



HILDA

LIVING IN AUSTRALIA

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Research

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HOUSEHOLD FORM (HF) W12 M		IN-CONFIDENCE		Household ID					
				Last Known Address					
Date completed				Suburb					
				State					
Office to Code: Is Hhold Structure Date Set? Yes / No		If yes, is it IS or FS ?							
Address Status (circle appropriate code)				Write new corrections or new details for street address					
Household now at new address 1 ➔				No. and Street					
Household still at last known address				Suburb/town					
Corrections needed to address..... 2 ➔				State					
No corrections needed..... 3				Postcode					
Household now at new unknown address..... 4									

INTERVIEWER NOTE: All work conducted by Roy Morgan Research is confidential. Under the Code of Professional Behaviour of the Australian Market and Social Research Society 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
Initial Fieldwork Contacts (IS)	1									
	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 12 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:					F2F 1	Phone 2	Interviewer ID:				F2F 1	Phone 2
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A) ASK A LISTED HOUSEHOLD MEMBER: Can I first just check a few of <u>your</u> details? Check HF3, 5, 6 and record HF8 for respondent.	Only ivw XXXs living in same hhold as a PSM
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:	Circle code
All PSMs still live here	1 ➔
All PSMs have moved to one address	2 ➔
Some PSMs still live here	3 ➔
All PSMs have moved to more than one address	4 ➔
	<ul style="list-style-type: none"> - Interview household at this address - Don't ivw any XXXs who have moved out (ie. Don't follow a XXX living without a PSM)
	<ul style="list-style-type: none"> - Interview household at new local address - Phone 1800 468 799 if non-local or unknown address - Only interview a XXX living with a PSM
	<ul style="list-style-type: none"> - Interview household at this address. Only interview a XXX living with a PSM - Split PSMs who have moved locally and interview at new address - Phone 1800 468 799 if non-local or unknown address
	<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 a XXX living without a PSM) - Do not interview any XXXs still at this address - Phone 1800 468 799 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 a person if: 1) Lives somewhere else more than half the time; or 2) Are an overseas resident living in Australia for less than 1 year.)
- E) ANYONE ELSE? I have [read names of all Wave 12 Household Members] listed as living in this household. Is there anyone else who usually lives here? For example babies, boarders or someone who is away at the moment? Record HF3, 5-8, 10, 12.

WHAT PQ TYPE APPLIES TO PEOPLE NOT LISTED?

Check pg 7 for possible PQ type. Otherwise, if EVER interviewed complete a CPQ, if NEVER interviewed complete a NPQ

HF1	*HF2	*HF3	*HF4a	*HF4b	*HF5	*HF6	*HF7		*HF8
PID	Previous W12 PID	First name and surname	Wave 11 PQ interview outcome	Wave and date last ivwd	Sex	Date of birth	Interview?		Household membership at Household Structure Date
	<u>Split hh:</u> Record person's ID from their previous W12 HF; <u>Ghosts:</u> record "ghost"	Tick if details correct or cross out, record changes and reason for change			M=1 F=2	dd/mm/yyyy	PQ type	Sample status	<u>Listed Resident</u> 1 ➔ HF15 <u>Absent for workload</u> 2 ➔ HF9 <u>No longer member of household/in prison</u> 3 ➔ HF11 <u>Deceased</u> 4 ➔ HF11 <u>Not listed</u> <u>Re-joiner/Merger(pg 7)</u> .. 5 ➔ HF10 <u>New resident</u> 6 ➔ HF10 <u>Absent for workload new resident</u> 7 ➔ HF9
01									
02									
03									
04									
05									
06									
07									
08									
09									
10									
11									
12									

*Ring office on 1800 468 799 to get details from previous waves for HF2 to HF8 (1st column), and GHOSTS/COMMENTS FROM W11 (page 7) prior to conducting hardcopy HF

WHEN/HOW TO CONTACT HOUSEHOLD MEMBERS CURRENTLY AWAY

HF9 Are any hhold members ABSENT FOR WORKLOAD PERIOD (HF19 =17)?			IS	FS	
			Yes.... 1....	1	→ complete contact details below
			No..... 2....	2	→ HF10

PID(s):	First Name(s):	Expected return date: ____ / ____ / ____	Should we try to interview them: While they're away?1 When they return?.....2	CHECK: Is person aged 15-17? Yes....1 → Permission from ID ____ No.....2
	Address:		Ph (h) Ph (w) Ph (m) Email:	Comments:
Reason away:				
PID(s):	First Name(s):	Expected return date: ____ / ____ / ____	Should we try to interview them: While they're away?1 When they return?.....2	CHECK: Is person aged 15-17? Yes....1 → Permission from ID ____ No.....2
	Address:		Ph (h) Ph (w) Ph (m) Email:	Comments:
Reason away:				

FINDING OUT ABOUT JOINERS AND LEAVERS (If HF8 is not coded 3-7 go to HF15) If still overseas or in prison from Wave 11 copy detail from P7

PID	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>LEAVERS NEW HHID:</u>			
	Marriage/live together..... 1 New baby/Adopted 2 Share/financial reasons..... 3 Returned to family household.. 4 Moved with family member..... 5 Care/support..... 6 Other reason (specify)..... 8	Separation/divorce 01 To education/job 02 To marry/live together..... 03 To live independently..... 04 Bought own home 05 Returned to family household.... 06 To live with other parent 07 Left with family member..... 08 Deceased..... 09 Other reason (specify) 10 Don't know 11	If don't know, enter 99 / 9999 If know year, but not month, enter 99/yyyy	New address: Local.....1 New address: Non-local.....2 Address unknown.....3 Deceased4 Overseas (provide expected return details below).....5 Codes 1-3..... complete HF14 Codes 2-3,5..... complete pg 5 Code 3..... complete HF28 pg 7 Codes 2-4....phone 1800 468 799	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								

	HF15	HF16	HF17	HF19 Complete HF19 for everyone listed in HF3 after completing the PQ	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 i.e. born <u>on or before 30th June 1997</u></p> <p>Looking at SHOWCARD HF16, what is ...'s current employment status?</p> <p>Employed – usually works 35+ hours per week1</p> <p>Employed – usually works less than 35 hours per week2</p> <p>Not employed but is looking for work3</p> <p><u>Neither employed nor looking for work:</u></p> <p>Retired.....4</p> <p>Home duties5</p> <p>Non-working student6</p> <p>Other7</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>No2</p>	<p>Interview in person01</p> <p>Interview by phone02</p> <p><u>Ineligible to interview</u></p> <p>Born <u>after</u> 30th June 1997 (<15)03</p> <p>Overseas for more than 6 months04</p> <p>In prison for more than 6 months05</p> <p>XXX no longer living with a PSM06</p> <p><u>Refusal</u></p> <p>Too busy07</p> <p>Too invasive08</p> <p>Other reason09</p> <p>Refusal via 1800 number10</p> <p>Interview terminated11</p> <p><u>Other non-interview</u></p> <p>Deceased12</p> <p>Moved to another HF (complete HF14)13</p> <p>Language problem (specify)14</p> <p>Incapable/illness/infirmity15</p> <p>Home but unable to contact16</p> <p>Away for workload (complete HF9)17</p> <p>Other unable to contact (only if HF30=11/41)18</p> <p>Contact made and all calls made (only if HF30=12/42)19</p>	<p>Code HF20 if HF19=01 or 02</p> <p>Picked up1</p> <p>To be sent....2</p> <p>Refused3</p> <p>Not given4</p> <p>Otherwise: skip HF20</p> <p>If HF20=4, Specify reason</p>

PID	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? (Copy the first name of the HHLD member from HF15 in the same order to Row A and Column B below.) To check or confirm answers on grid say: "[B] is [A's] [relation code]"

- 01 Married partner (incl same sex ptnrs)
- 02 De facto partner (incl same sex ptnrs)
- 03 Ex partner
- 04 Own child (incl adopted child)
- 05 Step child (not adopted child)
- 06 Foster child
- 07 Own parent
- 08 Step parent
- 09 Foster parent
- 10 Parent in-law (incl step/adopted/foster)
- 11 Son-in-law/daughter-in-law
- 12 Grandchild (incl step/adopted/foster)
- 13 Grandparent (incl step/adopted/foster)
- 14 Brother or sister – both parents same
- 15 Brother or sister – step or half
- 16 Adopted brother or sister
- 17 Foster brother or sister
- 18 Other relative – specify
- 19 Unrelated

Name eg John's	A's → A: Reference Person eg B is A's....										
	PID	01	02	03	04	05	06	07	08	09	10
	01										
	02										
	03										
	04										
	05										
	06										
	07										
	08										
	09										
	10										
	11										
	12										

HF21 Are there any PSM leavers or non-contacts on this HF? (PSM and HF19=13 or 16 or 18)		Local movers, address known..... <u>1</u> → HF25 Other movers..... <u>2</u> → HF22 Non-contacts..... <u>3</u> → HF24 No movers and no non-contacts... <u>4</u> → HF25
TRACKING INFORMATION		
HF22 HELP US CONTACT MOVERS <i>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.</i>		
<ul style="list-style-type: none"> • If more than one PSM has moved to the same address record each person's name in the same box below. • If PSMs 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. • Email contacts are helpful, particularly for people who have moved overseas. • If address is unknown record name of missing persons(s) along with any further information to assist with tracking. 		
Name(s) of mover	Further information	
Person ID(s) of mover		
Address and phone numbers		
Name(s) of mover	Further information	
Person ID(s) of mover		
Address and phone numbers		
Name(s) of mover	Further information	
Person number(s)		
Address and phone numbers		
HF23 Do you know where the non-local PSMs are?	MULTI RESP	
Yes.....	<u>1</u> → Ensure details recorded above at HF22 Phone 1800 468 799 Record date phoned at HF29.1 Go to HF25	
No.....	<u>2</u> → HF24	
HF24 MOVER PSMs – ADDRESS UNKNOWN <u>OR</u> NON-CONTACTS		
(i) Which of the following steps did you take to try and track the household/respondent? MULTI RESP		
Asked any remaining sample members at address..... <u>1</u>		
Asked new occupants at address <u>2</u>		
Called all phone numbers for the household/respondent (home, work, mobile)..... <u>3</u>		
Asked neighbours (only if no contact with remaining sample members) <u>4</u>		
Called all/some phone numbers for contact people the respondent provided previously <u>5</u>		
Other (specify)..... <u>8</u>		
(ii) Give full details and outcome of all sources/people consulted (eg names of sample members, flat/house number of neighbours etc.).		
.....		
.....		
.....		
(iii) Is tracking required? Yes..... <u>1</u> → HF24(iv) No..... <u>2</u> → HF25		
(iv) Phone 1800 468 799 immediately. Record HF29.1		
(v) If you locate any of these people: phone 1800 468 799 and advise office staff to stop tracking.		

TELL US ABOUT THIS HOUSEHOLD: Complete for all HF's

HF25 Record anything which will help us reapproach the household either by phone or face-to-face.
For non-responding households or part responding households ALSO provide details of non-response. Please date all comments.

Initial Stage

Follow-up Stage

HF26a For future approaches to this household, which of the following do you think would be most successful?

Answer for all households

Again
this
wave Next
wave

- Standard call pattern: Approach face to face first. After 2-3 face to face visits, it is ok for face to face interviewer to phone this household 1 1→HF27
- Face to face interviewer should phone this household first, before face to face contact is attempted (reason required at HF26b) 2 2→HF26b
- All approaches to this household should be face to face (reason required at HF26c) 3 3→HF26c
- This household should not be re-issued (specify reason) 4 4→HF27
- This household should be issued to phone only (specify reason) 5 5→HF27

HF26b Why should a face to face interviewer phone this household first?

HH member specifically requested that HH should be phoned first before interviewer attempts face to face contact 1→HF27

HH difficult to contact face to face, best to call first for an appointment 2→HF27

Other (specify reason) 3→HF27

HF26c Why should all approaches to this household be face to face if possible?

HH likely to refuse if called 1→HF27

HH member/s has difficulty using or answering the phone as incapable or language problem 2→HF27

Other (specify reason) 3→HF27

HF27 What was the main reason for refusal? (Use codes 1-6 or 8 if any HF19=07-11; Code 7 if there are no refusals in the hhold)

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 |
| Weary of participating in the study..... | 6 | 6 |
| Other (specify) | 8 | 8 |
| No refusals in household | 7 | 7 |

***GHOSTS: Some people from previous waves**

If this HF is created from a 3 (or more) way split AND there are any PSMs whose address is unknown

- report these PSMs to the Team 1800 staff as a split and needing to be tracked, AND
 - record them on each split HF at HF28 as an untraceable ghost and mark ** on the right hand side of the name

HF28 Adding a ghost to the hhold?
Any details about an untraceable ghost?**

1. CALL 1800 468 799
 2. RECORD AT HF29.3

***COMMENTS FROM W11: IS THERE ANYTHING I NEED TO KNOW BEFORE INTERVIEWING THIS HOUSEHOLD?**

Please call 1800 468 799 to get information regarding this household.

Tips for coding response status			
Only code for those people in the hhold being followed-up			
	HF	HQ	PQs
<i>Full response</i>	✓	✓	From all eligible people
<i>Part response</i>	✓	✓	From some eligible people
<i>Non-response</i>	✓	<i>Possibly</i>	<i>None</i>

OFFICE USE ONLY

A1	Complete for HF30 IS = 03-15 & 17 (Issue FU P2?) F2F 1 Phone 2 } Skip A2-A4 Either 3 Do not issue P2 FU 4	A3	Issue FFU P3? FS = 33-45 & 47 F2F (Met only) 1 Phone 2 } Skip A4 Either 3 Do not issue P3 FFU 4
A2	Issue FU P3? IS = 03-15 & 17 F2F (Met only) 1 Phone 2 } Skip A3-A4 Either 3 Do not issue P3 FU 4	A4	Wave 13 F2F 1 Phone 2 Either 3 Do not issue W13 (must give reason/details) 4

FINALISING THE HF - THIS MUST BE COMPLETED BEFORE CODING HF30

	IS		FS	
	Yes	No	Yes	No
HF29.1 Any unknown address or non-local movers?	1	2	1	2
a) Any unknown or non-local movers?	____ / ____ / ____		____ / ____ / ____	
b) IF YES – Date you phoned the information through to the 1800 number?				
HF29.2 Anyone in the household deceased?	1	2	1	2
a) PART/FULL NON-RESPONSE HHOLDS: Is anyone in the household deceased?	____ / ____ / ____		____ / ____ / ____	
b) IF YES – Date you phoned the information through to the 1800 number?				
HF29.3 Any untraceable ghosts**?	1	2	1	2
a) Have you found anything about untraceable ghosts?	____ / ____ / ____		____ / ____ / ____	
b) IF YES – Date you phoned the information through to the 1800 number?				

RESPONSE STATUS

HF30 Response status (Have you completed HF29.1 - 29.3?) 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) <table style="margin-left: 20px; border-collapse: collapse;"> <tr><td>Refused</td><td>03</td><td>33</td></tr> <tr><td>Non-contact</td><td>04</td><td>34</td></tr> <tr><td>Contact made with all non-respondents</td><td>05</td><td>35</td></tr> <tr><td>Away for workload period</td><td>06</td><td>36</td></tr> <tr><td>Language problem.....</td><td>07</td><td>37</td></tr> <tr><td>Incapable/death/illness</td><td>08</td><td>38</td></tr> </table> Full (Household) non-response Full refusal-PSMs still live there..... 09 39 Full refusal-Don't know if PSMs still live there 10 40 No contact with a Wave 12 Household member... 11 41 Contact made and all calls made..... 12 42 All residents away for workload period 13 43 Household does not speak English (specify language) 14 44 Household incapable/illness 15 45 Refusal via 1800 number..... 16 46 Terminate (no PQs were completed)..... 17 47 Household deceased 18 48 Household moved out of scope (e.g. overseas) ... 19 49 All PSMs moved in with another PSM 20 50 Office contacted for tracking..... 97 98	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	HF31 Postal address: HF31.1 For responding hholds, check mailing address No change to mailing address.....1 } Change postal address to same as street address2 } → HF32 Mailing address amended below.....3 → HF31.2 HF31.2 Record changes here HF32 Have you completed the joiner or leaver details (HF8, HF10-14, HF19 and tracking information on Pg 5)? Yes- joiner/leaver details complete.....1 No joiner/leaver details required.....2
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																	
HF33 Which household member should receive correspondence? (Preferably a respondent) Person ID..... Person's First Name:	HF34 (FS only) F/up letter and newsletter given? FS Given 1 Not given 2																		

OFFICE USE ONLY

Field generated suspensions (tally & total)			Returned to field (date)	
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