



**Bureau of
Justice Statistics**

**Office of Community
Oriented Policing**

Crime Victimization Survey Software User's Manual

*A guide for administrators,
interviewers, and
survey designers*

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*Crime Victimization
Survey (CVS) Software*

User's Manual

*A guide for administrators,
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survey designers*

May 1999, NCJ 176361

Jointly sponsored by the
Bureau of Justice Statistics
and the
**Office of Community Oriented
Policing Services**

Acknowledgments

This manual was prepared by Carole Lipski of ExpertBiz LLC, under OJP Contract number OJP-99-136-M. The accompanying Crime Victimization Survey (CVS) software was prepared by John Granata of Professional Services Corporation, under OJP contract number OJP-99-052-M. Funding for the development of this software and manual was provided by the Bureau of Justice Statistics (BJS) and the office for Community Oriented Policing Services (COPS). Within BJS, Marshall M. DeBerry Jr. served as project director, with assistance from Steven K. Smith, Charles R. Kindermann, and Lawrence A. Greenfeld. Karen Stringfield from the Office of Justice Programs Contracts office provided assistance in contract administration. Within the COPS office, Meg Townsend and Pam Cammarata also contributed to the project by providing ongoing comments and review.

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Introduction

Quick CVS Evaluation

To evaluate the CVS software for your project, please turn to Appendix J for instructions on loading sample data and generating sample reports.

If you are like most folks, the last thing you want to do is read an entire manual to learn how to use your new software. Do not worry...this manual is designed to be used as a reference while you work with the Crime Victimization Survey (CVS) software. Topics are task-based, so you need only read about the things you want or need to do with CVS.

However, we do recommend that you read this short Introduction before using your CVS software. It covers the following topics:

- Overview of the CVS software
- Quick tour of the CVS main screen
- Types of CVS users
- Purpose of this manual
- How this manual is organized

Overview of the CVS software

What is CVS?

The Crime Victimization Survey (CVS) software is a computer program for government agencies reserachers to help them conduct crime surveys. The CVS software helps you to conduct a crime survey based on the National Crime Victimization Survey (NCVS), including additional questions related to community policing. In addition, you can create your own customized crime surveys for your community's needs.

Survey Benefits

About 100,000 people per year respond to the NCVS, making it the nation's primary source of information on criminal victimization. Since 1973, the NCVS has undergone constant study and refinement.

When you choose to use questions from the NCVS and community policing questions provided in CVS, your organization benefits in these ways:

- *Community involvement.* Using the set of community policing questions that are provided will help you solicit citizen feedback and perceptions relation to crime, quality of life conditions, police service to the community, and community policing. Asking these types of questions opens a dialog with the community on their crime and public disorder concerns, as well as finding out how they feel about the police and the service they provide. This information can be used to gauge awareness of what police are doing, measure the impact of particular programs and activities that have been implemented, or to set priorities among crime concerns in the community.
- *Proven questions.* Survey data quality is enhanced because your survey contains a comprehensive set of questions proven through research and testing to be effective and thorough.
- *Reliable data comparisons.* Your data is more useful because you can compare your statistics reliably against those of other jurisdictions anywhere in the nation.

Why Use CVS?

By automating the presentation of questions, CVS eliminates bulky, confusing questionnaires, ensures thorough interviews, and simplifies the recording of answers to questions. Other CVS features that make surveying easier and more productive include automatic generation of call lists, call list management, case management, and a variety of reports.

CVS is designed to be easy to use by everyone. Most actions, including recording answers to the majority of questions, are accomplished by clicking on the desired option with the mouse. This "point and click" approach has greatly reduced the need to type—in fact, there are very few questions that require interviewers to type in responses. This helps interviewers with minimal typing skills avoid

errors and frustration, and ensures consistent entry of responses from one interviewer to the next.

In addition to this manual, CVS also offers online help in using its features.

Software Availability

CVS is available from the National Criminal Justice Reference Service. For more information about how to obtain it, see *Appendix A: Important Contact Numbers*.

System Requirements

To install and use CVS requires the following minimum system configuration:

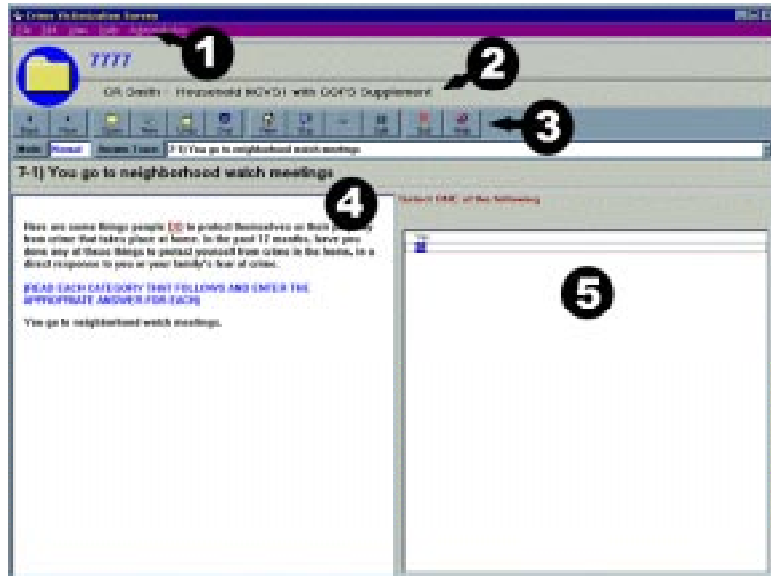
- 486 or better processor
- 16 Mb or more RAM
- Windows 95 or Windows 98
- A VGA video adapter
- A CD-ROM drive
- 50 Mb of free disk space.

CVS Sponsors

The CVS software is brought to you by Bureau of Justice Statistics, in coordination with the Office of Community Oriented Policing Services (COPS), US Department of Justice.

Quick Tour of the CVS Main Screen

This quick tour is intended to familiarize you with the key elements on the main CVS screen, shown on the next page. Since these parts will be referenced elsewhere in this manual, it is important you get to know them.



Main CVS Screen

The key elements on the CVS main screen are:

1. **Menu bar.** The menu bar provides access to all of the CVS features. *Appendix C: CVS Menu Reference* describes the options on all CVS menus.
2. **Case name and Respondent/survey name.** Identifies the household you are contacting (upper line) and the person with whom you are working (lower line).
3. **Toolbar and Answer Trace List.** The toolbar consists of icons you can click as short-cuts to software features. These features are also available on CVS menus. The Answer Trace pull-down list is situated just below the icons. It is used to see a summarized view of answers to previous questions.
4. **Question and information area.** Questions you will ask those you are surveying are displayed here, along with associated explanatory information.
5. **Answer area.** Options which can be selected to answer the current question are presented here. If the answer requires typing, fields will be provided for entering the respondent's answers. Some questions request additional detail when the respondent answers a question in a particular way. In such cases, a separate space is provided at the bottom of the answer area for typing in the detail.

Types of CVS Users

CVS users can be categorized as follows:

- Administrators
- Interviewers
- Survey designers.

Each type of user performs a different role in working with CVS. Depending on the size of your organization, one person may perform more than one role—maybe even all three. Large organizations could have more than one person in each role. To better judge how to assign roles in your organization, read the following descriptions of each user type.

Administrators

Administrators are responsible for the overall management of CVS software. This involves the following key tasks:

- Preparing for installation and use of CVS
- Installing and maintaining the CVS software
- Creating and managing Call Lists
- Managing users
- Managing data
- Producing reports

These tasks are discussed in detail in *Section 1: Administering CVS*.

Interviewers

Interviewers are responsible for conducting surveys using the CVS software. This involves the following key tasks:

- Calling survey subjects and interviewing them, using the CVS software to dial numbers and guide the conversation
- Entering responses to questions in the CVS software
- Following up on incomplete surveys and managing other open cases via their assigned Call List.

Survey Designers

Survey designers are responsible for customizing the existing NCVS questions or creating brand new surveys. Key tasks performed by someone in this role include:

- Identifying new or modified information that a survey should gather
- Making changes to survey templates
- Educating others when necessary about the use of revised surveys.

Computer Skills Needed

The CVS software runs in the Microsoft Windows 9x environment. Depending on which type of user you are, you will need certain basic computer skills to use it.

All users should be familiar with the Windows 9x environment. *Appendix H: Basic Windows Terms* defines commonly used terms like window, pointer, menu, and more. You should be familiar with these definitions before beginning to use CVS. You should also be able to:

- Use a mouse to manipulate the pointer and select objects on the screen by clicking, double-clicking, or right-clicking
- Use the Start menu or icons to launch programs like CVS
- Manipulate windows on the screen, including opening, moving, maximizing, minimizing, restoring, and closing them
- Use drop-down, cascading, and pop-up menus in Windows applications, including displaying them, selecting options, and closing them
- Use toolbars by clicking on their icons
- Find files using the standard Windows file and directory dialog
- Manage multiple open windows and dialogs on the screen.

These skills should be sufficient to allow **interviewers** to use easily understand this manual and use CVS features.

In addition to basic skills, **administrators** should be comfortable with:

- Mapping network drives and creating shared directories on those drives
- Navigating directories on single PCs (and on networked PCs in networked environments)
- Copying, overwriting, and deleting files
- Backing up data on a regular basis.

Survey designers who wish to customize the CVS template or create custom surveys should understand:

- How questions in the standard CVS survey relate to each other
- What a database is
- The potential ramifications of changing records that are related to other records
- The importance of planning survey edits before actually making changes to the survey template.

Those with database skills can open the CVS template into Microsoft Access (or other software tools that can import Access-formatted databases) and work with it directly there. This topic is briefly covered in *Section 3: Editing Surveys*.

Purpose of This Manual

This manual was created to help you understand and use the CVS software. It provides useful information about how CVS works, describes key features, and includes step by step instructions for completing specific tasks. It is written in friendly, easy-to-understand fashion. Computer jargon is avoided when possible, and defined clearly when used.

We would appreciate your feedback on this manual, so that we can make it even better in future versions. Please

submit your suggestions and comments to the contacts described in Appendix A.

How This Manual is Organized

In addition to the Introduction, this manual contains the following sections:

Section 1: Administering CVS Software provides information and step by step instructions for completing tasks typically done by CVS administrators.

Section 2: Conducting Surveys provides information and step by step instructions for completing surveys and other tasks typically done by CVS interviewers.

Section 3: Editing Surveys provides information about how to modify the surveys provided with the CVS software. It is aimed at survey designers or others who wish to customize the CVS or community policing questions, or create their own surveys.

It also includes the following supplemental information in the Appendices:

Appendix A: Important Contact Numbers identifies who to call for a variety of information related to CVS software and its use.

Appendix B: Answers to Frequently Asked Questions provides troubleshooting and other information about CVS software behavior and use.

Appendix C: CVS Menu Reference describes all the options on the CVS menus.

Appendix D: CVS Survey Questions lists standard questions in CVS surveys, including community policing supplemental questions.

Appendix E: Call Status Codes identifies call status codes and their meanings. These codes are used in the Call List and in reports to identify the current status of cases.

Appendix F: Type of Crime Codes lists codes used in classifying crimes, and the meanings of those codes.

Appendix G: Question Modification Worksheet provides a form that you can copy and use to document and organize survey changes before you actually make them.

Appendix H: Basic Windows Terms defines terminology commonly used in the Windows 9x environment.

Appendix I: Questions Used to Classify Crimes and Produce Reports identifies the standard survey questions that CVS uses to classify crimes and assign crime codes. This information is important to survey designers to help them avoid making changes that could affect CVS' ability to accurately classify crimes.

Appendix J: Quick CVS Overview and Sample Data allows you to get an understanding of the software to evaluate the CVS program to see if it will meet your project needs.

A comprehensive table of contents and index provide easy access to individual topics in the sections and appendices of this manual.

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Section 1: Administering CVS

The Administrator's Role

The CVS Administrator has special responsibilities for setting up and maintaining the CVS software. These include:

- Preparing to use CVS
- Installing the software
- Overseeing software security and access
- Setting up PCs to use automatic dialing features
- Setting up system options
- Creating, editing, and deleting users
- Creating and managing call lists
- Managing data
- Producing reports

Each of these tasks is discussed in this chapter. To perform these tasks, you will have special access privileges to the CVS software—determined by the User ID and Password you use to login—that are not available to other users.

Preparing to Install and Use CVS

Before you jump right in and start installing your CVS software, there are a few key planning tasks you should complete. Taking a few minutes to do so will help ensure successful installation and trouble-free use—making your job as CVS Administrator that much easier.

The key questions you should answer in the planning phase are:

- Will I install CVS on a single workstation or on several workstations that are networked so that they can share information?
- Will I generate call lists, let interviewers use random dialing, or use some combination of both?
- Will interviewers use the standard CVS survey, a customized CVS survey, or a completely custom survey?

To help you answer these questions in a way that is best for your facility, these issues are discussed below.

Standalone or Multi-User Installation?

CVS can be installed as standalone application or as a multi-user application. There are key differences between the two; before making your choice about which to use, be sure you understand those differences.

Standalone

As a standalone application, CVS is installed on a single PC. One or more users can access CVS from that PC. There are two important restrictions to be aware of in standalone installations:

- Data collected from surveys is self-contained on the PC where the survey was conducted; it cannot be shared with data from other standalone installations of CVS.
- Interviewers can only login to the PC where their user ID and password was created by the Administrator. This is the only way to access their dial lists. Dial lists—which help interviewers manage their case

load—cannot be shared or traded between different standalone installations of CVS.

Multi-User

As a multi-user application, CVS is installed in a two-step process. First, the software and its shared data files are installed in a directory on a network drive that can be accessed by all the networked PCs that will run CVS. Then the files needed to run CVS from networked PCs is installed on each of those PCs.

In a multi-user installation, all of the data collected by interviewers on networked PCs goes into a single database on the network drive where shared files reside.

Interviewers can log into CVS on any networked PC and access their dial list.

Making the Choice

The decision to install CVS as a standalone or multi-user application depends on your organization's PCs are networked, how many PCs you wish to use with CVS, how many interviewers will be conducting surveys, and how many surveys will be conducted by each interviewer.

Organizations with one or two interviewers and a single PC would most likely opt for standalone installation. Organizations with many interviewers whose PCs are networked would most likely choose multi-user installation.

Multi-User Installation Drive Setup

During multi-user installation of CVS, you will be asked to select a shared drive on which to install the software. This shared drive must be accessible by all of the PCs from which CVS will run. Then, CVS will create a directory, or let you choose an existing one, in which to place files.

Before beginning installation make sure that:

- The shared network drive where you wish to install CVS has sufficient free disk space (50 Mb).
- The shared network drive is accessible by all PCs where you will run CVS. Depending on how your network is set up, you may need to visit each PC that will use CVS and manually map (connect to) the shared drive. It is recommended that you select the option to automatically reconnect to the shared drive when the

PC is started and a user logs on (this option can be enabled by checking the appropriate checkbox in the Map Network Drive dialog).

- Should you NOT intend to accept the default directory that the CVS setup program would create, create a shared network directory. This is the directory where you will eventually install the CVS shared files during setup. You can perform this step during installation, if you wish. By doing it in advance, however, you can check prior to installation that the shared directory is accessible from CVS PCs.

If you are unsure of how to check shared drive accessibility, map network drives, or create a shared directory on your network, ask your system administrator for assistance or refer to your Windows 95/98 online help.

Generated or Imported Call Lists?

CVS lets you create generated call lists internally or import call lists that can be purchased from third-party sources. For either method, you first need to decide what area(s) you want to call.

If you are generating your own call lists, all you need to decide is which area code(s) and exchanges you want your generated lists to include.

However, if you are using third-party lists, you usually have more flexibility in selecting which numbers you want on your call list. You can order numbers sequenced by zip code, by various demographics, or in a variety of other ways. Plan carefully before making a purchase decision so that you are sure you will get exactly what you want.

Standard or Custom Survey?

An important consideration is whether you will use the standard survey with supplemental community policing questions as packaged with CVS, a version of that survey that you customize, or a completely customized survey.

If you plan on customizing the survey, this must be done before your interviewers can begin conducting the survey. The chapter *Editing Surveys* discusses this activity in more

detail, including the ramifications of making changes to the standard survey.

Installing the Software

Once you have decided whether you want to install CVS as a standalone or multi-user application, you are ready to install the software. To install the software you will need:

- Installation disks or CD-ROM
- A notepad to jot down notes during installation

When you are ready, follow the step by step instructions for your chosen type of installation. For each step, detailed instructions describe the actions you take and what you will see on the screen as a result. Key screens are shown to help you keep track of where you are. You may wish to check off each step as you complete it.

Standalone Installation

Follow the steps below only if you have decided to install CVS on a single PC that will not share data with other PCs where CVS is installed. You should be seated at the PC where you wish to install and use the CVS software. Installation of the basic CVS software should take no more than 15 minutes.

- Step 1.** Save information in any open Windows applications and close all open applications.

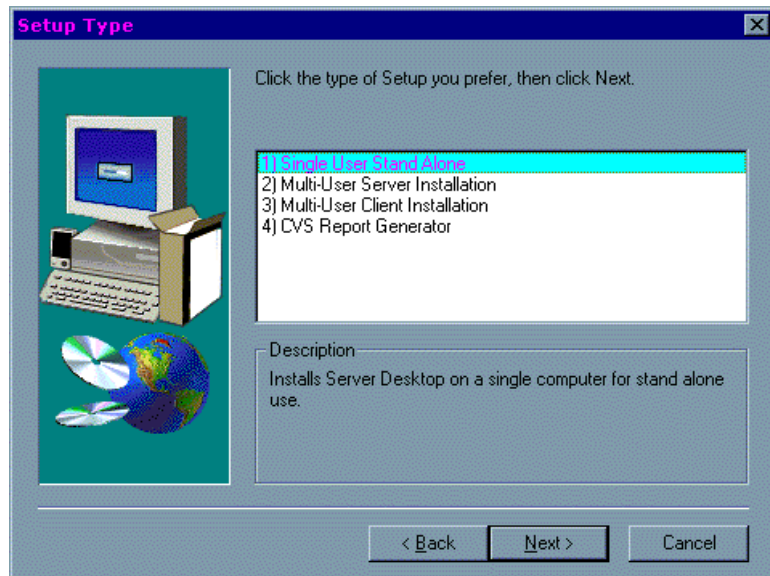
Step 2. Insert the CVS CD-ROM into your CD-ROM drive. In a few seconds, the setup program will start automatically. A message that CVS is being unpacked will appear briefly, followed by the CVS startup screen. Finally, the setup welcome message (shown below) will appear.

*Note: If the setup program does not start automatically, click on **START** to get to the Start menu, click on **RUN**, and in the field titled "OPEN:" type `d:\setup.exe`—assuming your CD-ROM drive is drive `d:`; if it is not, substitute the appropriate letter.*

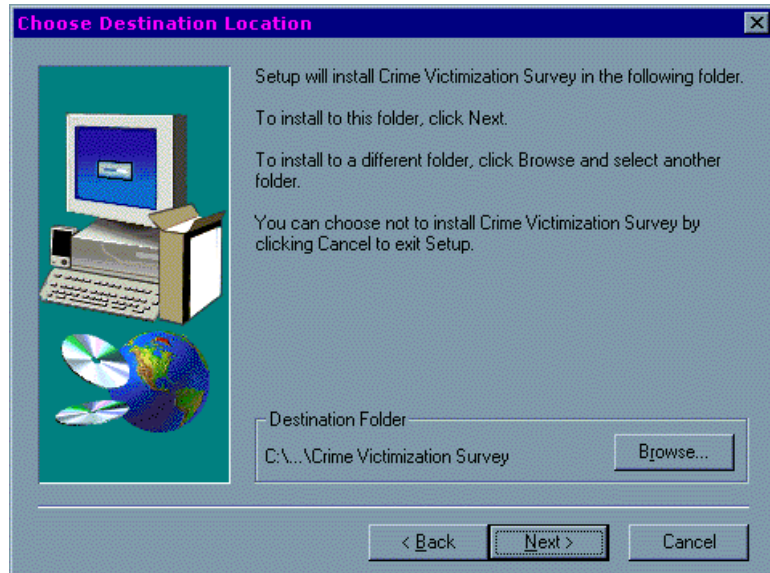


Step 3. Read the Welcome message, then click on Next to continue. You will see an information screen describing the two types of installation.

Step 4. Review the information screen, then click on **NEXT** to continue. You will see the Setup Type screen (shown below).

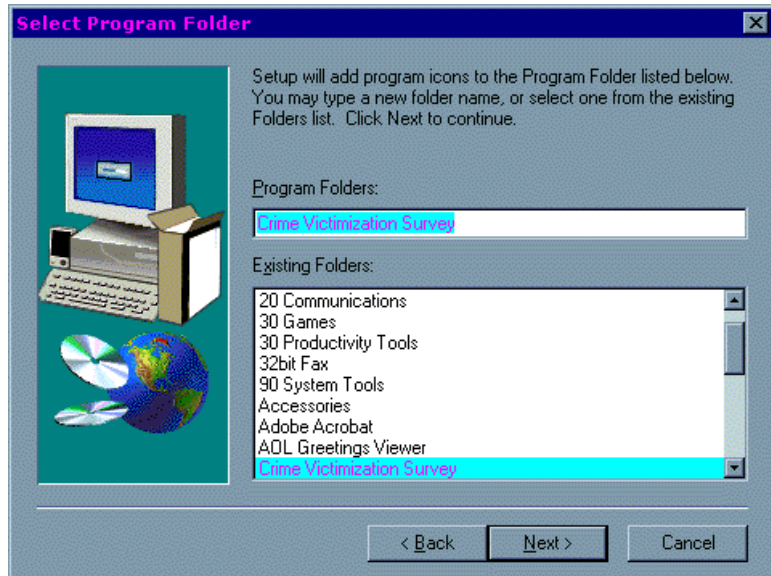


Step 5. Choose option 1, Single User Stand Alone, then click on **NEXT**. You will see the Choose Destination Location screen (shown below).



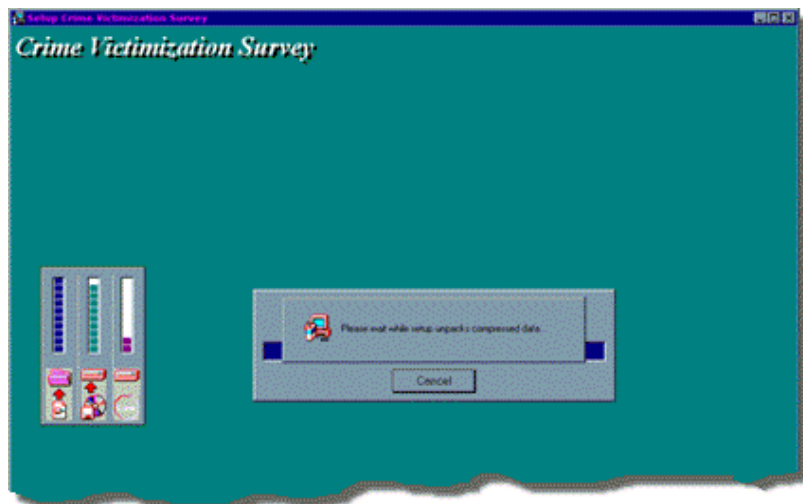
This screen identifies where CVS will be installed. You can either accept the default folder C:\Program Files\Crime Victimization Survey (recommended) or choose Browse to select an alternate folder.

Step 6. Click on **NEXT** to select the default destination folder. You will see the Select Program Folder screen (shown below).



Step 7. Choose the folder where you want the CVS icons to be placed (the default folder is recommended), then click on **NEXT**. You will see the Start Copying Files screen, which summarizes your choices to this point and announces that the setup program is ready to begin copying files.

Step 8. Click on **NEXT** in the Start Copying Files screen. Setup will begin copying files. Its progress is displayed on progress meters on the left side of the screen (shown below).



When Setup is finished copying files, a Setup Complete screen will appear.

- Step 9.** Click on **FINISH** in the Setup Complete Screen. The Setup window will close.

Now What?

Basic CVS standalone installation is now complete. If you also wish to install the CVS Reports module, refer to that section later in this chapter for complete instructions. Or you can begin setting up users and performing other tasks discussed in this chapter.

Multi-User Installation

Follow the steps below only if you have decided to install CVS as a multi-user application.

Multi-user installation involves two parts: server installation and client installation. Server installation places shared files on a shared network drive. Client installation installs CVS on individual PCs that interviewers will use to run CVS.

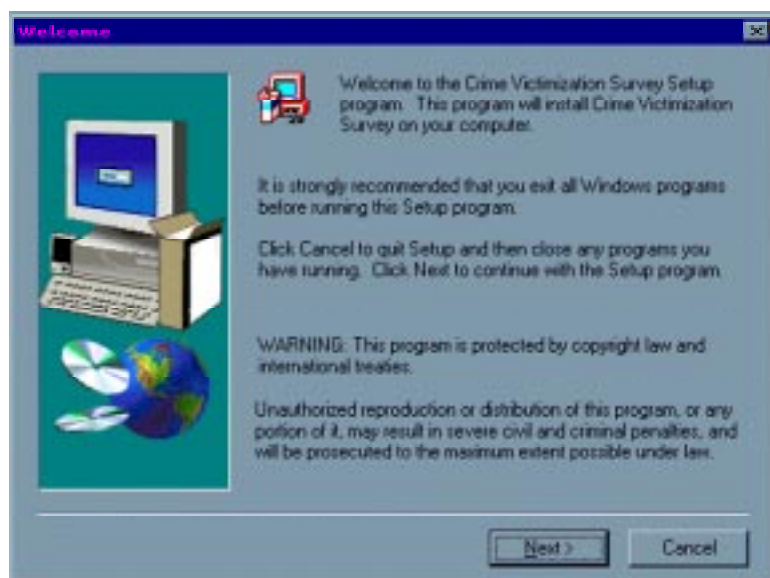
Part 1: Server Installation

To install the server portion of CVS, make sure you are seated at a PC where you have access to the shared drive and folder where CVS will be installed. Server installation should take no more than 15 minutes.

- Step 1.** Once you are seated at the PC from which you will install CVS shared files, save information in any open Windows applications and close all open applications.

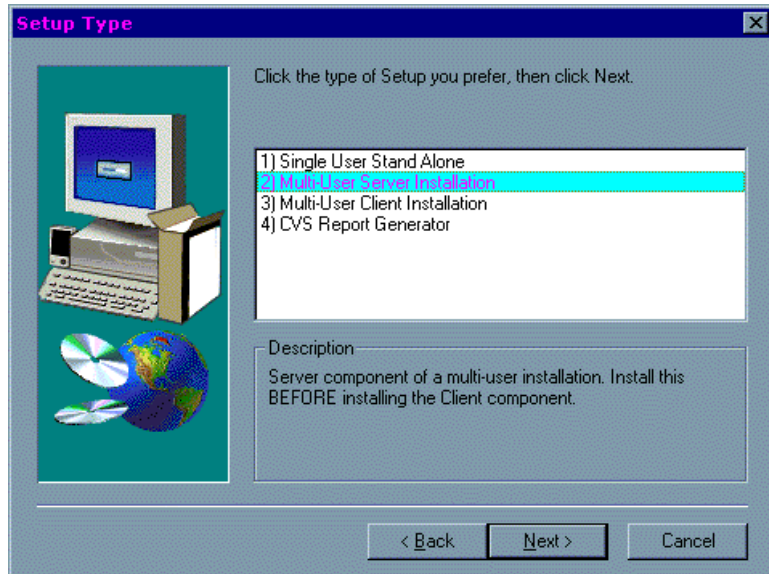
Step 2. Insert the CVS CD-ROM into your CD-ROM drive. In a few seconds, the setup program will start automatically. A message that CVS is being unpacked will appear briefly, followed by the CVS startup screen. Finally, the setup welcome message (shown below) will appear.

*Note: If the setup program does not start automatically, click on **START** to get the Start menu, click on **RUN**, and in the field "Open:" type `d:\setup.exe`—assuming your CD-ROM drive is drive `d:`; if it is not, substitute the appropriate letter.*

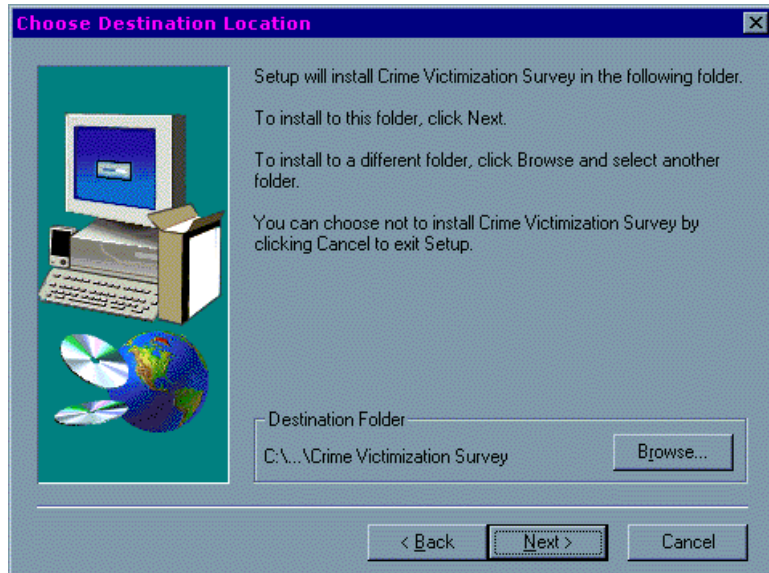


Step 3. Read the Welcome message, then click on **NEXT** to continue. You will see an information screen describing the two types of installation.

Step 4. Review the information screen, then click on **NEXT** to continue. You will see the Setup Type screen (shown below).



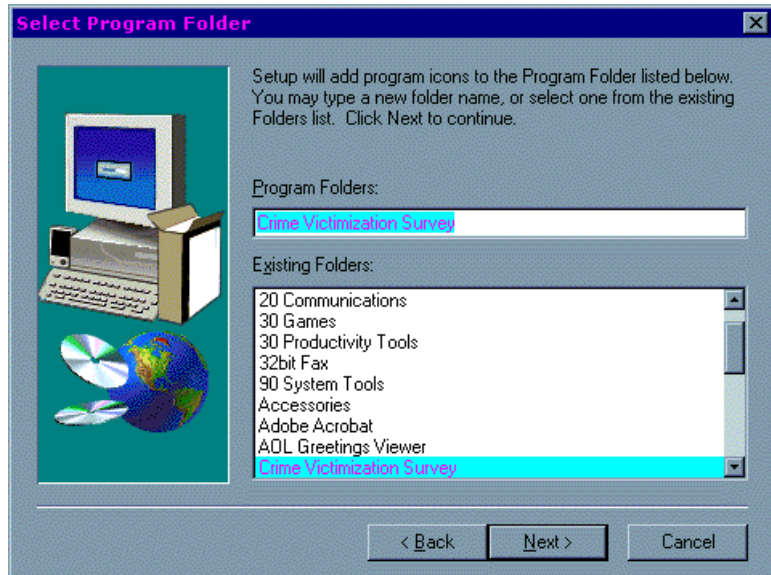
Step 5. Choose option 2, Multi-User Server Installation, then click on **NEXT**. You will see the Select Destination Location screen (shown below).



This screen identifies where CVS will be installed. If the default shown is not where you wish to install CVS, click on **BROWSE** to locate the desired destination folder. If you created a shared folder on a network drive as discussed earlier in this chapter, this is when you would select it. Use your notepad and pencil to write down the path to the

destination folder. You will need this information in Part 2, Client Installation.

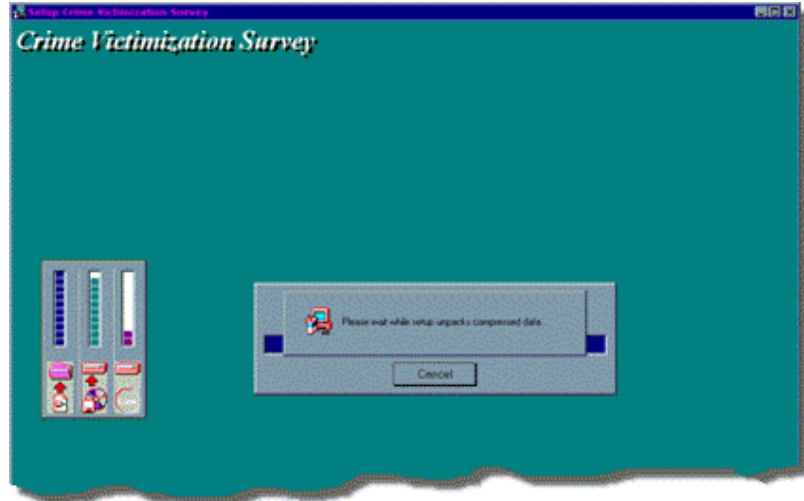
Step 6. Click on **NEXT** to select the desired destination folder. You will see the Select Program Folder screen (shown below).



The folder you choose here is the one that will be displayed in the Windows Start Menu.

Step 7. Choose the folder where you want the CVS icons to be placed (the default folder is recommended), then click on **NEXT**. You will then see the Start Copying Files screen, which summarizes your choices to this point and announces that the setup program is ready to begin copying files.

- Step 8.** Click on **NEXT** in the Start Copying Files screen. Setup will begin copying files. Its progress is displayed on progress meters on the left side of the screen (shown below).



- Step 9.** When Setup is finished copying files, a Setup Complete screen will appear.
- Step 10.** Click on **FINISH** in the Setup Complete Screen. The Setup window will close.

Now What?

You have completed Part 1, the server setup portion of multi-user installation. Now you are ready to complete Part 2, client installation.

Part 2: Client Installation

Complete the following steps on **each** PC where you want interviewers to be able to use CVS. Installation on each PC should take no more than 15 minutes.

***Note:** These PCs must be able to access the shared network drive and destination folder where you installed the server portion of CVS in Part 1. You may wish to check that each PC can do so before you complete the installation process.*

- Step 11.** Once you are seated at the PC where you will install CVS, save information in any open applications and close all open applications.

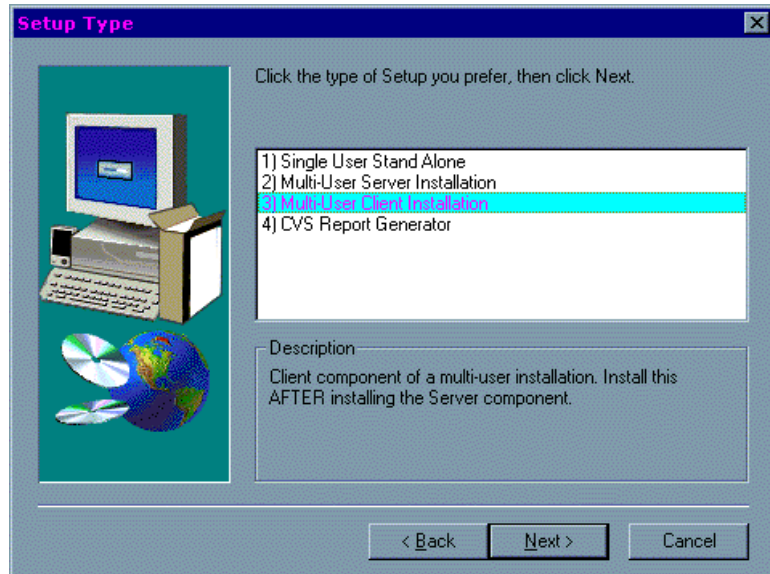
Step 12. Insert the CVS CD-ROM into your CD-ROM drive. In a few seconds, the setup program will start automatically. A message that CVS is being unpacked will appear briefly, followed by the CVS startup screen. Finally, the setup welcome message (shown below) will appear.

*Note: If the setup program does not start automatically, click on **START** to get the Start menu, click on **RUN**, and in the field "Open:" type `d:\setup.exe`—assuming your CD-ROM drive is drive `d:`; if it is not, substitute the appropriate letter.*

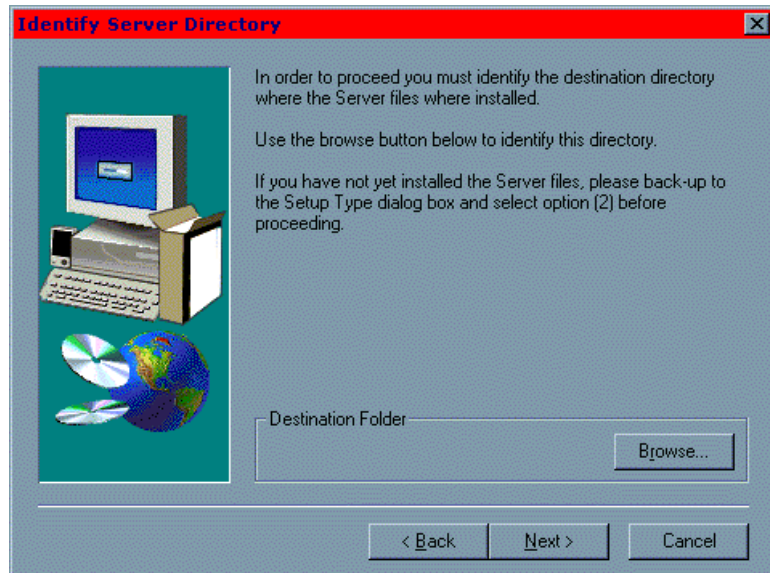


Step 13. Click on **NEXT** to continue. You will see an information screen describing the types of installation.

Step 14. Review the information screen, then click on **NEXT** to continue. You will see the Setup Type screen (shown below).

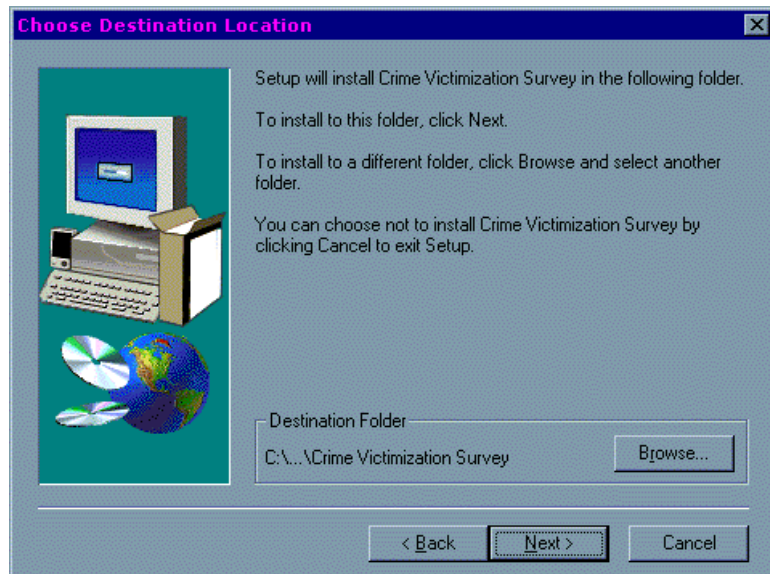


Step 15. Choose option 3, Multi-User Client Installation, then click on **NEXT**. You will see the Identify Server Directory screen (shown below).



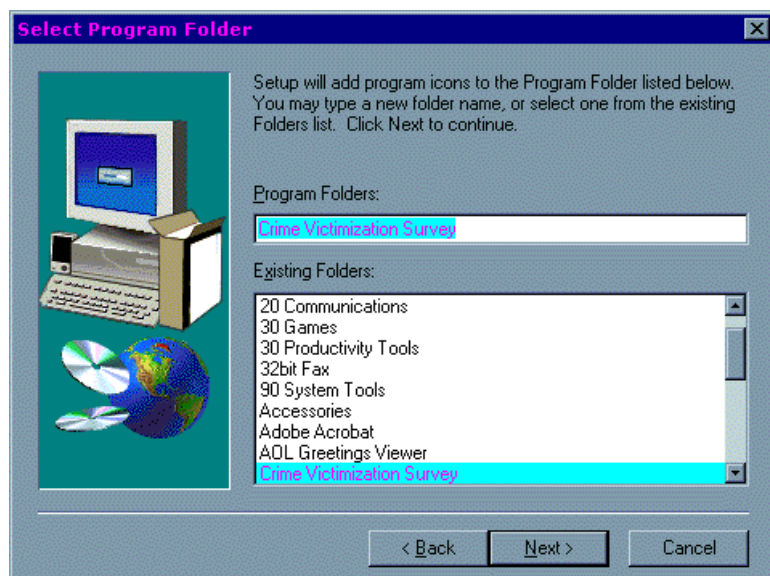
In this screen, you must identify where you installed the server portion of CVS. Browse to the location of shared directory and folder you selected in Step 5 of Part 1: Server Installation.

Step 16. After identifying the server directory, click on **NEXT**. You will see the Choose Destination Location screen (shown below).



This screen identifies where CVS client files will be installed on the PC's local drive. If the default shown is not where you wish to install CVS, click the Browse button to locate the desired destination folder.

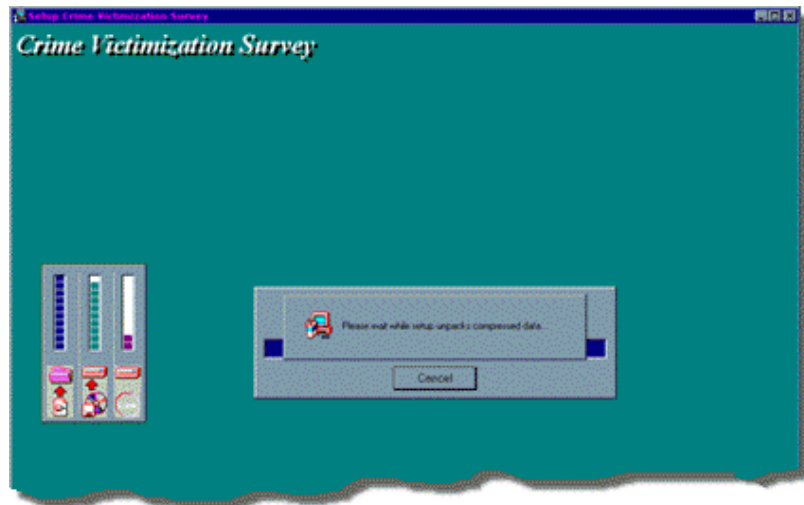
Step 17. Either accept the default destination folder (recommended) or browse to the destination folder of your choice. Then click on **NEXT**. You will see the Select Program Folder screen (shown below).



The folder you choose here is the one that will be displayed in the Windows Start Menu.

Step 18. Choose the folder where you want the CVS icons to be placed (the default folder is recommended), then click on **NEXT**. You will then see the Start Copying Files screen, which summarizes your choices to this point and announces that the setup program is ready to begin copying files.

Step 19. Click on **NEXT** in the Start Copying Files screen. Setup will begin copying files. Its progress is displayed on progress meters on the left side of the screen (shown below).



Step 20. When Setup is finished copying files, a Setup Complete screen will appear.

Step 21. Click on **FINISH** in the Setup Complete Screen. The Setup window will close.

Now What?

You have completed Part 2, the client setup portion of multi-user installation, for one PC. If there are more PCs where you wish to install CVS, go to each PC and repeat all the steps in Part 2, Client Installation.

Installing the CVS Reports Module

Installing the CVS Reports module is used to analyze your survey data and assign crime codes, and to further process that data so that it can be used in a set of standard reports.

The Reports module does not require a password to gain access to the software. So, anyone can view and print reports. If you are sensitive about who has access to reports, you may wish to install the Reports module only on the Administrator's PC.

You should be seated at the PC where you wish to install and use the CVS software. Installation of the basic CVS software should take no more than 15 minutes.

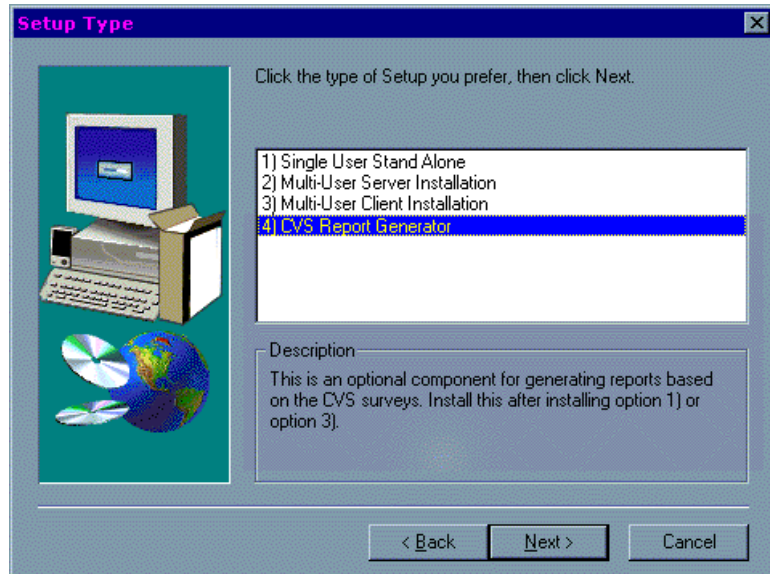
- Step 1.** Save information in any open applications and close all open applications.
- Step 2.** Insert the CVS CD-ROM into your CD-ROM drive. In a few seconds, the setup program will start automatically. A message that CVS is being unpacked will appear briefly, followed by the CVS startup screen. Finally, the setup welcome message (shown below) will appear.

*Note: If the setup program does not start automatically, click on **START** to get the Start menu, click on **RUN**, and in the field *Open:*, type *d:\setup.exe*—assuming your CD-ROM drive is drive *d:*; if it is not, substitute the appropriate letter.*

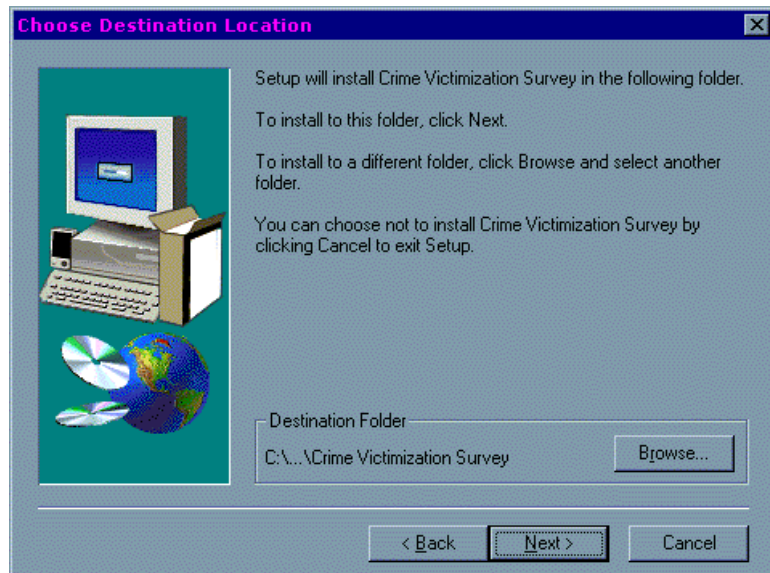


Step 3. Read the Welcome message, then click on **NEXT** to continue. You will see an Information screen describing the two types of installation.

Step 4. Review the Information screen, then click on **NEXT** to continue. You will see the Setup Type screen (shown below).

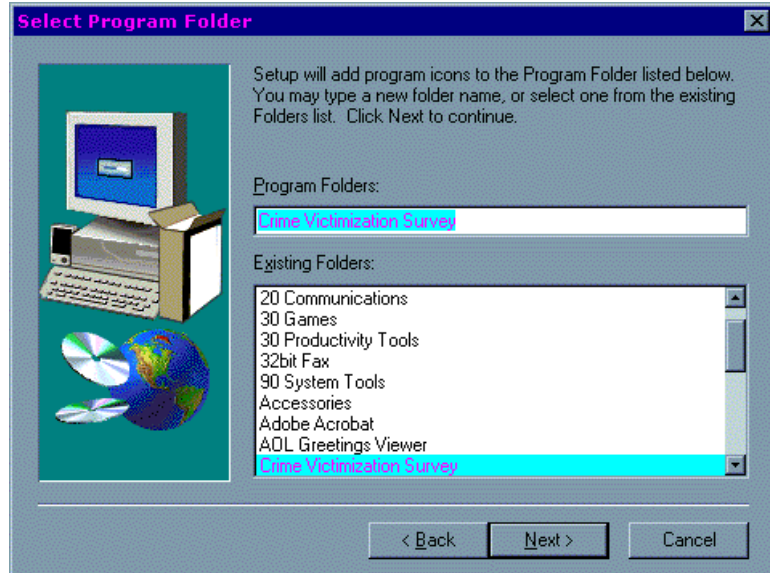


Step 5. Choose option 4, CVS Reports Generator, then click on **NEXT**. You will see the Select Destination Location screen (shown below).



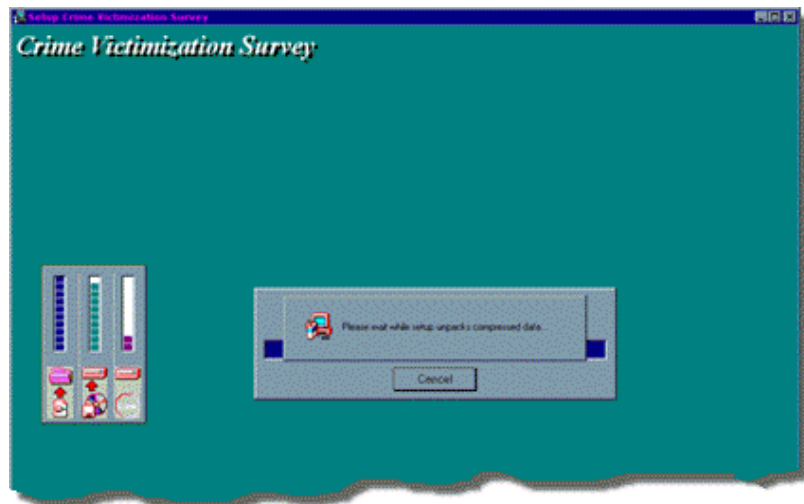
This screen identifies where the CVS Reports module will be installed. You can either accept the default folder (recommended) or choose Browse to select an alternate folder.

Step 6. Click on **NEXT** to select the default destination folder. You will see the Select Program Folder screen (shown below).



Step 7. Choose the folder where you want the CVS Reports icon to be placed (the default folder is recommended), then click on **NEXT**. You will see the Start Copying Files screen, which summarizes your choices to this point and announces that the setup program is ready to begin copying files.

Step 8. Click on **NEXT** in the Start Copying Files screen. Setup will begin copying files. Its progress is displayed on progress meters on the left side of the screen (shown below).



When Setup is finished copying files, a Setup Complete screen will appear.

Step 9. Click on **FINISH** in the Setup Complete Screen. The Setup window will close.

Now What?

Installation of the CVS Reports module is now complete. You can use this module to classify crimes in your survey data and produce reports. Using CVS reports is discussed later in this chapter.

Software Access & Security

How to Start CVS

To start CVS, make sure you are seated at a PC where CVS is installed, and complete the following steps:

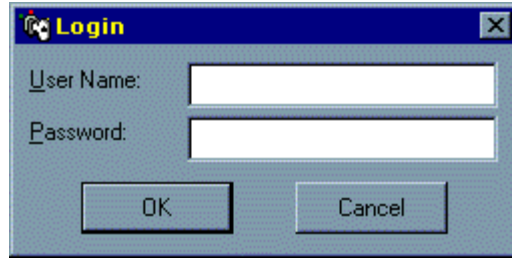
Step 1. Click on **START**. The Start Menu will open.

Step 2. Move the pointer to the Programs option. The Programs Menu will open.

Step 3. Move the pointer to the Crime Victimization Survey folder (or alternate folder you selected for the CVS icon during installation). The CVS Menu will open.

Step 4. Move your pointer to the Crime Victimization Survey option, and click once. The CVS startup screen (shown below) will appear briefly, then a logon screen will appear (shown below, beneath the startup screen).





Now What? To launch CVS, you must log on as described in the following section.

Logging In

To log in to CVS with administrator privileges the first time, you must type in the default administrator user name and password, and then click on **OK**. This information is provided in the cover letter that came with your software. Passwords appear as asterisks when typed, to help protect their confidentiality.

***Note:** If you have previously logged in as administrator and changed the password, you must supply that password.*

Once you successfully log in, the CVS Main Screen will appear. When logged in as administrator, your main screen will include an Administrator menu in the menu bar. This is where you access administrator options.

***Note:** If the PC where you are logging in does not have a modem, you will see a message to that effect when CVS starts. Simply click on **OK** to dismiss the message.*

Changing Your Password

For security reasons, it is a good idea to change your administrator password when you log in the first time.

Do not forget it!

It is very important that you remember your new password...if you forget it, you may have to reinstall CVS. This could result in the time-consuming and troublesome task of having to recover user data, survey data, and more, with no guarantee of success.

One suggestion for ensuring that you will not forget your password is to write it down on an index card and put the

index card in a secure location. Then all you have to do is remember where you put the index card!

Here is how you change your administrator password:

Step 1. Click on the Administrator menu to open it.



Step 2. Select User Manager option. The User Manager screen will appear (shown below).



Step 3. Click on the Password button at the bottom of the window. The Administrator Password screen will appear (shown below).



- Step 4.** Type your old password in the Old Password field. Then type the new password in both the New Password and Verify Password fields. Finally, click on **OK**. The Administrator Password screen will close. If you do not know what kind of passwords are allowed, see page 38.

Note: If the password you type in the New Password and Verify Password fields do not match exactly, an error message will alert you and ask you to reenter them.

- Step 5.** Click on **DONE** in the User Manager Screen. It will close and you will be back to the CVS main screen.

Now What?

Once your password has been successfully changed, that password must be used the next time you log in to CVS.

Security Issues

Your CVS data is a valuable asset. So it is a good idea to protect it by following these simple security measures:

- Keep your password confidential at all times.
- Do not log in to CVS as administrator and then leave your workstation unattended.

Setting Up PCs for Dial-Out

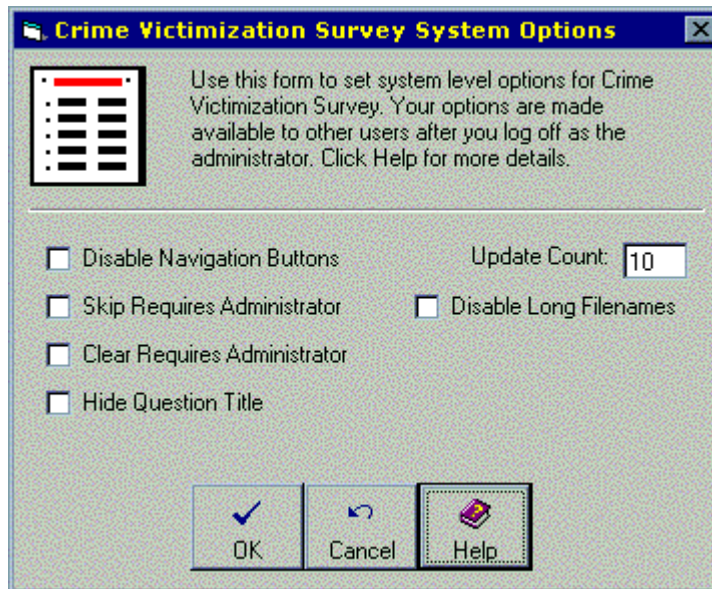
CVS automatically detects whether or not the PC where it is being run has a modem. It is assumed the modems will be properly installed and configured prior to the installation of CVS. If you are unsure of how to do this, consult your modem documentation.

If CVS does detect a modem, you do not need anything special; that modem will be presented as the default modem that CVS will use when automatically dialing calls for interviewers.

If CVS does not detect a modem, it will display a message to that effect. The message can be dismissed by clicking its OK button.

Setting System Options

System options are choices you can make that affect certain system behaviors. The choices you make will depend on your organization's needs, and are shown below:



- The value entered for **Update Count** determines how many new numbers are added to interviewers' call lists when they are updated. Values from 1 to 12 are typical. To change this value, simply type in a new number.

CVS uses an algorithm to determine how to prioritize numbers to be added to call lists. See Appendix B for more information on this algorithm.

- When checked, **Disable Navigation Buttons** turns off the Next and Previous buttons on the CVS main screen toolbar. This prevents interviewers from jumping back and forth between questions. To enable the Next and Previous buttons, uncheck this option.
- When checked, **Skip Requires Administrator** requires interviewers to enter the administrator password to skip a question. To allow interviewers to freely skip questions, leave this option unchecked.
- When checked, **Clear Requires Administrator** requires the interviewer to enter the administrator password to reset the current survey. To allow interviewers to reset a survey as desired, leave this option unchecked.
- When checked, **Hide Question Title** will prevent the display of a short version of the question in the upper left of the main screen. If you wish the question to be displayed there, leave this option unchecked.
- When checked, **Disable Long Filenames** prevents the use of long file names in the shared CVS directory and allows operation on drives that support only the MS-DOS 8.3 file naming convention

To check or uncheck any of the checkbox options, just click on them. When you are finished making selections, click on **OK** to save your choices. The choices you have made will become effective for those who log in after you set the system options.

Managing Users

Users are those people who must be able to access CVS. All users must log in using a user name and password that is recognized by the system. As administrator, you are responsible for setting up new users, editing their passwords, and deleting users when needed.

Valid User Names & Passwords

User Names

A user name is a unique identifier assigned to each person who will log in to CVS. The key points to remember about user names are:

- They can have up to 20 characters.
- They can be any combination of letters, numbers, and spaces, but cannot begin with a space. One popular way to assign user names is to use the last and first names of the user followed by a number, i.e., **smithjohn1**. This works well because people usually do not have problems remembering their own names, and the added digit is helpful if you have two or more people with the same name.
- CVS is **not** case-sensitive when it comes to user names, so **john smith**, **JOHN SMITH**, and **John Smith** are considered to be the same user name.

Passwords

Passwords are intended to validate a user's identity, and so should be kept confidential at all times. The key points to remember about passwords are:

- It is recommended that passwords be from 6 to 12 characters long. This allows them to have enough characters to be difficult to guess while keeping them short enough to be easy to remember.
- They can be any combination of letters, numbers, and punctuation marks. It is recommended that you **DO NOT** use spaces in passwords.
- CVS **is** case-sensitive regarding passwords. If you use upper or lower case letters when assigning a password, that password must be entered exactly as you assigned it. For instance, CVS would consider **pickle23**, **Pickle23**, and **PICKLE23** to be different passwords. If you assigned a password of **pickle23** to a user and they tried to log in using **PICKLE23**, they would see an error message.

Setting Up New Users

You should create a separate user name and password for each person who needs to access CVS.

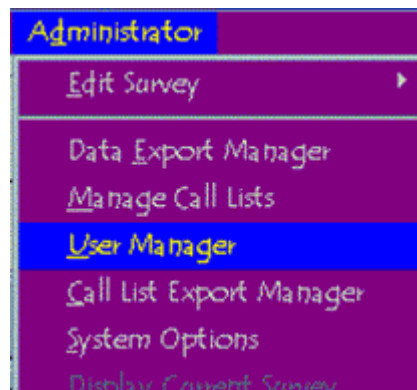
User Recognition

Users can only log in if CVS recognizes their user name and password. If you have installed CVS as a multi-user application, users can log on at any workstation where CVS is installed.

In standalone installations, however, CVS will only recognize the users that have been set up on a particular PC. If a user wants to use CVS on more than one PC, you must set up that user on each PC individually.

To create new users:

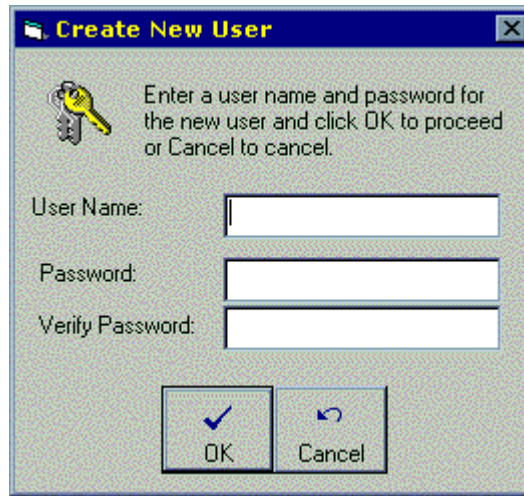
Step 1. Click on the Administrator menu to open it.



Step 2. Select User Manager option. The User Manager screen will appear (shown below).



- Step 3.** Click on **ADD** at the bottom of the window. The Create New User screen will appear (shown below).



- Step 4.** In the User Name field, type a valid user name.
- Step 5.** In the Password field, type a valid password.
- Step 6.** In the Verify Password field, type the same password as in Step 5.

***Note:** If the password you type in the Password and Verify Password fields do not match exactly, an error message will alert you and ask you to reenter them.*

- Step 7.** Click on **OK**. The Create New User screen will close and the new user will appear in the Active Users list in the User Manager Screen.

***Note:** CVS will respond with helpful messages if you try and create a user name or password that is not acceptable to the system.*

- Step 8.** Repeat Steps 3 through 7 for each user you wish to add.
- Step 9.** When you are finished adding users, click on **DONE** in the User Manager Screen. It will close and you will be back to the CVS main screen.

Now What?

Once you have set up your user accounts, users can begin logging on and using CVS.

Changing User Passwords

The most common reasons for changing a user password are because the confidentiality of the password has been breached or because a user wishes to have a password that is easier to remember.

To change a user password, simply delete the user's user name and add the user again, assigning the desired password. Deleting users is discussed in the following section.

Once a password has been successfully changed, that password must be used the next time the associated user logs in to CVS.

Deleting Users

There are two common reasons for deleting users: to change a user password, or because that user no longer needs access to CVS.

Data are Preserved!

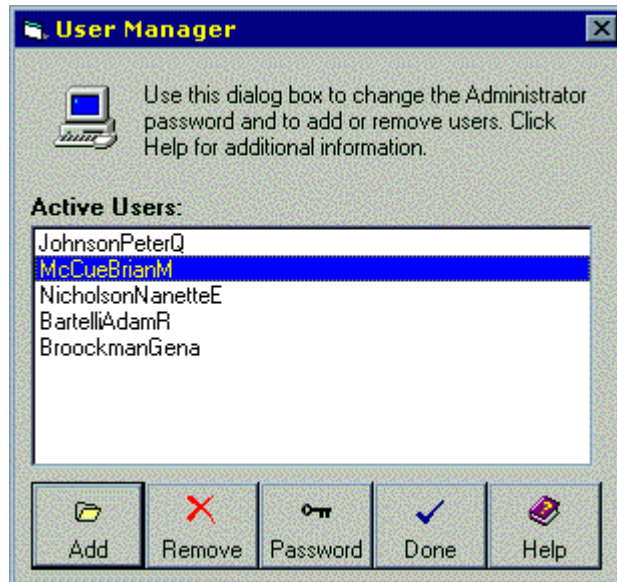
When you delete a user, all of the survey data entered by that user are preserved.

Here is how to delete a user:

Step 1. Click on the Administrator menu to open it.



Step 2. Select User Manager option. The User Manager screen will appear (shown below).



Step 3. Click on a user name in the Active Users list, then click on **REMOVE**. A message will ask you to confirm the removal.

Step 4. Click on **YES**. The message will close and the user you selected will be removed from the Active Users list.

Now What? Once a user is deleted, they can no longer log in to CVS.

Managing Call Lists

Call lists serve as an interactive “To Do” list for interviewers, providing a pick list of whom to call next, prompting them to assign a status to each call, providing a way for the computer to automatically dial numbers automatically. CVS tracks interviewer case loads and adds new numbers as needed to keep each interviewer’s dial list fully populated.

As administrator, it is your responsibility to set up and maintain call lists.

There are basically two ways to create a new call list: you can generate them, or you can import them. Both methods

are discussed in this section, along with call scheduling and making your call lists available to interviewers. Also discussed are editing, deleting, and exporting call lists. Call status codes are discussed at the end of the section.

Creating a Generated Call List

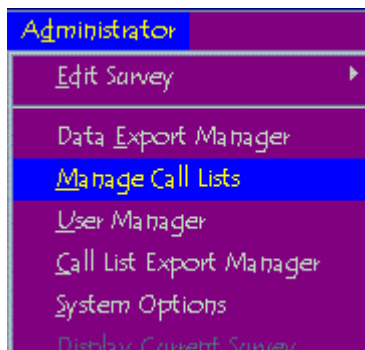
Generated call lists are lists of numbers that are generated based on parameters you specify. These parameters include the area code, exchange if desired, quantity of numbers to generate, and whether numbers should be sequential or random.

Pros & Cons

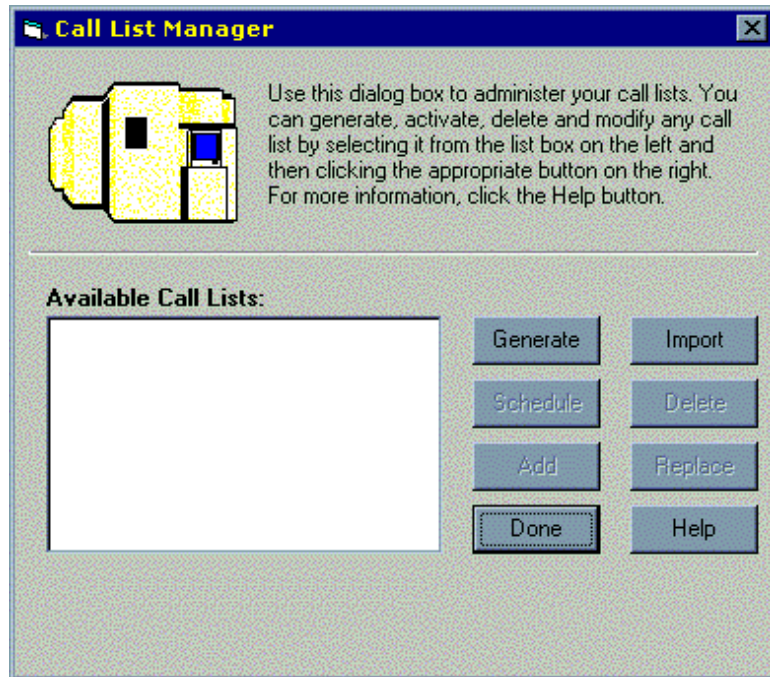
One advantage of generated call lists is that you do not have to pay a fee to acquire them, as you might with some imported lists. So they offer a quick and easy way to get started. On the other hand, many of the numbers that are generated could be non-working numbers, so interviewers may end up wasting a fair amount of time on the disposition of unsuccessful calls.

To create a generated call list, complete the following steps:

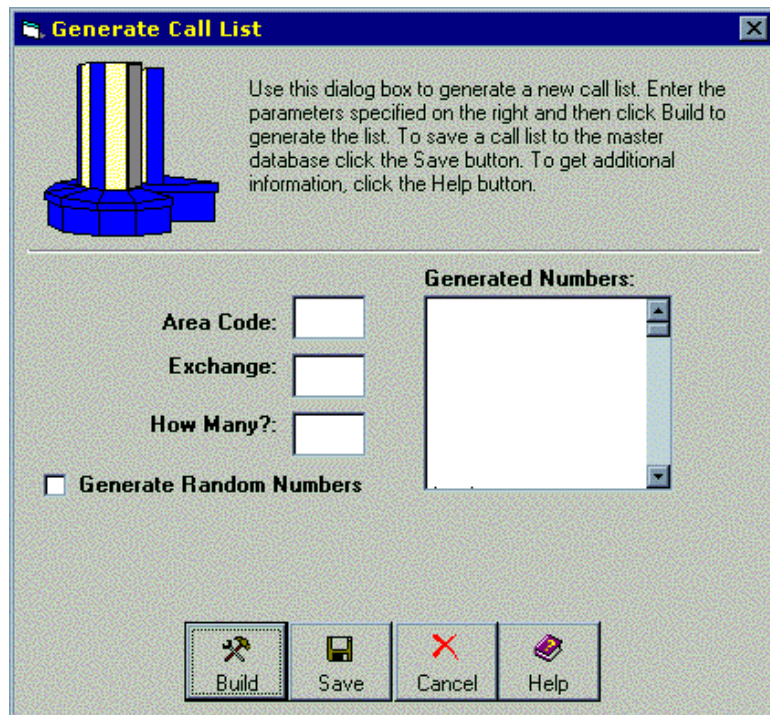
- Step 1.** Click on the Administrator option in the menu bar to open the Administrator menu. The options on that menu will appear.



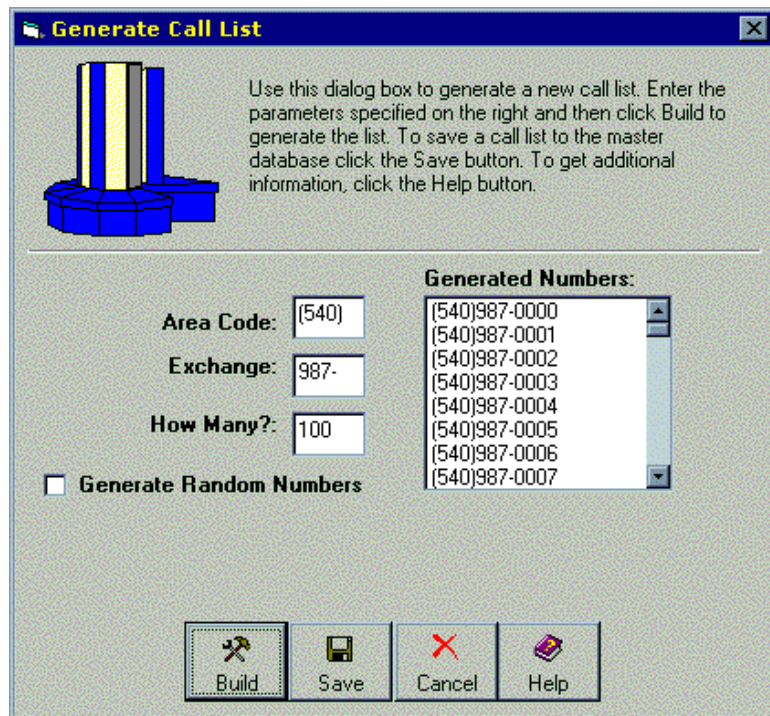
Step 2. Click the Manage Call Lists option. The Call List Manager screen will appear.



Step 3. Click on **GENERATE**. The Generate Call List screen will appear.

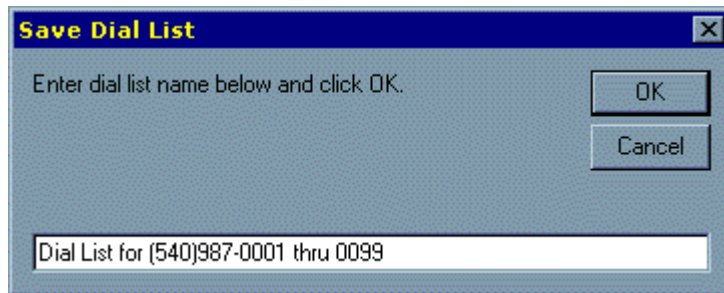


- Step 4.** This is the screen where you define what kind of numbers you want on the call list to be generated.
- Step 5.** Type an area code in the Area Code Field.
- Step 6.** Type a three digit exchange in the Exchange field.
- Step 7.** Type a value in the How Many field to indicate the quantity of numbers you want generated.
- Step 8.** If you want the last four digits of each number to be randomly generated instead of the default sequential generation, click the Generate Random Number checkbox.
- Step 9.** Click on **BUILD**. Your call list will be generated and the Generated Numbers box will be populated, similar to the screen below:

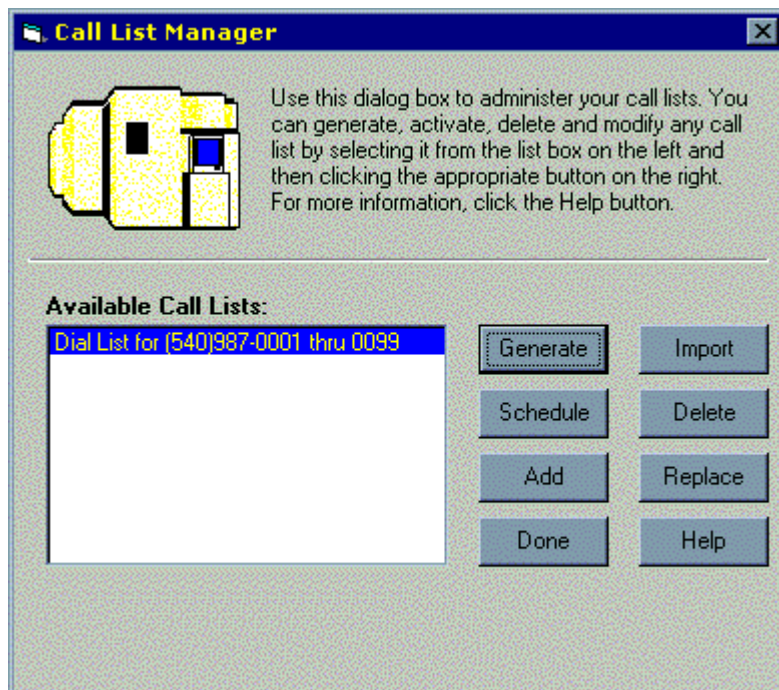


If you are satisfied with this list, you can proceed to the next step. Or you can change information and re-build the list until you are satisfied.

Step 10. To save your call list, click on **SAVE**. A prompt will appear, asking you to enter a name for the list.



Step 11. Accept the default name or type in a name you prefer. Names should be descriptive, providing information about the kind of numbers the call list contains. When you are ready, click on **OK**. CVS will save the list you have generated, and the new list will appear in the Available Call Lists field, as shown below.



Step 12. Once you are finished generating call lists, click Done to dismiss the Call List Manager screen.

Now What?

Once you have generated a call list, you can schedule when it the numbers can be called and make the list available for interviewers to use. Those topics are discussed later in this chapter.

Importing a Call List

If you have purchased third-party lists, or created your own external dial list files, you can import them into CVS. The files you import should conform to these conventions:

- The file must be a flat ASCII file (this means it is a plain text file with no embedded formatting except for paragraph returns at the end of each line).
- For the short format, phone numbers appear one to a line. Spaces and punctuation in numbers are ignored when CVS dials a number automatically.
- For the long format, phone numbers can be followed—on the same line--by a series of four commas, with address information between the commas as shown in the last example below. When this optional information is included, the information appearing after the first comma will be used as the label for the number in the interviewer's dial list.

Here are some examples of properly formatted lines in imported call list files:

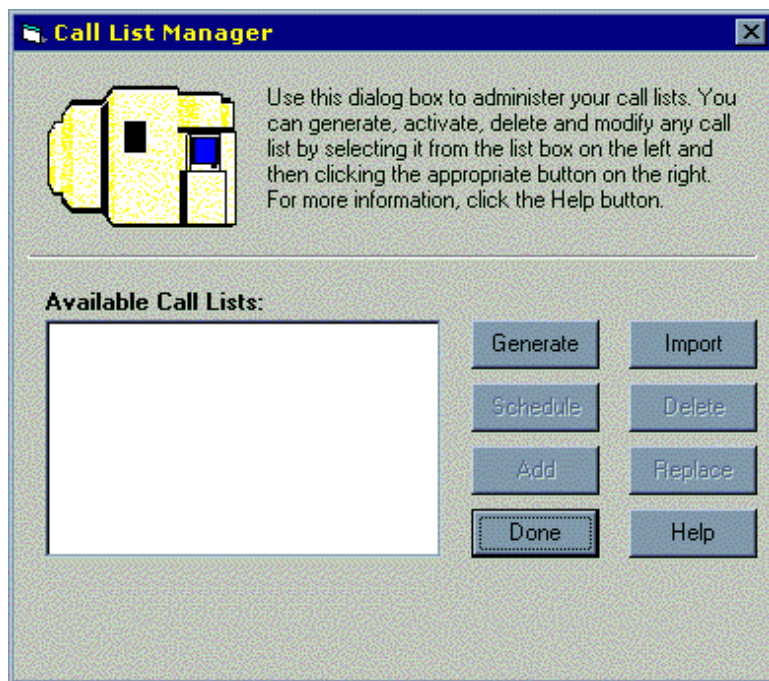
- (202)5550000
- (910) 555 1111
- 540 555 0000,23 Ivy Ln,Castleton,VA,22716

Here is how to import a call list:

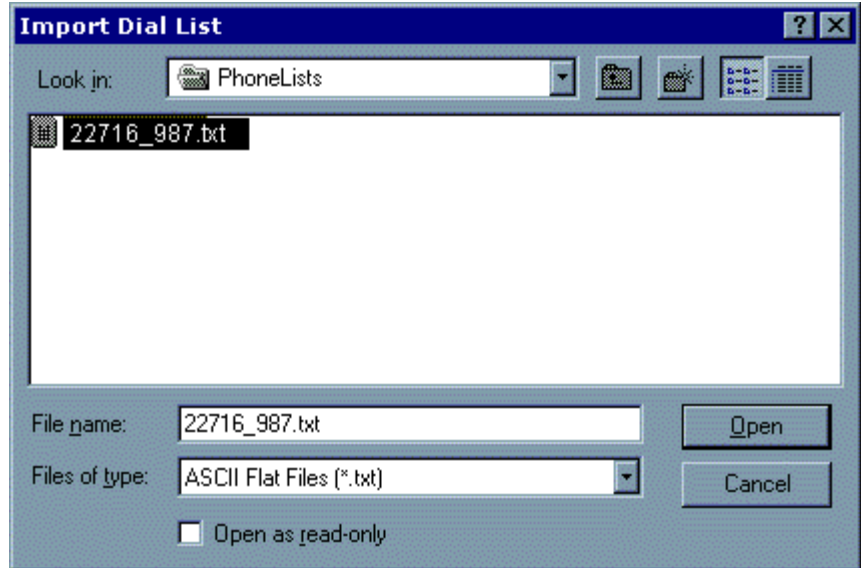
- Step 1.** If the Call List Manager screen is already open, skip to Step 3. Otherwise, click on the Administrator option in the menu bar to open the Administrator menu. The options on that menu will appear.



Step 2. Click the Manage Call Lists option. The Call List Manager screen will appear.

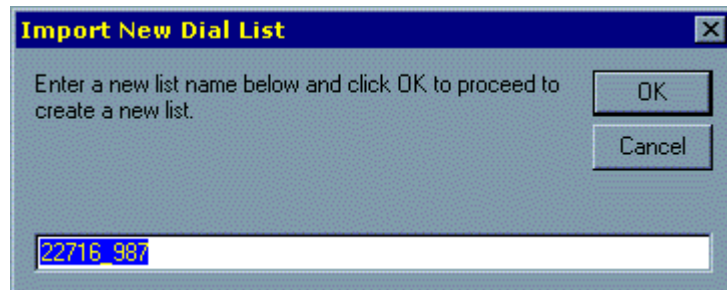


Step 3. Click on **IMPORT**. The Import Dial List screen will appear.

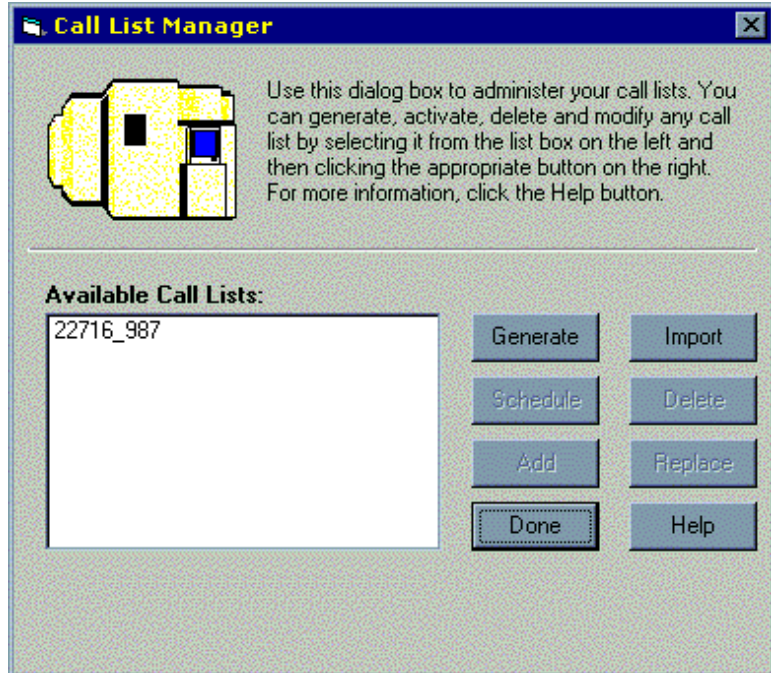


This screen is a standard Windows file navigation screen. Use it to locate the file you wish to import. Only file can be imported at a time.

Step 4. Once the desired file is selected, click on **OPEN**. A screen will appear asking you to provide a name for the imported dial list.



Step 5. Accept the default name or type in a name you prefer. Names should be descriptive, providing information about the kind of numbers the call list contains. When you are ready, click on **OK**. CVS will add the list you have imported to the Available Call Lists field, as shown below.



Step 6. Once you are finished importing call lists, click on **DONE** to dismiss the Call List Manager screen.

Now What?

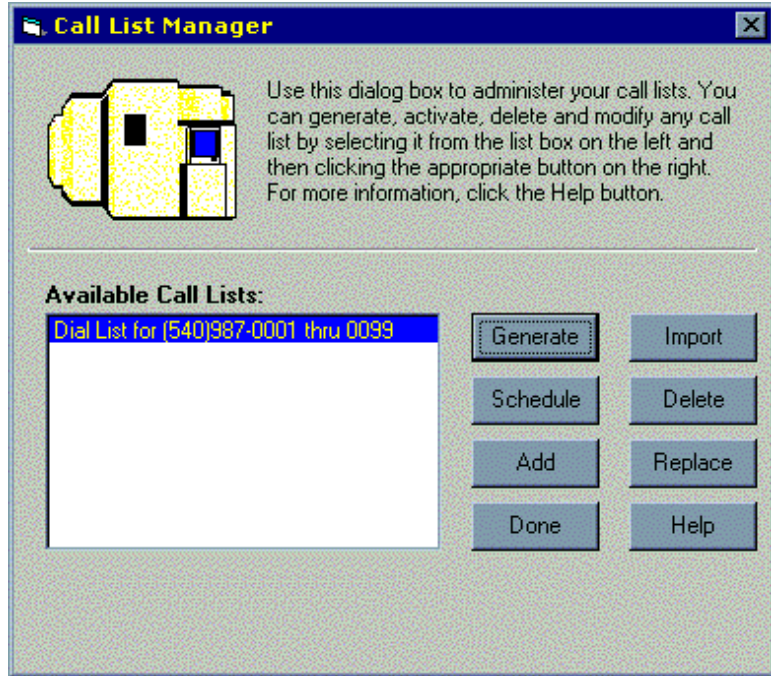
Once you have imported a call list, you can schedule when it should be called and make it available for interviewers to use. Those topics are discussed later in this chapter.

Scheduling Calls

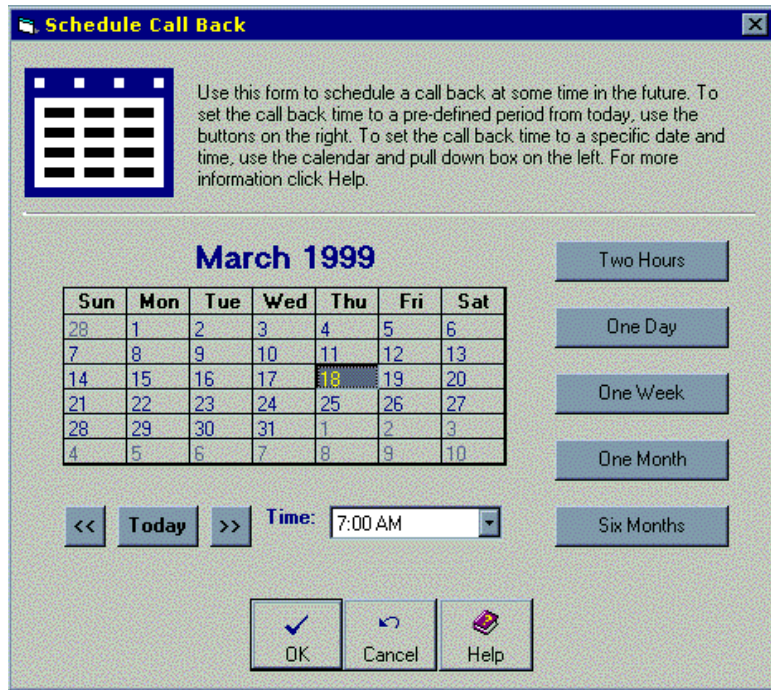
Once a call list appears in the Available Call Lists list, you can define when the numbers on that list are available for addition to interviewers' dial lists. Unless you specifically schedule a time for calls on a given list, they are by default available immediately.

To schedule a call list, complete these steps:

Step 1. In the Call List Manager screen (open this screen from the Administrator menu), click the call list you wish to schedule.



Step 2. Click on **SCHEDULE**. The Schedule Call Back screen will appear (shown below).



This screen lets you choose a calendar date and specific time after which the call list will be available for calling. Here is how the selection options work:

- To choose a date in the currently displayed month, click on it in the calendar.
- To display the next or previous month, click the arrow buttons on either side of the Today button.
- To return the calendar to the current month, with the current day selected, click the Today button.
- To select a specific time for the selected date, choose it from the Time list (click the list to open it).
- To quickly select a future time or date based on the current day's date and time, click one of the express buttons to the right (i.e., Two Hours, One Day, One Week, etc.). Using the express buttons automatically closes the Schedule Call Back screen.

Step 3. Make your date and time selections in one of two ways: Either click an express button **OR** make specific date and time selections and then click on **OK**. The Schedule Call Back screen will close.

Step 4. Once you are finished scheduling call lists, click on **DONE** to dismiss the Call List Manager screen.

Now What?

Once you have scheduled a call list, you need to make it available to interviewers.

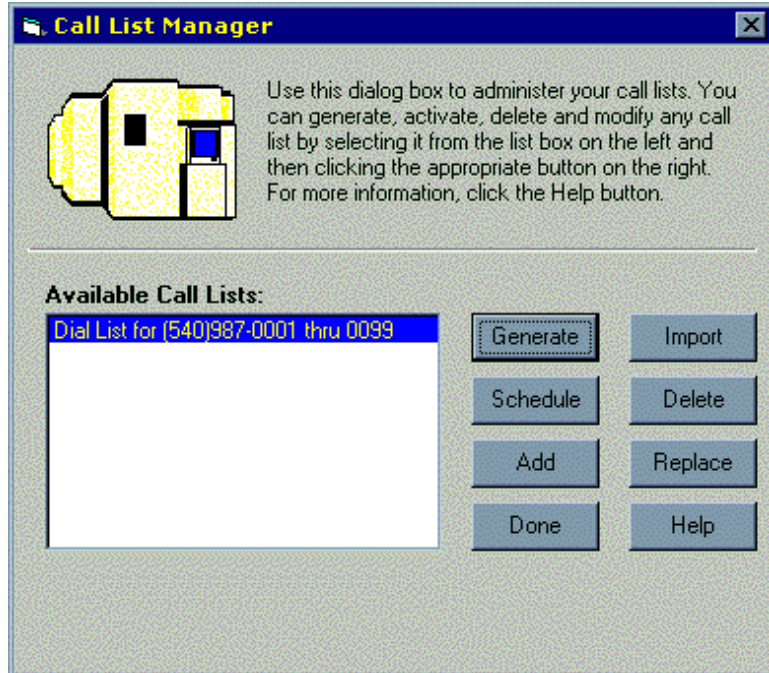
Making Call Lists Available

Numbers on call lists will not appear on interviewers' dial lists until you make the list available. You can make lists available by appending them to the Master Dial List or by replacing the Master Dial List with a selected list. Both methods are described below.

Appending a List

To append a call list to the Master Dial List, complete these steps:

Step 1. In the Call List Manager screen (open this screen from the Administrator menu), click the call list you wish to make available.



Step 2. Click on **ADD**. A message will alert you that you are about to add the selected list to the Master Dial List.

Step 3. Click on **YES** in response to the message.

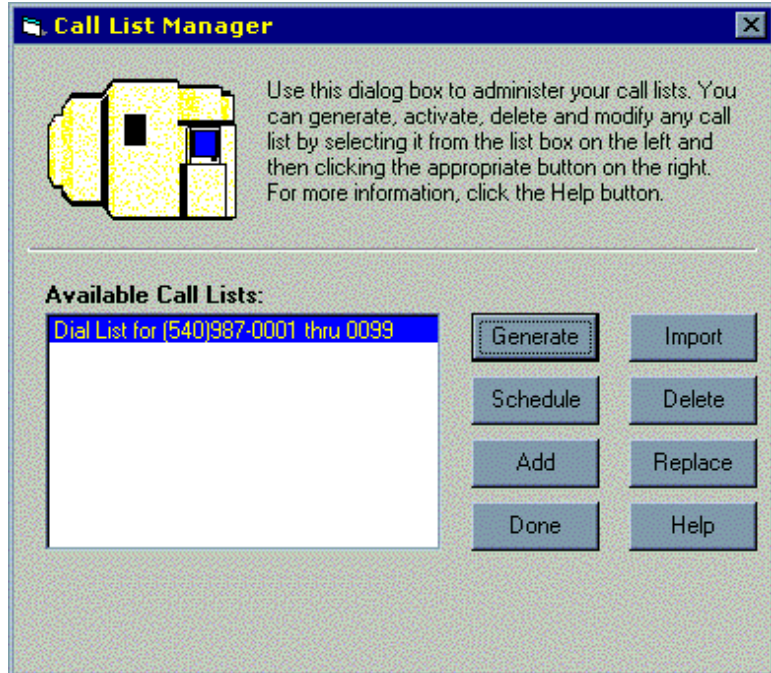
***Note:** If the call list you are adding contains numbers that are already present in the Master Dial List, a message will alert you that the duplicates have been discarded. Click on **OK** in response to this message.*

Step 4. Once you are finished adding call lists, click on **DONE** to dismiss the Call List Manager screen.

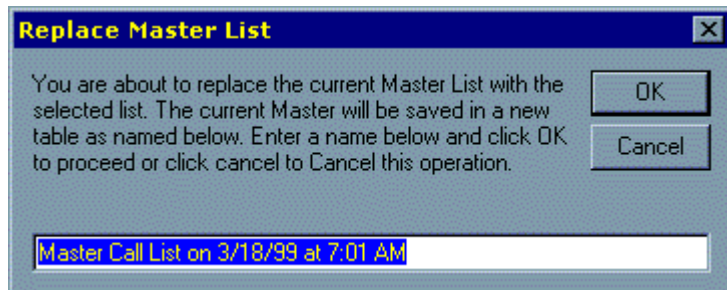
Replacing the Master Dial List

To completely replace the Master Dial List with another list, complete these steps:

Step 1. In the Call List Manager screen (open this screen from the Administrator menu), click the call list you wish to make available.



- Step 2.** Click on **REPLACE**. A message will alert you that you are about to replace the Master Dial List and prompts you for a new name.



- Step 3.** Accept the default name or type in a name you prefer. Names should be descriptive. When you are ready, click on **OK**. CVS will add the new Master Dial list you have to the Available Call Lists field, as shown below.

- Step 4.** Click on **YES** in response to the message.

***Note:** If numbers from the original Master Dial List have already been assigned to interviewers, a message will alert you. Click on **OK** in response to this message.*

*If the call list you are replacing the Master Dial List with contains numbers that are already present in the Master Dial List, a message will alert you that the duplicates have been discarded. Click on **OK** in response to this message.*

Step 5. Once you are finished replacing the Master Dial List, click on **DONE** to dismiss the Call List Manager screen.

Now What?

Once you have made a call list available by appending or replacing the Master Dial List, CVS will begin adding its numbers to interviewers' dial lists either beginning immediately or after the time and date you specified using the Schedule feature.

Editing Call Lists

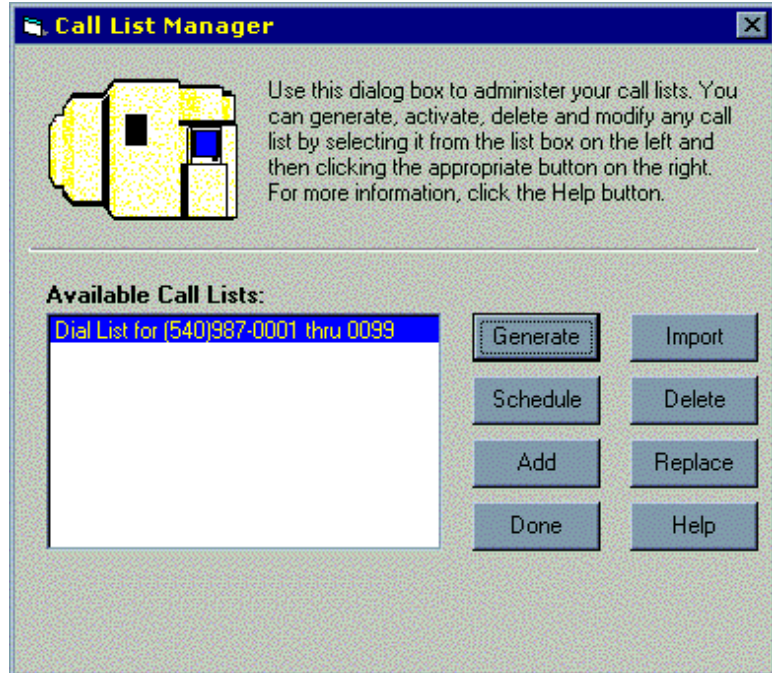
Call lists cannot be edited directly once they are generated or imported. You can, however, delete them (discussed next) and then regenerate or re-import them after specifying appropriate changes.

Deleting Call Lists

You may wish to delete a call list when its numbers have all been assigned an acceptable disposition, are no longer necessary, to get rid of bad phone numbers, or for a variety of other reasons.

To delete a call list, complete these steps:

Step 1. In the Call List Manager screen (open this screen from the Administrator menu), click the call list you wish to delete.



- Step 2.** Click on **DELETE**. A message will alert you that you are about to delete the selected list and that the action cannot be undone.
- Step 3.** Click on **YES** in response to the message.
- Step 4.** Once you are finished deleting call lists, click on **DONE** to dismiss the Call List Manager screen.

Now What?

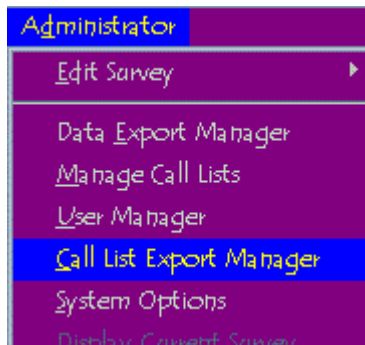
Once you have deleted a call list, its numbers will no longer be added to interviewers' dial lists. However, if any numbers from the call list had already been added, they will remain until assigned a disposition.

Exporting Call Lists

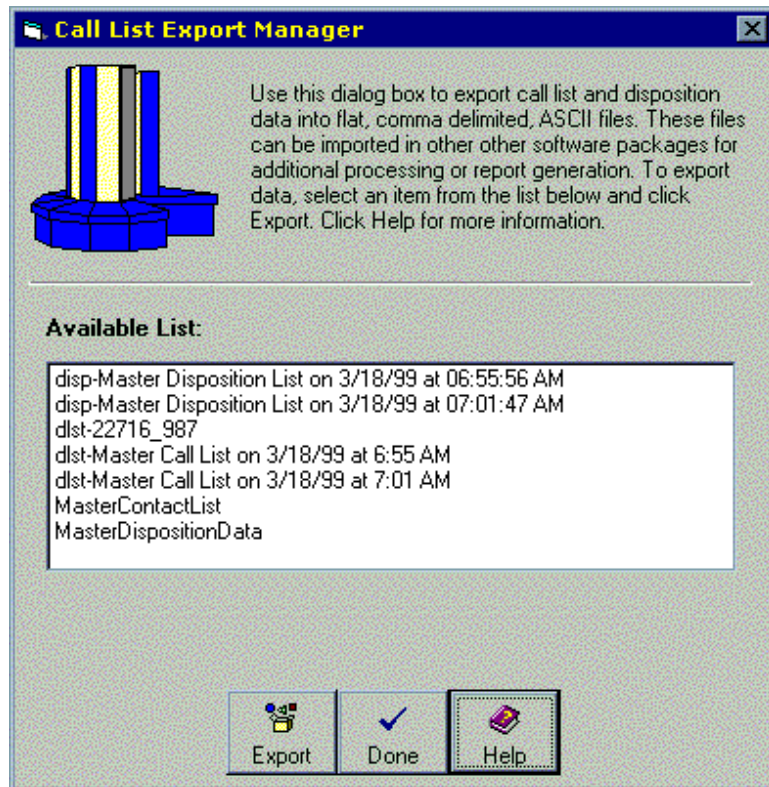
CVS makes it easy for you to export call lists and their associated disposition tables. The files generated by this feature are comma delimited flat ASCII files, and can be readily imported into most database systems or word processing software for further processing or report generation.

To export a call list, complete these steps:

- Step 1.** Click on the Administrator option in the menu bar to open the Administrator menu. The options on that menu will appear.

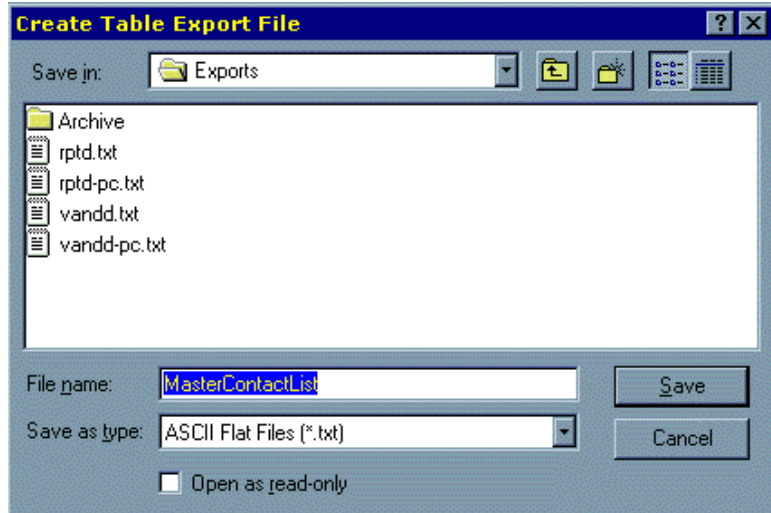


- Step 2.** Click the Call List Export Manager option. The Call List Export Manager screen will appear.



The Available List contains both dial lists and disposition lists.

- Step 3.** Click on the list you wish to export, then click on **EXPORT**. The Create Table Export File screen will appear.



This screen is a standard Windows file navigation screen. Use it to name the export file and navigate to the location where you wish to save it.

- Step 4.** Once the desired location and file name are selected, click on **SAVE**. A message will indicate that your file was exported.
- Step 5.** Click on **OK** in response to the message. This will dismiss the message and return you to the Call List Export Manager screen.
- Step 6.** Once you are finished exporting call lists, click on **DONE** to dismiss the Call List Export Manager screen.

Now What?

Once you have exported a call list, you can use the exported file with database or word processing software to produce reports, analyze survey results, and more. Consult the documentation for the software you will be using to learn more about how to import and work with comma-delimited, flat ASCII files.

Call Status Codes

Call status codes are assigned by CVS based on selections by interviewers as they work with their dial list. A complete list of call status codes is provided in the Appendices of this manual.

Managing CVS Data

Data is an enormously valuable asset. Managing it properly is a critical part of your role as administrator.

This section discusses key data management activities, including how CVS directories and files are organized, how data is stored, methods you can employ to protect data, how to export different types of CVS data, and how to easily reuse surveys once they have been completed.

Print A Survey

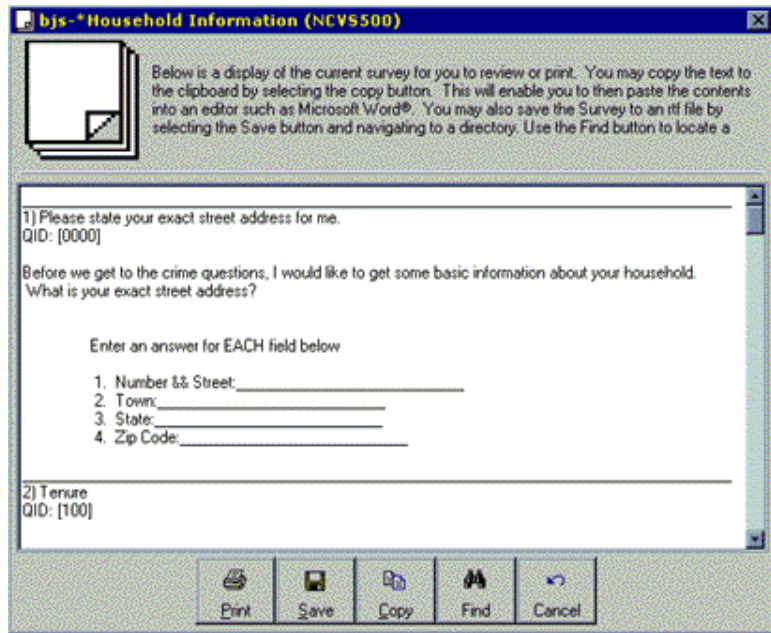
You may occasionally wish to print a list of CVS survey questions. To do this:

- Step 1.** Log in as administrator.
- Step 2.** Create a new case (if you do not know how to do this, it is described in section 2, "Managing cases using your dial list". Name it something like **editsurvey.ans** or a similar name that will remind you that this is a fictitious case created to give you access to CVS surveys.
- Step 3.** Click on **VIEW** on the toolbar. The View Household Information screen will appear.
- Step 4.** Click on **EXPAND** to expand the list.
- Step 5.** Click right on an existing survey, then choose the Open Item option. The survey will appear in the CVS main screen. Skip to Step 10.

If the survey you want to print is NOT listed, complete Step 6:

- Step 6.** Click left on the Household Respondent or a Household member to select it, then click right. A pop-up menu will appear.
- Step 7.** Click on **NEW SURVEY**. A cascading menu will appear.
- Step 8.** Click on the survey you wish to edit. The Add New Survey screen will appear.

- Step 9.** Name the survey as desired and click on **OK**. The survey will appear in the CVS main screen.
- Step 10.** Click the Administrator Menu, then click on **DISPLAY CURRENT SURVEY**. CVS will format the existing questions into document form and display them in a screen, shown below.



Note: In addition to the Print option, this window also provides a Save option that lets you save the displayed document, a Copy option which lets you copy the document into memory so it can be pasted into another document, and a Find option which lets you search for specific text in the displayed document.

- Step 11.** Click on **PRINT**. Your system's printer dialog will appear.
- Step 12.** Make desired printing choices and print the document.

CVS Directory & File Organization

CVS files can be categorized as shared and user files. They are organized slightly differently depending on whether the software is installed as a standalone or multi-user application.

Standalone organization	In a standalone installation, all shared and user files are installed on a single PC in the destination folder you specified when setting up CVS.
Multi-user organization	In a multi-user installation, shared files are installed on the shared network drive and user files are installed on individual users' PCs.
Installed files	The table below lists files copied during CVS installation. Actual folder locations you selected should be substituted for directory and file references in brackets.
Where are my actual data?	The respondent data for each household is stored in individual files in the \sdmain\surveys directory.

Directory or File	Description
<shared_home>\Sdmain	<i>Root directory for shared CVS files</i>
<shared_home>\Sdmain\system.mdw	MS Access password file for CVS
<shared_home>\Sdmain\sdmaster.mdb	MS Access database file for dial list and disposition tables
<shared_home>\Sdmain\sdactive.mdb	MS Access database file for the currently active survey template. The file is copied to the <user_home> directory of each workstation when operators logon.
<shared_home>\Sdmain\notes.rtf	Blank template file for creating household notes.
<shared_home>\Sdmain\Data	Directory for storing rtf files that store question prompts.
<shared_home>\Sdmain\Surveys	Directory for storing answers to survey questions
<shared_home>\Sdmain\Archive	Directory for storing old versions of the survey template file sdactive.mdb.
<shared_home>\Sdmain\Exports	Default directory for storing CVS export data and data generated by the CVS Crime report program.
<shared_home>\Sdmain\Exports\Archive	Archive for storing old CVS crime report data.
<shared_home>\Sdmain\Templates	Directory that contains other CVS survey template. Currently contains a template for a blank survey.
<user_home>\Sduser	Root directory for CVS user interface files.
<user_home>\survey.exe	CVS user interface program
<user_home>\starter.ans	Blank CVS answer file
<user_home>\SDHELP.HLP	CVS online help file
<user_home>\expfrmat.txt	Text file that details the CVS data export format.
<user_home>\dbformat.doc	MS Word file that details the CVS database format for survey templates.
<user_home>\sdreport.mdb	MS Access database file for storing CVS Crime report data.
<user_home>\Readme.txt	Readme file.
<user_home>\Sduser\Image	Directory file for storing images used by the CVS user interface
<user_home>\Sduser\Reports	Directory for storing report templates for CVS reports.

How Data are Stored

CVS uses two methods to store data: databases and flat ASCII files. The method used is determined by the type of data. In general, survey data are stored in databases and exported data are stored in flat ASCII files. Data from each

interview are automatically stored and saved as the interview progresses in the directory **Sdmain\Surveys**, which is located in the base directory from where the software was installed.

Protecting Data

Data are valuable assets, obtained through costly expense and effort. You should put together a plan for protecting your data and follow that plan consistently. Perhaps two or three times a year, evaluate your plan to be sure it is continuing to meet your needs for safeguarding data.

The key components to protecting data are:

- Keeping passwords confidential
- Performing regular backups
- Storing backups safely

Password confidentiality

Keeping passwords confidential helps eliminate the problem of unauthorized individuals accessing your data. Make sure all your interviewers are aware of the importance of keeping their passwords confidential.

Regular backups

The most important aspect of protecting data is to back it up on a regular basis, usually daily. Since the amount of data that CVS will create is likely to be large, you will need to back up to a high-capacity medium, such as magnetic tape, CD-recordable discs, or Jaz or Zip disks.

In deciding how frequently to back up or whether to even worry about it at all, ask yourself how much data you are willing to lose. Theft, fire, equipment malfunction...these are just a few of the potential threats to your data. A minor investment in backup equipment and time can pay big dividends if you ever need to recover lost data.

Safe storage

Once you have data backed up, keep the backup media in safe place. A secure storage safe is one good alternative. You might also consider storing a weekly or monthly backup off-site in a secure location, perhaps a safe deposit box. This protects you against the possibility of your backups being destroyed if there is a fire or other catastrophe at your facility.

Re-using a Survey

Say you want to conduct the same survey each year and keep the data from each year separate. To do this, copy all the *.ans files in the sdmain/surveys folder to a new folder named for the time period in which the surveys were conducted. This way, you can choose to export the data from each year and print reports, then compare the reports to see trends in crime and other related areas.

Using Data

Your data are only useful if you can organize and view it in meaningful ways. CVS provides options that let you export your data in different formats. Once your data is exported, you can use it to populate reports available within CVS or in the CVS Reports module. If you have the necessary skills, you can also create custom reports in third-party software applications that can import your CVS data. All of these topics are discussed in this section.

Exporting Data

Before you can use your CVS data in reports, you must export it.

Export Strategies

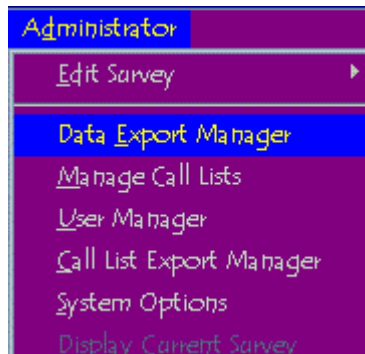
Depending on the amount of survey data you have collected and the processing power of the PC you are using, exporting data can take a long time. Here are some tips for minimizing the impact of this computer-intensive activity:

- Plan to export data during times when interviewers are not logged on or actively interviewing and updating survey data files.
- In a multi-user installation, log on to the fastest PC you have and export your data from there.

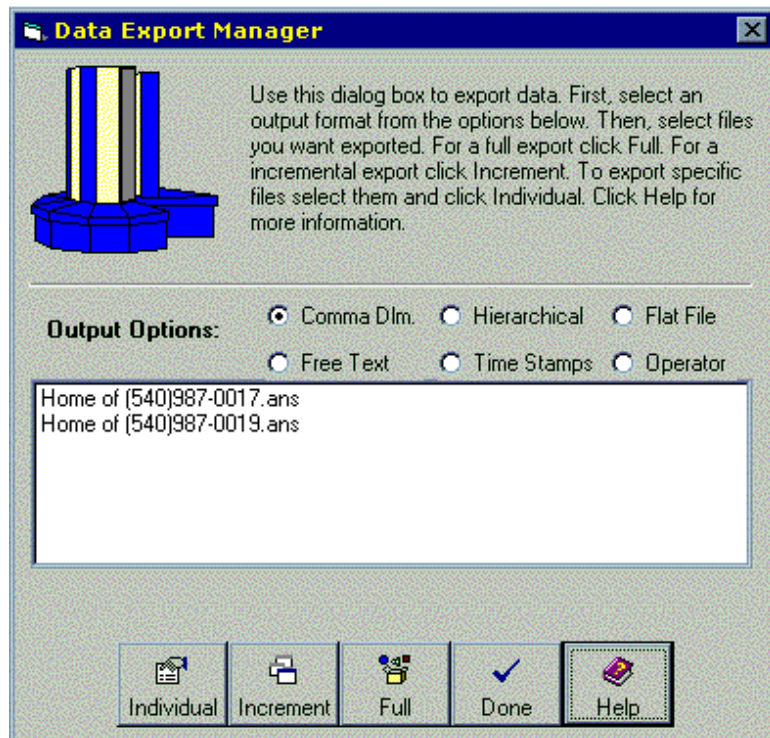
Steps to Complete

Here are the steps you must complete to export data:

- Step 1.** Click on the Administrator option on the Menu bar. The Administrator menu options will appear.



- Step 2.** Click on the Data Export Manager option. The Data Export Manager screen will appear.



- Step 3.** Choose format of the file you would like to export by clicking on one of the Output Options.

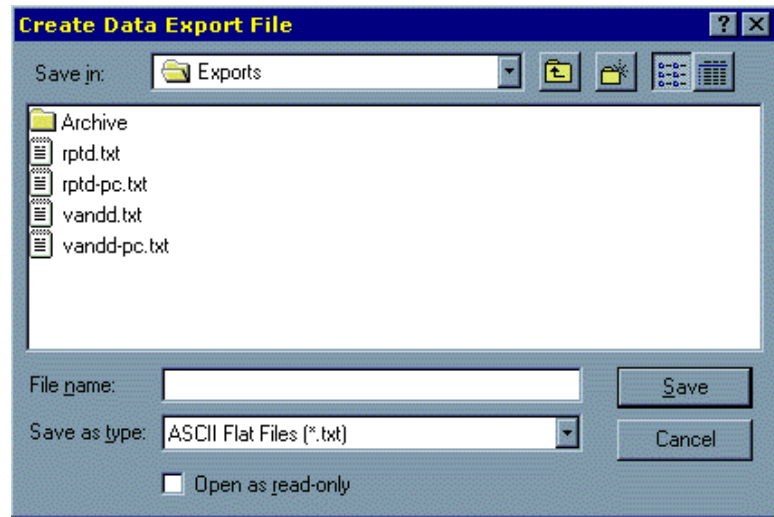
- The Comma Delimited, Hierarchical, and Flat File options export all answer data for the selected survey files. The format of the output is determined by the option selected. For more technical information about these formats, see the file **expformat.txt** in the CVS installation directory.

- The Free Text option exports a file that contains only the free text entered for the selected surveys, plus some additional reference data such as survey question numbers. During survey taking, free text is entered in fields labeled “Describe,” “Provide details here,” and the like.
- The Time Stamp option exports a file that contains the time when answers for each question on selected surveys were entered by the interviewer.
- The Operator option exports a file that contains information about which operator asked each question on the surveys selected for export.

Step 4. Choose what survey data to include in the export file by clicking the appropriate button.

- If you want to export individual files, select the desired files in the list and then click on **INDIVIDUAL**.
- If you want to do a full export of all data for all surveys in the list, click on **FULL**.
- If you want to do an incremental export of only those surveys that have changed since your last full or incremental export, click on **INCREMENT**.

Whatever choice you make, the Create Data Export File screen will appear.



This is a standard Windows file navigation, selection, and save dialog.

Step 5. Choose a location and name for your export file. Then click on **SAVE**. CVS will process the survey data you selected. When it is finished, a message will appear in the Data Export Manager screen letting you know that the process is complete.

Step 6. Continue to export other data files if desired. When you are done, click on **DONE** to dismiss the Data Export Manager window.

What Now?

Once you have exported your survey data, it can be used to produce reports. The methods for doing so are discussed in the remainder of this chapter and include:

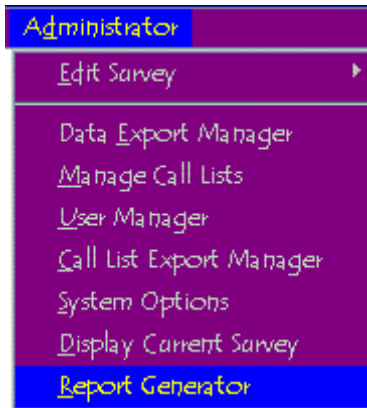
- Viewing and printing management reports
- Producing survey data reports
- Creating custom reports.

Viewing and Printing Management Reports

CVS provides a set of standard management reports that are available to you as administrator. If you have not installed these report modules, please install them by

looking at the section on installation located on page 15.
To view and print these reports:

- Step 1.** Click the Administrator option on the CVS menu bar. The Administrator menu option will appear.



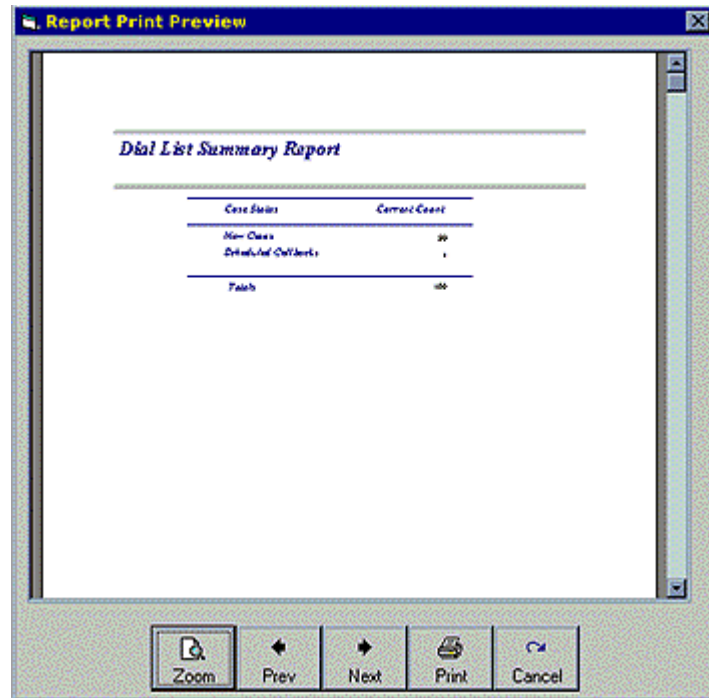
- Step 2.** Click the Report Generator option. The Report Generator screen will appear.

A screenshot of a dialog box titled "Crime Victimization Survey Report Generator". It contains a list icon on the left and instructional text: "Use this form to select and generate a report. First select a report type from the Report Type list. Based on the type selected you may also provide an Operator or Date Filter. Click OK to view the selected report." Below the text are fields for "Report Type:" (set to "Call List Report - Summary"), "Operator Filter:" (empty), "Start Date:" (set to "04/21/1999"), and "End Date:" (set to "04/22/1999"). At the bottom are "OK" and "Cancel" buttons.

- Step 3.** Click the down arrow to the right of the Report Type field to drop down a list of reports, then click on the desired report.

- Step 4.** If the report you selected can be filtered by interviewer or date, those fields will become active and can be changed to reflect your requirements.

- Step 5.** To view the desired report, click on **OK**. The Report Print Preview screen will appear.



- Step 6.** Use buttons at the bottom of the page to work with the displayed report. Clicking Zoom increases and decreases the magnification, Prev and Next allow paging through the report, Print lets you print the report, and Cancel closes the screen when you are finished.

Producing Survey Data Reports

The CVS Reports module, installed and accessed separately from CVS, lets you process exported survey data to classify crimes and view crime victimization statistics in a variety of ways. The CVS Reports module expects its input data to be in the form of what is called a comma delimited format file. Later in this section, the steps for producing this type of file will be described so that you will have a data file that is in the appropriate format for the Reports module.

The CVS questionnaire does not immediately classify the respondents' answers to the questionnaire into standardized crime classifications, such as rape, robbery, or assault. In order to obtain these standardized crime classifications, the CVS reports module will analyze your collected responses and append these standard type of crime codes to your dataset. Please review Appendix J for a quick overview on

how to access the sample data that can be used to produce sample reports.

The reports available in this module include:

- Personal Characteristics
- Personal Characteristics – Percentages
- Community Policing Questions
- Community Policing Questions – Percentages
- Incidents Data
- Incidents Data – Percentages
- Vandalism Data
- Vandalism Data – Percentages

Using the CVS Reports Module: Key Tasks

The key tasks involved in using the CVS Reports module to view or print reports are:

- Export survey data using CVS software
- Access the Reports module
- Create a new or use an existing Report Input File
- View and print reports

These tasks are discussed below.

Note: The reports included in CVS are specifically designed to work with data exported from standard CVS surveys. If you have edited surveys in any fashion, report data may be inaccurate or incomplete.

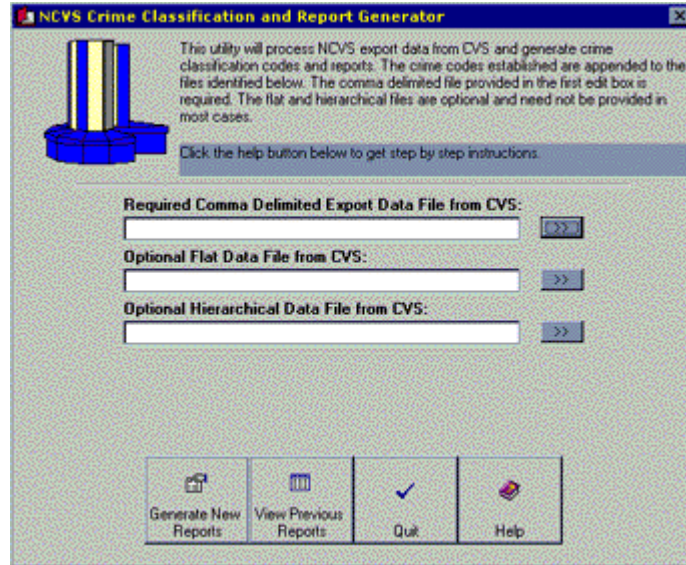
Exporting Survey Data

Before you can work with the CVS Reports module, use the CVS Data Export Manager to export your survey in a format that the Reports module can use. This feature is available in CVS on the Administrator menu and is described in detail earlier in this chapter.

Accessing the Reports Module

Here is how to access the CVS Reports module:

- Step 1.** Click on **START**. The Start Menu will open.
- Step 2.** Move the pointer to the Programs option. The Programs Menu will open.
- Step 3.** Move the pointer to the Crime Victimization Survey folder (or alternate folder you selected for the CVS icon during installation). The CVS Menu will open.
- Step 4.** Move your pointer to the CVS Reports option, and click once. The Reports Generator screen will appear.



Creating a New Report Input File

The Reports module uses a Report Input File to populate reports with data. This file is derived from an exported survey data file. Whenever you wish to view or print reports using the Reports module, you must either create a new Report Input File or use one that you previously created.

When you create a new Report Input File, the Reports module does the following:

- Analyzes the survey data in your exported data file, classifies crimes, and assigns crime codes to incidents.

- Formats the processed survey data so that it can be understood by the Report Generator.
- Saves the processed data as a Report Input File, using the file name and in the location you specify.

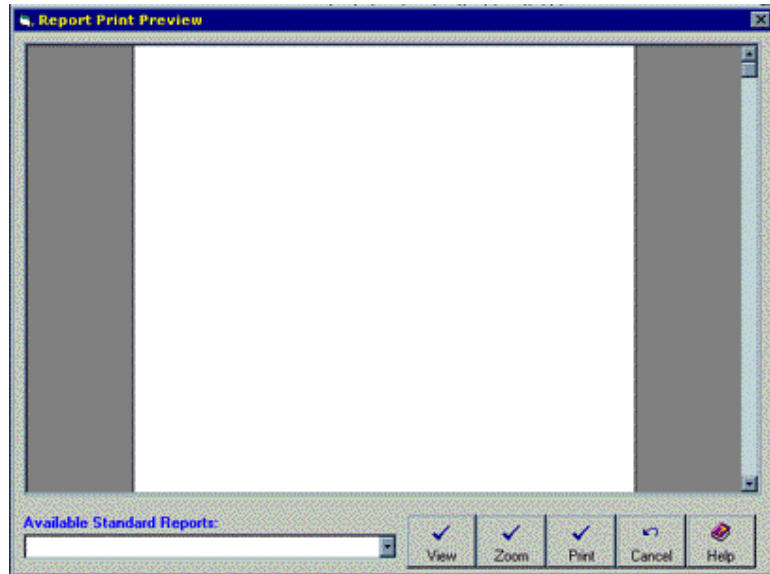
Steps to Complete

Here are the steps to complete to create a new Report Input File:

- Step 1.** Select the exported data file you wish to use by clicking the “>>” button next to field for the required comma delimited export file from CVS. A standard file opening dialog will appear.

Note: You must specify a Comma Delimited file. You may optionally specify one file each for the Hierarchical and Flat File formats if you have exported data in either of those formats.

- Step 2.** Find the exported comma delimited data file on which you wish to base the Report Input File, select it, then click Open. The name of the file you selected will appear in the field.
- Step 3.** Select optional hierarchical and flat file files if desired.
- Step 4.** Click the Generate New Reports button. CVS will process the selected file(s), performing a number of tasks including analyzing crimes, assigning crime codes, and formatting the data for display in report format. The Report Input File will be created “behind the scenes” (you never access this file directly). Then the Report Print Preview window will appear.



Now what?

You are ready to view and print reports.

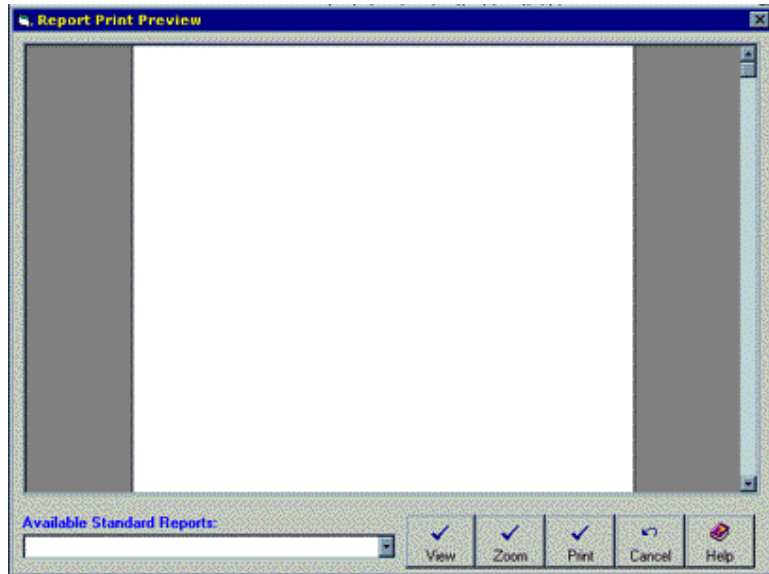
Using an Existing Report Input File

If you have already processed exported data and created a Report Input File, you can re-use it. This can save time if you want to view or print reports again without reprocessing the exported survey data.

To reuse an existing Report Input File, just click the View Previous Reports button. The Reports Print Preview screen will open, where you can select reports as desired.

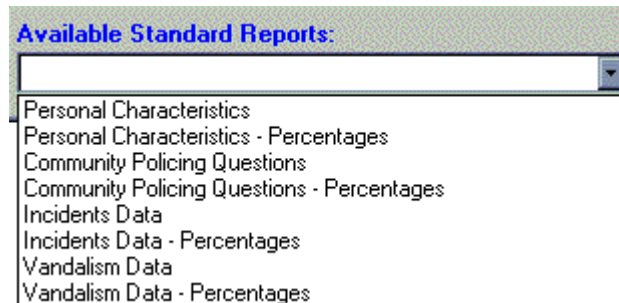
Viewing and printing reports

Once CVS has processed your exported data and created a Report Input File, it will display the Reports Print Preview screen, shown below.

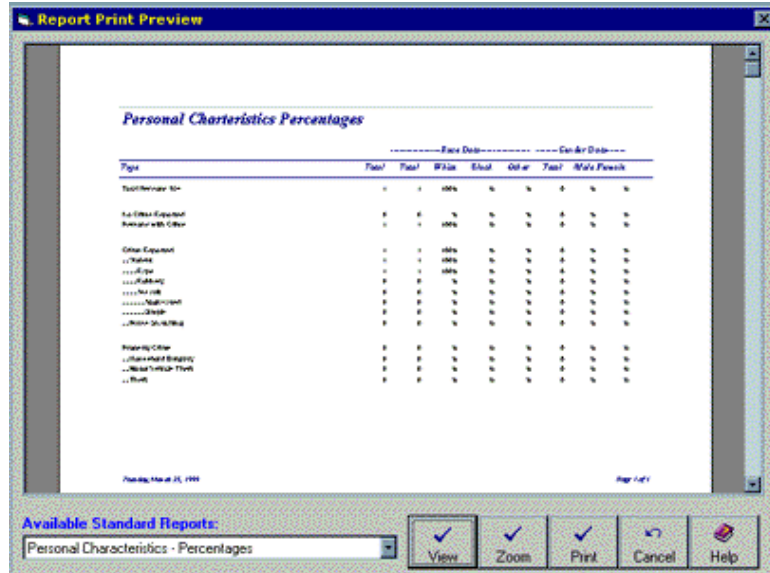


To view and print a report:

- Step 1.** Click on the down arrow to the right of the Available Standard Reports drop-down list. A list of reports will appear.



- Step 2.** Click on a report to select it. The report title will appear in the selection field and the drop down list will close.
- Step 3.** Click the View button. The selected report, populated with your survey data, will appear.



- Step 4.** To zoom in or out, click the Zoom button (use the scroll bars to see all of the report).
- Step 5.** To print the report, click the Print button.
- Step 6.** Repeat Steps 1 through 5 for as many reports as desired. When you are finished, click Cancel to dismiss the Print Report Preview screen.

What Now?

Once you have printed your reports, you can review and analyze the data and use it as needed in the management of your organization.

Creating Custom Reports

CVS exports data in formats that can be imported into many popular software applications, such as Microsoft Access, Lotus 1-2-3, Microsoft SQLServer, or a statistical software package such as SPSS or SAS.

Once you understand how CVS data is exported, you can use such applications to create custom reports that will import some or all of the data in your exported data files.

To learn more about how CVS exported data files are structured, read the text file `expformat.txt` located in the CVS installation directory.

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Section 2: Conducting Surveys

This chapter discusses how to conduct surveys using CVS, and is primarily aimed at interviewers.

The Interviewer's Role

As an interviewer, you have been tasked with the important responsibility of gathering survey information. To fulfill that responsibility, you need to have a clear understanding of the survey process as it relates to CVS and how to use related CVS features.

This chapter provides clear, detailed information and step-by-step instructions on how to use those features.

If you have questions about CVS features that this manual does not answer, discuss them with your CVS Administrator.

Overview of the Survey Process

The survey process consists of performing these basic tasks:

- **Access CVS.** To open CVS and use its features, you must log in.

- **Contacting households.** CVS allows you to use a dial list to dial numbers and manage your cases when contacting households.
- **Update household information.** CVS maintains information about each household you interview. It is critical to make sure that you record household information accurately and keep it updated throughout the survey process.
- **Survey household members.** When a household agrees to participate in your survey, you will use CVS to manage the presentation of questions and to record respondents' answers.
- **Assign call status.** For each call you make, you will assign a status to indicate the call's disposition.
- **Log out of CVS.** When you are finished working with CVS for the day, you will exit from the software.

Topics related to performing these tasks is discussed in the rest of this chapter.

Accessing CVS

CVS requires you to enter a user name and password to start it and get access to its features. This process is called logging in.

Your user name and password

Your CVS administrator is responsible for setting up a user name and password for you.

Your user name

Your user name is a unique identifier that CVS uses to identify you. It will have up to 20 characters and can be any combination of letters, numbers, and spaces. CVS is NOT case sensitive regarding user names, so **john smith**, **JOHN SMITH**, and **John Smith** are considered to be the same user name.

Your password

Passwords are intended to validate your identity, and should be kept confidential at all times. They are from 6 to

12 characters long, made up of any combination of letters, numbers, and punctuation marks.

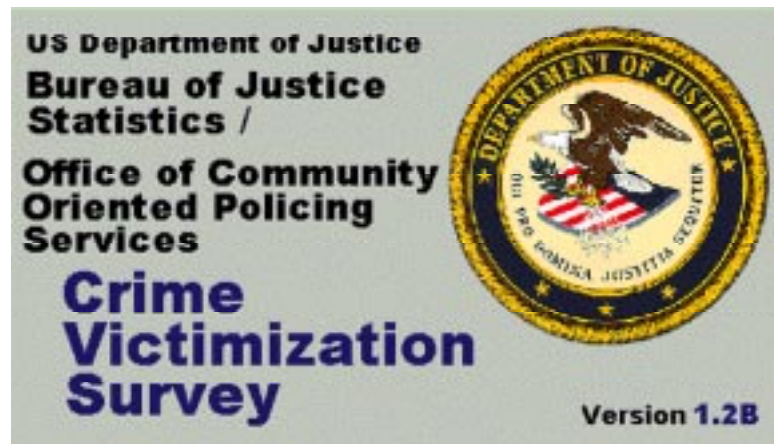
CVS is case-sensitive regarding passwords. So, the passwords **pickle23**, **Pickle23**, and **PICKLE23** would be considered different from each other. If your password was **pickle23** and you tried to log in using **PICKLE23**, CVS would inform you that it did not recognize the information.

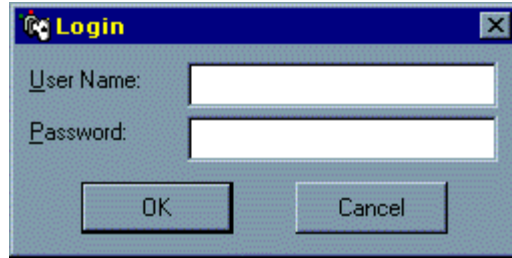
How to log in

Before you attempt to log in, ensure that you are seated at a PC where your CVS administrator has created a user account for you. Otherwise, CVS will not recognize you.

To log in to CVS, complete these steps:

- Step 1.** Click on the Start button. The Start Menu will open.
- Step 2.** Move the pointer to the Programs option. The Programs Menu will open.
- Step 3.** Move the pointer to the Crime Victimization Survey folder (or alternate folder you selected for the CVS icon during installation). The CVS Menu will open.
- Step 4.** Move your pointer to the Crime Victimization Survey option, and click once. The CVS introduction screen (shown below) will appear briefly, then a logon screen will appear (shown below, beneath the introduction screen).





Step 5. Type in your user name and password, then click OK. The CVS Main Screen will appear.

Note: If the PC where you are logging in does not have a modem, you will see a message to that effect when CVS starts. Simply click OK to dismiss the message.

Now What?

Once you are logged in and see the CVS Main Screen, you can begin working with your dial list (if your organization uses them) or performing other survey-related activities.

Managing Cases Using Your Dial List

If your CVS administrator has set up a master dial list, CVS will assign numbers to and maintain an individual Dial List for each interviewer.

Think of the dial list as your “To Do” list. You will call each number on your dial list--CVS can even dial numbers for you automatically if your PC is equipped with a modem. Sometimes a call will result in a survey, sometimes the line will be busy, or perhaps you will reach a non-working number. Depending on what happens, you will assign a status to each call so that CVS can manage your Dial List and keep it properly updated.

When you do reach someone who is willing to participate in your survey you can open a new case. Or if you have already started a case for a given number and are calling back to continue an incomplete survey, you can open that case from your dial list.

Opening Your Dial List

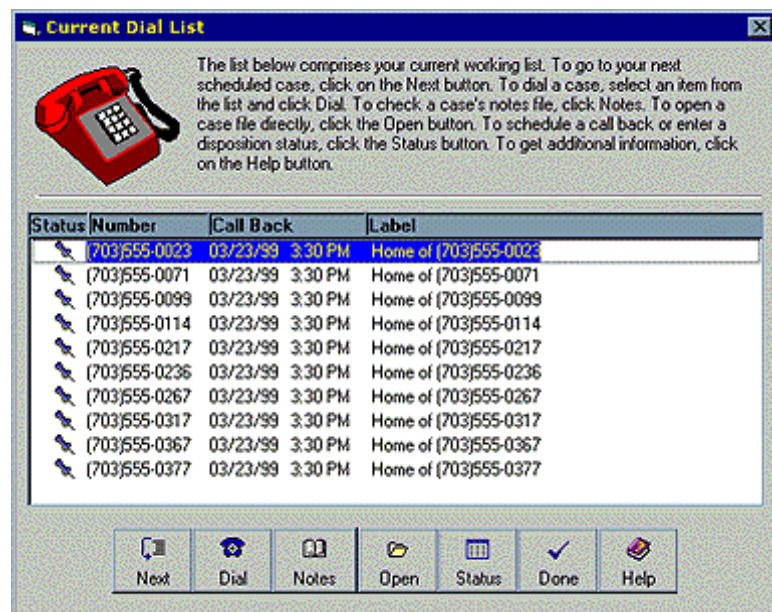
When you first log in to CVS, your Dial List will be displayed automatically. However, it can be closed to get it out of the way when you are using other CVS features.

You can open it again in one of two ways:

- Click on the Dial List button (the one with the image of the telephone on it) on the CVS toolbar OR
- Open the View menu on the CVS menu bar and click the Dial List option.

Tour of the Dial List Screen

Let us take a brief tour of the Dial List screen to familiarize you with its features.



The major portion of the Dial List screen is occupied by the dial list itself. The quantity of numbers is determined by your CVS administrator. For each number, a status indicator, the number itself, the date the number should be called, and descriptive label are displayed.

Call Status Categories

Numbers in your Dial List are sorted into categories, based on their current status. There are five categories:



Indicates a number newly added to the Dial List.



A closed folder indicates a number for which a survey was completed and the case closed. An open folder indicates that the case associated with that number is open.



Indicates a number which should be contacted again at a later date.



Indicates a number which should receive no future contact.



Indicates a number which is invalid.

For each category, there are one or more statuses from which you can select when assigning call status.

Dial List Options

The Dial List options are accessed by clicking one of the buttons across the bottom of the screen. The options include:

- **Next.** Jumps to the next available number in the Dial List.
- **Dial.** Automatically dials the currently selected number (if you have a modem installed on your PC).
- **Open.** Opens a case or creates a new one as necessary for the selected number. Then displays the opening dialog you should use when greeting survey

participants. If you have another case open, a message will alert you to assign a status to that case before working with a new one. This option is also available on in the opening dialog screen.

- **Notes.** Creates or opens an existing notes file where you can store supplemental information about a case. This file is also accessible from the Household Information screen (discussed later in this chapter).
- **Status.** Lets you assign a specific status to the selected number.
- **Help.** Opens a help file that discusses the Dial List screen.
- **Done.** Closes the dial list.

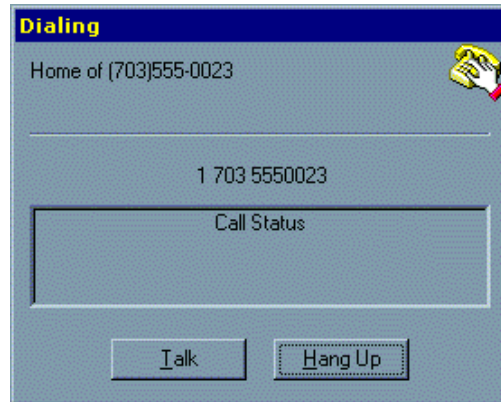
Opening a New Case

The first thing you need to do to open a new case is call numbers in your dial list until a person willing to participate in your survey answers the phone. You can dial numbers from your dial list manually or let CVS dial them for you, automatically.

Note: You can only have one case open at a time. If you try to open a new case while another case is open, CVS will remind you that you must close that case first, before opening another.

To open a new case:

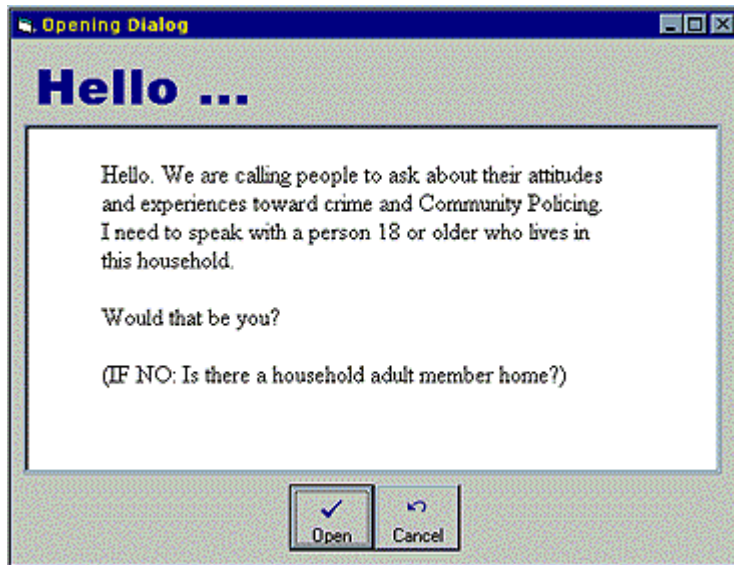
- Step 1.** Select the number you wish to dial by single-clicking on it, then click the Dial button. The Dialing screen will appear and you will hear the dial tones and then the ringing tone.



Note: If you are dialing a number manually, do not click the Dial button. Instead, dial the number. If someone answers, click the Open button in the Dial List screen. Then skip to Step 3.

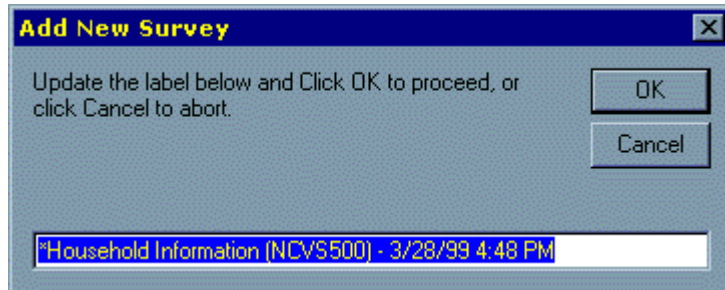
- Step 2.** If someone answers, pick up your telephone receiver, then click the Talk button immediately. You will see the Opening Dialog screen (shown below).

If there is no answer, click the Hang Up button (or hang up, if dialing manually) and assign the appropriate call status as discussed in Assigning a Call Status later in this chapter).



- Step 3.** Using the Opening Dialog as a guide, introduce yourself and the reason for your call.

- Step 4.** If the person to whom you are talking agrees to participate in the survey, click the Open button. This will display the Add New Survey screen, shown below.



If the person does not agree to be surveyed, you will need to assign the appropriate status to the call, as discussed in Assigning a Call Status later in this chapter.

- Step 5.** Either type in a new name for the survey or keep the suggested label, then click OK. This will launch the Household Information Survey questions, which gather basic information about the respondent and his or her household.

Now What?

At this point, you are ready to gather household information by entering answers to survey questions specifically about the household. To learn more about how to do that, see *Working with Surveys*, later in this chapter.

Opening an Existing Case

Opening an existing case, perhaps one scheduled for a call back to complete a survey or a number for which there was no answer previously, is very similar to opening a new case.

Note: You can only have one case open at a time. If you try to open a case while another case is open, CVS will remind you that you must close that case first, before opening another.

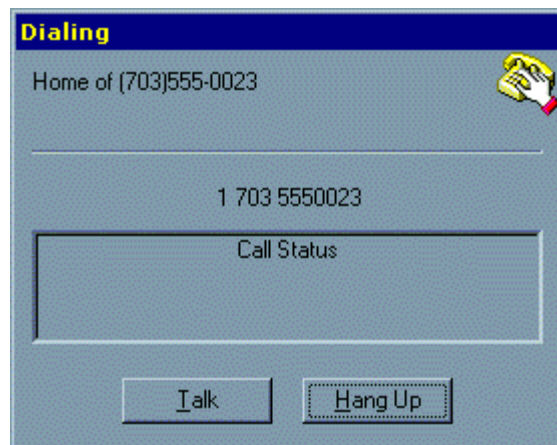
To open an existing case, follow these steps:

- Step 1.** Click on the desired number in your dial list, then click the Notes button to review the history of the case and determine what the next step for

this case is. Close the Notes screen when you are finished.

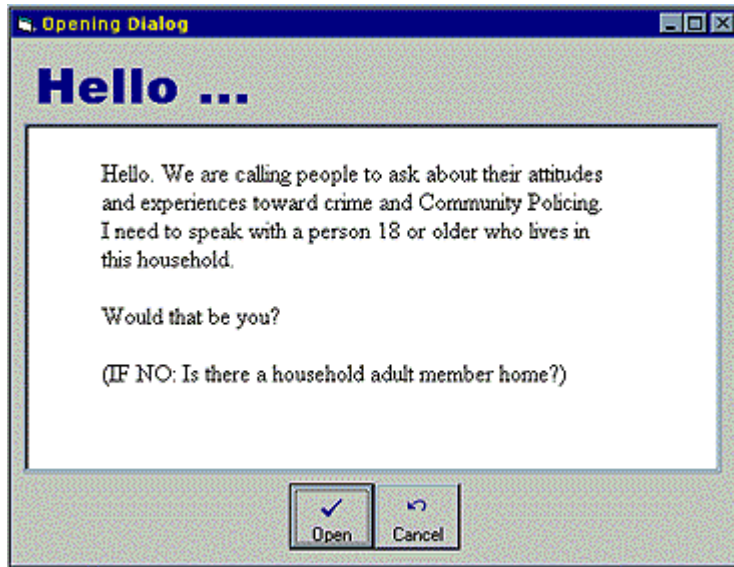
- Step 2.** When you are ready to make the call, click the Dial button. The Dialing screen will appear and you will hear the dial tones and then the ringing tone.

Note: If you are dialing a number manually, do not click the Dial button. Instead, dial the number. If someone answers, click the Open button in the Dial List screen. Then skip to Step 3.



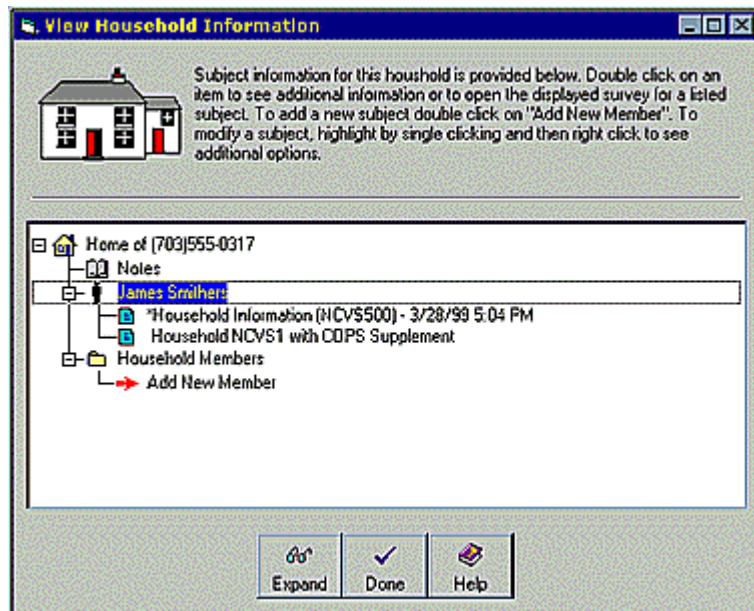
- Step 3.** When someone answers, click the Talk button immediately. You will see the Opening Dialog screen (shown below).

If there is no answer, click the Hang Up button (or hang up, if dialing manually) and assign the appropriate call status as discussed in Assigning a Call Status later in this chapter).



Step 4. Using the Opening Dialog as a guide, introduce yourself and the reason for your call.

Step 5. If the person to whom you are talking agrees to continue with the survey, click the Open button. The View Household Information screen will appear.



Now What?

At this point, you are ready to update household information as needed or select a survey to conduct with a specific member of the household. See Working with Household Information for more information.

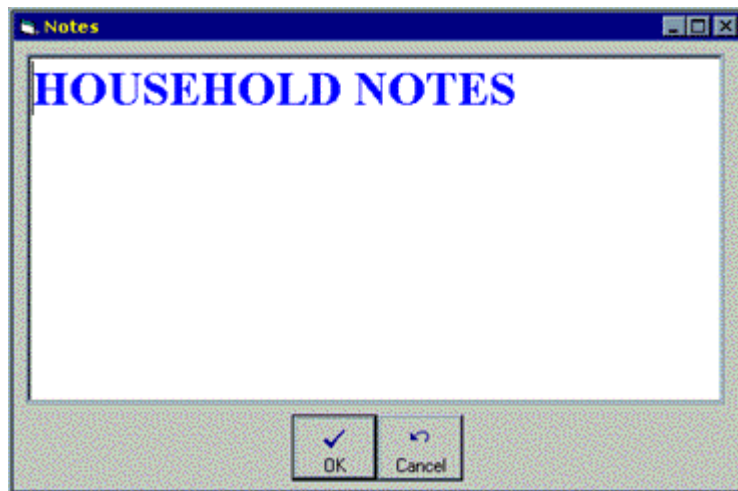
Entering Notes about a Case

You can enter notes about your cases from the Dial List. It is important to accurately record information about what remains to be done by you or other interviewers on a case, and the Notes screen is the place to do that.

To enter notes about a case:

- Step 1.** Click the selected case, then click the Notes button. The Notes window will appear.

If no notes file has been opened previously for this case, a message will alert you and ask if you want to create a new file. Click Yes.



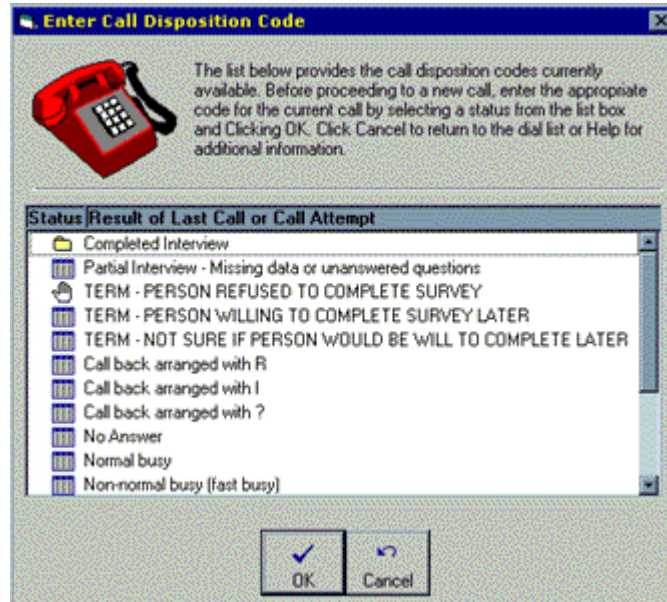
- Step 2.** Type your notes as desired in this window. When you are finished, click OK. The notes you create will be accessible from the dial list and from the View Household Information Screen.

Assigning a Call Status (Closing a Case)

Assigning the proper status to each of your cases is critical in allowing CVS to properly manage them and your Dial List. You must assign a status to each call you make, when that call is completed. Until you do, CVS considers the current case "open" and will not allow you to open other cases.

To assign a call status, follow these steps:

- Step 1.** In the Dial List, select the case for which you want to assign a status, then click the Status button. The Enter Call Disposition Code screen will appear.



Step 2. Use the scroll bar if needed to find the most appropriate status for your call. Click the status to select it, then click OK. If the status presents an opportunity for later call back, the Schedule Call Back window will appear.

Notes: If the status you enter does not present an opportunity for calling back later, CVS will close the Enter Call Disposition Code screen and update your Dial List as appropriate. A far future date will be assigned to such calls to force them to the bottom of your dial list; those calls will not be reassigned to any interviewers once you log off.

Use this form to schedule a call back at some time in the future. To set the call back time to a pre-defined period from today, use the buttons on the right. To set the call back time to a specific date and time, use the calendar and pull down box on the left. For more information click Help.

March 1999

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

<< Today >> Time: 7:00 AM

Two Hours
One Day
One Week
One Month
Six Months

OK Cancel Help

This screen lets you choose a calendar date and specific time after which the call list will be available for calling. Here is how the selection options work:

- To choose a date in the currently displayed month, click on it in the calendar.
- To display the next or previous month, click the arrow buttons on either side of the Today button.
- To return the calendar to the current month, with the current day selected, click the Today button.

- To select a specific time for the selected date, choose it from the Time list (click the list to open it).
- To quickly select a future time or date based on the current day's date and time, click one of the express buttons to the right (i.e., Two Hours, One Day, One Week, etc.). Using the express buttons automatically closes the Schedule Call Back screen.

Step 3. Make your date and time selections in one of two ways: Either click an express button OR make specific date and time selections and then click OK. The Schedule Call Back and Enter Call Disposition Code screens will close.

Now What? Once you have assigned a status to a case, CVS will update the status of the case and manage the case's appearance in your Dial List, or another's as appropriate.

Closing the Dial List

To close your Dial List, click the Done button.

Working with Household Information

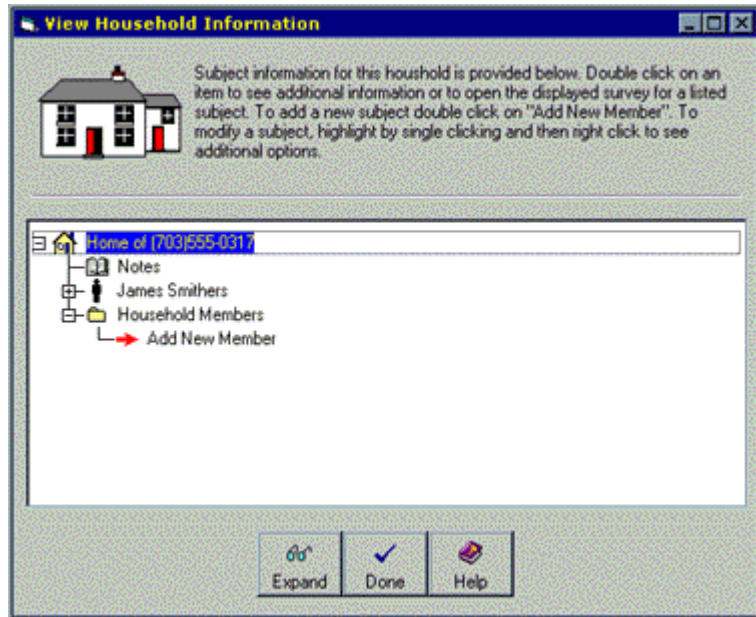
Each case you open will have household information associated with it. Household information, in addition to the telephone number, consists of the address, the type of dwelling, and in particular information about adults in the household who choose to participate in the survey.

As you complete surveys and work with household members, you will update household information as needed. Where possible, CVS will use information you provide during survey activities to update household information.

Opening the Household Information screen

To view summarized household information, open the View Household Information screen. To do this, complete these steps:

Click the View Household Information button in the CVS toolbar (it has an image of a house on it and the label “View”). The View Household Information screen will appear.



Tour of the Household Information Screen

The Household Information screen organizes information in an outline format. At the top level is the telephone number for the household, indicated by a house icon. At the second level are three categories of information:

- Notes, indicated by an open book icon.
- Household respondent, indicated by a body silhouette icon.
- Household members, indicated by a yellow folder at the highest level and by a double body silhouette icon for individual members. The Add New Member item is indicated by a red arrow icon.

Household rostering

Names are initially added to the household roster by CVS as a result of answers provided during the household information survey (CVS500). You can add and edit names manually in the View Household Information screen. This is discussed later in this chapter.

“+” and “-” symbols	Note that the some of the categories have a “+” or “-” sign to the left of their icons. These symbols indicate that more levels of information or options are available. Clicking on the symbols expands or collapses the lower levels of detail. You can also expand all the items at once by clicking the Expand button at the bottom of the screen.
Double-clicking	Double-clicking an item that can be opened will open it.
The pop-up menu	<p>Clicking right (placing the mouse pointer over something and clicking the right mouse button) on some items displays a pop-up menu. This menu contains the following options:</p> <ul style="list-style-type: none">• Open Item (selecting this option has the same result as double-clicking the item)• Rename Label, which allows you to change the text label displayed for an item.• Delete Item, which deletes the selected item—including all survey answers associated with that item.• New Survey, which lists available surveys from which you can choose to present to the associated household member. <p>Only options applicable to the item you clicked will be active.</p>

Working with Household Notes

Clicking on the Notes icon opens the Notes window. If there have been no notes created yet, a message will alert you and allow you to create a Notes file. If notes have already been created, they will be displayed in the Notes window.

You can edit the notes as desired, then click OK to save them and close the Notes window.

Working with the Household Respondent

The household respondent is the person selected to answer questions about the household that will not be asked of other household members. This person is considered the

main respondent for the household and as such, cannot be deleted.

Important: *The household respondent must be at least 18 years of age and be able to report on household data such as household income.*

Surveys that have been opened for a the household respondent appear under that person's name. You can open, rename, or delete surveys by clicking right on individual surveys.

Why delete a survey?

The only reason you would delete a survey is if someone erroneously entered a duplicate survey and one of them needs to be removed. If you choose to delete a survey, CVS will alert you that the operation cannot be undone and ask you to confirm your request.

Working with Household Members

Household members are other people who live in the household who are over the age of 18 and wish to participate in the survey.

To add a new household member, click the Add New Member item. A dialog will prompt you for a first and last name. Enter it, then click OK. The new member will appear in the Household Information screen.

By clicking right on a household member, you can change their name, delete them, or select surveys to present.

If you choose to delete a household member, all survey answers provided by that person will be deleted. CVS will alert you, warn you that the operation cannot be undone, and ask you to confirm your request.

Surveys that have been opened for a given household member will appear under that member's name. You can open, rename, or delete surveys by clicking right on individual surveys.

If you choose to delete a survey, CVS will alert you that the operation cannot be undone and ask you to confirm your request.

Closing the Household Information Screen

To close the Household Information screen, click the Done button. The screen will close.

Working with Surveys

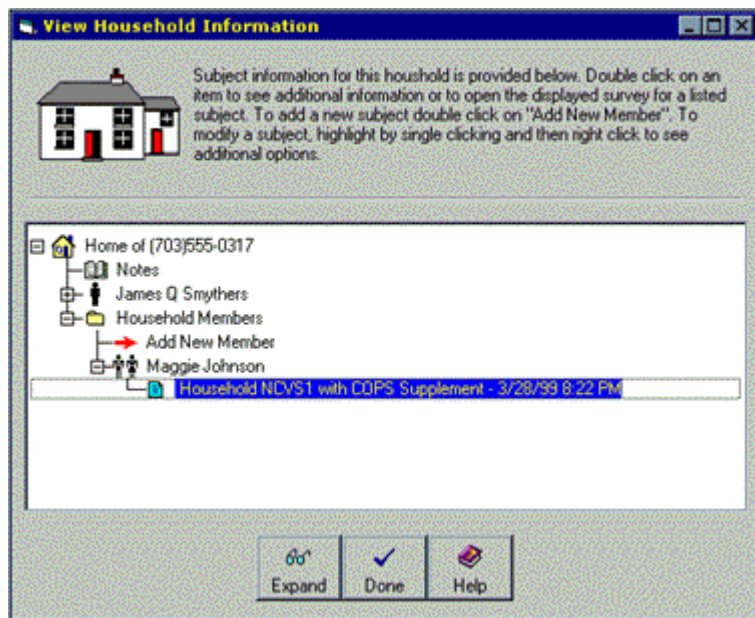
Once you reach a willing household and have opened a case, CVS will present the Household Survey. Answers to questions on that survey form the basis of the household information for the case. After that, you can choose which surveys to present. Answers provided by respondents will determine the sequence of questions and in some cases, whether or not supplemental surveys are offered.

Opening a Survey

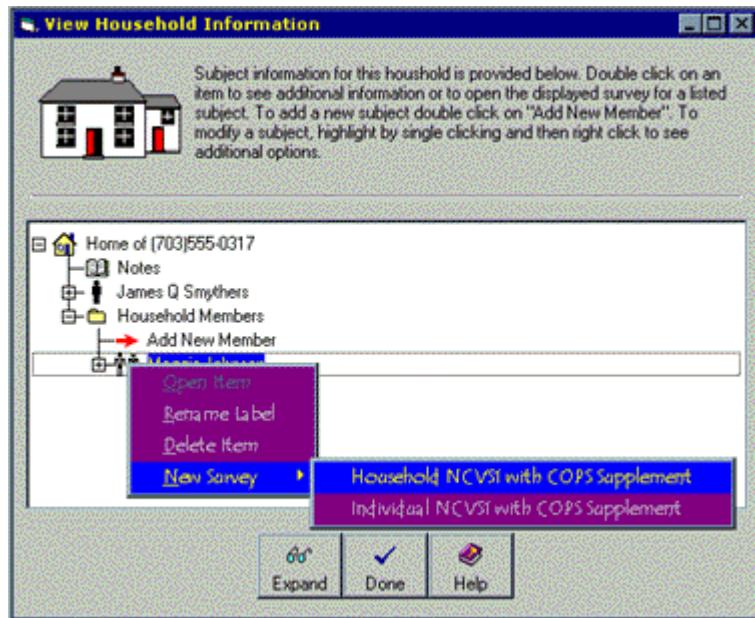
To open a survey, do the following:

Open the View Household Information screen, if it is not already open.

If the survey you want to use is already listed under the name of the household member you are surveying (as shown below), double click that survey to open it.



Otherwise, right-click on the member's name and choose New Survey. A list of available surveys will cascade right (shown below). Click on the one you wish to open.

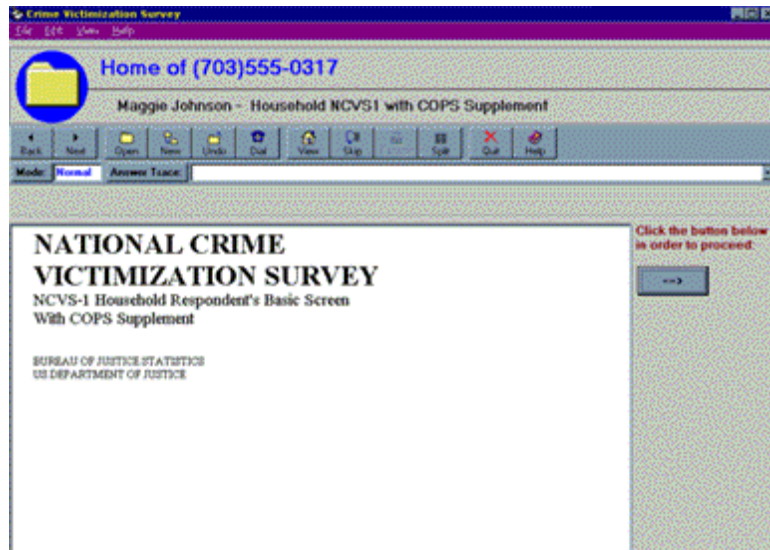


Note: You should only create a Household NCVS1 with COPS Supplement survey for the Household Respondent. For other household members, create the Individual NCVS1 with COPS Supplement survey.

CVS will open the survey you select to the last unanswered question...of course, that means you will see the first question in the survey if this is first time you have used this survey with the associated household member.

The Survey Title Screen

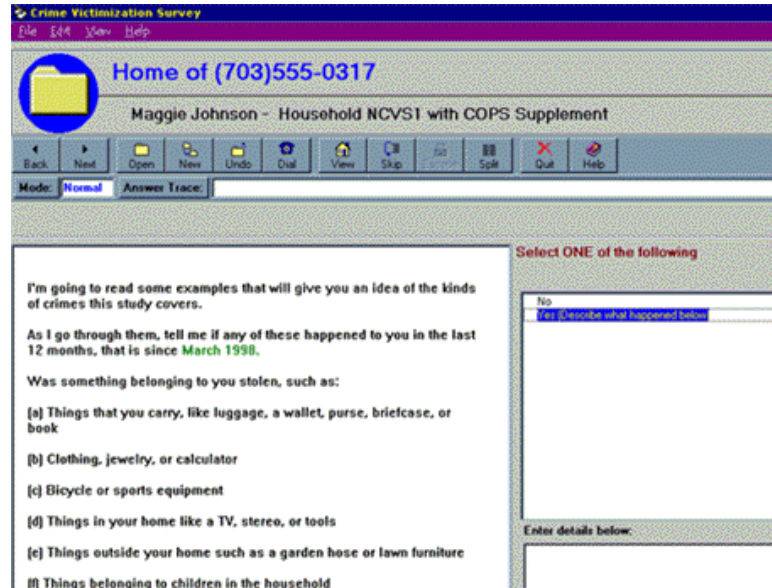
The title screen of the survey identifies the survey and displays a button with an arrow on it on the right side of the screen. An example is shown below.



When you click the arrow button, the first survey question will be presented.

The Survey Question/Answer Area

Survey questions are all presented with the questions and supplementary information on the left. Possible answers from which the respondent can choose, as well as areas to enter free form text, appear on the right. A view of a typical question screen is shown below.



Presenting Survey Questions

The questions you should ask appear in the left pane of the survey's question/answer area. To help you ask some questions more clearly and get the most accurate responses possible, supplemental information and prompts may appear also. For instance, if the respondent a question a certain way, CVS may prompt you to probe for clarification.

Before asking a question, quickly review the question text and any supplemental information and prompts. This will ensure you understand the question.

Note: Instructions to the interview appear in blue. Fill data appears in green. Emphasized words or phrases appear in brown. Normal text is black.

When you ask a question, use a friendly natural voice. Try to avoid sounding like you are reading questions from a cue card! This is more likely to raise the comfort level of

respondents and encourage them to be open and honest with you.

If the respondent does not provide an answer from among the selectable options, you may need to enumerate the possible answers and ask him or her to choose one of them.

Types of Questions

Questions in CVS surveys can be one of ten different types—defined by the type of answer that can be selected. The ten types are:

- **Display Only.** No answer need be entered, although you may ask this question of the respondent.
- **Single Fill-In.** Requires you to type an answer in one field. An example would be typing in the age of the respondent.
- **Multiple Fill-In.** Requires you to type answers in two or more fields on the same screen.
- **Single Choice.** Offers a list of choices, from which only one can be selected.
- **Multiple Choice.** Offers a list of choices from when one or more can be selected.
- **Single Tiered List.** Offers one or more categories of responses, under which are one or more choices. Only one choice can be selected overall.
- **Multiple Tiered List.** Offers one or more categories of responses, under which are one or more choices. One or more choices in any category can be selected.
- **Single Combo Style.** Offers a list of options and a fill-in field. You can either choose one of the existing options or type in a new one.
- **Multiple Fill-In Exclusive.** Offers two or more fields in which you can type data, but only one field can be filled in.

- **Multiple Combo Style.** Offers a list of options and a fill-in field. You can choose one or more of the existing options and type in a new one if desired.

Entering Responses to Questions

The type of question presented determines what you must do to enter the participant's response. Entering answers generally requires you to:

- Select from a list of choices
- Type in data

Selecting listed choices

To select a choice from options where you can choose only one item, you can do one of the following:

- Double-click the choice. This selects it and causes CVS to move on to the next question.
- Click the choice once to highlight it, then press the Enter key to submit the answer and move on to the next question.

In situations where more than one answer can be selected, simply click on each answer you want to select. To de-select an item, simply click on it again. When all answers are selected, press Enter to submit them.

Typing in data

Some questions require you to type information in fields or in a free-form text area. In either case, do the following:

- Step 1.** Using the tab key, arrow keys, or by positioning the mouse pointer and clicking in it, move to the field where you wish to type.
- Step 2.** Type in the necessary data.
- Step 3.** When all fields are completed, press Enter to submit the answers and move to the **NEXT** question.

CVS performs some error checking on fill-in fields that can contain only numbers and will alert you if your entries are not valid. However, it does not check the validity of textual entries. For this reason, you should endeavor to type data carefully, using correct spelling and punctuation.

When entering free-form text to add descriptive detail to a question answer, make sure you only enter what the respondent tells you. Do not embellish or assume. Include as much detail as necessary while keeping entries as brief as possible.

Sequence of Question Presentation

CVS presents questions in a certain sequence. The particular sequence depends on answers given to previous questions. Some answers may result the presentation of additional questions to gather more detail.

Navigating Among Questions

If your CVS administrator has not disabled the **NEXT** and Back buttons, you can navigate freely among questions in the current survey. You might need to do this to review previous answers with a respondent before they answer the current question.

If your CVS administrator has disabled the **NEXT** and Back buttons, that person will need to enter the administrator's password before you can navigate among questions.

Skipping Questions

If your CVS administrator has not disabled this function, CVS will let you skip some questions by clicking the Skip button when they are displayed. If the option is disabled, the administrator will be required to enter his or her password before a question can be skipped.

Generally, CVS will not let you skip questions when an answer is required to determine the next question to be presented.

Why skip a question?

It is generally not a good idea to skip questions. It is important to gather the most complete set of survey data possible. However, you might need to skip a question if the respondent is unable to answer—either because they do not want to, or can not.

If you do skip a question and come back to later and enter an answer, CVS may present additional questions based on the answer provided.

Required questions CVS will alert you if you try to skip a message that is required and will indicate that you may not skip that question. Click OK to respond to the alert and continue.

Changing Answers

Reasons There are three reasons you would normally change answers to questions:

- The respondent requests you to do so
- The respondent decides to answer previously-skipped questions
- You select and submit the wrong answer accidentally.

In all cases, you must navigate to the question to be changed. You can use the Back and Next buttons (if they are enabled) to page to the question, or you can use the Answer Trace feature.

Answer Trace Just below the toolbar in the CVS main screen is the Answer Trace field. Clicking on the down arrow to the right of the field will reveal a list of all questions previously answered in the current segment of the survey. You can jump directly to a question by clicking on its title in the list.

Impacts of Changing Answers

Changing an answer will result in one of two situations:

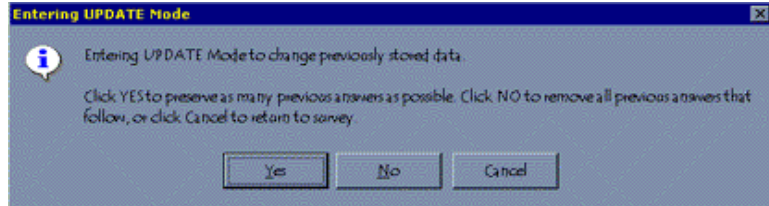
- CVS will change the answer as requested, deleting an immediately related data if necessary (a message will alert you in such cases), and then allow you to carry on in the survey.
- CVS will determine that it must enter a special mode, called update mode, to properly impacts of the new answer upon survey data.

Working in Update Mode

When you change an answer to a question, the new answer may require CVS to present related questions not necessary for the original answer. In some situations, CVS may re-

present certain questions that may already have been answered, if those questions are in some way linked to new answer provided.

In such cases, CVS must enter a special update mode so that it can properly manage answer data. It will alert you that it is entering update mode with the following message:



Choosing Yes means that CVS will enter update mode and while in that mode, try to preserve as many previously provided answers as possible. CVS will not preserve answers to questions that are ultimately determined to be irrelevant or illogical as a result of answers selected to other questions during update mode.

Note: While in update mode, Answer Trace, Back, Next, and Undo are unavailable.

Choosing No means that CVS will make the currently displayed question the next question in the survey and delete answers to all subsequent questions, even if they were answered previously.

Getting out of Update Mode

Natural exit

During update mode, CVS presents questions in the sequence required by links associated with the answers selected, and tracks those answers separately from other survey data. When all linked questions have been answered, CVS will attempt to exit update mode naturally, displaying a message that it is doing so.

If you respond by clicking OK, it will correlate update mode data with other survey data and attempt to return you to the last unanswered question presented before you entered update mode. If, however, that question was rendered obsolete by update mode activities, CVS will instead present whatever question is the next logical one in the sequence determined by question links.

If you click Cancel, all update mode changes will be ignored and you will be returned to the last question displayed before entering update mode.

Manual exit

You can manually force CVS to exit update mode by selecting the Escape Update Mode option on the Edit menu. As soon as you answer the current question, CVS will alert you that it is leaving update mode and give you the option of agreeing to or canceling the request.

If you agree by clicking on OK, CVS will attempt to correlate update mode data with previous survey data and return you to the most logical place in the survey that will allow you to continue. If you click Cancel, all update mode changes will be ignored and you will be returned to the last question displayed before entering update mode.

Clearing Many Answers at Once

There are two options on the Edit menu that allow you to clear many answers at once from the current survey.

Clear to Current

This option deletes all answers to questions that come after the currently displayed question. This might be useful when the respondent indicates they have answered many previous questions incorrectly and you need to jump back to the last known “good” point.

Clear Survey

This option deletes all answers entered in the current survey and jumps you back to the first question in the survey. This is useful for training purposes or if for some reason the respondent wants to start over.

The Undo feature

This option returns the survey to its status prior to the last change made. For example, if you were to clear all answers after the current question using the Clear to Current option, then discovered you were at the wrong question when you did that, clicking Undo would return the survey to its state prior to having selected Clear to Current.

The Undo option is not available in update mode.

Saving Survey Data

Your survey data is automatically saved when you log off from CVS or when you close a case

Managing Partially Completed Surveys

Occasionally, you may be unable to complete a survey in one phone call. In such cases, you can assign a call status that indicates this event and CVS will prompt you to schedule a call back.

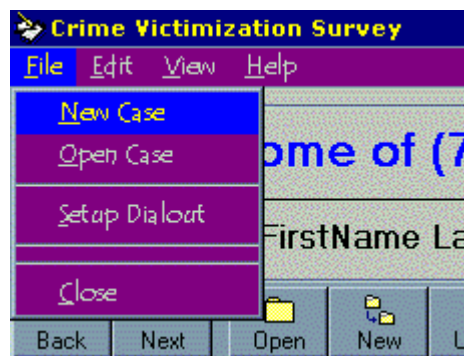
Working with Case Files Using CVS Menus

You can work with case files manually using CVS File Menu options. Note that this is not generally recommended because it eliminates the system's ability to manage case files. For example, if you open files manually, you can not schedule callbacks or assign a call status. However, it is sometimes desirable to open cases manually for demonstration or review purposes.

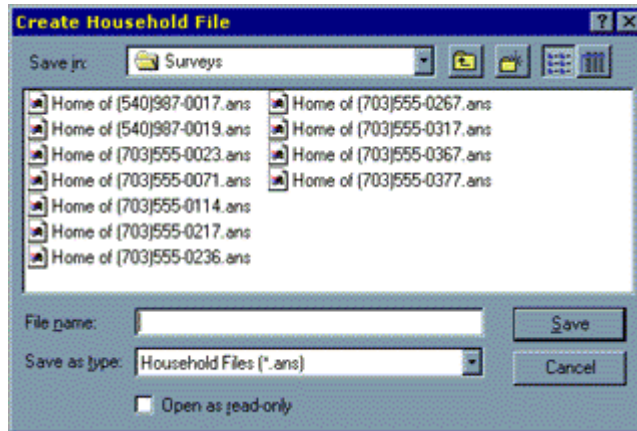
Creating A New Case File

Create a new case file by completing the following steps:

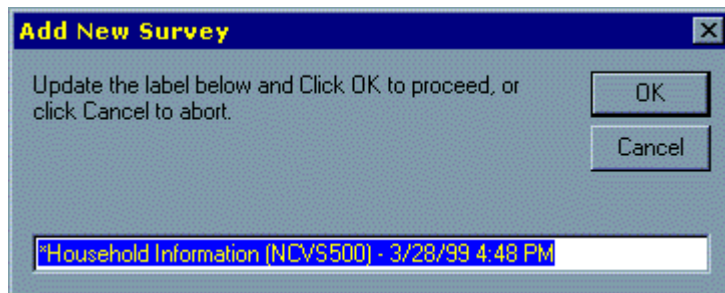
- Step 1.** Click on the File menu. File menu options will appear.



- Step 2.** Click on the New Case Option. The Create Household File will appear.



- Step 3.** Enter a name for the new case file. Generally the phone number provides a unique file name and makes it easy to identify case files. When you have entered a file name and selected the desired location for that file (the default location in the Surveys folder is recommended), click OK. The Add New Survey screen will appear.



Case files must have an .ans extension to be recognized by CVS.

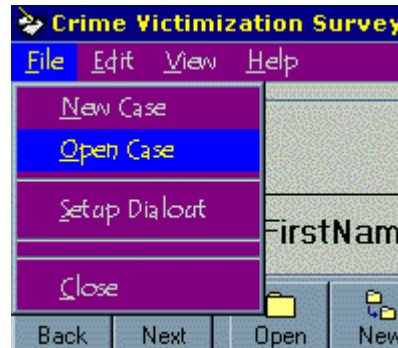
- Step 4.** Accept the survey as named or change the name as you prefer. Then click OK. CVS will display the selected survey and create a Household Information file.

Now What? You are ready to present survey questions to respondents. See *Working with Surveys* for more information.

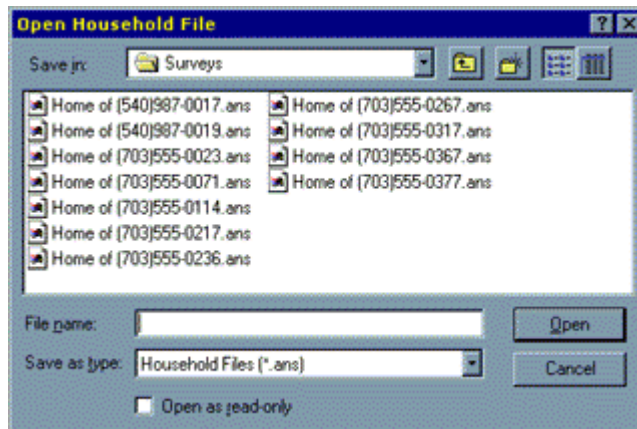
Opening an Existing Case File

Create a new case file by completing the following steps:

- Step 1.** Click on the File menu. File menu options will appear.



- Step 2.** Click on the Open Case Option. The Create Household File will appear.



- Step 3.** Click on the case file you wish to open, then click Open. The View Household Information screen will appear, displaying the data for the case you opened.

Now What?

You are ready to present additional survey questions to respondents. See *Working with Surveys* for more information.

Logging Off

To log off CVS, either choose Close from the File menu or click the Quit button on the toolbar. If you have an case opened from the Dial List, you will be prompted to assign a status and close the case file before logging off.

Finally, CVS will prompt you to confirm that you want to save your data and log off. Click OK to respond. The CVS window will close.

Security note

It is a good idea to log off whenever you must leave your workstation unattended. This prevents others from accessing CVS using your user name and password.

Section 3: Editing Surveys

CVS gives you the ability to edit the surveys that are provided with it, or even create a brand new survey. This chapter, intended for those tasked with editing surveys, covers the following information:

- Reasons for editing a survey
- Editing issues
- Survey question structure
- Getting ready to edit a survey
- Making changes to survey content
- Advanced survey editing

If you wish to edit a survey using CVS, read this chapter first. There are many issues associated with survey editing that can impact your decisions while editing. Be sure you understand them before you begin.

Who Can Edit Surveys

Editing surveys requires administrator privileges, because all the CVS survey editing options are accessed from the Administrator menu. This menu is only available when you are logged in as the CVS Administrator.

File locations

Throughout this chapter, where files and folders are referenced, they are prefixed with **<home>**. This prefix indicates the drive and directory where you originally chose to install CVS shared files during installation.

Reasons for Editing a Survey

There are two reasons why you might want to edit a survey:

- To change existing questions on a survey
- To add new questions to a survey

Changing questions

As delivered, CVS provides comprehensive surveys that ask many questions about respondent demographics, neighborhood crime, community policing, and more. However, the questions and answers as currently designed may not suit all organizations. So CVS lets you modify or even delete existing survey questions to better suit your needs.

Adding questions

Some organizations may wish to add questions to gather more detailed information on a topic. If you are going to add questions, you must plan carefully to preserve question relationships that determine the sequence in which CVS presents questions.

Editing Issues

There are a number of issues to consider when you decide to edit or create a survey using CVS.

Making changes to a survey affects the integrity of the survey database. It is important to be able to return to a previous version of a survey if you decide not to keep your changes. Another thing to consider is how links between questions are affected by changes you make. Finally, you should be aware of how report content is affected by survey changes. These topics are discussed below.

Standard Survey Integrity

When you make changes to a survey, CVS automatically archives a copy of the current version of the survey template. So, no matter how much you change a survey, you can always restore a previous version—including the original, unmodified survey as packaged with CVS.

Restoring a template

Archived copies of templates are placed in the [**CVS server installation path**]/**sdmain/archive** folder. Each archived version is given a unique name. The unmodified version of the survey database is the archived file with the oldest date. To restore it or any other version, complete these steps:

Step 1. Rename the existing **sdactive.mdb** file in root of the server directory where CVS is installed. Use a name like **sdactive.old** or **sdactive.001**.

A copy of sdactive.mdb is also maintained in the sduser directory on user systems. This file should not be changed or modified.

Step 2. Copy the desired archived file into the directory where you deleted **sdactive.mdb**.

Step 3. Rename the archive file **sdactive.mdb**.

Question Relationships

CVS presents questions in a sequence determined by links. When you delete or add questions, you must update the links between questions so that questions are presented in the desired order.

Example

Let's say Question A branches to Question B, unless the respondent answers Yes, in which case it branches to Question C. Question C would then branch to Question B. You decide you would like to add a two questions relating to Question C. We will call them Questions C2 and C3.

To make sure your questions were presented in the proper sequence and maintain the original question relationships, you would need to:

- Make Question C branch to Question C2 (instead of B, as it originally did).
- Make Question C2 branch to Question C3.
- Make Question C3 branch to Question B.

If question relationships were not updated as the example shows, CVS would never present your new question.

Options for establishing links between questions, as well as other question editing activities, are discussed in the section *Making Changes to Survey Content* later in this chapter.

Standard Reports Viability

The reports that come with CVS depend on the data as structured in the original survey template.

Generally, adding questions will have little to no impact on the viability of standard reports, as long as you maintain original question relationships.

On the other hand, deleting questions or changing answers which can be selected for existing questions, or failing to maintain existing question relationships is likely to affect CVS' ability to produce accurate, complete standard reports.

Impact on Crime Classification

If you make changes to questions that CVS uses to classify crimes, then CVS will be unable to accurately represent that data in reports. Appendix I identifies the standard questions that are used to classify crime codes.

Survey Question Structure

This section provides technical information about the structure of questions in the survey database. Familiarity with this information will help you better understand what changes to make and the impact of those changes on the survey as a whole.

Anatomy of a Survey Question

Each question in a survey is defined as a collection of attributes that allow CVS to properly present the question, accept answers, and manage database-level operations associated with the question.

Although questions have many attributes, you need only concern yourself with a handful of them for the purposes of basic editing or adding questions. These include:

- Question Type
- Question ID
- Title
- Question Prompt
- Instructions
- Data
- Skip Data

Question Type

There are 10 question types in CVS surveys. The type of question you choose is determined by the kind of information you need to gather for that question. The 10 question types are:

- Display Only. Does not require an answer.
- Single Fill-In. The answer is provided by typing data in a single fill-in field.
- Multiple Fill-In. The answer is provided by typing answers in two or more fields on the same screen.
- Single Choice. The answer is selected by clicking on one choice only in a list of options.
- Multiple Choice. The answer is selected by clicking on one or more choices in a list of options.
- Single Tiered List. Answers are divided into categorized lists. Only one choice can be selected from each list.
- Multiple Tiered List. Answers are divided into categorized lists. One or more answers can be selected from each list.
- Single Combo Style. One answer is selected from a list and optional free-form text is entered to provide more detail.

- **Multiple Fill-In Exclusive.** The answer can be entered into only one of two or more fields offered as options.
- **Multiple Combo Style.** Answers are selected from a list and optional free-form text is entered to provide more detail.

The first five question types above are probably the most commonly used.

Question ID	This is a unique identifier assigned by CVS to the question. While you can change it, it is recommended that you NOT do so.
Title	This attribute contains the question as it appears in question lists and in the Question Title area of the CVS main screen (just below the toolbar). It is basically a summarized form of the question.
Question Prompt	The question prompt is displayed in on the left side of the CVS main screen. It contains text that aids the interviewer in presenting the question. The text font, size, and color can be formatted. If desired, special codes can be inserted that automatically fill certain kinds of data. Because of its formatted nature, question prompts are stored in external .RTF files in the sdmain/data directory. CVS automatically creates or updates these files when you add or edit a question. You can open these files in any word processor that supports the .RTF format and edit them that way. If you do so, make sure you save the file as an .RTF file.
Instructions	Instructions provide explanatory information that assists interviewers in presenting possible answers to respondents and in selecting from the available choices.
Data	This attribute contains the pool of answer choices for a given question. Depending on the question type, the data may be separated with a vertical bar () or formatted with preceding tildes (~) to demarcate the beginning and end of each data element.
Skip Data	This attribute identifies the Question ID of the next question to be displayed.

Getting Ready to Edit a Survey

Careful planning is important for successful survey editing. Of course, your planning activities will depend on the scope of changes you intend to make to a survey. Just changing a question or two does not involve much complexity in terms of maintaining links between existing questions or writing well-worded prompts and instructions for interviewers. But when you get into the business of deleting questions, adding new ones, and changing available answers to existing questions, the task can become very complex indeed.

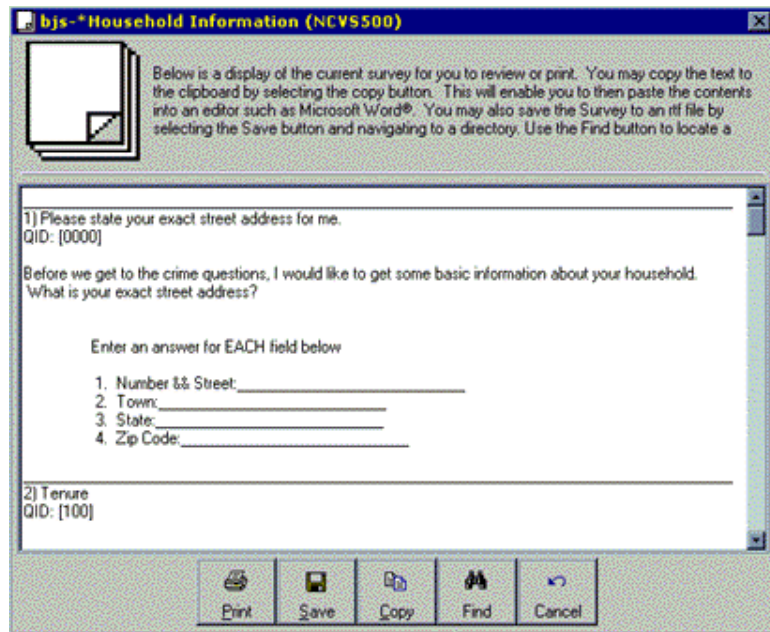
So, it is best to prepare for your survey editing activities by documenting what you plan to do. Working out your actions on paper first will give you the best chance of avoiding confusion and error when you eventually begin the actual editing process. In Appendix H, you will find a Question Modification Worksheet that will assist you in doing this.

Print Existing Survey Questions

Having a list of existing questions is necessary to identify where you will make changes to the survey. To print the current CVS and community policing questions, do the following:

- Step 1.** Log in as administrator.
- Step 2.** Create a new case. Name it something like `editsurvey.ans` or a similar name that will remind you that this is a fictitious case created to give you access to CVS surveys.
- Step 3.** Click View button on the toolbar. The View Household Information screen will appear.
- Step 4.** Click left on the Household Respondent to select it, then click right. A pop-up menu will appear.
- Step 5.** Click on New Survey. A cascading menu will appear.

- Step 6.** Click on the survey you wish to edit. The Add New Survey screen will appear.
- Step 7.** Name the survey as desired and click OK. The survey will appear in the CVS main screen.
- Step 8.** Click the Administrator Menu, then click the Display Current Survey option. CVS will format the existing questions into document form and display them in a screen, shown below.



Note: In addition to the Print option, this window also provides a Save option that lets you save the displayed document, a Copy option which lets you copy the document into memory so it can be pasted into another document, and a Find option which lets you search for specific text in the displayed document.

- Step 9.** Click the Print button. Your system's printer dialog will appear.
- Step 10.** Make desired printing choices and print the document.

Now What?

You can manually create a list of all the questions in the survey. Be sure to include the question number.

Copy the Question Modification Worksheet

A worksheet is provided in Appendix H to help you document the questions you want to add, edit, or delete. Make a copy of the worksheet for each question that will be affected by your editing activities.

Document Planned Changes

Working with your list of questions and the Question Modification Worksheet, you can now create a written “plan” of how you will edit the survey.

Questions to add

For each question you wish to add, record the following on the worksheet:

- Circle Add for the action you are taking.
- Title of the question, which should begin with a question number that represents where in the list you want the question to appear.
- Question ID to assign to this question. The ID can use numbers and text, i.e., “cops-11a, 28-det1”, but no spaces. The ID you select must be unique and will be used, among other things, to identify this question when setting up links between it and other questions.
- Where in the survey you want your new question to appear.
- Type of question. There are 10 types of questions, defined earlier in this chapter. The type of question you select is determined by the kinds of answers you want.
- The question prompt. The prompt text should be concise but provide as much information as needed to assist the interviewer in asking the question. You can also include automatically filled-in information by inserting the appropriate codes (see *Modify the Current Question*, later in this chapter, for a list of Data Fill Codes).
- Instructions for interviewers. These should be brief but clear about what choices are available regarding answer selection.

- List answer choices for the question. Be sure these are relevant to the question type.
- The unique ID number of the question that should be displayed after this question. If you do not establish a link, CVS will not know where to proceed in the survey after this question is presented..

Avoiding endless loops

Because survey question sequence can get quite complex, it is easy to accidentally link questions in such a way that the survey goes into an endless loop, which is a pattern that just keeps repeating itself without getting anywhere.

To avoid setting up an endless loop, be sure to plan out and verify question relationships on paper before actually implementing them.

CVS can help you check for endless loops in a survey. Simply open the survey in CVS and choose Display Current Survey from the Administrator menu. If the survey contains an endless loop, CVS will detect it while trying to format the survey and display a message to alert you.

Questions to delete

For each question you plan to delete, record the following on the worksheet:

- Circle Delete for the action you are taking.
- Question ID and title, so you know which question you will delete.

Questions to edit

For each question you wish to edit, record the following on the worksheet:

- Circle Edit for the action you are taking.
- Question ID and title, so you know which question you will edit.
- Fill in remaining worksheet information based on what you plan to change for this question.

About Updating Question Relationships

When you delete a question that has links to other questions, CVS will prompt you to update the links. When you add a new question or modify an existing question, you

can directly edit links. These tasks are covered in the section *Making Changes to Survey Content*.

Review Planned Changes

Once you have documented all planned changes on a set of Question Modification Worksheets, you are ready to actually begin making those changes to the survey.

Making Changes to a Survey

CVS provides a number of survey editing features that make your job easier. To access them, you must be logged in as administrator and have opened the survey that you wish to modify.

Overview: The Editing Process

The survey editing process involves the following steps:

- Open a survey for editing
- Choose an editing option
- Make changes as desired
- Save changes to the survey

Open a Survey for Editing

Surveys can only be opened when you have a case open, you will need to create a new fictitious case that you can use as needed to open surveys for editing. To do this:

Step 1. Log in as the CVS administrator.

Step 2. Click the New button on the toolbar to create a new case. Name it something that will remind you that this is a fictitious case. You might also wish to save this special case in a different directory than the **surveys** directory, so that CVS does not use your fictitious case when exporting data. Once a name and location is

selected, click OK. The Add New Survey screen will appear.

- Step 3.** Click OK to accept the default survey name. The survey will appear in the CVS main screen. If this is the survey you wish to edit, skip to Step 9. If not, continue with Step 4.
- Step 4.** Click View button on the toolbar. The View Household Information screen will appear.
- Step 5.** Click left on the Household Respondent to select it, then click right. A pop-up menu will appear.
- Step 6.** Click on New Survey. A cascading menu will appear.
- Step 7.** Click on the survey you wish to edit. The Add New Survey screen will appear.
- Step 8.** Name the survey as desired and click OK. The survey will appear in the CVS main screen.

Now What?

Once you have got the survey open which you wish to edit, you can access CVS survey editing features.

Choose an Editing Option

Overview of options

You access survey editing options on the Administrator's menu. To display them, simply click the Administrator Menu, then click the Edit Survey option. Survey editing options will cascade to the right. These options include:

- **List All Questions** opens a screen that lists all questions in the current survey. Questions are listed *alphabetically* by title, NOT in the order that they are presented in the survey. By double-clicking on any question, you can cause it to become the current question and be displayed in the CVS main screen.
- **Show Question Links** opens a screen that identifies all questions that point to the currently displayed question.
- **Add New Question** opens a screen that lets you create a new question by identifying basic attributes of the question.

- **Modify Current Question** opens the CVS WYSIWYG (What-You-See-Is-What-You-Get) editor, where you can directly edit and format question attributes.
- **Delete Current Question** deletes the current question. If the question is linked to other questions, a screen opens where you can link those questions to others besides the question you are about to delete.
- **Direct Edit Mode** provides access to an advanced editing feature of CVS, discussed later in this chapter.
- **Undo Survey Change** restores the survey to what it was prior to the last change. This means that all changes made to the current question will be undone and the question will be restored to whatever it was when you opened the survey.

Now what?

Once you have selected an editing option, you will be ready to complete the modifications associated with the option you chose. The procedures for adding, modifying, and deleting questions are discussed below.

Add a New Question

Add a new question to the currently open survey as follows:

- Step 1.** From the Administrators menu, click Add New Question. The Add New Question screen will appear.

Use this dialog box to define a new question for the current survey. Select a question type from the list box on the left and click Set Defaults to load default data based on the type you selected. Then click OK to view the question and click Modify Current Question from the Administrator menu to change the default settings.

Question Type:

Display Only
Single Fill-in
Multiple Fill-in
Single Choice

Set Defaults >>

Question ID:

Title:

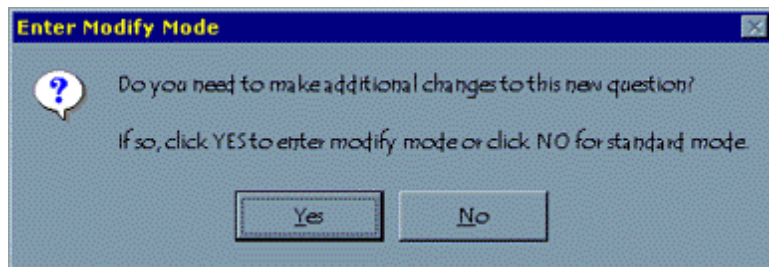
Instructions:

Data:

Skip Data:

OK Cancel Help

- Step 2.** Click on one of the question types to select it (question types are described earlier in this chapter).
- Step 3.** Click the Set Defaults button. This will populate the fields to the right with default values for the question type you selected.
- Step 4.** Edit the fields as desired. The question attributes represented by the fields in this screen are described in detail earlier in this chapter.
- Step 5.** Click OK to add your new question to the survey. If CVS detects any problems with the entries you made, a message will identify the problem and prompt you to correct it. Once all problems are addressed, the Enter Modify Mode prompt will appear.



- Step 6.** Click No. The prompt will disappear and your question will be added to the survey. You can see it if you open the Administrator menu and choose the Edit Survey option List All Questions option.

Note: If you were to click Yes, CVS would display the WYSIWYG question editor, discussed later in this chapter in Modify the Current Question.

Now What?

You must create a link in the survey from an existing question to your new question. This is how you ensure CVS will present your new question in the desired sequence. This procedure is discussed in the next section *Creating Links to New Questions*.

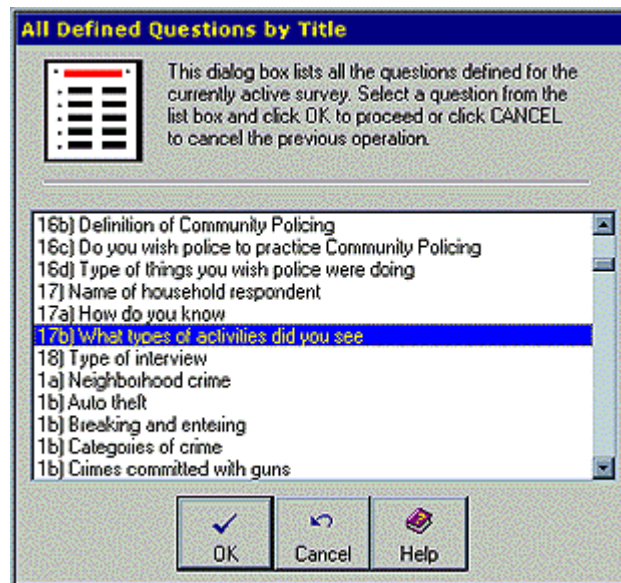
Setting New Question Sequence

CVS will only display your question if you set up a link to it from one or more other questions, and it can only proceed past your question if you set up a link to another question.

Linking your question

To define a link that displays your question in a specific sequence, follow these steps:

- Step 1.** From the Administrator, choose the Edit Survey option List All Questions. A list of all the questions in the survey will appear.

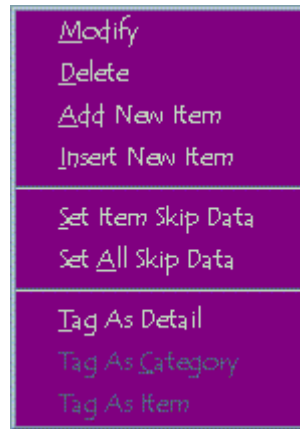


- Step 2.** Click on the question you wish to precede your new question. That question will be displayed in the main screen.

- Step 3.** From the Administrator menu, choose the Edit Survey option Modify Existing Question. CVS will go into Survey Modify mode, as noted in the title bar at the top of the window and indicated by displaying the question title in red.

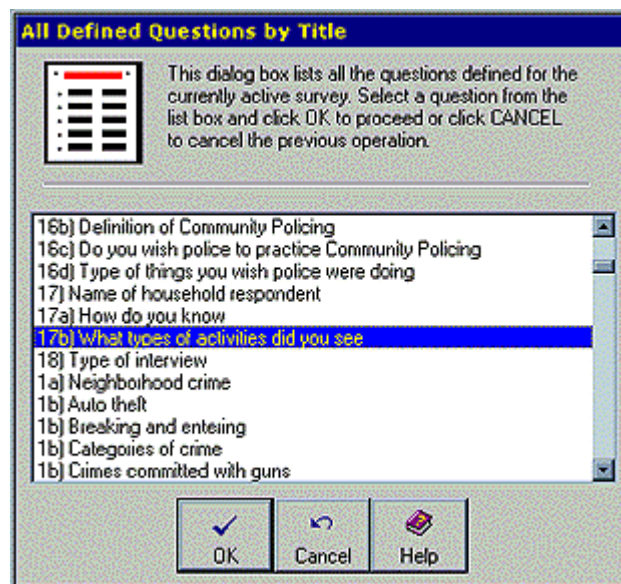
Note: CVS Survey Modify mode provides a WYSIWYG (What You See Is What You Get) editing screen where you can make changes to questions by editing and formatting question components directly. This screen is discussed in further detail later in this chapter in the Modify an Existing Question section.

- Step 4.** Click right on an answer option. A pop-up menu will appear.



Note: Options on the pop-up menu are defined in detail in the Modify the Current Question section later in this chapter.

- Step 5.** If you want CVS to display your new question no matter which answer is selected, click on the Set All Skip Data option. If you want CVS to display your new question for just the answer option you selected, click on the Set Item Skip Data option. In either case, the All Defined Questions by Title screen will appear.



- Step 6.** Find your new question in the list and click on it, then click OK.

Step 7. Just above the question title in the question editing screen, click the Save button. This will close the question editing screen and save the linking choices you made.

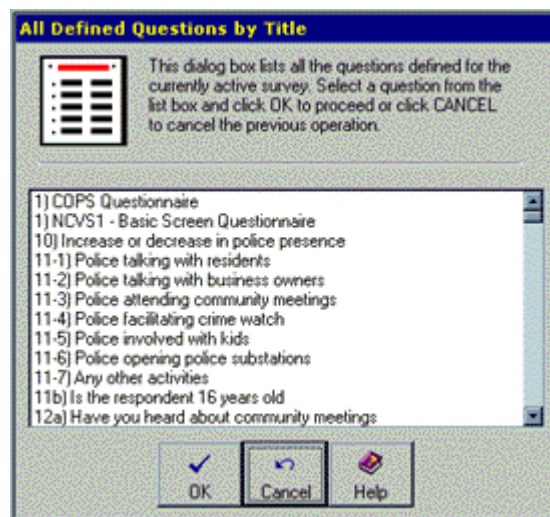
If you are going to use the Set Item Skip Data option, you need to specify skip data for each answer.

Modify the Current Question

Displaying a Question

The first thing you need to do to modify a question is display it as the current question. To do this follow these steps:

Step 1. From the Administrator menu, select the Edit Survey option List All Questions. A list of questions will appear.



Note: You can use the Next, Back, and Skip buttons to navigate to the desired question, also.

Step 2. Find the question you wish to modify in the list and click on it. The question will appear in the CVS main screen.

Survey Modify Mode

Once your question is displayed, you can modify it. To go into Survey Modify Mode, complete this steps:

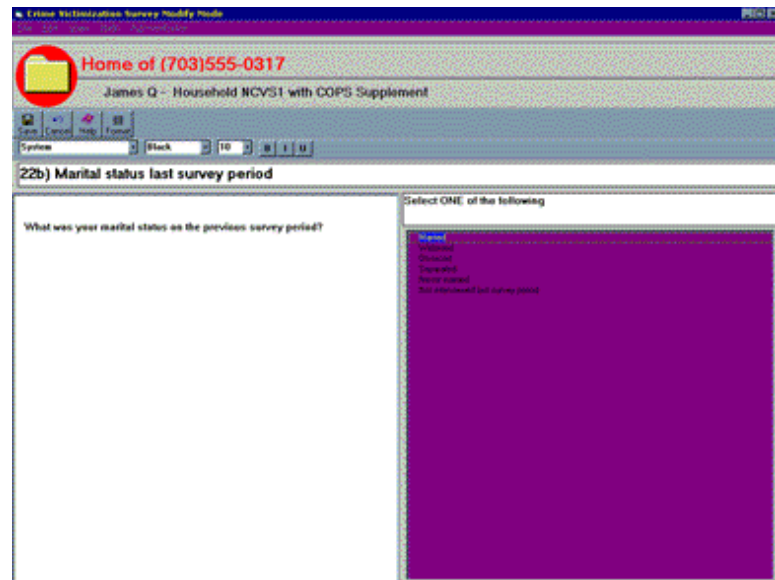
Step 1. From the Administrator menu, select the Edit Survey option Modify Current Question. The Survey Modify Mode screen will appear.

The Survey Modify Mode screen provides a WYSIWYG (What-You-See-Is-What-You-Get) interface that makes it easy to edit many question elements.

Tour of the Survey Modify Mode Screen

The Survey Modify Mode screen, displayed below, looks similar to the CVS main screen. But there are some key differences:

- The case name is displayed in red, providing a visual reminder that you are in Survey Modify Mode.
- An editing toolbar is provided in place of the main toolbar.
- The question prompt and instructions can be edited and formatted like text in a document, and special codes can be inserted that cause data to fill in automatically when the question is displayed.
- Answer options can be edited, linked, and otherwise modified via options on a pop-up menu.



Editing toolbar

The editing toolbar provides the following options:

- **Save** saves all of the formatting changes you have made and exits from the Survey Modify Mode screen.

- **Cancel** closes the Survey Modify Mode screen without saving any changes.
- **Help** opens an online help file.
- **Format** provides a shortcut that selects all of the text in the question prompt so that you can more easily change font attributes.
- **Jump to** provides a quick way to edit other questions by providing a drop-down list of questions that you can "jump to" by clicking on the particular item when you have finished editing the current question.
- **Font attribute selection lists**, just below the toolbar buttons, let you choose the font, font color, and font size for the question prompt text.
- **Font attribute buttons**, labeled B, I, and U, let you set the question prompt text font to bold, italic, and underlined.

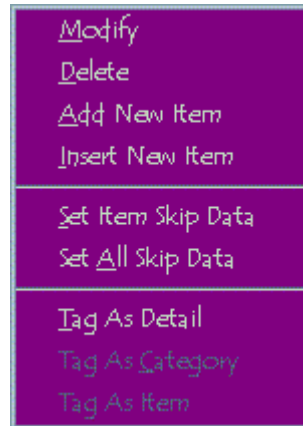
Note: Consistent, logical use of font attributes can make the interviewer's job much easier. For instance, always assigning automatically filled text as green or setting key information in bold, red text can help draw attention and increase comprehension.

Data fills

By inserting special codes into the question prompt text, you can cause CVS to automatically fill certain kinds of data when the question is displayed. Data fills are discussed in the section Using Data Fills, later in this chapter.

Pop-up menu options

When you click right in the answer area, a pop-up menu appears, as shown below. This menu contains options you use to edit answer data for the currently displayed question.



The options on this menu work as follows:

- **Modify** lets you change the text the currently selected answer item.
- **Delete** lets you delete the currently selected answer item.
- **Add New Item** lets you define a new answer item; the item is added at the end of list of items.
- **Insert New Item** lets you define a new answer item; the item is inserted above the currently selected item.
- **Set Item Skip Data** displays a list of survey questions and lets you specify which question should display next when the currently selected item is the answer choice entered by the interviewer.
- **Set All Skip Data** displays a list of survey questions and lets you specify which question should display next regardless of the answer choice entered by the interviewer.
- **Tag as Detail** sets the selected item as an information item only; interviewers will not be able to enter the item as an answer.
- **Tag as Category** lets you set the status of the currently selected item as a category, for those question types that

allow different categories of answers to appear in the answer selection area (i.e., Tiered Lists).

- **Tag as Item** lets you set the status of the currently selected item as an option which can be entered by the interviewer as an answer to the question.

Editing Text

By clicking in the question title, question prompt, or instruction areas, you can edit text just as you would in a word processor. However, only the question prompt text can be formatted using different font attributes. The question title and instructions use a default font assigned by CVS.

Using Data Fills

Data files are special codes that insert specified text in questions prompts “on the fly.”

Entering fill codes

To enter a fill code, you simply type it in the question prompt text as shown in the code's usage description. Key points to remember are:

- The first and last characters must be a tilde (pronounced TILLED or TILLDUH). This character can be found on most keyboards on the left-most key of the top row (~).

Parameters are always separated from the data fill code and from each other by vertical bars (|) with no extra spaces.

Here is an example:

```

~DATE|mm/dd/yy~
Reference the respondent's previous answer.
Previously you were asked:
~INSERT_TITLE|76a~
And you answered:
~INSERT_ANSWER|76a|Not found.~

```

This example does the following:

- Displays the current date on the first line, in bold text.
- Displays the title text for question 76a on the fourth line.

- Displays the answer provided for question 76a on the sixth line.

Data Fill Codes

The data fill codes you can insert in question prompt text are described in detail below.

Date Displays a formatted date. There are two parameters that can be specified.

Usage: `~DATE|format string|deltadate~`

A **format string** can be used to specify the format of the displayed date. Examples:

- `mmmm yyyy` (yields the current month name and four digit year, i.e., "April 1999")
- `mm/dd/yy` (yields the date in "04/06/99" format)
- `m/d/yy` (yields the date in "4/6/99" format)

The **delta date** specifies a number of days to add or subtract from the current date before displaying the DATE. This parameter must be preceded by a "+" or a "-". Examples:

- `-365` (displays date one year prior to the current date)
- `+30` (displays a date 30 days from the current date)

Time Displays a formatted time. There are two parameters that can be specified.

Usage: `~TIME|format string|deltatime~`

A **format string** can be used to specify the format of the displayed time. Examples:

- `h:m AM` (yields the current time in the format "10:00 AM")
- `h:m PM` (yields the current time in the format "4:25 PM")

The **delta time** specifies a number of minutes to add or subtract from the current time before displaying the TIME. This parameter must be preceded by a “+” or a “—”.

Examples:

- -10 (subtracts 10 minutes from the current time)
- +30 (adds 30 minutes to the current time)

Subject's First Name

Displays the first name of the currently selected respondent. There are no parameters for this fill.

Usage: ~SUBJECT_FIRSTNAME~

Subject's Last Name

Displays the last name of the currently selected respondent. There are no parameters for this fill.

Usage: ~SUBJECT_LASTNAME~

User's Name

Displays the user name of the currently logged in user. There are no parameters for this fill.

Usage: ~USER_NAME~

Insert Question Title

Displays the title of the question specified by the QuestionID parameter.

Usage: ~INSERT_TITLE|QuestionID~

The **QuestionID** must be a valid question ID for the survey in which this fill is used.

Insert Question Prompt

Displays the prompt text of the question specified by the QuestionID parameter.

Usage: ~INSERT_QUESTION|QuestionID~

The **QuestionID** must be a valid question ID for the survey in which this fill is used.

Insert Answer

Displays the answer selected for the question specified by the QuestionID parameter. If there is no answer selected for the question ID specified, displays a message using the ErrorMessage text.

Usage: ~INSERT_ANSWER|QuestionID|ErrorMessage~

The **QuestionID** must be a valid question ID for the survey in which this fill is used.

The **ErrorMessage** is a text string that is displayed as a message if no answer has been recorded for the specified question ID.

Recommended Approach for Modifying Questions

Although CVS does not care about the sequence in which you change question attributes, taking a consistent approach can help you avoid mistakes and ensure your changes are complete and accurate.

Here is one recommended approach, which assumes the question you wish to modify is already the current question (if it is not, review the section):

- Step 1.** Review your Question Modification Worksheet to remind yourself what changes need to be made.
- Step 2.** Edit the question title if needed by typing in new text or revising existing text.
- Step 3.** Edit the question prompt needed by typing in new text or revising existing text.
- Step 4.** Format the question prompt text as desired.
- Step 5.** Edit the question instructions if needed by typing in new text or revising existing text.
- Step 6.** Edit answers and associated links as needed using the pop-up menu that appears when you click right in the answer option area.
- Step 7.** Mark all changes as made on the Question Modification Worksheet. If the changes you actually made are different from the ones you planned to make, write down the actual changes.
- Step 8.** Click the Save button to record your changes and exit Survey Modify Mode. The Survey Modify Mode screen will close and you will be returned to the CVS main screen.

Now What?

Repeat these steps for each question you wish to modify. When you are all finished, you will need to log off to

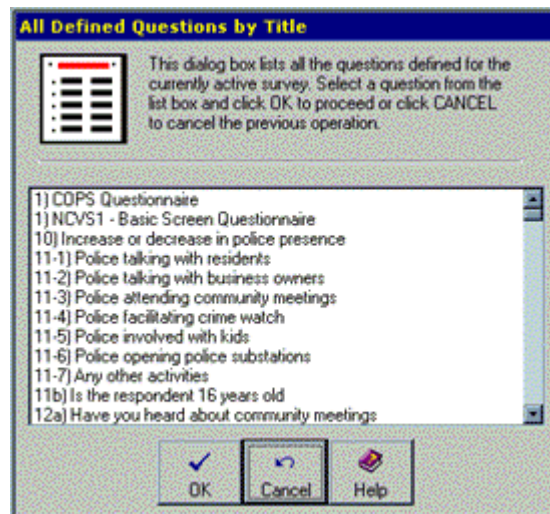
update the global template with your changes. This is discussed in the section *Saving Survey Changes*, later in this chapter.

Delete a Question

Deleting a question removes it permanently from the survey template. Keep in mind that removing any of the questions that are part of the original template is likely to affect CVS' ability to accurately classify crimes and produce reports.

To delete a question, follow these steps:

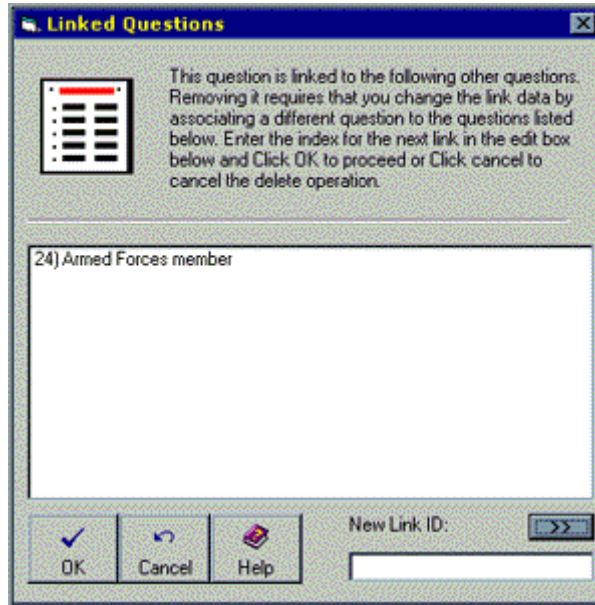
- Step 1.** From the Administrator menu, select the Edit Survey option List All Questions. A list of questions will appear.



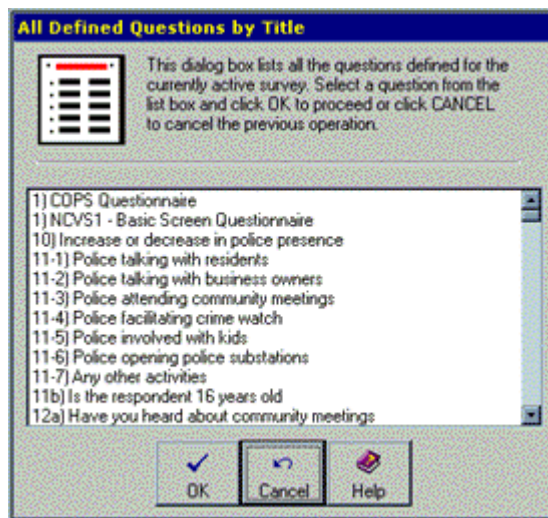
Note: You can use the Next, Back, and Skip buttons to navigate to the desired question, also.

- Step 2.** Find the question you wish to delete in the list and click on it. The question will appear in the CVS main screen.
- Step 3.** From the Administrator menu, select the Edit Survey option Delete Current Question.

- Step 4.** If the question you are trying to delete is linked to other questions, the Linked Questions screen will appear, prompting you to update question links.



- Step 5.** To establish a new link click the “>>” button. The All Defined Questions by Title will appear.



- Step 6.** Find the question you want to link to, click to select it, then click OK. The All Defined Questions by Title screen will close.
- Step 7.** Click OK in the Linked Questions screen. The screen will close and the question to which the

deleted question was linked will now be linked to the question you just chose.

Now what? The question currently displayed will be deleted from the template and removed from the screen. In its place, the next question in the survey will be displayed.

Testing Your Survey Modifications

Once you have completed your survey modifications, you will want to test them. This way, you will be sure that the survey is behaving as you expect it to and that you have not inadvertently set up an endless loop somewhere.

Here are some ideas that will help you test your survey:

- Jot down a list of answer scenarios you wish to try out before you actually get started. This will help you test more thoroughly and keep you on track while entering test answers.
- Use Answer Trace to jump back to a previous point, then select Clear to Current from the Edit menu. This will delete all answers you entered to questions after the currently displayed one. From that point, you can select a different answer and proceed down alternate branches of questions as specified by links.
- Use the Clear Survey option on the Edit menu to remove all answers entered for the current survey, so that you can start again and select an alternate set of answers.
- Use the Display Current Survey on the Administrator menu to format your survey for printing. This process automatically finds and reports on endless loops you may have inadvertently created.

Save Survey Changes

As you add, modify, and delete questions, CVS records your changes but does not update them in the template or make them available to interviewers until you log off. At that time, a prompt will remind you that you have made changes to the global survey template and ask you to confirm that you wish to make them permanent. If you

choose YES, your changes will be reflected in the survey template. If you choose NO, CVS will discard all question edits made during your current session.

Advanced Survey Editing

This section describes advanced editing activities that involve working directly with the database structure that drives the presentation of surveys. Doing so requires sophisticated knowledge about relational database structures. If you are not proficient in working directly with Microsoft Access or other relational databases, it is recommended that you restrict your editing activities to those described in earlier sections of this chapter.

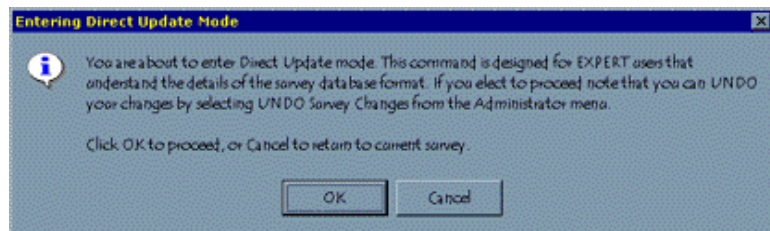
Using Direct Edit Mode

Direct Edit Mode is a CVS feature that provides direct access to key fields of question records. You can change these fields by manually typing new values for them.

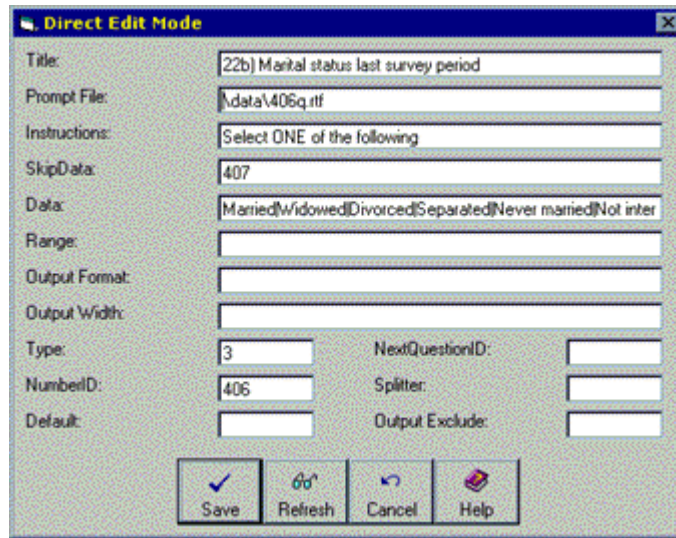
Warning: Because Direct Edit Mode allows you to directly change database-level items, it is very easy to violate the integrity of the database. Therefore, you should not attempt to work in direct edit mode without technical support.

To work in Direct Edit Mode, complete these steps:

- Step 1.** Make sure the question you wish to edit is the currently displayed question.
- Step 2.** From the Administrator menu, select the Edit Survey option Direct Edit Mode. A prompt will alert you that Direct Edit Mode is for expert users and ask you to confirm that you want to continue.



Step 3. Click OK. The Direct Edit Mode screen will appear.



This screen provides direct access to low level detail in the database. It is recommended that you make changes only with the assistance of CVS technical support personnel.

Regular and Special Action Questions

There are two kinds of questions in CVS surveys: regular and special action. When you list survey questions, all questions of either type will be listed.

Regular questions are the questions you see on the main screen when conducting a survey or modifying a survey.

Special action questions perform a special function in the CVS survey. Do not edit special action questions.

Creating a New Survey

CVS includes an empty database file that you can use to create any kind of survey. This database file contains all the necessary underlying structures but contains no question or answer data. The file is called **empty.mdb** and is located in **sdmain/templates** folder.

To create a new survey, you can either open the empty database with Microsoft Access or another software tool that allows editing of Access databases, or you can rename

the file **sdactive.mdb** and copy it to the **sdmain** folder, overwriting the current **sdactive.mdb** file.

Preserving **sdactive.mdb**

If you wish to preserve the original **sdactive.mdb** file, which is used to store all survey questions and report formats, be sure to copy it to the **sdmain/archive** folder *before* overwriting it with the renamed **empty.mdb**.

Using Other Software to Edit Surveys

CVS databases are stored in the Microsoft Access relational database .MDB format. If you are skilled in using Access, you can open CVS databases and edit tables and records directly, or create custom reports.

Only persons who clearly understand database design and editing should attempt to change CVS databases in this fashion. There are many intricate relationships between tables that can be easily violated, resulting in a survey that may not function at all.

If you do choose to edit CVS databases directly, be sure you have saved a copy of the database you plan to change, before you begin. That way, you can always restore the database to what it was before you started editing.

Appendices

Appendix A: Important Contact Numbers

Appendix B: Answers to Frequently Asked Questions

Appendix C: CVS Menu Reference

Appendix D: CVS Survey Questions

Appendix E: Call Status Codes

Appendix F: Type of Crime Codes

Appendix G: Question Modification Worksheet

Appendix H: Basic Windows Terms

Appendix I: Questions Used to Classify Crimes and Produce Reports

Appendix A: Important Contact Numbers

Ordering CVS	CVS is available by contacting the National Criminal Justice Reference Service (NCJRS) at 1-800-732-3277.
Technical Support	To get technical support, call 1-800-732-3277.
Web Site	Visit our web site for updates, discussion forums, and more. The URL is http://www.ncjrs.org

Appendix B: Answers to Frequently Asked Questions

Visit our web site for additional user support information.
The URL is:

<http://www.ncjrs.org>

Administering CVS

- Question How do I change a user's password?
- Answer You can not modify an existing user account. You must delete the account and recreate the user with the same user name and a new password. Deleting the account will NOT affect any of the data gathered by that interviewer.
- Question How does CVS prioritize cases for inclusion on interviewer dial lists?
- Answer The CVS call scheduler uses the algorithm detailed below to update an operator dial or case list. The number of new cases CVS will “check out” from the master dial list is derived from the value set for Update Count. This value can be set using the System Options menu selection on the Administrator menu.

In making selections, CVS first looks for any scheduled callbacks that were set at or prior to the current date and time. The system clock on each workstation establishes the current time. *(Note: For this reason, it is imperative that the correct date and time be set properly for all CVS workstations.)* The priority established for previously scheduled callbacks is via date and time. The oldest appointments will be placed at the top of the workstation dial list.

If there are not enough callbacks to update the local dial list, CVS will look for new cases. As with callbacks, new cases are prioritized based on the date and time they were added to the master list. Unlike scheduled callbacks, if there are not enough cases for operators to work on, CVS will make new cases available even if they were originally scheduled for a future date.

- Question How do I print out a survey?
- Answer Open the survey in the CVS main screen, then choose the Display Current Survey from the Administrator menu. A formatted version of the survey will be displayed which you can then print.
- Question Which data format should I choose when exporting data?
- Answer Unless you have a specific reason to use the hierarchical or flat file formats, you should choose the comma delimited format.
- Question I want to generate a call list with 3,000 random numbers, but when I enter a value of 3,000 in the “How Many?” field, the Generate Random Numbers option is not available.
- Answer CVS will only allow a maximum of 1,000 numbers on a randomly generated list. This ensures a sufficient spread among available numbers.
- Question I changed some system options but CVS has not applied the changes.
- Answer You must log off for such changes to take effect.

Conducting Surveys

- Question When I logged on today and looked at my Dial List, one of the new cases I opened yesterday was gone even though I had only partially completed the survey.
- Answer CVS manages case assignment to interviewers on a “first come, first served” basis. If someone else logged on before you, it is probable that your incomplete case was placed on their Dial List. This ensures that cases continue to be available for calling even if an interviewer is on leave or otherwise does not log in to CVS for a while.
- Question A case I did not open originally appeared on my call list. How do I know what to do with it?
- Answer Review the notes for that case by clicking on the case to select it, then clicking the Notes button. Interviewers should be sure to enter descriptive notes about each case where a survey is only partially completed or where a call-

back is scheduled. This will assist other interviewers in properly handling the case should it appear on their dial lists.

Question I let CVS dial a number for me and then heard someone answer, but when I clicked the Talk button, they were disconnected.

Answer You must pick up the telephone receiver before clicking the Talk button.

Editing Surveys

Question Why are not any of the survey editing options enabled?

Answer Make sure you have the survey you wish to edit open in the CVS main screen.

Question Why do questions appear in a different sequence in the survey than they do in the list of questions displayed when I choose List All Questions?

Answer The sequence in which questions are presented in the survey is dependent on links established between questions. If no links have been created, then questions are presented by default in the sequence they appear in the list. The list of questions is arranged alphabetically by question title.

Appendix C: CVS Menu Reference

This appendix lists CVS menus and options and briefly summarizes the function of each option.

File menu	<p>New Case. Lets you manually create a new case.</p> <p>Open Case. Lets you manually open an existing case.</p> <p>Setup Dialout. Lets you select a dialout line and configure modem properties.</p> <p>Close. Exists from CVS.</p>
Edit menu	<p>Clear Survey. Clears all answers in the current survey.</p> <p>Clear to Current. Clears all answers up to the current question.</p> <p>Skip Question. Skips the current question.</p> <p>Escape Update Mode. Lets you get out of the update mode, a special mode that CVS may request to enter when you return to a prior question and change its answer.</p> <p>Undo. Restores answers to what they were prior to your last data update.</p>
View menu	<p>Dial List. Opens the Dial List screen.</p> <p>Household Information. Opens the View Household Information screen.</p> <p>Next Question. Advances to the next question in the current survey.</p> <p>Previous Question. Goes back to the previous question in the current survey.</p> <p>Set Splitter. Toggles the question and answer areas in the main screen to one of three different size configurations.</p>
Help Menu	<p>Contents. Opens the online help file.</p> <p>About Crime Victimization Survey.... Displays information about the current version of CVS.</p>

Administrator Menu

This menu is available only when you log on as the CVS Administrator. Options include:

Edit Survey. Provides access to survey editing options, including:

- **List All Questions.** Opens a screen listing all questions in the current survey.
- **Show Question Links.** Displays any links from other questions to the current question.
- **Add New Question.** Lets you add a new question to the current survey.
- **Modify Current Question.** Opens the WYSIWYG Survey Edit Mode screen which lets you directly edit elements of the current question.
- **Delete Current Question.** Removes the current question from the survey, prompting you to update links if necessary.
- **Direct Edit Mode.** An advanced editing feature which lets you make low-level changes to the survey. Should be used only with the assistance of technical support.
- **Undo Survey Change.** Undoes all survey changes since the last update.

Data Export Manager. Allows you to export survey data in a variety of formats for use in reports or other applications.

Manage Call Lists. Lets you generate, import, schedule and otherwise manage call lists.

User Manager. Lets you add and delete user accounts, and change the Administrator password.

Call List Export Manager. Lets you export call lists in a variety of data formats, for use with other software applications.

System Options. Lets you turn on or off a variety of interviewer privileges and specify how many numbers should be maintained on individual call lists.

Display Current Survey. Opens a formatted version of the current survey questions for printing, copying, or saving. Also lets you search for specific text within the survey.

Reports Generator. Provides access to CVS management reports.

Appendix D: CVS Standard Survey Questions

This section contains the complete, unmodified list of survey questions for each survey contained in CVS. These include:

- Household Survey
- CVS1 with COPS Supplement
- CVS2 Incident Report

Household Survey

1) What is your exact street address

QID: [0000]

Before we get to the crime questions, I would like to get some basic information about your household. What is your exact street address?

Enter an answer for EACH field below

1. Number && Street: _____
2. Town: _____
3. State: _____
4. Zip Code: _____

2) Tenure

QID: [100]

Are your living quarters owned or being bought by you or someone else in your household?

Select ONE of the following

1. No
 2. Yes- Skip to Question 5

3) Tenure

QID: [101]

Are your living quarters rented for cash?

Select ONE of the following

1. No
 2. Yes- Skip to Question 5
-

4) Tenure

QID: [102]

Are your living quarters occupied without payment of cash rent?

Select ONE of the following

1. No
 2. Yes
-

5) College or university

QID: [104]

If apparent, mark without asking, otherwise ask.

Are your living quarters presently being used as student housing by a college or university?

Select ONE of the following

1. No
 2. Yes
-

6) Public housing

QID: [105]

Is this building owned by a public housing authority?

Select ONE of the following

1. No
 2. Yes
-

7) Farm sales

QID: [106]

During the past 12 months did sales of crops, livestock, and other farm products from this place amount to \$1000 or more?

Select ONE of the following

1. No
 2. Yes
-

8) Housing unit

QID: [107]

What type of housing unit is this?

Select ONE of the following

1. House, apartment, or flat
 2. HU in nontransient hotel, motel, etc
 3. HU permanent in transient hotel, motel, etc.
 4. HU in rooming house
 5. Mobil home or trailer with no permanent room added
 6. Mobil home or trailer with one or more permanent rooms added
 7. HU not specified above - describe below

9) How many housing units in this structure
QID: [108]

How many housing units in this structure?

Select ONE of the following

- 1. One - Skip to Question 11
 - 2. Two - Skip to Question 10
 - 3. Three - Skip to Question 10
 - 4. Four - Skip to Question 10
 - 5. Five - nine - Skip to Question 10
 - 6. Ten or more - Skip to Question 10
 - 7. Mobil home/trailer - Skip to Question 11
 - 8. Only OTHER units - Skip to Question 10
-

10) Outside entrance
QID: [109]

Does the unit have an outside entrance patio, doors, windows, etc., on the ground level - or outside stairs leading directly to this unit?

Double click on any single item below.

- 1. No
 - 2. Yes
 - 3. Don't know
-

11) Total household income
QID: [110]

Which category represents the TOTAL combined income of all members of this HOUSEHOLD during the past 12 months?

This includes money from jobs, net income from business, farm or rent, pensions, dividends, interest, Social Security payments, and any other money or income received by members of this HOUSEHOLD who are 14 years of age or older.

Select ONE of the following

- 1. Less than \$5000
 - 2. 5,000 - 7,499
 - 3. 7,500 - 9,999
 - 4. 10,000 - 12,499
 - 5. 12,500 - 14,999
 - 6. 15,000 - 17,499
 - 7. 17,500 - 19,999
 - 8. 20,000 - 24,999
 - 9. 25,000 - 29,999
 - 10. 30,000 - 34,999
 - 11. 35,000 - 39,999
 - 12. 40,000 - 49,999
 - 13. 50,000 - 74,999
 - 14. \$75,000 or more
-

12) Household respondent's name

QID: [111]

What is your name?

Enter an answer for EACH field below

1. First Name: _____
 2. Last Name: _____
-

13) Any additional household members

QID: [112]

Other than yourself and the members already mentioned,

Are there any other persons living or staying here that are OVER the age of 12 ?

Select ONE of the following

1. Yes - Skip to Question 14
 2. No -
-

Add new survey

Proceed to the following survey: Household CVS1 with COPS Supplement

Household CVS1 with COPS Supplement

1) CVS1 - Basic Screen Questionnaire
QID: [0000]

CRIME VICTIMIZATION SURVEY
CVS-1 Household Respondent's Basic Screen
With Community Policing Supplement
BUREAU OF JUSTICE STATISTICS
US DEPARTMENT OF JUSTICE

18) Type of interview
QID: [401]

Select the type of interview.

Select ONE of the following

- 1. Personal Self-respondent
 - 2. Telephone Self-respondent
 - 3. Personal Proxy
 - 4. Telephone Proxy
 - 5. Noninterview
-

21) Age last birthday
QID: [404]

What was your age on your last birthday?

Enter an answer for EACH field below

1. Age: _____
-

22a) Marital status this survey period
QID: [405]

Are you married, widowed, divorced, separated or have you never been married?

Select ONE of the following

- 1. Married
- 2. Widowed
- 3. Divorced
- 4. Separated
- 5. Never Married

22a) Branch on condition

Refer to question 22a) Marital status this survey period

Was response number 5 chosen.

1. YES - Skip to Question 23
 2. NO - Skip to Question 22b
-

22b) Marital status last survey period

QID: [406]

What was your marital status on the previous survey period?

Select ONE of the following

1. Married
 2. Widowed
 3. Divorced
 4. Separated
 5. Never married
 6. Not interviewed last survey period
-

23) Gender

QID: [407]

What is your gender?

Select ONE of the following

1. Male
 2. Female
-

24) Armed Forces member

QID: [408]

Are you currently a member of the Armed Forces?

Select ONE of the following

1. No
 2. Yes
-

25a) Highest grade of education
QID: [409]

What was the highest grade of education that you have completed?

Select ONE of the following

- 1. Never Attended or Kindergarten
- 2. Elementary - 1
- 3. Elementary - 2
- 4. Elementary - 3
- 5. Elementary - 4
- 6. Elementary - 5
- 7. Elementary - 6
- 8. Elementary - 7
- 9. Elementary - 8
- 10. High School - 9
- 11. High School - 10
- 12. High School - 11
- 13. High School - 12
- 14. College (First Year)
- 15. College (Second Year)
- 16. College (Third Year)
- 17. College (Fourth Year)
- 18. College (Masters)
- 19. College (Doctorial)

25b) Education complete that year
QID: [410]

Was your education completed that year?

Select ONE of the following

- 1. Yes
 - 2. No
-

26) Attending college

QID: [411]

Are you currently enrolled, either full-time or part-time, in a: college, university, trade, or vocational school?

Select ONE of the following

- 1. College/University
 - 2. Trade/school
 - 3. Vocational school
 - 4. Not at all
-

27) Race

QID: [412]

What is your race?

Select ONE of the following

- 1. White
 - 2. Black
 - 3. Amer. Indian, Aleut, Eskimo
 - 4. Asian, Pacific Islander
 - 5. Other
-

28) Hispanic origin

QID: [413]

Are you of Hispanic origin?

Select ONE of the following

- 1. No
 - 2. Yes
-

29) Date of interview

QID: [501]

Enter today's date.

Enter an answer for EACH field below

- 1. Month _____
 - 2. Day _____
 - 3. Year _____
-

30) Your shopping activities

QID: [502]

Before we get to the crime questions, I'd like to ask you about some of YOUR usual activities.

We have found that people with different lifestyles may be more or less likely to become victims of crime.

On average, during the last 12 months, that is, since April 1998, how often have YOU gone shopping? For example at drug, clothing, grocery, hardware and convenience stores.

(Read answer categories until respondent answers yes.)

Select the FIRST that applies

- 1. Almost every day (or more frequently)
- 2. At least once a week
- 3. At least once a month
- 4. Less often
- 5. Never
- 6. Don't know

31) Your evening activities

QID: [503]

On average, during the last 12 months, how often have you spent the evening out or away from home for work, school or entertainment?

(Read answer categories until respondent answers yes.)

Select the FIRST that applies

- 1. Almost every evening (or more frequently)
- 2. At least once a week
- 3. At least once a month
- 4. Less often
- 5. Never
- 6. Don't know

32) Public transportation

QID: [504]

On average, during the last 12 months, how often have you ridden public transportation? Do not include school buses. (Read answer categories until respondent answers yes.)

Select the FIRST that applies

- 1. Almost every day (or more frequently)
 - 2. At least once a week
 - 3. At least once a month
 - 4. Less often
 - 5. Never
 - 6. Don't know
-

33a) Time at present address

QID: [505a]

How long have you lived at this address?

Select ONE of the following

- 1. Less than a year - Skip to Question 33a-1
 - 2. More than a year - Skip to Question 33a-2
-

33a-1) How many months

QID: [505]

How many months have you lived at this address?

Enter an answer for EACH field below

- 1. Number of months: _____
-

33b) Times moved

QID: [508]

Altogether, how many times have you moved in the last 5 years, that is, since April 1994?

Enter an answer for EACH field below

- 1. Number of times: _____

** Skip to Question 34

33a-2) How many years

QID: [506]

How many years have you lived at this address?

Enter an answer for EACH field below

- 1. Number of years: _____
-

CI-A) Branch on condition

Refer to question 33a-2) How many years

Number of years: between 5 and 150

- 1. YES - Skip to Question 34
 - 2. NO - Skip to Question 33b
-

34) Operating a home business

QID: [530]

Does anyone in this household operate business from this address?

Select ONE of the following

1. Yes - Skip to Question 35
 2. No - Skip to Question 36a-b

35) Visible sign for home business

QID: [531]

PERSONAL - Fill by observation TELEPHONE - Ask

Is there a sign on the premises or some other indication to the general public that a business is operated from this address?

Select ONE of the following

1. Yes
 2. No

36a-b) Examples of kinds of crime covered

QID: [532]

I'm going to read some examples that will give you an idea of the kinds of crimes this study covers. As I go through them, tell me if any of these happened to you in the last 12 months, that is since April 1998.

Was something belonging to you stolen, such as:

- (a) Things that you carry, like luggage, a wallet, purse, briefcase, or book
 - (b) Clothing, jewelry, or calculator
 - (c) Bicycle or sports equipment
 - (d) Things in your home like a TV, stereo, or tools
 - (e) Things outside your home such as a garden hose or lawn furniture
 - (f) Things belonging to children in the household
 - (g) Things from a vehicle, such as a package, groceries, camera, or cassette tapes
- OR
- (h) Did anyone ATTEMPT to steal anything belonging to you?

Did any incidents of this type happen to you?

Select ONE of the following

1. No - Skip to Question 37a-b
 2. Yes (Describe what happened below) - Skip to Question 36c

36c) Number of occurrences

QID: [533]

How many times in the last twelve months?

Enter an answer for EACH field below

1. Number of times: _____

37a-b) Additional examples

QID: [534]

(Other than any incidents already mentioned, has anyone -)

(a) Broken in or ATTEMPTED to break into your home by forcing a door or window, pushing past someone, jimmying a lock, cutting a screen, or entering through an open door or window?

(b) Has anyone illegally gotten in or tried to get into a garage, shed or storage room?

OR

(c) Illegally gotten in or tried to get into a hotel or motel room or vacation home where you were staying?

Did any incidents of this type happen to you?

Select ONE of the following

___ 1. No - Skip to Question 38

___ 2. Yes (Describe what happened below) - Skip to Question 37c

37c) Number of occurrences

QID: [535]

How many times in the last twelve months?

Enter an answer for EACH field below

1. Number of times: _____

38) Number of vehicles

QID: [536]

What was the TOTAL number of cars, vans, trucks, motorcycles, or other motor vehicles owned by you or any other member of this household during the last 12 months? Include those you no longer own.

Select ONE of the following

- 1. None - Skip to Question 40a-b
- 2. One - Skip to Question 39a-b
- 3. Two - Skip to Question 39a-b
- 4. Three - Skip to Question 39a-b
- 5. Four or more - Skip to Question 39a-b

39a-b) Were vehicles involved in any incidents

QID: [537]

During the last 12 months, (other than any incidents already mentioned,) (was it/were any of them) -

- (a) Stolen or used without permission?
- (b) Did anyone steal any parts such as a tire, tape deck, hubcap or battery?
- (c) Did anyone steal any gas from (it/them)?

OR

- (d) Did anyone ATTEMPT to steal any vehicle or parts attached to (it/them)?

Did any incidents of this type happen to you?

Select ONE of the following

- 1. No - Skip to Question 40a-b
- 2. Yes (Describe what happened below) - Skip to Question 39c

39c) Number of occurrences

QID: [538]

How many times in the last twelve months?

Enter an answer for EACH field below

- 1. Number of times: _____

40a-b) Examples of crime locations
QID: [539]

(Other than any incidents already mentioned,) in the last twelve months, were you attacked or threatened OR did you have something stolen from you

- (a) At home including the porch or yard
- (b) At or near a friend's, relative's, or neighbor's home
- (c) At work or school
- (d) In places such as a storage shed or laundry room, a shopping mall, restaurant, bank, or airport
- (e) While riding in any vehicle
- (f) On the street or in a parking lot
- (g) At such places as a party, theater, gym, picnic area, bowling lanes, or while fishing or hunting

OR

(h) Did anyone ATTEMPT to attack or ATTEMPT to steal anything belonging to you from any of these places?

Did any incidents of this type happen to you?

Select ONE of the following

- 1. No - Skip to Question 41a-b
- 2. Yes (Describe what happened below) - Skip to Question 40c

40c) Number of occurrences
QID: [540]

How many times in the last twelve months?

Enter an answer for EACH field below

- 1. Number of times: _____

41a-b) Additional examples of crime

QID: [541]

(Other than any incidents already mentioned,) has anyone attacked or threatened you in any of these ways (Exclude telephone threats)

- (a) With any weapon, for instance, a gun or knife
- (b) With anything like a baseball bat, frying pan, scissors, or stick
- (c) By something thrown, such as a rock or bottle
- (d) Include any grabbing, punching, or choking,
- (e) Any rape, attempted rape or other type of sexual attack
- (f) Any face to face threats

OR

(g) Any attack or threat or use of force by anyone at all? Please mention it even if you are not certain it was a crime.

Did any incidents of this type happen to you?

Select ONE of the following

- 1. No - Skip to Question 42a-b
- 2. Yes (Describe what happened below) - Skip to Question 41c

41c) Number of occurrences

QID: [542]

How many times in the last twelve months?

Enter an answer for EACH field below

- 1. Number of times: _____

42a-b) Incidents involving someone you know

QID: [543]

People often don't think of incidents committed by someone they know.

(Other than any incidents already mentioned,) did you have something stolen from you

OR were you attacked or threatened by (Exclude telephone threats)

(a) Someone at work or school

(b) A neighbor or friend

(c) A relative or family member

(d) Any other person you've met or known?

Did any incidents of this type happen to you?

Select ONE of the following

___ 1. No - Skip to Question 43a-b

___ 2. Yes (Describe what happened below) - Skip to Question 42c

42c) Number of occurrences

QID: [544]

How many times in the last twelve months?

Enter an answer for EACH field below

1. Number of times: _____

43a-b) Incidents involving sexual activity

QID: [545]

Incidents involving forced or unwanted sexual acts are often difficult to talk about.

(Other than any incidents already mentioned,) have you been forced or coerced to

engage in unwanted sexual activity by

(a) Someone you didn't know before

(b) A casual acquaintance

OR

(c) Someone you know well?

Did any incidents of this type happen to you?

Select ONE of the following

___ 1. No - Skip to Question 44a

___ 2. Yes (Describe what happened below) - Skip to Question 43c

43c) Number of occurrences

QID: [546]

How many times in the last twelve months?

Enter an answer for EACH field below

1. Number of times: _____

44a) Have you called police

QID: [547]

Did you call the police during the last twelve months to report something (else) that happened to YOU which you thought was a crime? (other than any incidents already mentioned)

Select ONE of the following

___ 1. No - Skip to Question 45a

___ 2. Yes (Describe what happened below) - Skip to Question 44a2

44a2) Check Item B

QID: [549]

Refer to 44a. If unsure, ASK, otherwise, mark without asking.

Were you (was the respondent) attacked or threatened, or was something stolen or an attempt made to steal something that belonged to you (the respondent) or another household member?

Select ONE of the following

___ 1. No - Skip to Question 45a

___ 2. Yes - Skip to Question 44b

44b) Number of occurrences

QID: [550]

How many times in the last twelve months?

Enter an answer for EACH field below

1. Number of times: _____

45a) Unreported incidents of crime
QID: [551]

Did anything happen to YOU during the last twelve months which you thought was a crime, but did NOT report to the police? (other than any incidents already mentioned)

Select ONE of the following

1. No - Skip to Question CI-D1
 2. Yes (Describe what happened below) - Skip to Question 45a2

45a2) Check Item C
QID: [553]

Refer to 45a. If unsure, ASK, otherwise, mark without asking.
Were you (was the respondent) attacked or threatened, or was something stolen or an attempt made to steal something that belonged to you (the respondent) or another household member?

Select ONE of the following

1. No - Skip to Question CI-D1
 2. Yes - Skip to Question 45b

45b) Number of occurrences
QID: [554]

How many times in the last twelve months?

Enter an answer for EACH field below

1. Number of times: _____

CI-D1) Branch on condition

Refer to question 18) Type of interview

Was response number 2 chosen.

1. YES - Skip to Question 46a
2. NO - Skip to Question CI-D2
-

CI-D2)Branch on condition

Refer to question 18) Type of interview

Was response number 4 chosen.

1. YES - Skip to Question 46a
2. NO - Skip to Question 45b

45b) Check Item D

QID: [555b]

Who besides the respondent was present when the screen questions were asked?

Select ALL that apply

- 1. No one besides respondent present
- 2. Respondent's spouse
- 3. HHLD member(s) 12+, not spouse
- 4. HHLD member(s) under 12
- 5. Nonhousehold member(s)
- 6. Someone was present but can't say who
- 7. Don't know if someone else present

45b) Check Item E

QID: [556]

Did the person for whom this interview was taken help the proxy respondent answer any screen questions?

Select one of the following

- 1. Yes
 - 2. No
 - 3. Person for whom interview taken not present
 - 4. Self-response interview
-

46a) Vandalism

QID: [557]

Now I'd like to ask about vandalism that may have been committed during the last twelve months against YOUR household.

Vandalism is the deliberate, intentional damage to or destruction of household property. Examples are breaking windows, slashing tires, and painting graffiti on walls.

Since April 1998, has anyone intentionally damaged or destroyed property owned by you or someone else in your household?

Exclude any damage done in conjunction with incidents already mentioned.

Select ONE of the following

1. Yes - Skip to Question 46b
 2. No - Skip to Question CI-G1

46b) Property Damage

QID: [558]

What kind of property was damaged or destroyed in this/these act(s) of vandalism?
 Anything else?

Mark all property that was damaged or destroyed by vandalism during the reference period.

Select ALL that apply

1. Motor vehicle (including parts)
 2. Bicycle (including parts)
 3. Mailbox
 4. House window/screen/door
 5. Yard or garden (trees, shrubs, fence, etc.)
 6. Furniture, other household goods
 7. Clothing
 8. Animal (pet, livestock, etc.)
 9. Other (Specify below)

46c) Vandalism

QID: [559]

What kind of damage was done in this/these act(s) of vandalism? Anything else?
Mark all kinds of damage by vandals that occurred during the reference period.

Select ALL that apply

- 1. Broken glass; window, windshield, glass in door, mirror
 - 2. Defaced: marred, graffiti, dirtied
 - 3. Burned: use of fire, hear or explosives
 - 4. Drove into or ran over with vehicle
 - 5. Other breaking or tearing
 - 6. Injured or killed animals
 - 7. Other (Specify below)
-

46d) Total dollar amount

QID: [560]

What was the total dollar amount of the damage caused by this/these act(s) of vandalism during the last 12 months? (Use repair costs if the property was repaired.)
Exclude any damage done in incidents already mentioned.

Select ONE of the following

- 1. Don't know - Skip to Question 46e
 - 2. No cost - Skip to Question 46a2
 - 3. Amount (Enter amount below) - Skip to Question 46a2
-
-

46e) \$100 dollars or more

QID: [561]

Was the damage under \$100 or \$100 or more?

- 1. Under \$100
 - 2. \$100 or more
 - 3. Don't know
-

46a2) Check Item F
QID: [562]

Look at 46a. If unsure, ASK, otherwise, mark without asking.

In the vandalism just mentioned, were you (was the respondent) attacked or threatened, or was something stolen or an attempt made to steal something that belonged to you (the respondent) or another household member? (other than any incident(s) already mentioned)

Select ONE of the following

1. Yes (Describe what happened below) - Skip to Question 46f

2. No - Skip to Question 46g-a

46f) Number of occurrences
QID: [563]

How many times?

1. Number of times: _____

46g-a) Was this a hate/bias crime
QID: [563g-a]

Hate crimes are motivated by dislike for members of specific groups.
Was any of the vandalism just discussed motivated by dislike for:

(a) People of your race?

Select ONE of the following

1. Yes

2. No

46g-b) Was this a hate/bias crime
QID: [563g-b]

(b) People of your religion?

Select ONE of the following

1. Yes

2. No

46g-c) Was this a hate/bias crime

QID: [563g-c]

(c) People of your ethnic background or national origin
(for example, people of Hispanic origin)?

Select ONE of the following

1. Yes

2. No

46g-d) Was this a hate/bias crime

QID: [563g-d]

(d) People with disabilities (by this I mean physical, mental or developmental
disabilities)?

Select ONE of the following

1. Yes

2. No

46g-e) Was this a hate/bias crime

QID: [563g-e]

(e) People of your gender?

Select ONE of the following

1. Yes

2. No

46g-f) Was this a hate/bias crime

QID: [563g-f]

(f) People because of their sexual orientation?

If "Yes," SAY - by this I mean gay, lesbian, bisexual, or heterosexual

Select ONE of the following

1. Yes

2. No

CI-F2) Branch on condition

Refer to question 46g-a) Was this a hate/bias crime

Was response number 1 chosen.

1. YES - Skip to Question 46h-a
 2. NO - Skip to Question CI-F2
-

CI-F2) Branch on condition

Refer to question 46g-b) Was this a hate/bias crime

Was response number 1 chosen.

1. YES - Skip to Question 46h-a
 2. NO - Skip to Question CI-F2
-

CI-F2) Branch on condition

Refer to question 46g-c) Was this a hate/bias crime

Was response number 1 chosen.

1. YES - Skip to Question 46h-a
 2. NO - Skip to Question CI-F2
-

CI-F2) Branch on condition

Refer to question 46g-d) Was this a hate/bias crime

Was response number 1 chosen.

1. YES - Skip to Question 46h-a
 2. NO - Skip to Question CI-F2
-

CI-F2) Branch on condition

Refer to question 46g-e) Was this a hate/bias crime

Was response number 1 chosen.

1. YES - Skip to Question 46h-a
 2. NO - Skip to Question CI-F2
-

CI-F2) Branch on condition

Refer to question 46g-f) Was this a hate/bias crime

Was response number 1 chosen.

1. YES - Skip to Question 46h-a
2. NO - Skip to Question 46g-g

46g-g) Was this a hate/bias crime

QID: [563g-g]

(g) Any other reason?

Select ONE of the following

___ 1. Yes - Skip to Question 46h-a

___ 2. No - Skip to Question CI-G1

46h-a) What occurred
QID: [563h]

What occurred that makes you believe any of the vandalism was motivated by dislike for...name all the reason(s) marked "Yes" in categories a-f or read the write-in entry in 46g (161), category g

Category A Question:

Hate crimes are motivated by dislike for members of specific groups.

Was any of the vandalism just discussed motivated by dislike for:

(a) People of your race?

Category A Answer: ** The referenced answer could not be found. **

Category B Question:

(b) People of your religion?

Category B Answer: ** The referenced answer could not be found. **

Category C Question:

(c) People of your ethnic background or national origin

(for example, people of Hispanic origin)?

Category C Answer: ** The referenced answer could not be found. **

Category D Question:

(d) People with disabilities (by this I mean physical, mental or developmental disabilities)?

Category D Answer: ** The referenced answer could not be found. **

Category E Question:

(e) People of your gender?

Category E Answer: ** The referenced answer could not be found. **

Category F Question:

(f) People because of their sexual orientation?

If "Yes," SAY - by this I mean gay, lesbian, bisexual, or heterosexual

Category F Answer: ** The referenced answer could not be found. **

Category G Question:

(g) Any other reason?

Category G Answer: ** The referenced answer could not be found. **

Describe the response in detail:

46h-b) Respondent classification
QID: [563i]

Which of these categories described why you believe the vandalism was motivated by dislike?

Read each category and MARK ALL the categories that the respondent tells you why he/she believes the vandalism was motivated by dislike.

Select ALL that apply

- 1. Offender made negative comments or used other hate or abusive language about the group
- 2. Hate symbols were present. (for example, written words, a burning cross, a swastika, or other graffiti)
- 3. You believe the offender was a member of a group known to have committed similar acts
- 4. Investigation by the police confirmed that the incident was motivated by dislike of a particular group
- 5. Incident occurred at or near a location, place, or building commonly associated with a specific group (for example, a building such as a synagogue or a gay bar)
- 6. Other similar incidents have happened to you or in the area/neighborhood
- 7. Your feeling, instinct, or perception, without specific evidence
- 8. Other

CI-G1) Branch on condition

Refer to question 36c) Number of occurrences

Number of times: between 1 and 100

- 1. YES - Skip to Question CI-G11
- 2. NO - Skip to Question CI-G2

CI-G2) Branch on condition

Refer to question 37c) Number of occurrences

Number of times: between 1 and 100

- 1. YES - Skip to Question CI-G11
 - 2. NO - Skip to Question CI-G3
-

CI-G3) Branch on condition

Refer to question 39c) Number of occurrences

Number of times: between 1 and 100

1. YES - Skip to Question CI-G11
 2. NO - Skip to Question CI-G4
-

CI-G4) Branch on condition

Refer to question 40c) Number of occurrences

Number of times: between 1 and 100

1. YES - Skip to Question CI-G11
 2. NO - Skip to Question CI-G5
-

CI-G5) Branch on condition

Refer to question 41c) Number of occurrences

Number of times: between 1 and 100

1. YES - Skip to Question CI-G11
 2. NO - Skip to Question CI-G6
-

CI-G6) Branch on condition

Refer to question 42c) Number of occurrences

Number of times: between 1 and 100

1. YES - Skip to Question CI-G11
 2. NO - Skip to Question CI-G7
-

CI-G7) Branch on condition

Refer to question 43c) Number of occurrences

Number of times: between 1 and 100

1. YES - Skip to Question CI-G11
 2. NO - Skip to Question CI-G8
-

CI-G8) Branch on condition

Refer to question 44b) Number of occurrences

Number of times: between 1 and 100

1. YES - Skip to Question CI-G11
 2. NO - Skip to Question CI-G9
-

CI-G9) Branch on condition

Refer to question 45b) Number of occurrences

Number of times: between 1 and 100

1. YES - Skip to Question CI-G11
 2. NO - Skip to Question CI-G10
-

CI-G10) Branch on condition

Refer to question 46f) Number of occurrences

Number of times: between 1 and 100

1. YES - Skip to Question CI-G11
 2. NO - Skip to Question CI-H
-

CI-G11) Add New Survey

Proceed to the following survey:

Crime Incident Report (CVS2)

CI-H) Branch on condition

Refer to question 21) Age last birthday

Age: between 16 and 150

1. YES - Skip to Question 47a
 2. NO - Skip to Question 49
-

47a) Current employment status

QID: [564]

Did you have a job or work at a business LAST WEEK?

(Do not include volunteer work or work around the house.)

(If farm or business operator in household, ask about unpaid work.)

Select ONE of the following

- 1. Yes - Skip to Question 48a
 - 2. No - Skip to Question 47b
-

47b) Recent employment

QID: [565]

Did you have a job or work at a business DURING THE LAST 12 MONTHS?

Select one of the following

- 1. Yes - Skip to Question 47c
 - 2. No - Skip to Question 49
-

47c) Employment stability

QID: [566]

Did that (job/work) last 2 consecutive weeks or more?

Select one of the following

- 1. Yes - Skip to Question 48a
 - 2. No - Skip to Question 49
-

48a) Employment category

QID: [567]

Which of the following best describes your job? Were you employed in the
(Read main headings until you get a yes. Then read answer categories)

Select ONE of the following

Medical Profession

- 1. Physician - Skip to Question 48b
- 2. Nurse - Skip to Question 48b
- 3. Technician - Skip to Question 48b
- 4. Other - Skip to Question 48a

Mental Health Services Field

- 5. Professional (Social worker/psychiatrist) - Skip to Question 48b
- 6. Custodial care - Skip to Question 48b
- 7. Other - Skip to Question 48a

Teaching Profession

- 8. Preschool - Skip to Question 48b
- 9. Elementary - Skip to Question 48b
- 10. Junior high or middle school - Skip to Question 48b
- 11. High school - Skip to Question 48b
- 12. College or university - Skip to Question 48b
- 13. Technical or industrial school - Skip to Question 48b
- 14. Special education facility - Skip to Question 48b
- 15. Other - Skip to Question 48a

Law Enforcement or Security Field

- 16. Law enforcement officer - Skip to Question 48b
- 17. Prison or jail guard - Skip to Question 48b
- 18. Security guard - Skip to Question 48b
- 19. Other - Skip to Question 48a

Retail Sales

- 20. Convenience or liquor store clerk - Skip to Question 48b
- 21. Gas station attendant - Skip to Question 48b
- 22. Bartender - Skip to Question 48b
- 23. Other - Skip to Question 48a

Transportation Field

- 24. Bus driver - Skip to Question 48b
- 25. Taxi cab driver - Skip to Question 48b
- 26. Other - Skip to Question 48a

Something else

48a) Specify your job
QID: [567a]

You have specified "Other" in response to the previous question. Please clarify your answer.

Enter an answer for EACH field below

1. Clarify Job: _____

48b) General employment category
QID: [568]

Is your job with ... (Read answer categories)

Select ONE of the following

- 1. A private company, business, or individual for wages?
 - 2. The Federal government?
 - 3. A State, county, or local government?
 - 4. Yourself (Self-employed) in your own business, professional practice, or farm?
-

48a) Branch on condition

Refer to question 48a) Employment category

Was response number 12 chosen.

- 1. YES - Skip to Question 48d
 - 2. NO - Skip to Question 48c
-

48c) Employed by college or university
QID: [569a]

Are you employed by a college or university?

Select ONE of the following

- 1. Yes
 - 2. No
-

48d) Where do you work

QID: [570]

While working at your job, do you work mostly in (Read answer categories)

Select ONE of the following

- 1. A city?
 - 2. Suburban area?
 - 3. Rural area?
 - 4. Combination of any of these?
-

49) Use of anti-theft devices

QID: [571]

We're interested in finding out if people we talk to do anything in particular to keep thieves or intruders out of their homes.

Does your household have any special DEVICES such as dead bolt locks, electric timers for lights, or an alarm system? Do not include animals.

Select ONE of the following

- 1. Yes
 - 2. No
-

50a) Neighborhood watches

QID: [572]

Is there an organized neighborhood watch or citizens' protection group for your area?

Select ONE of the following

- 1. Yes - Skip to Question 50b
 - 2. No - Skip to Question 1
 - 3. Don't know - Skip to Question 1
-

50b) Participation in neighborhood watches

QID: [573]

Do you, or does anyone in your household, take part?

Select ONE of the following

- 1. Yes
 - 2. No
 - 3. Don't know
-

1) Community Policing Questionnaire
QID: [9998b2]

CRIME VICTIMIZATION SURVEY
Community Policing Questions
BUREAU OF JUSTICE STATISTICS
US DEPARTMENT OF JUSTICE

1a-0) Is the respondent 16 years old
QID: [cops11b]

(IF KNOWN, MARK WITHOUT ASKING, OTHERWISE ASK)
Are you UNDER 16 years of age?

- Select ONE of the following
- 1. Yes - THIS SECTION COMPLETED
 - 2. No - Skip to Question 1a
-

1a) Neighborhood crime
QID: [cops1a]

Now, I am going to ask you a few questions about crime in your current neighborhood. To the best of your knowledge, have any serious crimes occurred in your neighborhood in the past 12 months, that is since April 1998 ?
(PROBE, IF NECESSARY)

- Select ONE of the following
- 1. Yes - Skip to Question 1b
 - 2. No - Skip to Question 2
 - 3. Not aware of any crime occurring in current neighborhood - Skip to Question 2
 - 4. Don't know - Skip to Question 2
-

1b) Categories of crime
QID: [cops1b1]

Which of the following types of serious crimes do you know to have occurred in your neighborhood in the past 12 months . . .
(READ EACH CATEGORY THAT FOLLOWS AND ENTER THE APPROPRIATE ANSWER FOR EACH)
People openly selling drugs?

- Select ONE of the following
- 1. Yes
 - 2. No/Don't Know
-

1b) People using drugs

QID: [cops1b2]

People openly using drugs?

Select ONE of the following

1. Yes
 2. No/Don't Know
-

1b) Auto theft

QID: [cops1b3]

Auto theft?

Select ONE of the following

1. Yes
 2. No/Don't Know
-

1b) Theft of personal property

QID: [cops1b4]

Theft of personal property?

Select ONE of the following

1. Yes
 2. No/Don't Know
-

1b) Breaking and entering

QID: [cops1b5]

Breaking and entering to steal personal property?

Select ONE of the following

1. Yes
 2. No/Don't Know
-

1b) Violent physical attacks

QID: [cops1b6]

Violent physical attacks ?

Select ONE of the following

1. Yes
 2. No/Don't Know
-

1b) Crimes committed with guns
QID: [cops1b7]

Crimes committed with guns?

Select ONE of the following

- 1. Yes
 - 2. No/Don't Know
-

1b) Sexual assault/rape
QID: [cops1b8]

Sexual Assault/Rape?

Select ONE of the following

- 1. Yes
 - 2. No/Don't Know
-

1b) Murder
QID: [cops1b9]

Murder?

Select ONE of the following

- 1. Yes
 - 2. No/Don't Know
-

1c) How did you find out
QID: [cops1c]

How did you find out about these crimes? (DO NOT PROBE) Was there any other way you found out?

Select ALL that apply

- 1. Respondent or someone they know was victimized
- 2. Witnessed criminal acts in neighborhood
- 3. Learned about crime through conversations with neighbors, neighborhood associations/civic organizations' newsletters, and/or community meetings
- 4. Received information directly from the local police through community meetings, newsletters, pamphlets, crime bulletins, and/or police Internet web-sites
- 5. Received information through the media, such as newspapers, television, and radio
- 6. Received information through a public kiosk/terminal or by visiting a police substation
- 7. Other (Specify)

2) Are you well informed
QID: [cops2]

Overall, do you think you are well informed of crime which occurs in your neighborhood?

Select ONE of the following

- 1. Yes
- 2. No
- 3. Don't know

3a) Are you satisfied with your quality of life

QID: [cops3a]

Now I'd like to ask you questions about your fear of crime and quality of life in both your current NEIGHBORHOOD and in your city. How satisfied are you with the quality of life in your NEIGHBORHOOD? Are you very satisfied, satisfied, dissatisfied, or very dissatisfied?

Select ONE of the following

- 1. Very satisfied
 - 2. Satisfied
 - 3. Dissatisfied
 - 4. Very dissatisfied
 - 5. Don't know
-

3b) Quality of life in your city

QID: [cops3b]

How satisfied are you with the quality of life in your city? Are you very satisfied, satisfied, dissatisfied, or very dissatisfied?

Select ONE of the following

- 1. Very satisfied
 - 2. Satisfied
 - 3. Dissatisfied
 - 4. Very dissatisfied
 - 5. Don't know
-

4a) How fearful are you about crime in your neighborhood

QID: [cops4a]

How fearful are you about crime in your NEIGHBORHOOD? Are you very fearful, somewhat fearful, not very fearful, or not at all fearful?

Select ONE of the following

- 1. Very fearful - Skip to Question 4b
 - 2. Somewhat fearful - Skip to Question 4b
 - 3. Not very fearful - Skip to Question 5a
 - 4. Not at all fearful - Skip to Question 5a
 - 5. Don't know - Skip to Question 5a
-

4b) Have your fears increased

QID: [cops4b]

Over the last 12 months, have your fears increased, decreased, or stayed the same?

Select ONE of the following

- 1. Increased
 - 2. Decreased
 - 3. Stayed the same
 - 4. Don't know
-

5a) How fearful are you about crime in your city

QID: [cops5a]

How fearful are you about crime in your city? Are you very fearful, somewhat fearful, not very fearful, or not at all fearful?

Select ONE of the following

- 1. Very fearful - Skip to Question 5b
 - 2. Somewhat fearful - Skip to Question 5b
 - 3. Not very fearful - Skip to Question 6a-1
 - 4. Not at all fearful - Skip to Question 6a-1
 - 5. Don't know - Skip to Question 6a-1
-

5b) Have your fears increased

QID: [cops5b]

Over the last 12 months, have your fears increased, decreased, or stayed the same?

Select ONE of the following

- 1. Increased
 - 2. Decreased
 - 3. Stayed the same
 - 4. Don't know
-

6a-1) Neighborhood specific crime

QID: [cops6a-1]

Now I am going to ask you a few questions that are more NEIGHBORHOOD specific. Do any of the following conditions or activities exist in your NEIGHBORHOOD . . . (READ EACH CATEGORY THAT FOLLOWS THEN ENTER THE APPROPRIATE ANSWER FOR EACH)

Abandoned cars and/or buildings?

Select ONE of the following

- 1. Yes
 - 2. No
 - 3. Don't know
-

6a-2) Rundown and neglected buildings

QID: [cops6a-2]

Rundown/neglected buildings?

Select ONE of the following

- 1. Yes
 - 2. No
 - 3. Don't know
-

6a-3) Poor lighting

QID: [cops6a-3]

Poor lighting?

Select ONE of the following

- 1. Yes
 - 2. No
 - 3. Don't know
-

6a-4) Overgrown shrubs and trees

QID: [cops6a-4]

Overgrown shrubs/trees?

Select ONE of the following

- 1. Yes
 - 2. No
 - 3. Don't know
-

6a-5) Trash

QID: [cops6a-5]

Trash?

Select ONE of the following

- 1. Yes
 - 2. No
 - 3. Don't know
-

6a-6) Empty lots

QID: [cops6a-6]

Empty lots?

Select ONE of the following

- 1. Yes
 - 2. No
 - 3. Don't know
-

6a-7) Illegal public drinking or public drug use

QID: [cops6a-7]

Illegal public drinking/public drug use?

Select ONE of the following

- 1. Yes
 - 2. No
 - 3. Don't know
-

6a-8) Public drug sales

QID: [cops6a-8]

Public drug sales?

Select ONE of the following

- 1. Yes
 - 2. No
 - 3. Don't know
-

6a-9) Vandalism or graffiti

QID: [cops6a-9]

Vandalism or Graffiti?

Select ONE of the following

- 1. Yes
 - 2. No
 - 3. Don't know
-

6a-10) Prostitution

QID: [cops6a-10]

Prostitution?

Select ONE of the following

- 1. Yes
 - 2. No
 - 3. Don't know
-

6a-11) Panhandling and begging

QID: [cops6a-11]

Panhandling/Begging?

Select ONE of the following

- 1. Yes
 - 2. No
 - 3. Don't know
-

6a-12) Loitering and hanging out

QID: [cops6a-12]

Loitering/"hanging out"?

Select ONE of the following

- 1. Yes
 - 2. No
 - 3. Don't know
-

6a-13) Truancy and youth skipping school
QID: [cops6a-13]

Truancy/youth skipping school?

Select ONE of the following

- 1. Yes
 - 2. No
 - 3. Don't know
-

6a-14) Transients and homeless sleeping on benches, streets
QID: [cops6a-14]

Transients/Homeless sleeping on benches, streets?

Select ONE of the following

- 1. Yes
 - 2. No
 - 3. Don't know
-

I2-1) Branch on condition

Refer to question 6a-1) Neighborhood specific crime

Is value between 1 and 1

- 1. YES - Skip to Question 6b
 - 2. NO - Skip to Question I2-2
-

I2-2) Branch on condition

Refer to question 6a-2) Rundown and neglected buildings

Is value between 1 and 1

- 1. YES - Skip to Question 6b
 - 2. NO - Skip to Question I2-3
-

I2-3) Branch on condition

Refer to question 6a-3) Poor lighting

Is value between 1 and 1

- 1. YES - Skip to Question 6b
 - 2. NO - Skip to Question I2-4
-

I2-4) Branch on condition

Refer to question 6a-4) Overgrown shrubs and trees

Is value between 1 and 1

1. YES - Skip to Question 6b
 2. NO - Skip to Question I2-5
-

I2-5) Branch on condition

Refer to question 6a-5) Trash

Is value between 1 and 1

1. YES - Skip to Question 6b
 2. NO - Skip to Question I2-6
-

I2-6) Branch on condition

Refer to question 6a-6) Empty lots

Is value between 1 and 1

1. YES - Skip to Question 6b
 2. NO - Skip to Question I2-7
-

I2-7) Branch on condition

Refer to question 6a-7) Illegal public drinking or public drug use

Is value between 1 and 1

1. YES - Skip to Question 6b
 2. NO - Skip to Question I2-8
-

I2-8) Branch on condition

Refer to question 6a-8) Public drug sales

Is value between 1 and 1

1. YES - Skip to Question 6b
 2. NO - Skip to Question I2-9
-

I2-9) Branch on condition

Refer to question 6a-9) Vandalism or graffiti

Is value between 1 and 1

1. YES - Skip to Question 6b
 2. NO - Skip to Question I2-10
-

I2-10) Branch on condition

Refer to question 6a-10) Prostitution

Is value between 1 and 1

1. YES - Skip to Question 6b
 2. NO - Skip to Question I2-11
-

I2-11) Branch on condition

Refer to question 6a-11) Panhandling and begging

Is value between 1 and 1

1. YES - Skip to Question 6b
 2. NO - Skip to Question I2-12
-

I2-12) Branch on condition

Refer to question 6a-12) Loitering and hanging out

Is value between 1 and 1

1. YES - Skip to Question 6b
 2. NO - Skip to Question I2-13
-

I2-13) Branch on condition

Refer to question 6a-13) Truancy and youth skipping school

Is value between 1 and 1

1. YES - Skip to Question 6b
 2. NO - Skip to Question I2-14
-

I2-14) Branch on condition

Refer to question 6a-14) Transients and homeless sleeping on benches, streets

Is value between 1 and 1

1. YES - Skip to Question 6b
2. NO - Skip to Question 7-1

6b) Do these conditions make you feel less safe

QID: [cops6b]

Do any of the conditions you just mentioned make you feel less safe in your neighborhood?

Select ONE of the following

1. Yes - Skip to Question 6c
2. No - Skip to Question 7-1
3. Don't know - Skip to Question 7-1

6c) Which affects your feeling the most

QID: [cops6c]

Which one of the conditions just mentioned affects your feeling of safety the most?
(DO NOT READ RESPONSE CATEGORIES UNLESS REQUESTED BY THE RESPONDENT)

Select ONE of the following

1. Abandoned cars
2. Rundown/neglected buildings
3. Poor lighting
4. Overgrown shrubs/trees
5. Trash
6. Empty lots
7. Illegal public drinking/public drug use
8. Public drug sales
9. Vandalism or Graffiti
10. Prostitution
11. Panhandling/Begging
12. Loitering/"hanging out"
13. Truancy/youth skipping school
14. Transients/Homeless sleeping on benches, streets
15. Don't know

7-1) You go to neighborhood watch meetings

QID: [cops7-1]

Here are some things people DO to protect themselves or their property from crime that takes place AT HOME. In the past 12 months, have you done any of these things to protect yourself from crime in the home, in a direct response to you or your family's fear of crime.

(READ EACH CATEGORY THAT FOLLOWS AND ENTER THE APPROPRIATE ANSWER FOR EACH)

You go to neighborhood watch meetings.

Select ONE of the following

- 1. Yes
 - 2. No
-

7-2) You and your neighbors have agreed
QID: [cops7-2]

You and your neighbors have agreed to watch out for each other's safety.

Select ONE of the following

- 1. Yes
 - 2. No
-

7-3) You've installed a security system for your home
QID: [cops7-3]

You've installed a security system for your home.

Select ONE of the following

- 1. Yes
 - 2. No
-

7-4) You've asked police to do a security check
QID: [cops7-4]

You've asked the police department to do a home security check.

Select ONE of the following

- 1. Yes
 - 2. No
-

7-5) You have guard dogs at home
QID: [cops7-5]

You have guard dogs at home.

Select ONE of the following

- 1. Yes
- 2. No

7-6) You've engraved security numbers
QID: [cops7-6]

You've engraved security identification numbers on all your belongings.

Select ONE of the following

- 1. Yes
- 2. No

7-7) You've installed extra locks
QID: [cops7-7]

You've installed extra locks on windows and/or doors.

Select ONE of the following

- 1. Yes
- 2. No

7-8) Keep weapons inside the home
QID: [cops7-8]

You keep weapons inside the home.

Select ONE of the following

- 1. Yes
- 2. No

7-9) You've added lighting
QID: [cops7-9]

You've added outside and/or automatic lighting (e.g. timers).

Select ONE of the following

- 1. Yes
 - 2. No
-

7-10) Any other precautions

QID: [cops7-10]

Are there any other precautions you take that I haven't described? (If YES, Specify)

Select ONE of the following

1. Yes

2. No

8a) Are you afraid of street crime

QID: [cops8a]

The next few questions pertain to ALL areas of your city.

Are you afraid of becoming a victim of STREET crime?

Select ONE of the following

1. Yes - Skip to Question 8b

2. No - Skip to Question 9a

3. Don't know - Skip to Question 9a

8b) Which type of street crime are you most afraid of

QID: [cops8b]

Which one of the following types of street crime are you MOST afraid of?

(READ EACH CATEGORY ON THE RIGHT AND ENTER THE APPROPRIATE ANSWER)

Select ONE of the following

1. Robbery, someone stealing from you

2. Physical assault that does not involve a gun (non-domestic violence)

3. Assault with a gun, someone hurting you with a deadly weapon

4. Sexual assault/Rape

5. Murder

6. Don't you know

8c-1) You carry a warning device

QID: [cops8c-1]

Here are some things people DO to avoid becoming a victim of crime that takes place outside the home.

In the past 12 months, have you done any of these things . . .

(READ EACH CATEGORY THAT FOLLOWS AND ENTER THE APPROPRIATE ANSWER FOR EACH)

You carry a self-defense warning device such as a whistle or alarm.

Select ONE of the following

- 1. Yes
 - 2. No
-

8c-2) You carry a self-defense weapon

QID: [cops8c-2]

You carry a self-defense weapon (includes knife, gun, club, mace, Stun-gun).

Select ONE of the following

- 1. Yes
 - 2. No
-

8c-3) You no longer take certain routes

QID: [cops8c-3]

You no longer take certain routes or go into certain areas in your neighborhood.

Select ONE of the following

- 1. Yes
 - 2. No
-

8c-4) You avoid going out at night

QID: [cops8c-4]

You avoid going out at night.

Select ONE of the following

- 1. Yes
 - 2. No
-

8c-5) You avoid going out alone

QID: [cops8c-5]

You avoid going out alone.

Select ONE of the following

- 1. Yes
 - 2. No
-

8c-6) You took a self-defense class

QID: [cops8c-6]

You took a self-defense class.

Select ONE of the following

1. Yes

2. No

8c-7) You attend community meetings

QID: [cops8c-7]

You attend community meetings in your neighborhood.

Select ONE of the following

1. Yes

2. No

8c-8) You've gotten to know the police

QID: [cops8c-8]

You've made an effort to get to know the police in your neighborhood.

Select ONE of the following

1. Yes

2. No

8c-9) You plan to relocate

QID: [cops8c-9]

You plan to relocate to outside of your neighborhood.

Select ONE of the following

1. Yes

2. No

8c-10) Have you taken other preventative measures

QID: [cops8c-10]

Have you taken other preventative measures that I haven't described? (If YES, Specify)

Select ONE of the following

1. Yes

2. No

9a) Have you contacted local police

QID: [cops9a]

Now, I am going to ask about the LOCAL police.

In the past 12 months, have you been in contact with the local police for any reason?

Select ONE of the following

1. Yes - Skip to Question 9b

2. No - Skip to Question 10

3. Don't know/Can't remember - Skip to Question 10

9b) How would you describe your contact

QID: [cops9b]

How would you best describe your contact with the police? (DO NOT PROBE.)

Select ONE of the following

1. Casual conversation with a police officer

2. Officer responding to respondent's call for service

3. Gave information to police about a crime or incident (e.g. crime tip)

4. Reported a crime to the police

5. Participated in a survey given by the police department

6. Asked the police for information or advice

7. Participated in a community activity that involved the police (e.g. clean-up, social event, community meeting)

8. Traffic violations/traffic accidents

9. Working with police to address specific problems

10. Other (Specify)

10) Increase or decrease in police presence

QID: [cops10]

In the past 12 months, have you observed any increases or decreases in police officer presence in your neighborhood or did the number stay the same?

Select ONE of the following

- 1. Increase
 - 2. Decrease
 - 3. No change
 - 4. Never see police in my neighborhood
 - 5. Don't know
-

11-1) Police talking with residents

QID: [cops11-1]

In the past 12 months, what activities have you seen police doing . . .

(READ EACH CATEGORY THAT FOLLOWS AND ENTER THE APPROPRIATE ANSWER FOR EACH)

Police talking with residents in the neighborhood.

Select ONE of the following

- 1. Yes
 - 2. No
-

11-2) Police talking with business owners

QID: [cops11-2]

Police talking with business owners in the neighborhood.

Select ONE of the following

- 1. Yes
 - 2. No
-

11-3) Police attending community meetings

QID: [cops11-3]

Police attending community meetings.

Select ONE of the following

- 1. Yes
 - 2. No
-

11-4) Police facilitating crime watch

QID: [cops11-4]

Police facilitating crime watch and prevention activities such as night's out.

Select ONE of the following

1. Yes

2. No

11-5) Police involved with kids

QID: [cops11-5]

Police involved with kids through recreational or school activities.

Select ONE of the following

1. Yes

2. No

11-6) Police opening police substations

QID: [cops11-6]

Police opening police substations or information centers.

Select ONE of the following

1. Yes

2. No

11-7) Any other activities

QID: [cops11-7]

Are there any other activities that you've noticed police involved in?

Select ONE of the following

1. Yes (Specify)

2. No

12a) Have you heard about community meetings

QID: [cops12a]

In the past 12 months, have you heard about any community meetings concerning crime taking place in your neighborhood?

Select ONE of the following

- 1. Yes - Skip to Question 12b
 - 2. No - Skip to Question 13
 - 3. Don't know - Skip to Question 13
-

12b) Have you attended any community meetings

QID: [cops12b]

In the past 12 months, have you attended any of these community meetings?

Select ONE of the following

- 1. Yes - Skip to Question 13
 - 2. No - Skip to Question 12c
 - 3. Don't know - Skip to Question 13
-

12c) What are your reasons for not attending

QID: [cops12c]

What are your reasons for not attending any meetings?

(DO NOT PROBE. SELECT ALL CATEGORIES THAT APPLY.)

Select ALL that apply

- 1. Aware of meetings, but do not know location and/or dates/times.
 - 2. Unable to obtain transportation.
 - 3. Unable to obtain child care.
 - 4. Meetings held in unsafe/scary part of town.
 - 5. Attendance would not help crime problem.
 - 6. Meeting place is too far.
 - 7. Meeting times take place during work hours.
 - 8. Don't have the time to attend
 - 9. Not especially concerned about crime in my neighborhood.
 - 10. Other (Specify).
-
-

- 11. Don't know
-

13) Are you satisfied with police
QID: [cops13]

In general, how satisfied are you with the police who serve your neighborhood? Are you very satisfied, satisfied, dissatisfied, or very dissatisfied?

Select ONE of the following

- 1. Very satisfied
 - 2. Satisfied
 - 3. Dissatisfied
 - 4. Very Dissatisfied
 - 5. Don't know (no opinion; not aware of police services)
-

14) Is there a phone number for non-emergencies
QID: [cops14]

Does the police department servicing your neighborhood have a phone number for you to call for non-emergencies, OTHER than 911?

Select ONE of the following

- 1. Yes (includes respondents who may not remember the number itself)
 - 2. No
 - 3. Don't know/Can't remember
-

I4) Branch on condition

Refer to question 1a-0) Is the respondent 16 years old

Is value between 2 and 2

- 1. YES - Skip to Question 15
 - 2. NO - THIS SECTION COMPLETED
-

15) Do you work to prevent crime
QID: [cops15]

How much work are police doing with the residents of your neighborhood to PREVENT crime and safety problems, a lot, some, very little, or nothing at all?

Select ONE of the following

- 1. A lot
 - 2. Some
 - 3. Very little
 - 4. Nothing at all
 - 5. Don't know
-

16a) Are you familiar with Community Policing
QID: [cops16a]

Are you familiar with the term "Community Policing"?

Select ONE of the following

- 1. Yes
- 2. No
- 3. Don't know

16b) Definition of Community Policing

QID: [cops16b]

Community policing involves police officers working with the community to address the causes of crime in an effort to reduce the problems themselves and the associated fear, through a wide range of activities.

Based on the definition, do you think the police in your neighborhood practice community policing?

Select ONE of the following

- 1. Yes - Skip to Question 17a
- 2. Somewhat - Skip to Question 17a
- 3. No - Skip to Question 16c
- 4. Don't know - Skip to Question 16c

16c) Do you wish police to practice Community Policing

QID: [cops16c]

Do you wish the police in your neighborhood practiced community policing?

Select ONE of the following

- 1. Yes - Skip to Question 16d
 - 2. No - THIS SECTION COMPLETED
 - 3. Don't know - THIS SECTION COMPLETED
-

16d) Type of things you wish police were doing

QID: [cops16d]

What type of things do you wish the police were doing in your neighborhood?
(DO NOT PROBE.)

Select ALL that apply

- 1. Working with the community to prevent crime
- 2. Increasing the number of officers patrolling the streets
- 3. Assigning the same officers to my neighborhood day in and day out
- 4. Removing the trash, abandoned cars, destroying abandoned buildings or helping to evict bad tenants
- 5. Cleaning up the streets
- 6. Working more with the children in the area/ give them a safe place to play
- 7. Doing home security checks/surveys
- 8. Do not want them to do anything/they are doing what I want them to do
- 9. Other (Specify)

**** THIS SECTION COMPLETED**

17a) How do you know

QID: [cops17a]

How do you know?

Select ONE of the following

- 1. Saw police doing community policing activities - Skip to Question 17b
- 2. Saw in newspaper, on TV, or heard on the radio that police were doing community policing - THIS SECTION COMPLETED
- 3. Other (Specify) - THIS SECTION COMPLETED

- 4. Don't know - THIS SECTION COMPLETED

17b) What types of activities did you see
QID: [cops17b]

You said you saw the police doing community policing activities. Please specify what types of activities you saw the police participating in.
(DO NOT READ CATEGORIES. ENTER THE APPROPRIATE ANSWER FOR ALL CATEGORIES THAT APPLY.)

Select ONE of the following

- 1. Increasing traffic stops
- 2. Increasing their presence in high crime/"bad" areas
- 3. Increasing patrol by vehicle/foot/bike patrol
- 4. Working with the community and/or business owners to address specific problems
- 5. Attending community meetings
- 6. Conducting crime prevention or community policing workshops
- 7. Conducting community and/or business surveys about neighborhood problems
- 8. Running youth programs like DARE, GREAT, PAL
- 9. Other (Specify)

CVS2—Crime Incident Report

1) CVS2 - Crime Incident Report
QID: [0000]

CRIME VICTIMIZATION SURVEY
CVS-2 Crime Incident Report
BUREAU OF JUSTICE STATISTICS
US DEPARTMENT OF JUSTICE

1b) Identify Screen Question from CVS1
QID: [602]

Identify the screen question from CVS1 that corresponds to this incident report.

The previous answers were as follows:

Answer to 36c) <answer displayed here>
Answer to 37c) <answer displayed here>
Answer to 39c) <answer displayed here>
Answer to 40c) <answer displayed here>
Answer to 41c) <answer displayed here>
Answer to 42c) <answer displayed here>
Answer to 43c) <answer displayed here>
Answer to 44b) <answer displayed here>
Answer to 46f) <answer displayed here>

Select ONE of the following

- 1. 36c) Something was stolen
 - 2. 37c) Break in or attempted break in
 - 3. 39c) Incidents involving motor vehicles
 - 4. 40c) Attached or threatened
 - 5. 41c) Attached or threatened
 - 6. 42c) By someone you know
 - 7. 43c) Forced or unwanted sexual activity
 - 8. 44b) Did you call police
 - 9. 45b) Thought was a crime but did not report
 - 10. 46f) Vandalism screen question
-

1c) Incident Number for this Incident Report
QID: [603]

Identify the incident number for this incident report.

Enter an answer for EACH field below

1. Incident Number: _____
-

1d) Check item A

QID: [604]

Has the respondent lived at the address shown above for more than 12 months? (If not sure, ASK.)

Select ONE of the following

1. Yes (more than 12 months) - Skip to Question 3
 2. No (12 months or less) - Skip to Question 2
-

2) Living here or before move

QID: [605]

You said that during the last 12 months

<answer displayed here>

Did (this/the first) incident happen while you were living here or before you moved to this address?

Select ONE of the following

1. While living at this address
 2. Before moving to this address
-

3) What month

QID: [606]

You said that during the last 12 months ...

<answer displayed here>

In what month did (this/the first) incident happen?

(Show calendar if necessary. Encourage respondent to give exact month.)

Select ONE of the following

1. Month _____
2. Year _____
-

4) How many times

QID: [607]

If known, mark without asking. If not sure, ASK

Altogether, how many times did this type of incident happen during the last 12 months?

Select ONE of the following

1. Number of incidents _____
-

CI-B) Branch on condition

Refer to question 4) How many times

Number of incidents between 1 and 5

1. YES - Skip to Question 5
2. NO - Skip to Question 4c
-

4c) Check item C

QID: [609]

Are these incidents similar to each other in detail, or are they different types of crimes?
(If not sure, ASK.)

Select ONE of the following

- 1. Similar - Skip to Question 4d
 - 2. Different (not a "series") - Skip to Question 5
-

4d) Check item D

QID: [610]

Can you (respondent) recall enough details of each incident to distinguish them from each other?
(If not sure, ASK.)

Select ONE of the following

- 1. Yes (not a "series")
 - 2. No (is a "series")
-

5) Daylight or dark

QID: [611]

The following questions refer only to the most recent incident.
Was it daylight or dark outside when (this/the most recent) incident happened?

Select ONE of the following

- 1. Light - Skip to Question 6
 - 2. Dark - Skip to Question 6
 - 3. Dawn, almost light, dusk, twilight - Skip to Question 6
 - 4. Don't know - Skip to Question 7
-

6) What time

QID: [612]

About what time did (this/the most recent) incident happen?

Select ONE of the following

During day

- 1. After 6 a.m.- 12 noon
- 2. After 12 noon - 6 p.m.
- 3. Don't know what time of day

At night

- 4. After 6 p.m.- 12 midnight
- 5. After 12 midnight - 6 a.m.
- 6. Don't know what time of night

Don't know whether day or night

7) In what city
QID: [613]

In what city, town, or village did this incident occur?

Select ONE of the following

- 1. Outside U.S. - Skip to Question 10
 - 2. Not inside a city/town/village - Skip to Question 8
 - 3. SAME city/town/village as present residence - Skip to Question 10
 - 4. DIFFERENT city/town/village from present residence (specify below) Skip to Question 8
- _____
- _____
- 5. Don't know - Skip to Question 8

8) In what county and state
QID: [614]

In what county and state did it occur?

- 1. County _____
- 2. State _____

9) County of residence
QID: [615]

Is this the same county and state as your present residence?

Select ONE of the following

- 1. Yes
 - 2. No
-

10) Where did it happen

QID: [616]

Where did this incident happen? Mark only one item

Select ONE of the following

In Respondent's Home or Lodging

- 1. In own dwelling, own attached garage, or enclosed porch (Include illegal entry or attempted illegal entry of same) - Skip to Question 11
- 2. In detached building on own property, such as detached garage, storage shed, etc. (Include illegal entry or attempted illegal entry of same) - Skip to Question 11
- 3. In vacation home/second home (Include illegal entry or attempted illegal entry of same) - Skip to Question 11
- 4. In hotel or motel room respondent was staying in (Include illegal entry or attempted illegal entry of same) - Skip to Question 11

Near Own Home

- 5. Own yard, sidewalk, driveway, carport, unenclosed porch (does not include apartment yards) - Skip to Question 18
- 6. Apartment hall, storage area, laundry room (does not include apartment parking lot/garage) - Skip to Question 18
- 7. On street immediately adjacent to own home - Skip to Question 18

At, In, or Near a Friend's, Relative's, or Neighbor's Home

- 8. At or in home or other building on their property - Skip to Question 18
- 9. Yard, sidewalk, driveway, carport (does not include apartment yards) - Skip to Question 18
- 10. Apartment hall, storage area, laundry room (does not include apartment parking lot/garage) - Skip to Question 18
- 11. On street immediately adjacent to their home - Skip to Question 18

Commercial Places

- 12. Inside restaurant, bar, nightclub - Skip to Question 17
- 13. Inside other commercial building such as store, bank, gas station - Skip to Question 17
- 14. Inside office, factory, or warehouse - Skip to Question 17

Parking Lots or Garages

- 15. Commercial parking lot/garage - Skip to Question 17
- 16. Noncommercial parking lot/garage - Skip to Question 17
- 17. Apartment/townhouse parking lot/garage - Skip to Question 17

School

- 18. Inside school building - Skip to Question 17
- 19. On school property (school parking area, play area, school bus, etc.) - Skip to Question 17

Open Areas, On the Street, or In Public Transportation

- 20. In apartment yard, park, field, playground (other than school) - Skip to Question 18
- 21. On the street (other than immediately adjacent to own/friend's/relative's/neighbor's home) - Skip to Question 18
- 22. On public transportation or in station (bus, train, plane, airport, depot, etc.) - Skip to Question 18

Other

- 23. Some other location - Skip to Question 10a
-

10a) Where did this incident happen

QID: [616a]

Where did this incident happen?

Enter an answer for EACH field below

1. Location _____

** Skip to Question 17

11) Guest or repairperson

QID: [617]

Did the offender live (here/there) or have a right to be (here/there), for instance, as guest or a repairperson?

Select ONE of the following

___ 1. Yes - Skip to Question 19

___ 2. No - Skip to Question 12

___ 3. Don't know - Skip to Question 12

12) Was offender inside

QID: [618]

Did the offender actually get INSIDE your (house /apartment /room /garage /shed /enclosed porch)?

Select ONE of the following

___ 1. Yes - Skip to Question 14

___ 2. No - Skip to Question 13

___ 3. Don't know - Skip to Question 13

13) Tried to get inside

QID: [619]

Did the offender TRY to get in your (house /apartment /room /garage /shed /enclosed porch)?

Select ONE of the following

___ 1. Yes - Skip to Question 14

___ 2. No - Skip to Question 19

___ 3. Don't know - Skip to Question 14

14) Evidence of forced entry

QID: [620]

Was there any evidence, such as a broken lock or broken window, that the offender(s) got in by force/TRIED to get in by force?

Select ONE of the following

___ 1. Yes - Skip to Question 15

___ 2. No - Skip to Question 16

15)What was the evidence

QID: [625]

What was the evidence? Anything else?

Select ALL that apply

Window

- 1. Damage to window (include frame, glass broken/removed/cracked)
- 2. Screen damaged/removed
- 3. Lock on window damaged/tampered with in some way
- 4. Other

Door

- 5. Damage to door (include frame, glass panes or door removed)
- 6. Screen damaged/removed
- 7. Lock or door handle damaged/tampered with in some way
- 8. Other

Other

- 9. Other than window or door

15a) Branch on condition

Refer to question 15)What was the evidence

Was response number 4 chosen.

- 1. YES - Skip to Question 15d
- 2. NO - Skip to Question 15b

15b) Branch on condition

Refer to question 15)What was the evidence

Was response number 8 chosen.

- 1. YES - Skip to Question 15d
- 2. NO - Skip to Question 15c

15c) Branch on condition

Refer to question 15)What was the evidence

Was response number 9 chosen.

- 1. YES - Skip to Question 15d
- 2. NO - Skip to Question 19

15d) What was the other evidence

QID: [625d]

Where did this incident happen?

Enter an answer for EACH field below

- 1. Other Evidence _____
- ** Skip to Question 19
-

16) How did offender gain entry

QID: [627]

How did the offender (get in/TRY to get in)?

Select ONE of the following

- 1. Let in
- 2. Offender pushed his/her way in after door opened
- 3. Through OPEN DOOR or other opening
- 4. Through UNLOCKED door or window
- 5. Through LOCKED door or window Had key
- 6. Through LOCKED door or window Picked lock, used credit card, etc., other than key
- 7. Through LOCKED door or window Don't know how
- 8. Don't know
- 9. Other Specify

** Skip to Question 19

17) Was area restricted

QID: [628]

This is a test

Select ONE of the following

- 1. Open to the public
- 2. Restricted to certain people (or nobody had a right to be there)
- 3. Don't know
- 4. Other Specify

18) Was it outdoors

QID: [629]

Did it happen outdoors, indoors, or both?

- 1. Indoors (inside a building or enclosed space)
- 2. Outdoors
- 3. Both

19) How far from home

QID: [630]

ASK OR VERIFY -How far away from home did this happen?

PROBE - Was it within a mile, 5 miles, 50 miles or more?

Select the FIRST that applies

- 1. At, in, or near the building containing the respondent's home/next door
- 2. A mile or less
- 3. Five miles or less
- 4. Fifty miles or less
- 5. More than 50 miles
- 6. Don't know how far

20a) Were you present
QID: [634]

ASK OR VERIFY -

Were you or any other member of this household present when this incident occurred?

Select ONE of the following

- 1. Yes - Skip to Question 20b
 - 2. No - Skip to Question 56
-

20b) Who was present
QID: [635]

ASK OR VERIFY -

Which household members were present?

Select ONE of the following

- 1. Respondent only - Skip to Question 21
 - 2. Respondent and other household member(s) - Skip to Question 21
 - 3. Only other household member(s), not respondent - Skip to Question 59
-

21) Did you see offender
QID: [636]

ASK OR VERIFY -

Did you personally see an offender?

Select ONE of the following

- 1. Yes
 - 2. No
-

22) Was there a weapon
QID: [637]

Did the offender have a weapon such as a gun or knife, or something to use as a weapon, such as a bottle or wrench?

Select ONE of the following

- 1. Yes - Skip to Question 23
 - 2. No - Skip to Question 24
 - 3. Don't know - Skip to Question 24
-

23) What was the weapon

QID: [638]

What was the weapon? Anything else?

Mark all that apply.

Select ALL that apply

- 1. Hand gun (pistol, revolver, etc.)
 - 2. Other gun (rifle, shotgun, etc.)
 - 3. Knife
 - 4. Other sharp object (scissors, ice pick, axe, etc.)
 - 5. Blunt object (rock, club, blackjack, etc.)
 - 6. Other Specify
-
-

24) Were you hit

QID: [639]

Did the offender hit you, knock you down or actually attack you in any way?

Select ONE of the following

- 1. Yes - Skip to Question 29
 - 2. No - Skip to Question 25
-

25) Did offender try to attack you

QID: [640]

Did the offender TRY to attack you?

Select ONE of the following

- 1. Yes - Skip to Question 28a
 - 2. No - Skip to Question 26
-

26) Were you threatened

QID: [641]

Did the offender THREATEN you with harm in any way?

Select ONE of the following

- 1. Yes - Skip to Question 28b
 - 2. No - Skip to Question 27
-

27) What else happened

QID: [642]

What actually happened? Anything else?

FIELD REPRESENTATIVE If box 4, ASK

Do you mean forced or coerced sexual intercourse including attempts?

If yes, change entry in item 24 to YES.

Select ALL that apply

- 1. Something taken without permission
- 2. Attempted or threatened to take something
- 3. Harassed, argument, abusive language
- 4. Unwanted sexual contact with force (grabbing, fondling, etc.)
- 5. Unwanted sexual contact without force (grabbing, fondling, etc.)
- 6. Forcible entry or attempted forcible entry of house/apartment
- 7. Forcible entry or attempted forcible entry of car
- 8. Damaged or destroyed property
- 9. Attempted or threatened to damage or destroy property
- 10. Other - Specify

** Skip to Question 40

28a) How were you attacked

QID: [643]

How did the offender TRY to attack you? Any other way?

Select ALL that apply

- 1. Verbal threat of rape
 - 2. Verbal threat to kill
 - 3. Verbal threat of attack other than to kill or rape
 - 4. Verbal threat of sexual assault other than rape
 - 5. Unwanted sexual contact with force (grabbing, fondling, etc.)
 - 6. Unwanted sexual contact without force (grabbing, fondling, etc.)
 - 7. Weapon present or threatened with weapon
 - 8. Shot at (but missed)
 - 9. Attempted attack with knife/sharp weapon
 - 10. Attempted attack with weapon other than gun/knife/sharp weapon
 - 11. Object thrown at person
 - 12. Followed or surrounded
 - 13. Tried to hit, slap, knock down, grab, hold, trip, jump, push, etc.
 - 14. Other Specify
-
-

** Skip to Question 40

28b) How else were you threatened
 QID: [644]

How were you threatened? Any other way?
 FIELD REPRESENTATIVE If item 5, ASK
 Do you mean forced or coerced sexual intercourse including attempts?
 If Yes, change entry in item 24 to Yes.

Select ALL that apply

- 1. Verbal threat of rape
- 2. Verbal threat to kill
- 3. Verbal threat of attack other than to kill or rape
- 4. Verbal threat of sexual assault other than rape
- 5. Unwanted sexual contact with force (grabbing, fondling, etc.)
- 6. Unwanted sexual contact without force (grabbing, fondling, etc.)
- 7. Weapon present or threatened with weapon
- 8. Shot at (but missed)
- 9. Attempted attack with knife/sharp weapon
- 10. Attempted attack with weapon other than gun/knife/sharp weapon
- 11. Object thrown at person
- 12. Followed or surrounded
- 13. Tried to hit, slap, knock down, grab, hold, trip, jump, push, etc.
- 14. Other Specify

** Skip to Question 40

29) How were you attacked
 QID: [646]

How were you attacked? Any other way?
 FIELD REPRESENTATIVE If raped, ASK
 Do you mean forced or coerced sexual intercourse?
 If No, ASK What do you mean?
 If tried to rape, ASK Do you mean attempted forced or coerced sexual intercourse?
 If No, ASK What do you mean?

Select ALL that apply

- 1. Raped
- 2. Tried to rape
- 3. Sexual assault other than rape or attempted rape
- 4. Shot
- 5. Shot at (but missed)
- 6. Hit with gun held in hand
- 7. Stabbed/cut with knife/sharp weapon
- 8. Attempted attack with knife/sharp weapon
- 9. Hit by object (other than gun) held in hand
- 10. Hit by thrown object
- 11. Attempted attack with weapon other than gun/knife/sharp weapon
- 12. Hit, slapped, knocked down Grabbed, held, tripped, jumped, pushed, etc.
- 13. Other Specify

30) Were you threatened before
QID: [649]

Did the offender THREATEN to hurt you before you were actually attacked?

Select ONE of the following

- 1. Yes
- 2. No
- 3. Other Specify

31) What were your injuries
QID: [655]

What were the injuries you suffered, if any?

Anything else?

FIELD REPRESENTATIVE If raped and answer 1 in item 29 is NOT marked, ASK Do you mean forced or coerced sexual intercourse?

If No, ASK What do you mean?

If attempted rape and box 2 in item 29 is NOT marked, ASK Do you mean attempted forced or coerced sexual intercourse?

If No, ASK What do you mean?

Select ALL that apply

- 1. None
- 2. Raped
- 3. Attempted rape
- 4. Sexual assault other than rape or attempted rape
- 5. Knife or stab wounds
- 6. Gun shot, bullet wounds
- 7. Broken bones or teeth knocked out
- 8. Internal injuries
- 9. Knocked unconscious
- 10. Bruises, black eye, cuts, scratches, swelling, chipped teeth
- 11. Other Specify

31) Branch on condition

Refer to question 31) What were your injuries

Was response number 1 chosen.

- 1. YES - Skip to Question 40
- 2. NO - Skip to Question 32a

32a) Injuries caused by gun or knife
QID: [657]

ASK OR VERIFY - Were any of the injuries caused by a weapon other than a gun or knife?

Select ONE of the following

- 1. Yes - Skip to Question 33
- 2. No - Skip to Question 34

33) Injuries caused by other than gun or knife

QID: [658]

Which injuries were caused by a weapon OTHER than a gun or knife?

Select ALL that apply

- 1. Broken bones or teeth knocked out
 - 2. Internal injuries
 - 3. Knocked unconscious
 - 4. Bruises, black eye, cuts, scratches, swelling, chipped teeth
 - 5. Other
-

34) Required medical care

QID: [659]

Were you injured to the extent that you received any medical care, including self treatment?

Select ONE of the following

- 1. Yes - Skip to Question 35
 - 2. No - Skip to Question 40
-

35) Where did you receive medical care

QID: [660]

Where did you receive this care? Anywhere else?

Select ALL that apply

- 1. At the scene

 - 2. At home/neighbor's/friend's
 - 3. Health unit at work/school, first aid station at a stadium/park, etc.
 - 4. Doctor's office/health clinic
 - 5. Emergency room at hospital/emergency clinic
 - 6. Hospital (other than emergency room)
 - 7. Other (Specify)
-

CI-E) Branch on condition

Refer to question 35) Where did you receive medical care

Was response number 6 chosen.

- 1. YES - Skip to Question 36
 - 2. NO - Skip to Question 38
-

36) Did you stay overnight

QID: [662]

Did you stay overnight in the hospital?

- 1. Yes - Skip to Question 37
 - 2. No - Skip to Question 38
-

37) How many days

QID: [663]

How many days did you stay in the hospital?

Enter an answer for EACH field below

1. Number of days _____

38) Covered by medical insurance

QID: [664]

At the time of the incident, were you covered by any medical insurance, or were you eligible for benefits from any other type of health benefits programs, such as Medicaid, Veterans Administration, or Public Welfare?

Select ONE of the following

___ 1. Yes

___ 2. No

___ 3. Don't know

39) Total medical expense

QID: [665]

What was the total amount of your medical expenses resulting from this incident (INCLUDING anything paid by insurance)? Include hospital and doctor bills, medicine, therapy, braces, and any other injury related expenses.

FIELD REPRESENTATIVE - Obtain an estimate, if necessary.

Select ONE of the following

___ 1. Total amount

___ 2. No cost

___ 3. Don't know

40) Did you protect yourself

QID: [666]

Did you do anything with the idea of protecting YOURSELF or your PROPERTY while the incident was going on?

Select ONE of the following

___ 1. Yes - Skip to Question 42

___ 2. No/took no action/kept still - Skip to Question 41

41) Did you try to do anything while going on

QID: [667]

Was there anything you did or tried to do about the incident while it was going on?

Select ONE of the following

___ 1. Yes - Skip to Question 42

___ 2. No/took no action/kept - Skip to Question 47

42) What did you do

QID: [668]

What did you do? Anything else?

Select ALL that apply

Attacked offender with weapon

- 1. Attacked offender without weapon
- 2. Threatened offender with weapon
- 3. Threatened offender without weapon
- 4. Resisted or captured offender
- 5. Scared or warned off offender
- 6. Persuaded or appeased offender
- 7. Escaped or got away
- 8. Got help or gave alarm
- 9. Reacted to pain or emotion
- 10. Other

CI-F) Branch on condition

Refer to question 31) What were your injuries

Was response number 1 chosen.

- 1. YES - Skip to Question 43b
- 2. NO - Skip to Question 43a

43a) Before or after injury

QID: [672]

Did you take these actions before, after, or at the same time that you were injured?

Select ALL that apply

- 1. Actions taken before injury
- 2. Actions taken after injury
- 3. Actions taken at same time as injury

43b) Did your actions help

QID: [673]

Did (any of) your action(s) help the situation in any way?

PROBE Did your actions help you avoid injury, protect your property, escape from the offender or were they helpful in some other way?

Select ONE of the following

- 1. Yes - Skip to Question 44
 - 2. No - Skip to Question 45
 - 3. Don't know - Skip to Question 45
-

44) How were they helpful

QID: [674]

How were they helpful? Any other way?

Select ALL that apply

- 1. Helped avoid injury or greater injury to respondent
 - 2. Scared or chased offender off
 - 3. Helped respondent get away from offender
 - 4. Protected property
 - 5. Protected other people
 - 6. Other Specify
-
-

45) Did any make situation worse

QID: [675]

Did (any of) your action(s) make the situation worse in any way?

PROBE Did your actions lead to injury, greater injury, loss of property, make the offender angrier, or make the situation worse in some other way?

Select ONE of the following

- 1. Yes - Skip to Question 46
 - 2. No - Skip to Question 47
 - 3. Don't know - Skip to Question 47
-

46) How did it make things worse

QID: [676]

How did they make the situation worse? Any other way?

Select ALL that apply

- 1. Led to injury or greater injury to respondent
 - 2. Caused greater loss of property or damage to property
 - 3. Other people got hurt (worse)
 - 4. Offender got away
 - 5. Made offender angrier, more aggressive, etc.
 - 6. Other Specify
-
-

47) Was anyone else present

QID: [677]

Was anyone present during the incident besides you and the offender? (Other than children under age 12.)

Select ONE of the following

- 1. Yes - Skip to Question 48
 - 2. No - Skip to Question CI-G
 - 3. Don't know - Skip to Question CI-G
-

48) Did any actions help the situation
QID: [678]

Did the actions of (this person/any of these people) help the situation in any way?

Select ONE of the following

- 1. Yes - Skip to Question 49
 - 2. No - Skip to Question 50
 - 3. Don't know - Skip to Question 50
-

49) How did they help
QID: [679]

How did they help the situation? Any other way?

Select ALL that apply

- 1. Helped avoid injury or greater injury to respondent
 - 2. Scared or chased offender off
 - 3. Helped respondent get away from offender
 - 4. Protected property
 - 5. Protected other people
 - 6. Other Specify
-
-

50) Did any make situation worse
QID: [680]

Did the actions of (this person/any of these people) make the situation worse in any way?

Select ONE of the following

- 1. Yes - Skip to Question 51
 - 2. No - Skip to Question 52
 - 3. Don't know - Skip to Question 52
-

51) How did they make things worse
QID: [681]

How did they make the situation worse? Any other way?

Select ALL that apply

- 1. Led to injury or greater injury to respondent
 - 2. Caused greater loss of property or damage to property
 - 3. Other people got hurt (worse)
 - 4. Offender got away
 - 5. Made offender angrier, more aggressive, etc.
 - 6. Other (Specify)
-
-

52) Was anyone else harmed
QID: [682]

Not counting yourself, were any of these persons harmed (Pause),
threatened with harm (Pause),
or robbed by force or threat of harm?
(Do not include yourself, the offender, or children under 12 years of age.)

Select ONE of the following

- 1. Yes - Skip to Question 53
- 2. No - Skip to Question CI-G
- 3. Don't know - Skip to Question CI-G

53) How many people were harmed
QID: [683]

How many?
(Do not include yourself, the offender or children under 12 years of age.)

Enter an answer for EACH field below

1. Number of persons _____

54) How many are currently household members
QID: [684]

How many of these persons are members of your household now?
(Do not include yourself, the offender or children under 12 years of age.)
FIELD REPRESENTATIVE Enter name(s) of other household member(s). If not sure, ask.

Select ONE of the following

- 1. None
- 2. One or more (Specify names below)

CI-G) Branch on condition

Refer to question 42) What did you do

Is value between 1 and 6

- 1. YES - Skip to Question 55
- 2. NO - Skip to Question 60

55) Who was first to threaten physical force
QID: [686]

Who was the first to use or threaten to use physical force you, the offender, or someone else?

Select ONE of the following

- 1. Respondent
- 2. Offender(s)
- 3. Someone else
- 4. Don't know

** Skip to Question 60

56) Have you learned anything about offender
QID: [687]

If household member was present, select last option.

Do you know or have you learned anything about the offender(s) for instance, whether there was one or more than one offender involved, whether it was someone young or old, or male or female?

Select ONE of the following

- 1. Yes - Skip to Question 57
- 2. No - Skip to Question 88
- 3. Member present - Skip to Question 59

57) How sure are you about this information
QID: [688]

How sure are you of this information? Do you have a suspicion, are you fairly sure or are you certain?

Select ONE of the following

- 1. Suspicion
- 2. Fairly sure
- 3. Certain

58) How did you learn about the offenders
QID: [689]

How did you learn about the offender(s)?
Any other way?

Select ALL that apply

- 1. Respondent saw or heard offender
- 2. From other member of household who was eyewitness
- 3. From eyewitness(es) other than household member(s)
- 4. From police
- 5. Other person (not eyewitness)
- 6. Offender(s) admitted it
- 7. Offender(s) had threatened to do it
- 8. Stolen property found on offender's property or in offender's possession
- 9. Figured it out by who had motive, opportunity, or had done it before
- 10. Other Specify

** Skip to Question 88

59) What actually happened

QID: [691]

What actually happened? Anything else?

Select ALL that apply

- 1. Something taken without permission
- 2. Attempted or threatened to take something
- 3. Harassed, argument, abusive language
- 4. Forcible entry or attempted forcible entry of house/apartment
- 5. Forcible entry or attempted forcible entry of car
- 6. Damaged or destroyed property
- 7. Attempted or threatened to damage or destroy property
- 8. Other Specify

60) How many offenders were there

QID: [692]

ASK OR VERIFY

Was the crime committed by only one or by more than one offender?

Select ONE of the following

- 1. Only one - Skip to Question 62
- 2. More than one - Skip to Question 73
- 3. Don't know - Skip to Question 61

61) Do you know anything about any offenders

QID: [693]

Do you know anything about any offenders?

Select ONE of the following

- 1. Yes - Skip to Question 62
- 2. No - Skip to Question 88

62) Was offender male or female

QID: [698]

Was the offender male or female?

Select ONE of the following

- 1. Male
- 2. Female
- 3. Don't know

63) How old was offender
QID: [699]

How old would you say the offender was?

Select ONE of the following

- 1. Under 12
- 2. 12-14
- 3. 15-17
- 4. 18-20
- 5. 21-29
- 6. 30+
- 7. Don't know

64a) Was offender a member of a gang
QID: [700]

Was the offender a member of a street gang, or don't you know?

Select ONE of the following

- 1. Yes (a member of a street gang)
- 2. No (not a member of a street gang)
- 3. Don't know (if a member of a street gang)

64b) Was offender drinking or on drugs
QID: [701]

Was the offender drinking or on drugs, or don't you know?

Select ONE of the following

- 1. Yes (drinking or on drugs) - Skip to Question 65
- 2. No (not drinking/not on drugs) - Skip to Question 66
- 3. Don't know (if drinking or on drugs) - Skip to Question 66

65) Which, drinking or on drugs
QID: [702]

Which was it? (Drinking or on drugs?)

Select ONE of the following

- 1. Drinking
- 2. On drugs
- 3. Both (drinking and on drugs)
- 4. Drinking or on drugs could not tell which

66) Did you know offender
QID: [703]

Was the offender someone you knew or a stranger you had never seen before?

Select ONE of the following

- 1. Knew or had seen before - Skip to Question 68
 - 2. Stranger - Skip to Question 67
 - 3. Don't know - Skip to Question 67
-

67) Would you recognize offender
QID: [704]

Would you be able to recognize the offender if you saw him/her?

Select ONE of the following

- 1. Yes - Skip to Question 69
 - 2. Not sure (possibly or probably) - Skip to Question 69
 - 3. No - Skip to Question 71
-

68) How well did you know offender
QID: [705]

How well did you know the offender by sight only, casual acquaintance, or well known?

Select ONE of the following

- 1. Sight only - Skip to Question 69
 - 2. Casual acquaintance - Skip to Question 70
 - 3. Well known - Skip to Question 70
-

69) Did you know where to find offender
QID: [706]

Would you have been able to tell the police how they might find the offender, for instance, where he/she lived, worked, went to school, or spent time?

Select ONE of the following

- 1. Yes
 - 2. No
 - 3. Other Specify
-
-

** Skip to Question 71

70) How did you know offender
QID: [707]

How did you know the offender? For example, was the offender a friend, cousin, etc.?

Select ONE of the following

Relative

- 1. Spouse at time of incident
- 2. Ex-spouse at time of incident
- 3. Parent or step-parent
- 4. Own child or step-child
- 5. Brother/sister
- 6. Other relative

Non-relative

- 7. Boyfriend or girlfriend, ex-boyfriend or ex-girlfriend
- 8. Friend or ex-friend
- 9. Roommate, boarder
- 10. Schoolmate
- 11. Neighbor
- 12. Someone at work, customer
- 13. Other nonrelative

70a) Branch on condition

Refer to question 70) How did you know offender

Was response number 6 chosen.

- 1. YES - Skip to Question 70c
- 2. NO - Skip to Question 70b

70b) Branch on condition

Refer to question 70) How did you know offender

Was response number 13 chosen.

- 1. YES - Skip to Question 70c
- 2. NO - Skip to Question 71

70c) Relationship to offender

QID: [707c]

How did you know the offender?

Enter an answer for EACH field below

- 1. Specify _____
-

71) What race was offender
QID: [708]

Was the offender White, Black, or some other race?

Select ONE of the following

- 1. White
- 2. Black
- 3. Other Specify

- 4. Don't know

72) Was this first offense
QID: [709]

Was this the only time this offender committed a crime or made threats against you or your household?

Select ONE of the following

- 1. Yes (only time)
- 2. No (there were other times)
- 3. Don't know

** Skip to Question 88

73) How many offenders were there
QID: [710]

How many offenders were there?

Select ONE of the following

- 1. Number of offenders

- 2. Don't know (number of offenders)

74) Male or female
QID: [711]

Were they male or female?

Select ONE of the following

- 1. All male - Skip to Question 76
- 2. All female - Skip to Question 76
- 3. Don't know sex of any offenders - Skip to Question 76
- 4. Both male and female - Skip to Question 75

75) Mostly male or female
QID: [712]

If there were only 2 offenders select Only Two selection. Were they mostly male or mostly female?

Select ONE of the following

- 1. Mostly male
- 2. Mostly female
- 3. Evenly divided
- 4. Don't know
- 5. Only two

76) How old was youngest
QID: [713]

How old would you say the youngest was?

Select ONE of the following

- 1. Under 12 - Skip to Question 77
- 2. 12-14 - Skip to Question 77
- 3. 15-17 - Skip to Question 77
- 4. 18-20 - Skip to Question 77
- 5. 21-29 - Skip to Question 77
- 6. 30+ - Skip to Question 78a
- 7. Don't know - Skip to Question 77

77) How old was oldest
QID: [714]

How old would you say the oldest was?

Select ONE of the following

- 1. Under 12
- 2. 12-14
- 3. 15-17
- 4. 18-20
- 5. 21-29
- 6. 30+
- 7. Don't know

78a) Were any members of a street gang
QID: [715]

Were any of the offenders a member of a street gang, or don't you know?

Select ONE of the following

- 1. Yes (a member of a street gang)
 - 2. No (not a member of a street gang)
 - 3. Don't know (if a member of a street gang)
-

78b) Were any drinking or on drugs

QID: [716]

Were any of the offenders drinking or on drugs, or don't you know?

Select ONE of the following

- 1. Yes (drinking or on drugs) - Skip to Question 79
 - 2. No (not drinking/not on drugs) - Skip to Question 80
 - 3. Don't know (if drinking or on drugs) - Skip to Question 80
-

79) Which, drinking or drugs

QID: [717]

Which was it? (Drinking or on drugs?)

- 1. Drinking
 - 2. On drugs
 - 3. Both (drinking and on drugs)
 - 4. Drinking or on drugs could not tell which
-

80) Did you know any offenders

QID: [718]

Were any of the offenders known to you, or were they strangers you had never seen before?

Select ONE of the following

- 1. All known - Skip to Question 82
 - 2. Some known - Skip to Question 82
 - 3. All strangers - Skip to Question 81
 - 4. Don't know - Skip to Question 81
-

81) Would you recognize any offenders

QID: [719]

Would you be able to recognize any of them if you saw them?

Select ONE of the following

- 1. Yes - Skip to Question 83
 - 2. No - Skip to Question 85
 - 3. Not sure (possibly or probably) - Skip to Question 83
-

82) How well did you know offenders

QID: [720]

How well did you know the offender(s) by sight only, casual acquaintance or well known?

Select ALL that apply

- 1. Sight only
 - 2. Casual acquaintance
 - 3. Well known
-

CI-H) Branch on condition

Refer to question 82) How well did you know offenders

Is value between 2 and 3

1. YES - Skip to Question 84
2. NO - Skip to Question 83

83) Did you know where to find offenders

QID: [722]

Would you have been able to tell the police how they might find any of them, for instance, where they lived, worked, went to school, or spent time?

Select ONE of the following

1. Yes
2. No
3. Other Specify

** Skip to Question 85

84) How did you know offenders

QID: [723]

How did you know them? For example, were they friends, cousins, etc.?

Select ALL that apply

Relative

1. Spouse at time of incident
2. Ex-spouse at time of incident
3. Parent or step-parent
4. Own child or step-child
5. Brother/sister
6. Other relative

Non-relative

7. Boyfriend or girlfriend, ex-boyfriend or ex-girlfriend
8. Friend or ex-friend
9. Roommate, boarder
10. Schoolmate
11. Neighbor
12. Someone at work, customer
13. Other nonrelative

84a) Branch on condition

Refer to question 84) How did you know offenders

Was response number 6 chosen.

1. YES - Skip to Question 84c
 2. NO - Skip to Question 84b
-

84b) Branch on condition

Refer to question 84) How did you know offenders

Was response number 13 chosen.

1. YES - Skip to Question 84c
2. NO - Skip to Question 85

84c) Relationship to offenders

QID: [723c]

How did you know the offenders?

Enter an answer for EACH field below

1. Specify _____

85) What race were offenders

QID: [726]

Were the offenders White, Black, or some other race?

Select ALL that apply

1. White
2. Black
3. Other Specify

4. Don't know race of any/some

86) What race were most of the offenders

QID: [727]

If only one answer selected in 85, select Only one race.

What race were most of the offenders?

Select ONE of the following

1. Mostly White
2. Mostly Black
3. Mostly some other race
4. Equal number of each race
5. Don't know
6. Only one race

87) Only time of offense

QID: [730]

Was this the only time any of these offenders committed a crime or made threats against you or your household?

Select ONE of the following

1. Yes (only time)
 2. No (there were other times)
 3. Don't know
-

88) Was something stolen

QID: [731]

ASK OR VERIFY

Was something stolen or taken without permission that belonged to you or others in the household?
FIELD REPRESENTATIVE Include anything stolen from unrecognizable business. Do not include anything stolen from a recognizable business in respondent's home or another business, such as merchandise or cash from a register.

Select ONE of the following

- 1. Yes - Skip to Question 96
- 2. No - Skip to Question 89
- 3. Don't know - Skip to Question 89

89) Was there an attempt to steal

QID: [732]

ASK OR VERIFY

Did the offender(s) ATTEMPT to take something that belonged to you or others in the household?

Select ONE of the following

- 1. Yes - Skip to Question 90
- 2. No - Skip to Question 110
- 3. Don't know - Skip to Question 110

90) What was stolen

QID: [733]

What did the offender try to take? Anything else?

Select ALL that apply

- 1. Cash
- 2. Purse
- 3. Wallet
- 4. Credit cards, checks, bank cards
- 5. Car
- 6. Other motor vehicle
- 7. Part of motor vehicle (tire, hubcap, attached
- 8. tape deck, attached CB radio, etc.)
- 9. Gasoline or oil
- 10. Bicycle or parts
- 11. TV, stereo, other household appliances
- 12. Silver, china, art objects
- 13. Other household furnishings (furniture, rugs, etc.)
- 14. Personal effects (clothing, jewelry, toys, etc.)
- 15. Handgun (pistol, revolver)
- 16. Other firearm (rifle, shotgun)
- 17. Other Specify

-
-
- 18. Don't know
-

91) Was the stolen property a personal item

QID: [738]

Did the (property/money) the offender tried to take belong to you personally, to someone else in the household, or to both you and other household members?

Select ONE of the following

- 1. Respondent only - Skip to Question 92
 - 2. Respondent and other household member(s) - Skip to Question 91a
 - 3. Other household member(s) only - Skip to Question 91a
 - 4. Nonhousehold member(s) only - Skip to Question 92
 - 5. Other Specify - Skip to Question 92
-
-

91a) Check item J

QID: [739]

Besides the respondent, which household member(s) owned the property/money the offender tried to take? If not sure, ask. Do not enter the respondent's name.

Enter answer below

92) Were stolen items in a motor vehicle

QID: [740]

This is a test

Select ONE of the following

- 1. Yes
- 2. No

CI-K) Branch on condition

Refer to question 90) What was stolen

Is value between 1 and 3

- 1. YES - Skip to Question 93
- 2. NO - Skip to Question 94

93) Was cash being held

QID: [742]

ASK OR VERIFY -

Was the (cash/purse/wallet) on your person, for instance, in a pocket or being held?

Select ONE of the following

- 1. Yes
 - 2. No
-

94) Was anything else taken

QID: [745]

ASK OR VERIFY -

Was there anything (else) the offender(s) tried to take directly from you, for instance, from your pocket or hands, or something that you were wearing?

Exclude property not belonging to respondent or other household member.

Select ONE of the following

- 1. Yes - Skip to Question 95
- 2. No - Skip to Question 110

95) Which item did offender try to take

QID: [746]

Which items did the offender(s) try to take directly from you?

Do not include cash/purse/wallet. Exclude property not belonging to respondent or other household member.

Select ALL that apply

- 1. Tried to take everything selected in 90 directly from respondent
- 2. Cash
- 3. Purse
- 4. Wallet
- 5. Credit cards, checks, bank cards
- 6. Car
- 7. Other motor vehicle
- 8. Part of motor vehicle (tire, hubcap, attached
- 9. tape deck, attached CB radio, etc.)
- 10. Gasoline or oil
- 11. Bicycle or parts
- 12. TV, stereo, other household appliances
- 13. Silver, china, art objects
- 14. Other household furnishings (furniture, rugs, etc.)
- 15. Personal effects (clothing, jewelry, toys, etc.)
- 16. Handgun (pistol, revolver)
- 17. Other firearm (rifle, shotgun)
- 18. Other
- 19. Don't know

** Skip to Question 110

96) What items were taken

QID: [747]

What was taken that belonged to you or others in the household? Anything else?

FIELD REPRESENTATIVE If purse or wallet stolen, ASK

Did it contain any money?

Select ALL that apply

Cash

1. Only cash taken

Property

2. Purse (Ask: Did it contain money?)

3. Wallet (Ask: Did it contain money?)

4. Credit cards

Vehicle or Parts

5. Car

6. Other motor vehicle

7. Part of motor vehicle (tire, hubcap, attached tape deck, attached CB radio, etc.)

8. Unattached motor vehicle accessories or equipment (unattached radio, etc.)

9. Gasoline or oil

10. Bicycle or parts

Household Furnishings

11. TV, VCR, stereo, other household appliances

12. Silver, china, art objects

13. Other household furnishings (furniture, rugs, etc.)

Personal Effects

14. Portable electronic and photographic gear (personal stereo, TV, calculator, camera, etc.)

15. Clothing, furs, luggage, briefcase

16. Jewelry, watch, keys

17. Collection of stamps, coins, etc.

18. Toys, sports and recreation equipment (not listed above)

19. Other personal and portable objects

Firearms

20. Handgun (pistol, revolver)

21. Other firearm (rifle, shotgun)

Miscellaneous

22. Tools, machines, office equipment

23. Farm or garden produce, plants, fruit, logs

24. Animals - pet or livestock

25. Food or liquor

26. Other

27. Don't know

96a) Branch on condition

Refer to question 96) What items were taken

Was response number 1 chosen.

1. YES - Skip to Question 96b
 2. NO - Skip to Question 96c
-

96b) How much cash was taken

QID: [747b]

How much cash was taken?

Enter an answer for EACH field below

1. Specify Dollars: _____
-

96c) Branch on condition

Refer to question 96) What items were taken

Was response number 26 chosen.

1. YES - Skip to Question 96d
 2. NO - Skip to Question 97
-

96d) What else was taken

QID: [747d]

You have specified that other miscellaneous items were taken. What were these other items?

Enter an answer for EACH field below

1. Specify _____
-

97) Did property belong to you

QID: [760]

Did the stolen (property/money) belong to you personally, to someone else in the household, or to both you and other household members?

Select ONE of the following

- ___ 1. Respondent only - Skip to Question CI-M
 - ___ 2. Respondent and other household member(s) - Skip to Question 91
 - ___ 3. Other household member(s) only - Skip to Question 91
 - ___ 4. Nonhousehold member(s) only - Skip to Question CI-M
 - ___ 5. Other Specify - Skip to Question CI-M
-
-

91) Check item L

QID: [761]

Besides the respondent, which household member(s) owned the stolen (property/money)?

If not sure, ASK.

Enter answer below

CI-M) Branch on condition

Refer to question 96) What items were taken

Is value between 5 and 6

1. YES - Skip to Question 98
2. NO - Skip to Question 100

98) Has vehicle ever been used by offender

QID: [763]

Had permission to use the (car/motor vehicle) ever been given to the offender(s)?

Select ONE of the following

1. Yes - Skip to Question 99
2. No - Skip to Question CI-N
3. Don't know - Skip to Question CI-N

99) Was vehicle previously returned by offender

QID: [764]

Did the offender return the (car/motor vehicle) this time?

Select ONE of the following

1. Yes
2. No

** Skip to Question CI-N

100) Were items taken inside a vehicle

QID: [765]

ASK OR VERIFY -

Was/Were the article(s) IN or ATTACHED to a motor vehicle when (they were/it was) taken?

Select ONE of the following

1. Yes
 2. No
-

CI-N) Branch on condition

Refer to question 96) What items were taken

Is value between 1 and 4

1. YES - Skip to Question 101
 2. NO - Skip to Question 102
-

101) Was cash being held

QID: [767]

ASK OR VERIFY

Was the (cash/purse/wallet) on your person, for instance, in a pocket or being held?

Select ONE of the following

1. Yes
 2. No
-

102) Was anything else taken

QID: [768]

ASK OR VERIFY

Was there anything (else) the offender(s) took directly from you, for instance, from your pocket or hands, or something that you were wearing?

Exclude property not belonging to respondent or other household member.

Select ONE of the following

1. Yes - Skip to Question 103
 2. No - Skip to Question CI-N1
-

103) Which items were taken directly from you
QID: [769]

Which items did the offender(s) take directly from you?

Do not include cash/purse/wallet. Exclude property not belonging to respondent or other household member.

Select ALL that apply

Cash

1. Only cash taken

Property

2. Purse (Ask: Did it contain money?)

3. Wallet (Ask: Did it contain money?)

4. Credit cards

Vehicle or Parts

5. Car

6. Other motor vehicle

7. Part of motor vehicle (tire, hubcap, attached tape deck, attached CB radio, etc.)

8. Unattached motor vehicle accessories or equipment (unattached radio, etc.)

9. Gasoline or oil

10. Bicycle or parts

Household Furnishings

11. TV, VCR, stereo, other household appliances

12. Silver, china, art objects

13. Other household furnishings (furniture, rugs, etc.)

Personal Effects

14. Portable electronic and photographic gear (personal stereo, TV, calculator, camera, etc.)

15. Clothing, furs, luggage, briefcase

16. Jewelry, watch, keys

17. Collection of stamps, coins, etc.

18. Toys, sports and recreation equipment (not listed above)

19. Other personal and portable objects

Firearms

20. Handgun (pistol, revolver)

21. Other firearm (rifle, shotgun)

Miscellaneous

22. Tools, machines, office equipment

23. Farm or garden produce, plants, fruit, logs

24. Animals - pet or livestock

25. Food or liquor

26. Other

27. Don't know

Every marked in 96 was taken directly from respondent

CI-N1) Branch on condition

Refer to question 96) What items were taken

Is value between 5 and 27

1. YES - Skip to Question 104
2. NO - Skip to Question 106

104) What was the value of items taken

QID: [770a]

What was the value of the PROPERTY that was taken? Include recovered property. Exclude any stolen cash /checks /credit cards. If jointly owned with a non-household member(s), include only share owned by household members.

Enter an answer for EACH field below

1. Enter Dollar Value: _____

105) How was value determined

QID: [771]

How did you decide the value of the property that was taken? Any other way?

Select ALL that apply

1. Original cost
 2. Replacement cost
 3. Personal estimate of current value
 4. Insurance report estimate
 5. Police estimate
 6. Don't know
 7. Other Specify
- _____
- _____

106) Was stolen property recovered

QID: [772]

Was all or part of the stolen (money/ property) recovered, not counting anything received from insurance?

Select ONE of the following

1. All - Skip to Question 107c
 2. Part - Skip to Question 107
 3. None - Skip to Question 109
-

107) What was recovered

QID: [775]

What was recovered? Anything else?

FIELD REPRESENTATIVE If purse or wallet recovered, ASK Did it contain any money?

Enter amount of recovered cash where indicated. Mark the appropriate box(es) for recovered property or the box for only cash recovered.

Select ALL that apply

- 1. Cash
- 2. Purse (ask: Did it contain any money)
- 3. Wallet (ask: Did it contain any money)
- 4. Credit cards, checks, bank cards
- 5. Car or other motor vehicle
- 6. Property other than above

107a) Branch on condition

Refer to question 107) What was recovered

Was response number 1 chosen.

- 1. YES - Skip to Question 107b
- 2. NO - Skip to Question 107c

107b) How much cash was recovered

QID: [775b]

How much cash was recovered?

Enter an answer for EACH field below

- 1. Specify _____

107c) Check item O

QID: [777]

Was PROPERTY other than cash, checks or credit cards recovered? (If not sure, ask)

Select ONE of the following

- 1. Yes - Skip to Question 108
- 2. No - Skip to Question 109

108) Value of damage

QID: [778]

Considering any damage, what was the value of the property after it was recovered?

(Do not include recovered cash, checks, or credit cards.)

Enter an answer for EACH field below

- 1. Value _____
-

109) Was theft reported to insurance
QID: [779]

Was the theft reported to an insurance company?

Select ONE of the following

- 1. Yes
 - 2. No or don't have insurance
 - 3. Don't know
-

110) Was anything else damaged
QID: [780]

(Other than any stolen property) was anything that belonged to you or other members of the household damaged in this incident?

PROBE

For example, was (a lock or window broken/clothing damaged/ damage done to a car), or something else?

Select ONE of the following

- 1. Yes - Skip to Question 111
 - 2. No - Skip to Question 115
-

111) Were damaged items repaired or replaced
QID: [781]

Was/Were the damaged item(s) repaired or replaced?

Select ONE of the following

- 1. Yes, all - Skip to Question 113
 - 2. Yes, part - Skip to Question 113
 - 3. No, none - Skip to Question 112
-

112) How much would it cost to replace items
QID: [782]

How much would it cost to repair or replace the damaged item(s)?

Select ONE of the following

- 1. Cost to repair/replace - Skip to Question 114
-
-

- 2. No cost - Skip to Question 115
 - 3. Don't know - Skip to Question 114
-

113) How much was the repair cost

QID: [783]

How much was the repair or replacement cost ?

Select ONE of the following

1. Cost to repair/replace - Skip to Question 114

2. No cost - Skip to Question 115

3. Don't know - Skip to Question 114

114) Who paid for repairs

QID: [784]

Who (paid/will pay) for the repairs or replacement? Anyone else?

Select ALL that apply

1. Items will not be repaired or replaced

2. Household member

3. Landlord or landlord's insurance

4. Victim's (or household's) insurance

5. Offender

6. Other Specify

115) Were police informed

QID: [800]

Were the police informed or did they find out about this incident in any way?

Select ONE of the following

1. Yes - Skip to Question 116

2. No - Skip to Question 117

3. Don't know - Skip to Question 130

116) How did police find out

QID: [801]

How did the police find out about it?

Select ONE of the following

1. Respondent - Skip to Question 119

2. Other household member - Skip to Question 121

3. Someone official called police (guard, apt. manager, school official, etc.) - Skip to Question 121

4. Someone else - Skip to Question 121

5. Police were at scene - Skip to Question 123

6. Offender was a police officer - Skip to Question 124

7. Some other way Specify - Skip to Question 124

117) Why was it not reported to police

QID: [802]

What was the reason it was not reported to the police?

(Can you tell me a little more?)

Any other reason?

STRUCTURED PROBE

Was the reason because you dealt with it another way, it wasn't important enough to you, insurance wouldn't cover it, police couldn't do anything, police wouldn't help, or was there some other reason?

Select ALL that apply

Dealt With Another Way

- 1. Reported to another official (guard, apt. manager, school official, etc.)
- 2. Private or personal matter or took care of it myself or informally; told offender's parent

Not Important Enough to Respond

- 3. Minor or unsuccessful crime, small or no loss, recovered property
- 4. Child offender(s), "kid stuff"
- 5. Not clear was a crime or that harm was intended

Insurance Wouldn't Cover

- 6. No insurance, loss less than deductible, etc.

Police Couldn't Do Anything

- 7. Didn't find out until too late
- 8. Could not recover or identify property
- 9. Could not find or identify offender, lack of proof

Police Wouldn't Help

- 10. Police wouldn't think it was important enough, wouldn't want to be bothered or get involved
- 11. Police would be inefficient, ineffective (they'd arrive late or not at all, wouldn't do a good job, etc.)
- 12. Police would be biased, would harass/insult respondent, cause respondent trouble, etc.)
- 13. Offender was police officer

Other Reason

- 14. Did not want to get offender in trouble with the law
 - 15. Was advised not to report to police
 - 16. Afraid of reprisal by offender or others
 - 17. Did not want to or could not take time too inconvenient
 - 18. Other
 - 19. Respondent not present or doesn't know why it wasn't reported
-

117a) Branch on condition

Refer to question 117) Why was it not reported to police
Was response number 18 chosen.

1. YES - Skip to Question 117b
 2. NO - Skip to Question 117c
-

117b) What other reasons

QID: [802b]

You have said that this was not reported to the police for other reasons. What were these?

Enter an answer for EACH field below

1. Specify_____
-

117c) Check item P

QID: [802d]

Refer to 117. Is more than one reason marked?

Select YES or NO

- ___ 1. Yes - Skip to Question 118
 - ___ 2. No - Skip to Question 130
-

118) Most important reason police not informed

QID: [808]

Which of these would you say was the most important reason why the incident was not reported to the police?

Select ONE of the following

- ___ 1. Reported to another official (guard, apt. manager, school official, etc.)
- ___ 2. Private or personal matter or took care of it myself or informally; told offender's parent
- ___ 3. Minor or unsuccessful crime, small or no loss,
- ___ 4. recovered property
- ___ 5. Child offender(s), "kid stuff"
- ___ 6. Not clear was a crime or that harm was intended
- ___ 7. No insurance, loss less than deductible, etc.
- ___ 8. Didn't find out until too late
- ___ 9. Could not recover or identify property
- ___ 10. Could not find or identify offender, lack of proof
- ___ 11. Police wouldn't think it was important enough, wouldn't want to be bothered or get involved
- ___ 12. Police would be inefficient, ineffective (they'd arrive late or not at all, wouldn't do a good job, etc.)
- ___ 13. Police would be biased, would harass/insult respondent, cause respondent trouble, etc.)
- ___ 14. Offender was police officer
- ___ 15. Did not want to get offender in trouble with the law
- ___ 16. Was advised not to report to police
- ___ 17. Afraid of reprisal by offender or others
- ___ 18. Did not want to or could not take time too inconvenient
- ___ 19. Other
- ___ 20. Respondent not present or doesn't know why it wasn't reported
- ___ 21. No one reason more important

** Skip to Question 130

119) Reason for reporting to police
QID: [809]

Besides the fact that it was a crime, did YOU have any other reason for reporting this incident to the police?

STRUCTURED PROBE

Did you report it to get help with this incident, to recover your loss, to stop or punish the offender, to let police know about it, or was there some other reason?

Select ALL that apply

- 1. Stop or prevent THIS incident from happening
 - 2. Needed help after incident due to injury, etc.
 - 3. To recover property
 - 4. To collect insurance
 - 5. To prevent further crimes against respondent/respondent's household by this offender
 - 6. To stop this offender from committing other crimes against anyone
 - 7. To punish offender
 - 8. Catch or find offender other reason or no reason given
 - 9. To improve police surveillance of respondent's home, area, etc.
 - 10. Duty to let police know about crime
 - 11. Other reason
- _____
- _____

- 12. No other reason

119a) Branch on condition

Refer to question 119) Reason for reporting to police

Was response number 12 chosen.

- 1. YES - Skip to Question 121
- 2. NO - Skip to Question 119b

119b) Check item Q

QID: [812]

Refer to 119.

Is more than one reason marked?

Select YES or NO

- 1. Yes - Skip to Question 120
 - 2. No - Skip to Question 121
-

120) Which was most important reason
QID: [813]

Which of these would you say was the most important reason why the incident was reported to the police?

Select ONE of the following

- 1. Stop or prevent THIS incident from happening
- 2. Needed help after incident due to injury, etc.
- 3. To recover property
- 4. To collect insurance
- 5. To prevent further crimes against respondent/respondent's household by this offender
- 6. To stop this offender from committing other crimes against anyone
- 7. To punish offender
- 8. Catch or find offender other reason or no reason given
- 9. To improve police surveillance of respondent's home, area, etc.
- 10. Duty to let police know about crime
- 11. Other reason
- 12. No one reason more important
- 13. Because it was a crime was most important

121) Did police come to see you
QID: [814]

Did the police come when they found out about the incident?

Select ONE of the following

- 1. Yes - Skip to Question 122
- 2. No - Skip to Question 124
- 3. Don't know - Skip to Question 124
- 4. Respondent went to police - Skip to Question 123

122) How quickly did police respond
QID: [815]

How soon after the police found out did they respond? Was it within 5 minutes, within 10 minutes, an hour, a day, or longer? Select first answer that respondent is sure of.

Select the FIRST that applies

- 1. Within 5 minutes
 - 2. Within 10 minutes
 - 3. Within an hour
 - 4. Within a day
 - 5. Longer than a day
 - 6. Don't know how soon
-

123) What did police do

QID: [816]

What did they do while they were (there/here)? Anything else?

Select ALL that apply

- 1. Took report
 - 2. Searched/looked around
 - 3. Took evidence (fingerprints, inventory, etc.)
 - 4. Questioned witnesses or suspects
 - 5. Promised surveillance
 - 6. Promised to investigate
 - 7. Made arrest
 - 8. Other Specify
-
-

9. Don't know

124) Was there later contact with police

QID: [818]

Did you (or anyone in your household) have any later contact with the police about the incident?

Select ONE of the following

- 1. Yes - Skip to Question 125
 - 2. No - Skip to Question 128
 - 3. Don't know - Skip to Question 128
-

125) Did you contact police

QID: [819]

Did the police get in touch with you or did you get in touch with them?

Select ONE of the following

- 1. Police contacted respondent or other HHL D member
 - 2. Respondent (or other HHL D member) contacted police
 - 3. Both
 - 4. Don't know
 - 5. Other Specify
-
-

126) Was police contact in person

QID: [820]

Was that in person, by phone, or some other way?

Select ONE of the following

- 1. In person
 - 2. Not in person (by phone, mail, etc.)
 - 3. Both in person and not in person
 - 4. Don't know
-

127) What did police do to follow up
QID: [821]

What did the police do in following up with this incident? Anything else?

Select ALL that apply

- 1. Took report
- 2. Questioned witnesses or suspects
- 3. Did or promised surveillance/investigation
- 4. Recovered property
- 5. Made arrest
- 6. Stayed in touch with respondent/household
- 7. Other Specify

- 8. Nothing (to respondent's knowledge)
- 9. Don't know

128) Was a complaint signed
QID: [825]

Did you (or someone in your household) sign a complaint against the offender(s) to the police department or the authorities?

Select ONE of the following

- 1. Yes
- 2. No

129) Was anyone arrested
QID: [826]

ASK OR VERIFY -As far as you know, was anyone arrested or were charges brought against anyone in connection with this incident?

Select ONE of the following

- 1. Yes
- 2. No
- 3. Don't know

130) Did anyone receive advice from police or agency
QID: [827]

Did you (or someone in your household) receive any help or advice from any office or agency other than the police that deals with victims of crime?

Select ONE of the following

- 1. Yes - Skip to Question 131
 - 2. No - Skip to Question CI-R
 - 3. Don't know - Skip to Question CI-R
-

131) Was it a government agency
QID: [828]

Was that a government or private agency?

Select ONE of the following

- 1. Government
 - 2. Private
 - 3. Don't know
-

CI-R) Branch on condition

Refer to question 115) Were police informed
Was response number 1 chosen.

- 1. YES - Skip to Question 132
 - 2. NO - Skip to Question 135
-

132) Has there been any follow up contact with authorities
QID: [829]

Have you (or someone in your household) had contact with any other authorities about this incident (such as a prosecutor, court, or juvenile officer)?

Select ONE of the following

- 1. Yes - Skip to Question 133
 - 2. No - Skip to Question 134
 - 3. Don't know - Skip to Question 134
-

133) Which authorities
QID: [830]

Which authorities? Any others?

Select ALL that apply

- 1. Prosecutor, district attorney
 - 2. Magistrate
 - 3. Court
 - 4. Juvenile, probation or parole officer
 - 5. Other Specify
-
-

134) Do you expect further activity
QID: [831]

Do you expect the police, courts, or other authorities will be doing anything further in connection with this incident?

Select ONE of the following

- 1. Yes Specify
-
-

- 2. No
 - 3. Don't know
-

135) What were you doing when this happened
QID: [832]

ASK OR VERIFY - What were you doing when this incident happened/started?

Select ONE of the following

- 1. Working or on duty - Skip to Question 138
 - 2. On the way to or from work - Skip to Question 138
 - 3. On the way to or from school - Skip to Question 136
 - 4. On the way to or from other place - Skip to Question 136
 - 5. Shopping, errands - Skip to Question 136
 - 6. Attending school - Skip to Question 136
 - 7. Leisure activity away from home - Skip to Question 136
 - 8. Sleeping - Skip to Question 136
 - 9. Other activities at home - Skip to Question 136
 - 10. Other Specify - Skip to Question 136
-
-

- 11. Don't know - Skip to Question 136
-

136) Were you employed
QID: [840]

ASK OR VERIFY - Did you have a job at the time of the incident?

Select ONE of the following

- 1. Yes - Skip to Question 138
 - 2. No - Skip to Question 137
-

137) What was the major activity during week of incident
QID: [841]

What was your major activity the week of the incident. Were you looking for work, keeping house, going to school, or doing something else?

Select ONE of the following

- 1. Looking for work
 - 2. Keeping house
 - 3. Going to school
 - 4. Unable to work
 - 5. Retired
 - 6. Other Specify
-
-

** Skip to Question 151

138) Which describes your job
QID: [842]

Which of the following best described your job at the time of the incident?
Read main headings until you get a YES. Then read the answer category.

Select ONE of the following

Medical Profession

- 1. Physician
- 2. Nurse
- 3. Technician
- 4. Other

Mental Health Services

- 5. Professional (social worker/psychiatrist)
- 6. Custodial care
- 7. Other

Teaching Profession

- 8. Preschool
- 9. Elementary
- 10. Junior high or middle school
- 11. High school
- 12. College or university
- 13. Technical or industrial school
- 14. Special education facility
- 15. Other

Law Enforcement or Security Field

- 16. Law enforcement officer
- 17. Prison or jail guard
- 18. Security guard
- 19. Other

Retail Sales

- 20. Convenience or liquor store clerk
- 21. Gas station attendant
- 22. Bartender
- 23. Other

Transportation Field

- 24. Bus driver
- 25. Taxi cab driver
- 26. Other

Something else

138a) Branch on condition

Refer to question 138) Which describes your job

Was response number 4 chosen.

- 1. YES - Skip to Question 138g
 - 2. NO - Skip to Question 138b
-

138b) Branch on condition

Refer to question 138) Which describes your job

Was response number 7 chosen.

1. YES - Skip to Question 138g
 2. NO - Skip to Question 138c
-

138c) Branch on condition

Refer to question 138) Which describes your job

Was response number 15 chosen.

1. YES - Skip to Question 138g
 2. NO - Skip to Question 138d
-

138d) Branch on condition

Refer to question 138) Which describes your job

Was response number 19 chosen.

1. YES - Skip to Question 138g
 2. NO - Skip to Question 138e
-

138e) Branch on condition

Refer to question 138) Which describes your job

Was response number 23 chosen.

1. YES - Skip to Question 138g
 2. NO - Skip to Question 138e1
-

138e1) Branch on condition

Refer to question 138) Which describes your job

Was response number 26 chosen.

1. YES - Skip to Question 138g
 2. NO - Skip to Question 138f
-

138f) Branch on condition

Refer to question 138) Which describes your job

Was response number 27 chosen.

1. YES - Skip to Question 138g
 2. NO - Skip to Question 139
-

138g) Specify your job

QID: [842g]

You specified "Other". Describe your job?

Enter an answer for EACH field below

1. Specify _____
-

139) Type of employer

QID: [843]

Was your job with...Read answer categories

Select ONE of the following

- 1. A private company, business, or individual for wages
 - 2. The Federal government
 - 3. A State, county, or local government
 - 4. Yourself (Self employed) in your own business, professional practice, or farm
-

140) Where did you work

QID: [844]

While working at this job, did you work mostly in... Read answer categories

Select ONE of the following

- 1. A city
 - 2. Suburban area
 - 3. Rural area
 - 4. Combination of any of these
-

141) Did this happen at work

QID: [845]

ASK OR VERIFY Did this incident happen at your work site?

Select ONE of the following

- 1. Yes
 - 2. No
 - 3. Don't know
 - 4. Other
-
-

142) When do you work

QID: [846]

Did you usually work days or nights?

Select ONE of the following

- 1. Days
 - 2. Nights
 - 3. Both days and nights/rotating shifts
-

CI-S) Branch on condition

Refer to question 31) What were your injuries

Was response number 1 chosen.

- 1. YES - Skip to Question 147
 - 2. NO - Skip to Question 143
-

143) Did you lose work

QID: [870]

Did YOU lose time from work because of the injuries you suffered in this incident?

Select ONE of the following

1. Yes - Skip to Question 144

2. No - Skip to Question 147

144) How much work did you lose

QID: [871]

How much time did YOU lose from work because of the injuries you suffered in this incident?

Select ONE of the following

1. More than one day - Skip to Question 145

2. Less than one day - Skip to Question 147

3. Don't know - Skip to Question 145

145) Did you lose pay

QID: [872]

During these days, did you lose any pay that was not covered by unemployment insurance, sick leave, or some other source?

Select ONE of the following

1. Yes - Skip to Question 146

2. No - Skip to Question 147

146) How much pay did you lose

QID: [873]

During these days, about how much pay did you lose that was not covered by unemployment insurance, sick leave, or some other source?

Select ONE of the following

1. Amount

2. Don't know

147) Did you lose work time

QID: [874]

Did YOU lose any (other) time from work because of this incident for such things as cooperating with a police investigation, testifying in court, or repairing or replacing damaged or stolen property?

If no time was lost for any of these reasons, mark None.

Select ALL that apply

- 1. Police related activities
- 2. Court related activities
- 3. Repairing damaged property
- 4. Replacing stolen items
- 5. Other Specify

- 6. None (did not lose time from work for any of these reasons)

147a) Branch on condition

Refer to question 147) Did you lose work time

Was response number 6 chosen.

- 1. YES - Skip to Question 151
- 2. NO - Skip to Question 148

148) How much work time was lost

QID: [875]

How much time did you lose altogether because of (name all reasons marked in 147)?

Select ONE of the following

- 1. Number of days - Skip to Question 149

- 2. Less than one day - Skip to Question 151
- 3. Don't know - Skip to Question 149

149) Did you lose any pay

QID: [876]

During these days, did you lose any pay that was not covered by unemployment insurance, paid leave, or some other source?

Select ONE of the following

- 1. Yes - Skip to Question 150
- 2. No - Skip to Question 151

150) How much pay was lost

QID: [877]

During these days, about how much pay did you lose that was not covered by unemployment insurance, sick leave, or some other source?

Select one of the following

1. Amount of pay lost

2. Don't know

151) Did anyone else lose work time

QID: [878]

Were there any (other) household members 16 years or older who lost time from work because of this incident?

Select ONE of the following

1. Yes - Skip to Question 152

2. No - Skip to Question CI-T

152) How much work time did they lose

QID: [879]

How much time did any (other) household members 16 and older lose from work because of this incident?

Select ONE of the following

1. Number of days

2. Less than one day

3. Don't know

CI-T) Branch on condition

Refer to question 135) What were you doing when this happened

Is value between 2 and 4

1. YES - Skip to Question 153

2. NO - Skip to Question CI-U

153) How do you get to work
 QID: [881]

ASK OR VERIFY You told me earlier you were on the way (to/from) (work/school/some place) when the incident happened. What means of transportation were you using?

Select ONE of the following

- 1. Car, truck or van
- 2. Motorcycle
- 3. Bicycle
- 4. On foot
- 5. School bus (private or public)
- 6. Bus or trolley
- 7. Subway or rapid transit
- 8. Train
- 9. Taxi
- 10. Other Specify

CI-U) Branch on condition

Refer to question 4d) Check item D

Was response number 1 chosen.

- 1. YES - Skip to Question 154
- 2. NO - Skip to Question 161-a

154) Has this happened before
 QID: [883]

You have told me about the most recent incident. How many times did this kind of thing happen to you during the last 12 months?

Select ONE of the following

- 1. Number of incidents - Skip to Question 155

- 2. Don't know - Skip to Question 154a

154a) Why not
 QID: [883a]

Is this because there is no way of knowing, or because it happened too many times, or is there some other reason?

Select ONE of the following

- 1. No way of knowing
- 2. Happened too many times
- 3. Some other reason Specify

155) In what month did incident happen

QID: [885]

In what month or months did these incidents take place?

If more than one quarter involved, ASK How many in (name months)?

FIELD REPRESENTATIVE Enter number for each quarter as appropriate.

Qtr. 1) January, February, March

Qtr. 2) April, May June

Qtr. 3) July, August, September

Qtr. 4) October, November, December

Enter an answer for EACH field below

1. Qtr. 1 _____
2. Qtr. 2 _____
3. Qtr. 3 _____
4. Qtr. 4 _____

156) Did incidents occur in the same place

QID: [889]

Did all, some, or none of these incidents occur in the same place?

Select ONE of the following

- ___ 1. All in the same place
- ___ 2. Some in the same place
- ___ 3. None in the same place

157) Were incidents done by the same person

QID: [890]

Were all, some, or none of these incidents done by the same person(s)?

Select ONE of the following

- ___ 1. All by same person - Skip to Question 158
- ___ 2. Some by same person - Skip to Question 158
- ___ 3. None by same person - Skip to Question 158
- ___ 4. Don't know - Skip to Question 159

158) What was your relationship with the offender

QID: [891]

What (was/were) the offender(s) relationship(s) to you? For example, friend, spouse, schoolmate, etc.

Select ALL that apply

Relative

- ___ 1. Spouse at time of incident
- ___ 2. Ex-spouse at time of incident
- ___ 3. Parent or step-parent
- ___ 4. Other relative

Nonrelative

- ___ 5. Friend or ex-friend
 - ___ 6. Neighbor
 - ___ 7. Schoolmate
 - ___ 8. Roommate, boarder
 - ___ 9. Stranger
 - ___ 10. Other nonrelative
-

158a) Branch on condition

Refer to question 158) What was your relationship with the offender

Was response number 4 chosen.

- 1. YES - Skip to Question 158c
- 2. NO - Skip to Question 158b

158b) Branch on condition

Refer to question 158) What was your relationship with the offender

Was response number 10 chosen.

- 1. YES - Skip to Question 158c
- 2. NO - Skip to Question 159

158c) What were the relationships to offenders

QID: [891c]

You specified "Other" in the previous question. Clarify your relationship(s) with offender(s).

Enter an answer for EACH field below

- 1. Specify _____

159) Did the same thing happen each time

QID: [893]

Did the same thing happen each time?

Select ONE of the following

- ___ 1. Yes
- ___ 2. No How did the incidents differ?

160) Is the trouble still going on

QID: [894]

Is the trouble still going on?

Select ONE of the following

- ___ 1. Yes
- ___ 2. No What ended it?

160a) Check item V

QID: [895]

Select the ONE category that best describes this series of crimes.

If more than one category describes this series, select the first answer that applies.

Select ONE of the following

Contact crimes

___ 1. Completed or threatened violence in the course of the victim's job (police officer, security guard, psychiatric social worker, etc.)

___ 2. Completed or threatened violence between spouses, other relatives, friends, neighbors, etc.

___ 3. Completed or threatened violence at school or on school property

___ 4. Other contact crimes (other violence, pocket picking, purse snatching, etc.)

Noncontact crimes

___ 5. Theft or attempted theft of motor vehicles

___ 6. Theft or attempted theft of motor vehicle parts (tire, hubcap, battery, attached tape deck, etc.)

___ 7. Theft or attempted theft of contents of motor vehicle, including unattached parts

___ 8. Theft or attempted theft at school or on school property

___ 9. Illegal entry of, or attempt to enter, victim's home, other building on property, second home, hotel, motel

___ 10. Theft or attempted theft from victim's home or vicinity by person(s) known to victim (roommate, babysitter, etc.)

___ 11. Theft or attempted theft from victim's home or vicinity by person(s) unknown to victim

___ 12. Other theft or attempted theft (at work, while shopping, etc.), etc.)

CI-Va) Branch on condition

Refer to question 160a) Check item V

Was response number 4 chosen.

1. YES - Skip to Question 160b

2. NO - Skip to Question CI-Vb

CI-Vb) Branch on condition

Refer to question 160a) Check item V

Was response number 12 chosen.

1. YES - Skip to Question 160b

2. NO - Skip to Question 161-a

160b) Clarify your answer

QID: [895c]

You specified "Other" in the previous question. Please clarify your answer.

Enter an answer for EACH field below

1. Specify _____

161-a) Was this a hate/bias crime
QID: [896-a]

Hate crimes are motivated by dislike for members of specific groups.
Was the incident just discussed motivated by dislike for:

(a) People of your race?

Select ONE of the following

1. Yes
 2. No
-

161-b) Was this a hate/bias crime
QID: [896-b]

(b) People of your religion?

Select ONE of the following

1. Yes
 2. No
-

161-c) Was this a hate/bias crime
QID: [896-c]

(c) People of your ethnic background or national origin
(for example, people of Hispanic origin)?

Select ONE of the following

1. Yes
 2. No
-

161-d) Was this a hate/bias crime
QID: [896-d]

(d) People with disabilities (by this I mean physical, mental or developmental disabilities)?

Select ONE of the following

1. Yes
 2. No
-

161-e) Was this a hate/bias crime
QID: [896-e]

(e) People of your gender?

Select ONE of the following

1. Yes
 2. No
-

161-f) Was this a hate/bias crime

QID: [896-f]

(f) People because of their sexual orientation?

If "Yes," SAY - by this I mean gay, lesbian, bisexual, or heterosexual

Select ONE of the following

1. Yes

2. No

CI-V2) Branch on condition

Refer to question 161-a) Was this a hate/bias crime

Was response number 1 chosen.

1. YES - Skip to Question 161-h

2. NO - Skip to Question CI-V2

CI-V2) Branch on condition

Refer to question 161-b) Was this a hate/bias crime

Was response number 1 chosen.

1. YES - Skip to Question 161-h

2. NO - Skip to Question CI-V2

CI-V2) Branch on condition

Refer to question 161-c) Was this a hate/bias crime

Was response number 1 chosen.

1. YES - Skip to Question 161-h

2. NO - Skip to Question CI-V2

CI-V2) Branch on condition

Refer to question 161-d) Was this a hate/bias crime

Was response number 1 chosen.

1. YES - Skip to Question 161-h

2. NO - Skip to Question CI-V2

CI-V2) Branch on condition

Refer to question 161-e) Was this a hate/bias crime

Was response number 1 chosen.

1. YES - Skip to Question 161-h

2. NO - Skip to Question CI-V2

CI-V2) Branch on condition

Refer to question 161-f) Was this a hate/bias crime
Was response number 1 chosen.

- 1. YES - Skip to Question 161-h
- 2. NO - Skip to Question 161-g

161-g) Was this a hate/bias crime
QID: [896-g]

(g) Any other reason?

Select ONE of the following

____ 1. Yes - Skip to Question 161-h

____ 2. No - Skip to Question CI-V3

161-h) What occurred
QID: [896-h]

What occurred that makes you believe the incident was motivated by dislike for...
name all the reason(s) marked "Yes" in categories a-f or read the write-in entry in 46g (161), category g
Category A Question:

Hate crimes are motivated by dislike for members of specific groups.

Was the incident just discussed motivated by dislike for:

(a) People of your race?

Category A Answer: <answer displayed here>

Category B Question:

(b) People of your religion?

Category B Answer: <answer displayed here>

Category C Question:

(c) People of your ethnic background or national origin
(for example, people of Hispanic origin)?

Category C Answer: <answer displayed here>

Category D Question:

(d) People with disabilities (by this I mean physical, mental or developmental disabilities)?

Category D Answer: <answer displayed here>

Category E Question:

(e) People of your gender?

Category E Answer: <answer displayed here>

Category F Question:

(f) People because of their sexual orientation?

If "Yes," SAY - by this I mean gay, lesbian, bisexual, or heterosexual

Category F Answer: <answer displayed here>

Category G Question:

(g) Any other reason?

Category G Answer: <answer displayed here>

Describe the response in detail:

161-i) Respondent classification

QID: [896-I]

Which of these categories described why you believe the vandalism was motivated by dislike?

Read each category and MARK ALL the categories that the respondent tells you why he/she believes the vandalism was motivated by dislike.

Select ALL that apply

- 1. Offender made negative comments or used other hate or abusive language about the group
 - 2. Hate symbols were present. (for example, written words, a burning cross, a swastika, or other graffiti)
 - 3. You believe the offender was a member of a group known to have committed similar acts
 - 4. Investigation by the police confirmed that the incident was motivated by dislike of a particular group
 - 5. Incident occurred at or near a location, place, or building commonly associated with a specific group (for example, a building such as a synagogue or a gay bar)
 - 6. Other similar incidents have happened to you or in the area/neighborhood
 - 7. Your feeling, instinct, or perception, without specific evidence
 - 8. Other
- _____
- _____

CI-V3) Branch on condition

Refer to question 116) How did police find out
Was response number 1 chosen.

- 1. YES - Skip to Question 161-k
- 2. NO - Skip to Question 162

161-k) Did you tell police

QID: [896-k]

At any time, did you tell the police that you believed the incident was a hate crime?

Select ONE of the following

- 1. Yes
 - 2. No
- _____

162) Summarize Incident

QID: [896c]

Summarize this incident or series of incidents. Include what was taken, how entry was gained, how victim was threatened/attacked, what weapons were present and how they were used, any injuries, what the victim was doing at the time of attack/threat, whether the incident was reported to the police or whether only non-household property was stolen.

Also include details about the incident(s) that are not provided in the answer categories and that will help clarify the incident(s).

Enter an answer for EACH field below

CI-X) Branch on condition

Refer to question 54) How many are currently household members

Was response number 1 chosen.

1. YES - Skip to Question 163
2. NO - Skip to Question 161

161) Additional interviews may be required

QID: [897]

Note to Representative -

In response to question 54, this respondent has indicated that one or more household members were present at this incident. Be sure you fill out or have filled out an Incident Report for each interviewed household member 12 years of age or older who was harmed, threatened with harm, or had something taken from him/her by force or threatened in this incident.

163) Last incident report for screen question

QID: [898]

Is this the last Incident Report to be filled for this screen question?

Select ONE of the following

1. Yes - Skip to Question 165
2. No -

165) Last incident report for respondent

QID: [899]

Is this the last Incident Report to be filled for this respondent?

Select ONE of the following

1. Yes -
2. No -

Add new survey

Proceed to the following survey: Crime Incident Report (CVS2)

Appendix E: Call Status Codes

Category	Code	Meaning
5.00	01	Completed Interview
1.00	02	Partial Interview - Missing data or unanswered questions
3.00	03	TERM - PERSON REFUSED TO COMPLETE SURVEY
1.00	04	TERM - PERSON WILLING TO COMPLETE SURVEY LATER
1.00	05	TERM - NOT SURE IF PERSON WOULD BE WILL TO COMPLETE LATER
1.00	06	Call back arranged with R
1.00	07	Call back arranged with I
1.00	08	Call back arranged with ?
1.00	10	No Answer
1.00	11	Normal busy
1.00	12	Non-normal busy (fast busy)
4.00	13	No ring
4.00	14	Temporarily not in service
4.00	15	Trouble with lines
4.00	16	Temporarily Disconnected
1.00	18	Home Recorder
3.00	20	Refusal by R
3.00	21	Refusal by I
3.00	22	Refusal by ?
3.00	40	Language problem with R
3.00	41	Hearing problem with R
3.00	42	Health/Age problem with R
3.00	43	Language problem with I
3.00	44	Hearing problem with I
3.00	45	Health/Age problem with I
3.00	46	Language problem with ?
3.00	47	Hearing problem with ?
3.00	48	Health/Age problem with ?
4.00	50	Disconnected
4.00	51	Not in service
4.00	52	Computer Signal
4.00	53	Fax Machine
4.00	54	Changed number
4.00	55	Beeper number
4.00	56	Non-working number
4.00	58	Crossed Lines
4.00	70	Business number
1.00	71	Group house (Dorm- nursing home- hospital etc...)
1.00	72	Car/Cell phone
4.00	73	Pay Phone
4.00	75	Household Not Located in the Sampling Area
4.00	77	Other Non-residential
1.00	78	Business Recorder / Business Answering Machine
3.00	90	No adults 18 years of age or older
3.00	91	No respondent lives in household more than six months out of the year
3.00	98	INELIGIBLE OR WRONG RESPONDENT INTERVIEWED - SEE SUPERVISOR

Appendix F: Type of Crime Codes

Code	Meaning
1	Completed rape
2	Attempted rape
3	Sexual attack with serious assault
4	Sexual attack with minor assault
5	Completed robbery with injury from serious assault
6	Completed robbery with injury from minor assault
7	Completed robbery without injury from minor assault
8	Attempted robbery with injury from serious assault
9	Attempted robbery with injury from minor assault
10	Attempted robbery without injury
11	Aggravated assault completed with injury
12	Attempted aggravated assault with weapon
13	Threatened assault with weapon
14	Completed simple assault with injury
15	Sexual assault without injury
16	Unwanted sexual contact without force
17	Assault without weapon without injury
18	Verbal threat of rape
19	Verbal threat of sexual assault
20	Verbal threat of assault
21	Completed purse snatching
22	Attempted purse snatching
23	Pocket picking (completed only)
31	Completed burglary--forcible entry
32	Completed burglary—unlawful entry without force
33	Attempted burglary forcible entry
40	Completed motor vehicle theft
41	Attempted motor vehicle theft
54	Completed theft < \$10
55	Completed theft \$10-\$49
56	Completed theft \$50-\$249
57	Completed theft \$250+
58	Completed theft value not available
59	Attempted theft

Appendix G: Question Modification Worksheet

Action for this question (circle one): Add Edit Delete

- 1** Assign a unique ID to the question (letters and numbers, no spaces):

- 2** Identify where this question should be presented. Which question IDs point to it, and which question IDs will this question point to?

- 3** Assign a question title:

- 4** What type of question is this? (Necessary only for new questions.) The choice you make will determine the organization of answer choices and rules for answer selection.
 - Display Only. Does not require an answer.
 - Single Fill-In. The answer is provided by typing data in a single fill-in field.
 - Multiple Fill-In. The answer is provided by typing answers in two or more fields on the same screen.
 - Single Choice. The answer is selected by clicking on one choice only in a list of options.
 - Multiple Choice. The answer is selected by clicking on one or more choices in a list of options.
 - Single Tiered List. Answers are divided into categorized lists. Only one choice can be selected from each list.
 - Multiple Tiered List. Answers are divided into categorized lists. One or more answers can be selected from each list.
 - Single Combo Style. One answer is selected from a list and optional free-form text is entered to provide more detail.
 - Multiple Fill-In Exclusive. The answer can be entered into only one of two or more fields offered as options.
 - Multiple Combo Style. Answers are selected from a list and optional free-form text is entered to provide more detail.

4 How should the question prompt read? Indicate formatting and automatically filled information.

5 How should instruction text for interviewers read? Provide information on how to select answers, noting any restrictions or requirements.

6 List all answer choices. Organize choices in a way that is appropriate for the question type.

7 Identify question links to update as a result of editing activities for this question:

Appendix H: Basic Windows Terms

Button	An object which can be clicked to perform the action specified by the label on the button.
Click	A single click on an object to select it, using the primary mouse button (see which). The terms <i>choose</i> and <i>select</i> are generally synonymous with <i>click</i> .
Cursor	The object which indicates your position in text fields. The cursor typically flashes. As you type or edit text, its position moves.
Dialog	A small window offering options which you can select to accomplish a task. There are several standard dialogs used by Windows applications, for instance, the File Save or File Open dialogs.
Double-Click	Pressing and releasing the primary mouse button very quickly twice in a row. Double-clicking is used as a shortcut to select and open objects that would otherwise require you to click to select them, then press the Enter key or click <i>OK</i> or another button to submit your choice.
Enter	A key on your keyboard, often pressed to confirm a selection or choose a highlighted option.
Field	An area where you can type in text.
File	A set of data saved with a unique name.
Folder	A container than can hold other folders or files.
Pointer	The object on the screen that is moved with the mouse.
Primary mouse button	The primary mouse button is usually the one closest to your keyboard. Normally this is the left button, but some left-handers may have remapped their mouse buttons and placed their mouse to the right of the keyboard. In such cases, the right button becomes the primary mouse button.
Right-Click	Clicking once with the secondary mouse button (the secondary mouse button is the one not assigned as primary). Depending on the item on which you're right-clicking, a menu may appear with options specifically associated with that item.

Appendix I: Questions Used to Classify Crimes and Produce Reports

NumberID	Title
407	23) Gender
412	27) Race
557	46a) Vandalism
562	46a2) Check Item F
563g-a	46g-a) Was this a hate/bias crime
563g-b	46g-b) Was this a hate/bias crime
563g-c	46g-c) Was this a hate/bias crime
563g-d	46g-d) Was this a hate/bias crime
563g-e	46g-e) Was this a hate/bias crime
563g-f	46g-f) Was this a hate/bias crime
563g-g	46g-g) Was this a hate/bias crime
616	10) Where did it happen
618	12) Was offender inside
625	15)What was the evidence
634	20a) Were you present
638	23) What was the weapon
642	27) What else happened
643	28a) How were you attacked
646	29) How were you attacked
655	31) What were your injuries
663	37) How many days
731	88) Was something stolen
732	89) Was there an attempt to steal
733	90) What was stolen
742	93) Was cash being held
747	96) What items were taken
747b	96b) How much cash was taken
763	98) Has vehicle ever been used by offender
764	99) Was vehicle previously returned by offender
767	101) Was cash being held
770a	104) What was the value of items taken
800	115) Were police informed
896-a	161-a) Was this a hate/bias crime
896-b	161-b) Was this a hate/bias crime
896-c	161-c) Was this a hate/bias crime
896-d	161-d) Was this a hate/bias crime
896-e	161-e) Was this a hate/bias crime
896-f	161-f) Was this a hate/bias crime
896-g	161-g) Was this a hate/bias crime

Appendix J: Quick Overview of the CVS software

A Quick Walkthrough

Introduction

The following document provides a brief walkthrough of the primary data output files and reports generated by the Crime Victimization Survey (CVS) software. This overview is intended to provide you with the ability to make a quick assessment of CVS output files without spending many hours working through the details provided in the user manual.

Proceeding through the following sections should take about one hour. At the end of this process you will have sample data output files and reports similar to those generated after conducting surveys with CVS. Since the value of CVS is ultimately based on what kind of data it is able to produce, this will give you a concrete example of the benefits of using CVS. This, we hope, will help to establish whether or not CVS is the correct solution for your survey application.

Working through the following guide is not a substitute for reading the user manual. The manual explains all of the features and modalities behind CVS. This document distills that information into a sequence of steps and button clicks that cut through those details and lead directly to sample output data. Working through this evaluation before reading the user manual, however, may be very helpful in providing you a big picture overview of the ultimate goal.

Generally, it is not possible to generate CVS data and reports until some answers have been collected through survey interviews. We get around this requirement by employing several sample data files that have been provided and installed with your CVS software. These files have special names and directories so that they do not interfere with the normal operation of the software. In order to activate these sample files, you will need to rename and/or move these as outlined below.

Please note that it is critical that these sample files be deleted and/or renamed as indicated below before proceeding with your actual data collection so that they do not skew your actual survey results.

Preliminary Steps

This section outlines several preliminary steps that are required before proceeding with the remainder of this document. It is recommended that you install and configure CVS as indicated below even if you do not ultimately plan to use it in this mode during your actual data collection. This will fix the various files mentioned to their default location, which will make this evaluation much easier to follow.

Note that the remaining of this document assumes that you are well acquainted with performing basic file manipulation. In particular, you will need to be very comfortable finding, copying, renaming, and deleting files under Windows 95. If you are unsure about how to perform these basic operations, please get technical support before attempting to proceed with this evaluation.

If necessary, consult the CD ROM jacket for additional information on completing the steps outlined below.

- **Step 1** Install CVS using installation option 1, Single User Stand Alone, and accept the default installation directory and program folder suggested by the software. Depending what other software is currently installed on your computer, it may or may not be necessary to reboot your computer after completing this step. If a reboot is necessary, the installation program will indicate this via a dialog box.
- **Step 2** Install the CVS Crime Reports Generator. This is a separate program that is installed by completing the basic CVS installation in Step 1, and then rerunning the setup program a second time. On the second run through select installation option 4 CVS Reports Generator. As in Step 1, accept the default file location and program folder suggested.
- **Step 3** Check Step 1 and 2 by clicking the Start button and selecting the Program folder. There should be a new folder called Crime Victimization Survey. Select the new Crime Victimization Survey folder and confirm that there are two items available. The Crime Victimization Survey shortcut launches the main CVS user interface. The CVS Crime Reports shortcut launches the Crime Reports Program.

Activating the Sample Files

Now that the required software and data files have been installed, you need to make the sample data files accessible to the system. The sample files consist of five completed household responses and a working list of 100 fictitious cases. Note that you **MUST** follow the procedure outlined below to correctly remove these samples so that they do

not get mixed up with actual data that will make up your survey sample. Simply reinstalling the CVS software will **NOT** be sufficient to remove all of these files and return the CVS software back to its original state.

To activate the sample data files complete the following steps.

- **Step 1** Navigate to the folder **C:\Program Files\Crime Victimization Survey\Sdmain**
- **Step 2** Rename the file named **sdmaster.mdb** to **sdorg.mdb**
- **Step 3** In the same directory, rename the file named **sdsample.mdb** to **sdmaster.mdb**
- **Step 4** Next, navigate to the folder **C:\Program Files\Crime Victimization Survey\Sdmain\Surveys\Samples**
- **Step 5** Copy the five files located in this directory to the folder **C:\Program Files\Crime Victimization Survey\Sdmain\Surveys**

The sample data has now been activated. We can now proceed to use this data to generate some sample reports.

Viewing Call Status Reports

This section outlines the procedure for obtaining call status reports. Status reports provide detailed information regarding the up to the minute state of the currently active case list. This information is required by a CVS administrator to gauge the effectiveness of the data collection effort.

In order to understand the value of the status reports generated by the software, it is necessary to have a basic familiarity of how data is collected when working with CVS. The following provides a very basic overview so that the status reports can be understood in a reasonable context.

Before data collection can begin, the CVS administrator needs to complete two basic tasks. First, the administrator needs to define login accounts for operators (or interviewers) that will be responsible for actual data collection. In a small department this might be one person working on a single computer. In a larger department, this might be dozens of interviewers working together or in shifts over a network of workstations. CVS easily supports either configuration but it all starts with the administrator making the operator login accounts.

The second basic task that the administrator must perform is defining the list of cases that the operators will be working on. CVS refers to the list of current cases as the Dial List and provides several ways in which these lists can be generated, imported, and exported by the system.

Once a list of cases is defined, CVS will distribute particular cases to any *available* operators to work on. Operators become *available* once they log onto the system using the UserID and Password that the administrator assigned them when their account was created. CVS keeps track to make sure that no single case is assigned to more than one operator at any given time.

As operators receive cases to work on, they attempt to contact a respondent to conduct an interview and collect data. It may take several attempts before an operator is actually successful in reaching someone. For example, there may be no answer on the phone, the line may be busy, an answering machine might pick up, the line may be disconnected, the anticipated respondent may not be home, etc.

Each time an operator makes an attempt to reach a respondent, CVS captures the result of that call attempt, assigns it a special code, and makes that data available to the administrator in the form of a report. In the documentation and throughout the software, these call-attempt codes are referred to as **Disposition Codes**. The reports generated based on the collected disposition codes are referred to as **Disposition Reports**.

Thus, the status reports that you are about to see provide the CVS administrator with a detailed status of the current working list based on disposition codes that are entered by

operators as they work through their assigned cases. The list of all the valid disposition codes employed by the system is given in Appendix E of the user manual.

Now, let's take a look at some of these reports. Please follow the steps detailed below.

- **Step 1** Launch CVS by clicking the Start button on MS Windows task bar and selecting the folder Programs/Crime Victimization Survey and the item Crime Victimization Survey.
- **Step 2** CVS will begin to load and you should momentarily see the CVS splash screen. The software will then prompt you to enter a UserID and Password. Enter the administrator UserID and Password provided on the jacket of the CD-ROM.
- **Step 3** After validating the UserID and Password, CVS opens up to its main screen. To view status reports for the sample data, click on the Administrator menu item and select the Report Generator sub-item. This will open the Report Generator dialog box.
- **Step 4** The dialog box provides the ability to generate nine standard status reports. In addition, some of the basic nine reports provide filters to select an operator name or/and a date range of interest. To begin, let's select the most basic report, the "Call List Report – Summary". This should be the default report type and the first item on the Report Type pull-down list. As the name suggests, this report provides a summary of the current status of the call list. To view the report click OK.
- **Step 5** The Report Print Preview dialog box will open and display the requested data. To view the data in the Preview dialog box, click the Zoom button and use the scroll bars to position the visible portion of the window over the displayed data. Please note that the reports are designed to be printed rather than viewed on-screen.
- **Step 6** Evaluate the report. As indicated above, the sample call list loaded was seeded with 100 fictitious cases. Out of these original 100, dispositions for 19 call attempts were then entered into the system. The "Call List Report – Summary" provides a summary of the dispositions entered for these 19 attempts. As operators proceed to work through the remaining 81 cases, running this report on a daily basis will provide the CVS administrator a snapshot of the current status.
- **Step 7** Review the remaining Call List Reports. The Call List Summary report provides an overview but no detail. The remaining Call List Reports provide a detailed view of the various disposition categories listed in the summary report. To view these reports, close the Report Print Preview dialog opened in Step 5 by clicking the Cancel button. This will again reveal the Report Generator dialog box. Using the Report Type pull-down menu, select a different Call List report and click OK. The Report Print Preview dialog will open with the newly selected report. Repeat these steps for all five Call List Reports.

- **Step 8** Next, let's review the available Disposition Reports. These three reports provide information about particular dispositions and operators. To view one of these reports select one of the Disposition Report types from the Report Type pull-down menu. In addition, you **must** also specify a particular range for when the dispositions were entered into the system. In the case of our sample files, they were entered **on 8/18/1999**. Thus, in order to see a disposition report for this data, you **must** insure that the Start Date and End Date filters include 8/18/1999. By default these dates are set to include the previous day. Thus, accept the default End Date indicated but set the Start Date filter to 8/17/1999. Then click the OK button.
- **Step 9** The Report Print Preview dialog box will open with the selected report. Review the report and click Cancel to return to the Report List Generator dialog. Experiment with different filters and report types.
- **Step 10** To return to the CVS main menu, click Cancel on the Report Generator dialog box.

Generating CVS Output Data

This section outlines the steps required to generate output data from CVS. As indicated above, the sample data files provided include data for five completed household interviews. These were copied to directory “**C:\Program Files\Crime Victimization Survey\Sdmain\Surveys**” and are named sample1.ans – sample5.ans.

The native format for storing information in these files is effective for supporting the operation of the CVS user interface but is not suitable for direct export or use by other programs. The purpose of the CVS Data Export manager is to convert the raw data stored in the ***.ans** files into a more suitable format for import and use by other programs.

There is a minor *twist* that you may need to be aware of when using the CVS Data Export Manager. The comma-delimited files generated by the software include a column (or data field) for each question defined in the CVS surveys. Since the surveys CVS1 and CVS2 are very long, the total number of columns to be generated is approximately four hundred. Most software packages (including the popular MS Access) are not able to import comma-delimited data with so many fields.

In order to accommodate these practical constraints and still make the data generated by CVS widely usable with the largest possible group of third party programs, we have separated the data generated by CVS into two separate files, each one containing less than 250 fields. This allows you to import the entire data set in two separate pieces.

The second data file is generated behind in the background and has the same name as the first file, except that the extension is ***.tx2** instead of the ***.txt** extension used for the first file. Note that if you do not plan to use the data generated by CVS with any other software except the CVS Crime Reports Generator discussed below, the second file is handled transparently and you do not need to be aware that it is there.

That said, let's proceed to generate and view some export data. Please follow the steps detailed below.

- **Step 1** If necessary, launch CVS and login as the Administrator following Steps 1 and 2 as outlined in the View Status Reports section. This will open the software to the main screen.
- **Step 2** Open the Export Manager dialog box by clicking the Administrator menu and selecting the Data Export Manager selection.
- **Step 3** The Export Manager *knows* where to look for survey answers based on your choice of installation directory. In our case, since we selected the defaults, this is the directory “**C:\Program Files\Crime Victimization Survey\Sdmain\Surveys**”. Any ***.ans** files found in this directory are listed in the Export Manager dialog

listbox and are available for export. The sample files discussed above should currently be listed.

- **Step 4** Let's do full data export using the comma delimited export format. The Comma Dlm. Radio button should already be selected by default. To indicate a full data export, click the Full button on the lower portion of the Data Export Manager dialog box.
- **Step 5** The Create Data Export dialog box will open and prompt you to enter the name of the export file created by CVS. Enter "**test**" in the Filename edit box and click the Save button
- **Step 6** The Create Data dialog box will disappear and CVS will begin the process of exporting the data you selected. Depending on the speed of your computer this may take several moments or longer. As the Export Manager proceeds to work through the data, the progress bar on the bottom of the dialog box will give you an indication of the status of its progress. When the export process is complete, the progress bar will disappear and the status text on the lower portion of the screen should indicate that processing is complete and that five data files were exported.
- **Step 7** Let's examine the data that we just generated. The default location of the export files produced by the Data Export Manager is the directory "**C:\Program Files\Crime Victimization Survey\Sdmain\Exports**". In Step 5 we selected the name of our output file as **test.txt**. Thus, you should be able to use Wordpad, or any another word processing program, to open the file "**C:\Program Files\Crime Victimization Survey\Sdmain\Exports\test.txt**" directly. For detailed information regarding the arrangement of data produced by CVS export files, see the document "**C:\Program Files\Crime Victimization Survey\Sduser\expformat.doc**"
- **Step 8** After confirming that **test.txt** contains comma delimited ASCII data, close your word processing program making sure that you have **not altered the contents of the file in any way**. Test.txt will be needed in working through the next section.
- **Step 9** Return to the CVS Data Export Manager dialog box and close the Data Export Manager Dialog by clicking the Done button.

Working with CVS Crime Reports

In the previous section we used CVS to generate comma-delimited export data. These data contain every answer entered into the systems by the operators. In working with survey data, however, one is usually interested in identifying trends or in getting a broad sense of the kind of responses received. To get this broad view requires some type of statistical processing of the basic data generated by CVS. Because CVS data are exported in comma-delimited ASCII format, there is a wide range of available choices.

Although there are choices abound, it will require significant expertise to conduct statistical processing on the raw data provided by CVS to obtain meaningful reports. We realized, early on, that this expertise might not be directly available to the typical users of the CVS system.

To address this gap we have developed and included a stand-alone utility that does the job for the standard surveys included with the basic CVS software. The CVS Crime Report program will take the raw output data generated by CVS and produce eight standard crime reports.

Why not integrate the CVS Crime Reports utility directly into the main program? Why is it separate?

Good question. The answer is simple. We designed CVS to be a totally generic and re-configurable tool for administering surveys of *every* kind. By default it happens to ship with a Crime Victimization Survey (CVS) preloaded and ready to use. The basic survey desktop software, however, can be configured to handle any type of survey imaginable. By working through the details provided in the user manual, you can use the software to define and administrate your own surveys from scratch!

The Crime Reports and Crime Codes, however, are **NOT** generic and depend very much on the specific structure and questions that make up the CVS survey. Thus, we did not want to muddle the generic aspect of the basic software with something that was totally specific to CVS. Hence, we chose to provide this capability as a separate and optional utility program.

To view the available Crime Reports just follow these steps.

- **Step 1** Close any currently open programs, including CVS, which may be open on your Windows desktop.
- **Step 2** Launch the CVS Crime Reports utility by clicking the Windows Start button on the Task Bar and select the folder Programs/Crime Victimization Survey. Inside the Crime Victimization Survey folder, select the item CVS Crime Reports. The CVS Crime Classification and Report Generator dialog will appear in the center of your

screen.

- **Step 3** The Crime Reports screen includes input boxes to specify up to three input files. The first file is required. The second and third are not required unless it is desirable to have crime codes fields appended to these files by the Crime Reports Utility. Click the arrow next to the first input field and select the file **test.txt** that was generated by CVS in the previous section. Leave the remaining input fields blank.
- **Step 4** Click the Generate New Reports button to begin the process of computing crime codes and performing the various other tabulations required to procedure the standard crime reports. It will be necessary to make a total of three complete passes over the data before this processing is complete. Depending on the speed of your computer, this may take several minutes or longer. The status messages and progress bar at the bottom of the Crime Reports dialog will give you an indication of the current status of processing.
- **Step 5** After the required processing is complete, the Report Print Preview dialog box will open and appear in the center of your screen. Now, we need to choose which one of the eight standard reports to view. Use the Available Standard Reports pull-down menu to do this. Let's select the first one, the Personal Characteristics reports, to begin with. After selecting this report from the pull-down box, click the View button on the right. After a few moments, the report should appear inside the report viewer window. Use the Zoom button to get an exploded view and the scroll bars to see different parts of the report. Click the Print button to get a hard copy of the report.
- **Step 6** To experiment with and view the other reports, simply select a new report from the Available Standard Reports pull-down box and click the View button.
- **Step 7** When you have finished your investigations, click the Cancel button to close the Report Print Preview dialog and then the Quit button to exit the Crime Reports Program.

This completes our quick walkthrough!

There is a lot that CVS does that we did not touch on, but we hope this introduction has provided you with enough information to get a very clear sense of the type of output data CVS is able to produce. Now that you have the birds eye view, proceed to get the additional details you need by working though the user manual provided with this documentation.

It's fine to leave the software in demo mode if you think you need to do some more experimenting, but do not forget to follow the steps outlined in the next section before you start collecting your actual interview data.

Deactivating the Sample Files

Do the following to deactivate the sample files once you have finished experimenting with CVS reports and data output.

- **Step 1** Navigate to the folder **C:\Program Files\Crime Victimization Survey\Sdmain**
- **Step 2** Rename the file named **sdmaster.mdb** to **sdsample.mdb**
- **Step 3** In the same directory, rename the file named **sdorg.mdb** to **sdmaster.mdb**
- **Step 4** Next, navigate to the folder **C:\Program Files\Crime Victimization Survey\Sdmain\Surveys**
- **Step 5** Delete the contents of this folder. This folder should contain the file samples files (sample1.ans – sample5.ans) previously copied from the Samples subfolder.

The sample files have now been deactivated and the CVS software should be in its original installed state.

Glossary

Note: Glossary definitions are from the Bureau of Justice Statistics publication, Criminal Victimization in the United States, which reports data collected by the NCVS.

Age	The appropriate age category is determined by the respondent's age on the last day of the month before the interview.
Annual household income	The total income of the household head and all members of the household for the 12 months preceding the interview. Includes wages, salaries, net income from businesses or farms, pensions, interest, dividends, rent, and any other form of monetary income.
Aggravated assault	<p>Attack or attempted attack with a weapon, regardless of whether or not an injury occurred and attack without a weapon when serious injury results.</p> <ul style="list-style-type: none"> • With injury: An attack without a weapon when serious injury results or an attack with a weapon involving any injury. Serious injury includes broken bones, lost teeth, internal injuries, loss of consciousness, and any unspecified injury requiring two or more days of hospitalization. • Threatened with a weapon: Threat or attempted attack by an offender armed with a gun, knife, or other object used as a weapon, not resulting in victim injury.
Assault	An unlawful physical attack or threat of attack. Assaults may be classified as aggravated or simple. Rape, attempted rape, and sexual assaults are excluded from this category, as well as robbery and attempted robbery. The severity of assaults ranges from minor threat to incidents which are nearly fatal.

Household burglary	<p>Unlawful or forcible entry or attempted entry of a residence. This crime usually, but not always, involves theft. The illegal entry may be by force, such as breaking a window or slashing a screen, or may be without force by entering through an unlocked door or an open window. As long as the person entering has no legal right to be present in the structure a burglary has occurred. Furthermore, the structure need not be the house itself for a burglary to take place; illegal entry of a garage, shed, or any other structure on the premises also constitutes household burglary. If breaking and entering occurs in a hotel or vacation residence, it is still classified as a burglary for the household whose member or members were staying there at the time the entry occurred.</p> <ul style="list-style-type: none">• Completed burglary: A form of burglary in which a person who has no legal right to be present in the structure successfully gains entry to a residence, by use of force, or without force.• Forcible entry: A form of completed burglary in which force is used to gain entry to a residence. Some examples include breaking a window or slashing a screen.• Unlawful entry without force: A form of completed burglary committed by someone having no legal right to be on the premises, even though no force is used.• Attempted forcible entry: A form of burglary in which force is used in an attempt to gain entry.
Collection year	<p>The set of victimizations reported to NCVS in interviews conducted during the same calendar year. This set may include victimizations which occurred in the previous calendar year, due to the retrospective nature of the NCVS interview. See "Data year".</p>
Commercial crimes	<p>Crimes against commercial establishments of any type are not included in the survey. Commercial establishments include stores, restaurants, businesses, service stations, medical offices or hospitals, or other similar establishments. For victimizations occurring in commercial establishments, the crime is included or not included depending upon whether the survey respondent was threatened or harmed in some way or personal property was taken.</p>
Crime classification	<p>Victimizations and incidents are classified based upon detailed characteristics of the event provided by the respondent. Neither victims nor interviewers classify</p>

crimes at the time of interview. During data processing, a computer program classifies each event into one type of crime, based upon the entries on a number of items on the survey questionnaire. This ensures that similar events will be classified using a standard procedure. The glossary definition for each crime indicates the major characteristics required to be so classified. If an event can be classified as more than one type of crime, a hierarchy is used which classifies the crime according to the most serious event that occurred. The hierarchy is: rape, sexual assault, robbery, assault, burglary, motor vehicle theft, theft.

Data year	The set of victimizations reported to NCVS all of which occurred within the same calendar year.
Ethnicity	A classification based on Hispanic culture and origin, regardless of race.
Head of household	A classification which defines one and only one person in each housing unit as the head. Head of household implies that the person rents or owns (or is in the process of buying), the housing unit. The head of household must be at least 18, unless all members of the household are under 18, or the head is married to someone 18 or older.
Hispanic	A person who describes himself as Mexican-American, Chicano, Mexican, Mexicano, Puerto Rican, Cuban, Central American, South American, or from some other Spanish culture or origin, regardless of race.
Household	A person or group of people meeting either of the following criteria. (1) people whose usual place of residence is the same housing unit, even if they are temporarily absent. (2) people staying in a housing unit who have no usual place of residence elsewhere.
Incident	A specific criminal act involving one or more victims and offenders. For example, if two people are robbed at the same time and place, this is classified as two robbery victimizations but only one robbery incident.
Marital status	Every person is assigned to one of the following classifications: (1) married, which includes persons in common-law unions and those who are currently living apart for reasons other than marital discord (employment, military service, etc.); (2) separated or divorced, which includes married persons who are legally separated and those who are not living together because of marital discord; (3) widowed; and (4) never married, which includes persons whose marriages have been annulled and

	those who are living together and not in a common-law union.
Metropolitan area	See "Metropolitan Statistical Area."
Metropolitan Statistical Area (MSA)	<p>The Office of Management, and Budget (OMB) defines this as a population nucleus of 50,000 or more, generally consisting of a city and its immediate suburbs, along with adjacent communities having a high degree of economic and social integration with the nucleus. MSA's are designated by counties, the smallest geographic units for which a wide range of statistical data can be attained. However, in New England, MSA's are designated by cities and towns since these subcounty units are of great local significance and considerable data is available for them. Currently, an area is defined as an MSA if it meets one of two standards: (1) a city has a population of at least 50,000; (2) the Census Bureau defines an urbanized area of at least 50,000 people with a total metropolitan population of at least 100,000 (or 75,000 in New England). The Census Bureau's definition of urbanized areas, data on commuting to work, and the strength of the economic and social ties between the surrounding counties and the central city determine which counties not containing a main city are included in an MSA. For New England, MSA's are determined by a core area and related cities and towns, not counties. A metropolitan statistical area may contain more than one city of 50,000 and may cross State lines.</p>
Motor vehicle	An automobile, truck, motorcycle, or any other motorized vehicle legally allowed on public roads and highways.
Motor vehicle theft	<p>Stealing or unauthorized taking of a motor vehicle, including attempted thefts.</p> <ul style="list-style-type: none">• Completed motor vehicle theft: The successful taking of a vehicle by an unauthorized person.• Attempted motor vehicle theft: The unsuccessful attempt by an unauthorized person to take a vehicle.
Multiple offenders	Two or more persons inflicting some direct harm to a victim. The victim-offender relationship is determined by the offender with the closest relationship to the victim. The following list ranks the different relationships from closest to most distant: spouse, ex-spouse, parent, child, other relative, nonrelative well-known person, casual acquaintance, or stranger. (See Nonstranger and Stranger.)

Non-Hispanic	Persons who report their culture or origin as something other than "Hispanic" as defined above. This distinction is made regardless of race.
Nonstranger	A classification of a crime victim's relationship to the offender. An offender who is either related to, well known to, or casually acquainted with the victim is a nonstranger. For crimes with more than one offender, if any of the offenders are nonstrangers, then the group of offenders as a whole is classified as nonstranger. This category only applies to crimes that involve contact between the victim and the offender; the distinction is not made for crimes of theft since victims of this offense rarely see the offenders.
Offender	The perpetrator of a crime; this term usually applies to crimes involving contact between the victim and the offender.
Offense	A crime. When referring to personal crimes, the term can be used to refer to both victimizations and incidents.
Personal crimes	Rape, sexual assault, personal robbery, assault, purse snatching and pocket picking. This category includes both attempted and completed crimes.
Place of occurrence of crime	The location at which a crime occurred, as specified by the victim. Survey measures of crimes occurring in commercial establishments, restaurants, nightclubs, public transportation and other similar places include only those crimes involving NCVS measured crimes against persons, not the establishments. Crimes against commercial establishments and other places are not measured by the survey.
Property crimes	Property crimes including burglary, motor vehicle theft, or theft. This category includes both attempted and completed crimes.
Purse snatching/ Pocket picking	Theft or attempted theft of property or cash directly from the victim by stealth, without force or threat of force.
Race	Racial categories for this survey are white, black, and other. The "other" category is composed mainly of Asian Pacific Islanders, and American Indian, Aleut, and Eskimo. The race of the head of household is used in determining the race of the household for computing household crime demographics.
Rape	Forced sexual intercourse including both psychological coercion as well as physical force. Forced sexual intercourse means vaginal, anal or oral penetration by the

	offender(s). This category also includes incidents where the penetration is from a foreign object such as a bottle. Includes attempted rapes, male as well as female victim and both heterosexual and homosexual rape. Attempted rape includes verbal threats of rape.
Rate of victimization	See "Victimization rate."
Region	<p>The States have been divided into four groups or census regions:</p> <ul style="list-style-type: none"> • Midwest: Includes the 12 States of Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Missouri, Nebraska, North Dakota, Ohio, South Dakota, and Wisconsin. • Northeast: Includes the 9 states of Connecticut, Maine, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, and Vermont. • South: Includes the District of Columbia and the 16 States of Alabama, Arkansas, Delaware, Florida, Georgia, Kentucky, Louisiana, Maryland, Mississippi, North Carolina, Oklahoma, South Carolina, Tennessee, Texas, Virginia, and West Virginia. • West: Includes the 13 states of Alaska, Arizona, California, Colorado, Hawaii, Idaho, Montana, Nevada, New Mexico, Oregon, Utah, Washington, and Wyoming.
Robbery	<p>Completed or attempted theft, directly from a person, of property or cash by force or threat of force, with or without a weapon, and with or without injury.</p> <ul style="list-style-type: none"> • Completed/property taken: The successful taking of property from a person by force or threat of force, with or without a weapon, and with or without injury. • Completed with injury: The successful taking of property from a person, accompanied by an attack, either with or without a weapon, resulting in injury. • Completed without injury: The successful taking of property from a person by force or the threat of force, either with or without a weapon, but not resulting in injury. • Attempted to take property: The attempt to take property from a person by force or threat of force without success, with or without a weapon, and with or without injury.

	<ul style="list-style-type: none"> • Attempted without injury: The attempt to take property from a person by force or the threat of force without success, either with or without a weapon, but not resulting in injury. • Attempted with injury: The attempt to take property from a person without success, accompanied by an attack, either with or without a weapon, resulting in injury.
Rural area	A place not located inside the Metropolitan Statistical Area. This category includes a variety of localities, ranging from sparsely populated rural areas to cities with populations less than 50,000.
Sample	The set of housing units selected by the U. S. Census Bureau to be interviewed for the survey. All occupants of the household age 12 or older are interviewed.
Series	Six or more similar but separate events, which the respondent is unable to describe separately in detail to an interviewer.
Sexual assault	A wide range of victimizations, separate from rape or attempted rape. These crimes include attacks or attempted attacks generally involving unwanted sexual contact between victim and offender. Sexual assaults may or may not involve force and include such things as grabbing or fondling. Sexual assault also includes verbal threats.
Simple assault	<p>Attack without a weapon resulting either in no injury, minor injury (for example, bruises, black eyes, cuts, scratches or swelling) or in undetermined injury requiring less than 2 days of hospitalization. Also includes attempted assault without a weapon.</p> <ul style="list-style-type: none"> • With minor injury: An attack without a weapon resulting in such injuries as bruises, black eyes, cuts or in undetermined injury requiring less than 2 days of hospitalization. • Without injury: An attempted assault without a weapon not resulting in injury.
Stranger	A classification of the victim's relationship to the offender for crimes involving direct contact between the two. Incidents are classified as involving strangers if the victim identifies the offender as a stranger, did not see or recognize the offender, or knew the offender only by sight. Crimes involving multiple offenders are classified as involving nonstrangers if any of the offenders was a nonstranger. Since victims of theft without contact rarely

	see the offender, no distinction is made between strangers and nonstrangers for this crime.
Suburban areas	A county or counties containing a central city, plus any contiguous counties that are linked socially and economically to the central city. On data tables, suburban areas are categorized as those portions of metropolitan areas situated "outside central cities."
Tenure	The NCVS recognizes two forms of household tenancy: (1) owned, which includes dwellings that are mortgaged, and (2) rented, which includes rent-free quarters belonging to a party other than the occupants, and situations where rental payments are in kind or services.
Theft	Completed or attempted theft of property or cash without personal contact. Incidents involving theft of property from within the sample household would classify as theft if the offender has a legal right to be in the house (such as a maid, delivery person, or guest). If the offender has no legal right to be in the house, the incident would classify as a burglary. <ul style="list-style-type: none">• Completed: To successfully take without permission property or cash without personal contact between the victim and offender.• Attempted: To unsuccessfully attempt to take property or cash without personal contact.
Urban areas	The largest city (or grouping of cities) in a Metropolitan Statistical Area (see definition of Metropolitan Statistical Area).
Victim	The recipient of a criminal act, usually used in relation to personal crimes, but also applicable to households.
Victimization	A crime as it affects one individual person or household. For personal crimes, the number of victimizations is equal to the number of victims involved. The number of victimizations may be greater than the number of incidents because more than one person may be victimized during an incident. Each crime against a household is assumed to involve a single victim, the affected household.
Victimization rate	A measure of the occurrence of victimizations among a specified population group. For personal crimes, this is based on the number of victimizations per 1,000 residents age 12 or older. For household crimes, the victimization rates are calculated using the number of incidents per 1,000 households.
Victimize	To commit a crime against a person or household.

- Violence, crimes of
- Rape, sexual assault, personal robbery or assault. This category includes both attempted and completed crimes. It does not include purse snatching and pocket picking. Murder is not measured by the NCVS because of an inability to question the victim.
- Completed violence: The sum of all completed rapes, sexual assaults, robberies, and assaults. See individual crime types for definition of completed crimes.
 - Attempted/threatened violence: The unsuccessful attempt of rape, sexual assault, personal robbery or assault. Includes attempted attacks or sexual assaults by means of verbal threats. See individual crime types for definition of attempted crimes.

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