Guide for the
SHARE Sample CTRL

Server version

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Sample CTRL version SHARE Wave 8 (8.1.15)

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1 Why SHARE uses the Sample CTRL

SHARE

The Survey on Health, Ageing and Retirement in Europe is a multidisciplinary and cross-national panel on health, socio-economic status, and social and family networks of more than 60,000 individuals aged 50 or over. Eleven countries have contributed data to the 2004 SHARE baseline study. They are a balanced representation of the various regions in Europe, ranging from Scandinavia (Denmark and Sweden) through Central Europe (Austria, France, Germany, Switzerland, Belgium, and the Netherlands) to the Mediterranean (Spain, Italy and Greece). In December 2005 Israel joined the SHARE survey. In 2006 two ‘new’ EU member states - the Czech Republic and Poland - as well as Ireland joined SHARE and participated in the second wave of data collection (2006-07). In the third wave (2008-09) of SHARE (SHARE Life) detailed retrospective life-histories data was collected in thirteen countries. In wave 4, Estonia, Hungary, Portugal and Slovenia joined SHARE. In wave 5 another four countries had joined the SHARE study: Estonia, Hungary, Portugal and Slovenia and in wave 6 Croatia joined. The survey’s seventh wave of data collection is finished now. Wave 8 will officially start in September 2019.

A study like SHARE heavily depends on the way the data is collected in the various countries. Answers from the respondents are registered in different languages all over Europe. Therefore, it is very important that interviewers across Europe are using exactly the same procedures in asking these questions and in collecting the surrounding contact data.

For this purpose two tools have been developed, Case CTRL for the interviewers and for the agencies the Sample CTRL to collect and store the data.

The Sample CTRL tool enables the agency to easily import and update cases and assign these to interviewers. The Sample CTRL also offers certain metrics about the cases when the interviewer synchronizes data with the Case CTRL.

Why a “Sample CTRL”?

To make it possible to divide the complete sample for your country into parts, which then can be assigned to interviewers. Metrics regarding the complete sample can be viewed and will be updated every time an interviewer synchronizes. Data regarding the complete sample can be exported to csv format files which can then be further analyzed by the agency.

The Sample CTRL has been developed in wave 8 based on the Sample Distributor in previous SHARE waves to meet the requirements of the agencies. In every new release of the Sample CTRL, new features are added.
2 Getting started

The Sample CTRL application has been installed by the survey agency’s IT professional on the server that is used for the SHARE project. It can be accessed by using any browser and going to the appropriate URL.

![Login screen](image1)

Figure 1: login screen

Please enter your Username and Password as provided to you by your IT professional in order to log on to the application. After a successful login, the screen as displayed in figure 2 will be shown.

![Main screen after login](image2)

Figure 2: The main screen after login
3 How to navigate in the Sample CTRL

Sample CTRL has two different perspectives to look at. The interviewers and the cases. By default the case list is shown. The menu bar button can be found at the top left of the screen (see figure 3). The interviewers can be seen from the interviewers menu.

Summary of menu items

Management
- Case list, a list of cases and simple metrics based on this list
- Interviewers, list of interviewers
- Interviewer stats, summary metrics

Database management
- Clear database Removes all the cases and interviewers from the database only use this when you have setup a test for the Sample CTRL and no real data

Figure 3: The menu bar
4 Management

4.1 Interviewers

Before cases can be assigned to specific interviewers, you should first add interviewers to the Sample CTRL. This can be conducted using the interviewers tab via the action add interviewer or import interviewers.

**NOTE:** In contrast to the previous software the Sample CTRL does not have the laptop entity. To enable switching laptops between interviewers in case one is broken the interviewer entity now has a mandatory laptop field which should be changed after a laptop replacement.

![Interviewers list](image)

*Figure 13: The interviewers list*

The interviewers overview page shows an ‘action’ button pressing this button will show a list of possible actions that can be taken regarding interviewers (see 4.2.1 to 4.2.3).

![Interviewer actions](image)

*Figure 4: Interviewer actions*

There is a search bar where interviewers can be narrowed down by entering a search string.

![Interviewer search bar](image)

*Figure 5: Interviewer search bar*
Interviewers shown in the list can be selected by pressing on the id of the interviewers, this will redirect to a page with detailed information on the interviewer.

<table>
<thead>
<tr>
<th>Interviewer ID</th>
<th>Name</th>
<th>Active</th>
<th>Last sync date</th>
<th>Organization</th>
</tr>
</thead>
<tbody>
<tr>
<td>80021</td>
<td>Koa</td>
<td>Yes</td>
<td>Never</td>
<td>MEA</td>
</tr>
<tr>
<td>80022</td>
<td>Kees</td>
<td>Yes</td>
<td>25-03-2016</td>
<td>MEA</td>
</tr>
<tr>
<td>80033</td>
<td>lvar</td>
<td>Yes</td>
<td>06-04-2018</td>
<td>MEA</td>
</tr>
</tbody>
</table>

*Figure 6: Interviewers list*

### 4.1.1 Action: Import interviewers

Clicking on the ‘import interviewers’ menu item will display the page as shown in figure 7. It consists of a file selection button where a file can be chosen from the system and an upload button which will then try to upload and process the selected file.

NOTE: each import page shows a link to the corresponding template you can use to import the data. This applies to interviewers, addresses, last names and reference addresses.

*Figure 7: Import interviewers*

### 4.1.2 Action: Add interviewer

This action can be used to add a single interviewer. The interviewer id, laptop, username and password fields are mandatory.
4.1.3 Selection: Interviewer ID

Shows an individual overview about the selected interviewer. Consisting of a small set of metrics for a quick overview, an edit button to edit the interviewer details (see Action: Edit), contact and identification details for the interviewer, assigned cases for the interviewer (see Selection: Case ID) and synchronization details.

Action: Edit

This view makes it possible to edit the details of the interviewer manually.
Selection: Case ID

Redirects to view about the selected case id (see 4.2.6).

4.2 Case List

The Case list lists all cases that are available for your country. SHARE CENTRAL has created the preload files containing information on the response in previous waves. Since SHARE CENTRAL does not have the appropriate contact data, you should add these to the cases (see Section 4.2.3).
Figure 11: The case list

The case list overview shows metrics regarding contacts from the interviewers, these metrics are updated every time an interviewer synchronizes his/her Case CTRL with the Sample CTRL.

Figure 12: Case list metrics
Directly under these metrics there is a button labeled ‘actions’, pressing this button will show a list of possible actions that can be taken regarding cases (see 4.2.1 to 4.2.6).

![Actions menu](image)

*Figure 13: Case list actions*

There is a search bar where cases can be narrowed down by entering a (partial) case id, or filtered by selecting an interviewer or outcome code. The number of cases shown can be limited by choosing a limit.

![Case list search bar](image)

*Figure 14: Case list search bar*

## 4.2.1 Import/update cases

In contrast of the Sample Distributor software the Sample CTRL software is not compiled you’re your country specific sample. You will get the encrypted preload file from CentERdata and you need to import it in the Sample CTRL. Clicking on the ‘import/update cases’ menu item will display the page as shown in figure 8. It consists of a file selection button where a file can be chosen from the system and an upload button which will then try to upload and process the selected file.
4.2.2 Import/update lastnames

Apart from importing address and household name, you can import the last name on the individual level for each respondent. In the name import pidcom and lastname are required fields. For each import update action a template is available next to the upload button.

4.2.3 Import/update addresses

SHARE Central does not have the address data recorded in the previous wave(s). Since this information resides at the agencies, you should link the contact data to the cases by performing an import. This import implies that you have created a tab delimited text file in the predefined format. A template can be found in the upload screen.

The Sample CTRL will not enable you to assign cases to interviewers if the contact data is missing. This will be indicated in the “interviewer” column on the Case list by “Contact data needed”.

![Image](import addresses upload screen)

Figure 16: Import addresses upload screen

4.2.4 Import reference address

The template for proxy information only contains information about possible proxy respondents. The agency may leave this template empty (so no proxy data will be preloaded into the Sample CTRL). New proxy information (addresses, etc.) can also be entered in the Case CTRL.

![Image](import reference addresses upload screen)

Figure 17: Import reference addresses upload screen

4.2.5 Export cases

This button will redirect to the ‘Export’ page [see chapter 4.7].
4.2.6 Selection: Case ID

An individual case overview, provides access to different actions to manually update a case.

![Individual Case View](image1)

**Figure 18: The individual case view**

4.3 Assigning cases to interviewers

There are 3 ways of assigning cases to interviewers.

1. On an individual basis via the edit case action.
2. Via the case list page where you first select cases and then assign them to one interviewer
3. Via the assign interviewer action

4.3.1 Assigning interviewers via template

Clicking on the ‘Assign interviewer’ menu item will display the page as shown in figure 19. It consists of a file selection button where a file can be chosen from the system and an upload button which will then try to upload and process the selected file. The selected file has to comply to a certain mark-up which can be viewed by pressing on the ‘Template (opens in a new tab)’ button.

![Assign Interviewer Screen](image2)

**Figure 19: Assign interviewer screen**
4.4 Batches

In some cases, it may be advantageous to split the entire refreshment gross sample into random subsamples, so called replicates or batches. The purpose is balancing absolute number of interviews with a high response rate. This is an advanced way of conducting fieldwork and needs careful ex-ante planning. If you have decided to split your refreshment gross sample into replicates, this has to be added to the preload file that is imported into the Sample CTRL. By default, only the first batch is active and can be assigned to laptops for interviewing. Only if the first replicate has been exhausted (i.e. all households have been either contacted up to eight times or have been interviewed), SHARE Central will allow opening the next replicate for fieldwork.

4.5 Synchronization

The Case CTRL and Sample CTRL synchronize data via the HTTPS protocol. Each time the Case CTRL syncs the data is directly parsed by the Sample CTRL and updated in the database.

The Case CTRL data and the capi data are synced by two different threads. This is shown in the Case CTRL by two progress indicators and on the server you can check the sync date and the capi sync data to make sure all data is correctly stored on the Sample CTRL.

4.5.1 Setup

The sample CTRL has a setup tab sheet where you can check your Sample CTRL and PHP parameters to ensure successful synchronization.

4.5.2 Synchronization failed.

In case the synchronization failed it is good to gather the following information:
On the client you can have a look at the “C:\ProgramData\CentERdata\SHARE_CASE_CTRL_W8_1\clientlogs\blasecasectrl.log” this will list sync errors caused by the network (No internet, wrong domain name etc). If the network did not cause the problem you should look at the server log files to see why the data could not be stored on the server.

4.6 Laptop replacement

In case a laptop is replaced during the fieldwork, it is crucial to back-up the Case CTRL data first before installing a fresh copy of the Case CTRL. All data should be transferred to the new laptop. Therefore, you should conduct the next steps:

- Copy the complete C:\ProgramData\CentERdata\SHARE_CASE_CTRL_W8_1 folder from the old laptop
- Install the application
- Copy the data folder from the backup (datasms, StandAlone) to the new laptop

In case the interviewer uses a new laptop with a fresh installation so without a backup. You have to edit the laptop identifier on the Sample CTRL so both laptop capi files from the server are send to central server.
4.7 Export and statistics

4.7.1 Export

The export page provides the possibility to download the data in .csv files. The models that can be downloaded are:

- Addresses
- Events Contacts
- Households
- Relations
- Replicates
- Respondents
- Users
- Reference addresses
- Notes

Figure 20: Export page

The export can be run via the command line and if enabled directly from the application

4.7.2 Statistics

In order to give some insight into the fieldwork status, the Sample CTRL contains statistics tab sheets as displayed in Figure 23.

The Statistics tab sheet displays per interviewer (in the rows) the number of households (Household Statistics) that fall into one of the following generated fieldwork states.
The different household states can be found in appendix A.1

The different respondent states can be found in appendix A.2.

4.8 List users

You can add multiple users who have the role agency representative. These users can’t be assigned cases but they can login into the sample CTRL to assign cases.
The users overview page shows an ‘action’ button pressing this button will show a list of possible actions that can be taken regarding users.

### 4.8.1 Add User

This action can be used to add a single user which acts as a fieldwork operator.

**Add Users**
5 Menu item: Database management

5.1 Clear database

This page makes it possible to clear the database, press ‘Yes, clear out database’ if absolutely sure the data can be removed. It gives an overview of which tables it will remove in the process. (see figure 31)

![Clear database](image)

Figure 25: Clear database
6 After the end of fieldwork

All plain log/export files should be stored in GDPR compliant way.

6.1 Laptops

Before uninstalling any laptop during or after fieldwork make a backup of the case CTRL folder C:\ProgramData\CentERdata\SHARE_CASE_CTRL_W8_1 After confirmation of MEA/CentERdata that the interviews are on the central server this backup can be removed.

6.2 Raw database export

Please export the mysql database via the mysqldump command so the data is saved in a human readable format and can always be restored to mimic the last end state of fieldwork.

6.3 Back-up log files

Please back-up the raw log files of the Sample CTRL application in case of any investigation these are stored in app\tmp\logs.

6.4 Back-up interview files

The interview files are stored in tmp\interviews per interviewer/laptop. Please keep these files until MEA/CENTERDATA gives ok to remove them.

6.5 Back-up export files

The export files are a convenient way to save the desired data to use for import into the next ways to these should be saved as well. These can be found in tmp/export.
A List of household states and event codes

A.1 List of household states

For wave 6, the programming of the household state in the “Household” tabs of the Case CTRL was revised. The household state is now based on the current AAPOR-based sample state of each household (see chapter 7 in SD manual). It provides information about the household as a whole and is derived from characteristics such as contact attempts entered by the interviewer and the actual state of the interview. Please note that the states are sorted by hierarchical order, which means that any succeeding household state tops the previous one. All codes starting with the abbreviation UE apply only to households that need to be screened for age-eligibility (in wave 6, this will be the case in CZ, FR and GR). The following table provides an overview of the household states, their interpretation, and the actions to be taken by the interviewer.

<table>
<thead>
<tr>
<th>Abbr. sample state</th>
<th>Household state label</th>
<th>Interpretation</th>
<th>Actions to be taken by the interviewer</th>
</tr>
</thead>
<tbody>
<tr>
<td>NE</td>
<td>Not eligible</td>
<td>The household is not eligible for an interview.</td>
<td>No further action necessary.</td>
</tr>
<tr>
<td>UENCA (only CZ, FR and GR)</td>
<td>No screening attempt yet</td>
<td>The eligibility of the household and its members is still to be determined via screening.</td>
<td>Try to screen the household by using the screening function in the “Household” tab of the Case CTRL.</td>
</tr>
<tr>
<td>UENC (only CZ, FR and GR)</td>
<td>Not screened yet, not reached yet</td>
<td>The household was attempted for screening, but the eligibility of the household and its members could not be determined via screening yet because nobody could be reached.</td>
<td>Try to screen the household again (at different days of the week and different times of the day).</td>
</tr>
<tr>
<td>UEO (only CZ, FR and GR)</td>
<td>Not screened yet, pending</td>
<td>The household was attempted for contact, but the eligibility of the household and its members could not be determined via screening yet for any other reason than refusal (e.g. “I’m in a hurry. Please come back tomorrow.”).</td>
<td>Try to screen the household again (at different days of the week and different times of the day or as indicated by the respondent).</td>
</tr>
<tr>
<td>UER (only CZ, FR and GR)</td>
<td>Not screened yet, reluctant</td>
<td>The household was attempted for screening, but the eligibility of the household and its members could not be determined via screening yet because somebody was reluctant or refused to provide information about the eligibility of the household members.</td>
<td>If possible, try to screen the household again (before setting a refusal code).</td>
</tr>
<tr>
<td>E</td>
<td>No contact attempt yet</td>
<td>The household is eligible (according to information obtained from a register) but has not been attempted for contact yet.</td>
<td>Try to contact the household.</td>
</tr>
<tr>
<td>NC</td>
<td>Not reached yet</td>
<td>The household was attempted for contact, but nobody could be reached.</td>
<td>Try to contact the household again (at different days of the week and different times of the day).</td>
</tr>
<tr>
<td>O</td>
<td>Not cooperating, pending</td>
<td>The household was attempted for contact and somebody could be reached. No cooperation could be established yet, but none of the household members has refused either.</td>
<td>Try to establish cooperation.</td>
</tr>
<tr>
<td>R</td>
<td>Not cooperating, reluctant</td>
<td>The household was attempted for contact. Somebody could be reached, but no cooperation could be established yet. At least one previous contact had been a refusal.</td>
<td>Check the whole contact history in the “Contacts” tab for details. If possible, try to establish cooperation; otherwise contact the survey agency for advice.</td>
</tr>
<tr>
<td>Code</td>
<td>Level</td>
<td>Type of event</td>
<td>System-generated events</td>
</tr>
<tr>
<td>------</td>
<td>-------</td>
<td>---------------</td>
<td>--------------------------</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Filling the Contact</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Registration Form</td>
</tr>
<tr>
<td>100</td>
<td>H+R</td>
<td>No answer, no</td>
<td>Coverscreen interview</td>
</tr>
<tr>
<td></td>
<td></td>
<td>contact</td>
<td>started</td>
</tr>
<tr>
<td>101</td>
<td>H+R</td>
<td>Contact, try</td>
<td>Coverscreen interview</td>
</tr>
<tr>
<td></td>
<td></td>
<td>again</td>
<td>completed</td>
</tr>
<tr>
<td>104</td>
<td>R</td>
<td>Contact,</td>
<td>Main or exit interview</td>
</tr>
<tr>
<td></td>
<td></td>
<td>appointment</td>
<td>break off (interruption)</td>
</tr>
<tr>
<td>110</td>
<td>R</td>
<td>Main interview</td>
<td>started</td>
</tr>
<tr>
<td>111</td>
<td>R</td>
<td>Main interview</td>
<td>completed</td>
</tr>
<tr>
<td>120</td>
<td>R</td>
<td>Exit interview</td>
<td>started</td>
</tr>
<tr>
<td>121</td>
<td>R</td>
<td>Exit interview</td>
<td>completed</td>
</tr>
<tr>
<td>201</td>
<td>H+R</td>
<td>Soft refusal</td>
<td>Whole household refuses</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- too busy,</td>
<td>or individuals refuse,</td>
</tr>
<tr>
<td></td>
<td></td>
<td>no time</td>
<td>if an interviewer sets</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>this code, he/she should</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>keep trying to get an</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>interview (e.g. callback)</td>
</tr>
<tr>
<td>202</td>
<td>H+R</td>
<td>Soft refusal</td>
<td>Whole household refuses</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- too old,</td>
<td>(identical)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>bad health</td>
<td>against surveys</td>
</tr>
<tr>
<td>203</td>
<td>H+R</td>
<td>Soft refusal</td>
<td>Whole household refuses</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- no interest,</td>
<td>against surveys</td>
</tr>
<tr>
<td></td>
<td></td>
<td>other reasons</td>
<td>(identical)</td>
</tr>
<tr>
<td>209</td>
<td>H+R</td>
<td>Refusal,</td>
<td>Whole household refuses</td>
</tr>
<tr>
<td></td>
<td></td>
<td>advice needed</td>
<td>or individuals refuse.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- too busy,</td>
<td>this code should only be</td>
</tr>
<tr>
<td></td>
<td></td>
<td>no time</td>
<td>set in case an interviewer</td>
</tr>
<tr>
<td>210</td>
<td>H+R</td>
<td>Refusal,</td>
<td>Whole household refuses</td>
</tr>
<tr>
<td></td>
<td></td>
<td>advice needed</td>
<td>or individuals refuse.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- too old,</td>
<td>this code should only be</td>
</tr>
<tr>
<td></td>
<td></td>
<td>bad health</td>
<td>set in case an interviewer</td>
</tr>
<tr>
<td></td>
<td></td>
<td>conditions</td>
<td>does not know how to</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>proceed with a particular</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>household/respondent any</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>more. It is now up to the</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>survey agency to decide</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>on whether or not the</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>interviewer should contact</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>this household/respondent</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>again or if the case</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>should be closed (see also</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>code 701).</td>
</tr>
<tr>
<td>211</td>
<td>H+R</td>
<td>Refusal,</td>
<td>Whole household refuses</td>
</tr>
<tr>
<td></td>
<td></td>
<td>advice needed</td>
<td>or individuals refuse.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- no interest,</td>
<td>this code should only be</td>
</tr>
<tr>
<td></td>
<td></td>
<td>against surveys</td>
<td>set in case an interviewer</td>
</tr>
<tr>
<td>212</td>
<td>H+R</td>
<td>Refusal,</td>
<td>Whole household refuses</td>
</tr>
<tr>
<td></td>
<td></td>
<td>advice needed</td>
<td>or individuals refuse.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- other reasons</td>
<td>this code should only be</td>
</tr>
<tr>
<td>299</td>
<td>R</td>
<td>Refusal</td>
<td></td>
</tr>
<tr>
<td>300</td>
<td>R</td>
<td>Deceased</td>
<td></td>
</tr>
<tr>
<td>301</td>
<td>R</td>
<td>Deceased</td>
<td></td>
</tr>
<tr>
<td>303</td>
<td>R</td>
<td>Deceased</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>reversed</td>
<td></td>
</tr>
<tr>
<td>Code</td>
<td>Level</td>
<td>Type of event</td>
<td>Remarks</td>
</tr>
<tr>
<td>------</td>
<td>-------</td>
<td>---------------</td>
<td>---------</td>
</tr>
<tr>
<td>401</td>
<td>H+R</td>
<td>Filling the Contact Registration Form</td>
<td>In the refreshment sample this will lead to ineligibility, BUT NOT in the longitudinal sample</td>
</tr>
<tr>
<td>402</td>
<td>H+R</td>
<td>In old-age home</td>
<td>Still eligible in both refreshment and longitudinal samples</td>
</tr>
<tr>
<td>403</td>
<td>H+R</td>
<td>In prison</td>
<td>Will lead to ineligibility in both refreshment AND longitudinal sample</td>
</tr>
<tr>
<td>404</td>
<td>H+R</td>
<td>Moved abroad</td>
<td>Will lead to ineligibility in both refreshment AND longitudinal sample</td>
</tr>
<tr>
<td>405</td>
<td>H+R</td>
<td>Language barrier</td>
<td>Will lead to ineligibility in both refreshment AND longitudinal sample</td>
</tr>
<tr>
<td>406</td>
<td>H</td>
<td>Moved - new address known</td>
<td>Still eligible in both refreshment and longitudinal samples</td>
</tr>
<tr>
<td>407</td>
<td>H</td>
<td>Moved - new address unknown</td>
<td>In the refreshment sample this will lead to ineligibility, BUT NOT in the longitudinal sample</td>
</tr>
<tr>
<td>408</td>
<td>H</td>
<td>Address non-existent, house vacant</td>
<td>In the refreshment sample this will lead to ineligibility, BUT NOT in the longitudinal sample</td>
</tr>
<tr>
<td>409</td>
<td>R</td>
<td>Ineligible after coverscreen</td>
<td></td>
</tr>
<tr>
<td>410</td>
<td>R</td>
<td>Status change from eligible to ineligible because of deceased spouse</td>
<td></td>
</tr>
<tr>
<td>411</td>
<td>R</td>
<td>Status change from ineligible to eligible after coverscreen</td>
<td></td>
</tr>
<tr>
<td>412</td>
<td>R</td>
<td>Ineligible at preload</td>
<td></td>
</tr>
<tr>
<td>500</td>
<td>Note</td>
<td>Any additional remark from the interviewer. Does not count as a contact</td>
<td></td>
</tr>
<tr>
<td>701</td>
<td></td>
<td>Case closed (set by agency)</td>
<td>This code is to be used if the agency management considers a case a &quot;hard&quot; or final refusal. This means that all efforts to obtain the respondent’s participation have been exhausted. On the respondent level, a flag will be set that no more changes can be made. On the household level a case is closed if all members in this household have this flag case closed. Reversion of situations (going back in time) will no longer be possible once a respondent’s interview has been finalized.</td>
</tr>
<tr>
<td>702</td>
<td></td>
<td>Case reopened (set by agency)</td>
<td>Reverse of 701</td>
</tr>
<tr>
<td>901</td>
<td></td>
<td>Case removed from laptop</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Code</th>
<th>Level</th>
<th>Type of event</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1001</td>
<td></td>
<td>After entering proxy info for deceased</td>
<td>Screening</td>
</tr>
<tr>
<td>1003</td>
<td>H</td>
<td>After entering a new address, adding an address or editing an address</td>
<td>Screening</td>
</tr>
<tr>
<td>1101</td>
<td>H</td>
<td>Eligible HH: 1 person born in 1963 or earlier</td>
<td>Screening</td>
</tr>
<tr>
<td>1102</td>
<td>H</td>
<td>Eligible HH: &gt; 1 person born in 1963 or earlier</td>
<td>Screening</td>
</tr>
<tr>
<td>1201</td>
<td>H</td>
<td>Eligibility unknown: not contacted</td>
<td>Screening</td>
</tr>
<tr>
<td>1202</td>
<td>H</td>
<td>Eligibility unknown: reluctance</td>
<td>Screening</td>
</tr>
<tr>
<td>1203</td>
<td>H</td>
<td>Eligibility unknown: other</td>
<td>Screening</td>
</tr>
<tr>
<td>1301</td>
<td>H</td>
<td>Age Ineligible HH</td>
<td>Screening</td>
</tr>
<tr>
<td>1302</td>
<td>H</td>
<td>Problems with phone: Address non-existent</td>
<td>Screening</td>
</tr>
<tr>
<td>1303</td>
<td>H</td>
<td>Language barriers</td>
<td>Screening</td>
</tr>
</tbody>
</table>
B  ID structure

Basically there are two different IDs:
1. household IDs (e.g. cc-hhhhhh-s)
2. respondent IDs (e.g. cc-hhhhhh-rr)

Household IDs include the following information:
- **cc**: country code, test cases are coded with TT.
- **hhhhhh**: household identifier (unique per country and across waves)
- **s**: split

All original sample households will have an “A” as indicator. If there is an eligible split-household, the indicator will be “B”. In case a household resulting from a split off that consists of only non-eligible respondents, this will be indicated by an “X”.

Respondent IDs are fixed across waves and include the following information:
- **cc**: country code, test cases are coded with TT
- **hhhhhh**: household identifier (unique per country and across waves)
- **rr**: respondent identifier
C Eligibility rules in SHARE

**Definition of Age-Eligibility:**

Anyone who was 50 or older in the year that he/she was first sampled is age-eligible (e.g. year of birth was 1954 or earlier in wave 1, 1969 in wave 8)

**Eligibility Rules for longitudinal sample:**

- Eligibility of any longitudinal respondent to be re-interviewed is conditional on national privacy and data protection laws. If a longitudinal respondent refused in any previous wave, she or he will only be approached again if national privacy and data protection laws allow to do so.
- All respondents who were interviewed in any previous wave will be interviewed again.
- For age-eligible respondents who participated in the survey, end of life interviews will be conducted if they have deceased.
- Age-eligible respondents who moved within the country or into a nursing home, hospital or other old-age institution will be tracked and re-interviewed if they have participated before.
- Current partners (living in the same household) of age eligible respondents are eligible regardless of age.

**People will not be tracked and are not eligible for an end of life interview if:**

- They have not been age-eligible at the time the household was sampled (younger partners);
- They were not living in the household at the time of sampling (new partners); or
- They have never participated in any previous wave.

Respondents who are incarcerated, reside outside of the country during the entire survey fieldwork period or moved abroad are defined as ineligible.

**The panel sample consists of four subsamples:**

Subsample A: all respondents who participated in the last SHARE wave.

Subsample B: all respondents who participated in any previous SHARE wave, but not in the last SHARE wave, and live in a household where at least one household member participated in the last wave.

Subsample C: all respondents who participated in any previous SHARE wave, but not in the last SHARE, and do not live in a household where at least one household member participated in the last SHARE wave.

Subsample D: all non-responding spouses/partners and new spouses/partners who have not participated in any previous SHARE wave so far.
Eligibility Rules for refreshment sample:

The target population consists of all persons aged 50 and over at the time of sampling together with their partners/spouses, independent of age.

Within the household one age-eligible member plus his/her partner/spouse will be interviewed. The procedures for choosing the designated respondent are as follows:

- In case of a sample frame of individuals (e.g., based on registry records), the designated respondent plus his/her spouse (independent of age) will be interviewed. No other person in the household will be interviewed, even if age-eligible. For such sampling frames, residents of nursing and foster homes should be included in the sampling design and must be interviewed.

- In case of a sample frame of households (e.g., based on dwelling records or phone numbers), one individual out of all age-eligible respondents will be randomly selected by the SHARE Sample Management System. Only the randomly selected respondent plus his/her spouse (independent of age) will be interviewed. No other person in the household will be interviewed, even if age-eligible. For such sampling frames, residents of nursing and foster homes will not be interviewed.

Drawn persons are not eligible for an interview if they:

- are deceased;
- are incarcerated during the entire survey period;
- are hospitalized during the entire survey period;
- are out of the country during the entire survey period;
- are unable to speak countries’ languages;
- moved to an unknown address;
- or if the address is non-existent.