

## **INSTRUCTIONS FOR EXIT INTERVIEW**

### **Background**

At ELSA Wave 2 we have introduced an “exit” interview. We will be approaching a close friend/relative of an eligible ELSA respondent who has died since Wave 1 to do an interview about the deceased.

The Health and Retirement Study (HRS) in the United States successfully adopted an exit interview, and the content of this interview has been revised for use in ELSA.

The aim of the exit interview is to bring closure to the information collected at ELSA Wave 1. We can link the answers given by the late respondent at Wave 1 to those given in their exit interview, to find out how their lives may have changed in the two years preceding their death. We are interested in their health, social circumstances, and financial situation over this time, and what happened to their assets after they died.

### **Why is it called an exit interview?**

The term “exit” refers to exiting from the study. It is the field name and should not be used when discussing the interview with respondents. Instead, refer to it as an interview “about their loved one” or “about their late mother/father” or something similar.

### **Eligibility**

We are only conducting an exit interview for those who took part in ELSA Wave 1 and agreed to be re-contacted, and who have died more than six months ago. Details of the deceased’s willingness to be recontacted at Wave 1 will be on the main ARF information label.

### **Mode of interview**

You should conduct the exit interview face-to-face if the respondent lives in your area. If the respondent lives out of your area, Natcen’s telephone unit will contact them to conduct the interview over the phone.

All exit respondents should be given the option to do the interview over the telephone if they prefer (regardless of whether in/out of your area).

### **Addresses issued to interviewers**

Since Wave 1, some relatives/friends of ELSA members who have died have notified Brentwood of the death.

Addresses for people known to have died will only be issued to interviewers if there is another household member still eligible for an ELSA interview at Wave 2.

If a respondent lived alone and we have since been notified of their death, we will not issue this address to interviewers.

If the office has not been informed of a death, you will be the first to establish this has happened. If other household members are eligible for the ELSA interview, information about the deceased will be collected in the CAPI interview and recorded in the FQ module. However, if no other household members are eligible for the ELSA interview you will need to record the information about the deceased in the admin block, and if possible try and identify a potential exit respondent (although this is not imperative).

### **Who will act as an informant?**

Any close relative/friend or carer of the deceased can complete the exit interview. It is up to interviewers to identify who is best placed to answer the questions.

### **How do I establish the best person to do the exit interview?**

1. The most common way of identifying an exit respondent is during the main ELSA interview (if at least one eligible household member has agreed to ELSA interview). After the household grid, you are prompted to establish who the best person is to speak to about the deceased, and then during the FQ module ask whether they would be willing to be the exit respondent. If not willing, they are then asked to nominate another person who they think would do the interview (living in or outside their household). There are questions in FQ about the exit interview regardless of date of death. Information about a potential exit respondent is still collected if the death was less than six months ago, to allow contact in the future.

**Questions relating to the exit interview will only appear in the ELSA CAPI program if the deceased agreed to be recontacted at Wave 1.**

2. If no other members of the household (that lived with deceased) are eligible for an ELSA interview, you could still approach them and ask for consent to do the exit interview. Details of a potential exit respondent would need to be recorded in the admin block, because no FQ module would be completed.
3. If you identify that an ELSA member has died who lived alone, you could ask a neighbour for information about a potential exit respondent. However, if this proves difficult please just record in the admin block that the person has died, and if possible roughly when they died, and we will contact the stable address from the office.

### **Where do I record that an ELSA Wave 1 respondent has died?**

You will need to write in details about the person who has died at Section D of the Main ARF. You will first need to establish when they died, to determine whether an exit interview can be conducted about this person now. If death was more than six months ago you are asked to open up an Exit Record Form (ERF) to record details of the potential exit respondent.

If the death was less than six months ago, D4 of the main ARF asks you to record details of someone who may be willing to do the exit interview in the future. You do NOT need to open up an ERF, however any contact information about a future exit respondent needs to be entered into the ELSA main admin block.

### **Exit Record Form (ERF)**

You will need to open up an Exit Record Form (ERF) if a respondent from Wave 1 died more than six months ago.

If you have obtained contact details for a potential exit respondent, these need to be entered on the front page of the ERF.

On the front page, you will also need to enter:

The serial number of the deceased (taking the person number from Section E3 of the Main ARF).

The full name of the deceased

The date of death

Other information (i.e. relationship of potential contact to deceased, and whether he/she is stable address contact)

- A1 Please code whether the potential Exit respondent lived in the same household as the deceased or not.

- A2 You will need to assess whether the person nominated lives in your interviewing area. If you have any concerns about this, please contact your project manager. If the person lives out of your area, a telephone interview will be offered instead from Natcen's telephone unit, so you will need to code 923 "telephone interview required" and send the ERF back to the office.
- A3 If the person nominated is in your interviewing area, then please approach them for a face-to-face exit interview. The option of completing the interview by telephone should also be offered.
- A4 This checks whether you actually got to speak to the potential exit contact given to you.
- A5 It is possible that upon approaching the contact, you find out that they are not best placed to do the interview. If anyone else is nominated to do it, you should record their contact details at A6.
- A7 You will need to make sure that the second nominee is in your interviewing area. Again, if they are not in your area you will need to code 923 "telephone interview required" and send the ERF back to the office.
- B Please code a final outcome for the exit interview. This will need to be entered in the admin block in the Exit program.

### **Exit interview program**

When you open up an ERF, you will also need to open up a CAPI slot in the exit interview program. The exit interview has a separate project number (P7158). For every ERF you open, you will need to record a final outcome code in the admin block in the Exit program.

Not all interviewers will have the exit interview installed on their computers. If the office has been notified of a death, and the address has been issued by virtue of someone else in the household eligible for the ELSA interview, a program slot for the Exit interview will be loaded.

If you require the Exit program and it is not already loaded on your computer, please contact Brentwood and allow at least 2 days for it to become live.

### **Content of Exit interview**

The questionnaire includes some of the following:

Health of deceased in year preceding death (physical and mental)

Care and support needed in 3 months preceding death

Memory/mood in last year preceding death

Problem behaviour

Financial questions – private health care, funeral expenses, inheritance – houses, businesses, other assets.