ACNielsen

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Project NG60185
Living in Australia Wave 5
Household Form
M_V3 (11/07/05)

Household ID

	5th digits used	1	2	3
		4	5	6

Last Known Address

IN-CONFIDENCE

	IS	FS
Date completed		
Latitude		
Longitude	1	1

Hhold Structure Date (circle code)   IS......1   FS......2

Address Status (circle appropriate code)

Household now at new address .... 1 ➜
Household still at last known address
   Corrections needed to address.................................. 2 ➜
   No corrections needed.. 3
Household now at new unknown address........................... 4

Write new corrections or new details for *street address*

No. and Street _____
_____
Suburb/town _____
State _____   Postcode _____

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
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 5 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

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.*

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.

	Only ivw XXXs living in same hhold as a PSM

C) MOVERS GUIDE: *Circle code*

All PSMs still live here ....1 ➔ | - Interview household at this address
- Don't ivw any XXXs who have moved out (Ie. Don't follow an XXX living without a PSM) |

All PSMs have moved to one address ....2 ➔ | - Interview household at new local address
- Phone 1800 if non-local or unknown address
- Only interview an XXX living with a PSM |

Some PSMs still live here ....3 ➔ | - Interview household at this address. Only interview an XXX living with a PSM
- Split PSMs who have moved locally and interview at new address
- Phone 1800 if non-local or unknown address |

All PSMs have moved to more than one address........4 ➔ | - 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
- Phone 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 ½ 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 5 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?
Check pg 7 for possible pre-printed 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 W5 PID	First name and surname	Wave 4 PQ interview outcome	Wave and date last ivwd	Sex	Date of birth	Interview?		Household membership at Household Structure Date

	Split hh: Record person's ID from their previous W5 HF; Ghosts: record "ghost"	*Tick if details correct or cross out and record changes*			M=1
					F=2
					
					Tick if details correct or cross out and record changes
						dd/mm/yyyy	PQ type	Sample status	<u>Listed</u>
									Resident ....1➔HF15
									Absent for workload ....2➔HF9
									No longer member of
									    household/in prison....3➔HF11
									Deceased ....4➔HF11
									<u>Not listed</u>
									Re-joiner/Merger(pg 7) ..5➔HF10
									New resident..................6➔HF10
									Absent for workload new
									    resident ....7➔HF9

01									
02									
03									
04									
05									
06									
07									
08									
09									
10									
11									
12									

WHEN/HOW TO CONTACT HOUSEHOLD MEMBERS CURRENTLY AWAY

	IS	FS	
HF9 Are any hhold members *ABSENT FOR WORKLOAD PERIOD (HF19 =17)?* 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)

PID	HF10		HF11		HF12		HF13	HF14
	JOINERS: **Why did [you / name in HF3] join the household?**		LEAVERS: **Why did [name in HF3] leave the household?**		JOINERS & LEAVERS: **When did this happen?**		LEAVERS LOCATION: **Where did [name in HF3] move to?**	LEAVERS NEW HHID:
	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 Deceased ....4 Overseas permanently........5 Overseas but not permanently/don't know ....6 *Codes 1-3............. complete HF14* *Codes 2-3,5-6 .... complete pg 5* *Code 3.......... complete HF28 pg 7* *Codes 2-4..................phone 1800*	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	*Only to be asked for those persons aged 15 years and over i.e. born on or before 30th June 1990.* **Looking at** SHOWCARD HF16, **what is …'s current employment status?** Employed – usually works 35+ hours per week ....1 Employed – usually works less than 35 hours per week ....2 Not employed but is looking for work ....3 Neither employed nor looking for work: 　Retired............................4 　Home duties ....5 　Non-working student ....6 　Other 7	**Looking at SHOWCARD HF17, does anyone here have any long-term health condition, disability or impairment such as these?** Yes...........1 No 2	Interview in person.. 01 Interview by phone.. 02 Ineligible to interview 　Born after 30th June 1990 (<15).............................. 03 　Overseas for more than 6 months .... 04 　In prison for more than 6 months .... 05 　XXX no longer living with a PSM .... 06 Refusal 　Too busy .... 07 　Too invasive .... 08 　Other reason .... 09 　Refusal via 1800 number .... 10 　Interview terminated.. 11 Other non-interview 　Deceased .... 12 　Moved to another HF *(complete HF14)* .... 13 　Language problem (specify) .... 14 　Incapable/illness/infirmity....................................... 15 　Home but unable to contact.................................... 16 　Away for workload *(complete HF9)*.......................... 17 　Other unable to contact *(only if HF30=11/41)* .... 18 　Contact made and all calls made *(only if HF30=12/42)*19		Picked up ...1 To be sent ..2 Refused......3 Not given....4	

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?

01 Married spouse (incl same sex ptnrs)
02 De facto spouse (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

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

HF21 Are there any PSM leavers or non-contacts on this HF? (PSM <u>and</u> HF19=13 or 16 or 18)	Local Movers, address known....... 1➔ *HF25* Other Movers……...…..….…..… 2➔ *HF22* Non-contacts.……………..…..… 3 ➔*HF24* No movers or non-contacts. …..... 4 ➔*HF25*

TRACKING INFORMATION

HF22 HELP US CONTACT MOVERS
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.

- *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.…………...…..*1* ➔ Ensure details recorded above at HF22   Phone *1800 656 670 (02 8873 7076)*   Record date phoned at HF29.1   Go to HF25   No.…………...…..*2*➔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 contact phone numbers (home, work, mobile)……………………….. <u>3</u>

        Asked neighbours (only if no contact with remaining sample members)………..…<u>4</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.…………...…..1* ➔ HF24(iv) *No.……………...…..2* ➔ HF25

(iv)   Phone 1800 656 670   (02 8873 7076) immediately.
        Record HF29.1

(v)   **If you locate any of these people: phone the Panel Administrators and advise them to stop tracking**

TELL US ABOUT THIS HOUSEHOLD: Complete for all HFs

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.

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

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

OFFICE USE ONLY

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

A2	Issue FU P3? IS = 03-15 & 17	A4	Wave 6
	F2F (Met only)................................... 1		F2F 1
	Phone... 2 } Skip A3-A4		Phone 2
	Either 3		Either 3
	Do not issue P3 FU..........................		Do not issue W6 (**must** give reason/details)
	....		....
	 4		4

GHOSTS: Some people from previous waves

If this HF is created from a 3 way split,
- list all hhold members from the first hhold as either a hhold member (at HF3), or
- as a ghost here (at HF28). Mark ** any whose address is unknown.

HF28 Adding a ghost to the hhold?   1. CALL 1800 656 670   (02 8873 7076)
*Any details about an untraceable ghost**?*   2. RECORD AT HF29.3

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

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

This pre-printing is from information we have received about this household.
If this box is blank it is intentional - there are no comments in regards to this household.

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

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?				
a) Any unknown or non-local movers?	1	2	1	2
b) IF YES – Date you phoned the information through to the 1800 number?	___ / ___ / ___		___ / ___ / ___	
HF29.2 Anyone in the household deceased?				
a) PART/FULL NON-RESPONSE HHOLDS: Is anyone in the household deceased?	1	2	1	2
b) IF YES – Date you phoned the information through to the 1800 number?	___ / ___ / ___		___ / ___ / ___	
HF29.3 Any untraceable ghosts?**				
a) Have you found anything about untraceable ghosts?	1	2	1	2
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)		
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
Full (Household) non-response		
Full refusal-PSMs still live there	09	39
Full refusal-Don't know if PSMs still live there	10	40
Address occupied–no contact with a Wave 5 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 to ACNielsen ie via 1800 number	16	46
Terminate (no PQs were completed)	17	47
Household deceased	18	48
Household moved out of scope (eg overseas)	19	49
All PSMs moved in with another PSM	20	50
Office contacted for tracking	**97**	**98**

HF31 Postal address:

HF31.1 For responding hholds, check mailing address
No change to mailing address...........1 ⎫ → HF32
Change to street address ….............2 ⎭
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

HF33 Which household member should receive correspondence? (Preferably a respondent)

Person ID…….........

Person's First Name: ....

HF34 Sweets
Number of packets handed over

Handed over at…………………IS….1   FS….2

HF35 (FS only) F/up letter and newsletter given?

	IS	FS
Given …..		1
Not given …..		2

OFFICE USE ONLY

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