# NCDS/BCS70 1999-2000 Follow-ups

# *CAPI Documentation*

**Prepared by on behalf of the
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**by**

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# NCDS/BCS70 CAPI Documentation - Introduction

# Overview

The 1999/2000 sweep of the National Child Development Study (NCDS) and British Cohort Study 1970 (BCS70) was carried out using Computer Aided Personal Interviewing (CAPI).

As the survey 'instrument' is a computer programme written in 'Blaise' software, its structure is much more complex than a conventional 'pen and paper' questionnaire and so less amenable to translation into 'two-dimensional' paper documentation. In order to achieve a balance between clarity and simplicity of presentation and the requirement to include a precise (i.e. technical and detailed) account of the structure of the questionnaire, the documentation is presented in two parts:

- **Section 1**     **Question Documentation** - details of every question asked in the interview, with some simplified routing instructions. Its aim is to cater for those who require clear presentation of individual questions and an indication of which respondents they are applicable to.

- **Section 2**     **Detailed Routing Documentation** - includes a complete description of the all the rules which govern the routing of individual respondents through the questionnaire, as well as checks to prevent incompatible responses, textfills and tables.

In addition there are three Appendices:

- **Appendix 1**     **Post-Field Work Editing** - gives details of all post fieldwork editing. Variables which were backcoded are marked with an * in the main documentation, with the new edit variable names. The codes for these are included in Appendix 1.
- **Appendix 2**     **Help Screens** - displays all additional question specific screens which were available for interviewer information.
- **Appendix 3**     **Proxy Interview** - documentation of the shorter Proxy interview following the format used for the main documentation.

### *Structure of the Questionnaire*

CAPI questionnaires differ from paper in that they are divided into blocks of questions, usually according to topic.  Each block contains a defined set of questions and the rules that govern which questions are to be asked to each respondent.  It is common to have broad blocks (such as whole sections of the questionnaire) and within these, smaller blocks (short sub-sets of questions).  Blocks also contain 'instructions' for other features such as 'textfills' and 'checks'/'signals' that are relevant to questions within them – see below for further details.

The program then takes the interviewer through only those blocks that are relevant to the particular respondents (based on responses to earlier questions).  Furthermore within those blocks only the questions which are relevant to the particular respondent are asked.

In this documentation each block of questions is identified by a title indicating both the technical name of the block and an introduction to its content.  A list of these is shown below.  Reference to the index of the block names that will indicate where that block occurs in Section 1 and Section 2.

### *Checks and Signals*

An advantage of CAPI interviewing is that checks and signals can be included in the programme to alert interviewers when an unlikely or impossible response has been entered.

- **'Hard Checks'** are used to prevent logical inconsistently (for example so that a male respondent cannot be pregnant, or a child cannot be older than its parents)  If the answer falls outside the specified parameters of the check, a warning screen is raised.  Hard checks cannot be bypassed by the interviewer, who must identify and resolve the discrepancy before proceeding.

- **'Soft Checks' or 'Signals'** are used to bring improbabilities to the attention of the interviewer.  For example a signal may be raised if income is higher than the specified expected range (eg £20,000 as a weekly income has been entered by mistake, when it should have been £200).  A signal instructs interviewers to investigate the improbable answer, and make any necessary corrections.  However if the information recorded is correct, interviewers may suppress signals, but are instructed to record details in a note.

Checks and signals are governed by complex routing so details of the wording of checks and the rules on which they depend are only shown in Section 2.

### *NOTE FOR USERS : Electronic Navigation*

This documentation will be very unwieldy in printed paper form.  It is strongly recommended that an electronic version (in Microsoft Word) be used alongside, or instead of a paper copy.

The use of the 'Outline' view in Word to display only major headings, block names and individual question names will aid navigation of such a large document.  To use outline view select View, Outline.  The 'Outline toolbar' can then provides the option of viewing headings

at different levels (1 would be highest level of only Section titles, 2 reveals Block Titles etc). The 'All' button reveals all of the text. The '+' or '-' icons which appear to the left of each heading and paragraphs. A '+' sign indicates that additional lower level text is hidden. Question text and other routing in Section 1 can be displayed by clicking on the 'plus' sign towards the left hand margin.

References to individual question names can be located using the 'Find' function.

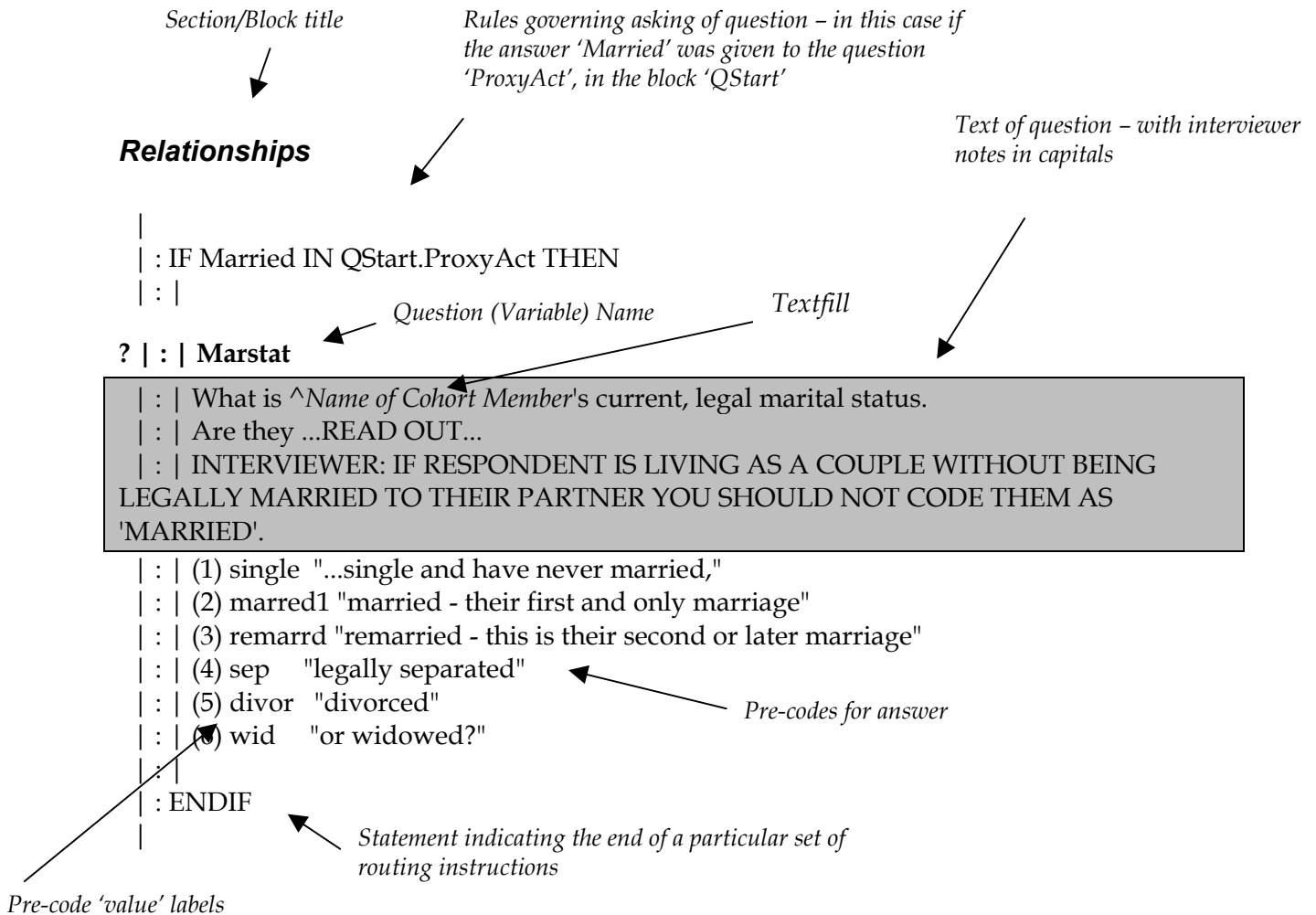### *NOTE FOR USERS : Other documentation*

Additional information about the NCDS and BCS70; and about the 1999-2000 follow-ups, and the data generated by the CAPI and CASI instruments documented here, will be found in the following which also form part of the Archive data deposit:

- NCDS and BCS70 1999-2000 Follow-ups: Initial Cross-sectional Data (June 2001)

- The design and conduct of the 1999-2000 surveys of the National Child Development Study and the 1970 British Cohort Study

- NCDS/BCS70 1999-2000 Follow-ups: Technical Report

- NCDS/BCS70 1999-2000 Follow-ups: Interactive Data Dictionary for Combined NCDS/BCS70 SPSS dataset (based on the SPSS Data Dictionary)

- NCDS/BCS70 1999-2000 Follow-ups: Guide to the Combined Dataset (June 2001)

- NCDS Publications list 2001

- BCS70 Publications List 2001

# Key to Section 1

Section 1 of this documentation system displays the questions that make up the interview, together with a basic outline of the major routing that affects them.  This presentation follows a consistent structure, as shown below:

**Example 1.1– A single question**

*Section/Block title*

*Rules governing asking of question – in this case if the answer 'Married' was given to the question 'ProxyAct', in the block 'QStart'*

*Text of question – with interviewer notes in capitals*

*Relationships*

```
 |
 | : IF Married IN QStart.ProxyAct THEN
 | : |
```

*Question (Variable) Name*        *Textfill*

```
? | : | Marstat
```

| : | What is ^*Name of Cohort Member*'s current, legal marital status.
| : | Are they ...READ OUT...
| : | INTERVIEWER: IF RESPONDENT IS LIVING AS A COUPLE WITHOUT BEING LEGALLY MARRIED TO THEIR PARTNER YOU SHOULD NOT CODE THEM AS 'MARRIED'.

```
 | : | (1) single  "...single and have never married,"
 | : | (2) marred1 "married - their first and only marriage"
 | : | (3) remarrd "remarried - this is their second or later marriage"
 | : | (4) sep    "legally separated"
 | : | (5) divor   "divorced"
 | : | (6) wid     "or widowed?"
 | : |
 | : ENDIF
 |
```

*Pre-codes for answer*

*Statement indicating the end of a particular set of routing instructions*

*Pre-code 'value' labels*

## Questions and Variables

Variables are generally questions which are asked and whose answers are stored in the datafile[1].  Rather than being numbered (as is usual in a paper questionnaire) in CAPI questions are identified by a unique name, usually derived from the content of the question.

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[1] Some variables are computed by the program and stored in the datafile without being asked directly. For example the number of people in a household may be calculated, rather than being asked, by counting the number of people in the household grid. created when tables are used, these are not displayed directly in the interview script but are hidden behind the scenes.  Details of these are presented in Section 2.).

Questions are denoted by a '?' which appears to the left of a question name, and by their bold formatting – e.g. by **'?|:| Marstat'** above.

The location and name of the question is displayed as follows: 'QStart.ProxyAct' indicates the location of the question was the block 'QStart' and the question name itself is 'ProxyAct'. The question text is shown in a grey box, with any relevant answer pre-codes directly below it. (Example given is from the routing rule which may serve to confuse. How about using Marstat, which I believe has the full name 'BCurrPart.Marstat'?)

## *Interviewing Conventions*

All phrases that are to be read out by the interviewer are displayed in lower case, with the end of the question indicated by a question mark. Interviewers are instructed to read up to the question mark. This may involve them reading through a list of pre-codes as a running prompt, or alternatively simply ending the question and coding spontaneous responses given by the respondent.

Notes to aid interviewers are shown in upper case – these would not be read out by the interviewer. For some questions interviewers can also access further 'on-line help' to provide clarification of the definition of words or concepts. Details of the help screens are available in Appendix 2.

## *Answer Types*

The form of response to a question varies according to the type of question and answer categories provided. Where a 'type' of answer has been specified the nature of the 'type' of response is shown next to the question name. Where there is no specification of a 'type' the interviewer enters codes (either single or multi-codes) from a pre-coded list (see below).

The table below provides a key to these response types, which should be referred to when using the rest of the document. Complex 'types' relating to specific questions are illustrated as footnotes at the bottom of relevant pages.

| TYPE | Response Categories | Notes |
|---|---|---|
| **TYN** | 1 Yes<br>2 No | |
| **TSex** | 1 Male<br>2 Female | Used for gender |
| **5..11** | Specifies a numerical range of values which the answer must fall within | In this example the answer must be >=5 and <=11 |
| **DATETYPE** | Answer is collected in date form :<br>dd/mm/year | Use of a four digit year ensures program is Y2K compliant |
| **TEXT** or **OPEN** | Space for interviewers to enter the full text of the response | Interviewers are trained to record answers verbatim, and to probe to ensure full details have been given |

Where no type is displayed beside the question name then the response is limited to one of the following list of pre-codes. There are two types of pre-coded question:

- **Single codes** – unless otherwise stated the program only allows one answer to be coded as the response to a question.
- **Multi-codes** - where the list of pre-codes is headed by 'SET… OF' the interviewer can code several categories from the following list of pre-codes. The number shown in square brackets indicates the maximum number of choices allowed. For example 'SET [5] OF ' indicates that a maximum of 5 codes can be entered for this question.

### Answer Attributes

Unless otherwise stated all questions allow 'Don't Know' and 'Refuse' answers to be coded. Where 'Don't Know' or 'Refuse' are not legitimate responses and so not accepted by the program, this is indicated in brackets next to the question name and type.

### Routing Instructions

Basic routing instructions, which dictate in what circumstances a particular question or set of questions is to be asked, are displayed at appropriate points.

Routing instructions are logical expressions (functions) which indicate the conditions under which a particular question, or set of questions, are to be asked. These are displayed before the first question to which they apply, indicated by an IF statement (eg. IF Married IN QStart.ProxyAct THEN). The end of the influence of a particular rule is indicated by an ENDIF.

In the above example the question 'MarStat' is to be asked only if the answer 'Married' was given in response to an earlier question.

### Hierachical Routing ( |:|:  )

Visually this 'hierarchical' routing is indicated by vertical lines (| : ) towards the left hand margin. One line indicates that the question is affected by one set of routing instructions, two that two sets of instructions have affected the question, and so on. Where there are no lines the question is asked to all respondents.

In Example 1, two vertical lines to the left of the question 'MarStat' indicates that the question was dictated by two routing instructions. One set was already in place before the beginning of the example, and the second was detailed at the beginning of the excerpt. The end of the influence of that particular rule (IF Married IN QStart.ProxyAct THEN) ends at the ENDIF at the end of the example. Accordingly the number of vertical lines returns to one indicating that subsequent questions are affected by only one set of rules. In the main document the statement governing each level of routing can be found by following its line back to source.

NOTE: Only general 'question specific' routing is displayed in Section 1, precise routing including checks and rules governing the display of textfills and tables is included in Section 2.

### Text Fills

Text fills are used to tailor question wording to individual respondents (for example by including the respondent's name name, or making the question gender specific). In Section 1
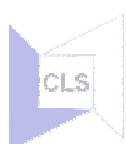
the text fills have been replaced by a literal explanation of the content of the fill (Has this been done for all text fills?  See ExPart1: "…^LDMSAMP…").  This is indicated by a '^' sign and use of italics.  For example:

> "Now please tell me how many children does ^*Name of Cohort Member* have?"

An example of the use of textfills is given in the example on the next page.  The complete routing and content and text fills are included in Section 2.

### Tables

When a number of questions are repeated several times (eg. for each individual in a household, or for every occurrence of an event) Blaise creates a tabular format.  Tables are particularly used in this survey to structure the recording of histories (eg. housing, relationships etc). They are governed by a FOR-DO loop (FOR so many rows DO the following questions).  The complex routing which determines the size and composition of tables is shown in Section 2, whereas in Section 1 questions which are repeated a number of times as a table are simply marked by a written introduction.

Example 1.2 overleaf illustrates the use of a table format to ask a repeated set of questions about different benefits.

(Comment on the variable names for these questions).

### Help Screens

Help Screens were included for some questions on this survey.  This 'on-line' help facility was used for questions where complex rules or definitions needed to be applied by interviewers.  The help screen displays the rules or definitions for a particular question.  An interviewer note 'SEE HELP <F9>' indicates the existence of a Help Screen.  The content of all help screens is included at the end of Section 1.

**Example 1.2  Table**

**? | : QBens1 : Table TBENS1**

{The question  BenCode1 was a multi- coded from the following responses:

  | : : BENS[1] := "Statutory Sick Pay"
  | : : BENS[2] := "Child Benefit/Family Allowance"
  | : : BENS[3] := "Jobseekers Allowance (JSA)"
  | : : BENS[4] := "Income Support"
  | : : BENS[5] := "Family Credit/Working Families Tax Credit not received in a lump sum"
  | : : BENS[6] := "Family Credit/Working Families Tax Credit, paid in a Lump Sum"
  | : : BENS[7] := "Council Tax Benefit"
  | : : BENS[8] := "Housing Benefit"
  | : : BENS[9] := "Maternity Allowance"
  | : : BENS[10] := "Statutory Maternity Pay from your employer or former employer"
  | : :
For each response given at BenCode, the following questions were asked in Table TBens1}

**? | : : | | : BenAmt : 1..9999**

  | : : | | : You mentioned that you are receiving ^*Benefit Name.* How much was the last payment you
          received?
  | : : | | : IF BOTH RESPONDENT AND SPOUSE/PARTNER RECEIVE THIS SEPARATELY,
          COMBINE AMOUNTS. ESTIMATE IF UNSURE. ENTER AMOUNT TO NEAREST
  | : : | | :

**? | : : | | : BenPrd**

  | : : | | : What period did this cover?
  | : : | | : REMEMBER, IF BOTH CM AND SPOUSE/PARTNER RECEIVE THIS SEPARATELY,
          COMBINE AMOUNTS.
  | : : | | : (1) Wk1    "1 week"
  | : : | | : (2) Wk2    "2 weeks"
  | : : | | : (3) Wk3    "3 weeks"
  | : : | | : (4) Wk4    "4 weeks"
  | : : | | : (5) Mnth1  "1 calendar month"
  | : : | | : (6) Mnth2  "2 months"
  | : : | | : (7) Mnth3  "3 months"
  | : : | | : (8) Mnth6  "6 months or"
  | : : | | : (9) Mnth12 "12 months?"
  | : : | | :
  | : : | | : IF (DMSpPart = Yes) THEN
  | : : | | : |

**? | : : | | : | BenWho**

  | : : | | : | Do you or does your ^*Husband/Wife/Partner* receive this benefit?
  | : : | | : | (1) CMOnly  "Respondent only"
  | : : | | : | (2) PrtOnly "Husband/wife/partner only"
  | : : | | : | (3) Both

(END OF TABLE TBEN1)

# Key to Section 2

Section 2 contains the Routing Rules - a much more detailed description of the structure of the survey detailing the rules for asking individual questions and any checks and text fills relating to them. (and tables?)
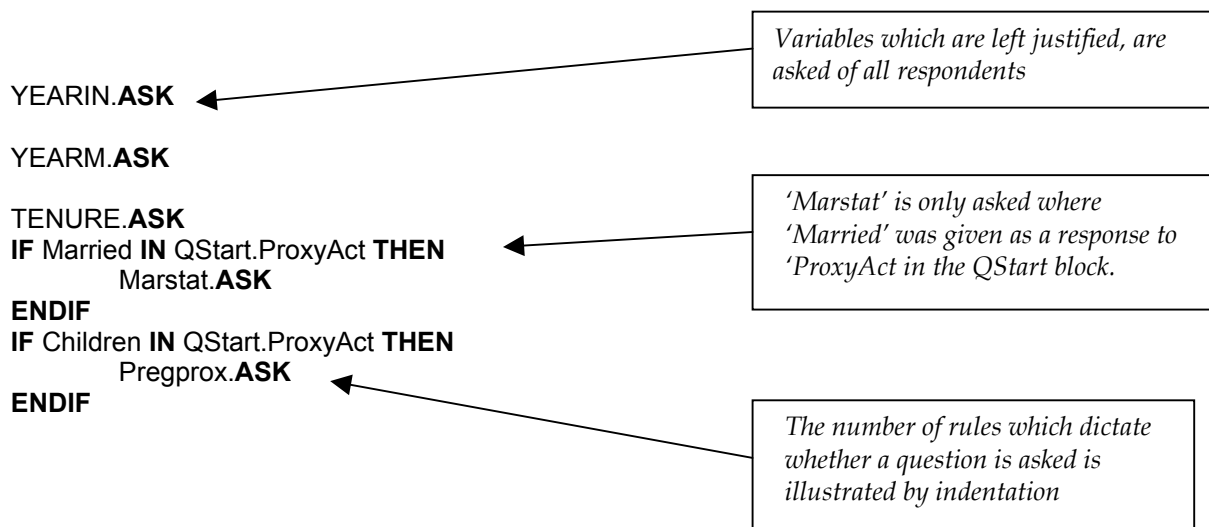
Details of how to interpret this section are shown in the following examples:

## *Routing*

Within each block, the name of each question is stated in the order to which they appear in the interview. The attached suffix (.ASK) indicates that a question is to be asked. Two alternative suffixes, '.SHOW' and '.KEEP' are used for variables which are computed by the program and either shown on the screen (for the interviewer to check) or simply stored in the program.

As in Section 1, rules which govern whether a particular question is to be asked or not are indicated by the IF….THEN statement, and ended with ENDIF.

### Example 2.1 – Routing of Questions

YEARIN.**ASK**

*Variables which are left justified, are asked of all respondents*

YEARM.**ASK**

TENURE.**ASK**
**IF** Married **IN** QStart.ProxyAct **THEN**
      Marstat.**ASK**
**ENDIF**
**IF** Children **IN** QStart.ProxyAct **THEN**
      Pregprox.**ASK**
**ENDIF**

*'Marstat' is only asked where 'Married' was given as a response to 'ProxyAct in the QStart block.*

*The number of rules which dictate whether a question is asked is illustrated by indentation*

## *Tables*

Tables of questions are created be repeating a 'block' of questions the relevant number of times.  This is indicated in the routing by enclosure of the rules which will be repeated for each line of the table within a box.

**Example 2.2 – Tables**

```
LSIAny.ASK
IF LSIAny = Yes THEN
        QPRXCOND.ASK
        FOR LOOP:= 1 TO 10 DO
```

```
IF (LOOP = 1) OR (PCondit[LOOP - 1].More = Yes) THEN
IF LOOP = 1 THEN
TEXT := "
ELSEIF LOOP > 1 THEN
TEXT := 'else'
ENDIF
PCondit[LOOP].ASK
LSICond.ASK
LSICon1.ASK

LSIimWk.ASK

LSIAge.ASK

LSILim.ASK

More.ASK

IF Sample = BCS THEN
IF LSIAge = RESPONSE THEN
CHECK
(LSIAge >= 0) AND (LSIAge <= 30) ENG "Please enter an age between 0 and 30."
ENDIF
ENDIF

IF Sample = NCDS THEN
IF LSIAge = RESPONSE THEN
CHECK
(LSIAge >= 0) AND (LSIAge <= 42) ENG "Please enter an age between 0 and 42."
ENDIF
ENDIF

ENDIF
```

```
ENDDO
    ENDIF
```

### Checks

In an electronic version checks and signals will be shown in red:


**Example 2.3 – Checks**


**IF** Marstat **=** RESPONSE **THEN**
**IF** Marstat **IN** [marred1 .. remarrd] **THEN**
**CHECK**
QBHGrid.QNames.m[1].MS **=** MarrCohab **ENG** "You've told me that you are married but at the start of the interview you told me you were not married."
**ENDIF**


### Text fills

Text fills are indicated in blue in the electronic version.


**Example 2.4 – Textfills**


**IF** DMSex **=** Male **THEN**
SEX **:=** 'he'
**ELSEIF** DMSex **=** Female **THEN**
SEX **:=** 'she'
FEM **:=** 'apart from regular ante-natal and post-natal care'
**ENDIF**


### NOTE : Comparison of Programme Version 4 and Version 5

Users should note that this documentation is based in Version 4 of the CAPI program. These were the only two differences shown when running code to check for difference between VER04 and VER05. Both changes involved routing and  are documented below:

 The first in the household grid was made so that HHSIZE would be computed when there were ten people in the household.

**Version 4**

```
<      { IF (M[Pers].More = No) THEN
<         HSize := Pers
<        ENDIF }
```

**Version 5**

```
<          HSize := Pers
<       ELSEIF
<        (M[10].More = EMPTY) AND (M[9].More = YES) THEN
<           HSize := Pers
```

The second was made in the ExPartners block to allow the year 2000 to be entered.

**Version 4**

```
<         IF ExPartm = RESPONSE THEN
<           ExPartm >= 1982 AND ExPartm <= 2000
```

**Version 5**

```
<         IF ExPartm = RESPONSE THEN
<           ExPartm >= 1982 AND ExPartm <= 2000
```