



ACNielsen

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Project NG6745
Living in Australia
Wave 3 Household Form
Version 4 (27/03/03)

Date completed HF (IS) (dd/mm/yy)

Date completed HF (FS) (dd/mm/yy)

Household ID					
5 th Digits used					
Last known address					
Day and time previous HQ completed					

Address Status (circle appropriate code)		Write new corrections or new details for <i>street address</i>						
Household now at new address		1	➔	No. and Street				
Household still at last known address		Suburb/town						
Corrections needed to address.....		2	➔					
No corrections needed.....		3	State					
Household now at new unknown address.....		4	Postcode					

IN-CONFIDENCE

INTERVIEWER NOTE: All work conducted by ACNielsen is confidential. Under the Code of Professional Behaviour of the Market Research Society of Australia you cannot disclose any information about respondents to any third party.

Visits & phone calls	#	Visit (V) or ph (T)	Day	Date	Time in	Time out	Total time (mins)	Outcome of call	# SCQ's picked up	Comments
	1									
Initial Fieldwork Contacts (IS)	2									
	3									
	4									
	5									
	6									
	7									
	8									
	9									
	10									
	11									
	12									
	13									
	14									
Follow-up Fieldwork Contacts (FS)	1									
	2									
	3									
	4									
	5									
	6									

Non-finalised Outcome of call codes (record in outcome column above)

NC: no contact made with a Wave 3 household member
CN: contact made, no interview - appointment NOT made
CA: contact made, no interview - appointment made
C1: contact made, and interviews with some household members completed
C2: contact made, and interviews with all household members completed
SC: call to pick up self-completion only (record number picked up)

Appointments made

	Day	Date	Time	Reason
1				
2				
3				
4				
5				

IS Interviewer Name:

FS Interviewer Name:

Interviewer ID: _____ Interviewer ID: _____

- A) ASK A LISTED HOUSEHOLD MEMBER:**
Can I first just check a few of your details? Check HF3, 5, 6 and record HF8 for respondent.
- B) WHO IS PRESENT FROM LAST WAVE?**
Last time we had ... listed as living with you. Does he/she still live here?
Yes - check HF3, 5, 6 and record HF8. No - record HF8, 11-14. Repeat for all listed people.
- C) MOVERS GUIDE:**
- | | | |
|---|---|--|
| All PSMs still live here | 1 | <ul style="list-style-type: none"> Interview household at this address. - Do not interview any XXXs who have moved out.
(ie. Do not follow an XXX living without a PSM). |
| All PSMs have moved to one address | 2 | <ul style="list-style-type: none"> Interview household at new local address. - Call 1800 if non-local or unknown address. - Only interview an XXX living with a PSM. |
| Some PSMs still live here | 3 | <ul style="list-style-type: none"> Interview household at this address. Only interview an XXX living with a PSM. - Split PSMs who have moved locally and interview at new address. - Call 1800 if non-local or unknown address. |
| All PSMs have moved to more than one address..... | 4 | <ul style="list-style-type: none"> Keep at least one PSM on this HF. - Split other PSM(s) to new household(s). - Interview household(s) at new local address(es). - Interview any XXXs living with PSMs (don't follow an XXX living without a PSM). - Do not interview any XXXs still at this address. - Call 1800 for non-local or unknown addresses. |

D) ANYONE ELSE NOW LIVING WITH A PSM? And does anyone else usually live here with you? Record HF3, 5-8, 10, 12.
(Do not include if: 1) Lives somewhere else more than $\frac{1}{2}$ the time; or 2) Is an overseas resident living in Australia for less than 1 year.)

E) ANYONE ELSE? I have listed [read names of all Wave 3 Household Members]. Is there anyone I have missed – babies, boarders or anyone who usually lives here but is away at the moment? Record HF3, 5-8, 10, 12.

WHAT PQ TYPE APPLIES TO PEOPLE NOT LISTED?

For re-joiners refer to page 7 for their PQ type. All other people not listed complete an NPQ.

HF1	HF2	HF3	HF4a	HF4b	HF5	HF6	HF7		HF8	
ID no	Person ID	Name	Wave 2 PQ interview outcome	Wave and date last ivwd	Sex	Date of birth	Interview?		Household membership	
	For new HFs, record the person ID of the Listed Household Member/s from the previous HF	First name and surname Tick if details correct or cross out and record changes			Male=1 Female=2 Tick if details correct or cross out and record changes	dd/mm/yyyy Tick if details correct or cross out and record changes	PQ type	Sample status	Listed Resident 1 Absent for workload (fill in HF9) 2 No longer member of household 3 Deceased 4 Not listed Re-joiner (Ref Page 7) 5 New resident 6 Absent for workload new resident (fill in HF9) 7	
01										
02										
03										
04										
05										
06										
07										
08										
09										
10										
11										
12										

HF9 ABSENT FOR WORKLOAD PERIOD (Code 2 or 7 at HF8)

N/A – no code 2 or 7 at HF8

	ID:	First name:	Expected return date:	Comments:
Address: Phone No. Mobile: Email:	()			
Reason away:				
If aged 15-17, permission to interview obtained from person (ID) ____				
	ID:	First name:	Expected return date:	Comments:
Address: Phone No. Mobile: Email:	()			
Reason away:				
If aged 15-17, permission to interview obtained from person (ID) ____				

HF15 MOVER INFORMATION: Can you help us find movers from your previous household? Ask this question of all split moves
(code 1 or 2 at HF13) from the original HF where there is also an 'address unknown' (code 3).

N/A – no split moves

Full name/s			
Date and outcome of last interview			
Sex			
Date of birth			

FINDING OUT ABOUT JOINERS AND LEAVERS

ID No	HF10	HF11	HF12	HF13	HF14			
	<u>JOINERS:</u> Why did [you/name in HF3] join the household?	<u>LEAVERS:</u> Why did [name in HF3] leave the household?	<u>JOINERS & LEAVERS:</u> When did this happen?	<u>LEAVERS LOCATION:</u> Where did [name in HF3] move to?	<u>NEW HHID:</u>			
	Marriage/live together..... New baby/Adopted Share/financial reasons Returned to family household..... Moved with family member..... Care/support Never left Other reason (specify)	1 Separation/divorce..... 2 To education/job 3 To marry/live together 4 To live independently..... 5 Bought own home 6 Returned to family household.... 7 To live with other parent 8 Left with family member..... Deceased..... Other reason (specify)	01 02 03 04 05 06 07 08 09 10 11	If don't know, enter 99 / 9999	New address: Local 1 Non-local 2 Address unknown 3 Deceased (report to 1800) 4 Overseas permanently 5 Overseas but not permanently 6	New HHID for all split PSMs and XXXs who move with PSMs		
	Enter code	Specify if necessary	Enter code	Specify if necessary	Month	Year	Enter code	Record new HHID
01								
02								
03								
04								
05								
06								
07								
08								
09								
10								
11								

12												
					INDIVIDUAL INTERVIEW OUTCOMES Complete HF19-20 for everyone listed in HF3 after completing the PQ							
		HF16		HF17		HF19				HF20		
	First name	Employment status		Health		PQ response status				SCQ outcome		
	Carry over the first name of household members from HF3 to the same person number below	<p>Only to be asked for those persons aged 15 years and over as at 30th June 2003</p> <p>Looking at SHOWCARD HF16, what is ...'s current employment status?</p> <p>Employed – usually works 35+ hours per week 1</p> <p>Employed – usually works less than 35 hours per week 2</p> <p>Not employed but is looking for work 3</p> <p><u>Neither employed nor looking for work:</u></p> <p>Retired 4</p> <p>Home duties 5</p> <p>Non-working student 6</p> <p>Other 7</p>		<p>Looking at SHOWCARD HF17, does anyone here have any long-term health condition, disability or impairment such as these?</p> <p>Yes 1</p> <p>No 2</p>	<p>Interview in person 01</p> <p>Interview by phone 02</p> <p><u>Ineligible to interview</u></p> <p>Less than 15 years at 30th June 2003 03</p> <p>Overseas for more than 6 months 04</p> <p>In prison 05</p> <p>XXX no longer living with a PSM 06</p> <p><u>Refusal</u></p> <p>Too busy 07</p> <p>Too invasive 08</p> <p>Other reason 09</p> <p>Refusal via 1800 number 10</p> <p>Interview terminated 11</p> <p><u>Other non-interview</u></p> <p>Deceased 12</p> <p>Moved to another HF 13</p> <p>Language problem (specify) 14</p> <p>Incapable/illness/infirmity 15</p> <p>Home but unable to contact 16</p> <p>Away for workload (complete HF9) 17</p>				Picked up....1 To be sent..2 Refused.....3 Not given....4			
ID	First name	Employment status			Health		IS		FS		IS	FS
01												
02												
03												
04												
05												
06												
07												
08												
09												
10												
11												
12												

HF18 How are the different members of the household related to each other?

- 01 Married spouse (incl same sex pttrs)
- 02 De facto spouse (incl same sex pttrs)
- 03 Ex partner
- 04 Own child (incl adopted child)
- 05 Step child (incl adopted child)
- 06 Foster child
- 07 Own parent
- 08 Step parent
- 09 Foster parent
- 10 Parent in-law (incl step/adoptd/foster)
- 11 Son-in-law/daughter-in-law
- 12 Grandchild (incl step/adoptd/foster)
- 13 Grandparent (incl step/adoptd/foster)
- 14 Sibling – both parents same
- 15 Sibling – step or half
- 16 Adopted sibling
- 17 Foster sibling
- 18 Other relative – specify
- 19 Unrelated

Name eg. John's	Reference Person										
	ID	01	02	03	04	05	06	07	08	09	10
01											
02											
03											
04											
05											
06											
07											
08											
09											
10											
11											
12											

TRACKING INFORMATION

COMPLETE THIS SECTION FOR:

- Non-contacts
- PSMs who have moved outside the local area
- PSMs who have moved to an unknown address

This page N/A.

Now go to HF25
on page 6

It is important that you do your best to try and locate any movers. Investigate as much as possible and record all details below. Even if you only find out the town or suburb the person may have moved to, record this below.

HF21 Which of the following steps did you take to try and track the household/respondent?

Multiple response

- | | |
|--|---|
| Asked any remaining sample members at address..... | 1 |
| Asked new occupants at address | 2 |
| Called all contact phone numbers (home, work, mobile)..... | 3 |
| Asked neighbours (only if no contact with remaining sample members)..... | 4 |
| Other (specify) | 8 |

HF22 Give full details and outcome of all sources/people consulted (eg names of sample members, flat/house number of neighbours etc.).

HF23 DETAILS

- If more than one respondent has moved to the same address record each person's name in the same box below.
- If respondents have moved to different addresses record each person's name in different boxes below.
- Do not record details for any XXXs who have moved without a PSM.
- If address is unknown record name of missing persons(s) along with any further information.

Name(s) of mover	Further information
Person ID(s) of mover	
Address	
Name(s) of mover	Further information
Person ID(s) of mover	
Address	
Name(s) of mover	Further information
Person number(s)	
Address	

**HF24 NOW CALL THE 1800 NUMBER WITH THESE DETAILS – 1800 656 670.
SYDNEY INTERVIEWERS CALL 8873 7076.**

CONTACT INFORMATION

HF25 Write in full details of anything that might help future contacts with this household as well as reasons for refusal or other non-interview details. Answer for all households.

Initial Stage

Follow-up Stage

HF26 For future approaches to this household, which of the following do you think would be most successful?

Answer for all households.

IS FS

It is ok for a face to face interviewer to phone this household first (eg. unlikely to refuse over phone) 1 1

It is recommended that a face to face interviewer phone this household first (eg. difficult to contact) 2 2

All approaches to this household should be face to face if possible (eg. likely to refuse over phone) 3 3

This household should not be re-issued (specify) _____ 4 4

REFUSAL AND NON-INTERVIEW INFORMATION

HF27 What was the main reason for refusal? Answer for all part and full household refusals.

IS FS

Too busy 1 1

Not interested / waste of time 2 2

Questions too personal / too intrusive 3 3

Don't trust surveys / Government 4 4

Never do surveys 5 5

Too old 6 6

Other (specify) 8 8

OFFICE USE ONLY

A1 Complete for codes 03-15 & 17 in Initial Response Status (HF30)

Issue for follow up 1

Do not issue for follow up 2

A2 To be issued for further follow-up?

Issue for further follow up 1

Do not issue for further follow up 2

A3 Issue this household for Wave 4?

Issue 1

Issue part of the household 2 \ A4

Do not issue 3

A4 ID's of people not to be issued for Wave 4

IS THERE ANYTHING I NEED TO KNOW BEFORE INTERVIEWING THIS HOUSEHOLD?

This information has been pre-printed onto the HF from information we have received about this household. If this box is blank it is intentional ie. there are no comments in regards to this household.

GHOSTS

Ghosts are potential re-joiners – people who have previously been associated with the household and who may possibly return. Ring 1800 656 670 if you find any ghosts that are PSM's. Sydney interviewers call 8873 7076.

Previous ID	Name (first name and surname)	Sex	Date of birth	PQ Type	Sample status	Wave and date last ivwd

FINALISING THE HF

HF28 Before coding final response status...	IS			FS		
	Yes	No	N/A	Yes	No	N/A
a) Have you informed the office of any unknown address or non-local movers?	1	--	3	1	--	3
b) IF YES – Date you phoned the information through to the 1800 number?						
c) PART/FULL NON-RESPONSE HHOLDS: Has anyone in the household deceased or moved overseas?	1	2	--	1	2	--
d) IF YES – Date you phoned the information through to the 1800 number?						

HF29 Check this HF is completed

Household response	Page numbers required to complete							
	1	2	3	4	5	6	7	8
Full response	✓	✓	✓	✓	T	✓	✓	
Part response	✓	✓	✓	✓	T	✓	✓	
Non-response	✓				T	✓	✓	

T: completed for households/people to be tracked or interviewed elsewhere

RESPONSE STATUS

HF30 Response status

IS FS

Full response

Every eligible member of the current household interviewed.....02 32

Part response / part non-response

Some members aged 15 plus interviewed and other(s):
(ONE ONLY - HIERARCHY)

Refused	03	33
Non-contact	04	34
Contact made with all non-respondents	05	35
Away for workload period	06	36
Language problem.....	07	37
Incapable/death/illness	08	38

Non Response

Full (household) refusal

PSMs still live there	09	39
Don't know if PSMs still live there	10	40

Address occupied–no contact with a Wave 3 Household member	11	41
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Contact made and all calls made.....	12	42
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All residents away for workload period	13	43
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Household does not speak English (specify language)	14	44
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Household incapable/illness	15	45
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Refusal to ACNielsen ie via 1800 number	16	46
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Terminate (no PQ's were completed)	17	47
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Household deceased.....	18	48
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Household moved out of scope	19	49
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All PSMs moved in with another PSM	20	50
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Office contacted for tracking.....	97	98
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Tips for coding response status

- Consider all eligible members
- Remember when coding an FS status to only code for those who didn't complete a PQ at IS.

	HF	HQ	PQs
Full response	✓	✓	From all eligible people
Part response	✓	✓	From some eligible people
Non response	✓	Possibly	None

OFFICE USE ONLY

Suspensions (tally & total)	<input type="text"/>	<input type="text"/>
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Call back (date)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Validated (tick & date)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Returned to field (tick)	<input type="checkbox"/>
--------------------------	--------------------------

W3 final response status	<input type="checkbox"/>
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Last known postal address:

To be confirmed when completing the HQ.