

JAMAICA SURVEY OF LIVING CONDITIONS

INTERVIEWER'S INSTRUCTION MANUAL

STATISTICAL INSTITUTE OF JAMAICA.

NOVEMBER 1989

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C O N T E N T S

PART 1. FIELD OPERATIONS

1.	INTRODUCTION	
	1. The Jamaica Social Well-Being Program: Monitoring the system.....	1
	2. Organization of the Survey.....	2
2.	THE INTERVIEWER'S TASKS.....	3
	1. Interviews of households.....	3
	2. Checking the completed questionnaires...	3
3.	GENERAL SURVEY PROCEDURES	
	1. The interview.....	4
	2. Keeping the tempo of the interview.....	4
	3. Objectivity of the interview.....	4
	4. Private nature of the interview.....	5

PART 11. THE QUESTIONNAIRE

1.	A PREVIEW OF THE QUESTIONNAIRE.....	5
2.	GENERAL INSTRUCTIONS FOR FILLING OUT THE QUESTIONNAIRE	
	1. How to read the questions.....	6
	2. Upper & Lower case text.....	6
	3. Encoding the answers.....	8
	4. Time periods.....	9
	5. Amounts of money.....	9
	6. Skip patterns.....	11
	7. How to replace the symbol....[].... by a name or thing.....	12
	8. Within each part.....	12
	9. Flux of the interview.....	13
	10. How to go from one part to the next.....	13

3.	DATA ENTRY CONSIDERATIONS.....	13
4.	THE PARTS OF THE QUESTIONNAIRE	
1.	1: The cover.....	15
2.	2: Household Roster.....	18
3.	3: A: General Health.....	19
4.	4: B: Health Care.....	20
5.	5: C: Education.....	23
6.	6: D: Anthropometric.....	23
7.	7: General instructions for filling out parts D, E, F, G, and K	23
8.	8: E: Daily expenses.....	26
9.	9: F: Consumption expenditures.....	26
10.	10: G: Non-consumption expenditures.....	27
11.	11: H: Food expenses.....	27
12.	12: I: Consumption of home production and food received as gift.....	28
13.	13: J: Housing and related expenses.....	28
14.	14: K: Inventory of durable goods.....	30
15.	15: L: Miscellaneous income.....	35
16.	16: M: Food stamps.....	35
17.	17: N: Distance to Public Services.....	36
18.	18: O: Fertility.....	37
19.	19: P: Last Pregnancy Detail.....	38

PART 1. FIELD OPERATIONS

1. INTRODUCTION

1. The Jamaica Social Well-Being Program: Monitoring the system.

This survey represents the third phase of the monitoring system. The first one was done in August 1988, and the second done in June 1989. An essential part of this programme is the establishment of an integrated monitoring system, to ensure that the available resources are being utilized in the best possible way at all times.

As part of the Social Well-Being program the monitoring system will be implemented to:

(1) provide the base-line information necessary to set priorities for socio-economic policy and

(2) to feed back information on the effectiveness of such policies, thus allowing for corrective action where needed during the course of the program. The proposed monitoring will have the following characteristics:-

(i) In order to allow for an overall assessment of the effectiveness of public policies, the system needs to be comprehensive in the sense that it includes information on all major components that influence the well-being of the population. It will at least include the following components: health, education, employment, income, consumption, nutritional status, housing conditions and fertility.

(ii) In order to guarantee that the information is relevant to policy makers, the delivery time of the data (from interview to data analysis) should be as short as possible. The proposed monitoring system can produce the basic data within a two-month period.

The proposed monitoring system for the Social Well-being Programme consists of two parts: (1) institution-based and (2) household-level data. The household-level data will provide basic information on the major aspects of the population's well-being (income, employment, consumption, etc.) in relation to the social aspects (education, health, housing conditions, social security, etc.) Employment information is already being collected by STATIN through the current Labour Force Survey. Baseline on health, education, nutrition, consumption and housing will now be collected for some of the households visited in the October 1989 Labour Force Survey.

Your role as an interviewer is to ensure that information is complete and accurate in order to enable our policy makers to make the best possible decisions with the purpose of improving the social well-being of all Jamaicans.

2. Organization of the Survey

The country is divided into 217 Sampling Regions. Within each of these, two Enumeration Districts have been selected. Every three months, the Labour Force interviews the households of those 434 EDs.

In November, for the Living Conditions Survey, it was foreseen to visit two-thirds of the October Labour Force Survey households, i.e. 5200 households in 288 EDs.

2. THE INTERVIEWER'S TASKS

The interviewer's role is "capital" to the survey. The quality of the data and of the whole survey will be determined by the quality of your work. You must follow exactly all the instructions contained in this manual. You must also be constantly in touch with your supervisor and inform him/her of any problem you encounter during your work in the field. The supervisor, for his/her part, will

- (i) provide you with all the necessary materials and instructions
- (ii) collect and check your work, and
- (iii) help you to solve any problem which may arise.

1. Interviews of households.

Your main task is to conduct interviews with households at the rate of 16 households per week during the seven-week survey period. Depending on the size of the household, you may be able to conduct two or even three interviews per day. You must be absolutely certain that you finish the interviews of 16 households by the end of each week of the survey.

In conducting the interviews, you must scrupulously follow the instructions contained in the two parts of this manual -- the most important of which is to read the questions exactly as they appear in the questionnaire.

2. Checking the completed questionnaires.

After finishing each interview, you must verify that all the sections have been filled out correctly and legibly. You must also make sure that you have recorded the required information for all members of the household indicated in each section. This must be done immediately after the interview before you hand in the questionnaire to your supervisor and -- most importantly -- before leaving the Enumeration District.

Although you may correct minor errors such as those made when writing down an answer, you must never make any other changes in the completed questionnaire without posing the question again to the interviewee. Nor must you take the questionnaire and copy in it the answers you have already collected.

3. GENERAL SURVEY PROCEDURES

1. The interview

You must be careful to follow all the instructions laid down in this Manual. You are especially asked to bear the following in mind:

- a) Ask the questions exactly as they appear on the questionnaire.
- b) The questionnaire should be filled in during the interview. You must not record the answers on scraps of paper and transfer them to the questionnaire; nor must you think that you can trust your memory for writing down the answers later.
- c) All the answers to this questionnaire have been prepared so that you will write down numbers only. No letter or any other character should be written down. The entire questionnaire is pre-coded, therefore the numbers you will write down can be:

1. Codes, such as "1" for the answer "YES", or
2. Amounts of money, frequencies, etc.

UNDER NO CIRCUMSTANCE should you write down things like "--", "*", "/", etc. Nor should you write down the answer itself in the questionnaire -- for example, you should not write down the word "YES" instead of the code "1".

Keeping the tempo of the interview

You must maintain the tempo of the interview; in particular, avoid long discussions of the questions with the respondents. If you are receiving irrelevant or complicated answers from a respondent, do not break in too sharply, but listen to what the respondent is saying and then lead him/her back to the original question. Remember that it is you who are conducting the interview and that you must control the situation at all times.

3. Objectivity of the interviewer

It is extremely important that you remain ABSOLUTELY NEUTRAL with regard to the subject of the question. Most people are naturally polite, particularly with guests, and they tend to give answers and adopt attitudes they think will please the visitor. You must not show any surprise, approval or disapproval regarding the answer given by the respondent, and you must not tell him/her what your own answer would be. If he/she asks you for your opinion, wait until the end of the interview to discuss the matter with him/her. You must also avoid any pre-conceived idea about the respondent's ability to answer certain questions, or about the kind of answer he/she is likely to give.

4. Private nature of the interview

ALL DATA COLLECTED ARE STRICTLY CONFIDENTIAL. The divulgence of private data by an interviewer is forbidden by law. This rule is all the more important since it provides for the foundation of all statistical work. All questions should be put to the respondent in complete privacy in order to re-assure the respondent that his/her answers will remain confidential. The presence of other people during the interview may cause him/her embarrassment and influence some of his/her answers.

The topic of CONTRACEPTION AND FAMILY PLANNING is considered a very personal matter and some women may feel embarrassed, shy, or unwilling to talk about it. It is your task to ensure that the respondent will overcome her shyness and embarrassment. You must not show that you feel embarrassed or uncomfortable. Ask these questions as if they were normal questions that need no special treatment. Above all, keep on re-assuring her that everything she says will be treated as CONFIDENTIAL, and if she is still uneasy, tell her that the same questions are being asked all over the country.

PART II. THE QUESTIONNAIRE

II.1 A PREVIEW OF THE QUESTIONNAIRE.

Notice that the questionnaire is divided into 19 different PARTS, plus the cover:

- 1 COVER
- A GENERAL HEALTH -- FOR HOUSEHOLD MEMBERS 14 YEARS AND OLDER
- B HEALTH CARE -- FOR ALL HOUSEHOLD MEMBERS
- C EDUCATION -- FOR ALL HOUSEHOLD MEMBERS 3 YEARS AND OLDER
- D ANTHROPOMETRIC -- FOR ALL CHILDREN 0 - 59 MONTHS
- E DAILY EXPENSES
- F CONSUMPTION EXPENDITURES
- G NON-CONSUMPTION EXPENDITURES
- H FOOD EXPENSES
- I CONSUMPTION OF HOME PRODUCTION AND FOOD RECEIVED AS GIFT
- J HOUSING AND RELATED EXPENSES
- K INVENTORY OF DURABLE GOODS
- L MISCELLANEOUS INCOME
- M FOOD STAMPS
- N DISTANCE TO PUBLIC SERVICES
- O FERTILITY -- FOR ONE WOMAN 15 - 45 YEARS OLD
- P LAST PREGNANCY DETAIL
- R HOUSEHOLD ROSTER

Before starting, you must make sure that PART R (the Household Roster) of each of your questionnaires has already been filled in at the Head Office with the name, age and sex of all the members of the relevant household. Also, the cover must have the serial number of the household and must have been filled out with the identifications (i.e. Parish number, constituency, enumeration district, etc.,) of the household.

II.2 GENERAL INSTRUCTIONS FOR FILLING OUT THE QUESTIONNAIRE

There are a number of basic principles that the interviewer should observe throughout the questionnaire.

1. How to read the questions.

You must always read the questions as they are written in the questionnaire. After reading a question once in a clear and comprehensible manner, you must wait for an answer. If the respondent does not answer after a reasonable length of time, he/she has probably

- (1) not heard the question
- (2) not understood the question, or
- (3) does not know the answer.

In any case, if there is no answer, you must repeat the question. If there is still no reply, you must ask whether the question has been understood. If the answer is "NO", you may re-word the question. If the difficulty lies in finding the right answer, you may help the respondent to consider his/her reply.

2. Upper & Lower case text.

Text written in Upper case are instructions for yourself, or lists of codes. You are not to read this text to the respondent. Text written in Lower case in the questionnaire are to be read aloud to the respondent, exactly as they are written in the questionnaire.

For example:

a) In PART B, Question 15:

IF
NOTHING
WRITE 0

This instruction is NOT to be read aloud.

b) In PART J, Question 2:

MAIN MATERIAL OF OUTER WALLS

This is NOT a question to be asked of the respondent - the answer requires personal observation by the interviewer.

c) In the same PART J, Question 17:

What is the main source of drinking water for your household?

INDOOR TAP/PIPE.....1
 OUTSIDE PRIVATE
 PIPE/TAP2
 PUBLIC STANDPIPE.....3
 WATER VENDOR.....4
 WELL WITH PUMP.....5
 WELL WITHOUT
 PUMP.....6
 RIVER, LAKE,
 SPRING, MARSH.....7
 RAINWATER (TANK).....8
 OTHER (SPECIFY:
 _____).....9

This question should be read aloud to the respondent, and the code of the answer written down. Because the possible answers are in CAPITALS LETTERS, they should NOT be read out aloud

d) In PART B, Question 7:

Who attended you at the first visit?

a doctor?.....1
 a nurse practitioner?.....2
 a nurse?.....3
 a pharmacist?.....4
 a midwife?.....5
 Community health aid?.....6
 a healer?.....7
 other? (SPECIFY).....8

In this case, the interviewer should read aloud both the question and the possible answers, because everything is written in small letters.

3. Encoding the answers.

The questionnaire is pre-coded in order to speed up data entry. You should ALWAYS enter the code for an answer in the questionnaire and not the answer itself.

- a) For instance, in PART B, Question 27, you may have to ask the following question of persons who have been ill or injured in the 4 weeks prior to the interview:

Where did the last visit take place?

PUBLIC HOSPITAL.....1
 PRIVATE HOSPITAL.....2
 PUBLIC HEALTH CENTRE.....3
 PRIVATE HEALTH CENTRE.....4
 PRIVATE DOCTOR'S OFFICE...5
 PRIVATE PHARMACY.....6
 PATIENT'S HOME.....7
 OTHER (SPECIFY).....8

If you ask "Where did the visit last take place?," and the person answers "I went to see Dr. Smith in a public hospital in Montego Bay," you will have to write in the questionnaire the code "1", corresponding to the answer "PUBLIC HOSPITAL".

- b) You may also have to ask the following question of persons who have been ill or injured in the 4 weeks prior to the interview:

How far was this first place you visited from home?

MILES (PART B, Question 9)

If the answer is: "The hospital is 10 miles from home", you should write in the questionnaire the number "10", and NOT "10 MILES".

- c) Frequencies.

When you have to ask a question such as:

What amount of time was covered by this bill?

NUMBER:

OF:

DAYS....2
 WEEKS...3
 MONTHS..4

(PART J, Question 20)

And the answer is:

"The bill covered 6 weeks"

then you should write the number "6" in the first box and the code "3" (corresponding to weeks) in the second box.

4. Time periods.

In some parts of the questionnaire, you will find some questions with reference to "the past 7 days", "the past 30 days", "the past 4 weeks", "the past 6 months" or "the past 12 months". It is very important to read these time periods as they appear in the questionnaire, and not to replace them with "the past week," "the past month" or "the past year." That means, it must be clear that:

PAST 7 DAYS	is not the same as	PAST WEEK
PAST 30 DAYS	is not the same as	PAST MONTH
PAST 4 WEEKS	is not the same as	PAST MONTH
PAST 12 MONTHS	is not the same as	PAST YEAR

5. Amounts of money.

You should always write down the exact amount of money the respondent has said, including the two decimal places.

Let us consider different answers to this question:

How much did you spend on furniture during the past 12 months?,
(PART F, Question 4)

ANSWER 1: "I have spent forty Jamaican dollars and seventy five cents"

Then, YOU SHOULD WRITE
in the appropriate box —————>

40.75

DO NOT write an
approximation

—————>

41

and DO NOT write the
dollar symbol

—————>

J\$ 40.75

ANSWER 2: "I've spent twenty thousand eight hundred and
forty nine Jamaican dollars and fifty cents"

You have to write

—————>

20,849.50

ANSWER 3: "I've spent eighty Jamaican dollars"

You have to write

—————>

80.00

6. Skip patterns.

Normally, you should ask the questions in the same order in which they appear in the questionnaire - i.e. Question 5 should follow Question 4, Question 6 should follow Question 5, and so on.

In some cases, however, after a reply you will find an arrow (>>) followed by a number. The number indicates which question should be asked immediately after.

Examples:

a) In PART B, Question 14:

Did this visit involve an overnight stay in a hospital?

YES.....1

NO.....2

There is no arrow. Therefore, whatever the answer is, go straight on to Question 15 (the next question).

b) In PART B, Question 21:

Did you buy medicines during the past 4 weeks for this illness or injury?

YES.....1

NO.....2
(>> 25)

- If the respondent answers "YES", write "1" in the appropriate box and move on to Question 22 (the next question).
- If the respondent answers "NO", write "2" in the appropriate box and skip to Question 25 (as indicated by the arrow). You therefore should omit asking Questions 22, 23 and 24.

DO NOT WRITE ANYTHING IN THE ANSWER BOXES FOR SKIPPED QUESTIONS !!

c) In PART J, Question 10:

Does somebody who is not a member of the household help to pay the rent for this dwelling? For example, a relative, a public agency, ...?

RELATIVE.....1
PRIVATE EMPLOYER.....2
PUBLIC AGENCY.....3
PRIVATE INDIVIDUAL
OR AGENCY.....4
NOBODY HELPS.....5

>> 17

Here there is a rectangle with an arrow followed by a number. This means that whatever the answer is, you must go on to Question 17 and leave Questions 11, 12, 13, 14, 15 and 16 blank.

7. How to replace the symbol ...[]... by a name or thing.

Occasionally you will find the following symbol within a lower case text:

...[]...

When reading a text to the respondent you should replace this symbol by a particular name or item. For example, in PART C, Question 7 you will find the following question:

Does ...[NAME]... live at home when attending school?

If you are asking, for instance, about a boy named "Johnny," you should read this question in the following manner:

"Does Johnny live at home when attending school?"

8. Within each PART.

In PARTS A, B, C, and in the Roster, you should go individual by individual. That means, within each part, you should start with individual number 1 and ask him/her all the questions (if applicable) from the first to the last, and only then should you proceed to individual number 2, and so on.

For example, PART B: HEALTH - TO BE ASKED OF EACH HOUSEHOLD MEMBER REGARDLESS OF AGE, has three pages: B1, B2 and B3. You should first ask individual number 1 all the questions of this section. That means, you should start with the questions on page B1, follow with the questions on page B2, and finally with the questions on page B3. Only when you are finished with this page B3 should you go on to individual number 2.

9. Flux of the interview.

Look at the flap in the back page; this is PART R, the HOUSEHOLD ROSTER. You should open this flap at the beginning of the interview, and keep it open throughout the interview. This part will be already filled out with the name, age and sex of each household member. You should ask whether he/she is still a household member, and if necessary, add the new members. You should also ask the other questions, when applicable.

How to go from one part to the next.

You must start with the Cover, and then move on to the ROSTER. For the other parts, and EXCEPT for PART D (which will be completed by the nurse-anthropometrist), you should go in alphabetical order from PART A to PART P.

Remember you must NOT do PART D !

II.3 DATA ENTRY CONSIDERATIONS

Data will be entered directly from the questionnaire, which means that everything you write down on the questionnaire will be entered in the computer. You must therefore write only information that is to be entered. In particular, you must not use the sheets for writing down notes or computations.

The following are some rules you should observe when filling in the questionnaires:

1. Write legibly in pencil, without crossing out or over-writing. If you make a mistake, erase it completely and write down the correct reply.
2. Write in CAPITAL LETTERS and use Arabic numerals. For example, you should write "1", NOT "I"; "4", NOT "IV"; and so on

3. Never go beyond the space allotted for a question, even when the next space is not used.
4. In writing amounts and other figures, you should always mark the two decimal places first; then starting from the right, separate each group of three figures by a comma. For instance, one hundred thousand must be written down as "100,000.00"; not as "100000" or as "100 000".
5. For questions to which the reply is an amount, write down only the number in the appropriate box. Do NOT write the unit of measurement.

For example:

- a) Question: How much did you spend on car insurance during the past 12 months?

(PART G, Question 4)

Answer: "one thousand Jamaican dollars"

Write: "1,000.00"

Do NOT write: "1,000.00 J\$" OR "J\$ 1,000.00"

- b) Question: How far was this first place you visited from home?

(PART B, Question 9)

Answer: "three miles"

Write: "3"

Do NOT write: "3 miles"

If a reply to a question specifically calls for a unit of measurement, the code for the unit will be shown in the appropriate box. You do not need to write it.

II.4 THE PARTS OF THE QUESTIONNAIRE

1.- 1: THE COVER.

This section corresponds to the first page you see in the questionnaire. It collects information on:

- Household identification
- the interviewer
- the supervisor
- the anthropometrist.

a) Household identification.

When starting an interview, make sure that the questionnaire has already been filled out with the following information on the cover:

- Parish
- Constituency
- Enumeration District N°.
- Dwelling N°.
- Household N°.
- Area
- Serial N°.

In the following figure you can see what the cover should look like when you first receive the questionnaire; of course this is just an example.

JAMAICA SURVEY OF LIVING CONDITIONS

1989-90

DATE OF THE INTERVIEW			PARISH	CONSTITUENCY	ENUMERATION DISTRICT N°			DWELLING N°				H/H	AREA	SERIAL N°
03	03	89	06	02	07	8	01	08	01		2			
DAY	MONTH	YEAR	ST ANN	N/W							ST ANN and N/W			

INTERVIEWER: MARY BROWN

SUPERVISOR: JANE GREY

ADDRESS OF DWELLING: 22 ST ANN LANE

TIME OF INTERVIEW -- FROM: 11 AM TO: 11:45 AM

10

← No. will be provided

9

DATE OF ANTHROPOMETRIC
10 03 89
DAY MONTH YEAR

ANTHROPOMETRIST: ANGELA BROWN

05

← No. will be provided

b) The interviewer, the supervisor and the anthropometrist.

The INTERVIEWER should enter, in the appropriate places, the following information:

- His/her name
- His/her code
- Address of dwelling
- Date of the interview
- Time of interview (the beginning and the end of it).

Notice that the space for the date has three small boxes. The first one is for the day (two digits), the second one is for the month (two digits) and the third one is for the year (two digits). You should always write two digits in each box.

For example:

if the interview were done on January 25, 1990

THEN YOU SHOULD WRITE:

DATE OF THE INTERVIEW		
25	01	90
DAY	MONTH	YEAR

And YOU SHOULD NOT WRITE:

DATE OF THE INTERVIEW		
25	1	1990
DAY	MONTH	YEAR

The SUPERVISOR has only to write:

- His/her name
- His/her code.

The ANTHROPOMETRIST should also write down his/her name and code, and the date of the anthropometric. This date should be written down in the same manner as the date of the interview described above.

On the next page you will see an example of what the cover should look like when the interviewer, the supervisor and the anthropometrist have filled it out.

2. R: HOUSEHOLD ROSTER.

In this section, you will find a list of all the persons who were household members in the last Labor Force Survey. The names, ages and sexes of these persons will be filled in at the Head Office before the fieldwork begins. So, on starting the interview, you do not have to ask those questions of these people.

See in the next figure an example of what the Roster should look like when you first have it in your hands. Now, you have to enquire whether there is any new household member, or whether there is anyone who is no longer a household member.

For every NEW member, you should ask for - and then record - the NAME, AGE and SEX in the appropriate boxes, and write the code "3" (NEW MEMBER) in the box for "HOUSEHOLD MEMBER?". For the other people, this question will have as an answer the code "1" if he/she is still a member, or the code "2" if he/she is no longer a member.

Once you are finished with ALL NEW MEMBERS and you have asked ALL the persons on the list whether or not they still are household members, you should go to the following question and ask about RELIGION only of the following persons:

1. HOUSEHOLD MEMBERS (i.e. those who have code "1" or "3" in the question "HOUSEHOLD MEMBER?"), and who are
2. AGE 14 YEARS OR OLDER.

QUESTIONS 1 to 6 should be asked of persons who are:

1. - HOUSEHOLD MEMBERS, and
2. - 19 YEARS OR YOUNGER.

QUESTIONS 7 to 9 should be asked of persons who are:

1. - HOUSEHOLD MEMBERS, and
2. - 15 YEARS OR OLDER.

All the questions are easy to ask, you just have to be very careful in following the Skip Pattern.

For example, let's see what happens for the first 4 questions. If the answer to QUESTION 1 ("Does the natural mother of this child live in this household?") is "YES" (code "1"), then you write down "1" in the appropriate box and go on to QUESTION 2 and write down the mother's ID CODE. After that, you jump to QUESTION 4. However, if the answer to QUESTION 1 is "NO" (code "2"), you should proceed to QUESTION 3 and leave QUESTION 2 BLANK.

CHANGES IN THE HOUSEHOLD COMPOSITION

If at the time of your interview, the ENTIRE household composition has changed since the last Labor Force Survey, then you will need a BLANK questionnaire to ENUMERATE THIS NEW HOUSEHOLD. Also, you will have to fill out the Roster, with NAME, AGE and SEX; put the code "3" (NEW MEMBER) as answer to the question: "HOUSEHOLD MEMBER?" for EACH member of the household, and, of course, you will have to ask about the religion as well as QUESTIONS 1 to 9 where applicable.

3. A: GENERAL HEALTH.

The questions of this section are to be asked of each household member who is 14 years or older. In Question 3, each of the parts (a) to (g) should have code "1", "2" or "3" as a response to it.

PLEASE NOTE that except for Question 3 (for which ONLY the question should be read aloud), the questions as well as the possible answers for QUESTIONS 1 and 2 should be read aloud to the respondents

The information gathered in this section will be used to measure the costs and the use made of the different kinds of health services and facilities.

EACH MEMBER of the household should be questioned - the parents can answer for the young children.

Note that this section has three pages: B1, B2 and B3. All the questions on these pages must be put to each one of the persons on the list before going on to the next person.

We will now discuss some questions that seem to be more difficult. The others are very easy to ask, and you will not have any problems with them.

QUESTION 1.-

You have to enquire whether the person has suffered any illness or injury during the past 4 weeks. If the person says he/she has had more than one illness, you have to write down the code "1" as the answer to this question, and the questions following will be connected with the MOST RECENT illness or injury. If the answer is "NO" (code "3"), you have to jump to QUESTION 27 on page 83, and LEAVE QUESTIONS 2 TO 26 BLANK.

QUESTION 4.-

You have to ask the person to tell you for how many days during the past 4 weeks he/she was unable to carry out his/her usual activities. For this question, it is useful to know that USUAL ACTIVITIES means the work or duties which are PERFORMED REGULARLY.

You will not have any problems with this question because the interviewee himself knows what his/her usual activities are -- it could be housekeeping, work outside home, minding the children, going to school, etc.

When the answer is with regard to a small child, the USUAL ACTIVITIES refer to the child not being its usual self; that is, it has not been playing, eating, etc., as it usually does. The child may or may not have been confined to bed.

QUESTION 5.-

To visit a health practitioner means being examined by a doctor, nurse practitioner, nurse, pharmacist, midwife or any other health practitioner in order to discover what illness the person is suffering from and to receive treatment. The VISIT is the act of being examined.

QUESTION 7.-

This question is written in small letters; that means you have to read aloud both the question and the possible answers.

As soon as you get a "YES" for an answer, you write down the code for it, stop reading the other alternative answers, and go on to QUESTION 8.

Let us see an example: if you read the first alternative:

"Was it a doctor?"

and the person answers NO, you must go on to the second alternative and ask:

"Was it a nurse practitioner?"

If the answer is again negative, you must ask:

"Was it a nurse?",

and keep at it until the person - for instance - answers "YES" to the question:

"Was it a Community health aid?"

At that moment, you must write down code "6" (which corresponds to that alternative), and go on with question 9, without reading the remaining alternatives of QUESTION 8.

QUESTION 15.-

This question covers only the cost of the visits; the cost of the medicines and any payment for hospitalization must not be included. Keep in mind that the money amount must be registered in VERY CLEAR numbers, and always with two decimals, even if these are zeroes.

QUESTION 20.-

This question is concerned only with hospitalization costs; here the costs of consultation and medicine are not to be included.

Occasionally the hospital bill includes the cost of consultation, and the respondents are unable to distinguish between the different costs. In that case, the interviewer may write down the TOTAL AMOUNT in answering ONLY ONE OF THE QUESTIONS. He/she MUST NOT write down the same amount for all three questions, since this would have the effect of doubling or even tripling the expenses actually incurred.

QUESTION 23.-

This question covers only the cost of medicine; the amounts paid for consultations and for hospitalization must not be included.

5. C: EDUCATION.

This section concerns only persons who qualify as being:

- MEMBERS OF THE HOUSEHOLD,
- AGE 3 YEARS OR OVER

The aim of this section is to measure the level of schooling of all household members 3 years old or over.

6. D: ANTHROPOMETRIC.

This section will be completed by a nurse-anthropometrist

7. GENERAL INSTRUCTIONS FOR FILLING OUT PARTS E,
F, G, H, I, K AND L:

- FIRST ASK QUESTION 1 FOR ALL THE ITEMS; that is, go through the list of items from top to bottom, and not from left to right. Each and every item must have an answer to this question; that is, either a cross facing corresponding "YES" or a cross facing corresponding "NO".

Let us see, as an example, what PART G: NON-CONSUMPTION EXPENDITURES should look like in a first step, after asking QUESTION 1 to all the items in the list:

- Once ALL the different items in the section have answers in QUESTION 1, you have to ask the questions following ONLY regarding those items that got "YES" for an answer in for QUESTION 1. In those cases, you must ask all questions from QUESTION 2 to the last one for one item before going on to the next item. That means, you must move from left to right until you are finished with all the questions for one item.

PART G: NON - CONSUMPTION EXPENDITURES

1	2	3	4
During the past 12 months, has this household spent on any of the following items? PUT A CROSS IN THE APPROPRIATE BOX ASK QUESTION 1 FIRST FOR ALL ITEMS IN THE LIST. THEN ASK QUESTIONS 2 TO 4 FOR ALL ITEMS PURCHASED DURING THE PAST 12 MONTHS.	Have you spent on ... during the past 30 days? YES..1 NO...2 (> 4)	How much d/d you spend on ... during the past 30 days? AMOUNT JS	How much d/d you spend on ... during the past 12 months? AMOUNT JS
Life & Fire Insurance YES-> <input checked="" type="checkbox"/> <-NO	250		
Car Insurance YES-> <input checked="" type="checkbox"/> <-NO	251		
Health Insurance YES-> <input checked="" type="checkbox"/> <-NO	252		
Taxes (NEC), vehicle taxes and duties YES-> <input checked="" type="checkbox"/> <-NO	253		
Weddings, funerals YES-> <input checked="" type="checkbox"/> <-NO	254		
Donations and gifts (church or union dues, gifts, charities, ...) YES-> <input checked="" type="checkbox"/> <-NO	255		
Repayment of loans, interest payments YES-> <input checked="" type="checkbox"/> <-NO	256		
Support for children who live elsewhere YES-> <input checked="" type="checkbox"/> <-NO	257		
Other maintenance of relatives outside the home YES-> <input checked="" type="checkbox"/> <-NO	258		
Other non-consumption expenditures (legal services, anything else, ...) YES-> <input checked="" type="checkbox"/> <-NO	259		

- The items that got "NO" for an answer in QUESTION 1, MUST HAVE ALL THE OTHER QUESTIONS LEFT BLANK! (from QUESTION 2 to the last one).
- Notice that in all these parts we ask about AMOUNTS OF MONEY spent for different items, in different time periods. These amounts of money, like the rest of the information in the questionnaire, will be analyzed by experts in data analysis and afterwards. The results will then be presented to the policy makers. It is therefore essential that you make sure the interviewee understands, at all times, what the question is, what the time period is, and finally, that you write down the answer in a VERY CLEAR WAY, with the two decimals, in order to avoid the entry of wrong data into the computer.
- Remember that we have already discussed that "THE PAST 7 DAYS" is not the same as "THE PAST WEEK", "THE PAST 30 DAYS" is not the same as "THE PAST MONTH", and "THE PAST 12 MONTHS" is not the same as "THE PAST YEAR". You should help the interviewee to understand the time period. For instance, if the day of the interview is Wednesday, you can say: "During the past 7 days, that means since Wednesday last week until yesterday (Tuesday), did you buy....?"
- Note that examples given at each item DO NOT MAKE OUT A COMPLETE LIST. For instance, in item 213, PART F, Dinner ware also includes cups and saucers.

8. E: DAILY EXPENSES.

Now you know how to proceed with this type of sections: ask QUESTION 1 for all items in the list, and then ask QUESTION 2 only for those items that got "YES" for an answer in the first question.

When asking the questions, remember that "THE PAST 7 DAYS" is not the same as "THE PAST WEEK".

9. F: CONSUMPTION EXPENDITURES.

This part has two pages: F1 and F2. Ask QUESTION 1 for all the items listed on both pages before going on to the other questions. Put a cross in the box that corresponds to the answer given.

- For the items with codes between 201 - 208 that got a YES for an answer to QUESTION 1, ask QUESTIONS 2, 3, 5 and 6. You can see that QUESTION 4 is blacked out, so you do not have to ask this question for these items.
- For the items with codes 201 - 208, omit asking QUESTION 4 whether the answer is "YES" or "NO".
- For the items with codes 212 - 219, 221 - 229 which got an affirmative answer to QUESTION 1, ask QUESTIONS 2, 3, 4, 5 and 6. You DO NOT have to ask QUESTIONS 5 and 6 for items with codes 209, 210, 211 and 220. You can notice that in the questionnaire those spaces are blacked out.
- For items with codes between 230 - 241 which got an affirmative answer to QUESTION 1, ask also QUESTIONS 2, 3 and 4.

Remember that "THE PAST 4 WEEKS" is not the same as "THE PAST MONTH", and "THE PAST 12 MONTHS" is not the same as "THE PAST YEAR".

Take notice that if for any item you get an answer for both QUESTIONS 3 and 4, then the amount of money spent during the past 4 weeks (QUESTION 3) MUST BE LESS OR EQUAL to the amount of money spent during the past 12 months (QUESTION 4).

10. G: NON-CONSUMPTION EXPENDITURES.

This is a very short section; you have to ask QUESTION 1 for all the items listed -- with codes from 250 to 259 -- before going on with QUESTIONS 2, 3 and 4.

Remember that if for any item you get an answer for both QUESTIONS 3 and 4, the amount of money spent during the past 30 days, MUST BE LESS THAN OR EQUAL TO the amount spent during the past 12 months.

Item 253 DOES NOT RELATE TO PROPERTY TAXES, which were dealt with in QUESTIONS 15 and 16 in PART J.

11. H: FOOD EXPENSES.

This part has two pages. You have to proceed in the same way you did with sections F and G. First ask QUESTION 1 for all items listed in BOTH pages (with codes between 401 and 446) before going on with QUESTIONS 2, 3 and 4.

Take note that if in this section there are some items with answers to both QUESTIONS 3 and 4, then the amount of money spent during the last 7 days (QUESTION 3) MUST BE LESS THAN OR EQUAL TO the amount of money spent during the past 4 weeks (QUESTION 4).

12. I: CONSUMPTION OF HOME PRODUCTION AND FOOD RECEIVED AS GIFT.

As in the other sections, ask QUESTION 1 for all the items listed (with codes between 501 and 541) and then ask QUESTIONS 2, 3 and 4 to all the items that got "YES" for an answer in QUESTION 1.

If the interviewee, in answering QUESTIONS 2, 3 or 4, states that it would not cost any money, WRITE ZERO in the corresponding box and go on with the next question or item.

Cost of home-produced products refer to the COST OF WHAT HAS BEEN EATEN, AND NOT WHAT IS STORED OR GIVEN AS GIFT.

13. J: HOUSING AND RELATED EXPENSES.

The purpose of this section on housing is to:

- (1) characterize the type of dwelling occupied by the household.
- (2) find out how much the household spends on housing, including rent, water, electricity and other expenses.

In order to avoid interruptions, before starting with this part of the interview, ask respondents who have electricity and running water in their dwellings to get their most recent electricity and water bills.

QUESTIONS 1 and 2.-

These are written in upper case; that means that they must be filled out by the interviewer while the respondent is showing him/her the different rooms and buildings that make up the household. The questions are NOT to be put to the respondent.

QUESTION 2:

Code 4 (CONCRETE/NOG...4) should include houses made of pre-fabricated walls.

QUESTION 8:

Refer this question to a member of the household who pays the rent.

QUESTION 10:

If the respondent says that FAMILY helps to pay the rent, the code you have to write is "1" (RELATIVE).

QUESTION 17:

Code 8: "(RAINWATER TANK)", includes rainwater stored in tanks as well as in barrels.

QUESTION 19

If the respondent does not pay any water bill because he/she has other means of storage and/or supply, then write down "0.00"

QUESTION 24:

If the respondent does not pay any electricity bill because he/she operates his/her own generating plant, then write down "0.00".

QUESTION 25:

If the respondent says electricity has been disconnected, the dwelling will STILL be considered as having electricity. If the household is wired to be connected, the dwelling will be considered as not having electricity. Regardless of whether the connection is LEGAL or ILLEGAL, the dwelling is to be considered as having electricity.

14. K: INVENTORY OF DURABLE GOODS.

In this part, you have to proceed in the following manner:

- 1.- First, you have to ask whether the household does or does not own all the different items that appear on the list, and then put a cross in the box corresponding to the given answer. When you have asked that question for ALL THE ITEMS IN THE LIST (with codes between 601 and 615), you can go on to QUESTION 1.
- 2.- You have to ask QUESTION 1 for ALL THE ITEMS IN THE LIST that got "YES" as an answer, before going on with QUESTIONS 2, 3 and 4.

Take notice that it could very well be that the household owns more than one of some items. For instance, the household can have two bicycles. In that case, you will put a cross in front of "YES" for the item code "615". But also, you will want to distinguish between the two different bicycles, by inquiring, in QUESTIONS 2, 3 and 4, about EACH ONE of the two bicycles.

That is exactly the purpose of QUESTION 1. There you have to write down the name of the item, a description of it (for instance the color of the item, etc.), and the code number (between 601 and 615). With this information, now you can differentiate all the items owned by the household.

Of course, if there is only one of some item, you can leave the space for the description blank, because there is no confusion possible. It will be enough with the name and the code number.

When you have finished making the list in QUESTION 1, with ALL GOODS OWNED by the household, you can go on with QUESTION 2.

- 3.- Now, you have to ask QUESTIONS 2, 3 and 4 to every good listed in QUESTION 1.

Only when you have asked ALL QUESTIONS, 2, 3 and 4, about one good, can you go on with the next good listed in QUESTION 1.

In QUESTION 2, you have to write down only the LAST TWO DIGITS of the year when the household acquired the good.

Note that this section refers to OWNERSHIP OF THESE GOODS BY A MEMBER OF THE HOUSEHOLD, regardless of whether they are in working condition or not.

Let's see an example of one household that owns:

- a freezer
- a fan
- two radios (one black and the other one brown)
- a color TV set
- two bicycles. (one big and the other one small)

In the next three pages you can see --step by step-- how you should proceed with a household like this:

PART K: INVENTORY OF DURABLE GOODS

INSTRUCTIONS:
 FOR EACH ITEM IN THE LIST BELOW,
 ASK THE FOLLOWING QUESTION:
 Do the members of your household have any
 ..NAME OF GOOD?
 DO NOT INCLUDE RENTED ITEMS
 PUT A CROSS IN THE APPROPRIATE BOX FOR EACH
 ITEM. GO TO THE NEXT ITEM FOR ALL ITEMS
 FOR WHICH THE ANSWER IS YES, ASK QUESTION 1.

Do the members of your household have.....

ITEM	CODE	YES	NO
Sewing machines?	601		X
Gas stoves?	602	X	
Electric stoves?	603		X
Refrigerators or freezers?	604	X	
Air conditioners?	605		X
Fans?	606	X	
Radio/cassettes players?	607	X	
Phonographs?	608		X
Stereo equipment?	609	X	
Video equipment?	610	X	
Washing machine?	611		X
TV sets?	612	X	
Bicycles?	613	X	
Motorbikes?	614		X
Cars, other vehicles?	615	X	

1 Please describe all the ..[] owned by members of your household:		2 In what year did you acquire this ...[]	3 How much did you pay for this ...[]...? IF IT WAS A GIFT OR AN EXCHANGE: What was the value of this ...[]...when you acquired it?	4 If you wanted to sell this ..[] today, how much would you receive?
ITEM	DESCRIPTION	CODE	YEAR	AMOUNT JS
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				

PART K: INVENTORY OF DURABLE GOODS

INSTRUCTIONS:
FOR EACH ITEM IN THE LIST BELOW,
ASK THE FOLLOWING QUESTION:
Do the members of your household have any
...NAME OF GOOD?...
DO NOT INCLUDE RENTED ITEMS
PUT A CROSS IN THE APPROPRIATE BOX FOR EACH
ITEM. GO TO THE NEXT ITEM FOR ALL ITEMS
FOR WHICH THE ANSWER IS YES, ASK QUESTION 1.

Do the members of your household have.....

ITEM	CODE	YES	NO
Sewing machines?	601		X
Gas stoves?	602	X	
Electric stoves?	603		X
Refrigerators or freezers?	604	X	
Air conditioners?	605		X
Fans?	606	X	
Radio/cassettes players?	607	X	
Phonographs?	608		X
Stereo equipment?	609	X	
Video equipment?	610	X	
Washing machine?	611		X
TV sets?	612	X	
Bicycles?	613	X	
Motorbikes?	614		X
Cars, other vehicles?	615	X	

1 Please describe all the ... owned by members of your household:			2 In what year did you acquire this ...?	3 How much did you pay for this ...? IF IT WAS A GIFT OR AN EXCHANGE: What was the value of this ...? when you acquired it?	4 If you wanted to sell this ... today, how much would you receive?
ITEM	DESCRIPTION	CODE	YEAR	AMOUNT \$	AMOUNT \$
1	GAS STOVE	PRO-CHEF	602		
2	REFRIGERATOR	KELVINATOR	604		
3	FAN	SERV-WEL	606		
4	RADIO/CASSETTE	FISHER	607		
5	STEREO	PIONEER	609		
6	VIDEO	SANSUI	610		
7	TELEVISION	GOLD STAR	612		
8	BICYCLE	RAYLEIGH, RED	613		
9	BICYCLE	RAYLEIGH, BLACK	613		
10	CAR	TOYOTA	615		
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					

PART K: INVENTORY OF DURABLE GOODS

INSTRUCTIONS:
FOR EACH ITEM IN THE LIST BELOW,
ASK THE FOLLOWING QUESTION:
Do the members of your household have any
..(NAME OF GOOD)..
DO NOT INCLUDE RENTED ITEMS
PUT A CROSS IN THE APPROPRIATE BOX FOR EACH
ITEM. GO TO THE NEXT ITEM FOR ALL ITEMS
FOR WHICH THE ANSWER IS YES, ASK QUESTION 1.

Do the members of your household have.....

ITEM	CODE	YES	NO
Sewing machines?	601		X
Gas stoves?	602	X	
Electric stoves?	603		X
Refrigerators or freezers?	604	X	
Air conditioners?	605		X
Fans?	606	X	
Radio/cassettes players?	607	X	
Phonographs?	608		X
Stereo equipment?	609	X	
Video equipment?	610	X	
Washing machine?	611		X
TV sets?	612	X	
Bicycles?	613	X	
Motorbikes?	614		X
Cars, other vehicles?	615	X	

1 Please describe all the ..{ } owned by members of your household: 1 WRITE THE ITEM AND DESCRIPTION (MAKE, COLOR, ETC.) 2 FOR EACH OF THE GOODS, COPY THE CODE AND 3 THEN GO TO THE NEXT ITEM IN THE LIST FOR WHICH THE 4 ANSWER WAS YES. 5 6 ASK QUESTION 1 FOR ALL GOODS BEFORE GOING TO 2-4.			2 In what year did you acquire this ...?	3 How much did you pay for this ...? ...? IF IT WAS A GIFT OR AN EXCHANGE: What was the value of this ...? when you acquired it? AMOUNT JS	4 If you wanted to sell this ..{ } today, how much would you receive? NEXT ITEM AMOUNT JS
ITEM	DESCRIPTION	CODE	YEAR	AMOUNT JS	AMOUNT JS
1 GAS STOVE	PRO-CHEF	602	1987	1,200.00	900.00
2 REFRIGERATOR	KELVINATOR	604	1988	1,500.00	1,300.00
3 FAN	SERV-UEL	606	1989	220.00	210.00
4 RADIO/CASSETTE	FISHER	607	1984	600.00	450.00
5 STEREO	PIONEER	609	1986	800.00	500.00
6 VIDEO	SANSUI	610	1988	1,300.00	1,200.00
7 TELEVISION	GOLD STAR	612	1987	1000.00	1,100.00
8 BICYCLE	RAYLEIGH, RED	613	1986	900.00	1,000.00
9 BICYCLE	RAYLEIGH, BLACK	613	1987	1000.00	1,000.00
10 CAR	TOYOTA	615	1988	75,000.00	90,000.00
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					

15. L: MISCELLANEOUS INCOME.

In this part, after asking QUESTION 1 for ALL the items listed (with codes between 701 and 707), you have to ask (only to items that got "YES" for an answer), the QUESTION 2.

16. M: FOOD STAMPS.

The purpose of this part is to find out whether the household received food stamps in September or October and, depending on the answer, find out why they did (how much and for which household member), or why they did not.

QUESTION 1.-

In QUESTION 1, you have to ask whether the household received any stamps in September or October. If the answer is "YES", code "1" and move on to QUESTION 2. If the answer is "NO", jump to QUESTION 4.

QUESTION 2.-

First, ask the interviewee to show you the PINK CARD. Then, you must write the ID CODE and the CATEGORY CODE of EACH ONE of the persons who received food stamps. The category codes are shown in the questionnaire, stating the possible reasons for which the person did receive stamps.

For each person who received stamps, you should write the ID CODE (obtained from the roster) in one box and then, in the box directly below, you write down the CATEGORY CODE of that person.

You can see that there is space for 6 persons. Therefore, if there are less than 6 persons who received stamps, the last boxes will remain empty.

QUESTION 3.-

You must write down the value (in Jamaicans dollars) of ALL food stamps received by the household in September and October.

Now, let's see on the next page, what this Part M should look like, if the household received J\$ 60.00 in food stamps, for the following persons:

- A pregnant woman with 02 as ID CODE in the Roster.
- A handicapped person with 03 as ID CODE in the Roster.
- A child 3 years old with 06 as ID CODE in the Roster.

QUESTION 4.-

In this question, you have to ask if any household member has ever applied to get food stamps. If the answer is "YES", go on to QUESTION 5. If the answer is "NO", jump to QUESTION 7.

17. N: DISTANCE TO PUBLIC SERVICES.

In this part of the questionnaire, you have to find out different things about every NEAREST Public Service that appears on the list.

You must ask ALL of QUESTIONS 1 to 4 about one Service before going on to the next one on the list.

QUESTION 1.-

You have to ask how far away the nearest Service is, and the answer has to be in MILES.