

CPH Form 1

Republic of Marshall Islands

ECONOMIC POLICY, PLANNING AND STATISTICS OFFICE

Majuro

### CONTROL LISTING

<b>ATOLL/ISLAND.....</b>		
<b>ENUMERATION AREA.....</b>		

<b>Number of Questionnaires Attached</b>		<i>(including Q'naires for empty houses, but exclude ruined)</i>
<b>Map(s) included .....Y/N</b>		
	<b>Date</b>	<b>Signature</b>
<b>Field Enumeration -</b>		
<b>Completeness Check Done</b>		
<b>Handed to Supervisor</b>		
<b>Supervisor Checks Done</b>		
<b>Sent to EPPSO</b>		
<b>Received at EPPSO</b>		
<b>Summary Totals Checked/Tabulated</b>		
<b>Sent to Processing</b>		
<b>Processing -</b>		
<b>Received at Processing</b>		
<b>Coding</b>		
<b>Keying</b>		

Republic of Marshall Islands

2011 CENSUS

## CENSUS OF POPULATION AND HOUSING

### HOW TO ACCOMPLISH CPH FORM 1 – CONTROL LISTING SHEET

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#### **HEADER INFORMATION**

**Number of Completed Pages :** On completion of your work, show the number of completed pages in this folder

**Geographic Identification Panel :** This panel contains the 2-digit Atoll number and the 2-digit Enumeration Area (EA) code. This is the area that you as an Enumerator has been contracted to complete. These codes will also be shown on the map(s) provided to you. These are also the codes you will write on all the census questionnaires (for this area) that you complete. On Form CPH 1 write the Atoll Name and EA Name together with the appropriate codes.

**Certification :** On completion of your enumeration work, you are required to certify that the work has been completed in accordance with the instructions.

#### **LISTING ITEMS**

**Dwelling Identifier (Dwelling Id) :** This is the 3-digit number shown on your map which is allocated to each Dwelling or Household Building. Write that number on the listing sheet as you go.

**Household Number :** This will always be 1 if there is only one household within the dwelling. In the event that you have a second household within the dwelling that is, part of the household that prepares and consumes their food separately, then you will need to create a second line for the dwelling and number the household 2. You will have two separate sets of census questionnaires for these two households. If there happens to be 3 households, then follow the same procedure.

**Household Name :** You will be provided with a separate list of the families that matched up with the Dwelling Numbers at the time the Mappers GPS'd your area. It may differ from the family name you find at census time. Write the family name or Head of Household that matches with your questionnaire in this space.

**Household or Institution Indicator :** Use “H” or “I” to indicate whether the place is a Household or an Institution.

**Date of Visits :** If you are not successful in contacting the household on your first visit, record the details of your visits MM/DD in the three columns provided. If you still haven't made contact after 3 visits, notify your Supervisor.

**Date of Interview :** Show here the date of your interview with the household. If you make contact and conduct the interview on your first visit, you will not need to report dates in the previous 3 columns.

**Household Count :** Show the total number of people that are counted in the Household and the numbers of Males/Females making up that total. These totals will be the same as those you have written at the foot of the first page on the census questionnaire for this house. Count people who are absent but included in your census questionnaire. **DO NOT** count people who are not included in this household such as, persons who usually live somewhere else or persons away in prison, a mental hospital or a nursing home.

**DO NOT** count persons in dwellings where you do not have to complete a census questionnaire such as, occupants who are from overseas and who are not going to be living in Marshall Islands for more than a year or foreign diplomats.

**Comments :** Use this column to record any notes or information points. You can use the following words or abbreviations for certain situations:

**Vacant :** to indicate that the dwelling is vacant and has no occupants such as a holiday home

**Exempt :** As in the foreign diplomats above but say why also. (viz Exempt – diplomat)

**Demolished :** Where there is a house shown on your map but it has now been demolished.

**Derelict :** Where the house is in such a poor state of repair that nobody lives there now.

**Date to Supervisor:** Write the date (MM/DD) when the questionnaire for this household was handed to your Supervisor. Supervisor will initial.

**Coding and Keying:** These columns are for the processing to use.

**Totals for this Page:** At the foot of each page show the number of Institutions and Households listed and then the Total Persons with Males/Females from relevant columns.

**Running Total all Pages:** Show the cumulative totals for completed pages as above. Note that if the work in the EA is being undertaken by more than one Enumerator, then Supervisor may have to complete these figures at the end.









