



Income Statistics Division

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Entry Exit Component for Income Interview - May 2000 Survey of Labour and Income Dynamics

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Statistics Canada
Income Statistics Division

Entry Exit Component for Income Interview
- May 2000
Survey of Labour and Income Dynamics

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EXECUTIVE SUMMARY

The Survey of Labour and Income Dynamics (SLID) conducts two annual interviews: Labour data in January and Income data in May. These data are collected using computer-assisted interviewing. Thus there are no paper questionnaires required for data collection. The questions, responses and interview flow for Labour and Income are documented in other SLID research papers. In the past, a DOS-based system was used for the interview application which was not Y2K compliant. A new Windows-based version of the system was introduced in January, 2000. This document presents the information for the new Entry Exit portion of the Income interview.

In previous years Entry Exit (which was referred to as *Demographics and Contact*) was the same for both the Labour and Income interviews. In May 2000, Entry Exit for the Income interview was modified. To obtain more details about this part of the Labour interview, refer to research paper: *Entry Exit Component for Labour - January 2000*.

Once contact is made with the household, the Entry module now only asks for the language the respondent would prefer to be interviewed in and if any of the members listed still live or stay in the household. Questions on household composition (movers, joiners, returners), respondents' demographic characteristics (sex, date of birth and marital status) and relationships are not asked. The Exit module includes questions on who to contact for the next interview and the names, phone numbers and addresses of two contacts to be used only if future tracing of respondents is required. An overview of the Tracing Module is included in this document.

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1. INTRODUCTION

Each January, the Labour interview for the Survey of Labour and Income Dynamics (SLID) is conducted. Then, in May, SLID income data are collected. Both use computer-assisted interviewing (CAI) for data collection. The questions particular to each interview are preceded by different versions of the Entry Exit component.

In Appendix 1, figures 1 and 2 present an overview of the flow of the Income interview and the flow of the Entry Exit component for income, respectively.

In May 2000, the ENTRY module does not collect/update information on household members. Cohabitants (new members or joiners) identified in the January interview appear on the household member list and are eligible for the Income interview. New cohabitants are not identified during the May 2000 interview but will be identified and interviewed in the January 2001 Labour interview. If the entire household has moved, it will be traced.

The EXIT module confirms the household contact name for the next interview and asks whether the household is planning a future move. If so the new address is recorded. The names, phone numbers and addresses of two friends or relatives, who may be contacted if future tracing of respondents is required, is also collected.

This research paper presents the content of the Entry Exit component¹ including question wording, possible responses, and flows of questions.

¹ The Labour and Income questions are presented in other SLID research papers.

2. WHAT'S NEW

A new panel of approximately 17,000 households was added to SLID in January 2000, making a total sample of about 33,500 households. Approximately 8,700 households were contacted for the May Income interview.

This section outlines only the new and deleted questions since the January 2000 Labour interview. Question changes since collection 1999 are included in the *Entry Exit Component for Labour - January 2000* document.

New questions:

No new questions have been added since the January 2000 Labour interview.

Deleted questions:

Questions on place of residence, household composition, demographics and relationships are not included in the Entry Exit component for the Income interview because updates to this information were not required.

Place of residence:

HH_Q13, HH_B14, CONFPROV, PROV, HH_Q15, HH_B16, HH_Q17,
HH_Q17S, HH_Q23, HH_Q24, HH_Q25

Household composition:

RS_Q01, PE_Q01, PE_Q02, PE_Q03, PE_C03, RS_C03, RS_Q03, RS_Q04,
JOI_Q02, JOI_Q03, JOI_B04, JOI_Q05, MOV_C01, MOV_Q03, MOV_C04,
MOV_B04, MOV_B05, MOV_B06, TRA_C01, TRA_B02, CONFPROV, PROV,
TRA_Q03, TRA_B04, TRA_Q05, TRA_B06, TRA_N07

Demographics:

DM_N01, DM_C02, DM_Q02A, DM_Q02B, DM_Q03A, DM_Q04, DM_N05,
DM_C06, DM_Q06, DM_C07, DM_Q07, DM_C08, DM_Q08

Relationships:

REL_C01, REL_N01, REL_Q01, REL_Q3A, REL_Q3B, REL_Q3C, REL_N02.

3. HOW TO READ THIS DOCUMENT

Question numbers:

For each section, the question numbers refer to the actual numbers used in the programmed application which appear on the interviewer's computer screen. Text in **bold** letters is read, as worded, by the interviewer. Instructions for the interviewer are preceded by the word "INTERVIEWER" and are not read out loud to the respondent.

Pre-fill items:

These are items specific to each respondent's interview. The software adds the relevant information into the question, making the interviewer's job easier. Pre-fill items (shown in square brackets []) include:

[province or territory] - This is the province or territory which is derived from the postal code reported.

[pre-fill] - This is the period of the next interview; for the Income interview this is January of the current year + 1.

Headers:

For some question groups in CAI, important information is noted at the top of the screen. This information is given at the beginning of each section description.

Outcome Codes:

The Outcome Code is a two digit code which indicates the result of a contact or attempted contact with a respondent during the conduct of a survey. The codes are grouped into "In Progress" and "Final" and some of the same outcome codes may appear on both lists.

Action Codes:

An Action Code is assigned for 'refusal' cases only. It is a one digit code which indicates the action to be taken for the next collection. Only a Senior interviewer or a PM has the authority to assign these codes.

4. ENTRY MODULE

Flags used in this module:

Household Moved Flag:

Identifies whether the household has moved from the dwelling where it was last interviewed.

1 = Household has moved

2 = Household has not moved

If a case has been previously traced, the Household Moved Flag is reset to 0.

Contact

Header: Household Respondent, Telephone number and Address

EN_N01: INTERVIEWER: Record method of interview

1. Personal
2. Telephone

This is a mandatory question; 'Refuse' and 'Don't know' are not possible answers.

EN_N02: INTERVIEWER: Have you made contact?

1. Yes go to EN_Q03
2. No go to EX_N01

This is a mandatory question; 'Refuse' and 'Don't know' are not possible answers.

EN_Q03: **Hello, I'm from Statistics Canada. I'm calling regarding the Survey of Labour and Income Dynamics.**

INTERVIEWER: Press <Enter> to continue

EN_Q04: **Would you prefer to be interviewed in English or in French?**

1. English
2. French
3. Other

This is a mandatory question; 'Refuse' and 'Don't know' are not possible answers.

If response = Other go to EN_N05
Otherwise go to HH_Q04

EN_N05: INTERVIEWER: Select respondent's preferred non-official language

- | | |
|-------------|-----------|
| 03. Chinese | 14. Tamil |
| 04. Italian | 15. Cree |

- | | |
|----------------|---------------------|
| 05. Punjabi | 16. Afghan |
| 06. Spanish | 17. Cantonese |
| 07. Portuguese | 18. Hindi |
| 08. Polish | 19. Mandarin |
| 09. German | 20. Persian |
| 10. Vietnamese | 21. Russian |
| 11. Arabic | 22. Ukrainian |
| 12. Tagalog | 23. Urdu |
| 13. Greek | 90. Other - specify |

If response = Other	go to EN_N05S
Otherwise	go to HH_Q04

EN_N05S: INTERVIEWER: Specify

Household information

HH_Q04: **Do any of the following people still live or stay in this household?**

A list of all members is displayed on the screen

1. Yes
2. No

If No	set household moved flag to 1, set in-progress code to 30 (tracing required) and go to EX_C01
-------	---

Otherwise	go to HH_Q06
-----------	--------------

HH_Q06: **I'm calling about the Survey of Labour and Income Dynamics (SLID). The survey collects data about how changes in jobs, income and moving affect people over time. This information will help future programs meet the needs of Canadians. All your answers will be kept strictly confidential.**

INTERVIEWER: Press <Enter> to continue

CAI_SO: INTERVIEWER: This is the end of the component. Return to previously answered questions to make any necessary corrections or select <Exit> to exit the component.

Go to Component List for eligible members to complete Income questionnaire; then go to EX_C01

5. EXIT MODULE

EX_C01: If a final Outcome Code has been assigned
to the case in the Entry module go to EX_C18
If all components are complete set a
Final Outcome Code of 70 (Fully complete) go to EX_Q08
Otherwise go to EX_N01

EX_N01: INTERVIEWER: Do you want to assign an in-progress or final
outcome code?

In-Progress code go to EX_N02

Final code go to EX_N03

'Refuse' and 'Don't know' are not allowed for this question.

EX_N02: INTERVIEWER: Assign the appropriate in-progress outcome
code.

Outcome Code for Case

- 11 No one home/No answer
- 12 Regular busy signal
- 13 Answering machine or service - no message left
- 14 Answering machine or service - message left
- 15 Call screened/blocked/forwarded
- 18 Interview prevented due to weather conditions
- 21 Interview requested in other official language
- 22 Language barrier (not official language)
- 23 Interview suspended/interrupted
- 24 Soft appointment; call-back required
- 25 Hard appointment; call-back required
- 26 Verification of survey requested
- 28 Request for interview by another interviewer
- 29 Request for personal interview
- 71 Partially completed

- 80 Refusal
- 90 Unusual/Special circumstances

go to EX_C18

Outcome Code for: Income component for [respondent]

- 21 Interview requested in other official language
- 22 Language barrier (not official language)
- 23 Interview suspended/interrupted
- 24 Soft appointment; call-back required
- 25 Hard appointment; call-back required
- 26 Verification of survey requested
- 28 Request for interview by another interviewer
- 71 Partially completed
- 80 Refusal
- 90 Unusual/Special circumstances

EX_N03: INTERVIEWER: Assign the appropriate final outcome code

Outcome Code for Case

- 11 No one home/No answer
- 15 Call screened/blocked/forwarded
- 17 No phone
- 18 Interview prevented due to weather conditions
- 20 Absent for duration of survey
- 22 Language barrier (not official language)
- 57 Moved outside Canada
- 60 Institutionalized
- 63 Already interviewed for this survey
- 64 Deceased
- 66 Sample overlap (household in more than 1 survey) (available to PM and SR only)
- 71 Partially completed
- 80 Refusal
- 90 Unusual/Special circumstances

Outcome Code for: Income component for [respondent]

- 20 Absent for duration of survey

- 22 Language barrier (not official language)
- 57 Moved outside Canada
- 60 Institutionalized
- 63 Already interviewed for this survey
- 64 Deceased
- 71 Partially completed
- 80 Refusal
- 90 Unusual/Special circumstances

EX_C04: If Final Outcome Code = 71 (Partially complete) go to EX_Q08
 If Final Outcome Code = 80 (Refusal) go to EX_N04
 If Final Outcome Code = 90 (Unusual/Special circumstances) go to EX_N05
 Otherwise go to EX_C18

EX_N04: INTERVIEWER: Record the reason for the refusal

- Dangerous / Rude attitude
- Won't answer the door
- Not interested / doesn't want to participate
- Doesn't want to be disturbed
- Doesn't have the time
- Against the government or Statistics Canada
- Doesn't believe in or want to hear about statistics
- Doesn't believe in or want to hear about surveys
- Recently completed a survey (doesn't want to again)
- Doesn't believe the info is secure (confidentiality)
- Doesn't want to give out personal information
- Says not obligated / wants legal proof
- Can get info somewhere else (e.g. Revenue Canada)
- Adamant refusal (no specific reason, includes shuts the door or hangs up the phone)
- Doesn't want to continue the survey (no more follow-ups)
- Same household, refusal maintained (for follow-ups only)
- Why me? Tells you to choose someone else
- Other - Specify

go to EX_C18

EX_N05: INTERVIEWER: Record the reason for the non-interview

Illness or death in family
Recovering from fire, flood, etc.
Quarantined
Other - Specify

go to EX_C18

EX_Q08: **I would like to confirm who to contact in the future.**

INTERVIEWER: Select name from list and press <Enter> to continue. Previous response was [respondent]

EX_Q11: INTERVIEWER: Ask for the best time to call.

maximum: 50 bytes

EX_Q13: **As part of this study, we will need to get in touch in the future. The next contact will be in [prefill].**

INTERVIEWER: Press <Enter> to continue

Next contact is prefilled as follows:

For all members: prefill with January current year + 1

EX_Q14: **Are you or anyone else in your household planning to move in the near future?**

1. Yes
2. No
8. Refuse
9. Don't know

If Yes go to EX_B14

Otherwise go to CP_Q01

EX_B14: **What is the new address?**

INTERVIEWER: Enter the civic number.

INTERVIEWER: Enter the street name.
INTERVIEWER: Enter the apartment number.
INTERVIEWER: Enter the city, town, village or municipality.
INTERVIEWER: Enter only a Canadian postal code.

If PC_CP is invalid go to PROV
Otherwise go to CONFPROV

CONFPROV: So the province or territory is [province or territory]?

1. Yes go to CP_Q01
2. No go to PROV

A mandatory <Yes' or <No' answer is required for this question.
<Refuse' or <Don't know' are not possible answers.

PROV: What is the province or territory?

- | | |
|-------------------------|------------------------------|
| 10 Newfoundland | 48 Alberta |
| 11 Prince Edward Island | 59 British Columbia |
| 12 Nova Scotia | 60 Yukon |
| 13 New Brunswick | 61 Northwest Territories |
| 24 Quebec | 62 Nunavut |
| 35 Ontario | 76 U.S.A. |
| 46 Manitoba | 77 Outside Canada and U.S.A. |
| 57 Saskatchewan | |

CP_Q01: In case there are difficulties in reaching you, we would like the name of a friend or relative we could call. This would only be used to help us make contact with you.

INTERVIEWER: Enter the first name.
INTERVIEWER: Enter the last name.
INTERVIEWER: Enter the area code.
INTERVIEWER: Enter the telephone number.
INTERVIEWER: Enter the civic number.
INTERVIEWER: Enter the street name.
INTERVIEWER: Enter the apartment number.
INTERVIEWER: Enter the city, town, village or municipality.
INTERVIEWER: Enter only a Canadian postal code.

If PC_CP is invalid go to PROV
Otherwise go to CONFPROV

CONFPROV: So the province or territory is [province or territory]?

1. Yes go to CP_Q01
2. No go to PROV

A mandatory <Yes' or <No' answer is required for this question.
<Refuse' or <Don't know' are not possible answers.

PROV: What is the province or territory?

10 Newfoundland	48 Alberta
11 Prince Edward Island	59 British Columbia
12 Nova Scotia	60 Yukon
13 New Brunswick	61 Northwest Territories
24 Quebec	62 Nunavut
35 Ontario	76 U.S.A.
46 Manitoba	77 Outside Canada and U.S.A.
57 Saskatchewan	

CP_Q01: Is there another friend or relative we could call to help us contact you?

INTERVIEWER: Enter the first name.

INTERVIEWER: Enter the last name.

INTERVIEWER: Enter the area code.

INTERVIEWER: Enter the telephone number.

INTERVIEWER: Enter the civic number.

INTERVIEWER: Enter the street name.

INTERVIEWER: Enter the apartment number.

INTERVIEWER: Enter the city, town, village or municipality.

INTERVIEWER: Enter only a Canadian postal code.

If PC_CP is invalid go to PROV
Otherwise go to CONFPROV

EX_N19: INTERVIEWER: Select the action code to be assigned to the case

- 0 Proceed to interview
- 1 Attempt to interview - letter sent
- 2 Attempt to interview - respondent contacted
- 3 Do not interview again unless complete change in household membership
- 4 Do not interview again under any circumstances
- 7 Retained in RO
- 9 Proceed to interview – previous status unknown

EX_C20: Prepare case for transmission

6. TRACING MODULE

Cases will be sent to the Tracing folder only if contact cannot be made with the household.

If one or more members move from a household they will be contacted if a new phone number and/or address is provided for them and the interview will be completed as if they had not moved (i.e. their information is collected and remains with the old household). Otherwise, tracing information will be collected for them during the January 2001 interview and they will be moved out and traced at that time.

Tracing required for household:

The system will move a household to tracing if someone tells the interviewer that the entire household has moved.

If the answer to HH_Q04 (Do any of the following people still live or stay in this household?) is <No', the system automatically assigns an in-progress code of 30 (tracing

required) and the case moves to the Tracing folder with the original sample identification number.

Each trace case will contain the following information:

The Sample Id will appear at the top of the screen along with the household's old address and phone number.

A Members list will contain the name(s) of the household member(s). Demographic information will also appear for all members (age, sex, marital status and member status).

Trace Sources are listed which contain the contact names and addresses collected during previous interviews, along with other trace sources which were added during tracing in previous years.

The Interviewer assigns a 'trace result' to each of the sources contacted. If successful in contacting someone from the household, they assign a result of 'survey' to the trace source. This automatically brings them into the questionnaire so that they can complete the interview.

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APPENDIX 1

FLOWCHARTS

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FIGURE 1: FLOW OF THE SLID INCOME INTERVIEW

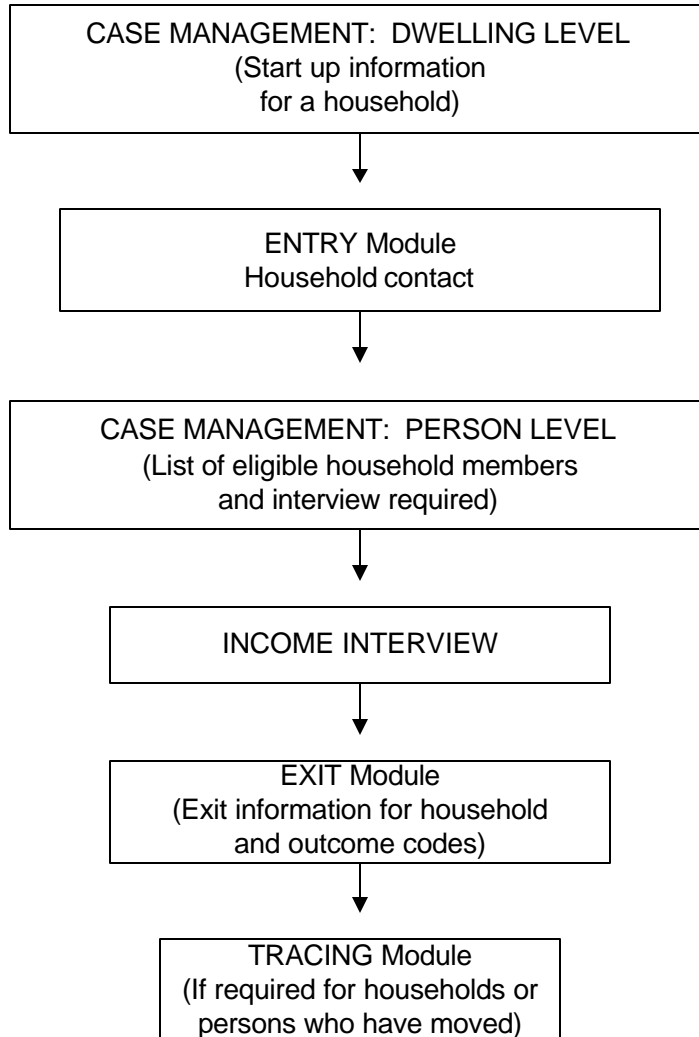


FIGURE 2: FLOW OF THE ENTRY EXIT COMPONENT FOR INCOME ONCE CONTACT HAS BEEN MADE

