

DATA EDITING GUIDELINES

This appendix provides guidelines that are to be used during data entry and secondary editing. The guidelines offer detailed instructions on handling inconsistencies in the data. You should refer to these guidelines whenever you see an unfamiliar error message. It is imperative that you follow the guidelines: They will improve the quality and flexibility of your data and ensure that your survey is comparable to other MICS4 surveys.

The guidelines below are listed in ascending order of error message number. Each error message in the data-entry and editing applications has a four digit number. The first position is equal to 0 if the message concerns the Household Questionnaire, 1 if the message concerns the Questionnaire for Individual Women, 2 if the message concerns the Questionnaire for Children Under Five, 3 if the message concerns the Questionnaire for Individual Men, and 9 if the message is not specific to a particular questionnaire type.

Immediately after the error message number is an alphanumeric code that identifies the type of the message. The four possible types of error message are:

- D An inconsistency discovered during data entry that must be resolved
- W An inconsistency discovered during data entry that must be checked but not necessarily resolved
- E An inconsistency discovered during editing that must be resolved
- M An inconsistency discovered during editing that must be checked but not necessarily resolved.

Following the error message number and type is the text of the error message. Many messages appear in both the data-entry and editing applications and have slightly different wording in each. For these error messages, the text listed is the text of the error message in the data-entry application; the text in the editing application is usually substantively the same but provides more information about the data.

On the line below the error message number, type and text are the guidelines for correction. If a message appears in both the data-entry and editing applications and should be handled differently in these two contexts, the guidelines will make this clear. In general, the MICS approach is to look for keying errors during data entry, leaving complex inconsistencies unchanged. During secondary editing, complex inconsistencies are thoroughly investigated and, when appropriate, corrected.

HOUSEHOLD QUESTIONNAIRE

Message

Number Code Description

0010 D Cluster number not valid

The cluster number is either outside the range specified in the sample design or is not equal to the cluster number entered in the data-entry menu. Quit the data-entry program, correct the cluster number and then restart the data-entry program. The data-entry supervisor should be informed that data files with an incorrect cluster number have been created on the computer.

0011 D E Cluster identification is incorrect

A data-entry operator enters all of the questionnaires for a particular cluster into a single file. Within a cluster, all of the geographic identification information for each questionnaire must be identical, and each of the identification information variables must be consistent with the cluster number. If any information, such as urban/rural, region, province or district is inconsistent with the cluster number or is different from the previous questionnaire's identification information, then the identification information *must* be corrected.

0012 W Household number not in increasing order

Within a cluster, households should be entered in ascending order by household number. When this message is displayed, double-check that the household number has been correctly entered. If the household number has been correctly entered and the household is truly out of order, do not make any changes. After you finish with the current household, sort the remaining questionnaires in ascending order by household number so that this message will not be displayed again.

0013 D E More children interviewed than total number of eligible children

On the household cover sheet, the total number of children interviewed (HH15) cannot be larger than the total number of children under the age of five (HH14). Count the number of under-fives in the household schedule and the number of under-five questionnaires. Use these numbers to correct HH14 and HH15. If the number of questionnaires exceeds the number of under-fives in the Household Listing, you must correct the Household Listing (by correcting the eligibility code HL9). In rare cases, this may require you to add a new household member to the Household Listing (use this option only if you are sure that the extra questionnaire does not match any existing household member).

0014 D E More women interviewed than total number of eligible women

On the household cover sheet, the total number of women interviewed (HH13) cannot be larger than the total number of women aged 15 to 49 (HH12). Count the number of eligible women in the household schedule and the number of women's questionnaires. Use these numbers to correct HH12 and HH13. If the number of questionnaires exceeds the number of eligible women in the Household Listing, you must correct the Household Listing (by correcting the eligibility code HL7). In rare cases, this may require you to add a new household member to the Household Listing (use this option only if you are sure that the extra questionnaire does not match any existing household member).

0015 D E More men interviewed than total number of eligible men

On the household cover sheet, the total number of men interviewed (HH13B) cannot be larger than the total number of men aged 15 to 49 (HH13A). Count the number of eligible men in the household schedule and the number of men's questionnaires. Use these numbers to correct HH13A and HH13B. If the number of questionnaires exceeds the number of eligible men in the Household Listing, you must correct the Household Listing (by correcting the eligibility code HL7A). In rare cases, this may require you to add a new household member to the Household Listing (use this option only if you are sure that the extra questionnaire does not match any existing household member).

0016 D E More eligible women, men and children < 5 than household members

The number of eligible women, men and children on the Household Information Panel (that is, the sum of HH12, HH13A and HH14) must be less than or equal to the number of household members (HH11). Check that HH12, HH13A and HH14 are correct by counting the number of eligible women, men and under-fives in the household schedule; if they are not, correct them. Once HH12, HH13A and HH14 are correct, count the number of household members in the household schedule and set HH11 equal to this number.

0017 D E Date of interview impossible

The date of interview must be a valid date: The day must agree with the month and year, and the date must be earlier than the current date and later than the date of the start of the survey. Check that the date of interview specified on the questionnaire has been correctly entered; if not, enter it correctly. If the questionnaire is a Household Questionnaire, compare the date of interview to the date of interview for any individual questionnaires in the household. If the questionnaire is an individual questionnaire, compare the date of interview to the date of interview for the Household Questionnaire and any other individual questionnaires. If no such comparison questionnaires exist, compare the date of interview to the dates of interview for other households in the cluster and to the fieldwork dates for that cluster. Correct the error using one of these sources of information and your judgement.

0018 D E Line number of respondent cannot be higher than the total number of household members

The line number of respondent must be less or equal to the total number of household members from the Household Listing Form. If there is a discrepancy check that the value of variable HH10 have been entered correctly; if not, enter the correct value. If the value on the questionnaire has been entered correctly but inconsistent with Household Listing, check for the name of the respondent in the Household Listing form and if you find the member set HH10 equal to HL1. If you cannot find the respondent in the Household Listing Form, check if additional questionnaire has been used and try to find the respondent in that questionnaire.

If the inconsistency cannot be resolved by any of the methods above change the value of HH10 to 97 (inconsistent). If both name and line number of respondent were left blank, set HH10 to 99 (missing)

0020 D E Please check and correct the result codes of the individual interviews or the count of completed women and children interviews

On the household cover sheet, the total number of women (HH13) and children (HH15) interviewed must be equal to the number of completed individual questionnaires for women and children. Count the number of completed women and completed children questionnaires and use these numbers to correct HH13 and HH15. If the number of questionnaires exceeds the number of eligible women or children in the Household Listing, you must correct the Household Listing (by correcting the eligibility codes HL7 and HL9). In rare cases, this may require you to add a new household member to the Household Listing (use this option only if you are sure that the extra questionnaire does not match any existing household member).

0031 W E Age and date of birth inconsistent

A household member date of birth and his/her age should be consistent. Check HL5 and HL6 for data-entry errors and correct any that you find. During data entry, do nothing else. During editing, you must resolve this inconsistency. If there are no data-entry errors, check if there is an individual questionnaire for that household member and check the age, date of birth or date of interview. If it is impossible to resolve the inconsistency this way, you must resolve it using one of the methods listed below. The methods are listed in order of precedence, meaning that you should try them in the order in which they are listed, stopping when the inconsistency has been resolved.

If the month of birth and the month of interview are the same and the member's reported age (HL6) is one year smaller than his/hers calculated age (that is, the age according to HL5), leave the data unchanged. If both month and year of birth are valid (and the situation above does not apply), correct the member's reported age to equal his/her calculated age. If only year of birth is valid, set the member's year of birth equal to 9997.

0090 W E Level and grade of education inconsistent

The highest grade completed at a particular level must be less than or equal to the maximum grade at that level. Check that the level and grade have been correctly entered; if not, enter them correctly. If the data have been correctly entered, check if an error may have occurred in the form in which the answer was recorded. For example, the interviewer may have recorded the total number of years of schooling rather than the grade at the reported level. For example, if the reported level of education is secondary, the response to the highest grade should be between 01 and 06. If the response recorded for the grade is 07, this is probably a mistake due to treating secondary education as grades 7 through 12. In this case, the grade should be changed to 01. Finally, if there is an individual questionnaire for this household member, you can try to resolve the problem by checking the values of variables WB4 and WB5.

If the inconsistency cannot be resolved by any of the methods above, change the number of years of schooling to 97 (inconsistent). (These editing instructions should be adapted to fit the educational system in your country).

0091 D E Current level of education (ED6A=%02d) greater than highest level (ED4A=%02d)

The household member's current level of education cannot exceed his/her highest level of education. Check that ED4A and ED6A have been correctly entered; if not, enter them correctly. If the values on the questionnaire have been correctly entered but are inconsistent, check the values of ED8A (if applicable) and WB4 (if there is an individual questionnaire for this household member). If you cannot use this information to resolve the problem, set ED4A equal to ED6A unless it is clear that ED6A is incorrect; in this case, set ED6A equal to ED4A.

0092 W E Current grade of education (ED6B=%02d) greater than highest grade (ED4B=%02d) plus one [two]

If a household member's current and highest level are the same, his/her current grade of education should not be more than one grade higher than her highest completed grade. If this error occurs during data entry, check for keying errors and correct any that are found; if none are found, leave the data unchanged. During editing, this check is relaxed by making the allowable difference two grades (to accommodate children who skip a grade), but no more. If the gap between maximum grade and current grade is larger than two, try to resolve the inconsistency by checking for keying errors and by examining variables ED8B (if applicable) and WB5 (if the household member has an individual questionnaire). If you cannot resolve the inconsistency, set ED6B equal to 97 (inconsistent).

0093 D E Previous year's level of education (ED8A=%02d) greater than highest level (ED4A=%02d)

The household member's level of education last year cannot exceed his/her highest level of education. Check that ED4A and ED8A have been correctly entered; if not, enter them correctly. If the values on the questionnaire have been correctly entered but are inconsistent, check the values of ED6A (if applicable) and WB4 (if there is an individual questionnaire for this household member). If you cannot use this information to resolve the problem, set ED4A equal to ED8A unless it is clear that ED8A is incorrect; in this case, set ED8A equal to ED4A.

0094 W E Previous year's grade of education (ED8B=%02d) greater than highest grade (ED4B=%02d) plus one [two]

If a household member's previous year's and highest level are the same, his/her previous year's grade of education should not be more than one grade higher than his/her highest completed grade. If this error occurs during data entry, check for keying errors and correct any that are found; if none are found, leave the data unchanged. During editing, this check is relaxed by making the allowable difference two grades (to accommodate children who skip a grade), but no more. If the gap between maximum grade and the previous year's grade is larger than two, try to resolve the inconsistency by checking for keying errors and by examining variables ED6B (if applicable) and WB5 (if the household member has an individual questionnaire). If you cannot resolve the inconsistency, set ED8B equal to 97 (inconsistent).

0095 W E Previous year's education (ED8A/B=%02d/%02d) greater than current year (ED6A/B=%02d/%02d)

If a household member's previous year's and current level are the same, his/her previous year's grade of education should not be higher than his/her current grade. If this error occurs during data entry, check for keying errors and correct any that are found; if none are found, leave the data unchanged. During editing, try to resolve the inconsistency by checking for keying errors and by examining variables ED4, ED6 and ED8. If you cannot resolve the inconsistency, set ED8B equal to 97 (inconsistent).

0101 D E This household member is eligible; enter her/his line number

For any female household member aged 15-49, HL7 must equal her line number. For any male household member aged 15-49, HL7A must be equal to his line number. Check that the values of variables HL4, HL5, HL6, HL7 and HL7A have been entered correctly; if not, enter them correctly. If the values on the questionnaire have been correctly entered but are inconsistent, check whether there is a Questionnaire for Individual Women or a Questionnaire for Individual Men for this household member. If there is, set HL7 or HL7A equal to HL1.

If there is no individual questionnaire for the household member and you cannot determine that her/his age or sex is incorrect, you must assume that the age and sex information on the questionnaire is correct. Set HL7 or HL7A equal to HL1 and create a women's or men's questionnaire for her/him. On a blank woman's or man's questionnaire, fill out the identification variables using the information on the Household Questionnaire, circle response code '9' and write 'not interviewed' in the space provided. You may also have to correct the values of variables HH12 and HH13, or HH13A and HH13B and update the cluster control sheet and the cluster tracking form to reflect the change in the number of eligible women or men.

0102 D E This household member is ineligible; enter 0

For any household member who is not a woman aged 15-49, HL7 must equal 0. Similarly, for any household member who is not a man aged 15-49, HL7A must be equal 0. Check that the values of variables HL4, HL5, HL6, HL7 (or HL7A) have been entered correctly; if not, enter them correctly. If there is an individual questionnaire for this household member, use it to correct HL4, HL5 and HL6. If there is no women's questionnaire and HL4, HL5 and HL6 appear to be correct, set HL7 equal to 0. If there is no men's questionnaire and HL4, HL5 and HL6 appear to be correct, set HL7A equal to 0. You may also have to correct the values of variables HH12 and HH13 and HH12A and HH13A and update the cluster control sheet and the cluster tracking form to reflect the change in the number of eligible women and/or men.

0104 D E Only one head of household allowed, %d found--check relationship codes of all members

The head of household should be listed on the first line of the household schedule and nowhere else. Check if the relationship codes of all household members have been entered correctly; if not, enter them correctly. If there are no keying errors, carefully check the relationship codes of household members in relation to the member listed on the first line, and use this information to change the relationship code of

the second head. If you cannot resolve the inconsistency, set HL3 of second head equal to 97 (inconsistent).

0110 D E Total number of %s in household listing (%d) doesn't equal %s (%d)

The counts of various types of household members from the Household Listing Form must equal the actual number of such household members in the Household Information Panel. If there is a discrepancy, check first for keying errors and correct any that you find. If there are no keying errors, carefully count the number of household members of the particular type. Set the total equal to this number.

0120 D E Caretaker's line number (HL8=%02d) greater than number of household members (HH11=%02d)

The line number of the caretaker of a child aged 5-14 (that is, the value of variable HL8) must be a valid line number. Check that the value of variable HL8 has been entered correctly; if not, enter it correctly. If this does not resolve the problem, identify the most likely caretaker for the child using variables HL3, HL12 and HL14 and set HL8 equal to his or her line number.

0121 D E This child is eligible; enter caretaker's line number

For any household member aged 5-14, HL8 must be equal to her caretaker's line number. Check that the values of variables HL6 and HL8 have been entered correctly; if not, enter them correctly. If the values on the questionnaire have been correctly entered but are inconsistent, you must assume that the age information on the questionnaire is correct. If HL12 has a valid value and does not equal zero, set HL8 equal to HL12. If HL12 has an invalid value or is equal to zero and HL14 has a valid value and does not equal zero, set HL8 equal to HL14. If neither of these solutions is possible, use your judgement to determine the line number of the child's caretaker.

0122 D E This household member is ineligible; check entries, entering 0 if ineligible

For any household member not aged 5-14, HL8 must be equal to zero. Check that the values of variables HL6 and HL8 have been entered correctly; if not, enter them correctly. If the values on the questionnaire have been correctly entered but are inconsistent, you must assume that the age information on the questionnaire is correct and set HL8 equal to zero.

0130 D E Caretaker's line number (HL9=%02d) greater than number of household members (HH11=%02d)

The line number of the caretaker of a child aged 0-4 (that is, the value of variable HL9) must be a valid line number. Check that the value of variable HL9 has been entered correctly; if not, enter it correctly. If the value on the questionnaire has been entered correctly but is inconsistent, check the value of variable UF6 on the Questionnaire for Children Under Five for this child. Set HL9 equal to this value. If this does not resolve the problem, identify the most likely caretaker for the child using variables HL3, HL12 and HL14 and set HL9 equal to his or her line number.

0131 D E This child is eligible; enter caretaker's line number

For any household member aged 0-4, HL9 must be equal to her caretaker's line number. Check that the values of variables HL6 and HL9 have been entered correctly; if not, enter them correctly. If the values on the questionnaire have been correctly entered but are inconsistent, check whether there is an under-five questionnaire for this household member. If there is, set HL7 equal to UF6.

If there is no individual questionnaire for the household and you cannot determine that her age is incorrect, you must assume that the age information on the questionnaire is correct. Assign a valid value to HL9 using the procedure laid out for error message 0121. Once you have done this, you must create an under-five questionnaire for this household member. On a blank under-five questionnaire, fill out the identification variables using the information on the Household Questionnaire, circle response code '9' and write 'not interviewed' in the space provided. You may also have to update the cluster control sheet and the cluster tracking form to reflect the change in the number of under-fives.

0132 D E This household member is ineligible; enter 0

For any household member not aged 0-4, HL9 must be equal to zero. Check that the values of variables HL6 and HL9 have been entered correctly; if not, enter them correctly. If the values on the questionnaire have been correctly entered but are inconsistent, check whether there is an under-five questionnaire for this household member. If there is, use it to correct HL6. If there is no individual questionnaire and HL6 appears to be correct, set HL9 equal to zero. You may also have to update the cluster control sheet and the cluster tracking form to reflect the change in the number of under-fives.

0141 W M The head of household must be on line 1

The head of household should be listed on the first line of the household schedule and nowhere else. Check for data-entry errors and correct any that you find. If this does not resolve the inconsistency and there are two heads of household listed in the Household Listing, change the line number of the second head of household to 97 unless you can determine his or her relation to the head of household. In all other cases, leave the data unchanged.

0142 W M HL1=02%d: The spouse of the head of household should be of the opposite gender

The head of household and her/his spouse are generally of opposite genders. If they are not, check for keying errors in variables HL3 and HL4. If you cannot resolve the problem, leave the data unchanged.

0143 W M The head of household is less than %02d years older than his/her child (HL1=%02d)

For each country there is a minimum age at birth of first child (the default value is 144 months or 12 years). If the age difference between the head of household and her/his children is less than this minimum difference, check for keying or interviewer errors in variables HL3 and HL6. If you cannot resolve the problem, leave the data unchanged.

0145 W M The head of household is less than %02d years older than his/her grandchild (HL1=%02d)

For each country there is a minimum age at birth of first child (the default value is 144 months or 12 years). If the age difference between the head of household and her/his grandchildren is less than twice this minimum difference, check for keying or interviewer errors in variables HL3 and HL6. If you cannot resolve the problem, leave the data unchanged.

0146 W M The head of household (HL1=1) is less than %02d years younger than his/her parent (HL1=%02d)

For each country there is a minimum age at birth of first child (the default value is 144 months or 12 years). If the age difference between the head of household and her/his parent is less than this minimum difference, check for keying or interviewer errors in variables HL3 and HL6. If you cannot resolve the problem, leave the data unchanged.

0147 W M Head of the HH on line #%d is younger than 15 years old (%d)

For each country the household head should be 15 years or older. If the household head is younger than 15 years old, check for keying or interviewer errors in variables HL3 and HL6. If you cannot resolve the problem, leave the data unchanged.

0161 D E %s line number (HL12/HL14=%02d) greater than number of household members (HH11=%02d)

The line number of the child's mother (HL12) and father (HL14), if not missing, cannot be greater than the number of household members (HH11). Check for keying errors in HL12 or HL14. If this does not resolve the problem, check the values of variables HL8, HL9 and HL3. If you cannot resolve the inconsistency, set HL12 or HL14 equal to 97.

0162 D E %s line number (HL12/HL14=%02d) equals child's line number (HL1=%02d)

A child cannot be his or her own mother (HL12) or father (HL14). Check for keying errors in HL12 or HL14. If this does not resolve the problem, check the values of variables HL8, HL9 and HL3. If you cannot resolve the inconsistency, set HL12 or HL14 equal to 97.

0163 W M Mother's line number (HL12=%02d) doesn't equal caretaker's line number (%s=%02d)

The value of HL12 indicates that the child's mother is in the household, but she is not the child's primary caretaker according to HL8 or HL9. This situation is possible but unusual. Check for keying errors in variables HL12 and HL8 or HL9. If this does not resolve the situation, check the values of variables HL3, HL8, HL9 and HL12. If you can determine the source of the inconsistency using these variables, correct it; otherwise, leave the data uncorrected.

0164 W E HL1=%02d: Either sex (HL4=%01d) or age (HL6=%02d) of %s (%s=%02d) incorrect

A child's mother must be female and the gap between her age and the child's age must not be smaller than the minimum generation gap. A child's father must be male and the difference between his age and the child's age must not be smaller than the minimum generation gap. Check HL12 or HL14, the child's and parents' ages (HL6) and the parents' sex (HL4) for keying errors. If none are found and this message appears during data entry, leave the data unchanged.

During editing, you must resolve this inconsistency. If, after reviewing the Household Listing and any relevant individual questionnaires, you cannot determine a valid line number for the child's parent, set HL12 or HL14 equal to 97.

0170 D E If the HH owns animals (HC13=1) then one of the HC14 responses must equal a non-zero value

If the household owns animals (HC13 is equal to one), then at least one of HC14 responses must be greater than 0. Check HC13 and HC14 for keying errors. If no such errors were made, set the value of HC13 to 2.

0171 E HL1=%02d: Relationship (HL3=%02d) between %s (%s=%02d, HL3=%02d) and child not correct

The variables HL12 and HL14 give the line number of a household member's mother and father, respectively, if they live in the household. The variable HL3 gives a household member's relationship to the head of household. The household member's relationship to the head of household must be consistent with his mother and/or father's relationship to the head of household. For example, if a household member is the son of the head of household, his mother must either be the head of household or the spouse of the head of household, with rare exceptions.

Check HL3, HL12 and HL14 for keying errors, and correct any that you find. If this does not resolve the inconsistency, check for interviewer errors and correct any that you find. If you are unable to resolve the inconsistency, set the most inconsistent relationship code to 97 (inconsistent).

0172 E HL1=%02d: Child has different %s (%02d vs %02d) in household according to relationship codes

This message is closely related to message 0171. For each household member (henceforth, the original household member), the editing program searches for another household member who, based on her or his relationship to the head of household and the original household member's relationship to the head of household, could be the original household member's mother or father. If the line number of the potential mother or father does not equal HL12 or HL14, respectively, the error message above is produced.

Check HL3, HL12 and HL14 for keying errors, and correct any that you find. If this does not resolve the inconsistency, check for interviewer errors and correct any that you find. If you are unable to resolve the inconsistency, set the most inconsistent relationship code to 97 (inconsistent).

0180 D E Line number (TN12=%02d) greater than number of household members (HH11=%02d)

Line number of household member that was sleeping under mosquito net the night before the survey must be less or equal to the total number of household members. Check TN12 and HH11 for keying errors, and make necessary corrections. If no keying errors found check Household Listing and try to resolve inconsistency. If it is not possible set the value of TN12 to 97.

0181 D E Line number (TN12=%02d) equal to line number for different net

One household member can sleep under one net only on the night preceding survey. Check TN12 for keying errors, and make necessary corrections. If no keying errors found check Household Listing and try to resolve inconsistency. If it is not possible set the value of TN12 for both household members to 97.

0182 W E Result of number of people sleeping under the net inconsistent with previous question

If at least one household member slept under mosquito net (TN11 is equal to one), then at least one of TN12 responses must be greater than 0. Check TN11 and TN12 for keying errors. If no such errors were made, set the value of TN11 to 2.

0183 W E Person (%02d) list as sleeping under net last night did not sleep in household (HL10=%1d)

Household member that slept under mosquito net, has to be recorded to slept in the household on the night preceding the survey. Check TN12 and HL10 for keying errors and if no errors found set HL10 to 1 for that household member.

0201 W M Child worked more than 80 hours in past week; please check values of CL4, CL6, CL8 and CL10

It is unusual for children to work more than 80 hours a week. Check for keying or interviewer errors in variables CL4, CL6, CL8 and CL10. If no such errors were made, leave the data unchanged.

0301 W M Total number of children aged 2-14 years doesn't agree with HH listing count (%d)

The number of children aged 2-14 years in Table 1 of the Child Discipline module should equal the number of children aged 2-14 years in the Household Listing. If this is not true, check CD6 for keying errors. If no such errors were made, leave the data unchanged. (You should only correct keying errors for this question because one of the goals is to see whether the child selection system can be easily implemented.)

0302 W M Rank of child (CD8=%02d) greater than number of children 2-14 (CD6=%02d)

The rank of the selected child in Table 1 (CD8) cannot be larger than the number of children in Table 1 (CD6). Check CD6 and CD8 for keying errors. If no such errors were made, leave the data unchanged.

(You should only correct keying errors for this question because one the goals is to see whether the child selection system can be easily implemented.)

0303 W M If only one child aged 2-14 years, his/her rank must equal 1

If there is only one child in Table 1 (CD6 is equal to one), the rank of the selected child (CD8) must be equal to one. Check CD6 and CD8 for keying errors. If no such errors were made, leave the data unchanged. (You should only correct keying errors for this question because one of the goals is to see whether the child selection system can be easily implemented.)

0304 D E Line number (CD9=%02d) greater than number of household members (HH11=%02d)

CD9 must give the line number of a household member aged 2-14 years. This variable must be corrected because it will be used during the analysis of the data. Check CD9 for keying errors. If no such errors were made, use the name of the child (written on the questionnaire above CD9) and the information in Tables 1 and 2 to determine the correct line number for the child. If you cannot identify the correct line number for the child, set CD9 equal to 97 (inconsistent). DO NOT correct CD6 and CD8.

0305 D E This household member (age=%02d) is not eligible

CD9 must give the line number of a household member aged 2-14. This variable must be corrected because it will be used during the analysis of the data. Check CD9 for keying errors. If no such errors were made, use the name of the child (written on the questionnaire above CD9) and the information in Tables 1 and 2 to determine the correct line number for the child. If you cannot identify the correct line number for the child, set CD9 equal to 97 (inconsistent). DO NOT correct CD6 and CD8.

QUESTIONNAIRE FOR INDIVIDUAL WOMEN

1000 D Line number of woman incorrect; next questionnaire is %s on line %02d

After the Household Questionnaire has been entered, the data-entry program requires the data-entry operator to enter the individual questionnaires. In particular, it requires that any women's questionnaire be entered in ascending order of line number, followed by any under-five questionnaires, also in ascending order of line number. If the data-entry operator enters a line number in variable WM4 that is not the line number of the next eligible woman, the error message above will be displayed. Check for data-entry errors in WM4 and correct any that you find. If there are no such errors, the physical questionnaires must be incorrectly sorted. Sort them correctly and find the correct questionnaire to enter.

If no questionnaire exists for the woman that the data-entry program is expecting, check the Household Listing to make sure that this individual is eligible for a women's interview. If the woman is not in fact eligible, you must go back and correct the Household Listing. If the woman is eligible, you must create a questionnaire for her. On a blank women's questionnaire, fill out the identification variables using the information on the Household Questionnaire, circle response code '9' and write 'not interviewed' in the space provided.

1001 W E Woman either too young or too old to be interviewed

Women must be aged 15 to 49 to be eligible for the women's questionnaire. Depending on the date of interview, this translates into a minimum and maximum possible date of birth. Occasionally a woman's date of birth is outside of this range. Check for data-entry errors and correct any that you find. During data entry, do nothing else. During editing, you must resolve this inconsistency. If the woman's month of birth is the same as the month of interview, her year of birth is 50 years before the year of interview and her age is recorded as 49, then leave the data unchanged (the presumption is that the woman's day of birth is greater than the day of interview). If the woman's age (WB2) is equal to 49 and only her year of birth is given, set her year of birth (WB1Y) equal to 9997.

For all other cases, if the woman was born outside of the expected range then she should be dropped from the sample due to ineligibility. Make a large 'X' on the front cover of the woman's questionnaire (using a green pen) and write 'ineligible' in a prominent place. Correct the woman's age and eligibility in the household schedule and the summary variables HH12 and HH13. You must also change the cluster control sheet and the cluster tracking form to reflect the change in the number of eligible women.

1002 W M Age of woman (WB2=%02d) and age in household different (HL6=%02d)

The age of the woman in variable WB2 and her age in the household schedule (HL6) should generally be the same. Check for data-entry errors in WB2 and HL6 and correct any that you find. If there are no data-entry errors, leave the data unchanged.

If there are two or more eligible women in the household, each of the individual questionnaires should be checked to ensure that the correct questionnaire is being entered. Occasionally the wrong line numbers are written on the cover pages of the questionnaires. If this is the case, the line numbers should be corrected, the questionnaires reordered and then entered according to the correct order.

1003 W E Age of woman and her date of birth inconsistent

A woman's date of birth and her age should be consistent. Check WM6, WB1 and WB2 for data-entry errors and correct any that you find. During data entry, do nothing else. During editing, you must resolve this inconsistency. If there are no data-entry errors, check other dates on the woman's questionnaire (for example, date of first birth CM2, date of marriage MA8) and see if the age, date of birth or date of interview is clearly inconsistent. If this method does not resolve the inconsistency, you must resolve it using one of the methods listed below. The methods are listed in order of precedence, meaning that you should try them in the order in which they are listed, stopping when the inconsistency has been resolved.

If the month of birth and the month of interview are the same and the woman's reported age (WB2) is one year smaller than her calculated age (that is, her age according to WB1), leave the data unchanged. If both month and year of birth are valid (and the situation above does not apply), correct the woman's reported age to equal her calculated age. If only year of birth is valid, set the woman's year of birth equal to 9997.

1004 W M Woman's month of birth (WB1M=%02d) different from household month of birth (HL5M=%02d)

The month of birth of the woman in variable WB1M and her month of birth in the household schedule (HL5M) should generally be the same. Check for data-entry errors in WB1 and HL5 and correct any that you find. If there are no data-entry errors, leave the data unchanged.

Similar as in message 1102 if there are two or more eligible women in the household, each of the individual questionnaires should be checked to ensure that the correct questionnaire is being entered.

1005 W M Woman's year of birth (WB1Y=%04d) different from household year of birth (HL5Y=%04d)

The year of birth of the woman in variable WB1Y and her year of birth in the household schedule (HL5Y) should generally be the same. As in message 1004, check for data-entry errors in WB1 and HL5 and correct any that you find. If there are no data-entry errors, leave the data unchanged. Also, check if the correct individual questionnaire is being entered.

1011 W M School attendance different in household (ED3=%02d) and women's questionnaires (WB3=%02d)

The school attendance of a woman in her individual questionnaire (WB3) and the Household Questionnaire (ED3) should generally be the same. Check for data-entry errors in WB3 and ED3 and correct any that you find. If there are no data-entry errors, leave the data unchanged.

1012 W M Woman's level of education different in household (ED4A=%02d) and women's questionnaires (WB4=%02d)

The level of education of a woman in her questionnaire (WB4) and the Household Questionnaire (ED4A) should generally be the same. Check for data-entry errors in WB4 and ED4A and correct any that you find. If there are no data-entry errors, leave the data unchanged.

1013 W M Woman's grade of education different in household (ED4B=%02d) and women's questionnaires (WB5=%02d)

The level of education of a woman in her questionnaire (WB5) and the Household Questionnaire (ED4B) should generally be the same. Check for data-entry errors in WB5 and ED4B and correct any that you find. If there are no data-entry errors, leave the data unchanged.

1014 W E Level and grade of education inconsistent

The highest grade completed at a particular level must be less than or equal to the maximum grade at that level. Check that the level and grade have been correctly entered; if not, enter them correctly. During data entry, do nothing else. During editing, this inconsistency must be resolved. If the data have been correctly entered, check if an error may have occurred in the form in which the answer was recorded. For example, the interviewer may have recorded the total number of years of schooling rather than the number of years at the reported level. For example, if the reported level of education is secondary, the response to the highest grade should range between 01 through 06. If the response recorded for the grade is 08, this is

probably a mistake due to treating secondary education as grades 7 through 12. In this case the grade should be changed to 02.

If the inconsistency cannot be resolved by any of the methods above, change the number of years of schooling to 97 (inconsistent). (These editing instructions should be adapted to fit the educational system in your country).

1101 W E Date of birth of first child before age %1d

Each survey has a country-specific minimum age at first birth (default value: 12 years old), and no one should give birth at a younger age. Check for data-entry errors in CM2, WM6, WB1 and WB2 and correct any that you find. During data entry, do nothing else. During editing you must resolve this inconsistency. Try first to use other available information about this woman and child (for example, the child's age in the Household Listing, if present, the child's date of birth if he/she has an under-five questionnaire, etc.) to resolve the inconsistency, but only rely upon this evidence if it is irrefutable. If the actions above don't resolve the inconsistency and the year of birth (CM2Y) is inconsistent (for example, the year of birth is less than 12 years after the women's year of birth), set it equal to 9997. If the month of birth (CM2M) is inconsistent (for example, the year of interview and birth are 12 years apart), set it equal to 97.

1102 W E Date of birth of first child after date of interview

No child should be born after the date of interview. Check for data-entry errors in CM2 and WM6 and correct any that you find. During data entry, do nothing else. During editing you must resolve this inconsistency. Try first to use other available information about this woman and child (for example, the child's age in the Household Listing, if present, the child's date of birth if he/she has an under-five questionnaire, etc.) to resolve the inconsistency, but only rely upon this evidence if it is irrefutable.

If the actions above don't resolve the inconsistency and the year of birth (CM2Y) is inconsistent (that is, the year of birth is larger than the year of interview), set it equal to 9997. If the month of birth (CM2M) is inconsistent (that is, the year of interview and birth are the same and the month of birth is larger than the month of interview), set it equal to 97. Finally, if the day of birth (CM2D) is inconsistent (that is, the month and years of birth and interview are the same and day of birth is larger than the day of interview), set it equal to 97.

1103 W E Had first birth when less than %02d years old

This message is similar to message 1101 but is only performed when the year of the woman's first birth is missing or unknown. The editing program compares the woman's current age to her age at first birth and generates this message if the difference is less than the survey's minimum age at first birth (default value: 12 years old). Check for data-entry errors in CM3 and WB2 and correct any that you find. During data entry, do nothing else. During editing you must resolve this inconsistency. If other available information about this woman and child (for example, the child's age in the Household Listing, if present, the child's date of birth if he/she has an under-five questionnaire, etc.) does not easily resolve the inconsistency, set CM3 equal to 97 (inconsistent).

1110 D E Number of boys and girls must be greater than zero

If variable CM4 equals 1, then the sum of variables CM5A and CM5B must not equal zero. If variable CM6 equals 1, then the sum of variables CM7A and CM7B must not equal zero. If variable CM8 equals 1, then the sum of variables CM9A and CM9B must not equal zero. Check for data-entry errors and correct any that you find. If there are no data-entry errors, and the sum of the variables does equal zero, change the response to the preceding question to 2.

1111 D E Number of children ever born incorrect

A woman's total number of live births (CM10) must be equal to the sum of her children at home (CM5), her children elsewhere (CM7) and her number of children who have died (CM9). Check for data-entry errors and correct any that you find. If no data-entry errors were made, change CM10 to equal the sum of CM5, CM7 and CM9.

1121 W E Date of birth of last child before age %1d

Each survey has a country-specific minimum age at first birth (default value: 12 years old), and no one should give birth at a younger age. Check for data-entry errors in CM12, WM6, WB1 and WB2 and correct any that you find. During data entry, do nothing else. During editing you must resolve this inconsistency. Try first to use other available information about this woman and child (for example, the child's age in the Household Listing, if present, the child's date of birth if he/she has an under-five questionnaire, etc.) to resolve the inconsistency, but only rely upon this evidence if it is irrefutable. If the actions above don't resolve the inconsistency and the year of birth (CM12Y) is inconsistent (for example, the year of birth is less than 12 years after the women's year of birth), set it equal to 9997. If the month of birth (CM12M) is inconsistent (for example, the year of interview and birth are 12 years apart), set it equal to 97.

1122 W E Date of birth of last child after date of interview

No child should be born after the date of interview. Check for data-entry errors in CM12 and WM6 and correct any that you find. During data entry, do nothing else. During editing you must resolve this inconsistency. Try first to use other available information about this woman and child (for example, the child's age in the Household Listing, if present, the child's date of birth if he/she has an under-five questionnaire, etc.) to resolve the inconsistency, but only rely upon this evidence if it is irrefutable.

If the actions above don't resolve the inconsistency and the year of birth (CM12Y) is inconsistent (that is, the year of birth is larger than the year of interview), set it equal to 9997. If the month of birth (CM12M) is inconsistent (that is, the year of interview and birth are the same and the month of birth is larger than the month of interview), set it equal to 97. Finally, if the day of birth (CM12D) is inconsistent (that is, the month and years of birth and interview are the same and day of birth is larger than the day of interview), set it equal to 97.

1123 W E Date of birth of only child must be the same in CM2 and CM12

If a woman has given birth only one time, then the dates of birth of her first (CM2) and last child (CM12) must be the same. Check for data-entry errors in CM2, CM10 and CM12 and correct any that you find. During data entry, do nothing else. During editing you must resolve this inconsistency. Check for any

information that shows that the woman has had more than one live birth (for example, does she have more than one child in the Household Listing?). If you find irrefutable evidence that the woman has had more than one live birth, correct variables CM4 through CM10. Otherwise, set the date of the woman's first birth (CM2) equal to the date of her last birth (CM12).

1124 W E Date of birth of last child before date of birth of first child

The date of birth of a woman's first child (CM2) must be before the date of birth of her last child (CM12). Check for data-entry errors in CM2 and CM12 and correct any that you find. During data entry, do nothing else. During editing you must resolve this inconsistency. Check for any information (for example, vaccination dates if either child has an individual questionnaire) that will allow you to correct either CM2 or CM12. Check also if the interviewer reversed the dates and wrote the date of last birth in CM2 and the date of first birth in CM12. If this is the case, reverse the dates on the questionnaire (that is, set CM2 equal to CM12's original value and CM12 equal to CM2's original value). If you are unable to correct either CM2 or CM12 with certainty, set CM2D equal to 97 (inconsistent), set CM2M equal to 97 and set CM2Y equal to 9997.

1131 D E Date of birth of last child was in last 2 years

If the woman has had a birth in the last 2 years, then CM13 must equal 'Y'. Check CM12 and WM6 (date of interview) for data-entry errors and correct any that you find. If no data-entry errors were made, check any other sources of information about the date of the woman's most recent birth (including any under-five questionnaires). If you find irrefutable evidence that the child's date of birth is incorrect, change CM12; otherwise, you must assume that the child's date of birth is correct and change CM13's value to 'Y'.

1132 D E No birth in last 2 years

If the woman has not had a birth in the last 2 years, then CM13 must equal 'N'. Check CM12 and WM6 (date of interview) for data-entry errors and correct any that you find. If no data-entry errors were made, check any other sources of information about the date of the woman's most recent birth (including any under-five questionnaires). If you find irrefutable evidence that the child's date of birth is incorrect, change CM12; otherwise, you must assume that the child's date of birth is correct and change CM13's value to 'N'.

1140 D Multiple birth code incorrect

Using the information in CM10 and BHLN for multiple births, check that births are listed in order. If you find a birth out of order, correct it by changing the birth order numbers on the BHLN.

1141 W Child has different sex in household

Child's sex in the household listing and birth history should be consistent. Check HL4 and BH3 for data-entry errors and correct any that you find. If there are no entry errors leave the data unchanged.

1142 D Child's date of birth after date of interview

The child's date of birth cannot be after date of interview. Check WM6 and BH4 for data-entry errors and correct any that you find. If no such errors were made, set BH4M equal to 97 and BH4Y equal to 9997 (inconsistent).

1143 D Date of birth of child and twin are different

The date of birth for multiple births must be the same. Check BH2 and BH4 for data-entry errors and correct any that you find. If no such errors were made, set BH2 equal to 7 (inconsistent).

1144 D Date of birth of child not in order

Using the information in BH4, check that births are listed in order. If you find a birth out of order, correct it by changing the birth order numbers (BHLN).

1145 D Child should be coded as multiple birth if born on same date as previous child

The date of birth for multiple births must be the same. Check BH2 and BH4 for data-entry errors and correct any that you find. If no such errors were made, set BH2 equal to 2 (child is a multiple birth).

1146 D Age of child and age of twin different

The age for multiple births must be the same. Check BH2, BH4 and BH5 for data-entry errors and correct any that you find. If no such errors were made, set BH5 to be equal to the age of twin.

1147 E Child's age inconsistent with date of birth

Child's date of birth and his/her age should be consistent. Check BH4 and BH5 for data-entry errors and correct any that you find. During data entry, do nothing else. During editing, you must resolve this inconsistency. If there are no data-entry errors, check if there is an individual questionnaire for that household member and check the age, date of birth or date of interview. If it is impossible to resolve the inconsistency this way, you must resolve it using one of the methods listed below. The methods are listed in order of precedence, meaning that you should try them in the order in which they are listed, stopping when the inconsistency has been resolved.

If the month of birth and the month of interview are the same and the child's reported age (BH5) is one year smaller than his/hers calculated age (that is, the age according to BH4), leave the data unchanged. If both month and year of birth are valid (and the situation above does not apply), correct the child's reported age to equal his/her calculated age. If only year of birth is valid, set the child's year of birth equal to 9997.

1148 W Child has different age in household (HL6=%02d, BH6=%02d)

Child's age in the household listing and birth history should be consistent. Check HL6 and BH6 for data-entry errors and correct any that you find. If there are no entry errors leave the data unchanged.

1149 D Household line number of child greater than HH11

Child's line number in the household listing cannot be greater than the total number of household members. Check HH11 and BH8 for data-entry errors and correct any that you find. If there are no entry errors check that the line numbers in Household Listing by comparing the name, age, and sex. If child is not listed in the Household Listing change BH7 to 2 (child is not living with the respondent).

1150 W Child has different mother in household (HL12=%02d, Mother's Line=%02d)

Child's mother line number should be consistent with the line number in Household Listing (HL12). Check women line number (LN) and line number of a child in the Household listing (HL12). If no data entry errors found, leave the data unchanged.

1151 D Line number of child from household already used

Check HL1 and BH8 for data-entry errors and correct any that you find. If there are no entry errors check that the line numbers in Household Listing by comparing the name, age, and sex. If child is not listed in the Household Listing change BH7 to 2 (child is not living with the respondent).

1152 W Mother has child listed in household, but not in birth history

Check women line number (LN) and line number of a child in the Household listing (HL12). If no data entry errors found, leave the data unchanged.

1153 D Age at death invalid for entered units

Since unit is not valid, number must be a special answer too. Set the BH9N to 99.

1154 W Age at death out of range for the recorded units

Check maximum and minimum values for given unit. If there are no data entry errors, set the BH9N to 99.

1155 W Age at death and date of birth inconsistent

Check if age at death is plausible considering the date of birth. Check WM6, BH4 and BH9 for data entry errors. If there are no data entry errors found leave the data unchanged.

1156 D Numbers in Child Mortality and Birth History modules inconsistent

Check the number of children reported in Birth History with the sum of total number of live births (CM10), total number of children at home (CM5), total number of children elsewhere (CM7) and total number of children who have died (CM9). Check for data-entry errors and correct any that you find. If no data-entry errors were made, change the values of CM5, CM7, CM9 and CM10 to be equal to corresponding sums in Birth History module.

1157 W Interval between births is too small

After checking the birth order, check that the interval between births is at least nine months unless the births are twins, triplets, etc. If the interval between two single births is less than nine months, check the birth history module for data entry errors. If there are no data entry errors live the data unchanged.

1201 W M Last tetanus dose before last pregnancy came when woman was less than %02d

The woman's last tetanus dose before her last pregnancy should not be before she was born and generally should not be before the country-specific minimum age at first birth (though the latter is possible if the woman received the dose for a reason other than pregnancy). Check for data-entry errors in WB1, WB2 and MN11 and correct any that you find. During data entry, do nothing else.

During editing, if the dose was received before the minimum age at first birth but after the woman's date of birth, do nothing else. However, if the dose was received before the woman was born, set MN11 equal to 97.

1301 D E Special answers inconsistent

The source of the weight information can be special (that is, equal to 9) if and only if the child's weight is equal to 'Don't know' (9.998) or is 'Missing' (9.999). Check for data-entry errors. If no such error was made and the weight is equal to 9.998 or 9.999, set the source equal to 9. If the source is special and the weight is a valid value, set the source equal to 7 (inconsistent).

1401 W M According to DOB (%02d/%04d) and DOM (%02d/%04d), woman less than age %02d when married

No woman should be married before she is born and generally should not be married before the country-specific minimum age at first marriage (though the latter is possible). Check for data-entry errors in WM6, WB1, WB2 and MA8 and correct any that you find. During data entry, do nothing else.

During editing, if the marriage was before the minimum age at first marriage but after the woman's date of birth, do nothing else. However, if the marriage was before the woman was born, set MA8M equal to 97 and MA8Y equal to 9997.

1403 W E Age at first marriage (%02d) and date of first marriage (%02d/%04d) inconsistent (DOB=%02d/%04d)

If a woman has a valid year of marriage and an age at first marriage, these two pieces of information must be consistent with one another. Check MA8, MA9, WM6 and WB1 for data-entry errors and correct any that you find. During data entry, do nothing else. During editing, if no data-entry errors are present, set MA8M equal to 97 (inconsistent) and MA8Y equal to 9997.

1601 W E Mother (age=%02d) less than %02d years older than daughter (age at circumcision=%02d)

The difference between the woman's age and her daughter's age at circumcision should not be less than minimum age at first birth. Check WB2 for data-entry errors and correct any that you find. During data

entry do nothing else. During editing, if no data-entry errors were made, change FG16's value to 97 (inconsistent).

1602 D E Number of living daughters (FG9=%02d) not equal to total number of living daughters in CM5/7B (%02d)

There should be no difference in number on living daughters women has on questions CM5, CM7 and FG9. Check CM5B, CM7B and FG9 for data entry errors and correct any that you find. If no data entry errors are made, change FG9's value to sum of CM5B and CM7B.

1701 D Age at marriage (MA9=%02d) exceeds current age of respondent (WB2=%02d)

A woman's age at first marriage (MA9) cannot be greater than her current age (WB2). Check MA9 and WB2 for data-entry errors and correct any that you find. During data entry, do nothing else. During editing, if no data-entry errors were made, set MA9 equal to 97.

1801 W E Woman's age at first sex (SB1=%02d) greater than her current age (WB2=%02d)

A woman's age at first sex (SB1) cannot be greater than her current age (WB2). Check SB1 and WB2 for data-entry errors and correct any that you find. During data entry, do nothing else. During editing, if no data-entry errors were made, set SB1 equal to 97.

1802 W E Maximum age at last sex (WB2-SB3N=%02d) less than age at first sex (SB1=%02d)

The woman's maximum age at last sex (her current age minus her years since last sex when SB3U = 4) cannot be less than her age at first sex. Check SB1 and SB3 for data-entry errors and correct any that you find. If no such errors were made, set SB3U equal to 9 (special) and SB3N equal to 97 (inconsistent).

1803 D E Total number of lifetime partners (SB15=%02d) must be bigger than number of partners in the last 12 months (SB14=%02d)

The woman's maximum number of lifetime partners (SB15) cannot be less than number of partners in the last year (SB14). Check SB14 and SB15 for data-entry errors and correct any that you find. If no such errors were made, set SB15 equal to 97 (inconsistent).

QUESTIONNAIRE FOR INDIVIDUAL MEN

3000 D Line number of man incorrect; next questionnaire is %s on line %02d

After the Household Questionnaire has been entered, the data-entry program requires the data-entry operator to enter the individual questionnaires. In particular, it requires that any men's questionnaire be entered in ascending order of line number, followed by any under-five questionnaires, also in ascending order of line number. If the data-entry operator enters a line number in variable MWM4 that is not the line number of the next eligible man, the error message above will be displayed. Check for data-entry errors in MWM4 and correct any that you find. If there are no such errors, the physical questionnaires must be incorrectly sorted. Sort them correctly and find the correct questionnaire to enter.

If no questionnaire exists for the man that the data-entry program is expecting, check the Household Listing to make sure that this individual is eligible for a men's interview. If the man is not in fact eligible, you must go back and correct the Household Listing. If the man is eligible, you must create a questionnaire for him. On a blank men's questionnaire, fill out the identification variables using the information on the Household Questionnaire, circle response code '9' and write 'not interviewed' in the space provided.

3001 W E Man either too young or too old to be interviewed

Men must be aged 15 to 49 to be eligible for the men's questionnaire. Depending on the date of interview, this translates into a minimum and maximum possible date of birth. Occasionally a man's date of birth is outside of this range. Check for data-entry errors and correct any that you find. During data entry, do nothing else. During editing, you must resolve this inconsistency. If the man's month of birth is the same as the month of interview, his year of birth is 50 years before the year of interview and his age is recorded as 49, then leave the data unchanged (the presumption is that the man's day of birth is greater than the day of interview). If the man's age (MWB2) is equal to 49 and only his year of birth is given, set his year of birth (MWB1Y) equal to 9997.

For all other cases, if the man was born outside of the expected range then he should be dropped from the sample due to ineligibility. Make a large 'X' on the front cover of the man's questionnaire (using a green pen) and write 'ineligible' in a prominent place. Correct the man's age and eligibility in the household schedule and the summary variables HH12 and HH13. You must also change the cluster control sheet and the cluster tracking form to reflect the change in the number of eligible men.

3002 W M Age of man (MWB2=%02d) and age in household different (HL6=%02d)

The age of the man in variable MWB2 and his age in the household schedule (HL6) should generally be the same. Check for data-entry errors in MWB2 and HL6 and correct any that you find. If there are no data-entry errors, leave the data unchanged.

If there are two or more eligible men in the household, each of the individual questionnaires should be checked to ensure that the correct questionnaire is being entered. Occasionally the wrong line numbers are written on the cover pages of the questionnaires. If this is the case, the line numbers should be corrected, the questionnaires reordered and then entered according to the correct order.

3003 W E Age of man and his date of birth inconsistent

A man's date of birth and his age should be consistent. Check MWM6, MWB1 and MWB2 for data-entry errors and correct any that you find. During data entry, do nothing else. During editing, you must resolve this inconsistency. If there are no data-entry errors, check other dates on the man's questionnaire (for example, date of marriage MMA8) and see if the age, date of birth or date of interview is clearly inconsistent. If this method does not resolve the inconsistency, you must resolve it using one of the methods listed below. The methods are listed in order of precedence, meaning that you should try them in the order in which they are listed, stopping when the inconsistency has been resolved.

If the month of birth and the month of interview are the same and the man's reported age (MWB2) is one year smaller than his calculated age (that is, his age according to MWB1), leave the data unchanged. If both month and year of birth are valid (and the situation above does not apply), correct the man's reported age to equal his calculated age. If only year of birth is valid, set the man's year of birth equal to 9997.

3004 W M Man's month of birth (MWB1M=%02d) different from household month of birth (HL5M=%02d)

The month of birth of the man in variable MWB1M and his month of birth in the household schedule (HL5M) should generally be the same. Check for data-entry errors in MWB1 and HL5 and correct any that you find. If there are no data-entry errors, leave the data unchanged.

Similar as in message 3102 if there are two or more eligible men in the household, each of the individual questionnaires should be checked to ensure that the correct questionnaire is being entered.

3005 W M Man's year of birth (MWB1Y=%04d) different from household year of birth (HL5Y=%04d)

The year of birth of the man in variable MWB1Y and his year of birth in the household schedule (HL5Y) should generally be the same. As in message 3004, check for data-entry errors in MWB1 and HL5 and correct any that you find. If there are no data-entry errors, leave the data unchanged. Also, check if the correct individual questionnaire is being entered.

3011 W M School attendance different in household (ED3=%02d) and men's questionnaires (MWB3=%02d)

The school attendance of a man in his individual questionnaire (MWB3) and the Household Questionnaire (ED3) should generally be the same. Check for data-entry errors in MWB3 and ED3 and correct any that you find. If there are no data-entry errors, leave the data unchanged.

3012 W M Man's level of education different in household (ED4A=%02d) and men's questionnaires (MWB4=%02d)

The level of education of a man in his questionnaire (MWB4) and the Household Questionnaire (ED4A) should generally be the same. Check for data-entry errors in MWB4 and ED4A and correct any that you find. If there are no data-entry errors, leave the data unchanged.

3013 W M Man's grade of education different in household (ED4B=%02d) and men's questionnaires (MWB5=%02d)

The level of education of a man in his questionnaire (MWB5) and the Household Questionnaire (ED4B) should generally be the same. Check for data-entry errors in MWB5 and ED4B and correct any that you find. If there are no data-entry errors, leave the data unchanged.

3014 W E Level and grade of education inconsistent

The highest grade completed at a particular level must be less than or equal to the maximum grade at that level. Check that the level and grade have been correctly entered; if not, enter them correctly. During data entry, do nothing else. During editing, this inconsistency must be resolved. If the data have been correctly entered, check if an error may have occurred in the form in which the answer was recorded. For example, the interviewer may have recorded the total number of years of schooling rather than the number of years at the reported level. For example, if the reported level of education is secondary, the response to the highest grade should range between 01 through 06. If the response recorded for the grade is 08, this is probably a mistake due to treating secondary education as grades 7 through 12. In this case the grade should be changed to 02.

If the inconsistency cannot be resolved by any of the methods above, change the number of years of schooling to 97 (inconsistent). (These editing instructions should be adapted to fit the educational system in your country).

3103 W E Had first child when less than %02d years old

The editing program compares the man's current age to his age at first birth and generates this message if the difference is less than the survey's minimum age at first birth (default value: 12 years old). Check for data-entry errors in MCM3 and MWB2 and correct any that you find. During data entry, do nothing else. During editing you must resolve this inconsistency. If other available information about this man and child (for example, the child's age in the Household Listing, if present, the child's date of birth if he/she has an under-five questionnaire, etc.) does not easily resolve the inconsistency, set MCM3 equal to 97 (inconsistent).

3110 D E Number of boys and girls must be greater than zero

If variable MCM4 equals 1, then the sum of variables MCM5A and MCM5B must not equal zero. If variable MCM6 equals 1, then the sum of variables MCM7A and MCM7B must not equal zero. If variable MCM8 equals 1, then the sum of variables MCM9A and MCM9B must not equal zero. Check for data-entry errors and correct any that you find. If there are no data-entry errors, and the sum of the variables does equal zero, change the response to the preceding question to 2.

3111 D E Number of children ever born incorrect

A man's total number of live births (MCM10) must be equal to the sum of his children at home (MCM5), his children elsewhere (MCM7) and his number of children who have died (MCM9). Check for data-entry errors and correct any that you find. If no data-entry errors were made, change MCM10 to equal the sum of MCM5, MCM7 and MCM9.

3121 W E Date of birth of last child before age %1d

Each survey has a country-specific minimum age at first birth (default value: 12 years old), and no one should give birth at a younger age. Check for data-entry errors in MCM12, MWM6, MWB1 and MWB2 and correct any that you find. During data entry, do nothing else. During editing you must resolve this inconsistency. Try first to use other available information about this man and child (for example, the child's age in the Household Listing, if present, the child's date of birth if he/she has an under-five questionnaire, etc.) to resolve the inconsistency, but only rely upon this evidence if it is irrefutable. If the actions above don't resolve the inconsistency and the year of birth (MCM12Y) is inconsistent (for example, the year of birth is less than 12 years after the men's year of birth), set it equal to 9997. If the month of birth (MCM12M) is inconsistent (for example, the year of interview and birth are 12 years apart), set it equal to 97.

3122 W E Date of birth of last child after date of interview

No child should be born after the date of interview. Check for data-entry errors in MCM12 and MWM6 and correct any that you find. During data entry, do nothing else. During editing you must resolve this inconsistency. Try first to use other available information about this man and child (for example, the child's age in the Household Listing, if present, the child's date of birth if he/she has an under-five questionnaire, etc.) to resolve the inconsistency, but only rely upon this evidence if it is irrefutable.

If the actions above don't resolve the inconsistency and the year of birth (MCM12Y) is inconsistent (that is, the year of birth is larger than the year of interview), set it equal to 9997. If the month of birth (MCM12M) is inconsistent (that is, the year of interview and birth are the same and the month of birth is larger than the month of interview), set it equal to 97. Finally, if the day of birth (MCM12D) is inconsistent (that is, the month and years of birth and interview are the same and day of birth is larger than the day of interview), set it equal to 97.

3401 W M According to DOB (%02d/%04d) and DOM (%02d/%04d), man less than age %02d when married

No man should be married before he is born and generally should not be married before the country-specific minimum age at first marriage (though the latter is possible). Check for data-entry errors in MWM6, MWB1, MWB2 and MMA8 and correct any that you find. During data entry, do nothing else.

During editing, if the marriage was before the minimum age at first marriage but after the man's date of birth, do nothing else. However, if the marriage was before the man was born, set MMA8M equal to 97 and MMA8Y equal to 9997.

3403 W E Age at first marriage (%02d) and date of first marriage (%02d/%04d) inconsistent (DOB=%02d/%04d)

If a man has a valid year of marriage and an age at first marriage, these two pieces of information must be consistent with one another. Check MMA8, MMA9, MWM6 and MWB1 for data-entry errors and correct any that you find. During data entry, do nothing else. During editing, if no data-entry errors are present, set MMA8M equal to 97 (inconsistent) and MMA8Y equal to 9997.

3701 D Age at marriage (MMA9=%02d) exceeds current age of respondent (MWB2=%02d)

A man's age at first marriage (MMA9) cannot be greater than his current age (MWB2). Check MMA9 and MWB2 for data-entry errors and correct any that you find. During data entry, do nothing else. During editing, if no data-entry errors were made, set MMA9 equal to 97.

3801 W E Man's age at first sex (MSB1=%02d) greater than his current age (MWB2=%02d)

A man's age at first sex (MSB1) cannot be greater than his current age (MWB2). Check MSB1 and MWB2 for data-entry errors and correct any that you find. During data entry, do nothing else. During editing, if no data-entry errors were made, set MSB1 equal to 97.

3802 W E Maximum age at last sex (MWB2-MSB3N=%02d) less than age at first sex (MSB1=%02d)

The man's maximum age at last sex (her current age minus his years since last sex when MSB3U = 4) cannot be less than his age at first sex. Check MSB1 and MSB3 for data-entry errors and correct any that you find. If no such errors were made, set MSB3U equal to 9 (special) and MSB3N equal to 97 (inconsistent).

3803 D E Total number of lifetime partners (MSB15=%02d) must be bigger than number of partners in the last 12 months (MSB14=%02d)

The man's maximum number of lifetime partners (MSB15) cannot be less than number of partners in the last year (MSB14). Check SB14 and SB15 for data-entry errors and correct any that you find. If no such errors were made, set SB15 equal to 97 (inconsistent).

3901 W E Man's age at circumcision (MMC2=%02d) greater than his current age (MWB2=%02d)

A man's age at circumcision (MMC2) cannot be greater than his current age (MWB2). Check MMC2 and MWB2 for data-entry errors and correct any that you find. During data entry, do nothing else. During editing, if no data-entry errors were made, set MMC2 equal to 97.

QUESTIONNAIRE FOR CHILDREN UNDER FIVE

2000 D Line number of child incorrect; next questionnaire is %s on line %02d

After the Household Questionnaire has been entered, the data-entry program requires the data-entry operator to enter the individual questionnaires. In particular, it requires that any women's questionnaire be entered in ascending order of line number, followed by any under-five questionnaires, also in ascending order of line number. If the data-entry operator enters a line number in variable UF4 that is not the line number of the next eligible child, the error message above will be displayed. Check for data-entry errors

in UF4 and correct any that you find. If there are no such errors, the physical questionnaires must be incorrectly sorted. Sort them correctly and find the correct questionnaire to enter.

If no questionnaire exists for the child that the data-entry program is expecting, check the Household Listing to make sure that this child is eligible for an under-five interview. If the child is not in fact eligible, you must go back and correct the Household Listing. If the child is eligible, you must create a questionnaire for him/her. On a blank under-five questionnaire, fill out the identification variables using the information on the Household Questionnaire, circle response code '9' and write 'not interviewed' in the space provided.

2001 W E Child either too young or too old to be interviewed

Children are eligible for the under-five questionnaire if they are aged 0 to 4. Depending on the date of interview, this translates into a minimum and maximum possible date of birth. Occasionally a child's date of birth is outside of this range. If the child's day of birth is invalid, the child's month of birth is the same as the month of interview, the child's year of birth is 5 years before the date of interview, and the age of the child is recorded as four, then leave the data unchanged (the presumption is that the child's day of birth is greater than the day of interview). If the child's age (AG2) is equal to four and only her/his year of birth is given, set her/his year of birth (AG1Y) equal to 9997.

For all other cases, if the child was born outside of the expected range, then the child should be dropped from the sample due to ineligibility. Make a large 'X' on the front cover of the under-five questionnaire (using a green pen) and write 'ineligible' in a prominent place. Correct the child's age and eligibility in the household schedule and the summary variables HH14 and HH15. You must also change the cluster control sheet and the cluster tracking form to reflect the change in the number of under-fives.

2002 W M Age of child (AG2=%02d) and age in household different (HL6=%02d)

The age of the child in variable AG2 and her/his age in the household schedule (HL6) should generally be the same. Check for data-entry errors in AG2 and HL6 and correct any that you find. If no data-entry errors were made, leave the data unchanged.

If there are two or more under-fives in the household, each of the under-five questionnaires should be checked to ensure that the correct questionnaire is being entered. Occasionally the wrong line numbers are written on the cover pages of the questionnaires. If this is the case, the line numbers should be corrected and the questionnaires reordered and then entered in the correct order.

2003 W E Age of child and date of birth inconsistent

A child's date of birth and her/his age should be consistent. Check UF8, AG1 and AG2 for data-entry errors and correct any that you find. If there are no data-entry errors, check other dates on the child's questionnaire (for example, the dates on which BCG and Polio 0 were given) and see if age, date of birth or date of interview is clearly inconsistent. If this method does not resolve the inconsistency, you must resolve it using one of the methods listed below. The methods are listed in order of precedence, meaning that you should try them in the order in which they are listed, stopping when the inconsistency has been resolved.

If the child's day, month and year of birth are all provided, set the child's reported age equal to the calculated age. If the day of birth is invalid and the month of birth and month of interview are the same and the child's reported age (AG2) is one year smaller than her calculated age, leave the data unchanged. If month and year of birth are provided (and the situation above does not apply), change the reported age to equal the calculated age. If only year of birth is provided, set the child's year of birth equal to 9997.

2004 W E Line number of caretaker (UF6=%02d) must be the same as in the household (HL9=%02d)

The line number of the child's caretaker must be the same in the Questionnaire for Children Under Five (UF6) and the Household Questionnaire (HL9). Check for data-entry errors and correct any that are found. If there are no data-entry errors, determine which line number is correct by reviewing the Household Listing, particularly variables HL3-HL6, HL12 and HL14. Correct whichever line number is incorrect.

2005 W M Month of birth of child (AG1M=%02d) different from month of birth in the household listing (HL5M=%02d)

The month of birth of the child in variable AG1M and her/his month of birth in the household schedule (HL5M) should generally be the same. Check for data-entry errors in AG1 and HL5 and correct any that you find. If no data-entry errors were made, leave the data unchanged.

As in message 2002 if there are two or more under-fives in the household, each of the under-five questionnaires should be checked to ensure that the correct questionnaire is being entered.

2006 W M Year of birth of child (AG1Y=%04d) different from year of birth in the household listing (HL5Y=%04d)

The year of birth of the child in variable AG1Y and her/his year of birth in the household schedule (HL5Y) should generally be the same. Check for data-entry errors in AG1 and HL5 and correct any that you find. If no data-entry errors were made, leave the data unchanged. Also, check if the correct questionnaire is being entered.

2701 W E Date of vaccination invalid

The day, month and year of the vaccination are inconsistent with each other (for example, 31st of February) Check for data-entry errors and correct any that you find. During data entry, do nothing else. During editing, use the instructions in 2702 to try to determine the source of the inconsistency and correct it. If you cannot uncover the source of the inconsistency, set the day of the vaccination equal to 97 (inconsistent).

2702 W E Date of vaccination after date of interview

The date of the vaccination is after the date of interview. Check the date of the vaccination for data-entry errors and correct any that you find. During data entry, do nothing else. During editing, if there are no data-entry errors, follow the instructions below.

Check that the date of vaccination was correctly recorded. Look for recording errors on the questionnaire, such as two vaccinations being recorded on the same day and month, but with a different year. For example, if Polio 2 is recorded as 12 January 2008 and DPT 2 as 12 January 2009, then the year of one of these is probably incorrect. If there is an obvious error of this type, then correct the vaccination date.

Also check to see that the day and month of immunization have not been reversed. For example, an immunization given on 9 May 2007 should be coded in the *ddmmyy* form as 09052007; however, the day and month may have been reversed, and the date recorded as 05092007. If reversing the month and day codes will allow the date to be consistent with the date of interview (and will not cause an inconsistency between dates of immunization given in a series), reverse the two codes.

In some countries, a date for a return visit for a vaccination may have been recorded on the vaccination card rather than the date of vaccination itself. If this is believed to be the case, then the date of vaccination should be deleted.

In efforts to resolve inconsistencies in the dates of immunizations for a child, attention should be paid to dates of immunization recorded for other children in the household, since children of different ages may have been immunized on the same date (for example, during a national campaign against polio).

If none of the methods above reveals a clear correction and the year of vaccination and interview are the same, set the month of vaccination equal to 97. If the year of vaccination is after the year of interview, set the year of vaccination equal to 9997.

2703 W E Date of vaccination is before minimum date of birth of child

No vaccination can be given before a child is born. Check the date of vaccination and date of birth for data-entry errors and correct any that you find. During data entry, do nothing else. During editing, if no data-entry errors are found, look for recording errors on the questionnaire as for message 2702. If this does not resolve the inconsistency and the year of vaccination is the same as the year of birth, set the month of vaccination equal to 97. If the year of vaccination is before the year of birth, set the year of vaccination equal to 9997.

2704 E Date of vaccination is earlier than next vaccine in series

Certain vaccinations (for example, polio) are actually a series of several vaccinations. The dates of the vaccinations in the series must be consistent. For example, the date of a child's third polio vaccination cannot be before the date of her/his second polio vaccination. Check the dates of the vaccinations for data-entry errors and correct any that you find.

If there are no data-entry errors, look for recording errors on the questionnaire as for message 2702. If this does not resolve the inconsistency, set the day, month and year of the most inconsistent vaccination equal to 97, 97 and 9997, respectively. In the example below, it is clear that the date of the Polio 3 vaccination is inconsistent. In this case, it is possible to correct the year from 2007 to 2008; had this not been possible, the day, month and year would have been set equal to 97, 97 and 9997, respectively.

Polio 1	Polio 2	Polio 3	DPT 1	DPT 2	DPT 3
28012008	27032008	01052007	27032008	24042008	04062008

2705 M Date of vaccinations are different

In most countries, polio and DPT vaccinations are given together and the dates of the vaccinations are the same. Check for data-entry errors in the dates of the vaccinations and correct any that you find. If no data-entry errors were made, look for recording errors on the questionnaire as for message 2702. If the vaccinations appear to have been given on different dates, the data should be left unchanged.

Corrections should only be made when there is overwhelming evidence that a mistake has been made. In the table below, for example, it is clear that the year of the DPT2 vaccination should be changed to 2008.

Polio 1	Polio 2	Polio 3	DPT 1	DPT 2	DPT 3
16062008	08082008	13092008	16062008	08082009	13092008

2706 M Vaccination card, but no vaccinations received

The child is reported as having a vaccination card, however no date is recorded for any vaccination on the card. Check for data-entry errors and correct any that you find. If no data-entry errors were made, leave the data unchanged.

2707 M Receipt of other vaccinations inconsistent with vaccinations recorded

The caretaker of a child who has a vaccination card is asked if that child received any vaccinations that are not recorded on the vaccination card. Any such vaccinations are recorded using the code '66' for the day of the vaccination. If the caretaker says 'yes' (IM5 equals 1), the day of one of the vaccinations should equal 66. If the caretaker says 'no' or 'don't know' (IM5 does not equal 1), none of the vaccinations in the table should have a day equal to 66. Check for data-entry errors and correct any that you find. If no data-entry errors are found, leave the data unchanged.

2801 W M Weight outside range expected for child age %d months

Expected limits for children's height and weight are given in the next section. Check AN3 for data-entry errors and correct any that you find. If no data-entry errors were made, leave the data unchanged.

2802 W M Height (length) outside range expected for child age %d months

Expected limits for children's height and weight are given in the next section. Check AN4 for data-entry errors and correct any that you find. If no data-entry errors were made, leave the data unchanged.

2803 W M Children under 2 are usually measured lying down, 2+ standing up

Children under age two are usually measured lying down; children 2 years or older are usually measured standing up. Check AN4 for data-entry errors and correct any that you find. If no data-entry errors were made, leave the data unchanged.

2804 W M Height and weight are outside range expected

Expected limits for children's height and weight are given in the next section. Check AN3 and AN4 for data-entry errors and correct any that you find. If no data-entry errors were made, leave the data unchanged.

2805 W E Result of measurement inconsistent with measurement recorded

The result code can be equal to 1 (measured) if and only if there is a weight or height for the child. If both weight and height were not measured, the result cannot be equal to 1. Check AN2, AN3 and AN4 for data-entry errors and correct any that you find. During data entry, do nothing else. During editing, if no data-entry errors were found and both weight and height are not valid, change AN2's value to 7 (inconsistent) and write 'inconsistent' in the space provided on the questionnaire. If either weight or height is valid and AN2 does not equal 1, change its value to 1.

2829 W Child has different month of birth in household

Child's month of birth in the household listing and birth history should be consistent. Check HL5M and BH4M for data-entry errors and correct any that you find. If there are no entry errors leave the data unchanged.

2830 W Child has different year of birth in household

Child's year of birth in the household listing and birth history should be consistent. Check HL5Y and BH4Y for data-entry errors and correct any that you find. If there are no entry errors leave the data unchanged.

GENERAL ERROR MESSAGES

9990 D End time is before start time. Please check the value entered

9992 D E Unit and number inconsistent; check questionnaire's coding instructions

This error message is for two-part questions in which one part gives the units of the response and the other the number of the response. Check for keying errors and correct any that are found. If no keying errors are found, correct the number and units to be consistent with the instructions on the questionnaire. For example, question MN25 records how long after birth the child was put to the breast. If the response is longer than 23 hours, it must be recorded in days (MN25U equals 2); otherwise it is recorded in hours (MN25U equals 1). If MN25U equals 1 and MN25N equals 26, it means that the child was first put to the breast after 26 hours. Since this is more than 23 hours, the response should be recorded as 1 day (that is, MN25U equals 2 and MN25N equals 1).

9995 D Response 'No one' inconsistent with other answers

The current variable is alphanumeric, and one of its responses is 'No one'. If this response is selected, then no other response is permitted. Check for keying errors and correct any that are found. If no keying errors are found, remove the code for 'No one' from the variable.

9996 D Response 'Don't know' inconsistent with other answers

The current variable is alphanumeric, and one of its responses is 'Don't know'. If this response is selected then no other response is permitted. Check for keying errors and correct any that are found. If no keying errors are found, remove the code for 'Don't know' from the variable.

9998 D Code given for alpha variable not acceptable

The response to alphanumeric variables must contain only codes that are printed on the questionnaire and these codes must be entered in alphabetic order (and no one code can appear more than once). This error message is always the result of a keying error. Check the questionnaire and resolve the keying error.

LIMITS FOR LENGTH AND WEIGHT OF CHILDREN

The following table presents the minimum and maximum expected values for the length and weight of children. The ranges depend on the sex and age of the child. Lengths (height) are given in centimetres and weights are given in kilograms.

Age in months	LENGTH (centimetres)				WEIGHT (kilograms)			
	Males		Females		Males		Females	
	Minimum	Maximum	Minimum	Maximum	Minimum	Maximum	Minimum	Maximum
0–2	36.0	74.0	36.0	72.0	0.5	10.0	0.5	9.0
3–5	45.0	83.0	44.0	80.0	1.0	13.0	1.0	12.0
6–8	51.0	87.0	50.0	86.0	2.0	15.0	2.0	14.0
9–11	56.0	91.0	54.0	90.0	3.0	16.5	2.5	15.5
12–14	59.0	96.0	57.0	95.0	4.0	17.5	3.0	16.5
15–17	62.0	100.0	60.0	99.0	4.0	18.5	3.5	17.5
18–20	64.0	104.0	62.0	102.0	4.0	19.5	3.5	18.5
21–23	65.0	107.0	64.0	106.0	4.5	20.5	4.0	19.5
24–26	67.0	108.0	66.0	107.0	4.5	23.0	4.5	21.5
27–29	68.0	112.0	68.0	111.0	5.0	24.0	5.0	23.0
30–32	70.0	115.0	69.0	114.0	5.0	24.5	5.0	24.5
33–35	71.0	118.0	71.0	117.0	5.0	25.5	5.0	25.5
36–38	73.0	121.0	72.0	120.0	5.0	26.0	5.0	27.0
39–41	74.0	124.0	74.0	122.0	5.0	27.0	5.0	28.0
42–44	75.0	127.0	75.0	124.0	5.0	28.0	5.5	29.0
45–47	77.0	129.9	77.0	126.0	5.0	29.0	5.5	30.0
48–50	78.0	132.0	78.0	129.0	5.0	30.0	5.5	31.0
51–53	79.0	134.0	79.0	131.0	5.0	31.0	5.5	32.0
54–56	80.0	136.0	81.0	133.0	5.5	32.0	6.0	33.0
57–60	82.0	139.0	81.0	136.0	5.5	33.0	6.0	34.5