

**NCVS-550**  
**(12/2012)**

# **National Crime Victimization Survey**



## **CAPI Interviewing Manual for Field Representatives**

*This document does not contain any Title 13 data or other Personally Identifiable Information. All data are fictitious and any resemblance to actual data is coincidental. Consistent with Field Division policy, any names referenced in practice interviews or other exercises are not meant to refer to any actual businesses, schools, group quarters, or persons, especially any current or former Census Bureau employees.*

**Table of Contents**  
**PART A**  
**The National Crime Victimization Survey and You**

<b>Chapter</b>	<b>Title</b>	<b>Page</b>
1	An Overview of the National Crime Victimization Survey .....	A1-1
	<b>Topic</b>	
	1 Purpose and Sponsor .....	A1-2
	2 Historical Overview.....	A1-5
	3 Sample Design.....	A1-7
	4 Data Products and Their Uses.....	A1-10
2	Conducting the National Crime Victimization Survey Interview.....	A2-1
	<b>Topic</b>	
	1 NCVS Authorization and Introduction .....	A2-2
	2 Confidentiality.....	A2-6
	3 Eligible Respondents.....	A2-9
	4 Maintaining Respondent Rapport .....	A2-18
	5 Answering Respondents' Questions .....	A2-22
	6 General Interviewing Techniques .....	A2-30
	7 Closing the Interview and "Thank You" Letters .....	A2-44
3	General National Crime Victimization Survey Procedures .....	A3-1
	<b>Topic</b>	
	1 Basic Survey Procedures .....	A3-2
	2 Monthly Tasks .....	A3-6
	3 Daily Tasks.....	A3-8
	4 Specific Household Procedures.....	A3-10
4	Your Job Duties and Performance Standards .....	A4-1
	<b>Topic</b>	
	1 Interviewing .....	A4-2
	2 Listing.....	A4-6
	3 Performance Standards.....	A4-9
	4 Field Evaluations - Observation and Reinterview.....	A4-13

---

<b><u>Chapter</u></b>	<b><u>Title</u></b>	<b><u>Page</u></b>
5	Personal Visit vs. Telephone Interviews .....	A5-1
	<b><u>Topic</u></b>	
1	Identifying the Method of Interview .....	A5-2
2	Qualifications for Using the Personal Visit Method.....	A5-3
3	Qualifications for Using the Telephone Method .....	A5-8
4	Instructions for Conducting Telephone Interviews.....	A5-10
5	Telephone Interviewing Skills .....	A5-17
6	Noninterviews .....	A6-1
	<b><u>Topic</u></b>	
1	Overview of Noninterview Types and Procedures.....	A6-2
2	Type A Noninterview Categories .....	A6-10
3	Type B Noninterview Categories .....	A6-17
4	Type C Noninterview Categories .....	A6-22
5	Type Z Noninterview Persons.....	A6-26
7	Interviewing Materials .....	A7-1
	<b><u>Topic</u></b>	
1	Description of Materials .....	A7-2
2	Materials Kept from Month to Month.....	A7-7
3	Materials Supplied Monthly.....	A7-8

**PART B**  
**The National Crime Victimization Survey CAPI Instrument**

<b>Chapter</b>	<b>Title</b>	<b>Page</b>
1	Overview of the NCVS Instrument .....	B1-1
	<u>Topic</u>	
	1 Introduction .....	B1-2
	2 Screen Layout .....	B1-5
	3 Selection of Questions and Screen Content .....	B1-8
	4 Methods of Making Entries .....	B1-12
	5 Navigation and Using Function Keys .....	B1-16
	6 Partial Interviews and Callbacks .....	B1-20
	7 CAPI Outcome Codes .....	B1-24
	8 How to Use the Tool Bar .....	B1-26
2	Front Section of the NCVS Instrument .....	B2-1
	<u>Topic</u>	
	1 Introduction .....	B2-2
	2 Screen Layout and Instructions for <b>START_CP</b> .....	B2-3
	3 CAPI Personal Visit Interview for Household Respondent and Individual Respondent(s) (Screen Layout and Instructions for <b>START_CP</b> through <b>INTRO_REC_CP</b> ).....	B2-5
	4 CAPI Telephone Interview for Household Respondent and Individual Respondent(s) (Screen Layout and Instructions for <b>START_CP</b> through <b>INTRO_REC_CP</b> ).....	B2-19
	5 Selecting a New Household or Individual Respondent during CAPI Personal Visit and Telephone Interviews (Screen Layout and Instructions for <b>NEWHHR_CP</b> , <b>HELLO_ALT2_CP</b> , <b>HELP_OTH_CP</b> , <b>ALTERNATE1_CP</b> , <b>TOOLATE_CP</b> , and <b>NEXTPERSON</b> ) .....	B2-32
	6 Completing Self Response and Proxy Interviews and Coding Initial Refusals (Screen Layout and Instructions for <b>INTERVIEWSTATUS</b> through <b>INTROFORNEWRESPONDENT</b> ).....	B2-39
	7 Verifying Sample Address, Primary Telephone Number and Mailing Address (Screen Layout and Instructions for <b>GETLETTER_CP</b> through <b>NEWMAILGQDESCRIPTION_CP</b> ) .....	B2-52
	8 Coverage and Table X Sections (Screen Layout and Instructions for <b>YEARBUILT</b> through <b>TABX_FR</b> ) .....	B2-61
	9 Housing Unit Characteristics (Screen Layout and Instructions for <b>TENURE</b> through <b>RESTRICTEDACCESS</b> ) .....	B2-75
	10 Household Roster Demographic Characteristics (Screen Layout and Instructions for <b>HHROSTER_FNAME</b> through <b>ANY_OTHERCHNG</b> ).....	B2-93

---

<u>Chapter</u>	<u>Title</u>	<u>Page</u>
3	Middle Section of the NCVS Instrument: Introduction And Screening Items.....	B3-1
	<b>Topic</b>	
	1 Introduction .....	B3-2
	2 Screening Questions .....	B3-3
	3 Screener Section Closing Screens .....	B3-30
	4 Employment .....	B3-32
	5 Informing the Household Respondent, Household Income, Other Languages, End Screens, and Choosing the Next Respondent to Interview .....	B3-44
4	Middle Section of the NCVS Instrument: Incident Report Items.....	B4-1
	<b>Topic</b>	
	1 Screen Layout and Instructions for Items <b>INCIDENTINTRO</b> Through <b>HAPPEN</b> .....	B4-2
	2 Screen Layout and Instructions for Items <b>ONEORMOREOFFENDERS</b> Through <b>ANYTHING FURTHER</b> .....	B4-125
	3 Screen Layout and Instructions for Items <b>DOINGATINCIDENTTIME</b> Through <b>SUMMARY</b> .....	B4-225
5	Middle Section of the NCVS Instrument: Additional Incidents, Unduplication, and Help Screens .....	B5-1
	<b>Topic</b>	
	1 Screen Layout and Instructions for the Additional Incidents Items .....	B5-2
	2 Screen Layout and Instructions for the Unduplication Items .....	B5-7
	3 Help Screens and Abbreviations .....	B5-11
6	Back Section of the NCVS Instrument.....	B6-1
	<b>Topic</b>	
	1 Introduction .....	B6-2
	2 Screen Layout and Instructions .....	B6-3

---

**PART C**  
**Survey Concepts**

<b><u>Chapter</u></b>	<b><u>Title</u></b>	<b><u>Page</u></b>
1	Basic NCVS Concepts .....	C1-1
	<b><u>Topic</u></b>	
	1 Overview of Chapter 1.....	C1-2
	2 Reference Period .....	C1-3
	3 Household Membership.....	C1-5
	4 Reference Person .....	C1-11
	5 Household and Individual Respondents .....	C1-14
	6 Proxy Interview.....	C1-18
	7 Unduplicating/Bounding Interviews.....	C1-24
	8 Out-of-Scope Incident.....	C1-28
	9 Overview of NCVS Process.....	C1-29
	10 Replacement Households .....	C1-32
2	Screening for Crimes .....	C2-1
	<b><u>Topic</u></b>	
	1 Overview of Chapter 2.....	C2-2
	2 Crimes Measured by the NCVS.....	C2-3
	3 Threats.....	C2-7
	4 Recognizable/Unrecognizable Businesses .....	C2-9
	5 Ownership of Motor Vehicles.....	C2-16
	6 Months/Years Living at Address .....	C2-18
	7 Frequency of Household Moves .....	C2-21
3	Reporting Crime Incidents.....	C3-1
	<b><u>Topic</u></b>	
	1 Overview of Chapter 3.....	C3-2
	2 Series of Crimes.....	C3-3
	3 Right to Legally Enter Home/Lodging .....	C3-7
	4 Restricted Areas/Areas Open to the Public.....	C3-10
	5 Illegal Entry (With or Without Force) .....	C3-12
	6 Presence During an Incident .....	C3-16
	7 Weapons .....	C3-22
	8 Rape/Unwanted Sexual Contact.....	C3-29

---

<b><u>Chapter</u></b>	<b><u>Title</u></b>	<b><u>Page</u></b>
3	Reporting Crime Incidents (Continued)	
	<b><u>Topic</u></b>	
	9    Theft/Attempted Theft of Cash/Property .....	C3-36
	10   Value of Stolen Property/Methods Used to Determine Value.....	C3-44
	11   Property Ownership.....	C3-47
	12   Recovered Money and/or Property .....	C3-51
	13   Medical Care .....	C3-55
	14   Medical Expenses .....	C3-57
	15   Race of Offenders .....	C3-59
	16   Other Victimized Household Members .....	C3-62
	17   Damage to Property During an Incident.....	C3-65
	18   Job/Business at Time of the Incident.....	C3-70
	19   Major Activity During Week of the Incident .....	C3-71
	20   Incident Occurred at Work Site.....	C3-74
	21   Incidents Involving a Police Officer .....	C3-76
	22   Writing Summary Reports .....	C3-78
	23   Type of Industry and Occupation.....	C3-85
	24   Disability.....	C3-94

**Part D**  
**NCVS Case Management and Contact History Instrument**

<b><u>Chapter</u></b>	<b><u>Title</u></b>	<b><u>Page</u></b>
1	Case Management.....	D1-1
	<b><u>Topic</u></b>	
	1    Getting Into Case Management .....	D1-2
	2    Telecommunications .....	D1-14
	3    Address Book .....	D1-18
2	Person Level Contact History Instrument.....	D2-1
	<b><u>Topic</u></b>	
	1    Overview of the pCHI .....	D2-2
	2    The pCHI and Case Management .....	D2-4
	3    The pCHI and Households Without a Roster .....	D2-12
	4    The pCHI and Households With a Roster .....	D2-34
	5    How to Code the pCHI in Specific Situations .....	D2-52

---

---

## **Chapter 1**

### **An Overview of the National Crime Victimization Survey**

**Table of Topics**

<b>Topic</b>	<b>Page</b>
1 Purpose and Sponsor	A1-2
2 Historical Overview	A1-5
3 Sample Design	A1-7
4 Data Products and Their Uses	A1-10

## Topic 1. Purpose and Sponsor

### Primary Purpose

The primary purpose of the National Crime Victimization Survey (NCVS) is to get (from respondents who are 12 years of age and older) an accurate and up-to-date measure of the amount and kinds of crime committed during a specific six-month reference period. The NCVS also collects detailed information about specific incidents of criminal victimization that the respondent reports for the six-month reference period.

### Secondary Purpose

The NCVS also serves as a vehicle for obtaining supplemental data on crime and the criminal justice system, including:

- Attitudes toward crime and police officers;
- Incidents of identity theft; and
- Crime incidents in our schools.

This supplemental information is collected periodically, along with the standard NCVS data.

### Importance of NCVS

The NCVS serves a variety of roles and is the only ongoing national program that can provide information not only on how much crime occurs and who is victimized by that crime, but also tell us about the impact crime has on victims. The NCVS measures crimes both reported and not reported to police. NCVS data are important because:

- Since its inception in 1972, the NCVS has provided much of the information we now know about crime and its impact on victims. The only other ongoing system measuring the extent of crime in the United States is the FBI's Uniform Crime Reporting program, or UCR, which only measures crimes reported to police.
- Survey estimates are important because they are national in scope and based on interviews with a large number of people about their experiences with crime victimization. Because crime is relatively rare, a large sample is necessary to get reliable estimates.

- 
- The survey provides information that can be, and has been, used to support and develop programs to address crime and its impact on victims. For example, the survey's estimates on violence against women and intimate partner violence were key elements in raising awareness of these crimes, which ultimately led to the passage of the Violence Against Women Act of 1994.
  - The survey provides a platform for research into the nature of crimes and its causes and consequences. Survey public use data files, stripped of all identifying information, are archived and used by researchers to explore a variety of issues.

**Survey Sponsor**

The NCVS is sponsored by the Bureau of Justice Statistics (BJS), which is part of the U.S. Department of Justice. At this time, it is the largest ongoing statistical survey sponsored by the BJS.

The BJS is responsible for collecting, analyzing, publishing, and disseminating statistical information on crime, its perpetrators and victims, and the operation of justice systems at all levels of government. The BJS is also responsible for providing timely and accurate data about crime and the administration of justice to the President, Congress, other government officials, and the general public. Respondents can send questions and comments about the NCVS by E-mail to: [askbjs@ojp.usdoj.gov](mailto:askbjs@ojp.usdoj.gov).

Respondents can also write or call the following office to obtain the most recent reports from the NCVS data:

National Criminal Justice Reference Service/NCJRS  
P.O. Box 6000  
Rockville, MD 20849-6000  
1-800-851-3420 or for TTY service for the hearing impaired, call this toll free number, 1-877-712-9279.

Respondents can also access the NCJRS and the BJS Internet sites at: [www.ncjrs.org](http://www.ncjrs.org) for the NCJRS and [www.bjs.gov](http://www.bjs.gov) for the BJS.

To provide timely and reliable statistics on crime and its impact on society, the BJS contracts with the U.S. Bureau of the Census to conduct the NCVS, which is the main source of information for measuring crime and assessing its impact.

**NCVS vs. Police Reports**

Most estimates on the amount and nature of crime are derived from police reports. However, evidence has proven that a significant number of crimes are never reported to the police. Victims have cited some of the following reasons for failing to inform the police about crimes:

- Victim felt that nothing could be done.
- Victim thought that the crime incident was not important enough to report to the police.
- Victim decided that the incident was too private or personal.
- Victim felt that the police would not want to be bothered with the incident.

Police departments often lack the personnel or technical resources necessary to record and publish the kind of detailed data from crime victims that are required for comprehensive criminal justice planning, evaluation, or analysis. The Census Bureau has both the personnel and the technical resources to conduct and supply reliable and detailed statistics on victims of crimes reported to the police as well as those not reported to police. Your work as an NCVS field representative (FR) will allow us to succeed in providing the BJS with the type of crime victimization data that police reports cannot.

## Topic 2. Historical Overview

### How the NCVS Began

Between January 1971 and July 1972, the Census Bureau conducted the first nationwide victimization survey as a supplement to the already established Quarterly Household Survey (QHS). During that period, only minor changes were made to the survey questions in an effort to improve data quality.

In July 1972, the National Crime Survey (NCS), as it was called before 1991, became a separate national sample survey as a pioneering effort. The first sponsor of the NCS was the Law Enforcement Assistance Administration (LEAA). This survey began when the LEAA received a mandate set forth by Section 515b of Public Law 93-83 to collect, evaluate, publish, and disseminate information on the progress of law enforcement within the United States.

The NCS was intended to complement the crime information that the FBI reports annually to law enforcement agencies in the *Uniform Crime Reports*. The NCS is designed to provide a detailed picture of crime incidents, regardless of whether or not they were reported to the police. This survey also provides a picture of crime victims and crime trends as seen from the victim's perspective.

In December 1979, the NCS was transferred to the Bureau of Justice Statistics, U.S. Department of Justice. During that same year, the first major attempt was made to improve the quality and utility of the NCS data.

### Improving Accuracy and Usefulness

In the mid-1970s, the National Academy of Sciences evaluated the accuracy and usefulness of the NCS. Although the NCS was effective in measuring crime, they did pinpoint certain aspects of the survey that could be improved. During 1979 to 1985, a group of experts in criminology, survey design, and statistics conducted a detailed study and testing of the NCS. Their findings resulted in a survey redesign that would:

- Increase reporting of crime victimization, and
- Provide additional details on individual crime incidents.

---

The recommended changes were phased in as part of a two-stage process--near-term and long-term. The "near-term" changes were not substantial enough to affect the comparability of the crime rates for previous years, and these changes were implemented in July 1986. On the other hand, the long-term changes have had a substantial impact on the NCS crime rates. These long-term changes were phased in gradually starting in 1989, and were fully implemented by July 1993.

To achieve the redesign objectives, the following improvements were made between 1986 and 1993:

- Better "short cue" screening questions were added to stimulate respondent recall of incidents.
- More thorough descriptions of crime incidents were added as an effort to help all respondents interpret NCS concepts correctly.
- Computer-assisted telephone interviewing (CATI) was introduced to improve data collection for selected sample segments. (However, CATI interviewing was discontinued effective July 2007.)
- Specific questions about rape and sexual assaults were added to improve measures of these crimes.
- Screening questions were reworded and added to get a better measure of domestic violence.

As part of all the redesign changes, BJS decided in late 1991 to rename the NCS to its current name, the **National Crime Victimization Survey**.

#### Other Survey Changes

Other changes have been made to the NCVS questions over the years. In the screening section of the instrument, we added "hate crime" questions to determine if a crime incident was a hate crime or a crime of prejudice or bigotry. A series of questions on disability was added to determine if an incident happened because of a respondent's disability. In July 2006 the NCVS converted to a fully automated CAPI environment.

## Topic 3. Sample Design

### NCVS Sample Population and Size

Any noninstitutionalized person who is 12 years of age or older and lives in the United States is eligible for the NCVS. Every 6 months, approximately 48,000 housing units and other living quarters, such as college dormitories and religious group dwellings, are designated for sample.

Persons who are not included in the scope of this survey include:

- Crew members of merchant vessels,
- Armed Forces personnel living in military barracks, and;
- Institutionalized persons, such as correctional facility inmates.

### Primary Sampling Units

The households to be interviewed for the NCVS are selected by scientific sampling methods from specific sampling areas across the United States. We refer to these sampling areas as Primary Sampling Units (PSUs).

All counties, minor civil divisions (MCDs), and census county divisions (CCDs) are classified and grouped together based on similar characteristics. These characteristics include geographic region, population density, rate of growth, population, principal industry, and type of agriculture.

There are two main types of PSUs -- stratification PSUs and field assignment PSUs.

In most states, stratification PSUs consist of one or more adjoining counties and independent cities. In New England and Hawaii, they could consist of one or more MCDs or CCDs. MCDs and CCDs are portions of a state similar to a county, but smaller in size.

In order for each FR to have a more manageable assignment area, stratification PSUs are divided into smaller field assignment PSUs. In most states, these field assignment PSUs consist of one county.

**Sample Unit Selection**

Each stratification PSU is made up of four different sampling frames--Unit, Permit, Group Quarters (GQ), and Area. Sample units from each of these sampling frames are selected for the NCVS.

For the Unit and GQ frames, sample addresses are obtained from decennial census files. For the Permit frame, sample addresses come from building permit data supplied to us from building permit offices. For the Area frame, FRs canvass sample blocks from decennial census files and create address lists for these blocks. Then, the address lists are used to select sample households to be interviewed for the NCVS.

**Interviewing Pattern**

All sample housing units selected for the NCVS are divided into six equal rotation groups. Each rotation group is further divided into six panels. Each month, one panel from each rotation group or one sixth of each rotation group is selected for interviewing. As a result, a different panel is interviewed each month.

**For example: In July 2013, we are using Samples J25 and J26 to select cases for NCVS interviewing. From Sample J25, cases will be assigned for interview from Panel 1 of rotation group 6. From Sample J26, cases will be assigned for interview from Panel 1 of rotation groups 1, 2, 3, 4, 5, and 6, as shown below.**

Sample	J25	J26
July 2013	16	11 12 13 14 15 16

**In this example, the "16" stands for "Panel 1, Rotation 6," "11" stands for "Panel 1, Rotation 1," etc.**

Over a 3-year period, sample housing units from each rotation group are interviewed once every 6 months. Over a 6-month period, a different panel of households gets interviewed each month. Every 6 months, a new rotation group enters the NCVS sample to replace an outgoing rotation group whose 3-year interview cycle is complete.

---

Most NCVS interviews are conducted during the first 2 weeks of each month. When a household falls in sample for the first time, the initial interview with a sample household or at least with the household respondent is always conducted by personal visit and used primarily to establish a time frame to avoid duplication of crimes during subsequent interviews. Whenever possible, subsequent NCVS interviews are conducted by telephone.

## Topic 4. Data Products and Their Uses

### Types of NCVS Data Products

All data that we collect for the NCVS are tabulated in the form of statistical summaries. No individuals who participate in this survey can ever be identified from the statistical totals that are released to the public.

Once we provide these statistical summaries to the sponsor, the BJS, a special analysis group analyzes the data and produce several types of publications on an annual basis.

Some of the past publications released from this survey include:

***Criminal Victimization in the United States***

***Changes in Criminal Victimization***

***Violent Victimization of College Students***

The BJS routinely distributes copies of their publications to:

- State and regional planning agencies,
- Colleges and universities,
- Commercial and industrial groups,
- Citizen groups,
- Professional associations,
- Federal, state, city, and local police,
- Courts and correctional agencies, and
- Legislative bodies.

The BJS also makes selected crime victimization data available through the Internet at the following site:  
**[www.bjs.gov/](http://www.bjs.gov/)**.

After the survey results have been modified to protect the confidentiality of our respondents, NCVS public use data files are released to the Inter-University Consortium for Political and Social Research (ICPSR) at the University of Michigan. The ICPSR uses a grant awarded by the BJS to release the NCVS data in a format that makes them more accessible to the public, criminal justice practitioners, and researchers.

**Who Uses the NCVS Data and Why**

Users of the NCVS data cover a wide audience of groups and persons who are all concerned about crime and crime prevention. These users include:

- Researchers at academic, government, private, and nonprofit research institutions;
- Community groups and government agencies;
- Law enforcement agencies; and
- Print and broadcast media.

**Researchers** use the NCVS data to prepare reports, policy recommendations, scholarly publications, testimony before Congress, and documentation for use in courts.

Researchers also use the NCVS information to investigate:

- Why certain persons are victimized more than others,
- The characteristics of attempted versus actual victimizations,
- The reasons why persons do not report crime incidents to the police, and
- Victimization among juveniles, domestic violence, gun-related crimes, multiple victimizations, and so forth.

**Community groups and government agencies** use the data to develop neighborhood watch and victim assistance and compensation programs.

The NCVS produces several facts relevant to projecting costs of victim compensation programs. After reviewing specific NCVS facts, it was revealed that some eligibility restrictions for existing compensation programs are not entirely relevant to the types of people most likely to be victimized. This was determined by examining data on age, employment status, and family income of victims of personal crimes, together with findings about victim/offender relationships in these crimes.

---

**Law enforcement agencies** use the NCVS findings for training purposes, and the findings can be seen in crime prevention public service announcements and in crime documentaries.

Law enforcement agencies in various cities also use NCVS data to increase:

- Citizen cooperation with officials in deterring and detecting crime,
- Special police strike forces to combat those crimes which the survey indicates as being most prevalent, and
- Street and park lighting programs in those areas with the highest reported crime rates.

**Print and broadcast media** regularly cite NCVS findings when reporting on a host of crime-related topics.

Some other reasons why data users want NCVS data:

- Planning for public education programs, police patrol strategies, and new communities and housing projects. This type of planning requires knowledge of the characteristics of victimized persons and households, as well as when and where victimizations occur.
- Conducting feasibility studies and planning programs for the restitution and compensation to victims of crime. These studies and programs require information on the nature and extent of injury and loss that results from criminal victimization.
- Assessing the need for property identification programs. These programs require information on the amount of property recovered after burglaries and thefts.
- Understanding more about the nature and extent of biases in police data on known offenses. These studies require knowledge of levels of nonreporting to the police, together with information on kinds of victimization that are disproportionately not reported to the police.

---

## **Chapter 2**

### **Conducting the National Crime Victimization Survey Interview**

**Table of Topics**

Topic	Page
1 NCVS Authorization and Introduction	A2-2
2 Confidentiality	A2-6
3 Eligible Respondents	A2-9
4 Maintaining Respondent Rapport	A2-18
5 Answering Respondents' Questions	A2-22
6 General Interviewing Techniques	A2-30
7 Closing the Interview and "Thank You" Letters	A2-44

---

## Topic 1. NCVS Authorization and Introduction

### NCVS Authorization

Currently, the BJS is authorized to collect statistics on victimizations through Title 42, United States Code, Section 3732 of the Justice Systems Improvement Act of 1979. Although this law authorizes the BJS to collect victimization information, it does not make respondent participation mandatory.

Title 13 also requires that all information collected from respondents be kept strictly confidential, so that individual respondents or households cannot be identified from the survey results. (**See Topic 2 of this chapter for more details about confidentiality.**)

### Why We Use Introductory Letters

The NCVS uses two different introductory letters to comply with the provisions of the Privacy Act of 1974. This Privacy Act requires that all Federal agencies provide specific facts to anyone from whom they plan to collect personal information. These facts include:

- The legal authority for collecting the information;
- The principal purposes for collecting the information;
- The various uses for the data after it is collected; and
- The mandatory or voluntary nature of the survey and penalties, if any, for not providing information.

One introductory letter, the NCVS-572 (L), is mailed to a household just before it comes into sample for the first enumeration period. The other introductory letter, the NCVS-573 (L), is mailed before each subsequent enumeration period.

In addition to complying with the Privacy Act of 1974, both letters prepare the household for your visit or telephone call and provide the household with your regional office address and telephone number.

**How To Use Introductory Letters**

Your regional office is responsible for mailing out introductory letters to sample households for the current interview period. Your assignment materials will also include copies of both introductory letters in case you need to hand them out during personal visit interviews.

Since the first interview with a household respondent must be conducted in person, ask the household respondent, at the end of your introduction, whether or not he/she received the NCVS introductory letter. (This is done automatically in the instrument at **GETLETTER\_CPI**.) If the household respondent states that he/she did not receive it or doesn't recall seeing it, hand the respondent a copy of the NCVS-572 (L). As you hand the letter to the respondent say something similar to: "I would like you to have this letter which introduces this survey and the purpose of my visit."

Allow the respondent time to read the letter before beginning the interview.

In most cases, when conducting an NCVS interview by telephone, it is not necessary to mention the introductory letter. However, there are a few instances when you would need to ask about the introductory letter or provide the Privacy Act information to households. These exceptions include households that were Type A noninterviews during the first enumeration period, and cases where you discover a replacement household.

You may find the following Privacy Act statement useful, even when the respondent has received our letter and still has questions about the survey's purpose, any penalties for not participating in the survey, or the importance of each sample household's participation:

***"The U.S. Census Bureau is conducting the National Crime Victimization Survey for the Bureau of Justice Statistics of the United States Department of Justice. The survey's purpose is to provide information on the kinds and amount of crime committed against households and individuals throughout the country. All survey information will be used for statistical purposes only.***

---

*This survey is authorized by Title 42, Section 3732, of the United States Code.*

*Participation in this survey is voluntary and there are no penalties for refusing to answer any questions. However, your cooperation is extremely important to help insure the completeness and accuracy of this much needed information."*

### **Introducing Yourself and the Survey**

After making contact with a household, you must introduce yourself. When conducting a personal visit of households that are in sample for the first time, if you are not sure if the person who greets you at the door is at least 18 years of age, mention to the respondent that you need to talk to someone who is at least 18 and knowledgeable about the household and ask whether or not that would be the respondent. When conducting telephone interviews with households previously in sample, ask to speak with the household respondent from the last interview. The NCVS CAPI instrument provides this information for you to read at the appropriate NCVS screens.

For cases entering the sample, or "time-in-sample 1" cases, the first screen that appears is Item **GEN\_INTRO\_CP**, where you identify yourself, hand the respondent an introductory letter, and select a household respondent. You then proceed through **CAPI\_INTRO\_B** ("Is respondent ready to complete the interview?"), **GETLETTER\_CP** (which introduces the survey further and asks if the household received the introductory letter; see below), and **VERADD\_CP** (for address verification; also see below).

For all other cases (second through seventh interviews, which are interviewed by phone), once someone answers the telephone, introduce yourself and who you represent at the **HELLO\_1\_CP** screen which reads:

**"Hello. This is (your name) from the U.S. Census Bureau. May I please speak with (name of last household respondent)?"** After you have determined an eligible household respondent, explain the purpose of your contact and verify that you contacted the correct sample address by reading the text from the **GETLETTER\_CP** screen:

---

**"Hello. I'm (*your name*) from the U.S. Census Bureau. I'm calling concerning the National Crime Victimization Survey. The Census Bureau is conducting a survey here and throughout the nation to determine how often people are victims of crime. We contacted your household for this survey several months ago. Did you receive our introductory letter in the mail?"**

The instrument then prompts you to verify the household address at **VERADD\_CP**:

**"I have your address listed as (*read the sample address from the screen*). Is that your exact address?"**

Verifying that you have contacted the correct address is very important, particularly when conducting telephone interviews, since some households continue to use the same telephone number after moving to a new address.

**(Refer to Part A, Chapter 2, page A2-29 if a respondent says you should not be calling because their household is listed on the national "Do Not Call" registry.)**

## Topic 2. Confidentiality

### How We Define Confidentiality

By law (Titles 13 and 42 of the United States Code), the Census Bureau is required to guarantee that we will not release any information from which respondents can be identified. Only sworn Census Bureau employees are allowed to see names, addresses, and other personal information that we collect.

### Confidentiality and Your Job

While working as an FR, avoid mentioning or providing anyone (other than sworn Census Bureau employees) with any survey materials that may link a household or person with a specific survey. Never reveal any information collected during an interview to an unauthorized person or allow unauthorized persons to listen to or overhear an interview.

### No One Home

When conducting personal visit interviews, if you find that no one is home at a sample address, be very careful how you inquire about the best time to reach someone there. If you ask a neighbor, apartment manager, or someone else living nearby, **DO NOT** mention the survey name or attempt to describe the survey.

Here's an example of what to say:

**"Hello, I am (*your name*) from the U.S. Census Bureau. Here is my identification (*Show ID*). I need to interview the household at (*sample address*), but no one is at home now. Do you know when I might find someone at home?"**

### Nonhousehold Member Proxy Respondent

In the few cases where it is acceptable for you to allow a nonhousehold member as a proxy respondent, you cannot give the proxy respondent any information provided by household members in earlier interviews/enumeration periods. This includes information on household composition, marital status, education, income, and any other responses.

### Using an Interpreter

There may be instances when you need the assistance of an interpreter. Perhaps the respondent speaks a language that you don't understand or he/she is unable to speak at all.

---

Only use an interpreter that the respondent is willing to accept. If the respondent objects to a particular interpreter or you can't locate an interpreter, call your supervisor for help in finding an acceptable interpreter.

***Telephone Interviews***

When conducting an interview over the telephone, do not permit unauthorized persons, such as your family members or neighbors, to listen to an interview.

***Personal Visit Interviews and Interviewing in Private***

For the NCVS, interview respondents in private, out of the hearing of others whenever possible. In a survey like the NCVS, which can cover some sensitive topics, if a respondent is interviewed in front of other people, they may not be fully truthful about their victimization experiences. This can happen when interviews are conducted in the presence of others – whether they are household members, family, or friends. In general, you get more accurate, complete information when you interview in private.

You may say something to the respondent like: "Research has shown that we get better data when we interview in private. We would also like to ensure confidentiality for each household member. Is there some place we can talk away from others?"

Try to arrange private interviews, out of hearing distance of any other person, for the NCVS. If household members sit down together for the interview, tell them that you wish to interview separately to ensure the confidentiality of each respondent's answers, and to ensure that we get the most complete and quality data. ONLY continue to interview with others present if the respondents refuse to be interviewed privately or a private interview is not possible (for example, in a small space such as a studio apartment). Even in front of others, you must still conduct each interview at a conversational pace, and ask each respondent all the screen questions in their entirety.

***Reassuring Respondents***

Even though all NCVS data are tabulated in the form of statistical summaries, some respondents may still feel uneasy about providing the requested information. Here are some facts that you can give respondents concerned about confidentiality:

- Before any NCVS data are released, all personal information is removed and only summary information or totals are released to data users.
- The Census Bureau takes its confidentiality promise to respondents very seriously. A Census Bureau employee can be fined up to \$250,000 and/or imprisoned for up to 5 years if found guilty of an unauthorized disclosure of individual information provided to the Census Bureau.

## Topic 3. Eligible Respondents

### Types of NCVS Respondents

There are three types of respondents for the NCVS:

- Household respondents,
- Individual respondents, and
- Proxy respondents.

For the NCVS, certain sets of questions within the instrument require different respondents. There are specific questions in the NCVS instrument that relate to the household and are asked only once during each enumeration period. We refer to the respondent for these questions as the "**household respondent**."

All other questions for the NCVS are considered "**self-response**" questions. In other words, each household member who is 12 years of age or older is expected to answer for himself/herself. We refer to these respondents as "**individual respondents**."

As a last resort and only under specific conditions, we will allow another person to answer questions for a household member. We refer to this person as a "**proxy respondent**." In most cases, a proxy respondent will be another household member. Strict rules are in place for when to accept a proxy interview, since a proxy respondent is more likely not to report a crime incident and less likely to know the full details concerning reported incidents.

### Interpreters and Signers

"**Interpreters**" are acceptable for respondents who cannot read or speak English, and "**Signers**" are acceptable for respondents who are deaf. However, interpreters and signers are **not** considered "proxy respondents," because they are not responding for the household member.

Interpreters are translating the NCVS questions into the respondent's language and then translating the respondent's answers into English for you. Signers are using sign language to relay the NCVS questions to the respondent, the respondent uses sign language to answer

the questions, and then the signer tells you the respondent's answers. Whenever you have the assistance of an interpreter or a signer, note that fact in any interview notes that you complete for the respondent.

**Rules for Household Respondents**

Your goal for selecting a household respondent is to find the **most knowledgeable** household member who is at least 18 years of age. By most knowledgeable, we mean the household member who is most likely to give accurate answers to the household questions. Most often the household respondent will be the reference person (*one of the persons who owns or rents the home*). (**See Part C, Chapter 1, for more details about reference persons and household respondents.**)

**First Person to Interview**

You **must** select and interview the household respondent **before** interviewing any other household members, regardless of whether you interview by personal visit or telephone.

For a **first enumeration period** household, ask to speak with one of the persons who owns or rents the home, as soon as you have introduced yourself and verified that you are at the correct address.

For a **second through seventh enumeration period** household, the NCVS CAPI instrument automatically prompts you to ask to speak with the person who was the household respondent during the previous enumeration period, as soon as you have introduced yourself and verified that you have contacted the correct address. If that person is not available, you can ask to speak to the reference person, another household member who owns/rents the home, or a household member who is at least 18 years of age and knowledgeable about the household.

Whenever you want to see the household roster for a sample case, press the "Shift" and "F1" keys simultaneously and the roster screen will appear, showing the names of all household members. You can also access the roster by clicking on the "HH Roster" tab at the top of the pane.

***Exceptions to the Age Requirement***

There are only two instances when a household respondent can be under 18 years of age.

- When the household's reference person (*one of the person's who owns or rents the home*) or the spouse of the reference person is 17 years of age, you can select either person as the household respondent. Because they are MARRIED, either person qualifies as a household respondent, even though one person is 17 years of age.
- When you have a household in which ALL household members are 17 years of age, select the most knowledgeable household member as the household respondent. However, if the household has at least one 17-year-old household member and the remaining members are under 17 years of age, select the 17-year-old household member as the household respondent.

**NOTE:** If you encounter a household in which ALL household members are **under 17 years of age**, contact your supervisor who will discuss this situation with HQ staff and let you know how to handle the case.

***Changing Household Respondents***

If it becomes obvious that you are interviewing a household member who is unable to answer the household questions, you must:

- Find a more knowledgeable household respondent, or
- Arrange to return to or call the household back when a more knowledgeable respondent is available.

If you have to change household respondents, click on the "New HHR" tab at the top left of the NCVS interview screen. The screen that appears, Item **NEW\_HHR** allows you to select a different household respondent. At **NEW\_HHR**, select the line number of the new household respondent; then continue with the interview.

**Rules for Individual Respondents**

After you are done interviewing the household respondent, then you can interview each of the remaining household members who are 12 years of age and older. We want self-responses from each of these household members. This may require you to make callbacks, so that you can talk directly to each household member. For “first time in sample” cases, you can call back other household members, provided that the household respondent’s interview was conducted in person.

**Rules for Proxy Respondents**

To be eligible as a proxy respondent, a household member must be:

- At least 18 years of age,
- Knowledgeable about the household member for whom he/she is responding, and
- A completed NCVS interview himself/herself before providing a proxy interview.

The only time a proxy respondent can be under 18 years of age is when the reference person or the spouse of the reference person is under 18 **or** all household members are under 18 years of age.

All proxy interviews are referred to Headquarters and reviewed to determine whether NCVS procedures were followed correctly. If not, some of these cases could be made Type A noninterview households. For this reason, it is very important that you follow proper procedures for proxy interviews.

**When to Accept a Proxy Interview**

One of the following circumstances must exist before you can accept a proxy interview:

- A parent does not want you to interview his/her 12- or 13-year-old child. In this case, any knowledgeable household member who is at least 18 years of age can be the proxy respondent for the child.
- A household member who is 12 years of age or older is temporarily absent and will not be back to the address

---

until after the interview closeout date. In this case, make sure that the person is still a household member. Check Page 4 of the Information Card Booklet (NCVS-554) if you need help determining household membership. If the absent person is still considered a household member, you can accept a proxy interview.

- If a household member who is at least 12 years of age is considered physically and/or mentally incapacitated, you can accept a proxy interview. To qualify as physically and/or mentally incapacitated, the household member must have health and/or mental illness problems that are continuous throughout the entire interview period and these problems make it impossible for the person to be interviewed.

The following problems **DO NOT** qualify as health or mental illness problems:

- ✗ Colds or the flu,
- ✗ Drunkenness or drugs, or
- ✗ Emotional problems that might be aggravated due to some NCVS questions, such as those dealing with sexual assaults.

***When Not to Accept a Proxy Interview***

Under the following circumstances, **DO NOT** accept a proxy interview:

- ✗ You are unable to reach a household member at the sample address, despite repeated attempts throughout the interview period. For example, a high school student who goes to school, works part time, and is involved in several sports activities.
- ✗ In a two-person household, one of the members tells you that she can't take the time to answer your questions. Instead, she wants her husband to answer all the NCVS questions for both of them.
- ✗ A household member refuses to let you interview someone in the household who is over 13 years of age,

such as a 14-year-old son or daughter or a 90-year-old parent.

- ✖ A respondent does not understand English and you are unable to find an acceptable interpreter, including another household member.

If you encounter any of these situations, you must classify the individual respondent as a Type Z Noninterview.

**Remember that you can never classify a household respondent as a Type Z Noninterview.** If none of the household members qualify as a household respondent, then you must classify the entire household as a Type A noninterview.

#### ***Proxy Respondents Who Are Not Household Members***

Before you can accept a nonhousehold member as a proxy respondent, **all** of the following conditions must apply:

- All household members cannot be interviewed due to health problems or mental incompetence.
- During the entire reference period, all household members have been unable to leave home unless they were accompanied by a caretaker who is a nonhousehold member.
- Proxy interviews are provided by the nonhousehold member caretaker for ALL eligible household members, including the household respondent's interview.
- The nonhousehold member caretaker must be at least 18 years of age.
- During the entire reference period, the nonhousehold member caretaker had responsibility for the care of each eligible household member.

The only time you are allowed to take a proxy interview for a household respondent is when all of the conditions for a nonhousehold member proxy respondent have been met and the nonhousehold member is the proxy respondent for the household respondent and all remaining eligible

---

household members. Otherwise, one of the eligible household members must serve as the proxy respondent.

***When Not to Use a Nonhousehold Member***

If any of the household members, who require proxy interviews, have **not** been under the care of the nonhousehold member for more than a few days during the reference period, **do not** accept a proxy interview from the nonhousehold member.

Here are a few examples of when **NOT** to accept a nonhousehold member caretaker as a proxy respondent:

- ✖ A nonhousehold member goes on a 2-week vacation and is not with the household member during those 2 weeks.
- ✖ The household member is in a hospital or a nursing home or visiting with relatives for one or more months. During that time, the nonhousehold member caretaker is not staying with the household member.

If you are not sure whether to accept a nonhousehold member caretaker as a proxy respondent, always check with your supervisor before conducting the proxy interview.

***Protecting the Rights of Household Members***

Make sure that a nonhousehold member caretaker is an acceptable proxy respondent before conducting a proxy interview. If you allow an unacceptable nonhousehold member to be a proxy respondent, you run the risk of:

- Violating the sample household's right to confidentiality,
- Violating the sample household's right to choose whether or not to participate in the survey, and
- Interviewing a proxy respondent who is not knowledgeable enough to provide complete and accurate information.

When accepting a nonhousehold member caretaker as a proxy respondent, remember not to provide him/her with any information that the household member(s) provided during previous interviews. This includes information on

---

**Procedures for Conducting Proxy Interviews**

household composition, marital status, education, income, and so on, as well as any other information previously given by household member(s).

There are specific items in the NCVS instrument that are reworded automatically when conducting a proxy interview.

The instrument items that are reworded for proxy interviews are as follows:

**WHO OWNED STOLEN PROPERTY**- The answer categories show the name of the person for whom the proxy interview is being taken, NOT the proxy respondent.

**SEE OFFENDER through POLICE INFORMED** - As appropriate, the word "you" is replaced with either the name of the person for whom the proxy interview is being taken or the applicable pronoun for the proxy person.

**POLICE FIND OUT through ANYTHING FURTHER** - For these questions, we want the proxy respondent to answer for himself/herself, not for the person for whom the proxy interview is being taken. The NCVS instrument automatically words these questions so that they make sense when you ask them of a proxy respondent.

**DOING AT INCIDENT TIME through WHICH DISABILITY TARGET** - As appropriate, the word "you" is replaced with either the name of the person for whom the proxy interview is being taken or the applicable pronoun for the proxy person.

Only accept a proxy interview as a last resort. Also, only accept a proxy respondent who is able to answer questions about the household member accurately and completely.

**Rules for Interpreters and Signers**

Before using an interpreter or a signer, make sure that the person is acceptable to the respondent. The interpreter or signer can be a family member, a neighbor of the respondent, an official interpreter or signer, or even you, if you speak the person's language or can sign well enough.

If you have difficulty finding a suitable interpreter or signer,

---

contact your supervisor. NEVER accept a proxy respondent when you cannot locate a suitable interpreter. However, you can use a proxy respondent for a deaf respondent, when a suitable signer is not available.

If you complete a crime report for a respondent who required the assistance of an interpreter or signer, note in the case level notes that an interpreter or signer was used.

Whenever you use an interpreter who is not a household member, complete a Form 1415, Contract for Interpreter Services. Details for completing this form are contained in the ***Administrative Handbook***, Form 11-55.

## **Topic 4. Maintaining Respondent Rapport**

### **Starting Off on the Right Foot**

As soon as the respondent answers the door or the telephone, start building a harmonious relationship with him/her. Maintaining this rapport throughout the interview will ensure that you collect full and valid information.

As you introduce yourself and the survey, create a comfortable atmosphere by showing sincere understanding and interest in the respondent. If the respondent feels comfortable, he/she will be more willing to provide honest and full responses.

### **Keys to a Successful Introduction**

The following key points will help you deliver a successful introduction:

- For personal visit interviews, always have the NCVS introductory letter handy to give any respondent who did not receive it in the mail.
- Be enthusiastic and friendly. Remember that a smile helps you open many doors.
- Be prepared for any type of responses or questions from respondents. By knowing the survey, you will be able to handle any questions.

### **Creating a Good Impression**

Knowing the NCVS well is a major key to creating a good impression with respondents. Pay attention and play an active role during your training sessions and make sure that you complete all self-studies. Also, make sure to read this manual, NCVS-550 (CAPI), and refer to it whenever you have questions about the NCVS procedures.

Before you start interviewing for the NCVS, make sure that you understand:

- The purpose of the survey;
- How the survey results are used;
- The types of questions asked in the interview; and

- 
- How to answer respondent questions.

***Being Professional,  
Friendly, and Sincere***

One of your greatest assets in creating a good impression is to conduct interviews in a professional, friendly, and sincere manner. Always keep in mind that you are a representative of the United States Government. This role requires you to take a professional approach towards your work.

Interviewing in a professional manner does not mean that you cannot smile or be friendly. However, showing too much friendliness or concern about a respondent's personal matters can cause a respondent to hold back information or provide biased information.

Listening carefully and showing a sincere interest in what each respondent tells you will make your interviewing easier and more enjoyable.

***Staying Neutral and  
Objective***

During an interview, it is important to develop an objective, non-threatening, non-judgmental atmosphere. Don't let the respondent see any signs of approval or disapproval after he/she gives you information.

Be careful not to give your personal opinion either by your words, facial expressions, or the tone of your voice. Since some of your respondents will be victims of crime and will be telling you personal or sensitive information about the crime incident, you must be careful not to show any surprise, disapproval, or sympathy. Any of these expressions could cause the respondent to give untrue answers or withhold information.

Staying neutral and creating an objective atmosphere during an interview is not easy. It comes with experience. Practice using neutral expressions and gestures, such as "Uh-huh," "I've got that," "Yes, I see," or simply a nod of your head. These signs will tell the respondent that you are listening, without leading, influencing, or biasing the information that you receive during an interview.

Here are some reasons for not showing your reactions to what a respondent says:

- Your actions, as well as your words, can help or hinder an interview.
- If you frown or shake your head, the respondent will sense your disapproval just as clearly as if you put it into words.
- If a respondent thinks that you favor one answer more than another, this could influence how the person answers the question.

***Believing in Yourself and the NCVS***

Before you make contact with a respondent, believe that:

- You "have what it takes" to get a good NCVS interview.
- The data you collect for the NCVS is important.
- Each respondent is going to participate in the NCVS.

**Guidelines for Gaining Cooperation From Respondents**

***Be Positive*** - Approach each household expecting to obtain an interview.

***Introduce Yourself Properly*** - Always deliver your introduction and be sure to include the following:

- Your full name, first and last
- Who you are representing (the U.S. Census Bureau,)
- Show your identification card when conducting personal visit interviews,
- Explain the nature of the survey, and
- Ask whether the household received our introductory letter.

***How Long Will This Take?*** - When respondents ask how long the interview will take, give them an honest answer as to its length. The NCVS interview takes, on average, about 25 minutes to complete for each household member, but this can vary depending on the person's experiences during

---

---

the reference period. If the respondent is reluctant, offer to start the interview and, if he/she does not have time to finish, you can return later or call back to complete the interview.

**Know Your Survey** - The better you know the survey on which you are working, the more successful you will be. Know the purposes of the survey and be prepared to answer any questions about its importance. This will be your best defense against respondent objections.

**Appearance** - When conducting personal visit interviews, dress in a professional manner. The initial impression you make can be the deciding point between whether or not the respondent participates. Dress for the neighborhood in which you are working. Do **not** overdress. A businesslike appearance is essential.

**Use Survey Aids** - For personal interviews, be ready to show respondents the appropriate survey "fact sheet," brochures, or local newspaper/magazine articles that make use of the NCVS facts. This will help the respondent understand the importance of his/her participation.

**Be Flexible** - Be available to complete the interview at the respondent's convenience. Offer to contact the respondent at a different time if the respondent cannot do the interview when you contact him/her. Leave your name and telephone number when you find that no one is home. Be persistent, but do not be pushy.

**It's Voluntary** - A few respondents may choose not to participate because the survey is voluntary and there are no penalties for not participating. If this happens, explain that the overall quality of our data could be affected when sample persons refuse to participate. Persuade the respondent into letting you start the interview, and explain that they may choose not to answer any questions they find objectionable.

**Leave the Door Open** - Always maintain a pleasant and businesslike manner, no matter how hostile the respondent may be. This will facilitate any future contacts.

## Topic 5. Answering Respondents' Questions

### Importance of Answering Respondent Questions

Keep a good, positive attitude about the NCVS, and be prepared to answer almost any type of respondent question with conviction and accuracy. The Census Bureau prides itself on having a qualified staff of FRs who consistently receive high marks for gaining respondent cooperation. This is impressive, considering that in recent years the general public has become frustrated with all forms of government. We attribute this success to the good attitude and preparedness of our FRs.

Even though we provide sample households with basic information about the NCVS in the introductory letter, some respondents may still have questions to ask either before the start of the interview or at different points during the interview.

### Types of Respondent Questions

The questions that respondents may ask can be divided into two main categories:

- Item specific questions and
- General survey questions.

### Item Specific Questions

A respondent may ask you:

- Why a particular question is needed,
- What a particular word or phrase from a question means, or
- Who needs the information.

This manual has the information you need to answer any such questions that respondents may ask. We do not expect you to memorize all of the information provided in this manual, but you do need to know where to look within the manual for specific types of information. Refer to Part B, The National Crime Victimization Survey Instrument, to help you answer respondents' questions about why we ask certain questions and who uses the information from specific questions. Use

---

Part C, NCVS Survey Concepts, when you need to find the meanings of specific words or phrases as used in the NCVS questions.

**General Survey Questions**

Most of the time, respondents will ask general survey questions at the very start of the interview. Although we can not predict every question that a respondent may ask, we have compiled a list of commonly asked general survey questions with some suggested responses to help you.

A condensed list of some of the most commonly asked questions are shown:

- On the back side of both NCVS introductory letters,

**AND**

- In the front of your Information Card Booklet, NCVS-554.

**FAQ (General Help) Screen**

Some respondents may want to know more about the survey before they will let you interview them. The NCVS instrument provides answers to nine commonly asked questions together with suggested answers. The answers provided for these typical questions and comments can be useful to you whenever a respondent starts asking questions. To view the FAQ/general help screen, press the "Shift" and "F2" keys simultaneously, or click on the "FAQs" tab at the top of the information pane.

After accessing the FAQs screen, you will see a menu with ten selections. Entering the appropriate menu selection will route you to one of the following reference screens.

***(Read words in all capital letters only to yourself, NOT to respondents):***

**Confirm call/survey  
(800) Number**

To verify that I am calling from the Census Bureau, you may call our toll free number:

For Atlanta, dial 1-800-424-6974  
For Chicago, dial 1-800-865-6384  
For Denver, dial 1-800-852-6159  
For Los Angeles, dial 1-800-992-3530

---

For New York, dial 1-800-991-2520  
For Philadelphia, dial 1-800-262-4236

When you call, please provide your name and the following identification number: *(case ID number)*

**READ IF NECESSARY:**

To verify that the toll free number is legitimate, you may call Directory Assistance on: 1-800-555-1212.

**You are wasting  
taxpayers' money by  
conducting this useless  
survey.**

The survey tells us about the amount and nature of crime as well as crime trends and crimes not reported to the police. It can help save taxpayer money when new programs are developed by focusing on the people who are most likely to be victims of crime and making crime prevention and control programs more effective.

**Why don't you call the  
police if you want to  
know about crime?**

Less than half of all crimes are reported to police. The survey is the only way we have to find out about these crimes. We also get the details about the characteristics of the crimes and the effects of the crime on the victim. The survey provides much more detailed information than we get from the police on both reported and unreported crime.

**Who uses this  
information?  
What good is it?**

The survey is widely used by policy makers at all levels of government, crime prevention groups, people who help crime victims, researchers in many fields, the media, as well as others. It has sometimes been used by the Supreme Court in making decisions. The survey informs our users in a neutral, unbiased way to help them make public policy.

**Why do I have to  
answer all these  
questions when I  
already told you no  
crimes were committed  
against us in the past  
six months?**

We have studied asking fewer questions, but have found that people sometimes don't think of a crime until a specific question reminds them about it. We need to ask all respondents the same questions to guarantee the quality of the data.

***I don't have any crimes to report. Why don't you interview my neighbor? I know he'd have some crimes to report.***

Your participation is important whether or not you report a crime. We cannot accurately find out the percentage of people who experience crime, unless we get information from both victims and non-victims.

***I answer all your questions, but crimes still occur. This survey doesn't seem to be working.***

It may not be possible to eliminate all crime, although we want to reduce it as much as possible. The survey is also used to develop and improve programs for assisting those who have become crime victims.

***I've already answered these questions once. How many times will I be contacted?***

You will probably be contacted a total of seven times over three years. We hope that you will not become a victim of crime during that time, but we need to keep asking the questions to find people who do become victims. Research has shown that by contacting the same households a number of times we get the most accurate information.

***I answer these questions, but never see any results. How can I get information regarding BJS/NCVS?***

You can find detailed results from the survey at the BJS website at:

**<http://bjs.ojp.usdoj.gov>**

Many newspapers and television stations write about the survey results when reports come out so you may see something there too.

## NCVS At a Glance

In addition to being listed above, a shorter list of general survey questions and suggested answers is shown on your NCVS Job Aid, NCVS At a Glance (NCVS-550.1). This six-page paper job aid can also help you answer questions from respondents. The first three pages provide information about the survey's purpose, its sponsor, data users and uses, length of interview, and participation requirements, along with answers to frequently asked questions. The last three pages contain reference information to help you with NCVS key concepts and definitions.

Information on the first three pages is worded so that you can read the information directly to a respondent as needed. The last three pages are written for you to read to yourself as needed.

**General Survey Questions and Answers**

**What is this survey all about?**

The National Crime Victimization Survey is conducted monthly to collect information on the kinds and amount of crime in the United States.

From a sample of households throughout the United States, we interview all household members who are at least 12 years of age.

**What information do you get from this survey?**

This survey collects information on the types and amount of crimes committed, the characteristics of victims, and the characteristics of offenders who have committed violent crimes. The following types of information are also collected for reported crimes:

- When and where crimes occur,
- Economic loss to the victim,
- Extent of injuries suffered by the victim,
- Whether the victim knew the offender or whether they were strangers,
- Whether the offender used a weapon, and
- Whether the police were notified.

**Why can't you get this information from police records?**

Based on information received in previous survey years, we have found that over half of all crimes go unreported to the police. Since this survey includes crimes that are both reported and unreported, data users can get a more complete picture of crime in the United States from this survey.

**What kind of results are released from this survey?**

Our sponsor, the Bureau of Justice Statistics, releases results periodically from the National Crime Victimization Survey, together with reports on specific topics. They only publish statistical summaries for the Nation as a whole and never release any information about you as an individual.

**Do you have any statistics from this survey that I can see?**

***For personal visit interviews--***

Yes. You can have this Fact Sheet which contains statistical graphs, charts, and figures from the National Crime Victimization Survey. (*Hand the respondent a copy of Form NCVS-110.*)

***For telephone interviews--***

Yes. I can mail you a copy of a recent Fact Sheet showing statistical graphs, charts, and figures from the National Crime Victimization Survey. (*Mail respondent a copy of Form NCVS-110.*)

**Why was I selected for this survey?**

Actually, we selected your address, not you personally. Using statistical methods, we selected approximately 48,000 addresses across the country to represent the entire population. If your household should move away while your address is still in the survey, we would interview the new family that moves into the home.

**I'm pretty busy. How long will this interview really take?**

We expect the interview to take about 25 minutes. Your interview may be somewhat shorter or longer depending on your circumstances. If you have any comments on this survey or any recommendations for reducing its length, I can give you an address to use.

***(When asked, here is the address:)***

Chief, Victimization and Statistics Branch  
Bureau of Justice Statistics  
Washington, DC 20531

**I thought that your agency just takes a Census every 10 years. What else does your agency do?**

In addition to the decennial census conducted every 10 years, the U.S. Census Bureau collects many different kinds of statistics. By law, we are required to conduct a variety of economic censuses on a regular basis, such as the census of business, manufactures, and state and local governments. We also collect monthly data on such activities as labor force participation, retail and wholesale trade, manufacturing activities, and trade statistics, along with yearly data on business, manufacturing, governments, family income, and education.

<b>How many times will I be interviewed?</b>	Over the 3-year period that your household is in sample for this survey, we will ask you to participate once every six months for a total of seven interviews.
<b>Is this survey authorized by law?</b>	Yes. We are conducting this survey under the authority of Title 13 of the United States Code, Section 8. Section 9 of this law requires us to keep all information about you and your household strictly confidential. We may use this information only for statistical purposes. Also, Title 42, Section 3732, of the United States Code authorizes the Bureau of Justice Statistics of the U.S. Department of Justice to collect information using this survey. Title 42, Sections 3789g and 3735 of the United States Code also require us to keep all information about you and your household strictly confidential.
<b>Do I have to participate?</b>	Participation is voluntary and there are no penalties for not answering questions. However, it is very important that we have your cooperation in this survey to ensure the validity and accuracy of the survey results.
<b>Why can't you just mail me a questionnaire?</b>	The survey design and the nature of the questions require a trained person to record the information. This method of interview is the least expensive way to obtain this information.
<b>How can I know for sure that you are who you say you are?</b>	Besides my identification badge, I can give you a telephone number to call so you can verify with my supervisor that I work for the U.S. Census Bureau.
<b>How can this survey help to fight crime?</b>	The results of this survey show a variety of information about crime victims, offenders, types of crimes being committed, and types of places where these crimes occur. All of this information is put to good use by law enforcement agencies, community groups, and government agencies throughout the country to lower the incidence of crime.
<b>Why do you need to interview me when I don't have any crimes to report?</b>	We are interested in getting information from both victims and nonvictims. By examining the differences between victims and nonvictims, we can try to determine why certain individuals become victims, while others do not.

**Why waste my tax dollars on a silly survey?**

We are always concerned about survey costs; however, the National Crime Victimization Survey is the ONLY source of information on crimes not reported to police. Legislators and planners use this data to make informed decisions on numerous crime-related programs. This data is also used to:

- estimate the cost of victim compensation programs;
- determine the types of programs needed for elderly crime victims; and
- measure the effects that police behavior and the criminal justice system have on crime levels.

**Why are you calling me since my phone number is listed on the “Do Not Call” registry?**

The “Do Not Call” registry was initiated for the sole purpose of restricting telemarketing calls and does not limit a call made for the sole purpose of conducting a survey. Therefore, telephone calls from the Census Bureau for survey data collection are NOT restricted by this registry.

## Topic 6. General Interviewing Techniques

### Applying General Interviewing Techniques

In addition to creating a good impression and answering respondent questions, we want all FRs to use the same interviewing techniques. By following uniform techniques, we can ensure that the final survey results are more complete and accurate.

### Pacing the Interview

Remember the following key point about pacing the NCVS interview -- **DO NOT RUSH** to complete an interview under any circumstances. Maintain a calm, unhurried manner and ask the questions in an objective and deliberate way. This will not only relax the respondent, but also help to keep the respondent's attention.

When respondents sense that you are rushing through an interview, they may withhold information thinking that it would take too long to explain the crime incident. On the other hand, do not let respondents waste too much time talking about unrelated information. Try to tactfully steer respondents back to the interview without making them feel as if you are hurrying to finish.

An average NCVS interview will take about 25 minutes to complete. However, the actual time required to interview all eligible members of a sample household will vary depending on the household's composition and crime experiences during the reference period.

Always assume that each respondent has time to be interviewed when you contact him/her. If the respondent tries to rush you through the interview or tries to cut you off, arrange to continue the interview at a more convenient time for the respondent. Whenever possible, make every attempt to complete at least the household respondent's interview during your first contact for the interview period. This will make any callbacks for remaining household members easier.

When conducting interviews, speak as clearly and distinctly as possible. Avoid talking too fast or too slow. Talking too fast may give the impression that you think the questions are either unimportant or sensitive in nature. By speaking in

a confident voice and at a moderate pace, respondents are more likely to stay relaxed and responsive.

**Asking Questions as Worded**

When asking NCVS questions, avoid changing the words or omitting parts of questions. Even if the change seems insignificant to you, it could change the way the respondent interprets the question. We want each respondent to interpret the NCVS questions the same way, so the answers that we receive are comparable throughout the entire sample.

For example:

**Item BUSINESS --**

**Does anyone in this household operate a business from this address?**

**Item BUSINESS after an FR omits words --**

**Does anyone in this household operate a business?**

By rewording this question, you may get a different response than an FR who reads the question as it appears in the instrument. By leaving out "from this address," respondents could misinterpret the true intent of this question.

**Words in Black Bold Type**

When looking at item questions and answers in the NCVS instrument, any words shown in bold type are meant for you to read to the respondent.

**Words in Blue Type**

Words shown in blue text are instructions for you and are **NOT** to be read to the respondent.

**Words in Grey Type**

Words shown in grey type are often repeats of introductory phrases that have already been read in a previous questions. Use only if necessary.

**Phrases in Parentheses**

Some of the questions contain a phrase in parentheses, such as the question in **CONTACTAUTHORITIES**.

**Item CONTACTAUTHORITIES --**

**Have you (or someone in your household) had contact with any other authorities about this incident (such as a prosecutor, court, or juvenile officer?)**

When you see a phrase in parentheses, decide whether the text must be read to the respondent if further clarification is needed.

**Reading the Entire Question**

Most of the questions you ask to screen for crime incidents have at least three subcategories and some have as many as eight subcategories. This type of question may prompt some respondents to give you an answer before you finish reading each subcategory. We prefer that you finish reading each subcategory before the respondent gives an answer. Even if you are interrupted, read each and every subcategory in its entirety.

The following technique may help you get through all the subcategories of a screen question before getting a respondent's answer:

- 1 After reading each subcategory, **only** pause long enough to let the respondent know that you are about to start reading a new subcategory. If you pause too long, the respondent may feel that you are waiting for an answer.
- 2 After reading all subcategories for a question, pause long enough to allow the respondent to reply. If the respondent doesn't give you an answer, then read the question, "Did any incidents of this type happen to you?"
- 3 If you get a "Yes" response, enter precode (1). Then ask the respondent "How many times?" and enter the number of times that the incident occurred. Then ask the respondent, "What happened?" Based on the answer you receive, enter a brief description of each reported crime incident in the space on the screen.

- 
- 4 If you get a "No" response, enter precode (2). Then continue with the next appropriate screen question.

If this technique doesn't work and a respondent either interrupts you in the middle of reading a subcategory or before you finish reading all the subcategories for a question, follow these steps:

***Respondent answers in the middle of reading a subcategory--***

- 1 Stop and thank the respondent, but explain that there is more to the question which he/she needs to hear before giving an answer.
- 2 Reread the unfinished subcategory again from the beginning.

If the respondent gives you a "No" answer after you finish reading the entire subcategory, tell the respondent that you need to finish reading **all** the subcategories for the question.

If the respondent gives you a "Yes" answer before you have read all subcategories, then follow the next set of instructions.

***Respondent answers "Yes" before you have read all subcategories--***

- 1 Enter precode (1) at that screen.
- 2 When the "number of times" screen appears for a specific screen question, ask the respondent "How many times?" and enter the number of times that the incident occurred. Then ask, "What happened?" Based on the answer you receive, enter a brief description of the crime incident in the space provided on the "number of times" screen and press the "Enter" key.
- 3 Next, press the "Up" arrow until you return to the original screen question. After returning to this screen, start by saying, "Other than any incidents already reported..."

---

and finish reading the remaining subcategories for the screen question.

- 4 If the respondent mentions any additional crime incidents, press the "Enter" key and you will see the "Number of times" screen again. Correct the "Number of times" entry and add a brief description of the additional incident(s) mentioned.

By using these techniques, there is less chance of missing any crime incidents which occurred during the reference period.

### **Marking All Answers That Apply**

There are several questions in the NCVS instrument that are designed to get multiple answers. Here's an example:

**Item OTHWORSE - How did they make the situation worse?**

This item has six answer categories:

- Led to injury or greater injury to respondent
- Caused greater loss of property or damage to property
- Other people got hurt (worse)
- Offender got away
- Made offender angrier, more aggressive, etc.
- Other - Specify \_\_\_\_\_

To ensure that we get **all** answers that apply to this question, you must continue asking, "Any other way?" until the respondent answers, "No."

### **Asking Questions in the Right Order**

Always interview the household respondent **first**. Once you have completed the household respondent's interview, interview the remaining household members **one at a time**. In most households, each individual respondent will answer the questions for himself/ herself. Do not attempt to interview more than one household member at the same time.

Once you start to interview a household member, ask the questions as instructed on each questionnaire. A great deal of planning and forethought has gone into designing the

---

---

NCVS, so you can get the best results from each interview. Remember:

- Carefully follow all FR instructions in the instrument.
- Ask questions as they are worded without adding or deleting words or phrases.
- Do not skip a question when a respondent has already given you the answer. In most cases, ask the question as worded without adding or deleting words or phrases.

Verifying a respondent's previously given answer without reading the question is only permissible for items that have an "Ask or Verify" instruction. If you do not see an "Ask or Verify" instruction, always ask the question as worded in the instrument.

Do not assume that you know the answer without asking or verifying a question.

**Listening to the Respondent**

As an FR, your listening skills are of utmost importance. Listen carefully to what each respondent has to say and continue listening until the respondent is done giving his/her answer. By improving your listening skills, you can increase your chances for recording complete and accurate information.

Here are some listening "Do's and Don'ts":

**Do's:**

- ✓ Repeat the question as worded in a clear and distinct voice when the respondent appears to have misunderstood the question.
- ✓ Repeat the respondent's answer when it's necessary to check your understanding of what the respondent said. Then pause in hopes that the respondent will expand and clarify his/her answer.
- ✓ When a respondent mentions a crime incident, make sure to fully capture each reported incident, even if the

respondent makes light of the situation or says that it was not "serious."

Some screens have an FR instruction: "Ask or verify:". If the respondent has already given you the answer to that question, you may verify the answer rather than asking the full question. Using active listening techniques like this one lets the respondent know you are paying attention to what they say and can help you build rapport.

**Don'ts:**

- ✖ Do not tune out what a respondent says when you start recording an answer. You may need the information to either clarify the answer or change the way you interpret the answer.
- ✖ Do not interrupt respondents before they are finished, even if they hesitate while giving their answer. Be patient and allow respondents sufficient time to recall the facts.

Also, remember that some respondents may say, "I don't know," when they really mean, "Let me think about it." When you experience this situation, allow the respondent time to finish his/her statement before repeating the question or probing in some other way.

- ✖ Stay neutral and avoid showing shock or disapproval while a respondent is answering questions.

**Using Appropriate Gestures**

Your gestures, both verbal and non-verbal, need to convey to respondents that you are conscientious, concerned, and courteous. Poor use of gestures can portray a lack of interest, an indifferent attitude, or even disdain.

As you speak, be mindful of the inflection of your voice, its tone, and its volume. Also, be aware of what your eye contact, use of hands and arms, and facial expressions might be saying to a respondent.

**Probing When Necessary**

Probing is a technique whereby you casually get the respondent to provide an answer that meets the question's objective. Probing is a necessary interviewing technique because some respondents:

- May not hear the question correctly because of poor hearing or background noise;
- May not understand the meaning of a word or phrase used in the question;
- May give you an answer that is too general; or
- May say, "I don't know," because they are trying to:
  - Avoid the subject of the question,
  - Buy some time before giving an answer, or
  - Avoid saying that they did not understand the question.

***Understanding the Intent of the NCVS Questions***

Before you can decide whether or not to probe, you need to understand the intent of each question. By understanding a question's purpose, you can better decide when to probe and which probing technique to use.

Here is an example of what can happen when you do not understand a question's objective:

**Item LOCATION GENERAL reads:**

Did this incident happen...

- In your home or lodging?
- Near your home or lodging?
- At, in, or near a friend's/relative's/neighbor's home?
- At a commercial place?
- In a parking lot or garage?
- etc.

**Respondent Answers:**

In the parking garage of a shopping mall.

**Bad Probe:**

Would that be a commercial or noncommercial parking garage?

**Good Probe:****Were you charged a fee to park in the garage?**

If you do not ask the right probing question, you will not get an accurate answer. By using a bad probe, the FR is either:

- Assuming that the respondent knows what we mean by the terms "commercial or noncommercial" or
- Failing to understand that we want to differentiate between parking lots/garages charging a fee and those allowing free parking.

***Probing Techniques***

Don't assume that a respondent's answer is always correct. When you get an answer that does not make sense to you, decide which probing technique will work best in the situation.

Choosing the best probing technique will help you to casually persuade the respondent to expand and/or clarify an answer.

Here are some standard probing techniques:

- ***Brief Assenting Comments*** - Use a comment like, "Yes, I see," when you want to stimulate the respondent to talk further. This will also show that you are giving attention to the respondent's answer.

Here's an example:

**Item SQNOCALLPOLICECRIME reads:**

**During the last 6 months, other than any incidents already mentioned, did anything which you thought was a crime happen to YOU, but you did NOT report to the police?**

**Respondent Answers:**

**Yes, I saw a prowler.**

**Brief Assenting Comment:**

**Yes, I see. Can you tell me more?**

- **An Expectant Pause** - During a personal visit interview, use an expectant pause together with an inquiring look to convey to the respondent that you expect him/her to give you more information.
- **Repeating the Question** - Repeat the question when the respondent does not understand or misinterprets the question, seems unable to make up his/her mind, or strays from the subject.

For example:

**Item MULTOFFENDERONLYTIME** reads:

**Was this the only time any of these offenders committed a crime against you or your household or made threats against you or your household?**

**Respondent Answers:**

**No, one of the offenders was arrested 2 years ago for a bank robbery.**

**Repeating the Question:**

**Was this the only time any of these offenders committed a crime against you or your household or made threats against you or your household?**

- **Repeating the Respondent's Reply** - Repeat the respondent's reply exactly as the respondent gives it to you, when you need to clarify the answer and prompt the respondent to expand his/her answer. Never interject your own ideas when repeating the respondent's reply.

For example:

**Item MULTOFFENDERHOWWELL** reads:

**How well did you know the offender(s) - by sight only, casual acquaintance or well known?**

**Respondent Answers:**

**She's just one of the girls on the block.**

**Repeating Respondent's Answer:**

She's just one of the girls on the block? So did you know the offender by sight only, casual acquaintance or well known?

**Respondent Answers:**

I don't even know her name. I just see her around, so I guess sight only.

- **Neutral Questions and a Neutral Tone of Voice** - Use neutral questions when you need to get a fuller, clearer response. Always use a neutral tone of voice so you don't sound demanding and upset the respondent. Here is an example:

**Item PERMISSIONGIVEN reads:**

Had permission to use the (car/motor vehicle) ever been given to the offender(s)?

**Respondent Answers:**

Well, I said maybe he could use it when it wasn't so new.

**Neutral Probe:**

Did the offender have permission to use the car/motor vehicle?

Sometimes a respondent may still misunderstand a question's meaning or give you an unintended response. If this happens, you can read a question's answer categories to the respondent as a "last resort."

If you use this technique, do not bias the respondent's answer by only reading a few of the answer categories. By reading all answer categories for a question, you will help the respondent understand the type of answers the particular question is attempting to get.

**Staying Neutral**

Be careful not to ask leading questions and not to make the respondent feel insulted. A "leading" question is one that could influence a respondent's answer or unnecessarily prolong the interview.

---

Do not assume that you know what the answer should be, and then lead the respondent to that answer. Keep your probing questions as neutral as possible, so the respondent can think objectively about the question and give an accurate answer.

**General Screening Guidelines**

The screening portion of the NCVS interview is very important. This portion of the NCVS instrument is designed to give each respondent every opportunity to remember any crime incidents that occurred during the 6-month reference period. The BJS and the Census Bureau have specific reasons for the wording of each question and the sequencing of each group of questions.

While conducting the screen interview, do not jeopardize the interview by entering "Don't know" or "Refused" answers without asking the questions in the instrument.

**Asking Applicable Questions**

During each enumeration period, ask the household respondent and all remaining household members **ALL** applicable screen questions. Since respondents can easily forget many crime incidents, it is essential to ask all applicable questions each time the sample household is assigned for interview. This is the only way we can ensure that we collect complete and accurate information.

**Handling Difficult Respondents**

Some respondents may not want to go through the screen questions for various reasons, and may say:

- Let's save some time. I can tell you up front that I haven't been a victim of crime since the last time I talked to you.

**OR**

- You don't need to read all those examples of stolen items, because nothing was stolen from me or anyone else in this household.

When you need to convince a respondent to complete the entire screen interview, try the following techniques:

- "To guarantee that I don't miss any crime incidents, I'm required to ask each question and allow you time to

---

make sure that you haven't forgotten anything. Some crime incidents are easily forgotten. By asking these screen questions, you may remember something that you've put out of your mind."

- "Even if you haven't been a victim of crime during the last 6 months, we are also interested in any other changes in your life, such as marital status, household income, and job changes. These characteristics also play a part in examining criminal victimizations in the United States. I'm required to ask these questions each time your household is assigned for interview. Otherwise, we can't get a complete and up-to-date picture of both crime victims and nonvictims for comparative purposes."
- **(Only use this technique when a supplement is attached to the NCVS interview.)**  
"For this interview, our sponsor has added a few new questions for a specific study they are authorized to undertake. The information we collect from these new questions, along with the original questions, is essential to our sponsor and to the completion of this study."

**NEVER** tell the respondent that you do not remember what you were told during the last interview or that all the information he/she provided during the last interview has gone to Washington.

**General Guidelines for Recording Answers**

After listening carefully to a respondent's answer, take great care to record the answer **accurately**. By recording accurate answers and incident descriptions, you can help guarantee that the information you collect is understood clearly by editors who may need to process your completed work.

**Correcting Answers**

If you need to change an answer, you can backspace over the incorrect entry and enter the correct one.

**"Refused" or "Don't Know" Entries**

Most items in the NCVS instrument will allow you to enter a "Refused" or "Don't know" answer. However, some screens may not display these answer categories as options.

---

If a respondent flatly refuses to answer a particular question despite your persuasive efforts, enter "Ctrl + R" in the answer space. Make every effort to avoid these entries, because too many "Refused" answers:

- For a household respondent, could cause the sample address to be classified as a noninterview case, and
- For an individual respondent, could cause the household member to be classified as a noninterview person.

If a respondent does not know the answer for a specific question, try to probe for an accurate answer. When probing isn't possible or successful, enter the appropriate precode for "Don't know," or enter Ctrl + D in the answer space.

## Topic 7. Closing the Interview and "Thank You" Letters

### Leaving on Good Terms

Since you or someone else from the Census Bureau may need to contact a sample household again, always leave the household with a good feeling towards you and the Census Bureau. By ending every interview with a friendly and polite "Thank You," you are paving the way for future contacts.

Tell respondents that we appreciate the time that they gave for the interview, and that they may be contacted again for this survey. Be sensitive, concerned, and courteous throughout the interview.

By closing the interview properly, you are nurturing a positive image of our agency, and improving chances for successful followup contacts during reinterview or other surveys.

### Using "Thank You" Letters

We have two different "Thank You" letters for your use -- the NCVS-593(L) and the NCVS-594(L). Each letter has a specific purpose, and we do not intend for you to hand or mail a "Thank You" letter after every NCVS interview. Both of these "Thank You" letters are printed in English and Spanish.

These letters not only thank the household for their cooperation, but also relay to them how important this survey is. Depending on the circumstances, you can either hand or mail the appropriate letter to the household. If you mail the "Thank You" letter, make sure that you use the "**mailing address**," which is shown on the "Case List" screen you see when you first enter Case Management.

Whether or not you give the household a "Thank You" letter, always remember to thank them **yourself** at the end of the interview.

### ***First Through Sixth Enumeration Period***

For first through sixth enumeration period households, use the NCVS-593(L) "Thank You" letter whenever you feel that the household shows any signs that they may refuse to be interviewed again. For example, a household member may become annoyed at the length of the interview or at the

---

number of times you have contacted the household. In these situations, a "Thank You" letter does not guarantee cooperation, but it may help to leave a positive impression and make it easier to gain their cooperation for future interviews.

***Seventh Enumeration Period***

At the end of the seventh enumeration period interview, always make sure to either hand or mail the respondent a NCVS-594(L), "Thank You" letter.

---

## **Chapter 3**

### **General National Crime Victimization Survey Procedures**

**Table of Topics**

Topic	Page
1 Basic Survey Procedures	A3-2
2 Monthly Tasks	A3-6
3 Daily Tasks	A3-8
4 Specific Household Procedures	A3-10

## Topic 1. Basic Survey Procedures

### Length of Time in Sample

Each address selected as a sample unit for the NCVS is usually interviewed seven times. These interviews are conducted once every 6 months over a 3-year period. This allows us to compile a continuous record of the sample household's experiences at a reasonable cost and with the least amount of inconvenience to the household.

### Enumeration Periods

We refer to each time a sample household's address is assigned for interview as an "enumeration period." Since we interview or attempt to interview each sample household seven times, there are seven "enumeration periods" for each sample address.

When you access a sample case on your computer, the instrument screen that identifies the case's enumeration period is the **START\_CPs** screen. The enumeration period is also displayed on the "HH Roster" tab on the upper left hand side of the screen.

### Reference Periods

For the NCVS, the reference period covers the 6-month time period prior to the interview date. When conducting interviews, we are interested only in crime incidents that occurred during a household member's specific 6-month reference period.

Even though the NCVS instrument inserts the appropriate reference period start date, you must understand how a household member's reference period is determined.

For the **first enumeration period**, each household member's reference period will start on the first day of the month 6 months prior to the interview date, and end on the day prior to the interview date.

For example: If a household respondent's first enumeration period interview is conducted on **July 3, 2012**, then the current reference period for the household respondent is **January 1, 2012 through July 2, 2012**.

---

If the remaining household members were interviewed for the first enumeration period on **July 5, 2012**, then the current reference period for each of these household members is **January 1, 2012 through July 4, 2012**.

For a first enumeration period household, all household members have the same reference period start date, but each household member's end date may vary based on the member's current interview date.

After the first enumeration period, reference periods for all **remaining enumeration periods** will start on the date of the household member's last interview and end on the day prior to the member's current interview date. Unlike the first enumeration period, each household member could have a different reference period **start date** for the second through seventh enumeration period based on the member's last interview date.

The following two terms are often used to describe this type of reference period:

- Period-to-period recounting or
- Floating reference period.

By using this type of a reference period, we can compile a continuous record of the household's experiences for the three years that they are in sample.

While interviewing, it is important to keep reminding the respondent of the starting and ending dates for the reference period. If a respondent seems to have difficulty keeping track of the reference period dates, try adding the actual dates after reading "in the last 6 months." This will help the respondent to stay focused on the correct time frame for the interview.

***Incidents Outside of Reference Period***

Only complete the incident report screens of the NCVS instrument when a reported incident occurred during the reference period for the current interview. The introductory screens of the instrument's incident report section provide questions to make sure that a reported incident did occur during the household member's reference period. If you discover that the incident is outside of the reference period,

---

---

the instrument progresses to **OSINCNOTNEEDED**, which tells you that the incident is outside the reference period. No further information about that incident is collected.

***Incidents Occurring on the Day of the Interview***

If a respondent reports an incident that occurred on the same day that you are interviewing him/her, complete the incident report section of the instrument as usual, even though it is outside the reference period. Incidents will be reviewed during post-data collection processing and categorized as either being "in scope" or "out of scope." Incidents collected during the interview will be used for comparison during unduplication in the next enumeration period. Summarize the details of this incident on the **NOTES** screen at the end of the current NCVS interview as a reminder for the next enumeration period interview.

**Interview Scheme**

All households in the NCVS sample are divided into six groups, which are referred to as "rotation" groups. During the course of a 6-month period, one-sixth of the full sample or a "panel" from each rotation group is assigned for interview each month. This interviewing scheme enables us to spread out the interviewing work fairly evenly throughout the year, so we can maintain a regular staff of FRs with routine monthly NCVS assignments.

For example:

- Sample households in **panel 1** of rotation groups 1 through 6 are assigned for interview in the months of **January and July**. Sample households in **panel 2** of rotation groups 1 through 6 are assigned for interview in the months of **February and August**.
- By the time we get to **panel 6** of rotation groups 1 through 6, which are assigned for interview in the months of **June and December**, we will have assigned for interview all sample households from panels 1 through 6 of rotation groups 1 through 6.

**Interview Period**

An interview period is the time that you are allowed to complete all of the NCVS interviews assigned to you for an interview month. Typically, your interview period begins on the first day of the month. Complete your assignment as quickly as possible once the interview period begins. Your

---

---

supervisor will give you the interview closeout date for each interview month. This is the date by which all NCVS cases assigned to you for the month must be completed.

The majority of the NCVS cases in each assignment will require telephone interviews. Always try to complete all of your telephone interviews:

- Before conducting your personal visit interviews; and
- Within the first few days of the interview period. This procedure allows you to detect any replacement households or other situations from your telephone interviews that could require personal visit interviews before you plan your personal visit work schedule.

## Topic 2. Monthly Tasks

<b>Monthly Instructions</b>	About one week prior to the start of the interview month, your regional office will send you a memorandum with specific instructions for the upcoming interview month. When you receive your monthly memorandum, read the <u>entire</u> memorandum very carefully and contact your supervisor if you have any questions about the information provided.
<b>Preparing to Interview</b>	When you receive the monthly memorandum each month, you also receive: <ul style="list-style-type: none"><li>• Your interviewing assignment for the month (through case management; see Part D of this manual for details),</li><li>• Any listing work for the month, and</li><li>• Any supplies you may need.</li></ul>
<b>Checking New Assignments</b>	As soon as you receive your monthly package of interview materials, check the items listed on the Transmittal Form 11-35 that accompanies these materials. If anything listed on the transmittal is missing from your package, call your supervisor immediately.
<b>Organizing Your Work Schedule</b>	As you organize your assignment for the interview month, consider the geographic distribution of your cases and the number of new segments in your assignment. Follow these steps:

### Step

1. Always conduct your telephone interviews FIRST.
2. Try to conduct your personal visit interviews in segments with first enumeration period households next. This will allow sufficient time should you encounter unexpected problems with these cases. For first enumeration period households, you must conduct the household respondent's interview IN PERSON. However, if the remaining household members are not available at the time of your visit, it is

---

acceptable to interview these household members by telephone once you have completed the household respondent's interview in person.

**NOTE:** Regardless of the enumeration period, the household respondent always must be the FIRST household member interviewed and he/she must be at least 18 years of age and knowledgeable about the household. For example, the reference person or one of the other household members who owns or rents the home. (**See Chapter A-2 for exceptions to the age requirement.**)

3. Conduct any remaining personal visit interviews in a logical sequence so that you keep to a minimum any backtracking or return trips to a segment.

***Completing Your Assignment***

Always attempt to complete your interviewing assignment as early in the interview month as possible. Transmit your completed work on a flow basis as frequently as possible. Your supervisor will provide you with a final transmittal date or closeout date for each interview month.

## Topic 3. Daily Tasks

### Planning Your Daily Schedule

Plan your daily schedule so that you get the maximum amount of interviewing work accomplished during your workday. Keep the following points in mind as you plan:

- Geographic location of assigned addresses,
- Any previously made appointments, and
- Interview time preferences (*accessible by using the Control + T function for an individual case*)

### Assembling Your Materials

When conducting personal interviews, make sure that you have everything you might need to carry you through your entire interviewing schedule for the day. Take current versions of the following items with you:

- Your laptop and NCVS Function Keys template
- NCVS-550 (CAPI), CAPI Interviewing Manual
- NCVS-554, Field Representative's Information Card Booklet
- Copies of both introductory letters, NCVS-572(L) and NCVS-573(L), and the Fact Sheet brochure, NCVS-110
- Copies of thank-you letters, NCVS-593(L) and NCVS-594(L)

### Conducting Telephone Interviews and Callbacks

Since the primary purpose of conducting NCVS interviews by telephone is to reduce travel costs and save money, **AVOID** traveling to assigned segments that require telephone interviews.

Typically, interviews for second through seventh enumeration period households are conducted by telephone. Always check to see when the household prefers to be contacted.

**Conducting Personal Visit Interviews**

In addition to the first enumeration period households, other sample households may require personal visit interviews because they:

- Do not have a telephone on which they can be contacted,
- Refuse to give their telephone number,
- Tell us that a telephone interview is not acceptable, or
- Are replacement households.

**Sending "Thank You" Letters**

As needed, mail "Thank You" letters to respondents using the mailing address from the case in the instrument. (**See Part A, Chapter 2, Topic 7, for more details about sending "Thank You" letters.**)

**Transmitting Completed Work**

Transmit your completed work on a flow basis, daily when possible.

## Topic 4. Specific Household Procedures

### Starting With the Household Respondent

Once you have introduced yourself, ask to speak with:

- The previous household respondent, or
- One of the persons who owns or rents the home,
- A household member who is at least 18 years of age and knowledgeable about the household.

Remember to show your identification card for each personal visit interview. When you know that you are speaking to a household member at the sample address, then you can introduce the survey.

For cases being interviewed for the first time, a personal visit with the household respondent is required. (Other individual respondents in the household may be interviewed by telephone if necessary.) For these cases, the instrument prompts you at the **GEN\_INTRO\_CP** screen to give the household an introductory letter and continue the interview to verify the address and start building the household roster.

For all other cases, at the **HELLO\_1\_CP** screen, the instrument prompts you to ask to speak with the household member who was the household respondent for the previous enumeration period. If that household member is not available, you are instructed to identify another eligible household respondent at the **HELLO\_ALT2\_CP** screen. The **HELLO\_ALT2\_CP** screen shows only those household members who qualify as possible household respondents.

**ALWAYS** complete the household respondent's interview before interviewing any remaining eligible household members (*household members who are 12 years of age and older*). Without a completed interview from an eligible household respondent, the sample household will classify as a Type A noninterview. We prefer that the household respondent be one of the household members who owns or rents the home or his/her spouse. If that is not possible, a household member who is at least 18 years of age and

---

knowledgeable about household matters can qualify as a household respondent.

Once you are speaking to an eligible household respondent, you will introduce the survey, explain the purpose of your telephone call, and verify that you have reached the correct sample address at the **VERADD\_CP** screen.

***Verifying That You  
Have Reached the  
Correct Address***

One of the most important purposes of the **VERADD\_CP** screen is to verify that you have reached the correct sample address. Before you see the **VERADD\_CP** screen, you will already know that you have reached the same household that was interviewed at the sample address during the previous enumeration period (except for those households that are in sample for the first time). However, it is possible that you may have reached a different address if the household moved and kept the same telephone number.

Make sure that you enter the correct precode at **VERADD\_CP**, so that you follow the correct path and collect the necessary information for the situation.

**VERADD\_CP** has the following four precodes/answer categories:

- (1) **SAME address**
- (2) **MOVED (NOT same address)**
- (3) **Haven't moved, but address has changed**
- (4) **Incorrect address previously recorded**

Enter **Precode (1)** when the respondent verifies that the household still lives at the address shown on the **VERADD\_CP** screen and there are no changes/corrections to the sample address.

Enter **Precode (2)** when the respondent tells you that the household has moved from the sample address and is currently residing at a different address.

Enter **Precode (3)** when the respondent tells you that the household still resides at the sample address shown on the screen, but some part of the address has changed since the last enumeration period. For example, a county may have changed house numbers and/or street names to aid in

---

dispatching emergency medical services. After entering Precode (3), you will see the **NEWADD** screens (**NEWADDHNO\_CP**, **NEWADDSTRNAME\_CP**, and so on) where you can correct the address for the sample unit.

Enter **Precode (4)** when the respondent tells you that the household still resides at the sample address shown on the screen, but some part of the address is not appearing correctly on the **VERADD\_CP** screen. After making sure that the household has not moved out of the sample address and that the sample address has not changed since the last enumeration period, enter Precode (4) and correct the address for the sample unit at the **NEWADD** screens as discussed in the paragraph above.

**Completing Table X  
for Extra Units  
(Time-In-Sample 1  
Cases Only)**

An "extra unit" is 1) any unlisted separate living quarters that qualifies as a housing unit and is discovered by chance during an interview or when asking the household coverage question, "Are there any other living quarters, either occupied or vacant, at this address," 2) is associated with the sample unit and 3) is not likely to have a chance of being selected for sample.

After you ask Item **MAILINGSAME\_CP** for a case that is in the sample for the first time, Item **HUCOVERAGE** appears. It asks, "Are there any other living quarters, either occupied or vacant, at this address?" If the respondent answers, "Yes," a screen appears that gives the following warning: "You are about to begin asking questions about one or more additional living arrangements at this location to determine if they qualify as EXTRA UNITS. If you have accidentally reached this screen, PRESS "UP ARROW" to back up to the previous screen and correct an earlier entry."

To continue down this path, enter (1). The instrument then leads you through a series of screens **EXTRAHNO** through **DIRECTACCESS** that collect address information for the extra unit and asks questions to determine if it is indeed an extra unit. After collecting address information for the extra unit, interview the original household as usual. The Case List now includes a new case for the extra unit; conduct a separate interview for members of the household in the extra unit. The extra unit now appears with original household ID appended with a serial suffix of Z, Y, X, etc.

***Replacement Households***

At Item **HHNUM\_VR\_CP**, the instrument asks, “Is this a replacement household?” A replacement household happens when there are no members of the original household living at this address. If this occurs, answer Precode (1), “Yes.” Item **CK\_REPLACE\_CP** appears; “A replacement household means that there are no members of the original household living at this address. Are you sure this is a replacement household?” Enter Precode (1), “Yes.”

Then Item **SPAWNED\_CP** appears: “A new case for the replacement household will be spawned in Case Management after you exit this case. Enter (1) to exit this case, which will automatically become a Type C. Select the newly spawned case in Case Management to interview the replacement household.” (In Case Management these cases are automatically coded as outcome code 341, “Replacement household.”) Enter Precode (1) to continue. Then go back to the Case List and select the newly spawned case; interview as usual. The newly spawned cases now appear with the letter “R” in the third digit of the case ID.

***Control Card Information***

The next set of instrument screens contains questions that you ask of the household respondent. This information is used to obtain or update information about the household and to ensure that we are aware of any household composition changes.

**NOTE** that a maximum of **30** household members may be entered in the household roster. If you have a household larger than 30 members, Items **ROS2BIGOVER30** and **ROS2BIGHOWMANY** ask the number of household members over 30, but does not collect any information for them.

***Screening for Crime Incidents***

Starting with the **TIMEATADDRESS** screen, the next set of screens in the NCVS instrument presents questions for you to ask of the household respondent. This set of questions start by asking about the household respondent's mobility (**TIMEATADDRESS**) and then whether or not anyone in the household operates a business from the sample address (**BUSINESS**).

Starting with the introduction on the **SQTHEFT** screen, the next set of questions is designed to determine whether the household respondent or the sample household has experienced any crime incidents during the 6-month reference period. The screen questions that you ask the household respondent involve thefts, break-ins, illegal entries, motor vehicle thefts, attacks, attempted attacks, verbal threats of harm, and unwanted sexual acts (sexual assault, rape, and attempted rape). We are interested in both attempted incidents and actual incidents.

If the household respondent answers "Yes" to any of these screen questions, you must:

- Indicate the number of times the incident happened and
- Enter a brief description of what happened during the incident. (100 character limit)

You also ask the household respondent questions pertaining to identity theft to determine if anyone in the sample household discovered that someone used or attempted to use various forms of personal information without permission to commit fraud or other crimes.

After you are done asking all screen questions of the household respondent, you see the **INC\_REPORTS** screen which shows you how many incidents were reported by the household respondent. If no incidents were reported by the household respondent, then you see the **NO\_CRIMES** screen.

**NOTE** that a maximum of **30** incidents may be reported in the NCVS instrument.

#### **Reporting Crime Incidents**

If the household respondent reported one or more crime incidents, then you proceed through the incident report screens for each reported incident that occurred during the 6-month reference period. The incident report screens start with the **INCIDENTINTRO** screen. These screens are designed to gather detailed information, such as:

1. Where the incident took place.

2. Whether or not the respondent or other household members were present during the incident.
3. How the incident happened.
4. Any injuries that the respondent or other household members may have experienced during the incident.
5. Information about the offender(s).
6. Details about the respondent's employer and job when the incident occurred while the respondent was working or on duty.
7. Whether or not the police were notified and reasons for reporting or not reporting the incident to the police.
8. What the respondent was doing when the incident happened.

***Writing a Summary Report***

After completing all the incident report screens, you see a **SUMMARY** screen. (Note that the **SUMMARY** screen has a limit of 300 characters.) Use the **SUMMARY** screen to enter a concise and accurate summary of the crime incident, including all pertinent facts (*who, what, where, when, and how*). More instructions for writing summary reports are included in Parts B and C of this manual.

***Adding Additional Incidents***

Once you have collected information on the incident report screens for all incidents reported by the household respondent, the **INCIDENTTOADD** screen appears, which is used to ensure that we collect information for all NCVS crimes which took place during the reference period.

This screen allows you to:

- Enter Precode (1) to add another crime incident that the household respondent may have mentioned while answering the incident report questions.
- Enter Precode (2) to indicate that no additional incidents need reporting.

**Avoiding Duplicate Reports**

Starting with the **INTRO\_UNDUP** screen, you see a set of screens to be used to get your assessment about whether each reported incident is unique and is not a duplicate of another incident reported by the respondent or household in the current and previous enumeration periods. **Do not discuss incidents with the respondent.** After checking a crime incident against incidents already reported in the current enumeration period, the NCVS instrument also allows you to check the incident against up to four incidents reported in a previous enumeration period.

**Employment Questions**

Once you have completed the incident report section of the instrument for all reported crime incidents, ask the questions about the household respondent's primary employment during the week prior to the interview or for at least two consecutive weeks during the last 6 months. If the household respondent did not report any crime incidents, the instrument shows these employment questions following the **NO\_CRIMES** screen.

**Interviewing Individual Respondents**

You must complete the household respondent's interview **before** you can interview any other eligible household members. When you finish interviewing the household respondent, complete any remaining eligible household member's interviews one at a time.

During your initial contact with a sample household, always try to complete as many interviews with individual respondents as possible. Try to keep household callbacks for individual respondents to a minimum.

Your initial contact with a first enumeration period household must be in person. However, after interviewing the household respondent in person, any individual respondents in the household who are unavailable during your initial contact can be interviewed later by telephone.

When interviewing the next eligible respondent, re-introduce yourself using the text on the **INTROFORNEWRESPONDENT** screen. The text on this screen also allows you to explain who you represent, which survey you are conducting, and why you are calling the household.

Unlike the household respondent's interview, the interviews for the remaining household members who are eligible for the NCVS does not include any questions pertaining to general information about the household. Those questions are asked only of the household respondent.

***Screening for Crime Incidents***

Some of the questions relating to the entire sample household are asked only of the household respondent and will not appear as you ask screen questions of individual respondents in the household. With the exception of the following types of questions, the remaining questions in the screening portion of the instrument will remain the same for individual respondents in the sample household.

**Screening questions NOT asked of individual respondents determine--**

- Whether the household operates a business from the sample address (**BUSINESS**).
- Whether the household has experienced any break-ins or illegal entries (*either actual or attempted*) (**SQBREAKIN**).
- How many vehicles are owned by the sample household (**SQTOTALVEHICLES**).
- Whether any of the household's vehicles were stolen or someone attempted to steal any of them (**SQMVTHEFT**).

After you finish asking all screen questions of an individual respondent, either **NO\_CRIMES** or **INC\_REPORTS** appears, displaying the number of incidents reported by the respondent.

***Reporting Crime Incidents***

If the individual respondent reported one or more crime incidents, you proceed through the incident report screens for each reported incident that occurred during the 6-month reference period. The incident report items start with **INCIDENTINTRO** and are designed to gather the same information as described earlier in this chapter for the household respondent.

***Writing a Summary Report***

After completing all the incident report screens, you see a **SUMMARY** screen. Use this screen to enter a concise and accurate summary of the crime incident, including all pertinent facts (*who, what, where, when, and how*). More instructions for writing summary reports are included in Parts B and C of this manual.

***Adding Additional Incidents***

Once you have completed the incident report screens for all incidents reported by the individual respondent, **INC\_TO\_ADD** appears. This screen allows you to:

- Enter Precode (1) to add another crime incident that the individual respondent may have mentioned while answering the incident report questions.
- Enter Precode (2) to indicate that no additional incidents need reporting.

***Avoiding Duplicate Reports***

Starting with the **INTRO\_UNDUP** screen, you will see a set of screens that you will use to make sure each reported incident is unique and is not a duplicate of another incident already reported for the respondent or the sample household in the current and previous enumeration periods. **Do not discuss incidents with the respondent.**

For example, a sample household member may report a household crime that has already been reported by the household respondent in the current interview or the household member may report a crime incident that occurred and was reported in a previous enumeration period. After checking a crime incident against incidents already reported in the current enumeration period, the NCVS instrument also allows you to check the incident against up to four incidents reported in a previous enumeration period.

***Employment Questions***

Before interviewing any other eligible household members, ask each individual respondent, who is at least 16 years of age, a set of questions related to his/her employment. Once you have completed the incident report section of the instrument for all reported crime incidents, then you ask the questions about the respondent's primary employment during the week prior to the interview or for at least two consecutive weeks during the last 6 months. If the

---

respondent did not report any crime incidents, you see these employment questions following the **NO\_CRIMES** screen.

**Callback, Thank You, and Notes Screens**

In the back portion of the NCVS instrument, you have access to a set of screens that enables you to identify the day and time that is best to re-contact the household and interview members who are currently unavailable but still need to be interviewed.

A variety of "Thank you" screens are also available to satisfy each type of interview situation. The instrument is programmed so that the appropriate "Thank you" screen appears automatically when you are ending an interview with a respondent.

**NOTES Screen**

Before exiting the case, you always see the **CASE NOTES** screen. This screen is designed so that you can:

- Review "old" notes already entered about the case.
- Enter any notes about the case that you feel would help the next interviewer who contacts the sample household. At the end of your note, press F10 to end your notes and exit the screen.

If the case does not require any notes, press F10 to exit the **CASE NOTES** screen. This indicates that you are done reviewing and/or entering notes.

**F7 Notes**

You can also enter a note relating to a specific instrument item/screen. We call this the "**F7 Notes**" option. You can add an "F7 Note" to include more details for an answer or to explain an unusual situation relating to a specific instrument item/screen. After pressing the "F7" function key, you can:

- Review any previously entered "F7 Notes." After reviewing previous notes, press the ESC key to exit the "F7 Notes" option.
- Enter a note that relates to the case as a whole.

F7 notes are not carried forward to the next enumeration period.

---

***Refused After Starting Interview***

If you are interviewing the household respondent and he/she refuses to continue with the interview and does not want to set up an appointment to be interviewed later, press the "F10" function key, which takes you to **REFCBBREAK\_CP**.

**REFCBBREAK\_CP** asks, "Did this interview end because of a refusal, a callback was needed, or a breakoff occurred?" Enter (1) for a refusal, (2) for a callback, or (3) for a breakoff. (2), "Callback," takes you to the **APPT** item when interviewing the household respondent, which says, "I would like to schedule a date and time to complete the interview. What date and time would be best?" For refusals or breakoffs, you exit the instrument.

Finally, **CASE NOTES** appears. Use this screen to enter any notes about the case. Be as specific as possible, such as "L1 mistrusts all government workers, but L2 may be willing to cooperate as the household respondent."

**Individual Respondent Refusals**

When there is more than one eligible respondent, the refusal of one individual respondent does not end NCVS interviews in the sample household. Continue to interview other eligible household members.

***Refused at the INTROFORNEW RESPONDENT Screen***

The **INTROFORNEWRESPONDENT** screen is where you re-introduce yourself to the new respondent, introduce the survey and state the purpose of your telephone call. If the individual respondent refuses to be interviewed at this screen, back up to **NEXTPERSON**.

At **NEXTPERSON**, either identify the next household member to be interviewed or enter Precode (31), "Respondent refused for someone else" to code the respondent as a refusal.

***Refused After Starting Interview***

If you are interviewing an individual respondent and he/she refuses to continue and does not want to set up an appointment to be interviewed later, press the "F10" function key. These screens appear to exit the instrument:

- **REFCBREAK\_CP**
- **PERSAPPT**
- **VERIFY**

---

## **Chapter 4**

### **Your Job Duties and Performance Standards**

**Table of Topics**

<b>Topic</b>	<b>Page</b>
1 Interviewing	A4-2
2 Listing	A4-6
3 Performance Standards	A4-9
4 Field Evaluations - Observation and Reinterview	A4-13

## Topic 1. Interviewing

<b>Overview</b>	As a Field Representative for the NCVS, you are assigned work in one or more of the NCVS sample areas or Primary Sampling Units (PSUs). PSUs are often the same as a county or county equivalent. Most of your duties are the same for each interview month.
<b>Interviewing Assignments</b>	Each interview month, you receive the addresses of sample cases where you will conduct interviews. Each sample address is in the NCVS for seven interviews – one interview every six months, over the course of 3½ years.
<b><i>Personal Visit Interviews</i></b>	Interview cases in sample for the first time with a personal visit. The personal visit allows you to meet the household members face-to-face, so you can introduce yourself, show your Census ID, and gain their cooperation. At the end of the first interview, you will ask for household phone number(s) and arrange to call the household members for future interviews.
<b><i>Telephone Interviews</i></b>	If household members have agreed to telephone interviews, conduct interviews by telephone after the first interview.
<b>Finding Sample Addresses</b>	Most addresses in the sample are city-style with a house number and street name. In some rural areas with few city-style addresses, the sample addresses are a location description. For example, "House on right ½ mile from the intersection of Oak Ln and Rte 27." Most addresses will have a map spot with longitude and latitude geo-coordinates. Use Census maps and/or navigation devices to help you find sample addresses.
<b>Best Times for Interviewing – Evenings and Weekends</b>	Interviewing at sample addresses is not a regular 9 to 5 job when most people are working. Often, you can find people at home in the evenings and on weekends. Sometimes you will have to try to contact them at various times of day and on different days of the week.

**pCHI and Returning pCHI**

pCHI stands for “Person Level Contact History Instrument”. pCHI appears when you close a case or partially complete case. pCHI prompts you to record data about your contact attempts and the types of strategy you are using to contact household members.

Returning pCHI is pCHI contact data collected six months ago by the FR(s) who were interviewing household members at this sample address. This may be useful for contacting household members at this address during the current month.

See Part D, Chapter 2 of this manual for more pCHI details.

**FR Memos, Self-Studies, CBTs, and Refresher Training**

Monthly FR Memos contain an FR calendar, current and upcoming FR activity information, a review of procedures for recent problems, and routine survey activity reminders.

Self-Studies and CBTs (computer-based-training) are used for training on Supplements – additional questions asked for a variety of topics. For example – the School Crime Supplement (SCS), the Identity Theft Supplement (ITS), and the Police and Public Contact Supplement (PPCS).

Refresher Training is used for training experienced NCVS FRs on procedural changes, new survey questions, etc.

These memos, self-studies, CBTs and Refresher Training can help you do a better and more efficient job.

**Getting a Good Start, Identifying Challenging Cases Early**

Arrange your work schedule so you can complete most of your cases early in the interview period. If you delay interviewing until later in the interview period, you run the risk of not completing your assignment by the closeout date.

Most sample households require more than one contact to complete interviews for all eligible household members.

Also, identify challenging cases early in the interview period will provide you more time to complete before closeout.

<b>Planning Your Travel Route</b>	Plan an efficient travel route to move from one sample address to another using the least amount of time and mileage. Use your navigation device, if necessary.
<b>Introducing Yourself – The Respondents' First Impression</b>	<p>The NCVS survey is voluntary. Your job is to convince household members to participate by answering the NCVS questions. Make a good first impression with them.</p> <p>Memorize your introduction. This will help you to introduce yourself in a confident, business-like, polite and friendly way.</p> <p>"Good evening, I'm (state your name) from the U.S Census Bureau. Here is my Census ID (show Census ID)."</p>
	Always conduct your interviews with discretion and courtesy; both are important in gaining a respondent's confidence and continued cooperation.
<b>Keeping Callbacks to a Minimum</b>	<p>Plan your personal visits during the most productive hours of the day and days of the week, so you can find household members at home. Evening hours and weekends are usually most productive interviewing times in areas where a most household members work outside the home.</p> <p>To minimize the number of trips to sample addresses, make personal visit callbacks in areas where you still have some initial visits, to save a trip. Also, if no one is at home, find out the best time to contact the household from a neighbor, apartment manager, etc., before you leave the sample area.</p>
	<p><b>DO NOT mention the survey name to neighbors or other non-household members.</b></p>
<b>Conducting Efficient Interviews</b>	<p>Some pointers for conducting efficient interviews:</p> <ul style="list-style-type: none"><li>• Know what is in the NCVS instrument.</li><li>• Understand how to enter answers in the NCVS instrument.</li><li>• Know possible answer categories for NCVS questions.</li></ul>

- Answer respondents' questions clearly and concisely. To help, review the introductory letters, the job aid, **NCVS At a Glance** (NCVS-500.1), the **NCVS Fact Sheet** (NCVS-110), and this manual (NCVS-550).

### **Understanding NCVS Concepts**

Throughout the screening and incident reporting sections of the NCVS instrument, there are several concepts you need to understand before you can excel at interviewing for the NCVS. (*See Part C of this manual for detailed information about NCVS concepts.*)

### **Entering Accurate Information**

Throughout the NCVS instrument, enter precodes or typed descriptions at each screen to indicate answers or to proceed to the next screen. Make accurate entries so you can follow the correct paths through the NCVS instrument.

### **Keeping Accurate Records**

Accurate administrative records are important for both you and your supervisor. Each workday record:

- The time you spent on NCVS work,
- The miles you traveled for NCVS interviewing.

### **Meeting Expected Standards**

Strive for the highest possible degree of accuracy and efficiency. To help you in meet and maintain this goal, the Census Bureau has developed performance standards by which your supervisor can rate your performance. (*See Topic 2 of this chapter for more details about performance standards.*)

### **11-8, Listing and Coverage Manual**

Form 11-8, Listing and Coverage Manual, Volume 1, is sometimes used by Field Representatives at Time of Interview (TOI). See Topic 2 below of details of how you may use this manual.

### **11-55, Administrative Handbook**

For more general information about your job, refer to Form 11-55, Chapter 1 of the **Administrative Handbook for Intermittent and Part-Time Schedule A Employees**.

## Topic 2. Listing

<b>Overview</b>	As a Field Representative for the NCVS, you will be assigned to work in one of the NCVS sample areas or Primary Sampling Units (PSUs). You will spend the most time interviewing. On occasion, you may do some Time of Interview (TOI) listing.
<b>Listing Assignments</b>	<p>During your first month on the job, you do not do any TOI listing. You begin learning the listing and coverage procedures during your second month on the job. The listing and coverage training for is a series of four self-studies.</p> <ul style="list-style-type: none"><li>• Unit – from the 2000 Census Master Address File</li><li>• Permit – residential construction after April 2000</li><li>• Area – address listings in mostly rural areas</li><li>• GQ – Group Quarters in Unit frame blocks or GQs found while listing Area segments.</li></ul> <p>Most NCVS cases are in unit segments.</p> <p>Form 11-8, Volume I, Listing and Coverage Manual contains details for listing in each of these sample frames.</p>
<b><i>Listing Unit Segments</i></b> <i>Listing &amp; Coverage Manual, Chapter 2</i>	<p><b>For Single Unit Addresses:</b> No listing is necessary and you do not receive listing sheets for these addresses. Page 2 of Module 2.3.</p> <p><b>For Multi-Unit Addresses:</b> For multi-unit addresses, locate the unit designation for the current NCVS sample and conduct the interview.</p> <p>Additional action need only be taken if:</p> <ul style="list-style-type: none"><li>• The expected number of units is between 2 and 4.</li><li>• There are missing and/or duplicate unit designations to resolve, or</li><li>• You cannot find the current sample unit(s).</li></ul>

If you find any of these three situations, follow the instructions provided on Page 6 of Module 2.4.

***Listing Permit Segments***

*Listing & Coverage Manual, Chapter 3*

**For Single Unit Addresses:** List single units by drawing a dash in column (2) on Line 1 of the 11-3, Unit/Permit Listing Sheet. See Page 1 of Module 3.3.

**For Multi-Unit Addresses:** Without skipping any lines, start listing units in column (2) on Line 1 of the 11-3, Unit/Permit Listing Sheet. See Page 2 of Module 3.4.

***Listing Area Segments***

*Listing & Coverage Manual, Chapter 4*

**Area Segments are listed by DAAL Listers:** For the 2000 sample design, DAAL listers update existing addresses and list new addresses on laptops using the Automated Listing and Mapping Instrument (ALMI). See Page 1 of Module 4.1 and Page 1 of Module 4.2 for details.

DAAL Listers use the 11-8, Listing and Coverage Manual, Volume 2, for their listing instructions.

***Listing GQ Segments***

*Listing & Coverage Manual, Chapter 5*

A Group Quarters is a type of living quarters where the residents share common facilities or receive authorized care or custody. There are three types of GQs – Institutional, Noninstitutional, and military barracks. Only **noninstitutional** GQ units are eligible for interview. By definition, a GQ is not a housing unit.

A **GQ segment** is made up of one or more GQs that were identified in the 2000 census blocks originally screened for unit segments.

DAAL Listers use the GAIL (Group Quarters Automated Instrument for Listing) to list GQs with their monthly assignments using one of two methods:

- The Register Method using a handwritten, typed or computer generated list, or

- The Complete Method listing rooms, beds or persons.

See Modules 5.1, 5.2 and 5.3 for details.

## **Topic 3. Performance Standards**

**Overview**

The success of the NCVS is dependent on accurate and complete information. We count on you, our Field Representatives, to help us succeed in this effort.

We depend on you to complete NCVS accurately and efficiently so NCVS can stay on schedule and within budget.

**Performance Ratings**

Strive for a high level of quality and productivity with NCVS work. New Field Representatives are not expected to begin with an "outstanding" performance rating. You are expected to improve as you gain more NCVS experience.

To help you meet and maintain high performance standards, we have established measures for various elements of your job. Your supervisor will evaluate your performance on a continuing basis and keeps monthly records on your level of performance. In addition, your supervisor will rate your performance with a rating of Level 1 through 5 (1 is lowest, 5 is highest), twice a year.

**Production Standards**

Completing your assignment within the specified interview period is not only important from a cost standpoint, but is also essential for meeting processing deadlines. With the exception of holidays, always begin your assignment on the first working day of the month.

Try to complete all interviews assigned for an interview month as quickly as possible. Keep in mind that a case you are working on is "partial" interview until you have interviewed all eligible household members. For "Partial" households (where some eligible "Type Z" persons have not been interviewed), if it is:

- Still possible to interview the Type Z persons, hold the partial case until you get the missing interviews.
- Not possible to interview the Type Z persons, send the case in as a partial interview.

Schedule your work so that your assignment is completed **before** the closeout date for the interview month.

**Quality Interviews**

The quality of your work is just as important as your productivity. Incomplete or inaccurate work is not okay.

This manual provides procedures for conducting NCVS interviews efficiently and accurately. If you have special situations or problems that are not covered in this manual, contact your supervisor.

**Response Rates**

The Response Rate calculation is:

$$(Interviews + Partials) / (Interviews + Partials + Type As)$$

Type B and Type C cases are not in the Response Rate.

Your monthly response rate is one of the Data Quality Indicators that is in your performance plans.

Maintaining a high response rate helps to ensure that the NCVS sample data represents the entire U.S. population.

**Type A Rates**

The Type A Response rate calculation is:

$$(Type As) / (Interviews + Partials + Type As)$$

Type B and Type C cases are not in the Type A Rate.

When you cannot interview ANY household members (*including the household respondent*) for a sample case, code the case as a Type A noninterview. Type A noninterview reasons include:

- No one home,
- Temporarily absent through the entire interview period,
- Refused

Keep Type A noninterviews to a minimum.

**Type Z Rates**

Type Zs are eligible household members (age 12 and older) who did not complete the screener questions. The Type Z Response Rate comes from the calculation:

$$Type Zs / Eligible Persons in HH$$

---

When you cannot interview all eligible household members for a sample case, code the persons not interviewed as Type Zs. Type Zs can bias survey results if the Type Z persons have very different victimization experiences than those who are interviewed.

Type Z noninterview reasons include persons who are:

- Never available,
- Refused, parent or other person refused for respondent.
- Refused, person refused for themselves
- Physically and/or mentally unable to answer and no proxy respondent is available, and
- Temporarily absent and no proxy respondent is available

***Minimizing Type As and Type Zs***

Best strategies for minimizing Type As and Type Zs:

- Review pCHI data from current and previous month.
- Get phone numbers for potential Type Z persons.
- Discuss strategies with Field Supervisor
- Improve your salesmanship skills to gain cooperation
- Contact respondents when they are available

**Performance Standards or Data Quality Indicators (DQIs)**

Several other data performance standards are used to evaluate your performance. These standards are referred to as "Data Quality Indicators" or DQIs. DQIs may include:

- Quick screener times
- Quick crime incident report times
- Household response rates
- Overnight interviews
- Quality/completeness of crime incident report
- Late starts (after the 15<sup>th</sup> of the month)
- Completeness of NCVS screener
- Completeness of personal Contact History Instrument (pCHI) records

Your supervisors will explain the data quality indicators (DQIs) that are in your performance plan. The DQIs may change from year to year.

Reports	Data collected from NCVS interviews ends up in several report systems - ROSCO, CARMN, Giant Panda and UTS.
<b>ROSCO Reports</b> <i>Updated every time completed work is checked in (multiple times a day)</i>	The Regional Office Survey Control or ROSCO Reports are used to monitor current survey work. RO staff use ROSCO to make assignments and monitor the completion of work at the FR, SF, SSF and RO level.
<b>CARMN Reports</b> <i>Updated once a day in the morning</i>	RO management staff can generate individual performance reports from the Cost and Response Management Network (CARMN). These reports include: <ul style="list-style-type: none"><li>• The Monthly Data Quality Feedback report that shows data quality indicators (DQIs) from the current month, the previous month and from six months ago (the last time this month's cases were in sample)</li><li>• The 11-39, FR Performance Summary Report, shows DQI data for the current rating year in a separate row for each month and a cumulative row for year to date.</li></ul> CARMN Reports combine data from ROSCO, WebFred and other payroll systems.
<b>GIANT PANDA Reports</b> <i>Updated once a week</i>	Giant Panda Reports are RO summary reports that contain data quality indicator (DQI) information used by RO staff to monitor survey performance. Giant Panda reports have a drill-down feature that displays DQI data at the FR level.  Giant Panda reports come from the NCVS interviews.
<b>UTS Reports</b> <i>Update once a day at midnight</i>	The Unified Tracking System is a data warehouse that provides a view of Census data over time, across surveys, and from different data capture sources at one time; all of the data in one place to view, analyze, and make more efficient and effective decisions. UTS reports help RO staff to monitor survey performance at a variety of levels.  UTS data comes from a variety of sources.

## Topic 4. Field Evaluations--Observation and Reinterview

### **Observations**

Your Field Supervisor (FS) will periodically observe you interviewing.

The first two on-the-job or induction observations provide post-classroom training during actual work situations on interviewing techniques and NCVS concepts. Both of these observations are usually done within your first six months on the job.

All other observations are to evaluate and improve your on-the-job performance. Normally, you are observed at least once a year for a minimum of six hours. This is the average length of time required for reviewing your general performance and rectifying specific performance problems.

Observations provide an opportunity to get individual assistance with any problems and to improve your performance measures.

Before your observation, the observer make the final arrangements and give you any pre-observation instructions. These instructions may vary depending on the purpose of the observation.

### **For a Low Response Rate**

If one of the purposes for the observation is to help you improve a low response rate, you maybe instructed to:

- Delay interviewing households where you suspect that you might experience problems; and
- Keep interviewing materials for problem households that you have already contacted.

This allows the observer to work with you on these cases and help you improve your techniques for gaining the cooperation of sample households.

### **For a High Number of Minutes per Case**

If one of the purposes for the observation is to help you use work time more efficiently, be prepared to discuss how you:

- Plan your itinerary,
- Use the Census maps or your navigation device to

---

	<ul style="list-style-type: none"><li>• locate assigned addresses,</li><li>• Use the telephone, and</li><li>• Decide when to contact assigned households.</li></ul>
<b><i>For Conducting Screeners or Crime Incident Reports Too Fast</i></b>	If one of the purposes of the observation is to help you slow down your pace for conducting screeners or the Crime Incident Report section of the interview, you may be instructed to: <ul style="list-style-type: none"><li>• Save a few cases that will potentially require screeners and/or crime incident reports.</li><li>• Practice at home on slowing down the pace of asking the screener and/or crime incident report questions.</li></ul>
<b>Reinterview</b>	<p>Reinterview is a method we use to independently evaluate your on-the-job performance. At least once a year and possibly up to four times a year, your supervisor or his/her representative recontacts a portion of your assignment for the interview month. You will not know when your work assignment is in reinterview.</p> <p>The reinterviewer verifies that:</p> <ul style="list-style-type: none"><li>• A Census FR conducted recently interviewed eligible household respondents,</li><li>• The correct eligible respondents were interviewed,</li><li>• The household screens were completed or updated properly,</li><li>• All screen questions were asked and all answers recorded, and</li><li>• Any noninterviews were classified accurately.</li><li>• If this original interview was by personal visit, if the FR collected the data on a computer device.</li></ul> <p>Once the reinterview is completed, the reinterviewer contacts you so you can review the results together. During this review, errors are discussed and the appropriate concepts and procedures are reviewed. The extent and type of errors may require a "special needs" observation and/or retraining.</p>

---

## **Chapter 5**

### **Personal Visit vs. Telephone Interviews**

**Table of Topics**

<b>Topic</b>	<b>Page</b>
1 Identifying the Method of Interview	A5-2
2 Qualifications for Using the Personal Visit Method	A5-3
3 Qualifications for Using the Telephone Method	A5-8
4 Instructions for Conducting Telephone Interviews	A5-10
5 Telephone Interviewing Skills	A5-17

## **Topic 1. Identifying the Method of Interview**

### **Checking Case Management**

Each interview month, some of your interviews are designated as personal visit interviews and some designated as telephone interviews. “P” indicates “personal visit” and “T” for “telephone” interviews in the “P/T” column in the “details” portion of the case management display. For more detail about the information found in laptop case management, refer to the NCVS-521 self-study.

Also review your notes for each case using the “Notes” function in case management for more information about a respondent’s preferred interviewing method.

Notify your supervisor immediately if you have any questions about whether or not the sample addresses in a particular segment must be interviewed by personal visit or by telephone.

## Topic 2. Qualifications for Using the Personal Visit Method

### Overview

Since telephone interviews are more cost effective, most of your NCVS interviews will be by telephone. The following qualifications must exist before you can conduct an NCVS interview in person:

- The sample household is assigned for a first enumeration period interview.
- The sample household has not been interviewed in any previous enumeration period (*sample address was a Type A or B noninterview previously or a replacement household now lives at the sample address*).
- The sample household does not have a telephone on which they can be reached.
- The sample household does not want to be interviewed by telephone.
- The sample household has a privacy detector that requires the caller to enter a personal identification number (PIN).

### First Enumeration Period Households

For the first enumeration period, a sample household is always scheduled for a personal visit interview. When using the personal visit method, try to complete interviews for the household respondent and all other eligible household members during your initial visit. If the household respondent refuses to do the interview in person, you can take a telephone interview for the initial visit. However, try to avoid this situation whenever possible.

Only the household respondent's interview must be done in person for a first enumeration period interview. Any other eligible household members who are not available during your initial visit can be interviewed by telephone.

### ***Checking the Case Data in Laptop Case Management***

By reviewing the various tabs in laptop case management for a sample address, you can tell whether a sample address needs to be interviewed by personal visit. For a first enumeration period household, most of the data, such as the roster items will be blank.

**Household Not Interviewed  
in Previous Enumeration  
Periods**

Regardless of the enumeration period, your first contact with a sample household must be in person. After the first enumeration period for a sample address, a sample household may not have been interviewed because:

- The sample household was classified as either a Type A or a Type B noninterview in **all** previous enumeration periods.
- The sample household is not the same household as was interviewed in the previous enumeration period. The new household at the sample address is referred to as a "replacement" household.

If you discover that a replacement household is now living at the sample address, you must:

- Code the original or parent case as replaced, using the instructions in Part A, Chapter 3.
- Interview the household respondent in person, along with any remaining household members who are eligible for interview and available at the time of your visit. Any callbacks for individual respondents may be done by telephone.

***Checking the Case Data  
in Laptop Case  
Management***

Look at the "History" tab in laptop case management, to tell whether or not the sample household was a noninterview in the previous enumeration period. If a sample household has been a noninterview in **all** of the previous enumeration periods, then use the personal visit method for the current interview period.

**No Telephone Available**

If you find that a sample household does not have a telephone, you must conduct the interview in person. To conduct a telephone interview, the sample household must have a telephone at home or elsewhere on which **all** eligible household members can be contacted.

***Checking the Case Data  
in Laptop Case  
Management***

Look at the “Assignment” tab in laptop case management to verify that the household has a telephone on which all eligible household members can be interviewed and that at least one telephone number is listed. The telephone number and type can be edited in laptop case management, which lists up to three telephone numbers for the household.

**Telephone Interview Not  
Acceptable**

If a sample household does not want to be interviewed by telephone, then you must conduct personal visit interviews for the household.

***Checking the Case Data  
in Laptop Case  
Management***

Laptop case management does not specifically display whether a respondent requested not to be contacted by telephone, although the presence of the letter “P” in the “P/T” column could be the result of such a request. You can look at the “Notes” tab to see if any information was recorded regarding contacting the household. Within the instrument, this information can be found at the **VERIFY** screen in the back of the instrument.

**Special Situations  
Requiring Personal Visit  
Interviews**

Some special situations can require cases that would normally be interviewed by telephone to have personal visit interviews. These situations include:

***Entire Sample  
Household Refuses a  
Telephone Interview***

- In some cases, you may encounter a sample household in which all household members refuse to be interviewed by telephone. Instead of classifying the household as a Type A noninterview, you must attempt to conduct these interviews in person.

***Household Member  
Unable to Complete a  
Telephone Interview***

- In a **single-person** sample household, the household member is either too hard-of-hearing or is mentally and/or physically unable to complete the interview by telephone. Attempt to conduct the interview in person and explain the reason for the personal visit in the case level notes.

***An EXTRA Unit Is  
Found***

- When an EXTRA unit is discovered during a telephone interview for a 2000 sample design case (J23 - J29), interview the household at the EXTRA unit in person and explain the reason for the personal visit in the case level notes. Since January 2005, you cannot add an EXTRA unit for a 1990 sample design case.

***Incorrect Telephone Number***

- If you discover that the telephone number listed on the laptop case management or the instrument is incorrect, verify that you have reached the sample address. If you have not reached the sample address, try to get the correct telephone number from directory assistance, etc. If you cannot get a good telephone number for the sample address, then you must make a personal visit and explain the reason for that personal visit in the case level notes.

***No One Answers***

- If you have tried several times to reach a sample household by telephone and have been unsuccessful, you must:
  - Verify the accuracy of the telephone number either in a local telephone directory or with directory assistance.
  - Telephone the contact person if one is listed in the "Contacts" tab. If you can reach this contact person, try to find out why you have been unable to reach the sample household by telephone.
  - As a last resort, make a personal visit to the sample address and explain briefly the reason for the personal visit in the case level notes.

***You Get a Recorded Message***

- If you get a recorded message saying that the phone number has been changed, call the new number (*if given*) and make sure that you have reached the sample address before starting the interview(s). Enter the new telephone number in the appropriate screen in the instrument or in the case level notes, along with the appropriate "phone type code." You can also record the new number in the "Assignment" tab in laptop case management.

If the recorded message says that the number is disconnected or has changed and a new number is not provided, try to find a new number from a local directory or directory assistance.

As a last resort, visit the sample address and explain briefly the reason for personal visit in case level notes.

***Privacy Detectors***

Privacy detectors are devices that respondents may have on their telephones requiring incoming callers to identify themselves either through speaking their name or providing a PIN before the call rings through to the respondent. If you encounter a privacy detector which allows you to identify yourself, as well as the purpose of your call (*to conduct a survey for the Census Bureau*), you may do so. However, if this method does not result in telephone contact with the respondent or if you encounter privacy detectors which require a PIN and no other telephone contact with the respondent is possible, you must conduct the interview by personal visit.

During the personal visit, you may ask the household respondent if it is acceptable to contact the household by telephone for future interviews (*that is, if the current interview is not the final interview for the household*). If future telephone interviews are acceptable, find out what instructions are necessary to ensure that future calls will not be blocked by the privacy detector. Write any such instructions clearly in the case level notes.

## Topic 3. Qualifications for Using the Telephone Method

### Overview

You conduct most of your assigned interviews for second through seventh enumeration period households by telephone. The following qualifications must exist before you can conduct an NCVS interview by telephone:

- The sample household was assigned for a personal visit interview in a previous enumeration period **and** at least the household respondent was interviewed in person in a previous enumeration period. Refer to the “History” tab for this information.
- The sample household must have a telephone on which all eligible household members can be interviewed. Refer to the “Assignment” tab in laptop case management for this information.
- The sample household must be willing to be interviewed by telephone. Refer to the “Notes” tab or the “P/T” column in laptop case management or the **VERIFY** screen in the instrument for this information.

Once a sample household is assigned for a telephone interview **and** there is no special situation requiring a personal visit, then interview **all** eligible household members by telephone for the current and all future enumeration periods.

### Household's First Time in Sample

As covered in Topic 2 of this chapter, only the household respondent's interview must be completed in person when a household first enters the NCVS sample (*regardless of the enumeration period*). Once the household respondent's interview is completed in person, any callbacks for other household members should be conducted by telephone. This helps us lower interviewing costs.

**Type Z Noninterviews**

If a sample household is designated for a telephone interview and an eligible respondent, **other than the household respondent**, refuses to be interviewed, classify the respondent as a Type Z noninterview. Do not make a personal visit in an attempt to convert a refusal for an individual respondent. (*See Part A, Chapter 6, for instructions on classifying a respondent as a Type Z noninterview.*)

**Type A Noninterviews  
Require a Personal Visit**

If either the household respondent or the entire household refuses to be interviewed during a telephone interview, then you are required to make a personal visit to conduct the interviews.

**Never classify a sample household as a Type A noninterview following a telephone interview. You must attempt to convert the refusal in person before classifying a household as a Type A noninterview.**

## Topic 4. Instructions for Conducting Telephone Interviews

### Timing of Interviews

Always start your assignment with the telephone interview cases, and get started as soon as possible once the interview month begins. It is possible that you will discover cases marked as telephone interviews that require you to make a personal visit to an assigned segment (*as covered in Topic 2 of this chapter*). By working through your telephone interview work first, you can minimize the number of trips to a segment area and help us save money by reducing travel costs.

Because of these possible personal visits, it is extremely important that you attempt to complete all telephone interviews in a segment within the first few days of the interview period.

As you plan your itinerary for your personal visit cases, make sure to include any telephone interview cases that now require personal visits. Try to make the least number of trips as possible into a segment area to complete your assignment.

Whenever you discover a case that was scheduled for a telephone interview and now requires a personal visit interview, briefly explain the reason for the personal visit in the case level notes.

### Starting the Interview

When you are ready to start a telephone interview, look at the information in case management. By reviewing these items, you will be prepared for situations where:

- The telephone number provided rings somewhere other than the sample household's residence. Look at the "Notes" tab to see if notes were entered with this information.
- The telephone number might be for a pager, cell phone, FAX machine, etc. The code beside the phone number in the "Assignment" tab provides this information.

- You are unable to contact the household on the first telephone number listed in the “Assignment” tab, but a second telephone number is also entered in the same tab.
- The sample household does not want to be interviewed by telephone. The “Notes” tab in laptop case management or the **VERIFY** screen at the back of the instrument may have this information.
- The sample household indicated the best time to call or visit them and/or when they do not wish to be contacted. Press “Ctrl” + “T” in the instrument or use the “Interview Time Preference” tab in case management to get this information.
- The sample household indicated that they do not want to be contacted on a Sunday. Press “Ctrl” + “T” in the instrument or use the “Interview Time Preference” tab in laptop case management to get this information.
- The sample household indicated in the “Assignment” tab that someone in the household needs his/her interview conducted in Spanish.

By reviewing these items before dialing the telephone number, you will be more likely to reach the household and less likely to bother them at an inconvenient or unwanted time. You also will be better able to start the interview in a confident and prepared manner.

#### ***Ask for Previous Household Respondent***

After dialing the telephone number listed in the “Assignment” tab or at the **DIAL\_CP** screen in the instrument, start by identifying yourself and asking to speak to the household respondent from the previous enumeration period. This person is listed in the “Assignment” column in laptop case management. The instrument is also set up to ask for the household respondent from the previous enumeration. If that person is not available, then make sure that you have reached the correct sample address.

Once you know that you have reached the correct sample address and are speaking to a household member, you can continue with your introduction. You don’t want to describe

---

the NCVS to someone who is not a sample household member.

Then ask to speak with a household member who is at least 18 years of age and knowledgeable about the household, preferably one of the owners or renters of the home. This person will be your household respondent for the current interview.

**A Typical Introduction**

The following introduction appears in the instrument at **GEN\_INTRO\_CP** and **HELLO\_1\_CP**.

**"Hello, I'm (your name) from the United States Census Bureau."** (After reaching a sample household member, continue with...) **"I'm calling concerning the National Crime Victimization Survey. The Census Bureau is conducting a survey here and throughout the Nation to determine how often people are victims of crimes. We last contacted this address six months ago. I would like to talk to someone in the household who is at least 18 years of age and knowledgeable about this household. Would that be you?"**

**Explaining the Purpose of the NCVS**

Some respondents may want to ask some questions about the NCVS before agreeing to answer the survey questions. Be prepared to answer their questions briefly and accurately.

The following sources provide answers to some commonly asked questions from respondents:

- Information Card Booklet, NCVS-554,
- NCVS At a Glance, NCVS-550.1 Job Aid,
- The FAQ tab in the NCVS instrument, and
- Part A, Chapter 2, Topic 5, of this manual, NCVS-550 (CAPI).

**Mentioning the Introductory Letter**

For both personal visits and telephone interviews, the instrument prompts you to verify whether the respondent received the introductory letter. Have a copy of the letter with you in case a respondent has a question about it. If you

---

---

conduct the interview in person, hand him/her a copy of the introductory letter if they did not get it in the mail.

***Identifying Yourself***

Unlike a personal visit interview, you cannot show any formal identification to a respondent over the telephone. If you identify yourself, your agency, the survey, and your purpose for calling, most respondents will believe you and agree to be interviewed. For those respondents who doubt what you tell them, suggest that they call your regional office's (1-800) number (*if available*) or call collect to confirm who you are and why you are calling them.

***Explaining the Purpose  
of a Telephone  
Interview***

Some respondents may want to know why you are calling them instead of coming to their home for the interview. If this happens, just explain that telephone interviews help us to reduce our survey expenses. Therefore, as a cost saving measure, we attempt to conduct most interviews by telephone if the household has indicated to us in a previous interview that a telephone interview is acceptable.

***Explaining Our  
Exemption From the  
“Do Not Call” Registry***

The “Do Not Call” registry does not limit a call made for the sole purpose of conducting a survey. Therefore, calls from the Census Bureau for survey data collection are not restricted by this registry.

***Verifying the Accuracy of  
Your Contact***

For the NCVS we are following the sample address and not a specific household. If a household moves out of a sample address between enumeration periods, you no longer interview that household. Instead, you interview the current residents at the sample address.

If you call the telephone number and reach the same household from the previous enumeration period, don't assume that you have reached the sample address. It is possible that the household could be using the same telephone number at their new address.

Always verify that the household is still living at the address listed in the **VERADD\_CP** screen. If you are given an address that doesn't identify an exact unit or is slightly different from the address displayed in **VERADD\_CP**, ask the respondent if the household has moved since their last interview.

---

If the household has moved out of the sample address and continues to use the same telephone number, use the procedures for coding movers in Part B, Chapter 2, Topic 5. Thank the respondent for their cooperation and explain that you do not need to interview his/her household, since they no longer live at the sample address for this survey.

Any time you discover that a new or replacement household is currently living at the sample address, you are required to collect the demographic information for the new respondents and conduct the interviews with the replacement household by personal visit for the current enumeration period, when a new household has moved into the sample address. However, if the sample address is vacant because no new respondents have moved in, the original case will not be coded as a replacement; rather, it will be coded as a Type B noninterview.

### **Selecting a Household Respondent**

Once you are sure that you have reached the sample address and the same household from the previous enumeration period, you need to speak to the household member who will be the "household respondent." Because of the type of information this person needs to provide both for the Demographics Section and the Basic Screen Questionnaire, you need to select a household member who is at least 18 years of age and knowledgeable about the household.

Listed below is the order of preference for selecting a household respondent:

- First** Ask for the household respondent from the previous enumeration period.
- Second** Ask for one of the persons who owns or rents the home.
- Third** Ask for a household member who is at least 18 years of age and knowledgeable about the household.

**Using the Information Card Booklet and the F1 Key**

Questions that display the icon of an open book in the upper left corner (**EDUCATIONATTAIN**, **SP\_ORIGIN**, **RACE**, and **HOUSEHOLDINCOME**) instruct you to show a flashcard to the respondent for personal visit interviews. When several answer categories are listed for an item, it is much easier for a respondent to read the flashcard and select the correct answer. You may also press F1 to read the answer categories for all of the questions listed below during a telephone interview.

***EDUCATIONATTAIN,  
Educational Attainment***

If you are conducting a telephone interview for a third, fifth, or seventh enumeration household or during an even numbered enumeration where there are any NEW household members, ask item **EDUCATIONATTAIN** and enter the appropriate precode. More information about this item can be found in Part B, Chapter 2, Topic 8.

***Item SP\_ORIGIN,  
Spanish Origin***

Since your telephone interview cases will be sample addresses that have been interviewed in a previous enumeration period, you will only ask Item **SP\_ORIGIN** for NEW household members that you add for the current enumeration period.

If the respondent hesitates to answer once you have asked the question in **SP\_ORIGIN**, then turn to the race categories in your Information Card Booklet and ask the respondent if the added person's ethnic origin is one of the following origins...(*then read the origins listed*).

***Item RACE, Race***

For your telephone interviews, only ask the race question for any NEW household members for the current enumeration period. If the respondent does not give you the NEW household member's race(s) after you ask the question for **RACE**, then read the race categories listed.

***Item HOUSEHOLD  
INCOME, Household  
Income***

If you are conducting a telephone interview for a third, fifth, or seventh enumeration period household, you must update Item **HOUSEHOLDINCOME** with the household respondent. Follow these steps:

**Step 1** - Ask the question in Item **HOUSEHOLDINCOME**, "*What was the total combined income of all members of this household during the past 12 months?*"

**Step 2** - If necessary, explain to the respondent that you need to identify the broad income range that best fits the total combined income during the past 12 months for all household members who are 14 years of age or older.

Exclude the income of any household member who left the household and is not a household member at the time of the interview. If the respondent seems confused about which household member's income to include, read the list of current household members who are over 14 years of age by clicking on the HHRoster tab in the instrument.

**Step 3** - If the respondent gives too broad an income range, probe by reading the answer categories from the question that are within the broad range.

## Topic 5. Telephone Interviewing Skills

<b>Overview</b>	Every interviewing situation is unique. Do not allow a difficult interview or a sharp refusal to shake your confidence or affect subsequent interviews. Begin each interview as if it were your first interview of the workday. Keep a businesslike attitude and a positive frame of mind at all times.
	Successful telephone communication is dependent on how the respondent perceives you based on your vocal expression. Your language usage, grammar, voice quality, rate of speech, and enunciation are all key elements in creating a favorable impression over the telephone.
<b>General Rules</b>	When you conduct a telephone interview, be professional. You can accomplish this if you are easy to understand and always try to sound confident, polite, and businesslike. Listed below are some general rules that can help you to promote a professional image.
<b>Clarity</b>	Avoid talking to respondents with anything in your mouth -- mints, gum, etc. Speak directly into the mouthpiece and guard against placing the mouthpiece at chin level. Instead of raising your voice when a respondent is having difficulty hearing or understanding you, first make sure that you are holding the mouthpiece between your nose and your lower lip. This improves the quality of the transmission and allows you to speak in your normal tone of voice.
<b>Enunciation</b>	Pronounce your words carefully; never mumble. This is important because the English language is full of similar sounds, such as the letters "T" and "D," and "P," "B," and "V." Careful enunciation saves you from repeating and helps avoid misunderstandings.
<b>Courtesy</b>	Courtesy is important during a telephone interview. When a respondent tries your patience, remain calm and do not allow him/her to hear any impatience or frustration in your voice. Never take anything a respondent says personally. Avoid letting your emotions push you into saying anything that may upset or excite a respondent.

---

Also, as a courtesy to the respondent, explain why you are pausing between questions. The respondent may be more patient and willing to wait if he/she knows that you are pausing to enter pertinent facts about an incident. Your job is to conduct complete and accurate interviews in a "professional" manner.

***Rate of Speech***

Find a rate of speech that is comfortable for you and the majority of your respondents. The average rate of speech is 120 words per minute. If you speak too rapidly, your words tend to run together, and if you speak too slowly, the respondent may still have difficulty understanding what you say.

***Pitch and Inflection***

Speak in a moderate pitch and avoid talking in a monotone voice. When reading questions, it is especially helpful to use a rising inflection towards the end of a question. If you put a "smile" in your voice and avoid sounding like a robot, you are more likely to keep your respondent's interest.

***Use a Brief Introduction***

Avoid using lengthy introductions. Be brief and to the point and begin interviewing as soon as possible.

***Start Fresh***

Do not let your emotions from a "tough" interview or a refusal carryover into the next interview. Each respondent deserves a fresh start and the best that you have to give them. Do not allow "tough" interviews and refusals to shake your confidence.

***No Rushing***

Do not rush respondents or make them feel that they are taking too long to answer your questions. We want respondents to relax and take their time, so they can remember all the pertinent facts about an incident. If respondents feel like you are rushing them, they may purposely leave out information.

***Ending the Interview***

As you finish interviewing each eligible respondent in a sample household, thank him/her and ask to speak to the next respondent. When the time comes to end the telephone call, always let the respondent hang up first. This technique gives the respondent a feeling of control over the situation.

---

**Listening Skills**

It takes much more than just asking questions to be a good interviewer. Listening attentively to your respondent is just as important for conducting a successful interview. Listed below are some listening techniques which all interviewers need to practice:

- ✖ Limit your own talking so that the respondent has ample time to explain incidents. Remember that it is very difficult to talk and listen well at the same time.
- ✖ When you do not understand something said or you feel that you may have missed a point, always try to get a clear understanding of the situation. Sometimes repeating what the respondent said in your own words may help to straighten out the misunderstanding. Telephone interviews may require more probing than personal visit interviews.
- ✖ Try not to interrupt a respondent before he/she is finished replying. A long pause does not always mean that the respondent is done answering your question. Never rush a respondent when he/she needs more time to recall specific facts.
- ✖ Shut out distractions while conducting interviews. Concentrate on focusing your mind on what each respondent is telling you.
- ✖ The occasional use of interjections like "Yes" or "I see" reassures the respondent that you are paying attention to what he/she is saying. Be especially careful to use neutral comments that will not bias the interview in any way. Avoid saying things like "That's good" or "That's too bad."
- ✖ Listen attentively and objectively. Do not allow a respondent's words to irritate you or a respondent's harsh manner to distract you from your professional manner.

- 
- ✗ Avoid jumping to conclusions or assuming that a respondent will say something before they finish explaining the incident. Be patient and let the respondent finish his/her thought. Do not lead the respondent and possibly bias the interview.

## Telephone Techniques

Every interviewing situation is unique. It is important that you adapt to each new respondent. Do not let your reactions to one interview carry over and affect the next interview.

Here are some techniques you can follow to help in conducting your telephone interviews:

- ✓ **Select a good working space**  
Choose a quiet place where you can conduct your telephone interviews without distractions and in privacy. Make sure that you have adequate space and light.
- ✓ **Be prepared**  
Before you begin a telephone interview, make sure that you have all the materials you need within your arm's reach. Make sure that you have adequate supplies of paper, pens, pencils, and forms, together with this manual and any job aids. If you need to leave the telephone for some unexpected reason, always excuse yourself politely and never let the respondent wait more than a minute. If your telephone has a "call waiting" feature, disable the "call waiting" feature **before** you start any telephone interviews.
- ✓ **Learn from mistakes**  
Whenever possible, try to evaluate your performance for each interview. See if you can improve your technique in any area of the interview process. Try to improve your technique with each new interview and do not continue making the same mistakes over and over.
- ✓ **Learn from successes**  
When you feel an interview went well, think about why. Perhaps your telephone manner made a difference because you were able to maintain your confidence and project a pleasant, businesslike attitude. Concentrate on the positive aspects of a successful interview and continue to improve your technique.

## **Chapter 6**

### **Noninterviews**

**Table of Topics**

<b>Topic</b>	<b>Page</b>
1 Overview of Noninterview Types and Procedures	A6-2
2 Type A Noninterview Categories	A6-10
3 Type B Noninterview Categories	A6-17
4 Type C Noninterview Categories	A6-22
5 Type Z Noninterview Persons	A6-26

## Topic 1. Overview of Noninterview Types and Procedures

### Noninterview Cases

When you are assigned an NCVS case and cannot get a completed interview, you must classify the case into one of three noninterview categories: Type A, Type B, or Type C.

- A sample address is classified as a noninterview if:
- The living quarters is occupied but you are unable to get any completed interviews.
- The living quarters is occupied by persons who are not eligible respondents for the NCVS.
- The living quarters is vacant.
- The living quarters is not eligible for sample because it is no longer used as a residence, it no longer exists, or it does not qualify based on the current listing and coverage rules.

### Noninterview Categories

Qualifications for each of the three noninterview categories, Type A, B, and C, are as follows:

#### **Type A**

Some sample households consist of persons who are eligible for interview, but none of these persons can be interviewed for a specific reason. These cases will classify as Type A noninterviews. Type A noninterview reasons for the NCVS are:

- ✓ Duplicate (2000 sample design only)
- ✓ Language problems
- ✓ No one home
- ✓ Temporarily absent
- ✓ Refused
- ✓ Other occupied (*Use this Type A reason for occupied sample units that you cannot reach due to impassable roads; for sample households that you cannot interview due to serious illness or death in the household; for sample units that you are unable to locate; or for EXTRA and additional units for 2000 sample design cases that are added on the listing sheet, but not interviewed.*)

**Type B**

A sample address could be vacant or occupied entirely by persons who have a usual residence elsewhere. Although these cases are not eligible for interview during the current interview period, they could become eligible at a later time. These cases will classify as Type B noninterviews. Type B noninterview reasons for the NCVS are:

- ✓ Vacant - regular
- ✓ Vacant - storage of household furniture
- ✓ Temporarily occupied by persons with usual residence elsewhere (URE)
- ✓ Unfit or to be demolished
- ✓ Under construction, not ready
- ✓ Converted to temporary business or storage
- ✓ Unoccupied site for mobile home, trailer, or tent
- ✓ Permit granted, construction not started
- ✓ Other (*Only use this Type B reason if none of the other Type B reasons are appropriate for the situation.*)

**Type C**

Some situations can require that a sample address be permanently removed from the NCVS sample. These cases will classify as Type C noninterviews. Type C noninterview reasons for the NCVS are:

- ✓ Unused line of listing sheet
- ✓ Demolished
- ✓ House or trailer moved
- ✓ Outside segment
- ✓ Converted to permanent business or storage
- ✓ Merged
- ✓ Condemned
- ✓ Built after April 1, 1990/2000
- ✓ Removed during subsampling (2000 sample design only)
- ✓ Unit already had a chance of selection (2000 sample design only)
- ✓ Permit abandoned or other (*Only use the Type C "Other" reason when none of the specific Type C reasons are appropriate for the situation.*)
- ✓ Spawed in error

---

<b>Type Z Noninterviews</b>	<p>Classify an eligible household member as a Type Z noninterview when you are unable to interview an eligible household member <b>and</b> the household member is <b>not</b> the household respondent.</p> <p>Unlike Type A, B, and C noninterviews, a Type Z noninterview relates to an eligible household member (<i>other than the household respondent</i>) and does <b>not</b> relate to the entire sample household. Another difference is that a personal visit is not required prior to classifying a person as a Type Z noninterview.</p> <p>However, if you are unable to interview the household respondent, the entire sample household will classify as a Type A noninterview because:</p> <ul style="list-style-type: none"><li>* You must interview the household respondent <b>before</b> interviewing anyone else in the household.</li></ul> <p>AND</p> <ul style="list-style-type: none"><li>* You cannot classify a household respondent as a Type Z noninterview person.</li></ul>
<b>Minimizing Noninterviews</b>	<p>It is important to keep both Type A and Type Z noninterviews to a minimum, so that:</p> <ul style="list-style-type: none"><li>• Your response rate does not suffer and</li><li>• The sample data you collect is truly representative of the entire U.S. population.</li></ul> <p>Individuals who are difficult to find at home or who resist being interviewed may have different victimization experiences than persons who are readily available for interviews. Therefore, failure to get interviews from all eligible household members could introduce serious bias into the survey results.</p>
<b>Procedures for Type A, B, and C Noninterviews</b>	<p>If you have a case that is a Type A, B, or C noninterview, select Precode (4), "Noninterview," at Item <b>START_CPI</b>. Descriptions and instructions for each noninterview type are outlined below, starting at Item <b>NONTYP</b>.</p>

---

**Type A Noninterview  
Procedures**

At Item **NONTYP**, select Precode (1), "Type A." Item **TYPEA** appears; there are six options:

1. Duplicate (2000 cases only) [*outcome code 211*]
2. Language problems [*outcome code 213*]
3. No one home [*outcome code 216*]
4. Temporarily absent - Specify [*outcome code 217*]
5. Refused [*outcome code 218*]
6. Other occupied - Specify [*outcome code 219*]

If you select precodes (1) (2) (3) or (5), Item **TYPEA\_CK** appears, which asks, "Are you sure this is a Type A noninterview?" If you are sure, enter Precode (1), "Yes." If not, enter Precode (2), "No."

If you select Precode (4) in **TYPEA**, "Temporarily absent - Specify," Item **TYPEA\_SPEC4** appears and says, "Enter the date this household is expected to return." Enter the date of the household's expected return. Then **TYPEA\_CK** appears (see paragraph above.)

If you select Precode (6), Item **TYPEA\_SPEC6** appears, which says, "Enter the description for Other - Occupied." Then **TYPEA\_CK** appears (see above). Proceed with Item **TYPEOFSHOUSINGUNIT\_AB**, which asks you to "Please select one box that describes the type of housing unit" from twelve options:

1. House, apartment, flat
2. HU in nontransient hotel, motel, etc.
3. HU permanent in transient hotel, motel, etc.
4. HU in rooming house
5. Mobile home or trailer with no permanent room added
6. Mobile home or trailer with one or more permanent rooms attached
7. HU not specified above - Describe
8. Quarters not HU in rooming or boarding house
9. Unit not permanent in transient hotel, motel, etc.
10. Unoccupied site for mobile home, trailer, or tent
11. Student quarters in college dormitory
12. Other unit not specified above - Describe

Items **BCNAME**, **BCTITL**, and **BCNUM** appear (when Precode 4 is selected in **TYPEA**), which ask for the contact

---

person's name, title, and telephone number. (*A contact person is someone who is knowledgeable about the household - a neighbor, mail carrier, postal carrier, etc.*) Select an answer and proceed with Item **THANKYOU\_CP**, which ends the interview.

**Type B Noninterviews**

At Item **NONTYP**, select Precode (2), "Type B." Item **TYPEB** appears; there are nine options:

1. Vacant - regular [outcome code 226]
2. Vacant - storage of household furniture [outcome code 227]
3. Temporarily occupied by persons with URE [outcome code 225]
4. Unfit or to be demolished [outcome code 228]
5. Under construction, not ready [outcome code 229]
6. Converted to temporary business or storage [outcome code 230]
7. Unoccupied site for mobile home, trailer, or tent [outcome code 231]
8. Permit granted, construction not started [outcome code 232]
9. Other - Specify [outcome code 233]

If you select any of Precodes (1) through (8), Item **TYPEOFHOUSINGUNIT\_AB** appears, then Items **BCNAME**, **BCTITL**, and **BCNUM** appear, which ask for the contact person's name, title, and telephone number. (*A contact person is someone who is knowledgeable about the household - a neighbor, mail carrier, postal carrier, etc.*) If the determination of a Type B was made by observation, enter "None" in the contact information fields, and enter Precode (2), "Yes" at **BCOBS**.

If you select Precode (9), "Other - Specify," **TYPEOFHOUSINGUNIT\_AB** appears, then **TYPEB\_SPEC9**, "Enter the description of the Other Type B reason." Then Item **BCNAME** appears (see paragraph above).

Proceed with Item **THANKYOU\_CP**, which ends the interview.

**Type C Noninterviews**

At Item **NONTYP**, select Precode (3), "Type C." Item **TYPEC** appears; there are twelve options:

1. Unused line of listing sheet [outcome code 247]
2. Demolished [outcome code 240]
3. House or trailer moved [outcome code 241] (**Note that this code is for a case where the actual trailer or house has moved and not just its occupants**)
4. Outside segment [outcome code 242]
5. Converted to permanent business or storage [outcome code 243]
6. Merged [outcome code 244]
7. Condemned [outcome code 245]
8. Built after April 1, 2000 [outcome code 246]
9. Removed during subsampling [outcome code 256]
10. Unit already had a chance of selection [outcome code 257]
11. Permit abandoned or Other - Specify [outcome code 248]
12. Spawed in error [outcome code 290]

If you select any of Precodes (1) through (10), **TYPEC\_WARN** appears, then Items **BCNAME**, **BCTITL**, and **BCNUM** appear, which ask for the contact person's name, title, and telephone number. (*A contact person is someone who is knowledgeable about the household - a neighbor, mail carrier, postal carrier, etc.*) If the determination of a Type B was made by observation enter "None" in the contact information fields, and enter Precode (2), "Yes" at **BCOBS**.

If you select Precode (11), Item **TYPEC\_SPEC** appears, which says, "Enter the description of the other Type C reason." Enter the description. Then Item **TYPEC\_WARN** appears: "You have made this case a Type C- Permit Abandoned or Other-Specify." If this is correct, enter Precode (1) to proceed. If you have made an error classifying the case, use the up arrows to go back to previous items and change your responses, after entering (1) to continue. Item **BCNAME** appears, which is described in the previous paragraph.

If you indicate that the case is a true Type C, the instrument spawns a case, which will appear on the main Case List with

---

an “R” prefix, and the same ID number as the parent case, incremented by 1. The parent case no longer appears on the main Case List.

Proceed with Item **THANKYOU \_CP**, which ends the interview.

#### **Procedures for Type Z Noninterviews**

A Type Z noninterview indicates that you completed interviews with at least the household respondent but were unable to complete an interview with one or more eligible members.

If the household contains any members who have not been interviewed, either because they refused, had a partial interview, were never available despite repeated attempts to interview them, they were temporarily absent and no proxy was available, you must specify the Type Z noninterview reason for every noninterview person in the household before you can transmit the case.

This process can only be done at the time you are ready to transmit the case, so it is important that you identify any eligible household members as noninterviews early in the interview period, and annotate the reason(s) in the CAPI notes so you don't forget them when you are ready to transmit the case later.

#### ***Designating household members as Type Z noninterviews***

Enter the case and click on the household roster (HH Roster) tab on the toolbar to check the interview status of eligible household members. You must designate a Type Z noninterview reason for all those whose interview status is “Need self,” “Need proxy,” “Partial int,” or “Refused.” Proceed as follows:

Click on the “Main” tab to go to the **START\_C\_P** screen and enter Precode (5), “Ready to transmit case - no more followup.” A pop-up screen appears that says, “Case not ready for transmission.” Click “Suppress.” The **TYPEZ** screen appears: “No survey data were collected for (NAME). Enter the reason that best describes why (NAME)'s survey date were not collected.” There are six options:

- 
- 1. Never available
  - 2. Parent Refused
  - 3. Resp. Refused
  - 4. Physically/Mentally Unable
  - 5. TA - No proxy available
  - 6. Other

Enter the applicable reason, then exit the case. Note that the case is automatically removed from the main Case List.

## Topic 2. Type A Noninterview Categories

### Overview

Since Type A noninterviews mean the loss of valuable information, keep Type A noninterviews to a minimum. If we fail to get NCVS data from sample households, the data we do collect may not be representative of the U.S. population.

It is not always possible to avoid Type A noninterviews, but there are ways to keep them at a minimum. These include:

- Establishing good relations with your respondents,
- Contacting sample households when they are most likely to be at home, and
- Conducting the interview in a positive and professional manner.

The following reasons can cause a sample unit to be classified as a Type A noninterview:

- ✓ A 2000 sample design case is also in sample for either the National Health Interview Survey (NHIS) or the American Community Survey (ACS).
- ✓ The sample household cannot be interviewed during the interview period because of language problems.
- ✓ After making repeated contacts during the interview period, you are never able to reach anyone at home.
- ✓ All members of the sample household are temporarily away from home during the entire interview period.
- ✓ The sample household refuses to allow any interviews.
- ✓ An occupied sample unit cannot be interviewed due to impassable roads.
- ✓ The sample household cannot be interviewed during the interview period because of a serious illness or a death in the family.
- ✓ You are not able to locate the sample unit.

---

Before you classify a **telephone interview** case as a Type A noninterview, you must attempt to make contact in person and interview the household. Also make sure that you call your regional office **before** sending in a Type A noninterview.

**Procedures for “Duplicate (2000 Sample Design Only)” - Precode (1), (Outcome 211)**

If a 2000 sample design case in your assignment is flagged on your assignment sheet (11-35) as a potential duplicate AND the respondent tells you that he/she was interviewed already, then you can classify the case as Type A Precode (1), Duplicate (2000 sample design only). In this situation, the NCVS case is also in sample for the NHIS and/or the ACS and one of those surveys has already interviewed the household. Do NOT classify a 1990 sample design case (*Samples J21 and J22*) as a Type A Precode (1).

**Procedures for “Language Problems” - Precode (2), (Outcome 213)**

Before you can classify a sample household as “Language Problems,” you must make attempts to find an interpreter who is acceptable to the household respondent. The interpreter can be a family member, a neighbor of the respondent, an official interpreter, or even you, if you speak the person’s language. If you have difficulty finding a suitable interpreter, contact your supervisor before classifying the case as a Type A Precode (2). Only use Type A Precode (2) as a last resort.

**Procedures for "No One Home" - Precode (3), (Outcome 216)**

Before you can classify a sample household as "No One Home," you must make several attempts to contact the household and verify that they are only gone for a short while and plan to return during the interview period. If the household is away from home and isn't expected to return before your closeout date, use Type A Precode (3), Temporarily Absent, instead of using Type A Precode (2).

**For personal visit interviews:**

If no one is home at the time of your first visit for the interview period, check with neighbors or anyone else who may know when the household is expected to return home. Remember, do not mention the survey name when making any inquiries. Listed below is a suggested way of making inquiries:

**"Hello, I am (your name) from the United States Census Bureau. Here is my identification (show ID). I am trying to contact someone at (sample address), but no one is at home. Do you know when it is likely that someone would be there?"**

Listed below are the procedures to follow when you discover that the household is expected to return home sometime within the interview period:

- Fill out a Request for Appointment (*Form 11-38 or 11-38A*) indicating when you plan to return. For identification purposes, enter the case's control number and your name and telephone number on the form.
- Use the back of the instrument (when in the instrument) or the case level notes to enter the callback date and time for your return visit.

**Note:** Another alternative is to leave your business card at the sample address with a preprinted peel-off sticker attached to it saying:

**IMPORTANT**

Please call me at the number on the attached card. I am required to contact an adult household member and I am obligated to return until contact has been made.

(Enter your name)  
**U.S. Census Bureau Field Representative**

- If it is not practical to use a Request for Appointment form, try to determine the best time to contact the household and make a return visit then.
- If all these efforts fail, then classify the case as a Type A Code 216, No one home, as described in Topic 1 of this chapter.

**Procedures for  
"Temporarily Absent" -  
Precode (4), (Outcome 217)**

**For personal visit interviews:**

When you make your first visit to a sample address for an interview month and find that no one is home, try to

---

determine from neighbors or anyone else who may know how long the household may be gone.

Before classifying a case as a Type A Precode (4), Temporarily Absent, **all** of the following conditions must exist:

- ✓ All household members are **temporarily away** and not expected to return home until the current closeout date has passed. They might be on vacation, a business trip, caring for sick relatives, or some other similar reason.
- ✓ All of the **household's personal belongings are still in the sample unit**. In other words, the sample household has not moved their personal belongings to another location. This is especially important if you see a "For Sale" or "For Rent" sign on the property.
- ✓ The sample unit is **not a summer cottage or a unit used only for vacation purposes**. In other words, the sample unit is the primary residence for the sample household.

Once you determine that the case qualifies as a Type A Precode (4), Temporarily Absent, take the following actions:

- After entering Precode (4), enter the date when the sample household is expected to return to the sample address in **TYPEA\_SPEC4**.
- Use the **BC\_CONTACT** screens to enter the name, title, contact type code, address, telephone number, and telephone type code for the person who provided the information about the household.
- If there is any possibility that the household will return before **your closeout date**, attempt to interview the household prior to your closeout date when feasible, do not code the household as a Type A yet.
- When you know that the household definitely will not return before either closeout dates, complete the rest of the noninterview section according to the instructions in

---

Topic 2 of this chapter. Make sure that you enter the "Return date" when filling Item **TYPEA\_SPEC4**.

**Procedures for "Refused" - Precode (5), (Outcome 218)**

Although our response rates are high, you may occasionally experience households who refuse to be interviewed. When you encounter such households, impress upon them that the information they can provide is valuable and the survey results will benefit their household and their community. Make every reasonable effort to obtain cooperation from each sample household assigned to you.

Despite all your efforts, a sample household may still refuse to answer the survey questions or may insist that an interview is not necessary since their household had no changes or crimes to report for the past 6 months. You are still required to complete and/or update the appropriate items in the control card section and to complete the NCVS-1 interviews with a household respondent and all remaining eligible household members, even if no crimes occurred.

When you are unable to change the way a household feels about participating in the NCVS and they just refuse to cooperate, follow these procedures:

**For personal visit interviews:**

- ✓ Your supervisor may instruct you to notify her/him by telephone and explain the refusal situation. If your supervisor will be in the sample area on other business, she/he could visit the refusal household and try to change their minds.
- ✓ When all efforts to convert a refusal are unsuccessful, complete the noninterview section as described in Topic 2 of this chapter, below.
- ✓ Complete an INTER-COMM (*Form 11-36*) explaining the situation and what actions were taken to gain the household's cooperation.

As soon as your office becomes aware of a refusal household, they will mail a letter to the household requesting their cooperation and letting them know that you

---

---

will contact them again. The office will also send you a copy of this letter.

If your office notifies you that a refusal household is considered a "confirmed" refusal, you will no longer attempt to interview the refusal household. For future enumeration periods, verify with neighbors or other knowledgeable sources whether or not the same household is still living in the sample unit.

If the confirmed refusal household is still living at the sample unit:

- Enter Type A Precode (5) in Item **TYPEA**.
- Complete the Noninterview section as described in Topic 2 of this chapter, below.
- In the Case Level Notes, enter "Confirmed refusal household - Do not attempt to interview household."

If you discover that a new household has moved into the sample unit, visit and interview the new or "replacement" household and code the parent household as "replaced." See this manual, Part A, Chapter 3 or Part B, Chapter 2 for procedures for creating a spawned case from a parent case for the new household. After creating a spawned case, interview the "replacement" household.

#### **Group Quarters (GQ) Refusals**

Some of your NCVS assignments may include sample units within GQs, such as hotels, college dormitories, homeless shelters, and so forth. If either the manager or owner of a group quarters refuses to allow you to interview persons residing in sample GQ units, notify your supervisor immediately. Based on the situation, your supervisor will provide you with specific instructions.

#### **Procedures for "Other Occupied" - Precode (6), (Outcome 219)**

Most Type A noninterviews fall under one of the five reasons already mentioned: Duplicate (2000 Sample Design Only), Language problems, No one home, Temporarily absent, and Refused. However, you could encounter other situations that force you to classify an eligible and occupied sample unit as a Type A noninterview.

---

For example, the following situations could justify classifying a case as a Type A noninterview, Other occupied:

- ✓ A family member died very recently.
- ✓ The sample household has been quarantined.
- ✓ The sample household lives in a gated and/or guarded community and you cannot gain access to the sample address. Notify your supervisor immediately and he/she will provide you with specific instructions.
- ✓ A storm or other natural disaster prevents you from getting to sample addresses in your assignment. In recent years, weather-related interviewing problems, such as floods, mud slides, earthquakes, fires, and heavy snow, have become more prevalent. If you encounter these problems, try to identify which sample addresses are occupied and which sample addresses are vacant.

**For previously interviewed households:**

Determine occupancy based on the unit's status during the last enumeration period, unless a knowledgeable person tells you otherwise.

**For first time households:**

If a sample unit is assigned to you for the first enumeration period, try to discover the occupancy status from neighbors, local merchants, postal workers, county recorder of deeds, or other local government officials. Never mention the survey name when talking to persons who are not household members at the sample address.

- ✓ More than two of the household respondent's screen questions are left unanswered because the household respondent refused to answer them and you are unable to interview another eligible household member as the household respondent.
- ✓ An EXTRA or additional unit for a 2000 sample design cases is listed on a listing sheet, but not interviewed.

## Topic 3. Type B Noninterview Categories

### Overview

Type B noninterviews include cases which you cannot interview during a specific interview period because they are either:

- Unoccupied or
- Temporarily occupied by persons who are ineligible for interview because they have a usual residence elsewhere (URE).

Any case that you classify as a Type B noninterview could become eligible for interview in a later enumeration period.

- ✓ A sample unit may be classified as a Type B noninterview for any of the following reasons:
- ✓ Vacant, regular
- ✓ Vacant, storage of household furniture
- ✓ Temporarily occupied by persons with a usual residence elsewhere (URE)
- ✓ Unfit or to be demolished
- ✓ Under construction, not ready
- ✓ Converted to temporary business or storage
- ✓ Unoccupied site for a mobile home, trailer, or tent
- ✓ Permit granted, construction not started
- ✓ Other Type B

### Procedures for "Vacant, Regular" - Precode (1) (Outcome 226)

The majority of the unoccupied units that you discover will probably classify as "Vacant, regular." If you discover that a sample address is **unoccupied** and the following conditions exist, you can classify the unit as a Type B noninterview, Vacant, regular:

- ✓ The unit is vacant and the occupants have permanently left the unit.
- ✓ The unit is for sale or rent.
- ✓ The unit is being held off the sales market.
- ✓ The unit is seasonally closed (*e.g., a vacation home*).
- ✓ A dilapidated unit that is still considered a living quarters, such as a housing unit that is very run down, in need of many repairs, and still occupied as a living quarters. **Do not** include unoccupied units that are condemned, unfit for human habitation, awaiting demolition or being demolished.
- ✓ A vacant living quarters such as a mobile home, tent, or a similar structure.
- ✓ A GQ unit that may be vacant in transient quarters.

### **Special Situations**

You may discover a vacant sample unit that is in the process of being converted to make more units or merged to make fewer units. Classify the **unoccupied units created by the conversion or merger** as Type B, Precode (1), Vacant, regular, if:

- The conversion or merger has progressed to the stage where you can identify the converted or merged units as they will be when completed, or
- A responsible person can tell you how the units will be when completed.

Otherwise, classify the **original sample unit** as a Type B, Precode (1), Vacant, regular.

The same procedures used for conversions and mergers also apply to sample units that are undergoing repairs or alterations.

**Procedures for "Vacant, Storage of Household Furniture" - Precode (2), (Outcome 227)**

Only use Type B, Precode (2) when an unoccupied sample unit is used solely for the storage of excess furniture. This is not the same as a vacant unit that is fully furnished and awaiting a potential renter or owner. For a vacant, furnished unit that is waiting to be rented or sold, use Type B, Precode (1), Vacant, regular.

**Procedures for "Temporarily Occupied by Persons With a URE" - Precode (3), (Outcome 225)**

If an entire household is staying at a sample unit temporarily (e.g., *on vacation*) and the household has a usual residence elsewhere (URE), they are not eligible household members; do not interview them. If you discover this situation, classify the unit as a Type B, Precode (3), Temporarily occupied by persons with a URE.

**Procedures for "Unfit or to be Demolished" - Precode (4), (Outcome 228)**

Consider an unoccupied sample unit as unfit for human habitation if the unit is no longer protected from the elements because the roof, walls, windows, or doors are either damaged or missing. This may have been caused by vandalism, fire, or deterioration from neglect and age.

If you see the following conditions, the likely classification for the unit is Type B, Precode 4, Unfit or to be demolished:

- ✓ Windows are broken
- ✓ Doors are either missing or swinging open
- ✓ Parts of the roof or walls are missing or destroyed leaving holes in the unit's structure
- ✓ Part of the structure has been blown or washed away
- ✓ Part of the structure has collapsed or is missing.

Do not use Type B, Precode 4, for the following two situations:

- ✗ When doors and windows are boarded up to keep them from becoming destroyed by vandalism or bad weather.
- ✗ When doors and windows are not intended to be used in a structure, such as in some rural sections of the country.

Also use the "Unfit or to be demolished" reason for vacant sample units that you can verify as being scheduled for demolition. You must see positive evidence, such as a demolition sign, notice, or mark on the sample unit or on the building that houses the sample unit.

**Procedures for "Under Construction, Not Ready" - Precode (5), (Outcome 229)**

Type B, Precode (5) is intended for sample units that are in the process of being newly constructed and are not yet ready for occupancy because the following items have not been installed:

- Exterior windows and doors and
- Usable floors.

Once the newly constructed sample unit is ready for occupancy, but is still vacant, classify it as Type B Precode (1), Vacant, regular.

**Procedures for "Converted to Temporary Business or Storage" - Precode (6), (Outcome 230)**

Use Type B, Precode (6) when a sample unit that is intended as a living quarters is used instead for the **temporary** storage of commercial or business supplies, machinery or other products related to a business. If you can determine that the storage of these business supplies is **permanent**, then classify the sample unit as Type C Precode (5), Converted to permanent business or storage, not Type B Precode 6.

Do not use "Converted to temporary business or storage," if you discover that the vacant unit is intended for the storage of business supplies in the future, but not at the time of your visit.

There is a separate Type B noninterview reason for a sample unit that is vacant and used solely to store household furniture. Do not use "Converted to temporary business or storage" when it is household furniture that is being stored in the vacant unit.

**Procedures for  
"Unoccupied Site for  
Mobile Home, Trailer, or  
Tent" - Precode (7),  
(Outcome 231)**

Although mobile homes, trailers, tents, boats, cars, buses, caves, and so forth are not located within a typical building structure, they can still be considered housing units if they meet our housing unit definition. (See page 1.2 in Volume I, *Listing and Coverage: A Survival Guide for the Field Representative, Form 11-8*.) If the sample unit is listed by its site identification rather than an address, and you find that the site is vacant, classify the sample unit as Type B, Precode (7), Unoccupied site for a mobile home, trailer, or tent.

**Procedures for "Permit  
Granted, Construction Not  
Started" - Precode (8),  
(Outcome 232)**

There may be instances when you are assigned a sample unit in a permit segment and discover that the construction permit has been issued, but construction has not yet started. When this occurs, classify the sample unit as Type B, Precode (8), Permit granted, construction not started.

**Procedures for "Type B,  
Other" - Precode (9),  
(Outcome 233)**

Most Type B noninterviews will fall under one of the specific reasons already mentioned. If you discover a rare situation that is not covered in any of the specific Type B noninterview reasons, use Type B, Precode (9), Other. Then, at Item **TYPEB\_SPEC9**, enter a description of the reason you are coding this case as a Type B.

## Topic 4. Type C Noninterview Categories

### Overview

Type C noninterviews are sample units that are ineligible for the NCVS sample and need to be removed permanently from the sample. Many Type C noninterviews occur because of changes that happen between the time a unit is listed and the time the unit is assigned for interview.

- ✓ Type C noninterview reasons include:
- ✓ Unused line of listing sheet
- ✓ Demolished
- ✓ House or trailer moved
- ✓ Outside segment
- ✓ Converted to permanent business or storage
- ✓ Merged
- ✓ Condemned
- ✓ Built after April 1, 1990/2000
- ✓ Removed during subsampling (2000 sample design only)
- ✓ Unit already had a chance of selection (2000 sample design only)
- ✓ Permit abandoned or Type C, Other
- ✓ Spawned in error

### Procedures for "Unused Line of Listing Sheet" - Precode (1), (Outcome 247)

When working with listing sheets in unit, permit, and group quarters (GQ) segments, you may discover as you list units or verify listings that a multi-unit structure has fewer units than expected. If you are assigned a sample unit for interview and find out that the assigned case is actually an unused line on the listing sheet, classify the case as Type C Precode (1), Unused line of listing sheet. (See the appropriate chapters in Volume I, Listing and Coverage: A

---

*Survival Guide for the Field Representative, Form 11-8, for more details about the use of listing sheets.)*

**Procedures for "Demolished" - Precode (2), (Outcome 240)**

You could be assigned a sample unit and then discover that it no longer exists because it was demolished or is in the process of being demolished. If this happens, classify the case as Type C, Precode (2), Demolished.

**Procedures for "House or Trailer Moved" - Precode (3) (Outcome 241)**

When an unoccupied unit is scheduled to be demolished, but demolition work has not yet begun, do not classify the unit as Type C, Precode (2). When demolition work has not yet begun, classify the unit as Type B, Precode (4), Unfit or to be demolished.

**Procedures for "Outside Segment" - Precode (4), (Outcome 242)**

It is possible that a sample unit could have been moved from its site after it was listed. This is more likely to happen when the unit is a mobile home or trailer, but it could also be a house. If this happens and the unit is listed by its street address, **not** its site identification, classify the unit as Type C, Precode (3), House or trailer moved.

**Procedures for "Converted to Permanent Business or Storage" - Precode (5), (Outcome 243)**

Use Type C, Precode (4) when the original listing for an **area segment** is incorrect and, at the time of interview, you discover that the unit is physically located outside of the area segment boundaries.

**Procedures for "Merged" - Precode (6), (Outcome 244)**

Use Type C when a sample unit has been converted **permanently** from living quarters to storage space for a business. The unit may be used to store such items as farm products, machinery, lumber, business supplies, and so on.

Merged units occur when two or more apartment units or two single family homes combine to form one new unit. Based on the situation and segment type, instructions can vary for when to classify a sample unit as Type C, Precode (6), Merged. Detailed instructions for merged units are provided in Appendix B, as well as in the appropriate chapters of *Volume I, Listing and Coverage: A Survival Guide for the Field Representative, Form 11-8*.

**Procedures for  
"Condemned" - Precode  
(7), (Outcome 245)**

Before you can use Type C, Precode (7), the sample unit must be **unoccupied** and there must be positive evidence that the unit is condemned, such as a sign, notice, or mark on the unit or on the building that houses the unit. Do not use Type C, Precode (7), Condemned, if:

- You see a "condemned" sign, but the unit is occupied. If the occupants qualify as eligible household members, try to conduct interviews at the sample unit and ignore the "condemned" sign.
- The sample unit is vacant, but you can't find any positive evidence that the unit is "condemned." If the unit is vacant and unfit for human habitation, classify it as Type B, Precode (4), Unfit or to be demolished.

**Be careful not to classify a sample unit as a Type C noninterview when it should be a Type B noninterview. This type of mistake can remove a unit permanently from the survey's sample.**

**Procedures for "Built After April 1, 2000" - Precode (8), (Outcome 246)**

When you are working in a permit-issuing area segment, the instrument knows whether or not to ask about the year the sample unit was built. If it is required, the instrument displays and leads you through Item **YEARBUILT**, which asks when the structure was originally built (for 2000 sample design cases). When asked, the question is asked of the household respondent during the first enumeration period interview.

**For 2000 Sample Design Cases:**

If the household respondent answers "No" to Item **YEARBUILT**, because the sample unit was built after April 1, 2000:

- Enter Precode (2) in Item **YEARBUILT**,
- End the interview, and
- Classify the sample unit as a Type C, Precode (8), Built After April 1, 2000.

**Procedures for “Removed During Subsampling” - Precode (9), (Outcome 256)**

Type C, Precode (9), can only be assigned to a 2000 sample design case that:

- Is either a parent or EXTRA unit case that did not have a chance of selection AND
- The case was deleted from sample during subsampling when more than 15 units (*parent and EXTRA units*) were discovered. Your RO will provide you with the subsampling instructions that they receive from Headquarters (HQ).

**Procedures for “Unit Already Had a Chance of Selection” - Precode (10), (Outcome 257)**

Type C, Precode (10) can only be assigned to a 2000 sample design case that HQ has identified as having a chance of selection for sample. This may occur when you discover more than one EXTRA unit and contact your RO for instructions. Your RO will check with HQ to see if the case is listed in the 2000 Census Master Address File (MAF) with an “In Census” flag. Your RO will relay the HQ findings back to you, so you will know whether to interview the EXTRA unit or classify the case as Type C, Precode (10), Unit Already Had a Chance of Selection.

**Procedures for "Permit Abandoned" - Precode (11), (Outcome 248)**

At times, you may find from the builder or the permit office that the builder abandoned the building permit and never built the structure for a sample unit. If this happens and the permit will never be used, classify the case as Type C, Precode (11), Permit abandoned. Since Type C, Precode (11) is used for both “Permit abandoned” and “Type C Other,” make sure to enter “Permit Abandoned” on the “Specify” line.

**Procedures for "Type C, Other" - Precode (11), (Outcome 248)**

Most Type C noninterviews fall under one of the specific reasons already mentioned. If you discover a rare situation that is not covered in any of the Type C noninterview reasons already mentioned, use Type C, Precode (11), and enter the “Other” reason in Item **TYPEC\_SPEC**. An example of a Type C, Other reason is “Basic street address (BSA) identifies an institutional (or military) GQ.”

**Procedures for “Spawned in Error”- Precode (12), (Outcome 290)**

Discuss “Spawned in error” cases with your regional office before coding them as Type C, Precode (12).

## Topic 5. Type Z Noninterview Persons

### What Is a Type Z Noninterview?

Classify an eligible household member as a Type Z noninterview when you are unable to interview an eligible household member **and** the household member is **not** the household respondent.

Unlike Type A, B, and C noninterviews, a Type Z noninterview relates to an eligible household member (*other than the household respondent*) and does **not** relate to the entire sample household. Another difference is that a personal visit is not required prior to classifying a person as a Type Z noninterview.

However, if you are unable to interview the household respondent, the entire sample household classifies as a Type A noninterview because:

- ✗ You must interview the household respondent **before** interviewing anyone else in the household.

AND

- ✗ You cannot classify a household respondent as a Type Z noninterview person.

### Minimizing Type Z Noninterviews

It is important to keep both Type A and Type Z noninterviews to a minimum, so that:

- Your response rate does not suffer; and
- The sample data you collect is truly representative of the entire U.S. population.

Individuals who are difficult to find at home or who resist being interviewed may have different victimization experiences than persons who are readily available for interviews. Therefore, failure to get interviews from all eligible household members could introduce a serious bias into the survey results.

**Situations Causing Type Z Noninterviews**

There are several reasons why you might be unable to interview one or more eligible household members in a sample unit. Some situations will be beyond your control, while other situations can be overcome by improving your salesmanship and contacting households when you are most likely to reach household members.

***Never Available  
(Precode 1)***

You may find that an individual respondent within a sample household is never available when you contact the household. If **all** of the following conditions are true, then you can use Type Z, Precode (1) for an individual respondent:

- ✓ You made repeated attempts to reach the individual respondent.
- ✓ You are sure that the individual respondent is **not** temporarily absent. If the respondent is temporarily absent, try to get a proxy interview following the proxy interview procedures provided in Part C, Chapter 1, of this manual.
- ✓ You have a completed interview with the household respondent.

***Parent Refused  
(Precode 2)***

Use Precode (2), Refused, any time another person refuses to allow an interview with an eligible household member, such as a household member refusing to let you interview his/her elderly parent or 14-year-old child.

***Respondent Refused  
(Precode 3)***

Even after you try to persuade a respondent to comply with our survey, some individual respondents will still refuse to be interviewed. **You cannot take a proxy interview for an eligible respondent who refuses to be interviewed.** When an individual respondent refuses to be interviewed, use Type Z Precode (3).

Also use Type Z Precode (3) for an acceptable proxy respondent refuses to give an interview for an eligible respondent who is unable to respond for himself/herself due to a physical and/or mental problem or due to being temporarily absent from the sample address.

***Physically/Mentally  
Unable to Answer and  
No Proxy Available  
(Precode 4)***

You are allowed to take proxy interviews for individual respondents who are physically and/or mentally unable to be interviewed during the entire interview period. "Physically/mentally unable to answer" means that the household member must have health and/or mental illness problems that are continuous throughout the entire interview period. If you are unable to find an eligible proxy respondent for this person, classify the household member as a Type Z noninterview and use Type Z, Precode (4).

***Temporarily Absent and  
No Proxy Available  
(Precode 5)***

If an individual respondent is temporarily away from home and not expected to return before your closeout date, you can take a proxy interview. If you cannot find an eligible proxy respondent for this person, classify the household member as a Type Z noninterview and use Type Z, Precode (5).

***Other Type Z Situations  
(Precode 6)***

Use Precode (6) when you are unable to interview an eligible respondent (*other than the household respondent*) and the situation does not fit Type Z Precodes (1) through (5). Here are some examples:

**Household member cannot speak English/no  
acceptable interpreter--**

Another situation you may encounter is a household member who cannot speak English and an acceptable interpreter is not available. If this occurs, classify the person as a Type Z noninterview and use Type Z, Precode (6). Do not take a proxy interview in this situation.

**No acceptable proxy respondent available for a 12- or  
13-year-old child--**

If a 12- or 13-year-old household member is not allowed to answer for himself/herself and no acceptable proxy respondent is available, classify the child as a Type Z noninterview and use Type Z, Precode (6).

## **Chapter 7**

### **Interviewing Materials**

#### **Table of Topics**

<b>Topic</b>	<b>Page</b>
1 Description of Materials	A7-2
2 Materials Kept Month to Month	A7-7
3 Materials Supplied Monthly	A7-8

## Topic 1. Description of Materials

### **Titles and Form Numbers**

Listed below are the titles and form numbers of the forms that you use specifically for NCVS:

- Field Representative's Information Card Booklet, **NCVS-554**
- NCVS At a Glance, **NCVS-550.1**
- NCVS Fact Sheet, **NCVS-110**
- NCVS Introductory Letters, **NCVS-572(L)** and **NCVS-573(L)**
- NCVS Thank You Letters, **NCVS-593(L)** and **NCVS-594(L)**

There are other materials you use in the course of your work, but those materials are generic, such as appointment slips and INTER-COMMs.

### **Field Representative's Information Card Booklet, NCVS-554**

The Information Card Booklet contains two types of cards. Some of the cards in this booklet are designed for you to show respondents as you conduct certain parts of the NCVS interview in person. By using these cards during a personal visit interview, you can:

- Avoid reading long lists of answer categories and
- Allow respondents to read all the categories before selecting the appropriate answer.

The remaining cards in the booklet are designed to help you with specific parts of your NCVS job.

The Information Card Booklet is arranged as follows:

#### Page

- |      |   |
|------|---|
| 1    | Explanation of the NCVS which satisfies Privacy Act requirements, together with commonly asked questions and suggested answers. |
| 2, 3 | Information about NCVS data uses and users  |
| 4    | Listing reminders, along with guidelines on when to fill the CAPI case level notes.   |

- 
- 5 Summary table to help determine who to include as a household member.
  - 6, 7 Education Codes flashcards (Page 6 in English, Page 7 in Spanish) to show to a household respondent when asking Item **EDUCATIONATTAIN** in person during the first, third, fifth, and seventh enumeration periods.
  - 8, 9 Hispanic Origin flashcards (Page 8 in English, Page 9 in Spanish) to show to a household respondent when asking Item **SP\_ORIGIN** in person.
  - 10, 11 Race flashcards (Page 10 in English, Page 11 in Spanish) to show to a household respondent when asking Item **RACE** in person.
  - 12, 13 Employment flashcards (Page 12 in English, Page 13 in Spanish) to show a household member who is at least 16 years of age when asking Item **JOBDESCRIPTION** in person.
  - 14, 15 Household Income flashcards (Page 14 in English, Page 15 in Spanish) to show to the household respondent when asking Item **HOUSEHOLDINCOME** in person.
  - 16 NCVS definition for the term “rape.”
  - 17 NCVS definition for the term “presence.”
  - 18 Information about classifying Type Z noninterviews.
  - 19 Information about proxy interviews.
  - 20, 21 Quick reference guide of important NCVS definitions and concepts.
  - 22, 23 Quick reference guide to help you complete the Summary section of the instrument. These items relate to incidents of theft and attempted theft.
-

When offender is a police officer, page 23 provides guidance on preparing the summary report.

- 24, 25 List of standard abbreviations to use when writing summary reports.
- 26, 27 2-year calendar, along with a list of holidays for each year. When necessary, allow the respondent to view these calendars during a personal visit interview to help him/her remember the months covered by the reference period and the exact month in which an incident occurred.
- 28 Instructions for conducting NCVS interviews in Spanish
- 29 List of function keys for case management and the NCVS CAPI instrument

**NCVS At a Glance,  
NCVS-550.1**

The NCVS At a Glance provides information about the survey's purpose, its sponsor, data users and uses, length of interview, and participation requirements, along with answers to seven frequently asked questions. It also contains reference information to help you with NCVS key concepts and definitions.

**NCVS Fact Sheet,  
NCVS-110**

The NCVS Fact Sheet (NCVS-110) brochure is available in both English and Spanish; it provides summarized results from the most recent NCVS findings. The results are presented in text, graphs, and charts. Before interviewing a sample household for the first enumeration period, your office will mail the household an NCVS Fact Sheet, NCVS-110, and an introductory letter, NCVS-572(L). For subsequent enumeration periods, you can hand the respondent an NCVS Fact Sheet when:

- The respondent requests the type of information provided in this brochure.
- You discover a replacement household at a sample unit.
- You feel that the brochure may encourage a respondent to cooperate.

**NCVS Introductory Letters,  
NCVS-572(L) and  
NCVS-573(L)**

Before you visit a sample household, the regional office will mail the household an introductory letter which briefly describes the NCVS and lets them know to expect your visit or telephone call. The NCVS-572(L) letter is sent to each first enumeration period household and the NCVS-573(L) letter is sent to each second through seventh enumeration period household.

At the **GETLETTER\_CP** screen, you ask the household respondent if they received an introductory letter sent to the sample household. (This is sent by the regional office.) If the respondent answers "No," or they aren't sure if they received the letter, hand the respondent a copy of the appropriate letter and a copy of the NCVS Fact Sheet (*NCVS-110*) when conducting the interview in person.

The introductory letters are also available in Spanish, Chinese (traditional and simplified), Korean, and Vietnamese. Contact your regional office if you need copies of the letters in these languages.

**NCVS Thank You Letters,  
NCVS-593(L) and  
NCVS-594(L)**

There are two different preprinted "Thank You" letters for you to use as appropriate. The NCVS-593(L) letter is written to help leave a positive impression with a reluctant respondent and possibly help you to gain his/her cooperation during the next enumeration period. After interviewing a household, mail the NCVS-593(L) "Thank You" letter to the household if they showed any signs of refusing in the future.

The NCVS-594(L) letter is written as a "Thank You" letter for you to mail to sample households who have completed their interviews for the seventh enumeration period.

Both of these "Thank You" letters are also available in Spanish.

**Letters in Spanish,  
Chinese, Korean, and  
Vietnamese**

The RO supplies you automatically with "Introductory" and "Thank You" letters printed in English. If you know that your assignment area includes households that speak Spanish, Chinese (traditional and simplified), Korean, or Vietnamese, request letters in the required languages (*Spanish, Chinese, Korean, or Vietnamese*). While the NCVS letters

are available in English, as well as all four of these foreign languages, the NCVS questions are only available in English and Spanish.

**Valid OMB Control Number and Expiration Date**

The Office of Management and Budget (OMB) control number 1121-0111 is required to conduct the NCVS, along with the correct approval expiration date. Use the FAQ tab in the instrument and then entering Precode (10) to access this control number and expiration date.

## **Topic 2. Materials Kept Month to Month**

### **Materials Needed Each Interview Month**

Your regional office provides you with the following supplies used monthly:

- A black portfolio to hold your identification card and assignment materials
- Copies of both "Introductory" letters, NCVS-572(L) and NCVS-573(L)
- Copies of both "Thank You" letters, NCVS-593(L) and NCVS-594(L)
- Copies of "Request for Appointment" slips, Forms 11-38 and 11-38A
- Copies of blank Interviewer Communications (INTER-COMMs), Form 11-36
- Field Representative's Information Card Booklet, NCVS-554
- Copies of the NCVS Fact Sheet, NCVS-110
- Mechanical pencils

Notify your regional office whenever you start to run low on any of these supplies.

### **Topic 3. Materials Supplied Monthly**

#### **Assignment Materials for an Interview Month**

Before the start of each interview month, your regional office sends you:

- A detailed memorandum which discusses important current topics and reminders; and
- Segment folders containing the listing sheets, maps, and any other related materials and instructions you may need for your listing and interviewing work. Call your supervisor immediately if any instructions are unclear to you.

#### **Importance of the Monthly FR Memorandum**

Read all NCVS monthly memoranda carefully so you can conduct your work accurately for each interview month. Every month the memorandum covers current monthly topics, as well as any special reminders. Contact your regional office if any part of the memorandum is unclear to you.

## **Chapter 1**

### **Overview of the NCVS Instrument**

**Table of Topics**

Topic	Page
1 Introduction	B1-2
2 Screen Layout	B1-5
3 Selection of Questions and Screen Content	B1-8
4 Methods of Making Entries	B1-12
5 Navigation and Using Function Keys	B1-16
6 Partial Interviews and Callbacks	B1-20
7 CAPI Outcome Codes	B1-24
8 How to Use the Tool Bar	B1-26

## **Topic 1. Introduction**

### **Learning About the NCVS Instrument**

The NCVS instrument is divided into three sections known as the front, middle, and back.

The **Front** Section of the NCVS instrument is designed to:

For new sample cases:

- Provide the address for an initial personal visit interview.

For continuing cases:

- If available, provide the telephone number to dial and the introduction to read to the person who answers your telephone call.
- If telephone information has not already been collected, provides you with screens to collect it.

For both new and continuing cases:

- Identify possible interviewing problems.
- Verify that you have reached the correct address and household.
- Verify that you are speaking to an eligible household respondent and, if necessary, to select another eligible household respondent.
- Provide you with general reference information to answer respondent questions.
- Provide you with the appropriate screens to collect, update or verify information from the sample household's demographic information - names, ages, ethnicity, race, sex, education, and marital status of household members, and so on.

The **Front** Section of the NCVS instrument is discussed further in Part B, Chapter 2, of this manual.

The **Middle** Section of the NCVS instrument is designed to:

- Determine whether any of the eligible household members (*12 years of age or older*) at the sample address were victimized by crime during each household member's 6-month reference period. These questions are referred to as the screening items.

The screen items cover a wide variety of situations and are designed to provide the respondent with concrete examples of the types of crimes that are typically reported for the NCVS and could be overlooked by respondents. These screen items ensure that we collect ALL incidents of crime that occurred during each sample household member's 6-month reference period.

- Collect a variety of information about each reported incidence of crime that occurred during a sample household member's 6-month reference period. It is important to record accurate and complete information about each crime, so that we have a clear picture of what happened during the incident. These questions are referred to as the incident report items.
- Add any additional incidents that may have been discovered while completing the incident report items for the current incident.
- Check the current incident against any previously reported incidents to avoid reporting duplicate incidents.

The **Middle** Section of the NCVS instrument is discussed further in Part B, Chapters 3, 4, and 5, of this manual.

The **Back** Section of the NCVS instrument is designed to:

- Make appointments to call back a sample household so you or another interviewer can interview sample household members who are unavailable or who cannot complete their interview.
- Thank each sample household member for his/her time and participation in the NCVS.

- Enter any final notes about the case which you or another FR may need for future contacts.

The **Back** Section of the NCVS instrument is discussed further in Part B, Chapter 6, of this manual.

In addition to this introduction, Chapter 1 also provides you with an overview of how:

- The NCVS instrument selects the correct questions for each interview.
- A typical NCVS screen is formatted.
- To make entries on the NCVS screens during an interview.
- To use the function keys during an interview.

Chapter 1 also provides general instructions for starting the NCVS interview, setting callback interviews, resuming a partially completed interview, and recovering from program errors.

## Topic 2. Screen Layout

The initial FR training for NCVS provides an in-depth look at features that you need to be familiar with in the CAPI instrument. This chapter of the manual highlights those specific to the NCVS instrument.

### Components of a Screen

Most screens in the NCVS instrument (see *example in Figure A at the end of this chapter*) are divided into two basic parts:

- The **Information (Info) Pane**, in the upper half of your computer screen, which includes the tool bar and question text with the possible answer categories (if any); and
- The **Form Pane**, in the lower half of the computer screen. It includes:
  - The tool bar
  - Question text in black letters
  - FR instruction in blue letters (if any). A blue diamond identifies the FR instruction

### Information Pane

The **Information (or Info) Pane** (see *Figure A*) is located on the top half of the screen.

The **Info Pane** (see *Figure A*) also includes the list of possible answer categories (if any) around the middle portion of the screen.

*Figure B* illustrates an Info Pane with question text in black letters and an FR instruction.

Each option on the list of answer categories has a pre-determined numeric code or “precode” to distinguish it from the others. The precode is what you must enter in the Form Pane (described below) to record the respondent’s answers.

There are questions that have a long list of possible answers, and that allow the respondent to report more than one answer. Each time you enter a precode in the

---

Form Pane for those types of questions, you will see the corresponding text in the answer categories highlighted in blue. The blue highlighting is intended to help you distinguish the answers already reported from those not yet selected.

### Form Pane

The **Form Pane** (see *Figure A* on Page B1-27) is the bottom half of the screen, where you make your entries.

The Form Pane provides a summary list of the data items to be collected, and can give you a sense of where you are in the interview, and of how much ground you must cover to complete a given section.

In the NCVS instrument, you will sometimes find that a single Form Pane will cover a whole section, in which case the Form Pane will give you a complete list of all the data items you will collect in that section. More often than not, however, you will find that more than one Form Pane is needed to cover a section, especially when the section has a question with a lengthy answer list.

The Form Pane can appear in one of two basic formats:

- In column format; or
- In table format

In the NCVS instrument, the column format (see *Figure B* on Page B1-28) is used whenever the table format is not appropriate. In the column format, the instrument will drive you to navigate from top to bottom for each column that appears in the Form Pane.

The table format is used when there is sufficient space on the screen to allow FRs to collect - on a row-by-row basis - the same set of details for any item listed in the leftmost column. In the table format (see *Figure C* on Page B1-29), the instrument will drive you to navigate from left to right. Each time you enter an item in the leftmost column the instrument drives you down the same row, from left to right, to collect more details about that item.

**Two-Level Screen Interaction**

In the NCVS instrument, each item displayed in the Info Pane is reflected only as an item label in the Form Pane, thus allowing space on the bottom half to trace all of the entries you make in a section. The Info Pane changes as you move item by item. By contrast, the Form Pane remains stationary until you either reach the end of the Form Pane or exit the Form Pane. As you enter the answers in the Form Pane, the **layout** of the Form Pane does not change. Only the **contents** of the Form Pane change as the instrument fills in your entries next to the appropriate item labels.

## Topic 3. Selection of Questions and Screen Content

### Selection of Questions

The first interview with the sample household must be made in person. Once the initial personal visit interview is conducted, data that you collect about the household and its members is retained. Based on the household information, along with the information that you enter during subsequent NCVS interviews, the instrument determines which questions to display and how to word these questions during an interview.

The NCVS instrument also fills the appropriate proper names, pronouns, verbs, and reference dates into the text of the NCVS questions. In some cases, a household member's answers from a previous interview are pre-filled on the screen. The following screen shows an example of the household member's age, birth date, marital status, military service, education, Spanish origin, and race as reported during the previous enumeration period:

The screenshot shows the NCVS software interface. At the top, the title bar reads "National Crime Victimization Survey — NCVS Questions ver 08.11 Blaise ver 482b1606". Below the title bar is a menu bar with "Forms", "Answer", "Navigate", "Options", "Help", "Show Watch Window", and a close button. Under the "Main" menu item, there are links to "HH Roster", "FAQs", and "F10".

In the center of the screen, there is a question: "Are you now married, widowed, divorced, separated or have you never been married?". Above this question, there is a note: "LAST REPORTED AS: Not answered". Below the question, there is a list of options with radio buttons:

- 1. Married
- 2. Widowed
- 3. Divorced
- 4. Separated
- 5. Never married

Below the question and options, there is a data entry grid. The columns are labeled: Age, Birth mo, Birth day, Birth yr, Vfy. age, Est. age, Age rng, Marital, Military, Education, Attending school, Sp. origin, Race, and Race\_specify. The first row of the grid contains the following values:

1	Joe Coe	1	2	1956	1		2	2	17	5	2	1	
---	---------	---	---	------	---	--	---	---	----	---	---	---	--

At the bottom of the screen, there is a footer with the following information: "00000001 MARITAL 4:14:49 PM 8/15/2012 Talking To: Joe Coe About: Joe Coe 152/2282".

---

Screen Content	A typical NCVS instrument screen contains:
<b>NCVS Question</b>	The NCVS question appears in the Info Pane. Most NCVS instrument screens also include answer categories, along with precodes to enter for each answer category.
	Specific instructions to you appear on the screen in blue text, preceded with a diamond symbol. See <b>Figure B</b> for an example.
<b>CASEID</b>	In the bottom left corner of the form pane, you will see the case identification number or <b>CASEID</b> , an 8-digit number used to identify NCVS cases. Each sample address selected for an NCVS interview is assigned a unique <b>CASEID</b> .
<b>Item or Screen Name</b>	Next to the <b>CASEID</b> , you will see the <b>Item or Screen Name</b> , which, in most cases, identifies the NCVS question shown on the screen. However, not all screens display an NCVS question. Some screens provide information for you to read to a respondent or information for you to read to yourself.
<b>Time, date, and respondent information</b>	Next to the item name, time, date, and the name of the person to whom you are talking, and the name of the person you are talking about appear.
<b>Screens Without Questions</b>	Some screens in the NCVS instrument provide information solely for your benefit and do not provide any question for you to ask of a respondent. The <b>START_CP</b> screen shown on the next page is an example of this type of NCVS screen.
	This screen contains text that appears in blue. This indicates that you are only to read the information to yourself.

**National Crime Victimization Survey -- NCVS Questions ver 08.11 Blaise ver 482b1606**

Forms Answer Navigate Options Help Show Watch Window

Main | HH Roster | FAQs | F10 |

CENSUS CATI/CAPI SYSTEM  
National Crime Victimization Survey

Case status is: Household respondent (complete)

Date is: 8/15/2012

Time is: 4:04 PM

Incoming/Continuing: Continuing Case

Interview Number: 03

Confirmed Refusal: No

1. Telephone interview  
 2. Personal interview (See notes)  
 3. Personal interview (Skip all notes and go to GEN\_INTRO\_CP)  
 4. Noninterview (TYPE A/B/C)  
 5. Ready to transmit case - no more followup (TYPE Z's)  
 6. Quit: Do not attempt now

Start CAPI Interview

00000003 | START\_CP | 4:05:04 PM | 8-15-2012 | Talking To: Roy Coe | About: Roy Coe | 18/2282

There are also NCVS screens that only display statements to be read to a respondent, such as **DISABILITY\_INTRO** shown below. Note that the text is in bold black print.

The screenshot shows a Windows application window titled "National Crime Victimization Survey -- NCVS Questions ver 08.11 Blaise ver 482b1606". The menu bar includes "Forms", "Answer", "Navigate", "Options", "Help", "Show Watch Window", "Main", "HH Roster", "FAQs", and "F10". The main content area displays the following text in bold black font:

**Research has shown that people with disabilities may be more vulnerable to crime victimization. The next questions ask about any health conditions, impairments, or disabilities you may have.**

Below this text, there is a message: "C 1. Enter 1 to continue". A list of disability-related questions follows:

- Intro to disability**
- Hearing Impaired?
- Vision Impaired?
- Learning Disorder?
- Physical Limitation?
- Dressing/Bathing
- Leaving home
- Victim due to disability
- Condition 1
- Another condition?
- Condition 2
- Another conditions 2
- Mental condition 3

The status bar at the bottom of the window shows the following information: "00000001 | DISABILITY\_INTRO | 4:16:48 PM | 8/15/2012 | Talking To: Joe Coe | About: Joe Coe | 246/2282".

## Topic 4. Methods of Making Entries

### Types of Entries

Each screen in the NCVS instrument requires you to make some type of entry to proceed to the next screen. These entries could be in the form of:

- **Precodes** - Examples include: (1) for "Yes," or "Continue," (2) for "No," or (3) for "Don't know."
- **Numerical** - Examples include: (1-31) for "Days of the month," (1 - 999,999) for "Total amount," or (1-96) for "Number of years."
- **Text or Write In** - Examples include: "Jacket stolen from unlocked car" to describe a crime incident in the crime screening section or a more lengthy write-in entry for a crime incident summary report.

### Single Entry Questions

Most NCVS items only allow you to enter one precode to answer a question. Items **START\_CP**, **TENURE**, and **AGECHECK** shown in **Figures A, B, and C**, respectively, are examples of single entry questions.

Single entry questions display answer categories preceded by circles or "radio buttons," which fill with a black dot when an answer is selected. The instrument does not allow more than one "button" to be filled.

### Multiple Entry Questions

Some NCVS items allow you to enter more than one precode to answer a question. We refer to these questions as "multiple entry" questions. They always include an instruction to you, such as "ENTER ALL THAT APPLY, SEPARATE WITH COMMAS."

Multiple entry questions display answer categories preceded by squares; as you enter each precode, a check mark  appears next to the corresponding answer category. By entering the same precode a second time, you can deselect the answer category and the  disappears. You can also backspace over your entry to deselect. You can also type in the entry numbers, making sure to separate them with commas. Precodes may be entered in any order.

When you are done entering precodes to answer the question, press "Enter" to indicate that there are no more entries. **NOTREPORTEDPOLICE**, shown below, is an example of a "multiple entry" question.

**National Crime Victimization Survey -- NCYS Questions ver 08.11 Blaise ver 482b1606**

Forms Answer Navigate Options Help Show Watch Window

Main | HH Roster | FAQs | F10 |

? [F1]

**What was the reason it was not reported to the police?**

- Probe: Can you tell me a little more? Any other reason?
- Enter all that apply, separate with commas
- DEALT WITH ANOTHER WAY
- POLICE WOULDN'T HELP

11. Reported to another official (guard, apt. manager, school official, etc.)

12. Private or personal matter or took care of it myself or informally; told offender's parent

• NOT IMPORTANT ENOUGH TO RESPONDENT

13. Minor or unsuccessful crime, small or no loss, recovered property

14. Child offender(s); "kid stuff"

15. Not clear that it was a crime or that harm was intended

• INSURANCE WOULDN'T COVER

16. No insurance, loss less than deductible, etc.

• POLICE COULDN'T DO ANYTHING

17. Didn't find out until too late

18. Could not recover or identify property

19. Could not find or identify offender, lack of proof

20. Police wouldn't think it was important enough, wouldn't want to be bothered or get involved

21. Police would be inefficient, ineffective (they'd arrive late or not at all, wouldn't do a good job, etc.)

22. Police would be biased, would harass/insult respondent, cause respondent trouble, etc.

23. Offender was police officer

• OTHER REASON

24. Did not want to get offender in trouble with the law

25. Was advised not to report to police

26. Afraid of reprisal by offender or others

27. Did not want to or could not take time - too inconvenient

28. Other - specify

29. Respondent not present or doesn't know why it wasn't reported

Why not reported    11,26    Not reported Specify

00000001 | NOTREPORTEDPOLICE | 4:18:04 PM | 8/15/2012 | Talking To: Joe Coe | About: Joe Coe | 226/2282

**Don't Know or Refused**

Some NCVS screens display a numeric precode for "Don't know," while other NCVS screens allow you to enter Ctrl + D for "Don't know," even if it is not displayed on the screen. We refer to this type of precode as a "blind" code.

If a respondent declines to answer a particular question, you can enter Ctrl + R for "Refused."

Always try to convince a respondent to answer a question or at least get a respondent's best estimate. Whenever possible, avoid entering Ctrl + D or Ctrl + R during an interview.

**Invalid Entries**

If you enter an invalid precode or press "ENTER" without making an entry for a screen that requires it, the NCVS instrument displays a pop-up error message. When you see an "input invalid" message, click on the "OK" button or hit the "Escape" key. Enter a valid response for the screen and then press "ENTER" to proceed to the next screen. In the case of multiple entry questions, you must enter one or more valid responses for the screen, then press "Enter" to indicate that there are no more responses.

**Soft and Hard Edits**

In order to detect inconsistencies in the data at the time of data capture, several questions contain edit checks. The edit checks examine the responses to individual items and determine if the responses are consistent with the other data entered. A message appears in a pop-up screen when possible errors (inconsistencies) are detected in the survey. The screen displays an error message and identifies the questions that are inconsistent with one another.

There are two types of edit checks, soft edit checks and hard edit checks. A soft edit check would be created for a 14 year old attending college (possible but not likely), for example, and a hard edit would be created for a 4 year old attending college (not possible). For soft edit checks, you have the option of accepting the responses and therefore the inconsistency (select the Suppress button) or resolving the error by going back (select the GoTo button) to the items in question and rechecking the responses. To go back and correct a particular item, make sure that the item displayed in the "Questions involved" column of the "Edit Check Error

---

"Message" is highlighted, then click the GoTo button, which takes you to that question so you can correct it.

For hard edit checks, you must go back and resolve the inconsistency. In many cases, inconsistencies occur because of keying errors.

**Ask or Verify Instruction**

Selected screens in the NCVS instrument include an "ASK OR VERIFY" instruction. If you see this instruction and the respondent has already provided the answer to the question during the course of the interview, you are allowed to verify the answer with the respondent, instead of asking the question on the screen. However, this is **only** allowed for screens that have the "ASK OR VERIFY" instruction. If you don't see this instruction, you must always ask the question exactly as it is worded on the screen.

## Topic 5. Navigation and Using Function Keys

### Navigation

There are a number of different ways to navigate in the NCVS instrument. You can navigate:

- With the mouse or the keyboard;
- From left to right;
- From top to bottom;
- Back and forth between sections;
- Back and forth (across Form Panes) within a section; and
- Index tabs at top left of the Info Pane: Main, HHRoster, NewHHR, FAQs, and F10.

### Mouse or Keyboard

You can use only the keyboard, or only the mouse that is embedded in your laptop (immediately below the keyboard), or you can use both -- going back and forth between the two -- to navigate through the instrument or to make data entries. If you wish, you can also use an external mouse.

### Arrow Keys

Use the arrow keys mostly when navigating sequentially, from one item to the next. Use the Left and Right Arrows to navigate horizontally, and use the Up and Down Arrows to navigate vertically.

### Page Up/Page Down Keys

Use the Page Up and Page Down keys when navigating sequentially, from one Form Pane to the next. Note that you cannot page down to the next Form Pane until you have completed the Form Pane where your cursor is. Note also that you may have to readjust your cursor when you page down or page up to a Form Pane, because the instrument always places you on the first item of the Form Pane.

### Tabs

Tabs have two functions: you can use them as place markers, and you can use them as a “jump” menu. However, you can use them as a “jump” menu only when you are using the mouse. To use tabs, position the cursor over the tab you wish to use and left-click the mouse.

Tabs in the NCVS instrument:

**Main** - Use this tab to return to the interview after pressing the “HH roster” or “FAQs” tab.

---

	<p><b>HH Roster</b> - Use this tab to show the household composition.</p> <p><b>New HHR</b> - This tab allows you to select a new household respondent if necessary.</p> <p><b>FAQs</b> - This tab takes you to the list of frequently asked questions.</p> <p><b>F10</b> - Use this tab if you need to end the interview because of a refusal or breakoff, or if a callback must be scheduled.</p>
<b>Purpose of Function Keys in the NCVS Instrument</b>	Each function key or combination of keys will allow you to perform specific tasks while working in the NCVS instrument. The operation of each function key is described in this topic and summarized on your computer template, which is shown in <b>Figure D</b> .
<b>F1 - Question Help</b>	Press the <b>F1</b> function key to show any help screens for the current question, which are then displayed in a pop-up box. Questions that have help screens are identified by “?[F1]” displayed in the top left hand portion of the information pane.
<b>SHIFT F1 - Display Household Roster</b>	Press the <b>SHIFT</b> and <b>F1</b> keys simultaneously to access the household roster at the <b>SHOWROSCP</b> screen. You can access the household roster at any time during an NCVS interview to reference the information shown on this screen. The <b>SHOWROSCP</b> screen does not allow you to make changes to the household roster.
<b>F2 - NOT AVAILABLE</b>	The <b>F2</b> function key is not used in the NCVS instrument.
<b>SHIFT F2 - Frequently Asked Questions</b>	Press the <b>SHIFT</b> and <b>F2</b> keys simultaneously to access the help screens for nine frequently asked NCVS questions from the <b>FAQMain</b> screen. These screens will help you answer respondent's questions.
<b>F3 - NOT AVAILABLE</b>	The <b>F3</b> function key is not used in the NCVS instrument.

**F4 - Jump Menu**

Press the **F4** function key to access a “Jump” menu, which allows you to jump back to a previously answered section of the incident report items. Note that this function only works in the incident report items, which are part of the middle section of the NCVS instrument.

**SHIFT F5 - Spanish Version**

Press the **SHIFT** and **F5** keys simultaneously once you have passed **the START\_CP** screen, and a pop-up menu appears. Select the “Spanish” option and the instrument switches to the Spanish version of the NCVS instrument for the current question and all subsequent questions. To return to the English version, just press the **SHIFT** and **F5** keys simultaneously again and select “English” from the pop-up menu.

**F6 - NOT AVAILABLE**

The **F6** function key is not used in the NCVS instrument.

**F7 - Enter Notes**

Press the **F7** function key to enter notes for several screens within the NCVS instrument. After pressing **F7**, a pop-up “Notes” box appears. Enter the text of your note, then click the “Save” button in the box to leave the **F7** notes mode. When **F7** notes are entered for an instrument screen, a paperclip icon appears next to the item name on the form pane telling you that a “Note Exists.”

**SHIFT F7 - View Notes**

For any screen that indicates a “Note Exists,” press the **SHIFT** and **F7** keys simultaneously to view these notes and to add any new notes by typing the text of your new note. When you press **SHIFT** and **F7**, a pop-up notes box appears. This box lets you view all notes to date; to add more notes use the **F7** function key.

If there are no **F7** item notes for an item when you press **SHIFT** and **F7**, a pop-up box appears that tells you there are no notes for that item.

**F8 - Return From Skip**

Press the **F8** function key, to return or skip back to the item from which you pressed the **F10** key, which skips to the end of the interview. This may be useful if you press the **F10** key by mistake.

---

<b>SHIFT F9 - New HHR</b>	Press the <b>SHIFT</b> and <b>F9</b> keys simultaneously to change the household respondent (HHR) before the household respondent's interview has been completed.
<b>F10 - Skip to End</b>	Press the <b>F10</b> function key to skip over unanswered questions when a respondent breaks off the interview before you can complete it. After pressing the <b>F10</b> function key, the instrument goes to the <b>back</b> section, where you can schedule a callback.  The instrument sets a person's interview status to "partially completed," so that you can resume the interview for that person later when the respondent is available.
<b>Up Arrow - Back One Item</b>	While in the <b>middle</b> section of the NCVS instrument, the <b>Up Arrow</b> key allows you to move back one item.
<b>Down Arrow - Forward One Item</b>	While in the <b>middle</b> section of the NCVS instrument, the <b>Down Arrow</b> key moves forward one item.
<b>Home - First Item</b>	Press the <b>Home</b> key to move the cursor to the FIRST screen in the current section.
<b>End - Last Item</b>	Press the <b>End</b> key to move the cursor to the next unanswered question in the current section.

## Topic 6. Partial Interviews and Callbacks

### Getting Started

The NCVS interviewing begins on the first day of every month. It is important to complete as many interviews as possible within the first few days of the interview period.

### Introducing Yourself

Once you have contacted a sample household, it is critical that you quickly establish a good rapport with the respondent. Remember to not only be businesslike and professional, but also try to sound friendly and relaxed. Keep track of your pace throughout the interview, because speaking either too quickly or too slowly can make the respondent feel uncomfortable.

### Exiting a Partial Interview

At times, you may have to exit the NCVS instrument, even though the interview is only partially completed. For example, this can happen when a respondent breaks off the interview for personal reasons, whether the respondent offers to continue the interview at another time, or if the next eligible respondent is not available at that time.

If this happens, press the **F10** function key or the **F10** index tab to exit the unfinished interview. If you are unable to exit from the current screen, go forward or backward a screen or two until the instrument allows the **F10** function. Pressing the **F10** function key takes you to **REFCBBREAK\_CP**, as shown on the next page.

The screenshot shows a window titled "National Crime Victimization Survey -- NCVS Questions ver 08.11 Blaise ver 482b1606". The menu bar includes "Forms", "Answer", "Navigate", "Options", "Help", "Show Watch Window", "Main", "HH Roster", "FAQs", and "F10". A question is displayed: "• Did this interview end because of a refusal, a callback was needed, a breakoff occurred, or some other problem?". Below this is a list of options:

- 1. Refusal
- 2. Callback
- 3. Breakoff
- 4. Language or other problem (refer to supervisor)

Below the list is a section labeled "Per status" with a dropdown menu. The status is set to "Indiv. Appt.". The text "Thank you" is visible. In the bottom left corner of the main area, there is a list of items: "Appointment", "CB Phone", "Phone type", and "CB Thank you". At the bottom of the window, a status bar displays: "00000001 | REFCCBBREAK\_CP | 4:19:44 PM | 8/15/2012 | Talking To: Joe Coe | About: Joe Coe | 1/35".

To set up a callback, enter (2) at **REFCBBREAK\_CP**. The instrument goes to **APPT**, shown on the next page. Use **APPT** to indicate the best time for the household respondent to complete the interview (if the household has indicated that they are willing to complete the interview at a later time). The remaining callback screens are covered in Part B, Chapter 4.

The screenshot shows a window titled "National Crime Victimization Survey -- NCVS Questions ver 08.11 Blaise ver 482b1606". The menu bar includes "Forms", "Answer", "Navigate", "Options", "Help", "Show Watch Window", "Main", "HH Roster", "FAQs", and "F10". The main area displays the following text:

• Enter a time to recontact the household.  
I would like to schedule a date and time to complete the interview.  
What date and time would be best?  
Today is : 8/15/2012

Below this, there is a "Callback" section with the number "2" and a list of entries:

- Indiv. Appt.
- Thank you

Under "Appointment", there is a text input field containing "CB Phone". Below it, the text "Phone type" and "CB Thank you" are listed.

At the bottom of the window, status indicators include "00000001", "APPT", "4:20:20 PM", "8/15/2012", "Talking To: Joe Coe", "About: Joe Coe", and "1/35".

**Completing a Partial Interview**

Before you call a sample household to complete a partial interview, you may:

- Review interviewer notes from the previous interview.
- Identify which household member's interview is incomplete and at which item the interview will resume.
- Identify which household members still need to be interviewed.

Once you verify certain facts, the instrument continues with the next unanswered question for the household member

---

whose interview is incomplete. After passing the **INTRO\_PARTIAL\_CP** screen, press the “end” key to go to the next unanswered question in the interview.

The instrument also allows you to review previously answered questions from a household member’s partial interview, if necessary, by using the up and down arrow keys.

#### **Recovering From Program Errors**

Occasionally, you may get stuck in a loop where the instrument continues to cycle through only a few questions. If the computer does not go to the next appropriate question, check your answers on each screen carefully as you step through the loop again. If you discover an incorrect entry, correcting the entry may correct the loop problem.

If this happens in the incident report items, you can try using the **F4** function key to jump back to another part of the incident report items and try to continue from that point. As a last resort, notify your supervisor about the problem before exiting the case, whenever possible.

Let the respondent know that you are experiencing computer problems. If you cannot correct the problem in a relatively short time, press the **F10** function key and set a callback for the case.

## Topic 7. CAPI Outcome Codes

<b>Outcome code</b>	<b>Description</b>
200	New case - not yet started/checked in
201	Completed interview (no Type Z's)
202	Accessed instrument, insufficient partial
203	Sufficient partial - no more follow-up needed
204	Sufficient partial - follow-up needed
211	Type A - duplicate (2000 sample design cases only)
213	Type A - Language problems
216	Type A - No one home
217	Type A - Temporarily absent
218	Type A - Refused
219	Type A - Other occupied
226	Type B - Vacant - regular
227	Type B - Vacant - storage of household furniture
225	Type B - Temporarily occupied by persons with usual residence elsewhere (URE)
228	Type B - Unfit or to be demolished
229	Type B - Under construction, not ready
230	Type B - Converted to temporary business or storage
231	Type B - Unoccupied site for mobile home, trailer, or tent
232	Type B - Permit granted, construction not started
233	Type B – Other
247	Type C - Unused line of listing sheet

---

240	Type C – Demolished
241	Type C - House or trailer moved
242	Type C - Outside segment
243	Type C - Converted to permanent business or storage
244	Type C - Merged
245	Type C - Condemned
246	Type C - Built after April 1, 2000
248	Type C - Other
256	Type C - Removed during subsampling
257	Type C - Unit already had a chance of selection
290	Type C - Case spawned in error
341	Replaced household (parent case)

## Topic 8. How to Use the Tool Bar

### GENERAL

The **NCVS Tool Bar** has five main sections: **Forms**, **Answer**, **Navigate**, **Options**, and **Help**. Use your mouse to navigate the **Tool Bar**. The sections and their menus and functions are listed below.

#### **Forms - Includes**

##### **Save and Exit functions**

Browse Forms - Ctrl + B (not used in NCVS)  
Save - Ctrl + S  
Check (not used in NCVS)  
Exit - F10

#### **Answer - Shortcuts for various answer functions**

Don't Know - Ctrl + D  
Refused - Ctrl + R  
Change Respondent - Shift + F9  
Item Notes/Remark - F7  
Repeat - F12 (only used in roster section of NCVS)  
Show Question Text - Ctrl + F3  
Incident to Add - Ctrl + I

#### **Navigate - shortcuts for navigating through the instrument**

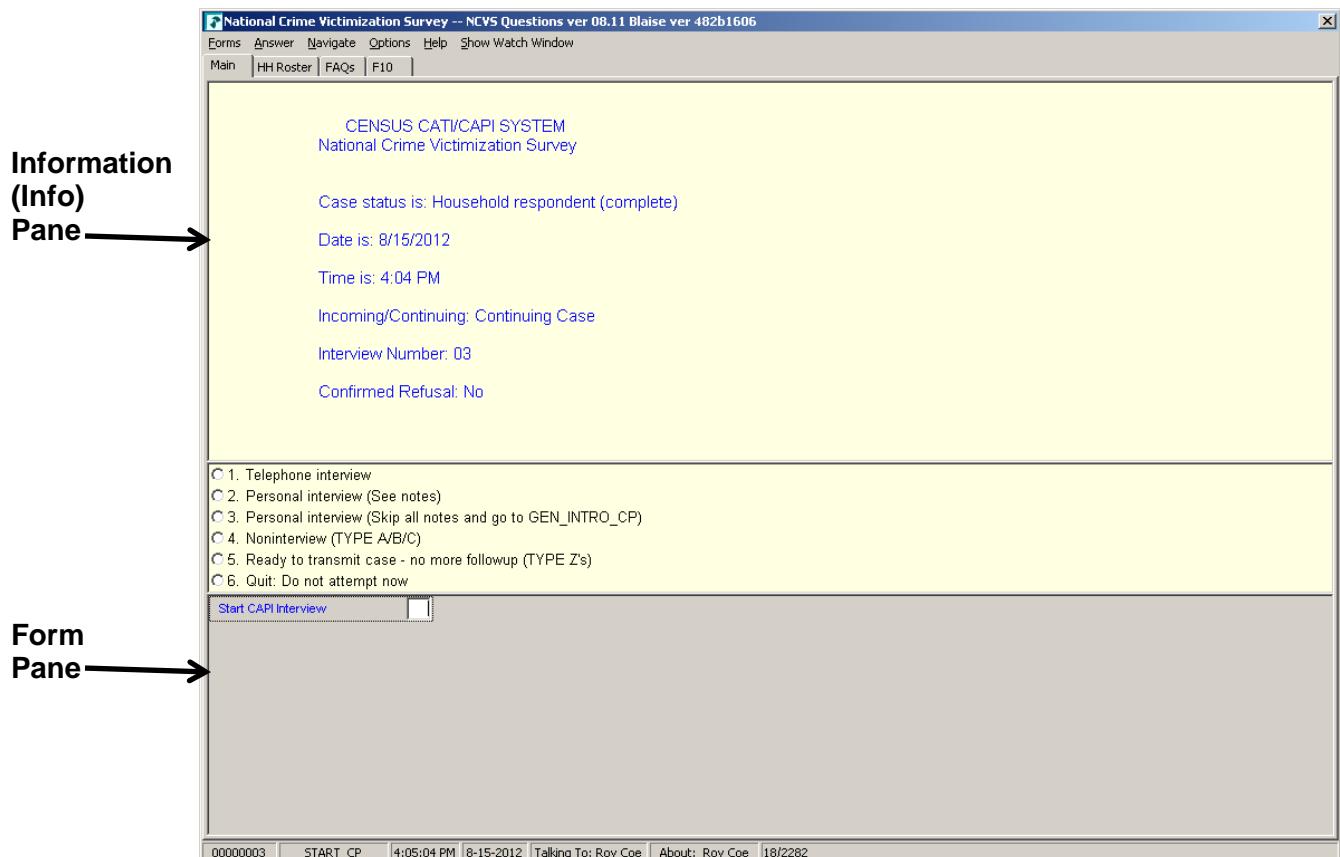
Jump Menu - F4  
Return - F8  
Add'l Skip to Next Person/Sec - Ctrl + F9 (not used in NCVS)  
Show Function Keys - Ctrl + K  
Search Tag - Ctrl + F  
Show notes/remarks - Shift + F7

#### **Options - miscellaneous functions**

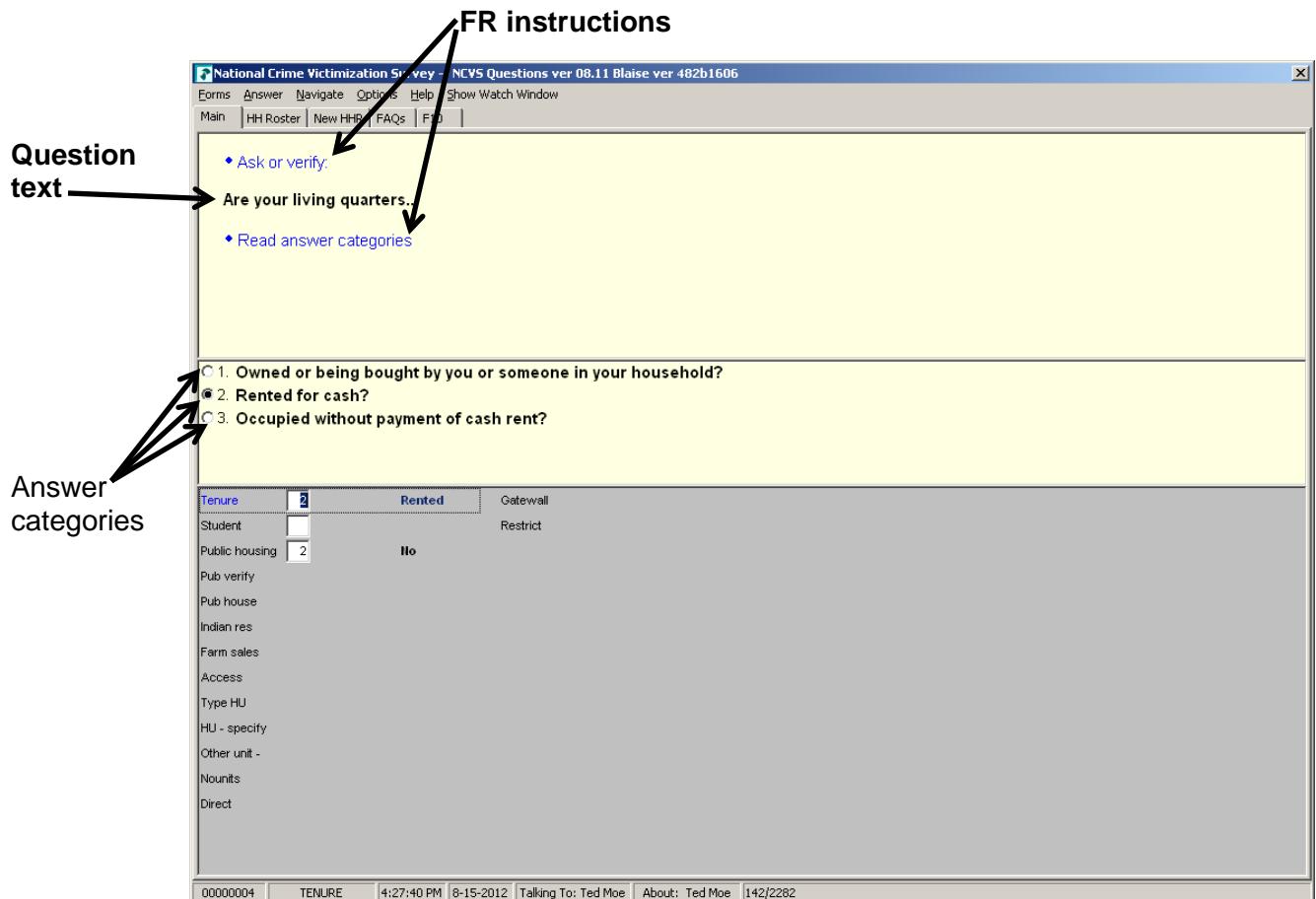
Language - Shift + F5  
Interview Time Preference - Ctrl + T  
Case Level Notes - Ctrl + F7  
Show Original Notes - Shift + F12  
Mute (not used in NCVS)  
Calculator - F11 - (shows calculator in pop-up window)  
Calendar - Ctrl + F11

#### **Help - shows various help functions**

Question Help - F1 (only for questions with a help screen)  
Show Function Keys - Shift + F10  
Show HH - Shift + F1  
Show Status (not used in NCVS)  
FAQ - Shift + F2  
RI FAQ - (not used in NCVS)  
Show Standard Abbreviations - Shift + F11  
Report Error - Ctrl + E  
Info - Ctrl + H - (Tells what version of Blaise software  
you're using)

**Information Pane and Form Pane****FIGURE A**

## Form Pane in Column Format

**FIGURE B**

## Form Pane in Table Format

**FIGURE C**

National Crime Victimization Survey -- NCVS Questions ver 08.11 Blaise ver 482b1606

Forms Answer Navigate Options Help Show Watch Window

Main HH Roster New HHR FAQs F10

I have you listed as 77 years old.

Is that correct?

1. Yes, age IS correct  
 2. No, age is NOT correct

		Age	Birth mo.	Birth day	Birth yr.	Vfry. age	Est. age	Age rng	Marital	Military	Education	Attending school	Sp. origin	Race	Race_specify
1	Ted Moe	1	23	1935					1	2	12		2	4,6	
2	Megan Moe	4	14	1935					1	2	13		1	1	

00000004 AGECHECK 4:28:56 PM 8-15-2012 Talking To: Ted Moe About: Ted Moe 152/2282

**FIGURE D**

Function keys for NCVS:

F1	F2	F3	F4	F5	F6	F7	F8	F9	F10	F11	F12
Question Help			Jump Menu			Item Notes/ Remark	Return	Skip Forward	Exit	Calculator	Copy Down (Repeat)
<b>Shift + F1</b>	<b>Shift + F2</b>	<b>Shift + F3</b>	<b>Shift + F4</b>	<b>Shift + F5</b>	<b>Shift + F6</b>	<b>Shift + F7</b>	<b>Shift + F8</b>	<b>Shift + F9</b>	<b>Shift + F10</b>	<b>Shift + F11</b>	<b>Shift + F12</b>
Show HH	FAQs	RI FAQs		Language		Show Notes/ Remark		New HHR	Show Function Keys	Show Standard Abbrev.	Show Original Notes (RI)
<b>END</b>	<b>HOME</b>	<b>Ctrl+F3</b>	<b>Ctrl+D</b>	<b>Ctrl+F</b>	<b>Ctrl+H</b>	<b>Ctrl+F7</b>	<b>Ctrl+K</b>	<b>Ctrl+M</b>	<b>Ctrl+R</b>	<b>Ctrl+F11</b>	<b>Ctrl+T</b>
Next Question on Path	First Question on Path	Show Question Text	Don't Know	Search Tag	Info	Case Level Notes	Show Function Keys	Show DK & Refused	Refused	Calendar	Interview Time Preference

## Chapter 2

### Front Section of the NCVS Instrument

**Table of Topics**

<b>Topic</b>	<b>Page</b>
1 Introduction	B2-2
2 Screen Layout and Instructions for <b>START_CP</b>	B2-3
3 CAPI Personal Visit Interview for Household Respondent and Individual Respondent(s) (Screen Layout and Instructions for <b>START_CP</b> through <b>INTRO_REC_CP</b> )	B2-5
4 CAPI Telephone Interview for Household Respondent and Individual Respondent(s) (Screen Layout and Instructions for <b>START_CP</b> through <b>INTRO_REC_CP</b> )	B2-19
5 Selecting a New Household or Individual Respondent for CAPI Personal Visit and Telephone Interview (Screen Layout and Instructions for <b>NEWHHR_CP</b> , <b>HELLO_ALT2_CP</b> , <b>HELP_OTH_CP</b> , <b>ALTERNATE1_CP</b> , <b>TOOLATE_CP</b> , and <b>NEXTPERSON</b> .)	B2-32
6 Completing Self Response and Proxy Interviews and Coding Initial Refusals (Screen Layout and Instructions for <b>INTERVIEWSTATUS</b> through <b>INTROFORNEWRESPONDENT</b> )	B2-39
7 Verifying Sample Address, Primary Telephone Number and Mailing Address (Screen Layout and Instructions for <b>GETLETTER_CP</b> through <b>NEWMAILGQDESCRIPTION_CP</b> )	B2-52
8 Coverage and Table X Sections (Screen Layout and Instructions for <b>YEARBUILT</b> through <b>TABX_FR</b> )	B2-61
9 Housing Unit Characteristics (Screen Layout and Instructions for <b>TENURE</b> through <b>RESTRICTEDACCESS</b> )	B2-75
10 Household Roster Demographic Characteristics (Screen Layout and Instructions for <b>HHROSTER_FNAME</b> through <b>ANY_OTHERCHNG</b> )	B2-93

## **Topic 1. Introduction**

### **Overview of the Front Section**

The Front Section of the NCVS instrument is designed to:

- Give you case-level information to review before attempting contact with the sample household;
- Guide you through screens for making contact with a household respondent or an individual respondent for personal visit or telephone interviews, and record possible interviewing problems;
- Verify that you have reached the correct address and household, and to code a case as a replacement household when necessary;
- Guide you through screens for selecting a new household respondent or new individual respondent;
- Update sample address, mailing address, and telephone number information for the household with the household respondent; and
- Provide appropriate screens to update or verify information from the sample household's control card section.

Topic 2 covers most of the NCVS screens that make up the front section of the NCVS instrument. Some "Front Section" screens display the instruction, "ASK OR VERIFY." For screens which include this instruction, you are allowed to verify the answer with the respondent without asking the question, provided the respondent already furnished the information earlier in the interview. If you do not see this instruction, you must ask the question exactly as worded on the screen.

## Topic 2. Screen Layout and Instructions for START\_CP

CENSUS CATI/CAPI SYSTEM  
National Crime Victimization Survey

Case status is: New Case  
Date: July 2, 2013  
Time: 9:53 am  
Incoming/Continuing: Incoming  
Interview Number: 01  
Confirmed Refusal: No

- 1 Telephone interview
- 2 Personal visit interview (See notes)
- 3 Personal visit interview (Skip all notes and go to GEN\_INTRO\_CP)
- 4 Noninterview (Type A/B/C)
- 5 Ready to transmit case - no more followup (Type Z's)
- 6 Quit: Do not attempt now

START\_CP

### START\_CP

**START\_CP** is the first NCVS instrument screen that you see when you enter a case. As shown above, this screen gives you the following information:

- Survey title
- Case status
- Current date and time
- Incoming/Continuing status
- Interview Number (1 through 7) (also referred to in this chapter as Time in Sample or TIS 1-7)
- Confirmed Refusal Status (Yes or No)

After reviewing the information, choose the appropriate Precode (1-6), then press ENTER to go to the next screen.

#### Precode (1)

For interviews you conduct by telephone, enter Precode (1). Telephone interviews are discussed in more detail in Topic 4 of this chapter.

**Precode (2)**

For interviews you conduct by personal visit for which you wish to view information available for the case, enter Precode (2). Entering Precode (2) allows you to view:

- The household roster (**SHOW\_CP\_ROSTER**), and
- A reminder screen to view case level notes and the interview time preference grid (Best Time to Call/no Sunday information) (**SHOW\_INFO\_CP**)

**Precode (3)**

For interviews you conduct by personal visit and for which you do not wish to view information available for the case, enter Precode (3). This option is essentially the same as selecting Precode (2) except that you bypass Items **SHOW\_CP\_ROSTER** and **SHOW\_INFO\_CP**. Personal Visit interviews are discussed in more detail in Topic 3 of this chapter.

**Precode (4)**

To code a case as a noninterview (Type A/B/C), enter Precode (4). These Noninterview outcomes are discussed in more detail in Part A, Chapter 6.

**Precode (5)**

To code Type Z reasons for individual respondents in cases that are a sufficient partial (that is, the interview is complete for the household respondent) and for which you no longer will make attempts to interview any remaining individual respondent(s) in the sample household whose interview(s) is/are not complete, enter Precode (5). Coding persons as Type Z noninterviews is also discussed in more detail in Part A, Chapter 6.

**Precode (6)**

Enter Precode (6) if you want to exit the case, for example, if you do not want to attempt interviewing the case at this time. After entering Precode (6) you will skip to the **VERIFY** screen in the back of the instrument. The Back Section of the instrument is discussed further in Part B, Chapter 6.

**Topic 3. CAPI Personal Visit Interview for  
Household Respondent and Individual Respondent(s)  
(Screen Layout and Instructions for START\_CP  
through INTRO\_REC\_CP)**

CENSUS CATI/CAPI SYSTEM  
National Crime Victimization Survey

Case status is: New Case

Date: July 2, 2008

Time: 9:53 am

Incoming/Continuing: Incoming

Interview Number: 01

Confirmed Refusal: No

- 1 Telephone interview
- 2 Personal visit interview (See notes)
- 3 Personal visit interview (Skip all notes and go to GEN\_INTRO\_CP)
- 4 Noninterview (Type A/B/C)
- 5 Ready to transmit case - no more followup (Type Z's)
- 6 Quit: Do not attempt now

START\_CP

**START\_CP**

The **START\_CP** screen is the first NCVS instrument screen that you see when you enter a case. As shown above, this screen gives you the following information:

- Survey title
- Case status
- Current date and time.
- Incoming/Continuing status
- Interview Number (1 through 7) (also referred to in this chapter as Time in Sample or TIS 1-7)
- Confirmed Refusal Status (Yes or No)

After reviewing the information, choose Precode (2) or (3) to continue with a personal visit interview.

When you select Precode (2) at **START\_CP** the instrument continues with **SHOW\_CP\_ROSTER**.

Status of household composition

LN	NAME	REL	MEMBER	SEX	AGE	STATUS
1	Ted Moe	Ref Per	Member	M	43	NEED SELF
2	Megan Moe	Wife	Member	F	43	NEED SELF
3	Jane Moe	Daughtr	Member	F	14	NEED SELF

1 Enter 1 to Continue

**SHOW\_CP\_ROSTER**

**SHOW\_CP\_ROSTER** displays the household roster. The roster includes anyone added to the roster during the time the case has been in sample. Therefore, persons coded as nonmembers are also shown at this screen. In addition to the **SHOW\_CP\_ROSTER** screen, you can also view the household roster at any place in the instrument by clicking on the **HHROSTER** index tab at the top of the Info Pane or by pressing the "Shift" + "F1" keys.

INFORMATION FROM PREVIOUS INTERVIEW

- Press Control + F7 to view case level notes
- Press Control + T to view interview time preference
- Language:

1 Enter 1 to Continue

**SHOW\_INFO\_CP**

**SHOW\_INFO\_CP**

The **SHOW\_INFO\_CP** screen gives you a chance to review any notes entered for the case since the household first came into sample, by pressing the “Ctrl” + “F7” keys simultaneously. You can also check for any “Best Time to Call or No Sunday Information” that was previously entered in the Interview Time Preferences grid by pressing the “Ctrl” + “T” keys simultaneously. Last, this will display any non-English languages the household may speak based on entries in the instrument during a previous contact. From **SHOW\_INFO\_CP**, continue with **GEN\_INTRO\_CP** when attempting to contact the Household Respondent or **WHOTOCALL\_CP** when attempting to reach an Individual Respondent once the case has reached the status of a sufficient partial (that is, the interview is complete for the household respondent).

For interviews you conduct by personal visit and for which you do not wish to view information available for the case, the instrument bypasses **SHOW\_CP\_ROSTER** and **SHOW\_INFO\_CP** and continues with either **GEN\_INTRO\_CP** (when attempting to contact the Household Respondent) or **WHOTOCALL\_CP** (when attempting to reach an Individual Respondent).

- Enter the line number of the person with whom you want to speak.

1 Ted Moe  
3 Jane Moe

**WHOTOCALL\_CP****WHOTOCALL\_CP**

**WHOTOCALL\_CP** appears when you are re-entering a case where you have already completed the Household Respondent’s interview. This screen is used to select a person to contact in order to set up the fills in the question text in **GEN\_INTRO\_CP** as well as other screens in the Front Section of the instrument with the name of the next person you are trying to reach.

This screen allows you to enter the line number for any individual respondent whose interview you have not yet

completed. The instrument only displays those respondents who have not completed their interview yet.

Enter the line number of the person you want to speak to and then press the “Enter” key to proceed to **GEN\_INTRO\_CP**.

? [F1]

- Identify yourself - and show I.D.

**Hello, I'm (YOUR NAME)...from the U.S. Census Bureau. Here is my identification.**

- If new household - give introductory letter and allow time to read

- ASK FOR: Eligible respondent (a household member at least 18 years of age and knowledgeable about the household)

- Household address is:

101 Ocean View Circle  
Anytown, VA 99997

1 Respondent available

2 Respondent not available

3 Unavailable through closeout

**GEN\_INTRO\_CP**

**GEN\_INTRO\_CP**

Item **GEN\_INTRO\_CP** gives you instructions for introducing yourself and starting the personal visit interview. It also displays information about who to ask for:

- For incoming (TIS 1) households in which you have not yet established a household respondent, this screen displays: “ASK FOR:” Eligible respondent (a household member at least 18 years of age and knowledgeable about the household).
- For incoming (TIS 1) households for which you have established a household respondent but are making a callback to complete their interview, or for continuing cases in which you are interviewing the household

---

respondent, this screen displays the household respondent's name after the interviewer instruction: "ASK TO SPEAK TO:"

- For any (TIS 1-7) household in which you are interviewing an individual respondent, the individual respondent's name displays after the interviewer instruction that reads: "ASK TO SPEAK TO:" The name of the individual respondent is filled based upon the line number you enter in the **WHOTOCALL\_CP** screen. The **WHOTOCALL\_CP** screen appears in the instrument front only after you have completed the interview for the household respondent.

The precodes you enter in **GEN\_INTRO\_CP** result in the instrument progressing to different screens based on the case's Time in Sample (that is, whether it is incoming (TIS 1) or continuing (TIS 2-7), and whether you are interviewing a household respondent on the first attempt, interviewing a household respondent on a reentry into the case (for example, to complete a partial interview with the household respondent), or interviewing an individual respondent.

#### **Precode (1)**

Entering Precode (1), "Respondent available" in **GEN\_INTRO\_CP** takes you to:

- **CAPI\_INTRO\_B** when you are interviewing a *household respondent* whose interview has not been at least partially completed. (All TIS)
- **INTRO\_PARTIAL\_CP** when you are interviewing a household respondent or an individual respondent whose interview has been partially completed this interview period. (All TIS)
- **INTRO\_REC\_CP** when you are interviewing an *individual respondent* whose interview has not been at least partially completed. (All TIS)

#### **Precode (2)**

If you enter Precode (2), "Respondent not available," at **GEN\_INTRO\_CP** the instrument goes to:

- **HHNUM\_VR\_CP** for a *continuing* case when you are interviewing a household respondent whose interview has not been at least partially completed. (TIS 2-7).
- **NEWHHR\_CP** for a continuing case when you are attempting to interview a household respondent whose interview has been partially completed this interview period. (TIS 1-7)
- **VERIFY** in the back of the instrument for an *incoming* case when you are attempting to interview a household respondent whose interview has not been at least partially completed. (TIS 1)
- **ALTERNATE1\_CP** for a case when you are attempting to interview an *individual respondent* who is not available but there is at least one other individual respondent in the household who still needs to be interviewed. **ALTERNATE1\_CP** allows you to select the line number of the another person to attempt to interview. (All TIS)

### Precode (3)

Entering Precode (3), “Respondent not available through closeout,” in **GEN\_INTRO\_CP** progresses to:

- **VERIFY** in the back of the instrument for an incoming case when you are attempting to interview a household respondent whose interview has not been at least partially completed. (TIS 1)
- **GEN\_INTRO\_CP\_CK** when you are conducting an interview with a TIS 2-7 case. **GEN\_INTRO\_CP\_CK** is used to determine whether a new household respondent is needed or whether a proxy interview is needed when attempting to reach an individual respondent.

(For household respondent):

- Are you sure this person is unavailable through closeout? If so, you must select a new household respondent.

(For individual respondent):

- Are you sure this person is unavailable through closeout? If so, try to find a proxy respondent for this person.

Questions involved

GEN\_INTRO\_CP: Introduction 1st time

Value

Unavailable through closeout

Suppress   Close   Goto

**GEN\_INTRO\_CP\_CK**

**GEN\_INTRO\_CP\_CK** displays FR instructions based on the situation. When interviewing the Household Respondent the instrument displays the first FR instruction in the screen shot above and when interviewing an Individual Respondent the instrument displays the second FR instruction.

When the “Suppress” button is selected at this edit check, the instrument progresses to screens to allow you to select a new household respondent (Items **HELLO\_ALT2\_CP** or **HELP\_OTH\_CP**) or allow you to select a proxy respondent for an individual respondent (**TOOLATE\_CP**). These screens are discussed in more detail in Topic 5 of this chapter.

When the “Close” or “Goto” buttons are selected, the instrument returns to the **GEN\_INTRO\_CP** screen.

- Is respondent ready to complete the interview?
  - 1 Continue
  - 2 Inconvenient time - callback needed
  - 3 Reluctant respondent - hold for refusal follow-up
  - 4 Other outcome -problem/select new household respondent
  - 5 Wrong address (wrong case selected)

CAPI\_INTRO\_B

#### CAPI\_INTRO\_B

**CAPI\_INTRO\_B** checks to make sure the respondent is ready to complete the interview.

The precodes you enter in the **CAPI\_INTRO\_B** screen result in the instrument progressing to different screens based on the case's Time in Sample (that is, whether it is incoming (TIS 1) or continuing (TIS 2-7).

##### Precode (1)

Precode (1), "Continue," takes you to:

- **GETLETTER\_CP** for an incoming case where there has not been at least a partial interview obtained with the household respondent. **GETLETTER\_CP** verifies whether or not the household received the "Introductory" or "Continuing Household" letter sent by your Regional Office.
- **HHNUM\_VR\_CP** which asks, "Is this a replacement household?" for a continuing case in which you have not completed at least a partial interview with the household respondent.

*A replacement household is one in which the household interviewed in the previous enumeration period has moved away from the sample address and has been replaced by a new household.*

##### Precodes (2) and (3)

Entering Precode (2), "Inconvenient time. Callback needed." or Precode (3) "Reluctant respondent - hold for refusal followup", takes you to:

- **VERIFY** (then out of the instrument) for an incoming case
- **HHNUM\_VR\_CP**, which asks, “Is this a replacement household?” for a continuing case in which you have not completed at least a partial interview with the household respondent.

**Precode (4)**

Entering Precode (4), “Other outcome OR problem interviewing respondent” takes you to:

- **HHNUM\_VR\_CP** screen, for a continuing case.
- **HHRPICK\_CK** for an incoming case. **HHRPICK\_CK** is a hard error pop-up screen that displays the following message:

- Error. You indicated respondent was available to continue the interview or you are trying to change a household respondent for an incoming case that does not yet have a household respondent.

Questions involved	Value
CAPI_INTRO_B: Ready for PV?	Other outcome-problem/select new...
	Suppress   Close   Goto

**HHRPICK\_CK**

At this edit check, press the “Goto” button to return to **CAPI\_INTRO\_B** and select another precode.

This edit check appears when you have selected Precode (1), “Respondent available” in **GEN\_INTRO\_CP**, as well as Precode (4), “Other outcome OR problem interviewing respondent” in **CAPI\_INTRO\_B**; which are two inconsistent answers. It also appears when you are trying to change a household respondent in an incoming case when the household respondent has not yet been selected. Selection of the initial household respondent for an incoming case is done at **PICK1STHHRESP**.

**Precode (5)**

Entering Precode (5), “Wrong address (wrong case selected),” in **CAPI\_INTRO\_B** takes you to **VERIFY** (and then out of the instrument) for an incoming or continuing case.

- Is this a replacement household?
  - If unsure, enter 2 (No)

1 Yes  
2 No

**HHNUM\_VR\_CP**

This screen is displayed when entering a case, either for a personal visit interview or telephone interview, where you have not obtained at least a partial interview with the household respondent.

If the household is a replacement household, indicate that by entering Precode (1), “Yes.” The instrument goes to **CK\_REPLACE\_CP**, which is the first of two items that must be completed before setting up a replacement household.

If the household is not a replacement, enter Precode (2), “No.” Then interview the household as usual.

- A replacement household means that there are NO members of the household interviewed during the previous enumeration period living at this address.
- Are you sure this is a replacement household?

1 Yes

2 No

CK\_REPLACE\_CP

#### CK\_REPLACE\_CP

**CK\_REPLACE\_CP** contains an interviewer instruction asking you to verify that this household is indeed a replacement household and meets the NCVS definition of a replacement household. Enter Precode (1) “Yes” to code this as a replacement household and continue with Item **SPAWNED\_CP**, otherwise enter Precode (2) “No”. After entering Precode (2), an edit check pop-up tells you how to proceed.

- Inconsistent answers were entered in HHNUM\_VR\_CP and CK\_REPLACE\_CP.
- Below select either “HHNUM\_VR\_CP: Replacement household? “Yes” and press the “Goto” button to return to the HHNUM\_VR\_CP screen to change the answer to “No” to indicate this is not a replacement household OR select “CK\_REPLACE\_CP: Verify replacement “No” and press the “Goto” button to return to the CK\_REPLACE\_CP screen to change the answer to “Yes” to verify this is a replacement household.

Questions involved	Value
HHNUM_VR_CP: Replacement household?	Yes
CK_REPLACE_CP: Verify replacement	No

Suppress Close Goto

This edit check appears when you have coded that this is a replacement household in **HHNUM\_VR\_CP** and then coded that it is not a replacement household in **CK\_REPLACE\_CP**. If you selected that this was a replacement household in error, select the first row in the "Questions Involved" column to return to the **HHNUM\_VR\_CP** screen and change the answer to "No" to code that this IS NOT a replacement household. Otherwise, select the second row in the "Questions Involved" column to return to the **CK\_REPLACE\_CP** screen and change the answer to "Yes" to code that this IS a replacement household.

*NOTE: Only code a case as a replacement household after you have confirmed new respondents have moved into the sample address. If new respondents have not moved in yet, then the current case should be coded as a Type B Noninterview. Do not code a vacant sample address as a replacement household since the original household has not been replaced yet.*

- A new case for the replacement household will be spawned in Case Management after you exit the case. Enter 1 to exit this case, which will automatically be made a Type C.
- Select the newly spawned case in Case Management to interview the replacement household.

1 Enter 1 to Continue

SPAWNED\_CP

#### SPAWNED\_CP

**SPAWNED\_CP** appears when Precode (1) is entered in Item **CK\_REPLACE\_CP**. It tells you that the current case will be coded as a Type C "Replacement Household" and a new replacement household will be created in Laptop Case Management. The new household, created in Laptop Case Management must be interviewed. After entering "1" at **SPAWNED\_CP** the instrument skips to **VERIFY** in the back of the instrument.

- PARTIAL INTERVIEW FOR: Ted Moe
- IF NECESSARY: Hello, this is (YOUR NAME) from the U.S. Census Bureau.

We completed part of your interview for the National Crime Victimization Survey and would like to finish it now.

1 Enter 1 to Continue

INTRO\_PARTIAL\_CP

**INTRO\_PARTIAL\_CP**

**INTRO\_PARTIAL\_CP** appears when you are interviewing a household respondent or an individual respondent whose interview has been partially completed this interview period. (All TIS) This screen comes up after entering Precode (1) in **GEN\_INTRO\_CP** or a valid line number in **ALTERNATE1\_CP** when calling back for a respondent with a partial interview. Use this screen to reintroduce yourself and the survey to the respondent before proceeding with the respondent's interview. After Entering (1) to continue, you can press the "End" key to skip to the last unanswered question in this respondent's interview. For example, if you stopped the interview with a respondent at **LOCATION\_GENERAL** in the incident report section during your original contact, upon callback, enter Precode (1) in **INTRO\_PARTIAL\_CP** and at the next screen that appears press the "End" key to skip to **LOCATION\_GENERAL**. This saves you and the respondent valuable time by not having to go through all of the screens the respondent answered during the previous contact.

?[F1]

- RECALLED RESPONDENT: Jane Moe
- IF NECESSARY: Hello, this is (YOUR NAME) from the U.S. Census Bureau.

We are talking with members of your household to obtain statistics on the kinds and amount of crime committed against individuals 12 years of age or older.

We would like to complete your interview now.

1 Enter 1 to Continue

INTRO\_REC\_CP

**INTRO\_REC\_CP**

**INTRO\_REC\_CP** appears when you are interviewing an individual respondent whose interview has not been at least partially completed. (All TIS)

This screen comes up after entering Precode (1) in **GEN\_INTRO\_CP** or a valid line number in **ALTERNATE1\_CP** when calling back for a respondent who has not been interviewed yet. Use this screen to introduce yourself and the survey to the respondent before proceeding with the respondent's interview. After Entering (1) to continue, proceed to **NEXTPERSON**, which will be prefilled with the respondent's line number.

Press the "Enter" key to continue to **INTERVIEWSTATUS** to begin the respondent's interview.

## **Topic 4. CAPI Telephone Interview for Household Respondent and Individual Respondents (Screen Layout and Instructions for START\_CP through INTRO\_REC\_CP)**

CENSUS CATI/CAPI SYSTEM  
National Crime Victimization Survey

Case status is: New Case

Date: July 3, 2008

Time: 10:06 am

Incoming/Continuing: Continuing

Interview Number: 02

Confirmed Refusal: No

- 
- 1 Telephone interview
  - 2 Personal visit interview (See notes)
  - 3 Personal visit interview (Skip all notes and go to GEN\_INTRO\_CP)
  - 4 Noninterview (Type A/B/C)
  - 5 Ready to transmit case - no more followup (Type Z's)
  - 6 Quit: Do not attempt now

START\_CP

**START\_CP  
(Telephone Interview)**

**START\_CP** is the first screen when you enter a case. It shows:

- Survey title
- Case status
- Current date and time.
- Incoming/Continuing status
- Interview Number (1 through 7)
- Confirmed Refusal Status (Yes or No)

After reviewing the information, choose Precode (1) to conduct the interview by telephone. If you enter Precode (1) for an incoming case (TIS 1) and you have not yet

completed the interview with the household respondent you will see the edit check, **NEED\_PV\_CK**.

- This is an incoming case and requires a personal visit interview with the household respondent, unless this is a last resort.
- If this is a last resort, select “Suppress” to continue with a telephone interview for this case. Otherwise, select “Goto” to return to the **START\_CP** screen and select personal interview.

Questions involved	Value
<b>START_CP</b> : Start CAPI interview	Telephone interview
	Suppress   Close   Goto

#### **NEED\_PV\_CK**

**NEED\_PV\_CK** appears for TIS 1 cases as well as replacement households when Precode (1) is selected at **START\_CP** when the household has not yet been interviewed. Although incoming cases should be done by personal visit, this was added to accommodate households that request a telephone interview.

To continue with a telephone interview click on the “Suppress” button, which takes you to **DIAL\_CP** to start a telephone interview. Otherwise, click on the “Goto” button to return to **START\_CP** to select Precode (2) or (3) to continue with a personal visit interview. Personal visit interviews are discussed in Topic 3 of this chapter.

#### **START\_CP** (Telephone Interview)

When entering Precode (1) in **START\_CP** for TIS 2-7 cases you progress to the following screens to view information available for the case, that is:

- the household roster (**SHOW\_CP\_ROSTER**) and
- a reminder screen to view case level notes and the interview time preference grid (Best Time to Call/no Sunday information) (**SHOW\_INFO\_CP**).

(Note that Precodes 2-6 and corresponding instrument paths are discussed in detail in Topic 2 of this chapter.)

## Status of household composition

LN	NAME	REL	MEMBER	SEX	AGE	STATUS
1	Ted Moe	Ref Per	Member	M	43	NEED SELF
2	Megan Moe	Wife	Member	F	43	NEED SELF
3	Jane Moe	Daughtr	Member	F	14	NEED SELF

1 Enter 1 to Continue

**SHOW\_CP\_ROSTER**

**SHOW\_CP\_ROSTER** displays the household roster. The roster includes anyone added to the roster during the time the case has been in sample. Therefore, persons coded as nonmembers are also displayed at this screen. In addition to the **SHOW\_CP\_ROSTER** screen, you can also view the household roster at any place in the instrument by clicking on the **HHROSTER** index tab at the top of the Info Pane or by pressing the “Shift” + “F1” keys.

## INFORMATION FROM PREVIOUS INTERVIEW

- Press Control + F7 to view case level notes
- Press Control + T to view interview time preference
- Language:

1 Enter 1 to Continue

**SHOW\_INFO\_CP**

**SHOW\_INFO\_CP**

**SHOW\_INFO\_CP** gives you a chance to review any notes entered for the case since the household first came into sample, by pressing the “Ctrl” + “F7” keys simultaneously. You can also check for any “Best Time to Call or No Sunday Information” that was previously entered in the Interview Time Preferences grid by pressing the “Ctrl” + “T” keys simultaneously. Last, this displays any non-English

languages the household may speak based on entries in the instrument during a previous contact. From **SHOW\_INFO\_CP**, continue with **HHNUM\_VR\_CP** when first attempting to contact the Household Respondent or the **WHOTOCALL\_CP** screen when attempting to reach an Individual Respondent once the case has reached the status of a sufficient partial (that is, the interview is complete for the household respondent).

- Is this a replacement household?

- If unsure, enter 2 (No)

1 Yes  
2 No

**HHNUM\_VR\_CP**

#### **HHNUM\_VR\_CP**

**HHNUM\_VR\_CP** is displayed when entering a case, either for a personal visit interview or telephone interview, where you have not obtained at least a partial interview with the household respondent.

If the household is not a replacement, enter Precode (2), "No." Then interview the household as usual.

During a telephone interview, when you have discovered that the previous household has moved out and entered Precode (1), "Yes," at **HHNUM\_VR\_CP**, check item **CK\_REPLACEFOLLOWUP\_CP** appears:

- You are attempting to code a replacement household during a telephone interview.
- A personal visit followup is required to verify new respondents have moved into the sample address before this case can be coded as a replacement.

**CK\_REPLACEFOLLOWUP\_CP**

Follow up with a personal visit to verify the current status of the sample address (vacant or occupied by new respondents). Do not code a case as a replacement household until you have followed up and verified that:

- the entire household has moved out of the sample address

AND

- at least one new respondent has moved into the sample address.

If you determine that the sample address is vacant, code the case as a noninterview following the instructions in Part A, Chapter 6. Do not code this situation as a replacement household, since a new household has not moved into the sample address.

- Enter the line number of the person with whom you want to speak.

1. Ted Moe
3. Jane Moe

WHOTOCALL\_CP

**WHOTOCALL\_CP**  
**(Telephone Interview)**

**WHOTOCALL\_CP** appears when you re-enter a case where you have already completed the Household Respondent's interview. This screen is used to select a person to contact in order to set up the fills in the question text in **DIAL\_CP** as well as other screens in the Front Section of the instrument with the name of the next person you are trying to reach. This screen allows you to enter the line number for any individual respondent whose interview you have not yet completed. The instrument only displays those respondents who have not completed their interview.

Enter the line number of the person you want to speak to and then press the "Enter" key to go to **DIAL\_CP**.

- Dial number

Primary Number  
(991) 555-9899 EXTENSION:  
Phone Type: Home

Other Number:  
(991) 555-9898 EXTENSION: 999  
Phone Type: Work

Household respondent last enumeration: Ted Moe  
Current Household respondent: Megan Moe  
Address: 101 Ocean View Circle  
Anytown, VA 99997

- 1 Someone answers
- 2 No contact/answering machine
- 3 New telephone number/number disconnected
- 4 NOT ATTEMPTED NOW

DIAL\_CP

**DIAL\_CP**

At **DIAL\_CP**, code the outcome of the call.

**Precode (1)**

Enter Precode (1) when someone answers; this takes you to **HELLO\_1\_CP**.

**Precode (2)**

Enter Precode (2) when you get an answering machine or a busy signal. This precode takes you to the back of the instrument and **VERIFY**.

**Precode (3)**

If you get a recorded message that the number has been disconnected or a new number is given, enter Precode (3) which takes you to **NEW\_NUMBER\_CP**.

**Precode (4)**

Entering Precode (4) takes you to **VERIFY** to exit the instrument.

- Record new telephone number.
- Enter 0 for no new telephone number.

OLD NUMBER: (991) 555-9899

NEW\_NUMBER\_CP

**NEW\_NUMBER\_CP**

If you find out that the phone number you dialed has been disconnected and no new number is given, enter 0 (zero) at **NEW\_NUMBER\_CP** to exit the instrument, via **VERIFY**. Otherwise, enter the new phone number at this screen.

After typing the new number and pressing “Enter,” the instrument goes back to **DIAL\_CP**, which directs you to call using the new number. If you do not enter the full ten-digit phone number or if you enter an invalid area code, an edit check pop-up appears that sends you back to the **NEW\_NUMBER\_CP** screen to reenter the new number.

Hello. This is (YOUR NAME)... from the U.S. Census Bureau.

May I please speak with Megan Moe?

- 1 This is the correct person
- 2 Correct person called to the phone
- 3 Person not home now or not available now"
- 4 Person unknown at this number
- 5 Person no longer lives here
- 6 Person unavailable through closeout (includes deceased individuals)

HELLO\_1\_CP

**HELLO\_1\_CP**

**HELLO\_1\_CP** provides the introduction for you to use once someone answers the phone. After saying “Hello,” you are prompted to introduce yourself and then ask for either the household respondent from the last enumeration (first time calling the household this enumeration), the current

---

household respondent (if you have started the interview with a household respondent), or the person selected at the **WHOTOCALL\_CP** screen.

The precode you enter at **HELLO\_1\_CP** determines what screen the instrument brings up next, based on whether you are interviewing a household respondent on the first attempt, interviewing a household respondent on a reentry into the case (for example, to complete a partial interview with the household respondent), or interviewing an individual respondent.

**Precodes (1) and (2)**

Entering Precode (1), “This is the correct person or Precode or (2) “Correct person called to the phone” takes you to:

- **GETLETTER\_CP** when you are interviewing a household respondent whose interview has not been at least partially completed. (All TIS)
- **INTRO\_PARTIAL\_CP** when you are interviewing a household respondent or an individual respondent whose interview has been partially completed this interview period. (All TIS)
- **INTRO\_REC\_CP** when you are interviewing an individual respondent whose interview has not been at least partially completed. (All TIS)

**Precodes (3) or (5)**

Entering Precode (3), “Person not home now or not available now” or Precode (5), “Person no longer lives here” takes you to either:

- **HELLO\_ALT2\_CP**, **HELP\_OTH\_CP**, or **NEWHHR\_CP** when interviewing a household respondent. These screens are discussed further in Topic 5 of this chapter. (TIS 2-7)
- **ALTERNATE1\_CP** for a case when you are attempting to interview an individual respondent who is not available, but there is at least one other individual

respondent in the household who still needs to be interviewed. The **ALTERNATE1\_CP** screen allows you to enter the line number of the next person you want to attempt to interview. This screen is discussed further in Topic 5 of this Chapter. (All TIS)

**Precode (4)**

Entering Precode (4), “Person unknown at this number,” goes to:

- **DIAL\_CORRECT\_CP**, which asks, “Have I reached (telephone number)?” to ensure that you have dialed the correct number.

**Precode (6)**

Entering Precode (6) “Other outcome or problem interviewing respondent” goes to:

- **TOOLATE\_CP** if attempting to interview an individual respondent. This item asks for a household member who can serve as a proxy for an unavailable respondent or a respondent who cannot be interviewed for some other reason. This item is discussed in more detail in Topic 5 of this chapter. (All TIS)

Have I reached (991) 555-9899?

- 1 Yes  
2 No

DIAL\_CORRECT\_CP

**DIAL\_CORRECT\_CP**

When you call a household and the person who answers the phone says they do not know the respondent you asked for at **HELLO\_1\_CP**, the instrument goes to **DIAL\_CORRECT\_CP** to verify that you dialed the correct telephone number.

If you dialed the number correctly at DIAL\_CP AND you have not yet reached the household respondent, enter Precode (1), which takes you to:

- **RTPNUM\_CP** to verify whether you have reached the household, when you have not contacted the household yet this enumeration period.
- **NEWHHR\_CP** if you have already made contact with the household respondent. At **NEWHHR\_CP** the FR instruction asks you if you want to change the household respondent.
- **ALTERNATE1\_CP** if you are attempting to contact an individual respondent and there are other household members who have not completed their interview, or to **VERIFY**, in the back of the instrument, when there are no other respondents left to interview.

If you did not dial the correct number, enter Precode (2). You will then see the edit check to verify that the correct number was not reached:

- Select the “Goto” button in order to return to the **DIAL\_CP** screen to redial the phone number for the household.
- Otherwise, select the “Close” button to return to the **DIAL\_CORRECT\_CP** screen.

Questions involved	Value
<b>DIAL_CP</b> : Dial phone number	Someone answers
<b>DIAL_CORRECT_CP</b> : Correct number	No

Close      Goto

This edit check appears to verify that you have misdialed the phone number for the household. If you have misdialed, select the first row in the “Questions involved” column to return to **DIAL\_CP** and redial the phone number. Otherwise, select the second row in “Questions involved” to return to **DIAL\_CORRECT\_CP** and change the answer to “Yes” to code that you have dialed the correct number.

After changing the answer in **DIAL\_CORRECT\_CP** to "Yes" the instrument continues with **RTNUM\_CP**.

I'm trying to reach someone in the Moe household.

Have I reached the correct household?

- 1 Yes
- 2 No

**RTNUM\_CP**

**RTNUM\_CP**

**RTNUM\_CP** appears when you code at **HELLO\_1\_CP** that the household respondent you are trying to reach is not known by the person who answered the phone and that person confirms that you dialed the correct number.

At **RTNUM\_CP**, verify with the person on the telephone whether the phone number still belongs to the household from the last enumeration. If it is the same, enter Precode (1) and the instrument continues to **HELLO\_ALT2\_CP** or **HELP\_OTH\_CP**, depending on the roster composition. See Topic 5 of this chapter for more information on these two items.

If you have not reached the correct household, enter Precode (2); the instrument goes to **VERIFY** at the back of the instrument.

- PARTIAL INTERVIEW FOR: Ted Moe
- IF NECESSARY: Hello, this is (YOUR NAME) from the U.S. Census Bureau.

We completed part of your interview for the National Crime Victimization Survey and would like to finish it now.

1 Enter 1 to Continue

**INTRO\_PARTIAL\_CP**

**INTRO\_PARTIAL\_CP**

**INTRO\_PARTIAL\_CP** appears when you are interviewing a household respondent or an individual respondent whose interview has been partially completed this interview period. (All TIS).

This screen appears after entering Precodes (1) or (2) in Item **HELLO\_1\_CP** or a valid line number in Item **ALTERNATE1\_CP** when calling back for a respondent with a partial interview. Use this screen to reintroduce yourself and the survey to the respondent before proceeding with the respondent's interview. After Entering (1) to continue, you can press the "End" key to skip to the last unanswered question in this respondent's interview. For example, if you stopped the interview with a respondent at **LOCATION\_GENERAL** in the incident report section during your original contact, upon callback enter Precode (1) in **INTRO\_PARTIAL\_CP**. At the next screen that appears press the "End" key to skip to **LOCATION\_GENERAL**. This saves time by not having to go through all of the items the respondent answered during the previous contact.

?[F1]

- RECALLED RESPONDENT: Jane Moe
- IF NECESSARY: Hello, this is (YOUR NAME) from the U.S. Census Bureau.

We are talking with members of your household to obtain statistics on the kinds and amount of crime committed against individuals 12 years of age or older.

We would like to complete your interview now.

1 Enter 1 to Continue

INTRO\_REC\_CP

**INTRO\_REC\_CP**

**INTRO\_REC\_CP** appears when you are interviewing an individual respondent whose interview has not been at least partially completed. (All TIS)

This screen will come up after entering Precodes (1) or (2) in Item **HELLO\_1\_CP** or a valid line number in Item **ALTERNATE1\_CP** when calling back for a respondent who has not been interviewed yet. Use this screen to introduce yourself and the survey to the respondent before proceeding with the respondent's interview. After entering (1) to continue, proceed to the **NEXTPERSON** screen, which is prefilled with the respondent's line number. Press the "Enter" key to continue to **INTERVIEWSTATUS** to begin the respondent's interview.

**Topic 5. Selecting a New Household or Individual Respondent  
During CAPI Personal Visit and Telephone Interviews  
(Screen Layout and Instructions for the  
NEWHHR\_CP, HELLO\_ALT2\_CP, HELP\_OTH\_CP,  
ALTERNATE1\_CP, TOOLATE\_CP and NEXTPERSON)**

- Do you want to select a new household respondent?

1 Yes  
2 No

NEWHHR\_CP

**NEWHHR\_CP**

If you answer (2), at **GEN\_INTRO\_CP**, (3), (5), or (6) at Item **HELLO\_1\_CP**, or (1), at **DIAL\_CORRECT\_CP**, the instrument takes you to **NEWHHR\_CP** when you have already started the interview with the household respondent. **NEWHHR\_CP** contains the interviewer instruction, “Do you want to select a new household respondent?” Enter (1) for “Yes,” and (2) for “No,” to exit the instrument.

Entering Precode (1), “Yes,” at **NEWHHR\_CP** takes you to **HELLO\_ALT2\_CP** (if other eligible HHRs are listed on the household roster), which prompts you to ask for another household respondent based on those who are eligible to be an HHR. If there are no other eligible HHRs on the roster the instrument goes to Item **HELP\_OTH\_CP**, which asks if the person you are currently talking to or anyone else who lives there is eligible to be a household respondent.

*NOTE: An eligible household respondent is a household member who is:*

- Age 18 or older or
- Age 17 and married to the reference person or
- Age 17 when all members of the household are age 17 or younger

**NEW\_HHR  
(index tab)**

You can also use the “**New HHR**” index tab at the top left of the screen to select the line number to change household respondents. (Only eligible household respondents will be listed at **NEW\_HHR**.) You may use the “**New HHR**” Section Tab during the household respondent’s interview, until you have completed the household roster updates.

May I speak to (• Ask for another possible household respondent.)

LN	NAME	STATUS	SEX	AGE
1	Ted Moe	NEED SELF	F	43

- Enter precode or line number
- Enter 31 if no one available now

1 Ted Moe  
31 No one listed available now

**HELLO\_ALT2\_CP**

**HELLO\_ALT2\_CP**

**HELLO\_ALT2\_CP** is displayed so that you can select a new household respondent when entries in Items **NEWHHR\_CP**, **GEN\_INTRO\_CP**, **GEN\_INTRO\_CP\_CK**, **HELLO\_1\_CP**, **CAPI\_INTRO\_B**, or **RTNUM\_CP** are coded that you need to select a new household respondent. The **HELLO\_ALT2\_CP** screen appears *only* when there are other household members listed as possible household respondents.

Use this screen to help identify an eligible household respondent for the current interview period; **HELLO\_ALT2\_CP** presents you with a list of other eligible household respondents. You must interview an eligible household respondent BEFORE interviewing any other NCVS eligible household members. Note that only those who are eligible to be selected to act as the household respondent should be displayed at this screen. If an eligible household respondent is available, enter that household member’s line number and continue with the household

respondent's interview at **GETLETTER\_CP**. Otherwise, enter Precode (31), "No one listed above available now." This takes you to **HELP\_OTH\_CP**, described below.

Perhaps you can help me.

I would like to speak to a member of the Moe household who lives there, is at least 18 years old, and is knowledgeable about the household.

- (If appropriate:) Would you or someone else there now qualify?

1 Yes (person you are speaking with or someone else available)

2 No (no one available or qualified)

3 Wrong household

**HELP\_OTH\_CP**

#### **HELP\_OTH\_CP**

Item **HELP\_OTH\_CP** is another screen used to identify an eligible household respondent for the current interview period. This screen appears when you have coded that you would like to change the household respondent, but there are no other persons listed on the roster who qualify as a household respondent.

**HELP\_OTH\_CP** is displayed when there are no other eligible household respondents listed on the roster and you have entered in **NEWHHR\_CP**, **GEN\_INTRO\_CP**, **GEN\_INTRO\_CP\_CK**, **HELLO\_1\_CP**, **CAPI\_INTRO\_B**, and **RTNUM\_CP** that you need to select a new household respondent. **HELP\_OTH\_CP** appears when you enter Precode (31) in **HELLO\_ALT2\_CP** because no one listed as an eligible household respondent is available.

Precode (1), "Yes (person you are speaking with or someone else available)," goes to **OTHR\_NAME\_FIRST\_CP** to collect the name of the new household respondent. Entries of Precode (2), "No (no one available or qualified)," and Precode (3), "Wrong household," exit the instrument.

What is your name?

- Enter the respondent's first name on this screen and last name on the next screen.

**OTHR\_NAME\_FIRST\_CP**

What is your last name?

- Enter respondent's last name.

**OTHR\_NAME\_LAST\_CP**

**OTHR\_NAME\_FIRST\_CP**  
and  
**OTHR\_NAME\_LAST\_CP**

**OTHR\_NAME\_FIRST\_CP** and **OTHR\_NAME\_LAST\_CP** collect the name of the new HHR not already listed on the household roster. These screens are accessed when Item **HELP\_OTH\_CP** equals 1. After collecting this person's name, the instrument codes this new line number/respondent as the new household respondent. When you reach the Control Card Section, the instrument directs you to collect demographic information for this new household respondent. Topic 9 discusses the screens used to collect and update the demographic information in more detail.

- These household members have not yet been interviewed:

LN	NAME
----	------

1	Ted Moe
3	Jane Moe

I still need to interview • (READ NAMES FROM ABOVE)

Are either of them available now?

- Enter line number or precode.
- Enter 31 if No or No other household members available.

1 Ted Moe

3 Jane Moe

31 No or no one listed above available now

ALTERNATE1\_CP

#### ALTERNATE1\_CP

**ALTERNATE1\_CP** presents you with a list of household members (individual respondents) who have not yet been interviewed or have not completed their interview. This screen appears when the person selected at **WHOTOCALL\_CP** is coded as not available in **HELLO\_1\_CP**, **TOOLATE\_CP**, **DIAL\_CORRECT\_CP** or **GEN\_INTRO\_CP**.

Therefore, when there are other respondents who still need to be interviewed, **ALTERNATE1\_CP** is asked to see if any of the remaining NCVS eligible household members you have not yet completed their NCVS or supplement interviews are available to complete their interview. At this screen read the question text to the person you are speaking to and then enter the line number or precode for the household member you wish to interview; enter Precode (31) if no other household members are available.

Since the survey must be completed before Jane Moe's return, I can take her information from someone else.

Would you or someone there now know how to answer the crime questions for Ted Moe?

- 1 Yes
- 2 No

TOOLATE\_CP

**TOOLATE\_CP**

This item asks for a household member who can serve as a proxy for an unavailable respondent or a respondent who cannot be interviewed for some other reason.

**TOOLATE\_CP** appears when Precode (6), “Person unavailable through closeout,” is entered in **HELLO\_1\_CP** or the “Suppress” button is selected at the edit check **GEN\_INTRO\_CP\_CK**. If someone can act as a proxy respondent (Precode (1)) the instrument leads you down the path to collect the proxy reason and the line number of the proxy respondent (that is, the person you talk to in order to collect the data for the proxy person/person not able to complete their interview by self-response). For a household member to act as the proxy respondent, they must have completed their own interview and done so by self-response. Coding proxy interviews is discussed more in Topic 6, below.

If a proxy respondent is not currently available, enter Precode (2) to go to **ALTERNATE1\_CP** when there are other individual respondents left to be interviewed. Otherwise, you exit the instrument via **VERIFY**.

- \*\*\*Do not F10 from this screen \*\*\*

LN	NAME	STATUS	HRESP	REL	SEX	AGE
1	Ted Moe	Done-Int		Ref Person	M	43
2	Megan Moe	Done-Int		Wife	F	43
3	Jane Moe	NEED SELF	R	Daughtr	F	14

I also need to speak with Jane Moe.  
Is Jane Moe at home now?

- Enter the person's line number for next interview.
- \*\*\*Do not F10 from this screen \*\*\*

3 Jane Moe	32 Household complete
31 Respondent refused for someone else	33 No other person available now

**NEXTPERSON**

**NEXTPERSON** shows the household roster and instructs you to enter the line number of the next person to be interviewed. After selecting the next person to interview the instrument continues with **INTERVIEWSTATUS** to review the type of interview needed for the respondent before beginning their NCVS interview.

If the respondent you just completed an interview with refuses for someone else, enter Precode (31) which will lead you through screens to code that line number as a refusal; see Topic 6 for more details on coding a respondent as a refusal. If no other person is available for an interview, enter Precode (33), which takes you to **REFCBBREAK\_CP** in the back of the instrument.

## **Topic 6. Completing Self Response and Proxy Interviews and Coding Initial Refusals (Screen Layout and Instructions for the INTERVIEWSTATUS through INTROFORNEWRESPONDENT)**

- Review self/proxy status and person's name before proceeding to screen questions.
- Interview is for: Jane Moe
- Talking to: Jane Moe
- Self/Proxy status: SELF INTERVIEW
- Jane Moe ISN'T the household respondent
- If wrong person selected, back up to the NEXTPERSON screen to select the next person to be interviewed.
  - 1 Continue with this respondent's interview
  - 2 Change to a proxy interview

INTERVIEWSTATUS

### **INTERVIEWSTATUS**

The **INTERVIEWSTATUS** screen is the first screen encountered after selecting the next person to interview. As shown above, this screen gives you the following information:

- The name of the current respondent;
- The name of the person you are speaking to;
- The respondent's current "Proxy Status" (*Self or Proxy Interview*);
- Whether the current respondent is or is not the household respondent.

If the wrong line number was selected, back up to the **NEXTPERSON** screen and enter the correct line number. If the correct line number was selected and you are ready to continue with a self interview, select Precode (1), "Continue with this respondent's interview" to start this respondent's NCVS interview. Otherwise, select Precode (2), "Change to

a proxy interview” to change the respondent’s interview status from a *Self* interview to a *Proxy* interview.

- You are about to change this respondent’s interview status to a proxy interview.
- If you are sure the interview for this respondent needs to be completed by proxy, click the “Suppress” button. Otherwise, click the “Close” or “Goto” button to return to the INTERVIEWSTATUS screen.

Questions involved INTERVIEWSTATUS:	Value Proxy
--	----------------

Suppress	Close	Goto
----------	-------	------

**PERSTATUSPROXY**

The **PERSTATUSPROXY** edit check appears in order to verify that you want to code the current respondent as a proxy interview. See Part C, Chapter 1 of this manual for more information regarding proxy interviews.

If the respondent’s interview needs to be completed by proxy, click on the “Suppress” button. After clicking the “Suppress” button, continue with **PROXYREASON** to code the reason a proxy interview is needed for this respondent. If you’ve reached this screen by mistake, click on the “Close” or “Goto” button to return to **INTERVIEWSTATUS**.

- Enter the reason for proxy interview.

- 1 Proxy person is 12-13 years old and parent refused permission for self interview.
- 2 Proxy person is physically/mentally unable to answer.
- 3 Proxy person is temporarily absent and won’t return before closeout.

**PROXYREASON****PROXYREASON**

After you have determined a proxy interview is needed by clicking on the “Suppress” button at the **PERSTATUSPROXY** edit check, **PROXYREASON** appears.

For the NCVS, a **proxy person** is a person who cannot answer the questions for himself/herself (*person talking about*). In other words, a **proxy person** is someone who cannot complete his/her interview by self-response. The **proxy respondent** is the person who will be answering the questions for the proxy person (*person talking to*).

**Precode (1)**

Enter Precode (1), “Proxy person is 12-13 years old and parent refused permission for self interview” when the household member is 12 or 13 years old and the child’s parent(s) refuse(s) to allow you to interview the 12 or 13-year-old child by self-response. *In this situation, only a parent who has already completed their own NCVS interview by self-response can be the proxy respondent.*

If you enter Precode (1), and the household member is older than 13, **PROXYAGEERROR** appears. Otherwise, continue with **PICKPROXYRESP** to select the proxy respondent.

**Precode (2)**

Enter Precode (2), “Proxy person is physically/mentally unable to answer” when the household member has a physical and/or mental illness which prevents him/her from responding directly to you. Entering Precode (2) takes you to **PROXYREASONSPEC** to record the household member’s physical/mental illness that prohibits a self-response interview.

**Precode (3)**

Enter Precode (3), “Proxy person is temporarily absent and won’t return before closeout” when the household member is away from the sample address temporarily AND is not expected to return during the interview period. Before taking a proxy interview, make sure that the person is still a household member and will not return at any time during the interview period. After entering Precode (3), the instrument goes to **PROXYDATERETURN\_MO** to record the date the household member is expected to return to the sample address.

Refer to Part C, Chapter 1 of this manual for more information about acceptable reasons for conducting a proxy interview.

- A proxy interview is not acceptable because the respondent is older than 13.
- Interview status will be reset to “SELF” interview.

1 Enter 1 to Continue

PROXYAGEERROR

**PROXYAGEERROR**

The **PROXYAGEERROR** screen appears when Precode (1) is entered at **PROXYREASON** and the household member is older than 13. This household member’s interview status will be set to a “self” interview. Since Precode (1) was an invalid reason at **PROXYREASON**, the instrument will return to **NEXTPERSON** where you can continue with this household member’s interview by self-response, select another household member to interview, or exit the case.

- Describe the physical or mental condition that prevents the respondent from completing a self interview.

PROXYREASONSPEC

**PROXYREASONSPEC**

**PROXYREASONSPEC** is the screen where you enter a description of the physical or mental condition of this household member that prevents him/her from completing the interview by self-response. For example, “Line Number 2 is in the late stages of Alzheimer’s.”

Proxy interviews cannot be conducted for temporary conditions, such as a respondent has a cold, is drunk/on drugs, or is heavily medicated. In these situations, contact the person at a later date to conduct his/her interview.

After entering a valid proxy reason, the instrument continues to **PICKPROXYRESP**.

- If unsure, ask:

When is Jane Moe expected to return?

- Enter month on this screen.

PROXYDATERETURN\_MO

- If unsure, ask:

When is Jane Moe expected to return?

- Enter day on this screen.

PROXYDATERETURN\_DY

- If unsure, ask:

When is Jane Moe expected to return?

- Enter year on this screen.

PROXYDATERETURN\_YR

**PROXYDATERETURN\_MO**,  
**PROXYDATERETURN\_DY**,  
**PROXYDATERETURN\_YR**

**PROXYDATERETURN\_MO**,  
**PROXYDATERETURN\_DY** and  
**PROXYDATERETURN\_YR** are used to record the date when the household member is expected to return to the sample address. These screens appear when Precode (3) is entered in **PROXYREASON**.

Although **PROXYDATERETURN\_MO** and **PROXYDATERETURN\_DY** are two digits, you only need to enter one digit (without a leading "0"). Rather, you can enter a one digit for the months of January

---

through September (1-9) as well as for the first nine days of a month. However, for **PROXYDATERTURN\_YR**, you must enter all four digits. For example, for September 2, 2013, enter "9/2/2013."

When a household member you are speaking with is unsure of the exact date the proxy person will return, you may:

- Press the "Ctrl" and "D" keys at the same time to code a blind "Don't Know" in any of the return date screens.

If the household member with whom you are speaking refuses to give you the exact date the proxy person will return, you may:

- Press the "Ctrl" and "R" keys at the same time to code a blind "Refused" in any of the return date screens.

If you enter *Don't Know or Refused* in any of these screens, the instrument proceeds to the **RETURNBYCLOSEOUT** screen to verify whether the proxy person will return before the current month's close-out.

After entering the date the household member is expected to return, the instrument goes to:

- Item **RETURNDATEERROR1** when the date entered is before close-out;
- Item **RETURNDATEERROR2** when the date entered is more than six months after close-out;
- Item **PICKPROXYRESP** when a valid return date is entered.

- Error: Date is unacceptable. You must set a callback date for this respondent.

1 Enter 1 to Continue

RETURNDATEERROR1

#### RETURNDATEERROR1

**RETURNDATEERROR1** appears when the date entered in Items **PROXYDATERETURN\_MO** through **PROXYDATERETURN\_DY** is prior to the current month's close-out date. Since the household member will return before close-out, set up a callback for this respondent to complete his/her interview by self-response upon his/her return. The instrument returns to **NEXTPERSON** after entering Precode (1) at **RETURNDATEERROR1**.

- Date is more than 6 months beyond the closeout date.
- Since this person will be away from the household for such as extended period of time, they are being coded as a nonmember.

Since Jane Moe is away for an extended period of time, no interview is required for her at this time.

1 Enter 1 to Continue

RETURNDATEERROR2

#### RETURNDATEERROR2

**RETURNDATEERROR2** appears when the date entered in **PROXYDATERETURN\_MO** through **PROXYDATERETURN\_DY** is more than six months after the current month's close-out date. Since the household member will not return for an extended period of time, they are coded as a nonmember and no interview is needed. Read the statement, "**Since (proxy person's name) is away for an extended period of time, no interview is required for (him/her) at this time.**" to the person with whom you are speaking. This lets them know you will not ask NCVS questions for that person. After entering Precode (1), the instrument returns to **NEXTPERSON**.

Do you expect Jane Moe to return by July 31, 2013?

- 1 Yes
- 2 No

**RETURNBYCLOSEOUT**

Item **RETURNBYCLOSEOUT** appears when a blind “*Don’t Know*” or “*Refused*” is entered in any of **PROXYDATERETURN\_MO** through **PROXYDATERETURN\_YR**. This item is used to determine whether the household member will return before close-out.

If he/she is expected to return before close-out, enter Precode (1), and the instrument returns to **NEXTPERSON**. Set up a callback for this respondent to complete his/her interview by self-response upon his/her return.

If the household member is not expected to return prior to close-out, enter Precode (2), and the instrument proceeds to **VERIFYHHM** to verify that this person is still considered a household member.

- Verify that the proxy person is still a household member.

Does Jane Moe usually live here?

- If “No,” probe for usual residence elsewhere.

- 1 Yes
- 2 No

**VERIFYHHM**

**VERIFYHHM**

**VERIFYHHM** is designed to assist in determining whether or not the person you are about to code as the proxy person is still considered a household member. Ask the following question in **VERIFYHHM**: “**Does Jane Moe usually live here?**”

---

If that person does usually live there, enter Precode (1) and continue to **PICKPROXYRESP** to select the proxy respondent. If the answer is "No," the instrument will continue to **VERIFYMEMURE** to determine whether the person has a usual place of residence held elsewhere. Ordinarily, a person's usual place of residence is the place where the person eats and sleeps the majority of the time.

As a general rule, a person is considered a household member if:

- ✓ the sample address is the person's usual place of residence, or
- ✓ the person is staying at the sample address at the time of interview and does not have a usual place of residence elsewhere.

*(Also see Part C, Chapter 1, Topic 3, and Part B, Chapter 2, Topic 10 of this manual, as well as your Information Card Booklet (NCVS-554) for help in determining household membership.)*

Does Jane Moe have a usual place of residence elsewhere?

- 1 Yes  
2 No

VERIFYMEMURE

**VERIFYMEMURE**

When a household respondent mentions that a person on the roster does not usually live there, follow up with **VERIFYMEMURE** to determine if the person qualifies as a household member for the NCVS. If the respondent replies that this person has a usual residence elsewhere, enter Precode (1), "Yes," in **VERIFYMEMURE**, which indicates that this person is NOT a household member. However, entering Precode (2), "No," indicates that this person does

not have a usual residence elsewhere and, therefore, classifies as a household member by NCVS standards and needs to complete their interview by proxy. The instrument proceeds to **PICKPROXYRESP**.

If you are still unsure whether to include a person on the household roster as a household member, select Precode (2), "No," in Item **VERIFYMEMURE**, and continue to interview the person by proxy. Explain the situation in the "Case Level Notes."

LN	NAME	STATUS	HRESP	REL	SEX	AGE
1	Ted Moe	Done-Int	R	Ref Person	M	43
2	Megan Moe	Done-Int		Wife	F	43
3	Jane Moe	NEED PRXY		Daughtr	F	3

- Enter line number of current respondent.
- If unsure, ask name.

1 Ted Moe  
2 Megan Moe

PICKPROXYRESP

#### PICKPROXYRESP

Select the proxy respondent at **PICKPROXYRESP**. That is, select the person who will answer the questions for the proxy person. In order for a person to be selected as the proxy respondent, they must have already completed his/her own NCVS interview by self response. After selecting a valid proxy respondent, the instrument continues with Item **INTPROXYSTATUS**.

- Review self/proxy status and person's name before proceeding to screen questions.
  - Interview is for: Jane Moe
  - Talking to: Megan Moe
  - Self/Proxy status: PROXY INTERVIEW
  - Jane Moe ISN'T the household respondent
- 1 Enter 1 to Continue

INTPROXYSTATUS

**INTPROXYSTATUS**

Item **INTPROXYSTATUS** is the last of the series of screens to code a proxy interview before proceeding to the NCVS questions. Review the text displayed to verify that the proxy person is correctly coded as a proxy interview and that the correct proxy respondent has been selected. If everything is correct, enter Precode (1), to continue. The instrument begins the proxy person's interview at **TIMEATADDRESS**, which is the first screen in the Middle Section of the NCVS instrument, as shown in Part B, Chapter 3 of this manual.

LN	NAME	STATUS	HRESP	REL	SEX	AGE
1	Ted Moe	Done-Int	R	Ref Person	M	43
2	Megan Moe	Done-Int		Wife	F	43
3	Jane Moe	NEED SELF		Daughtr	F	13

- Enter line number of person refused FOR.
- If unsure, ask name.

WHICHLINEREFUSEDFOR

**WHICHLINEREFUSEDFOR**

After entering Precode (33), "Respondent refused FOR someone else" at **NEXTPERSON**, **WHICHLINEREFUSEDFOR** appears. At this screen, enter the line number of the respondent who refused to

be interviewed or for whom another household member refused. This changes the household member's status to "Refused," but does not code them as a noninterview.

After entering the line number in Item  
**WHICHLINEREFUSEDFOR**, continue to  
**PERSTATUSREFUSED**.

- Changed to: REFUSED
- If this person is a TYPE Z NONINTERVIEW, you will need to code them as such in the Type Z section of the instrument. To do this you must first exit the instrument and then re-enter the case. When you are ready to transmit the case, enter Precode "5" at the START\_CP screen to access the Type Z section.

1 Enter 1 to Continue

PERSTATUSREFUSED

#### PERSTATUSREFUSED

**PERSTATUSREFUSED** is an edit check that shows the current respondent has been coded as a refusal. However, they have not been coded as a Type Z Noninterview at this point. Respondents cannot be coded as Type Z Noninterviews until you are ready to transmit the case.

In order to code this respondent as a Type Z:

- complete interviews with all remaining NCVS eligible household members;
- exit the case;
- re-enter the case, enter Precode (5), "Ready to transmit case - no more followup (Type Z's)" at **START\_CP**;
- enter the Type Z reason for each household member who was not interviewed. Follow the instructions for coding Type Z Noninterviews in Part A, Chapter 6 of this manual.

- Re-introduction for new respondent.
- If necessary Hello, I'm (YOUR NAME) from the U.S. Census Bureau.

I'm here concerning the National Crime Victimization Survey. We are talking with members of your household to obtain statistics on the kinds and amount of crime committed against individuals 12 years of age or older.

We would like to complete your interview now.

1 Enter 1 to Continue

INTROFORNEWRESPONDENT

#### **INTROFORNEW- RESPONDENT**

The **INTROFORNEWRESPONDENT** screen appears when you are interviewing an individual respondent whose interview has not been at least partially completed. (All TIS)

This screen will be displayed after a valid line number is entered at **NEXTPERSON**. Use this screen to introduce yourself and the survey to the respondent before proceeding with the interview. After Entering (1) to continue, proceed to the **TIMEATADDRESS** screen, which is the first screen in the Middle Section of the NCVS instrument, as shown in Part B, Chapter 3 of this manual.

## Topic 7. Verifying the Sample Address, Primary Telephone Number and Mailing Address (Screen Layout and Instructions for GETLETTER\_CP through NEWMAILGQDESCRIPTION\_CP)

- If necessary: Hello I'm (YOUR NAME) from the U.S. Census Bureau.

I'm calling concerning the National Crime Victimization Survey. The Census Bureau is conducting a survey here and throughout the Nation to determine how often people are victims of crime. (We contacted your household for this survey several months ago.) Did you receive our introductory letter in the mail?

- 1 Yes
- 2 No
- 3 Don't Know

GETLETTER\_CP

### GETLETTER\_CP

GETLETTER\_CP asks whether the respondent received the NCVS introductory letter. This screen is presented for situations where you have not yet started the interview with a household respondent.

For personal visits, an FR instruction is displayed: 'If "No" or "Don't know" give respondent an introductory letter and allow time to read.' If you encounter this situation, hand the household respondent the letter (NCVS-572(L) for incoming and replacement households or NCVS-573(L) for continuing households).

For continuing households, the instrument automatically inserts the statement "*We contacted your household for this survey several months ago.*" So it is important that you read text to the respondent as worded since that statement will not be displayed for incoming or replacement households.

All precodes entered at this screen progress to the section of the instrument where you verify the sample address, beginning with **VERADD\_CP**.

- Confirm address information

I have your address listed as ...

- Read address below

101 Ocean View Circle  
Anytown, VA 99997

Is that your exact address?

- 1 SAME address
- 2 MOVED (NOT same address)
- 3 Haven't moved, but address has changed
- 4 Incorrect address previously recorded

VERADD\_CP

#### **VERADD\_CP**

The purpose **VERADD\_CP** is to verify that you reached the correct address. Read the address as it is displayed so we can verify that we have the correct full address for the sample household.

#### **Precode (1)**

Enter Precode (1) when you confirm that you reached the correct sample address and no address corrections are necessary. After entering Precode (1), for incoming cases, the instrument goes to Item **MAILINGSAME\_CP**. After entering Precode (1), for continuing cases, the instrument goes to **CHNGPH\_CP**, then to **MAILINGSAME\_CP**.

#### **Precode (2)**

Enter Precode (2) when you discover that you reached a different address. (Precode (2) is an invalid entry for TIS-1 cases.) It is possible that the last interviewed household moved from the sample address and kept the same phone number. For the NCVS, we do not interview a household after they have moved from the sample address. After entering Precode (2), the instrument goes to **MOVED\_CP**.

#### **Precode (3)**

Enter Precode (3) when you discover that you reached the correct sample address, but the address has changed. After

entering Precode (3), continue with **CHNGPH\_CP**, then continue to collect the new address.

**Precode (4)**

Enter Precode (4) when you discover that you reached the correct sample address, but the address was recorded incorrectly in a previous interview. After entering Precode (4), continue with **CHNGPH\_CP**, then continue with the screens to update the sample address.

Since your address rather than you personally was chosen for inclusion in the survey, no interview is required of you at this time. Thank you for your past cooperation. The help you gave us was an important contribution to the National Crime Victimization Survey data.

1 Enter 1 to continue

**MOVED\_CP**

**MOVED\_CP**

**MOVED\_CP** is to inform the person you are speaking with that we do not need to interview them since they have moved from the sample address, as well as thank them for past cooperation. Entering Precode (1) to continue takes you to error message **VERADD\_CP\_CK**.

(If an incoming case, the instrument will display:)

- Invalid entry

(Else if this is a continuing case, the instrument will display:)

- This case needs to be made a replacement household. Press GOTO to proceed to HHNUM\_VR\_CP.

Questions involved

HHNUM\_VR\_CP: Replacement household?

MOVED\_CP: Moved

Value

No

Enter 1 to continue

Suppress Close Goto

VERADDCP\_CK

**VERADD\_CP\_CK**

When interviewing an incoming case, you will see the **VERADD\_CP\_CK** screen when Precode (2) is selected at **VERADD\_CP**, since that is not a valid entry. In this situation **VERADD\_CP\_CK** will display the message “Invalid entry”.

This edit check also appears after entering Precode (1) in the **MOVED\_CP** screen to verify that the entire household has moved from the sample address. In this situation the edit check will display the instruction “This case needs to be made a replacement household. Press the “Goto” button to proceed to Item **HHNUM\_VR\_CP**, discussed in more detail in Topic 3 above. Otherwise, press the “Close” button to return to the **VERADD\_CP** screen.

- Do you need to change the current phone number?

CURRENT NUMBER: (991) 555-9899

- 1 Yes  
2 No

CHNGPH\_CP

**CHNGPH\_CP**

**CHNGPH\_CP** appears for all continuing cases that are not replacement households. For any continuing case (TIS 2-7) you are asked if you would like to change the current phone number. If yes, enter Precode (1) and continue to **NEWPH\_CP** to ask the respondent for the new phone number. If no, continue with the screens to change the address (starting at **NEWADDHNO\_CP**) when Precodes (3) or (4) were entered in **VERADD\_CP** or **MAILINGSAME\_CP** when Precode (1) was entered in **VERADD\_CP**.

What is the area code and telephone number where you would like to be called?

- Record new number
- Enter 0 for no telephone number

NEWPH\_CP

**NEWPH\_CP**

**NEWPH\_CP** appears when the respondent indicates in **CHNGPH\_CP** that they would like to change the telephone number at which they are contacted. Enter the new number or enter 0 for no telephone number. The instrument continues with the screens to change the household address (starting at **NEWADDHNO\_CP**) when Precodes (3) or (4) were entered in **VERADD\_CP** or **MAILINGSAME\_CP** when Precode (1) was entered in **VERADD\_CP**.

- OLD ADDRESS  
101 Ocean View Circle  
Anytown, VA 99997
- If incorrect or missing, enter new house number, otherwise press “Enter” to continue

NEWADDHNO\_CP

**NEWADDHNO\_CP** through  
**NEWADDGQ-**  
**DESCRIPTION\_CP** screens

**NEWADDHNO\_CP** through **NEWADDGQDESCRIPTION\_CP** are asked when the household respondent indicates at **VERADD\_CP** that you are at the correct sample address, but the actual address has changed or was previously recorded incorrectly. These screens allow you to correct or add any of the following information: house number, house number suffix, street name, unit designation, non-city style address, physical location description, city, state, ZIP code, group quarters building name, and group quarters description. If no change is needed for a particular item, press “Enter” to move to the next screen.

The original address information is displayed in the info pane in the middle of the screen and can be edited in the form pane at the bottom of the screen. After you update the address information, **ADRCHECK\_CP** appears to record the reason for the change(s).

- Enter reason why address information provided by respondent did not match displayed address

**OLD ADDRESS**

101 Ocean View Circle  
Anytown, VA 99997

**NEW ADDRESS**

101A Ocean Avenue  
Anytown, VA 99997

- **HOUSE NUMBER**

- 11 House number was incorrect
- 12 House number was missing/blank

- **HOUSE NUMBER SUFFIX**

- 13 House number suffix was incorrect (e.g. A instead of B)
- 14 House number suffix was missing

- **STREET NAME**

- 15 Street name was correct by misspelled (e.g. Pak instead of Oak Street)
- 16 Street name was not correct (e.g Oak instead of Pickford)

- **UNIT DESIGNATION**

- 17 Unit designation was incorrect (e.g. A instead of 1)
- 18 Unit designation was missing

- **NON-CITY STYLE ADDRESS**

- 19 Non-city style address was incorrect (P.O. Box 12 instead of P.O. Box 121)

- **ZIP CODE**

- 20 ZIP code was missing or incorrect

- **STATE**

- 21 State was missing or incorrect (ME instead of MD)

- **CITY**

- 22 City name was missing or incorrect

- **GROUP QUARTERS**

- 23 Group quarters name was missing or incorrect
- 24 Building name was missing or incorrect

25 911 Address Conversion

ADRCHECK\_CP

**ADRCHECK\_CP**

**ADRCHECK\_CP** prompts you to enter a reason(s) why the

address information provided by the respondent did not match the displayed address for the sample unit. Note that this item allows multiple entries. After recording the reason for the update the instrument continues with **MAILINGSAME\_CP**.

Is your mailing address (still) the same as your physical address?

- 1 Yes
- 2 No

**MAILINGSAME\_CP**

**MAILINGSAME\_CP**

**MAILINGSAME\_CP** asks, "*Is your mailing address still the same as your physical address?*" The instrument fills the word "still" in the question text when the prior household respondent reported that the mailing address was the same as the physical address. If the mailing and physical addresses were reported as being different the previous enumeration or this is an incoming or replacement household the question is worded, "*Is your mailing address the same as your physical address?*"

Enter Precode (1) for "Yes" and the instrument takes you to either Item **YEARBUILT** or Item **HUCOVERAGE** or Item **TENURE** when the case is a TIS 1. If the case is a TIS 3, 5, or 7 and Precode (1) is entered in Item **MAILINGSAME\_CP** then the instrument will go to Item **TENURE**, otherwise the instrument will go to Item **STUDENTHOUSING** during even numbered enumerations. If a replacement household is spawned during an even numbered enumeration, the instrument proceeds to the **TENURE** screen, because a spawned case is treated like a TIS 1 case.

Enter precode (2) for "No" and the instrument takes you to the **VERIFYMAILING\_CP** screen to verify that the previous mailing address is correct. If we had not previously collected a mailing address, the instrument instead goes to Item **NEWMAILHNO\_CP**.

I have your mailing address as...

101 Ocean View Circle  
Anytown, VA 99997

Is that correct?

- 1 Yes
- 2 No

VERIFYMAILING\_CP

**VERIFYMAILING\_CP**

**VERIFYMAILING\_CP** asks, "*I have your mailing address as "101 Ocean View Circle, Anytown, VA 99997." Is that correct?*"

Enter Precode (1) for "Yes" and the instrument takes you to either **YEARBUILT** or **HUCOVERAGE**, or **TENURE** when the case is a TIS 1. If the case is a TIS 3, 5, or 7 and Precode (1) is entered in **VERIFYMAILING\_CP**, then the instrument goes to **TENURE**; otherwise the instrument goes to **STUDENTHOUSING** during even numbered enumerations. If a replacement household is spawned during an even numbered enumeration, the instrument proceeds to the **TENURE** screen, because a spawned case is treated like a TIS 1 case.

Enter Precode (2) for "No" and the instrument takes you to **NEWMAILHNO\_CP**, which begins the series of screens that allow you to edit all of the mailing address fields.

- OLD ADDRESS

101 Ocean View Circle  
Anytown, VA 99997

- If incorrect or missing, enter new house number, otherwise press "Enter" to continue

NEWMAILHNO\_CP

**NEWMAILHNO\_CP** through  
**NEWMAILGQ**  
**DESCRIPTION\_CP**

**NEWADDHNO\_CP** through  
**NEWADDGQDESCRIPTION\_CP** allow you to modify the mailing address information for the household and include all of the same address fields for the sample address except physical location description, which is not part of the mailing address.

The original address information is displayed in the info pane in the middle of the screen and can be edited in the form pane at the bottom of the screen. If no change is needed, press "Enter" to move to the next screen.

After completing the screens, continue with either Item **YEARBUILT** or Item **HUCOVERAGE** or Item **TENURE** when the case is a TIS 1. If the case is a TIS 3, 5, or 7 the instrument goes to Item **TENURE**, otherwise the instrument will go to Item **STUDENTHOUSING** during even numbered enumerations. If a replacement household is spawned during an even numbered enumeration, the instrument proceeds to the **TENURE** screen, because a spawned case is treated like a TIS 1 case.

## Topic 8. The Coverage and Table X Sections(Screen Layout and Instructions for YEARBUILT through TABX\_FR)

Was this structure built before April of 2000?

- Do not ask for GQs, mobile homes, trailers, tents, or any other unit not located in a structure.

1 Yes

2 No (This case will be classified as a Type C)

YEARBUILT

### YEARBUILT

Whenever an assigned case is in permit-issuing segments and meets certain criteria, such as a 2000 sample design case during the incoming rotation, **YEARBUILT** appears. When this screen appears, ask, "**Was this structure built before April of 2000?**" Only ask this question during the first enumeration period and ask it regardless of whether the sample address is occupied or vacant.

If you are unable to ask the question in **YEARBUILT** because the case is a potential Type A or Type B noninterview, ask this question of a knowledgeable person such as a long-term neighbor or an apartment manager.

- \* **When you ask this question of a nonhousehold member, never mention the survey by name.**

### **Understanding "Year Built"**

When you ask the question in **YEARBUILT**, our intent is to verify that the original structure was completed before April 2000. We are not interested in the completion date for later remodeling, additions, or conversions. Consider the structure to be completed when all exterior windows and doors have been installed and the final usable floors are finished. At this point, the unit is considered ready for occupancy. In the case of a multi-unit structure, all units in the structure have the same "year built" date. If the structure

containing the sample unit was built **before** April 1, 2000 select Precode (1) "Yes" in **YEARBUILT** and continue with:

- **HUCOVERAGE** when the address is not part of a multi-unit structure.
- Otherwise, continue with **TENURE**.

If the structure containing the sample unit was built **after** April 1, 2000 select Precode (2) "No, (this case will be classified as a Type C)" in Item **YEARBUILT** and continue with Item **YEARBUILT\_CK** to verify this entry.

- Are you sure this structure was built after April of 2000?

Questions involved	Value
YEARBUILT: Built before April, 2000	No
YEARBUILT_CK	Suppress   Close   Goto

#### **YEARBUILT\_CK**

If you accept the answer in **YEARBUILT** by selecting the "Suppress" button at **YEARBUILT\_CK**, you continue to **BCNAME\_CV** to collect information about the contact person (i.e., the person with whom you confirmed the answer to Item **YEARBUILT**). Otherwise, choose the "Close" or "Goto" buttons to return to the **YEARBUILT**.

#### ***Uncertainty About Year Built***

If there is uncertainty about whether the structure was built either before or after April 1, 2000 select Precode (1) "Yes," then:

- Note in the "Case Level Notes" that you estimated the year built, and
- Continue the interview.

*(See the Form 11-8, Listing and Coverage Manual, for 2000 sample design cases for detailed instructions on determining year built.)*

***No Entries on the Area Segment Listing Sheet***

When you are instructed in Item **YEARBUILT** to determine "year built" at the time of interview, do **not** make any entries on the Area Segment Listing Sheet in column 7g, Year built, and do **not** line through any units that you determine are built after April 1, 2000.

***Replacement Households***

When you discover a replacement household at a sample address, code the original case as a replacement, then conduct an interview using the spawned case. For a replacement household in an area segment, do not ask the question in **YEARBUILT**. This question was already asked of the original household, and certain household data are copied from the original household into the spawned case.

- Enter name of contact person.
- Press ENTER for None or Same.

Name of contact person:

Title of contact person:

Phone number to contact:

Extension:

Observation Only?:

BCNAME\_CV

- Enter title of contact person.
- Press ENTER for None or Same.

Name of contact person:      Sue Doe

Title of contact person:

Phone number to contact:

Extension:

Observation Only?:

BCTITL\_CV

- Enter phone number of contact person.
- Press ENTER for None or Same.

Name of contact person: Sue Doe

Title of contact person: Neighbor

Phone number to contact: Extension:

Observation Only?:

BCNUM\_CV

- Enter phone number of contact person.
- Press ENTER for None or Same.

Name of contact person: Sue Doe

Title of contact person: Neighbor

Phone number to contact: Extension:

Observation Only?:

- 1 Yes  
2 No

BCOBS\_CV

#### **BCNAME\_CV -BCOBS\_CV**

After coding that the structure at the sample unit was built after April 1, 2000, continue with **BCNAME\_CV**, **BCTITL\_CV** and **BCNUM\_CV** to collect information about the contact person's name, title and telephone number. (*A contact person is someone who is knowledgeable about the household - a neighbor, mail carrier, postal carrier, etc.*).

If, by observation, you determined that the structure was built after April 2000 press the "Enter" (key without typing anything) in **BCNAME\_CV**, **BCTITL\_CV** and **BCNUM\_CV** to proceed to the **BCOBS\_CV**. Then enter Precode (1) "Yes" in **BCOBS\_CV**, otherwise enter Precode (2) when you verified the question in **YEARBUILT** with someone.

Are there any other living quarters, either occupied or vacant, at this address?

- 1 Yes
- 2 No

HUCOVERAGE

#### HUCOVERAGE

**HUCOVERAGE** is only asked during the first enumeration period, and only for single housing units in unit, area, or permit segments. The question in Item **HUCOVERAGE** asks, "***Are there any other living quarters, either occupied or vacant, at this address?***"

If you get a "No" answer, select Precode (2) and continue with **TENURE**. After getting a "Yes" answer to **HUCOVERAGE**, select Precode (1) and continue with **TABX\_INTRO** to verify that you are about to add one or more extra units at the sample address.

- **WARNING**
- You are about to begin asking questions about one or more additional living arrangements at this location to determine if they qualify as **EXTRA UNITS!!!**
- If you have accidentally reached this screen, PRESS "UP ARROW" to back up to the previous screen and correct earlier entry.

1 Enter 1 to continue

TABX\_INTRO

#### TABX\_INTRO

By pressing "1" to continue, you proceed to the screens in the Table X section of the instrument to collect the address information for the extra unit(s). This portion of the instrument is split into two sections. The first section collects the address information for all of the extra units found Items **EXTRAHNO** through **MOREEXTRA**), while the second section is used to determine if each other living quarters is a true EXTRA unit (**ALREADYLISTED** through **TABX\_FR**). If

you reached this screen by error and there are no other living quarters at this address, back up to **HUCOVERAGE** and change the answer to “No.”

What is the exact address of this other living quarters?

- Enter the house number; otherwise, press “Enter” to continue

**EXTRAHNO**

**EXTRAHNO**

When completing Table X, start with **EXTRAHNO**, “*What is the exact address of this other living quarters?*” regardless of the segment type. Enter the complete address for the potential EXTRA unit using **EXTRAHNO** through **EXTRAGQDESCRIPTION**. These screens collect the following information: house number, house number suffix, street name, unit designation, non-city style address, physical description, place, State abbreviation, 5-digit ZIP Code, 4-digit ZIP Code extension, building name and the GQ unit description.

The instrument automatically pre-fills Items **EXTRAHNO** through **EXTRAGQDESCRIPTION** based on the data on the input file of the original case. Correct or add any missing information for the extra unit in these screens. If no update needs to be made to a particular component of the address, press the “Enter” key to continue to the next screen.

- Did you find another living quarters, either occupied or vacant at this address?

- 1 Yes
- 2 No

**MOREEXTRA**

**MOREEXTRA**

After collecting the extra unit’s address, the instrument goes to **MOREEXTRA** which has the FR instruction, “Did you find another living quarters, either occupied or vacant at this address?” If you have found another unit, select Precode

(1), “Yes,” to continue collecting the address information for the next extra unit, following the steps above. Once again the instrument pre-fills the sample unit’s address. After collecting the address information for the next unit, the **MOREEXTRA** screen appears once again, asking you if there are more units to be added.

**NOTE:** You can add up to 27 extra units in the instrument. If you find more than 27 extra units, the instrument will instruct you to call your RO to determine which extra units should be interviewed.

After you have collected the address information for all of the extra units, enter Precode (2) “No” at **MOREEXTRA** to continue to the next set of questions within the Table X section. This next section is used to determine if any of the extra units found are eligible to be interviewed.

ADDRESS OF POTENTIAL EXTRA UNIT:  
101A Ocean View Circle  
Anytown, VA 99997

- Is this address already listed?  
1 Yes  
2 No

ALREADYLISTED

**ALREADYLISTED**

If the case is in a permit segment, continue with **ALREADYLISTED** to determine if the other living quarters may be listed already on the Unit/Permit listing sheet, Form 11-3. If the address displayed in **ALREADYLISTED** is listed on the listing sheet, enter Precode (1) “Yes” which skips to **TABX\_NO**, which states that this other living quarters is not considered an EXTRA unit, for the purposes of this survey. You do not need to interview this extra unit because it already had a chance to be selected since it was listed

during the listing process. However, if the unit is not listed on the listing sheet, enter Precode (2) “No” and continue with **SAMESTRSPACE**.

ADDRESS OF POTENTIAL EXTRA UNIT:  
101A Ocean View Circle  
Anytown, VA 99997

- Are the additional living quarters within the same structure and within the same space as the sample unit?

1 Yes  
2 No

SAMESTRSPACE

**SAMESTRSPACE**

Item **SAMESTRSPACE** is also asked only for permit segment addresses to determine if the additional living quarters is within the same structure and same space as the sample unit. A “Yes” answer goes to **SEPARATENESS**, while a “No” answer goes to **TABX\_NO**, because the living quarters does not qualify as an EXTRA unit in a permit segment.

ADDRESS OF POTENTIAL EXTRA UNIT:  
101A Ocean View Circle  
Anytown, VA 99997

- Are the additional living quarters in the same structure as the sample unit?

1 Yes  
2 No

SAMESTRUCTURE

**SAMESTRUCTURE**

**SAMESTRUCTURE** is asked only for area segment addresses to determine if the additional living quarters is located in the same structure as the sample unit. It is on path after entering Precode (2) “No” at **MOREEXTRA**. The

instrument proceeds to **INAGQ** when entering Precode (1) “Yes.” Entering Precode (2) “No” will go to **TABX\_NO**, because the living quarters does not qualify as an EXTRA unit in an area segment.

ADDRESS OF POTENTIAL EXTRA UNIT:

101A Ocean View Circle  
Anytown, VA 99997

- Are the additional living quarters within the same basic address of the original sample unit?

1 Yes  
2 No

SAMEBSA

**SAMEBSA**

This item is on path after entering Precode (2) “No” at **MOREEXTRA** and is only asked for unit segment addresses to determine if the additional living quarters is located within the same basic address as the original sample unit. The instrument proceeds to **INAGQ** when entering Precode (1) “Yes.” Entering Precode (2) “No” will go to **TABX\_NO**, because the living quarters does not qualify as an EXTRA unit in a unit segment.

ADDRESS OF POTENTIAL EXTRA UNIT:

101A Ocean View Circle  
Anytown, VA 99997

- Are the additional living quarters in a group quarters?

1 Yes  
2 No

INAGQ

**INAGQ**

**INAGQ** is asked to ensure that the additional living quarters is not in a group quarters (GQ), because we do not allow the

creation of EXTRA units in GQs. More information on GQs can be found in the **Form 11-8, Listing and Coverage Manual**. A "Yes" answer in INAGQ proceeds to TABX\_NO while a "No" answer leads you to **SEPARATENESS**.

**ADDRESS OF POTENTIAL EXTRA UNIT:**

101A Ocean View Circle  
Anytown, VA 99997

- Do the occupants or intended occupants of the additional living quarters live separately from all other persons on the property?

1 Yes  
2 No

**SEPARATENESS*****Definition of Separate Living Quarters***

A separate living quarters is one in which the occupants live and eat separately from all other persons on the property, and have direct access to their living quarters from the outside or through a common hall or lobby.

**SEPARATENESS**

Before an additional living quarters can be considered an EXTRA housing unit, it must meet the criteria for "separateness." **SEPARATENESS** is designed to determine whether the occupants or intended occupants of the additional living quarters live separately from all other persons on the property.

- **Select Precode (1) "Yes":**

If you determine that the occupants or intended occupants of the additional living quarters live separately from all other persons on the property and continue filling the Table X section by asking **DIRECTACCESS**.

- **Select Precode (2) "No":**

If you find that the occupants or intended occupants of the additional living quarters do not live separately from all other persons on the property. This means that the

additional living quarters does not qualify as a separate housing unit. Selecting Precode (2) will proceed to **TABX\_NO**. Include the occupants of the additional living quarters as part of the original sample unit, and continue the interview for the original sample unit.

ADDRESS OF POTENTIAL EXTRA UNIT:  
101A Ocean View Circle  
Anytown, VA 99997

- Do the occupants or intended occupants of the additional living quarters have direct access from the outside or through a common hall?

1 Yes  
2 No

DIRECTACCESS

**DIRECTACCESS**

Another component of "separateness" involves "direct access" to the living quarters. Once you determine in Item **SEPARATENESS** that the occupants of the additional living quarters live separately from all other persons on the property, the next step is to determine whether the occupants or the intended occupants have direct access from the outside of the additional living quarters or through a common hall.

- **Select Precode (1) "Yes":**

Once you determine that the occupants or the intended occupants of the additional living quarters have direct access. At this point, you have completed the process of determining that the additional living quarters does qualify as an EXTRA housing unit. After selecting Precode (1) "Yes" in Item **DIRECTACCESS**, continue with Item **TABXSPAWN**.

- **Select Precode (2) "No":**

If the additional living quarters does not have direct access from the outside or through a common hall. Since the additional living quarters does not qualify as an EXTRA housing unit, select Precode (2) which will go to **TABX\_NO**. Include the occupants of the additional living quarters with the original sample unit, and continue the interview for the original sample unit.

- This other living quarters IS NOT considered to be an extra unit.

1 Enter 1 to continue

**TABX\_NO**

When the other living quarters identified in the **EXTRAHNO** through **MOREEXTRA** screens do not meet the criteria of being an EXTRA housing unit, the instrument goes to the **TABX\_NO** screen. This item informs you that this particular unit is NOT considered to be an EXTRA unit and, therefore, a spawned case is not created.

After pressing “1 to continue” the instrument goes to one of the following screens when there are more additional living quarters that need to be reviewed; **ALREADYLISTED**, **SAMESTRUCTURE** or **SAMEBSA**. Otherwise, after all other living quarters have been reviewed, the instrument proceeds to Item **TENURE** (when no EXTRA units were found) or to Item **TABX\_FR** (when at least one EXTRA unit was found).

- This other living quarters IS an extra unit. Do not include members of this unit as members of the current unit. They MUST be interviewed separately.
- Add the extra unit to your listing sheet according to the instructions in your Listing and Coverage manual.

**ADDRESS OF THE EXTRA UNIT:**

101A Ocean View Circle  
Anytown, VA 99997

1 Enter 1 to continue

TABXSPAWN

**TABXSPAWN**

If another living quarters is determined to be an EXTRA unit you will come to **TABXSPAWN**, which tells you that this other living quarters is an EXTRA unit and must be interviewed separately from the parent case. After pressing “1 to continue” the instrument goes to one of the following screens when there are more additional living quarters that need to be reviewed; **ALREADYLISTED** or **SAMESTRUCTURE** or **SAMEBSA**. Otherwise, the instrument goes to **TABX\_FR** after all other living quarters have been reviewed AND there is at least one EXTRA unit found.

- Interview the parent case.
- After interviewing the parent unit, you will receive instructions on what to do with the EXTRA unit(s).
- You have identified 1 extra unit(s).

1 Enter 1 to continue

TABX\_FR

**TABX\_FR**

This item appears when you have completed reviewing all other living quarters added in **EXTRAHNO** through **MOREEXTRA** when at least one EXTRA unit is found.

**TABX\_FR** is used for informational purposes to let you know the total number of EXTRA units that were spawned, as well as directing you to continue interviewing the parent household. From **TABX\_FR** the instrument continues with **TENURE** for the parent household.

## **Topic 9. Housing Unit Characteristics (Screen Layout and Instructions for TENURE through RESTRICTEDACCESS)**

- Ask or verify:

Are your living quarters ...

- Read answer categories

1 Owned or being bought by you or someone in your household?

2 Rented for cash?

3 Occupied without payment of cash rent?

TENURE

### **TENURE**

**TENURE** is asked initially during the first interview with the sample household, which should be a personal visit interview. You only see **TENURE** when you interview a sample household during the third, fifth, and seventh enumeration periods, since this question is asked of the original household only during the odd-numbered interview periods. (The exception to this rule is when you create a replacement household during an even-numbered interview period.)

Although the interviewer instruction specifies that this is an “Ask or verify” question, you must always ask it during the first enumeration. In subsequent enumerations you can either re-ask the question of the respondent and read the answer categories until you get a “Yes” response, or verify that the information collected during the previous interview is still correct.

After completing **TENURE**, the instrument takes you to **STUDENTHOUSING**.

***Owned or Being Bought by You or Someone in Your Household***

Before entering Precode (1) at the **TENURE** screen to indicate that the living quarters is owned or being bought by someone in the sample household, make sure that the owner or co-owner of the sample unit:

- Is a household member.
- Actually lives in the sample unit when the unit is a cooperative apartment or a condominium unit.
- Has paid completely for the housing unit or is paying on a mortgage for the housing unit.

***Rented for Cash***

Before entering Precode (2) at the **TENURE** screen to indicate that the living quarters is rented for cash, make sure that money is paid for rent or a contract exists for payment of rent for the housing unit. The person paying the rent does not have to live in the housing unit (for example, the rent payer could be a welfare agency or a college student's parents.)

***Occupied Without Payment of Cash Rent***

Before entering Precode (3) at the **TENURE** screen to indicate that the living quarters is occupied without payment of cash rent, make sure that the sample household:

- Does not own or have to pay a mortgage payment.
- Is not required to pay rent to reside in the housing unit and no one else pays the rent for the household.

Examples of this situation might include:

- A household living in a unit without paying rent in exchange for services the household provides to the owner.
- A household living in a unit without paying rent as a gift from a relative or friend who does not live in the housing unit.
- A household that is only required to pay for the utilities they use and is not required to pay rent.

***Special situations***

Situation	Action
Sample address is in a multi-unit structure.	Mark <b>TENURE</b> based only on the status of the unit is sample.
Sample address is in a rooming house or dormitory that requires the payment of rent.	Mark <b>TENURE</b> to show that the room is "Rented for cash."
Sample address is a mobile home or trailer.	Mark <b>TENURE</b> only for the status of the mobile home or trailer and not for the site or land on which it is located.
Sample address is located on a military base and rent is paid directly by the household or deducted from their pay.	Mark <b>TENURE</b> to show that the room is "Rented for cash."
A sample household owns a piece of property and rents an adjacent property and both are used as a single place.	Mark <b>TENURE</b> to show the tenure status for the property on which the sample address is located.

Are your living quarters presently used as student housing by a college or university?

- 1 Yes  
2 No

**STUDENTHOUSING**

**STUDENTHOUSING**

**STUDENTHOUSING** is used to verify whether or not the living quarters at the sample address is presently being used as student housing by a college or university. Even though this question is asked during the initial personal visit interview, this information must be verified each interview period to determine if there are any changes in the housing unit's status.

When **TENURE** is answered with Precode (1), "Owned or being bought by you or someone in your household," **and** that case is TIS 1 or a replacement household, the instrument continues with **INDIANRESERVATIONHU**.

Otherwise, the instrument continues with **NAMECHECK**.

When **TENURE** is answered with either Precode (2), “Rented for cash,” or Precode (3), “Occupied without payment of cash rent,” the instrument proceeds to **PUBLICHOUSING**.

Is this building owned by a public housing authority?

- 1 Yes, public housing
- 2 No, not public housing

**PUBLICHOUSING**

**PUBLICHOUSING**

**PUBLICHOUSING** is asked of incoming sample cases and cases in interview periods 3, 5 and 7 in living quarters that are rented for cash or occupied without payment of cash rent.

If you get a “Yes” answer to **PUBLICHOUSING**, make sure that the unit is in a **federally funded** project. If the building is funded by a state or local government, select Precode (2), “No, not public housing.” Also select Precode (2) if the building is part of a federally assisted housing program, such as VA, FHA, voucher, or certificate assisted housing.

If you select Precode (1), “Yes, public housing,” the instrument proceeds to **PUBLICHOUSINGMGRVERIFY** when conducting a personal visit interview or to **NAMECHECK** for telephone interviews. If you select Precode (2), “No, not public housing,” the instrument proceeds to **INDIANRESERVATIONHU** for incoming and replacement household cases, otherwise the instrument goes to **NAMECHECK**.

- If possible, verify PUBLICHOUSING entry of 1 (Yes) with the manager of building.

**Able to verify**  
1 Public housing  
2 Not public housing

**Unable to verify**  
3 Telephone  
4 Other - Specify

PUBLICHOUSINGMGRVERIFY

**PUBLICHOUSING  
MGRVERIFY**

If you determine in Item **PUBLICHOUSING** that the sample unit is in a building that is owned by a public housing authority, the instrument proceeds to **PUBLICHOUSINGMGRVERIFY**, which instructs you, wherever possible, to:

- Locate the building manager; and
- Verify that this fact is true.

Do this verification the first time the case is identified as being owned by a public housing authority in **PUBLICHOUSING**. If you are unable to verify the respondent's "Yes" answer in **PUBLICHOUSING**, mark Precode (4), "Other - specify" in **PUBLICHOUSINGMGRVERIFY**. After selecting Precode (4), the instrument goes to **PUBLICHOUSINGMGRVERIFYSPEC**, where you are prompted to enter the reason you could not verify the unit's public housing status.

When you are conducting a telephone interview, **PUBLICHOUSINGMGRVERIFY** is bypassed and automatically filled with Precode (3).

If you are unable to verify the structure's public housing status during the first enumeration period, try to verify public housing status in a subsequent enumeration period, if possible, and update the answer for **PUBLICHOUSINGMGRVERIFY** then.

- Specify the reason why you are unable to verify the public housing status for this housing unit.

**PUBLICHOUSINGMGRVERIFYSPEC**

**PUBLICHOUSING  
MGRVERIFYSPEC**

The instrument goes to **PUBLICHOUSINGMGRVERIFYSPEC** if you selected Precode (4), "Other - Specify" in **PUBLICHOUSINGMGRVERIFY**. Specify the reason you were unable to verify the unit's public housing status.

Are your living quarters located on an American Indian Reservation or on American Indian Lands?

- 1 Yes  
2 No

**INDIANRESERVATIONHU**

**INDIAN RESERVATIONHU**

**INDIANRESERVATIONHU** appears only during the initial interview (including a replacement household) or when it was left unanswered during the initial personal visit interview with the sample household. It is acceptable to answer this item without asking the question if you are familiar with the area in which the sample address is located and know for sure whether or not the living quarters is located on an American Indian reservation or on American Indian lands. When there is any doubt about which precode to select, ask the household respondent the question before selecting a precode.

***What Is an American Indian Reservation?***

An American Indian Reservation is a territory reserved as a permanent tribal homeland with boundaries established by treaty, statute, or executive or court order. The federal government and some state governments established reservations as territory over which American Indians possess governmental jurisdiction. These entities are designated as colonies, communities, pueblos, rancherias, reservations, and reserves.

**What Are American Indian Lands?**

American Indian Lands are comprised of tribal subdivisions and trust lands.

A **tribal subdivision** is an administrative subdivision of a reservation. Tribal subdivisions may extend beyond the boundary of their reservations and are internal units of self government or administration that serve social, cultural, or economic purposes for the American Indians living on and adjacent to the reservation.

**Trust Lands** are held in trust by the federal government for either a tribe (*tribal trust land*) or an individual member of a tribe (*individual trust land*). Such land is always associated with a specific federally recognized reservation or tribe, but may be located on or off the reservation.

During the past 12 months did sales of crops, livestock, and other farm products from this place amount to \$1,000 or more?

- 1 Yes
- 2 No

FARMSALES

**FARMSALES**

**FARMSALES** is asked of incoming cases or replacement households which are identified as being in a rural area.

**What We Mean by "Place"**

For this question, the term "place" encompasses one or more tracts of land which the respondent considers to be on the same property, farm, ranch, or estate. These tracts may be adjoining or separated by a road, creek, or other pieces of land. In most cases, a "place" can be clearly defined. For example, in a built-up area, a "place" is likely to consist of a house and a lot. However, in a more rural setting, a "place" could consist of a whole tract of land or a combination of two or three pieces of land (*for example, a sample address on one piece of land and another piece of land used to grow crops for sale*).

***What We Mean by  
“Sales of Crops,  
Livestock, and other  
Farm Products”***

The household respondent should report the gross amount of money received for the sale of crops, vegetables, fruits, nuts, livestock and livestock products (*milk, wool, and so forth*), poultry and eggs, and nursery and forest products that are produced at this place and sold at any time during the past 12 months.

Exclude the value of any products consumed at the place. The household respondent does not need to provide an exact amount. He/she only needs to identify whether or not these sales totaled \$1,000 or more during the past 12 months.

**Sample household owns or is buying the property:**

In this case, farm sales include sales from the entire acreage or property that the sample household owns or is buying, even if a portion of the property is rented to someone else.

**Sample household is paying cash rent for the property:**

In this case, farm sales include only the amount of sales generated from the property they are renting.

**Sample household lives on property without paying cash rent:**

In this case, if the sample address for both the owner and the non-cash renter are in the sample, include the amount of farm sales from the entire acreage of the owner. Do not limit the amount of sales to only the property occupied without payment of cash rent.

**Sample household lives on property subsidized by the federal government not to grow certain crops:**

Only include the amount of the subsidy if the respondent would normally have grown and sold the crops that he/she is paid not to grow.

**Sample household moved to the property during the past 6 months:**

Explain to the current household that this question refers to farm sales from the property during the past 12 months, regardless of who resided on the property during those 12 months. If the current respondent is unable to answer this question, press “Ctrl” + “D” simultaneously to code the item as “Don’t know.”

**Sample household is unable or unwilling to answer:**

If a respondent is unable or unwilling to answer Item **FARMSALES**, press “Ctrl” + “D” simultaneously to code the item as “Don’t know.” Use the Case Level Notes to explain why you entered “Don’t know” for Item **FARMSALES**.

- Please mark whether or not the sample household has direct access to their living quarters.

1 Direct

2 Through another unit - Not a separate HU; combine with unit through which access is gained

**ACCESS**

**ACCESS**

**ACCESS** is asked of incoming cases, replacement households or continuing cases, when the question has not been previously answered. It is designed to indicate whether or not the sample household has direct access to their living quarters.

A living quarters has direct access when an occupant can either:

- Enter his/her living quarters directly from the outside of the structure OR
- Enter his/her living quarters from a common hall or lobby that is used by occupants of more than one unit (*as found in apartment buildings*). The hall or lobby must not be part of any unit and must be clearly separate from all units in the structure.

If the only entrance to an occupant's living quarters is through a room or hall of another household's living quarters, then the living quarters does not have direct access.

Only mark **ACCESS** by observation when you are sure that the sample unit has direct access. If you are not sure, ask the household respondent before you complete **ACCESS**.

If you mark Precode (2) because the unit does **not** have direct access, then the sample address is not a separate housing unit and should be considered part of the housing unit through which access to it is gained. It is also possible that the unit may have been merged with another unit. A merger is the result of combining two or more unit addresses to form one unit address. A merger could involve two single family homes or two or more apartments in a multi-unit structure.

- Please select one box that describes the type of housing unit.

- 1 House, apartment, flat
- 2 HU in nontransient hotel, motel, etc.
- 3 HU permanent in transient hotel, motel, etc.
- 4 HU in rooming house
- 5 Mobile home or trailer with no permanent room added
- 6 Mobile home or trailer with one or more permanent rooms attached
- 7 HU not specified above - Describe
- 8 Quarters not HU in rooming or boarding house
- 9 Unit not permanent in transient hotel, motel, etc.
- 10 Unoccupied site for mobile home, trailer, or tent
- 11 Student quarters in college dormitory
- 12 Other unit not specified above - Describe

TYPEOFHOUSINGUNIT

**TYPEOFHOUSINGUNIT**

**TYPEOFHOUSINGUNIT** is asked only of incoming cases, replacement households, or continuing cases, when the question has not been previously answered.

A housing unit is a group of rooms or a single room occupied as **separate living quarters** or intended for occupancy as separate living quarters. A housing unit may be occupied by a family or one person, as well as by two or more unrelated persons who share the living quarters. To be considered a **separate living quarters**, the occupants must:

- ✓ Live and eat separately from all other persons on the property; and
- ✓ Have direct access to their living quarters from the outside or through a common hall or lobby (*as found in apartment buildings*).

Once you have determined that the sample address qualifies as a housing unit, mark the appropriate box in **TYPEOFHOUSINGUNIT** to indicate the type (*not condition*) of housing unit. For example, mark Precode (1), "House, apartment, flat," for a vacant or occupied housing unit that appears to be dilapidated, but still meets the housing unit definition.

**Precode (1), House,  
Apartment, Flat**

Mark Precode (1) for Item **TYPEOFHOUSINGUNIT** when the housing unit is:

- An ordinary house or apartment,
- An apartment located over a garage or behind a store,
- A janitor's quarters in an office building, and
- Housing units in structures like converted barns or sheds.

**Precode (2), HU in  
Nontransient Hotel,  
Motel, etc.**

Mark Precode (2) for Item **TYPEOFHOUSINGUNIT** when the housing unit is in a **nontransient** hotel, motel, motor court, or YMCA. A hotel or motel is classified as *nontransient* if **75 percent or more** of the rooms or suites are occupied or intended for occupancy by permanent guests. Permanent guests usually stay a month or more at reduced monthly or weekly rates.

**Precode (3), HU  
Permanent in Transient  
Hotel, Motel, etc.**

Mark Precode (3) for Item **TYPEOFHOUSINGUNIT** when the housing unit is occupied or intended for occupancy by **permanent** guests or **resident** employees. A hotel or motel is classified as *transient* if **more than 25 percent** of the rooms or suites are occupied or intended for occupancy by transient guests. Transient guests usually stay less than a month and pay daily rates.

**Precode (4), HU in  
Rooming House**

Mark Precode (4) for Item **TYPEOFHOUSINGUNIT** when the housing unit is located in a rooming house or a combination rooming and boarding house. Rooming houses and boarding houses are group quarters that have **five or more** units for rent. However, the weekly or monthly rent paid by roomers at a rooming house does not cover meals, but it could cover linens and maid service. At a boarding house, the weekly or monthly rent paid by boarders entitles them to their room and regular meals. The proprietor may or may not eat with the boarders at a boarding house.

**Precode (5), Mobile  
Home or Trailer With No  
Permanent Room  
Added**

Mark Precode (5) for Item **TYPEOFHOUSINGUNIT** when the housing unit is a mobile home or trailer (*regardless of the type of foundation*) and no permanent rooms have been added to the mobile home or trailer. Open or unheated porches or sheds built onto trailers are **not** considered rooms.

**Precode (6), Mobile  
Home or Trailer With  
One or More Permanent  
Rooms Added**

Mark Precode (6) for Item **TYPEOFHOUSINGUNIT** when the housing unit is a mobile home or trailer (*regardless of the type of foundation*) and one or more permanent rooms have been added. Sheds and open or unheated porches built onto trailers are **not** considered rooms.

**Precode (7), HU Not  
Specified Above**

Mark Precode (7) for Item **TYPEOFHOUSINGUNIT** when a housing unit cannot be described by the specific categories already listed. Tents, houseboats, and railroad cars can fall into this category if they meet the housing unit definition. Whenever you mark Precode (7), make sure to describe the type of structure accurately in Item **TYPEOFHOUSINGUNITSPEC7**.

<b>Precode (8), Quarters Not HU in Rooming or Boarding House</b>	Mark Precode (8) for Item <b>TYPEOFHOUSINGUNIT</b> if the GQ unit is located in a rooming or boarding house or a combination rooming and boarding house. The sample unit must not meet the housing unit definition. ( <i>Also see page 5.3-9 of Volume I in the Listing and Coverage Manual, Form 11-8.</i> )
<b>Precode (9), Unit Not Permanent in Transient Hotel, Motel, etc.</b>	Mark Precode (9) for Item <b>TYPEOFHOUSINGUNIT</b> if the GQ unit is located in a transient hotel, motel, motor court, etc. and is occupied or intended for occupancy by transient guests. The sample unit must not meet the housing unit definition. ( <i>Also see page 5.3-10 of Volume I in the Listing and Coverage Manual, Form 11-8.</i> )
<b>Precode (10), Unoccupied Site for Mobile Home, Trailer, or Tent</b>	Mark Precode (10) for Item <b>TYPEOFHOUSINGUNIT</b> if the sample address identifies an unoccupied site for a mobile home, trailer, or tent within a group quarters. The site must not be intended for a mobile home, trailer, or tent that meets the housing unit definition.
<b>Precode (11), Student Quarters in College Dormitory</b>	Mark Precode (11) for Item <b>TYPEOFHOUSINGUNIT</b> if the GQ unit is occupied by a college student in a dormitory. The sample unit must not meet the housing unit definition.
<b>Precode (12), Other Unit Not Specified Above</b>	Mark Precode (12) for Item <b>TYPEOFHOUSINGUNIT</b> if the GQ unit is not described in the categories already mentioned. For example, mark Precode (12) for dormitories used by nurses and interns in military hospitals ( <i>GQ Type Code 904 for the 2000 sample design</i> ). Then enter the description of the GQ type as shown in the Table of GQ Types in Item <b>TYPEOFHOUSINGUNITSPEC12</b> . For the 2000 sample design, refer to Appendix F of Volume I of the Form 11-8 manual.
<b>Identifying Changes in Type of Living Quarters</b>	If you discover a change in the type of living quarters or an error in classification, correct the entries, if possible, and note the circumstances and the date that you discovered the change or error in the Case Level Notes.

- Observe or ask:

How many housing units are in this structure?

- 1 1
- 2 2
- 3 3
- 4 4
- 5 5-9
- 6 10+
- 7 Mobile home/trailer
- 8 Only OTHER units

NUMBEROFUNITS

#### NUMBEROFUNITS

If you are sure how to mark Item **NUMBEROFUNITS** by your observation, mark the appropriate precode without asking the question. However, if there is any doubt in your mind, ask the question of the household respondent and select the appropriate precode to indicate the number of housing units in the structure. The **NUMBEROFUNITS** screen is asked only of incoming cases, replacement households or continuing cases, where the question has not previously been answered. If you enter Precodes (1) or (7) the instrument goes to **GATEDWALLEDCOMMUNITY**. Otherwise, it goes to **DIRECTENTRANCETOUNIT**.

#### **What Is a Structure?**

A structure is a separate building that either:

- Has open space on all sides (*no other building attached to it*) OR
- Is separated from other structures by dividing walls that extend from ground to roof.

Consider the following residential buildings to be separate structures if the common wall between them goes from ground to roof:

- ✓ Double houses

- ✓ Duplex houses
- ✓ Row houses
- ✓ Houses attached to nonresidential structures.

Sheds and private garages attached to houses are not considered separate structures because they are not intended for occupancy as separate living quarters.

**What Is a Housing Unit?**

A housing unit is a group of rooms or a single room occupied as separate living quarters or intended for occupancy as separate living quarters. A housing unit may be occupied by a family or one person, as well as by two or more unrelated persons who share the living quarters.

(See *Volume I, Chapter 1, Section 1.2 of the 2000 sample design Listing and Coverage Manual*, for more information about separate living quarters and direct access.)

**Single-Unit Structures**

If you select Precode (1) or Precode (7) because there is only one housing unit in the structure, the instrument skips to **GATEDWALLEDCOMMUNITY**. Make sure to mark Precode (7), "Mobile home/trailer," in **NUMBEROFUNITS** if you marked either Precode (5), "Mobile home or trailer with no permanent room added" or Precode (6), "Mobile home or trailer with one or more permanent rooms added," in **TYPEOFHOUSINGUNIT**.

**Multi-Unit Structures**

If you mark Precode (2), (3), (4), (5), or (6) because there are two or more housing units in the structure, complete **DIRECTENTRANCETOUNIT** to inquire about direct access from outside the structure.

**Group Quarters Units**

If the sample address identifies a group quarters (GQ) unit, mark Precode (8) "Only OTHER units." Make sure to mark Precode (8) in **NUMBEROFUNITS** if you marked any one of the Precodes (8) through (12) in **TYPEOFHOUSINGUNIT**.

- Observe or ask:

Does the unit have an outside entrance, patio doors, or windows, etc., on the ground level - or outside stairs leading directly to this unit?

- 1 Yes
- 2 No
- 3 Don't know

DIRECTENTRANCETOUNIT

**DIRECTENTRANCE-TOUNIT**

**DIRECTENTRANCETOUNIT** is asked only of incoming cases, replacement households or continuing cases, when the question has not previously been answered. When you are sure how to mark **DIRECTENTRANCETOUNIT** by your observations, mark the appropriate precode without asking the question. However, if there is any doubt in your mind, ask the question of the household respondent and mark the appropriate precode.

**Precode (1) "Yes"**

Mark Precode (1), "Yes" if there is some means of entering the sample unit **directly from the outside**, such as a door, patio doors, or windows at ground level (*even if there are locks and/or bars to prevent entrance*) and outside stairs (*such as porch, deck, or fire escape stairs*) that lead directly to an outside entrance for the sample unit.

**Precode (2) "No"**

Mark Precode (2), "No" when there is no direct access into the sample unit from outside of the structure and the only entrance to the sample unit is through a common hall from within the structure, such as a common hall into a second floor apartment.

**Precode (3) "Don't know"**

In most cases, you should not need to mark the "Don't know" answer, so only select it as a last resort.

- Ask if unsure

Is this unit in a gated or walled community that restricts access by non-residents or requires entry codes, key cards, or security guard approval to access?

- 1 Yes
- 2 No

GATEDWALLEDCOMMUNITY

### **GATEDWALLED COMMUNITY**

**GATEDWALLEDCOMMUNITY** is asked only of incoming cases or continuing cases where the question has not previously been answered. When you are sure how to answer **GATEDWALLEDCOMMUNITY** by your observation, select the appropriate precode without asking the question. If there is any doubt about how to properly fill this item, ask the question of the household respondent and then mark the appropriate precode.

#### ***Precode (1) “Yes”***

Enter Precode (1), “Yes,” if access to the household’s community requires some sort of special entry procedure and the community is surrounded by walls, fences, or other barriers to restrict entrance to the community’s homes by non-residents of the community. Some resort or retirement communities are good examples of gated or walled communities. This restricted access refers to the entire community, rather than just to an individual building or housing unit. It also includes communities with guard houses or protection that are operational during certain hours, such as evenings only. However, it excludes neighborhood watch programs with no authority to stop visitors, as well as single-family housing units with gated driveways.

#### ***Precode (2) “No”***

Enter Precode (2), “No,” if the household’s unit is not located in a gated or walled community which restricts access to non-residents.

- Ask if unsure

Is this unit in a building that requires a special entry system such as entry codes, key cards, or security guard approval to access?

- 1 Yes  
2 No

**RESTRICTEDACCESS**

**RESTRICTEDACCESS**

**RESTRICTEDACCESS** is asked only of incoming cases, replacement households or continuing cases, when the question has not previously been answered.

**Precode (1) “Yes”**

Enter Precode (1), “Yes,” if the housing unit is in a building that has some type of special entry system, such as an intercom system from which the occupants can identify and “buzz in” visitors or a security guard who monitors access into the building.

**Precode (2) “No”**

Enter Precode (2), “No,” if the housing unit is not located in a building that requires a special entry system for access (including an intercom system or a security guard).

After completing **RESTRICTEDACCESS** the instrument continues with the household roster demographic characteristics section to build or update the household roster. This is detailed in Topic 10 of this chapter.

---

## Topic 10. Household Roster Demographic Characteristics (Screen Layout and Instructions for **HHROSTER\_FNAME Through ANY\_OTHERCHNG**)

### **Overview of the Control Card Section**

The Control Card section of the NCVS instrument is made up of three parts or tables; the *PreDemo Table*, the *DemoDetailed Table* and the *DemoChange Table*. The *PreDemo Table* is used to collect basic information about the person living at the sample address, such as; their name, gender, membership status. On the other hand, the *DemoDetailed Table* is used to collect the more detailed demographic information, such as; their age, marital status, highest level of schooling and race, to name a few. Last, the *DemoChange Table* is used to correct demographic information that was previously collected and may not have been updated or verified during the current enumeration.

### **The PreDemo Table - General Information**

The order in which you proceed through the *PreDemo Table*, depends on whether the case is an incoming or continuing household. An “incoming household” is one that is being interviewed for the first time; either the first time it is in sample or as a replacement household. A “continuing household” is a case in enumerations 2-7 that is not a replacement household.

For an incoming household you start this section by building the roster, entering the names of the persons living or staying at the sample address beginning at the **HHROSTER\_FNAME** screen. After entering the person’s name you collect personal demographic information about them, such as their relationship to the reference person, gender and household membership. For a continuing case, you start this section at the **NAMECHECK** screen to verify all the household members listed from the previous enumeration are still household members.

For all enumerations, continue by collecting and/or verifying personal demographic information for each household member in the *DemoDetailed Table*.

***Building the Household Roster During the First Enumeration Period***

Build the household roster by listing each person who is living or staying at the sample address. Each person is assigned a unique line number that is automatically allotted in the instrument and is displayed to the left of the person's name. This line number distinguishes the various individuals from each other in the instrument as well as the output data. The line number is also used to identify the household respondent for each enumeration period as well as to identify the household member who reported an incident. The line number should also be used to refer to a person in the Incident Summary screen as well as the "Case Level Notes," rather than using the person's name.

What are the names of all people living or staying here? Start with the name of the person or one of the people who owns this home.

- Enter first name on this screen.
- Enter 999 to leave the table.

HHROSTER\_FNAME

What are the names of all people living or staying here? Start with the name of the person or one of the people who owns this home.

- Enter last name on this screen.

HHROSTER\_LNAME

**HHROSTER\_FNAME and HHROSTER\_LNAME**

Build the household roster during the first interview with a sample household starting with the first and last name of each person living or staying at the sample address.

Once you ask the question in bold type, "**What are the names of all people living or staying here?**" the next statement you read varies, depending on the answer recorded in Item **TENURE**.

- ✓ If the living quarters is either owned or being bought by someone in the household, read the statement as follows: "**Start with the name of the person or one of the people who owns this home.**"
- ✓ If the living quarters is rented for cash, read the statement as follows: "**Start with the name of the person or one of the people who rents this home.**"

**HHROSTER\_LNAME** is the second item of the two screens used to enter a person's name into the roster. Therefore, the question text is in grey, which means that you do not have to ask the question since you most likely were given the person's first and last name when you asked the question in Item **HHROSTER\_FNAME**.

#### **Who to List on the Roster**

List the names (*last names first*) of the following persons:

- ✓ All persons living or staying at the sample address at the time of your contact.
- ✓ All persons who usually live at the sample address, but who are temporarily away for reasons such as visiting friends or relatives, traveling for their jobs, in "general" hospitals, and so forth.
- ✓ All children who usually live at the sample address, including infants under 1 year of age.
- ✓ Any lodgers, servants, hired hands, and other persons who usually live at the sample address.
- ✓ Visitors and other persons who are not household members (*do not usually live at the sample address*), but are in the sample household at the time of your interview and have stayed at the sample address at least one night before your interview, such as a visitor or student with a usual residence elsewhere.

**Preferred Order for Listing Names**

The "preferred" order for listing names on the roster by relationship to the reference person is:

- ✓ Reference person
- ✓ Husband or wife of the reference person
- ✓ Unmarried children of the reference person or his/her spouse, starting with the oldest and ending with the youngest
- ✓ Married sons and/or daughters of the reference person or his/her spouse, followed by the married child's spouse, and each of their children (*oldest to youngest*)
- ✓ Other persons related to the reference person or his/her spouse. (*If these other relatives are related to each other, list them together.*)
- ✓ Lodgers and other nonrelatives staying at the sample address. (*If these other nonrelatives are related to each other, list them together.*)

Although this is the "preferred" order, it is not necessary to change entries in the roster so that they match the "preferred" order.

**Verifying Living Arrangements (EXTRA Units)**

As you build the household roster, you may discover that a family group, nonrelatives, and so forth actually have separate living quarters that qualify as an EXTRA housing unit. Each EXTRA unit that meets the housing unit definition should spawn an EXTRA case. However, if the living quarters does not qualify as an EXTRA housing unit, list these persons with the original household roster. Only create EXTRA units for incoming 2000 sample design cases. (**Also see instructions for completing Table X in Topic 8 of this chapter.**)

***Completing the Household Roster***

Normally, you list the reference person in the first line of the household roster. Then complete Items **SEX** (*male or female*), **RELATIONSHIP** (*relationship to reference person*), and **HHMEMBER** (*household member*) for one line number before entering the next person in **HHROSTER\_FNAME**.

**NOTE:** The instrument automatically fills Precode (21), “Reference Person” in **RELATIONSHIP** for the first person listed on the roster when building the roster for a new household. In this situation the instrument skips from **SEX** to **HHMEMBER**.

The instrument automatically prefills the last name of the person in the previous row so for each person with the same last name as the preceding person you can just press the “Enter” key to move from Item **HHROSTER\_LNAME** to Item **SEX**. If the last names are different you can press the “Delete” key or type over the previous entry when the last name is highlighted in blue.

As you complete the household roster, you may need to probe for the household respondent to give you the names of all remaining persons staying at the sample address. If so, you can ask, "***What are the names of all other persons who are living or staying here?***" Repeat this question, as necessary, until you are sure that the household roster is complete. Once you are sure you have collected the names of all the persons living or staying at the sample address enter “999” at Item **HHROSTER\_FNAME** in the next empty row to proceed to the **HHLD\_COVERAGE** screen.

If you mistakenly enter “999” in Item **HHROSTER\_FNAME** of a person who is already listed on the roster you encounter an edit check pop-up that tells you how to proceed.

- You can only enter 999 on a blank line – not over an existing person.
  - If you need to delete this person from the roster, use arrow keys to go to MEMBERCHANGES and enter the reason why this person is no longer a member.
  - Select “close” to return to HHROSTER\_FNAME to restore Jane to the household roster.

Questions involved	Value
HHROSTER_FNAME: First name	999

This edit check appears when you have entered “999” over someone’s name. You are only permitted to enter “999” on a line that is not occupied by a person listed on the roster. Click on the “Close” or “Goto” buttons to return to Item **HHROSTER\_FNAME** and reenter the person’s name that was overwritten with the entry of “999.” Notice that this edit check displays the first name of the person that needs to be stored in the third interviewer instruction, so make note of the name before returning to the **HHROSTER\_FNAME** screen.

If you enter "999" in Item **HHROSTER\_FNAME** to exit the *PreDemos Table* and the person listed as the reference person is coded as a nonmember you will also encounter an edit check pop-up that tells you how to proceed.

<ul style="list-style-type: none"><li>• You need to select a reference person who is a household member.</li><li>• Enter 21 in the “Relation” column for the reference person.</li></ul>	
Questions involved HHROSTER_FNAME: First name	Value 999
Close      Goto	

This edit check appears when you enter “999” to exit the *PreDemos Table* and the line number marked as the reference person is also listed as a nonmember. Click on the “Close” or “Goto” buttons to return to Item **HHROSTER\_FNAME** and resolve this issue by either:

- ✓ changing the current reference persons member status to Precode (1) or
- ✓ entering Precode (21) “Reference Person” in **RELATIONSHIP** for another line number.

Every case must have a valid reference person before leaving the *PreDemos Table*.

For the remaining items in the household roster demographic screens the instrument automatically fills the name of the household member for whom you are collecting information in the question text.

- Ask if necessary

Is Ted Moe male or female?

1 Male  
2 Female

SEX

**SEX**  
**(Household Member's Gender)**

For each household member, enter Precode (1) for "Male" or Precode (2) for "Female," as appropriate. You can usually determine the household member's sex from his/her name. However, if there is any doubt, ask the question in **SEX** and enter the appropriate precode based on the household respondent's answer.

What is Ted Moe's relationship to you?

11 Husband	16 Mother
12 Wife	17 Brother
13 Son	18 Sister
14 Daughter	19 Other relative
15 Father	20 Nonrelative

RELATIONSHIP

**RELATIONSHIP**  
**(Relationship to the Reference Person)**

Use Item **RELATIONSHIP** to identify the reference person and the relationship of each remaining person listed on the roster to the reference person. The reference person is a concept used to establish the relationship of everyone on the roster to one specific person. When building the roster, the instrument automatically codes the first person listed as the reference person, so you do not need to select someone to be the reference person at this point.

Ask the household respondent the question in Item **RELATIONSHIP** and enter the precode corresponding to the relationship (*husband, wife, son, daughter, and so forth*) to the reference person.

**Reference Person**

The reference person is usually the **first person**

---

**mentioned** when you begin to build the household roster. Since we want a responsible adult household member who is less likely to permanently leave the household, it is preferable to designate one of the persons who owns or rents the home as the reference person. **Each household must have a reference person and the reference person must be a household member.**

*(Also see Part C, Chapter 1, Topic 4, for more information about the reference person.)*

***Relationship of Other Persons to the Reference Person***

Once you have identified which person will be the reference person, you must determine the precise relationship of all other persons listed on the roster to the reference person.

***Edit Checks Based on Relationship Codes***

After coding **RELATIONSHIP** you may encounter a pop-up edit check based on a possible inconsistency in the responses entered in **SEX** and **RELATIONSHIP**. You will encounter these edit checks when:

- ✓ You have listed more than one husband or more than one wife;
- ✓ You have listed both a husband and a wife as relationships to the reference person;
- ✓ You have listed more than one father or more than one mother;
- ✓ Someone's gender is inconsistent with the relationship, such as; a male sister, or a female father.

Correct any inconsistencies when necessary.

Does Ted Moe usually live here?

- If "No", probe for usual residence elsewhere.

1 Yes  
2 No

**HHMEMBER**

**HHMEMBER**  
*(Household Member Status)*

**HHMEMBER** is designed to help you determine whether or not each person listed in the household roster is considered a household member. Once you have identified a person's relationship to the reference person in Item **RELATIONSHIP**, ask the following question in Item **HHMEMBER**, "**Does...usually live here?**" If the answer is "No," try to determine whether the person has a usual place of residence held elsewhere for him/her in Item **HSEMEMURE**. Ordinarily, a person's usual place of residence is the place where the person eats and sleeps the majority of the time.

As a general rule, a person is considered a household member if:

- The sample address is the person's usual place of residence or
- The person is staying at the sample address at the time of interview and does not have a usual place of residence elsewhere.

*(Also see Part C, Chapter 1, Topic 3, of this manual as well as your Information Card Booklet (NCVS-554) for help in determining household membership.)*

**Person Is a Household Member**

If you determine that the person meets the household member criteria:

- ✓ Select Precode (1) "Yes" in Item **HHMEMBER** and

- ✓ Continue to the next line on the household roster.

***Person Is Not a Household Member***

If you determine that the person does not meet the household member criteria:

- ✓ Select Precode (2) "No" in Item **HHMEMBER** and
- ✓ Then ask the question in **HSEMEMURE** to confirm that person's usual place of residence is elsewhere.

Does Ted Moe have a usual place of residence elsewhere?

- 1 Yes  
2 No

**HSEMEMURE**

***HSEMEMURE  
(Usual Residence Elsewhere)***

When a household respondent mentions that a person on the roster does not usually live there, follow up with the question in **HSEMEMURE** to determine if the person qualifies as a household member under NCVS procedures. If the household respondent replies that this person has a usual residence elsewhere, then enter Precode (1) "Yes" in **HSEMEMURE** which means this person is NOT a household member. However, entering Precode (2) "No" means that the person does not have a usual residence elsewhere and therefore classifies as a member by NCVS standards.

If the entire household has a usual residence elsewhere, follow the procedures for classifying the case as a Type B Noninterview, as discussed after **HHLD\_COVERAGE** below.

*(See Part A, Chapter 6, Topic 3, for procedures to classify a case as a Type B noninterview.)*

***When Unsure About Household Membership***

First, reread the information:

- ✓ In Part C, Chapter 1, Topic 3, of this manual and

- ✓ In your Information Card Booklet (NCVS-554).

If you are still unsure whether to include a person on the household roster as a household member, select Precode (1), "Yes," in Item **HHMEMBER**, continue to interview the person, and explain the situation in the "Case Level Notes."

I have • Read names below listed as living or staying at this address.

LN	NAME	REL	AGE	SEX	MARITAL	STATUS
1	Ted Moe	Ref Person	43	M	Married	NEED SELF
2	Megan Moe	Wife	43	F	Married	NEED SELF
3	Jane Moe	Daughtr	14	F	Never Married	NEED SELF

Are ALL of these people still living or staying at that address?

- 1 Yes  
2 No

NAMECHECK

**Verifying the Household Roster During the Second Through Seventh Enumeration Periods**

In enumerations two through seven you verify, with the household respondent, that the household roster is up-to-date. In **NAMECHECK** you begin adding members to the household, coding persons as nonmembers or adding back persons who were previously coded as nonmembers.

**NAMECHECK**  
*(Verifying the Roster)*

**NAMECHECK** appears after **STUDENTHOUSING** or **PUBLICHOUSING**. **NAMECHECK** is only asked during enumerations 2-7 for continuing cases to verify that all of the people listed on the roster from the previous enumeration are still living or staying at the sample address at the time of the current interview. **NAMECHECK** should only display those people who were marked as household members during the previous enumeration. When reading the question to the household respondent you are instructed to read all the names of the people displayed at this item. So using the example above you would ask, "*I have Ted, Megan and Jane Moe listed as living or staying at this address. Are ALL of these people still living or staying*

***at this address?"***

On the other hand, if the household respondent is the only household member the question is phrased, "***I have you listed as living or staying at this address. Is that correct?***"

***Who Should Be Listed***

The household roster in **NAMECHECK** should include:

- ✓ All persons living or staying at the sample address at the time of the interview.
- ✓ All persons who usually live at the sample address, but who are temporarily away for reasons such as visiting friends or relatives, traveling for their jobs, in "general" hospitals, and so forth.
- ✓ All children who usually live at the sample address, including infants under 1 year of age.
- ✓ Any lodgers, servants, hired hands, and other persons who usually live at the sample address.
- ✓ Visitors and other persons who are not household members (*do not usually live at the sample address*), but are in the sample household at the time of your interview and have stayed at the sample address at least one night before your interview, such as a visitor or student with a usual residence elsewhere.

If the household roster is correct, enter Precode (1) "Yes" at **NAMECHECK** and continue with **HHLD\_COVERAGE**.

If you determine that the roster is not correct either because someone listed is no longer a household member, there is someone new living or staying at the address or someone who is listed on the roster as a nonmember has returned to the household and needs to be recoded as a household member, enter Precode (2) "No" at **NAMECHECK**. Then

continue with **REFPERSTILLLIVE** to determine if the reference person still lives at the sample address before moving on to **MEMBERCHANGES**, to code the reason the household roster is changing.

- Ask or verify

Does Ted Moe still live at this address?

- 1 Yes
- 2 No

REFPERSTILLLIVE

#### **REFPERSTILLLIVE**

**REFPERSTILLLIVE** appears when you have coded that there has been a change to the household composition at **NAMECHECK**. At **REFPERSTILLLIVE** you ask or verify whether the reference person still lives at the sample address.

Enter Precode (1) for a “Yes” answer, indicating that the reference person is still a usual resident and still qualifies as the reference person for the sample household. After entering Precode (1), continue with **MEMBERCHANGES** to code the reason there was a change in the household composition.

#### ***Changing the Reference Person (Person Is Not a Household Member)***

If you determine that the person identified in **RELATIONSHIP** as the reference person is not a household member, you must identify another household member as the reference person. If you encounter this situation, you must:

- Enter Precode (2) “No” in Item **NAMECHECK**.
- Enter Precode (2) “No” in Item **REFPERSTILLLIVE**.
- Determine who should be the new reference person by asking the question in Item **NEWREFPER**.

- If necessary, correct the relationship precodes in **RELATIONSHIP** for the remaining persons in the household roster to show their relationship to the new reference person.

What is the name of the person (or one of the persons) who owns or rents that home? Would that be you?

- Enter line number of the new reference person or 31 if someone not listed

LN	NAME	REL	AGE	SEX	MARITAL	STATUS
1	Ted Moe	Ref Person	43	M	Married	NEED SELF
2	Megan Moe	Wife	43	F	Married	NEED SELF

NEWREFPER

#### NEWREFPER

This item is similar to the screen in the front of the instrument where you can select a new household respondent (**HELLO\_ALT2\_CP**). **NEWREFPER** asks the current household respondent to select a new reference person by asking, **“What is the name of the person (or one of the persons) who owns or rents that home? Would that be you?”** After reading the question, select a new reference person based on the people listed in **NEWREFPER**. The instrument should only display persons at this screen who qualify to be selected as the reference person, based on the criteria for selecting a reference person. **(For more information on who qualifies as a reference person see Part C, Chapter 1, Topic 4, of this manual.)**

Although rare, you may encounter a situation where the household respondent mentions someone who is not listed on the roster displayed at this item. If that occurs, verify that this new person is actually a household member and if so, enter Precode (31) “Someone not listed above” in **NEWREFPER** to add a new person to the roster via the *PreDemos Table* discussed above. By adding a new household member using this path, the instrument

---

automatically removes the code in the “Relation” column from the previous reference person. The instrument will also create a new line number and assigns Precode (21) “Reference Person” in the “Relation” column of this person just added to the household roster. The instrument also empties the “Relation” column for any remaining household members. You will need to enter the relationship codes for the remaining household members based on the new reference person. When a new person is added to the roster as the new reference person the instrument will continue with **MEMBERCHANGES** for line number 1. At this point, you should enter the reason the previous reference person has left the household and then use the arrow keys to go to **HHROSTER\_FNAME** for the new reference person. Complete the items for this person; **HHROSTER\_FNAME**, **HHROSTER\_LNAME**, **SEX** and **MEMBERCHANGES**.

Note: Enter the reason the new reference person entered the household in **MEMBERCHANGES**.

- Enter reason why there is a change in household membership for this person.
- If no change is needed for this person, press the ENTER key without selecting a precode.
- Use the arrow keys to move through the table and REVIEW/UPDATE demographics. When done, press Page Down.

**WHY ENTERED HOUSEHOLD:**

- 11 Returned from school or college
- 12 Returned from institution
- 13 Entered because of marriage/separation/divorce
- 14 Person entered household for reasons other than above

**WHY LEFT HOUSEHOLD:**

- 15 Person died
- 16 Left for school or college
- 17 Entered institution
- 18 Left because of marriage/separation/divorce
- 19 Person left household for reasons other than above
- 20 Visitor – residence elsewhere

**MEMBERCHANGES****MEMBERCHANGES**  
*(Changes in Household Composition)*

**MEMBERCHANGES** is accessible when a change in the household composition has been noted by an entry in **HELP\_OTH\_CP**, **NAMECHECK**, or **HHLD\_COVERAGE**. When a change has occurred in the household composition, record the reason for the change based on the Precodes listed in **MEMBERCHANGES**. The instrument automatically goes to **MEMBERCHANGES** associated with the first line number. Even if Line Number 1 does not have any changes, the instrument starts at line number 1. If there are no changes to the first line number's household member status you can use the down arrow to navigate to the line number where the first change occurred.

**MEMBERCHANGES** does not have a question for you to ask the household respondent. Use this screen to document household composition changes when you discover that a household member has entered or left the household since the previous interview. Try to determine the reason for the change without antagonizing the household respondent with questions that may be too personal or specific.

Once you determine the reason a household member entered or left a household, find the appropriate 2-digit

---

reason code in the answer list, which is divided by reasons for entering and leaving the household. If the reason does not fit into any of the precodes, use the "Case Level Notes" to further explain the change.

**Adding a Household Member**

When a new person enters a household:

- ✓ Add the person's name to the household roster using **HHROSTER\_FNAME** and **HHROSTER\_LNAME** in the next unused row. These items were discussed earlier in this topic.
- ✓ Complete Item **RELATIONSHIP** to determine the new person's relationship to the reference person.
- ✓ Complete **HHMEMBER** to determine if the new person qualifies as a household member.
  - If you get a "Yes" answer in **HHMEMBER**, complete **BRTHDATEMO** through **RACE** (in the *DemoDetailed Table*) for the new household member, as applicable.
  - If you get a "No" answer in **HHMEMBER**, ask the **HSEMEMURE**. If the new person does not have a usual residence elsewhere enter Precode (2) "No", then follow the instruction above for when **HHMEMBER** equals "Yes." Otherwise, enter Precode (1) in **HSEMEMURE**, since the person being added is staying at the household temporarily and has a usual residence elsewhere. In this case you need not collect data for Items **BRTHDATEMO** through **RACE** (in the *DemoDetailed Table*) for this person because they are not considered a household member. However, you do need to enter Precode (20) "Visitor - residence elsewhere" in **MEMBERCHANGES** for this person.
- ✓ In **MEMBERCHANGES**, enter the appropriate Precode (11 - 14), to code the reason the household member

---

was added to the roster. In the "Case Level Notes" enter a brief description of the reason for the change. For example, "L2 added to roster Precode 14/Married to L1/1-2013."

***Deleting a Household Member***

**Person dies:**

If a person listed on the roster has died, enter Precode (15), "Person died," in Item **MEMBERCHANGES** and add a brief description in the "Case Level Notes."

**Person leaves household:**

If a person leaves a household and is not just temporarily absent, enter the appropriate Precode (16-19) in Item **MEMBERCHANGES**. Then in the "Case Level Notes" enter a brief description, such as; "L4 left HHLD/Precode 16/Attending College/2-2013" or "Precode 19/L2 Active military duty overseas/3-2013."

***Person's Household Membership Changes***

If a person listed on the roster was coded as a nonmember during a previous enumeration and then returns while the household is still in sample, enter the appropriate Precode (11-14) in **MEMBERCHANGES**. Be sure to verify that this person's Membership status in the "HHmember" column has changed to a value of (1) "Yes." In the "Case Level Notes" enter a brief description of the reason the person has returned to the household, for example, "L3 returned to household/Precode 13/ Released from prison/7-2013."

If you discover that a person who was listed as a URE (*usual residence elsewhere*) in a previous enumeration period, is now a household member, enter the appropriate Precode (11-14) in **MEMBERCHANGES**. Be sure to verify that this person's Membership status in the "HH member" column has changed to a value of (1) "Yes." Then in the "Case Level Notes" enter a brief description of the reason the person has returned to the household, for example, "Precode 14/L2 Returned from active military duty overseas/2-2013."

Have I missed anyone else living or staying here such as any babies, any lodgers, or anyone who is away at present traveling or in the hospital?

- 1 Yes
- 2 No

HHLD\_COVERAGE

**HHLD\_COVERAGE**  
*(Household Roster  
Coverage)*

**Asking**  
**HHLD\_COVERAGE -**  
**1<sup>st</sup> Enumeration Period**

**HHLD\_COVERAGE** is designed to remind the household respondent to mention anyone he/she may have forgotten to mention initially and to ensure that the household roster is complete. Many household respondents forget to mention babies, lodgers, and visitors when asked about persons staying at their home.

During the first enumeration, **HHLD\_COVERAGE** appears after you enter "999" in the next empty row, at **HHROSTER\_FNAME** to indicate you've completed the roster.

When interviewing a sample household for the first time, start Item **HHLD\_COVERAGE** by reading, "**Have I missed anyone else living or staying here such as any babies, any lodgers, or anyone who is away at present traveling or in the hospital?**"

If the household respondent answers "Yes" to the question in Item **HHLD\_COVERAGE**:

- ✓ Select Precode (1) "Yes,"
- ✓ Add the person's name to the household roster via the **HHROSTER\_FNAME** and **HHROSTER\_LNAME** screens, and
- ✓ Complete Items **SEX**, **RELATIONSHIP** and **HHMEMBER** for the added person.

- ✓ Continue asking if you missed anyone else living or staying at the address until the household respondent answers, "No." Then enter "999" again in the next empty row at the **HHROSTER\_FNAME** screen. Then enter Precode (2) "No" in **IHHLD\_COVERAGE**. The instrument then goes to **BIRTHDATEMO** to begin collecting the rest of the demographic information for each household member.

If the household respondent answers "No" to the question in **IHHLD\_COVERAGE**:

- ✓ Select Precode (2) "No,"
- ✓ The instrument proceeds to **BIRTHDATEMO** to begin collecting the rest of the demographic information for each household member.

**Asking  
IHHLD\_COVERAGE -  
2<sup>nd</sup> Through 7<sup>th</sup>  
Enumeration Periods**

**IHHLD\_COVERAGE** appears next for the second through seventh enumeration cases after entering Precode (1) "Yes" at Item **NAMECHECK** to signify the input roster was correct.

**IHHLD\_COVERAGE** also appears during Time in Sample two through seven after entering Precode (2) "No" in **NAMECHECK** to signify the input roster was not correct, then entering "999" in the next empty row in Item **HHROSTER\_FNAME** when you have completed making those changes to the roster. Once you reach **IHHLD\_COVERAGE**, ask "**Have I missed anyone else living or staying here such as any babies, any lodgers, or anyone who is away at present traveling or in the hospital?**"

If the household respondent answers "Yes" to **IHHLD\_COVERAGE**:

- ✓ Select Precode (1) "Yes,"

- ✓ Add the person's name to the household roster via the **HHROSTER\_FNAME** and **HHROSTER\_LNAME** screens, and
- ✓ Complete Items **SEX**, **RELATIONSHIP** and **HHMEMBER** for the added person.
- ✓ Continue asking if you missed anyone else living or staying at the address until the household respondent answers "No." Then enter "999" in the next empty row at the **HHROSTER\_FNAME** screen and then enter Precode (2) "No" in Item **HHLD\_COVERAGE**. The instrument then proceeds to the **AGECHECK** screen for the first household member to begin verifying and/or collecting the rest of the demographic information for each household member.

If the household respondent answers "No" to the question in Item **HHLD\_COVERAGE**:

- ✓ Select Precode (2) "No,"
- ✓ Households consisting entirely of persons who are not household members and have a usual residence elsewhere proceed to Item **ENTIREHHURE**.
- ✓ Otherwise, the instrument proceeds to Item **AGECHECK** to begin verifying the demographic information collected during previous enumerations for each household member.

- All people on the household roster have a usual residence elsewhere.
- Enter 1 to exit the case.
- Then reenter the case to code it a Noninterview (Type B - Entire Household URE) via START\_CP.  
1 Enter 1 to continue

ENTIREHHURE

### ENTIREHHURE

In the situation, where all of the persons listed on the household roster have a usual residence elsewhere the case will need to be coded as a Type B Noninterview. This screen will appear when Precode (2) is entered in **HHLD\_COVERAGE** and all of the persons listed on the roster have been coded as nonmembers.

By entering Precode (1) at **ENTIREHHURE** you acknowledge that this case classifies as a Type B noninterview (outcome code 225), "Temporarily occupied by persons with URE."

After exiting the case, you will need to reenter the case to complete the process of coding this case as a Type B via the **START\_CP** screen. (*Also see Part A, Chapter 6, Topic 3, Type B Noninterview Categories.*)

### ***The DemoDetailed Table - General Information***

Once you have verified which persons listed in the household roster qualify as household members at the sample address, then begin collecting and/or verifying the demographic information for each household member. The *DemoDetailed Table* consists of Items **AGECHECK** through **RACE** which are used to obtain personal characteristics (*date of birth, age, marital status, and so forth*) for each household member listed on the roster. Complete Items **AGECHECK** through **RACE**, as applicable, for one household member before completing these items for the next household member on the roster. You do not complete Items **AGECHECK** through **RACE** for any

nonhousehold members listed on the roster.

I have you listed as 43 years old as of last month.  
Is that correct?

- 1 Yes, age IS correct
- 2 No, age is NOT correct

AGECHECK

### **AGECHECK** *(Verifying the Age on Input)*

During enumerations two through seven **AGECHECK** is the first of these demographic information collection/verification screens and is used to verify each household member's current age during each enumeration period. This screen appears for the first household member and is then repeated for each remaining household member. The NCVS instrument inserts the appropriate household member's name and age based on information from the previous interview.

When a case is loaded, the instrument calculates each household member's age, based on the date of birth that was collected during a prior enumeration period and fills that age into the question text of **AGECHECK**. During enumerations two through seven you will ask the household respondent the question in **AGECHECK** for each household member. For example, when verifying the household respondent's age you will ask, "***I have you listed as 43 years old. Is that correct?***"

Ask the question as worded; the question text changes when a household member's birth month is the same as the current interviewing month. In this situation the instrument automatically inserts the phrase "***as of last month***" into the question text to alert the household respondent we are verifying the person's age "*as of last month*." This way if a household member's birthday has already occurred during the current interview month the age information is collected/verified the same across all cases. Therefore, when the interviewing month is the same as the birth month

---

for a household member ask, in **AGECHECK**, "*I have you listed as 43 years old, as of last month. Is that correct?*"

**When the Previous Age Recorded Is Correct**

When you ask the question in **AGECHECK** and the household respondent confirms the household member's age is correct:

- ✓ Enter Precode (1) "Yes, age IS correct".
- ✓ Continue to verify the remaining demographic information items for the current household member. If the current household member you are verifying information about is 14 years of age or older the instrument proceeds to **MARITAL**. If the current household member is 12 or 13 years of age the instrument proceeds to either **EDUCATIONATTAIN** or **ATTENDINGSCHOOL**. Otherwise, if the current household member is under 12 years of age the instrument proceeds to **AGECHECK** for the next household member or to **ROSTERREVIEW** when there are no more household members left to verify demographic information for.

**When the Previous Age Recorded Is Not Correct**

When you ask the question in Item **AGECHECK** and the household respondent says the age we previously recorded is incorrect:

- ✓ Enter Precode (2) "Yes, age is NOT correct".
- ✓ The instrument proceeds to the **BRTHDATEMO**, **BRTHDATEDY** and **BRTHDATEYR** screens to edit the incorrect date of birth information. See below for more information regarding completing these three items.

**When the Birthday Previously Collected is Incomplete or Refused**

If a household member's date of birth (*month, day, or year*) was not completed or the person's date of birth was refused during a prior enumeration, the instrument will not be able to calculate an age for that person for the current enumeration. In this situation, the instrument skips the **AGECHECK**

---

screen and go to the Items **BRTHDATEMO**, **BRTHDATEDY** and **BRTHDATEYR** screens to edit the incorrect or incomplete date of birth information.

What is Ted Moe's date of birth?

- Enter month on this screen

BRTHDATEMO

What is Ted Moe's date of birth?

- Enter day on this screen

BRTHDATEDY

What is Ted Moe's date of birth?

- Enter year on this screen
- If the year is less than 1890, enter 1890

BRTHDATEYR

**BRTHDATEMO,**  
**BRTHDATEDY** and  
**BRTHDATEYR**  
*(Date of Birth)*

During the first enumeration you come to **BRTHDATEMO** after entering Precode (2) in **HHLD\_COVERAGE** in order to start collecting a household member's date of birth. You also come to **BRTHDATEMO** during enumerations two through seven when a person was added to the household roster during the current enumeration, when the household member's date of birth was not correct (you entered Precode (2) in **AGECHECK**) or the date of birth was incomplete or refused during a previous enumeration.

**Entering the Date of Birth**

Although **BRTHDATEMO** and **BRTHDATEDY** are two digits, you do not need to enter a zero for a one digit month or day. Rather, you can enter a one digit for the months of January through September (1-9) as well as for the first 9 days of a month. However, for **BRTHDATEYR** you must enter 4 digits. For example, enter 4/2/2013 for April 2, 2013.

When a household respondent is unsure of the exact date of birth, you can:

- ✓ Press the “Ctrl” and “D” keys at the same time to code a blind “Don’t Know” in any or all three birth date screens.
- ✓ If you enter *don’t know* in **BRTHDATEYR** the instrument proceeds to **ESTAGE** to ask the household respondent to estimate the household member’s age.

**Date of Birth is Refused**

If the household respondent refuses to give you another household member’s date of birth, you can:

- ✓ Press the “Ctrl” and “R” keys at the same time to code a blind “Refused” in any or all three birth date screens.
- ✓ If you enter *refused* in **BRTHDATEYR** the instrument proceeds to **AGERNG** to ask the household respondent to select which age range the household member’s age fits into, based upon the age ranges specified in the answer list.

That would make Ted Moe 43 years old.

Is that correct?

- 1 Yes  
2 No

VFYAGE

**VFYAGE**  
**(Verify Age Based on Birth Date Collected)**

After collecting the date of birth information the instrument goes to **VFYAGE** to verify that the age calculated in the instrument, based on the date of birth information collected in **BRTHDATEMO**, **BRTHDATEDY** and **BRTHDATEYR** is correct. If you entered a blind “Don’t Know” or a blind “Refusal” in **BRTHDATEYR** the instrument bypasses this screen and continues on to either **ESTAGE** or **AGERNG** as discussed below.

**VFYAGE** is set up similarly to **AGECHECK**. For example, when verifying the age based on the date of birth just collected for the household respondent you ask, "**That would make you 43 years old. Is that correct?**" Be sure to ask the question as worded, because the question text changes when a household member's birth month is the same as the current interviewing month. In this situation the instrument automatically inserts the phrase "**as of last month**" into the question text to alert the household respondent we are verifying the person's age *as of last month*. This way if a household member's birthday has already occurred during the current interview month the age information is collected/verified the same across all cases. Therefore, when the interviewing month is the same as the birth month for a household member, ask in Item **VFYAGE**, "**That would make you 43 years old, as of last month. Is that correct?**"

If the age is not correct enter Precode (2) to return to **BRTHDATEMO**, **BRTHDATEDY** and **BRTHDATEYR** to edit the incorrect date of birth information. If the age is correct and the current household member you are verifying information about is 14 years of age or older the instrument proceeds to **MARITAL**. If the current household member is 12 or 13 years of age the instrument proceeds to either **EDUCATIONATTAIN** or **ATTENDINGSCHOOL**. Otherwise, if the current household member is under 12 years of age the instrument proceeds to Item **AGECHECK** for the next household member or to the **ROSTERREVIEW** screen when there are no more household members left to verify demographic information for.

Even though you don't know Ted Moe's exact birthdate, what is your best guess as to how old he was on his last birthday?

ESTAGE

**ESTAGE**  
*(Estimating a Household Member's Age)*

Item **ESTAGE** is asked when the household respondent does not know the birth year for a household member and you entered a blind "Don't Know" in Item **BRTHDATEYR**. This screen is used to collect an estimated age of the household member, in lieu of a date of birth. This is an attempt to get some age for a household member in order to determine whether the respondent is eligible for the NCVS. Age is also used as criteria for asking certain questions like employment, as well as some NCVS supplements.

**For Babies Under 1 Year:**

Enter "0" in Item **ESTAGE** for household members who are under 1 year of age.

**For Adults Over Age 96:**

Enter "96" in Item **ESTAGE** for an adult whose age is 96 or older.

If you enter a blind "Don't Know" or a blind "Refusal" in Item **ESTAGE** the instrument will proceed to the **AGERNG** screen. Otherwise if the current household member you are verifying information about is 14 years of age or older the instrument proceeds to the **MARTIAL** screen. If the current household member is 12 or 13 years of age the instrument proceeds to either Item **EDUCATIONATTAIN** or Item **ATTENDINGSCHOOL**. Otherwise, if the current household member is under 12 years of age the instrument proceeds to Item **AGECHECK** for the next household member or to the **ROSTERREVIEW** screen when there are no more household members left to verify demographic information for.

Is he a child, a teenager, or an adult? Is he ...

- Read appropriate age categories.

1 0 - 11 years old?	6 25 - 34 years old?
2 12 - 13 years old?	7 35 - 49 years old?
3 14 - 15 years old?	8 50 - 65 years old?
4 16 - 17 years old?	9 66 years old or older?
5 18 - 24 years old?	

AGERNG

**AGERNG**  
*(Coding an Age into a Range of Ages)*

**AGERNG** is asked when the household respondent refuses to give you the birth year for a household member and you entered a blind “Refused” in **BRTHDATEYR**. **AGERNG** also appears when you enter a blind “Don’t Know” or a blind “Refusal” in **ESTAGE**. **AGERNG** is used to code a household member’s age into one of nine ranges. This is done in an attempt to narrow down a household member’s age in order to determine whether the respondent is eligible for the NCVS. Age is also used as a criterion for asking certain questions like employment and some NCVS supplements.

After entering the precode in **AGERNG** and the current household member you are verifying information about is 14 years of age or older, the instrument proceeds to **MARITAL**. If the current household member is 12 or 13 years of age the instrument goes to either **EDUCATIONATTAIN** or **ATTENDINGSCHOOL**. Otherwise, if the current household member is under 12 years of age the instrument goes to **AGECHECK** for the next household member or to **ROSTERREVIEW** when there are no more household members left to verify demographic information for.

LAST REPORTED AS: Married

- Enter new marital status for Ted Moe
- If in doubt, ask:

Is Ted Moe now married, widowed, divorced, separated, or has he never been married?

- 1 Married
- 2 Widowed
- 3 Divorced
- 4 Separated
- 5 Never married

MARITAL

**MARITAL**  
*(Marital Status)*

Item **MARITAL** is used to verify the marital status of each household member who is at least 14 years of age during each enumeration period. For household members who are 12 or 13 years of age, the instrument codes them automatically as "Never married," Precode (5). In most cases, this screen also shows the person's marital status as reported in the previous enumeration period. You can often determine a household member's marital status without asking the question in Item **MARITAL**. However, if there is any doubt, ask the question in Item **MARITAL** as worded for all household members who are 14 years of age and older.

If an unrelated man and woman are living together and it is not evident whether or not they consider themselves as married to each other (*either legally or by common law*), ask the question in Item **MARITAL** as worded or determine the marital status without asking, if possible.

**Precode (1) "Married"**

Enter Precode (1) "Married" in **MARITAL** when:

- ✓ The person is currently married and living with his/her spouse.
- ✓ The person is currently married, but is parted temporarily from his/her spouse for reasons other than

---

marital discord. For example: employment, military service, spouse in nursing home, and so forth.

- ✓ The person is not officially married, but is living with someone as husband and wife, such as a common-law marriage.

If the person is separated from his/her spouse due to marital discord, enter Precode (4), "Separated."

**Precode (2) "Widowed"**

Enter Precode (2), "Widowed" in Item **MARITAL** when the household member's spouse has died and the person has not remarried. If not sure, ask the question in Item **MARITAL** as worded and accept the household respondent's answer.

**Precode (3) "Divorced"**

Enter Precode (3), "Divorced" when the person's divorce is final. If you suspect that the person's divorce is not final, ask the question in Item **MARITAL** as worded and accept the household respondent's answer.

**Precode (4)  
"Separated"**

Enter Precode (4), "Separated" in Item **MARITAL** when:

- ✓ The person is married, but has a legal separation.
- ✓ The person is married, but has parted from his/her spouse because of marital discord.
- ✓ The person expects to obtain a divorce in the future.
- ✓ The person intends to remain separated from his/her spouse permanently and never get a divorce.

If the person is separated from his/her spouse for reasons other than marital discord, enter Precode (1) "Married."

**Precode (5)  
"Never Married"**

Enter Precode (5) "Never married" in **MARITAL** when the person has never been married or the person's only marriage was annulled. The instrument prefills Precode (5) "Never married," automatically and skips over this item for

---

children in the household who are under 14 years of age.

After completing the **MARITAL** screen the instrument will proceed to Item **ARMEDFORCES** when the current household member you are verifying information about is between the ages of 18 and 65. If the current household member is between the ages of 14 and 17 the instrument proceeds to either Item **EDUCATIONATTAIN** or Item **ATTENDINGSCHOOL**.

Is Ted Moe now in the Armed Forces?  1 Yes 2 No  ARMEDFORCES	LAST REPORTED AS: No
---	----------------------

**ARMEDFORCES**  
**(Armed Forces)**

For each household member (*male or female*) between the ages 18 and 65, ask the question in **ARMEDFORCES**. The instrument skips over **ARMEDFORCES** when the household member is under 18 years of age or over 65 years of age. In most cases, this screen also shows the person's military status as reported in the previous enumeration period.

A household member who is between 18 and 65 years of age is considered as "in the Armed Forces" when the person is serving on active duty at time of interview in the:

- U.S. Army
- U.S. Navy
- U.S. Air Force
- U.S. Marine Corps
- U.S. Coast Guard
- Reserve branch of any of the above Armed Services and is currently on active duty status for several months
- U.S. Public Health Service as commissioned officers who are attached to any branch of the above Armed Services

- National Guard in Federal Service (*if his/her unit has become part of regular forces by Presidential Order*)
- U.S. military academies as Cadets (*for example, West Point, Naval Academy, Air Force Academy, and the Coast Guard Academy*).

Each of the military services has a regular component and a reserve component. Members of the **regular component** of any branch of the Armed Forces are always considered to be on active duty, unless they are retired. Members of the **reserve component** of any branch of the Armed Forces are only considered to be on active duty when they have been called to active duty by military order and are currently on active duty for several months.

**First Enumeration Period**

Select Precode (1) "Yes" if the household member is currently in the Armed Forces on active duty.

Select Precode (2) "No" if the household member is not currently on active duty in the Armed Forces. Also select Precode (2) if the household member:

- ✓ Only serves in the Coast Guard Temporary Reserve
- ✓ Is an employee of the Merchant Marines, Maritime Commission, or the American Field Service Department
- ✓ Is a civilian employee of the Department of Defense
- ✓ Serves in a National Guard unit not blanketed into the regular forces by Presidential order and is not serving the 4-6 months of active duty in connection with provisions of the Reserve Forces Act of 1955
- ✓ Is in short periods of active reserve training or is attending weekly reserve meetings.

If still unsure which box to mark in **ARMEDFORCES**, select Precode (1) "Yes"; explain the situation in "Case Notes."

***Subsequent  
Enumeration Periods***

When you see Precode (1) marked in **ARMEDFORCES** for a household member, verify each enumeration period that the person is still an active duty member of the Armed Forces. If you discover that the person is no longer an active duty member of the Armed Forces, select Precode (2). Using the "Case Level Notes," note the change and the date that you discovered the change (*for example, Item 20 - L2 separated from AF (1/2013)*).

If a household member has turned 18 years of age since the last interview, this item will appear, but the response will be empty because it was previously unanswered. Ask **ARMEDFORCES** during the current interview.

If you happen to discover that any household member ages 18 to 65 years has entered the Armed Forces on active duty since the last interview, select Precode (1) in **ARMEDFORCES**. Using the "Case Level Notes," note the change and the date that you discovered the change (*for example, Item 20 - L3 joined the AF (1/2013)*).

 (Page 6)

LAST REPORTED AS: 12th grade (no diploma)

What is the highest level of school Ted Moe completed or the highest degree he received?

- |               |  |
|---------------|--|
| 1 1st grade   | 11 11th grade  |
| 2 2nd grade   | 12 12th grade (no diploma)                                 |
| 3 3rd grade   | 13 High school graduate (diploma, or the equivalent)       |
| 4 4th grade   | 14 Some college (No Degree)                                |
| 5 5th grade   | 15 Associate's degree                                      |
| 6 6th grade   | 16 Bachelor's degree (e.g. BA, AB, BS)                     |
| 7 7th grade   | 17 Master's degree (e.g. MA, MS, MEng, MSW, MBA)           |
| 8 8th grade   | 18 Professional School degree (e.g. MD, DDS, DVM, LLB, JD) |
| 9 9th grade   | 19 Doctoral degree (e.g. PhD, EdD)                         |
| 10 10th grade | 20 Never attended, preschool, kindergarten                 |

EDUCATIONATTAIN

**EDUCATIONATTAIN**  
*(Educational Attainment)*

**EDUCATIONATTAIN** is designed to provide up-to-date information on the educational attainment of each household member who is 12 years of age or older. The question in this item asks about the highest level of school completed or the highest degree received by the household member. In most cases, this screen also shows the person's highest level of education as reported previously.

**When to Ask  
EDUCATIONATTAIN**

During the first, third, fifth, and seventh enumeration periods, ask **EDUCATIONATTAIN** for each eligible household member. The instrument skips over this question during these enumerations, for any household members who are under 12 years of age during the reference period.

Under the following situations, also ask Item **EDUCATIONATTAIN** during an enumeration period other than the first, third, fifth, and seventh enumeration period:

- The household was not interviewed in the previous enumeration period (*first, third, or fifth*).
- The person became a household member since the previous enumeration period.
- The person celebrated his/her 12th birthday since the

---

previous enumeration period.

Before asking **EDUCATIONATTAIN** during a personal visit, open your Information Card Booklet (NCVS-554) and show the “Table of Education Codes” flashcard to the household respondent. Notice in Item **EDUCATIONATTAIN** that the page number (Page 6) that the “Table of Education Codes” are on is displayed next to the Flashcard icon in the upper left hand corner of the screen.

If you add a household member during a telephone interview, ask **EDUCATIONATTAIN**, and if necessary, read the education categories from the answer list.

***Education Codes for  
Item  
EDUCATIONATTAIN***

A “Table of Education Codes” also appears in your Information Card Booklet (NCVS-554). Shown below are the available precodes for Item **EDUCATIONATTAIN**, along with descriptions for these educational attainment codes.

If interviewing during a household member's summer vacation from school, enter the appropriate code for the grade just completed, NOT the grade that he/she will attend in the fall. For persons who have skipped or repeated grades, enter the code for the highest grade completed, regardless of the number of years it took.

CODE	DESCRIPTION OF GRADE/YEAR/DEGREE
1 - 8	Use one of these codes, as appropriate, for elementary school grades 1 through 8.
9 - 11	Use one of these codes, as appropriate, for high school grades 9 through 11.
12	Enter code (12) if the respondent completed 12th grade, but did not receive a high school diploma.
13	Enter code (13) if the respondent completed 12th grade and received a high school diploma or the equivalent of a high school diploma.
14	Enter code (14) if the respondent completed some college without receiving a college degree.
15	Enter code (15) if the respondent has an Associate's degree, which is normally awarded after completing two years of college.
16	Enter code (16) if the respondent has a Bachelor's degree (BA, AB, or BS), which is normally awarded after completing four years of college.
17	Enter code (17) if the respondent has a Master's degree (MA, MS, MEng, MSW, or MBA), which is normally awarded after completing six years of college.
18	Enter code (18) if the respondent has a Professional School degree (MD, DDS, DVM, LLB, or JD) earned in fields such as medicine, dentistry, chiropractic medicine, optometry, osteopathic medicine, pharmacy, podiatry, veterinary medicine, law, or theology.
19	Enter code (19) if the respondent has a Doctorate degree (PhD or EdD).
20	Use this code for children who have never attended school and for children attending kindergarten, preschool, or only day care.

***Special Situations for  
Item  
EDUCATIONATTAIN***

Here are some examples for handling a response other than the highest grade or year completed:

**Junior high/middle school:**

Since junior high or middle school can cover different grades in different localities, probe to determine the highest grade or year completed and enter the appropriate code in Item **EDUCATIONATTAIN**.

**High school equivalency tests:**

Enter Precode 13 in Item **EDUCATIONATTAIN** for persons who pass a high school equivalency test, such as the GED, or who receive a high school diploma while in the Armed Forces.

**Post-graduate high school:**

Enter Precode 13 in Item **EDUCATIONATTAIN** for persons who have received a high school diploma and are attending post-graduate high school courses in preparation for attending college.

**Miscellaneous school system:**

Determine the equivalent grade in the American regular school system for household members who have obtained their formal education in foreign schools, ungraded schools, night schools or by the instruction of tutors (*if counted toward promotion in the American regular school system*), "readers" (*roughly equivalent to regular grades*), or "normal" schools.

- You marked 8<sup>th</sup> grade as the highest level of school completed for a person age18. Are you sure this is correct?

Questions involved  
**EDUCATIONATTAIN:** Education

Value  
 8th grade

**EDUCATION\_CK**

Suppress Close Goto

**EDUCATION\_CK**  
*(Edit Check to Verify  
 Education Attainment)*

**EDUCATION\_CK** is a soft edit check that compares the entry in **EDUCATIONATTAIN** against the household member's age. The edit check is set up to be displayed when the precode entered in **EDUCATIONATTAIN** does not fit the norm for someone the age of the household member. For example, this item appears if a 14 year old is coded as having completed college. If the entry in **EDUCATIONATTAIN** is correct, then click on the "Suppress" button to continue with the **ATTENDINGSCHOOL** screen. Otherwise, press either the "Goto" or "Close" buttons to return to **EDUCATIONATTAIN** to change the answer.

LAST REPORTED AS: Regular school

Is Jane Moe currently attending or enrolled in a regular school such as elementary or high school or enrolled either full-time or part-time in a college or university, trade, or vocational school?

- 1 Regular school
- 2 College/University
- 3 Trade school
- 4 Vocational school
- 5 None of the above schools

**ATTENDINGSCHOOL**

**ATTENDINGSCHOOL**  
*(Attending School)*

**ATTENDINGSCHOOL** is designed to determine whether or not each household member who is 12 years of age or older is currently attending or enrolled in regular school (*elementary or high school*) or enrolled full-time or part-time in a college or university, trade, or vocational school. In most cases, this screen also shows the answer given for

---

this household member as reported in the previous enumeration period. Ask the question in **ATTENDINGSCHOOL** in ALL enumeration periods.

When asking **ATTENDINGSCHOOL** for a high school graduate, the instrument automatically omits the phrase, **“enrolled in a regular school such as elementary or high school or”** In other words, this phrase should be omitted for the person when you enter educational attainment code 13 or a higher code in **EDUCATIONATTAIN**.

**Precode (1) “Regular school”**

The term "regular school" includes both public and private schools starting with kindergarten and continuing through elementary, junior or middle, and high school, regardless of whether the classes are graded or ungraded. If a household member is enrolled or attends special education classes, but the school consists of mostly regular classes, use Precode (1) "Regular school" for the person. However, if the person's school is entirely for special education classes, use Precode (5), "None of the above schools."

**Precode (2) “College/University”**

Use Precode (2), "College/University," for each household member who:

- Has graduated from high school, and
- Is currently enrolled in or attending a 2- or 4-year college or university or post-graduate school.

**Precode (3) “Trade school”**

Use Precode (3), "Trade school," when a household member is enrolled in or attending a secondary school teaching a skilled trade that does not earn college credit. A trade school prepares a person for a skilled trade, such as plumber or electrician. Most trade schools have apprentice/j journeyman programs.

**Precode (4) “Vocational school”**

Use Precode (4), "Vocational school," when a household member is enrolled in or attending a secondary school teaching a skill to help the person pursue a career, such as

barber or cosmetology schools. These courses do not earn college credit.

**Precode (5) “None of the above schools”**

Use Precode (5), “None of the above schools,” when the household member is:

- Not enrolled in or attending any type of school,
- Attending a home school,
- Attending a school devoted entirely to special education, such as an alternative school, or
- Working on completing a GED.

 (Page 8)

Are you Spanish, Hispanic, or Latino?

- 1 Yes  
2 No

SP\_ORIGIN

**SP\_ORIGIN**  
*(Hispanic or Spanish Origin)*

Item **SP\_ORIGIN** is only asked once to record whether or not each household member is Spanish, Hispanic, or Latino by his/her national, cultural, or language group. Always ask Item **SP\_ORIGIN** during the first interview or when adding a household member during a subsequent enumeration period, regardless of the household member's race.

**Purpose of Item**  
**SP\_ORIGIN**

If a respondent wants to know why we ask whether anyone is Spanish, Hispanic or Latino, explain that this information enables us to tabulate crime victimization data for this group of people, since they comprise the largest minority group in this country.

**Completing Item**  
**SP\_ORIGIN**

For a personal visit interview, open the Information Card Booklet (NCVS-554) and show the “Hispanic Origin” flashcard to the household respondent before asking Item **SP\_ORIGIN**. Notice in Item **SP\_ORIGIN** that the page number (Page 8) is displayed next to the Flashcard icon in the upper left hand corner of the screen. For a telephone interview, ask the Hispanic origin question from the

Information Card Book including the Hispanic Origin examples. Enter Precode (1) for "Yes" even if the household member has multiple origins and one origin is Spanish, Hispanic, or Latino.

If you get a "No" answer, enter Precode (2) for the household member.

If you get a "Don't know" answer, probe by asking if the household member has a parent or grandparent who is Spanish, Hispanic or Latino. The following list may also help to determine whether or not a person is Spanish, Hispanic or Latino.

A Spanish, Hispanic, or Latino person identifies his/her ancestry with one of the following groups:			
Argentina Balaoric Islands Basque Bolivia Boricua Californie Californio ( <i>California</i> ) Canary Islands Catalonian Central American ( <i>Spanish speaking</i> )	Chicano Chile Colombia Costa Rica Cuban Dominican Republic Ecuador El Salvador Guatemala Hispanic Honduras	Iberian ( <i>i.e., Spain</i> ) La Raza Majorcan Mexican Mexican American Nicaragua Panama Paraguay Peru Puerto Rican	South American ( <i>Spanish speaking</i> ) Spanish Spaniard Spanish American Spanish speaking Uruguay Venezuela

When a household respondent is still unable to answer **SP\_ORIGIN** for a household member, enter "Ctrl" + "D" for "Don't know." If a household respondent refuses to answer **SP\_ORIGIN** for a household member, enter "Ctrl" + "R" for "Refused." In both of these situations, enter a note in the "Case Level Notes" (for example, *SP\_ORIGIN - DK for LN3...*).

 (Page 10)

- If personal interview show flash card.
- If telephone interview read answer categories.
- Do not probe.

Please choose one or more races that you consider/considers yourself to be.

1 White

2 Black or African American

3 American Indian, or Alaska Native

4 Asian

5 Native Hawaiian or other Pacific Islander

6 Other - Specify

RACE

**RACE**  
**(Race)**

Ask Item **RACE** once for each household member to record up to six races that each household member considers him/herself to be. Enter the appropriate race code(s) for each household member's race(s) based on the household respondent's answer. If you add any household members in subsequent enumeration periods, make sure to complete Item **RACE** for these added persons at that time.

Before asking Item **RACE** for a personal visit interview, open the Information Card Booklet (NCVS-554) and show the "Race" flashcard to the household respondent. Notice in Item **RACE** that the page number (Page 10) is displayed next to the Flashcard icon in the upper left hand corner of the screen.

If you add a household member during a telephone interview, ask Item **RACE** and, if necessary, read the race categories from the answer list.

Do NOT mark Item **RACE** either by observation, probing, or asking a neighbor. Since the Census Bureau bases race on self-identification, you **must** ask this race question for each household member even when it may seem obvious.

- Review all categories
- Is this information correct?

LN	NAME	REL	AGE	SEX	MARITAL STATUS
1	TED MOE	Ref Per	43	M	Married
2	MEGAN MOE	Wife	43	F	Married
3	JANE MOE	Daughtr	14	F	Never married

- 1 Yes  
2 No

#### ROSTERREVIEW

#### **ROSTERREVIEW** *(Reviewing the Household Roster)*

When you have completed the Control Card questions in the NCVS instrument for all household members, you will see the **ROSTERREVIEW**, which is the last screen in the front section of the NCVS instrument. This screen gives you one LAST opportunity to make changes to the household roster. If no household roster changes are required, enter Precode (1), “Yes” which takes you to **TIMEATADDRESS**, which is the first screen in the middle section of the NCVS instrument and is shown in Part B, Chapter 3 of this manual.

If changes are required to the roster because something was previously coded incorrectly, enter Precode (2), “No” and the instrument progresses to **WHOTOCCHANGE**, the first screen in the *DemoChange Table*, to select the line number of the household member whose information needs to be updated.

#### **The DemoChange Table - General Information**

The *DemoChange Table* is only accessed when Precode (2) is entered in Item **ROSTERREVIEW**. Use the *DemoChange Table* to edit demographic information that is missing or was coded incorrectly in a previous enumeration. This section lets you make changes to certain demographic information for any household member. You may edit multiple demographic variables for a person at one time, but

can only edit the information for one person at a time.

- Enter the line number of the person requiring a change.

LNNAME	REL		AGE	SEX	MARITAL	STATUS
1	Ted Moe	Ref Person	43	M	Married	NEED SELF
2	Megan Moe	Wife	43	F	Married	NEED SELF
3	Jane Moe	Daughtr	14	F	Never married	NEED SELF
<b>WHOTOCCHANGE</b>						

**WHOTOCCHANGE**  
*(Selecting a Household Member to Update Their Information)*

At **WHOTOCCHANGE** enter the number that corresponds to the line number of the household member whose information needs to be updated. After entering the number, the instrument proceeds to **WHATFIX**.

			HOUSEHOLD RESPONDENT: Megan Moe REFERENCE PERSON: Ted Moe													
• What change is needed?																
<table border="1"> <thead> <tr> <th>LNNAME</th><th>STATUS</th><th>REL</th><th>AGE</th><th>SEX</th><th>MARITAL</th></tr> </thead> <tbody> <tr> <td>3</td><td>Jane Moe</td><td>Daughtr</td><td>NEED SELF</td><td>14</td><td>F</td><td>Never married</td></tr> </tbody> </table>				LNNAME	STATUS	REL	AGE	SEX	MARITAL	3	Jane Moe	Daughtr	NEED SELF	14	F	Never married
LNNAME	STATUS	REL	AGE	SEX	MARITAL											
3	Jane Moe	Daughtr	NEED SELF	14	F	Never married										
1 Name 2 Relationship 3 Date of Birth 4 Sex 5 Marital Status																
WHATFIX																

**WHATFIX (Selecting the Information to Update)**

At Item **WHATFIX** select the precode(s) that correspond with the demographic information that needs to be updated; you can select up to five precodes per household member. Since you must first select a household member in Item **WHOTOCCHANGE**, you can only update one household member's demographic information at a time.

You only go through those screens listed below that correspond to the precode(s) selected in Item **WHATFIX**.

**Precode (1) "Name"**

Enter Precode (1) "Name" when you notice that the household member's name, as listed in Item **ROSTERREVIEW** is either incorrect or misspelled. After selecting all the precodes in Item **WHATFIX** press "Enter" to proceed to the **CHNG\_NAMEFIRST** screen when you selected Precode (1) in the **WHATFIX** screen.

**Precode (2)  
"Relationship"**

Enter Precode (2) "Relationship" when you notice that the household member's relationship code is incorrectly displayed in Item **ROSTERREVIEW**. You cannot change who the reference person is or their relationship code via the **WHATFIX** screen; this must be done in the **NAMECHECK** and **REFPERSTILLIVE** screens discussed earlier in this topic. However, you can change any other household member's relationship code using these screens. When Precode (2) is selected in Item **WHATFIX**, the **CHNG\_REL** screen appears.

**Precode (3) "Date of Birth"**

Enter Precode (3) "Date of Birth" when you notice that the household member's age is not correct or is missing in **ROSTERREVIEW**. If there is no data in the "AGE" column for a respondent it is because the age was not collected during a previous enumeration. If this is the case, take this opportunity to collect birth date information. When Precode (3) is selected in Item **WHATFIX**, **CHNG\_BRTHDATEMO** appears to collect or update the date of birth information for that household member.

**Precode (4) "Sex"**

Enter Precode (3) "Sex" when you notice that the household member's gender is incorrect at **ROSTERREVIEW**. When Precode (4) is selected in **WHATFIX**, the **CHNG\_SEX** screen appears.

**Precode (5) "Marital Status"**

Enter Precode (5) "Marital Status" when you notice that the household member's marital status is incorrect at Item

**ROSTERREVIEW.** You will not be able to change the marital status for household members under the age of 14, since the instrument automatically codes the marital status for those household members as Precode (5), “Never married.” When Precode (5) is selected in Item **WHATFIX**, the **CHNG\_MARITAL** screen appears.

OLD FIRST NAME: Jane  
OLD LAST NAME: Moe

- Enter corrected first name
- Press the enter key if no change to first name

**CHNG\_NAMEFIRST**

OLD FIRST NAME: Jane  
OLD LAST NAME: Moe

- Enter corrected last name
- Press the enter key if no change to last name

**CHNG\_NAMELAST**

**CHNG\_NAMEFIRST and  
CHNG\_NAMELAST**  
*(Changing a Member’s  
Name)*

Items **CHNG\_NAMEFIRST** and **CHNG\_NAMELAST** should be used to correct a misspelled first or last name or a situation where a respondent prefers to be listed differently. For example, a household respondent would rather be listed as “Chris” rather than “Christopher.” The instrument will always go to the **CHNG\_NAMEFIRST** screen when Precode (1) is entered in Item **WHATFIX**. Therefore, if only the last name needs to be updated, you can just press the “Enter” key to move to the **CHNG\_NAMELAST** screen without making changes to the household member’s first name. The same is also true when only the first name needs to be updated; press the “Enter” key in **CHNG\_NAMELAST** to move on without making any changes to that screen.

After updating the household member’s name the instrument proceeds to Items **CHNG\_REL**, **CHNG\_BRTHDATEMO**, **CHNG\_SEX** or **CHNG\_MARITAL**

when any of Precodes (2-5) are entered in Item **WHATFIX**, respectively. If none of Precodes (2-5) are entered in **WHATFIX** the instrument continues to Item **ANY\_OTHERCHNG**.

- Ask if necessary.

What is Jane Moe's relationship to Ted?

11 Husband	16 Mother
12 Wife	17 Brother
13 Son	18 Sister
14 Daughter	19 Other relative
15 Father	20 Nonrelative

**CHNG\_REL**

**CHNG\_REL**  
*(Changing a Member's  
Relationship Code)*

**CHNG\_REL** is used to change the relationship code when it was previously coded incorrectly or there was a change that was not caught during the current interview. If you selected Precode (1) in addition to Precode (2) in **WHATFIX** the instrument proceeds to Item **CHNG\_NAMEFIRST** before coming to the **CHNG\_REL** screen. You cannot change who the reference person is or their relationship code via **CHNG\_REL**; this must be done in **NAMECHECK** and **REFPERSTILLIVE**, discussed earlier in this topic. You may, however, change any other household member's relationship code using **CHNG\_REL**.

If the relationship code entered in **CHNG\_REL** conflicts with the relationship codes of other household members, such as there being both a "Husband" and a "Wife" codes or a the relationship conflicts with the gender entered for the person, such as a "Female" "Brother" then you will encounter the same edit checks discussed earlier in Topic 10, when we covered **RELATIONSHIP**.

After updating the household member's relationship code, the instrument proceeds to Items **CHNG\_BRTHDATEMO**, **CHNG\_SEX** or **CHNG\_MARITAL** depending on which of the Precodes (3-5) are entered in Item **WHATFIX**,

respectively. If none of the Precodes (2-5) were entered in Item **WHATFIX** the instrument proceeds to Item **ANY\_OTHERCHNG**.

- Ask if necessary.
- Enter month on this screen.
- Press the enter key if no change to day.

OLD BIRTHDATE (Month): 04

What is your date of birth?

CHNG\_BRTHDATEMO

- Ask if necessary.
- Enter day on this screen.
- Press the enter key if no change to day.

OLD BIRTHDATE (Day): 21

What is your date of birth?

CHNG\_BRTHDATEDY

- Ask if necessary.
- Enter year on this screen.
- If year is less than 1890, enter 1890.
- Press the enter key if no change to year.

OLD BIRTHDATE (Year): 1995

What is your date of birth?

CHNG\_BRTHDATEYR

**CHNG\_BRTHDATEMO,**  
**CHNG\_BRTHDATEDY,**  
**CHNG\_BRTHDATEYR**  
**(Changing a Member's Date**  
**of Birth)**

Use Items **CHNG\_BRTHDATEMO**, **CHNG\_BRTHDATEDY** and **CHNG\_BRTHDATEYR** to change a household member's date of birth when you notice that the household member's age is missing or incorrect at the **ROSTERREVIEW** screen. These items appear when Precode (3) is selected at Item **WHATFIX**, but the

instrument proceeds through Items **CHNG\_NAMEFIRST**, **CHNG\_NAMELAST** and **CHNG\_REL** if Precodes (1) and/or (2) were also selected at Item **WHATFIX**. If necessary, ask the household respondent the question in the **CHNG\_BRTHDATEMO** screen and enter the household member's birth month. If the displayed birth month is correct, press the "Enter" key to move to the next screen without making any changes to Item **CHNG\_BRTHDATEMO**. Type in the day or press the "Enter" key when the displayed day of the month is correct in Item **CHNG\_BRTHDATEDY**. The instrument will go to the **CHNG\_BRTHDATEYR** screen to update, when necessary, the birth year of the household member. If the birth year is correct, press the "Enter" key, otherwise type in a new birth year between 1890 and the current year.

After updating the household member's date of birth the instrument will proceed to Items **CHNG\_SEX** or **CHNG\_MARITAL** when either Precode (4) or (5) are entered in Item **WHATFIX**, respectively. If neither Precode (4) or Precode (5) were entered in Item **WHATFIX** the instrument proceeds to Item **CHNG\_ANOTHER**.

- Ask if necessary:

Is Jane Moe male or female?

1 Male  
2 Female

**CHNG\_SEX**

**CHNG\_SEX**  
*(Changing a Member's Gender Designation)*

Use Item **CHNG\_SEX** to change the gender designation if it was previously coded incorrectly. If you selected Precodes (1), (2) and/or (3) in addition to Precode (4) in Item **WHATFIX** the instrument proceeds to Items **CHNG\_NAMEFIRST**, **CHNG\_NAMELAST**, **CHNG\_REL**, **CHNG\_BRTHDATEMO**, **CHNG\_BRTHDATEDY**,

**CHNG\_BRTHDATEYR** before coming to the **CHNG\_SEX** screen.

After updating the household member's gender designation the instrument proceeds to Item **CHNG\_MARITAL** when Precode (5) was entered in Item **WHATFIX**, otherwise the instrument proceeds to Item **CHNG\_ANYOTHER**.

- Ask if necessary

Is Jane Moe now married, widowed, divorced, separated or has he never been married?

- 1 Married
- 2 Widowed
- 3 Divorced
- 4 Separated
- 5 Never married

**CHNG\_MARITAL**

**CHNG\_MARITAL**  
*(Changing a Member's  
Marital Status)*

Item **CHNG\_MARITAL** should be used to change the household member's marital status if it was previously coded incorrectly or has changed. If you selected any or all of the Precodes (1) through (4) in Item **WHATFIX** the instrument proceeds through Items **CHNG\_NAMEFIRST**, **CHNG\_NAMELAST**, **CHNG\_REL**, **CHNG\_BRTHDATEMO**, **CHNG\_BRTHDATEDY**, **CHNG\_BRTHDATEYR** and **CHNG\_SEX** before coming to the **CHNG\_MARITAL** screen.

After updating the household member's marital status the instrument continues to **ANY\_OTHERCHNG**.

- Please review your changes. To correct, back up using the arrow keys.

LN	NAME	STATUS	REL	AGE	SEX	MARITAL
1	Jane Moe	NEED SELF	Daughtr	14	F	Never married

1 Enter 1 to Continue

ANY\_OTHERCHNG

*(Reviewing the Changes  
Just Entered)*

When you have completed updating a household member's demographic information in the *DemoChange Table* the NCVS instrument goes to Item **ANY\_OTHERCHNG**. If the changes you just made are correct enter "1" to go back to the **ROSTERREVIEW** screen. If more corrections must be made for the current household member, back up using the arrow keys to the appropriate screen to make the changes.

If there are other persons on the household roster whose information needs updating, follow the steps outlined in Items **ROSTERREVIEW** through **CHNG\_MARITAL**.

---

## **Chapter 3**

### **Middle Section of the NCVS Instrument: Introduction and Screening Items**

**Table of Topics**

<b>Topic</b>	<b>Page</b>
1 Introduction	B3-2
2 Screening Questions	B3-3
3 Screener Section Closing Screens	B3-30
4 Employment	B3-32
5 Informing the Household Respondent, Household Income, Other Languages, End Screens, and Choosing the Next Respondent to Interview	B3-44

## Topic 1. Introduction

### Overview of the Middle Section

The Middle Section of the NCVS instrument is designed to:

- Determine whether any of the eligible household members (*12 years of age or older*) at the sample address were victimized by crime during each household member's 6-month reference period. These questions are referred to as the **screening items** of the NCVS instrument.

The screening items cover a wide variety of situations and are designed to provide the respondent with concrete examples of the types of crimes that are typically reported for the NCVS and could be overlooked by respondents. These screen items attempt to ensure that we collect ALL incidents of crime that occurred during each sample household member's 6-month reference period.

- Collect a variety of detailed information about each reported incidence of crime that occurred during a sample household member's 6-month reference period. It is important to record accurate and complete information about each crime incident, so that we have a clear picture of what happened during the incident. These questions are referred to as the **incident report items** of the NCVS instrument.

For items which include the "Ask or verify" instruction, you can verify the answer with the respondent without asking the question -- if the respondent provided the information earlier in the interview. If you do not see the "Ask or verify" instruction on the screen, you must ask the question as worded.

## Topic 2. Screening Questions

Before we get to the crime questions, I have some questions that are helpful in studying where and why crimes occur.

- Ask or verify: Last reported as: 3 years

How long have you lived at this address?

- Probe: Just approximately.
- Enter number of years lived at address
- Enter 0 for less than a year

TIMEATADDRESS

TIMEATADDRESS

Item **TIMEATADDRESS** is the first question in the screening section of the NCVS instrument and is used to determine the length of **continuous time** the respondent has lived at the sample address. Since Items **TIMEATADDRESS** and **TIMESMOVEDIN5YEARS** do not relate directly to crimes, it is important that you read the lead-in statement to the respondent before asking the question or verifying the answer from the last enumeration, which is displayed in the top right corner of the screen at Item **TIMEATADDRESS**.

If a respondent seems unsure about how to answer this question, you can tell him/her that we are interested in the most recent **continuous length of time** the respondent has lived as a usual resident at the sample address.

Here is an example:

During the past 5 years, a household member:

- ✓ Resided at the sample address,

- ✓ Then left the sample address for 6 months to live on a college campus, and
- ✓ Then returned to reside at the sample address just 3 months prior to the interview and has stayed there continuously during the past 3 months.

For this example, enter Precode (0), "Less than a year" at Item **TIMEATADDRESS**. After entering Precode (0), continue with Item **MONTHSATADDRESS** where you enter the number of months that the household member has lived at the sample address.

Here are some examples of what to enter in **TIMEATADDRESS** or **MONTHSATADDRESS** based on a respondent's answer:

<u>If respondent says:</u>	<u>Enter:</u>
4 ½ months	5 months
6 months, 1 week	6 months
2 weeks	1 month
11 months, 3 weeks	1 year
11 months, 1 week	11 months
8 weeks	2 months
Half a year	6 months
11 ½ months	1 year
All my life	Respondent's age

**Don't know**  
**(Ctrl +D)**

If the respondent's answer is vague, enter a "Don't know" answer (Ctrl + D) at either Item **TIMEATADDRESS** or **MONTHSATADDRESS**, and continue with Item **TIMEATADDRESSPROBE** shown on the next page to elicit a more exact answer.

Have you lived here:

- 1 More than 5 years?
- 2 Less than 5 years but more than 1 year?
- 3 Less than 1 year but more than 6 months?
- 4 Six months or less?
- 5 Don't know

TIMEATADDRESSPROBE

#### TIMEATADDRESS PROBE

Item **TIMEATADDRESSPROBE** provides probe questions to help the respondent identify the length of time he/she has lived continuously at the sample address. If the respondent is unsure or their answer to this question is vague, probe to get a more exact answer. Some examples of probes:

<u>Respondent's answer:</u>	<u>Probe:</u>
Years and years	<i>Would you say more than 5 years or less than 5 years?</i>
5 to 10 years	<i>Would you say more than 7 years or less than 7 years?</i>
Less than a year	<i>Would you say more than 6 months or less than 6 months?</i>
<i>It's been so long, I can't really say.</i>	<i>Can you give me your best estimate?</i>

When the respondent is the household respondent and has lived at the sample address for **5 or more years**, continue with Item **BUSINESS**. For all other respondents in the household who have lived at the sample address for **5 or more years**, continue with Item **SQTHEFT**. When a respondent has lived at the sample address for **less than 5 years**, continue with Item **TIMESMOVEDIN5YEARS** shown on the next page.

Altogether, how many times have you moved in the last 5 years?

- Enter number of times

**TIMESMOVEDIN5YEARS**

**TIMESMOVED  
IN5YEARS**

Item **TIMESMOVEDIN5YEARS** is used to determine how many times the respondent has moved in the last 5 years. Ask the question and enter the number provided by the respondent. Do not enter a range of numbers, such as "2-4." Count all moves whether inside or outside of the United States, including the move into the sample unit.

Each time a respondent changes his/her usual place of residence is considered one move. Since it is acceptable to enter an estimate, only enter Control + D, "Don't know," as a last resort.

For respondents who are students, you may need to explain what we consider to be a move. For example, Jeffrey Doe moved from his parents' home (*the sample address*) to a college dormitory and then moved back to his parents' home in the 5 years prior to the interview. For this situation, Jeffrey Doe moved two times for Item **TIMESMOVEDIN5YEARS**.

Although some students may consider their usual place of residence to be their parents' home, we consider their usual place of residence to be the place where they usually live and sleep. During the school year, their usual residence could be a college dormitory or apartment. Each time a student changes the place where he/she usually lives and sleeps is considered a move, even if it is just moving from one dormitory room to another one.

Does anyone in this household operate a business from this address?

- 1 Yes
- 2 No

**BUSINESS**

**BUSINESS**

Item **BUSINESS** is asked only of the household respondent to determine if a sample household member operates a business from the sample address. A “Yes” answer, Precode (1), takes you to Item **BUSINESSSIGN** and a “No” answer, Precode (2), takes you to Item **SQTHEFT**.

Is there a sign on the premises or some other indication to the general public that a business is operated from this address?

- 1 Yes
- 2 No

**BUSINESSSIGN**

**BUSINESSSIGN**

Item **BUSINESSSIGN** is asked only of the household respondent to determine if the business operated from the sample address is considered recognizable or unrecognizable.

***Recognizable Business***

For a business to be considered **recognizable**, it must have a sign announcing the business and the sign must be:

- ✓ Visible to the public from OUTSIDE the sample housing unit,

AND

- ✓ Located on the sample household's property, such as a sign on a front door, window, garage door, mail box, or a free standing sign in the front yard of the sample unit.

---

The following indicators are NOT evidence that a business is recognizable:

- ✗ The business is advertised in a newspaper, magazine, telephone book, or on the Internet.
- ✗ A motor vehicle, such as a van, car, truck, or bus, is parked in the driveway or in front of the housing unit, even if the vehicle carries the business logo on it.

***Unrecognizable Business***

If NO business sign is visible from outside the sample housing unit, then the business is considered **unrecognizable**. Any reported incidents of theft from an unrecognizable business operated by a sample household member must be included in the NCVS.

Here is the reason why we need to differentiate between a recognizable and an unrecognizable business operated from the sample address by a household member:

- We keep crime incidents that involve property stolen from an **unrecognizable** business,

BUT

- We do NOT keep crime incidents that ONLY involve property stolen from a **recognizable** business.

However, if the following types of incidents are reported, we want to keep them regardless of whether a household member operates a recognizable business:

- ✓ **Personal property** was stolen from the household respondent or another household member.
- ✓ The household respondent or another household member received a **face-to-face threat of physical harm, was attacked, or an attempt was made to attack the household member**.
- ✓ Someone **illegally entered, broke into or attempted to break into** the sample unit.

*(Refer to Part C, Chapter 2, Topic 3, of this manual for detailed definitions and examples of special situations for recognizable and unrecognizable businesses.)*

## SCREENING QUESTIONS

The screening questions are used to determine whether any eligible household members (12 years of age or older) at the sample address were victimized by crime during each household member's six-month reference period. They cover a wide variety of situations and are designed to provide the respondent with concrete examples of the kinds of crimes that are typically reported for the NCVS and could be overlooked by respondents. These screen questions ensure that we collect ALL incidents of crime in a sample household that occurred during each respondent's six-month reference period.

A screener question has two parts: the "question stem" and the "screener cues." A "question stem" or "stem" refers to the main part of the screener question. The terms "screener cues" or "cues" refer to the examples or prompts that follow the main part of the question.

There are a number of cues in each screener question because sometimes respondents focus only on the specific items being mentioned. In screener question **SQTHEFT**, for example, if we didn't include "Things outside your home, such as a garden hose or lawn furniture," respondents may not realize that we want them to tell us about that type of theft. We can't have a list of every possible type of property, so we try to identify enough different kinds of property to help respondents think beyond the examples provided.

Some of the screener questions ask about attempted crimes as well as completed ones. These are important cues because often respondents may not think to report incidents that did not result in a completed crime.

The household respondent's interview has a few additional screen questions to elicit crime incidents involving the entire household, in addition to crime incidents involving just the household respondent. These additional screen questions are asked in items **SQTHEFT**, **SQBREAKIN**, **SQTOTALVEHICLES**, and **SQMVTHEFT** to determine

---

whether any crime incidents involving the entire household happened.

- In Item **SQTHEFT** - Things stolen from outside the home (*for example, lawn furniture or a garden hose*), and things stolen from a household member under 12 years of age (*for example, a 10-year-old's bicycle stolen from the home's driveway*),
- In Item **SQBREAKIN** - Break-ins, attempted break-ins, or illegal entries at the sample address (*for example, the house, garage, shed, or a storage room*), or at a hotel, motel, or vacation home where the respondent was staying,
- In Item **SQTOTALVEHICLES** - The total number of motor vehicles owned by the entire household during the 6 months prior to the interview, and
- In Item **SQMVTHEFT** - Thefts or attempted thefts of motor vehicles owned by the household during the 6 months prior to the interview, including gasoline and parts (*for example, tire, hubcap, attached car stereo or satellite radio, wheels, battery, CD player, etc.*).

#### **General Instructions for Screening Questions**

Record incidents as a respondent reports them, regardless of whether the screening question relates to the type of incident reported.

Most of the screening questions have at least three categories and could have as many as eight categories. This may prompt some respondents to give you an answer before you finish reading each category. Even if you are interrupted, you must read every category in its entirety, so that we do not miss any crime incidents.

The following technique may help you get through all the categories of a screen question before a respondent answers:

- 1 After reading each category, **only** pause long enough to let the respondent know that you are about to start reading the next category. If you pause too long, the respondent may feel that you are waiting for an answer.

- 2 After reading all categories for a screening question, pause long enough to allow the respondent to reply. If the respondent doesn't give you an answer, then ask the question, "***Did any incidents of this type happen to you?***"
- 3 If you get a "Yes" response, enter Precode (1) which brings up a screen similar to the **SQTHEFTTIMES** screen, which asks, "How many times?"

Use this item to record the total number of incidents reported at the screening question, along with a brief description of what happened during each incident. If the respondent reports more than one incident for a screening question, number each incident separately and enter a brief description for each incident (*for example, #1, L1 threatened by coworker, #2, L1's purse snatched*).

If this technique does not work and a respondent either interrupts you in the middle of reading a category or before you finish reading all categories for a screening question, follow these steps:

***Respondent answers in the middle of reading a category:***

- 1 Stop and thank the respondent, but explain that there is more to the question which he/she still needs to hear before giving an answer.
- 2 Reread the **unfinished category** again from the beginning. If the respondent gives you a "No" answer after you finish reading the entire category, tell the respondent that you need to finish reading **ALL** categories for the question. If the respondent gives you a "Yes" answer before you have read all categories, then follow the instructions below.

***Respondent answers "Yes" before you have read ALL categories:***

---

- 
- 1 Stop and thank the respondent, but explain that there are more categories which he/she still needs to hear before giving an answer.
  - 2 Reread the **categories** again from the beginning. If the respondent gives you a "No" answer before you finish reading the entire list, tell the respondent that you need to finish reading **ALL** categories for the question. If the respondent gives you a "Yes" answer before you have read all categories, then follow the instructions below.

It's important to ask all the questions in their entirety because they have been specifically designed to jog respondents' memories and help them recall incidents they may have forgotten. The screener questions have been developed and refined since the beginning of the NCVS. If a respondent has forgotten an incident and you do not ask the screener question or cue that may help them remember it, we run the risk of not collecting it. These omissions and missed incidents can result in the crime rates we calculate being erroneously low, and in survey results being biased.

Also, you must ask the questions as worded and in their entirety for the sake of interview consistency. Standardizing the way in which every FR asks the questions on the NCVS ensures that every respondent hears the exact same questions, helps the survey collect information consistently across all regions, and helps make the survey results more valid.

By using these techniques, there is less chance of missing any crime incidents that occurred during a respondent's reference period. (**Also see Part A, Chapter 2, Topic 6, for general interviewing techniques to use for the NCVS.**)

I'm going to read some examples that will give you an idea of the kinds of crimes this study covers. As I go through them, tell me if any of these happened to you in the last 6 months, that is, since January 13, 2013. Was something belonging to you stolen, such as--

- Read each category.
  - Things that you carry, like luggage, a wallet, purse, briefcase, book -
  - Clothing, jewelry, or cellphone -
  - Bicycle or sports equipment -
  - Things in your home - like a TV, stereo, or tools -
  - Things outside your home, such as a garden hose or lawn furniture -
  - Things belonging to children in the household -
  - Things from a vehicle, such as a package, groceries, camera, or CDs -OR
  - Did anyone ATTEMPT to steal anything belonging to you?
- Ask only if necessary:  
Did any incidents of this type happen to you?

1 Yes

2 No

SQTHEFT

**SQTHEFT**

Item **SQTHEFT** is the first screening question, asked of all eligible household members. However, two categories for this item are asked only of the household respondent:

- Things outside your home, such as a garden hose or lawn furniture.
- Things belonging to children in the household.

Note that the instrument automatically inserts the date marking the beginning of the reference period in the question. Also note that this date may not be the same for all respondents. Item **SQTHEFT** is designed to remind each respondent of incidents in which thefts were attempted or completed during the 6 months before the interview.

Other than any incidents already mentioned, has anyone --

- Read each category

--Broken in or ATTEMPTED to break into your home by forcing a door or window, pushing past someone, jimmying a lock, cutting a screen, or entering through an open door or window?

--Has anyone illegally gotten in or tried to get into a garage, shed, or storage room?

OR

--Illegally gotten in or tried to get into a hotel or motel room or vacation home where you were staying?

- Ask only if necessary:

Did any incidents of this type happen to you?

1 Yes

2 No

SQBREAKIN

#### SQBREAKIN

Item **SQBREAKIN** is asked only of the household respondent to find out if:

- The household respondent's home or lodging was broken into or illegally entered,

OR

- An attempt was made to break into or illegally enter the household respondent's home or lodging.

Note that the phrase "Other than any incident already mentioned" only displays in Item **SQBREAKIN** if an incident was reported in **SQTHEFT**. For the remaining screen questions, **SQMVTHEFT** and **SQNOCALLPOLICECRIME**, the phrase "Other than any incidents already mentioned" is automatically displayed when at least one incident was reported in a previous screen question by the current respondent. If no incidents have been reported, this phrase is omitted from the question text.

---

<b>Moved Into Sample Address During Reference Period</b>	A household respondent may have lived in more than one housing unit during the past 6 months. If you encounter this situation, include all incidents reported at Item <b>SQBREAKIN</b> that happened during the household respondent's reference period AND involved property owned or rented by the current household respondent.
<b>Incident Happened at Sample Address Before Owned/Rented by Household Respondent</b>	<b>Only accept incidents involving property owned or rented by the current household during the 6 months prior to the interview.</b> For example, you would accept a reported incident if the current household respondent was the owner/renter of the sample unit, but had not yet moved into the sample unit when the incident occurred.  However, do NOT accept the reported incident when the following conditions exist: <ul style="list-style-type: none"><li>• The household respondent reports an incident that happened at the sample address during the household respondent's 6-month reference period,</li></ul>
<b>Household Respondent Owns/Rents a Recreation Vehicle or Vacation Home</b>	<b>BUT</b> <ul style="list-style-type: none"><li>• The current household respondent was not the owner or renter at the sample address at the time of the incident. For example, the sample unit may still have been owned or rented by the previous owner/renter or may have been vacant while it was available for sale or rent.</li></ul> Accept the incident if the recreation vehicle or vacation home was owned or rented by the household respondent AND was being occupied as a housing unit at the time of the incident.  Do not accept incidents involving break-ins or attempted break-ins of vacation or second homes when: <ul style="list-style-type: none"><li>✗ The vacation or second home is part of a recognizable business,</li><li>✗ The vacation or second home was rented to a nonhousehold member at the time of the incident,</li></ul>

**OR**

- ✗ The vacation or second home was not occupied by the sample household as a residence at the time of the incident.

What was the TOTAL number of cars, vans, trucks, motorcycles, or other motor vehicles owned by you or any other member of this household during the last 6 months?  
Include those you no longer own.

- If greater than 4, enter 4.

SQTOTALVEHICLES

**SQTOTALVEHICLES**

Item **SQTOTALVEHICLES** is another question that is asked only of the household respondent to determine:

- The total number of motor vehicles **currently or previously** owned by the sample household during the last 6 months;

AND

- Whether any of these motor vehicles were stolen or used without permission, including parts and gasoline;

AND

- Whether any attempts were made to steal or use them without permission, including parts and gasoline.

Make sure to include the statement “Include those you no longer own” at the end of the question to remind respondents that we want them to include vehicles they owned during the last six months.

If the sample household has not owned any motor vehicles during the six months prior to the interview, enter (0) for “None” and continue with Item **SQATTACKWHERE**. Otherwise, enter the appropriate number of vehicles up to the number “4.” If the answer is “more than 4 vehicles,” enter “4.” If the respondent refuses to answer the question

for Item **SQTOTALVEHICLES**, you still ask the screening question for Item **SQMVTHEFT**, which asks whether anyone stole or used any of the vehicles or their parts without permission.

**What to Include for Item  
SQTOTALVEHICLES**

If a household respondent questions what to include in the total number of motor vehicles for Item **SQTOTALVEHICLES**, here are some guidelines on the type of vehicles to include:

- ✓ Include cars, vans, trucks, sport utility vehicles, motorcycles, or any other motorized vehicle that can be legally used as a means of transportation on most roads or highways (*for example, motorized recreation vehicles that do not require towing*).
- ✓ Include a motorized vehicle owned by a sample household member during the 6 months prior to the interview, even if it has been sold, given away, junked, stolen, or abandoned.
- ✓ Include all vehicles owned by an unrecognizable business that a household member operates, as well as all vehicles owned for the household's personal use.
- ✓ Include vehicles owned by a recognizable business that a household member operates IF the vehicles are used at least partially for the household's personal use.
- ✓ Include vehicles leased by a household member for at least one month when the leased vehicles are the responsibility of the household member if stolen.

**What to Exclude for  
Item  
SQTOTALVEHICLES**

If a household respondent questions what to exclude from the total number of motor vehicles for Item **SQTOTALVEHICLES**, here are some guidelines on the type of vehicles to exclude:

- \* Exclude motorized vehicles that cannot be driven legally as a means of transportation on most roads or highways (*for example, minibikes, go-carts, or snowmobiles*).

- ✗ Exclude vehicles owned by a recognizable business when the business is operated by a household member AND the vehicles are used ONLY for business purposes.
- ✗ Exclude business vehicles that are loaned to a household member for private use when the business is NOT owned by a household member.
- ✗ Exclude vehicles that a household member rented for less than one month.
- ✗ Exclude vehicles owned by parents in a sample household when their children are using the vehicles while attending school away from the sample address.

***Respondent Refuses to Answer Item***  
**SQTOTALVEHICLES**

If a household respondent refuses to answer or feels uneasy about answering Item **SQTOTALVEHICLES**, explain the reasons for asking about motor vehicles owned by the household.

These reasons include determining whether or not we need to ask about:

- ✓ Any motor vehicles owned by the sample household that were stolen or used without permission, including parts and gasoline.

AND

- ✓ Any attempts made to steal or use these motor vehicles without permission, including parts and gasoline.

During the last 6 months, other than any incident(s) already mentioned, was the vehicle -

- Read each category

--Stolen or used without permission?

--Did anyone steal any parts such as a tire, car stereo, hubcap, or battery?

--Did anyone steal any gas from it?

OR

--Did anyone ATTEMPT to steal any vehicle or parts attached to it?

- Ask only if necessary:

Did any incidents of this type happen to you?

1 Yes

2 No

SQMVTHEFT

#### **SQMVTHEFT**

Item **SQMVTHEFT**, shown above, refers to the motor vehicles mentioned at Item **SQTOTALVEHICLES** and is asked only of the household respondent to determine whether:

- Any of these motor vehicles were stolen or used without permission, including parts and gasoline.
- Any attempts were made to steal or use them without permission, including parts and gasoline.

#### **Distinguishing Between Vandalism and Attempted Thefts**

Accept reported attempts to steal motor vehicles or motor vehicle parts owned by the household, because attempted thefts are just as important as actual thefts. However, it may not always be clear to a respondent that an attempt was made to steal his/her vehicle or parts (*for example, a broken car window*). If it is unclear whether the incident was an attempted theft or an act of vandalism:

- Probe by asking, "***Do you think the offender was actually trying to break into or steal your vehicle or do you think it was an act of vandalism?***"
- Rely on the respondent's perception. If the respondent feels the incident was an attempted theft or is still unsure, enter Precode (1), "Yes," at Item **SQMVTHEFT**. However, if the respondent feels the incident was an act of vandalism (*for example, a broken antenna, mirror or slashed tires*) AND there was no attempt to steal a motor vehicle, including parts and gasoline, enter Precode (2), "No," at Item **SQMVTHEFT**.

**Examples of Motor Vehicle Parts**

The following items are examples of parts attached to motor vehicles: tires, wheels, hubcaps, manufacturer's insignias, CD players, car stereos, cellular phones, batteries, steering wheels, door handles, and so on. If a respondent reports a theft or attempted theft of other types of items from a vehicle at Item **SQMVTHEFT** (*for example, Christmas presents or grocery items*), accept the reported incident at Item **SQMVTHEFT**.

Other than any incidents already mentioned, since January 13, 2013, were you attacked or threatened OR did you have something stolen from you -

- Read each category
  - At home including the porch or yard -
  - At or near a friend's, relative's, or neighbor's home -
  - At work or school -
  - In places such as a storage shed or laundry room, a shopping mall, restaurant, bank, or airport -
  - While riding in any vehicle
  - On the street or in a parking lot -
  - At such places as a party, theater, gym, picnic area, bowling lanes, or while fishing or hunting -
- OR
  - Did anyone ATTEMPT to attack or ATTEMPT to steal anything belonging to you from any of these places?

- Ask only if necessary:

Did any incidents of this type happen to you?

- 1 Yes
- 2 No

SQATTACKWHERE

**SQATTACKWHERE**

Item **SQATTACKWHERE** is asked of all eligible household members and is designed to remind each respondent of incidents in which he/she may have been attacked or threatened with physical harm in a variety of locations or situations. This item also asks about things stolen from the respondent or attempts to steal anything from the respondent. This question focuses on the places where a respondent may have been attacked or threatened.

***Acceptable and  
Unacceptable Threats***

The following conditions must exist for a threat to be acceptable for the NCVS:

- ✓ The threat must be delivered verbally and face-to-face between the offender and the respondent, AND

- ✓ The threat must involve the potential for physical harm to the respondent.

Do not accept threats that an offender makes over the telephone, in a letter, FAX, or electronic message. Also unacceptable are threats or warnings delivered by another person for the offender, as well as a respondent saying that he/she just felt threatened.

Other than any incidents already mentioned, has anyone attacked or threatened you in any of these ways --

- Exclude telephone threats
- Read each category

--With any weapon, for instance, a gun or knife -  
--With anything like a baseball bat, frying pan, scissors, or stick -  
--By something thrown, such as a rock or bottle -  
--Include any grabbing, punching, or choking -  
--Any rape, attempted rape, or other type of sexual attack -  
--Any face to face threats -  
OR  
--Any attack or threat or use of force by anyone at all?

Please mention it even if you are not certain it was a crime.

- 1 Yes
- 2 No

SQATTACKHOW

#### SQATTACKHOW

Item **SQATTACKHOW** is asked of all eligible household members and is designed to remind each respondent of incidents in which he/she may have been attacked or threatened with physical harm involving various weapons or the use of force. This question focuses on the ways in which a respondent may have been attacked or threatened. Only accept threats that are verbal, face-to-face threats to physically harm the respondent.

Do not accept threats that an offender makes over the telephone, in a letter, FAX, or electronic message. Also

unacceptable are threats or warnings delivered by another person for the offender, as well as a respondent saying that he/she just felt threatened.

With the exception of cases involving police officers, accept any incidents in which the offender had a weapon present during the incident, even if the offender did not use it. Also accept incidents in which the offender threw something or shot at the respondent, even though the object may not qualify as a weapon for the NCVS.

People often don't think of incidents committed by someone they know. Other than any incidents already mentioned, did you have something stolen from you or were you attacked or threatened by --

- Exclude telephone threats
- Read each category

--Someone at work or school -

--A neighbor or friend -

--A relative or family member -

--Any other person you have met or known?

- Ask only if necessary:

Did any incidents of this type happen to you?

- 1 Yes
- 2 No

SQATTACKKNOWNOFF

**SQATTACKKNOWNOFF**

Item **SQATTACKKNOWNOFF** is asked of all eligible household members and is designed to remind each respondent of incidents in which the offender was someone he/she knows (*for example, co-worker, friend, neighbor, relative, or family member*) and involved a theft, attack, or threat. Only accept verbal, face-to-face threats to physically harm the respondent.

Do not accept threats that an offender makes over the telephone, in a letter, FAX, or electronic message. Also unacceptable are threats or warnings delivered by another person for the offender, as well as a respondent saying that he/she just felt threatened.

Incidents involving forced or unwanted sexual acts are often difficult to talk about. Other than any incidents already mentioned, have you been forced or coerced to engage in unwanted sexual activity by --

- Read each category

--Someone you didn't know -

--A casual acquaintance -

OR

--Someone you know well?

- Ask only if necessary:

Did any incidents of this type happen to you?

1 Yes

2 No

**SQSEXUAL**

**SQSEXUAL**

Item **SQSEXUAL** is asked of all eligible household members and is designed to record all incidents in which the respondent was forced or coerced to engage in unwanted sexual activity, regardless of whether the respondent did or did not know the offender. Make sure to read the lead-in statement before asking the question at this screen.

During the last 6 months, other than any incident(s) already mentioned, did you call the police to report something that happened to YOU which you thought was a crime?

- 1 Yes
- 2 No

SQCALLPOLICECRIME

**SQCALLPOLICE  
CRIME**

Item **SQCALLPOLICECRIME** is asked of all eligible household members and is designed to remind each respondent of incidents that the respondent reported to the police because something happened to the respondent that he/she thought was a crime. This is a general question designed to bring out crimes that the respondent may have overlooked earlier or perhaps we did not ask about specifically in an earlier screening question. (*For example, incidents in which the offender was a child, or no loss or injury resulted.*)

As you ask the question in Item **SQCALLPOLICECRIME**, always emphasize the word "YOU," which appears in capital letters. If the respondent relates an incident that might not be a crime, such as a traffic accident, or that involved a nonhousehold member, stress that for this item we are only interested in an incident when:

- It was reported to the police,
- It directly affected the respondent or another household member,

AND

- The respondent believes it to be a crime.

After stressing these points, accept the respondent's answer and enter Precode (1), "Yes," for Item **SQCALLPOLICECRIME**. After entering Precode (1), you see the **SQCALLPOLICESPEC** screen.

What happened?

- (Describe all incidents for this screener below)

SQCALLPOLICESPEC

**SQCALLPOLICESPEC**

**SQCALLPOLICESPEC** is used to describe what happened during these incidents and whether or not a household member was victimized during the incident. When you finish entering your descriptions, press ENTER.

- If not sure ask:

Were you attacked or threatened, or was something stolen or an attempt made to steal something that belonged to you or another household member?

- 1 Yes
- 2 No

SQCALLPOLICEATTACKTHREAT

**SQCALLPOLICE  
ATTACKTHREAT**

If you can determine the answer to **SQCALLPOLICEATTACKTHREAT**, “*Were you attacked or threatened, or was something stolen or an attempt made to steal something that belonged to you or another household member?*” based upon responses to previous screen questions you can enter the appropriate precode without asking the question. However, if you are not sure whether the respondent was attacked or threatened, or something was stolen or an attempt was made to steal something that belonged to the respondent or another household member, ask the question before entering the precode.

When multiple incidents are reported at the **SQCALLPOLICESPEC** screen AND **at least one of the incidents** involves the respondent being attacked or threatened, or something was stolen or an attempt was made to steal something that belonged to the respondent or

another household member, then enter Precode (1), "Yes." After entering Precode (1), ask "**How many times?**" in Item **SQCALLPOLICEATTACKTHREATTIMES** and enter the TOTAL number of incidents reported at **SQCALLPOLICESPEC** in which the respondent was attacked or threatened, or something was stolen, or an attempt was made to steal something that belongs to the respondent or another household member. If you enter Precode (2), "No," at **SQCALLPOLICEATTACKTHREAT**, you are indicating that the incident did not involve an NCVS crime.

How many times?

SQCALLPOLICEATTACKTHREATTIMES

**SQCALLPOLICE  
ATTACKTHREATTIMES**

When multiple incidents are reported in **SQCALLPOLICEATTACKTHREAT AND at least one of the incidents** involves the respondent being attacked or threatened, or something was stolen or an attempt was made to steal something that belonged to the respondent or another household member, the instrument brings up Item **SQCALLPOLICEATTACKTHREATTIMES**. Ask "**How many times?**" and enter the TOTAL number of incidents reported at Item **SQCALLPOLICEATTACKSPEC** in which the respondent was attacked.

During the last 6 months, other than any incident(s) already mentioned, did anything which you thought was a crime happen to YOU, but did NOT report to the police?

- 1 Yes
- 2 No

SQNOCALLPOLICECRIME

**SQNOCALLPOLICE  
CRIME**

Item **SQNOCALLPOLICECRIME** is asked of all eligible household members and is designed to remind each respondent of incidents that he/she did NOT report to the police, even though the respondent thought they were

crimes. These incidents could have been overlooked earlier in the interview because we did not ask about them specifically (*for example, incidents in which the offender was a child or no loss or injury resulted*).

As you ask the question in **SQNOCALLPOLICECRIME**, always emphasize the words “YOU” and “NOT,” which are displayed in capital letters. If the respondent relates an incident that might not be a crime, such as a traffic accident, or that involved a nonhousehold member, stress that for this item we are only interested in an incident when:

- It directly affected the respondent or another household member

AND

- The respondent believes it to be a crime.

After emphasizing these points, accept the respondent’s answer and enter the appropriate precode.

After entering Precode (1), “Yes,” for Item **SQNOCALLPOLICECRIME**, continue with Item **SQNOCALLPOLICESPEC**, which asks for incident details.

What happened?

Describe all incidents for this screener below.

**SQNOCALLPOLICESPEC**

**SQNOCALLPOLICESPEC**

The **SQNOCALLPOLICESPEC** screen is used to describe what happened during these incidents, and whether or not a household member was victimized during the incident. Enter the incident description, then press ENTER.

- If not sure ask:

Were you attacked or threatened, or was something stolen or an attempt made to steal something that belonged to you or another household member?

- 1 Yes
- 2 No

SQNOCALLPOLICEATTACKTHREAT

**SQNOCALLPOLICE  
ATTACKTHREAT**

If you can determine from previous responses to screen questions the answer to the question at the **SQNOCALLPOLICEATTACKTHREAT** screen, “*Were you attacked or threatened, or was something stolen or an attempt made to steal something that belonged to you or another household member?*” you can enter the appropriate precode without asking the question. However, if you are not sure the respondent was attacked or threatened, or something was stolen or an attempt was made to steal something that belonged to the respondent or another household member, ask the question before entering the precode.

If you enter Precode (2), “No,” in this item, you indicate that the incident did not involve an NCVS crime.

How many times?

SQNOCALLPOLICEATTACKTHREATTIMES

**SQNOCALLPOLICE  
ATTACKTHREAT  
TIMES**

When multiple incidents are reported in **SQNOCALLPOLICEATTACKTHREAT AND at least one of the incidents** involves the respondent being attacked or threatened, or something was stolen or an attempt was made to steal something that belonged to the respondent or another household member, **SQNOCALLPOLICEATTACKTHREATTIMES** appears. Ask “*How many times?*” and enter the TOTAL number of incidents reported at **SQNOCALLPOLICEATTACKSPEC**.

### **Topic 3. Screener Section Closing Screens**

- Who besides the respondent was present when the screen questions were asked?
- If telephone interview mark box 11.

11 Telephone (Field telephone)  
12 No one besides respondent present  
13 Respondent's spouse  
14 Household member(s) 12+, not spouse  
15 Household members under 12  
16 Nonhousehold member(s)  
17 Someone was present - Can't say who  
18 Don't know if someone else present

**PRESENTFORSQS**

#### **PRESENTFORSQS**

The intent of this question is to determine who besides the respondent was present when the screen questions were asked. If the interview is taken over the telephone, only enter Precode (11), "Telephone." Otherwise, enter the appropriate precode(s).

- Did the person for whom this interview was taken help the proxy respondent answer any screen questions?

1 Yes  
2 No  
3 Person for whom interview taken not present

**PROXYHELP**

#### **PROXYHELP**

Item **PROXYHELP** appears when a proxy interview has been taken and is intended to find out whether the proxy person helped the proxy respondent answer any of the screen questions.

- End of Screening items
- A total of 1 incident(s)  
AND  
0 refusals were reported in "how many times?"

Enter 1 to continue

INC\_REPORTS

#### INC\_REPORTS

The **INC\_REPORTS** screen marks the end of the screening items when a respondent has reported at least one crime incident. This screen also tells you how many incidents were reported, and how many refusals were reported in the "How many times?" screener. Once you have read this screen, press (1) to proceed. After pressing (1), continue with the **INCIDENTINTRO** screen, which leads you into the incident report items.

No incident reports needed for: John Doe

Enter 1 to continue

NO\_CRIMES

#### NO\_CRIMES

The **NO\_CRIMES** screen marks the end of the screening questions when a respondent did NOT report any incidents. After pressing (1) to proceed, continue with Item **ENDSCREENER**.

**DO NOT F10** to exit the instrument from Item **ENDSCREENER**; doing so may cause loss of all collected data and necessitate restarting the case.

The instrument continues with **JOBLASTWEEK** when the respondent is at least 16 years of age. Otherwise, it continues with the **NEXTPERSON** screen.

## Topic 4. Employment

Did you have a job or work at a business LAST WEEK?

- If necessary: Do not include volunteer work or work around the house.
- If farm or business operator in household, ask about unpaid work

- 1 Yes  
2 No

JOBLASTWEEK

**JOBLASTWEEK**

Item **JOBLASTWEEK** is asked to determine if the respondent had a job AT ALL during the week before the interview. This could be a full-time or part-time job for salary or wages working for a business, government agency, or self-employed. Do NOT include volunteer work for which the respondent was not paid. You only see this screen if the respondent is at least 16 years of age.

For the NCVS, a job is defined as any activity that is done for pay, wages, salary, commission, tips, or payment "in kind," or that is done without pay on a family farm or for a family business. If someone in the household has a farm or a business, make sure to probe by asking the respondent about any unpaid work last week for the family farm or business.

**Precode (1)**

Enter Precode (1), "Yes," if the respondent had a job or worked at a business at any time during the week prior to the interview, even if the respondent was on vacation or temporarily absent due to sickness or some other reason. After entering Precode (1), "Yes," continue with Item **JOBDESCRIPTION**.

**Precode (2)**

Enter Precode (2), "No," if the respondent did not have a job or work at a business during the week prior to the interview. Also, enter Precode (2) if a respondent receives scholarship money while attending school (*even if it is in excess of the cost of tuition, textbooks, late fees, and so on*) AND does

not have a job. After entering Precode (2), "No," continue with Item **JOBDURINGREFPERIOD**.

- Ask or verify:

Did you have a job or work at a business DURING THE LAST 6 MONTHS?

- 1 Yes  
2 No

JOBDURINGREFPERIOD

#### **JOBDURINGREF PERIOD**

Item **JOBDURINGREFPERIOD** is asked to determine whether the respondent had a job or worked at a business **at any time** during the 6 months prior to the interview. You only see this screen when the respondent did not have a job or work at a business during the week before the interview.

##### **Precode (1)**

Enter Precode (1), "Yes," if the respondent had a job or worked at a business **at any time** during the 6 months prior to the interview, even if the respondent was away from work during some of that time for a vacation or illness. After entering Precode (1), continue with Item **JOBLAST2WEEKS**.

##### **Precode (2)**

Enter Precode (2), "No," if the respondent did not have a job or work at a business **at any time** during the 6 months prior to the interview. After entering Precode (2), continue with the **NEXTPERSON** screen (In some cases Items **BESTTIME\_NOSUNDAY** and/or **OTHER\_LANGUAGE** may appear if they have not been answered in previous enumerations). (If the respondent is the household respondent, however, and the household is in its first, third, fifth, or seventh interview period, the instrument goes to Item **HOUSEHOLDINCOME**.)

Did that (job/work) last 2 consecutive weeks or more?

- 1 Yes
- 2 No

**JOBLAST2WEEKS**

**JOBLAST2WEEKS**

Once the respondent tells you in Item **JOBDURINGREFPERIOD** that he/she had a job or worked at a business during the 6 months before the interview, then you will ask the question in Item **JOBLAST2WEEKS** to determine whether that job or work lasted for 2 or more consecutive weeks.

**Precode (1)**

Enter Precode (1), "Yes," when the respondent has worked at least 2 consecutive weeks at the job or business mentioned in Item **JOBDURINGREFPERIOD**. After entering Precode (1), continue with Item **JOBDESCRIPTION**.

**Precode (2)**

Enter Precode (2), "No," when the job or work mentioned in Item **JOBDURINGREFPERIOD** did NOT last for at least 2 consecutive weeks. After entering Precode (2), continue with the **NEXTPERSON** screen. (If the respondent is the household respondent, however, and the household is in its first, third, fifth, or seventh interview period, the instrument goes to Item **HOUSEHOLDINCOME**.)

 (Page 12)

- Ask or verify:

Which of the following best describes your job?

- Were you employed in the --

Read each category until respondent says “Yes,” then enter appropriate precode

- 11 Medical Profession?
- 12 Mental Health Services Field?
- 13 Teaching Profession?
- 14 Law Enforcement or Security Field?
- 15 Retail Sales?
- 16 Transportation Field?
- 17 Something else?

**JOBDESCRIPTION****JOBDESCRIPTION**

Item **JOBDESCRIPTION** is used to identify whether the respondent's job is in one of the job classifications which may increase or decrease his/her likelihood of becoming a victim of crime. Item **JOBDESCRIPTION** allows you to verify a known answer without asking the question first. If you need to ask this question, make sure to read each answer category until you get a “Yes” response.

Note the book icon and page reference at the top left of the screen. This tells you that there is a corresponding page in the Information Card Booklet (NCVS-554). During personal visit interviews, show the “Employment” flashcard to the respondent so they can see the categories. Ask the question in Item **JOBDESCRIPTION**, then ask the respondent to identify on the flashcard the job category that best describes his/her job. If the respondent cannot find a job category that describes his/her job, use the “Something else” answer category and enter the respondent's job title at the “Specify” screen.

---

If the respondent worked at more than one type of job during the past six months, enter the precode for the category at which the respondent worked the MOST hours. If the respondent worked at more than one type of job during the past six months AND spent the same amount of time at each job, enter the precode for the first category mentioned.

Once you identify the general job category from one of the seven category headings in Item **JOBDESCRIPTION**, then one of the following screens appears to further identify the respondent's job.

If you enter Precode (11), **Medical Profession**, Item **MEDICALJOB** appears.

If you enter Precode (12), **Mental Health Services Field**, Item **MENTALHEALTHJOB** appears.

If you enter Precode (13), **Teaching Profession**, Item **TEACHINGJOB** appears.

If you enter Precode (14), **Law Enforcement or Security Field**, Item **LAWENFORCEJOB** appears.

If you enter Precode (15), **Retail Sales**, Item **RETAILSALESJOB** appears.

If you enter Precode (16), **Transportation Field**, Item **TRANSPORTJOB** appears.

If you enter Precode (17), **Something Else**, Item **JOBDESCRIPTIONSPEC** appears.

- Employed in the Medical Profession
- If not in the medical profession, back up to JOBDESCRIPTION and change answer

As a--

- Read each category

11 Physician?

12 Nurse?

13 Technician?

14 Other Medical Profession? - Specify

MEDICALJOB

**MEDICALJOB**

If the respondent's answer is "Other" and you enter Precode (14), a "Specify" answer screen, Item **MEDICALJOBSPEC** appears. Enter the type of medical profession at **MEDICALJOBSPEC**.

- Employed in the Mental Health Services Field:
- If not in Mental Health Services Field, back up to JOBDESCRIPTION and change answer

Are your duties --

- Read each category

15 Professional (Social worker/psychiatrist)?

16 Custodial care?

17 Some other Mental Health Services Profession ?- Specify

MENTALHEALTHJOB

**MENTALHEALTHJOB**

If the respondent answers "Other" and you enter Precode (17), a "Specify" answer screen, Item

**MENTALHEALTHJOBSPEC** appears. Enter the type of mental health services job at **MENTALHEALTHJOBSPEC**.

- Employed in the Teaching Profession
- If not in the Teaching Profession, back up to JOBDESCRIPTION and change answer

Were you employed in a--

- Read each category

18 Preschool?

19 Elementary?

20 Junior high or middle school?

21. High school?

22 College or university?

23 Technical or industrial school?

24 Special education facility?

25 Other Teaching Profession? - Specify

**TEACHINGJOB**

**TEACHINGJOB**

If the respondent answers “Other” and you enter Precode (25), a “Specify” answer screen, Item **TEACHJOBSPEC** appears. Enter the type of job in the teaching profession in **TEACHJOBSPEC**.

- Employed in the Law Enforcement or Security Field:
  - If not in the Law Enforcement or Security Field, back up to JOBDESCRIPTION and change answer

Were you employed as a--

- Read each category

26 Law enforcement officer?

27 Prison or jail guard?

28 Security guard?

29 Other Law Enforcement Profession? - Specify

LAWENFORCEJOB

**LAWENFORCEJOB**

If the respondent answers “Other” and you enter Precode (29), a “Specify” answer screen, Item **LAWENFORCEJOBSPEC** appears. Enter the type of job in the law enforcement or security field in **LAWENFORCEJOBSPEC**.

- Employed in retail sales
- If not in Retail Sales, back up to JOBDESCRIPTION and change answer

Were you employed as a--

- Read each category

30 Convenience or liquor store clerk?

31 Gas station attendant?

32 Bartender?

33 Other Retail Sales Profession? - Specify

RETAILSALESJOB

**RETAILSALESJOB**

If the respondent answers “Other” and you enter Precode (33), a “Specify” screen **RETAILSALESJOBSPEC**

appears. Enter the type of job in retail sales in **RETAILSALESJOBSPEC**.

- Employed in the Transportation Field
- If not in Transportation Field, back up to JOBDESCRIPTION and change answer

Were you employed as a--

- Read each category
- 34 Bus driver?  
35 Taxi cab driver?  
36 Other Transportation Field Profession? - Specify

**TRANSPORTJOB**

**TRANSPORTJOB**

If the respondent answers "Other" and you enter Precode (36), a "Specify" answer screen **TRANSPORTJOBSPEC** appears; enter the type of job in the transportation field.

- Please specify the job not covered in the answer categories 11-16 in JOBDESCRIPTION

**JOBDESCRIPTIONSPEC**

**JOBDESCRIPTIONSPEC**

If you enter Precode (17) at Item **JOBDESCRIPTION**, the instrument prompts you to enter the respondent's occupation in **JOBDESCRIPTIONSPEC**.

- Ask or verify:

Is your job with--

- Read each category

- 1 A private company, business, or individual for wages?
- 2 The Federal government?
- 3 A State, county, or local government?
- 4 Yourself (Self-employed) in your own business, professional practice, or farm?

**EMPLOYERTYPECURRENT****EMPLOYERTYPE  
CURRENT**

Item **EMPLOYERTYPECURRENT** is used to determine whether the respondent's job or work is with:

- ✓ A private company, business, or individual for wages, Precode (1).
- ✓ The Federal government, Precode (2).
- ✓ A State, county, or local government, Precode (3).
- ✓ The respondent's own business, professional practice, or farm (self-employed), Precode (4).

This item allows you to verify a known answer with the respondent without asking the question.

**Precode (1)**

Enter Precode (1) when a respondent worked for a PRIVATE employer for wages, salary, commission, tips, piece-rates, or pay in kind. Also enter Precode (1) for respondents who worked for pay for churches, unions, and other private nonprofit organizations.

**Precode (2)**

Enter Precode (2) when a respondent:

- ✓ Worked for any branch of the Federal government.
- ✓ Was elected to a paid Federal office.

- ✓ Was a member of the Armed Forces.
- ✓ Was employed by an international organization (*for example, the United Nations*) or a foreign government.

**Precode (3)**

Enter Precode (3) when a respondent worked in any branch of a state, county, or local government. This also includes respondents who were elected to paid state, county, or local offices.

**Precode (4)**

Enter Precode (4) when a respondent was **self-employed** for profit or fees in his/her OWN business, farm, shop, office, practice, and so on.

Are you employed by a college or university?

- 1 Yes
- 2 No

**COLLEGEEMPLOYER**

**COLLEGEEMPLOYER**

Item **COLLEGEEMPLOYER** is used to determine whether a respondent is employed by a college or university. If the respondent indicated in Item **TEACHINGJOB** that he/she was a teacher employed by a college or university and you entered Precode (22), the instrument skips over Item **COLLEGEEMPLOYER** and continues with Item **CURRENTJOBMSATYPE**.

While working at your job, do you work mostly in--

- Read each category
  - 1 A city?
  - 2 Suburban area?
  - 3 Rural area?
  - 4 Or combination of any of these?

**CURRENTJOBMSATYPE**

**CURRENTJOB  
MSATYPE**

Item **CURRENTJOBMSATYPE** is asked to find out if a respondent works in a city, suburban area, rural area, or a combination of any of these areas. If the respondent was a victim of crime while on the job, we can use this information to determine if specific areas are more prone to crime.

Read each answer category as part of the question. Most respondents will know the correct response, so let the respondent decide which type of area. When a respondent worked for more than one employer, enter the precode for the area in which he/she worked the greater number of hours. If a respondent works offshore, such as on an aircraft carrier, the answer to Item **CURRENTJOBMSATYPE** must be based on the ship's home harbor. Avoid entering Precode (4), "Combination of any of these?" unless a respondent insists that the area he/she worked in MOST of the time was a combination of city, suburban, and rural.

**BESTTIME\_NOSUNDAY**

Item **BESTTIME\_NOSUNDAY** allows you to review or update the interview time preference for the household. After reviewing the time preference, press "1" to continue.

## **Topic 6. Informing the Household Respondent, Household Income, Other Languages, End Screens, and Choosing the Next Respondent to Interview**

I need to interview all other household members age 12 and older and will be asking them the same questions I asked you about crime.

(1) Enter 1 to continue

**INFORM\_HHR**

### **INFORM\_HHR**

This screen appears after the household respondent has completed their interview, including the employment section, but only when there is at least one household member between 12-17 years old. Otherwise, the instrument skips over this screen and goes to **HOUSEHOLDINCOME**. Read the text to the respondent as shown.

During the months when a supplement is being conducted, this screen contains additional text to read to the household respondent regarding asking the supplement questions of household members under the age of 18. (For example, when the school crime supplement is conducted, the instrument also displays: "Additionally, I will be asking household members age 12 through 17 some questions on school-related crime.)

 (Page 14)

Which category on this card represents the TOTAL combined income of all members of this HOUSEHOLD during the past 12 months? This includes money from jobs, net income from business, farm or rent, pensions, dividends, interest, Social Security payments, and any other money income received by members of this HOUSEHOLD who are 14 years of age or older.

- Enter number for range that contains response

- |                         |                         |
|-------------------------|-------------------------|
| 11. Less than \$5,000   | 18. \$20,000 - \$24,999 |
| 12. \$5,000 - \$7,499   | 19. \$25,000 - \$29,999 |
| 13. \$7,500 - \$9,999   | 20. \$30,000 - \$34,999 |
| 14. \$10,000 - \$12,499 | 21. \$35,000 - \$39,999 |
| 15. \$12,500 - \$14,999 | 22. \$40,000 - \$49,999 |
| 16. \$15,000 - \$17,499 | 23. \$50,000 - \$74,999 |
| 17. \$17,500 - \$19,999 | 24. \$75,000 and over   |

**HOUSEHOLDINCOME****HOUSEHOLDINCOME**

The NCVS instrument brings up Item **HOUSEHOLDINCOME** only during the household respondent's interview and then only in the first, third, fifth, and seventh enumeration periods. If necessary, explain to the household respondent that we do not need him/her to identify the specific total household income, just the income range in which it falls.

**For personal visit interviews**

Just before reading the question in Item **HOUSEHOLDINCOME**, show the household respondent the flashcard on Page 14 in your Information Card Booklet (NCVS-554) and then ask the **HOUSEHOLDINCOME** question to determine the household's total combined income. After reading the question, allow the respondent time to read the categories, make an estimate, and respond. When necessary, help the respondent by adding each household member's income and/or the income from all sources to get the total combined income.

**For telephone interviews**

In most cases, after the first personal visit interview, the remaining interviews at the sample address are conducted by telephone. Read the question and each income category until the respondent identifies the appropriate category.

**What to Include**

Respondents may ask about what type of income to include in the combined household income. Include the following types of income:

- ✓ Income received from jobs
- ✓ Net income from business, farm, or rent
- ✓ Pensions
- ✓ Dividends and interest
- ✓ Social security payments
- ✓ Alimony and child support
- ✓ Public assistance
- ✓ Any other money received by household members who are 14 years of age and older.

We are interested in the household's combined income during the 12 months immediately preceding the interview date --**not the last calendar year**-- unless they happen to coincide. Do not specifically ask a household respondent to look for tax records; however, a respondent can use income tax records to help him/her to compare the last calendar year's income with the income in the 12-month period preceding the interview.

Make sure that the answer includes the money income received during the 12 months immediately preceding the interview and covers the reference person and each household member who is 14 years of age and older. Do not include income from nonhousehold persons who are listed in the household roster. If necessary, name each household member who is 14 years of age and older, so that the household respondent understands whose money income

---

we want to include. Remember that you can access the household roster by pressing the "Shift" and "F1" keys simultaneously. You can also click the "HH Roster" tab at the top left of the screen.

***What to Exclude***

We do not want the household respondent to include:

- ✗ "In kind" income, such as room and board, free meals in a restaurant, value of crops produced by a farmer and consumed by his family, and so on.
- ✗ Insurance payments or lump-sum inheritances.
- ✗ Occasional gifts of money from persons not living in the household or any exchanges of money between relatives living in the same household.
- ✗ Money received from selling one's own home, car, or other personal property.
- ✗ Savings withdrawals from banks.
- ✗ Tax refunds.
- ✗ Income from nonhousehold persons who are listed in the household roster.

***Special Situations for Item HOUSEHOLD INCOME***

If a household respondent reports no income, a loss, or that they "broke even," enter Precode (11), "Less than \$5,000." Before accepting an answer of "No income," make sure that the household respondent understands what type of income we want included and from which persons in the household.

In difficult cases, try to assist the household respondent by probing to find out:

- Which household members worked during the last 12 months.
- How much money each working household member (*14 years of age and older*) earned each week or pay period.

- Whether or not any household members (*14 years of age and older*) operated a business or a farm during the last 12 months.
- Whether or not any household members (*14 years of age and older*) received a pension, dividends, interest, etc.

Avoid "Don't know" or "Refused" answers if possible.

### ***Reassuring Respondents***

You may encounter a household respondent who knows the household income, but is reluctant to tell you because he/she does not think we need to know or does not see why it would be necessary for the survey. **If so, explain that information such as income, race, and sex are essential for providing statistics which reflect the crime experiences for various segments of the United States population.**

- If number was previously collected, verify number is still current

**What is the telephone number where you would like to be called?**

- Respondent's current number:
- Enter 0 for no telephone number or no modifications to previously collected phone number

RESPONDENTPHONE NUMBER

### **RESPONDENTPHONE NUMBER**

**RESPONDENTPHONE NUMBER** is asked at the conclusion of a completed interview; it allows you to collect a different phone number for each household member. If the number was previously collected, verify that it is still a current number. Enter 0 (zero) for no telephone number or if no modifications to a previously collected phone number are necessary.

The instrument then goes to **RESPONDENTPHONETYPE** (if a phone number is entered) or **RESPINTERVIEWLANG** (if no phone number is entered).

What type of phone is this (for example, a home, office, or cell phone)?

- 1 Home
- 2 Work
- 3 Cell/digital
- 4 Beep/page/service
- 5 Pay phone
- 6 Toll free
- 7 Other
- 8 Fax

**RESPONDENTPHONETYPE**

**RESPONDENTPHONE  
TYPE**

**RESPONDENTPHONETYPE** asks what type of phone the number is. Enter the appropriate precode. The instrument goes to **RESPINTERVIEWLANG**.

Was this respondent's interview conducted in a language other than English?

- 1 Yes
- 2 No

**RESPINTERVIEWLANG**

**RESPINTERVIEWLANG**

**RESPINTERVIEWLANG** is asked to find out if the respondent's interview was conducted in a language other than English. Enter Precode (1) for "Yes" and the instrument goes to **WHICH\_LANG**. Enter Precode (2) for "No" and the instrument goes to **ENDPERSON**.

What language was the respondent's interview conducted in?

- |              |                  |
|--------------|------------------|
| 1 Spanish    | 12 Dutch         |
| 2 French     | 13 Norwegian     |
| 3 Russian    | 14 Swedish       |
| 4 German     | 15 Arabic        |
| 5 Vietnamese | 16 Greek         |
| 6 Chinese    | 17 Italian       |
| 7 Korean     | 18 Polish        |
| 8 Tagalog    | 19 Portuguese    |
| 9 Asian      | 20 Urdu          |
| 10 Japanese  | 21 Other-Specify |
| 11 Germanic  | 22 Don't know    |

WHICH\_LANG

**WHICH\_LANG**

Item **WHICH\_LANG** asks, "What language was the respondent's interview conducted in?"

Enter the precode for the appropriate language. If the language is not on this list, enter Precode (21), "Other-Specify," and the instrument takes you to Item **LANG\_SPEC**, where you specify the appropriate language.

- Specify the other language spoken

LANG\_SPEC

**LANG\_SPEC**

In **LANG\_SPEC**, enter the "other" language spoken. This item allows 30 characters.

- You have completed this respondent's interview
- \*\*\*Do not F10 from this screen\*\*\*
- Enter 1 to continue

ENDPERSON

**ENDPERSON**

Item **ENDPERSON** appears when you have completed the individual respondent's interview. **DO NOT F10** to exit the instrument from **ENDPERSON**; doing so may cause loss of all collected data and necessitate restarting the case.

- There are no more incidents to report.
- \*\*\*Do not F10 from this screen\*\*\*
- Enter 1 to continue

ENDSCREENER

**ENDSCREENER**

Item **ENDSCREENER** appears when there are no more incident reports to complete for this screener, as well as no more incidents for this respondent. **DO NOT F10** to exit the instrument from **ENDSCREENER**; doing so may cause loss of all collected data and necessitate restarting the case.

- Current incident report is over
- \*\*\*Do not F10 from this screen\*\*\*
- Enter (1) to continue

ENDINCIDENT

**ENDINCIDENT**

Item **ENDINCIDENT** appears after each incident report to let you know that the report has been completed. This screen is also used by the instrument to close the incident report, which is why it is important not to press F10 at this item. If you press F10, it may cause the loss of all collected data and necessitate restarting the case.

- \*\*\*Do not F10 from this screen\*\*\*

LN	NAME	STATUS	HRESP	REL	SEX	AGE
1	Megan Moe	DONE-Int		Ref Person	F	25
2	Ted Moe	NEED SELF		Husband	M	29

I also need to talk with Ted Moe.

Is Ted Moe at home now?

- Enter person's line number for next interview
- \*\*\*Do not F10 from this screen\*\*\*

2 Ted Moe

31 Respondent refused FOR someone else

33 No other person available now

NEXTPERSON

**NEXTPERSON**

Item **NEXTPERSON** appears when there are other eligible household members who still need to complete the NCVS interview. The line number of each household member is displayed, along with the person's name, interview status, relation, sex, and age. Select the next person in the household to be interviewed at Item **NEXTPERSON**.

---

The question text for Item **NEXTPERSON** changes depending on how many household members remain to be interviewed. For one more household member interview, the screen display is as shown above. If there is more than one household member remaining to interview, the screen display says, “I also need to talk with (names). Are any of them at home now?”

Select Precode (31) “Respondent refused for someone else,” if the respondent refused the interview for some other household member. Select Precode (33), “No other person available now,” if no other person is currently available and the interviews for the household are not complete.

**DO NOT F10** to exit the instrument from **NEXTPERSON**; doing so may cause loss of all collected data and necessitate restarting the case. Instead, use Precode (33) to exit the case.

**Chapter 4**  
**Middle Section of the NCVS Instrument:**  
**Incident Report Items**

**Table of Topics**

	<b>Topic</b>	<b>Page</b>
1	Screen Layout and Instructions for Items <b>INCIDENTINTRO</b> through <b>HAPPEN</b>	B4-2
2	Screen Layout and Instructions for Items <b>ONEORMOREOFFENDERS</b> through <b>ANYTHINGFURTHER</b>	B4-126
3	Screen Layout and Instructions for Items <b>DOINGATINCIDENTTIME</b> through <b>SUMMARY</b>	B4-226

## Topic 1. Screen Layout and Instructions for Items INCIDENTINTRO Through HAPPEN

- Starting the First Incident Report

Talking to: John Doe

Asking about: John Doe

\*\*\*DO NOT F10 FROM THIS SCREEN\*\*\*

You said before that during the last 6 months:

L1's bike stolen from carport

Frequency:  
1 time(s)

\*\*\*DO NOT F10 FROM THIS SCREEN\*\*\*

INCIDENTINTRO

### INCIDENTINTRO

**INCIDENTINTRO** marks the beginning of the incident report section in the middle of the NCVS instrument. This section gathers a variety of information about each reported incidence of crime that occurred during the respondent's six-month reference period. It is important to record accurate and complete information so that we get a clear picture of what happened during the incident. This screen also identifies:

- ✓ The person to whom you are speaking.
- ✓ The household member about whom you are asking these questions.
- ✓ The brief description of the incident that you entered in the screening section of the instrument.
- ✓ The number of times the incident happened as reported in the screening item.

The instrument changes the display of the first interviewer instruction based on which incident report you are starting. For the first incident report for a screener question, the instrument displays "First." For subsequent incidents

reported in the same screen question, the instrument fills in the word “Next.”

Once you are done reviewing this screen, enter Precode (1) to continue to Item **INCIDENTADDRESS** or **INCIDENTDATE** based on the number of months the respondent has lived at the sample address, as determined earlier in the interview in **TIMEATADDRESS**. If the respondent has lived at the sample address for more than six months, the instrument continues with Item **INCIDENTDATE**. If multiple incidents are reported, when you complete one crime report, you then return to this screen for each remaining incident. **Do not F10** from Item **INCIDENTINTRO**; doing so may result in loss of data and necessitate restarting the case.

Once you start to complete a crime incident report in this section, you must finish it, with the exception of incidents that happened outside of the respondent’s reference period. For all other situations, it is important to finish this section once you begin, as you may discover that an additional NCVS crime has occurred in conjunction with the original crime.

Asking about: JOHN DOE

Did (this/the first) incident happen while you were living here or before you moved to this address?

- 1 While living at this address
- 2 Before moving to this address

INCIDENTADDRESS

**INCIDENTADDRESS**

If the household member has lived at the sample address for 6 months or less, then the NCVS instrument brings up Item **INCIDENTADDRESS** in order to determine if the reported incident occurred while the household member:

- Lived at the sample address or
- Lived at a previous address.

Before asking the question for Item **INCIDENTADDRESS**, always read the lead-in statement, which includes the incident description that you entered in the screening question. When the incident reported in a screen question happened ONLY ONE TIME during the reference period, read the question text as follows: "***Did this incident happen while you were living here or before your moved to this address?***"

If more than one incident was reported for a screen question, read the question for Item **INCIDENTADDRESS** as follows: "***Did the first incident happen...?***" For subsequent incidents from a screen question, read the question for Item **INCIDENTADDRESS** as follows: "***Did this incident happen...?***"

Based on the respondent's answer, enter either Precode (1), "While living at this address," or Precode (2), "Before moving to this address." The instrument then goes to Item **INCIDENTDATE**.

In what month did (this/the first) incident happen?	Reference Period: July: 2012 January: 2013													
<ul style="list-style-type: none"><li>• Encourage respondent to give exact month</li></ul> <table><tbody><tr><td>1 January</td><td>8 August</td></tr><tr><td>2 February</td><td>9 September</td></tr><tr><td>3 March</td><td>10 October</td></tr><tr><td>4 April</td><td>11 November</td></tr><tr><td>5 May</td><td>12 December</td></tr><tr><td>6 June</td><td>97 Don't know exact month within reference period</td></tr><tr><td>7 July</td><td></td></tr></tbody></table>	1 January	8 August	2 February	9 September	3 March	10 October	4 April	11 November	5 May	12 December	6 June	97 Don't know exact month within reference period	7 July	
1 January	8 August													
2 February	9 September													
3 March	10 October													
4 April	11 November													
5 May	12 December													
6 June	97 Don't know exact month within reference period													
7 July														
INCIDENTDATE														

**INCIDENTDATE**

Item **INCIDENTDATE** is used to determine the month and year in which the incident occurred. Encourage respondents to give an exact month. When necessary, probe with holidays or other special events to help the respondent identify an exact month of occurrence.

Enter the 1- or 2-digit precode to identify the month in which the incident happened. It is not necessary to enter a 2-digit precode for the months of January through September, because the instrument will accept a 1-digit precode. As a last resort, enter Precode (97) when a respondent cannot identify the exact month of occurrence.

- ✓ When the incident reported in a screen question happened ONLY ONE TIME during the reference period, ask **INCIDENTDATE** this way:

***"In what month did this incident happen?"***

- ✓ When the incident reported in a screen question happened MORE THAN ONE TIME, you must ask questions about each incident that occurred during the reference period separately. Ask the question in **INCIDENTDATE** based on the number of incidents reported.

For the first incident, ask: ***"In what month did the first incident happen?"***

For subsequent incidents, ask: ***"In what month did this incident happen?"***

Repeat as necessary for all other occurrences.

#### **Date is Outside of Reference Period**

The reference period is displayed in the upper right of the **INCIDENTDATE** screen as shown above. If the respondent's answer to Item **INCIDENTDATE** is a month outside of his/her reference period, remind the respondent of the starting and ending dates for his/her reference period.

When the respondent still gives you a date outside of his/her reference period, enter the appropriate precode for the month given by the respondent. After entering a precode for a month outside of the respondent's reference period, the following edit check appears:

- If necessary:

***Did you say June?***

Questions involved	Value
INCIDENTDATE: Incident month verify	June

Suppress Close Goto

If the month reported or entered is incorrect and the incident happened within the reference period, click "Goto." The instrument goes back to **INCIDENTDATE** so you can record the correct month.

If you verify at the edit check that the incident was entered or reported incorrectly and happened outside of the respondent's reference period, click "Suppress." This makes the incident out-of-scope and no further questions are asked about that incident.

We are only asking about crimes that happened during the last 6 months. We will not collect information on this incident.

OSINCNOTNEEDED

Once you click "Suppress," the instrument goes to Item **OSINCNOTNEEDED**, where you read "***We are only asking about crimes that happened during the last 6 months. We will not collect information on this incident.***" Enter (1) to continue.

Did you have anything (else) like this happen between July 2012 and January 2013?

INCIDENTDATEPROBE

Item **INCIDENTDATEPROBE** appears: “*Did you have anything like this happen between July 2012 and January 2013?*” Choose the appropriate precode: (1) for “Yes” and (2) for “No.” If you choose “Yes,” the instrument goes back to **INCIDENTINTRO** to collect an incident report for that incident. If you choose “No,” the current incident entry is deleted.

If you delete the incident, the instrument goes to Item **INC\_REDUCE** in order for you to record the reason why the incident is being deleted.

- Briefly explain why the number of incidents is being reduced.

**INC\_REDUCE**

When an incident is deleted, enter a description of why you deleted that incident, such as “Incident occurred in June; outside of reference period.”

If the same type of incident occurred more than once AND one or more of the incidents happened during the reference period, click “Close” or “Goto” at the edit check. Complete the incident report items for each in-scope incident.

- If unsure, ask:

Altogether, how many times did this type of incident happen during the last 6 months?

- Number of incidents recorded for this screening question: 7

**INCIDENTNUMBEROFTIMES****INCIDENTNUMBEROF TIMES**

Item **INCIDENTNUMBEROFTIMES** is used to record, for a specific screen question, the total number of times that the incident happened during the reference period. It is

---

also the first item used to determine whether there are multiple incidents reported for a screen question which could qualify as a series of crimes.

If you are already sure what the total number is, enter the number of incidents without asking the question in Item **INCIDENTNUMBEROFTIMES**. This screen always shows the number of incidents reported earlier in the screen question.

Always record the exact number of incidents and only include incidents that happened during the respondent's reference period. The instrument does not permit you to enter a range of numbers (*for example, 1-4*).

Whenever a respondent seems unsure, probe to arrive at an exact number or at least his/her best estimate. Do not rush the respondent and allow sufficient time for the respondent to recall information about the incidents. Use neutral probes to help arrive at an exact number or the respondent's best estimate, such as "Thinking back, can you recall what you were doing or what was happening in your life at the time of the incidents?"

If the entry in Item **INCIDENTNUMBEROFTIMES** is less than or equal to the number entered in the screener question, the instrument continues with either:

- ✓ Item **INCIDENTTIME** when less than six incidents were reported,

**OR**

- ✓ Item **INCIDENTSSIMILAR** when six or more incidents were reported in Item **INCIDENTNUMBEROFTIMES**.

When the number of incidents entered at Item **INCIDENTNUMBEROFTIMES** does not match the number of incidents recorded earlier in the interview at the screening item, **INCIDENTTIMESPORBE** appears:

- Number of incidents recorded in **INCIDENTNUMBEROFTIMES**: 2 is GREATER than the number of incidents recorded for this screening question: 1
- Information will be collected for 2 incidents.
- Enter 1 to continue

**INCIDENTTIMESPROBE**

**INCIDENTTIMESPROBE** alerts you to the difference in the number of incidents and lets you know that you will be completing a separate set of the incident report items for each incident recorded at **INCIDENTNUMBEROFTIMES**.

If you enter a number of incidents in **INCIDENTTIMESPROBE** between 1 and 5, the instrument continues with **INCIDENTTIME** because the multiple incidents automatically disqualify as a series of crimes and, therefore, you must complete a separate set of incident report items for each incident. Failure to do so will result in either the respondent classifying as a noninterview or the household classifying as a noninterview. If you enter 6 or more incidents in Item **INCIDENTNUMBEROFTIMES**, continue with Item **INCIDENTSSIMILAR**.

- If unsure, ask:

Are these incidents similar to each other in detail or are they for different types of crimes?

- 1 Similar  
2 Different (not a series)

#### INCIDENTSSIMILAR

#### INCIDENTSSIMILAR

Item **INCIDENTSSIMILAR** is used to determine whether the multiple incidents are very similar to each other or whether the incidents involve different types of crimes. **The incidents entered in Item INCIDENTNUMBEROFTIMES must be very similar to each other in detail to qualify as a series of crimes.** If you are not sure which precode to enter, ask the respondent the question in Item **INCIDENTSSIMILAR**.

##### **Precode (1)**

Enter Precode (1), “Similar,” if **ALL the incidents entered in Item INCIDENTNUMBEROFTIMES are very similar to each other in detail.** For example, a respondent reported seven separate incidents that occurred during the reference period in which money was stolen from her desk at work. In each of these incidents, money was stolen from her desk at work and she was not victimized in any other way that might classify as a different type of NCVS crime. Therefore, enter Precode (1). After entering Precode (1), continue with **RECALLDETAILS**.

##### **Precode (2)**

Enter Precode (2), “Different (“not a series”),” when there are facts for some of the incidents entered in Item **INCIDENTNUMBEROFTIMES** that differentiate them from one another. After entering Precode (2), continue with Item **INCIDENTTIME**, because these incidents do not qualify as a series of crimes. For example, a respondent reported seven separate incidents all of which took place in the same parking garage during the reference period. For two of the incidents, the offender threatened to sexually assault her. For the remaining five incidents, someone broke into her car and stole unattached items, such as a coat, music CDs, and so on. In this example, we do NOT have at least 6 very similar incidents, so enter Precode (2).

If unsure, ask:

Can you recall enough details of each incident to distinguish them from each other?

- 1 Yes (not a series)
- 2 No (is a series)

#### RECALLDETAILS

#### RECALLDETAILS

Item **RECALLDETAILS** is used to determine whether the multiple incidents meet the final criteria for a series of crimes. If you are not sure whether the respondent can recall enough facts about each incident to distinguish them from one another, ask the question of the respondent before entering a precode for this item.

##### **Precode (1)**

Enter Precode (1) when the respondent can remember enough facts to distinguish the incidents from one another, so that you can complete most of the required incident report questions for each incident. By entering Precode (1), you are confirming that the multiple incidents are NOT a series of crimes. Therefore, you will complete a separate set of incident report questions for each incident entered in Item **INCIDENTNUMBEROFTIMES**. After entering Precode (1), continue with Item **INCIDENTTIME**.

##### **Precode (2)**

Enter Precode (2) when the respondent cannot remember enough facts to distinguish the multiple incidents from one another, so that it would be impossible to complete a separate set of incident report questions for each incident entered in Item **INCIDENTNUMBEROFTIMES**. By entering Precode (2), you are confirming that the multiple incidents entered in Item **INCIDENTNUMBEROFTIMES** qualify as a series of crimes. After entering Precode (2), you will continue with Item **INCIDENTTIME**; however, the following statement will appear above the question, ***The following questions refer only to the most recent incident.***

When incidents qualify as a series of crimes, be sure to read this lead-in statement before reading the question in Item **INCENTTIME**.

**(Also see Part C, Chapter 3, Topic 2, for more information about a series of crimes.)**

About what time did this incident happen?

● During the day:

11 After 6 a.m. -- 12 noon

12 After 12 noon -- 3 p.m.

13 After 3 p.m. -- 6 p.m.

14 Don't know what time of day

● At night:

15 After 6 p.m. -- 9 p.m.

16 After 9 p.m. -- 12 midnight

17 After 12 midnight -- 6 a.m.

18 Don't know what time of night

● OR

19 Don't know whether day or night

INCENTTIME

**INCENTTIME**

Item **INCENTTIME** is used to determine what time of day or night the incident happened. When completing the incident report items for a series of crimes, read the lead-in statement; then the question asks, **"About what time did the most recent incident happen?"** This is done to remind the respondent that we are interested in the most recent incident in a series of crimes.

**Specific Time Given**

If a respondent answers with a specific time, such as 10 p.m., then enter the appropriate precode for the time given (*For example, when the answer is 10 p.m., enter Precode (16), "After 9 p.m. - 12 midnight."*) Verify whether the specific time given is "a.m." or "p.m."

**Range of Hours Given**

When a respondent answers with a range of hours:

1. See if the hours given fit into one answer category. For example, when a respondent answers with "Between 4 and 6 p.m.," enter Precode (13), "After 3 p.m. - 6 p.m."

2. If the range of hours does not fit into one answer category, see if the hours given are all "during the day" or all "during the night." For example, when a respondent answers with "Sometime between 12 noon and 4 p.m.," enter Precode (14), "Don't know what time of day." If a respondent answers with "Between 10 p.m. and 2 a.m.," enter Precode (18), "Don't know what time of night."
3. If the range of hours overlaps day and night answer categories, enter Precode (19), "Don't know whether day or night." For example, when a respondent answers with "Sometime between 5 a.m. and 10 p.m.," enter Precode (19), "Don't know whether day or night."

**Respondent Does Not Know What Time**

When a respondent really does not know an exact hour or range of hours when the incident happened and he/she tells you that:

It happened sometime during the day, enter Precode (14), "Don't know what time of day."

- It happened sometime during the night, enter Precode (18), "Don't know what time of night."
- He/she really does not know whether it happened during the day or during the night, enter Precode (19), "Don't know whether day or night."

In what city, town, or village, did this incident occur?

Present residence: ANYTOWN, AK

- 1 Outside U.S.
- 2 Not inside a city/town/village
- 3 SAME city/town/village as present residence
- 4 DIFFERENT city/town/village from present residence - Specify
- 5 Don't know

INCIDENTPLACE

INCIDENTPLACE

Item **INCIDENTPLACE** is one of the items designed to establish where the crime occurred. Encourage the

respondent to be as precise as possible.

**Precode (1)**

Enter Precode (1), "Outside U.S.", when the incident happened outside of the 50 states and the District of Columbia. For the purposes of the NCVS, consider Puerto Rico, the Virgin Islands, and the other U.S. territories as being outside of the United States. After entering Precode (1), continue with Item **LOCATION\_GENERAL**.

**Precode (2)**

Precode (2), "Not inside a city/town/village," when the incident did not happen inside the limits of a city, town, or village. After entering Precode (2), continue with Items **INCIDENTSTATE** and **INCIDENTCOUNTY**.

**Precode (3)**

Enter Precode (3), "SAME city/town/village as present residence," when the incident took place in the same city, town, or village as the sample address. After entering Precode (3), continue with Item **INCIDENTAIR**.

**Precode (4)**

Enter Precode (4), "DIFFERENT city/town/village from present residence," when the incident happened in a different city, town, or village from the sample address. Make sure to enter the name of the city, town, or village where the incident occurred on the **INCIDENTPLACESPEC** screen that appears after entering Precode (4). Once you have entered the city, town, or village where the incident occurred, continue with Items **INCIDENTSTATE** and **INCIDENTCOUNTY**.

**Precode (5)**

Enter Precode (5) when the respondent does not know where the incident happened. Then continue with Items **INCIDENTSTATE** and **INCIDENTCOUNTY**.

In what state did it occur?

**INCIDENTSTATE**

**INCIDENTSTATE**

When you start typing the state name in **INCIDENTSTATE**, a list of states appears in a pop-up box. Select the correct state name and press "Enter" or the "Select" radio button. The instrument goes to **INCIDENTCOUNTY**.

In what county did it occur?

**INCIDENTCOUNTY****INCIDENTCOUNTY**

Type in the name of the county in **INCIDENTCOUNTY**. Then Item **COUNTYSTATE** appears, which asks if this is the same county and state as the respondent's current residence. If the respondent's current address is available, that information is displayed in item **COUNTYSTATE** as shown.

- Ask or verify:

Is this the same county and state as your present residence?

- Present residence: ANYTOWN ALASKA

**COUNTYSTATE****COUNTYSTATE**

Any answer in **COUNTYSTATE** takes you to **INCIDENTAIR**, which asks if the incident occurred on American Indian land/reservation.

Did this incident occur on an American Indian Reservation or on American Indian Lands?

- 1 Yes
- 2 No

**INCIDENTAIR****INCIDENTAIR**

Item **INCIDENTAIR** is used to determine whether the incident happened on an American Indian Reservation or on American Indian Lands. In most cases, a respondent will probably answer the question in Item **INCIDENTAIR** without hesitation. However, if a respondent is unsure of how to answer, included here are definitions of "American Indian Reservation" and "American Indian Lands" so you can help the respondent.

***What is an American Indian Reservation?***

American Indian Reservations are territories reserved as permanent tribal homelands with boundaries established by treaty, statute, or executive or court order. The Federal Government and some state governments have established reservations as territory over which American Indians have governmental jurisdiction. These are designated as colonies, communities, pueblos, rancherias, reservations, and reserves.

***What are American Indian Lands?***

American Indian Lands are comprised of tribal subdivisions and trust lands.

A **tribal subdivision** is an administrative subdivision of a reservation. Tribal subdivisions may extend beyond the boundary of their reservations, and are internal units of self government or administration that serve social, cultural, or economic purposes for the American Indians living on and adjacent to the reservation.

**Trust Lands** are held in trust by the Federal Government for either a tribe (*tribal trust land*) or an individual member of a tribe (*individual trust land*). Such land is always associated with a specific federally recognized reservation or tribe, but may be located on or off the reservation.

If you feel that probing is necessary AFTER asking the question in Item **INCIDENTAIR**, the following probe may help the respondent to give you an accurate answer:  
**"Did the incident happen in an American Indian colony, community, pueblo, rancheria, reservation, or reserve?"**

After completing Item **INCIDENTAIR**, continue with Item **LOCATION\_GENERAL** to code where the incident occurred.

Did this incident happen...

- Read each category until respondent says 'yes,' then enter appropriate precode
  - 11 In your home or lodging?
  - 12 Near your home or lodging?
  - 13 At, in, or near a friend's/relative's/neighbor's home?
  - 14 At a commercial place?
  - 15 In a parking lot or garage?
  - 16 At school?
  - 17 In an open area, on the street, or on public transportation?
  - 36 Somewhere else?

#### LOCATION\_GENERAL

#### **LOCATION\_GENERAL**

Item **LOCATION\_GENERAL** contains eight GENERAL categories used to identify the place where an incident happened. Selecting one of the general categories takes you to another screen where you select the SPECIFIC type of place where the incident happened.

It is very important that you enter the most appropriate precode for Item **LOCATION\_GENERAL**, so that you follow the correct path through the incident report items. If you enter the wrong precode in Item **LOCATION\_GENERAL**, the appropriate questions will not get asked to show what really happened during the incident.

When a respondent's answer in **LOCATION\_GENERAL** is not clear and you are unsure which precode to enter, probe for more details to identify the correct incident location. **LOCATION\_GENERAL** allows you to enter only ONE precode, so be sure to enter the most appropriate one.

#### **Example:**

A respondent's answer for Item **LOCATION\_GENERAL** is, "At work." That response is too general for you to know which precode to enter, so you need to find out where the respondent works.

---

If you select Precode (11) ,“In your home or lodging,” at **LOCATION\_GENERAL**, **LOCATION\_IN\_HOME** is the next screen that appears.

If you select Precode (12) ,“Near your home or lodging,” at **LOCATION\_GENERAL**, **LOCATION\_NEAR\_HOME** is the next screen that appears.

If you select Precode (13) ,“At, in, or near a friends’/relative’s/neighbor’s home,” at **LOCATION\_GENERAL**, **LOCATION\_OTHER\_HOME** is the next screen that appears.

If you select Precode (14) ,“At a commercial place,” at **LOCATION\_GENERAL**, **LOCATION\_COMMERCE** is the next screen that appears.

If you select Precode (15) ,“In a parking lot or garage,” at **LOCATION\_GENERAL**, **LOCATION\_PARKING** is the next screen that appears.

If you select Precode (16) ,“At school,” at **LOCATION\_GENERAL**, **LOCATION\_SCHOOL** is the next screen that appears.

If you select Precode (17) ,“In an open area, on the street, or on public transportation,” at **LOCATION\_GENERAL**, **LOCATION\_OPEN\_AREA** is the next screen that appears.

If you select Precode (36), “Somewhere else,” at **LOCATION\_GENERAL**, **LOCATION\_SPEC** is the next screen that appears. It says, “Please specify the other location where this incident occurred.” Enter the location in the Location Specify field, then press “Enter.” The instrument then skips to **RESTRICTEDAREA**.

If, after probing, the respondent still doesn’t know where the incident took place, enter “Ctrl” + “D” to code a blind “Don’t know” at Item **LOCATION\_GENERAL**.

**LOCATION\_GENERAL** is the only location screen where you may enter a “Don’t know” response.

- Ask if necessary:

Where in your home or lodging did this incident happen?

- 11 In own dwelling, own attached garage, or enclosed porch (Include illegal entry or attempted illegal entry of same)
- 12 In detached building on own property, such as detached garage or storage shed, etc. (Include illegal entry or attempted illegal entry of same)
- 13 In vacation home/second home (Include illegal entry or attempted illegal entry of same)
- 14 In hotel or motel room respondent was staying in (Include illegal entry or attempted illegal entry of same)

#### LOCATION\_IN\_HOME

#### **LOCATION\_IN\_HOME**

**LOCATION\_IN\_HOME** covers Precodes (11) through (14) for **enclosed structures** at which an incident may have occurred. An enclosed structure is one which has a door or window to gain entry through, such as a respondent's house, apartment, room, garage, shed, enclosed porch, or a vacation home, second home, or hotel/motel room in which the respondent was staying at the time of the incident. This also includes enclosed structures that are on the respondent's property, but are detached from the main structure, such as a detached garage or storage shed.

These enclosed structures must be owned or rented by the sample household. It does not matter how the offender gained entrance to the enclosed structure (*For example, the offender may have used force, was let in by a household member, or gained entrance through an unlocked or open door or window*). However, if the offender did not enter or try to enter the types of places identified in Precodes (11) through (14), then return to **LOCATION\_GENERAL** and enter the most appropriate precode.

#### **Precode (11)**

Enter Precode (11), **In your own dwelling, own attached garage, or enclosed porch (Include illegal entry or attempted entry of same)**, when the offender either tried to enter or was inside the following types of places during the incident:

- ✓ The respondent's own dwelling, attached garage, or enclosed porch.
- ✓ The respondent's room in a boarding house, school dormitory, or a similar type of place. As you ask the questions in Items **OFFENDERLIVE** through **OFFENDERGETIN**, keep in mind that we are only interested in the respondent's room and not the rest of the building. If the incident took place somewhere else in the building outside of the respondent's room, do NOT enter Precode (11), instead return to **LOCATION\_GENERAL** and enter Precode (12), which will take you to **LOCATION\_NEAR\_HOME**, then select Precode (16), **Apartment hall, storage area, laundry room**.
- ✓ The respondent's apartment. As you ask the questions in Items **OFFENDERLIVE** through **OFFENDERGETIN**, keep in mind that we are only interested in the respondent's apartment and not the rest of the apartment building. If the incident took place somewhere else in the building outside of the respondent's apartment, do NOT enter Precode (11) in **LOCATION\_IN\_HOME**, instead return to **LOCATION\_GENERAL** and enter Precode (12), which will take you to **LOCATION\_NEAR\_HOME**, then select Precode (16), **Apartment hall, storage area, laundry room**.
- ✓ The respondent's former living quarters, as long as the respondent was living there at the time of the incident AND the incident occurred during the respondent's 6-month reference period.
- ✓ The respondent's **enclosed** porch. If the incident occurred on the respondent's unenclosed porch, do NOT enter Precode (11), **LOCATION\_IN\_HOME**, instead return to **LOCATION\_GENERAL** and enter Precode (12), which will take you to **LOCATION\_NEAR\_HOME**, then select Precode (15), **Own yard, sidewalk, driveway, carport, unenclosed porch**.

After entering Precode (11) in **LOCATION\_IN\_HOME**, continue with Item **OFFENDERLIVE**.

**Precode (12)**

Enter Precode (12), **In detached building on own property, such as detached garage or storage shed,etc. (Include illegal entry or attempted illegal entry of same)**, when the offender either tried to enter or was inside the following types of places during the incident:

- ✓ A detached building on the respondent's property other than the respondent's dwelling or attached garage, such as a detached garage, tool shed, guest house, barn, greenhouse, and so on. Do NOT enter Precode (12) in **LOCATION\_IN\_HOME** if the incident took place in an open carport on the respondent's property, instead return to **LOCATION\_GENERAL** and enter Precode (12), which takes you to **LOCATION\_NEAR\_HOME**, then select Precode (15) **Own yard, sidewalk, driveway, carport, unenclosed porch**.
- ✓ A mobile home or trailer that is NOT used as a recreation vehicle and is situated on the respondent's property. If the mobile home or trailer is used as a recreation vehicle, do NOT enter Precode (12) in **LOCATION\_IN\_HOME**, instead return to **LOCATION\_GENERAL** and enter Precode (12), which will take you to **LOCATION\_NEAR\_HOME**, then select Precode (15), **Own yard, sidewalk, driveway, carport, unenclosed porch**.

After entering Precode (12) in **LOCATION\_IN\_HOME**, continue with Item **OFFENDERLIVE**.

**Precode (13)**

Enter Precode (13), **In vacation home/second home (Include illegal entry or attempted illegal entry of same)**, when the offender either tried to enter or was inside the following types of places during the incident:

- ✓ A second home either owned or in the possession of the respondent. Second homes include former dwellings still owned or rented by the respondent, but not used as the respondent's primary residence, as well as new dwellings that are in the possession of the respondent, but not yet used as the primary residence. If the incident happened at a second home owned by a nonhousehold member or rented to a nonhousehold member, do NOT enter Precode (13) in **LOCATION\_IN\_HOME**, instead return to

---

**LOCATION\_GENERAL** and select Precode (13), which takes you to **LOCATION\_OTHER\_HOME**, then select Precode (18), **At or in home or other building on their property**.

- ✓ A vacation home owned by the respondent, regardless of whether or not the respondent was residing at the vacation home when the incident took place. If the incident happened at a vacation home that is owned or rented by a nonhousehold member, do NOT enter Precode (13) in **LOCATION\_IN\_HOME**, instead return to **LOCATION\_GENERAL** and select Precode (13), which takes you to **LOCATION\_OTHER\_HOME**, then select Precode (18), **At or in home or other building on their property**.
- ✓ A detached building on the property of a second home or vacation home owned by the respondent, such as a detached garage, storage shed, and so on. If the incident happened in the yard of a vacation or second home, do NOT enter Precode (13) in **LOCATION\_IN\_HOME**, instead return to **LOCATION\_GENERAL**, enter Precode (36), then describe the location on the "Specify" screen, Item **LOCATION\_SPEC**, that appears after entering Precode (36).

After entering Precode (13) in **LOCATION\_IN\_HOME**, continue with Item **OFFENDERLIVE**.

#### Precode (14)

Enter Precode (14), **In hotel or motel room respondent was staying in (Include illegal entry or attempted illegal entry of same)**, when the offender either tried to enter or was inside a hotel or motel room where the respondent was staying temporarily during any part of the incident. However, if the incident happened somewhere else in the hotel or motel building (*for example, in a conference room, lobby, or hallway*) and the offender never entered or tried to enter the respondent's room, do NOT enter Precode (14) in **LOCATION\_IN\_HOME**; instead return to **LOCATION\_GENERAL**, enter Precode (14) "At a commercial place," which takes you to Item **LOCATION\_COMMERCE**. There, select Precode (25), "Inside other commercial building, such as store."

After entering Precode (14) in **LOCATION\_IN\_HOME**, continue with Item **OFFENDERLIVE**.

- Ask if necessary:

Where near your home or lodging did this incident happen?

- 15 Own yard, sidewalk, driveway, carport, unenclosed porch (does not include apartment yards)
- 16 Apartment hall, storage area, laundry room (does not include apartment parking lot/garage)
- 17 On street immediately adjacent to own home

#### LOCATION\_NEAR\_HOME

#### **LOCATION\_NEAR\_HOME**

**LOCATION\_NEAR\_HOME** covers Precodes (15) through (17) for places near a respondent's primary residence where an incident may have occurred.

#### **Precode (15)**

Enter Precode (15), **Own yard, sidewalk, driveway, carport, unenclosed porch (does not include apartment yards)**, when the incident happened in the following places near the respondent's home:

- ✓ The respondent's yard, regardless of its size, when it belongs solely to the respondent's house, townhouse, mobile home, apartment, condominium, and so on. If the yard is for the use of all occupants in the apartment building, do not enter Precode (15) in **LOCATION\_NEAR\_HOME**, instead return to **LOCATION\_GENERAL** and select Precode (17) which takes you to the **LOCATION\_OPEN\_AREA** screen. Then enter Precode (33), **In apartment yard park, field, playground**.
- ✓ The respondent's driveway, mailbox, sidewalk, **unenclosed** porch, or carport used solely by the respondent's unit. If the incident happened in a parking lot used by more than just the sample unit, do NOT enter Precode (15) in **LOCATION\_NEAR\_HOME**, instead return to **LOCATION\_GENERAL** and choose Precode (15), which takes you to **LOCATION\_PARKING**. Enter

Precode (30), **Apartment/townhouse parking lot/garage.**

- ✓ The respondent's motor vehicle or recreation vehicle parked on the respondent's property and intended for the sole use of the respondent.
- ✓ The respondent's balcony or patio when it is used solely by the respondent's unit and there was no illegal entry or attempted illegal entry to the sample unit itself.
- ✗ Do not enter Precode (15) when the incident took place in a detached garage or storage shed on the respondent's property. Instead, select Precode (11) in **LOCATION\_GENERAL** and mark Precode (12) in **LOCATION\_IN\_HOME**.

After entering Precode (15) in **LOCATION\_NEAR\_HOME**, continue with Item **INSIDEOROUT**.

**Precode (16)**

Enter Precode (16), **Apartment hall, storage area, laundry room (does not include apartment parking lot/garage)**, when the incident happened inside a respondent's residential building, but not in the respondent's apartment, condominium, room in a boarding house, a dormitory room, and so on.

Precode (16) is NOT intended for incidents that:

- ✗ Happened in another apartment or room in the respondent's building, other than the respondent's apartment or room, instead return to **LOCATION\_GENERAL** and select Precode (13). **LOCATION\_OTHER\_HOME** appears; enter Precode (18), **At or in home or other building on their property**.
- ✗ Happened in an apartment parking garage, even if the parking garage is in the basement of the respondent's building, instead return to **LOCATION\_GENERAL** and select Precode (15). **LOCATION\_PARKING** appears; enter Precode (30), **Apartment/townhouse parking lot/garage**.

After entering Precode (16) in **LOCATION\_NEAR\_HOME**,

continue with Item **INSIDEOROUT**.

**Precode (17)**

Enter Precode (17), **On street immediately adjacent to own home**, when the incident occurred on the street IMMEDIATELY ADJACENT to the respondent's property. "Immediately adjacent" includes directly in front or to the side of the sample unit and does NOT include next door or across the street from the sample unit.

After entering Precode (17) in **LOCATION\_NEAR\_HOME**, you continue with Item **INSIDEOROUT**.

- Ask if necessary:

Where at, in, or near a friend's/relative's/neighbor's home did this incident happen?

- 18 At or in home or other building on their property
- 19 Yard, sidewalk, driveway, carport (does not include apartment yards)
- 20 Apartment hall, storage area, laundry room (does not include apartment parking lot/garage)
- 21 On street immediately adjacent to their home

**LOCATION\_OTHER\_HOME**

**LOCATION\_OTHER\_HOME**

**LOCATION\_OTHER\_HOME** covers Precodes (18) through (21) for places where an incident may have happened that are at, in, or near the home of a respondent's friend, relative, or neighbor.

**Precode (18)**

Enter Precode (18), **At or in home or other building on their property**, when the incident happened at or in a dwelling or other building on the property owned by a friend, relative, or neighbor. Other buildings on a friend's, a relative's, or a neighbor's property could include a garage, porch, tool shed, guest house, barn, greenhouse, mobile home, or trailer that is not used as a recreation vehicle, and so on.

Also enter Precode (18) when the incident happened at or in:

- ✓ A second home or vacation home owned by a friend, relative, or neighbor of a respondent.

- ✓ A friend's, relative's, or neighbor's room in a boarding house, school dormitory, or similar type of place.
- ✓ A friend's, relative's, or neighbor's apartment.

After entering Precode (18) in **LOCATION\_OTHER\_HOME**, continue with Item **INSIDEOROUT**.

If the incident happened at or in a dwelling or other building on the property of someone the respondent does not know, return to **LOCATION\_GENERAL** and enter Precode (36) and enter a description of exactly where the incident took place when the "Specify" screen appears.

#### **Precode (19)**

Enter Precode (19), **Yard, sidewalk, driveway, carport (does not include apartment yards)**, when the incident happened in a friend's, relative's, or neighbor's yard, sidewalk, driveway, carport, balcony, open porch, or patio. The yard, sidewalk, driveway, carport, balcony, open porch, or patio must be intended for the sole use of the respondent's friend, relative, or neighbor and not for the use of other housing units.

Do NOT enter Precode (19) in **LOCATION\_OTHER\_HOME** if the incident took place in an apartment yard; instead, return to **LOCATION\_GENERAL** and select precode (17). The **LOCATION\_OPEN\_AREA** screen appears; select precode (33). If the incident happened in the yard, sidewalk, driveway, or carport of someone the respondent does not know, return to **LOCATION\_GENERAL** and enter Precode (36); then enter a description of exactly where the incident took place when the "Specify" screen, **LOCATION\_SPEC** appears.

After entering Precode (19) in **LOCATION\_OTHER\_HOME**, continue with Item **INSIDEOROUT**.

#### **Precode (20)**

Enter Precode (20), **Apartment hall, storage area, laundry room (does not include apartment parking lot/garage)**, when the incident happened in the building where a respondent's friend, relative, or neighbor lives, but not in the friend, relative, or neighbor's housing unit. The building could include apartments, condominiums, dormitory rooms, boarding house rooms, and so on. If the incident happened in

the building's parking garage, do not enter Precode (20) in **LOCATION\_OTHER\_HOME**, instead return to **LOCATION\_GENERAL** and enter Precode (15); then enter Precode (30) at the **LOCATION\_PARKING** item.

After entering Precode (20) in **LOCATION\_OTHER\_HOME**, continue with Item **INSIDEOROUT**.

**Precode (21)**

Enter Precode (21), **On street immediately adjacent to their home**, when the incident occurred on the street IMMEDIATELY ADJACENT to the property of the respondent's friend, relative, or neighbor. "Immediately adjacent" includes directly in front or to the side of the friend's, the relative's, or the neighbor's unit and does NOT include next door or across the street from the friend's, relative's, or neighbor's housing unit.

After entering Precode (21) in **LOCATION\_OTHER\_HOME**, continue with Item **INSIDEOROUT**.

- Ask if necessary:

At what type of a commercial place did this incident happen?

- 22 Inside restaurant, bar, nightclub
- 23 Inside bank
- 24 Inside gas station
- 25 Inside other commercial building, such as a store
- 26 Inside office
- 27 Inside factory or warehouse

**LOCATION\_COMMERCE**

**LOCATION\_COMMERCE**

**LOCATION\_COMMERCE** covers Precodes (22), (23), (24), (25), (26), and (27) for different types of commercial places inside of which the incident could have occurred

**Precode (22)**

Enter Precode (22), **Inside restaurant, bar, nightclub**, when the incident happened INSIDE any type of eating and/or drinking establishment, such as a restaurant, bar and grill, cafe, tavern, cafeteria, bar, and so on.

---

After entering Precode (22) in **LOCATION\_COMMERCIAL**, continue with Item **RESTRICTED AREA**.

If the incident happened OUTSIDE of an eating and/or drinking establishment, return to **LOCATION\_GENERAL** and enter Precode (15), "In a parking lot or garage." When the incident happened in a parking lot outside of the eating and/or drinking establishment, enter either Precode (28), "Commercial parking lot or garage," or Precode (29), "Noncommercial parking lot or garage" in **LOCATION\_PARKING**.

Enter Precode (17), "In an open area, on the street, or on public transportation," at **LOCATION\_GENERAL** and Precode (34), "On the street," at **LOCATION\_OPEN\_AREA** when the incident happened on the street near the eating and/or drinking establishment.

**Precodes (23), (24), and (25)**

Enter Precode (23), **Inside bank**, when the incident happened in a bank, credit union, or some other type of financial institution. Enter Precode (24), **Inside gas station**, when the incident happened anywhere on the property of a gas station. Enter Precode (25), **Inside other commercial building, such as a store**, when the incident happened INSIDE a business establishment where cash/credit is exchanged for purchased products by the general public, OTHER THAN AT A BANK OR GAS STATION. For example, in a department store, factory outlet store, hotel gift shop, and so on.

Precode (25) is NOT intended for incidents that happened in a:

- ✖ Restaurant, bar, or nightclub; instead, enter Precode (22), **Inside restaurant, bar, nightclub**.
- ✖ Commercial parking lot or garage; instead, return to **LOCATION\_GENERAL** and enter Precode (15); then enter Precode (28), **Commercial parking lot/garage** at **LOCATION\_PARKING**.

- ✖ Noncommercial parking lot or garage; instead, return to **LOCATION\_GENERAL** and enter Precode (15); then enter Precode (29), **Noncommercial parking lot/garage** at **LOCATION\_PARKING**.
- ✖ Airport, bus or train station, or on a bus, train, plane, or some other type of public transportation; instead, return to **LOCATION\_GENERAL** and enter Precode (17); then enter Precode (35) **On public transportation or in station**, at **LOCATION\_OPEN\_AREA**.

After entering Precode (23), (24), or (25) in **LOCATION\_COMMERCE**, continue with Item **RESTRICTEDAREA**.

**Precode (26) or (27)**

Enter Precode (26), **Inside office**, when the incident happened INSIDE a building used for office work, including incidents that occurred in post office buildings. Enter Precode (27), **Inside factory or warehouse**, when the incident happened INSIDE a commercial building used for factory work or warehouse storage purposes.

After entering Precode (26) or (27) in **LOCATION\_COMMERCE**, continue with Item **RESTRICTEDAREA**.

- Ask if necessary:

In what type of a parking lot or garage did this incident happen?

- 28 Commercial parking lot/garage
- 29 Noncommercial parking lot/garage
- 30 Apartment/townhouse parking lot/garage

**LOCATION\_PARKING**

**LOCATION\_PARKING**

**LOCATION\_PARKING** covers Precodes (28) through (30) for all types of parking lots and parking garages at which the incident could have happened.

**Precode (28)**

Enter Precode (28), **Commercial parking lot/garage**, when the incident took place at an attended or unattended parking lot or garage which is privately operated for profit AND requires a parking fee.

Do NOT enter Precode (28) when the incident occurred:

- ✖ In a parking lot or garage that has parking meters or is operated by a local, state, or Federal government, regardless of whether or not a fee is required, instead enter Precode (29), **Noncommercial parking lot/garage**.
- ✖ In a commercial parking lot or garage during hours when the general public can park free, instead enter Precode (29), **Noncommercial parking lot/garage**.

After entering Precode (28) in **LOCATION\_PARKING**, continue with Item **RESTRICTEDAREA**.

**Precode (29)**

Enter Precode (29), **Noncommercial parking lot/garage**, when the incident happened at a **public parking lot** or garage where the general public can **park free of charge**, such as at a shopping mall or shopping center, bus station, office building, and so on.

Also enter Precode (29) when the incident happened at:

- ✓ A parking lot or garage that has parking meters.
- ✓ A parking lot or garage that is operated by a local, state, or Federal government, regardless of whether or not a fee is required.
- ✓ A commercial parking lot or garage during hours when parking is free to the general public.

Do NOT enter Precode (29) when the incident took place:

- ✖ At parking meters on the side of a street, instead return to **LOCATION\_GENERAL**, enter Precode (17), **In open area**, then select Precode (34), **On the street**, at **LOCATION\_OPEN\_AREA**.

- ✖ At apartment parking lots, instead enter Precode (30) in **LOCATION\_PARKING**.
- ✖ At school parking lots or areas, instead enter Precode (16), **At school**, at **LOCATION\_GENERAL**, **On school property**, and Precode (32) at **LOCATION\_SCHOOL**.

After entering Precode (29) in **LOCATION\_PARKING**, continue with Item **RESTRICTEDAREA**.

#### **Precode (30)**

Enter Precode (30), **Apartment/townhouse parking lot/garage**, when the incident happened in the parking area provided for residents and their guests. This includes residents of apartments, townhouses, rooming houses, dormitories, condominiums, and so on. It does not matter if the parking garage is inside or attached to the resident's building. If you are unsure what type of parking lot/garage to select, probe to determine the correct category.

After entering Precode (30) in Item **LOCATION\_PARKING**, continue with Item **RESTRICTEDAREA**.

If you are unsure about what type of parking lot to select, probe to determine the correct category.

- Ask if necessary:

Where at school did this incident happen?

31 Inside school building

32 On school property (school parking area, play area, school bus, etc.)

**LOCATION\_SCHOOL**

#### **LOCATION\_SCHOOL**

**LOCATION\_SCHOOL** covers Precodes (31) and (32) for school buildings and school property at which the incident could have taken place.

#### **Precode (31)**

Enter Precode (31), **Inside school building**, when the incident happened INSIDE a school building (*for example, in a classroom, gym, hallway, or principal's*

*office).* If the incident happened on the grounds of a school and not inside a school building, enter Precode (32), **On school property.** If the incident happened in a school dormitory building, return to **LOCATION\_GENERAL**, enter Precode (11), “In own dwelling, own attached garage, or enclosed porch,” at Item **LOCATION\_IN\_HOME** or (16), “Apartment hall, storage area, laundry room,” at **LOCATION\_NEAR\_HOME**, as appropriate.

After entering Precode (31) in **LOCATION\_SCHOOL**, continue with **RESPONDENTSSCHOOL**.

- Ask if necessary:

Where in an open area, on the street, or on public transportation did this incident happen?

- 33 In apartment yard, park, field, playground (other than school)
- 34 On the street (other than immediately adjacent to own/friend's/relative's/neighbors's home)
- 35 On public transportation or in station (bus, train, plane, airport,depot, etc.)

#### **LOCATION\_OPEN\_AREA**

#### **LOCATION\_OPEN\_AREA**

Item **LOCATION\_OPEN\_AREA** covers Precodes (33) through (35) for a variety of places open to the general public where an incident could take place.

##### **Precode (33)**

Enter Precode (33), **In apartment yard, park, field, playground (other than school)**, when the incident occurred in a public, unenclosed area AND the area is NOT on school property. Also enter Precode (33) when the incident happened in a yard **shared** by more than one family. After entering Precode (33) in **LOCATION\_OPEN\_AREA**, continue with **INSIDEOROUT**.

##### **Precode (34)**

Enter Precode (34), **On the street (other than immediately adjacent to own/friend's/relative's/neighbor's home)**, when the incident happened on a public street or highway AND the street or highway is not adjacent to the respondent's own home or the home of a respondent's friend, relative, or neighbor.

Also enter Precode (34) when the incident involved:

- A parked motor vehicle, such as an incident involving auto theft,
- The respondent driving or riding in a motor vehicle,
- The respondent walking or riding a bicycle on a street,
- The respondent while on the shoulder of a street or on a public sidewalk that is not covered in another answer category of Item **LOCATION\_GENERAL**.

**Precode (35)**

Enter Precode (35), **On public transportation or in station (bus, train, plane, airport, depot, etc.)**, when the incident happened on some type of public transportation (*bus, taxi, train, plane, subway, and so on*) or in a bus depot, train station, airport, or subway station. Also enter Precode (35) when the incident happened on a school bus while transporting persons to or from an activity that is **NOT** sponsored by the school, such as to or from a summer camp.

After entering Precode (35) in **LOCATION\_OPEN\_AREA**, continue with **INSIDEOROUT**.

**LOCATION\_SPEC**

If you choose Precode (36), "Somewhere else" at the **LOCATION\_GENERAL** screen, the **LOCATION\_SPEC** screen appears.

**Precode (36)**

Enter Precode (36) when the incident happened at or in a place that does not fit any of the places shown for any other location screen. After entering Precode (36) in **LOCATION\_GENERAL**, always describe the place or situation on the "Specify" screen, **LOCATION\_SPEC**, that appears after entering Precode (36).

Some examples for when to enter Precode (36):

- ✓ Fenced in storage yard of a factory
- ✓ Jail or prison
- ✓ Hospital

- ✓ Library
- ✓ Church
- ✓ On a beach.

If a respondent doesn't know where the incident occurred, enter "Ctrl" + "D" to recode "Don't know" at **LOCATION\_GENERAL** instead of **LOCATION\_SPEC**.

After entering Precode (36) and describing the crime incident location on the "Specify" screen, continue with **RESTRICTEDAREA**.

Did the offender live there or have a right to be there, for instance, as a guest or a repair person?

- 1 Yes
- 2 No

#### OFFENDERLIVE

If you enter Precode (11), (12), (13), or (14) in Item **LOCATION\_IN\_HOME**, you will ask the question in Item **OFFENDERLIVE** to determine whether the offender had a legal right to be in the respondent's home or other structure on the respondent's property.

#### **Precode (1)**

Enter Precode (1), "Yes," when the offender:

- Was living or staying with the respondent when the incident happened.
- Had a legal right to be in the respondent's dwelling or a building on the respondent's property when the incident happened, such as a plumber, cleaning service, hotel/motel maid, and so on.
- Had permission to enter the respondent's dwelling or a building on the respondent's property prior to the time the incident took place, such as a friend, relative, salesperson,

or meter reader. However, if the offender entered fraudulently, do not enter Precode (1). For example, if the offender misrepresented his/her purpose for needing to enter the building/unit/dwelling as a repair person, policeman, maid, etc. to gain entrance, enter Precode (2), "No."

After entering Precode (1), continue with **FARFROMHOME**.

**Precode (2)**

Enter Precode (2), "No," when the offender:

- Was not living or staying with the respondent and did not have a legal right or permission to be in the dwelling or building on the respondent's property at the time of the incident.
- Was let into the dwelling by a child and did not have a legal right to enter the dwelling because the parents would not have allowed access to the offender.
- Pushed his/her way into the dwelling when the respondent answered the door.
- Entered the dwelling by fraudulently misrepresenting himself/herself as a repair person, policeman, maid, etc.

After entering Precode (2), continue with **OFFENDERINSIDE**.

**(Don't Know)**

Enter Ctrl + D, for "Don't know," when the respondent does not know who the offender was or whether the offender had a legal right to be in the dwelling or other building on the respondent's property. If you think that the respondent answered "Don't know," because he/she is uncertain who the offender is, you may want to probe by asking the respondent if the person **suspected** of being the offender had a legal right to be in the respondent's dwelling.

After entering Ctrl + D, continue with **OFFENDERINSIDE**.

Did the offender actually get INSIDE your  
(house/apartment/room/garage/shed/enclosed porch) ?

- 1 Yes  
2 No

OFFENDERINSIDE

**OFFENDERINSIDE**

After entering "No" or "Don't know" in Item **OFFENDERLIVE**, ask the question in Item **OFFENDERINSIDE** to determine if the offender actually entered the building or dwelling. As you ask the question, make sure to read the appropriate type of structure. For example, if the incident occurred in the respondent's garage, ask, **"Did the offender actually get INSIDE your garage?"**

**For a Multi-Unit Structure**

If the incident happened in a multi-unit structure, such as an apartment building or a hotel, we are only interested in the respondent's apartment unit or hotel room for Item **OFFENDERINSIDE**. Enter Precode (2), "No," if the offender got inside the building, but did not actually get inside the respondent's apartment unit or hotel room.

**Before entering a "Don't know" answer**

If you feel that a respondent may know how the offender entered the dwelling or other building on the respondent's property even though he/she answered "Don't know," probe by repeating the respondent's answer or pausing a moment. However, some respondents really do not know if the offender actually got inside. For instance, enter Ctrl + D if a respondent:

- Did not find anything disturbed or stolen even though the window in the back door was broken and the door was unlocked.
- Was told by a neighbor that an offender was seen leaving the respondent's house, but there was no evidence that the offender got inside

The instrument goes to Item **FORCEDENTRY** when Precode (1) is selected at Item **OFFENDERINSIDE**, otherwise it goes to Item **OFFENDERTRY**.

Did the offender TRY to get in your (house/apartment/room/garage/shed/enclosed porch)?

- 1 Yes
- 2 No

**OFFENDERTRY****OFFENDERTRY**

After entering Precode (2) or "Don't know" in Item **OFFENDERINSIDE**, you will ask the question in Item **OFFENDERTRY** to determine if the offender tried to get into the respondent's dwelling or other building on the respondent's property. As you read the question, make sure to read the appropriate type of structure. For example, if the incident occurred in the respondent's enclosed porch, ask, **"Did the offender TRY to get inside your enclosed porch?"**

**For a Multi-Unit Structure**

If the incident happened in a multi-unit structure, such as an apartment building or a hotel, we are only interested in the respondent's apartment unit or hotel room for Item **OFFENDERTRY**. Enter Precode (2), "No," if the offender tried to get inside the building, but did not actually try to get inside the respondent's apartment unit or hotel room.

**Before Entering  
Precode (2)**

Before entering Precode (2), "No," in Item **OFFENDERTRY**, make sure that the respondent did NOT answer "No" because the offender was let in or entered through an unlocked or open door or window. In other words, there was no evidence of forcible entry. If this is the case, back up and change the answer in Item **OFFENDERINSIDE** to "Yes" by entering Precode (1) to show that the offender actually got inside the respondent's home or lodging.

**Reviewing Answer in  
Item LOCATION\_  
GENERAL**

If you entered Precode (2), "No," in Items **OFFENDERINSIDE** and **OFFENDERTRY**, you are indicating that the offender did NOT get inside or try to get inside the respondent's home or lodging. Therefore, no illegal entry or attempted illegal entry happened. Edit check ENTRY\_CK will appear to alert you to the inconsistency. In this situation, you must go back to one of the questions involved in the inconsistency and review the entry with the respondent so you can verify that the correct precode was entered to indicate where the incident took place.

Was there any evidence, such as a broken lock or broken window, that the offender(s) got in by force?

- 1 Yes
- 2 No

**FORCEDENTRY**

What was the evidence?

- Probe: Anything else?
- Enter all that apply, separate with commas

**WINDOW:**

- 11 Damage to window (include frame, glass broken/removed/cracked)
- 12 Screen damaged/removed
- 13 Lock on window damaged/tampered with in some way
- 14 Other (specify)

**DOOR:**

- 15 Damage to door (include frame, glass panes or door removed)
- 16 Screen damaged/removed
- 17 Lock or door handle damaged/tampered with in some way
- 18 Other (specify)

**OTHER:**

- 19 Other than window or door (specify)

**EVIDENCE**

**Evidence of Forcible Entry**

Items **FORCEDENTRY** and **EVIDENCE** are used to determine whether there was any physical, visible evidence of forcible entry found after the incident took place.

**FORCEDENTRY**

Ask the question in Item **FORCEDENTRY** when:

- Precode (1) is entered in Item **OFFENDERINSIDE**

indicating that the offender actually got inside the respondent's dwelling or lodging

OR

- Precode (1) or Control + D is entered in Item **OFFENDERTRY** indicating that the offender tried to get in the respondent's dwelling or lodging or the respondent does not know whether the offender tried to get in the respondent's dwelling or lodging.

**Precode (1)**

Enter Precode (1), "Yes," when there was physical, visible evidence following the incident that the offender entered or tried to enter the respondent's dwelling or lodging by force. Examples of visible evidence are shown in the answer categories for Item **EVIDENCE**. After entering Precode (1) for Item **FORCEDENTRY**, you will continue with Item **EVIDENCE** to identify the types of physical, visible evidence from the incident.

**Precode (2)**

Enter Precode (2), "No," in Item **FORCEDENTRY**, when the evidence is:

- A skeleton key or entry through an open window, door, etc.
- A ladder or trash placed next to a window, but there was no evidence that the window was tampered with in some way.
- An injury to the respondent as he/she opened the door and the offender pushed the respondent out of the way. Although this is evidence of an attack, it is not evidence of a break-in.
- An offender forces a respondent to let him/her enter the dwelling or lodging and there is no visible evidence of a break-in or attempted break-in to the dwelling or lodging after the incident.

In the examples provided above, enter Precode (2), "No," if no evidence of a forcible entry or attempted forcible entry was mentioned. After entering Precode (2) in Item **FORCEDENTRY**, continue with Item **OFFENDERGETIN**.

---

**EVIDENCE**

After entering Precode (1) in Item **FORCEDENTRY**, you ask the question in Item **EVIDENCE** to identify the types of evidence found after the incident indicating that there was a forcible entry or an attempted forcible entry of the respondent's dwelling or lodging. Enter all precodes that apply to the respondent's answer and continue to ask, "**Anything else?**" until you get a "No" response.

The answer categories for Item **EVIDENCE** are separated into three groups--Window, Door, and Other. Precodes (11) through (14) relate to the types of damage to a window. Precodes (15) through (18) relate to the types of damage to a door. Precode (19) relates to all other means of force used to gain entry or to try to gain entry into the respondent's dwelling or lodging.

Since physical, visible evidence of force is evidence that can be seen, the following types of evidence are NOT considered signs of forcible entry or attempted forcible entry:

- ✖ An open or unlocked window
- ✖ An open or unlocked door.

**Precode (11)**

Enter Precode (11) if the glass in the window was broken, cracked, or removed, or if there was evidence on the window frame that force was used to gain access or to try to gain access into the building, such as pry marks on the window frame.

**Precode (12)**

Enter Precode (12) if the window screen was cut, ripped, or removed by the offender to gain access or to try to gain access.

**Precode (13)**

Enter Precode (13) if the window lock was damaged, removed, or showed visible signs that the offender tampered with it to gain access or to try to gain access.

**Precode (14)**

Enter Precode (14) if the respondent mentions some type of window damage not covered by Precodes (11) through (13). When the "Specify" screen, **EVIDENCE\_SPEC14**, appears after entering Precode (14), enter a note describing how the offender gained access or attempted to gain access through a window. Avoid entering Precode (14) if the respondent's

---

answer really fits one of the answer categories for Precodes (11) through (13).

**Precode (15)**

Enter Precode (15) if there were marks on the door or door frame, such as scratches, holes, or damaged glass in the door, or if the offender removed or knocked down the door to gain access or to try to gain access.

**Precode (16)**

Enter Precode (16) if the offender damaged or removed a screen door.

**Precode (17)**

Enter Precode (17) if a door lock or handle was damaged, tampered with, or removed.

**Precode (18)**

Enter Precode (18) if the respondent mentions some type of door damage not covered by Precodes (15) through (17). When the "Specify" screen, **EVIDENCE\_SPEC18**, appears after entering Precode (18), enter a note describing how the offender gained access or attempted to gain access through a door. Avoid entering Precode (18) if the respondent's answer really fits one of the answer categories for Precodes (15) through (17).

**Precode (19)**

Enter Precode (19) if the offender forcibly gained access or tried to gain access other than through a door or window, such as by cutting a hole in a wall. After entering Precode (19), always note what type of evidence there was of forcible entry or attempted forcible entry when the "Specify" screen, **EVIDENCE\_SPEC19**, appears. After completing the **EVIDENCE** screen, continue with Item **FARFROMHOME**.

How did the offender get in?

- 11 Let in
- 12 Offender pushed his/her way in after door opened
- 13 Through OPEN DOOR or other opening
- 14 Through UNLOCKED door or window
- 15 Through LOCKED door or window - Had key
- 16 Through LOCKED door or window - Picked lock, used credit card, etc., other than key
- 17 Through LOCKED door or window - Don't know how
- 18 Don't know
- 19 Other - specify

OFFENDERGETIN

**Precode (11)**

Enter Precode (11) if the offender was let into the dwelling or lodging by someone who was not authorized to permit entry. For example, a child lets in an offender even though the child's parents had told the offender never to come to their home.

Also enter Precode (11) if the offender entered the dwelling or lodging without permission or entered fraudulently when someone answered the door. For example, an offender falsely claims to be a police officer or a maid to gain access.

**Precode (12)**

Enter Precode (12) if the offender pushed his/her way in after someone opened the door.

**Precode (13)**

Enter Precode (13) if the offender got in or tried to get in through a door or other opening that was already open at the time of the incident. Do not enter Precode (13) if the offender had to open an unlocked door, window, and so on to enter the respondent's dwelling or lodging.

The phrase "Other openings" includes open windows, open garage doors, the open side of a three-sided shed, an opening left by a missing door or window, a hole in the wall, and so on.

**Precode (14)**

Enter Precode (14) if the offender opened or tried to open an unlocked door or window to gain access.

- 
- Precode (15)** Enter Precode (15) if the offender used a key to enter the respondent's dwelling or lodging through a locked door or window. A key includes one cut to fit the lock, a skeleton key, or any other key.
- Precode (16)** Enter Precode (16) if the offender used "another means," other than a key, to gain access through a locked door or window AND the respondent knows or has a pretty good idea how the offender entered or attempted to enter the dwelling or lodging. The phrase "another means" includes picking the lock, using a credit card, and so on.
- It is possible that you could discover that the method used to gain access or to try to gain access left physical, visible evidence of force. If this happens, correct the answer in Item **FORCEDENTRY** by changing Precode (2) to Precode (1). When you go back to a previous screen to change an answer, the instrument will bring up the correct screens automatically.
- Precode (17)** Enter Precode (17) if the respondent thinks or knows that the offender entered or tried to enter his/her dwelling or lodging through a locked door or window, but does not know how.
- Precode (18)** Enter Precode (18) if the respondent does not know how the offender gained access or tried to gain access to his/her dwelling or lodging. For example, a respondent returns home and discovers that the television and stereo system are gone, but there is no indication at all of how the offender got into the home.
- Precode (19)** Enter Precode (19) if the offender entered or tried to enter the respondent's dwelling or lodging by some means not described by Precodes (11) through (18). After entering Precode (19), always describe the method used on the "Specify" screen, **OFFENDERGETIN\_SPEC**.
- Here is an example for entering Precode (19): The offender held a gun to the respondent's head and forced the respondent to open the door.

Was it your school?

- 1 Yes
- 2 No

**RESPONDENTSSCHOOL**

**RESPONDENTSSCHOOL**

After entering Precode (31), "Inside school building," in **LOCATION\_SCHOOL**, continue with **RESPONDENTSSCHOOL** to determine whether or not the incident happened at the school the respondent attends.

**Precode (1)**

For a "Yes" answer, enter Precode (1). Continue with Item **PARTSCHOOLBLDG** to determine in what part of the school building the incident happened.

**Precode (2)**

For a "No" answer, enter Precode (2). Continue with Item **RESTRICTEDAREA** to determine whether or not the incident happened in an area restricted to certain people.

In what part of the school building did it happen?

- 1 Classroom
- 2 Hallway/Stairwell
- 3 Bathroom/Locker room
- 4 Other (library, gym, auditorium, cafeteria)

**PARTSCHOOLBLDG**

**PARTSCHOOLBLDG**

Item **PARTSCHOOLBLDG** is asked to determine in what part of the school building the incident happened. Only ONE precode is allowed to identify the most accurate description of where the incident took place within the respondent's school building.

**Precode (1)**

Enter Precode (1) if the respondent tells you that the incident occurred in a classroom.

**Precode (2)**

Enter Precode (2) if the respondent tells you that the incident occurred in a school hallway or stairway/stairwell.

**Precode (3)** Enter Precode (3) if the respondent tells you that the incident occurred in a school bathroom, shower room, or locker room.

**Precode (4)** Enter Precode (4) if the respondent tells you that the incident occurred in another location within the school building other than the locations mentioned for Precodes (1), (2), or (3), such as in the school library, gym, auditorium, cafeteria, etc.

• Ask or verify:

Did the incident happen in an area restricted to certain people or was it open to the public at the time?

- 1 Open to the public
- 2 Restricted to certain people (or nobody had a right to be there)
- 3 Don't know
- 4 Other - specify

**RESTRICTEDAREA**

**RESTRICTEDAREA**

Item **RESTRICTEDAREA** is asked to determine whether at the time of the incident the location (where the incident occurred) was restricted to certain people or was open to the public.

Notice that Item **RESTRICTEDAREA** has the instruction "ASK OR VERIFY." When you see this instruction, you can verify a known answer with the respondent without asking the question. Only verify a known answer when you see this instruction and do not enter the precode without at least verifying the answer first with the respondent.

**Precode (1)**

Enter Precode (1) when the incident happened in an area that was open to the general public at the time of the incident. Places that are usually open to the public include stores, public sidewalks, public buildings, restaurants, parking lots, apartment yards, parks, etc.

**Precode (2)**

Enter Precode (2) when the incident happened in an area that was restricted to certain people at the time of the incident, such as an employee's lounge in a store, a school classroom, or a private country club. Restricted places

normally consider persons who do not belong on the premises as trespassers. Also enter Precode (2) if the incident happened at a business during non-business hours when the place is restricted and is not open to the general public.

**Precode (3)**

Enter Precode (3) when the respondent does not know if the place where the incident happened was open to the general public at the time of the incident. For example, a respondent left his rain coat at a restaurant and, when he returned the next day, the rain coat was not found. In this situation, you would enter Precode (3) since the respondent does not know whether the incident happened during business or non-business hours AND the restaurant is NOT open to the general public during non-business hours.

**Precode (4)**

Enter Precode (4) if the respondent's answer does not fit the answer categories for Precodes (1) through (3). After entering Precode (4), make sure to explain the situation on the "Specify" screen, **RESTRICTEDAREA\_SPEC**. Avoid entering Precode (4) if the respondent's answer really fits Precode (1), (2), or (3).

**INSIDEOROUT**

- Ask or verify:

Did it happen indoors, outdoors, or both?

- 1 Indoors (inside a building or enclosed space)
- 2 Outdoors
- 3 Both

**INSIDEOROUT**

Item **INSIDEOROUT** is asked to determine if the incident happened indoors, outdoors, or both indoors and outdoors.

Item **INSIDEOROUT** includes the "ASK OR VERIFY" instruction, which allows you to verify a known answer with the respondent without asking the question. Only verify a known answer when you see this instruction and do not enter the answer without at least verifying it with the respondent.

<b>Precode (1)</b>	Enter Precode (1) if the incident happened inside a building or enclosed space that has a roof, such as a three-sided shed, screened porch, screened gazebo, patio room, etc.
<b>Precode (2)</b>	Enter Precode (2) if the incident happened outdoors in an open space, such as in a backyard ( <i>fenced or unfenced</i> ), baseball field, carport, parking lot, open porch or patio, and so on. For the NCVS, all modes of transportation are considered outdoors. This includes cars, trucks, vans, sport utility vehicles, buses, taxicabs, airplanes, trains, etc.
<b>Precode (3)</b>	Enter Precode (3) if the incident happened both indoors and outdoors. For example, a respondent was attacked inside a bar. As the respondent fled the bar, the offender followed him and continued to attack him in the parking lot. Another example would be an incident in which a respondent's property was stolen from inside the home and from the unenclosed patio.

- Ask or verify:

How far away from home did this happen?

- Probe: Was it within a mile, 5 miles, 50 miles or more?
- Enter the code for the first answer category that the respondent is sure of
  - 1 At, in, or near the building containing the respondent's home or next door
  - 2 A mile or less
  - 3 Five miles or less
  - 4 Fifty miles or less
  - 5 More than 50 miles
  - 6 Don't know how far

FARFROMHOME

**FARFROMHOME**

Item **FARFROMHOME** is asked to determine the distance between where the incident happened and where the respondent was residing at the time of the incident.

---

Notice that Item **FARFROMHOME** has the instruction "ASK OR VERIFY." When you see this instruction, you can verify a known answer with the respondent without asking the question. Only verify a known answer when you see this instruction and do not enter the answer without at least verifying it first with the respondent. Enter the first precode about which the respondent feels sure of the answer.

Item **FARFROMHOME** also includes a probe question that you only need to ask if the respondent seems uncertain about how to answer the question.

**Precode (1)**

Enter Precode (1) when the incident took place in the respondent's home or on the respondent's property. If the respondent was living in a single family home or a mobile home at the time of the incident, Precode (1) refers to the home, yard, driveway, carport, sidewalk, or street adjacent to the home. Also enter Precode (1) if the incident happened at the respondent's next door neighbor's home.

If the respondent was living in an apartment, dormitory room, and so on, at the time of the incident, Precode (1) refers to:

- Inside the respondent's unit,
- Inside the building where the unit is located (*for example, an apartment hallway or laundry room*),
- Inside another resident's unit in the same building,
- The yard, sidewalk, or street adjacent to the respondent's building.

**Precodes (2) Through (6)**

Enter the first precode from Precodes (2) through (6) that best describes the distance between where the incident happened and where the respondent was residing at the time of the incident. For example, enter Precode (3) when the respondent is unsure if the distance is less than 5 miles, but is positive that the distance is at least two miles.

? [F1]

- Ask or verify:

Were you or any other member of this household present when this incident occurred?

- You may need to probe to obtain more details to determine if respondent was present.

1 Yes

2 No

**HHMEMBERPRESENT**

**HHMEMBERPRESENT**

Ask or verify Item **HHMEMBERPRESENT** to determine whether any household members were present when the incident occurred. Note the question mark at the top left of the screen. It indicates that there is a help screen for this item. In this question the help screen includes a definition of what "present" means, should you need to review the concept during an interview. It is extremely important that you enter the correct precode for this item, because an incorrect answer will either:

- ✓ Cause you to skip over items needed to fully describe the incident and could cause the incident to classify incorrectly when you enter Precode (2), "No," by mistake,

OR

- ✓ Cause you to ask questions that do not relate to what happened during the incident when you enter Precode (1), "Yes," by mistake.

It is very important that you understand the NCVS concept of "presence" during an incident. If you suspect that a respondent's answer to Item **HHMEMBERPRESENT** is not correct based on the information provided earlier in the interview, make sure to probe for an accurate answer. If you probe and it is still unclear which precode to enter for Item **HHMEMBERPRESENT**, it is better to enter Precode (1), "Yes," than to enter Precode (2), "No."

---

Here are three examples when the respondent answered "No," but, by NCVS standards, each respondent is considered present during the incident:

- A respondent answers "No" to Item **HHMEMBERPRESENT** because she was sleeping in her bedroom on the second floor while the offender forcibly entered through her kitchen door on the first floor and stole electronic equipment.
- A respondent answers "No" to Item **HHMEMBERPRESENT** because he is watching television in his family room while the offender stole three bicycles from his attached garage.
- A respondent answers "No" to Item **HHMEMBERPRESENT** because she is in the kitchen cooking dinner while the offender who is a guest was stealing jewelry and money from her bedroom dresser.

In all of these examples, Precode (1), "Yes," should be entered because the respondent in each case is considered present during the incident. This may not always be clear to a respondent.

**For the NCVS, a household member is considered present when he/she is at the immediate scene of the crime incident and there is an opportunity for the offender to attack or threaten to physically harm a household member or to take something directly from a household member.**

If a current household member was not at the immediate scene of the incident, but was personally attacked or threatened with physical harm or an attempt was made to harm the household member, consider the person present during the incident and complete the incident report items for each eligible household member who was personally victimized. This includes:

- Being shot at through a window by someone outside of the house,
  - Being threatened with physical harm by a neighbor in the
-

---

adjoining yard or by an ex-boyfriend standing outside the respondent's closed door while the respondent is inside the house and on the other side of the closed door. This does **NOT** include threats that are **NOT** made in person directly from the offender to the respondent, such as a threat by telephone, Internet, FAX, mail, or through another person.

*(Also see Part C, Chapter 3, Topic 6, for more detailed information about presence during an incident.)*

Notice that Item **HHMEMBERPRESENT** has the instruction "ASK OR VERIFY." When you see this instruction, you can verify a known answer with the respondent without asking the question. Only verify a known answer when you see this instruction and do not enter the answer without at least verifying it first with the respondent.

(Note: If you are taking a proxy interview, the instrument replaces the word "you" with the proxy person's name.)

**Precode (1), "Yes"**

Enter Precode (1), "Yes," if the respondent or any other person, who is a household member at the time of the interview, was present during the incident according to the NCVS definition of presence. After entering Precode (1), you will continue with Item **WHICHMEMBER**.

Here are some examples for when Precode (1) should be entered in Item **HHMEMBERPRESENT**:

- ✓ A woman looked out her kitchen window and saw a strange boy entering her garage. When she entered the garage, she saw that the boy was attempting to steal her bicycle. The boy got scared and ran away. In this situation, the woman was **PRESENT** because she reached the immediate crime scene while the attempted crime was still in progress and she could have been harmed by the offender.
- ✓ A man falls asleep on the beach and when he wakes, his CD player and keys are gone. In this situation, the man was **PRESENT** even though he was sleeping while the incident took place. He was at the immediate scene of the crime and could have been harmed by the offender.

- ✓ A woman was resting in her family room when a stranger tried to break in through the locked door. When she turned on the porch light, he ran away. In this situation, the woman was **PRESENT** because she was at the immediate scene of the attempted break in and, if the break in had been successful, she could have been harmed by the offender.

**Precode (2), "No"**

Enter Precode (2), "No," if the respondent AND any other person, who is a household member at the time of interview, were NOT present during the incident according to the NCVS definition of presence.

After entering Precode (2), continue with **KNOWLEARNOFFENDERS**.

Here are some examples to demonstrate when Precode (2) should be entered in **HHMEMBERPRESENT**:

- ✓ A woman's leather coat was stolen from the coat room in the restaurant lobby while she was eating dinner at the restaurant. After finishing her meal, she returned to the coat room to get her leather coat and it was gone. In this situation, the woman was **NOT PRESENT**, because she was not at the immediate scene of the crime during the incident and the offender did not have an opportunity to harm the woman during the theft.
- ✓ A man was sleeping inside his house while someone stole his new Mercedes from his driveway. In this situation, the man was **NOT PRESENT**, because he was not at the immediate scene of the crime during the incident and the offender did not have an opportunity to harm him during the theft.
- ✓ A woman looked out her living room window and saw someone loading her riding lawn mower from her front yard onto a truck. By the time she got outside, they had driven away with her lawn mower. In this situation, the woman was **NOT PRESENT** because she was not at the immediate scene of the crime and there was no chance that she could have been harmed during the incident.

- Ask or verify:

Which household members were present?

- 1 Respondent only
- 2 Respondent and other household member(s)
- 3 Only other household member(s), not respondent

#### WHICHMEMBER

##### WHICHMEMBER

After entering Precode (1), "Yes," in Item **HHMEMBERPRESENT**, continue with Item **WHICHMEMBER** so you can determine which household members were present during the incident.

Notice that Item **WHICHMEMBER** has the instruction "ASK OR VERIFY." When you see this instruction, you can verify a known answer with the respondent without asking the question. Only verify a known answer when you see this instruction and do not enter the answer without at least verifying it first with the respondent.

Item **WHICHMEMBER** is another critical item and you need to ensure that you enter the correct precode. Otherwise, important information may be missed (*for example, information about weapons, attack or threat methods, injuries, medical expenses, and so on*) or inappropriate questions may be asked (*for example, questions about weapons, attacks, and threats*).

(Note: For proxy interviews, the word "respondent" is replaced with the proxy person's name.)

##### Precode (1)

Enter Precode (1) when the respondent for a self-response interview (*or the proxy person for a proxy interview*) is the ONLY household member who was present during the incident. After entering Precode (1), continue with Item **SEOFFENDER**.

##### Precode (2)

Enter Precode (2) when both the respondent for a self-response interview (*or the proxy person for a proxy interview*)

AND other household members were present during the incident. After entering Precode (2), continue with Item **SEEOFFENDER**.

**Precode (3)**

Enter Precode (3) when the respondent for a self-response interview (*or the proxy person for a proxy interview*) was NOT present during the incident, but other household members were present. Before entering Precode (3), make sure that the respondent (or proxy person [not the proxy respondent]) was NOT present during the incident. After entering Precode (3), continue with Item **HAPPEN**.

- Ask or verify:

Did you personally see an offender?

- 1 Yes
- 2 No

SEEOFFENDER

**SEEOFFENDER**

Item **SEEOFFENDER** is asked to determine if the respondent personally saw an offender.

**Proxy Interviews**

If you are conducting a proxy interview, the proxy respondent may not know for sure whether the proxy person saw the offender during the incident. Probe by asking if the proxy respondent **thinks** the proxy person saw the offender and then enter the appropriate precode based on the proxy respondent's answer. Precode (3), "Don't know," appears in the answer list for proxy interviews only.

Did the offender have a weapon such as a gun or knife, or something to use as a weapon, such as a bottle or wrench?

- 1 Yes
- 2 No
- 3 Don't know

**WEAPONPRESENT****WEAPONPRESENT**

When a respondent was present during the incident, you ask the question in Item **WEAPONPRESENT** to determine whether the offender had a weapon or used an object as a weapon.

**Guns and Knives**

With the exception of BB and tear gas guns, all guns, rifles, and knives are considered weapons. BB and tear gas guns are only considered weapons when they are used as clubs.

**Objects Used as Weapons**

Objects other than guns, rifles, and knives must have been used as weapons to be considered weapons. For example, if the offender used a screwdriver only to break into the respondent's home, the screwdriver is NOT a weapon for the incident. However, if the offender attacked or threatened to attack the respondent with the screwdriver, then the screwdriver is a weapon for the incident.

When a respondent mentions an object that may or may not be a weapon depending on how the offender used it, probe to verify that the object was used to either attack the respondent or threaten to attack the respondent. Make sure to explain in the summary report exactly how the object was used as a weapon during the incident.

**Motor Vehicles**

In the following situations, a motor vehicle (*for example, a car, truck, van, SUV, motorcycle, and so on*) can be considered a weapon:

- The respondent knows the offender and the offender **deliberately** used a motor vehicle to try to run into the respondent's vehicle or a vehicle in which the respondent was riding.

- The respondent believes that the offender **deliberately** struck or tried to hit him/her with a motor vehicle while the respondent was on foot, a bicycle, in a motor vehicle, and so on. The respondent's belief could be based on words spoken by the offender or facts known about the offender.

However, the offender's vehicle is NOT a weapon if the respondent does not know the offender and there was **NO verbal threat of physical harm to the respondent** when:

- ✖ The offender cut in front of a vehicle driven by the respondent.
- ✖ The offender cut in front of a vehicle in which the respondent was a passenger.
- ✖ The offender and the respondent were involved in some type of traffic accident or incidence of road rage.

#### **Thrown Objects**

Objects that are thrown at the respondent are ONLY considered weapons if they hit the respondent. If the object did NOT hit the respondent, consider the incident as a threat (*entering Precode (1) in Item THREATEN*) and identify the type of threat by entering Precode (21) in Item **HOWTHREATEN**. Do not enter Precode (1) in Item **WEAPONPRESENT** if the respondent mentions only the thrown object that did not hit him/her as a weapon.

#### **Objects That Are Never Weapons**

The following objects are NEVER considered weapons for the NCVS:

- ✖ Animals
- ✖ Parts of the body (*for example, hands, feet, and so on*)
- ✖ Food
- ✖ Small empty cans
- ✖ Mace or pepper spray
- ✖ Tear gas
- ✖ Chloroform
- ✖ Rings
- ✖ Casts

**Precode (1)**

Enter Precode (1), "Yes," if the offender had a weapon, such as a gun or knife, or used an object, such as a bottle or baseball bat, as a weapon. After entering Precode (1), "Yes," you will continue with Item **WEAPON**.

Whenever you enter Precode (1), "Yes," indicating that the offender had a weapon during the incident, you must enter Precode (1), "Yes," in either Item **ATTACK**, **TRYATTACK**, or **THREATEN** to indicate that the offender attacked, tried to attack, or threatened the respondent during the incident.

**Precode (2)**

Enter Precode (2), "No," if the respondent says that the offender did not have a weapon. After entering Precode (2), continue with Item **ATTACK**.

**Precode (3)**

Enter Precode (3), "Don't know," if the respondent says that he/she does not know whether the offender had a weapon. After entering Precode (3), continue with Item **ATTACK**.

What was the weapon?

- Probe: Anything else?
- Enter all that apply, separate with commas.

- 1 Hand gun (pistol, revolver, etc.)
- 2 Other gun (rifle, shotgun, etc.)
- 3 Knife
- 4 Other sharp object (scissors, ice pick, axe, etc.)
- 5 Blunt object (rock, club, blackjack, etc.)
- 6 Other - specify

WEAPON

**WEAPON**

Item **WEAPON** is asked to identify the type of weapon(s) the offender had during the incident. This is a multiple response question; you may enter more than one response. Ask the question as worded in Item **WEAPON** and continue asking, "**Anything else?**" until the respondent says, "No."

**Precode (1)**

Enter Precode (1) when the respondent mentions any type of hand gun, other than a BB gun, tear gas gun, or stun gun. If a respondent mentions a stun gun, enter Precode (6), "Other,"

and enter "stun gun" on the "Specify" screen.

- Precode (2)** Enter Precode (2) when the respondent mentions a rifle, shotgun, or any gun that is NOT a hand gun, other than a BB or tear gas gun.
- Precode (3)** Enter Precode (3) when the respondent mentions any type of knife.
- Precode (4)** Enter Precode (4) when the respondent mentions an object with a thin sharp edge or a fine point (*other than a knife*) that is intended for cutting or piercing (*for example, scissors, ice pick, axe, and so on*). When you enter Precode (4) in Item **WEAPON**, make sure to explain in the summary report whether the sharp object was used as a weapon. If the sharp object was used as a weapon, also explain how it was used as a weapon, such as whether the object was thrown at and hit the respondent, used to stab the respondent, or used to threaten the respondent.
- Precode (5)** Enter Precode (5) when the respondent mentions a blunt-edged object without sharp edges or points, such as a club, rock, blackjack, and so on. Also enter Precode (5) when the offender used a BB gun or tear gas gun as a club. When you enter Precode (5) in Item **WEAPON**, make sure to explain in the summary report if the blunt object was used as a weapon. If the blunt object was used as a weapon, also explain how it was used as a weapon, such as whether the object was thrown at and hit the respondent, used to beat the respondent, or used to threaten the respondent.
- Precode (6)** Enter Precode (6), "Other," and enter a complete description of the weapon on the "Specify" screen, **WEAPON\_SPEC** such as "stun gun." Precode (6) is intended for weapons that you are unsure how to classify or for weapons or objects that the respondent believes the offender had and could use as a weapon, even if the respondent does not know what the weapon or object was. If possible, try to obtain a description and enter it on the "Specify" screen. Avoid entering Precode (6) if the weapon fits one of the other answer categories.
- When you enter Precode (6) in Item **WEAPON**, make sure to explain in the summary report if the object was used as a weapon. If the object was used as a weapon, also explain

how it was used as a weapon and whether the object was thrown at the respondent, used to beat the respondent, or used to threaten the respondent.

Did the offender hit you, knock you down, or actually attack you in any way?

- 1 Yes
- 2 No

ATTACK

**ATTACK**

Ask the question in Item **ATTACK** to determine if the respondent was actually attacked during the incident. In other words, there was some type of **physical contact** between the offender and the respondent.

**Precode (1)**

Enter Precode (1), "Yes," when there was some type of physical contact between the offender and the respondent (*for example, the offender hit, knocked down, or assaulted the respondent in some way*).

Do NOT enter Precode (1) if the offender:

- ✗ Threw something at the respondent and the object did NOT hit the respondent

OR

- ✗ Shot at the respondent and the bullet MISSED the respondent.

After entering Precode (1), "Yes," continue with Item **HOWATTACK**.

**Precode (2)**

Enter Precode (2), "No," when the offender did NOT touch or have physical contact with the respondent during the incident. Also enter Precode (2) if the offender:

- ✓ Threw something at the respondent and the object did NOT hit the respondent

OR

- ✓ Shot at the respondent and the bullet MISSED the respondent.

After entering Precode (2), "No," continue with Item **TRYATTACK**.

Did the offender TRY to attack you?

- 1 Yes
- 2 No

**TRYATTACK**

**TRYATTACK**

Ask the question in Item **TRYATTACK** to determine if the offender tried to attack the respondent during the incident, but did NOT have any physical contact with the respondent. If there is any question in your mind as to whether or not the offender tried to attack the respondent, go with the respondent's perception.

**Precode (1)**

Enter Precode (1), "Yes," when both the offender and the respondent were present during the incident and the offender:

- ✓ Made an attempt to attack the respondent (*for example, the offender tried to punch, hit, shoot, or stab the respondent and missed*)

OR

- ✓ The respondent perceives that the offender could have caused physical injury to him/her (*for example, the offender was chasing the respondent with a gun in his/her hand, but was stopped before reaching the respondent*).

After entering Precode (1), "Yes," continue with Item **HOWTRYATTACK**.

**Precode (2)**

Enter Precode (2), "No," when the offender did not attempt to attack the respondent during the incident. Also enter Precode (2) if the respondent was threatened with physical harm, but the offender did not attempt to attack him/her. After entering Precode (2), "No," continue with Item **THREATEN**.

Did the offender THREATEN you with harm in any way?

- 1 Yes
- 2 No

THREATEN

**THREATEN**

Ask the question in Item **THREATEN** to determine whether the offender made a **face-to-face verbal threat to physically harm the respondent** during the incident. Both the respondent and the offender must be present and the threat must be voiced by the offender directly to the respondent.

Do NOT include threats made by:

- ✗ Telephone,
- ✗ Letter,
- ✗ Electronic mail,
- ✗ FAX machine, or
- ✗ Threats delivered by someone other than the offender.

**Precode (1)**

Enter Precode (1), "Yes," when the offender verbally threatened to physically harm the respondent. After entering Precode (1), "Yes," continue with Item **HOWTHREATEN**.

**Precode (2)**

Enter Precode (2), "No," when:

- ✓ Someone other than the offender delivered the threat to the respondent.

- ✓ The respondent felt threatened, but the offender did not verbally threaten to physically harm the respondent.
- ✓ The threat was made by telephone, letter, electronic mail, or FAX machine.

After entering Precode (2), "No," continue with Item **WHATHAPPEN**.

What actually happened?

- Probe: Anything else?
- Enter all that apply, separate with commas

- 11 Something taken without permission
- 12 Attempted or threatened to take something
- 13 Harassed, argument, abusive language
- 14 Unwanted sexual contact with force (grabbing, fondling, etc.)
- 15 Unwanted sexual contact without force (grabbing, fondling, etc.)
- 16 Forceable entry or attempted forceable entry of house/apartment
- 17 Forceable entry or attempted forceable entry of car
- 18 Damaged or destroyed property
- 19 Attempted or threatened to damage or destroy property
- 20 Other - specify

**WHATHAPPEN**

#### **WHATHAPPEN**

Ask **WHATHAPPEN** to identify what happened during the incident when the respondent answers "No" to each of the questions in Items **ATTACK**, **TRYATTACK**, and **THREATEN** indicating that the offender did NOT attack, try to attack, or threaten him/her with physical harm. This item allows you to enter multiple precodes, so continue asking, "**Anything else?**" until you get a "No" response. Once you have completed Item **WHATHAPPEN**, the instrument continues with Item **IMPACT\_JOB** if Precode (15) was selected in Item **WHATHAPPEN**. If Precode (14) was selected in Item **WHATHAPPEN**, the instrument continues with Item **SEXCONFORCEPROBE\_1**. Otherwise, the instrument goes to Item **PREGATTIMEOFINC** if you are speaking with a

---

female respondent ages 18 to 49, otherwise it continues with Item **PROTECTSELF**.

After asking the question in Item **WHATHAPPEN**, you may discover that the offender did attack, tried to attack, or verbally threatened to physically harm the respondent. If so, do not enter any precodes in Item **WHATHAPPEN** and correct the answers entered in Items **ATTACK**, **TRYATTACK**, or **THREATEN**, as necessary. (You may correct previous answers by pressing the "Up" arrow key and backing up to the appropriate screen to change responses.)

**Unwanted Sexual Contact** Precodes (14) and (15) include a broad range of unwanted sexual acts and are included in Item **WHATHAPPEN** for respondents who do not consider the unwanted sexual contact as an assault. We want to ensure that all sexual assaults committed during an incident are reported. Categories for unwanted sexual contact are also included in Items **HOWTRYATTACK** and **HOWTHREATEN** to ensure that we do not miss any sexual assaults when a respondent says that the offender tried to attack or threatened to physically harm him/her.

It may not always be clear whether you should enter Precode (14), (*with force*), or Precode (15), (*without force*), based on what the respondent tells you. Generally, if the sexual contact involved grabbing, pushing, restraining, or other acts of force, enter Precode (14) and then ask the structured probe at Item **SEXCONFORCEPROBE\_1**. If the sexual contact did not involve any force (*for example, only unwanted touching and/or fondling*), enter Precode (15) in Item **WHATHAPPEN**. If unsure, go with the respondent's perception of whether or not force was used.

**Precode (11)** Enter Precode (11), "Something taken without permission," if the offender stole something belonging to the respondent or another household member.

**Precode (12)** Enter Precode (12), "Attempted or threatened to take something" if the offender:

- Tried to take something that belonged to the respondent or another household member

OR

- Threatened to take something belonging to the respondent or another household member. A threatened theft can be verbal (*For example, "I'm taking your motorcycle."*) or nonverbal (*For example, the offender reaches for the respondent's purse, but doesn't get it.*)

**Precode (13)**

Enter Precode (13), "Harassed, argument, abusive language," if the offender **verbally** bothered the respondent without threatening him/her (*for example, yelling, teasing, insulting, arguing, using obscenities, and so on*).

**Precode (14)**

Enter Precode (14), "Unwanted sexual contact with force (grabbing, fondling, etc.)," if the offender used any type of force during the unwanted sexual contact (*for example, grabbing, pushing, or restraining*). After entering Precode (14), continue with Item **SEXCONFORCEPROBE\_1**.

**Precode (15)**

Enter Precode (15), "Unwanted sexual contact without force (grabbing, fondling, etc.)," if the offender did not use any force during the unwanted sexual contact (*for example, sexually touching, embracing, and/or fondling the respondent without grabbing, pushing, or restraining*).

**Precode (16)**

Enter Precode (16), "Forcible entry or attempted forcible entry of house/apartment," if the offender used force to either break into or attempt to break into the respondent's house or apartment during the incident. When NO FORCE was used to enter or attempt to enter, enter Precode (20), "Other," and explain the break in or attempted break in when the "Specify" screen, **WHATHAPPEN\_SPEC**, appears.

**Precode (17)**

Enter Precode (17), "Forcible entry or attempted forcible entry of car," if the offender used force during the incident to break into or attempt to break into a car or any other type of motor vehicle owned by the respondent or another household member. If force was NOT used, enter Precode (20), "Other." When the "Specify" screen appears, explain how the offender entered or attempted to enter the household member's motor vehicle WITHOUT FORCE (*For example, the offender entered the motor vehicle through an unlocked door*).

- Precode (18)** Enter Precode (18), "Damaged or destroyed property," if the offender damaged or destroyed property during the incident that belongs to the respondent or another household member.
- Precode (19)** Enter Precode (19), "Attempted or threatened to damage or destroy property," if the offender tried or threatened to damage or destroy property during the incident that belongs to the respondent or another household member.
- Precode (20)** Enter Precode (20), "Other," when the incident does not fit one of the preceding categories for Item **WHATHAPPEN** and enter a brief and concise explanation of what happened during the incident on the "Specify" screen, **WHATHAPPEN\_SPEC**, which appears after entering Precode (20). Some examples of acceptable entries for Precode (20) are:
- ✓ Illegal entry of the respondent's house or car without the use of force
  - ✓ Obscene gestures
  - ✓ Trespassing on the respondent's property
  - ✓ A "Peeping Tom."

You mentioned some type of unwanted sexual contact with force. Do you mean forced or coerced sexual intercourse including attempts?

- 1 Yes
- 2 No

SEXCONFORCEPROBE\_1

**SEXCONFORCE  
PROBE\_1**

This probe question appears if Item **WHATHAPPEN** is answered with Precode (14), "Unwanted sexual contact with force," and is asked to ensure that the incident did not include forced or coerced sexual intercourse, including *attempted* forced or coerced sexual intercourse.

If you enter Precode (1) at Item **SEXCONFORCEPROBE\_1**, continue with Item **HOWATTACK** to code the incident as an attack. If you enter Precode (2), continue with Item **IMPACT\_JOB**.

How did the offender TRY to attack you?

- Probe: Any other way?
- Enter all codes that apply, separate with commas

- 11 Verbal threat of rape
- 12 Verbal threat to kill
- 13 Verbal threat of attack other than to kill or rape
- 14 Verbal threat of sexual assault other than rape
- 15 Unwanted sexual contact with force (grabbing, fondling, etc.)
- 16 Unwanted sexual contact without force (grabbing, fondling, etc.)
- 17 Weapon present or threatened with weapon
- 18 Shot at (but missed)
- 19 Attempted attack with knife/sharp weapon
- 20 Attempted attack with weapon other than gun/knife/sharp weapon
- 21 Object thrown at person
- 22 Followed or surrounded
- 23 Tried to hit, slap, knock down, grab, hold, trip, jump, push, etc.
- 24 Other - specify

HOWTRYATTACK

How were you threatened?

- Probe: Any other way?
- Enter all codes that apply, separate with commas

- 11 Verbal threat of rape
- 12 Verbal threat to kill
- 13 Verbal threat of attack other than to kill or rape
- 14 Verbal threat of sexual assault other than rape
- 15 Unwanted sexual contact with force (grabbing, fondling, etc.)
- 16 Unwanted sexual contact without force (grabbing, fondling, etc.)
- 17 Weapon present or threatened with weapon
- 18 Shot at (but missed)
- 19 Attempted attack with knife/sharp weapon
- 20 Attempted attack with weapon other than gun/knife/sharp weapon
- 21 Object thrown at person
- 22 Followed or surrounded
- 23 Tried to hit, slap, knock down, grab, hold, trip, jump, push, etc.
- 24 Other - specify

HOWTHREATEN

**HOWTRYATTACK and  
HOWTHREATEN**

Item **HOWTRYATTACK** is asked to identify how the offender tried to attack the respondent when Precode (1), "Yes," is entered in Item **TRYATTACK**. Item **HOWTHREATEN** is asked to identify how the offender threatened to harm the respondent when Precode (1), "Yes," is entered in Item **THREATEN**.

The answer categories for Items **HOWTRYATTACK** and **HOWTHREATEN** are the same and both items allow for multiple entries, so continue asking "**Any other way?**" until you get a "No" response. After completing Item **HOWTRYATTACK** or Item **HOWTHREATEN**, you will continue with Item **PREGATTIMEOFINC** if you are speaking to a female respondent ages 18 to 49, otherwise you will continue with Item **PROTECTSELF**.

If you determine that none of the respondent's answers for Item **HOWTRYATTACK** or **HOWTHREATEN** indicate that there was an attempted attack or a threat of physical harm, do NOT enter any precodes for Items **HOWTRYATTACK** and **HOWTHREATEN**, and correct the answer for Item **TRYATTACK** or **THREATEN**, as necessary. (Correct

---

answers for these items by using the "Up" arrow key to back up to the item and change responses.) After making the correction, the instrument brings up the appropriate screens automatically.

**Unwanted Sexual Contact**

Precodes (15) and (16) include a broad range of unwanted sexual acts for respondents who do not consider an unwanted sexual contact as an attack or assault. We want to ensure that all sexual assaults committed during an incident are reported correctly. Precode (15), "Unwanted sexual contact with force (grabbing, fondling, etc.)," and Precode (16), "Unwanted sexual contact without force (grabbing, fondling, etc.)," can be entered as answers for Items **HOWTRYATTACK** or **HOWTHREATEN**.

Based on what the respondent tells you, it may not always be clear whether you should enter Precode (15), (*with force*), or Precode (16), (*without force*). Generally, if the sexual contact involved grabbing, pushing, restraining, or other acts of force, enter Precode (15) and then ask the structured probe question for Item **SEXCONFORCEPROBE\_2**. If the respondent tells you that he/she was forced or coerced into having sexual intercourse or a forced attempt was made to have sexual intercourse, continue with Item **HOWATTACK**. If the sexual contact did not involve any force (*for example, only unwanted touching, embracing, and/or fondling*), enter Precode (16) in Item **HOWTRYATTACK** or **HOWTHREATEN**. If unsure, go with the respondent's perception of whether or not force was used.

**Precode (11)**

Enter Precode (11), **Verbal threat of rape**, if the offender was face-to-face with the respondent and **verbally threatened to rape** the respondent. For the NCVS, rape means forced sexual intercourse including both psychological coercion, as well as physical force. Forced sexual intercourse means vaginal, anal, or oral penetration by the offender(s). The penetration also can be from a foreign object, such as a bottle.

**Precode (12)**

Enter Precode (12), **Verbal threat to kill**, if the offender was face-to-face with the respondent and **verbally threatened to kill** the respondent.

- Precode (13)** Enter Precode (13), **Verbal threat of attack other than to kill or rape**, if the offender was face-to-face with the respondent and **verbally** threatened to attack the respondent in some way other than by raping or killing him/her.
- Precode (14)** Enter Precode (14), **Verbal threat of sexual assault other than rape**, if the offender was face-to-face with the respondent and **verbally** threatened to sexually assault the respondent, but did not threaten to rape him/her.
- Precode (15)** Enter Precode (15), **Unwanted sexual contact with force (grabbing, fondling, etc.)**, if the offender used some type of force such as grabbing, restraining, or pushing during the unwanted sexual contact. After entering Precode (15), you always ask the structured probe question in **SEXCONFORCEPROBE\_2**.
- Precode (16)** Enter Precode (16), **Unwanted sexual contact without force (grabbing, fondling, etc.)**, if the offender made some type of unwanted sexual contact without the use of force. For example, during the incident, the offender may have embraced, fondled, or touched the respondent against his/her will, but did not grab, push, or restrain the respondent in any way.
- Precode (17)** Enter Precode (17), **Weapon present or threatened with weapon**, if the offender had a weapon or an object that he/she intended to use as a weapon and the respondent believed the offender would use the weapon to harm him/her. Do NOT enter Precode (17) if the offender attempted to use the weapon or actually shot at the respondent.
- Precode (18)** Enter Precode (18), **Shot at (but missed)**, if the offender discharged a gun or rifle in the direction of the respondent intending to hit the respondent, but the bullet did NOT hit the respondent.
- Do NOT enter Precode (18) if:
- ✗ The offender was not aiming to hit the respondent
- OR
- ✗ The bullet actually hit the respondent. If the respondent

---

was hit by a bullet, change the answer in Item **ATTACK** to "Yes" (use the "Up" arrow key to back up to the item and change the answer) and the instrument continues with Item **HOWATTACK**.

**Precode (19)**

Enter Precode (19), **Attempted attack with knife/sharp weapon**, if the offender tried unsuccessfully to strike or stab the respondent with a knife or other sharp weapon, such as an ice pick or scissors.

**Precode (20)**

Enter Precode (20), **Attempted attack with weapon other than gun/knife/sharp weapon**, if the offender tried unsuccessfully to attack the respondent with a weapon other than a gun, knife, or other sharp weapon. This could include weapons such as clubs, blackjack, rocks, etc.

**Precode (21)**

Enter Precode (21), **Object thrown at person**, if the offender threw an object at the respondent, but did not hit him/her.

**Precode (22)**

Enter Precode (22), **Followed or surrounded**, if the offender was following the respondent or blocking his/her way, and the offender's close proximity to the respondent caused the respondent to fear for his/her safety.

**Precode (23)**

Enter Precode (23), **Tried to hit, slap, knock down, grab, hold, trip, jump, push, etc.**, if the offender tried unsuccessfully to hit, slap, knock down, grab, hold, trip, jump, or push the respondent.

**Precode (24)**

Enter Precode (24), **Other**, if the offender tried to attack or threatened to physically harm the respondent in a way that does not fit one of the preceding categories. Avoid using this category if at all possible since most threats or attempted attacks can be identified in the categories for Precodes (11) through (23). If you do need to enter Precode (24), make sure to enter how the offender tried to attack or threatened to physically harm the respondent in the "Specify" screen, **HOWTRYATTACK\_SPEC**, that appears after entering Precode (24).

---

You mentioned some type of unwanted sexual contact with force.  
Do you mean forced or coerced sexual intercourse including attempts?

- 1 Yes
- 2 No

SEXCONFORCEPROBE\_2

**SEXCONFORCEPROBE\_2**

This probe question appears when Item **HOWTRYATTACK** or Item **HOWTHREATEN** is answered with Precode 15, “Unwanted sexual contact with force,” and is asked to ensure that the incident did not include forced or coerced sexual intercourse, including *attempted* forced or coerced sexual intercourse.

If the respondent tells you that he/she was forced or coerced into having sexual intercourse or a forced attempt was made to have sexual intercourse, enter Precode (1) and continue with Item **HOWATTACK**. Otherwise, continue with Item **IMPACT\_JOB**.

How were you attacked?

- Probe: Any other way?
- Enter all codes that apply, separate with commas

- 11 Raped
- 12 Tried to rape
- 13 Sexual assault other than rape or attempted rape
- 14 Shot
- 15 Shot at (but missed)
- 16 Hit with gun held in hand
- 17 Stabbed/cut with knife/sharp weapon
- 18 Attempted attack with knife/sharp weapon
- 19 Hit by object (other than gun) held in hand
- 20 Hit by thrown object
- 21 Attempted attack with weapon other than gun/knife/sharp weapon
- 22 Hit, slapped, knocked down
- 23 Grabbed, held, tripped, jumped, pushed, etc.
- 24 Other - specify

#### HOWATTACK

#### HOWATTACK

After a respondent tells you in Item **ATTACK** that he/she was attacked during the incident, continue with Item **HOWATTACK** to determine how the respondent was attacked during the incident. Item **HOWATTACK** allows you to enter multiple precodes, so continue asking "**Any other way?**" until you get a "No" response.

If you discover that the respondent was NOT physically attacked during the incident, leave Item **HOWATTACK** unanswered, back up and change the answer in Item **ATTACK** to "No," and continue with Item **TRYATTACK**.

#### Precode (11)

Enter Precode (11), "Raped," if the respondent says that he/she was raped during the incident. After entering Precode (11), an "Active Signal" box appears as shown below:

Active Signal		
You mentioned rape. Do you mean forced or coerced sexual intercourse?		
If "No," then ask: What do you mean?		
Questions Involved howAttack: How attacked	Value Raped	
Suppress	Close	Goto

This screen is included to ensure that the respondent's definition of rape matches the NCVS definition. For the NCVS, rape means forced sexual intercourse including both psychological coercion, as well as physical force. Forced sexual intercourse means vaginal, anal, or oral penetration by the offender(s). The penetration also can be from a foreign object, such as a bottle.

If the respondent's answer to the probe question in the "Active Signal" box is "Yes," click on the "Suppress" button to move to the next question.

If the respondent's answer to the probe question is "No," you must ask the second probe question, "**What do you mean?**" The purpose of this question is to distinguish between rape and other forms of sexual assault. Do not probe beyond this question.

If the respondent's answer to the second probe question does not satisfy the NCVS definition for rape, click on the "Close" or "Goto" button, then delete Precode (11) in Item **HOWATTACK**. Include as much detail as possible about the incident as you write the summary report later in the interview. If the attack involved another type of sexual assault other than rape, enter Precode (13) in Item **HOWATTACK**.

#### Precode (12)

Enter Precode (12), "Tried to rape," if the respondent says that the offender tried to rape him/her during the incident. After entering Precode (12), an "Active Signal" box appears as shown below:

Active Signal		
You mentioned attempted rape. Do you mean attempted forced or coerced sexual intercourse?		
If "No," then ask: What do you mean?		
Questions Involved	Value	
howAttack: How attacked	Tried to rape	
Suppress	Close	Goto

This screen is included to ensure that the respondent's definition of attempted rape matches the NCVS definition. For the NCVS, rape means forced sexual intercourse including both psychological coercion, as well as physical force. Forced sexual intercourse means vaginal, anal, or oral penetration by the offender(s). The penetration also can be from a foreign object, such as a bottle.

If the respondent's answer to the probe question in the "Active Signal" box is "Yes," click on the "Suppress" button to move to the next question.

If the respondent's answer to the probe question in the "Active Signal" box is "No," you must ask the second probe question, "**What do you mean?**" The purpose of this question is to distinguish between attempted rape and other forms of sexual assault. After asking, "**What do you mean?**" do not ask any additional probe questions.

If the respondent's answer to the second probe question does not satisfy the NCVS definition for attempted rape, click on the "Close" or "Goto" button, delete Precode (12) in Item **HOWATTACK**. Include as much detail as possible about the incident as you write the summary report later in the interview. If the attack involved another type of sexual assault, enter Precode (13) in Item **HOWATTACK**.

#### **Precode (13)**

Enter Precode (13) when the respondent was sexually assaulted in some way other than rape or attempted rape; that is, the sexual assault did not involve forced or coerced

sexual intercourse or attempted sexual intercourse (*for example, fondling the respondent's breasts against her will*).

**Precode (14)**

Enter Precode (14) when the offender shot a gun or rifle at the respondent and the respondent was actually hit by the bullet.

**Precode (15)**

Enter Precode (15) when the offender shot a gun or filed intending to hit the respondent, but the respondent did not get hit by the bullet. During an incident, it is possible to have both an attempted attack and an actual attack. However, if you enter Precode (15) AND you do not enter another precode in HOWATTACK to indicate that some physical attack or contact happened during the incident, you must:

- Leave Item **HOWATTACK** blank,
- Back up and change the "Yes" answer in Item **ATTACK** to "No," and
- Ask the question about attempted attacks in Item **TRYATTACK** next.

**Precode (16)**

Enter Precode (16) when the offender used a gun or rifle to strike the respondent (*for example, using it to inflict blunt force injury, rather than shooting at the respondent*).

**Precode (17)**

Enter Precode (17) when the offender used a knife or other sharp object to cut the respondent causing a puncture wound.

**Precode (18)**

Enter Precode (18) when the offender tried to cut or stab the respondent with a knife or other sharp object, but was not successful in causing a puncture wound. During an incident, it is possible to have both an attempted attack and an actual attack. However, if you enter Precode (18) AND do not enter another precode in Item **HOWATTACK** to indicate that some physical attack or contact happened during the incident, then you must:

- Leave Item **HOWATTACK** blank,
  - Back up and change the "Yes" answer in Item **ATTACK** to "No," and
-

- Ask the question about attempted attacks in Item **TRYATTACK** next.

**Precode (19)**

Enter Precode (19) when the offender was holding an object, other than a gun, in his/her hand and hit the respondent with the object.

**Precode (20)**

Enter Precode (20) when the offender threw something at the respondent AND the thrown object hit the respondent.

**Precode (21)**

Enter Precode (21) when the offender tried to attack the respondent with a weapon, other than a gun, knife, or sharp weapon, but the weapon did not make contact with the respondent. During an incident, it is possible to have both an attempted attack and an actual attack. However, if you enter Precode (21) AND do not enter another precode in Item **HOWATTACK** to indicate that some physical attack or contact happened during the incident, then you must:

- Leave Item **HOWATTACK** blank,
- Back up and change the "Yes" answer in Item **ATTACK** to "No," and
- Ask the question about attempted attacks in Item **TRYATTACK** next.

**Precode (22)**

Enter Precode (22) when the offender used his/her hands or fists to hit, slap, or knock down the respondent.

**Precode (23)**

Enter Precode (23) when the offender physically interfered with the respondent's movement by grabbing, holding, tripping, jumping, or pushing him/her.

**Precode (24)**

Enter Precode (24) when the offender physically attacked the respondent in a way not covered in Precodes (11) through (23). After entering Precode (24), make sure to explain how the respondent was attacked on the "Specify" screen, **HOWATTACK\_SPEC**. Before entering Precode (24), make sure that the method of attack does not fit one of the previous answer categories in Item **HOWATTACK**.

Did the offender THREATEN to hurt you before you were actually attacked?

- 1 Yes
- 2 No
- 3 Other - specify

PRETHREATEN

#### PRETHREATEN

After identifying in Item **HOWATTACK** how the respondent was physically attacked, you will ask the question in Item **PRETHREATEN** to determine if the offender verbally threatened to hurt the respondent prior to the actual attack. The verbal threat could be to take any of the actions specified in Item **HOWATTACK**, such as threatening to rape the respondent.

The offender could have voiced the threat anytime from the start of the incident until the moment of the physical attack.

In most cases, you will enter Precode (1), "Yes," or Precode (2), "No," based on the respondent's answer. Only enter Precode (3), "Other," if you need to describe the situation with more than just a "Yes" or "No" answer. Make sure to explain the respondent's answer on the "Specify" screen, **PRETHREATEN\_SPEC**, that appears after entering Precode (3).

What were the injuries you suffered, if any?

- PROBE: Anything else?
- Enter all that apply, separate with commas.

- 11 None
- 12 Raped
- 13 Attempted rape
- 14 Sexual assault other than rape or attempted rape
- 15 Knife or stab wounds
- 16 Gun shot, bullet wounds
- 17 Broken bones or teeth knocked out
- 18 Internal injuries
- 19 Knocked unconscious
- 20 Bruises, black eye, cuts, scratches, swelling, chipped teeth
- 21 Other (specify)

#### INJURY

#### INJURY

After completing Item **PRETHREATEN**, you will ask Item **INJURY** to determine if the respondent experienced any personal injuries during the attack and, if so, to identify what type of bodily injuries were suffered from the incident. Do not include mental or emotional suffering as an injury.

Since the respondent may have suffered various types of injuries during the incident, continue asking, "**Anything else?**" until you get a "No" response.

#### Precode (11)

Enter Precode (11), "None," when the respondent tells you that he/she did not experience any physical injuries from the attack. However, do not enter Precode (11) if:

- ✗ You enter another precode in Item **INJURY**

OR

- ✗ You entered Precode (11), "Raped," or Precode (12), "Tried to rape," in Item **HOWATTACK**.

After entering precode (11), continue with **IMPACT\_JOB**.

**Precode (12)**

Enter Precode (12), "Raped," when you have entered Precode (11), "Raped," in Item **HOWATTACK**, regardless of whether the respondent mentions "Raped" as an injury. If this happens, hit the "Suppress" button in the Active Signal box (which appears as a pop-up), without asking the probe question a second time. However, when the respondent did not mention "Raped" in Item **HOWATTACK** and then reports "Raped" as an injury in Item **INJURY**, you must ask the probe question in the Active Signal box that appears.

Active Signal		
You mentioned rape. Do you mean forced or coerced sexual intercourse?		
If "No," then ask: What do you mean?		
Questions Involved	Value	
How attacked	Raped	
Injury: Injuries		
<hr/> Suppress      Close      Goto		

If the respondent's answer to the probe question in the "Active Signal" box is "Yes," click on the "Suppress" button to move to the next question. However, if the respondent answers, "No," in the Active Signal box, ask the additional probe, "**What do you mean?**" This additional probe question is needed to distinguish between rape, attempted rape, and other types of sexual assaults.

After asking, "**What do you mean?**" do not ask any additional probe questions. Make sure to include any additional details about the incident later in the interview at the **SUMMARY** screen.

**Precode (13)**

Only enter Precode (13), "Attempted rape," when the respondent specifically says that his/her injury was an attempted rape. Do not automatically enter Precode (13), "Attempted Rape," when Precode (12), "Tried to rape," is entered in Item **HOWATTACK**. If an offender tried to rape the respondent and the respondent does not report any physical injuries in Item

**INJURY**, enter Precode (11), "None," in Item **INJURY**.

If the respondent reports an "Attempted rape" injury in **INJURY**, but did not report "Tried to rape" in Item **HOWATTACK**, an "Active signal" box appears:

Active Signal		
You mentioned attempted rape. Do you mean attempted forced or coerced sexual intercourse?		
If "No," then ask: What do you mean?		
Questions Involved	Value	
Injury: Injuries	Attempted rape	
<hr/>		
Suppress	Close	Goto

If you get a "Yes" answer, click on the "Suppress" button to continue to the next screen.

If the respondent says that he/she did not mean attempted forced or coerced sexual intercourse or is unsure of the answer, ask the additional probe question, "**What do you mean?**" in the "Active Signal" box. The second probe question is needed to distinguish between rape, attempted rape, and other types of sexual assaults. Make sure to include any additional details about the incident in the summary report later in the interview.

**Precode (14)**

Only enter Precode (14), "Sexual assault other than rape or attempted rape," when the respondent specifically says that this was one of his/her injuries. Make sure to also ask if the respondent suffered any other injuries and, if so, enter the appropriate precodes in Item **INJURY**. Do not automatically enter Precode (14) when Precode (13), "Sexual assault other than rape or attempted rape," is entered in Item **HOWATTACK**. If the respondent reports a sexual assault other than rape or attempted rape in Item **HOWATTACK** and does not report any physical injuries in Item **INJURY**, enter Precode (11), "None," in Item **INJURY**.

**Precode (15)**

Enter Precode (15), "Knife or stab wounds," when the respondent reports an injury caused by a knife or any other

sharp or pointed object.

- Precode (16)** Enter Precode (16), "Gun shot, bullet wounds," when the respondent reports an injury caused by the bullet or shot from a hand gun, rifle, shotgun, and so on. Do not enter Precode (16) if the injury was caused by being shot with a BB gun, tear gas gun, or a stun gun.
- Precode (17)** Enter Precode (17), "Broken bones or teeth knocked out," when the respondent reports that he/she suffered broken, chipped, or cracked bones from the attack. Also enter Precode (17) when a respondent says that one or more of his/her teeth were knocked out.  
However, do not enter Precode (17) for injuries involving broken, chipped, or cracked teeth; instead, enter Precode (20) for this type of injury.
- Precode (18)** Enter Precode (18), "Internal injuries," when the respondent reports that he/she suffered any type of internal injuries during the attack.
- Precode (19)** Enter Precode (19), "Knocked unconscious," when the respondent reports that he/she was knocked unconscious, blacked out, passed out, went into a coma, and so on, resulting directly from the attack.  
Do not enter Precode (19) if the respondent became unconscious or fainted due to fear or medical treatment, which cannot be attributed directly to the attack.
- Precode (20)** Enter Precode (20), "Bruises, black eye, cuts, scratches, swelling, chipped teeth," when the respondent reports any **minor** injuries that are not covered specifically in Precodes (12) through (19). Examples of injuries to include for Precode (20) are minor burns, bruises, black eyes, cuts, scratches, swellings, and chipped teeth suffered during the attack.
- Precode (21)** Enter Precode (21), "Other," when the respondent mentions an injury that does not seem to fit into any of the injuries for Precodes (12) through (20). Always enter a description of the injury on the "Specify" screen, **INJURY\_SPEC** after entering Precode (21) (*for example, eye damage from gasoline thrown in eyes or severe burns from acid dropped on arms*). Avoid entering Precode (21) if

the injury fits into one of the injury descriptions for Precodes (12) through (20).

- Ask or verify:

Were any of the injuries caused by a weapon other than a gun or knife?

- 1 Yes
- 2 No

**INJURYNOTGUN**

**INJURYNOTGUN**

Item **INJURYNOTGUN** is used to determine if any injuries reported in Item **INJURY** were caused by a weapon OTHER THAN a gun or a knife. If you feel sure of the answer, you can verify the answer with the respondent, instead of asking the question. Otherwise, ask the question in Item **INJURYNOTGUN**. If you get a "Yes" answer, enter Precode (1) and continue with Item **FIRSTINJURY**. If you get a "No" answer, enter Precode (2) and continue with Item **MEDICALCARE**.

Which injuries marked in the field INJURIES were caused by a weapon OTHER than a gun or knife?

- Enter all that apply, separate with commas

17 Broken bones or teeth knocked out

19 Knocked unconscious

**FIRSTINJURY**

**FIRSTINJURY**

Item **FIRSTINJURY** is used to identify which injuries reported in Item **INJURY** were caused by a weapon OTHER THAN a gun or knife. With the exception of Precodes (15), knife or stab wounds, and (16), gunshot or bullet wounds, the injuries reported at Item **INJURY** will be shown at Item **FIRSTINJURY**.

Since we are interested in injuries that were caused by a weapon other than a gun or knife, Precodes (15) and (16) will not appear in Item **FIRSTINJURY**, even if they were entered in Item **INJURY**. Enter the appropriate precodes for the injuries listed at Item **FIRSTINJURY** that were caused by a weapon other than a gun or knife.

Were you injured to the extent that you received any medical care, including self treatment?

- 1 Yes
- 2 No

MEDICALCARE

**MEDICALCARE**

Item **MEDICALCARE** is used to find out if the respondent received any medical care for the injuries reported in Item **INJURY**. This medical care includes any care or treatment provided for the respondent's physical injuries, including self treatment. Treatment can range from bandages and ice packs to setting broken bones and major surgery.

**Precode (1)**

Enter Precode (1), "Yes," when the respondent received any type of medical treatment for the reported injuries, regardless of where the medical care was provided or who provided the treatment. After entering Precode (1), you will continue with Item **RECEIVECAREWHERE**.

**Precode (2)**

Enter Precode (2), "No," when the respondent did not receive any medical treatment for his/her injuries. After entering Precode (2), continue with Item **IMPACT\_JOB**.

Where did you receive this care?

- PROBE: Anywhere else?
- Enter all that apply, separate with commas

- 11 At the scene
- 12 At home/neighbor's/friend's
- 13 Health unit at work/school, first aid station at a stadium/park, etc.
- 14 Doctor's office/health clinic
- 15 Emergency room at hospital/emergency clinic
- 16 Hospital (other than emergency room)
- 17 Other - specify

RECEIVECAREWHERE

**RECEIVECAREWHERE**

Item **RECEIVECAREWHERE** is used to determine where the respondent received medical treatment for his/her injuries. Continue asking, "**Anywhere else?**" until you get a "No" response, since the respondent may have been cared for at more than one location (*for example, at the crime scene, then at an emergency room, and later at a doctor's office*).

**Precode (11)**

Enter Precode (11), "At the scene," if the respondent received any type of medical treatment at the scene of the attack (*for example, in the alley where he was mugged or in the shopping mall where she was stabbed*).

**Precode (12)**

Enter Precode (12), "At home/neighbor's/friends," if the respondent received any type of medical treatment at his/her home or at the home of the respondent's neighbor, friend, or relative.

**Precode (13)**

Enter Precode (13), "Health unit at work/school, first aid station at a stadium/park, etc.," if the respondent received any type of medical treatment at a health unit or first aid station at work or school, at a sports arena or stadium, airport, at a train or subway station, a museum or some other type of emergency facility other

than those covered in Precodes (14), (15), or (16).

**Precode (14)**

Enter Precode (14), "Doctor's office/health clinic," if the respondent received any type of medical treatment at any type of doctor's or dentist's office, or in some kind of medical or health clinic that serves patients on either a routine or an emergency basis.

**Precode (15)**

Enter Precode (15), "Emergency room at hospital/emergency clinic," if the respondent received any type of medical treatment at a hospital emergency room or at an emergency clinic. Emergency clinics differ from other medical clinics in that they **only deal with emergency cases** and do not provide services on a routine basis.

**Precode (16)**

Enter Precode (16), "Hospital (other than emergency room)," if the respondent received any type of medical treatment after being admitted to a hospital or being referred to an outpatient treatment center or therapy area. If the respondent was treated first at a hospital emergency room and was later admitted to the hospital, enter Precodes (15) AND (16).

**Precode (17)**

Enter Precode (17), "Other," if the respondent received any type of medical treatment at a location other than the places identified in Precodes (11) through (16). Avoid entering Precode (17) if the location fits into one of the other precodes in Item **RECEIVECAREWHERE**. If you do enter Precode (17), always enter a description of the place on the "Specify" screen, **RECEIVECAREWHERE\_SPEC** (*for example, in ambulance on way to hospital or on a street, shoulder of a highway, parking lot, and so on, but NOT at the crime scene*).

Did you stay overnight in the hospital?

- 1 Yes
- 2 No

CAREOVERNIGHT

**CAREOVERNIGHT**

When a respondent received medical care in a hospital (*Precode (16) entered in Item RECEIVECAREWHERE*), Item **CAREOVERNIGHT** is asked to find out if the respondent stayed in a hospital **overnight** to receive medical care for his/her injuries suffered during the attack.

After entering Precode (1) for a "Yes" answer, continue with Item **CAREDAYHOSPIT**. If you enter Precode (2) for a "No" answer, continue with **MEDICALINSURANCE**.

How many days did you stay in the hospital?

- If over 200 days, enter 200

CAREDAYHOSPIT

**CAREDAYHOSPIT**

**CAREDAYHOSPIT** is used to identify how many days the respondent spent in the hospital for this treatment.

When determining the number of days spent in the hospital:

- Count each night spent in the hospital as one day and only enter whole days (*for example, enter 3 days, not 3 1/2 days*).
- Count all days spent in the hospital up to the night prior to the interview.
- If a respondent cannot recall the exact number of days, enter the respondent's best estimate.

At the time of the incident, were you covered by any medical insurance, or were you eligible for benefits from any other type of health benefits program, such as Medicaid, Veterans Administration, or Public Welfare?

- 1 Yes
- 2 No
- 3 Don't know

**MEDICALINSURANCE****MEDICALINSURANCE**

Item **MEDICALINSURANCE** is used to determine if the respondent was eligible to receive health benefits from a medical insurance plan or policy. Normally, the benefits will cover all or part of the hospital expenses and the charges for a doctor or surgeon's services, medication, and so on. The respondent needs to understand that you are asking about health benefits from a formal plan or policy with defined membership and benefits which he/she was eligible to receive **at the time of the incident**.

In addition to health insurance coverage from a private company, we are also interested in knowing whether the respondent was eligible for benefits from any publicly organized system that provides health benefits, such as medicaid, Veterans Administration, or Public Welfare.

If a respondent tells you that a friend or family member offered to pay for his/her medical expenses, probe to find out whether the respondent was covered by some type of health insurance plan, even if the respondent did not submit a claim or the plan did not pay any benefits.

Enter Precode (1) for a "Yes" answer, Precode (2) for a "No" answer, and Precode (3) for "Don't know." After completing Item **MEDICALINSURANCE**, continue with Item **MEDICALEXPENSES**.

What was the total amount of your medical expenses resulting from this incident (INCLUDING anything paid by insurance)? Include hospital and doctor bills, medicine, therapy, braces, and any other injury-related expenses.

- Obtain an estimate if necessary
- Round to the nearest dollar
- Enter a number between 1-999,996

**MEDICALEXPENSES****MEDICALEXPENSES**

Item **MEDICALEXPENSES** is used to identify the TOTAL dollar amount of the respondent's medical expenses resulting directly from injuries suffered during the incident. (Note that the parenthetical phrase "INCLUDING anything paid by insurance only appears if item **MEDICALINSURANCE** was answered with Precode (1), "Yes.") Include in this figure any doctor and hospital bills, surgeon's fees, emergency room expenses, ambulance services, services provided by a physical therapist, dentist, and so on. Also include expenses for medicine and any kind of special devices or aids required as a result of the respondent's injuries, such as braces, crutches, dentures, eyeglasses, a wheelchair, or artificial limbs.

Enter the respondent's answer in whole dollars in the "Total amount" space. If the respondent is not sure of the exact amount, enter his/her best estimate of the cost for medical expenses.

If the respondent is still undergoing medical treatment for injuries related to the incident, ask for the respondent's best estimate of the projected total cost for his/her medical expenses and enter the projected estimate in the "Total amount" space.

Enter 0 (zero), to indicate "No Cost," if the respondent did not incur any medical expenses for his/her injuries as a result of the incident.

After completing Item **MEDICALEXPENSES**, the instrument goes to Item **IMPACT\_JOB**.

**Emotional Toll Questions:**  
Items **IMPACT\_JOB** through  
**KIND\_HELP\_PHYPROBS**

The Emotional Toll questions (added in July 2008) are only asked of persons who reported a violent crime, such as an attack, threat of attack, attempted attack, or unwanted sexual contact (with or without force).

Being a victim of crime affects people in different ways. Next I would like to ask you some questions about how being a crime victim may have affected you.

Did being a victim of this crime lead you to have significant problems with your job or schoolwork, or trouble with your boss, coworkers, or peers?

- 1 Yes
- 2 No

**IMPACT\_JOB**

**IMPACT\_JOB**

Item **IMPACT\_JOB** informs the respondent that we are changing the focus of the next set of questions to talk about how being a victim of a crime has affected them. This question specifically asks the respondent whether being a victim of this crime has led the respondent to have significant problems with their job or schooling, or trouble with their boss, coworkers, or peers.

Select Precode (1), "No," when the respondent reports that they have experienced significant problems with their job or schoolwork, or people they frequently interact with in their daily lives.

Select Precode (2), "Yes," when the respondent reports that they have not experienced any significant problems with their job or schoolwork, or people they frequently interact with in their daily lives.

Did being a victim of this crime lead you to have significant problems with family members or friends, including getting into more arguments or fights than you did before, not feeling you could trust them as much, or not feeling as close to them as you did before?

- 1 Yes
- 2 No

**IMPACT\_FAMILY**

**IMPACT\_FAMILY**

Item **IMPACT\_FAMILY** is asked to find out whether being the victim of a crime caused the respondent to have significant problems with his/her family and/or friends.

Select Precode (1), "Yes," when the respondent reports that being a victim of this crime led to significant problems with family members or friends.

Select Precode (2), "No," when the respondent reports that being a victim of this crime did not lead to any significant problems with family members or friends.

How distressing was being a victim of this crime to you? Was it not at all distressing, mildly distressing, moderately distressing, or severely distressing?

- 1 Not at all distressing
- 2 Mildly distressing
- 3 Moderately distressing
- 4 Severely distressing

**HOW\_DISTRESSING**

**HOW\_DISTRESSING**

Item **HOW\_DISTRESSING** is asked to find out what level or magnitude of distress the respondent felt after having been the victim of a crime.

**Precode (1)**

Select Precode (1) when the respondent states that being a victim of this crime was not at all distressing.

**Precode (2)**

Select Precode (2) when the respondent states that being a victim of this crime was mildly distressing.

If Precodes (1) or (2) are selected and either of the Items **IMPACT\_JOB** and **IMPACT\_FAMILY** are marked "Yes," then the instrument goes to the **FEEL\_WORRIED** screen. However, if both Items **IMPACT\_JOB** and **IMPACT\_FAMILY** are marked "No" and Precode (1) or (2) is marked in Item **HOW\_DISTRESSING**, the instrument skips to one of the following screens:

- Item **PREGATTIMEOFINC**, if the respondent is a female between the ages of 18 and 49 years old.
- Item **PROTECTSELF** when the respondent is NOT a female between the ages of 18 and 49 years old.

**Precode (3)**

Select Precode (3) when the respondent states that being a victim of this crime was moderately distressing to them. If Precode (3) is selected the instrument goes to Item **FEEL\_WORRIED**.

**Precode (4)**

Select Precode (4) when the respondent states that being a victim of this crime was severely distressing to them. If Precode (4) is selected the instrument goes to Item **FEEL\_WORRIED**.

Still thinking about your distress associated with being a victim of this crime did you feel any of the following ways for A MONTH OR MORE? Did you feel...

Worried or anxious?

- 1 Yes  
2 No

**FEEL\_WORRIED**

Angry?

- 1 Yes
- 2 No

FEEL\_ANGRY

Sad or depressed?

- 1 Yes
- 2 No

FEEL\_SAD

Vulnerable?

- 1 Yes
- 2 No

FEEL\_VULNERABLE

Violated?

- 1 Yes
- 2 No

FEEL\_VIOLATED

Like (you/he/she) couldn't trust people?

- 1 Yes
- 2 No

FEEL\_MISTRUST

Unsafe?

- 1 Yes
- 2 No

FEEL\_UNSAFE

Some other way?

- 1 Yes
- 2 No

FEEL\_OTHER WAY

What other way did being a victim of this crime make (you/name) feel?

FEEL\_OTHER\_WAY\_SP

**FEEL\_WORRIED** through  
**FEEL\_OTHER\_WAY\_SP**

Items **FEEL\_WORRIED** through **FEEL\_OTHER\_WAY\_SP** ask about the feelings and perceptions of distress the respondent may have had after experiencing a crime incident.

This series of eight questions is asked when the respondent reports that they were moderately or severely distressed or they have experienced significant problems at work or school or with family members or friends as a result of being a victim of this crime. These questions are

---

asked independently of one another, but share the same question stem.

On the **FEEL\_WORRIED** screen the question stem appears in **bold face text** and reads, “***Still thinking about your distress associated with being a victim of this crime did you feel any of the following ways for A MONTH OR MORE? Did you feel ...?***” followed by “**worried or anxious?**”

In items **FEEL\_ANGRY** through **FEEL\_OTHER WAY** the question stem is in gray text to signify that reading the question stem is optional, however, the specific question text appears in **bold face text** and must be read to the respondent. Repeat the question stem whenever appropriate or if asked by the respondent. If the responses to all eight of these questions is “No,” signifying that the respondent has not experienced any of these types of feelings for a month or more, the instrument goes to Item **HAVE\_HEADACHES**. Otherwise, it goes to Item **SEEK\_PRO\_HELP**.

**Precode (1)**

Select Precode (1), “Yes,” in each of these eight questions if the respondent reports that they experienced those specific types of feelings for a month or more as a result of being a victim of this crime. A “Yes” response in Item **FEEL\_OTH WAY** causes the instrument to go to Item **FEEL\_OTH WAY SP** to collect any other feelings that do not fit the first seven categories presented. Remember the respondent must have experienced these feelings for a month or more and attribute these feelings directly to being a victim of this crime. Be brief but descriptive when entering this information in Item **FEEL\_OTHER WAY SP**.

**Precode (2)**

Select Precode (2), “No,” in each of these eight questions if the respondent reports that they did not experience that specific type of feeling for a month or more as a result of being a victim of this crime.

Did you seek any kind of professional help for the feelings you experienced as a result of being a victim of this crime?

- 1 Yes
- 2 No

**SEEK\_PRO\_HELP**

**SEEK\_PRO\_HELP**

Item **SEEK\_PRO\_HELP** is asked to find out whether the respondent sought any kind of professional help dealing with their feelings after experiencing a crime incident. It appears when the respondent reported having at least one of the feelings in **FEEL\_WORRIED** through **FEEL\_OTHER WAY** because they were a crime victim.

**Precode (1)**

Select Precode (1), "Yes," if the respondent reports that they sought some form of professional help for the prolonged feelings they experienced. The instrument goes to **PRO\_HELP\_SOUGHT**.

**Precode (2)**

Select Precode (2), "No," if the respondent reports that they did not seek any professional help for the feelings they experienced. The instrument goes to **HAVE\_HEADACHES**.

What kind of professional help did you seek?

- Mark all that apply separated by commas
- 1 Counseling/therapy
  - 2 Medication
  - 3 Visited doctor or nurse
  - 4 Visited ER/hospital/clinic
  - 5 Other - Specify

**PRO\_HELP\_SOUGHT**

What other kind of professional help did you seek?

HELP\_SOUGHT\_SP

**PRO\_HELP\_SOUGHT** and  
**HELP\_SOUGHT\_SP**

Items **PRO\_HELP\_SOUGHT** and **HELP\_SOUGHT\_SP** are asked to find out what kind of professional help the respondent sought. Mark as many responses as apply in Item **PRO\_HELP\_SOUGHT**.

Item **HELP\_SOUGHT\_SP** appears if Precode (5), "Other," is marked in **PRO\_HELP\_SOUGHT**. Use **HELP\_SOUGHT\_SP** to list any type of professional help that does not appear in the answer categories in **PRO\_HELP\_SOUGHT**.

**HELP\_SOUGHT\_SP** allows 100 characters for a response.

**Precode (1)**

Select Precode (1) if the respondent reports that they sought professional counseling/therapy as a result of being a victim of this crime.

**Precode (2)**

Select Precode (2) if the respondent reports that they sought medication as a result of being a victim of this crime.

**Precode (3)**

Select Precode (3) if the respondent reports that they visited a doctor or nurse as a result of being a victim of this crime.

**Precode (4)**

Select Precode (4) if the respondent reports that they visited the emergency room, hospital, or clinic, as a result of being a victim of this crime.

**Precode (5)**

Select Precode (5) if the respondent reports that they sought some other form of professional help not listed in categories 1 through 4. If Precode (5) is selected, the instrument goes to **HELP\_SOUGHT\_SP** to collect the "other" kind of professional help the respondent sought. Be brief, but descriptive, when entering the other kind of professional help in the "Other - Specify" field.

Did you experience any of the following physical problems associated with being a victim of this crime for A MONTH OR MORE? Did you experience....

Headaches?

- 1 Yes
- 2 No

HAVE\_HEADACHES

Trouble sleeping?

- 1 Yes
- 2 No

TRBL\_SLEEPING

Changes in (your/his/her) eating or drinking habits?

- 1 Yes
- 2 No

EATING\_PROBS

Upset stomach?

- 1 Yes
- 2 No

UPSET\_STOMACH

Fatigue?

- 1 Yes
- 2 No

FATIGUE

High blood pressure?

- 1 Yes
- 2 No

HIGH\_BLOOD\_PRESS

Muscle tension or back pain?

- 1 Yes
- 2 No

MUSCLE\_TENSION

Some other physical problem?

- 1 Yes
- 2 No

OTHER\_PHYSICAL

What other physical problem did you experience for A MONTH OR MORE?

OTH\_PHY\_SP

**HAVE\_HEADACHES** through  
**OTH\_PHY\_SP**

Items **HAVE\_HEADACHES** through **OTH\_PHY\_SP** ask about physical problems the respondent may have had in response to the crime incident they experienced. The respondent must have experienced the physical problems **for a month or more** and attribute these problems directly to the crime incident. These questions are asked independently of one another but share the same question stem.

In Item **HAVE\_HEADACHES** the question stem appears in **bold face text** and reads, “*Did you experience any of the following physical problems associated with being a victim of this crime for A MONTH OR MORE? Did you experience...*” followed by “*headaches?*”

Items **TRBL\_SLEEPING** through **OTHER\_PHYSICAL** the question stem appears in gray text to signify that reading the question stem is optional, however, the specific question text appears in **bold face text** and must be read to the respondent. Repeat the question stem whenever appropriate or if asked by the respondent. If you select the “Yes” response to Item **OTHER\_PHYSICAL** the instrument goes to Item **OTH\_PHY\_SP**. Enter the verbatim response provided by the respondent for the other physical problem that they experienced for a month or more as a result of being the victim of this crime.

**Precode (1)**

Select Precode (1) in each of these eight questions if the respondent reports that they experienced that specific type of physical problem for a month or more as a result of being a victim of this crime. If the respondent reports that they experienced at least one prolonged physical problem for a month or more by answering “Yes” to at least one of Items **HAVE\_HEADACHES** through **OTHER\_PHYSICAL**, the instrument goes to Item **SEEK\_HELP\_PHYPROBS**.

**Precode (2)**

Select Precode (2) in each of these eight questions if the respondent reports that they did not experience that specific type of physical problem for a month or more as a result of being a victim of crime. If the response to all eight of these questions is “No,” signifying that the respondent has not experienced any of these types of physical problems for a month or more the instrument skips to one of the following screens:

- Item **PREGATTIMEOFINC**, if the respondent IS a female between the ages of 18 and 49 years old.
- Item **PROTECTSELF** when the respondent is NOT a female between the ages of 18 and 49 years old.

Other than any medical care you received for the (injury/injuries) did you seek any kind of professional or medical help for the physical problems you experienced as a result of being a victim of this crime?

- 1 Yes  
2 No

SEEK\_HELP\_PHYPROBS

**SEEK\_HELP\_PHYPROBS**

Item **SEEK\_HELP\_PHYPROBS** asks the respondent if they sought any kind of professional or medical help for the prolonged physical problems they reported as a result of being a victim of this crime. The phrase "***Other than any medical care you received for the injury(ies) you suffered,***" is only displayed and read to the respondent when the respondent reported an injury. If no injuries were reported you read, "***Did you seek any kind of professional or medical help for the physical problems you experienced as a result of being a victim of this crime?***"

**Precode (1)**

Select Precode (1), "Yes," if the respondent reports that they sought some form of professional or medical help for the prolonged physical problems they experienced. The instrument goes to Item **KIND\_HELP\_PHYPROBS**.

**Precode (2)**

Select Precode (2) if the respondent reports that they did not seek any professional or medical help for the physical problems they experienced. The instrument will skip to one of the following screens:

- Item **PREGATTIMEOFINC**, if the respondent IS a female between the ages of 18 and 49 years old.
- Item **PROTECTSELF** when the respondent is NOT a female between the ages of 18 and 49 years old.

What kind of professional or medical help did you seek?

- Mark all that apply separated by commas

- 1 Counseling/therapy
- 2 Medication
- 3 Visited doctor or nurse
- 4 Visited ER/hospital/clinic
- 5 Other - Specify

KIND\_HELP\_PHYPROBS

What other kind of professional help did you seek?

KIND\_HELP\_PHYOTH\_SP

**KIND\_HELP\_PHYPROBS,**  
**KIND\_HELP\_PHYPROBS\_SP**

Item **KIND\_HELP\_PHYPROBS** asks the respondent what kind of professional or medical help they sought for the prolonged physical problems they experienced. This question is only asked when the respondent reports that they sought professional help for the physical problems they reported. Select all precodes that apply.

**Precode (1)**

Select Precode (1) if the respondent reports that they sought professional counseling/therapy for the physical problems they experienced.

**Precode (2)**

Select Precode (2) if the respondent reports that they sought medication to alleviate the physical problems they experienced.

**Precode (3)**

Select Precode (3) if the respondent reports that they visited a doctor or nurse to treat or diagnose the physical problems they experienced.

**Precode (4)**

Select Precode (4) if the respondent reports that they visited the emergency room, hospital, or clinic, to treat the physical problems they experienced.

**Precode (5)**

Select Precode (5) if the respondent reports that they sought some other form of professional help not listed in answer categories 1 through 4 to address the prolonged physical problems they experienced. If Precode (5) is selected, the instrument will proceed to the **KIND\_HELP\_PHYOTH\_SP** screen to collect the “other” kind of professional help the respondent sought for their prolonged physical problems.

After completing the new Emotional Toll section the instrument goes to the **PREGATTIMEOFINC** screen if the respondent is a female between the ages of 18 and 49 years old. Otherwise the instrument goes to Item **PROTECTSELF**.

Research shows that pregnant women may be at a higher risk of being the victim of a violent crime.

Were you pregnant at the time of this incident?

- 1 Yes
- 2 No

PREGATTIMEOFINC

**PREGATTIMEOFINC**

Item **PREGATTIMEOFINC** is asked to determine the pregnancy status of all female respondents ages 18 to 49 during any incidents in which they were present.

Some women may be sensitive to this question or find it intrusive in nature. If you encounter such reactions, remind the respondent of the confidentiality and importance of the data.

Did you do anything with the idea of protecting YOURSELF or your PROPERTY while the incident was going on?

- 1 Yes
- 2 No/took no action/kept still

PROTECTSELF

**PROTECTSELF**

Item **PROTECTSELF** is used to determine if the respondent did anything in an attempt to protect himself/herself or his/her property during the incident.

After entering Precode (1) for a "Yes" answer, continue with Item **ACTIONSDURINGINC**. Enter Precode (2) when the respondent answers "No" or says that he/she took no action or just kept still during the incident. After entering Precode (2), continue with Item **DURINGINCIDENT**.

Was there anything you did or tried to do about the incident while it was going on?

- 1 Yes
- 2 No/took no action/kept still

DURINGINCIDENT

**DURINGINCIDENT**

Item **DURINGINCIDENT** is used to find out if the respondent did ANYTHING while the incident was taking place, even if the respondent's actions were not intended to protect himself/herself or his/her property.

Enter Precode (1) for a "Yes" answer and you will continue with Item **ACTIONSDURINGINC**. Enter Precode (2) if the respondent answers "No" or says that he/she took no action or just kept still during the incident. After entering Precode (2), continue with Item **ANYONEPRESENT**.

What did you do?

- Probe: Anything else?  
● Enter all that apply, separate with commas
- Used physical force toward offender:  
11 Attacked offender with gun; fired gun  
12 Attacked with other weapon  
13 Attacked without weapon (hit, kicked, etc.)  
14 Threatened offender with gun  
15 Threatened offender with other weapon  
16 Threatened to injure, no weapon
- Resisted or captured offender:  
17 Defended self or property (struggled, ducked, blocked blows, held onto property)  
18 Chased, tried to catch or hold offender
- Scared or warned off offender:  
19 Yelled at offender, turned on lights, threatened to call police, etc.
- Persuaded or appeased offender:  
20 Cooperated, or pretended to (stalled, did what they asked)  
21 Argued, reasoned, pleaded, bargained, etc.
- Escaped or got away:  
22 Ran or drove away, or tried; hid, locked door
- Got help or gave alarm:  
23 Called police or guard  
24 Tried to attract attention or help, warn others (cried out for help, called children inside.)
- Reacted from pain or emotion:  
25 Screamed from pain or fear
- Other:  
26 Other - specify

ACTIONS DURING INC

ACTIONSDURINGINC	Item <b>ACTIONSDURINGINC</b> is used to identify the types of actions taken by the respondent during the incident. Since the respondent may have taken more than one action, continue asking, " <b>Anything else?</b> " until you get a "No" response. Based on the respondent's answer, enter ALL precodes that apply.
	The types of actions listed in Item <b>ACTIONSDURINGINC</b> are divided into eight groups and each group has a heading which is in large blue type. Scan these titles to speed up your search for the correct precodes to enter for a respondent's answer.
Precodes (11) through (16)	Precodes (11) through (16) fall under the heading, " <b>USED PHYSICAL FORCE TOWARD OFFENDER</b> ," and cover any aggressive actions taken by the respondent against the offender, such as attacking the offender either with or without a weapon or threatening to physically harm the offender with or without a weapon.
Precodes (17) and (18)	Precodes (17) and (18) fall under the heading, " <b>RESISTED OR CAPTURED OFFENDER</b> ," and cover a respondent's actions taken in an attempt to catch the offender or resist the offender ( <i>for example, the respondent struggled, ducked, blocked blows, held onto property</i> ) without actually attacking or threatening to physically harm the offender.
Precode (19)	Precode (19) falls under the heading, " <b>SCARED OR WARNED OFF OFFENDERS</b> ," and covers a respondent's actions taken in an attempt to scare or warn off the offender by yelling, turning lights on, threatening to call the police, and so on.
Precodes (20) and (21)	Precodes (20) and (21) fall under the heading " <b>PERSUADED OR APPEASED OFFENDER</b> ," and cover a respondent's actions taken in an attempt to coax the offender not to take specific actions or to calm the offender down to avoid injury. This could include pretending to cooperate with the offender, stalling for time to escape, pleading with the offender, etc.
Precode (22)	Precode (22) falls under the heading, " <b>ESCAPED OR GOT AWAY</b> ," and covers a respondent's attempts to get away from the offender and leave the crime scene.

<b>Precodes (23) and (24)</b>	Precodes (23) and (24) fall under the heading, " <b>GOT HELP OR GAVE ALARM</b> ," and cover the respondent calling the police or a guard or the respondent trying to attract attention ( <i>for example, crying out for help or sounding a car horn</i> ).
<b>Precode (25)</b>	Precode (25) falls under the heading, " <b>REACTION TO PAIN OR EMOTION</b> ," and covers the respondent screaming or making noise in reaction to pain or fear.
<b>Precode (26)</b>	Precode (26) falls under the heading, " <b>OTHER</b> ," and covers any action(s) taken by the respondent that do not fit into one of the previous categories for Item <b>ACTIONSDURINGINC</b> . Before entering Precode (26), make sure that the answer does not fit Precodes (11) through (25). However, if you do enter Precode (26), always enter a description of the respondent's action(s) on the "Specify" screen, <b>ACTIONSDURINGINC_SPEC</b> .

Continue with Item **INJACTION** if the respondent was injured in the incident (*Precode (12) - (21) entered in Item INJURY*). Otherwise, continue with Item **INJECTIONHELP**.

Did you take these actions before, after, or at the same time that you were injured?

- Enter all that apply, separate with commas
- 1 Actions taken before injury
  - 2 Actions taken after injury
  - 3 Actions taken at same time as injury

INJACTION

INJACTION

Item **INJACTION** is used to determine whether the respondent took the actions identified in Item **ACTIONSDURINGINC** BEFORE, AFTER, OR AT THE SAME TIME THAT THE OFFENDER INJURED THE RESPONDENT. Enter all precodes that apply; separate with commas.

After completing Item **INJACTION**, continue with Item **INJECTIONHELP**.

Did your action help the situation in any way?

- Probe: Did your action help you avoid injury, protect your property, escape from the offender - or were they helpful in some other way?

- 1 Yes
- 2 No
- 3 Don't know

INJACTIONHELP

#### INJACTIONHELP

Item **INJACTIONHELP** is used to find out whether the respondent feels that any of his/her actions identified in Item **ACTIONSDURINGINC** improved the situation or helped minimize the damage done during the incident. If the respondent seems unsure of how to answer this question, also ask the additional probe question shown for Item **INJACTIONHELP**.

After entering Precode (1) for a "Yes" answer, you will continue with Item **HELP**. After entering Precode (2) for a "No" answer or Precode (3) for a "Don't know" answer, you continue with Item **ACTIONWORSE**.

How were they helpful?

- Probe: Any other way?
  - Enter all that apply, separate with commas
- 1 Helped avoid injury or greater injury to respondent
  - 2 Scared or chased offender off
  - 3 Helped respondent get away from offender
  - 4 Protected property
  - 5 Protected other people
  - 6 Other - specify

HELP

**HELP**

Item **HELP** is used to identify how the respondent's actions improved the situation or minimized the damage done during the incident. You will only ask this question if the respondent answers "Yes" to the question in Item **INJACTIONHELP**. Based on the respondent's answer, enter all precodes that apply and continue asking, "**Any other way?**" until you get a "No" response.

If the respondent mentions a way that his/her actions helped improve the situation and the answer does not fit the descriptions in Precodes (1) through (5), enter Precode (6), "Other," and enter the description on the "Specify" screen, **HELP\_SPEC**. Avoid entering Precode (6), if the answer matches one of the other descriptions in Precodes (1) through (5).

After completing Item **HELP**, continue with Item **ACTIONWORSE**.

Did your action make the situation worse in any way?

- Probe: Did your action lead to injury, greater injury, loss of property, make the offender angrier, or make the situation worse in some other way?

- 1 Yes
- 2 No
- 3 Don't know

**ACTIONWORSE****ACTIONWORSE**

Item **ACTIONWORSE** is used to find out whether the respondent feels that any of his/her actions identified in Item **ACTIONSDURINGINC** caused the situation to deteriorate or the damage done to escalate during the incident. If the respondent seems unsure of how to answer this question, also ask the additional probe question shown for Item **ACTIONWORSE**.

After entering Precode (1) for a "Yes" answer, you continue with Item **WORSE**. After entering Precode (2) for a "No"

answer or Precode (3) for a "Don't know" answer, continue with Item **ANYONEPRESENT**.

How did they make the situation worse?

• Probe: Any other way?

• Enter all that apply, separate with commas

- 1 Led to injury or greater injury to respondent
- 2 Caused greater loss of property or damage to property
- 3 Other people got hurt (worse)
- 4 Offender got away
- 5 Made offender angrier, more aggressive, etc.
- 6 Other - specify

WORSE

#### WORSE

Item **WORSE** is used to identify how the respondent's actions made the situation worse or caused the damage done to escalate during the incident. You will only ask this question if the respondent answers "Yes" to the question in Item **ACTIONWORSE**. Based on the respondent's answer, enter all the precodes that apply and continue asking, "**Any other way?**" until you get a "No" response.

If the respondent mentions a way that his/her actions made the situation worse and the answer does not fit the descriptions in Precodes (1) through (5), enter Precode (6), "Other," and enter the description on the "Specify" screen, **WORSE\_SPEC**. Avoid entering Precode (6), if the answer matches one of the other descriptions in Precodes (1) through (5).

After completing Item **WORSE**, continue with Item **ANYONEPRESENT**.

Was anyone present during the incident besides you and the offender? (Other than children under age 12.)

- 1 Yes
- 2 No
- 3 Don't know

ANYONEPRESENT

**ANYONEPRESENT**

Item **ANYONEPRESENT** is used to find out if anyone other than the offender and the respondent was present during the incident, EXCLUDING children under 12 years of age. Other persons present could include other crime victims, bystanders, or other household members.

When deciding whether a person is "present" during an incident, follow the instructions in this chapter for completing Item **HHMEMBERPRESENT**, as well as the detailed information about presence during an incident in Part C, Chapter 3, Topic 6.

After entering Precode (1) for a "Yes" answer, you will continue with Item **OTHERSACTIONS**. After entering Precode(2) for a "No" answer or Precode (3) for a "Don't know" answer, you continue with either:

- Item **FIRSTTOUSEFORCE** when the respondent used or threatened to use physical force against the offender (*Precodes (11) through (16) entered in Item ACTIONSDURINGINC*)

*OR*

- Item **ONEORMOREOFFENDERS** when the respondent did NOT use or threaten to use physical force against the offender.

Did the actions of (this person/any of these people) help the situation in any way?

- 1 Yes
- 2 No
- 3 Don't know

#### OTHERSACTIONS

#### OTHERSACTIONS

When persons, other than the respondent, the offender, and children under the age of 12 were present during the incident (*Precode (1), "Yes," entered in Item ANYONEPRESENT*), you will continue with Item **OTHERSACTIONS** so you can determine whether the actions taken by any of these persons may have helped the situation in any way.

As you read the question in Item **OTHERSACTIONS**, only use the phrase "**this person**" if the respondent happens to mention that there was only one other person present. Otherwise, read the question using the phrase "**any of these people.**"

After entering Precode (1) for a "Yes" answer, you will continue with Item **HOWOTHERSHELP**. Enter Precode (2) for a "No" answer or for instances when the other persons present did nothing or took no actions during the incident. Enter Precode (3) for a "Don't know" answer. After entering either Precode (2) or (3), continue with Item **OTHERSACTIONSWORSE**.

How did they help the situation?

- Probe: Any other way?
- Enter all that apply, separate with commas

- 1 Helped avoid injury or greater injury to respondent
- 2 Scared or chased offender off
- 3 Helped respondent get away from offender
- 4 Protected property
- 5 Protected other people
- 6 Other - specify

HOWOTHERSHELP

**HOWOTHERSHELP**

Item **HOWOTHERSHELP** is used to identify how the actions of other persons present during the incident helped the situation. Based on the respondent's answer, enter all precodes that apply and continue asking, "Any other way?" until you get a "No" response.

If the respondent mentions a way that the other person's actions helped the situation which does not fit the descriptions in Precodes (1) through (5), enter Precode (6), "Other," and enter the description on the "Specify" screen, **HOWOTHERSHELP\_SPEC**. Avoid entering Precode (6), if the answer matches one of the other descriptions in Precodes (1) through (5).

After completing Item **HOWOTHERSHELP**, press "Enter" to continue with Item **OTHERSACTIONSWORSE**.

Did the actions of (this person/any of these people) make the situation worse in any way?

- 1 Yes
- 2 No
- 3 Don't know

OTHERSACTIONSWORSE

#### OTHERSACTIONSWORSE

Item **OTHERSACTIONSWORSE** is used to find out whether the respondent feels that any actions taken by other persons present during the incident caused the situation to deteriorate or the damage done to escalate.

As you read the question in **OTHERSACTIONSWORSE**, use the phrase "**this person**" if the respondent says that there was only one other person present. Otherwise, read the question using the phrase "**any of these people.**"

After entering Precode (1) for a "Yes" answer, continue with Item **OTHWORSE**. After entering Precode (2) for a "No" answer or Precode (3) for a "Don't know" answer, continue with Item **PERSONSHARMED**.

How did they make the situation worse?

- Probe: Any other way?
  - Enter all that apply, separate with commas
- 
- 1 Led to injury or greater injury to respondent
  - 2 Caused greater loss of property or damage to property
  - 3 Other people got hurt (worse)
  - 4 Offender got away
  - 5 Made offender angrier, more aggressive, etc.
  - 6 Other - specify

OTHWORSE

#### OTHWORSE

Item **OTHWORSE** is used to identify how the actions of other persons made the situation worse or caused the damage

done to escalate during the incident. Based on the respondent's answer, enter all precodes that apply and continue asking "**Any other way?**" until you get a "No" response.

If the respondent mentions a way that the actions of other persons made the situation worse and the answer does not fit the descriptions in Precodes (1) through (5), enter Precode (6), "Other," and enter the description on the "Specify" screen, **OTHWORSE\_SPEC**. Avoid entering Precode (6) if the answer matches one of the other descriptions in Precodes (1) through (5).

After completing Item **OTHWORSE**, continue with Item **PERSONSHARMED**.

Not counting yourself, were any of the persons present during the incident harmed (PAUSE), threatened with harm (PAUSE), or robbed by force or threat of harm?

(Do not include yourself, the offender, or children under 12 years of age.)

- 1 Yes
- 2 No
- 3 Don't know

PERSONSHARMED

#### PERSONSHARMED

Item **PERSONSHARMED** is used to determine whether or not other persons who were present during the incident were physically harmed, threatened with physical harm, or robbed by force or threat of harm. As you ask the question for Item **PERSONSHARMED**, make sure to pause where indicated and make sure that the respondent understands NOT to include:

- ✖ Himself/herself,
- ✖ The offender(s), and
- ✖ Any children who were younger than 12 years of age at

the time of the incident.

After entering Precode (1) for a "Yes" answer, you will continue with Item **PERSONSHARMEDNUM**. Enter Precode (2) for a "No" answer or when the respondent indicates that:

- The respondent was the only person harmed or threatened with harm.
- The only other person who was harmed or threatened with harm was someone under 12 years of age.
- The other person(s) did NOT experience any physical harm or threat of physical harm (*for example, they had their pockets picked or property was stolen from their cars while they were in a bank*).

Enter Precode (3) for a "Don't know" answer.

After entering Precode (2) or (3), continue with either:

- Item **FIRSTTOUSEFORCE** when the respondent used or threatened to use physical force against the offender (*Precodes (11) through (16) entered in Item ACTIONSDURINGINC*)

OR

- Item **ONEORMOREOFFENDERS** when the respondent did NOT use or threaten to use physical force against the offender.

How many?

(Do not include yourself, the offender, or children under 12 years of age.)

PERSONSHARMEDNUM

**PERSONSHARMEDNUM**

Item **PERSONSHARMEDNUM** is used to identify the total number of persons over the age of 12 who were harmed, threatened with harm, or robbed by force or threat of harm

during the incident, EXCLUDING the respondent and the offender(s). Enter the number of persons provided by the respondent in the space for "How many harmed."

If the respondent's answer is not a number (*for example, the respondent says "several," "just a few," "many," or similar*), probe to get an estimate of the number of other persons who were present and personally victimized during the incident.

After completing Item **PERSONSHARMEDNUM**, continue with Item **HHMEMHARMED**.

How many of these persons are members of your household now?  
(Do not include yourself, the offender, or children under 12 years of age.)

Number of hhld members 12 years and older: 3

Number of persons present: 3

HHMEMHARMED

#### **HHMEMHARMED**

Item **HHMEMHARMED** is used to:

- Determine whether any of the persons included in the count in Item **PERSONSHARMEDNUM** are household members at the time of interview.
- Identify the number of persons included in the count in Item **PERSONSHARMEDNUM** who are household members at the time of interview.

If you enter a number of persons at this screen, continue with Item **HHMEMHARMED\_NAMES**.

- If not sure, ask:

Who are these household members? (Do not include yourself, the offender, or children under 12 years of age.)

- 2 Jane Doe
- 3 Jeffrey Doe

**HHMEMHARMED\_NAMES**

At Item **HHMEMHARMED\_NAMES**, identify by line number, each of the household members other than the respondent, the offender(s), or children under 12 years of age, who were harmed, threatened with harm, or robbed by force or the threat of harm during the incident.

Each of the household members identified at this screen should report this incident during his/her interview. However, do NOT ask about the victimization reported by another household member if the current respondent does not mention it himself/herself. You may discover that a household member was NOT personally victimized during the incident or you have already interviewed one of these household members and the person did not report this incident. If this happens, enter this fact in an "F7" note at this screen, as well as at the Control + F7 case level notes.

For proxy interviews, if the proxy respondent was one of the persons who was personally victimized during the incident reported for the proxy person, make sure that you enter the proxy respondent's line number in Item **HHMEMHARMED\_NAMES**, NOT the line number for the person for whom the interview is being taken (*proxy person*).

Who was the first to use or threaten to use physical force - you, the offender, or someone else?

- 1 Respondent
- 2 Offender(s)
- 3 Someone else

**FIRSTTOUSEFORCE**

**FIRSTTOUSEFORCE**

Item **FIRSTTOUSEFORCE** is asked when any precode of 11 through 16 is entered in Item **ACTIONSDURINGINC**. This item is used to identify the first person to use or threaten to use physical force during the incident.

If the first person to use or threaten to use force during the incident was:

- ✓ The respondent (not proxy respondent) - Enter Precode (1)
- ✓ One or more of the offenders - Enter Precode (2)
- ✓ Someone other than the respondent or an offender - Enter Precode (3)

If the respondent does not know who used or threatened to use force first - use Ctrl + D for "Don't know."

After entering the appropriate precode in Item **FIRSTTOUSEFORCE**, continue with Item **ONEORMOREOFFENDERS**.

Do you know or have you learned anything about the offender(s) - for instance, whether there was one or more than one offender involved, whether it was someone young or old, or male or female?

- 1 Yes
- 2 No

**KNOWLEARNOFFENDERS****KNOWLEARNOFFENDERS**

Item **KNOWLEARNOFFENDERS** is ONLY asked when NO household members were present during the incident (*Precode (2), "No," entered in Item HHMEMBERPRESENT*). If you discover that any household members WERE present during the incident, do not ask the question in Item **KNOWLEARNOFFENDERS**. Using the "Up" arrow, return to Item **HHMEMBERPRESENT** and correct the answer to show that the respondent or other household members were present.

Item **KNOWLEARNOFFENDERS** is used to find out if the respondent knows anything or has learned anything about the offender(s), such as whether there were one or more offenders, whether the offender was young or old, or male or female. It does not matter from which source the respondent received this information; for instance, it may have come from the police, neighbors, or other circumstances of the incident.

After entering Precode (1) for a "Yes" answer, continue with Item **SUREOFINFO**. After entering Precode (2) for a "No" answer, continue with Item **THEFT**.

How sure are you of this information?  
Do you have a suspicion, are you fairly sure or are you certain?

- 1 Suspicion
- 2 Fairly sure
- 3 Certain

**SUREOFINFO**

**SUREOFINFO**

Item **SUREOFINFO** is used to discover how sure the respondent is about the accuracy of what he/she knows or has learned about the offender(s).

Enter Precode (1) if the respondent only suspects what he/she knows about the offender(s) is true. Enter Precode (2) if the respondent is fairly sure what he/she knows about the offender(s) is true. Enter Precode (3) if the respondent is certain what he/she knows about the offender(s) is true.

How did you learn about the offender(s)?

- Probe: Any other way?
- Enter all that apply, separate with commas.

- 11 Respondent saw or heard offender
- 12 From other member of household who was eyewitness
- 13 From other eyewitness(es) other than household member(s)
- 14 From police
- 15 Other person (not eyewitness)
- 16 Offender(s) admitted it
- 17 Offender(s) had threatened to do it
- 18 Stolen property found on offender's property or in offender's possession
- 19 Figured it out by who had motive, opportunity or had done it before
- 20 Other - specify

**LEARNOFFENDERS**

**LEARNOFFENDERS**

Item **LEARNOFFENDERS** is used to determine how the

---

respondent found out any information about the offender(s). Since there may have been more than one source, enter all precodes that apply and continue asking "**Any other way?**" until you get a "No" response. Once you complete Item **LEARNOFFENDERS**, continue with Item **THEFT**.

- Precode (11)** Enter Precode (11) if the respondent saw or heard the offender, but was not present during the incident. For more information about presence during an incident, refer to Item **HHMEMBERPRESENT** in this chapter and Part C, Chapter 3, Topic 6.
- Precode (12)** Enter Precode (12) if the respondent found out about the offender from another household member who saw the offender, but was not present during the incident.
- Precode (13)** Enter Precode (13) if the respondent found out about the offender from someone who is not a household member, such as a neighbor who actually saw the offender commit the crime.
- Precode (14)** Enter Precode (14) if the respondent found out about the offender from the police department.
- Precode (15)** Enter Precode (15) if the respondent found out about the offender from someone who is not a household member, but this person did not see the offender commit the crime.
- Precode (16)** Enter Precode (16) if the offender(s) admitted his/her offense to the respondent, another household member, or to someone who is not a household member AFTER the incident happened.
- Precode (17)** Enter Precode (17) if the offender(s) threatened to commit this type of crime against the respondent or someone else PRIOR to the incident.
- Precode (18)** Enter Precode (18) if the respondent or someone else found property that was stolen during the incident on the offender's property or in the offender's possession.
- Precode (19)** Enter Precode (19) if the respondent suspects a particular person to be the offender because that person had a motive or opportunity to commit the crime or because the person had

committed similar crimes in the past.

**Precode (20)**

Enter Precode (20) if the respondent's answer really does not fit the descriptions in Precodes (11) through (19). After entering Precode (20), explain how the respondent found out information about the offender(s) on the "Specify" screen, **LEARNOFFENDERS\_SPEC**.

What actually happened?

- Probe: Anything else?
- Enter all that apply, separate with commas

- 11 Something taken without permission
- 12 Attempted or threatened to take something
- 13 Harassed, argument, abusive language
- 14 Forceable entry or attempted forceable entry of house/apartment
- 15 Forceable entry or attempted forceable entry of car
- 16 Damaged or destroyed property
- 17 Attempted or threatened to damage or destroy property
- 18 Other - specify

HAPPEN

**HAPPEN**

Item **HAPPEN** is used to determine what actually happened during the incident when only other household members were present, but NOT the respondent (*Precode (3) entered in Item WHICHMEMBER*). Since the offender(s) may have taken more than one action during the incident, continue asking "**Anything else?**" until you get a "No" response and enter all precodes that apply.

If you discover that a household member other than the respondent was personally victimized during the incident, complete the incident report items for the incident for other household members who report that they were victimized when you conduct their interviews. If you already interviewed the other household members and they did not report the incident, note this fact in an "F7" note at this screen, as well

---

as at the case level notes (Ctrl + F7).

- Precode (11)** Enter Precode (11) if the offender stole something that belongs to the respondent or another household member.
- Precode (12)** Enter Precode (12) if the offender:
- ✓ Tried to steal something that belongs to the respondent or another household member
- OR
- ✓ Threatened either verbally or nonverbally to take something that belongs to the respondent or another household member. An example of a verbal threat to take something is the offender saying: "Give me your jacket or I'll rip it off your back." An example of a nonverbal threat to take something is an offender lunging towards the household member reaching for her necklace.
- Precode (13)** Enter Precode (13) if the offender bothered a household member **verbally** without threatening the household member. This could include yelling, teasing, insulting, arguing, using obscenities, and so on.
- Precode (14)** Enter Precode (14) if the offender forced his/her way into or attempted to force his/her way into the respondent's home and physical evidence of force is visible on the house/apartment after the incident happened. Do not enter Precode (14) if there was no force involved or if the only force involved was used against a household member and not against the house/apartment. In this case, enter Precode (18), "Other," and explain the situation at "**HAPPEN\_SPEC**" which prompts, "Please specify what actually happened."
- Precode (15)** Enter Precode (15) if the offender forcibly entered or tried to enter a car or other motor vehicle owned by the respondent or another household member. However, if no physical force was used to enter or to try to enter the vehicle (*for example, offender opened an unlocked door to enter the vehicle*), enter Precode (18), "Other," and explain the situation on the "**HAPPEN\_SPEC**" screen that appears.

**Precode (16)** Enter Precode (16) if the offender damaged or destroyed property during the incident that belongs to the respondent or another household member.

**Precode (17)** Enter Precode (17) if the offender tried or threatened to damage or destroy property belonging to the respondent or another household member while the crime was being committed.

**Precode (18)** Enter Precode (18) if the respondent's answer does not fit any of the descriptions in Precodes (11) through (17) and then explain what actually happened during the incident on the "**HAPPEN\_SPEC**" screen that appears.

Here are some examples of acceptable explanations after entering Precode (18), "Other":

- ✓ Illegal entry into house/apartment, no force used
- ✓ Peeping tom
- ✓ Offender opened hood of car
- ✓ Obscene gestures.

After entering all appropriate precodes, press "Enter" and proceed to the next item.

## **Topic 2. Screen Layout and Instructions for Items ONEORMOREOFFENDERS through ANYTHINGFURTHER**

- Ask or verify:

Was the crime committed by only one or by more than one offender?

- 1 Only one
- 2 More than one
- 3 Don't know

ONEORMOREOFFENDERS

### **ONEORMORE OFFENDERS**

**ONEORMOREOFFENDERS** is asked to find out if the crime was committed by one offender or multiple offenders. If the respondent has already told you how many offenders were involved in the incident, you can verify this information with the respondent instead of asking the question in Item **ONEORMOREOFFENDERS**.

#### **Precode (1)**

Enter Precode (1) when only one offender was involved in the incident. The instrument continues with **SINGOFFENDERKNEW**, which asks the respondent if they knew the offender.

#### **Precode (2)**

Enter Precode (2) when there were two or more offenders involved in the incident. The instrument continues with Item **HOWMANYOFFENDERS**.

#### **Precode (3)**

Enter Precode (3) if the respondent does not know whether there was just one offender or more than one offender involved in the incident. After entering Precode (3), continue with Item **KNOWOFFENDERS**.

Do you know anything about one of the offenders?

- 1 Yes
- 2 No

KNOWOFFENDERS

**KNOWOFFENDERS**

Item **KNOWOFFENDERS** is used to determine whether the respondent knows anything about the offender(s). You only ask this question when the respondent does not know whether there was one or more than one offender ("Don't know" entered in Item **ONEORMOREOFFENDERS**).

After entering Precode (1) for a "Yes" answer, continue with Item **SINGOFFENDERKNEW**, which asks the respondent if they knew the offender. After entering Precode (2) for a "No" answer, continue with Item **THEFT**.

Was the offender someone you knew or a stranger you had never seen before?

- 1 Knew or had seen before
- 2 Stranger
- 3 Don't know

SINGOFFENDERKNEW

**SINGOFFENDERKNEW**

Item **SINGOFFENDERKNEW** is used to determine whether the respondent knew the offender or had seen the offender in the past.

**Precode (1)**

Enter Precode (1) if the offender knew or had seen the offender at some time prior to the incident. After entering Precode (1), continue with Item **SINGOFFENDERHOWWELL**.

**Precode (2)**

Enter Precode (2) if the offender is a stranger to the respondent. After entering Precode (2), the instrument continues with Item **SINGOFFENDERRECOG**.

**Precode (3)**

Enter Precode (3) if the respondent does not know for sure whether or not the offender is someone he/she knows or is a

stranger. The instrument continues with Item **SINGOFFENDERRECOG**.

Would you be able to recognize the offender if you saw him/her?

- 1 Yes
- 2 Not sure (possibly or probably)
- 3 No

**SINGOFFENDERRECOG**

**SINGOFFENDERRECOG** Item **SINGOFFENDERRECOG** is used to find out how certain the respondent is that he/she could identify the offender if the respondent saw the offender again.

**Precode (1)** Enter Precode (1) when the respondent is fairly sure that he/she would recognize the offender if the respondent saw the offender again. After entering Precode (1), continue with Item **SINGOFFENDERSIGHT**.

**Precode (2)** Enter Precode (2) when the respondent thinks he/she might recognize the offender if the respondent saw the person again, but is not certain. After entering Precode (2), continue with Item **SINGOFFENDERSIGHT**.

**Precode (3)** Enter Precode (3) when the respondent knows that he/she could not recognize the offender if the respondent saw the offender again. After entering Precode (3), continue with Item **SINGOFFENDERGENDER**.

How well did you know the offender - by sight only, casual acquaintance, or well known?

- 1 Sight only
- 2 Casual acquaintance
- 3 Well known

**SINGOFFENDERHOWWELL**

**SINGOFFENDERHOW  
WELL**

After a respondent has indicated in Item **SINGOFFENDERKNEW** that he/she knew or had seen the offender before the incident, then you ask the question in Item **SINGOFFENDERHOWWELL** to find out how well the respondent knew the offender. If the respondent does not answer with one of the suggested choices, probe by repeating the options.

***Precode (1)***

Enter Precode (1) if the respondent only remembers seeing the offender previously. After entering Precode (1), you will continue with Item **SINGOFFENDERSIGHT**.

***Precode (2)***

Enter Precode (2) if the respondent knew the offender somewhat and felt comfortable saying "Hello," but did not necessarily know his/her name. After entering Precode (2), you continue with Item **SINGOFFENDERRELATION**.

***Precode (3)***

Enter Precode (3) if the respondent feels that he/she knew the offender very well. Let the respondent make this decision. After entering Precode (3), continue with Item **SINGOFFENDERRELATION**.

Would you have been able to tell the police how they might find the offender, for instance, where he/she lived, worked, went to school, or spent time?

- 1 Yes
- 2 No
- 3 Other - Specify

SINGOFFENDERSIGHT

**SINGOFFENDERSIGHT**

Item **SINGOFFENDERSIGHT** is used to determine whether the respondent has any information which may help the police find the offender. The respondent's answer should be based on what he/she knows about the offender, and NOT necessarily on what the respondent actually told the police.

Enter Precode (1) for a "Yes" answer, Precode (2) for a "No" answer, and Precode (3), "Other," when you need to record more than just a "Yes" or "No" answer. After entering Precode (3), make sure to enter a description of the respondent's answer on the **SINGOFFENDERSIGHT\_SPEC** screen, which then appears. When you complete Item **SINGOFFENDERSIGHT**, continue with Item **SINGOFFENDERGENDER**.

How well did you know the offender?  
For example, was the offender a friend, cousin, etc.?

**RELATIVE:**

- 11 Spouse at time of incident
- 12 Ex-spouse at time of incident
- 13 Parent or step-parent
- 14 Own child or step-child
- 15 Brother/sister
- 16 Other relative - specify

**NONRELATIVE:**

- 17 Boyfriend or girlfriend, ex-boyfriend or ex-girlfriend
- 18 Friend or ex-friend
- 19 Roommate, boarder
- 20 Schoolmate
- 21 Neighbor
- 22 Customer/client
- 23 Patient
- 24 Supervisor (current or former)
- 25 Employee (current or former)
- 26 Co-worker (current or former)
- 27 Teacher/school staff
- 28 Other nonrelative - Specify

**SINGOFFENDERRELATION**

**SINGOFFENDER  
RELATION**

Item **SINGOFFENDERRELATION** is used to identify the relationship between the respondent and the offender, when the respondent indicates in Item **SINGOFFENDERHOWWELL** that he/she was a casual acquaintance of the offender or knew the offender very well (Precode (2) or (3) entered in Item **SINGOFFENDERHOWWELL**). Always ask BOTH questions in Item **SINGOFFENDERRELATION** to ensure that the respondent identifies all types of relationships, not just relatives.

Enter only the first precode that applies to the respondent's answer. Notice that the answer categories are divided into two groups: Precodes (11) through (16) cover relatives of the

respondent and Precodes (17) through (28) cover nonrelatives of the respondent.

- Precode (11)** Enter Precode (11) if the offender was the spouse of the respondent (husband/wife) at the time of the incident, regardless of whether they are currently married to each other.
- Precode (12)** Enter Precode (12) if the offender was a former spouse (husband/wife) of the respondent at the time of the incident. Accept the respondent's answer and do not probe when the respondent says "Ex-spouse" or "Former wife/husband."
- Precode (13)** Enter Precode (13) if the offender is the mother, father, step-mother, or step-father of the respondent. Precode (13) is not intended for parents through marriage, which should be included in Precode (16), "Other relative." After entering Precode (16), indicate the type of other relative on the "Specify" screen, such as "father-in-law" or "mother-in-law."
- Precode (14)** Enter Precode (14) if the offender is a child of the respondent by birth, adoption, or marriage, such as a son, daughter, step-son, or step-daughter. Precode (14) is not intended for foster children; instead enter Precode (28), "Other nonrelative," and enter the relationship on the "Specify" screen.
- Precode (15)** Enter Precode (15) if the offender is a brother or sister of the respondent or the child of a respondent's step-parent. Precode (15) is not intended for "brothers-in-law" or "sisters-in-law." Instead enter Precode (16), "Other," and enter the relationship on the "Specify" screen.
- Precode (16)** Enter Precode (16) if the offender was the respondent's aunt, uncle, cousin, grandparent, father-in-law, mother-in-law, sister-in-law, brother-in-law, or any offender who is related to the respondent by blood or marriage and is not described in Precodes (11) through (15). After entering Precode (16), always enter the relationship on the "Specify" screen,  
**SINGOFFENDERRELATION\_SPEC\_16.**
- Precode (17)** Enter Precode (17) if the offender is a nonrelative who has or has had romantic connections to the respondent. For example, the offender and the respondent were dating at the time of the incident or used to date before the incident.

- 
- Precode (18)** Enter Precode (18) if the offender is a male or female friend or past friend of the respondent AND there is no romantic connection between the two persons.
- Precode (19)** Enter Precode (19) if the offender is a person who is NOT related to the respondent, but was living with the respondent at the time of the incident, such as a boarder or roommate. Precode (19) is not intended for “live-in” boyfriends/girlfriends; instead, enter Precode (17) for these situations.
- Precode (20)** Enter Precode (20) if the offender attended the same school as the respondent at the time of the incident AND is not related to the respondent.
- Precode (21)** Enter Precode (21) if the offender lives close enough to the respondent to be considered a neighbor AND is not related to the respondent.
- Precodes (22), (23), (24), (25), or (26)** Enter the most appropriate precode from Precodes (22), (23), (24), (25), and (26) if the offender is a nonrelative, but is known by the respondent as a business client, patient, or a supervisor, employee, or co-worker, including former supervisors, employees, and co-workers.
- Precode (27)** Enter Precode (27) if the offender is a teacher or a school staff member at the respondent’s school. If the respondent works at the school, use the appropriate precode (24), (25), or (26).
- Precode (28)** Enter Precode (28) if the respondent’s answer does not fit any of the other nonrelative relationships, but the offender is either well known or a casual acquaintance. Enter the offender’s relationship to the respondent on the “Specify” screen, **SINGOFFENDERRELATION\_SPEC\_28**, such as the respondent’s barber or financial planner.
- Once you have completed Item **SINGOFFENDERRELATION**, continue with Item **SINGOFFENDERGENDER**.

Was the offender male or female?

- 1 Male
- 2 Female
- 3 Don't Know

SINGOFFENDERGENDER

**SINGOFFENDER  
GENDER**

Item **SINGOFFENDERGENDER** is used to identify whether the offender is male or female. Based on the respondent's perception, enter Precode (1) for "Male," Precode (2) for "Female," or Precode (3) if the respondent does not know the offender's gender. The instrument then goes to Item **SINGOFFENDERAGE**.

How old would you say the offender was?

- 1 Under 12
- 2 12-14
- 3 15-17
- 4 18-20
- 5 21-29
- 6 30 or older
- 7 Don't know

SINGOFFENDERAGE

**SINGOFFENDERAGE**

Item **SINGOFFENDERAGE** is used to identify the approximate age of the offender based on the respondent's perception. If the respondent seems unsure, ask the respondent to give you his/her best estimate.

Each precode identifies a range of years, such as "Under 12" for Precode (1), "12-14" for Precode (2), and so on. Enter the appropriate precode based on the respondent's answer. If the respondent is unable to give you even an estimated age for the offender, enter Precode (7) for "Don't know." The instrument goes to Item **SINGOFFETHNICITY**.

Was the offender Hispanic or Latino?

- 1 Yes
- 2 No
- 3 Don't know

SINGOFFETHNICITY

**SINGOFFETHNICITY**

**SINGOFFETHNICITY** asks whether the offender was Hispanic or Latino. Enter Precode (1) for a “Yes” response; Precode (2) for “No,” or Precode (3) for “Don’t know.” The instrument then goes to Item **SINGOFFRACE**.

What race or races was the offender? You may mark more than one. Was the offender...

- Enter all that apply, separate with commas.
- 1 White?
  - 2 Black or African American?
  - 3 American Indian or Alaska Native?
  - 4 Asian?
  - 5 Native Hawaiian or Other Pacific Islander?
  - 6 Don’t know

SINGOFFRACE

**SINGOFFRACE**

Item **SINGOFFRACE** is used to record the offender’s race as perceived by the respondent. Read the answer categories to the respondent as part of the question. Do not read answer category (6), “Don’t know.”

Enter Precode (1) for “White” and Precode (2) for “Black or African American.” Enter Precode (3) for “American Indian or Alaska Native.” Enter Precode (4) for “Asian.” Enter Precode (5) for “Native Hawaiian or other Pacific Islander.” Enter Precode (6) “Don’t know,” if respondent cannot identify offender’s race.

After completing Item **SINGOFFRACE**, continue with Item **SINGOFFENDERGANG**.

Was the offender a member of a street gang, or don't you know?

- 1 Yes (a member of a street gang)
- 2 No (not a member of a street gang)
- 3 Don't know (if a member of a street gang)

SINGOFFENDERGANG

**SINGOFFENDERGANG**

Item **SINGOFFENDERGANG** is used to determine whether or not the offender is a member of a street gang based on the respondent's perception. Consider a street gang as a group of people who associate regularly with one another, generally have a leader or group of leaders who issue orders and reap the rewards of the gang's activities, and often engage in anti-social or deviant behavior.

Some ways to identify gang members are their "colors," clothing, tattoos, brands, or imprints of the gang's name, logo, or other identifying marks on their bodies.

Enter the appropriate precode based on the respondent's answer—Precode (1) for "Yes," Precode (2) for "No," or Precode (3) for "Don't know." The instrument then goes to **SINGOFFENDERDRINKDRUG**.

Was the offender drinking or on drugs, or don't you know?

- 1 Yes (drinking or on drugs)
- 2 No (not drinking/not on drugs)
- 3 Don't know (if drinking or on drugs)

SINGOFFENDERDRINKDRUG

**SINGOFFENDER  
DRINKDRUG**

Item **SINGOFFENDERDRINKDRUG** is used to find out if the offender was drinking alcoholic beverages or under the influence of drugs during the incident. Enter the appropriate precode based on what the respondent believes or knows.

**Precode (1)**

Enter Precode (1), "Yes," if the offender was actively drinking or under the influence of drugs or alcohol at the time of the incident.

After entering Precode (1), continue with Item **SINGOFFENDERDRINKORDRUG**.

**Precode (2)**

Enter Precode (2), "No," if the offender was not drinking or under the influence of drugs or alcohol. After entering Precode (2), continue with Item **SINGOFFENDERONLYTIME**.

**Precode (3)**

Enter Precode (3), "Don't know," if the respondent could not tell if the offender was under the influence of drugs or alcohol. After entering Precode (3), continue with Item **SINGOFFENDERONLYTIME**.

Which was it? (Drinking or on drugs)?

- 1 Drinking
- 2 On drugs
- 3 Both (drinking and on drugs)
- 4 Drinking or on drugs - could not tell which

**SINGOFFENDERDRINKORDRUG**

**SINGOFFENDERDRINKORDRUG**

Item **SINGOFFENDERDRINKORDRUG** is used to distinguish between whether the offender was just drinking, just on drugs, under the influence of BOTH alcohol and drugs, or perhaps the respondent cannot distinguish between the two. After completing Item **SINGOFFENDERDRINKORDRUG**, continue with Item **SINGOFFENDERONLYTIME**.

**Precode (1)**

Enter Precode (1), "Drinking," if the respondent thinks or knows that the offender was under the influence of only alcohol during the incident.

**Precode (2)**

Enter Precode (2), "On drugs," if the respondent thinks or knows that the offender was under the influence of only drugs during the incident.

**Precode (3)**

Enter Precode (3), "Both," if the respondent thinks or knows that the offender was under the influence of BOTH drugs and alcohol during the incident.

**Precode (4)**

Enter Precode (4), "Drinking or on drugs," if the respondent thinks or knows that the offender is under the influence of drugs or alcohol, but cannot tell which one.

Was this the only time this offender committed a crime or made threats against you or your household?

- 1 Yes (only time)
- 2 No (there were other times)
- 3 Don't know

SINGOFFENDERONLYTIME

**SINGOFFENDER  
ONLYTIME**

Item **SINGOFFENDERONLYTIME** is used to determine whether the offender has ever committed any type of crime or threatened to physically harm the respondent or another household member, other than the current incident. For this question, do not limit the respondent to crimes committed only during the 6-month reference period.

**Precode (1)**

Enter Precode (1), "Yes (only time)," if the respondent tells you that the current incident is the only crime this offender has committed against his/her household. Make sure that the respondent understands we are interested in crimes committed by this offender at ANY time prior to this incident.

**Precode (2)**

Enter Precode (2), "No (there were other times)," if the respondent says that this offender did commit other crimes against the respondent or other household members at ANY time prior to this incident.

**Precode (3)**

Enter Precode (3) if the respondent does not really know whether or not the offender has committed other crimes against the household prior to this incident.

Once you have completed Item **SINGOFFENDERONLYTIME**, continue with Item **THEFT**.

**HOWMANY  
OFFENDERS  
through  
MULTOFFENDER  
ONLYTIME**

Items **HOWMANYOFFENDERS** through **MULTOFFENDERONLYTIME** are asked to collect the same type of information for multiple offenders as Items **ONEORMOREOFFENDERS** through **SINGOFFENDERONLYTIME** collect for a single offender. Notice that the age items for multiple offenders are handled differently. For multiple offenders, the ages of the youngest and oldest offenders are asked.

How many offenders?

- Enter number between 2-96

**HOWMANYOFFENDERS**

**HOWMANY  
OFFENDERS**

Item **HOWMANYOFFENDERS** appears when the respondent indicated in **ONEORMOREOFFENDERS** that there was more than one offender. Enter the appropriate number as specified by the respondent. The instrument then goes to **MULTOFFENDERKNEW**.

Were any of the offenders known to you, or were they all strangers you had never seen before?

- 1 All known
- 2 Some known
- 3 All strangers
- 4 Don't know

**MULTOFFENDERKNEW**

**MULTOFFENDER  
KNEW**

Item **MULTOFFENDERKNEW** is used to determine whether the respondent knew the offenders or had seen the offenders in the past.

**Precode (1)**

Enter Precode (1) if the respondent knew or had seen all the offenders at some time prior to the incident. After entering Precode (1), continue with Item **MULTOFFENDERHOWWELL**.

**Precode (2)**

Enter Precode (2) if the respondent knew or had seen some of the offenders at some time prior to the incident. After entering Precode (2), continue with Item **MULTOFFENDERHOWWELL**.

- Precode (3)** Enter Precode (3) if the respondent did not know or had not seen any of the offenders at some time prior to the incident. After entering Precode (3), continue with Item **MULTOFFENDERRECOG**.
- Precode (4)** Enter Precode (4) if the respondent does not know for sure whether or not the offenders are someone he/she knows or are strangers. The instrument continues with Item **MULTOFFENDERRECOG**.

Would you be able to recognize any of them if you saw them?

- 1 Yes
- 2 Not sure (possible or probably)
- 3 No

**MULTOFFENDERRECOG**

**MULTOFFENDER  
RECOG** Item **MULTOFFENDERRECOG** is used to find out how certain the respondent is that he/she could identify the offenders if the respondent saw the offenders again.

- Precode (1)** Enter Precode (1) when the respondent is fairly sure that he/she would recognize the offenders if the respondent saw the offenders again. After entering Precode (1), continue with Item **MULTOFFENDERSIGHT**.
- Precode (2)** Enter Precode (2) when the respondent thinks he/she might recognize the offenders if the respondent saw them again, but is not really certain. After entering Precode (2), continue with Item **MULTOFFENDERSIGHT**.
- Precode (3)** Enter Precode (3) when the respondent knows that he/she could not recognize the offenders if the respondent saw the offenders again. After entering Precode (3), continue with Item **MULTOFFENDERGENDER**.

How well did you know the offenders – by sight only, casual acquaintance, or well known?

- 1 Sight only
- 2 Casual acquaintance
- 3 Well known

MULTOFFENDERHOWWELL

**MULTOFFENDER  
HOWWELL**

After a respondent has indicated in Item **MULTOFFENDERKNEW** that he/she knew or had seen the offenders before the incident, then you ask the question in Item **MULTOFFENDERHOWWELL** to find out how well the respondent knew the offenders. If the respondent does not answer with one of the suggested choices, probe by repeating the options.

**Precode (1)**

Enter Precode (1) if the respondent only remembers seeing the offenders previously. After entering Precode (1), continue with Item **MULTOFFENDERSIGHT**.

**Precode (2)**

Enter Precode (2) if the respondent knew the offenders somewhat and felt comfortable saying "Hello," but did not necessarily know the offenders' names. After entering Precode (2), continue with Item **MULTOFFENDERRELATION**.

**Precode (3)**

Enter Precode (3) if the respondent feels that he/she knew the offenders very well. Let the respondent make this decision. After entering Precode (3), continue with Item **MULTOFFENDERRELATION**.

Would you have been able to tell the police how they might find any of them, for instance, where they lived, worked, went to school, or spent time?

- 1 Yes
- 2 No
- 3 Other - Specify

**MULTOFFENDERSIGHT**

Item **MULTOFFENDERSIGHT** is used to determine whether the respondent has any information which may help the police find the offenders. The respondent's answer should be based on what he/she knows about the offenders, and NOT necessarily on what the respondent actually told the police.

Enter Precode (1) for a "Yes" answer, Precode (2) for a "No" answer, and Precode (3), "Other," when you need to record more than just a "Yes" or "No" answer. After entering Precode (3), make sure to enter a description of the respondent's answer on the **MULTOFFENDERSIGHT\_SPEC** screen, which then appears. When you complete Item **MULTOFFENDERSIGHT**, continue with Item **MULTOFFENDERGENDER**.

How did you know them? For example, were they friends, cousins, etc.?

- Probe: Anything else?
- Enter all that apply, separate with commas.

RELATIVE:

- 11 Spouse at time of incident
- 12 Ex-spouse at time of incident
- 13 Parent or step-parent
- 14 Own child or step-child
- 15 Brother/sister
- 16 Other relative - specify

NONRELATIVE:

- 17 Boyfriend or girlfriend, ex-boyfriend or ex-girlfriend
- 18 Friend or ex-friend
- 19 Roommate, boarder
- 20 Schoolmate
- 21 Neighbor
- 22 Customer/client
- 23 Patient
- 24 Supervisor (current or former)
- 25 Employee (current or former)
- 26 Co-worker (current or former)
- 27 Teacher/school staff
- 28 Other nonrelative – Specify

#### MULTOFFENDERRELATION

##### MULTOFFENDER RELATION

Item **MULTOFFENDERRELATION** is used to identify the relationship between the respondent and the offenders, when the respondent indicates in Item **MULTOFFENDERHOWWELL** that he/she was a casual acquaintance of the offenders or knew the offenders very well (Precode (2) or (3) entered in Item **MULTOFFENDERHOWWELL**). Always ask BOTH questions in Item **MULTOFFENDERRELATION** to ensure that the respondent identifies all types of relationships, not just relatives.

Enter all that apply. Notice that the answer categories are divided into two groups: Precodes (11) through (16) cover relatives of the

---

respondent and Precodes (17) through (28) cover nonrelatives of the respondent.

- Precode (11)** Enter Precode (11) if any offender was the spouse of the respondent (husband/wife) at the time of the incident, regardless of whether they are currently married to each other.
- Precode (12)** Enter Precode (12) if any offender was a former spouse (husband/wife) of the respondent at the time of the incident. Accept the respondent's answer and do not probe when the respondent says "Ex-spouse" or "Former wife/husband."
- Precode (13)** Enter Precode (13) if any offender is the mother, father, step-mother, or step-father of the respondent. Precode (13) is not intended for parents through marriage, which should be included in Precode (16), "Other relative." After entering Precode (16), indicate the type of other relative on the "Specify" screen, such as "father-in-law" or "mother-in-law."
- Precode (14)** Enter Precode (14) if any offender is a child of the respondent by birth, adoption, or marriage, such as a son, daughter, step-son, or step-daughter. Precode (14) is not intended for foster children; instead enter Precode (28), "Other nonrelative," and enter the relationship on the "Specify" screen.
- Precode (15)** Enter Precode (15) if any offender is a brother or sister of the respondent or the child of a respondent's step-parent. Precode (15) is not intended for "brothers-in-law" or "sisters-in-law." Instead enter Precode (16), "Other," and enter the relationship on the "Specify" screen.
- Precode (16)** Enter Precode (16) if any offender was the respondent's aunt, uncle, cousin, grandparent, father-in-law, mother-in-law, sister-in-law, brother-in-law, or any offender who is related to the respondent by blood or marriage and is not described in Precodes (11) through (15). After entering Precode (16), always enter the relationship on the "Specify" screen,  
**MULTOFFENDERRELATION\_SPEC\_16.**
- Precode (17)** Enter Precode (17) if any offender is a nonrelative who has or has had romantic connections to the respondent; for example, if the offender and the respondent were dating at the time of the incident or used to date before the incident.

- Precode (18)** Enter Precode (18) if any offender is a male or female friend or past friend of the respondent AND there is no romantic connection between the two persons.
- Precode (19)** Enter Precode (19) if any offender is a person who is NOT related to the respondent, but was living with the respondent at the time of the incident, such as a boarder or roommate. Precode (19) is not intended for "live-in" boyfriends/girlfriends; instead, enter Precode (17) for these situations.
- Precode (20)** Enter Precode (20) if any offender attended the same school as the respondent at the time of the incident AND is not related to the respondent.
- Precode (21)** Enter Precode (21) if any offender lives close enough to the respondent to be considered a neighbor AND is not related to the respondent.
- Precodes (22), (23), (24), (25), or (26)** Enter the most appropriate precode from Precodes (22), (23), (24), (25), and (26) if any offender is a nonrelative, but is known by the respondent as a business client, patient, or a supervisor, employee, or co-worker, including former supervisors, employees, and co-workers.
- Precode (27)** Enter Precode (27) if any offender is a teacher or a school staff member at the respondent's school. If the respondent works at the school, use the appropriate precode (24), (25), or (26).
- Precode (28)** Enter Precode (28) if the respondent's answer does not fit any of the other nonrelative relationships, but any offender is either well known or a casual acquaintance. Enter the offender's relationship to the respondent on the "Specify" screen, **MULTOFFENDERRELATION\_SPEC\_28**, such as the respondent's barber or financial planner.
- Once you have completed Item **MULTOFFENDERRELATION**, continue with Item **MULTOFFENDERGENDER**.

Were they male or female?

- 1 All male
- 2 All female
- 3 Don't know sex of any offenders
- 4 Both male and female

MULTOFFENDERGENDER

**MULTOFFENDER  
GENDER**

Item **MULTOFFENDERGENDER** asks whether the offenders are male, female, or a combination. Based on the respondent's perception, enter Precode (1) for "All male," Precode (2) for "All female," Precode (3) if the respondent does not know the offenders' gender, and Precode (4) if the offenders were both male and female. If the respondent answers this question with Precode (4) and there were more than two offenders, the instrument goes to **MULTOFFENDERMOSTGENDER**. Otherwise, the instrument goes to Item **MULTOFFENDERYOUNG**.

Were they mostly male or mostly female?

- 1 Mostly male
- 2 Mostly female
- 3 Evenly divided
- 4 Don't know

MULTOFFENDERMOSTGENDER

**MULTOFFENDER  
MOSTGENDER**

Item **MULTOFFENDERMOSTGENDER** appears when the respondent answers **MULTOFFENDERGENDER** with Precode (4) and indicates that there were more than two offenders. Based on the respondent's perception, enter Precode (1) for "Mostly male," Precode (2) for "Mostly female," Precode (3) for "Evenly divided," or Precode (4) for "Don't know." The instrument goes to Item **MULTOFFENDERYOUNG**.

How old would you say the youngest was?

- 1 Under 12
- 2 12-14
- 3 15-17
- 4 18-20
- 5 21-29
- 6 30 or older
- 7 Don't know

MULTOFFENDERYOUNG

**MULTOFFENDER  
YOUNG**

In Item **MULTOFFENDERYOUNG**, enter the precode for the age of the youngest offender, according to the perception of the respondent. Enter Precode (1) for "Under 12," Precode (2) for "12-14," Precode (3) for "15-17," Precode (4) for "18-20," Precode (5) for "21-29," Precode (6) for "30 or older," and Precode (7) for "Don't know." The instrument then goes to **MULTOFFENDEROLD**.

How old would you say the oldest was?

- 1 Under 12
- 2 12-14
- 3 15-17
- 4 18-20
- 5 21-29
- 6 30 or older
- 7 Don't know

MULTOFFENDEROLD

**MULTOFFENDEROLD**

In Item **MULTOFFENDEROLD**, enter the precode for the age of the oldest offender, according to the perception of the respondent. Enter Precode (1) for "Under 12," Precode (2) for "12-14," Precode (3) for "15-17," Precode (4) for "18-20," Precode (5) for "21-29," Precode (6) for "30 or older," and Precode (7) for "Don't know." The instrument then goes to **MULTOFFETHNICITY**.

Were any of the offenders Hispanic or Latino?

- 1 Yes
- 2 No
- 3 Don't know

MULTOFFETHNICITY

**MULTOFFETHNICITY** Item **MULTOFFETHNICITY** asks whether any of the offenders were Hispanic or Latino. If you enter Precode (1) for a "Yes" response, the instrument goes to **MULTOFFENDERMOSTTHNICITY**. If you enter Precode (2) for "No," or Precode (3) for "Don't know," the instrument goes to Item **MULTOFFENDERRACE**.

Were the offenders mostly Hispanic, mostly non-Hispanic, or an equal number of Hispanic and non-Hispanic?

- 1 Mostly Hispanic
- 2 Mostly non-Hispanic
- 3 Equal number of Hispanic and non-Hispanic
- 4 Don't know

MULTOFFENDERMOSTETHNICITY

**MULTOFFENDER MOSTETHNICITY** Item **MULTOFFENDER MOSTETHNICITY** asks whether the offenders were mostly Hispanic, mostly non-Hispanic, or an equal number of Hispanic and non-Hispanic. It is asked when Precode (1), "Yes," is entered in Item **MULTOFFETHNICITY**. Enter Precode (1) for "Mostly Hispanic," Precode (2) for "Mostly non-Hispanic," Precode (3) for "Equal number of Hispanic and non-Hispanic," or Precode (4) for "Don't know." The instrument goes to **MULTOFFENDERRACE**.

What race or races were the offenders? Were they...

- Enter all that apply, separate with commas.

1 White?

2 Black or African American?

3 American Indian or Alaska Native?

4 Asian?

5 Native Hawaiian or Other Pacific Islander?

6 Don't know

**MULTOFFENDERRACE**

**MULTOFFENDERRACE**

Item **MULTOFFENDERRACE** is used to record the offenders' race(s) as perceived by the respondent. Read the answer categories to the respondent as part of the question. Do not read answer category (6), "Don't know." Enter all that apply.

Enter Precode (1) for "White" and Precode (2) for "Black or African American." Enter Precode (3) for "American Indian or Alaska Native." Enter Precode (4) for "Asian." Enter Precode (5) for "Native Hawaiian or other Pacific Islander." Enter Precode (6) "Don't know," if respondent cannot identify offenders' race(s).

If two or more precodes are marked, the instrument goes to Item **MULTOFFENDERRACEMOST**. Otherwise, it goes to **MULTOFFENDERGANG**.

What race were most of the offenders?

- 1 Mostly White?
- 2 Mostly Black or African American?
- 3 Mostly American Indian or Alaska Native?
- 4 Mostly Asian?
- 5 Mostly Native Hawaiian or Other Pacific Islander?
- 6 Equal number of each race
- 7 Don't know

MULTOFFENDERRACEMOST

**MULTOFFENDER  
RACEMOST**

Item **MULTOFFENDERRACEMOST** is asked when the respondent indicates that the offenders were of more than one race in Item **MULTOFFENDERRACE**. Enter the appropriate precode for the race of the majority of the offenders, based on the respondent's perception. The instrument continues with Item **MULTOFFENDERGANG**.

Were any of the offenders a member of a street gang, or don't you know?

- 1 Yes (a member of a street gang)
- 2 No (not a member of a street gang)
- 3 Don't know (if a member of a street gang)

MULTOFFENDERGANG

**MULTOFFENDERGANG**

**MULTOFFENDERGANG** is used to determine whether or not any of the offenders is a member of a street gang based on the respondent's perception. Consider a street gang as a group of people who associate regularly with one another, generally have a leader or group of leaders who issue orders and reap the rewards of the gang's activities, and often engage in anti-social or deviant behavior.

Some ways to identify gang members are their "colors," clothing, tattoos, brands, or imprints of the gang's name, logo, or other identifying marks on their bodies.

Enter the appropriate precode based on the respondent's answer—Precode (1) for "Yes," Precode (2) for "No," or Precode (3) for

"Don't know." The instrument then goes to  
**MULTOFFENDERDRINKDRUG.**

Were any of the offenders drinking or on drugs, or don't you know?

- 1 Yes (drinking or on drugs)
- 2 No (not drinking/not on drugs)
- 3 Don't know (if drinking or on drugs)

**MULTOFFENDERDRINKDRUG**

**MULTOFFENDER  
DRINKDRUG**

Item **MULTOFFENDERDRINKDRUG** is used to find out if the offenders were drinking alcoholic beverages or under the influence of drugs during the incident. Enter the appropriate precode based on what the respondent believes or knows.

**Precode (1)**

Enter Precode (1), "Yes," if the offenders were actively drinking or under the influence of drugs or alcohol at the time of the incident. After entering Precode (1), continue with Item **MULTOFFENDERDRINKORDRUG**.

**Precode (2)**

Enter Precode (2), "No," if the offenders were not drinking or under the influence of drugs or alcohol. After entering Precode (2), continue with Item **MULTOFFENDERONLYTIME**.

**Precode (3)**

Enter Precode (3), "Don't know," if the respondent could not tell if the offenders were under the influence of drugs or alcohol. After entering Precode (3), continue with Item **MULTOFFENDERONLYTIME**.

Which was it? (Drinking or on drugs)?

- 1 Drinking
- 2 On drugs
- 3 Both (drinking and on drugs)
- 4 Drinking or on drugs - could not tell which

MULTOFFENDERDRINKORDRUG

**MULTOFFENDER  
DRINKORDRUG**

Item **MULTOFFENDERDRINKORDRUG** is used to distinguish between whether the offender(s) were just drinking, just on drugs, under the influence of BOTH alcohol and drugs, or perhaps the respondent cannot distinguish between the two. After completing Item **MULTOFFENDERDRINKORDRUG**, continue with Item **MULTOFFENDERONLYTIME**.

**Precode (1)**

Enter Precode (1), "Drinking," if the respondent thinks or knows that the offenders were under the influence of only alcohol during the incident.

**Precode (2)**

Enter Precode (2), "On drugs," if the respondent thinks or knows that the offenders were under the influence of only drugs during the incident.

**Precode (3)**

Enter Precode (3), "Both," if the respondent thinks or knows that the offenders were under the influence of BOTH drugs and alcohol during the incident.

**Precode (4)**

Enter Precode (4), "Drinking or on drugs," if the respondent thinks or knows that the offenders were under the influence of drugs or alcohol, but cannot tell which one.

Was this the only time any of these offenders committed a crime against you or your household or made threats against you or your household?

- 1 Yes (only time)
- 2 No (there were other times)
- 3 Don't know

**MULTOFFENDERONLYTIME**

**MULTOFFENDER  
ONLYTIME**

Item **MULTOFFENDERONLYTIME** is used to determine whether the offenders have ever committed any type of crime or threatened to physically harm the respondent or another household member, other than the current incident. For this question, do not limit the respondent to crimes committed only during the 6-month reference period.

**Precode (1)**

Enter Precode (1), "Yes (only time)," if the respondent tells you that the current incident is the only crime these offenders have committed against his/her household. Make sure that the respondent understands we are interested in crimes committed by these offenders at ANY time prior to this incident.

**Precode (2)**

Enter Precode (2), "No (there were other times)," if the respondent says that these offenders committed other crimes against the respondent or other household members at ANY time prior to this incident.

**Precode (3)**

Enter Precode (3) if the respondent does not really know whether or not the offenders have committed other crimes against the household prior to this incident.

After completing Item **MULTOFFENDERONLYTIME**, continue with Item **THEFT**.

? [F1]

- Ask or verify:

Was something stolen or taken without permission that belonged to you or others in the household?

Include anything stolen from the business operated from the respondent's home.

- Include anything stolen from an unrecognizable business
- Do not include anything stolen from a recognizable business in respondent's home or another business, such as merchandise or cash from a register

- 1 Yes
- 2 No
- 3 Don't know

THEFT

#### THEFT

Item **THEFT** is used to determine whether the offender(s) stole or took anything without permission, regardless of its value, that was owned by the respondent or another household member. This could include the personal property of one household member or property that belongs to the entire household. It could also include property stolen during the 6-month reference period from a former residence, IF the property was stolen from someone who is a household member at the time of the interview.

If the respondent or other household members own an unrecognizable business and items were stolen from that business, those items need to be included when answering this question. However, do NOT include items stolen or taken without permission from a recognizable business, unless they are personal items belonging to the respondent or other household members.

*(Refer to Part C, Chapter 2, Topic 5, for more information about recognizable and unrecognizable businesses.)*

You can verify the answer to this question without asking the

---

question if the respondent indicated the answer earlier in the interview. Otherwise, ask the question in Item **THEFT** exactly as it is worded.

**Precode (1)**

Enter Precode (1), "Yes," when:

- ✓ Items were taken that belonged to any household member, regardless of age, during a burglary or household theft.
- ✓ During any other crime of theft, items were taken that belonged to a household member who is 12 years of age or older.
- ✓ Items were taken that belong to an unrecognizable business owned by the respondent or another household member.
- ✓ Items that belong to a household member were stolen while in the possession of a friend, neighbor, co-worker, and so on, who had borrowed them from the household member. However, you would enter Precode (2), "No," if the borrowed items were just never returned to the household member, even if the household member asked that the items be returned.

After entering Precode (1), continue with Item **WHATWASTAKEN**.

**Precode (2)**

Enter Precode (2), "No," when:

- ✓ The items taken belong to a recognizable business owned by the respondent or another household member, regardless of whether or not the business is located at the sample address. However, enter Precode (1), "Yes," when the items stolen from a recognizable business are personal ones belonging to the respondent or other household members, such as a purse, watch, and so on.
- ✓ The items taken belong to the owner of the sample address. However, the owner does not reside at the sample address, because he/she rents the home to the respondent. In this case, the items do not belong to the

---

sample household, even though the items were stolen from the sample address.

- ✓ The items taken belong to a nonhousehold member, regardless of whether or not the person was at the sample address.
- ✓ The items taken really belong to a nonhousehold member because he/she lent the items to a household member. This is true even if the household member compensated the nonhousehold member for the borrowed item(s).
- ✓ Items loaned to a friend, neighbor, co-worker, and so on, and never returned. Do not consider these items as stolen.
- ✓ Items taken belong to a household member who is younger than 12 years old for any crime that did NOT happen in the sample unit or on the property belonging to the sample unit.

After entering Precode (2), "No," continue with Item **ATTEMPTTHEFT**.

**Precode (3)**

Enter Precode (3) if the respondent does not know whether any items were stolen or taken without permission that belong to him/her or another household member. After entering Precode (3), "Don't know," continue with Item **ATTEMPTTHEFT**.

Items **THEFT** and **ATTEMPTTHEFT** both use the same Help screen. Press the **F1** key to access this Help screen, which provides rules about what to include or exclude in **THEFT** and **ATTEMPTTHEFT**.

? [F1]

- Ask or verify:

Did the offender(s) ATTEMPT to take something that belonged to you or others in the household?

Include anything stolen from the business operated from the respondent's home.

- Do not include anything the offender tried to steal from a recognizable business in respondent's home or another business, such as merchandise or cash from a register

1 Yes

2 No

3 Don't know

ATTEMPTTHEFT

#### **ATTEMPTTHEFT**

Item **ATTEMPTTHEFT** is used to determine whether the offender(s) tried to take something that belonged to the respondent or another household member. You will only ask this question when Precode (2), "No," or Precode (3), "Don't know," is entered in Item **THEFT**.

You can verify the answer to this question without asking the question if the respondent has indicated the answer earlier in the interview. Otherwise, ask the question in Item **ATTEMPTTHEFT** exactly as it is worded. Read the instruction shown below the question to yourself so you remember what types of items to exclude.

After entering Precode (1) for a "Yes" answer, you continue with Item **ATTEMPTTHEFTWHAT**. However, if you enter Precode (2) for "No" or Precode (3) for "Don't know," you continue with Item **DAMAGED**.

What did the offender try to take?

- Probe: Anything else?
- Enter all that apply, separate with commas.

- 11 Cash
- 12 Purse
- 13 Wallet
- 14 Credit cards, checks, bank cards
- 15 Car
- 16 Other motor vehicle
- 17 Part of a motor vehicle (tire, hubcap, attached car stereo or satellite radio, attached CB radio, etc.)
- 18 Gasoline or oil
- 19 Bicycle or parts
- 20 TV, DVD player, VCR, stereo, other household appliances
- 21 Silver, china, art objects
- 22 Other household furnishings (furniture, rugs, etc.)
- 23 Personal effects (clothing, jewelry, toys, etc.)
- 24 Handgun (pistol, revolver)
- 25 Other firearm (rifle, shotgun)
- 26 Other - specify
- 27 Don't know

ATTEMPTTHEFTWHAT

#### ATTEMPTTHEFTWHAT

Item **ATTEMPTTHEFTWHAT** is used to identify the type of item(s) that the respondent thinks the offender(s) attempted to steal or take without permission. After asking the initial question in Item **ATTEMPTTHEFTWHAT**, continue asking, "**Anything else?**" until you get a "No" response. Enter all appropriate precodes based on the respondent's answer. After recording all of the respondent's answers, press "Enter" to move to the next item. Some of the answer categories are self-explanatory, but the following categories require additional clarification.

#### Precode (11)

Enter Precode (11), "Cash," if the respondent thinks that the offender(s) tried to take paper money and/or coins, such as

---

\$10, \$20, or \$50 dollar bills and/or nickels, dimes, or quarters. Do not enter Precode (11) for checks or credit cards, instead enter Precode (14). Also, do not enter Precode (11) for coin collections, instead enter Precode (23).

**Precode (14)**

Enter Precode (14), "Credit cards, checks, bank cards," if the respondent thinks that the offender(s) tried to take items that are of little or no value unless someone tries to use them fraudulently. For example, an offender tried to steal the respondent's gasoline credit card so he could fraudulently purchase gasoline for his vehicle. Also enter Precode (14) if the offender(s) tried to take Savings Bonds, bank books, money orders, debit cards, traveler's checks, and phone cards.

**Precode (16)**

Enter Precode (16), "Other motor vehicle," if the offender(s) tried to take without permission any type of truck, van, sport utility vehicle (SUV), motorcycle, moped, motorized bicycle, or any motor vehicle OTHER THAN a car that belonged to the respondent, another household member, or an unrecognizable business owned or operated by a household member. If the "Other motor vehicle" was owned or operated by a recognizable business, only enter Precode (16) if the "Other motor vehicle" was also intended for personal use by a household member.

DO NOT enter Precode (16) for the attempted theft of boats, jet skis, airplanes, minibikes, or snowmobiles, instead enter Precode (26) and identify the item(s) on the "Specify" screen.

**Precode (17)**

Enter Precode (17), "Part of motor vehicle," if the offender(s) tried to take without permission anything that is ATTACHED to a car, truck, van, SUV, or other motor vehicle owned by the respondent or another household member. Here are some examples of motor vehicle parts to include: Tires, hubcaps or wheels, CD players, scanners, CB radios, car telephones, antenna, license plates, motor parts, mirrors, steering wheel, door handles, and so on.

DO NOT enter Precode (17) if the items were stored in the glove compartment, left on a seat, or kept in the trunk of a car or the bed of a truck, since we do not consider these items as attached to the motor vehicle.

---

- 
- Precode (19)** Enter Precode (19), "Bicycle or parts," if the offender(s) tried to take, without permission, NON-MOTORIZED bicycles or bicycle parts owned by the respondent or another household member.
- Precode (20)** Enter Precode (20), "TV, stereo, DVD player, VCR, or other household appliances," if the offender(s) tried to take without permission items intended for the use of all or most of the household members, such as a gas grill, kitchen stove, freezer, VCR, CD player, personal computer, etc.
- Precode (21)** Enter Precode (21), "Silver, china, art objects," if the offender(s) tried to take without permission any type of silver, china, or art object, regardless of its value.
- Precode (22)** Enter Precode (22), "Other household furnishings," if the offender(s) tried to take without permission household furnishings, such as furniture, rugs, lamps, mirrors, and so on, that are intended for use by all or most of the household members. Consider items such as a daughter's bedroom furniture to be household furnishings, even though the furniture is used primarily by one household member.
- Precode (23)** Enter Precode (23), "Personal effects," if the offender(s) tried to take without permission items that are intended for the sole use of one household member, rather than by all or most household members and are considered easily movable or portable. For example, a household member's watch, jewelry, cellular telephone, clothing, camera, luggage, briefcase, sports or recreation equipment, toys, makeup, hair dryers, keys, personal collections (*Hummels, coins, bears, dolls, stamps, and so on*). Since the value of "Personal effects" is not needed, do not probe to determine their dollar value.
- Precode (24)** Enter Precode (24), "Handgun," if the offender(s) tried to take without permission any type of hand-held gun that is intended to shoot bullets, regardless of its condition or usage. For example, the handgun could be a mint condition collector's item from World War II that is never shot by its owner or a new handgun kept by the respondent for protection.
- Do NOT enter Precode (24) for guns that shoot pellets, BB's, air, flares, or tear gas. Instead, enter Precode (26), "Other,"

and identify the type of gun on the "Specify" screen.

**Precode (25)**

Enter Precode (25), "Other firearm," if the offender(s) tried to take without permission any type of rifles or shotguns that shoot bullets or shot, regardless of whether the rifle or shotgun works or is used by the respondent. Do not enter Precode (25) for handguns, instead enter Precode (24).

Also, do NOT enter Precode (25) for guns that shoot pellets, BB's, air, flares, or tear gas. Instead, enter Precode (26), "Other," and identify the type of gun on the "Specify" screen.

**Precode (26)**

Enter Precode (26), "Other," AND describe the item(s) on the "Specify" screen, **ATTEMPTTHEFTWHAT\_SPEC**, if the offender(s) tried to take any of the following types of items without permission: food, drugs, food stamps, animals, plants, guns that fire BB's or pellets, flares, tear gas, and other items that do not fit the categories for Precodes (11) through (25). Also enter Precode (26) for boats, airplanes, minibikes, snowmobiles, etc.

**Precode (27)**

Enter Precode (27), "Don't know" if the respondent does not know or is unsure about what the offender(s) tried to take without permission.

After completing Item **ATTEMPTTHEFTWHAT**, continue with Item **ATTEMPTTHEFTOWNER**.

Did the (property/money) the offender tried to take belong to you personally, to someone else in the household, or to both you and other household members?

- 1 Respondent only
- 2 Respondent and other household member(s)
- 3 Other household member(s) only
- 4 Nonhousehold member(s) only
- 5 Other - specify

ATTEMPTTHEFTOWNER

**ATTEMPTTHEFTOWNER**

Item **ATTEMPTTHEFTOWNER** is used to identify the owner(s) of the property/money that the offender(s) attempted to steal during the incident. When we refer to "household member(s)" in Precodes (2) and (3), we mean household members at the time of the interview, NOT just at the time of the incident.

**Precode (1)**

Enter Precode (1) if the offender(s) attempted to steal property/money that belongs SOLELY to the respondent. After entering Precode (1), continue with Item **ATTEMPTTHEFTITEMSINMV**.

**Precode (2)**

Enter Precode (2) if the offender(s) attempted to steal property/money that belongs to the respondent and other household member(s) either jointly (*for example, a car that is jointly owned by the reference person and his/her spouse*) or partially (*for example, a collection of music CDs of which 20 belong to the respondent and the remaining 30 CDs belong to the respondent's son*).

After entering Precode (2), Item **ATTEMPTTHEFTLNS** appears. Use this item to identify by line number each household member who owned some of the property/money that the offender tried to steal.

- If not sure, ask:

Besides the respondent, which household member(s) owned the property the offender tried to take?

- Enter appropriate line number(s).

1 Megan Moe  
40 Household property

Enter Precode (40), "Household Property," in Item **ATTEMPTTHEFTLNS** if the property/money belongs to the entire household jointly or if more than three household members own the property/money jointly with the respondent. It is acceptable to enter one or more line numbers and also enter Precode (40), since the offender(s) may have tried to take both personal and household property. After completing Item **ATTEMPTTHEFTLNS**, continue with Item **ATTEMPTTHEFTITEMSINMV**.

**Precode (3)**

Enter Precode (3) if the offender(s) attempted to steal property/money that belongs ONLY to other household member(s) and NONE of the property/money belongs to the respondent. After entering Precode (3), Item **ATTEMPTTHEFTLNS** appears, so you can identify by line number each household member who owned some of the property/money that the offender tried to steal.

**Precode (4)**

Enter Precode (4) if the offender(s) attempted to steal property/money that belongs ONLY to person(s) who are NOT household members at the time of the interview. After entering Precode (4), continue with Item **ATTEMPTTHEFTITEMSINMV**.

**Precode (5)**

Enter Precode (5) if the offender(s) attempted to steal property/money that belongs to two or more persons NOT covered by Precodes (1) through (4), for example, if the property/money belongs jointly to another household member and a nonhousehold member. Use the "Specify" screen **ATTEMPTHEFTOWNER\_SPEC** to indicate who owns the property/money (*for example, L3 and a nonhousehold member*). After entering Precode (5) and identifying the owners on the "Specify" screen, continue with Item **ATTEMPTTHEFTITEMSINMV**.

- Ask or verify:

Was the article IN or ATTACHED to a motor vehicle when the attempt was made to take it?

- 1 Yes
- 2 No

**ATTEMPTTHEFTITEMSINMV**

**ATTEMPTTHEFT ITEMSINMV**

Item **ATTEMPTTHEFTITEMSINMV** is used to identify whether the offender(s) tried to steal property/money that was either:

- ✓ **Inside** a motor vehicle or
- ✓ **Attached** to a motor vehicle.

If you entered Precodes (15) or (16) in **ATTEMPTTHEFTWHAT**, the instrument skips **ATTEMPTTHEFTITEMSINMV**.

For Item **ATTEMPTTHEFTITEMSINMV**, you can verify the answer without asking the question if the respondent previously indicated where the articles were when the

offender(s) tried to steal them.

Otherwise, ask the question and enter Precode (1), "Yes," if ANY of the articles were in or attached to a motor vehicle. Only enter Precode (2), "No," if NONE of the articles were in or attached to a motor vehicle.

After completing Item **ATTEMPTTHEFTITEMSINMV**, continue with either:

- Item **ATTEMPTTHEFTONPERSON** if the offender tried to take cash, a purse, or a wallet (*Precodes (11), (12), or (13) are entered in Item ATTEMPTTHEFTWHAT*).

OR

- Item **ATTEMPTTHEFTITEMONPERSON** if the offender tried to take anything other than cash, a purse, or a wallet.

- Ask or verify:

Was the cash on your person, for instance, in a pocket or being held?

- 1 Yes  
2 No

ATTEMPTTHEFTONPERSON

#### ATTEMPTTHEFTONPERSON

Item **ATTEMPTTHEFTONPERSON** is used to determine whether the offender(s) tried to steal cash, a purse, or a wallet directly from the respondent's hands, shoulder, pocket, backpack, etc. For the NCVS, it makes a difference whether the offender(s) attempted to steal cash, a purse, or a wallet directly from the respondent, rather than from a counter, car seat, floor of a subway car, or other places where the respondent may have left cash, a purse, or a wallet.

If the answer is obvious from information provided previously by the respondent, verify the answer without asking the question. Otherwise, ask the question and enter Precode (1) for "Yes;" Precode (2) for "No." After completing Item

**ATTEMPTTHEFTONPERSON**, continue with Item  
**ATTEMPTTHEFTITEMONPERSON**.

- Ask or verify:

Was there anything else the offenders tried to take directly from you, for instance, from your pocket or hands, or something that you were wearing?

- Exclude property not belonging to respondent or other household member.

- 1 Yes  
2 No

**ATTEMPTTHEFTITEMONPERSON**

**ATTEMPTTHEFTITEM  
ONPERSON**

Item **ATTEMPTTHEFTITEMONPERSON** is used to determine whether the offender(s) tried to take anything OTHER THAN cash, a purse, or a wallet (such as a watch they were wearing) directly from the respondent or another current household member. Exclude attempted thefts of items belonging to nonhousehold members.

It is acceptable to verify the answer for this question without asking the question. The instrument automatically either inserts or omits the word "else" in the question based on what was entered in **ATTEMPTTHEFTONPERSON**. If you entered Precode (2), "No, at **ATTEMPTTHEFTONPERSON**", the word "else" is omitted from the question.

Enter Precode (1) for a "Yes" answer and continue with Item **ATTEMPTTHEFTITEMS**. Enter Precode (2) for a "No" answer and continue with Item **DAMAGED**.

**Check Item  
OTHATTEMPTON  
PERS\_CK**

If you enter Precode (1), "Yes," at **ATTEMPTTHEFTITEMONPERSON**, but did not mark any precodes (14) - (26) in Item **ATTEMPTTHEFTWHAT**, edit check **OTHATTEMPTON PERS\_CK** appears:

- The offender only tried to take cash/purse/wallet in **ATTEMPTTHEFTWHAT**. If the offender tried to take something else from victim, it must first be reported in **ATTEMPTTHEFTWHAT**. If the offender only tried to take cash/purse/wallet from victim, go to **ATTEMPTTHEFTITEMONPERSON** and enter "No".

Close      Goto

OTHATTEMPTONPERS\_CK

This is a hard edit. Click on "Close" or "Goto" to return to **ATTEMPTTHEFTWHAT** and entering one or more Precodes (14) - (26) or return to **ATTEMPTTHEFTITEMONPERSON** and change the answer to Precode (2), "No."

Which items did the offenders try to take directly from you?

- Exclude property not belonging to respondent or other household member.

- 15      Car
- 24      Handgun (pistol, revolver)
- 26      Other - specify
- 40      All of the above

**ATTEMPTTHEFTITEMS**

**ATTEMPTTHEFTITEMS**

Item **ATTEMPTTHEFTITEMS** lists the property items reported in Item **ATTEMPTTHEFTWHAT**, OTHER THAN cash/purse/wallet, that the offender(s) tried to take directly from the respondent or another household member. Enter the appropriate precodes from those listed in Item **ATTEMPTTHEFTITEMS** to identify the items that the offender(s) tried to take directly from the respondent or another household member. If the offender(s) tried to take everything directly from the respondent, enter Precode (40), "All of the above," and continue with item **DAMAGED**.

What was taken that belonged to you or others in the household?

- Probe: Anything else?
- Enter all that apply, separate with commas.

CASH/PURSE/WALLET/CREDIT CARDS:

- 11 Cash
- 12 Purse
- 13 Wallet
- 14 Credit cards, checks, bank cards

VEHICLE OR PARTS:

- 15 Car
- 16 Other motor vehicle
- 17 Part of a motor vehicle (tire, hubcap, attached car stereo or satellite radio, attached CB radio, etc.)
- 18 Unattached motor vehicle accessories or equipment (unattached CD player or satellite radio, etc.)
- 19 Gasoline or oil
- 20 Bicycle or parts

HOUSEHOLD FURNISHINGS:

- 21 TV, DVD player, VCR, stereo, other household appliances
- 22 Silver, china, art objects
- 23 Other household furnishings (furniture, rugs, etc.)

PERSONAL EFFECTS:

- 24 Portable electronic and photographic gear (Personal stereo, TV, cellphone, camera, etc.)
- 25 Clothing, furs, luggage, briefcase
- 26 Jewelry, watch, keys
- 27 Collection of stamps, coins, etc.
- 28 Toys, sports and recreational equipment (not listed above)
- 29 Other personal and portable objects

FIREARMS

- 30 Handgun (pistol, revolver)
- 31 Other firearm (rifle, shotgun)

MISCELLANEOUS:

- 32 Tools, machines, office equipment
- 33 Farm or garden produce, plants, fruits, logs
- 34 Animals - pet or livestock
- 35 Food or liquor
- 36 Other – specify
- 37 Don't know

WHATWASTAKEN

**WHATWASTAKEN**

Item **WHATWASTAKEN** is used to identify the types of property/money that the offender(s) took without permission. Continue asking, "**Anything else?**" until you get a "No" response and enter all appropriate precodes, then press "Enter" to go to the next screen.

Only include property/money that belonged to the respondent or other household members. If the respondent mentions that the stolen property was leased or rented by the respondent or another household member for **one month or longer**, consider the household member(s) as the owner(s) of the stolen property for this item. If necessary, ask the respondent how long the stolen property has been leased or rented.

Notice that Item **WHATWASTAKEN** has several more answer categories than Item **ATTEMPTTHEFTWHAT**. These categories are grouped together under six separate headings:

- ✓ Cash/purse/wallet/credit cards
- ✓ Vehicle or Parts
- ✓ Household Furnishings
- ✓ Personal Effects
- ✓ Firearms
- ✓ Miscellaneous

Categories that are NOT self-explanatory are covered below.

**Precode (11)**

Enter Precode (11), "Cash," when the offender(s) stole money (*bills or coins*). After entering Precode (11), Item **AMOUNTCASHTAKEN** appears when you press "Enter" to leave Item **WHATWASTAKEN**.

If the respondent mentions that a credit card, bank card, checks, or a coin collection were stolen, do NOT enter Precode (11). Instead, enter Precode (14) for credit cards, bank cards, and checks, and enter Precode (27) for coin collections.

- Precodes (12) and (13)** Enter Precode (12) when the offender(s) stole a purse from the respondent or another household member and enter Precode (13) when the offender(s) stole a wallet from the respondent or another household member. After entering Precode (12) and/or (13), the instrument goes to Item **PRSWLT\_CONTAINMONEY**, where you ask the respondent if the purse and/or wallet contained any money when it was stolen. If you get a "Yes" answer, the instrument stores Precode (11) in Item **WHATWASTAKEN** so you can access Item **AMOUNTCASHTAKEN** and enter the amount of cash taken in whole dollars. Round up or down as necessary (as instructed above for Precode (11)).
- Precode (14)** Enter Precode (14) when the offender(s) stole a credit card, bank card, checks, and so on, which are of little value unless used fraudulently to obtain money and/or property. Also enter Precode (14) for stolen Savings Bonds, bank books, money orders, travelers checks, and phone cards.
- Precode (16)** Enter Precode (16) when the offender(s) stole a truck, van, sport utility vehicle (SUV), motorcycle, moped, motorized bicycle, or any motor vehicle OTHER THAN a car. If the motor vehicle is owned by a recognizable business and is never used for a household member's personal use, DO NOT enter Precode (16).  
Also, DO NOT enter Precode (16) for boats, jet skis, airplanes, minibikes, or snowmobiles, instead enter Precode (36), "Other," and identify the property on the "Specify" screen, **WHATWASTAKEN\_SPEC**.
- Precode (17)** Enter Precode (17) when the offender(s) stole anything that is ATTACHED to a car, truck, van, SUV, or other motor vehicle owned by the respondent or another household member. Some examples of items to include for Precode (17) are tires, hubcaps or wheels, CD players, scanners, CB radios, car telephones, antenna, license plates, motor parts, mirrors, steering wheel, door handles, and so on.  
DO NOT enter Precode (17) if the items were stored in the glove compartment, left on a seat, or kept in the trunk of a car or the bed of a truck, since we do not consider these items as attached to the motor vehicle.

---

<b>Precode (18)</b>	Enter Precode (18) when the offender(s) stole motor vehicle accessories or equipment that was NOT ATTACHED to the motor vehicle, such as a spare tire, a detachable antenna on the back seat, a removable CD player or changer in the trunk, etc.
<b>Precode (20)</b>	Enter Precode (20) when the offender(s) stole any type of bicycle or bicycle parts that do not have a motor. Include motorized bicycles in Precode (16).
<b>Precode (21)</b>	Enter Precode (21) when the offender(s) stole any type of electrical or gas appliances, such as kitchen stoves, freezers, dishwashers, CD players, VCRs, computers, FAX machines, and so on.
<b>Precode (22)</b>	Enter Precode (22) when the offender(s) stole any type of silver, china, or art object, regardless of its value.
<b>Precode (23)</b>	Enter Precode (23) when the offender(s) stole any type of household furnishings that are intended for the use of all or most of the household members, even if the furnishings belong to one or more household members. For example, bedroom furniture, rugs, patio furniture, and so on.  If you are unsure whether the stolen items are household furnishings or personal effects, base your decision on whether the stolen items are considered <b>portable or movable</b> . If the stolen items are not easily movable or portable, consider them household furnishings. Otherwise, enter the appropriate "Personal Effects" precodes from Precodes (24) through (29) to identify a stolen item that is intended for the use of a specific household member, rather than all or most household members.
<b>Precode (24)</b>	Enter Precode (24) when the offender(s) stole any type of portable electronic or photographic gear intended for the use of a specific household member, such as personal electronic devices, handheld computer games, video or audio cassettes, cell phones, cameras, etc.
<b>Precode (25)</b>	Enter Precode (25) when the offender(s) stole the following types of personal items that belong to a specific household member: hats, gloves, coats, shoes, jackets, briefcases, luggage, etc.

---

---

<b>Precode (26)</b>	Enter Precode (26) when the offender(s) stole any of the following types of personal items, regardless of their value: house or car keys, rings, necklaces, bracelets, money clips, cuff links, tie tacks, watches, etc.
<b>Precode (27)</b>	Enter Precode (27) when the offender(s) stole any type of personal collection, regardless of its value, such as coins, ceramic bears, dolls, stamps, books, baseball cards, etc.
<b>Precode (28)</b>	Enter Precode (28) when the offender(s) stole any type of toy, sports, or recreation equipment that belongs to a specific household member and is not covered in Precodes (24) through (27). Examples of such items are bowling balls, tennis rackets, BB guns, baby dolls, etc.
<b>Precode (29)</b>	Enter Precode (29) when the offender(s) stole any personal objects that are easily movable, but do not fit the descriptions in Precodes (24) through (28). For example, these objects could include makeup, hair dryer, curling iron, flare guns, books, etc.
<b>Precode (30)</b>	Enter Precode (30) when the offender(s) stole any type of hand-held guns ( <i>for example, pistols, revolvers, and so on</i> ), regardless of their condition or intended use ( <i>for example, hunting, display, target practice, and so on</i> ). Precode (30) is not intended for pellet guns, BB guns, air pistols, flare guns, or tear gas guns. Instead, enter Precode (28) for pellet guns, BB guns, and air pistols, and enter Precode (29) for flare and tear gas guns.
<b>Precode (31)</b>	Enter Precode (31) when the offender(s) stole any type of firearm OTHER THAN a handgun, regardless of its condition or intended use. For example, you should enter Precode (31) for stolen machine guns, rifles, shotguns, etc.
	Precode (31) is NOT intended for pellet guns, BB guns, air pistols, flare guns, or tear gas guns. Instead, enter Precode (28) for pellet guns, BB guns, and air pistols, and enter Precode (29) for flare and tear gas guns.
<b>Precode (32)</b>	Enter Precode (32) when the offender(s) stole power or hand tools, yard equipment ( <i>for example, lawn mowers, leaf blowers, and so on</i> ) and any type of office equipment stolen from an unrecognizable business ( <i>for example, file cabinets</i> ,

---

---

*personal computers, printers, FAX machines, scanners, and so on). However, if the stolen office equipment is **electronic** (for example, computers, printers, FAX machines, scanners, and so on) AND the electronic equipment is used primarily for the personal use of a household member, enter Precode (24).*

**Precode (33)**

Enter Precode (33) when the offender(s) stole any produce, fruit, firewood, straw, hay, or plants (*flower or vegetable*) intended **for sale** and NOT for the personal use or consumption of the household members. Enter Precode (35) for any farm or garden produce intended for the household's personal consumption.

**Precode (34)**

Enter Precode (34) when the offender(s) stole any type of animals owned by the respondent or another household member, regardless of whether or not the animal was a pet. This category includes cats, dogs, parakeets, hamsters, pigs, cows, horses, etc.

**Precode (35)**

Enter Precode (35) when the offender(s) stole any type of edible food, nonalcoholic beverage, or liquor, unless the stolen food is produce or fruit intended for sale. If stolen produce or fruit was intended for sale by the household, enter Precode (33).

**Precode (36)**

Enter Precode (36) when the offender(s) stole any items that do not fit the descriptions for any of the previous categories. After entering Precode (36), make sure to identify the item on the "Specify" screen, **WHATWASTAKEN\_SPEC**. Examples of entries could include: cases of soda belonging to an unrecognizable business or an airplane owned by the respondent and intended for personal use only.

**Precode (37)**

Enter Precode (37) when the respondent does not know or is unsure what the offender(s) took without permission. It is acceptable to enter this precode for some stolen items and still enter other precodes in Item **WHATWASTAKEN** for items the respondent knows or feels sure were stolen during the incident.

After completing Item **WHATWASTAKEN**, continue with Item **PRSWLT\_CONTAINMONEY** if Precodes (12) or (13) were

entered, otherwise continue with Item  
**WHOOWNEDSTOLENPROPERTY.**

Did the stolen (purse/wallet) contain any money?

- 1 Yes
- 2 No

**PRSWLT\_CONTAINMONEY**

**PRSWLT\_CONTAINMONEY**

Item **PRSWLT\_CONTAINMONEY** appears when Precodes (12) or (13) are marked in **WHATWASTAKEN**. If you enter Precode (1), the instrument goes to Item **AMOUNTCASHTAKEN**. Otherwise, it goes to **WHOOWNEDSTOLENPROPERTY**.

- If not sure, ask:

How much cash was taken?

- Round to the nearest dollar
- Enter a number between 1-999,996

**AMOUNTCASHTAKEN**

**AMOUNTCASHTAKEN**

Item **AMOUNTCASHTAKEN** appears when Precode (11) was marked in Item **WHATWASTAKEN** or Precode (1) was marked in **PRSWLT\_CONTAINMONEY**.

After determining the amount of cash taken, enter the whole dollar amount. Round up or down as necessary. For example, if the amount given is \$150.50, round up to \$151 and, if the amount given is \$150.49, round down to \$150. If the respondent gives an amount that is less than \$1, round up to \$1. When the respondent is unable to give an exact dollar amount, ask for his/her best estimate. Only enter “Ctrl” + “D” for “Don’t know” if the respondent truly has no idea of the amount of cash taken.

Did the stolen property belong to you personally, to someone else in the household, or to both you and other household members?

- 1 Respondent only
- 2 Respondent and other household member(s)
- 3 Other household member(s) only
- 4 Nonhousehold member(s) only
- 5 Other - specify

**WHOOWNEDSTOLENPROPERTY****WHOOWNEDSTOLEN PROPERTY**

Item **WHOOWNEDSTOLENPROPERTY** is used to identify the owner(s) of the property/money that the offender(s) stole during the incident. Enter only ONE precode for this item. Also, when we refer to "household member(s)" in Precodes (2) and (3), we mean household members at the time of the interview, NOT just at the time of the incident. Keep in mind that the property owner could be a current household member whose property was stolen from a former residence during the 6-month reference period.

**Precode (1)**

Enter Precode (1) if the offender(s) stole property/money that belongs SOLELY to the respondent. After entering Precode (1), either:

- Continue with Item **PERMISSIONGIVEN** if a car or other motor vehicle was taken during the incident (*Precode (15) or (16) is entered in Item WHATWASTAKEN*).

OR

- Continue with Item **ARTICLEINCAR** if the stolen property was not a car or other motor vehicle.

**Precode (2)**

Enter Precode (2) if the offender(s) stole property/money that belongs to the respondent and other household member(s) either jointly (*for example, a video camera that is jointly owned by the reference person and his/her spouse*) or partially (*for example, a collection of music CDs of which 20 belong to the respondent and the remaining 30 CDs belong to the respondent's son*). After entering Precode (2), **OTHERSOWNEDSTOLENPROPERTY** appears. Use

---

**OTHERSOWNEDSTOLENPROPERTY** to identify by line number each household member who owned some of the property/money that the offender stole.

**Precode (3)**

Enter Precode (3) in item **WHOOWNEDSTOLENPROPERTY** if the offender(s) stole property/money that belongs ONLY to other household member(s) and NONE of the property/money belongs to the respondent. After entering Precode (3), Item **OTHERSOWNEDSTOLENPROPERTY** appears so you can identify, by line number, each household member who owns any portion of the property/money that the offender stole.

**Precode (4)**

Enter Precode (4) if the offender(s) stole property/money that belongs ONLY to person(s) who are NOT household members at the time of the interview. After entering Precode (4), either:

- Continue with Item **PERMISSIONGIVEN** if a car or other motor vehicle was taken during the incident (*Precode (15) or (16) is entered in Item WHATWASTAKEN*).

*OR*

- Continue with Item **ARTICLEINCAR** if the stolen property was not a car or other motor vehicle.

**Precode (5)**

Enter Precode (5) if the offender(s) stole property/money that belongs to two or more persons NOT described in Precodes (1) through (4). For example, the property/money belongs jointly to another household member and a nonhousehold member. After entering Precode (5), use the "Specify" screen, **WHOOWNEDSTOLENPROPERTY\_SPEC** to indicate who owns the property/money (*for example, L3 and a nonhousehold member*). Continue to complete the incident report items, regardless of what you enter on the "Specify" screen.

Once you are done identifying the property/money owners, either:

- Continue with Item **PERMISSIONGIVEN** if a car or other motor vehicle was taken during the incident (*Precode (15) or (16) is entered in Item WHATWASTAKEN*).

*OR*

- Continue with Item **ARTICLEINCAR** if the stolen property was not a car or other motor vehicle.

- If not sure, ask:

Besides the respondent, which household member(s) owned the stolen money and property?

2 Ted Moe  
3 Megan Moe  
40 Household property

- Enter appropriate line number(s).

**OTHERSOWNEDSTOLENPROPERTY**

**OTHERSOWNED  
STOLENPROPERTY**

Item **OTHERSOWNEDSTOLENPROPERTY** is used to identify, by line number, each household member who owned any part of the property/money that the offender took without permission. Enter Precode (40), "Household property," if the property/money belongs to the entire household jointly or if more than three household members own the property/money jointly with the respondent. It is acceptable to enter Precode (40) and also enter one or more line numbers, since the offender(s) may have tried to take both personal and household property.

Had permission to use the car ever been given to the offender(s)?

1 Yes  
2 No  
3 Don't know

**PERMISSIONGIVEN**

**PERMISSIONGIVEN**

Item **PERMISSIONGIVEN** is used to determine whether the owner of the stolen car or other motor vehicle EVER gave the

---

offender permission to use the vehicle.

**Precode (1)**

Enter Precode (1), "Yes," if the respondent has EVER given the offender permission to use the vehicle. Also enter Precode (1) if permission can be assumed, such as in a family situation. After entering Precode (1), continue with Item **RETURNCAR**.

**Precode (2)**

Enter Precode (2) "No," if the respondent NEVER gave the offender prior permission to use the car or other motor vehicle. After entering Precode (2):

- Continue with Item **NUMBERHANDGUNS** if you entered Precode (30), "Handguns," in Item **WHAT WASTAKEN**.
- Continue with Item **NUMBERFIREARMS** if you entered Precode (31), "Other firearm" in Item **WHATWASTAKEN**.
- Continue with Item **CASHONPERSON** when cash, a purse, or a wallet were taken (*Precodes (11), (12), or (13) are entered in Item WHATWASTAKEN*).
- Continue with Item **OTHERONPERSON** when cash, a purse, or a wallet was NOT taken.

**Precode (3)**

Enter Precode (3), "Don't know," if the respondent has no idea whether the offender had permission to use the stolen vehicle. This could occur when the offender has not been identified. After entering Precode (3), either:

- Continue with Item **NUMBERHANDGUNS** if you entered Precode (30), "Handguns," in Item **WHAT WASTAKEN**.
- Continue with Item **NUMBERFIREARMS** if you entered Precode (31), "Other firearm," in Item **WHAT WASTAKEN**.
- Continue with Item **CASHONPERSON** when cash, a purse, or a wallet were taken (*Precodes (11), (12), or (13) are entered in Item WHATWASTAKEN*).
- Continue with Item **OTHERONPERSON** when cash, a purse, or a wallet was NOT taken.

Did the offender return the car (motor vehicle) this time?

- 1 Yes
- 2 No

RETURNCAR

RETURNCAR

Item **RETURNCAR** is used to find out if the offender personally returned the motor vehicle that was taken during the incident of his/her own free will.

**Precode (1)**

Enter Precode (1), "Yes," if the offender did return the motor vehicle in person of his/her own free will.

**Precode (2)**

Enter Precode (2), "No," if:

- ✓ The police returned the motor vehicle.
- ✓ The motor vehicle was recovered in a way OTHER THAN by the offender or the police.
- ✓ The motor vehicle was never returned or recovered.

After completing Item **RETURNCAR**, either:

- Continue with Item **NUMBERHANDGUNS** if you entered Precode (30), "Handguns," in Item **WHATWASTAKEN**.
- Continue with Item **NUMBERFIREARMS** if you entered Precode (31), "Other firearm" in Item **WHATWASTAKEN**.
- Continue with Item **CASHONPERSON** when cash, a purse, or a wallet were taken (*Precodes (11), (12), or (13) were entered in Item **WHATWASTAKEN***).
- Continue with Item **OTHERONPERSON** when cash, a purse, or a wallet was NOT taken.

- Ask or verify:

Was the article IN or ATTACHED to a motor vehicle when it was taken?

- 1 Yes
- 2 No

ARTICLEINCAR

**ARTICLEINCAR**

Item **ARTICLEINCAR** is used to find out if any articles that the offender stole were either in or attached to a motor vehicle during the incident. You can verify the answer to this question without asking it if the respondent mentioned earlier in the interview the location of the articles when they were stolen.

**Precode (1)**

Enter Precode (1), "Yes," if ANY articles stolen during the incident were in or attached to a motor vehicle. Otherwise, enter Precode (2).

**Precode (2)**

Enter Precode (2), "No," if NONE of the articles stolen during the incident were in or attached to a motor vehicle.

After completing Item **ARTICLEINCAR**:

- Continue with Item **NUMBERHANDGUNS** if you entered Precode (30), "Handguns," in Item **WHATWASTAKEN**.
- Continue with Item **NUMBERFIREARMS** if you entered Precode (31), "Other firearm" in Item **WHATWASTAKEN**.
- Continue with Item **CASHONPERSON** when cash, a purse, or a wallet were taken (*Precodes (11), (12), or (13) were entered in Item **WHATWASTAKEN***).
- Continue with Item **OTHERONPERSON** when cash, a purse, or a wallet was NOT taken.

How many handguns were taken?

**NUMBERHANDGUNS****NUMBERHANDGUNS**

If a respondent indicated in Item **WHATWASTAKEN** of the incident report section that one or more handguns were stolen during the incident (*Precode 30*), then you will see Item **NUMBERHANDGUNS**. Item **NUMBERHANDGUNS** is asked to determine the number of handguns stolen during the incident.

Enter either the total number of handguns stolen or Ctrl + D to indicate that the respondent does not know the number of handguns stolen during the incident. Before entering Ctrl + D, attempt to get the respondent's best estimate of the number of handguns stolen.

Include any type of hand-held gun, such as a pistol or revolver, regardless of the handguns condition or intended use, such as for hunting, display, target practice, and so on. Exclude pellet guns, BB guns, air pistols, flare guns, or tear gas guns. If you discover at this point that Item **WHATWASTAKEN** was answered incorrectly, return to that screen and correct the entry(ies).

How many other types of firearms were taken?

- Enter 97 for Don't know

**NUMBERFIREARMS****NUMBERFIREARMS**

If a respondent indicated in Item **WHATWASTAKEN** of the incident report section that one or more "other types of firearms" were stolen during the incident (*Precode 31*), then you will see Item **NUMBERFIREARMS**. Item **NUMBERFIREARMS** is asked to determine the number of firearms (other than handguns) stolen during the incident.

Include machine guns, rifles, shotguns, and so on, regardless of their condition or intended use. You will enter either the

total number of firearms (other than handguns) stolen or Ctrl + D to indicate that the respondent does not know the number of other firearms stolen during the incident. Before entering Ctrl + D, attempt to get the respondent's best estimate of the number of other types of firearms stolen.

Exclude pellet guns, BB guns, air pistols, flare guns, or tear gas guns. If you discover at this point that Item **WHATWASTAKEN** was answered incorrectly, return to that screen and correct the entry(ies).

- Ask or verify:

Was the cash or purse on your person, for instance, in a pocket or being held?

- 1 Yes  
2 No

**CASHONPERSON****CASHONPERSON**

Item **CASHONPERSON** is used to determine whether the cash, purse, or wallet was taken directly from the respondent, such as from his/her hands, shoulder, pockets, backpack, etc. The answer to this question is important in classifying the crime accurately. For example, we are interested in whether the cash was stolen directly from the respondent (on their person) or whether it was stolen from a counter, car seat, or other places where the respondent may have left it.

If the respondent already indicated the answer to this question, you can verify the answer without asking the question. Otherwise, ask the question as worded on the screen.

After completing Item **CASHONPERSON**, continue with Item **OTHERONPERSON**.

- Ask or verify:

Was there anything else the offender took directly from you, for instance, from your pocket or hands, or something that you were wearing?

- Exclude property not belonging to respondent or other household member.

1 Yes  
2 No

#### OTHERONPERSON

#### OTHERONPERSON

Item **OTHERONPERSON** is used to determine whether anything OTHER THAN cash, a purse, or a wallet were taken directly from the respondent, such as a bracelet from the respondent's wrist, a hat from the respondent's head, or a computer game from the respondent's pocket. Only include property stolen directly from the respondent or another household member.

If the answer is obvious from the information already provided, verify the answer without asking the question. Otherwise, ask the question as worded on the screen.

After entering Precode (1) for a "Yes" answer, you will continue with Item **ITEMSTAKEN**. After entering Precode (2) for a "No" answer in Item **OTHERONPERSON**, continue with either:

- **ALLPARTRECOVERED** when ONLY Precodes (11) and/or (14) are entered in Item **WHATWASTAKEN**.

OR

- Item **PROPERTYVALUE** when precodes OTHER THAN Precodes (11) and (14) are entered in Item **WHATWASTAKEN**.

*Check item*  
**OTHERONPERSON\_CK**

Edit check **OTHERONPERSON\_CK** appears when the respondent reports that something other than cash, purse, or wallet was stolen from their person, but only cash, purse, or

wallet was reported stolen in **WHATWASTAKEN**.

- Only cash/purse/wallet reported as stolen in **WHATWASTAKEN**. If something else was taken from victim, it must first be reported in **WHATWASTAKEN**. If only cash/purse/wallet was taken from victim, go to **OTHERONPERSON** and enter "no".

[Close](#) [Goto](#)

[OTHERONPERSON\\_CK](#)

This is a hard edit, so click on "Close" or "Goto" to go back and correct your entry in either **WHATWASTAKEN** or **OTHERONPERSON**.

Which items did the offender(s) take directly from you?

- Exclude property not belonging to (respondent/victim) or other household member

**ITEMS TAKEN:**

20 Bicycle or parts

30 Hand gun

40 All of the above

**ITEMSTAKEN**

**ITEMSTAKEN**

Item **ITEMSTAKEN** is used to identify the property reported in Item **WHATWASTAKEN**, OTHER THAN a cash/purse/wallet, that the offender(s) took directly from the respondent or household member. Enter the appropriate precodes from those listed for Item **ITEMSTAKEN**.

If the offender(s) took everything directly from the respondent, enter Precode (40), "All of the above," and continue with Item **PROPERTYVALUE**.

What was the value of the PROPERTY that was taken? Include recovered property. (Exclude any stolen cash, checks, credit cards. If jointly owned with a nonhousehold member(s), include only share owned by household members.)

- Enter total dollar value for all items taken.
- Round to the nearest dollar
- Enter a number between 1-999,996
- If respondent is unsure, ask for an estimate

**PROPERTYVALUE****PROPERTYVALUE**

Item **PROPERTYVALUE** is used to identify the dollar amount for the value of property stolen during the incident, regardless of whether or not it was recovered. If only cash, checks, or credit cards were stolen, you do not see Items **PROPERTYVALUE** or **DECIDEDVALUE**.

Let the respondent arrive at this figure and, when necessary, enter the respondent's best estimate of the value of stolen property. Only include the dollar amount for stolen property owned by the respondent or another current household member.

To help the respondent decide the value of the stolen property, you may remind the respondent of the articles stolen. If the respondent gives you separate amounts for each item, total the amounts and enter the sum in the space provided.

After entering a dollar amount, you will continue with Item **DECIDEDVALUE**. However, if you enter Control + D for "Don't know" or Control + R for "Refused" in **PROPERTYVALUE**, you continue with Item **ALLPARTRECOVERED**. Although these two precodes do not appear on the screen, they are valid precodes for Item **PROPERTYVALUE**.

How did you decide the value of the property that was taken?

- Probe: Any other way?
- Enter all that apply, separate with commas.

- 11 Original cost
- 12 Replacement cost
- 13 Personal estimate of current value
- 14 Insurance report estimate
- 15 Police estimate
- 16 Don't know
- 17 Other - specify

**DECIDEDVALUE****DECIDEDVALUE**

Item **DECIDEDVALUE** is used to identify how the respondent arrived at the dollar amount reported in Item **PROPERTYVALUE**. Ask the question as worded and continue asking, "**Any other way?**" until you get a "No" answer. Enter precodes for all methods that the respondent mentions.

**Precode (11)**

Enter Precode (11) when one of the methods used to arrive at the amount entered in Item **PROPERTYVALUE** was the price originally paid for the item when it was purchased.

**Precode (12)**

Enter Precode (12) when one of the methods used to arrive at the amount entered in Item **PROPERTYVALUE** was the price to replace the item, regardless of the original purchase price.

**Precode (13)**

Enter Precode (13) when one of the methods used to arrive at the amount entered in Item **PROPERTYVALUE** was the respondent's personal estimate of the stolen item's worth or current value, which is not necessarily the same as the item's replacement cost.

**Precode (14)**

Enter Precode (14) when one of the methods used to arrive at the amount in Item **PROPERTYVALUE** was the insurance company's statement of the stolen property's worth.

- Precode (15)** Enter Precode (15) when one of the methods used to arrive at the amount entered in Item **PROPERTYVALUE** was the police department's statement of the stolen property's worth.
- Precode (16)** Enter Precode (16), "Don't know," only after you have tried to identify the method used by asking probing questions and your probing was unsuccessful.
- Precode (17)** Enter Precode (17), "Other," if the respondent mentions a method that does not fit the descriptions in Precodes (11) through (15). After entering Precode (17), enter the method used on the "Specify" screen **DECIDEDVALUE\_SPEC**, such as "a friend's estimate." Also enter Precode (17) for stolen food stamps and enter the "face value" of the food stamps on the "Specify" screen.

Was all or part of the stolen property and money recovered, not counting anything received from insurance?

- 1 All
- 2 Part
- 3 None

ALLPARTRECOVERED

- ALLPARTRECOVERED** Item **ALLPARTRECOVERED** is used to find out whether any or all of the stolen money and/or property was recovered.
- For **stolen money**, only include money returned by the offender. Also include the actual stolen money that someone other than the offender found or discovered and returned to the owner. Do NOT include the reimbursement of money from an insurance company, a relative, friend, or anyone OTHER THAN the offender.
- For **stolen property**, only include the return of the original property that was stolen, NOT any replacement property from any source (*for example, an insurance company or the offender*). Also include recovered stolen property that is being held as evidence in a court case, even though the property

---

has not yet been returned to the owner.

**Precode (1)**

Enter Precode (1) when ALL the money and ALL the property stolen during the incident was recovered. In other words, everything that was stolen during the incident was or will be returned to the owner. After entering Precode (1), either:

- Continue with Item **RECOVEREDCASHVALUE** when property other than cash, checks, or credit cards was recovered.
- OR
- Continue with Item **RECOVEREDINSURANCE** when the only property recovered was cash, checks, or credit cards.

**Precode (2)**

Enter Precode (2) when only a portion of the stolen money and/or property was recovered and was or will be returned to the owner. After entering Precode (2), you will continue with Item **WHATRECOVERED**.

**Precode (3)**

Enter Precode (3) when NONE of the stolen money and/or property was recovered. After entering Precode (3), you will continue with Item **RECOVEREDINSURANCE**.

What was recovered?

- Probe: Anything else?
  - Enter all that apply, separate with commas
- 1 Cash  
2 Purse  
3 Wallet  
4 Credit cards, checks, bank cards  
5 Car or other motor vehicle  
6 Property other than the above

#### WHATRECOVERED

#### WHATRECOVERED

Item **WHATRECOVERED** is used to identify what PART of the stolen money and/or property was recovered after the incident. After asking the initial question, continue asking, "**Anything else?**" until you get a "No" response and enter all appropriate precodes.

For **stolen money**, only include money returned by the offender or the actual stolen money that someone other than the offender found or discovered and returned to the owner. Do NOT include the reimbursement of money from an insurance company, a relative, friend, or anyone OTHER THAN the offender.

For **stolen property**, only include the return of the original property that was stolen, NOT any replacement property from any source (*for example, an insurance company or the offender*). Also include recovered property that is being held as evidence in a court case, even though the property has not yet been returned to the owner.

#### **Precode (1)**

Enter Precode (1) if stolen cash was recovered. After entering Precode (1), continue with Item **CASHRECOVERED**.

#### **Precode (2)**

Enter Precode (2) if the owner's stolen purse was recovered. After entering Precode (2), continue with Item

**CONTAINMONEY**, which asks, "Did the recovered purse contain any money?"

**Precode (3)**

Enter Precode (3) if the owner's stolen wallet was recovered. After entering Precode (3), continue with item **CONTAINMONEY**.

**Precode (4)**

Enter Precode (4) if the owner's stolen credit cards, checks, bank cards, Savings Bonds, bank books, money orders, or travelers checks were recovered.

**Precode (5)**

Enter Precode (5) if the owner's stolen car or other motor vehicle was recovered.

**Precode (6)**

Enter Precode (6) if some part of the owner's stolen property was recovered and the recovered property does not fit any of the descriptions in Precodes (2) through (5). This could include recovered stolen property identified in Precodes (17) through (36) in Item **WHATWASTAKEN**.

**Check Item**

**WHAT\_RECOVERED\_CK**

If something is marked as "recovered" in Item **WHATRECOVERED** that was not reported as "stolen" in Item **WHATWASTAKEN**, check item **WHAT\_RECOVERED\_CK** appears:

- Invalid entry. You reported something was recovered that was not reported as stolen.

Close      Goto

WHAT\_RECOVERED\_CK

This is a hard edit check. Click on "Close" or "Goto" to return to either **WHATWASTAKEN** or **WHATRECOVERED** to correct the entry.

- If necessary: How much cash was recovered?

CASH REPORTED TAKEN: \$124.00

- Round to the nearest dollar
- Enter a number between 1-999,996

CASHRECOVERED

**CASHRECOVERED**

Use Item **CASHRECOVERED** to record the total amount of stolen cash that was recovered in whole dollars. Round up or down as necessary. For example, if the amount given is \$150.50, round up to \$151 and, if the amount given is \$150.49, round down to \$150. If the respondent gives an amount that is less than \$1, round up to \$1. When the respondent is unable to give an exact dollar amount, ask for his/her best estimate.

**Check Item CASH\_CK**

If the amount of cash reported as recovered is greater than the amount of cash reported stolen, check item **CASH\_CK** appears:

The amount of cash reported stolen, (amount) is less than the amount of cash reported recovered, (amount).

[Close](#)    [Goto](#)

CASH\_CK

Click on “Close” or “Goto” to return to either **AMOUNTOFCASHTAKEN** or **CASHRECOVERED** to correct the entry.

Did the recovered purse/wallet contain any money?

- 1 Yes
- 2 No

**CONTAINMONEY**

**CONTAINMONEY**

If the recovered purse or wallet did contain money, enter Precode (1) in Item **CONTAINMONEY** so you can record the amount of stolen cash recovered at Item **CASHRECOVERED** as shown above. Enter the whole dollar amount and round up or down to the nearest dollar amount, as necessary.

Considering any damage, what was the value of the property after it was recovered?  
Do not include recovered cash.

- If value of recovered property is the same as value of property taken then enter the amount below

VALUE OF PROPERTY TAKEN: \$550.00

- Round to the nearest dollar
- Enter a number between 1-999,996

**RECOVEREDCASHVALUE**

**RECOVEREDCASHVALUE**

Item **RECOVEREDCASHVALUE** is used to identify the dollar value of stolen property that was recovered after allowing for any damage done to the property since it was stolen. This includes the value of all stolen property that was recovered, regardless of whether or not it was damaged since it was stolen.

Remind the respondent to exclude the following recovered stolen property when determining the dollar value: cash, credit cards, bank cards, Savings Bonds, bank books, money orders, or travelers checks.

Also let the respondent use any means to arrive at this value.

To help the respondent decide the value of the recovered property, you may remind the respondent of the articles individually. If the respondent gives you separate amounts for each item, total the amounts and enter the sum in the answer space.

Enter the amount in whole dollars. Round up or down as necessary. For example, if the amount given is \$150.50, round up to \$151 and, if the amount given is \$150.49, round down to \$150. If the respondent gives an amount that is less than \$1, round up to \$1. When the respondent is unable to give an exact dollar amount, ask for his/her best estimate.

**Check Item  
*PROPERTYVALUE\_CK***

If the value of the item(s) recovered is a higher dollar value than the value of the item(s) stolen, a soft edit pop-up, **PROPERTYVALUE\_CK** appears:

The value of the property that was recovered, (amount), is greater than the value of the property that was taken,(amount).

Suppress      Close      Goto  
PROPERTYVALUE\_CK

If you select "Goto," return to Item **RECOVEREDCASHVALUE** or **PROPERTYVALUE** and correct your entries so that the recovered value is less than or equal to the original property value. If the value of the recovered property truly is greater than its original value (for example some art and jewelry, etc., which can appreciate over time), then select "Suppress" and proceed to **RECOVEREDINSURANCE**.

Was the theft reported to an insurance company?

- 1 Yes
- 2 No
- 3 Don't know
- 4 Don't have insurance

**RECOVEREDINSURANCE****RECOVEREDINSURANCE**

Item **RECOVEREDINSURANCE** is used to find out if anyone reported the theft to an insurance company, regardless of whether the insurance company made any payment for the claim.

**Precode (1)**

Enter Precode (1) if the respondent, another household member, or someone outside of the household reported the theft to an insurance company.

**Precode (2)**

Enter Precode (2) if the theft was not reported by anyone to an insurance company.

**Precode (3)**

Enter Precode (3) if the respondent either does not know or cannot remember whether anyone reported the theft to an insurance company. Before entering Precode (3), ask a probing question to help the respondent remember, such as **"Do you remember speaking to a claims adjuster or reading any correspondence from your insurance company about the theft?"**

**Precode (4)**

Enter Precode (4) if the household was not covered by insurance at the time of the incident.

?[F1]

Was anything that belonged to you or other members of the household damaged in this incident?

- Probe: For example, was (a lock or window broken/clothing damaged/damage done to a car), or something else?

- 1 Yes  
2 No

DAMAGED

#### DAMAGED

Item **DAMAGED** is used to find out if any other item was damaged during the incident, excluding any stolen property. This could be property owned by the respondent or any other household member. If property was reported as stolen, the instrument inserts the phrase, "Other than stolen property" at the beginning of the question.

If the respondent seems unsure of how to answer this question, also ask the probe question shown below the initial question in Item **DAMAGED**. As you ask the probe question, make sure to select the appropriate examples shown in parentheses based on the circumstances of the theft.

#### Precode (1)

Enter Precode (1), "Yes," if:

- ✓ Items were damaged during the incident, but they were not stolen.
- ✓ These damaged items belonged to a household member at the time of the incident or to an unrecognizable business operated from the sample address.
- ✓ Any items damaged, but not stolen, during an act of vandalism which occurred during the same incident as the theft.

After entering Precode (1), continue with Item **DAMAGEDREPAIRED**.

**Precode (2)**

Enter Precode (2), "No," if:

- ✓ The only items damaged during the incident were the stolen items.
- ✓ The damaged items belonged to someone who was not a household member at the time of the incident.
- ✓ The damaged items belonged to a recognizable business operated from the sample address.
- ✓ The damaged items are commercial property, such as a damaged apartment door to an apartment rented by the respondent, even if the respondent paid for the repair or replacement cost. In this example, the apartment door does not belong to the respondent.

After entering Precode (2), continue with Item  
**POLICEINFORMED.**

Was/Were the damaged item(s) repaired or replaced?

- 1 Yes, all
- 2 Yes, part
- 3 No, none

**DAMAGEDREPAIRED****DAMAGEDREPAIRED**

Item **DAMAGEDREPAIRED** is used to determine whether any or all of the items damaged during the incident were repaired or replaced, even if there was no cost involved. Also, the person who repaired or replaced the damaged items could be anyone, such as a household member, a friend, the landlord, or anyone else. Only include damaged items that were NOT stolen.

Enter the appropriate precode based on the respondent's answer. After entering Precode (1) for "Yes, all," or Precode (2) for "Yes, part," continue with Item **ACTCOSTREPAIRREPLACE**. If you enter Precode (3) for "No, none," continue with Item **ESTCOSTREPAIRREPLACE**.

How much would it cost to repair or replace the damaged item(s)?

- Enter 0 for no cost
- Round to the nearest dollar
- Enter a number between 1-999,996

**ESTCOSTREPAIRREPLACE**

**ESTCOSTREPAIRREPLACE**

Item **ESTCOSTREPAIRREPLACE** is used to identify what the cost would be to repair and/or replace any items damaged, but not stolen, during the incident, if the respondent decided to get the item(s) repaired or replaced. If the respondent has difficulty giving you an exact amount, ask for his/her best estimate.

Enter the amount in whole dollars in the dollar answer space. Round up or down as necessary. For example, if the amount given is \$150.50, round up to \$151 and, if the amount given is \$150.49, round down to \$150. If the respondent gives an amount that is less than \$1, round up to \$1.

Enter (0), (zero), if there would be no cost to repair and/or replace the damaged items. If the respondent does not know what the cost would be to repair and/or replace the damaged items, enter Control + D to indicate "Don't know." Avoid "Don't know" answers when possible.

After entering a response (other than 0), continue with Item **PAIDREPAIRS**. After entering (0), continue with Item **POLICEINFORMED**.

Who (paid/will pay) for the repairs or replacement?

- Probe: Anyone else?
- Enter all that apply, separate with commas

- 1 Items will not be repaired or replaced
- 2 Household member
- 3 Landlord or landlord's insurance
- 4 Victim's (or household's) insurance
- 5 Offender
- 6 Other - specify

#### PAIDREPAIRS

#### PAIDREPAIRS

Item **PAIDREPAIRS** is used to identify who paid or will pay to repair and/or replace items that were damaged, but not stolen, during the incident. If you enter Precode (1) or (2) in Item **DAMAGEDREPAIRED**, then ask the question in Item **PAIDREPAIRS** using the word "paid." Ask the question in Item **PAIDREPAIRS** using the words "will pay" if you entered Precode (3) in Item **DAMAGEDREPAIRED** or the respondent has told you that the items have been repaired and/or replaced, but the repair and/or replacement bill has not yet been paid.

Since more than one person or company may have paid for the repairs and/or replacements, continue asking, "**Anyone else?**" until you get a "No" response and then enter all appropriate precodes.

Only enter Precode (1) if the respondent tells you that **NONE** of the damaged items will be repaired or replaced. However, do **NOT** enter Precode (1) if a person or company provided or will provide money to repair and/or replace damaged item(s), but the respondent does not intend to use the money for this purpose. Instead, enter the appropriate precode to indicate who provided or will provide the money.

Also, if a household member or someone else originally paid for the repair and/or replacement costs and the **total amount**

has been or will be reimbursed by insurance, only enter Precode (3) or (4) to indicate whose insurance is reimbursing the cost and do not enter the precode for who originally paid the bill. However, if the insurance only paid a portion of the costs and someone else paid the remainder of the costs, then enter both precodes. For example, enter Precode (2) for a household member and Precode (4) for the household member's insurance.

If the respondent identifies a person, company, or government agency that is not described in Precodes (2) through (5), enter Precode (6), "Other," and enter the respondent's answer on the "Specify" screen, **PAIDREPAIRS\_SPEC** (*for example, relatives or friends of the household, a government agency, a church, or a community organization*).

Were the police informed or did they find out about this incident in any way?

- 1 Yes
- 2 No
- 3 Don't know

**POLICEINFORMED****POLICEINFORMED**

Item **POLICEINFORMED** is used to determine whether the police are aware that this incident took place, regardless of how they found out about it.

**Who Are Considered the Police?**

For the NCVS, consider the police to be all regular police officers at the city, county, State, or Federal government level, as well as officers who work for sheriff's departments. Also include officers working for specialized police forces who are authorized to make arrests in a special area or jurisdiction (*for example, campus police, park police, transit police, harbor police, and airport police*).

**Exclude as Police Officers**

For the NCVS, exclude as police officers any security forces, building guards, prison guards, fish and game wardens, fire marshals, and all others **who do not have the authority to make police arrests**.

**Victim Is a Police Officer**

When the victim/respondent is a police officer and answers "Yes" to the question in Item **POLICEINFORMED**, probe to find out if the respondent or another person filed an **official report or officially notified a police department** about the incident. Do not assume that an incident was reported to the police just because the victim/respondent is a police officer. For example, if the respondent who is a police officer was threatened with physical harm by a crime suspect and he/she only mentioned it to his/her partner at the station, but never filed a report or officially notified the department, you would enter Precode (2), "No."

**Offender Is a Police Officer**

When the victim/respondent answers "Yes" to the question in Item **POLICEINFORMED** and the offender is a police officer, probe to find out if anyone filed an **official report or officially notified a police department** about the incident. Again, do not assume because a police officer was involved in the incident that the police were officially notified. Enter Precode (2), "No," if no one actually notified the police.

**Precode (1)**

Enter Precode (1), "Yes," if the incident was reported to the police; continue with Item **POLICEFINDOUT**.

**Precode (2)**

Enter Precode (2), "No," if the incident was NOT reported to the police; continue with Item **NOTREPORTEDPOLICE**.

**Precode (3)**

Enter Precode (3), "Don't know," if the respondent does not know or cannot say for sure whether anyone reported the incident to the police and you will continue with Item **AGENCYHELP**. (*Also see Part C, Chapter 3, Topic 21, for more information about incidents involving police officers.*)

How did the police find out about it?

- Enter first precode that applies

11 Respondent

12 Other household member

13 Someone official called police (guard, apt. manager, school official, etc.)

14 Someone else

15 Police were at scene

16 Offender was a police officer

17 Some other way - specify

#### POLICEFINDOUT

##### Special Instructions for Proxy

##### Interviews - Items

##### POLICEFINDOUT through ANYTHINGFURTHER

Starting with Item **POLICEFINDOUT** and ending with Item **ANYTHINGFURTHER**, do **NOT** follow the general rule for asking questions during a proxy interview. Normally, you ask the NCVS questions of the proxy respondent (*who is usually another household member*) for the proxy person (*the household member who is unable to answer for himself/herself*). For example, when asking the question for Item **DAMAGED** during a proxy interview, ask the question this way:

**"Other than any stolen property was anything that belonged to Jeffrey Doe (the proxy person) or other members of the household damaged in this incident?"**

Since the questions for Items **POLICEFINDOUT** through **ANYTHINGFURTHER** can apply to anyone in the sample household who may have had contact with the police, ask each of these questions of the proxy respondent, rather than the proxy person.

For example, when you ask the proxy respondent in **POLICEFINDOUT**, **"How did the police find out about it?"** the proxy respondent says, **"I told them."** In this case, enter Precode (11), "Respondent." However, if the proxy respondent says that, **"Jeffrey Doe (the proxy person) called the police,"** enter Precode (12), "Other household member." When conducting a proxy interview, the instrument displays an interviewer instruction at this screen to remind you of this.

**POLICEFINDOUT**

Item **POLICEFINDOUT** is used to identify how the police found out about the incident. Enter the first precode that applies. For example, if the respondent tells you that he/she called the police and a security guard also called the police, enter Precode (11), "Respondent."

**Precode (11)**

Enter Precode (11) if the police found out about the incident from the respondent. If you are taking a proxy interview, enter Precode (11) if the proxy respondent informed the police. After entering Precode (11), continue with Item **REASONREPORT**.

**Precode (12)**

Enter Precode (12) if the police found out about the incident from a household member OTHER THAN the respondent. If you are taking a proxy interview, enter Precode (12) if the proxy person informed the police. After entering Precode (12), continue with Item **POLICEARRIVE**.

**Precode (13)**

Enter Precode (13) if the police found out about the incident from some type of official, such as a security guard, an apartment manager, a school principal, a store manager, and so on. After entering Precode (13), you will continue with Item **POLICEARRIVE**.

**Precode (14)**

Enter Precode (14) if the police found out about the incident from a person OTHER THAN a household member or someone acting in an official capacity. For example, you would enter Precode (14) if a neighbor called the police or a relative who is not a household member called the police (*such as an uncle, aunt, brother-in-law, and so on*). After entering Precode (14), you will continue with Item **POLICEARRIVE**.

**Precode (15)**

Enter Precode (15) if the police found out about the incident because they happened to be on the scene at the time of the incident or came by while the incident was taking place. After entering Precode (15), continue with Item **POLICEACTION**.

**Precode (16)**

Enter Precode (16) if the police found out about the incident because the offender was a police officer and he/she notified the police. After entering Precode (16), continue with Item **POLICECONTACT**.

**Precode (17)**

Enter Precode (17) if the police found out about the incident in a way other than those described in Precodes (11) through (16). After entering Precode (17), explain how the police were informed on the "Specify" screen, **POLICEFINDOUT\_SPEC**, then continue with Item **POLICECONTACT**.

? [F1]

What was the reason it was not reported to the police?

- Probe: Can you tell me a little more? Any other reason?
- Enter all that apply, separate with commas.

**DEALT WITH ANOTHER WAY:**

- 11 Reported to another official (guard, apt. manager, school official, etc.)  
12 Private or personal matter or took care of it myself or informally; told offender's parent

**NOT IMPORTANT ENOUGH TO RESPONDENT:**

- 13 Minor or unsuccessful crime, small or no loss, recovered property  
14 Child offender(s), "kid stuff"  
15 Not clear that it was a crime or that harm was intended

**INSURANCE WOULDN'T COVER:**

- 16 No insurance, loss less than deductible, etc.

**POLICE COULDN'T DO ANYTHING:**

- 17 Didn't find out until too late  
18 Could not recover or identify property  
19 Could not find or identify offender, lack of proof

**POLICE WOULDN'T HELP**

- 20 Police wouldn't think it was important enough, wouldn't want to be bothered or get involved  
21 Police would be inefficient, ineffective (they'd arrive late or not at all, wouldn't do a good job, etc.)  
22 Police would be biased, would harass/insult respondent, cause respondent trouble, etc.)  
23 Offender was a police officer

**OTHER REASON:**

- 24 Did not want to get offender in trouble with the law  
25 Was advised not to report to police  
26 Afraid of reprisal by offender or others  
27 Did not want to or could not take time—too inconvenient  
28 Other - Specify  
29 Respondent not present or doesn't know why it wasn't reported

NOTREPORTEDPOLICE

**NOTREPORTEDPOLICE**

Item **NOTREPORTEDPOLICE** is used to find out why no one reported the incident to the police. This item consists of 19 categories, grouped together under six major headings to help you locate the correct precode for the respondent's answer. Since you must enter all appropriate precodes for a respondent's answer, continue asking, "**Any other reason?**" until you get a "No" response.

*Probing for Item  
**NOTREPORTEDPOLICE***

In some cases, a respondent's answer may seem to fit under one of the major headings, but you are not sure which precode to enter. In this situation, you need to ask a general probe question. For example, a respondent answers that she did not think the police would help her. You see the major heading, "**POLICE WOULDN'T HELP**," but you are not sure which precode to enter. You could ask, "**Can you tell me a little more?**" If that probe question does not work, then you could ask, "**Why do you think that the police would not help you?**"

Since this item involves a respondent's feelings and motivations, you must be extremely careful when asking probe questions so you do not bias the respondent's answer. Keep your initial probe questions general and neutral. Then if the initial probe question does not work, ask a more specific probe question.

Only ask the structured probe question (which can be accessed using the **F1** key) for Item **NOTREPORTEDPOLICE** when:

- ✓ You have asked general probe questions and the respondent's answer still does not fit under one of the major headings.
- ✓ The respondent's answer is so vague and obscure that it would not be appropriate to ask a general probe question.

*Verifying Answers*

To ensure that all appropriate precodes are entered in Item **NOTREPORTEDPOLICE**, verify the answer categories for which you entered precodes with the respondent BEFORE pressing "Enter" to get to the next question. Here is an example of how to verify the answers you entered with the respondent: "**I have entered (read descriptions for the**

---

entered precodes). **Do these reasons cover why no one reported the incident to the police?"**

**Answer Categories for Item NOTREPORTED POLICE**

Since most of the answer categories in Item **NOTREPORTEDPOLICE** are self-explanatory, descriptions are provided below only for the categories that require special attention.

**Precode (12)**

Enter Precode (12), "Private or personal matter or took care of it myself or informally; told offender's parent," when the respondent tells you that: "It was a family matter," "He/she wanted to catch the thief," "He/she called the person who did it," "He/she thought it was his/her wife/husband," "The person was a friend," and so on.

**Precode (28)**

Enter Precode (28), "Other," if you have tried asking both general probe questions and the structured probe question AND the respondent's reason still does not fit into one of the reasons in Precodes (11) through (27). After entering Precode (28), enter the reason on the "Specify" screen, **NOTREPORTEDPOLICE\_SPEC**.

**Precode (29)**

Enter Precode (29), "Respondent not present or doesn't know why it wasn't reported," if the respondent really does not know why the incident was not reported to the police. (For example, the respondent was not present during a burglary incident.)

**Noting Distinctions**

Pay close attention when a respondent tells you that the incident is not important enough to report to the police. **Precodes (13) through (15)** cover reasons why the *respondent* feels that the incident was not important enough to report to the police, while **Precode (20)** covers when the respondent thinks that the *police* would not consider the incident important.

**Precode (27)** also implies that the *respondent* did not feel that the incident was important enough to report to the police, but the **primary motivation for not reporting** the incident was the respondent's lack of time and the level of inconvenience to him/her.

After completing Item **NOTREPORTEDPOLICE**, continue with either:

---

- Item **NOTREPORTIMPORTANT** when more than one reason is entered in Item **NOTREPORTEDPOLICE**.
- OR
- Item **AGENCYHELP** when only one reason is entered in Item **NOTREPORTEDPOLICE**.

Which of these would you say was the most important reason why the incident was not reported to the police?

Reasons not reported:

23 Offender was police officer

27 Did not want to or could not take time - too inconvenient

29 No one reason more important

NOTREPORTIMPORTANT

#### NOTREPORTIMPORTANT

Item **NOTREPORTIMPORTANT** is used to pinpoint which of the reasons reported in Item **NOTREPORTEDPOLICE** the respondent feels is the most important reason for not reporting the incident to the police. If necessary, read the reasons listed for Item **NOTREPORT IMPORTANT**.

Based on the respondent's answer, enter the appropriate precode. If the respondent seems to have difficulty making up his/her mind, ask the following probe question: "***If you could only give one reason, which one would it be?***"

In Item **NOTREPORTIMPORTANT**, Precode (29), "No one reason more important," is also displayed. Use this precode if the respondent tells you that each reason selected in Item **NOTREPORTEDPOLICE** was equally important as to why the incident was not reported to the police.

After completing Item **NOTREPORTIMPORTANT**, continue with Item **AGENCYHELP**.

? [F1]

Besides the fact that it was a crime, did YOU have any other reason for reporting this incident to the police?

- Probe: Any other reason?
- Enter all that apply, separate with commas.

- TO GET HELP WITH THIS INCIDENT

- 11 Stop or prevent THIS incident from happening
- 12 Needed help after incident due to injury, etc.

- TO RECOVER LOSS

- 13 To recover property
- 14 To collect insurance

- TO GET OFFENDER

- 15 To prevent further crimes against respondent/respondent's household by this offender
- 16 To stop this offender from committing other crimes against anyone
- 17 To punish offender
- 18 Catch or find offender - other reason or no reason given

- TO LET POLICE KNOW

- 19 To improve police surveillance of respondent's home, area, etc.
- 20 Duty to let police know about crime

- OTHER

- 21 Other reason - Specify
- 22 No other reason

**REASONREPORT**

**REASONREPORT**

Item **REASONREPORT** is used to identify why the respondent reported the incident to the police.

There are 12 categories for Item **REASONREPORT** that are grouped together under five major headings to help you locate the correct precode to enter for the respondent's answer. Since you need to enter all appropriate precodes for a

---

respondent's answer, continue asking, "**Any other reason?**" until you get a "No" response.

Since we are interested in the respondent's feelings at the time of the incident (*or the proxy respondent's feelings*), be sure to pause after reading the question to allow the respondent time to recall his/her feelings. Do NOT read the answer categories to the respondent BEFORE receiving the respondent's answer.

**Probing for Item  
REASONREPORT**

In some cases, a respondent's answer may seem to fit under one of the major headings, but you are not sure which precodes to enter. In this situation, you need to ask a general probe question. For example, a respondent answers that he thought the police should be aware of the incident. You see the major heading, "**TO LET POLICE KNOW**," but you are not sure which precode to enter. You could ask, "**Can you be more specific?**" If the probe question does not work, then you could ask, "**Why did you feel that the police should be notified?**"

Since this item involves a respondent's feelings and motivations, be extremely careful when asking probe questions so you do not bias the respondent's answer. Keep your initial probe question general and neutral. If the initial probe question does not work, ask a more specific probe question.

Only ask the structured probe question (which can be accessed with the **F1** key) for Item **REASONREPORT** when:

- ✓ You have asked general probe questions and the respondent's answer still does not fit under one of the major headings.
- ✓ The respondent's answer is so vague and obscure that it would not be appropriate to ask a general probe question.

**Verifying Answers**

To ensure that all appropriate precodes are entered in Item **REASONREPORT**, verify the answer categories that you entered with the respondent BEFORE pressing "Enter" to indicate that all responses have been entered. Here is an example of how to verify the answers you entered with the respondent: "**I have entered** (read descriptions for the entered precodes). **Do these reasons cover why you**

---

***reported this incident to the police?"***

Any precode entry/entries in Item **REASONREPORT** except Precode (22) take(s) you to Item **REPORTIMPORTANT**. If only Precode (22) is entered in Item **REASONREPORT**, continue with Item **POLICEARRIVE**.

**Answer Categories in Item  
REASONREPORT** Since most of the answer categories in Item **REASONREPORT** are self-explanatory, descriptions are provided below only for the categories that require special attention.

**Precode (11)** Enter Precode (11) ONLY when the respondent tells you that he/she reported the incident to the police either at the time of the incident or just prior to the incident in an effort to keep it from happening. The respondent must have been present during the incident in order to mark Precode (11).

**Precode (12)** Enter Precode (12) when the respondent tells you that he/she reported the incident to the police in an effort to get help AFTER the incident, such as medical attention.

Do NOT enter Precode (12) if the incident was reported to:

- Recover property (*Enter Precode (13)*).
- Collect insurance money (*Enter Precode (14)*).
- Prevent the incident from happening again (*Enter Precode (15)*).

**Precode (20)** Enter Precode (20) if the respondent feels that he/she had a legal or moral obligation to report the incident to the police.

**Precode (21)** Enter Precode (21) if you have tried asking both general probe questions and the structured probe question AND the respondent's reason still does not fit into one of the reasons in Precodes (11) through (20). After entering Precode (21), enter the reason on the "Specify" screen, Item **REASONREPORT\_SPEC**.

**Precode (22)** Enter Precode (22) if the respondent's only reason for reporting the incident to the police was because it was a

crime. If you enter Precode (22) along with other precodes, Item **REASONREPORT\_CK** appears as a pop-up. This is a hard edit check:

- Invalid entry. You cannot select answer category 22 "No other reason" along with any other answer category in this item.

Questions involved      Value

Close      Goto

**REASONREPORT\_CK**

Click on "Close" or "Goto" to return to **REASONREPORT** to correct your entries.

Which of these would you say was the most important reason why the incident was reported to the police?

12 Needed help due to injury, etc.

16 To stop off. from committing other crimes against anyone

22 Because it was a crime was most important

23 No one reason more important

**REPORTIMPORTANT**

#### **REPORTIMPORTANT**

Item **REPORTIMPORTANT** is used to identify which reason from those reported in Item **REASONREPORT** the respondent feels is the most important reason for reporting the incident to the police. If necessary, read the reasons displayed on the screen for Item **REPORTIMPORTANT**.

Based on the respondent's answer, enter the appropriate precode. If the respondent seems to have difficulty making up his/her mind, you could ask the following probe question: "**If you could only give one reason, which one would it be?**" The respondent may tell you that:

- ✓ His/her main reason for reporting the incident to the police was that it was a crime. If so, enter Precode (22),

"Because it was a crime was most important."

- ✓ Each reason is equally important. If so, enter Precode (23), "No one reason more important."

After completing Item **REPORTIMPORTANT**, continue with Item **POLICEARRIVE**.

Did the police come when they found out about the incident?

- 1 Yes
- 2 No
- 3 Don't know
- 4 Respondent went to police

**POLICEARRIVE**

**POLICEARRIVE**

Item **POLICEARRIVE** is the first of three questions intended to find out what the police did after they were notified about the incident. Item **POLICEARRIVE** is used to determine whether the police actually came to talk in person with the victimized person.

**Precode (1)**

Enter Precode (1), "Yes," if the police came to see and speak to the victimized person either at the scene of the incident or somewhere else. If the police only spoke to the victimized person on the telephone, enter Precode (2), "No." After entering Precode (1), continue with Item **TIMEPOLICEARRIVE**.

**Precode (2)**

Enter Precode (2), "No," if the police were contacted and never came to speak in person with the victimized person and only communicated by telephone, mail, and so on. After entering Precode (2), continue with Item **POLICECONTACT**.

**Precode (3)**

Enter Precode (3), "Don't know," if the respondent really does not know whether the police came to speak in person with the victimized person once they were notified. After entering Precode (3), continue with Item **POLICECONTACT**.

**Precode (4)**

Enter Precode (4), "Respondent went to police," if the respondent went to notify the police in person about the incident. After entering Precode (4), continue with Item **POLICEACTION**.

How soon after the police found out did they respond?  
Was it within 5 minutes, within 10 minutes, an hour, a day, or longer?

- Enter the code for the first answer category that the respondent is sure of.

- 1 Within 5 minutes
- 2 Within 10 minutes
- 3 Within an hour
- 4 Within a day
- 5 Longer than a day
- 6 Don't know how soon

**TIMEPOLICEARRIVE**

**TIMEPOLICEARRIVE**

Item **TIMEPOLICEARRIVE** is used to identify how much time elapsed between the police being notified and the police arriving in person to speak to the victimized person. Enter the first category from Precodes (1) through (5) about which the respondent feels sure.

Enter Precode (6) if the respondent really does not know how soon after being contacted the police arrived to speak to the victimized person, such as when someone else called the police or the police went to the crime scene before coming to speak to the victimized person.

After completing Item **TIMEPOLICEARRIVE**, continue with Item **POLICEACTION**.

What did they do while they were there?

- Probe: Anything else?
- Enter all that apply, separate with commas.

11 Took report

12 Searched/looked around

13 Took evidence (fingerprints, inventory, etc.)

14 Questioned witnesses or suspects

15 Promised surveillance

16 Promised to investigate

17 Made arrest

18 Other - specify

19 Don't know

#### POLICEACTION

#### POLICEACTION

Item **POLICEACTION** is used to determine what actions the police took while they were with the victimized person during their initial visit. Exclude any police actions taken after the police left or during any subsequent visits with the victimized person.

Since you need to enter all precodes that apply to the respondent's answer, continue asking, "**Anything else?**" until you get a "No" answer.

#### **Precode (11)**

Enter Precode (11), "Took report," if the police spoke to the victimized person to find out what happened during the incident.

#### **Precode (12)**

Enter Precode (12), "Searched/looked around," if the police searched the area of the incident for the offender(s) or for any of the stolen property.

#### **Precode (13)**

Enter Precode (13), "Took evidence," if the police took any type of evidence that the offender(s) may have left at the scene of the crime, such as fingerprints, a weapon, scraps of clothing, a hair or blood sample, and so on.

- 
- Precode (14)** Enter Precode (14), "Questioned witnesses or suspects," if the police questioned any witnesses and suspects, as well as potential witnesses and suspects (*for example, neighbors, co-workers, friends, and so on*).
- Precode (15)** Enter Precode (15), "Promised surveillance," if the police told the victimized person that they will:
- ✓ Patrol the crime scene
- OR
- ✓ Keep a lookout in the area where the victimized person lives or works.
- Precode (16)** Enter Precode (16), "Promised to investigate," if the police told the victimized person that they would do any of the following things: question suspects, witnesses, or others, pursue the offender(s), try to recover stolen property, etc.
- Precode (17)** Enter Precode (17), "Made arrest," if the respondent learned that the police arrested a suspect(s) during the initial visit from the police.
- Precode (18)** Enter Precode (18), "Other," if the police took any actions during their initial visit with the victimized person which are not described in Precodes (11) through (17) and then fully describe the action(s) taken on the "Specify" screen, **POLICEACTION\_SPEC**.
- Precode (19)** Enter Precode (19), "Don't know," if the respondent really does not know what the police did during their initial visit with the victimized person. For example, the respondent may not have been present when the police made their visit.
- After completing Item **POLICEACTION**, continue with Item **POLICECONTACT**.

Did you (or anyone in your household) have any later contact with the police about the incident?

- 1 Yes
- 2 No
- 3 Don't know

**POLICECONTACT**

**POLICECONTACT**

Item **POLICECONTACT** is the first of four questions asking about any subsequent contacts with the police about the incident. Item **POLICECONTACT** is used to determine whether the respondent or any other household member had any later official contacts with the police about the incident. For example, the police may have called the victimized person or made another personal visit, or perhaps a household member mailed a letter to the police inquiring about the case.

Exclude any unofficial contacts with the police, such as a casual conversation with a police officer who is a friend or acquaintance.

**Precode (1)**

Enter Precode (1), "Yes," when:

- ✓ There was any contact between the household and the police following the initial visit by the police, regardless of who initiated the contact.
- ✓ The police did NOT make a personal visit when they were originally contacted about the incident, but the police did call or send a letter to the household after they were contacted.
- ✓ The police did NOT make a personal visit when they were originally contacted about the incident, but someone in the household called or sent a letter to the police after they initially notified the police.

After entering Precode (1), continue with Item **POLICEINTOUCH**.

**Precode (2)**

Enter Precode (2), "No," when:

- ✓ There was no later contact between the household and the police AFTER the initial visit by the police.
- ✓ There was no contact at all between the household and the police after the police found out about the incident.

After entering Precode (2), continue with Item **SIGNCOMPLAINT**.

**Precode (3)**

Enter Precode (3), "Don't know," when the respondent does not know whether there was any later contact with the police about the incident. After entering Precode (3), continue with Item **SIGNCOMPLAINT**.

Did the police get in touch with you or did you get in touch with them?

- 1 Police contacted respondent or other household member
- 2 Respondent or other household member contacted police
- 3 Both
- 4 Don't know
- 5 Other - Specify

**POLICEINTOUCH**

**POLICEINTOUCH**

Item **POLICEINTOUCH** is used to determine who initiated the later contact between the household and the police about the incident. Enter the appropriate precode based on the respondent's answer.

**Precode (3)**

Only enter Precode (3), "Both," if there was more than one later contact and some were initiated by the police and others were initiated by someone in the household.

**Precode (4)**

Enter Precode (4) if the respondent does not know who initiated the contact.

**Precode (5)**

If you enter Precode (5), "Other," make sure to identify who initiated the later contact(s) on the "Specify" screen, **POLICEINTOUCH\_SPEC**. Avoid entering Precode (5) if the

respondent's answer fits Precode (1), (2), or (3).

After completing Item **POLICEINTOUCH**, continue with Item **HOWPOLICECONTACT**.

Was that in person, by phone, or some other way?

- 1 In person
- 2 Not in person (by phone, mail, etc.)
- 3 Both in person and not in person
- 4 Don't know

**HOWPOLICECONTACT**

**HOWPOLICECONTACT**

Item **HOWPOLICECONTACT** is used to find out whether or not the later contacts were made in person.

**Precode (1)**

Enter Precode (1) if ALL later contacts were made in person, regardless of who initiated the contacts.

**Precode (2)**

Enter Precode (2) if ALL later contacts were made by some means OTHER THAN IN PERSON, such as by telephone, FAX, mail, electronic mail, and so on.

**Precode (3)**

Enter Precode (3) if there were two or more later contacts AND at least one later contact was made in person AND at least one later contact was made by some other means, such as by phone.

**Precode (4)**

Enter Precode (4) if, after probing, the respondent does not know whether the later contacts were made in person or by some other means.

After completing Item **HOWPOLICECONTACT**, continue with Item **POLICEFOLLOWUP**.

What did the police do in following up this incident?

- PROBE: Anything else?
- Enter all that apply, separate with commas.

- 11 Took report
- 12 Questioned witnesses or suspects
- 13 Did or promised surveillance/investigation
- 14 Recovered property
- 15 Made arrest
- 16 Stayed in touch with respondent/household
- 17 Other - Specify
- 18 Nothing (to the respondent's knowledge)
- 19 Don't know

#### POLICEFOLLOWUP

#### POLICEFOLLOWUP

Item **POLICEFOLLOWUP** is used to determine what actions the police took to follow up on the incident, EXCLUDING actions that were already identified in Item **POLICEACTION** and were only taken during the initial contact.

Since you need to enter all precodes that apply to the respondent's answer, continue asking, "**Anything else?**" until you get a "No" response.

##### **Precode (11)**

Enter Precode (11), "Took report," if the police filled out a second report or spoke to the victimized person again since their first contact after the incident.

##### **Precode (12)**

Enter Precode (12), "Questioned witnesses or suspects," if, after the initial contact, the police questioned any witnesses and suspects, as well as potential witnesses and suspects (*for example, neighbors, co-workers, friends, and so on*).

##### **Precode (13)**

Enter Precode (13), "Did or promised surveillance/investigation," if, after initial contact, police investigated the incident or told the respondent that they would investigate, such as questioning suspects, witnesses, or others, pursuing the offender(s), or trying to recover stolen property.

- Precode (14)** Enter Precode (14), "Recovered property," if the police were able to recover stolen property.
- Precode (15)** Enter Precode (15), "Made arrest," if the respondent learned that the police arrested a suspect(s) after their initial visit to the household.
- Precode (16)** Enter Precode (16), "Stayed in touch with respondent/household," if the police stayed in contact with someone in the household by any means, such as by phone, mail, etc.
- Precode (17)** Enter Precode (17), "Other," if the police took a later action that does not fit the descriptions for Precodes (11) through (16). After entering Precode (17), make sure to identify the action taken on the "Specify" screen, **POLICEFOLLOWUP\_SPEC**.
- Precode (18)** Enter Precode (18), "Nothing," if the respondent thinks that no actions were taken by the police following the initial visit by the police.
- Precode (19)** Enter Precode (19), "Don't know," if the respondent does not know what actions were taken since the incident happened.
- After completing Item **POLICEFOLLOWUP**, continue with Item **SIGNCOMPLAINT**.

Did you or someone in your household sign a complaint against the offender(s) to the police department or the authorities?

- 1 Yes  
2 No

**SIGNCOMPLAINT**

**SIGNCOMPLAINT**

Item **SIGNCOMPLAINT** is used to determine whether anyone in the household signed a complaint against the offender(s) to the police department or another authority. The complaint could be any type of official report signed by a household member in which one or more persons are NAMED as the offenders in the incident. The official report could be filed with

a police department or some other legal authority, such as the FBI, immigration officials, and so on.

After completing Item **SIGNCOMPLAINT**, continue with Item **ARRESTMADE**.

Ask or verify:

As far as you know, was anyone arrested or were charges brought against anyone in connection with this incident?

- 1 Yes
- 2 No
- 3 Don't know

**ARRESTMADE**

**ARRESTMADE**

Item **ARRESTMADE** is used to find out if anyone:

- ✓ Was arrested in connection with the incident
- OR
- ✓ Had charges brought against him/her.

You may already know the answer to this question. If so, verify the answer without asking the question.

**Precode (1)**

Enter Precode (1), "Yes," if the respondent knows or has heard that someone was arrested or had charges brought against him/her in connection with the incident.

**Precode (2)**

Enter Precode (2), "No," if the person was only questioned about the incident or held in custody and then released without being charged.

**Precode (3)**

Enter Precode (3) if the respondent does not know whether anyone was arrested or charged in connection with the incident.

After completing Item **ARRESTMADE**, continue with Item **AGENCYHELP**.

Did you or someone in your household receive any help or advice from any office or agency - other than the police -that deals with victims of crime?

- 1 Yes
- 2 No
- 3 Don't know

**AGENCYHELP**

**AGENCYHELP**

**AGENCYHELP** is the first of two items asking about any help the household may have received from an office or agency that deals with crime victims, excluding the police department. Item **AGENCYHELP** is used to determine whether the household received help or advice from an office or agency which provides assistance to crime victims.

***Precode (1)***

Enter Precode (1), "Yes," if anyone in the household received help or advice as a direct result of the incident and this help or advice was in the form of financial or legal advice, counseling, preventing similar crimes in the future, and so on. The help or advice could have come from any office or agency that deals specifically with crime victims, with the exception of the police department. After entering Precode (1), continue with Item **TYPEOFGACY**.

***Precode (2)***

Enter Precode (2), "No," if no one in the household received any help or advice from an office or agency set up to assist crime victims. Also enter Precode (2) if the only help received by the household came from:

- ✓ The police department

OR

- ✓ Private individuals or a group that is not trained specifically to handle crime victims, such as neighbors, relatives, psychologists, a family doctor, a priest or minister, and so on.

After entering Precode (2), either:

- Continue with Item **CONTACTAUTHORITIES** if the police were informed about the incident (*Precode (1) entered in Item POLICEINFORMED.*)

OR

- Continue with Item **DOINGATINCIDENTTIME** if the police were NOT informed about the incident (*Precode (2) or (3) entered in Item POLICEINFORMED.*)

**Precode (3)**

Enter Precode (3), "Don't know," if the respondent really does not know whether anyone in the household received help or advice from an office or agency set up to assist crime victims. After entering Precode (3):

- Continue with Item **CONTACTAUTHORITIES** if the police were informed about the incident (*Precode (1) entered in Item POLICEINFORMED.*)

OR

- Continue with Item **DOINGATINCIDENTTIME** if the police were NOT informed about the incident (*Precode (2) or (3) entered in Item POLICEINFORMED.*)

Was that a government or a private agency?

- 1 Government
- 2 Private
- 3 Don't know

TYPEOFGAGENCY

TYPEOFGAGENCY

Item **TYPEOFGAGENCY** is used to identify whether the office or agency who assisted the household was a government or private agency.

- Precode (1)** Enter Precode (1) if the office or agency is supported by Federal, state, or local government taxes.
- Precode (2)** Enter Precode (2) if the office or agency is supported by private funds or charitable contributions.
- Precode (3)** Enter Precode (3) if, after probing, the respondent really does not know who supports the office or agency that provided assistance to the household.
- After completing Item **TYPEOFAGENCY**, either:
- Continue with Item **CONTACTAUTHORITIES** if the police were informed about the incident (*Precode (1) entered in Item POLICEINFORMED*.)
- OR*
- Continue with Item **DOINGATINCIDENTTIME** if the police were NOT informed about the incident (*Precode (2) or (3) entered in Item POLICEINFORMED*.)

Have you (or someone in your household) had contact with any other authorities about this incident, (such as a prosecutor, court, or juvenile officer)?

- 1 Yes
- 2 No
- 3 Don't know

**CONTACTAUTHORITIES****CONTACTAUTHORITIES**

Item **CONTACTAUTHORITIES** is the first of two items used to determine if anyone in the household has had contact with an authority about the incident, OTHER THAN the police or an agency identified in Item **AGENCYHELP**. By authority, we mean a prosecutor, a court or juvenile officer, and so on.

If you enter Precode (1), "Yes," continue with Item **AUTHORITIES**. If you enter either Precode (2), "No," or Precode (3), "Don't know," continue with Item **ANYTHINGFURTHER**.

Which authorities?

- Probe: Any others?
- Enter all that apply, separate with commas.

1 Prosecutor, district attorney

2 Magistrate

3 Court

4 Juvenile, probation or parole officer

5 Other - specify

#### AUTHORITIES

#### AUTHORITIES

Item **AUTHORITIES** is used to identify which authorities a household member has contacted about the incident. Since more than one authority may have been contacted, continue asking, "**Any others?**" until you get a "No" reply. If you enter Precode (5), "Other," because the authority mentioned by the respondent is not described in Precodes (1) through (4), make sure to identify the authority on the "Specify" screen, **AUTHORITIES\_SPEC**. After completing Item **AUTHORITIES**, continue with Item **ANYTHINGFURTHER**.

Do you expect the police, courts, or other authorities will be doing anything further in connection with this incident?

- 1 Yes
- 2 No
- 3 Don't know

#### ANYTHINGFURTHER

#### ANYTHINGFURTHER

Item **ANYTHINGFURTHER** is used to find out if the respondent knows or feels that any authority (*police, courts, and so on*) will do anything further about the incident. This could include bringing suspects to trial, questioning suspects, offering a reward, investigating, or surveillance. Exclude any counseling that could be provided because of this incident.

If you enter Precode (1), "Yes," make sure to describe the actions that the respondent knows or feels will be taken on the "Specify" screen, **ANYTHINGFURTHER\_SPEC**. After completing Item **ANYTHINGFURTHER**, continue with Item **DOINGATINCIDENTTIME**.

### Topic 3. Screen Layout and Instructions for Items DOINGATINCIDENTTIME Through SUMMARY

- Ask or verify:

What were you doing when this incident (happened/started)?

- 11 Working or on duty
- 12 On the way to or from work
- 13 On the way to or from school
- 14 On the way to or from other place
- 15 Shopping, errands
- 16 Attending school
- 17 Leisure activity away from home
- 18 Sleeping
- 19 Other activities at home
- 20 Other - Specify
- 21 Don't know

DOINGATINCIDENTTIME

#### DOINGATINCIDENTTIME

Item **DOINGATINCIDENTTIME** is used to identify what the **respondent or proxy person** was doing when the incident happened or started. It is not necessary for the respondent or proxy person to have been at the crime scene to answer this question. If the respondent or proxy person was not present during the incident, the instrument displays the word "happened" when asking this question. Otherwise, it displays the word "started."

#### Proxy Interviews

Starting with Item **DOINGATINCIDENTTIME**, you will again ask each question about the proxy person and not of the proxy respondent. Only Items **POLICEFINDOUT** through **ANYTHINGFURTHER** are asked directly of the proxy respondent.

#### Answer Categories in Item DOINGATINCIDENTTIME

Since most of the answer categories in Item **DOINGATINCIDENTTIME** are self-explanatory, descriptions are provided below only for the categories that require special attention.

---

<b>Precodes (11) and (12)</b>	Enter Precode (11) if the respondent or proxy person was working or on duty for his/her job when the incident began or happened. Enter Precode (12) if the respondent or proxy person was commuting to or from work when the incident began or happened. After entering Precode (11), continue with Item <b>EMPLOYERTYPE</b> .  After entering Precode (12), either: <ul style="list-style-type: none"><li>• Continue with Item <b>LOSTWORKTIME</b> if the respondent was injured in the incident (<i>Precodes (12) - (21) entered in Item INJURY.</i>)</li></ul> <p style="text-align: center;"><i>OR</i></p> <ul style="list-style-type: none"><li>• Continue with Item <b>LOSTOTHERWORKTIME</b> if the respondent was NOT injured in the incident.</li></ul>
<b>Precode (13)</b>	Enter Precode (13) if the respondent or proxy person was traveling to or from school when the incident started. However, if the incident started while the respondent or proxy person was in class during the school day, enter Precode (16).
<b>Precode (16)</b>	Enter Precode (16) if the respondent or proxy person was in class during the school day when the incident started. However, if the incident started while commuting to or from school, enter Precode (13).
<b>Precode (19)</b>	Enter Precode (19) when the respondent or proxy person was involved in an activity at his/her home when the incident started and the activity is not described in a previous answer category for Precodes (11) through (18).
<b>Precode (20)</b>	Enter Precode (20) if the respondent or proxy person was doing something when the incident started that does not fit any of the previous answer categories in Item <b>DOINGATINCIDENTTIME</b> . After entering Precode (20), make sure to describe the activity on the "Specify" screen, <b>DOINGATINCIDENTTIME_SPEC</b> .
<b>Precode (21)</b>	Enter Precode (21) if the respondent or proxy person really does not know what he/she was doing when the incident started. For instance, the respondent or proxy person could

---

have been away from home on vacation when his/her house was broken into and may not know exactly when the incident took place and what he/she was doing.

- Ask or verify:

Did you have a job at the time of the incident?

- 1 Yes  
2 No

**JOBDURINGINCIDENT**

**JOBDURINGINCIDENT**

Item **JOBDURINGINCIDENT** is used to determine whether or not the respondent had a job or business at the time of the incident. If you know the answer by this point in the interview, just verify the answer without asking the question.

For the NCVS, consider the respondent as having a job or business if:

- ✓ There is a definite arrangement to work for pay or profit either full time or part time.
- ✓ The respondent was self-employed in his/her own business/farm or partnership.
- ✓ The respondent was working without pay on a family farm or in a family business.

**Precode (1)**

Enter Precode (1), "Yes," if any of the conditions mentioned above existed at the time of the incident, even if the respondent was temporarily absent from the job due to a vacation, illness, bad weather, strike, or temporary layoff. After entering Precode (1), either:

- Continue with Item **LOSTWORKTIME** if the respondent was injured in the incident (*Precodes (12) - (21) entered in Item INJURY.*)

*OR*

- Continue with Item **LOSTOTHERWORKTIME** if the respondent was NOT injured in the incident.

**Precode (2)**

Enter Precode (2), "No," if the respondent did not have a job or business at the time of the incident. After entering Precode (2), continue with Item **MAJORACTIVITY**.

What was your major activity the week of the incident - were you looking for work, keeping house, going to school, or doing something else?

- 1 Looking for work
- 2 Keeping house
- 3 Going to school
- 4 Unable to work
- 5 Retired
- 6 Other - Specify

**MAJORACTIVITY****MAJORACTIVITY**

Item **MAJORACTIVITY** is used to find out what the respondent's major activity was during the week of the incident, since he/she did not have a job or business. As you ask this question, make sure to read each of the examples in the question.

**Precode (1)**

Enter Precode (1) if the respondent was attempting to find a job or trying to start a business or profession during the week of the incident. Examples of "looking for work" include:

- ✓ Registration at an employment office.
- ✓ FAXing your resume to potential employers.
- ✓ Meeting and interviewing with prospective employers.
- ✓ Placing or answering advertisements in newspapers or on the Internet.
- ✓ Gathering information about starting his/her own

business.

**Precode (2)**

Enter Precode (2) if the respondent spent most of his/her time during the week of the incident doing work around his/her own home. Examples of "keeping house" include:

- ✓ Cooking, washing clothes, cleaning house, and so on.
- ✓ Caring for his/her own children, step-children, or foster children, as well as children who are brothers, sisters, or other relatives of the respondent.
- ✓ Overseeing the care of the home, even if the actual work is done by a paid maid or housekeeper.
- ✓ Cutting the lawn, painting the house, working in the garden (*other than on a family farm*), etc.

**Precode (3)**

Enter Precode (3) if the respondent spent the majority of the week of the incident attending any kind of public or private school, including trade or vocational schools. If the respondent would normally be attending school that week, but was out sick or on a short vacation, still enter Precode (3).

Do NOT enter Precode (3) if the incident happened during the respondent's summer vacation, unless the respondent was attending summer school during the week of the incident.

**Precode (4)**

Enter Precode (4) if the respondent was unable to do ANY kind of work during the week of the incident because he/she has a LONG-TERM physical or mental illness or disability. However, if the respondent is only TEMPORARILY ILL or disabled and is expected to be well enough to work at some kind of gainful employment within 6 months after the incident, enter Precode (6), "Other," and explain the situation on the "Specify" screen, **MAJORACTIVITY\_SPEC**.

**Precode (5)**

Enter Precode (5) if the respondent says that he/she was retired during the week of the incident. However, if the respondent has only cut back on the number of hours worked or was semi-retired during the week of the incident, you

---

should enter Precode (1) in Item **JOBDURINGINCIDENT** to indicate that the respondent did have a job at the time of the incident.

**Precode (6)**

Enter Precode (6) if the respondent mentions a major activity during the week of the incident that is not covered in Precodes (1) through (5). After entering Precode (6), make sure to explain the activity on the "Specify" screen, **MAJORACTIVITY\_SPEC**, such as caring for a terminally ill spouse, child, or parent, or on summer vacation from school.

After completing Item **MAJORACTIVITY**, continue with Item **HHMEMLOSTWORKTIME** to determine if any other household members lost time from work due to the incident.

Now I have a few questions about the job at which you worked during the time of the incident.

Were you employed by --

- Read each category - then enter appropriate code
- 1 A private company, business, or individual for wages?
  - 2 The Federal government?
  - 3 A State, county, or local government?
  - 4 Yourself (Self-employed) in your own business, professional practice, or farm?
  - 5 A private, not-for-profit, tax-exempt, or charitable organization?

**EMPLOYERTYPE****EMPLOYERTYPE**

Items **EMPLOYERTYPE** through **ISCURRENTJOB** are asked when Precode (11) is entered in Item **DOINGATINCIDENTTIME**. Notice that there is an introductory statement printed above the question in Item **EMPLOYERTYPE**. Make sure that you read this sentence to the respondent BEFORE asking the question in Item **EMPLOYERTYPE**. This statement lets the respondent know that the following questions relate to the **job at which he/she was working during the time of the incident**.

Each of the answer categories in Item **EMPLOYERTYPE**

signifies a different “Class of Worker” type. Ask the respondent about each category as a separate question. For example: “**Were you employed by a private company, business, or individual for wages?**” After asking this question, wait for the respondent’s answer. If you get a “Yes” answer, enter Precode (1) and you will continue with Item **INCORPORATED**. If you get a “No” answer, ask the second question, “**Were you employed by the Federal government?**” Follow this procedure until you get a “Yes” answer.

**Precode (1)**

Enter Precode (1) when a respondent worked for a PRIVATE employer for wages, salary, commission, tips, piece-rates, or pay in kind. After entering Precode (1), continue with Item **INCORPORATED**.

**Precode (2)**

Enter Precode (2) when a respondent:

- ✓ Worked for any branch of the Federal government.
- ✓ Was elected to a paid Federal office.
- ✓ Was a member of the Armed Forces.
- ✓ Was employed by an international organization (*for example, the United Nations*) or a foreign government.

**Precode (3)**

Enter Precode (3) when a respondent worked in any branch of a state, county, or local government. This also includes respondents who were elected to paid state, county, or local offices. After entering Precode (3), continue with Item **EMPLOYERNAME**.

**Precode (4)**

Enter Precode (4) when a respondent was **self-employed** for profit or fees in his/her OWN business, farm, shop, office, practice, etc. After entering Precode (4), continue with Item **INCORPORATED**.

**Precode (5)**

Enter Precode (5) when a respondent was employed for PAY at the time of the incident by a church, union, or some other type of private nonprofit organization. After entering Precode (5), continue with Item **INCORPORATED**.

---

Is this business incorporated?

- 1 Yes
- 2 No
- 3 Don't know

**INCORPORATED**

**INCORPORATED**

If the respondent was working at the time of the incident for a private company, his/her own private business, or for a private, not-for-profit organization, you will continue with Item **INCORPORATED**. Item **INCORPORATED** is used to determine whether the business or organization is incorporated.

The respondent should know whether or not his/her employer is a legal corporation. Enter Precode (1) for a "Yes" answer or Precode (2) for "No" answer. However, if the respondent really does not know, enter Precode (3) for "Don't know."

What is the name of the company/agency/org for which you worked at the time of the incident?

**EMPLOYERNAME**

**EMPLOYERNAME**

Item **EMPLOYERNAME** is used to identify the name of the respondent's employer at the time of the incident. Census Bureau coders working in the National Processing Center need this key piece of information to assign the correct industry code to the respondent's employer. Record this information accurately.

Even though a respondent may be reluctant to provide the name of his/her employer, make every effort to collect this information without badgering the respondent. In some cases, you may succeed by just reassuring a respondent that the information he/she provides is confidential.

What kind of business or industry is this?

- Read if necessary:

What do they make or do where you worked at the time of the incident?

TYPEBUSINESS

**TYPEBUSINESS**

Item **TYPEBUSINESS** is used to determine the kind of business or industry that is transacted by the respondent's employer at the time of the incident. This is another key piece of information needed to assign the correct industry code for a respondent's employer.

To ensure that our coders can assign an accurate industry code, enter a clear and specific description of the kind of business or industry:

- What is the purpose of the business?

OR

- What type of products are produced by the industry?

**Structured Probe**

If the respondent hesitates in giving you an answer to your initial question in Item **TYPEBUSINESS**, also ask the structured probe question: "**What do they make or do where you/name worked at the time of the incident?**" This probe question may help the respondent to understand what type of description we want for this item.

**Be Specific**

Avoid entering descriptions that are too general, such as:

- ✗ "It's a mining company."
- ✗ "The business provides a repair service."
- ✗ "It's a computer-related business."
- ✗ "It's a retail store."

Some examples of better descriptions:

- ✓ “Mines/transports coal/byproducts”
- ✓ “Repairs small home appliances”
- ✓ “Designs/sells computer software”
- ✓ “Operates two large hardware stores”

Enter descriptions that are specific. Avoid using unnecessary words that make descriptions too long. This item allows for 50 characters.

Is this mainly . . .

- Read answer categories

- 1 Manufacturing?
- 2 Retail trade?
- 3 Wholesale trade?
- 4 Something else?

#### BUSINESSSECTOR

#### BUSINESSSECTOR

Item **BUSINESSSECTOR** is used to identify the major type of industry in which the respondent was working at the time of the incident:

- Manufacturing
- Retail trade
- Wholesale trade
- Something else

Distinguishing between these types of industries is important. If this item is marked incorrectly, coders will not be able to assign an accurate industry code.

Start by asking, ***“Is this mainly manufacturing?”*** Wait for the respondent’s answer. If you get a “Yes” answer, enter Precode (1) and continue with Item **OCCUPATIONDESC**. If you get a “No” answer, continue by asking, ***“Retail trade?”*** Follow this procedure until you get a “Yes” answer.

---

<b>Precode (1)</b>	Enter Precode (1), "Manufacturing," if a respondent's employer makes and sells its products in large quantities or lots to other manufacturers, wholesalers, or retailers.
<b>Precode (2)</b>	Enter Precode (2), "Retail trade," if a respondent's employer sells primarily to individual consumers or users, but seldom makes products.
<b>Precode (3)</b>	Enter Precode (3), "Wholesale trade," if a respondent's employer buys, rather than makes, products in large quantities or lots for resale to retailers, industrial users, or to other wholesalers.
<b>Precode (4)</b>	Enter Precode (4), "Something else," if a respondent's employer does not manufacture or sell products as a wholesaler or a retailer. Examples of some employers that fit into the "Something else" category are: <ul style="list-style-type: none"><li>• Car repair shops,</li><li>• Accounting firms,</li><li>• Medical centers,</li><li>• Trucking companies, or</li><li>• Banks.</li></ul>
<b>When To Probe</b>	Some firms are engaged in more than one type of business or activity. When you encounter this situation, do some additional probing to determine the most appropriate category to enter in Item <b>BUSINESSSECTOR</b> . <p>If you discover that the respondent's employer conducts business at more than one location (<i>for example, making copy machines at one location and making chemicals used by the copy machines at another location</i>), collect data for the <u>location at which the respondent works</u>.</p> <p>If you discover that the respondent's employer conducts a variety of activities at the same location (<i>for example, a gasoline station that also sells groceries</i>), probe to determine which <u>activity or product the respondent is most directly involved with in his/her job</u>. For example, if the respondent primarily sells groceries at the gasoline station, enter Precode (2), "Retail trade." However, if the respondent primarily works as a mechanic servicing motor vehicles at the gasoline station, enter Precode (4), "Something else."</p>

---

What kind of work did you do, that is, what was your occupation at the time of the incident?

- For example: plumber, typist, farmer

**OCCUPATIONDESC****OCCUPATIONDESC**

Item **OCCUPATIONDESC** asks about the **kind of work** or **occupation** the respondent had at the time of the incident. In addition to assigning an industry code for the respondent's employer, the coders also assign an occupation code for the respondent's job based on:

- The kind of work described in Item **OCCUPATIONDESC** and
- The respondent's most important activities or duties described in Item **USUALJOBDUTIES**.

Enter complete and accurate descriptions for these items, so coders can assign the correct occupation code.

**Job Title vs. Kind of Work**

The “kind of work” descriptions that our coders need must clearly specify the type of work the respondent does on his/her job, and this is not necessarily the respondent’s job title. For some occupations, the common descriptions or general job titles that a respondent provides are not sufficient for coders to assign the correct occupation code.

**Self-Employed Persons**

When a respondent is self-employed, only enter “Manager” as his/her occupation if the person actually spends most of the workday managing his/her business. Otherwise, enter the kind of work the respondent spends the majority of his/her time doing, such as plumber, hair stylist, dentist, house painter, and so on. Describe the respondent’s actual trade or craft, when that is the kind of work that the respondent spends most of his/her time doing for the business.

**Avoid Entering Department or Work Place Titles**

Avoid entering kind of work entries such as “Works in shipping department” or “Works in the warehouse.” These entries do not adequately describe the kind of work done by the respondent. If the respondent inspects outgoing products

for the shipping department, enter “Inspects outgoing products for shipping dept.” If the respondent is a clerk who monitors inventory in a warehouse, enter “Clerk monitoring warehouse inventory.”

***Apprentice vs. Trainee***

There is a difference between someone who is an apprentice and someone who is a trainee. An apprentice is under contract during his/her training period, but a trainee is not. If a respondent tells you that he/she is in an apprenticeship or trainee program, make sure to enter both the person’s occupation or kind of work, along with the term “apprentice” or “trainee.” For example, you may need to enter “Apprentice plumber” or “Buyer trainee.”

***Machinist vs. Machine Operator vs. Mechanic***

Although all three titles sound similar, there are major differences in the kind of work done by a machinist, a machine operator, and a mechanic.

A **machinist** is a skilled craftsman who constructs metal parts, tools, and machines through the use of blueprints, machine and hand tools, and precise measuring instruments.

A **machine operator** runs a factory machine, such as a drill press operator.

A **mechanic** inspects, services, repairs, or overhauls machinery.

***Secretary vs.  
“Official Secretary”***

The title **secretary** applies to someone who does secretarial work in an office. The title **official secretary** applies to someone who is an elected or appointed officer of a business, union, or other organization.

***Probing for Difficult to Code Occupations***

Avoid entering a one-word response, because it will usually be too general for coders to assign the correct occupation code. For these situations, we provide the following table along with a suggested probe for each occupation. These probes are written to encourage the respondent to provide a more specific description of the kind of work he/she does on the job. This table is also available as a separate job aid, “Difficult to Code Occupations.”

<b>Occupation</b>	<b>Suggested Probe</b>
<b>Assembler</b>	What do you assemble? For example, do you assemble automobiles, electric motors, farm equipment, sheet metal, or something else?
<b>Clerk</b>	What type of clerk are you? For example, do you handle accounting, billing, filing, shipping, statistical data, sales, or something else?
<b>Engineer</b>	What kind of engineer are you? For example, are you a civil, electrical, mechanical, nuclear, chemical, train, stationary, building, or some other type of engineer?
<b>Inspector</b>	What type of things do you inspect? For example, do you inspect automobiles, restaurants, houses, buildings, meats, or something else?
<b>Manager</b>	What type of manager are you? For example, do you manage a bakery, garage, hotel, office, property, store, or something else?
<b>Machinist</b>	Do you set up AND operate machines?
<b>Machine operator</b>	How many machines do you operate? Also, what type of machine do you operate primarily?
<b>Mechanic</b>	What type of mechanic are you? For example, do you service and repair automobile bodies, engines, appliances, trucks, valves, or something else?
<b>Nurse</b>	What type of nurse are you? For example, are you registered, licensed, practical, vocational, a nursing aide, or some other type of nurse?
<b>Researcher</b>	What is your field of research?
<b>Sales Worker</b>	What do you sell? For example, do you sell advertising, cars, houses, insurance, shoes, tickets, or something else?
<b>Supervisor</b>	Who or what do you supervise? For example, do you supervise clerical workers, counselors, laborers, field representatives, or someone else?
<b>Teacher</b>	Do you teach at the preschool, elementary, high school, or college level? Also, which subjects do you teach?

What were your usual activities or duties at this job?

**USUALJOBDUTIES****USUALJOBDUTIES**

Item **USUALJOBDUTIES** is used to describe the usual activities or duties a respondent performs at his/her job. This is the second key piece of information that our coders use to assign an occupation code. What you enter in Item **USUALJOBDUTIES** is especially useful when a simple job title does not provide enough information to code the occupation.

Some examples of entries you may need to enter in Item **USUALJOBDUTIES**:

- Keeping account books
- Selling new and used motor vehicles
- Laying bricks and stone
- Typing and filing letters, reports, memos, etc.

If a respondent tells you that his/her job duties are classified, do NOT probe. If this happens, enter “Information is classified.”

While working at this job, did you work mostly in –

- Read each category - then enter appropriate precode
- 1 A city?
  - 2 Suburban area?
  - 3 Rural area?
  - 4 Combination of any of these?

**JOBMSATYPE****JOBMSATYPE**

Item **JOBMSATYPE** is asked to find out if the respondent was working in a city, suburban area, rural area, or a combination of any of these areas at the time of the

incident. This type of information will help the survey's sponsor to determine if specific areas are more prone to crime.

For Item **JOBMSATYPE**, read each answer category as part of the question until you get a "Yes" response. Since most respondents will know how to answer this question, let the respondent select the type of area. When a respondent worked for more than one employer, enter the precode for the area in which he/she worked the greater number of hours. Avoid entering Precode (4), "Combination of any of these?" unless a respondent insists that the area he/she worked MOST of the time was a combination of city, suburban, and rural.

After completing Item **JOBMSATYPE**, continue with Item **INCIDENTHAPPENATWORK**.

● Ask or verify:

Did this incident happen at your work site?

- 1 Yes
- 2 No
- 3 Don't know
- 4 Other - specify

INCIDENTHAPPENATWORK

**INCIDENTHAPPENATWORK**

Item **INCIDENTHAPPENATWORK** is used to determine whether the incident happened at the respondent's work site for any job held by the respondent at the time of the incident. If you already know the answer to this question, you can verify the answer without asking the question.

**Precode (1)**

Enter Precode (1), "Yes," if the incident happened while the respondent was at his/her work site, which is considered the place where his/her USUAL day-to-day activities take place. Some examples of work sites include in an office, hospital, taxi cab, convenience store, beauty parlor, etc.

If the respondent works from an office or workshop in his/her home and the incident occurred in the office or workshop, also enter Precode (1), "Yes." However, do NOT enter Precode (1) if the incident happened somewhere else in the house, garage, or property OTHER THAN in the office or workshop.

If the respondent has no usual work site, such as a traveling salesperson, his/her work site is the place where he/she was working when the incident occurred.

**Precode (2)**

Enter Precode (2), "No," if the incident happened at a location OTHER THAN the respondent's work site, such as at a meeting in another office building during working hours, out of town on a business trip, and so on.

Also enter Precode (2) if the incident happened at the parking lot at the respondent's work site.

**Precode (3)**

Enter Precode (3), "Don't know," if the respondent really does not know if the incident occurred at his/her work site. Only enter Precode (3) as a last resort.

**Precode (4)**

Enter Precode (4) if the respondent's answer requires more than just a "Yes" or "No" reply and then use the "Specify" screen, **INCIDENTHAPPENATWORK\_SPEC**, to answer this question. After completing Item **INCIDENTHAPPENATWORK**, continue with Item **WORKDAYNIGHT**.

Did you usually work days or nights?

- 1 Days
- 2 Nights
- 3 Both days and nights/rotating shifts

**WORKDAYNIGHT**

**WORKDAYNIGHT**

Item **WORKDAYNIGHT** is used to find out if the respondent worked primarily days, nights, or rotating shifts at the time of the incident. Enter Precode (1) for "Days," Precode (2) for

"Nights," and Precode (3) for "Both days and nights/rotating shifts." After completing Item **WORKDAYNIGHT**, continue with Item **ISCURRENTJOB**.

Is this your current job?

- 1 Yes
- 2 No

**ISCURRENTJOB**

**ISCURRENTJOB**

Item **ISCURRENTJOB** is used to determine whether the respondent's job at the time of the incident is also his/her current job at the time of the interview.

- Continue with Item **LOSTWORKTIME** if the respondent was injured in the incident (*Precodes (12) - (21) entered in Item INJURY.*)

*OR*
- Continue with Item **LOSTOTHERWORKTIME** if the respondent was NOT injured in the incident.

Did YOU lose time from work because of injuries you suffered in this incident?

- 1 Yes
- 2 No

**LOSTWORKTIME**

**LOSTWORKTIME**

Item **LOSTWORKTIME** is used to find out if the respondent/victim of the incident lost time from work because of his/her own injuries that were suffered during the incident. Later in the interview, Items **HHMEMLOSTWORKTIME** and **AMOUNTHHMEMTIMELOST** are used to identify any other household members who lost time from work because of the incident.

**Defining Terms**

**Work** - For this item, work is considered a job or business rather than housework, school, or other activities.

**Time lost from work** - For this item, time lost from work could be time away from his/her job or business due to:

- ✓ Injuries suffered in the incident or
- ✓ Visits to a doctor or hospital to receive medical care for injuries suffered during the incident.

Enter Precode (1) for a "Yes" answer and then continue with Item **AMOUNTTIMELOST**. Enter Precode (2) for a "No" answer; continue with Item **LOSTOTHERWORKTIME**.

How much time did you lose because of injuries?

- Enter 0 if time lost was less than one day.
- If over 200 days, enter 200.

AMOUNTTIMELOST

**AMOUNTTIMELOST**

Item **AMOUNTTIMELOST** is used to identify how much time the respondent lost from work due to the injuries he/she suffered from the incident. Include time lost from work up to the day of the interview.

If the respondent lost one or more days from work, enter the number of whole days in the answer space. If the respondent answers in hours, always determine whether the hours were missed all in one day or more than one day. For example, if the respondent lost a few hours on one day for physical therapy and a few hours on another day to visit the doctor, enter "2" for the number of days, even though the respondent was at work a portion of each day. After entering the number of days missed from work, continue with Item **LOSTPAYNOMEDINS**.

<b>Don't know</b>	If the respondent is unable to give an answer, always ask for his/her best estimate. If the respondent is still unable to give an estimate, use "Ctrl + D" to indicate a "Don't know" response. Only enter "Ctrl + D" as a last resort. The instrument goes to Item <b>LOSTPAYNOMEDINS</b> .
<b>Precode (0)</b>	Enter Precode (0) (zero) if the respondent lost less than one workday due to his/her injuries from the incident. After entering Precode (0), continue with Item <b>LOSTOTHERWORKTIME</b> .

During these days, did you lose any pay that was not covered by unemployment insurance, sick leave, or some other source?

- 1 Yes
- 2 No

**LOSTPAYNOMEDINS**

#### **LOSTPAYNOMEDINS**

Item **LOSTPAYNOMEDINS** is used to discover whether the respondent lost any pay because the time lost from work was not covered by unemployment insurance, sick leave, or some other source.

#### **Defining Terms**

**Unemployment insurance** - Includes any money received from State unemployment insurance funds or railroad unemployment benefits.

**Sick leave** - Includes continued payment of wages by the respondent's employer while the respondent is unable to work due to illness or injury.

**Some other source** - Includes any money received from private insurance plans, worker's compensation, and so on. Worker's compensation is periodic money payments made to workers who are injured on the job and in some states to workers with non-occupational temporary disability or illness. Compensation checks could come from the state, private insurance companies, or from private businesses that insure their own workers.

**Precode (1)**

Enter Precode (1), "Yes," if the respondent lost pay and was NOT compensated monetarily for the time away from his/her job due to injuries from the incident. Also enter Precode (1) for a self-employed respondent who was paid for the time lost from work, but was obligated to hire someone to take his/her place. After entering Precode (1), continue with Item **AMOUNTLOSTPAYNOMED**.

**Precode (2)**

Enter Precode (2), "No," if the respondent was compensated monetarily for the time lost from work due to his/her injuries from the incident. After entering Precode (2), continue with Item **LOSTOTHERWORKTIME**.

About how much pay did you lose?

- Round to the nearest dollar
- Enter a number between 1-999,996

**AMOUNTLOSTPAYNOMED****AMOUNTLOSTPAYNOMED**

Item **AMOUNTLOSTPAYNOMED** is used to determine how much pay the respondent lost because he/she was unable to work due to injuries from the incident. Also, if a self-employed respondent was compensated monetarily for his/her pay, but was required to hire someone to take his/her place, record the amount paid to the replacement as lost pay.

Enter the amount of lost pay in whole dollars in the answer space provided in Item **AMOUNTLOSTPAYNOMED**. Round the amount up or down as necessary. For example, if the amount given was \$670.50, enter "671," and, if the amount given was \$670.49, enter "670." If the amount was less than \$1, enter "1."

If the respondent has difficulty giving you a dollar amount, ask for his/her best estimate. Only enter "Ctrl + D" for "Don't know" as a last resort.

After completing Item **AMOUNTLOSTPAYNOMED**, continue with Item **LOSTOTHERWORKTIME**.

Did YOU lose any (other) time from work because of this incident for such things as cooperating with a police investigation, testifying in court, or repairing or replacing damaged or stolen property?

- Probe: Any other reason?
  - Enter all that apply, separated by commas
- 1 Police related activities  
2 Court related activities  
3 Repairing damaged property  
4 Replacing stolen items  
5 Other - specify  
6 None (did not lose time from work for any of these reasons)

#### LOSTOTHERWORKTIME

#### LOSTOTHERWORK TIME

Item **LOSTOTHERWORKTIME** is used to find out if the respondent lost time from work for purposes OTHER THAN those related to his/her injuries suffered during the incident.

If the respondent lost time from work due to their injuries the instrument displays the word "other" in the first line of the question as shown above; otherwise, "other" is not shown.

As you ask the question, pause after each example included in the question to allow the respondent time to answer. Enter all precodes that relate to the respondent's answer, separating them with commas. Continue asking "Any other reason?" until you get a "No" response, then press "Enter" when you are done.

Item **LOSTOTHERWORKTIME** relates specifically to time lost from work by the respondent only; that is, the person who was victimized during the incident. Items **HHMEMLOSTWORKTIME** and

**AMOUNTHHMEMTIMELOST** collect similar information for other household members.

**Precode (1)**

Enter Precode (1) if the respondent lost time from work due to police-related activities, such as cooperating with an investigation by identifying suspects in a lineup, helping to construct a composite drawing of the offender, identifying stolen items, and so on.

**Precode (2)**

Enter Precode (2) if the respondent lost time from work due to court-related activities, such as testifying in court, attending a trial or hearing, talking to an attorney (*either the prosecutor, the defense attorney, or the respondent's own lawyer*), and so on.

**Precode (3)**

Enter Precode (3) if the respondent lost time from work to repair property damaged during the incident, drop off and pick up a damaged motor vehicle at a repair shop, visit an optician to repair damaged eyeglasses, wait for a locksmith, and so on.

**Precode (4)**

Enter Precode (4) if the respondent lost time from work to replace stolen items, such as waiting for delivery persons, getting a replacement driver's license, Social Security card, credit card, checkbook, and so on.

**Precode (5)**

Enter Precode (5) if the respondent lost time from work for a reason that is not covered in the descriptions for Precodes (1) through (4). After entering Precode (5), explain the reason on the "Specify" screen, **LOSTOTHERWORKTIME\_SPEC**.

For Precodes (1) through (5), continue with Item **DAYSLOSTWORK**.

**Precode (6)**

Enter Precode (6) if the respondent did not lose any time from work due to this incident, excluding any time lost due to injuries from the incident. If you enter Precode (6), do not enter any other precodes in Item **LOSTOTHERWORKTIME**. After entering Precode (6), continue with Item **HHMEMLOSTWORKTIME** when there are other household members listed on the household roster. Otherwise, continue with:

- Item **TYPETRANSPORTATION** when Precode (12) (13) or (14) was entered at Item **INCIDENTTIME**

OR
- Item **SERIESNUMTIMES** if the incident is part of a series of crimes

OR
- Item **INCIDENTHATECRIME** if the incident is NOT part of a series of crimes

How much time did you lose altogether because of...

- police related activities
- Enter 0 if time lost was less than one day
- If over 200 days, enter 200

#### DAYSLOSTWORK

#### DAYSLOSTWORK

Item **DAYSLOSTWORK** is used to identify how much time the respondent lost from work to take care of ALL of the tasks identified in **LOSTOTHERWORKTIME**. As you ask the question in Item **DAYSLOSTWORK**, read the reason(s) that are listed on the screen, which are the precodes selected in **LOSTOTHERWORKTIME**.

Include time lost **up to the day of** the interview. If the respondent lost one or more days from work, enter the number of whole days in Item **DAYSLOSTWORK**. If the respondent answers in hours, always determine whether the hours were missed all in one day or more than one day.

When calculating the number of days missed from work, it is not necessary for the respondent to have missed an entire workday. For example, the respondent may have lost 4 hours one workday to

identify stolen property at the police station and on another workday the respondent may have lost 3 hours to wait for a replacement television to be delivered. In this example, enter "2" for the number of days missed from work due to the incident. If a respondent has missed more than 200 days from work, enter "200." If a respondent is unsure of the number of days of work missed, ask for his/her best estimate.

After entering the number of days missed from work (between 1 and 200 days) in Item **DAYSLOSTWORK**, continue with Item **LOSTPAYNOEMPINS**.

Enter (0), (zero), if the respondent missed less than one full workday due to the reason(s) shown in Item **DAYSLOSTWORK**.

After entering (0), continue with Item **HHMEMLOSTWORKTIME**.

***Don't know***

Before accepting a "Don't know" answer, ask the respondent to give you his/her best estimate. Only enter "Control + D" for "Don't know" as a last resort.

During these days, did you lose any pay that was not covered by unemployment insurance, paid leave, or some other source?

- 1 Yes
- 2 No

**LOSTPAYNOEMPINS**

**LOSTPAYNOEMPINS**

Item **LOSTPAYNOEMPINS** is used to determine whether the respondent lost any pay because the time lost from work was not covered by unemployment insurance, paid leave, or some other source.

***Defining Terms***

**Unemployment insurance** - Includes any money received from state unemployment insurance funds or railroad unemployment benefits.

**Paid leave** - Includes continued payment of wages by the respondent's employer while the respondent is not at work, such as "personal" or "annual" leave.

**Some other source** - Includes any money received from private insurance plans, worker's compensation, and so on. Compensation checks could come from the state, private insurance companies, or from private businesses that insure their own workers.

**Precode (1)**

Enter Precode (1), "Yes," if the respondent lost pay and was NOT compensated monetarily for the time away from his/her job due to the incident. Also enter Precode (1) if a self-employed respondent was paid for the time lost from work, but he/she was obligated to hire someone to take his/her place. After entering Precode (1), continue with **AMOUNTLOSTPAYNOEMP**.

**Precode (2)**

Enter Precode (2), "No," if the respondent was compensated monetarily for the time lost from work due to the incident. After entering Precode (2), continue with Item **HHMEMLOSTWORKTIME**.

About how much pay did you lose?

- Round to the nearest dollar
- Enter a number between 1-999,996

AMOUNTLOSTPAYNOEMP

**AMOUNTLOSTPAY  
NOEMP**

Item **AMOUNTLOSTPAYNOEMP** is used to determine how much pay the respondent lost because he/she lost time from work due to the reasons identified in Item **LOSTOTHERWORKTIME**. Also, if a self-employed respondent was compensated monetarily for his/her lost pay, but was required to hire someone to take his/her place, record the amount paid to the replacement as the respondent's lost pay.

Enter the amount of lost pay in whole dollars in Item **AMOUNTLOSTPAYNOEMP**. Round the amount up or down as necessary. For example, if the amount given was \$670.50, enter "671," and, if the amount given was \$670.49, enter "670." If the amount was less than \$1, enter "1." If the respondent has difficulty giving a dollar amount, ask for his/her best estimate.

After completing Item **AMOUNTLOSTPAYNOEMP**, continue with Item **HHMEMLOSTWORKTIME**.

Were there any (other) household members 16 years or older who lost time from work because of this incident?

- 1 Yes
- 2 No

**HHMEMLOSTWORKTIME**

**HHMEMLOSTWORKTIME**

Item **HHMEMLOSTWORKTIME** is used to find out whether there were other household members who were at least 16 years of age and lost time from work due to the incident. If the respondent lost time from work due to the incident, the word "other" is displayed by the instrument as you ask the question in Item **HHMEMLOSTWORKTIME**. Otherwise, ask the question in Item **HHMEMLOSTWORKTIME** without the word "other."

Let the respondent decide how to answer this question. The time lost from work could be due to injuries suffered by these household members or for any of the reasons identified in Item **LOSTOTHERWORKTIME**.

**Precode (1)**

If you enter Precode (1), "Yes," continue with Item **AMOUNTHHMEMTIMELOST**.

**Precode (2)**

If you enter Precode (2), "No," AND the respondent was on the way to or from work, school, or some other place when the incident either happened or started, continue with Item **TYPETRANSPORTATION**. In other words, no household members who were 16 years of age or older lost time from

work AND Precode (12), (13), or (14) was entered in Item **DOINGATINCIDENTTIME**.

If you enter Precode (2), "No," AND the respondent was NOT on the way to or from work, school, or some other place when the incident either happened or started, either:

- Continue with Item **SERIESNUMTIMES** if the incident is part of a series of crimes  
  
OR
- Continue with Item **INCIDENTHATECRIME** if the incident is NOT part of a series of crimes.

How much time did they lose altogether?

- Enter 0 if time lost was less than one day
- If over 200 days, enter 200

#### AMOUNTHHMEMTIMELOST

##### AMOUNTHHMEMTIMELOST

Item **AMOUNTHHMEMTIMELOST** is used to identify how much time household members OTHER THAN the respondent lost from work because of the incident.

Include time lost up to the day of the interview. If the household member(s) lost one or more days from work, enter the number of whole days in the answer space provided in Item **AMOUNTHHMEMTIMELOST**. If the time lost was in hours, determine whether the hours were missed all in one day or more than one day.

When calculating the number of days missed from work, it is not necessary for the household member(s) to have missed an entire workday. For example, one household member may have lost 4 hours one workday to visit a doctor and on another workday

another household member may have lost 3 hours to wait for a replacement television to be delivered. In this example, enter "2" for the number of days missed from work due to the incident.

Enter (0), (zero), if the household member(s) missed less than one full workday due to the incident.

**Don't know**

Before accepting a "Don't know" answer, ask the respondent to give you a best estimate. Enter "Control + D" for "Don't know" only as a last resort.

After completing Item **AMOUNTHHMEMTIMELOST**, continue with Item **TYPETRANSPORTATION** if the respondent was on the way to or from work, school, or some other place when the incident either happened or started (*Precode (12), (13), or (14) was entered in Item DOINGATINCIDENTTIME*).

Otherwise, either:

- Continue with Item **SERIESNUMTIMES** if the incident is part of a series of crimes.

OR
- Continue with Item **INCIDENTHATECRIME** if the incident is NOT part of a series of crimes.

Ask or verify: You told me earlier you were on the way to/from work when the incident happened.

What means of transportation were you using?

- |                                   |                            |
|-----------------------------------|----------------------------|
| 11 Car, truck, or van             | 16 Bus or trolley          |
| 12 Motorcycle                     | 17 Subway or rapid transit |
| 13 Bicycle                        | 18 Train                   |
| 14 On foot                        | 19 Taxi                    |
| 15 School bus (private or public) | 20 Other - specify         |

**TYPETRANSPORTATION**

**TYPETRANSPORTATION**

Item **TYPETRANSPORTATION** is used to determine which means of transportation the respondent was using when the incident started or took place.

If you know the answer to this question, you can verify the answer with the respondent without asking the question. The instrument automatically displays the words "Work," "School," or "Some place" based on the entry in Item **DOINGATINCIDENTTIME**.

If the respondent mentions a mode of transportation not listed in Precodes (11) through (19), enter Precode (20), "Other," and then enter the type of transportation on the "Specify" screen, **TYPETRANSPORTATION\_SPEC**.

After completing Item **TYPETRANSPORTATION**, either:

- Continue with Item **SERIESNUMTIMES** if the incident is part of a series of crimes.

OR

- Continue with Item **INCIDENTHATECRIME** if the incident is NOT part of a series of crimes.

You have told me about the most recent incident. How many times did this kind of thing happen to you during the last 6 months?

- Enter a number between 6-996.

**SERIESNUMTIMES**

**SERIESNUMTIMES**

Item **SERIESNUMTIMES** is used to verify how many incidents are included in the series for the 6-month reference period. Do NOT include an incident in the series that happened before the first day of the reference period or on the day of the interview. It is possible that a respondent may give you a different number of incidents now that he/she has provided details for the most recent incident.

**Number of Incidents  
Differs from Item  
INCIDENTNUMBER  
OFTIMES**

If the respondent gives you a number that is different than the number of incidents provided in Item **INCIDENTNUMBEROFTIMES**, enter the new number in Item **SERIESNUMTIMES**. If the number of incidents is less than six, the incidents do not qualify as a series. If the number of incidents is **six or more**, the incidents still qualify as a series. If the number given in Item **SERIESNUMTIMES** is six or more incidents, do NOT change the number of incidents entered in Item **INCIDENTNUMBER OFTIMES**, even if they do not match.

**Less Than Six Incidents**

In most cases, this will not happen. However, if you determine that there are **less than six incidents**, then this incident is NOT part of a series of crimes and you must correct the "Number of incidents" in Item **INCIDENTNUMBEROFTIMES**, and:

- ✓ Complete a separate set of incident report items for each incident that happened during the reference period.

**Don't Know**

If the respondent cannot give you the number of incidents in the series of crimes, enter "Ctrl + D" for "Don't know." This brings up Item **SERIESDK**.

After completing Item **SERIESNUMTIMES**, continue with Item **SERIESWHICHMONTHQ1** when conducting interviews between January and September. Otherwise, continue with Item **SERIESWHICHMONTHQ2**.

**SERIESDK**

Is that because there is no way of knowing, or because it happened too many times, or is there some other reason?

- 1 No way of knowing
- 2 Happened too many times
- 3 Some other reason – specify

SERIESDK

Ask **SERIESDK** to find out why the respondent is unable to give you the number of incidents. Based on the respondent's

answer:

- ✓ Enter Precode (1) when the respondent has no way of knowing the number of incidents.
- ✓ Enter Precode (2) when the crime happened too many times for the respondent to give you a number.
- ✓ Enter Precode (3) when the respondent gives you a reason OTHER THAN those mentioned in Precodes (1) or (2) and then explain the reason on the "Specify" screen, **SERIESDKSPEC**.

After coding Item **SERIESDK** continue with:

- Item **SERIESWHICHMONTHQ1** when you are conducting an interview between January and September;
- Otherwise, continue with Item **SERIESWHICHMONTHQ2**.

In what month or months did these incidents take place?

- Probe: How many in (name months)?
- TOTAL NUMBER OF TIMES: 7
- Enter 0 for none

2012: AUG SEP

SERIESWHICHMONTHQ3

#### **SERIESWHICHMONTH Q1-Q4**

Items **SERIESWHICHMONTHQ1-Q4** are used to identify in which quarter(s) of the calendar year the incidents in the series happened. Ask the initial question to identify the month(s) in which these incidents occurred.

These four screens are asked based on the interview month:

- Item **SERIESWHICHMONTHQ1** is asked when conducting interviews from January through September.
- Item **SERIESWHICHMONTHQ2** is asked when conducting interviews from April through December.
- Item **SERIESWHICHMONTHQ3** is asked when conducting interviews from January through March and July through December.
- Item **SERIESWHICHMONTHQ4** is asked when conducting interviews from January through June and October through December.

These screens also display information that can help you in coding this item. In the third line, the display shows "Total number of times." This shows the number of times that were reported in the beginning of the incident report. At the bottom of the information pane the instrument displays the year and the names of up to three months that are within that quarter, as well as the respondent's reference period. In the screen as shown above, August and September are part of the respondent's reference period within the third quarter of the year.

#### **Respondent Has Difficulty Answering**

If the respondent has difficulty remembering how many incidents took place by month or quarter:

- ✓ Do not rush the respondent; allow sufficient time for him/her to recall these incidents.
- ✓ Use neutral probe questions to help the respondent remember, such as **"Did this type of incident happen about an equal number of times in July as it did in August and September or did it happen more in August and September than it did in July?"**
- ✓ If your probing questions fail, ask the respondent to give you his/her best estimate. **For example, "You**

---

*told me this type of incident happened (number entered in Item SERIESNUMTIMES). Please give me your best estimate of how many times the incident happened in July and how many times in August and September."*

**Recording Numbers in  
Item  
SERIESWHICHMONTHQ1-  
Q4**

Once you determine how many incidents from the series happened in each quarter within the reference period, enter the exact number in the appropriate answer spaces for the quarter. You may need to add together incidents by month to arrive at the total to enter for a quarter. If no incidents in the series happened during a particular quarter, enter Precode (0) in the answer space for that quarter.

Only include incidents that happened after the first day of the reference period and up to, but not including, the day of interview. Probe as necessary to get a precise number and do not enter a range of numbers. Only enter "Don't know" (Ctrl + D) when you have asked probing questions and the respondent still cannot provide an answer.

The number of incidents in Items **INCIDENTNUMBEROFTIMES**, **SERIESNUMTIMES**, and **SERIESWHICHMONTHQ1-Q4** should be independent. Do not attempt to reconcile any differences for a series of incidents, as long as the total number in each of these items is at least six incidents. Also, do not change the date entered in Item **INCIDENTDATE** or the answers to Items **INCIDENTSSIMILAR** or **RECALLDETAILS**.

After completing Items **SERIESWHICHMONTHQ1-Q4**, continue with Item **SERIESLOCATION**.

Did all, some, or none of these incidents occur in the same place?

- 1 All in the same place
- 2 Some in the same place
- 3 None in the same place

**SERIESLOCATION****SERIESLOCATION**

Item **SERIESLOCATION** is used to find out if the incidents in the series all happened in the same place, or if only some happened in the same place, or if none of them happened in the same place or location. Enter Precode (1) for "All in the same place," Precode (2) for "Some in the same place," and Precode (3) for "None in the same place." Only enter one precode in Item **SERIESLOCATION**. After completing this item, you continue with Item **SERIESOFFENDER**.

Were all, some, or none of these incidents done by the same person(s)?

- 1 All by same person
- 2 Some by same person
- 3 None by same person
- 4 Don't know

**SERIESOFFENDER****SERIESOFFENDER**

Item **SERIESOFFENDER** is asked to find out if the offender(s) in all, some, or none of the incidents in the series were the same person(s). Enter Precode (1) if the offender(s) in **ALL** of the incidents were the same person(s). Enter Precode (2) if the offender(s) in **SOME** of the incidents were the same person(s). Enter Precode (3) if the offender in each of the incidents was a different person. Only enter one precode in Item **SERIESOFFENDER**. After entering Precode (1), (2), or (3), continue with Item **SERIESOFFENDERRELATION**.

If the respondent is unable to answer this question,  
enter Precode (4) and continue with Item  
**SAMETHINGEACHTIME.**

What (was/were) the relationship(s) of the offender(s) to you?  
For example, friend, spouse, schoolmate, etc.?

- Probe: Anything else?

RELATIVE:

- 11 Spouse at time of incident
- 12 Ex-spouse at time of incident
- 13 Parent or step-parent
- 14 Own child or step-child
- 15 Brother/sister
- 16 Other relative - Specify

NONRELATIVE:

- 17 Boyfriend or girlfriend, ex-boyfriend or ex-girlfriend
- 18 Friend or ex-friend
- 19 Roommate, boarder
- 20 Schoolmate
- 21 Neighbor
- 22 Customer/client
- 23 Patient
- 24 Supervisor (current or former)
- 25 Employee (current or former)
- 26 Co-worker (current or former)
- 27 Teacher/school staff
- 28 Other nonrelative - Specify

SERIESOFFENDERRELATION

**SERIESOFFENDER  
RELATION**

Item **SERIESOFFENDERRELATION** is used to identify the relationship of each offender involved in the series of crimes **to the respondent** at the time of the incident. If there was more than one offender, enter all appropriate precodes. Continue asking "**Anything else?**" until you get a "No" reply. Make sure the respondent understands that we are interested only in

the relationship of each offender to the respondent, and NOT any relationships between one offender and another offender.

The relationships are separated into two groups—Precodes (11) through (16) are grouped under the heading "**Relative**" and Precodes (17) through (28) are grouped under the heading "**Nonrelative**."

**Precode (11)**

Enter Precode (11) if the offender was either the husband or wife of the respondent at the time of the incident, regardless of whether or not they are still married at the time of the interview.

**Precode (12)**

Enter Precode (12) if the offender was an ex-spouse (*ex-husband or ex-wife*) of the respondent at the time of the incident. Accept the respondent's answer without probing to determine whether they are divorced or separated.

**Precode (13)**

Enter Precode (13) if the offender was a father, mother, stepfather, or stepmother to the respondent. Do not enter Precode (13) if the offender was a mother-in-law or father-in-law, instead enter Precode (16), "Other relative," and then enter the relationship to the respondent at the time of the incident on the "Specify" screen, **SERIESOFFENDERRELATION14SPEC**.

**Precode (14)**

Enter Precode (14) if the offender is a child of the respondent by birth, adoption, or marriage, such as a son, daughter, step-son, or step-daughter. Precode (14) is not intended for foster children; instead enter Precode (28), "Other nonrelative," and enter the relationship on the "Specify" screen, **SERIESOFFENDERRELATION26SPEC**

**Precode (15)**

Enter Precode (15) if the offender is a brother or sister of the respondent or the child of a respondent's step-parent. Precode (15) is not intended for "brother-in-laws" or "sister-in-laws;" instead enter Precode (16), "Other," and enter the relationship on the "Specify" screen, **SERIESOFFENDERRELATION14SPEC**.

---

<b>Precode (16)</b>	Enter Precode (16) if the offender is a relative of the respondent OTHER THAN the relationships described in Precodes (11) through (14). Enter Precode (16) if the offender is a child, brother, sister, aunt, uncle, cousin, grandparent, in-law, or other relative of the respondent by blood or marriage that is not covered in Precodes (11) through (15).
	After entering Precode (16), always enter the relationship on the "Specify" screen, <b>SERIESOFFENDERRELATION14SPEC.</b>
<b>Precode (17)</b>	Enter Precode (17) if the offender is a nonrelative who has or has had romantic connections to the respondent. For example, the offender and the respondent were dating at the time of the incident or used to date prior to the incident.
<b>Precode (18)</b>	Enter Precode (18) if the offender is a male or female friend or past friend of the respondent AND there is no romantic connection between the two persons.
<b>Precode (19)</b>	Enter Precode (19) if the offender was not related to the respondent by blood or marriage and lived with the respondent as a roommate or boarder at the time of the incident. Precode (19) is not intended for "live-in" boyfriends/girlfriends; instead, enter Precode (17) for those situations.
<b>Precode (20)</b>	Enter Precode (20) if the offender was not related to the respondent by blood or marriage and attended the same school as the respondent at the time of the incident.
<b>Precode (21)</b>	Enter Precode (21) if the offender was not related to the respondent by blood or marriage and was living close enough to the respondent at the time of the incident to be considered a neighbor.
<b>Precode (22), (23), (24), (25), (26)</b>	Enter the most appropriate precode(s) from Precodes (22), (23), (24), (25), and (26) if the offenders are nonrelatives, but are known by the respondent as business clients, patients, or supervisors, employees,

or co-workers, including former supervisors, employees, or co-workers.

**Precode (27)**

Enter Precode (27) if the offender is teacher or a school staff member at the respondent's school. If the respondent works at the school, use the appropriate precode (24), (25), or (26).

**Precode (28)**

Enter Precode (28) if the offender was not related to the respondent by blood or marriage and the nonrelative offender does not fit any of the descriptions in Precodes (17) through (27). After entering Precode (28), always enter the relationship to the respondent on the "Specify" screen, **SERIESOFFENDERRELATION26SPEC**, such as the respondent's barber, electrician, and so on. After completing Item **SERIESOFFENDERRELATION**, continue with Item **SAMETHINGEACHTIME**.

Did the same thing happen each time?

- 1 Yes
- 2 No

**SAMETHINGEACHTIME**

**SAMETHINGEACHTIME**

Item **SAMETHINGEACHTIME** is used to identify how the incidents in the series may be different from one another. If the respondent answers "Yes" to this question, enter Precode (1), then continue with **TROUBLEONGOING**. However, if the respondent answers "No," enter Precode (2) and then ask Item **HOWINCIDENTSDIFFER** (**"How did the incidents differ?"**) to determine how they were different.

For example, the offender may have vandalized the shed in one of the incidents or perhaps the offender used a weapon in two of the incidents. Make sure to explain clearly what made the incidents different on the "Specify" screen that will appear after entering Precode (2). After completing Item **SAMETHINGEACHTIME**

and **HOWINCIDENTSDIFFER**, continue with Item **TROUBLEONGOING**.

Is the trouble still going on?

- 1 Yes
- 2 No

**TROUBLEONGOING**

**TROUBLEONGOING**

Item **TROUBLEONGOING** is used to find out whether the type of problem that was recurring in the series of crimes is still continuing or has ended. Enter Precode (1), "Yes," if the incidents are still happening and continue with **SERIESCONTACTORNOT**. If the respondent answers "No," the instrument continues to **WHATENDEDIT** (which asks, "What ended it?) to determine what terminated these incidents.

If the problem or incidents in the series of crimes has stopped, ask the question in **WHATENDEDIT** and enter a description in the "Specify" space. For example, the offender may have been arrested, the respondent may have moved to another house, the respondent may have changed schools, and so on. Make sure to explain clearly what brought these incidents to an end in the answer space. After completing Item **WHATENDEDIT**, continue with Item **SERIESCONTACTORNOT**.

- Do not read to respondent
- Enter precode that best describes this series of crimes. If more than one category describes this series, enter the appropriate precode with the lowest number
- Contact crimes:
  - 11 Completed or threatened violence in the course of the victim's job  
(police officer, security guard, psychiatric social worker, etc.)
  - 12 Completed or threatened violence between spouses, other relatives, friends, neighbors, etc.
  - 13 Completed or threatened violence at school or on school property
  - 14 Other contact crimes (other violence, pocket picking, purse snatching, - Specify)
- Non-contact crimes:
  - 15 Theft or attempted theft of motor vehicles
  - 16 Theft or attempted theft of motor vehicle parts (tire, hubcap, battery, attached car stereo, etc.)
  - 17 Theft or attempted theft of contents of motor vehicle, including unattached parts
  - 18 Theft or attempted theft at school or on school property
  - 19 Illegal entry of, or attempt to enter, victim's home, other building on property, second home, hotel, motel
  - 20 Theft or attempted theft from victim's home or vicinity by person(s)  
KNOWN to victim (roommate, babysitter, etc.)
  - 21 Theft or attempted theft from victim's home or vicinity by person(s)  
UNKNOWN to victim
  - 22 Other theft or attempted theft (at work, while shopping, etc.) - Specify

**SERIESCONTACTORNOT****SERIESCONTACTORNOT**

Items **SERIESCONTACTORNOT** is used to help classify the series of crimes as ONE type of crime. It is very important that you enter the most accurate precode to identify this series of crimes.

Based on the facts gathered to this point in the interview, select and enter the first or lowest numbered precode that best describes what happened during this series of crimes. Since a **contact crime** is always more serious than a **non-contact crime**, always enter the lowest precode when more than one category

describes this series of crimes.

Precodes (11) through (14) are grouped together under the heading “**Contact crimes**.” **Contact crimes** involve an actual or threatened face-to-face physical confrontation between the offender and the respondent. Precodes (15) through (22) are grouped together under the heading “**Non-contact crimes**.” **Non-contact crimes** do NOT involve an actual or threatened physical confrontation between the offender and the respondent.

**Precode (11)**

Enter Precode (11) when all incidents in the series involve the offender physically attacking or threatening to physically attack the respondent **in the course of the respondent's job**. Only enter Precode (11) if the incidents relate somehow to the respondent's job. For example, a prison guard reports eight incidents in which prisoners threatened to physically harm her or an attendant at a parking garage reports seven incidents in which he was physically attacked and robbed while on the job.

**Precode (12)**

Enter Precode (12) when all incidents in the series involve completed or attempted violence between spouses, other relatives, friends, neighbors, and so on. For example, a respondent's nephew has threatened to kill her on several occasions if she does not give him money or a respondent's ex-spouse physically attacked her on several occasions because she would not take him back.

**Precode (13)**

Enter Precode (13) when all incidents in the series involve completed or threatened violence at school or on school property. For example, a student threatened to attack the respondent on several occasions in the school parking lot.

**Precode (14)**

Enter Precode (14) when all incidents in the series involve some type of physical violence or threat of physical violence between the offender and the respondent OTHER THAN those types described in Precodes (11) through (13). After entering Precode (14), make sure to explain clearly the type of violent

---

contact or threat of violent contact on the "Specify" screen, **SERIESCONTACTNOT14SPEC**. For example, someone grabbed respondent's purse from her shoulder, knocked her down on the ground, and ran with the purse on multiple occasions.

**Precode (15)**

Enter Precode (15) if the series of incidents involves the theft or attempted theft of motor vehicles AND there was no contact between the offender and the respondent.

**Precode (16)**

Enter Precode (16) if the series of incidents involves the theft or attempted theft of parts ATTACHED to a motor vehicle, such as hubcaps, wheels, CD players, batteries, gasoline, attached car stereos, and so on AND there was no contact between the offender and the respondent.

**Precode (17)**

Enter Precode (17) if the series of incidents involves the theft or attempted theft of items left inside a motor vehicle that are NOT ATTACHED to the motor vehicle, such as a bowling ball, cellular phone, golf clubs, wallet, tools, clothes, and so on AND there was no contact between the offender and the respondent.

**Precode (18)**

Enter Precode (18) if the series of incidents involves the theft or attempted theft of items belonging to the respondent at school or on school property AND there was no contact between the offender and the respondent.

**Precode (19)**

Enter Precode (19) if the series of incidents involves the illegal entry or attempted illegal entry into the respondent's home, other building on his/her property, a second home, or a motel or hotel room where he/she is staying AND there was no contact between the offender and the respondent.

**Precode (20)**

Enter Precode (20) if the series of incidents involves the theft or attempted theft from the respondent's home or the property surrounding the home by someone the respondent knows, such as a roommate, babysitter, or some other person known to the respondent and this person did NOT illegally enter the home or property.

---

Do not enter Precode (20) if there was any contact between the offender and the respondent, instead enter the appropriate precode from the contact crimes in Precodes (11) through (14).

**Precode (21)**

Enter Precode (21) if the series of incidents involves the theft or attempted theft from the respondent's home or the property surrounding the home by someone the respondent does NOT know, such as an appliance repair person or traveling sales person and this person did NOT illegally enter the home or property. Do not enter Precode (21) if there was any contact between the offender and the respondent, instead enter the appropriate precode from the contact crimes, Precodes (11) through (14).

**Precode (22)**

Enter Precode (22) if the series of incidents involves a theft or attempted theft and the circumstances do not fit the descriptions in Precodes (15) through (21). After entering Precode (22), make sure to clearly explain the type of theft or attempted theft on the "Specify" screen, **SERIESCONTACTNOT22SPEC**. Do not enter Precode (22) if there was any contact between the offender and the respondent, instead enter the appropriate precode from the contact crimes, Precodes (11) through (14).

After completing Item **SERIESCONTACTNOT**, continue with Item **INCIDENTHATECRIME**.

Hate crimes or crimes of prejudice or bigotry occur when (an offender/offenders) target(s) people because of one or more of their characteristics or religious beliefs.

Do you have any reason to suspect the incident just discussed was a hate crime or crime of prejudice or bigotry?

- 1 Yes
- 2 No

**INCIDENTHATECRIME**

**INCIDENTHATECRIME**

Item **INCIDENTHATECRIME** is used to determine whether the respondent has any reason to suspect that the incident was a hate crime or crime of prejudice or bigotry. Since Item **INCIDENTHATECRIME** is the first in a series of "hate crime" questions that continue through Item **TELLPOLICEHATECRIME**, make sure to read the lead-in statement and then continue by asking the question in Item **INCIDENTHATECRIME**. As you read the lead-in statement, choose the correct wording based on whether there was one offender or multiple offenders.

It is very important to read the lead-in statement and ask the question exactly as it is worded on the screen. This wording has been tested and analyzed thoroughly and changing the wording during an interview could jeopardize the results.

***Explaining "Hate Crimes or Crimes of Prejudice or Bigotry"***

If a respondent asks what you mean by the phrase "hate crimes or crimes of prejudice or bigotry," you can tell the respondent that it is a crime in which an offender targets one or more persons out of hatred towards certain characteristics associated with a group. For example, because an offender hates all persons of the Jewish faith, he spray painted a swastika on the garage door of each household on Main Street whose name on the mailbox sounded Jewish to the offender.

However, if a respondent claims that a classmate keeps picking fights with her because she is jealous of the respondent, this type of incident is NOT considered a "hate crime" or a "crime of prejudice or bigotry."

After entering Precode (1) for a "Yes" answer, continue with Item **INCIDENTHATETARGETREASONS\_RACE**. After entering Precode (2) for a "No" answer, continue with:

- Item **DISABILITY\_INTRO** if this is the first incident report for the respondent;
- Item **VICTIMDUETODISABLE** if this is not the first incident report and the respondent previously reported having a disability; or

- Item **SUMMARY** when the respondent did not report a disability and this is not the first incident report for the respondent.

An offender/Offenders can target people for a variety of reasons, but we are only going to ask you about a few today. Do you suspect the offender(s) targeted you because of...

Your race?

- 1 Yes
- 2 No
- 3 Don't know

INCIDENTHATETARGETREASONS\_RACE

Your religion?

INCIDENTHATETARGETREASONS\_RELIGION

Your ethnic background or national origin (for example, people of Hispanic origin?)

INCIDENTHATETARGETREASONS\_ETHNICITY

Any disability (by this I mean physical, mental, or developmental disabilities) you may have?

INCIDENTHATETARGETREASONS\_DISABILITY

Your gender?

INCIDENTHATETARGETREASONS\_GENDER

Your sexual orientation?

INCIDENTHATETARGETREASONS\_SEXUAL

**INCIDENTHATE  
TARGETREASONS:  
\_RACE, \_RELIGION,  
\_ETHNICITY, \_DISABILITY,  
\_GENDER, \_SEXUAL**

The **INCIDENTHATETARGETREASONS** items are used to identify the type of prejudice that the respondent suspects motivated the offender to commit the crime. Notice that the **INCIDENTHATETARGETREASONS** items start with a lead-in statement and then continues with six separate questions on race, religion, ethnic background/national origin, disability, gender, and sexuality.

Always read the lead-in statement and then ask the first question:

***"Do you suspect the offender(s) targeted you because of your race?"***

After asking this question, pause to let the respondent answer. Enter Precode (1) for a "Yes" answer, and Precode (2) for a "No" answer, and (3) for "Don't know." Unless you get interrupted, you do not need to ask the entire question for the remaining questions. For example, just ask ***"Your religion?"***

#### ***Understanding "Race"***

When we use the term "race," we mean whether the person is White, Black/African American, American Indian or Alaska Native, Asian, Native Hawaiian or Other Pacific Islander. "Spanish, Hispanic or Latino" relates to a person's ethnic background or national origin, NOT to his/her race.

#### ***Reading Examples***

Items **INCIDENTHATETARGETREASONS  
\_ETHNICITY** and **INCIDENTHATETARGET  
REASONS\_DISABILITY** have examples in parentheses as part of the question. These examples are included to help avoid any misinterpretation of what we mean by "ethnic background or national origin" and "disabilities." Make sure to always include these examples as you ask the question.

***Understanding  
"Sexual Orientation"***

If you get a "Yes" answer to Item **INCIDENTHATETARGETREASONS\_SEXUAL**, a soft edit pop-up box appears:

By this we mean homosexual, bisexual, or heterosexual.

If yes, press "Suppress", otherwise press "Goto" to change the answer in **INCIDENTHATETARGETREASONS\_SEXUAL** to "No."

Suppress

Close

Goto

After reading this statement, a respondent may tell you that he/she meant something different. If this happens, correct your entry for question **INCIDENTHATE TARGETREASONS\_SEXUAL**.

***Understanding "Gender"***

Most respondents will probably understand what we mean by "gender," but, if someone seems unsure, you can add "***by this we mean male or female.***"

After completing the **INCIDENTHATETARGET REASONS** items, continue with Item **INCIDENTHATETARGETWHOYOUKNOW**.

Some offenders target people because they associate with certain people or the (offender perceives/offenders perceive) them as having certain characteristics or religious beliefs.

Do you suspect you were targeted because of...

Your association with people who have certain characteristics or religious beliefs (for example, a multiracial couple)?

- 1 Yes
- 2 No
- 3 Don't know

**INCIDENTHATETARGETWHOYOUKNOW****INCIDENTHATE  
TARGETWHO  
YOUKNOW**

After completing Item **INCIDENTHATETARGETREASONS**, read the lead-in statement first in Item **INCIDENTHATETARGETWHOYOUKNOW** and then ask the question to determine if the respondent feels that the offender targeted him/her due to the respondent's **association with persons who have specific characteristics**, such as being Asian, Catholic, Hispanic, physically disabled, male or female, homosexual, and so on. Here is an example: An offender is prejudiced against homosexuals and believes that the respondent is homosexual because she lives with a woman who is known to be homosexual.

After entering Precode (1) for "Yes," use the "Specify" screen to enter a brief description of WHY the respondent suspects that he/she was targeted due to his/her association with people who have certain characteristics or religious beliefs. Enter Precode (2) for a "No" response. After completing Item **INCIDENTHATETARGETWHOYOUKNOW**, continue with Item **INCIDENTHATETARGETRELIGION**.

Do you suspect you were targeted because of...

The offender(s)'s perception of your characteristics or religious beliefs (for example, the offender(s) thought you were Jewish because you went into a synagogue)?

- 1 Yes
- 2 No
- 3 Don't know

#### INCIDENTHATETARGETRELIGION

#### INCIDENTHATE TARGETRELIGION

Item **INCIDENTHATETARGETRELIGION** is asked to determine if the respondent feels that the offender targeted him/her due to the **offender's perception of the respondent's characteristics or religious beliefs**. Here is an example: An offender is prejudiced against persons of Italian ancestry. This offender believes that Tina Martino is Italian because of her personal characteristics and her name.

After entering Precode (1) for "Yes," use the "Specify" screen, **INCIDENTHATETARGETRELIGION\_SPEC** to enter a brief description of WHY the respondent suspects that he/she was targeted due to the offender(s) perception of his/her characteristics or religious beliefs. Enter Precode (2) for a "No" response. After completing Item **INCIDENTHATETARGETRELIGION**, continue with either:

- Item **INCIDENTHAVEEVIDENCEHATE** if you entered at least ONE Precode (1), "Yes," in any of the six **INCIDENTHATETARGETREASONS** items, **INCIDENTHATETARGETWHOYOU KNOW**, or **INCIDENTHATETARGETRELIGION**.

OR

- Item **DISABILITY\_INTRO** if you entered all "No" or "Don't know" answers (Precode (2) or Precode (3)) in the **INCIDENTHATETARGETREASONS** items,

**INCIDENTHATETARGETWHOYOUKNOW**, or  
**INCIDENTHATETARGETRELIGION**, and this is the first incident report for the respondent.

- Item **VICTIMDUETODISABLE** if you entered all Precode (2), "No" or Precode (3), "Don't know" answers in the six **INCIDENTHATETARGETREASONS** items, **INCIDENTHATETARGETWHOYOUKNOW**, or **INCIDENTHATETARGETRELIGION** and this is not the first incident report for the respondent and the respondent previously reported having a disability.
- Item **SUMMARY** if you entered all Precode (2), "No" or Precode (3), "Don't know" answers in the six **INCIDENTHATETARGETREASONS** items, **INCIDENTHATETARGETWHOYOUKNOW**, or **INCIDENTHATETARGETRELIGION** and this is not the first incident report for the respondent and the respondent did not report having a disability.

Do you have any evidence that this incident was a hate crime or crime of prejudice or bigotry?

- 1 Yes
- 2 No
- 3 Don't know

**INCIDENTHAVEEVIDENCEHATE**

**INCIDENTHAVE  
EVIDENCEHATE**

Item **INCIDENTHAVEEVIDENCEHATE** is designed to find out if the respondent has any evidence that the reported incident was a hate crime or a crime of prejudice or bigotry.

After entering Precode (1) for a "Yes" answer, continue with Item **INCIDENTEVIDENCEHATE\_MAKEFUN** to determine what type of evidence the respondent has.

After entering Precode (2) for a "No" answer or Precode (3) for a "Don't know" answer, continue with **INCIDENTHAVEEVIDENCEHATE\_SUGGEST**.

Did the offender(s) say something, write anything, or leave anything behind at the crime scene that would suggest you were targeted because of your characteristics or religious beliefs?

**INCIDENTHAVEEVIDENCEHATE\_SUGGEST**

**INCIDENTHAVE  
EVIDENCEHATE \_SUGGEST**

**INCIDENTHAVEEVIDENCEHATE\_SUGGEST** is designed to help ensure that we get an accurate answer concerning evidence of a hate crime.

If the probe question results in a "Yes" answer, enter Precode (1) and continue with Item **INCIDENTEVIDENCEHATE\_MAKEFUN**. If the probe question results in a "No" answer, enter Precode (2) and continue with Item **DISABILITY\_INTRO**, **VICTIMDUETODISABLE**, or **SUMMARY**, based on the criteria discussed on the previous page.

The next questions ask about the evidence you have that makes you suspect this incident was a hate crime or a crime of prejudice or bigotry. As I read the following questions, please tell me if any of the following happened:

Did the offender(s) make fun of you, make negative comments, use slang, hurtful words, or abusive language?

- 1 Yes
- 2 No
- 3 Don't know

**INCIDENTEVIDENCEHATE\_MAKEFUN**

Were any hate symbols present at the crime scene to indicate the offender(s) targeted you for a particular reason (for example, a swastika, graffiti on the walls of a temple, a burning cross, or written words)?

- 1 Yes
- 2 No
- 3 Don't know

INCIDENTEVIDENCEHATE\_SYMBOLS

Did a police investigation confirm the offender(s) targeted you (for example, did the offender(s) confess a motive, or did the police find books, journals, or pictures that indicated the offender(s) (was/were) prejudiced against people with certain characteristics or religious beliefs)?

- 1 Yes
- 2 No
- 3 Don't know

INCIDENTEVIDENCEHATE\_POLICETARGET

Do you know if the offender(s) (has/have) committed similar hate crimes or crimes of prejudice or bigotry in the past?

- 1 Yes
- 2 No
- 3 Don't know

INCIDENTEVIDENCEHATE\_OFFENDERDIDSAME

Did the incident occur on or near a holiday, event, location, gathering place, or building commonly associated with a specific group (for example, at the Gay Pride March or at a synagogue, Korean church, or gay bar)?

- 1 Yes
- 2 No
- 3 Don't know

**INCIDENTEVIDENCEHATE\_NEARHOLIDAY**

Have other hate crimes or crimes of prejudice or bigotry happened to you or in your area/neighborhood where people have been targeted?

- 1 Yes
- 2 No
- 3 Don't know

**INCIDENTEVIDENCEHATE\_OTHERLIKECRIMES**

**INCIDENTEVIDENCE  
HATE\_MAKEFUN,  
\_SYMBOLS, \_POLICETARGET,  
\_OFFENDERDIDSAME,  
\_NEARHOLIDAY,  
\_OTHERLIKECRIMES**

Items **INCIDENTEVIDENCE HATE\_MAKEFUN**  
through  
**INCIDENTEVIDENCEHATE\_OTHERLIKECRIMES**  
ask about specific evidence that a crime was a  
hate crime.

The next questions ask about the evidence you have that makes you suspect this incident was a hate crime or a crime of prejudice or bigotry. As I read the following questions, please tell me if any of the following happened:

Do your feelings, instincts, or perception lead you to suspect this incident was a hate crime or crime of prejudice or bigotry, but you do not have enough evidence to know for sure?

- 1 Yes
- 2 No
- 3 Don't know

**INCENTHATE\_FELT\_BELIEVED****INCENTHATE\_FELT\_BELIEVED**

Item **INCENTHATE\_FELT\_BELIEVED** is designed to pinpoint the type of evidence that leads the respondent to suspect that the reported incident was a hate crime or a crime of prejudice or bigotry.

After completing Item **INCENTHATE\_FELT\_BELIEVED**, continue with Item **TELPOLICEHATECRIME**.

At any time, did you tell the police that you believed the incident was a hate crime or crime of prejudice or bigotry?

- 1 Yes
- 2 No

**TELPOLICEHATECRIME****TELPOLICEHATE CRIME**

Item **TELPOLICEHATECRIME** is the last "hate crime" question in the incident report items and is used to determine if the respondent told the police that he/she believed the incident was motivated by the offender's hatred, prejudice, or bigotry.

After entering Precode (1) for "Yes" or Precode (2) for "No" continue either with the disability questions or the summary for the incident, depending on whether this is

the first incident report or whether the respondent previously reported having a disability.

### Disability Questions

When you complete the first incident report for a household member, you ask all of the disability questions in Items **HEARING** through **LEAVING\_HOME**. If the respondent indicates that he/she has a health condition or disability in any of Items **HEARING** through **LEAVING\_HOME**, the instrument continues with Item **VICTIMDUETODISABLE**. You only ask the **WHICHDISABILITYTARGET** items if you enter Precode (1), "Yes" in Item **VICTIMDUETODISABLE**.

However, if you have already completed an incident report for a household member who reported a health condition or disability, subsequent incident reports for the household member skip over the introduction and Items **HEARING** through **LEAVING\_HOME** and start with Item **VICTIMDUETODISABLE**. If you get a "Yes" answer in Item **VICTIMDUETODISABLE**, the instrument also asks the **WHICH DISABILITYTARGET** items, which are the last disability questions. If you have already completed an incident report for a household member who did NOT report a health condition or disability, the instrument skips over all of the disability questions when completing any subsequent incident reports for the household member and continues with the summary report for the incident.

Research has shown that people with disabilities may be more vulnerable to crime victimization. The next questions ask about any health conditions, impairments, or disabilities you may have.

Enter 1 to continue

**DISABILITY\_INTRO**

**DISABILITY\_INTRO**

Before asking the first disability question in Item **HEARING**, always read the introduction to the respondent to prepare him/her for the type of questions

you are about to ask and to explain why we are asking about possible health conditions, impairments, or disabilities. Many believe that people with disabilities are more likely to be targeted for victimization because offenders see them as being more vulnerable. New legislation requires the NCVS to collect data relating to the nature of crime against people with disabilities. The data will be used by policy makers in developing programs that address the safety and justice needs of people with disabilities.

Items **HEARING** through **LEAVING\_HOME** were revised in January 2008.

Are you deaf or do you have serious difficulty hearing?

- 1 Yes
- 2 No

**HEARING**

**HEARING**

Item **HEARING** is asked to determine whether the respondent currently has a hearing condition that makes it very difficult to hear what is said in a conversation with another person or very difficult to hear what is said in a television or radio broadcast. Unless a respondent asks, no further explanation is necessary. However, if a respondent asks what we consider a hearing condition to be, you can answer that we are looking for conditions that significantly impact the respondent's life and are readily apparent to a potential offender.

Are you blind or do you have serious difficulty seeing even when wearing glasses?

- 1 Yes
- 2 No

**VISION**

**VISION**

Item **VISION** is asked to determine whether the respondent currently has a vision condition that makes it very difficult to do things that other people of the same age do, such as reading a newspaper or book, watching television, or driving a car. Unless a respondent asks, no further explanation is necessary. However, if a respondent asks what we consider a vision condition to be, you can answer that we are looking for conditions that significantly impact the respondent's life and are readily apparent to a potential offender.

Because of a physical, mental, or emotional condition, do you have serious difficulty:

Concentrating, remembering or making decisions?

- 1 Yes
- 2 No

**LEARN\_CONCENTRATE**

**LEARN\_CONCENTRATE**

Item **LEARN\_CONCENTRATE** is asked to find out if the respondent has any condition that caused the respondent difficulty concentrating, remembering, or making decisions; for example, when it is sometimes or always very difficult or impossible to remember or concentrate. Also enter Precode (1) when the respondent reports Alzheimer's disease, dementia, or a serious learning disability.

Because of a physical, mental, or emotional condition, do you have serious difficulty:

Walking or climbing stairs?

- 1 Yes
- 2 No

**PHYSICAL\_LIMIT**

**PHYSICAL\_LIMIT**

Item **PHYSICAL\_LIMIT** is asked to determine whether the respondent currently has any condition that limits basic physical activities. For example, enter Precode (1) when it is sometimes or always very difficult or impossible for the respondent to walk three city blocks or climb a flight of stairs.

Because of a physical, mental, or emotional condition, do you have serious difficulty:

Dressing or bathing?

- 1 Yes
- 2 No

**DRESS\_BATH**

**DRESS\_BATH**

Item **DRESS\_BATH** is asked to find out whether the respondent has trouble dressing, bathing, or getting around inside the home because of a physical, mental, or emotional condition. For example, if a respondent mentions that it is sometimes or always very difficult to get dressed or bathe or that they usually need help from another person to dress or bathe, enter Precode (1).

Because of a physical, mental, or emotional condition, do you have difficulty doing errands alone such as visiting a doctor's office or shopping?

- 1 Yes
- 2 No

LEAVING\_HOME

**LEAVING\_HOME**

Item **LEAVING\_HOME** is asked to find out whether the respondent has any difficulty going outside the home alone because of a physical, mental, or emotional condition that has lasted six months or more. Enter Precode (1) in Item **LEAVING\_HOME** if the respondent has any difficulty doing errands by him/herself.

If a respondent answered "Yes" to any of the items from **HEARING** through **LEAVING\_HOME**, the instrument proceeds to Item **VICTIMDUETODISABLE**. Otherwise, it continues to Item **SUMMARY**.

During the incident you just told me about, do you have reason to suspect you were victimized because of your health condition(s), impairment(s), or disability(ies)?

- 1 Yes
- 2 No
- 3 Don't know

VICTIMDUETODISABLE

**VICTIMDUETODISABLE**

Item **VICTIMDUETODISABLE** is asked when the respondent has reported having some type of disability in Items **HEARING** through **LEAVING\_HOME**. It is asked to determine whether the respondent has any reason to suspect that he/she was victimized during the current incident because of his/her health condition(s), impairment(s), or disability(ies). If you get a "Yes" answer, enter Precode (1) and the instrument

continues with Item **WHICHDISABILITYTARGET\_1**. If you enter Precode (2) or (3) for a “No” or “Don’t know” answer, the instrument continues with Item **SUMMARY**.

What health conditions, impairments, or disabilities do you believe caused you to be targeted for this incident?

- Please specify the first type of health condition, impairment, or disability
- If multiple health conditions, impairments, or disabilities mentioned enter only the first one mentioned here.

**WHICHDISABILITYTARGET\_1**

**WHICH  
DISABILITYTARGET**

The three **WHICHDISABILITYTARGET** items are asked to identify which health conditions, impairments, or disabilities reported in Items **HEARING** through **LEAVING\_HOME** the respondent feels may have caused the offender to target him/her during the incident.

Any other conditions, impairments, or disabilities?

**WHICHDISABILITYTARGETELSE\_1**

**WHICH  
DISABILITYTARGET  
ELSE**

After entering one disability, the instrument takes you to one of the three **WHICHDISABILITYTARGETELSE** screens which prompt: “**Any other conditions, impairments, or disabilities?**” (An answer of Precode (2), “No,” or (3), “Don’t know,” ends the disability questions and takes you to Item **SUMMARY**.) You can record one condition in each **WHICHDISABILITYTARGET** question, up to three different conditions, in the order provided by the respondent. Since we are trying to find out how respondents interpret the disability questions, enter whatever the respondent reports.

After completing Items **WHICHDISABILITYTARGET**, the instrument takes you to Item **SUMMARY** to write a summary report of the incident.

PERSON: JOHN DOE      SOURCE: SQTHEFT   MONTH: October

NOTES: L1's bike stolen from carport

WHERE: Own yard/sidewalk/driveway/carport/unenclosed porch.

Respondent and other household member(s) were not present.

WEAPON: No weapon present

Not attacked and Not threatened

STOLE: Bicycle

Summarize this incident. Also include any details about the incident that were not asked about in the incident report that might help clarify the incident.

#### SUMMARY

#### SUMMARY

The **SUMMARY** screen is designed for you to summarize all of the pertinent facts surrounding a reported crime incident. Write each summary report so that anyone reading it can get a clear, well-defined picture of how the respondent was victimized.

Include in the summary report any details that you feel are not evident from the answers in the incident report items. This is very important, because before sending a case for processing, editors often need more specific details than they can get from other entries for the incident report items. When this happens, they must rely on what is written in your summary report.

As you write your summary report, be careful not to use misleading words, phrases, or vague terms that may raise more questions about the incident, instead of clarifying what really happened.

**For example:**

When you ask if the offender threatened the respondent with harm in any way, the respondent

answers "No." Also, the respondent tells you in Item **WHAT HAPPEN** that her husband was harassing her and using abusive language. However, in the summary report, you use the phrase "verbally threatened her." Be careful that the words and phrases you use in summary reports help explain the situation, instead of adding confusion.

**Key Points to Cover**

Use these key words to jog your memory when writing a summary report--**who, what, where, when, and how.**

**Who** - Using the person's **line number** (*L1, L2, and so on*) from the household roster, identify all household members who were involved in the incident, even if the member was a noninterview. Also include any nonhousehold members who were involved in the incident. In the summary report, identify that they are nonhousehold members and use specific descriptions, such as "friend," "neighbor," or "co-worker" to show their relationship to the respondent. Avoid using pronouns to describe persons involved in an incident.

**Reminder:**

If other current household members who are at least 12 years old were also victims of a personal crime with contact, you need to complete a separate set of incident report items for each of these persons who you are able to interview.

**What** - Explain the type of crime and any pertinent details related to the crime incident--purse stolen & offender threatened to stab L1 while she was washing her hands.

**Where** - Explain where the crime took place--in a restaurant restroom.

**When** - Explain when the incident took place--At 8:30 p.m. on December 21.

**How** - Explain how the crime was executed--offender yanked purse from L1's shoulder & ran/no injury to

L1/reported to police/property not recovered.

**Weapons Used**

**Item WEAPONPRESENT - Did the offender have a weapon such as a gun or knife, or something to use as a weapon, such as a bottle or wrench?**

**Item WEAPON - What was the weapon? Anything else?**

If a respondent tells you at Items **WEAPONPRESENT** and **WEAPON** that an offender had a weapon other than any type of gun, rifle, shotgun, or knife, your summary report needs to explain **if and how** this object was used as a weapon OR if the offender threatened to use this object as a weapon. Since guns, rifles, shotguns, and knives are obviously weapons, it is not necessary to explain if and how any of these weapons were used as a weapon in the summary report.

**For example:**

L1 was arguing with neighbor/neighbor picked up rock/threw it at L1 & hit L1 in head/L1 treated at hospital emergency room & got 4 stitches for the cut.

Thrown objects are only considered weapons if they hit and seriously injure the respondent. BB guns and tear gas guns are only considered weapons if they are used as clubs.

The following objects are NEVER considered weapons:

- ✖ Animals
- ✖ Parts of the body (*for example: hands, feet, etc.*)
- ✖ Food
- ✖ Small empty cans
- ✖ Mace or pepper spray
- ✖ Tear gas
- ✖ Chloroform
- ✖ Rings
- ✖ Casts

**Sex-Related Crimes**

Since sex-related crimes are rare compared to other types of crimes, include as many details as the respondent is willing to provide. This is important so that we can classify any sex-related crimes into the correct category--rape, attempted rape, sexual assault, or unwanted sexual contact.

Avoid using phrases like "made sexually explicit comments," "unwanted sexual contact," or "unwanted sexual advances." These phrases do not provide us with enough information to determine what actually happened. We need to know what was actually said, what parts of the body were touched, whether or not force was used, and so on.

Even though we want all the pertinent facts, do not probe beyond the structured probes that are provided for Items **WHATHAPPEN**, **HOWTRYATTACK**, **HOWTHREATEN**, **HOWATTACK**, and **INJURY**. For example, here is the structured probe question for Item **WHATHAPPEN**, which appears in Item **SEXCONFORCEPROBE\_1**: **"You mentioned some type of unwanted sexual contact with force. Do you mean forced or coerced sexual intercourse including attempts?"**

**Threats**

In the summary, describe the specific nature of the threat, for example, "Threatened to hurt respondent," "Threatened to rape respondent," "Threatened to kill respondent," "Threatened to beat up the respondent."

The threat must be in person. Threats over the phone, by email, text message, or on the internet do not count as threats for the NCVS.

**Stolen Property**

**Item ATTEMPTTHEFTOWNER - "Did the (property/money) the offender tried to take belong to you personally, to someone else in the household, or to both you and other household members?"**

**Item WHOOWNEDSTOLENPROPERTY - "Did the stolen (property/money) belong to you personally,**

---

***to someone else in the household, or to both you and other household members?"***

Items **ATTEMPTTHEFTOWNER** and **WHOOWNEDSTOLENPROPERTY** relate to ownership of property and/or money that an offender tried to steal or stole. If property and/or money involved in the incident belongs to the respondent AND other household members OR just to other household members, make sure to specifically identify these persons by their line numbers (*L1, L2, and so on*).

If property and/or money involved in the incident belongs to nonhousehold members, mention that they are nonhousehold members, along with a specific description of their relationship to the respondent, such as co-worker, friend, cousin, and so on.

Also, if multiple items that were jointly owned by household and nonhousehold members were stolen or attempted to be stolen, record which items belonged to nonhousehold members.

**Item PROPERTYVALUE - "What was the value of the PROPERTY that was taken? Include recovered property. (Exclude any stolen cash, checks, or credit cards. If jointly owned with a nonhousehold member(s), include only the share owned by household members.)"**

**When completing Item PROPERTYVALUE, please note:**

If stolen property is jointly owned by one or more household members together with one or more nonhousehold members, only include the dollar amount for the portion that was owned by the household members.

When identifying the value of stolen property that was owned jointly by a household member and a nonhousehold member, show a separate dollar amount in your summary report to differentiate between the share owned by the household member and the share owned by the nonhousehold member. Do not use

---

---

names in your summary report; instead, use line numbers for household members and relationships to the respondent for nonhousehold members.

***Offender is a Police Officer***

Whenever an offender is a police officer, there are specific facts that we need to have in your summary report. Include as many of these facts as you can gather. Be diplomatic and ask for the following facts in a way that does not aggravate the respondent:

- ✓ Get a complete description of both the officer's and the victim's actions.
- ✓ Find out if the officer used or attempted to use his/her gun or billy club.
- ✓ Determine if the victim signed a complaint and, if so, include any additional details (*for example, victim was arrested*).
- ✓ Ascertain whether any property was confiscated by the police. If so, find out what was done with the confiscated property--was it returned, kept as evidence, and so on.

***Commercial Establishment***

If a crime incident occurred at a business or commercial establishment, include in your summary report as many facts as possible to provide a complete picture of what took place. Also, make sure to mention whether the business is recognizable or unrecognizable.

**For example:**

L2 was shot in arm during clothing store robbery (*recognizable business*)/Off. shot L2 with small handgun as L2 reached under register to set off burglar alarm/L2 treated @ emergency room/Store clothing & displays damaged/store closed for 2 days/Est. \$50k in stolen money, damages & lost sales to store/Off. arrested.

Although the NCVS is not interested in the theft of property or cash belonging to a recognizable business,

---

---

we do want this information in the summary report when it helps in describing a situation in which:

- ✓ Personal property was also stolen from a household member.
- ✓ A household member received a face-to-face threat of physical harm, was attacked, or an attempt was made to attack the household member.
- ✓ Someone illegally entered, broke into, or attempted to break into the sample housing unit.

#### **Series of Crimes**

When writing a summary report for series of crimes, start by providing a GENERAL description of the entire series of incidents. For the **last or most recent incident** in the series, provide a DETAILED description of the incident following the **who, what, where, when, and how** format.

#### **Verifying Summary Reports**

Once you have completed the summary report, ALWAYS read it back to the respondent. This gives the respondent a final opportunity to either change or add any facts that may provide a clearer picture of the crime incident.

#### **Lengthy Summary Reports**

The **SUMMARY** screen allows for a summary description of up to 300 characters. If you need more space, you may add information about an incident in the Case Level Notes. The Case Level Notes can be accessed at the **SUMMARY** screen, as well as throughout the instrument by pressing the “Ctrl” + “F7” keys.

#### **Things to Avoid**

When writing summary reports for crime incidents, **avoid** the following bad habits:

- ✗ Using very general or vague statements or any unnecessary words or phrases. Write the facts in short, concise sentences.
- ✗ Using the exact wording from the answer categories in the instrument.

- ✖ Using pronouns (*she, he, him, her, they, their, and so on*), instead of line numbers.
- ✖ Using abbreviations that most editors would not understand. If you must abbreviate, use the abbreviations list in the NCVS instrument by entering Shift + F11 at the **SUMMARY** screen. Lists of standard abbreviations can also be found in the NCVS-554 "Field Representative Information Card Booklet," and Part B, Chapter 5 of this manual.
- ✖ Omitting pertinent facts that could help clarify details of an incident.

### Examples of Good Summary Reports

Some examples of good summary reports:

- ☺ At 10 p.m. on Aug. 4, L1's drunken ex-spouse (nonhousehold member) was arguing & using abusive language while in L1's home/ex-spouse refused to leave & threatened to burn down the house if L1 didn't take him back/police arrested ex-spouse/no injury to L1/lamp broken valued @ \$40.
- ☺ At 12:30 p.m. on Oct. 10, L1 (school teacher) had \$10 stolen from desk drawer in classroom while eating lunch in school cafeteria/police not notified/off. never caught/\$10 not returned.
- ☺ At 4 p.m. on Feb. 3, L2 (apt. mgr.) was shot in the arm by angry evicted tenant in L2's office/small hand gun used/police notified & off. arrested/L2 hospitalized overnight.
- ☺ At 2 a.m. on Dec. 12, off. attempted to break into L1's home/no one present/security alarm scared off. & off. ran away/damage to door & lock valued @ \$50/police notified/off. not found.
- ☺ At 11 a.m. on May 5, L2's antique shop robbed at gunpoint by two off./\$1,500 taken from shop register/\$50 taken from L2/gold necklace & purse

taken from customer/no injuries or store damage/police notified/off. caught & prosecuted.

- ☺ At 9 p.m. on July 10, off. threatened to rape L2 at gunpoint/siren from passing police car scared off./L2 got free & ran to drug store for help/L2 bruised/police notified/off. never found.
- ☺ At 5 p.m. on Aug. 4, off. forcibly grabbed L2/kissed L2 against L2's will/ran his hands up & down L2's buttocks/L2 kneeled off. in his groin & got away/no police report/no injuries to L2.

### **Examples of Bad Summary Reports**

Some examples of bad summary reports:

- ☺ There was unwanted sexual contact between off. and L2 with no injuries.
- ☺ Sam was threatened by his co-worker in an office building. There were no injuries.
- ☺ Rsp. sd she was shot at while walking down the street/offenders were arrested.
- ☺ Rsp. was involved in a car jacking/threatened to shoot/not far from home/police notified.
- ☺ Was on way to school/music compact discs stolen/\$75/no police.
- ☺ Garage broken into/HH sleeping at time/bike stolen/no police/no injuries.
- ☺ Same as before.

---

## **Chapter 5**

### **Middle Section of the NCVS Instrument: Additional Incidents, Unduplication, and Help Screens**

**Table of Topics**

<b>Topic</b>	<b>Page</b>
1 Screen Layout and Instructions for the Additional Incident Items	B5-2
2 Screen Layout and Instructions for the Unduplication Items	B5-7
3 Help Screens and Abbreviations	B5-11

## Topic 1. Screen Layout and Instructions for the Additional Incidents Items

### Importance of Completing Incident Report Items

The incident report items are designed to gather detailed information about each time an incident or victimization occurred during the reference period.

It is your responsibility to:

- Collect accurate information as you screen respondents making sure to enter the "number of times" count correctly for reported incidents, and
- Complete a separate set of incident report items for each "time" that an incident or victimization happened during the reference period, regardless of how minor the incident may seem.

Ideally, once all interviews are completed for a sample household, the case should show the identical number of:

- Incidents reported in the screening section of the instrument and
- Sets of incident report items for the household.

### No Incident is Too Minor

Your main task is to gather as much information as possible about each crime incident that occurred during the reference period by asking all appropriate questions from the NCVS instrument. It is not your responsibility to determine whether or not a reported incident is important enough to require completion of the Incident Report questions. Leave that responsibility to the survey's data processing staff. They take all of the detailed information you collect and use it to determine which reported incidents classify as crimes.

Cutting corners to save time or appease a reluctant respondent can jeopardize the value of the data that you collect. **Do not** delete crime incidents for the wrong reasons.

Here are a few examples of what NOT to do:

**Example 1:**

When an interviewer asked a respondent the question for Item **SQATTACKWHERE** (*attacks, threats, and stolen items*), the respondent replied that some of his money was stolen from his bowling bag on two different nights while he was bowling with his bowling league. Since the two reported incidents sounded basically the same, the interviewer only completed one set of incident report items. **WRONG!**

Even though the circumstances seem to be the same, the respondent reported two distinct incidents and the interviewer must complete two separate sets of incident report items.

**Example 2:**

After an interviewer asked the question at Item **SQSEXUAL** (*forced or unwanted sexual acts*), the young female respondent answered "Yes." However, she told the interviewer that she really did not want to discuss any details about what happened to her. The interviewer entered a "No" reply to this screen question, because the interviewer didn't think he could persuade the respondent to complete the incident report items. **WRONG!**

The interviewer must record the "Yes" answer given by the respondent, and make every effort to persuade the respondent to answer the incident report questions. If he can't persuade the respondent to complete the incident report items for an incident, then the interviewer must classify the respondent as a refusal and the respondent's interview is considered **incomplete**.

- Did the respondent mention additional incidents for the household or himself not already Covered that were within the last 6 months, that is between:

July 01, 2013 AND January 01, 2014

- 1 Yes: another incident needed for this person  
2 No: NONE to add

**INCIDENTTOADD**

**INCIDENTTOADD**

The **INCIDENTTOADD** screen always appears following the **SUMMARY** screen after ALL incidents reported in the screener section have been completed. You can use the **INCIDENTTOADD** screen to:

- Add an incident for a household member.
- Record that there are no additional incidents for the household member.

When Precode (1), "Yes: another incident needed for this person" is selected the instrument goes to **INCIDENTNUMTOADD**. Otherwise, it goes to **CRIME\_END**.

**INCIDENTNUMTOADD**

- How many incidents do you want to add?
- Enter a number between 1-25

**INCIDENTNUMTOADD**

Use this screen to enter the number of additional incidents you have discovered for this respondent. After recording the number of incidents that you need to add, continue with item **INCIDENTTOADDWHY**.

**INCIDENTTOADDWHY**

- Explain why incidents were added (i.e. what happened)

**INCIDENT TOADDWHY**

Use the **INCIDENTTOADDWHY** screen to describe the additional incident(s), similar to the descriptions entered in the screener section of the instrument, such as in item **SQTHEFTSPEC**. After entering your explanation, continue to complete the incident report items for the first incident that you added. Complete a separate incident report for each incident that you added, starting at the **INCIDENT\_INTRO** screen.

If you enter Precode (2), "No," at the **INCIDENTTOADD** screen, continue with the **CRIME\_END** screen.

All incident reports completed for: James Boe

NO	NAME	SOURCE	STATUS
1	James Boe	SQTHEFT	One REGULAR incident

**CRIME\_END**

**CRIME\_END** marks the end of the incident report section and lets you know that you have completed all reported incidents for the household member.

If multiple incidents were reported by the respondent or multiple incidents for the household (that is, other respondents also reported incidents) the instrument continues to **INTRO\_UNDUP** in the unduplication section. The instrument also continues with the unduplication section when there were incidents recorded during the last enumeration, even if there was only one incident reported for the household during this enumeration. If there is only one incident report and no incidents reported in the last

enumeration, the instrument continues with one of these screens.

If the current respondent is at least 16 years old, the instrument goes to item **JOBLASTWEEK** to find out if the respondent was employed during the reference period. If the respondent is between the ages of 12 and 15 and there are other respondents to interview, the instrument continues with item **NEXTPERSON** to select the next person to interview. Otherwise, the instrument continues to **THANK\_YOU** because the case is now complete.

## Topic 2. Screen Layout and Instructions for the Unduplication Items

Now it will just take me a minute to review the crime incidents I have recorded from you during this interview at your household.

Enter 1 to continue

INTRO\_UNDUP

### INTRO\_UNDUP

The unduplication process starts with the **INTRO\_UNDUP** screen. Unduplicating or bounding interviews is an NCVS process to ensure that **each reported incident is not a duplicate of another incident already reported for the respondent or the sample household in the current and previous enumerations periods.** (If an incident is identified as a duplicate, it is then omitted from any further duplicate checking.)

The unduplication process is designed to avoid listing duplicate incidents. This could occur when:

- The incident actually happened and was reported in a previous enumeration period and did not occur again during the current enumeration period, but was reported again during the current enumeration period.
- The incident was reported already by another household member during the current enumeration period, such as a household break-in and robbery in which no household members were threatened, attacked, or personally victimized during the incident. However, if any household members were personally victimized during a crime incident, complete a separate incident report for each household member who was personally victimized during the incident.

This quality assurance measure is designed so that we can provide a more accurate measure of criminal victimization in the United States.

Read the statement at **INTRO\_UNDUP** to let the respondent know what you are doing for the next few minutes of the interview. After reading this statement to the respondent, enter Precode (1) to move to the next screen and begin the unduplication process. When there are multiple incidents reported by the respondent and/or other respondents in the household the instrument goes to item **UNDUP\_CURINC**. However, if there is only one incident reported by the current respondent and no other incidents reported by other respondents the instrument continues with item **UNDUP\_OLD**.

During the unduplication process, DO NOT discuss with the respondent the incidents you are comparing, even to verify that they are the same or different incidents. This tool is provided because the respondent may have given you information that is not readily available to staff who review the data after it is collected.

Main	HH Roster	FAQs	F10																																																																																																																																																																																				
<ul style="list-style-type: none"> <li>• Compare the incident data below.</li> <li>• Is the incident on the left a duplicate of the incident on the right?</li> </ul>																																																																																																																																																																																							
<p><b>INCIDENT REPORTED DURING CURRENT ENUMERATION</b> Enum: 06 Ln No: 1 Inc. No: 1</p> <p>MONTH: 8 WHERE: In own dwelling/own attached garage/ Respondent and other household member(s) were WEAPON: NOT ATTACKED AND NOT THREATENED THEFT: Wallet, SUMMARY: Respondent was off playing tennis and came home to find that someone had stolen his wallet.</p>		<p><b>INCIDENT REPORTED DURING CURRENT ENUMERATION</b> Enum: 06 Ln No: 1 Inc. No: 2</p> <p>MONTH: 8 WHERE: In own dwelling/own attached garage/en Respondent and other household member(s) were WEAPON: NOT ATTACKED AND NOT THREATENED THEFT: Wallet, SUMMARY: Someone broke in and stole responden t's wallet.</p>																																																																																																																																																																																					
<p><input type="radio"/> 1. Yes <input type="radio"/> 2. No</p> <table border="1"> <thead> <tr> <th>Undup Cur Enum</th> </tr> </thead> <tbody> <tr> <td>Incident[1]</td> <td></td> </tr> <tr> <td>Incident[2]</td> <td></td> </tr> <tr> <td>Incident[3]</td> <td></td> </tr> <tr> <td>[4]</td> <td></td> </tr> <tr> <td>[5]</td> <td></td> </tr> <tr> <td>[6]</td> <td></td> </tr> <tr> <td>[7]</td> <td></td> </tr> <tr> <td>[8]</td> <td></td> </tr> <tr> <td>[9]</td> <td></td> </tr> <tr> <td>[10]</td> <td></td> </tr> <tr> <td>[11]</td> <td></td> </tr> </tbody> </table>				Undup Cur Enum	Incident[1]															Incident[2]															Incident[3]															[4]															[5]															[6]															[7]															[8]															[9]															[10]															[11]																												
Undup Cur Enum	Undup Cur Enum	Undup Cur Enum	Undup Cur Enum	Undup Cur Enum	Undup Cur Enum	Undup Cur Enum	Undup Cur Enum	Undup Cur Enum	Undup Cur Enum	Undup Cur Enum	Undup Cur Enum	Undup Cur Enum	Undup Cur Enum	Undup Cur Enum																																																																																																																																																																									
Incident[1]																																																																																																																																																																																							
Incident[2]																																																																																																																																																																																							
Incident[3]																																																																																																																																																																																							
[4]																																																																																																																																																																																							
[5]																																																																																																																																																																																							
[6]																																																																																																																																																																																							
[7]																																																																																																																																																																																							
[8]																																																																																																																																																																																							
[9]																																																																																																																																																																																							
[10]																																																																																																																																																																																							
[11]																																																																																																																																																																																							

## UNDUP\_CURINC

The **UNDUP\_CURINC** screen, shown above, provides you with pertinent facts about the current incident that you use to compare this incident against other reported incidents, both from the same respondent and from other respondents in the same household. The **UNDUP\_CURINC** screen provides you with the following types of information about the current incident: the enumeration period in which the incident was reported, respondent's line number, month incident occurred, where incident occurred, who was present, weapon information, information on threats and attacks, stolen items, and summary report information.

**UNDUP\_CURINC** directs you to compare the two incidents shown and determine whether the incident on the left is a duplicate of the incident shown on the right. “Duplicate” does not mean “similar.” Determine if the incident on the left is the same incident that is displayed on the right side of the

screen. If it is a duplicate, enter precode (1) for “Yes.” If it is not a duplicate, enter precode (2) for “No.”

This continues as all potential duplicate incidents are shown for your review. When all incidents are reviewed, the instrument takes you to **UNDUP\_OLDINC** if there are incidents from previous interviews to review for unduplication. If there are no incidents from previous interviews, the instrument takes you to **UNDUP\_DONE**.

**UNDUP\_OLDINC**

**UNDUP\_OLDINC** looks similar to **UNDUP\_CURINC**, but is used for comparing and unduplicating current reported incidents against up to four incidents reported in past interviews. It instructs you to compare the two incidents shown and determine whether the incident on the left (currently reported incident) is a duplicate of the incident on the right (previously reported incident). If it is a duplicate, enter Precode (1) for “Yes.” If it is not a duplicate, enter Precode (2) for “No.” When all old incidents have been compared to current incidents, the instrument takes you to **UNDUP\_DONE**.

**UNDUP\_DONE**

- THIS PERSON DOES NOT HAVE ANY MORE INCIDENTS TO REVIEW, CONTINUE WITH THE INTERVIEW.

Enter 1 to continue

UNDUP\_DONE

When incident review and unduplication is complete, the **UNDUP\_DONE** screen appears as shown above. Enter Precode (1) to continue with the interview.

## Topic 3. Help Screens and Abbreviations

### Introduction

As part of the NCVS instrument, several screens link to “Help” screens which provide concept definitions and other information relevant to the specific screen. If a “Help” screen is available for a particular screen, a question mark icon appears in the upper left corner of the info pane.

The NCVS instrument also has an abbreviation pop-up help screen, which you can access at any time by pressing Shift + F11. In an effort to promote uniformity, you may use these abbreviations to help save time and space and make it easier for you to fit the summary report and any notes about the case in the allotted space. However, avoid using abbreviations unless it is necessary.

Listed below are the “Help” screens available for specific NCVS items within the instrument:

#### SCREEN NAME--

#### SCREEN TEXT--

##### ***H\_ABBREV***

List of abbreviations interviewers can use to shorten the **SUMMARY** and various notes.

##### ***H\_STATE***

Lists two-letter state abbreviations; can be accessed from Items **NEWADDSTATE**, **NEWMAIL STATE**, **NEWADDSTATE\_CP**, **NEWMAILSTATE \_CP**, and **INCIDENTSTATE**.

##### ***H\_PRESENCE***

TO BE CONSIDERED PRESENT, one must be at the immediate scene of the crime during the incident. The opportunity for the person to be attacked or threatened or have something taken directly from them must exist.

##### ***H\_WEAPON***

Objects that are NEVER considered weapons include animals, parts of the body, food, small empty cans, mace or pepper spray, tear gas, chloroform, rings, and casts.

BB guns and tear gas are only considered weapons when used as clubs. Include these latter two items in Category 5: "Blunt Object".

***H\_THEFT***

**What to Include/Exclude as Theft/Attempted Theft**

**INCLUDE:**

- items belonging to any member of the household, regardless of age, taken in a burglary or household theft.
- items belonging to any member of the household 12 years of age or older.
- items regardless of value (for example, accept theft of "worthless" and "priceless" items)
- items that are personal property of an individual household member
- items that belong to the entire household
- items that belong to an unrecognizable business

**EXCLUDE:**

- items that belong to a recognizable business in the sample unit, even if the business is owned by a household member.
- items that belong to some other commercial establishment, even if the business is owned by a household member.
- items belonging to the owner of a house, apartment, or room that a household member was renting at the time of the incident.
- items belonging to a nonhousehold member
- items that the respondent or another household member had borrowed from a nonhousehold member.
- items loaned to a friend, neighbor, etc., and not returned. (However, if someone stole the items from the friend, neighbor, etc., INCLUDE the items)
- items belonging to a household member under age 12, taken in any type of crime other than a burglary or household theft.

---

<b><i>H_DAMAGED</i></b>	Include only items that were damaged but not stolen. Include damaged items that belonged to an unrecognizable business but exclude damaged items belonging to a recognizable business.
<b><i>H_POLICEINFORMED</i></b>	'POLICE' refers to all regular police and sheriff departments at the city, county, State, or Federal level of government. If the victim or the offender was a police officer, probe to determine if an official report was filed or if the police department was notified.
<b><i>H_NOTREPORTED</i></b>	<b>Structured Probe:</b> Was the reason because you dealt with it another way, it wasn't important enough to you, insurance wouldn't cover it, police couldn't do anything, police wouldn't help, or was there some other reason?  <i>(This help screen is also available in Spanish.)</i>
<b><i>H_WHYREPORTED</i></b>	<b>Structured Probe:</b> Did you report it to get help with this incident, to recover your loss, to stop or punish the offender, to let the police know about it, or was there some other reason?  <i>(This help screen is also available in Spanish.)</i>
<b><i>H_DISABILITY</i></b>	<p>(1) WHY DOES THE NCVS ASK ABOUT DISABILITY?</p> <p>Many believe that people with disabilities are more likely to be targeted for victimization because offenders see them as being more vulnerable. New legislation requires the NCVS to collect data relating to the nature of crime against people with disabilities. These data will be used by policy makers in developing programs that address the safety and justice needs of people with disabilities.</p> <p>(2) NON COMPREHENSIVE LIST OF SERIOUS DISABLING CONDITIONS:</p> <p>ALS or Lou Gehrig's disease Multiple Sclerosis Muscular Dystrophy Huntington's Disease</p>

*(This help screen is also available in Spanish.)*

**H\_OMB**

Help screen for OMB notice

<>Read the NOTICE statement to the respondent only if they have a serious grievance and would like to make a complaint regarding the survey.

<>Allow the respondent time to copy the agency title and address provided in the NOTICE statement.

OMB No. 1121-0111: Approval Expires: (date)

NATIONAL CRIME VICTIMIZATION SURVEY  
NOTICE - We are conducting this survey under the authority of Title 13, United States Code, Section 8. Section 9 of this law requires us to keep all information about you and your household strictly confidential. We may use this information only for statistical purposes. Also, Title 42, Section 3732, United States Code, authorizes the Bureau of Justice Statistics, Department of Justice, to collect information using this survey. Title 42, Sections 3789g and 3735, United States Code, also requires us to keep all information about you and your household strictly confidential. According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB number. Comments about this survey or recommendations for reducing its length may be sent to the Chief, Victimization Statistics Branch, Bureau of Justice Statistics, Washington, D.C. 20531.

***H\_NONINT***

Type A/B/C noninterview reasons:

Type A Noninterviews  
Duplicate (2000 cases only)  
Language problems  
No one home  
Temporarily absent - Specify  
Refused  
Other occupied -Specify

Type B Noninterviews  
Vacant - regular  
Vacant - storage of household furniture  
Temporarily occupied by persons with URE  
Unfit or to be demolished  
Under construction, not ready  
Converted to temporary business or storage  
Unoccupied site for mobile home, trailer, or tent  
Permit granted, construction not started  
Other - Specify

Type C Noninterviews  
Unused line of listing sheet  
Demolished  
House or trailer moved  
Outside segment  
Converted to permanent business or storage  
Merged  
Condemned  
Built after April 1, 1990/2000  
Removed during subsampling  
Unit already had a chance of selection  
Permit abandoned or Other-Specify

Listed below are the abbreviations found on the help screen that can be accessed by pressing Shift + F11. In addition to using these abbreviations when preparing your summary report for an incident, you can also use them when entering any other written entries or notes in the NCVS instrument.

Additional, **ADL**  
Address, **ADR**  
Agendum, **AG**  
Again, **AGN**  
Answering Machine or Morning, **AM**  
Answering Machine Message Left, **AMML**  
Answering Machine No Message Left, **AMNML**  
Answer, **ANS**  
Appointment, **APPT**  
Apartment, **APT**  
Association, **ASSN**  
Assessor, **ASSR**  
Assistant, Assist, **ASST**  
Avenue, **AVE**  
Available, **AVL**  
Building, **BLDG**  
Block, **BLK**  
Boulevard, **BLVD**  
Broken, **BRKN**  
Best Time, **BT**  
Battery, **BTRY**  
CallBack, **CB**  
Could Not, **CDNT**  
CD-ROM Phone Disc, **CDROM**  
Central Daylight Time, **CDT**  
Circle, **CIR**  
Called, **CLD**  
Closed, **CLSD**  
Completed Interview, **CMPINT**  
Count, **CNT**  
Contact, **CNTC**  
County, **CNTY**  
Company, **CO**  
Complete, **COMP**  
Continue, **CONT**  
Cooperate, **COOP**  
Contact Person, **CP**  
Court, **CT**  
Central Standard Time, **CST**

---

---

Directory Assistance, **DA**  
Daughter, **DAU**  
Disconnected, **DISC**  
Drive, **DR**  
Descriptive Address, **DSC ADR**  
Duplicate, **DUP**  
East, **E**  
Eastern Daylight Time, **EDT**  
Exact Match, **EM**  
Eastern Standard Time, **EST**  
Female, **F**  
Fax Machine, **FAX**  
Fast Data, **FD**  
Find/Found, **FND**  
Field Representative, **FR**  
Friday, **FRI**  
Front, **FRNT**  
Foot/Feet (Distance), **FT**  
Followup, **FU**  
Forward, **FWD**  
Guess Call Back, **GCB**  
Group, Group Home, **GRP**  
Hard Call Back, **HCB**  
Hang Up, **HGUP**  
Household, **HH**  
Household Member, **HHM**  
History, **HIST**  
Hawaiian Standard Time, **HST**  
Housing Unit, **HU**  
Highway, **HWY**  
Identification, **ID**  
Immediate, **IMMD**  
Include, **INCL**  
Income, **INCM**  
Internet, **INTRNT**  
Information, **INFO**  
Inside, **INSD**  
Interview/Interviewer, **INT**  
Line Number, **LN**  
Language Problem, **LNG PRB**  
Laptop Computer, **LPTP**  
Large, **LRG**  
Listing Sheet, **LS**  
Left, **LT**

---

Letter, **LTR**  
Leave, **LV**  
Male, **M**  
Member, **MBR**  
Mountain Daylight Time, **MDT**  
Manager, **MGR**  
Mobile Home Park, **MHP**  
Mile(s), **MI**  
Message Left, **ML**  
Month, **MO**  
Monday, **MON**  
Missed Appointment, **MSD APPT**  
Message, **MSG**  
Mountain Standard Time, **MST**  
Multiple Units, **MU**  
Move, Moved, **MV(D)**  
North, **N**  
Not Available/Not Applicable, **NA**  
Northeast, **NE**  
Not in Service, **NIS**  
No Message Left, **NML**  
No One Home, **NOH**  
(A, B, or C Noninterview Type), **NO INT**  
Nearby, **NRBY**  
Number, #  
Northwest, **NW**  
Organization, **ORG**  
Original Sample Person, **OSP**  
Other, **OTH**  
Outside, **OTSD**  
Pacific Daylight Time, **PDT**  
Person, **PER**  
Phone, Phone Number, **PH**  
Park, **PRK**  
Parkway, **PKY**  
Place, **PL**  
Afternoon/Evening, **PM**  
Property Manager, **PMGR**  
Place of Business, **POB**  
P.O. Box, **PO BX**  
Place of Employment, **POE**  
Possible, **POS**  
Previous, **PREV**  
Property, **PROP**

---

---

Partial Interview, **PRT INT**  
Provide, **PRVD**  
Pacific Standard Time, **PST**  
Public Library, **PUB LIB**  
Personal Visit, **PV**  
Proxy, **PXY**  
Question, **QST**  
Questionnaire, **QSTNR**  
Road/Rural Delivery, **RD**  
Received, **RECD**  
Refused, **REF**  
Reference Person, **REF PER**  
Request, **REQ**  
Rooming House, **RH**  
Reluctant, **RLCT**  
Roommate, **RM**  
Ring No Answer, **RNA**  
Rural Route, **RR**  
Rural Route Delivery, **RRD**  
Respondent, **RESP**  
Right, **RT**  
Route, **RTE**  
South, **S**  
Sample Address, **SA**  
Saturday, **SAT**  
Soft Call Back, **SCB**  
Screen (computer), **SCRN**  
Said, **SD**  
Southeast, **SE**  
Senior Field Representative, **SFR**  
Signal, **SGNL**  
Sheet#, Line#, **S\_L\_**  
Small, **SM**  
Sample Person, **SP**  
Spoke With, **SP/W**  
Spanish Speaking, **SS**  
Spanish Speaking Household, **SSHH**  
Social Security Number, **SSN**  
Street, **ST**  
Status, **STAT**  
Sunday, **SUN**

---

Supervisor, **SUP**  
Southwest, **SW**  
Temporarily Absent, **TA**  
Terrace, **TER**  
Thursday, **THUR**  
Talk(ed), **TLK(D)**  
Tomorrow, **TOMO**  
Turnpike, **TPK**  
Trail, **TR**  
Trailer, **TRLR**  
Trailer Park, **TRLR PRK**  
Transmission/Transmitted, **TRNSM**  
Transfer, **TRSFR**  
Tuesday, **TUE**  
Tax Assessor, **TX AS**  
Unable to Locate, **UTL**  
Vacant, **VAC**  
Visited, **VST(D)**  
West, **W**  
Wednesday, **WED**  
Within, **W/IN**  
Week, **WK**  
Without, **W/OUT**  
Wrong, **WRG**  
World Wide Web/Internet, **WWW**  
Time, Two Times, Three Times, etc., **X, 2X, 3X, etc.**  
Extra, **XTR**  
Yukon Daylight Time, **YDT**  
Year(s), **YR(S)**  
Yukon Standard Time, **YST**

---

## **Chapter 6** **Back Section of the NCVS Instrument**

**Table of Topics**

Topic	Page
1 Introduction	B6-2
2 Screen Layout and Instructions	B6-3

## **Topic 1. Introduction**

### **Wrapping Up the NCVS Interview**

The Back Section of the NCVS instrument includes screens used to:

- Make appointments to call back a sample household;
- Thank each sample household member for his/her time and participation in the NCVS;
- Code any language issues encountered while trying to interview the household; and
- Verify and/or update the telephone numbers that have been collected, or add up to three additional telephone numbers for the household.

## Topic 2. Screen Layout and Instructions

- Did this interview end because of a refusal, a callback was needed, a breakoff occurred, or some other problem?

- 1 Refusal
- 2 Callback
- 3 Breakoff
- 4 Language or other problem (refer to supervisor)

REFCBBREAK\_CP

**REFCBBREAK\_CP**

**REFCBBREAK\_CP** records the incomplete status of a household respondent or individual respondent's interview in CAPI. Precodes (1) and (3) take you to Item **VERIFY**; Precode (2) takes you to Item **APPT** when interviewing the household respondent and to item **PERSAPPT** for individual respondents, and Precode (4) takes you to Item **LANGUAGEPROBLEM\_CP**.

- Enter a time to recontact the household.

I would like to schedule a date and time to complete the interview.  
What date and time would be best?

Today is 1/15/2013

APPT

**APPT**

The **APPT** screen is the first screen that you access to set a future telephone contact with a household respondent who still needs to be interviewed. This item is a text field, so you can enter a date, for example "9/1/12," or a day and time, for example, "Monday at 7 PM." The entry at this item appears in the appointment box in laptop case management. Also enter the household respondent appointment information in the case level notes.

What is the telephone number of the phone where you would like to be called?

- Record new number
- Enter 0 for no telephone number

**TELEPH**

**TELEPH**

Item **TELEPH** is used to record the telephone number.  
Enter the telephone number, or enter "0"(zero) if there is no telephone number.

What type of phone is this (for example, a home, office, or cell phone)?

- 1 Home
- 2 Work/office
- 3 Cell/digital
- 4 Beeper/pager/answering service
- 5 Pay phone
- 6 Toll free
- 7 Other
- 8 Fax

**TELEPHTYPE**

**TELEPHTYPE**

Item **TELEPHTYPE** is used to record the telephone type (Home, work/office, cellular or digital, beeper/pager/answering service, public pay phone, toll free, or other).

Thank you for your help.

I will call back at the time suggested.

- CALLBACK: Friday October 19, 2:00 PM

THANKCB\_CP

**THANKCB\_CP**

The **THANKCB\_CP** screen is the thank-you screen to thank the respondent and tell him/her that we will call back at the suggested time. Notice that the scheduled callback date and time are shown on this screen. After reading this statement to the respondent, press (1) to continue to Item **VERIFY**.

- Press Control+F7 to enter appointment information for this person in Case Level Notes.

PERSAPPT

**PERSAPPT**

Because laptop case management is not set up to store callback information for individual respondents, **PERSAPPT** prompts you to enter any respondent callback information in the Case Level Notes, which may be accessed here by pressing “Ctrl” and “F7” simultaneously. After entering callback information, press “1” to continue to **THANKYOU\_INDIV**.

Thank you. I'll call back at the time suggested.

THANKYOU\_INDIV

**THANKYOU\_INDIV**

**THANKYOU\_INDIV** is the thank-you screen for individual respondents after recording callback information in Case Level Notes. Pressing “1” to continue takes you to Item **VERIFY**.

- Record the language spoken by the respondent or enter 28 if respondent is hard of hearing.

11 Spanish	21 Portuguese
12 Arabic	22 Russian
13 Chinese	23 Tagalog
14 French	24 Urdu
15 German	25 Vietnamese
16 Greek	26 Other - Specify
17 Italian	27 Unknown language
18 Japanese	28 Other problem - hard of hearing
19 Korean	
20 Polish	

LANGUAGEPROBLEM\_CP

#### LANGUAGE PROBLEM\_CP

**LANGUAGEPROBLEM\_CP** allows you to record the fact that a language problem (or other related problem; for example, a person who is hard of hearing) exists for a respondent. An entry of 26 takes you to **LANGUAGE PROBLEM\_SPEC\_CP**. Otherwise, the instrument goes to Item **VERIFY**.

- Record the language spoken by the respondent.

LANGUAGEPROBLEM\_SPEC\_CP

#### LANGUAGE PROBLEM\_SPEC\_CP

Use the **LANGUAGEPROBLEM\_SPEC\_CP** screen to record the specific language spoken by the respondent. This question is asked only of the household respondent. After entering this information, the instrument proceeds to Item **VERIFY**.

- Read if necessary

Thank you for your time.

THANKYOU\_CP

#### THANKYOU\_CP

**THANKYOU\_CP** is the thank-you screen used after the household is completed. The instrument fills in the screen text to be read to the respondent based on the situation.

For ***noninterview households*** you are prompted to thank the contact person, when appropriate, as shown above.

For ***completed interviews***, the question text is based on the time in sample (TIS) of the case.

- For TIS 1-6, item **THANKYOU\_CP** reads: "Six months from now we will be contacting you again. Thank you for your time. You've been very helpful."
- For TIS 7 cases, item **THANKYOU\_CP** reads: "This is the last regularly scheduled interview for this household, for the National Crime Victimization Survey. Thank you for your participation in this survey."

#### Verifying Telephone Information

The next set of screens is for the purpose of verifying and updating previously collected telephone information. These include:

- Review information listed below
- Do you need to make any changes?
- Press “Control T” to review/update interview time preference

TELEPHONEOK: Yes

Telephone (1) - Extn. Type:  
Telephone (2) - Extn. Type:  
Telephone (3) - Extn. Type:

**VERIFY**

**VERIFY**

**VERIFY** displays the telephone information that has been collected to date. If no changes to this information are needed, enter Precode (2), “No,” to exit the instrument and proceed to the Case Level Notes. If changes are necessary, enter Precode (1), “Yes,” and the instrument takes you to **VER\_TELEPHONEACCEPTABLE**.

Is a telephone interview acceptable?

Previous answer: Yes

1 Yes  
2 No

**VER\_TELEPHONEACCEPTABLE**

**VER\_TELEPHONE  
ACCEPTABLE**

Item **VER\_TELEPHONEACCEPTABLE** allows you to update whether or not a telephone interview is acceptable for the household. Entering Precode (1), “Yes,” takes you to **VER\_PHONE**. Entering Precode (2), “No,” takes you out of the instrument and into the Case Level Notes.

What is the telephone number of the phone where you would like to be called?

VER\_PHONE1, 2, 3

**VER\_PHONE1, 2, 3**

Items **VER\_PHONE1, 2, 3** allow you to enter or update phone numbers for the first, second, and third household contacts. If no update needs to be made to the first phone number, press “Enter” to continue to **VER\_PHONETYPE**, which will keep the previous phone number. If you do not need to update any other information from **VER\_PHONE** through **VER\_PHONETYPE**, then enter “0” (zero) which takes you out of the instrument and to the Case Level Notes.

However, if you do not need to change the first number but do need to change or update the second or third phone number, do not enter “0,” as that will take you out of the instrument. Instead, press “Enter” until you reach the screen that needs to be updated. Note that if there is not a number in **VER\_PHONE**, you cannot press “Enter” to go to the second phone number. You must collect the first number in order to collect the second, and so on.

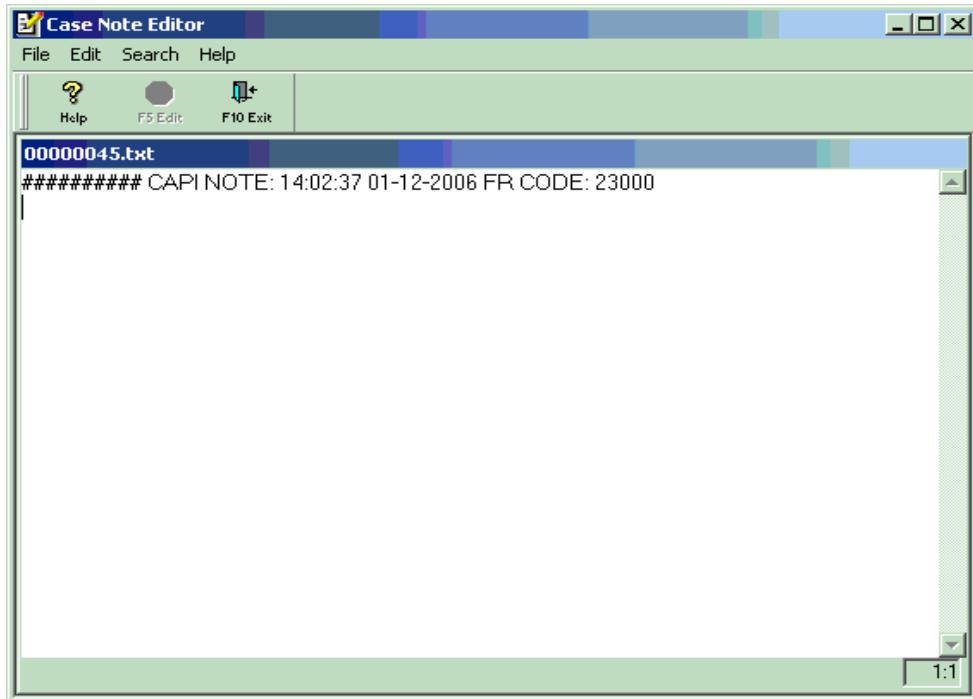
What type of phone is this (for example, a home, office, or cell phone)?

- 1 Home
- 2 Work/office
- 3 Cell/digital
- 4 Beeper/page/answering service
- 5 Pay phone
- 6 Toll free
- 7 Other
- 8 Fax

VER\_PHONETYPE1, 2, 3

**VER\_PHONETYPE  
1, 2, 3**

Item **VER\_PHONETYPE1, 2, 3** allows you to enter or update the type of phone for the first, second, and third household contact numbers. After completing the **VERIFY** section the instrument proceeds to the Case Level Notes.



## CASE NOTE EDITOR

The **CASE NOTE EDITOR** (see illustration above) screen appears after you exit the case, to enter any final notes about the case which may be helpful for future contacts with the household. You may also access the **CASE NOTE EDITOR** by pressing Control + F7 at any time during the interview.

**Note:** *The CASE NOTE EDITOR is where you record any callbacks necessary for individual respondents.*

The instrument automatically fills in a CAPI indicator, time, date, and your FR code. If any notes were recorded from a previous CAPI interview, the window also displays the previous notes. You may add to the notes or only view them.

Here are some examples of things that should be entered in the **CASE NOTE EDITOR**:

- Explaining why you are unable to interview an eligible household member.

- 
- Explaining any difficulties interviewing because of a speech or hearing disability, a particularly difficult respondent, language difficulties, etc.
  - Instructions about a disabled person who requires extra time to answer his/her telephone.
  - For partial interviews, noting where the interview left off.

When you finish entering your notes or if no notes are necessary, press F10 to exit NOTES. If you added a new note, the instrument prompts you to save the new entry.

---

## Chapter 1

### Basic National Crime Victimization Survey Concepts

**Table of Topics**

Topic	Page
1 Overview of Chapter 1	C1-2
2 Reference Period	C1-3
3 Household Membership	C1-5
4 Reference Person	C1-11
5 Household and Individual Respondents	C1-14
6 Proxy Interview	C1-18
7 Unduplicating/Bounding Interviews	C1-24
8 Out-of-Scope Incident	C1-28
9 Overview of the NCVS Process	C1-29
10 Replacement Households	C1-32

## Topic 1. Overview of Chapter 1

<b>Purpose</b>	The primary purpose of the National Crime Victimization Survey (NCVS) is to obtain, from respondents who are 12 years of age and older, an accurate and up-to-date measure of the amount and kinds of crime committed during a specific 6-month <b>reference period</b> . When you are assigned an NCVS case for the first interview, you are given a sample address to visit and interview, but are not provided with any respondent names.
<b>Your responsibilities</b>	<p>During your initial contact with a sample address, your responsibility as a CAPI interviewer is to identify:</p> <ul style="list-style-type: none"><li>• The household members who usually reside at the sample address (<b>household membership</b>);</li><li>• The relationship of each household member to a <b>reference person</b>;</li><li>• A <b>household respondent</b> who will provide specific information about the household; and</li><li>• All household members who are eligible as <b>individual respondents</b> for an NCVS interview.</li></ul> <p>Each eligible respondent is expected to respond for himself or herself. However, under specific circumstances, another household member can respond for an eligible respondent and give a <b>proxy interview</b>.</p> <p>To avoid duplicate incidents, you will go through an <b>unduplicating/bounding</b> process to ensure that duplicate incidents are not processed. When a reported incident falls outside of the NCVS survey limits, you delete the incident because it is considered an <b>out-of-scope incident</b>.</p> <p>Chapter 1 defines all of these highlighted concepts in more detail.</p>

## Topic 2. Reference Period

<b>Definition</b>	A reference period is a time interval for which we want to collect information from a respondent. The NCVS reference period covers the 6 months prior to the interview date. When conducting interviews, we are interested only in crime incidents that happened during a household member's specific 6-month reference period.
	The type of reference period that we use for the NCVS is often referred to as a floating reference period or period-to-period recounting. By using this type of a reference period, we can compile a continuous record of a household's experiences throughout the entire 3 years that the household is in the NCVS sample.
<b>First Enumeration Period Interviews</b>	Although the reference period is calculated automatically by the NCVS CAPI instrument, it is still important for you to understand the reference period. For the first enumeration period, each household member's reference period starts on the first day of the month 6 months before the interview month, and ends on the day before the interview date.  <u>Household respondent example:</u> If a household respondent's first enumeration period interview is conducted on July 2, 2013, the current reference period for the household respondent is <b>January 1, 2013 to July 1, 2013</b> .  <u>Individual respondent example:</u> If the remaining household members are interviewed for the first enumeration period on July 3, 2013, the current reference period for each household member is <b>January 1, 2013 to July 2, 2013</b> .
<b>Second Through Seventh Enumeration Period Interviews</b>	After the first enumeration period, reference periods for all <b>remaining enumeration periods</b> start on the date of the household member's last interview and end on the day before the household member's interview date. Unlike the first enumeration period, each household member could have a different reference period <b>start date</b> for the second through seventh enumeration periods based on the member's last interview date.

**Incidents Outside of the Reference Period**

While interviewing, it is important to keep reminding the respondent of the starting and ending dates for his/her reference period. If a respondent seems to be having difficulty keeping track of the reference period dates, try adding the actual dates after reading "in the last 6 months." This will help the respondent to stay focused on the correct time frame for the interview.

Only complete the incident report section of the instrument for incidents that happened during the reference period for the respondent's current interview. (If the incident happened on the day of the interview, collect the information as usual. These incidents are reviewed during post-collection data processing and either categorized as "in scope" or "out of scope." These incidents are used for comparison purposes during unduplication in the next interview period.) If you discover that the incident is outside of the respondent's reference period (at Item **INCIDENTDATE**), the instrument does not prompt you to collect information for that incident. (**See Topic 8 of this chapter for out-of-scope incidents.**)

## Topic 3. Household Membership

### Definition

For a person to be considered a member of a sample household, he/she must be:

- ✓ Using the sample address as his/her **usual place of residence** at the time of the current interview, even if he/she is temporarily absent at the time of interview,

**OR**

- ✓ Staying temporarily at the sample address at the time of the current interview AND not have a **USUAL PLACE OF RESIDENCE ELSEWHERE**. This category could include recent immigrants, persons trying to find permanent living quarters, and persons who have no other home of their own. This category could also include entire households with no usual place of residence elsewhere, because they are renting or lending their usual living quarters to others and have no other home of their own.

(See “**Determining Usual Place of Residence**” on the next page for a definition of “**Usual place of residence**.”)

Non-family persons may be considered household members if the sample address is their usual place of residence. These non-family household members could be lodgers, servants, farmhands, or other employees, as long as they:

- Live at the sample address AND
- Claim the sample address as their usual place of residence.

Household membership is not limited to sample housing units and can also include residents of non-institutional group quarters selected for the NCVS sample, such as college dormitories, homes for unwed mothers, dormitories for student nurses and doctors, and so forth.

**Determining Usual Place of Residence**

A person's usual place of residence is a specific living quarters, either a housing unit or a non-institutional group quarters unit, where he/she lives and sleeps most of the time and is free to return to at any time. Do not consider a mailing address that does not identify a living quarters as a usual place of residence. For example, if a person has mail delivered to a box in a post office, that person's mailing address does not identify a living quarters.

Also, do not consider a person's living quarters as his/her usual place of residence when the person:

- Is not residing at the living quarters AND is renting or lending the living quarters to someone else who is residing there in his/her absence,

**OR**

- Is not residing at the living quarters AND the vacant living quarters is offered for sale or rent.

**Families With Two or More Homes**

If a household owns more than one housing unit and spends time in both homes, only ONE of the housing units can be considered the usual place of residence for these household members. Consider the home where they spend most of the calendar year as their usual place of residence. If the household spends an equal amount of the calendar year at each home, consider the family to be household members at the address where they reside at the time of the interview.

Here are some examples for handling this type of situation:

The Moe family owns two housing units--one in the suburbs of Detroit, the other a cabin in a mountain resort area. They spend about 11 months of the year in their suburban Detroit home. The Moe family does not rent out either home in their absence.

- If the Moes were residing at their suburban Detroit home when you attempt to interview at that residence, you would interview all eligible household members. Since this is the Moes' usual place of residence, all family member's who usually live at the address and are 12

years of age and older are considered eligible household members at this address.

- When you attempt to interview at the cabin address, you discover that the Moes are residing at the address. Since the cabin is not their usual place of residence, you would not interview them as household members at the cabin address.

**Foster Children**

Always consider foster children in the household at the time of your interview as household members at the sample address, regardless of how long they are expected to stay with the family.

**Crew Member on a Sailing Vessel**

Never consider a sailing vessel to be a usual place of residence for its crew members. This is true even when the crew member is on the sailing vessel at the time of your interview AND is on the vessel for long periods of time.

**Household Members Who Are Temporarily Absent**

Listed below are circumstances in which persons claiming the sample address as their usual place of residence are considered to be household members, even though they are temporarily absent from the address at the time of interview:

- Business travelers,
- Crew members on sailing vessels,
- Railroad personnel,
- Long haul truck drivers,
- Bus drivers, and
- Persons who are away visiting relatives or friends, on vacation, or temporarily in general (*noninstitutional*) hospitals.

**Foreign Citizens Temporarily Staying in the United States**

Only consider citizens of foreign countries as household members at a sample address when:

- They are temporarily living (*not visiting or traveling*) in the United States,

- The sample address is not an Embassy, Consulate, Chancellery, or any other type of office for a foreign country,

**AND**

- The sample address is their usual place of residence while residing in the United States.

**Members of the Armed Forces**

Men and women who are Armed Forces members can be considered household members at a sample housing unit if:

- They usually sleep at the sample housing unit and
- They are stationed in the same locality as the sample housing unit.

Do not consider Armed Forces members to be household members at a sample housing unit if:

- ✗ They are stationed in a different locality than the sample housing unit and
- ✗ They are only staying at the sample housing unit while on leave to visit family or friends.

**Students**

When you interview at a sample housing unit and discover that a student is residing away from the family residence while attending school (*boarding, college, trade, or commercial school in the United States or overseas*), do not consider the student to be a household member at the family residence. While attending school, the student is considered a household member at his/her school residence, and is interviewed at that residence if it falls into the NCVS sample.

However, students are considered household members at their family residence when they are:

- Living at the family residence while attending school,
- Living at the family residence at the time of interview because they are on a short holiday (*for example,*

*Thanksgiving or spring break) or home on summer vacation,*

**AND**

- Claiming the family residence as their usual place of residence.

**Student Nurses**

At the time of interview, consider a student nurse's usual place of residence to be the hospital, nurse's home, or other place where he/she resides while receiving nurse's training.

For example:

Before entering nursing school, David lived with his parents at 101 Railroad Drive, Any Town, AK. David is now attending nursing school and living at 102 Maple Avenue, Any Town, CO. While attending nurse's training, David's usual place of residence is the 102 Maple Avenue address.

**Persons Working Overseas**

Do not consider persons who are absent from the sample address at the time of interview because they are working and residing overseas for more than 6 months out of the year to be household members at the sample address.

**Persons With Concurrent Residences**

You may find that some persons reside part of the week at one address and the rest of the week at another address. In this situation, count the person as a household member at the address where he/she resides the greater part of the week. If the person spends an equal amount of the week at each address, consider the person as a household member at the address where he/she is residing at the time of your interview.

**Persons in Vacation Homes, Tourist Cabins, and Trailers**

If persons are residing in vacation homes, tourist cabins, and trailers and do NOT have any other usual place of residence at the time of interview, consider these persons as household members where they are residing at the time of your interview. However, if these persons do have a usual residence elsewhere, do not consider them as household members at the vacation homes, tourist cabins, and trailers where they are staying at the time of the interview.

***Inmates and Patients  
in Institutional Group  
Quarters***

Inmates and patients in institutional group quarters are not considered household members at the sample address while they are residing in the institutional group quarters. These inmates and patients could reside in the following types of institutional group quarters:

- Correctional Institutions
- Nursing, Convalescent, and Rest Homes
- Hospitals
- Institutions for the Disabled
- Institutions for the Mentally Ill/Retarded
- Juvenile Institutions.

Remember that persons in institutional group quarters are not free to come and go without permission. Also, persons residing in institutional group quarters are not eligible for NCVS interviewing, even if the group quarters is in the NCVS sample. Do not take proxy interviews for institutionalized persons, because they are not considered household members while residing in an institution.

***(See the Listing and Coverage Manual for Field Representatives, Form 11-8, for more details about group quarters.)***

**When You Are Still Unsure  
About Household  
Membership**

If you have read all the household membership procedures and still are unsure whether or not to include someone as a household member, it is better to:

- Include the person
- AND**
- Explain the situation in either an “F7 Note” by using Control + F7 Case Level notes screen.

## Topic 4. Reference Person

### Definition

We want the household's reference person to be a **responsible adult household member who is not likely to permanently leave the household.**

To meet this goal, the reference person must:

- Qualify as a household member at the sample address,
- Be one of the owners or renters of the sample housing unit, and
- Be at least 18 years of age (*in most cases*).

Since one of the owners or renters of the sample housing unit is normally the most responsible and knowledgeable household member, we prefer that the reference person also be the household respondent. However, a household respondent does not have to be one of the household members who owns or rents the sample housing unit.

During your initial interview with a household you must designate one of the household members who meets the above criteria to be the reference person.

**(See Topic 5 of this chapter for more details about household respondents.)**

### Special Situations

When identifying a reference person for a sample household, you may encounter one of the following situations:

#### **Housing Unit Rented Without Cash Payment**

If a sample housing unit is occupied without payment of cash rent, then any household member who is at least 18 years of age can qualify as the reference person. **(Also see "When Can a Reference Person Be Under 18 Years of Age?" shown below.)**

#### **Housing Unit Jointly Owned or Rented**

If a sample housing unit is owned or rented jointly, then the instrument automatically designates as the reference person the first owner/renter who is listed on the household roster. This person also must be a household member at the sample address and must be at least 18 years of age. **(Also**

---

see "*When Can a Reference Person Be Under 18 Years of Age?*" shown below.)

**When Can a Reference Person Be Under 18 Years of Age?**

There are two situations when the household's reference person can be a household member who is under 18 years of age. These situations include:

- Sample households in which ALL household members are 17 years of age. The reference person should be one of the 17-year-old household members who owns or rents the sample housing unit.
- Sample households in which the owners/renters are married and one or both of them are 17 years of age. The reference person can be either person.

**NOTE:** If you encounter a household in which ALL household members are **under 17 years of age**, tell your supervisor. They will discuss this situation with HQ staff and let you know how to handle the case.

**Changing the Reference Person**

You may encounter situations in subsequent interviews when you may need to identify a different person from the household roster as the reference person. This could happen when the reference person from the previous enumeration period is no longer a household member because he/she has:

- ✓ Died or
- ✓ Moved out of the sample address permanently.

You may discover this at Item **NAMECHECK**, which displays the household roster and asks if it is correct. If you answer "No," then Item **REFPERSTILLIVE** appears and asks, "Does (name of person) still live at this address?" If you answer "No," Item **NEWREFPER** appears.

At the **NEWREFPER** screen, you ask the following question to identify a new reference person for the sample household, "**What is the name of the person (or one of the persons) who owns or rents that home? Would that be you?**" Enter the line number of the new reference person at this screen; enter "31" if the new reference person

---

---

is new to the household and must be added to the roster. The instrument then follows with prompts to add the new person to the household roster.

After selecting or adding a new reference person, item **MEMBERCHANGES** appears and asks you to enter the reason(s) for changes in the household roster.

## Topic 5. Household and Individual Respondents

### Definition

A **household respondent** is the household member that is selected to be the **first household member interviewed** and is almost always a self-response interview. The household respondent must be able to provide information for all persons in the sample household, as well as for herself/himself. For example, the household respondent must be able to:

- Update demographic information on the household information tables in the front section (“Control Card” section) of the NCVS instrument.
- Complete the household respondent's screening section of the instrument.
- Complete the incident report section of the instrument for **all** incidents reported by herself/himself.

An **individual respondent** is any household member who is at least 12 years of age and is not selected as the household respondent. In most cases, you will interview each individual respondent by self-response.

### Who Qualifies as a Household Respondent?

In most cases, the household respondent must be:

- ✓ A household member,
- ✓ At least 18 years of age, and
- ✓ Knowledgeable enough about the household to provide the necessary information for the Control Card screens, and, if necessary, the incident report screens for each incident he/she reports.

Normally, the best candidate for the household respondent is the **reference person or another household member who owns or rents the housing unit**. However, unlike the requirements for a reference person, the household respondent does not have to be one of the owners or renters of the housing unit.

*(See Topic 4 of this chapter for information about*

*reference persons.)*

During your initial interview with a household, you select a household member who meets the household respondent requirements. In subsequent interviews, the NCVS instrument prompts you to ask to speak to the household respondent from the previous enumeration period. However, if this is not possible, make sure that the household member you select for the current interview period meets the requirements for a household respondent and is knowledgeable about the household.

**Exceptions to the Rule**

**Is it acceptable for a household respondent to be under 18 years of age?**

If the reference person and/or the spouse of the reference person is 17 years of age, either the reference person or the spouse of the reference person can be the household respondent. For example, a sample household is comprised of a **married couple** ages 28 and 17. Because they are married, either person qualifies as a household respondent, even though one person is 17 years old.

If ALL household members are 17 years of age, select the household member who appears to know the most about the sample household. For example, three 17-year-old friends rent an apartment together while attending college.  
Try to select the household member who is most likely to provide accurate information about household matters.

If you discover a household comprised of at least one 17-year-old and the remaining persons are all under 17 years of age, select the 17-year-old household member as the household respondent.

**NOTE:** If you encounter a household in which ALL household members are **under 17 years of age**, tell your supervisor, who will discuss this situation with HQ staff and let you know how to handle the case. Also, make a note of the situation in the case notes.

However, if the household consists of two or more unmarried individuals AND at least one of the individuals is 18 years of age or older, then the household respondent

must be one of the members who is at least 18 years old. For example, Joe, Terry, and Frank rent a house together. Joe is 17 years old, Terry is 19 years old, and Frank is 20 years old. In this example, Terry and Frank are eligible to be the household respondent, but Joe is NOT eligible because of his age.

**When can a household respondent be a non-household member?**

A non-household member can **ONLY** be a household respondent **WHEN ALL OF THE FOLLOWING CONDITIONS EXIST:**

- ✓ ALL eligible household members are physically and/or mentally unable to be interviewed,
- ✓ ALL eligible household members have been under the care of the non-household member for the entire reference period,

**AND**

- ✓ None of the eligible household members were able to leave the sample address during the entire reference period, unless they were accompanied by the non-household member.

If any of the eligible household members are capable of being interviewed, select a capable household member as the household respondent, instead of selecting the non-household member.

**Changing Household Respondents During an Interview**

There may be instances when you need to change household respondents after starting an interview.

This could happen if:

- ✓ You ask to speak to the previous household respondent and discover that he/she is no longer considered a household member.
- ✓ You discover that the previous household respondent is

---

unable to answer many of the questions about the household. (However, this situation should seldom occur.)

Under these circumstances, stop interviewing the current household respondent and find a current household member who is more knowledgeable about the household. Use the “New HHR” tab at the top left of the NCVS interview screen. The screen that appears, Item **NEW\_HHR**, allows you to select a different household respondent. At **NEW\_HHR**, select the line number of the new household respondent.

Once you have selected a new household respondent, start the household respondent's interview from the beginning.

## Topic 6. Proxy Interview

### Definition

A **proxy interview** is one in which someone other than the intended household member answers the interview questions for another eligible household member.

- The person who is authorized to answer for the intended household member is referred to as the **proxy respondent**.
- The intended household member who is unable to answer the interview for himself/herself is referred to as the **proxy person**.

Since a proxy respondent is more likely to omit an incident or leave out some of the details about a reported incident, we discourage proxy interviews, except as a **last resort**.

### Acceptable Reasons for Proxy Interviews

Only THREE conditions allow you to take a proxy interview for a household member. These conditions are:

- A parent will not allow you to speak to his/her **12- or 13-year-old** child to conduct the interview. In this situation, any household member who is at least 18 years of age can be the proxy respondent for the child. However, one of the child's parents would be the best proxy respondent.
- An eligible household member is temporarily absent during the **entire** interview period, such as a household member who will be out of town for the entire interview month caring for a sick relative. Before accepting a proxy interview for this situation, make sure that the absent person still qualifies as a household member. If the absent person is still a household member, you can accept a proxy interview from an eligible household member.

*(See "Who Qualifies as a Proxy Respondent?" later in this topic. Also see Topic 3 of this chapter for more information about household membership.)*

- An eligible household member is physically or mentally incapacitated continuously throughout the **entire**

---

interview period, due to health or mental illness problems. For example, a household may have a family member who is too hard of hearing to complete a telephone interview for himself/herself or a household may have a family member with Alzheimer's disease who cannot respond for herself/himself.

The following problems do not constitute being physically or mentally incapacitated and cannot be accepted as reasons for taking a proxy interview: old age (*by itself*), colds or flu, drunkenness, under the influence of drugs, or any problems that might be aggravated because a respondent feels that some NCVS questions are upsetting (*such as the NCVS questions related to rape and sexual assault*).

### Proxy Interviews for Household Respondents

There is ONLY ONE ACCEPTABLE REASON for taking a proxy interview for a household respondent - **when a non-household member is a proxy respondent for an ENTIRE household**. This should happen only occasionally, but when it does, the non-household member must be the proxy respondent for the household respondent **AND** all other household members who are eligible for the NCVS interview.

If at least one eligible household member is capable of being interviewed by self-response, then that person must be the household respondent and the proxy respondent for the remaining household members who are eligible for interview. Always complete the household respondent's interview BEFORE interviewing any other eligible household members. (*Also see "Accepting a Non-household Member as a Proxy Respondent" later in this topic.*)

Here are some scenarios:

- Both members of the Coe household suffer from Alzheimer's disease and a nurse cares for them on a daily basis. The nurse is over 18 years of age, caring for Roy and Mary Coe for the past 2 years. In this situation, the nurse qualifies as a proxy respondent for Roy and Mary. The nurse would be the proxy respondent for the household respondent and the individual respondent.

- The Moe household includes the reference person, Megan Moe, and her 78-year-old mother, Jane Voe. When you call the Moe household, only Jane Voe is at home. Since both Megan and Jane are eligible to be the household respondent. You should make Jane the household respondent, take her NCVS interview, and recontact the household later to interview Megan as an individual respondent.
- When you contact the Coe household, the only household member who meets the requirements for a household respondent is away on a business trip and will not return before closeout. However, his 16-year-old son, Colin, is available when you call the household. In this situation, you cannot take a proxy interview for Colin's father and Colin cannot be the household respondent. Since you must always interview the household respondent first, you would not be able to interview this household and the case is considered a Type A noninterview.

**Unacceptable Reasons for Proxy Interviews**

To reinforce the fact that proxy interviews must only be taken as a "last resort," several situations are listed below in which you may be tempted to take a proxy interview for an individual respondent, but must **NOT**. If you experience any of these situations, you will not be able to interview the household member.

- You make several attempts to contact a household member during the interview period, but are never successful in reaching him/her at home. A good example of this would be a student who lives at home, but is engaged in so many activities during the day and evening that you are unable to set up an interview before closeout.
- A household member refuses to be interviewed even after you try to persuade him/her to cooperate, but tells you to get the information from another household member.
- You are unable to interview an eligible household member, because another household member refuses

---

to let you conduct the interview. A good example of this is a parent who refuses to let you interview his/her 15-year-old child.

### Who Qualifies as a Proxy Respondent?

If you must take a proxy interview for an acceptable reason, your first choice for a proxy respondent would be:

- A **household member** who is at least 18 years old,
- Very knowledgeable of the proxy person, and
- Has already completed his/her own NCVS interview by self-response.

Two exceptions to the age requirement for a proxy respondent are when:

- The household's reference person or one of the other persons who owns or rents the home is under 18 years of age or
- All household members are under 18 years of age.

### Accepting a Non-household Member as a Proxy Respondent

On rare occasions, a **non-household member** can be a proxy respondent. However, several requirements must be met before you can allow a non-household member to be a proxy respondent.

**ALL** of the following conditions must exist before accepting a non-household proxy respondent:

- Due to physical or mental illness problems, you are unable to interview **ALL eligible household members by self-response**.
- During the **entire reference period** (*6 months prior to the interview date*), **ALL** eligible household members at the sample address were unable to leave the sample address, unless they were accompanied by the non-household person who cares for them.
- The non-household caretaker must be the proxy respondent for the entire household, including the household respondent. **This is the only situation in**

**which a household respondent's interview can be a proxy interview.**

- The non-household proxy respondent must be at least 18 years old.
- The non-household proxy respondent must have cared for all eligible household members during the **entire reference period**. If the non-household member did not care for some or all of the household members for **more than a few days** during the reference period, this person does NOT qualify as a proxy respondent.

If you do not feel comfortable or are unsure about a non-household member as a proxy respondent, check with your supervisor before conducting the proxy interview.

***Protecting Confidentiality***

When you conduct a proxy interview for the entire household with a non-household member, you must enter a description of the situation and explain who the proxy respondent is in the "Case Level Notes."

We have such strict requirements for accepting a non-household proxy respondent because we want to ensure each sample household member's confidentiality.

When talking to a proxy respondent who is not a household member, you need to be especially careful not to mention any information provided in a previous enumeration period. This includes the following types of information -- household composition, marital status, education, income, and so forth.

**Keeping Proxy Interviews to a Minimum**

Whenever possible, we want eligible respondents (*household members who are at least 12 years of age*) to answer the interview questions for themselves. By allowing a proxy respondent to answer for a household member, you run the risk of:

- Missing incidents and/or
- Not getting sufficient details about reported incidents.

---

**(Also see pages A2-12 through A2-17 for proxy respondent procedures.)**

**Problems Conducting a Proxy Interview**

You may encounter situations in which a proxy interview is acceptable, but cannot be done because:

- You are unable to identify an acceptable proxy respondent

**OR**

- An acceptable proxy respondent refuses to give you an interview for a household member.

When this happens, you will not be able to conduct an NCVS interview for the household member.

In the following situation, you will not be able to interview a sample household and the case will be considered a Type A noninterview:

- ✓ All household members are unable to be interviewed by self-response due to health or mental illness problems,

**AND**

- ✓ The entire household is under the care of a non-household member caretaker,

**AND**

- ✓ The non-household caretaker refuses to give a proxy interview for at least the household respondent.

## Topic 7. Unduplicating/Bounding Interviews

### Definition

Unduplicating or reviewing bounding incidents is an NCVS process to ensure that **only one set of incident report questions** is completed for each incident or personal victimization reported in the screen questions.

This process is designed to avoid duplicate incidents that could occur when:

- The incident actually occurred in a previous enumeration period and did not occur again during the current enumeration period.
- The incident was reported already by another household member during the current enumeration period, such as a household break-in and robbery in which no household members were threatened, attacked, or personally victimized during the incident. However, if any household members were personally victimized during a crime incident, complete the incident report questions for each household member who was victimized during the incident.

This quality assurance measure is designed so that we can provide a more accurate measure of criminal victimization in the United States.

### Unduplication Section of the NCVS Instrument

After completing all incident reports with an eligible household member (*all screens covering the screen questions and the incident report questions*), the instrument checks to see if there are any other incidents reported for household members (*including the current respondent*) either during the current interview month or during the previous interview month. If there are other incidents reported for the respondent or the household, then you go through a set of unduplication screens in the NCVS instrument.

As you go through this section of the instrument, compare each incident reported by a respondent during the current interview month against:

- ✓ All other incidents reported during the current interview month

**AND**

- ✓ Up to four incidents reported in the previous interview month.

The NCVS instrument skips you over the unduplication section if:

- The respondent did not report any incidents during the current interview month,

**OR**

- The respondent only reported one incident and there are no other incidents reported in either the current or previous interview with the sample household.

If you need to go through the unduplication section of the NCVS instrument, some or all of the following screens appear:

#### **INTRO\_UNDUP**

**Purpose of screen:**

To let the respondent know what you are doing for the next few minutes of the interview.

**Text read to respondent:**

*"Now it will just take me a minute to review the crime incidents I have recorded from you during this interview at your household."*

**Instructions to you:**

None

**Precodes:**

- (1) Enter 1 to continue (*This precode takes you to UNDUP\_CURINC if there is more than one incident reported in the current interview.*)

#### **UNDUP\_CURINC**

**Purpose:**

Provides you with pertinent facts about the current incident that you use to compare it against other reported incidents

---

in the same interview. Instrument provides the following information about the current incident: enumeration period in which the incident was reported, respondent's line number, incident number, month incident occurred, where incident occurred, weapon information, presence, theft, and attack information, and summary report information.

**Text read to respondent:**

None

**Instructions to you:**

Compare the incident data below. Is the incident on the left a duplicate of the incident on the right?

**Precodes:**

- (1) Yes
- (2) No

Precode (1) codes the incident on the left as a duplicate incident.

If there were no incidents reported for the household from a previous interview month, then you go from the **UNDUP\_CURINC** screen to the **JOBLASTWEEK** screen.

**UNDUP\_OLDINC**

**Purpose:**

Provide you with key facts for up to four incidents reported during a previous interview month, so you can compare each one against the incident described on the left of the screen.

**Text read to respondent:**

None

**Instructions to you:**

Compare the incident data below. Is the incident on the left a duplicate of the incident on the right?

**Precodes:**

- (1) Yes
- (2) No

Precode (1) codes the incident on the left as a duplicate incident.

**UNDUP\_DONE****Purpose:**

To let you know that your review of reported incidents is complete and you can continue with the interview.

**Text read to respondent:**

None

**Instructions to you:**

THIS PERSON DOES NOT HAVE ANY MORE INCIDENTS TO REVIEW, CONTINUE WITH THE INTERVIEW.

**Precodes:**

(1) To continue. After pressing “1” the instrument proceeds to **JOBLASTWEEK** when the respondent is 16 or older. If the respondent is between ages 12-15, the instrument proceeds to the **NEXTPERSON** screen.

## Topic 8. Out-of-Scope Incident

Definition	An "out-of-scope" incident is one that falls outside of the limits defined for this survey. The BJS has specific reasons for wanting to exclude certain types of incidents from our crime victimization data.
Outside Reference Period	Once you start completing the incident report section of the NCVS instrument, there is only ONE reason for stopping before the end of the section. If you discover at the <b>INCIDENTDATE</b> screen that the incident occurred either before the reference period start date, a popup screen <b>INCIDENTDATE_OK</b> : appears, prompting you to confirm the date: "Did you say (month)?" Click the "suppress" button on the popup screen to confirm that the date is outside the reference period and keep any more questions from being asked about the incident.  To change the date of the incident, click the "Close" or "Goto" button to return to <b>INCIDENTDATE</b> .
<b>OSINCNOTNEEDED</b>	If the incident is outside the reference period, the next screen that appears is <b>OSINCNOTNEEDED</b> : <b>"We are only asking about crimes that happened during the last 6 months. We will not collect information on this incident."</b>

## Topic 9. Overview of the NCVS Process

### **NCVS Sample**

The NCVS sample is made up of households from across the country that are selected every 10 years based on the results from the Decennial Census. The NCVS sample is split into six rotation groups which are interviewed twice a year for a total of seven interviews. This format provides households to be interviewed each month throughout the year.

### **Before Interviewing Starts**

Each month your Regional Office (RO) splits up that month's sample cases among all of the Field Representatives (FRs) and then releases your monthly assignment to you.

### **Data Collection**

Starting on the first of the month, you use your survey-specific and general FR training to go out and do your best to finish all your interviews in the most complete and timely manner possible. As you complete and transmit your monthly assignments, each RO ensures that all assigned sample cases are accounted for and all data have been received. At the end of the month, that month's survey closes out. This ends the data collection phase of the NCVS for that month.

### **Editing/Coding Operation**

Data from all of the ROs are combined and a database containing all cases that have at least one incident report is created. That database is then sent to the Census Bureau's National Processing Center (NPC) in Jeffersonville, Indiana. In this next phase of data preparation, the data are clerically reviewed and edited. This operation in the NPC is the first look we get at the incident reports collected each month. During this process, the data are reviewed to ensure they meet the NCVS guidelines and inconsistent data are corrected.

The database (created with all cases that have at least one incident) contains on average about 1,000 cases. Each case can have multiple incidents, so the number of incidents reviewed is even larger.

---

The edits range from minor corrections such as recoding an “Other - Specify” entry to major modifications that change how the incident classifies. NPC staff members review incident reports to ensure data quality, by reviewing such items as “Other-Specify” write-in entries to determine whether those entries can be recoded to a precoded category. For example, if the location of the incident was classified as “Other” and the write-in entry is “inside the restaurant where respondent works,” it is reclassified to the precoded category “Inside restaurant, bar, nightclub.”

The NPC staff also compares the crime incident report data to the data entered at the **SUMMARY** screen, the description of the incident in the screener question, and any case level notes and edit the data to make the incident report is consistent with the other information. If the summary or other notes are vague or incomplete, NPC and Headquarters staff may not be able to recode the incident to match what actually happened.

Although the entire incident report is reviewed, particular attention is paid to the questions regarding location, presence, and theft since they are main factors used to determine how to classify an incident.

Incidents that cannot be corrected are referred to another unit of editors at Headquarters. Approximately 300 of the 1,000 cases that make up the NPC’s workload each month are referred to Headquarters staff for further review.

The editing and coding process ensures that the best quality data are provided to the BJS and data users. Incorrectly coding the location, presence, or theft questions can have a large impact on the data. Since each household interviewed represents about 3,500 households, that means those incidents, when applied to the national population, equate to thousands of incidents that would have been miscoded if we had not recoded them during the editing and coding operation.

---

Once the referral process is completed, certain incidents go through industry and occupation coding and/or geographic location coding. The review and coding operations take two months to complete, at which point computer processing is started.

**Processing the data**

During the processing stage, the data are edited for consistency, missing values are estimated, estimates are produced, and final tabulations prepared. The data are used to produce data files to be released to the public.

**Releasing the data**

Twice a year the NCVS data are sent to the Interuniversity Consortium for Political and Social Research (ICPSR) at the University of Michigan, where our data are accessible for data users. We also send annual data in the form of statistical tables to the BJS, which publishes them in both paper reports and on its web site.

The usefulness and accuracy of the published data depends in large part upon how well you, the field representatives, do your job. You are an essential, extremely important part of this process.

## Topic 10. Replacement Households

### NCVS Sample

The NCVS is a sample of addresses. The sample size for the NCVS consists of approximately 64,000 addresses throughout the United States. These addresses are scientifically selected so that characteristics of the people who reside at these addresses are representative of the entire population.

### When Household Members Change

Always interview the current household members at an assigned sample address. If one or more of the occupants from the previous interview still live at the sample address, interview them using the current case. If some of the respondents from the last interview moved out, but at least one respondent from the previous enumeration still lives at the address, interview them using the current case.

If all of the occupants of a sample address change, interview the people who currently live at the address and consider the address to be their usual place of residence. This is done by creating a replacement household case within the NCVS instrument.

When you create a replacement household, the case from the prior interview gets coded as a Type C, Replacement Household and the NCVS CAPI Case Management System creates, or spawns, a new case for that household. The spawned case is treated like an incoming Time-In-Sample 1 case since you must collect a new household roster for the new residents of the sample address.

### Procedures for Phone Interviews

If you attempt to conduct a telephone interview with a returning household and find that the household has moved you will need to attempt a personal visit to verify the current status of the sample address. During the personal visit follow-up determine whether the sample address: 1) has been vacated by the prior respondents and 2) is **occupied** (new household members have moved into the sample address) and therefore needs a replacement household spawned or **unoccupied** (new respondents have NOT moved into the sample

---

address); therefore the original case will be coded as a Type B noninterview.

**Procedures for Personal Visits**

During a personal visit, if you discover that the respondents from the prior enumeration no longer live at the sample address, determine whether the sample address is now **occupied** (new household members have moved into the sample address) and therefore needs a replacement household spawned or **unoccupied** (new respondents have NOT moved into the sample address); therefore the original case will be coded as a Type B noninterview.

**Coding Replacement Households**

At Item **HHNUM\_VR\_CP**, the instrument asks, “Is this a replacement household?” If this is a replacement household, answer Precode (1), “Yes.” Item **CK\_REPLACE\_CP** appears; “A replacement household means that there are no members of the original household living at this address. Are you sure this is a replacement household?” Enter Precode (1), “Yes.”

Then Item **SPAWNED\_CP** appears: “A new case for the replacement household will be spawned in Case Management after you exit this case. Enter (1) to exit this case, which will automatically become a Type C. (In Case Management the original case is automatically coded as outcome code 341, “Replacement household.”) Enter Precode (1) to continue.

Return to the Case List and select the newly spawned case; interview as usual. The newly spawned cases now appear with the letter “R” in the third digit of the CaseID.

## Chapter 2

### Screening for Crimes

**Table of Topics**

<b>Topic</b>	<b>Page</b>
1 Overview of Chapter 2	C2-2
2 Crimes Measured by the NCVS	C2-3
3 Threats	C2-7
4 Recognizable/Unrecognizable Businesses	C2-9
5 Ownership of Motor Vehicles	C2-16
6 Months/Years Living at Address	C2-18
7 Frequency of Household Moves	C2-21

## Topic 1. Overview of Chapter 2

You use the Screen Section of the NCVS instrument to determine if any eligible household members have been victimized during the reference period. As you use this section of the NCVS instrument to screen for crimes, you ask a series of detailed questions about various types of victimizations, including situations in which crimes could occur. However, not all crimes reported by respondents are measured by the NCVS. **Topic 2 covers crimes measured by the NCVS.**

As you screen for crime incidents, you need to understand the concepts that are associated with NCVS crimes. For example, a respondent may report that he or she was threatened over the telephone, but the NCVS only includes face-to-face threats made directly by the offender to the respondent. **Topic 3 covers threats.**

When respondents report thefts from their businesses, it is important to determine whether these businesses are recognizable or unrecognizable. Not all thefts from businesses owned by eligible respondents are measured by the NCVS. Only thefts from businesses that are NOT advertised to the general public with signs or other visible indicators of a business are included in the NCVS. **Topic 4 covers recognizable/unrecognizable businesses.** When respondents report motor vehicle thefts, the NCVS measures these thefts if they happened during the reference period and the vehicles were owned by eligible household members at the time of each incident. If a stolen vehicle is recovered and then sold before the interview date, the NCVS still includes the theft. **Topic 5 covers ownership of motor vehicles.**

Besides screening for crimes, you also ask questions about the sample household, such as questions about a household's mobility. **Topic 6 covers months/years living at address, and Topic 7 covers frequency of household moves.**

## Topic 2. Crimes Measured by the NCVS

### NCVS Crime Categories and Types

The NCVS incidents reported by sample household members can be separated into two main crime categories: **personal crimes** and **property crimes**.

#### **Personal Crimes**

Personal crimes include **attempted and completed crimes** that involve **direct contact** between the victim and the offender(s). Personal crimes can fall under one of the following subcategories:

- **Violent crimes**

Listed below are the types of personal crimes that are considered violent crimes whether they are **attempted or completed**:

- ✓ Rape
- ✓ Sexual assault
- ✓ Personal robbery
- ✓ Assault
- ✓ Verbal threats of rape, sexual assault, personal robbery, and assault

- **Personal theft**

Listed below are the types of personal crimes that are considered crimes of theft if they are attempted or completed:

- ✓ Purse snatching
- ✓ Pocket picking

A personal theft crime involves an offender taking or attempting to take property or cash directly from the victim by stealth, without force or threat of force.

#### **Property Crimes**

Property crimes include **attempted and completed crimes** that **do not involve any direct contact** with a sample household member. Listed below are the types of crimes that are considered property crimes:

- Forcible entry
- Burglary, with forcible entry
- Burglary, with illegal entry and no force
- Motor vehicle theft

- Theft

**Personal Crimes vs.  
Property Crimes**

Personal crimes involve direct contact between offenders and eligible household members during an incident, whether or not the crimes were completed. If more than one eligible household member was attached, verbally threatened, or had property or cash taken directly from them during the same incident, you must complete the incident report screens of the NCVS instrument, for each eligible household member who was personally victimized during the incident.

**For example:**

The Doe brothers, L1 (line number 1) and L2 (line number 2) are both eligible household members. While they were waiting together in a movie line, someone threatened to stab both of them if they did not hand over their wallets. Since both household members were threatened with physical harm, you must complete the incident report screens when interviewing both household members, L1 and L2.

Since property crimes do not involve any personal contact between a household member and an offender, you only need to keep one set of incident report screens for a property crime incident. For example, if two household members report the same property crime incident, you delete one incident report during the unduplication process.

**For example:**

During the reference period, the Moe's house was illegally entered and burglarized while they were away. John and Ellen Moe both reported this incident, but you only need to keep the incident report screens for the incident from one of their interviews.

Suppose you complete the incident report screens for the property crime described above, one for L1 (John Moe) and another for L2 (Ellen Moe), and then discover that you completed two sets of incident report screens for the same property crime incident.

---

If this happens, only keep **one** incident report, usually the one reported by the household respondent, who is L1 in the example above, and delete the duplicate incident reported in L2's interview during the unduplication process.

*(Also see Part C, Chapter 1, Topic 7, for information on "Unduplicating/Bounding Interviews.")*

**Crimes Not Measured by the NCVS**

The NCVS does not collect information about the following types of crimes:

- ✗ Murder (*because there is no victim to interview*)
- ✗ Kidnaping
- ✗ Any crimes against recognizable businesses, regardless of whether the business is or is not operated from a sample address
- ✗ Con games and fraud, such as credit card and computer-related
- ✗ Blackmail

The following crimes against society also are excluded from the NCVS:

- ✗ Public drunkenness
- ✗ Drug abuse
- ✗ Prostitution
- ✗ Illegal gambling

If a respondent reports a crime not measured by the NCVS, complete the incident report screens so that we do not miss any other crime that is measured by the NCVS and could have been committed during the same incident.

**Classifying NCVS Crimes**

After the following tasks are completed, a computer program is used at Headquarters to classify each incident into a specific type of NCVS crime:

- All out-of-scope incidents for the NCVS have been deleted,
- Any editing discrepancies have been resolved, and
- Specified NCVS data have been keyed.

Using a computer program designed to classify incidents by type of crime ensures a consistent and standardized classification of incidents. Keeping errors to a minimum and reporting all important facts about a reported incident at the **SUMMARY** screen helps ensure that each incident classifies as the correct type of crime.

## **Topic 3. Threats**

### **Definition**

A threat must meet the following conditions to be acceptable as a threat for the NCVS:

- ✓ The threat must be delivered verbally and face-to-face between the offender and the respondent.

### **AND**

- ✓ The threat must involve the potential for physical harm to the respondent.

### **Examples of Acceptable Threats**

The following examples are **acceptable** threats for the NCVS:

#### **Example 1:**

Julie was withdrawing money at an ATM when an offender walked up behind her, threatened her with a knife, and told her to give him the money she withdrew or he would stab her.

#### **Example 2:**

David and Bobby were arguing in the school parking lot. During the argument, David threatened to break Bobby's arm.

#### **Example 3:**

Ted heard a noise outside his front door. He went to the door and asked, "Who's there?" The woman outside answered, "Let me in or I'll kill you."

### **Not Included for the NCVS**

The following types of threats are not threats for the NCVS:

- ✗ Threats to physically harm the respondent delivered over the **telephone** or a **FAX machine**,
- ✗ Threats to physically harm the respondent delivered in a **letter** or an "**email**" **message**,
- ✗ Threats to physically harm the respondent delivered by someone else for an offender,

- ✖ Threats to physically harm a household member who is under 12 years of age,
- ✖ Threats to steal something from a household member or damage something belonging to a household member, without a threat to physically harm the household member,
- ✖ Threats to physically harm household pets without a threat to physically harm a household member (*including thefts of household pets*), and
- ✖ Incidents in which a household member felt threatened, but an offender did not verbally threaten to physically harm the household member.
- ✖ Threats made on social media, such as Twitter or Facebook.

### Examples of Unacceptable Threats

The following are examples of **unacceptable** threats for the NCVS:

#### Example 1:

Frank and Mike are friends. Mike asked Frank to deliver a threat to his (Mike's) ex-girlfriend, Diane, for him. Frank met Diane at her office and passed on Mike's threat to beat her up if she continued dating her new boyfriend Tony.

#### Example 2:

Barbara was driving at night on the highway when she noticed a truck tailing her. The truck driver honked, flashed his headlights, then sped past her. Barbara says she felt threatened during the incident, even though she exchanged no words with the other driver.

#### Example 3:

Nick sent an e-mail message to Sam warning him to stop parking in his parking space or Nick would break Sam's arm.

## Topic 4. Recognizable/Unrecognizable Businesses

### Definitions

When a business is operated from a sample address, we only collect information about reported incidents involving the business, such as a theft of business property, when the business is considered unrecognizable. For this reason, it is important that you understand the differences between an unrecognizable and a recognizable business.

For the NCVS, an **unrecognizable business** must meet ALL of the following criteria:

- It must be an establishment selling products or providing services for a fee that is operated by a household member from the sample address.
- There must be NO indication or sign announcing the business to anyone from outside the sample address, such as on a front door, window, garage door, mail box, or a free standing sign in the front yard.

For the NCVS, a **recognizable business** must meet ALL of the following criteria:

- It must be a commercial establishment operated by a household member either at the sample address or in another structure from which products are sold or services are provided for a fee.
- The business has a sign announcing its existence and the sign is clearly visible to the general public from OUTSIDE of the business.
- When the business is operated from the sample address, the sign announcing the business must be located on the sample household's property, such as a sign on a front door, window, garage door, mailbox, or a free standing sign in the front yard.

Any crimes committed against a **recognizable** business, such as an attempted or actual illegal entry of a **recognizable** business or an attempted or actual theft of property belonging to a **recognizable** business, are NOT included in the NCVS. However, we do include in the NCVS

---

incidents in which a household member was verbally threatened or harmed in some way or had personal property taken while at a recognizable business.

Here are some examples of incidents that require the incident report screens be completed, because a household member was verbally threatened or harmed in some way or had personal property taken while at a recognizable business:

**Example 1:**

A robbery took place while Jessica was buying milk at a convenience store. During the robbery, the offender threatened to kill her if she did not give him her purse. She gave him the purse without saying anything.

**Example 2:**

While Dave was picking up a prescription at the pharmacy, someone stole his wallet from his jacket pocket.

**Example 3:**

John operates a recognizable insurance agency from his home. Last week, someone broke a window, entered the home, and stole property belonging to the business and property belonging to John personally.

### **Identifying Businesses Operated From the Sample Address**

There are two questions in the Screen Section of the NCVS instrument that are asked only of the household respondent to determine if:

- ✓ Anyone in the household operates a business from the sample address (Item **BUSINESS**) and, if the answer is "Yes,"
- ✓ Whether there is a sign on the premises or some other indication to the general public that a business is operated from the sample address (Item **BUSINESSSIGN**).

A "Yes" answer for Item **BUSINESSSIGN** indicates that a recognizable business is operated from the sample address. A "No" answer for Item **BUSINESSSIGN** indicates that an unrecognizable business is operated from the sample address.

---

**Unacceptable Signs of a Recognizable Business**

Do not consider the following indicators as proof that a recognizable business is operated from a sample address:

- ✗ A business advertisement appearing on the Internet or in a newspaper or telephone book.
- ✗ Any form of motor vehicle that has a business logo painted on it, such as a car, van, or truck parked either in the driveway or on the street outside the sample address.

**Special Situations****Farms and ranches:**

Consider a farm or ranch a recognizable business when either of these conditions exist:

- A sample address is on a farm or ranch AND there is a sign somewhere on the property that identifies the farm or ranch by a specific name, such as "Desert Creek Dude Ranch."
- A sample address is on a farm or ranch that has a produce stand by the roadside of the property.

If the household respondent tells you at Item **BUSINESS** that someone in the household operates a business from the sample address, but the farm or ranch does not have a sign or roadside produce stand on the property, enter Precode (2), "No," at Item **BUSINESSSIGN** and consider the business unrecognizable.

**Apartments:**

When a household member manages an apartment complex in which he/she resides, consider this as a business operated from the sample address. If the following conditions exist, consider the business to be recognizable:

- A sign is present outside the apartment of a resident manager, resident owner, or apartment superintendent stating his/her job.

**OR**

- A sign is visible somewhere in the complex directing people to this person's specific apartment because of his/her job.

If either situation exists, exclude any incidents involving thefts of property owned only by the apartment complex, such as furnishings from a furnished apartment or any hall decorations. However, you would complete the incident report screens if any personal items belonging to the respondent or other household members were stolen.

When no visible sign exists in the apartment complex or outside the resident manager's apartment identifying his/her position, enter Precode (2), "No," at Item **BUSINESSSIGN** indicating an unrecognizable business. In this situation, include any reported crime incidents involving property owned by the apartment complex and reported by the property's **owner**, such as furnishings stolen from a furnished apartment.

**Motor Vehicles:**

Item **SQTOTALVEHICLES** is asked only of the household respondent and the question asks:

*"What was the TOTAL number of cars, vans, trucks, motorcycles, or other motor vehicles owned by you or any other member of this household during the last 6 months? Include those you no longer own."*

When a respondent operates a recognizable business from the sample address and has a business vehicle, only include the business vehicle in the count for Item **SQTOTALVEHICLES**, if the vehicle is also used for personal use. If the vehicle is used only for the recognizable business, do **NOT** include it in the count for Item **SQTOTALVEHICLES**.

If the respondent operates an unrecognizable business from the sample address and has a business vehicle, the business vehicle would be included in the count for Item **SQTOTALVEHICLES**, regardless of whether the vehicle was used for business or personal reasons.

**Identifying Ownership of Stolen Property**

It is possible that a respondent could report a crime incident in which property was stolen that belonged to the household, a household member, and an unrecognizable business operated from the sample address. When writing the incident summary at the **SUMMARY** screen, it is important to identify separately who owned the stolen items.

For example, during one incident:

- A television valued at \$800 belonging to the entire household was stolen,
- Three rings valued at \$2,000 belonging to the wife of the reference person were stolen, and
- Five watches were stolen that were valued at \$1,250 and belonged to the unrecognizable jewelry repair business operated from the sample address.

When describing the type and value of stolen property, do not add together stolen property that belongs to the respondent or his/her household with stolen property belonging to the respondent's business. If the stolen property belongs to a respondent's **unrecognizable** business, describe the type and value of the business property separately from the stolen property belonging to the respondent or his/her household. Make sure to state clearly that the stolen property belongs to an unrecognizable business.

**Handling Crime Incidents Involving Businesses**

The following examples show when to report incidents involving businesses, as well as which parts of incidents should not be reported in the incident report section of the NCVS instrument:

- ✓ A respondent owns a recognizable candy store that is not operated from the sample address. A theft occurred at the candy store in which \$100 was taken from the register and \$30 was taken from the respondent's wallet.

**DO**--Accept the incident when asking the screen questions and complete the incident report questions for the \$30 theft from the respondent's wallet. However, do

---

**NOT** include information about the theft from the register when completing the incident report questions.

- ✓ A respondent works at a recognizable department store that was robbed. During the course of the robbery, the respondent was shot in the arm with a handgun and \$500 was stolen from the register at which she was working.

**DO**--Accept the incident when asking the screen questions and complete the incident report questions for the personal injury to the respondent. However, do **NOT** include information about the theft from the register when completing the incident report questions.

- ✓ A respondent owns a recognizable hair salon and also operates part of the business from her home (*which appears to be unrecognizable*). Someone broke into her home at the sample address and stole merchandise belonging to the business.

**DO**--Accept the incident when asking the screen questions and complete the incident report screens for the household break in. Do **NOT** include information about the theft, because the stolen property belongs to a recognizable business.

- ✓ A respondent operates a recognizable lawn mower repair service from his home. When he and his family were on vacation, someone broke into their home and stole some household items, as well as business tools and a few lawn mowers from his business.

**DO**--Accept the incident when asking the screen questions. When you complete the incident report questions, only include information about the household break in and the stolen household items. Do **NOT** include information about the stolen business tools and lawn mowers from the recognizable business.

---

- 
- ✗ Someone broke into the respondent's recognizable shoe store after it was closed for the day and stole several shoes, boots, and purses. The respondent did not discover the incident until the next morning when she opened the store.

***DO NOT*** accept the incident and do ***NOT*** complete the incident report questions, because the stolen property belongs to a recognizable business and no sample household members were threatened or injured during the incident.

- ✗ A respondent operates a recognizable apartment house at a beach resort that contains beach rental units. The respondent reported that someone broke into and vandalized two apartments, during the off season when the apartment house was vacant. The offender(s) also stole electronic equipment and appliances.

***DO NOT*** accept the incident and do ***NOT*** complete the incident report questions. Since this is a recognizable business, do ***NOT*** keep the break in and theft information. Also, since no sample household members were threatened or injured during the incident, you do not need to complete the incident report questions.

## Topic 5. Ownership of Motor Vehicles

<b>Definition</b>	For the NCVS, motor vehicles owned by household members are any vehicles that:
	<ul style="list-style-type: none"><li>• Can be legally tagged, registered, and used as a means of transportation on most roads and highways (<i>such as cars, trucks, motorcycles, and recreation vehicles/motor homes</i>) and</li><li>• Were owned by a sample household member during the 6 months prior to the interview (<i>reference period</i>), regardless of whether the vehicle was sold, given away, junked, stolen, or abandoned before the interview date.</li></ul>
<b>Item SQTOTALVEHICLES</b>	Item <b>SQTOTALVEHICLES</b> is asked only of the household respondent as part of his/her screening interview. The question at Item <b>SQTOTALVEHICLES</b> reads as follows:  <b><i>"What was the TOTAL number of cars, vans, trucks, motorcycles, or other motor vehicles owned by you or any other member of this household during the last 6 months? Include those you no longer own."</i></b>  If the household respondent answers "None," you skip over Item <b>SQMVTHEFT</b> , which asks about any incidents involving motor vehicles owned by the sample household.
<b>Household Respondent Refuses</b>	If a household respondent refuses to tell you the number of vehicles owned by the household, tell the respondent that we ask this question so we know whether or not to ask about any crime incidents involving household vehicles.  If the household respondent still refuses to answer your question, enter Control + R, "Refused." Item <b>SQMVTHEFT</b> appears next, asking about any crime incidents involving household vehicles.

**Which Vehicles Do You Include?**

Under the following circumstances, INCLUDE a motor vehicle in the count of motor vehicles at Item **SQTOTALVEHICLES:**

- ✓ Vehicles used for private and/or business purposes if the vehicles are owned by a household member who also operates an **unrecognizable business** from the sample address.
- ✓ Vehicles used **partially for private purposes** if the vehicles are owned by a household member who also operates a **recognizable business**. You may need to ask the household respondent whether or not a vehicle is used only for business purposes when you are unsure about its usage.
- ✓ Vehicles that are leased by a household member for more than one month AND for which a household member is responsible in case of theft.

**Which Vehicles Do You Exclude?**

Under the following circumstances, EXCLUDE a motor vehicle from the count of motor vehicles for Item **SQTOTALVEHICLES:**

- ✗ Vehicles that are used SOLELY for a recognizable business operated by a household member.
- ✗ Vehicles that are loaned to a household member from someone who is not a household member or from a business owned by someone who is not a sample household member.
- ✗ Vehicles that are kept at school and used by students living away from the sample address while attending school, even if the parents of the students own the vehicles.
- ✗ Vehicles that are rented or leased by a household member for a short period of time (*less than one month*).

## Topic 6. Months/Years Living at Address

**Definition** For the NCVS, “Months/years living at address” means the most current continuous length of time the household member has lived at the sample address.

**For example:**

John and Cindy lived at the sample address for a year before their trial separation. While they were separated for two months, John left the sample address and lived with his brother at another address. After the two-month separation ended, John moved back into the sample address and has now lived there continuously for the last four years. In this situation, we consider John to have lived at the sample address for four years.

**Items Using This Concept** Item **TIMEATADDRESS** asks:

***How long have you lived at this address?***

***When to Probe***

Notice that in the top right corner of the screen text appears that shows the “last reported as” address. The instrument fills in the months and years the respondent answered during the last enumeration. You can use that information if you verify it with the respondent.

For most NCVS interviews, accept the answer given by the respondent without probing after you ask, ***“How long have you lived at this address?”*** However, if a respondent does ask you to explain this question or the answer given seems incorrect, probe by telling him/her that we want to know how many months or years he/she has resided **continuously** as a household member at the sample address.

If a respondent's answer is either too vague or given to you in a range of years or months, probe for a more precise answer.

**If a respondent answers:**

***“Heavens, I've lived here for years and years.”***

**Use this probe:**

***“Is it more than 5 years or less than 5 years?”***

**If a respondent answers:**  
**"It's been about 5 to 10 years."**

**Use this probe:**  
**"Can you give me your best estimate of the number of years?"**

**If a respondent answers:**  
**"Oh, I haven't lived here very long, less than a year."**

**Use this probe:**  
**"Have you lived here less than 6 months or more than 6 months?"**

#### Is a "Don't Know" Entry Acceptable?

If you have probed for an answer and the respondent really doesn't know and is unable to give you an estimate, you can enter "Don't know" by pressing "Ctrl" + "D." The instrument then takes you to Item **TIMEATADDRESSPROBE**.

#### Interpreting a Respondent's Answer

There may be instances when you cannot enter exactly what the respondent answers and you need to convert the respondent's answer to an acceptable form for entry. Here are some examples for **TIMEATADDRESS**:

<u>Respondent answers:</u>	<u>Enter:</u>
<b>"Half a year"</b>	Precode 0
<b>"It's been 2 1/2 years."</b>	3 years
<b>"I've lived here 1 year, 3 months, and 10 days."</b>	1 year
<b>"11 and 1/2 months"</b>	1 year
<b>"All my life"</b>	Respondent's age from the <b>HHROSTER</b> tab by pressing "Shift" and "F1" simultaneously, or clicking on the tab
<b>"Just 5 days"</b>	Precode 0
<b>"11 weeks"</b>	Precode 0
<b>"11 months and 1 week"</b>	Precode 0

---

If a respondent has lived at a sample address for less than one year (*1 to 11 months*), enter Precode (0) and then enter the number of months at the **MONTHSATADDRESS** screen. If a respondent has lived at a sample address 12 months or more, enter the number of years at the **TIMEATADDRESS** screen.

When a respondent gives an answer in fractions of a month or in the number of weeks, always convert weeks to one or more months and either round up to the next month or down to the previous month. If a respondent answers less than a month, enter "1 month." If a respondent answers with a number of years, plus a number of months, either:

- Round up to the next year when the number of months given is 6 or more (*7 years and 8 months converts to 8 years*).
- When the number of months given is 5 or less, ignore the number of months and simply enter the number of years (*7 years and 2 months converts to 7 years*).

## Topic 7. Frequency of Household Moves

### Definition

For the NCVS, we consider a move to be each time a household member changes his/her **usual place of residence**, regardless of whether the usual place of residence was inside or outside of the United States. A usual place of residence is the specific living quarters where a household member usually lives and sleeps the majority of each week or year.

### TIMESMOVEDIN5YEARS

If a household member has lived at the sample address for **less than 5 years**, you ask the following question at **TIMESMOVEDIN5YEARS**:

***"Altogether, how many times have you moved in the last 5 years, that is, since (month of interview), (year 5 years prior to interview year)?"***

The NCVS instrument will fill the correct information for the “month of interview” and “year 5 years prior to interview year.” If an eligible household member has lived continuously at the sample address for 5 or more years prior to the interview, the instrument skips over **TIMESMOVEDIN5YEARS**.

### Acceptable Answers

Acceptable answers at **TIMESMOVEDIN5YEARS** are:

- One number that is a total of all moves made by the respondent during the past 5 years, including the household member's move to the sample address. If a respondent answers with a range of times moved, you need to probe for a single number.
- An estimated number when a respondent cannot provide the exact number of moves.
- Enter “Ctrl” + “D,” “Don ‘t know,” only as a last resort when a respondent cannot provide even an estimated number of times moved.

**Probing for an Accurate Answer**

Some respondents may have difficulty remembering how many times they have moved in the last 5 years, while others may not understand what we mean by "moved." Be prepared to explain what the number of times moved should include whenever a respondent appears confused or asks you a question about **TIMESMOVEDIN5YEARS**.

When you need to probe for an accurate count to enter at Item **TIMESMOVEDIN5YEARS**, try asking the respondent where he/she was living just before moving to the sample address and how long he/she stayed at that address. Repeat this type of questioning until you have covered the respondent's moves within the past 5 years.

***College Students***

When interviewing a college student, you may need to explain that we want to know each time he/she has moved between his/her dormitory and parents' home during the past 5 years. These students may not consider these changes in their usual place of residence as moves, but we do for the NCVS.

College students who live away from home during the months of the year when school is in session should consider the place where they are living as their usual place of residence. However, if they return to their parents' home to live during long vacation periods, their parents' home would be considered their usual place of residence at that time.

## **Chapter 3**

### **Reporting Crime Incidents**

**Table of Topics**

<b>Topic</b>	<b>Page</b>
1 Overview of Chapter 3	C3-2
2 Series of Crimes	C3-3
3 Right to Legally Enter Home/Lodging	C3-7
4 Restricted Areas/Areas Open to the Public	C3-10
5 Illegal Entry (With or Without Force)	C3-12
6 Presence During an Incident	C3-16
7 Weapons	C3-22
8 Rape/Unwanted Sexual Conduct	C3-29
9 Theft/Attempted Theft of Cash/Property	C3-36
10 Value of Stolen Property/Method Used to Determine Value	C3-44
11 Property Ownership	C3-47
12 Recovered Money and/or Property	C3-51
13 Medical Care	C3-55
14 Medical Expenses	C3-57
15 Race of Offenders	C3-59
16 Other Victimized Household Members	C3-62
17 Damage to Property During an Incident	C3-65
18 Job/Business at Time of Incident	C3-70
19 Major Activity During Week of Incident	C3-71
20 Incident Occurred at Work Site	C3-74
21 Incidents Involving a Police Officer	C3-76
22 Writing Summary Reports	C3-78
23 Type of Industry and Occupation	C3-85
24 Disability	C3-94

## Topic 1. Overview of Chapter 3

Use the incident report section of the NCVS instrument to report crime incidents. Each time an incident or personal victimization occurred during the reference period, complete the incident report screens to collect detailed information about the incident or personal victimization. Complete the incident report section for each household member who reports a personal victimization during an incident (*an attack, attempt to attack, or threat of physical harm*). However, only keep one set of incident report questions for each reported incident of a property crime in which none of the household members were personally victimized (*an illegal entry, something taken without permission, and so forth*).

As you collect data about crime incidents, there are several concepts that you need to understand. Following this overview, definitions and examples are provided for important concepts associated with the incident report module of the NCVS instrument.

## Topic 2. Series of Crimes

### Definition

For the NCVS, a series of crimes consists of **six or more** separate incidents that:

- ALL occurred during the 6-month reference period,
  - Were ALL reported in the same screen question,
  - Are ALL very similar in nature,
- AND
- Cannot be described separately in enough detail so that you can complete most screens in the incident report section of the NCVS instrument.

**All of these conditions must be met before you can complete only one set of incident report questions for multiple incidents.**

**Whenever possible, attempt to complete a separate incident report section for each reported incident. Classify six or more similar incidents as a "series" only as a last resort, since the NCVS will be losing detailed information for all but the most recent incident.**

### Five or Less Similar Incidents

If a respondent reports that five or less similar incidents happened during the reference period, then you must complete a separate set of incident report questions for EACH reported incident. The instrument leads you automatically through the correct number of incident reports.

Classify an individual respondent as a noninterview if:

- ✓ The respondent reports five or less similar incidents,

BUT

- ✓ The respondent is unable to recall enough individual details to complete a separate set of incident report questions for each of these similar incidents.

---

If this situation happens while interviewing a household respondent, first try to select a new household respondent. If you are able to do this but cannot complete the original household respondent's (who is now an individual respondent) interview, classify the original household respondent as a Type Z noninterview. However, if you are not able to interview a household respondent, then classify the entire household as a Type A – "Other" noninterview and describe the situation in item **TYPEA\_SPEC6**.

**Verifying a Series of Crimes**

**INCIDENTNUMBEROFTIMES,**  
**INCENTSSIMILAR,**  
and **RECALLDETAILS**

At the beginning of the incident report questions, there are three screens to verify whether or not six or more similar incidents meet the criteria for a series of crimes.

Screens **INCIDENTNUMBEROFTIMES**, **INCENTSSIMILAR**, and **RECALLDETAILS** help determine whether the multiple incidents meet the criteria for reporting them as a series of crimes. If the multiple incidents qualify as a series of crimes, then complete only ONE set of incident report questions for the **MOST RECENT** incident in the series.

At screen **INCIDENTNUMBEROFTIMES**, ask:

***"Altogether, how many times did this type of incident happen during the last 6 months?"***

At screen **INCENTSSIMILAR**, ask:

***"Are these incidents similar to each other in detail or are they for different types of crimes?"***

At screen **RECALLDETAILS**, ask:

***"Can you recall enough details of each incident to distinguish them from each other?"***

If you enter the following answers to these three questions, then the similar incidents will qualify as a series of crimes:

- At **INCIDENTNUMBEROFTIMES**, enter:  
The number 6 or a number higher than 6.
- At **INCENTSSIMILAR**, enter: Precode (1),  
"Similar."

- 
- At RECALLDETAILS, enter: Precode (2), "No."

If you enter a different answer for any one of these three screens, the instrument skips to Item **INCIDENTTIME**, because the multiple incidents do not qualify as a series of similar incidents. In this instance, you complete a separate set of incident report questions for each of the multiple incidents.

**Details for the Most Recent Incident**

Once you have determined that the multiple incidents qualify as a series of crimes, for most of the incident questions you only ask about the MOST RECENT INCIDENT in the series of crimes.

**Statement at Item  
INCIDENTTIME**

ALWAYS read the "lead-in" statement above the question in Item **INCIDENTTIME** BEFORE asking the question. This statement says: "***The following questions refer only to the most recent incident.***" With the exception of Item **SERIESNUMTIMES** through **SERIESCONTACTORNOT**, do not include information about any earlier incidents in the series when completing the incident report questions.

**Examples of Incidents That Qualify as a Series of Crimes**

Listed below are two examples of reported incidents that qualify as a series of crimes:

**Example 1:**

Interview date: August 2

Reference period: February 1 through August 1

Tammy reported that money was stolen from her desk at work on seven different occasions between February and April. She never found out who stole the money and each time, the circumstances were so similar that she cannot differentiate one incident from another. The incidents stopped in April, because Tammy stopped leaving money in her desk.

**Example 2:**

Interview date: March 1

Reference period: September 3 through February 28

Dennis reported that the shed in his yard was broken into and a variety of small garden tools were stolen on six

---

different occasions between October and November. He can't remember enough details about each incident to report them separately. The series of incidents ended when the offender was caught.

**Examples of Incidents that Do NOT Qualify as a Series of Crimes**

Listed below are two examples of reported incidents that do NOT qualify as a series of crimes:

**Example 1:**

Interview date: September 1

Reference period: March 1 through August 31

Bridget reported that a male co-worker kissed her against her will on four different occasions in July. She was so upset that she remembers the circumstances of each incident very well.

In this situation, the crimes do NOT qualify as a series of crimes because the respondent reported **less than six similar incidents**, regardless of whether or not the respondent remembers enough details to report each incident separately.

**Example 2:**

Interview date: April 2

Reference period: October 2 through April 1

Tim reported that his ex-girlfriend threatened to shoot him on seven different occasions between November and January. He was so frightened that he remembers the details of each incident clearly.

In this situation, the crimes do NOT qualify as a series of crimes, even though there were more than six, because the respondent remembers the details of each situation well enough to differentiate between them to complete the incident report questions.

## Topic 3. Right to Legally Enter Home/Lodging

### Definition

For the NCVS, we consider that an offender has a legal right to enter a respondent's home or lodging when the offender:

- Was living or staying with the respondent at the time of the incident,

OR

- Had the right to be in the home or lodging or had permission at the time the incident took place to be inside the home or lodging, such as a maid from a cleaning service or a hotel maid, a babysitter, nurse, salesperson, meter reader, maintenance person, friend, or relative.

### OFFENDERLIVE

When a respondent tells you at Item **LOCATION\_IN\_HOME** that an incident happened in his/her own home, in a detached building on his/her property, in a vacation or second home, or in his/her hotel/motel room and you enter a precode from (11) through (14) or a "Don't know" or "Refused" response, the instrument skips you to **OFFENDERLIVE** next. At Item **OFFENDERLIVE**, you ask:

***"Did the offender live there or have a right to be there, for instance, as a guest or a repair person?"***

This question is intended to determine whether or not the offender had a legal right to enter the respondent's home or lodging.

### No Legal Right to Enter

Under the following circumstances, an offender does NOT have a legal right to enter a respondent's home or lodging:

- ✗ The offender misrepresented himself/herself as a policeman, repairperson, and so forth, and fraudulently gained permission to enter the respondent's home or lodging.
- ✗ The offender was let in by a child or neighbor when the homeowners would not have allowed the offender to enter their home.

- ✗ The offender forced his/her way into the respondent's home or lodging as the respondent answered the door.
- ✗ The offender broke a door lock or window or cut a screen to enter the respondent's home or lodging.

***Offender Not Known,  
But Suspected***

If a respondent is not certain who the offender was, ask the respondent if the person "suspected" of being the offender:

- Was living or staying with the respondent at the time of the incident.
- Had the right to be in the home or lodging or had permission at the time that the incident took place to be inside the home or lodging, such as a maid, babysitter, nurse, salesperson, meter reader, maintenance person, friend, or relative.

**Examples of Having a Legal  
Right to Enter Home/  
Lodging**

Listed below are two examples of an offender who has a legal right to enter the respondent's home/lodging:

**Example 1:**

Sara, who is 14 years old, reported that during a recent slumber party one of her guests stole a ring that belonged to her mother from the kitchen table. Another guest saw her steal it and told Sara the next morning.

In this situation, the offender was a guest in the respondent's home and had permission at the time of the incident to be inside Sara's home.

**Example 2:**

Paul reported that his cell phone was stolen from the kitchen table by an appliance repair person who was working on his kitchen stove.

In this situation, the offender had permission at the time of the incident to be inside Paul's house.

**Examples of Not Having a Legal Right to Enter Home/Lodging**

Listed below are two examples of an offender who does NOT have a legal right to enter the respondent's home/lodging:

**Example 1:**

Jack reported that someone who misrepresented himself as a police officer entered his home, tied him up, and stole cash and jewelry from him.

In this situation, the offender did not have a legal right to enter Jack's home. If Jack had known that the offender was not a police officer, he would not have allowed him to enter the home.

**Example 2:**

Tony has a restraining order against his brother, which prohibits his brother from coming onto Tony's property. While Tony was out of town, his neighbor was housesitting for him. The neighbor was not aware of the restraining order and let the brother into Tony's house. While the brother was in the house, he stole Tony's coin collection.

In this situation, the offender did not have a legal right to enter Tony's home.

## Topic 4. Restricted Areas/Areas Open to the Public

<b>Definition</b>	For the NCVS, we consider a " <b>restricted area</b> " one in which:
	<ul style="list-style-type: none"><li>• Only certain people are allowed to enter without being considered trespassers.</li><li>• Persons found in the area OTHER THAN the "acceptable persons" are considered trespassers.</li></ul>

We consider an area "**open to the public**" at the time of the incident if anyone has a right to enter the place.

<b>RESTRICTEDAREA</b>	When you determine at Item <b>LOCATION_GENERAL</b> that an incident happened in a commercial place, parking lots or garages, at school, or in a place identified in the "Other" category, the instrument goes to Item <b>RESTRICTEDAREA</b> , which asks:
-----------------------	---

***"Did the incident happen in an area restricted to certain people or was it open to the public at the time?"***

For this question, you have the option of either asking the question or verifying the answer before entering a precode. The answer categories include:

- ✓ Precode (1) - Open to the public
- ✓ Precode (2) - Restricted to certain people (or nobody had a right to be there)
- ✓ Precode (3) - Don't know
- ✓ Precode (4) - Other - Specify

<b>Areas Open to the Public</b>	The following places are examples of areas USUALLY open to the public:
	<ul style="list-style-type: none"><li>• Public areas in commercial establishments, such as in department stores, convenience stores, barber shops, restaurants, and so forth.</li><li>• Public sidewalks and parks</li></ul>

- Public buildings, such as local libraries, Social Security offices, motor vehicle administration offices, and so forth.
- Parking lots that do not charge a fee, such as most shopping center parking lots
- Apartment yards

***Areas Restricted to Certain People***

The following places are examples of areas USUALLY restricted to certain people:

- ✗ School buildings and school grounds
- ✗ Private yards
- ✗ Employee's lounges, back rooms, storage areas, kitchens, and so forth, in commercial establishments
- ✗ Private clubs, such as country clubs and swim clubs
- ✗ Military bases
- ✗ Public areas of commercial establishments when not open for business

***Other (Specify)***

Enter Precode (4), "Other (Specify)," when a respondent's answer at Item **RESTRICTEDAREA** does not fit any of the preceding categories. After entering Precode (4), the instrument prompts you to enter a description of the area and the special circumstances.

***Don't know***

Enter Precode (3), "Don't know," when a respondent is not sure if the area was open to the public when the incident happened. This could be the case if the respondent does not know when the incident took place.

**For example:**

Susan left her jacket at the library where she had been studying. She returned the next day to get it, but no one knew where it was. In this case, she does not know whether an offender stole her jacket while the library was open to the public or after the library was closed for the night.

## Topic 5. Illegal Entry (With or Without Force)

### Definition

For the NCVS, illegal entry happens when a person who has no legal right to be on the premises enters, with or without force, a residence or lodging that is owned or rented by the sample household during the reference period. The NCVS is also interested in collecting data on unsuccessful attempts to illegally enter a sample household's residence or lodging.

Since most illegal entries result in the theft of household property, the NCVS is not only interested in actual or attempted illegal entries at the sample address, but also at any residences, vacation homes, recreation vehicles, and so forth, that are occupied by the sample household at the time of the incident.

### Examples of Illegal Entries Without Force

Here are two examples of incidents involving illegal entries without force:

#### Example 1:

While Pat was watering his garden in the backyard, he left the front door unlocked. As he entered his house from the back door, he heard noises in the living room. Just as he entered the living room, he saw someone running out the front door. He then noticed that his cell phone was missing from the hall table.

#### Example 2:

While Frank and Amy were renting a summer cottage, they left the door unlocked and went for a walk. When they returned, they found a stranger in the kitchen helping herself to food from the refrigerator. The stranger said that since the door was open, she let herself in.

### Examples of Illegal Entries With Force

Here are two examples of incidents involving illegal entries with force:

#### Example 1:

John returned home from the movies and discovered that the glass in his garage window was broken. As he entered the garage, he found that several tools were gone and the side door to the garage was left open.

**Example 2:**

When Dave and Becky returned home from shopping, they discovered that the porch screen was cut and all of their outdoor furniture had been stolen.

**Item SQBREAKIN**

Item **SQBREAKIN** is the only screen question that specifically asks about any attempted or actual illegal entries that occurred during the 6-month reference period and this screen question is asked only of the household respondent.

Make sure to include illegal entries or attempted illegal entries:

- At a household respondent's previous residence if he/she is in the process of relocating to the sample address and still owns the previous residence during the reference period.
- At the sample address if the current household owned the residence during the reference period, but had not yet moved into residence at the time of the incident.
- Into a garage, shed, or storage room at the sample address if the household respondent owned or rented the property during the reference period.
- Into a hotel or motel room, vacation home, second home, or recreation vehicle in which the respondent or other household members were staying when the incident took place.
- Into a vacation home owned by the respondent, but unoccupied at the time of the incident.

Even though Item **SQBREAKIN** is the only screen question that specifically asks about illegal entries, you may discover other incidents involving an illegal entry as you ask other screen questions. Always enter incident information at the screen question where the respondent mentions them, including illegal entry incidents.

**Items in the Incident Report Section**

There are five items in the incident report section of the NCVS instrument that are used to collect information about illegal entries. Items **OFFENDERINSIDE**, **OFFENDERTRY**, **OFFENDERGETIN**, **FORCEDENTRY**, and **EVIDENCE**. At the **SUMMARY** screen, include details (not already entered in the incident report) about an illegal entry as you summarize the reported incident.

Other items in the incident report section that mention illegal entry or attempted illegal entry in their answer categories are Items **WHATHAPPEN** and **HAPPEN**. However, these two screens are not actually used during post data collection processing to classify incidents as an illegal entry.

**OFFENDERINSIDE**

When a respondent tells you at Item **LOCATION\_IN\_HOME** that the incident occurred in his/her home or lodging (and the answer to **OFFENDERLIVE** is "No" or "Don't know"), then you ask the question at Item **OFFENDERINSIDE** to determine whether the offender actually entered or got inside the respondent's home or lodging. For example, an offender may have entered a large apartment building, but never actually entered the respondent's apartment unit.

**OFFENDERTRY**

If a respondent tells you at Item **OFFENDERINSIDE** that an offender did not get inside the respondent's home or lodging or a respondent gives you a "Don't know" answer, then ask the question at Item **OFFENDERTRY** to determine whether the offender tried to get inside the home or lodging.

A "No" answer at Items **OFFENDERINSIDE** and **OFFENDERTRY** indicates that the offender did NOT get inside or try to get inside the respondent's home or lodging. If **OFFENDERLIVE**, **OFFENDERINSIDE**, or **OFFENDERTRY** are all answered "No," the hard error pop-up box **ENTRY\_CK** appears. This edit check appears when you entered precodes indicating that the incident happened inside the respondent's home or lodging, but the offender did not have a right to be inside, nor did they get inside or try to get inside. Therefore, the incident could not have happened inside. Use the "Close" or "Goto" button to navigate to the correct screen to fix the inconsistency.

**FORCEDENTRY and EVIDENCE**

Items **FORCEDENTRY** and **EVIDENCE** are used to determine whether there was any visible evidence (and what the evidence was) that an offender used force to illegally enter or try to illegally enter a respondent's home or lodging.

## Topic 6. Presence During an Incident

### Definition

For the NCVS, "presence" during an incident is intended to determine whether any sample household member at the time of interview:

- ✓ Was at the immediate scene of the crime during the incident

AND

- ✓ Was in a place that was reachable by the offender, so that the offender could have or did attack, threaten to attack, or steal something directly from the household member.

Understanding whether or not a respondent was "present" during an incident and entering the correct information at Items **HHMEMBERPRESENT** and **WHICHMEMBER** is a very important part of the incident report section of the NCVS instrument. Whenever a respondent was "present" during an incident, you will ask additional questions to determine if the offender attacked the respondent, attempted to attack the respondent, threatened the respondent, or injured the respondent. Getting an accurate and complete picture of everything that transpired during the incident will help later to classify the incident into the proper type of crime category during post data collection processing.

### When an Attack, Robbery, or Threat Has Occurred

Consider the respondent or any other current household member to be "present" if you determine that:

- They were attacked or someone attempted to attack them.
- They had something taken directly from them or an attempt was made to take something from them.
- They were personally threatened with physical harm by the offender, even when the offender delivers the threat from the other side of a closed door.

---

Do NOT include threats received by telephone, postal mail, electronic mail, social media, or facsimile machines. Also exclude any threats delivered indirectly from someone other than the person who intended to physically harm the respondent.

**HHMEMBERPRESENT and WHICHMEMBER**

The question at Item **HHMEMBERPRESENT** asks:

***"Were you or any other member of this household present when this incident occurred?"***

(Note that there is a **HELP** screen for this item; press F1 to access it.) You must ask or verify this information before entering an answer at Item **HHMEMBERPRESENT**. Only verify the answer when you are ABSOLUTELY SURE of the answer based on what the respondent has already told you about the incident. If the only persons who were present at the time of the incident are not household members at the time of your interview, then enter Precode (2), "No."

The question at Item **WHICHMEMBER** asks:

***"Which household members were present?"***

This screen is designed to identify which household members were present during the incident--the respondent (*victim*) only, the respondent (*victim*) and other household members, or only other household members. If you mistakenly enter Precode (3), "Only other household member(s), not respondent," the respondent will not have an opportunity to provide us with any information about possible attacks, attempted attacks, threats, or injuries associated with the incident. (If you mistakenly enter Precode (3) at **WHICHMEMBER**, be sure to correct your answer.)

For proxy interviews, enter Precode (1) if the proxy person, NOT the proxy respondent, was present. However, if the proxy person and other household members (*including the proxy respondent*) were present during the incident, enter Precode (2), "Respondent and other household members."

You may discover that a respondent was present during an incident after entering a "No" answer at Item **HHMEMBERPRESENT**. If this happens, back up to Item

---

---

**HHMEMBERPRESENT** with the "Up Arrow" key and change the "No" answer to a "Yes" answer by entering Precode (1). Then, ask the subsequent questions as the appropriate screens appear based on a "Yes" response at Item **HHMEMBERPRESENT**.

You must complete a separate set of incident report questions for EACH household member who is 12 years of age or older at the time of interview and who was **personally victimized** during a crime incident. This is true even if more than one household member was victimized during the SAME incident.

**When and How to Probe for  
HHMEMBERPRESENT**

If you sense that a respondent does not grasp the intent of the question at Item **HHMEMBERPRESENT**, then you should probe to assist the respondent in giving an accurate answer. Here are some probes you might want to try:

***"Were you at the immediate scene of the crime?"***

***"Were you inside the house when the offender broke into your basement?"***

***"Were you inside the house when your party guest stole your jewelry?"***

***"Were you inside the house when the offender attempted to break into your attached garage?"***

***"Were you and the offender both in your yard when the bicycle was stolen from the driveway?"***

A "Yes" answer to any of these probes indicates that the respondent was present during the incident.

***"Did you go outside when you saw the offender tampering with your car parked in your driveway, or did you watch from inside your house?"***

If the respondent went outside during the incident and the offender had not fled the scene, then the respondent was present during the incident. Consider the respondent present in this situation because he/she was at the immediate scene of the crime during the incident AND was

---

---

in a place that was reachable by the offender. Therefore, the offender could have attacked, threatened to attack, or stolen something directly from the respondent. However, if the respondent watched the offender from inside the house, then the respondent was NOT present during the incident.

If probing still does not help to confirm whether anyone in the household was present during the incident, enter Precode (1), "Yes," at Item **HHMEMBERPRESENT**. Only enter Precode (2), "No," when you are sure that **NONE of the household members were present during the incident**.

**Examples of When It Is  
Correct to Enter  
Precode (1), "Yes," at  
HHMEMBER  
PRESENT**

For each of the following situations, enter Precode (1), "Yes," at Item **HHMEMBERPRESENT**:

- ✓ Respondent was reading in the den while the offender broke into her **attached** garage and stole some tools, even if there was no entrance leading directly from the attached garage into the home.
- ✓ Respondent was sewing in an upstairs room while the offender broke into her **enclosed** porch and stole her gas grill.
- ✓ Respondent and his family were all asleep on the second floor of their home while the offender broke in through the basement door and stole some stereo equipment from the basement.
- ✓ While respondent was sleeping on his beach blanket, someone stole his watch and wallet from the blanket.
- ✓ While respondent was getting into her car in a parking garage, the offender pointed a gun at her and stole her purse.
- ✓ A student punched the respondent in the stomach in the school cafeteria.
- ✓ While the respondent was on a business trip, the offender picked his pocket and stole his wallet.

- ✓ While at a house party, an offender threatened to break down the door and knock the respondent unconscious if he did not unlock the door and let his girlfriend out of the bedroom.
- ✓ During a party at the respondent's home, the respondent was in his family room while a party guest stole money from the bedroom dresser.

**Examples of When It Is  
Correct to Enter  
Precode (2), "No," at  
**HHMEMBER  
PRESENT****

For each of the following situations, enter Precode (2), "No," at Item **HHMEMBERPRESENT**:

- ✗ The home/apartment at a sample address was broken into while the respondent and all other household members were shopping at a mall.
- ✗ The respondent and all other household members were sleeping in their bedrooms when someone stole the respondent's car from his driveway.
- ✗ The respondent was at a restaurant when her leather coat was stolen from the coatroom in the restaurant lobby.
- ✗ Respondent looked out her kitchen window and saw someone steal her son's bicycle from the backyard. (Even though the respondent saw the incident happen, she was not present -- because she was inside while the incident happened outside.)
- ✗ Someone stole a rocking chair from a respondent's unenclosed front porch while the respondent was baking in her kitchen.
- ✗ Someone stole an air compressor from a respondent's detached garage while the respondent was working in his home office.

**ANYONEPRESENT**

Item **ANYONEPRESENT** asks, "*Was anyone present during the incident besides you and the offender? (Other than children under age 12.)*" The same guidelines on presence that you just read for Item **HHMEMBERPRESENT** also apply to Item **ANYONEPRESENT**.

---

As you ask the questions at Items **ANYONEPRESENT** through **HHMEMHARMED** in the incident report section, you may discover that current household members were either harmed, threatened with harm, robbed by force or by threat of harm. If this happens, you need to complete a separate set of incident report questions for each household member who:

- Is at least 12 years of age,
- Was present during the incident,
- Considers herself/himself to be a victim of a crime, and
- Have not yet completed their NCVS interview.

Be careful not to assume that other household members were victims of a crime just because they were present during a crime incident.

## Topic 7. Weapons

### Definition

For the NCVS, most guns and knives are always considered weapons. However, **BB guns** and **tear gas guns** are only considered weapons when offenders use them as clubs to attack or threaten to attack respondents. Before any other type of blunt or sharp object can be considered a weapon, the offender must have used or threatened to use the object to inflict physical harm upon a respondent.

#### Example of an object used as a weapon:

As Ben entered the stockroom where he worked, he discovered an offender who cut Ben's throat with a screwdriver. In this incident, the screwdriver is a weapon.

#### Example of an object NOT used as a weapon:

An offender tried to break into a respondent's house using a screwdriver to break the door lock, but was unsuccessful. In this incident, the screwdriver is NOT a weapon.

If an offender throws an object at a respondent AND the object hits and seriously injures the respondent, then the thrown object can be considered a weapon.

A **motor vehicle** can be considered a weapon if :

- The respondent knows the offender and the offender **deliberately** used a motor vehicle to try to run into the respondent's vehicle or a vehicle in which the respondent is riding.
- The respondent believes that the offender **deliberately** struck or tried to hit him/her with a motor vehicle while the respondent was on foot, a bicycle, in a motor vehicle, and so forth. The respondent's belief could be based on words spoken by the offender or facts known about the offender.
- However, the offender's vehicle is NOT a weapon if the respondent does not know the offender and there was **NO verbal threat of physical harm to the respondent** when:

- The offender cut in front of a vehicle driven by the respondent.
- The offender cut in front of a vehicle in which the respondent was a passenger.
- The offender and the respondent were involved in some type of traffic accident or incidence of road rage.

The following objects are **never** considered weapons:

- ✗ Animals
- ✗ Parts of the body (*for example, hands, feet, and so forth*)
- ✗ Food
- ✗ Small empty cans
- ✗ Mace or pepper spray
- ✗ Tear gas
- ✗ Chloroform
- ✗ Rings
- ✗ Casts

Press "F1" at Item **WEAPON** to access a "Help" screen which shows a list of objects that are never considered weapons for the NCVS.

#### **WEAPONPRESENT and WEAPON**

Item **WEAPONPRESENT** is used to determine whether or not the offender had a weapon or something he/she intended to use as a weapon during the incident. The question at Item **WEAPONPRESENT** asks:

***"Did the offender have a weapon such as a gun or knife, or something to use as a weapon, such as a bottle or wrench?"***

If you get a "Yes" response, ask the question at Item **WEAPON** next, so that you can identify the weapon(s) used during the incident. The answer categories for Item **WEAPON** are:

**Precode:**

- (1) Hand gun (pistol, revolver, etc.)
- (2) Other gun (rifle, shotgun, etc.)
- (3) Knife
- (4) Other sharp object (scissors, ice pick, axe, etc.)
- (5) Blunt object (rock, club, blackjack, etc.)
- (6) Other - Specify

Since Item **WEAPON** allows for multiple entries, continue asking "**Anything else?**" until you get a "No" response.

Remember the following points for Item **WEAPON**:

- ✓ If an offender had a blunt or sharp object, other than a gun or knife, and he/she did not use or threaten to use the object to inflict physical harm upon the respondent, the object is **NOT** a weapon. If no other weapon was mentioned, go back to Item **WEAPONPRESENT** and change the answer to "No" by entering Precode (2) at Item **WEAPONPRESENT**.
- ✓ If an offender used either a BB gun or a tear gas gun as a club to hit or threaten to hit the respondent, enter Precode (5), "Blunt object," at Item **WEAPON**.
- ✓ If an offender made a deliberate attempt to hit the respondent with a motor vehicle or to cause an accident and physically harm the respondent in some way with a motor vehicle (*within the guidelines listed on Page C3-22*), enter Precode (6), "Other," and enter "motor vehicle" in the "Specify" space at Item **WEAPON\_SPEC**.
- ✓ Whenever you enter Precodes (4), (5), or (6) at Item **WEAPON**, make sure to explain at the **SUMMARY** screen what the object was and how the offender either used or threatened to use the object as a weapon to physically harm the respondent.

When a respondent tells you that an offender had a weapon at Item **WEAPONPRESENT** and then the respondent identifies one or more weapons at Item **WEAPON**, the respondent should answer "Yes" in at least one of the following items:

- **ATTACK** -- "*Did the offender hit you, knock you down, or actually attack you in any way?*"
- **TRYATTACK** -- "*Did the offender try to attack you?*"
- **THREATEN** -- "*Did the offender threaten you with harm in any way?*"

**HOWTRYATTACK and HOWTHREATEN**

Whenever a respondent says that an offender either tried to attack or threatened to attack him/her, ask the question at Item **HOWTRYATTACK** for "tried to attack" OR the question at Item **HOWTHREATEN** for "threatened to attack." The answer categories for both items are identical and the following categories involve the use of a weapon:

**Precode:**

- (17) Weapon present or threatened with weapon
- (18) Shot at (but missed)
- (19) Attempted attack with knife/sharp weapon
- (20) Attempted attack with weapon other than gun/knife/sharp weapon

Remember these points for Items **HOWTRYATTACK** and **HOWTHREATEN**:

- ✓ Enter Precode (17) when a weapon was present during the incident or if the offender threatened to physically harm the respondent with the weapon. However, if the respondent was injured by the weapon, enter a "Yes" answer in Item **ATTACK**; you skip to Item **HOWATTACK**.
- ✓ Enter Precode (18) when an offender discharged a gun in the direction of the respondent, but the respondent was not hit. However, if the respondent was injured by gun fire, enter a "Yes" answer in Item **ATTACK**; you skip to Item **HOWATTACK**.
- ✓ If an offender attempted to attack the respondent with a knife or another sharp object, such as scissors or an ice pick, enter Precode (19).
- ✓ If an offender attempted to attack the respondent with an object such as a rock, club, or blackjack, enter Precode (20).

**HOWATTACK**

When the respondent tells you at Item **ATTACK** that the offender hit, knocked down, or actually attacked him/her in any way, you skip to Item **HOWATTACK** to determine how the respondent was attacked. The following answer categories for Item **HOWATTACK** involve the use of a weapon:

**Precode:**

- (14) Shot
- (15) Shot at (but missed)
- (16) Hit with gun held in hand
- (17) Stabbed/cut with knife/sharp object
- (18) Attempted attack with weapon (other than gun) held in hand
- (19) Hit by object (other than gun) held in hand
- (20) Hit by thrown object
- (21) Attempted attack with weapon other than gun/knife/sharp weapon.

Since Item **HOWATTACK** allows for multiple entries, continue asking "**Anything else?**" until you get a "No" response.

Remember the following points for Item **HOWATTACK**:

- ✓ If you discover that the respondent was **not** attacked and there was no physical contact between the offender and the respondent, go back to Item **ATTACK** and enter a "No" answer by entering Precode (2) at Item **ATTACK**.
- ✓ If you enter Precodes (15), (18), or (21) at Item **HOWATTACK** and no physical attack with contact took place during the incident, then the respondent was **not** attacked. In this situation, go back to Item **ATTACK** and enter a "No" answer by entering Precode (2) at Item **ATTACK**.

**INJURY**

If the respondent was attacked in any way during the incident, you ask the question at Item **INJURY** to determine:

- If the respondent sustained any injuries AND
- If so, what type of injuries the respondent suffered from the attack.

---

The following two answer categories for Item **INJURY** relate directly to injuries sustained from a weapon:

**Precode:**

- (15) Knife or stab wounds
- (16) Gun shot, bullet wounds.

Since Item **INJURY** allows for multiple entries, continue asking "**Anything else?**" until you get a "No" response.

Remember the following points for Item **INJURY**:

- ✗ Do not consider "mental or emotional suffering" to be an injury. If only mental or emotional suffering is mentioned by the respondent, enter Precode (11), "None."
- ✗ Do not enter Precode (16) if the respondent tells you that he/she was injured from being shot with a BB gun or a tear gas gun. Instead, enter Precode (21), "Other - Specify" and describe clearly what type of injuries were sustained in the "Specify" space in **INJURY\_SPEC**.

**INJURYNOTGUN and FIRSTINJURY**

Item **INJURYNOTGUN** is used to determine whether any of the injuries mentioned at Item **INJURY** were caused by a weapon other than a gun or knife. You have the option of either verifying the answer or asking the question before marking the answer for this item.

If you enter Precode (1), "Yes," at Item **INJURYNOTGUN**, ask the following question at Item **FIRSTINJURY**:

***"Which injuries were caused by a weapon other than a gun or knife?"***

Since Precodes (15) and (16) for Item **INJURY** describe injuries caused by a gun or a knife, these two precodes are omitted from the answer categories for Item **FIRSTINJURY**. (Item **FIRSTINJURY** is not asked if only Precode (15), only Precode (16) or only Precodes (15) and (16) are marked in Item **INJURY**.)

**ACTIONSDURINGINC**

If the respondent tells you at Item **PROTECTSELF** or **DURINGINCIDENT** that he/she did or tried to do something about the incident while it was happening, ask the question at Item **ACTIONSDURINGINC** next. Item **ACTIONSDURINGINC** is used to determine what actions the respondent took during the incident. Under the first heading, "**USED PHYSICAL FORCE TOWARD OFFENDER**," the following four categories identify actions involving a weapon:

**Precode:**

- (11) Attacked offender with gun; fired gun
- (12) Attacked with other weapon
- (14) Threatened offender with gun
- (15) Threatened offender with other weapon

## Topic 8. Rape/Unwanted Sexual Contact

### Definition

For the NCVS, **rape** is defined as forced sexual intercourse including both psychological coercion, as well as physical force. Forced sexual intercourse means vaginal, anal, or oral penetration by the offender(s). This category also includes incidents where the penetration is from a foreign object, such as a bottle. A rape victim can be either female or male and the rape can be heterosexual or homosexual.

The NCVS also obtains information on attempted rapes and verbal threats of rape and sexual assault. An **attempted rape** is an incident in which the offender intends to force the victim to have sexual intercourse, but the offender does not penetrate the victim.

**Unwanted sexual contact** is separate from rape or attempted rape. Unwanted sexual contact may or may not involve force and includes such things as grabbing and fondling without the consent of the victim.

Rape, attempted rape, sexual assaults, and threats of rape and sexual assault are all considered to be personal crimes of violence.

### WHATHAPPEN

Item **WHATHAPPEN** is used to determine what actually happened during a reported incident when a respondent answers "No" to all three of the following questions:

- “*Did the offender hit you, knock you down, or actually attack you in any way?*” (Item **ATTACK**)
- “*Did the offender try to attack you?*” (Item **TRYATTACK**)
- “*Did the offender threaten you with harm in any way?*” (Item **THREATEN**)

Item **WHATHAPPEN** allows for multiple answers. Two of the answer categories are:

- ✓ Precode (14) - Unwanted sexual contact **with force** (grabbing, fondling, etc.)
- ✓ Precode (15) - Unwanted sexual contact **without force** (grabbing, fondling, etc.)

---

These two answer categories are intended for respondents who do not perceive that the offender attacked, tried to attack, or threatened them in any way during the unwanted sexual contact. Since these two categories can encompass a broad range of sexual acts, it may not always be clear which precode to enter. **Base your decision on the degree of force used in the incident.**

Generally, if the incident involved grabbing and other acts of force, enter Precode (14). However, if the incident involved only touching and/or fondling with no mention of force, enter Precode (15). When you are unsure, always go with the respondent's perception of whether or not the offender used force.

**Probing to Identify Rape or Attempted Rape**

Each time you enter Precode (14), "Unwanted sexual contact with force," for Item **WHATHAPPEN**, you must ask the probing question at Item **SEXCONFORCEPROBE\_1** which asks:

***"You mentioned some type of unwanted sexual contact with force. Do you mean forced or coerced sexual intercourse including attempts?"***

If you get a "Yes" answer to this probing question, you will skip to Item **HOWATTACK** next.

**HOWTRYATTACK and HOWTHREATEN**

If a respondent tells you at Item **TRYATTACK** that the offender **tried to attack** him/her, then you will ask the question at Item **HOWTRYATTACK** to determine how the offender tried to attack the respondent. If a respondent tells you at Item **THREATEN** that the offender **threatened** him/her with harm in any way, then you will ask the question at Item **HOWTHREATEN** to determine how the offender threatened the respondent.

Both of these questions allow for multiple answers. Two of the answer categories that might require further clarification are:

- ✓ Precode (15) - Unwanted sexual contact **with force** (grabbing, fondling, etc.)
  - ✓ Precode (16) - Unwanted sexual contact **without force**
-

(grabbing, fondling, etc.)

Since these two categories can encompass a broad range of sexual acts, it may not always be clear which precode to enter. **Base your decision on the degree of force used in the incident.**

Generally, if the incident involved grabbing and other acts of force, enter Precode (15). However, if the incident involved only touching and/or fondling with no mention of force, enter Precode (16). When you are unsure, always go with the respondent's perception of whether or not the offender used force.

#### ***Probing to Identify Rape or Attempted Rape***

After entering Precode (15), "Unwanted sexual contact with force (grabbing, fondling, etc.)," at Item **HOWTRYATTACK** or **HOWTHREATEN**, the instrument shows the following probe question **SEXCONFORCEPROBE\_2** that you must ask:

***"You mentioned some type of unwanted sexual contact with force. Do you mean forced or coerced sexual intercourse including attempts?"***

If you get a "Yes" answer to this probing question, the instrument automatically fills a Precode (1), A "Yes" answer to item **ATTACK** and skips to Item **HOWATTACK** next.

#### **HOWATTACK**

Ask the question at Item **HOWATTACK** to determine how the respondent was attacked. This item allows for multiple answers. Three of the answer categories are:

- Precode (11) - Raped
- Precode (12) - Tried to rape
- Precode (13) - Sexual assault other than rape or attempted rape.

If a respondent tells you that the offender either raped or tried to rape her/him, then you need to ask one of the following probe questions to ensure that you are entering the correct precode:

**When you enter Precode (11), "Raped," the RAPE\_CK1 probe asks:**

---

**"You mentioned rape. Do you mean forced or coerced sexual intercourse?"**

If you get a "No" answer, also ask the following question so you can determine what the respondent means when using the term "rape":

**"What do you mean?"**

**When you enter Precode (12), "Tried to rape," the ATTRAPE\_CK1 probe asks:**

**"You mentioned attempted rape. Do you mean attempted forced or coerced sexual intercourse?"**

If you get a "No" answer, also ask the following question so you can determine what the respondent means when using the term "tried to rape":

**"What do you mean?"**

These probe questions are used to ensure that the respondent's interpretation of the term "rape" is the same as the definition used for the NCVS. After asking **"What do you mean?"** for either probe question, do not ask any other probing questions related to rape or attempted rape. Make sure that you enter the correct precodes for Item **HOWATTACK**.

#### **PRETHREATEN**

After determining how a respondent was attacked at Item **HOWATTACK**, you will ask the question at Item **PRETHREATEN** to determine if the offender threatened to hurt the respondent before actually attacking her/him.

At the time of the incident and prior to the rape or attempted rape, it is possible that the offender may have verbally threatened to hurt the respondent in one of the ways mentioned at Item **HOWATTACK**, even though none of these precodes were entered at Item **HOWATTACK**. If a "Yes" or "No" answer does not adequately cover the respondent's answer for **PRETHREATEN**, enter Precode (3), "Other - (Specify)" and enter a note explaining the situation in the "Specify" space in **PRETHREATEN\_SPEC**.

**INJURY**

When a respondent has been attacked during an incident, you will ask the question at Item **INJURY** to determine what type of physical or bodily injuries the respondent may have received during the attack. The question at Item **INJURY** asks:

***"What were the injuries you suffered, if any?"***

Do not consider mental or emotional suffering, such as depression or the need for counseling after a rape, as an injury. If the respondent did not suffer any physical injuries from the incident, enter Precode (11), "None."

If a respondent tells you at Item **INJURY** that her/his injury was the rape or attempted rape AND you did not enter the precode for "Raped" or "Tried to rape" at Item **HOWATTACK**, then ask one of the following probe questions:

**When Precode (12), "Raped," is entered at Item INJURY and Precode (11), "Raped," is NOT entered at Item HOWATTACK, ask the following probe question in RAPE\_CK2:**

***"You mentioned rape. Do you mean forced or coerced sexual intercourse?"***

If you get a "No" answer, also ask the following question so you can determine what the respondent means when using the term "raped":

***"What do you mean?"***

**When Precode (13), "Attempted rape," is entered at Item INJURY and Precode (12), "Tried to rape," is NOT entered at Item HOWATTACK, ask the following probe question in Item ATTRAPE\_CK:**

***"You mentioned attempted rape. Do you mean attempted forced or coerced sexual intercourse?"***

If you get a "No" answer, also ask the following question so you can determine what the respondent means when using the term "attempted rape":

**"What do you mean?"**

These probe questions are used to ensure that the respondent's interpretation of the term "rape" or "attempted rape" is the same as the definition used for the NCVS and to distinguish between rape and other types of sexual assaults. If your probing questions verify that the offender did rape or tried to rape the respondent, then use the up arrow to back up and enter the appropriate precodes at Item **HOWATTACK**. If prompted to ask "What do you mean?" for either question, do not ask any other probing questions related to rape or attempted rape.

**"Raped" Entered at Item **HOWATTACK****

If a respondent said that he/she was raped at Item **HOWATTACK**, always enter Precode (12), "Raped" at Item **INJURY**, even if the respondent does not report "Raped" as an injury. This is the only precode that you would enter at Item **INJURY** without being told to do so by the respondent. Once you have asked the probe questions at Item **HOWATTACK**, do not ask them again at Item **INJURY**.

**"Tried to Rape" Entered at Item **HOWATTACK****

Do NOT automatically enter Precode (13), "Attempted rape," as an injury at Item **INJURY** when you entered Precode (12), "Tried to Rape," at Item **HOWATTACK**. Only enter Precode (13), "Attempted rape," at Item **INJURY** when the respondent specifically mentions it as an injury from the incident. Also, if a respondent only mentions "Attempted rape" at Item **INJURY**, make sure that there were no other injuries from the incident by asking, "**Anything else?**".

**"Sexual Assault Other Than Rape or Attempted Rape" Entered at Item **HOWATTACK****

Do NOT automatically enter Precode (14), "Sexual assault other than rape or attempted rape," as an injury at Item **INJURY** when you enter Precode (13) as the type of attack at Item **HOWATTACK**. Only mark it as an injury at Item **INJURY** when the respondent specifically mentions it as an injury from the incident. Also, if a respondent only mentions "Sexual assault other than rape or attempted rape" at Item **INJURY**, make sure that there were no other injuries from the incident by asking, "**Anything else?**".

**Completing the SUMMARY Screen**

Since sex-related crimes are rare compared to other types of crimes, include as many details as the respondent is willing to provide. This is important so that we can classify any sex-related crimes into the correct category--rape, attempted rape, sexual assault, or unwanted sexual contact.

## Topic 9. Theft/Attempted Theft of Cash/Property

<b>Definition</b>	For the NCVS, completed or attempted theft of cash and/or property is defined differently depending on whether or not the incident involved <b>direct contact</b> between a sample household member and an offender. When there was no direct contact between the offender and a household member during the theft or attempted theft, then the incident is considered a <b>property crime</b> . If the incident of theft or attempted theft involved any direct contact between the offender and a household member, such as an attack, a threat, a robbery by force or threat, or a purse snatching or pocket picking, then the incident is considered a <b>personal crime</b> .
<b>Property Crime</b>	When an incident involves a theft or attempted theft in which there was <b>no direct contact</b> between an eligible household member and an offender, the incident is considered a <b>property crime</b> .
	A property crime of theft or attempted theft can fall into one of the following categories:
	<ul style="list-style-type: none"><li>✓ Burglary,</li><li>✓ Theft, or</li><li>✓ Motor vehicle theft.</li></ul>
	Complete ONLY ONE set of incident report questions for each property crime of theft or attempted theft in which the offender did NOT attack, attempt to attack, or threaten to physically harm a household member.
<b>Burglary</b>	The property crime of burglary usually involves a theft or attempted theft, but always involves the unlawful or forcible entry or attempted entry of a sample address.
	<b><u>Example of burglary:</u></b> Harry returned home and his door was open and the lock broken. However, nothing appeared to have been stolen.
<b>Theft</b>	Theft is the successful or unsuccessful attempt to take cash and/or property from within the sample address or its

---

immediate vicinity by someone who has a legal right to be in the residence at the sample address, such as a maid, guest, or delivery person.

Theft can also include the successful or unsuccessful attempt to take property and/or cash from a place other than the sample address or its immediate vicinity when the property and/or cash belongs to one or more eligible household members and there was no direct contact between the offender and an eligible household member.

**Example of theft:**

Jenny invited two of her co-workers to spend the night at her house. After they left the next morning, she discovered that her watch was missing from the bathroom. She is pretty sure that one of her co-workers stole the watch.

**Example of attempted theft:**

While in a movie theater, Jay threw his leather coat over the empty seat beside him. He noticed that someone was pulling on the coat, trying to steal it. He grabbed the coat, and the person who was trying to take it got up and ran out of the theater.

***Motor Vehicle Theft***

Motor vehicle theft is defined as stealing or unauthorized taking of a motor vehicle that belongs to one or more eligible household members. Motor vehicle theft also includes failed attempts to steal or take a motor vehicle without authorization from the owner(s).

**Example of motor vehicle theft:**

Brian left his car running with the keys in it to warm up on a cold morning. When he went back outside, the car was gone.

**Example of attempted motor vehicle theft:**

Diane caught her 15-year-old nephew trying to start her car and take it out for a ride. She was able to stop him before he left in the vehicle.

**Personal Crime**

A completed or attempted theft of cash and/or property is considered to be a **personal crime** when:

- There was **direct contact** between an eligible

household member and an offender, such as a personal attack or threat of physical harm, or

- Cash, a purse or wallet was taken directly from an eligible household member without the use of force or threat of physical harm.

**Example of theft with direct contact:**

As Margaret was leaving the shopping mall and walking to her car, a man took her purse. He knocked her to the ground and ran away with the purse.

**Purse Snatching and  
Pocket Picking**

Purse snatching and pocket picking are the successful and/or unsuccessful attempts to take cash, a purse, or wallet directly from an eligible household member without the use of force or threat of physical harm.

**Thefts from Unrecognizable Businesses**

The NCVS is interested in collecting information for incidents involving thefts from a business when:

- ✓ An eligible household member operates an unrecognizable business from the sample address.

AND

- ✓ Cash and/or property belonging to the unrecognizable business is stolen either from the sample address or from another location where the business is still unrecognizable.

**Example of theft from an unrecognizable business:**

Frank repairs lawn mowers in his garage as a side business, but there is no sign on the premises advertising lawn mower repair. While Frank was away, someone broke into his garage and stole tools and lawn mowers belonging to the business.

The NCVS is not interested in collecting information for incidents involving thefts from a recognizable business, regardless of whether or not it is operated from the sample address. In general terms, a recognizable business is one that has a sign on the premises or some other indication to the general public that a business is operated from the address.

---

(Also refer to Part C, Chapter 2, for a detailed explanation of recognizable and unrecognizable businesses.)

**Example of theft from a recognizable business:**

Cindy runs a ceramics class and retail shop from her home and she has a sign on the premises advertising the business. While she was on vacation, someone broke into her home and stole several finished ceramic pieces that were for sale.

**Thefts From Children Under 12 Years of Age**

The NCVS is interested in collecting information for incidents involving thefts from a sample household member who is under 12 years of age **ONLY** when:

- ✓ The thefts took place at the sample address (*inside the home or in the immediate vicinity of the home*), or at a vacation/second home or hotel/motel where the family is staying temporarily.

AND

- ✓ The child was not attacked or threatened with physical harm during the incident.

**Example of acceptable theft from a child under 12:**

While interviewing the household respondent, she reported that her 5-year-old son's wagon was stolen from the front yard of their home. She and her son were inside eating lunch when the wagon was stolen.

The NCVS is NOT interested in collecting information for incidents involving thefts from a sample household member who is under 12 years of age when:

- ✗ The theft took place at a location other than the family's home and its immediate vicinity or at a place other than any lodging and immediate vicinity where the family is staying temporarily, such as from a friend's yard.

OR

- 
- ✗ The child was attacked or threatened with physical harm during the incident, regardless of where the theft took place.

**Example of unacceptable theft from a child under 12:**

While interviewing the parent of a 10-year-old boy, the parent reported that his son was injured by an older boy while playing in the park near their home. During the incident, the older boy stole the son's remote control race car.

#### **THEFT and ATTEMPTTHEFT**

Item **THEFT** determines whether or not something was stolen or taken without permission that belonged to the respondent or another household member. Item **ATTEMPTTHEFT** determines whether or not an unsuccessful attempt was made to steal or take without permission items belonging to the respondent or another household member.

If a respondent indicated earlier in the interview that items were taken without permission or an unsuccessful attempt was made to take items belonging to the respondent or another household member, you have the option to either ask the question or verify the answer before entering the appropriate precode to answer Item **THEFT** or **ATTEMPTTHEFT**.

Do not consider the cash and/or property as stolen if any of the following conditions exist:

- ✗ The items belong to a recognizable business operated from the sample address or any other location where the business is recognizable.
- ✗ The items belong to someone who is not a sample household member, such as the owner of a rental home/apartment or a neighbor/friend who left the items at the respondent's home or allowed the respondent to borrow the items.
- ✗ The items belong to the respondent and were loaned to someone who never returned the items.
- ✗ The items belong to a household member under 12

---

years of age who was attacked and/or threatened with physical harm during the incident.

- ✖ The items belong jointly to a legally separated husband and wife who are not yet divorced and the offender is one of the spouses.

**ATTEMPTTHEFTWHAT**

Item **ATTEMPTTHEFTWHAT** will identify what items the respondent thinks that the offender was trying to steal. Since this item allows for multiple entries, continue asking, "**Anything else?**" until you get a "No" reply.

Remember the following for Item **ATTEMPTTHEFTWHAT**:

**For Precode:****(11) Cash**

Do not enter this precode for checks, credit cards, or coin collections. Enter Precode (14) for checks and credit cards, and Precode (23) for coin collections.

**(14) Credit cards, checks, bank cards**

In addition to the items mentioned, also enter Precode (14) for other items which have little or no value unless used fraudulently, such as Savings Bonds, bank books, money orders, and traveler's checks.

**(16) Other motor vehicle**

Enter Precode (16) for any type of truck, van, sport utility vehicle (SUV), motorcycle, or moped. Precode (16) is NOT intended for boats, airplanes, minibikes, or snowmobiles; instead, enter Precode (26) "Other," and identify the type of transportation in the "Specify" space in Item

**ATTEMPTHEFTWHAT\_SPEC**. Also, if the motor vehicle was owned and operated exclusively for a recognizable business, do not enter Precode (16) at Item **ATTEMPTTHEFTWHAT**.

**For Precode:****(17) Part of motor vehicle**

Do not enter Precode (17) for any items stored in the glove compartment, left on the seat, or kept in the trunk, since they are not considered part of the motor vehicle.

**(23) Personal effects**

Enter Precode (23) for items used by a specific household member, rather than by most or all household members. Some examples include: watches, jewelry, personal luggage, clothing, cameras, books, stamp or coin collections, compact discs, and so forth.

**(24) Handgun**

Enter Precode (24) for all "hand-held" guns, regardless of how they are used. Precode (24) is not intended for pellet guns, BB guns, air pistols, flare guns, or tear gas guns; instead, enter Precode (26) for these types of guns and identify the type of gun in the "Specify" space in Item

**ATTEMPTHEFTWHAT\_SPEC.** .

**(25) Other firearm**

Enter Precode (25) for all rifles and shotguns, regardless of how they are used, but do not enter Precode (25) for pellet guns, BB guns, air pistols, flare guns, or tear gas guns; instead, enter Precode (26) for these types of guns and identify the type of gun in the "Specify" space in Item

**ATTEMPTHEFTWHAT\_SPEC.** .

**WHATWASTAKEN**

Item **WHATWASTAKEN** is asked to identify what items were taken from the respondent or other household members during the incident. This item has 27 answer categories from which to choose, as compared to only 17 answer categories in Item **ATTEMPTHEFTWHAT** for attempted thefts. Item **WHATWASTAKEN** also allows for multiple entries, so continue asking, "**Anything else?**" until you get a "No" reply.

---

Only include property/money that belonged to the respondent or other household members. If the respondent mentions that the stolen property was leased or rented by the respondent or another household member for **one month or longer**, consider the household member(s) as the owner(s) of the stolen property for this item. If necessary, ask the respondent how long the stolen property has been leased or rented.

*(Refer to Part B, Chapter 4, for detailed instructions about specific answer categories in Item **WHATWASTAKEN**.)*

## Topic 10. Value of Stolen Property/Methods Used to Determine Value

### Definition

For the NCVS, the value of stolen property should be the respondent's best estimate of the dollar value:

- ✗ Excluding any stolen cash, checks, or credit cards
- AND
- ✗ Excluding any portion of the dollar amount that covers the stolen property owned by a nonhousehold member.

Respondents can use any method they choose to arrive at a dollar value for the stolen property that belonged to sample household members.

### PROPERTYVALUE

When items other than cash/checks/credit cards were stolen during an incident, you will ask the respondent the following question at Item **PROPERTYVALUE**:

***"What was the value of the PROPERTY that was taken? Include recovered property. (Exclude any stolen cash/checks/credit cards. If jointly owned with a nonhousehold member(s), include only share owned by household members.)"***

As you ask this question:

- ✓ Only include the dollar amount for stolen property or the portion of the stolen property that is owned by sample household members.
- ✓ If the stolen property was owned jointly by one or more household members and a nonhousehold member, only include the dollar amount for the portion of the property owned by household member(s).
- ✓ Although you do not want to suggest a method for arriving at the dollar amount, you can mention the stolen items individually to the respondent. If the respondent finds it easier to give you separate dollar amounts for each stolen item, then just total the separate amounts (you can use the F11 key to bring up an onscreen calculator) and enter the total in **PROPERTYVALUE**.

- ✓ If one of the stolen items is food stamps, ask the respondent for the "face value" of the food stamps.
- ✓ Enter the value of the stolen property in whole dollars rounding up or down as necessary.

**DECIDEDVALUE**

Item **DECIDEDVALUE** is used to determine how the respondent arrived at the amount given for the value of the stolen property provided at Item **PROPERTYVALUE**. Ask the question exactly as it is worded on the screen:

***"How did you decide the value of the property that was taken?"***

Since this screen allows for multiple entries, continue asking "**Any other way?**" until you get a "No" reply. Avoid reading the answer categories to the respondent, except as a last resort.

***Methods Used to Decide*****Precode (11), Original cost**

The price paid for the item when the respondent first bought it.

**Precode (12), Replacement cost**

If the stolen property has been replaced already, it would be the price paid at that time. Otherwise, it would be the cost to replace the stolen property at the time of interview. When using the replacement cost, do NOT consider the original purchase price.

**Precode (13), Personal estimate of current value**

Current value is not the same as the property's replacement cost. A personal estimate of current value is the respondent's idea of what the stolen property was worth at the time of the incident.

**Precode (14), Insurance report estimate**

This is the amount that an insurance company estimates the stolen property to be worth.

**Precode (15), Police estimate**

This is the amount that the police estimate the stolen property to be worth.

**Precode (17), Other (Specify)**

Use this category when the respondent gives you a definite way in which he/she arrived at the value, but it is not one of the categories listed in Precodes (11) through (15) of Item **DECIDEDVALUE**. After entering Precode (17), always enter what the method was in the "Specify" space in **DECIDEDVALUE\_SPEC**, such as "a friend's estimate," "appraisal from an antique dealer," or "face value" (*for stolen food stamps*).

**Precode (16), Don't know**

By entering Precode (16), you are indicating that the respondent does not know how he/she decided on the amount given as the value of the stolen property at Item **PROPERTYVALUE**. Always probe to get a more precise answer before entering Precode (16) for "Don't know."

## Topic 11. Property Ownership

### Definition

The NCVS is interested in obtaining information about attempted or actual thefts of property or money only when the property or money is owned by persons who are **eligible sample household members at the time of interview**. As you complete the incident report section of the NCVS instrument for an attempted or actual theft, you determine whether the property is owned by:

- The respondent only
- The respondent and other household member(s)
- Other household member(s) only
- Nonhousehold member(s) only
- Jointly by a household member and a nonhousehold member.

### *Theft Incidents From Former Residences*

You may encounter incidents where an attempted or actual theft occurred during the reference period while the sample household resided at an address other than the sample address. As long as the property that the offender stole or attempted to steal is owned by a person who is a household member at the sample address at the time of interview, you keep the attempted or actual theft report for the NCVS. However, if the attempted or actual theft involved property owned SOLELY by a person who is NOT a household member at the sample address at the time of interview, continue to collect information for that incident.

### *Theft Incidents From a Legally Separated Spouse*

If a husband and wife are legally separated and not yet divorced, any property that they owned jointly while married is still considered jointly owned during their legal separation.

### ATTEMPTTHEFT OWNER and WHOOWNEDSTOLEN PROPERTY

When you determine at Items **ATTEMPTTHEFT** and **ATTEMPTTHEFTWHAT** that a reported incident involves an **attempted theft**, you ask the respondent Item **ATTEMPTTHEFTOWNER**:

*"Did the (property/money) the offender tried to take belong to you personally, to someone else in the*

***household, or to both you and other household members?"***

When you determine at Items **THEFT** and **WHATWASTAKEN** that a reported incident involves an **actual theft**, you will ask the respondent the following question at Item **WHOOWNEDSTOLENPROPERTY**:

***"Did the stolen (property/money) belong to you personally, to someone else in the household, or to both you and other household members?"***

Both of these items are designed to determine whether the owner is:

- ✓ The respondent only
- ✓ The respondent and other household member(s)
- ✓ Other household member(s) only
- ✓ Nonhousehold member(s) only
- ✓ Other "Specify" (For example, property or money owned jointly by a household member and a nonhousehold member.)

Here are a few situations in which you enter Precode (5) "Other" at Items **ATTEMPTTHEFTOWNER** or **WHOOWNEDSTOLENPROPERTY**:

- Owners of the property/money are the respondent and a nonhousehold member.

OR

- Owners of the property/money are another household member and a nonhousehold member.

***Nonhousehold Member  
at Time of Interview***

When a reported incident of theft or attempted theft involves property belonging to a person who is NOT a sample household member at the time of interview, the incident will be kept for the NCVS. If you discover at **ATTEMPTTHEFTOWNER** or

**WHOOWNEDSTOLENPROPERTY** that the property/money belongs only to a person who is a nonhousehold member at the time of interview, you still must finish completing the incident report section of the instrument. By completing the incident report section, you may discover other facts about the incident that are within the scope of the survey.

*(See Part C, Chapter 1, Topic 8, for more information about out-of-scope incidents.)*

**ATTEMPTTHEFTLNS and OTHEROWNED STOLENPROPERTY**

When the property/money involved in a theft or attempted theft incident is owned by the respondent AND other sample household members, you will identify by line number at either Item **ATTEMPTTHEFTLNS** or Item **OTHEROWNEDSTOLENPROPERTY** which household members **other than the respondent** own the property. For an attempted theft, enter the line number(s) at **ATTEMPTTHEFTLNS**. For an actual theft, enter the line number(s) at **OTHEROWNEDSTOLENPROPERTY**.

Consider the property to belong to the ENTIRE sample household and enter Precode (40), "Household property" if:

- ✓ The respondent tells you that the property belongs to **ALL** household members

OR

- ✓ The respondent tells you that the property belongs jointly to himself/herself **AND** more than two other household members.

Depending on the circumstances, it is acceptable to enter line number(s) for the theft of personal property and also enter Precode (40), "Household property."

**The SUMMARY Screen**

When property from an attempted or actual theft incident is owned by two or more persons, you need to identify at the **SUMMARY** screen which persons own which items and, when necessary, which items are household property. For example, if you enter Precode (2) at Item **ATTEMPTTHEFTOWNER** or **WHOOWNEDSTOLENPROPERTY**, identify by line number

in your summary report which items belong to the respondent and which items belong to the other household member(s).

It is not necessary to do this when the property/money:

- Belongs only to the respondent
- OR
- Is considered to be **entirely** household property.

## Topic 12. Recovered Money and/or Property

<b>Definition</b>	For the NCVS, "recovered money and/or property" means:
	<ul style="list-style-type: none"><li>• <b>For stolen money:</b> Any money stolen during the reported incident that has either been found and returned to the respondent OR that the offender has reimbursed to the respondent for all or part of the stolen money.</li><li>• <b>For stolen property:</b> All or part of the original stolen property was returned to the respondent or is being held as evidence for a court case.</li></ul>
<b>ALLPARTRECOVERED</b>	Item <b>ALLPARTRECOVERED</b> is one of the questions that you will ask the respondent when money and/or property was stolen during a reported incident. The question at Item <b>ALLPARTRECOVERED</b> asks:  <i>"Was all or part of the stolen (money/property) recovered, not counting anything received from insurance?"</i>
	The information recorded at Item <b>WHATWASTAKEN</b> will indicate whether you will ask about the recovery of stolen money, property, or both at Item <b>ALLPARTRECOVERED</b> . For the NCVS, we want to determine whether all, part, or none of the stolen money and/or property was recovered.
<b>Do Not Include as Recovered</b>	Under the following circumstances, do <b>NOT</b> consider the stolen money and/or property to be recovered: <ul style="list-style-type: none"><li>✗ An <b>insurance company</b> replaced the stolen property or provided money to replace the stolen property.</li><li>✗ The <b>offender</b> replaced the stolen property or provided money to replace the stolen property.</li><li>✗ <b>Anyone other than the offender</b> reimbursed the respondent for the money that was stolen, such as an insurance company or a relative.</li></ul>

---

For the NCVS, we are only interested in the original property/money, not property/money that was given to the owner as a replacement or reimbursement.

**WHATRECOVERED**

If a respondent tells you at Item **ALLPARTRECOVERED** that only part of the stolen money and/or property was recovered, then you determine at Item **WHATRECOVERED** how much of the stolen money and/or property was recovered.

**Cash Was Recovered**

When stolen cash was recovered, enter Precode (1), "Cash," and then enter the amount in whole dollars (*rounding up or down as necessary*) in the "Amount of cash recovered" space at Item **CASHRECOVERED**. An estimated dollar amount is acceptable when the respondent is unable to give you an exact amount.

**Only Property Was Recovered**

When stolen property was recovered, there are five separate "Property" answer categories in **WHATRECOVERED**:

- Precode (2), "Purse"
- Precode (3), "Wallet"
- Precode (4), "Credit cards, checks, bank cards"
- Precode (5), "Car or other motor vehicle"
- Precode (6), "Property other than the above"

Based on the respondent's answer, enter precodes for all property categories that apply. Any time a respondent answers "Purse" or "Wallet," Item **CONTAINMONEY** appears next, which asks: "**Did it contain any money?**" This additional question is to ensure that we document any stolen cash that may have been recovered. If you get a "Yes" answer, make sure to enter the dollar amount in the "Amount of cash recovered" space in Item **CASHRECOVERED**.

Enter Precode (6), "Property other than the above" when:

- ✓ The respondent mentions recovered property not described in any of the other four property categories at Item **WHATRECOVERED**.

OR

- ✓ The respondent does not know or is unsure about which stolen property items were recovered.

**Both Cash and Property Were Recovered**

When both stolen money and property were recovered:

- Enter Precode (1) and then enter the amount in whole dollars (*rounding up or down as necessary*) in the "Amount of cash recovered" space, and
- Enter precodes for all appropriate "property" categories from Precodes (2) through (6) based on the respondent's answer.

**RECOVEREDCASH VALUE**

When the stolen property recovered was something **other than cash, checks, or credit cards**, then you will ask the question at Item **RECOVEREDCASHVALUE** to determine the value of the recovered stolen property. The question at Item **RECOVEREDCASHVALUE** asks:

**"Considering any damage, what was the value of the property after it was recovered? (Do not include recovered cash, checks, or credit cards.)"**

For Item **RECOVEREDCASHVALUE**:

- ✓ Include the value of a recovered purse and/or wallet, but do not include the value of recovered cash, checks, or credit cards that may have been in the purse or wallet.
- ✓ Damage to stolen property before it is recovered may cause its value to decrease from what it was before the theft.
- ✓ Include the total whole dollar amount (*rounding up or down as necessary*) for all recovered property both damaged and undamaged (*other than cash, checks, and credit cards*).

- 
- ✓ It is acceptable to mention recovered items individually to a respondent and allow the respondent to use any means he/she wishes to arrive at the item's value. Then, total the individual amounts (You can use the F11 Calculator function here if desired.) and enter the total in the "Value of property recovered" space at Item **RECOVEREDCASHVALUE**.

**POLICEFOLLOWUP**

Item **POLICEFOLLOWUP** is one of a series of questions inquiring as to how the police responded when notified about an incident. The question at Item **POLICEFOLLOWUP** asks:

***"What did the police do in following up this incident?"***

This question allows you to enter more than one precode. "Recovered property" is one of the answer categories to identify what the police followed up on for the incident. Before entering Precode (14), "Recovered property," make sure that the stolen property is considered "recovered" by the NCVS definition provided earlier in this topic.

## Topic 13. Medical Care

### Definition

For the NCVS, medical care is any care or treatment that a respondent **received** for physical injuries suffered during the incident, regardless of:

- Who administered the care or
- Where the care was administered.

Medical care can range from something as simple as applying an ice pack to something as complicated as major surgery. The person administering the medical care does not need to be anyone with medical training. In fact, it could even be the respondent treating his/her own injuries. The location where treatment is provided can be anywhere--at the crime scene, at home, in an ambulance, or at a hospital.

### MEDICALCARE

When a respondent tells you that he/she was injured during the incident, you will ask the following question at Item **MEDICALCARE**:

***"Were you injured to the extent that you received any medical care, including self treatment?"***

Item **INJURY** will actually identify what type of injuries were suffered, if any. If the respondent suffered injuries during an incident, but did not receive any care or treatment for those injuries, enter Precode (2) "No" at Item **MEDICALCARE** and the instrument skips to Item **PREGATTIMEOFINC** if you are speaking to a female respondent age 18 to 49, otherwise the instrument continues with Item **PROTECTSELF**.

A "Yes" answer at Item **MEDICALCARE** takes you through Items **RECEIVECAREWHERE** through **CAREDAYHOSPT**, so you can determine:

- 
- ✓ Where the respondent received medical care for his/her injuries (*Item RECEIVECAREWHERE*). Item **RECEIVECAREWHERE** contains seven different answer categories identifying where medical care could have been provided to the respondent. Since you can enter more than one precode at Item **RECEIVE CAREWHERE**, continue asking "**Anywhere else?**" until you get a "No" response.
  - ✓ Whether the respondent stayed at the hospital overnight, when care was administered at a hospital (*Item CAREOVERNIGHT*).
  - ✓ How many days the respondent stayed at the hospital, when the respondent stayed overnight at a hospital (*Item CAREDAYHOSPIT*).

If you determine that medical care was not provided at a hospital, then you will skip to Item **MEDICALINSURANCE** after completing Item **RECEIVECAREWHERE**, so you can inquire about medical insurance.

## Topic 14. Medical Expenses

### Definition

For the NCVS, medical expenses are intended to include all costs incurred directly as a result of treatment received for any injuries that the respondent experienced during the incident, regardless of who paid these costs. Consider the following costs as medical expenses if they are related directly to the respondent's injuries from the incident:

- Services provided by doctors, surgeons, and hospitals,
- Ambulance service and emergency room fees,
- Physical therapist and dentist fees,
- Any costs for medicine or special devices, such as braces, wheelchairs, dentures, and so forth.

### MEDICALEXPENSES

Item **MEDICALEXPENSES** is used to determine what the total dollar amount was for medical expenses resulting from the incident. The question at Item **MEDICALEXPENSES** reads as follows:

***"What was the total amount of your medical expenses resulting from this incident (INCLUDING anything paid by insurance)? Include hospital and doctor bills, medicine, therapy, braces, and any other injury-related expenses."***

Make sure to read the statement following the question so that the respondent understands fully what to include when providing you with a total amount. If the respondent told you at Item **MEDICALINSURANCE** that he/she was covered by medical insurance or another type of health benefits program at the time of the incident, make sure to read the statement within parentheses, ***"(INCLUDING anything paid by insurance)"*** as you ask the question at Item **MEDICALEXPENSES**.

If the respondent is unable to provide an exact amount, take the respondent's best estimate of the total dollar amount for medical expenses. In some cases, a respondent may still be undergoing treatment for his/her injuries at the time of interview. If so, try to get a projected estimate for the total

cost of medical expenses resulting from the incident. When a respondent is unable to provide even an estimated amount, enter "Ctrl" + "D" for "Don't know."

Enter "0" (Zero) for "No cost" at Item **MEDICALEXPENSES** for instances when medical care was provided at no cost to the respondent or his/her medical insurance.

## Topic 15. Race of Offenders

<b>Definition: Ethnicity</b>	Ethnicity or ethnic origin is a person's heritage, nationality, lineage, or country of birth of the person him/herself or of his/her ancestors. "Ethnicity" does not have the same meaning as "race" even though respondents may use the terms interchangeably. People who report their origin as Spanish, Hispanic, or Latino may be of any race.
<b>SINGOFFETHNICITY</b>	When a respondent tells you that the crime was committed by one offender, you ask a series of questions in the incident report section of the instrument to gather information about the offender. One of these questions is Item <b>SINGOFFETHNICITY</b> , which asks, " <i>Was the offender Hispanic or Latino?</i> " Enter Precode (1) for "Yes," (2) for "No," or (3) for "Don't know."
<b>MULTOFFETHNICITY</b>	When a respondent tells you that the crime was committed by more than one offender, you also ask item <b>MULTOFFETHNICITY</b> , " <i>Were any of the offenders Hispanic or Latino?</i> " Enter Precode (1) for "Yes," (2) for "No," or (3) for "Don't know."
<b>MULTOFFENDERMOST ETHNICITY</b>	When the respondent indicates that at least one of the offenders was Hispanic or Latino, you ask item <b>MULTOFFENDERMOSTETHNICITY</b> , " <i>Were the offenders mostly Hispanic, mostly non-Hispanic, or an equal number of Hispanic and non-Hispanic?</i> " Enter the answer as indicated by the respondent.
<b>Definition: Race</b>	For the NCVS, we use six race categories at Items <b>SINGOFFRACE</b> and <b>MULTOFFENDER RACE</b> to identify an offender's race – "White," "Black or African American," "American Indian or Alaska Native," "Asian" (for example, Japanese, Chinese, Filipino, Korean, Asian Indian, Vietnamese), and "Native Hawaiian or Other Pacific Islander."
<b>SINGOFFRACE</b>	When a respondent tells you that the crime was committed by just one offender, you ask him/her a series of questions to gather information about the offender. One of these questions is Item <b>SINGOFFRACE</b> , which asks about the offender's race. The answer categories for this item are "White," "Black or African American," "American Indian or Alaska Native," "Asian," and "Native Hawaiian or Other Pacific Islander."
	Since an offender could be of more than one race, you can enter more than one precode at Item <b>SINGOFFRACE</b> to identify the

---

races of each offender. The answer categories for Item **SINGOFFRACE** are:

- Precode (1), White
- Precode (2), Black or African American
- Precode (3), American Indian or Alaska Native
- Precode (4), Asian
- Precode (5), Native Hawaiian or Other Pacific Islander
- Precode (6), Don't know

When reading the question at Item **SINGOFFRACE** you will read answer categories 1-5 as part of the question. However, do not read category 6, "Don't know" to the respondent.

**A person's ethnic origin is NOT the same as a person's race. If a respondent answers the offender's race question with "Spanish, Hispanic, Latino" or another ethnic origin, such as "French" or "German," enter Precode (1), "White."**

**MULTOFFENDERRACE  
and  
MULTOFFENDERRACE  
MOST**

When a respondent tells you that the crime was committed by more than one offender, you ask the respondent a series of questions in the incident report section to gather information about these offenders. Two of these questions are at Items

**MULTOFFENDERRACE** and **MULTOFFENDERRACEMOST**. The question at Item **MULTOFFENDERRACE** asks: "*What race or races were the offenders? Were they ...?*" Since the offenders could be of more than one race, you can enter more than one precode at Item **MULTOFFENDERRACE** to identify the races of each offender. The answer categories for Item **MULTOFFENDERRACE** are:

- Precode (1), White
- Precode (2), Black or African American
- Precode (3), American Indian or Alaska Native
- Precode (4), Asian
- Precode (5), Native Hawaiian or Other Pacific Islander
- Precode (6), Don't know

When reading the question at Item **MULTOFFENDERRACE** you will read answer categories 1-5 as part of the question. However, do not read category 6, "Don't know" to the respondent.

**A person's ethnic origin is NOT the same as a person's race. If a respondent answers the offender's race question with**

---

“Spanish, Hispanic, Latino” or another ethnic origin, such as “French” or “German,” enter Precode (1), “White.”

The question at Item **MULTOFFENDERRACEMOST** asks: “*What race were most of the offenders?*” When two or more precodes are entered at Item **MULTOFFENDERRACE**, ask the question at Item **MULTOFFENDERRACEMOST** to determine the race of **MOST** of the offenders. Only enter **ONE** of the following precodes at Item **MULTOFFENDERRACEMOST**:

- Precode (1), Mostly White
- Precode (2), Mostly Black or African American
- Precode (3), Mostly American Indian or Alaska Native
- Precode (4), Mostly Asian
- Precode (5), Mostly Native Hawaiian or Other Pacific Islander
- Precode (6), Equal number of each race
- Precode (7), Don’t know

## Topic 16. Other Victimized Household Members

### Definition

For the NCVS, "Other victimized household members" consist of sample household members who are:

- Also victims in an incident reported by the household member you are currently interviewing,
- Household members at the time of interview, and
- At least 12 years of age at the time of the incident.

Consider a household member to be a "victim" if the offender did any of the following things to an eligible household member:

- ✓ Hit, knocked down, or actually attacked the household member.
- ✓ Tried to attack the household member.
- ✓ Threatened to physically harm the household member.

Since it is important that we get a complete picture of each household member's victimization, you must complete a separate set of incident report questions for each eligible household member at the time of interview who was personally victimized during an incident.

### PERSONSHARMED Through HHMEMHARMED

Item **PERSONSHARMED** is used to determine if any persons who were present during the incident, other than the respondent, the offender, and any children under 12 years of age were victimized. If you get a "Yes" answer at Item **PERSONSHARMED**, then, at Item **PERSONSHARMEDNUM**, document the number of victimized persons excluding the respondent, the offender, and any children under 12 years of age.

Item **HHMEMHARMED** is used to determine if any of the persons present during the incident who were victimized are eligible household members at the time of interview and, if so, to identify the household members by line number. The question at Item **HHMEMHARMED** asks:

**"How many of these persons are members of your household now? Do not include yourself, the offender, or children under 12 years of age."**

**Victimized Member Not Yet Interviewed**

If a household member identified at Item **HHMEMHARMED NAMES** does not mention that he/she was personally victimized during his/her interview, remind the respondent about the incident reported by the other household member. There may be instances when the respondent contradicts what the other household member told you.

**Victimized Member Already Interviewed**

At Item **HHMEMHARMED NAMES** you enter the line numbers of the household members who were personally victimized during this incident. If you have already interviewed a household member who was identified at Item **HHMEMHARMED NAMES** and the household member did not mention that he/she was personally victimized in the incident, you will not be able to complete an incident report for that person. If you come across this situation, be sure to document it in the ACase Level Notes."

**Victimized Person No Longer a Household Member**

Do NOT enter a previous household member's line number at Item **HHMEMHARMED NAMES** if the person is NOT a household member at the time of the incident.

**Victimized Person Is a Proxy Respondent**

If you are conducting a proxy interview, the question and statement at Item **HHMEMHARMED NAMES** is worded differently so that you ask about the proxy person, NOT the proxy respondent.

Make sure to enter the proxy respondent's line number at Item **HHMEMHARMED NAMES** if the proxy respondent:

- Is a household member at the time of interview  
**AND**  
• Was personally victimized during the reported incident.

If you confirm that a proxy respondent was personally victimized, make sure to document it in the "Case Level Notes."

***Victimized Person Is a  
Noninterview***

If you have already tried and are unable to interview a household member and another household member tells you that this noninterviewed person was also personally victimized during an incident, do not attempt to re-contact the noninterviewed person about the victimization.

## Topic 17. Damage to Property During an Incident

<b>Definition</b>	<p>The NCVS measures "damage to property" when the property is:</p> <ul style="list-style-type: none"><li>✓ Owned by someone who was a household member at the time of the incident,</li></ul> <p>OR</p> <ul style="list-style-type: none"><li>✓ Owned by an unrecognizable business that is operated from the sample address,</li></ul> <p>AND</p> <ul style="list-style-type: none"><li>✓ The property was damaged or vandalized during the incident.</li></ul>
<b>When to Exclude Damaged Property</b>	<p>Under the following circumstances, EXCLUDE information about damaged property for the NCVS:</p> <ul style="list-style-type: none"><li>✗ The damaged property belonged to someone who was not a sample household member at the time of the incident and at the time of the interview.</li><li>✗ The damaged property belonged to a recognizable business operated by a household member.</li><li>✗ The damaged property is commercial property that does not belong to a household member.</li></ul>
<b>Incident Report Screens</b>	<p>There are several screens in the incident report section that are used to collect information about property damage during a reported crime incident. Items <b>WHATHAPPEN</b>, <b>HAPPEN</b>, and <b>DAMAGED</b> through <b>PAIDREPAIRS</b>. At the <b>SUMMARY</b> screen, include details about damaged property as you summarize the reported incident.</p>
<b>WHATHAPPEN</b>	<p>Item <b>WHATHAPPEN</b> is used to determine what actually happened during the incident and it allows for multiple answers. Ask the question at Item <b>WHATHAPPEN</b> when the respondent was present during the incident and answered "No" when asked if the offender:</p>

- Hit, knocked down, or actually attacked the respondent in any way (Item **ATTACK**);
- Tried to attack the respondent (Item **TRYATTACK**); and
- Threatened to physically harm the respondent in any way (Item **THREATEN**).

Two of the answer categories for Item **WHATHAPPEN** deal with damage to property:

- ✓ Precode (18), Damaged or destroyed property, and
- ✓ Precode (19), Attempted or threatened to damage or destroy property.

#### **HAPPEN**

Item **HAPPEN** is also used to determine what actually happened during the incident and this screen allows you to enter more than one precode. You will see Item **HAPPEN** when only household members, other than the respondent, were present during the incident.

Item **HAPPEN** includes two answer categories that deal with damage to property:

- ✓ Precode (16), Damaged or destroyed property, and
- ✓ Precode (17), Attempted or threatened to damage or destroy property.

#### **DAMAGED**

Item **DAMAGED** determines whether any property owned by a household member at the time of the incident (*other than stolen property*) was damaged during the incident. Since Item **DAMAGED** excludes damage done to property stolen during an incident, make sure to read the lead-in statement **Other than any stolen property**, whenever an incident involves stolen property. If the incident does not involve stolen property, then the instrument does not display the lead-in statement. If you entered Precodes (12) through (36) in Item **WHATWASTAKEN**, then you should read the lead-in statement when asking the question Item **DAMAGED**.

If a respondent appears to be confused, ask the probe question shown below the question at Item **DAMAGED** to give the respondent some examples. The probe reads: "**For example, was (a lock or window broken/clothing damaged/damage done to a car), or something else?**" Based on the type of incident reported, decide which phrase within the parentheses is most appropriate to read for the probe question.

**DAMAGEDREPAIRED**

When you enter Precode (1), "Yes," at Item **DAMAGED**, continue with Item **DAMAGEDREPAIRED** to determine whether any or all of the items that were damaged during an incident were either repaired or replaced. A "Yes" answer (Precode (1), "Yes, all," or (2), "Yes, part") is acceptable at Item **DAMAGEDREPAIRED** regardless of:

- Who repaired or replaced the damaged items or
- What the repair or replacement cost may have been, even if the repair or replacement was done at no charge.

**ESTCOSTTOREPAIR  
REPLACE and  
ACTCOSTREPAIR  
REPLACE**

If a respondent tells you that the damaged items were not repaired or replaced, ask the question at Item **ESTCOSTTOREPAIRREPLACE** to determine what it **would cost** to repair or replace the damaged items.

If a respondent tells you that all or part of the damaged items were repaired or replaced, ask the question at Item **ACTCOSTREPAIRREPLACE** to determine what it **did cost** to repair or replace the damaged items. For Items **ESTCOSTTOREPAIRREPLACE** and **ACTCOSTREPAIRREPLACE**, enter the amount in whole dollars, rounding up or down as necessary. If a respondent is having difficulty giving you an amount, probe to help him/her decide on an accurate answer. It is acceptable to enter the respondent's best estimate when an exact amount is not readily available or remembered. Only enter Control + D for "Don't know," when you are unable to even get an estimated cost after probing. If the household did not incur any cost to repair or replace the damaged property, then enter Precode "0" (zero), "No cost."

**PAIDREPAIRS**

Item **PAIDREPAIRS** determines who either paid or would pay the cost to repair or replace any items damaged during a reported incident. When asking the question at Item **PAIDREPAIRS**, make sure to use the appropriate words based on the answers you received at Items **DAMAGED** through **ACTCOSTREPAIRREPLACE**. Since the repair or replacement costs could be paid by more than one person or organization, Item **PAIDREPAIRS** allows you to enter more than one precode. Continue asking "**Anyone else?**" until you get a "No" answer.

When recording answers at Item **PAIDREPAIRS**, remember the following points:

**Precode (1) "Items will not be repaired or replaced":**

Only enter Precode (1) when NONE of the damaged property will be repaired or replaced. However, if money was paid by insurance or another source to the respondent for the purpose of repairing or replacing the damaged property and the respondent decided not to use it for that purpose, do NOT enter Precode (1). Instead, enter Precodes (3) through (6), as appropriate. Here are a few examples:

- ✓ The victim's insurance paid to repair some furniture that was damaged during a household theft and the victim decided to give the damaged furniture away and use the insurance money for some other purpose. In this example, enter Precode (4), "Victim's (or household's) insurance," even though the furniture was not repaired.
- ✓ The respondent's neighbor gave the respondent money to replace a lamp that the neighbor broke while arguing and physically assaulting the respondent during a party at the respondent's home. The respondent did not use the money to replace the lamp. In this example, enter Precode (5), "Offender."

Any time money is given to a respondent for the purpose of repairing or replacing a damaged item, enter the appropriate precodes to show who gave the money, regardless of whether or not the money was used for that purpose.

**Precode (3), "Landlord or landlord's insurance," and  
Precode (4), "Victim's (or household's) insurance":**

Any time the cost to repair or replace a damaged item is paid for by someone other than an insurance company and that person is later reimbursed by an insurance company, you would enter Precode (3) and/or Precode (4) depending on whose insurance reimbursed the person. If the household member had to pay a deductible and the insurance company paid the balance, enter Precode (2), "Household member," AND Precode (4), "Victim's (or household's) insurance."

**Precode (6), "Other":**

If the money to repair or replace the damaged property came from a source not covered in Precodes (1) through (5), enter Precode (6) and describe the type of person or organization in the "Specify" space in Item **PAIDREPAIRS\_SPEC**. Some examples are: a relative, friend, government agency, church, or community organization.

## Topic 18. Job/Business at Time of the Incident

<b>Definition</b>	For the NCVS, a job or business at the time of the incident means that the respondent:
	<ul style="list-style-type: none"><li>✓ Had a definite arrangement to work for pay or profit on a part-time or full-time basis at the time of the incident.</li><li>✓ Was self-employed in his/her own business/farm or partnership at the time of the incident.</li><li>✓ Was working without pay on a family farm or in a family business at the time of the incident.</li></ul>
	If a respondent meets one of the conditions stated above and is temporarily absent from work because of an illness, vacation, bad weather, strike, or temporary layoff, you would still consider him/her to have a job at the time of the incident.
	Do NOT consider a respondent to have a job at the time of the incident, if the respondent was: <ul style="list-style-type: none"><li>✗ Doing volunteer work without pay.</li><li>✗ Keeping house without pay.</li><li>✗ Receiving money from a scholarship.</li></ul>
<b>JOBDURINGINCIDENT</b>	The question at Item <b>JOBDURINGINCIDENT</b> can be either asked or verified and it asks: " <b>Did you have a job at the time of the incident?</b> " A "Yes" answer to this question takes you to Item <b>LOSTOTHERWORKTIME</b> , if the respondent was not injured. However, if the respondent was injured and answers "Yes" at Item <b>JOBDURINGINCIDENT</b> , continue with Screen <b>LOSTWORKTIME</b> . A "No" answer takes you to Item <b>MAJORACTIVITY</b> .
	The employment questions in the screening section of the instrument ask about the respondent's job or business held for at least two consecutive weeks in the 6 months before the interview and Item <b>JOBDURINGINCIDENT</b> asks about the respondent's job or business at the time of the incident.

## Topic 19. Major Activity During Week of the Incident

<b>Definition</b>	For the NCVS, major activity during the week of the incident is intended to identify the <b>one activity</b> at which the respondent spent the majority of his/her time <b>during the week that the incident occurred</b> . Whenever a respondent says at Item <b>JOBDURINGINCIDENT</b> that he/she did not have a job or business at the time of the incident, you ask the question at Item <b>MAJORACTIVITY</b> to determine how the respondent spent most of his/her time during the week of the incident.
<b>MAJORACTIVITY</b>	When a respondent tells you at Item <b>JOBDURINGINCIDENT</b> that he/she did not have a job or business at the time of the incident, continue with the question at Item <b>MAJORACTIVITY</b> to find out whether the person was: <ul style="list-style-type: none"><li>• Precode (1), Looking for work</li><li>• Precode (2), Keeping house</li><li>• Precode (3), Going to school</li><li>• Precode (4), Unable to work</li><li>• Precode (5), Retired</li><li>• Precode (6), Other - Specify</li></ul> Make sure that you read the entire question, so the respondent has a better idea of the question's purpose and only enter ONE precode.
	The question at Item <b>MAJORACTIVITY</b> asks: <p><i>"What was your major activity the week of the incident -were you looking for work, keeping house, going to school, or doing something else?"</i></p>
<b>Looking for Work</b>	The following activities constitute "Looking for work," Precode (1): <ul style="list-style-type: none"><li>✓ Registering at an employment office,</li><li>✓ Meeting with prospective employers,</li><li>✓ Placing or answering job advertisements, and</li></ul>

- ✓ Investigating the possibility of starting a business or professional practice.

**Keeping House**

Precode (2), "Keeping house," is intended for respondents whose primary responsibility during the week of the incident involved housework within their own home. "Keeping house" includes the following activities:

- ✓ Cooking, washing clothes, and cleaning house,
- ✓ Caring for their own children, foster children, or children of relatives, such as brothers, sisters, cousins, and so forth,
- ✓ Overseeing the care of their home, even if someone else actually does the labor, and
- ✓ Maintaining their yard and house, such as cutting the grass, painting the house, and caring for vegetable and flower gardens (*other than on a family farm*).

Consider a respondent as having a job at the time of the incident if the respondent is paid to keep house, such as a maid. If this happens, go back to Item

**JOBDURINGINCIDENT** and change the "No" answer to a "Yes" answer.

**Going to School**

Precode (3), "Going to school," is intended for respondents who spent the major part of the incident week attending any kind of public or private school, including a trade or vocational school. When a respondent was not at school due to an illness or short vacation, you still enter Precode (3), "Going to school."

However, a student's summer vacation is treated differently. If the respondent was on summer vacation when the incident occurred and he/she was not attending summer school during that week, enter one of the other categories, NOT Precode (3), "Going to school."

For example, if the household member was:

- Looking for work, enter Precode (1),

---

OR

- "Babysitting brother and sister" or "Doing volunteer work without pay," enter Precode (6), "Other," and enter the activity in the "Specify" space in Item **MAJORACTIVITY\_SPEC**.

**Unable to Work**

Precode (4), "Unable to work," is intended for respondents who are unable to do any kind of work either permanently or for more than 6 months from the time of the incident due to a long-term physical/mental illness or disability. This category is NOT intended for respondents who are only ill or disabled temporarily and will be able to do some type of work within 6 months following the incident. For a temporary illness or disability that keeps a respondent from working, you may need to enter Precode (6), "Other," and enter a description of the major activity in Item **MAJORACTIVITY\_SPEC**.

**Retired**

Precode (5), "Retired," is intended for respondents who have discontinued working permanently from their jobs. If a respondent has retired from one job, but was working at least part of the incident week, consider the person as having a job at the time of the incident, go back to Item **JOBDURINGINCIDENT** and change the answer to "Yes."

**Other**

Enter Precode (6), "Other, specify" when the respondent's major activity during the incident week does not fit any other category from Precodes (1) through (5) for Item **MAJORACTIVITY**. Whenever you enter Precode (6), you must enter a written description of the major activity, such as recuperating from surgery, caring for a sick relative, and so on in Item **MAJORACTIVITY\_SPEC**.

## Topic 20. Incident Occurred at Work Site

<b>Definition</b>	For the NCVS, a work site is the area in which the respondent <b>usually</b> conducts his/her day-to-day job-related tasks for <b>all jobs</b> held by the respondent at the time of the incident.
<b>INCIDENTHAPPENAT WORK</b>	If you determine at Item <b>DOINGATINCIDENTTIME</b> that the incident happened while the respondent was working or on duty, then you ask a series of questions about the respondent's job and employer. Item <b>INCIDENTHAPPENATWORK</b> is part of this series of questions and is asked to find out if the incident happened at the respondent's work site. You can either verify the answer or ask the question before entering the appropriate precode.  Here are some situations in which you must enter Precode (1), "Yes," at Item <b>INCIDENTHAPPENATWORK</b> :  <b>Example 1:</b> As a taxi cab driver was driving a customer to the airport, the customer threatened to stab him with a knife if he did not turn over his money and watch.  <b>Example 2:</b> While working at a construction site, a bricklayer was physically attacked by a coworker.  <b>Example 3:</b> An insurance agent was sexually assaulted in her office while working late one evening. However, if this incident had occurred while meeting with a potential client in a restaurant, then the incident did not happen at the respondent's work site; enter Precode (2), "No," at Item <b>INCIDENTHAPPENATWORK</b> .  <b>Example 4:</b> A traveling salesperson was physically assaulted by a potential customer while he was in the customer's home trying to make a sale.

**Example 5:**

An accountant who works out of her unrecognizable home office reported that her office was broken into, vandalized, and computer and other electronic equipment were stolen during the incident. However, if the only items stolen belonged to the respondent personally and not to the unrecognizable business, enter Precode (2), "No," at Item **INCIDENTHAPPENATWORK**.

## Topic 21. Incidents Involving a Police Officer

### Definition

Police officers can be involved in crime incidents as either victims or offenders. The NCVS is interested in all incidents involving police officers, regardless of whether the officers are victims or offenders or on duty or off duty. Due to the nature of their job, police officers present special issues for the NCVS.

An assault, a threat of physical harm, or any other type of NCVS crime in which a police officer has been victimized is no less of a crime because of his/her line of work. However, due to a police officer's job, he/she is more likely to report a greater number of incidents than the average NCVS respondent.

Even though a police officer in the line of duty sometimes has the right to use necessary physical force to make an arrest or to keep the peace, a police officer while either on or off duty can still be an offender in a crime incident. If a respondent claims that an offender is a police officer, do NOT attempt to determine whether the police officer was or was not acting in the line of duty.

Headquarters staff reviews all incident reports involving offenders who are police officers and determines whether each incident:

- Should be kept because the police officer acted beyond the line of duty

OR

- Should be deleted because the police officer acted within the line of duty.

### POLICEINFORMED

When completing the incident report questions for an incident in which a police officer is either the victim or the offender, do not assume that the police department was informed and an official report was filed.

---

The question at Item **POLICEINFORMED** asks:

***"Were the police informed or did they find out about this incident in any way?"***

Ask this question of the respondent and, if necessary, probe by asking whether or not an official report was filed for the incident. If a report was not filed, enter Precode (2), "No."

**The SUMMARY Screen**

When a police officer is reported as the offender in an incident, Headquarters staff rely heavily on the facts that you enter at the **SUMMARY** screen. Since this information helps determine whether or not the incident falls out of scope for the NCVS, you need to provide as many facts as possible to answer the following questions:

- Was the victim/respondent arrested?
- Did the victim/respondent press charges against the police officer?
- Did the police confiscate any property? If so, was the property returned, kept as evidence, and so forth?
- Was the police officer on or off duty?
- Did the police officer have a hand gun or billy club? If so, did the police officer draw or use either the gun or billy club?

Probe to get a complete description of the police officer's actions AND the victim's actions during the incident without offending the respondent.

## Topic 22. Writing Summary Reports

### Definition

The Summary Report, which you enter at Item **SUMMARY** is intended for you to summarize all of the pertinent facts involving a reported crime incident. Each summary report should be written so that anyone reading it can get a clear, well-defined picture of how the respondent was victimized during the reported incident.

Include in the summary report any details that you feel are not evident from the answers in the incident report section of the interview. This is very important because, before sending a case for processing, editors often need more specific details than they can get from other entries in the NCVS interview. When this happens, they must rely on what is written in your summary report.

As you write your summary report, be careful not to use nonspecific or misleading words or phrases that may raise more questions about the incident, instead of clarifying what really happened.

**For example:**

When you ask if the offender threatened the respondent with harm in any way, the respondent answers "No." Also, the respondent tells you at Item **WHATHAPPEN** that her husband was harassing her and using abusive language. However, in the summary report, you use the phrase "verbally threatened her." Be careful that the words and phrases you use in summary reports help explain the situation, instead of adding more confusion to the situation.

### Key Points to Cover

Use these key words to jog your memory when writing a summary report--**who, what, where, when, and how.**

**Who** - Using the person's **line number** (*L1, L2, etc.*) from the household roster, identify all household members who were involved in the incident, even if the member was a noninterview. Include any nonhousehold members who were involved in the incident. In the summary, identify that they are nonhousehold members and use specific descriptions, such as "friend," "neighbor," or "co-worker" to show their relationship to the respondent. Avoid using pronouns to describe persons involved in an incident.

**Reminder:**

If other current household members who are at least 12 years old were also victims of a personal crime with contact, you need to complete a separate set of incident report questions for each of these persons who you are able to interview.

**What** - Explain the type of crime and any pertinent details related to the crime incident--purse stolen & offender threatened to stab L1 while she was washing her hands.

**Where** - Explain where the crime took place--in a restaurant restroom.

**When** - Explain when the incident took place--At 8:30 p.m. on December 21.

**How** - Explain how the crime was executed--offender yanked purse from L1's shoulder & ran/no injury to L1/reported to police/property not recovered.

**Weapons Used**

**Item WEAPONPRESENT** - *Did the offender have a weapon such as a gun or knife, or something to use as a weapon, such as a bottle or wrench?*

**Item WEAPON** - *What was the weapon?*

If a respondent tells you at Items **WEAPONPRESENT** and **WEAPON** that an offender had a weapon other than any type of gun, rifle, shotgun, or knife, your summary report needs to explain **if and how** this object was used as a weapon. Since guns, rifles, shotguns, and knives are obviously weapons, it is not necessary to explain if and how any of these weapons were used as a weapon in the summary report.

**For example:**

L1 was arguing with neighbor/neighbor picked up rock/threw it at L1 & hit L1 in head/L1 treated at hospital emergency room & got 4 stitches for the cut.

---

Thrown objects are only considered weapons if they hit and seriously injure the respondent. BB guns and tear gas guns are only considered weapons if they are used as clubs.

The following objects are NEVER considered weapons:

- ✗ Animals
- ✗ Pellet guns
- ✗ Chloroform
- ✗ Food
- ✗ Mace or pepper spray
- ✗ Parts of the body
- ✗ Small empty cans
- ✗ Tear gas
- ✗ Water balloons

#### **Sex-Related Crimes**

Since sex-related crimes are rare compared to other types of crimes, include as many details as the respondent is willing to provide. This is important so that we can classify any sex-related crimes into the correct category--rape, attempted rape, sexual assault, or unwanted sexual contact.

Avoid using phrases like "made sexually explicit comments," "unwanted sexual contact," or "unwanted sexual advances." These phrases do not provide us with enough information to determine what actually happened. We need to know what was actually said, what parts of the body were touched, whether or not force was used, and so forth.

Even though we want all the pertinent facts, do not probe beyond the structured probes that are provided for Items **WHATHAPPEN**, **HOWTRYATTACK**, **HOWATTACK**, and **INJURY**. For example, the structured probe question for Item **SEXCONFORCEPROBE\_1** is "*Do you mean forced or coerced sexual intercourse including attempts?*"

#### **Stolen Property**

**Item ATTEMPTTHEFTOWNER** - "*Did the (property/money) the offender tried to take belong to you personally, to someone else in the household, or to both you and other household members?*"

**Item WHOOWNEDSTOLENPROPERTY** - "*Did the stolen*

---

**(property/money) belong to you personally, to someone else in the household, or to both you and other household members?"**

Items **ATTEMPTTHEFTOWNER** and **WHOOWNEDSTOLENPROPERTY** relate to ownership of property and/or money that an offender tried to steal or stole. If property and/or money involved in the incident belongs to the respondent AND other household members OR just to other household members, make sure to specifically identify these persons by their line numbers (*L1, L2, and so forth*).

If property and/or money involved in the incident belongs to nonhousehold members, mention that they are nonhousehold members, along with a specific description of their relationship to the respondent, such as co-worker, friend, cousin, and so forth.

**Item PROPERTYVALUE - "What was the value of the PROPERTY that was taken? Include recovered property. (Exclude any stolen cash/checks/credit cards. If jointly owned with a nonhousehold member(s), include only share owned by household members.)"**

**When completing Item PROPERTYVALUE, please note:**  
If stolen property is jointly owned by one or more household members together with one or more nonhousehold members, only include the dollar amount for the portion that was owned by the household members.

When identifying the value of stolen property that was owned jointly by a household member and a nonhousehold member, show a separate dollar amount in your summary report to differentiate between the share owned by the household member and the share owned by the nonhousehold member. Do not use names in your summary report; instead, use line numbers for household members and relationships to the respondent for nonhousehold members.

**Offender is a Police Officer**

Whenever an offender is a police officer, there are specific facts that we need to have in your summary report. Include as many of these facts as you can gather. Be diplomatic and ask for the following facts in a tactful manner:

- ✓ Get a complete description of both the officer's and the victim's actions.
- ✓ Find out if the officer used or attempted to use his/her gun or billy club.
- ✓ Determine if the victim signed a complaint and, if so, include any additional details (*for example, victim was arrested*).
- ✓ Ascertain whether any property was confiscated by the police. If so, find out what was done with the confiscated property -- whether it was returned, kept as evidence, etc.

***Commercial Establishment***

If a crime incident occurred at a business or commercial establishment, include in your summary report as many facts as possible to provide a complete picture of what took place. Also, make sure to mention whether the business is recognizable or unrecognizable.

**For example:**

L2 was shot in arm during clothing store robbery (*recognizable business*)/Off. shot L2 with small handgun as L2 reached under register to set off burglar alarm/L2 treated emergency room/Store clothing & displays damaged/store closed for 2 days/Est. \$50k in stolen money, damages & lost sales to store/Off. arrested.

Although the NCVS is not interested in the theft of property or cash belonging to a recognizable business, we do want this information in the summary report when it helps in describing a situation in which:

- ✓ Personal property was also stolen from a household member.
- ✓ A household member received a face-to-face threat of physical harm, was attacked, or an attempt was made to attack the household member.
- ✓ Someone illegally entered, broke into, or attempted to break into the sample housing unit.

---

<b>Series Crimes</b>	When writing a summary report for series of crimes, start by providing a GENERAL description of the entire series of incidents. For the <b>last or most recent incident</b> in the series, provide a DETAILED description of the incident following the <b>who, what, where, when, and how</b> format.
<b>Things to Avoid</b>	When writing summary reports for crime incidents, <b>avoid</b> :
	<ul style="list-style-type: none"><li>✗ Using very general or vague statements or any unnecessary words or phrases. Instead, write the facts in short, concise sentences.</li><li>✗ Using the exact wording from the answer categories in the instrument.</li><li>✗ Using pronouns (<i>she, he, him, her, they, their, and so forth</i>).</li><li>✗ Using abbreviations that most editors would not understand. Instead, access and use the abbreviations list in the NCVS instrument by using Shift + F11 or the F1 Help key at the <b>SUMMARY</b> screen.</li><li>✗ Omitting pertinent facts that could help clarify details of an incident.</li></ul>
<b>Examples of Good Summary Reports</b>	Here are some examples of good summary reports: <ul style="list-style-type: none"><li>✓ At 10 p.m. on Aug. 4, L1's drunken ex-spouse (nonhousehold member) was arguing &amp; using abusive language while in L1's home/ex-spouse refused to leave &amp; threatened to burn down the house if L1 didn't take him back/police arrested ex-spouse/no injury to L1/lamp broken valued @ \$40.</li><li>✓ At 12:30 p.m. on Oct. 10, L1 (school teacher) had \$10 stolen from desk drawer in classroom while eating lunch in school cafeteria/police not notified/off. never caught/\$10 not returned.</li><li>✓ At 4 p.m. on Feb. 3, L2 (apt. mgr.) was shot in the arm by angry evicted tenant in L2's office/small hand gun used/police notified &amp; off. arrested/L2 hospitalized overnight.</li></ul>

- ✓ At 2 a.m. on Dec. 12, off. attempted to break into L1's home/no one present/security alarm scared off. & off. ran away/damage to door & lock valued " \$50/police notified/off. not found.
- ✓ At 11 a.m. on May 5, L2's antique shop robbed at gunpoint by two off./\$1,500 taken from shop register/\$50 taken from L2/gold necklace & purse taken from customer/no injuries or store damage/ police notified/off. caught & prosecuted.
- ✓ At 9 p.m. on July 10, off. threatened to rape L2 at gunpoint/siren from passing police car scared off./L2 got free & ran to drug store for help/L2 bruised/police notified/off. never found.
- ✓ At 5 p.m. on Aug. 4, off. forcibly grabbed L2/kissed L2 against L2's will/ran his hands up & down L2's buttocks/L2 kneed off. in his groin & got away/no police report/no injuries to L2.

**Examples of Bad Summary Reports**

The following are examples of bad summary reports:

- ✗ Unwanted sexual contact between off. and L2 with no injuries.
- ✗ Sam was threatened by his co-worker in an office building. There were no injuries.
- ✗ Rsp. sd she was shot at while walking down the street/offenders were arrested.
- ✗ Rsp. was involved in a car jacking/threatened to shoot/not far from home/police notified.
- ✗ Was on way to school/music compact discs stolen/\$75/no police.
- ✗ Garage broken into/HH sleeping at time/bike stolen/ no police/no injuries.
- ✗ Lawnmower stolen from premises/hh on vacation.

## Topic 23. Type of Industry and Occupation

<b>Definition</b>	Specific questions in the incident report section of the instrument, ask about various aspects of a respondent's job at the time of the incident. The information collected about the respondent's employer, kind of business, and kind of work done at the time of the incident are used to assign industry and occupation codes that uniquely identify the respondent's job by type of industry and occupation.
	The aggregated data from these industry and occupation items allow users to analyze crime data by different types of industries and occupations.
<b>Conditions for Asking the Industry and Occupation Questions</b>	The only time you ask a respondent the industry and occupation questions is when the respondent reports that he/she was working or on duty when the incident happened/started. In other words, Precode (11), "Working or on duty," is entered at Item <b>DOINGATINCIDENTTIME</b> .
<b>Screens Covering the Industry and Occupation Questions</b>	The industry and occupation questions are Items <b>EMPLOYERTYPE</b> through <b>ISCURRENTJOB</b> .
<b>EMPLOYERTYPE</b>	Item <b>EMPLOYERTYPE</b> is used to identify into which "Class of Worker" type the respondent's employer fits. The "Class of Worker" categories include: <ul style="list-style-type: none"><li><b>Precode (1)</b> A private company, business, or individual for wages.</li><li><b>Precode (2)</b> The Federal government.</li><li><b>Precode (3)</b> A State, county, or local government.</li><li><b>Precode (4)</b> Yourself (Self-employed) in your own business, professional practice, or farm.</li><li><b>Precode (5)</b> A private, not-for-profit, tax-exempt, or charitable organization.</li></ul>
<b>INCORPORATED</b>	Item <b>INCORPORATED</b> is used to determine whether the business at which the respondent worked at the time of the incident is incorporated. Only ask this question if you entered Precode (1), (4), or (5) at Item <b>EMPLOYERTYPE</b> .

**EMPLOYERNAME**

Item **EMPLOYERNAME** is used to identify the name of the respondent's employer at the time of the incident. Since Census Bureau coders working in the National Processing Center need this key piece of information to assign the correct industry code, make sure that you record this information accurately.

Even though a respondent may be reluctant to provide the name of his/her employer, make every effort to collect this information without badgering the respondent. In some cases, you may succeed by just reassuring a respondent that the information he/she provides is held strictly confidential.

**TYPEBUSINESS**

Item **TYPEBUSINESS** is used to determine the kind of business or industry that is transacted by the respondent's employer at the time of the incident. This is another key piece of information needed to assign the correct industry code for a respondent's employer.

To ensure that our coders can assign an accurate industry code, enter a clear and specific description of the employer's kind of business or industry:

- ✓ What is the purpose of the business?

OR

- ✓ What type of products are produced by this industry?

**Structured Probe**

If the respondent hesitates in giving you an answer to your initial question at Item **TYPEBUSINESS**, also ask the structured probe question printed below the initial question. This question may help the respondent to understand what type of description we want at this screen.

**Be Specific**

Make sure that you avoid entering descriptions that are too general, such as:

- ✗ "It's a mining company."
- ✗ "The business provides a repair service."
- ✗ "It's a computer-related business."
- ✗ "It's a retail store."

---

Here are some examples of better descriptions:

- ✓ "Mines & transports coal & coal byproducts."
- ✓ "Repairs small home appliances."
- ✓ "Designs & sells computer software."
- ✓ "Operates two large hardware stores."

Enter descriptions that are specific, but avoid using unnecessary words that make the descriptions too long. Keep your descriptions under 50 characters, since this is the maximum number of characters allotted for keying this information. This is true for each industry and occupation item requiring a write-in entry.

**BUSINESSSECTOR**

Item **BUSINESSSECTOR** is used to identify the major type of industry in which the respondent was working at the time of the incident. The four options to choose from are:

- ✓ Manufacturing
- ✓ Retail trade
- ✓ Wholesale trade
- ✓ Something else

Distinguishing between these types of industries is very important, because type of industry also plays an essential role in assigning the correct industry code. If this question is answered incorrectly, the coders will not be able to assign an accurate industry code for the respondent's employer.

**Precode (1),  
Manufacturing**

If a respondent's employer makes and sells its products in large quantities or lots to other manufacturers, wholesalers, or retailers, the respondent's employer is probably a manufacturing company.

**Precode (2), Retail  
Trade**

If a respondent's employer sells primarily to individual consumers or users, but seldom makes products, the respondent's employer is probably a retail establishment.

**Precode (3),  
Wholesale Trade**

If a respondent's employer buys, rather than makes, products in large quantities or lots for resale to retailers, industrial users, or to other wholesalers, the respondent's employer is probably a wholesale establishment.

---

**Precode (4),  
Something Else**

If a respondent's employer does not manufacture or sell products as a wholesaler or a retailer, then enter Precode (4), "Something Else." Examples of some employers that fit into the "Something Else" category are:

- ✓ Car repair shops,
- ✓ Accounting firms,
- ✓ Medical centers,
- ✓ Trucking companies, or
- ✓ Banks.

**When To Probe**

Some firms are engaged in more than one type of business or activity. When you encounter this situation, probe to determine the most appropriate precode to enter at Item **BUSINESSSECTOR**.

If you discover that the respondent's employer conducts business at more than one location (*for example, making copy machines at one location and making chemicals used by the copy machines at another location*), collect data for the location at which the respondent works.

If you discover that the respondent's employer conducts a variety of activities at the same location (*for example, a gasoline station that also sells groceries*), probe to determine which activity or product the respondent is most directly involved with in his/her job. For example, if the respondent primarily sells groceries at the gasoline station, enter Precode (2). However, if the respondent primarily works as a mechanic servicing motor vehicles at the gasoline station, enter Precode (4).

**OCCUPATIONDESC**

Item **OCCUPATIONDESC** is used to determine the **kind of work** or **occupation** the respondent had at the time of the incident. In addition to assigning an industry code for the respondent's employer, the coders also assign an occupation code for the respondent's job based on:

- The kind of work described at Item **OCCUPATIONDESC** and
- The respondent's most important activities or duties described at Item **USUALJOBDUTIES**.

	Make sure that you enter complete and accurate descriptions for both of these items, so that the coders can assign the correct occupation code.
<b>Job Title vs. Kind of Work</b>	The “kind of work” descriptions that our coders need must clearly specify the type of work the respondent does on his/her job, and this is not necessarily the respondent’s job title. For some occupations, the common descriptions or general job titles that a respondent provides will not be sufficient for the coders to assign the correct occupation code.
<b>Self-Employed Persons</b>	When a respondent is self-employed, only enter “Manager” as his/her occupation if the person actually spends most of the workday managing his/her business. Otherwise, we want you to enter the kind of work the respondent spends the majority of his/her time doing, such as plumber, hair stylist, dentist, house painter, and so forth. In other words, describe the respondent’s actual trade or craft, when that is the kind of work that the respondent spends most of his/her time doing for the business.
<b>Avoid Entering Department or Work Place Titles</b>	Avoid entering kind of work entries such as “Works in shipping department” or “Works in the warehouse.” These entries do not adequately describe the kind of work done by the respondent. If the respondent inspects outgoing products from the shipping department, enter “Inspects products leaving shipping department.” If the respondent is a clerk who monitors inventory in a warehouse, enter “Clerk monitoring warehouse inventory.”
<b>Apprentice vs. Trainee</b>	There is a difference between someone who is an apprentice and someone who is a trainee. An apprentice is under contract during his/her training period, but a trainee is not. If a respondent tells you that he/she is in an apprenticeship or trainee program, make sure to enter both the person’s occupation or kind of work, along with the term “apprentice” or “trainee.” For example, you may need to enter “Apprentice plumber” or “Buyer trainee.”
<b>Machinist vs. Machine Operator vs. Mechanic</b>	There are major differences in the kind of work done by a machinist, a machine operator, and a mechanic.

---

**Machinist:** skilled craftsman who constructs metal parts, tools, and machines through the use of blueprints, machine and hand tools, and precise measuring instruments.

**Machine operator:** runs a factory machine, such as a drill press operator.

**Mechanic:** inspects, services, repairs, or overhauls machinery.

***Secretary vs. “Official Secretary”***

The title **secretary** applies to someone who does secretarial work in an office. The title **official secretary** applies to someone who is an elected or appointed officer of a business, union, or other organization.

***Probing for Difficult to Code Occupations***

For Item **OCCUPATIONDESC**, avoid entering a one word response, because it will usually be too general for our coders to assign the correct occupation code.

For these situations, refer to the table on the next page. It provides some difficult to code, one word occupations, along with a suggested probe for each occupation. These probes are written to encourage the respondent to provide a more specific description of the kind of work he/she does on the job.

<b>Occupation</b>	<b>Suggested Probe</b>
<b>Assembler</b>	What do you assemble? For example, do you assemble automobiles, electric motors, farm equipment, sheet metal, or something else?
<b>Clerk</b>	What type of clerk are you? For example, do you handle accounting, billing, filing, shipping, statistical data, sales, or something else?
<b>Engineer</b>	What kind of engineer are you? For example, are you a civil, electrical, mechanical, nuclear, chemical, train, stationary, building, or some other type of engineer?
<b>Inspector</b>	What type of things do you inspect? For example, do you inspect automobiles, restaurants, houses, buildings, meats, or something else?
<b>Manager</b>	What type of manager are you? For example, do you manage a bakery, garage, hotel, office, property, store, or something else?
<b>Machinist</b>	Do you set up AND operate machines?
<b>Machine operator</b>	How many machines do you operate? Also, what type of machine do you operate primarily?
<b>Mechanic</b>	What type of mechanic are you? For example, do you service and repair automobile bodies, engines, appliances, trucks, valves, or something else?
<b>Nurse</b>	What type of nurse are you? For example, are you registered, licensed, practical, vocational, a nursing aide, or some other type of nurse?
<b>Researcher</b>	What is your field of research?
<b>Sales Worker</b>	What do you sell? For example, do you sell advertising, cars, houses, insurance, shoes, tickets, or something else?
<b>Supervisor</b>	Who or what do you supervise? For example, do you supervise clerical workers, counselors, laborers, field representatives, or someone else?
<b>Teacher</b>	Do you teach at the preschool, elementary, high school, or college level? Also, which subjects do you teach?
<b>Truck Driver</b>	What type of truck do you operate? What type of cargo do you transport?

**USUALJOBDUTIES**

Item **USUALJOBDUTIES** is used to describe the usual activities or duties a respondent performs at his/her job. This is the second key piece of information that our coders use to assign an occupation code. What you enter at Item **USUALJOBDUTIES** is especially useful when a simple job title does not provide enough information to code the occupation.

Here are some examples of entries you may need to enter at Item **USUALJOBDUTIES**:

- Keeping account books
- Selling new and used motor vehicles
- Laying bricks and stone
- Typing and filing letters, reports, memos, etc.

If a respondent tells you that his/her job duties are classified, do NOT probe. In this situation, enter "Information is classified."

**JOBMSATYPE**

Item **JOBMSATYPE** is used to find out if the respondent was working in a city, suburban area, rural area, or a combination of any of these areas at the time of the incident. This type of information helps our sponsor, the BJS, in determining if specific areas are more prone to crime.

When a respondent worked for more than one employer at the time of the incident, enter the precode for the area in which he/she worked the greater number of hours. Avoid entering Precode (4), "Combination of any of these?", unless a respondent insists that the area he/she worked MOST of the time was a combination of city, suburban, and rural.

**INCIDENTHAPPENATWORK**

Item **INCIDENTHAPPENATWORK** is used to determine whether the incident happened at the respondent's work site for any job held by the respondent at the time of the incident. If you already know the answer to this question, you can verify the answer without asking this question.

***Incident Happened at Work Site***

Consider a respondent's work site to be the place where his/her USUAL day-to-day activities take place. Some examples of work sites include: office, hospital, taxi cab,

**Work Site at Sample Address**

convenience store, beauty parlor, and so on. If a respondent works out of an office or workshop in his/her home and the incident occurred in the office or workshop, consider the incident as happening at the respondent's work site. However, if the incident happened somewhere else in the house, garage, or property OTHER THAN in the office or workshop, then the incident did not happen at the respondent's work site.

**Not at Usual Work Site**

Do not consider the incident as happening at a respondent's work site if it occurred while the respondent was on the job, but not at his/her usual work site. Some examples include attending a meeting in another office building during working hours or attending a business meeting out of town.

**Last Resort Answer**

Only enter Precode (3), "Don't know," when a respondent really does not know if the incident happened at his/her work site.

**Explanation Required**

Enter Precode (4), "Other," if a respondent's answer requires more than just a "Yes" or "No" answer and then use the "Specify" space at Item **INCIDENTHAPPENATWORK\_SPEC** to answer this question.

**WORKDAYNIGHT**

Item **WORKDAYNIGHT** is used to find out if the respondent worked primarily days, nights, or rotating shifts at the time of the incident.

**ISCURRENTJOB**

Item **ISCURRENTJOB** is used to determine whether the respondent's job at the time of the incident is also his/her current job at the time of the interview.

## Topic 24. Disability

### Definition

For the NCVS, a disability can be:

- A **mental health condition** that keeps the respondent from participating fully in work, school, or other activities. We are looking for mental health conditions that are readily apparent to a potential offender and significantly impact the respondent's life.
- An **intellectual disability** such as mental retardation, Down syndrome, autism, or cerebral palsy.
- Any type of **brain injury** that causes the respondent to have difficulty thinking, concentrating, or making decisions, such as a stroke, brain tumor, or any other type of brain injury.
- Any other type of serious disabling condition, such as ALS or Lou Gehrig's disease, multiple sclerosis, muscular dystrophy, or Huntington's disease. We are looking for serious disabling conditions that are readily apparent to a potential offender and significantly impact the respondent's life.

### Not Considered Serious Disabling Conditions

For the NCVS, we do not consider the following health problems to be serious disabling conditions:

- ✗ Back injuries
- ✗ Hip or knee problems (*such as hip or knee replacements*)
- ✗ Old age
- ✗ Diabetes
- ✗ Asthma
- ✗ Arthritis

### Why Does the NCVS Ask About Disability?

Many believe that persons who have disabilities are more likely to be targeted for victimization because offenders see them as being more vulnerable and, therefore, they are seen as easy targets for crime. New legislation requires the NCVS to collect data relating to the nature of crime against people with disabilities. These data are used by policy makers to develop programs that address the safety and justice needs of people with disabilities.

The disability questions in the NCVS interview determine:

- Whether the respondent has a serious health condition, impairment, or disability.
- Whether the respondent has any reason to suspect that he/she was victimized during the current incident because of the serious health condition, impairment, or disability.
- Which of the respondent's health conditions, impairments, or disabilities does he/she believe caused the offender to target him/her for this incident.

#### Screens Covering the Disability Questions

The series of disability questions begins with an introduction at Item **DISABILITY\_INTRO**, which is read to prepare the respondent for the type of questions you are about to ask and to explain why we are asking about possible health conditions, impairments, or disabilities. Following the introduction, the disability questions continue with Item **HEARING** and end with **WHICHDISABILITYTARGET\_3**.

To lessen respondent burden, you do not ask the complete series of disability questions for every incident reported by a respondent. When you are completing the first incident report for a household member, ask all of the disability questions in Items **HEARING** through **LEAVINGHOME**. If the respondent indicates that he/she has a health condition or disability in any of those items, then the instrument continues with Item **VICTIMDUETODISABLE**. You only ask Items **WHICHDISABILITYTARGET** if you entered Precode (1), "Yes" in Item **VICTIMDUETODISABLE**.

However, if you have already completed an incident report for a household member who reported a health condition or disability, subsequent incident reports for the household member skip over the introduction and Items **HEARING** through **LEAVINGHOME** and start with Item **VICTIMDUETODISABLE**. If you get a "Yes" answer in Item **VICTIMDUETODISABLE**, you also ask Items **WHICHDISABILITYTARGET**, which are the last disability questions.

If you have already completed an incident report for a household member who did NOT report a health condition or disability, you skip over all of the disability questions when completing any subsequent incident reports for the household member and continue with the summary report for the incident.

---

## Chapter 1

### NCVS Case Management

**Table of Topics**

Topic	Page
1 Getting into Case Management	D1-2
2 Telecommunications	D1-14
3 Address Book	D1-18

## Topic 1. Getting Into Case Management

### Introduction

This document outlines procedures for the NCVS CAPI Case Management System used by field representatives and supervisory field representatives to manage the NCVS assignments in the field.

Case Management helps you organize and manage your assignments and is an important part of interview planning. Case Management provides a list of all sample units in your assignment, along with additional information such as respondent names, telephone numbers, scheduled appointments, etc.

### Logging onto Laptop

- The first screen that appears when you turn on the computer is the standard U.S. Census “accessing a government computer” warning.
- The Entrust login box appears; type your password and press “Enter.”
- If the password is incorrect the message “(-160) Incorrect password supplied,” is displayed. If the password is correct, the Windows desktop appears.

### Getting into Case Management

You may enter Case Management in several different ways from the Desktop.

Using the Mouse:

- Move the mouse arrow onto the NCVS icon and double-click the left mouse or touch pad button. (Note: a single tap of the touch pad also works, if the mouse is not plugged in.) **OR**
- Move the mouse arrow onto the Start button and single click the left mouse or touch pad button or tap the touch pad. A menu will appear; highlight “Programs.” A second menu will appear; highlight “NCVS,” and click the left mouse button or touch pad button, or tap the touch pad. **OR**

---

Using the Keyboard:

- Press the Windows key on your laptop and a menu appears. Press “P” for “Programs” and a second menu appears. Arrow down to NCVS and press “ENTER.” A menu appears; highlight “Programs.” A second menu will appear, highlight “NCVS,” and click the left mouse button or touch pad button, or tap the touch pad.
- The main display appears. Notice that the screen is split into two panes. The display has four components:

Menu Bar (see section A)

Case List Pane (see section B)

Tool Bar Icons / Function Keys (see Section C)

Details Pane (see Section D)

**Menu Bar**

**General Information**

- The Menu Bar is at the top of the screen. It is labeled as follows:
  - File - selections include:
    - Edit
    - View
    - Actions
    - Help
- In Windows Case Management there are some functions that can only be accomplished through use of menus (that is, there is no Function key assigned for that function).
- All actions that may be performed with a Function or shortcut key may also be performed through the menus.

**Accessing a Menu**

- To access a menu, position the cursor over the selection on the menu bar and left click, and a drop-down menu appears.
- The selections for the menu appear. Each has an underlined letter and any Function or shortcut keys that perform the same action are listed to the right.
- To make a selection there are two options:

Use the arrow keys to highlight your selection and press “ENTER,” **OR**

Press the key for the underlined letter in the selection.

**Tool Bar and Function Keys**

**General Information**

- The tool bar contains icons (or symbols) labeled with the function key names. The icons remind you of what the function keys do.

- You can also use your mouse or touchpad to click on these to perform the same function as pressing the corresponding function key.
- If you have worked on other Census CAPI surveys, notice that some function keys work the same as they do in CASES case management. Others have been slightly altered, and others have been given new meanings.

**F1 - Help**

- Displays the Help information about the active window. In Case Management information about various topics such as sorting cases, adding cases, outcome codes, etc. is provided.

**F2- Interview**

- Opens the selected case so you can interview the respondent.
- Displays the control number, eight character case ID, house number, house number suffix, street name, unit designation, physical description, place, state, and ZIP code (ZIP and ZIP + 4).
- If you chose the correct case, click “OK” or press “ENTER.”
- If you chose the wrong case, click “Cancel” or highlight “Cancel” using the “TAB” key and press “ENTER.”

**F3 - Next Tab**

- Controls the display at the bottom half of the Case Management screen by moving you from tab to tab.

#### **F4 - Go Detail / Case List**

- Activates the Details (bottom) pane. Toggles to Case List, to let you return to the Case List (top) pane.
- F4 was chosen because it is the function key in the instrument that “jumps.”
- Use this function key when you need to edit something in one of the tabs.
- The tool bar toggles between “Go Detail” and “Case List” depending on which pane is active.

#### **F5 - Reports**

- Displays the Case Management Report Selection dialog box, where you choose the report(s) you want.
- Select the report you would like to display with either the mouse or arrow keys. Select “OK” and press “ENTER.”

#### **F6 - Listing**

- Opens the selected case so you can work on it.

#### **F7 - Notes**

- Displays the Notes field for the selected case. You may edit your notes.
- Multiple pages of notes may be entered. (Notes are no longer limited to 15 lines.)
- Case Management and the NCVS instrument use the same application for editing notes. Notes entered in Case Management are displayed in the survey instrument and case level notes entered in the instrument can be viewed in Case Management.
- The notes application automatically fills in a CAPI indicator, date, time, and your FR code, so that notes may be tracked if a case is transferred to another FR.

- 
- Enter “F10” to exit the notes application.
  - Select “Yes” and press “ENTER” to save the note.

#### **F8 - View**

- Activates the “Display category selection” dialog box, in which you choose the category of cases you want to see. This lets you look at a shorter list of cases - only those which fall into the category you choose - or at a list of all your cases.

##### **Categories are:**

All  
Not started  
Open  
Partial  
Interviewed  
Type A  
Type B  
Type C  
CATI  
Deleted  
Missing Data  
Observed  
Transmitted  
Received in HQ

- When you select an option, the program lists only the cases that match that criteria. The display will be just like the main display, but with a label to identify which set of cases you selected.
- Use F8 again to select a different category.
- Use Shift + F8 to return to the main Case Management screen.

**F9 - Sort**

- Lets you rearrange the listed cases according to your criteria.
- Select the sort you want by highlighting a category in the left of the pop-up box and holding down the left mouse button. You then move the mouse to the right until an arrow appears on the right of the pop-up box. Cases will be sorted first by the top category, then the second category from the top, etc., and lastly by bottom category
- You may select as many columns as you like.

**F10 - Exit**

- Exits/closes Case Management and returns to the Windows desktop.

**F12 – Person Level Contact History Instrument (pCHI)**

- Opens the Person Level Contact History Instrument also known as pCHI. See Part D, Chapter 2 for more details.

**Other Functions**

Windows Case Management uses function keys in combination with other keys on the keyboard to allow you to perform other operations. These include:

- **Shift + F1** - Displays Welcome, the first help topic
- **Alt + F4** - Closes the active window or exits the program
- **Shift + F8** - Returns you to the main Case Management screen from the Display Categories screen
- **Control + K** - Accesses the list of shortcut keys
- **Control + Home** - Moves you to the first case on the list

- **Control + End** - Moves you to the last case on the list

## Case List Pane

### General Information

- The case list pane is in the top half of the screen and shows the list of cases you still have to complete. Completed cases do not appear on this list.
- The case list pane differs from survey to survey.
- Use the vertical scroll bar area on the right hand side of the case list to move up and down in the case list (click on the up and down arrows that appear at the bottom and top of the scroll bar).

### Columns

For the NCVS the following columns appear:

- **Control Number** - PSU, segment, sample, serial number, household number
- \* **(Asterisk)** - a case is flagged with an asterisk if there is something special about it, for example, if the case has been reassigned to you or it is a confirmed refusal. If an asterisk appears for a case, one or more small icons will appear in the upper right corner of each tab in the Details pane.
- **Case Address** - House number, house number suffix, street name, unit designation, GQ unit designation, non-city address, physical description. There is a space between each field. Address is truncated to fit the screen. If truncated, a “~” should appear in the last space to indicate continuation. (Note: If house number, house number suffix, and street name are blank, then the physical description will be displayed.)
- **Place Name/City** - City, town, or designated place where address is located.
- **ZIP** - ZIP code.
- **Appointment** - This field will be filled with an appointment

---

or the best time to contact a household. If not specific appointment has been made with a household, this field will be filled with BESTTIME. BESTTIME is the time range the respondent in the previous interview said was the best time to reach them. In the first interview month, this field is blank. Best time values are listed below:

00 - Special restriction; supervisor sets appointment  
01 - 9 am - 12 noon  
02 - 11 am - 1 pm  
03 - 12 noon - 4 pm  
04 - 4 pm - 7 pm  
05 - 6 pm - 9 pm  
06 - 9 am - 9 pm  
07 - 7 pm - 9 pm  
08 - 9 am - 4 pm  
09 - After 5 pm

- P/T - Indicates whether the case is to be completed by personal interview (P) or by telephone (T).
- Status - interview status codes. Status codes include:
  - O - Case has been opened
  - P - Partial interview completed
  - C - Completed interview
  - A - Type A noninterview
  - B - Type B noninterview
  - C - Type C noninterview
  - X - Bad case, missing data
  - R - case has been reassigned to another FR
  - T - Transmitted
  - TR - Case has been received by HQ
- Telephone number – Household's phone number.
- Int # - Number of interview (1-7).
- Rte - Allows you to enter the order or route in which you plan to visit your cases. You can then sort (F9) your cases so that they are displayed in the order you want to work that day.

**Details Pane****General Information**

- The details pane is the area in the bottom half of the screen.
- The information displayed in the details pane corresponds to whichever case is highlighted in the Case List pane.
- The Details pane contains seven tabs/sections (Assignment, HH Roster, Additional Information, Notes, Contacts, History, and Interview Time Preference) that act as folders to store information about a particular case. The selected tab will be displayed with its title bolded.
- If you are in a detail pane, the title appears in red.
- The F3 key changes the tab that is displayed.

Fields with a white background may be edited. Shift + S saves any changes you enter.

**Assignment Tab**

- The assignment tab is the main tab and contains information about the control number, assignment period, interview number, household respondent name, home addresses, separate mailing addresses, refusal information, languages spoken, telephone numbers, and appointments.

**HH Roster Tab**

- The HH Roster tab displays the household roster - line number, name, age, birthdate, and sex of all household members. It also identifies the household respondent.
- The roster is updated when you exit a case in the instrument.
- You cannot update the roster in Case Management; you can only view it.

### **Additional Information Tab**

- This tab provides additional information about cases that are in group quarters.

### **Notes Tab**

- Allows you to view the notes for the case.
- For more information see **Tool Bar Icons / Function Keys, F7 - Notes.**

### **Contacts Tab**

- Contains contact information for the case.

### **Letter History Tab**

- Shows a history of letters that have been sent to the sample address.

### **History Tab**

- Contains the history of all previous interviews for the case.
- Contains a record of all the times the case has been accessed in the current month.

### **Contact History Tab**

- Contains a record of contact history for the household for the current interview period. (See Part D, Chapter 2 for more information.)

### **Returning Contact History Tab**

- Contains a record of contact history for the household for past interview periods. (See Part D, Chapter 2 for more information.)

**Interview Time Preferences Tab**

- Displays the interview time preferences of the sample household, if any have been collected.

**Building Management Tab**

- Displays building management contact information from the Building Management Contact (BMC) database.

## Topic 2. Telecommunications

### Transmissions

### General Information

- “Transmissions” is a separate icon on your main Windows desktop.

### Entering “Transmissions”

There are three ways to enter the transmissions program from the desktop:

- Move the mouse arrow onto the Transmissions icon and left double-click the mouse or touch pad button button. (Note: a single tap of the touch pad also works if the mouse is not plugged in.) **OR**
- Move the mouse arrow onto the Start button and left click the mouse/touch pad button once or tap the touch pad. A menu appears. Highlight “Transmissions” and left click the mouse/touch pad button or tap the touch pad. **OR**
- Press the Windows key on your laptop and a menu appears. Press “P” for Programs and a second menu appears. Arrow down to “Transmissions” and press “ENTER.”

### Preparing a Transmission

- The main transmission screen lists all your surveys.
- Before you make a transmission, separate pop-up screens appear that remind you to:
  - ✓ Back up your work, and
  - ✓ Complete your payroll file.
- For the highlighted survey, key “D” for “daily,” “F” for “Final,” or “S” for “Special.” Note: Only key “S” if instructed to do so by your SFR or RO staff.

- To deselect an option press “DELETE” or click on “Deselect” on the toolbar.
- Use the arrow keys to highlight other surveys for which you also need to transmit data.
- Note that the transmissions program also has menus and function keys to help you.
- F10 exits transmissions.
- F11 is used to change your preset transmission time.

### **Transmitting**

- F12 is now used to retransmit.
- You will be asked to pick an interview period for any final transmissions.
- Choose between an immediate or a preset transmission. Preset is the default and is displayed at the bottom of the pop-up box.
- The program then provides you with the number of cases being transmitted.

### **Backing Up Your Work**

Your computer backs up your work using the hard drive. Procedures for backing up work are as follows:

- Select “Backup” from the System Tools submenu.
- If all your files were successfully backed up, you see the following message in the Backup Message pop-up box:  
***“The Backup process completed successfully.”***
- If your files were not backed up successfully you see the “unsuccessful” message in the Backup Message pop-up box:  
***“The Backup process did not complete successfully”***

---

If your files did not back up successfully, try to back them up again. If your files are not backed up successfully after two attempts, then call your regional office for assistance.

## Mail

### General Information

- “**Read Mail**” allows the user to read mail from HQ and read the transmission activity log.
- “**Create Mail**” allows the user to send mail to the RO survey only.
- “**Sent Mail**” keeps a historical log of messages sent that you can view later, if necessary.

### Getting Into Mail

There are three ways to get into the mail transmissions program from the desktop:

- Move the mouse arrow onto the Mail Transmissions icon and left double-click the mouse or touch pad button (Note: a single tap of the touch pad also works, if the mouse is not plugged in.) **OR**
- Move the mouse arrow onto the Start button and single left click the mouse or touch pad button or tap the touch pad. A menu will appear, highlight programs. A second menu will appear, highlight Transmissions and click the left mouse or touch pad button or tap the touch pad. **OR**
- Press the Windows key on your laptop, a menu will appear. Press “P” for “Programs” and a second menu appears. Arrow down to Mail Transmissions and press “ENTER.”

### **Reading Mail Messages**

- This function displays a full screen with a list of mail messages.
- Arrow up and down to select a message, then press “ENTER” to read it. Once in the message, use the arrow keys to move around, then press “ESC” to exit the message.
- On exit, “Do you wish to delete this message (Y/N)?” appears. “N” returns you to the Read Mail screen; “Y” deletes the message and returns you to the Read Mail screen.

### **Creating Mail Messages**

- Select the survey from the Surveys List.
- The “Create Mail” screen displays.
- The message “Do you wish to edit a previous message?” displays if you have any messages that were created and saved.

## **Topic 3. Address Book**

### **General Information**

- An address book application is available.
- Enter information to create your own personal address book. Fields include:
  - Name
  - Phone number(s)
  - Address
  - Notes

### **Entering Address Book**

There are three ways to enter the address book application from the desktop:

- Move the mouse arrow onto the Address Book icon and left double-click the mouse or touch pad button (Note: a single tap of the touch pad also works, if the mouse is not plugged in.) **OR**
- Move the mouse arrow onto the Start button and single left click the mouse or touch pad button or tap the touch pad. A menu appears, highlight programs. A second menu appears, highlight Address Book and left click the mouse or touch pad button or tap the touch pad. **OR**
- Press the Windows key on your laptop. A menu appears. Press “P” for “Programs” and a second menu appears. Arrow down to Address Book and press “ENTER.”

---

## Chapter 2

### Person Level Contact History Instrument (pCHI)

**Table of Topics**

<b>Topic</b>	<b>Page</b>
1 Overview of the pCHI	D2-2
2 The pCHI and Case Management	D2-4
3 The pCHI and Households Without a Roster	D2-12
4 The pCHI and Households With a Roster	D2-34
5 How to Code the pCHI in Specific Situations	D2-52

---

## Topic 1. Overview of the Person Level Contact History Instrument (pCHI)

### What are the CHI (Contact History Instrument) and the Person Level Contact History Instrument (pCHI)?

#### The Contact History Instrument (CHI)

The CHI was developed to capture details of ALL contact attempts made to a household. This means each time you ATTEMPT to make contact or MAKE contact with a household you enter information into the CHI. By completing the questions asked in the CHI, you provide valuable information to your regional office (RO), headquarters staff, our survey sponsors, and other FRs. The CHI data are sent back each month, allowing the current FR to see how easy or difficult it was to conduct the interview in previous interview periods.

#### The Person Level Contact History Instrument (pCHI)

The pCHI (pronounced “pee-ki”) has been developed to record contact history for individual respondents on person-level surveys like the NCVS, because:

- There may be varying degrees of availability and willingness to be interviewed among different members of the same sample household; and
- Different strategies may be used for each respondent.

The pCHI allows you to record contact information individually.

Regional office managers use reports generated from the pCHI data. These reports provide a way for your supervisor to give feedback on your contact attempts and make suggestions for future contacts. Headquarters staff, along with the survey sponsor, analyzes pCHI data to help formulate better strategies for non-contact and refusal cases.

### pCHI Screen Layout

The pCHI screen is formatted into the “Information” or “Info” Pane and the “Form” Pane, the same as the NCVS instrument. For the pCHI, the “Info” Pane displays the instructions for what to enter on that screen as well as the answer list. The “Form” pane contains the area where the data is entered.

Tabs are displayed at the top left of the screen (see example below):



- “pCHI” tab - contains the main screens to enter the contact attempt information.
- “Roster Information” tab - displays the household roster; can be used to reference the household roster composition before entering the main pCHI screens.
- If you get into the NCVS instrument during a contact attempt, pCHI appears automatically.
- To access the pCHI from Case Management, highlight the case and press F12.

**Entering the pCHI instrument****Selected Case Confirmation Screen**

The “Selected Case Confirmation Screen” dialog box appears when entering pCHI from Case Management. Make sure you have chosen the correct case.

If this is the correct case, click OK. If not, click cancel and choose the correct case from your case list.

## Topic 2. The pCHI and Case Management

The screenshot shows the Case Management software interface. At the top, it displays "Case Management SURVEY: NCVS ASSIGNMENT PERIOD: 201210". Below the menu bar, there is a toolbar with various icons. The main window has a title bar "Case Management - Details" and a subtitle "DISCLOSURE PROHIBITED - TITLE 13 U.S.C.". The main content area contains a table with columns: Control Number, Address, Place Name/City, Zip, Appointment, P/T, Status, Telephone#, Int #, and Rte. The first row of the table is highlighted. Below the table, there are tabs for Assignment, HH Roster, Additional Information, Notes, Contacts, and Letter History. The "Contact History" tab is selected and highlighted in red. Under this tab, there are sections for History, Contact History, Returning Contact History, Interview Time Preferences, and Bldg Mgmt. The Contact History section shows a table with columns: FR Code, Type, Contact Date, P/T, Status, Description, Strategy, and Reluctance. The table contains 11 rows of contact history data.

FR Code	Type	Contact Date	P/T	Status	Description	Strategy	Reluctance
3	VT2	HH	Sun 10-21-2012 11:06 AM	P	P	Completed case - ready to tra	Checked with neighbors
4	VT2	L1	Sun 10-21-2012 11:06 AM	P	C	Person home but avoided con	Advance letter given
5	VT2	L2	Sun 10-21-2012 11:06 AM	P	N	Person not home	Stake-out
6	VT2	L3	Sun 10-21-2012 11:06 AM	P	N	Completed case - ready to tra	Called household
7	VT2	HH	Sun 10-21-2012 11:27 AM	P	P	Person home but inconvenie	No Strategies
8	VT2	L2	Sun 10-21-2012 11:27 AM	P	C	Completed case - ready to tra	Left message on answering m
9	VT2	L3	Sun 10-21-2012 11:27 AM	P	N		No concerns
10	VT2	HH	Sun 10-21-2012 02:32 PM	P	P		No concerns
11	VT2	L3	Sun 10-21-2012 02:32 PM	P	C		No concerns

### Contact History Tab

In Case Management, on the bottom half of your screen under your Case List, notice the “Contact History” Tab. The Contact History tab shows all **current** month contact attempt information for whatever case you have highlighted in your case list. Note: If you have not accessed the case or the pCHI, there will be no information displayed on this tab yet. From left to right, the columns are:

1. FR Code
2. The “Type” column shows whether the record displayed is for household level (denoted by “HH”) or respondent level; if for the respondent level, it shows the line number (L1, L2, etc.) to which it refers.
3. “Contact Date” lists the date the contact was attempted.
4. “P/T” displays a “P” or “T” depending on whether the contact attempt was a personal visit or a telephone attempt.

- 
- 5. “Status” shows the status of the contact attempt. The codes are: “C” - Completed case, “P” - Partial interview, “U” - Unable to conduct interview, or “N” - Noncontact.

At the household level, the “Status” column refers to the case level status. The case level status does not display a “C” until all eligible NCVS respondents have been completed or coded as a Type Z noninterview. At the person level, the “Status” column refers to the status of the respondent after that contact attempt.

- 6. “Description” displays the entries made at the noncontact and noninterview screens.
- 7. “Strategy” lists the strategies previously used, such as leaving an advance letter, or checking with a neighbor.
- 8. “Reluctance” displays the concerns or reluctance expressed in previous visits. If contact was not made during that visit, “N/A” for “not applicable” is displayed in the Reluctance column.

Case Management SURVEY: NCVS ASSIGNMENT PERIOD: 201210

File Edit View Actions Help

F1 Help F2 Inter... F3 Next... F4 Case... F5 Repo... F6 Listing F7 Notes F8 View F9 Sort F10 Exit F11 Go F12 CHI Shift F6... Ctrl T ITP Ctrl B BT

Case Management - Details DISCLOSURE PROHIBITED - TITLE 13 U.S.C.

Control Number	*	Address	Place Name/City	Zip	Appointment	P/T	Status	Telephone#	Int #	Rte
91915 4101 A	J26 01 B 1 00	102 MAPLE AVENUE	ANY TOWN	99997	Noon tomorrow	P	P	991-555-1234	04	1
91924 4401	J25 02 1 00	106 ROBIN STREET	ANY TOWN	99997		T		991-555-8888	07	999
91916 4101 A	J26 02 B 1 00	102 MAPLE AVENUE	ANY TOWN	99997	Saturday	P		991-555-1234	04	999
91921 4359	J26 01 1 00	105 BEACH ROAD	ANY TOWN	99997	call at 11am	T	O	222-222-2222	02	999
91918 4497	J26 02 1 00	103 RIVERSIDE BLVD	ANY TOWN	99997	after 5pm is best	T	P	- -	01	999
91919 4269	J26 01 1 00	104 OCEAN VIEW LANE	ANY TOWN	99997		P		991-555-3095	03	999
91920 4269	J26 02 2 00	104 OCEAN VIEW LANE	ANY TOWN	99997		T	O	- -	03	999
91917 4497	J26 01 1 00	103 RIVERSIDE BLVD	ANY TOWN	99997		T		- -	01	999

Assignment | HH Roster | Additional Information |  Notes | Contacts | Letter History

History | Contact History | **Returning Contact History** | Interview Time Preferences | Bldg Mgmt

Control Number: 91915 4101 A J26 01 B 1 00 Assignment Period: 2012/10 Case ID: 00000027

Int#	FR Code	Type	Contact Date	P/T	Status	Description	Strategy	Reluctance			
03	Z01	HH	Thu 04-19-2012 11:57 AM	T	N	No answer	<input type="radio"/>	Checked with neighbors	<input type="radio"/>	N/A	<input type="radio"/>
03	Z01	HH	Thu 04-19-2012 11:35 AM	P	N	No one home	<input type="radio"/>	Checked with neighbors	<input type="radio"/>	N/A	<input type="radio"/>
03	Z01	HH	Wed 04-18-2012 02:38 PM	P	N	No one home -- previous no	<input type="radio"/>	Left note / appointment card	<input type="radio"/>	N/A	<input type="radio"/>

Ready.

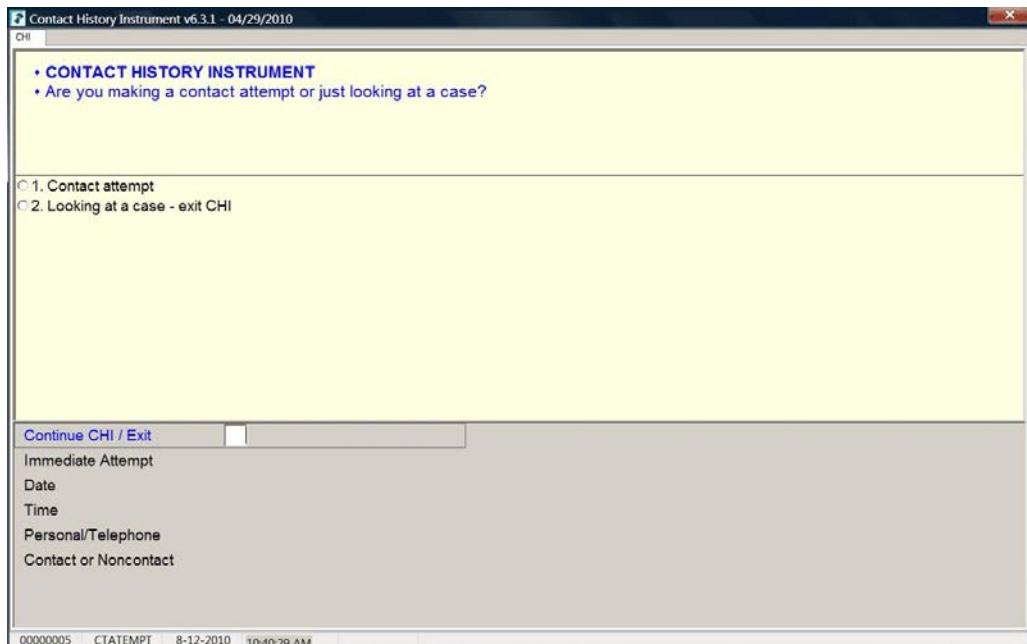
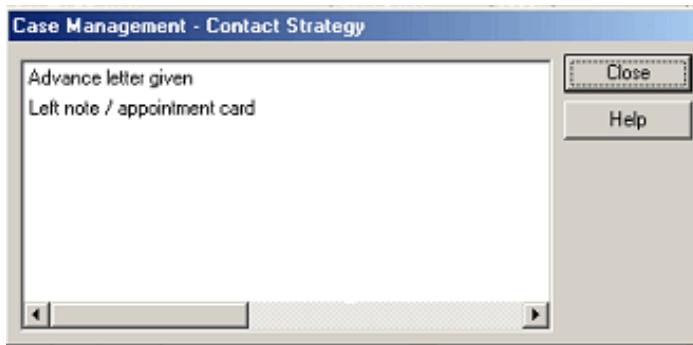
### Returning Contact History Tab

On the Case Management screen, the "Returning Contact History" tab includes the same information as the "Contact History" tab, with an extra column labeled "Int #" for "Interview Number." This tab is used for longitudinal surveys like the NCVS. Use this tab to view pCHI records from the last enumeration.

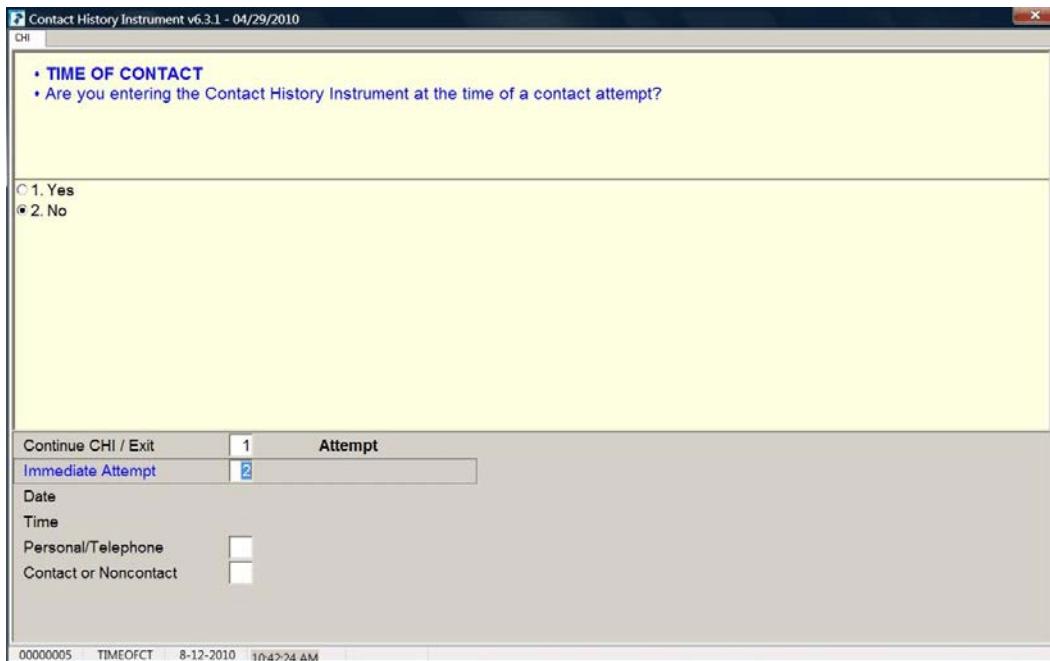
You may use this contact history information to plan your assignments. For example, you may determine the best days and times to make contact and work cases that required extra effort in previous interview periods early in your current assignment.

### Snowflake

You may see a small snowflake next to some of the columns; this means that there are multiple entries for that column. Clicking on the snowflake brings up a dialog box that displays ALL entries that the FR made for that column, for that particular date and time. See example below:

**CTATEMPT**

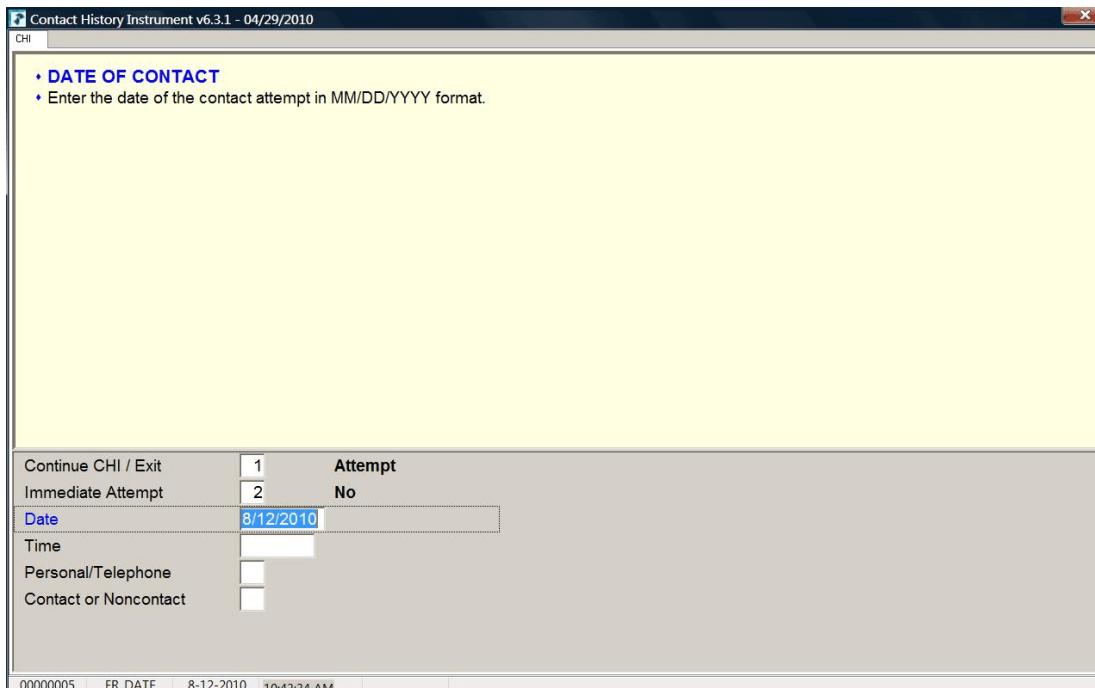
**CTATEMPT** is the “Contact Attempt” screen. (The screen name is located in the bottom left corner of the pCHI instrument window, just as it is in the NCVS instrument.) Choose “Contact Attempt” to record the details of a contact attempt. Choose “Looking at a case – exit CHI” to exit the pCHI.

**TIMEOFCT**

**TIMEOFCT** is the “Time of Contact” item, and appears if you entered “1,” “Contact attempt” in Item **CTATEMPT**. This item asks if you are entering the pCHI at the exact time that the contact attempt was made. If you are, click “Yes,” or enter “1.” You may also enter contact information later. This provides you flexibility to enter the contact attempt information when it is convenient for you. (For accuracy, entering the pCHI contact information at the time of the contact is preferred.)

For example, if it is more convenient for you to record several contact attempts later that night after you have returned home, you may. Although you are recording your contact attempt later in the day, the instrument still records the “real” time of the contact attempt so that pCHI records are accurate.

If you enter “1,” “Yes,” the instrument goes to **PERORTEL**. If you enter “2,” “No,” the instrument goes to **FR\_DATE** to allow you to enter the date and time of the contact attempt manually.

**FR\_DATE**

**FR\_DATE** appears when you select “2,” “No,” at item **TIMEOFCT**. Enter the date of the contact attempt in this item. The contact attempt date is pre-filled. If you are entering the pCHI on the same day that the contact attempt was made, press enter. If not, enter the date in MM/DD/YYYY format. For example, if the contact attempt is made on November 20, 2012, enter 11/20/2012.

The instrument then goes to **FR\_TIME**.

The screenshot shows a Windows application window titled "Contact History Instrument v6.3.1 - 04/29/2010". The window has a yellow header bar with the title and a red close button. Below the header is a white panel containing instructions: "• TIME OF CONTACT" and "• Enter the time of the contact attempt in HH:MM am/pm format." The main data entry area is a grey panel with the following fields:

Continue CHI / Exit	<input type="radio"/> 1 Attempt
Immediate Attempt	<input type="radio"/> 2 No
Date	08/12/2010
Time	11:00AM
Personal/Telephone	<input type="checkbox"/>
Contact or Noncontact	<input type="checkbox"/>

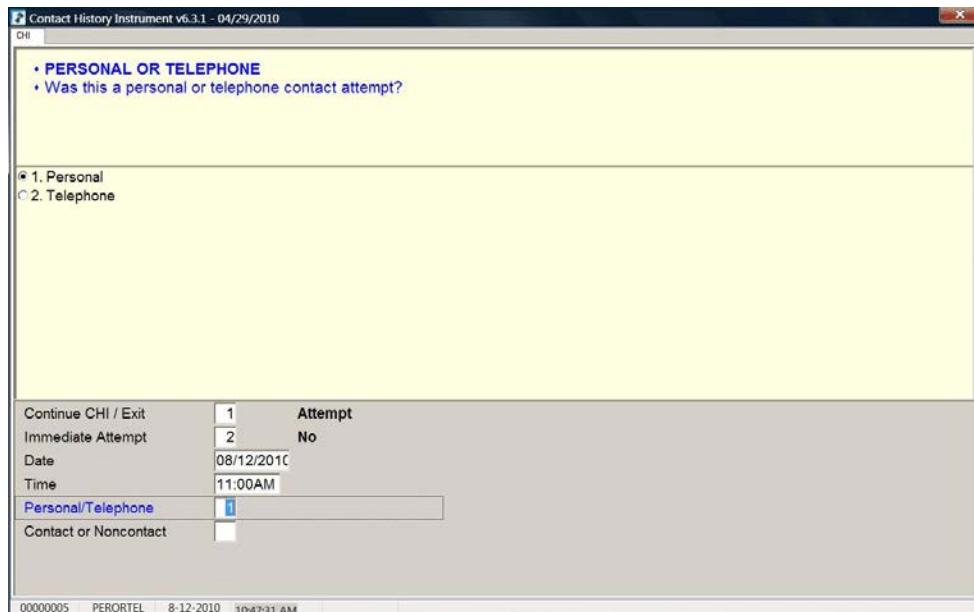
At the bottom of the data entry area, there is a status bar with the text "00000005 FR\_TIME 8-12-2010 10:45:23 AM".

**FR\_TIME**

**FR\_TIME** is the “Time of Contact” screen, where you enter the time of day that the contact attempt was made. It appears if an entry was made in **FR\_DATE**. Enter the time that the contact attempt was made, not the current time when you are making the entry.

When entering the time of the contact attempt, enter the hours and minutes of the contact and AM or PM. Do not use colons when entering the hours and minutes; the instrument does that for you. For example, if you made contact at 11:00AM, type 1100A.

The instrument goes to item **PERORTEL**.

**PERORTEL**

**PERORTEL** is the “Personal or Telephone” screen, and appears when **TIMEOFCT** is answered with “1,” “Yes,” OR there is an entry in **FR\_TIME**.

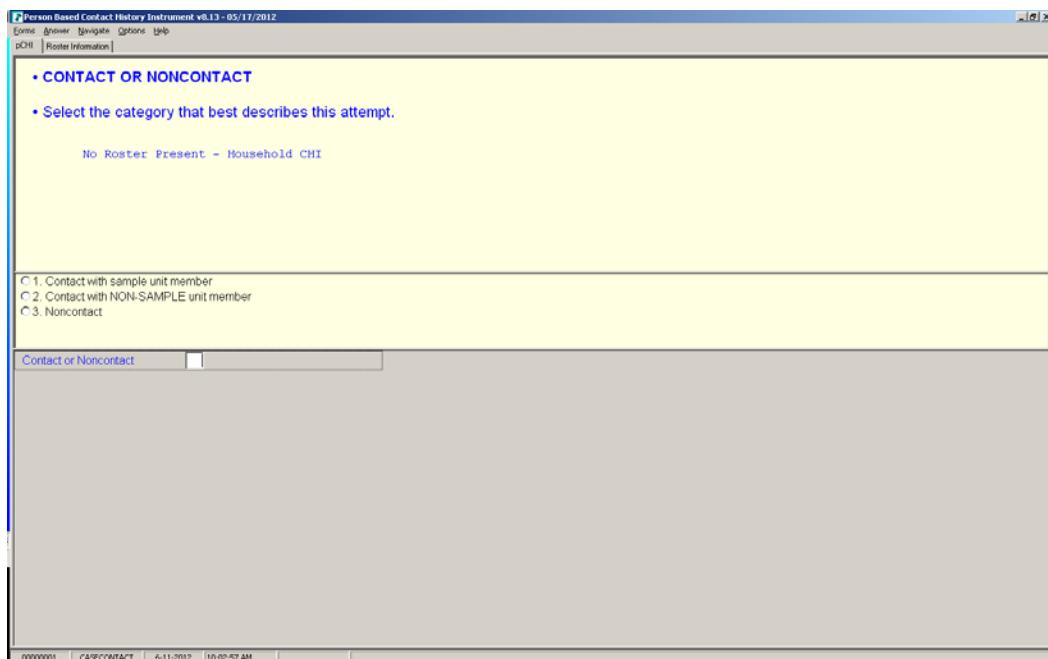
This item asks whether this contact attempt was made in person or on the telephone. Your answer determines which path the instrument takes, depending on whether it was a personal visit or telephone attempt.

The instrument goes to **CASECONTACT**.

## Topic 3. The pCHI and Households Without a Roster

### Household Contact History

When an NCVS household does not yet have a roster, the pCHI takes you to the Household Section of the pCHI instrument, which works the same way as the current CHI instrument used for household surveys.



### CASECONTACT

**CASECONTACT** is the pCHI “Contact Status” screen, and appears after **PERORTEL**. Notice the message “No Roster Present – Household CHI.” This indicates that there is no roster present and the pCHI instrument acts like the regular CHI does for a household level survey. At this item, select whether the attempt is a contact or noncontact.

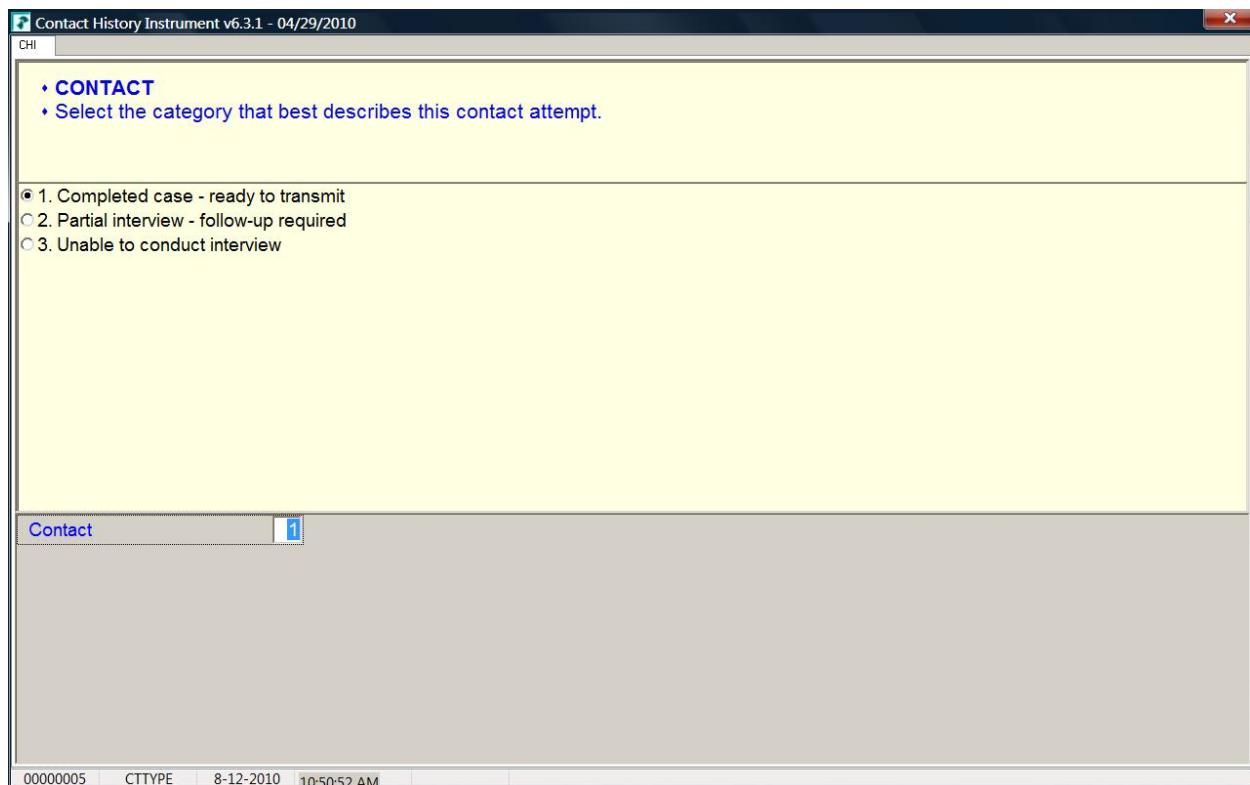
All contact attempts will fall into one of three categories:

- “Contact with SAMPLE unit member;”
- “Contact with NON-SAMPLE unit member”; OR
- “Noncontact.”

For pCHI, select “Contact with SAMPLE unit member” for household members and persons you believe to be household

members. Select “Contact with NON-SAMPLE member” for non-household members, such as building managers, babysitters, neighbors, and the like. “Contact with NON-SAMPLE member” is considered a noncontact for the pCHI.

If this item is answered with “1 - Contact with SAMPLE unit member,” the instrument goes to **CTTYPE**. A response of “2 - Contact with NON-SAMPLE unit member” or “3 – Noncontact” takes the instrument to **NCTPER** for personal visits or to **NCTTEL** for telephone call attempts.



#### CTTYPE

**CTTYPE** is the “Contact Type” screen, and appears when **CASECONTACT** is answered “1 – Contact with SAMPLE unit member.”

- Notice Precode (1), “Completed case – ready to transmit.” Since this screen appears for cases that do not have a household roster, Precode (1) does not apply for the NCVS.

---

If you have completed an interview with a household member a roster exists, so the instrument takes a different path. If you have a case with no roster and it is a Type A, B, or C noninterview, select Precode (3), "Unable to conduct interview," not Precode (1).

- Select Precode (2) – "Partial interview - follow-up required" only if you have started an interview with a household respondent, but the interview broke off before the household roster was completed. (If a household roster was completed during the interview, the instrument proceeds as discussed in Topic 3, "The pCHI and Households With a Roster.") The instrument continues with **NONINTER**.
- If you spoke with another household member but were not able to conduct an interview with anyone, select Precode (3), "Unable to conduct interview," to record the noninterview information for that respondent. The instrument goes to **NONINTER**.

**NONINTER**

Item **NONINTER** appears when **CTTYPE** is answered with “2 - Partial interview - follow-up required,” or “3 - Unable to conduct interview.” Select the categories that best describe why you were not able to conduct or complete the interview with the respondent during THIS contact attempt.

Select Precode (4), “Language problem - specify,” if there is a language barrier between you and the sample unit member. The instrument goes to **cLANGUAGE**.

For Precode (6), “Specify who you talked with,” the instrument goes to **TALKEDTO**.

Select Precode (8), “Other – specify,” to record a situation not covered by Precodes (1) – (7). The instrument skips to **CTOTHER**.

Precodes (1)-(3), (5), and (7) all continue with **RSPNDENT**.

**CONCERN / BEHAVIOR / RELUCTANCE**

Select the categories that describe respondent concerns, behaviors, or reluctance during this contact attempt. Enter all that apply, separate with commas.

1. Not interested / Does not want to be bothered  
 2. Too busy  
 3. Interview takes too much time  
 4. Breaks appointments (puts off FR indefinitely)  
 5. Scheduling difficulties  
 6. Survey is voluntary  
 7. Privacy concerns  
 8. Anti-government concerns  
 9. Does not understand survey /  
Asks questions about the survey  
 10. Survey content does not apply  
(retired, healthy, no crimes to report)  
 11. Hang-up / slams door on FR

12. Hostile or threatens FR  
 13. Other household members tell respondent not to participate  
 14. Talk only to specific household member  
 15. Family issues  
 16. Respondent requests same FR as last time  
 17. Gave that information last time  
 18. Asked too many personal questions last time  
 19. Too many interviews  
 20. Last interview took too long  
 21. Intends to quit survey  
 22. No concerns  
 23. Other - specify

Concern/Behavior/Reluctance

00000005 RSPNDENT 8-12-2010 10:51:37 AM

**RSPNDENT**

**RSPNDENT** asks about respondent concerns, behaviors, and/or reluctance. The purpose of this item is to describe possible reluctance by the respondent. Even if this contact attempt results in a completed case, it will be helpful for future interview attempts with this case to know the household's concerns.

This item has check boxes; mark all that apply. You can click the box or enter the number you would like to select. If you are entering more than one number, separate them using commas. Precodes (16) through (21) are for use in longitudinal/panel surveys. These categories are not relevant for one-time surveys, but are very important to longitudinal surveys like NCVS. FRs use this information when reviewing the Returning Contact History information to plan how they approach current cases.

If the respondent has no concerns, select Precode (22) – “No concerns.” For example, if the respondent has health problems but would otherwise participate in our survey, select “No concerns.” Another example might be if the eligible respondent isn’t home, but other household members are helpful, select “No concerns.”

---

Use Precode (23) – “Other – specify” if you cannot find a selection from those provided that applies to this contact attempt. Note that this question asks about reluctance for THIS contact attempt, not on concerns that you may ever have encountered on this case. If you select this answer category, the instrument goes to **RSPNDOTH**. Otherwise, it goes to **STRATEGS**.

The screenshot shows the pCHI software window with the title "Person Based Contact History Instrument v8.16 - 06/21/2012". The menu bar includes "Forms", "Answer", "Navigate", "Options", and "Help". The tabs "pCHI" and "Roster Information" are visible. The main area displays the following text:

• OTHER CONCERNS/BEHAVIORS/RELUCTANCE

• Specify other concerns/behaviors/reluctance during this contact attempt.

Below this, there is a table with one row labeled "Other Reluctant Respondent Category". The first column contains the label, and the second column is a blank input field.

At the bottom of the window, there is a status bar with the following information:

00000001 | RSPNDOTH | 6-27-2012 | 1:49:55 PM | [other fields]

**RSPNDOTH**

Item **RSPNDOTH** appears when “23 - Other – specify” was selected in **RSPNDENT**.

Enter the respondent’s “other” concerns that do not fit into any of the categories in **RSPNDENT** here. The instrument goes to **STRATEGS**.

**• CONTACT STRATEGIES ATTEMPTED**

• Select the categories that describe the strategies used on this contact attempt.  
 • Enter all that apply, separate with commas.

<input type="checkbox"/> 1. Advance letter given <input type="checkbox"/> 2. Scheduled appointment <input type="checkbox"/> 3. Left note / appointment card <input type="checkbox"/> 4. Left promotional packet / informational brochure <input type="checkbox"/> 5. Called household <input type="checkbox"/> 6. Left message on answering machine <input type="checkbox"/> 7. FR will request No One Home Letter <input type="checkbox"/> 8. FR will request Refusal Letter <input type="checkbox"/> 9. FR will request Better Understanding Letter <input type="checkbox"/> 10. Called contact persons <input type="checkbox"/> 11. Stake-out <input type="checkbox"/> 12. Checked with neighbors	<input type="checkbox"/> 13. Contacted other family members <input type="checkbox"/> 14. Contacted property manager <input type="checkbox"/> 15. Visited county assessor / post office / permit office <input type="checkbox"/> 16. On-line tracking database <input type="checkbox"/> 17. Sought help from SFR / RO <input type="checkbox"/> 18. Reassignment <input type="checkbox"/> 19. Offered incentive <input type="checkbox"/> 20. CED double placement <input type="checkbox"/> 21. Used MAF or ALMI <input type="checkbox"/> 22. No Strategies <input type="checkbox"/> 23. Other - specify
---	---

**Strategies attempted**

00000001 | STRATEGS | 6-8-2012 | 11:07:21 AM |

**STRATEGS**

Item **STRATEGS** asks about “Contact Strategies Attempted.” It appears for all contact attempts.

Precode (19) – “Offered incentive” is only used in surveys that offer monetary incentives. Do not select Precode (19), “Offered incentive,” for the NCVS; currently, the NCVS does not offer any monetary incentives.

Precode (20) – “CED double placement” is only used in the Consumer Expenditures survey. Do not mark this precode for the NCVS.

Precode (22) – “No Strategies” refers to THIS particular contact attempt, not all previous attempts. Mark this precode if you did not use any specific technique for this contact attempt.

**STRATEGS** is to help you keep track of all of the strategies you have used to make contact for each contact attempt. When you

---

exit pCHI, a Case Management pop-up window appears, telling you that the database has been successfully updated.

The screenshot shows the 'Person Based Contact History Instrument v8.16 - 06/21/2012' application window. The menu bar includes 'Forms', 'Answer', 'Navigate', 'Options', and 'Help'. The top navigation bar has tabs for 'pCHI' and 'Roster Information', with 'pCHI' selected. The main content area displays the following text:

**• OTHER STRATEGY**

• Specify the strategy used on this contact attempt.

Below this, there is a field labeled 'Other Strategy Attempt Category' with an associated input box. At the bottom of the window, there is a status bar with the following information:

00000001 | STRATOTH | 6-27-2012 | 1:58:00 PM

**STRATOTH**

**STRATOTH** appears when Precode (23), "Other – specify" was marked in **STRATEGS**. Enter the "other" strategy; the instrument returns to the Case Management screen.

The screenshot shows a software window titled "Person Based Contact History Instrument v8.13 - 05/17/2012". The menu bar includes "Forms", "Answer", "Navigate", "Options", and "Help". The left sidebar has tabs for "pCHI" and "Roster Information", with "pCHI" selected. The main area is titled "LANGUAGE" and contains the following instructions:

- Select the categories that describe this language situation.
- Enter all that apply, separate with commas.

A list of five options follows, each preceded by a checkbox:

- 1. Specify language or dialect.
- 2. No household member able to translate
- 3. Contact RO about language problem
- 4. Unable to find translator
- 5. No time left to find translator

Below this is a "Language" input field with a placeholder "[ ]". The bottom status bar shows "00000001 | LANGUAGE | 6-11-2012 | 10:04:17 AM".

**cLANGUAGE**

In **cLANGUAGE**, select the categories that describe the language situation.

Marking Precode (1), "Specify language or dialect," takes you to **LANGLIST**. Otherwise, the instrument goes to **RSPNDENT**.

The screenshot shows a software window titled "Person Based Contact History Instrument v8.13 - 05/17/2012". The menu bar includes "Forms", "Answer", "Navigate", "Options", and "Help". The tabs at the top are "pCHI" and "Roster Information", with "pCHI" selected. The main area is titled "LANGUAGE LIST" and contains the following text:  
• Specify language or dialect.  
  
A list of language options follows:  
• 11. Spanish  
• 12. Arabic  
• 13. Chinese  
• 14. French  
• 15. German  
• 16. Greek  
• 17. Italian  
• 18. Japanese  
• 19. Korean  
• 20. Polish  
• 21. Portuguese  
• 22. Russian  
• 23. Tagalog  
• 24. Urdu  
• 25. Vietnamese  
• 26. Other - Specify  
• 27. Unknown language  
• 28. Other problem - hard of hearing  
  
Below the list is a button labeled "LANGLIST".

**LANGLIST**

Item **LANGLIST** asks you to specify the language or dialect; it appears if Precode (1), "Specify language or dialect," is marked in **cLANGUAGE**. Enter the appropriate precode for the respondent's language or dialect here. The instrument then goes to **RSPNDENT**.

The screenshot shows the 'Person Based Contact History Instrument v8.16 - 06/21/2012' application window. The menu bar includes 'Forms', 'Answer', 'Navigate', 'Options', and 'Help'. The top navigation bar has tabs for 'pCHI' and 'Roster Information', with 'pCHI' being the active tab. The main content area displays the instruction: '• SPECIFY LANGUAGE OR DIALECT.' Below this, a sub-header 'Specify Language / Dialect' is followed by a large empty input field. At the bottom of the window, there is a status bar with fields for '00000001', 'SPECLANG', '6-27-2012', and '11:29:29 AM'.

**SPECLANG**

**SPECLANG** asks you to specify the language or dialect; it appears if Precode (26), "Other – specify" is marked in **LANGLIST**. Specify the respondent's language or dialect here. The instrument goes to **RSPNDENT**.

---

b5 Contact History Instrument v5.9.1 Created 09/13/2005

Forms Answer Navigate Options Help

CHI

♦ SPECIFY WHOM YOU TALKED WITH

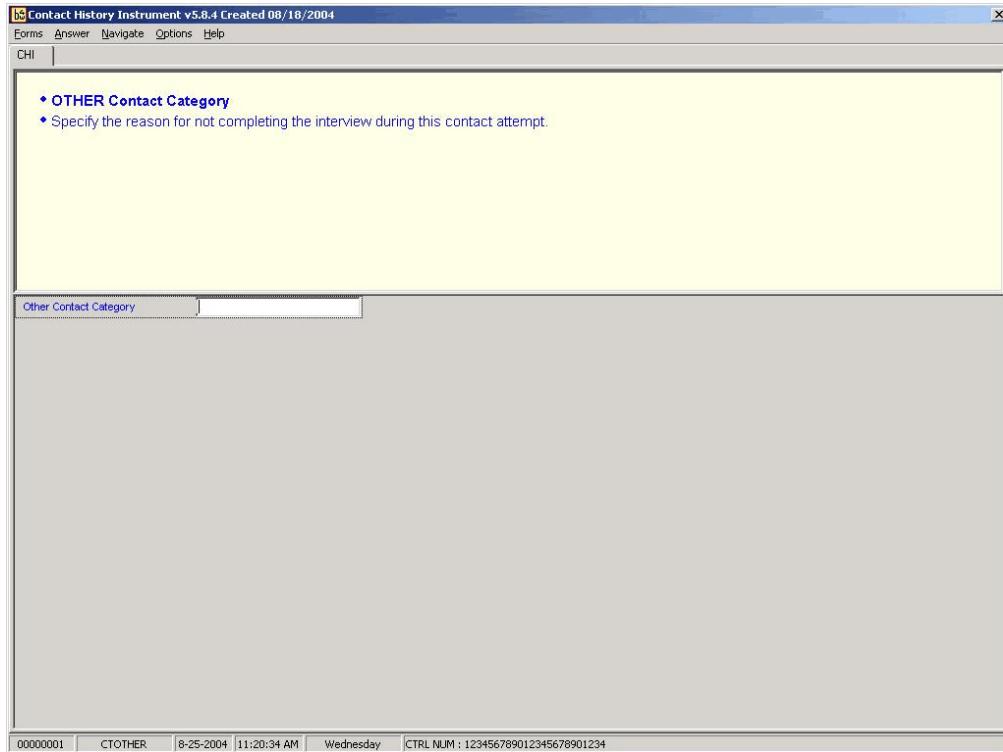
♦ Specify with whom you talked.

Talked with

00000041 | TALKEDTO | 4-2-2009 | 9:41:05 AM | Thursday | CTRL NUM : 609401399 Q36 01 10100

**TALKEDTO**

**TALKEDTO** appears when **NONINTER** is answered with Precode (6), "Specify whom you talk with." At **TALKEDTO**, enter the name of the person you talked with during this contact attempt. The instrument then goes to **RSPNDENT**.

**CTOTHER**

**CTOTHER** appears when you mark Precode (8), "Other-specify," in **NONINTER**. Specify the reason for not completing or not conducting the interview in this contact attempt. The instrument then goes to **RSPNDENT**.

The screenshot shows a software window titled "Person Based Contact History Instrument v8.13 - 05/17/2012". The menu bar includes "Forms", "Answer", "Navigate", "Options", and "Help". Below the menu is a tab bar with "pCHI" and "Roster Information". The main content area has a yellow header with the title "• NONCONTACT / PERSONAL VISIT". Below it, instructions state: "Select the categories that describe this personal visit noncontact." and "Enter all that apply, separate with commas.". A list of 15 categories follows, each with a checkbox. The categories are: 1. No one home, 2. No one home -- appointment broken, 3. No one home -- previous note / letter taken, 4. Household does not answer door -- evidence someone is home, 5. Drive-by, 6. Multiple drive-bys - specify, 7. Unable to reach / locked gate / buzzer entry, 8. Address does not exist/unable to locate, 9. On vacation, away from home / at second home, 10. Spoke with neighbor, 11. Building management / doorman contact, 12. Completed case (Type B or C), 13. Sample respondent moved - specify, 14. Replacement Household, 15. Other - specify. At the bottom of the window, there is a "Noncontact Personal Visit" field and a status bar showing "00000001", "NCTPER", "6-8-2012", and "11:17:18 AM".

**NCTPER**

**NCTPER** is the “Noncontact/Personal Visit” item. This item appears when Precode (1), “Personal” is marked in item **PERORTEL** and Precode (2), “Contact with NON-SAMPLE unit member,” or Precode (3), “Noncontact,” is marked in item **CASECONTACT**. Select all the categories that describe why you were not able to make contact.

For Precode (12) – “Completed case (Type B or C),” select this category for all Type B and Type C cases. When you enter pCHI after coding a case as a replacement household, enter Precode (12) to code the parent case as a “Completed case (Type B or C).”

For Precode (13) – “Sample respondent moved – specify,” do not use this precode for replacement households. Select Precode (13) when one or more, (but not all) of the respondents have moved out of the sample address. For replacement households mark Precode (14), “Replacement Household.”

For most answers to **NCTPER** the instrument goes to **STRATEGS**, except in the following cases:

- Precode (6), “Multiple drive-bys – specify” goes to **MRNDRIVE**.

- Precode (13), “Sample respondent moved – specify” goes to **NCTMOVED**.
- Precode (15), “Other – specify” goes to **NCTPEROT**.

• DRIVE-BYS ATTEMPTED TODAY

• How many drive bys were:

• Morning (12:00am - 11:59am)?  
Afternoon (12:00pm - 4:59pm)?  
Evening (5:00pm - 11:59pm)?

Morning (12:00am - 11:59am)	<input type="checkbox"/>
Afternoon (12:00pm - 4:59pm)	<input type="checkbox"/>
Evening (5:00pm - 11:59pm)	<input type="checkbox"/>
Total Drive Bys	<input type="checkbox"/>

Enter 1 to continue

00000001 | MRNDRIVE | 8-25-2004 | 2:00:30 PM | Wednesday | CTRL NUM : 123456789012345678901234

### MRNDRIVE, AFTDRIVE, and EVNDRIVE

**MRNDRIVE, AFTDRIVE, and EVNDRIVE** are the three “Drive-bys Attempted Today” items. They appear when category 6, “Multiple drive-bys - specify,” is marked in item **NCTPER**. **MRNDRIVE** is shown above; the three items are exactly alike except for time of day specified.

This item allows you to enter information on the number of times and time of day you drove past the sample address. It is broken down into the number of morning, afternoon, and evening drive-bys. You can enter the total number of drive-bys once instead of having to enter each attempt separately. After you have entered the total number of drive-bys for each time frame, the instrument automatically totals them. You are then asked to confirm the correct total at **CONTINUE**.

b3 Contact History Instrument v5.8.4 Created 08/18/2004

Forms Answer Navigate Options Help

CHI

• CONTINUE  
• Is 2 the correct number of drive-by's attempted today?  
• Enter 1 to continue or correct entry below

Morning (12:00am - 11:59am)   
Afternoon (12:00pm - 4:59pm)   
Evening (5:00pm - 11:59pm)   
Total Drive Bys   
Enter 1 to continue

00000001 CONTINUE 8-25-2004 2:06:07 PM Wednesday CTRL NUM : 123456789012345678901234

**CONTINUE**

**CONTINUE** appears and asks you to verify the total drive-bys attempted today if you have made entries in **MRNDRIVE**, **AFTDRIVE**, and/or **EVNDRIVE**. Verify the number of entries. The instrument then goes to **STRATEGS**.

The screenshot shows the 'Person Based Contact History Instrument v8.14 - 06/04/2012' application window. The menu bar includes 'Forms', 'Answer', 'Navigate', 'Options', and 'Help'. The top navigation bar has tabs for 'pCHI' and 'Roster Information'. The main content area displays the following text:

• **MOVED**

• Select the categories that describe this move situation.  
• Enter all that apply, separate with commas.

A list of options follows:

- 1. Address unknown
- 2. New address in FR's area
- 3. New address - transfer to different RO/FR
- 4. Further work needed to get address
- 5. Other - specify

In the bottom left corner of the main panel, the word 'Movers' is visible. At the very bottom of the screen, a taskbar shows icons for '00000001', 'NCTMOVED', '6-14-2012', '2:43:44 PM', and other system icons.

**NCTMOVED**

**NCTMOVED** appears when Precode (13) "Sample respondent moved – specify," was marked in **NCTPER**. Mark the appropriate precode for the situation.

Do not select Precode (2), "New address in FR's area," or Precode (3), "New address – transfer to different RO/FR," for the NCVS. These two precodes pertain to other surveys and not the NCVS.

All responses go to **STRATEGS**, except for Precode (5), "Other – specify," which goes to **MOVEDOTH**.

The screenshot shows the 'Person Based Contact History Instrument v8.14 - 06/04/2012' application window. The menu bar includes 'Forms', 'Answer', 'Navigate', 'Options', and 'Help'. The top navigation bar has tabs for 'pCHI' and 'Roster Information'. The main content area displays the following text:

- **OTHER Non Contact Moved Category**
- Specify the details about this move situation.

Below this, there is a text input field labeled 'Other Moved Category' with a placeholder 'Type here...'. At the bottom of the window, there is a status bar with the following information:

00000001 | MOVEDOTH | 6-14-2012 | 2:46:58 PM | [redacted]

**MOVEDOTH**

**MOVEDOTH** appears when Precode (5), "Other – specify," was marked in **NCTMOVED**. Specify the "other" move situation. This item allows 80 characters. The instrument then goes to **STRATEGS**.

The screenshot shows a software window titled "Person Based Contact History Instrument v8.13 - 05/17/2012". The menu bar includes "Forms", "Answer", "Navigate", "Options", and "Help". The left sidebar has tabs for "pCHI" and "Roster Information", with "pCHI" selected. The main content area displays the following text:

- **OTHER Noncontact Personal Visit Category**
- Specify the details about this personal visit noncontact.

Below this, there is a text input field labeled "Other Noncontact Personal Visit Category" with a placeholder "[ ]". At the bottom of the window, there is a status bar with the following information:

00000001	NCTPEROT	5-29-2012	10:55:18 AM	[ ]	[ ]
----------	----------	-----------	-------------	-----	-----

**NCTPEROT**

**NCTPEROT** appears when **NCTPER** was answered with Precode (15), "Other-specify." This item allows 80 characters. Enter the details of this personal visit noncontact. The instrument then proceeds to **STRATEGS**.

The screenshot shows a Windows application window titled "Person Based Contact History Instrument v8.13 - 05/17/2012". The menu bar includes "Forms", "Answer", "Navigate", "Options", and "Help". A toolbar below the menu has buttons for "pCHI" and "Roster Information". The main content area is titled "NONCONTACT / TELEPHONE" in bold blue text. Below it, instructions in blue text say: "Select the categories that describe this telephone noncontact." and "Enter all that apply, separate with commas.". A list of eight categories follows, each with a checkbox:

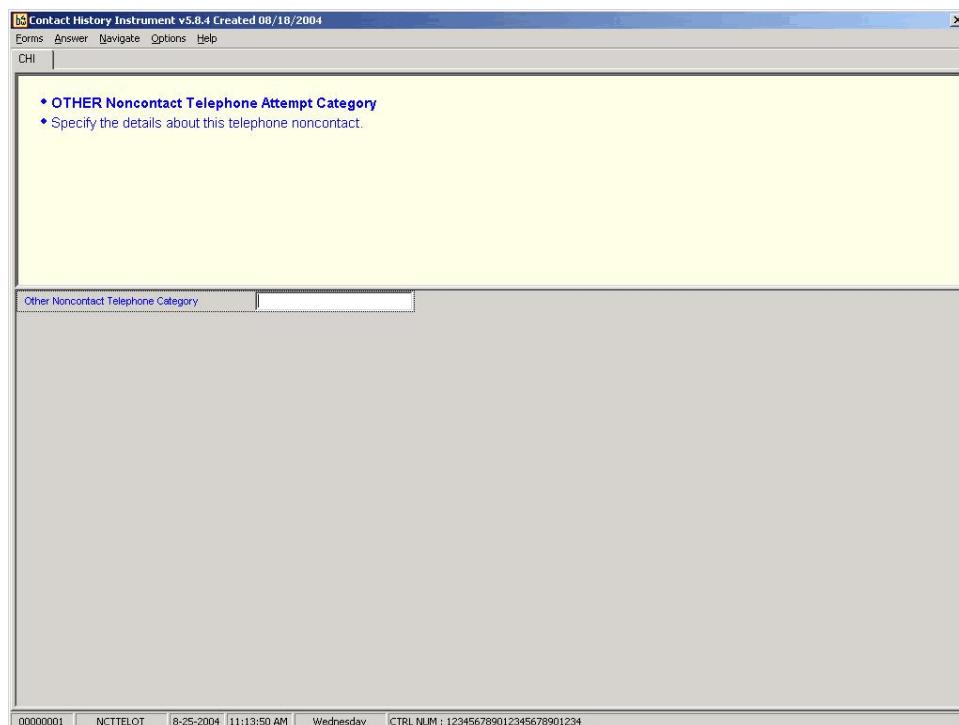
- 1. Got answering machine / service
- 2. No answer
- 3. Busy Signal
- 4. Disconnected
- 5. Wrong number
- 6. FAX number
- 7. Replacement Household
- 8. Other - specify

At the bottom of the window, there is a "Noncontact Telephone attempt" section with two input fields. The status bar at the bottom shows the session ID "00000001", the instrument name "NCTTEL", the date "6-8-2012", and the time "11:38:50 AM".

**NCTTEL**

**NCTTEL** is the “Noncontact/Telephone” item, and appears when you select Precode (2) “Telephone” as the type of contact attempt made in **PERORTEL** and you have selected Precode (2), “Contact with NON-SAMPLE unit member,” or Precode (3), “Noncontact,” at item **CASECONTACT**. Select all categories that describe why contact could not be made.

The instrument then proceeds to **STRATEGS**, unless you enter Precode (8), “Other - specify.” In that case, the instrument goes to **NCTTELOT**.

**NCTTELOT**

**NCTTELOT** appears when **NCTTEL** was answered with Precode (8), "Other - specify." Enter the details of this telephone noncontact. The instrument then proceeds to **STRATEGS**.

## **Topic 4. The pCHI and Households With a Roster**

### **Features of the person section**

When a roster exists for the household, the instrument goes through Items **CTATEMPT**, **TIMEOFCT**, **FR\_DATE**, **FR\_TIME**, and **PERORTEL** as shown on Pages D2-7 through D2-11. The person section of the pCHI instrument appears next.

This section of the pCHI allows you to enter contact information for individual respondents within the sample household.

The pCHI receives roster information from the NCVS instrument and cycles through each NCVS eligible person. Update the contact history for each NCVS eligible household member. When you have updated for each eligible member, the pCHI sends you back to the Case Management screen.

After you complete a household member's NCVS interview, no further entries in pCHI are required for the household member during that interview period.

### **Household roster access**

You may view the roster and corresponding line numbers for each household member at any time by clicking the "Roster Information" tab at the top left of the screen.

Exit the roster by clicking on the "pCHI" tab or entering 1 to continue.

Person Based Contact History Instrument v8.13 - 05/17/2012

Forms Answer Navigate Options Help

pCHI Roster Information

**• pCHI - CONTACT**

• Select outcome that best describes this contact attempt.

LNO	NAME	AGE	BIRTHDATE	SEX
1	Dejuan Loe	46	03/22/1965	M
2	Derrek Loe	31	02/20/1980	M
3 (C)	Larry Boe	32	05/30/1978	M
4	Thomas Loe	54	01/22/1957	M

End of Roster  
(C)omplete or (I)nactive HH Member

1. Made contact with **one** or **more** eligible person(s)  
 2. Made contact with only non-eligible persons  
 3. Noncontact

pContact | **1** Contactone

00000002 | pCASECONTACT | 5-30-2012 | 2:09:23 PM |

**pCASECONTACT**

**pCASECONTACT** is the pCHI screen that shows the entire household roster. It shows five columns:

- LNO – person's line number and interview status:
  - (C) denotes a completed interview – person has completed their NCVS interview during a previous contact,
  - (I) denotes an ineligible person/ non-household member – persons who are no longer eligible household members or are not eligible for the NCVS
  - If neither (C) nor (I) is displayed, it means that this line number is eligible for pCHI: they are NCVS eligible and did not complete their NCVS interview during a previous contact.
- NAME – person's name
- AGE – person's age
- BIRTHDATE – person's birth date
- SEX – person's sex

Enter Precode (1), "Made contact with one or more eligible person(s)," if you made contact with one or more eligible persons. Select Precode (1) when you made contact with eligible persons, whether you completed their interview or only spoke with them. The instrument then goes to **PCONTACTPER**.

Enter Precode (2), "Made contact with only non-eligible persons," if the only people you made contact with were ineligible persons on the roster or those whose interview is already complete.

Enter Precode (3), "Noncontact," if you were unable to make a contact.

For Precodes (2) and (3), the instrument goes to **NCTPER** for a personal visit contact. It goes to **NCTTEL** for a telephone contact.

The screenshot shows the pCHI software window with the title bar "Person Based Contact History Instrument v8.13 - 05/17/2012". The menu bar includes "Forms", "Answer", "Navigate", "Options", and "Help". The top navigation bar has tabs "pCHI" and "Roster Information".

**• PERSON CONTACT**

**• Did you make contact with Thomas Loe or a knowledgeable proxy for Thomas Loe ?**  
(C)omplete (I)nactive HH Member

Below the question, there is a list of options:

- 1. Made contact with Thomas Loe
- 2. Made contact with proxy
- 3. Noncontact

A large table below lists individuals and their contact status. The columns are labeled: Contact, Non-Contact, Other Non-Contact Attempt, Contact Attempt, Partial /Unable to Conduct, Language Issue, Language List, Specify Language /Dialect, and Other Contact Categor.

	Contact	Non-Contact	Other Non-Contact Attempt	Contact Attempt	Partial /Unable to Conduct	Language Issue	Language List	Specify Language /Dialect	Other Contact Categor
(C) Dejuan Loe	[1]								
(I) Derrek Loe	[2]								
(I) Larry Boe	[3]								
Thomas Loe	[4] <input checked="" type="checkbox"/>			<input type="checkbox"/>					

At the bottom of the screen, the footer shows: 00000003 | PCONTACTPER | 5-29-2012 | 4:08:50 PM |

## PCONTACTPER

**PCONTACTPER** is the first "person level" question in the pCHI. This and subsequent items are formatted to show the NCVS roster. The pCHI collects contact information for each line

---

number until you have entered information for each eligible household member.

**PCONTACTPER** asks about each eligible individual on the roster, “Did you make contact with (NAME) or a knowledgeable proxy for (NAME)?”

- Enter Precode (1), “Made contact with (NAME),” if you made contact with the named household member during this contact attempt. The instrument goes to **pCTTYPE**.
- Enter Precode (2), “Made contact with proxy” if you made contact with a knowledgeable proxy for the named household member. The instrument goes to **pCTTYPE**.
- Enter Precode (3), “Noncontact,” if you did not make contact with the named household member. The instrument goes to **pNOCONTACT**.

**Person Based Contact History Instrument v8.16 - 06/21/2012**

Forms Answer Navigate Options Help

pCHI | Roster Information

**• NONCONTACT**

- Select the categories that describes this non-contact.
- Enter all that apply, separate with commas.

1. Person not home  
 2. Person home but inconvenient time  
 3. Person home but avoided contact  
 4. Person on vacation or temporarily away  
 5. Person moved  
 6. Other - specify

	Contact	Non-Contact	Other Non-Contact Attempt	Contact Attempt	Partial /Unable to Conduct	Language Issue	Language List	Specify Language /Dialect	Other Contact Categor
Dejuan Loe	[1] <input type="checkbox" value="3"/>	<input type="checkbox"/>							
Derrek Loe	[2] <input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>					
Larry Boe	[3] <input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>					
Thomas Loe	[4] <input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>					

00000002 pNOCONTACT 6-27-2012 2:46:15 PM

**pNOCONTACT**

**pNOCONTACT** appears when Precode (3), “Noncontact,” is marked in **PCONTACTPER**. Mark the appropriate precode(s) to explain the reason(s) for the noncontact. Precodes (1) – (5) go to **pSTRATEGS**.

Precode (3), “Person home but avoided contact,” is a category added to record situations in which the respondent is at home, but not answering the door.

Precode (6), “Other – specify,” continues to **pNONCONOTH** to collect the “other” reason for personal visit noncontact.

**• OTHER NON-CONTACT**

- Specify the details about this noncontact.

	Contact	Non-Contact	Other Non-Contact Attempt	Contact Attempt	Partial /Unable to Conduct	Language Issue	Language List	Specify Language /Dialect	Other Contact Categor
Dejuan Loe	[1] <input type="text" value="2"/>			[2] <input type="text" value="2"/>	[1] <input type="text" value="1"/>				
Derrek Loe	[2] <input type="text" value="3"/>	6							
(C) Larry Boe	[3]								
Thomas Loe	[4] <input type="text" value=""/>								

00000002 pNONCONOTH 5-30-2012 3:34:52 PM

**pNONCONOTH**

**pNONCONOTH** appears when Precode (6), “Other – specify” was marked in **pNOCONTACT**. Enter the “other” reason for the noncontact. This item allows for 80 characters.

The instrument proceeds to **pSTRATEGS**.

**• CONTACT TYPE**

• Select the category that best describes this contact attempt.

<input type="radio"/> 1. Completed interview
<input type="radio"/> 2. Partial interview
<input type="radio"/> 3. Unable to conduct interview

	Contact	Non-Contact	Other Non-Contact Attempt	Contact Attempt	Partial /Unable to Conduct	Language Issue	Language List	Specify Language /Dialect	Other Contact Categor
(C) Dejuan Loe [1]									
(I) Derrek Loe [2]									
(I) Larry Boe [3]									
Thomas Loe [4] <input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>					

**pCTTYPE**

If you make contact with a household member or eligible proxy, **pCTTYPE** asks whether the contact resulted in a completed interview, partial interview, or no interview.

Enter Precode (1), “Completed interview,” for a fully completed interview for the respondent. The instrument goes to **pRSPNDENT**.

Enter Precode (2), “Partial interview” for a partial interview for the respondent. A partial interview occurs when you start an interview with a respondent or a proxy respondent, but were unable to complete the interview. Also, select this precode when you have completed a respondent’s NCVS interview but were not able to complete their supplement interview during this contact. (This is necessary so you can document subsequent contact attempts to complete the supplement interview.) The instrument goes to **pNONINTER**.

Enter Precode (3), "Unable to conduct interview," if no interview was conducted for that respondent. The instrument goes to **pNONINTER**.

The screenshot shows the pCHI software interface. At the top, there's a menu bar with 'Forms', 'Answer', 'Navigate', 'Options', and 'Help'. Below the menu is a tab bar with 'pCHI' and 'Roster Information'. The main window has a title 'PARTIAL INTERVIEW OR UNABLE TO CONDUCT INTERVIEW' with bullet points: 'Select the categories that describe why you were not able to conduct or complete the interview during this contact attempt.' and 'Enter all that apply, separate with commas.' Below this is a list of checkboxes for reasons: 1. Inconvenient time, 2. Respondent is reluctant, 3. Language problem - specify, 4. Health problem, 5. Potential Type-Z, 6. Other - specify. At the bottom, there's a data entry grid for household members. The columns are labeled: Contact, Non-Contact, Other Non-Contact Attempt, Contact Attempt, Partial /Unable to Conduct, Language Issue, Language List, Specify Language /Dialect, and Other Contact Categor. The grid contains rows for household members: (C) Dejuan Loe [1], (I) Derrek Loe [2], (I) Larry Boe [3], and Thomas Loe [4]. The 'Partial /Unable to Conduct' column for Thomas Loe has a value of '2'.

	Contact	Non-Contact	Other Non-Contact Attempt	Contact Attempt	Partial /Unable to Conduct	Language Issue	Language List	Specify Language /Dialect	Other Contact Categor
(C) Dejuan Loe	[1]								
(I) Derrek Loe	[2]								
(I) Larry Boe	[3]								
Thomas Loe	[4] 1			2					

### pNONINTER

**pNONINTER** asks the reasons for the noninterview for the household member.

Notice Precode (5), "Potential Type-Z." This category was added in order to record respondents who you believe may become Type Z noninterviews or have been coded as a Type Z noninterview in the NCVS instrument.

If you select:

- Precode (1), "Inconvenient time," the instrument goes to **pRSPNDENT**.
- Precode (2), "Respondent is reluctant," the instrument goes to **pRSPNDENT**.
- Precode (3), "Language problem – specify," the instrument goes to **pLANGUAGE**.
- Precode (4), "Health problem," the instrument goes to **pRSPNDENT**.
- Precode (5), "Potential Type Z," the instrument goes to **pRSPNDENT**.
- Precode (6), "Other – specify," the instrument goes to **pCTOTHER**.

Person Based Contact History Instrument v8.13 - 05/17/2012

Forms Answer Navigate Options Help

pCHI | Roster Information |

**• OTHER Contact Category**

**• Specify the reason for not completing the interview during this contact attempt.**

			Language Issue	Language List	Specify Language /Dialect	Other Contact Category	Concern /Behavior /Reluctance	Other Reluctant Respondent	Strategies Attempted	Other Strategy Attempt	
(C)	Dejuan Loe	[1]									
(I)	Derrek Loe	[2]									
(I)	Larry Boe	[3]									
Thomas	Loe	[4]									

00000003 pCTOTHER 5-29-2012 4:11:46 PM

**pCTOTHER**

**pCTOTHER** appears when Precode (6), "Other – specify" is selected at **pNONINTER**. Enter the "other" reason in the space provided. This field allows for up to 80 characters.

The instrument then goes to **pRSPNDENT**.

• **LANGUAGE**

- Select the categories that describe this language situation.
- Enter all that apply, separate with commas.

1. Specify language or dialect.  
 2. No household member able to translate  
 3. Contact RO about language problem  
 4. Unable to find translator  
 5. No time left to find translator

	Partial /Unable to Conduct	Language Issue	Language List	Specify Language /Dialect	Other Contact Category	Concern /Behavior /Reluctance	Other Reluctant Respondent	Strategies Attempted	Ott Str Attr
(C) Dejuan Loe	[1]								
(I) Derrek Loe	[2]								
(I) Larry Boe	[3]								
Thomas Loe	[4]	3							

00000003 pLANGUAGE 5-29-2012 4:12:22 PM

**pLANGUAGE**

**pLANGUAGE** appears if Precode (3), "Language problem – specify" is selected at **pNONINTER**.

Record the language situation that led to the noninterview during this contact attempt. Mark the appropriate precode.

Marking Precode (1), "Specify language or dialect," takes you to **LANGLIST**. All other responses go to **RSPNDENT**.

**Person Based Contact History Instrument v8.13 - 05/17/2012**

Forms Answer Navigate Options Help  
pCHI Roster Information

• LANGUAGE LIST

• Specify language or dialect.

<input type="radio"/> 11. Spanish	<input type="radio"/> 22. Russian
<input type="radio"/> 12. Arabic	<input type="radio"/> 23. Tagalog
<input type="radio"/> 13. Chinese	<input type="radio"/> 24. Urdu
<input type="radio"/> 14. French	<input type="radio"/> 25. Vietnamese
<input type="radio"/> 15. German	<input type="radio"/> 26. Other - Specify
<input type="radio"/> 16. Greek	<input type="radio"/> 27. Unknown language
<input type="radio"/> 17. Italian	<input type="radio"/> 28. Other problem - hard of hearing
<input type="radio"/> 18. Japanese	
<input type="radio"/> 19. Korean	
<input type="radio"/> 20. Polish	
<input type="radio"/> 21. Portuguese	

	Partial /Unable to Conduct	Language Issue	Language List	Specify Language /Dialect	Other Contact Category	Concern /Behavior /Reluctance	Other Reluctant Respondent	Strategies Attempted	Oth Str Attr
(C) Dejuan Loe	[1]								
(I) Derrek Loe	[2]								
(I) Larry Boe	[3]								
Thomas Loe	[4]	3	1						

00000003 pLangLIST 5-29-2012 4:13:24 PM

**pLangLIST**

**pLangLIST** appears when Precode (1), “Specify language or dialect,” is selected in **pLANGUAGE**. Mark the appropriate precode for the language or other problem.

For Precodes (11) - (25) and (27) - (28), the instrument goes to **pRSPNDENT**. For Precode (26), the instrument goes to **pSPECLANG**.

**• SPECIFY LANGUAGE OR DIALECT.**

	Partial /Unable to Conduct	Language Issue	Language List	Specify Language /Dialect	Other Contact Category	Concern /Behavior /Reluctance	Other Reluctant Respondent	Strategies Attempted	Off Str Att
(C) Dejuan Loe	[1]								
(I) Derrek Loe	[2]								
(I) Larry Boe	[3]								
Thomas Loe	[4]	3	1	26					

00000003 pSPECLANG 5-29-2012 4:13:55 PM

**pSPECLANG**

**pSPECLANG** appears when Precode (26), "Other-specify" was marked in **pLangLIST**. Specify the language or dialect. This item allows 80 characters.

The instrument then goes to **pRSPNDENT**.

Person Based Contact History Instrument v8.13 - 05/17/2012

Forms Answer Navigate Options Help

pCHI Roster Information

**• CONCERN / BEHAVIOR / RELUCTANCE**

• Select the categories that describe respondent concerns, behaviors, or reluctance during this contact attempt.

• Enter all that apply, separate with commas.

<input type="checkbox"/> 1. Not interested / Does not want to be bothered	<input type="checkbox"/> 12. Hostile or threatens FR
<input type="checkbox"/> 2. Too busy	<input type="checkbox"/> 13. Other household members tell respondent not to participate
<input checked="" type="checkbox"/> 3. Interview takes too much time	<input type="checkbox"/> 14. Talk only to specific household member
<input type="checkbox"/> 4. Breaks appointments (puts off FR indefinitely)	<input type="checkbox"/> 15. Family issues
<input type="checkbox"/> 5. Scheduling difficulties	<input type="checkbox"/> 16. Respondent requests same FR as last time
<input type="checkbox"/> 6. Survey is voluntary	<input type="checkbox"/> 17. Gave that information last time
<input type="checkbox"/> 7. Privacy concerns	<input type="checkbox"/> 18. Asked too many personal questions last time
<input type="checkbox"/> 8. Anti-government concerns	<input type="checkbox"/> 19. Too many interviews
<input type="checkbox"/> 9. Does not understand survey / Asks questions about the survey	<input type="checkbox"/> 20. Last interview took too long
<input type="checkbox"/> 10. Survey content does not apply (retired, healthy, no crimes to report)	<input type="checkbox"/> 21. Intends to quit survey
<input type="checkbox"/> 11. Hang-up / slams door on FR	<input type="checkbox"/> 22. No concerns
	<input type="checkbox"/> 23. Other - specify

	Contact	Non-Contact	Other Non-Contact Attempt	Contact Attempt	Partial /Unable to Conduct	Language Issue	Language List	Specify Language /Dialect	Other Contact Category	Concern /Behavior /Reluctance	Other Reluctant Respondent	Strategies Attempted	Other Strategy Attempt	
Thomas Loe	[4] 1			[2]	[2]									

00000003 pRSPNDENT 5-29-2012 4:16:30 PM

**pRSPNDENT**

In **pRSPNDENT**, mark the respondent's concerns, behaviors, or reluctance during this contact attempt. Enter all that apply; separate with commas.

Select the categories in this question in the order the respondent mentions them. **For example**, a respondent may be reluctant to complete the interview because of privacy concerns, then say they are too busy to complete it. In this scenario, select Precode (7) "Privacy concerns," then Precode (2), "Too busy."

When selecting multiple categories in **pRSPNDENT**, you cannot select Precode (22), "No concerns," in combination with any other category. If it is selected with other categories, error message **CONCERNSBEHAVIORRELUCT** appears.

After making all selections, if you selected Precode (23), "Other – specify" the instrument continues with **pRSPNDOTH**. Otherwise, the instrument goes to **pSTRATEGS**.

**• OTHER CONCERNS/BEHAVIORS/RELUCTANCE**

• Specify other concerns/behaviors/reluctance during this contact attempt.

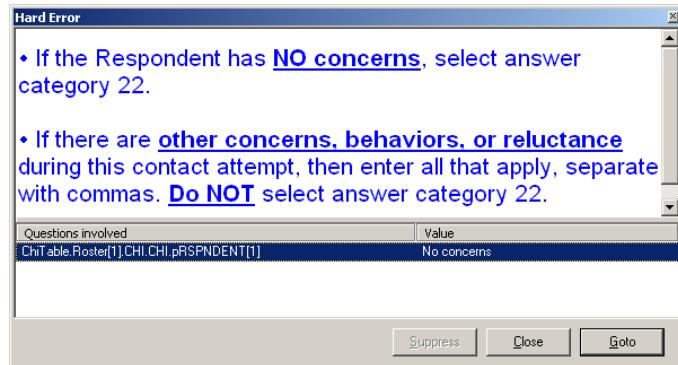
Other Contact Category	Concern /Behavior /Reluctance	Other Reluctant Respondent	Strategies Attempted	Other Strategy Attempt
Thomas Loe [4]	23		23	

00000003 pRSPNDOTH 5-29-2012 4:17:33 PM

**pRSPNDOTH**

**pRSPNDOTH** appears if Precode (23), "Other – specify," was marked in **pRSPNDENT**. Enter the "other" category. This item allows 80 characters.

After this item, the instrument goes to **pSTRATEGS**.

**CONCERNSBEHAVIORRELUCT**

**CONCERNSBEHAVIORRELUCT** is a hard error check item. It appears if Precode (22), "No concerns," was selected in addition to any other precode in **pRSPNDENT**. Click on "Goto" to return to **pRSPNDENT** and correct the error to dismiss the check item and continue.

**• CONTACT STRATEGIES ATTEMPTED**

• Select the categories that describe the strategies used on this contact attempt.  
 • Enter all that apply, separate with commas.

<input type="checkbox"/> 1. Advance letter given	<input type="checkbox"/> 13. Contacted other family members
<input type="checkbox"/> 2. Scheduled appointment	<input type="checkbox"/> 14. Contacted property manager
<input type="checkbox"/> 3. Left note / appointment card	<input type="checkbox"/> 15. Visited county assessor / post office / permit office
<input type="checkbox"/> 4. Left promotional packet / informational brochure	<input type="checkbox"/> 16. On-line tracking database
<input type="checkbox"/> 5. Called household	<input type="checkbox"/> 17. Sought help from SFR / RO
<input type="checkbox"/> 6. Left message on answering machine	<input type="checkbox"/> 18. Reassignment
<input type="checkbox"/> 7. FR will request No One Home Letter	<input type="checkbox"/> 19. Offered incentive
<input type="checkbox"/> 8. FR will request Refusal Letter	<input type="checkbox"/> 20. CED double placement
<input type="checkbox"/> 9. FR will request Better Understanding Letter	<input type="checkbox"/> 21. Used MAF or ALMI
<input type="checkbox"/> 10. Called contact persons	<input type="checkbox"/> 22. No Strategies
<input type="checkbox"/> 11. Stake-out	<input checked="" type="checkbox"/> 23. Other - specify
<input type="checkbox"/> 12. Checked with neighbors	

	Other Contact Category	Concern /Behavior /Reluctance	Other Reluctant Respondent	Strategies Attempted	Other Strategy Attempt
Thomas Loe	[4]	18		23	

00000003 pSTRATEGS 5/29/2012 4:28:16 PM

**pSTRATEGS**

**pSTRATEGS** asks about contact strategies attempted for the respondent. It appears for all contact attempts. **pSTRATEGS** is designed to help you keep track of all the strategies you have used to make contact for each household member.

Notice Precode (19), "Offered incentive." This refers to monetary incentives that some surveys offer. Do not select this precode for the NCVS. Currently, the NCVS does not offer any monetary incentives.

Precode (20) – "CED double placement" is only used in the Consumer Expenditures survey. Do not mark this category for the NCVS.

Precode (22) – "No Strategies" refers to THIS particular contact attempt, not all previous attempts. Mark this category if you did not use any specific technique for this contact attempt.

When selecting multiple precodes in this item, you cannot select Precode (22), "No Strategies" in combination with any other precode. If you do, check item **CONTACTSTRATATTEMPTED** appears. Return to **pSTRATEGS** and correct your error to dismiss the check item and continue.

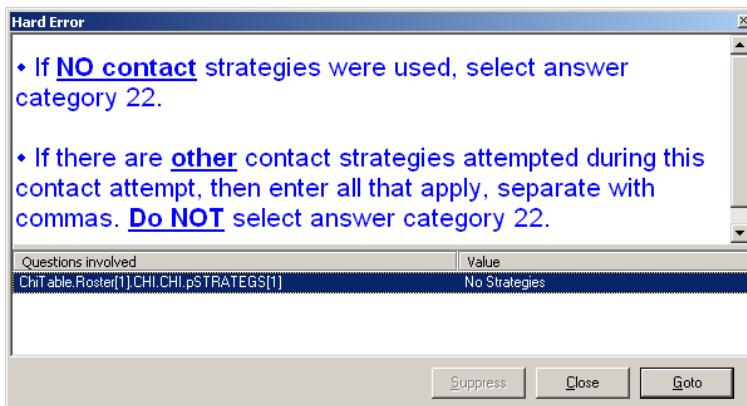
When Precode (23), "Other-specify" is selected, the instrument continues with **pSTRATOTH**. Otherwise, it goes to **pCONTACTPER** for the next eligible respondent.

Other Contact Category	Concern /Behavior /Reluctance	Other Reluctant Respondent	Strategies Attempted	Other Strategy Attempt
Thomas Loe [4]	18	23		

**pSTRATOTH**

**pSTRATOTH** appears if Precode (23), "Other – specify" was marked in **pSTRATEGS**. Enter the "other" strategy. This field allows 80 characters.

After you complete this item, the instrument goes to **pCONTACTPER** for the next eligible respondent so you can enter their contact information. When you are finished entering the contact information for each eligible household member, you exit pCHI.



#### CONTACTSTRATATTEMPTED

**CONTACTSTRATATTEMPTED** is a hard error check item, which appears when Precode (22), "No Strategies," is selected in addition to any other precode in **pSTRATEGES**. Click on "Goto" to return to **pSTRATEGES** and correct the error to dismiss the check item and continue.

#### Remember...

Enter pCHI after EACH contact attempt. This is a great way for you to keep track of your efforts with each respondent. It's also a quick way for you to see what days and times you have attempted to make contact, so you can come up with strategies to contact that respondent and get the interview.

## Topic 5. How to Code the pCHI in Specific Situations

**When the Only Person Contacted During A Contact Attempt Has Already Completed Their Interview**

You may encounter situations in which the only person contacted has already completed their interview.

**For example:** You are contacting a household to follow up on a respondent who has not yet completed their interview. When you call the respondent (Line 2) they are not at home, but you speak with another respondent (Line 1) who has already completed their NCVS interview. In this situation, code that you did not make contact with an eligible household member and code Line 2 as a noncontact.

At **pCASECONTACT**, select Precode (2), “Made contact with only non-eligible persons” to record the fact that you made contact with someone, but that person was not eligible as they had already completed their interview. Code the noncontact with Line 2 and record the applicable contact information in the remaining pCHI items for Line 2.

**Coding a Replacement Household**

**For example:** *During a telephone call* you find out that the previous respondents have moved from the sample address. At **pCASECONTACT** select Precode (2), “Made contact with only non-eligible persons” to record the fact that you made contact with someone, but did not have contact with any eligible persons. At **NCTTEL** select Precode (7), “Replacement Household” to note that this might be a replacement household. Record the applicable contact information in the remaining pCHI screens.

**For example:** *During a personal visit* you find out that the previous respondents have moved away from the sample address and new respondents have moved in. For the parent case that is closing out as a Type C, code **pCASECONTACT** as Precode (3), “Noncontact” in order to record the fact that this is a replacement household. At **NCTPER** select Precode (14), “Replacement Household,” then record the applicable contact information in the remaining pCHI screens.

There are no special procedures to follow for the newly spawned case.

**When Someone Has Moved Out of the Household and the Case is Not a Replacement Household**

When someone has moved out of the household, but other household members from the last enumeration still live at the sample address, that person is considered a nonhousehold member. If this change is discovered while

---

updating the household roster, the person who has moved out is ineligible for the NCVS and therefore not eligible in pCHI. Do not collect contact information for that person.

However, if the change in household membership is discovered after the roster has been verified, that person is still displayed as eligible in pCHI because they are on the household roster in the NCVS instrument. (This can occur when a college student is away at college, but the household respondent considers them a household member because they return home for holidays and summer vacation. In this situation, document that this person has moved out of the household in pCHI.)

For this person, code **PCONTACTPER** as “Noncontact,” Precode (3). At **pNOCONTACT** select Precode (5), “Person moved” to note that the person moved away from the sample address.

#### **Coding a Respondent As a Type Z Noninterview**

In pCHI you can mark someone as a potential Type Z noninterview to show that a person is reluctant OR as an actual Type Z noninterview once a respondent has been coded as a Type Z in the NCVS instrument.

To code a respondent as a Type Z or potential Type Z code that contact was made with the respondent, as the noncontact path in pCHI does not contain a category for Type Z noninterviews. To code a Type Z or potential Type Z enter Precode (1), “Made contact with (NAME)” in Item **PCONTACTPER** and select Precode (3), “Unable to conduct interview” at **pCTTYPE**. At **pNONINTER** select Precode (5), “Potential Type Z” to document the noninterview or potential noninterview situation. Record the applicable contact attempt information in the remaining pCHI screens.

Note that selecting Precode (5), “Potential Type Z” at Item **pNONINTER** does not make that respondent a Type Z noninterview in the NCVS instrument. Selecting Precode (5), “Potential Type Z” at **pNONINTER** only documents the situation, and does not code a respondent as a noninterview. All Type Z noninterviews must be coded in the NCVS instrument.