|------------------|---------|-------------|--|----------------------|-----------|-----------------------|--------------------------|
|                  | Address | Description | Type of HU<br>1-Single Family HU<br>2- First HU in multi-unit<br>3-Mid HU in multi-unit<br>4-Last HU in multi-unit | Between Two Line #s: |           | Circle Selected Lines | Enter New Case ID Number |
|                  |         |             |  | Assigned Line        | Next Line |                       |                          |
| Original Address |         |             |  |                      |           |                       |                          |
| 1                |         |             |  |                      |           | 1                     |                          |
| 2                |         |             |  |                      |           | 2                     |                          |
| 3                |         |             |  |                      |           | 3                     |                          |
| 4                |         |             |  |                      |           | 4                     |                          |
| 5                |         |             |  |                      |           | 5                     |                          |
| 6                |         |             |  |                      |           | 6                     |                          |
| 7                |         |             |  |                      |           | 7                     |                          |
| 8                |         |             |  |                      |           | 8                     |                          |
| 9                |         |             |  |                      |           | 9                     |                          |
| 10               |         |             |  |                      |           | 10                    |                          |

| <b>PAPI</b>                               |  |
|---|--|
| <b>When 1-3 Missed HUs are Discovered</b> |  |
| A.  | Complete the Missed HU Worksheet (see Exhibit 6 in the AP Manual for detailed instructions). Enter the missed HU's addresses in the same order that they would have been listed by a lister.   |
| B.  | Create a new case ID for the missed HU(s). Case ID's are eight digit numbers that all begin with a 1 and end with a 0. To create a new case ID you take the original case number for that address and change the last digit, which is 0, to a 1 or 2 or 3. Enter the new case ID in column 7 of the missed HU Worksheet. Record new case ID#s on assignment log. |
| C.  | Assemble and label a set of materials for each selected HU. Be sure to write the new case ID number on each document and the PSU, Seg and block number, address and zip where appropriate.   |
| D.  | Conduct interviews at the missed HUs.  |
| E.  | Report missed HUs and their new case IDs to your Field Manager during your regularly scheduled report call.  |
| F.  | Mail completed Missed HU Worksheets to the administrative RM for the PSU when you have completed all your work in the Segment, even though some of the cases are still being worked by another interviewer. Your FM will give you the name and address of the RM who has responsibility for the PSU.   |
| <b>When 4 or more HUs are Discovered</b>  |  |
| A.  | Complete Columns 2-4 in the Missed HU Worksheet (see Exhibit 6 in the AP Manual for detailed instructions). Enter the missed HU addresses in the same order that they would have been listed by a lister.  |
| B.  | Call the Field Sampling Coordinator. The coordinator will ask you for the address information recorded on the Missed HU Worksheet. S/he will tell you which addresses have been selected and are to be your assignment. Circle the appropriate line numbers in Column 6 on the Missed HU Worksheet   |
| C.  | To create a new case ID for a missed HU you take the original case number for that address and change the last digit, which is 0, to a 1 or a 2 or a 3 etc. Record the new case number(s) in Column 7. Record new case ID#s on assignment log.   |
| D.  | Assemble and label a set of case materials for each selected HU. Be sure to write the case ID# on each document and the PSU, Seg and block number, address and zip where appropriate.  |
| E.  | Conduct interviews at the selected HUs.  |
| F.  | Report missed HUs and their new case IDs to your Field Manager during your regularly scheduled report call.  |
| G.  | Mail completed Missed HU Worksheets to the RM for the PSU when you have completed all your work in the Segment, even though some of the cases are still being worked by another interviewer. Your FM will give you the name and address of the RM who has responsibility for the PSU.  |

### How to Complete a Missed HU Worksheet for GSS

| Column No.                      | Entry   |
|---------------------------------|---|
| <b>2. Address</b>               | Enter the missed HU's addresses in the same order that they would have been listed by a lister.   |
| <b>3. Description</b>           | Record HU description, if applicable  |
| <b>4. Type of Housing Unit</b>  | <p>1 = A single family HU</p> <p>2 = First HU in a multi-unit structure</p> <p>3 = Middle HU in a multi-unit structure</p> <p>4 = Last HU in a "Housing Unit"</p>   |
| <b>5. Between Two Lines #'s</b> | <p><i>1st Line:</i> From the Segment Printout, record the assigned address's line number in this column. (See AP Manual Appendix 3, Figure 3.1. For Case ID# 10256800 it is line # 17.)</p> <p><i>2nd Line:</i> From the Segment Printout record the line number of the check address. (See AP Manual Appendix 3, Figure 3.1. For Case ID# 10256800 the check address is 10151 SW 3rd Ct. The line number of 10151 SW 3rd Ct. is line #18.)</p> |
| <b>6. Circle Select</b>         | <i>For 4 or more missed HUs.</i> The Sampling Coordinator will tell you which HUs have been selected. Circle the selected Hus.  |

### How to Complete a Missed HU Worksheet for GSS *Continued*

|                                    |  |
|------------------------------------|--|
| <p><b>7. PAPI New Case ID#</b></p> | <p>1-3 missed HUs. Change the last digit of the assigned line's case ID from 0 to 1, 2, or 3.</p> <p>Example: Refer to the Segment Printout (Appendix 3.1) case ID# 10256800, line 17, message #1. In this case you looked for missed HUs at 10141 SW 3rd Ct. and between 10141 SW 3rd Ct. and 10151 SW 3rd Ct. You discovered a basement apartment at 10141 SW 3rd Ct. and an alley house behind 10141 SW 3rd Ct. with an address of 10145 SW 3rd Ct.</p> <p>On the Missed HU Worksheet record the address of the first missed HU as 10141 SW 3rd Ct. In the description column enter "basement apt." In column 4 enter 2 (first HU in a multi-unit structure). In column 5 enter 17 for "Assigned Line" and 18 for "Next Line." Circle number 1 in column 6 and enter the New Case ID # (Column 7) 10256801.</p> <p>Record the address of the second missed HU as 10145 SW 3rd Ct. in column 2. Leave column 3 blank. In column 4 enter 1 (single family HU). In column 5 enter 17 for "Assigned Line" and 18 for "Next Line." Circle number 2 in column 6 and enter the New Case ID # (Column 7) 10256802.</p> <p>If 4 or more missed HUs were found, call the Sampling Coordinator; she will tell you the new case ID #s. Write the case IDs on the appropriate lines in column 6.</p> |
|------------------------------------|--|

**NON-INTERVIEW REPORT (NIR)**

40. DOES THIS HU HAVE A FINAL DISPOSITION OF 80, 81, 83, 84, 90, 91, 94, 95, 97, 98, OR 99?

- YES ..... (GO TO Q.41) ..... 1
- NO ..... (DO NOT COMPLETE QS. 41-49;  
NO NIR FOR THIS CASE) ..... 2

41. WHICH OF THE FOLLOWING BEST DESCRIBES THE FINAL STATUS OF THIS CASE?

- NOT AN HU ..... (NIR IS COMPLETE) ..... 1
- VACANT ..... (NIR IS COMPLETE) ..... 2
- NO ENGLISH SPOKEN IN HU ..... (NIR IS COMPLETE) ..... 3
- OCCUPIED, ROSTER NOT COMPLETED ..... (GO TO Q.42) ..... 4
- ROSTER COMPLETE, QUEX  
NOT COMPLETE ..... (GO TO Q.42) ..... 5

42. WHAT STEPS WERE TAKEN TO COMPLETE THIS CASE? **CIRCLE ALL THAT APPLY.**

- NONE OF THE STEPS LISTED BELOW ..... 0
- SPECIAL PERMISSION TO ACCESS LOCKED BUILDING,  
BASE, OR SECURE COMMUNITY ..... 1
- NOTE OR LETTER LEFT AT DOOR ..... 2
- NOTE OR LETTER MAILED TO R  
(ATTACHED COPY IF AVAILABLE) ..... 3
- SPECIALIZED LETTER FROM FM ..... 4
- SPECIALIZED LETTER FROM CO ..... 5
- CERTIFIED LETTER TO HU ..... 6
- MAILGRAM OR FEDEX OVERNIGHT LETTER ..... 7
  
- RESPONDENT FEE (AMOUNT OFFERED \$ \_\_\_\_\_) ..... 8
- CASE TRANSFERRED TO ANOTHER FI ..... 9
- TELEPHONE CONVERSION ATTEMPTED ..... 10
- IN-PERSON CONVERSION ATTEMPTED ..... 11
- CHICAGO/CLIENT CONVERSION ATTEMPTED ..... 12
  
- OTHER EFFORT (SPECIFY) ..... 13

43. WERE YOU EVER ABLE TO TALK WITH SOMEONE AT THIS HU (NOT NECESSARILY A RESIDENT)?

- YES ..... (GO TO Q.44) ..... 1
- NO ..... (ANSWER A & B) ..... 2

A. WHY NOT?

---

B. ON ANY CALLS WERE THERE PEOPLE IN THE HU WHO DID NOT ANSWER THE DOOR?

- YES, DEFINITELY ..... 1
- SUSPECT SO ..... 2
- NO REASON TO THINK SO ..... 3

44. WHICH OF THE FOLLOWING BEST DESCRIBES THE FINAL STATUS OF THIS CASE?

- RESPONDENT OR OTHER REFUSAL ..... (GO TO Q.45) ..... 1
- RESPONDENT BREAKOFF ..... (GO TO Q.45) ..... 2
- R UNAVAILABLE FOR FIELD PERIOD ..... (GO TO Q.48) ..... 3
- SELECTED R LANGUAGE PROBLEM  
(LANGUAGE: \_\_\_\_\_)(GO TO Q.49) ..... 4
- R IS TOO ILL ..... (GO TO Q.49) ..... 5
- HU INACCESSIBLE, OTHER ..... (GO TO Q.49) ..... 6
- OTHER NIR ..... (GO TO Q.49) ..... 7

45. DID RESPONDENT GIVE THE REFUSAL?

- YES ..... (ANSWER A) ..... 1
- NO ..... (ANSWER B) ..... 2

A. WHY DID THE RESPONDENT REFUSE? REPORT VERBATIM REMARKS AND REASONS OR PLACE OF BREAKOFF IF APPROPRIATE. ANSWER FULLY THEN GO TO Q.49.

---

(WITH SUPERVISOR'S PERMISSION ASSIGN  
FINAL OUTCOME CODE OF 95 (HEF) OR 98 (QUEX) AND COMPLETE FIRST VISIT REPORT)

B. WHY WERE YOU NOT ABLE TO SPEAK WITH THE RESPONDENT?

---

(WITH SUPERVISOR'S PERMISSION ASSIGN  
FINAL OUTCOME CODE OF 95 (HEF) OR 98 (QUEX) AND COMPLETE FIRST VISIT REPORT)

46. WHY DO YOU THINK IT HAS BEEN SO HARD TO FIND THE OCCUPANT AT HOME?

---

47. DESCRIBE YOUR EFFORT TO OBTAIN INFORMATION ABOUT THE OCCUPANT.

---

(WITH SUPERVISOR'S PERMISSION ASSIGN  
FINAL OUTCOME CODE OF 94 AND COMPLETE FIRST VISIT REPORT)

48. A. WHY IS THE SELECTED R UNAVAILABLE?

---

B. WHEN WILL R BE AVAILABLE?

---

(WITH SUPERVISOR'S PERMISSION ASSIGN  
FINAL OUTCOME CODE OF 91 AND COMPLETE FIRST VISIT REPORT)

49. PLEASE DESCRIBE SITUATION FULLY.

---

(WITH SUPERVISOR'S PERMISSION ASSIGN FINAL OUTCOME  
CODE OF 90, 97, 99 AND COMPLETE FIRST VISIT REPORT)

**NIR IS COMPLETE!**