Having entered the identifying information on the questionnaire form, enter a check mark in Item 15, Interview Not Completed, (1) _____ Not-at-Home.

Then enter the address of the housing unit on the interview schedule form and a check mark in the column headed Form Attached — Not-at-Home or additional information needed.

Sometimes the respondent may not have all the information requested, especially if the respondent is a person other than the spouse. If so, 

a. Enter such data as are available.

b. Enter a check on the questionnaire form in Item 15, Interview Not Completed, (4) _____ Other (Specify), and enter comment, e.g., "Phone after 7:00 P.M., and talk to Mrs. . . . . to obtain missing data."

c. Enter a check mark on the interview schedule form in column Form Attached, Not-at-Home or additional information needed.

The following items, which identify the housing unit in analysis of data, are essential and must be completed before proceeding to the next housing unit on the Interview Schedule.

16. Interview Sector Number. Transcribe from Interview Schedule.

17. Housing Unit Number. Transcribe from Interview Schedule.

18. Team Number. As assigned.

19. Interviewer. Last name.

20. Date. Month and day of interview.

Part C. RETURN OF FORMS TO CONTROL DESK

1. All entries should be completed on both the original of the Interview Schedule form and the carbon copy.

2. Using the Interview Schedule forms (original and carbon copy) as cover sheets, arrange the completed Interview Questionnaire forms in the sequence of the Housing Unit numbers, and staple securely in a packet.
3. When the day's work is completed, arrange the stapled bundles of interview forms by Order Number, for submission to the Survey Control Desk.

4. Upon return to the Survey Control Desk after completing the day's work, please stand by until your Interview Forms have been checked in.

Part D. CALL-BACK PROCEDURES

All incomplete Interview Questionnaire forms must be completed. Interviews not completed in the field on the first day are followed up by telephone on the evening of that day. Those remaining incomplete are scheduled for revisit by departmental personnel on the following days.

If an interview questionnaire form is completed by telephone a check mark is entered in Item 14, Interview Completed, (2) Telephone Call; and if completed by revisit, a check mark is entered in (3) Revisit.

Vacant Unit: A housing unit which appeared inhabited upon first visit and checked Not-at-Home may be found vacant upon revisit. If so, enter a check to indicate reason why interview was not completed in Item 15, (2) Vacant Unit.

Refusal: A respondent at a housing unit checked Not-at-Home upon first visit, may refuse an interview upon telephone call-back or revisit. If this occurs, a check mark should be entered in Item 15, (3) Refusal.

If the interview is not completed for any other reason, an explanation should be given after entering a check mark in Item 15, (4) Other, (Specify).

Special Instructions for Rural Areas

In preparing instructions for the rural area survey, it is advisable to emphasize that in a rural Interview Sector, interviews are taken at two housing units, the one described
on the interview schedule and the closest nearby housing unit.

Conflict may arise between description of the location of the housing unit on the interview schedule and the one identified on the map. For example, the housing unit marked on the map may be two miles from a given intersection and might be described on the schedule as the "second housing unit west of the intersection on the north side of the road." The interviewer in the field finds that the "second" house on the north side of the road is a recently constructed dwelling near the intersection. If so, the written instruction is controlling. Housing units which have been built since the compilation of the map are included in the sample; similarly, housing units which have become uninhabitable are excluded.

Instructions for the Interview Questionnaire remain the same, except for the section on Occupation and Education of the household head. If the Hollingshead Index scores are desired, instructions for obtaining information on household heads in rural areas should include illustrations of typical entries for occupations prevailing in the area,—farming, dairying, lumbering, ranching, etc.—with sufficient detail to permit differentiation within general categories. For example, Farmer—proprietor, approximate number of acres; Farm manager; tenant farmer owning equipment; tenant farmer, no equipment; share cropper; laborer, etc.

Briefing of Interviewers

With departmental staff interviewers, a short briefing session of approximately 2-3 hours duration is sufficient. This should be held on the afternoon, (or on a Friday), before the first day of the survey to allow the teams an evening or more in which to review the instructions, become familiar with the forms and study the field map. A review session is held on the first morning of the survey before starting out in the field. About thirty minutes is usually sufficient.

In briefing sessions for epidemiological surveys a description of the particular outbreak with information on current disease manifestations should be presented by the
epidemiologist. This presentation can include information on the historical, clinical and epidemiological aspects of the disease as well as on the current survey problem.

The briefing session is usually opened by the Health Officer with introductory remarks which emphasize the importance of the findings to the department. The Health Officer also presents invited discussants and in general creates an atmosphere which will dispel any notion that the survey may be carried out in a perfunctory manner.
Figure 10. An Immunization Survey Questionnaire
St. Paul Department of Public Safety, Bureau of Public Health
Immunization Survey, May, 1964

1. HOUSEHOLD HEAD:

2. RESPONDENT: Household Head____ Spouse____ Child____
Other (Specify)____

3. Street Address

4. Telephone No. Number

5. Persons in Household

<table>
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<tr>
<th>No.</th>
<th>Age</th>
<th>Sex</th>
<th>Sabin Oral Poliovaccine</th>
<th>Inactivated (Salk) Poliovaccine Status</th>
<th>Smallpox Vaccination</th>
<th>Primary-Booster Ever</th>
<th>-4 Yrs.</th>
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</tbody>
</table>

5. Data on Household Head

12. Occupation:

13. Education

14. INTERVIEW COMPLETED

15. INTERVIEW NOT COMPLETED

(1) First Visit
(2) Telephone Call
(3) Revisit
(4) Other (Specify)

16. Interview Sector Number

17. Housing Unit Number

18. Team Number

19. Interviewer Number

20. Date
Figure 11. A Call-back Letter

CITY OF SAINT PAUL
Capital of Minnesota

THOMAS H. SHANLEY, Jr.
Deputy Commissioner

Department of Public Safety
Bureau of Health
Health Center—SSS Cedar Street
St. Paul, Minnesota 55101

ROBERT F. PETERNER
Commissioner

R. B. J. Schoch, M.D.
Chief Health Officer

May 6, 1954

To Household Head

The St. Paul Bureau of Health, in cooperation with the
Communicable Disease Center of the United States Public Health
Service, is conducting a survey in St. Paul to find out how many
people have obtained their basic immunizations. A representative
of the Bureau called at your home today while you were away, and
since it is important to obtain this information, an effort will
be made to reach you by telephone tonight or by another visit to
your home later in the week.

Your household is one of a sample of households in St.
Paul and your cooperation in providing information on the immuniz-
ation status of the members of your family will be greatly
appreciated.

Sincerely,

R. B. J. Schoch, M.D.
Chief Health Officer

per ___________________