

Appendix A Advance letter

Dear

1970 British Cohort Study

As a valued member of the 1970 British Cohort Study (BCS70) we are writing to ask for your help as the next stage of the study begins.

This latest stage of the study is being carried out by the National Centre for Social Research (NatCen), an independent research organisation, on behalf of the Centre for Longitudinal Studies (CLS) at the Institute of Education in London.

We have enclosed a leaflet which provides information about this year's study and explains exactly what taking part will involve. Also enclosed are three showcards that you will need to refer to during your interview, so please keep them safe. The survey this time round is being conducted via telephone and your interviewer will be in touch in the next couple of weeks to invite you to take part. If you would like to arrange a convenient time for your interviewer to call then please contact NatCen and leave a message on the following freephone number 0800 652 0601.

If you have any further queries about the study please call us at CLS on Freephone 0500 600 616. This number is staffed 09:00-17:00 Monday to Friday. Outside these hours an answer phone service operates. You can also email us at bcs70@ioe.ac.uk.

We hope you enjoy taking part in the study this time around. Your continued support and involvement is vital to the success of the study and is greatly appreciated.

Thank you for your help.

Yours sincerely,



Jane Elliott
Study Director



Matt Brown
Survey Manager

Appendix B Advance letter – Welsh translation

Annwyl

Astudiaeth Carfanau Prydain 1970

Ysgrifennwch atoch, fel aelod gwerthfawr o Astudiaeth Carfanau Prydain 1970 (BCS70), i geisio'ch cymorth wrth ymgymryd â cham nesa'r astudiaeth.

Cynhelir y cam diweddaraf hwn o'r astudiaeth gan y Ganolfan Genedlaethol Ymchwil Gymdeithasol (NatCen), corff ymchwil annibynnol, ar ran y Ganolfan Astudiaethau Hydredol (CLS) yn Sefydliad Addysg Llundain.

Rydym wedi amgáu taflen sy'n rhoi gwybodaeth am astudiaeth eleni ac yn egluro beth yn union y bydd cymryd rhan yn ei olygu. Amgaewyd hefyd dair cerdyn dangos y bydd angen ichi gyfeirio atynt yn ystod eich cyfweliad, felly cadwch nhw'n ddiogel. Cynhelir yr arolwg dros y teleffon y tro hwn a bydd eich cyfwelydd yn cysylltu â chi dros yr wythnosau nesaf hyn i'ch gwahodd i gymryd rhan. Os hoffech chi drefnu amser cyfleus i'ch cyfwelydd alw, cysylltwch â NatCen a gadael neges ar y rhif Rhadffon hwn: 0800 652 0601.

Os bydd gennych chi unrhyw ymholaadau pellach ynglŷn â'r astudiaeth, ffoniwch CLS ar Rhadffon 0500 600 616. Bydd rhywun i ateb eich galwad 09:00 -17:00 dydd Llun i ddydd Gwener. Y tu allan i'r oriau hyn, mae gwasanaeth ffôn ateb yn gweithredu. Cewch hefyd e-bostio bcs70@ioe.ac.uk.

Gobeithio y byddwch yn mwynhau cymryd rhan yn yr astudiaeth y tro hwn. Mae'ch cefnogaeth a'ch cyfraniad parhaol yn anhepgor i lwyddiant yr astudiaeth ac yr ydym yn werthfawrogol iawn ohonynt.

Diolch am eich cymorth.

Yn gywir,



Jane Elliott
Cyfarwyddwraig yr Astudiaeth



Matt Brown
Rheolwr yr Arolwg

Appendix C Leaflet sent with advance letter



Who is carrying out the study?

The study is run by the Centre of Longitudinal Studies (CLS), a research centre in the Institute of Education at the University of London.

It is being funded by the government's Economic and Social Research Council – an independent organisation that funds research and training.

Interviews will be conducted by the National Centre for Social Research (NatCen), an independent research organisation.

NatCen also conducted the interviews for the last two surveys in 2000 and 2004.

Who can I contact about the study?

If you would like any further information about the study please contact CLS in any of the following ways:

Freephone: 0500 600 616

Email: bc70@ioe.ac.uk

Write to: 1970 British Cohort Study,
FREEPOST, KE7770, London, WC1H 0SR
(no stamp required if posted in the UK)

You can also find further information including summaries of the key findings to have emerged from the study on the BCS70 website: www.bcs70.info

To arrange an appointment or change an appointment you may have made with an interviewer please contact NatCen on
Freephone: 0800 652 06 01

1970 British Cohort Study A study of everyone born in one week in 1970





1970 British Cohort Study

The next stage of the 1970 British Cohort Study is now underway.

As you know the study has been following the lives of over 17,000 people born in the same week as you.

The answers you have given to our questions in previous surveys have provided vital evidence about the changes and transitions which occur through people's lives.

The information collected continues to be a tremendously important resource for policy makers and service providers across a whole range of spheres including health, education and employment.

Over the years it has been your support and participation that has made the study such a success.

We hope you will take part in this year's survey and continue to be involved in the study for many years to come.

What will this year's study involve?

This year's survey will be conducted via telephone and will only take around twenty minutes.

Your interviewer will contact you by phone to invite you to take part. If you are willing the interviewer will be able to carry out the interview there and then. However, appointments can be arranged for the interviewer to call you back at any time which is convenient.

This year's survey will be focusing on your current situation and what you have been doing since we last spoke to you.

If you have helped with any of our recent surveys then the topics which will be covered will be familiar to you such as family life, employment, housing and health.

There will as usual be a few questions about your partner so please check that your partner is happy for you to answer them.

There will not be any assessments and we will not be asking to speak to any other members of your family.

Your participation is entirely voluntary and as in all previous surveys you are not obliged to answer any questions you do not wish to.

We will as usual be asking you for the contact details of a friend or relative who would be able to contact you in the future if we could not get in touch in any other way.

What will happen to the information you provide?

Your answers will be treated in strict confidence in accordance with the Data Protection Act, and used for research purposes only.

This means that:

- Names and addresses are never included with the results of our research studies.
- Neither households nor individuals are identified in any published report.



Appendix D Dial Screen

1. Contact information *(Note: details are not genuine sample information)*

Questionnaire data:

lbl[1]	CONTACT INFORMATION
Tracing	*
HomeTel	01252 626551
HomeNotes	*
HomeUpdate	*
AFDTel	
MobTel	07730 664982
MobNotes	*
MobUpdate	*
WorkTel	
WorkNotes	*
WorkUpdate	*
LastIntD	Monday, 1 April 1996
OC2004	Productive
Serial	9049602
CM_Name	Caroline Bingley
CM_Sex	F
CM_Info	
CM_Address	Pemberley Meyton Derbyshire DB8 6AL
CM_AddUpdate	*
Addconfirmed	*
Comments1	+ CM available for interview on Saturday mornings.
Comments2	*
Comments3	*

2. Tracing information

lbl[2]	TRACING INFORMATION
SA_Name	Mr and Mrs Bennet
SARel	Parents
SATel1	01252 645321
SATel2	
SA_Address	Longbourn Meyton Derbyshire DB8 6AL
SA_Notes	*
SA_Update	*
T_info[1]	01322 402 413 Partner Mobile
T_info[2]	
T_info[3]	
T_info[4]	
T_info[5]	
T_info[6]	
T_info[7]	
T1_7Notes	*
T1_7Update	*
CLSDut	
CALLHISTNOTES	

Zoom...
Dial
Edit...

Appendix E Calendar

Calendar- P2734

In the interview we want to check when various events or changes in circumstances happened. This Calendar may help. Although the calendar starts at 1999, you will usually only be asked about events over the last few years.

1999	J	F	M	A (29)	M	J	J	A	S	O	N	D
2000	J	F	M	A (30)	M	J	J	A	S	O	N	D
2001	J	F	M	A (31)	M	J	J	A	S	O	N	D
2002	J	F	M	A (32)	M	J	J	A	S	O	N	D
2003	J	F	M	A (33)	M	J	J	A	S	O	N	D
2004	J	F	M	A (34)	M	J	J	A	S	O	N	D
2005	J	F	M	A (35)	M	J	J	A	S	O	N	D
2006	J	F	M	A (36)	M	J	J	A	S	O	N	D
2007	J	F	M	A (37)	M	J	J	A	S	O	N	D
2008	J	F	M	A (38)	M	J	J	A	S	O	N	D
2009	J	F	M	A (39)	M	J	J	A	S	O	N	D

P2734

Appendix F Thank you letter

Dear

Thank you for taking part in the 1970 British Cohort Study.

We would like to thank you for taking part in the latest stage of the 1970 British Cohort Study. It is the continued support and participation of our cohort members that makes the study so successful.

The experiences and life circumstances of every member of the study are unique and so the answers you have provided are very valuable. The data collected in the study will help us to understand more about the influences on individuals' health and well being and will ultimately have a powerful and positive effect on policy making and service provision.

We are very grateful for the help you have given us so far and very much hope that you will continue to take part in future surveys.

Please let us know if you change your address by writing to us at 1970 British Cohort Study, FREEPOST KE7770, London WC1H 0BR. You will not need a stamp if you post it within the UK. If you prefer, you can telephone us on FREEPHONE 0500 600 616, or email us at bcs70@ioe.ac.uk.

If you have any questions or would like further information, please do not hesitate to contact us on the above number. You can also go to the British Cohort Members' website www.bcs70.info for further information about the study and the information that we have collected so far.

Once again, thank you for your help with our survey.

Yours sincerely,



Jane Elliott

Research Director



Matthew Brown

Survey Manager

Appendix G Final outcome codes

110	Fully productive
210	Partially productive
300	No contact with anyone - Cohort Member not contactable on TNs provided
301	No contact with anyone - don't know if TNs associated with the Cohort Member"
302	No direct contact with CM because Cohort Member always unavailable
303	No direct contact with Cohort Member - Cohort Member not contactable on TNs provided
304	No direct contact with Cohort Member - don't know if TNs associated with the Cohort Member
410	Office refusal to NatCen
419	Office refusal to CLS
431	Personal refusal by Cohort Member at survey introduction or prior to the interview
432	Personal refusal by Cohort Member at survey introduction or prior to the interview
440	Refusal during interview (unproductive partial)
450	Broken Appointment, no recontact
510	Cohort Member is ill at home for the duration of the fieldwork period
520	Cohort Member is away or in hospital for the duration of the fieldwork period
530	Cohort Member is physically or mentally unable to take part
540	Language or communication difficulties (Cohort Member)
560	Cohort Member cannot take part for some other reason
561	Full productive interview but CM requests data to be deleted
562	Partial productive interview but CM requested data to be deleted
710	Unknown eligibility - Anonymous call bar
730	INELIGIBLE: Duplicate case or other reason
740	INELIGIBLE: Interview deleted - CM living abroad
781	Cohort Member died - NatCen informed
783	Cohort Member died - CLS informed
789	Cohort Member emigrated/permanently out of the country - NatCen informed
799	Cohort Member emigrated/permanently out of the country - CLS informed

Appendix H Example progress tables

Appendix I Code book

**P2734
1970 British Cohort Study (BCS70)
2008 Survey**

**Editor's code book and
CATI edit instructions**

Introduction

These instructions outline the coding and editing requirements for the BCS70 2008 Study. This document explains the editing tasks that you need to carry out and it contains the code frames you will need for coding. In this study, respondents are called 'Cohort Members' (CMs for short), and that is how they will be described in this document.

This document should be used in conjunction with the BCS70 CATI edit questionnaire.

Background to the BCS70

The study began in 1970, when data was collected about all the babies born in England, Scotland and Wales¹ between 5th and 11th April 1970. Since then, the cohort members have been followed up six times, at ages 5, 10, 16, 26, 30 and 34, to collect data about their health, educational, social and economic circumstances. NatCen carried out the most recent survey of the cohort in 2004/2005.

NatCen was commissioned by CLS to carry out the eighth sweep of fieldwork which began in October 2008, when the cohort members were aged 38. The fieldwork is being funded by the Economic and Social Research Council (ESRC).

This sweep of BCS70 was conducted over the telephone (CATI) and lasted approximately 25 minutes. This interview will focus on updating the life history information of cohort members collected the last time we spoke to them. In particular, the histories will focus on housing, relationships, births and employment. The focus of the study for this sweep is to collect data that is comparable with data collected from other studies.

The main CATI interview contains modules on

- Household composition
- Housing
- Relationships
- Children, Parents and Siblings
- Family income
- Employment
- Partner's employment
- Lifelong Learning
- Health and Health behaviour

We hope that this information will help put the interviews you are working on in context.

Coding

The coding of interviews is mainly taken care of in the CATI through the use of fully closed questions. There are, however, some questions where the full range of responses could not be predicted before the interview, or the interviewer was unsure how to code a particular response within the existing code frame. In these cases interviewers are given the opportunity to record answers verbatim. These are known as 'other-specify' questions. In addition, there are some questions where a code frame was deliberately not included in the CATI, and interviewers were asked to record the CM's complete answer to this question. This type of question is called an 'open' question.

Other-specify questions

Most of the questions in the edit program are 'other-specify' questions. For most cases it will be possible to code these 'other' answers back into the existing code frame (back coding). In fact, this should be your first aim. In this code book, the existing code frames are always enclosed in a boxed frame.

However, back coding will not always be possible, as new, distinct group(s) of responses may emerge. The researchers at NatCen have looked at some early data and tried to identify where new codes might be necessary. In this coding document these additional codes are listed **after** the boxed existing code frame. You should use these codes where the existing code frame is not appropriate. Any 'other-specify' cases which are difficult to code should be referred to the researchers with a note being made on the fact sheet.

'Other-specify' questions may be **multi-coded** or **single-coded**. Whether the question is multi or single-coded is indicated in this document. Most of the questions are multi-coded; that is more than one answer is allowed to be coded. However, there may be a maximum limit set for the number of possible answers that can be coded.

During coding, if the question to code is multi-coded then the edit program will take you straight to the edit field that contains the new code frame (i.e. the existing code frame with any additional codes and 'other' categories). At this point you should use the information on the factsheet to code appropriately. However, if the question to code is single-coded then the edit program does not take you to the edit field as it does for the multi-coded questions. Instead the program will take you to the 'tryback' field. At this point you will be instructed to go back to the original question and re-code the answer. The verbatim text will appear on screen, but again you should use the text on the factsheet and attempt to code using the new code frame.

For multi-coded questions, if you find it too difficult to code or are unsure about how to code, a '96' should be entered at the edit field. Then press 'end'. This will take you to the 'tryback' field at which point you should code '3 - Refer to supervisor/ Leave for later'. Please note that if you also assign the codes '94' or '95' you will also be taken to the 'tryback' field where you will

need to either flag the case for your supervisor or that backcoding has been completed on that question.

For single-coded questions, if you find it too difficult to code or are unsure about how to code it, you should leave the original 'other' answer in the edit field and assign code '3- Refer to supervisor/Leave for later' in the 'tryback' field. This is the **ONLY** time that you should make use of this 'tryback' field.

Open questions

For these questions the researchers have looked at the answers given, and developed entirely new code frames from these responses. You should choose the most appropriate code from these code frames. If the response does not fit any of these codes, it should be assigned to one of the 'other' codes as appropriate.

Open questions may also be **multi-coded** or **single-coded**. This is also indicated in this document at each question.

For open questions there is no 'tryback' field; the edit program will take you straight to the edit field with the new codeframe and verbatim text answer.

'Other' codes

There are three types of 'other' codes allowed at all 'other-specify' and 'open' questions. These are code 94 – 'other specific answer not in codeframe', code 95 – 'Vague / Irrelevant' answer and code 96 – 'Editor cannot deal with this'. 'Other answer' (94) will be used for most of the responses that cannot be coded to the existing/additional codes. 'Irrelevant response' (95) should only be used for responses that are irrelevant, that is they do not answer the question. Use code 96, if you find a response particularly difficult to code or if it is taking a long time to decide which code to allocate.

Coding DNs & refusals

If the 'other' answer is a 'don't know' or [ctrl+<K>], the coder should use a 'don't know' or 'no specific reason' option if available in the code frame. If this is not available, the coder should enter a [ctrl+<K>] and record this on the factsheet.

Where the answer is a refusal or [ctrl+<R>], the original question should be coded as 'Refusal', **NOT** as 'other'.

Occupation and Social Class Coding

You will also need to carry out Occupation and Social Class coding as standard at the questions specified.

ICD-10 Coding

You will need to carry out ICD-10 (International Statistical Classification of Diseases and Related Health Problems) coding on one of the health questions. These instructions tell you the question which requires this coding, and this question features as part of the edit programme. If you have any queries regarding ICD-10 coding please refer these to the Blue Team/Research.

Any cases that you find too difficult to code or are unsure about how to code should be referred to the Blue Team/researchers, making a note on the factsheet.

For ‘other-specify’ questions, you will also be able to indicate that you are unable to code using the ‘tryback’ field in the edit program and assigning code 3 as described above.

If you find that recoding a response affects subsequent routing, you must select ‘Undo all edits’ from the File menu before you exit the case. You should then tab this discrepancy for the researchers’ attention.

As with coding, most of the editing is carried out by interviewers in the field. There are consistency error checks within the CATI program which are activated when the interviewer enters conflicting data. These consistency errors consist of hard and soft checks. Hard checks must be resolved by the interviewer, but soft checks can be suppressed by the interviewer and investigated at the coding and edit stage.

Errors in the data are triggered for the editor to action as you move through the questionnaire. Editing is to be done in Blaise in CATI mode for editing. It is important that you only make changes to the data according to the rules written down in these editing instructions. Where a situation has not been covered you should always consult your supervisor. Your supervisor will know if another editor is encountering a similar difficulty or omission and will be able to advise you.

Interviewer notes/remarks

The first stage of the BCS70 edit is to read and interpret **all** notes made by interviewers in the CATI. These notes are listed on the fact sheet. The presence of an interviewer note in Blaise is indicated by a small paper clip symbol, which appears alongside the answer where the note was made. All remarks, whether attached to an open question or not will be listed on the factsheet, under the heading ‘Remarks’. You should read these and do any ‘obvious’ recoding. When you are in the edit programme, if you want to read a remark put your cursor in the appropriate answer field (i.e. next to the paper

clip symbol) and press CTRL+M to open it. To close the note press ALT+S. Interviewers have been asked to record any remarks at the question concerned, but sometimes they may record notes at an adjacent question instead. Using these notes it may be possible to establish what the correct response should have been and subsequently back code a response into the existing code frame. You should only do this if you feel confident that the note shows that the interviewer used the wrong code. Please record any changes on the factsheet next to the relevant interviewer note. Please TAB any remarks that you are uncertain of so that your supervisor/researcher can look at the relevant note.

If you do not need to do anything in response to an interviewer note, please tick the note on the fact sheet so that the researchers know you have read and considered its contents.

Please note that you should NEVER delete a case unless you have been instructed to do so by the researchers.

Factsheet

A fact sheet is provided to help with the coding and editing of CATI questionnaires.

On the factsheet there are several variables including the ones that need backcoding. Also there are variables relating to the case that you are editing.

	Description										
Serial	This is the NatCen Serial Number and it begins with a 5.										
CLSKey	This is the serial number that CLS gave to the CM, when the survey began in 1970.										
IntDate, IntNo & Waveno	Information about when the CM was interviewed and the wave of fieldwork.										
Outcome code	This indicates whether the interview was productive or unproductive. An explanation of the codes follows: <table border="1"><tbody><tr><td>110</td><td>Fully productive core interview</td></tr><tr><td>120</td><td>Partial productive core interview</td></tr><tr><td>410</td><td>Refusal to office</td></tr><tr><td>430</td><td>Refusal before interview</td></tr><tr><td>440</td><td>Refusal during interview</td></tr></tbody></table>	110	Fully productive core interview	120	Partial productive core interview	410	Refusal to office	430	Refusal before interview	440	Refusal during interview
110	Fully productive core interview										
120	Partial productive core interview										
410	Refusal to office										
430	Refusal before interview										
440	Refusal during interview										

Coding decisions should be written on the fact sheet. If the question has not been printed on the fact sheet please write the question name, original response and recoded response at the end of the fact sheet, and then send the fact sheet to the researchers.

Screen 7

Start of questionnaire (Module name QStart)

Question name	Instruction to Coder
Bdat1	<p>If day of birth differs to factsheet but is between 5-11, check for any interviewer notes. Suppress check if there are no notes.</p> <p>If interviewer notes indicate that CM was not born between 5-11 April 1970, tab case.</p>
Normal	<p>Please check interviewer notes carefully in case they allow you to make amendments to this section.</p> <p>If the Cohort Member is ...</p> <ul style="list-style-type: none"> ➤ ... temporarily working away from home, their Normal Address is their permanent home address ➤ ... in hospital or prison for under 6 months, their Normal Address is their home address ➤ ... in hospital or prison for 6 months or more, their Normal Address is hospital or prison ➤ ... in the armed forces or the merchant navy, and stationed away from home for 6 or more months, their Normal Address is their current forces or merchant navy address. <p>If the Cohort Member has more than one address, take the address the Cohort Member considers to be their main address.</p>

Screen 7

Question name	Instruction to Coder
Residenc	<p>Please check interviewer notes carefully in case they allow you to make amendments to this section.</p> <p><i>Private residence</i></p> <p>Include:</p> <ul style="list-style-type: none"> ➤ armed forces married quarters ➤ accommodation rented by National Health Service and Local Government workers ➤ separate flats provided by the University for students ➤ all other non hostel accommodation tied to employment or training. <p>Exclude: hostel type accommodation e.g. a room in a Nurses' Home, Students' Hall of residence or other place of work.</p> <p><i>Sheltered housing</i></p> <p>Residents must have self-contained flats with their own kitchen and bathroom (regardless of any facilities such as a lounge). If the Cohort Member's accommodation is not self-contained then they live in an institution and this should be coded under one of the categories below.</p> <p><i>Hotel/Boarding House/Residential hostel</i></p> <p>Hostels open to <u>all</u> regardless of need and occupation.</p> <p><i>Hostel for homeless /Women's Refuge/Night shelter etc.</i></p> <p>Any accommodation provided for single or married people with particular social or family problems (including homelessness). Placement is on a temporary basis.</p> <p><i>Barracks/Room in Nurses' hall of residence / student hall of residence etc.</i></p> <p>Accommodation is of the hostel type but is tied to education, training or employment and is not open to all.</p> <p><i>Room (only) at workplace</i></p> <p>e.g. if <u>working</u> in a hostel, in a Children's Home, special school or some other residential institution.</p> <p><i>Hospital</i></p> <p>Include all those who are in-patients in any form of hospital. See note at normal address rules (above) for details of length of stay for inclusion.</p> <p>N.B. If no 'normal' address, take current address.</p>

Screen 8

Household grid (Module name QBHGrid)

Question name	Instruction to Editor										
Name	<p>The first person in the household grid <u>should be</u> the Cohort Member – check name of the person entered on the first line of the grid against fact sheet.</p> <p>If name is different – check if the Cohort Member has changed their name (NameSame = changed and CMName = RESPONSE).</p> <p>If the CM has not changed their name or has been entered somewhere else in the household grid, tab the case for the attention of the Blue Team.</p> <p>Please check interviewer notes carefully. Interviewers have recorded the correct spelling of household members names in a note, if they were unable to record it in the CATI. Please correct the spelling of names.</p>										
MS	Please check interviewer notes carefully. Some interviewers found it difficult to navigate the checks and have made detailed descriptions of the marital status.										
Rage	<p>Unless the interviewer has made a note suppress this check.</p> <p>Code <u>less than 1 year old as 0</u>.</p>										
RelToKey	<p>Please check interviewer notes carefully.</p> <p>If the CM has an ex-partner who is still living in the household code 29 'Other'.</p> <p>In this survey, child is defined by relationship to the CM (i.e. son / daughter), not age. So use the relevant code for child (e.g. codes 4-8) based on their relationship to the CM, even if the 'child' is an adult.</p> <table border="1"> <tr> <td>Code 4</td><td>Only code CM's natural child here. Exclude fostered/adopted children or children of their partner/spouse</td></tr> <tr> <td>Code 5</td><td>Only code legal adoptions here</td></tr> <tr> <td>Code 6</td><td>Only code natural child of CM's <u>current</u> spouse/partner, where there has been no legal adoption by CM</td></tr> <tr> <td>Code 7</td><td>Only code natural child of CMs <u>previous</u> spouse/partner, where there has been no legal adoption by CM</td></tr> <tr> <td>Code 8</td><td>Only code foster children here.</td></tr> </table>	Code 4	Only code CM's natural child here. Exclude fostered/adopted children or children of their partner/spouse	Code 5	Only code legal adoptions here	Code 6	Only code natural child of CM's <u>current</u> spouse/partner, where there has been no legal adoption by CM	Code 7	Only code natural child of CMs <u>previous</u> spouse/partner, where there has been no legal adoption by CM	Code 8	Only code foster children here.
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Code 7	Only code natural child of CMs <u>previous</u> spouse/partner, where there has been no legal adoption by CM										
Code 8	Only code foster children here.										

Absent Child grid (Module name BABGrid)

Question name	Instruction to Editor
AbDet (Screen 13)	ONLY CODE OPTION 5 'EMPTY ROUTED IN EDIT' HERE. Please be very careful when selecting this option as we need to make sure that this information is correct- it will affect the data output stage.

Housing (Module name BHouse)

Question name	Instruction to Editor
Housing history (Screen 26)	If soft checks appear in the housing histories which have been suppressed (such as checks on gaps in the history table OR number of rooms in the CM's house OR CM moving into a property before moving out of the previous and visa versa), please take extra care to check if any interviewer notes have been made which allow you to make amendments to this section. If no notes have been made then suppress the checks. For checks regarding postcodes (eg: partials) please make a note of the serial number for the CM and flag to your supervisor- research may undertaken a checking exercise on these at a later date.
WhoTen (Screen 29)	If CM does not have resident spouse or partner living in the household, it is still possible that they own the accommodation with a non-resident partner so allow this. Suppress the check.

Back coding - screen 26

<i>Question</i>	HomeGo (Module name QHouse)
<i>Back code</i>	Back code HomeGo to <u>HomeGoX</u>
<i>Type of question</i>	Other – please specify
<i>Question text</i>	INTERVIEWER: Enter details of other reason moved.
<i>Routing</i>	{If answered 'Other' to Please look at CARD C and tell me what was the main reason you moved out of that address? (Homeg = Other) }

MULTICODE – CODE ALL THAT APPLY

1	Wanted to buy
2	Wanted larger home <i>Note: this includes wanting a larger garden</i>
3	Wanted better home <i>Note: this includes wanting a garden</i>
4	Job changed/to be nearer work <i>Note: this includes moving to be closer to partner/spouse's work</i> <i>Note: this includes armed forces postings</i>
5	Moved to better area
6	For children's education
7	Wanted place of own
8	Due to a relationship breakdown
9	Due to a new relationship
10	To be nearer relatives <i>Note: this includes moving in with relatives</i>
11	Other (Please specify)

Additional Codes

12	Problems with neighbours
13	Downsize
14	Needed a cheaper home/ could no longer afford home <i>Note: this includes 'financial problems', 'being made redundant' and bankruptcy.</i>
15	Development project/ Investment
16	Health or other problems <i>Note: this includes 'personal reasons', and any problem affecting the cohort member or their family.</i>
17	Evicted/ Home Repossessed
18	Inheritance
19	Tenancy came to an end/ landlord sold property
20	Moved/ returned from abroad
21	CM wanted a change

Other

94	Other specific answer not in codeframe (not codeable 1-20)
95	Vague / irrelevant answer

Relationship History (Module name BRelHist)

Question name	Instruction to Editor
'PrevMStat, RAmend etc' Questions (Screen 30-38)	<p>If soft checks appear in this section that have been suppressed, please take extra care to check if any interviewer notes have been made which may allow you to make amendments to this section.</p> <p>Please flag for research's attention any problems or queries you have with this section.</p>

Births (Module name BBirth)

Question name	Instruction to Editor
Active Signals	<p>Please make sure that you check any suppressed active signals carefully in this module.</p> <p>Checks could appear at LivHHNo regarding the chronological order of the children being entered in the pregnancy table. Please check any remarks that have been made by the interviewer. If the CM has had twins then the check will appear automatically- please take care to double check this.</p> <p>A check could also be triggered at Pound regarding a low or high weight for the child in question. If there are no remarks at this question then you can check the last question of the table (PregI) to see if any further information has been recorded that might be helpful or required to resolve the check.</p> <p>Please take extra care when checks are triggered regarding Everpreg- it could be that if any children recorded in the household are not the CM's natural children (hence why they may never have been pregnant).</p> <p>If no further clarification is needed, suppress the checks and proceed through the programme. If you need help, then refer queries to your supervisor.</p>

Family income (Module name BFamInc)

Question name	Instruction to Editor
General point	<p>Include income received by spouse & partner only.</p> <p>Exclude any income from children aged 16+ and working / other household members.</p>

Employment (Module name BEmploy)

Question name	Instruction to Editor
General point	<p>See glossary section of these instructions for more detailed information on employment including definitions of jobs, unemployment, self-employment etc.</p> <p>If any checks are triggered that you are not able to deal with (ie: the information in the interviewers remarks is not helpful), then suppress and move on, for example if the CM began work before the age of 16 but no other information is given then we aren't able to resolve the check.</p>
Activity (Screen 77)	<p>If two jobs done at once, code the one with the most hours done by CM.</p> <p>If same number of hours worked at both jobs, record the job CM considers as their main job.</p>
EDAct (Screen 77)	<p>Back code 'other' activity at OthAct1 into codeframe at EDAct.</p> <p>If you are unable to code the activity into this codeframe then select the appropriate code at the 'tryback' question.</p> <p><u>Pass any queries to your supervisor.</u></p>
CNetOPrd (Screen 79)	<p>Back code 'other' period of net pay into existing codeframe at CNetPrd (no new codes have been added).</p> <p>If you are unable to back code the period into this codeframe then select the appropriate code at the 'tryback' question.</p> <p><u>Pass any queries to your supervisor.</u></p>
CGroOPrd (Screen 79)	<p>Back code 'other' period of gross pay into existing codeframe at CGroPrd (no new codes have been added).</p> <p>If you are unable to back code the period into this codeframe then select the appropriate code at the 'tryback' question.</p> <p><u>Pass any queries to your supervisor.</u></p>
CJOthOrg (Screen 79)	<p>Back code 'other' type of organisation into existing codeframe at CJOrg (no new codes have been added).</p> <p>If you are unable to back code the organisation into this codeframe then select the appropriate code at the 'tryback' question.</p> <p><u>Pass any queries to your supervisor.</u></p>
SEOType (Screen 87)	<p>Back code 'other' type of self employment into existing codeframe at SEType (no new codes have been added).</p> <p>If you are unable to back code the self employment into this codeframe then select the appropriate code at the 'tryback'</p>

	question. Pass any queries to your supervisor.
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Glossary for employment

This section includes further information on employment.

A. Employment (Block QEmploy)

Many of the terms you need to refer to in the employment section are covered under **main activity**. This term is referred to at EconLast, Activity and PEconAct when we asked interviewers to code the **main activity** of the Cohort Member and their partner or spouse respectively.

The main activity is the activity or job that the Cohort Member identifies with as their main activity or job.

Where there are competing claims for main activity status or job please follow the guidance given in this sections indicated below to help you decide which activity or job takes priority:

- a. JOBS (Full and Part-time employment)
- b. UNEMPLOYMENT
- c. SELF-EMPLOYMENT
- d. OTHER

(a) JOBS

DEFINITION OF A MAIN JOB

A Job is:

- a period of time working for one employer, including any changes in the actual work done.
- a period working as self-employed, doing the same line of work throughout the period.
- a period of time employed by one or more agencies to work temporarily for other organisations (i.e. as an agency temp), irrespective of how many of these organisations were worked for.
- If two jobs done at once, take one with most hours.
- If the individual works the same number of hours in both jobs, take the job they consider to be their main job.
- If the Cohort Member is currently on paid maternity/paternity leave please code whether they are usually in full-time or part-time employment.

UNLESS IT IS THE CURRENT JOB, A JOB MUST LAST AT LEAST A MONTH TO BE COUNTED AS A JOB. For previous jobs, if the Cohort Member has had a number of jobs in one month, for example as a casual labourer, record details of the overall type work done.

Include:

- Part-time jobs (Less than 30 hours) when these are the individual's main activity.
- Work in Sheltered Workshops
- Paid work done at home: baby minding, dressmaking, etc. if this is the main activity.
- Unpaid work for a family business, if main activity. A family business is a business that is owned by an immediate family member.
- Jobs held abroad so long as they satisfy the other conditions of inclusion.
- Periods in Armed Forces.
- Time spent on paid or unpaid maternity leave, if still employed and intending to return. If the Cohort Member did not return to work after maternity leave, the job ended at the point when this was agreed between her and her employer.
- If the Cohort Member is currently on paid maternity/paternity leave please code whether they are usually in full-time or part-time employment.
- Time spent away from work for one of the following reasons, if the Cohort Member has (or had) a job to return to:
 - on holiday
 - on strike or temporarily laid off
 - sick leave of between one and six months' duration
- Time spent on any course of full or part-time education, provided the individual was in paid employment throughout the period.

Exclude:

- Jobs lasting under a month, unless current job.
- Work-experience or sandwich jobs whilst on full-time education.
- Second jobs done at the same time as a main job.
- Part-time or vacation jobs done at same time as full-time education.
- Periods on government work or training schemes **unless** the job provides, or is expected to provide, income **independently** of the scheme allowance. (Thus a period of self-employment would count as a job even if the individual was on the Enterprise Allowance Scheme (EAS), because the person would expect to receive an income from their self-employment activities; on the other hand, a period on ET where the sole income was the ET allowance would **not** count as a job).

Full-time jobs

A full-time job is 30 hours or more per week. If the individual has more than one full-time job at any time and no other main activity, take the full-time job with the most hours per week. If two full-time jobs with equal hours, take whichever the Cohort Member considers to be the main job.

Part-time Jobs

A part-time job is less than 30 hours per week (as long as the part-time job was regular, and done for at least a month, it does not matter how few hours were worked per week).

Count as a Single Job

- A period of self-employment, free-lancing or consultancy in the same line of work, irrespective of how many contracts were worked on.
- A period of agency temping irrespective of how many individual placements this covered, or how many agencies worked for.
- A period with a single employer irrespective of how much the job changed EXCEPT in some circumstances for civil servants, teachers and NHS employees (see 4, below).

Count as a change of Job

- Any change of employer other than the take-over of a firm.
- Becoming self-employed, if currently an employee.
- Becoming an employee, if currently self-employed.
- Staying self-employed, but significantly changing nature of work.
- Changes of government departments for civil servants.
- Changes of school for teachers.
- Changes of hospital for NHS or NHS trust employees.

End of Job

The date of the end of a job is the date last worked, even if the individual continued to get pay such as severance or holiday pay.

(b) UNEMPLOYMENT

Unemployed and seeking work

The individual's main activity status is unemployed only if they are not in a full-time job, full-time education, nor sick/disabled (temporarily or permanently).

Included:

Anyone who was/is out of work but **actively seeking work** – e.g. registered at a government Employment Office, Jobcentre or Careers Office, or at a private Employment Agency (but not working), answering advertisements, advertising for jobs, etc.

Treat someone as unemployed rather than retired or looking after home/family provided they satisfy the conditions given in the 'Unemployment' entry above.

Unemployment can also be the main activity, even if the individual is doing part-time work, part-time education, etc. **if the individual considers himself/herself as unemployed and wanting work**

Anyone who is unemployed but does not want to work **should not** be treated as unemployed: try to fit their status to the list, but otherwise code as 'other'.

Start date of unemployment is set by the end date when the individual stopped doing anything else and became ready and available to take up work if offered. This may be before they formally registered as being unemployed.

Self-employed. For self-employed individuals, 'Unemployed and wanting work' means ready and available to take up work with another employer, not periods of low business activity.

(c) SELF-EMPLOYMENT

A period of self-employment includes continuous self-employment, freelancing or consultancy in the same line of work, irrespective of how many contracts were worked on.

If in doubt about whether someone is self-employed, obtain information on tax and National Insurance status. People not on PAYE/Schedule E and paying their own National Insurance stamps should be counted as self-employed, even if they work for a company e.g. a self-employed taxi driver.

(d) OTHER

Full-time Education

If the individual is following a full-time educational course (at school, college, university, etc) this should be coded as the main activity, even if they are also doing part-time or holiday jobs.

Exclude: students in paid occupation where training also given (e.g.: apprentices, student nurses) or on day release or sandwich courses: code these as employees.

Temporarily Sick or Disabled is the main activity if the individual has been off work for between one and six months, and has a job to go back to.

Permanently Sick or Disabled is the main activity so long as the individual

- has been (or is likely to be) off work for more than 6 months
- has no job to go back to
- is prevented by their health or disability from looking for work
- is below retirement age (under 60 if female, under 65 if male)²

Someone classified as permanently sick or disabled is likely to be claiming some kind of state or insurance benefits.

Looking After Home/Family is coded if this is the person's exclusive activity, or if they are also doing a part-time job, but consider domestic duties to be their main activity. More than one person in a household can be looking after the home and family. This code applies if this is a person's **usual** main status, even if they are currently sick, on holiday, etc.

² All Cohort Members and most of their partners.

Wholly Retired is coded if a person is not in work, not seeking work and has reached retirement age for or has retired early from their job.

If an individual is wholly retired, this should be coded *in preference to* sick or disabled or looking after home and family, even if these also apply.

Exclude: women below retirement age who have left work to look after home/family.

Other Anyone for whom the other codes are inappropriate.(e.g. trainees on government schemes who do not earn money independently of the scheme allowance). This may include people who are unemployed but not actively seeking work, living off trust funds or on government training schemes. Please give full details.

OCCUPATION INFORMATION

Interviewers were asked to obtain full information on the Cohort Member's job and, where appropriate, their spouse or partner's job.

Listed below are things to look out for in the various sections of the 'Job' questions:

(a) Name/title of job

It is very important that you obtain as much information as possible here as it is used to code SOC and SIC.

Try to record specific job titles, and avoid vague, generic descriptions such as:

- 'clerk' – could be filing clerk, bank clerk, etc
- 'teacher' – enter whether primary or secondary, and any additional information such as a special needs teacher.
- 'civil servant' – can include any one in a central government post from a cleaner or filing clerk to an Assistant Secretary or Department Head
- 'engineer' many different types of skill and levels of responsibility (from repairmen with minimal training to highly qualified professionals). We need to know the kind of engineer - electrical, civil, heating etc.

For the police, merchant navy, armed services etc, rank is always required. For civil servants, class and grade are always required (eg clerical officer, higher executive officer, principal research officer).

(b) Kind of work done

This question gives us additional material which is especially helpful where the job title alone is not sufficient to code the Cohort Member's occupation. Probe for full description of job responsibilities, necessary qualifications, and special machinery or equipment used.

Always get a clear description of what the person concerned actually does in his or her job, however precise the job title you obtain.

To be able to classify manufacturing and construction jobs we need to know what materials are used. For example, to classify a boat-builder we need to know whether

the boats are constructed from wood, metal or fibre glass. For these types of occupation always probe with:

What materials do you make things with?

Machinery or special materials must be of a specialised nature, not just everyday office equipment, for example:

Include telephone switchboards, printing machinery, office computer networks, data bases and other computer skills;

Exclude telephones, ordinary office photocopiers.

If in doubt, record qualifications which would be needed by somebody starting the job now, even if the Cohort Member does not have those qualifications. Obtain details of the necessary qualifications as precisely as possible, eg public service vehicle driving licence (PSV), Higher National Certificate (HNC) in mechanical engineering, completed trade apprenticeship etc. Experience can count as a qualification, but probe for length of experience.

(c) Employee v. Self-employed

A **self-employed person** is someone working on his or her own account who does not receive a wage or salary from an employer. The sole or part owner of a business, or someone in private practice by himself or in partnership, is self-employed. But the working directors of private or public companies who draw salaries from these companies are classified as employees, even though they have a shareholding in the company.

If in doubt about whether someone is self-employed, obtain information on their tax and National Insurance status. People not on PAYE/Schedule E, who pay their own National Insurance stamps should be counted as self-employed, even if they work for a company as, for example, a self-employed taxi driver.

Temps working for an agency are employees.

(d) What is Made or Done by the Employer

This can be different from the Cohort Member's work. Never assume the job title tells you the answer. You may find:

- an electrician employed by a hospital
- an accountant working for a brewery
- a nurse working for a department store

So, if the Cohort Member is a cook in a car factory canteen, code 'car manufacture', not 'catering'.

Make sure you obtain sufficient detail: what product(s) is/are made or what services provided, not just, for example: 'office work', 'building', 'local government'.

(e) Type of organisation

'Private firm or company' means an organisation in private ownership, either incorporated under the Company's Act (eg: XYZ Ltd or ABC Plc), or otherwise

privately owned, such as a solicitors' partnership or a family business, such as a farm or shop. Include private companies supplying services to public organisations, such as cleaning and catering for local councils or NHS hospitals. Private schools or hospitals should be included (but not NHS Trusts).

Since 1986, the status of some organisations may have changed, particularly those originally in public ownership. In the questions dealing with job histories we are interested in the status of the organisation **at the time the Cohort Member was employed**. If the status of a company changed over their period of employment, enter the status of the company when they left (or if current job the current status).

Public corporations or nationalised industries, now privatised, include the Gas Board, Electricity Board, British Steel, British Rail.

Examples of public corporations or nationalised industries include the BBC, the Royal Mail and Network Rail.

Companies Limited by guarantee should be coded as 'Companies' and not Charities/Trusts.

(f) Place of work

This means the establishment the Cohort Member works or worked in - either a building, or a site at the same address. A department is not an establishment unless it is a separate branch that has an address of its own, for example a bank or Post Office branch, a shop, a school, an area office, etc.

If a Cohort Member does not have a fixed place of work, you should enter their main contact office or head office.

(g) Qualifications/ training normally required to do the job

This means entry qualifications normally required of anybody taking up the Cohort Member's job. The qualifications listed in a job advertisement are a good indication. If the qualifications required have changed you should enter the details of what was required when the Cohort Member started at that company or organisation.

The Cohort Member may have skills, training, and qualifications that are **not relevant** to the job; these should not be listed.

The Cohort Member may not have the skills etc. normally required. In this case the normal requirements required when starting the job should still be listed.

(h) Supervisory/management responsibilities

This means responsibility for decisions that determine the work of other employees in some way or other.

The question on **responsibility for supervising** the work of others should always be asked, even if the answer seems likely to be "no".

DEFINITION OF PROMOTION

Promotion may be automatic; for the purpose of this study it must involve a change of pay **and** status (and will usually involve a change in job title, e.g. from Researcher to Senior Researcher). A change of pay alone, for example an annual pay review, does not count (eg: annual rise); neither does a change of status, for example completing a probationary period, unless linked to a change in pay.

SHELTERED EMPLOYMENT

Many disabled people work in factories or offices that have not been adapted in any way to their circumstances. Those that cannot work in unadapted premises because of the severity or nature of their condition, often find work in sheltered workshops where their special needs can be catered for. The workshops, which normally operate as a commercial concern, are run by Local Authorities, Voluntary Organisations or by Remploy Limited - a special company set up by the government.

A Cohort Member working in sheltered employment will count as employed.

AGENCY TEMPS

An agency temp is someone who is directly employed by an agency which in turn sends them to workplaces for short periods of time. This is different from a temporary job.

TEMPORARY JOB AND FIXED TERM CONTRACTS

Temporary jobs must be defined **from the start of employment** as lasting for less than two years (for example cover for an employee's maternity leave). Someone working in a temporary job works for an employer directly (i.e is not employed by an agency).

UNEMPLOYMENT

See information under Main Activity

WORKING HOURS

Do not include meal breaks.

(a) Hours worked

If the work pattern is not based on a week, get an average over the last four weeks.

If the Cohort Member has been off sick for a long period, take the usual hours worked before going sick.

If a person has recently started a new job, record the hours the Cohort Member expects to be working in the future.

Apprentices, trainees and other people in vocational training: exclude any time spent in college or other special training centres outside their workplace.

Cohort Members working on-call: If someone states at the hours questions that they usually work 24 hours a day because they are 'on-call', the average number of hours **actually** worked should be probed for. Identify how many hours were actually worked in the last four weeks and average these out to give a weekly total for usual hours. For example, a Cohort Member was on-call all night, but was only called out to work for two hours, the actual working hours for this night would be two hours.

Self-employed people often find it difficult to give precise figures. If necessary, encourage them to work things through on a daily basis and get as accurate a figure as possible. It is important that we have information about their hours worked to compare these with the hours worked by employees.

(b) Paid Overtime

Include paid overtime hours only.

When an employee works on some kind of flexitime system, paid overtime should be registered only if no compensatory time off is taken.

When overtime is worked on a seasonal or irregular basis and the Cohort Member has difficulty in providing a 'usual' figure, take the average over the last four weeks.

Include hours worked at home if paid

(c) Unpaid Overtime

Include unpaid overtime hours only: unpaid hours worked at home (e.g. teachers preparing lessons) as well as unpaid hours worked at the workplace.

Occupation coding - screen 219

<i>Block</i>	Employment (Module name QEmploy)
<i>Questions</i>	CJDo
<i>Type of question</i>	Open
<i>Question text</i>	<p>What do you mainly do in your job? INTERVIEWER: CHECK SPECIAL QUALIFICATIONS/TRAINING NEEDED TO DO THE (MAIN) JOB AND ENTER DETAILS. THE MORE INFORMATION YOU GATHER THE BETTER. SEE GLOSSARY ENTRY ON OCCUPATIONAL INFORMATION."</p>
<i>Routing</i>	<p>{If answered 'full-time employed / self employed OR part-time employed / self employed' to 'I would like to get a few details about what you are doing at the moment. Which of the things on this card best describes what you are currently doing? (EconAct2 = Full time employed, Part-time employed, Full time self employed or Part time self employed)}</p>
<i>Block</i>	Employment (Module name QEmploy)
<i>Questions</i>	CJTitle
<i>Type of question</i>	Open
<i>Question text</i>	<p>Can I just check that your main job is 'Jobtitle' INTERVIEWER:@ ENTER JOB TITLE. THE MORE INFORMATION YOU GATHER THE BETTER. SEE GLOSSARY ENTRY ON OCCUPATIONAL INFORMATION.</p>
<i>Routing</i>	<p>{If answered 'full-time employed / self employed OR part-time employed / self employed' to 'I would like to get a few details about what you are doing at the moment. Which of the things on this card best describes what you are currently doing? (EconAct2 = Full time employed, Part-time employed, Full time self employed or Part time self employed)}</p>

**CODE THE ABOVE TO SOC2000, NS-SEC, SOC 90, SEG AND SOCIAL CLASS.
 CODE ALL PREVIOUS JOBS (EMPLOYMENT HISTORY).**

Occupation coding - screen 219

<i>Block</i>	Employment (Module name QEmploy)
<i>Questions</i>	CJFirm
<i>Type of question</i>	Open
<i>Question text</i>	What does the firm or organisation you work for mainly make or do (at the place where you work)? INTERVIEWER: ENTER DETAILS FOR MAIN JOB. DESCRIBE FULLY - PROBE MANUFACTURING or PROCESSING or DISTRIBUTING ETC. AND MAIN GOODS PRODUCED, MATERIALS USED, WHOLESALE or RETAIL ETC. THE MORE INFORMATION YOU GATHER THE BETTER. SEE GLOSSARY ENTRY ON OCCUPATIONAL INFORMATION
<i>Routing</i>	{If answered 'full-time employed / self employed OR part-time employed / self employed' to 'I would like to get a few details about what you are doing at the moment. Which of the things on this card best describes what you are currently doing? (EconAct2 = Full time employed, Part-time employed, Full time self employed or Part time self employed)}

CODE TO SOC2000, NS-SEC, SIC, SOC 90, SEG AND SOCIAL CLASS. CODE ALL PREVIOUS JOBS (EMPLOYMENT HISTORY).

Back coding - screen 77

Question JYEnd (Module name QEmploy)
Back code Back code JyEnd to JyEndX
Type of question Other – please specify
Question text Can you tell me the main reason you stopped doing this job?
Routing {If answered 'Other' to 'Can you tell me the main reason you stopped doing this job?' (Jyend=Other)}

CODE ONE ONLY

- | | |
|----|-----------------------------------|
| 1 | Fixed term or temporary job ended |
| 2 | Made redundant |
| 3 | Dismissed from a job |
| 4 | Left because pregnant |
| 5 | Left job for health reasons |
| 6 | Just decided to leave |
| 7 | Career break |
| 8 | More money |
| 9 | Better job |
| 10 | Firm closed down |
| 11 | For some other reason (specify) |

Additional Codes

- | | |
|----|---|
| 12 | Family commitments changed/ children went to school |
| 13 | Moved location/ house |
| 14 | Long/ unsociable hours, long commute |
| 15 | Left to start own business/ become self employed |
| 16 | New role within company |

Other

- | | |
|----|---|
| 94 | Other specific answer not in codeframe
(not codeable 1-16) |
| 95 | Vague / irrelevant answer |
| 96 | Editor can't deal with this. |

Partner's employment (Module name BPartJob)

Question name	Instruction to Editor
General point	See employment glossary section of these instructions for more detailed information on employment including definitions of jobs, unemployment, self-employment etc

Health (Module name BHealth3)

Question name	Instruction to Editor
KHLPRB (Screen 198)	Please check interviewer notes carefully. Temporary conditions lasting less than one month should be coded as 'None'.
EDEyeP (Screen 203)	<p>Open question that needs to be coded into the code frame listed here.</p> <p>If you are unable to code the eye condition into this codeframe then select the appropriate code at the 'tryback' question.</p> <p>Pass any queries to your supervisor.</p>
OthSkin (Screen 203)	<p>Back code 'other' skin condition into existing codeframe at skincond..</p> <p>If you are unable to back code the skin condition into this codeframe then select the appropriate code at the 'tryback' question.</p> <p>Pass any queries to your supervisor.</p>
OthCanc (Screen 201)	<p>Back code 'other' cancer into existing codeframe at canctype.</p> <p>If you are unable to back code the cancer into this codeframe then select the appropriate code at the 'tryback' question.</p> <p>Pass any queries to your supervisor.</p>
XSBGBP (Screen 204)	<p>Open question where you code the answer into codeframe listed here.</p> <p>If you are unable to code the answer into this codeframe then select the appropriate code at the 'tryback' question.</p> <p>Pass any queries to your supervisor.</p>
LSICond (Screen 204)	This question is to be coded using the ICD-10 coding frame. Please refer to your handbooks for this coding and if you have any queries please flag these for attention of the researchers.

Back coding - screen 204/205

Question HearPrb(Module name Qhealth)
Back code Code EDHear into HearPrb
Type of question Open
Question text 'What problem with hearing do you have?'
Routing {If answered problem with hearing}

MULTI CODE

- | | |
|---|--|
| 1 | Middle ear, inner ear, nerve problem resulting in partial or total hearing loss in one ear |
| 2 | Middle ear, inner ear, nerve problem resulting in partial or total hearing loss in both ears |
| 3 | Repeated ear infections/discharge |
| 4 | Tinnitus |
| 5 | Meniere's disease |
| 6 | Other hearing problem (SPECIFY) |

Additional Codes

- 7 Age related degeneration of hearing
- 8 Deafness/ born deaf
- 9 Can't hear certain noises/ sounds/ frequencies
- 10 Grommets
- 11 Wax build up

Other

- 94 Other specific answer not in codeframe
(not codeable 1-11)
- 95 Vague / irrelevant answer
- 96 Editor can't deal with this.

Back coding - screen 204

Question SBGBProb (Module name Qhealth)
Back code Back code SGBOth to xsbgbP
Type of question Other – please specify
Question text You said you suffer from a stomach, bowel or gall bladder problem. What problem(s) do you suffer from?
Routing {If answered problem with stomach/bowel/gall bladder and selected 'other' problem from list (sbgprob=other)}

MULTICODE

1	A peptic, duodenal or gastric ulcer
2	Gallstones
3	Irritable bowel syndrome or IBS
4	Ulcerative colitis
5	Crohn's disease

Additional Codes

6 Gastric/ acid reflux problem
7 Coeliac
8 Diverticular disease
9 Hernia
10 Constipation
11 Tumours/ cancer
12 Intolerance

Other

94 Other specific answer not in codeframe
(not codeable 1-12)
95 Vague / irrelevant answer
96 Editor can't deal with this.

Back coding - screen 201

Question Canctype (Module name Qhealth)
Back code Back code OthCanc to Canctype
Type of question Other – please specify
Question text You said you suffer from cancer or leukaemia. What type of cancer do you have?
Routing {If answered suffering with cancer and selected 'other' problem from list (canctype=other)}

MULTICODE

1	Leukaemia
2	Hodgkins disease
3	Lymphoma
4	Skin cancer
5	Bone cancer
6	Breast cancer
7	Cancer of the uterus (womb)
8	Cancer of the cervix
9	Cancer of the testes
10	Colon cancer (including bowel cancer)
11	Stomach cancer
12	Lung cancer
13	Other (specify)

Additional Codes

- 14 Brain tumour
- 15 Throat/ mouth/ tonsil cancer
- 16 Prostate cancer
- 17 Thyroid cancer

Other

- 94 Other specific answer not in codeframe
(not codeable 1-17)
- 95 Vague / irrelevant answer
- 96 Editor can't deal with this.

Contacts (Module name BCont)

Question name	Instruction to Editor
General point	If a check is triggered then please suppress them, without making any amendments. The following active signals may be triggered: CCNameOK CCExtOk CCTel CCStabF CCStelB

You **should not attempt to code** the following question:

Births (Module name Bbirth)

Pregl