







THE GOAL IS A COMPLETED SAMPLE UPDATE FORM FOR EACH HEF. AN "HU" (HOUSING UNIT) MUST HAVE SEPARATE LIVING QUARTERS AND A SEPARATE ENTRANCE. CHECK YOUR AREA PROBABILITY MANUAL FOR MORE DETAILS OR CALL YOUR FM/FS.

- A. IF THERE ARE NO DELETIONS, CORRECTIONS, OR MISSED HUs AT THIS ADDRESS, CHECK BOX IN SECTION "A" ON OPPOSITE PAGE AND YOU ARE DONE!
- B. IF THIS ADDRESS IS NOT REALLY AN HU, GO TO "B" ON THE OPPOSITE PAGE AND COMPLETE THE "DELETE LINE" SECTION.
- C. IF THE ADDRESS AND DESCRIPTION ARE NOT CORRECT, GO TO "C" ON THE OPPOSITE PAGE AND COMPLETE THE "CHANGE ADDRESS" SECTION.
- D. CHECK FOR MISSED HUs BY FOLLOWING THE INSTRUCTIONS BELOW:

**MESSAGE CODES**

MESSAGE CODE ON LABEL	INSTRUCTIONS PRINTED ON LABEL	WHAT TO DO	TYPE OF UNIT
1	CHECK FOR MISSED HUs AT THE ADDRESS ABOVE. CHECK FOR MISSED HUs BETWEEN STREET ADDRESS ABOVE AND STREET ADDRESS BELOW.	<ol style="list-style-type: none"> <li>1. LOOK FOR HUs AT THE ASSIGNED ADDRESS WHICH ARE NOT ON THE SEGMENT PRINTOUT.</li> <li>2. LOOK FOR MISSED HUs BETWEEN THE TWO ADDRESSES LISTED ON THE LABEL. FOLLOW THE EXACT SAME PATH THE LISTER DID TO DEFINE "BETWEEN."</li> <li>3. ADD ANY MISSED HUs TO PART "D" OF THE SAMPLE REPORT. PLEASE NOTE SPECIAL RULES BELOW.</li> </ol>	SINGLE FAMILY UNIT
2	CHECK FOR MISSED HUs AT THIS APT. NUMBER. CHECK FOR HUs AT THIS STREET ADDRESS NOT LISTED ON THE SEGMENT PRINTOUT	<ol style="list-style-type: none"> <li>1. LOOK FOR MISSED HU WITHIN THE INDIVIDUAL APT.</li> <li>2. OBSERVE AND USE INFORMANTS TO FIND IF ANY HUs WERE MISSED AT THIS SAME STREET ADDRESS.</li> <li>3. ADD MISSED HUs TO PART D OF SAMPLE REPORT.</li> </ol>	FIRST-LISTED UNIT IN A MULTI-UNIT STRUCTURE.
3	CHECK FOR MISSED HUs AT THIS APARTMENT.	<ol style="list-style-type: none"> <li>1. LOOK FOR MISSED HUs WITHIN THE INDIVIDUAL APARTMENT.</li> <li>2. ADD ANY MISSED HUs TO PART D OF THE SAMPLE REPORT</li> </ol>	ANY LISTED UNIT EXCEPT THE 1ST OR LAST LISTED IN A MULTI-UNIT STRUCTURE.
4	CHECK FOR MISSED HUs AT THIS APARTMENT NUMBER. CHECK FOR MISSED HUs BETWEEN THIS STREET ADDRESS AND THE ADDRESS BELOW.	<ol style="list-style-type: none"> <li>1. LOOK FOR MISSED HUs WITHIN THIS APARTMENT.</li> <li>2. LOOK FOR HUs BETWEEN THE APARTMENT'S STREET ADDRESS AT THE BOTTOM OF THE LABEL. FOLLOW THE EXACT SAME PATH AS THE LISTER DID TO DEFINE "BETWEEN."</li> <li>3. ADD ANY MISSED HUs TO PART D OF THE SAMPLE REPORT.</li> </ol>	THE LAST LISTED UNIT IN A MULTI-UNIT STRUCTURE.

IF YOU FIND 1, 2, OR 3 MISSED HOUSING UNITS (HUs):

ADD EACH MISSED HU TO YOUR ASSIGNMENT. FILL OUT A BLANK HEF FOR EACH MISSED HU BY COPYING THE LABEL INFORMATION FROM THE ORIGINAL HEF ONTO THE FIRST PAGE. GIVE EACH NEW HEF A CASE NUMBER BY ADDING 10, 20, OR 30 TO THE ORIGINAL CASE NUMBER.

IF YOU FIND 4 OR MORE MISSED HUs -- **STOP!**

CALL FIELD SAMPLING COORDINATOR KATHY SALMON (214) 352-3956 FOR INSTRUCTIONS. KATHY WILL INSTRUCT YOU TO CIRCLE SOME OF THE NUMBERS IN PART D OF THE SAMPLE REPORT. ADD ONLY THE CIRCLED NUMBERS TO YOUR ASSIGNMENT BY MAKING OUT A BLANK HEF FOR EACH ONE AND ASSIGN A CASE ID NUMBER AS ABOVE.

NOTE: IF MISSED HUs ARE ADDED AT THIS ADDRESS, BE SURE THE DESCRIPTION OF THIS HU DISTINGUISHES IT FROM THE ADDED HUs.

# SAMPLE REPORT

STICK DUPLICATE ASSIGNMENT LABEL IN BOX BELOW.

OR

IF THIS IS A CASE YOU'RE ADDING TO YOUR ASSIGNMENT AS A MISSED HU, COPY THE INFORMATION FROM ORIGINAL LABEL:

SURVEY 4562	CASE ID (USE SAME CASE ID AS ON COVER OF THIS HEF) : _____
PSU	
SEG PT LINE BLOCK	
LOCALITY	
HU ADDRESS	

CHECK BOX AT RIGHT IF THERE ARE NO MISSED HUs AND NO SAMPLE DELETIONS OR ADDRESS CHANGES <input type="checkbox"/>
---

# A

LINE #  
FROM PRINTOUT                      REASON FOR DELETION

<b>DELETE</b>	DELETE HUs NOT FITTING DEFINITION OR DEMOLISHED. DO NIR.		

# B

<b>CHANGE</b>	CHANGES TO ADDRESS OR DESCRIPTION OF HU. CORRECT ADDRESS ON HEF LABEL. MARK IN RED ON MAP. CHECK TO SEE WHICH OTHER LINES ON PRINTOUT NEED SAME CHANGES.	LINE NUMBER _____ OTHER LINES WITH SAME CORRECTION _____ TO _____	
		ADDRESS (20 CHARACTERS ONLY)	DESCRIPTION (27 CHARACTERS ONLY)
		WAS	
		SHOULD BE	
		LINE NUMBER _____ OTHER LINES WITH SAME CORRECTION _____	
		WAS	
SHOULD BE			

# C

	ADDRESS OF MISSED HU	DESCRIPTION	SAME ADDR	SAME APT	BETWEEN LINES	CIRCLE SELECT	NEW CASE NUMBER
<b>MISSED HU</b>	FOLLOW INSTRUCTIONS ON LABEL TO CHECK FOR MISSED HUs. IF 1-3 DO NEW HEF FOR EACH ONE. ADD 10 TO ID. IF 4 OR MORE CALL KATHY (214) 352-3956.					1	
						2	
						3	
						4	
						5	
						6	
						7	
						8	

# D

AP

Survey of Consumer Finances  
NON-INTERVIEW REPORT

NORC 4562  
592

CASE ID # |\_|\_|\_|\_|\_|\_|\_|\_|\_|

INT. ID # |\_|\_|\_|\_|\_|\_|\_|\_|\_|

FINAL CODE |\_|\_|\_|

1. Detail reason for refusal/breakoff: (RECORD VERBATIM)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Strength of refusal/breakoff

- Mild - No Hostility..... 1
- Firm But Not Hostile..... 2
- Hostile..... 3

3. What methods were employed to persuade the respondent to cooperate/continue?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Do you think another FI may be able to obtain/complete an interview?

- Yes.....1
- No.....2

4a. Why or why not? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Supervisor's Initials \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/ 92

interviewer:

OBSERVATION PAGE FOR NIR CASES ONLY

2.	TYPE OF STRUCTURE IN WHICH FAMILY LIVES:	
	INTERVIEWER NEVER ACTUALLY SAW R'S HOME (SKIP TO P. 12)	00
	TRAILER; MOBILE HOME	01
	DETACHED SINGLE FAMILY HOUSE	02
	2-FAMILY HOUSE, 2 UNITS SIDE BY SIDE	03
	2-FAMILY HOUSE, 2 UNITS ONE ABOVE THE OTHER	04
	DETACHED 3-4 FAMILY HOUSE	05
	ROW HOUSE (3 OR MORE UNITS IN AN ATTACHED ROW)	06
	APARTMENT HOUSE (4 OR FEWER UNITS)	07
	CONDO/APARTMENT HOUSE (5 OR MORE UNITS, 3 STORIES OR LESS)	08
	CONDO/APARTMENT HOUSE (5 OR MORE UNITS, 4 STORIES OR MORE)	09
	APARTMENT IN PARTLY COMMERCIAL STRUCTURE.	10
	OTHER (SPECIFY): _____	11
3.	NEIGHBORHOOD: LOOK AT THE STRUCTURES ON R'S BLOCK AND CODE <u>AS MANY</u> AS APPLY.	
	VACANT LAND	01
	TRAILER/MOBILE HOME	02
	DETACHED SINGLE FAMILY HOUSE	03
	2-FAMILY HOUSE; SIDE BY SIDE OR ONE ABOVE THE OTHER	04
	DETACHED 3-4 FAMILY HOUSE	05
	ROW HOUSE (3 OR MORE UNITS IN AN ATTACHED ROW)	06
	APARTMENT HOUSE (4 OR FEWER UNITS)	07
	CONDO/APARTMENT HOUSE (5 OR MORE UNITS, 3 STORIES OR LESS)	08
	CONDO/APARTMENT HOUSE (5 OR MORE UNITS, 4 STORIES OR MORE)	09
	COMMERCIAL OR INDUSTRIAL STRUCTURE	10
	PARK	11
	SCHOOL OR OTHER GOV'T. BUILDING	12
	VACANT BUILDING	13
	FARM	14
	OTHER (SPECIFY) _____	15
4.	BUILDINGS IN THE IMMEDIATE NEIGHBORHOOD (LOOK UP AND DOWN THE BLOCK) ARE:	
	ALL RESIDENTIAL	01
	MOSTLY RESIDENTIAL	02
	ABOUT EQUALLY RESIDENTIAL AND NONRESIDENTIAL	03
	MOSTLY NONRESIDENTIAL	04
	NONE IN VIEW	05
5.	HOUSING STRUCTURES ON BLOCK ARE:	
	0-20 FEET APART	1
	21-100 FEET APART	2
	OVER 100 FEET APART	3
6.	CONDITION OF BUILDING EXTERIOR IS:	
	CLEAN AND SOUND	1
	SOME PAINT PEELING OR CRACKS IN MASONRY	2
	NEEDS SUBSTANTIAL PAINTING, REFILLING, OR REPAIR	3
	DILAPIDATED	4
7.	CONDITION OF THE EXTERIOR OF BUILDINGS ON BLOCK IN GENERAL ( <u>BOTH SIDES OF STREET</u> ) LOOKS:	
	BETTER THAN R'S	1
	AS GOOD AS R'S	2
	WORSE THAN R'S	3
	NO OTHER BUILDINGS IN VIEW	4
9.	NEIGHBORHOOD RESIDENTS SEEM TO BE:	
	ALL BLACK	1
	ALMOST ALL BLACK	2
	HALF BLACK AND HALF NON-BLACK	3
	ALMOST ALL NON-BLACK	4
	ALL NON-BLACK	5
	DON'T KNOW	8

NOTE: QUESTIONS 1 AND 8 ARE INTENTIONALLY MISSING

2. In order to determine whom to interview, I need to know who lives here at this address -- just their first names, their ages and their relationship to you. Let's start with you -- how old are you? (CONTINUE LISTING ALL MEMBERS OF THIS HOUSEHOLD BY RELATIONSHIP TO HEF RESPONDENT.)

(a) Household Members by Relationship to HEF Respondent	(b) Sex	(c) Age	(d) Enter "R" to Identify Survey Respondent
HEF Respondent			

**WHOM TO INTERVIEW -- INTERVIEWER INSTRUCTIONS**

- a. If household contains only a married couple or persons living as though married, with or without children, interview the person who is most knowledgeable about the family's assets and debts.
- b. If household contains only an adult and their minor children, interview the adult.
- c. If household contains unrelated roommates who are 18 years of age or older, list the household and interview person closest to age 45 as a single person economic unit.
- d. If household contains an extended family (persons related by blood, marriage or adoption -- e.g., adult married children living with parents), interview the person or persons most knowledgeable about the family's assets and debts. (FAMILY TO BE INTERVIEWED IS DETERMINED BY WHOSE NAME IS ON THE LEASE OR MORTGAGE. INTERVIEW THE MOST KNOWLEDGEABLE PERSON IN THAT FAMILY.)
- e. If unclear whom to interview (especially in case d), CALL YOUR FM/FS.
- f. NOTE: In ALL situations, the person whose occupation is asked about in Section R is considered the Respondent. Indicate R for this cover sheet in Col. (d) above.

- 3. We would like to conduct the interview with the person or persons in your family who are most knowledgeable about the family's assets and debts. Who would that be? (NOTE THE ANSWER IN THE ABOVE GRID).
- 4. IF MOST KNOWLEDGEABLE PERSON IS NOT AT HOME, DETERMINE CONVENIENT TIME FOR INTERVIEWER (AND PHONE NUMBER IF APPROPRIATE). RECORD THIS INFORMATION IN THE RECORD OF CALLS, PAGE 12.

INTERVIEWER NAME: _____
INTERVIEWER ID: _____

V1. In case my office wants to verify that I conducted this interview, may I have your full name? Let me confirm the spelling...

_____	_____	_____
LAST NAME	FIRST NAME	M.I.

V2. May I have your spouse's/partner's full name? Let me confirm the spelling...

_____	_____	_____
LAST NAME	FIRST NAME	M.I.

V3. And the street address where you are presently living is (READ STREET ADDRESS FROM ASSIGNMENT LABEL)? Is that right?

\_\_\_\_\_  
STREET ADDRESS

V4. And your city, state, and zip code are (READ FROM HEF)? Is that correct?

\_\_\_\_\_  
CITY

_ _	_ _ _ _
STATE	ZIP CODE

V5. What is your telephone number?

_ _ _	-	_ _ _	-	_ _ _
AREA CODE				

V6. In whose name is this phone number listed?

- RESPONDENT'S NAME.....(GO TO V7).....1
- OTHER NAME.....(CODE BELOW).....2

\_\_\_\_\_  
OTHER NAME UNDER WHICH PHONE NUMBER IS LISTED

V7. Thinking of all the people you know, either around here or elsewhere, who would be the one person you keep in touch with who would be most likely to always know where you are?

ENTER FULL NAME OF PERSON \_\_\_\_\_

A. What is (PERSON'S) phone number? |\_|\_|\_| - |\_|\_|\_| - |\_|\_|\_|

Page by page Specifications for the HEF

Page 1 USE THIS PAGE FOR LIST SAMPLE CASES ONLY. If this is an area probability case, remove this page. Attach the assignment label with the R's name and address to the box at the top of the page. Read the introduction and ask question one. If the respondent agrees to the interview, turn to page 8.

Page 2 USE THIS PAGE FOR LIST SAMPLE CASES ONLY. If this is an area probability case, remove this page. This is the non-interview report for list sample cases. Complete this page after consulting your FM/FS. Go to page 7.

Page 3 USE THIS PAGE FOR AREA PROBABILITY CASES ONLY. If this is a list sample case, remove this page. Attach the sample label to the box at the top of the page. If this is an added missed HU case, copy the information from the original label and increase the original ID number by 10. Read the introduction and ask question one. If the respondent agrees to the interview, turn to page 8.

Pages 4 and 5 USE THESE PAGES FOR AREA PROBABILITY CASES ONLY. If this is an list sample case, remove these pages. Page 4 gives instructions on how to complete page 5.

Page 6 USE THIS PAGE FOR AREA PROBABILITY CASES ONLY. If this is a list sample case, remove this page. This is the non-interview report for list sample cases. Complete this page after consulting your FM/FS. Go to page 7.

Page 7 This is an informational page for all NIR cases. Circle the most accurate answer to each question. In Q.3., neighborhood refers to the general properties around the R's home. Note that questions 1 and 8 are missing.

Page 8 This is the household enumeration list for ALL cases. Read question 2 and list the members of the household. Use the first name or relationship to the HEF respondent. Follow the "Whom to interview" instruction box to determine the survey respondent. Begin interview or establish an appointment for the interview.

Page 9 This validation form is completed AFTER the interview is conducted. Explain to R that this information is kept separately from the questionnaire and is only used to verify the interview.

Page 11 This is an extra page for the Record of Calls. If a third page is needed, insert it here and attach with a staple.

Page 12 This is the Record of Calls. Assign the appropriate code after each contact or attempt made on this case.



PLACE LABEL HERE

RESPONDENT NAME: \_\_\_\_\_

FINAL INTERVIEWER \_\_\_\_\_

RESPONDENT ADDRESS: \_\_\_\_\_

ID # \_\_\_\_\_

RECORD OF CALLS, PAGE 1 OF 1

DISPOSITION CODES

THE INTERVIEW

COMPLETED CASES

- 01 No Action
- 10 Lead Letter Mailed
- PENDING CODES
- 10 No Action
- 31 No One Home/No Answer/Ans. Machine
- 32 HH Contacted/R Not Home or Temporarily Unavailable
- 33 Temporarily Unlocatable
- 34 Temporarily Unavailable
- 37 Letter Sent
- 38 HH Not Accessible
- 40 R Moved/New Address Known
- 41 Language Problem
- 45 Temporary Refusal/Breakoff
- 46 Appointment Made
- 47 R Broke Appointment
- 49 Other
- 60 Partial Complete
- 61 Completed Case (In Person)
- 62 Completed Case (Telephone)
- 65 Converted Case (In Person)
- 66 Converted Case (Telephone)
- 81 R Deceased
- 82 Unable to Locate
- 83 Unavailable during field period
- 84 R Moved out of Range
- 85 Refusal by gatekeeper
- 86 R Institutionalised
- 75 Vacant Trailer Space
- 76 Sample Incorrect
- 77 No Eligible Respondent
- 71 Vacant HU
- 72 Not an HU
- 73 Seasonal Vacant
- 74 No contact
- 75 Vacant Trailer Space
- 76 Sample Incorrect
- 77 No Eligible Respondent
- 94 Refusal-Gov't Involvement
- 95 Other
- BOTH LIST & AREA PROB
- 90 Language Barrier
- 91 Refusal/Breakoff-No Reason
- 92 Refusal/Breakoff-Too Long
- 93 Refusal/Breakoff-Too Investigative/Personal
- MRS (Non Interview Reports)
- PM Approval Required
- LIST SAMPLE
- 80 Refusal - Postcard Returned

TRY #	DAY	MONTH (1-12)	TIME ENTER EXACT TIME AM/PM	TYPE PER-1 TEL-2	NAME & PHONE NUMBER OF CONTACT	DISP CODE	COMMENTS	YOUR NAME & ID (PRINT FULL NAME & ID)
	SUN-1							
	HON-2							
	TUE-3							
	WED-4							
	THIR-5							
	FRI-6							
	SAT-7							