1997 Child Development Supplement
to the
Panel Study of Income Dynamics

SSL Coding Manual

Time Diary Coding Manual
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TIME DIARY GENERAL EDITING INSTRUCTIONS

All diary activity editing is to be done in red pencil.

If editing causes additional activity lines to be added, number the additional ones as follows, using decimals: if activity 5 is edited to three activities, they should be numbered 5, 5.1, 5.2.

T1   Day of the Week (from the attached label)

      1   Monday   6   Saturday
      2   Tuesday   7   Sunday
      3   Wednesday
      4   Thursday
      5   Friday

A1-A3 Make sure these items are legibly marked or written in.

COLUMN A   What did your child do?

Use the Activity Code list (pp. 16-33)
        EXCEPT:
        If R has given no activities or 1 or 2 activities for the whole day, NA the diary as follows:

COL A.	TIME BEGAN	TIME ENDED	Columns D-J = 0
481	00:00	24:00	
579			

COLUMNS B AND C   TIME BEGAN and TIME END

Total Time for activities done on the specified diary day must equal exactly 24 hours . Code the diary beginning at 0000 (midnight) and ending at 2400, the following midnight, by using a 24-hour clock or military time. (The first 2 digits represent the hour in the 24-hour sequence and the last 2 digits represent the minutes, so 7:23 p.m. is written as 19:23.) Check to see that the "TIME ENDED" for each activity is the same as the "TIME BEGAN" for the next activity, e.g.:

        Drove to the store   12:30 - **12:45**
        Shopped for a hammer   **12:45** - 12:55

COLUMNS D IF WATCHING TV, was that a video tape or TV program?

        0.   INAP
        1.   Video Tape
        2.   Television Program
        9.   NA

COLUMN E IF TV, VIDEO, COMPUTER GAMES, what was the name ...?

Enter text verbatim (to be coded later) leave blank if INAP.
NOTE: Code each program, video, or game as a separate activity.

COLUMN F Where was (CHILD)?

10.   HOME, R's yard

20.   TRANSIT (car, bus, walking, biking)

30.   PARENT=S PLACE OF WORK

40.   Someone else's home (outside or inside); "at neighbor's"
          or at babysitter=s or home-based day care

45.   Child=s other parent=s home

50.   Restaurants, bars, fast-food places and their parking lots

60.   Indoor recreation places (theatres, youth recreation center)

70.   Outdoor recreation places (parks, R's neighborhood); "outside" if "home"
          not checked

80.   SCHOOL

81.   Church

82.   Stores, shopping centers, malls and their parking lots, beauty parlor

83.   Banks, offices, library, fire station

84.   Daycare center (not home-based day care)

89.   Other, hospital, parking structure

99.   NA

00.   Inap, Primary activity coded 481 or 984*

COLUMNS G and H Who was doing ...? and Who else was there ...?

A.   No one
1. checked   0. not checked

B.   Mother
1. checked   0. not checked

C.   Father
1. checked   0. not checked

D.   Brother or sister
1. checked   0. not checked

E.   Step-mother
1.checked   0. not checked

F.   Step-father
1. checked   0. not checked

G.   Step-brother or sister
1. checked   0. not checked

H.   (Child) Friend of child
1. checked   0. not checked

I.   Grandparent or great grandparent of child
1. checked   0. not checked

J.   Other relative of child
1. checked   0. not checked

K.   Other non relative of child
1. checked   0. not checked

Notes: H. includes any non-adult, non-relative that the child is Aplaying@ with.
          K. includes mom=s live-in boyfriend.

COLUMN J   Was (CHILD) doing anything else at the same time?

Use the Activity Code list (pp. 21-43)

RECORDING ACTIVITIES

Generally, primary and secondary activities and times should be coded as the interviewer has recorded them. An activity listed as a primary will remain a primary activity unless travel is the concurrent activity (see Travel, page 12). Secondary activities remain as secondary activities unless:

1. The secondary is traveling.
2. The secondary could not possibly be done while doing the primary activity.
3. The secondary is night=s sleep.

COMBINING ACTIVITIES

When adjacent primary activities fall into the same code category, code them separately as they are recorded in the diary; do not group them together except in the case of work activities and school activities (going to and from classes at school) when Columns F, G, H and J remain the same.

GAPS

If there are gaps in the time, edit them using the following instructions.

When a gap of 10 minutes or less exists between the time an activity ended and the next activity began, allocate 1/2 of the time to the activity preceding the gap and 1/2 of the time to the activity following the gap.

Below are examples of unedited and edited time gaps:

Showered	7:10 - 7:25
Ate breakfast	7:35 - 7:55

	7:30
Showered	7:10 - ~~7:25~~
Ate breakfast	~~7:35~~ - 7:55
	7:30

If the gap is longer than 10 minutes, edit a "TIME BEGAN" and "TIME ENDED" for this time period in the space between activities, label the activity NA and code 481. Code the "TIME BEGAN" and "TIME ENDED" for the NA activity, and code "O" in Columns D through J.

OVERLAPS

When there is an overlap in time periods, calculate the overlap time periods, and divide it equally between the two activities by subtracting 1/2 the overlapping time from the ending time of the last activity and adding the other 1/2 of the overlapping time to the beginning time of the second activity.

Below are examples of unedited and edited overlaps in time:

        Watched TV   11:00 - 12:00
        Eating   11:40 - 12:15

                            11:50
        Watched TV   11:00 - ~~12:00~~
        Eating   ~~11:40~~ - 12:15
                            11:50

In this example, there is a 20 minute overlap which is divided equally into two 10 minute time segments. Ten minutes is then subtracted from the time spent "WATCHING TV" and converted into clock time. The other 10 minutes is added onto the time spent "EATING" and converted into clock time.

If a secondary activity is recorded, enter it (as usual) with the primary activity it is associated with, even though the time will be shortened or lengthened in the same amount as its primary.

ALLOCATING ODD MINUTES

In dividing time for gaps, overlaps, and splitting multiple mentions (which will be covered later), often an even split of minutes will not be possible. In this case, allocate the extra minute to the first activity involved.

ACTIVITY BY OTHERS

When R reports an activity done by someone other than her/himself, check the secondary activity to try and ascertain what R was doing. Cross out what others were doing with a single line and draw an arrow from R's activity to the primary activity column, assuming the time period is the same, and Columns D through H remain the same, and there are no secondary activities. If unable to ascertain R's activity, cross out what the other people were doing with a single line, write in NA, and code 984 (activities of others reported). Code the "TIME BEGAN" and "TIME ENDED" for the segment and code "O" in Columns D through J. (See "HELPING", "WAITING" and "ACCOMPANYING", p.8)

PUBLIC PLACES

In the G/H columns, busdriver/students/classmates all get coded as AK. Other non-relatives of child.@ If in a public place, store, bus, etc., assume there is other non-relative present. It also gets coded as AK- other non-relative of child.@

GENERAL INSTRUCTIONS FOR 408, 409, 411/488

If the child is receiving help from an adult or caregiver, under the G column, it will always be a 488 regardless of age, or if Col A says received help. If R is 3 or under and no one is mentioned in the G column it will always be coded 488. If no one is mentioned in the G column and R is 4 or over it will be coded 408, 409, or 411. If this is unclear see supervisor.

PRIMARY ACTIVITIES

REPORTING

In all cases where an activity is reported as a primary activity it will remain a primary activity except where travel has been listed as a secondary activity (see "SECONDARY ACTIVITIES: TRAVEL", p.6).

MULTIPLE PRIMARIES: SEPARATE CODES

If more than one primary activity is listed for a segment of time, divide the time evenly between the activities listed, e.g.:

Example A: Prepared and ate dinner   6:00 - 7:00

would look like the following after editing:

Prepared	6:00 - 6:30
Ate dinner	6:30 - 7:00

Example B: Washed up, ate breakfast, read   8:00 - 9:00
                      paper

would look like the following after editing:

Washed up	8:00 - 8:20
Ate breakfast	8:20 - 8:40
Read paper	8:40 - 9:00

MULTIPLE PRIMARIES: SAME CODE

However, if the multiple primary activities fall into the same activity code category, such as "making beds, vacuuming, and dusting," do not divide the segment of time, but code as one primary activity.

COMBINATION

When three or more primary activities are grouped together in one time segment and some fall into the same code category and some do not, split the time proportionately among all the listed activities, then divide the activities according to the code categories and their order of mention.

Unedited and edited versions of combinations follow:

<u>Example A</u>: Made beds, vacuumed, ate lunch 11:00 - 12:30

    Made beds, vacuumed   11:00 - 12:00
    Ate lunch   12:00 - 12:30

<u>Example B</u>: Made beds, ate lunch, vacuumed 11:00 - 12:30

    Made beds   11:00 - 11:30
    Ate lunch   11:30 - 12:00
    Vacuumed   12:00 - 12:30

COMMON SENSE

If in following any of these editing instructions, a clearly nonsensical record would be produced, see supervisor.

<u>Nonsensical example</u>:

    Put on swimsuit and sunbathed   1:00 - 3:30

Following the splitting multiple primary rule, would be:

    Put on swimsuit   1:00 - 2:15
    Sunbathed   2:15 - 3:30

Clearly, this creates a ridiculous amount of time for the dressing code and should be modified with the aid of the editing supervisor.

ACTIVITIES TAKING 1 MINUTE OR LESS

If an activity normally takes one minute or less to do and is not allocated a time period of its own in the diary, cross it out with a single line.

    Example: Got in car and rode home   9:00 - 9:15

     rode home   9:00 - 9:15

WAITING

Whenever possible, code "waiting for" event to begin/place to open/plane to arrive, etc. as part of the activity being waited for, so that "waiting for stores to open" while at the mall to shop is Shopping 302 and waiting for someone's plane to arrive is part picking someone up (helping) at the airport.

SECONDARY ACTIVITIES

REPORTING

A secondary activity is left as a secondary unless:

1.   It is travel.
2.   It cannot reasonably be done concurrently with the primary activity (e.g.,
      primary= watch TV, secondary= mow the lawn).
3.   It is night's sleep.

TRAVEL

If the secondary activity is travel from one place to another, move it to the primary column and the primary activity listed may be moved to the secondary column, or split, depending on the primary activity.

(NOTE: This is one exception where an activity listed as primary does not always remain primary.) If travel occurred as a portion of the primary activity, split the primary according to travel splitting rules.

Example of reversed primary and secondary:

Primary   Secondary
Listen to the news   Rode to school

Since it appears these are concurrent activities and travel must be the primary, reverse the position of these to:

Primary   Secondary
Rode to school   Listen to the news

NON-CONCURRENT

If the secondary activity cannot be done at the same time as the primary activity:

1.   Cross it out as secondary.
2.   Edit it into Column A beneath the associated primary.
3.   Divide the time equally between the primary activities.
4.   Code Columns F through J the same.

An example of an unedited and edited non-concurrent activity follows:

Column A: <u>What did you do</u>?   Column F: <u>Anything else</u>?

Dressed for school   8:00 - 8:45   Did dishes

Dressed for school   8:00 - 8:23
Did dishes   8:23 - 8:45

MULTIPLE SECONDARIES

When there is more than one secondary activity listed for one time segment:

1.   Cross out the extra secondary with a single line and edit it into a new/split activity line.
2.   Record the same primary activity on this line.
3.   Divide the time segment equally.

Column A: <u>What did you do</u>?   Column F: <u>Anything else</u>?

Ate dinner   5:00 - 6:00   Talked with brother, read paper

Edited:

Ate dinner   5:00 - 5:30   Talked with brother,
Ate dinner   5:30 - 6:00   Read paper

PRIMARY AND SECONDARY THE SAME ACTIVITY CODE

If the secondary activity uses the same code as the primary activity, cross it out and code no secondary activity.

If a secondary activity just describes the primary activity in more detail, cross out the secondary activity, e.g.:

Column A: <u>What did you do</u>?   Column F:<u> Anything else</u>?

Visited the neighbors   Looked at their flower bed

Would become:
        Visited the neighbors

INTERMITTENT SECONDARY ACTIVITY

If a secondary activity is reported as being done "IN AND OUT" of the primary activity (or "BACK AND FORTH," "PART OF THE TIME") split the primary and code half of the time with the secondary and half without.

NA DIARY

If R has given no activities or 1 or 2 activities for the whole day, NA the diary as follows:

ACTIVITY	TIME BEGAN	TIME ENDED	columns D-J = 0
481	00:00	24:00	
579			

<div align="center">

ACTIVITY CODE INSTRUCTIONS

</div>

GETTING UP/GOING TO BED

1.   The phrases "GOING TO BED" and "GETTING UP" are only coded as activities if the
        segment of time is allotted to them, in which case code "407", otherwise cross them out.

        Example: Got up   8:00
                        Went to school   8:00 - 8:15

2.   However, if there's a gap in the morning between "GETTING UP" and, for example,
        "LEAVING FOR SCHOOL", allot that time period for "GETTING UP", code 407.

HELPING ("helped clean the garage")

Helping other adults in household -- code the task being performed as R's activity.
Helping children in household -- code under child care, 221 or 222.
Helping someone outside household -- code 422, 423 or 424.
Children helping with household tasks -- code the task performed as the child's activity *regardless
of whether or not the child would make a significant contribution to the activity*. (The child=s age
should indicate the level of the contribution to the analyst.)

Activities are coded as help and care to adults in HH, relatives, neighbors or friends (421, 422,
423, 424) only when helping another seems to be the primary goal of the activity more than the
actual activity (a household chore or leisure, for example) is a joint activity of the respondent and
the individual who appears to be receiving help.

SHOPPING

Beware of where R went shopping. If one segment of time is listed for "WENT SHOPPING" and
multiple places are specified in Column D or elsewhere, divide according to multiple primary
rules. Do not automatically code 302 -- shopping.

WAITING

If the waiting does not fall into Code 997 (waiting in car), then code the waiting in the specific
OTHER category under what they are waiting for (e.g., AWAITING TO EAT@- code 489). If
what the child is waiting for cannot be determined, code 489 -- waiting for personal care. If a
child is accompanying a parent and does not seemed to be directly involved in the purpose of the
trip, Code 998 (Travel of child with adult) for both the travel and waiting.

"SAT AND ..."

Do not code the sitting, just the other activity (TALKED, READ, etc.).

FEEDING CHILDREN AGES 4 AND UNDER

If R says he/she "FED KIDS" and this includes both fixing and serving food to children ages 4 and under, code 1/2 the time Meal Preparation (108 or 109) and the other 1/2 Baby Care (209).

FEEDING CHILDREN OVER AGE 4 AND UNDER AGE 4

If "FEEDING CHILDREN" over 4 and under 4. split as above.

FEEDING CHILDREN ALL OVER AGE 4

If "FEEDING CHILDREN" all over 4, code Meal Preparation (108-109) only.

TV WATCHING

If the television is on, under the D column, but television is not listed as a primary or secondary activity, it needs to be split. TV watching (919) becomes a secondary activity. Split it accordingly, if necessary. The program name will not be entered. If more than one television program is mentioned and TV watching is the secondary activity (as in this case), do not split for each program.

CONVENTIONS ON PARTICULAR ACTIVITIES

The following times should be used when activities listed below must be split from other activities:

Activity Time Assumed

189 Feeding pets	5 minutes
189 Letting pets in or out	2 minutes
409 Dressing/getting ready	10 minutes
449 Eating out	30 minutes
409 "GOING TO THE JOHN"	3 minutes
652 Praying (meal time/bed time)	2 minutes
799 Walking to neighbor's, friend's or other nearby place	2 minutes

When you need to split activities from
night's sleep as in "WENT TO BED AND ...":
assume reading (939), meditating (652) or
any other activities   30 minutes

These allocations should be used even if splitting the activities produces a smaller amount of time for the other activity.

PAID WORK

If R works or does something for someone, e.g. rake leaves, we will assume it was without pay unless they specifically say they were paid. These will be coded as 423, 424, etc.

ANIMAL CARE
Beware of distinction between, 189, playing and caring for pets, and 844, care for animals/livestock. An animal will be considered a pet if it is an animal that commonly comes inside.

TRAVEL

SELECTION OF TRAVEL CODE BY PURPOSE OF TRIP

The travel code is generally associated with the purpose of the trip, both going to and coming back from. For example, if "DROVE TO THE GROCERY STORE" took 10 minutes and "DROVE HOME" took another 10 minutes, code each 10 minute segment as travel related to shopping.

ALWAYS PRIMARY (The nineties--099, 299, etc.--of each heading except HOUSEHOLD)

Travel can never be a secondary activity. When travel is reported as a secondary activity and it is a non-concurrent activity:

1.   Cross it out and move it to the primary column under the primary it was listed with.
2.   Split the time according to NO TRAVEL REPORTED rules, page 16.
3.   Edit Column F to "TRANSIT".
4.   Assume Columns G and H are the same as for the associated primary unless noted otherwise.
5.   Assume there is no secondary activity.

When travel is reported as secondary activity and it is going on concurrently with the primary activity:

1.   Draw a double pointed arrow from it to the primary activity.
2.   Change their places when numbering and coding.

MULTIPLE PURPOSE TRIPS

In the case of a trip that had multiple purposes, e.g.,

> Biked to the drugstore
> Picked up a prescription
> Biked to my friend's house
> Visited
> Biked home

code each travel segment as travel related to the next primary activity, then code the last segment of the trip ("BIKED HOME") as travel time related to the last activity ("VISITED").

TRAVEL MODE

Assume travel mode remains the same for all travel when editing multiple trips unless noted otherwise.

TRIP WITHIN A TRIP

If there is a clear trip within a trip, then code travel to and from as you would if R went there and back from home.

EXAMPLE	CODE
Drove to church	699
Drove to store	399
Bought pacifier	302
Drove back to church	399
Went to church	651
Drove home	699

SHOPPING TRAVEL

Code "PICKED UP FRIEND TO GO SHOPPING" as shopping-related travel (399), not visiting-related travel.

TRANSPORTING OTHERS

In general, code the travel time related to the purpose of the trip, e.g., "TAKING SOMEONE ELSE TO SCHOOL" (if R is not going to school), code 498--travel related to helping others.

SCHOOL TRAVEL

Travel related to school (codes 597, 598) is to capture only the time R spends commuting to get to his/her school and to get back home from school (at the end of R's school day). Any intervening trips are to be coded as travel related to the purpose of the activity (e.g., travel to and from lunch will be coded as travel related to personal care). Field trips during regular school hours do not get included as a separate activity. They are included in 509 as an in-class activity.

NO TRAVEL REPORTED, SINGLE TRIP: SHORT ACTIVITY (90 minutes or less)

If travel has not been reported and travel is implied by a change of place, and the activity reported was 90 minutes or less (allow 1/2 of the total time spent for travel). Split the travel time in half and show half (1/4 of the activity time) to get to the activity and half (other 1/4 of total activity time) to get home. An unedited and edited example follows:

Went to grandmother's house	9:30 - 10:30
Travel to grandmother's house	9:30 - 9:45
Visited grandmother	9:45 - 10:15
Travel home	10:15 - 10:30

NO TRAVEL REPORTED, SINGLE TRIP: LONG ACTIVITY (over 90 minutes)

If travel has not been reported and travel is implied by a change of place, and the activity was over 90 minutes, assume total travel time was 45 minutes of the activity and edit in 23 minutes travel there and 22 minutes travel back (unless you have reason to believe otherwise).

TRAVEL REPORTED; ONE WAY
If travel is reported one way, with the same start or end point, code the same amount of time for the missing trip segment.

ERRANDS
If R says Aerrands,@ multiple of errands unspecified code 389. Use no travel time reported, single trip coding rules.

NO TRAVEL REPORTED: ADJACENT ACTIVITIES

When travel is omitted from two (or more) adjacent activities:

1.   Take the travel time getting from one activity to the other from the longer activity (of the two), using appropriate editing instructions for travel not reported.

2.   Then, from the shorter activity of the two, take 1/4 of the time for travel and the rest for the activity.

EXAMPLE:

PRIMARY ACT	TIME REPORTED	TIME EDITED
To the grocery store	1 hr.	15 min. travel 45 min. shopping
To the laundromat	2 hrs.	23 min. travel 75 min. at laundry 22 min. travel
To the shopping center	1 hr.	45 min. shopping 15 min. travel

EXCEPTION TO NO TRAVEL REPORTED

If travel has not been reported and R went next door, or down the street, or somewhere else close by, allow two minutes going and two minutes coming back from the time the activity took (unless activity took less than 5 minutes, then see supervisor).

NO TIME SPENT AT PLACE TRAVELED TO

Assume these are very brief "drop off" stops of a minute or less and code as recorded <u>unless</u> nonsense result is produced. If it is clear that a significant amount of the time mentioned was spent at an unmentioned activity, use regular splitting rules. If activity is "drove to movies" and time is 3 hours, assume/split to include attending the movie. If in doubt, see supervisor.

PLEASURE DRIVING

Code "DRIVING AROUND," "OUT FOR A RIDE," etc. as 817. NOTE: 817 is <u>not</u> a "TRAVEL CODE" in that there is no destination and may be left as a secondary activity.

GUIDELINES FOR CODING CHILD DIARIES

SECONDARY ACTIVITIES--DON'T KNOW

If "DON'T KNOW" is written in Column H, secondary activity column, treat as if there were no secondary activity (000).

HELPING OR ACCOMPANYING ACTIVITIES

When the diary child is helping someone else do something, the activity he/she is helping with should be coded. However, in the case where a child reports helping another child with what is a "play" activity, code the appropriate "playing" code (871-877) unless there is an indication that child care was taking place (such as an age difference as well as activity description of helping), in which case you should see your supervisor. When a child is accompanying a parent and does not seemed to be directly involved in the purpose of the trip, Code 998 (Travel of child with adult) for both the travel and waiting.

PLAYING

Playing needs to be very carefully coded by the type of interactions the child is having. Most of the playing categories are together under the category of playing on page 31. But other activities which are considered play may more accurately be coded by the action, rather than with one of the general playing categories. For instance, playing a "pick up game" of baseball would be 801, doing yoga would be coded 808, official team games or practice would be 883, tennis lessons would be 885, and hiking would be 822.

Identifying social games or interactions with others (873) may not be immediately obvious. An activity is not a social game just because it is a game where others are doing the activity with the child. Instead, the question is the nature of the playing which is taking place. For instance, playing tag would be a social game but running (823) or catch (807) would not. While playing tag, a primary component of the activity is interacting with each other. With running or catch, the purpose is more likely developing physical ability rather the human relationship. Jumping rope or doing hand clap or string games is also interactive and a primary component of the activity in a way that is not true for singing (862).

If no descriptive information is available other than the word "play" or "playing," then code the activity as unspecified playing (877).

PLAYING WITH BABIES

"Playing with babies" code 248 (household babies, age 0-2) or 278 (non-household babies, age 0-2). However, these are childcare codes and should only be used when the child whose activities are being coded is an older child. If the child whose activities are being coded is young (under 6), these activities should be coded as social playing or playing where others were present.

SCHOOL

Assume household children who attend school are "full-time" students where you must distinguish among categories on this basis.

SCHOOL TRAVEL

Travel to and from school by children can be coded one of the following three ways:

1)   If the child travels directly from his/her <u>home to school</u> without stops or interruptions, code <u>597</u>.

2)   If the child travels directly from <u>school to home</u> without any stops or interruptions, code <u>598</u>.

3)   If the child travels to school from someplace other than home (e.g., from the babysitter's), code <u>599</u>. Travel from school to a destination other than home (e.g., a friend's house, or the drug store) should be coded as travel to that destination (e.g., 399 would describe travel to the drug store after school). If it seems awkward to code travel from school to a destination other than home (for instance, if the stop can't really be described as a destination), check with a supervisor.

OTHER 599 CODES
        599=to the bus stop.
        599=bus stop to school
        599=daycare to school
        599=school to daycare

COMPUTER GAMES/VIDEO GAMES/TV

If multiple computer or video games are mentioned in Column E in connection with primary activity codes 502 or 878, split the activity and time accordingly. If multiple television programs or videos are mentioned in Column E in connection with primary activity code 919, split the activity and time accordingly.

COMPUTERS FOR HOMEWORK

If a student is using a computer for homework, regardless of the kind of task, it should be coded 504.

WORK AND OTHER INCOME PRODUCING ACTIVITIES

PAID WORK

011. Normal work: activities at the main job including work brought home, travel which is part of the job, and overtime; Aworking,@ Aat work.@

012. Work at home; work activities for pay done in the home when home is the main workplace. (Include travel as in 011) (If using a computer at home for pay, code 506.)

059. Part-time jobs when R is a full-time student; paper route (no travel associated); second job; paid work activities which are not part of the main job (use this code only when R clearly indicates a second job or Aother@ job); paid work for those not having main job; garage sales, rental property.

069. Lunch at the workplace; lunch eaten at work, cafeteria, lunchroom when "where" = work (lunch at a restaurant, code 449; lunch at home, code 439).

* 068. Eating, smoking, drinking as a secondary activity while working (at workplace). SECONDARY ONLY

089. Coffee breaks and other (unscheduled) breaks at the workplace; other non-work during work hours at the workplace; "took a break"; "had coffee" (as a primary activity). PRIMARY ONLY, DO NOT CODE 2NDARY ACTIVITIES WITH THIS PRIMARY ACTIVITY

078. Before and/or after work at the workplace; activities at the workplace before starting or after stopping work; include "conversations" other work. DO NOT CODE SECONDARY ACTIVITIES WITH THIS PRIMARY ACTIVITY

022. Job search; looking for work, including visits to employment agencies, phone calls to prospective employers, answering want ads.

023. Unemployment benefits; applying for or collecting unemployment compensation.

024. Welfare, food stamps; applying for or collecting welfare, food stamps.

079. Other work related.

097. Travel related to job search, unemployment benefits, welfare, food stamps, waiting for related travel.

098.   Travel; to and from the workplace when R≈s trips to and from work were both interrupted by stops, (see Editing Inst. P. 16); waiting for related travel.

099.   <u>Work travel</u> to and from the workplace, including time spent waiting for transportation.

NOTES

<u>When Principal Place of Employment is Home</u>:

When R's principal place of employment is home (as with a farmer), R's work activities are coded "012" and Col. F is coded "10", <u>not</u> "30". Those activity codes designed specifically to capture non-work activities (069, 068, 089, 078) at the workplace do not apply when work is coded "012". For example, if R baby-sits for pay at home, all eating and drinking is coded "439".

HOUSEHOLD ACTIVITIES

<u>INDOOR</u>

* 108.   Meal preparation: cooking, fixing lunches.

109.   Serving food, setting table, putting groceries away, unloading car after grocery shopping.

* 118.   Doing dishes, rinsing dishes, loading dishwasher.

119.   Meal cleanup, clearing table, unloading dishwasher.

148.   Laundry and clothes care--wash

149.   Laundry and clothes care--sort, dry, iron, fold, mend, put away clothes ("sewing", code 843).

129.   (Routine) indoor cleaning and chores, picking up, dusting, making beds, washing windows, vacuuming, "cleaning", "fall/spring cleaning", "housework".

161.   Repairs, maintenance indoors, fixing, repairing indoors, furnace, plumbing, painting a room.

173.   Care of houseplants.

165.   Repairs indoors: fixing, repairing appliances.

166.   Repairs indoors: fixing, repairing furniture.

191.   Other indoor, NA whether cleaning or repair; "did things in house".

* 128.   Miscellaneous, "worked around house", indoor <u>or</u> NA if indoor or outdoor.

<u>OUTDOOR</u>

171.   Gardening; flower or vegetable gardening; spading, weeding, composting, picking, "worked in garden".

139.   (Routine) outdoor cleaning and chores; yard work, raking leaves, mowing grass, garbage removal, snow shoveling, putting on storm windows, cleaning garage, cutting wood.

162.   Repair, maintenance, exterior; fixing repairs outdoors, painting the house, fixing the roof, repairing the driveway (patching).

164. Home improvements: additions to and remodeling done to the house, garage; new roof.

168. Improvements to grounds around house; repaved driveway.

192. Other outdoor; "worked outside", "puttering in garage".

MISCELLANEOUS HOUSEHOLD CHORES

189. <u>Pet care</u>; care of household pets including activities with pets; playing with the dog; walking the dog (caring for pets of relatives, friends, code 421, 422, 423 or 424). Must be referred to as pets, or be an animal that commonly comes inside. (Otherwise outside see 844)
NOTE: Code 189 was code 172 in 1975.

163. <u>Car care</u>; necessary repairs and routine care to cars; tune up.

* 167. Car maintenance; changed oil, changed tires, washed cars, "worked on car" except when clearly as a hobby (then code 832).

193. <u>Household paperwork</u>; paying bills, balancing the checkbook, making lists, getting the mail, working on the budget, getting newspaper.

194. Watching another person do typically female household tasks (codes 108, 109, 118, 119, 148, 149)

195. Watching another person do typically male household tasks (codes 161, 165, 166, 139, 162, 164, 168, 163, 167)

196. Watching another person do other household tasks, not listed above.

197. Other household chores (no travel); picking up things from home, e.g., "picked up deposit slips" (relate travel to purpose); building a fire.

Examples of Code 197. OTHER HOUSEHOLD

Typing (NA what)
Wrapping presents
Unpacked gifts from party
Packing/unpacking car
"Settled in" after trip
Hooked up boat to car
Packing to move
Moved boxes
Looking/searching for things at home (in or out)

CHILD CARE

CHILD CARE FOR CHILDREN OF HH

209.   Baby care; care to children age 4 and under.

219.   Child care; care to children age 5-17.

218.   Child care; mixed ages or NA ages of children.

248.   Playing with household babies aged 0-2; "playing with baby", indoors or outdoors.

221.   Helping children learn (exc. 222); teaching children to fix, make things; helping son bake cookies; helping daughter fix bike (homework code 222).

258.   Coaching/leading outdoors/non-organizational activities.

222.   Help with homework or supervising homework.

*   236.   Giving child orders or instructions; asking them to help; telling them to behave (receiving instructions, code 967).

*   237.   Disciplining child; yelling at kids, spanking children (being disciplined, code 966); correcting children's behavior.

239.   Conversations with household children only; listening to children.

249.   Indoor playing (for adult R only); other indoor activities with children including games, Aplaying@ unless obviously outdoor games. (if R is a child, see codes 877).

259.   Outdoor playing (for adult R only); outdoor activities with children including sports, walks, biking with, other outdoor activities. (if R is a child, see code 876)

238.   Reading to child.

269.   Medical care at home or outside home; activities associated with other children's health; "took brother to doctor", "gave sister medicine", including related phone conversations.

OTHER CHILD CARE

278.   Babysitting (unpaid) or child care outside R's home or to children not residing in HH; "pick up nephew at my sister's"; "played with kids"--non-household children.

277.   Coordinating or facilitating child's social or instructional activities (non-school); "called babysitters"

279.   Other child care, including phone conversations relating to child care other than medical.
Examples of Code 279. OTHER CHILD CARE

"Waited for brother to get haircut"

*   298.   Child-related travel for (279) child's social and instructional (non-school) activities.

    299.   Other child-related travel for child care activities; waiting for related travel; to and from daycare.

OBTAINING GOODS AND SERVICES

GOODS (Include phone calls to obtain goods)

301.   Groceries; supermarket; shopping for food.

311.   Durable household goods; shopping for large appliances, cars, furniture.

312.   House, apartment; activities connected to buying, selling, renting, including phone calls, looking for house, apartment; showing house, including traveling around looking at real estate property (for own use).

302.   All other obtaining goods; including for clothing, small appliances; at drug stores, hardware stores, department stores, "downtown" or "uptown", "shopping", "shopping center", "buying gas", "window shopping".

SERVICES (Include phone calls to obtain services)

329.   Personal care; beauty, barber shop; hairdressers.

339.   Medical care for self; visits to doctor, dentist, optometrist, including making appointments.

341.   Financial services; activities related to taking care of financial business; going to the bank, paying utility bills (not by mail), going to accountant, tax office, loan agency, insurance office.

342.   Other government services: post office, driver's license, sporting licenses, marriage licenses, police station.

351.   Auto services; repair and other auto services including waiting for such services.

352.   Clothes repair and cleaning: cleaners, laundromat, tailor.

353.   Appliance repair: including furnace, water heater, electric or battery operated appliances; including watching repair person.

354.   Household repair services: including furniture; other repair services NA type; including watching repair person.

389.   Errands; "running errands", NA whether for goods or services; borrowing goods.

*   377.   Other professional services; lawyer, counseling (therapy).

378.   Picking up food at a takeout place -- no travel.

*   379.   Other obtaining services, "going to the dump". SEE EXAMPLES

Examples of Code 379. OTHER SERVICES

Left clothing at Goodwill
Returned books (at library)
Delivered some stuff to a friend
Waited for father to pick up meat
Put away things from swap meet
Waiting for others while they're shopping
Showing Mom what I bought
Answering door for salesman, or other.

369.   Getting money, gifts from an adult; (code here if not codeable elsewhere), e.g., got lunch money.

399.   Related travel; travel related to obtaining goods and services and/or household activities except 312; waiting for related travel.

PERSONAL NEEDS AND CARE

CARE TO SELF

x   407.   Wake up; got up, waking up; woke up in middle of night, getting up, going to bed.

x   408.   Washing, showering, bathing.

x   409.   Dressing; getting ready, packing and unpacking clothes, personal
                    hygiene, going to the bathroom, laying out clothes.

x   411.   Medical care at home to self; taking care of own sickness. (medical care to children,
             code 269).

     439.   Meals at home; including coffee, drinking, food from a restaurant eaten at home,
             "breakfast", "lunch".

*   448.   Meals away from home eaten at a friend's/relative's home (incl. coffee, drinking).

     449.   Meals away from home (except at workplace, code 069, or at friend's home); eating at
             restaurants, "out for coffee".

x   459.   Night sleep; longest sleep for day (may occur during day infants); including "in bed",
             but not asleep.

x   469.   Naps and resting; rest periods, "dozing", "laying down" (relaxing, code 981).

x   482.   Personal, private; "none of your business."

x   483.   Making out, sex.

     484.   Affection between household members; giving and getting hugs, kisses, sitting on laps.

x= padded out of G, H, J columns.

HELP AND CARE TO OTHERS

     412.   Medical care to adults in HH (children, code 269).

     421.   Non-medical care to adults in HH; routine non-medical care to adults in household;
             "got my mom up", ran a bath for my dad".

     422.   Help and care to relatives not living in HH; helping caring for, providing for needs of
             relatives (except travel); helping move, bringing food, assisting in emergencies, doing
             housework for relatives; visiting when sick.

423.   Help and care to neighbors, friends: (same as 422 for friends and neighbors).

424.   Help and care to others, NA relationship to R: (same as 422 for others).

OTHER PERSONAL AND HELPING

488.   Receiving child care; child is passive recipient of personal care (codes 408, 409, 411); e.g., "Mom braided my hair"; medical care from parent or other; baby being held (when child/baby is the one that the diary is about); R being comforted by parent. If unclear if doing for self or receiving care; under 3 code 488, 4 and over code 408, 409 or 411. G, H, J no longer pad out for 488.

489.   Other personal; watching personal care activities.

487.   At babysitters/daycare before or after school; if child does not attend school but receives in home care from non-household member. (NOTE: All secondary activities should be coded when this is a primary activity.)

485.   Positive emotional affect; smiling, laughing,

486 .   Negative emotional affect; crying, moaning--head hurt, getting hysterical, whining.

498.   Travel (helping); travel related to codes 421, 422, 423, and 424 including travel as the helping activity; waiting for related travel.

499.   Other personal travel; travel related to other personal care activities; waiting for related travel; travel, NA purpose of trip, e.g., "went to Memphis" (no further explanation given).

HOME COMPUTER RELATED ACTIVITIES

501.   Lessons in computers (Learning how to use computer)

502.   Playing computer games

503.   Other recreational computer activities, **A**surfing the net**@** -non-games.

504.   Using the computer for homework, studying, research, reading related to classes or profession, except for current job (code 079).

505.   Computer communication - **A**e-mail**@** computer/video/speaker phone, internet   phone, tele-conferencing

506.   Work for pay at home using the computer

507.   Financial Services (banking, downloading tax forms, paying bills, stock transactions)

508.   Shopping (hotel, plane reservations, buying a computer, checking car prices)

510.   Media, reading newspaper, stock quotes, weather reports

511.   Library functions (using computer/internet to acquire specialized information)

512.   Computer work, getting computer programs to work, reading the manual, repairing computer, setting up computer.

513.   Other

EDUCATIONAL AND PROFESSIONAL TRAINING

509.   <u>Studen</u>t (full-time); attending classes, school if full-time student.

Daycare, nursery school for children not in school. NOTE: <u>Secondary</u> activities are <u>not</u> coded if they describe in-class activities (e.g., reading, writing on the board, etc.). Class breaks (e.g., naps, recess) are also included in 509. The exception is lunch break, coded 449. Field trips during regular school hours are coded as an in-class activity.

519.   Other classes, courses, lectures, academic or professional; R not a full-time student or NA whether a student; being tutored.

549.   <u>Homework</u> (non-computer related), studying, research, reading, related to classes or profession, except for current job (code 079); "went to the library", homework non-computer.

568.   At daycare/nursery before or after school only. All secondary activities should be coded when this is a primary activity.

569.   Other education; "watched a slide program". SPECIFY DURING DDE

599.   Other school-related travel (not 597, 598); travel related to education coded above; waiting for related travel; travel to school not originating from home.

597.   Travel directly from home to school, including waiting.

598.   Travel directly from school to home, including waiting.

ORGANIZATIONAL ACTIVITIES

VOLUNTEER, HELPING ORGANIZATIONS: hospital volunteer group, United Fund, Red Cross, Big Brother/Sister

631.   Attending meetings of volunteer, helping organizations.

632.   Officer work; work as an officer of volunteer, helping organizations, R must indicate he/she is an officer to be coded here.

633.   Fund raising activities as a member of volunteer helping organization, collecting money, planning a collection drive.

634.   Direct help to individuals or groups as a member of volunteer helping organizations; visiting, bringing food, driving.

635.   Other activities as a member of volunteer helping organizations, including social events and meals.

RELIGIOUS PRACTICE

651.   Attending services of a church or synagogue, including participating in the service; ushering, singing in the choir, leading youth group, going to church, funerals.

652.   Individual practice; religious practice carried out as an individual or in a small group; praying, meditating, Bible study group (not at church), visiting graves; praying at mealtime or bedtime gets two minutes unless otherwise indicated.

RELIGIOUS GROUPS

641.   Meetings: religious helping groups; attending meetings of helping-oriented church groups--circle, missionary society, youth groups, Knights of Columbus.

642.   Other activities; religious helping groups: other activities as a member of groups listed in 641, including social activities and meals.

643.   Meetings: other church groups; attending meetings of church group, not primarily helping-oriented, or NA if helping-oriented.

644.   Other activities, other church groups; other activities as a member of church groups which are not helping-oriented or NA if helping, including social activities and meals; choir practice, Bible class, Sunday school, catechism.

PROFESSIONAL/UNION ORGANIZATIONS: State Education Association; AFL-CIO; Teamsters

601.   Meetings; professional/union; attending meetings of professional or union groups.

602.   Other activities, professional/union; other activities as a member of a professional or union group including social activities and meals.

CHILD/YOUTH/FAMILY ORGANIZATIONS: PTA, PTO; Boy/Girl Scouts; Little League; YMCA/YWCA; school volunteer

671.   Meetings, family organizations; attending meetings of child/ youth/family oriented organizations.

672.   Other activities, family organizations; other activities as a member of child/youth/family oriented organizations including social activities and meals.

FRATERNAL ORGANIZATIONS: Moose, VFW, Kiwanis, Lions, Civitan, Chamber of Commerce, Shriners, American Legion

661.   Meetings, fraternal organizations; attending meetings of fraternal organizations.

662.   Other activities, fraternal organizations; other activities as a member of a fraternal organization including social activities and helping activities and meals.

POLITICAL PARTY AND CIVIC PARTICIPATION: Citizens' groups, Young Democrats/ Republicans, radical political groups, civic duties

621.   Meetings, political/citizen organizations; attending meetings of a political party or citizen group, including city council.

622.   Other activities, political/citizen organization; other participation in political party and citizen's groups, including social activities, helping with election, and meals.

SPECIAL INTEREST/IDENTITY ORGANIZATIONS (including groups based on sex, race, national origin): NAACP, Polish-American Society, neighborhood/block organizations, CR groups, Weight Watchers

611.   Meetings, identity organizations; attending meetings of special interest, identity organizations.

612.   Other activities, identity organizations; other activities as a member of a special interest, identity organization, including social activities and meals.

OTHER MISCELLANEOUS ORGANIZATIONS, not listed above

689.   Other organizations; any activities of an organization not fitting into above categories; (meetings and/or other activities). "Attending club house coffee klatch"; "meeting"-- NA kind; cleanup after banquet; checked into swap meet--selling and looking.

TRAVEL RELATED TO ORGANIZATIONAL ACTIVITIES

698.   Travel related to organizational activities as a member of a volunteer (helping) organization (code 634); including travel which is the helping activity, waiting for related travel.

699.   Travel (other organization-related); travel related to all other organizational activities; waiting for related travel.

ENTERTAINMENT/SOCIAL ACTIVITIES

ATTENDING SPECTACLES, EVENTS

709.   Sports; attending sports events: football, basketball, hockey, etc.

729.   Movies; "went to the show".

739.   Theater, opera, concert, ballet.

749.   Museums, art galleries, exhibitions, zoos.

719.   Miscellaneous spectacles/events: circus, fairs, rock concerts, accidents; theme event; other special event for children, e.g., Easter egg hunt. (Not to be confused with 769.)

SOCIALIZING

752.   Visiting with others; socializing with people other than R's own HH members, either at R's home or another home (visiting on the phone, code 961); talking/chatting in the context of receiving a visit or paying a visit (except meals, code 448).

769.   Party; wedding reception or other social occasion.

771.   At bar; cocktail lounge, nightclub; socializing or hoping to socialize at bar, lounge.

772.   Dancing; Agoing out dancing@, attending a dance.

789.   Other events; other events or socializing, not listed above; opening presents (at a party); decorating for party; unloaded uniforms (for parade), moving presents elsewhere.

799.   Related travel; waiting for related travel.

SPORTS AND ACTIVE LEISURE

CLASSES/LESSONS FOR LEISURE ACTIVITY, 801-899

881.   Lessons in dance.

* 885.   Lessons in sports activities such as swimming, golf, tennis, skating, roller skating.

886.   Lessons in gymnastics, yoga, judo, body movement.

* 887.   Lessons in music, singing, instruments.

888.   Other lessons, not listed above.

COMPETITIVE SPORTS-OTHER EDUCATIONAL ACTIVITIES (child only codes)

883.   Organized meets, games, practices for team sports, for code 801-809 below; track meets and practices, gymnastic meets and practices.

ACTIVE LEISURE ACTIVITIES

884.   Meets, practices for individual sports, codes 802-809;

ACTIVE SPORTS

801.   Football, basketball, baseball, volleyball, hockey, soccer, field hockey

802.   Tennis, squash, racquetball, paddleball

803.   Golf, miniature golf

804.   Swimming, waterskiing

805.   Skiing, ice skating, sledding, roller skating

806.   Bowling; pool, ping-pong, pinball

807.   Frisbee, catch

808.   Exercises, yoga (gymnastics -- code 865)

809.   Judo, boxing, wrestling

810.   Weight lifting
865.   Gymnastics

OTHER OUT OF DOORS

811.   Hunting

812.   Fishing

813.   Boating, sailing, canoeing.

814.   Camping, at the beach.

815.   Snowmobiling, dune-buggies.

816.   Gliding, ballooning, leaping off high buildings, flying.

817.   Excursions, pleasure drives (no destination), rides with the family;

818.   Picnicking

WALKING

821.   Walking for pleasure, crawling (for babies).

822.   Hiking

823.   Jogging, running

824.   Bicycling

825.   Motorcycling

826.   Horseback riding

HOBBIES

831.   Photography

832.   Working on cars--not necessary to their running; customizing, painting

833.   Working on or repairing leisure time equipment (repairing the boat, Asorting out fishing tackle@)

834.   Collections, scrapbooks
835.   Carpentry and woodworking (as a hobby)

DOMESTIC CRAFTS

841.   Preserving foodstuffs (canning, pickling)

842.   Knitting, needle-work, weaving, crocheting (including classes), crewel, embroidery, quilting, quilling, macrame.

843.   Sewing

844.   Care of animals/livestock when R is not a farmer (pets code 189; Afarmer@ code 012, work)

ART AND LITERATURE

851.   Sculpture, painting, potting, drawing, coloring.

852.   Literature, poetry, writing (not letters), writing a diary.

MUSIC/THEATER/DANCE

861.   Playing a musical instrument (include practicing), whistling;

862.   Singing

863.   Acting in/rehearsing for a play.

864.   Non-social dancing; ballet, modern dance, body movement; (lessons, code 886).

PLAYING/GAMES

866.   Pretend, dressup, played house, played fireman.

871.   Playing card games (bridge, poker)

872.   Playing board games (Monopoly, Yahtzee, etc.) , Bingo,

873.   Playing social games (scavenger hunts); jump rope, handclap games

874.   Puzzles/word or educational games.

875.   Played with toys (playing with babies, aged 0-2, code 248 or 278).

876.   Unspecified play outdoors

877.   Unspecified playing indoors; getting into stuff, making a mess.

878.   Unspecified playing games, "played a game.@

879.   Electronic video games (Nintendo, Sony, Game Boy, Sega.)

882.   Watching another person do active leisure activities (codes 801-877, 883-888)

889.   Other active leisure. PLEASE SPECIFY

Examples of Code 889. OTHER ACTIVE LEISURE

Fed birds, bird watching
Astrology
Swinging
Showing slides/sketches
Recording music
Picked up fishing gear
Inspecting motorcycle
Arranging flowers
Worked on model airplane
Picked up softball equipment
Hanging around

899.   Related travel; travel related to sports and active leisure; waiting for related travel; vacation travel.

PASSIVE LEISURE

909.   Radio

919.   TV

929.   Records, tapes, "listening to music", listening to others playing a musical instrument.

939.   Reading or looking at books (current job related, code 079; professionally or class related, code 549); looking at books (even if R cannot read).

941.   Reading magazines, reviews, pamphlets.

959.   Reading newspapers.

942.   Reading, NA what; or other

943.   Being read to, listening to a story (if subject reading to a child, code 238).

961.   Phone conversations, not coded elsewhere, including all visiting by phone.

962.   Other talking/conversations; face-to-face conversations, mixed or non-household people in conversation; not coded elsewhere (if children in HH only, code 239); visiting other than 752 or 963.

964.   Arguing or fighting with people other than HH members only, mixed or NA.

965.   Arguing or fighting with HH members only.

967.   Receiving instructions, orders.

966.   Being disciplined, spanked, bawled out for misbehaving.

979.   Letters (reading or writing); reading mail.

981.   Relaxing.

982.   Thinking, planning; reflecting.

983.   "Doing nothing", "sat"; "wasted time". NOTE: if "sat and...", then delete "sat and" and code the rest of the activity only so "sat and played tapes" is only coded 929.

963.   Conversations with other household members--adults and/or children.

989.   Other passive leisure: smoking, pestering, teasing, joking around, messing around, laughing, sucking thumb. ADDITIONAL EXAMPLES BELOW

Examples of Code 989, OTHER PASSIVE LEISURE

Laying in sun
Listening to birds
Looking at slides/pictures/home movies
Stopped at excavating place
Girl watching/boy watching
Watching boats
Tickled

998.   Travel of child with adult when not clear whether child participated in adult's purpose of trip, e.g., went to bank (with parent) and waited in car; code the travel and the waiting as 998.

997.   Waiting in car for adult.

999.   Passive leisure related travel; waiting for related travel.

MISSING DATA CODES

984.   Activities of others reported--R's activity not specified.

481.   NA activities; a time gap of greater than 10 minutes. Including if it says Ainterview activities,@ or similar description.

000.   No activity; a gap in the diary created by rearranging activities in coding or check coding.

579.   End of diary activity code.