

Part C, Chapter 2

The “Front” of the CPS Instrument

Topic	See Page
2.A Overview	C2-3
2.B Address	C2-6
2.C Contact Information	C2-6
2.D Own or Rent	C2-7
2.E Classification of Living Quarters	C2-8

PART C, CHAPTER 2 THE "FRONT" OF THE CPS INTERVIEW

2.A OVERVIEW

The beginning of the Current Population Survey (CPS) instrument consists of a series of questions that establish if you are interviewing the correct household. This is the "FRONT" of the instrument.

This section covers several of the items in the front portion of the instrument. You can tell which item you are on by looking at the lower left hand corner of the screen. For example, you will see START_CP (Figure C6) near the lower left hand corner of the first screen you see. This screen marks the beginning of the CPS instrument. It displays the status of the case and the current date and time. The version number in the left top margin can be used to ensure that all FRs

and CATI interviewers are using the same version of the instrument.

The first option (1) takes you through a telephone interview. The second option (2) follows the introductory screens for a personal interview and includes notes. The third option (3) skips you over the notes and goes directly to the INTROB_CP screen. A fourth option (4) is for cases that are Noninterviews. Option (5), Ready to Transmit will appear for sufficient partial interviews. CATI interviewers do not need this option since they conduct only telephone interviews and their completed interviews are automatically sent to headquarters. Option (6), Quit, Do not attempt now allows you to get out of a case if you accessed it by mistake.

Figure C6. START_CP, First Item in the CPS Instrument

Current Population Survey - Ver 1.53 ASEC ver 1.17

Forms Answer Navigate Options Help

CPS ADDR FAQ ROS OPTOUT Exit/F10

◆ CENSUS CATI/CAPI SYSTEM
Current Population Survey

Case status is: Need Coverage/Demographics

Date is: 6/9/2006 Time is: 10:01 AM

INTERVIEW NUMBER: 1

1. Telephone interview
 2. Personal interview (See notes)
 3. Personal interview (Skip all notes and go to INTROB)
 4. Noninterview
 5. Ready to transmit case - no more followup
 6. Quit: Do not attempt now

CATI Hello

Start

00000021 START_CP 10:01:16 AM 6-9-2006 1 2/844

"The Case status is:" field will contain one of the following:

New case	This is the 1st time you have called up this case this month.
Unreached household	You called up the case before but did not reach the household.
Household reached	You contacted the household, but did not complete any part of the labor force interview.
Household refusal	You contacted the household and they refused to be interviewed.
Need Coverage/ Demographics	You contacted the household, but no coverage or demographics information.
Need LBFR + Suppl	You contacted the household and collected demographics, but no labor force or supplement information.
Need LBFR, only	You collected demographics, but no labor force information. (Non- supplement months)
Need Suppl only	You completed the demographics and labor force portions of the instrument.

If the "Date is:" field, in the center of the screen, is prior to Sunday of interview week, you must check that the date on your computer is set correctly before beginning your work assignment. The Blaise instrument uses the date in your computer to set some of the fills in the question text. This is especially used for the year. If the year on the computer is incorrect, the year in the question will also be wrong.

There will be cases where you get through the demographics and part of the labor force and have to F10 out of the interview. In these cases, the instrument will set the outcome code to 204 for the case. If you

return to the interview at a later time and the respondent refuses, you cannot select NONINTERVIEW since the case was already partially interviewed. For that reason, the NONINTERVIEW category is not on the INTROB screen the second time you enter an interview under these circumstances. In this case you would select (5) Ready to Transmit case - no more followup at this screen and then continue through the Type Z questions as to why the remainder of the labor force information was not collected.

After the start screen, you will see a series of screens providing case-contacting information, such as the SHOROS_CP, which display the household composition. (The SHOROS_CP screen is shown in Figure C7.)

The SHOW_INFO_CP screen tells you how to access information from the previous month. Ctrl + T will display best time to call information and Ctrl + F7 will display case level notes previously collected. This screen also tells you if there is possibly a new telephone number or a vacation telephone number if it was reported during the previous month.

Figure C7. SHOROS_CP, Household Composition Screen

LN	NAME	M	RELATION	PR	SX	AGE	MAR	SP	AN	ED	RC	HS
1	Holly Reynolds	Y	Ref Per	0	2	56	MAR	2	N	43	2	
2	Thomas Reynolds	Y	Spouse	0	1	0	MAR	0	N	0	2	
3	Maureen Griffin	Y	Child	1	2	36	WID	0	N	39	2	
4	Ricky Griffin	Y	Grandchild	3	1	7	NM	0	N	0	1	

The GENINTRO_CP screen (Figure C8) guides you as to how to introduce yourself when you contact the household, and asks you to speak to last month's respondent or obtain a new one.

If the case has been recycled from CATI, you will see the SHO_RECYC_CP screen. This screen displays the outcome, the appointment information, and the notes from CATI. If the case is a partial interview, this screen will display where the interview was interrupted.

You then check to see if you are at the address listed. If you are not at the correct address, recheck your listing sheet. If you are unable to locate the address listed, notify your Regional Office supervisor. (See your 11-8, Listing and Coverage Manual or 11-922, Field Representatives Guide to Locating Sample Addresses for instructions on addresses you are unable to find.) Once you reach the correct household, determine the residency status of the unit.

Next, confirm that you have reached a private residence. You may find it necessary to restate your name and whom you represent. In addition, you will need to read the description of the survey.

Figure C8. Example of GENINTRO_CP Screen

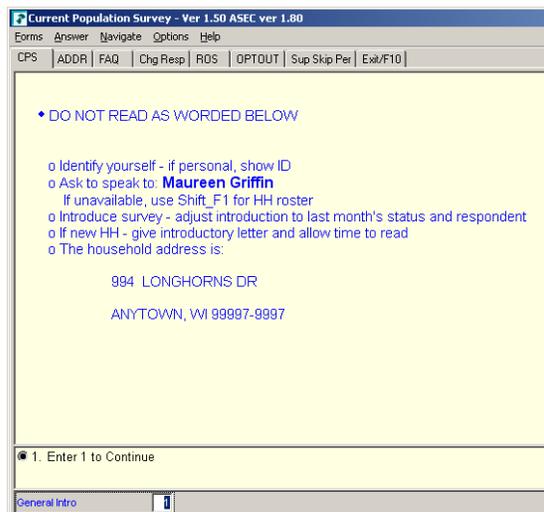
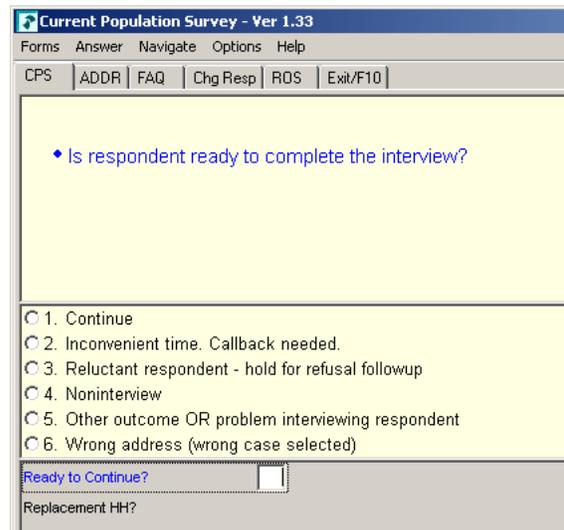


Figure C9. Example of INTROB Screen



At INTROB (Figure C9) you can exit the interview, or continue.

Do not confuse precode (3), reluctant respondent, on the INTROB screen with the "refused" option on the TYPEA screen. If you are planning to follow up and attempt to convert the respondent, select precode (3). If the case is definitely a noninterview this month, select precode (4).

This is the time to explain the purpose and importance of this survey to the respondent (as described in Part A, Chapter 1). Use the information available to help you obtain a complete interview.

2.B ADDRESS

After your introduction you begin the interview by verifying the exact address.

"I have your address listed as"

Make any additions or changes necessary to the address shown on the screen. Include a physical description and ZIP code to make the address complete. You ask address and mailing address in all 1st and 5th interview numbers and all replacement households.

2.B.1 Physical Description

You may find a physical description of the address such as "White house with green shutters, etc...", DO NOT overwrite or delete this entry. In these cases, the respondent will most likely respond to your address verification by giving you the mailing address, such as box number, route number, or house number and street name. These may not have been visible at the time of listing. Enter the information in the mailing address and main address screens.

2.B.2 Problem Addresses

If you have difficulty locating the sample unit's address, refer to the address on the listing sheet or in the Automated Listing and Mapping Instrument, if available, as well as addresses on adjacent lines. Follow the instructions in your 11-8, Listing and Coverage Manual, for help in locating an address.

2.B.3 Incorrect Addresses

Make any address corrections on the listing sheets, if available, in case management and if necessary in the interviewing instrument.

2.B.4 Mailing Address

An adequate mailing address includes:

- ✓ house number (and apartment number, if any)
- ✓ street name
- ✓ name of city supplying postal service
- ✓ state
- ✓ ZIP code

In rural areas, an adequate mailing address may also include route no. (box no., if any) and name of post office.

General delivery or lock box number and Post Office, city, state, and ZIP code are also acceptable mailing addresses.

If the address is identical to the answer you received for each item for the address press "Enter" for each description.

2.C CONTACT INFORMATION

2.C.1. Type B or C Contact Information

You enter information about the respondent for Type B and C Noninterviews starting at the BCNAME screen. The information is made available the following month on returning cases. Place any additional

information you might need in the case NOTES. Refer to Part C, Chapter 6 for more information on Noninterviews.

2.C.2 Personal Visit or Telephone Interview

These coverage questions and check items that come up at the beginning of the interview are included to help you get started. For example, you have to enter whether this is a personal visit or a telephone interview.

First and fifth month interviews are required to be personal visits. As a reminder, your Case Management main display shows whether each case should be a personal visit or a telephone interview.

If you answer "telephone interview" to this question for a first or fifth month case, the computer will remind you that you need to conduct a personal visit interview.

A first or fifth month interview can be done by telephone only as a last resort. The computer asks you if this is a last resort. If you answer "no," the instrument skips to the case NOTES screen to exit the case.

To begin again, you must go back to Case Management and re-select the case. If you answer "yes," you can go on with the interview, but the instrument will mark its answer file to indicate that you obtained the information from a "last resort" interview.

2.D OWN OR RENT

You ask about ownership of the living quarters during the 1st and 5th month interview in screen TENUR_SCRN, if the occupants are home and do not have a usual residence elsewhere. See page C3-7 for instructions on determining usual place of residence.

You also ask about ownership when you first conduct an interview for:

- units previously noninterview
- replacement households

If a respondent cannot supply the information during the 1st or 5th month interview, the computer will prompt you to ask it again in the following month's interview.

2.D.1 Owned or Being Bought

Living quarters are "Owned or being bought" if the owner or co-owner is a **household member** of the unit even if (s)he still has a mortgage or has not fully paid for the unit.

A condominium or a cooperative unit is "Owned or being bought" only if the owner lives in it.

2.D.2 Rented for Cash

Living quarters are "Rented for cash" if the occupants pay or have a contract for any **money rent**.

2.D.3 Occupied Without Payment of Cash Rent

Living quarters are "Occupied without payment of cash rent" if the unit is not "Owned or being bought" and if the money rent is paid or contracted. Persons usually live in these units in exchange for services, or as a gift from a relative or friend not living in the unit. On rare occasion, a relative or friend may pay the rent and also be staying in the unit. Consider these as "occupied without payment of cash rent."

If occupants pay **only** for their utilities but **do not** pay any money rent, report the unit as "Occupied without payment of cash rent."

2.D.4 Special Situations

If a **structure contains more than one unit**, be sure the respondent understands you are referring to the unit you are interviewing. If you are interviewing a unit on the second floor, and the occupants pay rent to the owner who occupies the first floor, report the second floor unit as "Rented for Cash." If the first floor unit is in sample, report it as "Owned or being bought." Classify rooms in a rooming house or dormitory where the occupants pay room and board or room rent as "Rented for cash."

Classify **persons living on military bases who pay rent** as " Rented for Cash."

Persons living off the base often get these rental payments in the form of a housing allowance included in their earnings.

Persons living on the base do not have these payments included in their earnings.

If a **person owns a piece of property and rents adjacent property** and uses both as a single place, determine the answer based on the property the sample unit is located on.

For **occupied trailers or mobile homes**, determine the answer based on the trailer or mobile home itself. Do not base your answer on the site or land on which it is located. Enter "NA" for vacant trailers or mobile homes. If the answer to TENUR_SCRN changes or if you discover a classification error, change the classification and note it, giving the date and reason for the change.

In some housing projects for the elderly, the residents can "purchase" a unit and pay monthly maintenance fees (including health, recreation, security, etc.). The "purchaser" cannot sell the unit, and upon death the unit reverts to ownership by the sponsoring organization. No inheritance claim can take place. Treat these units as "owned."

2.E CLASSIFICATION OF LIVING QUARTERS

To classify living quarters for interviews and Type A and B noninterviews you must know the definition of a housing unit and an OTHER unit in order to fill these items properly. (Consult your 11-8, Listing and Coverage Manual or 11-922, Field Representatives Guide to Locating Sample Addresses)

Determine access by observation. Choose "Direct" if the sample unit has direct access or "Through another unit" if it does not have direct access.

2.E.1 Classification Problems

If you encounter any problems when classifying sample units, make your determination by referring to your 11-8, Listing and Coverage Manual or 11-922, Field Representatives Guide to Locating Sample Addresses, and applying the rules in the table on page C2-11. Record the problem in your case NOTES and send an INTER-COMM on classification problems to your office.

2.E.2 Determining the Type of Housing Unit

Use the following table to help you determine when to consider a unit a housing unit and when to consider a unit another unit.

HOUSING UNIT	OTHER UNIT
<p>House, Apartment, Flat. An ordinary house or apartment, an apartment over a garage or behind a store, janitor's quarters in an office building, and housing units in such structures as converted barns or sheds.</p> <p>HU in an Assisted Living Unit. An assisted living unit whose occupants don't receive 24-hour nursing care.</p> <p>HU permanent in transient hotel, motel, etc. Separate living quarters in a transient hotel, motel, motor court, etc. and occupied or intended for occupancy by permanent guests or resident employees.</p> <p>HU in rooming house and boarding house. Housing units in rooming houses, boarding houses, or combination rooming and boarding houses.</p> <p>Mobile home or trailer with no permanent room added. Open or unheated porches or sheds built onto trailers are not rooms.</p> <p>Mobile home or trailer with one or more permanent rooms added.</p> <p>HU in Student Housing. A unit occupied by married college students. A unit occupied by college students that is not owned by a college or university and is not a fraternity or sorority house. A unit occupied by college students that is leased (not owned) by a college or university.</p> <p>HU in Religious Quarters. A religious quarter intended for occupancy by a family, such as a parsonage.</p> <p>A unit in a campground, RV park, marina, race track, fairground, or recreational camp occupied by persons with no usual home elsewhere is an HU. A unit in these kinds of places is never an other unit.</p> <p>HU - not specified. Living quarters which meet the housing unit definition that do not fit into a category. Include tents, houseboats, and railroad cars if they meet the housing unit definition. Describe the unit fully in your notes.</p> <p>Classify living quarters by type, not condition. For example, report vacant or occupied dilapidated houses that are housing units and living quarters as "house, apt., flat."</p>	<p>Unit not permanent in transient hotel, motel, etc. Unit in a transient hotel, motel, motor court, etc., and occupied or intended for occupancy by transient guests or is not a housing unit.</p> <p>Unoccupied tent site or trailer site. An unoccupied site for a tent, trailer, or mobile home.</p> <p>Transitional Housing for homeless. A unit being used as transitional housing for the homeless.</p> <p>OTHER unit in Student Housing. A unit occupied by unmarried college students that is owned by a college or university or is a fraternity or sorority house.</p> <p>More examples of other units are: units in homeless shelters; units in shelters for runaway, neglected, or homeless children; units in group homes; units in halfway houses for drug/alcohol abuse; units in communes; units in maternity homes for unwed mothers; units in worker camps; units in Job Corps facilities; units in vocational training facilities; staff group quarters (dormitories for nurses and interns in general hospitals); units in rectories; units in convents; units in monasteries; YMCAs; and units in hostels.</p> <p>OTHER unit. Any OTHER unit that you cannot classify as one of the types listed above. Describe the OTHER unit fully in your notes.</p>