Chapter 7

FORMS AND INSTRUCTIONS

The forms and instructions described in this chapter were developed for interviewing by health department staff personnel well acquainted with the technicalities of the survey subject-matter. Assuming such knowledge, the questionnaire design and instructions are primarily oriented toward obtaining agreement on the intent of the inquiry. If volunteer or other lay interviewers are employed, a more rigid interview procedure requiring a different form of questionnaire and more detailed instruction will be necessary. For a discussion of the use of volunteer interviewers, see Richardson et al., 1964 and more generally, United Nations, (1964).

An immunization survey questionnaire (Figure 100, page 103) is used for illustration. A form of this kind, one sheet per family with one line for each family member has been found a convenient format for epidemiological surveys with specific limited objectives. Space is provided for identification data, survey control data, and means by which the information was obtained.

Interviewer Instructions for Surveys in Cities

Instructions for interviewers should be prepared with care and a copy given to each interviewer for reference during the briefing session and as a refresher during the field work. The instructions provide guidance in locating housing units to be visited, in stating questions to respondents, and describe in detail how entries are to be made on the forms. Since entries on the questionnaire form are a partially coded synthesis of responses, the interviewers must be completely familiar with the instructions before the field work is begun.

For illustration a set of instructions prepared for a one-day survey conducted during a training course in St. Paul, Minnesota, is reproduced below. The introduction includes a brief description of the survey plan and of materials that each team member should find in his
folder. Part A describes identification of primary sampling units, location of Interview Sectors within primary sampling units and determination of housing units to be visited. Part B is concerned with the questionnaire and interviewing procedures. Part C explains the handling of forms, and Part D outlines call-back procedures.

INTERVIEWER INSTRUCTIONS

St. Paul, Minnesota

Introduction

In this survey immunization histories will be obtained for every family member of a group of randomly selected households. The information is obtained from an adult respondent, usually the mother. Field work is arranged so that teams of two persons who travel together in an automobile will visit 8 Interview Sectors during the day. Each Interview Sector includes a sequence of 16 consecutive housing units located on a primary sampling unit formed of one or more city blocks. Within each Interview Sector, 6 housing units have been randomly designated. Each team member will interview 3 of the 6 housing units.

If a housing unit is vacant or no suitable respondent is at home, no substitution of another housing unit is to be made. At occupied units call-backs by telephone or revisit will be made if a suitable respondent is not at home on the first visit.

Two basic forms are used: (1) the Interview Schedule—a summary of the housing units visited at each Interview Sector and (2) the Interview Questionnaire—a record of the survey information obtained at each household visited.

Convenient “pocket” folders have been provided for each team member. The Team Number is marked in the upper right-hand corner. Each team is provided with a map to show the location of the primary sampling units. The folder containing the map is marked with an asterisk. Each team will also be provided with a small stapler for stapling Interview Schedule forms to
Interview Questionnaire forms upon completion of interviewing at each Interview Sector.

The contents of each folder are as follows:

Right Pocket

1. Field Instructions consisting of 4 parts,
   A. The Interview Schedule Form
   B. The Interview Questionnaire Form
   C. Return of Forms to Control Desk
   D. Call-back Procedures

2. A supply of 30 Interview Questionnaire forms.

3. A supply of 15 Call-back Letters with envelopes.
   [Note: In a Preschool Immunization Index Survey in which 10 Interview Sectors are scheduled for each day's work a supply of 20 Interview Questionnaire forms and 6 call-back letters are placed in each folder for each interviewer.]

Left Pocket

A copy of the Interview Schedule form for each Interview Sector with the following items entered: (a) Interview Sector number, (b) Street intersection and any special instructions, (c) Team number, (d) Housing Unit numbers, and (e) Census Block identification and the number of housing units on each block of the primary sampling unit as given in the City Block statistics.

Part A. **THE INTERVIEW SCHEDULE**

1. Identification of Primary Sampling Unit

   An Interview Schedule form (Figure 8A, page 81) has been prepared for each Interview Sector. The Order Number shown at the top indicates the sequence in which each is to be visited. The Interview Sector Number has been entered as well as the Team Number to which the Sector has been assigned. The location of the primary sampling unit (one or more city blocks) which includes the Interview Sector, is indicated on each form by the names of two intersecting streets. The primary
sampling units for each team are shown on the field map with identification by Order Number.

2. **Selection of the Housing Units to be Visited**
   a. Procedures for Interview Sectors with no entry under "Special Instructions."
      (1) Park the car at any convenient space on the block.
      (2) As soon as the car is parked, enter **Time of Arrival** to the nearest minute.
      (3) The housing unit nearest to the place at which the car is parked is considered as housing unit #1. (This may be a single housing unit or a single apartment within a multiple housing structure). Counting this unit as housing unit #1, proceed clockwise to the 6 housing units numbered under **H. U. No.** in the left-hand column of the Interview Schedule form.

A copy of the Interview Schedule has been provided for each member of the interviewing team. One team member will visit the housing units corresponding to the **first** three numbers; the other team member, those corresponding to the **last** three numbers. (Apartments in multiple housing unit structures are counted as though each apartment were a separate detached housing unit).

b. Procedures for Interview Sectors with entries under "Special Instructions."
   (1) If the primary sampling unit consists of more than one block the first block to be visited will be indicated under Special Instructions. Park the car at any convenient place on this block.
   Begin the count in the block designated, considering the housing unit nearest the parked car as housing unit #1, and count the units in clockwise manner around this block. **Continue** the count in the adjoining second (and in some instances, third) block indicated on the map. On these blocks begin with the housing unit nearest to the last housing unit counted in the preceding block.

   (2) For some primary sampling units, a street address (or street address and apartment
number) is given as housing unit #1 and is shown under Special Instructions as HU #1.

Park the car near this address and counting it as housing unit #1, visit each unit as described above.

(3) For some primary sampling units, individual street addresses have been entered for the 6 housing units to be visited in the Interview Sector.

Park the car nearest the address of the first housing unit to be visited, and visit the addresses as given, regardless of whether or not they are on the same block.

3. Possible Outcomes at Housing Units Visited, and How These are Recorded on the Interview Schedule
   a. Interviews are to be made at each occupied housing unit, proceeding as described below (Part B). At those housing units where complete information is obtained on the first visit, enter a check in the column Form Attached—Completed Interview. If additional information must be obtained later by a telephone call or revisit to the household, enter a check in the column Form Attached—Not-at-Home or additional information needed.

   b. At a housing unit that appears to be occupied but no one is at home, complete appropriate identifying data on an Interview Questionnaire and prepare a call-back letter (see instructions in Part B, Item 15). Enter a check in the column, Form Attached—Not-at-Home or additional information needed, of the Interview Schedule form.

   c. If a randomly assigned housing unit number falls to a vacant housing unit, record the street address for the vacant unit on the corresponding line of the Interview Schedule form and enter a check in the column, No Form Attached—Vacant Housing Unit.

   d. If the respondent refuses to grant an Interview, record the street address, and enter a check mark in the column, No Form Attached—Refusal.
4. **Block Number, Number of Housing Units, Remarks**
   The census identification number of the block (or blocks) of the primary sampling units and the number of housing units as of the April 1960 census enumeration are given for blocks listed in the City Blocks statistics publication of the Bureau of the Census.

   If a primary sampling unit includes more than one city block, the streets bounding each block will be shown in "Remarks" to enable orientation for location of the first block to be visited, the second, etc.

5. **Completion of Interviewing at a Primary Sampling Unit**
   When both members of the team return to the car,
   a. Complete entries are to be made on both copies of the Interview Schedule.
   b. Interview Questionnaires of both team members are to be arranged in housing unit order number beneath the two Interview Schedule copies and the packet is to be stapled together.
   c. Enter time of departure and proceed to the next primary sampling unit.

6. **Summary of Entries for the Interview Schedule**
   Each Interview Schedule taken into the field should bear prior entries for Order Number, Interview Sector Number, Team Number, Street Intersection and in the column headed HU No.
   Entries to be made in the field:
   a. **Time of Arrival** and **Time of Departure**.
   b. **Date:** Month and Day.
   c. **Street Address** of each housing unit visited.
   d. **Check marks** entered appropriately for each housing unit.
   e. **Explanatory notes**, if needed.

7. **Field Problems.** If any difficulties arise in the field you may telephone and ask for the Survey Director.