

Part C, Chapter 6

Noninterviews

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PART C, CHAPTER 6 NONINTERVIEWS

6.A INTRODUCTION

Circumstances sometimes prevent you from obtaining an interview at an address on your case list. We divide noninterview cases into Type A, Type B, and Type C.

You must make special entries for each case that turns out to be a noninterview.

Do not classify a case as a noninterview until you are certain of the status of the case. Entering the noninterview code tells your computer to send the case file to HQ in your next transmission. If done too soon, this keeps you from verifying the status of the case or trying again to get the interview.

When you are certain that the case is a noninterview and you know what type (A, B, or C), continue forward in the program to the INTROB item (Figure C94) and Enter 4. This will bring up the NONTYP screen, shown in Figure C95 on page C6-4, for you to select the type of noninterview.

NOTE: On the INTROB screen, you **cannot** code a Type A refusal by pressing 3. Option 3 is for initial refusals, which you plan to convert. Selecting option 3 on this screen makes the case incomplete and allows you to re-access the instrument. You must take further action on the case by completing the interview or making it a Type A. This removes the case from your case management system.

Figure C94. INTROB Screen, Noninterview Option

Current Population Survey - Ver 2.20 Tobacco ver 1.40

Forms Answer Navigate Options Help

CPS ADDR FAQ RDS OPTOUT Exit/F10

◆ Is respondent ready to complete the interview?

1. Continue

2. Inconvenient time. Callback needed.

3. Reluctant respondent - hold for refusal followup

4. Noninterview

5. Other outcome OR problem interviewing respondent

6. Wrong address (wrong case selected)

Ready to Continue?

Replacement HH?

Verify Address

Figure C95. NONTYP, Type of Noninterview

Current Population Survey - Ver 1.30

Forms Answer Navigate Options Help

CPS ADDR FAQ Chg Resp ROS F9 Exit/F10

• What type of Noninterview do you have?

1. TYPE A
 2. TYPE B
 3. TYPE C

6.B EXPLANATION OF TYPE A CODES

Keep Type A noninterviews to a minimum. Every Type A noninterview means we are losing valuable information and our sample returns may not be representative of the population. These noninterviews may arise under the following circumstances:

- You find no one at home despite repeated visits.
- The entire family is temporarily away all of interview week.
- The respondent refuses to give information.
- The unit, although occupied, cannot be reached because of impassable roads.

- You cannot complete an interview because of serious illness or death in the family
- You are unable to locate a sample unit.

Under some circumstances, Type A noninterviews are unavoidable. However, establishing good relations with your respondents and visiting when people are likely to be home will help you avoid many noninterviews. Also, using the telephone instead of making return visits will reduce callbacks and noninterviews among households difficult to find at home.

There are six Type A noninterview categories for units occupied by persons eligible for interview which you could not interview. (See Figure C96 on page C6-5)

Figure C96. TYPEA, Type of Type A Noninterview

Current Population Survey - Ver 1.30

Forms Answer Navigate Options Help

CPS ADDR FAQ Chg Resp RDS F9 Exit/F10

- Do Not F10 From This Screen
- Enter Type of Noninterview

1. No one home (NOH)

2. Temporarily Absent (TA)

3. Refused (REF)

4. Language Barrier

5. Unable to locate

6. Other occupied-specify

6.B.1 No One Home (NOH, 216)

When no one is at home, and you determine they are **not** temporarily absent, proceed as follows:

- Fill a Request for Appointment indicating whether you plan to telephone (if eligible) or call back. Include the household's control number for identification. Enter your name and telephone number in the space provided.
- Call back or telephone (if eligible for callback telephoning) to interview a responsible member of the household. Try to find out from neighbors, janitors, or other knowledgeable persons when the occupants will be home.
- If you have made repeated callbacks or phone calls and still have been unable to contact the respondent, call your Regional Office or Team Leader to discuss the situation. If they concur, complete it as a Type A noninterview, "No one home." Do not confuse this reason with the noninterview reason "Temporarily absent."

6.B.2 Temporarily Absent (TA, 217)

When no one is home at the first visit for the month, find out from neighbors, janitors, etc., whether the occupants are temporarily (TA) absent. A household is "Temporarily Absent" when the following conditions are met:

- All the occupants are away temporarily on a vacation, business trip, caring for sick relatives, or some other reason, and will not return before your scheduled closeout.
- The housing unit is the occupant's usual place of residence.
- The unit is not a summer cottage or other seasonal type unit.

If a household is temporarily absent, complete it as a Type A noninterview, "Temporarily Absent" and explain in your case NOTES.

a. Callbacks for TA Units

If the occupants will return on a certain date, record the date and the source of the

information (such as a neighbor) in your case NOTES. If the date of their expected return is before your closeout, make a return visit or telephone the household if eligible for callback telephoning.

b. Vacation Follow-ups

The vacation reminder will help you determine the vacation status of the household. You ask the vacation reminder in all 1st, 2nd, 3rd, 5th, 6th, and 7th month households. This will aid you in reducing your temporarily absent noninterviews.

During the next month's interview week, visit the household as early in the week as possible. If the "temporarily absent" is in the local telephone area, conduct a telephone follow-up yourself. If the household is "temporarily absent" outside the local area, contact your Regional Office supervisor.

6.B.3 Refused (218)

Occasionally, a household may refuse to give any information. You should make every reasonable effort to gain cooperation from the households assigned to you for interview. In a few cases, the respondent may refuse to cooperate or respond with only "no change" answers. In these few cases complete the case as Type A noninterview, "Refused."

If you have already completed a portion of the interview when the respondent refuses to continue, you will need to skip out of the remainder of the case [Exit/F10] and set the noninterview. If you have completed enough of the labor force questions for the instrument to set one person's labor force status the instrument will treat the case as a partial interview and will not allow you to set a noninterview outcome for the case.

Refusal Letter

Your office will send a letter to the respondent (copy to you) requesting the household's cooperation. It will also state that you will call on them again that month or the following month. If your supervisor will be in the area on other business, he/she may also visit the refusal household to try to gain their cooperation.

Confirmed refusals

Your office will advise you whether you can consider a refusal household "confirmed." Once a refusal becomes "confirmed," future calls are not required. For such households, check with neighbors or other sources in future months to see if the people who refused are still there. If you discover that they have moved and a new family is now in the unit, interview the new family as you would any other new household. If the "refusal" household is still living in the unit, enter the refusal on the noninterview screen.

6.B.4 Language Barrier (213)

Occasionally, you will come across an entire household that does not speak English. If this occurs, contact your RO so an interpreter can be found. If the RO cannot arrange for an interpreter to complete the interview, complete the case as a Type A noninterview, "Language Barrier".

6.B.5 Unable to Locate (214)

There may be some instances when you cannot locate a residence. If you come across this situation, please refer to Section 1.3 (pages 1-5) of the Listing and Coverage Manual (11-8). Once you have followed the procedures in the manual, if you still cannot locate the address, complete the case as a Type A noninterview "Unable to Locate". For 2010 Sample Design cases, refer to page

14 of your 11-922 Field Representatives' Guide to Locating Sample Addresses.

6.B.6 Other Occupied (specify reason, 219)

When you cannot interview at a unit occupied by persons eligible for interview, and the reasons "No one home," "Temporarily Absent," "Language Barrier", "Unable to Locate" or "Refused" do not apply, enter "Other-Occ." Specify the reason, such as:

- "Death in family"
- "Household quarantined"
- "Roads impassable"

During the winter months or in case of floods or similar disaster, there may be households that you cannot reach because of impassable roads. In such cases, distinguish between occupied and not occupied households. If you obtained an interview the previous month, assume the unit is still occupied unless some knowledgeable person tells you that the unit is now vacant. If the household was vacant the previous month, assume it is still vacant. If the unit has never been visited before, find out if it is occupied from: neighbors, local grocery stores, gasoline service stations, Post Office or rural mail carrier, the county tax assessor's office, the office of the county recorder or deeds, the U.S. Forest Service (Department of Agriculture) or other local officials. If you determine the unit is occupied, consider it a Type A noninterview, "Other-Occ.--Roads impassable."

If you determine the unit is vacant, consider it a Type B noninterview using the criteria given in section 6.D.

6.C TYPE A PROCEDURES

For an apparent Type A case, try all possible means to get the interview, following the Type A conversion instructions below. For refusals, this normally means a repeat visit after a letter has been sent to the household by your Regional Office. For other Type As, repeat visits are necessary.

- If all your efforts are fruitless, enter 1 to select Type A from the noninterview type selection screen.
- On the TYPEA item screen, choose the Type A category that applies to this case. Based on your selection, the computer assigns the case a status code, and prompts you to enter explanatory notes.

When you exit the interview program, the computer places the files for the case in a directory to be sent to the HQ computer in your next telecommunications transmission. Your CPS Supervisor reviews all Type A cases. Based on his/her review, these cases will be either reassigned for further follow-up or sent on for processing.

6.D EXPLANATION OF TYPE B CODES

Type Bs are units which are either unoccupied or occupied solely by persons not eligible for interview. (Figure C97 on page C6-8)

6.D.1 Vacant - Regular (226)

This category includes the bulk of the vacant living quarters. For example, a house, apartment or flat which is for rent or sale or is being held off the market for personal reasons. This includes dilapidated places if they are still considered living quarters. (Units that are unfit for human habitation,

being demolished, or to be demolished are defined in section 6.D.4.) Also report unusual types of vacant living quarters, such as mobile homes, tents and similar units as "Vacant-regular." Do **not** consider vacant, a unit whose occupants are only temporarily absent. Include OTHER units in this category also; such as vacant transient quarters.

a. Units being converted

Mark this category for unoccupied units being converted to more units based on how you handle your listing. (Consult your 11-8 Listing and Coverage Manual.)

b. Units undergoing repairs

If a vacant unit is undergoing repairs or alterations report it as "vacant-regular."

6.D.2 Temporarily occupied by persons with usual residence elsewhere (URE) (225)

There are two ways to classify a case as a Type B URE:

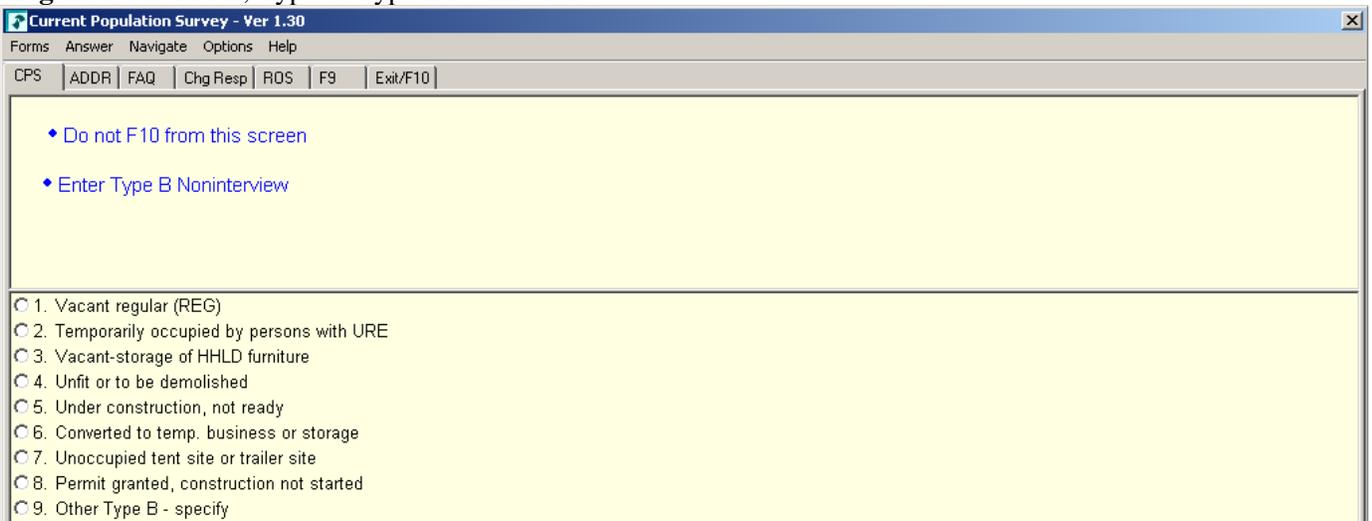
- 1) The preferred way is to treat the case as an interview and go through the roster, identifying each person's household membership as URE by

entering 2 (no) at the **S_HHMEM** screen, and entering 1 (yes) at the **URE** screen.

- 2) The alternate way is to treat the case as a noninterview (**INTROB** = noninterview) and report it as a Type B URE (**NONTYP** = Type B and **TYPB** = Temporarily occupied by persons with URE). At this point, you have 2 options from which to choose. The first and preferred option is to go through the roster identifying each person's household membership status as URE. The second option, or last resort, should only be used in circumstances where you can't get the roster but you have information that the household is URE.

In either of these situations, the instrument will automatically set the case's Final code to URE (225) after you determine the household membership for each person. It is important to classify Type B URE's correctly in case the household is eligible for the Housing Vacancy Survey (HVS).

Figure C97. TYPB, Type of Type B Noninterview



6.D.3 Vacant-Storage of Household Furniture (227)

Mark "vacant-storage of household furniture" if the vacant sample unit is used **only** to store excess household furniture.

Report a vacant, furnished housing unit offered for rent as "vacant-regular."

6.D.4 Unfit or to be Demolished (228)

Mark this category for an unoccupied sample unit that is unfit for human habitation. **An unoccupied sample unit is unfit for human habitation if the roof, walls, windows, or doors no longer protect the interior from the elements.** This may be due to vandalism, fire, or other means such as deterioration. Some indications are: broken windows, missing or swinging open doors; missing or destroyed roof or walls or holes in the structure; parts of the building have been blown or washed away; or part of the building is collapsed or missing.

CAUTION: If doors and windows have been boarded up to keep them from being destroyed, do not consider them missing. Also, in the few rural sections of the country where doors and windows are not ordinarily used, do not consider them missing.

Also mark this category for vacant units which are to be demolished if there is **positive evidence** such as a sign, notice, or mark on the house or in the block, that the unit is to be demolished but on which demolition has not yet been started.

6.D.5 Under Construction, Not Ready (229)

Mark "Under construction, not ready" for sample units which are not ready for occupancy. This includes units under

construction where the exterior windows and doors are not installed and the final usable floors are not finished. If construction is beyond this point, classify the unit as "vacant-regular."

6.D.6 Converted to Temporary Business or Storage (230)

Mark "Converted to temporary business or storage" for sample units intended for living quarters but which are temporarily in use for commercial or business purposes, or for the storage of hay, machinery, business supplies, and the like.

NOTE: Report vacant units in which excess household furniture is stored as "Vacant-storage of household furniture."

Report vacant units that have been permanently converted to business or storage as Type C--"Converted to permanent business or storage."

If no change or alteration has taken place at the time of interview, report vacant units which are to be used for business or storage purposes in the future, as "Vacant Regular."

6.D.7 Unoccupied Tent Site or Trailer Site (231)

Choose "Unoccupied tent site or trailer site" for an unoccupied tent **site** or trailer (mobile home) **site** in a **mobile home park**.

6.D.8 Permit Granted, Construction Not Started (232)

Choose this category for a sample unit in a permit segment for which a construction permit has been granted, but on which construction has not yet started.

6.D.9 Other Type B (233)

Choose this category ("Other") and specify the reason for noninterview for units which you cannot classify under any of the above reasons. **Do not use this category for URE or Armed forces (AF) households.** The instrument will automatically set Type B URE and AF after you go through the household roster and determine each household member's status.

6.E TYPE B PROCEDURES

When you have confirmed the Type B status of the unit, go to the noninterview type selection screen (Figure C95 on page C6-4).

- Enter precode 2 to select Type B. The TYPB selection screen appears (Figure C97 on page C6-8).
- On the TYPB item screen, select the category of Type B noninterview that applies to this case. Based on your selection, the computer assigns the case a status code, and prompts you to enter explanatory notes.

Your case management will transmit the files for type B cases in your next telecommunications transmission.

6.F SEASONAL STATUS

You will need to choose one of the three categories for each unit that is vacant for the following reasons:

- Vacant-regular (226)
- Vacant-storage of household status (227)
- Temporarily occupied by persons with URE (225)

Classify the unit by how it is **intended for**

occupancy by the owner. If you cannot determine the intended occupancy status, **mark this item according to how the unit was last occupied.** (Figure C99, contains the SEASON screen.) Your answer to this question will help determine if you need to complete the HVS. See Part D for HVS instructions.

Figure C98. SEASON, Seasonal Status of Unit

Current Population Survey - Ver 2.14 Tobacco ver 1.38

Forms Answer Navigate Options Help

CPS ADDR FAQ ROS OPTOUT Exit/F10

• Read if necessary.

This unit is intended for occupancy:

1. Year round

2. By migratory workers

3. Seasonally

6.F.1 Year round

Mark "Year round" for vacant or URE units which are intended by the owner for occupancy (by him/herself or others) at any time of the year. If a unit on a resort area is **intended** for occupancy on a year-round basis (that is summer, fall, winter, and spring) choose "Year round", even if it is only occupied during a certain season. This also pertains to units **intended** for year round occupancy that are used only occasionally throughout the year, such as on weekends. **The status of the unit depends upon the owner's intention of how (s)he will use the unit.**

6.F.2 By migratory workers

Mark "By migratory workers" only if the vacant/URE unit is held for occupancy by

migratory workers employed in farm work during the crop season.

6.F.3 Seasonally

Mark "Seasonally" if the vacant or URE unit **is intended for occupancy by the owners during a certain season (or seasons) of the year**, except units held for migratory farm workers. Include units intended for recreational use, like beach cottages and hunting cabins, provided they are used on a seasonal basis and not year round. Where a unit is offered to vacationers in the summer for summer sports and in the winter for winter sports, consider it as seasonal, again excluding units offered to vacationers **throughout** the year. Also include units held for herders, loggers, and cannery workers in this category, provided they are used on a seasonal basis and not year round.

If an owner or knowledgeable respondent says that the owner (or others) uses the unit for a specific season every year and that season is less than 6 months long, you must probe to determine the intended use during the rest of the year. For example, if an owner uses his/her house in Florida from November through February and then tries to rent it for the rest of the year, then it is "year round." If (s)he does not intend to rent it, then it is "seasonal."

6.G WHEN INTENDED FOR OCCUPANCY

You need to determine which season these units are intended for occupancy (Figure C100).

6.G.1 Summers only

Include units intended for occupancy only in the summer whether occupied just for several weeks or on weekends or for the entire summer.

6.G.2 Winters only

Mark "Winters only" for units located at snow resorts in the North or beach resorts in the South which are intended for occupancy only in winter, whether occupied just for several weeks or on weekends or for the entire winter.

6.G.3 Other

Mark "Other" if neither of the above classifications is applicable and explain in the space provided. For example, "Intended for occupancy during tomato canning months only," or "Used during hunting season only" or occupied both "summer and winter seasons" by vacationers and the like.

Figure C99. INTOCC, When Unit Intended for Occupancy

The screenshot shows a web-based survey interface titled "Current Population Survey - Ver 2.14 Tobacco ver 1.38". The interface includes a menu bar with "Forms", "Answer", "Navigate", "Options", and "Help". Below the menu bar are navigation buttons: "CPS", "ADDR", "FAQ", "ROS", "OPTOUT", and "Exit/F10". The main content area has a yellow background and contains the text "♦ Read if necessary:" followed by "This unit is intended for occupancy:". At the bottom of the form, there are three radio button options: "1. Summers only", "2. Winters only", and "3. Other - specify".

6.H EXPLANATION OF TYPE C CODES

Type C units are those ineligible for sample. The TYPC screen is shown in Figure C98.

6.H.1 Demolished (240)

"Demolished" sample units existed at time of listing, but were since torn down or destroyed, or are in the process of being torn down.

6.H.2 House or Trailer Moved (241)

Mark this category for a structure or trailer moved since listing. **This rule applies for trailers or mobile homes not found in a mobile home park.**

6.H.3 Outside Segment (242)

For Area Segments only - if the address is outside the segment boundaries, mark this category.

Figure C100. TYPC, Type of Type C Noninterview

Current Population Survey - 2010 Sample Redesign v1.0
Forms Answer Navigate Options Help Show Watch Window
CPS ADDR FAQ ROS OPTOUT Exit/F10

• Enter Type C Noninterview

- 1. Demolished
- 2. House or trailer moved
- 3. Outside segment
- 4. Converted to permanent business or storage
- 5. Merged
- 6. Condemned
- 7. Unused line of listing sheet
- 8. Unlocatable Sample Address
- 9. Unit does not exist or Unit is out of scope
- 10. Other - specify

6.H.4 Converted to Permanent Business or Storage (243)

This refers to units which were living quarters but are now being used permanently for commercial business or business purposes, or for the permanent storage of hay, machinery, business supplies, and the like.

6.H.5 Merged (244)

Any current sample unit(s) **eliminated** after applying the rules for mergers are Type C - "merged." (Consult your 11-8 Listing and Coverage Manual for merger rules.)

6.H.6 Condemned (and Unoccupied) (245)

Mark "Condemned" for **unoccupied** sample units only if there is **positive evidence** such as a sign, notice, or mark on the house or in the block that the unit is condemned. Be sure this refers to **unoccupied** units. If occupied units are posted "Condemned," ignore the sign and interview the occupants. If there is no such evidence, report the units as "Vacant - regular" unless it is unfit for human habitation, in which case mark "Unfit or to be demolished."

6.H.7 Unused Line of Listing Sheet (247)

This category applies to units segments, permit segments, and TA places in group quarters segments, where you list/enumerate. At this time, if you list fewer units than expected, mark this category for any unused serial numbers which the office had preassigned.

6.H.8 Other Type C (248)

Mark "Other" and specify the reason for units which cannot be classified in any of the above categories. Some examples might be "duplicate listing," "never living quarters," or "permit abandoned" (permit segments ONLY). The instrument will bring up a specific question to determine this based on the type of segment the case is in.

6.H.9 Unlocatable Sample Address (258)

This occurs when you determine the address cannot be located based on the information provided by headquarters. This outcome code **should** only be selectable when limited address information is available. If you select this outcome for a case where sufficient address information is available, an error message will be displayed. The error message will instruct you either to assign the case an outcome of "Type A – Unable to Locate" or to contact your supervisor for assistance.

In addition, if you attempt to assign a "Type A – Unable to Locate" outcome to a case with limited address information, an error message will instruct you to instead select "Type C – Unlocatable Sample Address."

6.H.10 Unit Does Not Exist or Unit is Out of Scope (259)

This outcome code is for situations where you are able to locate the housing structure

but not the particular unit. Examples of when to use this outcome are:

- Reconfigured multi-unit structures where the unit designations have changed
- For GQ assignments where the GQ has converted to housing units or to an out-of-scope GQ type
- When assigned to interview at a domestic violence shelter or an assigned GQ converts to a domestic violence shelter.

6.I TYPE C PROCEDURES

As discussed in the introduction, after you confirm the status of the unit you go to the noninterview type selection screen (Figure C95 shown previously on page C6-4).

- Enter precode 3 to select Type C at the NONTYP screen.
- On the TYPC screen, select the category of Type C noninterview that applies to this case. Based on your selection, the computer assigns the case status code, and prompts you to enter explanatory notes.

Your Case Management will transmit Type C cases in your next telecommunications transmission. The Type C classification and your notes are reviewed by the RO staff. If approved, the unit is deleted from sample.

END OF PART C

The next section of this manual contains details on conducting the Housing Vacancy Survey (HVS).