

Facility Roster

FACILITY ROSTER INFORMATION PANEL	FRIP
FRIP1. Interviewer name and number: NAME _____ NUMBER _____	
FRIP2. Supervisor name and number: NAME _____ NUMBER _____	
FRIP3. Day / Month / Year: ____ / ____ / <u>2 0 2</u> ____	
FRIP4. Facility name and number: NAME _____ NUMBER _____	
FRIP5. Record the start time: HOURS : MINUTES ____ : ____	

Tick this box if additional Facility Roster forms have been used ☐

FACILITY ROSTER INSTRUCTIONS

If the facility has records or a registry, copy/transcribe the information for FR2, FR3, FR4 and FR5 in the Facility Roster (FR) vertically for all people (regardless of age) living in the facility who are not staff or volunteers. Once completed, verify with respondent that the information copied from the facility records or registry are complete and accurate. Before proceeding with FR6, make sure to probe respondent for additional residents by asking: 'Are there any others who usually live here but are not listed in the facility records or registry?'

If the facility does not have any existing records or a registry, begin by asking respondent FR2A and then completing FR3 to FR5 for each person listed. Once completed and before proceeding with FR6, make sure to probe respondent for additional residents by asking 'Are there any others who usually live here that we have not listed such as infants or small children or others who are not currently in the facility?'

If the facility has more residents than rows in the Facility Roster, tick the box above:

- *Take a fresh Facility Roster and fill in all the information on the cover page (FRIP1 to FRIP5).*
- *Record information for the additional residents.*
- *Write 'SEE CONTINUATION' across the top of the cover sheet of the primary Facility Roster.*
- *Return to the primary Facility Roster to ask questions FR8 and FR9.*
- *Once you have completed, keep the Facility Roster inside the primary one so that they remain together.*

If answer to FR9 is 'Yes', then you will need to also complete the Roster of Exited Children (REC).

FACILITY ROSTER				FR				
FR1. Line number	FR2. Name <i>Once name is recorded, skip to FR3</i> <i>Probe for any others who usually live in the facility but are not listed in the registry/records.</i>	FR2A. <i>This column should be completed only if the facility does not have any existing records or a registry</i> <i>Please tell me the name of each child or young adult who usually lives here. Please do not include names of staff or volunteers.</i>	FR3. Is <i>(name)</i> male or female? 1 MALE 2 FEMALE	FR4. What is <i>(name)</i> 's month and year of birth? <i>Probe:</i> When is <i>(his/her)</i> birthday? 98 DK 9998 DK		FR5. How old is <i>(name)</i> ? <i>Record in completed years.</i> <i>Record '00' if less than 1 year</i>	FR6. Check FR5, age 0-17 years? 1 YES 2 NO ⚡ <i>Next line</i>	FR7. Check with respondent, is this the son or daughter of any staff member or volunteer? 1 YES 2 NO
LINE	NAME	NAME	M F	MONTH	YEAR	AGE	Y N	Y N
01			1 2	__ __	__ __ __ __	__ __	1 2	1 2
02			1 2	__ __	__ __ __ __	__ __	1 2	1 2
03			1 2	__ __	__ __ __ __	__ __	1 2	1 2
04			1 2	__ __	__ __ __ __	__ __	1 2	1 2
05			1 2	__ __	__ __ __ __	__ __	1 2	1 2
06			1 2	__ __	__ __ __ __	__ __	1 2	1 2
07			1 2	__ __	__ __ __ __	__ __	1 2	1 2
08			1 2	__ __	__ __ __ __	__ __	1 2	1 2
09			1 2	__ __	__ __ __ __	__ __	1 2	1 2
10			1 2	__ __	__ __ __ __	__ __	1 2	1 2
11			1 2	__ __	__ __ __ __	__ __	1 2	1 2
12			1 2	__ __	__ __ __ __	__ __	1 2	1 2
13			1 2	__ __	__ __ __ __	__ __	1 2	1 2
14			1 2	__ __	__ __ __ __	__ __	1 2	1 2
15			1 2	__ __	__ __ __ __	__ __	1 2	1 2
16			1 2	__ __	__ __ __ __	__ __	1 2	1 2
17			1 2	__ __	__ __ __ __	__ __	1 2	1 2
18			1 2	__ __	__ __ __ __	__ __	1 2	1 2
19			1 2	__ __	__ __ __ __	__ __	1 2	1 2
20			1 2	__ __	__ __ __ __	__ __	1 2	1 2

FACILITY ROSTER				FR				
FR1. Line number	FR2. Name <i>Once name is recorded, skip to FR3</i> <i>Probe for any others who usually live in the facility but are not listed in the registry/records.</i>	FR2A. <i>This column should be completed only if the facility does not have any existing records or a registry</i> <i>Please tell me the name of each child or young adult who usually lives here. Please do not include names of staff or volunteers.</i>	FR3. Is (<i>name</i>) male or female? 1 MALE 2 FEMALE	FR4. What is (<i>name</i>)'s month and year of birth? <i>Probe:</i> When is (<i>his/her</i>) birthday? 98 DK 9998 DK		FR5. How old is (<i>name</i>)? <i>Record in completed years.</i> <i>Record '00' if less than 1 year</i>	FR6. Check FR5, age 0-17 years? 1 YES 2 NO & Next line	FR7. Check with respondent, is this the son or daughter of any staff member or volunteer? 1 YES 2 NO
LINE	NAME	NAME	M F	MONTH	YEAR	AGE	Y N	Y N
21			1 2	__ __	__ __ __ __	__ __	1 2	1 2
22			1 2	__ __	__ __ __ __	__ __	1 2	1 2
23			1 2	__ __	__ __ __ __	__ __	1 2	1 2
24			1 2	__ __	__ __ __ __	__ __	1 2	1 2
25			1 2	__ __	__ __ __ __	__ __	1 2	1 2
26			1 2	__ __	__ __ __ __	__ __	1 2	1 2
27			1 2	__ __	__ __ __ __	__ __	1 2	1 2
28			1 2	__ __	__ __ __ __	__ __	1 2	1 2
29			1 2	__ __	__ __ __ __	__ __	1 2	1 2
30			1 2	__ __	__ __ __ __	__ __	1 2	1 2
31			1 2	__ __	__ __ __ __	__ __	1 2	1 2
32			1 2	__ __	__ __ __ __	__ __	1 2	1 2
33			1 2	__ __	__ __ __ __	__ __	1 2	1 2
34			1 2	__ __	__ __ __ __	__ __	1 2	1 2
35			1 2	__ __	__ __ __ __	__ __	1 2	1 2
36			1 2	__ __	__ __ __ __	__ __	1 2	1 2
37			1 2	__ __	__ __ __ __	__ __	1 2	1 2
38			1 2	__ __	__ __ __ __	__ __	1 2	1 2
39			1 2	__ __	__ __ __ __	__ __	1 2	1 2
40			1 2	__ __	__ __ __ __	__ __	1 2	1 2

FACILITY ROSTER		FR
FR8. Are there any other children, meaning anyone under the age 18, not already listed above who usually live here?	YES1 NO2	1 ⇒ ADD LINE NUMBER AND NAME IN FR1 AND FR2 AND COMPLETE FR3-FR7
FR9. Since (<i>month and year</i>) have there been any children who have either died while living in this facility or have left the facility?	YES1 NO2	1 ⇒ COMPLETE ROSTER OF EXITED CHILDREN (REC) 2 ⇒ FRIP6

ROSTER OF EXITED CHILDREN				REC			
REC1. Line number	REC2. Name <i>Once name is recorded, go to REC3</i>	REC3. Did (<i>name</i>) die while in this facility or leave this facility? 1 DIED 2 LEFT THE FACILITY	REC4. Is (<i>name</i>) male or female? 1 MALE 2 FEMALE	REC5. What is (<i>name</i>)'s month and year of birth? <i>Probe:</i> When is (<i>his/her</i>) birthday?	REC6. How old is (<i>name</i>)? <i>Record in completed years.</i> <i>Record '00' if less than 1 year</i> 98 DK	REC7. To the best of your knowledge, where did (<i>name</i>) go when (<i>he/she</i>) left this facility? 1 TO ANOTHER FACILITY 2 REUNIFIED WITH FAMILY 3 TO FOSTER CARE 4 TO AN ADOPTION PLACEMENT 5 LIVING INDEPENDENTLY 6 TO THE STREET 7 DIED 8 DK	
LINE	NAME	1 2	M F	98 DK MONTH	9998 DK YEAR	AGE	1 2 3 4 5 6 7 8
01		1 2	1 2	— —	— — — —	— —	1 2 3 4 5 6 7 8
02		1 2	1 2	— —	— — — —	— —	1 2 3 4 5 6 7 8
03		1 2	1 2	— —	— — — —	— —	1 2 3 4 5 6 7 8
04		1 2	1 2	— —	— — — —	— —	1 2 3 4 5 6 7 8
05		1 2	1 2	— —	— — — —	— —	1 2 3 4 5 6 7 8
06		1 2	1 2	— —	— — — —	— —	1 2 3 4 5 6 7 8
07		1 2	1 2	— —	— — — —	— —	1 2 3 4 5 6 7 8
08		1 2	1 2	— —	— — — —	— —	1 2 3 4 5 6 7 8
09		1 2	1 2	— —	— — — —	— —	1 2 3 4 5 6 7 8
10		1 2	1 2	— —	— — — —	— —	1 2 3 4 5 6 7 8

FRIP6. <i>Record the end time.</i>	HOURS AND MINUTES :	
FRIP7. <i>Language of the Questionnaire.</i>	ENGLISH 1 LANGUAGE 2..... 2 LANGUAGE 3..... 3 LANGUAGE 4..... 4	
FRIP8. <i>Language of the Interview.</i>	ENGLISH 1 LANGUAGE 2..... 2 LANGUAGE 3..... 3 LANGUAGE 4..... 4 OTHER LANGUAGE (specify)..... 6	
FRIP9. <i>Was a translator used for any parts of this questionnaire?</i>	YES, THE ENTIRE QUESTIONNAIRE 1 YES, PARTS OF THE QUESTIONNAIRE 2 NO, NOT USED 3	

INTERVIEWER'S NOTES