

**HEALTH AND LIFESTYLES OF PEOPLE
AGED 50 AND OVER
(ELSA)**

**P2496
ELSA WAVE 3**

PROJECT INSTRUCTIONS

ELSA W3 /April 2006

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1. ABOUT THE STUDY

1.1 Background and introduction to the study

The English Longitudinal Study of Ageing (ELSA) is a study of people aged 50 and over and their partners. The aim is to interview the same group of people every two years to explore **the health, lifestyles and financial situation** of people as they grow older. The field name of the study is 'health and lifestyles of people aged 50 and over'.

Over time, the study will allow us to explore many questions, for example:

- How does people's health and level of disability change over time?
- What explains who has good health in later life and who does not?
- When do people retire and how do they plan for their retirement?
- Do people have enough savings to provide for their older age?
- How do people's activities, relationships and quality of life change over time?
- How do changes in memory and concentration affect well being?
- What is the relationship between these different factors?

ELSA is modelled on a similar study in the US (the Health and Retirement Study, HRS). A parallel study, the Survey of Health, Ageing and Retirement in Europe (SHARE), has completed its first wave of data collection across Europe and is due to start its second wave shortly. Equivalent studies are being developed in many other countries of the world, most recently Korea. A team of researchers on the Korean Longitudinal Study of Ageing (KLOSA) came to visit us in March 2006 to find out about ELSA and to share their experiences of setting up KLOSA, which is due to go into field this year. The various longitudinal studies of ageing being carried out across the world will be used to compare experiences across countries and understand how national policies and contexts effect people's lives.

Originally we were funded for two waves of data collection for ELSA: the Wave 1 survey held in 2002-2003 (interview only) and the Wave 2 survey in 2004-2005 (interview and nurse visit). We have now been awarded funding for two further waves: Wave 3 which begins in May 2006 (it involves an interview and a retrospective interview which is described in Section 9); and Wave 4 which will begin in 2008 (interview and nurse visit). We hope to continue to revisit respondents at least every two years so that we can learn how people's lives change over time.

Half of the funding for ELSA has been provided by the US National Institute on Aging which also funds the Health and Retirement Study mentioned earlier. The remaining funding for the study has been provided by a consortium of UK government departments.

The study is being carried out by a collaboration between NatCen, the Department of Epidemiology and Public Health at University College London (UCL), the Institute for Fiscal Studies (IFS) and academics from Cambridge University, University of East Anglia, Exeter University and other universities. The principal investigator in the research team is Professor Sir Michael Marmot, Head of the Department of Epidemiology and Public Health and Director of the International Centre for Health and Society, UCL.

We plan to publish a report of the findings from Wave 2 in July 2006, when we will also invite the press, academics and government officials to a public launch.

1.2 Overview of study procedures

The study procedures are set out in greater detail in the remaining sections of these instructions. In brief, the process you should follow is:

- (a) Notify the local **police** station(s) before you start work.
- (b) Send out the **advance letters**. Look at the coversheet to find out whether you should enclose a **newsletter or coversheet** with the letter.
- (c) Look at the information label to find out if you should contact the respondent **by phone or face-to-face**.
- (d) Contact all the individuals on the information label and tailor your approach to consider the following:
 - whether they are an original or refreshment sample member
 - what the outcomes were for previous interviews (look on coversheet)
- (e) If a respondent refuses to be interviewed, record any reasons for refusal at section of the ARF
- (f) Conduct the household demographics module to clarify who is eligible for interview in the household.
- (g) Where a sample member no longer lives in a household, or the entire household has moved, do your best to trace them. **If the household has split**, open up a new household slot in the CAPI and an ARF B. Please remember to give an outcome code even if the household is unproductive.
- (h) **If a respondent has died**, please try to find someone appropriate to do an End of Life interview. Record the details at Section D of the ARF and open an End of Life Record Form (ERF).
- (i) **If a respondent has moved into an institution such as a nursing or residential home**, record details at Section C of the ARF. Attempt to find out if the respondent would be able to answer the questions themselves. If they are not able try to find someone to do a proxy institution interview instead.
- (j) **Carry out a proxy interview** if a sample member cannot be interviewed in person because of a physical or cognitive impairment, or because they are away in hospital or temporary care throughout the whole fieldwork period. Please do not conduct a proxy interview for reasons like refusal, working away from home, or inadequate spoken English.
- (k) Wherever appropriate, conduct the elements of the survey with all eligible individuals, following the procedures set out in these instructions.
- (l) **Issue a core self-completion questionnaire (BLUE) to all respondents interviewed in person** (i.e. not proxies) and return completed questionnaires to the Yellow Team at Brentwood. If conducting a non-concurrent interview, please leave the core self-completion questionnaire with the respondent so that they can return it to us directly.
- (m) Check the information leaflet (or coversheet) to find out whether the respondent is also required to do one of the **additional questionnaires – yellow or green**. Although, please do not ask proxy informants to complete these. Please leave this questionnaire behind with the respondent to complete and return to us.
- (n) Ask the respondent if they are willing to do the **Retrospective Interview**. If you do not have the retrospective programme yet, tell the respondent you will contact them in the near future to arrange the interview. If you have the retrospective programme, arrange a time to do the interview.

- (o) Give the respondent **the £10 cheque** at the end of the interview. If you feel that you would like to give the respondent a **special 'thank you'** for taking part (e.g. if the interview was particularly long) then you can buy them a thank you card or gift costing up to £10 (e.g. flowers). Please check with the yellow team before you buy the gift and claim it back on expenses.

2. ELSA WAVE 3 SAMPLE

2.1 Original sample

The original sample for ELSA was selected from households that participated in the Health Survey for England (HSE). The HSE years selected for the original ELSA sample were 1998, 1999 and 2001. The majority of our sample were first interviewed as part of the HSE in one of these years. Most were then interviewed a second time at ELSA Wave 1. Wave 1 is considered to be the baseline for ELSA. Therefore, at Wave 2 we only followed up people who were in productive households at Wave 1. This meant that at Wave 2 each issued household had had at least one productive interview at Wave 1. However, at Wave 3, we are issuing some households that were unproductive at Wave 2. We hope that you will be able to carry out interviews with some of the eligible individuals in these households.

Most of the respondents from the original sample issued at Wave 3 will have had a Wave 1 interview and had an interview and a nurse visit at Wave 2. There will have been a gap of approximately two years since we last interviewed them. However, some sample members may have missed one or more of these interviews. And some sample members have become eligible by moving into an ELSA household since the time of the HSE interview and so may have joined the study later than others. Please keep this in mind when you approach each household. This means it may have been 4 or more years since they were last interviewed.

From our original sample we are issuing a total of 10768 eligible people for Wave 3 who are living in 6917 households.

Refusers

With ELSA entering its third wave, we need to develop a strategy to help us keep as many respondents in the study as possible and to interview as many as we can at each wave. As mentioned above, at Wave 3 we will be issuing all those respondents who were eligible for Wave 2, meaning that some refusing households at Wave 2 will be issued as well. So at Wave 3 there will be some issued households in which all the eligible members refused at Wave 2, and there will be others which contain a mix of productives and refusers at Wave 2.

We have tried to categorise Wave 2 refusers as either soft refusers (people who refused to take part at a particular time, but could be reissued later) and hard refusers (people who want to be removed from the ELSA sample). We have only issued soft refusers at Wave 3. A different advance letter has been produced for refusers for you to send out.

2.2 Refreshment (new) sample

The aim of ELSA is to study a sample of people aged 50 and over. However, as the study progresses, all the respondents get older, so we need to replace the youngest people as they are no longer represented. In order that our sample continues to include the full range of age groups, we have sampled new people from HSE 2001, 2002, 2003 and 2004 who were previously too young to join ELSA in 2002, but are now aged 50 or over (i.e. people aged 50 to 53 and their older/younger partners).

Households from these HSE survey years were selected for the study if at least one HSE interview was conducted with an eligible respondent in the household and they

agreed to be recontacted. This provides a total of 1648 additional households which have been added to the sample (2847 eligible individuals). The aim now is to invite them to join ELSA to take part in all future waves. You will need to approach them in a different way to our original sample members because they have no prior knowledge of ELSA (See section 4.3).

In comparison to our original sample, there is a greater chance that some households selected as part of our refreshment sample will have moved, as some will not have been contacted by us since 2001. Please see mover and tracing section for guidelines on how to deal with households that have moved address (Sections 4.6).

2.3 Eligibility for ELSA

Original sample

There are three different types of respondents in the original sample who are eligible to take part in the study:

Core Member (CM)

- Someone born on or before 29th February 1952 who was living within a household which took part in HSE 1998, 1999 or 2001 at the time of the HSE interview and was still living in the household sector within England when they were visited at Wave 1.

Young Partner (YP)

- A cohabiting spouse or cohabiting partner of a Core Member who was living within a household which took part in HSE 1998, 1999 or 2001 at the time of the HSE interview. All Young Partners were born AFTER 29th February 1952.

New Partner (NP)

- A cohabiting spouse or cohabiting partner of a sample member (who was not living in the household at HSE). At each wave we pick up new partners, who have joined the household since the last visit. New partners identified at Wave 1 are called NP1s, new partners identified at Wave 2 are called NP2s, and any new partners you find at Wave 3 will be classified as NP3s. All the new partners will be dealt with in the same way by the CAPI.

People are only eligible for interview if they are a core member or the cohabiting spouse or cohabiting partner of a core member, regardless of their age. However, if a household splits, all Sample Members, Younger Partners and New Partners should be traced (see Section 4.6 for more information). The household grid works out who is eligible for interview for you.

Refreshment sample

We have identified people from HSE who could potentially become core members, or their younger or older partners. You may also find new partners who are eligible when you contact the household.

Potential Core Member:

- Someone aged between 50 and 53 at 1st March 2006 who was living within a household which took part in HSE 2001-2004 and one member of the household agreed to be re-interviewed.
- **Unlike the original sample, they must still be living in a household sector in England at the time of ELSA Wave 3 interview.**

Potential Young/Old partner:

- A cohabiting spouse or cohabiting partner of a Core Member aged under 50 or over 53 at 1st March 2006 who was living within a household which took part in HSE 2001-2004 at the time of the HSE interview.
- **Young and Old Partners are only eligible for the study if they are still the cohabiting spouse or cohabiting partner of a sample member at the time you interview them.**

As with the original sample, new partners living with core members in the refreshment sample will also be eligible to take part.

2.4 Contact with sample since Wave 2

We sent a Christmas card to all ELSA respondents in the original sample last year.

In July 2005, we held two meetings with two small groups (around 8 people) of ELSA respondents, one in London and one in Leeds. In these meetings we asked respondents about their experiences and views of the study. We got lots of positive feedback from these meetings (see Box 1 on next page). We hope to hold similar meetings with ELSA respondents in the future to help us improve the study.

In March 2006, each original sample member interviewed at Wave 2 was sent a pre-advance letter asking them to update us in the event of any change in their circumstances (e.g. if they had moved address). We updated our sample records with this information before issuing the addresses to you.

BOX 1: FINDINGS FROM THE ELSA PARTICIPANTS MEETINGS

Reasons for participating in the survey

- “Interesting, and something new. I’ll try anything once.”
- “Here is my opportunity to do something positive...to improve things in the future for elderly”
- “It’s to help other people”
- “Somebody was interested in me and she cared”

Positive feedback about our interviewers:

- “The guy knew what he was talking about...his questions were very clear, not ambiguous”
- “Very charming”
- “Very nice and you weren’t put under any pressure.”
- “They were so efficient”
- “They weren’t like salesmen coming round and selling you things, you know... And they were so homely, and they just talked to you.”

Views about who was doing the study and why:

- “It sounded all very above board and official and trustworthy”
- “No insurance company behind it”
- “It felt more academic than political”
- “Everything was explained very efficiently so you knew exactly what you were getting into.”

Views about taking part in a longterm project:

- “I wanted to prove them wrong too, we’re not getting older.”
- “Somebody is keeping an eye on you”

3. FIELDWORK MATERIALS

The documents are included in your work packs

Document	Section to look at in instructions
1. Police letter	4.1
2. Advance letters for each eligible individual (that we know of), 3 possible types: <ul style="list-style-type: none"> • Original sample • Refreshment sample • Refusers 	4.3
3. Information leaflet	4.3
4. Update Newsletter	4.3
5. ARF A for each household, 2 possible types: <ul style="list-style-type: none"> • Original sample (peach) • Refreshment sample (blue) 	4.5
6. ARF B, for split households (lilac)	4.6
7. Coversheet for each household	4.5
8. Appointment card	
9. Postcard for broken appointments	
10. Mover letter (including new address info sheet, and a small and large envelopes) for tracing	4.6
11. Timed walk card	6.3 & Appendix B
12. Cognitive function booklet	6.8 & Appendix C
13. Consent form (HES & NI) (yellow)	6.10
14. Consent form (NHSCR) (pink)	6.10
15. Core self-completion (blue)	7
16. Health self-completion (green)	7
17. Work self-completion (yellow)	7
18. Thank you letter and cheque	4.9
19. ERF – End of Life Interview Address Record Form, if a respondent has died	8.6
20. Showcards	

Other materials

You will also need the following equipment for the timed walk (MM) and cognitive function (CF) modules:

- (1) A pencil
- (2) Your clipboard
- (3) Stopwatch and
- (4) Tape measure with mark to identify correct distance for timed walk

4. FIELDWORK PROCEDURES

4.1 Police letters

As always, **notify the local police station(s) before you start work**. Please tell them what the survey is about, give them a copy of the advance letter, and explain how long you will be working in the area. Then present your identity card and leave your name and home telephone number. Ensure that all the details you have given are recorded in the day-book at the station desk if that station has one. Make a note of the name of the officer to whom you speak and the date of your call so that you are fully covered in the event of any query or complaint to the police. It is reassuring for suspicious sample members, as well as other people you come into contact with, to be told that the police know about you. **You must not start work until you have registered with the police.**

4.2 Fieldwork timetable and assignments

The number of addresses issued to you will be between 1 and 40. There may be a mix of original and refreshment addresses within a point. All addresses will be issued in two batches: the first in May and the second in September. The batch a household is assigned to will depend on the date of their last interview and their geographical location. Where possible we have tried to allocate households from the original sample to the interviewer who conducted the previous ELSA interview(s) at that household.

Please start work as soon as possible. Fieldwork will be monitored on a weekly basis. You will be asked to work steadily each week and you will be given guidelines about the percentage of work that should be completed after 1st month etc. Please also remember to transmit your work regularly during the fieldwork period.

4.3 Advance letters

You will need to send out your own advance letters. There are three versions of the advance letter. The coversheet tells you which version of the letter to send and whether you should enclose a newsletter or leaflet with it. The three types of advance letters are:

Original sample members

A letter has been provided for those respondents who were interviewed during Wave 2 and who did not explicitly refuse to be recontacted in the future.

Refreshment (New) sample

A letter has been provided for members of the refreshment sample who were interviewed in HSE 2001, 2002, 2003 or 2004. These letters have 'New' written on the top left hand corner.

Refusers

We have produced an advanced letter for people who refused at Wave 2. These letters have 'Ref' written on the top left hand corner. You should post these out like the other advance letters. In the pilots for Wave 3 interviewers chose not to emphasise that a given individual had refused at a previous wave. They found that some respondents

had forgotten they refused last time, and in one case another household member encouraged them to take part this time.

We have also provided you with a laminated copy of each of the three types of advance letters. The original and refreshment ('New') letters are printed back to back, whilst the refreshment ('Ref') letter is on it's own.

Please note that we have **not** provided you with advance letters for people who we know to be in an institution. Please see Section 5.6 to find out how to contact these respondents.

ELSA leaflet

We have produced a leaflet similar to the ones used in previous waves. The leaflet should either be sent with the advance letter or given to the respondent on the doorstep or at the end of the interview (see Table below). We want you to send the leaflet with the advance letter to the refreshment sample and refusers, as they may not know much about ELSA. However, we want all households to have a copy of the leaflet, so please make sure that you give a leaflet to the original sample households before you leave.

ELSA Newsletter

The newsletter contains some recent findings from ELSA and some news about the study. We would like you to send it with the advance letter to the original sample, as we hope that it will encourage them to take part again (see Table below). You may want to use it on the doorstep with the refreshment sample or refusers in order to persuade those respondents about the value of the study. Again, all households should be left with a copy of the newsletter so please make sure that you give one to the refreshment sample households and refusers before you leave.

Type of advance letter	What to post with advance letter	What to give respondent on doorstep or at end of interview
Original sample	Newsletter	Leaflet
Refreshment ('new') sample	Leaflet	Newsletter
Refuser ('ref')	Leaflet	Newsletter

4.4 Initial contact with respondents

Since ELSA began, many of you have built up a good rapport with our respondents, and feel you know them well. As a result, feedback from the pilots for Wave 3 was that often a telephone call in advance to arrange a time to visit would be enough to secure the interview. Therefore, we would like **you to make the initial contact by telephone with some pre-selected cases** who were interviewed at both waves of ELSA and are under 80. It is felt that respondents who agreed to both ELSA interviews are less likely to refuse at Wave 3 and are therefore the best candidates for this method. The information label will tell you what your initial approach should be, i.e. telephone or face to face (see Information Label below).

Please use our suggested approach for contacting each respondent when possible. However, if you feel that the approach we have suggested would not be appropriate for a particular case (for example, if we have suggested you telephone a respondent who

is specified as having hearing problems on the coversheet), then please contact them using the other approach. However, if we have suggested face-to-face contact, please do not contact the respondent by phone for the initial contact unless you have a good reason to do so. Please discuss this with your project manager.

Two individuals in the same household may have different methods of contact suggested on the information label (e.g if one individual took part at both waves of ELSA but the second person refused at one wave). In these instances you should contact the household by telephone first and ask to speak to the person who we have suggested you can contact by telephone. Once you've arranged an appointment with this individual you should ask them if they think the other eligible sample member in the household would be willing to be interviewed. If the answer is no, you could attempt to contact the individual in person to persuade them to participate if appropriate.

We have printed respondents' email addresses on the coversheet if they have one, however please do not contact respondents by email.

When you visit respondents, please be meticulous about showing your ID card to them, even if the people you speak to do not appear to be interested in it. Please also remember to avoid giving away information about the study to neighbours in your attempts to find respondents at home.

Introducing the study

"ELSA" has been written on all the materials we give respondents and they will hopefully have come to recognise this name by now. But it may still be sensible, especially for the refreshment sample, to use the field name, i.e. say it is an interview about the health and lifestyles of people aged fifty and over. However, please do mention "ELSA" during the course of your visit and try to encourage people to see themselves as part of ELSA, an ongoing study which will be important in the future.

4.5 Address Record Form

The main ARF has been printed on two different colours. The peach ARF is for households in the original sample, and the blue ARF is for those in the refreshment sample. You also have an ARF B (lilac) to use if a household has split.

There are two labels on the front of each ARF:

Address Label

The address label has the following information:

S: **130460311 T** P: 101 FA: 0
Address 1
Address 2
Address 3
Address 4
Address 5
Post code
T: 020 8898 7907

Key:

S = Serial number and check letter. The household serial number is 9 digits long (the individual serial number is 11 digits – 9 digits from the household serial number and 2 digits for the person number)

P = Point number

FA = Field area

T = telephone number

Information label

There is one information label per address. Examples of two different types of information label are shown below. We have shown only those people in the household who are eligible for the ELSA study, alongside their person numbers (used in the CAPI household grid).

S: 130460311 T R: Orig

Pno – Name – Age – Contact - SelfComp

01 - Thomas Macintosh - 76 - Tel - Ye

02 - Ruby Johnson - 69 - Tel - Gr

- - - -

- - - -

S: 130460311 T R: Orig

Pno – Name – Age – Contact - SelfComp

01 – Sally Peters - 73 – F2F - Bl

- - - -

- - - -

- - - -

Key:

S = Serial number and check letter.

R = Whether in refreshment or original sample:

Orig: Original sample

Refresh: Refreshment sample

Pno = Person number (used in the CAPI household grid)

Contact = Method of initial contact (see Section 4.4):

F2F: Face to face contact

Tel: Telephone contact

SelfComp = Colour of self-completion questionnaire(s) respondent will need

Gr: Health self-completion (Green) + Core self-completion (Blue)

Ye: Work self-completion (Yellow) + Core self-completion (Blue)

Bl: Core self-completion (Blue) only

Coversheet

We have created a coversheet for each household, to provide you with additional information to help you plan your approach and the interview. The coversheet contains the following information:

Field information

- **Serial number**
- **Batch number**
- **Point**

Eligible household members – summary info and best times to contact them

- **PNo:** Person number (used in the CAPI household grid)

Name

- **Surname**
- **Sex**
- **Adv letter:** Type of advance letter to send
 - Original
 - Refusal
 - No letter = No letter to send
- **Send with:** What to send the advance letter with:
 - Info leaflet
 - Newsletter
 - No letter
- **Best time to call**
- **Best day to call**

Outcomes – to help you tailor your approach

- **HSE int date:** date of HSE interview (only for refreshment sample)
- **HSE outcome:**
 - Full int = full interview was carried out
 - Partial int = partial interview
 - Away/in hosp = respondent was away from home or ill in hospital
 - Ill at home = respondent was ill at time of interview
 - Refusal by per = interview refused by respondent
 - Refusal by prx = interview refused by proxy
 - No contact = no contact was made with household
 - Other unprod = other unproductive outcome
- **W1 int date:** date of Wave 1 interview
- **W1 outcome** (see codes above as well):
 - Full int: per = full interview was conducted with person
 - Full int: prx = full interview was conducted with proxy respondent
 - Partial int: per = partial interview was conducted with person
 - Partial int: prx = partial interview was conducted with proxy respondent
 - In institution = person was in institution at time of interview
 - Office ref= office refusal
 - Phys/men incap = physically or mentally unable/incompetent
 - Ref b4 int = refusal before interview
 - Ref during int = refusal during interview
 - Broken appt = broken appointment – no re-contact
 - Lang difficulties = language difficulties
 - Untraced = person could not be traced
- **W2 int date:** date of Wave 2 interview

- **W2 outcome** (see codes above):
- **Nurse outcome** (see codes above as well): Outcome of Wave 2 nurse visit
Full N int = full nurse interview
N/A = not applicable (e.g. because they were a new partner or young partner)
Refusal = refusal
- **Date N letter sent:** date the letter with the results from the nurse visit was sent to the respondent (and to their General Practitioner if appropriate)

Information needed for interview/other info

- **IA Resp:** person who answered the income and assets (IA) questions at Wave 2 – ideally we want the same person to answer this time. The CAPI will ask you to check:
Yes = Respondent answered the IA questions
No = Respondent did not answer the IA questions – someone else answered on their behalf
(Blank) = Respondent did not answer the IA questions and no one answered on their behalf
- **HO Resp:** person who answered the housing and consumption (HO) questions at Wave 2 – ideally we want the same person to answer this time. The CAPI will ask you to check:
Yes = Respondent answered the HO questions
No = Respondent did not answer the HO questions – someone else answered on their behalf
(Blank) = Respondent did not answer the HO questions and no one answered on their behalf
- **Self-comp:** Which self completion questionnaire(s) to give to the respondent
Blue = Core self-completion only
Blue + green = Core self-completion + Green (Health) self-completion
Blue + yellow = Core self-completion + Yellow (Work) self-completion
- **Email address** – to check at the end of the CAPI questionnaire (please do not use to contact respondent)
- **Type:** Type of sample member
CM = core member
CP = core partner
YP = younger partner
NP (W1) = new partner (identified at Wave 1)
NP (W2) = new partner (identified at Wave 2)
Pot CM = potential core member (refreshment sample)
Pot Part = potential core partner (refreshment sample)

Stable contact and proxy nomination details

- **Type:** type of contact
Stable = Stable address contact
Prx nom = Proxy nomination contact
- **Name:** name of stable address person or proxy nomination
- **Relationship:** relationship to respondent
- **Address & telephone:** contact details of stable address contact/proxy nomination

- **Notes:** various information which you might find helpful. Some of this information was provided by the Wave 2 interviewer. The type of information entered here includes:
 - Parking information
 - Information about contacting the respondent (e.g. busy, works shifts)
 - Characteristics of the respondent (e.g. deaf)
 - Details of the proxy informant at Wave 2, if applicable
 - If moved into an institution
 - If moved to new address since Wave 2
 - If they took in the ELSA participants meetings (see Section 2.4)

Section of the ARF

A: Establish whether or not any eligible individuals resident at address

- In this section you attempt to establish whether any of the eligible individuals (i.e. core members, young partners or new partners listed on the ARF information label) are resident at the address given on the ARF address label.
- This section should be completed for each household.

B: Movers tracing section (No eligible individuals at address)

C: Institutional Section

Please record all details of any eligible individuals who have moved into an institution and details of the proxy institution informant or the institution if relevant.

D. Eligibility for End of Life Interview

- Please record details about the person who has died, and details of the person who you do the interview with if relevant.

E. Individual Outcomes for eligible respondents at address (original or traced)

- You should record individual outcomes for all eligible individuals living at the address (including those who have died or moved to an institution).
- Please note that **you should only code 53**, physically or mentally unable/incompetent if after a proper effort you are not able to identify a proxy informant who can respond on behalf of the eligible sample member.
- Please note that if a respondent does not have adequate English to complete the interview then you should not carry out an individual interview but instead code them as unproductive here (54). While you can allow an individual to have help with some questions, they will need to answer the private modules alone, so must have reasonable language skills in English.
- You should also identify the appropriate self-completion status for each paper questionnaire and record this in the grid at E2.
- If an eligible respondent has moved into an institution or died, this should be recorded at E3.

F - Final Outcome for Household (original or traced)

- **Please note at the top of Section F, the reminder that if a household has split you should open an ARF B to find a follow-up address.**
- There is a new refusal section to complete if a respondent refuses, which asks you to code the reasons for refusal, your response to this refusal and how you think this case should be treated in the future. We will use this information to decide whether we can

reissue the case (and when), how we should approach the respondent in the future, and the methods we could use to encourage the person to take part in the future.

G - Details of the people who were interviewed

- This section should be completed during the interview (FQ section).
- This is where you record the details of the proxy nomination and stable address contact (if newly collected, or different from that printed on the coversheet).
- If a respondent was interviewed by proxy, and the proxy informant gives you their contact details, record this in the grid.

H - Details of the area

- This section should be completed for mover addresses only i.e. if the sample member(s) has moved from the original address and you have followed them up at the new address.

4.6 Movers

Who to trace

It is possible that all the sample members within the household will have moved since we last interviewed them for ELSA or, even more likely, since the HSE interview for the refreshment sample.

Original Sample

- Please trace **all** eligible people from the original sample who have moved.

Refreshment Sample

- Please trace all potential core members from the refreshment sample who have moved **UNLESS** they have moved outside of England.
- Please **DO NOT** trace young or old partners if they no longer live with the core member.
- You should **not** trace members from the refreshment sample who refused to be interviewed at HSE (look at coversheet).

How you should find movers

If all of the sample members have moved, you will be directed on the ARF to attempt to find a follow-up address for the sample members. There are various ways you can do this:

- Telephone contact with respondent (number may still connect to respondent)
- Give mover letter to present occupier (see next page)
- Contact with neighbours/addresses opposite
- Contact stable address by phone, visit or letter (via office)
- Contact proxy nomination by phone, visit or letter (via office) if appropriate
- Consult electoral register, phone books, public records
- Try local shops/post office

We would like to improve the way we record attempts to find movers. This will help in the decision about whether to allocate the case in the future. If you have a mover you will be prompted in the admin block to record how you attempted to find them.

Be careful not to give too much information to other people about why you are trying to contact the respondent. But do mention, if it helps, that the person was aware that we planned to recontact them in the future.

One important source of information will be the Stable Address contact provided by the respondent. Ideally, we would like you to make face to face contact with the householder at the stable address. However if this is not possible please use the contact telephone number provided on the cover sheet.

It may be possible to use the proxy nomination, although this person is likely to be either in the same household as the respondent, or the same person as the stable contact.

We would like you to do your best to make contact with movers, for two main reasons:

- movers will have had a different experience and we will benefit from their feedback
- even if it is impossible to find the respondent in the given time period, it may be possible to revisit them at a later stage.

Mover Letters

You may make contact with someone who knows the sample members' new address but is not prepared to give you this information directly. Ask them if they would give or post a letter to the sample member on your behalf. If they agree to do this, take a mover letter and write in:

- the serial number (**please also write this on the white New Address Information sheet that we ask the Sample Member to return**)
- the name of the individual(s) you are trying to contact
- the name of the person who has told you the Sample Member has moved away
- your name.

It is extremely important that you also write the serial number on the white New Address Information sheet that we ask the Sample Member to return to us.

Put this letter along with the white New Address Information sheet and a reply paid envelope into another envelope. Write the sample member's name on the front. Then leave it to the contact to forward the letter. Please write on the ARF that you have done this.

If you come across a situation in which all of the sample members have moved home and you have been given a new address, you should follow up the new address as long as it is local to you. If the new address is not in your area, please contact the team at Brentwood straight away. We would also like to know the addresses and telephone numbers for respondents if they have moved abroad. **Please remember that movers in the original sample at Wave 3, addresses in Wales and Scotland are eligible.**

If you are uncertain about whether the address is in your area, or have any other queries about movers, please ask your Area Manager or contact the Yellow Team at Brentwood.

If a household has split

You may find that some of the Sample Members are still resident at the address but other Sample Members have moved away. If this is the case, you will be directed by the ARF to complete an ARF B. The ARF B will help you to contact and interview the sample members who have split into a new household. All Sample Members, Younger Partners and New Partners should be traced if they were interviewed at Wave 2. If they were **not** interviewed at Wave 2, contact the office to find out if you should try to contact this person.

4.7 People who have moved into institutions

Please see Appendix A for the definition of institution addresses.

You should attempt to carry out an interview with anyone who has moved into an institution, or do a proxy institution interview on their behalf if they are unable to do the interview themselves. The institution interview is now built into main ELSA CAPI interview. You should visit respondents in institutions to do the interview if they are in your area.

If you interview any respondents in an institution please ensure that the Care Home Manager has been informed. It may also be helpful if a family member of the person you are interviewing can be there whilst you carry out the interview.

The approach you should take to contact people for an institutional interview will be dependent on whether they are able to do the interview themselves or require a proxy institutional interview instead. There are three main scenarios:

(1) If the person in the institution has a partner living at home

Any partner of a sample member in an institution will also be eligible for an ELSA interview. As a result some of the partners will be interviewed anyway, and the CAPI programme will prompt you to ask them whether their partner in the institution is able to do the interview themselves. If a proxy institutional interview is needed it is usually the spouse/partner who does it. The program can be set in the usual way so questions are asked concurrently or individually to this partner. If the sample member in the institution is able to do the interview themselves then you can find out how to contact them from their partner.

(2) If the person does not have a partner and they have a stable address contact or proxy nomination

During the course of the Wave 2 interview, respondents were asked to nominate a relative or close friend whom we could contact if they moved without informing us of their new address (stable address contact). They were also asked to nominate someone we could contact if they needed a proxy interview in the future (proxy nomination). Respondents often nominated their son or daughter.

If you have a stable address contact and/or proxy nomination on the coversheet, you should contact the office so a personalised letter can be sent to one of these contacts. If the stable address contact and proxy nomination are different people, the proxy nomination should be prioritised. If a phone number is available, the letter should then be followed up with a phone call by you in order to identify who should do the interview.

Even if you have the address of the institution you should always go through the stable contact/proxy nomination first (i.e. before contacting the care home directly). It is important to get friends/family on-side, as this often helps when approaching care managers etc.

(3) If the person does not have a partner and you only have an Institutional address

If you only have an institutional address for an ELSA respondent, please contact the office so personalised letters can be sent to the Care Home Manager and the ELSA sample member themselves. If a phone number is available, the letter should then be followed up with a phone call by you to the Care Home Manager in order to identify who should do the interview (i.e. whether you can approach the person themselves, or a nominated proxy).

Known institutionalised contacts

In some instances, interviewers at Wave 2 were able to determine the type of interview required for an institutionalised respondent (i.e. normal or proxy), so you may have been issued with either the proxy contact details, or the direct details for the care home.

Institutional CAPI interview

We have developed routing within the ELSA program specifically for people who have moved into institutions. The content is broadly the same as the main interview, although some questions have been omitted and some structural changes to the modules have been made. A proxy version is also available for those unable to do the interview themselves.

Incentive cheques

A £10 cheque should be offered for all ELSA respondents in institutions (regardless of whether a proxy or non-proxy interview is completed).

A £10 cheque should also be offered to proxy informants.

4.8 Refusers

At Wave 3 we are reissuing some people who refused an interview at Wave 2, and we plan to follow this approach at future waves of ELSA. Therefore, we need to develop a strategy to help us to decide whether a refusal can be reissued (a soft refusal) or has to be removed from the ELSA sample (a hard refusal).

The ARF now has a 'Refusal Section' (Section F2-F6) which we would like you to complete should someone refuse. We would like you to code the reason(s) the respondent gives for refusing at F3 on the ARF:

F3 REASONS FOR REFUSAL (CODE ALL THAT APPLY)

Short term commitments (interview would not be convenient <u>at this time</u>)	
Long term commitments (ie. will be too busy in the foreseeable future)	
Questions are too personal	
Interview is too long	
Concerned about confidentiality	
Not interested in the survey subject matter	

Survey does not have public or personal benefit: survey is a waste of time	
Circumstances have not changed since last interview	
Spouse or partner opposes participation	
Other family member opposes participation	
Other	

We would also like you to record what you said in response to the refusal, and what you think may encourage them to participate in the future. There is space for you to write this in at F5 of the ARF. The information you provide may help us in our attempts to convert refusers in the future. For example, if an individual does not want to take part because he/she feels certain questions are too invasive, an adapted interview which excludes more sensitive questions could be used.

Finally we would like you to record how you think we should treat a given refusal in the future (F6):

F6 How should this case be treated in the future? (please tick box or record in the space below)

Reissue for Wave 3	
Reissue for Wave 4 (not Wave 3)	
No further contact	
Other	

4.9 Incentive payment

You have been given £10 incentive cheques in your work pack for all eligible sample members. The cheque should be offered as a token of our appreciation for doing the Wave 3 interview. Hence, it should be given to the respondent once the interview has been completed. You will be asked whether you have done this at the end of the interview.

If you do not have a pre-printed cheque for a respondent or there is a problem with the cheque, then please request a (replacement) cheque using the question at the end of the CAPI interview. Similarly, if the respondent would like a voucher instead of a cheque, please code this in the CAPI. It is essential you also **telephone the yellow team to inform them about any replacement cheques or vouchers that are needed.**

In the case of proxy interviews, you should give the cheque to the eligible sample member. If you think the proxy informant should be given a cheque as well, please request one from the team at Brentwood.

4.10 Respondent/Interviewer safety

The Multi-centre Research Ethics Committee stipulated that only interviewers with CRB clearance should work on this project. Many ELSA respondents could be considered vulnerable individuals either because of physical decline or because of low cognitive function. Interviewers must take particular care by:

- Not visiting late at night
- Always ensuring that computer leads etc. do not create physical risks to the respondent
- Taking breaks as appropriate and returning to the household at a later stage
- If unsure whether the respondent is able to give informed consent, taking the conservative view and offering to return, for example when a relative or carer can be present.

5. CONDUCTING THE CAPI INTERVIEW

This section gives an overview of the content and structure of the interview. Sections 5.4 to 5.9 explain how you should set up different aspects of the interview, which you will need to do in the household grid.

5.1 Content of the interview

The following table gives a brief outline of the content of the dress rehearsal CAPI questionnaire. We will focus on specific changes made within some modules in Section 6.

Household demographics This module updates the household grid information that was collected at Wave 2, and checks the eligibility for ELSA of all current household members (including New Partners).
Individual demographics This module updates or collects details about respondents' marital status, relatives and parents' age and cause of death.
Health This module covers many different aspects of people's health; longstanding illness or disability; eyesight and hearing; pain; difficulties with daily living (ADLs); and health behaviours (e.g. smoking and physical activity). New questions at Wave 3 record respondents' dental health and the help they have received for daily activities.
Social participation This module of questions covers the use of transport. New questions at Wave 3 record how often respondents use taxis, get lifts from family/friends, or use transport provided by a hospital, day centre or lunch club.
Work and pensions This module collects or updates information about respondents' current work activities. Questions relating to pensions (current/past) have been excluded from the dress rehearsal, as they are currently being re-programmed. New questions for Wave 3 relate to pension statements sent by the Department for Work and Pensions (used to forecast state pension at retirement).
Income and assets This module estimates the income the respondent(s) have received from a variety of sources – wages, state pensions, private pensions, other annuity income, and state benefits – over the last 12 months. It then explores the amount of financial and non-financial assets held in various forms. There are no changes since Wave 2.
Housing and Consumption This module collects information about the respondents' current housing situation, including the size and quality of the accommodation. There are no changes since Wave 2.
Cognitive function This module of questions measures a variety of different aspects of the respondent's cognitive function. Questions used to measure literacy have been dropped for Wave 3. All other tests remain the same. However, you now have the option to specify why some tests could not be completed (i.e. due to poor eyesight, difficulty using a pen etc.).

<p>Expectations</p> <p>This module of questions measures people’s expectations; the level of certainty they feel about the future, how they make financial decisions within their household and their optimal financial planning horizon. There are minor changes to this module, including the deletion of the questions about the most positive and negative aspects of ageing.</p>
<p>Psychosocial health</p> <p>This module of questions asks how the respondent views his or her life across a variety of dimensions. The questions about when the respondent thinks middle age ends and old age starts, which were in Wave 1, have been added back in.</p>
<p>Effort/Reward</p> <p>This module of questions assesses motivations behind voluntary work and caring for others, and the relationship between effort and reward. There have been no changes since Wave 2.</p>
<p>Final questions and consents</p> <p>This module of questions updates demographic information, stable address, details of any proxy informants and requests permission to link to health and economic data from various administrative sources. There have been changes to the consent procedure and there are new questions to set up the Retrospective Interview.</p>
<p>Measurement – Timed walking test</p> <p>The timed walk involves recording the time taken by respondents aged 60 and over to walk a distance of 8 feet (244cm) at their usual walking pace. There have been no changes since Wave 2.</p>
<p>Self-completions</p> <p>There are three self-completions included in Wave 3 (see Section 7). The main self-completion asks about the respondents’ quality of life, social participation, control at work, life satisfaction, social networks and alcohol consumption. Some questions which were asked in the Wave 1 self-completion have been added back in and some Wave 2 questions have been taken out of the main self-completion for this wave.</p>

5.2 Structure of the interview

The CAPI program is structured in such a way as to allow for flexibility and for different sections of the interview to be conducted in different ways (See section on Concurrent Interviewing below as well). Importantly, in households with more than one person eligible for interview, the program will allow you to interview up to two people concurrently. This means that the questions are split up into short blocks and you ask each block to the first person, then to the second person.

In concurrent interviewing sessions, the following sections are asked of both respondents concurrently:

- Individual demographics (ID)
- Health (HE)
- Social participation (SP)
- Work and pensions (WP)

The section on income and assets (IA) will often only be addressed to one person in a concurrent interviewing session (though the other person can be present). However, if a couple do not share their finances, it will be asked to both people, and in these cases the program will work in the same way as for ID, HE, SP and WP.

As the section in housing is only asked to one person in each household, in concurrent sessions only one of the people in the session will be asked these questions.

The following sections **must be completed privately**:

- Cognitive function (CF),
- Expectations (EX),
- Psychosocial (PS),
- Effort/Reward (ER)
- Final questions (FQ)

This is because the content of these modules is sensitive. All four of these modules are asked in one go to the first person in the concurrent session. Then they are all asked in one go to the second person in the concurrent session. At the start of this section, you will be prompted to ask the second person in the concurrent session to leave the room and complete a self-completion questionnaire while these four sections are asked in private to the first person in the session. Then when the first person has finished answering these sections in private you will be prompted to ask the second person to come back into the room to complete these four sections of the CAPI interview in private while the first person leaves the room to complete their self-completion.

In interviewing sessions where you only interview one person, you will be prompted to leave the self-completion behind with the respondent at the end of the interview.

Another important feature of the CAPI program is that the measurement/timed walk section is in a 'floating' block. This means that you can complete it at any time, once you have finished the Health section. To access this section, you should press CNTRL <ENTER> to bring up the parallel blocks and scroll down to select the Measurements block. You will first be prompted to do the timed walk (if any of the people you are interviewing are eligible i.e. 60 or over) after the section on social participation, which is where we would normally recommend that it should be done. However, you can do it later in the program.

5.3 Feed-forward data

During some parts of the interview, answers given by respondents at a previous interview are fed-forward. This is usually to confirm what they said previously, and to detect possible change in their situation.

If members of our original sample did not participate at Wave 2, we have fed forward appropriate information from their Wave 1 interview if they had one.

We have household grid information and work status to feed-forward for our refreshment sample (taken from their HSE interview).

Because of the use of feed forward data it is absolutely vital that all interviewing takes place in the slot allocated to that respondent. If an individual is interviewed in any other slot than their own, the interview will make little sense to them, and someone else's private information could be inappropriately revealed to them.

5.4 Household demographics section

Information from Wave 2, Wave 1 and HSE about who is part of the household will be pre-loaded into the programme. You will need to check these details, collect them if they are missing or correct them if they are incorrect. You will also need to collect details of new household entrants and record some details about people who have left the household since the Wave 2, Wave 1 or HSE interview.

The CAPI program will identify any new household members who are eligible for interview (i.e. new spouses/partners of sample members).

Recording whether the household is at same address as last interview

You should record whether the household is at the same address as at the last interview at *DhSameh*. It is important to answer this question carefully as it will determine whether or not information from the previous interview about the household's housing situation will be referred to during the Housing section of the interview.

Who should complete the household demographics section

This section only needs to be completed by one person in each household. This can be anyone eligible for an interview, i.e. a sample member, young partner or new partner named on the ARF label or a new partner who has entered the household since Wave 2. Non-eligible household members or people outside the household should only complete the grid if all eligible respondents are unable to do so – either due to physical or cognitive impairment or because they are away in hospital/temporary care throughout the fieldwork period.

The rest of this section explains how you should set up different aspects of the interview, which you will need to do at different questions in the household grid. You should record who answered the household demographics section at *DhResp*.

5.5 Proxy Interviews

Eligibility for proxy interview

You should attempt to carry out an individual interview with **all** eligible individuals. If possible, interview all eligible individuals personally, even where there is some reluctance on the part of a carer or partner but the eligible respondent is happy and capable of carrying out an interview.

You should **carry out a proxy interview for eligible respondents in the following circumstances:**

- The respondent has a physical or cognitive impairment that prevents them from completing an interview on their own behalf,
- The respondent is away in hospital or temporary care **throughout the fieldwork period.**

If someone is expected to return home from hospital or temporary care before the end of the fieldwork period, please try to wait until they do so and attempt to conduct an interview with them in person. You may be told that the person would not be able to conduct an interview in person due to physical or cognitive impairment, even when they return from hospital or temporary care. If possible, you should wait until they do return home in order to make this assessment yourself and then, if necessary conduct a proxy interview because of their impairment. We would **not** want you to visit the person in hospital or temporary care in order to try to make this assessment.

Do **not** conduct a proxy interview for any other reasons, including:

- the individual does not speak English sufficiently well to do the interview
- you have trouble contacting the respondent (e.g. they are at work or abroad)
- the respondent is simply reluctant to do the interview

Respondents who have moved into an institution permanently are eligible for an **institutional interview** and therefore you should carry out an institutional interview (either in person or by proxy) in these cases (see Section 5.6).

Proxy informants

The proxy informant (i.e. the person who answers on behalf of the eligible respondent) can be any responsible adult (of at least 16 years or over) who knows enough about the respondent's circumstances to be able to provide information about them. Where possible, involve close family members such as a partner, son or daughter, but other people such as a carer could fulfil this role. In most instances, the eligible respondent will not be in a position to give consent for a proxy interview to be carried out on their behalf so you do not need to consult with them directly. Of course, you should not carry out a proxy interview if, for any reason, the eligible respondent specifically objects to you doing so.

How to set up a proxy interview in the CAPI

You should record if one or more respondents in a household need a proxy interview at *DhAnyPx*, and which respondent(s) need a proxy interview at *DhProxy*.

Once you have entered your answer to this question, please do not go back and change your answer. Indeed, **you will not be able to change it** once you have started to do the (proxy or non-proxy) interview.

Content of the proxy interview

The CAPI program will guide you through the proxy interview automatically. In all proxy interviews you will be asked to complete ID, HE, WP and FQ.

The proxy informant should answer the Household grid if there is no one else in the household eligible for an interview.

The proxy interview may include the income and assets module if the respondent is single or if there is no one else in the financial unit eligible for interview. If both members of a couple need a proxy interview, the section on income and assets will only be asked in one of their proxy interviews about both their finances.

HD*	Household grid
ID	Individual demographics
HE	Health (variant on main module)
WP	Work and Pensions
IA*	Income and Assets
HO*	Housing
FQ	Final questions and consents

As you progress through a proxy questionnaire, you will find that some proxy informants will have only a limited knowledge of the eligible respondents circumstances. Encourage estimates where reasonable but enter Ctrl-K when appropriate.

You will see that only a subset of questions is asked during a proxy interview and that there are a few additional questions in the health section asking the proxy respondent to assess the cognitive/psychosocial health of the relevant individual.

5.6 Institutional Interviews

How to set up an institutional interview in the CAPI

We have developed routing within the main ELSA program specifically for people who have moved into institutions. In order to carry out an interview with someone in an institution (or a proxy institutional interview with an informant) you should code that the respondent has moved into an institution (i.e. nursing or residential home) at *DHWhat*.

If the respondent is able to do the interview themselves then please code this at *DhMiPrx*. This will automatically set up a personal institutional interview.

If the respondent is not able to do the interview themselves then please code this at *DhMiPrx* and try and find someone to do a proxy institutional interview instead (see Section 5.5). If you find a proxy institutional informant then please code whether they are a household member or not at *DhMiPwh*. This will automatically set up a proxy institutional interview.

Structure of the institution interview

The institutional interview has the same modules as the main Wave 3 interview, and the content remains broadly the same for non-proxy, and proxy institutional interviews. However, questions asked in the Income and Assets module and the Housing module are influenced by whether the person in the institution has a partner, and whether they share finances or not (see below):

Couples

	Questions asked of spouse at home	Questions asked of spouse in institution
Partners who share finances	All IA All HO	No IA HO = consumption only
Partners who have separate finances	All IA All HO	All IA HO = consumption only

If both members of the couple are in an institution the following structure applies:

	Questions asked of spouse interviewed first in institution	Questions asked of spouse interviewed second in institution
Partners who share finances	All IA HO = reduced set of questions	All IA HO = reduced set of questions
Partners who have separate finances	All IA HO = reduced set of questions	All IA HO = reduced set of questions

Additional questions about partners at the start of the institutional interview control what modules are asked.

Single person in institution

The same modules will appear on-route as in a normal interview, but with fewer questions in IA and HO.

5.7 Concurrent interviewing and assignment of sessions

In households with more than one eligible respondent, two individuals can be interviewed concurrently. This means that the questions are split into short blocks and asked to one person then the next. Two is the maximum number of individuals that can be interviewed concurrently on this study. **Any two eligible respondents can be interviewed concurrently – regardless of their relationship.**

The main advantage of concurrent interviewing is that there is a time saving for the interviewer (see Section 5.10). However, the main disadvantage of concurrent interviewing is that each person has to give up more time. Most respondents will not mind this and will prefer to be interviewed together.

If there are two eligible people in a household who keep their finances separate, please check that they are happy to talk about their finances in front of each other before interviewing them together.

A proxy interview can also be carried out concurrently with a normal interview. You should only do this if the person who is doing their own interview is also acting as the proxy informant.

There are two different ways in which a concurrent interviewing session can be set-up. **The most important thing to remember is that once an interviewing session is set-up – either with one person or with two people – it CANNOT then be changed.** The different ways of setting up an interviewing session are as follows:

METHOD 1 – following the suggested allocation (Only for households with 2 eligible people)

In all households with two people eligible for a personal (i.e. non-proxy) interview, at the end of the household grid you will be asked at *DhNow* whether you are about to

begin a concurrent interview with these two people. The CAPI suggests in what order you should interview these two people in the concurrent session.

If you want to carry out a concurrent interview with these two people **now** and you have no reason to change the order of the allocation displayed on the screen, then you should code 'yes' at *DhNow*. You will then be asked, at *DhSurY*, to confirm that you are about to begin an concurrent interview with these two people. Coding 'yes' at this question will mean that they will be allocated to a concurrent interviewing session – **once you have allocated respondents to an interviewing session, this CANNOT be changed**. So, after coding 'yes' at *DhSurY*, you will not be able to change your mind and choose NOT to interview them together.

If you code 'No' at *DhNow*, you can still interview the two people concurrently. However, you cannot do this by changing your answer to *DhNow*; you will have to allocate the respondents to a concurrent session manually using Method 2 below instead.

Similarly, if you want to interview the two people together BUT wish to override the order of the allocation to the session suggested at *DhNow*, then you should code 'no' at *DhNow* and select the order manually using Method 2 described below. You may decide to do this if, for example, you know that one person will have to leave before you expect the interview to end. You can allocate them to be first in the concurrent session, so you can complete their private CAPI section (i.e. CF, EX, EX, PS, FQ) with them before they leave and then leave the self-completion behind for them to return by post.

METHOD 2 – manual allocation of sessions

You will need to manually allocate eligible respondents to interviewing sessions if you code 'No' at *DhNow*, or if there is only one person or more than two people eligible for an individual interview. Respondents who need a proxy interview can be allocated to interviewing sessions in the same way as respondents who are completing their own individual interview. In households with more than one person eligible for interview you can choose to interview up to two people in each session.

At *AllocP1* you should enter the person number of the first person you wish to interview in the interviewing session. The names of all eligible respondents are displayed on the screen. If you want to interview a second person **concurrently** with this person you should enter their person number at *AllocP2*. If you don't wish to interview another person concurrently, or indeed there is only one person eligible for interview, you should enter '97: No one else' at *AllocP2*. After you have chosen who to interview in that session you will be asked to confirm the selection of respondents to the session at *SessConf*. This will set the interviewing session – **once you have allocated respondents to an interviewing session, this CANNOT then be changed**.

In households where there are more than two people eligible for interview you will need to interview them in more than one session. To start a second (or subsequent) interviewing session, press Ctrl <ENTER> to bring up the parallel blocks and select 'Individual_Session [2]', then allocate any remaining respondents to the second session in the same way at *AllocP1* and *AllocP2*.

5.8 Who should complete the income and assets section?

The section on income and assets should be completed by one person in each financial unit. A financial unit is defined as either a single person or a couple, so in most couples only one of them should complete the section on income and assets on behalf of both people. However, if a couple keep their finances completely separate, they will be treated as separate financial units and so will both be asked the section on income and assets about their own finances.

In all households with a couple eligible for interview, there is a question in the household grid (*DhIAsep*) which establishes whether or not they have joint or separate finances. If respondents share their finances, at *DhIAWho* you should code who will answer the income and assets questions. The CAPI program will direct you to look at the coversheet to find out who answered the income and assets module at Wave 2. If possible, please ask the same person to answer the module this time. However, although we have to record one person in the couple as answering the income and assets questions, ideally we would like both members of the couple to be present and to contribute to the answers.

5.9 Who should complete the housing section?

The section on housing needs to be asked of one person per household, regardless of how many people there are eligible for interview. In households where there is more than one person eligible for interview, you will be asked to code either in the household grid (at *DhHou*) or at the start of the housing section (at *IhoWho*) which person should answer the housing questions. The CAPI program will direct you to look at the coversheet to find out who completed the housing section at Wave 2 and ideally the same person should act as the primary informant on this occasion as well.

As with the Income and Assets section, any eligible respondents in a household can contribute to the answers that are given by the named respondent.

Again, it is possible, though we hope unlikely, that you may not succeed in interviewing the person which you code in the grid as the person who should answer these questions on behalf of the household. If this happens and if the other member of the couple is willing, then please complete the section on housing with this person. (In order to do this you will need to change your answer to *DhHou* in the household grid.)

5.10 Interview Length

At Wave 2 the interview length was an average of 1 hour and 25 minutes for an individual in a single session and around 2 hours when two people in a household were interviewed concurrently. Interview length varies significantly according to the circumstances of the individual concerned. Those who have many medical conditions to report, are working, have complex pension histories, or have a lot of assets and income, will tend to have longer interviews.

A long interview can present problems both in terms of gaining co-operation and scheduling the interview and in terms of respondent and interviewer fatigue. However there are various ways in which the flexibility of the CAPI program can help you manage the length of the interview and there are various compensating factors:

- Concurrent interviewing will save you time
- The interview flows well and is varied
- Respondents like the study and say it is interesting and relevant
- They do not generally complain about length if expectations are properly set
- Almost all the respondents have already been interviewed and agreed to be re-contacted so are relatively compliant and used to the question-answer process
- Many interviewers will be interviewing respondents who they have interviewed before
- Respondents will receive a £10 cheque for doing the interview.

Interviews conducted by proxy should be significantly shorter than main interviews because several modules of questions are entirely omitted.

6. SECTIONS IN THE CAPI QUESTIONNAIRE

In this section we have provided some additional information about specific elements of the CAPI questionnaire. For information about the household grid questions, please see Section 5.

6.1 Individual Demographics module

Question Name	Notes
DiMar	<p>Note that this question is about current, legal marital status. If the respondent says that they are married check whether this is their first and only marriage.</p> <p>Some new codes have been added due to the introduction of legally recognised civil partnerships. Civil partners may only be of the same sex and must have obtained legal recognition of their partnership. Probe whether the partnership was registered under the new provisions that came into force from December 2005.</p> <p>The new codes for people who are currently or were previously in a civil partnership are:</p> <p>(3) A civil partner in a legally-recognised Civil Partnership</p> <p>(8) Spontaneous only – In a legally-recognised Civil Partnership and separated from his/her civil partner</p> <p>(9) Spontaneous only – Formerly a civil partner, the Civil Partnership is now legally dissolved</p> <p>(10) Spontaneous only – A surviving civil partner (his/her partner having since died)</p> <p>(11) Spontaneous only – A civil partner and has been married or in another Civil Partnership before</p>
DiGnMy	<p>This question asks about the number of grandchildren and great-grandchildren. If a respondent has any great, great-grandchildren they can be counted here as well.</p>
DiSib	<p>As with children, step, adoptive and foster brothers and sisters can be included here but don't have to be. Brothers/Sister-in-law should not be counted.</p>
DiFJob	<p>This question will usually be asked about father's occupation, but will adjust depending on the answer given to <i>DiKLiv</i>. You should code the answer given as one of the pre-specified categories. Here are some example about the types of job that can be included in the different categories:</p>

	<p>Manager or senior official in someone else's business could include shop manager, marketing or sales manager, health service manager, works manager, bank manager, transport manager</p> <p>Professional or technical could include teacher, stockbroker, lawyer, engineer, architect, doctor, accountant, nurse, computer programmer, musician, train driver, police officer, graphic designer, footballer</p> <p>Administrative, clerical or secretarial could include bank clerk, typist, secretary, civil service or local government clerical officer, VDU operator</p> <p>Skilled trade could include tool maker, electrician, fitter, motor mechanic, sewing machinist, printer, carpenter, baker, builder, chef</p> <p>Caring, leisure, travel or personal services could include ambulance driver, dental nurse, nursery nurse, travel agent, hairdresser, caretaker, undertaker</p> <p>Sales or customer service could include shop assistant, market trader, sales representative, customer care adviser</p> <p>Plant, process or machine drivers or operators could include assembly line worker, packer, asphalter, lorry driver, taxi driver</p> <p>If you are in doubt please either attempt to code and add a note (this is preferable) or simply enter in the note verbatim.</p>
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6.2 Health module

Some health questions from Wave 2 have been omitted in Wave 3, although they may be added back in the questionnaire in the future. The following questions have been added or changed at Wave 3.

Question Name	Notes
New at Wave 3 HeDent, Hehdnta, Hedntb	We have added these questions on dental health to find out how dental state deteriorates and when problems arise. We intend to look at how dental problems may affect other areas of the respondents' lives e.g. sleep disturbance, social interaction and quality of life.
Hediac	The aim of this question is to make sure that the information we have about the cardiovascular conditions (e.g. angina or heart murmur) the respondent has been diagnosed with in the past are correct. If the respondent confirms they have been diagnosed with the condition then you should code 'yes'. You should code 'yes' in this situation even if they no longer have the condition or if it is now controlled by medication. You don't need to add any notes about medications the respondent is

	taking as this will be asked about at <i>HeMdb</i> instead.
New response category Hedian	<p>Hedian checks why the respondent disputes that they had they have ever been diagnosed with the condition. We have added a new code (“Misdiagnosed”).</p> <p>At <i>Hedian</i> at Wave 2 more people than we expected said they no longer had some cardiovascular conditions. Medically these conditions are unlikely to have “gone away” from this age group. Hence, we have included follow-ups from these question to find out whether they are in fact taking medication (which accounts for it “going away”. See <i>HeMdb</i> as well.</p>
New at Wave 3 Hediax	We have added this new question as a double check of whether they had the condition at their last interview. See <i>Hedian</i> and <i>HeMdb</i> as well.
New at Wave 3 HeMdb	This question is asked if the respondent says they no longer have a cardiovascular condition that they had at Wave 2. It explores whether respondents are taking medication to keep the condition under control, which in turn makes them report that they no longer have the condition.
Hediad	As with <i>Hediac</i> , the aim of this question is to make sure that the information we have about the chronic conditions (e.g. asthma or arthritis) the respondent had at Wave 2 were correct. If the respondent confirms that they did have the condition at Wave 2 then you should code ‘yes’. You should code ‘yes’ in this situation even if they no longer have the condition or if it is now controlled by medication.
New response category Hediam	This question is asked if our records show that the respondent had a particular chronic condition at Wave 2 but they dispute this at <i>Hediad</i> . This question checks why the respondent disputes that they had the condition at Wave 2. If the respondent says that they did tell us they had the condition in their last interview, but they have since found out that this condition was misdiagnosed then please use the new code (“Misdiagnosed”).
New at Wave 3 Hediamx	At <i>Hediam</i> at Wave 2 more people than we expected said they no longer had some chronic conditions. Medically these conditions are unlikely to have “gone away” from this age group. Hence, we have added this new question as a double check of whether they had the condition at their last interview.
New response category HeDiab	<p>This question covers other chronic illnesses and conditions. Again only conditions that have been diagnosed by a doctor should be included here and all conditions that the respondent has <i>ever</i> had diagnosed should be included.</p> <p><i>Hediab</i> now has a separate code for blood disorders in order to identify people who have leukaemia or lymphoma. Although formally these are types of cancer, we think that we were probably underestimating how many people had them at Wave 2, as the old question focused on tumours.</p> <p>Note: Alzheimer's disease is a specific illness, distinct from dementia.</p>

	<p>For most of these conditions, there are follow-up questions though they vary with condition. Age of diagnosis, whether they have had the condition in the last two years and whether they are currently on medication for the condition are the most common questions.</p> <p>If the respondent said that they had some of these conditions in their last interview then they will be asked whether they still have these conditions at the questions described above. They will then be asked <i>HeDiaa</i> to find out if they have been diagnosed with any other conditions since we last interviewed them.</p>
<p>*Changed since Wave 2* HeJi</p>	<p>This question has been changed to ask if respondents have had any joint replacements or resurfacing. Resurfacing is a surgical technique used for arthritis patients which involves filing the bone at the joint.</p>
<p>*Changed since Wave 2* HeJiaa, Hejibrh, Hejiblh, Hejibrk, Hejiblk</p>	<p>At previous waves we grouped together all joint replacements which meant we could not tell which joint had been replaced and the reasons for each replacement. These questions have now been expanded to enable us to do this.</p>
<p>*New at Wave 3* HeAnd1</p>	<p><i>HeAnb</i> and <i>HeAnd</i> have response options for “never walk” and/or “cannot walk”. At previous ELSA interviews respondents have been inconsistent in their answers to these questions – saying they “cannot walk” at one question but not another. Therefore we have added this new question to determine whether they are not walking because they know it would give them pain (also see <i>HeRpe1</i> and <i>HeCdd1</i>).</p>
<p>*New at Wave 3* HeRpe1</p>	<p><i>HeRpd</i> and <i>HeRpe</i> have response options for “never walk” and/or “cannot walk”. At previous ELSA interviews respondents have been inconsistent in their answers to these questions – saying they “cannot walk” at one question but not another. Therefore we have added this new question to determine whether they are not walking because they know it would give them pain (also see <i>HeAnd1</i> and <i>HeCdd1</i>).</p>
<p>*New at Wave 3* HeHph, HeHpw HeHpd, HeHpp HeHpt, HeHpm HeHps</p>	<p>At Wave 2, if respondents reported having difficulties with activities at <i>HeAdla</i> or <i>HeAdlb</i> they were asked one question about who helped them with <u>any</u> of these activities. In Wave 3 respondents will be asked separate questions about who helps them with the different activities they have difficulties with.</p>
<p>*New at Wave 3* HeHps</p>	<p>This question has been added to find out whether people who report having difficulties with activities at <i>HeAdla</i> or <i>HeAdlb</i> visit an occupational therapist, physiotherapist or chiropodist, or attend exercise classes. This question, and the ones above, have been suggested by the Department of Health. They are interested in finding out more about the services that are being received and what health problems these services are intended to</p>

	deal with.
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6.3 Timed Walk (Measurement) module

The timed walk, which involves recording the time taken by the respondent to walk a distance of 8 feet (244cm) at their usual walking pace, is included in the study as it is an objective measure of disability. It has been shown that there are cultural differences in the way people answer questions about their levels of disability so in order to be able to compare people in England with people in other countries we need this measure.

Please see Appendix B for the full protocol of how to carry out the timed walk test.

Who should complete the timed walk/measurement section

Only respondents aged 60 and over who are able to complete an interview themselves (i.e not proxies) are eligible to do the timed walk/measurement section (MM). The CAPI will tell you who is eligible at *Eligible* in the household grid. We hope that all respondents aged 60 and over will do the timed walk but there are some questions in the CAPI which ensure that it is safe to carry out the test.

When to do the timed walk/measurement section

You can choose when to conduct the timed walking test. You may wish to do this when there is a natural break in the interview, to avoid breaking up the flow of the interview. Or you may want to break up the interview, if you feel that either you or the respondent is becoming fatigued.

Timed walk card

The timed walk involves recording the time taken by the respondents to do the timed walk. Times are recorded on this card (which remains unchanged from Wave 2), and sent back to the office. Respondents should not keep a record of their performance, so **please do not leave this card with them.**

6.4 Social Participation Module

New questions on public transport usage came from interests of the Department of Transport. We know that access to a car is very important in improving quality of life for older people. We would like to be able to measure the impacts of reducing car use on other aspects of peoples' lives e.g. accessibility to services, social participation and health. It is also important for us to understand the role of others outside the household, e.g. family and friends providing lifts by car.

New at Wave 3 SPCarB	For respondents who say that they don't drive now, we have added a question to find out if they drove in the past.
New at Wave 3 SpTrO, SpLift,	If respondents say that they have access to a car as a passenger or if they are aged 65 or over, we ask if they ever use any of the following means of transport, and how often:

SpTaxi SpDtDT SpHosp	<ol style="list-style-type: none"> 1. Lifts from family or friends who do not live with them 2. Taxi 3 Door-to-door community transport, e.g dial-a-ride 4. Transport provided by hospital / day centre / lunch club <p>For your information, a lunch club is a commonly-used term for a centre where a communal meal is provided and older people have a chance to meet others.</p>
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6.5 Work and Pensions module

In this section we outline the changes to the Work and Pensions module since Wave 2. Please see Appendix D for notes on questions that were also included in this module in previous years.

In this module, some questions use ‘unfolding brackets’. They reduce the number of individuals who do not answer these questions and help us understand the extent to which people ‘anchor’ their answers. This is the first study in the UK to use this technique. At Wave 3, respondents will use the same random entry point to each bracket as they were assigned at Wave 1 and 2 (though in fact, they may not have been asked that bracket at Wave 1). This means that we will have information that we can interpret consistently across waves.

New questions on State Pension Forecasts

We have added new questions about state pension forecasts that have been sent out by the government. This is a free service provided by the Pension Service (part of the Department for Work and Pensions) which estimates what an individual’s state pension might be at retirement. The service was started in 2003 with forecasts sent automatically to people under state pension age. There are roughly 35 million adults aged under state pension age in the UK, and over 12 million forecasts had been sent out by the end of November 2005. The over 50s age group was targeted first, so the proportion of ELSA respondents who should have received their state pension forecast should be higher than the 1/3 suggested by these overall figures.

The state pension forecast is an excellent way of gaining an understanding of what state pension benefits might be. In principle it can help people to decide whether they need to save more for their retirement. The forecast estimates:

- the amount of pension built up so far, in terms of current prices; and
- the total amount of pension that might be built up at State Pension Age, in terms of current prices

The forecast covers not just the Basic State Pension but also the Additional State Pension (i.e. SERPS and S2P) and any Graduated Retirement Benefit that has built up. Therefore it gives a very complete coverage of an individual’s state benefits and is the best source around for an estimate.

To be eligible to receive the State Pension Forecast you need to be:

- living in the UK
- aged over 16
- more than 10 days away from State Pension age

Respondents will be asked to quote figures mentioned in their forecast, so most will need it to hand during the interview.

Our new questions may prompt people who have not yet received their State Pension Statement to find out more. You can advise people that a state pension forecast can be requested in the following ways:

1. Online

www.thepensionsservice.gov.uk

2. By phone

Respondents can call the Retirement Pension Forecasting Team on 0845 3000 168 (textphone 0845 3000 169). Lines are open 8.00 am to 8.00 pm Monday to Friday, and 9.00 am to 1.00 pm on Saturdays.

3. Application form

If they prefer, they can complete and return an application form (BR19). There are two ways to do this:

- download an application form from The Pension Service website, print it out, fill it in by hand and return it by post
- download an application form and fill it in on your own computer, print it out and return it by post

Example of a pension forecast:



Part of the Department
for Work and Pensions

	Our address:	Retirement Pension Forecasting Team The Pension Service Whitley Road Newcastle upon Tyne NE98 1BA
Joe Bloggs Anywhere Rd Anytown Any shire AN99 9YY	Phone:	0845 3000 168
	Opening hours:	Monday to Friday 8am to 8pm Saturday 9am to 1pm
		0845 3000 169
	Textphone:	
	Website:	www.thepensionservice.gov.uk
	Date:	

Dear Jo Bloggs

Have you thought about how much money you will have when you retire?

We are writing to tell you how much State Pension you may get when you reach State Pension age. Retirement may seem a long way off but thinking about it now can make a big difference to your future.

The State Pension will give you a start. However, to have the lifestyle you want, you might need to think about saving some more, working longer or retiring later.

Now is the best time to take action and build up extra savings because you still have a number of years ahead of you before you reach State Pension age. It can be difficult to balance financial commitments such as setting up a home, paying off debts and enjoying life. However, the sooner you start to save for retirement, the more affordable it will be.

Your State Pension forecast

If you retire at State Pension age, we estimate your total State Pension will be £0.00 a week at today's prices. This figure includes:

Basic State Pension	£00.00
Additional State Pension	£00.00

New CAPI questions in the Work and Pensions module:

WpSfor, WpPfdM, WpPfdY, WpFPr, WpFPN, WPSpfu, WpBPs, WpAp, WpAPs, Wppfex	<p>These are the new questions on state pension forecasts (described above). Respondents under State Pension Age are asked if they have received a forecast, when they received it, how much they were forecast, if they understood the information provided in the forecast and how the amount forecast compares with what they expected.</p> <p>The State Pension age is currently 65 for men, and 60 for women, rising to 65 by 2020.</p> <p>Also see comments about <i>WpSpfu</i> below.</p>
WPSpfu	<p>If they did not understand the information in their forecast, please write a note explaining what they did, if anything, as a result.</p>
WpSpay, WpSpam, WpSpaw	<p>Female respondents under the age of 60 are now asked if they know when they will reach the State Pension Age and if they are aware that the State Pension Age for women is changing.</p> <p>The State Pension age is currently 65 for men, and 60 for women, rising to 65 by 2020.</p>

6.6 Income and Assets module

Please see Section 5.8 for information about who should completed the Income and Assets module. Please also see Section 6.5 for information about unfolding brackets in the questionnaire.

You can skip the income and assets module and return to it at the end of the interview or at another date.

6.7 Housing and consumption module

Please see Section 5.9 for information about who should completed the Income and Assets module. Please see Section 6.5 for information about unfolding brackets in the questionnaire.

As with the income and assets module, you can skip the housing and consumption module and do it at the end of the interview or on another date.

6.8 Cognitive Function module

Please see Appendix C for detailed instructions about how to carry out the different tests in the Cognitive Function module.

Cognitive function booklet

The cognitive function module includes various measures including memory, mental speed and flexibility. Literacy has been dropped for Wave 3. The cognitive function booklet itself remains unchanged from Wave 2. **Please remember to write the serial numbers on the top of these booklets:** over 50 booklets could not be used for the Wave 2 mainstage because we were unable to identify the respondent.

Change to the CAPI questions in the Cognitive Function Module:

CfAni	We have added a help screen so you can check the rules for scoring the animal naming task (See Appendix C),
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6.9 Expectations Module

New CAPI question in the Expectations module:

EXLO90	In Wave 2 we asked respondents what they thought their chances were of living to a particular age. The age we asked about depended on the respondent's current age. In Wave 3, we have added a new question after this for <u>all respondents aged under 70</u> which asks what they think their chances are that they will live to be <u>85 or more</u> . By asking everyone about their chances reaching the same age, this enables us to compare the different responses people give.
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6.10 Final Questions module

Stable address

At Wave 2 we asked respondents to nominate someone we could contact in the future if they moved and we could not trace them. This is known as the "stable address contact".

If we have a stable address recorded for a respondent it will have been printed on the coversheet. If the stable address contact was not recorded at Wave 2 we would like you to collect this information and ensure it is entered into the admin block. To do this you may have to enter code 2 "contact details not correct" at *FqStC*.

Please remember to record the details of any new stable addresses or any changes/corrections in the admin block.

Proxy nomination

At Wave 2 we also asked respondents to nominate someone we could contact in the future to do an interview on their behalf should they be unable to do it themselves due to ill health etc. In effect, respondents were providing us with a future proxy informant or end of life interview informant.

Again, if this was recorded by the interviewer at Wave 2 it is printed on the coversheet. If not, then please (re)collect it and ensure the details are entered into the admin block. To do this you may have to enter code 2 “contact details not correct” at *FqProxb*.

In most cases it is a husband/wife that is nominated as a future proxy informant. As a result we have added a new question which enables you to code this straight into the CAPI rather than having to enter all the address details again in the admin block.

Linkage of data to Department of Health and Department for Work and Pensions records (yellow consent form)

Respondents at Wave 1 and Wave 2 were asked whether we could link their data to records held by the Department of Health (DH) and the Department for Work and Pensions (DWP) and the Inland Revenue (now Her Majesty’s Revenue and Customs, HMRC). Both of these consents were asked for on the same consent form.

The consent form at Wave 3 is slightly different from the one used at previous waves. In Waves 1 and 2 the economics consent section asked respondents for their consent to link to their National Insurance contributions, benefits, and tax credits. However at Wave 3 we are also asking for their permission to link to their tax records (rather than just their tax credits) in addition to information about their savings and pensions. However, at this wave we will only be asking **new** respondents to sign this consent form.

The CAPI will automatically take you to the appropriate version of the consent question (depending on whether they consented to one, both or neither linkages in the last interview).

If their consent is unchanged: record this in the CAPI and the respondent has nothing to sign. We are not giving respondents a reminder form this time.

If they wish to withdraw their consent: use the “withdrawn consent” code in the CAPI. We will contact the respondent directly from the office.

If they want to ‘upgrade’ their consent (i.e. if they only gave consent to one of the linkages last time, and they now want to give consent to both): you will need to get them to sign a new yellow consent form.

Respondents who did not give consent before: (refreshment sample, new partners etc.) - If they are willing to give their consent please ask them to sign the yellow form. If they are only willing to give their consent to one of the linkages then please cross out the consent they do not give.

If the respondent asks for a copy of the consent form they signed at Wave 2 then please code this in the CAPI and we will send one from the office. However, please don’t encourage respondents to ask for a reminder form. Please do not give respondents a copy of the new yellow form as it is different from the one at Wave 2.

Linkage to the NHS Central Register (pink consent form)

Respondents will only be asked to provide consent if this was not given at a previous interview. This will only apply to a few respondents, as most will have given their consent during their HSE interview.

Questions about setting up an end of life interview

If a household includes more than one eligible person, and one of them has died, the other respondent will be asked if they are willing to do an End of Life interview about that person (*FqEilnt*). If they are willing then you will need to record the details on the ARF and on an ERF (see Section 8.6) and arrange an appointment to do the interview. If this respondent is not willing to do the End of Life interview, then they will be asked to nominate someone else to do it. Again, you will need to record the nominated informant's details in the ARF and in an ERF.

Questions about setting up an institution interview

If a household includes more than one eligible person, and one of them has moved into an institution, the other respondent will be asked some questions about this in the final questions module. If the respondent said at *DhMiPrx* that the person in the institution would be able to do the interview themselves, then they will be asked if they can provide details of the institution. You will be asked to enter these details at Section C of the ARF.

If the respondent said at *DhMiPrx* that the person in the institution would not be able to do the interview themselves, then they will be asked to provide details of someone who could do a proxy institution interview. Again, you will be asked to enter these details at Section C of the ARF.

Retrospective Interview

In the final questions module you will be prompted to ask respondents if they would be willing to do the Retrospective Interview (see Section 9). This is a brand new interview which will ask respondents about events in their past life, e.g. their education, family, work, and the places where they have lived. If the respondent is willing to do the interview and you have the retrospective program on your laptop already, you will be prompted to arrange a time to do the interview. If you do not have the program yet, you should tell the respondent that you will contact them in the near future to arrange the interview.

7. NEW SELF-COMPLETION QUESTIONNAIRES

There are three self-completions included in Wave 3. Every respondent will be asked to fill in the main self-completion questionnaire (BLUE). Each respondent will also be randomly allocated so that they will either be given one of the other 2 questionnaires or no additional questionnaire. No respondent will be asked to complete more than 2 questionnaires. This has been done as follows:

1. Health self-completion (GREEN), plus main self-completion (BLUE) (allocated to 1/3 of sample)
2. Work self-completion (YELLOW), plus main self-completion (BLUE) (allocated to 1/3 of sample)
3. Main self-completion (BLUE) only (allocated to 1/3 of sample)

Individuals within a household may have been assigned a different type of self-completion. The self-completion you will be required to take is recorded on the information label, and you will be prompted at the end of the CAPI interview to give the appropriate one(s).

7.1 Main core self-completion

The main self completion is similar to that used in Waves 1 and 2. The same protocol as Wave 2 should be used. When interviewing two people in a concurrent session, the main self-completion should be completed during specific sections of the interview when a partner is being interviewed privately. If interviewing one person on their own, the main self completion can be left at the end of the interview to be posted back by the respondent.

7.2 Health and Work Self-completions

The health and work questionnaires are experimental. This means that they will only be given to a small sample and the data is being collected to help us learn from this.

The Health and Work self-completions are both made up of two sections. The first asks respondents to rate various aspects of their own situation on a 5-point scale. These questions focus on mobility, pain, cognition, sleep, and depression. This questionnaire was used in the Survey of Health and Retirement in Europe (see Section 1.1).

In the second section of the two questionnaires, respondents are asked to rate the situation of various hypothetical people who experience different circumstances on the same 5-point scale used in the first section. Respondents are asked to assume that the hypothetical people used in section 2 have the same age and background that they have.

These self-completions are designed to take into account the fact that people of different countries, genders, age bands and socio-economic groups may rate similar circumstances differently. The questionnaire enables researchers to see how different respondents rate themselves compared with how they rate the hypothetical examples. This information can be used to make comparisons between different groups or across time. The questionnaire allows cross-group and cross-country analyses as very similar questionnaires have been used across Europe and in the US.

8. END OF LIFE INTERVIEW

8.1 Background

The End of Life interview (then named the 'Exit interview') was introduced at ELSA Wave 2. For this interview we will be approaching a close friend/relative of an eligible ELSA respondent who has died since Wave 2 to do an interview about the deceased.

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

The aim of the End of Life interview is to complete the information collected at previous waves of ELSA. We can link the answers given by the late respondent at Waves 1 and 2 to those given in their End of Life 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.

8.2 Eligibility

We will be conducting an End of Life interview for respondents who took part in ELSA Wave 2 and agreed to be re-contacted.

At Wave 2 we only conducted these interviews if the respondent had died more than six months ago. The main reason for this was that it can take a few months for people's finances to be sorted out after they die. However, at Wave 3 we will be carrying out End of Life interviews with respondents who have died at any time. There is a screening question at the beginning of the End of Life program to find out if their finances have been sorted out, and if they haven't, then the financial questions will not be included in the interview. We will carry out a follow up interview by telephone to ask about the finances.

8.3 Mode of interview

You should conduct the End of Life 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.

You can also give other End of Life respondents the option to do the interview with NatCen's telephone unit if you think they would prefer this (regardless of whether in/out of your area).

8.4 Addresses issued to interviewers

Since Wave 2, some relatives/friends of ELSA members who have died have notified the Brentwood office 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 3.

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 may be the first to establish this. 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 Final Questions module (FQ). However, if no other household members are eligible for the ELSA interview you will need to record the information about the deceased directly in the admin block, and if possible try and identify a potential End of Life interview respondent.

8.5 Who will act as an informant?

Any close relative/friend or carer of the deceased can complete the End of Life 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 End of Life interview?

1. The most common way of identifying an End of Life interview respondent is during the main ELSA interview (if at least one eligible household member has agreed to the ELSA interview). After the household grid, you are prompted to establish who is the best person to speak to about the deceased, and then, during their FQ module, ask whether they would be willing to be the End of Life interview respondent. If they are not willing, they are then asked to nominate another person who they think would do the interview (living in or outside their household).

Questions relating to the End of Life 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 the deceased) are eligible for an ELSA interview, you could still approach them and ask for consent to do the End of Life interview. Details of a potential End of Life interview respondent would need to be recorded on the ERF, because no FQ module would be completed.
3. If you identify an ELSA member who lived alone who has died, you could ask a neighbour for information about a potential End of Life interview respondent. However, if this proves difficult please just record an unproductive outcome.

8.6 End of Life interview Record Form (ERF)

You will need to write in details about the person who has died at Section D of the Main ELSA ARF. You will also be asked to open up an End of Life interview Record Form (ERF).

Contact details for the (potential) End of Life interview respondent 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.

- 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 End of Life interview respondent lived in the same household as the deceased or not.
- A2 If the person nominated is in a different household, you will need to assess whether they live 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 End of Life interview.
- A4 This question checks whether you actually managed to speak to the potential 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 End of Life interview. This will need to be entered in the admin block in the End of Life interview program.

8.7 End of Life interview program

When you open up an ERF, you will also need to open up a CAPI slot in the End of Life interview program. The End of Life interview has a separate project number (P2696). For every ERF you open, you will need to record a final outcome code in the admin block in the End of Life interview program.

When you record an eligible respondent as having an outcome of being dead in the admin block and you transmit this back to the office, you will automatically be sent the End of Life interview slot for this person. This should be sent you within a few days.

If you require the End of Life interview 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 End of Life interview

The questionnaire includes questions on some of the following topics:

- 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.

9. RETROSPECTIVE INTERVIEW

All sample members who are eligible for the main interview and who have a main interview are also eligible to have a retrospective interview.

The retrospective interviews are going to start in July 2006. You will be asked to attend another briefing to learn about the retrospective.

The retrospective interview is going to be a CAPI interview but it will use a new program, which is different from the normal Blaise program.

Purpose of the retrospective interview

Most of the information we have about ELSA respondents relates to what has happened to them since we first interviewed them for the Health Survey for England (HSE). At HSE they were all over 45 years old and some were already in their nineties. So we know little about what happened earlier on in their lives.

Many aspects of early life have a significant impact on people's health, economic circumstances and quality of life in later years. The retrospective interview will give more detailed information about respondents' childhoods and important events throughout their lives. This will enable us to find out the effect these have on the circumstances of older people.

Data we want to collect in retrospective interview

The retrospective interview will include questions on the following:

- Housing and geographical mobility
- Siblings' births and deaths
- Parents' separations and divorces
- Cohabiting relationships
- Children and grandchildren
- Education
- Jobs and earnings
- Health
- Positive and negative events in their lives
- Important achievements they have made

Arranging the interview

Convincing respondents of the importance of the second stage of this survey is an essential part of your work and should be taken as seriously as getting an interview in the first place.

The question called *FqRetro* at the end of the main interview gives an introduction to this second stage of the survey. Use this wording to start with. But sometimes you will need to provide further information in order to convince people of the importance of this stage. They may want to know more about what is involved.

As with the doorstep introduction, say what is needed in order to gain co-operation but do not add more as there is a risk this will confuse or raise concerns.

If a respondent is willing to do the interview before the retrospective program is put on your laptop, please tell the respondent that you will contact them to arrange an interview in the near future. Once you have the program you will be able to contact the respondent to arrange the retrospective interview.

APPENDIX A – Definition of an Institution Address

We are using a standard definition of **an institutional address**. This is one at which:

- the establishment is run or managed by the owner or by someone who is employed to run it.
- four or more people, not all related to each other, live and are catered for **communally** (i.e. by someone else who is paid to provide them with board and lodging).

Small communal establishments with fewer than ten rooms are treated as **private households** if:

- there are fewer than four unrelated people staying there
- there are no resident staff other than the warden, proprietor etc (and his family).

In small communal establishments such as these (eg boarding houses and guest houses), the usual rules for deciding who is a household member apply.

One point to note: sometimes there are private households within institutions; for example, a warden of an old people's home or a school caretaker may have a flat within the home or school, with its own living room and catering facilities. These people are living in private households and are still eligible for interview when those living in the institution themselves are ineligible.

Some establishments are borderline cases because the people living there have their own **separate accommodation with facilities for cooking** (e.g. some sheltered housing for the elderly). If less than half the people living there have these facilities, count it as an institution. If at least half have these facilities, **whether or not they use them**, count them as a collection of private households.

APPENDIX B – Protocol for the Timed Walk

Introduction and purpose

The purpose of the timed walk (measurement section) is to objectively measure the overall health and level of disability of a large population of people aged 60 years and above. Walking speeds in older people have been shown to be very predictive of level of disability, future use of health care and mortality. This test will allow us to gather very important information about the respondents.

This is a unique opportunity to gain valuable information because we will be able to compare the results we gather with a large study that has been done in the United States. We will be comparing the data we gather now with the data collected at the last interviews and at future interviews. In addition, we will be comparing our findings with those from the US. As a result, it is very important that the test is performed the same way every time.

Reassure respondents that it is very important that they repeat the test this time, even though they have done it before. This is one of the best ways we can measure everyone's physical well being in a standard way so that we can compare people of different characteristics, at different times and in different countries with confidence that the test 'means' the same in all circumstances.

Content

The Timed Walk involves timing how long it takes to walk a distance of 8 feet (244 cm). Our target is to measure **everyone** we interview who is aged 60 or older, as this is a key part of the survey. That said, the test should only be performed if it is safe to do so.

Description of equipment

You will use a tape measure with the correct distance marked on it, a measurement card to record the time of each test and a stopwatch to carry out the timed walk.

The tape measure is easy to operate and has a lock on it to keep it open while it is being used. Please release this lock **very carefully** as it can easily hurt you or someone else. Please also ensure that it does not become an obstacle that could trip someone.

You will be given a measurement card to remind you of the key points to remember when performing the test and to record the test results as you go along. The card should be placed at the end of (or, if necessary, adjacent to) the walking course so that you can easily fill in the information after each walk is completed.

Stopwatch instructions

Before you begin interviewing please ensure you are familiar with using the stopwatch. You only need to remember three things:

To change from time mode to stopwatch mode:
Press the middle button labelled "Mode".

To reset the stopwatch:

Press the button on the left-hand side.

To start and stop the stopwatch:

Press the yellow button on the right hand side labelled "Start . Stop".

When you record the timed walk it is very important that you do so accurately. The last four digits of the stopwatch will display the time in hundredths of a second e.g. 02.34. Please transcribe this carefully on to the timed walk recording card and from there into the CAPI programme.

Introducing the test

As closely as possible, follow the instructions in the CAPI programme and this protocol to describe the test and how to perform it correctly. Do not provide any additional encouragement beyond the script provided in the CAPI programme and this protocol.

The detailed instructions and demonstration may seem unnecessary to some respondents. Say that you are going to explain the test to the respondent in detail since this is the best way to make sure that everyone does the test in a similar manner.

Performing the test safely

Your safety and that of the respondents is paramount in this study. The Timed Walk is a very safe test to perform and has been administered in ELSA Wave 1 and 2 without incident.

Before the respondent performs the test, you will have the chance to assess the safety and the respondent's willingness to perform the test. If you do not believe the respondent is safe then do not conduct the test.

Once the respondent has consented to perform the test, make sure that there are no barriers to safety such as poor lighting, loose rugs, furniture or pets in the way. If possible, and with the respondent's permission, remove any barriers to safety as appropriate. Do not risk harming yourself by moving heavy furniture.

The test may be performed in a hallway or sheltered corridor if there is no suitable space elsewhere as long as the surface and lighting are good and the location is safe and reasonably private. In rare instances where these criteria are met, it could be conducted outside, however it is vital that you avoid dark spaces or uneven floor surfaces. It is strongly preferable to conduct the timed walk on a floor that is level, not carpeted and not slippery (e.g. highly polished). If all the available space is carpeted, choose a floor with the thinnest and hardest carpet.

If the respondent is wearing slippers or high-heeled shoes or is not wearing shoes, ask them if they can change into a pair of low-heeled shoes or trainers. If they do not have a suitable pair of shoes it would be safer for them to do the test in bare feet rather than in socks or tights.

Walking aids (such a stick or zimmer frame) may be used on this test but the respondent should not rely on the support of another person. Continue to record the time the test takes by watching the respondent's feet. That is to say, do not start or

stop counting from the time the walking aid crosses the line. Instead, focus on when the first foot touches the floor, fully across the line.

Demonstrating the test

Demonstrate the walk for the respondent. Remind the respondent not to begin to do the walk until after you have demonstrated it. It is very important that the interviewer demonstrates each step correctly. Experience has shown that respondents follow more closely what the interviewer does rather than what he or she says. If the respondent indicates that he or she does not understand how to do the test, demonstrate it again rather than relying on repeating verbal instructions. Repeat the demonstration only once. If the respondent still does not understand, skip the test. Do not 'coach' the respondent.

Criteria for an acceptable test

Please note the following criteria must be met for a measurement to be considered acceptable. If they are not met, the walk should be repeated:

- i) Respondent begins with both feet together at the beginning of the course.
- ii) The interview starts timing when either foot is placed down on the floor across the start line. The *whole* foot must be across the line before the test is started, so if the respondent is shuffling, or puts their foot down so that it straddles the line, start the stopwatch when the *whole* foot has crossed the line.
- iii) The respondent walks and does not race.
- iv) The respondent walks all the way past the end of the tape measure.
- v) The interviewer stops timing when either foot is placed down on the floor across the finish line. The *whole* foot must be across the line before the test is complete, so if the respondent is shuffling, or puts their foot down so that it straddles the line, stop the stopwatch when the *whole* foot has crossed the line.

Safety during the test

The interviewer should not do the test if the respondent appears to be in danger of falling.

If space allows, the interviewer should stand close enough to the respondent to offer support if he or she loses balance or trips. Ideally, position yourself standing at the respondent's side, slightly behind him or her. If there is not enough room to walk alongside the respondent, for example if you are in a narrow corridor, double-check your assessment that they are safe to conduct the test and stand at the end of the course facing the respondent. You will then be close to the respondent as they turn to start the second test. This is the time when an individual is most likely to need to check their balance. Standing at the end of the course will also enable you to see the respondent complete the test clearly.

If you are walking at the respondent's side, slightly behind him or her, one hand should be positioned close to the respondent (at the hip or waist level) but you should not be touching them. If you find yourself in a situation where the respondent appears to lose

balance, you may want to help them to recover their balance by placing both hands on their trunk. If the respondent begins to fall it is not safe to try to catch him or her. It is more appropriate to attempt to steady them or, if necessary, to slowly ease them to the floor. Do not hold their arm, hold around their body. This will prevent the respondent **and you** from becoming injured.

If the respondent does fall call for help if appropriate, but if they are not injured, help them by first having them get on their knees or on all fours. Place a chair next to the respondent and have him or her support him or herself onto the chair. If assistance is needed, lift under the shoulders; do not hold their arm, hold around their body. Do not try to lift the respondent alone from the floor or put yourself at risk. Remember to seek help if it is needed and to complete a report for any incident of this kind.

If the respondent loses their balance or falls, do not attempt to complete the walking test.

Interviewer script

The following pages provide an appropriate script. Please try to use the same wording every time you administer the Timed Walk so that all tests are administered consistently between interviewers, over time, and between studies.

When you are ready to complete the Timed Walk select Ctrl- <Enter> and choose Measurements. The opening screen will clarify who should complete the Timed Walk test (i.e. individuals who are aged 60 or older and who are completing an interview on their own behalf).

(A) First, follow the CAPI screens in Block MM which will help you exclude individuals for whom it would not be appropriate to carry out the Timed Walk.

(B) If appropriate, begin to set up and introduce the Timed Walk

I: "OK, we'll proceed then. I'd like to find a space we can use to do the walk. We'll ideally need 12 feet of space."

If you cannot find a suitable space or do not feel the space is safe, tell them "It would be safest to skip this test and move on to the next set of questions."

Ensure that the respondent is wearing appropriate footwear at this point. If not, ask them to change their shoes or to put shoes on.

I: "I'm going to place the measuring tape alongside the space where the walk will take place. This is our walking course. I want you to walk to the other end of the course at your usual speed, just as if you were walking down the street to go to the shops. Walk all the way past the other end of the tape before you stop.

If there is space "I will walk with you. Do you feel this would be safe?"

If they answer "No" tell them "It would be safest to skip this test and move on to the next set of questions."

I: "Now I'd like to demonstrate how to do the test. Please don't get up until after I demonstrate the test.

“You will start by lining your feet up at the starting point.”

If there is space say: “I’ll walk along side you the whole time during the test.”

“For the test I’ll say “Ready? Begin” Are you ready to go now?”

Then get the stopwatch ready. Place the card at the end of the walking course.

“Now, I am going to time you as you walk the course. I will be asking you to walk the course two times. I’d like you to stand here with your feet lined up. Start walking when I say “Begin”. “Ready, begin”

Record the results of the first trial in hundredths of a second, exactly as it is shown on the stopwatch. If the respondent was unable to complete the test or you stopped them because of safety reasons, do not attempt to complete the test. Tell them “It would be safest to skip this test and move on to the next set of questions.” Otherwise, continue.

I: “Now I want you to repeat the walk. Remember to walk at your usual pace and go all the way past the other end of the course. I’d like you to stand here with your feet lined up. Start walking when I say “Begin”. “Ready, begin”

For the second trial ensure that the respondent walks back along the course they have already covered. Record the results of the second trial in hundredths of a second.

(C) Return to the laptop, enter the data and complete Block MM

In instances where the respondent did not complete the test, the CAPI programme will prompt you to briefly describe why.

In all instances, follow the protocol.

APPENDIX C – Protocol for Cognitive Module

The cognitive module is very similar to the one used in Wave One (though the numeracy questions and the second prospective memory task have been dropped) so interviewers who took part in the fieldwork during 2002 will have some familiarity with the protocols.

Nevertheless, it is very important that interviewers who worked on ELSA at Wave One refresh their skills by reading this protocol thoroughly and rehearsing the activities during the pilot. This is because it is vital the module is administered systematically in every case and that differences and similarities from Wave One are properly understood. At Wave Two, interviewers will need to be able to administer the tests *and* be able to reassure respondents about repeating the activities.

The great majority of respondents will have completed this test at Wave One and some may be surprised to meet the same questions again. It is important that you reassure respondents that it is a deliberate part of the study to ask people to repeat certain activities at each interview so that we can understand how and when people's circumstances change. One of the tasks will change from wave to wave; the CAPI programme selects one of four word lists for the memory task so that each household member receives a different list and each individual receives a range of lists over time. However a number of the tasks, such as the animal naming exercise and the letter cancellation test, are repeated. Though some respondents may find the task easier on the second or third occasion, and a few may even practice, the research evidence shows that using the same task is still the best way to measure changes in memory and concentration over time.

The following equipment is needed:

- Cognitive Module - Interviewer recording booklet
- Pencil
- Clipboard (if you need a clipboard please speak to a member of the Yellow Team)

Considerations prior to cognitive testing

Good cognitive testing assumes that the optimal performance of the respondent has been obtained. As a minimum, this means that if a participant normally uses reading glasses or hearing aids, these must be used during testing. It also means that the tests are performed in private i.e. only the interviewer and respondent should be in the room at the time and that the settings should be as free as possible from interruption or disturbance. At the end of the CAPI module you will be asked to record whether or not these conditions were observed. If there are any circumstances which you feel interfered with test performance, please record this information.

Considerations during testing

The participants should be given encouragement during the testing, but do not give any specific feedback or assistance beyond what is specified in the instructions.

Please be sure to administer each test exactly as specified. This includes delivering each test instruction precisely as written. Even subtle departures from the written instructions and procedure can influence the respondent's performance. It is crucial that these tests are performed in a standardised way by all interviewers in order

that we can compare the performance of different respondents in this study and compare our findings with other studies.

Please note that for timed tasks, precise timing is of crucial importance.

Debriefing participants

Following testing, some participants may request feedback about their performance. **Specific feedback should not be given.** You can say “Everybody finds it difficult, you have done fine” but do not say exactly how well they have performed, and never provide the correct answers.

Indeed participants should not be encouraged to dwell on their performance in terms of good, average or poor. For example, it is not unusual for people to be concerned about poor memory performance when in fact their scores are quite good. For participants who need reassurance, it may be helpful to reiterate that the tests are designed to be difficult. In rare cases where the respondent feels genuinely concerned about their performance, they may be advised to discuss their concerns with their general practitioner.

Scoring cognitive tests

Note that for cognitive tests, “don’t know” responses should be entered as incorrect. In this section the CAPI will not allow you to enter Ctrl-K. This is because experience shows that such responses are usually associated with inability or difficulty in doing the task. Try to encourage respondents to “Just have a go”.

Description of specific cognitive tests (question names in brackets)

Self-rated memory (CfMetM)

This is an indication of whether the respondent is worried about their memory.

Orientation in time (CfDatD, CfDatM, CfDatY, CfDay)

Knowing the day and date is a simple but effective test of memory. The respondent will be asked the date and day, you will need to code whether they got the day of month, month, year and day of the week correct. If the respondent does not mention any element of the day and date then you can prompt.

Prospective memory instructions (CfProM)

Sometimes referred to as “remembering to remember”, prospective memory concerns memory for future actions. In Wave Two of ELSA we have one prospective memory task (rather than the two included at Wave One). The instruction for this task is given at this question near the beginning of the interview and involves asking the respondent to write their initials at the top left-hand corner of a piece of paper which you will give them attached to a clipboard, with a pencil which you will also give them. The paper that we want them to write on is the third page of the interviewer recording booklet – the page on which they will carry out the letter cancellation task. The CAPI programme will prompt you to attach this booklet, open to the correct page, to the clipboard and hand it to the respondent.

Word list learning (CfLsInt to CfLisEn)

This is a test of verbal learning and recall, where the participant is required to learn a list of 10 common words.

The respondent will be asked to recall the words immediately and later on in this section of the interview (delayed word list recall).

There are four different lists. A different list will be given to different members of the household and respondents will not be given the same list as they were at Wave One. The computer will decide which of the lists to use.

The list should, if possible, be presented by the computer using a recorded voice. The CAPI program will prompt you to activate a test message to check that the respondent can hear the recorded computer voice and allow you to adjust the volume if necessary. Ensure that the computer voice is not too loud as this produces distortions. If the recorded computer test message cannot be heard by the respondent, please adjust the volume using the instructions on the last page of this document. Please call the help desk if you still have no success with adjusting the volume of your laptop.

If, despite adjustments, the respondent cannot hear the computer voice then you will have the opportunity to read the list to the respondent. The respondent should only hear the list once. You should read the list clearly and at approximately two-second intervals (imitating the pace and clarity of the computer voice).

Please write down, on the first page of the booklet provided, each word that the respondent recalls. The respondent can recall the words in any order. Do not interrupt the respondent. Note that each word in a list starts with a different letter of the alphabet, so if there is not time to write the words in full, you can abbreviate them by writing down the letter with which they start. Take care not to count any words the respondent says which are not on the list (even if the respondent misheard the word). You will be asked to enter the number of words the respondent recalled correctly.

If the respondent mis-hears a word you should **not** count it as correct.

Verbal fluency – animal naming (CfAniSt, CfAni)

This is a test of how quickly participants can think of words from a particular category, in this case naming as many different animals as possible within one minute. **Only if** the participant asks for clarification, explain that animals include birds, insects, fish etc. If the participant gets stuck, encourage them with “Can you think of any more?”

Respondents are asked to name as many different animals as they can think of in one minute. The timing will be controlled by the computer – you will need to press ‘1’ and enter when prompted to start the test. Write the responses on the sheet provided. **It is very important that the flow of the respondent is not limited in any way.** If the respondent is saying words more rapidly than can be written down in full, switch to a suitable abbreviation such as first letters or a tally. If this is necessary, however, be certain to monitor for repetitions, which do not count towards the total. After one minute has passed, the computer voice will say ‘Stop, now’.

You will be asked to enter the total number of different animal names given by the respondent. Do not count repetitions and do not count redundancies (e.g. white cow, brown cow). Do not count name animals (e.g. Spot, Bambi, or – as was queried in

briefings - Yogi Bear!). However, different breeds (e.g. dog, terrier, poodle) and different gender or generation-specific names (e.g. bull, cow, steer, heifer, calf) each count as correct. If the respondent gives the name of an animal which you have not heard of (e.g. kudu, echidna) give them the benefit of the doubt and count them as correct.

Prospective memory test (CfMem, CfMemS)

The interviewer recording booklet, which has been opened to the Letter Cancellation page (see below), will be handed to the respondent attached to the clipboard along with a pencil. At this point the participant should remember to write their initials on the top left-hand corner of the page. The score is based on their ability to do this without being reminded. If they make no response within 5 seconds, you will need to give them the reminder.

Please make sure you wait for exactly 5 seconds before prompting, since the timing is crucial to this test.

The respondent can get both actions correct (writing initials, using the top left-hand corner) or get only one action correct (e.g. writing initials in the right-hand corner, or writing their name in the left-hand corner) or neither action correct, before or after a prompt.

The CAPI programme will ask you to record whether the respondent needed a prompt and, after the Letter Cancellation task (see below), whether they wrote their initials, and whether they did this in the correct place.

Letter Cancellation (CfLet)

This is a test of attention, mental speed and visual scanning. The participant is given a page of random letters of the alphabet and asked to cross out as many “Ps” and “Ws” as possible within one minute. They need to do this both as quickly and as accurately as possible.

Exact timing is crucial for this test. The timing will be controlled by the computer. Do not allow them to start before giving all the instructions. Be sure to make it clear to the participant exactly when they should start. The computer voice will tell them when to stop. You should immediately ask them to underline the letter on which they finished. This means, wherever their eye has reached, **not** the last P or W that they have underlined.

The completed Letter Cancellation task will be scored by ELSA staff. For this reason it is vital that you remember to write the respondent’s serial number in the boxes provided on the **front** of the booklet. You will need to return completed booklets for each respondent who completes the test.

Delayed word list recall (CfLisD)

Again, please write down on the sheet provided, each word that the respondent recalls. Note that each word in a list starts with a different letter of the alphabet, so if there is not time to write the words in full, you can abbreviate them by writing down the letter with which they start. Take care not to count any words the respondent says that are not on the list. You will be asked to enter the number of words the respondent recalled correctly.

APPENDIX D – Additional notes on the CAPI questions

HOUSEHOLD DEMOGRAPHICS MODULE (HOUSEHOLD GRID)	
Question Name	Notes
DhBack	<p>This screen will list the names and person numbers of people who had moved out of the household at previous waves. We need to find out whether they have moved back in so that we can fit them into the household grid.</p> <p>If you find out that any of these people have rejoined the household after you have answered this question, please scroll back up to this screen and select the correct person number, and then press 'END' so you can check their details in the grid.</p>

HEALTH MODULE	
Question Name	Notes
HeFInt	This question refers to difficulties the respondent may have walking due to a long-term physical, mental or emotional problem or illness. By 'long-term' we mean a condition that has lasted or is expected to last three months or more.
HeEye, Hefrnd, Hepap	You should read out the words in brackets at these questions to prompt the respondent to evaluate their eyesight when using glasses and corrective lens if they usually wear them.
HeOpt	Diabetic retinopathy is the medical term for diabetic eye-disease and age-related maculopathy is the medical term for macular degeneration. As with lots of other health conditions, most people who have these conditions will recognise the terms used.
HeHear, HeHra	You should read out the words in brackets at these questions to prompt the respondent to evaluate their hearing when using their hearing aid if they usually use one.
HeBpchk	We want to learn whether there is variation in the preventive checking of blood pressure amongst people this age and how this influences their long-term health. This question is only asked if the respondent is aged 65 years or over.
HeDiaa	This question asks about cardiovascular disease (CVD) or related conditions. However it is important that you do not use the term 'cardiovascular' as this could lead people to exclude conditions which they have but do not realise belong to this category. Only conditions that have been diagnosed by a doctor should be included here and it is important that all conditions that the respondent has ever been diagnosed by a doctor as having are included here.

	<p>For most of these conditions, there are follow-up questions about age of diagnosis, whether had condition in the last two years and whether currently on medication for the condition. The follow-up questions vary from condition to condition.</p> <p>If the respondent said that they had some of these conditions in their last interview then they will be asked whether they still have these conditions at the questions described above. They will then be asked <i>HeDiaa</i> to find out if they have been diagnosed with any other conditions since we last interviewed them.</p>
HeAga- HeAge, HeAgary- HeAgery	<p>If a respondent told us at Wave 2 that they had a condition (e.g. angina) but did not say the age they got it, they will now be asked how old they were when they were diagnosed with it. If a respondent reports a new condition they will be asked the date it was diagnosed.</p> <p>For all questions which ask for age of diagnosis, encourage the respondent to give an estimate if they cannot recall the exact age.</p>
HeHibp, HeHibpa, Hehibpb	<p>These measures are intended to help us learn about the quality of health care people with high blood pressure are receiving and whether this influences their long-term health over time.</p> <p><i>HeHibp</i> - if a doctor was unable to explain high blood pressure to the respondent, code 'no'.</p>
HeAce, HeAcea, HeDiXb	<p>These questions are also to learn about quality of care amongst people with diabetes. Please be sure you see all the medications that the respondent is currently taking. When you have spotted one on the list of medications, respond affirmatively and stop the process. You do not need to continue looking at medications once you have identified one of those that are on the list.</p>
HeAgf- HeAgk, HeAgfr- HeAgkr	<p>If a respondent told us at Wave 2 that they had a condition (e.g. asthma) but did not say the age they got it, they will now be asked how old they were when they were diagnosed with it. If a respondent reports a new condition they will be asked the date it was diagnosed.</p> <p>For all questions which ask for age of diagnosis, encourage the respondent to give an estimate if they cannot recall the exact age.</p>
HeArta - HeArte	<p>These measures are intended to help us learn about the quality of care people are receiving if they have arthritis and whether this influences their long-term health over time.</p>
HeCanaa	<p>Lymphoma and Leukaemia are types of cancer that start in the lymph glands and blood respectively.</p>
HeFla, HeFlb, HeFlc, HeFrac,	<p>These questions are asked of those aged 65 or older and cover all falls from standing position (including when drunk), fractures and joint replacements.</p>

Heji, Hejiaa, Hejibrh, Hejiblh, Hejibrk, Hejiblk	See below for notes about specific questions in this section.
HeFla	All falls should be included here, regardless of the reason for the fall.
Heiqa - Heiqq	These questions are only asked in proxy interviews and are designed to assess the respondent's level of cognitive functioning.
HePab, HeBck, HeHip, HeKne, HeFet	Respondents who report pain (at <i>HePain</i>) are then asked to rate their pain in specific parts of the body on a scale of 0 to 10. It is important not to offer any other anchors for the respondent to evaluate their level of pain, other than those provided in the question. If the respondent is uncertain, prompt by repeating the definition of the scale on the screen and encourage them to give a value.
HePac- HePak1	These measures are intended to help us learn about the quality of care people are receiving for knee or hip pain and whether this influences their long-term health over time.
HeAnInt- HeAnk	<p>The questions in this section come from the “Rose Angina Questionnaire” which is recommended by the World Health Organisation for detecting symptoms related to cardiovascular disease. When administering these questions, make no attempt to help the respondent by interpreting the questions. For example, you should not say what you think is meant by ‘pain or discomfort in the chest’. These questions are intended to stand entirely on their own and for the respondent to use his/her own interpretation.</p> <p>If respondents are not sure about the answer please code that they do not have the condition, EXCEPT for at <i>HeAna</i> (see below).</p> <p>Please see more notes below on specific questions in this section.</p>
HeAna	Record <u>any</u> instance of pain. For example, an answer such as “No, except for indigestion” should be coded ‘yes’. The questions that follow are designed to filter out any chest pains that are not related to cardiovascular disease.
HeAnb	The answer must be interpreted strictly. We only want to know about pain when walking uphill or hurrying – not when doing any other activity. Pain experienced only when going up stairs should be recorded as ‘no’.
HeAnf	If the respondent says that when they get pain in their chest while walking they take a tablet (e.g. GTN, nitroglycerin, trinitrin) or use a mouth spray (for the heart and <u>not</u> for wheeze), code ‘1’ (i.e. he/she “stops walking”).
HeAng	If the chest pain goes away after taking a tablet or using a mouth spray then code ‘1’ (i.e. the pain goes away after stopping and taking medicines)

HeAni	Please be as precise as possible in recording the location of the pain, using the diagram as a guide. Be careful about which side is left and which is right. The numbers on the diagram match the numbers that need to be coded at <i>HeAni</i> . The card is designed to be used by you and the respondent together. The respondent should indicate the area of the pain on his/her own body, and together you should work out which part of the diagram it corresponds to.
HeAnk	A severe pain across the front of the chest lasting for half an hour or more could indicate that the respondent has heart problems. However, please do not give the respondent any guidance about what is meant by a severe pain across the front of the chest.
HeRpa- HeRpj	<p>This section deals with wheezing and asthma.</p> <p>In this section do NOT mention the term “asthma”.</p> <p>In this section it is particularly important that you obey the following rules (which apply to most questionnaires most of the time):</p> <ol style="list-style-type: none"> 1. The question should be repeated exactly as it appears on the screen. If there is an ambiguity or misunderstanding, repeat the question emphasising the wording, but do not change the wording. 2. Try to get the respondent to give a definite answer. 3. If the respondent does not understand a yes/no question even after it is repeated, code it as Don't know (CTRL K). 4. On other questions, if the respondent does not know the exact answer, get their best guess. <p>See below for notes on specific questions in this section.</p>
HeRpg	Wheezing can be described as: <i>a whistling sound whether high or low pitched, and however faint</i> . No distinction is made between those who wheeze during the day and those who only wheeze at night. DO NOT MENTION ASTHMA.
HeCda- HeCdf	<p>These questions deal with pain in the leg muscles <i>brought on</i> by walking and are designed to find out in what circumstances the pain occurs, and how long it lasts <i>after</i> the respondent stops walking.</p> <p>See notes about <i>HeCdd1</i> as well.</p>
HeAdla, HeAdlb	<p>These questions are about any difficulties the respondent has with activities of daily living (ADLs). For the first set of activities (<i>HeADLa</i>), only include limitations which are due to physical illness and problems. For the second set of activities (<i>HeADLb</i>) include limitations because of any physical and mental illness or memory problem as well. The items covered include physical activities (eg sitting), mixed physical and mental activities (eg dressing) and mental activities (eg using a map).</p> <p>If the respondent reports that they do <i>not</i> have a difficulty doing a particular item because somebody does it for them, but would have a difficulty if they did it themselves, they should be recorded as having a</p>

	<p>difficulty.</p> <p>Furthermore, if a respondent reports avoiding doing a task because it wouldn't be 'sensible' for them to do it, they should be recorded as having a difficulty.</p> <p>If a respondent reports they do not have a problem stooping, kneeling or crouching, but rather with getting back up, code that they have difficulty (code 6 at <i>HeAdla</i>).</p>
HeHpa	<p>Respondents who report difficulty with any of the ADLs (at <i>HeAdla</i> or <i>HeAdlb</i>) are asked this question. Only practical help received for the activities that they have difficulty with should be included. If respondents sometimes receive help, code 'Yes'.</p>
HeHpc	<p>Only respondents who receive help with any ADLs are asked whether the help they receive meets their needs. This should be the respondent's own subjective evaluation of the help they receive.</p>
HeAid	<p>This question asks whether the respondent uses particular mobility aids or special eating utensils. Only personal alarms (either fixed in the home or mobile alarms carried by the respondent) used to call for help in the event of falls etc should be included in code 7 – exclude other types of personal security alarm such as rape/attack alarms.</p>
HeInct, HeIncta	<p>These questions are about incontinence. Like all potentially sensitive questions, this should be asked in a matter-of-fact way. Include incontinence for any reason.</p>
Heslfc, Heslfcy	<p>This question asks about when the respondent last participated in a diabetes self-management course or class or received special training on how to manage their diabetes. Please include such activities as a 30 minute consultation with a dietician.</p>
HeSkb, HeSkc	<p>Encourage the respondent to give an average of how much they smoke. If s/he cannot and gives a range instead, enter the mid-point of the range (eg 20 to 30 should be entered as 25).</p>
HeActa, HeActb, HeActc	<p>These questions are slightly unusual as although there is a card, the card does not have the response categories on it – you should read these out as in other READ OUT question. The questions are orientated around three levels of activity: vigorous, moderate and mild, which are shown on the card. Each level has a number of examples on the card to 'anchor' the respondent. Allow the respondent to use additional examples, but the respondent, not you, should judge which of the three categories (vigorous, moderate and mild), the activity should go into.</p> <p>You should not include work related activities, these are asked about in the work and pensions section of the questionnaire. Add all activities within a particular category together to provide an estimate of frequency.</p>

WORK AND PENSIONS MODULE	
Question	Notes
Key terms - job/main job	<p>A job is defined as a period of paid work for an employer or a period of continuous self-employment.</p> <p>If a respondent has more than one job, their main job is the one in which they work most hours. If they work equal hours in both/all their jobs, their main job is the one which is highest paid. The first section of this module is primarily concerned with collecting information about a respondent's main job.</p>
WpAct	Note that at this question we only want to know about activities in the last month. Retired people will be able to have the fact that they are retired recorded at the subsequent question <i>WpDes</i> .
WpAct, WpEdC	Include only formal educational courses, do not include, for example, learning using TV courses or language tapes.
WpAct, WpVW	By 'voluntary work', we mean any kind of unpaid work, whether formal (e.g. one day a week volunteering for the local charity shop) or informal – helping out at a village hall or on a committee etc.
WpAway	This question is asked to everyone who does not report doing any paid work or self-employment in the last month, regardless of their age. This is because we do not want to rule out the possibility that people over age 65 may be looking for work.
WpDes	Note that we are interested in respondent's self-defined status here – the standard rules that normally apply to classification questions DO NOT apply here.
Wpjob, Wpjobl, WpStj, WpEmp, WpEver,	<p>This section is heavily filtered depending on answers given at previous interviews. There are 5 different routes into this section.</p> <ul style="list-style-type: none"> • Respondents who are not in work now and were not in work at their previous interview, will be asked whether they've had a job in between. If they have, they will be asked the standard classification questions about this job. • Respondents who are not in work now but were in work at their previous interview will be asked whether the job they told us about then was their most recent job. If it was, they will not be asked the standard questions about this job UNLESS the information they gave us was incomplete. If they've had a different job since, details of this job will be collected. • Respondents who are in work now and were in work at the time of their previous interview, will be asked whether the job they were doing then is their main job now and, for employees, whether they are working for the same employer. If so, then they will not be asked the standard classification questions UNLESS the information they gave us at their previous interview was incomplete. If their main job now is different to the one they told us about at their previous interview, they will be asked details about their main job.

	<ul style="list-style-type: none"> • Respondents who were not interviewed at Wave 2, Wave 1 or HSE and are not working now, will be asked if they've ever worked and if so, they will be asked for details about their most recent job. • Respondents who were not in work at the time of their last interview but are working now will be asked about their current job.
Wpsal, WpCjb	All respondents who are currently in work (as well as those for whom we are collecting full job details) will be asked these additional questions about their status in employment. As the labour market is becoming increasingly complex, the distinction between employees and self-employed is becoming less clear – these questions are designed to classify people more precisely into these groups.
WpNoE	This question will be asked to all current employees and may be asked in addition to the standard question on workplace size. This is about employer rather than workplace size and is necessary as rules governing some pension schemes depend on the total number of employees a company has.
WpJAct	Note that at this question there are examples on the screen, but not on the showcard, that you can use to prompt respondents if necessary. We want them to answer about the work that they do most of the time in their job – even if this is different to their 'official' job description.
WpJobsM	At this question (and many others where we ask for months) if the respondent does not know the month ask them for the season. Winter (start of year) is Jan/Feb and Winter (end of year) is Dec.
WpCjob	Here we are asking about the type of contract the employee is on, not the type or duration of the job. Shorter term contracts are commonly thought of as being causes of job insecurity, even though they may often be renewed once the contracted term expires.
WpWlym	We want the total number of weeks in the last year they were in employment at this question – which in most cases will be different from the number of weeks they worked. Periods of paid leave should be included, for example teachers who are paid over the summer holidays should count these weeks. Similarly if a respondent was employed part-time for the whole of the last year they should answer 52. For the self-employed, we want to know the number of weeks they were 'actively self-employed', this means the number of weeks in which they spent some time carrying out any activity pertaining to their self-employment business or trade.
WpWly	Casual jobs/employment should not be included here.
Wplljy, WplljM	At this question we want the date the job ended – which may be

	different than the date the respondent stopped work in the job – for example they may have stopped work and then been on leave/off sick etc for a period before the job ended.
WpNIC, WpNICe	The distinction between paying national insurance contributions yourself and having them paid on your behalf is that contributions may be paid on the behalf of those individuals who are looking after dependants or are on certain benefits and currently looking for work.
Wpthl	Only code 'yes' here if their most recent pay is significantly different to their usual take home pay – if the difference is within five pounds, there is no need to collect their usual pay as well.
WpIR-WpBusV	For those that don't file accounts we just try to capture some measure of what their income was in the past year. This will only be an approximate measure, but we do need to compare how well off such people are compared to the rest of the population. For these groups, income could be thought of as what you would have received, all things considered, had you been doing the same job for someone else who had paid all the expenses and outgoings you may have incurred. By the 'worth' of the business we mean the value the individual could expect to get for it if they sold it to someone else.
WpMoJ	This question will be slightly different depending on whether the respondent is in work or not. We want all respondents to include any kind of casual work they may do from time to time here but for those in work, we also want them to include any formal second jobs they have here as well.
WpERet, WpErAg	Many employers offer older workers attractive incentives to take early retirement. We are interested in whether respondents who are still in work have been offered such arrangements since these are a very common influence on the decision to retire early.
WpPrev	We have designed a new grid for previous pensions. The program will work out whether these are current or past schemes, and the follow-ups will depend on this. You also have the opportunity to add new schemes into the grid.
WpBPS	For those employees who are not in an employer pension scheme, it is important for us to identify whether or not this is because the employer doesn't offer a scheme or because they are not eligible to join the employer scheme or because they chose not to join their employer scheme.
Pentype	All these pension types, apart from employer provided schemes, are very similar: <ul style="list-style-type: none"> • Personal Pensions are individual contracts with a pension company. • A group personal pension is similar, but everyone in the same

	<p>job or workplace tends to have a pension contract with the same company.</p> <ul style="list-style-type: none">• Stakeholder pensions are less likely to come up in this sample. They are the new low cost pensions introduced in 2001 by the government. They are like personal pensions and the employer has to offer all its employees a provider so they can join the scheme if they want.• S226 plans are simply personal pension plans for the self-employed. These have been around for longer than since 1986 though. <p>All the above pension schemes are Defined Contribution schemes These are often called money purchase schemes, and will usually be held through a financial company such as Equitable Life, or Scottish Widows etc.</p> <p>Employer provided pension schemes can either be money purchase/defined contribution (DC) schemes which are similar to personal pensions or defined benefit/final salary schemes (DB) which operate in a different way (see below).</p> <p>There are similar follow-up questions for all types of schemes. Respondents with private personal pensions, group personal pensions, stakeholder pensions and retirement annuity schemes will get the same follow-up questions. Those with S226 plans (self-employed personal pensions) will get slightly fewer follow-up questions. Respondents with employer schemes will get different questions depending on what type of employer scheme they have (see below).</p>
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WpDPS, WpPDes	<p>This is a key question that separates the out two different types of employer pension. We need to know whether the employer pension is an individual fund that works similar to a mutual fund or investment fund and in the same way as a personal pension (Type A - defined contribution or money purchase) or whether it depends on final salary & years of service (Type B - defined benefit or final salary scheme). Most traditional employer or company pensions are in the latter category.</p> <p>It is crucial that these questions are answered correctly. If they are not, some of the subsequent questions about the pension fund will not make sense. For example, in the case of the latter we ask about the number of years of service and the way in which final entitlements are calculated whereas in the case of the former we ask for the current value of the accumulated fund.</p>
WpName	<p>The rules by which pension schemes are run are published by the Government, and by knowing the name of the scheme we will be able to match in the rules for each respondent. Importantly, if the respondent is in a public sector scheme such as a local authority or police force pension scheme we need to know which area it is, since different areas are run differently.</p> <p>Here we need to get as much information as possible to facilitate the link to the scheme data held by the Government, so record as much of the information the respondent can give, since it will help us code the answers more accurately.</p> <p>EXAMPLES:</p> <ul style="list-style-type: none"> • British Telecommunications PLC BT Pension Scheme • J Sainsbury PLC Pension Scheme • Post Office Pension Scheme • Unison Staff Pension Fund • London Borough of Haringey superannuation fund • University Superannuation Scheme • Royal National Institute for the Blind Retirement Benefits Scheme • Scottish Mutual personal pension plan • Equitable Life personal pension.
WpCos	<p>It is important to establish whether they are contracted-out of the state scheme since this will be important in the calculation of their total pension entitlement. ‘Contracted out’ means that their National Insurance contributions, which would otherwise have been diverted into the State Earnings Related Pension Scheme, are instead paid into their private pension as well as the respondents own contributions or those of their employer.</p>
WpYbs	<p>Some pension schemes are transferable between jobs – we want to know the number of years the respondent has been in their current pension scheme, not only the years they’ve been in the scheme with their current job. For example, teachers may have</p>

	changed jobs but stayed in the teacher's pension scheme.
WpErc	Some employer schemes may require scheme members to make contributions, other do not.
WpACon, WpMMin	<p>Members of employer schemes who are required to make a minimum contribution, are asked if they make any additional contributions to their scheme.</p> <p>Those with Defined Benefit (Type B) schemes may make additional contributions in 3 different ways.</p> <p>Additional voluntary contributions (which are known as AVCs, so you should read this out in the question) are when you pay extra percentages of your salary in return for getting more pension rights.</p> <p>Added rights are the same, but you buy them by the year – i.e. you buy an extra year at a time, as opposed to paying x% and getting whatever fraction of the year that will buy you.</p>
WpYcAmt	Members of employer schemes who are not required by their employer to contribute, are asked how much they do contribute to their scheme. It is possible that they may not contribute, for example if the employer makes contributions on their behalf.
WpECon	In most employer-provided pension schemes, the employer will make a contribution to the scheme member's pension. Respondents with more than one employer should answer this question about the employer who provides the scheme they are answering about.
WpNRA	Most employer pension schemes will have a Normal Retirement Age which is the age at which scheme members are normally able to retire and draw pension benefits. Some may have a period of service after which time members can retire. Some schemes may have both an NRA and a period of service.
WpEra	Some pension schemes may have a standard early retirement age. Other schemes may periodically or occasionally offer early retirement 'windows' to scheme members.
WpDesP	This just asks how the final salary benefits for the pension will be calculated – when a respondent gets 2/3 of their final salary how will this 'final salary' be defined? Three of the most common options are listed as response categories but there may be others (average of last three years, etc...).
WpFsap	The most commonly used fractions are given as answer categories on screen. If the respondent says they don't know it may be worth prompting gently with these examples as this may help trigger their memory - but be sure not to lead the respondent and record don't know if necessary.

WpFSav	All respondents with Defined Benefit (Type B) employer schemes will be asked if they make Free-standing additional voluntary contributions (FSAVCs). These are less common than AVCs but respondents that are making them will know what they are. They are like AVCs but the contribution goes into a separate pension instead of into the same pension.
WpCons	This question asks for consent to contact the employer to find out more about the rules of the pension scheme – note that we will only be asking about how the scheme operates for <u>all</u> employees. We will not ask about the respondent's contributions to the scheme or disclose that they have taken part in the study.
WpAPF, WpCuv, WpCB	Respondents with defined contribution (Type A) employer schemes or any kind of personal pension will be asked the current value of their pension fund. This is important because it tells us how much they have put in over the past and is a good guide to how much they will receive once they retire.
WpPCont	Respondents with personal pensions may never have contributed to their pension scheme (but had contributions made on their behalf by an employer), they may be contributing regularly or irregularly or they may have stopped contributing to their pension scheme.
Respondent's own and employer contributions to pension schemes	<p>Generally you should find that respondents are quite knowledgeable about their own pension contributions but may be less so about employer's contributions.</p> <p>Answers may be given in amounts or as a percentage of salary. In employer provided schemes the amount the employer contributes might depend on the amount the scheme member contributes so this can be given as a percentage of the scheme member's contributions.</p> <p>For respondents with more than one pension scheme (who will usually have more than one employer), the questions about the 'employer' contributions to their second scheme will usually relate to their second/subsidiary job as opposed to the main job.</p>
Expected pension income (WpPtp, WpPtoP, WpPExp, WpLpe)	<p>One important determinant of respondents' working and retirement decisions will be the amount of pension income they themselves expect to get when they retire, on top of anything they might get from the government. In these questions all respondents can answer either with an annual amount, those with defined benefit (Type B) employer schemes can give a fraction of their salary just before they retire and those with defined contribution (Type A) employer schemes or any kind of personal pension can give a total amount that their pension will be worth.</p> <p>There is no right or wrong answer here, we are purely interested in how much they expect to get. Note that we are asking for an amount in today's prices, i.e. ignoring the effects of inflation.</p>

WpInfo, WpInfS	These questions will be asked about all current pension schemes.
WpInfo	Respondents who are currently receiving a pension will be asked whether they felt they needed more information about how much they would receive. This will help us to measure whether or not their income in retirement is what they expected to get.
WpERet	Note the very specific meaning of the term 'early retirement' at this question. For schemes which had a period of service rather than a normal retirement age – the questions should be interpreted as meaning: did they retire before they had completed the period of service in their scheme?
WpReas, WpMRea, WpRRe, WpMRRe, WpWkR	The ages at which people are retiring are becoming much more diverse, and the way in which people are moving into retirement is becoming more complex. These questions are designed to find out the role of negative (push) and positive (pull) factors in determining retirement outcomes, and establishing whether retirement was a choice or not. In particular, we are interested if respondents who give 'reached retirement age' as their main reason for retiring were given the opportunity to work past retirement age.
WpPHI	By private health insurance we mean things like BUPA – where you get private health care if you get ill. Dental and friendly plans, which just cover teeth and glasses respectively shouldn't be included.

INCOME AND ASSETS MODULE	
Question	Notes
IIANow	At this question you are given the chance to skip this section, by coding 'no'. If you do this you must make sure you come back and complete it at a later time/date, when you should change your answer to this question from 'no' to 'yes'.
IIAWho	<p>If this section is being asked once about a couple who share finances and you have not already coded in the household grid who should answer this section on behalf of the couple, you will be asked to code who the questions will be addressed to.</p> <p>You will not be able to complete the section if the person you code here (or the person who was coded in the household grid as answering these questions), has been suspended. If the respondent has been suspended and is unwilling to finish the interview at a later date, you should change what you code here or in the grid and complete the section with the other member of the couple.</p>
IaWork	Because we are interested in incomes over the last year, if the respondent has been widowed in the previous twelve months, it is important that we take into account any income that their spouse may have had during that time. For respondents in this situation,

	<p>the introductory wording to this question explains this to them. For this reason, many of the subsequent questions in this module will refer to “you and your husband/wife/partner” even though their spouse has died.</p>
laSPen	<p>This refers to the total state pension that the individual receives. Depending on the age and the circumstances of the individual it could include combinations of basic state pension, minimum income guarantee (formerly known as income support for pensioners), SERPS (the State-Earnings Related Pension Scheme also known as additional pension) and graduated pension. Since the majority of individuals may not know which of these they are getting we are only after the total amount received.</p>
laPAm, laPPAm	<p>If the respondent does not know how much state pension they receive because it is paid along with state benefits, they should answer the total amount they receive here and enter 99997 at the benefits questions which will indicate that the amount they get has been counted elsewhere. It's crucial that the amount they receive is not entered twice as this would mean we will over-estimate their income.</p>
laPPen	<p>This refers to any non-state pension income, i.e. company or employer pensions, Personal Pensions or self-employment (S226) pension plans.</p>
laAnIn	<p>This refers to all other forms of annuity incomes apart from pensions. Annuity arrangements are where an individual gives a financial institution a sum of money, and in return the institution agrees to pay the individual a certain income for the rest of their life. Note that this definition is on a help screen in the CAPI program.</p>
lahdb, laBeB (and follow-up questions)	<p>Since it is easier for respondents to recall benefits in the period in which they are paid than to add it up over the year, we ask benefits separately for each individual, and separately by each benefit. As with state pensions, we need to know if they started to receive it in the last year and if so, which month. Most individuals should only be in receipt of very few of these benefits. Since we are interested in income over the whole year, however, even if they are not currently getting the benefit we also need to know whether they have got it at any point during the past year and if so, how much they got and for how long.</p> <p>The pension credit came into operation on the 6th October 2003. This benefit replaced the Minimum Income Guarantee (MIG) and it can only be claimed by those over 60.</p> <p>A number of checks are used at this question depending on which of the two benefits that the respondent says they have received. This is to because the Pension Credit is more generous than the MIG for some people, so it is important that we collect the amount received under both schemes.</p>

laA	<p>If the respondent is currently receiving more than one benefit and they are paid together, they may not know how much they are getting from each one. If so, the total amount received for all benefits should be entered at the first of the 'amount' question and 9997 should be entered when asked amounts for other benefits. This way we will know that we have recorded their total benefit income.</p> <p>In this situation recording the information this way, is preferable to entering 'don't know' for all of the 'amount' questions. Similarly, if the amount of the benefit has already been counted along with state pension income, you should enter 9997 here.</p> <p>So, if the respondent is unable to give all the component parts of their state pension and benefit income, the most important thing is to get the total amount they receive and not to enter the total amount they get in more than one place.</p>
laFuel	<p>All respondents aged 60 and over are eligible for a winter fuel payment regardless of income although they do need to actively claim it if they are not receiving the state pension. There should only be one per household though.</p>
laFAInt	<p>For couples who keep their finances separately and are therefore both answering this section on their own behalf, there will be an instruction here for them to include only assets held in their sole name. This instruction applies to all the asset and debt questions. There will be a question at the end where they can tell us the net value of any shared assets that they might have.</p>
laSi	<p>Although the distinction between current and savings accounts is becoming increasingly blurred, a current account is an account used for everyday purposes which typically pays no interest, or only very low interest on balances held. In contrast a savings account typically pays higher interest and is not designed to be used for everyday transactions (even though it may be instant access).</p>
laSava	<p>If a respondent has both a current and saving account, but their current account is overdrawn, we just want the positive amount in their savings account here i.e. we don't want them to give the amount in their savings account minus their overdraft. Similarly, if the respondent just has an overdrawn current account, they should enter '0' here. We will ask for the amount of their overdraft later in the module.</p>
lalsa	<p>Respondents may hold cash, life insurance and/or stocks and shares in their ISAs.</p>
laIP, laSSS, labg, lauit	<p>Here we are interested in the respondent's assessment of what these are worth currently, once any costs associated with selling them, or anything outstanding that is owed on them, has been met. That is, how much you would get, net of any costs or repayments, if</p>

	you sold them today.
laShTyp, laDeNat, laDeMut, laDen, laDem	<p>Many people who own shares only own shares in former nationalised industries (BT, British Gas, Railtrack, etc.) or in former building societies or mutual societies (Abbey National, Halifax etc.) which have 'demutualised'. By 'demutualised' we mean when mutual societies floated on the stock market and gave, or sold, shares to their former account holders.</p> <p>We are interested in separating out these shares from other types of shares and finding out whether they bought or received all or some of these shares at the time of privatisation/demutualisation, as a way of identifying how 'connected' individuals are to the stock market as a method of investment. Similarly, some people may have previously bought/received shares in privatised industries/demutualised societies.</p>
laSick	This screen displays a summary of the information you've entered about the value of the respondent's financial assets. This is primarily to avoid keying mistakes – e.g. entering an extra '0' by accident. Please check this yourself and query/correct any which seem incorrect.
laLiW, laSC	There are two types of life insurance in the UK. One type is pure insurance – i.e. the individual gives a company money each year. If that individual dies the company pays money to their dependents but if they don't die (before a certain date) the company just keeps all the money. The other type of life insurance has a savings component so even if the individual does not die before a certain date they will receive a sum of money (typically the value of a fund) on that date. The questions here are designed to get at both types of life-insurance since we need to know both separately. Note that the second type is exactly the same as an endowment mortgage, although we do not want them to count their endowment policies here since we will be asking for them in the housing section.
laliya	This should include any insurance policy that pays out on death.
laprop	This question asks about real assets. Note that only farm or business property should be included here - we have already collected the value of any businesses they own at the section on work and pensions.
laregp	All kinds of regular payments from non-household members should be included here, apart from any (such as wages, benefits, pensions etc) that have already been asked about.
ladebt, ladebm	Respondents should only say that they currently owe money on credit/store cards if the outstanding balance after the last monthly payment was made was greater than zero.
laJnt	This question will be asked to both members of a couple who keep their finances separately (and so are each answering the income

	and assets module on their own behalf). Any joint assets they have APART from their current home should be included here. Information about their current home will be covered in the housing section.
IAPK	This refers to any other regular payments the respondent receives. If received a large gift from someone then record in 'other'.
IAFcon	This question aims to capture how people manage their money even if they only have a little amount to manage.
lapayw, laearn, larec, laom, laomm	In households which include adults who are not eligible for interview, some summary questions about their income from work and other sources and their assets will be asked to one eligible respondent in each household. We understand that some respondents may be reluctant to answer these questions but it is important for us to ask them as household income is an important source of resources. In order to understand household poverty and inequality we need a household measure of income that includes anything that other adults may earn.

HOUSING AND CONSUMPTION MODULE	
Question	Notes
IHoNow	At this question you are given the chance to skip this section, by coding 'no'. If you do this you must make sure you come back and complete it at a later time/date, when you should change your answer to this question from 'no' to 'yes'.
IHoWho	If you have not already coded in the household grid who should answer this section, you will be asked to code who the housing and consumption questions will be addressed to. You will not be able to complete the section if the person you code here (or indeed the person who was coded in the household grid as answering these questions), has been suspended.
HoBas	This question will be asked about all adults household members who are not named as householders at HoWho/HoWhN (or married to/cohabiting with a householder).
HoTenu, HoTenuN	This question refers to the tenure of the householder i.e. the person/people in whose name it is owned or rented. This will usually be the person answering the module or their spouse/partner. It may however, be another household member not eligible for interview or a non-household member. If this is the case, there will be very few follow-up questions about housing circumstances.
HoMove	At this question we want to know the earliest year in which a current member of the household moved to the accommodation.

HoAdpt	All respondents are asked whether their accommodation has been modified in any way to assist people with physical impairments, record any of the features present even if not used by the respondent.
HoRtb, HoRtbe	We are particularly interested in knowing whether the respondent bought their home or has ever bought a home through the right to buy scheme. This was most commonly used in the eighties when Mrs Thatcher's government introduced the scheme to allow people to buy their council houses.
HoMSam	<p>For respondents who are in the same accommodation and held at least one mortgage at Wave 2 and still own housing with a mortgage, we want to update the information about mortgages. Most respondents will not have changed their mortgage arrangements but we still need to update the information about repayments and number of years left to run as these may have changed.</p> <p>HoMSam brings up a list of previous mortgages that the respondent told us about and asks them whether they still have this mortgage. If only the number of years left to run has changed enter yes.</p> <p>If respondents have made arrangements to borrow more money using this mortgage, also code yes as we will collect information on this at the next question.</p> <p>There may be some cases where the respondent had more than one mortgage at Wave 2 but we cannot distinguish between them because they were the same type (repayment, endowment etc) and had the same number of years left to run. In these cases, it doesn't matter in which order the details of these mortgages are collected. The important thing is that the details of each mortgage are updated.</p>
HoMNew, HoMNUse, HoMNRas	<p>Here we are interested in completely new mortgage arrangements. Again we ask respondents why they took out the new mortgage. One common thing that people do is to replace their existing mortgage with a different mortgage (perhaps to take advantage of a lower interest rate or more flexible repayment options for example). In this circumstance, you should code No at HoMSam and yes at HoMNew.</p> <p>In some circumstances, paying off the existing mortgage will be the only reason for taking out the new mortgage and this can be coded at HoMNUse. In other circumstances, respondents may have borrowed additional money for other uses and this is also asked at HoMNUse.</p>
HoMMis	This question asks about any other mortgages that they have which we have not asked them about. This question is intended as a check only, as all mortgages should have been picked up by

	previous questions.
HoOutM	This question is asked of movers or people who did not hold mortgages last time. Most people will only have one or two outstanding mortgages or loans. We will collect details of up to five outstanding mortgages or loans.
HoMTy	<p>Interest-only mortgages are where the mortgage holder pays only the interest, and will need to find some other way of paying off the amount borrowed when the mortgage expires</p> <p>Equity release schemes are NOT types of mortgages or loans (see below). However, some people may mistakenly think that they are and if they give this answer you can code it here.</p>
HoRmo, HoEvRe, HoOrm	There are two different ways in which people can re-mortgage their home. They can either add to a re-mortgage element to their original mortgage or they can take out a separate additional mortgage. If a respondent has more than one outstanding mortgage or loan, we know that one of these must be a re-mortgage. Respondents with only one outstanding mortgage or loan may tell us that this includes a re-mortgage. Those respondents with only one outstanding mortgage which does not include a re-mortgage, will be asked whether they've ever re-mortgaged their home. Respondents who own outright will also be asked if they ever re-mortgaged their home. We are interested in whether people have ever re-mortgaged because the issue of how individuals use their housing wealth as they get older is a fundamental one for the analysis of wealth and poverty amongst the elderly.
HoRInc	<p>This question asks about equity release schemes. This is where someone who owns their house outright signs over the ownership of the house, in return for receiving a lump sum and a flow of income payments to be made until they die, as well as being allowed to live in the house until they die. It is sometimes called a reverse mortgage, or a home reversion plan. Whilst still relatively rare, it is rapidly becoming more common amongst this group. It is also possible for people who are still in the process of buying their home to have taken out one of these schemes.</p> <p>It is possible (although unlikely) that respondents who had taken out an equity release scheme at Wave 2, have raised more money in this way since then. This may be because of an extension of the previous scheme or a completely new scheme. For those who had an equity release scheme at Wave 2, this question asks whether any additional money has been raised in any of the ways on the showcard.</p> <p>For those who have raised additional money since Wave 2, the questions which follow sometimes ask specifically about the money that has been raised since the last interview and others ask about all the schemes that a respondent may have.</p>

HoCTB	Council tax benefit or rebate is a means-tested benefit and should not be confused with discounts (for example, single person discounts), which are asked about separately at HoDisc.
HoRet	<p>This question asks about retirement housing. Retirement housing is intended specifically for older people, and usually residents need to be at least 55 or 60. The housing tends to be in a scheme or court of between 20 and 40 flats, or sometimes bungalows. Usually, the housing provides some support for residents but the services provided in retirement housing can differ considerably from scheme to scheme. There are sometimes communal facilities such as a shared lounge or laundry. Residents do not have to be of ill health to live in retirement housing.</p> <p>This is ask or code. Respondents will usually know if they are in retirement housing so if they are unsure then this is unlikely to be the case and therefore code 'no.'</p>
Hohave, HohavB	<p>Hohave asks about durables the respondent may have. The following question will ask which of the durables were bought in the last two years and how much they were. If respondents have a package of a few of the items, code all of the items in the package at Hohave and HohavB, but at Hohv, code the total amount at the first durable mentioned and code 9997 for the other items in package.</p> <p>If there are communal durables, code them at Hohave but do not report them at HohavB.</p>
HoFood	Only if asked, mention exclusion of cleaning products as we need to keep comparability over the waves.
HoOHea, HOFuel	Forms of heating are only to be coded if actually used as opposed to just having them available in the home and not used.
HoGPay, HoEpay	Code other forms of payment in 'other'. Some people pay regularly but not by direct debit and this should be coded in 'other'.
HoCC - HoVnew	These questions ask about the respondent's car(s). In many instances you will be confirming that they have the same car as the previous wave but sometimes you will be entering new car details.
HoVow	If details were entered incorrectly last time but they still have the same car, code never had vehicle and enter correct details.
HoVAg	Note that there are different ways in which the age of the vehicle can be recorded. For all vehicles, the year of registration may be given. For all cars with personalised or cherished number plates you should collect the year the vehicle was registered.
HoRmov	If respondent has moved house since the last wave, they will be

	<p>asked for their reasons for moving. Code 4 (Moved to a more suitable home) is referring to the physical aspects of the building such as being smaller, larger or having special adaptations. In code 12 (Other financial reasons), code any financial reason other than evictions or repossession, e.g. concerning the house running costs or for the purpose of freeing up monies.</p> <p>Code 4 of HorMova (More suitable given respondent's health problems) is referring to physical aspects such as the new home being a bungalow or having special adaptations eg wide doors, ramps, alarms or special taps.</p>
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EXPECTATIONS MODULE	
Question	Notes
ExRain-ExSMA	<p>For all these questions it may be necessary to reassure respondents that there are no correct or incorrect answers, and encourage them to give a response even if they feel they must generalise.</p> <p>Respondents can select any number from 0 to 100, not just those marked on the card (0,10,20).</p>
ExRain	In this example question, you should only read out the additional instructions in brackets if the respondent is having problems understanding how they are supposed to answer the question.
ExLo80	The age given in this question will be adjusted according to the age of the respondent.
ExPW	This question is asked to women aged under 60 (for whom question will refer to age 60) and men aged under 65 (for whom question will refer to age 65), including those not currently in work. These ages have been chosen as they are the state retirement ages.
ExHLim	This question is only asked to those currently in work aged under 65.
ExAlnh, ExClnh, ExInhe	These questions are about expectations of receiving an inheritance. For all of these questions, property or valuables should be included, though respondents are only prompted to include them at the first of these questions. These questions start with the expectation of receiving any inheritance, then ask about increasing amounts of inheritance.
ExCin, ExCain, ExCpln	These questions are about expectations of giving an inheritance. Again property and valuables should be included at all questions, though respondents are only prompted to include them at the first of these questions. These questions start with inheritance of £50,000 and, depending on their answer, respondents are then

	asked about the chances of leaving any inheritance or an inheritance of £150,000 or more.
ExHva	<p>The wording of this question will be randomly altered – a quarter of respondents will be asked ‘increase by 5%’, a quarter will get ‘increase by 10%’, another quarter ‘decrease by 5%’ and the final quarter ‘decrease by 10%’.</p> <p>If the respondent does not own their house, you should code 997. They should answer about the property you are interviewing them in – not any other property they may own. If this property is not a house (e.g. a flat), they should answer about their flat. Expectations about housing value are important as for most people their home is the most valuable asset they own.</p>
ExPlan	If the respondent is unable to give an answer from the card, you should probe for the reason they are not able to do so and choose the appropriate ‘Spontaneous’ code.

PSYCHOSOCIAL MODULE

Question	Notes
PsCedi	These questions ask about the respondent’s feelings over the past week – they should answer about the past week even if it wasn’t a ‘typical’ week.
PsCedA-PsCedH	These questions take a slightly unusual form, so you may have to use the prompt for the first few until the respondent learns how we want them to answer. For each question, we want them to say ‘yes’ – if it’s true that ‘much of the time in the past week they... - or ‘no’ – if it’s not true that ‘much of the time in the past week they These questions are designed to measure depressed mood.

FINAL QUESTIONS MODULE

Question	Notes
FqEthn-FwCultO	Note that the ‘cultural background’ questions can be multi-coded.
FqMqua, FqQual	If we have asked about a respondent’s qualifications at a previous interview, he/she will only be asked to report any further qualifications they have obtained since then.
FqAddr	This question asks respondents to give a stable contact address, if they have not given us one previously. As we will be going back to this sample, we would like as many respondents as possible to give us a contact/stable address. Some people may be reluctant to give a contact address as they are sure that they are not going to move. However, as people’s circumstances can change unexpectedly, try to encourage respondents to give an address. Write the details of the contact on the ARF in Section G.

	<p>You are able to code at this question that the respondent does not wish to be contacted again. Obviously we wouldn't want you to offer this as an option and please only to use this code if the respondent is adamant that they don't wish to be contacted again. Try to avoid having to code this by re-assuring that they can tell the interviewer in 2 years time that they don't wish to take part then if they still feel the same way at that time.</p>
FqStc	<p>Many respondents gave a stable contact address at Wave 2. The program will ask you to check the details are still correct. Please look on the coversheet for full details and check with the respondent. If they have changed, or were incomplete/incorrect, write the (new) details on Section G of the ARF.</p>
FqProx	<p>This question will be asked in all non-proxy interviews. It is important to the study to keep as many of our sample in the study as possible, and this means collecting as much contact information about them as possible. We want to ask respondents to nominate a close relative or close friend who could act as a proxy in future years if necessary. This is likely to happen in the following circumstances:</p> <ul style="list-style-type: none"> – Respondent becomes physically or mentally incompetent – Respondent moves into a residential home and becomes physically or mentally incompetent – Respondent dies and needs someone to complete an End of Life interview <p>The proxy interview does not disclose any sensitive information that the respondent has told us in previous waves to the proxy informant.</p> <p>There will be no feedforward data in the End of Life interview. This interview covers health, work activities and settlement of estate issues.</p> <p>Please be as clear as possible to the respondents so they understand what the nominated proxy will be required to do. You are able to code at this question that the respondent does not wish to be interviewed by proxy – obviously we wouldn't want you to offer this as an option and please only to do this if the respondent is adamant that they don't wish anyone to answer on their behalf.</p>
Titl, Addr, Tel, Email	<p>As we will be contacting the respondents again, it is very important that the contact details – title, name, surname, addresses and telephone numbers – are accurate. If the details we have already i.e. those that are printed on the ARF labels and coversheet, are correct there is no need to write them on the ARF/enter them in the Admin. However, if they are incorrect in any way, please be sure to make these corrections on the ARF and then enter them in the Admin block. For all new partners and new addresses, you will need to record full details of their title/name/surname and the full</p>

	address and phone number. We want to collect their email addresses both as a way of keeping in touch and because it is interesting in itself to know which of our respondents have email accounts.
FqHelp	As we do not ask directly about literacy problems, please record this here if appropriate.

14. GENERAL	
Who [1], Who [2]	<p>At the end of the section on work and pensions, you will be given the opportunity to abort/suspend one or both of the people in the session. Obviously, we hope that this won't be necessary in many cases and that once a person has begun the interview they will complete it. However, it is possible that someone might refuse to continue part way through the interview or that someone might be called away unexpectedly.</p> <p>If you are interviewing someone on their own or both the people in the concurrent session refuse/are unable to continue, you can exit the questionnaire as normal. However, if you have set up a concurrent interviewing session and one of the two people you are interviewing refuses/is unable to continue, then you can choose to suspend/abort them at this point by choosing code 2. If one person drops out before this point, you should continue asking the questions to the person who remains and enter CTRL-R at the questions for the person who has dropped out up to this point.</p> <p>For any people you suspend you should attempt to go back and complete the interview from where they stopped at a later date (NB – you won't be prompted to do this). You can un-suspend them by changing code 2 to code 1 here but remember that if they have not answered some of the questions before this point, you should ask them these questions too. Note that when you do this, you will need to key over the answers given by the other person in the session who has already completed their own interview. Be careful not to overwrite these answers.</p>
RemindA, RemindB, RemindC	You will be prompted to do the measurements section (if needed and you haven't already done it) after Social Participation, before Cognitive Function and at the end of the interview. After doing the measurements interview, when you re-enter the main interview, to get to the point you were up to, just press END.
WhoSo	Before the section on Cognitive Function, you will be asked to code whether anyone else was in the room during the interview up to this point. Note that this means other than the respondent or respondents allocated to the interviewing session. So, for example, if you are doing a concurrent interview with a couple and they were the only people (other than you) present you should code 'no' here – not 'yes – respondent's spouse partner'. But if only one of the couple was being interviewed but their partner was in the room as

	well, you should code 'yes – respondent's spouse/partner' here.
ScIntA	During concurrent interviews you will be prompted just before the section on cognitive function to ask one of the respondents to leave the room and do their self-completion while you complete CF/EX/PS/FQ in private. It is important to stress to the person who leaves the room that they should not come back in until asked to do so, so they don't interrupt the private questions. Note that in all interviews, if there is someone else in the room who is not being interviewed, you should ask them to leave the room at this point as well. The first person allocated to the session will always be asked to do their private CAPI session first.
laHoCk	If you have skipped either the section on Income and Assets or the section on Housing, or both, you will be prompted at the end of the interview to either go back to complete them or arrange a time to come back to do them. In order to easily get back to the beginning of those sections, choose the appropriate code in CAPI, you will then get a check – instead of suppressing it, simply press ENTER, this will take you back automatically to the beginning of the section. If you are completing these modules on a later date, the easiest way to get to the beginning of them is to go to this question (by pressing END) and then choosing which one you want to complete and pressing ENTER at the check.