

Part C, Chapter 5 “Back” of the CPS Interview

Topic	See Page
5.A Ending the Interview	C5-3
5.B Scheduling Your Next Visit	C5-3
5.C Thank You	C5-6
5.D CATI Eligibility	C5-8
5.E Spanish Households	C5-8
5.F Telephone Versus Personal Visit	C5-8
5.G Verify Information	C5-9
5.H Adding Interviewer Notes (Case Notes)	C5-9
5.I Collecting Information for a Person Previously Skipped in Interview	C5-10
5.J Respondent Identification Policy (RIPFLG) collected in the “Back”	C5-11

PART C, CHAPTER 5 "BACK" OF THE CPS INTERVIEW

5.A ENDING THE INTERVIEW

After completing the labor force section of the interview and asking any school enrollment questions, you are ready to end the CPS interview. (In some months you will also need to ask supplement questions before ending the interview.) The "Back" section of the instrument wraps up the interview. You collect information to set up the next month's interview or to set a callback to finish an incomplete interview.

5.B SCHEDULING YOUR NEXT VISIT

At the end of the first and fifth CPS interview, you ask if the household has access to a telephone and if a telephone interview is acceptable .

You may need to telephone the respondent for three reasons:

- To make appointments to visit the respondent.
- To conduct interviews over the telephone.
- To obtain missed information.

If the respondent requests that you conduct the interview at another telephone number, make sure you enter this information on the secondary telephone number screen. You can also add a third telephone number, if necessary.

If a telephone interview is not acceptable do not question the respondent's reason, but explain that we will visit personally in future months.

5.B.1 Set Boosts/Blocks

At the end of each interview you ask or verify with the respondent the best time to call or visit the household for next month's interview (not for a callback this month) using boosts and blocks on the Interview Time Preference Screen. Figure C91a on page C5-4 is an example of this screen. To access this screen, press on Ctrl + T. The categories on this screen are specific categories needed for scheduling cases at the telephone centers in the event that the case is assigned to CATI. In addition to those specific categories this screen will allow you to enter a specific best time to call. This is the information that CAPI interviewers will find to be most useful for contacting respondents next month.

Figure C91a. Boosts/Blocks for Interviewer Time Preference Screen

Case ID: 0000027

BOOST (+) : left-click an hour slot. **BLOCK (-)** : right-click an hour slot.

	SUN	MON	TUE	WED	THU	FRI	SAT
9:00 AM							
10:00 AM							
11:00 AM							
12:00 PM						(+)	
1:00 PM							
2:00 PM						(-)	
3:00 PM							
4:00 PM							
5:00 PM							
6:00 PM							
7:00 PM							
8:00 PM							

Boost/Block Day of Week: Time:

Friday 12:00 pm BOOST
 Friday 2:00 pm BLOCK

Boosts are time frames (indicated in green with a plus-sign in the middle) when the respondent would like to be contacted. **Blocks** (indicated in red with a negative-sign) are time frames when the respondent does not want to be contacted.

To set a boost on a time slot, for example, 12 pm – 1 pm, Friday), left –click in the grid for 12 pm Friday. To block a time slot, for example, 2 pm – 3 pm, Friday, right-click in the grid for 2 pm Friday. You can also use the following drop down fields: Boost/Block, Day of Week, and Time to set boosts and blocks. To set a boost or block for a week for a specific time or day, left click on that time or day for a boost and right click for a block. The entire row will be highlighted. Select File; then Save to save this information. When you are finished entering this information, click on F10/Exit to return to the interview.

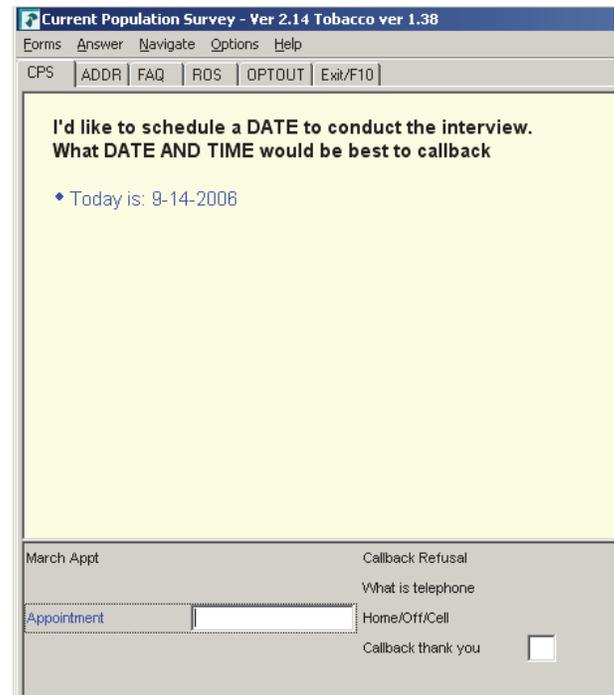
Every time slot on the Interview Time Preference screen does not have to be boosted or blocked. Make sure you boost the times that are best to contact the household and block the times to not call at all.

5.B.2 Appointment Callback Date/Time

In contrast to the Boosts/Blocks screen, which is used to schedule next month's interview, the CALLBACK screen (Figure C91b) is used to schedule a callback for this month. The instrument will automatically take you to this screen if for someone reason you need to interrupt the interview and complete the case at a later time this month. The CALLBACK screen will allow you to enter a date and time for making the callback.

Unlike the Boosts/Blocks items where the data is carried forward from one month to the next, the CALLBACK information is only held for the current interview number.

Figure C91b. Appointment Callback



5.B.3 Sunday Interviews

In interview numbers 1 and 5 households, ask if a Sunday interview is acceptable **regardless of whether you choose to interview on Sunday**. You also need to ask this in replacement households that are not in interview number 4 or 8.

This data will be helpful to you and also to interviewers at the CATI facilities. Remember, Sunday interviewing is optional and is allowed only under the following circumstances:

- If a respondent has specifically requested a Sunday interview

- If a respondent has agreed to a Sunday interview
- If a sample unit was a Type A, No one home or Temporarily absent, during the previous month

If you choose to interview on Sunday, limit your calls to the hours between noon and 9:00 p.m.

5.C THANK YOU

After completing the interview and determining the best time to contact the household, the THANKYOU screen will come up. You will either tell the respondent thank you for participating in the survey (interview numbers 4 and 8) or let him/her know that you will be contacting/calling them again next month (interview number 2-3 and 5-7). Ask if there is any reason why we would not be able to contact the household then.

5.C.1 Reason for No Contact Next Month

If the respondent informs you that there would be a reason why we would not be able to contact someone in their household next month, the instrument will prompt you for that reason (Figure C91c).

If the respondent answers (1) Temporarily Absent, on vacation, you are prompted to ask for a telephone number where they can be reached next month (VACNUM).

Figure C91c. REASON, Reason for No Contact

If precode (2) New Telephone Number at present address is selected, you are prompted to ask for the new telephone number where they can be reached next month (NEWTEL). This possible new number is then displayed the following month on the SHOROS_CP item screen.

5.C.2 Final Interview – Do’s and Don’ts

When respondents complete their eighth and final CPS interview, it is important to avoid telling them they will not receive any more calls from the Census Bureau. Thank them for their participation, but don’t tell them they will no longer receive any more calls from the Census Bureau.

You don’t need to inform respondents of their possible inclusion in future surveys, but it is possible for certain households to be selected to either the 1) Annual Social and Economic Survey, or 2) the American Time Use Survey.

5.C.3 American Time Use Survey

Here are a few points about the American Time Use Survey (ATUS). The ATUS:

- Is a continuous survey about how, where, and with whom Americans spend time
- Asks about activities such as working, sleeping, eating and watching TV
- Is sponsored by the Bureau of Labor Statistics.
- Sample is drawn from a small percentage of completed MIS-8 cases. The ATUS is conducted about two months after MIS-8 closes.
- Only one person from the sampled CPS household is selected for ATUS.
- Data are released annually by the BLS.

While the odds of a CPS household being sampled for ATUS are small because the sample size is small, it is still a possibility that a CPS household will be contacted for further data collection. It is never correct to inform a CPS respondent that MIS-8 is their last contact with the Census Bureau.

Teenagers as young as 15 are included in the ATUS sample because the activities of younger Americans are significantly different than those of older Americans and must therefore be represented.

Figure C92. CATI_EL1, CATI Eligibility

Current Population Survey - Ver 1.30

Forms Answer Navigate Options Help

CPS ADDR FAQ Chg Resp ROS F9 Exit/F10

◆ Do not ask

Some cases should not go to CATI because of a language barrier (other than Spanish), reluctant respondents or other difficulties communicating with members of the household.

Should this case go to CATI?

1. Yes

2. No

5.D CATI ELIGIBILITY

At the CATI eligibility screen you should always mark "no" for all Type As and Bs, except Type B - Armed Forces Members (code 224).

Answer NO to the check item "should this case go to CATI?" ONLY if specific circumstances would prevent doing a telephone interview (such as a speech or hearing disability). You must explain these circumstances in the case NOTES.

This question is not asked in interview number four and eight cases.

5.E SPANISH HOUSEHOLDS

If a case had all household members who spoke only Spanish the previous month, the SHOROS_CP screen (see Part C, Chapter 2, Figure C7) will read "Last month, only Spanish was spoken by all members of the household."

5.F TELEPHONE VERSUS PERSONAL VISIT

The TELPV item screen asks you to decide how you collected most of the information for the case. In other words, including all followup contacts, how was the bulk of the data collected for this case.

Although you provide similar information at the START_CP item, that information only reflects your **last** contact for any given case. For example, suppose that:

- 1) You collect labor force data in person for all but 1 household member in a 4-person household, and
- 2) Later you make a callback (by phone) and collect the labor force data for the missing person.

In this example, your entries in the START_CP and TELPV items should tell us that your **last** contact with the household was by phone, but that you collected the bulk of the information in person.

5.G VERIFY INFORMATION

The VERIFY screen (Figure C92b) allows you to update, in **any** month, the information that tells you how and when you can contact a case (such as whether a phone or Sunday interview is okay, phone number, best time to call, etc.). You can collect up to three phone numbers for a household.

Figure C92b. VERIFY, Verify Information

Update Phone ok	Change 2nd phone #	Change 3rd phone #
Change phone #	Change 2nd	Change 3rd
Home/Off/Cell	Change who 2nd	Change who 3rd

5.H ADDING INTERVIEWER NOTES (CASE NOTES)

Case Notes are any notes that provide information about the case that you want relayed to the RO or are required to enter for non-interview cases. They are captured upon exiting the interview. These notes are carried back to Case Management.

You can get to the Case Note Editor by clicking or by pressing CTRL + F7. When the Note Editor is opened (See Figure C93), the header displays CAPI NOTE the time, the date, and the FR code is automatically generated.

You can begin typing your note where the cursor appears, just below the automatically generated header. An example of a note is “must show government ID in order to gain access”. Do not use accent marks and special characters except for periods and commas. When you complete your note, exit the Notes Editor by clicking on the F10 Exit icon or press the F10 key. After using F10, you will get a warning window that asks, “Do you want to save filename.txt?” Click on “Yes” or hit “enter” to save and exit. If you click on or select “No,” your notes will not be saved. There is no limit to the Case Note Editor like there was in CASES (F7 Notes). You still should use abbreviations but you do not have to delete notes in order to add new notes. The notes editor will allow you to move anywhere in the notes, so make sure you do not deleted CATI notes or any other notes.

Instructions for using case management notes are given in Form 11-7(WIN), Windows Laptop User Guide.

Figure C93. NOTES, Instrument Case Notes Screen

```
0000042.txt
##### CAPI NOTE: 11:28:25 05-26-2006 FR CODE: 23000
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5.1 COLLECTING INFORMATION FOR A PERSON PREVIOUSLY SKIPPED IN INTERVIEW

If you have hit F9 to skip over anyone in the basic CPS interview, you will get the SKIPCHECK screen at the end of the instrument (after the supplement). This will give you another chance to collect the basic CPS information for the person you skipped over. In order to get back to the labor force section, you will need to press the F9 key on the SKIPCHECK screen to go back to the NEXT_PER screen. The NEXT_PER screen will allow you to select the person that you want to complete the information for or exit the interview.

On the NEXT_PER screen, if you choose a person to interview, you will first go to the BUS screen. You will need to hit the END key and it will take you to the correct location. If you enter 99 to exit the interview at NEXT_PER you will also go to BUS. You will need to get familiar with using the END key to take you to the appropriate place. You will get to SKIPCHECK in the back again if there are other interviews that have incomplete labor force information. You will need to enter 2 to proceed. If all of the interviews have complete labor force information, you will not see the SKIPCHECK screen. You will also get the SKIPCHECK question if you hit F10 from the middle of the interview without completing the labor force for all 15+ persons.

Figures C93a and C93b, NEXT_PER, and SKIPCHECK are examples of these screens.

Figure C93a. NEXT_PER SCREEN

Name	Rel	Mem	Age	Status
Holly Reynolds	Ref Per	X	57	
Thomas Reynolds	Spouse	X	46	
Maureen Griffin	Child	X	37	

Figure C93b. SKIPCHECK SCREEN

LN	NAME
1	Holly Reynolds
2	Thomas Reynolds
3	Maureen Griffin

5.J RESPONDENT IDENTIFICATION POLICY (RIPFLG) COLLECTED IN THE “BACK”

The respondent identification policy (RIPFLG) item will be asked in the “back” of the instrument if you have completed at least one labor force interview, but have not yet completed labor force for all persons 15 years of age or older in the household and you have used either F9 to skip over persons or F10 to exit the interview. In a CATI interview, if the RIPFLG question is empty, the RIPFLG screen will appear after you hit the END key, and after entering 99 on the NEXT_PER screen. In a CAPI interview, the RIPFLG screen will appear after the telephone items.

Figure C93c. RIPFLG, CATI back screen

Figure C93d. RIPFLG, CAPI back screen